**SSEM Leadership Meeting**  
**November 1, 2010**  
**9:00 a.m.-11:00 a.m.**  
**GWS-DAC Room 310**

**Present:** Frank Babcock, Derrick Brown, Kathy Cecil, Linda Herlocker, Ed Olmo, Ken Ray (chair)  
**Telephone:** Kellie Geary for Joe Bentrovato, Patti Mills, Steve Stancil

<table>
<thead>
<tr>
<th><strong>Item 1:</strong> Changing the accounts receivable de-registration program to include WNs – Linda Herlocker</th>
</tr>
</thead>
</table>
| **Discussion:**  
K. Cecil indicated a change has been made in the policy to make it a total drop. Currently the WN is submitted anytime after drop/add. This creates a big loss of revenue for the college. Faculty need to be educated on WN. We need to find a way to make the policy so that a refund will be generated when a WN is submitted. K. Ray indicated that the college will receive an audit criticism for faculty submitting WN grades after the ten day period. L. Herlocker strongly advocates that we not have boxed scheduled start dates. The nursing program is the only program that has an identified session. All other are irregular. We are meeting the needs of the community.  
VA does not pay for WN.  
**Action:**  
K. Cecil will check to see if Jacksonville’s policy is to provide a refund for WN grade.  
K. Ray will check other schools and also see which community colleges have a mandatory first date of attendance requirement.  
**Data source:** SSEM Leadership Meeting form submitted by Linda Herlocker |

<table>
<thead>
<tr>
<th><strong>Item 2:</strong> Transcript Evaluation Process – Ed Olmo</th>
</tr>
</thead>
</table>
| **Discussion:**  
Per K. Geary, J. Bentrovato has concerns for the 4,000 transcripts in the workflow. We need to come up with a plan to review these. K. Ray indicated that the PMT meets today and should come up with a plan.  
**Action:**  
**Data source:** SSEM Leadership Meeting form submitted by Joe Bentrovato |

<table>
<thead>
<tr>
<th><strong>Item 3:</strong> Explore on-line appointment scheduling – Joe Bentrovato</th>
</tr>
</thead>
</table>
| **Discussion:**  
What the campuses would like:  
SouthShore – walk in advising  
Dale Mabry – no appointment for financial aid; appointments for all other areas  
Ybor – yes to appointments  
Brandon – walk in  
F. Babcock – no shows for appointments is very common; he supports appointments. S. Stancil indicated that his staff said appointments would slow them down.  
**Action:**  
J. Bentrovato will champion this subject and get more information.  
**Data source:** SSEM Leadership Meeting form submitted by Joe Bentrovato |

<table>
<thead>
<tr>
<th><strong>Item 4:</strong> Graduation requirements – Patti Mills</th>
</tr>
</thead>
</table>
| **Discussion:**  
Are campuses graduating students who have unmet financial aid obligations but withholding diplomas:  
DM – yes; BR – no, sending letters; YB – yes; PC – no.  
**Action:**  
E. Olmo will provide, in writing, what each campus is doing and how big is this issue. K. Ray will take to the President’s Cabinet meeting. We all need to be doing the same thing.  
**Data source:** SSEM Leadership meeting form submitted by Patti Mills |

**Other:**  
- F. Babcock suspended two gentlemen for fighting at Hawks Landing. They have appealed. They will now go before the College Code of Conduct Committee. One complication is that Place Properties cannot evict them until they are suspended.
L. Herlocker acknowledged kudos to the EDC for a successful High School Counselor Workshop.

**Next meeting:** The next meeting will be with Dr. Maggie Culp on November 8, 2010, from 9:00 a.m.-2:00 p.m. at the Ybor City Campus, Public Service Technology Building, Room 314.