



Date: Monday, November 18, 2024, 4:45 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 Sarratt, Commissioner Smith, Commissioner Hamrick, Dr. Mikota, Mr. Burroughs, Dr. Obi, Dr. Satterfield, Ms. Hughes, Mrs. Walker, Mrs. Painter, Mr. Aughinbaugh, Mrs. Harris

Absent: Commissioner King, Commissioner Radford, Mr. Burns

I. CALL TO ORDER

Chairman Keller called the meeting to order at 4:31 pm.

II. COMMISSION MINUTES

Chairman Keller presented the October 21, 2024, 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 Anderson motioned to approve the October 21, 2024, meeting minutes, Commissioner Fowler 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 Anderson motioned to approve the Consent Agenda Items, Commissioner Hill seconded the motion, and all voted aye.

IV. TEACHERS EDUCATION PROGRAM presented by Dr. Satterfield, VP, Academics

Dr. Satterfield presented the Teacher Education Program to the Commission for approval to add as a new program.

The program is designed to prepare students to become teacher assistants or paraprofessionals, as well as those planning to transfer to a bachelor level program. The program focuses on training educators to enter the PK-12 education setting. 66 Credit Hours – Completed in 5 Semesters (Full-time).

After completion of the AAS degree students can transfer to a 4-year institution through SCC's University Transfer Pathway which currently consists of the Associate of Arts and Associate of Science degrees. Establishing the AAS in Teacher Education will strengthen the college's opportunities to develop more 2+2 articulation agreements. SCC will be able to track students in the AAS Teacher Education degree program and collect data on retention, completion, and Praxis Core exam pass rates. Spartanburg County is expected to experience a large economic growth in these education occupations at an increase of 8.7% (2024-2030). Projected Annual Enrollment: 100-131 students.

This concluded Dr. Satterfield's presentation, and the floor was opened to questions. No questions were put forth.

Chairman Keller asked for a motion to approve the Teachers Education, AAS Program as proposed. Commissioner Hamrick motioned to approve the Teachers Education, AAS Program as proposed, Commissioner Bell seconded the motion, and all voted aye.

Dr. Satterfield then spoke to program closures that were being sent to SACSCOC on December 1, 2024. These programs have not had students enrolled as far back as 2016.

Programs for closure are: Massage Therapy, Certificate/AAS, Manufacturing Operations Certificate, Automated Manufacturing Technology, Process Control Technology, Industrial Electronics Technology, Management with Fire Electives, Surgical Technology Diploma

Chairman Keller thanked Dr. Satterfield for the update.

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

Revenue:

Curriculum = \$15,994,981 which reflects 47% of the budgeted amount

Continuing Education = \$830,218 which reflects 46% of the budgeted amount

Auxiliary = \$1,328,444 which reflects 93% of the budgeted amount

SBTCE Operations = \$11,934,019 which reflects 87% of the budgeted amount

Cherokee Allocations = \$1,307,816 which reflects 100% of the budgeted amount

County = \$179,890 which reflects 1% of the budgeted amount

Other = \$535,083 which reflects 41% of the budgeted amount

Total Revenue = \$32,110,451 which reflects 48% of the budgeted amount

Expenses:

Full-time Salaries = \$7,831,652 which reflects 29% of the budgeted amount

Full-time Fringe = \$3,678,024 which reflects 30% of the budgeted amount

Part-time Salaries = \$1,532,341 which reflects 22% of the budgeted amount

Part-time Fringe = \$398,409 which reflects 23% of the budgeted amount

O&M Expenses = \$5,499,434 which reflects 28% of the budgeted amount

Encumbrances = \$4,731,836 which reflects 24% of the budgeted amount

Total Expenses = \$23,671,695 which reflects 35% of the budgeted amount

As of October 31, 2024, SCC received 48% of our budgeted revenues, which is a revenue increase of \$497,301 in comparison to October 31, 2023. There are no major issues regarding the budget. Expenditure as a percentage of the budget were 35%, which is the same as the previous year.

The floor was opened for questions. None were put forth.

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

VI. BAD DEBT presented by Ms. Missy Hughes, Director, Finance

October 2024 Write-Off Analysis
Curriculum = \$475,800.45
R2T4 = \$70,244.14
Distance Learning/Hybrid Fee = \$7,676.00
Late Registration Fee = \$5,657.00
Book Inn = \$5,446.67
Lab Fee = \$3,117.00
Enrollment Fee = \$498.00
Library Fines = \$297.00
Financial and Refund = \$286.00
Total = \$569,022.26

The Commission has granted authority to the Administration to write-off up to 1% of tuition and fees annually. This year 1% of budgeted tuition and fees equals \$344,118.

Recommendation: The Commission approves writing-off \$569,022, which is 1.65% of the College's budgeted tuition and fees FY 2024-25.

The floor was opened for questions. None were put forth.

Chairman Keller asked for a motion to approve the Bad Debt Report and the writing-off of \$569,022, which is 1.65% of the College's budgeted tuition and fees FY 2024-25. Commissioner Kennedy motioned to approve the Bad Debt Report and the writing-off of \$569,022, which is 1.65% of the College's budgeted tuition and fees FY 2024-25. Commissioner Sarratt seconded the motion, and all voted aye.

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

Dr. Mikota opened his remarks with an update to the organizational structure. Effective immediately, Dr. Stacey Obi will assume the leadership of SCC's Foundation. Mr. Ethan Burroughs will be charged with facilitating and overseeing capital project outlined in the Facilities Master Plan. Mrs. Amanda Painter will lead the newly minted workforce

development efforts as Vice President of Community Enhancement and Workforce Development and will oversee workforce and industry partner development. Mrs. Phaedra Harris will lead efforts to secure, develop, and sustain the talent necessary to advance the mission and vision of SCC as Vice President of Human Resources.

Other topics of discussion were:

Facilities Master Plan

- The new Facilities Master Plan has been finalized.
- This plan will inform and guide decision-making over the next 10 years as program opportunities expand.
- Revitalizing the current infrastructure and building new facilities to accommodate growth. With a 62% enrollment increase between 2020-2024, there is a need to focus on the future and utilizing the infrastructure to support growth and commitment to fulfilling workforce needs.
- Workforce efforts, currently known as CCE, will launch a new chapter and be known as Community Enhancement and Workforce Development.

Reaffirmation Timeline:

- Dr. Mikota spent the week of October 28th, 2024, at Guilford Technical and Community College in Greensboro, NC participating in the reaffirmation process for that institution.
- Spartanburg Community College's reaffirmation is due next year.
- Decision on Monitoring Report will be given at the SACSCOC meeting in Austin, TX, in December.
- Compliance Report due in March 2025
- SACSCOC VP assigned to SCC will visit next summer
- Onsite Review Committee will be on campus in October 2024

Cherokee County Expansion

- Growth in the Shadow of the Peach
- Removal of the Fatz sign and groundbreaking was held on Friday, November 15, 2024
- This event set the stage for Cherokee County to lead in higher education and workforce development
- Over a \$50M investment
- Economic Impact Study – Tyger River Spark Center – showcased a \$52B impact on the state economy in the last 17 years and over 130,000 jobs
- Replicating this effect in Cherokee County with the addition of a Spark Center there will be extremely impactful

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 Fowler motioned to approve the President's Report, Commissioner Hill seconded the motion, and all voted aye.

VIII. COMMISSIONER'S HANDBOOK UPDATE presented by Dr. Michael Mikota, President
Dr. Mikota presented the updated Commissioner's Handbook outlining updates/changes.

- New look with the addition of SCC's seal
- Added updates to the mission statement and the organizational charts
- The crux of the composition and function of the Commission, the bylaws, contributions of the Commissioners are all in place
- This update is also part of the SACSCOC reaffirmation process
- Trustee Checklist was pulled from the book to discuss for signatures
- South Carolina State Ethics Commission: Ethical Obligations of South Carolina Public Officials also was pulled for discussion and signatures

At this time the floor was open to discussion. Chairman Keller made the motion to postpone the approval of the Commissioner's Handbook until the December meeting to give the Commissioners additional time to review.

Chairman Keller asked for a motion to approve to postpone the approval of the Commissioner's Handbook until the December meeting. Commissioner Hamrick motioned to approve Commissioners Handbook Update. Commissioner Kennedy seconded the motion, and all voted aye.

IX. POLICY UPDATES presented by Dr. Jenny Williams, Chief Accreditation Officer
Dr. Williams presented the below policies for approval from the Commission.

The below list of policies had no changes, only dates updated to reflect the renewal of the policies.

DIVISION: Academic Affairs

- Policy IV-100 Testing Center Proctoring
- Policy IV-120 Academic Forgiveness
- Policy IV-70 Copyright Law
- Policy IV-10 Academic Functions
- Policy IV-20 Experiential Learning Credit
- Policy IV-50 Library
- Policy IV-80 Dual Enrollment-Early College

DIVISION: Business Affairs/Finance

- Policy III-10 Fiscal Support Services

- Policy III-30 Conflict of Interest in Contracting
- Policy III-40 Student Refund, Withdrawal, Federal Return of Funds
- Policy III-50 Investment of Fund Balances
- Policy III-71 Fiscal Forgiveness
- Policy III-100 Expenditure of Auxiliary Income
- Policy III-101 Information Security Plan
- Policy III-102 Information Technologies Resource Management
- Policy III-103 Acquisition of Equipment
- Policy III-104 Intellectual Property Procedure (Copyright and Patents)

DIVISION: Facilities

- Policy VII-70 Fire Evacuation Procedures
- Policy VII-100 Security Camera Management
- Policy VII-101.0 Access Control

DIVISION: General Administration

- Policy II-80 Solicitation and Distribution
- Policy II-100 Public Information
- Policy II-120 Grants and Contracts Resource Planning, Development and Management
- Policy II-190 Organization and Operation of Advisory Committees
- Policy II-220 Smoking-Tobacco Prohibition

DIVISION: Legal Authority and Organization

- Policy I-10 Accreditations
- Policy I-20 Faculty-Staff Organizations
- Policy I-30 Regulations Governing the Establishment and Operation of SCC
- Policy I-60 Institutional Effectiveness
- Policy I-70 Institutional Research

DIVISION: Student and Community Advancement

- Policy V-10 Student Academics Discipline
- Policy V-40 Student Matriculation
- Policy V-70 Free Tuition for Senior Citizens
- Policy V-150 Lactation Support
- Policy VII-20 Parking
- Policy VII-30 Parking Appeals
- Policy VII-70 Fire Evacuation Procedures

Chairman Keller asked for a motion to approve the above listed policies that reflect no changes only the date changed to reflect review. Commissioner Bell motioned to approve the above listed policies that reflect no changes only the date changed to reflect review. Commissioner Anderson seconded the motion, and all voted aye.

The below list of policies had minor changes such as updated wording to be more precise and/or current, update any electronic links, title changes, etc. No edits made to these policies changed the intent or purpose of the policy.

DIVISION: Academic Affairs

- Policy IV-90 Student Criminal Background

DIVISION: Business Affairs/Finance

- Policy III-20 Dues in Professional Organizations
- Policy III-60 Policies and Procedures Manual Update
- Policy III-70 Writing Off Bad Debt
- Policy III-80 Travel Regulations
- Policy III-105 Identify Theft Intrusion Protection
- Policy III-106 Accessible Information Resources and Technologies

DIVISION: Facilities

- Policy VII-10 Use of Buildings and Grounds
- Policy VII-80 Protection from Hazardous Material
- Policy VII-90 Alcohol Use

DIVISION: General Administration

- Policy II-30 First Aid, Emergencies and Accidents
- Policy II-90 Visitors on Campus
- Policy II-120 Grants and Contracts Resource Planning, Development, and Management
- Policy II-180 Communicable Diseases and Infections

DIVISION: Legal Authority Organization

- Policy 1-40 Spartanburg County Commission for Technical and Community Education
- Policy I-50 Position Descriptions of Institutional Officers
- Policy I-80 Commission Per Diem
- Policy I-90 Naming of College Facilities
- Policy I-100 Use of Human Subjects

DIVISION: Student and Community Advancement

- Policy V-20 Student Activities
- Policy V-60 Student Support Services
- Policy V-80 Educational Fee Waivers
- Policy V-120 Student Code
- Policy V-130 Skateboarding and Similar Devices

Chairman Keller asked for a motion to approve the policies with the minor changes such as: update wording to be more precise and/or current, update any electronic links, title changes, etc. No changes made to these policies changed the intent or purpose of the policy. Commissioner Bell motioned to approve the policies minor changes such as:

update wording to be more precise and/or current, update any electronic links, title changes, etc. No changes made to these policies changed the intent or purpose of the policy. Commissioner Anderson seconded the motion, and all voted aye.

The below list of policies are policies that are to be retired as they are no longer relevant to the times.

DIVISION: Academic Affairs

- Policy IV-60 Continuing Education

DIVISION: Facilities

- Policy VII-40 Keys
- Policy VII-50 Janitorial Services
- Policy VII-60 Trouble Reports/Work Orders

DIVISION: General Administration

- Policy II-140 Sale of Complementary Textbooks
- Policy II-170 Safety Belts
- Policy II-210 Employee Quality Assurance

DIVISION: Legal Authority Organization

- Policy I-30 Regulations Governing the Establishment and Operation of SCC

Chairman Keller asked for a motion to retire the policies. Commissioner Sarratt motioned to retire the policies. Commissioner Bell seconded the motion, and all voted aye.

Human Resource Policies:

These policies were inadvertently left out of the above presentation, so an addendum of the HR policies was also provided to the Commission.

The below list of policies had no changes, only dates updated to reflect the renewal of the policies.

- Policy VI-10 Employment Practices
- Policy VI-300 Employee Assistance Program

The below list of policies had minor changes such as updated wording to be more precise and/or current, update any electronic links, title changes, etc. No changes made to these policies changed the intent or purpose of the policy.

For Human Resources policies, Spartanburg Community College has either reverted to citing the South Carolina Technical College System Policies or made minor changes to SCC specific policies to refresh the policy date and reflect the current HR climate to Human Resources.

- Policy VI-70 Employment Practices
- Policy VI-120 Insurance Continuation
- Policy VI-130 Attendance and Leave Recordkeeping
- Policy VI-410 Family and Medical Leave Act

The below list of policies are policies that are to be retired as they are no longer relevant to the times.

- VI-500 Personal Benefits from Projects
- VI-540 Death of a College Employee

Chairman Keller asked for a motion to approve the Human Resources polices listed above that reflect no changes only the date changed to reflect review; the policies with the minor changes such as updated wording to be more precise and/or current, update any electronic links, title changes, etc. No changes made to updated policies changed the intent or purpose of the policy. Two policies were slated to be retired. Commissioner Sarratt motioned to approve the Human Resources polices listed above that reflect no changes and to retire the proposed policies that are no longer relevant to the times. Commissioner Bell seconded the motion and all voted aye.

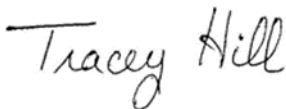
X. ANNOUNCEMENTS

- Our Chase, Together – Annual Giving Campaign October 7 – November 22, 2024
- Rick Teal Walk, November 22, 2024, @ 10:00 am, Giles Campus
- Union Christmas Parade, November 21, 2024, @ 4:00 pm
- Girls on the Run 5K , CU-ICAR, November 23, 2024, @ 9:00 am
- Thanksgiving Holiday, College Closed, November 28 – 29, 2024
- Tree Lighting in Gaffney, December 3, 2024 @ 6:00 pm
- Gaffney Christmas Parade, December 6, 2024 @ 6:00 pm
- SCC Holiday Christmas Social, December 6, @ 10:00 am, Giles Campus, HSB115
- Commission Christmas Social, December 17 @ 6:00 pm, Piedmont Club, Crescent Room

XI. ADJOURN

Chairman Keller asked for a motion to Adjourn the meeting. Commissioner Hamrick motioned to Adjourn. Commissioner Fowler seconded the motion. All voted aye, and the meeting was Adjourned at 5:37 pm.

Respectfully Submitted by:



Mrs. Tracey Hill, Secretary