

PRESIDENT'S COUNCIL MINUTES

DATE: June 16, 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, Daryl Smith, and Sherry Vaughn

ABSENT: Kelley Jones and Dr. David Just

RECORDER: Katie Gillespie

AGENDA ITEMS

Commission Agenda Review – Dr. Terhune

Dr. Terhune presented the Commission Agenda for June 16, 2008. The agenda items were discussed.

New Employee Update – Dr. Terhune

Mrs. Vaughn announced that Neil Griffin has been hired as the new Director of SCCOnline (begins work the end of June), Marlene Clements has been rehired in her previous role as an Administrative Specialist, and Barbara Wilson has been re-hired and has now returned to work full-time in her previous role as Office/Project Manager.

Mr. Smith announced that Ty Wright started work at the Cherokee County Campus last week.

Small Business Incubator Budget – Lynn Dale

Ms. Dale asked the Council to review the draft budget and to postpone discussion until a formal rental agreement is created. The Council discussed the status of the Small Business Incubator informational paper and agreed to include a draft with these minutes.

Proposal for a Social Sciences Club – Ron Jackson

Mr. Jackson presented a proposal for a Social Sciences Club. The Council reviewed the material and raised questions about the duties of the executive members of the club and the fundraising capabilities. The Council agreed to send the proposal back to Student Affairs for clarification and further discussion at a future meeting.

Procedure II-90.1 Children in the Workplace and/ or Classroom – Ron Jackson

Mr. Jackson brought Procedure II-90.1 to the Council. The Council discussed the procedure and agreed to add the phrase “or labs” between “classrooms” and “while” in item G2, see attached.

The Council approved Procedure II-90.1 Children in the Workplace and/ or Classroom.

Other

Mr. Giles distributed a copy of the financial report that will be given to the Commission members at the June 16, 2008 meeting. The Council discussed the findings and agreed to recommend that the Commission approve the transfer of up to \$800,000 in surplus to the Plant Fund. The funds may be used for a one time capital project with Commission approval.

Mr. Giles circulated a document that illustrates the breakdown of County funds for 2008/09. The Council discussed the funds and that Mike Forrester will attend the County Council meeting on June 16, 2008.

Mr. Giles gave each member of the Council a copy of the Internal Control Manual that has been compiled by the Business Office to provide a ready reference tool for employees. Mr. Giles asked for feedback and additions from the Council members and announced that once the document is complete it will be available online or in public folders. A Risk Management Manual is also being created. Dr. Terhune recognized this effort as a positive step as SCC continues to strive for improved communication.

Ms. Dale announced that the electronic sign for the Tyger River Campus has been put up.

Dr. Terhune congratulated Mike Forrester for his win in the primary election for SC State House District 34. He faces no opposition in November and will be the new Representative for the district.

Ms. Dickson distributed a handout including a Grants Update and Grant Deadline Calendar, a copy is attached. She asked the Council members to remind their employees to include Leslie VanHoy in the grant process from the beginning so that the College is prepared to be a responsible steward throughout the grant application and awarding process. Ms. Dickson specifically mentioned Jason Bagwell's application for a DHEC recycling grant as an exemplary standard of the applicant working with the Grants Director to ensure a smooth application process.

Ms. Dickson responded to Mr. Forrester's inquiry on June 2, 2008 about the Rural Business Enterprise Grant by saying that Ms. VanHoy will provide a complete report on the grant to Mr. Forrester, Ms. Jones and Ms. Dale.

Ms. Dickson also stated that the Foundation will start the audit process the first week in July with the intention of finishing in mid-August.

Dr. Abell distributed copies of an article for the Council to read.¹

¹ Meyer, H. (2008, June 2). No Such Thing as Cancelled. *College Week*, pp. 6-7. Available online at: <http://www.ccweek.com/news/templates/default.aspx?a=438&template=print-article.htm>

Dr. Abell said that the IT Department has received a number of requests to have software installed with assurances that the licensing for new installations is in order. When the technicians attempt to verify the licensing, they find that SCC does not have adequate licensing to fulfill the request. Attempting to install software without the proper license constitutes copyright infringement and can include a federal fine of up to \$250,000 per incidence. Dr. Abell stressed the importance of the Council in making sure their employees do not make these requests.

Dr. Terhune reminded the Council of the Commission meeting later in the day and of the approach of Red, White and Boom.

The Council adjourned at 9:52 a.m. The next President's Council meeting will be held on June 30, 2008 in the Benjamin Snoddy Board Room.

Respectfully submitted,

Katie Gillespie