

LEADERS' MEETING

MINUTES

DATE: September 10, 2008 TIME: 1:00 p.m.

LOCATION: Conference Room 120 – Student Services Building

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

RECORDER: Debbie Henderson

The following items were presented and discussed:

Ron Jackson

- Foundation's Silver Anniversary event will be held December 11, 2008 at 6:00 p.m.
- The Augsburg Puppenkiste (marionette company from Augsburg, Germany) will be performing on campus on October 2nd at 9:00 a.m. in the LRC Auditorium.
- There will be another EPMS training session on September 18th. Those who have not attended previously are requested to sign up to attend this session.
- Gateway to College – SCC has made application to the Gateway Foundation to replicate its Gateway Program. We should be hearing back from them very soon.
- Customer Service Week is October 6 – 10. This year's theme is "The Energy Train." Leslie Blackwell will be providing additional information as it becomes available.
- There will be a Faculty/Staff meeting on October 27th at 3:00 p.m.
- There will be an Artist Reception at the Cherokee County Campus on September 18th.
- The President's Council is working towards developing objectives and strategies for 2009-2010.
- Office relocations: Reggie Wilburn will move to Carla Stewart's office, Leslie Blackwell will move to Reggie Wilburn's office, and Sylvia Johnson will move to the office that was occupied by Laura Cantrell. These moves will transpire by September 19th.
- IPEDS Meeting was held on Thursday, September 11th. Discussion was held regarding the new collection of data in regards to race and ethnicity.
- The Welcome Back Barbeque for evening students and faculty will be held tonight, September 10th at 6:30 p.m. Mr. Jackson stated that Ms. Blackwell is doing a great job with the Welcome Back Bash activities.
- C-Cert Training will be held September 16 – October 2.

- A revised Friday afternoon schedule has been e-mailed to all Student Affairs employees. There will now only be one staff member covering the Admissions Center and either Tara Bradley or Clarice Starks will be covering the Information Center.

Celia Bauss

- Enrollment – we have surpassed 4,700. Flex Start registration is still on-going and there are still dual students registering.
- The Add/Drop procedure is going well. Students are catching on to the new procedure.
- Never Attends went better.
- A new large screen has been installed on the inside wall in the Records Office.
- Records Office staff is working on the AA/AS degree structure change. Ms. Bauss is testing this change at the present.
- Diplomas/Degrees were given out.
- Records Office is accepting graduation applications for Fall. Deadline is October 31st.

Erin Watkins

- Study Aids workshop will be held this week.
- Writing Research Papers workshops will be held next week.
- SN students will be touring an art museum in Greenville next week.
- First round interviews are scheduled next week for the tutor coordinator position in SN.
- AIM Center and Success Network are co-presenting at an FSD activity on September 12th, 10:00 a.m. – 12:00 noon in the HSB Community Room. They will provide more information about their services.
- Awarded SN grant for next year and they received a 5¼% increase in their budget.
- SN will submit a new grant this Fall in order to continue to receive their funding.

Kathy McKinzie

- Recruiting Services
 - Very busy with planning school visit activities
 - Campus tours are getting scheduled
 - First interviews for the Recruiter position will be held next week
- Admissions
 - First interviews for the Administrative Specialist position are scheduled for next week.
 - Continuing to work toward Active Admissions.
- Career Planning and Placement
 - Resume Workshop – October 14th in the Health Sciences Building.

- Getting close to finalizing the new Job Bank. Goal is October 1st.
- Career Quest will be held October 21st, 4:00 p.m. – 8:00 p.m. at the Expo Center. Request will be made for volunteers.
- Leslie Blackwell, Gerry Brantley and Bob Day will be involved with activities for the Voter Registration Day/Constitution Day to be held on September 17th in Room 109. It is an all day event.
- Counseling
 - On-line orientation is going very well. Received positive comments.
- Smart Jobs
 - College 100 is being held September 9th and 10th. Ms. McKinzie stated that Ms. Richards is doing a tremendous job getting acclimated to Smart Jobs and College 100. 25-30 individuals each month.

Nancy Garmroth

- Financial Aid staff is working to close out 07-08. FISAP is due at the end of September.
- Information regarding Datatel Scholarships will be distributed via e-mail.
- Credit balance checks for financial aid were mailed from the Business Office on September 2nd.
- An offer was made to a candidate for the Financial Aid Counselor's position.

Gerry Brantley

- Disability Services hosted the IGP training on September 2nd.
- An e-mail has been sent out to all students regarding hallway safety.
- Disability Services is continuing to do testing and accepting students.

Leila McKinney

- Ms. McKinney reported that she is working with the Business Office regarding the change in the Perkins Grant reporting (how money is pulled down).
- AIM Center students now have to fill out attendance sheets.

Bob Day

- An SCC blind student, Rashad Morgan, will be recognized at the Spartanburg Lions Club. Mr. Morgan is a scholarship recipient
- Gerry Brantley, Bob Day and Leslie Garber will be visiting Clemson University to view the feasibility of C printing for deaf students on our campus.
- SERID Conference will be held in October in Atlanta, GA.

Debbie Henderson

- Traffic Court will be held October 9th at 3:00 p.m. and 5:30 p.m.

Meeting was adjourned at 1:40 p.m.

Submitted by:

Debbie Henderson
Recording Secretary