



Date: Monday, January 22, 2024, 4:41 pm
Spartanburg Community College, Dr. Benjamin Snoddy Boardroom

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

Attendees: Chairman Keller, Vice Chairman Bell, Secretary Hill, Commissioner Fowler, Commissioner Kennedy, Commissioner O'Neill, Commissioner Anderson, Commissioner Smith, Commissioner King, Commissioner Radford, Commissioner Hamrick, Dr. Mikota, Mr. Burroughs, Dr. Satterfield, Ms. Hughes, Mr. Grace, Mrs. Walker, Mrs. Painter, Mrs. Harris

Absent: Commissioner Sarratt, Mr. Burns, Dr. Obi, Mr. Aughinbaugh

I. CALL TO ORDER

Chairman Keller called the meeting to order at 4:41 pm.

II. COMMISSION MINUTES

Chairman Keller presented the December 14, 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 Keller asked for a motion to approve the minutes as written. Commissioner Kennedy motioned to approve the December 14, 2023, meeting minutes, Commissioner Anderson seconded the motion, and all voted aye.

III. CONSENT AGENDA

Chairman Keller 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 Keller asked for a motion to approve the Consent Agenda Items as presented. Commissioner Fowler motioned to approve the Consent Agenda Items, Commissioner Anderson seconded the motion, and all voted aye.

IV. PRESIDENT'S REPORT presented by Dr. Michael Mikota, President

Dr. Mikota started his report by stating that in the first part of 2024 the focus needs to be on workforce development, institutional effectiveness, and accountability. Spartanburg Community College must have these areas running smoothly for economic development capability. Economic advancement is coming to South Carolina and the Upstate, so

Spartanburg Community College must make sure to get these areas right for strong economic development.

Other Topics of Discussion were:

Enrollment

- Current Enrollment Numbers for Spring
 - Headcount = 5,370 which is .3% up
 - FTE = Full Time Equivalent, is 1.1% down
 - These numbers are reflective of the current Live to Chase initiative
- Fall to Spring challenges are retention and number of programs available to enroll in
- An enrollment plan has been put into place to focus on the fall semester
 - Dr. Satterfield and Dr. Obi are Co-leads
 - Mr. Burroughs, Mrs. Harris, and Mrs. Painter fill in this team
 - This is a plan for program growth with section and slot analysis of positions and students
 - Limitations of this plan are: the number of current programs, requirements on those particular programs, faculty or growth projections in those particular programs
- There will also be continued focus on growth and expansion for dual enrollment
- Student success initiatives are continuing to be put into place
- Currently there is a need of consistency in reporting on dual enrollment and that is being put into place
- Mechanisms on those assessments and outcomes for student success are necessary
- Data needs to be gathered so ensure the needs of the students and the demands of the economy are being met as well as satisfying the accrediting body, either to a specific program in addition to our overall accreditation

Budget Process

- Budget discussions are starting – internal process analysis
- Mr. Burroughs will be the lead in this process
- Continue focus on using the budgeted funds and accelerate how objectives and goals are implemented
 - There is no consideration in the current budget process in relation to FTE
 - The college has not traditionally had cost centers for certain areas nor performance qualifications on those particular areas
 - In the past funding would just go into fungible accounts
 - There is no determination of the costs in relation to the outcomes, the enrollment per student versus the cost of the employees, faculty, etc.
 - There is a need to better understand what programs are costing
 - There needs to be a more precise measure of all revenues available to the College

Revenues

- The College is very highly leveraged on tuition
- From a percentage standpoint Spartanburg Community College is much more designed to pull down resources for tuition
 - There will be cost centers for departments as well as campus's
 - Looking at cost vs. overhead vs. enrollment
 - The College receives a considerable amount of money from Spartanburg County to offset the colleges operations and also for economic development
 - These funds need to be separated out so that there is a showcase of what is spent on economic development and what is spent for operations

Human Resources

- Welcome Mrs. Phaedra Harris – HR Director
- Majority of our resources are spent on people
- Recently been awarded “Best Place to Work” in Spartanburg County by the Post & Courier so we need to continue with our efforts to forge forward with great work in recruiting, developing, and retaining talent
- Policies and Procedures are being reviewed and updated
- Organizational structure is being reviewed
- Working to ensure that strong talent is hired and having the pay structure to attract and retain

Facilities

- Currently involved in a Facility Master Plan process
- This will be a fluid process that will change as the Colleges grows and needs change
- Next meeting will be at the end of January with a target date of June for a final plan

Foundation

- The first Major Gifts Campaign Steering Committee meeting will be held at the Giles Campus on January 31st
- Prepare for outreach and a campaign that will focus on Workforce and talent
- Grow endowments for faculty members

Workforce Development

- Working on strategy
- Meeting with Board of Economic Advisors later this week
- Workforce capacity throughout South Carolina is a limiting factor
- Dr. Mikota spoke to 2 slides from the SC Technical College System:

- A heat map that depicts the recruitment needs for announced ReadySC projects across the state of South Carolina. There are 72 projects which will need 14,975 educated/trained workers
- The Upstate is showing a need of over 1,000 to train
- The 2nd slide was “A Look at Return on Investment” which highlights 2 programs and the ROI for those graduates
- Mechatronics shows a \$24,436 increase in pay post-graduation
- Machine Tool and CNC shows a \$17,650 increase in pay post-graduation
- South Carolina Manufacturers Association – South Carolina Textile Council
 - Dr. Mikota presented to this group and shared how individuals can work while they're continuing their education
 - This will help employers build their capacity as workforce challenges are just so incredible right now.

SCATCC – South Carolina Association of Technical College Commissioners

- Continues to send SCC invitations to meetings and events
- SCC has not participated in the last two years
- SCATCC has requested an opportunity to present to the Commission
- Dr. Mikota will be inviting SCATCC to an upcoming meeting where they will share a value proposition and discuss where resources are utilized as a return on investment

Institutional Effectiveness & Accountability

- Dr. Satterfield is the lead on this initiative
- Everyone is aware that in December 2022 Dr. Mikota was informed that going back to 2016, SCC had not met assessment goals or outcomes
- The focus was not only on programs that were not meeting objectives but also on programs that were meeting objectives but were not planning for future advancement
- SCC was awarded an extended monitoring report status
- Academic assessments need to be transparent
- As SCC works on reaffirmation there must be work on the data, that is essential
- SCC is working with processes that need to be updated, which will take an investment

Chaser License Plate

- Dr. Mikota unveiled the new SCC License Plate
- Approved by the DOT and will be available through the DMV

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

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

V. REVISED PLANT FUND presented by Mr. Ethan Burroughs, VP Finance

- The Commission approved the Plant Fund in October 2023
- The network infrastructure was listed in that Plant Fund in the amount of \$800,000
- The network infrastructure was removed from the Plant Fund as this cost was going to be taken from the Maintenance, Replacement and Reserve (MRR) funds that were awarded by the State
- The State has ruled that network infrastructure can not be paid for with MMR funds
- Mr. Burroughs is appealing this decision but in the event that this appeal does not rule in favor of SCC, the cost of the network infrastructure will need to be added back to the Plant Fund

The floor was opened for questions, Commissioner Hamrick asked where the revenue would come from to cover this expense if the appeal is denied. Mr. Burroughs explained that there are plant funds in excess of \$3M which is more than adequate to cover this expense.

Chairman Keller asked for a motion to approve the Revised Plant Fund Budget. Commissioner Fowler motioned to approve the Revised Plant Fund Budget, Commissioner Hill seconded the motion, and all voted aye.

VI. LAND TRANSFER presented by Mr. Ethan Burroughs, VP Finance

- Grassy Pond Water Company (GPWC) has met with Dr. Mikota and Mr. Burroughs requesting that SCC sell 0.34 acres to GPWC for \$35,700.00 out of a 3.7-acre track at the Cherokee County Campus
- GPWC needs to build a new bigger booster station on Hwy 11 at the SCC Cherokee County Campus
- GPWC currently owns .13 acres
- The building that is currently on this acreage is very old and outdated
- GPWC has agreed to work with SCC to make sure the new booster station will match and complement the Cherokee County Campus
- The land appraisal has been completed and the land has appraised at \$370,000
- GPWC is working with Summitt Engineering
- With the growth on the SCC Cherokee County Campus and in Cherokee County in general Mr. Burroughs feels that having a new bigger booster station is a win-win for everyone.
- The request today is for the Commission to approve Spartanburg Community College to move forward with discussions of possibly selling this land. Once the Commission has approved, the next step will be to send the appraisal, recordable plat, etc., to the

Department of Administration for official sign off. Once this is done, the Commission will again be asked for the approval to sell.

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

Chairman Keller asked for a motion to approve Spartanburg Community College proceed with discussions of a possible land sell to Grassy Pond Water Company. Commissioner Hamrick motioned to approve Spartanburg Community College proceed with discussions of a possible land sell to Grassy Pond Water Company, Commissioner Anderson seconded the motion, and all voted aye.

VII. SACSCOC MONITORING REPORT DECISION presented by Dr. Lisa Satterfield, VP Academic Affairs

- In September, Dr. Satterfield submitted a monitoring report to SACSCOC for “lack of meeting one of the standards in relation to assessment”
- In December the SACSCOC board met, and the decision was made not to put SCC on probation and extend the Monitoring Report
- SCC will have to submit to SACSCOC another monitoring report in September
- The caveat to all this is that the SACSCOC guidelines indicate that once an institution has been out of compliance, there is only two years to come into compliance
- This September will be two years that the institution will not have been in compliance, and so as a result of that, probation is now not an option
- SCC must come into compliance by September
- A vote will be taken at the SACSCC board meeting in December which would terminate our membership with SACSCOC if SCC is found to not be in compliance at that time
- Dr. Satterfield feels that SCC must be on the right track or SACSCOC would have put SCC on probation this time and they did not
- SACSCOC was happy with what was submitted but, from their perspective, SCC has submitted four reports previously that did not meet the standard, and then all of a sudden SCC submitted a report that met the standard
- SACSCOC questions focused on if the recent positive change in momentum is going to be sustained long term
- Several measures have been put into place to ensure that SCC meets this next deadline of September
- At that time SCC will be in full compliance and will come off the monitoring report status

Dr. Mikota added that for the College’s reaffirmation, beginning in 2025, Spartanburg Community College was awarded with a new process of submitting a certain number of select standards to SACSCOC.

Dr. Satterfield further clarified that SACSCOC has started a pilot program for an expedited reaffirmation. There are over 100 standards with SACSCOC. When chosen and approved for the expedited reaffirmation there are only 39 standards that have to be responded to. Only two technical colleges in the South Carolina Technical College System were chosen and SCC is one of those.

Reaffirmation will be due in December of 2026. Dr. Satterfield and her team will be working to prepare for that reaffirmation.

Commissioner Bell asked Dr. Satterfield if there were any areas of concern for the monitoring report. Dr. Satterfield responded that she did not have any concerns as SACSCOC was very clear about the report and what they liked and did not like. When benchmarks, standards or goals are not met with SACSCOC improvement initiatives are given to help improve those. Dr. Satterfield focused on those improvement initiatives to make sure that everything was improved upon. SACSCOC did note that in the areas where SCC did meet benchmarks, there was no indication of the process to continue to improve those areas. There will be a focus on acquiring talent to work in the Institutional Effectiveness Department to build up that division.

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

Chairman Keller thanked Dr. Satterfield for the update on the SACSCOC Monitoring Report Decision.

VIII. FINANCIAL REPORT presented by Ms. Melissa Hughes, Director, Finance

Revenue:

Curriculum – 79% received
Continuing Education – 46% received
Auxiliary - 49% received
System Office – 94% received
County – 1% received
Other – 83% received
Total Revenue Received - 69%

Expenditures

Full-time salaries - 44%.
Full-time fringe - 51%
Part-time salary - 44%
Part-Time fringe – 45%
O&M - 43%
Encumbrances – 17%
Total expenditures - 50%

As of December 31, 2023, SCC received 69% of our budgeted revenues, which is a revenue increase of \$2,988,986 in comparison to December 31, 2022. There are no major

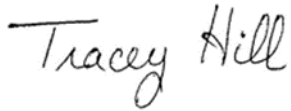
issues regarding the budget. Expenditures as a percentage of the budget was at 50%, which is the same as the previous year.

Chairman Keller asked for a motion to approve the Financial Report. Commissioner Kennedy motioned to approve the Financial Report, Commissioner Anderson seconded the motion, and all voted aye.

IX. ADJOURN

Chairman Keller asked for a motion to Adjourn the meeting. Commissioner Fowler motioned to Adjourn. Commissioner Kennedy seconded the motion. All voted aye, and the meeting Adjourned at 5:28 pm.

Respectfully Submitted by:

A handwritten signature in cursive script that reads "Tracy Hill". The signature is written in black ink and is positioned below the text "Respectfully Submitted by:".

Mrs. Tracey Hill, Secretary