

EXTENDED EXECUTIVE COUNCIL MINUTES

Called to Order: Mr. Giles

Date: February 28, 2017

Location: CDR-B

Time: 09:00 a.m.

Present:						Absent:	
Henry Giles	Robert Leslie	Mark Roseveare	Daryl Smith	Ike McKissick	Roy Smith	Mike Forrester	
Celia Bauss	Cecil Hutcherson	Jennifer Little (Left Early)	Gladden Smoke	Lynn Dale		Cheri Anderson-Hucks	
Cheryl Cox	Ron Jackson	Elena Rush	Ray Switzer	Berta Hopkins		Linda Schmidt	
Kem Harvey	Jay Jackson	Anya Sebastien	Rick Teal	Jeffrey Boyle		Patricia Jones	
Pete Gallen	Jeff Hunt	Judy Sieg	LaTokia Trigg	Reggie Browning		Cassandra Meadows	

Key: C – Completed IP – In Process –Information Only			
Items Discussed	Discussion	Presenter	Follow-Up
	<ul style="list-style-type: none"> Mr. Giles hopes everyone is doing well. It is a busy time of year. We want to make sure everyone has a feel for activities and what is taking place on campus. It is good to know, though the years one of the most frequent statements is, no one ever tells me anything that is going on. This is an attempt to let others know of happenings. Pete Gallen will go first. It is pretty amazing everything that is going on. Have a good day 	Henry Giles	
Information Technology Department	<ul style="list-style-type: none"> Pete Gallen did a presentation on the new Portal. It has the same functionality and resides in Office 365 in the cloud. The green box in the top left hand corner opens the link up to Office 365, word, excel, power point etc. The Portal team will meet March 3rd from 10am-11am. Our goal is to be switched over by the summer. We are replacing our document imaging system. It is within the budget and is a hosted system. They are an Ellucian partner. 	Pete Gallen, Director	
Health and Human Services	<ul style="list-style-type: none"> Site visits – Medical Lab Tech site visit is 3/23/17 - 3/24/17 Expanded Duty Dental Assisting site visit is 6/13/17 – 6/14/17 We are working on the Pi Day activity scheduled for 3/14/17 Working on the CMT event and summer camp in June. Berta Hopkins was at Amazon last week and spoke at Adidas about the effects of nutrition and DNA. We have been working with the career centers, educating them on our selection processes and pathways. 	Berta Hopkins, Dean	
Associate Vice President of Enrollment Management and Retention	<ul style="list-style-type: none"> Dr. Cox reported for Lynn Dale Student Awards program is scheduled for April 24th Open House is April 18th. Perkins grant we are planning for 2017-2018 year. 	Lynn Dale, Associate Vice President of Enrollment Management and Retention	
Evans Downtown Campus	<ul style="list-style-type: none"> “Lighten Up Spartanburg” project: Two lightbulbs will be on the Downtown Campus Preparing for SCC Foundation’s “Farm to Table” event in March & MSA Lion King in April 	Judy Sieg, Executive Director	

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	<ul style="list-style-type: none"> • Jesse Boyd Elementary School kindergarten and 2nd grade art on display • White paint walls—guinea pig classrooms • SDA—Feb. meeting at SMA 		
Tyger River Campus	<ul style="list-style-type: none"> • We had 16 events for the month of February. • BMW workshops -221 attendees • We had a great event with Burns and Dorman High School – an information session, channel 7 came to the event. Beth Smith with the small business center who spoke about becoming an entrepreneur. There were positive responses from the staff and the students. • Institute of Management Accountants – The Spartanburg Area chapter had a conference with 100 participants. MAU new hire orientations – 234 attendees • Michelin job fair - 331 attendees • Toray is still using our facility to meet with large groups - 160 employees • The Spartanburg County Sheriff’s Office Operation Rolling Thunder – This will be the week of March 20th 	Anya Sebastien, Executive Director	
Campus Operations	<ul style="list-style-type: none"> • Projects Campus Operations is working on: Business 85 fence clearing and debris removal is going on right now. There will be a new Spartanburg Community College welcome sign installed coming from Heron Circle toward the College later this spring. • Later this spring, in the Powers building. On the B-wing we will be doing foundation repair water proofing to that. This will be done during the spring break. The Powers C wing HVAC renovations are still ongoing and anticipate some more renovations during the summer. • During the months of March and April – We are renovating the HVAC systems at campus operations building so to pick up and drop off locations of vehicles and key packets there will be an email sent out with details to faculty and staff. E-43 will also have renovations going on the early part of the summer to accommodate the Process Control equipment that is being added to curriculum. • Other renovations include office space at the Tyger River for ReadySC. CCE is also looking at potential renovations to their area. • Chief Finch will be scheduling some additional ALICE training in the next few weeks for those who were not able to attend in the fall and new employees. There will be an email with more information. • Turf renovations on the main campus during the next two months. 	Gladden Smoke, Director	
Information Technologies	<ul style="list-style-type: none"> • We are continuing to work on Password security and switching people to Windows 10. • We have been conducting training in Union for One Drive. 	Roy Smith, IT Operations Manager	
Career Planning & Placement	<ul style="list-style-type: none"> • Employer Panel – 6 panelists, 65 attendees, link to recording sent out – available on Panopto • Michelin Testing – 5 out of 16 passed • College Town Career Fair – 40 employers, 126 students from the 5 colleges • BMW Scholar application now open • High school TS outreach – Landrum, Broome, Boiling Springs • Career Fair March 22nd – encourage faculty to share with students, give incentives • Drop ins at other campuses scheduled for week before • Smart Jobs – Info session at Library (2), another scheduled for March, office hours in CCE 	Jennifer Little, Director	
Arts and Sciences	<ul style="list-style-type: none"> • Some of the math faculty have been working with Gwinn out of the grants office on a \$65,000 grant for furnishing one of our classrooms with active learning furniture. Hopefully we will receive that grant. Linda Schmidt and others are working on PIE K Day for middle school students. • We are working on summer camps for girls, boys and bring your adult. We will have a boot camp for students who test into the low curriculum math by using adaptive software and an instructor. 	Kem Harvey, Dean	

	<ul style="list-style-type: none"> The putting green outside of Tracy Gaines will be up this week. The intent is to be for students to be using when they are not in class. There will be 1 green with 5 holes. If anyone has additional putters, we will welcome them. Horticulture is working on that and the Farm to Table Event on March 23rd. Early Care and Educational Advisory meeting – The students were very happy with the move. We are working on assessments and curriculum revisions. 		
Learning Resources	<ul style="list-style-type: none"> QEP Day - February 3rd. It was a great event. We have kicked off the QEP training. Ashley Holt will be our replacement library specialist and bringing him on full time. SCC Online – D2L was partially down a couple of weeks ago for a couple of days. 	Mark Roseveare, Dean	
Corporate and Continuing Education	<ul style="list-style-type: none"> CCE hired Randall Parnell as our new part-time Truck Driver Training Coordinator. He started last Friday. His first order of business is to locate trucks and trailers for purchase. He will be working on Fridays and he is located in a cubicle in the Gaines Building – Room 17. He is the past director of a truck driver training school in Greenville. We are excited to have him on board with us. This month CCE has been participating in Amazon’s Career Choice Education Fairs. CCE proposed 14 CCE courses to Amazon for possible courses for their employees. Currently we are running a EKG/Arrhythmia Monitor Technician course for Amazon employees at their site. There are 17 employees in this course. As a follow up for these 17 students, we will be offering a Phlebotomy Technician course starting next month. As of January 31st, CCE is showing a profit of \$191,370. I feel sure that we will continue to be in the black at years’ end. Our team has done a great job of controlling expenses and having a good mark up on our courses. We do have some sunken costs coming up this spring as we revitalize our Motorcycle program and launch our Truck Driver Training Program. 	Robert Leslie,	
Technologies	<ul style="list-style-type: none"> Jon Michael Adkins (PCT faculty) and his wife Nancy had a baby girl Tabitha Michelle on February 20, 2017. STEM summer camps sponsored by Computer and Engineering Technology department planned for this summer; 2 camps for middle schooler’s as an overview of STEM; 1 camp as a Code Academy for high schooler’s for coding only; 1 camp to train teachers and coaches for Cyber Patriot high school teams in our service area New 2 + 2 agreement with ECPI for EET and Mechatronics graduates to pursue a degree in BS in Electronics Engineering Technology- with a major in Mechatronics USC Upstate is finalizing plans to offer a 2+2 program leading to a BS in Advanced Manufacturing Management as well. Mike Reuter and Marcia Schenck are working on a NSF ATE small grant to infuse cybersecurity into our AAS degree. Hope to submit it in October 2017. Renee Trammell and the Business Faculty are adding a social media course to the marketing degree, if that’s interesting. Also, we met last week with the AC Hotel by Marriott folks. The hotel will open in October downtown and they are interested in taking some of our students as marketing and admin interns. Realistic Training Experience video scheduled with ReadySC and SCC MTT department. Jay Coffey toured the “Project Tulip” group for the second time last week. MTT Faculty are working with Latokia and Amy in ReadySC to develop and deliver grander safety training for Holroyd. 12 students from Chesnee High school STEAM class will tour CAMIT today Mark Cramer and Jay Coffey attended the Amazon career fair two nights last week. They indicated they saw about 6 people each. Jay Coffey toured the BMW Mexico’s and US training directors through CAMIT on Wednesday, February 21, 	Jeff Hunt, Dean	

	2017.		
Book Inn	<ul style="list-style-type: none"> • Bookstore sales year to date through last Friday were \$2,435,000. We are down \$163,000 year to date. • We are down \$147,000 in text books and down \$16,000 in general merchandise. We are \$6,000 better this month than last month. Book sales are up \$11,000 compared to last month and general merchandise is down \$5,000 on general merchandise. This year we have sold 18,820 we have sold books. We are in the process of ordering our summer books. • Elena Hall is our new employee in the bookstore. We are still short staffed. • Everything is going well in procurement. We have a lot of things going out right now. 	Cecil Hutcherson, Business Manager	
Marketing and Public Relations	<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"> ○ Thursday, March 23 – Horticulture Farm to Table event ○ Friday, March 24 – Country Music Television Empowering Education event ▪ Update- Today, Feb. 28, marketing is coordinating a video shoot with the 4 SCC students featured in our student panel discussion at the event, we are at the Downtown Campus & central campus all day shooting 1 student from horticulture, EMT, EET & automotive programs. ▪ FYI – see sample flyer we are sending to the 5 career centers to promote the event – 1 flyer for each center <ul style="list-style-type: none"> ○ Thursday, March 30 – Economic Visionaries event ○ Thursday, April 13 – Transfer Fair (with recruiting, internal for SCC students) ○ Tuesday, April 18 – SCC Open House, central campus • Updating various publications (president’s newsletter, internal catalog, enrollment & advising guide, etc.) • Updating the CBED video • Ongoing initiatives for summer-fall advertising • Working with Dr. Cox & academics to finalize academic program areas by renaming “the School ...” and incorporate this change in the SCC website, publications, etc. 	Cheri Anderson-Hucks, Director Elena Rush reported in Cheri’s absence.	
Evaluation, Accreditation, Planning and SACS Liaison	<ul style="list-style-type: none"> • We are filling data request and information requests. • We are continuing to work on SPOLE. • We are getting a handle on gainful employment. • Planning – Operational Priorities for 2017-2018 have been approved for the college. • Winter IPEDS have been completed and the spring IPEDS are currently open. 	Jay Jackson, Director	
Human Resources	<ul style="list-style-type: none"> • BENEFITS • Form 1095-C for 2016 are available on Self Service. E-mail went out to all FT faculty and staff on 2-27-17. Former employees have been mailed. FTE/PT (housekeeping, adjuncts) are mailed interoffice. 1094C is due to IRS by March 31, 2017. • Prevention wellness screenings are scheduled for March 16, 2017 and May 18, 2017. Response has been very high for 8 and 9 am appointments. We will be rescheduling overflow to other time slots and notifying affected employees. • EMPLOYMENT • EMT Instructor 	Rick Teal, Director	

	<ul style="list-style-type: none"> • Mechatronics Instructor • Finalizing: Executive Director of Advancement & Foundation • Preparing: Part-time Employees Job Fair - 2017 • Reminders: Global Compliance Network (GCN Training) April 30th due date • COMPENSATION • FPMS: • Evaluations – April 28 for 9-month faculty and June 30 for 9+3 • Planning stages – August 18 • EPMS: • Evaluations – June 16 • Planning stages – July 14 • EMPLOYEE RELATIONS • Fall Kick-Off: Dr. Mark Taylor. See: www.taylorprograms.com • Administrative Professional’s Day: April 27th. Speaker pending • Employee recognition program will be held on Thursday, April 20, 2017 at 3 p.m. in the auditorium. Nomination announcement on March 1st. 		
Financial Aid	<ul style="list-style-type: none"> • The FAFSA was opened in October. We started importing in November and currently we have pulled in 2400 records and have awarded about 665 students. This puts us ahead of where we were last year at this point. The Cohort Default Rates came in yesterday. We went from 20% down to 18.5%. • The state financial aid conference is coming up, 2 of the staff will be attending this conference. 	Jeff Boyle, Director	
Career Planning and Services	<ul style="list-style-type: none"> • Employer Panel – 6 panelists, 65 attendees, link to recording sent out – available on Panopto • Michelin Testing – 5 out of 16 passed • College Town Career Fair – 40 employers, 126 students from the 5 colleges • BMW Scholar application now open • High school TS outreach – Landrum, Broome, Boiling Springs • Career Fair March 22nd – encourage faculty to share with students, give incentives • Drop ins at other campuses scheduled for week before • Smart Jobs – Info session at Library (2), another scheduled for March, office hours in CCE 	Jennifer Little, Director	
Grants	<ul style="list-style-type: none"> • Gwinn is great with working with the other departments. We finished the active learning grant, we put in a small grant for the “Wonders of Writing” with Judy Sieg’s help for \$3,000. We provided a short proposal for emergency assistance scholarships. Last week we put in an application for Operation educate – dealing with construction trade and heavy equipment training (Sloan Construction is our business partner). • 2 grants for the new Sustainable Gardening Program. We worked with Isaac McKissick on an Early Literacy service project and the Upstate Workforce Investment Board for about \$250,000 for Operation Educate. • Elena will be here 6 more weeks; she will be retiring. 	Elena Rush, Director	
Cherokee County Campus	<ul style="list-style-type: none"> • We had college goals over the weekend. The quality was good but not the attendance. This evening I will be at the Voc rehab recruiting. • This Saturday is the free PC clinic from 10-2 • We have an artist reception and art display in our lobby on March 8th from 10:50 – 12:30 • We have 90 Seniors at Gaffney high school who do not have plans past high school to visit the CAMIT • March 17 Meeting – Campus Advisory committee meeting 	Daryl Smith, Executive Director	

	<ul style="list-style-type: none"> • March 20th students with special needs will be touring the CAMIT and the academic. • Faculty/Senate March 24th meeting • Cherokee Technology construction is going well. 		
Finance	<ul style="list-style-type: none"> • Students have been calling wondering why their refund was not as much, it is because they owe money. We submit delinquent bills to the SC department of revenue. • Deborah Farr is our new employee – Staff accountant – helping with grants. • We are beginning to get started with budget meetings. • We had self-service budget reports and trainings. • If you need access email Missy Hughes and she will inform IT of what you need. 	Reggie Browning, Director	
ReadySC	<ul style="list-style-type: none"> • Spartanburg – We held the Michelin Job Fair at Tyger River on February 22nd. We had 320 people attend. • We done some training for Autobok. Polaroid here in Spartanburg County had some training as well. We sent invitations out yesterday for pre-hire training sessions that will be conducted next week for Retrauma, the company that is being built on Hwy 290. This training will be held at Tyger River. We are targeting April 4th for shooting a realistic training video. We will utilize a lab and instructor for this video here at SCC. 	Latokia Trigg, Director	
Records Department	<ul style="list-style-type: none"> • This will be the last time for spring enrollment numbers. Currently we are at 4336 head count that is 202 down from last year. Our FTE is currently 2803.53 which is down 73 down from last year. • We start summer registration March 20th. Caps and gowns will be here from 10-1 and 4-6 in the CDR today. The pick-up date is April 7th. We are working hard on graduation and gathering information. • We are keeping up with the clearing house reporting monthly and taking care of students. 	Celia Bauss, Registrar	
Union County Campus	<ul style="list-style-type: none"> • Thank everyone for your welcome. We have an enrollment fair at the end of April. Facebook Kickoff campaign in April, this will focus on Union businesses. Promoting CCE summer camps. Radio is coming in April and we are conducting individual tours • We are taking over Adult Ed this summer. • We had a medical Career fair a couple of week ago. • We are revising the fire plans. 	Isaac McKissick, Executive Director	
	<p>The EEC meeting adjourned at 10:23am</p> <ul style="list-style-type: none"> • Minutes respectfully submitted by: <i>Betty Hall</i> 		