



Greenville Technical College Board

MEETING MINUTES

Wednesday, September 16, 2020

Via Zoom

Members Present

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

Members Absent

Dr. Burke Royster

Staff Present

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

Guests

Ben Kochenower, Cline Brandt Kochenower

Call to Order and Welcome

Chair Shouse called the meeting to order at 12:03 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, but no members of the press were in attendance. Chair Shouse acknowledged that the agenda was posted on the GTC website, and a quorum of board members was present.

There being no new developments from the special called meeting on September 3, 2020, the item identified as Executive Session was removed from the agenda. Mr. Jones made a motion to approve the modified agenda, Mr. Smith seconded the motion, and the motion carried.

Approval of Minutes

Mr. Smith made a motion to approve the August 19, 2020 minutes. Ms. Hackl seconded the motion. The motion carried.

Mr. Blakely made a motion to approve the September 3, 2020 minutes. Ms. Hackl seconded the motion. The motion carried.

Finance Report

Mr. Southerlin asked Ms. DiMaggio to provide the financial report.

The total revenues for the month of August are approximately 8% below the year-to-date budget and the prior year actual.

Student revenues are approximately \$2.1 million (7%) below the year-to-date because enrollment was down for the summer and the fall semesters. Late start enrollment is still underway.

County revenues are above the budget and the prior year. This is approximately 3% of what the college will receive from Greenville County. The bulk of the funds will be received at the beginning of 2021.

State appropriations are on target with the budget. The state allocation is unknown until the legislature approves the budget later this month or in October. Once the budget is approved, State Tech will use the funding formula to determine allocations to each of the technical colleges.

Auxiliary services revenue continues to be a struggle. It is considerably lower this month because of inclusive access being used for more classes; this option allows students to utilize online materials at a lower cost than printed materials.

Other revenues are significantly below the budget and the prior year because of decreases in interest income due to decreased interest rates. There have been no sales from the instructional departments including the dental, cosmetology, and massage therapy clinics. The child development center was closed for the month of July with limited revenues in August because of COVID.

Total expenses are 7% below the year-to-date budget and 5% below the prior year actual.

Salary expenses are above the budget and the prior year. The state mandated a 2% salary increase last year for faculty and staff who made under \$100,000 per year. Summer employment was slightly higher than anticipated because faculty members were needed so that students could complete their Spring Semester clinicals. This should decrease because fewer adjunct faculty will be needed for Fall Semester.

Benefits expenses are slightly above the budget and close to the prior year actual. Approximately two years ago, the auditors instructed the college to include two months of payments in July because of the way benefits are paid.

Instructional expenses are close to the prior year actual and the budget.

Academic support expenses are slightly above the budget and the prior year. There was an increase in expenditures for library science because of changes to online resources for the library. A few additional deans joined the college this year, and the budget normally runs on a five-year rolling average of previous expenses.

Student support expenses are above the budget and the prior year because there was a payment for call center services that was not paid at this time last year. The call center has been moved in-house, and cost savings are expected to be realized with that move.

Operations and maintenance of plant expenses are below the budget and the actual. Some smaller renovation projects were delayed because a few employees in Facility Resources were quarantined due to COVID.

Administrative and general expenses are above the budget and the prior year. There was a payment for the new talent management software that wasn't paid at the same time last year, and there was an increase in the compensated absences for employees who retired in July and August. There were some increases in institutional assessment and institutional research. In addition, there were vacancies last year that have been filled.

Technology expenses are significantly below the budget because payment for the ERP system licensing was not made until September, which is approximately \$460,000 of that deficit.

Remissions and exemptions expenses are below the budget and the prior year actual. The budget was lower this year because most of the high school students will be paying more tuition; the college is below the budget because high school registrations were running behind.

Auxiliary services expenses are below the budget and slightly below the prior year primarily because of the impact of inclusive access.

Capital expenditures are below the budget and the prior year because of COVID-related delays in ordering and receiving capital items.

Audit Committee

Mr. Howard stated that the Audit Committee met earlier this morning with the external auditors. Mr. Howard noted that Mr. Kochenower and Ms. DiMaggio provided a very thorough review of the financial statements that was hand delivered to the board prior to the meeting. The committee recommends board approval of the financial report.

Mr. Kochenower stated the auditor's opinion will be unmodified. The one issue with the statements is that the federal government is expected to release a compliance supplement this fall for the CARES Act higher education emergency relief funds that the college received (approximately \$3-4 million), which will alert the auditors as to which audit procedures should be applied to that money. The federal report cannot be issued until the procedures have been received. The financial statements only will be issued and on time this month and will go to the state.

Mr. Kochenower and Mr. Howard both commended Ms. DiMaggio and her team on the great job they do throughout the year that produces a clean, unmodified auditor's opinion.

The committee recommended that the board approve the June 30, 2020 financial report. The board accepted and approved the report as presented.

Mr. Howard made the board aware that the current auditor contract concludes this year. The bid process has begun and will take approximately six months. The committee will keep the board updated on the progress.

Education and Training Review Committee

Mr. Jones presented the Education and Training Review Committee's recommendation to approve the Associate in Applied Science in Surgical Technology degree.

These individuals perform a broad range of duties including assistance with surgical procedures, esthetic techniques, and patient care. This profession is projected to grow over the next ten years. Additionally, the Accreditation Review Committee for Surgical Technologists and Surgical Assisting has recommended that by the year 2021, all graduates of an accredited surgical technology program earn an associate degree upon completion of the program. Current faculty and staff will support this associate degree. No supplemental resources or additional funding will be needed. The program is slated to begin in Fall 2021.

The motion carried.

President's Report

Dr. Miller provided the following updates:

- CBRE, the state's realtor, will be taking steps to more aggressively market the Buck Mickel Center.
- The college continues to track the number of COVID cases reported. There was an uptick in cases reported with the start of the semester; however, the number of positive cases has been in the single digits.
- Current enrollment is slightly below flat at 10,300. Dr. Miller attributes the positive enrollment numbers to all employees and their dedication to the college's adoption of the 4 Disciplines of Execution. There are 85 to 90 teams, and every team is focused on the overall institutional goal of increasing the number of unduplicated graduates each year. Each team member must make a commitment from week to week, the commitments are tracked, and there is accountability for the commitments.

SCATCC

Chair Shouse provided a brief SCATCC update. The board met on September 2, 2020. The primary concern at this time is the loss of the anticipated surplus funds because of COVID and how it will affect the legislative process allocations. There was a one-time surplus income from the Department of Energy to South Carolina for the Savannah River Plant.

CHE

Mr. Batson provided the CHE update. The board met on September 3, 2020.

- CHE has begun to look at enrollment data from the colleges that is being sent on a regular basis. The president of the S.C. Technical College System projects that technical college enrollment will be down approximately five to eight percent.
- CHE has encouraged all universities and two-year colleges to defer capital projects, if possible, in the current environment.
- CHE elected officers. Mr. Batson will remain on the Finance Committee, chair of the Access and Equity Student Services Committee, and the Executive Committee.

There being no old or new business, Mr. Southerlin made a motion to adjourn into the Enterprise Campus Authority Board meeting. Mr. Howard seconded the motion. The motion carried.

The meeting adjourned into the Enterprise Campus Authority Board meeting at 12:47 p.m.