

**Minutes of the Meeting  
Horry-Georgetown Technical College Commission  
October 31, 2023**

<b>Members Present:</b>	Joe T. Branyon, Jr. Dr. Robert J. Farrar Robert P. Hucks Orrie E. West	Fedrick D. Cohens Brent D. Groome J. David McMillan
	Dr. Marilyn Fore, President Cathy Myers, Administrative Coordinator	

**Members Absent:** None

**Guests:** Stephanie Danesie, Shannon Detzler, Harold Hawley, Lori Heafner, Nicole Hyman, Terry Quaresimo, Lari Roper, Tim Tilley, and Dr. Jennifer Wilbanks.

**Media:** None

The Horry-Georgetown Technical College Commission held its bimonthly meeting on Tuesday, October 31, 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 August 8, 2023 minutes. ***Motion by Dr. Farrer, seconded by Mr. Hucks and carried to accept the agenda and approve the August 8, 2023 minutes.***

**(7 yes 0 no)**

**M/S/C**

### **Updates**

**Budget Status Update:**

Vice President Hawley reported on the current budget status report ending September 30, 2023.

**Insurance Coverage:**

Mr. Hawley gave an overview of all existing college insurance coverage for FY2024.

**Capital Projects and Major Renovations:**

President Fore and Vice President Hawley gave the report on current capital projects and major renovations.

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- **Grand Strand Campus:** Building 100 Renovations for Nursing and Healthcare Sciences Institute - Finalizing schematic design and cost estimates. Phase 2 final approval secured, and occupancy projected for early 2025.
- **Georgetown Campus:** Marine Technology Center. Pursuing Phase 2 approval in early 2024. Groundbreaking should take place late Fall.

**Economic Development Administration (EDA) Grant:**

Vice President Heafner announced the college received the Economic Development Administration (EDA) grant in the amount of \$8 million for construction of the Marine Technology Center.

We have submitted application for Department of Education Title III grant.

**Enrollment Comparison Update:**

In the absence of Vice President Batten, President Fore gave an enrollment update. The current overall fall headcount is 7363 and the current overall FTE is 4790.2. There are 2793 students enrolled exclusively in Online/Hybrid courses.

**Action**

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

Vice President Hawley announced the College received an unqualified audit opinion and there were no audit findings for the fiscal year ended June 30, 2023. ***Motion by Mr. Hucks, seconded by Ms. West 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, 2023.***

**(Vote 7 yes 0 no)**

**M/S/C**

**College Policy 2.1.9 Bank Depositories:**

Vice President Hawley presented for approval revisions to College Policy 2.1.9 Bank Depositories. The proposed changes are needed to ensure the policy is reflective of the College's standard operating procedures, generally accepted business protocols, and state and other regulations. ***Motion by Mr. Hucks, seconded by Mr. Cohens and carried that the Area Commission approves the proposed changes to College Policy 2.1.9 regarding bank depositories.***

**(Vote 7 yes 0 no)**

**M/S/C**

**Curriculum Change – Termination of Computerized Axial Tomography Certificate:**

Executive Vice President Wilbanks presented for approval the termination of the Computerized Axial Tomography Certificate due to lack of interest and low enrollment. ***Motion by Mr.***

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**Groome, seconded by Dr. Farrar and carried that the Area Commission approves the termination of the Computerized Axial Tomography Certificate, effective Spring 2024.**

**(Vote 7 yes 0 no)**

**M/S/C**

**Curriculum Change – Termination of the General Engineering Technology Degree:**

Executive Vice President Wilbanks presented for approval the termination of the General Engineering Technology Degree. The General Engineering Technology Degree covers a broad area and does not provide the depth in a specific discipline for job placement. Currently, there is only 1 student in the program and there have only been 6 graduates over the last 6 years.

***Motion by Mr. Groome, seconded by Ms. West and carried that the Area Commission approves the termination of the General Engineering Technology Degree, effective Fall 2024.***

**(Vote 7 yes 0 no)**

**M/S/C**

**Curriculum Change – New Program, Clinical Medical Assistant Certificate:**

Dr. Wilbanks presented for approval the offering of a new Clinical Medical Assistant Certificate. The new program will prepare students for the role of Clinical Medical Assistant and students will be equipped with the necessary skills to function as a high quality, entry-level healthcare worker in a variety of healthcare settings. ***Motion by Dr. Farrar, seconded by Mr. Hucks and carried that the Area Commission approves the offering of the Clinical Medical Assistant Certificate, effective Spring 2024.***

**(Vote 7 yes 0 no)**

**M/S/C**

**Curriculum Change – New Program, Electrocadiography Technician Certificate:**

Dr. Wilbanks presented for approval the offering of a new Electrocadiography Technician Certificate. The new program will prepare students for the role of Electrocadiography Technician. Students will be equipped with the necessary skills to function as a high quality, entry-level healthcare worker in a variety of healthcare settings. ***Motion by Mr. Groome, seconded by Mr. Cohens and carried that the Area Commission approves the offering of the Electrocadiography Technician Certificate, effective Spring 2024.***

**(Vote 7 yes 0 no)**

**M/S/C**

**Curriculum Change – Termination of the Diagnostic Medical Sonography Certificate and the Offering of an Associate in Applied Science Degree in Diagnostic Medical Sonography:**

Dr. Wilbanks presented for approval the termination of the Diagnostic Medical Sonography certificate effective Fall 2024 and the offering of the new Diagnostic Medical Sonography Associate in Applied Science Degree.

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The faculty, advisory board members, and Joint Review Committee JRC-DMS accreditation site visitors have documented the recommendation to expand the current certificate program to a full Associate in Applied Science Degree. ***Motion by Dr. Farrar, seconded by Ms. West and carried that the Area Commission approves the termination of the Diagnostic Medical Sonography Certificate and approval of the offering of a Diagnostic Medical Sonography Associate in Applied Science Degree effective Fall 2024.***

**(Vote 7 yes 0 no)**

**M/S/C**

**President's Report**

President Fore shared information on several legislative bills (H. 4290 DEI , H3467 Free Speech, S.255 Free Speech, and S.538 Tenure) discussed at the recent Council of Presidents' meeting.

President Fore announced the College is working with the South Carolina Governor's School for Science and Mathematics to host their 2024 summer program.

A Press Conference will be held on November 8, 2023 to announce the new Correctional Officer Program, a collaboration with the Horry County and Georgetown County Sheriff's Offices. President Fore shared the Technical College System 2024-2025 legislative priorities that included \$20.0 million increased recurring funding, \$51.1 million for lottery tuition assistance program, \$95.0 million to continue SCWINS/Workforce Industry Needs Scholarship, \$30.0 million for equipment for high demand job skills training, and \$5.0 million for readySC project funding.

Substantive Change for new Boat Building certificate program submitted and approved by the Southern Association of Colleges and Schools Commission on Colleges.

Substantive Change for OCIS (Off Campus Instructional Sites ) Notification for Carvers Bay High School and the Academy for the Arts, Sciences, and Technology submitted and approved by the Southern Association of Colleges and Schools Commission on Colleges.

We are in the process of working on the College's Fifth-Year Interim Report due to the Southern Association of Colleges and Schools Commission on Colleges by September 8, 2023.

**Foundation Report**

Mr. Tilley reported the Foundation's report stands as written.

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**Information**

**President's Cabinet Reports**

- Vice President Batten's report stands as written.
- Vice President Hawley's report stands as written.
- Vice President Heafner's report stands as written.
- Ms. Hyman reported on current media coverage. Total media exposure was 266 hits, including news media and social media mentions. There were 26 media alerts sent.
- Associate Vice President Quaresimo announced the Help Desk software Track-It was replaced with a modern tool to enhance customer service and communication for IT requests.
- Ms. Roper announced Spring semester 2024 postcards will be mailed to 88000 households in Horry and Georgetown counties.
- Vice President Snyder's report stands as written.
- Executive Vice President Wilbanks's report stands as written. The Academic and Workforce Development Newsletter is included in the Information section.

**Faculty Assembly:**

The Faculty Assembly report stands as written. Professor Russell Luce was elected as the new Faculty Assembly President.

**Executive Session**

**Motion by Mr. Hucks, seconded by Ms. West and carried to enter into Executive Session at 1:52 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 Mr. Hucks and carried to come out of Executive Session at 3:10 p.m.**

**(Vote 7 yes 0 no)**

**M/S/C**

**Motion by Mr. Hucks, seconded by Ms. West and carried to authorize the President and/or the President's Designee to enter into negotiations to acquire two (2) structures for the purpose of expanding the college's academic, student services, and administrative support capacities provided that the combined offer did not exceed \$15,000,000 in total.**

**(Vote 7 yes 0 no)**

**M/S/C**

**(Dr. Robert Farrar Farrar abstained from voting).**

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**Adjournment**

***There being no further business, motion by Mr. Hucks, seconded by Mr. Cohens  
and carried to adjourn at 3:14 p.m.  
(Vote 7 yes 0 no)***

**M/S/C**

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**Tommy Branyon, Chairman**

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**Orrie E. West, Secretary**

**Respectfully Submitted,  
Cathy L. Myers  
Administrative Coordinator**

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