Tri-County Technical College Commission Minutes
Ruby Hicks Board Room, Pendleton Campus
February 7, 2022

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

Present Staff
Dr. Galen DeHay, President
Dan Cooper, Chief of Staff
Dr. Chris Marino, Director of Institutional Effectiveness
Cara Hamilton, VP Business Affairs
Jenni Creamer, AVP for College Transitions
Grayson Kelly, VP of Institutional Advance. & Business Relations
Marcie Leake, AVP for Human Resources
Linda Jameison, VP Student Support and Engagement
Kathy Brand, Executive Assistant

Absent: Commissioner Jim Kaplan
Karen Potter, Sr. Director of Strategic Communication & Engagement

Guests: Lisa Garrett, Public Relations

I. CALL TO ORDER
Chairman Young 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 Mohsseni gave the invocation.

III. APPROVAL OF AGENDA
The Chair presented the agenda and asked if there were any changes. Commissioner Rosemond-Saunders, joined the meeting remotely from the National Legislative Summit in Washington, DC, and requested to share her SCATCC report following the approval of the agenda and minutes. Hearing no other requests, the agenda stood as approved.

IV. APPROVAL OF MINUTES
Chairman Young presented the December 13, 2021, minutes and asked if there were any changes or additions. Hearing none, the minutes stood approved as submitted.

V. FINANCE COMMITTEE REPORT
Committee Chair Jim Wanner reported the Finance Committee met virtually on January 27, 2022. No actions were required of the Committee at this time, but the following items were discussed:

**YTD financial results through December 31 (50% through the FY):**
Total revenue is at 84.1% of budget and ahead of prior year by $2.2 million.
Overall expenses are at 46.5% of budget and $2,950 ahead of prior year.
Net revenue is favorable to prior year-to-date budget by $1.3 million.
Expenses are trending favorably to budget. Travel expenses remain low as the College continues to limit travel due to efforts to slow the spread and minimize the impact of COVID on campus.
Conclusion: There are no concerns at this time on YTD results as it relates to budget. Commissioner Wanner also reported on the following items:

**HEERF Funds:** Total HEERF funds awarded = $27,35 million. All HEERF I and II funds have been expended. Prioritized plans exist for the HEERF III funds. Plans include a combination of use for student aid, IT equipment/technology infrastructure enhancements, and physical plant HVAC/air flow improvement and student density reduction all related to the spread of COVID-19.

**GEER Funds:** The College has been awarded $1.4 million in GEER Workforce Scholarship funds for the Future. All these funds will be used to offset the tuition related to credit and non-credit technical programs. The Governor has included a request for an additional $124 million in Workforce Scholarship funds in the FY22-23 State budget.

**FY21 Compliance Audit:** Fiscal Affairs staff is working with the College’s external auditors to complete the compliance audit for the year that ended June 30, 2021. This work and the related audit report are expected to be complete in the next 30 days. Administration has no indication of any audit issues at this time.

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

VI. BUILDING COMMITTEE REPORT

Committee Chair Butch Harris reported the Building Committee did not meet in person or virtually prior to the February Commission meeting; however, College administration provided the Committee with a written update that was distributed via email. A summary of that update included the following information on current projects:

There are currently 20 “significant” capital projects in various stages of completion ranging from investments of $100,000 - $15,000,000 for a total of $27,500,000. All projects that have begun are within budget and on track. All remaining projects are in design. These projects will be funded using available HEERF III ($2.1 million), State Capital Reserves ($5 million) or R&M appropriations ($8 million), or Plant Funds ($11 million).

Four items on the project list have been completed since the last update and were funded with College Plant Funds as budgeted. These included: Wilson Hall Automotive Lab, Pickens-Anderson Hall roof replacement, AHEC new entrance, and 9 classrooms updates in Pickens Hall.

Commissioner Smith asked how the College was able to consistently complete its capital projects within budget and if the budgets were too conservative with too high of contingencies. College administration explained that capital project budgets are conservative and generally include an amount for unplanned costs (contingency) but that this is done to ensure approved projects have adequate funds set aside to complete the projects using sound engineering and construction practices. Escalating labor and material costs and supply chain delays continue to exist in the construction sector. These challenges are considered and monitored in all projects.

The Oconee Hall Renovation and Expansion project (Phase I – Pre-Design) was presented and approved by JBRC and SFAA on January 19 and 25, respectively. An evaluation team will be formed to begin the Request for Qualification (RFQ) process for both architectural design and construction management at risk (CMAR) delivery method. This project has been approved for use of CMAR by the Office of State Engineers (OSM).

**Conclusion:** College administration believes all capital and facilities maintenance projects are on track and being soundly managed from a project management and financial standpoint.

VII. PRESIDENT’S REPORT
Dr. DeHay reported that the AOP Legislative breakfast held on January 26, 2022, in Columbia was well attended and successful in engaging the continued support of local legislators. Dr. DeHay updated the Commission in the following areas:

- **Business and Industry Engagement Strategy**
  - Goals review
  - History and current status of strategy
  - B&I engagement strategy path forward

- **Spring 2022 Priorities**
  - Maintain a safe on-campus learning and working environment.
  - Strengthen enrollment efforts and student support initiatives for students and populations who did not attend over the past year due to COVID-19, particularly low-income students and students of color.
  - Deliver high-quality instruction and support services so that students succeed (e.g., enter the workforce or transfer to a four-year college or university).
  - Find new ways to reconnect and collaborate with colleagues.

- **Enrollment update for Spring 2022**
  Jenni Creamer presented the following Spring enrollment update to the Commission:
  - **Headcount Goal** | **Current enrollment** | **% of Goal** | **Change from prior year down**
    - 5174 | 5025 | 97.1% | -2.05%
  - **FTE goal** | **Current enrolled** | **% of Goal** | **Change from prior year down**
    - 3854.5 | 3718.2 | 96.4% | 1.11%
  - Year-to-year comparisons include:
    - **Spring 2020** | **Spring 2021** | **Spring 2022**
    - Headcount: 5337 | 5130 | 5025
    - FTE: 3948.9 | 3677.2 | 3718.2
  Creamer also reviewed the percent change in total enrollments from 2017-2021 by other institutional sectors. Additional discussion occurred regarding various outreach and high school engagement efforts, as well as, future trends and recruiting efforts.

- **Removing Financial Barriers to College**
  - **GEER Fund**: Governor McMaster announced a partnership between the Department of Employment and Workforce and the S.C. Technical College System that makes workforce training available at no cost. Training is provided by the state’s 16 technical colleges with participants earning an industry-recognized credential and/or certificate in a critical workforce area such as health care, computer information technology or manufacturing in 16 weeks or less. Training costs, along with any required course materials and assessments, are covered by the Governor’s Emergency Education Relief Fund, also known as the GEER Fund.
  - **Workforce Scholarships for the Future**: Governor McMaster announced the Workforce Scholarships for the Future initiative, which aims to address critical workforce shortages in industries like manufacturing and health care through high-quality, affordable education at the state’s 16 technical colleges. Currently funding is available through the spring 2022 semester, but the hope is that it will be expanded through 2024.
  - **TCTC First-Generation Endowment**: The Foundation recently established a First-Generation Endowment to provide financial support to students embarking on a new and exciting journey that will lead to a better life. Dr. DeHay stated he
was deeply touched that the Foundation chose to name this endowment in his honor.

VIII. CHAIR’S REPORT

- South Carolina Association of Technical College Commissioners Report:
  Commissioner Rosemond-Saunders reported the following information from the February 2, 2022, SCATCC event held in Columbia:
  A. New Trustees Orientation topics covered:
     1. Finance 101 by Mr. Harold Hawley, Vice President for Business Affairs, Horry Georgetown Technical College
     2. Governance Policy and Policy and Procedures by Mr. Warren Ganjehsani, Legal Counsel, SC Technical System
     3. Advocacy with Q & A, Mr. Billy Routh, SCATCC Lobbyist
  B. Recognition of SCATCC 2021 Awards Recipients Program
     1. Commissioner Leadership Award – Commissioner General Art Brown, Technical College of the Lowcountry
     2. Chief Executive Officer Award – Dr. Galen DeHay, President, Tri-County Technical College
     3. Equity Award – Midlands Technical College
     4. Faculty Member Award – Ms. LaQuinta Yates, Midlands Technical College
     5. Professional Board Staff Member Award – Ms. Kim Boatwright, Midlands Technical College
     6. Commissioners recognition for years of service: eight for 5 years, eleven for 10 years, eight for 15 years, and twenty-one for 20+ years of service. (10 years, Allard Young and 20+ years, Helen Rosemond-Saunders)
  C. Commissioners’ Academy topics covered:
     1. Robert’s Rules Revised and Renewed by Ms. Lavon Moore, PRP, District Director, National Association of Parliamentarians.
     2. Financial Funding Sources by Mr. Randell Johnson.
     3. Technical College Success Story by Jayla Hill, Aiken Technical College student.
     4. Where Commerce Meets the SC Workforce by Mr. Harry Lightsey, Secretary of Commerce, Dr. Tim Hardee, President of SC Technical College System.
     5. Lt. Governor Pamela Evette shared her personal technical college story.
  D. SCATCC Legislature Reception followed the Academy at the Palmetto Club
  E. Upcoming Events:
     a. March 1 - Deadline for 2022 SCATCC Award entries
     b. March 23 - State Technical College Day- State House Grounds 11am

- Nomination Committee Report: Commissioner Powell reported that the Nominating Committee consisting of Commissioners Jim Kaplan, Hamid Mohsseni, and himself, met and presents the following recommendation to the Board for the slate of Commission officers effective April 1, 2022:
  - Chair - Tom Strange
  - Vice Chair - Hamid Mohsseni
  - Secretary - Jim Kaplan

Chairman Young reiterated that this was a recommendation from the Nominating Committee and asked if there were any discussion. Hearing none, he called for a vote on approving the slate of Commission officers effective April 1, 2022. The affirmative vote was unanimous.
Tri-County Commission Minutes (February 7, 2022)

- **Announcements**: Chairman Young stated the dates for the following meetings:
  - Committee meetings for the Commission are set for March 22, 2022.
  - Next Commission Board meeting is set for April 4, 2022.

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

Approved: ___________________________  Date: 4/4/2022

Thomas F. Strange, Commission Chair