



## Central Carolina Technical College Area Commission Meeting Minutes

President's Conference Room  
Main Campus

4:30 p.m.

May 19, 2022

### MEMBERS PRESENT:

Paul Napper, Chairman  
Christopher Lee, Vice Chairman (Zoom)  
Bobby Anderson, Secretary  
Terry Hancock  
Andre McBride  
Willie Mae Muldrow  
Janice Poplin  
Ray Reich  
Jennett Towles-Mickens  
Thoyd Warren

### 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

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 19, 2022, Central Carolina Technical College (CCTC) Area Commission meeting to order at 4:34 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 March 17, 2022 Area Commission meeting, as submitted. A **motion** was made by Ms. Poplin and **seconded** by Mr. Anderson. 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
- 4. A. 3. Student Affairs Report

a) Policy Revision, Directive 6.42 Placement Testing

#### 4. A. 4. Business Affairs Report

- a) Financial Report as of 4/30/22
- b) Cash, Deposits & Investments as of 4/30/22
- c) FY 21 Single Audit Report

#### 4. A. 5. 2022-2023 Proposed Annual Goals

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 Mr. Reich and **seconded** by Ms. Muldrow. After brief discussion, the **affirmative vote** was unanimous.

### 5. FINANCE UPDATE – Beth Young

#### 5. A. F.E. DUBOSE MOA UPDATE

Dr. Pollock shared that the Memorandum of Agreement (MOA) has been completed to move forward with transferring operations of the F.E. Dubose Career Center (FEDCC) to the Clarendon County School District (CCSD). For a brief period of time this was on hold until the school district was fully consolidated. Ms. Young distributed copies of the final MOA to commission members. The final version has been reviewed by the school district's legal team as well as the legal team at the SC Technical College System (SCTCS). Ms. Young stated that this MOA is effective July 1, 2022, with the understanding that F.E. Dubose Career Center will continue to pay its share of the facilities operating costs. Ms. Young shared the following updates that were made to the MOA:

- Added a clause to 1. (a) that states CCSD will be the fiscal agent for FEDCC and be responsible for financial activities of FEDCC
- Added last sentence to 1. (d) that the college would notify the Director of the Career Center and the School Resource Officer of emergency drills and school closures
- Added to item 4. (a) that CCSD will pay a yearly fee of \$300K. CCSD occupies approximately 72% of the building. CCSD's portion of salaries and benefits for the custodial team, supplies and utilities were included when determining this figure. A statement was also included that the annual fee may reviewed every three years or as circumstances warrant as agreed to by all parties.
- Added 4. (c) that the college will provide the School Resource Officer with keys to the FEDCC facility and access to the security cameras

Dr. Pollock reminded everyone that the college will still own the building and we will still be responsible to maintain the building. The college did use some of the \$10M that was received in deferred maintenance from the state for a new roof and upgrades to the HVAC system for that building. The CCSD also plans to put \$3M in for upgrades for their portion of the building. Employees will be voluntarily transferred to the CCSD.

Chairman Napper entertained a motion to **approve** the MOA and transfer of operations of the F.E. Dubose Career Center to the Clarendon County School District. A **motion** was made by Mr. Lee and **seconded** by Ms. Poplin. After brief discussion, the **affirmative vote** was unanimous.

#### 5. B. KERSHAW MOA CENTURY BLVD PROJECT UPDATE

Dr. Pollock reminded everyone that part of the \$10M we received from the state this past year was earmarked for three Kershaw projects. One of the projects was to provide better signage, road repairs, and landscaping for the road leading to the Kershaw campus. There is approximately \$500K set aside for this project. Ms. Young shared that the MOA is currently being worked on with Kershaw county. The

MOA will state what each party is responsible for and that the maximum the college will pay for this project is \$500k. Ms. Young shared that they are currently working on the reimbursement terms. The plan is the county will have to submit to the college documentation of items that were spent. The college will then request payment from the state for us to reimburse the county. Ms. Young will provide more information once it becomes available.

### **5. C. FY22-23 TUITION INCREASE**

Dr. Pollock began by providing an overview of the state budget and where it stands at the point. The House, Ways and Means first version included \$10M for reconstruction, renovation and replacement, \$19M for a new academic building, a 3% increase in salaries, a one-time bonus of \$1,500 for every employee, a 18.1% increase in benefit costs, a 1% increase in retirement contribution, another year of the Governor's No Cost Tuition for technical programs, and no new recurring funds. The Senate's version removed the \$19M for a new academic building, lowered the amount to \$5.8M for reconstruction, renovation and replacement, removed the \$1,500 bonus, and removed the funding for No Cost Tuition. The Senate version did include \$7M in recurring funds for the technical college system. Dr. Pollock reminded commission members that we receive approximately 4% of those funds based on the technical college system funding formula. The House, Ways and Means second version basically went back to their first version, but they removed the \$1,500 one-time bonus. The House version also put the recurring funds back to \$0. The House and Senate were not able to reconcile the budget, so they will be coming back in mid-June to continue work on the budget. Dr. Pollock asked Ms. Young to provide a couple scenarios on a tuition increase. Dr. Pollock also reminded commission members that this is the last year we are able to use remaining HEERF (Higher Education Emergency Relief Funds) dollars. This will help with this upcoming year's budget, but we are facing issues for upcoming years. This is one reason why it would be best to look at raising tuition by a portion this year, so we don't need to make a large increase next year. Dr. Pollock also shared that we were under the assumption we would have to 100% cover the mandated increases in expenses. Dr. Pollock found out that they state does provide approximately 25% of those costs, which would leave the college to cover approximately 75%.

Ms. Young provided updated handouts to commission members. The previous information that was provided in the commission booklets still included the \$7M in recurring funds from the Senate version of the budget. Ms. Young removed the recurring funds from the new handout because the House removed the recurring funds in the second House version of the budget. This change illustrates that if we don't raise tuition or get any new recurring funds from the state, we would potentially have an approximately \$600K shortfall. Fortunately, the budget does allocate \$2M of HEERF dollars for this upcoming budget year to offset the decline in enrollment, but this is the last year we are able to use those funds. Ms. Young also provided a forecast for FY24. If we did no tuition increase this year, but included a \$10/credit hour increase next year, assumed flat enrollment/revenue, assumed a 3% pay increase and benefits costs, plus a normal increase in operating costs, we could potentially be short by approximately \$950K.

Ms. Young referenced the updated memo and provided two different scenarios in regards to a tuition increase beginning with academic year 2022-23, noting that the state could always come back and not allow us to raise tuition.

#### **Scenario 1:**

- State budget allows for a tuition increase
- State budget allows for additional funding
  - In recurring funds (our 4% of the \$7M = \$280K) and / or
  - Mandated increases in salaries, retirement and health insurance premiums (25% state cost share = \$204K)
- Recommendation: \$5 increase per credit hour

#### **Scenario 2:**

- State budget allows for a tuition increase

- No additional funding from the State budget (no recurring or state share of 25% of mandated increases)
- Recommendation: \$10 increase per credit hour

Approximately 60% of our student's tuition is fully covered by some sort of financial aid. Approximately 95-97% of our students are receiving some sort of financial aid. The annual PELL award is increasing by \$400 for the 2022-23 academic year, therefore, for those students receiving PELL, the increase in tuition will be offset by the increase in PELL. Dr. Pollock also reminded everyone that we are still offering No Cost Tuition for the upcoming fall semester, so students really won't see any change until the following spring semester. For a full-time student with 12-15 credit hours per semester, this additional cost will be \$240-\$300 for the academic year, based on a \$10 per credit hour tuition increase. If a \$5 per credit hour tuition increase is chosen, the additional cost would be approximately \$120-\$150 total for the academic year for a full-time student. The recommendation is \$10 per credit hours for this upcoming academic year in hopes that enrollment will continue to improve and we may not need to raise tuition as much the following year. If enrollment stays flat and we do not raise tuition \$10 per credit hour for 2022-23 academic year, there may be a chance that we would need to raise tuition \$15-\$20 per credit hour for the 2023-2024 academic year. Enrollment for the upcoming fall semester is up 20% currently, but that could be due to the college advising students to register early. If enrollment does continue to stay up and there are leftover funds, Dr. Pollock would like to see our fund balance closer to somewhere in the 20-25% range. We are currently at approximately 17% in our fund balance.

Mr. Anderson entertained a **motion** to increase tuition for the 2022-23 academic year by \$10 per credit hour. The motion was **seconded** by Mr. Reich. A comment was made that the amount can always be revisited if needed at a future commission meeting. Ms. Young reminded everyone that some agencies require 90 days' notice of any tuition increase. Mr. Lee mentioned revisiting the actual budget pending the state's budget outcome. The **affirmative vote** was unanimous.

#### 5. D. FY22-23 OPERATING BUDGET

Ms. Young provided an updated handout on the FY 2022-23 budget. The difference between the budget that was printed in the booklet and the handout is the amount to be received for the lease of F.E. Dubose which was lowered from \$350K to \$300K, and the amount lowered for auxiliary services to \$1.5M. The only thing not listed in the new printed document is the additional \$550K for a \$10 per credit hour tuition increase. It only has the amount for a \$5 per credit hour tuition increase. Mr. Reich questioned why the travel expenses were increased for this upcoming year. Dr. Pollock shared that we are required to attend Achieving the Dream (ATD) conferences and session during our first year which is why more funds were added to travel expenses.

Chairman Napper entertained a motion to **approve** the 2022-23 Budget with the increase of \$550K in tuition to reflect the \$10 per credit hour tuition increase. A **motion** was made by Mr. Anderson and **seconded** by Mr. Warren. Mr. Lee requested Ms. Young to make the revision to the budget document and email to commission members. The **affirmative vote** was unanimous.

#### 5. E. FY22-23 CAPITAL PROJECTS BUDGET

Ms. Young referenced pages 46-47 in the commission booklet in regards to the FY22-23 capital projects. There are several projects that could not be completed during this fiscal year due to delays and inflation rates. Those projects have been carried forward for FY22-23. The college is also anticipating an additional \$5,848,586 for maintenance, renovation and replacement that is currently in the Senate version of the budget. If the amount goes back up to \$10M that is in the House version of the budget, Ms. Young will bring an adjusted to the July commission meeting.

Chairman Napper entertained a motion to **approve** the FY22-23 Capital Projects Budget as submitted. A **motion** was made by Mr. Lee, and **seconded** by Mr. McBride. The **affirmative vote** was unanimous.

#### **6. COLLEGE REPORT – Kevin Pollock**

Dr. Pollock thanked Ms. Young for all her hard work while working through the budget process.

Dr. Pollock asked Ms. Bracken to provide a brief presentation on our application conversion rates. This topic has been brought up at prior commission meetings.

Ms. Bracken began her presentation by explaining the Customer Relationship Management (CRM) tool used for application processing. Since the CRM was implemented, our highest conversion rate has been 52%, which fell within the range of other technical colleges; however, we wanted to improve our conversion rates. Student Affairs staff examined the application process to identify barriers and processes that needed to be changed in order to improve our rate. Several barriers were removed and processes were updated as a result. A new application conversion rate goal of 90% was set. Our current conversion rate is 53% for the fall semester. If we take out dual enrolled students from the equation, as recommended by our CRM consultant, our conversion rate is 70%. At this same time last year, Fall 2021, our conversion rate was 30%. Ms. Bracken is hopeful that we will convert more applications over the next several months.

#### **7. CHAIRMAN'S REPORT – Paul Napper**

Chairman Napper reported that Ms. Witherspoon has tenured her resignation to the commission. She was appointed as a magistrate in Clarendon County. Chairman Napper asked Vice Chairman Lee if he would help with name suggestions for a Clarendon County commissioner.

Chairman Napper reported his attendance at the South Carolina Association of Technical College Commissioners retreat this past weekend. This informative retreat was held for the commission chairmen at each technical college.

In closing, Chairman Napper reported that it is time for the selection of officers. Chairman Napper appointed Terry Hancock, Ray Reich, and Willie Mae Muldrow to serve on a nominating committee and present a slate of officers at the next scheduled meeting.

#### **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 6:01 p.m.

Respectfully submitted,

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Bobby Anderson, Secretary

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Diana Reardon, Recording Secretary