

President's Advisory Council October 9, 2013

Present: Dr. Jeremy McMillen, Brent Archer, Giles Brown, Shelle Cassell, Paula Cavender, Steve Davis, Jeanie Hardin, Christy Klemiuk, Lorie Lefevers, Barbara Malone, Jake McBee, Regina Organ, Gary Paikowski, Debbie Smarr, Mark Taylor, Kim Teel

Absent: Jan Crumpton, Donna King, Tony Stanzo

Guest: Andy MacPherson

Dr. McMillen welcomed the new Director of Admissions/Registrar Christy Klemiuk.

Professional/Staff Development

Kim Teel announced that February 7, 2014 has been set as the Spring semester Professional Development Day. She asked that professors be reminded to include this in their Spring class syllabi, and that classes will not be held that day. A keynote speaker has been invited for the morning assembly session. Kim asked that session topic ideas be submitted to her or Jack McBee, and to please note on the suggestion the appropriate audience (faculty, staff, all, etc.)

Dr. McMillen asked that the topic for the monthly Staff Development sessions be readily identified so that supervisors can encourage attendance by those who would most benefit. Kim Teel encouraged everyone to attend, as the sessions are designed to be beneficial to all employee groups. Lorie Lefevers suggested that the start time be moved back to accommodate professors. The 11:30 a.m. start time is difficult for most faculty.

Graduation Requirements

Regina Organ asked for input on the idea of automatically awarding an Associate degree or Level II certificate when a student successfully completes the required coursework. General consensus was supportive, with a few logistics that need to be resolved. One challenge is that credits being transferred-in are not being detailed on GC transcripts. Christy Klemiuk assured the group that this was a new priority for her office. The proposal is to begin automatically awarding AS degrees with the Spring 2013 semester, and the students who will be involved have been/will be contacted. Dr. McMillen noted that those in this first group (those who completed 60+ hours in the last five years) who do not wish to receive the degree will have their wishes honored. Future students will be notified upfront in the admission application process. Members discussed the need to identify students who are eligible for other degrees and certificates (Level II).

Actions: Admissions office will update the General Catalog (graduation requirements section and appropriate others). Steve Davis and Brent Archer will work with Estudios to identify eligible certificate students. Jeanie Hardin and Steve Davis will finalize agreements with Texoma Workforce Solutions so students who are funded through that organization are not adversely affected. Admissions office will make a modification to the Texas Common Application to let the

student opt out of an automatic degree award (not an option for certificate-seeking students). Suggested wording like “The college intends to award your degree when you successfully complete the qualifying credits” should be considered.

Winter Commencement Plans

Christy Klemiuk and Regina Organ reported on the arrangements for the college’s first Winter Commencement. A committee met earlier this week to work on the details. The desire is to keep the ceremony similar to past events with no major changes this time. The service will be held at 11:00 a.m. on Saturday, Dec. 14; 300 graduation applications have been received – they are estimating approx. 40% will participate in the ceremony and 70 AD Nursing students will graduate/pin the night before. No formal reception is planned, as the weather is unpredictable and the ceremony will be over at lunchtime. A place for informal photos will be set up. Pomp and Circumstance will be played for the processional. A more upbeat celebratory tune is being sought for the recessional. Members discussed locating the original school song written by Neva Pinkston to see if it would be suitable (or updated to be appropriate). Jonathan Shultz, a former theater student, has been invited to deliver the Commencement Address. All full-time faculty, deans, and department directors are expected to attend (except nursing faculty). Program assistants are not expected to attend. Volunteers (can be faculty and/or staff) are needed to help with the event. Those that volunteer to assist are not required to sit on stage. Actions: Tony Stanzo and Steve Davis are to provide Jan Pfeiffer with a list of faculty who will be sitting on the stage. Regina Organ and Christy Klemiuk will solicit volunteers.

Math HUB Expansion

The architects have been working on solutions to provide additional space for the Math Hub, and are proposing to enclose the courtyard area in the Success Center. The additional space will include small and large study rooms, faculty offices and additional student work space.

“Night Owl” Program for Employee Safety

Andy MacPherson introduced a “night owl” program that is designed to provide an added layer of safety for employees who work extended hours on campus. By providing safety tips and additional resources, college police officers will assist employees who work on the campus past normal hours. They ask that employees notify college police of who you are, where you will be working, what type of vehicle you are driving and where you are parked. Members appreciated the added safety. Andy will distribute the information to the campus.

Summary of Executive Council Actions

Dr. McMillen quickly reviewed recent discussions and activities of the Executive Council:

- Computer Use Policy has been updated. He reminded members that any activity that is performed on a campus computer – or if using personal phones or technology for any

kind of work – is subject to an open records request. Gary Paikowski will share more in-depth information on the revised policy at the next PAC meeting.

- New Core Curriculum has been developed. Debbie Smarr asked Gary Paikowski to develop a webpage to house core curriculum documents.
- New positions and replacements have been approved for: Web Developer, Executive Assistant to the President, Veterans Affairs Coordinator, Assistant Director of Fiscal Services, Library I (South Campus)
- Policies related to electioneering and free speech areas have been reviewed in anticipation of GC being a county-wide voting site.
- Apple TV technology has been installed in the Boardroom so that users can better understand its use and potential for classrooms.
- Emergency Management activities and meetings have been held with area first responders and the campus emergency management team. Plans are underway for a large-scale campus-wide drill.
- Guidelines for establishing an Emeritus designation for retiring administrators is in the works.
- The Veterans Affairs work in Financial Aid will be audited in November.
- Discussion is underway about how graduation regalia is disbursed. There is interest for this to be moved to the Bookstore.
- Participation is under consideration for Collegefish.org, a new program that helps students monitor progress toward a degree.
- IT resources and the recent ATT internet outages have generated discussion on alternatives and the plan to update internal switches and equipment.
- SACS has accepted the closure of the Forensics and Crime Scene Investigation programs. They have asked for additional information related to the college's procedures for handling Substantive Changes.

2nd Half Session Enrollment Report

As of today, headcount for the 2nd Half Session is up, but contact hours and credit hours are down.

Announcement and Reminders

- Dr. McMillen asked Gary Paikowski to add Christy Klemiuk and Brent Archer to the PAC@grayson.edu email distribution list.
- Jake McBee distributed a draft survey on Faculty Technology Needs, and asked that feedback be provided to him by October 16.