



Date: Monday, April 21, 2025, 4:30 pm
Spartanburg Community College, Dr. Benjamin Snoddy Boardroom

Subject: Minutes from The Spartanburg County Commission for Technical and Community Education Meeting

Attendees: Chairman Keller, Vice Chairman Bell, Secretary Hill, Commissioner Fowler, Commissioner Kennedy, Commissioner O'Neill, Commissioner Anderson, Commissioner Smith, Commissioner King, Commissioner Radford, Commissioner Hamrick, Dr. Mikota, Mr. Burroughs, Dr. Obi, Dr. Satterfield, Ms. Hughes, Mrs. Walker, Mrs. Painter, Mr. Aughinbaugh, Mrs. Harris, Ms. James

Absent: Commissioner Sarratt, Mrs. Andrena Powell-Baker, Dr. Williams

I. CALL TO ORDER

Chairman Keller called the meeting to order at 4:37 pm.

II. COMMISSION MINUTES

Chairman Keller presented the March 17, 2025, meeting minutes, which previously had been shared with the Members and asked if any Member had edits or questions. Hearing no amendments or objections, Chairman Keller asked for a motion to approve the minutes as written. Commissioner Kennedy motioned to approve the March 17, 2025, meeting minutes, Commissioner Anderson seconded the motion, and all voted aye.

III. CONSENT AGENDA

Chairman Keller presented the Consent Agenda Items, which previously had been shared with the Members and asked if any Member had edits or questions. Hearing no amendments or objections, Chairman Keller asked for a motion to approve the Consent Agenda Items as presented. Commissioner Anderson motioned to approve the Consent Agenda Items, Commissioner Fowler seconded the motion, and all voted aye.

IV. HR POLICY APPROVALS presented by Mrs. Pheadra Harris, VP, HR

Mrs. Harris presented the updated HR policies below and a summary of changes made.

- a. POL VI-180 Classification and Compensation Plan for Classified Positions-Personnel
- b. POL VI-190 Title IX – Nondiscrimination
- c. POL VI-200 Disability-Nondiscrimination
- d. POL VI-210 Non-Discrimination and Anti-Harassment
- e. POL VI-240 Leave Without Pay
- f. POL VI-260 Position Descriptions

Upon completion of the presentation, Mrs. Harris opened the floor to questions. No questions were put forth. Chairman Keller asked for a motion to approve the changes to the above policies. Commissioner Anderson motioned to approve the changes to the above policies. Commissioner Smith seconded the motion and all voted aye.

V. FINANCIAL REPORT presented by Ms. Melissa Hughes, Director, Finance

Revenues:

Curriculum = \$ 29,348,313 which reflects 86% of the budgeted amount
Continuing Education = \$1,540,546 which reflects 86% of the budgeted amount
Auxiliary = \$ 1,833,332 which reflects 128% of the budgeted amount
State = \$15,894,213 which reflects 115% of the budgeted amount
State = Cherokee Allocation = \$1,307,816 which reflects 100% of the budgeted amount
County = \$ 7,138,680 which reflects 52% of the budgeted amount
Other = \$ 1,341,089 which reflects 103% of the budgeted amount
Total Revenue = \$ 58,403,989 which reflects 87% of the budgeted amount

Expenses:

Full-time Salaries = \$ 18,711,429, which reflects 70% spent of the budgeted amount
Full-time Fringe = \$ 8,899,303 which reflects 73% spent of the budgeted amount
Part-time Salaries = \$ 3,741,181 which reflects 54% spent of the budgeted amount
Part-time Fringe = \$ 935,295 which reflects 54% spent of the budgeted amount
O&M Expenses = \$ 10,976,997 which reflects 56% spent of the budgeted amount
Encumbrances = \$ 2,690,592 which reflects 0% spent of the budgeted amount
Total Expenses = \$ 49,954,797 which reflects 68% spent of the budgeted amount

As of March 31, 2025, SCC received 87% of our budgeted revenues, which is a revenue increase of \$5,274,127 in comparison to March 31, 2024. There are no major issues regarding the budget. Expenditure as a percentage of the budget was 68%, which is 2% less than the previous year.

Recommendation: The Commission accepts this as information.

At the conclusion of Ms. Hughes' presentation, the floor was then opened for questions, Commissioner O'Neill asked: "What is the best way to summarize the increase of the over \$5 million in revenue? What would you contribute as the top 3 things that contributed to the increase?" Ms. Hughes answered that there was an overage in curriculum revenue as compared to budgeted projections, the College has received more from the State and the County. Dr. Mikota explained that the reason the College received more from the State was due to SCC continued growth compared to other institutions within the system, so on a rolling 3-year average from a formula standpoint SCC was given a larger percentage of the budgeted resources from the State. SCC is growing and performing better at the State level and then the curriculum revenue as well.

Again, the floor was opened for questions, no additional questions were put forth. Chairman Keller asked for a motion to approve the Financial Report. Commissioner Hamrick motioned to approve the Financial Report, Commissioner O'Neill seconded the motion, and all voted aye.

- VI. BAD DEBT REPORT presented by Ms. Melissa Hughes, Director, Finance
The driving force is curriculum tuition, these are students that have registered, set up a payment plan, attended a class but did not finish the course. The balances that these students currently owe need to be written off.

Return to Title IV is the next biggest issue. These are students that have a balance related to Federal funds, and didn't attend at least 60% of the term. SCC then must return those funds back to the Federal Government.

Book Inn, Technology Fee, Lab Fee, Financial Aid Refund, Library Fines, and Late Registration Fee are a few other items of reasons why students have debts on their accounts.

The total amount of bad debt is \$664,565.06

Ms. Hughes presented a slide that showed how the College has been trending over the last several years. This slide showed the amount of write-off for the Fall and Spring for each respective year and the amount. This slide also showed what was collected, budgeted for each year and the difference between those.

The bottom portion showed the 1% that Administration has been given the authority to write-off without Board approval and what that percentage is.

Because this number has been rising with the growth of enrollment the College has partnered with a 3rd party collection agency to help collect some of the bad debt. Students will also be required to sign a Student Financial Responsibility Agreement that will outline their financial obligations. Additionally, the new call center, Anthology, will begin to contact students regarding their outstanding balances.

Commissioner Hamrick asked for clarification if the \$573,286 in the Amount Collected FY2024-25 was deducted from the total amount of bad debt, \$1,233,587. Chairman Keller clarified that the \$573,286 was collected this year but this amount could come from prior years. Per Commissioner Kennedy these are ongoing numbers and some of the collected debts could be years old. Commissioner King asked if the write-off has an impact on the student's credit score. Per Ms. Hughes SCC currently does not report this to credit agencies. Mr. Burroughs stated that moving forward once SCC has implemented the agreement and is working with a collection agency the write-off will be reported.

Commissioner Kennedy made the statement that a vast majority of the \$1.2M is the College's money but due to the free tuition the College is giving it to the students, so the College is chasing it's own money.

Commissioner Hamrick clarified that the R2T4 funds are funds that have to be returned to the federal government. Commissioner Kennedy responded that any monies received from the federal government must be returned. The government sent the money to the College to be dispersed so they come back to the College to collect instead of to the students.

The floor was again opened for questions, no further questions were put forth.

Chairman Keller asked for a motion to approve writing-off of \$664,565, which is 1.93% of the College's budgeted tuition and fees FY2024-2025. Commissioner motion to approve writing-off of \$664,565, which is 1.93% of the College's budgeted tuition and fees FY2024-2025. Commissioner Kennedy seconded the motion and all voted aye.

VII. PRESIDENT'S REPORT presented by Dr. Michael Mikota, President

Dr. Mikota spoke of how to set strategy, how to move forward, and also how the structure of higher education is changing. Change can be good; it can bring opportunities.

A learning opportunity being presented at SCC is Dr. Richard Helyer a senior lecturer in physiology and human simulation at the University of Bristol, UK. Dr. Helyer will present a live session on Exploring the Future of Medical and Nursing Education with Simulation on June 9, 2025, in the Tracy Gaines Auditorium. This is a good partnership for the College as Dr. Helyer scratches the surface of what is to come with regards to how education is changing and shows how Colleges need to adapt and change. All are welcome.

Other topics of discussion were:

Changes coming to higher education and how the College must change and be adaptable to meet the need.

Positioning the College with new strategic initiatives.

Differentiating the College from other institutions.

Demographic changes as this region continues to grow.

Budget planning process is underway.

Online providers are becoming more prevalent.

Facility Master Plan.

Ribbon Cutting at the Spartanburgers Stadium.

Talent Development.

Performance based metrics approved by the President's Council.

Focus on students.

Dr. Mikota mentioned the upcoming PHI THETA KAPPA presentation. The 4 students who are in the top 1% of South Carolina students and the 5-star chapter led by Mr. Tim Arnold. 1918 is the year PHI THETA KAPPA was founded on the principles of scholarship, leadership, service and fellowship.

This concluded Dr. Mikota's report. The floor was opened to questions, none were put forth.

Chairman Keller asked for a motion to approve the President's Report. Commissioner Fowler motioned to approve President's Report, Commissioner King seconded the motion, and all voted aye.

VIII. PHI THETA KAPPA (PTK) presented by Mr. Tim Arnold, Music Instructor/PTK Advisor

Dr. Mikota introduced Mr. Arnold, the advisor for the PTK Chapter at SCC which is a 5-star chapter. The students attending tonight with Mr. Arnold were honored as All State Selections for PTK. Dr. Mikota yielded the floor to Mr. Arnold.

Mr. Arnold thanked Dr. Mikota and the Commission for the opportunity to present. Mr. Arnold is one of nine advisors to PTK as SCC has a large chapter of approximately 200 students currently this semester. The four students with Mr. Arnold all achieved very high academic performance levels and were recognized as All State Academic through the South Carolina State Technical College System. The students were asked to speak about the four hallmarks of PTK which are scholarship, leadership, service and fellowship. Mr. Arnold introduced Ms. Ashley Tinsley, who spoke about scholarships, Ms. Niko Jones who spoke about leadership, Ms. Ashely Smith who spoke about service, and Ms. Catelyn Neal who spoke about fellowship.

Mr. Keller thanked the PTK students for their presentation and congratulated them on their achievements.

IX. ANNOUNCEMENTS

SCC = i2 Spring Fling, April 26, 2025, Cherokee County Campus

Girls on the Run 5K, April 26, 2025 , SCC is a Sponsor (www.gotrupstatesc.org/5k for details)

The Crit, May 2nd, 2025, Downtown Spartanburg

Cribbs Burger Cook-Off, May 3, 2025, SCC is a Sponsor

SCC Graduation, May 12, Hub City Spartanburgers Stadium (See Attachment)

AI Body, Bringing Learning to Life in Upstate South Carolina, June 9, 2025, Tracy Gaines Auditorium (See Attachment)

X. ADJOURN TO EXECUTIVE SESSION

Chairman Keller asked for a motion to Adjourn to Executive Session for discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the agency of a claim. Commissioner Fowler motioned to Adjourn to Executive Session. Commissioner Kennedy seconded the motion and all voted aye. The meeting Adjourned to Executive Session at 5:40 pm.

XI. ADJOURN TO OPEN SESSION


Chairman Keller asked for a motion to Adjourn to Open Session. Commissioner Kennedy motioned to Adjourn to Executive Session. Commissioner Anderson seconded the motion and all voted aye. The meeting Adjourned to Open Session at 6:24 pm.

A motion was made by Commissioner Kennedy to approve the submittal of A-1 for A & E due diligence on a potential real estate acquisition. The motion was seconded by Commissioner Hamrick and all voted aye.

XII. ADJOURN

Chairman Keller asked for a motion to Adjourn the meeting. Commissioner Anderson motioned to Adjourn. Commissioner Hamrick seconded the motion. All voted aye, and the meeting Adjourned at 6:25 pm.

Respectfully Submitted by:

A handwritten signature in cursive script that reads "Tracey Hill". The signature is written in dark ink and is positioned below the text "Respectfully Submitted by:".

Mrs. Tracey Hill, Secretary