

**AIKEN COUNTY COMMISSION FOR TECHNICAL  
AND COMPREHENSIVE EDUCATION  
AIKEN TECHNICAL COLLEGE**

**August 8, 2022  
5:15 p.m.**

**President's Conference Room 102  
Ashley Little Administration Building**

**MEETING MINUTES**

**CALL TO ORDER**

**NOTIFICATION OF COMPLIANCE WITH THE SOUTH CAROLINA FREEDOM OF  
INFORMATION ACT**

**ROLL CALL**

**Present:**

Mr. Joe Lewis  
Mr. Bill Windley  
Mr. Alvin Padgett  
Ms. Teresa Haas  
Ms. Keyatta Priester  
Mr. Mike Uhle

**Not Present:**

Mr. Daniel Lloyd  
Mr. Stuart MacVean  
Mr. King Laurence  
Mr. Charlie Hartz

**Also Present:**

Dr. Forest Mahan  
Mr. Andy Jordan  
Ms. Sylvia Byrd  
Ms. Melinda Rodgers

**APPROVAL OF MINUTES – June 13, 2022**

Mr. Alvin Padgett made the motion, seconded by Mr. Bill Windley, to approve the June 13, 2022 meeting minutes as presented. The motion passed unanimously.

**Introduction** – Dr. Mahan introduced Ms. Melinda Rodgers, hired in the new position of Associate Vice President of Enrollment Management and Student Affairs.

**A. Administrative Services – Mr. Andy Jordan**

**1. 100/200 Building Renovations**

**Summary of Issue:** The 100-200 building HVAC chiller and pipes throughout the building are rusted and leaking. The chilled water system needs to be replaced. The building is 50 years old. The 400 and 500 buildings are in the process of being demolished. The 300 building feeds the 100-200 and 700 building air conditioning system and can't be demolished at this time. The chiller is close to end of life. During the HVAC updates, employees in the 100-200 building will temporarily relocate to other buildings. Some employee moves may be permanent and provide better space for those departments. The new chilled water system will cost \$325,000. The air handler will cost about \$175,000. With contingencies, the College estimates the work to be about \$600,000. The College will use Deferred Maintenance funds from the State for the upgrades.

**Action Taken:** Mr. Windley motioned on behalf of the Building and Finance Committee to approve the chilled water system upgrade and the air handling system replacement projects estimated at \$600,000.

**B. Academic and Student Affairs – No Report**

**C. Advancement – No Report**

**D. Human Resources – Ms. Sylvia Byrd**

**1. ATC Policy Updates – No approvals required**

**Summary of Issue:** For the Commission's information, the College reviews policies and procedures every three years to meet SACSCOC requirements and make sure policies and procedures are current. The College reviewed and made minor updates to the policies below:

2-6-101	Records: Retention and Disposition
3-2-110	Employee New Benefit Authorization
6-2-101	Payroll Distribution
6-2-106	Compensation for Part-Time Employees
1-2-101	Vision, Mission, & Values
1-4-100	Accreditation and Substantive Change

**Action Taken:** None taken.

## **E. Office of the President – Dr. Forest Mahan**

### **1. President's Report**

Summary of Issue: Ms. Bridget Denzik's appointment to the Commission is pending with the Governor's office. Ms. Denzik is the Chief Nursing Officer with Aiken Regional Medical Centers, and she replaces Mr. Ed Romero, who left the Commission on June 15. The SCTCS Presidents' Council meets this week to finalize the FY24 budget request to the legislature. The College holds its Kick-Off for faculty and staff on August 16 to welcome back employees and get energized for fall. World Design Marketing will be present at the Kick-Off to unveil the new marketing and branding campaign. Also, on the 16<sup>th</sup>, the College will host a Health Sciences and Nursing Open House to promote the College's programs and enrollment, provide tours, and highlight the new partnership with USCA.

Action Taken: None taken.

### **2. 2022 Commission Self-Evaluation Survey Results**

Summary of Issue: Dr. Mahan presented the annual Commission Self Evaluation Survey results. SACSCOC asks colleges to conduct the survey but does not review the results. The survey assessed Commission involvement or input in the following areas: Commission Organization, Policy Role, Community Relations, Strategic Planning, Commission-President Relations, ATC Operations, Commission Leadership, Advocating for ATC, and Commission Professional Development. Most responses fell in the "Agree" or "Strongly Agree" category except for Professional Development. The Commission received a list of South Carolina Association of Technical College Commissioners' list of upcoming events to get more involved. The College encourages Commission members to participate in SCATCC and the Association of Technical College Trustees, but understands other commitments Commission members may have. The College will invite Ms. Ashley Jaillette back to review ATTC membership. The College is open to exploring any professional development interest members may have. Strategic Planning responses indicated an opportunity to have faculty or staff give presentations on ATC's programs to the Commission to support reengagement. The Commission will also receive an update on the Quality Enhancement Plan.

Action Taken: None taken.

### **3. FY22 Annual Plan Highlights and FY23 Annual Plan Review**

Summary of Issue: The Commission received an electronic copy of the Annual Plan Highlights and Review on ATC thumb drives. Dr. Mahan reviewed accomplishments from 2021-22 and action items planned for 2022-2023. The College's mission, vision, and values remained the same from the previous plan. In addition to academic and operational goals, the College added a sixth goal addressing diversity, equity, and inclusion. Under professional development and growth, Dr. Mahan asked Ms. Sylvia Byrd to highlight the College winning the statewide PEBA Award in 2021. The College won over all other state agencies. The award recognizes the College's efforts to promote its employees' emotional, physical, and financial health.

The College's official 50<sup>th</sup> anniversary is September 1. At 9:01 a.m., the College will bury a time capsule holding items representing the College's past and present. The time capsule will be buried next to the CEAM building. The College will hold an anniversary celebration for the community on campus on September 29.

Mr. Lewis asked if the "No Cost" tuition promotions have impacted enrollment. Dr. Mahan explained the College is being more proactive with enrollment. As of today, the College is ahead by about 10% in enrollment compared to last fall. The College aims for a sustained 5% growth in enrollment per year in the next five years to reach pre-COVID enrollment.

Action Taken: None taken.

#### 4. Upcoming Events

- September 12, 2022 – Commission Meeting
- September 29, 2022 – ATC 50<sup>th</sup> Anniversary Celebration, 6:00 p.m., on campus
- October 10, 2022 – Commission Meeting
- November 14, 2022 – Commission Meeting & Holiday Dinner
- December 2022 – No Meeting
- January 5, 2023 – Aiken County Legislative Delegation Dinner
- January 9, 2023 – Commission Meeting
- February 13, 2023 – Commission Meeting
- February 28, 2023 – Aiken County Council Dinner

#### **F. Executive Session – Mr. Joe Lewis**

Ms. Keyatta Priester made the motion, seconded by Mr. Windley, to enter Executive Session. The motion passed unanimously. The Executive Session began at 6:11 p.m.

##### **1. Dr. Forest Mahan FY22 State Agency Head Performance Evaluation**

Summary of Issue: The purpose of the Executive Session was for discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body or the appointment of a person to a public body.

Ms. Priester made the motion, seconded by Ms. Teresa Haas, to reconvene the regular session. The motion passed unanimously. The Commission resumed regular session at 6:46 p.m.

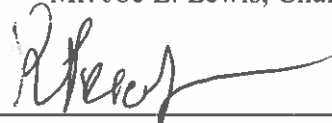
**G. Open Session – Mr. Joe Lewis**

Action Taken: Ms. Haas made the motion, seconded by Ms. Priester to approve Dr. Forest Mahan's Agency Head Performance Evaluation for 2021-2022 and supports a 7% salary increase. The motion passed unanimously.

Mr. Padgett made the motion, seconded by Mr. Uhle to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:48 p.m.



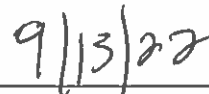
Mr. Joe E. Lewis, Chair



Ms. Keyatta Priester, Secretary

9/13/22

Date Approved



Date Approved

