



## Central Carolina Technical College Area Commission Meeting Minutes

President's Conference Room  
Main Campus

5:30 p.m.

January 18, 2024

### MEMBERS PRESENT:

Paul Napper, Chairman  
Christopher Lee, Vice Chairman  
Bobby Anderson, Secretary (Zoom)  
Abram Ludd  
Willie Mae Muldrow  
Robbie Powers  
Matthew Prince  
Ray Reich  
David Sanders (Zoom)  
Thoyd Warren

### COLLEGE STAFF:

Kevin Pollock, President  
Lisa Bracken, Vice President for Student Affairs  
Misty Hatfield, Vice President for Institutional Advancement (Zoom)  
Jason Tisdell, Vice President for Academic Affairs  
Beth Young, Vice President for Business Affairs  
Diana Reardon, Administrative Assistant to the President

### MEMBERS ABSENT:

Meagan Kuhlman  
André 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 18, 2024, Central Carolina Technical College (CCTC) Area Commission meeting to order at 5:32 p.m. Chairman Napper welcomed the new Kershaw County Area Commissioner Mr. Robbie Powers.

### 2. INVOCATION

Ms. Muldrow delivered the invocation.

### 3. RECOGNITION OF GUESTS

Dr. Jessica Lea, Research and Institutional Effectiveness and Accreditation Executive Director, provided a brief update on the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reaccreditation process and what commissioners should expect until our on-site visit scheduled for October 21 – 23, 2025. Dr. Lea also provided an update on the college's strategic planning timeline for this year. A stakeholder meeting will take place this upcoming fall and the published five-year strategic plan goes into effect August 2025.

Achieving the Dream (ATD) Co-Chairs, Dr. Christina James, Dean of Professional Studies, and Reneé Patchin, Executive Director of Student Development, provided a status update of the strategies and action plans that are tied to the three priorities identified as the top areas of focus to impact student success. A

handout was provided to commission members with this information. Ms. Muldrow expressed her appreciation to the team's dedication to seeing students succeed.

#### **4. APPROVAL OF MINUTES – Paul Napper**

Chairman Napper entertained a motion to **approve** the minutes of the November 16, 2023, Area Commission meeting, as submitted. A **motion** was made by Mr. Lee and **seconded** by Mr. Ludd. There was no further discussion. The minutes were **unanimously approved**.

#### **5. APPROVAL OF CONSENT AGENDA – Paul Napper**

##### **5. 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:

##### **5. A. 1. Institutional Advancement Report**

##### **5. A. 2. Academic Affairs Report**

- a) Policy Revision, Directive 6.14 Independent Study Courses
- b) Policy Revision, Directive 6.21 Assessment of Student Learning
- c) Policy Revision, Directive 6.31 Dual Enrollment
- d) Policy Revision, Directive 6.34 Offsite Locations

##### **5. A. 3. Student Affairs Report**

- a) Policy Revision, Directive 6.23 Transfer and Advanced Standing

##### **5. A. 4. Reaffirmation of Mission Statement**

Chairman Napper entertained a motion to **approve** the Consent Agenda as submitted. A **motion** was made by Mr. Prince and **seconded** by Ms. Muldrow. There was no further discussion. The **affirmative vote** was unanimous.

#### **8. FINANCE UPDATE – Beth Young**

##### **8. A. FISCAL YEAR (FY) 2023 – 2024 FINANCIAL STATEMENTS AS OF 12/31/2023**

Ms. Young referenced the FY 23-24 Financial Statements as of 12/31/2023 that was provided in the materials booklet. Ms. Young pointed out that the tuition revenue is on track of where we were this time last year. We are forecasting that our tuition revenue will be slightly above our budget because we originally budgeted a 10% decline and we are currently right above a 7% decline in enrollment. We will be over budget in the miscellaneous revenue line item due to interest income as interest rates continue to rise. Ms. Young pointed out that we will receive our county allocations once the counties receive the funds from paid tax bills. For example, Sumter taxes were due in January, so we should begin to see more of our allocation from the counties coming in soon. Expenditures are currently at 51% of our annual budget which is on track to where we should be. We should see some cost savings in our salaries and benefits line item due to vacancies in positions and the time it takes to hire individuals. Dr. Pollock shared that employees received a \$1,000 bonus in December due to extra State funding. Also, for the first time in fourteen years, the base adjunct pay rate increased from \$28 an hour to \$30 an hour which represents a 7.14% increase.

##### **8. B. CASH BALANCES AS OF 12/31/2023**

Ms. Young referenced the Cash Balances as of 12/31/2023 that was provided in the materials booklet. Ms. Young shared that the State Treasurer interest rate at the beginning of 2023 was 4.57% and by the end of the year was up to 5.67%. This does generate additional interest income that was not originally forecasted in the budget.

##### **8. C. ACADEMIC STUDENT SERVICES BUILDING UPDATE**

Ms. Young shared that Hood Construction provided a link to live footage of the construction site. The plan is to put this link on the public website. They are currently working on the foundation which was delayed a

little bit due to weather. Ms. Young shared that she is emailed a weekly progress report of the construction. The final project total for the building is \$38,984,967 which includes a \$700K contingency.

#### **8. D. FY23 AUDIT REPORT**

Ms. Young shared that there has been a change in the FY23 audit that was included in the November 2023 commission materials. The Foundation's financial statements had to be included in the college's 2023 audit report as a component unit due to the net assets value of the Foundation. The threshold used to be 5%, but was lowered to 2% which is why they needed to be included. In order to meet the state's October 31<sup>st</sup> deadline, the auditors had to issue a report that had an adverse opinion because the Foundation's audit was not complete at that time. The Foundation's audit is now completed and included in the updated audit and the adverse opinion has been removed. This was the only change from the audit report in November 2023 and the current updated audit report.

#### **9. COLLEGE REPORT – Kevin Pollock**

Dr. Pollock asked Ms. Bracken to provide an update on enrollment. Ms. Bracken provided a handout that included enrollment numbers from fall 2023 and spring 2024 broken down by county and campus. Ms. Bracken shared that for the current spring semester there are 356 students at our Kershaw County campus, 22 students at our Lee County campus and 14 students at our Clarendon County campus. Ms. Bracken shared that enrollment has been struggling at the Clarendon County campus. Lee County may have lower enrollment numbers, but this still remains positive with four classes being held this spring semester compared to several semesters when there were no classes running.

Dr. Pollock shared that for the spring semester we have the highest decline in enrollment within the technical college system. Dr. Pollock did mention we had one of the highest increases in enrollment a year ago. Some of the other technical colleges had a major loss in enrollment before us and now their enrollment is going up. The enrollment percentages vary from school to school. Ms. Young mentioned that two technical colleges still offer no cost tuition.

Dr. Pollock shared on his recent attendance at the State house when Governor McMaster announced the new transfer agreement between the South Carolina Technical Colleges, Clemson University and the University of South Carolina (USC). This transfer agreement states that Clemson and USC will accept 30 credit hours of core classes from the two-year technical colleges. This is a great benefit and cost savings to students.

Dr. Pollock shared that he is working on our next state budget request. The state is approximately \$1.6B ahead this year whereas last year they were ahead \$3B. The governor requested that colleges freeze tuition increases again this year. Dr. Pollock will keep commission members updated if and when any additional information becomes available.

Dr. Pollock updated commission members on the status of requesting that Sumter School District (SSD) deed the property on Broad Street back to the college. Dr. Pollock met with SSD Superintendent Dr. Wright in December to discuss this issue. We were under the impression that SSD would follow through with deeding the property to the college, but there has been no further communication from SSD. Dr. Pollock will follow up with another letter and email requesting that they respond within fifteen (15) days what actions will be taken to convey the subject property as soon as practical.

#### **10. CHAIRMAN'S REPORT – Paul Napper**

Chairman Napper asked Vice Chairman Lee to share an update from the Bylaws Review Committee. Vice Chairman Lee, Mr. Ludd and Mr. Sanders served on the committee. The group reviewed the current bylaws extensively and proposed to resubmit the bylaws as written with no changes. The **affirmative vote** was unanimous.

a) Distribution of SC Ethics Commission Rules of Conduct:

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

b) 2024 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**

There was no need for an executive session.

**10. OTHER MATTERS** – Paul Napper

There were no additional matters to discuss.

**11. ADJOURNMENT** – Paul Napper

There being no further business, Chairman Napper entertained a **motion, seconded** by Mr. Reich to adjourn the Central Carolina Technical College Area Commission meeting at 6:46 p.m.

Respectfully submitted,

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Bobby Anderson, Secretary

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Diana Reardon, Recording Secretary