

January 18, 2023

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

January 17, 2023

COMMISSION MEMBERS PRESENT:

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

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**

Commission Chairman John Shuler called the meeting to order at 4:32 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 January agenda.
*Commissioner Morant made the motion to approve the agenda.
Commissioner Rickenbaker seconded the motion. Motion passed.*

Commission Chairman Shuler asked if there was a motion to approve the minutes of the October meeting.
*Commissioner Hane made a motion that the minutes of the October 25, 2022, meeting be approved as presented.
Commissioner Shaw seconded the motion. Motion passed.*

COMMISSIONER REPORT

Commissioner Shuler reported that you must be at the meetings to comprehend the discussions fully. Commissioner Hane said that we must always ensure that someone is consistently there. The sessions are quarterly. There is one commissioner from each college attending. There is the opportunity for interaction with other Commission members and for legitimate concerns to be addressed. Commissioner Rickenbaker said he would represent OCtech for 2023 and requested that Commissioner Hane and Dr. Tobin give him a synopsis of the meetings. Commissioner Morant asked how the Presidents fit in. Commissioner Hane said this group is for Commissioners. Dr. Tobin noted that February 1, 2023, is the Commissioner Association Day of Learning, and he encouraged them to attend. Commissioners Shuler, Morant, and Rickenbaker will attend the February 2023 meeting.

PRESIDENT'S REPORT – Dr. Walt Tobin

Dr. Tobin said a President's council meeting last week, and the Executive Director of SCDEW presented their study results. They attempted to survey 150K people who worked in SC in 2019 but filed for unemployment in 2020. They received 6000 responses. Of those 6000, 46% were working, 26% were not available to work, and 28% were not working but could work. They choose not to work or go to school. This sample represents the workforce issues we are facing.

Governor McMaster released his budget for the SC Technical Colleges. His budget is \$9.8M dollars in Recurring for Tuition Mitigation (new money coming into the system of which we generally get 3-3 1/2%), \$50M in Non-Recurring for Capital projects and Maintenance, \$78M in lottery funds for Workforce Scholarships for the future, \$26.9M in lottery funds for high-demand job skill training equipment; \$17M lottery funds for SC WINS state-funded scholarships and grants; \$2M lottery funds for ReadySC to support training needs for companies. There has been a change in the leadership in the Higher Ed subcommittee in the House Ways & Means. Nathan Valentine is the new chair. Gilda Cobb-Hunter is still the vice chair. On January 18, Tim Hardee will make his presentation to that group.

Dr. Tobin advised the group that he met with 75 of our approximately 150 employees in the Fall. He gave them six priorities he felt were facing the college for next year. They were asked to identify the priorities they felt were the most pressing that needed the college's attention. Their priorities were:

- Declining enrollment in an area of the state with slow to negative population growth, where 32% of the residents have only a high school diploma.
- Faculty feel as though students are inadequately prepared for the courses they teach, and are overwhelmed with the increased level of responsibility and perceived oversight.
- Employee retention and recruitment have been a challenge for the past 3-4 years, and compensation is at the top of the mind of many due to inflation.

He said this would be three primary areas of focus this year, with some components of the others listed. These areas have been the basis for our strategic planning process.

HR update: End of September 2022 (2021-2022) 157 FTE; 15 FT temporary grant / 2021-2022 20 FTE hired and 9 FT temporary grant employees

Turnover last year was 26 FTE, 8 Retirements, 13 voluntary resignations, five involuntary this is approximately 11% of our employee base.
Through January 2023- 150 FTE and 15TG

2022-2023 FY Five new hires; turnover was 7; one retirement, six voluntary resignations / 48 males, 102 females/ 52 AA, 95 White, three identified as other, 34 black females, 1 Asian Pacific and 1 two or more races / the average age of employees is 50 and the average years of service is 12

ACADEMIC AFFAIRS - Williette Berry

Plans for Spring Convocation are underway and scheduled for Friday, February 10, 2023. We are excited about the event, where we will have a keynote speaker, Dr. Iwana Ridgill, who will speak to us about "Take this Job and Love It!"

Dr. Tobin said he has requested that the new OCDC Executive Director address FAC/Staff at the Spring Conference, and they may want to plan to come.

Concerning vacancies in the Academic Division, we have the following:

Posting	Anticipated Start Date	Notes	Department
Biology Instructor		Not Posted	AA/AS
Math Instructor		Not Posted	AA/AS
Speech Instructor		Not Posted	AA/AS
IET Instructor		Not Posted	Engineering & Advanced Manufacturing
PTA Instructor		Posted; not filled	Health Sciences & Healthcare Preparation
Librarian		Posted; not filled	Division of Academic Affairs
Instructional Designer		Reposted; not filled	Division of Academic Affairs
Nursing Instructor	January 3	Filled by Holly Donahue	Nursing Division
Administrative Specialist II	January 9	Filled by Pennie Bennett	Nursing Division
MTT Instructor	TBD	Filled by Chris Gerstner	Engineering & Advanced Manufacturing

STUDENT SERVICES– Sandra Davis

Spring semester started last Monday, so we are a week into classes. We are continuing to register students for February mini-classes that begin on Monday, February 6. We also have additional classes that start in March. Spring activities will take place beginning in February through the end of April.

There are two full-time vacancies in Student Services, one for a Student Success Coach and one for an Admin Specialist. There will be additional interviews next week for the Student Success Coach, and hopefully, we will select a candidate soon. The full-time position for an Admin Specialist has not been posted, but we hope to post it in the next week or so.

BUSINESS – Kim Huff

On your packet's Financial Report, Spring tuition is about 2-3% short of our budget. Fall was down 9%, so Spring seems to be a little better.

As of 12/31/22, Continuing Ed revenue and expense through December has gone slightly back in the red. He needs to check with Sandra Moore to see if some revenue billings are to be added.

Expenses are tight with no contingencies in our budget. With enrollment down, we are evaluating personnel vacancies and holding those if possible before filling.

State investments are currently paying 4%. Our budget for three to four years has not included any investment or interest income. This investment income may help us with the budget. Commissioner Hane advised Kim to call the bank and ask them to re-evaluate our rates as well.

Four Projects in Process:

1. Digital Sign – Shipping this week and should be installed in February.
2. Machine Tool renovation in Building T –divided bid into phases. First phase electrical contractor due to lead times. The next phase will be a mechanical contractor bid and a general contractor bid.
3. Building K, we meet with architects again next week. HVAC is the most significant part of this. Begin in the Fall semester and will take one year to complete. We need to vacate the building and find a place for these classes and all labs to go.
4. Building S Student Commons Area - renovating old kitchen space to create a space for students. The architect has submitted plans to the state office. The project will start sometime in the summer and finish by the end of the year. We met with a furniture vendor today.

Action Items:

Area Commission By-laws Revision

Commissioner Weathers made a motion to approve the changes and additions to the By-laws as presented. Commissioner Hanes seconded the motion. Motion passed.

Budget Adjustments

Move \$42k from administration to instructional

Move \$130k from plant security administration due to the utility bill (20% increase)

Commissioner Rickenbaker made a motion to make the budget adjustments.

Commissioner Weathers seconded the motion. Motion passed.

Building S Renovation

Kim advised that the bid does not include furniture and requested approval of up to \$700k for the renovation. Funding would come from state maintenance, renovation, and repair funds provided by proviso 118.19 in the FY2022-23 state budget.

Commissioner Weathers made a motion to begin renovation.

Commissioner Hane seconded the motion. Motion passed.

Policy 5.005

Delete the OCtech policy and use the SC Technical College policy.

Commissioner Hane made a motion to delete the OCtech policy.

Commissioner Rickenbaker seconded the motion. Motion passed.

Respectfully Submitted,

John Shuler, Chair

Cindy Garrick, Secretary