Central Carolina Technical College
Area Commission Meeting Minutes

Main Campus, Room M2212

5:30 p.m. **March 12, 2026**

MEMBERS PRESENT:
Paul Napper, Chairman
Christopher Lee, Vice Chairman
Robert Kolb
Abram Ludd
Robbie Powers *(virtual)*
Ray Reich
David Sanders
Thoyd Warren *(virtual)*

COLLEGE STAFF:
Jennifer Wilbanks, President
Cheryl Allen-Lint, Vice President for Business Affairs
Lisa Bracken, Vice President for Student Affairs
Misty Hatfield, Vice President for Institutional Advancement
Trevon McClary, Chief Human Resources Officer
Jason Tisdel, Vice President for Academic Affairs
Diana Reardon, Administrative Coordinator President's Office

MEMBERS ABSENT:
Bobby Anderson
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 Paul Napper welcomed everyone and called the March 12, 2026, Central Carolina Technical College (CCTC) Area Commission meeting to order at 5:30 p.m.

2. INVOCATION

Vice Chairman Lee delivered the invocation.

3. APPROVAL OF MINUTES – Paul Napper

Chairman Napper entertained a motion to **approve** the minutes of the January 15, 2026 Area Commission meeting as submitted. A **motion** was made by Mr. Reich and **seconded** by Mr. Ludd. There was no further discussion. The minutes were **unanimously approved**.

4. APPROVAL OF 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. President's Report

4. A. 2. Institutional Advancement Report
a) In the News

4. A. 3. Academic Affairs Report
a) Policy Revision, Directive 6.05 Attendance Policy
b) Policy Revision, Directive 6.11 Faculty Teaching Workload and Overload Compensation
c) Policy Revision, Directive 6.21 Assessment of Student Learning

4. A. 4. Student Affairs Report

4. A. 5. Human Resources Report
a) Policy Revision, Directive 5.25 Personal Appearance

Chairman Napper entertained a motion to **approve** the Consent Agenda as submitted. A **motion** was made by Mr. Lee and **seconded** by Mr. Kolb. There was no further discussion. The consent agenda was **unanimously approved**.

5. MISSION, VISION, VALUES AND STATEMENT OF ROLE AND SCOPE – Misty Hatfield

Ms. Hatfield began by sharing her division highlights as she had to leave the meeting early to attend a Rotary function. She shared that a pilot of the Circle In app, part of the Quality Enhancement Plan (QEP), was implemented in three online biology classes to encourage peer-to-peer learning through gamification. Of 406 students, 209 participated, contributing to an 8% increase in progression rates from spring 2025 and a 16% increase from the previous fall. The results indicate improved student engagement and learning, with strong potential to boost retention as the program expands to additional courses. She also highlighted that the Foundation secured $240,000 from an anonymous donor to provide comprehensive toolkits for students in welding, HVAC, and automotive programs this fall, supporting up to 60 welding students and 24 students each in HVAC and automotive. These toolkits, valued at over $2,200 per student, remove a key financial barrier to entry, as students cannot begin classes without them. The initiative is expected to improve access and enrollment, with the goal of supporting student persistence and completion.

Discussion continued from the January Area Commission meeting regarding the annual reaffirmation of the college's mission, vision, values, and statement of role and scope. Questions were raised about the inclusion of the word "diversity" in the value statement. A review of peer institutions found that 11 of the 16 technical colleges in the system do not include the term in their mission-related statements. Based on this analysis and guidance from the South Carolina Technical College System (SCTCS) office, a recommendation was presented to remove the word "diversity" from the value statement.

Chairman Napper entertained a motion to **approve** the updated version of the mission, vision, values and statement of role and scope that removes the word diversity. A **motion** was made by Mr. Reich and **seconded** by Mr. Ludd. There was no further discussion. The **affirmative vote** was unanimous.

6. 2026-2027 ANNUAL GOALS – Misty Hatfield

Ms. Hatfield referenced the 2026-2027 Annual Goals, which were provided in the materials booklet. She shared that at the February retreat, the Executive Leadership Team (ELT) reviewed the strategic plan and established annual goals aligned with its priorities. The plan was also shared with faculty and staff, and feedback was incorporated into the final version. Internal benchmarks will be used by the ELT to monitor progress. The final plan will be shared with all employees.

Chairman Napper entertained a motion to approve the 2026-2027 Annual Goals, as submitted. A **motion** was made by Mr. Reich and **seconded** by Mr. Sanders. There was no further discussion. The **affirmative vote** was unanimous.

7. APPROVAL OF NEW PROGRAMS – Jason Tisdel

Mr. Tisdel proposed new program additions for Electrical Line Worker and Radiology Technology which were provided in the materials booklet.

The Electrical Line Worker Technician certificate program will be a one semester certificate consisting of 17 credit hours with additional curriculum in CDL. The program is designed to provide students with a broad understanding of the skills, knowledge, safe work practices, and physical abilities required for line work. Instruction will include both classroom and field training, covering topics such as electrical computations, electrical circuit analysis, power systems, transformer theory, as well as safety procedures and climbing techniques. Support for the program has been solicited from utility companies including Sumter Utilities, Black River, and others, with initial feedback indicating interest and willingness to partner. A luncheon is scheduled for April 2 to review the program with utility companies and discuss curriculum, resources, and partnership opportunities. The program is planned for the Clarendon campus, where approximately five to seven acres of land will be cleared for its implementation. Ms. Allen-Lint is currently working on coordinating an assessment of clearing of the site.

The following proposed motion was requested:

"The Area Commission approves the Electrical Line Worker Technician Certificate, as shown for implementation at Central Carolina Technical College, effective Spring Semester, 2027."

Chairman Napper entertained a motion to approve the Electrical Line Worker Technician Certificate. A **motion** was made by Mr. Lee, and **seconded** by Mr. Kolb. The **affirmative vote** was unanimous.

The Radiology Technology will be a two-year associate degree offered at the Kershaw campus and, implementation will align with the construction of the new building, potentially in the fall 2028. The demand for radiologic technicians is very high, with some existing programs in the state already maintaining waiting lists extending as far as 2029. Local hospitals have been consulted and have expressed a strong need for graduates in this field, making it one of the highest-demand areas statewide aside from nursing. While the program requires a significant initial investment due to the cost of specialized equipment, it is not new to the SCTCS, allowing the college to draw from established curricula and best practices at other institutions to support development and implementation.

The following proposed motion was requested:

"The Area Commission approves the Radiologic Technology Degree, as shown for implementation at Central Carolina Technical College, effective Fall Semester, 2028."

Chairman Napper entertained a motion to approve the Radiologic Technology Degree. A **motion** was made by Mr. Kolb, and **seconded** by Mr. Reich. The **affirmative vote** was unanimous.

8. FINANCE UPDATE – Cheryl Allen-Lint

8. A. FINANCIAL STATEMENT AS OF 2/28/2026

Ms. Allen-Lint referenced the financial statement as of February 28, 2026, included in the materials booklet. She reported that overall revenue has increased by $2,603,210, driven primarily by a $1,084,090 rise in tuition revenue. County revenue increased by $417,421 compared to the prior year. State appropriations also increased, reflecting a 10% increase totaling $931,214. Additionally, auxiliary revenue showed moderate growth, while miscellaneous revenue rose by more than 34% over the previous year.

Expenditures decreased by a total of $292,148, primarily driven by salaries and benefits, which rose by approximately $210,604 due in part to efforts to fill previously vacant positions. Services also saw an increase of $77,032, largely attributable to annual percentage-based cost increases in data processing services. In contrast, supply expenses decreased by $17,125. Remission and exemption expenditures appear to be at 70% of the budget; however, usage of educational fee waivers has declined as more students have utilized the South Carolina Workforce Industry Needs Scholarship (SC WINS). Of the $1.1 million reflected in other operating costs, $644,394 represents contingency funds with no associated expenditures. Finally, purchases for resale, which include items sold in the campus store, remained minimal, with a decrease in expenses of $5,189.

8. B. CASH AND INVESTMENTS AS OF 2/28/2026

Ms. Allen-Lint referenced the Cash Balances as of 2/28/2026 which was provided in the materials booklet. Ms. Allen-Lint noted that as of February 28, the balance was $19,120,845 compared to last year's amount of $21,723,065 which is a decrease of approximately 13%. She noted the decrease is due to timing of capital project reimbursements. A question was asked about our current CD interest rate. Ms. Allen-Lint will call the bank to verify since the rate seems lower than typical.

9. ENROLLMENT UPDATE – Lisa Bracken

Ms. Bracken reported that Spring semester enrollment is currently up 4.8% and is expected to remain relatively stable, with only minor fluctuations before final numbers are confirmed at the end of March. Summer enrollment is showing significant growth, currently up 28% based on a point-in-time comparison. This growth is attributed in part to an increase in applications as well as targeted efforts in the advisement center, where a newly created part-time administrative position has been focused on personally contacting admitted students who had not yet registered, successfully encouraging them to complete the process. This personalized outreach, along with a fully staffed recruitment team, is believed to be contributing to the positive trend, although it is expected that the final summer increase will settle closer to around 5%. Fall registration is set to open on March 30, and early indicators are also positive, with applications up by approximately 140 compared to the same time last year.

Ms. Bracken also shared ongoing recruitment and outreach efforts, including the upcoming Skills Exploration Expo (S.E.E.) event, a large open house designed to draw community members to campus through a variety of activities, with the goal of increasing awareness and boosting enrollment. Additional recruitment efforts include participation in events across multiple counties and a strong current focus on high school engagement before the academic year ends. An upcoming Come See Me Day event will bring selected high school students to campus for hands-on experiences in specific programs, coinciding with the college's Centralbration spring event to showcase both academic and campus life.

10. DIRECT REPORT'S UPDATE

Ms. Bracken provided commission members with a copy of the TRIO Student Support Services (SSS) Performance Report for 2020-2025. The TRIO SSS grant was first awarded in 2006 and serves first-generation, low-income students and student with disabilities. The program provides individualized support such as academic advising, personal counseling, and transfer assistance to help at-risk students succeed. A final performance report showed that the program met nearly all objectives over the five-year period, missing only one target in a single year by one student. Outcomes demonstrate strong impact compared to overall college performance. In 2024-2025, TRIO students had higher persistence (91% vs. 69%) and good academic standing (90% vs. 78%) than the general student population. Although credential attainment was lower (20% vs. 40%), this is largely due to a higher number of part-time students. The results highlight the effectiveness of personalized support. Ms. Bracken shared the program has been successfully renewed for another five-year cycle through 2030.

Ms. Bracken announced her plan to retire in August of this year after serving at the college for 25 years with 18 of those years as a vice president. Dr. Wilbanks expressed her appreciation for Ms. Bracken's service and noted she will be hard to replace.

Mr. McClary reported he has been working on the college's first Talent Management Plan, which will address employee recruitment, development, retention, and engagement. A draft has been completed and presented to ELT, with further implementation steps planned for the upcoming fiscal year. Also, in recognition of Employee Appreciation Day on March 6, the college is hosting a Meals on Wheels Appreciation event on April 16 (Sumter) and April 30 (Kershaw), which will feature food trucks on campus as a way to recognize and thank staff.

Mr. Tisdel reported that our first National Center for Construction Education and Research (NCCER) course, Tradeshift Core, will begin on April 7. Also, our workforce development office is working with Apprenticeship Carolina to host an employer recruiting luncheon on April 29, with our goal being to recruit employers from the community who are interested in partnering with us for apprenticeships.

Ms. Allen-Lint provided commission members with a list of current collegewide projects. The document outlined five active projects across main campus. Other projects were categorized by those pending closure, one project with no expenditures to date that is awaiting approval from the Joint Bond Review Committee, projects at the Clarendon campus and pass-through projects. The document also noted projects pending the establishment of an indefinite delivery contract for architectural or engineering services.

11. COLLEGE REPORT – Jennifer Wilbanks

Dr. Wilbanks shared her completion of the South Carolina Executive Institute. Governor McMaster was in attendance to present certificates to all those that completed the program.

Dr. Wilbanks reported on her attendance to the SCTCS Legislative Luncheon in Columbia held on February 25. The event included participation from CCTC students, legislators, college presidents, the college mascots, with strong attendance and engagement. Speaker Smith invited our students to the House floor for acknowledgements and appreciation. Dr. Wilbanks provided gift bags for our local legislators that included a plaque and shared updated information on our legislative priorities for the state and CCTC. Dr. Wilbanks noted the House budget has been released and is now under consideration by the Senate. Current allocations include $5 million for the technical high school/early college program and $1.69 million for renovations to the Advanced Manufacturing Technology Training Center (AMTTC). Additional funding requests include $10 million for the Kershaw project, $15 million for AMTTC, $20 million for the Early College initiative, and $1.2 million in recurring funds, though the latter may be impacted by competing priorities such as tax reform and infrastructure. Efforts are ongoing to advocate for increased funding at the Senate level, with support from legislative partners. Final budget outcomes are expected around May, and compared to peer institutions, the college is currently positioned competitively in its funding requests.

Dr. Wilbanks reported on her recent meeting with Lee County Superintendent Bernard McDaniel and representatives from Lee High School to discuss potential partnership opportunities. During the meeting, the school expressed interest in selecting two to three academic pathways that would allow students to participate in dual enrollment programs beginning in fall 2027. Transportation logistics were also discussed, including the possibility of busing students to the Kershaw campus. Overall, the response from Lee County officials was very positive, and a follow-up discussion is planned for the fall to continue developing the partnership.

Dr. Wilbanks reported on her recent meeting with Shawn Johnson, Clarendon County Superintendent, and Keisa Carr, F.E. DuBose Career Center Director, which focused on strengthening the partnership and reviewing the current building MOU, including what is working well and where improvements are needed. The college recently allocated additional space within its facility to the district; while there is interest in securing even more space, the college is also exploring opportunities to expand its own programs and overall presence at the Clarendon campus. Enrollment trends were also shared with the commission, with 80 students enrolled in the fall and 34 in the spring. Although a total of 300 Clarendon County students are enrolled, many must travel to the main campus to attend their classes. Moving forward, the college will evaluate opportunities to offer unique programs at the Clarendon campus, with the potential to host the new Lineworker program at that location.

Dr. Wilbanks shared a list of upcoming collegewide events with commission members. The commission also approved moving the May meeting to May 14.

12. CHAIRMAN'S REPORT – Paul Napper

Chairman Napper stated that it is time for the election of officers and asked Ray Reich to chair a committee to present a slate of officers at the May Area Commission meeting. He also appointed Mr. Kolb and Mr. Warren to serve on the committee, ensuring representation from Sumter, Kershaw, and Clarendon Counties. Currently, there is no representative from Lee County. Nominations will also be accepted from the floor.

13. EXECUTIVE SESSION – Paul Napper

At approximately 6:20 p.m., Chairman Napper entertained a motion to go into executive session for the specific purpose of having a discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, student, or a person regulated by the public body, or the appointment of a person to a public body (S.C. Code of Laws Section 30-4-70 (a) (1). A **motion** was made by Mr. Kolb, **seconded** by Mr. Reich, 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. Sanders, **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.

14. OTHER MATTERS – Paul Napper

There were no other matters to discuss.

15. ADJOURNMENT – Paul Napper

There being no further business, Chairman Napper entertained a **motion, seconded** by Mr. Lee to adjourn the Central Carolina Technical College Area Commission meeting at 6:33 p.m.

Respectfully submitted,

Bobby Anderson, Secretary	Diana Reardon, Recording Secretary