



Central Carolina Technical College Area Commission Meeting Minutes

President's Conference Room
Main Campus

5:30 p.m.

January 19, 2023

MEMBERS PRESENT:

Paul Napper, Chairman
Christopher Lee, Vice Chairman
Willie Mae Muldrow
Matthew Prince
Ray Reich
Jennett Towles-Mickens
Thoyd Warren

COLLEGE STAFF:

Kevin Pollock, President
Lisa Bracken, Vice President for Student Affairs
Misty Hatfield, Vice President for Institutional Advancement
Jeff Thomas, Vice President for Academic Affairs
Beth Young, Vice President for Business Affairs
Diana Reardon, Administrative Assistant to the President

MEMBERS ABSENT:

Bobby Anderson, Secretary
Terry Hancock
Andre McBride

The meeting was held in accordance with the *Freedom of Information Act, Chapter 4, Title 30, Code of Laws of South Carolina.*

1. CALL TO ORDER AND WELCOME – Paul Napper

Upon the establishment of a quorum, Chairman Napper welcomed everyone and called the January 19, 2023, Central Carolina Technical College (CCTC) Area Commission meeting to order at 5:30 p.m.

2. INVOCATION

Mr. Napper delivered the invocation.

3. APPROVAL OF MINUTES – Paul Napper

Chairman Napper entertained a motion to **approve** the minutes of the November 10, 2022 Area Commission meeting, as submitted. A **motion** was made by Mr. Lee and **seconded** by Ms. Towles-Mickens. There was no further discussion. The minutes were **unanimously approved**.

4. CONSENT AGENDA – Paul Napper

4. A. REPORTS AND RECOMMENDATIONS

Chairman Napper entertained a motion to approve, object, or remove for discussion, any of the following items in the Consent Agenda:

4. A. 1. Institutional Advancement Report
4. A. 2. Academic Affairs Report
4. A. 3. Student Affairs Report

Mr. Reich asked about the Predominantly Black Institutions (PBI) grants and Dr. Pollock and Dr. Thomas provided information. Chairman Napper entertained a motion to **approve** the Consent Agenda as submitted. A **motion** was made by Mr. Reich and **seconded** by Mr. Warren. The **affirmative vote** was unanimous.

5. FINANCE UPDATE – Beth Young

Dr. Pollock shared that the SC State Technical College System (SCTCS) recently presented to the House Ways and Means committee the system's budget request of \$23M. The governor's budget included an additional \$15M allocated to the SCTCS in recurring funds, of which the college would receive roughly 4%. Last year when we received recurring funds, we didn't have enough to cover all the unfunded mandates that the state included in the budget. We are still unsure at this time if there will be additional unfunded mandates in this upcoming year's budget. Dr. Pollock will share updates with everyone as he receives them, but for the time being, there are a lot of unknowns.

5. A. FINANCIAL STATEMENTS AS OF 12/31/2022

Ms. Young referenced the Financial Statements as of 12/31/22 that represents 50% of our fiscal year that was provided in the materials booklet. Our total revenue is at 78% which is largely due to the enrollment increase for the fall semester. The percentage may increase once spring enrollment finalizes. Our total expenditures are 48% of our overall budget. Ms. Young anticipates that we should end under budget by the end of this fiscal year. Mr. Lee asked about the Federal COVID funding and county funding. Ms. Young shared that the Higher Education Emergency Relief Funds (HEERF) dollars we received in the past was used to offset the decline in enrollment in lost revenue. Since enrollment has increased, we are not able to use the funds for lost revenue. The deadline to use the funds is May 10, 2023, and if we don't use the funds, they expire. We are currently looking into ways to spend the funds before May 10th. For the county allocations, we are currently only at 21% of our budget, but that is just a timing issue of when we receive our funds.

5. B. CASH, DEPOSITS AND INVESTMENTS AS OF 12/31/2022

Ms. Young referenced the Cash, Deposits and Investments as of 12/31/22 that was provided in the materials booklet. Ms. Young pointed out that last year that this point in time we had approximately \$13M, and this year we have approximately \$17M which shows that our cash position has increased.

5. C. CAPITAL PROJECTS UPDATE

Ms. Young referenced the Fiscal Year (FY) 2023 Summary and Status of Capital Projects that was provided in the materials booklet. These documents included a narrative and a breakdown of project budget as well as actuals spent. Ms. Young shared that it looks like we haven't spent a lot of our money for projects yet, but part of that is because of the lead timings of our projects. An example would be our HVAC units currently have a 26 - 32 week lead time. Ms. Young highlighted a few updates on some of the projects that were included in the materials booklet. We recently had a meeting to finalize the schematic design and estimated cost of the new Academic and Student Services building to go before the State Capital Budget office for approval in March. We don't anticipate there to be any issues with approval.

5. D. THREE YEAR FORECAST AS OF 12/31/2022

Ms. Young began the three-year financial forecast by sharing the FY 24 revenue assumptions. Those assumptions are: a 15% decline in enrollment and adding a \$10-dollar tuition increase. At this time, we are unsure if we will be able include a tuition increase if the State budget requests tuition mitigation for all colleges. We are anticipating a decline in enrollment because we plan to not offer No Cost tuition. The expenditures assumptions from the governor's budget are a 5% increase in salaries and 3% increase in benefit costs that would be passed along to the institutions. With those assumptions built in, we are no longer looking at a deficit at the end of FY 24. Also, the deficit for the end of FY 25 is lower than previous

predicted. Ms. Young also pointed out that if we are able to do the \$10-dollar tuition increase in FY 24 and we still have a 15% decline in enrollment, our fund balance will be well above our requested 15%. The fund balance predictions are: 37% in FY 23, 39% in FY 24 and 35% in FY 25.

6. APPROVAL OF PROGRAMS – Jeff Thomas

Information about the two new programs: Medical Billing and Reimbursement Certificate (MBRC) and Practical Nursing Diploma (PN) were provided in the meeting materials booklet. The MBRC program is designed after successfully completing the Medical Record Coding (MRCO) program and will be fully presented online. The PN program was requested from community members due to the demand for practical nurses. Several years ago, the college closed the program, but after the past several years, the demand has increased for practical nurses.

The following proposed motions were requested:

“The Area Commission approves the Medical Billing and Reimbursement, as shown for implementation at Central Carolina Technical College, effective Fall Semester, 2024.”

Chairman Napper entertained a motion to approve the Medical Billing and Reimbursement Certificate. A **motion** was made by Mr. Lee, and **seconded** by Ms. Muldrow. The **affirmative vote** was unanimous.

“The Area Commission approves the Practical Nursing, as shown for implementation at Central Carolina Technical College, effective Fall Semester, 2024.”

Chairman Napper entertained a motion to approve the Practical Nursing Diploma. A **motion** was made by Mr. Lee, and **seconded** by Mr. Reich. The **affirmative vote** was unanimous.

7. COLLEGE REPORT – Kevin Pollock

Dr. Pollock shared that faculty members were notified in December about the intent to move the faculty teaching load from 18 hours to 15 hours. The Scheduling Taskforce Committee is working on adjusting the fall 2023 schedule and ironing out all the details to make that happen.

Dr. Pollock shared that we recently commissioned Ruffalo Noel Levitz (RNL) to administer the College Employee Satisfaction Survey (CESS) to assess employee perceptions of policies and the campus environment. Dr. Pollock shared the following high points from that survey:

- 140 out of 225 full time employees completed the survey which represents a 62% response rate; 44% were staff, 41% were faculty and 15% were administration
- Strengths that were learned from the survey
 - Student needs are met, and they are treated as the top priority
 - Employees feel their supervisors listen, foster an inclusive environment, and appreciate work efforts
- Opportunity for growth
 - Good communication between faculty and administrators and between departments is important, but there is lower employee satisfaction. Dr. Pollock shared that the Executive Leadership Team (ELT) is aware of this and will be taking steps to improve communication
- Exceeds Expectations
 - Employee’s ability to answer student questions about policies and procedures
- Area of Concern
 - Employees are concerned about opportunities for professional development and advancement. Dr. Pollock shared that ELT is looking into that and ways to help create those opportunities for advancement for employees.

- It was recommended that the college monitor and set goals on enrollment, persistence, academic program quality and improving employee morale. Dr. Pollock shared that we are in the process of doing that.
- Nearly one-third of employees indicated that raising the graduation rate should be the highest priority. 22% stated that it should be the second priority. CCTC is five percentage points lower on average for its graduation rate than the IPEDS comparison group.
- Employees expressed pride in working for CCTC
- All employees indicated that taking pride in work is highly important (4.5/5.0), but differences exist in satisfaction. Average scores for faculty and staff were similar at 3.78/5.0, but administrators had a lower average satisfaction score (3.6/5.0) in this area.
- On some institutional goals, CCTC and peers indicated similar importance but varied in satisfaction. CCTC employees rated improving students' academic ability and developing new academic programs higher than other 2-year public institutions.
- The average salary for CCTC FT faculty is roughly \$2K less than schools in the comparison group (\$45K vs. \$47K) but higher than Sumter's median income at \$39K
- Overall employee satisfaction trails the comparison group by 0.2 (3.64 vs. 3.84). Faculty rated satisfaction the lowest at 3.40 on average.

Dr. Pollock shared that we have started the reaccreditation process with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). It will take a couple years to complete this process. We are the class of 2026 and most of our work will be completed and submitted in 2025. Ms. Hatfield will provide an overview of the reaccreditation process at one of our future commission meetings, particularly the commission's role in the process. ELT attended the SACSCOC Annual meeting in December to learn more details. Dr. Pollock shared that as we find issues that need to be corrected, we will do so immediately so that the accreditation body doesn't wonder why we waited to correct any issues.

In closing, Dr. Pollock shared that he has started the process with Speaker of the House Murrell Smith in working on the college's capital project request. As more details come about, Dr. Pollock will keep commission members informed.

8. CHAIRMAN'S REPORT – Paul Napper

Chairman Napper shared that Senator Thomas McElveen is working on the Sumter County commission appointments. Chairman Napper and Dr. Pollock shared the importance of making sure all commission members terms were up to date for our SACSCOC reaccreditation with Speaker Smith and Senator McElveen at a meeting in December.

a) Distribution of CCTC Area Commission Bylaws:

Copies of the current CCTC Area Commission Bylaws were emailed to Area Commission members for their annual review.

b) Distribution of SC Ethics Commission Rules of Conduct:

Copies of the SC Ethics Commission Rules of Conduct were emailed to Area Commission members for their annual review.

c) 2023 Conflict of Interest Statements:

Area Commission members were asked to review the Conflict of Interest Statements and sign these for inclusion in the Commission records. A second form was provided to the Area Commission members if there is ever a need to disclose a potential conflict of interest. The completed/signed forms will be available in the President's Office.

9. EXECUTIVE SESSION – Paul Napper

At approximately 6:21 p.m., Chairman Napper entertained a motion to go into executive session to discuss a personnel matter. A **motion** was made by Mr. Reich, **seconded** by Mr. Lee, and **unanimously**

carried for the Area Commission to go into Executive Session. At approximately 6:33 p.m., Chairman Napper entertained a motion to come out of executive session. A **motion** was made by Mr. Reich, **seconded** by Ms. Towles-Mickens, and **unanimously carried** for the Area Commission to come out of Executive Session. Chairman Napper reported that information was received on a personnel matter; however, no action was taken during the Executive Session.

10. OTHER MATTERS – Paul Napper

Chairman Napper entertained other business be conducted.

A **motion** was made by Mr. Warren requesting the Area Commission to consider the following motion for action:

“I move that the CCTC Area Commission work with the Agency Head Salary Commission to provide a 15% raise for Dr. Pollock.”

Mr. Reich **seconded** to approve the motion for action. The **affirmative vote** was unanimous.

Dr. Pollock thanked the commission for their support and appreciation for proposing a raise.

11. ADJOURNMENT – Paul Napper

There being no further business, Chairman Napper entertained a **motion, seconded** by Ms. Muldrow to adjourn the Central Carolina Technical College Area Commission meeting at 6:34 p.m.

Respectfully submitted,

Bobby Anderson, Secretary

Diana Reardon, Recording Secretary