Tri-County Technical College Commission Minutes

Ruby Hicks Board Room, Pendleton Campus

December 12, 2022

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

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 for Human Resources
Linda Jameison, VP Student Support and Engagement
Kathy Brand, Executive Assistant

Guests: Marcus Guess, Campus Police Chief
Absent: Commissioner Jim Kaplan, Chris Marino, Director of Institutional Effectiveness, Jenni Creamer, AVP of Enrollment MGT & Educational Partnerships

I. CALL TO ORDER
Vice-Chairman Mohsseni 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). Chairman Strange joined the meeting virtually after technical issues were resolved.

II. INVOCATION
Commissioner Young gave the invocation.

III. APPROVAL OF AGENDA
Vice-Chair 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-Chair Mohsseni presented the October 3, 2022, minutes and asked if there were any changes or additions. Hearing none, he called for a motion to approve the minutes. Commissioner Harris moved, seconded by Commissioner Powell, that the minutes from October 3, 2022, be approved as submitted. The affirmative vote was unanimous.

V. CONSENT ITEMS
TCTC Institutional Policies for approval:
- 3-1-5014 Instructional Materials/Property
- 3-2-1013 Requirements for Graduation
- 3-2-1055 Joint Participation in Credit & Continuing Education Depts in Delivering Credit Courses

Vice-Chair Mohsseni referred to Dr. DeHay for clarification on the policies to be reviewed. Dr. DeHay clarified each policy noting changes. Vice-Chair Mohsseni asked if there were any questions regarding the policies, hearing none he called for a motion to approve the three policies as

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submitted. Commissioner Powell, moved, seconded by Commissioner Young that the policies be approved as submitted. The affirmative vote was unanimous.

VI. CURRICULUM AND INSTRUCTION COMMITTEE REPORT

Commissioner Rosemond-Saunders reported the Curriculum and Instruction Committee met on Tuesday, November 29, 2022, to review and discuss a report on enrollment and on academic programs. She stated an update was provided on spring enrollment which remains on track to meet or exceed both headcount and FTE goals. Ongoing enrollment efforts include broad and targeted promotions of no-cost tuition and targeted outreach events for low-income communities and students of color. Commissioner Rosemond-Saunders reported the update on academic programs included that the College has begun preparing its master plan for the Anderson Community Campus. Under the umbrella of Transportation and Logistics, the new academic programs under consideration include Diesel and Heavy Diesel, and Electric Vehicle Batteries. Considerable progress has been made in establishing Plastic Injection Molding at the Oconee Community Campus. The Committee heard a report on the Corporate and Community Education (CCE) Division. In 2020-2021 CCE grossed approximately $3.5 million in revenue. In that same year CCE’s annualized student completion was 76% and its annualized student placement was 68%.

Commissioner Rosemond-Saunders reported discussion took place on how the College uses wages as a decision criterion for evaluating existing programs and determining whether to offer new programs. The Committee offered ideas that College leadership will use to enhance how programs are evaluated against family-sustaining wage standards.

VII. FINANCE COMMITTEE REPORT

Commissioner Wactor reported the Finance Committee meeting was held on November 29, 2022, at which all committee members were present in addition to Brian Nicholson, Mauldin & Jenkins, Galen Dehay, Cara Hamilton and Tracy Wactor. Commissioner Wactor stated an audit presentation made by Brian Nicholson, engagement manager, of Mauldin & Jenkins, reflected 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. The summary of key audit results was as follows:

- Financial Statements – unmodified opinion (No identified errors, omissions, etc.)
- Internal Controls – No significant or material internal control weaknesses were identified
- No financial statement adjustments or reclassifications were recommended – “Clean audit results/report”

Tracy Wactor reviewed and updated the Finance Committee on the following:

- Financial Statement Highlights from Fiscal Year 2021-22:
  - TCTC’s Unrestricted Net Position (adjusted for GASB Pension and OPEB entries) is $9.77 mil, which equates to 75 days of operating expense coverage as prescribed by the Commission.
  - Contingency of $1.5 mil was not used in FY21-22.
  - Transfer to Plant Fund (Accumulated Maintenance & Capital Reserve) was $6.55 mil.
  - Budget Variance Report as of June 30, 2022 – No unusual items
  - Budget Variance Report as of October 31, 2022 – No unusual items

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

Commissioner Wanner also reported the Federal HEERF grant funding is being used to offset the costs mitigating the impact of COVID to College operations. HEERF III must be expended by
June 30, 2023. It is estimated $1.7m of the remaining $2.5 mil in Institutional HEERF funds will be used for student scholarships. The remaining institutional funds will be used to fund prioritized College initiatives. College administration has no concerns regarding to ability to expend these funds properly and by the required due date. Commissioner Wanner stated Spring enrollment is trending well. Discussion on differential tuition took place with the conclusion: The research and recommendation for a change in current tuition structure is on track for Q1, 2023. Commissioner Wanner stated the annual budget development process will begin January. He concluded the report stating 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.

VIII. PRESIDENT'S REPORT

SC Law Enforcement Accreditation: Dr. DeHay introduced Chief Marcus Guess of the TCTC Campus Police department to update the Commission on the College’s recent S.C. Law Enforcement Accreditation. Chief Guess proudly reported that TCTC has officially received the South Carolina Law Enforcement Accreditation (SCLEA). He stated SCLEA is the official South Carolina state accrediting body responsible for administrative tasks associated with accreditation. SCLEA is a voluntary initiative for professional improvement, fashioned in ways that best meet local needs while simultaneously expressing commitment to professional law enforcement practices. Since 1999, SCLEA has been recognized as a means of maintaining the highest standards of law enforcement accreditation. Chief Guess gave credit to his staff, reporting the department went through a five-phase process in only two years, is the first technical college police department in the state to obtain SCLEA, and the TCTC police department is the smallest agency (with 14 members) to be state-accredited. Dr. DeHay stated that a ceremony was held in Columbia for the official accreditation, but the College will be holding a ceremony on campus January 13, 2023, to celebrate this outstanding accomplishment and he invited the Commission to attend.

Enrollment Update: Dr. DeHay gave an update on spring 2023 enrollment stating currently headcount is at 4508, 88% of goal and FTE is at 3403, 89% of goal. He stated the College is extending zero-cost tuition through the spring 2023 semester, made possible by HEERF funds, GEER funds, Workforce Scholarships for the Future, and the TCTC Foundation. The enrollment deadline is January 9, 2023.

Recent Events and Accomplishments: Dr. DeHay reported the College’s annual report reception had more than 100 community partners and donors in attendance. At the event Cornell Dubilier was announced as the 2022 Philanthropist of the Year and Ruthie Millar was named the 2022 Distinguished Alumni of the Year. Dr. DeHay stated the annual Men of Color luncheon was wildly successful with more than 100 students from the tri-county region in attendance. Guest speaker, former NFL player Levon Kirkland, had a powerful message to share, and he was followed by an impactful panel discussion featuring TCTC alum and Chief Operating Officer of Good Sense Automation Shan Smith; TCTC alumnus and pastor of New Manna Church Eduardo Nieves; Anderson Mayor Terence Roberts; and Chief Diversity Officer of AnMed Health Juana Slade. Dr. DeHay stated a First-Generation celebration was held for faculty, staff and students. He reported the most recent Medical Assisting graduates received a 100% pass rate on their certification exam, putting TCTC scores ranking in the 91st percentile in the nation compared against other Medical Assisting certification scores. Dr. DeHay concluded informing the Board of the plastic injection mold training course that recently kicked off at the Oconee Campus. This course taught one night a week for seven weeks teaches the basics of the injection molding process and students have the opportunity to engage in hands-on learning thanks to a 180-ton injection machine donated by Engel Machinery. With the unemployment rate low and so few skilled plastic mold injection technicians in the area, this course is filling a critical workforce need for our area employers. He invited the
Commission to the pilot class conclusion and awarding of credentials on Thursday, December 15 at the Oconee campus at 6 p.m.

**Board Goals update:** Dr. DeHay reviewed the current board goals stating many of the Board members have met or are meeting with state and local government officials and economic development groups in your areas. Regarding the development of academic programs and facility plans for community campuses, Dr. DeHay reported the progress made on the Anderson Campus master plan and the Pickens County Feasibility study. Dr. DeHay stated the College has a new strategy being developed in partnership with S.C. Department of Employment and Workforce (SCDEW) to improve access and success for lower-income students and minority students. The College is working with SCDEW to identify unemployed individuals in opportunity zones in the AOP region and also working with influencers in those areas to help connect these individuals with opportunities at TCTC.

**IX. CHAIR’S REPORT**

**SCATCC Report:** Chairman Strange asked Commissioner Rosemond-Saunders to give the SCATCC report. Commissioner Rosemond-Saunders shared the Legislative priorities handout from the SC Technical College System. She presented the following agenda summary from the December 7, 2022, SCATCC meeting:
- Approval of agenda and September 7, 2022 SCATCC minutes
- Dr. Rosaline Sumpter, VP for Academic Affairs at the SC Technical College System, presented system office information on Mental Health and first aid training.
- The Finance Committee presented information on the FY2021-22 audit and quarterly financials.
- Reports from the Governance Committee and Advocacy and Education Committees were given. An evaluation on how to measure effectiveness of the lobbyist is being developed.
- Information on the SCATCC Legislative Luncheon and Day of Learning were announced for February 1, 2023 at the Palmetto Club.
- 2022 program preparations and deadlines for 2023 award nominations were discussed.
- State Board and ACCT updates were given, as well as, the chairman’s report and the executive director’s updates.

Commissioner Rosemond-Saunders noted that information on the campus police accreditation should be sent to the SCATCC director so the College can be highlighted for this achievement.

**Appointment of Nomination Committee:** Chairman Strange appointed the Commissioners Young, Wanner, Smith to the Nomination Committee asking Commissioner Young to chair the committee. He requested the committee meet prior to the February 6, 2023, Commission meeting and bring forth their recommendations for Commission officers.

**Upcoming Events:**
- Fall Commencement - December 13, 2022, at 6 p.m. at the Brook Center in Clemson.
- 2023 AOP Legislative Breakfast – February 1, 2023, Columbia, SC
- SCATCC Legislative luncheon and Day of Learning – February 1, 2023

The next Commission Board meeting will be on February 6, 2023, Pendleton Campus.

**X. EXECUTIVE SESSION**

With no further business to discuss at this time, Chairman Strange entertained a motion that the board move into Executive Session. Commissioner Powell moved, seconded by Commissioners Young and Smith that the Commission move into Executive Session. The affirmative vote was unanimous.
XI. ADJOURNMENT
The meeting was adjourned at 1:45 p.m.

Approved:

Thomas F. Strange, Commission Chair

Date: 2/6/2023