

## PRESIDENT'S COUNCIL MINUTES

DATE: July 28, 2008      TIME: 9:00 a.m.

LOCATION: Dr. Benjamin Snoddy Board Room

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

ABSENT: Mike Forrester and Kelley Jones

GUEST: Regina Eaker

RECORDER: Katie Gillespie

### AGENDA ITEMS

#### Employee Update - Dr. Terhune

Mrs. Vaughn reported the following new hires:

- Abby Babcock – Biology Instructor
- Carol Blanton – Pharmacy Technician Instructor
- Pat Freeman – Math Instructor

She also noted that John Foldy (Speech Instructor) will not be joining SCC as previously reported.

Mr. Ron Jackson announced the following:

- Robbie Mosely Richards has been hired for Smart Jobs
- Janis Hendrickson has left SCC
- A Notice of Vacancy has been drafted for the Admission position vacated by Laura Cantrell
- Applications for the Recruiter position have been reviewed and interviews have been scheduled.

Mr. Giles announced that Mary Davidson has left SCC and that efforts are being made to secure a temporary replacement.

#### Recognition Program Committee - Regina Eaker

Ms. Eaker presented the recommendations of the Recognition Program Committee for approval. The Council discussed the information.

The Council approved the recognition programs presented and gave the Committee its support to move forward with implementing those plans.

#### Electronic Communication Devices - Dr. Terhune

Dr. Terhune asked Mr. Giles to address the issue of College provided electronic communication devices for employees. Mr. Giles informed the Council that if cell phones, wireless handheld

devices, beepers, or data cards are ever used for personal communications, they are subject to tax at the fair market value of the item and service. With increasing requests for these units from employees, SCC needs to develop policies and procedures consistent with this information to manage these devices. The Council discussed options including prohibiting non-College use of the unit – which would require strict review of call logs, having employees contribute to the cost of the phone, or requiring employees to provide their own units and plans. Mr. Giles said that a state committee has been formed to develop model policies for state agencies. The Council agreed that they would not be willing to monitor individual use of electronic devices and decided to postpone further decisions until after the model policies have been released.

#### Community Preparedness Day-Disasters Happen –Dr. Dave Just

Dr. Just presented information on Community Preparedness Day to the Council for approval. The Council discussed additional requirements for the vendors.

The Council approved the plans for Community Preparedness Day and granted permission to begin seeking vendors for the event.

#### Procedure V-30.10: Palmetto Assistance Loan Awarding - Ron Jackson

Mr. Jackson presented the revised procedure concerning the Palmetto Assistance Loan Awarding for review.

#### Procedure V-30.9: Family Federal Education Loan Program (FFLEP) – Stafford Loan Awarding - Ron Jackson

Mr. Jackson presented the revised procedure concerning the Family Federal Education Loan Program (FFLEP) – Stafford Loan Awarding for review.

The Council approved both Procedure V-30.10 and V-30.9 with minor alterations.

#### Procedure V-40.8: Withdrawal from a Term or Course(s) - Ron Jackson

Mr. Jackson presented the revised procedure concerning withdrawal from a term or course(s) for review.

#### New Procedure: Withdrawal from the College - Ron Jackson

Mr. Jackson presented the new procedure concerning withdrawal from the College for review.

#### Revised Procedure V-10.8: Attendance/Tardiness - Sherry Vaughn

Mrs. Vaughn presented the revised procedure concerning attendance/tardiness for review.

The Council discussed how the three procedures are related to each other and the changes made. Dr. Abell clarified that these procedures have components that will require time and money to implement.

The Council approved Procedures V-40.8 and V-10.1, and the new procedure concerning withdrawal from the College with minor revisions.

Other

Mr. Giles presented a handout detailing the tuition and required fees for schools in the SC Technical College System.

Mr. Giles distributed the employee pay plan for fiscal year 2008-9.

Ms. Dickson distributed a grants summary sheet. The Council clarified that the Upstate Regional Education Center staff will be housed at USC- Upstate, now the administrative partner, and that Spartanburg District 7 will serve as the fiscal agent.

Ms. Dickson announced that a scholarship award breakfast will be held on August 15<sup>th</sup> at the Marriott. Awardees, donors, and the President's Council are invited to attend.

In response to a question from Mrs. Vaughn, Mr. Jackson shared that the three representatives from the SC Technical College System to the SC Illegal Immigration Reform Act Working Group are: Neyle Wilson, President of Horry-Georgetown Technical College, Russ Bumba, from the state office, and Jim Schmidt, Chief Student Services Officer from Aiken Technical College.

Mr. Jackson distributed a handout on the Learner Early Alert Program (LEAP) and asked the President's Council to review the material for the next meeting.

The Council adjourned at 11:00 a.m. The next President's Council meeting will be held on August 18, 2008 in the Benjamin Snoddy Board Room.

Respectfully submitted,

Katie Gillespie