



Central Carolina Technical College Area Commission Meeting Minutes

President's Conference Room
Main Campus

5:30 p.m.

July 20, 2023

MEMBERS PRESENT:

Paul Napper, Chairman
Christopher Lee, Vice Chairman
Meagan Kuhlman (via Zoom)
Abram Ludd
Willie Mae Muldrow
Matthew Prince
Ray Reich
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:

Bobby Anderson, Secretary
Terry Hancock
Andre McBride
David Sanders

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 20, 2023, Central Carolina Technical College (CCTC) Area Commission meeting to order at 5:30 p.m. Chairman Napper welcomed the new Sumter County Area Commissioner Ms. Meagan Kuhlman.

2. INVOCATION

Chairman Napper delivered the invocation.

3. APPROVAL OF MINUTES – Paul Napper

Chairman Napper entertained a motion to **approve** the minutes of the May 18, 2023, Area Commission meeting, as submitted. A **motion** was made by Mr. Lee and **seconded** by Mr. Warren. 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 6.26
- b) Policy Revision, Directive 6.33
- c) Policy Revision, Directive 6.35
- d) Policy Revision, Directive 6.36
- e) Policy Revision, Directive 6.62

Mr. Warren asked about Convergent Nonprofit's interview findings regarding a possible major gifts campaign. Ms. Hatfield shared the company's process as well as their recommendation to not move forward with a major gifts campaign at this time. The company offered some suggestions, such as building stronger relationships within the community over the next year or so to better prepare for a possible future campaign. Ms. Hatfield is working with Dr. Pollock to create a plan to reestablish those community relationships. Dr. Pollock asked commission members to let him know if there are any specific individuals within their service area that he should meet. Following discussion, Chairman Napper entertained a motion to **approve** the Consent Agenda as submitted. A **motion** was made by Mr. Reich and **seconded** by Ms. Muldrow. There was no further discussion. The **affirmative vote** was unanimous.

5. FINANCE UPDATE – Beth Young

5. A. FY24 BUDGET AMENDMENT #1

Ms. Young provided a comparison of the budget that was approved at the May Area Commission meeting to the updated requested budget amendment. The major change between the budgets is the amount of State funding due to having a clearer idea of actual funding. The result was a decrease of approximately \$315K in State funding. In order to offset that decrease, the Executive Leadership Team (ELT) looked at the line items in our expenditures. ELT decided that since a couple employee positions have not been filled, funding could be used from the salaries and benefits line item. By doing so, the budget was able to be balanced. After the auditors have completed their review of fiscal year (FY) 2023, the college will have approximately 31% of our operating expenses in our fund balance.

Chairman Napper entertained a motion to **approve** the FY24 Budget Amendment #1 as presented. A **motion** was made by Mr. Lee and **seconded** by Mr. Prince. There was no further discussion. The **affirmative vote** was unanimous.

5. B. UPDATE ON ACADEMIC STUDENT SERVICES BUILDING

Ms. Young provided an update on the Academic Student Services building. Ms. Young showed commission members renderings of the new building. The college will lose some parking spaces, but a future plan would be to provide parking where the M200 building is currently located. We are looking into adding access control on all of the outside doors on the new building, as well as all other buildings once the new building is complete. Dr. Pollock mentioned that the majority of our current Facilities Master Plan will be completed after the Academic Student Services building is finished. We will need to work on updating our current Facilities Master Plan.

5. C. PRELIMINARY FINANCIAL STATEMENTS AS OF 6/30/2023

Ms. Young referenced the Preliminary Financial Statements as of 6/30/23 that was provided in the materials booklet. The preliminary for the end of the FY23 budget shows us adding approximately \$2.4M to our fund balance. Our credit tuition revenue was \$1M over our budgeted amount due to an increase in enrollment. There was also an increase in our Continuing Education and Auxiliary Enterprises revenue. Ms. Young noted in our expenditures we had a decrease in Salaries and Benefits due to not filling certain positions. The audit is scheduled to be completed in August.

5. D. REALLOCATION OF CAPITAL FEE

Ms. Young reminded commission members about the issues with the college's Enterprise Resource Planning (ERP) system (Banner) that were discussed in detail at the May Area Commission meeting. Ms. Young shared that the college's current tuition and fee rate per credit hour is \$204 with \$9.70 allocated to the plant fund for capital projects. Due to the increased funding from the State for capital projects and deferred maintenance, ELT is recommending a reallocation of the \$9.70 from capital projects to technology projects. This would generate approximately \$549,990 based on 56,700 credit hours.

Ms. Young requested the Commission to consider the following motion for action:

"To reallocate \$9.70 of our current tuition and fee rate from capital projects to technology projects, effective the 2023-2024 Academic Year."

Chairman Napper entertained a motion to **approve** the reallocation of capital fee as presented. A **motion** was made by Mr. Reich and **seconded** by Mr. Ludd. There was no further discussion. The **affirmative vote** was unanimous.

5. E. CAPITAL PROJECTS BUDGET FY24

Ms. Young referenced the Capital Projects Budget for FY24 that was provided in the materials booklet. Ms. Young reviewed in detail the projected revenue which includes the capital fee from student fees, a technology fee, as well as the State funding we have received over the past two years. There are still several capital projects that are in progress due to equipment delays. Dr. Pollock shared that we received a total of \$33M from the State budget this year for the following: \$10M to complete our Academic Student Services Building; \$5M to help renovate a building in downtown Lee County; \$8M to help with an expansion of the Advanced Manufacturing Technology Training Center (AMTTC); and \$10M for an expansion at the Kershaw Campus. This would bring the total of funding we have received from the State, grants and Foundation fundraising to approximately \$97M over the past 3 years. Dr. Pollock shared the need to update our Facilities Master Plan due to the fact that we have been able to complete our prior master plan at a quick pace due to the State funding we have received. Ms. Young reviewed in detail the projected expenditures for the upcoming fiscal year which includes \$250K to update our Facilities Master Plan.

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

5. F. CAPITAL PROJECTS FUND BALANCE

Ms. Young referenced the Capital Projects Fund Balance that was provided in the materials booklet. This document shows the past five years of our funding and projects. Ms. Young pointed out that even if we used all of the funding in FY24 designated for all our projects, we would still have a little over \$9M remaining for future projects.

6. COLLEGE REPORT – Kevin Pollock

Dr. Pollock announced that Jason Tisdell has accepted the position of Vice President for Academic Affairs. He will officially begin this role on August 1, 2023. Mr. Tisdell has been at the college for 14 years and has held several roles at the college with the latest being the Assistant Vice President for Academic Affairs.

Dr. Pollock shared that he met with and provided a tour for the new commission members. Ms. Kuhlman introduced herself as this was her first meeting.

Dr. Pollock shared that Ms. Bracken, Ms. Hatfield and Mr. Tisdell have been working on a plan for our outreach campuses. They will provide an update at an upcoming meeting.

In closing, Dr. Pollock invited commission members to attend our Allied Health Pinning Ceremony on August 3rd at 2PM as well as the ADN Pinning Ceremony that same evening at 6PM at the Sumter Opera House.

7. CHAIRMAN'S REPORT – Paul Napper

There was no report given.

8. EXECUTIVE SESSION – Paul Napper

At approximately 6:32 p.m., Chairman Napper entertained a motion to go into executive session to discuss a personnel matter. A **motion** was made by Ms. Muldrow, **seconded** by Mr. Warren, and **unanimously carried** for the Area Commission to go into Executive Session. At approximately 6:35 p.m., Chairman Napper entertained a motion to come out of executive session. A **motion** was made by Mr. Warren, **seconded** by Mr. Lee, and **unanimously carried** for the Area Commission to come out of Executive Session. Chairman Napper reported that information was received on a personnel matter; however, no action was taken during the 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. Ludd to adjourn the Central Carolina Technical College Area Commission meeting at 6:35 p.m.

Respectfully submitted,

Bobby Anderson, Secretary

Diana Reardon, Recording Secretary