

# LEADERS' MEETING

## MINUTES

DATE: November 7, 2007 TIME: 10:00 a.m.

LOCATION: Conference Room 120 – Student Services Building

PRESENT: Ron Jackson, Celia Bauss, Leila McKinney, Nancy Garmroth,  
Bob Day, Kathy McKinzie

ABSENT: Erin Watkins

RECORDER: Debbie Henderson

### ***Ron Jackson***

- ✦ In the process of preparing our document for the SACS meeting in March 2008.
- ✦ Planning Document – complete unit section – due by November 15<sup>th</sup>. Division planning document is due December 5<sup>th</sup>.
- ✦ Traffic violation fine has decreased from \$50.00 to \$25.00. Parking in handicapped zone fine remains at \$100.00.
- ✦ Advertising for two Administrative Specialists positions has been completed. These two positions are for the Information Center – Lobby of the Student Services Building. Morning, evening and weekend positions. Mr. Jackson will be calling on each Leader regarding orientation for these two individuals.
- ✦ The College is involved in two good efforts at the state level – Perkins and the implementation of Perkins IV; as well as dual enrollment/dual credit.
- ✦ The position of EEDA coordinator has not been filled at present. Interviews will continue. This is a full-time temporary position.
- ✦ Please complete SCTEA nominations for educator of the year.
- ✦ Reminder – please maintain electronic calendars.
- ✦ Turn in holiday work assignments for overtime to Mr. Jackson as soon as possible.
- ✦ Mr. Jackson is requesting the Leaders to submit updates on their Customer Service Plan.
- ✦ Mr. Jackson stated that teamwork is extremely important. Teamwork means supporting each other. A number of FSD activities have been held; which some have been well attended and some have not. Please encourage the individuals under your supervision to attend and support FSD activities in all areas as much as possible. Make sure that there is a representative from your respective area(s) to attend FSD activities. This is extremely important.

### ***Kathy McKinzie***

#### *Career Planning and Placement*

- ✦ Career Connections Workshops – wonderful opportunity for students, faculty and staff to meet with employers and our own graduates to talk about their career choices and how they got where they are. Ms. McKinzie commended Erin

Watkins and Leslie Blackwell on their hard work to get these workshops together. Workshops are being held on the morning and afternoon of November 7, 2007 and November 13<sup>th</sup> at 11:30 a.m.

- ✚ CPP is very busy with classroom presentations, mock interviews, resume development.
- ✚ CPP is still working on the new software. A follow-up meeting will be scheduled with IT to decide on the software.

### *Student Activities*

- ✚ Ms. McKinzie thanked everyone for supporting Fall Fest. Positive results were received from the evaluations.
- ✚ Student Council held its first meeting on November 6<sup>th</sup>. Officers were elected.
- ✚ Upcoming planned activities: Bloodmobiles, Holiday Drop-In, Exam Breakers, and Celebrate the Arts

### *Recruiting*

- ✚ Byrnes High School students will be touring the campus on November 30<sup>th</sup>, 9:00 a.m. – 10:30 a.m. There will be approximately 120 students. Ms. McKinzie stated that the Recruiting Department needs assistance with tour guides. Anyone interested in assisting with this tour, please contact Reggie Wilburn.
- ✚ Listed below are the scheduled activities for Recruiting Services for the month of November 2007:
  - Campus Tours
    - November 6 – Spartanburg ACHIEVE Program
    - November 7 – Spartanburg Alternative School
    - November 8 – Madden Learning Center
    - November 30 – Byrnes High School
  - Presentations
    - November 2 – Byrnes High School FCA
    - November 8 – Spartanburg Career Source
    - November 10 – Green Bethel Baptist Church
    - November 27 – College 100 Class
  - Career Fairs
    - November 15 – McCracken Junior High School Career Fair
  - Counseling Sessions
    - November 13 – R.D. Anderson Applied Technology Center
- ✚ Date and location for Career Quest for next year has been determined – October 21, 2008, 4:00 p.m. – 8:00 p.m., Spartanburg Expo Center.

### *Admissions*

- ✚ Getting ready for Spring Semester.
- ✚ On-line application is getting closer to being available.
- ✚ Meeting regarding the Compass pilot program with R.D. Anderson.

### *Counseling*

- ✚ Ms. Brantley has assigned to the counselors the task of calling “applied not accepted” applicants. Also, an auto-call will be going out very soon.

## ***Celia Bauss***

- ✦ Working in Archives – getting ready for destruction and re-organization of permanent files.
- ✦ Enrollment is looking good – headcount as of today is 2,189 for Spring.
- ✦ Arena registration will be January 7<sup>th</sup> and 8<sup>th</sup>. Set-up for arena registration will be December 14<sup>th</sup>.
- ✦ Registration at the Cherokee Campus will be January 3<sup>rd</sup> in the new building.
- ✦ Staff will be available at Tyger River Campus for Flex Start registration.
- ✦ 2007 Models have been completed and distributed.
- ✦ Ms. Bauss attended a Registrar's Peer Group meeting. Major changes are being discussed regarding the degree structure.
- ✦ Working on TAP credit policy. Ms. Bauss is forming a group to discuss this issue.
- ✦ Working with academic departments with drop deadlines.

## ***Nancy Garmroth***

- ✦ Postcards (approximately 1,000) were mailed for Spring Semester to remind students that they are starting Spring and have applied for financial aid, but have not completed their file.
- ✦ Individual phone calls are being made to students who have incomplete files.
- ✦ Keyona Kennedy is busy with exit loan counseling.
- ✦ Graduation list was received from Records and have reviewed and are exiting students who have loans with the College and who have loans with other institutions. From this list, FA are looking at students who have used lottery tuition assistance and also SCNBG recipients and are declining their aid for Spring and have sent notices stating “that based on our information, they appear to be graduating and for lottery they have to wait five years to use it and for SCNBG they have to be working on higher credentials.”
- ✦ Laura Moore and Michelle Schultz will be attending a Spartanburg County Foundation Luncheon at Wofford College today, November 7<sup>th</sup>.
- ✦ Test batch for electronic loans is working fairly well.
- ✦ Michelle Schultz will be at the Commission on Higher Ed. November 12<sup>th</sup>.
- ✦ Keyona Kennedy will be at the Loan Corporation on November 15<sup>th</sup> for training.
- ✦ Laura Moore is working with PR on marketing and advertising to promote Financial Aid Awareness Month (February).
- ✦ Evaluations from the Financial Aid Information Session held last week – very good feedback.

## ***Leila McKinney***

- ✦ Perkins report due November 19<sup>th</sup>.
- ✦ A representative from Dignity-U-Wear was on campus October 11<sup>th</sup> to meet with Ms. McKinney regarding the needs of AIM Center students. They have a new sponsor that will provide more business attire clothing.
- ✦ Nancy Edwards will be officially retiring the end of December

## ***Bob Day***

- ✦ Two Cooperative Program students were awarded scholarships by the Spartanburg Lions Club at the end of October. Two more students were awarded

scholarships from the Mauldin Lions Club in November. This totals four \$1,000 scholarships

✚ Cooperative Program has had a good semester this Fall. Only one of thirty-five students withdrew. Two/three new students will register for Spring Semester.

The College will close at 5:00 p.m. on Wednesday, November 21<sup>st</sup>.

Meeting adjourned at 10:50 a.m.

Submitted by:

Debbie Henderson  
Recording Secretary