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

IV. APPROVAL OF MINUTES
Vice-Chairman Mohsseni presented the October 2, 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:
• 4-2-1013 Maintenance Plan for Equipment, Buildings, and Grounds

Vice-Chairman Mohsseni referred to Dr. DeHay for clarification on the policy to be approved. DeHay stated there were no changes for the maintenance 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 Rosemond-Saunders, that the policy be approved as presented. The affirmative vote was unanimous.
VI. **BUILDING COMMITTEE REPORT**

Committee Chair Butch Harris stated the Building Committee met virtually on Tuesday, November 28, 2023. Commission Committee members Butch Harris, Tom Strange, Hamid Mohsseni and John Powell were all present as well as Galen DeHay, Cara Hamilton, Ken Koper and Richard Macbeth from the College. The following items were discussed.

**Property Acquisitions:**
The TCTC Foundation, LLC purchased two different strategically located parcels of property over the last two years with the intention of selling these properties to the College for future academic programming or operation/administrative building expansions. The Roush Street property is located on 5.2 acres adjacent to the Anderson Quick Jobs Center and CDL truck driving pad across from the Anderson Campus. The plan is for the College to use this property to house the Power-Lineman & Heavy Equipment programs and to expand the CDL truck driving pad. The property is appraised at $290K and is being purchased from the Foundation, LLC at their cost of $265K in addition to professional fees for a total cost of approximately $285K. The second parcel is 9.3 acres adjacent to the Physical Plant on the Pendleton Campus. The Foundation, LLC purchased nine of the total 15 lots for $200K and the remaining six lots were donated by the seller. The property is buildable (not wetlands) and provides expansion opportunities for the College on the land-locked Pendleton Campus. Appraisal work is currently underway but it is anticipated the property will appraise for over $350K. The College will purchase this property at the Foundation, LLC’s cost in addition to professional fees. The Town of Pendleton and Anderson County have agreed to consolidate these 15 building lots into one parcel beginning in 2024.

The Building Committee made a motion to purchase the two parcels of property from the Foundation, LLC in an amount not to exceed $525K. After some discussion, the motion was unanimously approved by the Committee. The Building Committee brings this recommendation to the full Board for approval. After brief discussion, Vice-Chair Mohsseni called for the vote to purchase the two parcels of property from the Foundation, LLC in an amount not to exceed $525K. The affirmative vote was unanimous.

Commissioner Harris continued his report updating the Commission on the following projects:

He stated there are currently nine “strategic” capital projects in various stages of completion ranging from investments of $1.2 million - $25 million for a total of approximately $90 million. All projects that have begun are within budget and on track. All remaining projects are in design. Projects will be funded using State Capital Reserves, R&M appropriations or Plant Funds. Commissioner Harris stated Richard Macbeth and Ken Koper provided details on the Oconee Hall Renovation and Expansion Project, Oconee Exterior Stairwell, Central Energy Plant (CEP), Anderson Campus, and the Pickens Hall Project. Commissioner Harris briefly went over the current status of each project.

In conclusion, Commissioner Harris 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 stated the Finance Committee did not meet in November, but a summary was presented by College administration. Wanner reported no unusual or unexpected financial transactions or activity have occurred and the College remains within or favorable to budget. The Fiscal Affairs team continues to monitor revenue and expenses in relation to budget and prior year results and investigates anything that looks unusual. Wanner stated all projects are currently on track and within budget.

VIII. **PRESIDENT’S REPORT**
• **Spring Enrollment Update** - Jenni Creamer reported Spring enrollment as of December 4, 2023, with a headcount of 4425, up 1.6% from Spring 2023 and 84% of goal. She stated FTE was 3344.9, up 1.1% from Spring 2023 and 87% of goal. Creamer stated the window for enrollment was shorter this year with classes starting January 8, 2024, instead of after MLK Day as last year. Her team continues their hard work targeting students in specific groups.

• **Administrative Academy Update** - Jenni Creamer reported on the AOP Administrator Academy reminding the Board that it is a year-long professional development experience that provides K12 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. Creamer reviewed the participants from each district, the agenda topics covered in the September, October, and November meetings along with the participants rating of the sessions, and reported the topics for the upcoming sessions in 2024. To date all sessions have been well received and successful for the Academy’s vision to equip educational leaders with the understanding of the need to support career awareness and enhance student growth.

• **Transfer Success** – Dr. DeHay reported that the US Department of Education released new data on transfer performance. TCTC and Clemson have the highest bachelor’s completion rates in the nation with 20% of Title IV (those who receive federal financial aid) students who started at TCTC successfully earning a bachelor’s degree at Clemson within eight years. Comparatively, on average, only 13% of Title IV students who start at a community college earn a bachelor’s degree within eight years. Dr. DeHay credited the dedicated faculty and staff and long-term commitment to the infrastructure needed to support transfer students.

• **Men of Color Recap** - Dr. DeHay reported this year’s Men of Color event had Bakari Sellers as guest speaker with nearly 300 people in attendance. He stated nine high schools and five middle schools participated in the event. The event had six sponsors including: South State Bank, Anderson Beverage Outlet, Bon Secours, Minority Health Coalition, Urban League of the Upstate and Walmart. Dr. DeHay stated the event was covered by the media giving TCTC positive PR coverage. The Men of Color student organization participates in workshops, mentoring sessions, and other activities on campus that assist in closing achievement gaps.

• **Empower Up** – Dr. Mandy Elmore reported on Empower Up stating the program offers fast, flexible, and locally relevant training programs for adults. The courses are designed to support adult students, workforce development, and the local community and economy. The targeted audience is currently parents of Pickens County students who qualify for free or reduced lunch. Dr. Elmore stated courses offered will be in CNC, CDL, CNA, and electrical wiring. There is an open house on December 11 and the program start date is January 2024. Dr. Elmore stated the goal is to enroll 44 students in classes using TCTC curriculum/credentials, instructors and equipment and the School District of Pickens County equipment and facilities. Dr. Elmore stated this partnership effort with Pickens County has been well organized and advertised.

• **Recite Me** – Karen Potter reported on the new accessibility software *Recite Me*. She stated this is an accessibility and translation software that allows users to customize web content so they can read and understand in the way that works best for them. This accessibility checker ensures web content meets ADA requirements.

• **Goals Update** – Dr. DeHay gave a brief update on the 2023-2024 Commission goals reviewing each goal and the accomplishments to date. He stated a legislative assignment will be given out during the Chair’s report that corresponds to the goal of advocating for TCTC’s value with state and local government and economic development groups.

### IX. CHAIR’S REPORT

• **SCATCC Report**: Commissioner Rosemond-Saunders reported the SCATCC Board met on December 6, 2023, in Columbia. Prior to the meeting, the Board met with Dr. Tony Robinson
to evaluate the strategic plan that was developed a few years ago. At noon SCATCC Chair Priester called the regular Board meeting to order and the agenda and September 6, 2023, minutes were approved. Other business included committee reports and recommendations.

**Advocacy & Education Committee** – A reminder that 2024 is election year for senators and representatives in South Carolina with filing in March and a June primary. Noted: 90% of technical students live in South Carolina and 6,000 students enrolled in technical colleges have a bachelor’s degree.

**Communication & Award Committee** - Thanks to all colleges that participated last year’s awards. All colleges are encouraged to participate this year. SCATCC 2023 winners will be recognized on January 31, 2024, at the Commissioners’ Academy and Awards Program held at the Palmetto Club. Winners to be recognized included Commissioner: Anita Tucker from Trident, Equity: Tri-County Technical College; CEO: Dr. Forest Mahan, Aiken Technical; Faculty: Robbie Sharpe, Midland; and Professional Board Staff: Sally Cooke, Piedmont. SCATCC 2024 Awards Deadline, March 1, 2024.

**Finance Committee** – The report included all colleges paid their amount except Spartanburg Community College. Bauknight, Pietras, & Stormer, P.A. presented an audit report stating SCATCC was in good standing.

**Chairman’s Report** - Chair Priester thanked all members for their calls and prayers doing the passing of her grandfather. She asked everyone to share the upcoming events with their Boards and encourage them to attend.

The Executive Director reported the following event dates:
- Commissioners’ Academy and Awards – January 31, 2024, Palmetto Club
- National Legislative Summit, Feb. 4-7, 2024, Washington, DC
- SC Tech Day Luncheon – Feb. 21, 2024, State House Grounds

- **2023 TCTC Commission Self-Evaluation** - Vice-Chairman Mohsseni passed out copies of the Commission self-evaluation. Dr. DeHay asked the board to review the results. Brief discussion took place on areas that need possible improvement.

- **2023 Board Goal Legislative Assignments** - Vice-Chairman Mohsseni handed out the legislative assignments. Dr. DeHay stated that the assignments have been made in correspondence to the Board’s goal to advocate for Tri-County’s value with state and local government and economic development groups. He stated he would like each Commissioner to meet with at least one legislator individually along with the President and Chief of Staff to stress the value of the College to the state.

- **Bylaws Review Committee appointment:** Vice-Chairman Mohsseni, per Chairman Strange, appointed Commissioners Strange, Rosemond-Saunders, and himself to the Bylaws Review Committee, asking the group to meet in January and bring any recommendations for changes in the bylaws to the February 5, 2024, meeting.

- **Nomination Committee appointment:** Vice-Chairman Mohsseni, per Chairman Strange, appointed Commissioners Young, Wanner, and Smith to the Nomination Committee, with Commissioner Young presiding as chair. He requested the group bring their recommendations for the slate of Commission officers to the February 5, 2024, meeting.

- **Upcoming Events:** Vice-Chairman Mohsseni announced the following events
  - December 18 – Fall Commencement
  - January 24, 2024 - AOP Legislative Breakfast- Columbia
  - January 30, 2024 - Committee meetings
  - January 31, 2024 - SCATCC Awards, Legislative Luncheon and Commission Academy-Columbia
  - February 4-7 – ACCT NLS Washington, D.C.

- Next Commission Meeting, February 5, 2024, Board Room, Pendleton Campus
X. ADJOURNMENT

The meeting was adjourned at 1:45 p.m.

Approved: [Signature]

Thomas F. Strange, Commission Chair

Date: 2/5/2024