

## ACADEMIC AFFAIRS STAFF MEETING MINUTES

Meeting Date: 3/16/09

Location: SSB 315

Time: 2:30pm

**Present:**  
Lynn Dale  
Rita Melton  
Joe Sidlowski  
Daryl Smith  
Edna Howard  
Barbara Wilson  
Sherry Vaughn

**Members Absent:**  
Sandy Winkler  
Mark Roseveare

**Guests:**

<b>Item Discussed</b>	<b>Discussion</b>	<b>Committee Action/Recommendations</b>	<b>Status</b>	<b>Follow-Up</b>
<p><b>Key:</b> R = Resolved PR = Partially Resolved I = Information Only CF = Carry Forward</p>				
<b>1. Old Business</b>	<p><b><u>Policy &amp; Procedures</u></b></p> <ol style="list-style-type: none"> <li>1. III-10.17 Audio-Visual Equipment Use</li> <li>2. IV-10.11 Non-Traditional Course/Program Requests</li> <li>3. IV-190.1 Advisory Committees</li> </ol>		CF CF CF	A recommendation will be forth- coming from Faculty Board
<b>2. New Business</b>	<p><b><u>Reminders:</u></b></p> <ol style="list-style-type: none"> <li>1. AA Staff group reminders were shared</li> </ol> <p><b><u>Inclement Weather (March 2/3,2009)</u></b></p> <ol style="list-style-type: none"> <li>1. Once snow time has been made up, please forward that information to Sherry Vaughn.</li> <li>2. A file will be kept for a couple of years, in the event of an audit</li> </ol>		I  I	

	<p><b><u>Budgets</u></b></p> <ol style="list-style-type: none"> <li>1. All plans and any transfer forms need to be turned in to Sherry Vaughn on or before March 23 (due to Dr. Terhune on the 23<sup>rd</sup>)</li> <li>2. A reminder was given that some budgets would not need to be reconciled as they do not exceed the cut-off percentage</li> <li>3. All budgets need to be in the black at the end of this fiscal year</li> <li>4. May 1, 2009 is the cut-off date for all requisitions for this fiscal year</li> </ol> <p><b><u>Academic Affairs Equipment Budget</u></b></p> <ol style="list-style-type: none"> <li>1. A handout showing expenditures was provided for the group to review and share with their areas</li> <li>2. Discussion was held</li> <li>3. The group was informed if items were needed in their areas to forward the requisitions to the Office of Academic Affairs as soon as possible for approval</li> </ol> <p><b><u>PC Agenda Items</u></b></p> <ol style="list-style-type: none"> <li>1. Agenda items were discussed and the Deans/Executive Directors were encouraged to share the information with their areas</li> </ol> <p><b><u>Sharing Time</u></b>  <b>Rita Melton</b></p> <ol style="list-style-type: none"> <li>1. Surgical Technology Site Visit – March 27, 2009</li> </ol> <p><b>Joe Sidlowski</b></p> <ol style="list-style-type: none"> <li>1. He is in the process of discussing possible grants with the Grants Office</li> </ol> <p><b>Barbara Wilson</b></p> <ol style="list-style-type: none"> <li>1. Polk County Visit – March 18, 2009</li> <li>2. SC Auto Dealership Association Visit – March 19, 2009</li> <li>3. Tyger River Correctional Center Visit – March 25, 2009</li> </ol>		<p> </p> <p> </p> <p> </p> <p> </p>	
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	<p><b>Lynn Dale</b></p> <ol style="list-style-type: none"> <li>1. LINK Program to graduate 13 students</li> <li>2. Student book issues discussed (pros &amp; cons of purchasing and reusing classroom books)</li> </ol> <p><b>Daryl Smith</b></p> <ol style="list-style-type: none"> <li>1. Ewing Middle School will be visiting the Cherokee County Campus – March 27, 2009</li> <li>2. The Cherokee County Campus will be one of the sponsors for the 2009 Iron City Festival in Blacksburg, SC – April 18, 2009</li> </ol>			
<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:</p> <p style="text-align: center;"><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>			