



Academy for  
**LIFELONG LEARNING**  
FELLOWSHIP • KNOWLEDGE • ADVENTURE

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The  
**Spiral**

APRIL, 2017

### President's Message

Here are a few interesting statistics about USCA that Dr. Jordan's office shared and I thought might interest you:

- *U.S. News and World Report* has selected USCA as the #1 Regional Comprehensive Public College in the South for 2017, which marks our 19th consecutive ranking among the top three in this category, and its 12th time in first place.
- Enrollment: more than 3,500—largest enrollment in the University's history.
- USCA student body is 41 percent diverse – 80 percent of the students are SC residents; international students represent 32 countries; military student enrollment has increased 100 percent since 2012; 40 percent of the student body are first-generation students.
- USCA Master-level Graduate programs include MBA, Educational Technology, and Applied Clinical Psychology.
- *Military Times* selected USCA as Best for Vets: Colleges 2017.
- USCA boasts 16,211 alumni as of Summer 2016.
- USCA offers Continuing Education: Nationally Accredited Children's Center for young folks through Academy for Lifelong Learning for seniors, and Pacer Pathway (high potential, low-performing secondary students) through Masters degrees.
- International opportunities include *Vetrya* (aka "Italian Google") that employed three students in summer 2016; archeological dig in Orvieto, Italy, in summer 2016; and Taiwan study opportunity in May 2017.

As you know, Spring has arrived, and Academy for Lifelong classes are winding down – only to begin with more great offerings in Fall 2017. Some of our

proposed fall courses include *Contemporary Poetry, Social Media and You, Appalachian Culture, Tour Italy from Top to "Toe," The Faith Club: A Muslim, a Christian,, A Jew — three Women Search for Understanding*, beginning and advanced line dancing, and many more.

A reminder—our annual Kauffman Recognition Day luncheon is Thursday, April 13 at, noon in B&E 116. Please be sure to let Laura know your luncheon preference before the April 3 cutoff date.

*Jan Van Slyke, Academy President*

### RSVP Deadline Approaching for Kauffman Luncheon

Each year since 1992 the Academy has recognized a group or individual that has made significant contributions to the Academy and its goals, in memory of Dr. Earl F. Kauffman, one of the individuals most responsible for the creation of the Academy back in 1989. The recognition award is given at the annual Earl Kauffman Remembrance Day event held every spring.

This year's luncheon will be Thursday April 13 at noon, in room 116 of the USCA Business and Education Building. Invitations to all current members for whom we have an address were mailed in mid-March.

There is no charge to attend this event as the observance is financed by an endowment established by Dr. James Kauffman in memory of his father.

While there is no charge to attend the luncheon, **an RSVP is required for planning purposes. The deadline for getting your RSVP in is Monday, April 3.** Please contact Laura Anderson ([LauraA@usca.edu](mailto:LauraA@usca.edu) / 803.641.3741) to reserve your place and to indicate your choice of Salmon Caesar Salad or Chicken Caesar Salad.

Our keynote speaker will be Karen Edgington, the new Executive Director of the Academy's home department at USCA: External Programs, Continuing Education, and Conferences.



There will be a short business meeting following the luncheon.

## Great Decisions Classroom Change



Effective March 30, *Great Decisions* is moving to the Nursing Building, Room 113. This move is being made to accommodate discussions longer than the 60 minutes that were available to us in Penland 110. Class start time remains 1:00 pm. The nominal class length is extended to 90 minutes.

## Officer Candidates Needed

The Academy has several positions that need to be filled so that we can continue to operate next year. They are:

**President-Elect** - Assists the President for 2017-18 academic year and serves as President the following year.

**Publicity Chair** - Manages publicity and public relations for the Academy.

**Curriculum Chair-Elect** - Assists the Curriculum Chair for 2017-18 academic year and serves as Curriculum Chair the following year.

If you are willing to serve in any of these positions, or just want more information, please contact President Jan Van Slyke ([pres@aikenlearning.org](mailto:pres@aikenlearning.org)).

## Courses Beginning This Month

Please see the published catalog for full descriptions and additional information. (You can find the current catalog on the Academy website at <http://www.aikenlearning.org/catalog/>). To enroll, return the form in the catalog along with any required payment. For questions, contact USCA Department of Continuing Education at USCA (803-641-3741 / [info@aikenlearning.org](mailto:info@aikenlearning.org)).



**IMPORTANT NOTE:** Do NOT attend these classes or events unless you have pre-registered AND received written confirmation of your registration from USCA.

## SOLAR ECLIPSES

**Dates:** 3 Tuesdays, April 11, 18, 25

**Time:** 2:00-3:00 p.m.

**Location:** Ruth Patrick Science Education Center, Room 131

## SOLAR ECLIPSES (second identical section)

**Dates:** 3 Tuesdays, April 11, 18, 25

**Time:** 3:15-4:15 p.m.

**Location:** Ruth Patrick Science Education Center, Room 131

## EARL F. KAUFFMAN RECOGNITION DAY LUNCHEON

**Date:** Thursday, April 13

**Time:** 12:00-1:30 p.m.

**Location:** Business & Education Bldg., Room 116

## BIRDS & BIRDING

**Dates:** 3 Fridays, April 14, 21, 28

**Time:** 11:00-11:50 a.m.

**Location:** Business & Education Bldg., Room 144

## CHESS 101

**Dates:** 3 Mondays, April 17, 24; May 1

**Time:** 1:30-2:30 p.m.

**Location:** Penland Administration Bldg., Room 110

## Board Minutes

We recently realized that Board minutes have not been published in *The Spiral* since the first of the year. This issue brings things up to date with this year's unreported minutes.

## November 18, 2016 Board Meeting

[As there was no December Board, these minutes were approved at the January 20, 2017 Board Meeting]

The meeting was called to order at 1:20 pm by President Jan Van Slyke.

Present: President Jan Van Slyke, Past President Doug Cook, Secretary Doug Wilson, Treasurer Amy Westra, Curriculum Chair Harriet Haynes, Publicity Chair Nancy Meinhardt

Visitor: John Meinhardt

## MINUTES

Minutes of the prior Board meeting, held October 21, were approved without change.

## TREASURERS REPORT – Amy Westra

As of the end of October we had outstanding expenses of \$850 for catalog and steeplechase expenses that have not yet been processed and charged back to us by the USCA system. In addition, there are \$4275 in instructor fees outstanding. We have not yet been charged by the University for per-student support fee for this semester. The account balance is sufficient to cover these expenses.

The Treasurer's Report was accepted by the Board.

#### CURRICULUM COMMITTEE REPORT – Harriet Haynes

The Spring 2017 catalog has been assembled and, with several last minute updates, is ready to send to the printer. The anticipated release date is circa December 1. Work is in progress for the Fall 2017 semester. There currently are 22 short classes and 2 events being considered.

The next Curriculum Committee meeting is scheduled for December 2.

#### PUBLICITY COMMITTEE REPORT – Nancy Meinhardt

Nancy's submitted article was included in *Mature Times* for November. She plans to submit an article highlighting the upcoming spring courses for December.

Nancy has had contact with the local dulcimer group to see if we can get them to play at the December Holiday Wine and Cheese Drop-In event.

Nancy will be unavailable to submit an article for January, so she requested help getting somebody to write an article for that month. Since we have no new classes starting before January 17 it was suggested that the article could cover the Wine and Cheese event.

The Spring 2017 publicity handout rack cards are now available for distribution. They've already been taken to the Aiken Visitor Center at The Depot, but need to be taken to other distribution points.

Doug W reported that the web-building software on our server is slated to be updated in November, and that this will necessitate a rebuilding of our website to be compatible. We are told that the current version of the software will still be available for some period of time to maintain the site as it exists today as the site is being rebuilt in the background.

#### OLD BUSINESS

##### *Courses/Events That Charge Entry Fees*

This is a continuation of the discussion begun last month, where we were reminded we have a policy in place that if the provider of a course or event wishes to charge a per-attendee entry fee, the liaison would give the instructor/provider the option of either charging the fee or receiving our per-session instructor fee.

The Curriculum Committee Liaison Checklist is to be updated to include this information; Doug C will update it in the near future. When the updated version is available, it was decided to make it available in the Documents section of our website.

For next Semester's Edgefield trip, an entry fee will be charged and will be collected along with our registration fees.

#### NEW BUSINESS

##### *Kauffman Luncheon and Award*

Our bylaws designate the responsibility for the Kauffman Recognition Day observance to the Past President. The date was set as Thursday April 13 at noon so that it can be placed in the Spring 2017 catalog. Several possible Kauffman Award recipients were discussed but no final decision was reached.

##### *Courses with Multiple Instructors*

There will be two courses or events next semester where there will be more than one instructor in each session. An issue was brought to light with the wording in our policy regarding instructor honoraria in such cases. The current wording is:

An honorarium of \$75.00 per short course session of any duration is offered to each instructor with a maximum of \$450 for the course. Additional material/travel expenses or honoraria beyond \$450 must be approved by the Board.

As this policy was revised just last year, we still have memories of the discussion and no consideration was given at that time to sessions with multiple instructors. It was decided the intent was for this to be \$75.00 per session, not \$75.00 per instructor, e.g. a session with two instructors would still only be offered a single \$75.00 honorarium. Secretary Doug W will update the policy wording to reflect this and bring the proposed update to the board for approval. Should we feel a particular course warrants a deviation, the second sentence gives the Board the ability to authorize payment beyond this level on a case by case basis.

##### *Spring Registration Help*

With an anticipated catalog release date of December 1, registration for the Spring semester will open Monday, December 5, at 9am. Based on last semester's experience it is thought that we will only need volunteer help to accept registrations for the first two days. There will be two volunteer shifts per day, running 9-12 and 12-3. As Curriculum Chair, Harriet will coordinate the needed volunteers.

#### ADJOURNMENT

The meeting was adjourned at 2:10 pm. No Board meeting is planned for December. The next session is scheduled for January 20 at 1:00 pm.

#### **January 20, 2017 Board Meeting**

[Approved at the February 17, 2017 Board Meeting]

The meeting was called to order at 1:00 pm by President Jan Van Slyke.

Present: President Jan Van Slyke, Past President Doug Cook, Secretary Doug Wilson, Curriculum Chair Harriet Haynes, Publicity Chair Nancy Meinhardt

Visitors: USCA Director of External Programs and Continuing Education Karen Edgington, John Meinhardt

#### MINUTES

There was no Board meeting in December. Minutes of the November 18 Board meeting, were approved without change.

#### TREASURERS REPORT – Doug Cook

In the absence of a Treasurer, Doug Cook obtained the current financial report from USCA. The balance should provide no problem in covering our anticipated expenses.

#### CURRICULUM COMMITTEE REPORT – Harriet Haynes

With the exception of the *Dinner Party* cooking class which is strictly limited to 12 students, we have been able to move all other classes with over-subscription wait lists to larger venues that can accommodate all registrants. In the case of the *Solar Eclipses* course, Gary Senn agreed to add a second session to handle the overflow.

There are around forty courses being considered for the Fall 2017 semester. Not all will work out but we should have enough for a good full offering next term.

#### PUBLICITY COMMITTEE REPORT – Nancy Meinhardt

Linda Soyars submitted an article featuring our Holiday Drop-In celebration which was carried in the January edition of the *Mature Times* supplement to the *Aiken Standard*. The Board expressed its appreciation for Linda's covering for Nancy while Nancy was on vacation.

Nancy reported that her contact at the *Aiken Standard* had changed. We'll have to wait and see how this might affect their receptiveness to our submitted articles.

Nancy has initiated contact with Aiken Parks & Recreation to let them know we wish to continue sponsoring an August event in the Hopelands Gardens Summer Concert Series. Our supply of fans promoting the Academy that we traditionally hand out at these concerts is running down. Nancy has started working on procuring an additional supply. The Board suggested purchasing 250 fans, which should last us a couple of years, unless there is a significant price break for larger quantities.

#### OLD BUSINESS

##### *Policies and Procedures Update*

Pursuant to the discussion at the November Board meeting, Secretary Doug Wilson proposed an amendment to the section of our Policies and Procedures document dealing with honoraria offered to course instructors. The proposal removed the words "to each instructor" so that the section would now read:

An honorarium of \$75.00 per short course section of any duration is offered with a maximum of \$450 for the course. Additional material/travel expenses or honoraria beyond \$450 must be approved by the Board.

The board voted to approve this amendment. The revised document will be placed on the Academy website.

#### NEW BUSINESS

##### *Administrative Assistant / Treasurer Vacancy*

Shortly after our November Board meeting, Amy Westra, our Administrative Assistant in the Continuing Education

Department, announced that she would be leaving USCA and moving out of state within a few days. Until the Department can hire a permanent replacement, retired former Administrative Assistant Laura Anderson has agreed to help part time to get us through the registration period for the Spring Semester. It is unclear at this point how long Laura will continue.

As Amy also served as Treasurer for the Academy, this leaves a vacancy in this position.

##### *Notification Problems with Course Changes*

This topic arose because of a problem experienced with one of our early January courses which had been moved to a larger room in another building due to higher-than-anticipated registrations for this course. Despite emails to all registrants, notices placed on our website, and a phone message left for the instructor, all well in advance of the first session, the instructor and four registrants failed to learn of the change, went to the original classroom, and began the class there. No sign had been placed at that room as a reminder of the classroom change. Meanwhile, many of the 50+ people that correctly showed up at the reassigned room departed after 15 minutes or so since, from their perspective, the instructor was a no-show.

To prevent, or at least reduce, the likelihood of similar future occurrences when classes are relocated or otherwise changed, the following were proposed:

When USCA sends emails announcing class changes, whether initial announcement or later reminder, the class instructor should be copied on the email.

USCA should make it standard procedure to post a change notice at the originally-scheduled classroom for at least the first relocated session. This was done routinely last year, but apparently fell through the cracks with Amy's departure.

The class liaison MUST take positive steps to confirm that the instructor has received and acknowledged receipt of the classroom changes. Sending phone messages and/or emails without receiving acknowledgments are not sufficient. The class liaison should also verify that the change notice has been placed at the originally-scheduled classroom for at least the first relocated session.

##### *Visit From New Continuing Education Director*

Karen Edgington has been hired as the new Director of USCA's External Programs and Continuing Education Department, under which the Academy for Lifelong Learning functions. She attended part of the meeting to get acquainted with the Board and to become more familiar with the Academy and its operation.

Items covered:

Support for the Academy. Karen is a strong supporter of senior education, and was responsible for a similar program at Coastal Carolina University. She expressed a desire to work closely with the Academy to further our goals and to assure everything works smoothly.

Administrative Assistant Position. Karen is working with Executive Vice Chancellor for Academic Affairs Jeff Priest to assemble an updated job description for Amy Westra's replacement so that the job can be posted. She invited the Board to have a representative take part in the interview process for applicants for this position.

Classroom Assignments. Karen has assured us we will have the full support of her office in obtaining the classroom space we will need for our operations. In this vein, she provided a listing of our current classroom assignments from their "25 Live" classroom registration program and asked us to review the list to make sure it is correct. She is also working to add additional rooms into the 25 Live system, which would give us access to additional venues.

Recent Classroom Change Problem. She was already aware of the incident mentioned above and supports all three improvement suggestions. In fact, Karen had already made arrangements to be sure that signs would be posted at all future classroom change locations.

#### *Kauffman Award*

After a short discussion of possible candidates, the Board selected the winner of the Kauffman Award for 2017. The recipient will be announced at the Kauffman Remembrance Day banquet in April.

#### *Expenditures*

The Board approved the following expenditures from the Academy checking account:

The dulcimers of the Savannah River String Band provided seasonal music for our December Holiday Wine and Cheese Drop-in celebration, providing this service at no charge. The Board voted a \$100 donation to the group in appreciation.

As Georgia state employees and/or volunteers, the instructors for November's Ecologist for a Day event at the Savannah River Ecology Lab (SREL) may not accept our offered honoraria for the event. The SREL itself can accept donations, however, and the Board voted to make a \$100 donation to the SREL.

When Amy Westra left to move out of state in November, Doug Wilson purchased several items from our Logo Shop at Cafe Press to present to Amy as remembrances on behalf of the Board. The Board voted to reimburse him for this \$70.69 purchase.

#### *Scholarship Awards*

With our recent Academy membership increases, we can afford to increase our two \$1500 scholarships to USCA students to \$2000 each for this year. This item was tabled pending confirmation regarding which of our funds is to be the source of these monies.

#### ADJOURNMENT

The meeting was adjourned at 2:30 pm. The next meeting is scheduled for February 17 at 1:00 pm.

#### February 17, 2017 Board Meeting

[Approved at the March 17, 2017 Board Meeting]

The meeting was called to order at 1:00 pm by President Jan Van Slyke.

Present: President Jan Van Slyke, Past President Doug Cook, Secretary Doug Wilson, Curriculum Chair Harriet Haynes, Publicity Chair Nancy Meinhardt

Guests: John Meinhardt, USCA Continuing Education interns Joel Aitchison & Katelyn Steed

#### MINUTES

Minutes of the prior Board meeting, held January 20, 2017, were approved without change.

#### TREASURERS REPORT – Doug Cook

Our Treasurer position remains unfilled until USCA hires a new Administrative Assistant for the Continuing Education Department. Doug C reported the balances in our checking and operating accounts, and our three endowments. All are sufficient to cover our anticipated expenses for the remainder of the term. The three expenditures approved at last month's meeting have been paid from our checking account.

Current enrollment for the Spring semester is 283.

#### CURRICULUM COMMITTEE REPORT – Harriet Haynes

At this point 23 courses for the Fall term have been assembled with complete information. There likely will be several more courses ready before we have to put the catalog to bed. We have two members considering sharing the Curriculum Chair position for next year as Co-chairs. We hope to have a definitive answer from them shortly.

#### PUBLICITY COMMITTEE REPORT – Nancy Meinhardt

Aiken is holding their summer concerts this year in April, May, and June, instead of June, July, and August as in the past. We have sponsored concerts in August in the past as the timing was right for using this as a vehicle to promote our Fall semesters. Because we felt this year's schedule is much too early to serve as Fall semester promotion, the Board voted to discontinue sponsoring Aiken summer concerts.

A question was raised as to whether the *Mature Times* supplement to the *Aiken Standard*, in which we get most of our publicity submissions published, is also inserted in the *North Augusta Star* from the same publisher. Nancy will check with her contact at the *Standard*. We will try to include mentioning the Central Savannah River Area (CSRA) in addition to Aiken, when appropriate, in future articles and on our website.

After three years as Publicity Chair, Nancy is ready to step down, so we need to find a replacement for the future. It was suggested that people in the Etymology and Writing

About Visuals classes might be likely candidates, so Nancy will draft a message for Laura to send to those class registrants to see if anyone has interest. Doug W will also include Nancy's message in the March issue of *The Spiral*.

#### OLD BUSINESS

##### *Policies and Procedures*

The Policies and Procedures document, revised at last month's Board, has been placed on the website

##### *Notification of Course Changes*

Last month we had three recommendations for improvement in this area:

1. Copy the instructor with the notification emails sent to members. Karen Edgington agreed to this at last month's Board. We have to trust USCA to carry this out, although when requesting a notice be sent, we can remind USCA that we'd like the instructor to receive it as well.
2. USCA should post change reminders at the originally-scheduled classroom. Karen has already put procedures in place for this.
3. The class liaison must confirm the instructor has received and acknowledged the change. Our Liaison Checklist will be revised to include this item.

##### *Academy Scholarships for USCA*

Doug C met with Judy Waters, USCA Advancement. We are increasing our two scholarships for non-traditional students for 2017-18 from \$1500 to \$2000 each, to be paid from our general USCA operating account this May.

This year's (2016-17 academic year) awardees are:  
Nikolas Hartwig, Senior in Business Administration,  
North Augusta

Katie Ann Lock, Junior in Nursing, Salley

We will invite them both to our Kauffman Luncheon on April 13. Advancement will also hold a reception "showcase" for scholarship recipients and their donors on April 14, time and place to be determined, to which the Board may send delegates.

##### *Academy Online Registration Project*

Pending University approval, last fall the Board authorized Amy Westra to purchase and install a web access module for the Student Manager software that Continuing Education uses for registration. We were most interested in this module because it would enable us to provide our members with the ability to register and pay for our classes online. The Academy would donate this module to USCA for all Continuing Education and External Program students. This purchase was approved by Jeff Priest and Amy proceeded on this basis. When Amy left us in November, she was contracted as a part time contractor working from her new home out of state to prepare Student Manager for the installation of this module.

The Board has learned via communication between Amy and intern Joel Aitchison that implementation of the Student Manager online registration project is being put

on hold pending further information regarding authorization of the purchase and intended use of the module. We have also learned that Amy's University computer access has become inactive just at the point where she has gotten things ready to have the module installed when the go-ahead is received. Amy has now resigned from her part time position.

This is an Academy-initiated and -funded project and we are concerned that we were not consulted when the decision was made to place it on hold. The Board voted that, as Secretary, Doug W will document how this project was initiated and approved, and send it to Karen Edgington along with request to schedule a meeting between the Board, Continuing Education, and Dr. Jeff Priest to resolve this issue.

#### NEW BUSINESS

##### *Intern Introductions*

New USCA interns in the Continuing Education Department Joel Aitchison and Katelyn Steed were introduced. They are students currently working with Laura Anderson and part of their duties will be to assist making arrangements for our Kauffman Award Luncheon in April. The group went over the tasks involved with the luncheon.

##### *Microphone for Penland 106*

Due to complaints from members of inability to hear speakers in the Penland 106 lecture room, the Curriculum committee asked that we look into purchasing a microphone for speakers to use.

We already have a wireless lavalier microphone system that the Academy purchased back in 2008 as a result of similar complaints. It was being kept in Laura's office but was not there now. It was located in Stephen Rowell's office and has been returned to Laura's office. Stephen reportedly knows how to hook this up.

It was suggested that we have our current new interns work with Stephen before we lose him at the end of the semester to document how to set up our audio visual needs in our various classroom environments.

#### ADJOURNMENT

The meeting was adjourned at 2:10 pm. The next meeting is scheduled on March 17 at 1 pm.



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Academy for Lifelong Learning Logo  
[www.cafepress.com/A4LLL](http://www.cafepress.com/A4LLL)

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**Academy Officers:** President: Jan Van Slyke; Past President: Doug Cook; President Elect: (vacant); Secretary: Doug Wilson; Treasurer: (Vacant).

**Committee Chairpersons:** Curriculum Chair; Harriet Haynes; Curriculum Chair-Elect: (vacant); Publicity Chair: Nancy Meinhardt

**Ex-officio Members:** Dr. Tim Lintner, Faculty Liaison; Dr. Jeff Priest, Vice Chancellor for Academic Affairs; Karen Edgington, Director Office of External Programs

**Academy on the Web:** <http://www.aikenlearning.org>

ACADEMY CALENDAR – APRIL 2017						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 <b>MASTERS WEEK</b>  <i>Last day to RSVP for Kauffman Luncheon</i>	4 <b>MASTERS WEEK</b>	5 <b>MASTERS WEEK</b>	6 <b>MASTERS WEEK</b>	7 <b>MASTERS WEEK</b>	8
9	10 <i>Fitness</i> 10-10:50a [B 124]	11 <i>Solar Eclipses</i> 2-3p [RP 131]  <i>Solar Eclipses</i> 3:15-4:15p [RP 131]	12 <i>Brexit</i> 3-3:50p [P 106]	13 <i>Kauffman Luncheon</i> 12-1:30p [B 116]  <i>Great Decisions</i> 1:00-2:30p [N 113]	14 <i>Curric. Committee</i> 1:00p [B 102]	15
16	17 <i>Chess 101</i> 1:30-2:30p [P 110]	18 <i>Solar Eclipses</i> 2-3p [RP 131]  <i>Solar Eclipses</i> 3:15-4:15p [RP 131]	19 <i>Brexit</i> 3-3:50p [P 106]	20 <i>Great Decisions</i> 1:00-2:30p [N 113]	21 <i>Board Meeting</i> 1-2:30p [B 102]	22
23	24 <i>Chess 101</i> 1:30-2:30p [P 110]	25 <i>Solar Eclipses</i> 2-3p [RP 131]  <i>Solar Eclipses</i> 3:15-4:15p [RP 131]	26	27 <i>Great Decisions</i> 1:00-2:30p [N 113]	28	29
30						
[Location Codes] B = Bus & Educ Bldg @ USCA H = Hum & Soc Sci Bldg @ USCA RP = Ruth Patrick Sci Ctr @ USCA N = Nursing Bldg @ USCA P = Penland Bldg @ USCA						