

EXECUTIVE COUNCIL MINUTES

Called to Order: Dr. Para Jones Meeting Date: November 1, 2011 Location: Snoddy Board Room Time: 9:00 – 11:00 a.m.

Members Present:

Dr. Para Jones
Pat Abell
Cheryl Cox

Lynn Dale
Mike Forrester
Henry Giles
Sam Hook

Members Absent:

Ron Jackson

Guests:

Rick Teal
Cindy Bailey

Key: C – Completed IP – In Process I – Information Only																																																							
Items Discussed	Discussion				Action and Recommendations	Status	Follow-Up																																																
Strategic Staffing Rick Teal and Cindy Bailey	Full-time and TGP's:				Dr. Abell and Rick Teal to discuss and make decision on analyst position grade, then forward information to EC Members. 3 Positions Approved	C	Henry Giles and Lynn Dale to prepare Gateway financial model for EC members review.																																																
	Gateway Director	*new	12 month	1/2/2012																																																			
	Gateway Resource Specialists (2)	*new	12 month	1/2/2012																																																			
	Applications Analyst	Replacement	12 month	ASAP																																																			
	Temporary/Part-Time: Nothing to report.																																																						
Grant Activities	<ul style="list-style-type: none"> • Grant Activities – Sam Hook <ul style="list-style-type: none"> ➤ Cherokee County Campus Projects (\$60,000) is tabled until we hear whether we are approved for Duke Funds. Plans are to combine funds for LEGO and Robotics projects. <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Request</th> <th style="text-align: left;">Director</th> <th style="text-align: left;">Project</th> <th style="text-align: left;">Source</th> </tr> </thead> <tbody> <tr> <td colspan="4">➤ Awarded \$200,000</td> </tr> <tr> <td>○ \$ 100,000</td> <td>- Ty Wright</td> <td>- Jobs for the Future with MSSC and Workkeys</td> <td>- AdvanceSC</td> </tr> <tr> <td>○ \$ 50,000</td> <td>- Mike Forrester</td> <td>- Tyger River</td> <td>- Piedmont Natural Gas</td> </tr> <tr> <td>○ \$ 50,000</td> <td>- Mike Forrester</td> <td>- Tyger River</td> <td>- AT&T</td> </tr> <tr> <td colspan="4">➤ Pending \$2,024,064</td> </tr> <tr> <td>○ \$ 104,717</td> <td>- Berta Hopkins</td> <td>-RPT Scholarships</td> <td>- Nuclear Regulatory Commission (NRC) expected response date - Unknown</td> </tr> <tr> <td>○ \$ 25,000</td> <td>- Sam Hook</td> <td>- Downtown Campus</td> <td>- RR Donnelley & Son - expected response date - Unknown</td> </tr> <tr> <td>○ \$ 556,136</td> <td>- Jeff Hunt</td> <td>- STEM Scholarship</td> <td>- National Science Foundation (NSF) expected response date - January 2012</td> </tr> <tr> <td>○ \$100,000</td> <td>- Daryl Smith</td> <td>- LEGO Robotics Program</td> <td>- Duke Energy - expected response date - November 2011</td> </tr> <tr> <td>○ \$ 5,000</td> <td>- Eugenia Hooker</td> <td>- SC Campaign to Prevent Teen Pregnancy</td> <td>- SC Dept of ED - expected response date - October 2011</td> </tr> <tr> <td>○ \$ 89,945</td> <td>- Berta Hopkins</td> <td>- Radiation & Nuclear Technology Curricula Enhancement</td> <td>-</td> </tr> </tbody> </table>				Request	Director	Project	Source	➤ Awarded \$200,000				○ \$ 100,000	- Ty Wright	- Jobs for the Future with MSSC and Workkeys	- AdvanceSC	○ \$ 50,000	- Mike Forrester	- Tyger River	- Piedmont Natural Gas	○ \$ 50,000	- Mike Forrester	- Tyger River	- AT&T	➤ Pending \$2,024,064				○ \$ 104,717	- Berta Hopkins	-RPT Scholarships	- Nuclear Regulatory Commission (NRC) expected response date - Unknown	○ \$ 25,000	- Sam Hook	- Downtown Campus	- RR Donnelley & Son - expected response date - Unknown	○ \$ 556,136	- Jeff Hunt	- STEM Scholarship	- National Science Foundation (NSF) expected response date - January 2012	○ \$100,000	- Daryl Smith	- LEGO Robotics Program	- Duke Energy - expected response date - November 2011	○ \$ 5,000	- Eugenia Hooker	- SC Campaign to Prevent Teen Pregnancy	- SC Dept of ED - expected response date - October 2011	○ \$ 89,945	- Berta Hopkins	- Radiation & Nuclear Technology Curricula Enhancement	-		IP	Dr. Jones to call Catherine Heigle.
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	<ul style="list-style-type: none"> ○ Nuclear Regulatory Commission (NRC) - expected response date - March 2012 ○ \$493,574 - Jeff Hunt - STEM Academic Technology Center - National Science Foundation (NSF) - expected response date - February 2012 ○ \$199,692 - Jeff Hunt - Automotive Manufacturing Eng. Tech. Program - NSF-ATE-Small Grants Program ○ \$250,000 - Para Jones - Downtown Campus - Denny's Corporation ○ \$200,000 - Jeff Hunt - Advanced Technological Education (ATE)-Small Grants Program National Science Foundation (NSF) ➤ Developing \$15,000 <ul style="list-style-type: none"> ○ \$ 15,000 - Jason Bagwell - TBD Environmental Protection Agency (EPA) - Due December 16, 2011 ➤ Declined \$ 20,143,728 <ul style="list-style-type: none"> ○ \$ 1,150,000 - Erin Watkins – EOC - USDE ○ \$ 25,000 - Sam Hook - Textbook Stipends for Talented Students(CCC) - Wells Fargo ○ \$13,993,728 - Cari MorningstarTAA CCCT - DOL ○ \$ 330,000 - University of Missouri - TAA CCCT Nuclear - DOL ○ \$ 4,400,000 - Henry Ford CC - TAA CCCT Amtech - DOL ○ \$ 245,000 - Eugenia Hooker – EEDA - SC Dept of ED 			
<p>Old Business</p> <p>All College Agenda</p>	<ul style="list-style-type: none"> ● <u>November All College Meeting Agenda –Dr. Jones</u> <ul style="list-style-type: none"> ➤ Meeting date has been rescheduled to December 2nd. ➤ Suggested topics: CAPS goals – Cheryl Cox; CCE initiatives – credit and noncredit programs, AMTECH model – Mike Forrester and Operational Priorities across the College. ➤ Topics for future meetings: Dr. Thomas F. Moore, USC Upstate – hold until January 2012; Early Alert Process – hold for future meeting; Internal Customer Service – Rick Teal (Dr. Jones – address internally before All College topic). 	<p>EC members to forward suggested topics to Geraldine Mahaffey.</p>	<p>IP</p>	
<p>New Business</p>	<ul style="list-style-type: none"> ● <u>President’s Innovation Fund – Dr. Jones</u> <ul style="list-style-type: none"> ➤ Executive Council members reviewed, discussed and approved the Innovation Fund Process as presented. ➤ The purpose of the President’s Innovation Fund is to support innovative strategies that advance the strategic plan of the College. CAPS, reconfiguring processes in Student Services, CCE provision of credit training modules with technology divisions, and Datatel implementation are projects that meet the criteria. ➤ The Innovation Fund consists of dollars to be set aside until planning is complete. EC members were asked to review EPMS and Planning documents recently submitted; then bring suggestions forward for review. 	<p>Katie Conrad to maintain the Innovation Fund when projects are underway.</p> <p>Dr. Abell and Katie Conrad to create an online proposal form to be placed on the portal for submitting requests.</p>	<p>IP</p>	

	<ul style="list-style-type: none"> • <u>Division Priorities – Pat Abell</u> <ul style="list-style-type: none"> ➤ An internal, all-day retreat is to be scheduled for EC members to collectively discuss plans for their areas in an informal setting. 		C	
	<ul style="list-style-type: none"> • <u>Procedure III-10.6 Check Cashing – Henry Giles</u> <ul style="list-style-type: none"> ➤ EC members discussed revisions and approved. 	Approved	C	
	<ul style="list-style-type: none"> • <u>Procedure III-10.7 Reimbursement of Incidental Purchases – Henry Giles</u> <ul style="list-style-type: none"> ➤ EC members discussed revisions and approved. 	Approved	C	
	<ul style="list-style-type: none"> • <u>Procedure III-10.9 Incidental Purchases – Henry Giles</u> <ul style="list-style-type: none"> ➤ EC members discussed revisions and approved. 	Approved	C	
	<ul style="list-style-type: none"> • <u>Procedure III-10.10 Distribution of Payroll – Henry Giles</u> <ul style="list-style-type: none"> ➤ EC members discussed revisions and approved. 	Approved	C	
	<ul style="list-style-type: none"> • <u>Dream it Do it Presentation – Mike Forrester</u> <ul style="list-style-type: none"> ➤ EC members viewed the presentation depicting industry employees as they worked indicating that high demand manufacturing jobs are available and emphasizing the need for instructors to be versed in teaching the skills required in preparing students seeking employment. 		I	
	<ul style="list-style-type: none"> • <u>Friday Afternoon Scheduling – Lynn Dale</u> <ul style="list-style-type: none"> ➤ Concerns about the effectiveness of the front Information Desk as well as the manner in which Friday afternoons are staffed during the extended hours of 1:30-5:00pm have been expressed. To conduct business in a more efficient and effective manner it was suggested that the Information Desk be staffed by cross trained individuals, working independently of switchboard operations, who can assist visitors and students with information and frontline operations of pertinent areas of the College. Cross training of staff covering Friday afternoon extended hours was also discussed. 		IP	
	<p>The Executive Council Meeting adjourned at 11:00 a.m.</p> <p>Minutes Respectfully Submitted by:</p> <p><i>Geraldine Mahaffey</i></p>			