



## **Greenville Technical College Board**

### **MINUTES**

Wednesday, November 15, 2023

Barton Campus, Student Success Center 102, Community Room

---

#### **Members Present**

Tom Britt  
Hunter Howard  
Dean Jones  
Ray Lattimore, Chair  
Ray Martin  
Dr. Burke Royster  
Coleman Shouse  
Kenneth Southerlin  
David Stafford

#### **Members Absent**

Paul Batson  
Jo Hackl  
Keith Smith

#### **Staff Present**

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

#### **Guests**

Grant Burns, SC Tech Board  
Ashley Jaillette, SCATCC Executive Director  
Keith Munson, Rimom Law

---

Chair Lattimore called the meeting to order at 12:10 p.m. and welcomed board members, staff, and guests. Chair Lattimore announced that the press had been notified of the meeting in accordance with the Freedom of Information Act. Chair Lattimore acknowledged that the agenda was posted on the GTC website, and a quorum of board members was present.

#### **Approval of Minutes**

Mr. Shouse made a motion to approve the September 20, 2023, board minutes. Dr. Royster seconded the motion. The motion carried.

#### **SCATCC Update**

The SCATCC update was moved up on the agenda to accommodate Ms. Ashley Jaillette, SCATCC Executive Director, to provide the update. Ms. Jaillette has served as Executive Director for eight years.

- The SCATCC meets quarterly. Ms. Jaillette serves as a staff member to the board. The primary focus is the education of the commissioners and advocacy.

- As the executive director, Ms. Jaillette attends all State Board meetings and all Presidents' Council meetings.
- Save the date for Wednesday, January 31, 2024, for the SCATCC Day of Learning inclusive of New Trustee Orientation, Legislative Luncheon and Awards Program, and the Commissioners' Academy at the Palmetto Club in Columbia. Ms. Jaillette asked the board to consider nominees for the awards that will be announced at the Legislative Luncheon and Awards Program.
- Hosted a reception at the ACCT annual meeting in Las Vegas for the sixteen state technical colleges.
- Plan to host a luncheon for the sixteen state technical colleges at the Community College National Legislative Summit in Washington DC on February 6, 2024.

### **Approval of the 2024 GTC Board Calendar**

Chair Lattimore presented the 2024 GTC Board Calendar for approval. The law requires the board to adopt the board calendar annually and post it in January annually. Chair Lattimore noted there will not be a March, July, October, or December meeting unless necessitated. He also noted the 2024 GTC Board retreat will be a joint retreat with the Greenville Tech Foundation Board in February. Mr. Shouse made a motion to approve the calendar as presented. Mr. Southerlin seconded the motion. The motion carried.

### **Finance Report**

Mr. Southerlin asked Ms. DiMaggio to provide the financial update. The report is available on BoardEffect.

### **Education and Training Review Committee**

Mr. Jones presented the proposed new program, Associate in Applied Science: Operations Management. This program will prepare graduates for overseeing a company's organizational processes, managing and ensuring efficient operations, and serving as a company representative on regulatory issues while developing high-performance teams. The program is slated to begin in Fall 2024 and will offer traditional face-to-face, blended, hybrid, and online courses. Coming from the committee, a second is not required. The motion carried. The new certificate program is attached and is also available in BoardEffect.

### **President's Report**

President Miller stated that the Marketing, Recruiting, and Enrollment Committee met on November 14, 2023. Mr. Martin asked Dr. Knowles and Ms. Simer to provide highlights of the meeting.

Dr. Knowles provided a preliminary enrollment update. The college is up 2% at 5,102 students for Spring 2024. The breakdown is new students are up 6.9% of 335; returning/continuing students are up 2.4% at 4,767; and dual enrollment is up 24.8% at 1,600. The strategic enrollment and marketing team is also in the process of interviewing and hiring a consultant to help build an updated enrollment funnel and develop a strategic enrollment and marketing plan. The firms being interviewed have experience working with the South Carolina Technical College System.

Ms. Simer highlighted the Career Pathways Scholarship and what the college is doing. Dr. Larry Miller and his team have focused on the initiative *3 to Complete*. There are over 3,000 students who have three or fewer classes to complete a degree or certificate. Another initiative is the customer care team and financial aid partnered together and determined that 4,500 applicants applied or were previously awarded the scholarship but did not take advantage of the opportunity.

Ms. Simer also highlighted the new rebranding efforts. Currently, marketing is filming video spots, President Miller made an internal announcement on a Success Check segment with a visual of the new logo and colors. Employee engagement will begin in January 2024 with training on internal brand awareness and how to leverage it. February 2024 is the final push for developing ads, social media, website, campaign creation, etc. March 2024 will be the official launch and a press release.

A few other highlights from President Miller:

- The college received a letter of intent on the Buck Mickel building on November 14, 2023, from MPV Properties in Charlotte.
- The completion date for the Administration Building 123 is March 2024. There was a delay with ordering windows and doors.
- The new parking lot across from the Student Success Center 102 is complete.
- The completion date for the Child Development Center is March 2024.
- The Center for Workforce Development with a focus on welding will be located at the Brashier Campus. Phase One has been approved by the State Tech and will move to the other State level committees.
- Representative Bruce Bannister asked President Miller what the college's needs are, specifically unique needs for upcoming big projects. President Miller provided Representative Bannister with a white paper focused on a Center for Industrial Analytics and Cyber Security. The intent would be to vacate and demolish the UT building after faculty and staff have relocated to the new Center for Health and Life Sciences.
- The ERP System is moving along. It is a two to three-year project involving a lot of staff time.
- In January's 2024 Audit Committee meeting, the internal auditor will provide audit findings on the IT systems security update. Multi-factor authentication has also been implemented for all employees.
- Commencement is Friday, December 15, 2023, at 10:00 a.m. at the Greenville Convention Center. There are approximately 281 students signed up to walk.
- The Greenville Tech Foundation 50<sup>th</sup> Anniversary Celebration raised \$188,000 with 79 sponsors; 235 guests and staff attended the celebration.

### **State Tech Board Update**

Mr. Burns provided a brief update.

- There are two open presidential positions: 1) Dr. Ron Rhames, president of Midlands Technical College, announced his retirement, and 2) Dr. Mary Thornley, president of Trident Technical College, announced her retirement. Search committees are underway for both positions.
- Mr. Burns is the chair of the Workforce and Economic Development Committee on the State Board. Mr. Burns stated it has been an amazing year with requests for ReadySC assistance and retraining. ReadySC is a huge tool that the Department of Commerce uses to attract employers to South Carolina.
- The State Tech Foundation Board is active again primarily driven by a program called Create Opportunity. The program primarily identifies minority students who might be good software engineers, interviews them, filters to a group, and then those cohorts go through a program at a technical college. There is corporate support from companies needing software engineers and a lot of optimism that it will blossom into something big.
- The State Tech Board retreat is in two weeks.

**Old and New Business**

There being no old or new business, Chair Lattimore adjourned the meeting at 1:03 p.m.



### 2024 Area Commission Calendar

Date	Meeting	Location	Time
January 17, 2024	Regular Board Meeting	Student Success Center 102, Community Room	12:00 – 1:30p
February 21, 2024	Joint GTC Board / GT Foundation Board Retreat	Greenville Country Club San Souci Room	9:00a – 1:00p
March 20, 2024	<b>No Meeting</b>		
April 17, 2024	Regular Board Meeting	Student Success Center 102, Community Room	12:00 – 1:30p
May 15, 2024	Regular Board Meeting	Student Success Center 102, Community Room	12:00 – 1:30p
June 19, 2024	Regular Board Meeting	Student Success Center 102, Community Room	12:00 – 1:30p
July 17, 2024	<b>No meeting – summer break</b>		
August 21, 2024	Regular Board Meeting	Student Success Center 102, Community Room	12:00 – 1:30p
September 18, 2024	Regular Board Meeting	Student Success Center 102, Community Room	12:00 – 1:30p
October 16, 2024	<b>No Meeting</b>		
November 20, 2024	Regular Board Meeting	Student Success Center 102, Community Room	12:00 – 1:30p
December 18, 2024	<b>No Meeting</b>		

# FINANCIAL UPDATE

---

Area Commission

November 15, 2023



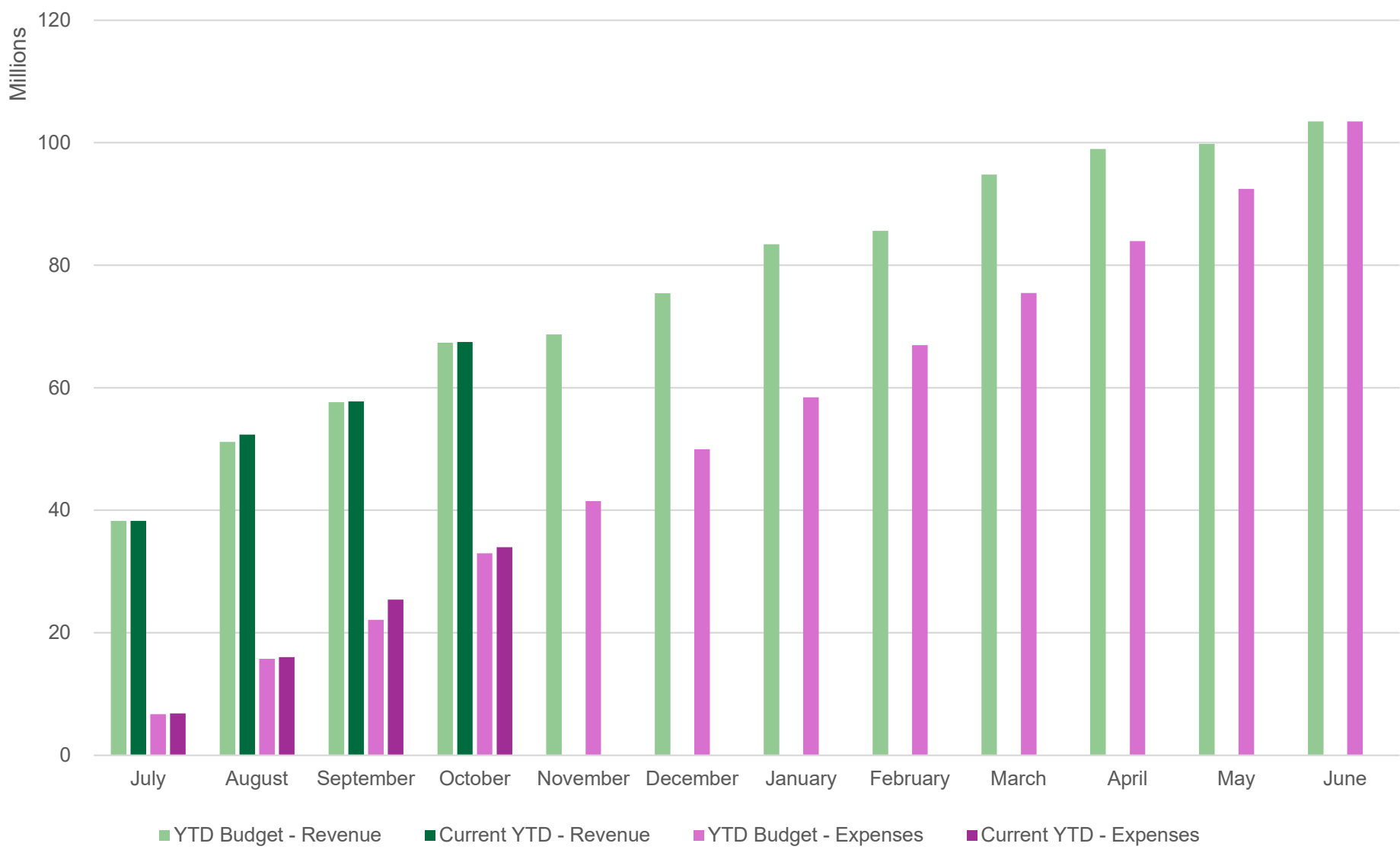
# BUDGET ANALYSIS OCTOBER YTD

	OPERATING BUDGET	YEAR- TO-DATE BUDGET	CURRENT YEAR ACTUAL	VARIANCE AMOUNT**	PRIOR YEAR ACTUAL	ANNUAL GROWTH AMOUNT	ANNUAL GROWTH %
<b>REVENUES</b>							
STUDENT	\$55,712,000	\$36,980,576	\$37,163,794	\$183,218	\$36,418,846	\$744,948	2%
LOCAL GOVERNMENT	11,700,000	696,150	693,149	(3,001)	660,713	32,436	5%
STATE BOARD	25,500,000	25,230,766	25,230,766	0	19,896,787	5,333,979	27%
AUXILIARY SERVICES	4,933,000	2,750,641	2,663,382	(87,259)	2,322,610	340,772	15%
OTHER	5,624,800	1,689,521	1,751,158	61,637	951,440	799,718	84%
<b>TOTAL REVENUES</b>	<b>103,469,800</b>	<b>67,347,654</b>	<b>67,502,249</b>	<b>154,595</b>	<b>60,250,396</b>	<b>7,251,853</b>	<b>12%</b>
<b>EXPENDITURES</b>							
INSTRUCTIONAL	\$40,588,340	\$13,547,249	\$13,579,529	\$32,280	\$13,147,899	\$431,630	3%
ACADEMIC SUPPORT	8,723,463	2,821,915	2,823,465	1,550	2,513,504	309,961	12%
STUDENT SUPPORT	7,695,326	2,183,358	2,099,027	(84,331)	2,160,095	(61,068)	(3%)
OPERATIONS & MAINTENANCE	12,943,942	3,850,349	3,900,925	50,576	3,616,086	284,839	8%
ADMINISTRATIVE & GENERAL	15,704,169	4,377,599	4,461,494	83,895	4,124,873	336,621	8%
TECHNOLOGY	7,833,887	2,389,463	2,837,352	447,889	2,217,976	619,376	28%
REMISSIONS AND EXEMPTIONS	2,000,000	1,595,450	1,885,715	290,265	2,329,259	(443,544)	(19%)
AUXILIARY SERVICES	4,480,673	1,778,494	1,969,845	191,351	1,760,798	209,047	12%
CAPITAL	1,550,000	415,570	390,523	(25,047)	115,088	275,435	239%
DEBT SERVICE	1,950,000	0	0	0	0	0	0%
<b>TOTAL EXPENDITURES</b>	<b>\$103,469,800</b>	<b>\$32,959,448</b>	<b>\$33,947,875</b>	<b>\$988,427</b>	<b>\$31,985,578</b>	<b>\$1,962,297</b>	<b>6%</b>

Year-to-date budget based on 5 year trend of percentages of total received, with exception of State Board which is based on payment schedule

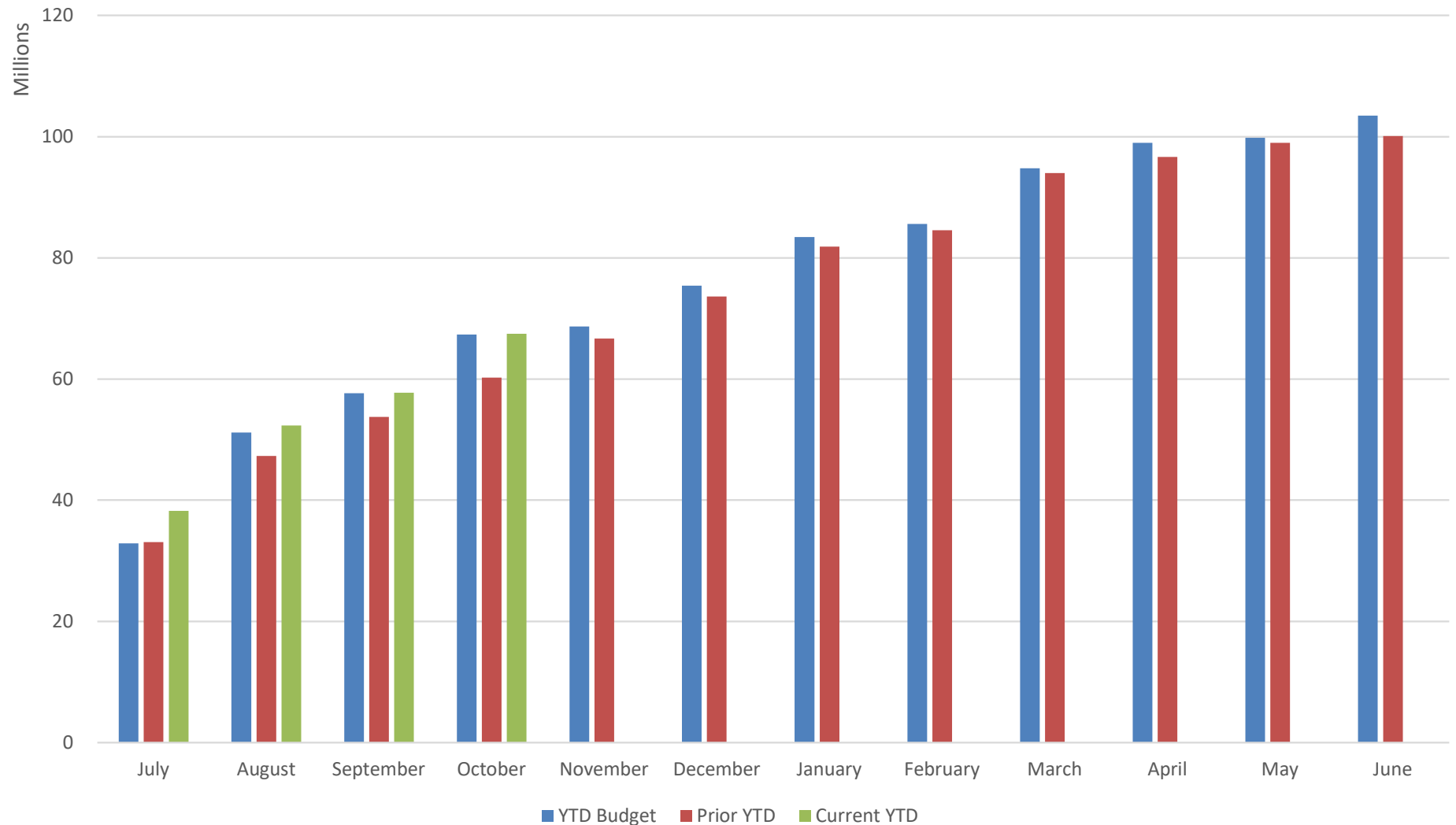
\*\*() = UNDER BUDGET

# Budgeted and YTD Revenues and Expenses

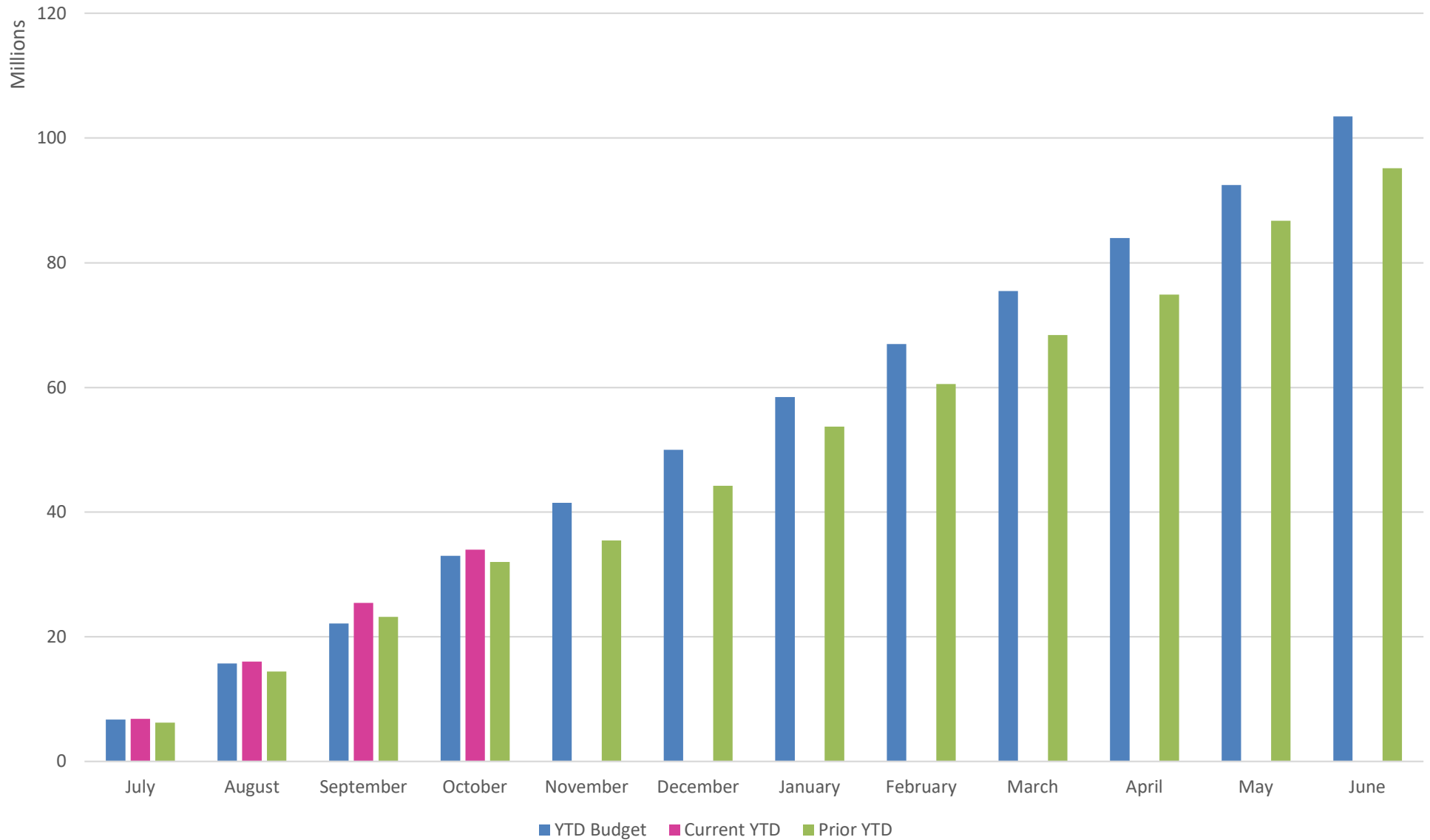




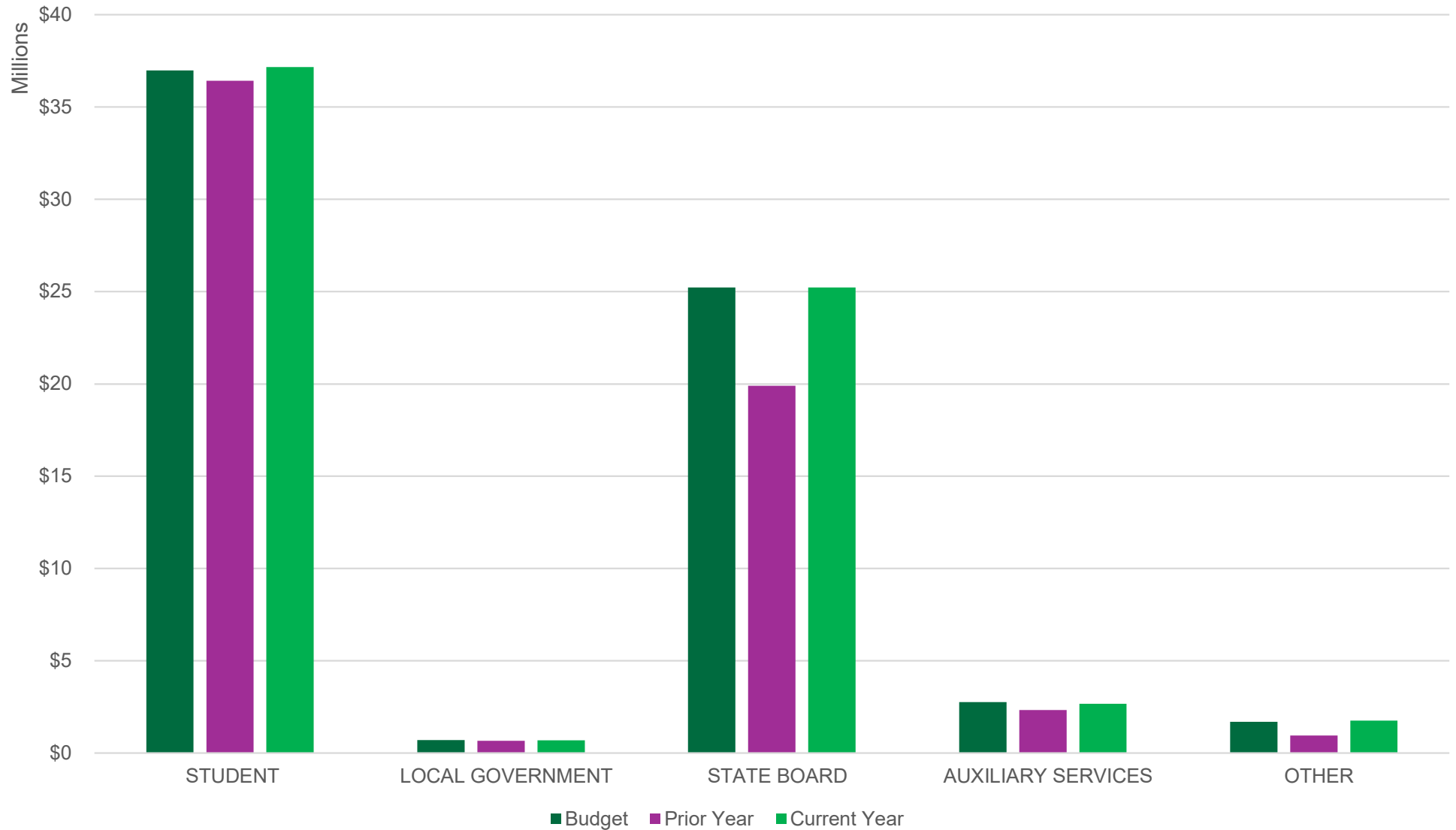
# Revenues by Month



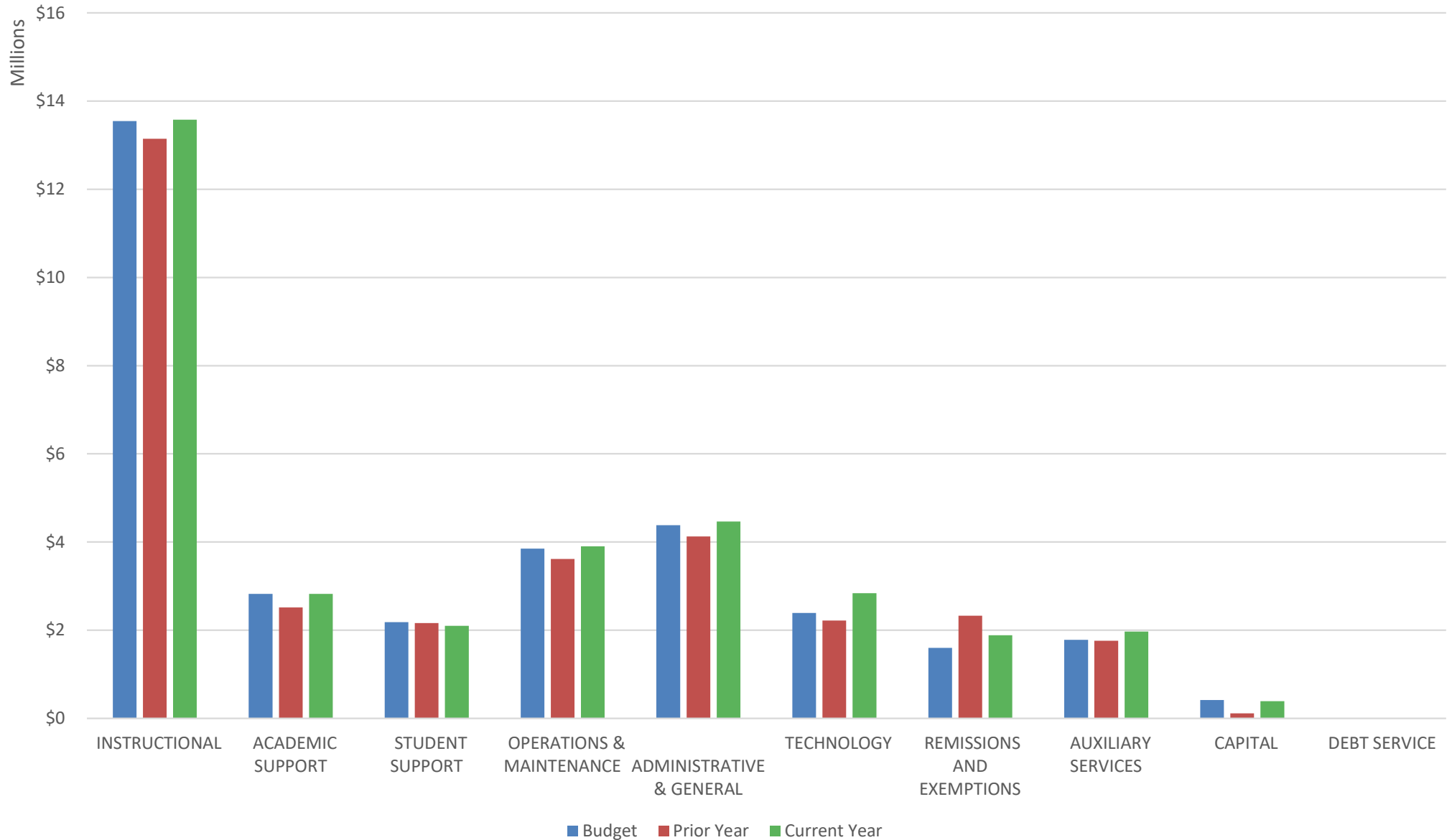
# EXPENSES BY MONTH



# REVENUES BY TYPE OCTOBER YTD



# EXPENSES BY FUNCTION OCTOBER YTD



Questions?

Thank you



Operations Management  
Associate in Applied Science  
Program Code: AAS.OMT

**Purpose:**

To create an Associate Degree program that will prepare students to be proficient as entry-level Operations Managers or Supervisors.

**Need:**

While several Business Administration and Management/Supply Chain Management programs exist in the Upstate (and through the State of South Carolina), none currently exist in the entire state at the 2-year level aside from an Operations Management track within the Business Administration program at Tri-County Technical College. Based on the evidence provided below, there is a clear need/interest of Upstate organizations in this program.

**Projected Job Openings & Salaries:**

\*From the surveys and responses received, we show over 150 f/t openings and 100 p/t openings in this field per year for at least the next 3 years.

\*Additionally, via a search of the Occupational Insight database tool, we're showing 30 current Operations Management positions open in the Upstate.

\*Salary estimates from the needs surveys are \$36-\$52K. About one-third of the current postings in this field from the Occupational Insight search show salary ranges greater than \$52, with several indicating more than double that amount.

- 1) SBCTE Needs Surveys received
- 2) Occupational Insight database
- 3) Phone calls, emails, and in-person conversations with additional employers.

**Resources:**

The only additional resource needed for this new program will be one new full-time faculty member (and release time for current faculty to develop four new courses). Faculty from the Management and Supply Chain Management departments will teach all other core courses and classroom space in these areas will be utilized. As the program grows, if the need for additional adjunct faculty or resources are needed, it will be addressed at that time.

# GREENVILLE TECHNICAL COLLEGE

## NEW ASSOCIATE DEGREE REQUEST FORM

Name of Certificate (35 characters, including spaces): Operations Management (AAS.OMT)

Campus Location: Barton Campus

Semester to be Implemented: ☒ Fall 2024 ☐ Spring 20 ☐ Summer 20

Method of Delivery: (Check all that apply)

- ☒ Traditional/face-to-face \*select if program is offered less than 25% online  
☒ Blended/hybrid \*select if program is offered more than 25% online  
☒ 100% online \*select if 100% of program is offered online

Upon completion of the program, will licensure or certification be required for employment in this occupation?

yes ☐ no ☒

Name of Credential:

\*For each licensure program, the department must make available information regarding whether the completion of the program would be sufficient to meet licensure requirements for that occupation for all States.

Purpose/Description of Program: (Limit 300 characters – approx. 3.5 lines)

This program will prepare students for various entry-level roles related to Operations Management. An Operations Manager is responsible for overseeing a company's organizational processes, while adding value through process improvement. Their main duties include managing operations, ensuring safe, efficient operations, and serving as a company representative on regulatory issues, while developing high performing teams.

Operations Managers enhance operational system procedures and carry out supervisory responsibilities in accordance with company policies and laws, while assisting the human resources team with recruiting and hiring. As a pivotal player, an Operations Manager helps companies identify problems, create strategies by analyzing information and processes, then presents their findings and solutions to leadership.

Program Requirements for entrance into the program: Acceptable placement test score(s), plus high school diploma or GED

First Year					
	Course	Course Name	Lec	Lab	Credit Hrs.
Fall	COL 111	E-Learning Success	1	0	1
	COL 105	Freshman Seminar	3	0	3
	CPT 170	Microcomputer Applications	3	0	3
	ENG 101	English Composition I	3	0	3
	MAT 120	Probability and Statistics (recommended) or higher college transferable Math (MAT 109 and MAT 110 recommended for students intending to transfer to a 4-year University)	3	0	3
	MGT 101	Principles of Management	3	0	3
	Total		16	0	16
Spring	ACC 101	Accounting Principles I	3	0	3
	BUS 121	Business Law I	3	0	3
	ECO 210 or ECO 211	Macroeconomics	3	0	3
	MKT 101	Marketing	3	0	3
	SPC 205	Public Speaking	3	0	3
	Total		15	0	15



Summer	BUS 105	Business Economics Applications	3	0	3
	BUS 250	Introduction to International Business	3	0	3
	BUS 160	Fundamentals of Transportations and Logistics	3	0	3
	MKT 130	Customer Service Principles	3	0	3
		Total	12	0	12
Second Year					
Fall		Humanities Elective	3/4	0	3/4
	MGT 260	Leadership Fundamentals	3	0	3
	MGT 220	Operations Management I	3	0	3
	MGT 201	Human Resource Management	3	0	3
	ENG 105	Editing Academic Writing	1	0	1
		Total	13/14	0	13/14
Spring	BUS 230	Purchasing	3	0	3
	MGT 240	Management Decision-Marketing	3	0	3
	MGT 221	Operations Management II	3	0	3
		Total	9	0	9
		Grand Total	65/66	0	65/66

**Please provide Program Student Learning Outcomes**


Program Student Learning Outcomes:	
1.	(1 <sup>st</sup> Outcome) Analyze and understand the relevance of financial and accounting statements.
2.	(2 <sup>nd</sup> Outcome) Evaluate international business and economic concepts to determine impact on the local organization.
3.	(3 <sup>rd</sup> Outcome) Demonstrate leadership and customer service skills necessary for the successful operations manager.
4.	(4 <sup>th</sup> Outcome) Incorporate pertinent business concepts and terminology in written and oral communication.
5.	Diagnose and solve inefficiencies in business operations/processes.

Developed by Department Head: Vincent G. Weaver Date: 09/26/2023

Approved by Division Dean: Michelle E. Byrd Date: 09/26/2023

Curriculum Committee Approval Date: 09/26/2023

Approved by Vice President of Learning & Workforce Development:

 Date: 10/16/23

Approved by President:  Date: 11-11-23

Approved by Area Commission \_\_\_\_\_ Date: \_\_\_\_\_

State Tech System Approval Date: \_\_\_\_\_

SACS Approval Date: \_\_\_\_\_

DOE Approval Date: \_\_\_\_\_

Curriculum Code: \_\_\_\_\_

CIP Code: \_\_\_\_\_

**Associate in Applied Science - Operations Management  
Curriculum Layout  
AAS.OMT**

	Course	Course Name	Lec	Lab	Credit Hrs.
<b>Fall</b>	<b>COL 111</b>	<b>E-Learning Success</b>	<b>1</b>	<b>0</b>	<b>1</b>
	<b>COL 105</b>	<b>Freshman Seminar</b>	<b>3</b>	<b>0</b>	<b>3</b>
	<b>CPT 170</b>	<b>Microcomputer Applications</b>	<b>3</b>	<b>0</b>	<b>3</b>
	<b>ENG 101</b>	<b>English Composition I</b>	<b>3</b>	<b>0</b>	<b>3</b>
	<b>MAT 120</b>	<b>Probability and Statistics (MAT 109 and MAT 110 recommended for students intending to transfer to a 4-year University)</b>	<b>3</b>	<b>0</b>	<b>3</b>
	<b>MGT 101</b>	<b>Principles of Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
		<b>Total</b>	<b>16</b>	<b>0</b>	<b>16</b>
<b>Spring</b>	<b>ACC 101</b>	<b>Accounting Principles I</b>	<b>3</b>	<b>0</b>	<b>3</b>
	<b>BUS 121</b>	<b>Business Law I</b>	<b>3</b>	<b>0</b>	<b>3</b>
	<b>ECO 210 or ECO 211</b>	<b>Macroeconomics  Microeconomics</b>	<b>3</b>		<b>3</b>
	<b>MKT 101</b>	<b>Marketing</b>	<b>3</b>	<b>0</b>	<b>3</b>
	<b>SPC 205</b>	<b>Public Speaking</b>	<b>3</b>	<b>0</b>	<b>3</b>
		<b>Total</b>	<b>15</b>	<b>0</b>	<b>15</b>
<b>Summer</b>	<b>BUS 105</b>	<b>Business Economics Applications</b>	<b>3</b>	<b>0</b>	<b>3</b>
	<b>BUS 250</b>	<b>Introduction to International Business</b>	<b>3</b>	<b>0</b>	<b>3</b>
	<b>BUS 160</b>	<b>Fundamentals of Transportations and Logistics</b>	<b>3</b>	<b>0</b>	<b>3</b>
	<b>MKT 130</b>	<b>Customer Service Principles</b>	<b>3</b>	<b>0</b>	<b>3</b>
		<b>Total</b>	<b>12</b>	<b>0</b>	<b>12</b>
		<b>Humanities Elective</b>	<b>3/4</b>	<b>0</b>	<b>3/4</b>
<b>Fall</b>	<b>MGT 260</b>	<b>Leadership Fundamentals</b>	<b>3</b>	<b>0</b>	<b>3</b>
	<b>MGT 220</b>	<b>Operations Management I</b>	<b>3</b>	<b>0</b>	<b>3</b>
	<b>MGT 201</b>	<b>Human Resource Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
	<b>ENG 105</b>	<b>Editing Academic Writing</b>	<b>1</b>	<b>0</b>	<b>1</b>
		<b>Total</b>	<b>13/14</b>	<b>0</b>	<b>13/14</b>
<b>Spring</b>	<b>BUS 230</b>	<b>Purchasing</b>	<b>3</b>	<b>0</b>	<b>3</b>
	<b>MGT 240</b>	<b>Management Decision-Marketing</b>	<b>3</b>	<b>0</b>	<b>3</b>
	<b>MGT 221</b>	<b>Operations Management II</b>	<b>3</b>	<b>0</b>	<b>3</b>
		<b>Total</b>	<b>9</b>	<b>0</b>	<b>9</b>
		<b>Grand Total</b>	<b>65/66</b>	<b>0</b>	<b>65/66</b>

## Summary of Employment Needs Survey

(To be submitted to SBTCE as separate document with proposal)

**College Name**      Greenville Technical College

**Program Title**      Associate in Applied Science, **with a major in** Operations Management

1. Job Title or Classification:              Operations Manager
2. Job Description:                      An Operations Manager is responsible for overseeing a company's organizational processes, while adding value through process improvement. Their main duties include managing operations, ensuring safe, efficient operations, and serving as a company representative on regulatory issues, while developing high performing teams. Operations Managers enhance operational system procedures and carry out supervisory responsibilities in accordance with company policies and laws, while assisting the human resources team with recruiting and hiring. As a pivotal player, an Operations Manager helps companies identify problems, create strategies by analyzing information and processes, then presents their findings and solutions to leadership.
3. Date(s) of Survey:                      May-July 2023
4. Name and title of person(s)  
who conducted survey:                  Vincent Weaver, Management/Supply Chain Management,  
Department Head
5. Method of survey (check all that apply): Phone ☒      In-Person ☒      Mail ☐      E-mail ☒
6. Number of firms contacted:              40  
Number of responses received:      10  
**NOTE:** Attach a list of firms contacted and indicate by asterisk which firms responded to the survey.
7. Identify the specific geographical areas surveyed. Indicate all counties surveyed and explain why any counties in the college's service area were not surveyed. **Colleges may not survey outside their service areas without permission.**

Greenville County

## 8. SUMMARY OF ESTIMATED JOB OPENINGS

Job Openings (Estimate)	New Positions Due to Growth	Turnover Positions Due To Attrition	Total Position Openings
<b>Next Year 20 <u>24</u>:</b>			
Full-time openings	102	50	152
Part-time openings if applicable	100		100
<b>Second Year 20 <u>25</u>:</b>			
Full-time openings	102	50	152
Part-time openings if applicable	100		100
<b>Third Year 20 <u>26</u>:</b>			
Full-time openings	102	50	152
Part-time openings if applicable	100		100

**NOTE:** Enrollment/graduation rates for the proposed program should not exceed the number of anticipated job openings.

## 9. Summary of estimated **entry-level** annual salary range for this job title/classification:

Full-time range: 36K-52K yearly

Part-time range: \$15-\$16 hourly

Explanation of extremes: Range based on experience, skills, and abilities

## 10. Number of companies surveyed who will provide tuition assistance to employees wishing to enroll in this program: 3

11. Provide an analysis of survey results indicating the extent to which this program is or is not needed in this service area.

Very strong interest among several of the companies who responded - particularly BMW and Fastenal - with those 2 alone capable of supporting this program. Several others (e.g. JTEKT, Magna Automotive, Larkin, ScanSource, Pride Staffing) indicated interest and a true "need" in this area, but either weren't able to provide specific data, or weren't sure what positions at their respective companies would call for this particular degree just yet. Very telling was the fact that none who responded indicated only earning an Associates Degree in Operations Management would be seen as problematic for hiring purposes (vs. the more traditional Bachelors Degree in this field.) Also worth noting: In utilizing the Occupational Insight database engine (attached), we also see there are 30 positions (28 entry-level or minimal required experience) open right now in the Upstate - about half of which are in Greenville County with the rest in very close proximity.

12. Verification by Chief Academic Officer (CAO):

- I personally conducted this survey. Yes ☐ No ☒
- I have carefully reviewed the survey data and have verified the survey summary. Yes ☒ No ☐

CAO Name (typed): Dr. Larry Miller

Telephone Number: 864-250-8058

Submission Date: 09/26/2023

CAO Signature: \_\_\_\_\_

10/18/23

**NOTE:** The CAO should maintain survey data and should be available by phone to discuss survey results with State Board staff, Commission on Higher Education staff or staff of other accrediting bodies.