

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

**June 13, 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. Ed Romero via phone (Mr. Romero's last meeting)
Mr. Alvin Padgett
Mr. King Laurence
Mr. Charlie Hartz

Not Present:

Mr. Daniel Lloyd
Mr. Stuart MacVean
Ms. Teresa Haas
Ms. Keyatta Priester
Mr. Mike Uhle

Also Present:

Dr. Forest Mahan
Mr. Andy Jordan
Ms. Mechelle English
Ms. Sylvia Byrd

APPROVAL OF MINUTES – May 9, 2022

Mr. Alvin Padgett made the motion, seconded by Mr. Charlie Hartz, to approve the May 9, 2022 meeting minutes as presented. The motion passed unanimously.

A. Administrative Services – Mr. Andy Jordan

1. Fiscal Year 2023 Budget Approval

Summary of Issue: The Commission reviewed historical budget figures from 2017 to present. The proposed FY23 budget totaled \$19,162,949. The budget includes a 3% employee salary increase and assumes an enrollment increase of 11.5%. The College also has federal Higher Education Emergency Relief Funds (HEERF) available to use in 2023 for approved capital projects, student financial support, and student debt relief. HEERF funds cannot be included in the proposed budget. Dr. Mahan noted ATC and other colleges are promoting no or zero-cost tuition and aggressively market programs to help build enrollments. Dr. Mahan also noted that HEERF funds are available for student aid, but most students qualify for other types of financial aid, allowing the College to use HEERF funds for other projects on campus. In response to Mr. Windley's question, Dr. Mahan reported the College is enhancing the Enrollment Services Center to assist students with completing the FAFSA and adding a CRM to manage enrollment. The College is utilizing a temporary CRM Ms. Donna Elmore implemented until an Ellucian product is purchased and implemented. Mr. Padgett asked about an employee bonus, which is still undetermined by the legislature. Employees earning over \$100K do not receive a bonus. The College has not raised tuition in three years. ATC and other colleges discussed raising tuition, but since the SC Technical College System received tuition mitigation funds as mentioned above, ATC opted not to increase tuition this year.

Only two increases were on the FY23 Lab Fee list: Criminal Justice increased by \$5 and Medical Assistant increased by \$15. The College eliminated the \$12 Marketing fee.

The Commission reviewed the 2022 Accounts Receivable Annual Write-off memo. The 2022 write-off totaled \$74,044, down significantly from 2021. The College continues to attempt debt collection after removing the accounts from current receivables. The memo detailed payment plans, recovered bad debt, Debt-Offset Program collections, and delinquent accounts collected through the Bursar.

Action Taken: Mr. Bill Windley motioned on behalf of the Building and Finance Committee to approve the proposed FY23 Student Lab Fees, the 2022 Annual Debt Write-off memo, and the FY23 College Budget. The motion passed unanimously.

B. Academic and Student Affairs – No Report

C. Human Resources – No Report

D. Advancement – No Report

E. Office of the President – Dr. Forest Mahan

1. FY23 State Budget Status

Summary of Issue: Dr. Mahan reviewed figures from the State-approved budget. The SCTCS received \$51.1M for Lottery Tuition Assistance, \$17M for SCWINS, \$39M for Workforce Scholarships for the Future, and \$7M for Tuition Mitigation, \$7M for High Demand Equipment, \$2M for readySC, received \$7M. ATC received \$4.1 for Deferred Maintenance, \$1.5M for Welding Lab improvements, \$11.5M for the new Nursing building, and \$1.5M to finish the Welding Lab. The Aiken County Public School District received \$30M for a new County Career and Technology Center. The College and ACPSD plan to build the new Career Center on the ATC campus.

Action Taken: None taken.

2. 2022 Commission Self-Evaluation Survey

Summary of Issue: As required by the Southern Association Commission of Colleges and Schools Commission on Colleges, the Commission members complete an annual self-evaluation survey individually. Ms. Jill Uhler will send out a notice and link to complete the survey in July. The survey results will be presented at the August meeting.

Action Taken: None taken.

3. Dr. Forest Mahan FY22 State Agency Head Performance Evaluation

Summary of Issue: The Commission completes Dr. Mahan's State Agency Head Performance Appraisal annually in July. Ms. Uhler will send out the material to complete Dr. Mahan's appraisal later this month. Mr. Lewis will compile the Commission's feedback, and the Commission will conduct Dr. Mahan's appraisal in Executive Session at the August meeting.

Action Taken: None taken.

4. College Update

Summary of Issue: The College is promoting "No cost" tuition for fall only. The College is interviewing and hiring a new Associate Vice President of Enrollment Management and Student Services and a Vice President of Academic and Student Affairs. The new AVP and VP are expected to start August 1.

Dr. Mahan presented the new College branding proposal from World Design Marketing (WDM). With the College's 50th Anniversary, it is time to update the College's starburst/sunset logo, color, and messaging. The new "Aiken Technical College, Uniquely Powerful" proposal included a new shield-like logo, new color palettes, advertising copy and slogans, alternative logos for swag, new signage concepts, social media designs, and more. The College selected WDM through a competitive bid process. The electronic marquee along the highway will be redesigned. Mr. Jordan explained the

College is working with a separate marquee vendor to modify the current marquee. One proposal has the electronic screen enlarged and moved to the top of the sign to draw more attention. The College will work with the County to get any necessary approvals for the marquee changes.

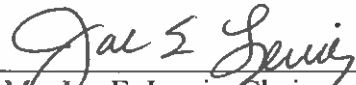
Action Taken: None taken.

5. Upcoming Events

- June 13, 2022 – Commission Meeting
- July 2022 – No Meeting
- August 8, 2021 – Commission Meeting
- September 12, 2022 – Commission Meeting
- September 29, 2022 – ATC 50th Anniversary Celebration
- October 10, 2022 – Commission Meeting
- November 14, 2022 – Commission Meeting & Holiday Dinner
- December 2022 – No Meeting

F. Executive Session – There was no Executive Session.

Mr. Windley made the motion, seconded by Mr. Padgett to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:15 p.m.



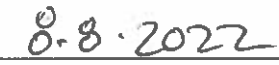
Mr. Joe E. Lewis, Chair



Ms. Keyatta Priester, Secretary



Date Approved



Date Approved