

## LEAP Texas Board of Directors Meeting

February 23, 2016  
12:30 p.m. to 2:30 p.m.

### Meeting Notes

Present	Not Present	Guests
John Beaver Rodger Bennett David Billeaux Gary Elbow Larry King Rebecca Lewis Catherine Parsoneault Loraine Phillips Kathryn Rather Jeff Roberts Amy Tan Celia Williamson Laurel Williamson	Russell Lowery-Hart Barbara Lerner Pat Williams Laurel Williamson	Tiffany Hearne Rebecca Karoff

<b>Call to Order</b>	Meeting called to order at approximately 12:33 p.m. by Dr. Loraine Phillips
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Agenda Item	Comments	Recommendations/ Actions/Follow-up
<b>Sign-in</b>	Board members signed in and introduced themselves.	
<b>Review Previous Meeting Minutes</b>	Minutes from August 4, 2015 and December 18, 2015 were reviewed. Dr. Catherine Parsoneault noted Dr. Barbara Lerner's name was misspelled on the December minutes. Dr. Parsoneault moved to accept minutes for August as is and December minutes with correction of the spelling of Dr. Lerner's name. Dr. David Billeaux seconded the motion. Motion carried with no opposition.	Dr. Rebecca Lewis to correct the spelling of Dr. Lerner's name on December minutes.  Dr. Parsoneault moved to accept minutes for August as is and December minutes with correction of the spelling of Dr. Lerner's name. Dr. David Billeaux seconded the motion. Motion carried with no opposition.
<b>Review of Financial Reports</b>	Dr. Billeaux presented financial reports, including a report for the Faculty Collaboratives project, a report on LEAP Texas dues, and an events report. The Forum budget projections will be affected by some unexpected audio/visual charges. Also, the events report will not be finalized until all Forum expenses come due. Dr. Celia Williamson moved to accept the financial reports as presented.	Dr. Celia Williamson moved to accept the financial reports as presented. Mr. Rodger Bennett seconded the motion. The motion

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<b>Bylaws Update and Succession Planning – Drs. John Beaver, Gary Elbow, and Catherine Parsoneault</b>	<p>Drs. Beaver, Elbow, and Parsoneault proposed bylaw language to handle board member replacement when a board member leaves the board prior to the end of term. This proposed language varied some from changes the Board already agreed on in the previous meeting. In addition, the committee was not aware they were to consider succession planning.</p> <p>Dr. Parsoneault said it made sense to consider succession planning and there was discussion of options. However, Dr. Celia Williamson suggested the board move on with elections of both executive board and other board positions and reconsider succession planning after the elections.</p> <p>Drs. Beaver, Parsoneault, Elbow, Celia Williamson, and Lewis will work on both elections for board replacements prior to end of term as well as succession planning prior to May 23, 2016.</p>	Drs. Beaver, Parsoneault, Elbow, Celia Williamson, and Lewis will work on both elections for board replacements prior to end of term as well as succession planning prior to May 23, 2016.
<b>TAMU-CC MOU</b>	<p>Dr. Phillips explained the MOU with TAMU-CC will be expiring and TAMU-CC has a new provost who is not interested in renewing the MOU, so LEAP Texas will need a new administrative home.</p> <p>Dr. Parsoneault inquired if anyone had expressed interest and Dr. Phillips said not currently. Dr. Rebecca Karoff asked what it would look like if UT System held the MOU. Dr. Phillips said for financials there would need to be two accounts; one for LEAP Texas and one for Faculty Collaboratives. Travel authorizations have been the primary issue with the TAMU-CC MOU.</p> <p>Dr. Parsoneault asked about pursuing an LLC non-profit status, but Dr. Phillips explained that would be too cumbersome of an arrangement. Dr. Karoff said she would inquire at UT System about being the administrative home for LEAP Texas. Dr. Parsoneault indicated she would inquire with UT Dallas.</p> <p>The current MOU is for two years and that would be the expectation for the new MOU.</p> <p>Mr. Bennett asked Dr. Celia Williamson about NTCCC being the administrative home to LEAP Texas and Dr. Williamson said she would inquire.</p>	Drs. Karoff, Parsoneault, and Celia Williamson are to inquire with UT System, UT Dallas, and NTCCC respectively, about interest in being administrative home to LEAP Texas.
<b>Elections</b>	Dr. Lewis reported the call is out for nominations for board members. The call for executive board open positions will be sent out upon return from the Forum.	Dr. Lewis will send out call for executive board nominations upon return from Forum.

<p><b>Faculty Fellows – Work and Progress</b></p>	<p>Dr. Phillips shared the progress the Faculty Fellows had made and called up some of the information currently available on the LEAP Texas website. She explained that one Fellow has stepped down and another Fellow, Dr. Terry Di Paolo, has stepped up to be Hub Director. Two additional Fellows will need to be selected. Dr. Phillips explained that Dr. Di Paolo rolled out the HUB at the recent Faculty Collaboratives meeting in New Orleans and she shared his PowerPoint presentation. The Hub Dr. Di Paolo created was instrumental in giving the Fellows a template to grow their web presence for the five proficiency initiatives.</p> <p>The discussion then moved to the issue of paying the Fellows. Dr. Phillips indicated the Fellows had not yet been paid for their work. In addition, the former Hub Director was not paid. The Fellows devised a work activity schedule and there is also now a pay plan that aligns with clear activity on the part of the Fellow as per the expectations of the Faculty Collaboratives steering committee. Dr. Phillips asked the board to approve the payment plan and the initial payments to the Fellows. Dr. Celia Williamson moved to double the March payment as requested and disburse the April payment as well. Mr. Bennett seconded the motion. Motion carried with no opposition.</p> <p>Dr. Celia Williamson suggested URLs could be pasted in work plan table as evidence of work accomplished. Dr. Karoff suggested monthly reports as additional evidence. Dr. Beaver asked if TAMU-CC audits LEAP Texas and Dr. Phillips indicated they do.</p> <p>Dr. Phillips explained Dr. Lana Jackson, one of the Faculty Fellows, is retiring and will need to be replaced in addition to a replacement for Dr. Di Paolo. Dr. Beaver inquired about using the initial set of Fellow applications to find replacements. Dr. Celia Williamson reminded all that the areas of focus have been divided and replacements will need to be found who can cover DQP and GEMS. Dr. Celia Williamson suggested having the steering committee agree to use previous batch of applications.</p>	<p>Dr. Celia Williamson moved to double the March payment as requested and disburse the April payment. Mr. Bennett seconded the motion. Motion carried with no opposition.</p> <p>Dr. Phillips to discuss with Faculty Collaboratives steering committee using previous batch of applications to find potential candidates to fill vacant Fellow positions</p>
<p><b>LiveText – Dr. Larry King</b></p>	<p>Dr. King explained that LiveText has offered their next generation platform at no charge to LEAP Texas. He presented the draft agreement with LiveText. Dr. King indicated the contract date should be extended to September 1, 2017.</p> <p>Dr. Phillips expressed concern about sustainability and future costs. Dr. King explained that he anticipated low cost (\$1000) or no cost in the future beyond the current contracted being presented.</p> <p>Dr. Amy Tan inquired about LEAP Texas artifacts if the contract were to not be renewed by 2017. Dr. King said artifacts could be downloaded.</p>	<p>Dr. King to secure the extended contract date, a future commitment for low or no cost, and status of artifacts is relationship is dissolved. Then return to the board for a vote either via phone or electronically before the next board meeting.</p>

	<p>Dr. Lewis asked if LiveTexas would put future commitment in writing and Dr. King said he believes they would.</p> <p>Dr. Celia Williamson asked if LiveText had the capabilities the Assessment Fellows needed and Dr. King said it did.</p> <p>Dr. Phillips asked Dr. King to secure the extended contract date and future commitment. Then return to the board for a vote either via phone or electronically before the next board meeting. Dr. Beaver added securing artifacts if relationship is discontinued.</p>	
<b>GEMS-Dr. Celia Williamson</b>	<p>Dr. Celia Williamson shared the progress on the GEMS projects between UNT, DCCCD, and Collin College. They are focusing on AAS to BAAS degree. She shared that there is an upcoming meeting within the week to continue the charge and regional conversation that will result in a common template to be used region-wide. This will facilitate the transition for students. They hope to launch proof of concept within a year. They are testing the template this coming Friday and will report out results in the fall.</p>	
<b>4<sup>th</sup> Annual LEAP Texas Forum- February 20-21, 2017</b>	<p>Dr. Phillips asked if the February date should be kept. Dr. Celia Williamson said she thinks late February is better than summer for faculty.</p> <p>Ms. Karen Mongo offered El Centro in downtown Dallas as the venue for 2017. San Jacinto College in Houston has also expressed interest.</p> <p>Dr. Elbow moved to pursue early spring for 2017 and to pursue a facility for 2018. Dr. Beaver seconded the motion. The motion carried with no opposition.</p>	<p>Dr. Elbow moved to pursue a venue for early spring for 2017 and to pursue facility for 2018. Dr. Beaver seconded the motion. The motion carried with no opposition.</p>
<b>Adjourn</b>	Meeting adjourned at 2:57 p.m.	