



Central Carolina Technical College Area Commission Meeting Minutes

President's Conference Room
Main Campus

4:30 p.m.

May 18, 2023

MEMBERS PRESENT:

Paul Napper, Chairman
Christopher Lee, Vice Chairman
Bobby Anderson, Secretary
Abram Ludd
Andre McBride (Zoom)
Willie Mae Muldrow
Matthew Prince
David Sanders
Jennett Towles-Mickens
Thoyd Warren

COLLEGE STAFF:

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

MEMBERS ABSENT:

Terry Hancock
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 May 18, 2023, Central Carolina Technical College (CCTC) Area Commission meeting to order at 4:31 p.m. Chairman Napper welcomed the new Sumter County Area Commissioner Mr. Abram Ludd. Dr. Pollock introduced Mr. Jason Tisdell. He is currently serving as the Interim Vice President for Academic Affairs following Dr. Jeff Thomas's resignation.

2. INVOCATION

Vice Chairman Lee delivered the invocation.

3. RECOGNITION OF GUESTS – Kevin Pollock

3. A. SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC) QUALITY ENHANCEMENT PLAN (QEP) TOPICS

Dr. Pollock introduced Dr. Jessica Lea, Research and Institutional Effectiveness and Accreditation Executive Director, and asked her to share a brief update on the QEP process. Dr. Lea shared the following points related to the QEP:

- The QEP is a SACSCOC requirement and is designed to prove that we are working on continuous improvement at the college. Below are the QEP topic parameters:

- Focus on the linkage of the topic to CCTC Mission, Values, and Scope of the Institution
- Topic is identified through its ongoing, comprehensive planning and evaluation processes
- Has broad-based support of institutional constituencies
- Focuses on improving specific student learning outcomes and/or student success
- Commits resources to initiate, implement and complete the QEP
- Includes a plan to assess achievement
- The QEP Topic Research Team was charged with the following tasks:
 - Identify potential topics through data gathering and reflection on the institution
 - Research and examine potential topics
 - Ensure topics address student learning
 - Recommend 3-4 topics for consideration by June 2023
 - Help identify the area of responsibility for the QEP
 - Assist with the transition from the QEP Topic Research Team to QEP Team
- Currently, it looks like the team is moving towards a revamp of our student on boarding process by looking at ways we move students from admission through actually taking classes. Another focus is with online learners and how they can be more successful and engaged.

Dr. Pollock shared that Dr. Lea will attend a future commission meeting to discuss the Area Commission's role in the reaccreditation visit.

4. APPROVAL OF MINUTES – Paul Napper

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

5. 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**
- 5. A. 3. Student Affairs Report**
- 5. A. 4. Policy Revision, Directive 5.16.01 Employee Social Media**
- 5. A. 5. 2023-2024 Proposed Annual Goals**

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.

6. FINANCE UPDATE – Beth Young

Dr. Pollock shared that the State has not approved the final budget yet. Dr. Pollock asked everyone to keep that in mind knowing that we will have to do a budget amendment at a future commission meeting once the State budget is finalized.

Ms. Young also shared that the colleges Enterprise Resource Planning (ERP) system, Banner, is outdated. We are having a difficult time filling vacant application analyst and programmer positions due to the fact that our current integrations with Banner are "old school" programming which is not being taught to current graduates. Dr. Pollock shared that when he first became president at the college, he

was informed of the software issues. Ellucian visited and conducted a review of our IT services and department, free of charge back in February 2021. They mentioned after their review that we would begin to see system and application failures within the next few years if we don't find a solution. There are a total of four schools within the SC Technical College System (SCTCS) that currently use Banner. Ms. Young has been speaking with the other three schools to see if they are interested in joining together to receive more competitive pricing, rather than each school moving to a Software as a service (Saas) environment on its own. Dr. Pollock shared that this will be one of the top costs that will come up over the next few years and something we need to starting thinking through now. Ms. Young provided commission members with a handout that shares the options and cost implications to begin sharing this important information now while we work on a solution.

6. A. FINANCIAL STATEMENTS AS OF 4/30/2023

Ms. Young referenced the Financial Statements as of 4/30/23 that was provided in the materials booklet. Ms. Young reiterated that our county allocation revenue is still lower at this point in time in comparison to last year. After analyzing county funding this past week, Ms. Young feels like we will end this budget year short in county funding by approximately \$140K. We projected we would receive more funding from Sumter County than what we have actually received. We are currently receiving 4.2 mils from Sumter County. Ms. Young requested 4.7 mils from Sumter County for this upcoming budget year. We are unsure at this time if our request will be approved. Ms. Young noted that in our expenditures, we are currently at 64% of our annual budget for services. That is because in order to offset the Federal COVID-19 funding of \$2M and to bring a balanced budget, we had to allocate approximately \$1.6M of a contingency that goes in that service line item. Other than that, we are coming in pretty much right on target of where are services would be.

6. B. CASH, DEPOSITS AND INVESTMENTS AS OF 4/30/2023

Ms. Young referenced the Cash, Deposits and Investments as of 4/30/23 that was provided in the materials booklet. Ms. Young pointed out there is a decrease of approximately \$1.3M currently. That is primarily a timing issue with tuition not being due for summer courses as well as not many funds coming in during the March and April timeframe. We will see that pick back up in May and June.

6. C. CAPITAL PROJECTS UPDATE

Ms. Young referenced the summary and status of capital projects that was provided in the materials booklet. Below is a list of projects and their status:

- Academic Student Services Building: All approvals have been received. Leadership continues to meet with Hood Construction and Quakenbush Architects to finalize the design development. We will begin to see construction activity in December with the relocation of the bookstore to its temporary location and partial demolition of M100 to accommodate construction lay down area for the new building.
- Parking Lot Repaving: Main Campus and Advanced Manufacturing Technology Training Center (AMTTC) is completed and under budget. F.E. Dubose is currently waiting on final approvals.
- HVAC Replacements: Main Campus (M300 Round and M500) – contract issued to Triad Mechanical and notice to proceed has been issued. Some units will not be available until December 2023. F.E. Dubose – contract issued to Triad Mechanical and the preconstruction meeting is scheduled for January 17, 2023. Building M400 and M700 – Phase I and II have been approved. Project was awarded to Triad Mechanical. All award amounts came in under budget. Building M900 – RMF is currently providing an estimate in order for Phase I and Phase II approval.
- Roof Replacement for Building M500 – project is finalized and completed under budget
- All Kershaw projects have been approved and agreements signed
- F.E. Dubose Parking Lot Repaving: project details have been submitted and approved
- Roof Replacements (M300 A&B, M700 and M900): Phase I has been approved and BEE Group has begun sample testing

6. D. FISCAL YEAR 2024 PRELIMINARY BUDGET SCENARIOS

Ms. Young referenced the Fiscal Year 2024 Preliminary Budget Scenarios that was provided in the materials booklet. Ms. Young shared that we are asking the commission to approve the budget for now so we will have a budget in place for the new fiscal year that begins July 1st. We will bring an amended budget request to the July meeting for commission approval once the State approves their final budget. Ms. Young is using estimates based on the House and Senate versions of the budget. Based on current discussions and preliminary budget from the House Ways and Means committee, the Executive Leadership Team (ELT) has prepared a FY24 budget containing the following revenue and expenditure assumptions.

Revenue assumptions include:

- 10% decline in enrollment
- Increase in Workforce Development revenue due to the increase demand for CDL training
- Increase in State recurring funds, 4% of the \$15M tuition mitigation for the technical colleges
- Increase in State funds to cover 25% of the salary and benefit increases
- All other revenue sources remain flat as compared to FY23 forecast
- Total revenue assumptions for FY24 is approximately \$26.2M which is a decrease of approximately \$1.2M from FY23

Expenditure assumptions include:

- \$2,500 increase for salaries \$83,000 or less, or a 3% increase in salaries above \$83,000. Most likely this amount will change. It looks like it may change to a \$2,500 increase for salaries up to \$50,000 and a 5% increase for those above \$50,000.
- 3.7% increase in benefit costs
- Other expenditures based on departmental requests
- Total expenditure assumptions for FY24 is approximately \$26.2M which is a decrease of approximately \$1.4M from FY23

Chairman Napper entertained a motion to **approve** the FY24 Budget as presented. A **motion** was made by Mr. Warren and **seconded** by Mr. Anderson. There was no further discussion. The **affirmative vote** was unanimous.

6. COLLEGE REPORT – Kevin Pollock

Dr. Pollock provided a brief Achieving the Dream (ATD) update. Our coaches visited the campus for two days at the beginning of May to work on the ATD Action Plan. The team also reviewed college data, identified the focus for the college's plan, developed priority goals and explored possible strategies. The team agreed to focus on providing services and instruction to improve the student experience and success for our part-time students. The three priority goals are in the following areas: increasing the number of credit hours earned by part-time students in the first year; increasing the rate of retention for part-time students; and establishing a culture of evidence for informed decision making.

Dr. Pollock asked Ms. Bracken to share an update on the Shaw Air Force Base (AFB) Spratt Education Center. Ms. Bracken stated that we've had an office on Shaw AFB for over 20 years. Our current Memorandum of Understanding (MOU) with Shaw AFB and the 20th Fighter Wing recently expired and was under review for renewal. Ms. Bracken shared that over the past three years, only twelve active-duty members, three veterans, and three veteran dependents were enrolled in on-base courses. Visits to our office averaged only three to four per month. Based on this evaluation, the college determined maintaining the office in the Spratt Education Center was not fiscally sound. Military members will continue to be supported at all other campus locations. The college does have a separate MOU for CLEP and DSST testing that we plan to maintain.

Dr. Pollock asked Ms. Bracken to provide a brief update on enrollment. Ms. Bracken shared that we were up 2% in enrollment for this past spring semester. Ms. Bracken shared that the summer semester began

on May 17th. Summer enrollment is currently up 2.8% in headcount. Students are still able to register for summer semester, so that number may fluctuate some. Ms. Bracken shared that fall registration opened last month. There is currently 970 students enrolled for the fall semester. Our enrollment goal for this fall semester is 3,000 students.

Dr. Pollock referenced the 2023-2024 Annual Goals that were approved in the consent agenda. Dr. Pollock pointed out that all of our annual goals are aligned with the 2020-2025 strategic plan. The goals fall under student success, internal and external community and resources.

In closing, Dr. Pollock shared a brief State funding update. Currently, the following is in the budget for the college: \$10M for Sumter County to complete the funding needed for the new Academic Student Services Building; \$8M to help expand the AMTTC; \$10M for a science building in Kershaw County; and \$5M for Lee County. Dr. Pollock reiterated that these numbers could shift during deliberations between the House and Senate and he will keep everyone informed once the final budget is passed.

7. CHAIRMAN'S REPORT – Paul Napper

Chairman Napper shared that the college has received the second highest amount of funding from the State. Chairman Napper recognized Dr. Pollock's working relationship with Speaker of the House Murrell Smith.

Chairman Napper and Dr. Pollock presented a plaque to Jennette Towles-Mickens for her 16 years of dedicated service to the college and commission.

8. EXECUTIVE SESSION – Paul Napper

There was no need for an executive session.

9. OTHER MATTERS – Paul Napper

There were no additional matters to discuss.

10. ADJOURNMENT – Paul Napper

There being no further business, Chairman Napper entertained a **motion, seconded** by Mr. Warren to adjourn the Central Carolina Technical College Area Commission meeting at 5:59 p.m.

Respectfully submitted,

Bobby Anderson, Secretary

Diana Reardon, Recording Secretary