

EXECUTIVE COUNCIL MINUTES

Called to Order: Henry Giles

Meeting Date: August 16, 2017

Location: Snoddy Board Room

Time: 8:30am

Members Present:

Henry Giles
 Ray Switzer
 Cheryl Cox
 Mike Forrester
 Ron Jackson – By Phone

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"> ➤ We are all here and have called Mr. Ron Jackson on a conference call. ➤ We have the Commission and the Fall Semester Kick Off agenda set. 		I	
	<ul style="list-style-type: none"> • Fall Semester Kick Off Meeting (08/25/2017) – Henry Giles <ul style="list-style-type: none"> ➤ 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 – Check his first name ➤ Budget Update/Facility Plans – Ray Switzer ➤ Active Calendar – Jane Bird 		C	
	<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 – Retirement Announcement ➤ One SCC Campaign – Bea Smith ➤ Process Control Program – Change to Jay Coffer and Jon-Michael Adkins ➤ Commission Minutes ➤ Presidents Report – State Legislative Proposal ➤ Change to CBED Name Change – Mike Forrester ➤ Change Common Calendar - Active Calendar – Jane Bird ➤ Under New Business – 4 policies ➤ Approval of 2017 – 2018 College Budget ➤ Financial Report ➤ Year End Budget Summary – We are in good shape 		C	

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	<ul style="list-style-type: none"> ➤ Year End Plant Fund Report ➤ Executive Session 			
	<ul style="list-style-type: none"> • Goodwill prices and interview clothes – Henry Giles • Refer to handouts: ➤ Mr. Giles spoke with Jennifer Little about this and she would need to determine when students need clothes in an emergency type fund. Jennifer would like to expand beyond Goodwill. This is for students who have a job interview but feel they have nothing suitable/appropriate to wear. Mr. Giles would like your input on this. ➤ Does anyone have any feedback about SCC partnering with Goodwill? They are proposing that we use a gift card. Based on the pricing, it seems that a student could use \$20.00 - \$25.00 for an outfit. These students would be vetted in Career Services or the AIM center. ➤ Career Services were proposing a closed closet and encourage faculty/staff to donate. Does anyone have any opposition? Outsourcing would be more cost effective than an internal operation. ➤ We will proceed with exploring this, if anyone has suggestions or alternatives please let Mr. Giles know. 	Bea Smith will reach out to Jennifer Little with information of other agencies.	I	
	<ul style="list-style-type: none"> • Potential Budget Adjustments & Vacant Positions Slow Fill – Ray Switzer • Refer to handouts: ➤ Our budget was established at -2%. We had \$984,000 that carried over to our new cost page. When this came about we had new cost and new projects identified to cover that or to use the \$984,000. Yesterday the enrollment was reflecting us being down -7.2% as of this morning it was -5.8%. Ray had Reggie Browning to rerun the budget tool based on -5% and with that the remaining was \$431,000 that was down \$553,000 from the -2%. Ray and Reggie met with Mr. Giles and came up with some options that we could do to reduce our budget in the event our enrollment does not increase. ➤ 1. Use Lottery Workforce Scholarships & Grants to offset the waivers for technology center dual enrollment tuition and enrollment fees \$261,000 ➤ 2. Reduce Academics adjunct salaries & benefits: \$275,000 ➤ 3. Slow the hiring of current positions \$265,949 ➤ 4. Lapsed salaries: \$250,000 ➤ 5. Remove projects from -2.0% Budget new costs: \$318,096 <ul style="list-style-type: none"> ○ (Contingency, county wellness clinic, ass coordinator student life, student/veteran ambassadors, library materials (to plant fund budget)) ➤ These are some options we can fall back on if we need to adjust. Mr. Giles states that we need to present to Facilities and Finance that we have a plan and options that we are considering. ➤ Does anyone have other suggestions? Right now everything is still moving. Ray Switzer sent a handout on the positions that are on hold. ➤ Ray Switzer states that this is a working way to approach this matter and he is appreciative of it. Mr. Giles states that this is a short term approach. Any other comments or suggestions? 		I	
	<ul style="list-style-type: none"> • PRO IV-10.3 Final Examinations and Grade Files – Cheryl Cox 	Approved with the spelling out of AVP	C	
	<ul style="list-style-type: none"> • Other Discussion: 		I	

	<ul style="list-style-type: none"> ➤ Bea Smith – We launched One SCC Campaign yesterday, over 25 online transactions and payroll deductions have come. We have also announced the Caroline Ragsdale Memorial Scholarship, we will be on TV tomorrow in the culinary area and have received \$1500. ➤ Mike Forrester – We received the estimate for the ReadySC area at Tyger River. We are going to work on an ARC grant for funding. We have 14 companies actively in our warehouse. ➤ Ron Jackson – The Economic Mobility Grant by the Spartanburg Foundation is moving from the ten-page proposal to having an interview being conducted focusing on single parents etc. University Business Today – Spartanburg Community College has an article on Active Calendar. ➤ Cox- We met with Michelin at Tri County Tech last week and we are moving forward with the Michelin Manufacturing Scholars program. They are piloting this fall. We meet next week to focus on the timeline. This program focuses on the culture of the manufacturing environment. Mr. Giles states that this gives us an opportunity to help companies that really need a production level employee that is not a Mechatronics graduate. ➤ Mr. Giles – Met with Quincy Moore and Rick Ott (MB Con) – they are interested in us looking into an Alternative Energy Center of Excellence focused on solar and hydrogen cell. They are wanting us to consider adding an Energy Cell Technician curriculum and combine it with solar. December 31st is the date to have a decision made. 			
	<p>The Executive Council Meeting adjourned at 10:04 am</p> <p>Minutes Respectfully Submitted by:</p> <p><i>Betty Hall</i></p>			