



Central Carolina Technical College Area Commission Meeting Minutes

President's Conference Room
Main Campus

5:30 p.m.

November 10, 2022

MEMBERS PRESENT:

Paul Napper, Chairman
Christopher Lee, Vice Chairman
Bobby Anderson, Secretary
Terry Hancock
Andre McBride
Willie Mae Muldrow
Janice Poplin
Matthew Prince
Jennett Towles-Mickens
Thoyd Warren

COLLEGE STAFF:

Kevin Pollock, President
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:

Ray Reich

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 November 10, 2022, Central Carolina Technical College (CCTC) Area Commission meeting to order at 5:30 p.m.

2. INVOCATION

Mr. Hancock delivered the invocation.

3. APPROVAL OF MINUTES – Paul Napper

Chairman Napper entertained a motion to **approve** the minutes of the September 15, 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

a) **Policy Revision, Directive 6.09**

4. A. 3. **Student Affairs Report**

4. A. 4. **Business Affairs Report**

a) **FY 2022 Audit**

Chairman Napper entertained a motion to **approve** the Consent Agenda as submitted. A **motion** was made by Mr. Warren and **seconded** by Mr. McBride. The **affirmative vote** was unanimous.

5. FINANCE UPDATE – Beth Young

5. A. CASH, DEPOSITS AND INVESTMENTS AS OF 10/31/2022

Ms. Young referenced the Cash, Deposits and Investments as of 10/31/22 that was provided in the materials booklet. Our cash balance is currently in a good position. We are currently showing a decrease of approximately \$2M from the prior year, but that is because of the timing of paying out the excess Pell grant to students.

5. B. FINANCIAL STATEMENTS AS OF 10/31/2022

Ms. Young referenced the Financial Statements as of 10/31/22 that was provided in the materials booklet. Credit tuition revenue is at 82% of our budget which is due to the increase in enrollment. Auxiliary Enterprises revenue has also increased greater than anticipated. Our expenditures are also right in line of where we were at this point last year. Ms. Young did point out that the remission and exemptions are at 44% of our budget which is a decrease from this time last year. The reason they are a little lower this year is due to an increase in budgeted amount as well as additional funding for dual enrollment.

5. C. THREE YEAR FORECAST

Ms. Young began the three-year financial forecast by sharing the Fiscal Year (FY) 23 revenue assumptions. Those assumptions are: a 24% increase in fall enrollment and flat enrollment for spring and summer; approximately 63,000 credit hours; \$1,757,758 additional tuition revenue; increase in state funding based on actual appropriation of \$167,931; reduction in federal funding due to the increase enrollment; all other revenue remains flat to FY23 budget. Ms. Young pointed out that federal funding was for loss revenue and the increase in enrollment will offset this. The FY23 expenditure assumptions are: approximately \$1.5M cost savings due to not filling vacant positions; using September actuals for benefits and carrying trend through end of the fiscal year; contingency reduced to 1% of FY22 operating expenses; all other expenses remain flat to FY23 budget. Our net income for the end of FY23 is approximately \$3.5M. At the end of FY23, we can make the decision to move money over to our plant fund for future projects or roll it into our fund balance.

FY24 and FY25 both have the same revenue assumptions built into them. They are both on the conservative side because we do not anticipate being able to offer No Cost tuition. We used a portion of our Higher Education Emergency Relief Funds (HEERF) dollars for that initiative and we will no longer receive that special funding. The revenue assumptions for FY24 and FY25 are a 15% decline in enrollment which equates to \$1,875,000 in loss revenue and all other funding remaining flat to the FY23 budget. The expenditures assumptions for FY23 and FY24 are a 3% increase in salaries, 15% increase in benefit costs, and 5% increase in all other expenses from FY23 budget. With those assumptions built into the three-year forecast, we will end FY24 positively, but FY25 doesn't look as great. Ms. Young pointed out that these assumptions do not include a tuition increase or if the state provides any funding to offset raises and benefit costs. Ms. Young stated that we are working very hard to ensure ways that our enrollment won't decline too drastically.

Ms. Young shared that one of the reasons in presenting the three-year forecast now is to start preparing to look at potential tuition increases. In January, we will have a better idea of what our spring enrollment

will be. January will also be a good time to start discussing if we need to do a tuition increase, and if so, the amount needed before voting on the increase at the March meeting.

5. D. ACADEMIC / STUDENT SERVICES BUILDING UPDATE

Ms. Young shared a new rendering of the Academic and Student Services building. The building is setup as a L shape with three stories. There is a connector between both buildings on the third floor. We would still be able to keep academics on one side of the building and student services on the other side. Eventually, once M100 is demolished, we could potentially build another green space or more parking. Dr. Pollock mentioned that he has reached out to Speaker of the House Murrell Smith about additional funding since the building project costs have risen. Dr. Pollock will have a meeting in December with Speaker Smith to discuss this further.

6. COLLEGE REPORT – Kevin Pollock

Dr. Pollock began by having Misty Hatfield provide an update from the Institutional Advancement division. Ms. Hatfield shared the following highlights:

The Institutional Advancement division is comprised of the CCTC Foundation, Marketing & Communications, Development & Alumni, and Institutional Research & Effectiveness. Ms. Hatfield shared that the Foundation has made the decision to conduct a feasibility study. Convergent Nonprofit Solutions from Raleigh, NC was chosen by the Foundation Executive Committee because their focus is mainly on community colleges and economic development. A presentation of findings will be completed in April 2023. The two major Foundation fundraisers this year were the Nurses Night and golf tournament. Nearly \$20K was raised at the first Nurses Night in May. There were more than 200 attendees. The 12th annual Foundation golf tournament's net profit was \$25,769 with 32 teams and 46 sponsors. There was a decrease in nearly \$5,000 and 20 sponsors over 2021. Ms. Hatfield will discuss with the Foundation board some new fundraising ideas. Foundation contributions for 2021 and 2022 were at \$697,324 which includes funds from various sources. Some of the main sources are: the Gene Haas Foundation, Duke Energy, Sandhills Medication Foundation, McLeod Health, Helen B. Whitaker Trust, and special events. McLeod Health completed a \$100,000 pledge and was able to earn naming rights of the Iris Room at the Health Sciences Center. That room will now be called the McLeod Health Auditorium.

Ms. Hatfield shared some of the new marketing initiatives. Some of those initiatives are: targeted digital ads, yard signs, new videos, virtual viewbook, life-size Titan cutouts, Career Focus magazine, vinyl floor stickers, illustrated Titan, new photography, Titan bobblehead, and animated gifs. There was a 19% increase in applications received from fall of 2021 to fall of 2022.

Ms. Hatfield shared that the recently completed Area Commission self-evaluation is a Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirement to be completed every other year. Our reaccreditation is coming up within the next few years. We are in the class of 2026, but all reports are due in 2025 so the work has already begun. The on-site peer review will be completed in the fall of 2025. The office of Institutional Research has completed several surveys recently. Those include: Gardner Institute for transfer students, Achieving the Dream Institutional Capacity Assessment (ICAT) for employees, Community College Survey of Student Engagement (CCSSE) for current students, and Media Preferences Survey. Also, the college is in the process of creating a new position for a Grants Coordinator. This will allow us to go after new grants that we haven't had the ability to do in the past.

Dr. Pollock shared an end of the year recap highlighting what the college has accomplished this calendar year. Below are some highlights from Dr. Pollock's presentation:

In the Business Affairs division, the finance team received the Certificate of Achievement for Excellence in Financial Reporting for the FY21 Comprehensive Annual Financial Report for the 27th consecutive year. The Green Space officially opened with a Ribbon Cutting Ceremony held in March. Also, a three-year financial forecast was completed and shared with commission members.

In Academic Affairs, we developed a new Commercial Driver's License program and a new Evening College program. We received program accreditation for Nursing, Pharmacy, and Surgical programs. The Advisement and Support Center was revamped. Also, we implemented the Predominantly Black Institutions (PBI) Competitive SUCCESS Project and the PBI Competitive ACE Project.

In Student Affairs, over \$18M in financial aid was awarded during the 21-22 academic year. Approximately 256 students participated in this year's commencement ceremonies. Admissions achieved an 81% conversion rate of fall admissions applications. Enrollment during this year was as follows: Spring 2022 was up 3.3% in headcount and up .8% in FTE; Summer 2022 was up 12.1% in headcount and 8.8% in FTE; Fall 2022 was up 22.6% in headcount and up 19.1% in FTE. The current numbers for Spring 2023 are at 2,010 headcount as of today.

In Institutional Advancement, Marketing & Communications was named a winner in the 9th Annual Educational Digital Marketing Awards. They received three gold awards and three silver awards. We received an A+ on our SACSCOC 5th Year Report. More than 500 graduates enrolled in the college's Alumni Partnership. The Foundation awarded 106 scholarships for a total of \$93,100 for the 2021-22 academic year. The fourth annual Employee Giving Campaign raised nearly \$25,000 with participation from 56% of faculty and staff.

Dr. Pollock shared a breakdown of funding we have received over the past two years. The college has received \$64,675,739 comprised of new state funding, grants and contributions from the Foundation. The past two years have been very successful financially which will help set us up for when we do have difficult years down the road.

The college joined two national initiatives this year. Achieving the Dream will help us with retaining students. They help us fill any gaps we may have by using our data, as well as national data. Complete College America helps with finding ways to help students complete their degrees.

Dr. Pollock shared some of the steps we are taking to retain employees at the college. Recently, 30 employees were moved to the correct pay band and their salaries were adjusted. This was the first group and there are plans to continue to look at a second group of employees to adjust. A Professional Development Team is looking at ways to improve our professional development program. A Faculty and Scheduling Taskforce was created to look at faculty load and the class schedule with hopes to move faculty back to teaching a 15-credit hour load. A Nursing Initiative Allocation from the state provided additional funding for nursing faculty for a one-year temporary salary adjustment.

In closing, Dr. Pollock shared that hopefully the proviso that requires college presidents to take a one-week unpaid sabbatical when there is a Reduction in Force (RIF) will be removed this upcoming year. Dr. Pollock invited commission members to the college's Holiday Party on December 8th from 5:30 p.m. – 8:30 p.m. at the Health Sciences Center. Also, Dr. Pollock notified everyone that he is speaking at the American Association of Collegiate Registrars and Admissions Officers (AACRAO) conference in Toronto next week.

7. CHAIRMAN'S REPORT – Paul Napper

Chairman Napper shared that the SC Association of Technical College Commissioners' (SCATCC) Day of Learning will be held on February 1st and hopes to see some of our commission members in attendance.

8. EXECUTIVE SESSION – Paul Napper

At approximately 6:31 p.m., Chairman Napper entertained a motion to go into executive session to discuss a personnel matter. A **motion** was made by Mr. Hancock, **seconded** by Mr. McBride, and **unanimously carried** for the Area Commission to go into Executive Session. At approximately 6:48 p.m., Chairman Napper entertained a motion to come out of executive session. A **motion** was made by Mr. McBride, **seconded** by Ms. Muldrow, 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.

9. OTHER MATTERS – Paul Napper

There were no other matters to discuss.

10. ADJOURNMENT – Paul Napper

There being no further business, Chairman Napper entertained a **motion, seconded** by Mr. Anderson to adjourn the Central Carolina Technical College Area Commission meeting at 6:48 p.m.

Respectfully submitted,

Bobby Anderson, Secretary

Diana Reardon, Recording Secretary