

LEADERS' MEETING

MINUTES

DATE: August 1, 2007 TIME: 11:00 a.m.

LOCATION: Conference Room 120 – Student Services Building

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

RECORDER: Debbie Henderson

Ron Jackson

- Enrollment – we are less than 1% behind in headcount and FTE.
- Daily applicant numbers are up 15% overall (this represents 181 more applications over this time last year). We need to convert these 181 new applications into registrations. In order to reach our 5,000 goal, we have to enroll at least 12-15% more students that we did last year. So, let's put forth an extreme effort to make this happen.
- Constitution Day will be September 15th. Plans will be developed for this day's activity.
- Coffee, donuts, and pizza will be purchased and served to faculty and staff on the first two days of registration (August 13th & 14th). Refreshments will be served in the kitchen area of the Commissioners' Dining Room.

Erin Watkins

- Success Network Retreat was held yesterday, July 31st. A lot of work was accomplished.
- Success Network has started bringing in Intakes for the 2007-08. This will be continuously through the first few weeks of classes. Success Networks typically brings in 60-70 new students each year.
- The group of Success Network students who toured UNC Charlotte and the Museum of History were not pleased with the tour of UNC Charlotte but loved the museum and enjoyed the trip overall.

Celia Bauss

- Ms. Bauss distributed the latest diagram for the registration set-up. Room set-up will start today.
- Enrollment goal for today is 72 students.
- Assignments for registration will be sent out today to the registration team.
- Deletion (purge) will be August 10th and 16th at 5:00 p.m.

- Auto calls will be done on August 8th and 15th.
- Grades are in.

Bob Day

- Dr. Day and David Jamison are working together to complete the Faculty Notification Process Form.
- Student Disability Handbooks are in.
- Dr. Day is working with Kathy Payne to fill note taker positions.
- AT Lab Staffing – looking at options for hiring temporary employees

Leila McKinney

- AIM Center is working with the Book Inn to assure that the students are receiving their books.
- AIM Center is no longer taking requests for books.
- Nancy Edwards will be working at the recruiting booth at the mall today and Ms. McKinney will be working at the recruiting booth on Thursday.

Nancy Garmroth

- SAP is completed and letters have been mailed to students. For those students who are suspended and want to appeal, the deadline to appeal is August 8th at noon. The committee will meet August 9th.
- Auto calls for financial aid have been made – 1,973 students were contacted, 608 were not.
- Financial Aid is still working on the Lottery Re-check Program. For the most part, everything is working fine with the exception of the graduation file. It is difficult to see if students are actually graduating. IT is working to refine this problem.
- Financial Aid has made some packaging changes regarding Pell/Lottery awarding.
- Aid will transmit on August 6th.

Kathy McKinzie

- Work schedules for staff are being developed for the central campus, Tyger River and Cherokee Campus registrations.
- There are still a few glitches with the new ID machines – working on resolving issues with the importing of data.
- Web site review – reviewing web site and have identified some errors. Blake Axsom has been notified of the errors.
- Recruiting mall project is still occurring and will continue until August 12th. Ms. McKinzie expressed her appreciation for the support of this project.
- Student Ambassador Orientation will be next week.

- Ms. McKinzie will be representing Student Affairs at the New Employee Orientation on August 6, 7, & 8. She will also present information at the Adjunct New Employee Orientation on August 18th.
- Jasmine Smith has accepted the counseling position at the Cherokee Campus. She will assume her duties on Monday, August 6th.
- National Customer Service Week will be held October 1 – 5, 2007. The College will host a Customer Service focus event each day for faculty/staff and students. Student Affairs will host the Day 2 event.

Meeting was adjourned at 11:55 a.m.

Submitted by:

Debbie Henderson
Recording Secretary