

April 20, 2022

**ORANGEBURG-CALHOUN TECH AREA COMMISSION
VIA Zoom/OCtech EBR**

April 19, 2022

COMMISSION MEMBERS PRESENT:

**John Shuler, Chair
Margaret Felder-Wilson
Katie Hane
Leroy Morant
Lawrence Weathers
David Rickenbaker**

OCtech PRESENT:

**Dr. Walt Tobin
Dr. Sandra Davis
Kim Huff
Cindy Garrick, Secretary**

Donna Bennett, Staff Council Chair

GUEST PRESENT:

Dionne Gleaton-T&D

Chair John Shuler called the meeting to order at 4:37 pm. He advised Commission members that area media had appropriately been notified under the Freedom of Information Act and that the meeting notice was posted.

*Leroy Morant made a motion that the minutes of the March 22, 2022 meeting be approved.
Lawrence Weathers seconded the motion. Approved.*

Lawrence Weathers made a motion to approve the April agenda. Leroy Morant seconded the motion. Approved.

COMMISSIONER REPORT

Katie Hane stated that there were no updates to report.

PRESIDENT'S REPORT – DR. WALT TOBIN

As part of our Roadmap to College plan, Dr. Tobin reported that OCtech hosted 74 fifth graders Monday (4/11) and Tuesday (4/12) of last week. The highlight for them was the truck driving simulator. The students were excited and engaged. Thanks to Williette Berry, Sandra Davis, and their staff for assistance in making this event possible. We will attempt to do at least one more elementary school before the end of the school year.

Dr. Tobin provided an HR update from Marie Howell - As of September 30, 2021 (7/1/20-9/30/21), we had 160 total FTE, 29 New Hires; Turnover of 22 FTE - nine retirements / 12 voluntary & 1 involuntary

At the end of March (3/31/2022), we have 164 FTE 15 new hires; Turnover of 11 FTE / 10 voluntary & 1 involuntary

We have 53 males, 111 females / 58 black, 103 white, and three others identified / average age of employees is 51 / average years of service is 12.

The area of interest is that our turnover rate for six months this year is around the average annual turnover for the last two years.

We have received the Summary Control document from Senate Finance Committee (Senate takes up the full budget next week). The Senate & House finance differences are:

	<u>Senate</u>	<u>House</u>	<u>Requested</u>	<u>Comments</u>
Recurring Dollars	\$7.0 M	0	\$30.0 M	We had hoped for \$22M.
Maintenance & Repair	\$4.7 M	\$1.7 M		
Advance Mfg. Bldg.	\$1.00	\$8.0 M		\$1.00 placeholder (per Senator Hutto \$1.00 is a reminder to put in a final #)
Equipment	\$13.8 M	\$13.8 M		
SC Wins	\$17 M	\$17.0 M		
Workforce Scholarship	\$16 M	\$78.0 M		

Total Scholarship funding is \$51M Lottery Tuition for the system. There is still a lot of work to ensure we get ample Scholarship funds for students. The Senate starts deliberations next week, and they go back to the House. Hopefully, the budget will be finalized by the end of May.

Dr. Tobin reported for Willette Berry – VP of Academic Affairs - The professional development sessions were hosted as part of our Diversity, Equity, and Inclusion efforts. We had a session on Trends & Challenges for Minority Students, and one held last week was on Microaggression and Bias.

Our efforts to recruit students are underway. We had the Dean of Business and Computer Technology meeting with counselors on the 14th of last week. The Dean of Arts and Sciences, Dean of Health Care Prep & Workforce, and the Dean of Nursing meet with Orangeburg's counselors today.

Academic Affairs Report Vacancies as of March 31: Early College Advisor, Early College Interventionist, BIO Med Instructor, Early Childhood Instructor, CNA/Phlebotomy Instructor, and Admin for Adult Ed. These are all temporary grant positions.

We've conducted 48 interviews for FT faculty since 10/21, with the average posting to interview for Q3 being 72 days. FT state-funded vacancies are Criminal Justice Instructor, Financial Aid Counselor, Admin Assistant for Student Services, Nursing Instructor, Admissions Counselor, and Recruiter. The only new position we filled was the Early College Dean, a temporary grant position. Dr. Tobin stated that some turnovers are due to salary and/or promotional opportunities.

Commissioner Rickenbaker noted three vacancies in Student Services who is responsible for enrollment. He questioned what we could do to assist in this area. Dr. Tobin stated that he believes that hiring and retaining good employees will require additional dollars to be competitive in the marketplace for full-time employees.

Commissioner Morant requested confirmation that the Dean of Early College was responsible for high school students. Dr. Tobin confirmed the statement, and he provided the four Early College options:

- 1) Advanced College with Orangeburg Five, Warriors Academy with the Charter School, Honors Academy with Calhoun County - ninth-graders who earn their AA or AS degree by the time they graduate (60 credits of GenEd courses).
- 2) Technical Scholars are students trying to complete a certificate in Welding, Engineering Graphics, or CNA.
- 3) Generic Early College students taking classes for transfer or in a Pathway but not pursuing certification.
- 4) Career Academy starts in the fall with a pathway into MUSC, a pathway into competitive Health Science programs, and a pathway into Instrumentation, Electronics, and Engineering Graphics.

We will have anywhere between 100 and 200 new Early College students coming in the door. We need someone who has the authority to make decisions and address issues promptly instead of coming to the VP of Academic Affairs. We will have an Advisor and Interventionist so that when the students are experiencing trouble, we can reduce the time taken to address their issues.

STUDENT SERVICES – DR. SANDRA DAVIS

We are currently planning our end-of-semester activities, which start next week, to de-stress our students for success on their exams. We have partnered with our Craft Club here on campus, the WHO committee, and TRiO support services. On Tuesday of next week, we will be doing candle making, wreath making, and stamping. On Wednesday, we will have food trucks on campus. Each person will get a ticket for the food truck of their choice. We can offer this to the entire campus because we have pooled our resources. On Thursday, we're bringing back some "oldie but goodies" board games. We are trying to get our students to relax a little since we have not been able to do the traditional and popular exam bash that we would have conducted before the pandemic.

Registration for the Summer and Fall terms is still ongoing. Summer classes are to start on May 16, 2022.

Spring Graduation ceremonies will be in the R auditorium on Tuesday, May 10, 2022. We will have one ceremony at 3:00 pm and one at 5:00 pm. We appreciate any assistance you can provide us that afternoon.

BUSINESS – KIM HUFF

In the Finance Report as of March 31, 2022, a few things may be different from our last meeting:

We have begun to register for Summer and Fall, but it is too early to know what our summer numbers will be.

Continuing Education, as of March, is showing a profit of around \$80K.

We have no revenue from Calhoun county yet; however, the college should receive those funds within the next month.

In operating expenses, there is a budget of \$3.2M in our admin section, but expenses through March are \$3.3M. That is because costs charged into the admin accounts eventually get allocated to other categories at the end of the year. Once we reallocate those expenses, the numbers come back in line.

We feel comfortable about our revenue and expenses for the current year operating fund because of HEERF funding. We don't know how much of that money will get carried into next year. I'm hoping it is enough (if we can make enrollment improvements) that even next year's budget will be okay.

There has not been an increase in funding for our county operating budgets over the last few years. The shortfall continues to grow, and our tuition covers that. However, expenses in the physical plant area go up every year due to various items, such as salary increases and maintenance contract increases.

We have several capital projects pending. The renovation of K building has been approved. We are ready to proceed, but we have decided to hold off until the state's final budget is released to ensure whether additional state funds are allocated to the project before signing contracts. The same applies to S building renovations for a student commons area. The documents for Building T for Machine Tool are at the state engineer's office and may be approved next week. We will be able to advertise for a contractor once we have the approval. In May, we will have a request for what that project will cost us on the agenda. The upgrading of the digital sign could be going out for bid in the next two to three weeks.

James Bryant and I will begin looking at the deferred maintenance list on campus (chillers, electrical systems, etc.). We want to prioritize that list. We may request a mechanical firm to assist us in assessing some of the equipment and its condition.

South State Bank Resolution - The resolution states that Dr. Tobin and Kim Huff have authority to conduct transactions at the bank. It also says that John McCaskill, Rebecca Rivas, and James Crider can access the safety deposit box for backup tapes. Cindy Garrick must sign the resolution, and the AC Board must document approval of the update at a board meeting. Changes at this meeting are to add Rebecca Rivas to the safe deposit box access. No other changes are being requested.

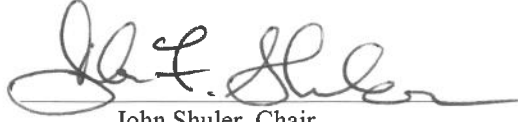
David Rickenbaker made the motion to approve the resolution. Katie Hane seconded the resolution. No opposition.

April 20, 2022

Resolution approved.

Leroy Morant made the motion to adjourn. Lawrence Weathers seconded the motion. Approved.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "John Shuler".

John Shuler, Chair

A handwritten signature in cursive script, appearing to read "Cindy Garrick".

Cindy Garrick, Secretary