



Greenville Technical College Board

MEETING MINUTES

Wednesday, February 17, 2021

Via Zoom

Members Present

Paul Batson
James Blakely
Jo Hackl
Hunter Howard
Dean Jones
Ray Lattimore
Ray Martin
Dr. Burke Royster
Coleman Shouse, Chair
Keith Smith
Kenneth Southerlin
David Stafford

Members Absent

Staff Present

Jacqui DiMaggio
Julie Eddy
Susan Jones
Dr. Matteel Knowles
Dr. Keith Miller, President
Dr. Larry Miller
Lauren Simer
Wendy Walden
Ann Wright

Chair Shouse called the meeting to order at 10:06 a.m. and welcomed members of the board and staff. Chair Shouse announced that in accordance with the Freedom of Information Act, the press had been notified of the meeting though no representatives from the media were in attendance. Chair Shouse acknowledged that the agenda was posted on the GTC website and a quorum of board members was present.

Approval of the Minutes

Ms. Hackl made a motion to approve the January 20, 2021 minutes as circulated. Mr. Howard seconded the motion. The motion carried.

Finance Report

Mr. Southerlin asked Ms. DiMaggio to present the finance report.

Total revenues are 6% below the year-to-date budget and 9% below the prior year actual.

Student revenues are 7% below the year-to-date budget and 10% below the prior year actual. There will be additional revenues in February for late start Spring Semester classes, and there will be

revenues for the first half of the Summer Semester. The college does not expect to hit the budget in student revenues.

County revenues are 12% above the year-to-date budget and approximately 3% above the prior year actual. It is anticipated that the college will be at or above the budget by the end of the fiscal year for Greenville County.

State appropriations are at the expected level in February and slightly below the prior year with an expectation to be on budget by the end of the fiscal year.

Auxiliary services continue to be a challenge, and revenues lag behind the budget and the prior year actual. The college is working on less expensive options for student materials and expects an uptick in auxiliary services revenues when the new student success center opens with the café as a revenue-generating enterprise.

Other revenues are 28% below the year-to-date budget and 38% below the prior year actual. There have been decreases in interest income, rental income, and student clinics income because of the pandemic and social distancing.

Expenses are 1% below the year-to-date budget and 4% below the prior year actual.

Salaries are below the year-to-date budget and very close to the prior year actual.

Benefits continue to increase; they are slightly below the year-to-date budget and approximately 1% above the prior year actual.

Instructional expenditures are approximately 4% above the year-to-date budget and very close to the prior year actual. There were some full-time vacancies, and some expenditures were made earlier in the year than expected.

Academic support is 4% below the year-to-date budget and 3% below the prior year actual.

Student support is 3% below the year-to-date budget and the prior year actual.

Operations and maintenance of plant are on target with the year-to-date budget and 6% below the prior year actual. There were some vacancies the college was holding off filling, and last year, there were some increases because of projects that needed to be done in order to relocate employees for renovation of the new student success center.

Administrative and general expenses are approximately 4% below the year-to-date budget and 2% above the prior year actual because of payments related to the data breach. The college is trying to keep these expenses as low as possible.

Technology expenditures are below the year-to-date budget and the prior year actual because of the timing of payments for licensing fees.

Remissions and exemptions are on target with the year-to-date budget and below the prior year actual. There are some decreases in this area because more high school students are paying a portion of their tuition.

Auxiliary services expenses are below the year-to-date budget and the prior year actual because of the volume and timing of inventory purchases.

Capital expenses are below the year-to-date budget and the prior year actual because the college has been able to utilize state funds and Higher Education Emergency Relief Funds (HEERF) for eligible purchases.

Debt service is on target with expenditures, and the large payment will be remitted in April.

Revenues are down approximately \$4.2 million, and expenses are down approximately \$600,000. HEERF revenue will be used to offset current expenditures, i.e. instructor salaries, tuition.

President Biden's proposed \$1.9 trillion coronavirus relief plan would provide \$48-49 billion for K-12 and higher education institutions. It is uncertain whether the amount will be divided between K-12 and higher education or apply to K-12 only.

Update on the Financial 5-Year Plan

Ms. DiMaggio provided an update on current year forecast and financial projections for the next six years.

Looking at the forecast for the current year, the college anticipates using approximately \$1.5 million from HEERF to either increase revenue and/or reduce expenditures.

Over the next six years, the college anticipates using approximately \$2 million of those funds to assist in fiscal year 2022. The forecast is based on enrollment remaining flat in 2022, enrollment increasing 2% in 2023 and 2024, and a 2% tuition increase in all future years.

Auxiliary services revenue is expected to decrease 2% per year for the next two years and then remain flat.

Other revenue is expected to increase 3% per year in fiscal years 2022 and 2023 as rentals and student clinics get back online and then increase 1% per year for the future.

State appropriations are expected to increase one half of one percent per year.

The expenses goal is to increase salaries 2% per year, and at the same time, permanently eliminate vacant positions. This would save \$400,000 in fiscal year 2022, \$1.4 million in fiscal year 2023, and \$200,000 in fiscal year 2024.

Benefits are expected to increase as a result of planned increases in the employer share of the pension contributions and some projected increases in healthcare costs.

Other expenses will be adjusted as needed to balance the budget.

Debt service is scheduled to decrease for the next few years; it will increase when the new bond is issued.

Equipment is budgeted at \$1 million per year. If the state continues to fund high-demand equipment, those budgets can be used to refresh furniture and satisfy other equipment needs that do not qualify for state funds.

Remissions and exemptions are expected to remain flat. As high school students pay more tuition, the remissions and exemptions are decreasing. The college is also seeing increases in enrollment in that area. More students will receive smaller amounts of tuition remissions.

Ms. DiMaggio was asked to present the projections for capital investments for the next five years at the next board meeting.

Update on the Facilities Projects

Ms. DiMaggio provided facilities updates and photographs of the Buck Mickel Center (leased parking lot and building short term to DHEC for COVID-19 vaccination site), the Student Success Center, the Benson Campus Amphitheatre, the Arts and Health Sciences Building (design phase I and II expected

to open Spring 2024), and the Barton Campus Bookstore (design bid, build project with completion prior to Fall 2021).

Building and Grounds Committee

Mr. Smith made a motion on behalf of the committee to approve drafting a short-term lease with Greer Middle College for 14.3 acres on the Benson Campus for athletic fields. The motion passed with two abstentions by Ms. Hackl and Mr. Smith because of a potential conflict of interest.

Mission and Vision Review

Chair Shouse presented the college's mission and vision for board review and approval. Mr. Southerlin made a motion to approve the mission and vision as presented. Dr. Royster seconded the motion. The motion carried.

Notice of Proposed Changes to Bylaws

Mr. Batson made a motion on behalf of the Bylaws Ad Hoc Committee for board approval of the recommended redlined changes to align the bylaws more properly with South Carolina law. Modifications included wording to primarily conform the appointments process to elect commissioners and include the board responsibilities with regard to enterprise campuses. This follows the last bylaws review in 2013. There are three seats up for board reappointment this cycle: Chair Shouse, Mr. Lattimore, and Mr. Southerlin. After a brief discussion on Article III, Section 3 (d) and Article III, Section 3 (e) on page 9, Article III, Section 3 (d) was amended to take out the wording "in person" in the first sentence. The motion carried.

Strategic Plan Update

President Miller presented the Strategic Plan 2020-2021 consisting of five key strategies: 1) Teaching and Learning; 2) Student Access and Success; 3) Employee Support and Development; 4) Operational Excellence and Accountability; and 5) Community Leadership (Responsive and Engagement). Each strategy is comprised of strategic objectives, measures of success, 2019-20 outcomes, goals, and 2025 targets. Members of the President's Cabinet presented on the key strategy specific to their individual divisions with information on strengths, challenges, and opportunities. A copy of the presentation will be emailed to each board member.

President Miller introduced Ms. Eddy in her new role with the college as chief of staff to the president. Ms. Eddy will also serve as a member of the President's Cabinet.

There was a brief discussion about the board's thoughts about resuming live meetings. It was deemed that more thought and data is warranted before deciding to meet in person.

There will not be a board meeting in March. The next meeting will be April 21, 2021.

Old and New Business

There being no old or new business, Mr. Southerlin made a motion to adjourn. Mr. Smith seconded the motion. The motion carried.

The meeting adjourned at 12:44 p.m.