



**BOARD OF DIRECTORS
Webex
September 15, 2021
7:30 a.m.**

MINUTES

BOARD OF DIRECTORS

Present:

David Campbell
Erin Cook
Keith Gettinger
Rebecca Hadley-Catter

Roger McDaniel
Michael Powell
John Rainwater
Keith Simmons

Jeff Tarrant
Chris Williams
Stone Workman

Absent:

Kyle Fletcher

Merry Heath

SCTC Staff Members

Dr. Alvetta Thomas
Stacy Acey
Dr. Mark Andrews
Donna Boisseau
Dr. Sean Brumfield
Barbara Jo Cook

Dr. Chris Daniel
Dr. Jennifer Edwards
Julie Gates
Adam Grubbs
Steve Hendrix
Dr. Xenia Johns

Kathleen Mayer
Dr. Steve Pearce
Kim Santerre
Dr. Drew Todd
Annita White

A. CALL TO ORDER

The meeting was called to order at 7:45 am after some technical difficulties. The College decided to return to remote meetings due to a rise in COVID cases in the service delivery area in order to help stop the spread.

David Campbell welcomed new Board member, Chris Williams, to the meeting.

B. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

C. APPROVAL OF AGENDA

Rebecca Hadley-Catter made a motion to accept the agenda, Michael Powell seconded, and the Board voted unanimously to accept the agenda.

D. APPROVAL OF MINUTES FROM LAST MEETING

Mr. Powell made a motion to approve the minutes of the July 21, 2021 meeting, seconded by Ms. Hadley-Catter, and the motion was unanimously approved.

E. INTRODUCTIONS OF GUESTS – QUALITY ENHANCEMENT PLAN (QEP) PRESENTATIONS

Dr. Daniel provided a brief explanation of a Quality Enhancement Plan (QEP). This is a part of the SACSCOC reaffirmation process to ensure continuous improvement with instructional activities to promote student learning. The QEP has to encompass a topic identified through ongoing research and has to have a broad-based institutional support system, focus on improving specific student learning outcomes, have committed resources in order to complete the QEP, and have a plan for assessment of achievement. The College identified a QEP Topic Selection Committee to review data and identify three possible topics for the next QEP. Committee members include Christy Allen, Donna Boisseau, Sean Brumfield, Jennifer Edwards, Julie Gates, Adam Grubbs, Kathleen Mayer, Drew Todd, and Annita White. The Committee provided brief presentations to support each topic to the Board allowing time for questions and answers regarding the presentations. Board members will be provided a link to a survey to provide feedback after the meeting. The titles of the three presentations under consideration are: Improve Class Performance and Student Retention in Online Learning, First Year Experience Seminar, and Math Across the Crescent. Committee members will also be presenting to the Foundation Board, faculty and staff, student body and the Program Advisory Committees. Feedback will be gathered from each of these groups in a similar fashion. Dr. Thomas will review this feedback and make a final determination on the topic selection.

F. OLD BUSINESS

No old business.

G. NEW BUSINESS

No new business was scheduled for this meeting due to time constraints.

H. COLLEGE REPORTS

Administrative Services and Budget Overview

In the interest of time, the decision was made to forego the Administrative Services and Budget Overview at this time and reschedule this presentation for the new Board members.

I. PRESIDENT'S UPDATE

Dr. Thomas mentioned that the divisional reports were included in the emailed Board materials. Dr. Thomas thanked the QEP Committee for the work done on the QEP presentations.

Dr. Thomas announced the upcoming golf tournament on October 21 at the Club at Shoal Creek. Opportunities are still available; contact Barbara Jo Cook for additional information.

Nitara Murray has resigned from the Board of Directors because she has moved and no longer lives or works in the service delivery area. The College will work with the Nominating Committee to identify candidates for consideration to represent Henry County.

The announcement of the presidency position will be released this week and will be posted for 30 days. The timeline is not currently available for the screening and interview process but will be shared once this information is received.

Southern Crescent Technical College had an audit in 2017-2018 for AY2017. Dr. Thomas stated the first issue was that the Federal Work Study Matching Requirement not met. The College typically does not pay matching and receives waiver approval. For this particular year, the waiver was not requested due to a change in personnel during the time in which the waiver request would normally be submitted. This resulted in the College having to pay the matching amount (\$41,812.50), which was paid in 2018. The College has been approved for waivers in subsequent years to date. The second finding involved Return to Title IV. Due to employee turnover in Financial Aid and the Business Office, the College used a technology work around in order to meet the refund schedule. The technology work around worked for the Business Office side but caused issues on the Financial Aid side that we did not see until this audit was conducted. The College conducted a full internal audit and found that the work around created an issue in the reporting of the students who unofficially withdrew from the College. The amount of money returned for those students to the Department of Education was incorrect and only occurred for the Spring term that year. This error did not occur in subsequent semesters. The amount of money returned for this issue was \$19,774.86. Notification of this amount was received just last week. The College is in the process of doing the system updates in order to return the money. The check will be cut as soon as the College receives the clearance to do so. The College was audited for the next year with no findings. Additional safeguards have been put in place to ensure this does not happen again. The College is also looking for funding to hire a “compliance officer” whose responsibility would be to monitor deadlines and assist in conducting internal audits of all processes and procedures. Since 2018, the Financial Aid Department has done a fantastic job of monitoring. Financial Aid entry-level positions are very low paid positions and not comparable to the work that is required for those positions. The College is trying to find a solution for this problem for the Financial Aid area as well as for the Admissions area. The salaries are not adequate for the level of commitment and expertise that the College expects from them every day. While the College had a challenging 2017-2018 year, this is not a systemic issue but an isolated incident. These reports are made available on the State of Georgia website.

Dr. Thomas reminded the Board members to review upcoming dates included in the Board materials. The Ride of Honor was held last week. First responders from the service delivery area participated and the event seemed to be well received. Information about College activities can be located easily on the website and Dr. Thomas stated that Board members are always welcome to participate.

J. ADJOURN

The next Board of Directors meeting will be held on November 17, 2021 at 7:30 a.m. Mr. Campbell reminded the Board that the decision was made to meet at the Griffin Campus unless otherwise stated on the schedule. Mr. Campbell thanked the Board members for remaining through the technical difficulties and for the staff that prepared for the meeting. There being no further business, the meeting was adjourned at 9:03 a.m.

Dr. Alvetta Peterman Thomas, Executive Secretary