



**Central Carolina Technical College
Area Commission Meeting Minutes**

M401 / Zoom

5:30 p.m.

November 18, 2021

MEMBERS PRESENT:

Paul Napper, Chairman
Christopher Lee, Vice Chairman
Bobby Anderson, Secretary
Terry Hancock
Janice Poplin
Ray Reich (Zoom)
Jennett Towles-Mickens

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:

Andre McBride
Thoyd Warren
Angela Witherspoon

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 18, 2021, Central Carolina Technical College (CCTC) Area Commission meeting to order at 5:34 p.m.

2. INVOCATION – Terry Hancock

Mr. Hancock delivered the invocation.

3. APPROVAL OF MINUTES – Paul Napper

Chairman Napper entertained a motion to approve the minutes of the September 16, 2021 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

- a) Policy Revision, Directive 7.05

4. A. 2. Business Affairs Report

- a) Policy Revision, Directive 2.01

4. A. 3. Academic Affairs Report

4. A. 4. Student Affairs Report

There being no objections, or requests to remove for discussion any of the items in the Consent Agenda, Chairman Napper entertained a motion to **approve** the Consent Agenda as submitted. A **motion** was made by Ms. Poplin and **seconded** by Mr. Anderson. The **affirmative vote** was unanimous.

5. FINANCE UPDATE – Beth Young

Ms. Young began by referencing a memo that was included in the commission materials booklet as well as the revenue and expenditures report through October 31, 2021.

Ms. Young shared that total revenues are at 62% of the current year budget in comparison to 69% for the prior year. This is primarily due to the decline in enrollment. Ms. Young also shared that there is a portion of the Higher Education Emergency Relief Funds (HEERF) that we can use for lost revenue, however those are not recorded in our financial statements until the end of the fall semester. After the fall semester ends, we will record that portion of lost revenue due to the tuition decline. We can also do that for the spring and summer semester. We receive the federal relief funds once we submit a request for reimbursement which is why we make sure all our fall numbers are completed before submitting the reimbursement request.

Ms. Young shared that the expenditures for the fiscal year are at 32% of the current year budget in comparison to 34% for the prior year. This is directly related to the remission and exemption decrease from prior year caused by the decline in enrollment. Ms. Young also pointed out the Other Operating Cost line of \$2,603,167. The reason this line item is high is because when the budget is presented to the commission we always present a balanced budget. Therefore, \$2M of the COVID relief funds in the revenue are showing as an off set in the expense line under the Other Operating Cost. We do not anticipate realizing these expenses at the end of the year, so we'll have \$2M that will flow into our reserves. Ms. Young shared that we will have a short fall due to declining enrollment, but we are currently unsure of what that amount will be.

Ms. Young shared that we have one year to use the COVID relief funds from the time they were issued. Currently, these funds would expire at the end of May 2022, however we have been advised that we can apply for a no cost extension. If we are granted this extension, we would be able to roll those funds for one more year and they would expire in May 2023. There is approximately \$4.4M in COVID relief funds leftover.

Dr. Pollock shared that nationally enrollment is overall declining. Typically, technical and community college enrollment can be tracked closely with the economy. When the economy is doing poorly, enrollment is usually high and vice versa. Enrollment has slowly been declining since 2012 after the recession. COVID-19 seems to be an anomaly where you would think technical and community colleges would be doing well in enrollment. Another issue seems to be that most students are coming back and taking less credit hours.

6. COLLEGE REPORT – Kevin Pollock

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

Dr. Pollock shared that we began a program viability study this year. The deans are examining the college's programs to ensure that we are offering options that best fit the needs of our students and the local workforce. Several factors are being considered including: enrollment, employment opportunities, retention, and completion. We will share all this information with the commission once we complete it.

Dr. Pollock shared that a Scheduling Taskforce Committee was created this year. This committee has been reviewing our class scheduling and looking at how it meets the needs of our students. The committee has reviewed data from a college wide student survey that included the past five years. One of the main questions students were asked was what time of day they prefer to take classes. Only half of our students surveyed said they prefer to take day classes; however, the majority of our classes are only offered during the day. These are some of the issues the taskforce is reviewing.

Dr. Pollock reviewed all the funding we received from the state during this calendar year. Dr. Pollock then shared that the state has set aside \$17M to try and increase the amount of students going into technical programs. Our college's portion would be 4% of that amount which will provide us with approximately \$680,000. The scholarship money can cover tuition and fees for credentials, certificates, diplomas, and degrees in technical programs for the semester that begins in January. We have two customized options that are designed to assist with implementation. The first option colleges can cover program fees in addition to mandatory fees. The second option colleges can use up to 10% of allocation for operational expenses. We can also do a mix of both options. We are currently working on the marketing for this no cost tuition initiative for the spring semester. The State plans to put in a request for additional funds of \$124M over the next two years to continue the program. Some colleges are using HEERF money to provide no cost tuition for all programs, not just technical programs. If we were to do this, it would be approximately \$725,000 of the \$4.4M left in HEERF money. Dr. Pollock asked commission members their thoughts on doing the same. Commission members and Dr. Pollock shared their thoughts on offering no cost tuition for every program. Dr. Pollock and the Executive Leadership Team (ELT) plan to meet next week to discuss the options more in depth. Dr. Pollock will share the decision with commission members.

Dr. Pollock shared that the college did very well in grants this year. The first grant we received was the Predominately Black Institutions (PBI) formula grant. This is a 5-year grant that supports developing a college wide retention plan, coordination of health sciences student clinical experiences, and the expansion of advisement. The college received \$350,000 for the first year. The second grant we received was the PBI competitive grant. This is a 5-year grant that supports the expansion of distance learning services, improvement of curriculum development, support for STEM programs, and increased support for African American male student success. The college received \$598,230 for the first year. Another grant received was the American Rescue Plan which is a part of the Coronavirus Response and Relief Supplemental Appropriations Act. The college can use \$4,258,131 for institutional needs and \$1,420,628 for student emergency grants. The final grant received was the Elementary and Secondary School Emergency Relief (ESSER) Fund Grant for \$1.5M. This grant is used to promote school district and technical college collaboration on initiatives that address challenges stemming from the COVID-19 pandemic with special attention to certain areas of the state.

Dr. Pollock shared that several improvements have been made around campus. Phase I and II of the Greenspace project is estimated to be completed in December. Power washing of the buildings and outside spaces continue to be worked on. Furniture for student spaces has been delivered and installed in M500, M100, M400, the Advanced Manufacturing Technology Training Center, and the Health Sciences Center. Also, our grounds crew continues to update the landscaping on main and outreach campuses. This includes replacing the pine needle mulch with cypress mulch.

Dr. Pollock shared that the CCTC Foundation wrapped up their third Employee Giving Campaign on September 9, 2021. The giving total was \$20,651 and participation was 46%. This was a \$6,000

increase over the 2020 campaign. The campaign ended with a celebration at the Sumter Brewery for those who gave at a \$50 or higher level and the first Sustainer's Society Dinner was held at the new Revolutionary War Visitor's Center in Camden on October 7, 2021.

Dr. Pollock shared that the Marketing and Communications Department utilized multiple advertising strategies to promote fall enrollment including digital ads, billboards, radio, television, print ads, and a new magazine called CareerFocus. The efforts created an increase in the number of applications to the college from Fall 2020 to Fall 2021. The department is currently planning advertising to promote Spring 2022 enrollments which will take place this month through early January 2022.

Dr. Pollock shared that the American Association of Collegiate Registrars and Admissions Officers (AACRAO) consulting group conducted a comprehensive Strategic Enrollment Management (SEM) assessment back in May 2021. AACRAO identified 56 recommendations in the report that was submitted to us in June 2021. We fully completed 26 of them and are currently working on 18 recommendations across three divisions. We have 12 recommendations that will be worked on in the near future. The major recommendations we will be addressing in the next few months are: develop complete communication plans for multiple student types, expand the Advisement Support Center with funding received from the PBI grant, hire a retention coordinator and develop a comprehensive retention plan with funding received from the PBI grant, and expand and align dual enrollment services using funding received through the ESSER grant.

Dr. Pollock closed by sharing a couple other noteworthy accomplishments during 2021. Ms. Hatfield was promoted to Vice President for Institutional Advancement, Dr. Thomas was hired as the Vice President for Academic Affairs, and Ms. Young was hired as the Vice President for Business Affairs. The college won three awards for The Sumter Item's Best of Sumter: Best of Sumter for College/University, Best Place to Work, and Best Professor Pamela Dinkins. Dr. Pollock shared that the college is looking to join two national organizations: Achieving the Dream and Complete College America. We are looking into joining Achieving the Dream (ATD) in order to access the research, coaching, and expertise of the ATD network, to identify and address challenges related to student success. ATD's resources will enable us to more effectively accomplish the goals of the grants and state funding by working with us to identify the barriers and work toward their removal. We are also looking into joining the Complete College of America. We were chosen as one of 23 colleges across the nation to participate in a project designed primarily to increase success of adult students of color.

In closing, Dr. Pollock had Dr. Thomas provide a brief update from the Academic Affairs Division. Dr. Thomas provided additional information to some of the topics Dr. Pollock covered during his presentation. Those topics included Workforce Scholarships for the Future, Complete College America, PBI Success, PBI ACE, and Achieving the Dream. Dr. Thomas shared that the Complete College America project fits very well with the PBI formula grant that we just received. The PBI Success (formula grant) will be used to help us revamp and revise how we do academic advising. Currently, we have a very decentralized approach and our intent is to hire more advisors and change to a more holistic approach. We are looking into EAB consulting group that specializes in helping colleges reinvent their approach to advising. The PBI ACE (competitive grant) will help us expand our online services and well as hire an advisor specifically for students of color. Dr. Thomas shared that we've already seen some success from the Scheduling Taskforce Committee. We've been able to improve the schedule at Shaw Air Force Base and make some tweaks to the spring semester. More changes will be made for the upcoming fall semester including looking into evening college and potentially weekend college if the demand is there. Dr. Thomas shared that we've had success with external recognition. We had a group of students granted access into NASA MINDS to develop a project for NASA's Artemis Mission. Only a handful of teams across the country are invited to participate in this competition. This is a great opportunity for our students. Lastly, Dr. Thomas shared that the college's Nursing program received its 5-year accreditation. Also, we are working on the reaccreditation process for the Paralegal program.

7. CHAIRMAN'S REPORT – Paul Napper

Chairman Napper reported on a recent positive Foundation Board meeting. Mr. Bob Edwards is currently serving as the Foundation Chairman. Mr. Edwards asked Chairman Napper about the number of commission members serving as voting members on the Foundation board. This information is included in the Foundation Bylaws, but the wording can be interpreted different ways. Mr. Lee shared that the Foundation Executive Committee is working on getting clarification on that specific bylaw. Dr. Pollock shared that from his experience it is rare for commission members to serve as voting members on Foundation boards due to them being a separate entity. Mr. Lee mentioned that Mr. Edwards is very thorough and wants to make sure the Foundation is following their bylaws which is why this question was raised. Chairman Napper suggested that it would be good for the commission to decide who they want to serve on the Foundation board once the Foundation decides if they want commission members to be voting members and how many they want to serve. Mr. Lee also asked that there be clarification of roles and responsibilities of the Foundation staff be shared with Foundation members.

Chairman Napper invited commission members to attend a social with Foundation board members on Wednesday, February 16th at 5:00 p.m. at the Revolutionary War Visitor's Center in Camden. Dr. Pollock has hosted events like this at prior institutions and has seen great success.

In closing, Chairman Napper shared that the Foundation board decided to suspend the Major Gifts Campaign due to the fact that there is a good bit of federal and state funding coming into the college. The plan is to still accept donations that come in and hold the usual annual campaigns. The Foundation will reconsider the Major Gifts Campaign in approximately two years.

8. EXECUTIVE SESSION – Paul Napper

There was no need for an 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** to adjourn the Central Carolina Technical College Area Commission meeting at 6:44 p.m.

Respectfully submitted,

Bobby Anderson, Secretary

Diana Reardon, Recording Secretary