

## PRESIDENT'S COUNCIL MINUTES

DATE: January 28, 2008      TIME: 9:00 A.M.

LOCATION: Dr. Benjamin Snoddy Board Room

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

RECORDER: Katie Gillespie

### AGENDA ITEMS

#### Commission Agenda Review – Dr. Terhune

Dr. Terhune presented the Commission agenda to the Council for discussion and review.

#### New Employee Update – Dr. Terhune

Dr. Terhune asked the Council members to provide an update on new employees.

Mr. Jackson stated that Tara Bradley and Clarice Starks are working at the SCC Information Desk and Dena Ballenger is the new Administrative Assistant for the AIM Center.

Mrs. Vaughn reported eight new hires. The new employees are Cindy Roddey, Executive Director of Healthy Smiles; Kirsten Adams, Medical Assisting Program Coordinator; Dr. Smita Mehta, Chemistry Instructor; Dawn Larrieu, Culinary Arts Program Coordinator; Kevin Parris, Horticulture Instructor / Arboretum Coordinator; Terry Richburg, Computer Technology Instructor; Craig Denesha, Biology and Human Anatomy & Physiology Instructor; and Robert Ivey, Academic Advisor (Advising Center).

Ms. Dale said that Jesse Harris was hired January 22 as the full time Security Officer (Campus Police) at Tyger River Campus. She is also in the final stages of selecting a part-time evening coordinator.

Dr. Abell announced the hiring of Dennis Wilsher, full time Computer Technician at Cherokee County Campus.

Dr. Just has hired Rebecca Clusserath as the Program Coordinator for Community Education, and Kevin Hayes as a part-time RV Instructor. He is still looking for a program manager for health sciences.

Ms. Jones added that Jane Bird is now working as SCC's Graphic Designer.

EEDA Regional Education Center Fact Sheet – Dr. Terhune

Dr. Terhune distributed materials on South Carolina’s Regional Education Centers; including information on the Education and Economic Development Act (EEDA). SCC is the administrative partner for the Upstate Regional Education Center. Both SCC and the Regional Education Center are currently looking for staff to facilitate EEDA. Dr. Terhune said that he will be inviting Anne Marie Stieritz, Statewide Coordinator of Regional Education Centers, to speak at a Faculty / Staff meeting in March to provide everyone with a firm understanding of EEDA.

Hazardous Weather Policy – Dr. Terhune

In response to the recent hazardous weather, Dr. Terhune reminded the Council that the information regarding College closings needs to be consistent. The Council agreed and discussed that staff need to be aware that a “College Closed” message indicates that no one should report to Spartanburg Community College. The Council will further discuss other options at a later date.

Ms. Dale stated that there was some confusion with the television announcements because information that referenced Thursday classes at SCC continued to be included, on at least one television station, with Friday morning updates for the school districts.

Mr. Smith addressed the need to identify which campuses are included in closings and the Council agreed. All campuses will close when the College is closed.

The Council agreed that students, faculty and staff should be directed to the phone line (592-4600) and the College Web site ([www.sccsc.edu](http://www.sccsc.edu)) for the most up-to-date and accurate information.

Dr. Terhune stated that the phone line needs to be changed so that hazardous weather announcements are the first items played for callers. He asked for Dr. Abell’s assistance in getting this done. The Council agreed it is a necessary change.

Memorandum of Agreement with School Districts – Ron Jackson

Mr. Jackson presented a Memorandum of Agreement that would streamline the process of working with school districts and career centers. He commended Mrs. Vaughn and Barbara Wilson for their efforts in making this possible.

Ms. Dickson asked if this would cover students in the Step-Up program as well, to which Ms. Dale replied no, that agreement will be more comprehensive.

The Council reviewed the agreement and approved it for use.

Revised Procedure: FFELP Student Loan Awarding – Ron Jackson

Mr. Jackson presented the revised FFELP Student Loan Awarding procedure. The Council discussed the changes and noted the clarifications.

The council approved the procedure.

Enrollment Report – Ron Jackson

Mr. Jackson said that enrollment numbers are very strong; SCC is 11% ahead in day-to-day comparisons. He noted that these are not the final numbers as information on dual enrollment and Flex Start classes is not complete. Mr. Jackson thanked the entire registration team for their hard work and told the Council that enrollment this semester has consistently paralleled or exceeded the 2006 record.

Mr. Giles told the Council that enrollment and applications for next year are up across the State.

Ms. Dickson asked if SCC had made an effort to publicize the two hour program that aired on ETV's *In Our Schools* titled "Finding Money for College 2008." The Council discussed the program. Dr. Terhune emphasized he would not want to encourage students to take out loans unless absolutely necessary.

Career Quest Results – Kelley Jones

Ms. Jones discussed the results of the Vendor and Volunteer Surveys from Career Quest '07 with the Council. Overall the survey responses were positive.

Vendors repeatedly remarked that the middle school students were too young; in the future SCC will work with the vendors to clarify that this is not a recruiting event, but an educational opportunity to influence the future workforce.

Dr. Terhune said that we should emphasize the career clusters that have the strongest potential for the future job market.

Governmental Relations Policy – Mike Forrester and Kelley Jones

Ms. Jones presented the drafts of the Governmental Relations Policy and Procedure. She explained that the motivation for this policy is to prevent confusion regarding the official College position on issues. This is not to discourage employees from holding opinions that differ from the College, but rather from presenting those opinions as the official opinion of the College.

Ms. Dickson asked for more clarification of the policy.

The Council discussed changes.

The Council agreed that the policy and procedure will be modified and be carried forward to the next Commission meeting.

#### Other

Ms. Dickson announced a series of grants that have deadlines that are quickly approaching. The grant fields and funding sources are: Apprenticeships from South Carolina Technical College System, Apprenticeships from the South Carolina Department of Commerce, High-Growth Job Training Initiative (HGJTI), Energy and Construction from the US Department of Labor, and Science, Technology, Engineering, and Mathematics (STEM) from the US Department of Labor. More information on each grant is attached in a separate document.

Ms. Dale stated that the Step-Up program is moving forward. A Memorandum of Understanding for the partner schools is in the works and a timeline has been established that calls for an information session and testing in March, orientation and registration in April, and time to address additional issues in May.

Dr. Abell asked the Council to encourage their staff to fill out the online survey that was sent out by email and to remind them that the survey is completely anonymous.

Mr. Giles reminded the Council that any department with an overspent budget needed to have turned in a plan to get it back in balance by January 25, 2008.

Mr. Forrester brought current legislative issues before the Council; these issues include a Statewide Enterprise Campus Bill, information on revenue bonds, the Allied Health Initiative, and One Voice.

Mr. Smith stated that enrollment at the Cherokee County Campus was strong. Dr. Terhune asked for a final headcount when it is available.

Ms. Dickson announced that the Foundation has been contacted by two companies looking to establish scholarships exclusively for the Cherokee County Campus.

Ms. Dale informed the Council that all room reservations at the Tyger River Campus, including the BMW center, will be coordinated through Leanne Burkhead.

The Council adjourned at 10:00 a.m. The next President's Council meeting will be held on Monday, February 4, 2008 at 9:00 a.m. in the Benjamin Snoddy Board Room.

Respectfully submitted,

Katie Gillespie