



Greenville Technical College Board

MEETING MINUTES

Wednesday, May 20, 2020

Via Zoom

Members Present

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

Staff Present

Eric Bedingfield
Jacqui DiMaggio
Julie Eddy
Susan Jones
Dr. Matteel Knowles
Lisa Mangione
Dr. Keith Miller
Becky Mann
Lauren Simer
Wendy Walden
Dr. Jermaine Whirl
Ann Wright

Guests

Brad Love
Keith Munson

Call to Order and Welcome

Chair Shouse called the meeting to order at 12:02 p.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, but no press members were in attendance. Chair Shouse acknowledged that the agenda was posted on the GTC website and a quorum of board members was present.

Chair Shouse announced that Mr. Stafford and Mr. Howard were unanimously recommended for board reappointment.

Approval of Minutes

Ms. Hackl made a motion to approve the February 29, 2020 minutes with minor corrections. Mr. Lattimore seconded the motion. The motion carried.

Ms. Hackl made a motion to approve the March 26, 2020 minutes with minor corrections. Mr. Batson seconded the motion. The motion carried.

Chair Shouse informed the board that a Nominating Committee has been appointed per the bylaws for a new officers election year. A new slate of officer nominees will be determined for recommendation at the June meeting. Serving on the committee are Mr. Batson (chair), Mr. Blakely, and Mr. Stafford. Board members with an interest to serve as officer are asked to advise the committee.

Finance Report

Mr. Southerlin asked Ms. DiMaggio to provide the April finance report.

Total revenues are approximately 2.5% above the budget actual and approximately 5% above the prior year actual.

Student revenues are approximately 5% above the budget. The college experienced a strong fall and spring compared to the budget because of the conservative budgeting. There is a decrease in the current summer enrollment, but the college expects to exceed the student revenues budget.

County revenues are approximately 4% above the prior year and slightly above the current budget.

State appropriations are above the budget and the prior year because of conservative budgeting. The college has exceeded the budget in this category by approximately \$400,000.

Auxiliary services continue to struggle primarily because of the book store, but it continues to show a slight profit.

Other revenues are above the year-to-date budget and the prior year actual primarily because of interest income and additional rental income.

Total expenses are above the prior year and slightly below the year-to-date budget.

Salaries are above the year-to-date budget and significantly above the prior year. There were more vacancies last year and a 2% state mandated salary increase.

Benefits are approximately 7% above the prior year actual and slightly below the year-to-date budget.

Instructional expenses are above the year-to-date budget and the prior year. There have been more positions this year and the 2% salary increase.

Academic Support is slightly below the budget and above the prior year because of additional deans hired and salary increases.

Student Support is below the budget and above the prior year. Additional support services were budgeted for, but there have been several vacancies in that area.

Operations and maintenance of plant is below the budget. Several enabling projects were planned to get the Student Success Center operational but were completed under budget. This is likely to change next month because, the vast majority of facilities employees, have been completing projects during the shutdown that can't be done when the buildings are occupied.

Administrative and general is slightly below the budget and slightly above the prior year as expected.

Technology expenses are above the budget and the prior year because of limitations on lottery technology funds. More of the operating budget has been used for technology expenditures than in the past few years.

Remissions and exemptions are slightly above the budget and close to the prior year primarily due to high school student fee waivers.

Auxiliary services is slightly above the budget and the prior year because the college has been stocking up for the summer and doing online sales. The book store is open for the summer, and the college is following social distance protocol.

Capital expenditures are slightly below the budget. This will change because of items bought for the Center for Hospitality Innovation.

Debt service is in line with the budget and the prior year.

Finance Committee

Sale of Greenville Tech Charter High School

The Finance Committee recommended approval of the sale of GTCHS for \$10,000 in response to State Tech Board's recommendation to sale versus donate. The motion carried with one abstention.

Create Public Facilities Corporation

The Finance Committee recommended approval of the resolution that creates a required non-profit corporation board. Four people have agreed to serve a three-year term on the board: Mr. John Hansley, Mr. Tim Reed, Ms. Jennie Johnson, and Mr. Sam Clayton. Mr. Love, bond attorney with Haynsworth Sinkler Boyd, is putting forward the document, and Mr. Munson, board attorney with Womble Carlyle, has reviewed the document. Mr. Love provided a brief explanation for the purpose of the non-profit corporation. The corporation is part of the financing for the new arts and sciences facility and will act as the issuer of the debt. As part of the process, the commission approves the adoption of the corporation and board members. The corporation will only be allowed to do activities as directed by the commission, one of those being issuing the debt to pay for the new building. As part of that process, the commission will enter into a base lease to lease the land to the corporation

who will then lease the land back, who will then sell it back to the commission. The resolution was approved.

Approval to Issue Bonds

The Finance Committee recommended approval of the resolution defining the issuance of bonds related to the ability to finance and construct the new arts and sciences facility. Mr. Love provided an overview of the resolution. The resolution covers the approval of four documents: 1) the Escrow Agreement; 2) the Base Lease Agreement; 3) Public Facilities Purchase and Occupancy Agreement; and 4) the Trust Agreement. It also authorizes the non-profit corporation to issue the debt not exceeding \$53 million, and it approves the actions that the corporation has to take. Each year the college would include in the budget the appropriation for the debt which is paid from the tax revenues by the county. The trustee is US Bank. The resolution was approved.

Tuition and Fees Recommendation

The Finance Committee recommended approval to freeze tuition and budget through 2020 with review in late fall for 2020. After some discussion, the motion carried.

Building and Grounds Committee

Mr. Smith presented the Building and Grounds Committee's motion for approval for the demolition of Building 101. Ms. DiMaggio stated that Building 101 is the approximately 800 foot building at the campus entrance and currently houses police dispatch. The building needs extensive repairs and is functionally obsolete in its use. The demolition of the building will create a more attractive view of the new Student Success Center, which will be a landmark building on the campus. It will also assist with better traffic flow, parking, and overall, be better for the campus. The estimated cost to demolish the building is approximately \$40,000, and it would cost about the same to bring it up to code.

Currently, the majority of campus police officers are located in the Engineering Technology building where most of the interaction with students takes place, i.e. ID cards, parking permits, etc. Facilities is reviewing spaces to relocate dispatch; most of the remaining officers have been relocated in the Engineering Technology building.

The motion carried.

Education and Training Review Committee

AAS in Hospitality/Tourism Management

Mr. Jones presented the Education and Training Review Committee's motion to approve the Associate in Applied Sciences in Hospitality/Tourism Management degree. The proposed degree program will contain two track options for students, Hospitality/Tourism Management and Food/Beverage Management. The program is slated to begin in Fall 2021.

This program will produce a skilled workforce for the growing local hospitality and tourism industry. This degree will utilize some of the same courses being offered in the AAS.CUL degree, which will likely increase overall class numbers and favorably impact enrollment. A minimum of one additional full-time instructor and possible adjuncts will be needed alongside culinary faculty to teach the

Hospitality/Tourism Management track of this program. An increase to the culinary budget of \$2,500 - \$3,000 per semester will be required to cover additional food and beverage purchases.

The motion was approved.

President's Report

Dr. Miller provided the following updates:

- The college had two anonymous donors who paid for all the registration fees for all nursing graduates for their upcoming licensure exam for a total of approximately \$7,000. This information was also published by media.
- The state sent all state agencies a three-phase re-entry plan. Essentially, phase one begins on June 1 with employees who can work from home with essential employees returning to campus. Phase two begins no later than June 15 bringing back employees who cannot work from home, but employees who can continue to work from home should do so. The college would prepare the necessary PPE to allow students, employees, and the public back on campus for the third/final phase. Phase three begins no later than July 6 with normal business resuming with the exception of employees with compromising health situations. Employees and students are strongly advised to wear face masks until further instructions from the state and CDC. The college has already purchased a large quantity of masks for distribution. Dr. Miller is meeting with his executive leadership today to discuss the re-entry plan in greater detail.
- The college's 10-year reaccreditation is in 2023. The process has begun with the appointment of special task forces to collect the necessary data for the SACSCOC report. Dr. Miller will continue to provide board updates as necessary.

Each of the vice presidents provided a very brief overview of additional COVID-19 changes made in their respective areas.

- Ms. Wright provided the Foundation update with two areas of major importance that have been impacted by the pandemic:
 - 1) The performance of the Foundation's investments took a hit. The Foundation wanted to be able to issue scholarships at last year's level noting more need would be likely. The Foundation Board approved using 80% of the earnings from the Foundation unrestricted endowed funds (approximately \$100,000) and put that a 3% invasion of corpus on endowed scholarship funds one time only (approximately \$250,000) to award scholarships for the upcoming 2020/2021 year. The Foundation received over 1,000 qualified applicants, and scholarship award recipients will be announced in early June.
 - 2) Student Housing – occupancy for the summer is expected to be extremely low (approximately 10%) with the cancellation of three summer internship programs (approximately 30% of occupancy). The Foundation did ask for and received a principal deferral from TD Bank, who has the loan for student housing, for three months due to the reduction in internships for the summer. Student housing will be in full operation for Fall 2020. Rise, housing third party, has made many preparations very similar to what Dr. Miller described as

what the college is doing. There is currently 35% occupancy preleased for the fall; that is about on course with last year.

- Ms. Jones provided the HR update. Since closing in mid-March, on average about 78% of employees have been working remotely; 23% of employees have worked on campus; 39 employees are receiving unemployment benefits (estimated at approximately \$209,000), 2 of the 39 have since returned to work; 30 employees were approved for emergency sick leave; and 1 for emergency FMLA for a total of approximately 1400 hours. To HR's knowledge, only one employee has been exposed to the COVID virus, and they are unaware of any employees that have been diagnosed with the virus. HR has been required to track and send a daily report to the Governor's office with the percentage of employees working remotely, working from the college, and unable to work remotely.
- Dr. Knowles provided the Student Services update. Commencement would have taken place on May 8 and could not be held physically. Other ways the college celebrated the graduates: 1) special packages were mailed to the graduates that will include the actual degree, a tassel, a special commemorative pen engraved with their name in a special box; those graduates who signed up to attend the ceremony will receive a special commemorative booklet which lists names, degrees, a special message from Dr. Miller and Dr. Whirl, special remarks from graduates themselves. In addition, all graduate names are listed on the GTC website with their programs of study. The marketing department worked closely with Dr. Whirl and his team to put together a special video with Dr. Miller, Dr. Whirl, and all the academic deans expressing congratulations to the graduates in a personal way. Altogether, there were 511 graduates for spring and approximately 300 graduates were scheduled to walk. 2) A success measure that will be continued after the pandemic is over is Zoom virtual open house events for prospective students, parents, and supporters. On April 30, approximately 100 prospective students attended and heard presentations from college leaders, academics, and student services. Attendees were able to ask questions in real time with a 55% participation rate exceeding the face-to-face events at 40%. Enrollment services is following up with the prospective students. There will be a special follow up zoom event to continue discussion and answer questions. Of the 100 attendees, 40 have not completed an application, 88 have completed an application, and 39 have moved through the enrollment process with the anticipation of more.
- Ms. Simer provided an Institutional Effectiveness update. On the marketing side, messaging has been changed to welcome students back on campus including personal outreach email from Dr. Knowles and Dr. Whirl reassuring students of available support. Students were able to email back with questions and concerns. A microsite has been added for The Center for Culinary Innovation much like what was done for The Center for Manufacturing Innovation on branding. Governor McMaster sent a letter with a nicely done insert on May 18 to all high school seniors across the state touting the Technical College System and encouraging the seniors to consider technical colleges as a viable option this year. The college is following up on Governor McMaster's letter with a letter from Dr. Miller to Greenville County high school seniors encouraging consideration of the technical colleges. There will be a three week follow up campaign with postcards to the high school seniors. Ms. Simer shared a one-minute heart-warming video that faculty and staff put together collaborating with the marketing department to welcome back students.

- Dr. Whirl provided updates for Learning and Workforce Development.

Spring 2020 – most classes were moved to virtual learning with permission from Governor McMaster for seniors to complete the necessary onsite labs to graduate on time. The only program currently suspended is the truck driver training program, but the program is looking at ways to finalize PPE implementation to restart.

Summer 2020 begins May 22 with 85% course offerings will be online, 15% offered face-to-face (specifically intensive hands-on courses with permission from the Governor to offer to graduating seniors and underclassmen). All faculty have created a more intentional schedule with 10 or less students on campus labs at any given time with the appropriate PPE.

Fall 2020 – looking to bring my traditional online and hybrid offerings assuming all goes well with COVID-19.

EDCT – the biggest training request is for environmental occupational safety training. Faculty is conducting approximately five corporate trainings to help train managers on appropriate use of PPE, as well as helping to restart companies affected by COVID-19. EDCT is also marketing training to Chamber Affinity partners at a discount as well as a variety of nine free courses through the ed2go partner program.

SCATCC Update

Chair Shouse stated that the SCATCC has been on lockdown after the quarter of the calendar year because of COVID-19 limitations.

CHE Update

Mr. Batson provided the following updates:

- CHE had three virtual meetings in the early part of May.
- The Finance Committee reviewed and approved the GTC building project at the May 5 meeting. All projects were placed on hold at the main CHE level at the May 7 CHE board meeting. The projects will be looked at again in June.
- CHE is currently working with state institutions to collect data and organize plans which could be commonly put in place for Fall 2020.
- Mr. Batson serves on a committee that working to improve and modify processes to reduce and streamline regulations that will get financial aid to students more quickly.
- CHE sponsors College Application Month in all high schools in the fall of the year. The purpose is to advise and tutor students in filling out application forms for colleges and universities. Approximately 30,000 students were helped last fall.

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

The meeting adjourned at 1:18 p.m.