

PRESIDENT'S STAFF MINUTES  
DANIEL CAMPUS  
MAY 11, 2009

- Present** John Cavan, John Sykes, David Johnson, Mary Jane Elkins, Peter Hunt, Al Yoder, Chad Patton, Brent Richey, Al Roberts, Linda Sheffield and Tom Wisbey
- Governor's Campus Preparedness Conference** Peter and Chad will attend on August 3, 2009.
- Enrollment** Summer enrollment has increased 19.7% from last summer.
- Prison Enrollment** Occupational Tech concurrent courses in prisons should start within the next 30 days. Training is now occurring for prison staff so they will be familiar with PeopleSoft and college registration.
- Other** The APA audited the colleges payroll and had some findings regarding I-9's. The I-9 forms have to be filled out before hiring anyone and by the different deadlines stated on the form. Human Resources will continue to provide training in order to bring us into compliance.
- Shannon Feinman – discussion on Tobacco Commission grant that may be submitted by the Southern Regional Educational Center. This exploratory meeting dealt with video conference upgrades to offer local college courses in high schools. Pros and cons of this issue were discussed.
- John Sykes approved educational aid request for \$400 for grant work done by Ms. Peterson.
- It was mentioned that Carlisle Motion Control in South Hill is going out of business.
- Chad Patton reported that 600 student evaluations have been received for spring on-line courses.
- Al Yoder reported that the South Africa trip has been cancelled due to low enrollment.
- David Johnson will send updated graduation information to all members of the college community.

