

LEADERS' MEETING

MINUTES

DATE: August 29, 2007 TIME: 3:00 p.m.

LOCATION: Conference Room 120 – Student Services Building

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

RECORDER: Debbie Henderson

Ron Jackson

- ✦ South Carolina Student Teacher Loan procedure has been approved.
- ✦ Cherokee Campus opening is on target for the September date.
- ✦ Planning Day will be held on October 12th. Plans are set forth for which budgets will be tied to. Mr. Jackson requested the Leaders to start thinking about departmental needs (i.e. equipment, additional personnel, interpreting services, recruiting give-aways, etc.).
- ✦ There will be a Boys & Girls Club Dinner on September 11th, 6:00 p.m. – 9:00 p.m. at the Spartanburg Memorial Auditorium. There are four tickets available.
- ✦ There will be mandatory training regarding budget procurement guidelines. Date to be announced.
- ✦ Mr. Jackson requested the Leaders to submit (electronically) their updates on the Customer Services Improvement Plan by 5:00 p.m. Thursday, August 30th.
- ✦ The final version of the 2005-2010 Strategic Plan will be placed on the web site.
- ✦ United Way Week of Caring will be September 3-7. Decision has not been made as to the activities the College will have during this week.
- ✦ Mr. Jackson attended a meeting in Columbia earlier today regarding Need-Based Grants, enhancements to the lottery, Hope, Palmetto, etc.
- ✦ CDF Training – Leaders need to confirm individuals who will be participating. There are ten slots available. Please e-mail names to Mr. Jackson.
- ✦ Budget meeting scheduled for September 7th.

Nancy Garmroth

- ✦ Financial Aid is awarding SCNBSG (additional funds). These funds are being targeted to flex start students.

- ✚ EFT for the SC Student Loan Corp. is due today. Checks will be cut and mailed on Tuesday, September 4th; possibly by Friday, August 31st.
- ✚ Exit Counseling is scheduled for non-returners who did not come back after Spring Semester or who did not come back after Summer Semester. (60 students)
- ✚ Financial Aid will be participating in College 100 orientation this week and the Welcome Back Bash next week.
- ✚ Financial Aid staff will have a Financial Aid Night Out at Copper River in Boiling Springs on Thursday, August 30th.
- ✚ Financial Aid was asked by the South Carolina Student Loan Corporation to beta their new web product that will be replacing their transmission software. SCC, Clemson and USC were asked to beta this product.

Celia Bauss

- ✚ Enrollment is positive. Headcount is up 0.6% and FTE is up 0.8%.
- ✚ Records have posted an announcement regarding graduation deadline on the website. An e-mail will also be sent to students.
- ✚ Registration Committee meeting will be held August 31st at 10:30 a.m.
- ✚ Post-Registration meeting will be held September 5th at 4:00 p.m.

Erin Watkins

- ✚ Success Network will be conducting intakes through the month of September. Twenty are completed; expect another forty-five.
- ✚ Tutor request are being filled. Success Network has received 62 tutor requests.
- ✚ Success Network mailed 300 recruitment letters this week to students who are eligible but have not applied for Success Network services.
- ✚ Success Network Newsletter will be mailed Thursday, September 1st.
- ✚ There will be a mandatory orientation for Success Network students on September 11 & 12. Success Network students must attend one of these sessions.
- ✚ 33 students attended the Campus Resources Workshop. Positive comments were received.

Leila McKinney

- ✚ Perkins budget has been approved.
- ✚ AIM Center will have a visit from the State Department on September 20th.
- ✚ Dignity-U-Wear clothing drive will end on Thursday, September 1st.
- ✚ AIM Center has two tutors - English and Math.

Kathy McKinzie

- ✚ Career Planning and Placement/Smart Jobs

- College 100 orientation was held on Tuesday, August 30th with 20 participants. Ms. McKinzie thanked everyone who participated in the orientation.
- CPP is very busy with services they provide to students.
- Part of CPP's strategic plan from last year is to develop a survey to go to faculty so they can start with a benchmark; post survey will be done in Spring Semester.
- CPP attended Campus Resources Workshop.
- ✚ Admissions/Counseling
 - Admissions is working with Health Sciences departments to do ID updates.
 - Notice is going out to the returning students to remind them they need to have a new ID made by September 17th.
 - Counselors are attending Health Sciences information sessions.
 - Counselors are conducting BSP testing at local high schools.
- ✚ Recruiting Services/Student Activities
 - Welcome Back Bash – Mr. Wilburn invited everyone to participate. This activity will be held August 30th. 23 on and off campus groups are registered to participate.
 - Recruiting Services is working on the 1-3-5 project and making good progress.
 - Recruiting Services have started making school visits.

Bob Day

- ✚ Dr. Day distributed a profile sheet of the Cooperative Program for Fall Semester 2007.
 - Total number of students 35
 - Deaf/Hard of hearing 21 (17 use an interpreter)
 - Blind/Visually Impaired 14
 - Number of part-time SCSDB interpreters 11
 - Number of SC Carolina counties represented 14
 - Number of SCC majors represented 14
 - Top SCC majors: University Transfer (AA/AS)
Computer Technology
Early Childhood Development
Automotive Technology
 - Number of withdrawals 2
 - Number of students completing drop/adds 6
 - Number of weekly class sections of Cooperative Program students 197 (155 in Fall, 2004)

- ✚ Dr. Day will be attending the SERID Planning Conference in Columbia on Wednesday, September 5th.
- ✚ Faculty Notifications will be going out this week.

Meeting adjourned at 3:40 p.m.

Submitted by:

Debbie Henderson
Recording Secretary