



AIKEN
TECHNICAL COLLEGE

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

**October 16, 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. Keyatta Priester
Ms. Teresa Haas
Mr. Mike Uhle (via phone)
Ms. Jennifer Curtis
Mr. Alvin Padgett
Mr. King Laurence

Not Present:

Mr. Charlie Hartz

Also Present:

Dr. Forest Mahan
Mr. Andy Jordan
Ms. Sylvia Byrd
Ms. Mechelle English
Mr. Chad Crumbaker, J.D.
Ms. Betsy Cline
Mr. Brian Nicholson, Mauldin & Jenkins

APPROVAL OF MINUTES - September 11, 2023

Mr. Alvin Padgett motioned to approve the minutes. Ms. Keyatta Priester seconded the motion. The Commission unanimously approved the September 11, 2023, minutes.

A. Administrative Services - Mr. Andy Jordan

1. FY 23 Audit

Summary of Issue: The Commission received copies of the Financial Report and the Auditor's Discussion & Analysis Financial & Compliance Audit Summary for Fiscal Year 2023. Mr. Brian Nicholson from Mauldin & Jenkins CPAs highlighted items in the reports. The auditors gave the FY23 financial statements a clean, unmodified opinion with no deficiencies or weaknesses. In response to Ms. Jennifer Curtis's question about past audit results, Mr. Jordan and Dr. Mahan noted that the College has earned consecutive positive audit results in recent years.

Action Taken: Mr. Bill Windley motioned on behalf of the Building and Finance Committee to approve the FY 23 Audit. The motion passed unanimously.

2. Capital Projects Update

Summary of Issue: The College continues to work on several improvement projects throughout campus. Mr. Jordan reported on various work, including office and classroom painting, Welding and Grinding Lab updates, new carpeting and flooring in the Library, and the development of new directional and building entrance signs. The Welding and Grinding Lab work will be done over Christmas break, so classwork will not be interrupted. The College is processing the lease paperwork for the new Aiken County Career and Technology Center to be built on campus in partnership with the Aiken County Public School District. The Nursing Building Committee held its kick-off meeting with the architects, Compass 5 Partners, on September 27. Nursing building meetings will continue with the architect to develop the design and site selection.

Action Taken: None taken.

3. Policy Updates

6-3-102	Procurement of Goods and Services
6-5-103	Uncollectable Student Accounts
6-3-104	Bookstore Discount to Employees
6-5-107	Credit and Non-Credit Waiver for Senior Citizens

Summary of Issue: Minor language and grammatical changes were made to the above financial policies to keep them current.

Action Taken: Mr. Windley motioned on behalf of the Building and Finance Committee to approve the revised policies. The motion passed unanimously to approve:

6-3-102	Procurement of Goods and Services
6-5-103	Uncollectable Student Accounts
6-3-104	Bookstore Discount to Employees
6-5-107	Credit and Non-Credit Waiver for Senior Citizens.

B. Academic and Student Affairs - Mr. Chad Crumbaker

1. Policy Updates

2-3-109	Wellness Activities Center
3-3-110	ATC Faculty Teaching/Work Load and Overload Compensation
4-4-102	Definition of Full-Time Student
4-4-104	Open Admissions
4-4-107	Student Assessment of Instruction
4-4-109	Training and Business Development Course Evaluations
4-4-111	Dual Enrollment for High School Credit
4-4-114	Registration Override
4-4-115	Course Expiration
4-5-110	Course Overload
4-5-111	Withdrawal Policy
4-5-112	Course Advisement
5-2-101	Disclosure of Student Information
5-2-102	Access to Student Information
5-2-103	Release of Transcripts
5-2-104	Student Permanent Record
5-3-101	Student Activities
10-2-101	Grants Policy

Summary of Issue: Minor language, grammatical, and department/title changes were made to the above academic policies, except 4-4-115, to keep them current. The College requests rescinding the Course Expiration Policy 4-4-115 because the policy is no longer relevant.

Action Taken: Ms. Priester motioned on behalf of the Curriculum and Student Services Committee to eliminate Course Expiration 4-4-115 and to approve the revised as listed:

2-3-109	Wellness Activities Center
3-3-110	ATC Faculty Teaching/Work Load and Overload Compensation
4-4-102	Definition of Full-Time Student
4-4-104	Open Admissions
4-4-107	Student Assessment of Instruction
4-4-109	Training and Business Development Course Evaluations
4-4-111	Dual Enrollment for High School Credit
4-4-114	Registration Override
4-5-110	Course Overload
4-5-111	Withdrawal Policy
4-5-112	Course Advisement
5-2-101	Disclosure of Student Information
5-2-102	Access to Student Information
5-2-103	Release of Transcripts
5-2-104	Student Permanent Record
5-3-101	Student Activities
10-2-101	Grants Policy

. The motion passed unanimously.

C. Advancement - No Report

D. Human Resources - No Report

E. Office of the President - Dr. Forest Mahan

1. College Update

Summary of Issue: Dr. Mahan reported no changes to the SC Technical System FY25 state budget request, which requests an additional \$20 million in recurring funds, \$51.1M for LTA, \$95M for SC WINS, and \$30M for Equipment for High-Demand Jobs Skills Training.

Dr. Mahan participated in a Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) site visit in Beeville, TX the first week of October.

The ATC Foundation is hosting its Scholarship Fundraiser on October 19.

Dr. Mahan will attend the Savannah River Site Community Reuse Organization (SRSCRO) retreat on October 29-31.

Dr. Mahan and Ms. Curtis attended the National Association of Community College Trustees annual Leadership Congress October 9-12 in Las Vegas. Dr. Mahan received the Chief Executive Officer of the Year award by the Southern Region from the Association of Community College Trustees at the annual awards banquet. Ms. Curtis was impressed by the conference and reported the importance of data use for student retention discussed at the conference. Other conference discussion focused on fewer people attending college at all, 2 or 4 years, and how colleges can address that.

Dr. Mahan, Ms. Priester, and Ms. Curtis will attend the ACCT Legislative Summit in February 2024 in Washington, D.C.

The College is working with the Aiken County Legislative Delegation to fill the two open Commission seats.

Dr. Mahan reminded the Commission of the Commission holiday dinner on November 13.

Action Taken: None taken.

2. Upcoming Events

- 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. - **See menu selections in folder.**
- December 2023 - No Meeting
- January 4, 2024, 5:30 p.m. - State of the College Dinner with Aiken County Legislative Delegation
- January 8, 2024 - Commission Meeting
- February 12, 2024 - Commission Meeting
- February 27, 2024, 5:30 p.m. - State of the College Dinner with Aiken County Council
- March 11, 2024 - Commission Meeting
- April 8, 2024 - Commission Meeting

F. Executive Session - Mr. Joe Lewis

1. There was no Executive Session.

Mr. Windley made the motion, seconded by Ms. Priester, to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:55 p.m.



Mr. Joe E. Lewis, Chair



Date Approved



Ms. Keyatta Priester, Secretary



Date Approved

