

ACADEMIC AFFAIRS STAFF MEETING MINUTES

Meeting Date: 2/16/09

Location: SSB 315

Time: 2:30pm

Present:

Lynn Dale
Mark Roseveare
Daryl Smith
Joe Sidlowski
Edna Howard
Barbara Wilson
Sherry Vaughn

Members Absent:

Sandy Winkler
Rita Melton

Guests:

Item Discussed	Discussion	Committee Action/Recommendations	Status	Follow- Up
<p><i>Key: R = Resolved PR = Partially Resolved I = Information Only CF = Carry Forward</i></p>				
1. Old Business				
2. New Business	<p><u>Budgets</u></p> <ul style="list-style-type: none"> • The group was informed that if they had any unit/program/area with budget expenditures greater than 60%, a coverage plan for the remainder of the fiscal year must be submitted. • The deadline to have the plan submitted to the Office of Academic Affairs is Monday (2/23/09) • All O & M requisitions now have to come through the Office of Academic Affairs to be approved by Mrs. Vaughn (per directive of the President) 		I	

	<p><u>Equipment Budget</u></p> <ul style="list-style-type: none"> • The group reviewed all requisitions that were on hold • The requisitions were placed in priority order <p><u>Procedure IV-10.11</u> <u>Non-Traditional Course/Program Requests</u></p> <ul style="list-style-type: none"> • The group was provided a copy of the procedure and asked to review • A copy will be sent electronically to each AA member • The group will discuss at the next AA Staff Meeting on March 16 <p><u>Procedure 111-10.17</u> <u>Audio-Visual Equipment Use</u></p> <ul style="list-style-type: none"> • The group was provided a copy of the procedure and asked to review • Discussion was held • The procedure will be discussed in detail at the next AA Staff Meeting <p><u>Shared Information</u> Lynn Dale</p> <ul style="list-style-type: none"> • The group was informed that 12 or 13 students will be graduating from the LINK Program this Spring • The students' names will be published at a later date <p>Barbara Wilson</p> <ul style="list-style-type: none"> • The group was informed that SCC has entered into a partnership with the Tyger River Correctional Center due to a new grant. Classes will begin this Spring • The Career Center Directors Meeting will be held on February 26 @ 8:30am. The meeting will be held in the new Culinary Arts area 		I CF CF I	
Adjournment	There being no further business or discussion the meeting was adjourned:			

	<p>Submitted by: <i>Edna Howard, Administrative Specialist</i></p> <hr/> <p>Meeting Chair</p> <p><i>Sherry Vaughn, VP of Academic Affairs</i></p>			
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