

**TECHNICAL COLLEGE OF THE LOWCOUNTRY
AREA COMMISSION MEETING
October 12, 2021 at 9:00
Angus Cotton Academic Center, New River Campus
Pre-Strategic Planning: Facilitated Discussion**

MINUTES

COMMISSIONERS PRESENT

Randy Dolyniuk, Chairman
Sheree Darien, Vice Chair
James Boozer, Secretary via Zoom
David Smalls
Heath Duncan
Rick Toomey

STAFF PRESENT

Richard Gough, President
Mary Lee Carns, Facilitator
Michael Ricks, Criminal Justice Program
Manager

COMMISSIONER ABSENT, EXCUSED

Dr. William Small

GUEST

Alice Howard, TCL Liaison for Beaufort

The October meeting of the Area Commission for the Technical College of the Lowcountry was held on Tuesday, October 12, 2021 at 9:00 in the Angus Cotton Academic Center on the New River campus. 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 CONSENT AGENDA

Chairman Dolyniuk called the meeting to order at 9:00 and drew the Commission's attention to the Consent Agenda consisting of the September meeting Minutes for Commission approval and a curriculum request to offer Police Pre-Academy Training certification (PPAT) which requires Commission approval. Mr. Michael Ricks, Criminal Justice Program Manager spoke to the Commission regarding the Police Pre-Academy certification and the need for this certification prior to being hired. South Carolina has one Police Academy for the entire state. The demand is great and there is a long waiting list. Consequently, new officers are on the job for months before they are able to gain entry to the Criminal Justice Academy in Columbia. The Police Pre-Academy Training (PPAT) certification is for individuals who seek to become employed as a law enforcement officer in South Carolina and become Class-1 Certified Law Enforcement Officers (LEO) through the South Carolina Criminal Justice Academy (SCCJA) and the Law Enforcement Training Council (LETC) pursuant to South Carolina Code of Laws Chapter 23. This certification will enhance the students employability as well giving them confidence on the job. Chairman Dolyniuk called for a motion to accept the Consent Agenda. Ms. Darien made the motion which was seconded by Mr. Boozer. Commission vote was unanimous in favor and thus so ordered by Chairman Dolyniuk. It was also decided that the Commission would tour the Criminal Justice program facilities early in the coming year.

Goal of Meeting, Role of Facilitator, and Rules of Engagement

Chairman Dolyniuk said the goal of the meeting is to nurture the cohesiveness of the Commission and plan for Commission Strategic Planning after the the College's Strategic Plan is presented. The College's Strategic Plan will inform and drive the Commission's Strategic Plan. Mary Lee Carns is attending to facilitate the discussion and assist in capturing the salient points.

By-Laws Review

Discussion: Members affirmed the Commission functions as a policy making board. This policy authority is separate and distinctive from College procedures. It is the responsibility of College administration to administer and implement policy. Policies are put into action by procedures established by College administration. Members discussed enlarging the Commission by 2 to 4 at-large members. The Commission may not have this authority.

Decision: By-Laws will be reviewed and articles and/or sections not under local authority highlighted.

ACTION: Before the December 2021 Commission meeting, the President's Office will review the Commission By-Laws and highlight articles and/or sections governed by external authority such as South Carolina legislation and Southern Association of College and Schools (SACS). The President's Office will distribute the findings to the Commission in advance of the December meeting for discussion at the December meeting.

Commissioners provided input with regard to meeting structure and components. Guest speakers: Dr. Toomey mentioned John O'Toole (BCEDC) as an example of a valuable presentation from someone outside of, but associated with the College. The Commission also found Ms. Bishop's SACSCOC presentation and Mr. Rick's briefing on the Pre-police Academy to be of great value as well. The Commission expressed interest in seeing some of the tools Mr. Ricks uses in his Criminal Justice program and the disusion turned to the need for a structured Commissioner orientation to include on campus experiences.

Policy Review Planning and Discussion

Discussion: Members recognized the Commission's function is the determination of local policy that is consistent with and supportive of statewide policy promulgated by the State Board for Technical and Comprehensive Education

Decision: Policies shall be reviewed and a review schedule established.

ACTION: No later than March 31, 2022, the President's office will report to the Commission on current policy review practices.

Review Data Insights and Ins & Outs Executive Summary

Discussion: Commission Chair encouraged members to review the data and information in the following college publications: Data Insight 2020 and Ins & Outs Executive Summary. Both documents can be found on the college's Strategic Planning website. It was noted that Data Insights 2021 will be published in November

Decision: No decision.

ACTION: No action.

President's Performance Review

Discussion: Members recognized the importance of the State's performance evaluation process in state-level compensation decisions. Commission also recognized the State's performance evaluation process had little relevance to local College goals.

Decision: Commission will establish locally relevant, measurable performance objectives for the president. Performance will be reviewed regularly. This local evaluation will be merged with the State's performance evaluation process.

ACTION: No action.

Service Area Strengthening Strategy

Discussion: Members acknowledge this is a multifaceted issue: communication, geography, facilities, population and economic demographics. Members uniformly valued the information exemplified by faculty member Michael Rick's presentation to the Commission. Members agreed such information is relevant to their service areas and empowers member communication. It was recognized that a member Beaufort County Council routinely attends Commission meeting. Councilperson Alice Howard stated this representation was valuable to Council and bolsters the College-County relationship.

Decision: Commission meetings will include liaisons from each of the following county councils: Jasper County Council, Hampton County Council and Colleton County Council.

ACTION: Commission Chair will write a letter to the chairs of Jasper, Hampton and Colleton county councils. Following receipt of the letter, the Chair of the Commission and the college's President will present to each of the councils during public meeting.

Institutional Marketing Effectiveness

Discussion: Members recognized college marketing efforts are largely successful.

Decision: No decision.

ACTION: No action.

Vertically Diverse Workforce

Discussion: Members agreed the College is best served by the ability to attract and hire the most qualified candidate.

Decision: The subject requires more informed discussion.

ACTION: College administration will conduct a Diversity, Equity & Inclusion (DEI) Survey to include faculty, staff and students no later than June 30, 2022. The results of the survey will be presented to the Commission.

Note: The College's HR department proactively ensures college job notices are advertised at Historically Black Colleges and Universities (HBCUs) including Benedict College in Columbia and South Carolina State University in Orangeburg.

Board Training

Discussion: South Carolina Association of Technical College Commissioners provides commissioner education at the state level. Members agreed on the need for local, continuous, college and service areas-relevant commissioner education.

Decision: A formal new member orientation will be established to include a physical tour of all college campuses. The new member orientation plan shall be put in practice 2022.

Decision: Commission meeting agenda will include guest speaker/s who may represent either an internal and/or external stakeholder.

Decision: Commission meetings will rotate between college campuses.

ACTION: The President's office will draft new member orientation plan for review by the Commission.

ACTION: The President's office will work directly with the chair of the Commission to develop commission meeting agendas.

Board Meeting Structure

Discussion: Members acknowledged current meeting practices tend to cause repetitive reporting particularly from administrative areas. Members uniformly valued the information exemplified by faculty member Michael Rick's presentation to the Commission. Members agreed it was a good example of Board training and such information empowers member advocacy in member service areas.

Decision: Beginning 2022, the college's four deans will present to the Commission. If one dean per meeting then an individual dean will present to the Commission once every fourth month.

Decision: Generally, vice presidents will present quarterly or as needed.

Decision: Meetings will be organized with the aim of ensuring meetings will adjourn within 2 hours.

ACTION: The President's office owns agenda coordination and is responsible for implementing the Commission's decisions. The President's office will work directly with the chair of the Commission to develop commission meeting agendas.

Speakers

Reference Topic 8 Board Training and Topic 9 Board Meeting Structure

Administrative Reports

Reference Topic 9 Board Meeting Structure

Dean Reports

Reference Topic 9 Board Meeting Structure

President's Performance Evaluation

Discussion: All Agency Heads in the state of South Carolina are reviewed based on criteria designed as 'one size fits all' and is not always directly relevant to the College's President's activities and goals. The Commission discussed integrating local measurable goals and merging same with the existing Agency Head goals to increase relevance.

Decision: To be discussed in detail during late Spring. The President's evaluation is due at the Agency Head Salary Commission in September.

ACTION: None required at this time.

ADJOURNMENT

Having no further business, Mr. Dolyniuk adjourned the October 2021 planning meeting of the Technical College of the Lowcountry Area Commission at 3:30.

Respectfully Submitted,

Ann Cullen

APPROVED:



Randy K. Dolyniuk
Chairman



Sheree Darien
Vice Chair