

EXECUTIVE COUNCIL MINUTES

Called to Order: Henry Giles

Meeting Date: March 14, 2017

Location: Snoddy Board Room

Time: 9:00pm

Members Present:

Henry Giles
Ron Jackson
Ray Switzer
Cheryl Cox

Absent:

Mike Forrester

Guests:

Rick Teal
Mary Whitener

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 – Henry Giles <ul style="list-style-type: none"> ➤ Good morning, I hope you all had a great weekend. It is a very exciting time with all of the events that are taking place. ➤ Rick Teal and Mary Whitener are here to present Equal Employment Opportunity. 		I	
	<ul style="list-style-type: none"> • The Equal Employment Opportunity – Rick Teal/Mary Whitener • Refer to handouts: <ul style="list-style-type: none"> ➤ We would like to share what we look like in terms of our workforce. Colum one is our actual workforce as of September 30, 2016. Colum five captures the number of employees we actually hired between October 1, 2015 and September 30, 2016. This gives a breakdown of who was hired and what positions they were in. We met a lot of our goals. The two areas of concern are black females. Any number that is less than 70% we must provide an explanation of our recruiting efforts to Human Affairs. Another area of concern was white females in the trades service area. We have written a letter and received the approval back from Human Affairs. Our level of goal attainment for 2016 was 21.5. We will continue to move forward and make good hiring decisions. We are anticipating a higher goal of attainment. We need to bring in good candidates. The new numbers will be turned in October. 		I	
	<ul style="list-style-type: none"> • Suggested Global Compliance Network Modules for E/FPMS 2017-2018 – Rick Teal /Mary Whitener <ul style="list-style-type: none"> ➤ These are topics that we would like to suggest that we use for EPMS purposes for the next rating period. Each employee will be required to complete these four modules. <ul style="list-style-type: none"> • ADAAA – Americans with Disabilities Act Amendment Act • FERPA – Family Educational Rights and Privacy Act • FMLA – Family Medical Leave Act • General Harassment • Mr. Giles asked if anyone has an objection to including these modules in your planning. 		I	

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	<ul style="list-style-type: none"> • Review March Commission Agenda – Henry Giles ➤ Options for guest appearances – Jennifer Little – to speak about Tech Scholars and/or Linda Schmidt to speak about PIE Day. Both can speak for 5 minutes each. Dr. Cox and Ron Jackson will check their availability and let Mrs. Geraldine know. ➤ Update the dates and information for graduation ➤ Add under new business - Logistics/Process Control Technology Certificate Programs – Cheryl Cox ➤ Additional deactivate/elimination of an elective track – Cheryl Cox (Dr. Cox will let Mrs. Geraldine specific name of program and give her a write up. ➤ Financial Report – Reggie Browning ➤ Physical Plant Report – consent agenda – Ray Switzer ➤ Executive Session – Property Issue ➤ Announcements: ➤ Take off the cancelled All College Meeting – change the date 		IP	
	<ul style="list-style-type: none"> • Review March All College Agenda – Henry Giles • Suggestions for Agenda: • Dr. Cox will double check with Terese Ricard to see if she is ready for the Faculty/Senate to present. ➤ Introduce New credit certificate programs ➤ Robert Leslie – CCE ➤ Lynn Dale – Enrollment & Retention -A Year in Review ➤ Linda Schmidt – Summer Stem Programs ➤ Marcia Scank– Cyber Security Grant – NSF Grant ➤ Mr. Giles states that this is a good lead in developing some areas and we can finish next week. Ask Mike Forrester if he has anything to share. 		IP	
	<ul style="list-style-type: none"> • Vacant Positions Update – Ray Switzer • Refer to Handouts: ➤ This is the latest report. The items in green have been released to proceed. We have a couple of instructor positions on the front page and one at the top of the second page. The items in white are vacant positions that have not been released to proceed at this point with the exception of the law enforcement officer. ➤ From Ray Switzer’s area there have been two long term employees Cindy Knight will be leaving the middle of April and Robin Bridges has decided to retire the end of this month. Both of these positions will be open in the Information Technology area. ➤ Cheryl Cox – We have two that will be leaving at the end of the semester. We are taking a careful look at which positions do we really need. ➤ Carry forward ➤ Ron Jackson - We would like to fill the VA Coordinator position. 	Carry Forward	I	
	<ul style="list-style-type: none"> • Ways and Means FY 2017-2018 – Henry Giles • Refer to Handouts: ➤ This will be a very difficult year for the county. County budgets are flat. This year’s proposal is that employers’ contribution for employees will go up 2%, the employees rate will go from 			

	<p>8.7% to 9%. We figured for the 2% it is \$345,000. The state is planning on funding the percentage with none reoccurring money this year.</p> <ul style="list-style-type: none"> ➤ The most notable on the Ways and Means budget is the \$10M for Pathways funds, last year it was \$5M. We need to look at ways to shore up dual enrollment. 			
	<ul style="list-style-type: none"> • Logistics and Process Control Technology – Cheryl Cox • Refer to Handouts: ➤ The Logistics is a very brief certificate program. With all of the distribution centers coming this seems to be a good fit for what is being required in the workforce. This is a 16 credit hour program. These students can enter the workforce or continue their education in management. ➤ Program Description: The Logistics Certificate students fulfill the needs of the business community for entry level warehouse and distribution center employees and have a basic understanding of supply chain management, transportation, warehousing and distribution center operations. Graduates will have sufficient skills to enter the workforce or continue their education in management. ➤ The Process Technology Certificate – This is a 3 semester program. It is a certificate program and could possibly be an Associate’s degree if the demand is high. This is a 37 credit hour certificate program. ➤ Program Description: Process Technology is an interdisciplinary field involving control systems, electronic systems, industrial instrumentation, and mechanical systems to automate the control of physical parameters of manufacturing systems such as pressure, flow, level, temperature, pH, humidity, and mixing ratios. 	Betty will remind Mr. Giles of a breakfast meeting Robert Leslie is hosting.	I	
	<ul style="list-style-type: none"> • PRO III – 10.1 Property Management & Control System– Ray Switzer 	Approved		
	<ul style="list-style-type: none"> • PRO III – 10.2 Campus Mail System – Ray Switzer 	Approved		
	<ul style="list-style-type: none"> • Other Discussion: ➤ Cheryl Cox – Proposed Academic Calendar 2017 -2018 ➤ Ron Jackson – We have received a request to participate in the Heart Walk on April 8th in Greenville. ➤ Mr. Giles – Monitoring Report on Site for Jay Jackson looks good to Mr. Giles. Next week is a full week. The Farm to Table Event. Let Mr. Giles know if you would like to attend and he will take care of the tickets. The same with the Economic Visionaries Event. He needs to know now if you are planning to attend. 	Carry Forward the proposed 2017-2018 calendar	I	
	<p>The Executive Council Meeting adjourned at 10:40am</p> <p>Minutes Respectfully Submitted by:</p> <p><i>Betty Hall</i></p>			

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