

Administrative Council Minutes  
MCG School of Dentistry  
June 29, 2004

Present: Potter, Barenie, Weller, Ivanhoe, Adair, Caughman, E Pashley (for Guinn), Sisk, Crail Schuster, DeLeon

1. Dr. Potter chaired the meeting in Dr. Drisko's absence and conducted a round robin discussion for issues the council may want to present.
2. Dr. Sisk asked when staff and faculty would receive notification of raises. Dr. Potter stated that the information had only been received this week and should be sent out shortly. Merit raises will be effective January 1, 2005 and Foundation Supplements will be effective July 1, 2004.
3. Dr. Edna Pashley asked if it was mandatory that photos be made for Project Extreme Makeover. Photos are not mandatory, but the purpose of the project is to help provide clean up, especially in clinic areas, in preparation for accreditation.
4. Dr. John Ivanhoe inquired regarding computer back-up other than the network. Dr. Potter will investigate as to whether the school has software to back-up individual computers and who would cover the expense.
5. Dr. Norm Weller requested that Dr. Frank Caughman provide part time assistants for three morning per week in Endodontics. Dr. Caughman stated that Dr. Drisko had mentioned the possibility of an assistants pool, but currently assistants have no down time and it would require additional lines.

Dr. Eladio DeLeon also indicated that Orthodontics needs assistants to maintain their current level of productivity.

Dr. Frank Caughman will explore opportunities for these requests. He suggested Dr. Weller and Dr. DeLeon to prepare a proposal outlining needs, how it will be utilized and a cost analysis. Dr. Caughman will present it to Dr. Drisko. Dr. DeLeon agreed to write a proposal.

Dr. Caughman also stated that it should be the responsibility of the Foundation to ensure that assistants are provided when faculty are working in the Faculty Practice.

6. Mr. Dale Crail announced that the next School of Dentistry Newsletter is due out in September. This issue will highlight Donors. He also announced that Dr. Emile Fisher is the first contributor for the a new dental facility and has sent a donation of \$50,000. Dr. Fisher may have been the first donor in 1969 having contributed \$825 for a scholarship.