



Central Carolina Technical College Area Commission Meeting Minutes

President's Conference Room
Main Campus

5:30 p.m.

September 21, 2023

MEMBERS PRESENT:

Paul Napper, Chairman
Christopher Lee, Vice Chairman
Abram Ludd
Andre McBride
Willie Mae Muldrow
Matthew Prince
Ray Reich
David Sanders (via Zoom)
Thoyd Warren

COLLEGE STAFF:

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

MEMBERS ABSENT:

Bobby Anderson, Secretary
Terry Hancock
Meagan Kuhlman

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 September 21, 2023, Central Carolina Technical College (CCTC) Area Commission meeting to order at 5:33 p.m. Chairman Napper informed commission members of Mr. Hancock's funeral arrangements. Ms. Hatfield shared that memorials can be sent to the Foundation in honor of Mr. Hancock. Ms. Reardon will email everyone the information needed to make a donation.

2. INVOCATION

Chairman Napper delivered the invocation.

3. APPROVAL OF AGENDA/CONSENT AGENDA – Paul Napper

3. 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:

3. A. 1. Institutional Advancement Report
3. A. 2. Academic Affairs Report
3. A. 3. Student Affairs Report
 - a) Policy Revision, Directive 6.03 Student Advisement

Mr. Reich asked for clarification on D2L Brightspace Orientation and our online class enrollment. Dr. Pollock and Ms. Bracken provided the necessary information. Following discussion, Chairman Napper entertained a motion to **approve** the Consent Agenda as submitted. A **motion** was made by Mr. Reich and **seconded** by Mr. Lee. There was no further discussion. The **affirmative vote** was unanimous.

4. APPROVAL OF MINUTES – Paul Napper

Chairman Napper entertained a motion to **approve** the minutes of the July 20, 2023, Area Commission meeting, as submitted. A **motion** was made by Mr. Prince and **seconded** by Ms. Muldrow. There was no further discussion. The minutes were **unanimously approved**.

5. FINANCE UPDATE – Beth Young

5. A. FISCAL YEAR (FY) 2022 – 2023 FINAL OPERATING FINANCIAL REPORT

Ms. Young referenced the FY 22-23 Final Operating Financial Report that was provided in the materials booklet. We are waiting for the official audit report to be completed, but the figures on the financial report reflect the final figures. The final audit should be completed in time for the November Area Commission meeting. Ms. Young shared that at the end of FY23 our position had a net change of approximately \$2M which is the difference between the total revenue minus our expenditures. Our fund balance at the beginning of FY23 was \$5,661,200, so when we add in the net change, our ending fund balance as of June 30, 2023, is \$7,767,010. This amount represents 31.2% of our operating expenses in our fund balance.

5. B. FY 2023 – 2024 FINANCIAL STATEMENTS AS OF 08/31/2023

Ms. Young referenced the FY 23-24 Financial Statements as of 08/31/2023 that was provided in the materials booklet. We are currently two months into our new fiscal year. Ms. Young pointed out that we are on target where we are now compared to last year at this point in time. Revenue is currently at 59% of our annual budget compared to 58% last year at this time. Expenditures are currently at 18% of our annual budget compared to 17% last year at this time.

5. C. CASH BALANCES AS OF 08/31/2023

Ms. Young referenced the Cash Balances as of 08/31/23 that was provided in the materials booklet. Ms. Young shared that our cash balance total as of 08/31/23 is \$21,788,463. Last year at this point in time our total was \$20,286,000. The amount is greater than last year, but some of that comes from timing of when we receive tuition payments and when expenses have been paid. Another reason is interest rates. Last year interest rates at this point in time were at approximately 2%, this year it is up to 5.58% which helps our cash position.

5. D. APPROVAL OF NEW DIRECTIVE

Ms. Young referenced the new directive that was included in the materials booklet that is being brought to the commission for review and approval.

Directive 5.44 Job Transfer Requirements: This directive was created to provide a timeframe of when new employees can move from one position to another. Several situations have come up where an individual is hired and then a couple months later applies for another position within the college. This becomes a challenge when it takes a while to get an individual fully trained for their job and they decide to switch positions not long after they are hired. This new policy states that an employee must be in their current position for a least twelve months and be in good standing before they are eligible to apply for a transfer. There are some exceptions to the twelve-month rule that will be allowed and will be handled on a case-by-case scenario.

Chairman Napper entertained a motion to **approve** Directive 5.44 Job Transfer Requirements as presented. A **motion** was made by Mr. Reich and **seconded** by Mr. Warren. There was no further discussion. The **affirmative vote** was unanimous.

6. COLLEGE REPORT – Kevin Pollock

Dr. Pollock shared that Mr. Hancock was a part of the Area Commission for 17 years. He dedicated more than 20 years of service to the CCTC Foundation and held the position of Treasurer on the Foundation board for most of his service. The CCTC Foundation honored him with the 2021 President's Partnership Award for Kershaw County. He was a strong supporter of the college and leaves a legacy like no other.

Dr. Pollock shared that the 12th annual Foundation Golf Tournament is Friday, October 6th at Beech Creek Golf Course. There are three remaining team spots left if commission members know of someone who would like to participate.

Dr. Pollock shared that our annual Fall Kickoff was held on Friday, August 18th. This year's Fall Kickoff was an overall success based on positive feedback from employees. The theme was "Team Titan" and included an update on Achieving the Dream, start of the Employee Giving Campaign, free headshots for employees, and several breakout sessions for employees to attend. Employees also signed six banners that were hung the first week of classes to welcome students.

Dr. Pollock shared that the 5th annual Employee Giving Campaign exceeded the monetary goal of \$23,000 with a total of \$29,433 raised, the highest ever in the five-year history of running an employee giving campaign. There were 108 employees that took part in the campaign this year.

Dr. Pollock shared our current enrollment numbers. Our budget was built on a 10% decrease in enrollment. We are currently down 8.09% in headcount and down 6.2% in hours. Our goal is to have 3,000 students for fall and we are currently at 2,975 students. We weren't sure how this fall's enrollment was going to look like due to the pandemic and not offering No Cost tuition this semester. We are still 13% ahead of where we were in enrollment two years ago. Everyone has worked hard at the college in regards to enrollment.

Dr. Pollock provided commission members with a handout of the FY 2024 – 2025 Legislative Priorities from the South Carolina Technical College System (SCTCS) that include: \$20M for increased recurring funds; \$51.1M for Lottery Tuition Assistance Program; \$95M for continuation of SC Workforce Industry Needs Scholarship (SCWINS); \$30M for equipment for high-demand job skills training; and \$5M for readySC project funding.

In closing, Dr. Pollock invited commission members to attend the CCTC Holiday Party on Thursday, December 7th from 5PM – 9PM in M401.

7. CHAIRMAN'S REPORT – Paul Napper

Chairman Napper shared his recent attendance to the South Carolina Technical College Commissioners (SCATCC) board meeting. The lobbyist shared at the meeting that the projection of funding for SC will be lower this year than last year. Mr. Napper shared handouts that were provided at the SCATCC meeting which included South Carolina Technical College System (SCTCS) enrollment trends and FY22 county funding for technical colleges. Chairman Napper encouraged commission members to continue to reach out to their local legislative delegation, superintendents, county council members and others to share facts and push the importance of the college.

8. EXECUTIVE SESSION – Paul Napper

At approximately 6:10 p.m., Chairman Napper entertained a motion to go into executive session for the specific purpose of having a discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege,

settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the agency of a claim. A **motion** was made by Mr. Warren, **seconded** by Mr. Prince, and **unanimously carried** for the Area Commission to go into Executive Session. At approximately 6:52 p.m., Chairman Napper entertained a motion to come out of executive session. A **motion** was made by Mr. Lee, **seconded** by Mr. McBride, 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.

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. Reich to adjourn the Central Carolina Technical College Area Commission meeting at 6:52 p.m.

Respectfully submitted,

Bobby Anderson, Secretary

Diana Reardon, Recording Secretary