



**Date:** Monday, June 19, 2023, 5:00 pm  
Spartanburg Community College, Dr. Benjamin Snoddy Boardroom

**Subject:** Minutes from The Spartanburg County Commission for Technical and Community Education Meeting

**Attendees:** Chairman Anderson, Vice Chairman Keller, Secretary Hill, Commissioner Fowler, Commissioner Kennedy, Commissioner O’Neill, Commissioner Bell, Commissioner Sarratt, Commissioner Smith, Commissioner King, Dr. Mikota, Dr. Obi, Dr. Satterfield, Mr. Burroughs, Ms. Hughes, Mr. Grace, Mrs. Walker

**Absent:** Commissioner Radford, Mr. Burns

**I. CALL TO ORDER**

Chairman Anderson called the meeting to order at 4:38 pm.

**II. COMMISSION MINUTES**

Chairman Anderson presented the May 15, 2023, meeting minutes, which previously had been shared with the Members and asked if any Member had edits or questions. Hearing no amendments or objections, Chairman Anderson asked for a motion to approve the minutes as written. Commissioner Kennedy motioned to approve the May 15, 2023, meeting minutes, Commissioner Smith seconded the motion, and all voted aye.

**III. CONSENT AGENDA**

Chairman Anderson presented the Consent Agenda Items, which previously had been shared with the Members and asked if any Member had edits or questions. Hearing no amendments or objections, Chairman Anderson asked for a motion to approve the Consent Agenda Items as presented. Commissioner Sarratt motioned to approve the Consent Agenda Items, Commissioner Hill seconded the motion, and all voted aye.

**IV. PRESIDENT’S REPORT** President Dr. Mikota opened his remarks by recognizing Juneteenth and Father’s Day as opportunities to celebrate individual liberty that allows students at Spartanburg Community College the opportunity to “Dream It, Chase It, and Live It” as well as focus on making the College better.

Other main points of Dr. Mikota’s report included:

- State budget

- The Technical College System received \$20M in reoccurring funds
- Lottery funds for SCWins received approximately \$93M
- SCC Budget
  - SCC was successful in acquiring specific capital funds for specific projects.
    - Maintenance and Renovations received \$6M
    - Tyger River Campus received \$25M
    - Cherokee County received \$12M
  - FTE budget
    - FTE is the largest cost – 80%
    - There needs to be changes in assessment and data to understand the return on investment in this specific area, and there will be significant adaptations through the budgeting process in the future
    - This year there has been changes to the O&M budget and how those resources are used in both a more efficient and effective manner
- Dr. Mikota met with Mr. Cole Alverson, Spartanburg County Council, about partnerships
  - Dr. Mikota will be going before County Council in the Fall
  - Opportunities exist in economic development
- Dr. Mikota met with Mr. Chris Story, Spartanburg City Administrator
  - Working together to highlight the Downtown Campus
  - Partnerships both on the economic development front and sustaining healthcare talent and growth
- Academic Programs
  - Dr. Mikota and Dr. Satterfield are dedicated to offering strong academic programs to meet the needs of the communities
  - Health Care Programs are a big need area at this time
  - Meeting in August with Mr. Bruce Holstein, President and CEO of Spartanburg Regional to work on partnerships
- Strategic Plan
  - Dr. Mikota recognized Dr. Obi and her team for the hard work that has gone into the Strategic Plan
  - The Strategic Plan is a focus area for the College with regards to KPI's
  - This plan that will be adopted at this specific meeting is essential to target the next preparation of improvements for 2025 strategic plan – ultimately we are “Preparing to Chase”
- Commission on Higher Education
  - Hosted at Spark Center, June 1, 2023
  - Dr. Mikota presented what SCC is currently working on and offering

- Some of those Commissioners have contacted Dr. Mikota expressing excitement about SCC
- This relationship can help the College with new programs of studies and opportunities
- Spartanburg County District 3 and District 7
  - Dr. Mikota met with both District Superintendents
  - There was agreement to partnership with work the College is doing to support the future workforce as well as the Career Centers. There are plans to vastly increase these partnerships and growth strategic opportunities for students

This concluded Dr. Mikota's report. The floor was opened to questions, none were put forth.

Chairman Anderson asked for a motion to approve the President's Report. Commissioner King motioned to approve the President's Report, Commissioner Kennedy seconded the motion, and all voted aye.

#### V. FINANCIAL REPORT presented by Ms. Melissa Hughes, Director, Finance

- Curriculum Revenues
  - Continuing Education met approximately 72% of planned budget expectations to date
  - Auxiliary including Book Inn, textbook sales, supply sales and vending received approximately 87% of planned expectations
  - State allocation budget was surpassed
  - Cherokee allocations met 100% of expected budget
  - State County allocations have met 99% of expected budget
  - Spartanburg County has submitted the entire operational allocation of \$8.5M
  - Union County has submitted the entire operational allocation of \$211,000
  - Cherokee County received \$641,000 which is ~ 91% of expected budget
    - Waiting to receive May and June allocations
  - Other revenue surpassed the projected budget at 132%

As of May 31, 2023, 99% of budgeted revenues have been received which is a revenue increase of \$3,647,289 in comparison to May 31, 2022. There are no major issues regarding the budget.

- Expenses
  - Full-time salaries showed a 5% decrease
  - Full-time fringe showed a 4% decrease
  - Part-time salaries and fringe showed a 31% decrease
  - O&M expenses is down 16%

Expenditures, as a percent of the budget were at 82%, which is 11% less than the previous year.

There are no major issues regarding the budget.

The floor was opened for questions, none were put forth.

Chairman Anderson asked for a motion to approve the Financial Report. Commissioner Fowler motioned to approve the Financial Report, Commissioner O'Neill seconded the motion, and all voted aye.

VI. YEAR-END TRANSFER presented by Ms. Melissa Hughes, Director, Finance

The Administration recommends transferring all surplus Operational Budget funds to the Plant Fund, if these funds are not required to address any shortfall.

Estimated Available as of June 30, 2023:

Difference Revenue /Expenses	\$8,064,080
Estimated June Payroll expense	(\$3,489,352) PT for May and June
Estimated June expense	<u>(\$2,890,551)</u>
TOTAL	\$1,684,177

Based on the amount of expenses expected for June 2023 based on June 2022 expenses, and the estimated trend of expenditures for the fiscal year, including full and part time salaries, we expect to have \$1,684,397 remaining at the end of FY2023.

Due to the Commission not meeting in July the Recommendation is for the Commission to approve a year-end budget transfer from the Operational Budget to the Plant Fund of up to \$2,000,000, with the stipulation that the transfer does not cause the Operational Budget to close the fiscal year with a deficit.

The floor was opened for questions, none were put forth.

Chairman Anderson asked for a motion to approve the Year-End Transfer with the stipulation that the transfer does not cause the Operational Budget to close the fiscal year with a deficit. Commissioner Fowler motioned to approve the Year-End Transfer, Commissioner King seconded the motion, and all voted aye.

VII. BUDGET RECOMMENDATIONS presented by Mrs. Melissa Hughes, Director, Finance  
Budget recommendations for the new fiscal year with no tuition increase and flat enrollment.

Curriculum

- Curriculum request is approximately the same as previous year
- Continuing education and Auxiliary request is less than previous year

- This decrease is due to not meeting the budget for the current year
- State allocation has increased due to increase in enrollment
- State allocation from Cherokee remains constant at \$1.3M
  - SCC is allocated \$1.5M; \$199,000 is used for the Cherokee lease payment.
- County Allocations:
  - Spartanburg County - \$9.4M
  - Cherokee County - \$700,000
  - Union County - \$210,000
- Other revenues are showing a slight increase
- Total Revenue Budget Request = \$60,937,336
- Projected increase of \$2,909,799

#### Expenditures

- Full-time salaries are increasing
  - The State has mandated a salary increase
  - \$50,000 or below will get an increase of \$2,500
  - Over \$50,000 will get a 5% increase
- Part-time salaries are increasing
  - Anticipated increases in adjunct faculty
  - Salary increase
- O&M
  - Decrease
    - Academic Affairs and Operations equipment usually are budgeted, State Allocation Equipment Funds have been awarded that will cover the equipment
  - Contingency Fund is now called Strategic Initiative
    - This fund covers unforeseen expenditures or targets specific strategic initiatives set forth by the President
  - Travel budget has also been reduced

Total Current Expenses Budgeted vs. Total Proposed Expenses Budgeted reflects a difference of \$2,909,700.

Ms. Hughes then spoke to the list of the new cost in the proposed budget, which previously had been shared with the Members.

The floor was opened for questions. Chairman Anderson asked if the Voluntary Separation Plan (VSP) that was offered to College employees over a year ago, was this part of the plan to align the budget, preparing for these additional positions. Dr. Mikota stated that the VSP was not directly considered for the upcoming budget year. However, the financial benefits were realized over the past budget year as there was a reduction in cost per FTE student of about \$1,500. The College was top heavy from an administrative standpoint.

The floor was again opened for questions, none were forth.

Chairman Anderson asked for a motion to approve the Budget Recommendations. Commissioner Hill motioned to approve the Budget Recommendations, Commissioner O'Neill seconded the motion, and all voted aye.

VIII. ACADEMIC FEE presented by Ms. Melissa Hughes, Director, Finance  
Tuition

- No tuition increase
- Per credit hours will remain the same.

Student Fees

- Renamed Student Enrollment Fee to Student Activity Fee
  - No change in the amount charged
- Technology Fee is a new fee being recommended for the new year
  - \$50 per semester
  - Covers: Online DL2 access, Library resources, Wi-Fi usage, and ID cards
  - Students can use financial aid to pay this fee

The floor was open to questions. Commissioner Fowler asked for clarification that student will have to pay a \$50 fee and a \$75 fee each semester. Which is correct per Ms. Hughes.

Dr. Mikota interjected that before this implementation there was an analysis of sister institutions fee structures and there are a lot of fees being charged on top of tuition. Spartanburg Community College is in a strong position from a competitive standpoint as well as the fee structure.

Commissioner Sarratt asked if the fees were covered under the Free Tuition Initiative (Live to Chase Initiative). Dr. Mikota stated that across the board fees are covered through certain funding sources like Pell Funds, etc., but lab fees that are based on a specific field of study cannot be covered through an across the board fee. There were smaller fee structures that were eliminated by combining into one fee which also leads to a decrease in transaction cost time for SCC employees.

The floor was again opened to questions, none were put forth.

Chairman Anderson asked for a motion to approve the implementation of the proposed Academic Fees. Commissioner O'Neill motioned to approve the Academic Fees as presented, Commissioner King seconded the motion, and all voted aye.

IX. ACADEMIC UPDATE presented by Dr. Lisa Satterfield, Chief Academic Officer

Dr. Satterfield spoke to one of the biggest areas of opportunity, Health Sciences, and healthcare programs. Both of these are big areas of demand for this community and the healthcare systems that are local.

### Nursing Program

- Developed the School of Nursing
- Two programs
  - RN – Associates Degree
  - LPN - Diploma
- Hired a Dean for the School of Nursing to be the nursing administrator
  - The sole focus of the Dean is on the excellence and growth of the nursing program
  - Ensuring that the standards and guidelines for the South Carolina Board of Nursing and the accrediting agency are met
  - This is one of the areas where there is the biggest opportunity for growth
  - The College is very underutilized for this opportunity
  - The South Carolina Board of Nursing and the accrediting agency has approved for the RN program for the Fall of 2023 to double in cohort size
  - The South Carolina Board of Nursing and the accrediting agency has approved for the LPN program for the Fall of 2023 to double our cohort size

### Diagnostic Medical Sonography

- Also known as ultrasound
- There exists a great demand for this program
- Nationally there are currently 15,334 openings for diagnostic medical stenographers.
- Based on the Bureau of Labor Statistics, it is expected that there will be an increase of 16% over that in the next five years.
- In the state of South Carolina, there's over 200 openings for diagnostic medical stenographers today, with an expected 13% increase over the next five years.
- Prisma Health System and Spartanburg Regional Healthcare System anticipate hiring 40 new full time and 12 part-time associate degree-prepared sonographers over the next three years and expect a 15% increase over that in the next five years
- Program structure:
  - Associate Degree program
  - Completed in two years or 4 semesters
  - 77 credit hours
  - Start Fall of 2024
  - Offered at the Giles campus in the Health Science Building with minimal construction being needed for the lab space
  - Upon completion students will be able to sit for the ARDMS Registry and will be eligible to take the abdomen extended: the OBGYN, the physics Board and the Vascular board

The floor was again opened to questions, none were put forth.

Chairman Anderson asked for a motion to approve the Diagnostic Medical Sonography program. Commissioner Sarratt motioned to approve the Diagnostic Medical Sonography program, Commissioner O'Neill seconded the motion, and all voted aye.

## Medical Assisting & Expanded Dental

- These programs are currently diploma programs
- Credit Hour Changes (increased access/decreased length of programs)
- Diploma to Certificate Programs
  - Medical Assisting = 50 credit hours to 37 credit hours
  - Dental Assisting = 50 credit hours to 39 credit hours
- SC Tech Systems Considered “New” Programs ( $\leq 40$  credit hours)

The floor was then opened to questions.

Commissioner Anderson asked how many students were in the diploma program?

Dr. Satterfield answered that the Medical Assisting program there was approximately 12 students. There will be 28 in the fall. The numbers have more than doubled. Dental Assisting there were approximately 12 students once a year. Dr. Satterfield went to the accrediting board and received approval to take on an additional cohort. This will allow a cohort of 26 students in the fall and 12 more in the spring.

Commissioner King asked what agency must be asked for approval to add additional students?

Per Dr. Satterfield for Medical Assisting, it is the Medical Assisting Education Review Board and for dental it is the Commission on Dental Assisting.

Commissioner King then asked why an approval wouldn't be given to add additional students?

Dr. Satterfield answered that a reason could be “if you don't have resources to support the number of students, such as is there adequate labs to accommodate the increase, enough dental chairs, when will classes be held – day or night to accommodate the increase, etc.”

The floor was again opened for questions, none were put forth.

Chairman Anderson asked for a motion to approve the Medical Assisting and Dental Assisting programs. Commissioner Sarratt motioned to approve the Medical Assisting and Dental Assisting programs, Commissioner O'Neill seconded the motion, and all voted aye.

- X. STRATEGIC PLAN presented by Dr. Stacey Obi, Vice President, Strategic Innovation
- Dr. Obi presented the Commission with a copy of the Strategic Plan, which previously had been shared with the Members, stating that this is the last phase of the plan, and the only change is the insertion of page 9, which showcases the KPI's (key performance indicators). Per Dr. Obi this plan is going to be a transformation in how things are done, whereas previously departments may have held their own kind of metrics on their own performance, but it was never for global effort. So, it's really kind of exciting to be working with different departments, each area does fall back into a particular goal and then a particular objective. Dr. Obi stated that this document is a clean version of what that would look like as the College gets more detailed and releases the KPI page to the internal audience. The Research and Development team will be housing the strategic plan. There will be follow up on a quarterly basis to ensure that the objectives assigned are moving in the right direction. This is already a movement, there's already a ton of things moving and going on. Hence,



some of the new programming being presented is a big part of what the plan is designed to do: reevaluate what Spartanburg Community College does and how the College delivers programs.

At this time the floor was open to questions, none were put forth.

Chairman Anderson asked for a motion to approve the Strategic Plan. Commissioner Kennedy motioned to approve the Strategic Plan, Commissioner Fowler seconded the motion, and all voted aye.

XI. SC TECHNICAL COLLEGE SYSTEM UPDATE presented by Mr. Grant Burns, State Board Member

Mr. Burns was unable to attend the meeting.

XII. ADJOURN TO EXECUTIVE SESSION

Chairman Anderson asked for a motion to Adjourn to Executive Session. Commissioner Fowler motioned to Adjourn to Executive Session. Commissioner O'Neill seconded the motion. All voted aye, and the meeting Adjourned to Executive Session at 5:42pm.

XIII. ADJOURN TO OPEN SESSION

Chairman Anderson asked for a motion to Adjourn to Open Session. Commissioner Kennedy motioned to Adjourn to Open Session. Commissioner King seconded the motion. All voted aye, and the meeting Adjourned to Open Session at 6:04pm.

Chairman Recognition: Upon the return to open session Dr. Mikota recognized Chairman Anderson for his dedication and service, and I presented him with a plaque and framed commencement photo of the Chairman with Dr. Mikota and Chaser. Dr. Mikota highlighted the support that the Chairman has provided and all of the historic noteworthy accomplishments that have transpired in the past four years. Chairman Anderson remarked that he was proud of his service and "time had truly passed by very swiftly," "the time period was one of the fastest periods of time for him." He also recognized Vice-Chairman Keller as the new incoming Chairman and indicated that he was confident that he would do a great job.

XIV. ADJOURN

Chairman Anderson asked for a motion to Adjourn the meeting. Commissioner Smith motioned to Adjourn. Commissioner Keller seconded the motion. All voted aye, and the meeting Adjourned at 6:08pm.

Respectfully Submitted by:

*Tracey Hill*

Mrs. Tracey Hill, Secretary