MINUTES

COMMISSIONERS PRESENT

General Art Brown, Chairman
Bill Bootle, Vice Chairman
Sheree Darien, Secretary/Treasurer
Pat Green
David Smalls
Marjorie Thomas

STAFF

Richard Gough, President
Gina Mounfield, Vice President for Academic Affairs
Nancy Weber, Vice President for Student Services
Leigh Copeland, Director PR
Louise Mathews, Executive Director of the TCL Foundation

COMMISSIONERS EXCUSED

Sheree Darien
David Smalls

STAFF excused

Hayes Wiser

GUEST

Jerry Stewart, Beaufort County Council Liaison

The April meeting of the Area Commission of the Technical College of the Lowcountry was held on April 8, 2014 in the Boardroom of MacLean Hall on the Beaufort campus. One week in advance of the meeting, media were notified and a copy of the agenda was posted outside the meeting room.

CALL TO ORDER

General Brown called the meeting to order at 8:45 and stated that a quorum is present. General Brown noted that Mrs. Darien and Mr. Smalls are unable to be in attendance. Dr. Gough noted that VP Wiser is also unable to attend.

CONSENT AGENDA

The Consent Agenda, consisting of the minutes of the March Commission meeting and a request to serve beer and wine at an upcoming Chamber of Commerce event at TCL, was provided to the Commissioners in advance of the April meeting. General Brown called for a motion to accept the Consent Agenda. Mrs. Thomas made the motion which was seconded by Mrs. Heyward. The Commission vote was unanimous in favor of accepting the Consent Agenda and therefore so ordered by General Brown.
TRANSFER OF PROPERTIES

General Brown called for a motion to support the request to transfer title of the TCL property in Beaufort from the state to the Area Commission. Mrs. Green made the following motion:

That the Area Commission endorses the transfer of all Beaufort campus property from the State of South Carolina to The Technical College of the Lowcountry Area Commission and directs the College Administration to pursue this transfer through the appropriate channels within State government.

The motion was seconded by Mr. Bootle. All Commissioners voted in favor of the motion which was then so ordered by General Brown. General Brown directed Ms. Copeland to prepare a response should the College receive any inquiries from the public. He asked that VP Wiser keep the Commission as well as the Director of Public Relations advised of the status. Dr. Gough will contact the President of South Carolina Educational Television as well as the Mayor of Beaufort to appraise them of plans.

TCL FOUNDATION REPORT

Mrs. Mathews reported on the following activities:

The new Simulated Man for the Nursing Lab is expected to arrive shortly. The Foundation gratefully acknowledged the $50,000 grant from the Community Foundation of the Lowcountry for this purchase. The TCL Foundation will be making of the difference of approximately $15,000 from unrestricted funds.

The TCL Foundation newsletter arrived in mailboxes during the week of March 30. General Brown complimented Mrs. Mathews and Ms. Copeland on the informative and attractive piece.

On April 8, Dr. and Mrs. Gough will attend an informal reception at the Dataw Island Community Center. The TCL Foundation thanks Board member and faculty member, Laura Dukes and TCL friend Jim Marks for arranging the reception.

The Foundation held an off-site on March 12, during which Foundation board members learned about TCL academics, students and budget.

The Foundation Scholarship Committee and several college staff members have been working on the improving the TCL Foundation scholarship process. Approved changes will simplify the internal college accounting, streamline the Foundation spreadsheets, and expand data collection and analysis.
New scholarships to the TCL Foundation include two from the Heritage Classic Foundation in honor of Angus Cotton (for a student in a hospitality program) and in honor of Norman Harberger (for a student in the business curriculum). Massage Envy has established scholarships to help massage therapy students in the last semester of the program.

The TCL Foundation Scholarship applications for summer 2014 are due April 15. The Committee will meet May 1 and notification should be made by May 5. The fall and fall/spring applications will be available in June with a mid-July deadline.

COMMISSIONERS ASSOCIATION REPORT

Commissioner Smalls was unable to attend the meeting and sent a message conveying that he had no updates for the Commissioners.

PRESIDENT'S REPORT

Dr. Gough reported that TCL and Beaufort County Schools are in preliminary talks to acquire the old Lady's Island Fire station located at the Lady's Island airport. The partnership would form a true aviation center for the students from TCL and Beaufort County public schools. The Commission engaged in a short discussion about possible modifications and financial support over time.

Mr. Stewart remarked that Paul Merritt and Jack Snyder recently spoke to the Greater Island Council and garnered interest and support from its members. Mr. Stewart feels the county would be open to a partnership and would encourage further discussion.

Dr. Gough reported a very productive meeting with personal on the military bases and TCL as we begin the process of establishing a presence on the bases. The initial selection of programs is geared to on line programs so deployment or military transfer need not interrupt a soldier's course of study. Dr. Gough noted that there is a lot of synergy to building on with the transitioning military program at TCL.

Dr. Gough asked Mr. Stewart to update the Commissions on the Penny Sales Tax Initiative. Mr. Stewart said that the Governmental Committee of County Council, on which he serves, is currently conducting a listening tour of stakeholders to ascertain specific needs. Mr. Stewart provided an explanation of local option sales tax versus the penny sales tax and the rational for the best choice for the citizens of Beaufort County. Dr. Gough said that he will work with the Leadership team to craft a proposal for facility and capital projects to be submitted to the committee. The Leadership team will bring their recommendations to the Commission at the May Commission meeting. General Brown and Mrs. Heyward concurred that an expanded facility with
a culinary component at New River would be a sound investment and holds much appeal for both sides of the Broad River and would serve the four county service area.

Dr. Gough asked VP Weber to update the Commission on activities around May 9 Commencement. Ms. Weber reported that Student Awards Day is May 2 at 11:00 and will be preceded by the May Commission meeting. Health Sciences Nurses Pinning will be held on Thursday, May 8 at 1:00 in the afternoon. Each of these events takes place in the auditorium of MacLean Hall. Commencement will be held May 9 at 6:00 in the evening in the All Weather Training Facility on Parris Island. Graduation will be preceded by the President’s Reception at Traditions on Parris Island beginning at 4:00 in the afternoon.

Dr. Gough stated that he is proud of TCL’s PR and Marketing department for receiving the top industry awards, The Paragon Awards. TCL’s print ads took a Bronze award and the television spots took a Gold award. He offered his congratulations to VP Weber and Ms. Copeland.

Dr. Gough confirmed to the Commission that budget request presentations have been made to Beaufort, Jasper and Hampton counties. Mrs. Thomas said that she attended the Hampton County presentation with Dr. Gough and that he was very succinct and professional in his presentation and that it was well received by the county.

Dr. Gough gave the Commission an overview of an initiative originating from Beaufort County School District office whereby students meeting certain criteria are guaranteed tuition at TCL. The group engaged in discussion of how best to execute the intuitive. TCL’s Foundation currently withholds 15% from any donation to cover administrative costs. The Commission, Dr. Gough and the Leadership team concluded that the positive impact and potential ROI will be great enough to offset any costs of doing business. Mrs. Green made a motion that Dr. Gough go before the Foundation board and request a waiver of the 15% administrative fee for donations to the fund. Mr. Bootle seconded the motion. The Commission vote was unanimous in favor of asking for the waiver.

CHAIRMAN’S REPORT

General Brown reported that he and other Commissioners are working hard to get legislation through to support the Transitioning Military program.

General Brown asked for nominations for the Presidential Medallion. Mr. Bootle nominated Mr. W. R. “Skeet” Von Harten, a former Commissioner and civic minded Beaufort County citizen. Mrs. Green seconded the nomination. The Commission vote was unanimous in favor of presenting the TCL Presidential Medallion to Mr. Von Harten. Mr. Bootle will arrange a lunch meeting with Dr. Gough and Mr. Von Harten.
General Brown noted that Brigadier General Lori Reynolds has confirmed that she will be the Commencement speaker for 2014. He noted that her command at Parris Island will end in a few months and he remarked that she has made a tremendous impact everywhere she has gone.

General Brown, Dr. Gough and Dr. Mounfield discussed the use of e books in the classroom and some of the challenges from a publisher and an instructor’s perspective. Dr. Mounfield emphasized that the instructors stay informed on what’s available and are periodically making decisions on whether to use e books while being cognizant of constantly finding ways to make student’s expense as low as possible.

ADJOURNMENT

With no further business, the April meeting of the TCL Area Commission was adjourned at 10:30.

Respectfully submitted,

Ann Cullen

APPROVED:

[Signature]

Arthur E. Brown, Jr., Chairman

[Signature]

Sheree Darien, Secretary/Treasurer
The February/March meeting of the Area Commission of the Technical College of the Lowcountry was held on March 4, 2014 in the Boardroom of MacLean Hall on the Beaufort campus. One week in advance of the meeting, media were notified and a copy of the agenda was posted outside the meeting room.

CALL TO ORDER

General Brown called the meeting to order at 8:35. General Brown noted that Mrs. Green and Mrs. Heyward as well as TCL’s County Council liaison, Dr. Jerry Stewart were regrettably unable to attend today’s meeting.

CONSENT AGENDA

General Brown asked that the Q4 Financial report be pulled from the Consent Agenda for further discussion with staff. He then called for a motion to approve the Minutes of the January meeting as written with the correction of a typographical error on page two. Mrs. Thomas made the motion, which was seconded by Mrs. Darien. The Commission vote to approve was unanimous and so ordered by General Brown.

QUARTERLY FINANCIAL REPORT

VP Wiser reviewed the report and answered General Brown’s question regarding how reimbursable Grant money was noted in the report. After polling the Commission for further
questions, he called for a motion to accept the Financial Report as submitted. Mrs. Darien made the motion which was seconded by Mr. Smalls. The Commission vote was unanimous and thus so ordered by General Brown.

TUITION REVIEW AY14-15

VP Wiser noted that fall registration will begin in March and asked that the Commission review tuition rates. To facilitate the discussion, he presented a breakout of fees and comparison of the current, proposed and alternate tuition rates for In State / In Service Area, In State / Out of Service Area, Out of State and Out of US. The Commission, with input from Senior Leadership, discussed the ramifications of the levels of increase relative to the cost of living and to foreseeable expense increases for the College as well as the role that Pell Grants, Lottery Tuition Assistance and Scholarships play in a student’s ability to succeed at TCL. Mrs. Thomas spoke in favor of the Commission accepting the alternate rate in order to strengthen our core and expand offerings to prepare for the future. At Dr. Gough’s request, VP Mounfield spoke of new programs that could be sustained should the Commission accept the alternate fee per credit hour. Mrs. Thomas made the motion to accept the alternate tuition rate as shown on VP Wiser’s supplement. The motion was seconded by Mr. Smalls. The Commission vote was unanimous and thus so ordered by General Brown.

PRESIDENT’S REPORT

Dr. Gough introduced student leader, Jonathan Bryant to the Commission. Jon is President of the SGA, President of Phi Theta Kappa and has recently been named to the SC Technical College System’s All State Academic Team. Jon spoke of his experience at TCL and his involvement with various campus activities both in his roles with the SGA and with Phi Theta Kappa and his plans for further education and career aspirations. General Brown asked that he consider student activities around the upcoming Earth Day and green initiatives on campus. General Brown invited Jonathan to come back from time to time to update the Commission on the student perspective.

Penny Sales Tax: Dr. Gough invited VP Wiser to report on a recent meeting he attended regarding Beaufort County’s proposed sales tax increase. The increase remains in the discussion stage.

Gullah Festival: Dr. Gough and VP Wiser summarized the current standing of TCL and the Festival organizers. Dr. Gough stated that while there are certain challenges inherent to hosting the Gullah Festival, the event is important to the community as a whole and he believes that it is an example of TCL’s social community obligation to work with the organizers to again hold the event on College property. Dr. Gough recommends that the College work with the organizers to forgive outstanding financial obligations remaining from last year’s Gullah Festival and address certain logistical and building use issues with the understanding that this year’s obligations must be met in order for the College to continue hosting the event. General Brown called for a motion to support the President’s decision regarding The Gullah Festival and TCL. Mrs. Thomas made the motion,
which was seconded by Mr. Smalls. With one Commissioner dissenting, the majority of Commissioners voted in favor of supporting the President’s decision to host the 2014 Gullah Festival at TCL.

County Funding Requests: Dr. Gough called on VP Wiser to review last year’s requests to each county in TCL’s service area and the funding levels received from each county. He then briefed the Commission on the amount of funding being requested this year and the dates and format of each request if known.

Mather Day 2014: At Dr. Gough’s request, Leigh Copeland shared photos from the most recent Bell Ringing Ceremony, Friday, February 21.

COMMISSIONERS ASSOCIATION REPORT

Mr. Smalls briefed the Commission on topics of discussion from the Commission Association retreat. He reported that the Commissioner’s Association has hired Copper Dome Strategies to work on behalf of the SC Technical Colleges. The members of the Association also discussed the formation of a Commissioner’s Academy for new Commissioners. He noted that their peer group in North Carolina has defined formal training for Commissioners as being a 2 day workshop held two times a year. The North Carolina Association is holding a workshop April 9-11 and two Commissioners from South Carolina will attend to gauge value and applicability.

TCL FOUNDATION REPORT

Mrs. Mathews briefed the Commission on the upcoming TCL Foundation ‘Advance’ being held in the Boardroom at TCL New River on March 12. Dr. Gough will attend and will contribute his thoughts on the role of the Foundation Board members as well as his short and long term vision for the College is.

Mrs. Mathews also noted that the Foundation is seeking representation on the Board from Jasper, Hampton and Colleton Counties. The Foundation meets quarterly in January, April, July and October.

EXECUTIVE SESSION

General Brown called for a motion to move to Executive Session to discuss a personnel issue. Mrs. Darien made the motion which was seconded by Mr. Smalls. Commission vote was unanimous to move to Executive Session.

The Commission reconvened in regular session with no decision requiring a vote.
ADJOURNMENT

General Brown called for a motion to adjourn the March meeting of the Area Commission. Mr. Smalls made the motion which was seconded by Mrs. Darien. The Commission vote to adjourn was unanimous and so ordered by General Brown.

The March meeting of the TCL Area Commission was adjourned at 11:40.

Respectfully submitted,

Ann Cullen

APPROVED:

[Signature]

Arthur E. Brown, Jr., Chairman

[Signature]

Sheree Darien, Secretary/Treasurer
TECHNICAL COLLEGE OF THE LOWCOUNTRY
COMMISSION MEETING
January 14, 2014

MINUTES

COMMISSIONERS PRESENT
General Art Brown, Chairman
Bill Bootle, Vice Chairman
Sheree Darien, Secretary/Treasurer
Patricia Green
Joan Heyward
David Smalls
Marjorie Thomas

STAFF
Gina Mounfield, Vice President for
    Academic Affairs
Hayes Wiser, Vice President for
    Administrative Services

EXCUSED
Nancy Weber, Vice President for Student
    Services

The January meeting of the Area Commission of the Technical College of the Lowcountry was held on January 14, 2014 in the Boardroom of MacLean Hall on the Beaufort campus. One week in advance of the meeting, media were notified and a copy of the agenda was posted outside the meeting room.

CALL TO ORDER

General Brown called the January meeting of the TCL Area Commission to order at 8:30 and welcomed Dr. Gough to his first Commission meeting as President of TCL. General Brown spoke briefly about Dr. Gough’s professional background and service as a United States Marine, noting that he should fit right in as we’re in the middle of Marine country. He welcomed him aboard and pledged the support of the Area Commission.

CONSENT AGENDA

Prior to the meeting, the Commissioner’s received the Consent Agenda consisting of the Minutes of the December 2013 meeting for their approval as well as a Physical Plant report from VP Wiser. General Brown asked for a motion to accept the consent agenda as submitted. Mrs. Thomas made the motion which was seconded by Mrs. Heyward. The Commission vote was unanimous to accept the Consent Agenda as submitted, there were no abstentions and therefore so ordered by General Brown.

ENROLLMENT UPDATE

Dr. Mounfield presented preliminary information on TCL’s spring enrollment numbers and standing relative to our sister institutions in the South Carolina Technical College System.
PRESIDENT’S REPORT

Dr. Gough reported that he has begun his briefings with the Vice President’s and has a number of social events on the calendar to introduce him to the communities served by TCL.

VP Wiser and Dr. Gough reported on a meeting with Ms. Linda O’Byron and Mr. Don Goddish of SCETV regarding ETV’s plans for their facility which is contiguous to TCL’s Owen Hall. The group discussion centered on previous and possible future use of the facility. The Commission agreed that they will wait for the next steps from ETV regarding the use of the building before making a formal response.

Dr. Gough reported on the status of the departure of TCL from the Colleton facility as Colleton County assumes responsibility for the facility management. VP Wiser provided a report of activities and disposition of TQL owned equipment and office furnishings.

Mr. Smalls noted that to his knowledge, Colleton County’s plan for the use of the building has not been expressed.

Mrs. Thomas noted that she is introducing Dr. Gough at the Hampton County Economic Development Board meeting on January 21 and he will accompany her to the Hampton County Chamber of Commerce Annual meeting held on January 23 at Lake Warren. This meeting is very well attended and this year is sponsored by the Southern Carolina Economic Alliance.

CHAIRMAN’S REPORT

General Brown reported that he and Dr. Gough have a meeting scheduled with Senator Davis on January 14 to discuss funding of programs for transitioning military personnel.

General Brown noted that he has asked Mrs. Heyward to contact Representative Herbkersman to coordinate a lunch meeting with Herbkersman, Weston Newton and Andy Patrick, our delegates in the State Legislature.

General Brown briefed Dr. Gough on several local economic development initiatives, specifically the City’s TWEAC organization and the Lowcountry Economic Alliance. General Brown noted that TCL’s message remains that we look forward to continuing to work with these organizations on the workforce development piece of economic development and attracting business and industry to Beaufort County.

General Brown spoke briefly about Commission attendance at the upcoming ACCT National Leadership seminar in Washington, D. C. The Commission discussed past meetings and the expenses and logistic associated with attendance and reached consensus that they would send
regrets. General Brown will send regrets to the Executive Director of the South Carolina Commissioners Association, Ms. Lil Crone.

Mrs. Darien invited Dr. Gough to attend the Jasper County Chamber's State of the County breakfast on January 29 at Hilton Head Lakes. She also confirmed the dates of the Jasper County Council meetings as the third Monday of each month at 7 p.m.

Mr. Smalls said that he would like to host a drop in for Dr. Gough at his home in Walterboro later in the month of February.

General Brown noted that he and Dr. Gough will meet immediately following the Commission meeting to develop the President's performance objectives and that, when they are firm, he will share those objectives with the Commission.

ADJOURNMENT

With no further business, General Brown formally adjourned the January 2014 TCL Area Commission meeting at 10:00 am.

Respectfully submitted,

Ann Cullen

APPROVED:

Arthur E. Brown, Jr., Chairman

Sheree Darien, Secretary/Treasurer
The July meeting of the Area Commission of the Technical College of the Lowcountry was held on July 8, 2014 in the Boardroom of MacLean Hall on the Beaufort campus. One week in advance of the meeting, media were notified and a copy of the agenda was posted outside the meeting room.

CALL TO ORDER

General Brown called the meeting to order at 8:40.

CONSENT AGENDA

The Consent Agenda was comprised of the Minutes of the June Commission meeting. General Brown called for a motion to accept the Consent Agenda. Mrs. Thomas made the motion, which was seconded by Mrs. Darien. With no abstentions or opposing votes, the Commission voted unanimously to accept the Consent Agenda and was thus so ordered by General Brown.

General Brown then asked to pull three items from the June Minutes for follow up.

With regard to the question of retention among young men in the PILAU program vs the same demographic not participating in PILAU, Dr. Gough said that since VP Weber and Dean Adams are attending a conference and not at the Commission meeting, Ms. Weber will address the question at the next Commission meeting.
General Brown asked about the status of a system wide industry conference proposed for April of 2015 in conjunction with the Heritage Classic Foundation and Dr. Gough replied that the Technical College Presidents are in support of the conference and that he will have more concrete information after a committee meeting prior to the President’s Council meeting this week in Columbia.

General Brown asked for a status report regarding the Original Gullah Festival following their second time holding the event on the TCL campus in Beaufort. VP Wiser responded that feedback continues to be generally positive with one known noise complaint this year. Festival parking is not well managed. TCL forgave the Festival their outstanding balance from the 2013 Festival and is hopeful that the financial obligation for the 2014 Festival will be met. General Brown expressed his desire continue to be able to accommodate this important group.

**PRESIDENT’S REPORT**

Dr. Gough began his report with an overview of the mechanics of the Beaufort County Penny Sales Tax Initiative and the TCL projects proposed for inclusion. He explained the review process which took place before the initiative was quashed by County Council. He also talked to the Commission about the movement among other stakeholders to have the issue brought to the ballot in November.

Mrs. Heyward suggested that it may be productive to invite the county representatives and other friends of the college to tour our campus for a first-hand look at our infrastructure needs.

Dr. Gough asked Mrs. Mathews to update the Commission on the progress of the B3 initiative and upcoming golf tournament. Mrs. Mathews reported that the Swinging with the Superintendent Golf Tournament is full with 144 players and receipts from the tournament and Know2 total just under $95,000 which is a strong start to the Building a Better Beaufort Scholarship.

In closing, Dr. Gough reminded the Commission that TCL is hosting the Beaufort County Chamber of Commerce ‘Business After Hours’ event on Thursday, July 10 in the Student Center of MacLean Hall.

**CHAIRMAN’S REPORT**

General Brown and the Commissioners agreed that they will await a new appointee from northern Beaufort County before moving forward with an Emeritus resolution for the retiring Commissioner.

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ADJOURNMENT

With no further business, the July meeting of the TCL Area Commission was adjourned at 10:45.

Respectfully submitted,

Ann Cullen

APPROVED:

Arthur E. Brown, Jr., Chairman

Sheree Darien, Secretary/Treasurer
The June meeting of the Area Commission of the Technical College of the Lowcountry was held on June 10, 2014 in the Boardroom of the Angus Cotton Academic Center on the New River campus. One week in advance of the meeting, media were notified and a copy of the agenda was posted outside the meeting room.

CALL TO ORDER

General Brown called the meeting to order at 8:30.

CONSENT AGENDA

The Consent Agenda was comprised of the Minutes of the May Commission meeting. General Brown called for a motion to accept the Consent Agenda. Mrs. Thomas made the motion, which was seconded by Mrs. Heyward. With no abstentions or opposing votes, the Commission voted unanimously to accept the Consent Agenda and was thus so ordered by General Brown.

TCL FOUNDATION REPORT

Mrs. Mathews briefed the Commission on the status of the upcoming “Swinging with the Superintendent” Golf Tournament to benefit the B3 Scholarship initiative. She reported that response has been very good and that if all the sponsor pledges are fulfilled, all teams are full. The TCL Foundation is acting as the fiscal agent for the B3 scholarship and maintains a dedicated bank account for those funds. The golf tournament is conceived as an annual event to endow the scholarship fund.
STUDENT SERVICES

Vice President Weber was asked to provide an update on the impact of the B3 scholarship announcement on enrollment. She reported that there have been approximately 70 inquiries (phone, in person and email) with no official applications yet but that is understandable as high school graduations are taking place this week. All inquiries will receive a custom follow up direct mail piece. The B3 scholarship opportunity will also be incorporated into an upcoming PILAU Open House and additional marketing events.

Dr. Gough asked VP Weber to share some staffing news with the Commission. VP Weber introduced Rodney Adams as the new Dean of Students. Mr. Adams has served as TCL’s Director of Student Services and Federal Programs. VP Weber praised Mr. Adams work ethic and successes with the TRIO programs. Mr. Adams efforts will expand to include all retention efforts, counseling and career services. General Brown congratulated Mr. Adams and noted that he has done great things for TCL. General Brown asked him to comment on PILAU participation. Mr. Adams replied that the participation numbers remain strong; that he and staff are challenged to ‘think outside the box’ to encourage participants to persist to completion. General Brown asked if the retention and completion rates of PILAU men v African American males student not enrolled in PILAU is known. He requested that information be shared at the July meeting. Mrs. Green noted that the participation of the men of PILAU in the Mather Day activities has greatly enhanced that event and commented that the PILAU speaker did a wonderful presentation.

FY15 BUDGET PRESENTATION

Vice President Wiser reviewed the operating budget for the upcoming fiscal year beginning July 1, 2014. He presented an overview of changes in revenues and expenses. General Brown called for a motion to accept the budget as presented. Mrs. Thomas made the motion which was seconded by Mr. Smalls. The Commission vote was unanimous to accept the FY15 budget as presented and was thus so ordered by Commission Chairman General Brown.

PRESIDENT’S REPORT

Dr. Gough asked Vice President Mounfield to provide an overview of an exciting new partnership opportunity. Dr. Mounfield reported on a meeting she and Dr. Gough attended with Marriott Vacation Resorts wherein TCL and Marriott may partner on career opportunities, apprenticeships and facilities maintenance training.

Dr. Gough asked for and received Commission feedback on the recent Commencement ceremony on Parris Island. The Commission all agreed that we do not need to improve on the national anthem as Louise Mathews, Executive Director for Institutional Advancement, delivered an outstanding, a capella rendition of The Star Spangled Banner. Dr. Gough explained to the Commission that, while there are details to be worked out, he would like to offer classes to TCL faculty and staff at no cost on a space available basis. General Brown immediately offered the support of the Commission.
Dr. Gough referred to the Commission’s annual off site meeting and received the Commission’s approval to hold the October off site in the Boardroom on the New River campus. Topics for the agenda will be solicited and dates and locations for 2015 Commission meetings will be presented.

Dr. Gough reported that he will attend the President’s Council annual retreat later this week and the agenda includes a discussion of the proposed pre RBC Heritage conference hosted by the Technical Colleges of South Carolina in April of 2015.

Dr. Gough asked Vice President Wiser to update the Commission on the recent Gullah Festival held on the Beaufort campus. VP Wiser stated that the college had less direct involvement this year and that the Festival seemed to go well with only one noise complaint that he is aware of. He said that parking continues to be a problem and they will need to have staff to handle that in a more organized manner. He noted that they did a great job of cleaning up but have not met their financial commitment of this year and that their balance owed from last year was forgiven. General Brown noted that this is an important group to us.

CHAIRMAN’S REPORT

General Brown announced that Pat Green is retiring from the Commission after twenty years of service to TCL. He noted that although he understands, the Commission will miss her greatly. He said that Pat has been in the center of the good decisions and he knows that she will keep her antenna tuned for the good of TCL. He presented her with a gift from the Commission. Mrs. Green thanked him and said that she believes this is the strongest this board has ever been.

ADJOURNMENT

With no further business, the June meeting of the TCL Area Commission was adjourned at 10:25.

Respectfully submitted,

Ann Cullen

APPROVED:

__________________________
Arthur E. Brown, Jr., Chairman

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Sheree Darien, Secretary/Treasurer
The May meeting of the Area Commission of the Technical College of the Lowcountry was held on May 2, 2014 in the Boardroom of MacLean Hall on the Beaufort campus. One week in advance of the meeting, media were notified and a copy of the agenda was posted outside the meeting room.

CALL TO ORDER

General Brown called the meeting to order at 9:05. After welcoming everyone and greeting Jerry Stewart, General Brown provided an overview of the Know2 initiative led by Mr. Jeff Bradley. Dr. Gough also provided a brief overview of Beaufort County School District’s B3 Scholarship intuitive. General Brown noted that the first golf tournament, an annual event which will provide the funding for the B3 Scholarship after the first year, will be held on July 21 at Callawassie Island.

CONSENT AGENDA

The Consent Agenda was comprised of the Minutes of the April Commission meeting. General Brown called for a motion to accept the Consent Agenda. After noting a correction of fact in the background of the Presidential Medallion honoree, Mrs. Green made the motion, which was seconded by Mrs. Thomas. With no abstentions or opposing votes, the Commission voted unanimously to accept the Consent Agenda and thus so ordered by General Brown.
TCL FOUNDATION REPORT

Louise Mathews spoke to the Commission about recent TCL Foundation activities. At the April 23 meeting, the Board discussed the B3 initiative and that the Board supports this initiative. There was a general discussion regarding the mechanics of fund management. Mrs. Mathews noted that the marketing collateral pieces are inclusive of TCL, Know2 and the Beaufort County School District.

Mrs. Mathews also reported that the Foundation recently awarded over $27,000 to sixty nine recipients for the Summer Semester. She noted that most applicants were maintaining GPAs over 3.0 and that there are some great stories of student success emerging.

Mrs. Mathews also noted that the recently acquired SIM Man is in place. The company is sending a representative in June to fully program ‘him’ and train TCL Health Sciences faculty on ‘his’ capabilities. Dr. Gough noted that he and Mrs. Mathews had recently had lunch with several friends of TCL at Moss Creek and that they to talked to the group about the SIM Man and the possible acquisition of a SIM baby.

COMMISSIONERS ASSOCIATION REPORT

Commissioner Smalls reported that the Commissioner’s Association will meet later in the month of May and he will bring the report at the June TCL Commission meeting. He referred to the Copper Dome Strategy’s weekly email update and Commission agreed that it is a very helpful summation of the weekly legislative activity in Columbia.

PRESIDENT’S REPORT

Dr. Gough reported that Mr. Rod Adams (Director, TRIO programs) is seeking the Commission’s support in asking United States Congressman James Clyburn to speak to the Upward Bound participants. General Brown expressed his support and asked that we incorporate participants in other programs (i.e. PILAU) in the event. VP Weber spoke briefly about the Upward Bound program and noted that we have on staff a graduate of the Upward Bound program who went on the graduate from The Citadel and is now employed at TCL through the PILAU program. She also said that Mr. Adams is national known in the TRIO programs for his outstanding leadership. General Brown and Dr. Gough spoke briefly of what a pleasure it would be to host the Congressman.
Dr. Gough briefed the Commission on the progress on forming a partnership with Beaufort County and the school district to occupy the old Lady’s Island Fire House on the grounds of the county airport for use in avionic training. Dr. Gough noted that this initiative would provide invaluable hands on training opportunities and he is optimistic that TCL, Beaufort County and the Beaufort County School District will be able to put together a strong partnership.

Dr. Gough called on Mr. Michael Ricks to brief the Commission on the activities of the Safety Committee’s Emergency Preparedness exercises. Mr. Ricks began by discussing the findings of the Committee post the Active Shooter Drill and said that he is looking at fall 2014 or early spring 2015 for another mock drill which will be broader in scope and will include the New River campus. Mr. Ricks noted that he has received excellent response and planning from New River Administrator Michael Burgess and the faculty and staff at TCL New River. One of the findings of the Committee post Active Shooter Drill was accounting for each person in each classroom at the time of the lock down. To address this finding and strengthen faculty involvement, Emergency Response Procedures will be included in the syllabus for each course which is reviewed on the first day of class. Mr. Ricks said that the formation of a CARE Team will be a critical addition to an overall goal of prevention. He stated that an element of his goal is to instill a sense of urgency while not creating panic.

At Dr. Gough’s request, Mr. Wiser briefed the Commission on the rebidding of TCL’s banking partner and noted that TCL is moving to First Citizen’s Bank having rebid at the required five year mark.

Dr. Gough summarized TCL’s submissions for the Beaufort County Capital Sales Tax Commission presentation.

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CHAIRMAN'S REPORT

General Brown will present the Student of the Year award to Jonathan Bryant immediately following the Commission meeting.

General Brown reminded the Commission and staff that Hurricane Season is upon us and cautioned everyone to have a detailed, written evacuation plan.

ADJOURNMENT

With no further business, the May meeting of the TCL Area Commission was adjourned at 10:30.

Respectfully submitted,

Ann Cullen

APPROVED:

[Signatures]

Arthur E. Brown, Jr., Chairman

Sheree Darlen, Secretary/Treasurer
The January meeting of the Area Commission of the Technical College of the Lowcountry was held on November 11, 2014 in the boardroom on the New River campus of TCL. One week in advance of the meeting, media were notified and a copy of the agenda was posted outside the meeting room.

CALL TO ORDER

General Brown called the meeting to order at 8:35 and welcomed Jack Snider to the Commission. Mr. Snider represents Beaufort County in the seat vacated by the retirement of Patricia Green. General Brown noted Mr. Snider’s many contributions to Beaufort County and reiterated how pleased he is to have him join the TCL Area Commission.

Mrs. Heyward noted that it was Veteran’s Day and she asked for a moment to acknowledge our veterans at the table and thank them for all they’ve given and continue to give to our country and our community.

CONSENT AGENDA

The Consent Agenda contained the Minutes of the October Annual Off Site and one curriculum action item, the addition of one (1) two-credit hour course to the Basic Industrial System Technology Certificate. General Brown called for a motion to accept the Consent Agenda. The motion was made by Mrs. Thomas and seconded by Mrs. Darien, with no abstentions, the Commission vote to accept the Consent Agenda was unanimous and thus so ordered by General Brown.

2015 COMMISSION MEETING LOCATIONS

During the recent Off Site, the Commission agreed that monthly meetings will alternation locations between the Beaufort campus and New River campus and will hold at least one meeting over the next year in the counties of our service area beginning with the March meeting. Ms. Cullen will secure a location in Colleton...
County for the March meeting and the April meeting, which will be held in Jasper County at a location to be determined. Meetings in Hampton County will be held on the TCL Hampton campus.

PILAU PERSISTENCE REPORT

Vice President Weber presented data comparing the persistence rate for African American Males participating in the PILAU program versus the persistence rate for African American Males who do not participate in PILAU. Data shows that the Persistence Rate during fall 2012 to spring 2013 and fall 2013 to spring 2014 for PILAU participants was 75%, while the Persistence Rate during the same time period for African American Males not participating in PILAU was 55%. Mrs. Weber noted that PILAU is a PBI (Predominantly Black Institution) competitive grant which has entered it’s last year. She said that a full report will be presented in November 2015. Mrs. Weber also noted that there are between 80 and 120 students in the PILAU program and the goal is to transition the PILAU group into a student organization with STEM emphasis. Mrs. Heyward asked what has been done to increase the persistence rate for African American female TCL students. Mrs. Weber said that TCL is working in different areas to attract and retain African American women. She is working to develop a marketing campaign geared toward women and that PILAU has integrated women into some of their programs, most notably the lecture series and academic tutoring support.

PRESIDENT’S REPORT

Dr. Gough reported on a November 5 meeting at TCL Hampton which was organized by Mrs. Thomas and attended by representatives from Hampton County, the Southern Carolina Economic Alliance, Hampton County Economic Development and Representative Bill Bowers. The stated goal was to solicit the input of these stakeholder regarding offerings and expanded use of the TCL Hampton facility.

At Dr. Gough’s request, Mrs. Mathews introduced Ms. Mary Lee Carns, who recently joined the TCL Foundation as the Institutional Advancement Coordinator. Ms. Carns was most recently the Associate Director for Development at Pennsylvania State University as well has Coordinator of Grants and Contracts at Penn State. Ms. Carns expressed her pleasure at becoming part of the team at TCL.

Mrs. Mathews provided the Commission with an update on the Oyster Roast and 5 K which will be held on November 15. She said that approximately 200 tickets have been sold and there are 30+ people registered for the race. The weather is expected to be clear and cold. She commended the committee, chaired by Vice Chairman Bootle, on their hard work to make this a successful event, in particular Larry Beckler, Director of Facilities Maintenance and his crew. The title sponsor is Care Core National with Marriott Vacations Worldwide as the President’s level Sponsor.

Mrs. Heyward said that as the Commission representative on the Foundation Board, she’d like to remind the Commission that they need to support the Foundation and observed that the Foundation Board membeers work very hard for the good of the College.

Dr. Gough asked Vice President Wiser to present the Quarterly Financial report. Mr. Wiser summarized the report and noted that the College is benefiting from a stronger than expected enrollment for fall 2014.
General Brown asked if there are funds available for the Commission to consider a year-end stipend for eligible employees. Dr. Gough expressed his wish to have a year-end bonus distributed in the pay period before the college closed for winter break. General Brown called for a motion to give a $500 bonus during the December 15 pay period to everyone who qualifies by state regulations. Mr. Bootle made the motion, which was seconded by Mrs. Thomas. All votes were affirmative with no abstentions and thus so ordered by General Brown.

Dr. Gough and the Commission discussed the recent funding appropriation from the state and how it was allocated between training and capital needs. It was decided that Dr. Gough will contact Representative Herbkersman to clarify and attempt to reclassify the funds as appropriate.

Dr. Gough asked Mr. Wiser to report on current real estate projects. With regard to the property that is contiguous to the College, Mr. Wiser stated that the project is moving through the state required due diligence process with no areas of concern thus far. With regard to the title transfer, Mr. Wiser reported that the College has received approval and awaits appropriate signatures on the state level.

**CHAIRMAN’S REPORT**

General Brown asked that the Leader Team and Commission begin to formulate the items for the FY15-16 legislative priorities as well as the approach to the Delegation.

General Brown reminded the group that 2018 is the 150th anniversary of the founding of the Mather School and he would like to see a task force formed for this important commemoration.

General Brown then called for a motion to move into Executive Session. Vice Chairman Bootle made the motion which was seconded by Commissioner Darien, Commission vote was unanimous and so ordered by General Brown.
EXECUTIVE SESSION

The Executive Session was for informational purposes only. No decisions were made nor called for.

General Brown called for a motion to return to regular session. Mrs. Thomas made the motion which was seconded by Mrs. Darien. The Commission vote was unanimous and thus so ordered by General Brown.

ADJOURNMENT

With no further business, General Brown adjourned the January meeting of the TCL Area Commission at 11:20.

Respectfully submitted,

Ann Cullen

APPROVED:

_______________________________
General Arthur E. Brown, Jr., Chairman

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Shere Darien, Secretary, Treasurer
The Annual Planning Off Site of the Area Commission of the Technical College of the Lowcountry was held on October 9 and 10, 2014 in the boardroom of the Angus Cotton Academic Center on the New River Campus of TCL. One week in advance of the meeting, media were notified and a copy of the agenda was posted outside the meeting room.

CALL TO ORDER

General Brown called the meeting to order at 9:00. He began by welcoming Mr. Jack Snider as our guest and observer. Mr. Snider has been nominated by the Beaufort County delegation to serve as a TCL Area Commissioner pending official notification from the Governor. General Brown also welcomed Mr. Jerry Stewart, the Beaufort County Council liaison for TCL and expressed appreciation for Mr. Stewart’s attendance at the Commission meetings.

General Brown stated the primary goals for the annual off site as:

- Provide meaningful guidance to the Leader Team
- Foster open and free flowing dialog between the Commission and the Leader Team
REAFFIRMATION OF THE MISSION STATEMENT

One of the requirements of the state of South Carolina is that the Area Commission review and reaffirm the Mission of the Technical College of the Lowcountry. There being no calls for modification of the statement, General Brown asked for a motion to reaffirm. Mr. Smalls made the motion which was seconded by Mrs. Heyward. The Commission vote was unanimous in favor of reaffirmation and thus so ordered by General Brown.

CONSENT AGENDA

There were two items contained in the Consent Agenda; the minutes of the October Commission meeting for approval and a request from the TCL Foundation to sell beer at the annual Oyster Roast on November 15. With Vice Chairman Bootle presiding, Mrs. Thomas made the motion to accept the Consent Agenda, Mr. Smalls seconded the motion. With no abstentions, the motion carried and was so order by Mr. Bootle.

AUDIT RESULTS

Vice President Wiser presented the 2013-2014 Financial Audit results. He drew the Commission’s attention to the Summary (page 40) wherein it was noted that there were No Findings. There was a short discussion of several detailed line items. Dr. Gough asked for a synopsis of avenues of revenue which lead to a discussion of bookstore operations and the feasibility and limitations of e-books including the costs, lack of resale opportunities and the mechanics of Pell Grant notifications and reimbursements. Mr. Wiser also noted a change to General Accounting Standards on the federal level and a briefing on how that will affect the financial reporting while having no net effect on actual funds.

The Commission congratulated Vice President Wiser and his staff and General Brown stated that it was a strong testimony to Mr. Wiser’s leadership over the financial responsibilities of the College and a positive reflection on the administrative process as a whole.

ACCOUNTABILITY

Dr. Mounfield presented the SCTCS 2013-2014 Accountability Report and explained that each of the performance measures relate back to TCL’s goals as outlined in the Strategic Plan. She summarized each section of the report and discussed the methodology of the surveys and the survey process. The Commission reviewed each of the benchmark cohort scores and engaged in discussion of the areas of strength and the area of opportunity. There was discussion of Service Learning and how service hours can be incorporated into programs and student organization activities. Specific service activities in the academic programs and in student organizations will be presented by Dr. Mounfield and Ms. Weber respectively at an upcoming Area Commission monthly meeting.

PERFORMANCE FUNDING ALLOCATION FORMULA

Vice President Wiser explained that the Performance Funding Allocation Formula is comprised of three parts. The first is composed of five Fiduciary and Accountability Factors.
The Institution must have:

1. Unqualified Audit for last two fiscal years
2. 30 days of working capital reserve
3. Balanced budget for last two fiscal years
4. Explanation and corrective action plans for audit findings
5. Transparency reporting maintained

Vice President Wiser then drew the Commission’s attention to the 2013-2014 South Carolina Technical College System Performance Funding Allocation Formula on page three of the Accountability Report for the second part of the Allocation Formula. He explained that funding will now be allocated based on these four measures:

1. Persistence Rate - All students fall to spring
2. Success Rate - will be based on the fall 2009 Cohort
3. National Professional Licensure Exam First time Pass Rate
4. Graduate Placement Rate

TCL currently exceeds the target of greater than 80% in the areas of Licensure Exam First-time Pass Rate at 96% and Graduate Placement Rate at 93%.

Commissioner Heyward stated that the Commission should issue a commendation to our professors based on this very strong showing, particularly in the areas of Licensure Exam Pass Rates and Graduate Placement Rates.

The third area of the Allocation Formula is Enrollment. For over 30 years, the college annual allocation was driven by enrollment. Enrollment continues to be a major factor in the funding of the college. Recognizing the long standing enrollment driven funding model, the task force determined that enrollment performance should be a factor in the new funds allocation model. In order to calculate the proportionate share of enrollment for each college, the System will compare the individual College’s previous full Academic Year Headcount Three Year Average to the System previous full Academic Year Headcount Three Year Average.

PREVIEW OF PRESIDENT’S COMMUNITY SPEAKING PRESENTATION

The Commission viewed two videos which anchor the presentation prepared by Ms. Copeland for the President’s community speaking engagements. The first video is specific to TCL and airs as part of the college’s marketing endeavor. The second is a longer message produced by Citrus College, a large Community College serving Los Angeles County, California since 1915. The study and resulting video address the evolution of skills and education demands of employers in today’s technologically oriented economy and makes a quantitative, documented case for the desirability of technical training vs a traditional four year degree. The presentation was very well received by the Commission.
EXECUTIVE SESSION

At this time, General Brown called for a motion to move into Executive Session in order to discuss the process of evaluation and review of the President’s performance. Mrs. Darien made the motion which was seconded by Mr. Bootle.

While in executive session, the Commission discussed the tools and process by which Agency Heads in South Carolina are evaluated. No decisions were called for or made.

General Brown called for a motion to return to regular session. Mr. Bootle made the motion, which was seconded by Mrs. Heyward. The Commission vote was unanimous and therefore so ordered by General Brown.

General Brown suspended the regular meeting of the Annual Off Site and the group departed for the lunch break.

The Commission reconvened at 1:30 for presentations from the divisions. Mrs. Heyward had informed General Brown and Dr. Gough some weeks in advance that she would need to be excused from the afternoon session.

AVIATION PROGRAMS

Paul Merritt, Transitioning Military Training Program Director reported on the program statistics to date including enrollment, completion and licensed students. Students completing the programs have attained employment or promotions at Boeing, Gulfstream, Honda Jet, Walmart Distribution Center and other large employers in the area.

Going forward, Mr. Merritt sees increased opportunities for the Military Community in the areas of expanded opportunities for certifications and licenses, expanded opportunities for degrees in the Industrial Technology and Criminal Justice fields. He and his staff will continue to evaluate program effectiveness through monitoring pass rates and job market success. General Brown stated that ensuring there are nonoperational skills training included (e.g. getting along in the work place, meeting deadlines) is critical to the successful transition from a military environment to a civilian working environment.

MILITARY BASES

Michael Weiss, Military Community Liaison, briefed the Commission on his activities and the positive impact of the TCL presence on Parris Island and at the Air Station. Mr. Weiss is retired from the USMC and has found that his experience has been a valuable point of commonality with the military personnel. He is providing on-base enrollment and registration services and has substantially increased outreach through participation in Military Appreciation Day and Lowcountry Tri-Command Community Fair. He looks forward to developing on base classes at MCAS Beaufort and at MCRD Parris Island when approval is received from SACSCOC. Dr. Mounfield spoke to the processes for awarding credit for military experience and the
SACSCOC process for approval. Mr. Weiss reported that overall, TCL has received an amazing reception from the Military Community.

READ RIGHT PROGRAM

Cindy Halsey, Director for Learning Resources along with Pat Irwin, Academic Success Assistance Program Coordinator presented the method and success stories of the Read Right™ system. The Read Right™ system integrates knowledge from brain research, learning theory and reading theory and is consistently successful in transforming poor readers into efficient, effective readers. Read Right™ began 30 years ago on the work force level when it became evident across industries that employees could not read the necessary manuals. Ms. Halsey introduced Donna McHale who has been working with the Read Right™ program for a number of years and now trains the trainer in the system. This approach focuses on the student’s comprehension of the material rather than reading each individual letter forming each individual word. Ms. Halsey and Ms. Irwin shared cases of people, from middle school students to adults, who were able to dramatically improve their ability to read and comprehend and thereby improve their scholastic success and enhance their business and personal lives. The program was made available to TCL through an ASAP grant. Ms. Irwin credited Dr. Mounfield, who recognized that reading skill is fundamental to success on any level, as the force behind the Grant.

STUDENT AFFAIRS / FEDERAL GRANTS

Vice President Weber introduced Mr. Rodney Adams. Mr. Adams is Dean of Students and also serves as the Director of Federal Programs. Mr. Adams has served on regional and national panels and is recognized for his expertise in the administration of successful Federal programs. Mr. Adams presented the Commission with an overview of the TRIO programs which consist of:

- Educational Talent Search. This program was created by President Johnson in 1965 and has been implemented at TCL since 1985. The program currently serves 777 students, two thirds of who must be first generation college students from low income households. Working with middle school students as well as GED students the program provides College admission fee waivers, SAT/ACT preparation materials, cultural events, GED practice testing as well as a host of other services to include counseling, essay review and other academic assistance as need is made evident.
- Upward Bound is another program created during the Johnson administration and has been implemented at TCL since 1983. The program currently serves 76 high school students, two thirds of who must be first generation students from low income households. The remaining third must fall into one of those two categories. The Upward Bound program provides services similar to that of the Education Talent Search program with the enhancement of a variety of workshops and site visits to four year institutions.
- The third of the TRIO programs is Student Support Services or SSS. Also created by President Johnson, SSS currently serves 160 TCL students, two thirds of who must be first generation and from low income households and the other third must be either first generation OR from low income households. SSS provides group and one-on-one tutoring, assistance with formatting papers, counseling services, financial literacy workshops and time management workshops.
The PILAU II program began in October 2011 as one of the PBI (Predominantly Black Institutions) competitive grants which address the needs of African American males. The PILAU (Promoting Integrity, Leadership, Academics and cultural Understanding) program proves many of the same services as the TRIO programs in addition to a focused series of Man to Man Workshops and numerous Community Leadership Opportunities. The men of PILAU have participated in a number of events aimed at enhancing their confidence in social situations and have become an integral part of the annual Mather Day Bell Ringing Ceremony as they introduce themselves (including grade point averages and future educational plans) to the Mather Alumni and assist in the success of this important event.

Mr. Adams emphasized that, while each of these programs are directed at a specific demographic, any student coming to Student Services for help will be assisted and no one will be turned away.

SAFETY/PREPARDNESS

Michael Ricks, Chairman of the Institutional Committee on Safety and Criminal Justice instructor reported that faculty has taken ownership of the importance of drills and accountability and participation has increased significantly. Mr. Ricks stated his motto, ‘reduce panic but maintain urgency’ in preparing for possible emergency situations on campus requiring lockdowns and the presence of emergency responders on campus. He also introduced the E Panic system and will have a prototype tested before the installation of the system. A drill is planned for spring 2015. He said that the interest in E Panic was part of a response to an opportunity he saw during last year’s mock drill and that the system will notify appropriate persons for emergency response much more quickly than a land line phone call. Mrs. Thomas noted that an alternative to cell phone notification is vital as shown by a very recent incident in Hampton in which the cell towers were ‘down’ at the same time the high school went into lockdown mode and this created much fear and confusion. Mr. Ricks noted that Faculty discussion is scheduled for each division at intervals throughout the year. Departmental drills have been valuable. Accountability and policy development among critical areas has increased and faculty have made safety procedures part of their course syllabi.

ENROLLMENT MANAGEMENT

Vice President Weber, Leigh Copeland, Director of Public Relations and Ashley Faubion, Admission Manager reported on each of their areas in the process: Admissions, Retention and Marketing.

Vice President Weber began with an overview of adjustments in the area of Enrollment Management

- Organized Enrollment Management under one area
  - Admissions-Enrollment Services-Marketing-Retention
- Marketing realignment
- Consistent Marketing/Branding
- Redefined position responsibilities
- Strategic and Tactical

Ms. Copeland showed the Commission how earlier Fall Marketing (e.g. more advertising in March, April and May) resulted in stronger early enrollment numbers and how carefully targeting specific demographics had
shown enrollment increases. She gave the example of male oriented messages delivered via male dominated TV and radio programs resulted in increased enrollment in male dominated programs. She also spoke to the strong relationship TCL has with Isla, the Hispanic newspaper and the fact that we are seeing Hispanic students graduate from high school who were born in the US and therefore qualify for Federal financial aid programs. Ms. Copeland noted that bringing the departments together helps to carry TCL’s marketing message consistently through the processes.

Vice President Weber spoke to the Military Outreach efforts in place including an orientation program specific to our military students. She noted that there are two financial aid staff members certified to handle Veterans Affairs financial aid which is complex and has stringent reporting requirements. General Brown voiced his approval of this staffing and made the point that there is a significant build down in the armed forces across the board which will result in an increase in personnel reentering the civilian workforce. He also spoke briefly to the problem some veterans experience in fitting in with the rest of the student population. VP Weber stated that TCL is sensitive to this and our campus counselor has additional resources to refer veterans experiencing issues.

Ms. Faubion addressed Dual Enrollment and detailed her efforts which have seen a 43% increase in TCL’s Dual Enrollments students. She has streamlined the process and strengthened direct communication and outreach to high school counselors. Ms. Faubion has increased TCL’s presence in all of the service area High Schools. She has followed students from application through registration with personal follow-up via telephone and in person. Ms. Faubion’s informative presentation was very well received by the Commission.

Vice President Weber then outlined a program to address student success, retention and completion through the implementation of Student Success Coach. A Student Success Coach will stay with the student through the enrollment process. She said that in developing the Success Coach concept and program, she and Dean Adams looked at students who were falling just 5 points short of passing the Compass tests. The Success Coach will prepare students for testing and link testing to the Learning Resource Center (e.g. Read Right™ program and tutoring in areas of weakness) so that students will not go into a testing environment cold. VP Weber also stated that she and Dean Adams are formulating an ‘early alert’ system to further ensure student retention, persistence and completion.

After thanking VP Weber and her group for a great presentation, General Brown called for a motion to move to Executive Session. Mrs. Thomas made the motion which was seconded by Mr. Smalls; Commission vote was unanimous and therefore so ordered by General Brown.

EXECUTIVE SESSION

The Executive Session was for informational purposes only. No decisions were called for or made.

General Brown called for a motion to move back to regular session. Mr. Smalls made the motion which was seconded by Mrs. Darien; Commission vote was unanimous and therefore so ordered by General Brown.
At this time, General Brown suspended the Annual Off Site Meeting for the day, to reconvene the following morning at 8:30.

CALL TO ORDER

Vice Chairman Mr. Bill Bootle called the meeting to order at 8:35 on Friday, October 10.

SC TECHNICAL COLLEGE COMMISSIONERS ASSOCIATION

Ms. Lil Bonnett, Executive Director of the SCTCCA spoke to the Commission on the Commission’s role in Student Success. Her presentation placed emphasis on two aspects of the Commission’s role: Accountability and Partnership. She discussed open communication between Presidents and their Boards and the Board’s role to empower the president, to support the hard decisions and to provide support in his/her ability to lead the College. Ms. Bonnett stated that one of the most important things Commissioners can do is to join together to advocate for legislation that helps colleges to increase student success.

Ms. Bonnett asked the Commissioner’s to save Wednesday, February 18 for the 2015 SCATCC Legislative Reception in Columbia. The reception will be preceded by the inaugural Commissioner’s Academy taking place from 9:30 – 4:30.

Ms. Bonnett reminded the Commission that she is always available to assist and invited them to call upon her any time they have questions.

PRESIDENT’S REPORT

Dr. Gough began by joining Dr. Mounfield in an overview and subsequent discussion of the tasks and timeline relative to expanding Dual Enrollment opportunities at all the High Schools in the TCL Service Area. Dr. Mounfield presented a concise outline of actions, contacts, credentials, determinations and approvals required from SACSCOC in order to accomplish the objectives. Of the TCL needed actions, the first is developing cost models based on a variety of factors specific to each high school including the type of instruction (e.g. adjunct instructors v SACSCOC credentialed district instructors). Dr. Gough explained that this requires a case by case analysis of each high school followed by discussions regarding same with each superintendent and school board. Commissioners and the Leadership team engaged in an informative discussion of the differences between certificates and AA and AS degrees and the requirements and levels of financial aid available for the different course directions. General Brown recalled the process through which Whale Branch Early College High School became an approved TCL site and noted that a key component of the success was the involvement and ongoing parental support. VP Weber noted that educating the High School Guidance Counselors of the resources available at TCL is having a positive effect on the programs currently in place.

Dr. Gough then shifted his report to discussion of the Strategic Planning process. He invited Dr. Mounfield to provide a description of the steps she has taken to develop a streamlined process as the strategic plan
becomes more granular. She showed the Commission how the Strategic Plan is mission driven and directed at meeting student success goals.

Mrs. Heyward stated that TCL needs to be involved in the economic development decision timeline specifically with regard to the Jasper Port project. This prompted a discussion around how to anticipate and then meet emerging industry needs rapidly particularly when preliminary discussions with industries considering a presence in the Service Area are often confidential leading up to the public announcement which makes it doubly challenging to respond effectively.

Mr. Stewart spoke from the perspective of the Beaufort County Council saying that Council needs to identify the types of businesses that will thrive in this area alongside the tourism industry and lifestyle. He said that Council looks to TCL to support the effort to bring new industry in and to support their needs when they get here.

General Brown said that the charge to the Commission and to the Foundation is to shift focus from day to day operation to the larger needs of the College. He stated that we need a tech center. Further, TCL has land but needs funding and cannot rely on state funding but must cultivate private donors. General Brown said that in terms of economic development, there has been a huge effort to make this area a health care center and that someone with vision could expand on the wellness component. Dr. Gough emphasized that we must refine our vision and prioritize it. We must answer the question of what we really want to direct us to what we really need.

Dr. Gough asked Mrs. Mathew to provide a synopsis of recent activities within the TCL Foundation. Mrs. Mathews reminded the Commission of the Annual Oyster Roast coming up on November 15. They will be serving local oysters provided by Sea Eagle seafood market; there will be live music as well as a big screen showing college football. She also announced Care Core National as the presenting sponsor. Vice Chairman Bootle serves on the Oyster Roast Committee and encouraged all Commissioners to support the sale of tickets and to bring guests to the event, which is held on the bluff overlooking the Beaufort River and Intracoastal Waterway.

Mrs. Mathews said that the Foundation has added two new Board members. Representing Jasper County will be Dr. Rhonda Edwards and from Hampton County, Mr. Charles Lafitte. The Foundation also has a new staff member, Ms. Mary Lee Carns.

ADJOURNMENT

Mrs. Thomas spoke to the group saying how much she appreciates the effort it took to put the Off Site meeting together and the vast amount of knowledge that was shared. She said she’d like to set up some questions for the Hampton County Economic Development focus group and see what needs they have and what they’d like to see offered at the Mungin Center. Mrs. Darien echoed Mrs. Thomas’ appreciation and added that she also wants to see Jasper County support for the dual enrollment students. Mr. Smalls noted that the chairman of the Colleton County Council is attending TCL and very pleased with his experience.
In closing, General Brown said that this has been a really valuable session, that we were able to understand how we each think and how we think together. He said that the meeting highlighted the strength of our leader team and the strength of our President. His charge to staff is to refine with TCL needs and to set our sights wide enough to really go after that. His charge to the Commissioners was for them to focus on the legislators in each county and develop those valuable relationships.

With no further business, General Brown adjourned the annual Off Site Planning meeting of the TCL Commission at 11:30.

Respectfully submitted,

Ann Cullen

APPROVED:

[Signature]

General Arthur E. Brown, Jr., Chairman

[Signature]

Sheree Darien, Secretary, Treasurer
TECHNICAL COLLEGE OF THE LOWCOUNTRY  
COMMISSION MEETING  
September 9, 2014  
TCL Hampton Campus

MINUTES

COMMISSIONERS PRESENT  
Bill Bootle, Vice Chairman  
Sheree Darien, Secretary/Treasurer  
David Smalls  
Marjorie Thomas

STAFF PRESENT  
Richard Gough, President  
Gina Mounfield, Vice President for  
Academic Affairs  
Hayes Wiser, Vice President for  
Administrative Services  
Nancy Weber, Vice President for  
Student Affairs

COMMISSIONERS EXCUSED  
General Art Brown  
Patricia Green  
Joan Heyward

GUEST  
Jerry Stewart, Beaufort County Council  
liaison to TCL

The September meeting of the Area Commission of the Technical College of the Lowcountry was held on September 9, 2014 at the H. Mungin Center on the TCL Hampton campus. One week in advance of the meeting, media were notified and a copy of the agenda was posted outside the meeting room.

CALL TO ORDER

Vice Chairman Bill Bootle called the meeting to order at 9:05. Mr. Bootle noted that a quorum was present.

CONSENT AGENDA

The Consent Agenda was comprised of the Minutes of the July Commission meeting and two items that had previously received Commission approval via voice and e-mail vote but which required ratification by the Commission. Mr. Bootle called for a motion to approve the Minutes of the July meeting. Mrs. Thomas made the motion, which was seconded by Mr. Smalls. The Commission vote was unanimous to accept the July Minutes. Vice Chairman Bootle then called for a motion to ratify the Commission approval for the addition of the Medical Assisting certificate and the revision of Policy 2-1-227 /Continuing Education Refunds to conform with Veteran’s Administration requirements. Mrs. Thomas made the motion, which was seconded by Mrs. Darien. The Commission vote was unanimous in favor of ratification for both items and therefore so ordered by Vice Chairman Bootle.
REAL ESTATE UPDATE

Vice President Wiser brought the Commission up to date on the progress of the property title move from the state of South Carolina to the TCL Area Commission. The State Board has approved the request which will now move to the Joint Bond Committee for review before going to the Budget and Control Board. The date for the next meeting of the Joint Bond Committee is unknown at this time. The next meeting of the Budget and Control Board is scheduled for October 14, 2014.

Mr. Wiser also informed the Commission that the owner of a residential property contiguous to the campus has approached the College in advance of listing the property with a real estate broker. After some discussion of the lengthy process required to purchase property, Mrs. Thomas made the motion to go forward with staff recommendations to purchase the property for no more than the appraised value pending the legal process. Mr. Smalls seconded the motion. Vice Chairman Bootle called for a vote, which was unanimous in favor and so ordered by Mr. Bootle.

METAL, INC.

Dr. Mounfield spoke to the details of the manufacturing and sale of product produced by TCL students as contained in her white paper provided to the Commission in advance of the meeting. Metal, Inc. is conceived as a pilot for interaction between the Enterprise Campus Authority of TCL and Metal, Inc. a 501 C 3 entity who’s revenue would ultimately provide funds for scholarships via the Enterprise Campus Authority.

Dr. Gough outline the proposed cycle of manufacturing, sale to the 501 C 3, subsequent sale to the user and the return of revenues to the ECA. He also outlined the detail and reasoning the of Enterprise Campus Authority’s relationship with the 501 C 3.

With regard to providing a product to the general population, it was noted by Dr. Gough and Dr. Mounfield that that is already done through the Cosmetology and Massage Therapy programs so while this is a larger concept; it is not far removed in practice.

After questions and discussion of the variables in the process, both internal and external, Dr. Mounfield asked for Commission consideration of the opportunity to develop the proof of concept of the actualization of an Enterprise Campus. The process of forming this partnership will allow the TCL Area Commission to explore the necessary actions needed to move forward with the ECA, to deliberate about their interest in pursuing the development of other ventures on other campuses, to determine their level of comfort with the negotiations with other parties or their desire to retain an agent, and to establish the guiding principles and mission of the ECA. All the Commissioners present offered their verbal support based on the information provided with the understanding that the principals of the 501 3 C, Metal, Inc. will speak in more detail to the Commission as soon as is practicable.
PRESIDENT’S REPORT

Dr. Gough began his report by asking VP Weber to provide a snap shot of current enrollment figures. Ms. Weber reported that enrollment is up by 4%. That is due in part, she said, by a significant increase in dual enrollment students. She attributed that increase to the refinement of the processes put in place by Admissions Manager/ECCO Coordinator, Ashley Faubion. Enrollment was also positively affected by the success of the B3 (Building a Better Beaufort) Scholarship program, with 55 students qualified this semester. Enrollment from our military community (active duty, veterans and dependents) is up slightly as is enrollment from our Hispanic community.

Dr. Gough spoke to the specific processes put into place last spring to target the needs of our service members. With regard to the B3 scholarship program, he noted that the enrollment numbers are higher than projected and that the challenge on the Foundation side is how to extend the advantages to the other counties in the TCL Service Area. Mrs. Darien asked about participation in Jasper County. Ms. Weber responded that Jasper County high school has committed to supporting the Distance Learning students by assigning a faculty member to the classroom during the DL classes. Mr. Smalls asked about dual enrollment participation from Colleton County. VP Weber replied that we usually see Colleton County students during spring semester. Dr. Gough mentioned that Beaufort County pays the per student cost of $160 plus the cost of textbooks whereas the other counties have not committed to that so the students must be prepared to address the expense. Ms. Weber said that when the Jasper County students were unable to pay for text books at the beginning of the semester, the TCL Foundation stepped up on very short notice and provided approximately $1,500 so that these students were able to participate. Ms. Faubion and Mrs. Mathews, Executive Director of the TCL Foundation, facilitated the quick response.

Dr. Gough provided the Commission with a brief overview of recent discussions relevant to opportunities for the expansion of the role of the College. No action is being requested.

Dr. Gough provided a synopsis of Beaufort County Schools move to decentralize vocational programs and pull its support of the Beaufort-Jasper Academy for Career Excellence. Mr. Stewart spoke to the mechanics of any transfer as well as to the costs of BCSD moving programs from ACE into the high schools. He pointed out that as Academy for Career Excellence was established by legislation, any restructuring will be driven by the Legislative Delegation. Dr. Gough asked for and received the Commission’s support to continue the discussion.

Dr. Gough asked Mrs. Mathews to update the Commission on recent and upcoming TCL Foundation events. Mrs. Mathews reminded the Commission of the Annual Oyster Roast and 5 K run coming up on Saturday, November 15. Registration for the 5K is at 2:00 and the race begins at 3:00. The Oyster Roast will begin at 5:00. Sponsorships are available.
ADJOURNMENT
With no further business, the September meeting of the TCL Area Commission was adjourned at 11:10 a.m.

Respectfully submitted,

Ann Cullen

APPROVED:

[Signature]

Charles W. Bootie, Vice Chairman

[Signature]

Sheree Darien, Secretary/Treasurer