

**Minutes of the Meeting  
Horry-Georgetown Technical College  
June 13, 2023**

**Members Present:** Joe T. Branyon, Jr.                      Fedrick D. Cohens  
Dr. Robert J. Farrar                                      Brent D. Groome  
Robert P. Hucks    J. David McMillan( via phone)  
Orrie E. West

Dr. Marilyn Fore, President  
Cathy Myers, Administrative Coordinator

**Members Absent:** Y. Melvin Nobles (Excused)

**Guests:** Dr. Melissa Batten, Charles Boykin, Stephanie Danesie, Ann Daniels, Shannon Detzler, Harold Hawley, Lori Heafner, Nicole Hyman, Terry Quaresimo, Lari Roper, Jackie Snyder, Tim Tilley, and Dr. Jennifer Wilbanks

**Media:** None

The Horry-Georgetown Technical College Commission held its bi-monthly meeting on Tuesday, June 13, 2023 at 1:00 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 them of the date, time, and place of the meeting in accordance with the Freedom of Information Act.

Chairman Branyon called the meeting to order at 1:00 p.m. and asked for acceptance of the agenda and approval of the April 4, 2023, April 26, 2023, and May 22, 2023 minutes. **Motion by Dr. Farrar, seconded by Mr. Cohens and carried to accept the agenda and approve the April 4, 2023, April 26, 2023, and May 22, 2023 minutes.**

**(Vote 7 yes 0 no)**

**M/S/C**

President Fore introduced special guests Charles Boykin, College Attorney, Ann Daniels, AVP for Academics and Dean of School of Nursing and Health Sciences, Shannon Detzler, HGTC Foundation President, and Tim Tilley, HGTC Foundation Chairman.

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## Updates

### **Budget Status Update:**

Vice President Hawley reported on the current budget status report ending May 31, 2023.

### **Capital Projects and Major Renovations:**

President Fore and Vice President Hawley reported on the following:

- Grand Strand Campus Building 100 Renovation/Expansion – Working on Phase 1 design and cost estimates. Phase 2 approval scheduled for August and project expected to be complete in mid-2025. Quackenbush selected as the architect and Hood Construction selected as the contractor.
- Georgetown Campus Building 500 Renovation – Construction begins in June and should be completed by July. Renovation to Building 500 will support the Outboard Marine Technician and Boat Building programs.
- Georgetown Campus Marine Technology Center – Pursuing Phase 2 approval in Fall 2023 after award notice from EDA. Project includes constructing a 25000 square foot facility to support the College's Outboard Marine Motor Technician and Boat Building programs.

### **Strategic Planning Kickoff:**

Vice President Heafner announced the kickoff of a new strategic campaign, as part of the College's planning process, to plan the future direction of the college. The kick-off will commence with Faculty and Staff in August. Area Commission members will be asked to participate in the Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis and to provide feedback on the final plan.

### **Enrollment Comparison Update:**

Vice President Batten reported current Summer 2023 overall Headcount is 3646 and overall FTE is 1824.3. Fall 2023 overall Headcount is 4176 and overall FTE is 2682.3. Vice President Batten reported the current Spring 2022 overall Headcount is 6642, and Overall FTE is 4298.3. We are holding a 12% increase compared to this time last year.

## Action

### **Election of Officers**

Nominating Committee Chairman Dr. Robert Farrar, along with Melvin Nobles, and David McMillan recommended the following slate of officers for the election to the Horry-Georgetown Technical College Commission: Tommy Branyon, Chair, Robert Hucks, Vice Chair, and Orrie West, Secretary. ***Motion by Dr. Farrar, seconded by Mr.***

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***Cohens and carried that the Area Commission approves the slate of officers recommended by the Nominating Committee.***

**(Vote 7 yes 0 no)**

**M/S/C**

### **Area Commission 2023-24 Meeting Schedule:**

Mr. Branyon presented the proposed 2023-2024 Area Commission meeting schedule.

***Motion by Mr. Hucks, seconded by Mr. Cohens and carried that the Area Commission approves the 2023-2024 Area Commission meeting schedule.***

**(Vote 7 yes 0 no)**

**M/S/C**

### **Annual Unrestricted Operating Budget 2023-2024:**

Vice President Hawley presented the 2023-24 annual unrestricted operating budget for approval. The College projects an annual revenue and expenses for fiscal year 2023-24 of approximately \$60,506,672 and a budgetary surplus of \$2,000,000.

***Motion by Ms. West, seconded by Mr. Hucks and carried that the Area Commission approves the unrestricted 2023-24 annual operating budget.***

**(Vote 7 yes 0 no)**

**M/S/C**

### **New Degree: Information Technology Project Management Advanced Certificate Degree:**

Dr. Wilbanks presented for approval the offering of an Advanced Certificate Degree in Information Technology Project Management. The certificate degree is designed to expose students to information technology and its place in the modern business environment. A local needs assessment indicated a total projected local employee need for 160 employees from 2023-24 with an average salary range of \$28 an hour and \$60,000 annually. The program will be located on the Conway Campus and offered online.

***Motion by Mr. Groome, seconded by Dr. Farrar and carried that the Area Commission approves the Information Technology Project Management Advanced Certificate Degree, effective Spring/Fall 2024.***

**(Vote 7 yes 0 no)**

**M/S/C**

### **Policy 9.1.6 Assessment/Placement Tests**

Dr. Batten presented for approval revisions to Policy 9.1.6. The recommended changes explain that tests scores from standardized tests are used for course placement and further, the changes reflect broad language that encompasses placement tests, in general, rather than listing specific names of tests. Further, the changes remove specific guidance

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about where the test scores may be found. ***Motion by Mr. Hucks, seconded by Mr. Cohens and carried that the Area Commission approves changes to Policy 9.1.6 Assessment/Placement Tests.***

### **Policy 9.5.2 Intercollegiate Athletics:**

Dr. Batten asked that Policy 9.5.2 Intercollegiate Athletics be tabled until a later date.

### **President's Report**

President Fore announced she would be making a presentation on June 20, 2023 to both the Georgetown County and Georgetown City Councils at 5:30 p.m. at the Howard Center located on Hawkins Street in Georgetown to discuss recruiting and new programs on the Georgetown Campus.

President Fore gave an update on South Carolina Workforce Industry Needs Scholarship (SCWINS). The SCWINS scholarship will assist students who meet the qualifying criteria while pursuing a professional certificate, industry-recognized credential, diploma, or degree from a public South Carolina technical college.

We have \$6 million approved for the Marine Technology Building.

### **Foundation Report**

Ms. Detzler was excited to announce the formation of a new HGTC Alumni Association. The Foundation Board of Directors annual meeting was held on May 11, 2023. The election of officers was held, and Mr. Tim Tilley, Mr. John Sawyer, Mr. David Singleton, Mr. Dick Tinsley, and Ms. Martha Lewis were reelected to their respective positions. Lastly, the Foundation finalized amendments to the HGTC Foundation bylaws.

### **Information**

#### **President's Cabinet Reports:**

- Vice President Batten's report stands as written.
- Vice President Hawley's report stands as written.

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- Vice President Heafner's report stands as written. Additionally, she referenced the Program Evaluation Summary that shows comparison of HGTC to other colleges in the SC Technical College System. Vice President Heafner also gave an update on the EDA Grant.
- Ms. Hyman reported on current media coverage. Total media exposure was 743 hits, including news media and social media mentions. There were 36 media alerts sent. The monetary value of media coverage received was \$5.6M.
- Mr. Quaresimo's report stands as written. He announced upgrades were made to the Grand Strand Campus Conference Center.
- Ms. Roper's report stands as written. The Marketing department participated in several successful open house events.
- Vice President Snyder's report stands as written. Human Resources department led several professional development sessions and gearing up for New Hire Orientation in August.
- Vice President Wilbanks announced the presentation of new professor appointments. Nursing students received 100% pass rate on the NCLEX LPN testing and 95.45% pass rate on the NCLEX RN testing. Dental Hygiene students earned a 100% pass rate on written and clinical board exams.

### **Faculty Assembly Report:**

The Faculty Assembly report stands as written.

### ***Executive Session***

***Motion by Dr. Farrar, seconded by Mr. Cohens and carried to go into Executive Session at 2:03 p.m. for the purpose of discussing personnel matters and/or contractual arrangements/negotiations.***

***(Vote 7 yes 0 no)***

***M/S/C***

***Motion by Mr. Groome, seconded by Ms. West and carried to come out of Executive Session at 4:06 p.m.***

***(Vote 7 yes 0 no)***

***M/S/C***

***Motion by Ms. West, seconded by Mr. Hucks and carried that in accordance with Southern Association of Colleges and Schools***

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***Commission on Colleges (SACSCOC) regulations and guidelines that the Commission accepts the results of the Area Commission Self Evaluation.***

***(Vote 7 yes 0 no)***

***M/S/C***

***Adjournment***

***There being no further business, motion by Dr. Farrar, seconded by Ms. West and carried to adjourn at 4:08 p.m.***

***(Vote 7 yes 0 no)***

***M/S/C***

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Tommy Branyon, Jr., Chairman

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Orrie E. West, Secretary

Respectfully Submitted,  
Cathy L. Myers  
Administrative Coordinator

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