

EXECUTIVE COUNCIL MINUTES

Called to Order: Henry Giles

Meeting Date: April 18, 2017,

Location: Snoddy Board Room

Time: 9:00pm

Members Present:

Henry Giles
 Ron Jackson
 Ray Switzer
 Cheryl Cox
 Bea Smith

Absent:

Mike Forrester

Guests:

Rick Teal

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 all is going well. ➤ Yesterday we received a letter from the National Disaster Medical System in Washington thanking us for allowing Joel Livesay to attend the National Disaster Medical System fundamentalist training. We received a nice certificate for allowing Joel Livesay to attend. Joel has volunteered to be on a list of people that could be activated in a time of Homeland Security, National Defense and Veterans Affairs. Joel has signed up to help and we need to thank him, this is great that he has volunteered to help. ➤ We have Rick Teal to present about the Safety Award. 		I	
	<ul style="list-style-type: none"> • Safety Award Winners - Rick Teal • Refer to handouts: <ul style="list-style-type: none"> ➤ When someone has an accident, injury or illness here at the College aside from wanting to make sure they are well taken care of we start categorizing that injury. The first thing we ask is if is covered by Workers Compensation and the second is how will it be recorded with OSHA. OSHA places accidents, injuries and illnesses into one or two categories. If it is just first aid it is not recorded, if more serious than first aid it is recorded. This means a doctor may have treated them. This could also fall into a second category of restricted work activity and days away from work. recording they put accidents and injuries into categories. This is our accident record since 2011. In 2016 that number dropped from nine in 2015 to five in 2016. There is a formula to calculate the Incident Rate. We applied for a Safety Award with the Department of Labor and we won the Palmetto Shining star 2017 Safety Award. This was based on our reduction of incident rate from 2015 - 2016. Tuesday, April 25th we will be sending someone to receive this award. We commend campus operations for all of their effort and decline in incident rates. Our goal is to get this number from 5 to 0. We are happy to win this. ➤ Mr. Giles said congratulations for receiving the award. 		I	
	<ul style="list-style-type: none"> • Review April All College Agenda – Henry Giles • Suggestions for Agenda: 	We will keep this open until next week. If	IP	

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	<ul style="list-style-type: none"> ➤ Dr. Cox or Ray Switzer will conduct this meeting. ➤ Add the Safety Award and Joel Livesay National Disaster to shout –outs. ➤ Call Me Mister – Frederick Keenan ➤ Faculty Senate – Terese Ricard ➤ Does anyone have other agenda items? Ray, Ron, Bea and Cheryl have nothing to add at this time. With that said if this is all we have Mr. Giles questions if there is a need for an April All College meeting. 	nothing more we will not have an April All College Meeting		
	<ul style="list-style-type: none"> • SCTEA Recommendations – Henry Giles • Refer to Handouts: ➤ These are the documents June West gave Mr. Giles to give an idea of the commitment from June’s perspective of the involvement with SCTEA. A critical point is someone who is willing to do this with a flexible schedule and their supervisor supports them doing this and is willing to modify their schedule. We had talked about whether we will open this up to whomever express an interest. There needs to be a sign off of the supervisor in agreement and it should come up through an Executive Council member. Maybe we should send an email asking who would be interested in being our liaison for SCTEA. The term could last for three years. ➤ Betty will draft an email to all faculty staff to send out and attach the description given from June West. It is an opportunity to get to know 16 other people in the State system. 		I	
	<ul style="list-style-type: none"> • Leadership Spartanburg Nominations – Henry Giles • Refer to Handouts: ➤ Cheryl Cox nomination – Renee Trammel 	Dr. Cox will verify that Renee Trammel is interested in being in Leadership Spartanburg	I	
	<ul style="list-style-type: none"> • 2017 – 2018 Early College Schedule – Cheryl Cox • Refer to Handouts: ➤ We compiled this information on what we did last year. We are finishing out 2017 and starting 2018. ➤ Mr. Giles asked if anyone has a problem with this schedule. Everyone is fine with these dates. ➤ Update on the 2018-2019 Academic Calendar ➤ The calendar committee completed two versions of the calendar. This will go back to the calendar committee one more time. Dr. Cox will finalize and bring back to the next EC meeting for approval. 	Carry Forward for 2 weeks away. Ray Switzer will get with Rick Teal. Ron Jackson will check with Celia Bauss.	I	
	<ul style="list-style-type: none"> • PRO III – 10.2 Campus Mail System – Ray Switzer 	Ray Switzer will revise and carry forward to EC agenda.		
	<ul style="list-style-type: none"> • Other Discussion: ➤ Henry Giles - We need to look at required certification exams into the fee structure of students so it can be paid as a part of their tuition and fees at the beginning of the term. We would need to define this as none refundable if the student drops out. These are the certifications they have to have to work. This must be required. ➤ Legislative Luncheon – Forrest Mayhan was elected Vice Chair of the President’s group. The next meeting is June 8 and 9th in Charleston. We will have a group of 5 or 6 superintendents join the meeting. Karen Woodward from our State Board and Kenny Blackwood from District 	At our next EC meeting Rick Teal will present compensation adjustments.	I	

	<p>Three have confirmed to be on the panel. The next Legislative Luncheon is scheduled for April 4, 2018. The System is hosting a Leadership Academy program. We need to predetermine one nominee in the future.</p> <ul style="list-style-type: none"> ➤ Ray Switzer is starting to put together documents for an acquisition. ➤ Bea Smith - We will be bringing candidates for interview next week for the Director of Grants. 			
	<p>The Executive Council Meeting adjourned at 10:39 am</p> <p>Minutes Respectfully Submitted by:</p> <p><i>Betty Hall</i></p>			