



Central Carolina Technical College Area Commission Meeting Minutes

President's Conference Room
Main Campus

5:30 p.m.

November 16, 2023

MEMBERS PRESENT:

Paul Napper, Chairman
Christopher Lee, Vice Chairman
Bobby Anderson, Secretary (Zoom)
Meagan Kuhlman
Abram Ludd
Willie Mae Muldrow
Matthew Prince
David Sanders

COLLEGE STAFF:

Kevin Pollock, President
Lisa Bracken, Vice President for Student Affairs
Jason Tisdell, Vice President for Academic Affairs
Beth Young, Vice President for Business Affairs
Diana Reardon, Administrative Assistant to the President

MEMBERS ABSENT:

Andre McBride
Ray Reich
Thoyd Warren

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 16, 2023, Central Carolina Technical College (CCTC) Area Commission meeting to order at 5:32 p.m.

2. INVOCATION

Mr. Prince delivered the invocation.

3. RECOGNITION OF GUESTS

Dr. Pollock introduced the following individuals from the South Carolina Public Charter School District: Superintendent Chris Neeley, Chief Deputy Superintendent Emily Paul and Chief of External Relations Brad Henry.

4. EXECUTIVE SESSION

At approximately 5:33 p.m., Chairman Napper entertained a motion to go into executive session for the specific purpose of having a discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the agency of a claim. A **motion** was made by Mr. Lee, **seconded** by Mr. Prince, and **unanimously carried** for the Area Commission to go into executive session. At approximately 6:25 p.m.,

Chairman Napper entertained a motion to come out of executive session. A **motion** was made by Ms. Muldrow, **seconded** by Mr. Ludd, and **unanimously carried** for the Area Commission to come out of executive session. Chairman Napper reported that information was received; however, no action was taken during the executive session.

5. POSSIBLE ACTION AS A RESULT OF EXECUTIVE SESSION

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

“I move that Central Carolina Technical College (CCTC) notify the Sumter School District in writing that (1) the District did not substantially begin construction of the Technical High School on or before October 26, 2023, therefore CCTC has determined that the District is in default on the October 26, 2017 Promissory Note to CCTC and the corresponding Mortgage filed October 31, 2017 in the Sumter County Register of Deeds Office in Book 1238 at Page 227; and (2) the Sumter School District will be given a period of 30 days to deed the property identified in the aforementioned Note and Mortgage to CCTC in accordance with the terms thereof.”

Mr. Ludd **seconded** the motion. The **affirmative vote** was unanimous.

6. APPROVAL OF MINUTES – Paul Napper

Chairman Napper entertained a motion to **approve** the minutes of the September 21, 2023, Area Commission meeting, as submitted. A **motion** was made by Mr. Prince and **seconded** by Mr. Ludd. There was no further discussion. The minutes were **unanimously approved**.

7. APPROVAL OF AGENDA/CONSENT AGENDA – Paul Napper

7. 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:

7. A. 1. Institutional Advancement Report

7. A. 2. Academic Affairs Report

- a) Policy Revision, Directive 6.01 Academic Freedom
- b) Policy Revision, Directive 6.07 Class Scheduling for Credit Classes

7. A. 3. Student Affairs Report

7. A. 4. Business Affairs

- a) Cash Balances as of 10/31/23
- b) FY23 Audit Report

Mr. Lee congratulated on the success of the Foundation Golf Tournament. Following discussion, Chairman Napper entertained a motion to **approve** the Consent Agenda as submitted. A **motion** was made by Mr. Lee 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 10/31/2023

Ms. Young referenced the FY 23-24 Financial Statements as of 10/31/2023 that was provided in the materials booklet. Ms. Young pointed out that we are at a great place due to the fact that our revenue is currently at 76% of our annual budget and we aren't even halfway through the year. Expenditures are currently at 34% of our annual budget which shows that the college is being fiscally responsible. The college budgeted for a 10% decline in enrollment and we ended up at a 7.6% decline in enrollment.

8. B. FY 2024 BUDGET AMENDMENT #2

Ms. Young referenced the FY24 Budget Amendment documents that were provided in the materials booklet. Ms. Young shared that the reason there is an amendment to the budget is due to a miscalculation in the state appropriation formula when they allocated our portion of state funding. This resulted in an increase of \$895,435 in recurring funds. The Executive Leadership Team (ELT) discussed ways to allocate those funds and decided to put those funds towards helping get employees up to their median pay bands. The college also recently received approval for the LPN program to begin in fall 2024, so we needed to add those expenditures in this year's budget.

Chairman Napper entertained a motion to **approve** the FY24 Budget Amendment #2 as submitted. A **motion** was made by Mr. Lee and **seconded** by Mr. Sanders. There was no further discussion. The **affirmative vote** was unanimous.

8. C. ACADEMIC STUDENT SERVICES BUILDING UPDATE

Ms. Young shared that Hood Construction will be on site next week to begin constructing a temporary wall in the M100 building where the old bookstore is located before the old portion of the bookstore is demolished. They will also add construction fencing and begin more demolition after Thanksgiving. A camera will be located on the top of the M500 building and will provide footage of the construction.

9. COLLEGE REPORT – Kevin Pollock

Dr. Pollock asked Ms. Bracken and Mr. Tisdell to share with the commission the college's outreach enrollment strategies. Some highlights from that presentation include:

- Mr. Tisdell shared the various program offerings that are specific to each outreach county.
- On behalf of Ms. Hatfield, Mr. Tisdell shared the marketing strategies that are targeted for each county which included examples of flyers, updated signage and branding, newspaper ads, social media shares, marquee messages and a digital billboard ad. A Kershaw Chamber After Hours event and Lee County Chamber After Hours event were both hosted during 2023. These events were very successful and brought awareness to both campuses.
- Ms. Bracken shared information on our recruitment team which includes the areas they serve, their standard tasks, annual events attended and county specific events and initiatives. Ms. Bracken shared that financial aid counselors have recently been assigned a specific county to serve. Ms. Bracken serves as member on the Board of Directors for the Kershaw Chamber of Commerce which helps us stay up to date on current information for Kershaw County.
- Ms. Bracken asked commission members to let her know if there are any events in their respective counties that our recruiters should attend.

Dr. Pollock shared an end of the year recap highlighting what the college has accomplished this calendar year. Some highlights from that presentation include:

Ms. Young shared the following from Business Affairs: The finance team received the Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year 2022 Comprehensive Annual Financial Report for the 25th consecutive year. The groundbreaking ceremony for the Academic and Student Services Building took place last month. The bookstore was relocated to M101 and we are implementing equitable access for textbooks. The Executive Director of Auxiliary and Security Services, Emily Broadway spoke at the national Community College Business Officers (CCBO) conference on Active Threats and Ms. Young presented "Tricks to Successful Leadership" to the CCBO Leadership Academy. An inter-governmental agreement was signed with USC Sumter to provide security for their campus. The Information Learning Technology team implemented single sign-on, launched the new myCCTC (employee and student portal), implemented 6+ new applications and provided college wide training on Microsoft Office 365 applications. The facilities department managed new parking lots on the Main and AMTTC campus and began multiple HVAC projects.

Mr. Tisdell shared the following from Academic Affairs: Evening College began and is targeted and strategic in the programs offered for students who work during the day. The following three programs were approved to begin in fall 2024: Teacher Education, Practical Nursing and Medical Billing and Reimbursement. The college catalog has transitioned to a digital format which makes it more accessible and easier to update. Curriculum management was also included in this software and helps streamline processes. We had positive accreditation visits for the Practical Nursing and Paralegal programs. Also, we submitted a grant application to pursue simulation accreditation through our Health Sciences. The Commercial Driver's License (CDL) program has been a success with ninety-nine students having received their licenses and eighty of those students currently have jobs. We are in the third year of our Predominately Black Institution (PBI) Competitive ACE Grant and the main focus is professional development training. The yearly advisory committee meetings are wrapping up for the year. Most members on the advisory committees report that students need more soft skills. Faculty members are discussing ways to incorporate those soft skills into their curriculum a little bit better.

Ms. Bracken shared the following from Student Affairs: Financial Aid awarded just over \$18M this year. Approximately 281 students participated in the 2023 Commencement ceremonies. Admissions achieved a 78% conversion rate of fall admissions applications. Enrollment during this year was as follows: Spring 2023 was up 2.1% in headcount and up 2.3% in FTE; Summer 2023 was flat in headcount and up 1.2% in FTE; Fall 2023 was down 8.8% in headcount and down 7.6% in FTE. The current numbers for Spring 2024 are 1,964 in headcount as of today.

Dr. Pollock shared our three Achieving the Dream (ATD) areas of focus: establish a culture of evidence in decision making, increase retention of part-time students from 40% to 60% through teaching and learning and increase the percentage of part-time students earning 15 credit hours in their first year, from 28% to 40%, through early connections. Our ATD coaches visited in September 2023 and will be back on site in March 2024. Individuals from the ATD Core Team will attend the ATD Dream conference in February 2024.

Dr. Pollock shared the following from Institutional Advancement on behalf of Ms. Hatfield: Marketing & Communications completed a successful Fall Kickoff event bringing together employees before the start of the academic year. \$29,433 was raised during the Employee Giving Campaign this year – the highest ever in the five-year history of running an employee giving campaign. The CCTC data team completed four new data dashboards that open data access to the entire college. The 13th annual golf tournament raised nearly \$35,000. The Foundation awarded 91 scholarships for a total of \$85,600 for the 2023-24 academic year. The Quality Enhancement Plan (QEP) topic, which concentrates on improving online learning strategies, was approved.

Dr. Pollock shared that 35 employees were promoted during 2023. Forty-two employees were reclassified into the correct pay bands or salary adjusted to reflect the market. The faculty load was reduced to 15 credit hours. Supervisor training was conducted and a handbook was developed for all supervisors. We had 18 employees graduate from level one of the CCTC Leadership Academy and 6 employees graduate from level two.

Dr. Pollock shared a breakdown of funding we have received over the past three years. The college has received \$98,579,495 comprised of new state funding, grants and contributions from the Foundation. Dr. Pollock shared that Speaker of the House Murrell Smith is a wonderful supporter of the college and we are thankful for what he does for the college.

In closing, Dr. Pollock invited commission members to attend the CCTC Holiday Party on Thursday, December 7th from 5PM – 8PM in M401. Dr. Pollock shared that the South Carolina Association of Technical College Commissioners (SCATCC) Commissioners' Academy will be held on Wednesday, January 31st in Columbia. Ms. Reardon will share more information as it becomes available.

10. CHAIRMAN'S REPORT – Paul Napper

Chairman Napper thanked the Executive Leadership Team (ELT) for their hard work and dedication.

Chairman Napper appointed Vice Chairman Lee to chair the Bylaws Review Committee. Chairman Napper requested Mr. Ludd and Mr. Sanders to serve on the committee alongside Vice Chairman Lee. The group will review the current bylaws and submit changes to the full board at the next commission meeting.

11. OTHER MATTERS – Paul Napper

Vice Chairman Lee requested that the FY23 Audit Report be discussed during the Finance Update at the January Area Commission meeting. Ms. Young will provide more details in January.

12. ADJOURNMENT – Paul Napper

There being no further business, Chairman Napper entertained a **motion, seconded** by Mr. Sanders to adjourn the Central Carolina Technical College Area Commission meeting at 7:18 p.m.

Respectfully submitted,

Bobby Anderson, Secretary

Diana Reardon, Recording Secretary