Tri-County Technical College Commission Minutes

Ruby Hicks Board Room, Pendleton Campus

February 6, 2023

Present
Tom Strange, Chair
Leon Harris
Hamid Mohsseni
Jim Kaplan
Larry Smith
Al Young
Jim Wanner
John Powell

Present Staff
Dr. Galen DeHay, President
Dan Cooper, Chief of Staff
Cara Hamilton, VP Business Affairs
Karen Potter, Sr. Director of Strategic Communication & Engagement
Grayson Kelly, VP of Institutional Advance. & Business Relations
Marci Leake, VP of Human Resources
Linda Jameison, VP Student Support and Engagement
Kathy Brand, Executive Assistant
Chris Marino, Director of Institutional Effectiveness
Jenni Creamer, AVP of Enrollment MGT & Educational Partnerships

Absent: Commissioner Helen Rosemond-Saunders-attending the ACCT- NLS in Washington, DC
Guests: Ken Kopper, Director of Physical Plant Operations, Richard MacBeth, Project Manager, Jennifer Hulehan, Dean of Academic and Career Foundations

I. CALL TO ORDER
Chairman Strange called the meeting to order and welcomed everyone. He stated that the appropriate notice had been sent to the media as required by the Freedom of Information Act (FOIA). Chairman Strange joined the meeting virtually after technical issues were resolved.

II. INVOCATION
Commissioner Young gave the invocation.

III. APPROVAL OF AGENDA
Chairman Strange presented the agenda and asked if there were any changes or additions. Hearing none, the agenda stood approved as submitted.

IV. APPROVAL OF MINUTES
Chairman Strange presented the December 12, 2022, minutes and asked if there were any changes or additions. Hearing none, the minutes stood approved as submitted.

V. CONSENT ITEMS
TCTC Institutional Policies for approval:
- 8-2-1051 Temporary Employee Pay-recommendation to delete
- 7-2-1012 Tuition and Fee Refund for Credit Programs-no changes

Chairman Strange referred to Dr. DeHay for clarification on the policies to be reviewed. Marcia Leake, Vice President of Human Resources, clarified that the Temporary Employee Pay policy is recommended for deletion since it is a duplication of the State System Office policy that the College
falls under. Cara Hamilton, Vice President of Business Affairs, clarified that the Tuition and Fee Refund policy had no changes and this policy is a federal requirement stating that refunds are based on student status. Chairman Strange asked if there were any questions regarding the policies, hearing none he stated this comes as a recommendation and called for a vote. The affirmative vote was unanimous.

VI. BUILDING COMMITTEE REPORT

Commissioner Harris reported the Building Committee met virtually on January 24, 2023. Commissioner Harris stated he has worked closely with Ken Kopera, director of Physical Plant Operations, and Richard MacBeth, project manager, on the Oconee Hall Project. He introduced MacBeth who presented the project update. MacBeth stated the goal of the presentation is to show how the project has developed since 2019, how the deliverables were defined, and how the design has evolved to meet the success criteria. MacBeth reviewed project timelines and milestones, design development and deliverables, building attributes and success criteria, lessons learned from previous projects and implementation, and the budget summary and expected market conditions. He explained how the design development has evolved to accommodate the building attributes and success criteria developed from the capacity plan, design charrettes and programing study. MacBeth concluded with a budget summary and current market conditions. Commissioner Harris stated the Building Committee, after lengthy discussions, was pleased with the recommended changes. The architect, general contractor, Ken Kopera and Richard MacBeth began reviewing updated cost estimates. Due to escalating costs from Summer, 2021 and design changes necessary to deliver the required space and student and employee experience, the building cost estimate moved from $16 to $22 million. The Committee reviewed the cost changes and felt the new estimates were reasonable based on the work performed. The Building Committee supported the design changes and building cost estimates and made the following motion: Commissioner Harris stated the Building Committee moved to recommend to the full Commission to approve College Administration seeking Phase II State approval on the Oconee Hall renovation and expansion project based on the schematic design work presented at an estimated cost of $22 million. Chairman Strange reiterated that this comes as a recommendation from the Committee and asked if there were any further questions. Hearing none, he called for a vote to approve College Administration seeking Phase II State approval on the Oconee Hall Renovation and Expansion project based on the schematic design work presented at an estimated cost of $22 million. The vote was unanimous.

Commissioner Harris concluded his report reviewing the current capital projects in various stages stating all projects are within budget. He stated the College administration believes all capital and facilities maintenance projects are on track and being soundly managed from a project management and financial standpoint.

VII. FINANCE COMMITTEE REPORT

Commissioner Wanner reported the Finance Committee met virtually on January 24, 2023. Commissioner Wanner reported the following items were reviewed:

**YTD financial results:** Total revenue is at 88.6% of budget and ahead of prior year YTD by $3.18 million. Overall expenses are at 48.2% of budget and $1.89 million ahead of prior year. Expenses are trending favorably. Travel is currently below budget; however, travel volume is slowing increasing. Net revenue is favorable to budget, currently $1.29 million greater than prior year YTD results. There are no concerns at this time on YTD and trending results as it relates to budget and
the prior year. Enrollment for Spring 2023 is currently above goal and slightly more favorable to budget. Final enrollment numbers after the last non-payment and administrative drops are expected to exceed goal and budget.

**Differential Tuition versus Differential Program Fees**

Administration updated the committee on the work that has been done related to the Commission goal to “Develop funding priorities that advance the college’s strategic plan while enhance student affordability and fiscal sustainability.” A plan to move to differentiated program fees while maintaining the current residency-based tuition fee structure was presented. The plan would simplify the current fee structure, increase fee transparency, allow student to more accurately budget their costs over their entire program and generate the same or greater tuition/fee revenue. This change will reduce fees to three primary items: tuition, program and digital course content or book fees. The actual recommended fees will be reviewed and approved as required at the April Finance Committee meeting.

The Finance Committee supported the differentiated program fee structure and brings the following recommendation to the full Board: The Finance Committee moved to adopt a single program fee structure beginning Fall, 2023 as recommended by College Administration.

Chairman Strange stated this comes as a recommendation from the Committee and asked if there were any questions. Hearing none he called for a vote to adopt a single program fee structure beginning Fall, 2023. The vote was unanimous.

Commissioner Wanner continued reviewing other items discussed during the committee meeting:

**Budget Development for FY23-24:** Preliminary discussions took place focusing on key budget drivers including FY22 Higher Education Price Index (HEPI) of 5.2% compared to 2.7% in 2021, enrollment trends, and state law related to tuition mitigation and current year legislation.

The College has been impacted by inflation and resulting increasing operating costs. The committee agreed that the College should continue to monitor the state legislative budget process and ensure that the College is positioned to make the appropriate tuition and other revenue and cost adjustments as needed to address escalating costs next year during the FY23-24 budget development process and in planning for future continued budgetary pressures/constraints.

**HEERF Funds:** Total HEERF funds awarded is $27.35 million. All HEERF I and II funds have been expended. Prioritized plans exist for distribution of the remaining HEERF III funds. By law, all HEERF funds must be expended by June, 2023.

**Employee Retention Credit (ERC):** Administration in concert with external auditors, Mauldin Jenkins, tax consultants, are finalizing the ERC PR tax credit, the narrative justifying the qualifications and calculations for the credit. It is anticipated the College will file the amended return by the 1st Quarter, 2023.

**Committee Summary:** The Finance Committee was comfortable with the information shared and complimented Administration and the Fiscal Affairs department for their exemplary financial and budgetary controls and results.

### VIII. PRESIDENT’S REPORT

**Enrollment Update:** Jenni Creamer, Assistant Vice President of Enrollment Management & Educational Partnerships, gave an enrollment update reporting as of February 6, 2023, Spring headcount was 5214, a change of 3.7% compared to Spring 2022, exceeding the goal of 5125. Creamer also stated the Spring FTE goal of 3793 was exceeded with the count at 3799.2 a 1.4%
change from the Spring 2022 count of 3745.8. She reported efforts of targeting of specific groups continues to impact enrollment.

**Legislative Update:** Dan Cooper, chief of staff, reported on the Board of Economic Advisors’ forecast for State revenues. He stated the House will set the base budget, then send it to the Senate and by May or June the College will be informed of the final budget appropriations.

**Manufacturing Works:** Jennifer Hulehan, dean of Academic and Career Foundations, gave a presentation on Manufacturing Works, a registered pre-apprenticeship program sponsored by Arthrex and First Quality in partnership with Apprenticeship Carolina. She stated this program was piloted in Anderson County to high school seniors identified as having no direction or plan after high school. Currently in year two, the Manufacturing Works program had 40 applicants, and accepted 20 students into this year’s cohort. These students currently represent every school district in Anderson County. Students in the program engage in a simulated work experience. The Development Cooperation of Anderson County (DCAC) provides incentives of up to $600 per student with performance assessed using an employability rubric. Hulehan stated students in the program learn real-life work skills, have simulated interviews, and earn LEAN and OSHA certification. Hulehan reported last year’s first cohort of eight students completing the program had four students who were offered jobs, three students continued their education at TCTC, and one student continued to a four-year institution. She closed stating the program has grown and been very successful. Commissioner Smith inquired about expanding the program into other counties. DeHay stated that the College is working with other county economic development directors, along with business and industries, to seek support for the program. He reiterated it is a partnership program depending on support from counties and businesses to design a program that works to transform lives.

IX. **CHAIR’S REPORT**

**SCATCC Report:** Commissioner Rosemond-Saunders was attending the ACCT National Legislative Summit in Washington, D.C. representing the College and will give the SCATCC update at the next meeting.

**Nomination Committee Report:** Chairman Strange called on Commissioner Young to give the Nomination Committee report. Commissioner Young reported the Committee, consisting of Commissioners Wanner, Smith, and himself, met on January 17, 2023. The Committee brought forth the following recommendations to the Board for the slate of Commission officers effective April 1, 2023, for the 2023-2024 term:

- Chair - Tom Strange
- Vice-Chair - Hamid Mohsseni
- Secretary - Jim Wanner

Chairman Strange reiterated that this was a recommendation from the Nominating Committee and asked if there was any discussion. Hearing none, he called for a vote on approving the slate of Commission officers effective April 1, 2023 as stated. The affirmative vote was unanimous.

**Upcoming Events:**

- Committee meetings will be held on March 21, 2023. Emails will be sent prior to the meetings with additional information.
- Next Commission meeting will April 10, 2023 Board Room, Pendleton Campus.
- A half-day Spring Commission Retreat has been planned for Thursday, April 27, 2023, from 12 noon until 5 p.m. in the Ruby Hicks Board Room.
• Following the Spring Retreat, the Foundation will host the President’s Reception at the Farmhouse, 120 Crooked Cedar Way, Pendleton at 5:30 p.m.

X. ADJOURNMENT
The meeting was adjourned at 2:05 p.m.

Approved:

Thomas F. Strange, Commission Chair

Date: 4/10/2023