

Minutes of the Meeting
Horry-Georgetown Technical College Commission
April 3, 2018

Members Present: Joe T. Branyon, Jr. Brent D. Groome
Donald W. Helms Herman C. Jones
J. David McMillan Y. Melvin Nobles
W. Ken Richardson Orrie E. West

Dr. Marilyn Fore, President

Members Absent: Fedrick D. Cohens, Excused

Guests: Melissa Batten, Donna Burrows, Stephanie Danesie, John Dove, Harold Hawley, Lori Heafner, Michael Hedges, Greg Mitchell, Lari Roper, Jackie Snyder and Jennifer Wilbanks.

Media: None

The Horry-Georgetown Technical College Commission held its monthly meeting on Tuesday, April 3, 2018 at 7:00 p.m. in the President's Board Room, Conway Campus of Horry-Georgetown Technical College.

A written notice was mailed to all the 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 February 13, 2018 minutes. ***Motion made by Mr. Groome, seconded by Mr. Nobles and carried to accept the agenda and approve the February 13, 2018 minutes.***

(Vote 8 yes 0 no)

M/S/C

Presidential Highlights

- President Fore attended Legislative Day in Columbia and had the opportunity to meet with members of the Legislative Delegation.
- President Fore and President DeCenzo cohosted a breakfast for the Legislative Delegation as an opportunity to discuss partnerships between the two colleges.
- Dr. Fore attended preliminary meeting with the Horry County Transportation Committee to discuss funding.
- Dr. Fore will be serving on special committee for Southern Association of Colleges and Schools Commission on Colleges in Alabama.

Action Items

5A. Appointment of Nominating Committee for Election of Officers:

Chairman Branyon appointed Ken Richardson, Chairman, Herman Jones, and Donald Helms to serve as the Nominating Committee to bring back a slate of names for the election of officers at the June meeting.

Motion made by Mr. Nobles, seconded by Ms. West and carried that the Area Commission approves the nominating committee consisting of Ken Richardson, Chair, Donald Helms and Herman Jones.
(Vote 8 yes 0 no) M/S/C

5B. Contracts and Agreements:

Mr. Hawley brought forth for approval all academic consortia agreements and contracts for goods and services exceeding \$25,000 annually. ***Motion made by Mr. Richardson, seconded by Mr. Nobles and carried that the Area Commission approves all academic consortia agreements and other contractual agreements as outlined.***
(Vote 8 yes 0 no) MSC

5C. Financial Institutions and Annual Report on Investments:

In keeping with current college policies that the Area Commission annually review the investment programs and financial institutions, Mr. Hawley brought forth for approval a list of the college's current investment programs and financial institutions. ***Motion made by Mr. Richardson, seconded by Ms. West and carried that the Area Commission approves the financial institutions and investment program of the College as outlined in the Attachment.***
(Vote 8 yes 0 no) MSC

5D. Lien on Georgetown Center for Advanced Manufacturing:

Mr. Hawley presented a request for Area Commission approval of the lien on the Georgetown Center for Advanced Manufacturing. Area Commission must approve any lien and/or mortgage of College property in accordance with the SC Code of Laws and as required by the terms and conditions of the Federal EDA Grant Award. ***Motion made by Mr. McMillan, seconded by Mr. Richardson and carried that the Area Commission approves a lien on the Georgetown Center for Advanced Manufacturing.***
(Vote 8 yes 0 no) MSC

5E. Deletion of Policy 9.5.2 Intercollegiate Athletics:

Dr. Batten brought forth for approval a request to delete Policy 9.5.2 Intercollegiate Athletics. This policy is not required or necessary as Policy 9.5.1 Athletic Programs addresses the authority to establish athletic teams and outlines the parameters for intercollegiate competition. ***Motion made by Mr. Helms, seconded by Mr. Nobles and carried that the Area Commission approves the deletion of Policy 9.5.2 Intercollegiate Athletics.***
(Vote 8 yes 0 no) M/S/C

5F. Naming Opportunity – Visualization Center:

Dr. Fore presented for approval a request to name the Visualization Center in the Grand Strand Campus Library "The Chapin Visualization Center. The College received a \$160,000 grant from the Chapin Foundation to purchase a visualization wall and received an additional \$194,504 from the Chapin Foundation to enhance the wall. ***Motion made by Mr. Helms, seconded by Ms. West and carried that the Area Commission approves the naming of the Visualization Center located in the Library on the Grand Strand Campus "The Chapin Visualization Center."***
(Vote 8 yes 0 no) M/S/C

Discussion Items

6A. HGTC Construction Update:

- The anticipated start date for the construction of the Georgetown Center for Advanced Manufacturing is June 2018 with a completion date of August 2019. The Georgetown Campus needs interior and exterior improvements.
- The Fire Station building will house the Diesel Mechanics Training program. The renovated building will include IT upgrades. Installation of glass doors for Building 1100 Central Lobby with completion summer 2018.
- Grand Strand Campus Streetscape Improvements – sidewalks, driveways, holes and cracks. Trying to get quitclaim deed for the Grand Strand Campus.

6B. Review of Strategic Plan 2018-2021:

Ms. Heafner gave a review of the 2018-21 Strategic Plan. The current Strategic Plan consists of five goals. Proposed three new goals are Quality, Growth and Stewardship. The addition of the new goals to the Strategic Plan will help reduce redundancy, streamline the focus and add clarity.

6C. Diesel Mechanics, Motorboat Mechanics, and Service Technician Programs:

Based on a needs assessment of local companies conducted by the College, there is an employment need for diesel mechanics and marine motor training programs. To assist the companies and business owners with this challenge, HGTC will be proposing two separate programs – diesel mechanics and marine motor technician. The diesel mechanics program offered as a continuing education option at the Conway Campus in the former fire station building. Classes scheduled to begin in the fall of 2018. The motorboat mechanics and service technician classes offered as a continuing education option at the Conway Campus in the former area vacated by Machine Tool Technology. Classes scheduled to begin in the fall of 2018.

6D. Enrollment Update:

Dr. Batten reported the enrollment is trending in the right direction. The Summer Overall Headcount is 2303 and the Overall FTE is 1140.8.

Reports

7A. President's Report:

- President Fore's report stands as written. Additionally, Dr. Fore serving as a member of the Search Committee for the Myrtle Beach Area Chamber of Commerce CEO/President.

7B. College Budget Status Report:

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

7C. Foundation Report:

Mr. Freeman reported Foundation assets stand at \$11.1 million as of March 27, 2018.

7D. President's Cabinet Reports:

- Dr. Batten announced a clean exit report on the South Carolina Commission on Higher Education Audit Report of Student Affairs and Financial Aid.
- Mr. Dove and the IT Department updated software platform and tested mass communication and live paging in case of emergency. Area Commission members would like to be added to the list to receive these messages.
- Mr. Hawley's report stands as written with no additional comments.
- Ms. Heafner's department working with Academic Affairs department on collect and compile information from our graduates for the annual graduate placement report.
- Mr. Mitchell and Dr. Fore working with the City of Myrtle Beach and five other agencies on "Train to Work MB" initiative.
- Ms. Roper and the Marketing Division have been supporting the various programs and events taking place on the college; working to make Commencement a celebration; and working with WPDE on STEM program.
- Ms. Snyder announced the development of a new onboarding process and forms to automate temporary employment in the Page-Up System. Finished Community Service Project collecting books and summer clothing for local children.
- Dr. Wilbanks announced the following: successful Paralegal Program interim report; preparing for Diagnostic Medical Sonography onsite visit; SACSCOC Compliance Certification mailed March 1, 2018; successful Addiction and Recovery Lecture Series; hosted Lineman's Rodeo along with Santee Cooper with over 1000 visitors.

7E. Faculty Assembly Report:

Mr. Hedges reported the Alpha Nu Sigma Chapter of Phi Theta Kappa received nine awards at the annual Carolinas Region Convention. HGTC Professor Scott Shoemaker hosted the annual South Carolina Lineman's Rodeo on the Conway Campus. The first, second, and third place winners were former HGTC graduates that are now working for Santee Cooper.

7F. Professional/Technical Specialist Forum Report:

The Professional/Technical Specialist Forum report stands as written with no additional comments.

Information

8A. Information:

Received letter from the South Carolina Human Affairs Commission that HGTC in compliance with affirmative action programs as required of State Proviso 117.14 of the Appropriations Act. Various news articles shared.

Upcoming Events

- Rad Tech Pinning Ceremony, May 3, 2018 at 4:00 p.m. at Grand Strand Campus.
- Associate Degree Nursing and Practical Nursing Pinning Ceremony, May 7, 2018 at 8:30 a.m. at Grand Strand Campus.

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- Associate Degree Nursing and Practical Nursing Pinning Ceremony, May 7, 2018 at 11:00 a.m. at Grand Strand Campus.
- Scholars Luncheon, May 8, 2018 at 12:00 p.m. at Grand Strand Campus.
- Dental Hygiene Pinning Ceremony, May 8, 2018 at 4:30 p.m. at Grand Strand Campus.
- Commencement Ceremony, May 9, 2018 at 4:00 p.m. at Myrtle Beach Convention Center.
- Area Commission Meeting, June 12, 2018 at 7:00 p.m. at Conway Campus.

Adjournment

There being no further business, motion was made by Mr. Helms, seconded by Mr. Groome and carried to adjourn at 8:33 p.m.

(Vote 8 yes 0 no)

M/S/C

Tommy Branyon, Jr. Chairman

Y. Melvin Nobles, Secretary

Respectfully Submitted
Cathy L. Myers
Administrative Coordinator

Date: _____