

## President's Advisory Council August 14, 2013

Present: Dr. Jeremy McMillen, Brent Archer, Giles Brown, Shelle Cassell, Paula Cavender, Steve Davis, Jeanie Hardin, Donna King, Lorie Lefevers, Barbara Malone, Jake McBee, Gary Paikowski, Roy Renfro, Debbie Smarr, Tony Stanzo, Mark Taylor, Kim Teel

Absent: None

### Fall Registration Update

The latest enrollment report shows 4674 to date. A look at the demographics of who this represents shows that:

- There are more full-time students than 2 years ago (part-time is increasing but still down)
- OCT/Business enrollment is down; Culinary, Welding, HART, Nursing are at capacity;
- Dual credit enrollment is up (850 students last year compared to 950 this year);
- Veterans enrolling are trending an increase (Fall 2012 – 175, Spring 2013 – 394), but this also means that Hazelwood tuition exemptions will increase our expense (Donna King and Giles Brown will visit to see if the 2013-14 budget projections are in line with expectations for the coming year).
- There has not been a purge yet. It is set for August 23.
- 494 students still need to provide Meningitis documentation. These students are being contacted.
- One and Done Registration is tomorrow and will utilize the same basic flow as the July event. Late fee (\$75) begins Friday evening.
- Donna King reported that the government's website for FAFSA was down for a day. Her office is seeing between 200-250 students each day.
- Developmental Math sections are in demand
- Biology is down. Speculation that the new numbering system is confusing to students.
- Estudios is a good tool for reviewing data

Other related discussion included:

- Summer semester enrollment ended with Summer 1 headcount up about 2% and Summer 2 down about 5%. Overall, contact hours were down.
- New TSI Assessment was opened for sample testing. Shawn Eagleton and Billye Cheek are concerned about the large number of students who, based on the new/higher scoring standards, will be forced to begin their developmental math work in Adult Basic Education. Members agreed that the new testing standards should be communicated to the area high schools so they will understand what their students will be facing. Paula Cavender encouraged math professors at the high school and college level to work together to vertically align math skills.
- Members again briefly discussed the 60 hour degree plans that will be implemented in Fall 2015. Work is continuing.

### New Exemption for Senior Citizens

Donna King explained three new state exemptions that allow senior citizens (exemption ages start at 55, 60 and 65 for the three exemptions) to participate in college courses with up to six hours of tuition waived. They would still be responsible for student fees. The three overarching rules are: 1) Must be a Texas/U.S. resident, 2) Must be enrolling in a course that has excess capacity and one that receives state reimbursement, and 3) The local Board must approve the senior citizen exemption program. Members discussed the logistics of filling requests for courses and matching course capacity. Tony Stanzo reported that Virginia has a similar program and that these exemption students were allowed to enroll after the regular registration for courses had ended. Members saw a connection between this program and the college's current "mirror" class and SAVE programs. Donna King will connect with her listserv group to learn more about how other Texas schools will be handling this new exemption. Dr. McMillen will poll TACC to see what other presidents/campuses are doing. A majority of the PAC members felt this was a program worth exploring.

### New Hire Form

Debbie Smarr shared a form used at Southeastern Oklahoma State University to make the issuance of computer access, passwords, etc. more efficient. The form would help identify which employees needed access to which systems. This new form could be incorporated with HR's new exit inventory form.

### Emergency Preparedness & Run, Hide, Fight Cards

Giles Brown handed out "Run, Hide, Fight" cards to be worn with ID badges. He presented the emergency response information at the Adjunct Orientation last night and will present to all employees in the next week. Employees and students are encouraged to wear their photo ID or keep the card available at all times while on campus. Drills are being planned for this semester. He also provided an update on the building numbering project (complete) and the installation of Knox Boxes on the Main Campus (South Campus will be complete soon). The siren on the South Campus has not been installed yet. The college is hoping to have cooperation from Van Alstyne city officials.

### Auto Awarding of Degrees and Certificates

Barbara Malone reported that approximately 600 former students (from the last 5 years) have been identified as having completed or are within a few hours of completion of a degree or certificate. 122 of those are eligible for graduation now and are being notified of their eligibility for graduation; 38 are within one semester; 5 will be complete following Summer 2; and 66 are still being reviewed. Members agreed to let the Fall semester get underway before working with these students. Steve Davis reported that he visited with Bob Rhoden at Texoma Workforce Solutions to see what impact the auto awarding of a degree would have on students being

funded by TWC. Bob said that it would impact those who declare intent to earn an AAS/AS degree and are awarded a Certificate.

**ACTIONS:** Steve recommends that the college share the graduation list with TWC before the award is made to eliminate problems. Members agreed that the local portion of the Apply Texas admissions application should be updated to include an Opt OUT for the automatic awarding of credentials. Next meeting: Members should be prepared to discuss what effect this will have on our graduation process.

### Business Office Report to the Board

Dr. McMillen shared a copy of the most recent Business Office report approved by the Board. It indicates that the college will end the year with a positive balance of approximately \$852,000. A large portion of this is because the state benefits expense wasn't as high as expected. Giles Brown reminded members that the last day to use this year's budget has essentially passed. Only items that can be invoiced and delivered before August 31 can still be processed.

### New Employees/Position Status

Dr. McMillen quickly reviewed the status of several open positions. He announced that Personnel Action forms now go directly to the appropriate Vice President instead of Gary Paikowski. They should include the selection committee and interview questions. He reported that the new Vice President for Student Services, Dr. Regina Organ, will be on campus Sept. 3.

### Instant Messaging Update

Gary Paikowski said the implementation of the new instant messaging system is going well. Those departments using it are becoming more familiar with the software and are adding to the knowledge base articles. Staffing is a challenge, especially during heavy student traffic. Barbara Malone reported that she was adding Advising instant messaging on Sunday evenings.

### Blackboard Upgrade

A major update for Blackboard will require the system be offline beginning at noon on Friday. Grades for Summer 2 are due at 10 am Monday, and those professors have been given alternate instructions for posting grades. In a related discussion, members agreed that tardiness in certifying rosters and turning in grades should be captured in professor evaluations.

### Computer Use Policy

Gary Paikowski shared the revised Computer Use Policy and noted a few significant points: 1) Employees will only be allowed to use GC email (grayson.edu). This allows the message to be archived and available for public information requests. 2) Personal signature lines must be related to the college's mission.

### Announcement and Reminders

- Local career videos that were produced by Texoma Workforce Solutions (GC was a partner sponsor) will be linked to Career Coach. Steve Davis is adding Career Coach information to the program brochures.
- Approximately 100 attended Adjunct Orientation in Van Alstyne.