



# EAC Meeting Minutes

## **Meeting Time and Place:**

Tuesday, September 16, 2009  
2:00 p.m. at the Greenblatt Library, Room 211

## **Voting Members Present:**

Gina Boyd, Laurie Bush, Tracy Chavous, Regina Gaston, Laurie Lane, Dayna Seymore, Lisa Stamper, Billie Jo Sullivent, David Wardlaw, and Lisa Wheatley

## **Members Not Present:**

Barbara Barton, Robin Reyes

## **Non-voting Members Present:**

Debra Arnold and Catherine Holmes – Human Resources

## **Guest:**

Pam Witter – Allied Health Strategic Planning

## **I. Welcome and Introduction – Lisa Wheatley, Chair**

Lisa called the meeting to order.

## **II. Agenda Item 1**

### *Southern Association of Colleges and Schools (SACS)/ Quality Enhancement Plan (QEP)*

- Pam Witter from Allied Health Strategic Planning discussed the Quality Enhancement Plan or QEP which is a carefully designed course of action that addresses a well-defined and focused topic or issue related to enhancing student learning. The QEP is a requirement for SACS accreditation.
- It was noted that MCG must identify goals for the QEP and develop a detailed plan to assess the achievement of those goals.
- The QEP topic has not been decided at this time. The final report will address a topic that is important and valuable to students, faculty, staff, and the broader community with the focus on student learning.
- The final report is due December 1, 2010.
- Ms. Witter encouraged everyone to complete the SACS survey that was distributed to the campus via email with the following in mind: "If you were in a hospital or doctor's office surrounded by doctors, nurses, medical technicians, biostatisticians, and dentists, what would you want each of them to be able to do well in addition to being academically prepared?" Any and all responses will be considered.

## **III. Agenda Item 2**

### *Wellness Initiative and Employee Service Ceremony Volunteers*

- Lisa Stamper has volunteered to assist with the Wellness Initiative project that is in the planning phases.
- The Employee & Faculty Service Ceremony is scheduled for Friday, October 9 at 2:00 p.m. in the Natalie and Lansing B. Lee Auditorium (formerly the large auditorium). The following EAC members have volunteered to assist with the ceremony: Lisa Stamper, Barbara Barton, Lisa Wheatley, Laurie Bush, David Wardlaw, Gina Boyd, and Tracy Chavous. A handout was distributed to the volunteers outlining the volunteer duties.

## **IV. Agenda Item 3**

### *Review Comments/Suggestions from Constituents*

- Comments and suggestions were reviewed by the council members. Constituents are encouraged to continue to submit their comments and suggestions as they are much appreciated.



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- All comments and suggestions received that are identified with an employee's name will be entered in the quarterly drawing for a Mocha Mahn gift certificate. The next drawing will be held at the October EAC meeting.
- One specific concern noted at the meeting was whether everyone pays for parking and whether there is a refund for parking due to furlough or vacation days. After receiving a response from a representative from the Parking Office, it was noted that all parking spaces are paid for and there is not a prorated amount due to an absence. If an absence is longer than one month, the individual may contact the Parking Office to make other arrangements.

## V. Agenda Item 4

### *Review Budget Reduction Suggestions*

- The council reviewed the consolidated budget suggestions received from constituents. These suggestions will be submitted to Bill Bowes, vice president for Finance and Administration.
- The complete list of budget suggestions will be available to review.

## VI. Agenda Item 5

### *Notification for Colleagues in Need*

- The council also discussed options to communicate the needs of various employees on the campus. The options and any current procedures and policies are being researched.

## VII. Agenda Item 6

### *New Business*

- The council discussed the election of a vice chair. The bylaws are being reviewed and will need to be amended to include a process for electing a vice chair. An interim vice chair will be elected at the next monthly meeting.

## VIII. Meeting Adjourned – Lisa Wheatley