Tri-County Technical College Commission Minutes

Ruby Hicks Board Room, Pendleton Campus

February 5, 2024

Present

Tom Strange, Commission Chair
Hamid Mohsseni
Leon Harris
John Powell
Larry Smith
Al Young
Jim Kaplan
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
Sarah Shumpert, Organizational Development Strategist
Chris Marino, Director of Institutional Effectiveness
Jenni Creamer, AVP of Enrollment MGT & Educational Partnerships
Dr. Amanda Elmore, AVP of Curriculum and Instruction
Linda Jameison, VP Student Support and Engagement
Kathy Brand, Executive Assistant to President

Absent: Helen Rosemond-Saunders
(at NLS in Washington representing the College)

I. CALL TO ORDER
Chairman Strange 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 Al Young gave the invocation.

III. APPROVAL OF AGENDA
Chairman Strange presented the agenda and asked if there were any changes or additions. Commissioner Harris requested the addition of a Building Committee report on the agenda. Chairman Strange noted the request and called for a consensus to make the change to the agenda. The agenda stood approved with the addition of a Building Committee report.

IV. APPROVAL OF MINUTES
Chairman Strange presented the December 11, 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:
- 1-6-1030 Board of Visitors and BOV Bylaws
- 1-9-1011 Employee Recognition
- 4-2-1014 Tobacco & Vaporizing Products
- 8-0-1060 Personnel Files
- 8-7-1050 Employee Alcohol and Drug Use
- 8-10-1010 Use & Dissemination of Personal Information
- 1-2-1022 Non-Discrimination Statement
Chairman Strange referred to Dr. DeHay for clarification on the policies to be approved. DeHay stated the summary included shows the changes for the policies which are on the three-year review cycle. After a brief explanation the Chair asked if there were any questions. With no questions or further discussion, the Chair called for a motion to approve the policies. Commission Powell moved, seconded by Commissioner Harris, that the policies be approved as presented. The affirmative vote was unanimous.

VI. BUILDING COMMITTEE UPDATE
Commissioner Harris provided a brief update to the Commission stating all current projects are progressing as planned with no significant roadblocks. He reported on the following projects:
1) Oconee Hall - This project is currently on time and within budget estimates. DP3, Harper and the TCTC team continue to meet weekly and address any construction “challenges/opportunities” on a case-by-case basis. Room framing and MEP rough-in are the current focus of the project.
2) Central Chiller Plant - This project is currently on time and within budget estimates. The cooling tower is scheduled to be installed in the next several weeks followed by the chiller in April.
3) Pickens Hall – RFP proposals for architectural services have been posted. Meetings have been scheduled to interview architects who submit proposals. A recommendation to engage is estimated to be complete by late March. The GC RFP solicitation will be posted early February. Submittals will be due late February with interviews in April followed by a recommendation by the committee in early May.
4) Anderson Campus – The Physical Plant team continues to meet with stakeholders to determine the final scope and requirements for their programs. Architectural schematic design work continues. The team plans to post the RFP for architectural/professional services by the end of February/early March.
Commissioner Harris stated all other smaller projects are being managed by the team. With all construction/renovation projects unforeseen circumstances arise, but none currently exist that will delay or cause budgetary issues.
Commissioner Harris stated the Building Committee approved engaging architectural services to begin Phase 1 preliminary design of the Anderson Campus project including: A mechatronics building, an automotive repair and diesel training facility, and the expansion of CCE CDL/Power Linemen and heavy equipment programs in an amount not to exceed $465,000 which will be funded using State appropriated proviso monies. After brief discussion, Commissioner Harris stated the Building Committee recommends that administration engage architectural services to begin Phase 1 preliminary design of the Anderson Campus project including a mechatronics building and automotive repair and diesel training facility and expansion of CCE CDL/Power Linemen and heavy equipment programs in an amount not to exceed $465,000, which will be funded using State appropriated proviso monies. The Chair reiterated that this comes as a recommendation from the Building Committee and called for a vote. The affirmative vote was unanimous.

VII. FINANCE COMMITTEE REPORT
Commissioner Wanner reported the committee met virtually on January 30, 2024. 

The following items were discussed:
The year-to-date financial results through December 31, 2023, showed net revenue favorable to the budget and $2.94 million greater than prior year-to-date results. Commissioner Wanner stated there are no concerns at this time on YTD and trending results as it relates to budget and the prior year.

Enrollment for Spring 2024 is less than Spring 2023 with headcount of 5123 down 1.8% and FTE of 3786.3 down 1.8% compared to budget. A more detailed report will be given later during the meeting.
Administration updated the committee on the YTD program fee implementation and results. Differentiated program fees were implemented Fall 2023 eliminating the vast majority of individual
course material fees with little to no concern or issues, either from students or operationally. The College’s residency-based tuition fee structure remains in place. As a reminder, differentiated program fees simplify the College’s fee structure, increases fee transparency, allows students to more accurately budget their costs over their entire program and generates greater tuition/fee revenue. This change reduces fees to three primary items: tuition, program and digital course content or book fees. Program fees are estimated to generate, for the current budget year (23-24), $150K of revenue over cost with a $235K increase year-over-year.

Budget Development for FY24-25: Commissioner Wanner reported preliminary discussions focusing on key budget drivers including FY23 Est Higher Education Price Index (HEPI) of 4.0% compared to 5.2% in 2022, enrollment trends, and state law related to tuition mitigation and current year legislative dialog. The committee and administration agreed that the College should continue to monitor the state legislative budget process and ensure that the College is positioned to make the appropriate tuition and other revenue and cost adjustments as needed to address escalating costs next year during the FY24-25 budget development process and in planning for future continued budgetary pressures/constraints.

Commissioner Wanner stated an offer has been made and accepted by Darrell Thompson for the Accounting Manager position that has been vacant for over 11 months. Thompson’s start date is February 5, 2024.

In conclusion, Commissioner Wanner stated 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. No vote is needed at this time.

VIII. PRESIDENT’S REPORT

- **Spring 2024 Enrollment** – Jenni Creamer gave an update on Spring 2024 enrollment presenting the following data:

<table>
<thead>
<tr>
<th></th>
<th>Spring 2023</th>
<th>Spring 2024</th>
<th>% of change</th>
<th>% of Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headcount</td>
<td>5249</td>
<td>5153</td>
<td>-1.8%</td>
<td>97.8%</td>
</tr>
<tr>
<td>FTE</td>
<td>3833.3</td>
<td>3786.3</td>
<td>-1.2%</td>
<td>98.3%</td>
</tr>
</tbody>
</table>

Creamer reported the earlier start time of the semester had an influence on enrollment. She stated EIT and A&S are behind last year due to competition with local business and industry offering attractive compensation packages and the decline of transfer students due to enrollment deadlines in the academic calendar. She gave a breakdown and comparison of enrollment by race, gender, age, and student type and noted the continuing work for point of contact with current and potential students.

- **Board of Visitors Update** – Karen Potter gave a brief historical overview of the BOV. She presented the remarks on what board members liked best centering on happenings at the College, camaraderie and networking of the group, learning about students involved in programs, and student success. Potter listed the BOV’s opinions of what could be improved and a list of other topics of interest. Potter stated changes starting in 2024 would be: three BOV meetings a year instead of two, meetings taking place at different campuses, there will be an engagement component for each meeting, and bi-weekly up-dates on College happenings, similar to Commission updates, will be emailed. Potter concluded stating she will be soliciting the help of the Commission for name suggestion for new members to the BOV this spring.

- **Foundation Update** – Courtney White gave a brief reminder of the purpose of the College’s Foundation. She reported FY24 fundraising to date as: Fundraising goal= $900,000. Total raised between July 1 and December 31= $621,128, and prospected for remainder of FY24= $645,500. White stated that funding provided to date in FY24 included: Scholarships= $272,908; Employee professional development = $35,726; and equipment, program needs, etc. = $196,548. White stated that she and Dr. DeHay are meeting with the Cannon Foundation this
week presenting opportunities for donations towards buildings like Oconee Hall. She also mentioned a more aggressive push in planned giving outreach. She concluded her report presenting information on the upcoming Haas recognition event on February 28, 2024. She stated a $500,000 gift to support the College’s CNC program has been acquired and the CNC lab at ITC is being named the Gene Haas Advanced Manufacturing Lab.

- **Upcoming Events**: Dr. DeHay reviewed a list of upcoming College events including:
  - Black History Month events:
    - Black History Museum - Feb. 6, 11 a.m.-4 p.m., AHEC, Pendleton Campus
    - One Voice: A Black History Narrative - Feb. 19, 1-2 p.m., AHEC, Pendleton Campus
    - Corporal Freddie Stowers Exhibit - Feb. 5-29, All Campuses
    - The Rosenwald School Experience - Feb. 20 & 21, 9 a.m.-3 p.m., Anderson Campus
  - Professional Development Day: February 13, 2024, for all College employees focusing on workplace skills.
  - Manufacturing Works: March 15, 2024, completion of the pre-apprenticeship program for high school students.
  - International Network of Michelin Cities: April 16-18 in Anderson with a visit to the TCTC Pendleton Campus April 17, 2024, involving approximately 200 attendees.

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

**IX. CHAIR’S REPORT**

- **SCATCC Report**: Chairman Strange stated Commissioner Rosemond-Saunders was attending the ACCT National Legislative Summit in Washington, D.C. Dr. DeHay reported he joined Commissioner Rosemond-Saunders at the SCATCC Legislative luncheon on January 31, 2024, to accept the Equity Award for the College and recognition of Commissioner’s year of service.

- **Bylaws Review Committee Report**: Chairman Strange stated the Bylaws Review Committee met on January 12, 2024, and made a few revisions to the current bylaws and brings them to the full Commission for approval. Dr. DeHay clarified the changes and Chairman Strange asked if there were any questions or discussion. **Hearing none, the Chair called for a vote on the recommendations of the Bylaws Committee to be accepted as presented. The affirmative vote was unanimous.**

- **Nomination Committee Report**: Chairman Strange called on Commissioner Young to give the Nomination Committee report. Commissioner Young reported the Committee, consisting of Commissioners Wanner, Smith and himself, met on January 16, 2024. The Committee brings forth the following recommendations to the Board for the slate of Commission officers for the 2024-2025 term, effective April 1, 2024.
  - Chair - Hamid Mohsseni
  - Vice-Chair - Jim Wanner
  - Secretary – Jim Kaplan

Chairman Strange reiterated that this was a recommendation from the Nominating Committee and asked if there was any discussion. **Hearing none, he called for a vote on approving the slate of Commission officers effective April 1, 2024 as stated. The affirmative vote was unanimous.**

- **SCATCC Commissioner Leadership award**: The Chair stated the Commission received an email requesting nominations for the Commission Leadership award. The unanimous choice
was for Helen Rosemond-Saunders. The Chair called for a motion to nominate Helen Rosemond-Saunders for the SCATCC Leadership Award. Commissioner Powell made the motion, seconded by Commissioner Wanner, for the nomination of Commissioner Helen Rosemond-Saunders for the SCATCC Commission Leadership award. The affirmative vote was unanimous.

- **Upcoming Events**: Chairman Strange announced the following events:
  - February 4-7, 2024 – ACCT NLS Washington, D.C.
  - March 26, 2024, - Committee meetings
- Next Commission Meeting, April 1, 2024, Board Room, Pendleton Campus

X. EXECUTIVE SESSION

With no further business to discuss at this time, the Chair entertain a motion that the Commission go into executive session to discuss a personnel matter. There will be no votes taken while in executive session, any actions required as a result 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 Harris moved, seconded by Commissioner Smith that the Commission move into Executive Session. The affirmative vote was unanimous.

XI. ADJOURNMENT

The meeting was adjourned at 2:05 p.m.

Approved: [Signature]

Hamid R. Mohsseni, Commission Chair  
Date: 4/1/2024