

TECHNICAL COLLEGE OF THE LOWCOUNTRY AREA COMMISSION

June 18, 2024

Via ZOOM

[Public Comment: areacommission@tcl.edu](mailto:areacommission@tcl.edu)

Minutes

COMMISSIONERS PRESENT

Randy Dolyniuk, Chairman

James Boozer, Secretary

Heath Duncan

David Smalls

Marjorie Thomas

Richard Toomey

COMMISSIONERS ABSENT EXCUSED

Sheree Darien, Vice Chair

GUEST

Alice Howard, Beaufort County Council

STAFF PRESENT

Richard Gough, President

Laura Dukes, VP Academic Affairs

Nancy Weber, VP Administrative Services

Allison Canning, VP Student Affairs

Mary Lee Carns, VP Institutional Advancement

Leigh Copeland, AVP Marketing and Public Relations

Sasha Bishop, Dean for Learning Resources and

TCL SACSCOC Liaison

Leslie Worthington, Director for Institutional Effectiveness

The June meeting of the Area Commission for the Technical College of the Lowcountry was held on Tuesday, June 18, 2024 at 9:00 AM via Zoom. Prior to the meeting media were notified and provided with the agenda. An email address for public comment is published on the agenda. The Zoom connection information was provided at the top of the agenda.

CALL TO ORDER AND APPROVAL OF AGENDA

Chairman Dolyniuk called the meeting to order at 9:05 and noted that a quorum was present. Mrs. Darien was absent, excused. Chairman Dolyniuk called for a motion to accept the agenda as presented. Mrs. Thomas made the motion which was seconded by Mr. Boozer. Commission vote was unanimous and thus so ordered by Chairman Dolyniuk.

CONSENT AGENDA

Chairman Dolyniuk then called for a motion to accept the Consent Agenda consisting of the minutes from the March Annual Retreat. Mrs. Thomas made the motion, which was seconded by Mr. Smalls. Commission vote was unanimous in favor and thus so ordered by Chairman Dolyniuk.

ELECTION OF AREA COMMISSION OFFICERS

Per the By Laws, the Commission will appoint officers every other year at the first meeting of the new fiscal year. This year, as the first meeting of the new fiscal year will be in August, Chairman Dolyniuk asked for a motion to hold

officer elections a bit early rather than wait until August, in part because one of the officers, Vice Chair Sheree Darin, has moved out of state. Dr. Toomey made the motion which was seconded by Mr. Smalls. Commission nominations are:

Randy Dolyniuk, Chair
Jimmy Boozer, Vice Chair
Rick Toomey, Secretary

Commission votes were 100% in favor of the candidates and thus so ordered by Chairman Dolyniuk.

David Smalls was recognized for his years of service as the TCL representative for the SC Technical College Commissioner's Association. Mr. Dolyniuk noted that the Commission will need to appoint a representative. . At the Chairman's request, Mr. Smalls agreed to continue to represent the College until new Commissioners are seated for Colleton, Jasper, and southern Beaufort counties.

ADMINISTRATIVE SERVICES

FY 2024-25 Budget Approval: Vice President Weber presented the FY2024-2025 operating budget for Commission approval and noted the following:

- The tuition reflects a 4% increase based on the FY24 actuals.
- Fees are based on actuals and the inclusion of the technology fee.
- Beaufort County and State appropriations are based on FY24 actuals.
- Other Revenue increase reflects money market interest.
- The 500K contingency is in expenditures (other).
- Due/Fees & insurance are based on actuals as we overbudgeted in FY24.
- The budget reflects a flat enrollment.

She said that this is a budget that realistically addresses the needs of the College. Additionally, early planning and strategic discussions across all functional areas were key in preparation. VP Weber recognized AVP for Finance, Ashley Yokum for doing a tremendous job of pulling everything together for a comprehensive working budget.

Chairman Dolyniuk called for a motion to approve the FY 2024-2025 Budget as presented. Mrs. Thomas made the motion which was seconded by Dr. Toomey. Commission vote was unanimous in favor and thus so ordered by Chairman Dolyniuk.

Tuition Increase Ratification: At the March Retreat, the Commission gave conditional support for a 4% increase in tuition. As noted in the approved minutes for the March meeting:

Dr. Gough said that although the state budget is not finalized, there does not appear to be any tuition mitigation for Higer Education included in the budget and he is asking the Commission to approve a 4% increase in tuition for FY2024-2025.

MOTION: Dr. Toomey made the motion that the College will continue to monitor the House, Senate, and Governor's budget. If the final budget does not include tuition mitigation, the college will raise tuiton rates by 4%. Mrs. Thomas seconded the motion. The Commission vote was unanimous in favor and thus so ordered by Chairman Dolyniuk.

Chairman Dolyniuk called for a motion to ratify the March action and approve a 4% tuition increase for FY2024-2025. Mrs. Thomas made the motion which was seconded by Mr. Duncan. Commission vote was unanimous in favor and thus so ordered by Chairman Dolyniuk.

CPIP Submission: VP Weber reported that the College's CPIP submission as discussed at the March Retreat was approved by the Technical College System office and has now moved to the state approval process.

HUMAN RESOURCES

Executive Director for Human Resources, Tara Lahnen, presented a new Policy for Commission approval. The Wellness Activity Policy clearly states the College's commitment to the health of our employees including mental health, physical, and financial health. After brief discussion, Chairman Dolyniuk called for a motion to accept the Wellness Activity policy. Mrs. Thomas made the motion which was seconded by Mr. Duncan. Commission vote was unanimous in favor and thus so ordered by Chairman Dolyniuk. The policy is attached to these minutes.

INSTITUTIONAL ADVANCEMENT

Healthcare Forum Plan and Update: Vice President Mary Lee Carns provided the Commission with an overview of a new Healthcare initiative cohosted by the College and the Hilton Head Island-Bluffton Chamber of Commerce. Currently in the planning stages and tentatively planned for August / September, this initiative will bring Healthcare leaders from the four county service area together to identify and discuss challenges and opportunities for the area's healthcare industry focusing on workforce needs. While still in the planning stages, Ms. Carns explained that the format will be a facilitated round table discussion. The Forum will be held at the Culinary Institute of the South. Members of the planning team include Laura Dukes, Vice President for Academic Affairs, Dr. Joey Swearingen, Dean for Health Sciences, and TCL Commissioner, Dr. Rick Toomey, formerly CEO of Beaufort Memorial Hospital and SCDHEC agency head along with Chamber leadership and top executives from area hospitals. Invited participants in the forum will include Hampton Regional Medical Center and Beaufort Memorial Hospital.

Communication Audit Plan: Ms. Carns reported on a planned comprehensive assessment of current communication practices between the College and applicants and enrolled students. The assessment will include three areas of focus:

- Discreet analysis of TCL's customer service and overall student/customer experience.
- An analysis to understand the factors contributing to a student's decision not to enroll after applying.
- An analysis to understand the factors contributing to a student's decision not to return to complete their program of study.

The overall goal is to develop solutions to improve retention and completion. Ms. Carns said that consideration is being given to outsourcing the communication audit. In response to Mrs. Thomas' question as to the cost, Ms. Carns said she estimates the cost to be slightly more than \$40K.

Welding Training at the Hampton campus: Ms. Carns reported that, after some renovation and upgrades, welding classes will resume on the Hampton campus in August. Hampton instruction will be in the evenings with classes beginning at 5 PM and ending at 10 PM. Welding instruction on the Beaufort Mather campus is scheduled for 8 AM to 1 PM with the exception of a session in April 2025 which will be held in the evening.

SACSCOC ACCREDITATION REAFFIRMATION

Dr. Leslie Worthington, Director for Institutional Effectiveness and Sasha Bishop, Dean for Learning Resources and SACSCOC Liaison, discussed the findings in the preliminary report. Two of the findings are in the section relating to the Area Commission as follows:

For Standard 4.2.f, the Off-Site Reaffirmation Committee was unable to find either a statement that there had been no undue influence or evidence of implementation of the policy. The Commission discussed the standard, agreeing that there had been no instance of undue influence within the Commission in at least the last ten years. The following response was presented:

Since TCL's 2015 reaffirmation review, no matter involving a potential or actual undue influence by external persons or bodies has come before the TCL Area Commission; therefore, no examples of the implementation of the policies are available.

For Standard 4.2.d. the Committee was unable to find evidence that demonstrates that the chair and a majority of the Area Commissioners are free of contractual, employment, personal, or familial financial interest in the institution. The Commission discussed this finding, and the following response was submitted for their review:

All Commissioners sign an Acknowledgement of Ethics Requirements Form, i.e. conflict of interest form, stating that they "have read and understand the By Laws for the Technical College of the Lowcountry Area Commission, specifically Section Eight - Conflict of Interest" and that it applies to them as members of the TCL Area Commission. The form also requires that they list "business and professional activities in which [they] or an immediate family member hold as an owner, officer, board member, partner, employee, or other beneficiary position." Signed forms for Commissioners and the Commission chair are attached.

Signed forms demonstrate that the Chair and all Area Commissioners are free of contractual, employment, personal, or familial financial interest in the institution.

Since TCL's 2015 reaffirmation review, no matter involving a potential or actual conflict of interest has come before the TCL Area Commission; therefore, no examples of the implementation of these policies are available.

Commission Chair Randy Dolyniuk called for a motion to approve both statements in response to the findings. Mrs. Thomas made the motion that the Commission affirms that both response statements are true, and the Commission approves the statements in response to the findings. Mr. Boozer seconded the motion. The Commission voted unanimously in favor for inclusion was thus so ordered by Chairman Dolyniuk.

PRESIDENT'S REPORT

President Gough began by thanking Mr. Duncan and Mr. Smalls for their outstanding representation while serving on the Commission. He then reviewed the process by which Commissioners are selected, vetted by the local Delegation office, and forwarded to the Governor's office. The Governor's office will send the nominee a detailed application to establish there are no known conflicts. He is open to referrals from the outgoing Commissioners.

June 18, 2024

Dr. Gough reviewed the funding sources for the planned Arthur E. Brown Regional Workforce Training Center at New River. In addition to the State and Beaufort County, he has been in talks with Jasper County and is optimistic that they will be able to contribute. Additionally, the office of Institutional Advancement is laying the groundwork for a major capital campaign to fund furnishings and equipment.

Dr. Gough also reported that TCL's Prison Education Program proposal has been approved by the Palmetto Unified School District. Instruction will be held at the Ridgeland Correctional Institute. TCL will bring General Technology and Entrepreneurship for Small Business, Associate degrees in Business, Building Construction, and HVAC. Instruction will be delivered in face to face classes as well as synchronous distance learning. The program's metrics for success will be evaluated in two years. Dr. Gough congratulated VP Dukes and Dean Karen Smith on their perseverance in bringing this opportunity to incarcerated individuals in the TCL service area.

CHAIRMAN'S REPORT

Chairman Dolyniuk thanked Dr. Gough, the Cabinet and staff for an informative, positive meeting. He also thanked Heath Duncan, David Smalls, and although she was unable to be here, Ms. Sheree Darien for their years of service to the College.

ADJOURNMENT

Having no further business, Mr. Dolyniuk adjourned the June 2024 meeting of the Technical College of the Lowcountry Area Commission at 11:05.

Respectfully Submitted,

Ann Cullen

APPROVED:



Randy K. Dolyniuk
Chairman



James Boozer
Secretary

FY 2024-2025 Budget:

v 3
 FY 25 DRAFT BUDGET
 6/12/2024

	Category	Sub Category	Budget 2023-2024	Budget FY 25 (4%)
Revenue	Tuition			
		Fall Tuition	\$ 4,732,988	\$ 4,365,707
		Spring Tuition	\$ 4,743,156	\$ 4,136,090
		Summer Tuition	\$ 1,941,960	\$ 2,087,866
	Total Tuition		\$ 11,418,104	\$ 10,589,663
	Fees			
		Fees	\$ 814,713	\$ 1,767,230
		Continuing Ed Revenue	\$ 2,082,100	\$ 3,076,360
	Total Fees		\$ 2,896,813	\$ 4,843,590
	Local Appropriations			
		Bft Co Oper Fndng	\$ 2,585,826	\$ 2,861,790
		Hampton Co Oper Fndng	\$ 25,000	\$ 25,000
		Jasper Co Oper Fndng	\$ 10,000	\$ 50,000
	Total Local Appropriations		\$ 2,620,826	\$ 2,936,790
	Auxiliary			
		Auxiliary Commissions	\$ 4,391	\$ 3,150
		Bookstore and Auxiliary Revenue	\$ 100,000	\$ 100,000
		Other Revenue	\$ 188,915	\$ 531,800
	Total Auxiliary		\$ 293,306	\$ 634,950
	Unrestricted State Appropriations			
		State Appropriations	\$ 6,059,977	\$ 6,200,000
		PEBA Credit	\$ 80,000	\$ 83,000
	Total Unrestricted State Appropriations		\$ 6,139,977	\$ 6,283,000
Total Revenue			\$ 23,369,026	\$ 25,287,993
	Expenditures			
	Personnel			
		Salary	\$ 12,043,494	\$ 12,772,059
		Benefits	\$ 5,023,344	\$ 4,824,331
	Total Personnel		\$ 17,066,838	\$ 17,596,390
	Operational Expenditures			
		Contractual Services	\$ 3,538,005	\$ 4,502,198
		Supplies	\$ 767,170	\$ 815,719
		Dues/Fees & Insurance	\$ 464,253	\$ 322,371
		Travel	\$ 129,240	\$ 156,140
		Equipment	\$ 126,680	\$ 99,375
		Bad Debt/Service Charges/Other	\$ 270,620	\$ 838,500
		Exemptions	\$ 1,006,221	\$ 957,300
	Total Operational Expenditures		\$ 6,302,189	\$ 7,691,603
Total Expenditures			\$ 23,369,027	\$ 25,287,993
				\$ -

Human Resources:

**POLICY: Technical College of the Lowcountry Wellness Activity
Number: 5.1.9**

Responsibility: Human Resources

Approved:

State Policy/Law:

Commission Chair

President

DISCLAIMER: PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM OR THE TECHNICAL COLLEGE OF THE LOWCOUNTRY. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM AND THE TECHNICAL COLLEGE OF THE LOWCOUNTRY RESERVE THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

The Technical College of the Lowcountry (TCL) is committed to enhancing the overall well-being of our employees through comprehensive wellness initiatives. Our wellness programs are designed to promote a healthy lifestyle, encompassing physical activities such as exercise and healthy eating, as well as tobacco cessation and preventive care. Additionally, these initiatives aim to support financial, social, and emotional wellness, including stress management and mental health. By fostering a culture of health, TCL strives to improve health-related productivity, boost morale, and enhance staff retention.

Advancement:

Healthcare Leaders Roundtable Initiative

Objective:

- Healthcare roundtable of industry leaders/CEOs to discuss challenges and opportunities for area’s healthcare industry focusing on workforce.

Proposed Plan:

- Co-hosted by TCL and Chamber
- August/September time frame
- Small group dinner, facilitated roundtable discussion at CIS
- Public Healthcare Speaker Panel with Q/A at CIS

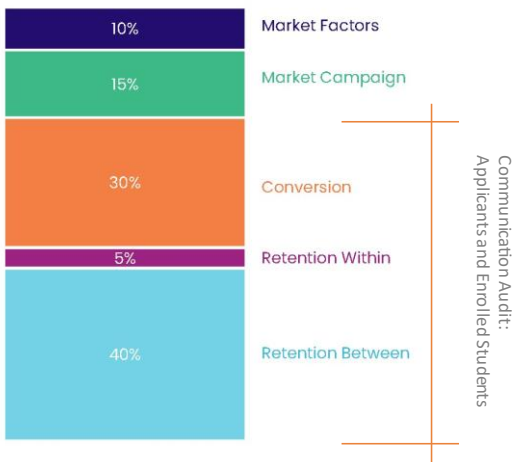
Planning Team:

1. Laura Dukes, VP Academic Affairs, TCL
2. Dr. Joey Swearingen, Dean, School of Allied Health Sciences, TCL
3. ML Carns, VP Advancement/Workforce, TCL
4. Tom Henz, VP , Public Policy & Small Business, Hilton Head Island – Bluffton Chamber of Commerce
5. Dr. Rick Toomey, TCL Area Commissioner, former CEO BMH, former agency head SC DHEC
6. Wayne Boutwell, CEO Encompass Health Bluffton
7. Mark O’Neil, former CEO Hilton Head Regional Hospital
8. Joel Tayler, Market CEO Novant



Communication Audit Initiative

Comprehensive assessment of current communications practices between the college and applicants and enrolled students.



- Step 1. Secret Shopper Analysis
Discreet assessment of TCL’s customer service and overall student/customer experience.
- Step 2. Failure to Attend Analysis
Understanding the factors contributing to a student applicant’s decision to not attend TCL.
- Step 3. Failure to Return Analysis
Examination for dropout data, student feedback, assessing retention strategies to develop solutions to improve persistence and completion.

Unduplicated Applications for Fall Term submitted between Aug. 1 and June 16

	FA 20	FA 21	FA 22	FA 23	FA 24
Total Applicants	962	949	1007	1101	1714
Dual Enrolled Applicants	139	177	171	223	512
Non-dual Enrolled Applicants	823	772	836	878	1202



Hampton Mungin Center Welding Program

TCL Welding Program Coordinator: Jason Dammer (temp part-time)



Hampton Mungin Center Welding Lab – 8 student welding booths, all new equipment.

Hampton Mungin Center Welding Schedule

Start Date	End Date	Days	Start Time	End Time
8/19/2024	10/10/2024	M,T,W,Th	5PM	10PM
10/14/2024	12/5/2024	M,T,W,Th	5PM	10PM
1/6/2025	2/27/2025	M,T,W,Th	5PM	10PM
3/3/2025	4/24/2025	M,T,W,Th	5PM	10PM
4/28/2025	6/19/2025	M,T,W,Th	5PM	10PM

Beaufort Mather Campus Welding Schedule

Start Date	End Date	Days	Start Time	End Time
8/19/2024	10/10/2024	M,T,W,Th	8AM	1PM
10/14/2024	12/5/2024	M,T,W,Th	8AM	1PM
1/6/2025	2/27/2025	M,T,W,Th	8AM	1PM
3/3/2025	4/24/2025	M,T,W,Th	8AM	1PM
4/28/2025	6/19/2025	M,T,W,Th	8AM	1PM
4/28/2025	6/19/2025	M,T,W,Th	5PM	10PM



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