

EXTENDED EXECUTIVE COUNCIL MINUTES

Called to Order: Ray Switzer

Date: January 31, 2017

Location: CDR-B

Time: 9:00a.m.

Present:					Absent:		
Henry Giles-late	Reggie Browning	Jennifer Little	Pete Gallen	Sheri Johnson	Jeffrey Boyle	Elena Rush	Cassandra Meadows
Mark Roseveare	Berta Hopkins	Ray Switzer	Ray Switzer	Beverly Fenner	Mike Forrester	Gladden Smoke	Judy Sieg
Cecil Hutcherson	Anya Sebastien	Jay Jackson	Roy Smith	Jeff Hunt	Cheryl Cox	Lynn Dale	
Allison Can	Ron Jackson	Terese Ricard	Celia Bauss		Rick Teal	Cheri Anderson-Hucks	
Robert Leslie	LaTokia Trigg	Daryl Smith	Kem Harvey		Patricia Jones	Readysc.org/minghua	

Key: C – Completed		IP – In Process	–Information Only		
Items Discussed	Discussion			Presenter	Follow-Up
	<ul style="list-style-type: none"> The Foundation and Grants Department will start relocating tomorrow to where Jennifer Little use to be on the first floor of the SSB. Jason Bagwell & Horticulture is sponsoring a Great Dixter event on March 23rd. There will be a tasting event, where our culinary students will provide a meal on that morning and they will be judged, this will be that morning. That afternoon there will be a speaker and dinner. Tickets are \$60.00 per individual and \$100 for couples. The tickets include a copy of the cookbook. The proceeds will go to support the horticulture program here and part will go to the Great Dixter Garden. March 30th Economic Visionaries Event will be at the Marriott; this will recognize businesses in the Spartanburg Greenville area. We have interviews Thursday and Tuesday of next week for the Executive Director of Foundation and Development. Thank you all for coming We need to continue to remember that students are the reason for us being here. We need to have an environment that encourages students to continue their education. Thank you for all that you are doing. 			Henry Giles	
Tyger River Campus	BMW Workshops, Meetings & Orientations (7)		114	Anya Sebastien, Executive Director,	
	CCE - Toray Contractors' OSHA Testing		20		
	Industrial Network Group Meeting		30		
	MAU New Hire Orientations		228		
	readySC - Toray & Kobelco Training		27		
	SBDC and SCORE NxLevel Course		25		
	SC Thrive DHEC Poverty Simulation		120		
	SC Works Upstate - Lear DDI Testing and Business Services Meeting		141		
	Toray President's Meeting		160		
	Veterans		50 per week		
	Upcoming Large Events at TRC		Expected Attendance		

	Byrnes & Dorman High Schools Info Sessions, 2/7/17	250		
	BMW Orientation, 2/13/17	80		
	SC Dept. of Education-Gifted & Talented Learning Opportunity Workshop, 2/14/17	50		
	Spartanburg School District 5 - Curriculum Revision Team, 2/23/17	35		
	Institute of Management Accountants-Spartanburg Area Chapter Winter Conference, 2/24/17	100		
Human Resources	<ul style="list-style-type: none"> • Benefits: • Sent e-mail regarding form 1095-C • Deferred Comp rep will visit on February 3rd. • Holiday Social was successful. • Upcoming: Prevention Wellness Screening on March 16th & May 18th • Started planning for the Employee Recognition Program. • Employment: • Actively working on 2 Instructor positions and the Executive Director of Advancement & Foundation • Reminder about GCN training: Approximately 50% complete • Will post OSHA 300 log on February 1st. • Class/Comp: • Just completed survey for CUPA-HR • Received notice of IPEDS for spring 		Rick Teal/Beverly Fenner, Director	
Campus Operations	<ul style="list-style-type: none"> • We are currently working on 48 plant fund projects and 13 grants. 16 are already complete. Campus operations has a contract on getting hvac for the Physical plant building. 		Gladden Smoke, Director	
Learning Resources	<ul style="list-style-type: none"> • Library – We are having our QEP Day this Friday, Feb. 3rd, for faculty that will feature Michelle Van Hoeck as the speaker. She works with Project Information Literacy. We will begin QEP training for all full-time faculty in the nine general education courses that were targeted for Year 1 of the QEP the following Friday, Feb. 10th. We are using CREDO, information literacy training modules we licensed, for student training in the ENG 102, ENG 165, SPC 205, PSY 201, ART 101, BIO 101 and COL 101/103 courses taught by lead instructors from our Fall QEP training. Students in those courses are beginning to access those modules now. • SCCOnline – We have one new online course in development this Spring – Spanish 201. This will be targeted to attract some summer transient students, as well as current SPA 102 students. We are also working on a review process for existing online courses and recently presented draft to Academic Council for input. 		Mark Roseveare	
Career Planning & Placement	<ul style="list-style-type: none"> • Technical Scholars • Spring 2017 • 11 companies, 68 students • Companies currently recruiting – LSC Comm. (Formerly RRD), Carlisle Finishing, Erhardt + Leimer, Schaeffler • Michelin Testing – Feb. 24th • BMW Scholars • 2017 Technical timeline • IT Scholars timeline – January interviews 		Jennifer Little, Director	

	<ul style="list-style-type: none"> • Total – 52 (19 second year, 33 first year) • 100 total – 52 SCC, 25 GTC, 23 TCTC • Events: • Employer Panel – 2/15, Hull E-25 • Spring Career Fair – 3/22, SSB (36 employers registered so far) • College Town Internship and Job Fair – Marriott, Feb. 27th • Technical Scholar reception – 4/20, 6:00, SSB CDR • Initiatives: • Drop ins before Career Fair and Graduation at all campuses • Class presentations, High School Career Fairs to talk about Tech Scholars (Tyger River event, Landrum, Broome) • Smart Jobs • Marketing – meeting, external promotion • CCE office hours • Career Closet – Selena, March 		
Corporate and Continuing Education	<ul style="list-style-type: none"> • We have started working on our Summer Schedule of Courses. We will be doing a post card mailing for summer to 98,000 households trying to drive them to our website. We strategically did the same in 2014 and it did not seem to hurt us from a revenue standpoint. • We are working closely with Jennifer Little and Ray Dawkins to provide Smart Jobs scholarships to qualifying students. • We should have all of our Workforce Scholarship funds allocated by March. • We plan to start offering motorcycle courses again in the May/June timeframe with brand new motorcycles and helmets. We are planning on offering testing at the end of our courses so that when our students go to the DMV they will not have to test onsite. • We plan to start offering truck driver training this summer if we can get all of the logistics worked out. We have second interviews with potential coordinator/instructors this Friday. • We have submitted a list of 14 courses that we have offered to Amazon employees as part of their Amazon Career Choice program. • We are working with some of the curriculum department chairs to explore what courses could be offered as blended courses (CCE and CU). 	Robert Leslie	
Book Inn	<ul style="list-style-type: none"> • The bookstore sales year to date as of Friday are \$2,338,000. That is down \$169,000 from last year, same time. We are down in text books \$158,000. In general merchandise we are down \$11,000. At the end of December, we were down \$131,000 from the prior year, that means we are down an additional \$38,000. • We are down in the electronics \$29,000 and uniforms down \$7,000, down in book bags \$8,000 and are down in new textbooks \$110,000 and down in used \$46,000. • We had a book buy back last week. Year to date this year, books purchased from the students was \$56,200 last year \$96,000. • We are gradually going to more and more codes being sold in the books. The used books must have the code to sell to students. • Procurement is going well; we are working hard to get all of the bids out. 	Cecil Hutcherson, Business Manager	
Financial Aid	<ul style="list-style-type: none"> • 	Jeffrey Boyle, Director	
Marketing and Public	<ul style="list-style-type: none"> • Involved in the following upcoming events and working with respective departments to plan events: <ul style="list-style-type: none"> ○ February 23 – Horticulture Farm to Table event 	Cheri Anderson-Hucks, Director	

Relations	<ul style="list-style-type: none"> ○ February 24 – Country Music Television Empowering Education event ○ March 30 – Economic Visionaries event ○ April 18 – SCC Open House, central campus ● Updating various publications including the President’s Newsletter, quarter 3 for 2017 ○ Catalog, internal copy ○ Enrollment & Advising Guide ○ CCE Schedule, summer ● Updating the CBED video ● Ongoing – summer-fall advertising initiatives ● Re-Group training – scheduled with IT for our team on Feb. 1 ● Working with Dr. Cox to bring more prominence to the College’s academic program areas by renaming program areas “the School ...” and incorporate this change in the SCC website, publications, etc. ● Working with Jennifer Little, Career Services to promote many opportunities offered through Smart Job ● QEP – working with Jenny Williams on a variety of QEP initiatives, most recently the QEP Day scheduled for Friday February 3. 		
Evaluation, Accreditation, Planning and SACS Liaison	<ul style="list-style-type: none"> ● Continuing to work on assessment with academic and non-academic units ● Fulfilling program information requests (environmental and job outlook) ● Completing data requests ● With regards to data please visit the IR portal page for data such as enrollment, demographics, retention, placement, etc. ● Completing IPEDS Winter collection: Financial Aid, Graduation Rate, Graduation Rate 200, and Outcomes Measures ● Conducting SPOL implementation – Assessment and Planning modules ● Reviewing new SACSCOC principles. 	Jay Jackson, Director	
Finance	<ul style="list-style-type: none"> ● Mr. Kyle Burnett started on January 2nd, he is our new payroll specialist. He is doing a great job learning how to take on Kathy Beach’s position. The W2’s is available as of yesterday. Last week the 1098’s for students were available. Microsoft Edge will not display the 1098’s, the screen will come up blank. You do not need the 1095C to file taxes but you will need to have it just in case you are audited. ● 1099’s for vendors will be mailed out today. 	Reggie Browning, Director	
ReadySC	<p>Spartanburg County</p> <p><u>Graphe Carbon Products:</u></p> <ul style="list-style-type: none"> ● Conducted Blueprint Reading, Measuring Tools and Forklift Training in December. <p><u>Holroyd Precision Rotors:</u></p> <ul style="list-style-type: none"> ● Met with company regarding Abrasive Wheel Training. SCC will develop and deliver the course for us. <p><u>Kobelco Construction Equipment:</u></p> <ul style="list-style-type: none"> ● New hires started earlier this month. Carroll Cagle conducted the Assembly L1 Training. The company conducted the L1 Welding Training at Tyger River. ● January hiring included: 3 Warehouse Associates, 2 Industrial Painters, 1 Welder and 6 Assembly Associates. 	Latokia Trigg, Director	

	<ul style="list-style-type: none"> We also provided Forklift, Overhead Crane and Hazwoper courses this month. <p><u>Minghua:</u></p> <ul style="list-style-type: none"> Conducted Discovery Trip in China. We were able to visit the Headquarters and five factories during our trip. We attended the company annual meeting and celebration where we participated in meeting regarding the transfer of company culture to the US and Mexico facilities. Jay Coffey accompanied Amy Romero and me on the trip. Visit www.readysc.org/minghua for more information about the company. <p><u>Ritrama:</u></p> <ul style="list-style-type: none"> Ritrama is currently accepting applications for various positions. They will be selecting candidates to participate in pre-hire training that will be conducted in February. <p><u>Toray:</u></p> <ul style="list-style-type: none"> Conducted Arc Flash training in January. <p>Cherokee County</p> <p><u>Dollar Tree:</u></p> <ul style="list-style-type: none"> Conducted Train the Trainer course for Leads and Supervisors in December. The company has had a change in the HR management team. <p>Union County</p> <ul style="list-style-type: none"> No significant activity to report. 		
Technologies	<ul style="list-style-type: none"> Duke Energy moved the remaining items out of E43 last week. We have met with our facilities department and local architects concerning renovations for developing the process control lab. The Process Control “Hot Unit” equipment is on order for the lab. Graduate hiring program in progress for Minghua. We hosted a hiring information session in December for graduates. 21 CAMIT graduates showed up for the sessions. Currently, three graduates are in the interview process which includes travel to China to interview with the Minghua president. MTT and Mechatronics faculty recently visited with several companies concerning workforce training needs. CONTECH Company may specialty chemical wipes and materials to support BMW and suppliers is looking to hire additional maintenance technicians, and has an interest in the new process control program. We are scheduling a meeting with RD Anderson and Daniel Morgan to discuss their desire to add a mechatronics program at the high school level. We plan to extend the invitation to the remaining local career centers as well. 	Jeff Hunt, Dean	
Cherokee County Campus	<ul style="list-style-type: none"> February 7th Nestle will be on campus testing. February 9th and March 2nd Cherokee Technology center will be bringing out 4 different groups of 50 juniors. There will be a total of 178. Cherokee technology center construction is coming along nicely. Feb 25th from 10 – 2 is our SC College goals event where we help students complete their FAFSA. As of the last report Cherokee campus enrollment was up 5.2% head count and FTE 2.4%. 	Daryl Smith, Director	
Information Technologies	<ul style="list-style-type: none"> Pete Gallen showed an example of the new clocks that will replace the old ones. Presentation: The Regroup System – Under the Self Service link on the portal go to the user profile and add your email address and phone numbers that you would like to receive important messages from SCC. 	Pete Gallen, Director	

	<p>This will be to receive messages. We are working with Reggie Browning for a link for Finance Management and then click on budget. This shows all your budgets and the current situation at a glance. If you click on a certain item, it gives a breakdown of what those expenses are. We will be offering workshops on how to retrieve this information. By the end of the week this should be available to everybody. Online requisitions will still be entered through Web-Advisor.</p>		
Faculty Senate President	<ul style="list-style-type: none"> The Faculty Senate had their January meeting last Friday. We are looking into acquiring plagiarism software. We are working with the Deans and Dr, Jones on Departmental name changes. Enrollment and Retention are our priorities. 	Terese Ricard	
Records, Registrar	<ul style="list-style-type: none"> As of today we are at 4,255 head count. We are down 300 students compared to last year. FTE is 2775.80 that is a -3.5 overall from last year's totals. The FTE is down 123.67. We are still working with students for flex classes and some never attends. Diplomas were available last week for pick up, any that were not picked up will be mailed this week. We had 199 total graduates for fall 11 of those were prospective graduates who did not apply for fall graduation. We had 40 more graduates last year than this year. As students apply we pull up their degree audit and review it to make sure they are ready to graduate. Celia Bauss goes through each graduation application and those that are complete she signs off on, that way the applications do not have to be sent to the Divisions. Thanks to the Deans, we had graduation processed before Christmas. The graduation deadline for spring and summer is March 3rd. We will take graduation applications for extra time. We are emailing the graduates with all of the information. Tuesday, February 28 we will order caps and gowns in the CDR. If there is faculty who would participate that do not have caps and gowns, they would also need to come at this time and order. We will send this information out to everyone. Fred Cunningham will be announcing the names. Sky Foster, with BMW will be the speaker for commencement. She grew up in Gaffney and is very excited to speak. We will be sending out information about summer registration soon. We will begin to get the calendar committee to start working on 2019-2020 Calendar. 	Celia Bauss	
Health and Human Services	<ul style="list-style-type: none"> We have a couple of site visits coming up. The first one is the Medical Lab Tech which is the same day as the Country Music Television event which is 3/24/17. The Dental Program is working on their self-study report that is due in April. We are working with Linda Schmidt and her team for a PIE (focus on being healthy) day activity on 3/14/17. We are working on our recruiting efforts with the recruiting department. We received funds for the STEM labs 	Berta Hopkins, Dean	
Arts and Sciences	<ul style="list-style-type: none"> The Early Care and Education received their notice of reaccreditation. Thanks to Benita Yowe, Gee Sigman and Jay Jackson. We hired Allison Suber as a new English instructor. She works really well with our Early College. The Gen Ed. steering committee has been updating our general educating course listing. Jason Bagwell has presented the new Sustainable Agriculture Certificate Program. Kem has been chairing a Multiple Measures work team that is looking at new ways to place students upon entry that is not just a test. 	Kem Harvey, Dean	
Enrollment, Management and Retention	<ul style="list-style-type: none"> We are happy to report there has been a successful conversion from Compass and Asset to Accu-placer. Thanks to IT and others, we have had minimal issues. We revised the SAT and ACT minimum entrance scores for the math for fall 2017. This was in accordance to the recommendation from the SC Technical System office. We raised the ACT math score to 22 and the SAT math score has been raised to 580 for fall. We will send the updated guide this week for Accu-placer. There has been implementation of the enrollment specialist at the high schools. 	Lynn Dale, Allison Can AVP,	

	<ul style="list-style-type: none"> • We have begun working with students who come in that need a career focus. • The admissions specialist will start March 1st are assigned a case load who they will be responsible for contacting. We have had good results, they have brought in 309 applicants and got accepted for spring. This gives the students a personal contact. The Advising Center called all of the accepted but not registered for spring and encouraged them to register. They are doing a great job. • Greenwood and Hall will conduct a survey of none returning students for fall 2016 and spring 2017 and determine the reasons why they are not returning. • TLC is conducting boot camps for students to improve test scores and decrease retention. • Allison is chairing an Advising Expectations Work Team that have been given the task of defining what constitutes as excellence in advising, what the expectations are for faculty and advisors and possible training. The CAPS council had looked at early alert systems previously; we are revisiting this on February 7th through this committee. 		
	<p>The EEC meeting adjourned at 10:34 am</p> <p>Minutes respectfully submitted by:</p>		
	<p><i>Betty Hall</i></p>		