

LEADERS' MEETING

MINUTES

DATE: March 12, 2008 TIME: 11:00 a.m.

LOCATION: Conference Room 232 – Student Services Building

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

RECORDER: Debbie Henderson

Ron Jackson

- FERPA: Proposed Rules – “The proposed rule would clarify the circumstances under which institutions can release information about a student without prior consent, including to parents of students, pursuant to the “health and safety” exception set forth in the statute and regulations. Other changes address rules governing the release of information to parents, to school officials and officials of other schools, to contractors and consultants, to researchers, to state auditors, to representatives of the U.S. Department of Justice pursuant to *ex parte* court orders obtained under the Patriot Act, the redisclosure of information, the release of de-identified information, the release of information concerning registered sex offenders, the release of information about former students, identification and authentication of the identity of those to whom personally identifiable information from education records is released, and enforcement procedures and actions by the Department.”
- Mr. Jackson reminded the group to review the power point presentation regarding First Time Freshman Cohort forwarded to them earlier.
- Applicant Report – Summer Semester numbers look good – up 56% (28% increase in first time freshman, 47% increase in transfers; 8% increase in re-admits, 200% increase in special, 72% increase in transients).
- A lot of interest has been generated regarding EEDA. Mr. Jackson spoke with Jerry Steadman and he indicated that he has made contact with the majority of the high schools and they are very interested in what we are doing. We may see an increase in our dually enrolled population for the fall.
- Conversations are being held regarding program models. Some of the holding programs have courses that may not be in align with what is required for that program. Review is being completed to have program models in alignment.
- Leaders who have not met with Mr. Jackson regarding the survey evaluation should schedule an appointment to meet with him concerning plan of action.
- On March 11th, Mr. Jackson and other Student Affairs representatives met with department heads for an opportunity to provide feedback on the advising process. This was a great opportunity to review our intake process from applicant through registration

to see how we can streamline the process for our students. Mr. Jackson, Ms. Lancaster, Ms. McKinzie, and Ms. Brantley will be looking at developing guidelines on order to make a proposal to the Advising Center regarding this process.

- ID Machines for Cherokee and Tyger River Campuses are being installed; and a printer has been ordered for the Cherokee Campus.
- Recruiting Services is seeking to fill a Recruiter position.
- There has been renewed interest in making SCC campus a tobacco-free environment.

Erin Watkins

- Success Network is co-sponsoring with the AIM Center and Career Planning and Placement, several career oriented activities:
 - Thursday, March 20th, Business Etiquette Workshop
 - March 25th – Career Fair – Industrial & Engineering Technology Career Day
 - March 26th – Career Fair – Business Technology Career Day
 - March 26\7th – Career Fair – Staffing Agency Career Day
 - During the week of Spring Break, Success Network students will tour College of Charleston, Charleston Southern University and Winthrop University.
- SN has been working with SCC On-Line to investigate a Blackboard page for SN students. Through the Blackboard Page, SN students can access more information about services, announcements and postings, discussion boards, surveys, and better communication with students. If the decision is made to go with this, it will be implemented over the summer.
- SN now has access to the National Student Clearinghouse. SN can better track their students through this clearinghouse.

Kathy McKinzie

- Career Fair
 - 35 companies participating
 - Going into classes to promote the Career Fair and to help students understand how you make use of a Career Fair
 - Making efforts to get faculty to attend
 - Location: East Building Cafeteria
- LINK Program
 - Information sessions and testing will be held March 20th and 21st
 - 25 students will be selected for this program
 - Orientation sessions will be held in April
 - Implementation will be Fall Semester
- Graduate Follow-up – Ms. McKinzie will e-mail a copy of the results of the 2006-07 placement report to the group at a later date. (81% positive placement rate)
- Follow-up with changes to the graduate follow-up survey (make the survey more user friendly for the graduates). Plans are to have in place by the summer.
- Student Activities and Recruiting Services are very busy with activities that occur during Spring Semester.

- Ms. McKinzie thanked everyone for their support for Laura Cantrell's retirement reception.

Bob Day

- Avita Tate, student in the Cooperative Program, has been selected as the "outstanding student" for the Women's History Month Program.
- PepNet Conference will be held in Columbus, Ohio, April 15-18. Leslie Garber, interpreter for the Cooperative Program, will be a presenter.

Celia Bauss

- Over 300 students ordered graduation regalia on March 10th. Make-up day for ordering graduation regalia will be March 26th, 10:00 a.m. – 1:00 p.m. and 6:00 p.m. – 7:30 p.m. in the Commissioners' Dining Room.
- Graduation Committee meeting was held on March 11th. Assignments were made.
- Enrollment Update – As of today, March 12th, 1,025 have registered for summer semester and 591 have registered for fall semester.
- General office updates:
 - Program models have been sent to department heads for editing for 2008
 - 934 rosters to be checked by state auditors
 - Registration documents for 2008-09 have been placed in Public Folders
- Ms. Bauss expressed her thanks to Student Affairs for their support for Alfreda James. She will return to work next week.
- Ms. Bauss brought to the table an item for discussion regarding the admissions and registration of high school students who are graduating in June and have plans to enroll at SCC.

Nancy Garmroth

- Ms. Garmroth reported that a request has been sent out for updated information to the Lenders that they communicated with back in September of last year.
- Exit Student Loan Counseling will be held on March 18th. Any student who received a Stafford Loan has to go through exit counseling.
- Financial Aid staff will be working with individuals in the Business Office on March 19th for training to enable them to better communicate with students regarding student accounts and what the student is seeing in terms of financial aid, aid transmittal, cash management regulations and things that are the Business Office's responsibility in administering Title IV programs.
- VA – State Approving Agency visited the Cherokee Campus and has approved the campus.
- VA Vocational Counselor was on campus March 10 meeting with students.
- IPEDS is open for financial aid collection and will be completed by the end of the month. No major changes for this year.

- Financial Aid has received 880 applications for Fall Semester. 184 applications have been processed and have been awarded.
- Keith Reeves is the President Elect for the Southern Association of Student Financial Aid Administrators (SASFA) organization. Mr. Reeves is from South Carolina and is employed at Clemson University.

Leila McKinney

- Ms. McKinney is finalizing preparations for Women's History Month Program to be held tomorrow, March 13th in the LRC Auditorium. A reception will be held in the Library at 10:30 a.m. for the honorees and the program will start at 11:00 a.m.

Meeting was adjourned at 12:00 noon.

Submitted by:

Debbie Henderson
Recorder