

To: Giles Brown
Dr. Regina Organ
Dr. Dava Washburn
Gary Paikowski

Randy Truxal
Dr. Debbie Smarr
Dr. Brad Weart

Amy Evans
Dr. Jeremy McMillen

EXECUTIVE COUNCIL MEETING
Board Room 100D
9am September 7, 2016

Meeting Minutes

Dr. Jeremy McMillen
Dr. Regina Organ
Dr. Dava Washburn
Mr. Giles Brown
Mr. Gary Paikowski
Mr. Randy Truxal- *Absent*
Dr. Chase Machen
Dr. Kim Williams

Dr. Debbie Smarr- *Absent*
Mrs. Joanna Barnes- *Absent*
Mr. Steve Davis
Mr. Leon Deutsch
Mrs. Djuna Forrester
Mrs. Amy Evans
Dr. Brad Weart
Dr. Molly Harris

Guests: Sherri Yeary

Old Business:

None

New Business:

1. HR Consultant Sherri Yeary presented the Standard Speaker/Trainer Contract. After some discussion regarding "MISC D," the decision was made to change the wording to make it required for a speaker to provide the presentation in advance IF requested. Clarify CEU item on page two. Going forward, all speakers engaged at the College will need to sign the Speaker Agreement. Add "revised" date on agreement. Dr. Regina Organ moved to accept the agreement with recommended changes. Upon a second by Gary Paikowski, the motion carried.
2. Dr. Jeremy McMillen discussed the need to lead through this process. At this point, office hours have not changed but 40-hour employees need to work 40 hours. It's important for leaders in each area to hold those difficult conversations and lead by example.
3. Vacation Accrual- Giles Brown presented an overview of the needs. The current HR system only allows vacation to be accrued on a calendar-year basis. The policy dictates an academic year. Proposal will be to go to a calendar year basis with a true cap of 120 hours. The next time there will be a truing up will be December 2016. Also, remove the statement in the policy that requires an employee to use half of their vacation each year and remove the reference to golf course personnel. No proposal has been made regarding long-term employees who have accrued quite a bit of vacation; that proposal is forthcoming after further conversation.

Giles Brown moved to make these changes to the vacation accrual policy. Gary Paikowski provided the second and the motion carried.

- a. PTO information in GreenShades/GreenEmployee is not reliable right now.
- b. Any vacation that has been accrued can be used before the end of the calendar year.
- c. Personal Days will be set to 2 and will reset again in January.
- d. Holiday Leave- There was a discussion of Exempt employees working on holidays. “With employees taking off that number of days in the quarter following the holiday.”

Dr. Regina Organ moved to accept the revision and Giles Brown provided the second. The motion carried.

4. Sherri Yeary provided a review of what was discussed during the last EC meeting concerning sick leave and returning to work. Any employee who misses 5 consecutive days of work or has been admitted to hospital requiring an absence from work needs a release from a doctor prior to returning to work. Supervisors should notify HR immediately when an employee has been hospitalized. HR will handle the return to work documentation. Dr. Regina Organ moved to accept the revisions. Upon a second by Dr. Dava Washburn, the motion carried.
5. Giles Brown moved to fill two Maintenance Custodian positions. Upon a second by Dr. Dava Washburn, the motion carried.

Informational Items:

1. Grant Updates
 - a. On-Going Updates
 - i. Skills Development
 - ii. Veterans Center for Excellence
 - iii. Adult Basic Education (AEL)
 - iv. Student Support Services
 - v. T-STEM 2015-2016- Report due August 31, 2016.
 - vi. T-STEM 2016-2018 Funds have been awarded and disbursed
 - vii. Smith Foundation Scholarships- Funds have been awarded and disbursed
 - viii. EMS Local Projects Grant – Equipment has been received. Item will remain on the list until final report has been submitted.
 - b. Considering
 - i. NSF/ATE – Due October 1, 2016
 - c. Submitted Grants (waiting on a response)
 - i. Texoma Health Foundation (Dental Lab Mannequins)- Declined
 - ii. Texas Health Foundation (Faculty Salaries)
 - iii. Texas Fast Start III- Declined
 - iv. Caterpillar Foundation (ATE Awareness)- End of August

- v. Hoblitzelle Foundation (Infant Mannequins)- End of August
- vi. Dual Credit Career and Technical Education- Equipment Grant
- vii. Jobs and Education for Texans (JET) Grant
- viii. Perkins- received \$39,000

Interim Votes

1. Fill the position of Financial Aid Specialist. Approved August 30, 2016