



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

President's Conference Room / Zoom

**5:30 p.m.**

**July 15, 2021**

**MEMBERS PRESENT:**

Paul Napper, Chairman  
Christopher Lee, Vice Chairman (Zoom)  
Bobby Anderson, Secretary (Zoom)  
Andre McBride (Zoom)  
Janice Poplin  
Jennett Towles-Mickens  
Thoyd Warren  
Angela Witherspoon (Zoom)

**COLLEGE STAFF:**

Kevin Pollock, President  
Terry Booth, Vice President for Business Affairs  
Lisa Bracken, Vice President for Student Affairs  
Misty Hatfield, Vice President for Institutional Advancement  
Myles Williams, Vice President for Academic 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 July 15, 2021, Central Carolina Technical College (CCTC) Area Commission meeting to order at 5:30 p.m.

**2. INVOCATION – Paul Napper**

Chairman Napper delivered the invocation.

**3. APPROVAL OF MINUTES – Paul Napper**

Chairman Napper entertained a motion to approve the minutes of the May 20, 2021 Area Commission meeting, as submitted. A **motion** was made by Mr. Lee and **seconded** by Ms. Poplin. 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. Business Affairs Report

- a) Cash, Deposits, and Investments as of 6/30/21

#### 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 Ms. Towles-Mickens. The **affirmative vote** was unanimous.

### 5. FY 2022 CAPITAL PROJECTS BUDGET AMENDMENT #1 – Terry Booth

The college received funding in the 2021 legislative session for two large capital projects, and the capital projects budget is being amended to include these.

The Academic/Student Services Building is the next project on the College's Academic and Facilities Master Plan. Preliminary plans are for a 34,000 SF facility estimated at \$13M to be located outside the greenspace, opposite building 500. This will allow the College to consolidate all student services into one building, rather than being spread out between three separate buildings, and serve as a "swing space" when the next project is implemented (demolition of 100/200 and construction of a new building).

The Maintenance, Renovation, and Repair project of \$10,471,882 will allow the College to replace all HVAC units and roofs that have exceeded their useful lives (excluding buildings that are not planned to remain long term) in addition to parking lot replacement/repair. Ms. Booth discussed in detail the budget changes and remaining projects that were listed on an attached detailed list.

Dr. Pollock pointed out that the college received significantly more than some of the other technical colleges in the system. Vice Chairman Lee asked how much was appropriated to the whole state technical college system, and what percentage we received. Dr. Pollock will find that information out and send it to the commission. Chairman Napper commented that there will be a second round of money coming this year. Dr. Pollock plans to work with Representative Murrell Smith on the details of that request. Ms. Booth mentioned that since the college is able to fund all of these deferred maintenance jobs now, we need to continue to save money so we don't have to wait on state funding for projects in the future.

Ms. Booth referred to page 14 of the meeting booklet, and requested the Commission to consider the following motion for action:

*"The Area Commission approves the Fiscal Year 2021-22 Capital Projects Budget Amendment #1 and the associated projects for Central Carolina Technical College."*

Chairman Napper entertained a motion to approve the FY 2022 Capital Projects Budget Amendment #1. A **motion** was made by Mr. Lee, and **seconded** by Mr. Anderson. The **affirmative vote** was unanimous.

### 6. F.E. DUBOSE TRANSFER TO CLARENDON COUNTY SCHOOL DISTRICT – Kevin Pollock

Dr. Pollock shared that several meetings took place after the May 20<sup>th</sup> Area Commission meeting to discuss further details regarding the F.E. Dubose transfer to Clarendon County School District. Vice Chairman Lee, Mr. Anderson, and Ms. Witherspoon were tasked with gathering more information and reporting their recommendations back to the full board.

Dr. Pollock referenced the F.E. Dubose Career Center (FEDCC) facts that were provided in the May 20<sup>th</sup> and July 15<sup>th</sup> commission booklet. The College has been in discussions with Dr. Shawn Johnson, Superintendent of Clarendon County School District 2, concerning the FEDCC. The school districts in Clarendon County will be fully consolidated effective July 1, 2022. Most career centers are operated by school districts, however FEDCC has been operated by CCTC since July 1, 1998.

FEDCC has experienced budget difficulties in recent years due to change in school funding and is often at a disadvantage compared to similar programs or centers across the state as a result. The consolidation presents an opportunity to transfer FEDCC to the newly formed consolidated school district, so that additional funding is available. Dr. Johnson is willing to fund some upgrades of CTE programs as well as facilities at FEDCC if an agreement is in place to transfer operations as of July 1, 2022. CCTC will continue to own the facility, occupy the same spaces we do currently, and offer college classes at that location, including regular and dual enrollment. FEDCC will continue to fund its share of the facilities operating costs, based on square footage use.

The state law and county ordinance that transferred FEDCC to CCTC requires the county to approve before CCTC can transfer control of FEDCC. If the Commission approves, CCTC will seek county approval for this transfer.

Vice Chairman Lee provided a report from the committee. He shared that the committee received the answers they were looking for after several meetings with Dr. Pollock, Ms. Booth, and Clarendon County School District Two Superintendent, Dr. Shawn Johnson. The committee unanimously supports the transfer of the FEDCC to the Clarendon County School District. Vice Chairman Lee mentioned there are a couple caveats the committee would like make sure are in any agreement once it gets to that point, but the committee's main concerns were addressed and they are in support of this move.

Chairman Napper stated it is the recommendation from the committee to accept the transfer of operations of the F.E. Dubose Career Center to the consolidated Clarendon County School District. The **affirmative vote** was unanimous.

## **7. COLLEGE REPORT**

Dr. Pollock reported that the deans have been tasked with completing a program viability study. Dr. Pollock has initiated this study at his past two institutions with great success. Deans will look at every program of study to see how viable they are through a variety of data. This report should be completed around the holidays. Dr. Pollock will share the results with commission members once finished.

Dr. Pollock reported that the American Association of Collegiate Registrars and Admissions Officers (AACRAO) consulting group completed a multi-day study of our enrollment back in May. The Executive Leadership Team (ELT) has received the fifty-two-page report that includes recommendations on our enrollment, marketing, advising, retention, and other various processes. ELT will begin reviewing the report in detail and work on a timeline to complete tasks.

Dr. Pollock shared that the college has recently applied for two grants. The first is a Title III Strengthening Institutions Program (SIP) grant that focuses on improving student retention through expanding academic advising, health sciences clinical coordination, and the use of the CRM. If received, this grant would provide a max of \$450,000 per year for 5 years. The second is a Predominately Black Institutions (PBI) competitive grant that focuses on improving the enrollment, retention, and graduation rates of high need, STEM, and African American male students through the addition of student and instructor support services. If received, this grant would provide a max of \$600,000 per year for 5 years.

Dr. Pollock reported on the recent hiring of the two Vice Presidents positions. Dr. Jeffrey Thomas was selected as the Vice President for Academic Affairs and begins July 19<sup>th</sup>. Ms. Beth Young was selected as the Vice President for Business Affairs and begins September 1<sup>st</sup>. Commission members will be able to meet both Vice Presidents at the September commission meeting.

Dr. Pollock reported he was recently named as honorary base commander at Shaw for the 79<sup>th</sup> Fighter Generation Squadron. Dr. Pollock plans to attend the induction ceremony in August.

Dr. Pollock invited commission members to attend the college wide Fall Kickoff event scheduled for Friday, August 13<sup>th</sup>. The event will begin with breakfast at 8:30 a.m. Dr. Pollock will address faculty and staff at 9 a.m. Ms. Reardon will email commission members more details.

In closing, Dr. Pollock presented Mr. Williams with a plaque to express his gratitude for his years of service to the college. Mr. Williams is retiring from the college at the end of the month. Mr. Williams started with the college in 2005. He has served as Instructor, Department Chair, Dean of General Education, and became Vice President for Academic Affairs in August 2017.

**8. CHAIRMAN'S REPORT** – Paul Napper

There was no chairman's report to share.

**9. EXECUTIVE SESSION** – Paul Napper

There was no need for an executive session.

**10. OTHER MATTERS** – Paul Napper

There were no other matters to discuss.

**11. ADJOURNMENT** – Paul Napper

There being no further business, Chairman Napper entertained a **motion** to adjourn the Central Carolina Technical College Area Commission meeting at 6:07 p.m.

Respectfully submitted,

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Bobby Anderson, Secretary

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Diana Reardon, Recording Secretary