

EXECUTIVE COUNCIL MINUTES

Called to Order: Henry Giles

Meeting Date: May 2, 2017

Location: Snoddy Board Room

Time: 9:00pm

Members Present:

Henry Giles
Ray Switzer
Cheryl Cox (came late)
Bea Smith

Absent:

Mike Forrester
Ron Jackson

Guests:

Rick Teal
Cheri Anderson-Hucks
Jay Jackson

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. We will skip over the Compensation Plan Preparation until Cheryl Cox is able to join us. Let's start with Bea Smith, Emergency Fund Application. 		I	
	<ul style="list-style-type: none"> • 2017 – 2018 Compensation Plan Preparation - Rick Teal • Refer to handouts: 		I	
	<ul style="list-style-type: none"> • Emergency Fund Application – Bea Smith • Refer to Handouts: <ul style="list-style-type: none"> ➤ My office is receiving personal request. Students are coming in requesting emergency funds. It is very important to put a policy and procedure into place for guidelines for emergency funds. This would separate the Foundation from the selection and award process. Bea does not have access to student's financial records. I would like to discuss with EC is what signatures would be needed for the emergency fund application for a number of reasons. The document can be completed electronically. Please help me with a system of checks and balance. Mr. Giles feels that faculty or student advisor should sign off for the student in need. He suggests that signature lines be added to the form for faculty/student advisor and for the student. Director of Financial Aid, and TRIO services need to sign off as well. There is no reason for the Director of Business Affairs to sign off. Mr. Giles states that it needs to be defined why each person would need to sign off on the emergency fund form. In order for Ron Jackson to be completely aware of the situation and what he is charged to do before he signs the form. We should bring this back after more research. It would be good to know what services AIM, Success Network or TRIO. This is a good start. There must be a process that has some validity to it. 		I	
	<ul style="list-style-type: none"> • Review May Commission Agenda – Henry Giles <ul style="list-style-type: none"> ➤ Guest Appearance – Summer Camps – Credit and Non-credit ➤ Approval of minutes ➤ President's Report – Henry Giles 		I	

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	<ul style="list-style-type: none"> ➤ Nomination Committee Report – Sonny Anderson ➤ Financial Report – Reggie Browning ➤ Bad Debt Write-Off – Reggie Browning ➤ Announcements 			
	<ul style="list-style-type: none"> • 2018 – 2019 Academic Calendar - Cheryl Cox • Refer to Handouts: ➤ This calendar is an adjustment to show classes starting on August 20th. The other benefit from this calendar is that it gives more time to check student’s status after coming back from Christmas break. Mr. Giles states that we need to approve or send back notes with changes if there are any. ➤ 		I	
	<ul style="list-style-type: none"> • Other Discussion: • Mr. Giles would like to have a grand opening for the Business Division downtown. This will be for the business community and the people in Spartanburg. This is to inform businesses that we are officially down town and are looking for partnerships in terms of co-ops, work experience, apprenticeships, technical scholars etc. We would need to have this right before classes or soon after classes start. Cheri Anderson-Hucks, Renee Trammel and Judy Sieg should be the planning committee and bring back some recommendations in a couple of weeks. The late afternoon is the best time. It is a celebration of the School of Business. 		I	
	<p>The Executive Council Meeting adjourned at 10:45 am</p> <p>Minutes Respectfully Submitted by:</p> <p><i>Betty Hall</i></p>			