

Provost Team Meeting  
August 11, 2009

Present: Al Roberts, Jack Ancell, Sandra Thompson, Shannon Feinman, Peter Hunt, Brent Richey, Earl McDaniel, Dorothea Sizemore, Cindy Mason

Al:

1. The team will meet once a month and meetings will be kept to one hour. Al emphasized open communication and requested that the group keep him well informed by copying him on emails, etc.
2. Michelle Edmonds, Dean of Nursing and Health Technologies, was introduced to the group.
3. Evening registration coverage - The following offices will be covered Monday – Thursday until 7:00 during the first two weeks of classes. Student Services, Business Office, Bookstore, Admissions/Registration and Financial Aid. Shannon will have two faculty members in the Admissions area during this time. Coverage schedules need to be sent to Al.

Evening Administrator coverage was discussed. Letina works every evening until 7:00 and Tom is in the Library until 8:00 every evening. This should be adequate coverage. Al asked about support coverage for adjunct faculty as most evening classes begin at 6:30 and adjuncts may need assistance. Shannon will give this some thought and it will be discussed further.

Brent:

1. College wide enrollment is up 18.5%. Daniel campus is up 25%.
2. Brent encouraged everyone to attend Issuetrak training especially those who will be printing student schedules. Brent will hire someone to help cover printing schedules during the peak period, and his office staff will cover printing schedules in the evening during this time.

Sandra:

The GED test on demand offers a quick turnaround time. The student can take the test one day and get the results the next.

Peter:

1. 78 people are on the monthly payment plan.
2. The Chancellor says there will be a 5% cut in September and possibly another 5% cut in the spring. Spring tuition will be raised to help accommodate this cut. We can handle the 10% but beyond that, plans will need to be made to handle any additional cuts.
3. Campus books online is working and orders can be paid with credit cards. Clothing can be ordered as well. Should be live next week.

Jack:

Network changes are taking place. Everything is ready to roll with the new domain for the beginning of the semester.

Shannon:

Faculty meeting will be held on August 19 with lunch and training sessions in the afternoon. The adjunct faculty reception will be that evening.

Michelle:

A second year instructor has been hired for South Boston. Adrienne is the PN head for Farmville and Lisa Bennett will be in Keysville.

Earl:

1. There are 800 students for the fall and students will get their books before the semester starts with books online.
2. Working on office space for two RN people. Peter will assist in securing furniture.

Dorothea:

Student Services is extremely busy and student flow is being handled. If anyone hears any issues or complaints, please let Dorothea know so they can be addressed. We are ready for Orientation.