



## Central Carolina Technical College Area Commission Meeting Minutes

President's Conference Room  
Main Campus

5:30 p.m.

July 18, 2024

### MEMBERS PRESENT:

Paul Napper, Chairman  
Christopher Lee, Vice Chairman  
Bobby Anderson, Secretary  
Meagan Kuhlman  
Abram Ludd  
André McBride (*virtual*)  
Willie Mae Muldrow  
Robbie Powers (*virtual*)  
Matthew Prince  
Thoyd Warren

### COLLEGE STAFF:

Kevin Pollock, President  
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:

Ray Reich  
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 18, 2024, Central Carolina Technical College (CCTC) Area Commission meeting to order at 5:31 p.m.

### 2. INVOCATION

Ms. Muldrow delivered the invocation.

### 3. APPROVAL OF MINUTES – Paul Napper

Chairman Napper entertained a motion to **approve** the minutes of the May 16, 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**.

### 4. APPROVAL OF 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
  - a) Policy Revision, Directive 6.11 Faculty Teaching Workload and Overload Compensation
- 4. A. 3. Student Affairs Report
  - a) Policy Revision, Directive 6.43 Graduation
- 4. A. 4. Business Affairs
  - a) New Directive, Directive 4.43 Security Awareness Training
  - b) New Directive, Directive 4.45 Change Management
  - c) Policy Revision, Directive 2.14 Purchasing
  - d) Policy Revision, Directive 4.03 Payment of Student Fees
  - e) Policy Revision, Directive 5.09 Grievance Procedures
  - f) Policy Revision, Directive 5.17 Performance Appraisal EPMS
  - g) Policy Revision, Directive 5.18 Performance Appraisal FPMS
  - h) Policy Revision, Directive 5.20 Fair Labor Standard Act – Overtime Requirements
  - i) Policy Revision, Directive 5.29 Nepotism
  - j) Policy Revision, Directive 5.30 Personnel Files
  - k) Policy Revision, Directive 5.32 Reduction in Force
  - l) Policy Revision, Directive 5.34 Solicitation and Distribution
  - m) Policy Revision, Directive 5.42 Ethics Requirements for Employees and Public Officials
  - n) Policy Revision, Directive 5.01 Employment Advertising, Interviewing and Selection
  - o) Policy Revision, Directive 5.31 Political Activity

Chairman Napper entertained a motion to **approve** the Consent Agenda as submitted. A **motion** was made by Ms. Muldrow and **seconded** by Mr. Ludd. There was no further discussion. The consent agenda was **unanimously approved**.

## **5. FINANCE UPDATE – Beth Young**

Dr. Pollock provided a brief update on the State budget. The State passed the budget and the college received the following: \$10M for the Kershaw expansion, \$7.7M for the Advanced Manufacturing Technology Training Center (AMTTC) and \$471,984 for maintenance, repair and renovation. The South Carolina Technical College System (SCTCS) requested \$12M in new recurring dollars, but only received \$8M. Dr. Pollock shared that a few technical colleges were moving forward with a tuition increase to help cover the shortfall of funding.

### **5. A. FINANCIAL STATEMENTS AS OF 06/30/2024**

Ms. Young referenced the FY 23-24 Financial Statements as of 06/30/2024 that was provided in the materials booklet. This is a preliminary year-end financial statement for our operating funds. The Business Office is still working to reconcile the remaining purchases and revenue for the end of the fiscal year. Ms. Young shared that we are anticipating to roll approximately \$900K into our fund balance at the end of the fiscal year. We should have approximately \$8.4M in our fund balance once we roll those funds over which represents 32% of our operating expenses.

### **5. B. CASH BALANCES AS OF 06/30/2024**

Ms. Young referenced the Cash Balances as of 06/30/2024 that was provided in the materials booklet. At the end of June, our cash balances were at \$16,951,290. At the beginning of this month, we were able to move \$2M to First Community Bank in Kershaw to put into two certificates of deposits (CDs). One is a one-year CD and the second is a six-month CD. The rate we received was just a little over 5% which is about the same rate we were receiving at the state treasurer. Ms. Young will begin looking at banks in our remaining county areas to see where we can put \$2M in CDs per county. Mr. Lee asked Ms. Young why there was a decline in cash from February to June. Ms. Young shared that is a timing issue in getting reimbursement back from the system office for our capital projects.

## 5. C. FY25 CAPITAL PROJECTS BUDGET

Ms. Young referenced the FY24-25 Capital Projects Budget that was provided in the materials booklet. Ms. Young shared that most of the revenue and expenditures are pretty identical. Ms. Young shared that she will go ahead and share the capital budget update while speaking about the FY24-25 capital budget request since both go hand in hand.

Ms. Young highlighted the following projected revenue that is being included in the proposed FY25 capital projects budget: \$31M funding remaining for the Academic and Student Services Building; \$2.3M remaining from FY22 for maintenance, renovation and repair; \$10M from FY23 for maintenance, renovation and repair; \$471,984 for FY25 for maintenance, renovation and repair; \$2M to demolish M200 and renovate M300R; and \$520K capital fee for ERP implementation. On the budget, there is \$1,041,731 held back for the software as a subscription (SaaS) implementation. There will still be \$3,104,157 remaining in the budget that can be used for projects that may come up, especially once the Academic Facilities Master Plan is completed.

Some outstanding projects are: HVAC replacements on Main Campus and F.E. Dubose; roof replacements on some Main Campus buildings and F.E. Dubose; F.E. Dubose parking lot; and the Century Blvd landscape and sign project and Colonial Arts Center project in Kershaw County.

Ms. Young shared that we are working with Terra Firma Consulting Services on our Academic Facilities Master Plan. The consulting company will contact commission members to see if they are interested in a virtual individual meeting to share their input on the future needs of the college.

Chairman Napper entertained a motion to **approve** the FY25 Capital Projects Budget as presented. A **motion** was made by Mr. Warren and **seconded** by Mr. Lee. There was no further discussion. The **affirmative vote** was unanimous.

## 5. D. FY25 OPERATIONAL BUDGET AMENDMENT #1

Ms. Young referenced the FY25 Operational Budget Amendment #1 that was provided in the materials booklet. Ms. Young reminded everyone that the original FY25 budget that was passed at the July meeting was just a rollover of the prior year's budget due to several unknowns with the state budget. Since then, the state passed their budget and we now know what the state appropriations are.

The FY25 budget assumes a 5% enrollment decline, the state mandated raises and a 11.8% health premium increase. With those assumptions calculated, the budget was still falling short. The Executive Leadership Team (ELT) made the decision to reduce expenditures by 15% where they could be cut. This budget does not include our state appropriations that we will receive to help with the health premium and cost of living increases. The amount that we will receive is unknown at this time. Once we receive those funds, they will be added into the budget and we will bring another amendment to be approved. This budget is also built with no tuition increase.

Mr. Lee asked why there is both an increase and decrease line for the tuition and fees revenue. Ms. Young shared that it because it includes both workforce development and credit classes. Mr. Lee requested that those be separated in the future to help clear up any confusion.

Chairman Napper entertained a motion to **approve** the FY25 Operational Budget Amendment #1 as presented. A **motion** was made by Mr. Warren and **seconded** by Mr. Prince. There was no further discussion. The **affirmative vote** was unanimous.

## 5. E. CAPITAL BUDGET UPDATE

Ms. Young provided the capital budget update along with the capital project budget request in 5.C.

## **5. F. BROAD STREET PROPERTY UPDATE**

Ms. Young shared that we are still in the process of having the Broad Street property deeded back to the college. William Cox with Savage, Royall and Sheheen in Kershaw has agreed to help us with this process. Mr. Cox conducted a title search and found one easement with Duke Energy and two mortgages given to the college. Aside from those matters on the recorded surveys, there are no other encumbrances of records. The next step is to go through the State Executive Budget Office for authorization to acquire the property. If we only have to go through phase one of the process, it could take approximately four to six weeks to complete.

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

Dr. Pollock asked Mr. Tisdell to share a report on program vitality. Mr. Tisdell shared the following mechanisms that are in place to assess and evaluate academic program vitality:

- Annual Program Evaluation in conjunction with the system office – three indicators that are reported on: enrollment, number of graduates and graduate placement rate. Any program not meeting an indicator requires a plan for improvement.
- Cyclical Program Review in conjunction with the system office – required every five years or if the program is on probation for not meeting above indicators. This review analyzes program including curriculum, personnel and equipment needs, graduate production and a SWOT analysis.
- Annual Program Vitality – this is a new process that measures program outcomes and financial performance. It is incorporated into the annual planning process for each department and program of study.
- Annual Advisory Committee – the college meets with community and industry stakeholders to discuss each program of study. They review the curriculum, needs and trends. This helps align college planning with business and industry needs.
- Financial Transparency / Gainful Employment Regulations (effective 2024) – the college is required to disclose program specific information to students to include program costs, expected earnings and licensure requirements
- Labor Market Data – we have more access to data from Lightcast and Occupational Information Network (O\*Net)
- Academic and Facilities Master Plan – conduct analysis of local area to determine needs and opportunities. This incorporates facilities analysis as well as academic opportunities

Mr. Tisdell also provided commission members with a handout that included fall 2024 outreach enrollment as well as courses and programs being offered at Clarendon and Lee County.

Lastly, Mr. Tisdell provided commission members with a copy of the Advanced Technological Education Impacts booklet that has an article highlighting a National Science Foundation grant that we are working with in collaboration with Clemson University.

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

Chairman Napper reminded commission members to complete the board self-evaluation form and leave it with Ms. Reardon. The board self-evaluation is a Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirement.

## 8. EXECUTIVE SESSION

At approximately 6:21 p.m., Chairman Napper entertained a motion to go into executive session to discuss a personnel matter. A **motion** was made by Mr. Anderson, **seconded** by Mr. Prince, and **unanimously carried** for the Area Commission to go into Executive Session. At approximately 6:41 p.m., Chairman Napper entertained a motion to come out of executive session. A **motion** was made by Ms. Muldrow, **seconded** by Mr. Prince, 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

Chairman Napper entertained other business be conducted.

A **motion** was made by Mr. Lee requesting the Area Commission to consider the following motion for action:

“I move that the CCTC Area Commission work with the Agency Head Salary Commission to provide a 5.26% raise, which equates to an annual salary of \$230K, for Dr. Pollock.”

Mr. Anderson **seconded** to approve the motion for action. The **affirmative vote** was unanimous.

## 10. 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 6:42 p.m.

Respectfully submitted,

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Bobby Anderson, Secretary

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Diana Reardon, Recording Secretary