

**TECHNICAL COLLEGE OF THE LOWCOUNTRY
AREA COMMISSION MEETING
July 20, 2020
Beaufort Mather Campus**

MINUTES

COMMISSIONERS PRESENT

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

COMMISSIONER ABSENT EXCUSED

Heath Duncan

GUEST

Stephen Murray, Mayor of Beaufort
Alice Howard, Beaufort County Council Liaison

STAFF PRESENT

Richard Gough, President
Janis Hoffman, VP for Administrative Services
Mary Lee Carns, VP for Institutional
Advancement
Allison Canning, AVP Enrollment
Management
Mary Lee Baker, Analyst
Leigh Copeland, AVP Marketing
Russ Keevy, President Faculty Senate
Joy Locke, Past President Faculty Senate

The June meeting of the Area Commission for the Technical College of the Lowcountry was held on Tuesday, July 20, 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 at 9:00 and asked for a motion to accept the Agenda as presented. Ms. Darien made the motion which was seconded by Dr. Small; motion carried. Mr. Dolyniuk then called for a motion to accept the Consent Agenda consisting of the June meeting Minutes and a request from the TCL Foundation to serve alcohol at an upcoming event. Dr. Small made the motion and Mr. Boozer seconded it. Commission vote was unanimous in favor. Motion carried.

GUEST SPEAKER

Dr. Gough introduced Mr. Stephen Murray, Mayor of Beaufort. Mr. Murray is a third-generation Beaufortonian. He graduated from Beaufort High School and attended the University of South Carolina

Beaufort. He is past chair of the Beaufort Regional Chamber of Commerce. He was founding chairman and is a board member of the Beaufort County Economic Development Corporation. The city of Beaufort is 34 square miles and has a \$23 million operating budget. Mr. Murray discussed each of the four key focus areas of the City's 2021-2023 Strategic Plan:

- A safe and vibrant City
- Economic Development and Innovation
- Growth and Natural Resources
- Organizational Excellence

Highlighting Economic Development and Innovation, Mr. Murray spoke of the creation and positive results of the Beaufort County Economic Development Corporation, led by John O'Toole and Sr. Project Manager, Charlie Stone. In four years the BCED has attracted almost \$11 million in grants and incentives into the state in addition to large projects and over 250K sq.ft. of space which will provide significant economic impact and strengthening of the local economy around manufacturing distribution. Mr. Murray talked about the importance of diversifying the economic base of Beaufort beyond the military presence and tourism by leveraging partnerships with USCB, the Technical College of the Lowcountry, the Beaufort County School District, charter and private schools, the military, and the Beaufort Digital Corridor to build career pathways that will help broaden the City's economic base. These include health care, digital commerce, and cybersecurity. Another area of focus for the City of Beaufort is the development of a plan to mitigate the effects of climate change. Mr. Murray said that the speed at which the world moves demands that historical silos be broken down and that government, education, the private sectors, and community non-profits join together to make sure the challenges of the future are met.

ACADEMIC AND STUDENT AFFAIRS

Allison Canning, Assistant Vice President for Enrollment, presented in Ms. Weber's absence.

Fall enrollment is down 27 HC and 2%FTE. There are 80 known students to be registered at WBECHS and the nursing and RAD Tech students are expected to be registered in the coming week so she expects those numbers to improve strongly. Many of the Arts and Sciences programs are wait listed and there are 500 dual enrollment students registered, which is a record number.

Ms. Canning detailed the recruitment and enrollment activities taking place including contacting all students who were registering in spring or summer but have not come back for fall semester and have not completed their programs of study. She said that Navigators are reaching out to them and they're being reached via text campaign. She extended appreciation to the Faculty for their significant contributions to this effort. Student Success events are being held every Thursday from 9 to noon and she said students are honoring appointment they've made; there are not a lot of 'no shows'. In addition to on going walk in events at New River and the Beaufort Mather campus, they continue outreach to HS counselors.

Ms. Canning reported on the Title III Guided Pathways initiative. The next important goal is October 1, 2021 when the academic planning side of Navigate is implemented. This is an aggressive time line that the team is committed to meeting. Ms. Canning detailed the steps of the implementation including train the trainer and the close involvement of faculty. This will ultimately produce a robust set of analytics that will reveal data that we've not previously had access to. The Commission, along with Mr. Keevey, President of Faculty Senate, and Ms. Canning discussed the various factors in play with student enrollment and completion. The Early Alert system which is being implemented is a great tool for retention leading to completion.

INSTITUTIONAL ADVANCEMENT and CONTINUING EDUCATION

Marketing: Leigh Copeland, AVP for Marketing, presented an overview of the broad marketing message and delivery tools (i.e. digital, billboard, direct mail, cable and streaming). The Commissioners were provided a packet as an example of the materials sent to prospective students. In addition to general program information, there is a targeted campaign for potential culinary students. Upcoming campaigns will target Continuing Education which is a different demographic so the material will be geared to that demo (older with active careers, for example).

Ms. Copeland referenced the College's Vision statement: *Our vision is to elevate each student and every community we serve through transformative technology and exceptional teaching* as being helpful in focusing the marketing efforts and delivering the message that an education with TCL is the key to a better future. Ms. Copeland noted that the marketing materials in the packet were all created in house by staff including Mark Rand, graphic artist, and Mindy Lucas, who assists with social media and copywriting. In addition to overseeing the communications, they have set up automated responses that go out to specific students throughout the registration process.

Strategic Planning : Ms. Carns reminded the Commission that Strategic Planning was derailed by the pandemic and during that time circumstances evolved that would make most previous planning obsolete as the pandemic brought new ways of delivering instruction and rearranged certain priorities. Going forward, the Strategic Planning will be metric driven with quantitative, measurable outcomes. The Strategic Planning will be informed and guided by the results of the Ins & Outs study. She noted that, beginning in September, CE is launching two cybersecurity certificate programs. These programs will be offered in the evening and are geared toward professionals in the areas of banking, county government, hospitals, and small businesses.

VP Carns invited the Area Commission to attend the TCL Foundation meeting on July 28. Members of the Beaufort Delegation have been invited. During the meeting, General Art Brown will be honored as Chairman Emeritis of the TCL Area Commission as well as the SCATCC's Commissioner of the Year. The SCATTCC honor will be awarded in January of 2022.

ADMINISTRATIVE SERVICES

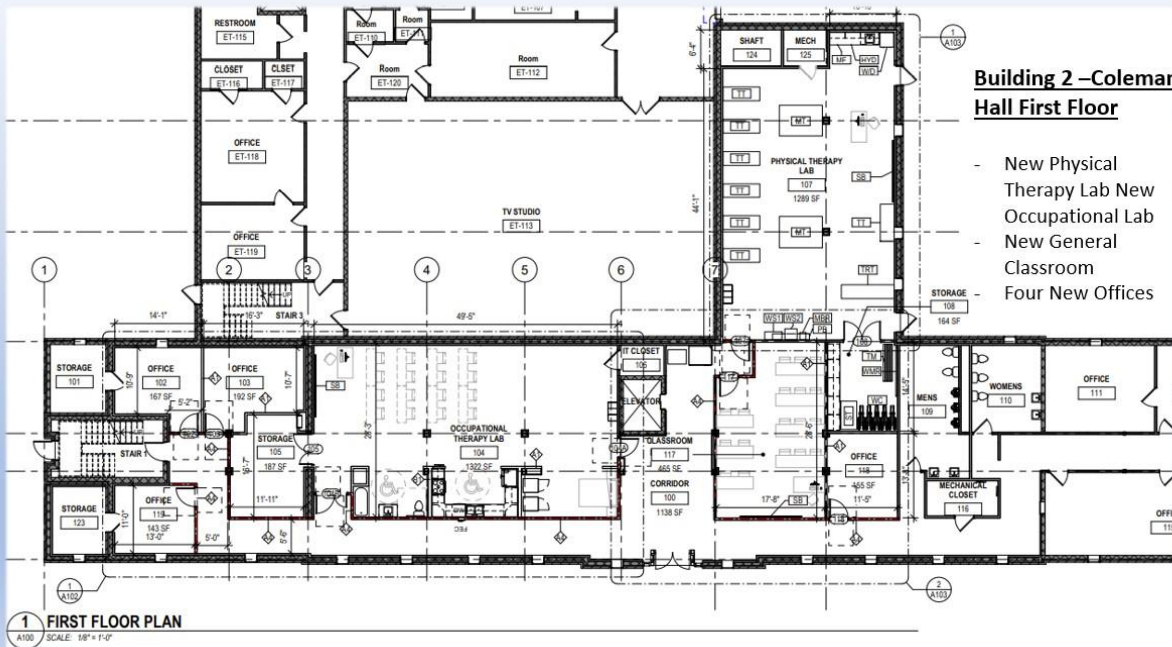
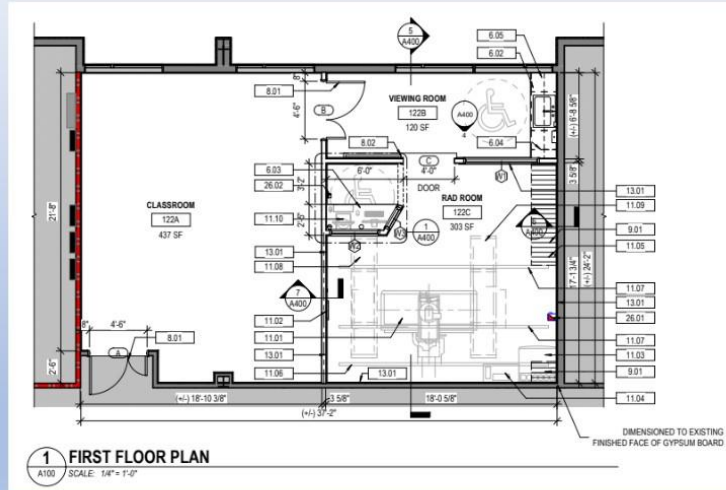
Mr. Beckler provided the Commission with a comprehensive status update on all Capital Projects.

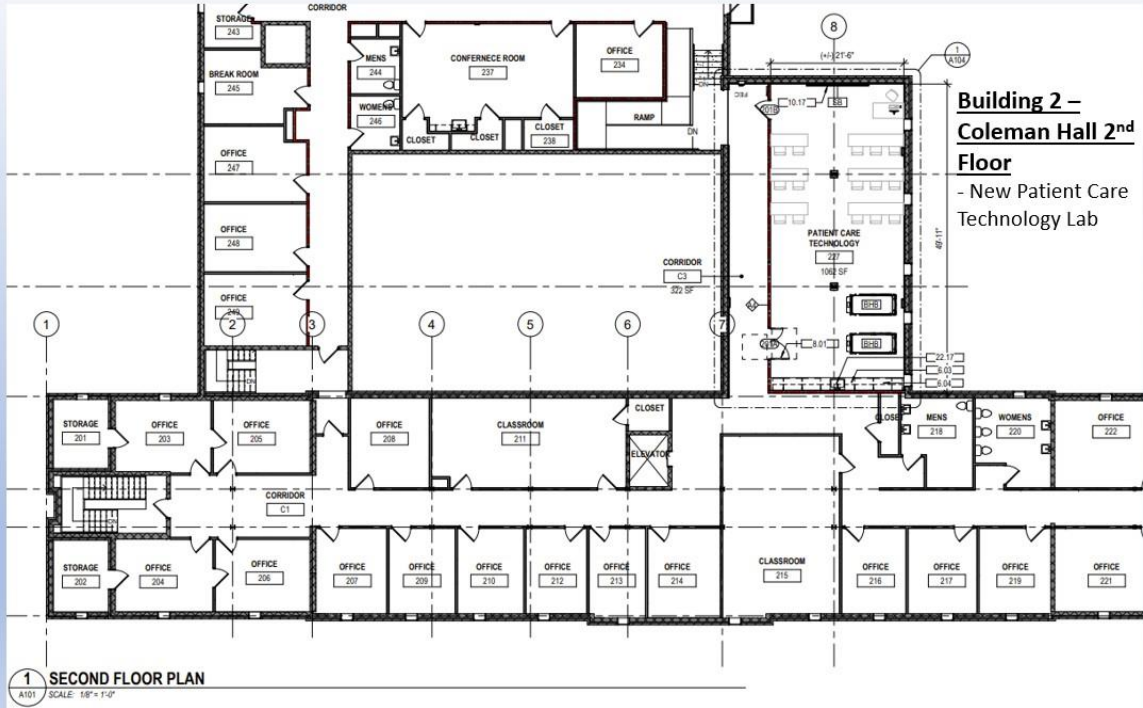
Building 4 – Health Sciences Building

- New Energized Radiology Technology Lab
- New Radiology Technology Classroom

Status

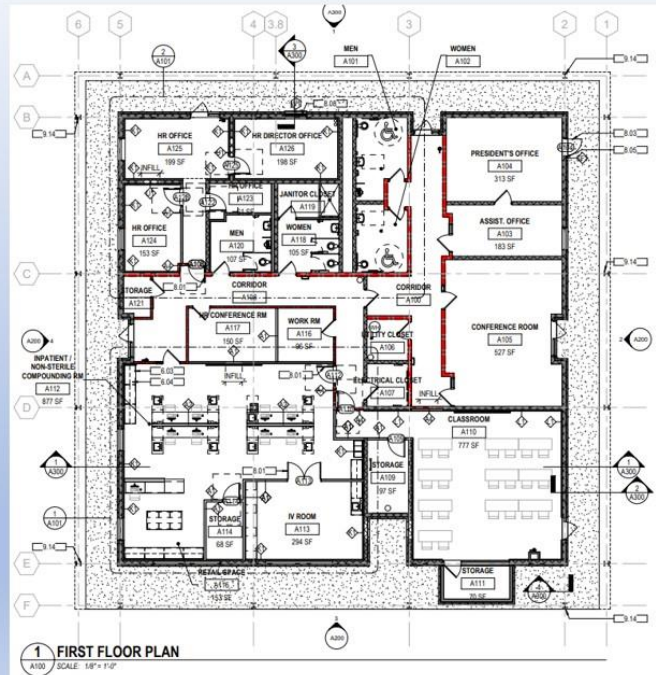
- In review with OSE
- Expect to be out for Bid next Month
- Expect award contract by the end of September



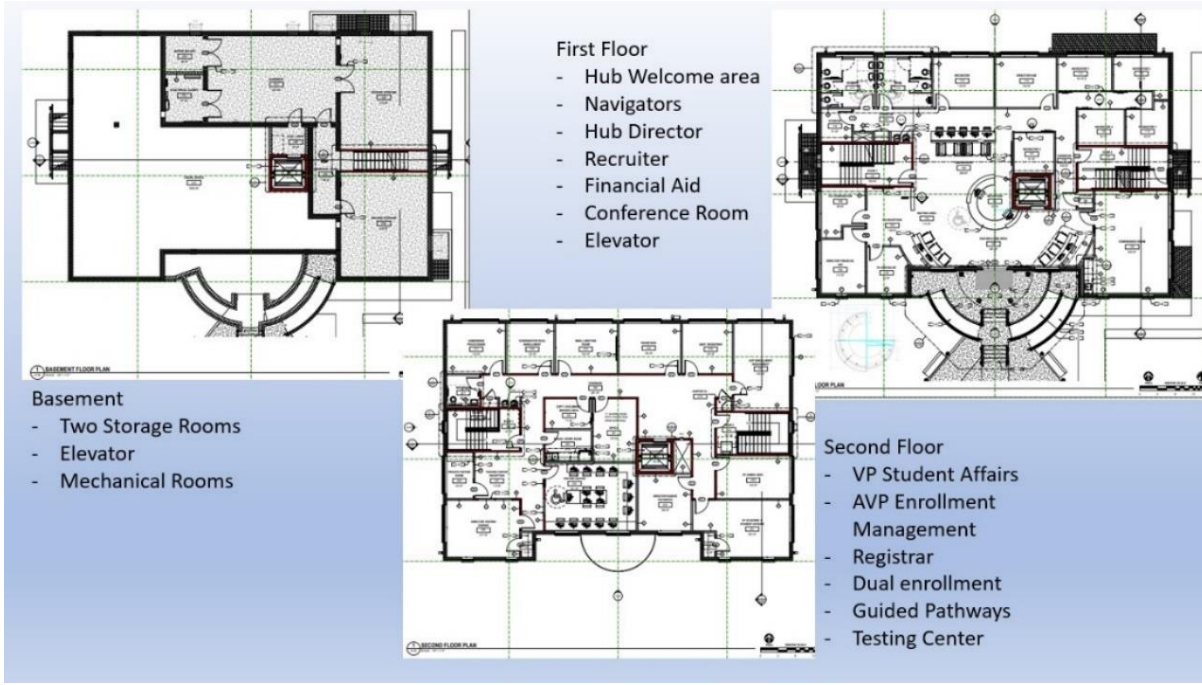


Building 6

- Maintain Presidents Suite
- New Human Resources Suite
- New Pharmacy Technology Lab
- New General Classroom



**TCL Area Commission
July 20, 2021**



TCL - BUILDING 02, 06 & 08
 Technical College of the Lowcountry
 Glick/Boehm & Associates

Project Start: Mon, 4/5/2021
 Display Week: 1

TASK	ASSIGNED TO	PROGRESS	START	CALENDAR DAYS	END
Building 02, 06 & 08					
Submit Concept Floor Plans	GBA	100%	4/5/21	-	4/5/21
Concept Floor Plans Approved	TCL	100%	4/5/21	30.00	5/5/21
Submit Revised Concept Plans	GBA	100%	5/5/21	-	5/5/21
Revised Concept Plans Approved	TCL	100%	5/5/21	20.00	5/25/21
Concept Interior Furniture Layout	GBA	75%	5/25/21	14.00	6/8/21
Schematic Design	GBA	1000%	5/25/21	28.00	6/22/21
Receive Schematic Design from Consultants	DWG / ADC	100%	6/22/21	-	6/22/21
Internal Review Schematic Design	GBA	100%	6/22/21	2.00	6/24/21
Design Development	GBA	0%	6/24/21	27.00	7/21/21
Receive Design Development from Consultants	DWG / ADC	0%	7/21/21	-	7/21/21
Review Design Development	GBA	0%	7/21/21	6.00	7/27/21
Submit Design Development to TCL	GBA	0%	7/27/21	-	7/27/21
TCL DD Review Period	TCL	0%	7/27/21	7.00	8/3/21
Receive TCL DD Review Comments	GBA	0%	8/3/21	-	8/3/21
Construction Documents	GBA	0%	8/3/21	30.00	9/2/21
Receive Construction Documents from Consultants	DWG / ADC	0%	9/2/21	-	9/2/21
Internal Review Construction Documents	GBA	0%	9/2/21	6.00	9/8/21
Submit 100% CD to TCL & OSE	GBA	0%	9/8/21	-	9/8/21
OSE 100% CD Review Period	OSE	0%	9/8/21	14.00	9/22/21
OSE Review Completed	OSE	0%	9/22/21	-	9/22/21
Submit SE-310 (Project Advertising)	OSE	0%	9/22/21	7.00	9/29/21
Pre-Bid Conference and Site Visits	OSE	0%	9/29/21	14.00	10/13/21
Public Bid Opening	OSE	0%	10/13/21	-	10/13/21
Protest Period	OSE	0%	10/13/21	10.00	10/23/21
Submit SE-360 to OSE (Contractor Awarded)	OSE	0%	10/23/21	-	10/23/21
Building 08 Start Construction	0%	10/23/21	356.00	10/23/22	
Building 06 Start Construction	0%	10/23/21	182.00	4/21/22	
Building 02 Start Construction	0%	10/23/22	121.00	2/21/23	

Status Buildings 2, 6 & 8

- TCL will Receive Design Development Package for approval: 07/27/21
- TCL & OSE will receive the 100% complete Construction Documents for Review: 09/08/21
- Advertise for Bids: 09/22/21
- Award to Contractor: 10/23/21
- Projected Construction Schedule
 - Building 8: 10/23/21 - 08/12/2022
 - Building 6: 10/23/21 - 04/29/2022
 - Building 2: 08/15/22 - 12/16/2022

The Culinary Institute of the South

Project Construction Cost

Charles Perry Partners Inc. (General Contractor)	\$10,075,007.00
Kitchen Equipment	\$ 850,000.00 (Est. waiting on small wares)
Furniture	\$ 340,687.66
Decorative Lighting	\$ 66,799.60
Change Orders to Date:	\$ 66,321.51
Potential Change Orders	\$ 92,000.00 (estimate)
Foodseum Construction Cost	\$ 300,000.00 (estimate)
Inspection Services	\$ 109,120.00 (estimate)
Projected Total:	\$11,899,935.80

Project Substantial Completion Date: September 20, 2021

VP Hoffman presented the Commission with the FY21-22 Budget for thier approval. Budget documents are attached to these minutes as Attachment A. She thanked Ms. Mary Lee Baker, Financial Analyst, for her invaluable help in producing the comprehensive report and balanced budget. She began by reminding the Commission that these are unprecedented times and many of the anomolies from last year's COVID pandemic apply to this year as well. VP Hoffman gave credit to all employess who have given much effort to decreae expenses in office supplies and curtailing travel and conference attendance. She recommend no increase in tuition for FY21-22 but recommend the Commission consider a course fee increase for the culinary classes. After discussion, Mr. Dolyniuk called for a motion to increase the course fee for culinary classes from \$50 per 3 credit hour courses to \$70 per 3 credit hours. Dr. Small made the motion which was seconded by Ms. Darin. Commission vote was uananimous in favor and thus motion carried. Mr. Dolyniuk called for a motion to accept the FY2021-2022 budget as presented. Ms. Darien made the motion, which was seconded by Mr. Boozer. Commission vote was unanimous in favor of acceptance of the budget and thus so ordered by Mr. Dolyniuk.

SCATTC REPORT

Mr. Smalls did not have a report for the Commission, noting that the Joint Board Retreat with the President's Council was coming up the next week in Myrtle Beach.

PRESIDENT'S REPORT

Dr. Gough introduced Mr. Rusell Keevey, newly inducted President of the Faculty Senate. Mr. Keevey greeted the Commission and thanked them for the opportunity for the faculty to have representation at Commission meetings. He also said how very proud he was of faculty and student services for the seamless transition to remote instructional delivery nessesitated by the pandemic. He said that while behind the scenes there may

have been some scrambling, the outward face of the college remained calm. He said he was also very proud of the real partnership that has formed between academics and student services.

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. Dolyzniuk.

The Commission remained in Executive Session for 30 minutes at which time Mr. Dolyzniuk 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 received information during the Executive Session; there were no decisions made nor votes called for.

CHAIRMAN'S REPORT

Mr. Doylniuk said that the election of officers will be postponed until which time there is a full Commission in place which he anticipates will be the case in August.

He reiterated Ms. Carns' invitation to the Commission to attend the Foundation meeting on July 28. He suggested that the Commission Retreat be planned when the Commission is briefed on the College's Strategic Plan, likely late in the first quarter of 2022. He also suggested some alternatives to the current meeting format to include the academic deans on a quarterly basis and to rotate the vice presidents' presentations rather than having all vice presidents report each month. He would also like to meet in the other counties in the service area on a quarterly rotation. He emphasised that these were ideas and he'd appreciate any feedback.

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ADJOURNMENT

Having no further business Mr. Dolyniuk adjourned the July 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

ATTACHMENT A

Technical College of the Lowcountry 2021 - 2022 Budget							
	Category	Sub Category	Budget 2021-2022	Budget 2020-2021	\$ Variance	% Variance	
Revenue	Tuition						
		Fall Tuition	3,772,118	3,690,080	82,038	2.2%	
		Spring Tuition	3,453,224	3,518,103	(64,879)	-1.8%	
		Summer Tuition	1,380,381	1,380,166	215	0.0%	
	Total Tuition		8,605,723	8,588,349	17,374	0.2%	
	Fees	Fees		436,809	421,659	15,150	3.6%
		Continuing Ed Revenue		706,555	667,752	38,803	5.8%
		Total Fees		1,143,364	1,089,411	53,953	5.0%
	Local Appropriations	Bft Co Oper Fndng		2,254,640	2,254,640	-	0.0%
		Hampton Co Oper Fndng		25,000	25,000	-	0.0%
		Jasper Co Oper Fndng		10,000	5,000	5,000	100.0%
		Total Local Appropriations		2,289,640	2,284,640	5,000	0.2%
	Auxiliary	Auxiliary Commissions		4,378	4,378	1	0.0%
		Bookstore and Auxiliary Revenue		100,000	225,328	(125,328)	-55.6%
		Aux Ent Rental Houses		-	58,500	(58,500)	-100.0%
		Other Revenue		165,718	169,918	(4,200)	-2.5%
		Total Auxiliary		270,096	458,124	(188,028)	-41.0%
	Unrestricted State Appropriations	State Appropriations		4,926,715	4,524,400	402,315	8.9%
		PEBA Credit		80,000	75,000	5,000	6.7%
		Culinary		1,050,000	-	1,050,000	N/A
CRRSAA Lost Revenue			1,095,327	-	1,095,327	N/A	
Total Unrestricted State Appropriations			7,152,042	4,599,400	2,552,642	55.5%	
Total Revenue		19,460,865	17,019,924	2,440,941	14.3%		

7/16/2021

**Technical College of the Lowcountry
 2021 - 2022 Budget**

	Category	Sub Category	Budget 2021-2022	Budget 2020-2021	\$ Variance	% Variance
Expenditures	Personnel	Salary	10,045,211	8,981,363	1,063,848	11.8%
		Benefits	4,030,570	3,578,017	452,553	12.6%
		Total Personnel	14,075,781	12,559,380	1,516,401	12.1%
	Operational Expenditures	Contractual Services	3,410,839	2,790,504	620,335	22.2%
		Supplies	503,879	428,312	75,567	17.6%
		Dues/Fees & Insurance	316,064	286,812	29,252	10.2%
		Travel	96,664	73,125	23,539	32.2%
		Equipment	218,450	67,011	151,439	226.0%
		Projects	-	-	N/A	N/A
		Bad Debt/Service Charges	175,400	275,400	(100,000)	-36.3%
		Exemptions	663,788	539,380	124,408	23.1%
Total Operational Expenditures	5,385,084	4,460,544	924,540	20.7%		
Total Expenditures		19,460,865	17,019,924	2,440,941	14.3%	

**Technical College of the Lowcountry
 Culinary 2021 - 2022 Budget**

	Category	Sub Category	Budget 2021-2022	Budget 2020-2021	\$ Variance	% Variance
Revenue	Fees	Fees	13,200	2,760	10,440	378.3%
	Unrestricted State Appropriations	State Appropriations	3,500,000	-	3,500,000	
		Operating Budget	600,000	389,001	210,999	54.2%
Total Revenue			4,113,200	391,761	3,721,439	949.9%

Expenditures	Personnel	Salary	601,630	268,810	332,820	123.8%
		Benefits	238,551	84,227	154,324	183.2%
	Total Personnel		840,181	353,037	487,144	138.0%
Operational Expenditures		Contractual Services	439,000	6,000	433,000	7216.7%
		Supplies	91,500	30,099	61,401	204.0%
		Dues/Fees & Insurance	13,000	500	12,500	2500.0%
		Travel	5,000	2,125	2,875	135.3%
		Equipment	50,000	-	50,000	
	Total Operational Expenditures		598,500	38,724	559,776	1445.6%
	Construction Expenditures		1,450,000			
	Foodseum		300,000			
Total Expenditures			2,888,681	391,761	2,496,920	637.4%
	Remaining funds for Year 2		1,224,519	-	1,224,519	