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

April 1, 2024

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

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
Dr. Amanda Elmore, AVP of Curriculum and Instruction
R. Chris Marino, Director of Institutional Effectiveness
Linda Jameison, VP Student Support and Engagement
Kathy Brand, Executive Assistant to President

Absent: Commissioner Jim Kaplan, Sarah Shumpert, Organizational Development Strategist
Guests: Tracy Wactor, Controller/Director of Fiscal Affairs, Hope Stacy, Executive Assistant to AVP of Curriculum and Instruction

I. CALL TO ORDER
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).

II. INVOCATION
Courtney White, executive director of the Foundation, gave the invocation.

III. APPROVAL OF AGENDA
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
Chairman Mohsseni presented the February 5, 2024, minutes and asked if there were any changes or additions. Hearing none, the minutes stood approved as submitted.

V. CONSENT ITEMS
TCTC Institutional Policies:
- 1-2-1024 Communications
- 3-1-5013 Sale of Textbooks and Educational Supplies
- 1-2-1025 Branded Social Media

Chairman Mohsseni referred to Dr. DeHay for clarification on the policies to be approved. DeHay stated there were either no changes or only verbiage edits on the policies to be approved. After a brief explanation that changes were made in the procedures, not the policies, Chairman Mohsseni asked if there were any questions. Commissioner Wanner asked about procedures regarding social media, and Karen Potter clarified all social media accounts had to go through marketing to be approved. Clarification also was given by Dr. DeHay on direct digital access subscriptions costs. With no questions or further discussion, the Chairman called for a motion to approve the policies.
Commission Harris moved, seconded by Commissioner Powell, that the policies be approved as presented. The affirmative vote was unanimous.

VI. BUILDING COMMITTEE UPDATE
Commissioner Harris reported the Building Committee met virtually on Tuesday, March 26, 2024. The following is an update on the information that was discussed:

**Current Projects:** Commissioner Harris reported there are currently 11 capital projects in various stages of completion ranging from investments of $100,000 - $31,000,000 for a total of $96,450,000. All projects that have begun are within budget and on track. All remaining projects are in design or in the initial ideation stage. These projects will be funded using State Capital Reserves, R&M appropriations, or Plant Funds.

**Oconee Hall Renovation & Expansion Project:** Director of Project Management Richard MacBeth updated the Committee on the Oconee Hall Project. Oconee Hall is close to being “in the dry” with the goal of conditioning the space in early May after the delivery and installation of the chiller in early April. Commissioner Harris acknowledged approximately 50,000 work hours have occurred on this project without injury or incident.

**Oconee Hall Stairwell:** Design work has been completed and this project is out for bid. The contract will be awarded on April 4, 2024. Post award meetings will begin immediately as this project needs to be completed in conjunction with the completion of Oconee Hall.

**Central Energy Plant Expansion:** All prework on this project is ahead of schedule including the installation of the controls and placement of the cooling tower. The College was notified that the chiller delivery has been delayed. The estimated new delivery date is not an issue but the vendor and the project team are aligning on several alternative options in the event the equipment is further delayed. Delivery or alternative options will alleviate any impact on the Oconee Hall project.

**Pickens Hall:** Richard MacBeth reported that DP3 has been selected as the architect on this project and contract negotiations are underway. DP3 is currently the architect on the Oconee Hall project and demonstrated to the RFQ evaluation committee through their on-site presentation that they understand the College’s mission, vision, values and the significance of several key design elements of this project. CMR proposals and interviews will begin in April and conclude in early May.

**Anderson Campus Master Plan Update:** The architectural firm, Craig, Gaulden, Davis, completed its feasibility study. Documentation has been submitted to the State for approval to begin Phase 1 design. Immediately after State approval, the College will advertise for professional services beginning with architectural and engineering followed by the CMR.

Commission Harris concluded his report stating the Building Committee was highly complementary of administration and the physical plant team recognizing the complexity of planning and managing several significant capital projects concurrently including MEP and swing space considerations and departmental resources. The Committee also expressed that it believes all capital projects are on track and being soundly managed from a project management and financial standpoint.

VII. FINANCE COMMITTEE REPORT
Commissioner Wanner reported the Finance Committee met virtually on Tuesday, March 26, 2024. The following was discussed:

1) The committee reviewed the February YTD 2023-24 month-end financials.
   - YTD budget results through February 29, 2024 were consistent with prior month end reports.
   - No significant changes from previous reports. Net positive variance from prior year of $1.4 million through February.

**Revenue:** Summer session registration opened on March 25. State appropriations are ahead of budget for the year by approximately $1.0 million. Local appropriations are on target for the...
year. Interest income is ahead of last year by approximately $950K due to CD investment returns year over year.

**Expenses:** There are no surprises or significant spending ahead of budget other than time-related items like software, insurance and dues and memberships.

**In Conclusion:** Barring any unexpected costly expenditures, the College’s revenue and expenses are on-track at this time and College Administration anticipates net favorable budgetary results for the year ending June 30, 2024.

2) Commissioner Wanner stated the Finance Committee reviewed tuition and fee recommendations from the administration. The committee discussed legislative pressure not to increase in-county and the challenging financial impact of a fifth consecutive year of flat in-county tuition rates. College administration recommended no increase to in-county tuition at this time. If the preliminary State budget does not include an increase of recurring appropriation this decision will be reconsidered. The committee’s top priority is to ensure TCTC remains affordable, especially for students with the greatest financial need recognizing that at some point tuition will have to increase in relation to the value and services the College delivers to our students and communities and to address increasing operating costs. The Finance Committee voted unanimously to freeze in-county tuition at $185.33 beginning Fall 2024 for fiscal year 24-25.

3) Commissioner Wanner also stated the Finance Committee reviewed program fees and the program fee assessment model which was implemented in the Fall 2023. Administration reported that for the Fall and Spring semesters program fee revenue is slightly above the cost of course related instructional supplies and services. Program fees and the program fee assessment model will be evaluated again after the Summer term and the completion of the first full year of implementation. Based on the initial results Administration recommended that Program Fees remain unchanged for FY24-25. The Finance Committee approved the recommended program fees for FY24-25 by a unanimous vote.

Commissioner Wanner requested the full Commission vote on the recommendations from the Finance Committee to accept the tuition and program fees as presented. Commissioner Strange stated there should be two separate votes, one for tuition and the other for program fees. Chairman Mohsseni called for the vote as recommended by the Finance Committee to freeze in-county tuition at $185.33 beginning Fall 2024 for fiscal year 24-25. The affirmative vote was unanimous. Chairman Mohsseni called for the vote to approve the program fees to remain unchanged for FY24-25. The affirmative vote was unanimous.

4) College administration reviewed the estimated FY24-25 County Budget requests. The committee was in support of the recommended county budget requests. The College’s formal county budget requests will be shared with the County Finance Directors and individual County Council members and County Administrators over the next several months by College Administration.

5) In anticipation of the operating budget development process that is currently underway for FY 24-25, College administration highlighted projected budgetary challenges as follows:
   a. Proposed State increases (i.e. compensation, retirement and employer health insurance)
   b. Increasing costs of insurance (property and liability) provided by the Insurance Reserve Fund
   c. Increasing costs of other operating costs including but not limited to utilities, service contracts (specifically janitorial), technology, and the impact of costs related to supply chain issues.
   d. Changing interest rate environment and the impact the anticipated decline in interest rates will have on College Miscellaneous Revenue.

6) **Personnel Updates:** The Accounting Manager position has been filled and a prioritized Accountant FTE position has been approved for hire. Both of these positions will have a significant impact on work load balancing, cross training and enhanced review and controls in the Fiscal Affairs department. A candidate has accepted the position of Chief of Campus Police and is scheduled to start on April 15.
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Commissioner Wanner concluded his report stating the Finance Committee was comfortable with the information shared and complimented Administration and the Fiscal Affairs department for their exemplary financial and budgetary controls and results especially considering the challenges of managing fiscal and budgetary sustainability and integrity with ongoing flat in-county tuition rates, escalating costs, increased regulatory and compliance reporting with departmental staffing vacancies/shortages.

VIII. President’s Report

- Recent Achievements: Dr. Galen DeHay reported on recent achievements, including a $500,000 gift from the Gene Haas Foundation supporting the CNC program; the Veterinary Technology students receiving the SCTEA first place award for their community involvement project; the start of the third Manufacturing Works cohort, which received the 2024 CCA Instructional Program Award; the completion of the second cohort of Plastic Injection Mold, which received the 2023 CCA Instructional Program Award; and the highest spring enrollment post-Covid for I-BEST.

- Upcoming Events: Dr. DeHay shared the dates and information on the following upcoming events:
  - Men of Color Golf Tournament: Thursday, April 4, 2024, at 8:30 a.m. at Southern Oaks Golf Course
  - International Network of Michelin Cities: April 16-18, 2024, in Anderson with a visit to TCTC Pendleton Campus on April 17.
  - Spring Commencement: Tuesday, May 7, 2024, at 6 p.m. Littlejohn Coliseum with keynote speaker Carol Burdette.

- Legislative Update: Dr. DeHay asked Dan Cooper to give the legislative update. Cooper reviewed the State revenue forecast and the current State budget status. He stated the finalized budget information will not be available until June 2024.

- Board Goals Update: Dr. DeHay gave a brief update on the 2023-2024 Commission goals reviewing each goal and the accomplishments to date.

IX. Chair’s Report

- SCATCC Report: Commissioner Rosemond-Saunders reported the last SCATCC Board meeting took place on March 6, 2024, in Columbia.

- System President’s Report: Dr. Hardee reported on the State Board retreat, recently held in Kiawah. He stated the State Board discussed the importance of financial reporting, had a panel of presidents sharing perspectives on current issues, and reviewed important changes that lay ahead. Dr. Hardee asked that colleges consider not raising tuition, and he mentioned that starting in November 2025 the funding formula will change from 5% to 10% based on performance with 8% being academic and 2% finance related.

Committee reports included:

- Advocacy and Education: Billy Routh reported on a number of items are being debated and stated the Ways and Means Committee adopted its version of the FT24-25 State budget that includes $673 million in “new” recurring revenue and a surplus of about $900 million. While the committee budget funded the majority of the Technical College System requests, it did not include any tuition mitigation funds. Routh reported that this is expected to be added in the Senate. The budget will be debated on the floor beginning February 12, 2024, and then goes to the Senate.
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- **Communications and Awards:** A record number of nominations have been submitted for the Southeastern awards. The committee will begin to score and announce winners soon.
- **Governance Committee:** The committee reviewed and adopted the bylaws with proposed changes.
- **Director’s report:** Ashley Jailette stated the New Trustee orientation had the best attendance in its history and the Awards luncheon followed by the Academy, where Governor McMaster spoke. The legislative luncheon in Washington, DC, during the ACCT-NLS was also well attended. As mentioned above, the awards deadline was March 1 with a record number of submissions, with the largest continuing to be for Commissioner leadership nominations. The committee will begin the scoring of those nominations and winners will be announced by early May in order to meet the June deadline for the Southeast deadline. Jailette conclude stating the Board Retreat planning and preparations will be starting soon.

- **Commission Committee Assignments for 2024-2025:** Chairman Mohsseni presented the Commission Committee assignments for 2024-2025.

- **Upcoming Events:** Chairman Strange announced the following events:
  - April 25, 2024 Foundation’s President’s reception at the Farm House
  - April 26, 2024 Spring Commission Retreat
  - May 2, 2024 Convocation 9:30 a.m. in AHEC
  - May 7, 2024 Commencement 6 p.m. at Littlejohn Coliseum
  - May 28, 2024 Virtual Commission Committee meetings: times TBD

- **Next Commission Meeting, June 3, 2024, Board Room, Pendleton Campus**

**X. ADJOURNMENT**

The April 1, 2024, meeting was adjourned at 1:35 p.m.

Minutes Approved:  

[Signature]

Hamid R. Mohsseni, Commission Chair  
Date: 6/3/2024