

**Minutes of the Meeting
Horry-Georgetown Technical College Commission
June 9, 2020**

Members Present: Joe T. Branyon, Jr. Fedrick D. Cohens
Dr. Robert J. Farrar Brent D. Groome
Donald W. Helms Robert P. Hucks
J. David McMillan Y. Melvin Nobles
Orrie E. West
Marilyn Murphy Fore

Members Absent: None

Guests: Dr. Melissa Batten, Stephanie Danesie, John Dove, Harold Hawley,
Lori Heafner, Nicole Hyman, Gregory Mitchell, Lari Roper,
Jacquelyne Snyder and Dr. Jennifer Wilbanks

Media: None

The Horry-Georgetown Technical College Commission held its bimonthly meeting on Tuesday, June 9, 2020 at 9:00 a.m. via telephone conference call.

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.

Roll call was conducted and all members present. Chairman Branyon called the meeting to order at 9:00 a.m. and asked for acceptance of the agenda and approval of the April 7, 2020 and May 5, 2020 minutes. **Motion by Mr. Helms, seconded by Ms. West and carried that the Area Commission accept the agenda and approve the April 7, 2020 and May 5, 2020 minutes.**
(Vote 9 yes 0 no) **M/S/C**

Area Commission Action Items

4A. Election of Officers:

Nominating Committee Chairman Donald Helms, along with Dr. Robert Farrar and Robert Hucks, recommended the current slate of officers be re-elected to the Horry-Georgetown Technical College Commission. **Motion by Mr. Cohens, seconded by Mr.**

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McMillan and carried that the Area Commission approves the slate of officers presented by the Nominating Committee: Tommy Branyon, Chair, Orrie West, Vice Chair, and Melvin Nobles, Secretary.

(Vote 9 yes 0 no)

M/S/C

4B. Area Commission 2020-2021 Meeting Schedule:

Mr. Branyon presented the proposed 2020-21 meeting schedule of the Area Commission. President Fore requested the location of the August 11, 2020 meeting be changed to the International Culinary Institute of Myrtle Beach to allow for better space for social distancing. Additionally, President Fore requested the date for the Area Commission Christmas dinner be changed to Thursday, December 10, 2020. **Motion by Mr. Helms, seconded by Dr. Farrar and carried to amend the meeting schedule to reflect a change in the location of the August 11, 2020 meeting to the International Culinary Institute of Myrtle Beach and to change the date of the Area Commission Christmas dinner to Thursday, December 10, 2020.**

(Vote 9 yes 0 no)

M/S/C

Cabinet Briefings and Action Items

Mr. Hawley reported his department working diligently to implement measures to ensure a healthy and safe work environment for employees due to COVID-19. He also reported that current construction projects are moving along.

5A. Annual Unrestricted Operating Budget 2020-21

Mr. Hawley presented for approval, the 2020-21 annual unrestricted operating budget. The College projects annual revenue and expenses for fiscal year 2020-21 of approximately \$48,572,525 and a budgetary surplus of \$2,000,000. **Motion by Mr. Groome, seconded by Mr. Nobles and carried that the Area Commission approves the unrestricted 2020-21 annual operating budget as presented.**

(Vote 9 yes 0 no)

M/S/C

5B. Accounts Receivable Write-Off

Mr. Hawley presented for approval a request to write off \$358,635 in delinquent accounts receivable that are more than 2 years old and/or the account no longer considered collectible. **Motion by Dr. Farrar, seconded by Ms. West and**

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carried that the Area Commission approves the college writing off \$358,635 in delinquent accounts receivable from Fiscal Year 2013.

(Vote 9 yes 0 no)

M/S/C

Dr. Wilbanks reported that Spring classes were transitioned to online format. On May 4, small groups of students were able to return to campus for labs, clinicals and internships. Over 75 laptops were distributed to students in need and IT provided internet access. Dr. Wilbanks reported that although plans are to resume in person classes for Fall semester, there is a contingency plan in place in case modifications are needed.

Ms. Heafner reported the college received a grant from Blue Cross Blue Shield for Nursing Program simulations; and we are currently working on a grant request for Economic Development Administration for Grand Strand Center for Workforce Diversification and Skills Enhancement.

5C. Institutional Strategic Goals and Outcomes:

Ms. Heafner presented for approval revisions to the College's Institutional Strategic Plan. Refinements were made to the Strategic Outcomes to enhance brevity, clarity, and measurability and to add special emphasis on PASSE Goals (Professional Development, Advising, Scheduling, Space Utilization and Enrollment.) Also included was the refinement of outcomes to emphasize Business Continuity Planning. The Mission Statement was reaffirmed at the February 11, 2020 meeting. **Motion by Mr. Helms, seconded by Dr. Farrar and carried that the Area Commission approves the revised Institutional Strategic Plan FY2020-21 through 2023-24 as presented.**

(Vote 9 yes 0 no)

M/S/C

Dr. Batten reported all Student Services areas were converted to virtual services. Frontline services were reopened on June 8 for face-to-face support services for students. Our current summer overall Headcount is 3031 and current overall summer FTE is 1499.9. The current fall overall Headcount is 2734 and current overall fall FTE is 1817.2.

Ms. Snyder reported she, along with President Fore and Cabinet, developed and implemented a phased Re-entry to Work Plan. Phase 1 employees returned to work on June 1, 2020. Phase 2 is scheduled to return June 15 and Phase 3 scheduled to return

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June 29, 2020. We are awaiting word from DHEC to confirm the return of Phase 2 on June 15. Thankfully, we have not had any employees to test positive for COVID-19.

Mr. Mitchell reported the Workforce Development and Continuing Education department has been working hard to meet the needs of the community. Short courses are being developed in the areas of CDL, CNA, and Welding, just to name a few. Additionally, we are expanding our short-term offerings.

Mr. Dove reported that overall, technology has gone extremely well during the telecommuting process. The Information Technology department has provided on-campus support daily throughout the time the college has been closed. Also, the department collaborated with local businesses to ensure all students had access to internet services during this COVID-19 pandemic.

Ms. Hyman reported the number of potential viewers that have been exposed to this period's media coverage was 70.6 million people. We had 9 media alerts sent and the number of news and social media mentions was 284.

Ms. Roper reported the annual June mailer was distributed to Georgetown and Horry County residents the first week of June. New commercials were created regarding online classes and student support. A "congratulations" mailer was sent to high school graduates from President Fore.

President's Report and Action Items

President Fore reported on capital projects and major renovations. Received approval from the State Engineer on the renovations to Buildings 100, 200, and 300 on the Grand Strand Campus. Prebid scheduled for June 17 and open bid scheduled for June 30. Interior renovations to the Georgetown Campus are complete and working with Liollio Architecture for the exterior renovations.

President Fore informed the Board that she will assume the role as Chair of the South Carolina Technical College System President's Council in July. One of her goals will be to improve the relationship with the South Carolina Association of Technical College Commissioners. She is participating in a meeting of the South Carolina Revenue and Fiscal Affairs Office Board of Economic Advisors on Thursday to get revenue update.

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6A. Naming Opportunities:

President Fore presented for approval two naming opportunities to honor the memory of former Board members William H. "Bill" Murray and Herman C. Jones. ***Motion by Dr. Farrar, seconded by Mr. Helms and carried that the Area Commission approves the naming of the Board Room on the Georgetown Campus (Room 111) in memory of William H. (Bill) Murray for recognition of his dedicated services and contributions to Horry-Georgetown Technical College and the Horry-Georgetown Technical College Commission.***
(Vote 9 yes 0 no) **M/S/C**

Motion by Mr. Helms, seconded by Ms. West and carried that the Area Commission approves the naming of Room 601 located in the Grand Strand Conference Center on the Grand Strand Campus in memory of Herman C. Jones for recognition of his dedicated services and contributions to Horry-Georgetown Technical College and the Horry-Georgetown Technical College Commission.
(Vote 9 yes 0 no) **M/S/C**

Mr. Helms asked President Fore and Board to consider future naming opportunity for Mr. Robert Rabon.

Foundation Report

In the absence of Mr. Freeman, President Fore reported the Foundation annual Black-Tie Gala was rescheduled for September 26, 2020 at the International Culinary Institute at 5:00 p.m.

Upcoming Events

- Area Commission Meeting, August 11, 2020 at 6:30 p.m. @ International Culinary Institute of Myrtle Beach – Grand Strand Campus.
- Foundation Black Tie Gala, September 26, 2020 at 5:00 p.m. @ International Culinary Institute of Myrtle Beach – Grand Strand Campus
- Commencement Exercises, October 27, 2020 at 3:00 p.m. @ Myrtle Beach Convention Center
- Area Commission Christmas Dinner, December 10, 2020 @ 5:30 p.m. Location TBA.

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Executive Session

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

(Vote 8 yes 0 no)

M/S/C

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

(Vote 8 yes 0 no)

M/S/C

Motion by Dr. Farrar, seconded by Mr. McMillan and carried that the Area Commission accepts the Agency Head Evaluation of President Fore as discussed.

(Vote 8 yes 0)

M/S/C

Adjournment

There being no further business, motion by Mr. Nobles, seconded by Mr. McMillan and carried to adjourn at 10:48 a.m.

(Vote 8 yes 0 No)

M/S/C

Mr. Cohens was absent from Executive Session.

Tommy Branyon, Jr., Chairman

Y. Melvin Nobles, Secretary

Respectfully Submitted,
Cathy L. Myers
Administrative Coordinator

Date: _____