



Date: Monday, June 17, 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, Secretary Hill, Commissioner Fowler, Commissioner Kennedy, Commissioner Anderson, Commissioner Smith, Commissioner Hamrick, Dr. Mikota, Mr. Burroughs, Dr. Satterfield, Ms. Hughes, Mrs. Walker, Mrs. Painter, Mrs. Harris

Absent: Vice Chairman Bell, Commissioner O'Neill, Commissioner Sarratt, Commissioner King, Commissioner Radford, Mr. Burns, Dr. Obi, Mr. Aughinbaugh,

- I. CALL TO ORDER
Chairman Keller called the meeting to order at 4:32 pm.
- II. COMMISSION MINUTES
Chairman Keller presented the May 20, 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 May 20, 2024, meeting minutes, Commissioner Smith 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 Kennedy motioned to approve the Consent Agenda Items, Commissioner Fowler seconded the motion, and all voted aye.
- IV. PRESIDENT'S REPORT presented by Dr. Michael Mikota, President
Dr. Mikota started his remarks by thanking Chairman Keller for attending the Foundation Board meeting luncheon earlier in the day expressing that this is the time to plan for growth, expansion, and to organize how the College can continue to sustain itself.

Other topics covered in Dr. Mikota's remarks were:

- Monday, June 10th the Executive Leadership Team held a retreat at the Spark Center
 - Goals were set for the upcoming year; planning for the future
- Strategic Plan
 - Planning for the future is vital
 - Current Strategic Plan ends in 2025
 - Some aggressive areas of this plan were unattainable due to the College not being built to accomplish/sustain those areas
 - The current Strategic Plan will put the College in the position so that the next trajectory can be attained
 - Organizing continues to make sure the correct structures are in place in order to meet outcomes
 - The driving force will be the goals, the outcomes and how that ties back into how the College is organized
 - It is important to look at a threshold of the next 25 to 30 years and how that is being organized
 - The one thing that needs to be built into place is the ability to control for outcomes, talent, and accountability
 - The College will be moving to a new performance management system to better determine outcomes
- Dr. Mikota attended the President's Council Planning Retreat, June 13th-14th in Greenville
 - Leadership Continuity
 - From a demographic standpoint the entire country is facing changes as the Baby Boomers, the largest generation other than millennials, are retiring
 - The Generational Comparative Summary, which was a handout from the retreat, shows the changes in FTE numbers for each generation over the last four years
 - Continuing Education/Workforce Training
 - The discussion was about data and how to specifically engage that data and compare to other resources
 - There has been an influx in how those types of demands are managed due to the money that has come down from the State
 - Spartanburg Community College must provide a return on this investment and expand programs
 - There are short term training gains, but the data needs to be consistent in how it is measured and showcased.
 - Funding Formula

- The College receives a certain allocation from the State based on the Funding Formula
 - Due to the growth Spartanburg Community College has experienced it is anticipated that this amount will be increased
- AI/Cyber Security
 - Must be an early adopter, but also manage processes the correct way
 - Insurance coverage have increased over the past year
- LTA, SCWins, Pell and Dual Enrollment
 - Spartanburg Community College has made great strides in growing relationships with the school districts on dual enrollment
 - Dr. Mikota recognized Commissioner Hill for helping to make an introductory meeting with the new District 1 Superintendent, Dr. Mark Smith
 - Dual Enrollment strategies are very important as the College does not pull down all the resources that are available
 - This has been moved substantially over the last two year as previously the College waived about \$500,000 due to requiring students take only 2 classes or 6 hours of credit
 - Spartanburg Community College will continue to monitor this on the State level
 - Dr. Mikota will come back to the Commission in August or September to give an update once a direction has been decided by the State from a system wide standpoint to see what can be done to get more resources for support
 - Alignment with the Career Centers is being worked on to ensure that all of the Career Centers are tying into the same curriculum as Spartanburg Community College
 - On August 8th the Spartanburg County Superintendents will holding their annual meeting here at the College which will give Dr. Mikota the opportunity to discuss these topics
- Federal regulations
 - Gainful Employment might be back on the table; scheduled to be implemented in October
 - Shows the outcomes of students taking particular programs of study and what they are earning
 - It's challenging when outcomes are looked at from a holistic standpoint in a national setting; some students make really good money on the outcomes but some students and programs the market, the pay is not a lot, such as Early Care and Education
 - A study was done between the Department of Employment Workforce and the South Carolina Technical College System following certain program through

the entire state and then tracks those students to see what pay they earn based on the program of study

- Gainful Employment is of concern due to some programs such as Early Care and Education the outcomes are based on the per capita rate
- Supply and Demand of Mechatronics graduates
 - In the last year there were 462 documented job openings
 - Over the past 10 years the Technical College system has produced between 20 and 400 graduates each year
 - Spartanburg Community College is responsible for 18.2% of all mechatronic graduates in South Carolina
 - Wages pre-completion is approximately \$37,054
 - Wages post-completion is approximately \$61,490
 - There will be no legal issues with Gainful Employment with the programs that are close in wage outcome or programs where there is not a big wage jump
- Welding Credentials in South Carolina
 - In the last year there were 1,036 documented job openings
 - Over the past 10 years the Technical College system has produced between 350 and 450 graduates each year
 - Spartanburg Community College is responsible for 9.0% of all welding graduates in South Carolina
 - Wages pre-completion is approximately \$24,398
 - Wages post-completion is approximately \$40,781
 - This is real-time data from the Department of Employment Workforce on these programs.
- Reaffirmation
 - 10-year process through SACSOC
 - Setup a process to not only pass but also improve and make the College better
 - Institutional Effectiveness is crucial
 - Principals of Accreditation that the Board is responsible for are:
 - Self-Evaluation; that has been emailed to you to complete
 - Bias or protection from undue influence
 - Appropriate and fair processes
 - Management of the Board
 - All of these topics are covered in the Bylaws
 - The Bylaws will be updated over the summer and there needs to be a new adoption of the Bylaws
 - Policies and Procedures need to be updated and as we go through the rest of the year there will be many policies that will need to be brought before the Board for approval
 - The viability of the Commissioners is:

- Strong financial resources
- Policy making
- Advocacy
- The financial viability, fiscal responsibility of the Commission is tremendously important
- There needs to be continued focus on how to progress financially to become more financially secure
- Manage finances as well as be adaptable to invest where needed to target opportunities

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

V. FINANCIAL REPORT presented by Mr. Ethan Burroughs, VP, Finance

Revenue Received:

Curriculum – \$31,386,453 - 99%

Continuing Education – \$1,657,974 - 92%

Auxiliary – \$2,529,132 - 97%

State – \$12,811,156 - 100%

Cherokee Allocation – \$1,307,816 - 100%

County – \$10,402,535 - 100%

Other – \$577,874 - 244%

Total Revenues = \$ 61,634,709 which reflects 101% revenues received

Expenses Paid:

Full-time Salaries – \$20,623,926 - 83%

Full-time Fringe – \$9,404,510 - 95%

Part-Time Salaries – \$ 4,928,925 - 76%

Part-Time Fringe – \$ 1,281,521 - 79%

O&M Expenses – \$ 13,052,315 - 72%

Encumbrances – \$ 1,800,010 - 10%

Total Expenses = \$ 51,091,208 which reflects 84% paid

As of May 31, 2024, SCC received 101% of our budgeted revenues, which is a revenue increase of \$3,958,434 in comparison to May 31, 2023. There are no major issues regarding the budget. Expenditure as a percentage of the budget was at 84%, which is 2% more than the previous year.

Recommendation: The Commission accepts this as information.

At this time 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. FY 23-2024 YEAR END TRANSFERS presented by Mr. Ethan Burroughs, VP, Finance

Revenues	\$61,634,709.00
Expenditures	<u>\$51,091,208.00</u>
Difference	\$10,543,501.00

Estimated June revenues

\$60,000.00	CE
\$60,000.00	County/Union \$45k to be invoiced - Cherokee 1 month to be received
\$100,000.00	Interest/Investment Pool
\$220,000.00	Total estimated June revenues

Estimated June expenditures

\$2,718,608.43	FT salaries/fringe
\$1,242,089.10	PT salaries/fringe
\$2,486,574.09	O&M expenditures
\$1,500,000.00	Summer deferral

\$7,947,271.62

Available to Transfer = \$2,816,229.38

Recommendation: The Commission approve a year-end budget transfer from the Operational Budget to the Plant Fund and/or Board Designated fund of up to \$3,000,000 with the stipulation that the transfer does not cause the Operational Budget to close the fiscal year with a deficit.

At this time the floor was opened for questions, none were put forth. Chairman Keller asked for a motion to approve a year-end budget transfer from the Operational Budget to the Plant Fund and/or Board Designated fund of up to \$3,000,000 with the stipulation that the transfer does not cause the Operational Budget to close the fiscal year with a deficit. Commissioner Kennedy motioned to approve the year-end budget transfer from the Operational Budget to the Plant Fund and/or Board Designated fund of up to \$3,000,000 with the stipulation that the transfer does not cause the Operational Budget to close the fiscal year with a deficit. Commissioner Anderson seconded the motion, and all voted aye.

VII. FY2024-2025 BUDGET RECOMMENDATIONS presented by Mr. Ethan Burroughs, VP, Finance

Revenue	2024/2025 Budget	2023/2024 Budget	Difference
Curriculum*	\$33,961,841	\$31,773,730	\$2,188,111
Continuing Ed	\$1,800,000	\$1,800,000	
Auxiliary	\$1,376,000	\$2,611,828	(\$1,235,828)
State	\$12,811,156	\$12,842,374	(\$31,218)
Cherokee	\$1,307,816	\$1,307,816	
County	\$13,732,525	\$10,366,963	\$3,365,562

Other	<u>\$1,348,824</u>	<u>\$236,450</u>	<u>\$1,112,374</u>
TOTAL REVENUE	\$66,338,163	\$60,939,161	\$5,399,002

*Includes projected flat enrollment

Expenses	2024/2025 Budget	2023/2024 Budget	Difference
Full-time Salaries	\$28,572,260	\$24,915,655	\$3,656,605
Full-time Fringe	\$11,244,190	\$9,857,588	\$1,386,602
Part-time Salaries	\$6,429,269	\$6,482,395	\$(53,126)
Part-time Fringe	\$1,671,610	\$1,620,599	\$51,011
O&M Expenses	\$16,229,871	\$15,783,611	\$446,260
Travel	\$190,963	\$279,313	\$(88,350)
Strategic Initiative	\$2,000,000	\$2,000,000	
TOTAL EXPENSES	\$66,338,163	\$60,939,161	\$5,399,002

NEW COSTS FOR 24-25 INCLUDED IN BUDGET:

Personnel	
State increase	\$916,955
FLSA/compression	\$335,000
Academics division	\$1,938,505
Finance division	\$85,712
Strategic Innovation division	\$309,002

O&M expenses	
Academic Affairs additional O&M costs	\$751,564
Finance additional O&M costs	\$575,261
Verkada Camera System	\$171,000
Executive additional O&M costs	\$313,180
Strategic Innovation additional O&M costs	<u>\$855,422</u>
TOTAL NEW COSTS	\$6,251,601

RECOMMENDATION: The Commission approves the 2024-25 Operating Budget.

At this time the floor was opened for questions, none were put forth. Chairman Keller asked for a motion to approve the 2024-2025 Operating Budget. Commissioner Kennedy motioned to approve the 2024-2025 Operating Budget. Commissioner Anderson seconded the motion, and all voted aye.

VIII. MONITORING REPORT UPDATE presented by Dr. Lisa Satterfield, VP, Academic Affairs

- Report is due September 1, 2024
- Continuing to work on assessment reports to ensure a smooth submission
- Dr. Satterfield informed the Commission that the College had applied for three high schools to become approved offsites for SASCOC
- When 50% or more than of a program is taught at another location than the College campus this must be approved by SASCOC as an offsite
- This percentage was quickly being met at Boiling Springs High School, Spartanburg High School and Broome High School
- These high schools have been approved by SACSCC

- Now 100% of Associate of Science Degrees and Associate of Arts Degrees can be taught at these high schools

At this time the floor was opened for questions, none were put forth. Commissioner Keller thanked Dr. Satterfield for the update.

IX. POL III-101 INFORMATION SECURITY PLAN presented by Dr. Michael Mikota, President
Proposed changes summarized below:

- Dated and Date fields changed to reflect policy update
- 1st paragraph replaced “established by” with “as published on the”
- Updated the website link to the Department of Administration’s DIS website
- 2nd paragraph removed “Those procedures will be established under this Policy. Further, SCC will establish operational procedures either within its helpdesk system or externally for any step-by-step processes needed by the employees.”
- Removed “Reviewed” table
- Added “Approved by President’s Cabinet” approval list

Chairman Keller asked for a motion to approve Policy III-101 Information Security Plan. Commissioner Hill motioned to approve Policy III-101 Information Security Plan. Commissioner Hamrick seconded the motion, and all voted aye.

X. ADJOURN TO EXECUTIVE SESSION

Chairman Keller asked for a motion to Adjourn to Executive Session for the specific purpose of having a discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body or the appointment of a person to a public body. Commissioner Fowler motioned to Adjourn to Executive Session. Commissioner Hamrick seconded the motion. All voted aye, and the meeting was Adjourned to Executive Session at 5:29 pm.

XI. ADJOURN TO OPEN SESSION

Chairman Keller asked for a motion to Adjourn to Open Session. Commissioner Kennedy motioned to Adjourn to Open Session. Commissioner Fowler seconded the motion. All voted aye, and the meeting was Adjourned to Open Session at 6:05 pm.

XII. ADJOURN

Chairman Keller asked for a motion to Adjourn the meeting. Commissioner Kennedy motioned to Adjourn. Commissioner Fowler seconded the motion. All voted aye, and the meeting was Adjourned at 6:06 pm.

Respectfully Submitted by:

Tracey Hill

Mrs. Tracey Hill, Secretary