

**Minutes of the Meeting
Horry-Georgetown Technical College Commission
February 13, 2018**

Members Present Joe T. Branyon, Jr.
 Brent D. Groome
 Herman C. Jones
 Orrie E. West

 Fedrick D. Cohens
 Donald W. Helms
 J. David McMillan

 Marilyn Murphy Fore

Members Absent: W. Ken Richardson, Excused
 Y. Melvin Nobles, Excused

Guests: Babatunde Alo, Melissa Batten, Sharon Beaty, Scott Blackmon, Geoff Blount, Donna Burrows, Dominic Cuccherini, Stephanie Danesie, John Dove, Rhonda Grose, Harold Hawley, Lori Heafner, Michael Hedges, Chris Hyatt, Charles Loftin, Greg Mitchell, Jackie Snyder, and Jennifer Wilbanks.

Media: None

The Horry-Georgetown Technical College Commission held its monthly meeting on Tuesday, February 13, 2018 at 7:00 p.m. at the Elizabeth Mattocks Chapin Library, Room 304, Grand Strand 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 October 10, 2017 minutes. ***Motion made by Mr. Jones, seconded by Mr. Groome and carried to accept the agenda and approve the October 10, 2017 minutes.***
(Vote 7 yes 0 no) M/S/C

Spotlight

Permanent Professors:

Dr. Wilbanks introduced Babatunde Alo, Geoffrey Blount, Scott Blackmon, and Rhonda Grose as having earned their permanent professor status. The faculty members have successfully completed their two-year probationary period at the college as well as presented their portfolio presentations. Each professor received a certificate signed by the local Legislative Delegation.

Video Wall:

Charles Loftin, Professor of Anatomy and Physiology, Chris Hyatt and Dominic Cuccherini, from the Teaching Excellence Center gave brief demonstrations on the new Video Wall.

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An integrated visualization center was purchased by the Library to support video conferencing, collaborative learning and simulation experiences. The Video Wall was made possible through a grant from the Chapin Foundation.

Action Items

5A. 2017-18 Mid-Year Budget:

Mr. Hawley brought forth for approval the mid-year adjusted operating budget. The College projects an annual revenue stream of approximately \$45,148,670 based on actual fall and projected spring enrollment. HGTC projects a budgetary surplus (excess revenue over costs) of approximately \$2,200,000. *Motion made by Mr. Helms, seconded by Ms. West and carried that the Area Commission approves the mid-year operating budget as presented.*

(Vote 7 yes 0 no)

M/S/C

5B. College Mission Statement:

Each year Cabinet reviews the College Mission Statement. Ms. Heafner noted no revisions made to the Vision, Core Values, or Mission since the last revision presented on April 18, 2017.

Motion made by Mr. Groome, seconded by Mr. Cohens and carried that the Area Commission reaffirms the College's Mission Statement as presented.

(Vote 7 yes 0 no)

M/S/C

5C. Curriculum Change: Nuclear Medicine Technology Certificate Program:

Dr. Wilbanks brought forth a recommendation to cancel the Nuclear Medicine Technology Certificate Program due to low enrollment. *Motion made by Mr. Helms, seconded by Mr. Cohens and carried that the Area Commission approves the cancellation of the Nuclear Medicine Technology Certificate Program, effective Spring 2018.*

(Vote 7 yes 0 no)

M/S/C

5D. Curriculum Change: Baking and Pastry Certificate Program:

Dr. Wilbanks brought forth a recommendation to cancel the Baking and Pastry Certificate Program based upon the new Associate in Applied Science Degree in Baking and Pastry.

Motion by Mr. Groome, seconded by Mr. Helms and carried that the Area Commission approves the cancellation of the Baking and Pastry Certificate Program, effective Spring 2018.

(Vote 7 yes 0 no)

M/S/C

5E. College Policy: 1.4.2 Responsibility for College Fundraising:

Dr. Fore presented revisions to Policy 1.4.2. The revisions reflect a change in responsibility as well as the exclusion of foundations to comply with SACSCOC standards. *Motion made by Mr.*

Groome, seconded by Ms. West and carried that the Area Commission approves the revisions to College Policy 1.4.2 Responsibility for College Fundraising.
(Vote 7 yes 0 no) M/S/C

5F. College Policies: 8.2.8 Curriculum Advisory Committees, 8.4.3 Length of Time in Developmental Studies, and 8.7.2 Audio/Visual Department

Dr. Wilbanks presented revisions to Policy 8.2.8 and 8.4.3 and the deletion of Policy 8.7.2 to provide clarity and reflect current college terminology and responsibility. *Motion made by Mr. McMillan, seconded by Mr. Groome and carried that the Area Commission approves the revisions to College Policies 8.2.8 regarding Curriculum Advisory Committees and 8.4.3 regarding Length of Time in Developmental Studies and the deletion of Policy 8.7.2 regarding Audio/Visual Department.*
(Vote 7 yes 0 no) M/S/C

5G. College Policy 1.2.2 Constitution and Bylaws:

President Fore presented revisions to Policy 1.2.2 to demonstrate the Area Commission reviews its responsibilities and evaluates their assessment of meeting said responsibilities. The policy also demonstrates adherence to SACSCOC Standard 4.2.G Board Self-Evaluation. *Motion made by Mr. McMillan, seconded by Mr. Cohens and carried that the Area Commission approves revisions to Policy 1.2.2 Constitution and Bylaws.*
(Vote 7 yes 0 no) M/S/C

Discussion Items

6A. Construction Update:

Mr. Hawley and President Fore gave an update on construction projects. Received contract for Highway 501 Digital Sign; working with contractor on the improvement of Buildings 500,600,700, 800 and 900 on the Conway Campus; Fire Station property purchased; construction drawings being completed for the Georgetown Center for Advanced Manufacturing.

6B. Legislative Update:

President Fore has been diligently scheduling meetings with various members of our local Legislative Delegation to discuss legislative priorities.

6C. House Ways and Means Sub-Committee Report:

Dr. Fore shared a copy of the SC Technical College System Budget Request for 2018-19 that was presented to the House Ways and Means Sub-Committee.

6D. Workforce Development Initiatives/Congressman Rice's Office:

Dr. Fore working with Mr. Phillip Gaillard, Veterans and Community Outreach Coordinator from Congressman Tom Rice's office, along with Mr. Mitchell, to discuss workforce development initiatives.

6E. Retention Update:

Ms. Heafner shared information on the College's retention rates. National average is 60%. HGTC Fall to Spring persistence rate has declined but has historically been higher than the System average and above the System benchmark of 71%.

6F. Enrollment Update:

Dr. Batten reported Spring enrollment is up. The Overall Headcount is 6494 and Overall FTE is 4281.9.

Reports

7A. President's Report:

President Fore and Foundation CEO, Neyle Wilson, have been making visits to small business industries seeking financial support of Advanced Manufacturing Center. Also working on new training program with Blanchard Machinery/Caterpillar.

7B. College Budget Status Report:

Mr. Hawley reviewed the current budget status report ending January 31, 2018.

7C. Foundation Report:

Dr. Fore gave the Foundation report in the absence of Mr. Freeman. Foundation net assets stand at \$11.7 million as of January 31, 2018. The Foundation received deposits totaling \$118,369 in donations and pledge contributions.

7D. President's Cabinet Reports:

- Dr. Batten reported the Student Affairs Division focused on community outreach. They hosted annual Veteran's Day BBQ raising funds for the homeless Veterans.
- Mr. Dove reported the upgrade of Banner 9 Administrative System to go live March 12.
- Mr. Hawley reported the President's Cabinet has been vibrant and engaged in their meetings. The group took field trips to various local businesses.
- Ms. Heafner has been working on several grant initiatives. Received grant funding from American Welding Society, Blue Cross Blue Shield, and Yawkey Foundation. Grant requests made to Chapin Foundation and Ocean View Memorial Foundation.
- Mr. Mitchell has been working with community leaders to meet the training needs in the community to close the skill gap.
- Ms. Snyder reported the college is ranked 27th in the State among 73 agencies in meeting diversity goals set by the South Carolina Human Affairs Commission. HGTC met 89.7% of the goals set for hiring and promotions. The John Maxwell Leadership Conference coming to campus March 9, 2018. Available to all faculty and staff.
- Dr. Wilbanks reported the Academic Affairs division has been busy preparing for SACSCOC Reaffirmation. The Addiction and Recovery Series will begin February 22, featuring actress Mackenzie Phillips.

7E. Faculty Assembly Report:

Professor Hedges reported the Faculty have been very busy in the community. The Digital Arts and Administrative Office Technology programs hosted several high school tech days for high school students to visit their departments.

7F. Professional/Technical Specialist Forum:

Ms. Beaty reported it is the desire of the Professional/Technical Specialist Forum to become more visible on campus.

Information

8A. Information:

Various news articles in local papers.

Upcoming Events

- Foundation Black Tie Gala, March 3, 2018 at 5 p.m. at Grand Strand Campus.
- Area Commission Meeting, April 3, 2018 at 7:00 p.m. @ Conway Campus.

Executive Session

Motion by Mr. Helms, seconded by Ms. West and carried to enter into Executive Session for the purpose of discussing personnel issues.

(Vote 7 yes 0 no)

M/S/C

Motion by Mr. Groome, seconded by Mr. McMillan and carried to come out of Executive Session at 8:46 p.m. No action taken.

(Vote 7 yes 0 no)

M/S/C

Adjournment

Motion was made by Mr. Groome, seconded by Ms. West and carried to adjourn at 8:50 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: _____