

## ACADEMIC AFFAIRS STAFF MEETING MINUTES

**Meeting Date:** 1/26/09

**Location:** SSB 315

**Time:** 2:30pm

**Present:**

Lynn Dale  
Rita Melton  
Mark Roseveare  
Joe Sidlowski  
Daryl Smith  
Sandy Winkler  
Edna Howard  
Barbara Wilson  
Sherry Vaughn

**Members Absent:**

**Guests:**

Rose Pellatt

Item Discussed	Discussion	Committee Action/Recommendations	Status	Follow-Up
<p><b>Key:</b> R = Resolved PR = Partially Resolved I = Information Only CF = Carry Forward</p>				
1. Old Business				
2. New Business	<p><b><u>Student Surveys: Rose Pellatt, Guest</u></b></p> <ul style="list-style-type: none"> <li>• Upcoming survey information (student and employee) was shared with the group</li> <li>• Handouts, which included a calendar, were provided</li> <li>• Student satisfaction surveys will be given the last two full weeks in March (March 16-27) using the same process as has been done in the past</li> </ul> <p><b><u>Flower Funds</u></b></p> <ul style="list-style-type: none"> <li>• A handout was provided for the group to review</li> <li>• The group was polled as to whether to continue contributing to the fund during 2009</li> <li>• It was the consensus of the group to continue the flower fund contributions for 2009</li> </ul>		I	

	<p><b><u>Equipment Budget Account</u></b></p> <ul style="list-style-type: none"> <li>• No requisitions are presently being taken out of the remaining AA equipment funds; these dollars will be used for operations and management of the College – pending Commission approval</li> <li>• Emergency purchases in the academic areas, should there be any, need to be shared with Mrs. Vaughn when they arise</li> </ul> <p><b><u>Purchasing/Requisitions</u></b></p> <ul style="list-style-type: none"> <li>• Per Dr. Terhune’s budget presentation last week, money can be saved by being very careful with expenditures in all of the O &amp; M budgets across campus</li> <li>• The group was asked to ensure dollars being spent in the O &amp; M budgets are essential to the education of SCC students. Every effort should be made to save as much as possible without compromising the quality of our services</li> </ul> <p><b><u>PC Agenda Items</u></b></p> <ul style="list-style-type: none"> <li>• PC items were discussed and the Deans/Executive Directors were encouraged to share this information within their areas</li> </ul> <p><b><u>Snow Make-Up Time</u></b></p> <ul style="list-style-type: none"> <li>• Responses as to how the time will be made up have been received</li> <li>• Once make-up time has been completed as outlined in each response, an e-mail should be sent to Mrs. Vaughn stating such</li> </ul> <p><b><u>LEC Document</u></b></p> <ul style="list-style-type: none"> <li>• A brief discussion was held re: recent distributed LEC documents</li> <li>• To follow up, the group was informed that there may be a called meeting within the next 2 weeks to discuss these documents specifically</li> </ul>		<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>CF</p>	
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	<p><b><u>Sharing</u></b></p> <ul style="list-style-type: none"> <li>• Career Quest 2009 – Spartanburg Expo Center – October 13 <b>(Mark your calendars!!)</b></li> <li>• SC Automotive Dealer Association on campus – March 19; first-time event for our campus</li> <li>• Two (2) Gateway to College staff members—Eugenia Hooker, Director and Janie Faulkner, Lead Resource Specialist – have been hired and just returned from required training in Portland (along with Lynn Dale). First two student cohorts will enter Fall 2009</li> <li>• There will be English tutoring available in the Library on Saturday mornings throughout the semester, provided by part-time library specialist, Tanya Newman. This is a collaborative partnership between the Library and the TLC. Ms. Newman is also an adjunct instructor for the English Department.</li> </ul>		I	
<p><b>Adjournment</b></p>	<p>There being no further business or discussion the meeting was adjourned:</p> <p style="text-align: center;">Submitted by:  <i>Edna Howard, Administrative Specialist</i></p> <hr style="width: 50%; margin: auto;"/> <p style="text-align: center;">Meeting Chair</p> <p style="text-align: center;"><i>Sherry Vaughn, VP of Academic Affairs</i></p>			