

November 4, 2022

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

October 25, 2022

COMMISSION MEMBERS PRESENT:

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

OCtech PRESENT:

**Dr. Walt Tobin
Williette Waring Berry
Sandra Davis
Kim Huff
Cindy Garrick, Secretary
Tresa Milligan-Muller, Faculty Council Chair
Donna Bennett, Staff Council Chair**

GUEST:

**Randy Cooper, The Brittingham Group, L.L.P
Dionne Gleaton, T&D**

Commission Chairman John Shuler called the meeting to order at 4:35 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 October agenda.

*Commissioner Morant made the motion to approve the agenda.
Commissioner Weathers seconded the motion. Motion passed.*

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

*Commissioner Weathers made a motion that the minutes of the September 20, 2022, meeting be approved as presented.
Commissioner Morant seconded the motion. Motion passed.*

The Brittingham Group, L.L.P. – Randall Cooper- Auditor

Randall Cooper with West Columbia, SC-based Brittingham Group, LLP, gave an overview of their audit results. The college received an unmodified opinion with no findings. Although the college finished the year with a negative net position of \$10.2 million, this negative net position is driven by the requirement to report the college's share of the State's unfunded pension and post-employment benefits. He stated that all state agencies must report these liabilities. Overall the college is in good financial condition.

COMMISSIONER REPORT

Commissioner Hane did not have a report.

PRESIDENT'S REPORT – Dr. Walt Tobin

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Dr. Tobin thanked Dayna Smoak and her team for their efforts to assist the auditors with the report. He advised that our SACS reaffirmation information is due in 2024 vs. 2025, as he stated in the last meeting. There is an orientation for colleges undergoing their ten-year reaffirmation in 2023. But there is a process called a Differentiated Review for colleges that meet specific criteria, so you don't have to respond to all of the Core Requirements and Principles. A select group will be invited to participate and notified of this in Spring 2023. You get notified, agree you want to do this Differentiated Review, and then submit a proposal to be accepted by the board.

You all did the Board Self-Assessment survey, and one of the essential things SACS looks for is that you have some level of assessment and do something with the results. As a result of the survey, you all need to determine if you will participate in some professional development. The Commissioner's Academy is coming up in February. Commissioner Hane said it would be good for them to participate in that event. Dr. Tobin said the minutes need to reflect that the assessment has been done and that they are committed to doing something based on their knowledge.

Proposed changes to the SACS standards- In your packet, you have the change to 4.2B Board/Administration Distinction and Shared Governance and the OCtech Commission By-Laws. You do some things not reflected in either document. It is not explicit that you approve new academic programs and facility requests (renovations, new construction over a certain amount). I ask that you review the current policy around the role of the area commission and governing board of control and the bylaws by which you operate. I recommend completing this by the end of June, but the timeline is up to you. In January, they will have a meeting to discuss this before the regular Area Commission meeting.

Dr. Tobin thanked the commissioners for attending the Fine Wine and Foods Event. Commissioner Hane noted that she heard comments preferring that the event be held at the college.

ACADEMIC AFFAIRS - Williette Berry

She and Dr. Tobin attended a COMBASE conference in Atlanta last week. The theme was Renewal Through Innovation and Talent Development. The key takeaway was ensuring we stay relevant with our students, community, and others.

We still have some vacancies:

The Librarian position will be available on January 1.

Interviewing for an Administrative Assistant for Nursing, but we filled the one for the Health Sciences, and she started October 3.

The EIT position was filled, and he began on October 10.

We filled the Truck Driving position as of October 17.

STUDENT SERVICES - Sandra Davis

Students were on Fall break on October 10 & 11. We had some late-start classes that started on Wednesday, October 12. On Monday, October 17, we started registration for Spring 2023.

We are planning for our Fall semester graduation on Tuesday, December 13, 2022, at OCtech in the R auditorium. We will share additional information as we get closer to that date.

We have two vacancies in Student Service:

We are currently interviewing for an Admissions Recruiter.

We recently posted a position for a Student Success Coach for the Advising Center.

BUSINESS - Kim Huff

The Financial Report is as of September 30. Operating Expense are tracking where we should be (around 25% of the fiscal year). We pay some large annual maintenance contracts in the first quarter, so we are over 25%.

The operating revenue section shows we are still down in enrollment and tuition. We are down 8% but have HERRF funds to offset that. Continuing Ed is showing profitability by \$10K -\$11K.

The State has already sent us over 80% of our state funding for the year in the first quarter.

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In grants, contracts, and scholarships - last year's budgets were \$26M, and this year's budgets are \$19.5M. The reason is the declining budget for HERFF funds, which will go away completely on June 30, 2023.

As we have seen over the past few years, our Operating Expenses for plant operations and campus police were short of amounts received from the counties. As of now this shortfall is \$256k. This shortfall is covered by tuition, fees, and other sources of revenue.

Projects:

Sign project – contract awarded to the vendor, and the manufacturer is building the sign.

K Building major renovation- Cost estimate due by the end of the day, and he has the design documents almost ready for us to review and send to State Engineer.

S Building – the architect is getting close to documentation for the project.

T Building-we are struggling to get a contractor. The project is too big for a small contractor but not large enough for a large contractor. Currently, James Bryant is working with an architect and talking with the State Engineer's office to determine our options. One option may be to break it up and bid electrical and mechanical work to contractors in each field.

Commissioner Morant asked Kim if the capital work could be added to a current bid/contractor. For example, could T building renovations be added to the contract for the work already in progress with a contractor in the K building. Kim said they are established as separate projects and would be difficult (and maybe impossible) to combine at this point.

The budget approved in June did not have final state appropriations amounts. The new proposed budget includes adjustments for the increase in the State appropriations number (Health Insurance increase, Cost of Living increase, and additional recurring funds). An adjustment was also made for the State mandated bonus (over \$230K). Kim asked for approval of the budget (\$20,345,240) as of October 25, 2022.

*Commissioner Hane made a motion to approve the budget as of 10/25/22 for \$20,345,240.
Commissioner Weathers seconded the motion. Motion passed.*

Section 2 - Policies for review:

3.002 Enrollment of High School Students

3.003 Maximum Length in Developmental Studies

3.004 Academic Standards of Progress

3.006 Student Records

4.001 Admissions

*Commissioner Weathers made a motion to approve the policies for review with no changes.
Commissioner Rickenbaker seconded the motion. Motion passed.*

Section 3 - Policy for deletion:

8.004 Non-Discrimination and Anti-harassment

Delete our policy and follow the State policy

*Commissioner Hane made the motion to delete the OCtech policy and follow the State policy.
Commissioner Morant seconded the motion. Motion passed.*

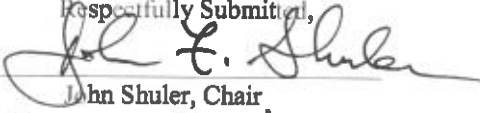
The next meeting is scheduled for January 17, 2023. We will plan to meet 30 – 45 minutes earlier in January to review the revised bylaw. Commissioner Weathers asked if we could take the current bylaws and interject the red-lined recommended changes for their review. Dr. Tobin said that we would do this and email it to them.

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Commissioner Hanes asked that everyone attend the training on February 1, 2023. We will send the commissioners a calendar invite.

*Commissioner Morant made the motion to adjourn.
Motion passed.*

Respectfully Submitted,



John Shuler, Chair



Cindy Garrick, Secretary