Minutes of the Meeting Horry Georgetown Technical College Commission April 18, 2017

Members Present: Joe T. Branyon, Jr. Fedrick D. Cohens

Brent D. Groome Donald W. Helms
Herman C. Jones J. David McMillan
Y. Melvin Nobles W. Ken Richardson

Orrie E. West

Marilyn Murphy Fore

Members Absent: None

Guests: Melissa Batten, Sharon Beaty, Shirley Butler, John Dove, Mary

Eaddy, Buzz Freeman, Harold Hawley, Lori Heafner, Michael

Hedges, Greg Mitchell and Jackie Snyder

Media: Christian Boschult, The Sun News

The Horry Georgetown Technical College Commission held its bimonthly meeting on Tuesday, April 18, 2017 at 7:00 p.m. at the 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 21, 2017, March 6, 2017, March 7, 2017 and March 8, 2017 minutes. *Motion was made by Mr. Helms, seconded by Ms. West and carried that the Area Commission accepts the agenda and approves the February* 21, 2017, March 6, 2017, March 7, 2017, and March 8, 2017 minutes. (Vote 9 yes 0 no)

Mr. Branyon turned the meeting over to President Fore after welcoming her as the new President of Horry Georgetown Technical College.

Dr. Fore introduced Christian Boschult of The Sun News.

President Fore announced the following organizational changes: Harold Hawley was appointed Chair of the President's Cabinet, Dr. Shirley Butler was appointed Interim Vice President for Academic Affairs, and Lori Heafner was appointed a member of Cabinet. President Fore also announced that Mary Eaddy would be retiring effective June 30.

Horry Georgetown Technical College Commission Page 2 April 18, 2017

2017. Search committees are in place to fill both the Vice President for Academic Affairs and Director of Marketing positions.

Action

4A. Student Fees:

To comply with SC Technical College System Policy 7-2-101 and Procedure 7-2-101.1, Mr. Hawley brought forth a request for approval of required fees charged to students. *Motion was made by Mr. Richardson, seconded by Mr. Helms and carried that the Area Commission approves the student fees as attached herein.*(Vote 9 yes 0 no)

M/S/C

4B. Financial Institutions and Annual Report on Investments:

In keeping with current college policies (2.1.7 and 2.1.9) 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 for review. Motion was made by Mr. Richardson, seconded by Mr. Groome and carried that the Area Commission approves the financial institutions and investment program of the College as outlined.

(Vote 9 yes 0 no) M/S/C

4C. Contractual Agreements Greater Than \$25,000:

Mr. Hawley brought forth for approval all contracts for goods and services exceeding \$25,000 annually. *Motion was made by Mr. Groome, seconded by Mr. Nobles and carried that the Area Commission approves the contractual agreements as outlined.*

(Vote 9 yes 0 no) M/S/C

4D. Smoke Free Initiative:

Mr. Hawley brought forth for approval a request for all campuses of Horry Georgetown Technical College to become smoke-free. This request was based on feedback from faculty, staff and students. *Motion was made by Mr. McMillan, seconded by Mr. Cohens and carried that the Area Commission approves Horry Georgetown Technical College implementing a college-wide "smoke-free" initiative beginning with the start of classes for the fall 2017 semester.*

(Vote 9 yes 0 no) M/S/C

Horry Georgetown Technical College Commission Page 3 April 18, 2017

<u>4E. Revision of Horry Georgetown Technical College's Strategic Plan Mission Statement and Role and Scope:</u>

President Fore requested Area Commission approval of revisions to the College's Mission Statement, Role, and Scope. This revision was necessary due to the implementation of the Distance Learning Institute. *Motion was made by Mr. Richardson, seconded by Mr. Jones and carried that the Area Commission approves the revision of Horry Georgetown Technical College's mission statement to include language to add distance learning as a mode of delivery.*

(Vote 9 yes 0 no) M/S/C

4F. Revisions to Policy 9.1.15:

Dr. Batten brought forth a request to approve revisions to Policy 9.1.15 Student Classifications. The policy was updated to reflect current college terminology and classification processes. *Motion was made by Mr. Richardson, seconded by Mr. Nobles and carried that the Area Commission approves the revision to College Policy 9.1.15 regarding Student Classifications.*(Vote 9 yes 0 no)

M/S/C

4G. Appointment of Nominating Committee for the Election of Officers:

Chairman Branyon appointed Ken Richardson, David McMillan, 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. Mr. Richardson will serve as Chair of the Committee. *Motion was made by Ms. West, seconded by Mr. Nobles and carried that the Area Commission approves the nominating committee consisting of Ken Richardson, Chair, Donald Helms and David McMillan.*

(Vote 9 yes 0 no) M/S/C

Discussion

5A. Construction Update:

President Fore reported Conway Advanced Manufacturing Center is scheduled for completion August 2017. The building is 50% erected and interior wall framing has begun.

5B. Enrollment Update:

Dr. Batten reported that the SC Technical College System as a whole is down 5.14% in Headcount. There is a decline in summer Headcount and FTE. Currently the Summer 2017 Headcount is 2577 and FTE 1234.1.

Horry Georgetown Technical College Commission Page 4 April 18, 2017

Reports

6A. President's Report:

President Fore met with the new President/CEO of the College Foundation Neyle Wilson to identify potential donors they plan to visit. She gave presentation to the Myrtle Beach Air Force Base Redevelopment Authority and received a pledge of \$1,000,000 over the next two years to support various Grand Strand Campus infrastructure upgrades. Additionally, Dr. Fore met with Tim Tilley, Brian Tucker and Sel Hemingway to establish relationships as new President of HGTC.

6B. Budget Status Report:

Mr. Hawley reviewed the current budget status report ending March 31, 2017.

6C. Foundation Report:

Mr. Freeman reported Foundation assets stand at \$9.4 million. He announced Neyle Wilson will serve as President/CEO of the Foundation upon Tom Maeser's retirement. The 10th Annual Black Tie Gala raised over \$81,000.

6D. President's Cabinet Reports:

- <u>Dr. Melissa Batten</u>: Staff working hard on recruitment efforts by visiting communities.
- **Dr. Shirley Butler:** Associate professors presented their Portfolio presentations.
- Mr. John Dove: In the process of migrating email to Cloud Services. Full collegewide network infrastructure device upgrade taking place.
- Mr. Harold Hawley: Requested \$49 Million pursuant to latest proposal for Bond Bill
- <u>Ms. Lori Heafner:</u> Developed and finalized 2017 Grant Schedule. Enhanced the strategic planning process.
- Mr. Gregory Mitchell: Georgetown County School District and Georgetown County financially supporting the Georgetown Advanced Manufacturing Center.
- <u>Jackie Snyder:</u> Recruiting for Fall critical positions. New Training Program Best Practices for Recruitment and Selection implemented. Started training on the new HR System Page Up.

6E. Faculty Assembly Report:

Mr. Hedges reported the Faculty had a very productive year engaging with the local communities and furthering their education. Faculty Assembly was extremely supportive of the smoke-free initiative.

6F. Professional/Technical Specialist Forum:

Ms. Beaty reported the Professional Technical Specialist Forum continues to address issues as the need arises.

Horry Georgetown Technical College Commission Page 5 April 18, 2017

Administrative Coordinator

Information

Received letter from South Carolina Human Affairs Commission that the College's Affirmative Action goal attainment increased from 89.1% to 91.9%.

Upcoming Events

- Rad Tech Pinning Ceremony, May 4, 2017 at 4:00 p.m. @ Grand Strand Campus.
- ADN & PN Pinning Ceremony, May 5, 2017 at 11:00 a.m. @ Conway Campus.
- Scholars Luncheon, May 9, 2017 at 12:00 p.m. @ Grand Strand Campus
- Commencement Ceremony, May 10, 2017 at 7:00 p.m. @ MB Convention Center.
- Area Commission Meeting, June 13, 2017 at 7:00 p.m. @ Conway Campus

Adjournment

Motion was made by Mr. Helms, seconded by Mr. Richardson and carried to adjourn at 8:05 p.m.	
(Vote 9 yes 0 no)	M/S/C
	Tommy Pronyon Ir Chairman
	Tommy Branyon, Jr. Chairman
	Y. Melvin Nobles, Secretary
Respectfully Submitted Cathy L. Myers	Date: