

## LEADERS' MEETING

### MINUTES

DATE: January 16, 2008 TIME: 11:00 a.m.

LOCATION: Conference Room 120 – Student Services Building

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

RECORDER: Debbie Henderson

#### ***Ron Jackson***

- ✦ QEP button campaign has been approved by the President's Council. This campaign is to raise additional awareness of the QEP process. Buttons will be distributed to students, faculty and staff.
- ✦ Approval was also given for the new dress code policy. Policy will be distributed to faculty/staff soon.
- ✦ The College is considering reviewing electronic leave and EPMS system.
- ✦ Financial Aid procedure V-30.6 was approved; procedure V-30.9 is pending.
- ✦ The President's Council has participated in a "Secrets of Great Work Places" audio. This audio consisted of ideas about retaining good employees as well as developing a great work environment.
- ✦ Two new individuals have started employment in the Student Affairs Division. Tara Bradley and Clarice Starkes are working at the Information Center in the lobby of the Student Services Building.
- ✦ Jane Bird has accepted the position of Web Master. She is employed in the PR/Marketing Department.
- ✦ Ellen Autenzio has been appointed interim Director of the Tutorial Learning Center.
- ✦ Mark Roseveare has been appointed interim Dean of Learning Resources.
- ✦ A committee has been developed to look at a RFP – electronic marketing campaign.
- ✦ A good report was received regarding the Financial Aid audit.
- ✦ Beginning next Friday, January 25<sup>th</sup>, Mr. Jackson will be conducting a series of FSD activities on understanding the student code, the grievance procedure, and how to effectively deal with classroom behavior.

- ✦ Applicant Report
  - Receiving 59% more first time freshman applications
  - Transfer applications are up 29%
  - Re-admits are up 15%
  - Special students up 53%
  - Transient student applications are up 105%
  - Other category has decreased by 17%
  - Dual applications are down
  - BSP enrollment is up
- ✦ Mr. Jackson asked the Leaders to communicate to their staff that everyone is doing a great job and their service is appreciated.
- ✦ Mr. Jackson reported that they are working on completion of the SACS report. Anticipated date of their visit will be around March/April 2008.
- ✦ Pre-College Institute – A series of weekend workshops will be offered to remediate those individuals who are not quite at curriculum ready status. At the end of these workshops, these individuals will be re-assessed to determine whether or not they have benefited from the remediation.

### ***Erin Watkins***

- ✦ Success Network (SN) is working on identifying students who did not return for Spring Semester. Some of the students graduated and there were others who transferred and there are a few on Financial Aid suspension. SN is working with the students who have been placed on Financial Aid suspension to see what they can do to get the students back in class. SN will replace the students who have not returned for Spring Semester.
- ✦ Tutoring started this week and is going strong. All tutors have been hired for Spring Semester.
- ✦ Upcoming SN activities:
  - January 22<sup>nd</sup> – Campus Resources Workshop
  - Collaborating with CPP and the AIM Center on the Dress for Success Workshop on January 29<sup>th</sup>
  - Laura Moore will be conducting a Financial Aid Workshop for SN students on January 31<sup>st</sup>.

### ***Nancy Garmroth***

- ✦ The deadline for applying for scholarships for Fall Semester is July 1, 2008.
- ✦ February is Financial Aid Awareness Month. Information will be e-mailed regarding Financial Aid activities for February.
- ✦ There will be an auto call in February for all students directing them to their college e-mail account where there will be additional information they need to be aware of regarding applying for financial aid for 2008-09.
- ✦ Dates are being determined for Financial Aid Information Sessions. There will be two sessions on each campus through the course of the next few weeks.
- ✦ Friday, January 18<sup>th</sup> is the census date – last day that students can purchase books in the Book Inn using financial aid.

- ✦ Business Office will mail financial aid checks to students on January 28<sup>th</sup>.
- ✦ Open Net Training is scheduled for Thursday, January 17<sup>th</sup> and ELM training is scheduled for Friday, January 18<sup>th</sup> (weather permitting).
- ✦ There will be an increase (over \$400) in PELL for 2008-2009.

### ***Celia Bauss***

- ✦ Ms. Bauss expressed her thanks to everyone for their assistance with arena registration. She reported that everything went very well.
- ✦ Enrollment is looking very good. Compared to last year's final total, we are up 8.75% headcount and 13.5% FTE.
- ✦ Never Attends are due Friday, January 18<sup>th</sup>. Records staff will be working later hours on Friday.
- ✦ Diploma/Degree Award pick-up will be January 22 – 25.
- ✦ Records staff are currently working on graduation processing. Deadline for graduation applications for Spring and Summer is February 8<sup>th</sup>.
- ✦ Flex Start Registration will be February 6<sup>th</sup>.
- ✦ Ms. Bauss and Michael Harvey will be meeting with Herff Jones on January 17<sup>th</sup>. Graduation regalia will be ordered through Herff-Jones instead of Jostens for 2008 Graduation.
- ✦ Student evaluations regarding arena registration were very positive.
- ✦ Academic Probation Report has had some issues with pulling inaccurate information. The report has been updated and is now pulling correct information.

### ***Kathy McKinzie***

#### ✦ **Admissions**

- Compass testing will be going on at R.D. Anderson next week.
- On-line import of applications is still being tested. Revisions are being made as needed.
- ID machines have been ordered for Tyger River Campus and Cherokee Campus.

#### ✦ **Recruiting Services**

- High School visits are being scheduled
- Conducting campus tours
- Spartanburg High School Aim Program will tour the campus on January 25<sup>th</sup>.
- Specialized presentations are being conducted.
- Follow-up postcards are being sent out.

#### ✦ **Student Activities**

- Advertising for Bloodmobile will go out next week.
- Black History Month activities will be advertised very soon.
- Women's History Month activities in conjunction with Student Activities will be held in March
- First meeting with Student Council was held on January 15<sup>th</sup> – good group of students who are excited to get things happening.

### **✦ Enrollment Services**

- Committee meetings for the following:
  - Middle College (formerly Gateway)
  - High School Task Force
  - Sub-Committee for High School Task Force – Recruitment Marketing Advisory Board

### **✦ Career Planning & Placement**

- Busy with workshops
- Planning for Career Fair – notices went out to employers before the holidays
- New software – contract is being reviewed.
- Graduate surveys are being completed; phone calls are being made to graduates.

### **✦ Smart Jobs**

- Ms. McKinzie will be sending out a new progress report; looking at the numbers – projection is that this will be the best positive placement rate that they have had (83-84%).
- College 100 will be held the week of January 21<sup>st</sup>

## ***Bob Day***

- ✦ Dr. Sheila Breitweiser has retired (effective December 2007) as President of SCSDB after eleven years of distinguished service. Dr. Pam Shaw has been selected as the new President of SCSDB and she started on Monday, January 14<sup>th</sup>. Dr. Shaw will be touring the campus on February 14<sup>th</sup>.
- ✦ Status of Cooperative Program: 37 students (including four new students)
- ✦ Retention rate from Fall to Spring was excellent – one student met graduation requirements (will work for a semester then transfer to a four year university); one student dropped out, one student who is stopping out, and one student who has transferred to Converse College.
- ✦ Cooperative Program has one new interpreter this semester.
- ✦ Cooperative Program has a new position – a paid note taker facilitator who is working with high risk blind students.
- ✦ Dr. Day will be in Charleston the week of January 21<sup>st</sup> visiting one of the Outreach Centers.
- ✦ SERID Celebration Luncheon will be held in Columbia on Friday, January 18<sup>th</sup>.

## ***Leila McKinney***

- ✦ Dena Ballenger has accepted the position of Administrative Specialist in the AIM Center. Ms. Ballenger started on January 2<sup>nd</sup>.
- ✦ Presenters for the Dress for Success workshop have been secured. Presenters are from: S & K, Belk, and Catherine's Dress Shop.

- ✚ The President of Converse College will be the guest speaker at the Women's History Month Program.
- ✚ There are no more funds for books through the AIM Center.

The meeting was adjourned at 11:45 a.m.

Submitted by:

Debbie Henderson  
Recorder