

Communications Council  
February 1, 2013  
Minutes

Dr. McMillen summarized the activities of the Executive Council meeting from December 3, 2012:

Enrollment report

NIMS Training – Sept. 12 HE100 ICS – Executive Council members participated in a training session designed to share the higher education structure of emergency management. Giles and Andy MacPherson have been working on activities to improve safety and communication on campus and with first responder agencies:

- Denison and Sherman first responders met with GC to introduce our plan to use HE model
- Denison, Sherman, Van Alstyne and Grayson County agencies have received a notebook that contains all campus building floor plans so these responders will become more familiar with the campus
- Knox Boxes are being installed on selected buildings for quick building entry by first responders when the campus is closed
- Building numbering plans are in the works. Each entry/exit will be identified and labeled.

Benches are being placed in hallways starting with Health Science. These will provide informal spaces for students to meet and study.

Career coach has been introduced / great tool for student to explore careers.

- Janis Thompson asked if all programs were available yet.
- Need to continue to update and make more engaging for site visitors.

1/9/2013 Executive Council Review:

Online Course guidelines and procedures are underway. This guide will establish standards for quality and consistency. It will be posted online when complete.

Dual Credit Issues: Waivers – to what extent to continue/change the current practice of offering waivers to those high school students who qualify for free or reduced lunch. Catalog revisions need to include changed info, especially the number of hours waiver, maximum taken, etc. for consistency, so that practice matches what is in writing.

SBDC position change and replace – EC approved a change from part time to full time for the secretary in SBDC. The change will be covered with grant funds. ABE mid-year request was not recommended. All campus positions must be approved by the executive council.

Phone Bank – the phone help is valuable during peak time, but needs to be analyzed to determine if will continue in the future.

Facility keys – Employees are being asked to help inventory various keys to campus buildings.

Computer purchases - CIS, Library, and South Campus are receiving new laboratory computers. Some research has been conducted to determine if there was an advantage to lease versus purchase. It is not as cost effective as hoped. Offices that plan computer purchases should go through IT for the best price and quality equipment. Next year, all computer equipment will be budgeted. The mechanics of DOE and requests will be forthcoming.

Gary Paikowski shared the future staffing needs for IT to improve stability and reliability.

Policy changes: Student ADA/Title IX Coordinator will be Mark Taylor; Employee ADA/Title IX Coordinator will be Marilyn Power.

South Campus Learning Resource Center – The current library situation is not used much by students; we are looking at bringing to campus in a renovated space. Costs being explored now.

Safety and Security Audit – Andy MacPherson is updating the campus police mission and vision.

#### January 23, 2013 Executive Council Review:

Dual Credit – The number of courses offered are too high for compliance. We are working with area schools, particularly Denison and Whitesboro. Offerings available may not be in high school standard plan or degree interests. Next year, we will offer only core courses. Credit hours for degrees are changing within Texas and this is driving changes in offerings.

Senate hearing is sending a confusing message on pension and insurance payments. These are still being debated. It is good that all community colleges agree on the TACC proposal that focuses on student success. Community College Day will be next Tuesday. GC students, board members, and President will be attending.

Professional Development Day will be held March 1. Topics to be covered include best practices and “Learning College” concept by Terry O’Banion.

The Annual Scholarship Kickoff went well. Of the \$300,000 goal, \$111,000 has already been raised. Dr. McMillen praised the great teams of volunteers who are working. He recognized Betty and Phil Roether, chairs for this and next year.

Late fees – discussion continuing on best way to handle. Also, work on purge date/procedures is continuing.

Retention and Persistence Data shows that:

- Enrollment projections based on demand
- Able to plan for enrollment growth
- Fall to Fall – retention data and trends (50%)
- Persistence – Fall Spring Fall (70%)
- Generally Fall to Spring (75%)

IT projects and progress updates were shared.

Core Completer Certificates – We are looking into this, being careful to understand the implications for Financial Aid students.

Weekend class schedule – We learned the need to work out some logistics on rooms and buildings being unlocked and similar challenges; enrollment was okay – we allowed some to go with low numbers and only had to cancel a couple.

We received a grant opportunity for Alertus. Alertus software allows computer screens to flash in an emergency, and includes POISE/ wireless/mobile devices. A GC Alert message about the Cosmetology electrical panel short was sent.

Rental of facilities – Now that renovations are complete, we would like to encourage the community organizations to use the facilities. A recent request for the Arts & Communication Center led to a broader discussion on how to manage facility rental. A new vinyl floor covering has been ordered to make gym more usable.

IT position replacement (Dan Sharp) and Custodial position were approved.

The student-run restaurant has been named “Six Ninety One” @ Grayson College. They served 53 today; 12 were first-timers. Enrollment is strong, and they are meeting all the requirements of the grant. The Culinary Arts students are planning a special dinner on February 15, with service at 6 and 8 p.m. The \$50 per person (paid in advance) includes wine pairings from Justin Scheiner, our viticulture and enology professor. The meal is a fundraiser for students to attend the Chicago food conference (accepting donations to TIPSS).

Enrollment was down 4.5% in headcount and 3.5% in credit and contact hours. Other community colleges are down some also. Dr. McMillen encouraged employees to continue the teamwork that is needed to turn that around.

Legislative Outlook: Still early in process, and the state wants us to focus on student success. The TACC proposal gives each community college a \$1,000,000 base plus 10% for student success plus 90% for contact hour numbers on the census date. The first look from legislature reduces appropriations \$675,000 or 9%. Lots will change before session ends.

Dr. McMillen reminded employees of the “20 Seconds of Courage” message from the start of the semester. He encouraged them to keep sharing the “First thing you would change to improve student success” ideas with him.

#### Executive Council - January 30:

A quick review of CCSSE data.

We are looking at how to prioritize ideas by impact/cost, with feedback going to the goal teams for input and follow up.

Dr. Cooper with SSBTN will visit the campus on February 18-19.

### Board Summary of January 22, 2013 Meeting

The college received a clean financial annual audit. The accounting firm conducting the audit was very complimentary of the business services staff and others who provided files and information.

The Board conducted a public hearing on Marc Payne, at his request. The decision was affirmed.

They received the TASB Policy updates for legal and local changes.

The Board approved the President's contract extension.

Giles' monthly business office report indicates that we are still on target with the budget.