

## PRESIDENT'S COUNCIL MINUTES

DATE: June 2, 2008                      TIME: 9:00 A.M.

LOCATION: Dr. Benjamin Snoddy Board Room

PRESENT: Dr. Terhune, Dr. Pat Abell, Nancy Dickson, Mike Forrester,  
Henry Giles, Ron Jackson, Kelley Jones, and Daryl Smith

ABSENT: Dr. David Just, Lynn Dale and Sherry Vaughn

RECORDER: Katie Gillespie

### AGENDA ITEMS

#### New Employee Update – Dr. Terhune

Mr. Jackson announced that he has an opening for a Program Coordinator in Smart Jobs and that he will re-advertise the recruiter position mentioned at previous President's Council meetings.

Mr. Smith announced that Ty Wright will start June 9<sup>th</sup> as the Evening Program Coordinator at the Cherokee County Campus; he is also a Corporate and Community Education Program Coordinator reporting to Dr. David Just

Academic Affairs has faculty positions and an Academic Advisor position to fill.

#### Foundation Update - Nancy Dickson

Ms. Dickson announced that she has received requests from Horticulture and the Cherokee County Campus to have information booths at Red, White and Boom. If others are interested she will need the information by Wednesday, June 4, 2008. Mrs. Dickson was asked to see if Recruiting had requested a table as well; Mr. Jackson and Ms. Jones remember an application being submitted in April.

The "iRecycle" scholarship will award \$2,000 to a rising senior from Byrnes High School that is enrolled in the dual credit program. In the future this scholarship will be awarded to first year students at SCC from any Spartanburg high school participating in the iRecycle program.

#### Grants Update - Nancy Dickson

Ms. Dickson distributed information on 2007-2008 Grants Activity and 2003-2007 Grants History and provided an update on upcoming grant deadlines; these documents are attached to the minutes. She informed the Council that the Emergency Preparedness and Community Forestry grants had been abandoned.

Mr. Forrester asked for an update on the Rural Business Enterprise Grant and Ms. Dickson agreed to look into it.

Mr. Giles asked for an update on fundraising for the Culinary Arts renovations and equipment purchases. The Council discussed the project and agreed that Mrs. Vaughn would need to be consulted.

Procedure I-60.1 Institutional Effectiveness, Procedure I-60.2 Program/Service Review, Procedure I-60.3 Annual Instructional and Service Area Planning, Procedure I-70.1 Institutional Research, Procedure I-70.2 Requesting Research Information, Policy Procedure I-100.1 Use of Human Subjects - Pat Abell

Dr. Abell Presented Procedures I-60.1, I-60.2, I-60.3, I-70.1, I-70.2, I-100.1 to the Council for approval. In each of the procedures referenced to “Development” were changed to “Planning and Information Resources” and the College name was updated to “Spartanburg Community College (SCC)”. In Procedure I-60 the development of the Technology Plan was changed from every five years to every three years to keep pace with changing technology. The Council reviewed the changes.

The Council approved Procedure I-60.1 Institutional Effectiveness, Procedure I-60.2 Program/Service Review, Procedure I-60.3 Annual Instructional and Service Area Planning, Procedure I-70.1 Institutional Research, Procedure I-70.2 Requesting Research Information and Procedure I-100.1 Use of Human Subjects.

Policy I-100 Use of Human Subjects - Pat Abell

The Council reviewed the changes suggested for Policy I-100, which include changing “Spartanburg Technical College” and “STC” to “Spartanburg Community College” and “SCC” as well as changing “Development” to “Planning and Informational Resources.”

The Council agreed to send Policy I-100 Use of Human Subjects to the Commission for approval.

Other

Dr. Abell said that in reference to Mr. Giles’ presentation at the Commission meeting concerning bad debt write off, she and Mrs. Vaughn wanted to ask if SCC is doing all it can to protect students and the College from excessive student debt. The Council discussed the subject and agreed that the College has adequate procedures in place.

Dr. Abell asked the Council on behalf of Mrs. Vaughn if the College would consider going to a four day work week. The Council discussed past experiences with this schedule and economic benefits. The Council agreed that this is a possibility to discuss for fall.

Mr. Forrester announced that the Tyger River Campus will be providing forklift training for MAU.

Mr. Forrester has submitted a grant to William’s Pipeline to fund a \$10,000.00 resource library in for the small business incubator.

Mr. Forrester also announced that Master Precision Global is up and running.

Ms. Jones announced that a decision on the statewide Enterprise Campus bill should come from the State Senate this week.

Ms. Dickson asked the Council to mark their calendars for an event on June 17, 2008 at 6:30 p.m. The event will begin in the Tracy Gaines Auditorium with a presentation by Upstate Forever and move to the Train Garden for the dedication of the QS1 building and Southern Mulch train car.

Mr. Giles informed the Council that he is in the process of soliciting proposals for banking services for the College.

Dr. Terhune asked about Procedure III – 40.1 Student Refund / Withdrawal / Federal Return of Funds. Mr. Giles said that Mrs. Vaughn will be sharing that information with her staff when she returns and the Council will revisit the procedure at that time. Dr. Abell asked for some clarification in the procedure regarding the difference between withdrawal from a class and withdrawal from the College.

Dr. Terhune said that in the spirit of communication preliminary agendas for President's Council Meetings will be sent to permanent faculty and staff the Wednesday before regularly scheduled meetings. This means the next agenda will be sent out on June 11<sup>th</sup>. This will give faculty and staff an opportunity to share concerns with the President's Council Members before the meeting.

The Council adjourned at 10:00 a.m. The next regular President's Council meeting will be held on June 16, 2008 at 9:00 a.m. in the Benjamin Snoddy Board Room. The group will meet June 2, 2008 at 3:00 p.m. for an Accountability Report meeting.

Respectfully submitted,

Katie Gillespie