



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

**September 11, 2023
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
Ms. Teresa Haas (via phone)
Mr. Mike Uhle (via phone)
Ms. Jennifer Curtis (via phone)
Mr. Alvin Padgett (via phone)

Not Present:

Mr. King Laurence
Ms. Keyatta Priester
Mr. Charlie Hartz

Also Present:

Dr. Forest Mahan
Mr. Andy Jordan
Ms. Sylvia Byrd
Ms. Mechelle English
Mr. Chad Crumbaker, J.D.
Mr. Bruce McCord
Ms. Stacey Nichols

APPROVAL OF MINUTES - August 14, 2023

Mr. Alvin Padgett motioned to approve the minutes. Mr. Bill Windley seconded the motion. The Commission unanimously approved the August 14, 2023, minutes.

A. Academic and Student Affairs - Mr. Chad Crumbaker

1. Enrollment Update

Summary of Issue: The Commission reviewed historical enrollment data for Fall 2023, including Dual Enrollment and graduates from each Aiken County high school. As of today, fall enrollment is at 2,238.

Action Taken: None taken.

2. Surgical Technology Diploma Cancellation

Summary of Issue: The Surgical Technology program is being cancelled at the Diploma of Applied Science level because the program was changed to an Associate of Applied Science program beginning with the Fall 2022 cohort. The change is in line with industry trend and accreditation requirements. No faculty or students were impacted other than the change to their degree.

Action Taken: Mr. Windley motioned on behalf of the Executive Committee to approve the cancellation of the Surgical Technology Program. The motion passed unanimously.

3. Quality Enhancement Plan (QEP) Overview with Mr. Bruce McCord / Ms. Stacey Nichols

Summary of Issue: Mr. Bruce McCord, Director of Institutional Effectiveness, Teaching & Technology, and Ms. Stacey Nichols, Communications Department Chair, shared a presentation on the QEP. The QEP is part of the Southern Association of Colleges and Schools Commission on Colleges decennial reaccreditation process. Aiken Technical College's QEP is READ, WRITE, ACHIEVE! Its goals are to increase student awareness and utilization of student support services; to improve transition and success rates for students moving from transitional writing to ENG 101 and ENG 160; and to improve student reading and writing outcomes. Year 1 (2020-21) focused on student awareness and utilization of support services, such as Academic Counseling, Tutoring, and Library Resources. Year 2 (2021-22) incorporated Open Educational Resources (OER) into transitional reading and writing and ENG 101 courses. Year 3 (2022-23) introduced a co-requisite approach to transitional writing (via ENG 012) and a focused transitional reading course (RDG 100). In Year 4 and beyond, the College is enhancing the QEP based on data accumulated during the preceding years. Ms. Jennifer Curtis asked about the student Course Success Rate, which Mr. McCord clarified that 77% the goal by the end of the QEP. The Commission received the latest edition of "Creative Minds," the student literary journal and a bookmark.

Action Taken: None taken.

B. Administrative Services - Mr. Andy Jordan

1. Capital Projects Update

Summary of Issue: Mr. Jordan provided an update on capital projects occurring on campus. HVAC improvements, the new electronic marquee, and the demolition of the 400-500-600 buildings are complete. The roof on the 900 building should finish this week. Campus-wide painting is ongoing. The Welding and Grinding Lab solicitation will be published tomorrow. The Library renovation will kick off in four to six weeks. Meetings continue to discuss new campus signage. Architect interviews are scheduled later this month for the 700 building renovation and the kick-off meeting with the new Nursing building architect is September 27. The College is also working with the State and the Aiken County Public School District to change the easement for the new Career Center to a lease agreement.

Action Taken: None taken.

C. Advancement - Ms. Mechelle English

1. Mascot Reintroduction and Update to Policy 2-4-103: ATC Logos and Slogans

Summary of Issue: Since the College is reintroducing the Knight mascot program to compliment the new logo and branding, Ms. English reviewed updates to add the mascot back into the ATC Logos and Slogans policy. The College had eliminated the mascot in 2013 due to budget constraints.

Action Taken: Mr. Windley motioned on behalf of the Executive Committee to approve the changes to Policy 2-4-103. The motion passed unanimously.

D. Human Resources - Ms. Sylvia Byrd

1. South Carolina Public Employee Benefit Authority (PEBA) Award

Summary of Issue: Ms. Byrd announced that PEBA selected ATC for an annual PEBA Partner Award in the Higher Education category for demonstrated promotion of a physically, mentally, and financially healthy workplace. In the last two years the College was the overall winner, among all state agencies. The award recognizes the College's programs and tools to help employees manage stress, care for aging parents, cultivating connections, financial wellness, and alcohol and substance awareness to name a few. The Commission received "Light in the Darkness" flashlights for suicide prevention

awareness and ATC protein shake bottles. In response to Mr. Lewis's question, Ms. Byrd explained the College does submit nominations for the award in the various categories.

Action Taken: None taken.

E. Office of the President - Dr. Forest Mahan

1. College Update

Summary of Issue: Dr. Mahan reviewed the final SC Technical College System FY25 budget request. Dr. Mahan will attend the SCTCS President's Council meeting this week. The State has a smaller budget surplus this year which may impact budget awards. The College held its 2023-2024 academic year kick-off for employees on August 15 with motivational speaker. On August 17, the College hosted the SRS Nuclear Operator Apprenticeship Graduation with over 100 graduates. Marketing and Communications has revamped and relaunched the "Mondays with Mahan" video series to a podcast-type series entitled, "Mahan Conversations." The College awarded the contract for the new Nursing building to Compass 5 Partners. As mentioned above, there will be a kick-off meeting with the architect on September 27. On August 23, Dr. Mahan participated in a Technical College System of Georgia Senior Leadership Panel with Augusta Tech and SRNS. The Georgia technical colleges are interested in the apprenticeship model ATC has with SRNS. On September 6, Dr. Mahan presented an overview of ATC for the SC Association of Technical College Commissioners. On September 8, the College signed an articulation agreement with USCA at a ceremony held at USCA. The agreement will allow the transfer of academic credits from Aiken Tech to USCA for students pursuing bachelor's degrees in science, technology, engineering, mathematics and other in-demand fields of study. Dr. Mahan will be meeting with Mr. Dennis Carr at SRNS to discuss candidates for the ATC Commission. Dr. Mahan has also been in talks with Mr. Matt Merrifield at Aiken Regional Medical Centers to fill the other vacant Commission position. Dr. Mahan will be on a SACSCOC site visit October 2-5 and then attending the national ACCT Leadership Congress October 7-12. Ms. Priester, Ms. Curtis, Dr. Tim Hardee of SCTCS, and Dr. Hope Rivers, President of Piedmont Tech are also attending and the group will give a presentation at the conference. Dr. Mahan also reminded the Commission of the annual ATC Foundation Scholarship Fundraiser on October 19 on campus. Mr. Alvin Padgett asked about the response to the new CDL classes. The response is positive with classes full in September, October, November, and December. The College is looking into scheduling 2024 CDL classes. Ms. Priester is signed up to take the course.

Action Taken: None taken.

2. Upcoming Events

- October 16, 2023 - Commission Meeting (**Moved from October 9**)
- October 19, 2023 - ATC Foundation Annual Scholarship Reception and Fundraiser, CEAM Building, 6:00 p.m. – 8:00 p.m.
- November 13, 2023 - Commission Meeting and Holiday Dinner at The Willcox, 5:30 p.m.
- December 2023 - No Meeting
- January 4, 2024 - State of the College with Aiken County Legislative Delegation
- January 8, 2024 - Commission Meeting
- February 12, 2024 - Commission Meeting
- February 27, 2024 - State of the College with Aiken County Council
- March 11, 2024 - Commission Meeting

F. Executive Session - Mr. Joe Lewis

Mr. Windley made the motion, seconded by Ms. Curtis, to enter Executive Session. The motion passed unanimously. The Executive Session began at 5:58 p.m.

Summary of Issue: The purpose of the Executive Session was for the approval of Dr. Mahan's Agency Head Planning Stage for 2023-2024.

Mr. Padgett made the motion, seconded by Mr. Windley, to reconvene the regular session. The motion passed unanimously. The Commission resumed regular session at 6:19 p.m.

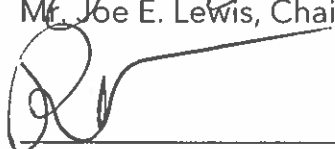
G. Open Session - Mr. Joe Lewis

Action Taken: Mr. Windley made the motion, seconded by Mr. Padgett at 6:20 p.m. to approve Dr. Mahan's 2023-2024 Agency Head Planning Stage.

Ms. Curtis made the motion, seconded by Mr. Windley, to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:21 p.m.


Mr. Joe E. Lewis, Chair

10/16/23
Date Approved


Ms. Keyatta Priester, Secretary

10-16-23
Date Approved