Tri-County Technical College Commission Minutes

Ruby Hicks Board Room, Pendleton Campus

October 2, 2023

Present:
- Tom Strange, Chair
- Leon Harris
- Hamid Mohsseni
- John Powell
- Larry Smith-virtually
- Al Young
- 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
- Courtney White, Executive Director of Foundation
- Sarah Shumpert, Organizational Development Strategist
- 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 Wanner, Jim Kaplan, Linda Jameison, VP Student Support and Engagement
Meeting Guests: Tracy Wactor, Fiscal Affairs/Accounting manager

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 John Powell 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 August 7, 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:
- 4-4-1031 Acceptable Use of Informational Technology Resources

Chairman Strange referred to Dr. DeHay for clarification on the policy to be approved. Dr. DeHay asked Cara Hamilton to explain the policy changes. Hamilton stated the changes were nothing of substance, but only title/name changes and cleaning up the language for the policy which was on the three-year review cycle. With no questions or further discussion, the Chair called for a motion to approve the policy. Commission Powell moved, seconded by Commissioner Smith, that the policy be approved as presented. The affirmative vote was unanimous.
VI. CURRICULUM AND INSTRUCTION REPORT

Commissioner Rosemond-Saunders stated the Curriculum & Instruction Committee met virtually on September 28, 2023. Dr. Mandy Elmore provided an update on programs and credentials in the new program process and celebration of the new transfer program with Anderson University.

Curriculum Proposals for Recommendation to the Commission

The Curriculum and Instruction Committee reviewed a proposal to expire three credentials:

1) Emphasis in Production and Operations for the Manufacturing and Management Leadership (MML) A.A.S. (only the emphasis). The Manufacturing Management and Leadership (MML) emphasis in Production and Operations A.A.S. was designed to specifically lay out how I-BEST courses applied to the MML A.A.S. Students completing I-BEST Manufacturing certificate will still be able to earn the MML A.A.S.

2) Manufacturing Operators, I Certificate (I-BEST for Michelin). Manufacturing Operators I was designed specifically for Michelin and has had no enrollment or graduates since 2019.

3) Manufacturing Production, II Certificate (I-BEST second semester only). Manufacturing Production II has no graduates since students are successfully transitioned into the workplace or the College after the completion of Manufacturing Production I.

The Curriculum and Instruction Committee reviewed a proposal to create two credentials:

1) Fundamentals of Business Ownership Certificate. This certificate is designed to provide students a foundational knowledge of business ownership.

2) Business Media Specialist Certificate. This certificate is designed to allow students to develop needed skills in social media and web design.

Committee Chair Rosemond Saunders stated the C&I Committee recommends the approval to: 1) expire three credentials: Emphasis in Production and Operations for the Manufacturing and Management Leadership, Manufacturing Operators I Certificate, Manufacturing Production II Certificate and 2) create two credentials: Fundamentals of Business Ownership Certificate and Business Media Specialist Certificate.

Chairman Strange stated expiring the three credentials comes as a recommendation from the C&I Committee and asked if there was further discussion. After hearing none, the Chair called for a vote to expire the three credentials as stated above. The affirmative vote was unanimous.

The Chair stated the recommendation to create the two credentials, Fundamentals of Business Ownership Certificate and Business Media Specialist Certificate, came from the C&I Committee and asked if there was further discussion. Hearing none, he called for a vote to approve the two credentials as stated above. The affirmative vote was unanimous.

Committee Chair Rosemond-Saunders stated the meeting concluded after a brief discussion of family sustaining wages and how the collection of wage data will be beneficial to the College and community.

VII. BUILDING COMMITTEE REPORT

Committee Chair Butch Harris stated the Building Committee did not meet in September but administration provided the following update:

- Oconee Hall - Demo continues and exterior preparations are underway (access roads, utilities, etc.).
- Oconee Exterior Stairs - Design work has started. More detailed surveys have been procured.
- Pickens Hall - Design development continues including programming meetings with stakeholders.
- Anderson Campus Master Plan design - Design development continues including programming meetings with stakeholders.
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- Chiller Line - Pressure testing, line clearing, and excavation fill-in complete. Most fences have been removed. Pedestrian walkways are accessible. Clean up and landscaping continues.
- Chiller Plant – Deployment has begun. Equipment has been ordered.
- HVAC program relocation to Sandy Springs – Discussions with Ready SC and Arthrex have begun. Space needs and conceptual design ideation continues.
- Easley Campus Master Healthcare plan – Targeting 2024

Committee Chair Harris concluded stating there are no significant construction or budgetary concerns on any projects at this time.

VIII. FINANCE COMMITTEE REPORT

Commissioner Al Young reported for Commissioner Jim Wanner stating the following is a summary of the virtual Finance Committee meeting held on September 19, 2023. All finance committee members were present, with the exception of Tom Strange, ex-officio, in addition to Brian Nicholson, Mauldin & Jenkins, Galen DeHay, Cara Hamilton and Tracy Wactor.

An audit presentation was made by Brian Nicholson, Engagement Manager, of Mauldin & Jenkins. This is Mauldin & Jenkins’s fifth year as TCTC auditors. Nicholson explained and discussed several specific parts of the Annual Comprehensive Financial Report (ACFR) including but not limited to the Independent Auditor’s Report (IAR), basic financial statements, management discussion and analysis (MD&A) – Financial Highlights, the schedule of expenditures of federal awards (SEFA), and auditors reports on compliance with major federal programs, internal controls and state lottery.

Explanation was provided for GASB’s rational and requirement to record the College’s actuarially determined proportionate share of liabilities related to PGBA administered Pension and Other Post-Employment Benefits (OPEB) and the impact on the College’s financial statements (balance sheet and income statement). The Committee was reminded that the College cannot legally pay down these liabilities and they do not impact our on-going operations or create a future cash obligation in the amounts recorded on the financial statements. Nicholson also mentioned the implementation of GASB 87 (Leases) and GASB 96 (Subscription-based IT arrangements) last year and the current year, respectively. Implementation of these pronouncements impacted the Statement of Net Position (Balance Sheet) of the College with minimal impact on the Statement of Revenues, Expenses and Changes in Net Position (Income Statement). TCTC’s end-of-year cash position decreased $37.7 million year over year offset by an increase in investments in certificates deposits (CDs) of $48.9 million. The College was able to leverage the favorable interest rate environment and invest in CDs primarily due to the lack of large capital projects which utilize large outlays of cash.

The College’s Financial Report is a long document full of valuable information but for “the average person” the Management Discussion & Analysis (MD&A) section is a key area to read and understand.

Per Nicholson, TCTC accounting and financial aid staff were very helpful and all records, reports, and other documentation were available and well organized to support the audit procedures and allow for efficient and on-time completion of the audit.

Summary of Key Audit Results:

Financial Statements – Unmodified Opinion (No identified errors, omissions, etc.)
No financial statement adjustments or reclassifications were recommended – “Clean audit results/report”.
Internal Controls – No significant or material internal control weaknesses were identified
Major federal grant programs – Unmodified Opinion

Commissioner Young stated Tracy Wactor reviewed and updated the Finance Committee on the following:

- Financial Statement Highlights from Fiscal Year 2022-23:
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- TCTC’s Unrestricted Net Position (adjusted for GASB Pension and OPEB entries) is $10.88 million, which equates to 75 days of operating expense coverage as prescribed by the Commission.
- Contingency of $1.5 million was not used in FY22-23.
- Transfer to Plant Fund (Accumulated Maintenance & Capital Reserve) was $7.27 million.
- Budget Variance Report as of June 30, 2023 – No unusual items
- Budget Variance Report as of August 31, 2023 – No unusual items

Audit conclusion: Commissioner Young stated the Finance Committee was pleased with the audit results and with the work of the Fiscal Affairs and Financial Aid teams. No action is required of the full Commission related to these items.

Cara Hamilton reviewed and updated the Finance Committee on the following:

Fall Enrollment: Fall headcount and FTE came in 2.85% and 1.77%, respectively, above last year. The favorable FTE enrollment equates to approximately $205K in additional, unbudgeted revenue.

Investments and Capital Spending projections: The VP of Business Affairs and the Controller of Fiscal Affairs monitor the College’s cash position in relation to projected cash needs and invest excess cash into interest-bearing CDs in varying amounts with varying maturity dates. The amounts invested in CDs are conservative and contemplate cyclical tuition revenue streams, state capital and proviso funding and operating cost outlays and capital project funding needs.

Employer Retention Credit (ERC) Update:
The College has received their first ERC tax “overpayment” disbursement ($1.9 million) from the IRS and is awaiting receipt of the second and final payment ($4 million). The IRS has reported publicly that no new ERC claims will be processed due to the number of returns received and concerns over the validity of many of the claims. TCTC is very comfortable with the justification and qualification of our claims.

New FY23-24 FTEs approved:
Due to the strength of the Fall enrollment results and an increase in current year (FY 23-24) State budgeted appropriations, four additional FTEs have been approved to be hired. These positions were justified and prioritized based on current institutional needs. The positions include a CRM Coordinator, Welding Instructor, Marketing Videographer, and an Electrician.

Program Fee Implementation – Fall 2023
Implementation of a program fee billing model versus individual course material fee charges was completed for the Fall semester. Initial review and feedback indicate the implementation was successful. A more detailed reconciliation of the fees and associated costs will be completed and minor adjustments or recommendations for adjustments will be made in the coming months.

Commissioner Young concluded the Finance Committee was pleased with the information presented and the work of the Fiscal Affairs staff. Neither the College administration nor the Finance Committee expressed any concerns.

IX. PRESIDENT’S REPORT

- Fall Enrollment Update: Dr. DeHay asked Jenni Creamer to report on enrollment.
  Creamer presented the Fall 2023 enrollment updated stating the following:

<table>
<thead>
<tr>
<th>Goal</th>
<th>Fall 2022</th>
<th>Fall 2023</th>
<th>% Change</th>
<th>% of Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headcount</td>
<td>5718</td>
<td>5630</td>
<td>5779</td>
<td>2.7%</td>
</tr>
<tr>
<td>FTE</td>
<td>4255</td>
<td>4172.6</td>
<td>4242.6</td>
<td>1.7%</td>
</tr>
</tbody>
</table>

Creamer reported the Hispanic enrollment is up 6% and the African American enrollment is flat. She stated that seven of the 16 Technical Colleges reported enrollments as being down.

- AOP Administrator Academy: Dr. DeHay asked Jenni Creamer to give a report on the AOP Administrator Academy. Creamer stated the AOP Administrator Academy is a yearlong
professional development experience that provides new and seasoned K-12 administrators with an exploration of the regional economy and the educational pathways that prepare students for high-wage careers that are in high demand locally. The vision of the AOP Administrator Academy is to equip educational leaders with the understanding of the need to continue and support career awareness and exploration activities in all building levels. These opportunities enhance student growth and encourage each student to find their “E”- Enrollment, Enlistment or Employment.

Creamer reported the Academy Structure would have 18 participants including administrators representing elementary, middle and high schools, as well as district offices, across all three counties. The schedule would be one day per month, September through April.

Academy Topics will include: Industry Sectors: Advanced Manufacturing, STEM, Skilled Trades, Health Care, and Logistics. Areas of Discussion: Economic Development, Dual Enrollment Pathways, Two-Year Pathways, Four-Year Pathways, and WBL Opportunities. Monthly agendas may include: industry sector overview, industry site visit, educational pathways, work-based learning opportunities, and action-oriented discussion.

Creamer concluded stating the Academy outcomes would include participants:

- Receiving regional economic overviews and evaluate the relevance to educational programs, career decisions, and future workforce trends.
- Deepening awareness of career and technical education pathways at the secondary and post-secondary levels and their impact on the local economy and workforce development.
- Exploring dual enrollment opportunities for students in all pathways.
- Exploring transfer pathway options for all industry sectors.
- Identifying work-based learning options, assess reporting requirements, and determine the significance for local students, programs and schools.
- Enhancing their network of professional contacts across the AOP region.

Creamer stated the first session held in September received good feedback from participants. The Commissioners asked for the Academy roster so they can see who is participating in each county and for an update in the future on the program’s success.

- **Technical Career Pathways:** Dr. DeHay asked Jenni Creamer to report on the Technical Career Pathways 10-year anniversary. Creamer stated the following historical facts regarding the program:
  - 894 Technical Career Pathways (TCP) students over the past decade.
  - 16,325 credit hours by TCP students during high school over the past decade.
  - $2.9 million tuition savings for TCP students over the past decade.
  - 33,649 total credit hours earned by TCP students during and after high school over the past decade.
  - $6 million net tuition impact of TCP students over the last decade.
  - 802 credentials earned by TCP students over the past decade.

Creamer reported that TCP for students means: Opportunities to uncover their potential, significant cost savings, better pay/economic mobility, more job opportunities, improved quality of life, role model for family and friends, and strong ambassadors for the College. Creamer concluded stating that for the community, TCP means: a robust workforce, economic development, and a safer community. A College celebration is being planned in the spring to celebrate this program.

- **AU Transfer Program:** Dr. DeHay asked Jenni Creamer to share information on the Anderson University transfer program. Creamer report the partnership with AU:
  - Supports students looking to advance their education in business, criminal justice, early care and education, media arts production, and nursing.
Is one of only a few formalized articulation agreements in S.C. to include a reverse referral option.
- Replaces the Bridge to AU program.

Creamer stated this unique partnership is a very structured program that includes a reverse referral process in which both schools work together to assist students with a plan to maximize credits that apply to earning a bachelor degree once they transfer to AU. Creamer concluded stating the goal is to have between 150-200 students in the partnership program. She will report back on the programs details and success.

X. CHAIR’S REPORT

- SCATCC Report: Commissioner Rosemond-Saunders reported the SCATCC Board met on September 6, 2023, in Columbia. The following reports were given: New Chair Kayatta Priester lead the meeting. The Governance Committee discussed a review of the bylaws and possible future trainings for the group. The Advocacy and Education Committee reviewed the legislative agenda discussing findings. The Finance Committee reviewed profit & loss, balance sheets, and fiscal year-to-date reports. The annual audit will begin later this month. During the System Office report, Dr. Tim Hardee shared data from each college including enrollment comparisons, percent of changes, and state funding formulas. College highlights were presented by Dr. Forest Mahan, Aiken Technical College president. The Award Committee reminded everyone of the winners and the presentations to be given at the ACCT conference. The ACCT report was given by Dr. Barnes who reminded the group of Leadership Congress, Oct. 8-12, 2023, in Las Vegas. She stated there is currently a vacancy in the Southern region. Ashley Jailette announced the ACCT reception for SCATCC members will be on Wednesday prior to the gala. Next SCATCC meeting will be in December.

- Commission Goals: Chairman Strange stated that the group had the opportunity to submit suggestions for developing future goals for the Commission. Some of these ideas were discussed at the recent Commission retreat and used to create the goals draft presented today. Brief discussion of the goals took place with Dr. DeHay reviewing each goal and the objectives associated with them. With no further discussion, Chairman Strange called for a motion to accept the goals as presented. Commissioner Powell moved, seconded by Commissioner Rosemond-Saunders that the 2023-2024 Commission Goals be adopted. The affirmative vote was unanimous.

- Upcoming Events: Chairman Strange announced the following events:
  - October 3: President’s Cup Golf Tournament
  - October 9-12: ACCT Leadership Congress
  - October 24: Annual Report Event
  - November 2: Men of Color Event at the Civic Center
  - November 28: Committee meetings
  - December 18: Fall Commencement at the Brook Center

- Next Commission Meeting, December 11, 2023 Board Room, Pendleton Campus

XI. EXECUTIVE SESSION – No executive session was needed at this meeting.

XII. ADJOURNMENT

The meeting was adjourned after the Executive Session at 1:58 p.m.

Approved:

\[Signature\]

Hamid Mohsseni, Commission Vice-Chair

Date: 12/11/2023