

EXECUTIVE COUNCIL MINUTES

Called to Order: Henry Giles

Meeting Date: May 16, 2017

Location: Snoddy Board Room

Time: 9:00pm

Members Present:

Henry Giles
Ray Switzer
Cheryl Cox
Bea Smith
Ron Jackson
Mike Forrester

Absent:

Guests:

Key: C – Completed IP – In Process I – Information Only				
Items Discussed	Discussion	Action and Recommendations	Status	Follow-Up
Opening Remarks	<ul style="list-style-type: none"> • Opening Remarks – Henry Giles <ul style="list-style-type: none"> ➤ Good morning. We had another short Commission meeting yesterday. It went well and they appreciated the knowledge of what we will be doing in summer camps. We have 2 agenda items today and I have a couple of more item to discuss. 		I	
	<ul style="list-style-type: none"> • Possible Workforce Scholarship Expenditures – Ray Switzer • Refer to handouts: <ul style="list-style-type: none"> ➤ Last year we received funding from the state for workforce scholarships which was primarily directed toward Continuing Education for about \$304,000. In some legislation being passed around there is information of \$5 – \$10M being considered for workforce scholarships. If this comes to pass there is a possibility, we could receive around \$300,000 - \$600,000. The stipulation this year is that it must be used for credit courses. Allen Shufelt and the Information Technology department generated this report. It shows our sponsorships for the spring and fall of 2015. Mr. Giles thinks we could possibly use the funds for a Technology Center waivers. The total invoice amount for spring was \$611,108 and fall was \$808,969 which totaled \$1,420,077 in sponsorships that were invoiced for those students. The waived amount was \$246,384 for spring and \$239,170 for fall which totals \$485,554. We could possibly fund the enrollment fee. We will continue to watch this to see the best place to use the funding. ➤ Dr. Cox suggest focusing on Self Certifying, and create a new program scholarship to offset the cost of attendance, which would require an extra administrative process. We could also use it to pay for books. ➤ Mr. Giles states that we must receive guidelines. Any money that we can collect from the State and not waive is positive. This is funded with non-reoccurring money. It could pay for the fee the student pays. Mr. Giles states that we need to double check the \$50/credit hour. Cheryl Cox will look it up and find out the final number. 		I	
	<ul style="list-style-type: none"> • Vacant Positions Update – Ray Switzer • Refer to handouts: 		IP	

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	<ul style="list-style-type: none"> ➤ The items in green are positions that are presently in process to be filled. The items in white in the right hand column we have not proceeded with those yet. ➤ Dr. Cox states Medical Assisting is where they would need to fill the position which was originally EMT instructor. ➤ Mr. Giles states that we will need to have a marketing plan for Union. ➤ Mr. Giles states to move the EMT instructor to medical assisting according to Dr. Cox request. The Student Services Enrollment Advisor is another position we should look at. 			
	<ul style="list-style-type: none"> • Other Discussion: ➤ Mr. Giles needs you to send a list of your division accomplishments for 2016-2017 in 2 weeks. By May 29, 2017. ➤ We are needing to relocate the foundation board pictures from the 2nd floor to the 1st floor outside of the Foundation. We need another location for employee recognition board. Can we eliminate the employee recognition board as we know it today and replace it with a jimbotron or a large electronic billboard device? We could put it on the website. We have the recessed area in the lobby of the library. We can have more information plus the employee recognition. Should we put it on the homepage/website? If you have other ideas let Mr. Giles know. Mr. Giles says to go ahead and take that one down and proceed with wall repair. ➤ Mike Forrester – Grand Opening for the Career Center for Innovation in Cherokee will be funded by the school system. Will Daryl Smith have a 10th Anniversary. Mr. Giles states that Daryl Smith will need to make a proposal for us to consider. Should we budget for the Grand Opening for the School of Business? Yes. ➤ Bea Smith – Robert Leslie will continue to use the free sales force and we will partner with them while using E-tapestry. The Foundation will be the center for all of the mailing list for the college. With E-Tapestry we can do 50 reports. Mr. Giles needs Bea and Robert to come to a conclusion in the direction that we are going. Mike Forrester stated we use to use CRM for software. Bea has reached out to ask specific questions of if this is possible. Mr. Giles states that we need to know if E-Tapestry can perform the task that we need before we make a decision. Rebecca Parris is our new Director of Grants and she started yesterday. Bea is very excited that our Scholarship Application has gone online. The scholarship process has been changed and updated. Students no longer have to submit 2 letters of recommendation nor a 500-word essay. They must give an explanation on why they deserve that scholarship. We are hoping to increase our participation. The application is live now until July 1st. We are continuing to work on the emergency fund request process. ➤ Ron Jackson – Question about yesterday’s server problems – Pete indicated that we received information from the State. There was 1 billion plus emails and passwords in that information. There were 2- 300 Spartanburg Community College emails and passwords. Ray Switzer states that we need to change passwords. They were working with CISCO yesterday on this printing issue. Mr. Giles states the printers were back up this morning. ➤ Cheryl Cox will be out of town the rest of the week. ➤ Mr. Giles will be on leave Wednesday, Thursday and Friday of this week. If needed, you can reach me by phone. 		I	

The Executive Council Meeting adjourned at 10:02am

Minutes Respectfully Submitted by:

Betty Hall