

EXECUTIVE COUNCIL MINUTES

Called to Order: Henry Giles

Meeting Date: July 19, 2017

Location: Snoddy Board Room

Time: 9:00pm

Members Present:

Henry Giles
Ray Switzer
Cheryl Cox
Mike Forrester
Ron Jackson

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"> ➤ Yesterday Amy Byers and some of us met with the OTO management group about the hotel and their need for workers. Renee Trammel had been in meetings with them. We spoke about some common training. They are looking for people to help with their limited kitchen. There is an opportunity for internships. There will be two chefs during the day and one at night and a couple of servers. The hotel is supposed to open in September or October. Amy Byers has a meeting with Chick-fil-a on the east side of Spartanburg this morning to discuss co-ops with them. ➤ Mike Forrester and Mr. Giles played in a Legislative Chaplin’s golf tournament in Green valley. 		I	
	<ul style="list-style-type: none"> • Fall Semester Kick Off Meeting (08/25/2017) – Henry Giles <ul style="list-style-type: none"> ➤ Take Bea Smith off of the agenda and Active Calendar – Jane Byrd ➤ Faculty Workshop – Teaching Today’s Learners – Mark Taylor 9am-10:30am ➤ All College Meeting – 11am ➤ Guest speaker – Mark Taylor ➤ Presidents Welcome ➤ Welcome new employees ➤ Shout outs ➤ State of the College Report ➤ Call Me Mister – Fredrick Keenan ➤ Budget Update/Facility Plans – Ray Switzer 		I	
	<ul style="list-style-type: none"> • Review August Commission Agenda – Henry Giles <ul style="list-style-type: none"> ➤ Guest Appearance – Student Food Availability Survey, UW Grant (Americore Grant) – Ron Jackson, Judy Sieg – Cheryl Cox will be prepared to be the back-up if Judy cannot attend. ➤ Process Control Program – Cheryl Cox ➤ Commission Minutes ➤ Presidents Report – State Legislative Proposal ➤ New CBED Name and Promotional Video – Mike Forrester ➤ Active Calendar – Jane Bird 	Ray Switzer will check if the Process Control facility is complete to show and check on the trucks for the CDL training class through CCE.	I	

July 19, 2017

	<ul style="list-style-type: none"> ➤ Approval of 2017 – 2018 College Budget ➤ Financial Report ➤ Year End Budget Summary ➤ Year End Plant Fund Report ➤ Add the Legislative Reception September 25, 2017 to the announcements 			
	<ul style="list-style-type: none"> • President’s Council TechNet Meeting– Henry Giles • Refer to handout: • The Legislative plan is approved and the draft is in the packet. ➤ Ray Switzer gave a handout of the current projects submitted on the CPIP. This is the five-year plan that we must submit every year. We can have one capital request and 3 renovation projects. ➤ Senator Peeler is now Chair of the Senate Higher Education Committee. His focus is on the impact and uniform grading system for k-12 and out of state student fee abatements. ➤ September 25th the South Carolina Association of Community College Trustees will be holding their academy from 12pm-5pm. The Legislative Reception will be that evening. ➤ Next Presidents Meeting is August 10th in Columbia. ➤ Randy Johnston is the new SCTS Vice President for Finance. 		I	
	<ul style="list-style-type: none"> • SCTEA Representative – Henry Giles • Refer to handouts: ➤ We need to come up with an SCTEA representative soon. ➤ Mr. Giles went through the list of members and considered people who would do a good job: There were three people: Beverly Fenner, Mark Roseveare, Rick Teal. Are there any other suggestions? Billy Duncan, Linda Klinzing, Reggie Wilburn or Jay Jackson. If you have any insights let Mr. Giles know. 		I	
	<ul style="list-style-type: none"> • Vacant Positions Update – Ray Switzer • Refer to handouts: ➤ We updated the list for the new year. The first group are those that were approved prior to the budget. The positions in green are in process and the ones in gray are have been filled. ➤ Proceed with the Student Life, full time Assistant Coordinator and the part time CAMIT Program Coordinator. The nursing instructor position is pending. ➤ Ray Switzer proposes to remove the hold over positions from last year, on the second page. 		I	
	<ul style="list-style-type: none"> • Emsi – Henry Giles ➤ There is a letter from Emsi in your portfolio. They are announcing the expansion of the Career Coach Resume. We are currently reviewing the STEM Premier contract. We have the choice to evaluate the Career Coach Resume Challenge vs. STEM Premier. 	Ron Jackson will look into this and give an update at next EC Meeting	Carry Forward	
	<ul style="list-style-type: none"> • Recommended Dates for early close – Cheryl Cox • Refer to handout: ➤ These are updates from last year and should be consistent. ➤ Does everyone approve? Yes 		I	
	<ul style="list-style-type: none"> • POL III-40 Student Refunds – Ray Switzer 	Approved		

	<ul style="list-style-type: none"> • PRO III-40.1 Student Refunds – Ray Switzer 	Approved		
	<ul style="list-style-type: none"> • POL VII-90 Alcohol Use – Bea Smith 	Approved		
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	<ul style="list-style-type: none"> • Other Discussion: <ul style="list-style-type: none"> ➤ Henry Giles – We are still dealing with State Funds. Where are we with this Lottery, Workforce, Scholarships and Grants. We must decide how we are going to spend the anticipated amount of \$481,101. Do we have programs that we are starting up and need the support of fee waivers to entice people into these programs? If we are going to take professional judgement and self-certification by awarding Pell-grant for these programs. If so we need to take it to the Commission and get approved. Look at the balance of those funds for Continuing Ed. ➤ We need to look at updating the Dual enrollment fee structure for next fall. We need to work on it as soon as possible. Look at a 3 or 5% adjustment. We need to decide what our fee's will be. We need to give to Superintendents in September. ➤ Ray Switzer has given Mr. Giles information for upcoming plant fund projects. Friendly reminder, to turn in any plant fund projects that you may need. ➤ Ron Jackson – Changes to the method of administration – emailed ➤ Mike Forrester – handout: The State will be issuing some guidance at their next meeting. ➤ Cheryl Cox – PTK – Allison Horrell – Fund raiser by throwing water balloons – approved ➤ Ray Switzer – Solar Eclipse – August 21st – Put flyers out on campus and send an email and warning about the solar eclipse. 	Dr. Cox will get a list of those programs and ask Robert Leslie for a report on how the funds were spent this year.	I	
	<p>The Executive Council Meeting adjourned at 10:34 am</p> <p>Minutes Respectfully Submitted by:</p> <p><i>Betty Hall</i></p>			