

**Minutes of the Meeting
Horry-Georgetown Technical College Commission
February 11, 2020**

Members Present: Joe T. Branyon, Jr. Dr. Robert J. Farrar
Brent D. Groome Donald W. Helms
Robert P. Hucks J. David McMillan
Orrie E. West

Dr. Marilyn Murphy Fore

Members Absent: Fedrick D. Cohens (excused)
Y. Melvin Nobles (excused)

Guests: Dr. Melissa Batten, John Dove, Buzz Freeman, Harold Hawley, Lori Heafner, Daniel Hoppe, Nicole Hyman, Michelle Meeker, Marlene Madrid Melendez, Gregory Mitchell, Kristin Robinson, Lari Roper, Jacquelyne Snyder, William Twaler, and Dr. Jennifer Wilbanks.

Media: None

The Horry-Georgetown Technical College Commission held its bi-monthly meeting on Tuesday, February 11, 2020 at 6:30 p.m. on the 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 5:30 p.m. and asked for acceptance of the agenda and approval of the October 8, 2019 minutes. *Motion by Mr. Groome, seconded by Mr. Hucks and carried to accept the agenda and approve the October 8, 2019 minutes.*

(Vote 7 yes 0 no)

M/S/C

Spotlight

Permanent Professors

Dr. Wilbanks introduced Michelle Meeker, Marlene Madrid Melendez, Kristin Robinson and William Twaler as having earned their permanent professor status. Each faculty member has successfully completed their two-year probationary period at the college as well as presented their portfolio. Each professor was presented a certificate signed by their local Legislative Delegation member.

Action

5A. 2019-20 Mid-Year Operating Budget

Mr. Hawley brought forth for approval the mid-year operating budget. The College projects an annual revenue stream of approximately \$49,478,986 based on actual fall and projected spring enrollment. A budgetary surplus of approximately \$2,400,000 is projected by the College.

Motion by Mr. Helms, seconded by Ms. West and carried that the Area Commission approves the 2019-20 mid-year operating budget as presented.

(Vote 7 yes 0 no)

M/S/C

5B. College Mission Statement

President Fore and Cabinet have completed their yearly review of the College Vision, Core Values and Mission Statement. At this time, no changes have been made since the last revision presented to Area Commission on April 18, 2017. *Motion by Mr. Helms, seconded by Mr. Hucks and carried that the Area Commission reaffirms the College's Mission Statement as presented.*

(Vote 7 yes 0 no)

M/S/C

Discussion

6A. Culinary Arts Study Abroad Program

Students and Professors from the Culinary Arts Program will be on a Study Abroad trip to Paris during Spring Break March 21-28, 2020. Professor Bill Twaler shared the experience from last year as well as what the students can expect for this year's trip. The students will take classes, cooking lessons at the Ritz, do lots of sightseeing, and visit various restaurants and neighborhood markets.

6B. Governor's Budget

President Fore reported that Governor McMaster included \$28,000,000 in the Governor's Budget for the South Carolina Technical College.

6C. Overview of House Ways and Means Report

Dr. Fore shared a copy of the SC Technical College System Budget Request for 2020-21 that was presented to the House Ways and Means Sub-Committee.

6D. Overview of Distance Learning Institute and Outcomes

Mr. Hoppe shared a PowerPoint that gave an overview and statistics of the Distance Learning Institute. The Distance Learning Institute supports online and hybrid courses and programs.

6E. Construction Update

President Fore gave an update on the following construction and renovation projects:

- Expansion of Diesel Mechanics Building on Conway Campus. The project has been submitted to Columbia for review and construction should begin in January 2021. The expansion consists of 7200 square feet of additional academic space.
- Renovating Grand Strand Campus Buildings 100, 200, 300 and Campus Infrastructure; Construction should begin in May. Awaiting other required City/State approvals.
- Georgetown Campus projects include interior and exterior renovations to the main building.

6F. HGTC Student Demographics

Mrs. Heafner presented an overview of the Fall 2019 student demographics. Age, ethnicity, enrollment by county, and international student enrollment data was included in the presentation. Mrs. Heafner explained how understanding student demographics shows that the College is meeting its mission of serving the community. Understanding student demographics also provides information for marketing and for meeting the needs of our diverse population.

6G. Enrollment Update

Dr. Batten reported the Spring Overall Headcount is 6269 with the New Student Headcount being 1075. The Overall FTE is 4184.1. Students enrolled exclusively in Online/Hybrid courses is 1253. The Headcount for students enrolled in a combination of Online and Face-to-Face Courses is 2197.

Reports

7A. President's Report

President Fore met with Heavy Equipment/Construction Advisory Board, along with Brandon Haselden to discuss Heavy Equipment Operator program. Follow-up meeting will take place on February 18 with Shawn Godwin, Rusty Faulk and Benji Hardee of Palmetto Paving to discuss Heavy Equipment Operator training.

7B. College Budget Status Report

Mr. Hawley reviewed the current budget status report ending January 31, 2020.

7C. Foundation Report:

Mr. Freeman reported announced the Foundation welcomed four new board members. The Foundation also formed a Strategic Planning Committee and the committee is brainstorming on how they can help the college.

7D. President's Cabinet Reports

- Dr. Batten initiated the planning for Georgetown County Middle College with Academic Affairs and representatives from Georgetown County School District.
- Mr. Dove announced a White Paper was published on the HGTC Data Center.
- Mr. Hawley's report stands as written with no additional comments.
- Ms. Heafner announced the Office of Institutional Planning Research and Grants has been busy with grant applications. Specifically Apprenticeship Carolina and Student Support are the most recent.
- Ms. Hyman announced the number of potential viewers that have been exposed to this period's media coverage was 75.5M people. We had 29 media alerts sent.
- Mr. Mitchell announced the Ministerial Alliance to be held at the Georgetown Center for Advanced Manufacturing.
- Ms. Roper announced the Marketing department conducted student interviews and campus tour with South Carolina Technical College System and Brains on Fire Marketing Agency.

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The Brains on Fire Marketing Agency has been hired by the SC Technical College System to create a campaign for all SC technical Colleges.

- Ms. Snyder announced Human Resources department developing leadership trainings. The Diversity and Inclusion Council hosted Lee Gill to the campus in October and the Council will have other events coming up in the future.
- Dr. Wilbanks announced the college researching the possibility of adding an Aviation Pilot training program.

7E. Faculty Assembly Report:

Professor Lindquist reported the faculty have been busy with community engagement. The Phlebotomy students earned a 100% pass rate on the National Exam.

Upcoming Events

- Ceremonial Signing Transfer Agreement, February 12, 2020 at 11:00 a.m. @ Conway Campus.
- Legislative Luncheon, March 2, 2020 at 11:30 a.m. @ Conway Campus
- Area Commission Meeting, April 7, 2020 at 6:30 p.m. @ Conway Campus
- Foundation Black Tie Gala, April 18, 2020 at 6:00 p.m. @ International Culinary Institute
- Rad Tech Pinning Ceremony, May 7, 2020 at 4:00 p.m. @ Grand Strand Campus
- Nursing Pinning Ceremony, May 12, 2020 at 8:30 a.m., 10:00 a.m. and 11:30 a.m. @ Grand Strand Campus
- Dental Hygiene Pinning Ceremony, May 12, 2020 at 2:00 p.m. @ Grand Strand Campus
- HGTC Commencement, May 13, 2020 at 3:00 p.m. @ MB Convention Center
- Area Commission Meeting, June 9, 2020 at 6:30 p.m. @ Conway Campus

Adjournment

Motion by Mr. Helms, seconded by Dr. Farrar and carried to adjourn at 8:06 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: _____