

February 27, 2023

**ORANGEBURG-CALHOUN TECH AREA COMMISSION
VIA ZOOM or OCtech Executive Board Room**

February 21, 2023

COMMISSION MEMBERS PRESENT:

**John Shuler, Chair
Margaret Felder-Wilson
Jacqueline Shaw
David Rickenbaker
Lawrence Weathers
Katie Hane**

OCtech PRESENT:

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

**Donna Bennett, Staff Council Chair
Tresa Milligan-Muller, Faculty Council Chair**

GUEST PRESENT:

Dionne Gleaton, Times & Democrat

Commission Chairman John Shuler called the meeting to order at 4:30 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.

Commission Chairman Shuler asked if there was a motion to approve the February agenda.

Commissioner Rickenbaker made the motion to approve the agenda.

Commissioner Shaw seconded the motion. Motion passed.

Dr. Tobin requested that agenda item #2, the Closing of four Agricultural programs, be tabled.

Commissioner Rickenbaker made the motion that the agenda be amended to table item #2.

Commissioner Weathers seconded the motion.

Commission Chairman Shuler asked if there was a motion to approve the minutes of the January meeting.

Commissioner Rickenbaker made a motion that the minutes of the January 17, 2023, meeting be approved as presented.

Commissioner Shaw seconded the motion. Motion passed.

COMMISSIONER REPORT

Commissioner Rickenbaker advised the committee that he would provide an update at the March meeting.

PRESIDENT'S REPORT – Dr. Walt Tobin

Dr. Tobin introduced the OCtech Educators of the Year to the Area Commission:

Marie Howell – Administrator of the Year/ Liz Rivers-Staff of the Year / Kevin Kneece-Faculty of the Year

Dr. Tobin advised that the state Board of Economic Advisors met in November 2022. Dr. Tobin advised the board that he felt good about the OCtech budget and the system budget. They determined there is an additional \$9.9M in Recurring Funds coming into the budget for a total of \$764M and an additional \$9.3M in Non-recurring Funds for a total of \$2.7M. Lottery proceeds are up, so they have changed their estimates to \$533M with a surplus of \$50M, bringing the Lottery expenditure amount close to \$600M. We received a Race to the Finish Grant for individuals who left the college without the credentials to return to school. We are creating a Weekend Warrior college so people who can't make it to class during the week can attend college at night and on the weekends. We have not figured out what courses to offer or programs to focus on, which is TBD. Donna Elmore called this past week. We received another grant in partnership with Aiken Tech and Piedmont Tech for \$1.1M, which will allow us to modularize some of our curricula in Advance Manufacturing and Nursing to create short-term credentials on the credit side. It will also allow us to make some transitions from credit to non-credit. This creates a bridge for those who do not have the time to commit to a one-year or two-year Associate degree. He has given the goals to Dr. Davis and Stephanie Phillips, the dean of that area, to think about ways we can create a seamless transition for those who come in for 6-8 weeks of training and how we use that for them to get some advanced level of standing and transition into a credit program.

Dr. Tobin mentioned the new digital sign up front would work this week. Commissioner Rickenbaker asked who would maintain the sign. Dr. Tobin responded that Marketing would maintain the sign. The Joint Board Review Committee approved the Holly Hill Town Center renovation. There are about 15,000 square feet of space, and we believe there is an opportunity to do short-term training for manufacturers near the center. He told the group that the State Fiscal Accountability Authority would put the bid out after their meeting in March 2023. The county will own the building and maintain it. OCtech will pay the light bill.

We have two new Foundation board members, Pam Hughes (former OCtech Nursing graduate and a former Nursing faculty member) and Russell Hurst (CEO of Phoenix Specialty Manufacturing in Bamberg). Their orientation was on Monday, February 13, 2023.

Dr. Tobin told the group that for our Strategic Plan, we have six teams focused on specific issues: Access for Students, Success for Students, Employee Retention & Recruitment. Their work is due back to my staff by March 17 in preparation for our discussion about the college's strategic direction. At the last meeting, you all enjoyed talking with students, so we will have a session for you to speak with some students. A representative from each team will be present to give you an update on what they have done and what they are recommending, as opposed to you talking with the Faculty and Staff councils. You all can determine if that is how you want to proceed. Then we will discuss with you and my staff what we see as priorities, followed by our regular March meeting.

Merle Johnson, the new Executive Director for the Orangeburg County Development Commission, was given a tour of the college on February 7, 2023, to give him a sense of how the college might help advance economic development. There will be a Meet & Greet for him on March 9, 2023, from 4 pm to 6 pm at the Library Convention Center. Dr. Tobin requested that they let him know if they wanted to attend because the event is by invitation only.

Lastly, Dr. Tobin reminded the Area Commission that they are to elect officers yearly according to the bylaws. They need to elect new officers by July 1, 2023, before the beginning of the next fiscal year.

ACADEMIC AFFAIRS - Williette Berry

Williette advised the group that the librarian position has been filled (she starts in May because she is in grad school now). The Machine Tool Technology instructor position has been filled, and he began on February 6. Instructional Designer interviews started today. We have posted a PTA instructor position and a System Programmer position. The Speech instructor and IET instructor positions have not been filled.

STUDENT SERVICES – Dr. Sandra Davis

Dr. Davis reported that she has one vacancy for an Administrative Specialist for the Records Office. Applications will be reviewed this week. The February mini-classes start on February 6, 2023. Spring Break is March 6, 2023 – March 10, 2023, for students and faculty. On March 13, we have some March late-start mini-session classes starting when they come back from Spring break. March 13 is also the opening of our Summer and Fall registration period.

BUSINESS – Kim Huff

Kim Huff reported the following vacancies: HR 30-hour Administrative Assistant, interviews are being scheduled. Campus police vacancy they have interviewed in the last week, and I am unsure if an offer was made. Physical Plant has two custodial openings and one groundskeeper. We are advertising for one custodian and holding off on the other. We have struggled to get applicants for the groundskeeper. We are considering outsourcing a part of that and getting quotes for grass-cutting this coming year.

We will use the Grounds Supervisor to supervise the outsourced crew and maintain things as needed here. The first page of the Financial Report is our Operating Fund. In the Fall semester, our enrollment was down, so we were short on our budget by about 8-9%. Currently, Spring numbers are pretty good and only down about 2%. There is a lag in Continuing Ed billing, so they are in the black for about \$25-30K versus being in the red.

We used the remaining HERRF funds as of June 30 to offset revenue shortfalls. Kim told the group he felt good about the budget this year because we have salary savings due to vacancies, supply savings, travel savings, and HERRF funds. We must address how we plan next year's budget without HERRF funds that go away in June. The goal is to return to the Area Commission in the next month or so with a balanced budget for next year. Kim pointed out on the Restricted Revenue and Expenses pages (pages 2 and 3), the second column on each page (January 2022 Actual column), the last year's numbers are incorrect. He found the error earlier in the day. The current year numbers are correct. Pages 2 and 3 are mostly Grant and Scholarship accounts showing HERRF funds received and spent, the grants and scholarships awarded this year, and loans are at the bottom. Kim noted that loans appear to be down due to sufficient scholarship money being available.

The last page is the Capital Projects Fund.

- 1- The digital sign should be operational with something displayed next week.
- 2- Our biggest project is Building K, and we are still on track for that to be out for bid in the next three to four months and have a contractor selected. Once the contractor is selected, would they start working around August, or do we delay based on the lead time for electrical equipment? We will find out from the contractor what their lead times are. We don't want to vacate the building, and they work for a month and then disappear, saying they are waiting on equipment. We may not allow them to start until they can get the equipment. We could have classes through the Fall semester and start the work in January.
- 3- Building S downstairs is making good progress with this project. We meet with the architect tomorrow. Scheduled to go out for bid in two months or so. The architect still thinks they can complete it by the end of the calendar year.

- 4- Building T – No bids the first or second time it went out for bid. It is a small project under \$1M that includes a mechanical piece, an electrical piece, and general construction, so you must have a contractor for each piece. No one wants to handle a small project with that many components. The architects have broken it down into three groups. We are putting the electrical component out for bid because it is the most significant piece with the longest lead time. The new electrical drawing should be approved by the State Engineers Office this week, and we can put it out for bid next week.

Action Item #1-Approval of CNC Operator Certificate:

Williette Berry advised the committee that the Advanced Manufacturing Dean and Faculty reviewed the CNC Operator Certificate. They determined that an additional certificate was needed that focuses on the essentials of CNC programming, setup, and a variety of CAM packages to meet the needs of the current industry. It will benefit new students and those already working in the field to further their education.

It will consist of two seven-week terms totaling sixteen credit hours. The first seven weeks would be Machine Tool 105-Applied Machine Tool Math, Machine Tool 250-Principles of CNC, and Machine Tool 251-CNC Operations. The second seven weeks would be Machine Tool 258-Machine Tool CAM and Machine Tool 252-CNC Setup and Operations.

*Commissioner Rickenbaker made a motion to approve the CNC Operator Certificate.
Commissioner Hane seconded the motion. Motion passed.*

*Commissioner Rickenbaker made a motion that the Area Commission enter Executive session.
Commissioner Hane seconded the motion. Motion passed.*

Respectfully Submitted,



John Shuler, Chair



Cindy Garrick, Secretary