

EXECUTIVE COUNCIL MINUTES

Called to Order: Dr. Para Jones Meeting Date: November 22, 2011 Location: Snoddy Board Room

Time: 9:00 – 11:00 a.m.

Members Present:

Dr. Para Jones Mike Forrester
 Cheryl Cox Henry Giles
 Lynn Dale Ron Jackson

Members Absent:

Pat Abell

Guests:

Celia Bauss Jane Bird
 Pete Gallen
 Tina Reid

Key: C – Completed IP – In Process I – Information Only				
Items Discussed	Discussion	Action and Recommendations	Status	Follow-Up
Opening Remarks	<ul style="list-style-type: none"> Opening Remarks – Dr. Jones <ul style="list-style-type: none"> At the November 21st Commission meeting, Commissioners approved a 3% salary increase effective January 1, 2012, for FT and PT personnel. Grant paid personnel will require a grant manager to coordinate the increase. 		I	
Strategic Staffing Rick Teal and Cindy Bailey	<p>Full-time and TGP's:</p> <p>Temporary/Part-Time:</p>	Nothing to Report	C	
Old Business	<ul style="list-style-type: none"> Systems and Processes to Ensure Smooth Operation During Christmas Break – Dr. Jones <ul style="list-style-type: none"> To ensure everyone is served during the holiday breaks, with the exception of Christmas Eve and Christmas Day, Pete Gallen prefers leaving the help desk open during the holiday break. Calls to the Help Desk will be tracked. Jane Bird will update postings on the Webmaster emails and Facebook; and will track those accessing the Web. Lynn Dale will work with the IT Department creating a message to reflect College closing and opening. Signage regarding holiday closings and openings will be posted throughout the 4 campuses. Arena registration will be announced on electronic signs throughout the community. 	Pete Gallen and Henry Giles will coordinate the Thanksgiving, Christmas and New Year's holiday work schedules.	IP	
	<ul style="list-style-type: none"> Revised Documents - Proposed Set Up for Registration Activities for Spring 2013, Summer 2013 and 2012-2013 Date Chart 11-1-11 – Ron Jackson <ul style="list-style-type: none"> EC members discussed the revised registration schedules on the portal. Separate registration periods is a definite aid in setting up sections, assisting with roster clean up, and contributing to less cancellation by students. Priority registration (returning students) should be accomplished while students are still on campus. One week for priority registration is optimal. Summer registration opens March 18th. A campaign to register high school students should be initiated before their graduation. Henry Giles reiterated the need to have clean rosters and the necessity to purge those who have registered and not paid. Henry questioned why the College could not purge frequently as York Tech does. During the first week of classes York Tech purges every 	Celia Bauss to rework priority registration weeks and report back to EC.	IP	

	<p>night excluding financial aid students. If students haven't paid that day they are dropped. SCC enrollment numbers are growing; however, the College is losing approximately \$250,000 per year. Purges could be accomplished with a query written to eliminate students who receive financial aid; and coordinated with the 100% census date. Bad debt write-off is the result of the write-off implemented through financial aid.</p> <ul style="list-style-type: none"> ➤ Cheryl Cox and Pam Hagan have discussed a plan to operationalize methods to contact students utilizing Pell. 2,800 students who have applied for financial aid have not registered for spring classes. Auto-calls to those students were made November 14th. ➤ Henry Giles questioned why enrollment numbers on the portal do not match the numbers Celia Bauss reports. Numbers on the portal are frozen at a fixed point in time. Numbers on Celia's reports are actual and updated each morning. The System Office utilizes the actual numbers for reporting. 			
New Business	<ul style="list-style-type: none"> • <u>President's Innovation Fund Proposal Form and Checklist – Cheryl Cox</u> <ul style="list-style-type: none"> ➤ Dr. Cox presented the completed form substantiating her request for funds for relocation of student services departments to the East Building. 		IP	
	<ul style="list-style-type: none"> • <u>CAPS Office Relocation and Renovation Project – Cheryl Cox</u> <ul style="list-style-type: none"> ➤ Departments serving students with special needs or disabilities have been moved to a central location in the East Building. The request for funds is for furniture to accommodate those students. 		IP	
	<ul style="list-style-type: none"> • <u>CAPS Project Quote from Young Office – Cheryl Cox</u> <ul style="list-style-type: none"> ➤ A quote from Young Office was presented for review by EC members. ➤ The request meets criteria set forth in the Innovation Fund proposal form and was approved by EC members. 	Approved	IP	
	<ul style="list-style-type: none"> • <u>Virginia College Article, Community College Week 10/31/2011 – Dr. Jones</u> <ul style="list-style-type: none"> ➤ An article referencing a lawsuit by 14 former nursing students against Virginia College of Jackson MS was presented to EC members for information. Each student had paid \$25K for a 15 month pilot course and not allowed to take the state licensing exam because Virginia College was not accredited by the state. 		I	
	<ul style="list-style-type: none"> • <u>Datatel Update – Pete Gallen</u> <ul style="list-style-type: none"> ➤ Migration to the new portal is going well. There are still a few problems to be addressed. Personnel are directed to use a temporary link in accessing e-leave. MySites, a separate link from the portal, will give students and faculty the ability to create and customize their own page. ➤ Discussions in a telephone meeting with Datatel next week will include SharePoint 2010, printing issues, and moving everyone to web advisor. Screen shots and emails will be emailed advising everyone how to utilize Web Advisor. 		IP	
	<ul style="list-style-type: none"> • <u>Good of the Order</u> <ul style="list-style-type: none"> ➤ Lynn Dale reported the issue of a dual credit student on campus who had registered for 		I	

	<p>2 classes thereby qualifying for LTA funds. The student withdrew from one class within the 75% refund period, and based on the procedure in place, received a refund that netted a greatly reduced payment for the one remaining class. It is not required for LTA funds to be returned to the state when a student withdraws from class as is the case with federal Pell and other funds; therefore the student was eligible for a refund which included a portion of LTA funds. The current procedure will be reviewed and rewritten if necessary.</p>			
	<p>The Executive Council Meeting adjourned at 10:48 a.m.</p> <p>Minutes Respectfully Submitted by:</p> <p><i>Geraldine Mahaffey</i></p>			