



Greenville Technical College Board

MEETING MINUTES

Wednesday, April 21, 2021

Via Zoom

Members Present

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

Members Absent

James Blakely

Staff Present

Eric Bedingfield
Brian Cranny
Jacqui DiMaggio
Julie Eddy
Susan Jones
Dr. Matteel Knowles
Becky Mann
Dr. Keith Miller, President
Dr. Larry Miller
Lauren Simer
Wendy Walden
Ann Wright

Chair Shouse called the meeting to order at 12:04 p.m. and welcomed members of the board, staff, and guests. 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.

As information, President Miller told the board that the Community Room in the new Dreisbach/Anderson Student Success Center has been reserved for the May meeting should the board want to meet in person while also allowing attendees to connect via Zoom. A definite decision was not made about the format for that meeting.

Approval of the Minutes

Mr. Smith made a motion to approve the February 17, 2021 minutes as circulated. Ms. Hackl seconded the motion. The motion carried.

Reaffirmation of the Bylaws

Chair Shouse acknowledged that the redlined version of the bylaws prepared by Mr. Munson was presented at the February 17, 2021 meeting; however, when a change is made to the bylaws, the change is presented at one meeting and approved at the next meeting. Mr. Munson asked that the red lined bylaws be reaffirmed at today's meeting to meet the requirements. Ms. Hackl noted that the red line should include the word Greenville on page 9, Section 3 (d) for fluency. Mr. Southerlin made a motion to reaffirm the bylaws. Ms. Hackl seconded the motion. The motion carried. A copy of the approved bylaws is attached.

Finance Report

Mr. Southerlin stated the Finance Committee's recommendation from administration to have no tuition increase through Fall Semester 2021. The motion will be voted on after Ms. DiMaggio provides the finance report.

Total revenues are 4% below the year-to-date budget and 8% below the prior year actual.

Student revenues are \$1.9 million or 4% below the year-to-date budget and 9% below the prior year actual. Fall enrollment was 3.8% below the prior year, and spring enrollment was 8.7% below the prior year. EDCT revenue was down 21% or \$570,000.

County revenues are above the year-to-date budget.

State appropriations are below the prior year actual and on track with the year-to-date budget.

Auxiliary services revenue continues to decline with the challenge of decreased enrollment and increased competition. However, Ms. DiMaggio noted that there is an increase in inclusive access use, anticipated increase with the opening of the café in the new student success center that will serve Starbucks, and an anticipated increase with the expansion of the Barton Campus bookstore. Both of these resources are located on the main campus and will provide easy access/service to students. The college also tries to price match other vendors when feasible. Amazon remains a fierce competitor with online books. Satellite campus bookstores are open on heavy traffic days only, and vending machines have been added for access to class supplies when the bookstore is closed. Ms. Wright added that about 35% of GT Foundation student emergency needs assistance is for books and testing fees. The Foundation is raising funds to help offset some of the book costs for students, which is predominantly where help is needed.

Other revenues are significantly below the year-to-date budget. Decreases have been seen in interest income resulting from interest rates. Since the COVID pandemic, rental revenue has decreased because the college essentially closed for rentals. The pandemic also spurred decreases in revenue from places like the Child Development Center and the Dental Clinic. There is a calculation that allows the college to use a portion of the COVID relief funds to make up for lost revenue.

Total expenses are \$3.5 million below the year-to-date budget and \$2.5 million below the prior year actual.

Salaries are slightly below the prior year actual and below the year-to-date budget. There have been more attrition and retirements this year than expected, creating a decrease in salary expenses.

Benefits did not increase and have been relatively stable this year since the state did not increase the employer contribution because of COVID. It is uncertain what will happen going forward.

Instructional expenses are on track with the prior year actual and slightly below the year-to-date budget because of some vacancies in that area.

Academic support expenses are below the year-to-date budget and the prior year actual as a result of some vacancies as well as a decrease because there has been no travel since COVID.

Operations and maintenance of plant is below the prior year actual and slightly below the year-to-date budget.

Administrative and general expenses are slightly above the prior year actual and below the year-to-date budget. The trend is expected to continue.

Technology expenses are below the year-to-date budget and the prior year actual. This may increase in the later months of the fiscal year because of some of the college's maintenance agreements.

Remissions and exemptions are even with the year-to-date budget and very close to even to the prior year actual. The college is using more SC WINS and Lottery Tuition Assistance to help offset fee waivers, and students are paying more tuition.

Auxiliary services expense matches up to the decreases in auxiliary services revenue. In response to a suggestion, the two slides will be combined into one for future meetings for better clarity.

Capital expenditures are significantly below the year-to-date budget. There have been some capital expenditures that will be seen in the next few months because of purchases for the new Student Success Center. Grant funds are also being used if possible for the appropriate purchases if there are capital needs funds that relate to the grant funds.

Ms. DiMaggio presented a quick financial forecast update on the operating budget, end of March actual, forecast FY2021, and fiscal years 2022 through 2027. Based on the analysis done so far on the amount of lost revenue, the college could have taken more in COVID funds; however, the college is being as prudent as possible with COVID funds to stay in the black. The assumption was used that enrollment would increase 1% per year from FY2022 through FY2027; tuition would hold steady with an increase of 3% in FY2023 and 2% thereafter. Greenville County support is expected to increase .5% per year. Auxiliary revenue is anticipated to remain flat in 2022 with an anticipated 2% increase per year thereafter as more programs use inclusive access. There was quite a dip in other revenue this year. Starting from a forecast that was below the operating budget, the college was looking at a conservative starting point of a 2% increase per year. State appropriations are anticipated at the budgeted \$17,880 with an approximate increase of 0.5% thereafter. Ms. DiMaggio is cautiously optimistic that the college will receive approximately \$850,000 in additional funds from the state. There is an anticipated increase of 1% to 2% per year. Some attrition savings have been realized by permanently eliminating positions. Benefits have been adjusted based on expected increases in pension and health insurance. There will be a bump in contractual services in FY2022 and FY2023 because expenditures will approximately double with the purchase and implementation of the new ERP system. Debt service is anticipated to increase in FY2024 with the construction of the new UT building. Exemptions and write-offs remain steady at approximately \$1.7 million. The college is looking at multiple options to best utilize the estimated \$3.8 million in HEERF funds to cover lost revenue and increase the bottom line by putting more money into the plant fund. The funds could also be used to increase and improve HVAC efficiency that would help long term from an energy and health standpoint.

The total award of federal funds (CARES, CARES II, and HEERF) received related to COVID is \$44,360,667. The award will be split between the students (\$18,968,668) and the institution (\$25,391,999). The college will have until September 2023 to spend the HEERF funds. The funding

significantly benefits the students, and there are some great one-time opportunities that will impact the college for years to come.

Ms. DiMaggio also provided facilities updates:

- Buck Mickel – DHEC is currently leasing the building for six months to administer COVID vaccinations. DHEC has also expressed interest in purchasing the building.
- The Student Success Center has received a substantial completion certificate of occupancy. Employees moved in at the end of March.
- The Benson Campus Amphitheatre has received substantial completion occupancy permits with a few punch list items that need to be done.
- The Arts and Health Sciences Building has received phase one approval. The architects are working on the design and cost analysis that are due for phase two approval by June. Groundbreaking is anticipated for the end of this year, occupancy in 2023, and Spring 2024 classes.
- The Barton Campus Bookstore is being expanded so that the college has one main bookstore on the Barton Campus. There are auxiliary bookstores on the satellite campuses.
- The college is working to update the academic master plan, which was done about ten years ago. The college is working on an RFP.
- As part of the Arts and Health Sciences Building project, the architects have suggested that the college consider renovating the first two floors of the University Transfer Building for some offices and programs that are not going to fit in the Arts and Health Sciences Building. A study is being conducted to look at the impact of that decision.

A recommendation was made to provide board updates on how the federal funds will be allocated by line item.

Mr. Southerlin made a motion on behalf of the Finance Committee to approve the college's zero increase 2021 Fall Semester tuition proposal, with the intent to review Spring Semester 2022 tuition and fees in November. The motion carried.

After the motion carried, a question was asked relating to the Fall Semester tuition freeze and students who have outstanding debt. President Miller responded that some of the COVID funds can be applied with the student's permission. The college also looks closely to remove whatever barriers possible whenever possible, and the Foundation is quick to help when called upon.

Building and Grounds Committee

Mr. Smith made a motion on behalf of the committee to accept changes to the levels of naming opportunities as presented. This comes as a recommendation from the Greenville Tech Foundation and the GTC staff. The changes are on pages four and five of the Greenville Tech Foundation Inc. Recognition Levels.

President Miller shared that the Greenville Tech Foundation created gift naming opportunities for the Dreisbach/Anderson Student Success Center since unique facility characteristics are present that are not in the other facilities.

There being no other questions or comments, the motion carried. Ms. Hackl abstained.

Education and Training Review Committee

Mr. Jones on behalf of the committee recommended the new Police Pre-Academy Training Certificate for board approval.

Dr. Larry Miller introduced Mr. Cranny, department head for Criminal Justice, to provide information on the new certificate program. Mr. Cranny served on the joint committee between law enforcement and the 16 state technical colleges to develop a statewide option for individuals meeting the admissions requirement to begin the certification process as a law enforcement officer in South Carolina. GTC has a target launch date of Spring 2022. The four courses for the certificate program have been aligned with the South Carolina Criminal Justice Academy (SCCJA) and the Law Enforcement Training Council (LETC) training standards and requirements and will be used in conjunction with the Acadis system. Criminal Justice faculty will supplement the modules with experiential content to develop these courses into four 3 credit hour courses transferrable to the associate degree in criminal justice should the student elect to continue with education now or in the future.

There being no questions or further discussion, the motion carried.

President's Report

President Miller asked Julie to provide a COVID update. The COVID Response Team started tracking GTC numbers in June 2020. As of June 21, 2020, the team has fielded a total of 2,531 cases. The college has been on a steady decline since January. There has been a total of 681 positive cases (27%) with students having a higher rate than employees. The team is continuing to conduct case investigations, enforce the mask wearing requirement, require social distancing in facilities, manage additional disinfection of classrooms and facilities, and adjust protocols as data and advice from public health officials changes. Approximately 180 employees and students participated in a Moderna vaccine clinic offered by Walgreens at the college. The college continues to partner with SC DHEC on a testing site at McAlister Square and a vaccine clinic at the Buck Mickel Center.

Recovery highlights include increasing class capacities for Summer 2021 approved on a case-by-case basis and increasing capacity in facilities by 50% at a minimum for Fall Semester. All non-faculty employees are expected to return to work by April 26, 2021, all faculty teaching a full load for summer term will be back on campus 30 hours per week, and all faculty will be fully back on campus for the Fall Semester.

The team is working on two testing options: 1) DHEC testing site at McAlister Square; and 2) working with Clemson and their testing procedure. The goal with Clemson testing is to have a pilot or soft launch this summer on the Barton Campus. Testing would be scaled up this fall if the disease spread increases.

SCATCC Update

Chair Shouse provided a brief SCATCC update. A lunch and learn is scheduled for Thursday, April 29, at 12:00 p.m. via Zoom. The topic is ReadySC presented by Brad Neese, Vice President of Economic Development for the South Carolina Technical College System. The association's goal is to schedule programs that have relevance to the technical college mission.

CHE

Mr. Batson provided a brief CHE update. CHE did not meet in person in April, and meetings continue to be Zoom based. There is some discussion and consideration that the August retreat may be in person. Two items to note: 1) a tremendous decline in the number of financial projects for all colleges and universities with the exception of emergency related; and 2) a licensure for a college from out-of-state that proposed to come to the Lowcountry to offer MBA programs at tuition rates significantly above state rates. CHE approved the proposal

Old and New Business

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

The meeting adjourned at 1:31 p.m.

**BYLAWS
OF
THE GREENVILLE COUNTY COMMISSION
FOR
TECHNICAL AND HIGHER EDUCATION**

GREENVILLE, SOUTH CAROLINA

Adopted February 23, 1976

Revised June 14, 1976
Revised August 20, 1982
Reviewed April 25, 1986
Revised June 22, 1990
Revised June 26, 1992
Revised August 15, 2001
Revised May 3, 2008
Revised August 21, 2009
Revised May 19, 2010
Revised March 21, 2012
Revised August 20, 2013
Revised February 17, 2021

Bylaws of the Commission for Technical Education

ARTICLE I

Responsibility and Membership

Section 1. Jurisdiction and Responsibility

- (a) The Greenville County Commission for Technical Education (the "Commission") is an administrative agency of Greenville County established by an act of the South Carolina General Assembly and it possesses all of the powers of a body corporate for the purposes created by or that may exist under provisions of law.
- (b) The Commission has the responsibility for the development and operation of Greenville Technical College, hereinafter called the College, in accordance with the provisions of law and the standards of the State Board for Technical and Comprehensive Education.
- (c) The official title of the Commission shall be the Greenville County Commission for Technical and Higher Education, hereinafter called the Commission.
- (d) Under the law, the Commission shall hold title to all real and personal property donated to the College or purchased with funds provided by the tax levying authorities.

Section 2. Membership

- (a) The Commission shall consist of twelve members ("Commissioners") as provided for in S.C. Code §59-53-1500.¹
- (b) Ex officio members shall serve as long as they hold their corresponding positions. Commissioner members shall serve terms of four years, which expire May thirty-first of the appropriate year, and until their successors are appointed and qualified. However, a member may only continue to serve in this capacity for a period not to exceed one year after expiration of his term.² A member may

¹ The most recent amendment to S.C. Code §59-53-1500 provides for six (6) staggered Residential Seats aligned with specific SC House Districts; Four (4) At-Large Seats; an *ex officio* member nominated by the Greenville County School District Board of Trustees from among its Board or the current Superintendent; and an *ex officio* member nominated by the Greenville County Workforce Investment Board from among its Board or Officers.

² If the Greenville County Legislative Delegation has not filled a seat within one year of the expiration of the term, the member serving in that seat shall cease serving and the seat will be vacant until filled.

succeed himself; however, a Commissioner having served as a member of the Commission for a total of twelve years, (after July 1, 2013), whether or not consecutive or in different seats, is not eligible for appointment to any additional terms until after he has been off the Commission for six consecutive years, at which time, a new twelve-year limitation period commences.

- (c) All Commission members must be qualified electors of Greenville County. A change of residency outside of Greenville County, or outside of a corresponding district for members filling house district residency seats, automatically terminates that member's appointment.³
- (d) Vacancies occurring for whatever reason shall be filled in the same manner as original appointments and for only the unexpired portion of the term of the vacated seat.
- (e) Members of the Commission may be removed for cause by the Governor pursuant to S.C. Code Annotated, Section 1-3-240 (Removal of Officers by Governor).

Section 3. **Office of Record**

The Commission shall maintain its office of record in Greenville, South Carolina.

ARTICLE II

Officers and Their Duties

Section 1. **Election and Term of Office**

- (a) The officers of the Commission shall be the Chairman, the Vice-Chairman, the Secretary and the Treasurer. Ex-officio members are eligible to be officers of the Commission.⁴
- (b) The Chairman, Vice-Chairman, Secretary and Treasurer shall be elected by the Commission from its membership.
- (c) The Chairman shall be elected for a term of two years and may succeed himself for one additional term. He will, however, be eligible

³ Although, subject to the provisions of S. C. Code §59-53-1500(E), a member may serve until a successor is appointed and qualifies to fill the remainder of the unexpired term.

⁴ Whenever the person holding an ex-officio membership position changes, any officer position held by that person becomes vacant.

for re-election to the chairmanship after a waiting period of at least one term.

- (d) The Vice-Chairman, the Secretary and the Treasurer shall be elected for a term of two years but shall be eligible to succeed themselves.
- (e) The Chairman of the Commission shall appoint a Nominating Committee in May of at least three Commission members and designate the committee's chairman. The Nominations Committee will review the list of eligible commissioners and present a slate of officer nominees for election at the June Commission meeting. Additional nominations shall be taken from the floor. The nominating committee shall be dissolved upon the election of officers at the June meeting.
- (f) Officer vacancies occurring for whatever reason shall be promptly filled for the remainder of the unexpired term in a manner similar to the procedure set forth in subsection (e), above.

Section 2. **The Chairman of the Commission**

The Chairman shall appoint the members of and serve as ex-officio voting member of all committees of the Commission, execute all contracts and other documents on authority by and in the name of the Commission, preside at all meetings of the Commission, call special or emergency meetings of the Commission and discharge all other functions delegated to him by the Commission.

Section 3. **The Vice-Chairman of the Commission**

The Vice-Chairman of the Commission shall preside in the absence of the Chairman, perform all duties of the Chairman with full authority during the absence or disability of the Chairman, and shall discharge any other functions delegated to him by the Commission.

Section 4. **The Secretary of the Commission**

The Secretary shall:

- (a) See that the minutes and accurate records are kept of the proceedings of the Commission;
- (b) Prepare and maintain an indexed compilation of all Bylaws and amendments thereto, a copy of all policies, procedures, and regulations of the Board and all amendments thereto; and

- (c) Issue, pursuant to these bylaws or upon direction by the Chairman, notice of all meetings of the Commission to members of the Commission and to the President of the College.

Section 5. **The Treasurer of the Commission**

The Treasurer shall serve on the Executive Committee and serve as chair of the Finance Committee.

Section 6. **The President of the College**

- (a) The President shall report and be accountable to the Commission. The President shall be evaluated, in executive session, by the Commission on an annual basis.
- (b) The President shall be responsible for all administrative and managerial aspects of the development and operation of the College, including at the direction of the Commission, any Enterprise Campuses associated with the College.⁵
- (c) The President shall submit recommended policies and public policy decisions to the Commission when requested to do so by the Commission or when he deems it to be in the best interests of the College to do so.
- (d) The President shall recommend, in the following broad fields, all educational programs and co-curricular programs which he deems to be in the best interests of the citizens of Greenville County and of the State of South Carolina, which are educationally and financially feasible and which are not in conflict with the requirements of law or the standards of the State Board for Technical and Comprehensive Education, including but not limited to:
 - 1. Freshman and sophomore courses of a college of arts and sciences;
 - 2. Organized curricula for the preparation of technicians;
 - 3. Courses and curricula in vocational, trade and technical specialty areas;
 - 4. Courses and programs in continuing adult education;

⁵ While authority is delegated to the President over an Enterprise Campus, the term College hereinbelow will include such Enterprise Campuses, unless clearly intended otherwise.

5. Community Service Programs.

- (e) The President shall appoint lay advisory committees for particular programs of the College where needed.
- (f) The President shall advise the Commission on the planning, construction and modification of physical facilities and College development.
- (g) The President shall advise the Commission on the financial and budgetary needs of the College.

ARTICLE III

Section 1. **Powers and Duties of the Commission**

The Commission shall:

- (a) Establish the basic qualifications for and appoint a President for such term and under such conditions as it may fix, the Commission having full powers of appointment and dismissal to the fullest extent permitted by law and applicable regulations.
- (b) Provide for the employment of the personnel pursuant to S.C. Code Annotated, Section 59-53-20.
- (c) Purchase all land required for College sites, rights-of-way, etc., which shall be necessary for the proper operation of the College and any Enterprise Campuses.⁶
- (d) Apply the standards and requirements for admission and graduation of students and other standards established by the State Board for Technical and Comprehensive Education.
- (e) Receive and accept private donations, gifts, bequests, and the like to apply them or invest any of them and apply the proceeds for the purposes and upon the terms which the donor may prescribe and which are consistent with the provisions of law and the regulations of the State Board for Technical and Comprehensive Education.
- (f) Perform functions required as necessary for the proper governance of the college with regard to policy, personnel, and fiduciary matters.

⁶ For the purposes of Article III of these Bylaws, "College" shall be deemed to include any Enterprise Campuses under the auspices of the Commission.

- (g) Require the execution of such studies and take such steps as are necessary to ensure that the functions of the College are always those which are most helpful and feasible in light of the resources available to the school.
- (h) Designate Member(s) or other agents or representatives to represent the College before the Greenville County Council, the State Board for Technical and Comprehensive Education and any other agencies concerned with the serving of financial support for the needs of the College for operation expenses and capital outlay.
- (i) Adopt and recommend current expense and capital outlay budgets.
- (j) Keep full and accurate account of its acts and of its receipts and expenditures, and within four months following the close of its fiscal year obtain a complete audit of its affairs by a qualified public accountant.⁷
- (k) Submit an annual written report of the activities of the Commission with the Secretary of the Greenville County Legislative Delegation.⁸
- (l) Publicize member vacancies on the Commission.
- (m) Designate with specificity the area or areas that will comprise any Greenville Technical College Enterprise Campus ("Enterprise Campus") and the purpose(s) of such Enterprise Campus: provide, at the Commission's discretion, for the management, development, and operation of part or all of any Enterprise Campus property and/or the executive and administrative services for any Enterprise Campus Authority; serve, *ex officio*, as members of an Enterprise Campus Authority Board.⁹
- (n) Perform such acts and do such other things as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations, and bylaws for the government and operation of the College under law and for the discipline of students.

Section 2. **Quorum**

To conduct any business, eight (8) of the Commission Members in office shall constitute a quorum. For every two vacancies on the Commission, the

⁷ Copies of the audit must be filed with the Clerk of Court for Greenville County and with the Secretary of Greenville County Legislative Delegation (See S. C. Code §59-53-1510).

⁸ See S. C. Code §59-53-1520.

⁹ See S. C. Code §59-53-2470.

number constituting a quorum shall be reduced by one member. If a member abstains from voting due to any conflict of interest or otherwise, he/she shall not be counted toward a quorum for the question at hand. Ex officio members are included in quorum determinations.

Section 3. **Meetings**

(a) The Commission shall establish and publish a schedule of no less than five (5) regular meetings for each calendar year at or before the last regular meeting in the prior calendar year.

(b) In addition to the authority of the Chairman to call special or emergency meetings, special or emergency meetings may also be called by submitting a written request to the Secretary signed by a majority of the Commission Members and stating the purpose of the meeting.

(c) Voting by proxy is not authorized.

(d) It is important for Commission Members to attend and participate in meetings. A Commission Member may participate in a commission or committee meeting (including voting and being counted toward a quorum) via video conference or telephone conference provided the Member has the prior approval of the Chairman or a majority of the other Commissions Members, and provided the ability to hear and be heard during the meeting is reasonably equivalent to the ability of those Members in attendance at the meeting.

(e) The absence of a member at three consecutive regularly scheduled commission meetings shall cause that member's seat to become immediately vacant. Any regularly scheduled meeting which is canceled pursuant to the bylaws or does not begin for lack of a quorum must be disregarded for all purposes under this subsection.¹⁰

ARTICLE IV

Notification of Meetings

Section 1.

Dates, times and place of regular Commission meetings shall be posted at the beginning of each calendar year pursuant to S.C. Code Annotated, Section 30-4-80. Meeting agendas shall be posted at least 24 hours before

¹⁰ Vacancies occurring under this subsection must be filled in the manner of the original appointment for the unexpired portion of the term. If otherwise eligible, the member causing the vacancy may be reappointed to the seat (See S. C. Code §59-53-1500(H)).

each regular or special meeting as required by S.C. Code Annotated 30-4-80.

Section 2.

All members of the Commission and the President shall be notified, in writing, one week in advance of any regular or special meeting. Written notice may be by mail, fax, email or hand delivery. Any emergency meeting may be scheduled on shorter notice by calling all eligible members. The public shall be notified of all regular, special or emergency Commission and/or Committee meetings according to the South Carolina Freedom of Information Act.

Section 3.

By attending a Commission or committee meeting and not objecting to any defect in the notification process, including appropriate prior notice, a Commission Member waives the notice requirement or other defect in the notice procedure related to that meeting.

ARTICLE V

Committees

Section 1. **Types of Committees and Method of Appointment**

The Commission may establish such standing committees and such ad hoc committees as it deems necessary to secure and protect the College's welfare or to expedite the transaction of the affairs of the Commission. The Chairman shall appoint the members of all committees, except the Executive Committee which shall consist of the chairman, vice chairman, secretary, and treasurer. All actions of the Executive Committee shall be reported to the Commission at the next regular or special meeting and are subject to nullification by the Commission at that meeting. This does not limit the Commission's authority and power to take any action within its authority at any subsequent meeting.

Section 2. **Limitation of Authority of Committees**

If the Commission in regular or special meeting authorizes a Committee to act on a matter referred to it, the chairman of the committee shall report within a reasonable time to the Commission the action recommended by the Committee. The Commission, as a body, will make final decisions.

ARTICLE VI

Parliamentary Authority

- Section 1. The provisions contained in most current version of Robert’s Rules of Order, Newly Revised¹¹, shall govern the deliberations of the Commission in all cases to which they are applicable in which they do not conflict with the provision of the Bylaws or state law.
- Section 2. The Commission shall be the final authority on interpretation of parliamentary authority, by majority vote.

ARTICLE VII

Amendment of Bylaws

Section 1. **Procedure for Amendment**

A proposed amendment or new bylaw shall become effective when it shall have been approved by an absolute two-thirds majority¹² of the Commission Members at a meeting of the Commission. Notice of any proposed change shall have been provided the Commission at the meeting immediately preceding the meeting at which the vote shall be taken.

Section 2. **Review of the Bylaws**

A review of the bylaws will be made periodically.

¹¹ Currently the Twelfth Edition (2020).

¹² An “absolute two thirds majority” would be 8 of 12 Commission Members assuming no vacancies. If two vacancies existed, the absolute third-thirds majority would drop to 7, and if three vacancies existed, it would drop to 6, etc.

Greenville Technical College Area Commission Policy

TITLE

CODE OF CONDUCT

ADOPTED BY THE BOARD

3-21-2012

LEGAL AUTHORITY

S. C. Code §59-53-52(a)(2), (10), & (18); Act 323 (1961); Act 734 (1967); Act 1141 (1968); Act 599 (1992); & Act 161 (2010); and Bylaws, Art. I, Sec. 1(b) & Art. III, Sec. 1(f) & (g).

The Commission and its members will at all times act in an ethical and professional manner in the discharge of their duties in compliance with the South Carolina Ethics, Government Accountability and Reform Act of 1991 (S.C. Code §§ 8-13-100, et seq.) and other applicable laws. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Commission members. Specifically:

1. Commission members must maintain strict loyalty and accountability to the college in the performance of their duties and representations on behalf of the Commission or the college. This commitment must supersede any conflicts, i.e. to advocacy or interest groups or memberships on other boards or staffs. If an unavoidable conflict arises, (e.g., School Board Superintendent bound to a conflicting School Board mandate), the member shall submit a written statement of the conflict and refrain from any deliberations or votes on the subject matter. (See, S.C. Code § 8-13-700(B)) Commission members' loyalty and accountability to the college must also supersede any personal interest when the Commissioner is acting as an individual customer of the college's services.
2. Commission members must avoid any conflict of interest with respect to their fiduciary duties to the college. Specifically:
 - a. There must be no self-dealing or any conduct of private business or personal services between any Commission member and the college except as provided for by law.
 - b. Commission members must not use their positions to obtain employment at the college for themselves, family members, or close associates.
 - c. Should a Commission member be considered for employment, he/she must temporarily withdraw from Commission deliberation, voting and access to applicable Commission information.

3. The Commission functions as a corporate body. "In order for the board to become a cohesive and well-functioning unit, [members] must commit to the board as a team." (Smith, C.J., *Trusteeship in Community Colleges* (2000), p. 17 [A Special Project of the Association of Community College Trustees]. Commission members may not attempt to exercise individual authority over the college except as explicitly set forth in Commission policies or expressly authorized by the Commission. Specifically, Commission members' interaction with the President, the college faculty and staff, the public, press, or other entities must reflect the will of the corporate body and recognize the absence of authority of any individual Commission member or group of Commission members to act or speak for the Commission unless so authorized in Commission policies, or by the Commission as a whole.
4. Commission members shall be given an opportunity to participate in educational activities, including state, regional, and national meetings, to enhance their ability to serve effectively.
5. Commission members should focus on exercising the powers and fulfilling the duties set forth in Article II, Section 1 of the Bylaws. The Commission's roles as "steward, guardian, protector and watchdog" do not correlate to "telling staff members how to do their jobs." (Smith, C.J., *Trusteeship in Community Colleges* (2000), pp. 141, 145). Commission members will not permit themselves to be used to circumvent established lines of authority or interfere in the normal procedures for handling complaints or grievances.
6. Commission members will not waive Commission rights to confidentiality including discussions which occur at legally held executive sessions of the Commission and other privileged communications, such as attorney-client privileged communications.
7. Commission members will enforce upon themselves whatever discipline is needed to govern with excellence and to ensure compliance with this code of conduct, including a resolution of censure.
8. Commissioners' attendance is critical to the mission and operation of the college and the Commission. Commission members recognize the importance of faithful attendance at all Commission meetings as well as at college events where their presence has been requested by the President. In recognition of the significance of Commissioner participation:
 - a. If a Commissioner is unable to attend a regular or properly noticed special meeting, he/she should inform the Chairperson or the president, providing as much advance notice as possible and providing the reason for the absence.
 - b. If a Commissioner misses three consecutive meetings (whether regular or special) of one half of such meetings within a six-month period, without an

excused absence for good and reasonable cause, he/she shall be censured by the Commission. An excused absence for good and reasonable cause must be determined by the full Commission by majority vote at the absented meeting. If censure is imposed, the Chairperson shall forward the censure to the appropriate recommending and appointing authorities.