

**TECHNICAL COLLEGE OF THE LOWCOUNTRY
AREA COMMISSION MEETING
February 16, 2020 via Zoom**

MINUTES

COMMISSIONERS PRESENT

Randy Dolyniuk, Vice Chairman
Sheree Darien, Secretary
Dr. William Small
David Smalls
Heath Duncan
James Boozer

STAFF PRESENT

Richard Gough, President
Janis Hoffman, VP for Administrative Services
Nancy Weber, VP for Academic and Student Affairs
Mary Lee Carns, VP for Institutional Advancement
Sharon O'Neal, Executive Director for HR
Joy Locke, President Faculty Senate

The February meeting of the Area Commission for the Technical College of the Lowcountry was held on Tuesday, February 16, 2021 at 9:00 via ZOOM. Prior to the meeting media were notified and provided with the agenda. An email address for public comment is published on the agenda.

CALL TO ORDER and CONSENT AGENDA

Mr. Dolyniuk called the meeting to order and asked for a motion to approve the Agenda and the Minutes of the February meeting. Mrs. Darien made the motion. Mr. Duncan seconded the motion. The motion carried.

Mr. Dolyniuk recognized Dr. Small and said that while the Commission has accepted his resignation as Chair, they are delighted that he continues to represent Hampton County on the Commission. He emphasized that the Commission is not retreating from the initiatives begun by Dr. Small and will continue to refine and define the duties of the Commissioners as they go out into their communities in support of the Technical College of the Lowcountry. He said the Commission will work closely to support and advance the College's Strategic plan.

ACADEMIC AND STUDENT AFFAIRS

Vice President Weber presented the enrollment numbers as of today versus this time last year. She said there are 123 fewer students , HC 5.7- , 9% down in FTE. There is one more 7 week semester and her staff is working to bring the FTE count up by at least one percentage point.

The student services staff is engaged with the IT staff implementing the new student success software to be used by the Navigators. The software was purchased through the Title III Guided Pathways grant. This will enable us to track our students from the time they make an inquiry, through the registration process, and all the way to completion. The program is tailored to automatically send prompts customized for that student with specific actions the student needs to take. Additional software to assist with curriculum, room scheduling, and other Academic functions is also scheduled to be implemented in the very near term. Health Science and Business Technology are also working on the recommendations from the recent Ins and Outs assessment. Occupational Therapy and Pharmacy Tech are among the new programs in development.

INSTITUTIONAL ADVANCEMENT

Continuing Education: Vice President Carns said that CE has been particularly hard hit by COVID. While academic programs could pivot to on line, CE are in person, hands on courses and could not make the switch. CE enrollment went from 1700 students a year down to 400. She explained that CE has been reorganized under Advancement to align the external facing areas of the College. Continuing Education needs to be a revenue generator. It is more of a business model than the academic side. Two significant changes are 1. Student access to CE classes was very manual and cumbersome and now software has been implemented to bring the enrollment process on line. 2. Program managers are now charged with identifying and building new programs. PM Rock Hudson has 4 new programs to roll out in March and PM Shelby Simmons is developing a business case for two programs under consideration as identified by the recent Ins and Outs study.

Fall of 2021 the TCL CE Division will offer ManuFirst SC. This is a 70 hour certificate providing a foundational understanding of manufacturing environment such as 6 Sigma, OSHA Regulations, and the vocabulary specific to manufacturing. Developed in Charleston by Trident Technical College in cooperation with Volvo, ManuFirst has been around ~ 20 years. This is the first year the Technical College of the Lowcountry has received funding and the opportunity to participate.

Referring to the Hampton Campus, Ms. Carns said that CNA continues to be successful and in the fall CE will be offering Medical Assisting at the Mungin Center as well. Acknowledging that activity in Hampton needs to increase, Ms. Carns said that the ManuFirst SC program will roll out there in fall 2021. The AgTech enterprise will break ground in the fall with an 18 month build so it be spring 2023 before they are up and hiring. Carolina Textile Care is a commercial laundry operation located in the Lowcountry Regional Industrial Park in Early Branch. The high-tech facility will serve the hotel and resort industry in the Lowcountry.

Dr. Gough reinforced Ms. Carns assertion that it's been a difficult time for Con Ed as those classes require in person, hands on participation and the pandemic shut that down completely. At the same time, he said, there is more funding available for Continuing Education technical training programs from the state.

The President's Council on Culinary and Hospitality: Ms. Carns reported that in early February the inaugural meeting of the President's Council on Culinary took place. This is a group of about 18 regional industry professionals on the executive level who come together as a brain trust / advisory group to the CIS. They are charged with bringing their resources and their networks to the ensure that we are as successful as we need to be at the CIS – whether it's financial, in kind, or using their influence to bring in donors. The group will also support achievement of the enrollment goal of 150 students.

Ms. Carns said that plans for the topping off ceremony are underway. Larry Beckler is coordinateing the crane. Three flags will fly at the top of the building; the US flag, a new CIS flag, and the TCL flag. She will keep the Commission up to date on the event as it gets closer.

ADMINISTRATIVE AFFAIRS

Vice President Hoffman began with updating the Commission on Capital Projects, one being the Culinary Institute and the other is Health Sciences renovation on the Beaufort Mather campus where three buildings and one lab are being renovated. The lab is the Rad Tech lab which will be upgraded and will be an energized, functioning xray lab. She recently had a full day meeting with the architects and reviewed all aspects of the project. Moor Hall is going to become our student Hub as part of our Title III grant and will house student services so our students will have a one stop shop with all student services in one building.

Ms. Hoffman shared a presentation showing a comprehensive overview of the CIS project including the time line, budget figures, and a time lapse video of the construction progress. Ms. Hoffman credited Mr. Beckler's oversight and daily presence on the job for keeping the project on time and on budget. The contract was awarded August 2020 and grand opening remains projected for August 2021. Dr. Small expressed concern that the larger community is not aware of the magnitude and goodness TCL is doing. Ms. Carns talked about the marketing strategy and the distinction between event marketing and marketing that drives enrollment. She said that no South Carolina resident needs to pay to attend the Culinary Institute of the South. Financial Aid is in place to provide tuition needs. Employers are also encouraged to upskill and retain their current employees. In terms of student out reach, the recent assessment by Ins & Outs confirmed and reinforced that the way to reach our students and potential students is digital. Social media and customized text messaging are most effective. She referred back to VP Weber's report on the enrollemnt management software that will allow for targeted, custom messaging as part of the Guided Pathways inititative. Mr. Dolyniuk reminded the group that Chef Miles has a current enrollemnt of about 60 students toward the 150 goal. He also said that the Culinary Institute of the South was heavily promoted at a recent Sea Pines restaurant event and he is confident of the support from the local resturant community. In response to Dr. Small's quesiton regarding capactiy, Ms. Carns stated that the institute was designed for 300 students.

Tuition: VP Hoffman said that it has been the practice to review tuition rates in February but the current budget situation remains unknown and state agencies are still operating under a continuing resolution for the current year budget. Therefore, she would like to recommend that that the discussion be tabled at this time. She said she believes the College will recommend that there be no increases in tuition or fees for the coming year but would like to reserve the right to come back to that once there is more known about the state budget. She said that the budget information and a clearer idea of what fall enrollment will look like are needed to know what the budget will look like for next fiscal year. Mr. Dolyniuk asked for a motion. Dr. Small moved that at the recommendation of the administration, the discussion be tabled. Mr. Duncan seconded the motion. Motion carried.

SCATCC

Mr. Smalls reported that nominations for the Association leadership awards will close soon and he recommended that the College submit. He drew the Commissioners attention to the Cooper Dome, the Lobbyist firm contracted by the Associaton to keep everyone up to date on the legislation.

Dr. Gough suggested that the Commission submit General Brown for the Commission Leadership award. Dr. Small made the motion that the Commisison forward General Brown's name for that award. Ms. Darien seconded. The Commission vote was unanimous in favor. Motion carried.

At this time, Mr. Dolyniuk asked for a motion to go into Executive Session. Dr. Gough asked that staff remain. Dr. Small made the motion, which was seconded by Ms. Darien. Commission vote was unanimous. Motion carried.

EXECUTIVE SESSION

Per the SC Freedom of Information Act (Section 30-4-70):

For the purpose of discussion of employment, appointment, compensation, promotion, demotion, discipline or release of an employee, or an appointment to a public body; discussion of negotiations incident to proposed contractual arrangements, discussions of a proposed sale or purchase of property, receipt of legal advice, settlement of legal claims or discussions of the public agency's position in adversary situations, discussion about development of security personnel or devices; discussion of matters concerning the proposed location, expansion or provision of services encouraging location or expansion of industries or other businesses in the area served by the public body.

GENERAL SESSION

Mr. Dolyniuk said the first item for action after discussion in Executive Session is the sale of 5 residential properties that the College owns. He called for a motion to approve the sale. Mr. Duncan made the motion to proceed with obtaining the required state approvals for the sale of the five rental properties with the understanding that the sales prices and/or the earmarking of the proceeds can be considered by the

Commisison at a later date. Mr. Boozer seconded the motion. The Commisison vote was unanimous in favor. Motion carried.

The second item is a motion to establish the General Arthur E. Brown, Jr. Award to be given to community members in recognition of thier service to the College with the first award extended to General Brown. Dr. Small made the motion which was seconded by Mr. Smalls. The Commission vote was unanimous in favor. The motion carried.

Mr. Dolyniuk called for a motion for Emeratis status for Arthur E. Brown, Jr. . Mr. Boozer made the motion, which was seconded by Mr. Smalls. Vote was unanimous in favor. Motion carries. Also noted for the Mintues that the process timing for awarding the Order of the Palmetto will be explored.

Mr. Dolyniuk asked that the Minutes reflect that at the next meeting the Commisison will be electing a Chair, replacing a Vice Chair as well as a Secretary /Treasure, if need be. Also that the Commission will explore the process relative to expanding the Area Commission from the current 7 seats.

PRESIDENT'S REPORT

Dr. Gough said that in keeping with Commsions suggestion to invite different officials to the Commision meetings, he has extended that invitation to Dr. Tim Hardee, President of the SC Technical College system for the April meeting.

Dr. Gough suggested that once the state budget becomes known, sometime in the late summer time frame, he and VP Hoffman meet with the Commission to take an in depth look at the ramifications and direct effects these budget uncertainties have on the College.

Dr. Gough shared the success of a former instructor here at TCL who was also part of his squadron as as a Marine, Stacie Atkinson, was recently named Chancellor at the Richmond campus of Ivy Tech, the largest technical college system in Indiana.

Mr. Dolyniuk recognized Ms. Carns' recent naming to the Board of Directors for the HHI Bluffton Chamber of Commerce.

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TCL Area Commission
February 16, 2021

ADJOURNMENT

Having no further business Mr. Dolyniuk adjourned the February 2021 meeting of the Technical College of the Lowcountry Area Commission at 11:40 am.

Respectfully Submitted,

Ann Cullen

APPROVED:



Randy K. Dolyniuk
Vice Chairman, Acting Chairman



Sheree Darien, Secretary