

# LEADERS' MEETING

## MINUTES

DATE: September 12, 2007 TIME: 11:00 a.m.

LOCATION: Conference Room 120 – Student Services Building

PRESENT: Ron Jackson, Leila McKinney, Kathy McKinzie, Erin Watkins,  
Michelle Schultz (for Nancy Garmroth)

ABSENT: Nancy Garmroth and Celia Bauss

RECORDER: Debbie Henderson

### ***Ron Jackson***

- Registration is presently being held at the Tyger River Campus and will be held tomorrow (September 13<sup>th</sup>) at the Cherokee Campus.
- Enrollment – today we are 4% above in headcount and 6% in FTE in comparison to last year's final figures. Overall, in comparison to day-to-day, we are up 2.79% in headcount and 2.65% in FTE.
- There will be a press conference today at 3:00 p.m. at the Tyger River Campus to announce the ICAR partnership between SCC and Clemson University.
- The Budget Committee met last week and it appears that budget projections will be met (based on 8% increase FTE).
- An item has been brought to the attention of the President's Council regarding "how does the institution respond to critical business functions in the event of an emergency – particularly a natural disaster where we would experience a disruption in services, possible relocation or closing of the College for a period of time." The question is "how do we operate to provide essential services to our students/clients in conditions such as that?" Mr. Jackson asked the Leaders' to think about a plan of action as to how we will function in the event of a natural disaster.
- Customer Service Week is October 1 – 5. Student Affairs Day will be October 2<sup>nd</sup>. Ms. McKinzie related ideas developed by Leslie Blackwell. Mr. Jackson requested the Leaders to submit any additional ideas to him before 5:00 p.m. Monday, September 17<sup>th</sup>.
- On Tuesday, September 11<sup>th</sup>, several SCC staff members (Barbara Wilson, Rita Melton, Nancy Garmroth, Joe Sidlowski, and Ron Jackson) presented information to the faculty and staff at Daniel Morgan Vocational Center. Information presented was well received.

- SCC has received a request from USC Upstate to participate in an opportunity where students will learn of transfer opportunities.
- Two workshops regarding transfer opportunities will be offered on campus – September 25<sup>th</sup> and September 27<sup>th</sup>.
- CDF Training started this week.
- Radiation Therapy Graduation is scheduled for Friday, September 14<sup>th</sup> at the Gibbs Cancer Center at Spartanburg Regional Medical Center.
- The Academic Building at the Cherokee Campus is scheduled for completion and classes should start on Monday, September 17<sup>th</sup>.

### ***Erin Watkins***

- Success Network currently has 20 openings left in their program. These openings will be filled through the last day of September.
- Tutor schedules are full at this point.
- Events:
  - Orientation Workshop for Success Network students today and yesterday.
  - SN Club will have a Kick-Off Luncheon following the Orientation Workshop today.
  - “How To Take Notes” workshop will be offered September 19<sup>th</sup>. This workshop is co-sponsored with Counseling Services. Open to all students.
  - On Thursday of this week, Success Network is showing “An Inconvenient Truth.” This is a documentary film that Al Gore did about global warning. The film will be followed up with a discussion.
  - September 25<sup>th</sup> – “How To Choose a 4-Year College” workshop
  - September 27<sup>th</sup> – College panel discussion
  - Campus visits this month to USC and South Carolina State

### ***Leila McKinney***

- September 20<sup>th</sup> – State Department visit to the AIM Center. Ms. McKinney reported that her office is very busy updating files.

### ***Bob Day***

- SERID Conference will be held at The Hyatt in Greenville, SC, October 1 – 4, 2007. Spartanburg Community College and SCSDB will exhibitors at this event. Anticipated attendance is 300-400 people.
- NTID (Rochester Institute of Technology) visit – October 4<sup>th</sup>. NTID is the National Technical Institute for the Deaf. Representatives from the organization will be on campus to talk with some of SCC’s deaf students.

## ***Kathy McKinzie***

- Recruiting Services
  - Conducting school visits
  - Updating counselor list
  - Moving on with the 1-3-5 Project – scheduling meetings with employers within the 1-3-5 mile radius of the College and the other campus to encourage and inform them of the opportunities at SCC.
- Student Activities
  - Constitution Day – September 17<sup>th</sup> – encourage students to participate
  - Voter Registration Day – September 26<sup>th</sup> (tables will be set up on all three campuses)
  - Student Council nominations deadline is September 13<sup>th</sup>
- Counseling Services
  - Participating in Flex Start Registration
  - CDF Training
  - October is Disabilities Awareness Month
- Admissions
  - Busy with Flex Start Registration
  - ASSET testing in high schools
- Career Planning/Placement/Smart Jobs
  - Busy with workshops, classroom presentations, faculty surveys
  - Conducting follow-up with IT regarding second demonstration of new software (will occur Friday, September 14<sup>th</sup>).
  - Smart Jobs – 20 participants attended College 100
    - Follow-ups are occurring

## ***Michelle Schultz (attending for Nancy Garmroth)***

- FISAP report for 2006-07 was submitted on September 11<sup>th</sup>. **(Mr. Jackson requested a copy of this report.)**
- Program Participation Agreement was submitted on September 11<sup>th</sup>. In this agreement, Financial Aid updated the 2007-08 program hours for all the programs and added Accelerated Pharmacy Tech for the Spring Semester.
- Financial Information Session is scheduled for October 26<sup>th</sup> at 9:00 a.m. in the Commissioners' Dining Room. More information to come.
- There will be a meeting with Health and Human Services Division on September 19<sup>th</sup>. Financial Aid information will be presented to the faculty.
- The Financial Aid Office staff will be providing financial aid information at sessions for Surgical Technology, Radiography, Respiratory Care and Medical Assisting on September 18<sup>th</sup>, 19<sup>th</sup>, and October 17<sup>th</sup>.
- Some of the Financial Aid website has been re-vamped.

- Datatel Scholarship is now open. Information has been posted on FA website. The deadline for applying is January 31, 2008. Students can start applying for this scholarship now. There are also four other scholarships.
- Working with Candace Cantrell in IT to finish up five projects for Financial Aid.
- Ms. Garmroth will be starting to test the set-up of electronic student loans. She will also be testing the new lottery transmittal.
- SC Teacher Loan information will be out soon.

***Ron Jackson***

- Student Affairs staff should have new IDs made before September 17<sup>th</sup>.
- The work schedule for New Employee/Adjunct Faculty Orientation will stay as is.
- Mr. Jackson thanked the Leaders' for all their hard work.

Meeting adjourned at 11:40 a.m.

Submitted by:

Debbie Henderson  
Recorder