

**TECHNICAL COLLEGE OF THE LOWCOUNTRY AREA COMMISSION**

**March 23, 2023**

**Culinary Institute of the South**

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

**MINUTES**

**COMMISSIONERS PRESENT**

**Randy Dolyniuk, Chairman  
Sheree Darien, Vice Chair  
Heath Duncan**

**COMMISSIONERS ABSENT EXCUSED**

**James Boozer, Secretary, by proxy to Chairman  
Dolyniuk  
David Smalls  
Richard Toomey**

**STAFF PRESENT**

**Richard Gough, President  
Nancy Weber, VP Student Services  
Mary Lee Carns, VP Institutional  
Advancement  
Allison Canning, AVP Enrollment  
Management  
Danielle Consider, HUB Director  
Larry Beckler, Facilities Director**

**GUEST**

**Warren Ganjehsani, Chief Council for  
the SC Technical College System**

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The March Planning Retreat for the Area Commission for the Technical College of the Lowcountry was held on Thursday, March 23, 2023 at 9:00 at the Culinary Institute of the South. Prior to the meeting media were notified and provided with the agenda. An email address for public comment is published on the agenda.

**CALL TO ORDER AND APPROVAL OF AGENDA**

Chairman Dolyniuk called the meeting to order at 9:15 and declared a quorum was present. Mr. Boozer had previously given Mr. Dolyniuk his proxy. He then called for a motion to accept the meeting Agenda as presented. Mr. Duncan made the motion which was seconded by Mr. Dolyniuk. Motion carried.

**CONSENT AGENDA**

The Consent Agenda consisted of the Minutes of the February meeting and four Policies for Commission Approval: Information Security, Grade Review, Library Collection Development, and Library Resources and was emailed to the Commissioners in advance of the meeting. Mr. Dolyniuk called for a motion to accept the Consent Agenda as presented. Mr. Duncan made the motion which was seconded by Ms. Darien. Motion carried.

**REAFFIRMATION OF THE MISSION STATEMENT**

Chairman Dolyniuk read the Mission Statement and called for a motion to reaffirm the Commission's commitment to the College's Mission. Mr. Duncan made the motion which was seconded by Ms. Darien. Commission vote was unanimous in support of the Mission and thus so ordered by Chairman Dolyniuk.

**Mission Statement**

The Technical College of the Lowcountry's mission is to provide accessible, high-quality academic education and workforce training to serve the needs of individuals, businesses, and industries in Beaufort, Colleton, Hampton, and Jasper counties.

Approved by the Area Commission September 20, 2022

Approved by South Carolina Commission on Higher Education, October 13, 2022

Reaffirmed by the Area Commission March 23, 2023

**REAFFIRMATION OF THE AREA COMMISSION BYLAWS**

Chairman Dolyniuk referred to the Bylaws which were sent to each Commissioner in advance of the meeting. After asking for any questions or concerns and receiving none, he called for a motion to reaffirm the Bylaws of the Area Commission. Ms. Darien made the motion which was seconded by Mr. Duncan. Commission vote was unanimous in support of the reaffirmation of the Bylaws and thus so ordered by Chairman Dolyniuk.

**CAPITAL PROJECTS**

Larry Beckler, Director for Facilities and Maintenance, delivered a comprehensive report on current, pending, and future capital projects.

Completed projects include Owen Hall (Mather Museum) moisture remediation including the installation of a French drain system, new HVAC, wall and ceiling tile, and LED lighting, as well as repointing of the exterior brickwork. Budgeted at \$127,000, final costs were \$65,055 as much work was done in house. Also recently completed is the CDL training pad on the Hampton campus. The pad meets the South Carolina State testing guidelines. The pad was illuminated to allow for evening testing. An area was graded for future expansion of the CDL and the welding programs. On the Beaufort Mather campus, buildings 2, 14, and 15 had HVAC systems replaced and buildings 14 and 15 had roofs replaced.

Major construction on the Beaufort Mather campus included installing a fully functioning 'hot' Radiology lab in the Health Sciences building which was completed earlier this year. On going is the complete interior and exterior renovation of Moor Hall which will serve as The Hub for all student services. Building 6 will have a partial renovation to house Human Resources in one suite of offices and renovating two classrooms to

accommodate Physical Therapy Assisting Labs. Coleman Hall revovation will allow the Office of Workforce Development and Ready SC to move into the first floor space currently occupied by student services. Budget and projected costs are \$5,347,000.

At the Culinary Institute of the South, the Food'seum is in the final stages of design with a projected cost of \$800,000.

Capital projects on the Beaufort Mather campus for 2023 / 2024 include exterior renovation of Coleman Hall and building 6, campus signage, buldings 10 and 16 roof replacements, and HVAC upgrades for Owen Hall (Mather Museum and Interperative Center) and Anderson Hall ( bldg. 3, business office).

Capital projects on the horizon are the Arthur E. Brown Regional Workforce Center on the New River campus which is pending funding and the renovation of the library, student center, and the bookstore in MacLean Hall on the Beaufort Mather Campus. The MacLean Hall project is budgeted at \$1,805,000.

#### CHAIRMAN'S REPORT

Chairman Dolyniuk shared insights into Leadership from an article by Craig Groeschel. The article emphasised 'anticipatory' leadership versus 'reactionary' leadership. Reactionary leadership is a defensive posture. The critical difference in the two styles is feedback. Developing a strong culture of feedback will support an anticipatory leadership. Dr. Gough also talked about the importance of timely feedback in the performance review process. Ms. Weber noted three questions to ask staff to prompt feedback: What do we need to stop doing? What do we need to start doing ? What are we doing right?

#### BEST PRACTICES FOR COMMISSIONS

Warren Ganjehsani, Chief Counsel for the Technical College System in South Carolina, spoke with the Commission on ethics and best prectices for Commission governance of the College. He began by reviewing the legislation that created the Commissions for each of the Technical Colleges and the make up of the Commissions, which varies across the system. Also discussed were detailed protocols for executive sessions, taking Minutes in general and as related to exective sess, and conflicts of interest. He discussed the Freedom of Information Act (FOIA) and what documents are 'FOIA-able'. The guidance for all Area Commisions can be found in the South Carolina Code of Laws1076 Annotated. Title 59 Education, and Chapter 53, Technical and Vocational Education. Legislation specific to the Technical College of the Lowcountry can be found the South Carolina Code of Laws, Title 59, Chapter 53, Article 12, entitled Technical College of the Lowcountry Area Commission. Mr. Ganjehsani referred the commission to the SC Press Association website and the FOIA tab at [www.scpres.org](http://www.scpres.org).

## PATHWAYS TO THE FUTURE

Vice President Weber, along with AVP Allison Canning and HUB Director Danielle Consider, presented an overview of the 5 year Guided Pathways Grant awarded in 2019; how it was awarded, how it has been executed, and the positive results for the students and therefore the institution. TCL is one of only 60 institutions to receive this grant. The stated goal is to increase persistence and retention to graduation through enhanced curriculum and instruction, expanded student support, and maximizing the use of comprehensive technological systems. Outcomes include:

- The establishment of 8 Guided Pathways leading to careers in the areas of Arts , Building and Industrial Technologies, Business, Culinary and Hospitality, Health Sciences, Education and Professional services, Law and Criminal Justice and STEM.
- Integrated 8 Guided Pathways into catalog, student academic plans, registration, and advising.
- Implemented High Impact Practices through Go2Knowledge and the development of the Clist Center for Excellence.
- First Year Experience developed and piloting. This is a one credit class addressing career goals, time and money management, and mental health management to assist students in assimilating into the College environment.

The College exceeded the goal of increasing completion rates to 74% with 75% of students successfully completing Gateway Courses with a grade of A, B, or C.

The goal of expanded student services is being accomplished through:

- The establishment of a student HUB on all campuses
- New Onboarding process designed and implemented, Navigators hired and trained
- 98% of new students registered through Navigate
- 98% of new students have academic plans to follow to completion

In Fall of 2021, persistence and retention of NEW students was 69% which was higher than the over-all College persistence and retention percentage of 54 percent.

The next steps for the final years 4 and 5, October 2022 – September 2023 are:

- Launch early alert system for students struggling academically
- Capitalize on EAB analytics
- Increased Faculty use of EAB and tools
- Web contextualization
- Institutional sustainability. Grant positions will be gradually integrated into institutional position so when the grant sunsets, the College will be able to maintain the elements established by the grant.

VP Weber said that the over-arching goal of the grant is to strengthen the institution and the data shows that goal has been attained and the tools honed to maintain the momentum.

### SCATCC REPORT

Due to Mr. Smalls unexpected absence, we do not have a report this month

### PRESIDENTIAL MEDALLION

Dr. Gough suggested Rufus Pinckney as the recipient of the 2023 Presidential Medallion. Mr. Pinckey is President of the Mather Alumni group and has been the driving force behind the organization of the Mather Museum and Interpretive Center. He has taken the lead on grants awarded to the group as well as the integration of the Mather history into the curriculum in Beaufort County Schools. He has partnered with the Beaufort County School District via participation in the annual African American History Education conference presented by the school district and hosted by the College. The Commission concurred with his choice. The Medallion will be presented at Commencement on May 12, 2023.

### PRESIDENT'S REPORT

Dr. Gough and the Commission discussed candidates for the keynote speaker at Commencement and agreed that he would ask Berl Davis, CEO for Palmetto Electric.

Dr. Gough reported that he will soon meet with Mr. Bill Hager, the newly elected State Representative for District 122 which includes Hampton County. The Hampton County seat on the Commission is currently vacant and Dr. Gough will take this up with Representative Hager. Dr. Gough reminded the Commission that Mrs. Margie Thomas has previously served as a valued member of the Commission and he would like to submit her name to Representative Hager for his consideration. The Commission agreed.

Dr. Gough explained that the federal and state funding that allowed for 'free' tuition will not continue. Additionally, the Colleges have been strongly discouraged from increasing tuition. He has researched the course fees and requested a small increase and reorganization of fees. There has not been an increase in fees in over 10 years. Some of the fees, particularly high cost courses like Culinary Arts, are insufficient due to the significant increases in the cost of needed course tools. In the case of Culinary, the significant increase in food costs require an increase in the course fee. Chairman Dolyniuk called for a motion to freeze tuition rates and increase course fees, utilizing the new fee schedule. Mr. Duncan made the motion, which was seconded by Ms. Darien. Commission vote was unanimous and conditionally ordered by Chairman Dolyniuk pending ratification by the full Board at the April meeting.

**ADJOURNMENT**

Having no further business Mr. Dolyniuk adjourned the March meeting of the Technical College of the Lowcountry Area Commission at 3:45 pm.

Respectfully Submitted,

Ann Cullen

APPROVED:



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Randy K. Dolyniuk  
Chairman



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James Boozer  
Secretary

**Attachment A CAPITAL PROJECTS**



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

Capital Projects Update

March 23, 2023

**Mold Remediation - Owen Hall**

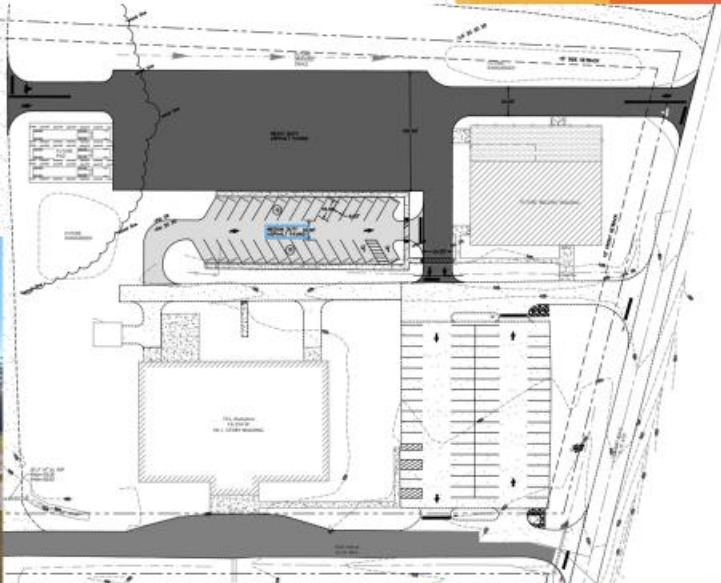
- Pointed and water proofed exterior brick
- Painted all rails & metal
- New HVAC system with dehumidification
- New walls, Ceiling tile & LED lighting
- Exterior trench drain system

Budget = \$127,000    Actual Cost = \$65,055



**CDL Training Pad - Hampton Mungin Center**

- Created a CDL Training Pad to meet SC State Testing Guidelines
- Illuminated the CDL Pad to allow evening training
- Added parking for CDL Training
- Graded for future CDL/Welding Building



**TCL Area Commission  
March 23, 2023**

**Roof Replacement - Buildings 14 & 15**

Budget = \$997,000 Actual Cost = \$979,067

**HVAC Replacement - Buildings 2, 14 & 15**

Budget = \$550,000 Actual Cost = \$546,357



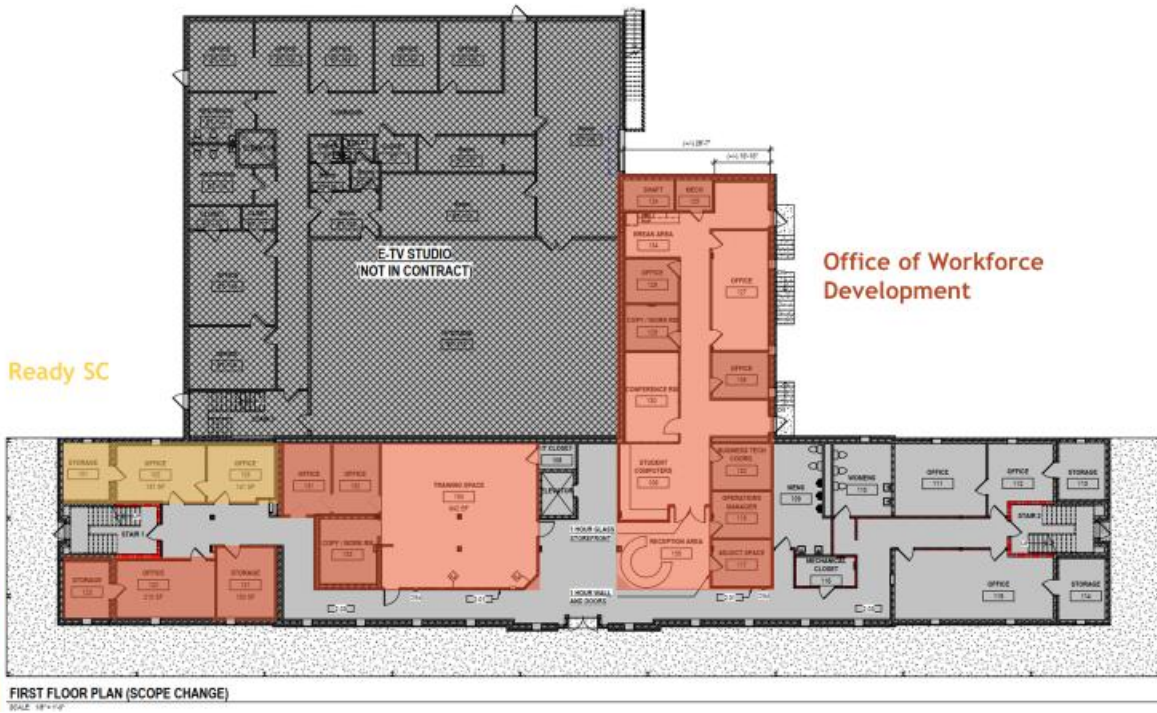
**Health Sciences Initiative & Student Services  
Buildings 4, 6, Moor Hall & Coleman Hall**

- New fully functioning Radiology Tech Lab - Bldg 4
- The Hub @ Moor Hall
- Physical Therapy Labs & HR - Bldg 6
- Office of Workforce Development, Ready SC @ Coleman Hall

Budget = \$5,347,000  
Projected Cost = \$5,347,000



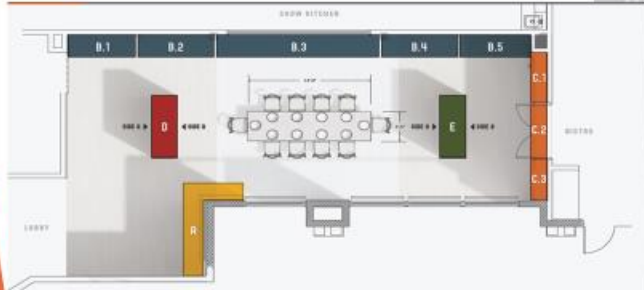




**Foodseum - Culinary Institute of the South**

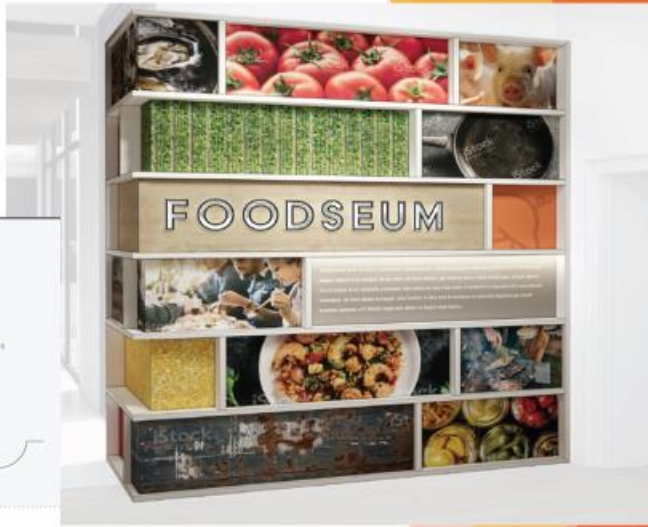
- DaVinci is finalizing the bid documents for the Display Millwork & Electrical

Budget = \$800,000 Projected Cost = \$800,000



**LEGEND**

- |  |   |
|--|---|
| <b>A</b> WELCOME WALL                              | <b>C.2</b> BISTRO WALL - BISTRO SIGN                                |
| <b>B.1</b> KITCHEN WALL 1 - TASTES BY THE SOUTH    | <b>C.3</b> BISTRO WALL - THE FUTURE OF SOUTHERN COOKING             |
| <b>B.2</b> KITCHEN WALL 2 - FOOD GROWTH MAP        | <b>D</b> FREESTANDING DISPLAY (SIDE A) - INTRO TO SOUTHERN COOKING  |
| <b>B.3</b> KITCHEN WALL 3 - FENCH A FIGHT! QUOTE   | <b>E</b> FREESTANDING DISPLAY (SIDE B) - HISTORY OF SOUTHERN BREADS |
| <b>B.4</b> KITCHEN WALL 4 - DO YOU THINK YOU KNOW? | <b>F</b> FREESTANDING DISPLAY (SIDE A) - THE LOWCOUNTRY TRASTE      |
| <b>B.5</b> KITCHEN WALL 5 - ARTIFACT CASES         | <b>G</b> FREESTANDING DISPLAY (SIDE B) - SHARE YOUR STORY           |
| <b>C.1</b> BISTRO WALL - ARTIFACT CASES            |   |



**Capital Projects 2023/2024**

- |                       |                             |
|-----------------------|-----------------------------|
| Exterior Renovation - | Coleman Hall & Building 6   |
| Campus Signage -      | Beaufort Mather Campus      |
| Roof Replacement -    | Bldgs 10 & 16               |
| HVAC Upgrades -       | Bldgs Owen & Anderson Halls |

**Exterior Renovation Coleman Hall & Bldg. 6**

- Eliminate the Corten Steel (Rusted steel Panels and Columns)
- Define a more prominent Entrance to Coleman Hall

Budget = \$915,000



**Capital Projects on the Horizon**

Regional Workforce Training Center - New River Campus

Student Support HUB - Maclean Hall

**Roof Replacement - Bldgs 10 & 16**

Budget = \$1,080,000



**Campus Signage - Beaufort Mather Campus**

Budget = \$300,000



**HVAC Upgrades Owen Hall & Anderson Hall**

Budget = \$350,000



**Arthur E. Brown Regional Workforce Training Center**

Budget: \$20,000,000

- Waiting on approval of a \$10,000,000 appropriation from the State
- Will pursue a \$10,000,000 match from the County



**Student Support Hub - Maclean Hall**

- Library
- Student Center
- Bookstore

Budget = \$1,805,000

Bookstore  
Renovation

MAVRC

Expanded Student Center

Library Renovation

Newly Renovated  
Library Computer  
Lab



**Attachment B Guided Pathways**



Technical College of the Lowcountry

INCREASING PERSISTENCE AND RETENTION TO GRADUATION

## The Project

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Enhanced Curriculum  
and Instruction



Expand Student  
Support



Comprehensive  
Technological Systems

Only **three of every ten** students admitted to The Technical College of the Lowcountry complete the onboarding process and enroll in classes; of those who do enroll, only **two in ten** will graduate within three years.

## Persistence Retention Completion

	2018/19	2019/20	2020/21	2021/22
Persistence (fall to spring)	68%	70.2%	68.6%	69.6%
Retention (fall to fall)	49.9%	47.8%	49.5%	51.3%
Grad Rate				
100% (2 yrs)	12%	7%	11%	4%*
150% 3 yrs)	18%	14%	11%	12%
200% (4-yrs)	23%	20%	17%	19%

\*Cohort 2018 Graduation spring 2020, summer 2020 = COVID 19

Only **three of every ten** students admitted to The Technical College of the Lowcountry complete the onboarding process and enroll in classes; of those who do enroll, only **two in ten** will graduate within three years.



Enhanced Curriculum and Instruction – development of Guided Pathways that include courses infused with high impact practices and workplace learning options connecting students to their career choice while facilitating intentional advising; first year seminar



Establish 8 Guided Pathways



Integrated 9 Guided Pathways into catalog, student academic plans, registration, advising



High Impact Practices - Go2Knowledge and development of the Clist Center for Excellence



First Year Experience developed and piloting



TCL exceeded the goal of increasing completion rates to 74% to 75% of students successfully completing Gateway Courses with a grade of A,B,C.



Arts	Building & Industrial	Business	Culinary & Hospitality
Health Sciences	Education & Professional Services	Law & Criminal Justice	STEM

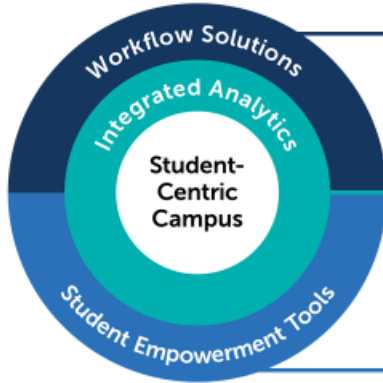
## Guided Pathways - Career Pathways

Expanded Student Support— establishing a Pathways Hub that will offer one-stop services include intake, coaching, advising, career assessment, monitoring and interventions and referrals to other campus resources; students will be assigned a Navigator .

Establish HUB on all campuses	New Onboarding process designed and implemented	Hire, train, Navigators
98% New Students Registered through Navigate	98% New Students with Academic Plans	Fall 2021: Persistence and Retention of NEW students higher than over-all college (at 69% and 54%)

## Inside Navigate

**Navigate** is EAB's Customer Relationship Management System is an enterprise level technology solution designed for student success. Navigate brings together **students, administrators, advisors, faculty, and other student support staff** in a collaborative network to holistically support students across the college journey.



### Workflow Solutions

Focus and scale interventions, support advisors and other staff in their day-to-day work, and create a truly **coordinated network** for student success

### Integrated Analytics

Understand which interventions are working and how to best **adjust your strategy** to support your school's needs

### Student Empowerment Tools

Build **belonging** and a deeper sense of purpose at school with Navigate's mobile app and other digital tools

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## TCL Leadership Team & Their Responsibilities

	Roles	Key Responsibilities
<b>Nancy Weber</b>	<b>1 Executive Sponsor</b>	<ul style="list-style-type: none"> <li>Outlines institutional student success and EAB partnership goals</li> </ul>
<b>Allison Canning</b>	<b>2 Program Owner</b>	<ul style="list-style-type: none"> <li>Sets expectations for platform utilization</li> <li>Ensures support and holds team accountable</li> <li>Leads overall effort to engage the users who will be using the product and maximizing value derived from the program</li> <li>Owens effectiveness of Coordinated Care Network &amp; training execution</li> </ul>
<b>Danielle Consider Jillian Kirkland</b>	<b>3 Application Administrator (Navigate)</b>	<ul style="list-style-type: none"> <li>Manages user role permissions, access, and configurations</li> <li>Triage end-user support issues and requests</li> </ul>
<b>Barbara Denson</b>	<b>4 Content Administrator (Navigate Student)</b>	<ul style="list-style-type: none"> <li>Publishes and maintains in-app content through ownership of content administration tool</li> </ul>
<b>Hayes Wiser</b>	<b>5 Technical Leader</b>	<ul style="list-style-type: none"> <li>Demonstrates familiarity with IT systems infrastructure; drives technology initiatives forward</li> <li>Leads effort to ensure data extraction goes smoothly and data changes needed are carried out effectively</li> </ul>

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## Navigate Utilization Since 2021 Launch

Data as of 3/13/2023



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## Key Navigate Wins

### Expanded **Academic Planning** Functionality for Advisors/Students in

- Encouraging students to **view advisor course suggestions**
- Went live with **Scheduler** so students can plan and subsequently schedule through Navigate
- By end of October 2021, **51.1% of new student registrations** were conducted through Navigate



### Launched the **Holistic Intake Survey** to Students in Fall 2021

Details:

- **8k+** student responses
- Allows advisors to develop more **personable relationships** with students
- Allows for **dissemination of targeted resources** based on responses
- **6.78% response rate** from first Spring 2023 checkin survey

### Expanded **Departmental Involvement** of Navigate Across TCL using the **Coordinated Care Networks**

Details:

- Admissions
- Advising
- Financial Aid
- MAVRC (*new*)
- Meet with a Faculty Member
- Registrar (*new*)
- Testing Center
- Tutoring

### Went Live with **Student Facing Appointment Scheduling** in Fall 2021

Details:

- Launched with **all Advising locations** and is "the" appointment scheduling tool
- Appointment Summaries for advisors/other departments are stored in a **central location**

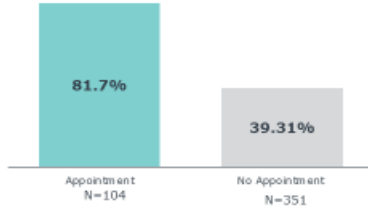
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# Fall 22 Registration Campaign Impact Analysis



Technical College of the Lowcountry

## Fall 22 Registration Rate



## Intervention Explained

- 1 Across the summer (May – August) multiple appointment campaigns were run to encourage Fall 2022 registration

## Impact Highlights

455

Number of students who were contacted cross 6 appointment campaigns

42.4%

Percentage point difference in registration among students who attended an appointment, compared to those who did not

\$68,200

Estimated additional Credit Revenue as a result of more students registering if they had an appointment

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## Next Steps

Year 4 - 5    October 2022- September 2023



LAUNCH EARLY ALERT SYSTEM



CAPITALIZE ON EAB ANALYTICS



INCREASED FACULTY USE OF EAB AND TOOLS



WEB CONTEXTUALIZATION



INSTITUTIONAL SUSTAINABILITY