

**TECHNICAL COLLEGE OF THE LOWCOUNTRY
AREA COMMISSION MEETING
June 15, 2020
Beaufort Mather Campus**

MINUTES

COMMISSIONERS PRESENT

Randy Dolyniuk, Vice Chairman, Acting Chair
Dr. William Small
David Smalls
Heath Duncan
James Boozer

COMMISSIONER ABSENT EXCUSED

Sheree Darien

STAFF PRESENT

Richard Gough, President
Janis Hoffman, VP for Administrative Services
Mary Lee Carns, VP for Institutional
Advancement
Sharon O'Neal, Executive Director for HR
Allison Canning, AVP Enrollment
Management
Susanne Douglas, Human Resources
Ashley Yoakum, Controller

GUEST

John O'Toole, Executive Director, Beaufort Economic Development Corp.
Alice Howard, Beaufort County Council Liaison

The June meeting of the Area Commission for the Technical College of the Lowcountry was held on Tuesday, June 15, 2021 at 9:00 in the Boardroom on the Beaufort Mather campus. A Zoom option was available. 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 as presented. The motion was made by Dr. Small and seconded by Mr. Boozer. Motion carried. Mr. Dolyniuk then called for a motion to approved the Consent Agenda, consisting of the Minutes of the April Area Commission meeting. Dr. Small made the motion which was seconded by Mr. Duncan. Motion carried.

GUEST SPEAKER

Dr. Gough introduced Mr. John O'Toole, Executive Director of the Beaufort County Economic Development Corporation. Mr. O'Toole joined the BCED at its inception in 2017. Mr. O'Toole said that the mission of the BCED Corp. is similar to TCL's Mission; transforming lives. Economic Development is metric driven. Within

the last two years, BCED has brought \$200 million dollars and 97 new jobs to Beaufort County. He noted that the military presence in Beaufort is very important to attracting new businesses. The environment (mild weather, proximity to the ocean) is also attractive. He said that it is critically important that we maintain a healthy workforce pipeline and the apprenticeship program sponsored by the state is one way to be sure we have qualified workforce available to the prospects. BCED leadership is forging a working relationship with Southern Carolina Alliance for a productive and strong economic development partnership for the entire lowcountry.

ACADEMIC AND STUDENT AFFAIRS

In Ms. Weber's absence, Ms. Allison Canning presented the following enrollment and recruitment report:

Summer 2021: -90 HC over 2020 -12% FTE

Fall 2021: +123 HC over 2020 +8% FTE

Recruitment Events: Finally, back on campus, in person events!

- **Student Success Thursdays (Orientation) in July and August, 9 AM and 3 PM**
 - Campus tour format: TCL College Store, Library, Tutoring, The HUB, Tech Support and the Business Office
 - Prepare students with the tools they will need to be successful students
 - 20 students per session
- **MAN UP presents Kick Off to Summer TODAY, 5 – 7 PM BFT Mather Campus**
 - Campus wide initiative designed to increase the retention, graduation, engagement and overall success of Black males through mentoring and helping young men discover unlimited potential and assisting in identifying and overcoming obstacles.
- **Culinary Enrollment Expo Thursday June 17 4 – 6 PM at New River**
 - Chef Huff and Chef Orak will provide learning opportunities about the various programs
 - Admissions and the New River Navigator will be present to assist students with application to enrollment and financial aid questions
 - Local businesses in Hospitality and Culinary will be present
 - This is not a food event.

- **Walk-In Wednesdays return in June – The HUB**
 - **Primary focus on the students identifying interest in our Health Sciences programs for the month of June**
 - **The remainder of the summer we will focus on all programs**
- **Coming Soon!**
 - **Parades, Fall Open Houses, Campus Tours and College Fairs are coming back!**

Pathways to the Future: Title III grant

- **EAB Navigate**
 - **Software to increase retention, persistence, and completion rates**
 - **Mobile app**
 - **Currently live with the mobile app and an intake survey for students to complete to provide faculty and staff with more intelligence about the student**
 - **Will populate the dashboard which is a snapshot of student data**
 - **Communication from onboarding to graduation – reminders, to dos, missing documents, track students at pivotal moments during the semester**
 - **Future: Appointment scheduling, early alert and academic planning**
 - **Faculty and staff training will be provided: Train the Trainers**
- **Academic Affairs: Dana Pentz**

Simple Syllabus – Implementation through Fall
Institutional template (policies/procedures aka ADA, etc.)
Minimize work for faculty. Only load assignments and appendices
Course info populates from Colleague
- **Academic Affairs: Dana Pentz**

Curriculog – Centralized curriculum software with built in approvals and workflow
Eliminates paper processes
Aligns with goals of Title III goals and Guided Pathways
Contract under review

INSTITUTIONAL ADVANCEMENT and CONTINUING EDUCATION

Vice President Carns reported that the Strategic Planning committee kicked off their planning this past week. The data from the EMSI and Ins & Outs studies will greatly inform and guide the process. In response to Mr. Dolyniuk's question, Ms. Carns explained that the Strategic Planning Committee is comprised of faculty, each of the Vice Presidents and Deans, staff from critical departments, as well as a student representative. Ms. Carns mentioned the possible addition of an interested community member. She expects to present the Commission with details by late 2021 or early 2022.

The office of Continuing Education will roll out Cybersecurity programs September 2021.

The ManUFirst certificate program will roll out in Hampton during August/ September 2021. The program, which gives the graduate a basic understanding of the language, skills, and functions in a manufacturing environment, has been offered in other parts of the state for twenty years but this is the first time it has been offered in the TCL service area.

The June 3rd VIP Hard Hat Tour of the Culinary Institute was very well attended. Ms. Carns shared renderings of the Foodseum and provided an overview of the exhibits and features. A farm table – a rustic dining table – will be part of the interactive displays in the Foodseum and Ms. Carns said she's been contacted by a group of local woodcrafters who would like to make the table for the CIS. The CIS team is currently gathering a focus group to guide the offerings and displays in the Foodseum. Approximately \$400K is needed for the Foodseum and that will be the goal of this year's The Chef's Table hosted by Sea Pines Resort on Hilton Head Island on November 11, 2021. She said the grand opening for the Culinary Institute of the South is planned for November 2021 and the grand opening for the Foodseum is planned for April 2022. The CIS is still on target to receive students for fall 2021 semester.

Referencing the progression state budget through the House and the Senate, Ms. Carns said that two critical TCL items remain in the budget; funding for Health Science expansion and additional funding for the Culinary Institute.

Institutional Advancement continues to track student applications which are down for fall 2021. Leigh Copeland, AVP for Marketing, has ramped up TCL's social media presence and, as AVP Canning explained in her report, the recruitment teams have a full schedule of in person high school and community events coming up.

TCL Foundation: VP Carns said the Faculty/Staff Campaign this fall will focus on increasing participation in payroll deduction contributions.

ADMINISTRATIVE AFFAIRS

Vice President Hoffman introduced Ms. Ashley Yoakum who joins TCL as Controller. Ms. Yoakum comes to TCL from Beaufort Memorial Hospital where she served as senior staff accountant.

Capital Projects Status:

Culinary Institute of the South

- Power being run to all rooftop package units
- Roof coping caps expected to be installed in 3 weeks
- 2nd floor Mechanical, electrical, plumbing and fire sprinkler system are about 60% complete
- Metal stud framing is 95% complete and started installing drywall on one side of studs
- South end of building store front system going in as well as glass. Should be complete next week
- 1st floor sheetrock at north end of building 90% complete
- In wall inspections on first floor completed Monday, June 14
- Exterior insulation and DensGlass™ installation complete on east and north side
- EIFS Stucco system started this past Saturday on east and north side following behind insulation and DensGlass™ installation
- Interior rear stairs concrete poured
- Interior major staircase off lobby started installation

Student Services/Health Sciences

- Rad tech plans at 95% are being reviewed by Larry Beckler and the Health Sciences team. Will be submitted to OSE for review
- Building 8 plans are in final stages of design development
- Building 2 plans are in early stages of design development- review with Health Sciences end users and consultants will be performed afternoon of June 15.
- Building 6 plans are in later stage of design development.
- Engineers will be onsite June 15 reviewing existing systems to then develop final systems in Bldgs. 2, 6 and 8
- SM&E testing will be onsite (Beaufort Mather campus) the week of June 21 performing asbestos and lead paint testing

Budget Review

Vice President Hoffman presented the Commissioners with the 2020-2021 budget actuals vs budget through May (Attachment A) She said that the budget for the upcoming year is normally reviewed and approved by the Commission in June but due to the exentuating factors of the last year, she expects to have a budget for thier approval at the July meeting. She also gave the Commission an overview of the federal and state higher education emergency funds recieved and distributed for COVID relief. These funds come with very strict regulations as to their distribution. The College has served as a “pass through” agent for student relief funds.

Amounts going to students are based on a formula and vary from ~\$250 - \$900. As of the end of May the College has distributed ~\$650,000 two times. Some students have elected to apply the funds to outstanding tuition balances but it is entirely up to the recipient how the funds are used. Mr. Dolyniuk asked that she provide an accounting of the distribution of the various state and federal relief funds at the next Commission meeting so the Commission can better understand the sources and applications.

PRESIDENT'S REPORT

Dr. Gough told the Commission of the upcoming Joint Board meeting in Myrtle Beach July 24 through 27. The Presidents Council will join the Board for the Association of Technical College Commissioners. TCL Area Commissioner, David Smalls, is the incoming President of the Commissioners Association. Mr. Smalls spoke briefly to the draft agenda that was distributed and invited Commissioners and Dr. Gough to bring forward any issues they'd like to see addressed by the SCATTCC.

Dr. Gough reported that he has been in meetings with the Hampton County School District and the Department of Education about the possibilities and requirements of establishing a 5 year High School program in Hampton which would result in an Associates degree for successful students. Vice President Weber and Dr. Dana Penz are also in meetings with appropriate district personnel. VP Weber noted that the most important component for success is a clear understanding of the effort and commitment from the students and their parents or guardians. Dr. Gough will keep the Commission informed.

EXECUTIVE SESSION

At this time, Mr. Dolyniuk called for a motion to go into Executive Session for the purpose of receiving information relative to a personnel issue pursuant to Section 30-4-70 of the South Carolina Freedom of Information Acts. Mr. Duncan made the motion which was seconded by Mr. Boozer. Motion carried. The Commission remained in Executive Session for approximately 30 minutes at which time Mr. Dolyniuk called for a motion to return to General Session. Dr. Small made the motion which was seconded by Mr. Smalls. Motion carried.

GENERAL SESSION

Per Mr. Dolyniuk, the Executive Session was for informational purposes only. No decisions were made nor called for during that time.

CHAIRMAN'S REPORT

Mr. Dolyniuk reminded the Commission that the annual performance evaluation for the President is due to the Agency Head Commission in Columbia by August 15. He and Dr. Gough will work together with the

TCL Area Commission
June 15, 2021

Commission to complete the evaluation and subsequent Planning document for the coming year which is due September 15.

ADJOURNMENT

Having no further business Mr. Dolyniuk adjourned the June 15, 2021 meeting of the Technical College of the Lowcountry Area Commission at 11:45 am.

Respectfully Submitted,

Ann Cullen

APPROVED:



Randy K. Dolyniuk
Vice Chairman, Acting Chairman



Sheree Darien, Secretary

**Technical College of the Lowcountry
2020 - 2021 Actuals through May vs. Budget**

	Category	Sub Category	Actual 2020-2021 Through May 2021	Budget 2020-2021	% of 2020-2021 Budget Spent	% of 2020-2021 Budget Remaining
venue	Tuition					
		Fall Tuition	3,772,118	3,690,080	102.2%	2.2%
		Spring Tuition	3,453,224	3,518,103	98.2%	-1.8%
		Summer Tuition	1,219,932	1,380,166	88.4%	-11.6%
	Total Tuition		8,445,273	8,588,349	98.3%	1.7%
	Fees	Fees	686,428	421,659	162.8%	62.8%
		Continuing Ed Revenue	585,123	667,752	87.6%	-12.4%
	Total Fees		1,271,551	1,089,411	116.7%	16.7%
	Local Appropriations	Bft Co Oper Fndng	2,318,016	2,254,640	102.8%	2.8%
		Hampton Co Oper Fndng	18,750	25,000	75.0%	-25.0%
		Jasper Co Oper Fndng	-	5,000	0.0%	-100.0%
	Total Local Appropriations		2,336,766	2,284,640	102.3%	2.3%
	Auxiliary	Auxiliary Commissions	707	4,378	16.1%	-83.9%
		Bookstore and Auxiliary Revenue	537,996	894,200	60.2%	-39.8%
		Aux Ent Rental Houses	51,466	58,500	88.0%	-12.0%
		Other Revenue	65,834	169,918	38.7%	-61.3%
	Total Auxiliary		656,003	1,126,996	58.2%	-41.8%
	Unrestricted State Appropriations	State Appropriations	4,255,481	4,524,400	94.1%	-5.9%
		PEBA Credit	83,473	75,000	111.3%	11.3%
	Total Unrestricted State Appropriations		4,338,954	4,599,400	94.3%	-5.7%
	Total Revenue		17,048,546	17,688,796	96.4%	-3.6%

6/15/2021

**Technical College of the Lowcountry
2020 - 2021 Actuals through May vs. Budget**

	Category	Sub Category	Actual 2020-2021 Through May 2021	Budget 2020-2021	% of 2020-2021 Budget Spent	% of 2020-2021 Budget Remaining
Expenditures	Personnel	Salary	7,802,430	8,981,363	86.9%	-13.1%
		Benefits	2,948,523	3,578,017	82.4%	-17.6%
	Total Personnel		10,750,953	12,559,380	85.6%	-14.4%
	Operational Expenditures	Contractual Services	2,089,920	2,790,504	74.9%	-25.1%
		Supplies	259,490	428,312	60.6%	-39.4%
		Dues/Fees & Insurance	256,291	286,812	89.4%	-10.6%
		Travel	11,205	73,125	15.3%	-84.7%
		Equipment	13,103	67,011	19.6%	-80.4%
		Bad Debt/Service Charges	70,943	275,400	25.8%	-74.2%
		Exemptions	683,835	1,208,250	56.6%	-43.4%
	Total Operational Expenditures		3,384,788	5,129,414	66.0%	-34.0%
	Total Expenditures		14,135,742	17,688,794	79.9%	-20.1%