

ACADEMIC AFFAIRS STAFF MEETING MINUTES

Meeting Date: June 21, 2010

Location: SSB 315

Time: 2:30 p.m.

Present:

Pam Hagan
Mark Roseveare
Barbara Wilson
Lynn Dale
Sandy Winkler
Daryl Smith
Sherry Vaughn
Faye Perry

Members Absent:

Rita Melton

Guests:

<p>Key:: <i>C – Completed</i> <i>IP – In Process</i> <i>I - Information</i> <i>CF – Carried Forward</i></p>	<p>The meeting minutes are not intended to detail every single word spoken or every opinion/idea verbalized. They present a brief overview of what was discussed during the meeting along with any action items/recommendations and/or decisions made. If you have any questions re: any of the agenda items, please contact our Office.</p>			
Item Discussed	Discussion	Action/Recommendations	Status	Follow-Up
<p>1. Old Business</p>	<p><u>EC Updates – Ms. Vaughn</u></p> <ul style="list-style-type: none"> • Policies and Procedures • Changes in management of evening services • Economic stimulus funding • Grants <p><u>Draft Annual Departmental Planning Sheet (YTC)</u></p> <ul style="list-style-type: none"> • More time for review <p><u>Terminology for Denoting Elective Options</u></p> <ul style="list-style-type: none"> • Discussion <p><u>Noel Levitz Student Satisfaction Survey-Results of Focus Groups</u></p> <ul style="list-style-type: none"> • Will be reviewed over several AA staff meetings 		<p>I</p> <p>CF</p> <p>CF</p> <p>CF</p>	

	<p><u>Renovation of East and Ledbetter Buildings – Pam Hagan</u></p> <ul style="list-style-type: none"> • Ms. Hagan outlined the proposed relocating and updating of offices and classrooms in the East, West and Ledbetter Buildings • Some changes will be implemented for Fall semester 	Physical Plant has begun work	IP	
<p>Handouts</p> <p>Reminders</p>	<ul style="list-style-type: none"> • <u>Flower Fund Balance Update</u> <ul style="list-style-type: none"> ➤ Handout distributed • FPMS are due to Ms. Vaughn for signature by Monday, June 28th • Departmental budgets are due to Missy Hughes by June 30th • Mr. Giles to be contacted during Ms. Vaughn's vacation 		<p> </p> <p> </p> <p> </p> <p> </p>	
<p>Adjournment</p>	<p>Next meeting is scheduled for July 19th at 2:30 in SSB 315</p> <p>There being no further business or discussion, the meeting was adjourned:</p> <p>Submitted by:</p> <p>Faye Perry</p> <p><i>Faye Perry</i> Administrative Assistant</p> <hr/> <p>Meeting Chair:</p> <p><i>Sherry Vaughn, VP of Academic Affairs</i></p>			