

**WILLIAMSBURG TECHNICAL COLLEGE
MINUTES OF THE MEETING OF THE AREA COMMISSION**

March 7, 2022, 12:00 noon

Room #236A

Area Commission

Present:

Johnny M. Gardner, Chairman
S. Christine Green, Secretary-Treasurer
S. Lide Howell
Henry M. Poston, Vice-Chairman
James S. Stuckey
Gertrude P. Williams

Absent:

S. Coleman Braxton
Walter H. Brown
Harmon Cooper, Jr.
Toni M. Ward

Administration

Present:

Dr. Patricia A. Lee, President
Missy Coker, VP for Administration & Finance
Dr. Veronica Jackson, Director, Workforce Dev & Continuing Ed
Dr. Gayle Tremble, Assistant VP, Academic Affairs
Dr. Alexis DuBose, Associate VP for Student Affairs

Staff:

Pauline Lee, Administrative Assistant to the President

Absent:

Tyrone Thomas, Associate VP for Facilities

CALL TO ORDER

Chairman Gardner called the meeting to order at 12:01 p.m. and presided.

APPROVAL OF MINUTES

Mr. Poston motioned that the minutes of the February 7, 2022 meeting be approved. The motion was seconded by Ms. Green and carried unanimously.

CONSIDERATION FOR NAMING OF CAMPUS ROAD

As the proposed action presented to the commission for consideration concerned Mr. Gardner, Dr. Lee stated that this represented a conflict of interest and requested that Mr. Gardner excuse himself from the room temporarily and that Vice Chairman Poston preside the discussion. Subsequently, Mr. Poston chaired the meeting, opened the topic for discussion and stated that some commissioners had been contacted by Sen. Sabb who requested that a campus road be named in honor of Mr. Gardner. Dr. Lee stated that state policy dictates that, due to the area commission's scope of responsibility for facilities, such a request must be approved by the area commission. The road proposed runs behind Building B leading to the back parking area. She also noted that the college's foundation established a policy years ago for naming specific segments of college facilities as part of a foundation effort to raise funds for the college. While commissioners unanimously agreed that Mr. Gardner's service on the commission was commendable, so was the service of several other members who served a greater number of years and deserved consideration as well. Mr. Poston offered a suggestion that the road could be named "Commissioners Way" as a means to honor all WTC commissioners. They also expressed reservations about making an immediate decision on such a matter and establishing a precedent without having a policy in place that could have future repercussions.

Following discussion, Mr. Gardner returned to the room and was informed of the request to the commission to name a campus road in his honor. Commissioners unanimously agreed that they should have time to consider the proposal and that the college should have guidelines to follow to ensure standards are applied fairly. Due to lack of a quorum (Mr. Gardner recused from voting), the proposal was accepted as information. As the two longest-serving members of the WTC Area Commission, Mr. Poston appointed Ms. Green and Ms. Williams to serve as a committee to review the WTC Foundation policy, determine if any segment can be adapted to a college policy, and develop a proposed policy to present to the area commission for consideration at the next meeting.

Business Affairs: Ms. Coker reported that she has received all of the state funds, and some county funds have begun to come in. The bookstore revenue is as it should be. Student revenue is down a bit, but it is not a concern because enrollment is up, and we still have summer to finish. Continuing Education revenue is up because of all the industry training we are doing with GEER funds.

Financial Aid Report: The first Spring Pell funds were released March 3. We awarded \$506,988 in federal funds and \$27,288 in state LIFE funds. Students who receive LIFE can also receive Pell, and many receive both. SEOG, LIFE, and WINS will all be posted in the next two weeks because they must be drawn after other funds have been awarded. This will be reflected in next month's report.

Academic Affairs: In line with SACSCOC guidelines, Dr. Tremble reported that the college has hired Mrs. Paige Brown as Director of Academics and Special Projects to handle the many projects underway in the division. Mrs. Brown has many years of experience in the school system, has a master's degree in Educational Leadership, and has experience in grant, dual enrollment, SACS and state reporting. The college is pleased to have her and feels she will be an asset to the team.

Student Affairs: Dr. DuBose reported that summer registration begins in two weeks, and staff are working to retain current students and recruit new students for the summer; several initiatives are underway to accomplish this. Graduation is Friday, May 13. We are reviewing how we will approach it this year and will give an update at the next meeting.

Workforce Development/Continuing Education: Dr. Jackson reported that workforce training programs are underway with CPR for Embroidery Solutions and Lean Six Sigma for DSM. We partner with HGTC to offer CDL Training. We are partnered with Central Carolina to offer Workforce Development/Con Ed Department training for OSHA 10. The WTC Job Fair will be held on March 24, 10 a.m. to 2 p.m., at Santee Electric. The Drone Training cohort is nearing the end. The next cohort is planned for April, and the date should be confirmed by the next meeting. The second CDL cohort concluded. Three individuals completed the program; three have already received their CDL licenses, and the other individual has to complete 26.5 hours of range and driving time combined. She will complete those hours on campus as part of the main course. Thus far we have a 100 percent completion rate. The County Leader Program has concluded. All participants successfully completed and will receive their certificates. The county government has inquired about Heavy Equipment training, and Mr. Cumbie is working on scheduling a start date for Scissorlift, Forklift, and Backhoe training.

Dr. Lee added that the college is delighted for the opportunity to do all this training and commended Dr. Jackson and her staff for their diligent efforts in managing the programs. The college is trying to meet individual industry needs, partnerships are getting stronger, and we are getting graduates ready to begin work.

PRESIDENT'S REPORT

Legislative Update: The technical colleges did very well in the House Ways & Means budget released from the House last week. The budget was then passed to the Senate. They will produce their version, return it to the

House, and then meet in a joint session to debate. The technical colleges have fared very well thus far, and WTC is hoping for a great show of support by providing substantial funds for our hospital project.

Mask Mandate: Tech presidents have been in recent discussions regarding mask mandates. Dr. Lee will seek input on relaxing the mandate from President's Council members at their meeting tomorrow. The general feeling is to make the mandate optional to an extent. Nursing and some large classes pose a higher risk and should continue the mandate. Discretion in small settings will be encouraged. The college is also reviewing options for the upcoming commencement to ensure safety for all.

SACSCOC Response Update: In response to SACSCOC Visiting Committee Recommendations regarding the need to increase support to the Academics and Student Services areas, the college has restructured senior-level positions to add additional leadership and instructor positions to enhance communication and support to those areas. Consequently, the college is in process of hiring to fill key positions but has also revised some employee responsibilities to make the best use of existing personnel and resources. SACSCOC will rule on the college's response at its June meeting, and announcement will be made at its annual meeting in December.

Upcoming Activities: Dr. Lee gave an update on upcoming activities.

Mar 15	HomeTown Chamber Banquet
Mar 23	Legislative Luncheon
Mar 24	WTC Job Fair at Santee Electric
Mar 25	Palmetto Leader Project
Apr 4	Area Commission Meeting
Apr 7	Taste of Williamsburg (To be rescheduled to Oct 21)

NEXT MEETING

The next meeting is scheduled on April 4, 2022.

EXECUTIVE SESSION

There was no need for an Executive Session at this time.

ADJOURNMENT

There being no further business, Commissioners adjourned the meeting at 12:40 p.m.

Approved:

Johnny M. Gardner, Jr., Chairman

Pauline T. Lee, Recorder