

**TECHNICAL COLLEGE OF THE LOWCOUNTRY
AREA COMMISSION MEETING
August 18, 2021
Beaufort Mather Campus**

MINUTES

COMMISSIONERS PRESENT

Randy Dolyniuk, Vice Chairman, Acting Chair
Sheree Darien, Secretary
Dr. William Small via Zoom
David Smalls
Heath Duncan via Zoom
James Boozer via Zoom
Rick Toomey

GUEST

Sandy Steel, Director of Operations,
SCEA
Alice Howard, Beaufort County Council
Liaison

STAFF PRESENT

Richard Gough, President
Janis Hoffman, VP for Administrative Services
Mary Lee Carns, VP for Institutional
Advancement
Nancy Weber, VP for Student Services
Fredrick Cooper, Interim VP for Academic
Affairs
Nerissa Brown, Human Resources
David Zeoli, Director Safety and Emergence
Management

The August meeting of the Area Commission for the Technical College of the Lowcountry was held on Wednesday, August 18, 2021 at 9:00 in the Boardroom on the Beaufort Mather campus. A Zoom option was published on the agenda. 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 welcomed Dr. Rick Toomey to the Commission. Dr. Toomey served as the CEO of Beaufort Memorial Hospital and as the CEO for South Carolina DHEC. Dr. Gough introduced Dr. Fredrick Cooper, Interim VP for Academic Affairs.

Dr. Dolyniuk called for a motion to amend the agenda to include the election of Commission officers. Ms. Darien made the motion which was seconded by Mr. Smalls. Motion carried. Mr. Dolyniuk then called for a motion to accept the Minutes of the July meeting as submitted. Mr. Smalls made the motion which was seconded by Mr. Boozer. Motion carried.

GUEST SPEAKER

Mr. Dolyiuk introduced the guest speaker, Ms. Sandy Steele who is Director of Operations for the Southern Carolina Economic Alliance. She is a resident of Walterboro and has spent the majority of her career in workforce development. The Southern Carolina Alliance (SCA), one of nine economic alliances in the state, is celebrating its 25th year of operation and is comprised of seven counties in the lower part of the state: Allendale, Barnwell, Bamberg, Colleton, Hampton and Jasper counties and is in partnership with the Beaufort County Economic Development Corporation. Its primary focus is marketing and industrial recruitment and its mission is: *Through ideals of cooperation and regionalism, sustain and create job that will improve the quality of life in the counties of the Southern Carolina Region.* This is accomplished through:

- Marketing & Industrial Recruitment
- Product Development
- Facilitation of Workforce Development and Community Development

In 2020, these efforts resulted in 8 new companies and \$353,990,000 in capital investment and 1,844 new jobs for the region. There were 5 company expansions resulting in \$15,450,000 invested and 94 new jobs created. As of August 2021, \$89.8M has been invested and 144 new jobs created. In terms of product development (industrial spec buildings and commerce parks), in partnership with the local county economic development offices SCA has developed the SCA Industrial Campus in Early Branch, SC, Colleton County Commerce Center, and participated in building 64,000 square feet of expandable space in the Beaufort Commerce Park. Jasper County has developed the Cypress Ridge Industrial park. Ms. Steel presented several slides of large land tracks now in process of development, most notably Riverport and the Sherwood industrial tract at exit 5 in Hardeeville with rail access and only 16 miles from the existing Port of Savannah and the planned Jasper Ocean Port. Moving to workforce development, Ms. Steele gave an overview of the process of attracting and closing new industry which explained why the training needs for the prospective companies are frequently unknown in the beginning of the process which can lead to a short lead time for the College to react to the needs and develop the required training tools. She said that local industries have identified critical required skills that are common among our local manufacturers:

- Computer Numeric Controlled Machine Operators & Programmers
- Advanced Structural & Nuclear Welders
- Manufacturing Technology
- Electrical Technology
- Data Processors
- Soft Skills
 - Leadership Skills/ Personal Responsibility
 - Ability to Work as a Team
- Trainable Employees with Basic Math Skills
- General Manufacturing Production Principles

- OSHA and Safety Training
- Basic Forklift Training

Apprenticeship programs are seen as one of the best ways to develop the workforce pipeline. Also addressing the workforce needs is the ManuFirst program. During this 70-hour course the participant will learn the production processes and procedures necessary to qualify for manufacturing jobs throughout SC. The class discusses essential safety policies, communication best practices, quality standards, production processes and maintenance awareness. The five major training areas covered include:

- OSHA 10
- Manufacturing Safety
- Quality Awareness
- Production and Processes
- Maintenance Awareness

The Commission and Ms. Steele discussed the importance of growing a workforce pipeline locally and engaging with high school students as they consider their careers. Dr. Toomey made the point that manufacturing in the 21st century is not the dirty, loud environment it once was, and changing that perception is critical to growing a qualified workforce.

ACADEMIC AFFAIRS

Dr. Cooper reviewed the Curriculum items submitted for approval by the Commission. These changes have been reviewed by the Curriculum Committee and once approved by the Commission will be sent to the System Office for approval before being sent on to SACSCOC. After Dr. Cooper's review Mr. Dolyniuk called for a motion to approve the changes as submitted. Mr. Smalls made the motion which was seconded by Dr. Toomey. Commission vote was unanimous in favor and thus the motion carried. The executive summary and curriculum details are attached to these Minutes.

STUDENT AFFAIRS

Vice President Weber reviewed enrollment numbers for the Fall 2021 semester with 5 days before classes start. She said currently, enrollment is down 7 students in HC, which is about 4% and about 6% down FTE. There is one 7 week semester and one 10 week semester, both of which begin in October so that should see an uptick in overall enrollment. The Dual Enrollment program continues to grow with 412 students currently enrolled. That number will likely increase as homeschooled students enroll. VP Weber said nearly all the technical colleges are experiencing lower enrollment numbers going into fall. She and the Commission discussed the various factors influencing the decline in enrollment including employment, family situations, and economic and emotional complications from the pandemic. The Commission and the ELT discussed the reporting chain for COVID cases in the student population and the Faculty and Staff population. In addition to maintaining an enhanced cleaning protocol, masks and sanitizer are available in dispensers at the entrances of each building. Additionally, Facilities has a sanitizing fogger for entire rooms. There is a full schedule of

recruitment events coming up including Student Success Thursdays from 9a-3p each Thursday in July and August, a robust interactive on line orientation. ManUP is a crossfunctional collaboration which pairs young black men with mentors. A Culinary enrollment event is planned for the New River campus to include culinary and hospitality companies. "Walk In Wednesdays" take the student from application to enrollment in one appointment. In June, Health Sciences will be the featured programs. July and August are open to all programs. The recruitment team will participate in community parades and events that are beginning to take place again post-pandemic.

Title III Guided Pathways is on target and already making great improvements to the student experience. The Navigators are in place and advising students. Navigators are academic coaches who will stay with a student throughout their program. Faculty is benefitting from a standardized syllabus template.

INSTITUTIONAL ADVANCEMENT and CONTINUING EDUCATION

Vice President Carns reported on activities in CE, Institutional Advancement, and TCL Foundation.

Continuing Education: There are 275 students enrolled in Continuing Education courses. TCL is participating in the Department of Defense Skill Bridge program which assists military personnel transitioning to civilian life. The welding program has been relocated to the Beaufort Mather campus. The CDL program requires investment to be successful. Down time and expense for truck repairs can be avoided/minimized by leasing vehicles rather than buying used tractor trailers and cabs. Additionally, the program requires a professional grade pad on which to train and this has proven to be challenging to source within the service area. These topics will be more fully addressed during VP Hoffman's report. Medical Coding and Billing classes will be open for Spring 2022 as well as three Cybersecurity certificates.

Institutional Advancement: VP Carns is the facilitator for the Strategic Planning committee, an institutional standing committee. The recently completed internal/external Ins and Outs study guides planning. The Ins and Outs principals will be on campus September 8 and 9 to speak to the study and drill down into the data.

Culinary Institute of the South: Key event dates:

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| October 21 | VIP First Look at 4:00 pm | |
| November 11 | Chef's Table at Sea Pines Resort | 35% sold as of 8/19 |
| November 18 | Grand Opening | |

TCL Foundation: For the fiscal year ending on June 30, 2021, the Foundation recieved \$283,000 in support. The Foundation recently received a gift of \$250,000 from an individual.

ADMINISTRATIVE SERVICES

Vice President Hoffman introduced David Zeolie who joins TCL as Director for Safety and Security. Mr. Zeolie was with the Beaufort County Sheriff's department for 25 years; 10 years as a deputy sheriff and an additional 15 years as deputy director of emergency management. Mr. Zeolie is charged with implementation of the safety and security audit recently conducted by Voight Consulting.

Capital Projects Update: The CIS construction is beginning to see some delays in materials. Examples are the fryers – 16 to 20 weeks out, tile for the Food 'seum is delayed, equipment for the show kitchen, including a large table, is delayed. Furniture is delayed. She expects the town of Bluffton will issue a temporary certificate of occupation around the end of September. On the Beaufort Mather campus, the Health Science expansion project is moving forward. Coleman and Moor Halls and building 6 are in the design development stage. The 'live' rad tech lab is progressing. The Cosmotolgy lab refurbishment is nearly completed and will be ready for fall semester.

CDL/Mungin Center: The Commission and the leadership team continued the discussion regarding the requirements of the CDL program and the best way to meet these requirements. There is benefit in leasing the trucks as downtime for maintenance is minimized as routine maintenance is part of the lease. VP Hoffman showed a slide of the Hampton campus with an overlay of a professional CDL training pad. The Hampton campus is most suitable as it is ~40 acres of flat ground and is located centrally in the lowcountry. The professional training pad will give TCL the ability to become a certified licensing location. Currently, drivers and instructors must travel to either Augusta or Atlanta for licensing and recertification.



Hampton Campus: CDL Training Pad: Dr. Gough requested the Commission's approval to use up to 350K from the Capital Reserve to construct the training pad. Dr. Small made the motion which was seconded by Dr. Toomey. Commission vote was unanimous in favor therefore, motion carried.

SCATTC REPORT

Commissioner David Smalls is beginning his two year term as Chairman. His first Board meeting as Chair will be on September 1. The meeting is planned for person in Columbia and will have a Zoom option. He reported that the SCATTC executive committee attended the joint President's Council retreat in Myrtle Beach recently and is beginning their strategic planning process. He told Dr. Gough that the President's can expect a short survey regarding what they see as the mission and how the association can best support the Collges.

ELECTION OF OFFICERS

Mr. Dolyniuk said the Nomination Committee submitted candidates for the positions of Chair, Vice Chair and Secretary:

Chairman – Randy Dolyniuk

Vice Chair – Sheree Darien

Secretary/Treasurer - Jimmy Boozer

Mr. Dolyniuk asked if there were any more candidates. There were none. The Commission voted by voice for each position beginning with Secretary/ Tresurer. All votes were affirmative for Mr. Boozer. For Vice Chair, all votes were affirmative for Ms. Darien . Ms. Darien called for votes for Mr. Dolyniuk for Chairman. All votes were affirmative for Mr. Dolyniuk. Officers slate was confirmed as put forth by the Nominating committee. Terms are two years per the By Laws.

PRESIDENT'S REPORT

Every year, PracticalNursing.org studies PN programs in each state. The Technical College of the Lowcountry's PN program has been ranked as one of the best in South Carolina! We stand at #5 behind Trident, Midlands, York and Aiken. The next SC Technical College on the list is Orangeburg at #9. TCL's nurses have a 100% pass rate on the first sitting.

The College continues to observe COVID protocols in terms of intensive cleaning and social distancing. Additonally, there is a sanitizer and mask station at the entrance(s) to each building on all campuses.

TCL is one of four schools that will reveive a \$ 1 million grant from the Department of Education to support underserved school districts, most particularly rural school districts undergoing consolidation which is what Hampton School District is. Funds will also be directed to Jasper County, where TCL is building a robust dual enrollment program along with Hampton County. The money will be distributed over a 3 year period and will follow the federal government's fiscal year which begins October 1.

EXECUTIVE SESSION

At this time, Mr. Doylniuk called for a motion to go into Executive Session for the sole purpose of receiving information relative to a personnel issue pursuant to Section 30-4-70 of the South Carolina Freedom of Information Acts. Mr. Boozer made the motion which was seconded by Ms. Darien. Commission vote was unanimous and thus so ordered by Mr. Dolyniuk.

The Commission remained in Executive Session for 30 minutes at which time Mr. Dolyniuk called for a motion to return the General Session. Dr. Small made the motion which was seconded by Ms. Darien. Motion carried.

GENERAL SESSION

Upon return to General Session, Mr. Doylniuk stated that the Commission only received information relative to a personnel issue during the Executive Session; there were no decisions made nor votes called for.

CHAIRMAN'S REPORT

Chairman Dolyniuk thanked the Commissioners who were able to attend the TCL Foundation meeting

ADJOURNMENT

Having no further business Mr. Dolyniuk adjourned the August 2021 meeting of the Technical College of the Lowcountry Area Commission at 12:20 pm.

Respectfully Submitted,

Ann Cullen

APPROVED:



Randy K. Dolyniuk
Chairman



Sheree Darien, Secretary/Treasurer

EXECUTIVE SUMMARY
CURRICULUM ITEMS
August 2021

This document contains nine action items. The items are grouped into three categories:

CERTIFICATE CHANGES
DEGREE CHANGES
COURSE CHANGES

There are multiple program additions, cancellations, and changes in each of these categories.

ACTIONS:

CERTIFICATE CHANGES:

- I. Addition of one (1) certificate program, Certificate in Applied Science, Nail Technician, 18 credits, in the Cosmetology curricula, Spring 2022.
- II. Cancellation of one (1) certificate program, Certificate in Applied Science, Avionics Technician, 22 credits, in the Electronics Technology curricula, Fall 2021.

DEGREE CHANGES:

- III. Cancellation of four (4) degree pathway programs:
Associate in Applied Science, Business Administration, Golf Instruction & Management, 66 credits, in the Business Technology curricula, Fall 2021.
Associate in Applied Science, Business Administration, Career Pathway in Hospitality/Tourism Management, 66 credits, in the Business Technology curricula, Fall 2021.
Associate in Applied Science, Industrial Electronics, Avionics Pathway, 63 credits, in the Industrial Electronics Technology curricula, Fall 2021.
Associate in Applied Science, Industrial Electronics Technology, Career Pathway in Biomedical Equipment Repair, 64 credits, Fall 2021.

COURSE CREDIT HOUR CHANGES:

- IV. Changes to credit hours with surgical technology courses in the:
Associate in Applied Science, General Technology, Surgical Technology Concentration, 63 credits, in the General Technology curricula, Fall 2021

COURSE CHANGES:

- V. Addition of four (4) pre-police courses:
Associate in Applied Science, Criminal Justice Technology, 66 credits, in the Criminal Justice Technology curricula, Spring 2022
Addition of four (4) CRJ Related Courses (elective courses), 12 credits

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|-----|-----|--------------------|-----------|
| CRJ | 281 | Police Science I | 3 Credits |
| CRJ | 282 | Police Science II | 3 Credits |
| CRJ | 283 | Police Science III | 3 Credits |
| CRJ | 284 | Police Science IV | 3 Credits |

CRJ 281: Police Science I Course Description:

Course topics include but are not limited to: Intro to Criminal Law, Courts, Crimes, and Procedures, First Amend., Basic Patrol Operations, & Traffic Law. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

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CRJ 282: Police Science II Course Description:

Course topics include but are not limited to: Domestic Violence, Juv. Procedures, & Victimology. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

CRJ 283: Police Science III Course Description:

Course topics include but are not limited to: Report Writing, Interviewing, Officer Survival, Drug Enforcement, and Crime Scene & Physical Evidence. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

CRJ 284: Police Science IV Course Description:

Course topics include but are not limited to: Basic Collision Investigation, Uniform Traffic Ticket, Vehicle Tactics, and Mind Armor. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks

ONE (1) COURSE ADDITION TO ALL DEGREE PROGRAMS:

VI. Addition of one (1) course, COL 106 Skills for College Success, one (1) credit, in all General Education sections in all degree programs.

- Associate in Arts
- Associate in Arts Transfer Block
- Arts, Humanities, Social Science Transfer Block
- Early Childhood, Elementary, Special Ed Transfer Block
- General Education & Business Transfer Block
- Associate in Science
- Associate in Science Transfer Block
- Science & Math Transfer Block
- Engineering Transfer Block
- Administrative Office Technology
- Computer Technology
- Criminal Justice Technology
- Criminal Justice Technology - Transfer
- Criminal Justice Technology, Career Pathway in Pre-Police Academy
- Baking and Pastry Arts
- Culinary Arts Technology
- Hospitality/Tourism Management
- Early Care and Education
- Business Administration
- Accounting Degree NEW - Spring 2022
- General Technology
- Industrial Electronics Technology
- Associate Degree Nursing (ADN)
- Physical Therapist Assistant
- Radiologic Technology
- General Technology-Surgical Technology Concentration
- Surgical Technology NEW - Fall 2022
- Paralegal

All program changes have been approved by TCL's Curriculum Committee (5/20/2021 and 6/17/2021).