



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

A101

Advanced Manufacturing Technology Training Center

**4:00 p.m.**

**March 17, 2022**

**MEMBERS PRESENT:**

Paul Napper, Chairman  
Christopher Lee, Vice Chairman  
Bobby Anderson, Secretary  
Terry Hancock  
Willie Mae Muldrow  
Janice Poplin  
Ray Reich  
Jennett Towles-Mickens  
Thoyd Warren  
Angela Witherspoon

**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

**MEMBERS ABSENT:**

Andre McBride

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 March 17, 2022, Central Carolina Technical College (CCTC) Area Commission meeting to order at 4:00 p.m. Representative Will Wheeler was in attendance to introduce the new Lee County Area Commissioner Ms. Willie Mae Muldrow. Ms. Muldrow shared that it is an honor and privilege to serve as a commission member representing Lee County and looks forward to working with each member on the board.

**2. INVOCATION**

Mr. Hancock delivered the invocation.

**3. RECOGNITION OF GUESTS – Kevin Pollock**

Dr. Pollock recognized the following list of State Service Award recipients and presented them with framed certificates and lapel pins. Dr. Pollock introduced each recipient individually and thanked each of them for their loyal service.

**Ten Years of State Service**

Kathy McIntosh, Simulation Laboratory Coordinator

**Twenty Years of State Service**

Ronalda Stover, Human Resources Director  
Lisa Bracken, Vice President for Student Affairs

Dr. Pollock recently attended the South Carolina Association of Technical College Commissioners' Day of Learning event in Columbia. During the meeting, commissioners were recognized for their years of service. Mr. Reich attended the event with Dr. Pollock and received an award for his 15 years of service. Mr. Hancock and Mr. Anderson were unable to attend the event. Dr. Pollock presented Mr. Hancock with his award for 15 years of service, and Mr. Anderson with his award for over 20 years of service.

#### **4. APPROVAL OF MINUTES – Paul Napper**

Chairman Napper entertained a motion to approve the minutes of the January 20, 2022 Area Commission meeting, as submitted. A **motion** was made by Mr. Reich and **seconded** by Ms. Poplin. 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. Reaffirmation of Mission Statement

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. Lee and **seconded** by Mr. Anderson. The **affirmative vote** was unanimous.

#### **6. FINANCE UPDATE – Beth Young**

##### **6. A. FINANCE REPORT MEMO**

Ms. Young shared that pages 17-18 in the commission materials booklet represents where we are with the budget currently in Fiscal Year (FY) 21-22. Total revenues are at 91% of the current year budget in comparison to 95% for the prior year. This is primarily due to the decline in enrollment. Tuition and fees is at 91% of the current year compared to 93% last year during this point in time. Auxiliary Enterprises is at 76% of the current year compared to 84% last year during this point in time. The revenue should be right at 100% or a little above by the end of this fiscal year. Our total expenditures are at 60% of the current year budget in comparison to 65% for the prior year. This is directly related to the timing of the dual enrollment remission and exemption waiver. After conversations of how to apply funding for the no cost tuition initiative for the upcoming fall semester, it was decided to continue using the same practice as last year of applying the institutional waiver for dual enrollment. This will mean the remission and exemption line item will increase when the budget is brought to the commission in May. Ms. Young then referenced page 19 which includes all the cash balances as of February 28, 2022. Ms. Young stated that the reason the amount is down from January to February is mainly due to a timing issue of when student refunds using HEERF funds are issued and when we receive those funds back from the government. In fact, as of March we are already back up to \$14M.

##### **6. B. HIGHER EDUCATION EMERGENCY RELIEF FUNDING (HEERF) UPDATE**

Ms. Young began by providing a quick summary of the federal funding for relief due to the COVID-19 Pandemic. This relief was issued as HEERF I (Coronavirus Aid, Relief and Economic Security Act, CARES), HEERF II (Coronavirus Response and Relief Supplemental Appropriates Act, CRRSA) and

HEERF III (American Rescue Plan, ARP). The college received funding for both institutional needs and emergency student aid grants. All student emergency grant funds have been transmitted to our students. There are \$3,655,010 institutional grant funds remaining and earmarked for Fall 2022 No Cost Tuition and IT projects. Our no-cost extension request was accepted and extended to May 2023. Ms. Young shared that we do not have enough funding to provide the no cost tuition for all programs for both summer and fall. For the summer semester, we will offer no cost tuition for technical programs only. For the fall semester, we will offer no cost tuition for all programs. Dr. Pollock reminded commission members that we have been using two sperate types of funding for this initiative. The governor set aside funding for no cost for technical programs only. We have been using HEERF funding to cover tuition for non-technical programs. The governor would like to extend the no cost tuition for technical programs for the upcoming year and the funding is currently in the House, Ways and Means budget. Ms. Young shared that additional federal funding became available that we applied for. To be eligible for that funding, schools had to have a specific enrollment decline which we did qualify for. Ms. Young applied for this additional funding and if received, half of the funding has to be allocated to students for student emergency aid. The remaining money could potentially be used to continue the no cost tuition for the spring semester. Ms. Young hopes to hear sometime during the summer if we will receive any funding from that request.

### **6. C. PRELIMINARY FY23 BUDGET SCENARIOS**

Ms. Young presented two revenue scenarios for the fiscal year 2023 budget based on current discussions and the preliminary budget from the House, Ways and Means Committee. Expenditure assumptions incorporated into this budget include: a 3% increase in salaries along with a one-time bonus of \$1,500 for every employee, a 18.1% increase in benefit costs, and a 2.79% increase in all other expenses which reflects the Higher Education Price Index (HEPI). The House, Ways and Means budget didn't allocate any additional recurring funds to cover the mandates.

Dr. Pollock shared that last year the technical colleges received \$10M in new recurring funds that helped us differ costs for a variety of things. Dr. Pollock is on the legislative committee with the South Carolina Technical College System (SCTCS) Presidents' Council and this year the request was approximately \$60M in new recurring funds. Dr. Pollock mentioned that new recurring funds are important to the technical colleges because those funds stay there and aren't one-time money. Dr. Pollock shared that our next step is to work with the senate committee and encourage them to include recurring funds in their budget. The proposed amount for all the technical colleges to cover the mandates is approximately \$23M in new recurring funds. Another approximately \$7M was requested for each of the sixteen technical colleges to receive two new faculty and two new staff positions per college. The thought behind this request is in order to offer new programs, we have to create new positions. Dr. Pollock shared that he continues to work with our legislative delegation on these requests. We aren't sure at this time where they will go with these requests. If no money is added for recurring funds, we will need to consider increasing tuition to cover any mandated increases in expenses.

Ms. Young shared two different revenue scenarios based on the unfunded mandates. The first revenue assumption includes enrollment remaining flat compared to the current year due to offering No-Cost Tuition for the Fall 2022 semester, state appropriations increase by 2.7%, and all other revenue sources remaining flat compared to FY22 forecast. The second revenue assumption includes enrollment remaining flat compared to the current year due to offering No-Cost Tuition for the Fall 2022 semester, tuition increase of 2.7% which equates to a \$5.24 increase per credit hour, and all other revenue sources remaining flat compared to FY22 forecast. If we raise tuition by 2.7% and we receive no recurring funds, we still will not be able to cover all the mandated increases. We are fortunate to have the additional HEERF dollars for this FY23, but FY24 is an area of concern. Each scenario provides a surplus at the end of the fiscal year due to the HEERF dollars that we are able to carry through in our budget. Ms. Young recommends setting aside the surplus for future capital projects or unforeseen operating needs

of the college. Another point Ms. Young mentioned is we may need to look at a tuition increase this year even if we receive new recurring funds from the state to help us for the following year. It's easier to increase tuition a little bit at a time than if we needed to make a drastic increase in a year or two. Dr. Pollock shared that we recognize these issues and are working on them from multiple sources. When discussing ways to cut our budget it gets difficult knowing that approximately 77% of our budget is in people. We have to remember that there is a state law that says that the agency head is required to take a one-week unpaid leave of absence if we do a reduction in force. Ms. Young shared that we plan to bring back another version of the budget to our May meeting once we have more final numbers from the legislative budget. If for some reason the senate and house have not agreed on a budget, there may be a need for a June special meeting. Dr. Pollock will keep commission members updated by email if he hears anything before our May meeting.

#### **6. D. CAPITAL PROJECTS UPDATE**

Ms. Young shared that during fiscal year 2022, the college has been working on numerous projects which are funded by either the college's capital funds, HEERF, or the state funding by Proviso 118.18. Below is a list of projects that have either been completed or are still in progress:

- Greenspace – This project is reaching completion as the ribbon cutting was held on March 2<sup>nd</sup>
- M500 Chiller Replacement – This project is completed and underbudget
- Standby Generator for Information Technology – The generator was installed the weekend of February 28, 2022, and is anticipated to be completed by the end of the fiscal year. We were able to use HEERF dollars to fund this project.
- Signage at AMTTC – We will have a more robust signage at the entrance of the building. We just started this project and it should be completed by the middle of May.
- Parking Lot Repairs – In October, the college contracted with REI Engineers, Inc. for the civil engineering work to be completed for repaving the parking lots at Main Campus, AMTTC, and F.E. Dubose locations.
- HVAC Replacements – In December, the college contracted with RMF Engineering for mechanical engineering services related to HVAC replacements at both Main Campus and F.E. Dubose locations. The demand in supplies has increased the cost from \$1M to \$1.3M.
- Roof Replacements – In December, the college contracted with the Building Envelope Enclosure (BEE) Group for the replacement of the M500 roof along with the roof on the F.E. Dubose campus.
- Academic Student Services Building – The college went through a request for qualification and request for proposal for both the architect and engineering (A/E) firm and the construction manager at risk (CM-R) firm. The college has selected HOOD Construction to serve as the CM-R. The A/E selection is currently under protest with hopes of a resolution within the next week.
- Misc. Maintenance and Renovations – This consists of small deferred maintenance projects on campus that we are able to do in house.
- Kershaw Projects – The Century Blvd. landscape improvements has been approved, but we need to develop a MOU with Kershaw County for reimbursement of those funds back to them since they will be managing that project.

#### **7. APPROVAL OF NEW PROGRAM – Jeff Thomas**

Dr. Thomas provided an overview of the Teacher Education Associate Degree program. The Teacher Education Associate Degree in Applied Science program is designed to prepare individuals for transfer to a 4-year institution majoring in Education for Teacher Licensure in one of the following areas: Early Childhood Education, Elementary Education, Middle Level Education, Secondary Education, Special

Education, or Physical Education. Courses in the program will be available during the day, evening, face-to-face, online and in hybrid formats.

Dr. Thomas requested the Commission to consider the following motion for action:

*“The Area Commission approves the Teacher Education, as shown for implantation at Central Carolina Technical College, effective Fall Semester, 2023.”*

Chairman Napper entertained a motion to **approve** the Teacher Education Associate Degree. A **motion** was made by Mr. Anderson, and **seconded** by Mr. Reich. After brief discussion, the **affirmative vote** was unanimous.

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

Dr. Pollock invited commission members to stay for the Sumter Chamber Business After Hours event immediately following the commission meeting. This is a great opportunity for commission members to mingle with members of our community.

Dr. Pollock shared that enrollment for the spring semester was up approximately 4%. This is encouraging since that the past several semesters there has been a decline in enrollment. Hopefully this pattern continues moving forward.

Dr. Pollock shared that the House, Ways and Means budget includes \$10M for reconstruction, renovation and replacement and \$19M for a new academic building. This process now goes to the Senate and their recommendation needs to be blended with the House recommendation for a final budget. Dr. Pollock continues to work with Representative Murrell Smith and other members of the legislative delegation. The SCTCS Presidents' Council legislative committee has been communicating with legislative delegation to remove the guideline that two-year institutions have to put up 20% of a new building cost. If that passes, it could save the college money.

Dr. Pollock shared that several years ago during the recession, faculty work load was increased from teaching 15 credit hours to 18 credit hours with the promise that once the recession ended, they could return to teaching 15 credit hours. This was never fulfilled. The college is looking to see if there is a way to do this. It may take time, or happen slowly, but we are looking into this issue. Another review that the college is undergoing is a salary review of every employee. Majority of our employees are underpaid when compared to our peer institutions, with many not even at the median pay range within their pay band. We are currently looking at different ways to address this issue.

In closing, Dr. Pollock shared that we are still working with Clarendon County School District on moving the operations of the F.E. Dubose Center back to the school district. The college has been working on a MOU with the State Technical College System and the school district. There is no specific update to share, but once more information becomes available, Dr. Pollock will make sure to inform commission members.

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

Chairman Napper reported there is a good bit of state funding available, but also a lot of agencies are requesting additional funding in their budget requests. Chairman Napper remains hopeful that the college will still come out well with our request.

Chairman Napper reported Speaker of the House Jay Lucas will not run for re-election. This could allow Representative Murrell Smith an opportunity to step into that position. We are grateful that Representative Smith has been a great supporter of the college.

In closing, Chairman Napper asked each person to go around and introduce themselves to our new commissioner, Ms. Muldrow.

**10. EXECUTIVE SESSION** – Paul Napper

There was no need for an executive session.

**11. OTHER MATTERS** – Paul Napper

Ms. Young requested that commission members attend the county council meeting in their respective counties when she goes to make the budget presentation. Ms. Young will notify commission members when those meetings are scheduled. Chairman Napper encouraged commission members to attend as well stating that it is effective when commission members are present when the college budget request is made.

**12. ADJOURNMENT** – Paul Napper

There being no further business, Chairman Napper entertained a **motion** to adjourn the Central Carolina Technical College Area Commission meeting at 5:30 p.m.

Respectfully submitted,

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Bobby Anderson, Secretary

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Diana Reardon, Recording Secretary