

## EXECUTIVE COUNCIL MINUTES

Called to Order: Henry Giles

Meeting Date: August 8, 2017

Location: Snoddy Board Room

Time: 9:00pm

**Members Present:**

Henry Giles  
Ray Switzer  
Cheryl Cox  
Ron Jackson

**Absent:**

Mike Forrester

**Guests:**

Cheri Anderson-Hucks

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"> <li>• <b>Opening Remarks – Henry Giles</b> <ul style="list-style-type: none"> <li>➢ Cheri has brought us information on the Eclipse glasses</li> <li>➢ It is a critical time right now.</li> </ul> </li> </ul>		I	
	<ul style="list-style-type: none"> <li>• <b>SCC Eclipse Glasses – Cheri Anderson-Hucks</b></li> <li>• We have ordered 5000 SCC Eclipse glasses and they will be here by August 14<sup>th</sup>. They will be blue and have our logo on both sides. These are CE and ISO certified.</li> <li>• Mr. Giles states that we need to have a distribution process. We need to think about communicating that we have these glasses to students. We will have all of next week to get them out. We need to do multiple distributions on all five campuses. Cheryl Cox states - The directors of all the other campuses will send in an estimate of how many they need on each campus. On this campus, Berta Hopkins volunteered to have them in the lobby of the Health Science building and the contact will be Carol Crowe and Kem Harvey and Carol Manuel would have some in their area, the TLC, Library and the bookstore. This will be all across the main campus. We can do a marketing piece to tell everyone where the glasses will be located. As soon as they arrive we need to start distributing them. Mr. Giles will send them to Spartanburg County Council members. Cheri Anderson-Hucks will send an email to faculty/staff to explain about the glasses. Mr. Giles says to make sure we get some to the Early College group as well. Time is of essence. We need to get a plan and have it distributed so we will have a predetermined method of how we will distribute the glasses. We need signage to let people know where to go.</li> </ul>		IP	
	<ul style="list-style-type: none"> <li>• <b>Update on Grand Opening for the School of Business – Cheri Anderson-Hucks</b></li> <li>• <b>Refer to handouts:</b></li> <li>• We had another meeting Friday morning. I have supplied you with a budget. We are working on finalizing a guest list. We are sending invitations to the printer next week. Renee has confirmed with Max Hide that he will speak. Joel – a graduate of SCC will speak. He works at the Upstate Warriors solution. We will have the program in the auditorium. This will be from 4pm-6pm September 26th. Mr. Giles told Renee Trammel that he will support the name</li> </ul>		I	

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	change and promotional pieces needed. Cheri will touch base with Felicia Foster and Cecil Hutcherson to remain consistent with the t-shirts.			
	<ul style="list-style-type: none"> <li>• <b>Fall Semester Kick Off Meeting (08/25/2017) – Henry Giles</b></li> <li>➤ Faculty Workshop – Teaching Today's Learners – Mark Taylor 9am-10:30am</li> <li>➤ All College Meeting – 11am</li> <li>➤ Guest speaker – Mark Taylor</li> <li>➤ Presidents Welcome</li> <li>➤ Welcome new employees</li> <li>➤ Shout outs</li> <li>➤ State of the College Report</li> <li>➤ Call Me Mister – Fredrick Keenan – Check his first name</li> <li>➤ Budget Update/Facility Plans – Ray Switzer</li> <li>➤ Active Calendar – Jane Bird</li> </ul>		I	
	<ul style="list-style-type: none"> <li>• <b>Review August Commission Agenda – Henry Giles</b></li> <li>➤ Guest Appearance – Student Food Availability Survey, UW Grant (Americore Grant) – Ron Jackson, Judy Sieg – Retirement Announcement</li> <li>➤ One SCC Campaign – Bea Smith</li> <li>➤ Process Control Program – Change to Jay Coffey and Jon Michael Atkins</li> <li>➤ Commission Minutes</li> <li>➤ Presidents Report – State Legislative Proposal</li> <li>➤ Change to CBED Name Change – Mike Forrester</li> <li>➤ Change Common Calendar - Active Calendar – Jane Bird</li> <li>➤ Under New Business – 4 policies</li> <li>➤ Approval of 2017 – 2018 College Budget</li> <li>➤ Financial Report</li> <li>➤ Year End Budget Summary</li> <li>➤ Year End Plant Fund Report</li> </ul>		I	
	<ul style="list-style-type: none"> <li>• <b>Vacant Positions Update – Ray Switzer</b></li> <li>• <b>Refer to handouts:</b></li> <li>• CDL instructor – CCE was released to proceed from a part time to a full time instructor.</li> <li>• Administrative Coordinator for Business Affairs – An offer was made to Aga Ober. Her start date will be August 21, 2017.</li> <li>• We are waiting on a recommendation from Robert Leslie to fill the Program Assistant in CCE.</li> </ul>		I	
	<ul style="list-style-type: none"> <li>• <b>PRO V-30.15 Unusual Enrollment History – Ron Jackson</b></li> </ul>	Approved	C	
	<ul style="list-style-type: none"> <li>• <b>Book Request Form – Bea Walters Smith</b></li> <li>• <b>Refer to handout:</b></li> <li>• We discussed this before with the emergency request form. We need to create a designated form for books. Just as with the emergency fund Jeff Boyle, Ron Jackson, Bea Smith and Reggie Browning will receive an email when the form is submitted. Bea Smith is working with the Book Inn now to make this a smooth stream line. If approved, it will be available on line Friday.</li> </ul>		I	

	<p>Mr. Giles suggest rewording the form to say at a minimum of 15% which will be the student's responsibility.</p> <ul style="list-style-type: none"> <li>We will be announcing a new scholarship within the Foundation. Caroline's Cakes –Caroline Reutter passed away about 3 weeks ago. The Caroline Ragsdale Reutter Memorial Scholarship Fund for Culinary Arts. We believe that this scholarship will have a great impact. We are building an online donation page just for this scholarship.</li> </ul>			
	<ul style="list-style-type: none"> <li><b>Other Discussion:</b></li> <li>➤ Ron Jackson – Current Enrollment – Last night we purged 440 students which places us at a -8.4% head count and a -9.8% FTE. In real numbers we are down 317 students and down 267.47 FTE. We are down 26.3% head count and 19% FTE, this is an overall comparison. The off campus is up 66.9% but overall its down 61.6%. Evans campus is up 21.3% head count. There are two locations showing a positive, Evans and Tyger River. Tyger River is showing an 8.3% increase in head count, the overall comparison is negative but the daily shows an increase. This is a brief glimpse of our enrollment numbers as of this morning. Cherokee is -14.4% head count and -18.5% FTE. Union is -28% head count and -29.4 FTE. Mr. Giles states that we need to continue to watch this. Ron Jackson will continue to send out daily enrollment updates.</li> <li>➤ Henry Giles – STEM Premier – If we are going with this company we need to sign this contract. We will go ahead and process the STEM Premier contract</li> <li>➤ Ray is working on Plant Fund projects – Let him know if you have anything to be considered.</li> <li>➤ Mr. Giles has received a package of materials from Robert Leslie (LEARN) Learning Education Resource Network.</li> <li>➤ Vocational Rehab is working with Sloan Construction – Mr. Giles wants to know where we stand with Heavy Equipment Operator. We are gearing up to do truck driving CDL this fall. Mr. Giles met with Mr. Charles Atchison and he is interested in us offering a CDL-B class. We are moving on with that project.</li> </ul>		I	
	<p>The Executive Council Meeting adjourned at 10:22am</p> <p>Minutes Respectfully Submitted by:</p> <p><i>Betty Hall</i></p>			