



AIKEN
TECHNICAL COLLEGE

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

June 12, 2023 at 5:15 p.m.

**President's Conference Room 102
Ashley Little Administration Building
Aiken Technical College**

MEETING MINUTES

CALL TO ORDER

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

ROLL CALL

Present:

Mr. Bill Windley
Ms. Keyatta Priester
Mr. Charlie Hartz
Mr. Alvin Padgett
Ms. Jennifer Curtis
Mr. King Laurence
Ms. Teresa Haas
Dr. Bridget Denzik
Mr. Mike Uhle (via phone)

Not Present:

Mr. Joe Lewis
Mr. Stuart MacVean

Also Present:

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

APPROVAL OF MINUTES - May 8, 2023

Mr. Alvin Padgett motioned to approve the minutes. Ms. Keyatta Priester seconded the motion. The Commission unanimously approved the May 8, 2023, minutes.

A. Administrative Services - Mr. Andy Jordan

1. FY24 Budget Approval
2. FY24 Student Lab Fees
3. FY24 General Fee Increase

Summary of Issue: The Commission reviewed the proposed balanced budget of \$20,476,119 for FY24. The budget was based on 3.5% enrollment growth and included a 5% base increase plus an additional 2% increase for full-time employees and lapsed salary. The Commission also reviewed proposed FY24 student lab fees, which included fee increases for Advanced PCA, Certified Nursing Assistant, Nursing RN, Paramedic, Phlebotomy, PNR (Nursing LPN), Radiologic Technology, and Welding. The College also proposed a general increase of \$15 to Enrollment and Security fees, covering enrollment, student activities, and technology (\$5 each).

Action Taken: Mr. Charlie Hartz motioned on behalf of the Building and Finance Committee to approve the FY24 Budget, the FY24 Student Lab Fees, and the FY24 General Fee increase. The motion passed unanimously.

4. FY23 Bad Debt Write-Off

Summary of Issue: The Commission reviewed the Accounts Receivable Annual Write-off memo for FY23. Accounts deemed uncollectible totaled \$46,301, down from the 2022 write-off of \$74,044. The memo detailed student payment plans, bad debt, and delinquent account collections activity.

Action Taken: Mr. Hartz motioned on behalf of the Building and Finance Committee to approve the FY23 Accounts Receivable Annual Write-off memo. The motion passed unanimously.

5. Capital Reserve Expenditures

Summary of Issue: The College is moving the IT Data Center from the 100-200 building to a more secure location in the 700 building with disaster modules and a backup generator. The College would use Proviso monies for the Capital Deferred Maintenance dollars, but the Data Center project was not approved. The College requested to use some of its Capital Reserve to proceed with the project. The Data Center expenditures total \$1.3 million and take about nine months to complete the project. The move would take place in January or February 2024. The College had requested Capital Reserve funds for 100-200 building updates, but the College decided to defer the 100-200 building expense and look at other campus expenses coming out of the Proviso money. The money earmarked for the

100-200 building will still be available under the Proviso for different projects on campus. The College has \$24 million in liquidity.

Action Taken: Mr. Hartz motioned on behalf of the Building and Finance Committee to approve the \$1.3 million expenditure for the Data Center project. The motion passed unanimously.

6. State Investment Pool

Summary of Issue: The College has one-time monies of about \$15 million in the bank for the new Nursing building and Welding Lab. The College wants to move the funds to the State Investment Pool instead of CDs. The State Investment Pool has fewer restrictions and is easier to manage. The money would be spent in the next one and a half to two years.

Action Taken: Mr. Hartz motioned on behalf of the Building and Finance Committee to accept moving the funds to the State Investment Pool. The motion passed unanimously.

B. Academic and Student Affairs - Mr. Chad Crumbaker

1. Enrollment Update

Summary of Issue: Mr. Crumbaker reviewed current and historical figures for Summer enrollment. The College just started the Summer Term II. Summer 2023 enrollment is over 22% higher than last year. Students are taking about half a credit more on average due to the College's enrollment and retention initiatives. The College is encouraging earlier registration and advising for Fall and Summer terms, especially with continuing students. Enrollment Services manages new students under a proactive case management model, and each is assigned an Enrollment Specialist, an Enrollment Advisor, and a Financial Aid Expert. Ms. Melinda Rodgers, the new Associate Vice President of Enrollment Management and Student Affairs, leads the project. Dual Enrollment (DE) with Midland Valley High School for Fall 2023 has doubled compared to last year. The Welding CTE program is expanding through the Aiken County Career and Technology Center (ACCTC). The College is also launching a Cyber Security Pathway with the ACCTC. Mr. Crumbaker reviewed the current and historical enrollment figures for Fall 2023. Ms. Priester asked if area private schools have contacted the College about DE or if private schools are able to fund DE. The College has a DE enrollment with Horse Creek Academy, and those students come to the ATC campus. There are agreements with other private schools for virtual programs. South Aiken Baptist Christian School offers DE on its campus. The College continues to look at opportunities with other schools, including Fox Creek. Mr. Bill Windley asked if the new all-year schedule at Aiken County Schools impacts the College. The District school year starts about three weeks before ATC's fall term. The College added a College Skills course available to DE students before ATC classes start. The high schools with their own teachers can start DE on day one. The College has also made minor calendar adjustments to align better with the District.

Action Taken: None taken.

C. Advancement - No Report

D. Human Resources - No Report

E. Office of the President - Dr. Forest Mahan

Dr. Mahan thanked Commission members who participated in the Commission Retreat on May 26.

1. Legislative Update

Summary of Issue: The Senate should vote on the FY24 budget this week. The College expects the SCTCS budget request to pass as follows: \$20M for Recurring Base Funding, \$225M for Non-Recurring Maintenance, \$3.3M for Deferred Maintenance, \$93.7M for SC WINS, \$12M for High Demand Jobs, Skills, and Equipment, \$51.1M for Lottery Tuition Assistance, \$80M for Needs-Based Grants, \$10M for Nursing Initiatives, \$8M for Technology, \$3.5M for SC Youth and Apprenticeship Grants, \$2M for readySC, and a \$2,500 State employees making under \$50,000, and a 5% raise for employees making above \$50,000. ATC will add another 2% for its employees.

Action Taken: None taken.

2. 2023 Commission Self-Evaluation Survey

Summary of Issue: The annual Commission Self-Evaluation Survey is approaching to assess the Commission's engagement and interests. Ms. Jill Uhler will send the instructions with the survey link in early July. The College will share results at the August 14 Commission meeting.

Action Taken: None taken.

3. Dr. Forest Mahan FY23 State Agency Head Performance Evaluation

Summary of Issue: Ms. Uhler will send the instructions and materials for Dr. Mahan's evaluation in early July. Mr. Lewis will compile Commission input for the August 14 Executive Session.

Action Taken: None taken.

4. General College Update

Summary of Issue: The College signed an MOU with the Aiken County Public School District on June 2 to seal the partnership with the District to build the new Aiken County Career and Technology Center. Some Commission members were able to attend. The event received good media coverage.

The College hosted Augusta Technical College President, Dr. Jermaine Whirl and his Executive Team. ATC Executive Staff and others met with the Augusta Tech team to have a summit of ideas and best practices. Dr. Whirl mentioned a workforce project funding the City of Augusta received from the Biden Administration. Dr. Mahan will join a call with Augusta Tech and CSRA representatives this week to discuss the project.

Dr. Mahan attended the Aiken County Council meeting on June 6 to thank them for their support and the millage the College receives.

As already shared, the MOU with the Aiken County Sheriff's Office expires on June 30. The College is looking to amend its security contract with New Age Protection to add an officer during the day. The Sheriff's Office may like to use some ATC space for training. The College will meet with Sheriff's Office representatives this week to discuss the space and opportunities. Dr. Mahan and Mr. Joe Lewis are preparing a letter to thanks all County Council members for their support and stress that the suspended MOU is temporary, and the College wants a full-time Aiken County officer back as soon as possible. The College is doing additional training on its emergency alert system, ReGroup, used for all emergencies: weather, active shooter, chemical spill, etc.

Dr. Mahan will speak at Rotary on June 19.

The College is hosting a Cyber Camp for middle school students from June 26 to June 30.

Construction of the new Highland Springs Middle School might not finish in time for the District's fall start in late July. The College is working with the District to provide possible backup space for some of the students. The College could provide space in the 100-200 and 700 buildings.

Action Taken: None taken.

5. Upcoming Events

- July 2023 - No Meeting
- August 14, 2023 - Commission Meeting
- September 11, 2023 - Commission Meeting
- October 16, 2023 - Commission Meeting (**Moved from October 9**)
- November 13, 2023 - Commission Meeting and Holiday Dinner

- o December 2023 - No Meeting

F. Executive Session - There was no Executive Session

Ms. Priester made the motion, seconded by Ms. Jennifer Curtis, to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:50 p.m.


Mr. Joe E. Lewis, Chair

8.14.23
Date Approved


Ms. Keyatta Priester, Secretary

8.14.23
Date Approved