Tri-County Commission Minutes (April 10, 2023)

Tri-County Technical College Commission Minutes
Ruby Hicks Board Room, Pendleton Campus

April 10, 2023

Present
Tom Strange, Chair
Leon Harris
Hamid Mohsseni
John Powell
Larry Smith-virtually
Al Young
Jim Wanner
Helen Rosemond-Saunders

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
Chris Marino, Director of Institutional Effectiveness
Jenni Creamer, AVP of Enrollment MGT & Educational Partnerships
Dr. Amanda Elmore, AVP of Curriculum and Instruction
Kathy Brand, Executive Assistant

Absent: Jim Kaplan


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).

II. INVOCATION
Commissioner Rosemond-Saunders 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 February 6, 2023, 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:
- 4-8-1010 Campus Police

Chairman Strange referred to Dr. DeHay for clarification on the policy to be reviewed. Dr. DeHay stated only minor verbiage was updated. Chairman Strange asked if there were any questions regarding the policy, hearing none he stated this comes as a recommendation and called for a vote. The affirmative vote was unanimous.
VI. FINANCE COMMITTEE REPORT

Commissioner Wanner stated the Finance Committee met virtually on March 21, 2023, and the following was discussed:

1) The Committee reviewed the February 2022-23 month-end financials. YTD budget results through February 28, 2023, were consistent with prior month-end reports. Commissioner Wanner reported a net positive variance from prior year of $1.2 million through February. Revenue: Summer session registration opens March 27, 2023. State appropriations are ahead of budget for the year by approximately $1.0 million. Local appropriations are on target for the year. Interest income is ahead of last year by approximately $600K due to CD investment returns year over year. Expenses: Commissioner Wanner reported no significant spending ahead of budget. **Conclusion:** Barring any unexpected costly expenditures, Commissioner Wanner stated the College’s revenue and expenses are on-track at this time and College administration anticipates net favorable budgetary results for the year ending June 30, 2023.

2) College administration updated the Committee on the disbursement of HEERF funds and the ending of the grant as of June 30, 2023. Of the $2.5 million remaining available grant funds, approximately $400K have been specifically identified to apply to the grant. Administration is confident all HEERF funds will be fully disbursed by the grant end date.

3) The Finance Committee reviewed tuition and fee recommendations from the administration. The Committee discussed the possibility of a State statute requiring in-state tuition not be increased and the challenging financial impact of a fourth consecutive year of flat in-state tuition rates. The committee’s top priority is to ensure TCTC remains affordable, especially for students with the greatest financial need, recognizing that at some point tuition will have to go up in relation to the value and services we deliver to our students and communities and to address increasing operating costs. **The Finance Committee voted unanimously to freeze in-county tuition at $185.33 per credit hour beginning Fall 2023 for fiscal year 2023-2024.**

4) The Committee reviewed College administration’s recommended program fees. The change from Course material fees to a program fee structure has been discussed and supported by the Committee and the full Commission at previous meetings. **The Finance Committee approved the recommended program fees for FY 2023-2024 by a unanimous vote.**

Commissioner Wanner asked the full Commission to make a formal motion to accept the Tuition and Program Fees recommended by the Finance Committee. **Chairman Strange stated this comes as a recommendation from the Finance Committee and asked if there were any other discussion. Hearing none he called for a vote to accept the Tuition and Program Fees as presented. The affirmative vote to freeze in-county tuition at $185.33 per credit hour beginning Fall 2023 for fiscal year 2023-2024 and to approved the recommended program fees for FY2023-2024 was unanimous.**

5) Commissioner Wanner also reported the College administration reviewed the estimated FY23-24 county budget requests. In anticipation of the operating budget development process that is currently underway for FY 23-24, College administration highlighted projected budgetary challenges as follows:

a. Proposed State increases (compensation, retirement and employer health insurance)

b. Increasing costs of insurance (property and liability) provided by the Insurance Reserve Fund
c. Increasing costs of other operating costs including but not limited to utilities, service contracts, technology, and the impact of costs related to supply chain issues.

6) College administration updated the Committee on the results of the State Procurement Audit. The Office of Audit & Certification within the Division of Procurement Services (DPS) audited 3 years of the College’s purchase orders, direct purchases, and p-card transactions with no significant internal control or compliance issues. The director of the DPS along with the Office of Audit & Certification did recommend, and the College has agreed, to formally seek approval of the Finance Committee and the full Commission to establish p-card Single Transaction approval limits greater than $2500 up to $10,000 for appropriate VPs and specific roles within the College, specifically the Procurement, Bookstore and Print Shop Manager. Resolutions approving Single Transaction Limits (STLs) for p-card transactions for VPs and the Procurement, Bookstore and Print Shop managers were unanimously approved by the Finance Committee.

 Commissioner Wanner asked the Full Commission to make a formal motion to accept STLs as outlined in the resolutions. Chairman Strange stated this comes as a recommendation from the Finance Committee and asked if there were any other discussion. Hearing none he called for a vote to establish p-card Single Transaction approval limits greater than $2500 up to $10,000 for appropriate VPs and specific roles within the College, specifically the Procurement, Bookstore and Print Shop managers. The affirmative vote was unanimous.

Finance Committee Summary: Commissioner Wanner reported 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 specifically “calling out” the HEERF grant fund administration, program fee development and the P=procurement audit work.

VII. PRESIDENT’S REPORT

- Introduction of AVPAA: Dr. DeHay introduced Dr. Amanda (Mandy) Elmore as the Assistant Vice President of Curriculum and Instruction (AVP C&I). He briefly reviewed her vitae and formally welcomed her as AVP C&I.

- Prisma Health Apprenticeships: Dr. DeHay introduced Valarie Richardson, director, Workforce Development at Prisma Health, who joined the meeting virtually to share information on Prisma Health’s apprenticeship program. Richardson stated Prisma Health partnered with colleges in the SC Technical System, pre-COVID, to assist working adults in entry-level positions with opportunities for upward mobility through apprenticeship programs. Post-COVID, this apprenticeship nursing program model has been relaunched in areas of critical need to assist students with financial and other barriers. Richardson introduced Nicki Rush, a current apprenticeship student, who shared her story in person with the Commission. Rush stated she is a mother of six, who is currently in the second semester nursing apprenticeship program. She stated the program has assisted her with student support and financial burdens, so she can focus on her studies and family, while working as a Certified Nurse Aide. It has allowed her to also become involved with other classmates and activities on campus. Rush stated she is proof that the apprenticeship program is changing lives and it is a roadmap to being successful. Richardson stated currently applications for summer enrollment are being processed, and she stated efforts
are being made to publicize and increase enrollment in the fall. Dr. DeHay thanked both Richardson and Rush for sharing information with the Commission.

- **Legislative Update:** Dr. DeHay asked Dan Cooper to give a Legislative update. Cooper stated the Senate Finance Committee adopted its version of the state budget for FY 2023-2024. He listed the following items pertaining to the College:

  **Senate Finance Budget items:** Technical College System section:
  - $20,000,000 Recurring for Tuition Mitigation ($15,000,000 Recurring in the House Version)
  - $13 million in the Senate for TCTC maintenance repair and renovations ($5 million for Pickens Hall in the House version).
  - $2,000,000 for readySC ($2,000,000 in House Lottery Version)

  **Lottery Technical College System Items:**
  - $80,000,000 for SCWINS ($100,000,000 in House Version)
  - $20,000,000 for High Demand Job Skill Training Equipment (Same in House Version)
  - $51,100,000 for Lottery Tuition Assistance Program (Same in House Version)
  - $80,000,000 for Need-Based Grants (Same in House Version)

  **Statewide Items:**
  - Statewide Employee Pay Raise: $2500 for anyone at $50,000 or below and a 5% raise for anyone making more than $50,000. (The House version was $2500 until $83,000 and 3% above it.)

  **STATUS:** Cooper stated the budget will now head to the Full Senate to be debated. Deliberations will be the week of April 18-20, with the final budget being completed by Sine Die.

- **Board Goals Update:** Dr. DeHay presented an update on each of the 2023-2024 Commission goals:
  1. **Advocate for TCTC’s value with state and local government and economic development groups:** Dr. DeHay stated the Legislative breakfast was held in Columbia on February, 1, 2023. Conversations between Commissioners and legislators are ongoing.

  2. **Develop academic program and facility plans for community campuses by March 2023:** Dr. DeHay reported the Anderson Campus has a vetted general master plan, which includes Power Line, Heavy Equipment, CDL and Automotive programs. The Pickens County Feasibility Report has been completed, with Phase 1 being implemented. Phase 2 is delayed until there is sufficient demand to support operational costs of a facility.

  3. **Develop funding priorities that advance TCTC’s strategic plan while enhancing affordability and fiscal sustainability by April 2023:** Dr. DeHay stated capital priorities for FY23-24 have been set. A Commission retreat will be held on April 27, 2023, to determine long-range facilities and programming priorities. Program fee structure has been reviewed, approved, and will be implemented, starting in Fall 2023.

  4. **Expand outreach strategies to improve access and success for lower-income students and minority students:** Dr. DeHay reported the College is working with SCDEW to identify unemployed individuals in opportunity zones in the Anderson, Oconee, and Pickens region. The College is partnering with the United Way and others to help connect these individuals with opportunities at TCTC. To date, outreach meetings have been held in Honea Path and Homeland Park.
VIII. CHAIR’S REPORT

SCATCC Report: Commissioner Rosemond-Saunders reported the SCATCC Board met on March 1, 2023 in Columbia. The agenda and minutes were approved. Reports were given as follows:

- **Governance:** The slate of officers for 2023-2025 were presented and approved as follows: Chair- Keyatta Priester; Vice Chair-Dr. Yvonne Barnes; Secretary-James Bowden, Treasurer-George Piersol. Immediate Past Chair, David Smalls.

- **Communication and Awards:** The Committee will be begin reviewing award applications after the March 1, 2023 deadline. Ashley Jailette thanked institutions for their willingness to showcase their programs and personnel.

- **Advocacy and Education:** Billy Routh reviewed what has been happening since December in the General Assembly. The House is focused on Economic and Workforce Development priorities and lowering the tax burden on citizens. Budget information was reviewed and Dr. Hardee shared the breakdown of the funds provided to each technical college. The funding increase, from 13 million last year to 15 million this year, is the highest ever received in the history of the system. 100 million dollars is in the budget for the SC Wins Scholarship piece. The legislature is focused on workforce development and the technical colleges are the focus of this initiative.

- **Finance Committee:** The finance committee will meet prior to June to review the proposed budget. Currently, total assets are $174,604.76.

- **System President’s report:** Dr. Hardee announced that he has been placed on an Electric Vehicle Advisory Committee for the State. He was requested to serve due to the project’s workforce connection. Hardee discussed short term training programs and areas with job shortages in the state. He stated Presidents are being encouraged to freeze tuition. The legislature is providing support to technical colleges and expects colleges to be conscious of the financial assistance being provided, by not adding costs to students.

- **State Board Update:** Chip Smith stated the next State meeting is planned for March 29. He also stated that based on information received from the technical colleges regarding the manner with which their foundations are operated, they are working on guidance to separate their Foundation and college Boards.

- **ACCT Report:** Dr. Barnes reported attending the ACCT’s NLS in February. There was a recommendation that states consider having in place a backup individual for the state’s coordinator’s position to ensure representation at ACCT and NLS sessions.

- **Chairman’s Report:** Mr. David Smalls thanked everyone for attending the Day of Learning in February and asked all to encourage legislators to attend in the future.

- **Executive Director’s report:** Ashley Jailette welcomed new commissioners: Dr. Meredith Taylor, Florence Darlington Technical College; David Rickenbacker, Orangeburg Calhoun Technical College; Christine Green, Williamsburg Technical College. The Day of Learning date and site are in the process of being established for 2024. The Day of Learning Evaluation document for 2023 was shared and discussion took place on future planning.

The next SCATCC meeting is scheduled for June 7, 2023.
Committee Assignments: Chairman Strange appointed the 2023-2024 Commission Committees. He stated only a few changes were made upon request. Commissioner Smith requested to be on the Curriculum & Instruction Committee, Commissioner Mohsseni has been added to the Building Committee, and Commissioner Wanner has been added to the Foundation Committee.

Upcoming Events: Chairman Strange announced the upcoming College events:
- April 27 - Spring Commission Retreat, Noon - 5 p.m. in the Board Room.
- April 27 - President’s Reception - 5:30 p.m., Foundation Farmhouse, 120 Crooked Cedar Way, Pendleton
- May 4 - Spring Convocation- Thursday, May 4 at 9 a.m., Parker Auditorium
- May 9 - Spring Commencement – 6 p.m., Littlejohn Coliseum, Clemson
- June 7 - Committee meetings - Emails with additional information will be sent.
- June 12 - Next Commission meeting in the Board Room, Pendleton Campus.

IX. EXECUTIVE SESSION – With no further business to discuss at this time, the Chair entertained a motion that the board move into Executive Session. Commissioner Powell moved, seconded by Commissioner Mohsseni that the Commission move into Executive Session. The affirmative vote was unanimous.

X. ADJOURNMENT
The meeting was adjourned after the executive session at 2:04 p.m.

Approved: ___________________________ Date: 6/12/2023
Thomas F. Strange, Commission Chair