



Greenville Technical College Board

MEETING MINUTES

Wednesday, June 17, 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

Members Absent

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

Keith Munson

Call to Order and Welcome

Chair Shouse called the meeting to order at 12:00 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.

The old and new business were moved to just prior to the Performance and Evaluation Committee meeting.

Approval of Minutes

Ms. Hackl made a motion to approve the May 20, 2020 minutes as modified. Mr. Batson seconded the motion. The motion carried.

Finance Report

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

Total revenues are 3% above the year-to-date budget and 4% above the prior year actual.

Student revenues are \$2.2M or 4% above the year-to-date budget and \$2.9M or 6% above the prior year actual. Fall and spring curriculum enrollment was higher than budgeted because of the conservative budgeting. Summer 2020 enrollment is on track in terms of credit hours with the prior year in the budget, and it is lower in headcount. EDCT revenue is significantly below the budget and the prior year.

County revenues are slightly below the prior year and slightly above the year-to-date and annual budget.

State appropriations are above the budget and the prior year. A slight increase was budgeted for in appropriations. Approximately \$300,000 more was received because of the increases for salary and benefits. There was a slight increase in the appropriation from the state, and the college will be receiving additional funds of approximately \$65,000 in June. The state set-aside funds for Denmark Technical College were not completely used and will be distributed to the technical colleges based on the funding formula.

Auxiliary services revenue is below the year-to-date budget and the prior year. Physical book stores were closed for COVID-19, but online book sales reflected an increase above the prior year. The book store reopened at the Admissions and Registration Center prior to the Maymester with social distancing protocols in place and a visible increase in traffic.

Other revenues are 9% above the budget and 7% above the prior year. Increases have been seen in interest income relating to some investment changes, as well as the 2017 through present rental income from Clemson of \$100,000.

Total expenses are approximately \$756,000 below the year-to-date budget and approximately \$1.2 million above the prior year actual.

Salaries are \$820,000 below the budget, and \$960,000 higher than the previous year primarily as a result of replacing 2018/2019 retired employees and the 2% state mandated salary increases.

Benefits are slightly above the budget and the prior year, approximately 52% above the average last 10 years. The college expects to see this continue as health care costs continue to increase. As a result of COVID-19, the state decided to leave the employer share of the pension contributions at this year's level rather than the intended 1% increase.

Instructional expenses are slightly above the budget and the prior year primarily because of the 2% salary increase.

Academic Support is slightly below the budget and 4% above the prior year because of increases in salaries and benefits.

Student Support is below the budget and 14% above the prior year actual. There were more vacancies than expected and significantly higher budgeted increases in student support.

Operations and maintenance of plant is significantly below the budget and equal with the prior year. The college was anticipating higher expenditures earlier in the year because of moves made to vacate the Technical Resource Center and the outsourcing of projects that could not be completed due to COVID-19. All facility resource employees have been working since the shutdown to take care of in-house preventative maintenance.

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

Technology expenses are very close to the budget and above the prior year because of some software licenses previously paid with lottery technology funds that are now paid out of the operating account.

Remissions and exemptions are significantly below the budget and the prior year primarily because of high school fee waivers, a \$10 per credit hour increase in Lottery Tuition Assistance, and high school student eligibility for SC Wins. Remissions and exemptions decreased approximately \$500,000, and high school enrollment has actually increased.

Auxiliary services is slightly above the budget and the prior year because the college is purchasing more computers and materials for the summer semester. The book store helped provide laptops that were needed for students to finish their studies at the end of the spring semester and the college's laptop loan program.

Capital expenditures are below the budget and in line with the prior year. The college received over \$1 million of state money for equipment for the programs with high demand jobs. A significant amount has been used to furnish The Center for Culinary and Hospitality Innovation with the moveable equipment that was eligible to be used. The college has been move cautious with capital expenditures because of the unknowns of COVID.

Ms. DiMaggio provided a brief update on the federal funds received from the CARES Act. The college received \$3.3 million for grants directly to students. Approximately \$2.7 million has been issued by the college, and students are being given the opportunity to complete their financial aid forms to be eligible. The Department of Education has provided conflicting information on the remaining \$3.3 million to ensure there are no glitches. Until more clarity has been received, the college is keeping careful track of what has been purchased for fiscal year revenue purposes. The college will have at least 12 months to spend the funds. There is an additional \$346,000 that could be used for a wide variety of uses, i.e. lost revenue; however, the \$3.3 million cannot. Ms. DiMaggio will provide an update on the CARES Act funding at future board meetings.

Nominating Committee

Mr. Batson, Mr. Blakely, and Mr. Stafford served on the committee to nominate a slate of officers for a new two-year term. The committee presented the re-nomination of Mr. Shouse, Chair; Mr. Lattimore, Vice Chair; Mr. Southerlin, Treasurer; and Mr. Howard, Secretary. There being no other nominations, Ms. Hackl made a motion to accept the slate of officers as presented. Mr. Smith seconded the motion. The motion carried.

Chair Shouse informed the board to update and submit their committee assignment preferences to him for review.

Building and Grounds Committee

- **Easement for Greenville Tech Charter High School (GTCHS)**

Mr. Smith, on behalf of the committee, presented two motions for board approval.

The first motion was to approve an easement for GTCHS to cross the GTC property line for domestic water use metered by Greenville Water Works. The motion carried with one abstention by Ms. Hackl.

The second motion was to approve an easement for GTCHS to tie into GTC's fire hydrant waterlines for their fire hydrant sprinkler systems. The motion carried with one abstention by Ms. Hackl.

- **CHI Lease Approval**

A motion was made to approve a one year lease with the Greenville Tech Foundation for the Center for Culinary and Hospitality Innovation with a proviso of four additional one year lease extensions. The motion carried.

Audit Committee

Mr. Howard stated that the Audit Committee met this morning and received a report from the external auditor. Field work has been started, and there are pronouncements that may affect the college. The committee was made aware that the internal auditor resigned to take a position in another organization, and they will look at how to approach the vacancy.

President's Report

Dr. Miller provided the below updates:

- Per Governor McMaster, reopening phases have been modified: Phase 1 on June 1; Phase 2 no earlier than July 6; and Phase 3 no earlier than two weeks after phase 2 begins.
- The new Arts and Health Sciences building continues to move with momentum and a few challenges.

- Dr. Miller received a letter from Dr. Wheelan at SACSCOC about the college's reaccreditation. There will be a team onsite between September and November 2022. Updates will be provided as received.

SCATCC Update

Chair Shouse provided a SCATCC update.

- The board has met once virtually since the start of COVID-19. The Presidents' Council asked SCATCC to conduct a study on dual enrollment to help identify students interested in dual enrollment. The study has been commissioned and should be available the end of June. A lot of the information will be used to determine the effectiveness of having dual enrollment in universities because of the additional cost to students and the state. This may require lobbying for expansion into universities.
- State Tech has started a new brand campaign with advertising statewide utilizing several technical colleges marketing staff. An anonymous donor started the campaign to advertise technical college capabilities; however, the state was asked to match the donation.

CHE Update

Mr. Batson provided a CHE update.

- JBRC recently indicated that they will meet in July to consider Finance Committee projects. There is a special meeting of the Finance Committee on June 18, 2020. There will be a special called CHE board meeting the week of June 22, 2020 to discuss committee recommendations. Mr. Batson will provide a report after the meetings.

Old and New Business

Old and new business was moved before the Performance and Evaluation Committee because it will include an executive session.

Performance and Evaluation Committee

- **2019/2020 Institutional Objectives**
Dr. Miller provided a brief overview of the performance results against the 2019/2020 objectives.
- **2020/2021 Institutional Objectives**
Dr. Miller provided the new objectives pointing out the changes in red. The committee made a motion to approve the 2020/2021 Institutional Objectives as presented. The motion carried.

Dr. Miller then provided a comprehensive overview of the 2019/2020 key accomplishments.

Executive Session

Mr. Smith made a motion to move into executive session for the board to discuss personnel and compensation matters. Ms. Hackl seconded the motion. The motion carried and began at 1:40 p.m.

The board reconvened at 1:53 p.m. Ms. Hackl made a motion to adopt the recommendations of the Performance and Evaluation Committee. The motion carried unanimously.

The meeting adjourned at 1:55 p.m.