

STAFF MEETING

The Academic Affairs' staff met on Tuesday, May 22, 2001, 2:00 PM, in the Academic Affairs' conference room (E-12) of the East Building.

Attending: Carla Browning, Steve Faulkner, Margaret Green, Bob Isenhower, Kemp Sigmon, Sherry Vaughn, Sandy Winkler, Dave Pelham, and Barbara Wilson.

Guests: Nancy Lane, Cindy Alexander, and Regina Eaker.

The meeting began with some general discussion regarding revisions to the learning disabilities guidelines. Ms. Lane indicated that topics being reviewed include: building evacuations, room entrances/exits, doorways, etc. She also shared information on resources available for further details on these topics. The group was advised that Mr. John Johnson, Physical Plant, has been designated as the staff person who will ensure that all campus facilities are in compliance with disability guidelines.

Dr. Pelham shared information from the May 21, 2001 President's Council agenda: a) the state legislature is now in conference committee meetings to determine the percentage the budget will be cut for next year. It is anticipated that STC's percentage will be approximately \$900,000. Dr. Terhune presented a proposal to the Board requesting permission to utilize, for this coming year, the capital and student fee equipment monies to offset this budget cut. Note was made that three (3) vacant faculty slots will not be filled due to these budget restraints. Dr. Pelham commended budget managers in the academic affairs' division for their effective management practices during this fiscal year.

Staff members were also given a status report from the May 21, 2001 Area Commission meeting:

- a) Approval of two (2) new certificate programs for the Business Technologies division: 1) Insurance Specialist and 2) Medical Front Desk Specialist. It was noted that these two certificates will serve as stop-out options for Office Systems Technology (medical) students. Dr. Pelham voiced his support of stop-out options as they will better accommodate our students and also will provide a means for the College to receive credit for student completers.
- b) The Area Commission approved Dr. Terhune's budget proposal to utilize capital and student equipment revenue for the 2002-2002 fiscal year as a means to offset the upcoming budget cut.

Dr. Pelham advised the group that his prior approval for out-of-state travel expenses does not equate to prior approval for use of a rental car. Faculty and staff should be advised that all car rental requests (in state or out of state) must have Dr. Pelham's specific

prior approval for the rental.

Mr. Sigmon informed the group that the fall ABET reaccreditation visit has been confirmed for September 23 - 25, 2001. He indicated that the draft program manuals are now being reviewed.

Mrs. Green stated that the final draft of the distance learning incentive plan is pending. She also stated that there are approximately 150 students enrolled in distance learning classes this summer term. Staff were given some preliminary numbers of public school enrollees for next fall.

Ms. Browning announced that she is now located in her new office complex. She added that she still does not have an e-mail address.

In closing, Dr. Pelham advised that Converse College has contacted STC stating an interest in developing some articulation initiatives for students. He indicated that he is working with Liz Patterson, Director of Continuing Education/Converse II programs, to begin these efforts.

There being no further business or discussion, the meeting was adjourned.

Submitted by:

Barbara J. Wilson
Administrative Assistant
Office of Academic Affairs