Tri-County Technical College Commission Minutes
June 3, 2024 / Ruby Hicks Board Room, Pendleton Campus

**Members Present**
Hamid Mohsseni, Chair
Helen Rosemond-Saunders
Tom Strange
Leon Harris
John Powell
Al Young
Jim Wanner
Jim Kaplan
Melanie McLane

**Staff Present**
Dr. Galen DeHay, President
Dan Cooper
Linda Jameison
Karen Potter
Courtney White
Dr. Amanda Elmore
Dr. Chris Marino
Sarah Shumpert
Rhonda Gibby
Kathy Brand
Hope Stacy

**Absent:** Cara Hamilton

**Guests:** Jennifer Kelly, Executive Director of Worklink Workforce Development Board; Tracy Wactor, Director of Fiscal Affairs; Chief Chris Scott, Campus Safety; Lisa Garrett, Public Relations Coordinator

I. **CALL TO ORDER AND INVOCATION**
Chairman Hamid Mohsseni called the meeting to order and welcomed commissioners, staff, and guests. He stated that the appropriate notice had been sent to the media as required by the Freedom of Information Act (FOIA).

Commissioner Helen Rosemond-Saunders gave the invocation.

II. **APPROVAL OF AGENDA**
Chairman Mohsseni presented the agenda and asked if there were any changes or additions. With no changes or additions, Commissioner Young made a motion to approve the agenda as submitted. Commissioner Harris seconded the motion. The affirmative vote was unanimous.

III. **APPROVAL OF MINUTES**
Chairman Mohsseni presented the April 1, 2024, minutes and asked if there were any changes or corrections. Hearing no corrections, Commissioner Powell made a motion to approve the minutes as submitted. Commissioner Rosemond-Saunders seconded the motion. The affirmative vote was unanimous.

IV. **INTRODUCTION OF NEW COMMISSIONER**
Chairman Mohsseni introduced the College’s new commissioner, Melanie McLane. Commissioner McLane has been appointed to represent Pickens County.

V. **CONSENT ITEMS**
TCTC Institutional Policies:
- 3-2-1035 SC Illegal Immigration Reform Act
- 3-2-1041 Confidentiality of Student Records
- 4-2-1016 College Vehicle Utilization
• 1-1-1010 Policy and Procedure Development
• 1-2-1030 Administrative Systems and Data Security

Chairman Mohsseni referred to Dr. Galen DeHay for clarification on the policies to be approved. Policies are reviewed by the Commission every three years. Dr. DeHay stated there were either no changes or only verbiage edits on the policies to be approved. After a brief explanation, Chairman Mohsseni asked if there were any questions. With no questions or further discussion, the Chairman called for a motion to approve the policies. Commissioner Strange made a motion to approve the policies as submitted. Commissioner Young seconded the motion. The affirmative vote was unanimous.

VI. CURRICULUM AND INSTRUCTION COMMITTEE REPORT
Commissioner Helen Rosemond-Saunders, who chairs the Curriculum and Instruction Committee, reported the committee met on May 28.

At the meeting, Dr. DeHay presented an update on dual enrollment and potential marketing tactics for use in Anderson County. Dr. Amanda Elmore presented an update on the academic program prioritization for new and existing programs.

The committee reviewed a proposal to create one new credential: UAS (Drone) Technology. This certificate is designed to provide students a foundational knowledge of the use of drones in Criminal Justice. These courses could be used by those with a professional interest from a variety of fields, e.g. energy production, manufacturing, and media arts.

Chair Rosemond-Saunders stated the Curriculum and Instruction Committee recommends approval to create this new credential. Chairman Mohsseni asked if there were any questions or discussions. Hearing none, the Chairman called for a vote to approve the UAS (Drone) Technology certificate, as approved by the Curriculum and Instruction Committee. The affirmative vote was unanimous.

VII. FINANCE COMMITTEE REPORT
Commissioner Jim Wanner, who chairs the Finance Committee, reported the Finance Committee met virtually on May 28 to review the budget prepared by the administration for the 2024-2025 academic year. Tracy Wactor, director of Fiscal Affairs, reviewed the year-to-date operating results through April and the proposed budget for FY24-25. The committee also discussed summer and fall enrollment as of the date of the meeting and the status of several external audits.

Year-to-date operating results are trending favorably compared to the FY23-24 budget, primarily due to unbudgeted recurring state appropriations, interest income, and favorable enrollment to budget. For the year ending June 30, 2024, administration anticipates excess revenue over expense due to the favorable results mentioned above, cost containment initiatives, and stringent cost and budgetary controls and fiscal practices.

Overall, the proposed budget yields a $2.54 million increase in revenue, year over year. In total, the proposed budget yields a $2.54 million increase in expenses year over year. The Finance Committee approved the budget unanimously. The Finance Committee, therefore, recommended that the Commission approve the FY24-25 budget as submitted.

With no questions or further discussion, Chairman Mohsseni called for a vote to accept the recommendation to approve the FY24-25 budget as submitted by the Finance Committee. The affirmative vote was unanimous.
VIII. BUILDING COMMITTEE REPORT

Commissioner Leon Harris, who chairs the Building Committee, gave a Building Committee update with the following information:

- Oconee Hall - Ribbon cutting event is planned for November 20, 2024.
- Oconee Exterior Stairs – Design work is complete. OSE has approved this project. PJ Construction has been awarded the job and preconstruction meetings have begun.
- Pickens Hall (Front drive and Central Plaza Phase II) – Design development continues, including programming meetings with stakeholders.
- Anderson Campus Project – The Master Plan is complete. The next step is to move into Preliminary Design (Phase I).
- HVAC program relocation to Sandy Springs – Discussions with readySC and Arthrex have begun. Space needs and conceptual design ideation continues.
- Easley Campus Master Healthcare-focus Master Plan – Targeting to begin 2025.

In conclusion, Chair Harris stated that with no significant construction or budgetary concerns on any projects at this time, no vote is needed.

IX. PRESIDENT’S REPORT

A. Introductions: Chris Scott and Rhonda Gibby—Dr. DeHay introduced Chief Chris Scott, campus police, and Rhonda Gibby, vice-president of Human Resources.

B. Worklink Workforce Development: Jennifer Kelly, executive director of Worklink Workforce Development Board (WDB), discussed the joint workforce development efforts between TCTC and WorkLink WDB. She specifically reported on the WorkLink organization, SC Works organization, TCTC and SC Works partnerships, annual impacts, and student success stories.

C. Enrollment Update: Dr. DeHay reported on summer 2024 enrollment, as of May 5, 2024.

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

X. CHAIR’S REPORT

A. South Carolina Association of Technical College Commissioners Report: Commissioner Rosemond-Saunders provided the following update:

2024 Award winners have been announced.

- **Commissioner Leadership Award**
  Helen Rosemond-Saunders, Tri-County Technical College Commissioner
- **Equity Award** - Trident Technical College
- **CEO Award**
  Dr. Hope Rivers, President, Piedmont Technical College
- **Faculty Award**
  Dr. Brian Grabbatin, Midlands Technical College
• Professional Board Staff Award
  Daniel Colligan, Midlands Technical College
  These winners will be submitted to the ACCT Southeastern Region. The SCATTC Board retreat will be held June 6-8 in Greenville, SC. The retreat focus will be on updating policies and procedures. There will be a trip to BMW and a tour of Greenville Technical College’s new Prisma Health Center for Health and Life Sciences building. The retreat will end with the regular board meeting where the FY24-25 budget will be reviewed for approval.

B. Upcoming Events: Chairman Mohsseni announced the following events:
   a. ACCT Conference / October 23-26, 2024
   b. Commission Committee meetings: July 30, 2024 / Times TBD

C. Next Commission Meeting: August 5, 2024 / 12 p.m. / Pendleton Campus

XI. EXECUTIVE SESSION: With no further business to discuss at this time, Chairman Mohsseni called for a motion to enter executive session. There will be no votes taken while in executive session. Any actions required because of the session shall be discussed and voted upon once executive session has been lifted and the Commission has returned to the public session. Commissioner Powell made a motion to enter executive session, seconded by Commissioner Strange. Motion carried.

XII. ADJOURNMENT
  Chairman Mohsseni entertained a motion to adjourn the meeting. Commissioner Powell made a motion to adjourn, seconded by Commissioner Rosemond-Saunders. Motion carried. The meeting was adjourned at 2:16 p.m.

Minutes Approved: ____________________________

Hamid R. Mohsseni, Commission Chair Date: 8/5/2024