



Central Carolina Technical College Area Commission Meeting Minutes

President's Conference Room
Main Campus

5:30 p.m.

September 15, 2022

MEMBERS PRESENT:

Paul Napper, Chairman
Christopher Lee, Vice Chairman (Zoom)
Bobby Anderson, Secretary
Terry Hancock
Andre McBride (Zoom)
Willie Mae Muldrow
Janice Poplin
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
Jeff Thomas, Vice President for Academic Affairs
Beth Young, Vice President for Business Affairs
Diana Reardon, Administrative Assistant to the President

MEMBERS ABSENT:

Jennett Towles-Mickens

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 15, 2022, Central Carolina Technical College (CCTC) Area Commission meeting to order at 5:32 p.m. Chairman Napper welcomed our new Clarendon County Area Commission Member Matthew Prince and asked each person to go around and introduce themselves.

2. INVOCATION

Mr. Hancock delivered the invocation.

3. RECOGNITION OF GUESTS

The following guests were in attendance: Dean Wilson from Hood Construction, Charles Stuart from Hood Construction and Barb Haller from Quackenbush Architects +. Ms. Young shared that these two firms are who the college is using for the design and construction of the new Academic/Student Services Building.

4. APPROVAL OF MINUTES – Paul Napper

Chairman Napper entertained a motion to **approve** the minutes of the June 29, 2022 Area Commission meeting, as submitted. A **motion** was made by Mr. Anderson and **seconded** by Ms. Muldrow. 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. Business Affairs Report
 - a) FY 2021-22 Audited Financial Statements
 - b) Capital Projects Statement

Ms. Young requested that the FY 2021-22 Audited Financial Statements be removed from the Consent Agenda due to not receiving them from the auditor before tonight's meeting. Chairman Napper entertained a motion to **approve** the Consent Agenda as submitted with the exception of removing the FY 2021-22 Audited Financial Statements. A **motion** was made by Mr. Reich and **seconded** by Mr. Hancock. The **affirmative vote** was unanimous.

6. FINANCE UPDATE – Beth Young

Dr. Pollock shared that he asked Ms. Young to begin the finance discussion with an update on the Academic and Student Services Building project. Dr. Pollock reminded everyone that we received state funding of \$13M for a student services building and \$18M for an academics building. We now realize that due to delays and rising building expenses that the costs of both buildings have risen significantly. Dr. Pollock would like to get the commission's opinion on how to prioritize what's most important. Ms. Young shared that the original budgeted amount of \$13M for the student services building is currently at \$19.9M with today's inflation. The original budgeted amount of \$19M for the academic building is currently at \$35.3M with inflation for 2027. We do have the 20% that is required of the technical colleges to put towards the building set aside in our capital projects reserve. The legislatures are working on removing that rule for technical colleges. We would not be able to start construction of the academic building until after the student services building is completed due to services needing to be moved. After seeing the rising costs of construction, the team started to look into combining the funding for both buildings and only building one larger building. If we combined the funds, there would be approximately \$38.4M to use for one building. This includes the college's portion of the 20% set aside. Hood Construction's estimate of a combined building is just over \$38M. Ms. Young shared that some of the benefits of one combined building are both objectives would be completed by spring 2026, we would reduce the amount of operating costs by having only one building and reduced costs with shared spaces and efficiencies.

There was discussion on if we should use all of the 20% we have saved on the building if the proviso is lifted, or if that money should be used for other initiatives such as raising salaries or increasing the fund balance. Dr. Pollock shared that an issue he started looking into when he began was adjusting employee's salary. Recently, approximately 30 employees were moved to the correct pay band and their pay was adjusted. Also, faculty load is being reviewed. Dr. Pollock shared that the college is making steps in the right direction to try to improve these issues.

Quackenbush Architects and Hood Construction both provided their perspective on combining the two buildings into one. The general consensus with everyone was to combine the two buildings into one. Dr. Pollock will reach out to Speaker of the House Murrell Smith to see if there is any help with additional funding.

6. A. FY 21-22 FINAL OPERATING FINANCIAL REPORT

Ms. Young referenced the FY21-22 Final Operating Financial Report that was provided in the materials booklet. The final total revenue for FY22 was at 105% of the annual budget. This was due to the increase in enrollment as well as our Higher Education Emergency Relief Funds (HEERF). Total expenditures ended at 88% of the annual budget due to services costs being down. Our ending fund balance for FY22 was approximately \$5.6M which is 21% of the current year operating expenses which is up from 17% from the prior year.

6. B. FY 22-23 OPERATING FINANCIAL STATEMENTS AS OF 8/31/2022

Ms. Young referenced the FY22-23 Operating Financial Statements as of 8/31/22 that was provided as a separate handout. Total revenues are at 56% of the current year budget. This is due to the 24% increase in fall enrollment. Total expenditures are at 17% of the current year in comparison to last year. This puts us right in line of where we were at this point last year.

6. C. CASH, DEPOSITS AND INVESTMENTS AS OF 8/31/2022

Ms. Young referenced the Cash, Deposits and Investments as of 8/31/22 that was provided as a separate handout. Ms. Young highlighted that our total cash balance as of 8/31/22 is approximately \$20M. At this time last year, our total cash balance was \$16M showing that we are in a good cash position compared to last year.

6. D. FY 22-23 CAPITAL PROJECTS BUDGET AMENDMENT #1

Ms. Young referenced the FY22-23 Capital Projects Budget Amendment #1 document from the materials booklet. Ms. Young highlighted the differences in the original approved budget and the requested amendment. Some of those differences in revenue include: additional \$3M in fund balance due to FY22 surplus and carry forward of projects; \$19M in state funding for the academics building that was not included in the preliminary budget; and additional state funding for maintenance, renovation and repair that was not in the previous preliminary budget. Some of the differences in expenditures include: the colleges 20% portion of the academic and student services building; the \$19M for the academic building; and the additional \$4.2M allocated for maintenance, renovation and repairs. The remaining capital projects fund balance is \$1.7M.

Chairman Napper entertained a motion to **approve** the FY 22-23 Capital Projects Budget Amendment #1, as submitted. A **motion** was made by Mr. Reich and **seconded** by Ms. Poplin. There was no further discussion. The **affirmative vote** was unanimous.

6. E. INTERGOVERNMENTAL AGREEMENTS

Dr. Pollock began by explaining that the three projects for Kershaw County that Ms. Young will go over were started before Dr. Pollock began his presidency. The funding was received during FY 21-22 and money was specifically earmarked for the following three projects.

The first project is the Kershaw County Century Boulevard Landscape Improvement Project and Campus Signage. The college is using \$500,000 in which the State appropriated the college in FY 21-22. The \$250,000 campus signage funding is from the college's capital fund reserves. Ms. Young provided commission members with a copy of the draft Intergovernmental Agreement (IGA). Ms. Young will work with Kershaw County in order to change the language and have the county responsible for maintaining the Century Boulevard landscaping. Ms. Young requested that the commission consider the following motion for action:

"The Area Commission authorizes the Vice President for Business Affairs to sign the final Intergovernmental Agreement to fund construction of Century Boulevard road and signage construction project between Kershaw County and Central Carolina Technical College."

Chairman Napper entertained a motion to **approve** the Vice President of Business Affairs to sign the agreement once finalized. A **motion** was made by Mr. Anderson and **seconded** by Ms. Poplin. The **affirmative vote** was unanimous.

The second project is for the Colonial Artisan Center. The college is collaborating with the City of Camden and the Historic Camden Foundation to build a Colonial Artisan Center to educate and engage the community in the significance of the colonial period of this region. The estimated cost for the project is \$995,000 in which the State appropriated the college in FY21-22. The project has been approved by the S.C. Technical College System as well as the Commission on Higher Education. It is currently awaiting approval from the executive budget office. Ms. Young requested that the commission consider the following motion for action:

“The Area Commission authorizes the Vice President for Business Affairs to sign the final Intergovernmental Agreement to fund construction of the Colonial Arts Center between the City of Camden, Historic Foundation of Camden and the college once approval has been received by the executive budget office.”

Chairman Napper entertained a motion to **approve** the Vice President for Business Affairs to sign the agreement once finalized. A **motion** was made by Mr. Reich and **seconded** by Mr. Warren. The **affirmative vote** was unanimous.

The last project is the construction of Wateree Road between Historic Camden Foundation, City of Camden and the college. The college is collaborating with the City of Camden and the Historic Camden Foundation to reconstruct the Wateree Road which will preserve and reestablish the historic road and serves as a gateway to Historic Camden and the new Colonial Artisan Center. The estimated cost for this project is \$500,000 in which the State appropriated the college in FY21-22. Ms. Young requested that the commission consider the following motion for action:

“The Area Commission authorizes the Vice President for Business Affairs to sign the final Intergovernmental Agreement to fund construction of Wateree Road between Historic Camden Foundation, City of Camden and Central Carolina Technical College.”

Chairman Napper entertained a motion to **approve** the Vice President for Business Affairs to sign the agreement once finalized. A **motion** was made by Ms. Poplin and **seconded** by Mr. Anderson. The **affirmative vote** was unanimous.

7. COLLEGE REPORT – Kevin Pollock

Dr. Pollock shared that as of September 9th we have 3,205 students registered for the fall semester. This represents a 22% increase from last fall semester. There is still a minimester that will begin next month, but enrollment overall is at least trending in an upward direction.

Dr. Pollock shared that the meeting materials booklet had a lot of positive information throughout. Some highlights are: the Mechatronics program is at full capacity for Sumter and Kershaw; the HVAC program enrollment is up 60% as well as 12 students enrolled in the evening program; the Basic Machining and CNC Technology program enrollment is up 80%; the Engineering Design Technology program enrollment is up 100% in Sumter and up 63% in Kershaw; the Automotive Technology program enrollment is up 57%. Dr. Pollock acknowledged the Marketing and Communications team for all their hard work. Dr. Pollock also commended the Executive Leadership Team (ELT), faculty and staff for the combined work in bringing enrollment up.

Dr. Pollock reminded commission members that the November meeting has been moved up a week. The new meeting date is November 10th. Dr. Pollock was invited to attend the American Association of Collegiate Registrars and Admissions Officers (AACRAO) Strategic Enrollment Management conference. Dr. Pollock will be a part of a Presidents Plenary Panel, a roundtable discussion on the Great Resignation and reviewing college’s enrollment management plans.

Dr. Pollock invited commission members to attend the McLeod Health Room Naming Ceremony on September 28th at 3:30 p.m. at the Health Sciences Center. McLeod Health has given a total of \$100K to the Foundation and has earned naming rights for the former Iris Room.

Dr. Pollock shared that he recently met with Theo Lane from Duke Energy. From that discussion, Duke Energy is donating \$10K to the Foundation for our Nursing program. A photo opportunity with giant check will be scheduled sometime in the future.

Dr. Pollock asked Dr. Thomas to provide a brief overview of Achieving the Dream (ATD). Dr. Thomas began by sharing the vision and mission of ATD. ATD is a national organization specifically designed to work with two-year colleges, ensuring that our students, especially low-income students and students of color, achieve their goals for academic success, personal growth and economic opportunity. We currently have ATD coaches assigned to us and they are helping us with training and guidance, as well as looking through our data and making recommendations. We are currently working on the following projects: Strategic Enrollment Management Plan, holistic advising, wrap around student services, class scheduling and curriculum management, program viability, AACRAO consulting recommendations, Complete College America (CCA), and a System-wide Diversity, Equity and Inclusion Initiative. ATD is an opportunity for the college in the following ways: to do a deep-dive into our institution using data, professional development, diverse perspectives and diverse input; to leverage the insights of a nationally known network guided by experienced coaches; to engage the entire college community in the work of student success; and to ensure that the college is “student-ready” for the communities we serve.

In closing, Dr. Pollock shared that the college has not decided on whether to provide no cost tuition for the upcoming spring semester. ELT is weighing all options of what would be best. Dr. Pollock will notify commission members of the decision once it has been finalized.

8. CHAIRMAN'S REPORT – Paul Napper

Chairman Napper reported on his recent attendance to the SC Association of Technical College Commissioners' (SCATCC) meeting. Chairman Napper shared that the state will end with approximately \$880M more than they budgeted. They also reported that there are approximately 1,000 new families moving to South Carolina a week. Chairman Napper shared that technical colleges are being recognized by legislatures as being important which is very encouraging for us.

In closing, Chairman Napper commended everyone in the room for their hard work. Chairman Napper thanked Dr. Pollock for his work and mentioned how well the college has done over the past two years, especially with the record amount of funding we have received.

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, seconded** by Mr. Anderson to adjourn the Central Carolina Technical College Area Commission meeting at 7:19 p.m.

Respectfully submitted,

Bobby Anderson, Secretary

Diana Reardon, Recording Secretary