

EXECUTIVE COUNCIL MINUTES

Called to Order: Dr. Para Jones Meeting Date: November 8, 2011 Location: Snoddy Board Room Time: 9:00 – 11:00 a.m.

Members Present:

Dr. Para Jones Lynn Dale Sam Hook
 Pat Abell Ron Jackson
 Cheryl Cox Mike Forrester

Members Absent:

Henry Giles

Guests:

Rick Teal
 Cindy Bailey
 Kathy McKinzie

Key: C – Completed IP – In Process I –Information Only				
Items Discussed	Discussion	Action and Recommendations	Status	Follow-Up
9:00 – 9:30 a.m.	<ul style="list-style-type: none"> ● <u>Demonstration of the EMSI System (webinar) - David Williams</u> <ul style="list-style-type: none"> ➤ David Williams and Christopher Aberle conducted an interactive webinar describing EMSI’s ability to extract and analyze data for institutional reporting and decision making. EMSI offers a software program for Colleges useful in many applications, such as, selection of ‘right size’ programs by use of three modules: 1) Economic Impact Study, 2) the Analyst module which has the most software exposure in the community college audience, and 3) the Career Coach which enables college personnel to correlate degrees and certificates with careers. ➤ Topics of interest generated from the discussion are how many users can have access, who needs access and who needs training. The number of users should be updated to include Cheryl Cox, Deans, Career Services, and CCE. 	Pat Abell and Kathy McKinzie to talk with David Williams and Chris Aberle regarding how the EMSI tool can be used more effectively on campus and bring information to the November 15th EC meeting.	I	EC members will make decision regarding maximizing use of EMSI modules. Pat Abell to add EC members to distribution list of EMSI reports.
Strategic Staffing Rick Teal and Cindy Bailey 9:30 a.m.	<p>Full-time and TGP’s:</p> <p>Marketing Communications Specialist-Advertising and PR replacement 12 ASAP</p> <p>Temporary/Part-Time: Nothing to report.</p>	Approved with condition of revising job description.	C	Through the President, there should be a statement regarding expectation of coordination of job duties by Recruiting and Marketing.
New Business	<ul style="list-style-type: none"> ● <u>A. Wade Martin Innovator of the Year Award – Dr. Jones</u> <ul style="list-style-type: none"> ➤ The Innovator of the Year is a person with noteworthy accomplishments for the advancement of the community college purpose. Winning criteria is based on the project and how well the application is written. The due date for nominees to be 	Agenda Item for November 15 th EC meeting.	IP	EC members to bring recommendations for nominees to

	<p>submitted is December 12th. Several names for consideration were mentioned.</p> <ul style="list-style-type: none"> ➤ Lynn Dale shared that a good report writer should complete the application and report for the nominee; and that it would be helpful to review past winners reports. 	<p>Dr. Cox to request past winners applications from State Department for review.</p>		<p>next EC meeting.</p>
	<ul style="list-style-type: none"> • <u>Proposed set up for Registration Activities for Fall 2012, Spring 2013, Summer 2013 – Ron Jackson</u> <ul style="list-style-type: none"> ➤ Due to time constraints and lack of full EC council, Mr. Jackson requested that EC members make a decision on the fall 2012 Registration Activities schedule in order to get the dates in the system. Remaining items are to be carried over to November 15th EC meeting. ➤ EC approved the fall 2012 schedule with the understanding of clarification of date in question; 50% Refund Date for Fall 10 week Flex Term of October 4th should be October 5th. ➤ Lynn Dale reminded EC members that date changes require a procedure change and that by approving the fall 2012 Date Activities schedule also denotes approval for the 2012 – 2013 Academic Calendar. Typically, "9 month plus 3" faculty members have the choice of either the last week in July or the first week in August as optional weeks. August 6 - 10 will not be an optional week in 2012. ➤ The 2012-2013 Academic Calendar was approved as presented by Lynn Dale. 	<p>Approved Fall 2012 Schedule.</p> <p>Mr. Jackson will email EC members for their approval of date change.</p> <p>November 15th Agenda Items - (Spring 2013, Summer 2013 and 2012-2013 Date Chart).</p>	<p>IP</p>	<p>Need verbiage from HR to clarify changes in Academic Calendar dates.</p> <p>December All College meeting – HR personnel, Lynn Dale and Ron Jackson to present explanation of 2012 calendar.</p>
	<ul style="list-style-type: none"> • <u>Good of the Order – Cheryl Cox</u> <ul style="list-style-type: none"> ➤ Pat Abell distributed a Community Profile brochure from her Rotary meeting to be used at the December 7, 2011 EC Retreat. ➤ Dr. Abell discussed changes in the Planning area. A consultant/programmer will be on campus to help during the transition. Planning software responsibilities will be moved from the IT Department to SSB under the supervision of Jay Jackson. ➤ Dates to remember: <ul style="list-style-type: none"> ➤ November 15 – EC Meeting ➤ November 22 – EC Meeting ➤ November 29th – EEC Meeting – CDR-B ➤ December 2nd – All College Meeting ➤ December 7th – Executive Council Retreat – Snoddy Board Room 		<p>I</p>	
	<p>The Executive Council Meeting adjourned at 10:45 a.m. Minutes Respectfully Submitted by:</p> <p><i>Geraldine Mahaffey</i></p>			