

Presidents' Staff Minutes
Daniel Campus
November 6, 2008
9:30 a.m.

Present: John Cavan, Brent Richey, Al Roberts, Peter Hunt, Jack Ancell, John Sykes, Linda Sheffield, Al Yoder, David Johnson

- Chesterfield Career Program: College will send Bob Knicks
- Employment Outside of College: Human Resources should send an annual reminder to all college employees that any employment outside of the college should be reported to supervisors.
- Train Use: College policy states that the train is only to be driven by college employees.
- Christmas Luncheons: A Christmas luncheon will be held on each campus.
- Educational Aid Request: Approved the following:
Teresa Hudson - \$400
Stephen Walker - \$400
- Enrollment: 3075 FTEs. Up 4.4%
- College Tours: On December 1st, those involved with the LRC/Student Center Building planning will leave at 8:00 a.m. from the Daniel Campus and go to JSRCC and Montgomery Community College in Maryland to look at LRC buildings.
- Deceased Student Debt: President's Staff approved the write-off of deceased student debt.
- Committee Descriptions: Need descriptions for the following committees: Planning Committee, TLTR Committee, Grants Council, Enrollment Task Force, Library Advisory Committee, and Website Committee.