

LEADERS' MEETING

MINUTES

DATE: January 30, 2008 TIME: 11:00 a.m.

LOCATION: Conference Room 120 – Student Services Building

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

RECORDER: Debbie Henderson

Ron Jackson

- There has been some feedback regarding the Satisfaction Survey as to whether or not individuals' responses will be tied to a particular individual. All responses that come back to Dr. Abel's office are anonymous.
- Pre-College Institute (PCI) – There are a number of individuals who do not qualify or are very close to meeting the qualifications for the Best Start Program. The College is attempting to implement a pre-college institute – which is an intense 20 hour remediation opportunity for individuals in Reading, Math and Writing so that they can qualify for curriculum courses through the Best Start Program. Preliminary conversations have also been held with Mr. Wilburn regarding a creation of a similar type activity for individuals who have been out of the workplace for awhile whose skills have eroded a little but just need refreshing. There will be more information shared on these activities at a later date.
- Enrollment – Mr. Jackson shared a preliminary enrollment report with the Leaders. In terms of day-to-day comparison, we are 485 students ahead of where we were last year at this time. Percentages are a 12% increase in headcount and FTE. Mr. Jackson indicated that while we are doing good, there are opportunities for us to do better.
- Applicant Report – The College received 60% more first time freshmen applications than we did last year; 36% more transfer applications; 16% more re-admits and 97% more transients. We need to be able to convert these applications to enrollees. Our goal of 5,000 is within reach.
- Memorandum of Agreements (MOA) with school districts – As a reminder, in the past we have had numerous articulation agreements that require a great deal of signatures by either principals, career center directors, superintendents and various individuals across this campus. We have streamlined the process considerably so that the MOAs that are being developed now will contain only two signatures which will be the President of the College and one with the superintendent of a particular school district. That school superintendent then speaks for his or her district and will inform those individuals of the agreement. This will cut down on the turn-around time.

- FFELP procedure was approved by the President's Council.
- Governmental Relations policy was also approved by the President's Council.
- Results of Career Quest – vendor and volunteer results were mostly positive.
- Beginning Monday, February 4th, switchboard calls will be transferred to the Information Center (4700) from 3:00 p.m. – 7:30 p.m. Monday – Thursday. After 7:30 p.m., calls will be transferred to Evening Services. Incoming callers will not receive a recording; they will be speaking with an individual.
- Mr. Jackson met with Jane Bird, Web Master, regarding Student Affairs' needs/suggestions/ideas to improve the SCC website.
- A student applicant has been issued a “no trespass” notice. This student is not allowed to be on the Central Campus, Cherokee Campus or Tyger River Campus.
- Mr. Jackson thanked the group and their staff for all the great work.

Kathy McKinzie

- Flex Start registration will be held at the Tyger River Campus next week.
- Career Planning & Placement
 - Graduate Follow-up Survey – survey is about to come to a close. Faculty will look at report before it goes to a final stage.
 - Smart Jobs – looking at making some changes to training opportunities.
 - Recruiting – following-up with enrollment activities (visits, tours, presentations, etc.)

Bob Day

- Dr. Day distributed a Student Satisfaction Survey. There was a 20% response and overall ratings were good.
- Dr. Pam Shaw, President of SCSDB will be touring the campus on February 14th. She will be meeting with Dr. Terhune and Mr. Jackson and will also visit and speak to Denise Huff's interpreting training class.

Erin Watkins

- Upcoming Success Network activities
 - Financial Aid workshop will be held on January 31st. Laura Moore will be the presenter.
 - Pre-Advising workshop will be held in February.
 - Free music concert at the Spartanburg County Library on February 13th.
 - Success Network students will tour Clemson University and Anderson University in February.

Leila McKinney

- Ms. McKinney announced that Johnnye Code Stewart, a long time member of the Spartanburg County Council, passed away on Tuesday, January 29th.

- Dignity-U-Wear clothes are being distributed in Room 109 – Student Services Building.
- Ms. McKinney, Mr. Jackson and Ms. Ballenger will attend a Perkins meeting on Thursday, January 31st in Columbia.
- 22 students attended the “Dress of Success” workshop held on Tuesday, January 29th.

Nancy Garmroth

- Datatel Scholarship deadline is Thursday, January 31st.
- Financial Aid staff is conducting exit loan counseling for students who did not return from Fall or who have already dropped half time or withdrawn from Spring Semester.
- ELM transmittal processing will be going live on Friday, February 1st. Another training session will be held on Friday, February 8th.
- OPEN NET (Sallie Mae Product) is live. Training for OPEN NET was held last week.
- Financial Aid Sessions
 - Ms. Garmroth is presenting financial aid information Thursday night to the Edwards Jones Financial group in Spartanburg.
 - February is Financial Aid Awareness Month. The following Financial Aid sessions have been scheduled:
 - February 18 – 6:00 p.m. – 7:00 p.m. – Central Campus, Room 109
 - February 27 – 1:00 p.m. – 2:00 p.m. – Central Campus, Community Room
 - February 19 – 1:00 p.m. – 2:00 p.m. – Cherokee Campus, Room 209
 - February 19 – 6:00 p.m. – 7:00 p.m. – Cherokee Campus, Room 209
 - February 25 – 1:00 p.m. – 2:00 p.m. – Tyger River Campus, Room 221
 - February 26 – 6:00 p.m. – 7:00 p.m. – Tyger River Campus, Room 221
- On February 11, auto calls will be going out to students (approx. 7,500), and will be followed-up with an e-mail for more detailed information about applying for financial aid for 2008-09.
- 2008 scholarships are available. Packets of information have been mailed to all high schools and career centers.
- 2008-2009 – started set-up and will take the majority of February to complete.
- Pre-Biotechnology Certificate Program has been approved.

Celia Bauss

- Post-registration meeting will be today at 3:30 p.m. in Room E-25.
- Evaluations are being received from faculty and staff regarding arena registration. Comments are mostly positive.
- Diploma/Degree distribution is over and remaining diploma/degrees will be mailed to the students.

- First time freshman report is prepared and will be mailed later today or tomorrow.
- Records staff is very busy with drop/adds.
- Flex Start registration at Tyger River will be held next week.

The meeting was adjourned at 11:35 p.m.

Submitted by:

Debbie Henderson
Recorder