

## EXECUTIVE COUNCIL MINUTES

Called to Order: Henry Giles

Meeting Date: May 9, 2017

Location: Snoddy Board Room

Time: 9:00pm

**Members Present:**

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

**Absent:**

Mike Forrester

**Guests:**

Lynn Dale

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"> <li>• <b>Opening Remarks – Henry Giles</b> <ul style="list-style-type: none"> <li>➤ Good morning. Congratulations to Betty for receiving her MBA.</li> </ul> </li> </ul>		I	
	<ul style="list-style-type: none"> <li>• <b>Review May Commission Agenda – Henry Giles</b> <ul style="list-style-type: none"> <li>➤ Take off the Grand Opening for the school of business – Guest Appearance</li> <li>➤ Approval of Minutes</li> <li>➤ President’s Report</li> <li>➤ Nominating report for recommendation of officers</li> <li>➤ Financial Report – Reggie Browning</li> <li>➤ Bad Debt Write Off – Reggie Browning – Mr. Giles asked for a summary of the Bad Debt Write-Off.</li> <li>➤ Plant Fund Projects – Ray Switzer</li> </ul> </li> </ul>		I	
	<ul style="list-style-type: none"> <li>• <b>SACSCOC Information – Henry Giles</b></li> <li>• <b>Refer to handouts:</b></li> <li>• This is information was carried forward from the previous EC meeting.</li> <li>• Cheryl Cox states that Jack Bourgeois, Jay Jackson and her have been working on number 2 (request for access to your course directory). It will be a publicly accessible list. We need to look at their art contest and promoting it to a seal. Number 4 (student achievement data project) – Once we receive the letter we will know what they actually want (pending).</li> <li>• Mailing of annual membership dues – Geraldine Mahaffey</li> <li>• Number 6 does not apply to us (High School teachers teaching dual enrollment courses.</li> <li>• Mr. Giles will contact Cheri and Mike to get in contact with Jay and Leslie Cagle.</li> </ul>		IP	
	<ul style="list-style-type: none"> <li>• <b>Bad Debt Write-Off – Ray Switzer</b></li> <li>• <b>Refer to Handouts:</b></li> <li>• As you look at the analysis of April 30, 2017 write offs, reflect what the write offs were.</li> <li>• The bad debt write off totals \$299,577.12 for the June proposal.</li> </ul>		I	
	<ul style="list-style-type: none"> <li>• <b>Other Discussion:</b></li> </ul>		I	

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	<ul style="list-style-type: none"> <li>➤ Mr. Giles states if you have capital projects you need to be working with your staff to present to the EC.</li> <li>➤ Graduation Feedback - Any suggestions for graduation next year? In the future the platform guest exit first before faculty. The increase of security helps but we still have individuals wanting to reserve seats. The graduates could possible enter into 2 doors. We should keep the faculty on the stage. One of the concerns is groups of the graduates leaving early. Mr. Giles states that we will wait and get the total graduation debriefing from Ron Jackson.</li> <li>➤ Ron Jackson – There was an email that came through that was recognizing the Spartanburg Downtown Campus. Mr. Giles forward the email to Cheri Anderson-Hucks to see if this is a legit recognition.</li> </ul>			
	<p>The Executive Council Meeting adjourned at 10:22 am</p> <p>Minutes Respectfully Submitted by:</p> <p><i>Betty Hall</i></p>			