



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

President's Conference Room  
Main Campus

**5:30 p.m.**

**November 21, 2024**

**MEMBERS PRESENT:**

Paul Napper, Chairman  
Christopher Lee, Vice Chairman  
Bobby Anderson, Secretary  
Abram Ludd  
Willie Mae Muldrow  
Matthew Prince  
David Sanders  
Thoyd Warren

**COLLEGE STAFF:**

Kevin Pollock, President  
Cheryl Allen-Lint, Interim Vice President for Business Affairs  
Lisa Bracken, Vice President for Student Affairs  
Misty Hatfield, Vice President for Institutional Advancement  
Jason Tisdell, Vice President for Academic Affairs  
Beth Young, Vice President for Business Affairs  
Diana Reardon, Administrative Assistant to the President

**MEMBERS ABSENT:**

Meagan Kuhlman  
André McBride  
Robbie Powers  
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 November 21, 2024, Central Carolina Technical College (CCTC) Area Commission meeting to order at 5:30 p.m.

**2. INVOCATION**

Ms. Muldrow delivered the invocation.

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

Dr. Pollock shared that this is Ms. Young's last meeting and he introduced Cheryl Allen-Lint as the Interim Vice President for Business Affairs.

Jasmine Todd, Director of Planning, provided an overview of the college's mission statement. Ms. Todd shared that a more comprehensive mission statement review is recommended during strategic planning development to ensure the mission statement will still accurately reflect the institution and align with its strategic goals. Ms. Todd shared the process flow for new or revised mission statement edits. The commission decided that the current mission statement does not need any revisions at this time. The plan is to reaffirm the mission statement during the January commission meeting as usual.

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

Chairman Napper entertained a motion to **approve** the minutes of the September 19, 2024, Area Commission meeting, as submitted. A **motion** was made by Mr. Lee and **seconded** by Mr. Anderson. There was no further discussion. The minutes were **unanimously approved**.

#### **5. APPROVAL OF 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) New Directive, Directive 5.06 Annual Required Training**

Chairman Napper entertained a motion to **approve** the Consent Agenda as submitted. A brief question was asked about a plumbing and electrical course and Mr. Tisdell answered it. A **motion** was made by Mr. Prince and **seconded** by Mr. Warren. There was no further discussion. The consent agenda was **unanimously approved**.

#### **6. FINANCE UPDATE – Beth Young / Cheryl Allen-Lint**

Ms. Young shared that she has taken a new position up north to be closer to her family. Ms. Young shared that she has enjoyed her time here at the college over the past three years. She mentioned that Ms. Allen-Lint has been with the college for over thirty years and has full confidence that she will do a great job.

##### **6. A. FINANCIAL STATEMENTS AS OF 10/31/2024**

Ms. Allen-Lint referenced the Financial Statement as of 10/31/2024 that was provided in the materials booklet. Ms. Allen-Lint shared that our total revenue is currently at 65% of our annual budget which is slightly lower than this point in time last year. This is due to the timing of our state appropriation. Our current expenditures are at \$9.4M, which is in line with where we were at this point last year.

##### **6. B. CASH BALANCES AS OF 08/31/2024**

Ms. Allen-Lint referenced the Cash Balances as of 10/31/2024 that was provided in the materials booklet. Ms. Allen-Lint shared that at the end of October of this year, we have \$20.6M, which is in line with where we were last year in the amount of \$20.5M.

##### **6. C. FY25 BUDGET AMENDMENT #2**

Ms. Allen-Lint referenced the FY25 Budget Amendment #2 that was provided in the materials booklet. This budget amendment increases the budget by \$334,019 which is based on the cost-of-living increase for health and dental insurance and retirement that goes into effect January 2025. For expenses, the salaries and fringes line item increased due to transitioning the Advisor Student Center (ASC) director and advisor positions that were being paid for by the Predominantly Black Institutions (PBI) Student Success grant and

moving them to full time equivalent (FTE) positions at the college. There is also an increase in the travel for professional development for faculty and staff, contingencies and revenue remissions and exemptions line items.

Chairman Napper entertained a motion to **approve** the FY25 Budget Amendment #2 as presented. A **motion** was made by Mr. Anderson and **seconded** by Ms. Muldrow. There was no further discussion. The **affirmative vote** was unanimous.

#### 6. D. FY24 ANNUAL COMPREHENSIVE FINANCIAL REPORT

Ms. Young referenced the FY24 Annual Comprehensive Financial Report that was sent to everyone electronically before the meeting. Ms. Young shared that the FY24 audit came back with an unmodified opinion with no findings.

Chairman Napper entertained a motion to **approve** the FY24 Annual Comprehensive Financial Report as presented. A **motion** was made by Ms. Muldrow and **seconded** by Mr. Lee. There was no further discussion. The **affirmative vote** was unanimous.

#### 6. E. BUILDING UPDATE

Ms. Young provided a brief update on the Academic and Student Services building. The target completion date is still April 2025 and we are currently coming in under budget. There should be an opportunity for commission members to tour the new building once the elevators have been installed before the March commission meeting.

#### 7. COLLEGE REPORT – Kevin Pollock

Dr. Pollock reported on his attendance at the American Association of Collegiate Registrars and Admissions Officers (AACRAO) Strategic Enrollment Management (SEM) conference in Boston earlier this month. Dr. Pollock was a part of three separate sessions during the conference.

Dr. Pollock provided a handout on the performance funding measures that will be implemented by the SC Technical College System (SCTCS). Beginning with the 2025-2026 fiscal year, the performance measures will account for 10% of the overall funding formula. Dr. Pollock shared the following information on each measure:

- Administrative and Fiduciary Accountability Performance: To receive funding, the college must meet criterion number one, as well as at least four of the other five criteria as listed below:
  1. Audited financial statements for the most recent fiscal year were issued with an unqualified audit opinion and were submitted to the Comptroller General's Office (CGO) by October 1<sup>st</sup> in accordance with Proviso 117.55 of the Appropriations Act. This October 1<sup>st</sup> submission is to include all templates required by the CGO.
  2. The college complied with all Transparency Reporting in accordance with State requirements (measured by enduring check registers and p-card transactions are posted timely as required by the Comptroller General's Office and State law).
  3. The college maintained the minimum 30-day operating expenditure requirement as of fiscal year end, in accordance with SBTCE Policy 7-2-102.
  4. Perkins Local Application Deadline – The college must submit its application on or before the deadline.
  5. Program Evaluation Deadline – For the most recent period, the college locked its data on or before the deadline and submitted general technology and probation reports on or before the

deadline. (Note: This process generates the graduate placement rate, which is a performance funding indicator.)

6. The college must submit timely, accurate and complete data warehouse information (i.e. CERS/EDSS)
  - Timeliness will be measured in accordance with due dates established in Procedure 3-3-101.1. Reports will only be considered timely if they are at Level 3 signoff status by the applicable due date for that reporting period.
  - Disbursement submissions for reimbursable aid programs (e.g., LTAP) will be considered inaccurate/incomplete if adjustments reposted in the subsequent semester total 20% or greater than the total amount initially reported.
- Licensure Exam Pass Rate: The benchmark for first-time examinees who pass their exam is 80% or a 2.0 percentage point increase from the previous year.
- Graduate Placement Rate: Graduate placement rates reflect the success of graduates with respect to employment or continued education. The benchmark is 85% or a 1.0 percentage point increase from the previous year.
- Fall-to-Spring Persistence Rate: The benchmark for fall to spring persistence rate is 71% or 1.0 percentage point increase from the previous year.
- Student Success Rate: The student success rate is a cohort-based measure of graduation, transfer to another postsecondary institution, or continuing enrollment after four years of first-time enrollment at the college. The benchmark is 55% or a 0.5 percentage point increase from the previous year. All colleges will receive funding for the 2025-2026 fiscal year and the remainder of the 2024-2025 fiscal year will be used to review this indicator or develop a new indicator. Dr. Pollock shared that seven out of the sixteen technical colleges did not meet this indicator. This specific performance measure is still under review.

Dr. Pollock shared an end of the year recap highlighting what the college has accomplished this calendar year. Each vice president presented the top highlights from their respective divisions, an update on Achieving the Dream was provided, as well as Dr. Pollock closing out the presentation with a recap of funding received over the past four years. The college has received \$119.9M comprised of new state funding, grants and contributions from the Foundation over the span of the past four years.

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

Chairman Napper shared that the South Carolina Association of Technical College Commissioners (SCATCC) has hired a new lobbyist.

Chairman Napper shared that there is a lot of interest in the new Kershaw building and what programs could be added there. Chairman Napper and Dr. Pollock have been working with Ben Connell, Kershaw County Council Chairman, along with a couple local businesses and industries to discuss potential future partnerships.

## **9. EXECUTIVE SESSION**

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. Prince to adjourn the Central Carolina Technical College Area Commission meeting at 7:02 p.m.

Respectfully submitted,

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Bobby Anderson, Secretary

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Diana Reardon, Recording Secretary