

**Minutes of the Meeting
Horry-Georgetown Technical College Commission
June 8, 2021**

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

Dr. Marilyn Murphy Fore, President
Cathy L. Myers, Administrative Coordinator

Members Absent: Orrie E. West (excused)

Guests: Professor Jonathan Barker, Dr. Melissa Batten, 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 bi-monthly meeting on Tuesday, June 8, 2021, at 6:00 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 6:08 p.m. and asked for acceptance of the agenda and approval of the April 6, 2021 minutes. *Motion by Mr. Groome, seconded by Dr. Farrar and carried to accept the agenda and approve the April 6, 2021, minutes.*

(Vote 8 yes 0 no)

M/S/C

Updates

Enrollment Comparison Update:

Vice President Batten reported the current 2021 overall Headcount is 2982 and overall FTE is 1475.1. The Fall 2021 overall Headcount is 2836 and overall FTE is 1810.1. New student headcount is 1148. HGTC has the highest rate (15%) of out-of-state students.

Budget Status Update:

Vice President Hawley reported on the current budget status report ending June 1, 2021.

Capital Projects and Major Renovations Update:

President Fore gave an update on current capital projects and major renovations.

- **Grand Strand Campus:** Building 600 interior renovations complete. Construction to Buildings 100, 200, 300 and Infrastructure has begun and will be complete by July 2021. Campus landscaping project to begin in June with completion early fall.

- **Georgetown Campus:** Phase 1 exterior renovations are complete. Phase 2 renovations to be completed by August 1, 2021.

COVID-19 Update:

Vice President Snyder reported the College had one employee related case of COVID-19 since our last meeting. Vice President Batten reported we have had 28 students test positive for COVID-19 and 67 were in quarantine due to exposure or symptoms. The College no longer must manage cases as DHEC is now responsible for contact tracing.

Action

Election of Officers:

Nominating Committee Chairman Robert Hucks, along with Mr. David McMillan and Dr. Robert Farrar, recommended the current slate of officers be re-elected to the Horry-Georgetown Technical College Commission. *Motion by Mr. Helms, seconded by Mr. Cohens 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 8 yes 0 No) M/S/C

Area Commission 2021-2022 Meeting Schedule:

Mr. Branyon presented the proposed 2021-2022 meeting schedule of the Area Commission. *Motion by Mr. Groome, seconded by Mr. Hucks and carried that the Area Commission approves the 2021-2022 Area Commission meeting schedule.*
(Vote 8 yes 0 No) M/S/C

Annual Unrestricted Operating Budget 2021-2022:

Mr. Hawley presented for approval, the 2021-22 annual unrestricted operating budget. The College projects an annual revenue and expenses for fiscal year 2021-22 of approximately \$48,210,121 and a budgetary surplus of \$2,000,000. *Motion by Mr. Hucks, seconded by Dr. Farrar and carried that the Area Commission approves the unrestricted 2021-22 annual operating budget as presented.*
(Vote 8 Yes 0 No) M/S/C

Accounts Receivable Write-Off:

Mr. Hawley presented for approval, a request to write off \$253,973 in delinquent accounts receivable that are more than 2 years old and/or the account no longer considered collectible. *Motion by Mr. Helms, seconded by Mr. McMillan and carried that the Area Commission approves the College writing off \$253,973 in delinquent accounts receivable from Fiscal Year 2014.*
(Vote 8 Yes 0 No) M/S/C

College Strategic Plan:

Vice President Heafner gave an update on the College's FY 2021-2024 Strategic Plan and reported there were no new revisions. The College's Strategic Planning Retreat was held June 4, 2021, to discuss priorities for the upcoming year. *Motion by Mr. Groome, seconded by Mr. Helms and carried that the Area Commission reaffirms the College Strategic Plan.*
(Vote 8 Yes 0 No) M/S/C

President's Report

President Fore and System President Dr. Tim Hardee met with Billy Routh, Lobbyist and Consultant with Copper Dome Strategies to discuss and promote more communications with college presidents. Additionally, President Fore had numerous phone conversations with Horry and Georgetown County legislators regarding a \$500,000 request for diesel training lab. President Fore continues to strengthen relationships with Coastal Carolina University. Just recently she, along with Dr. Wilbanks, met with CCU President Dr. Michael Benson and Dr. Daniel Ennis, Vice President for Academics to develop partnership plans. A meeting to discuss the penny sales tax is scheduled for July 7, 2021. President Fore gave a brief overview of the State Budget.

Foundation Report

In the absence of Mr. Freeman, President Fore reported the annual Foundation Board of Directors Giving Campaign raised \$69,350 to benefit various funds and scholarships at HGTC. President Fore and Foundation President Neyle Wilson are discussing with Conway Medical Center, the possibility of a future partnership. Additionally, she announced she and representatives from the Foundation met with administration from McLeod Health to discuss furthering ongoing partnerships. A funding proposal has been finalized in the amount of \$75,000 per year over three years for salary assistance and instructional supplies for our health care programs.

Information

President's Cabinet Reports

All reports stand as written.

- Additionally, Mr. Dove reported all students and employees are moving to an Office 365 account. Moving students from the free G-mail suite to Office 365 (Cloud Environment) will provide the opportunity to enhance communication and collaboration. With all accounts in one system, we will have a unified address book/directory. This will eliminate student accounts being tagged as 'external' and native access to all Microsoft Office 365 applications free for students, faculty, and staff. The College is also pursuing the integration of Office 365 apps within the D2L learning management system. The

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convergence of services and applications will create enhanced learning, communication, and collaboration platform.

- Mr. Mitchell announced his retirement from the College effective March 2022.
- Mrs. Roper reported the June Horry and Georgetown County Household mailer complete and two new 60 second commercials complete.
- Ms. Snyder announced a luncheon was held at the International Culinary Institute celebrating Administrative Professional Day.
- Dr. Wilbanks announced HGTC's PTK Chapter was ranked #3 worldwide out of 1,275 chapters, attaining their highest ranking to date. The Cyber Security team placed First Place in the Palmetto Cyber Defense Competition's HACK Warz contest.

Faculty Assembly Report

Professor Barker reported on the various accomplishments and community involvement of several faculty members and students. Professor Mike Williams and 10 other volunteers participated in the annual Beach Sweep event. Professor Becky Hubbard was sworn in as a Guardian Ad-Litem for South Carolina. Additionally, he gave accolades to the Phi Theta Kappa students and their chapter leaders Professors Beth Carraway, Leila Rogers, and Amy Lefevre for receiving international recognition at the 2021 Phi Theta Kappa Hallmark Awards. The Chapter received awards for Distinguished College Project, Distinguished Honors in Action, and the Beta Alpha Continued Excellence Award.

Upcoming Events

President Fore discussed the following upcoming events:

- CSI Laboratory Press Conference and Dedication June 22, 2021, 10:00 a.m., Building 700, Room 710, Conway Campus
- Legislative Delegation Appreciation Dinner June 24, 2021, 5:00 p.m. at the International Culinary Institute.
- Joint Presidents' Council/SBTCE/Commissioners Association Executive Committee Retreat, July 26-27, 2021, Grand Strand Campus. President Fore will be hosting a drop-in reception at her home on Monday, July 26, from 5 – 7 p.m.
- The annual ACCT Leadership Congress will be held October 13-16, 2021, at the Manchester Grand Hyatt in San Diego, California. Ms. Myers briefly reported on approximate costs for the conference. Members are to let Ms. Myers know of their interest in attending.

Executive Session

Motion by Mr. Helms, seconded by Mr. Nobles and carried to go into Executive Session for the purpose of discussing personnel matters and contractual arrangements/negotiations at 7:35 p.m.

(Vote 8 Yes 0 No)

M/S/C

Motion by Mr. Groome, seconded by Mr. Hucks and carried to come out of Executive Session at 7:48 p.m.
(Vote 8 Yes 0 No) **M/S/C**

Motion by Mr. Hucks, seconded by Mr. Nobles and carried that the Area Commission approves the College pursuing the acquisition of real property, both land and building to expand the Diesel Engine Technician Training Facility, and pursuing a short-term lease to have access to the property until the property is acquired, and that any amount of lease be applied toward the purchase price.
(Vote 8 Yes 0 No) **M/S/C**

Motion by Dr. Farrar, seconded by Mr. Cohens and carried that in accordance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) regulations and guidelines that we accept the Area Commission Self Evaluation as presented.
(Vote 8 Yes 0 No) **M/S/C**

Adjournment

There being no further business, motion by Mr. Groome, seconded by Mr. Hucks and carried to adjourn at 7:51 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: _____