

Minutes of the Meeting
Horry-Georgetown Technical College Commission
June 12, 2018

Members Present: Joe T. Branyon, Jr. Brent D. Groome
Donald W. Helms J. David McMillan
Y. Melvin Nobles W. Ken Richardson
Orrie E. West
Dr. Marilyn Murphy Fore

Members Absent: Fedrick D. Cohens, Excused
Herman C. Jones, Excused

Guests: Melissa Batten, Sarah Bonnoitt, Stephanie Danesie, John Dove, Christine Farrior, Harold Hawley, Lori Heafner, Michael Hedges, Greg Mitchell, Deanna Ruth, Jackie Snyder and Jennifer Wilbanks.

Media: None

The Horry-Georgetown Technical College Commission held its monthly meeting on Tuesday, June 12, 2018 at 7:00 p.m. in the President's Board Room, Conway Campus of Horry-Georgetown Technical College.

A written notice provided to all media in Horry and Georgetown counties advising the date, time and place of the meeting in accordance with the Freedom of Information Act.

Chairman Branyon called the meeting to order at 7:00 p.m. and asked for acceptance of the agenda and approval of the April 3, 2018 minutes. **Motion made by Mr. Groome, seconded by Mr. McMillan and carried to accept the agenda and approve the April 3, 2018 minutes.**
(Vote 7 yes 0 no) M/S/C

Presidential Highlights

- The Horry County Transportation Committee approved \$544,808.00 towards roadway and driveway improvements on Pampas Drive and Hemlock Avenue.
- Conducting presidential campus-wide update meetings with Faculty and Staff.
- Serving on Committee to select Myrtle Beach Area Chamber of Commerce CEO.
- Serving on Myrtle Beach Regional Economic Development Corporation Board and holding office of Secretary.

Action Items

5A. Election of Officers:

Nominating Committee Chairman Ken Richardson, along with Donald Helms and Herman Jones, recommended the current slate of officers be re-elected to the Horry-Georgetown Technical College Commission. **Motion by Mr. Helms, seconded by Mr. Richardson and carried that the Area approves the slate of officers presented by the Nominating Committee: Tommy Branyon, Chair, Orrie West, Vice Chair, and Melvin Nobles, Secretary.**
(Vote 7 yes 0 no) M/S/C

5B. Area Commission 2018-2019 Meeting Schedule:

Mr. Branyon presented the proposed 2018-19 meeting schedule of the Area Commission.

Motion by Mr. Groome, seconded by Mr. Helms and carried that the Area Commission approves the 2018-19 meeting schedule of the Horry-Georgetown Technical College Commission and change the start time of the meeting to 6:30 p.m.

(Vote 7 yes 0 no)

M/S/C

5C. Policy 1.2.4 Area Commission Code of Ethical Behaviors and Expectations:

President Fore brought forth for approval an amendment to the Policy 1.2.4 regarding Area Commission Code of Ethical Behaviors and Expectations. The amendment clarifies that the members of the Area Commission protect the Institution from undue influence from political, religious and other external persons or bodies. *Motion by Mr. Richardson, seconded by Mr. Groome and carried that the Area Commission approves an amendment to Policy 1.2.4 Area Commission Code of Ethical Behaviors and Expectations.*

(Vote 7 yes 0 no)

M/S/C

5D. Fall Tuition Increase:

Mr. Hawley brought forth for approval a request to increase fall tuition by 3.7% for both in-state and out-of-state students. The tuition increase for in-county and out-of-county students would be \$6 and \$7 per credit hour. The increase for out-of-state students would be \$12 per credit hour.

Motion by Mr. Richardson, seconded by Mr. Nobles and carried that the Area Commission approves a fall tuition increase of 3.7% for both in-state and out-of-state students as allowed by HEPI.

(Vote 7 yes 0 no)

M/S/C

5E. Annual Unrestricted Operating Budget 2018-19:

Mr. Hawley presented for approval, the 2018-19 annual unrestricted operating budget. The College projects annual revenue and expenses for fiscal year 2018-19 of approximately \$46,915,983 and a budgetary surplus of \$2,400,000. *Motion by McMillan, seconded by Ms.*

West and carried that the Area Commission approves the unrestricted 2018-19 annual operating budget as presented.

(Vote 7 yes 0 no)

M/S/C

5F. Account Receivable Write-Offs:

Mr. Hawley presented for approval a request to write off \$320,608 in delinquent accounts receivable that are more than 2 years old and/or the account no longer considered collectible.

Motion by Mr. Richardson, seconded by Mr. Nobles and carried that the Area Commission approves the College writing off \$320,608 in delinquent accounts receivable from 2011.

(Vote 7 yes 0 no)

M/S/C

5G. New Policy: 2.3.5 Grants and External Funds:

Mr. Hawley brought forth a new policy regarding grants and external funds. To meet the standards of the SACSCOC, the College must have a formal policy documenting that it financially controls all external funds, to include grants and private donations, in the same manner as institutional funds. *Motion made by Mr. Richardson, seconded by Ms. West and carried that the Area Commission approves the policy regarding grants and external funds.*
(Vote 7 yes 0 no) M/S/C

5H. Institutional Strategic Goals and Outcomes:

Ms. Heafner brought forth for approval revisions to the Institutional Strategic Goals and Outcomes. Refinements were made to the Strategic Plan to ensure clarity, focus and measurability; condensed 5 goals into 3 goals to include Quality, Growth, and Stewardship. *Motion by Mr. Helms, seconded by Mr. Nobles and carried that the Area Commission approves the revised Institutional Strategic Plan – FY 2018-19 through 2021-22 as presented.*
(Vote 7 yes 0 no) M/S/C

Discussion

6A. HGTC Construction Update:

- Installing lighting and bench cushions in Building 1100 Central Lobby, Conway Campus.
- Pampas Drive Streetscapes improvement project on hold until City of Myrtle Beach and Santee Cooper schedule replacement of power lines/utility poles.
- Waiting to get approval from the EDA for the Georgetown Center for Advanced Manufacturing so the project can go to bid.

6B. Analysis of Statewide Spending and Resource Allocation:

Mr. Hawley reported on the analysis of statewide spending and resource allocation.

6C. Enrollment Report:

Dr. Batten reported an increase in summer headcount and FTE. Summer Overall Headcount is 3087 and Overall FTE is 1506.1. Fall Overall Headcount is 3117 and the Overall FTE is 2186.7.

6D. Report of Decennial SACSCOC Reaffirmation Process

President Fore reported on the SACSCOC Reaffirmation process.

- The Compliance Certification was mailed on March 1, 2018
- Compliance Certification reviewed by the Off-Site Committee in April.
- SACSCOC Staff Advisory visit with Dr. Mike Hoefler.
- Focused Report and Quality Enhancement Plan (QEP) submitted August 15, 2018. Our QEP topic is EPIC.
- The On-Site Committee will be on Campus October 2-4, 2018.
- Prepare Responses to On-Site Committee Findings November – January 2019.
- Reaffirmation Decision June 2019.

Reports

7A. President's Report:

President Fore's report stands as written. President Fore hosted visit from Governor Henry McMaster and gave him a tour of the Advanced Manufacturing Center.

7B. College Budget Status Report:

Mr. Hawley reviewed the current budget status report ending May 31, 2018.

7C. Foundation Report:

Mr. Freeman reported Foundation net assets stand at \$14 million as of April 30, 2018. Pledge contributions and donations received totaling \$281,950.

7D. President's Cabinet Report:

- Dr. Batten reported the Student Affairs Department hosted exchange visitors from Ireland.
- Ms. Bonnoitt reported the Marketing Department working on new marketing campaign.
- Mr. Dove reported IT Security is a major topic and on the forefront at HGTC. The College installed a next generation firewall and soon to add a second firewall.
- Mr. Hawley reported on the development of the 5-Year Comprehensive Improvement Plan (CPIP).
- Ms. Heafner reported she is working with the Vice President of Finance and Academic Deans to develop a Retention Action Plan.
- Mr. Mitchell reported he is working with people in the Georgetown community to promote the Georgetown Center for Advanced Manufacturing.
- Ms. Snyder reported the College ended spring with several celebrations: a luncheon celebrating Administrative Professionals Day. She announced the TERI Program officially ends on June 30, 2018.
- Dr. Wilbanks reported the College is expanding the Bridge Program with Coastal Carolina University.

7E. Faculty Assembly Report:

Mr. Hedges reported that his term as President of the Faculty Assembly has ended. The Assembly held elections in May and the following faculty members elected as officers: Christine Farrow, President; Sherri Lindquist, Vice President; Jonathan Barker, Secretary; and Kim Heafner, Parliamentarian. Mr. Hedges introduced Ms. Farrow and thanked President Fore and the Area Commission for their support during his term as President.

Information

Received reappointment letters to the Horry-Georgetown Technical College Commission for Brent Groome, Donald Helms, Herman Jones, Melvin Nobles, Ken Richardson and Orrie West.

Upcoming Events

- Practical Nursing Pinning, August 9, 2018 at 10:00 a.m. @ Grand Strand Campus.
- Surgical Technology Pinning Ceremony, August 9, 2018 at 4:00 p.m. @ Grand Strand Campus.
- Associate Degree Nursing Pinning, August 10, 2018 at 8:00 a.m. @ Grand Strand Campus.
- Associate Degree Nursing Pinning, August 10, 2018 at 9:30 a.m. @ Grand Strand Campus.
- Expanded Duty Dental Assisting Pinning, August 10, 2018 at 11:00 a.m. @ Grand Strand Campus.
- Area Commission Meeting, August 14, 2018 at 6:30 p.m. @ Conway Campus.

Executive Session

Motion made by Mr. McMillan, seconded by Mr. Helms and carried to enter into Executive Session for the purpose of discussing personnel matters.

(Vote 7 yes 0 no)

M/S/C

Motion made by Mr. Helms, seconded by Mr. Nobles and carried to come out of Executive Session.

(Vote 7 yes 0 no)

M/S/C

Motion made by Mr. Helms, seconded by Mr. Richardson and carried that the Area Commission approves the President's annual evaluation as discussed and a raise if possible.

(Vote 7 yes 0)

M/S/C

Motion made by Mr. Richardson, seconded by Mr. Nobles and carried to adjourn at 8:15 p.m.

(Vote 7 yes 0 no)

M/S/C

Tommy Branyon, Jr. Chairman

Y. Melvin Nobles, Secretary

Respectfully Submitted,
Cathy L. Myers
Administrative Coordinator

Date: _____