

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

**September 12, 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  
Ms. Teresa Haas  
Ms. Keyatta Priester  
Mr. Stuart MacVean  
Mr. King Laurence  
Mr. Charlie Hartz

**Not Present:**

Mr. Alvin Padgett  
Mr. Mike Uhle  
Mr. Daniel Lloyd

**Also Present:**

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

## **APPROVAL OF MINUTES - August 8, 2022**

Mr. Joe Lewis noted a correction to the motions in the minutes. Mr. Charlie Hartz was not present at the August meeting. The minutes will be corrected. Ms. Priester seconded the motion to approve the minutes pending the correction. The Commission unanimously approved the August 8 minutes with the correction.

### **A. Academic and Student Affairs - Mr. Chad Crumbaker**

#### 1. Introduction

Dr. Forest Mahan introduced Mr. Chad Crumbaker, the new Vice President of Academic and Student Affairs, effective September 1, 2022. On behalf of the Commission, Mr. Lewis welcomed Mr. Crumbaker to the College.

### **B. Administrative Services - Mr. Andy Jordan**

#### 1. Building Projects Update

Summary of Issue: The College has several building and campus updates:

- The College is repairing several rooftop HVAC units. The HVAC work is pending on available parts.
- The roof on the 900 building will be replaced. The College is waiting on a roofing consultant's availability to come and assess other roofs.
- Demolition of the 400-500-600 buildings is waiting on the State to get clearance for an RFP. The College expects to move forward with the process in the next fifteen days.
- The installation of internal and external security cameras, exterior call boxes, and Wi-Fi is nearly complete. There will be a walk-through of all the security systems in the next three weeks.
- The College will move forward with internal and external signage and the electronic marquee updates this year. Plans for the 100-200 building renovations and moves continue.
- New carpeting, flooring, and paint will go in the 700 building Amphitheater.
- The second floor of the ITC building will receive new flooring, carpeting, and paint. Information Technology is moving the server room to increase capacity and provide better hazard protection.
- The parking lots will be repainted and seal-coated.
- The College finished the updates were made to the Grinding Lab ventilation system.
- The new Nursing building is going into pre-design with input from faculty and staff. The new ATC branding will continue to roll out through campus.

Action Taken: None taken.

## **C. Advancement - Ms. Mechelle English**

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

Summary of Issue: Mr. Bruce McCord and Ms. Stacey Nichols, as Co-Chairs of the QEP, provided a status report. The QEP is in its third year and is part of the SACSCOC reaffirmation and accreditation process. ATC's QEP is READ, WRITE, ACHIEVE! The QEP goals include:

- Increasing student awareness and utilization of student support services
- Improving transition and success rates in gateway-level English courses, particularly for students who require developmental/transitional coursework
- Improving overall student reading and writing outcomes.

The update reviewed QEP activities, tutoring data, the visiting author and student literary journals, student support materials, and new co-requisites implemented in English, Reading, and Writing, instead of pre-requisites. In response to Ms. Priester's question, Mr. McCord explained the two required tutoring sessions could vary in length depending on the assignment. The main goal of the required tutoring sessions is to break down the stigma of needing a tutor. The presentation data showed that students who used tutors and the Student Success Center were more successful in class and returned to utilize the Center independently. In response to Mr. Bill Windley's question, Ms. Nichols explained some of the tutors are instructors and some are employed as designated tutors or coaches. In response to Mr. Lewis's question, the College will continue utilizing the practices and programs developed for the QEP. The QEP will continue until its fifth year in September 2026, followed by a cumulative review of the entire QEP process and performance. Mr. Windley asked if there would be another QEP. Dr. Mahan explained that SACSCOC only requires a QEP when a college has its Decennial Reaffirmation.

Action Taken: None taken.

### **2. September 29 50th Anniversary Celebration Update**

Summary of Issue: The College is excited about the upcoming 50<sup>th</sup> Anniversary celebration, the culmination of a year of events celebrating the anniversary. As of today, 316 guests are confirmed with a diverse crowd of Commissioners, faculty, staff, students, alumni, retirees, business partners, and elected officials. The evening is an opportunity to thank the community for the past fifty years. The event is invitation-only and under a tent on campus. The State and the County will present Resolutions to the College. The RSVP deadline is September 23.

Action Taken: None taken.

## **D. Human Resources - Ms. Sylvia Byrd**

### **1. 2022 SC Public Employee Benefit Authority (PEBA) Award**

Summary of Issue: For the second year in a row, PEBA has awarded the College the top award. The award recognizes employers dedicated to the physical, emotional, and financial health of their employees and workplace. The Aiken Standard covered the award over the weekend. Ms. Byrd recognized team efforts and Ms. Aimee Schwartz in Human Resources who coordinated the programs. Human Resources aspires to make personal wellness and health a top priority for all employees through the campus wellness programs. This year's programs included Managing Stress and Burnout, Investing in Your Future, Mental Fitness, Health Social Connections, Mental Health, Substance Abuse, and Narcan Training, and the distribution of stress-relief kits, jump ropes, meal portion kits, and more. Ms. Byrd presented each Commission member with a jump rope to jump for health and ATC flashlights for being "a light in the darkness" to recognize Suicide Prevention and Awareness this month.

Action Taken: None taken.

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

### **1. College Update**

Summary of Issue: The College is starting to roll out the new ATC branding presented at the August meeting. The rollout will take time to update all materials and signage. The ATC Foundation held a Day of Giving on September 1<sup>st</sup>, which coincided with the 50<sup>th</sup> Anniversary time capsule burial by the CEAM building. Dr. Mahan will meet with Mr. King Laurence and the Aiken County School Board to support the effort to build the new Aiken County Career and Technology Center on ATC's campus. The next step will be for the College and school district to enter into a formal agreement to construct the Center. The SC Technical System office contracted a third party to lead a three-year Diversity, Equity, and Inclusion initiative with all College Presidents and the SCTCS peer groups. College Presidents will attend a statewide school Superintendents' meeting on November 3. Mr. Laurence noted the ACPSD and ATC relationship is a leading example to others across the state. The SC Association of Technical College Commissioners will give a presentation to the Commission at the January meeting to provide an update on the February 1 Day of Learning and other SCATCC programs. Ms. Priester is the incoming Chair of the SCATCC. SACSCOC will be on campus for a Substantive Change visit on October 11-12. The change involves adding off-site instruction at Midland Valley High School. Dr. Bridget Denzik's appointment to the Commission is still pending.

Action Taken: None taken.

## 2. Enrollment Report

Summary of Issue: Dr. Mahan reviewed historical application and enrollment data for Fall 2022. The Fall 2022 enrollment goal is 2020. The College reached 2,167, but drop/add numbers are not available yet, which will determine final enrollment. Enrollment did increase from last year. The College is moving toward a more documented and data-driven approach to enrollment. The College will implement a new CRM to help with recruitment. Ms. Donna Elmore and Ms. Melinda Rodgers, the new Assistant Vice President of Enrollment Management and Student Affairs, are implementing and promoting their CRM experience to improve enrollment, advising, recruitment, and retention. The College is also benefitting from the No-Cost Tuition promotion and guiding students through the financial aid process. The College will also increase on-site recruitment efforts in all high schools. Mr. Hartz asked how ATC's enrollment increase compares to peers. Dr. Mahan explained the average for the SCTCS is 11.4%. ATC is currently a little above average. In response to Ms. Priester's question, Dr. Mahan explained the College is not now considering a tuition increase. The College will have to discuss a tuition increase for next year's budget due to inflation, being able to offer competitive pay, and losing HEERF funds. The College has also not increased tuition for a couple of years.

Action Taken: None taken.

## 3. FY 24 State Budget Update

Summary of Issue: The SCTCS will request \$23.2M for operating costs, enhancing student success, and wrap-around services, and developing new high-demand programs. ATC does not know its portion based on the SCTCS funding formula. The request includes funds for LTA, SCWINS, readySC, and equipment.

Action Taken: None taken.

## 4. Dr. Forest Mahan FY23 Planning Stage

Summary of Issue: The Commission reviewed Dr. Mahan's Planning Stage.

Action Taken: Mr. Hartz made the motion, seconded by Mr. Windley to approve Dr. Mahan's FY23 Planning Stage.

## 5. Upcoming Events

September 29, 2022 - ATC 50th 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  
March 13, 2023 - Commission Meeting

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

Mr. Windley made the motion, seconded by Ms. Priester, to enter Executive Session. The motion passed unanimously. The Executive Session began at 6:14 p.m.

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.

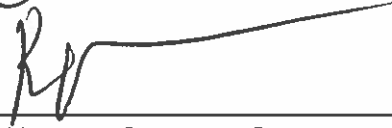
Mr. Stuart MacVean made the motion, seconded by Mr. Hartz, to reconvene the regular session. The motion passed unanimously. The Commission resumed regular session at 6:33 p.m.

#### **G. Open Session - Mr. Joe Lewis**

Action Taken: Mr. Hartz made the motion, seconded by Ms. Teresa Haas at 6:33 p.m. to meet with the ATC Foundation and request \$25,000 in supplemental pay Dr. Forest Mahan.

Ms. Haas made the motion, seconded by Ms. Priester, to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:34 p.m.

  
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Mr. Joe E. Lewis, Chair

  
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Ms. Keyatta Priester, Secretary

10/10/22  
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