

LEADERS' MEETING

MINUTES

DATE: August 22, 2007 TIME: 11:00 a.m.

LOCATION: Conference Room 120 – Student Services Building

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

ABSENT: Leila McKinney

RECORDER: Debbie Henderson

Ron Jackson

- ❖ Mr. Jackson thanked each of the Leaders' and their staff for the great job during registration.
- ❖ Mr. Jackson distributed the student's registration evaluation results. The majority of the students who responded were positive in their response.
- ❖ Extended registration through Friday, August 24th at 1:30 p.m.
- ❖ The following policies and procedures were approved by the President's Council and the Commissioners:
 - Policy V-10 Student Discipline
 - Policy V-20 Student Activities
 - Policy V-40 Student Matriculation
 - Policy V-50 Student Procedures
 - Policy V-60 Student Support Services
 - Procedure V-30.2 Federal Work Study Employment
 - Procedure V-30.5 SAP – SC Need-Based
 - Procedure – V-30.12 Professional Judgment
- ❖ Corporate and Community Education is currently looking to the US Department of Education for approval for clock hour destination for two programs – Radiation Technology and Maintenance Tech. The final drafts are under review.
- ❖ There is some concern regarding the construction completion (certificate of occupancy) for the Academic Building. There may be a possibility of a delayed

schedule. Plans are to be in this building by September 17th; however, that date may be delayed a little bit further.

- ❖ A website management policy is being considered. Mr. Jackson will share with the Leaders' electronically for their consideration/input.
- ❖ A proposal was drafted with the State Department of Education regarding assistance with the implementation of EEDA activities on SCC's campus. The grant was in the amount of \$62,000. The College was awarded \$62,000. As part of this grant, the College will be able to employ an individual (contract temporary) to coordinate this activity.
- ❖ Mr. Jackson distributed information regarding the "Week of Caring 2007". Mr. Jackson asked the Leaders for their input and ideas of what type of activities we can do for the week of caring. This is a community service activity through the United Way of the Piedmont.
- ❖ As we plan activities, Mr. Jackson requested that we be mindful that we are now a multi-campus community and consideration should be given to Cherokee and Tyger River Campuses as we plan our activities and provide our services to students.
- ❖ Over the next year, we will be conducting a 1-3-5 project. This project is making contacts with every business within a one mile, three mile, five mile radius of each of our individual campuses. Reggie Wilburn and Keshia Jackson are in the process of developing a timeline for this project.
- ❖ An Accountability Report is being edited and revised to relate to the Baldrige Criteria. The College is in the process of submitting this report for the second year. Mr. Jackson will share this report with the Leaders electronically.
- ❖ Mr. Jackson has requested that all Leaders attend Peer Group meeting. He also requested that his office be contacted when they will be away attending these meetings.
- ❖ Auditors in the Business Office are on campus this week.
- ❖ SCTEA request proposals are due to June West.
- ❖ KUDER Training sessions will be held on SCC campus. Diane Lee is the state KUDER trainer. This session will target counselors who will be utilizing KUDER.
- ❖ Reminder – Lock all office doors when out of the office.
- ❖ Mr. Jackson shared with the group a copy of the new signage for the Cherokee Campus.
- ❖ The College is working with the Department of Transportation to get the interstate signs changed to read Spartanburg Community College.
- ❖ Mall Recruiting Project was successful. Three applications were submitted; the winner of the grand door prize of \$500 may use the money for tuition and for books.

- ❖ Student Services Building Lobby project is still on-going.
- ❖ Auto call system appears to be working very well.
- ❖ President's Council reviewed a Dress Code draft. Mr. Jackson distributed a copy of the draft and requested any feedback to be forwarded to him.
- ❖ Mr. Jackson requested the Leaders to report on the status of the Customer Service Improvement Plan at our next meeting scheduled on August 29th.
- ❖ The President's Council is considering withdrawing the proposal for Active Admissions. They are looking at another software package. Decision as to which software to purchase has not been made at this time.
- ❖ Mr. Jackson thanked the Leaders' group for all their great work.

Erin Watkins

- ❖ Tutoring sessions have started. Success Network is continuing with intakes.
- ❖ Campus Resource Workshop will be held next Tuesday, August 28th at 12:30 p.m. in Room 109.

Celia Bauss

- ❖ Enrollment – down date-to-date; however, we are up over last year's final total. Extended registration through August 24th; flex classes and BSP registration in September. Never attends will be completed on Friday.
- ❖ Diploma pick-up will start on Monday, August 27th.
- ❖ Post-Registration meeting will be held on September 5th at 4:00 p.m. in Room E-25.
- ❖ October 19th is the deadline to submit graduation applications.
- ❖ Ms. Bauss will distribute a registration evaluation electronically to all faculty/staff.

Kathy McKinzie

- ❖ Admissions and Counseling are continuing to accept students for Fall Semester.
- ❖ A meeting was held with Eastern Data to discuss issues with the new ID system.
- ❖ Counselors are continuing with telephone follow-up to the "applied not accepted" applicants.
- ❖ Jasmine Smith (counselor at the Cherokee Campus) is in training this week in the Admissions Office.
- ❖ Phyllis Rogers is teaching COL 103; Gerry Brantley and Tim Howard are also co-teaching.

- ❖ Phyllis Rogers will be serving as the Student Affairs representative on the QEP Team.
- ❖ Testing is being scheduled for the dual credit students.
- ❖ Admissions is sending out flyers for Flex Start classes.
- ❖ Ms. McKinzie presented Student Affairs information at the New Adjunct Faculty Orientation on Saturday, August 18th.
- ❖ Upcoming activities for Recruiting Services
 - 2007 Upstate Career Source Career Fair – Thursday, August 23, 10:00 a.m. – 6:00 p.m.; First Baptist Church Hangar
 - StarMax (Gaffney) – Saturday, August 25th, 1:00 p.m. – 7:00 p.m.; with SCC Cherokee Campus staff
 - SCC Campus Tour – Chesnee High School Service Learning classes, Tuesday, August 28th
 - 9th Annual Tri-State HR and Management Conference – Wednesday, August 29th, 9:00 a.m. – 4:00 p.m., Carolina First Center (Greenville, SC)
 - SCC “Welcome Back Bash” – Thursday, August 30th, 9:30 a.m. – 10:45 a.m., West Building Sidewalks.
- ❖ Other Recruiting Services Activities:
 - Student Ambassador Program (5 student ambassadors hired for fall Semester 2007)
 - Department is updating guidance counselor information at high schools, middle/junior high schools, adult education centers, private schools, etc.
 - 1-3-5 Project
- ❖ Career Planning and Placement (CPP) have a full schedule of workshops for September
- ❖ CPP reviewed a demonstration of software to develop and post resumes. Ms. McKinzie is working with IT regarding this software.
- ❖ College 100 is scheduled for next week (August 17th – 31st).
- ❖ Leslie Blackwell met with a representative from Inman Mills and QS1 concerning co-ops.
- ❖ CET accrediting team will be on campus in September and have requested to meet with Career Planning and Placement.

Nancy Garmroth

- ❖ Final audit is this week.
- ❖ Friday, August 24th is the census date and the last day to purchase books using financial aid.
- ❖ Financial Aid will have a table set up at Welcome Back Bash with give-aways.

Bob Day

- ❖ Dr. Day met with interpreters for the Cooperative Program on August 14th.
- ❖ 38 Cooperative students have registered and paid for Fall Semester 2007.
- ❖ 11 interpreters are employed in the Cooperative Program; there will be more note takers and reader writers to be hired.
- ❖ AT Lab now has more coverage than in the past. Two assistants will be working in the Lab and the hours of operation will be 8:00 a.m. – 4:00 p.m. Monday – Thursday.

Meeting adjourned at 11:45 a.m.

Submitted by:

Debbie Henderson
Recording Secretary