

## LEADERS' MEETING

### MINUTES

DATE: February 27, 2008 TIME: 11:00 a.m.

LOCATION: Conference Room 120 – Student Services Building

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

ABSENT: Celia Bauss

GUEST: Phyllis Rogers

RECORDER: Debbie Henderson

Phyllis Rogers serves as the Student Affairs Representative on the QEP Team. Ms. Rogers presented information to the group regarding the “S<sup>w</sup>/QEP?” (what’s up with QEP) button campaign. She distributed buttons to the Leaders for their staff to wear during the month of March. What is “S<sup>s</sup>/QEP?”, Why is it on the button? Why is it important?.....

- It is a text-message to get students/others to ask faculty & staff about QEP
- It expects faculty and staff to know about & explain QEP to students/others
- The button is a means to improve awareness and communication between and among faculty, staff, and students.
- March is “QEP/communication awareness month”

Ms. Rogers also distributed a SACS & QEP Presentation Outline in order for individuals to understand What is SACS and why is it important? And What is QEP and why is it important?

Upcoming QEP activities designed to improve communications skills...

- “Look Before You Leap: What you should know about the College’s Data” workshop - February 29<sup>th</sup>
- “Technical and Business Writing” workshop – April 11<sup>th</sup>
- “Research Techniques” workshop – to be scheduled for March
- Student Essay Contest

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

- Enrollment
  - Increase of 11.4% Headcount
  - Increase of 11.7% FTE

- Graduation
  - In the process of accepting application
  - Establishing a graduation committee
- As of today, 495 students have registered for summer semester.
- There will be a 2:00 p.m. meeting today to discuss the March 24<sup>th</sup> visit of the Cherokee County School District (300+ individuals).
- Kathy McKinzie and Mr. Jackson attended an Enrollment Management Conference in Cary, NC. Good ideas were shared about the process and structure.
- Mr. Jackson reported that SCC was represented well at SCTEA. Joe Santaniello is the SCTEA President for this year.
- March 4<sup>th</sup> ACT will be holding its regional conference in Columbia. Mr. Jackson will be attending this conference.
- Jerry Steadman has been hired to assist with the EEDS projects, especially the Pre-College Institute. Mr. Steadman's office is in the AIM Center.
- Results of Survey – A statement of strategies used to make improvements or changes based on the feedback from the survey is due on March 28<sup>th</sup>. Mr. Jackson would like to meet with each Leader individually to discuss their respective area and what strategies you will recommend to either improve or enhance the services or the process that we provide.

### ***Kathy McKinzie***

#### **Recruiting**

- Completed high school recruiting visits at Landrum High School, Broome High School, Blacksburg High School, Boiling Springs High School, Byrnes High School, Dorman High School, Chapman High School and Woodruff High School.
- High school recruiting visits scheduled: February 27<sup>th</sup> – Chesnee High School, February 28<sup>th</sup> – Union High School, February 29<sup>th</sup> – Spartanburg High School, and March 5<sup>th</sup> – Gaffney High School.
- Senior visits scheduled at area technology centers: March 4<sup>th</sup> – Cherokee Technology Center, March 6<sup>th</sup> – R.D. Anderson Applied Technology Center, April 10<sup>th</sup> – Daniel Morgan Technology Center, and March 10<sup>th</sup> – Swofford Career Center.
- Campus Tours: March 12<sup>th</sup> – Spartanburg High School Resources Class, March 27<sup>th</sup> – Campobello-Gramling School, March 26<sup>th</sup> – Spartanburg Christian Academy, March 28<sup>th</sup> – Chesnee Middle School.
- Upcoming Conferences: 2008 Promoting Diversity in Healthcare: Partnerships for Success (Columbia, SC, 2/26/08), Access and Equity Conference (Spartanburg, SC – Marriott, March 19 – 21, 2008).
- Recruiting Services and Smart Jobs have received an invitation to visit Mrs. Smith's Bakery on March 5<sup>th</sup> to discuss training and employment opportunities with the employees who will be laid off.
- Other scheduled recruiting events:
  - College Fair – Inman Library – February 28<sup>th</sup>
  - College Fair – Greater St. James Temple Church – March 8<sup>th</sup>

- College and Career Day – Gaffney Middle School (sponsored by Thickety Mountain Baptist Association Dept. of Christian Education) – March 8<sup>th</sup>
- Career Expo – SCC Cherokee County Campus – March 14<sup>th</sup>
- H R Law Update Conference – Carolina First Center, Greenville, SC – March 18<sup>th</sup>
- Career Fair – Greater Hopewell Baptist Church – March 29

### **Admissions**

- Gearing up for summer and fall registration.
- Working with webmaster to update and continually improve the on-line application.
- Nursing information session was held earlier this week.

### **Counseling**

- Busy with registration for summer and fall.
- Working with Jane Bird regarding on-line orientation; meeting to be held soon.

### **Student Activities**

- College Town Initiative – CSI Event (community service project) on Saturday, February 23<sup>rd</sup>. There were 230 individuals from the area colleges in attendance (12 from SCC). These individuals worked at various community projects in Spartanburg.
- Deadline coming up soon for the Women’s History Month Essay Contest.

### **Career Planning and Placement**

- The Graduate Placement Report for 2006-07 has been sent to the Deans/Department Heads earlier this week. Updates will be made when responses are received from the deans and department heads. Deadline for report to be sent to State Office is April 1<sup>st</sup>.

### **Smart Jobs**

- College 100 was held on Tuesday, February 26<sup>th</sup> ; 18 individuals attended.

### ***Erin Watkins***

- Time Management Workshop will be held on February 27<sup>th</sup>.
- Success Network is collaborating with the AIM Center and Career Planning & Placement on the Career Fair.
- Business Etiquette Workshop will be held on March 20<sup>th</sup>.
- Success Network students will be attending a play (Taming of the Shrew) on Thursday, February 29<sup>th</sup> at USC Upstate.
- March 1<sup>st</sup>, SN students will be touring Anderson University and Clemson University.
- 145 students in Success Network program.
- 170 students have been served for the year

### ***Leila McKinney***

- SCC is celebrating their 20<sup>th</sup> anniversary with the Women's History Month Program.
- Ms. McKinney asked the group if they had any outstanding students they have been working with and would like to nominate them to be honored for the outstanding student award that will be presented at the Women's History Month program should submit the student's name to her.
- Ms. McKinney invited the Leaders' group to the Women's History Month Reception to be held at 10:30 a.m. on March 13<sup>th</sup> in the Library. The program will follow at 11:00 a.m. in the LRC Auditorium and the luncheon will be at the Piedmont Club following the program.
- Deadline for the student essay for the Women's History Month is March 7<sup>th</sup>. Winner of the essay contest will reading their essay at the luncheon.
- Ms. McKinney will be out of the office February 28<sup>th</sup> & 29<sup>th</sup> .

### ***Nancy Garmroth***

- Section End Dates – RPT 218 – Section 2 class starts April 12 and the end date is May 16. Ms. Garmroth wanted to make the group aware of this in case there are problems with the end date.
- E-Policy – Ms. Garmroth would like to see SCC take the lead in developing E-Policy for our campus. This policy would be a great way to start communicating and save cost using active admissions accounts, e-mail accounts, etc. Financial Aid Office is going to start sending award notifications via e-mail for 2008-09 – not the actual award letter but a e-mail notice to the student directing them to web advisor to get their award letter.
- Financial Aid Planning and Training session for 2008-09 will be held March 14<sup>th</sup> in the Ledbetter Building.
- Financial Aid information sessions held during the month of February were not well attended.

***Bob Day***

- Campus Tours – touring prospective Cooperative Program students as well as Dr. Pam Shaw, President of SCSDB, the executive director of the South Carolina Association for the Deaf, and the transition director from Stafford High School in Dorchester County.
- The SCRID Conference will be held in Greenville the week of March 3<sup>rd</sup>.

Meeting adjourned at 11.50 a.m.

Submitted by:

Debbie Henderson  
Recording Secretary