

LEADERS' MEETING

MINUTES

DATE: June 13, 2007 TIME: 11:00 a.m.

LOCATION: Conference Room 120

PRESENT: Ron Jackson, Celia Bauss, Gerry Brantley, Leila McKinney, Melba Bishop, Nancy Garmroth, Erin Watkins, Reggie Wilburn, Kathy McKinzie

RECORDER: Debbie Henderson

Ron Jackson

- ❖ Mr. Jackson reminded the Leaders to be timely with submission of EPMSs.
- ❖ Student Affairs has an approved Customer Plan. Mr. Jackson will share with the group at a later date.
- ❖ There will be an all day retreat for Leaders on June 27th at Cleveland Park.
- ❖ Ms. Garmroth, Mr. Jackson, Mr. Smith and Ms. Eaker have been working to establish the Financial Aid/Counselor position at the Cherokee Campus. This position will be advertised this weekend.
- ❖ Red, White and Boom will be June 29th at Barnet Park. Participation in this event will be greatly appreciated.
- ❖ This week the proposal for EEDA activities will be completed. A proposal is being made to create a position to coordinate all EEDA activities. Some of these activities will include: some dual enrollment, articulation agreements, coordination of face-to-face meetings between our faculty and the faculty that represents the institutions we will be working with, as well as representing the College at the various local and state meetings that will occur.
- ❖ The College is currently working with the Foundation to establish Food Lion scholarships (10 \$1,000 scholarships).
- ❖ Dual enrollment program is no longer a dual enrollment program; it is strictly a dual credit program and the name will be changed to *Best Start Program (BSP)*. The name change will be official on Monday, June 18th.
- ❖ A proposal has been submitted for a special English class for those individuals needing accommodations. This proposal will assist with retention.
- ❖ The roll out of the new SCC website will happen soon.
- ❖ Matrix for dual credit is now in public folders.

Erin Watkins

- ❖ Upcoming SN Activities:

- Success Network Club will meet today, June 13th. They will be signing students up to volunteer at Red, White and Boom.
- Career Workshop will be held on June 14th in the HSB Community Room.
- The movie “*My Fair Lady*” will be shown to Success Network students on June 14th followed by a discussion.
- On June 15th, Success Network students will visit the Spartanburg Art Museum to view the latest art exhibit.

❖ Departmental Update

- Finishing progress reviews on the students who are enrolled this summer.

Celia Bauss

❖ Departmental Update

- Finishing up registration processes and drop/add processes
- Moving inactive files to the archives
- New Registration Dates are:
 - September 24 – start registration for Spring 2008
 - February 22 – start registration for Summer and Fall 2008
 - Faculty advisors will be available during posted office hours.
 - Registration will be on-going until classes begin
 - No longer have course schedules
 - A registration guide will be printed for students for the whole year. Students will be directed to go to Search for Classes on-line.
 - No longer will have priority registration. Open registration will continue.
- Enrollment for Summer Semester as of June 13, 2007 – FTE: -1.7%; Headcount: -4.8%

Melba Bishop

- ❖ Ms. Bishop is continuing to give ASSET and Compass tests to potential students for the Fall. Ms. Bishop indicated that it looks like the Cooperative Program will have a large enrollment in the Fall of low vision students.
- ❖ Ms. Bishop will attend an Admissions meeting at SCSB on June 14th.
- ❖ Bob Day is in training with Ms. Bishop.

Nancy Garmroth

❖ Academic Programs

- Mechanical Engineering Technology closed effective Fall
- Mechanical Computer Aided Drafting closed effective Fall
- General Studies Certificate has been included in the 2007-2008 catalog
- AA with Business Electives and AA with Education Electives has not been approved yet for Fall Semester
- ❖ Final catalog proof will be completed this week. Catalogs will be delivered in July.

- ❖ Admissions Calling List – revised list of applied not accepted, added a tracking mechanism to know how many times a student had been called and on what date. Admissions staff is working on this list.
- ❖ Ms. Garmroth gave an update on State Reports.
 - Need Based Grant 06-07 - \$588,067 dispersed
 - LIFE Scholarship – over \$1.3 million dispersed
 - Lottery – over \$1.9 million dispersed
 - Total dispersed for the state programs during 2006-07 is \$3.8 million

Leila McKinney

- ❖ AIM brochure will be distributed soon.
- ❖ As of July 1, AIM Center will no longer offer assistance with gas due to changes in Perkins.
- ❖ Notification should be received by June 15th of Perkins funding for next year.
- ❖ Wrapping up this year's budget
- ❖ Ms. McKinney will be on annual leave June 14 – 22

Gerry Brantley

- ❖ Phyllis Rogers will present the admissions process at the College 100 sessions through Summer and Fall.
- ❖ Student Disabilities Services will be co-sponsoring workshops with the Success Network.
- ❖ Counselors are currently accepting/using the list of the applied not accepted for Summer – total of 373 students.
- ❖ The Non-Returning Student Summary Report has been submitted to Mr. Jackson.
- ❖ The Associate Degree in Nursing and the Licensed Practical Nursing transitional students have been moved to student.
- ❖ QEP will be meeting on June 19th.
- ❖ Counselors will be participating in the “Using Surveys in Student Affairs Assessment” seminar on June 20th.
- ❖ Ms. Brantley will be attending a Peer Group meeting on July 27th.
- ❖ Converse College has extended an invitation to attend their July 12th program on their transfer day. Ms. Brantley will be attending.

Reggie Wilburn

- ❖ Mr. Wilburn will be attending an Access and Equity Committee meeting in Charleston, June 21st & 22nd.
- ❖ Stefanie Harrison resigned her position effective June 22nd.
- ❖ Recruiting Services attended a “Successful Recruitment Seminar” sponsored by the National Research Center for Colleges and Universities Admissions on May 23rd in Charlotte, NC.
- ❖ On June 5th, Recruiting Services along with Barbara Wilson traveled to Piedmont Technical College to visit the Automotive Technology Summer Camp Program.

- ❖ Mr. Wilburn will be attending an Access and Equity Conference in Charleston, June 28th & 29th.
- ❖ Saturday, June 16th, Mr. Wilburn will be participating in a Youth Career and Opportunity Day at Blacksburg Junior High (church sponsored event).
- ❖ June 30th, Mr. Wilburn will be attending a Empowerment Day in Union.
- ❖ Recruiting Services have approximately 1,000 students on their database. Out of those students, 500 have already applied to attend SCC. Recruiting Services is in the process of corresponding with the remaining students.

Kathy McKinzie (information submitted)

- ❖ Update of CPP Activities
 - Updating/reviewing Policies and Procedures manual to include new/updated procedures/forms
 - New sign-in process is now available – students/graduates/participants are now able to sign-in electronically. This will also enable CPP to access data for monthly reports electronically. CPP commend IT staff for assisting them.
 - As a result of the Customer Service Improvement Plan, CPP has re-organized their office to include a bulletin board/literature about the college. In addition, CPP has revised their Customer Service Satisfaction form and have developed a handout they can give to students who are accessing their services for the first time.
 - Numerous Health Science students and other students/graduates have been provided assistance with developing their resume.
 - Ms. McKinzie had a very good experience with presentation to students attending the Cornerstone Baptist Church summer camp. She discussed Resume Development, Job Search and Interviewing Skills with 14 5th – 9th grade students.
 - Ms. McKinzie visited two computer classes to talk about resumes and cover letter.
 - Leslie Blackwell has been updating Co-op forms for inclusion on our website.
 - The next COL 100 is scheduled for June 26 – 27.
- ❖ SCC Today (formerly Tech Talk)
 - CPP and Smart Jobs staff will be taping the show on Thursday, June 28th at 2:30 p.m. A Smart Jobs participant will accompany them to discuss her participation.

❖ Graduate Placement Summary Report for 2005-2006

- Copies of the Placement Summary Report will be distributed at the next Leaders' meeting.

Meeting was adjourned at 11:45 a.m.

Submitted by:

Debbie Henderson
Recording Secretary