Tri-County Technical College Commission Minutes

Ruby Hicks Board Room, Pendleton Campus

June 12, 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
Sarah Shumpert, Organizational Development Strategist
Kathy Brand, Executive Assistant

Absent: Jim Kaplan

Meeting Guests: Travis Durham, Director of Student Engagement & Accountability, Tracy Wactor, Fiscal Affairs, Ashley Jailette, Executive Director SCATCC

Pre-Board meeting festivities included the celebration of Helen Rosemond-Saunders’ 30 years of service on the TCTC Commission. In attendance were members of her family, her good friend, Linda Jones, SCATCC Director, Ashley Jailette, Senator Thomas Alexander, and Mrs. Sandra Sandifer. Senator Alexander presented Commissioner Rosemond-Saunders with the Order of the Silver Crescent, the state of South Carolina’s highest civilian award. Grayson Kelly announced the Foundation has established an endowed scholarship in her name which will support students of color who reside in Oconee County.

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 April 10, 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:
7-3-1010 Travel and Subsistence Expenses
4-8-1011 Gangs and Gang-like Activities

Chairman Strange referred to Dr. DeHay for clarification on the policies to be reviewed. Dr. DeHay recommended the deletion of the gang policy since this was covered in policies at the State level and no longer needed. There were no changes in the travel policy which was on the 3-year cycle. 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. CURRICULUM AND INSTRUCTION COMMITTEE REPORT

Committee Chair Helen Rosemond-Saunders stated the C&I committee met on June 1, 2023. Jenni Creamer presented an update on the Summer and Fall enrollment. As of May 26, 2023, Summer enrollment exceeded the goal by 6.1 - 7.2%, and Fall 2023 enrollment is trending ahead of last year. Mandy Elmore provided an update on programs and credentials in the new program process and new articulation agreements with Lander and North Greenville. The Curriculum and Instruction Committee reviewed a proposal to expire two certificates:

- Engineering Transfer
- Criminal Justice Leadership and Management

The reasoning provided to expire these two certificates included: currently there are no students enrolled in either certificate; only two students have earned the Criminal Justice certificate since 2015; and the Engineering Transfer certificate has not been awarded in more than five years. Commissioner Rosemond-Saunders stated the C&I Committee recommends approval to expire the Criminal Justice Leadership and Management certificate and the Engineering Transfer certificate. After a brief discussion Chairman Strange asked if there were any other questions. Hearing none he called for the vote on the recommendation from the C&I committee to expire the Criminal Justice Leadership and Management certificate and the Engineering Transfer certificate. The affirmative vote was unanimous.

VII. BUILDING COMMITTEE REPORT

Committee Chair Butch Harris stated the Building Committee met on June 7, 2023. The following items were discussed.

Major Project Updates: Ken Kopera, director of Physical Plant, updated the Committee on the following projects and related interdependent projects.

Oconee Hall Renovation & Expansion Projects (27.2 million)

- **Oconee Hall** ($22 million) All faculty and staff have transitioned to their temporary swing spaces and demolition is underway.
- **The Chilled Water Line Extension and Central Plaza Phase 1** ($2.4 million) – Phase 1 of the “Big Dig” is well underway. No significant construction or budget concerns to report at this time. The Central Plaza Phase 1 enhancements will be completed in conjunction with the Oconee Hall project.
- **Oconee Stairwell** ($1.2 million) Construction will begin based on dependencies, efficiencies and synergy with the Oconee Hall project.
- **Chiller Plant Expansion** ($1.6 million) Design is complete. Construction will begin based on dependencies with the chilled water line extension and procurement of equipment.

Pickens Hall Renovation ($22 million)

- **Pickens Hall** ($19 million) Feasibility is complete. Visioning and programming meetings have begun with the Executive and Steering Committees led by architect, DP3. The cadence and depth of these meeting will increase once final approval to proceed with Phase
1 design is obtained. Request for approval has been initiated with state agencies. Approval is expected by the end of June.

- **Central Plaza Phase two** (1.5 million) Enhancements will be completed in conjunction with the Pickens Hall project.
- **Front Drive** (1.5 million) Demo, widening and other enhancements will be completed in conjunction with the Pickens Hall project.

**Anderson Campus ($25 million)**

Anderson Campus master plan feasibility work is complete. Visioning and programming meetings will begin with the Executive and Steering Committees led by architect firm, Craig, Gaulden Davis. Once final approval to proceed with Phase 1 design is obtained, the College will begin the approval processes.

**Mechatronics Facility ($10 million)**

**Automotive Facility ($10 million)**

**Expansion of CCE program facilities** ($5 million) CDL, Powerline and Heavy Equipment operators - Quick jobs building, truck driving pad, equipment storage building, etc.

The Building Committee supports administration’s project plans and made the following motion: The Building Committee moves to recommend to the Full Commission to approve College Administration seeking Phase I State approval for Pickens Hall and the Anderson Campus projects at an estimated cost of 1.5% of estimated construction cost or $330k and $375k, respectively.

After a brief discussion Chairman Strange asked if there were any other questions. Hearing none he called for the vote on the recommendation from the Building Committee to approve College Administration seeking Phase I State approval for Pickens Hall and the Anderson Campus projects at an estimated cost of 1.5% of estimated construction cost ($330k and $375k, respectively). The affirmative vote was unanimous.

Commission Harris briefly mentioned the following projects in the planning stages for future development:

- Relocating the HVAC program out of Cleveland Hall to the Workforce Training Center
- Dental Hygiene program and relocation of the Dental Assisting program to the Easley Campus
- Renovation of Cleveland Hall
- Central Plaza Phase III - in front of Miller and Ruby Hicks

Commissioner Harris concluded stating the Building Committee supports the sequencing and prioritization of the College’s proposed capital projects and expressed their appreciation of Administration’s thoughtful long-term master planning and sound justification for the recommendations.

**VIII. FINANCE COMMITTEE REPORT**

Committee Chair Jim Wanner stated the Finance Committee met on June 7, 2023. Tracy Wactor, fiscal affairs, reviewed the year-to-date operating results through April and May and the proposed budget for FY23-24. The Committee also discussed other business including Summer and current Fall enrollment, the State Procurement Audit and interim audit results.

**Year-to-Date Operating Results:** Year-to-date operating results are trending favorably compared to the FY22-23 budget primarily due to unbudgeted recurring state appropriations, interest income, and increased enrollment. For the year ending June 30, 2023, administration anticipates excess revenue over expense due to the favorable results mentioned above, cost containment initiatives, and stringent cost and budgetary controls and fiscal practices. All savings versus the original budget will be transferred to the unrestricted fund balance (equity) and or the plant fund.

**Proposed) Budget Highlights:**
Revenue: In total, the proposed budget yields a $5.4 million increase in revenue year-over-year primarily related to the $2.3 million budgeted increase in recurring state appropriations, including $1.2 million in tuition mitigation funding. In addition to increases of:
- $1.1 mil in tuition and mandatory fees
- $950k in interest income
- $800k program fee revenue
- $202k in CCE revenue
- $200 in local appropriations
- $145k decrease in Auxiliary Services revenue

Expenses: In total, the proposed budget yields a $5.4 million increase in expenses year-over-year. Total salaries and benefits increase of $4.3 million (11.13%):
- $1.2 mil – increase based on a projected $2,500 or 5% mandated State compensation increases
- $703k – increase related to fringe benefits on all employer costs
- $1.7 mil – increase related to College discretionary salary and fringe changes
- $729k – increase due to a decrease in budgeted lapse

Commissioner Wanner stated the Finance Committee, after reviewing the budget prepared by the Administration for the 2023-2024 Academic Year, approved the budget unanimously. The Finance Committee, therefore, moves that the Commission approve the FY 23-24 budget as presented. Chairman Strange reiterated the approval of the FY23-24 budget comes as a recommendation from the Finance Committee and called for further discussion. Hearing none, he called for the vote of approving the operating budget for FY23-24 as presented. The affirmative vote was unanimous.

Commissioner Wanner concluded his report stating the Finance Committee also discussed Summer enrollment numbers, the results of the state procurement audit unanimously approving the recommended increase in delegation authority to the College, and the interim audit work identifying new issues or concerns.

IX. PRESIDENT’S REPORT

- Dr. DeHay introduced Sarah Shumpert as the new Organizational Development Strategist for the College and reviewed this new role.

- Equity Award: Dr. DeHay announced the S.C. Association of Technical College Commissioners awarded Tri-County the 2023 Equity Award for efforts in developing a structured path to economic mobility and better serving the under-resourced populations. This targeted outreach effort resulted in the largest Hispanic student enrollment in College history last fall. Dr. DeHay stated he was proud of the work that led to this state award and was grateful for the faculty and staff’s commitment to improving the student experience and outcomes for students of color. Dr. DeHay noted this was Tri-County’s second consecutive Equity Award which will be presented at the Commissioners Academy in January 2024.

- Instructional Program Award: Dr. DeHay announced Tri-County’s Plastic Injection Mold (PIM) program was selected by the Community Colleges of the Appalachia (CCA) Awards Selection Committee as the recipient of the 2023 Instructional Program Award. PIM is an industry-driven workforce development program designed to support the career and technical advancement of plastics workers throughout Anderson, Oconee, and Pickens counties. DeHay stated this certificate program is a great example of how Tri-County is meeting workforce needs and ensuring students have an opportunity to earn jobs that pay a family-sustaining wage.

- Enrollment Update: Dr. DeHay gave a brief enrollment update stating Summer 2023 enrollment was at 3232 headcount and 1494 FTE both up from last summer, 2.3% and 4.3% respectively. He also reported Fall 2023 as of June 5, 2023, was trending up at 2810 headcount and 1825 FTE, compared to this time last year, at 49.1% of goal and 42.9% of goal. Dr. DeHay
noted there were 11 weeks remaining for fall enrollment and that recruitment efforts are in full swing.

- **Legislative Update**: Dr. DeHay asked Dan Cooper to give a Legislative update. Cooper stated the Conference Committee on the state budget (H4300) and Capital Reserve (H4301) bills met last week and agreed to a conference report. Among the appropriations for the SC Technical College System: $20 million recurring for tuition mitigation which was discussed in the Finance Committee report, $224 million in capital improvement projects, TCTC will receive the $13 million requested in the Senate version on the bill. $93.7 million for SC WINS scholarships, $12 million for high demand jobs equipment for training, $8 million for technology, and several other programs were funded at roughly the same amount as last year. Employee pay raises were adopted across the board with $2500 for those who earn $50,000 or less and 5% for those who earn more than $50,000. Cooper concluded stating the General Assembly is scheduled to return on June 14, 2023, and will likely adopt the conference report.

- **Foundation Update**: Dr. DeHay asked Grayson Kelly to give the Foundation update. Kelly reiterated the purpose of the College Foundation is to support the objectives and to advance, encourage, and expand the educational programs of the College. He reviewed fundraising and prospecting totals for FY23 and shared the funding provided to students, to employees for professional development, and for equipment, incentives, and program needs. Kelly concluded stating more in-depth information regarding the Foundation will be on the agenda of the fall Commission retreat in September.

- **Signage Update**: Dr. DeHay asked Karen Potter to give a signage update. Potter stated the new College logo and colors were presented last year and to date the College has updated marketing materials, the website, stationary, apparel and other items. Potter announced the focus is now shifting to signage. She presented examples of the signage that will be completed at the community campuses this summer and stated the signage on the Pendleton Campus will be updated during fiscal year 2024.

- **Rural Educator Academy (REA)**: Dr. DeHay introduced Travis Durham, director of Student Engagement & Accountability, and the facilitator of the Rural Educator Academy. Durham stated the Community Colleges of Appalachia (CCA) received funding from the Ascendium Education Group for the developing the project REA over a 24-month grant period, beginning November 1, 2021. The purpose of the REA is to cultivate the competencies and skills required for Appalachian community college faculty, student services staff, and leaders to improve rural student outcomes, particularly for lower income students and students of color. Durham explained Rural Educator Academy is designed as two complementary experiences:
  1. REA for institutional leaders
  2. REA for faculty and student services staff

   Durham listed the TCTC employees who were participating in the project and reviewed the project goals as follows:
   - Increase Understanding of How Poverty Impacts Academic Achievement
     - Poverty Simulation (Partnership with United Way of Anderson County).
   - Integrated Strategies
     - Streamline and create synergy with student support initiatives to reduce duplication and improve student outcomes (work smarter).
   - Centralized Data
     - Early identification and intervention.
   - Institutionalized Practical Interventions
     - Socioeconomic equitable best-known practices are institutionalized as standard practice.
Durham reviewed the participation and feedback from the poverty simulation, the cohort workshop, and the data from pre-post surveys. The key takeaways included:

- Increase in the compassion quotient.
- Reconceptualization of individual and institutional responsibility.
- Cohort's disposition towards caring and support became further pronounced.
- Participants felt better equipped and empowered as change-agents themselves.

Durham concluded stating the conversation now turns to sustainability efforts, extending the conversation to other areas and partners, developing training modules for further growth, and recruiting the next round of REA participants.

X. **CHAIR’S REPORT**

**SCATCC Report:** Commissioner Rosemond-Saunders reported the SCATCC Board met on June 7, 2023, in Columbia. Committee Reports and Recommendations were as follows:

- **Finance Committee:** The Treasurer George Piersol presented the Quarterly Financials, FY23-24 Budget, Dues and Lease Proposals. All were approved.
- **Governance Committee:** Chairman David Smalls, presented the Officers for 2023-2026, Chairman Kenyatta Priester, Vice Chair Yvonne Barnes, Secretary, James Bowden, Treasurer, George Piersol and Immediate Past Chair David Smalls. Terms are for two years.
- **Advocacy & Education Committee:** Kenyatta Priester and Mr. Billy Routh, SCATCC Lobbyist, reported the legislative body was returning today to vote on the budget. He reported that it has been a good year for technical colleges. The funding increase is the highest technical colleges has received in the history of the system.
- **Communication and award Committee:** Dr. Yvonne Barnes announced the winners of the SCATCC Awards: Commissioner Leadership – Anita Tucker, Trident Technical College, Equity – Tri-County Technical College, CEO – Dr. Forest Mahan, Aiken Technical College, Faculty – Robbie Sharpe, Midlands Technical College, and Professional Board Staff – Sally Cooke, Piedmont Technical College. Awards will be presented at the Commissioner Academy, January 31, 2024.
- **System President Report:** A representative for Dr. Hardee reported on the transfer project process, the increase of cyber security, and the K-6 pathway. He stated fall-to-fall enrollment increased by 10% across the state.
- **State Board Update:** Mr. Roger Schrum, State Board Chair praised the technical system for delivering quality education at a cheaper price. He will continue to promote technical education.
- **Regional Director Report:** Dr. Yvonne Barnes reported that ACCT will meet during the October conference in Las Vegas and hopes SC representatives will attend.

H. **ACCT SC Representative:** Mr. David McMillian reported he would be stepping down due to the demands of his business.

**Chairman’s Report:** Chair Smalls thanked everyone for their support during his tenure.

**Executive Director’s Report & Recommendations:**

Ashley presented copies of SCATCC 2022 – 2027 Strategic Plan for review.

**Upcoming Events:** Chairman Strange announced the upcoming College events:

- **ACCT Leadership Conference** will be held in Las Vegas, October 9-12, 2023. Travel deadlines are in July, so confirmation of attendance needs to be given to Kathy Brand.
- **Next regular Commission meeting** will be on August 7, 2023, at 12:30 p.m.

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

XII. ADJOURNMENT
The meeting was adjourned after the Executive Session at 2:20 p.m.

Approved: ____________________________
Thomas F. Strange, Commission Chair    Date: 8/7/2023