

TECHNICAL COLLEGE OF THE LOWCOUNTRY AREA COMMISSION

February 21, 2023

Beaufort Mather Campus

ZOOM: <https://tcl.zoom.us/j/5029645792>

[Public Comment: areacommission@tcl.edu](mailto:areacommission@tcl.edu)

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MINUTES

COMMISSIONERS PRESENT

**Randy Dolyniuk, Chairman
Sheree Darien, Vice Chair
James Boozer, Secretary
David Smalls
Richard Toomey
Heath Duncan**

STAFF PRESENT

**Richard Gough, President
Leslie Worthington, VP Academic
Affairs
Laura Dukes, Dean for Business and
Industrial Technology
Nancy Weber, VP Student Services
Mary Lee Carns, VP Institutional
Advancement
Ashley Yoakum, Controller
Michael Ricks, Director for Workforce
Development**

The February meeting of the Area Commission for the Technical College of the Lowcountry was held on Tuesday, February 21, 2023 at 9:00 in the President's Boardroom on the Beaufort Mather Campus. Prior to the meeting media were notified and provided with the agenda and the Zoom link. An email address for public comment is published on the agenda.

CALL TO ORDER AND APPROVAL OF AGENDA

Chairman Dolyniuk called the meeting to order at 9:00 and declared a quorum was present. He then called for a motion to accept the meeting Agenda as presented. Ms. Darien made the motion which was seconded by Dr. Toomey. Motion carried.

CONSENT AGENDA

Chairman Dolyniuk asked that the curriculum item for Commission approval and the Policies for Commission approval be pulled from the Consent Agenda for Commission for clarification. He then called for a motion to

accept the Minutes of the January meeting as presented. Ms. Darien made the motion which was seconded by Mr. Boozer. Motion carried.

Ms. Laura Dukes expanded on the Certificate in Applied Science, Cybersecurity Basics explaining that the courses proposed for the certificate are required in the Cybersecurity degree so that students seeking a degree at a later date will be able to transfer all the courses in the certificate. It is also designed so that the suggested sequence of courses can be modified to allow high school students to complete the certificate by taking two courses in the fall and spring semesters for two years. Details of the certificate are attached to these Minutes as attachment A. Chairman Dolyniuk called for a motion to accept the Certificate in Cybersecurity Basics as presented. Dr. Toomey made the motion which was seconded by Mr. Smalls. Commission vote was unanimous in favor and thus so ordered by Chairman Dolyniuk.

Last spring Dr. Gough implemented a review of all TCL Policies for relevance and accuracy. The updated Policies were presented for Commission review and approval several months ago. They received a spreadsheet detailing the changes made to each Policy and a link to the Policy. Dr. Toomey asked for clarification on the 10 Day roster, testing for those auditing a class, and what 'Academic Forgiveness' entails. All were answered to the Commission's satisfaction. Chairman Dolyniuk called for a motion to accept the Policies as presented. Mr. Boozer made the motion and Ms. Darien seconded. The Commission vote was unanimous and thus so ordered by Chairman Dolyniuk.

CONTINUING EDUCATION FOR WORKFORCE DEVELOPMENT INITIATIVES

Mr. Michael Ricks, Executive Director of the office of Workforce Development, briefed the Commission on a new CDL initiative with the federal prison in Estill. FCI Estill is a medium security federal correctional institution with an adjacent minimum-security camp. These camps, often referred to as Satellite Prison Campuses or SPC, provide inmate labor to the main institution and to offsite work programs. CDL training will be available to the inmates in the SPC. The CDL course is of 8 weeks duration with a course enrollment capacity of 4 students (cab capacity). The student tuition is \$4,695. Assuming one instructor and one truck, TCL can provide five 8-week course offerings within a 12 month period with total capacity to certify up to 20 students. The College will provide the instructor(s) for classroom training and simulation clutching onsite at FCI Estill. FCI Estill will transport students to the Hampton Campus for all training requiring the use of the driving pad and road time. Annual estimated cost to FCI Estill for the TCL CDL program are:

Tuition 20 students at \$4,695	\$93,900
Estimated fuel cost \$500/mo.	\$ 6,000
Indirect/Overhead Cost	\$ 9,990
Total Annual Estimated Cost to FCI Estill	\$109,890

The FCI Estill- TCL partnership is part of the inmate 'return to society' program to provide training and other assistance to help inmates assimilate as they return to society.

Ms. Darien asked about marketing the CDL program. Dr. Gough said that could be a double edged sword as the program is at full capacity and we would be creating an expectation that we may be unable to meet.

SCATCC REPORT

Commissioner Smalls thanked those who were able to attend the SCATTAC Commissioner's Academy Day of Learning. He reminded the Commission that nominations for service awards (increments of 5 years) are due by March 1. Additionally, Legislative Day for the Technical College System is Wednesday, March 29 on the grounds of the State House in Columbia. TCL will be showcasing our Cyber Security programs.

PRESIDENT'S REPORT

Dr. Gough told the Commission that the second annual African American History Education Conference was held at the College on February 10. The conference, headed by the Beaufort County School District, drew over 300 attendees. After the kick off in the auditorium in MacLean Hall, breakout sessions were held throughout campus. Further, the BCSD has partnered with the Mather Alumni Association to make the history of Mather part of the history curriculum. This Conference will be an annual event.

Dr. Gough and VP Weber reported current enrollment numbers of a 9.6% increase in Headcount and 13.7% increase in FTE (*note: FTE means "full-time equivalency" for the purposes of full-time enrolled students. If an institution has 10,000 student FTE it may have 8,000 full-time students and 4,000 half-time students.*)

VP Weber attributed the increase to several factors:

- New programs (Culinary, Cybersecurity, growth in Business classes)
- Quality Adjunct Pool
- 7 week mini-mesters are appealing to students which adds to retention and FTE
- Increased On Line course offerings

With regard to dual enrollment, VP Weber said that the Jasper School District is very supportive of the program and has a dual enrollment coordinator at the District level. They have created separate classrooms and hired credtialed faculty.

With regard to tuition and fees, Dr. Gough said the System Office has asked the colleges not consider a tuition increase pending the release of the Governor's Budget which is expected to have an increase in money for the technical colleges. He told the Commission that he will come to them for an increase in course fees for fall as part of an effort to simplify the fees as well as bring them to levels reflective of current costs.

Ms. Carns told the Commission that the office of Institutional Advancement is looking for nominations for the Mascot for TCL. Even without athletics, a Mascot gives the College a recognizable identity and marketing tool. They are asking faculty, staff, students, and the TCL community for ideas and have engaged an

advertising agency, WDM to scrub the feedback into a few choices which will then be presented to the College community for the final decision.

Dr. Gough addressed the recent turnover in staff. The most significant turn-over has been in Human Resources. Each person accepted a position outside of the College with a pay increase that the College, as a state agency, can't compete with. Two Vice President positions are open with the retirement of Janis Hoffman and Dr. Worthington relocating to be closer to her family. The Procurement Officer's position is open as is the Dean for Business and Industrial Technologies. Positions are posted on the state jobs website and the System Office is working with us to review applications and assist in the interview process. Laura Dukes has stepped in as the interim Vice President for Academics and Karen Smith is serving as the interim Dean for Business and Industry Technologies. Dr. Worthington will stay with the College, working remotely as the Director for Institutional Effectiveness. She will continue to guide our SACSCOC Reaffirmation process with Sasha Bishop. Dr. Gough assured the Commission that this is a temporary situation and we should be fully staffed this spring.

CHAIRMAN'S REPORT

Chairman Dolyniuk remarked that dual enrollment is the best opportunity to move the dial in terms of enrollment. He said also that it's his understanding that the funding for the Regional Workforce Training Center is gaining traction on a state level. State funds would be combined with Beaufort County funding to build the Regional Workforce Training Center.

Mr. Dolyniuk asked the Commission to prepare for March's Strategic Planning meeting by reading the College's strategic plans by division posted on the College's website and that they be ready to discuss how the Commission can support the College's 5 year plan.

He remind the Commission of the Second annual Art Affair to be held at the Culinary Institute on Thursday, March 9. This year the event features the Conroy Center. There will be Southern food and storytelling featuring Chef Miles Huff, local chef and cookbook author Debbi Covington, and Chef Sommelier Jacqueline Orak. They will be joined by Jonathan Haupt, Executive Director of the Pat Conroy Literary Center. Proceeds will benefit the students and academic programs at TCL.

He and Dr. Gough attended the the CONVERGE Economic Summit hosted by the Beaufort County Economic Development Corp. on January 23. This is the second year of this very interesting and timely event. This year's keynote speaker was General Lloyd 'Fig' Newton.

Mr. Dolyniuk and Dr. Gough had lunch with General Brown last week to tell him of the College's desire to name the workforce training center the Arthur E. Brown Regional Workforce Training Center. He said General Brown was pleased and typically humbled. Chairman Dolyniuk called for a motion to ratify the naming.

Mr. Boozer made the motion which was seconded by Ms. Darien. Commission vote was unanimous in favor and thus so ordered by Chairman Dolyniuk.

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*

Chairman Dolyniuk called for a motion to go into ad hoc Executive Session for the purpose of discussion of a personnel matter . Dr. Toomey made the motion which was seconded by Mr. Boozer, motion carried.

The Commission remained in Executive Session for approximately twenty minutes at which time Chairman Dolyniuk called for a motion to return to General Session. Dr. Toomey made the motion which was seconded by Ms. Darien, motion carried.

GENERAL SESSION

Chairman Dolyniuk stated that the Executive Session was for the purpose of discussion only. No decisions were made or called for.

ADJOURNMENT

Having no further business Mr. Dolyniuk adjourned the February meeting of the Technical College of the Lowcountry Area Commssion at 10:40 am.

Respectfully Submitted,

Ann Cullen

APPROVED:



Randy K. Dolyniuk
Chairman



James Boozer
Secretary

Attachment A

**EXECUTIVE SUMMARY
CURRICULUM ITEMS
February 2023**

This document contains one action item.
CERTIFICATE ADDITION

ACTIONS:

CERTIFICATE ADDITION:

Effective/Credits

- 1) **Certificate in Applied Science, Cybersecurity Basics
Addition of one (1) certificate program**

**Fall 2023
24 SCH**

Addition of one (1) certificate program, Certificate in Applied Science, Cybersecurity Basics Certificate, 24 credits, in the Cybersecurity curricula.

Commission action needed: Approval to ACCEPT the Certificate in Applied Science, Cybersecurity Basics to the Cybersecurity curricula.

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TECHNICAL COLLEGE OF THE LOWCOUNTRY

TECHNICAL COLLEGE OF THE LOWCOUNTRY

MODEL FOR MAJOR OF

CERTIFICATE IN APPLIED SCIENCE, CYBERSECURITY BASICS

The Cybersecurity (CYB) Basics Certificate is a hands-on career training program that prepares students for entry-level cybersecurity technician positions. The program educates students on the essential concepts of cyber-defense and incident response, with a practical hands-on approach to security risk analysis and management. Students learn how to ethically hack in order to understand how adversaries will attack their organization's assets. Ensuring the confidentiality, integrity and availability of online information is the primary objective of the cybersecurity professional. The knowledge and skills needed to detect, respond and recover from modern cybersecurity threats is the focus on the cybersecurity degree.

All of the courses proposed for the certificate are required in the Cybersecurity Degree so that students seeking a degree at a later date will be able to transfer all courses. It is also designed so that the suggested sequence of courses can be modified to allow high school students to complete the certificate by taking two courses in the fall and spring semesters for two years. The Advisory Committee approved the proposed Cybersecurity Basics Certificate on December 2, 2022, and the Curriculum Committee approved it on January 19, 2023.

Attachment A

**TECHNICAL COLLEGE OF THE LOWCOUNTRY
CERTIFICATE PROGRAM**

CERTIFICATE IN APPLIED SCIENCE, CYBERSECURITY BASICS

CURRICULUM CODE:

CATALOG YEAR: 2023/2024

CIP CODE: 111003

DATATEL CODE: CAS.CYBA

MODEL FOR CERTIFICATE IN APPLIED SCIENCE, CYBERSECURITY BASICS

Suggested Sequence of Courses

FIRST YEAR - FALL SEMESTER

<u>Title</u>	<u>Course Name</u>	<u>Credit</u>
IST 166	Network Fundamentals	3.0
CYB 110	Intro to Cyberspace and Cybersecurity	3.0
	TOTAL SEMESTER CREDIT HOURS REQUIRED	6.0

FIRST YEAR –SPRING SEMESTER

<u>Title</u>	<u>Course Name</u>	<u>Credit</u>
CPT 168	Programming Logic and Design	3.0
CYB 293	Attack Vectors (Red Teaming)	3.0
	TOTAL SEMESTER CREDIT HOURS REQUIRED	6.0

FIRST YEAR—SUMMER SEMESTER

<u>Title</u>	<u>Course Name</u>	<u>Credit</u>
CYB 233	Cyber Crimes and the Law	3.0
CPT 257	Operating Systems	3.0
	TOTAL SEMESTER CREDIT HOURS REQUIRED	6.0

SECOND YEAR—FALL SEMESTER

<u>Title</u>	<u>Course Name</u>	<u>Credit</u>
CYB 294	Incident Response (Blue Teaming)	3.0
CYB 282	Security and Risk Analysis	3.0
	TOTAL SEMESTER CREDIT HOURS REQUIRED	6.0

TCL Area Commission
February 21, 2023
COURSE DESCRIPTIONS

CPT 168 Programming Logic and Design

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation. This course also includes a general introduction to computer concepts and an intro to Python. Prerequisite(s): MAT 032, RDG 100

CPT 257 Operating Systems

This course examines the theory of operating systems and how the operating system theory is implemented in current operating systems. Prerequisite(s): MAT 032, RDG 100

IST 166 Network Fundamentals

This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams. Includes all competencies for CompTIA Network+ exam. Prerequisite(s): MAT 032, RDG 100

CYB 110 Introduction to Cybersecurity

This course provides an introduction and broad overview to the knowledge domains of cybersecurity. Topics of study include: the need for cybersecurity, malicious activity, the Internet and Internet of Things (IoT), access controls, security operations and administration, risk management, cryptography, network security, certification and law. Prerequisite(s): MAT 032, RDG 100

CYB 111 Cybersecurity Policy and Implementation

This cybersecurity course goes deeper into security policy and implementation. A sound information security and cybersecurity program begins with security policy that is generated by the executive leadership. Security frameworks such as the COBIT and the NIST Cybersecurity Framework are introduced. Prerequisite(s): MAT 032, RDG 100

CYB 233 Cyber Crimes and the Law

This course examines the problem of crime involving computers and the strategies used for identification, investigation and prosecution. Prerequisite(s): RDG 100

CYB 269 Digital Forensics

This course examines advanced technical aspects of digital computer evidence to include detection, collection, identification, and preservation. Emphasis is placed on specific tools and methods for extracting deleted or destroyed computer-related evidence. Prerequisites: CYB 110 or Instructor approval

CYB 282 Security and Risk Analysis

This course includes a comprehensive overview of risk management and its implication on infrastructure, compliance and organizational objectives. Risk as it pertains to people, processes and technology is addressed. Modern frameworks are used to teach risk analysis and mitigation. Students will learn to write security policy and produce effective implementation plans. Prerequisite(s): MAT 032, RDG 100

Attachment B

The Office of Workforce Development

Commercial Driver's License Program

Technical College of the Low Country – Estill FCI Partnership



Commercial Drivers License Program

Technical College of the Low Country – Estill FCI Partnership

Overview

Course duration – 8 weeks

Course student enrollment capacity – 4 students (cab capacity)

Student tuition - \$4,695

Commercial Drivers License Program

Technical College of the Low Country – Estill FCI Partnership

Operation

Five 8-week course offerings within a 12 month period with total capacity to certify up to 20 students. This assumes one instructor and one truck.

TCL will provide instructor(s) for classroom, and simulation clutching onsite at FCI Estill.

FCI Estill will provide transportation of students to TCL Hampton Campus for all training requiring use of the driving pad and road time.

Annual estimated FCI Estill cost for TCL CDL Program:

Tuition 20 students at \$4,695	\$93,900
Estimated fuel cost \$500/mo.	\$ 6,000
Indirect/Overhead Cost	\$ 9,990
Total Annual Estimated Cost to FCI Estill	\$109,890

Commercial Drivers License Program

Technical College of the Low Country – Estill FCI Partnership

Schedule

Requirements	Hours	
Classroom	50	
Clutching & Pad	50	
Simulator		10
Pad		40
Road Time	18	
day		15
night		3
Observation	32	
Total	150	

Commercial Drivers License Program

Technical College of the Low Country – Estill FCI Partnership

Instructor Cost	\$22,500
Fuel	\$6,000
Indirect/Direct Cost	\$9,990
Total Cost	\$38,490
Profit	\$71,400



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