

PRESIDENT'S COUNCIL MINUTES

Date: November 17, 2008 Time: 9:00 A.M.

Location: Dr. Benjamin Snoddy Board Room

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

Absent: Nancy Dickson

Guests: Kim Fogle for Nancy Dickson, Regina Eaker and Cindy Bailey

Recorder: Faye Perry

Agenda Items

Review Commission Agenda

Employee Update – Dr. Terhune

Faye Perry, Administrative Assistant in the President's office
Lynn Camp, Administrative Assistant to Dave Just, CCE
Tonya Keller, Administrative Assistant to the President
Jessica Rhymer, part time employee with the Foundation to help with the Annual Campaign

Ron Jackson informed the Council there would be changes to the Cooperative Program in that Bob Day would be leaving our campus and going back to the SCS Deaf and Blind.

Pat Abell told the Council interviewing for a Director of Planning and a database Administrator were on going for a starting date of January.

Marketing/Development – Dr. Terhune

Open Discussion was held on the presentation of the Paladin Group. The PC is examining ways in which the College can market for new and additional revenue.

Holiday Function – Dr. Terhune

After discussion it was decided that due to budget cuts no College wide faculty/staff Holiday drop in would be held this year. It was agreed that Dr. Terhune and Kelley Jones would put together a Holiday message to be sent out to the faculty and staff.

E-Verify Presentation – Cindy Bailey

Cindy Bailey, HR specialist, presented an in depth presentation of the new mandatory E-Verify program that was begun at our College on August 11. E-Verify is an internet-based automated link to the data bases of the Department of Homeland Security and the Social Security System for the purpose of verifying employment eligibility of new hires.

E-Verify does not take the place of the I-9 form or process nor can it be used for screening applicants or verification of current employees.

Cindy requested that the Council approve a mandatory FSD E-Verify training for all supervisors to be completed before the Christmas break.

Sherry Vaughn requested that the training not be held until after exams and grades were submitted.

Dr. Terhune requested more information on who would be involved in the training, length of the training and what material would be covered. Subject to his receiving this information the Council approved the request.

Policy and Procedures – Henry Giles

Policy 11-160 Use of College Vehicles

The name of the College was changed to Spartanburg Community College throughout the policy. The President's Council approved the policy change.

Policy II-170 Safety Belts

The name of the College was changed to Spartanburg Community College throughout the policy. The President's Council approved the policy change.

Policy VII-30 Parking Appeals

The name of the College was changed to Spartanburg Community College throughout the policy. The President's Council approved the policy change.

Procedure VI-250 Promotion and Reassignment

The name of the College was changed to Spartanburg Community College throughout the procedure. Paragraph 2, sentence 2 was deleted from the procedure.

Included paragraph 5: For additional details, please refer to Procedures VI-170.1 – Compensation Plan for Unclassified Faculty Personnel, VI-170.2 – Compensation Plan for Unclassified Non-Teaching Personnel (UNTP), VI-170.3 – Compensation Plan for Unclassified Senior Vice Presidents, Vice

Presidents, Associate Vice Presidents and Assistant Vice Presidents and VI-180.2 – Compensation Plan for Classified Personnel.

The Council approved the procedure changes.

Procedure 11-160.1 Use of College Vehicles

Telephone extensions changed from 3759 to 4759 and the name of the College was changed to Spartanburg Community College throughout the procedure.
The President’s Council approved the procedure changes.

Procedure 11-160.2 Vehicle Accident Reporting

Updated as per procedure III-60.1
The Council approved the procedure changes.

Procedure II-10.2 Campus Mail System

Updated as per Procedure III-60.1
The Council approved the procedure changes.

Procedure 111-10.19 Safety Procedures

The name of the College was changed to Spartanburg Community College throughout the procedure.
The Council approved the procedure changes.

Procedure VII-30.1 Parking Appeals Committee

Updated as per Procedure III-60.1
The Council approved the procedure changes.

Budget Reduction Summary – Dr. Terhune

Dr. Terhune shared information on how the College reduced the State Revenue Budget 14.9%.

State Revenue Cut – 14.4%	=		\$1,579,410
2007-08 Reserved Capital Funds		\$411,338	
2008-09 Other Capital Funds moved to Operations		366,052	
O & M budget Reduction		279,538	
Freeze vacant bookstore position		23,834	
Reduce Marketing Budget		47,300	
Lapse Salaries and Fringe through September		72,994	
Reduce travel budgets by 20%		53,882	
Lapse Salaries and fringe (October – June)		74,069	
Fund balance above 30 day reserve		216,000	
TOTAL CUTS			\$1,579,410

Mr. Giles received information that the next cut would be 1.89% which is \$205,666. Dr. Terhune informed the Council that he has drafted a letter to Mr. Barry Russell, State Board, requesting approval to take this money from the 30 day fund balance. This was previously approved by the Commission. If the State Board does not approve other means will be considered.

Other

Mr. Giles informed the Council that the College would be closing at 5:30 on Wednesday, November 26 for the Thanksgiving Holiday. He reminded supervisors to adjust staff work schedules accordingly.

Dr. Abell gave the Council members a handout of recommendations/suggestions from the LEC (Learning Evidence Committee). These recommendations and suggestions were gathered from the CCSSE Survey. She asked that the Council review these recommendations and see if there are any that can be incorporated into their planning stages. The main focus is on getting students more engaged. The more engaged the more likely they are to stay at the College and finish their program.

Lynn Dale reminded the group of the Spartanburg County Council and Legislative luncheon on the Tyger River campus this Thursday.

Dr. Just shared that he met with the Architect about the Union facility and was told it should come in about \$200,000 under budget. Suggestions were made as to how this money could be used. A suggestion was made to look into adding built-in cabinetry.

Mr. Giles distributed individual copies of the revised travel and food budget cuts.

Sherry Vaughn informed the Council that more policy and procedure changes would be coming.

Ron Jackson advised the Council that changes to Procedure V-30.9 – Family Federal Education Loan Program would be presented at the next meeting.

The next President's Council meeting will be held on December 1.

The meeting adjourned at 10:30 a.m.

Respectfully submitted

Faye Perry

