

**EXTENDED EXECUTIVE COUNCIL MINUTES**

Called to Order: Dr. Para M. Jones Date: 10/25/2011

Location: CDR-B

Time: 09:00 a.m.

**Present:**

|                |                   |                   |               |
|----------------|-------------------|-------------------|---------------|
| Celia Bauss    | Berta Hopkins     | Kathy McKinzie    | LaTokia Trigg |
| Mike Forrester | Jeff Hunt         | Cassandra Meadows | Ty Wright     |
| Pete Gallen    | Melissa Hughes    | Mark Roseveare    |               |
| Henry Giles    | Jay Jackson       | Ray Switzer       |               |
| Pam Hagan      | Dr. Para M. Jones | Rick Teal         |               |

**Absent:**

|                      |                    |
|----------------------|--------------------|
| Pat Abell            | Ron Jackson        |
| Cheri Anderson-Hucks | Kathy Jo Lancaster |
| Cheryl Cox           | Cynthia Lister     |
| Lynn Dale            | Rita Melton        |
| Nancy Garmroth       | Daryl Smith        |

| <b>Key: C – Completed IP – In Process –Information Only</b> |   |                                     |               |   |
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| <b>Items Discussed</b>                                      | <b>Discussion</b>   | <b>Presenter</b>                    | <b>Status</b> | <b>Follow-Up</b>  |
| <b>Opening Remarks</b>                                      | <ul style="list-style-type: none"> <li>The Strategic Plan including 6/30/2011 end of year measures is posted on the portal and contains information required by the State Department of Education and the US Department of Education, Title IV. We are attempting to align the timeframe of operational planning with EPMS/FPMS and Operational Objectives.</li> <li>The purpose of the President’s Innovation Fund is to support strategies for advancing the College’s strategic plan. Ideas for new programs and initiatives which require funding should be submitted to each department’s reporting EC member. Appropriate requests will then be presented to the Executive Council for review/approval.</li> </ul>  | <b>Dr. Para M. Jones, President</b> |               |   |
| <b>Registration</b>   | <ul style="list-style-type: none"> <li>Enrollment is holding steady at 5,998 HC, a 2.2% increase over last year. FTE count remains lower than this time last year. Work on the November 7<sup>th</sup> Spring Registration has begun. Issues with the date for 2012 should be resolved within the week. Work on graduation applications for fall October 28<sup>th</sup> is on schedule with reminders sent.</li> </ul>   | <b>Celia Bauss, Registrar</b>       |               | Signs and screen savers to be implemented as reminders for spring registration. |
| <b>Human Resources</b>                                      | <ul style="list-style-type: none"> <li>We’ve completed numbers for the Affirmative Action Plan due October 31<sup>st</sup> and we’re analyzing the data to see where we stand. We’ve processed two new hires; working on planning stages, and we’re slightly behind on updating policies. The FSD committee is finalizing their agenda for the year and deciding on training activities for managers and supervisors. Open enrollment this month was very successful with a number of employees seeking assistance with changes. The Flu Shot Program went well with 180 participating.</li> </ul>  | <b>Rick Teal, Director</b>          |               |   |
| <b>Physical Plant</b>                                       | <ul style="list-style-type: none"> <li>Central Campus Master Plan: The design charrette (an interactive session involving various stakeholders) is scheduled for this week.</li> <li>Tyger River: The AT&amp;T Grant is in process for \$50K to up fit the ’94 warehouse in preparation for tenant lease space. The Piedmont Natural Gas grant for \$50K is in process to further up fit the ’94 warehouse.</li> <li>SCC Downtown Campus: The schematic design by the architect is to be completed this week and for review by OSE week of November 7. Plans are to present the project in December to the JBRC and B&amp;CB for approval to sale the property to the SCC Foundation. An LLC will then be incorporated to apply for NMTC (\$5,348,070) and Historic Tax Credits (\$2,465,528) totaling</li> </ul> | <b>Ray Switzer, Director</b>        |               |   |

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|  | <p>\$7,813,598. A meeting with the surveyor is scheduled this Friday, 10/28, to begin survey of the property to develop a plan locating property boundaries, utilities, etc. We are proceeding with procuring an asbestos abatement contractor to remove any asbestos in the building prior to beginning construction.</p> <ul style="list-style-type: none"> <li>Miscellaneous: Campus police officer, Bob Malone, began duties at the Tyger River campus on 10/24. College Plant Funds and SC Technical College System Capital Reserve Funds Deferred Maintenance Allocation will be submitted for approval by the Commission Facilities &amp; Finance this week, 10/27, and for full Commission approval in November meeting, 11/21. The Facilities Department is completing EPMS Planning stages with objectives this week.</li> </ul>  |  |  |  |
| <b>Learning Resources</b>                  | <ul style="list-style-type: none"> <li>BIO 102, a new online course will be available this spring. Jason Ford, Director of Instructional Support, began work yesterday and will be interacting primarily with faculty to implement new technology. The WOW conference was very successful and is available for viewing on LORI. SCC was fortunate in having two such accomplished authors as Margaret Edson and Dori Sanders on campus. We hope to have future WOW conferences and are exploring avenues of financial support.</li> </ul>   | <b>Mark Roseveare, Dean</b>                |  |  |
| <b>Academic Affairs</b>                    | <ul style="list-style-type: none"> <li>The AA/AS information sessions conducted during the Open House event October 18th were very successful. The academic deans have been asked to present program updates during the Counselors' Breakfast on November 2 and November 3. This event is coordinated by Student Services. Our goals for the remainder of the year will include focusing on transfer opportunities for students and increasing marketing for the USC Upstate Direct Connect Program. We encourage everyone to inform students about the Direct Connect Program. We are working on revising membership on the AA/AS Advisory Committee in an effort to strengthen our transfer partnerships. We have confirmed representatives from Limestone, USC Upstate, Converse and Clemson. Student support services affiliated with the Center for Academic Progress and Support (CAPS) initiative have been relocated to a centralized area in the East Building. Disability Services is located in E30B, AIM is in E30D, and the Assistive Technology Lab is in E30F. Increased traffic from students in this area has been noticed.</li> </ul> | <b>Dr. Pam Hagan, Dean, Instruction</b>    |  |  |
| <b>Industrial / Engineering Technology</b> | <ul style="list-style-type: none"> <li>Open House went well with a large number of visitors. This year a van was available to take people to view the automotive facility. There wasn't as much interest in the Machine Tool Program as in previous Open House events. The welding demonstration was cancelled due to rain. We are working with Decanter Diversified Machine, Inc., in Roebuck, SC on apprenticeship programs and partnering with Clemson University on the CU-ICAR project. Clemson was awarded an NSF Grant written by Anand K. Gramopadhye on a project for 3D Modeling for Simulations. Clemson signed on with us for a small grant we submitted last Tuesday on an ICAR project focusing on Automotive Manufacturing Technology. Two weeks ago we met with Duke Energy consultants and the Upstate WIB to get them involved in a project similar to one we had several years ago. The National Association of Manufacturing is endorsing a skill session with a webinar focus for SC. Mark Smith will attend the ICAR session this week.</li> </ul>  | <b>Jeff Hunt, Dean</b>                     |  |  |
| <b>Business Affairs</b>                    | <ul style="list-style-type: none"> <li>Helping Hands ATM Service was awarded the ATM project. Students who don't want to use a credit card can now use an ATM to access cash for a service fee of \$2.25. An ATM will be located on the first floor lobby area of SSB, one in the West Building, and at Cherokee and TRC campuses. Due to a request from students for evening food service, we've negotiated with Kesha's Mobile Kitchen to be on campus during the day and evening on Mondays and Wednesdays.</li> </ul>   | <b>Cassandra Meadows, Projects Manager</b> |  |  |

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| <b>Finance Office</b>                | <ul style="list-style-type: none"> <li>The Business Office processed 3,500 financial aid refund checks for a \$2.6 million drawdown. We expect \$8 million in financial aid to offset this cost.</li> </ul>   | <b>Melissa Hughes,<br/>Accounts Payable<br/>Coordinator</b> |  |  |
| <b>CCE</b>                           | <ul style="list-style-type: none"> <li>We recently hosted a breakfast which was well-attended by businesses and industries from all 3 counties. Representatives from every company who attended expressed interest in the MSSC program. For companies that pay for training, SCC would match them with an equal number of students. We just began a program with Duer Coil outside of the MSSC Grant. This is the first time a company has purchased MSSC training when it was not grant funded. BMW is close to paying for training as well. We are working with Decanter to register 3 apprenticeship programs that will include both credit and non-credit courses.</li> <li>Our current focus is on the Datatel transition. We are reviewing data for accuracy before transitioning from Lumens to Datatel. A meeting with the consultant is scheduled next week.</li> <li>Rebecca Clusserath has partnered with a local law firm to offer 3 employee law programs which would offer CEUs to HR personnel who work in positions that require re-certification.</li> </ul> | <b>Ty Wright, Interim<br/>Coordinator</b>                   |  |  |
| <b>BookInn</b>                       | <ul style="list-style-type: none"> <li>The Book Inn is experiencing a slowdown in business. We are currently in the process of receiving and stocking spring semester books. We are reviewing the market for new electronic items that would be of interest to students to add to our inventory. All in all, this has been a very successful year.</li> </ul>   | <b>Cecil Hutcherson,<br/>Business Manager</b>               |  |  |
| <b>Planning and<br/>SACs Liaison</b> | <ul style="list-style-type: none"> <li>IPEDS Data reporting is locked down. We thought there would be substantive changes for high school areas but that will not be the case. Based on Gainful Employment, there will be substantive changes for Union and Downtown campuses.</li> </ul>   | <b>Jay Jackson,<br/>Director</b>                            |  |  |
| <b>Faculty Board<br/>President</b>   | <ul style="list-style-type: none"> <li>A Faculty Board Meeting is scheduled for next week. Discussion will include Grade-book, when to administer student evaluations, and other topics of concern.</li> </ul>  | <b>Berta Hopkins,<br/>Department Chair,<br/>Science</b>     |  |  |
| <b>Information<br/>Technologies</b>  | <ul style="list-style-type: none"> <li>Ron Caruana will be here Thursday to discuss the Datatel planning stages and will also present a brief overview of the Datatel Optimization Program at the October 28<sup>th</sup> All College Meeting. Mr. Caruana, the Datatel Senior Project Director, is focused on serving us and ensuring that the project is a smooth transition. CCE is first on the schedule because they have a confirmed date. The new portal is ready and tests out OK. If everything goes well, no one should notice any changes after the conversion. During this process no one will be able to post anything to the portal. An announcement will be made at this time.</li> </ul>  | <b>Pete Gallen,<br/>Director</b>                            |  |  |
| <b>readySC</b>                       | <ul style="list-style-type: none"> <li>Work continues on the ESAB project in Union. Interviews for Maintenance Technicians and Electricians will be conducted this week. Train the Trainer for lead personnel who have already been hired was conducted during October. ESAB is on target with hiring. There will be a push for more training in January.</li> <li>Customer Care Classes for Benore Logistics are complete.</li> <li>Our big project now is with Lear Automotive, a unique company with unique requirements. They manufacture seats for BMW. The Job Fair on October 11th was well attended. Over 250 people were prescreened and some were tested that same day; all testing was completed last week. Of this initial group, 45 people began the interview process and drug screening. If these people meet the requirements, they will be invited for pre-hire classes to be held in November.</li> </ul>   | <b>LaTokia Trigg, Area<br/>Director</b>                     |  |  |
| <b>Career<br/>Services</b>           | <ul style="list-style-type: none"> <li>Now that IPEDS data has been locked down, we are working on the 2010-2011 Graduate Follow-up Report utilizing a variety of resources, including ETROD/ETrak. We are staying busy meeting</li> </ul>  | <b>Kathy McKinzie,<br/>Director</b>                         |  |  |

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|  | <p>the needs of students, faculty and staff, and area employers. The Resume' Writing Workshops are complete and were very successful with over 50 students registered.</p>  |  |  |  |
|  | <p>The EEC meeting adjourned at 10:02 a.m.</p> <p>The next EC meeting will be November 1<sup>st</sup>. The next EEC meeting is scheduled for November 29<sup>th</sup>.</p> <p>Minutes respectfully submitted by:</p> <p><i>Geraldine Mahaffey</i></p> |  |  |  |