

**Minutes of the Meeting**  
**Horry-Georgetown Technical College Commission**  
**October 12, 2021**  
**Via Microsoft Teams**

**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  
  
Dr. Marilyn Fore, President  
Cathy Myers, Administrative Coordinator

**Members Absent:** None

**Guests:** Jonathan Barker, Dr. Melissa Batten, Stephanie Danesie, John Dove, Harold Hawley, Nicole Hyman, Gregory Mitchell, Lari Roper, Jackie Snyder, and Dr. Jennifer Wilbanks.

**Media:** None

The Horry-Georgetown Technical College Commission held its bi-monthly meeting on Tuesday, October 12, 2021 at 9:00 a.m. via Microsoft Teams.

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 9:00 a.m. Roll call was made by Ms. Myers. Mr. Branyon asked for acceptance of the agenda and approval of the August 10, 2021 minutes.

***Motion by Mr. Helms, seconded by Dr. Farrar and carried to accept the agenda and approve the August 10, 2021 minutes.***

**(Vote 9 yes 0 no)**

**M/S/C**

Mr. Branyon turned the meeting over to President Fore.

**Updates**

**Enrollment Comparison Update:**

Vice President Batten reported the current Fall 2021 overall Headcount is 6408, New Student Headcount is 3467 and Overall FTE is 4217.1.

**Budget Status Update:**

Vice President Hawley reported on the current budget status report ending September 30, 2021.

**Capital Projects and Major Renovations Update:**

President Fore and Mr. Hawley gave updates on renovation projects.

- **Conway Campus:** Diesel expansion- the acquisition of property estimated to cost \$2 million for 13,700 sq. ft. The budget does not include renovations/upfitting of the property.
- **Grand Strand Campus:** Construction is complete for Buildings 100, 200, and 300 and Infrastructure. Landscaping project has begun and will be completed by early November.
- **Georgetown Campus:** The Phase 2 Renovation project started in mid-August and is to be completed by early October. The project consisted of installing pavers in the courtyard/plaza, constructing a bench wall, and installing new landscaping adjacent to the plaza.

**COVID-19 Update:**

Executive Vice President Wilbanks reported 60% of classes are now offered face to face. Vice President Batten reported 14 students tested positive for COVID-19 and 89 students placed in quarantine. Vice President Snyder reported 16 employees tested positive for COVID and 32 employees placed in quarantine.

**Action**

**Financial Statements and Independent Auditor's Report:**

Mr. Hawley announced the College received an unqualified audit opinion. There were no audit findings for the fiscal year ended June 30, 2021. ***Motion by Mr. Hucks, seconded by Mr. Helms and carried that the Area Commission approves the results of the independent auditor's report and corresponding financial statements for the year ended June 30, 2021.***

***(Vote 9 yes 0 no)***

***M/S/C***

**Policy Review:**

Vice President Hawley brought forth for approval revisions to the following policies: 2.1.5 Insurance, 2.2.2 Travel and Subsistence Expense Monies, 2.3.4 Contracts, 4.1.8 Facilities Maintenance, 4.1.9 Acquisition of Equipment Costing \$5000 or More, and 9.6.3 Financial Aid: Guiding Philosophy.

Vice President Batten brought forth for approval revisions to the following policies: 8.1.4 Grading System, 8.5.1 Advanced Placement Credit, 8.5.2 College-Level Examination Program (CLEP) Exemption Credit, 8.5.4 Credit by Proficiency Examination, and 8.5.7 International Baccalaureate (IB) Program Credit.

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Vice President Snyder brought forth for approval revisions to the following policy: 3.1.1 Equal Opportunity/Non-Discrimination Statement.

***After review of all revised policies brought forth for approval, motion was made by Ms. West, seconded by Mr. Cohens, and carried to approve revisions as presented.***

***(Vote 9 yes 0 no)***

***M/S/C***

### **President's Report**

- President Fore has been attending meetings of the Presidents' Council (Technical College Presidents) as well as Council of Presidents (College and University Presidents). The Technical College Presidents are working to bring forward to the College and University Presidents a transfer agreement.
- A recent meeting was held on the reimposition of the Education Capital Improvements Sales and Use Tax. Parties from Horry County Schools, Coastal Carolina University and Horry-Georgetown Technical College were in attendance. The tax sales referendum will be up for a vote in November of 2022.
- Vice President Mitchell and Vice President Hawley have been working with Superior Crane and working out details of offering Crane Operator training on the Conway Campus. Currently, there is no crane operator training in the State of South Carolina. We have students that have already expressed interest in the training and the funds are available through the Workforce Scholarship Fund from the State. The cost to a student for this training is approximately \$7500.
- President Fore invited Area Commission members to attend the HGTC Employee Appreciation luncheons held November 1-3 on each campus.
- HGTC will be providing lunch to Conway Medical Center full-time employees on November 3, 2021 as an expression of thanks.

### **Foundation Report**

In Mr. Freeman's absence, President Fore reported the Foundation has received significant donations. The Annual Foundation Black Tie Gala is scheduled for April 2, 2022.

### **Information**

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

- Vice President Batten reported the college was able to host Welcome Back celebrations on all three campuses due to decrease in COVID-19 cases. We are now able to do recruitment and outreach and have personal connections with the community. Dual enrollment program remains strong and slightly up in some categories.

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- Vice President Dove's report stands as written. Mr. Dove announced HGTC has been accepted into Forbes Technology Council, an invitation-only community for world-class and technology executives.
- Vice President Hawley's report stands as written.
- Vice President Heafner's report stands as written.
- Ms. Hyman's report stands as written.
- Vice President Mitchell's report stands as written.
- Ms. Roper's report stands as written. Received positive feedback from the City of Conway on the HGTC flags placed around downtown Conway.
- Vice President Snyder reported several wellness programs were organized through the Department of Human Resources and Employee Relations such as Zumba, yoga, worksite screenings, and line dancing. Additionally, she reported the Diversity, Equity and Inclusion Council sponsored a film series as well as a shared read program. Partnering with President Fore to rollout best practices in hiring to provide our new college leaders with development in terms of serving on hiring committees. President Fore will be introducing this to leaders to make sure they understand how important it is to focus on bringing in the best talent available to serve the college.
- Executive Vice President Wilbanks echoed how amazing HGTC faculty and staff have been during the return to a normal environment. Dr. Wilbanks reported on the Reach (Reinforcing College Education on America's Constitutional Heritage) Act., a law passed during this past summer requiring all students entering a 4-year degree program to have certain competencies before they can graduate with a baccalaureate degree. Although this does not pertain to two-year technical colleges, we did integrate that curriculum into two of our classes - history and government.

### **Faculty Assembly Report:**

Professor Barker reported the Communications and English department hosted the virtual Two-Year College English Association-South Carolina (TYCA-SC) Conference.

### **News Articles:**

Included in the packet are various articles highlighting our students.

## **Calendar**

### **Upcoming Events:**

Employee Appreciation Luncheons will be held on the Georgetown Campus on November 1, Grand Strand Campus on November 2, and Conway Campus on November 3. The College is providing lunch for full-time employees of Conway Medical Center to show our appreciation on November 3. The Area Commission Christmas dinner will be held on Tuesday, December 7, 2021 at the Dunes Club at 5:30 p.m.

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**Adjournment**

***There being no further business, motion was made by Mr. Groome, seconded by Mr. Hucks, and carried to adjourn at 10.23 a.m.***

**(Vote 9 yes 0 No)**

**M/S/C**

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Tommy Branyon, Jr., Chairman

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Y. Melvin Nobles, Secretary

Respectfully Submitted,  
Cathy L. Myers  
Administrative Coordinator

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