

**Minutes of the Meeting  
Horry-Georgetown Technical College Commission  
August 14, 2018**

**Members Present:** Joe T. Branyon, Jr.  
Brent D. Groome  
J. David McMillan  
W. Ken Richardson  
Fedrick D. Cohens  
Donald W. Helms (via telephone)  
Y. Melvin Nobles  
Orrie E. West  
Dr. Marilyn Fore

**Members Absent:** Herman C. Jones (deceased)

**Guests:** Dr. Melissa Batten, Sarah Bonnoitt, James “Tony” Chowning, Jonathan Craig, Stephanie Danesie, John Dove, Christine Farrior, Buzz Freeman, Dr. Tim Hardee, Harold Hawley, Lori Heafner, Greg Mitchell, James Pratt, Lari Roper, Jackie Snyder, and Dr. Jennifer Wilbanks.

**Media:** None

The Horry-Georgetown Technical College Commission held its monthly meeting on Tuesday, August 14, 2018 at 6:30 p.m. in the President’s Board Room, Conway Campus of Horry-Georgetown Technical College.

A written notice was 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 6:30 p.m. and asked for acceptance of the agenda and approval of the June 12, 2018 minutes. ***Motion by Mr. Groome, seconded by Mr. McMillan and carried to accept the agenda and approve the June 12, 2018 minutes.***

**(Vote 8 yes 0 no)**

**M/S/C**

Area Commission member Herman C. Jones passed away on Wednesday, August 8, 2018. The Governor appointed Mr. Jones to the HGTC Area Commission in 1976. A dedicated member, Mr. Jones served faithfully for 42 years: 6 years as Chairman, 8 years as Vice Chairman, and 16 years as Chair Emeritus. Everyone shared a moment of silence in memory of Mr. Jones.

**Permanent Professors:**

Dr. Wilbanks introduced James “Tony” Chowning, Jonathan Craig, and James Pratt as having earned their permanent professor status. The faculty have successfully completed their two-year probationary period at the college as well as presented their portfolio. The professors each received a certificate signed by their local Legislative Delegation member.

**Tour de Tech Scholarship Fundraising Initiative:**

Dr. Tim Hardee, System President, congratulated the Area Commission on their selection of Dr. Fore as College President and on having an outstanding faculty and staff and beautiful campus. Dr. Hardee shared details of the Tour de Tech Scholarship Fundraising Initiative. He will ride

his bike 800 miles to all 16 technical colleges in 12 days beginning with York Technical College on September 27, 2018 and ending on October 12, 2018 at Horry-Georgetown Technical College. Dr. Hardee's goal is to raise \$160,000 and equally distribute the funds to the colleges for student scholarships. Any donation is welcome and all donations are tax deductible.

### **Presidential Highlights**

**South Carolina Procurement Audit Results:** The College received results of the Procurement Audit. There were no substantive findings or internal control issues; exceptional policies and procedures and adherence to established guidelines; highly experienced and extremely capable procurement staff. Recommended that HGTC consider increasing its (local) procurement limit to the highest level in the State. President Fore commended Dianna Cecala and her staff for an excellent job.

**South Carolina Human Resources Compensation Audit:** The Office of Human Resources and Employee Relations received excellent audit results on their Classification and Compensation Audit from the State Human Resources Division. President Fore commended Vice President Snyder and her staff for an outstanding job.

**Diesel Mechanic Technician Training Program Funding:** The College received \$375,000 for the Diesel Mechanic Technician Training Program from the Legislative Delegation.

### **Action Items**

#### **6A. Curriculum Changes:**

Dr. Wilbanks brought forth for approval the following curriculum changes:

- termination of the Homicide Investigation certificate effective Fall 2018;
- termination of the Latent Print Collection and Classification certificate effective Fall 2018;
- termination of Interior Design certificate effective Fall 2018; termination of the Expanded Duty Dental Assisting diploma and the creation of Expanded Duty Dental Assisting certificate;
- creation of a new degree in Network Systems Management effective Fall 2019;
- creation of a new Customer Service Specialist certificate effective Spring 2019;
- creation of a new Mechatronics certificate effective Fall 2019.

***Motion by Mr. Richardson, seconded by Mr. McMillan and carried that the Area Commission approve the curriculum changes as brought forth.***

**(Vote 8 yes 0 no)**

**M/S/C**

## **Discussion Items**

### **7A. SACSCOC/QEP Update:**

President Fore and Dr. Wilbanks gave an update on the upcoming SACSCOC Onsite Review Committee visit scheduled October 2-4, 2018. We will submit the Focused Report and Quality Enhancement Plan (QEP) to the Onsite Review Committee on August 15. We are working to demonstrate Compliance through the Focused Report that addresses the needs to provide policies and more documentation. The Onsite Review Team will then review our responses before their visit to Campus. EPIC (Effective, Professional and Interpersonal Communication) is the focus of our Quality Enhancement Plan.

### **7B. Construction Update:**

President Fore and Mr. Hawley reported on current construction projects.

- The old firehouse is being remodeled to house the Diesel Mechanic Program
- Asphalt to be replaced by September 10, 2018 on Victory Lane and parking area
- Pampas Drive Streetscape improvements pending approval by City of Myrtle Beach
- Georgetown Center for Advanced Manufacturing project awarded to Tungsten, LLC. Finalizing equipment specifications. Proposed date for the groundbreaking ceremony is September 20, 2018.

### **7C. Grand Strand Campus Capital Improvements:**

Mr. Hawley discussed in detail the Grand Strand Campus Capital Improvements. Cost forecast of the proposed renovation of Grand Strand Campus Buildings 100, 200, 300 and infrastructure is \$8,120,000.

### **7D. State Budget:**

President Fore reported on the South Carolina Technical College System Allocation Formula. HGTC's total allocation is \$843,495.

### **7E. Legislative Priorities:**

Dr. Fore shared the Technical College System 2019-20 budget priorities that included \$22.5 million (recurring) for base funding for local colleges, \$12 million for equipment for high demand jobs skills training, \$52.9 million for lottery tuition assistance (LTAP), and \$272.2 million for capital projects. Ongoing initiatives include continued funding for readySC projects, continued workforce grants for short-term, high demand job skills training, and maintaining and expanding the SC Promise Scholarship program.

### **7F. Enrollment Report:**

Dr. Batten reported Fall 2018 Overall Headcount is 6229 and the Overall FTE 4308.8. Students enrolled in a combination of Online and Face-to-Face courses is 1,911, and students enrolled exclusively in Online/Hybrid courses is 985.

**7G. Train-to-Work Initiative:**

Mr. Mitchell reported on a collaborative effort between HGTC and the City of Myrtle Beach called Train-to-Work MB. This short-term initiative through Continuing Education helps those with various barriers to get into the workforce and be successful in areas such as Hospitality, Culinary/Kitchen, Electrician Assistant, Plumbing Assistant, Retail, and Certified Nurse Aide. There are 130 participants. Some of the other partners along with HGTC and City of Myrtle Beach are Goodwill, Coast RTA, Horry Georgetown Home Builders Association, and SC Works.

**Reports**

**8A. President's Report**

Dr. Fore's report stands as written

**8B. Budget Status Report:**

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

**8C. Foundation Report:**

Mr. Freeman announced Foundation assets stand at \$11.9 million.

**8D. President's Cabinet Reports:**

- Dr. Batten reported the Student Services Division's focus has been fall enrollment. The Student Affairs Division hosted the Third Annual Summer Fellows Institute for local high school guidance counselors.
- Mr. Dove reported Advanced Threat Protection for Exchange Online added to increase security for our Email environment within Office 365 to decrease phishing, spear phishing, and malware campaigns.
- Mr. Hawley's report stands as written with no additional comments.
- Ms. Heafner reported several employer needs assessment reports were coordinated for various areas such as Ophthalmology, Lineman, Rapid Pro-typing, Teacher Education, and Emergency Management and Disaster Preparation. Submitted a grant to Bank of America for Train-to-Work initiative. Also submitted a State Workforce Development grant for Train-to-Work initiative.
- Mr. Mitchell's report stands as written with no additional comments.
- Ms. Roper reported a new tagline and rebranding is in progress. There are four new college commercials airing on broadcast and cable. The commercials produced with HGTC students.
- Ms. Snyder reported her department's focus has been hiring and professional development. Benefits Manager implemented "Fitness Fridays" for employees. In the process of implementing a Diversity Council.
- Dr. Wilbanks reported the Diagnostic Medical Sonography (DMS) program awarded continued accreditation by the Commission on Accreditation of Allied Health Education Programs.

**8E. Faculty Assembly Report:**

Ms. Farris announced she is excited and looking forward to serving as President of the Faculty Assembly.

**Information**

The PTA class of 2017 received an overall board pass rate of 94.4%.

**Upcoming Events**

- Area Commission Meeting, October 2, 2018 at 6:30 p.m. @ Conway Campus
- ACCT Annual Congress, October 24-27, 2018, @ New York City, NY

**Executive Session**

*Motion by Mr. Cohens, seconded by Mr. Richardson and carried to go into Executive Session at 8:35 p.m. for discussing a personnel matter.*

(Vote 8 yes 0 no)

M/S/C

*Motion by Mr. Nobles, seconded by Mr. Helms and carried to come out of Executive Session at 8:41 p.m.*

(Vote 8 yes 0 no)

M/S/C

*Motion by Ms. West, seconded by Mr. Cohens and carried to approve the 2018-2019 Agency Head Performance Evaluation Planning Stage.*

(Vote 8 yes 0 no)

M/S/C

**Adjournment**

*Motion by Mr. Nobles, seconded by Ms. West and carried to adjourn at 8:45 p.m.*

(Vote 8 yes 0 no)

M/S/C

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**Tommy Branyon, Jr. Chairman**

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**Y. Melvin Nobles, Secretary**

Respectfully Submitted  
Cathy L. Myers,  
Administrative Coordinator

**Date:** \_\_\_\_\_