

PRESIDENT'S COUNCIL MINUTES

DATE: January 7, 2008 TIME: 9:00 A.M.

LOCATION: Dr. Benjamin Snoddy Board Room

PRESENT: Dr. Terhune, Dr. Pat Abell, Lynn Dale, Nancy Dickson,
Kelley Jones, Dr. David Just, Sherry Vaughn, Henry Giles,
Ron Jackson and Daryl Smith

ABSENT: Mike Forrester

GUEST: Jay Coffey, Susan Chastain and Regina Eaker

RECORDER: Katie Gillespie

AGENDA ITEMS

QEP Button Committee – Jay Coffey

In order to increase campus awareness of the Quality Enhancement Plan (QEP) SCC is going to start a button campaign to encourage students to ask questions of faculty and staff. Mr. Coffey presented a design to the President's Council for approval. 500 buttons will be produced and distributed. Half of the buttons will have a blue background with white text and the other half will have a white background with blue text. The slogan for the campaign (s^w/ QEP?) uses text messaging to encourage students to ask the question "What's up with QEP?".

The Council approved the design.

Dress Code Policy – Regina Eaker

Ms. Eaker presented an updated version of Procedure VI-420.1 (Dress Code) to the Council for approval. The changes from the current policy and employee concerns were discussed.

The Council approved the changes.

Electronic EPMS / FPMS and Electronic Leave Systems Proposal – Susan Chastain and Regina Eaker

Ms. Eaker presented a plan to move the College to web-based EPMS / FPMS and leave systems. She explained that the proposal has the support of the IT department and distributed a budget and detailed timelines. The EPMS/ FPMS system would be implemented first and the leave system would follow. The Council discussed funding and the affect on employee workloads.

The Council approved the proposal provided the additional work will not detract from IT projects already funded for this year.

Introduction of New Employees at President's Council Meetings – Dr. Terhune

Dr. Terhune stated that with increasing numbers of new employees he would like to dedicate a part of each PC meeting to a personnel update. The Council members will each take time to identify their new employees, state what they are doing and who they are replacing. Dr. Terhune also encouraged new employees to have their pictures taken and added to the directory as soon as possible.

A. Wade Martin Award – Dr. Terhune

Nominations for the A. Wade Martin Innovator of the Year Award were discussed. Chipley Bennett was selected to represent Spartanburg Community College. Ms. Vaughn and Mr. Smith will work with Joe Sidlowski and Tiffany Hughes to draft a nomination.

Procedure I-80.I – Spartanburg Community College Commission Expenses – Henry Giles

Mr. Giles presented a new procedure to accompany the policy on Spartanburg Community College Commission Expenses. The procedure identifies who will oversee the reimbursement for travel and per diem expenses.

The Council approved the procedure.

Revised Procedure: Satisfactory Academic Progress for Financial Aid Recipients / Applicants – Ron Jackson

Mr. Jackson presented the revised procedure for Satisfactory Academic Progress for Financial Aid Recipients / Applicants and noted that the major change was the inclusion of timelines to meet SACS standards. The Council agreed that on page three the word “should” will be changed to “must.” Ms. Dickson and Mr. Giles raised concerns about monitoring the progress of scholarship award winners and Mr. Jackson said that the scholarship procedures may need to be updated, but that information is not included in this procedure.

The Council approved the procedure.

Revised Procedure: FFELP Student Loan Awarding – Ron Jackson

Mr. Jackson presented the revised FFELP Student Loan Awarding procedure. The Council discussed the changes and decided to gather more information and revisit the topic at a future meeting.

Foundation Update – Nancy Dickson

Ms. Dickson announced that the Foundation is off to a strong start in 2008, notable funding includes the anonymous donation for the Barnett Room in the Library and increases to the Meyers, Featherstone and AWS scholarships.

Ms. Dickson stated that the awarding of the Fullerton grant to the College provides an opportunity to discuss due diligence in the grant process at Spartanburg Community College. The College's grant managers need to be aware of the criteria of each award and to adhere to the conditions of the grant. If, for example, a grant only allows expenditures after the awarding of funds, then we should adhere to that policy. Dr. Terhune said that community colleges have been known to spend funds in advance of receiving grant moneys, but that the College needs to adhere to grant guidelines and support the work of the Grants Office.

The Council discussed grant expenditures.

Other

Mrs. Vaughn announced some changes in personnel in Academic Affairs: Shelia Counts left SCC at the end of 2007, Ellen Autenzio will serve as the Interim Director of The Learning Center; Margaret Green's last day with SCC is Friday, January 11, 2008, Mark Roseveare will serve as the Interim Dean of Learning Resources.

Mr. Smith said that registration at the Cherokee County Campus was very successful and thanked Dr. Terhune for advertising the event.

Ms. Dickson asked Mr. Smith about hosting a Community Day at the Cherokee County Campus and Mr. Smith replied that he had been contacted by the Rotary and that he would provide more information at a later date.

Mr. Jackson announced that Tara Bradley and Clarice Starks will be staffing the new Information Center in the Student Services Building. The Council agreed that the Information Center is already proving to be a valuable addition. Mrs. Vaughn asked if there would be signage designating the desk as the Information Center; the Council agreed that Mr. Jackson will pursue the idea.

Ms. Jones reminded the Council that the opening session of the General Assembly is on January 8, 2008 and that 23 SCC students will travel to Columbia on January 15, 2008 for a Lottery Tuition Assistance Rally at the State House. The event has been organized by the State Office.

Ms. Jones announced that SCC will be supporting the City of Spartanburg with the Martin Luther King Unity Week Celebration; events will be held January 17-21, 2008.

Ms. Jones shared with the Council that Jane Bird has started work as SCC's new Graphic / Web Designer and that she will be making appointments to talk with the President's Council members about their thoughts on the direction of the website. Ms. Abell said that the Learning Evidence Committee would have some good information for Ms. Bird to review.

Ms. Dale stated that registration at the Tyger River Campus was strong.

Mr. Giles reminded the Council that the deadline for Capital Improvement is due February 1, 2008.

Mr. Giles also announced that he received a request from the Board of Economic Advisors to know how much SCC paid in sales tax last year. Dr. Terhune stated that South Carolina is the only state where public institutions pay sales tax.

Mr. Giles said to expect an increase in promotional materials purchased through the Book Inn.

Mr. Giles informed the Council that the deadline for nominations for the Salute to Manufacturing is March 3, 2008. The Council agreed to nominate BMW.

Mr. Giles said that the Economic Forecast Breakfast should be interesting; it may be a soft year for the budget. Ms. Jones stated that SCC's table for the event is full but that we can reserve a few extra seats.

Mr. Giles informed the Council that Founder's Credit Union wants to put an ATM on campus (preferably near Cuppa Cabeana). Dr. Terhune stated that due to the established business relationship we must check with Bank of America before making any decisions.

Ms. Dickson asked what the Council had decided on Datatel's Active Admissions program. Dr. Terhune said that he needed more information before a decision could be made and that Datatel was aware that the College could not make a decision by the end of 2007. The Council agreed that they liked the concept but wanted guarantees about service. The Council will continue to consider the package.

The Council adjourned at 10:25 a.m. The next President's Council meeting will be held on Monday, January 14, 2008 at 9:00 a.m. in the Benjamin Snoddy Board Room.

Respectfully submitted,

Katie Gillespie