

ACADEMIC AFFAIRS STAFF MEETING MINUTES

Called to Order: Sherry Vaughn
Meeting Date: 09/21/09

Location: SSB 315

Time: 2:30 p.m.

Present:

Lynn Dale
Rita Melton
Joe Sidlowski
Daryl Smith
Barbara Wilson
Sandy Winkler
Sherry Vaughn

Members Absent:

Mark Roseveare

Guests:

Rose Pellatt

Key::				
<i>R - Resolved</i> <i>PR - Partially Resolved</i> <i>I - Information Only</i> <i>CF - Carry Forward</i>				
Item Discussed	Discussion	Action/Recommendations	Status	Follow-Up
1. Carry-Over General Business Items	<p><u>2009–2010 Hazardous Weather Plan</u></p> <ul style="list-style-type: none"> • Daryl Smith provided copies of the 2009-2010 Hazardous Weather Makeup Plan for the Fall 2009 exam schedule • An additional radio station in Cherokee County has been added for announcements 	Everyone agreed on this plan. Sherry Vaughn will place on the PC agenda for their next meeting	PR	Sherry
2. New Business	<p><u>Flower Fund Review</u></p> <ul style="list-style-type: none"> • Sherry Vaughn provided copies of the Flower Fund criteria for the staff to review and discuss at the next meeting <p><u>Equipment Fund Update</u></p> <ul style="list-style-type: none"> • Sherry Vaughn provided copies of the equipment 		CF	Sherry
			CF	Sherry

<p>3. Sharing</p>	<p>expenditures thus far for 2009/10</p> <ul style="list-style-type: none"> • Equipment needs will be reviewed with staff over the next month so that requisitions can be submitted • Monthly updates will be provided to the staff; staff are encouraged to share with the faculty and staff in their respective areas <p><u>Administration of CCSSE (spring)</u> Rose Pellatt discussed the following:</p> <ul style="list-style-type: none"> • Time schedule for the surveys should be administered prior to spring break • Timeframe to cover all classes are 2 – 3 weeks • Surveys should be completed at Central, Cherokee County and Tyger River campuses • Surveys should be monitored • Surveys usually take the entire class period • Surveys provide data critical to the improvement of the College and are very much a part of our assessment process <p><u>Recruiters (scheduling college visits to SCC)</u></p> <ul style="list-style-type: none"> • Carol Manual (Admin. Spec.) - contact for Central Campus • Cynthia Duncan (Admin. Asst.) - contact for Cherokee County Campus • Leanne Burkhead (Admin. Asst.) and Lynn Dale - contacts for Tyger River Campus <p><u>Sherry Vaughn</u></p> <ul style="list-style-type: none"> • December 31, 2009, William Reeder will retire • Nursing instructor, Jennifer Dixon has resigned (husband being transferred) • Interviews for the administrative specialist position (replacement for Kathy Bryant) for Health Sciences are currently underway • Considering part-time clerical staff for the Office of Academic Affairs Office until FT position can be filled. Advertising and reclassification for the FT position will 	<p>Rose Pellatt and Sherry Vaughn will develop a letter of instructions for faculty</p> <p>A training session will be provided to academic admins. and student ambassadors who will assist Rose Pellatt in administering the surveys</p>		
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	<p>begin soon</p> <ul style="list-style-type: none"> • Perkins Funds – Monies have been awarded to academics to expand the Model Office in AOT. Dr. Joe Sidlowski will track the dollars concerning Perkins funds so that all monies allocated to Academic Affairs will be spent. <p><u>Dr. Rita Melton</u></p> <ul style="list-style-type: none"> • MLT graduates passed Registry Exam – 100% • A DOL grant is being written in partnership with USC-Upstate <p><u>Dr. Joe Sidlowski</u></p> <ul style="list-style-type: none"> • Leanne Holman will report on October 5 as the new administrative specialist for Arts and Sciences (replacing Marlene Clements) <p><u>Barbara Wilson</u></p> <ul style="list-style-type: none"> • Career Quest is on target • Quest commercial will air October 5 on Channel 7 			
Adjournment	<p>There being no further business or discussion, the meeting was adjourned at 3:20 p.m.</p> <p style="text-align: center;">Submitted by:</p> <p style="text-align: center;">Shirley Cohen CPS</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>			