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HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 1.1.1

Title: Adherence to Applicable Law

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended

Responsibility: President

Original Approval Date: 02-11-1993

Last Cabinet Review: 01-30-2008

Last Revision:

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Chairperson

The Institution shall abide by all applicable laws, rules, regulations, and guidelines of the State of South Carolina and appropriate Federal agencies in the conduct of its business and the business of the Institution.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

**POLICY**

Number: 1.1.2

Title: Coordination with State Agencies

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended

Responsibility: President

Original Approval Date: 02-11-1993

Last Cabinet Review: 01-30-2008

Last Revision:

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Chairperson

All official business or activities of Horry Georgetown Technical College with other State agencies will be coordinated through the President's Office of Horry Georgetown Technical College or the President's designee.

All official contact requesting approval of or ruling by other State agencies must be in keeping with published procedures and/or memoranda by the President of Horry-Georgetown Technical College.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 1.2.1

Title: Functions of the Horry Georgetown Technical College Commission

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended

Responsibility: President

Original Approval Date: 02-11-1993

Last Cabinet Review: 01-30-2008

Last Revision:

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Chairperson

The Horry Georgetown Technical College Commission, also known as the Area Commission, has been designated to direct the activities of Horry Georgetown Technical College. The specific duties and responsibilities of the Commission are contained in Title 59, Chapter 53, Sections 810-860, Code of Laws of South Carolina, as amended. Additional duties and responsibilities may be assigned by amendments of this legislation and/or the Executive Branch of the State government.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 1.2.2  
Title: Constitution and Bylaws  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: President

Original Approval Date: 07-16-2001  
Last Cabinet Review: 02-06-2008  
Last Revision: 06-02-2005

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Chairperson

CONSTITUTION AND BYLAWS  
OF THE HORRY GEORGETOWN TECHNICAL COLLEGE COMMISSION

## ARTICLE I: AUTHORITY

### Section 1: Authority of the Area Commission:

The Horry Georgetown Technical College Commission, also known as the Area Commission, was established by An Act To Amend Act 993 of 1964, Relating To The Horry County Commission For Technical Education, So As To Include Georgetown County No. 1079 of the General Assembly of the State of South Carolina, approved June 8, 1966. The activities of the Commission are conducted to fulfill legislative requirements to make available and operate adequate facilities and to provide local supervision for a program of technical and comprehensive education and training.

### Section 2: The Exercise of Authority:

The Area Commission is essentially a legislative, not an executive body. Its primary function is the determination of policy and administration as determined by the State Board for Technical and Comprehensive Education and the employment and evaluation of the performance of the President. Within the policy guidelines established by the Area Commission and the State Board of Technical and Comprehensive Education, the College President is singularly responsible for the operation of the College. The President will be given authority fully commensurate with that responsibility. The Area Commission will deal directly with the College President only, or if appropriate, the System President of the State Board on College matters.

## ARTICLE II: MEMBERSHIP

### Section 1: Composition of Membership:

The Commission shall consist of six qualified registered electors from Horry County and three qualified registered electors from Georgetown County.

### Section 2: Appointments:

Members from Horry County shall be appointed by the Governor upon recommendation of a majority of the Legislative Delegation. Members from Georgetown County shall be appointed by or upon the recommendation of a majority of the members of the governing body of the Georgetown

County Delegation according to the South Carolina Code of Laws Section 59-53-810.

### Section 3: Terms of Office:

The term of office shall be three years for Horry County members, and according to current State statutes, three years for Georgetown County Members. If any vacancy shall arise, a successor shall be appointed by the Governor for the balance of the un-expired term in the same manner as the original appointments were made. The members of the Commission shall hold office until their successors have been appointed and shall qualify.

## ARTICLE III: OFFICE

### Section 1: Offices of the Area Commission:

The following are by law, Section II, Act No. 1078, of the General Assembly of the State of South Carolina, established as offices of the Area Commission; Chairperson, Vice-Chairperson and Secretary. Other offices may be established as deemed necessary by the Area Commission.

The Chair Emeritus is an honorary office that may be recommended by the Chairperson in recognition of significant years of service and/or contributions to the effective operation of the Area Commission. The Chair Emeritus will serve in this capacity for as long as he or she remains on the Area Commission. The Chair Emeritus will also serve as a member of the Executive Board.

### Section 2: Selection of Officers:

Officers are selected from among the duly appointed members of the Area Commission. A vote of not less than a majority of the membership is prerequisite to appointment. A motion to recall an officer must likewise be supported by a vote of 3/4 of the Area Commission. Members must serve on the Commission for two years in order to be eligible to hold an office. The candidate for Chair Emeritus must be a member of the Area Commission with at least eighteen (18) consecutive years of service and must also have served on the Executive Board of the Area Commission as Chairperson and/or Vice-Chairperson for a period of not less than twelve (12) of those eighteen (18) years in order to be eligible to be recommended for the office. Upon recommendation by the Chair Person, the candidate for Chair Emeritus must be ratified by a vote of 3/4 of the Area Commission.

### Section 3: Terms of Office:

Officers will be elected for a term of one year and may succeed herself or himself.

### Section 4: Duties of Officers:

- A. The chairperson will provide leadership to the Area Commission in the conduct of its business.
  1. Preside at all meetings.
  2. Call special meetings as required.
  3. Appoint members to committees.
  4. Act as official spokesperson for the Area Commission.
  5. Sign all documents which affect actions of the Area Commission.
  6. Perform such duties as may be required by law or by actions of the Area Commission.

B. The Vice-Chairperson will

1. Act as a Chairperson when the Chairperson is absent.
2. In the event the Chairperson is permanently incapacitated, the Vice-Chairperson will serve as Chairperson only until the electing of a new Chairperson, which will be done at the next regular meeting.

C. The Secretary will

1. Maintain official records of the Area Commission.
2. be responsible for the approval of the minutes submitted at each meeting of the Area Commission.
3. Furnish each member of the Area Commission with a copy of the minutes of each regular or called meeting.
4. Oversee an Area Commission policy file.

D. The Chair Emeritus will

1. Serve as a member of the Executive Board
2. Serve as an advisor to the Area Commission Chairperson

Section 5: Powers and Duties of the Area Commission:

The powers and duties of the Area Commission as specified in the authorizing legislature, 59-53-52 of the General Assembly of the State of South Carolina, approved June 14, 1963 as specified in South Carolina Code Annotated, 59-53-52 (1976), as amended.

1. Employ the respective technical college president, who shall be employed at the will of the Area Commission in accordance with current State Board Policy.
2. Approve annual planning document of the President, conduct an annual evaluation of the President;
3. Adopt and use a corporate seal;
4. Adopt such bylaws, rules and regulations for the conduct of business and the expenditure of their funds as they may deem desirable;
5. Acquire sites and construct and equip thereon appropriate facilities in accordance with item (7) of 59-53-50; all real property is the possession of the area commission regardless of the source of funds for its purchase or construction; except for those campuses currently owned by the State. All personal property purchased with local funds is the possession of the area commission;
6. Acquire by gift, purchase or otherwise, own, and sell all kinds and descriptions of real and personal property;
7. Accept gifts, grants, donations, devises and bequests;
8. Provide appropriate supervision of the maintenance of any facility established to promote post-secondary vocational, technical and comprehensive education;
9. Exercise responsibility for the operation, maintenance and improvement of institutional facilities;
10. Employ such other personnel as may be deemed necessary;
11. Establish, promulgate and enforce reasonable rules and regulations for the operation of

- their facilities;
12. Operate the affairs on a fiscal year beginning on July first each year and ending June thirtieth of the succeeding calendar year;
  13. Expend any funds received in any manner consistent with the approved budget and in accordance with the purposes for which the funds were made available including the proceeds derived from any bonds issued by the county or counties to defray any costs incident to the establishment of adequate facilities for the program and thereafter to expend such funds for the operation, maintenance and improvement of the facilities;
  14. Exercise the right of eminent domain in the geographical area served by each respective institution;
  15. Apply for, receive and expend monies from all state, local and federal governmental agencies;
  16. Keep full and accurate accounts of receipts and expenditures and make monthly reports in accordance with uniform procedures established for the system, and within ninety days following the close of the fiscal year cause a complete audit of institutional affairs to be made by an independent certified public accountant and copies of the audit report and related document to be delivered concurrently to the area commission. The area commission shall make copies available to legislative delegations or county governing bodies participating in the funding of the institution;
  17. Prepare and submit budgets for review by the county governing bodies participating in the funding of the individual institutions and to the Board for approval in accordance with the methods and procedures established by each of the bodies or agencies involved. Local tax revenue budgets shall require the approval of the county governing bodies;
  18. Award certificates, diplomas and associate (but not baccalaureate) degrees to students who successfully complete authorized and prescribed courses and programs of study and training;
  19. Enter into operating contracts that may, as necessary, carry out the purposes of the College;
  20. Exercise such other powers as may be provided for them by the legislation, which established and regulates the particular area commission.

#### Section 6: Removal of Area Commission Member:

The removal of an Area Commission member shall be made by the Governor and in compliance with Section 1-3-240 & 1-3-245 for of the SC Code of Laws, Title I, Chapter 3.

### ARTICLE IV: MEETINGS

#### Section 1: Regular Meetings:

The Area Commission will establish an annual meeting schedule at its June meeting.

#### Section 2: Special Meetings:

Special meetings shall be held at the call of the Chairperson at the time and place the President designates. Such meetings shall be called by the Chairperson at the request of the majority of the members of the Area Commission, or by the President.

#### Section 3: Executive Sessions:



Meetings will be held as executive sessions at the discretion of the Chairperson when topics of unusual sensitivity are discussed.

#### Section 4: Meeting Agenda:

The meeting agenda will be prepared by the President and approved by the Area Commission.

#### Section 5: Rules of Conduct:

Meetings will be governed by the Roberts Rules of Order.

#### Section 6: Quorum Required:

A majority of active members constitute a quorum. No business will be conducted unless a quorum is present.

#### Section 7: Attendance:

Attendance at all Regular and Special meetings of the Area Commission is expected. A member who is unable to attend any meeting must notify the Chairperson, or the Office of the President for communication to the Chairperson, prior to the commencement of the meeting. Such notification will result in an excused absence, which will be noted in the minutes of the meeting. A notice of a future absence recorded in the minutes of a meeting constitutes acceptable notification. With the exception of ex-officio members, a Commission member is considered removed from the Commission, and a vacancy is created following three consecutive unexcused absences from Commission meetings.

#### Section 8: Attendance of the President:

The President will attend all meetings of the Area Commission. The President may, at the discretion of the Chairperson, be excused from attending for reasons of personal or official business, or if matters such as performance or compensation of the President will be discussed.

#### Section 9: Minutes:

Minutes which accurately account the events of each meeting will be prepared by or under the direction of the Secretary, and placed in a permanent book which will be maintained in the President's Office. The Secretary will sign them after acceptance by the Commission.

### ARTICLE V: ADMINISTRATION OF THE HORRY GEORGETOWN TECHNICAL COLLEGE

#### Section 1: Appointment of the President:

The President shall meet the minimum qualifications established by State Board for Technical and Comprehensive Education. The President shall be appointed by the Area Commission with full authority and responsibility for the operation of the College under the policies, rules, and requirements of the Area Commission and the State Board for Technical and Comprehensive Education.

#### Section 2: The President Shall:

- A. Attend and participate, without a vote, in all meetings of the Area Commission, except where his absence is expressly desired.
- B. Employ all College personnel. (Must receive Area Commission approval for hiring institutional offices.)
- C. Prepare, for Commission approval, the annual current expenses and capital budgets.
- D. Advise the Commission of planned construction, modification needs and physical facilities.

- E. Recommend all education programs and curriculum changes.
- F. Appoint lay Advisory Committees for all programs of the College.
  
- G. Make appropriate reports to the Area Commission on the development and operation of the institution.
- H. be responsible for the operation of the College.

### Section 3: Power Vested:

The power to deal with individuals or organizations shall be vested in the President, in the name of the Area Commission of the Horry-Georgetown Technical College. Any individual or organization who desires to appeal the President's decision shall state in writing the nature and purpose of such appeal and the name of each person who is to appear as spokesperson. The statement shall be filed with either the President, Secretary to the Commission, or Chairperson of the Commission at least ten days in advance of the meeting at which appearance is desired.

### Section 4: Interim President:

In the event of the President's serious disability, death, resignation, dismissal, or prolonged absence, the order of succession shall be determined by the Area Commission. The Chair may appoint an individual to serve as Acting President until the Area Commission officially meets to select and approve an Interim President. The approval of an Interim President requires a majority vote of the active membership of the Commission.

## ARTICLE VI: ADOPTION AND AMENDMENT

### Section 1: Adoption:

Adoption of this Constitution shall be by affirmed order of at least three-fourths (3/4) of the active members of the Area Commission at a regular meeting provided that each member has received notice at least five days prior to the regular meeting and that each member has received a copy of the Constitution at least seven days prior to the regular meeting.

### Section 2: Amendment:

Amendment to this Constitution may be proposed by any member of the Area Commission at any regular meeting of the Commission. Adoption of the amendment shall be by affirmative order of at least 2/3 of the active members of the Area Commission at a regular meeting.

# POLICY

Number:	1.2.3
Title:	Naming Opportunities and Recognition of Contributions
Authority:	Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility:	President
Original Approval Date:	10-12-2000
Last Cabinet Review:	01-30-2008
Last Revision:	10-12-2000

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Chairperson

The Horry Georgetown Technical College Area Commission shall support and advocate the efforts of the HGTC Foundation to identify and recognize the contributions of donors, benefactors and persons of conspicuous services or leadership.

Such recognition may be in the form of a naming opportunity by which an identified room, building, physical space, or campus location would be named after the benefactor or according to the desires of the benefactor, or identified individual. The Area Commission retains its authority to designate and name any or all buildings, or parts thereof, structures, facilities, grounds, or other real property belonging to the College.

The Area Commission shall agree to receive and act upon recommendations of the HGTC Foundation to designate and name a given room, building, physical space, or campus location for, or on behalf of, a benefactor. Such naming recommendation shall normally be associated with the receipt of a significant monetary or property contribution and shall be made with the expectation of being in perpetuity. The Area Commission shall also consider a combination of direct financial contribution and significant and selfless contributions of leadership or service in making the naming recognition.

The Area Commission reserves the right to approve the naming of all rooms, buildings, physical spaces, and/or campus locations prior to Foundation commitment to the contributor(s) or benefactor(s) and to consider any and all factors regarding the privilege of name association.

Further, the Area Commission reserves the right to name buildings, physical spaces or campus locations, upon recommendation of the College President, for prominent State or regional landmarks; for pioneers of educational access and opportunity; and/or based on other distinguishing criteria including the particular functions served.

The Area Commission shall act on a recommendation for a naming recognition at the announced Area Commission meeting following the meeting at which the recommendation is made.

The College President shall have authority to determine the content and timing of matters of, and pertaining to, public announcements and physical markings, for tributes to the approved naming recognition.

## HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 1.2.4  
Title: Area Commission Code of Ethical Behaviors and Expectations  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Chairman, Area Commission

Original Approval Date: 12-05-2000  
Last Cabinet Review: 01-30-2008  
Last Revision:

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Chairperson

For the Area Commission to be responsible, as the governing board, for the mission and operations of Horry Georgetown Technical College, the individual behaviors of each member need to be equal to the public accountability and trust commitments expected of the College. Accordingly, and in recognition of the obligations entrusted by the public, the Commission sets forth this policy.

### **Code of Ethical Behaviors**

The Commission hereby adopts the following statements as reflective of individual commitments of Commission members and to which each Commission member is obligated upon acceptance of the appointment of service:

To represent the citizens of Horry and Georgetown Counties, and the people of South Carolina, as the ownership of the College.

To consider the long-term interests of the people of Horry and Georgetown Counties and a broad and comprehensive view of the College and its mission.

To encourage and respect the free expression of opinion by fellow Commission members and by others who seek a hearing before the board.

To respect and contribute to an atmosphere in which controversial issues can be presented fairly, individual dignity maintained, and proper decorum preserved.

To devote time and thought to the responsibilities of a member of the Commission, and adequately prepare for board meetings.

To cast a vote reflective of each Commission member's carefully considered position, and to then wholeheartedly support the majority vote and final decision.

To accept that an individual Commission member has no legal authority outside of the meetings and actions of the full governing board, and to exercise no individual authority over the organization.

To refrain from using the position as a Commission member for personal benefit or favor, or to bring benefit to anyone apart from the total and best interests of the people of Horry and

Georgetown Counties.

To work with fellow Commission members and the College President in a spirit of harmony and cooperation.

To recognize and respect the distinction between policy setting for, and administration of, the College.

To provide the College President with a clear understanding of the Commission's expectations and directions for the College and for the President's leadership.

To provide visible public support for the College President and avoid public criticism, as demonstration of trust in the chief executive officer.

To provide assurance that the College President is the primary contact with the College, and to bring recognition for, and attention to, the achievements of the College.

To reserve judgments to the Commission meetings, and refer complaints and concerns to the College President.

To base decisions as a Commission member on the best interest of Horry and Georgetown citizens, and the students of the College, rather than upon special or parochial interests.

To respect the confidentiality of privileged information, while adhering to the proper conduct of Commission business before public view, except where legally appropriate

To model the highest standards for integrity, and scrupulously avoid any conflicts of interests.

# POLICY

Number: 1.2.5  
Title: Principles for the Annual Performance Evaluation of the College President  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended  
Responsibility: Horry-Georgetown Commission for Technical Education

Original Approval Date: 12-05-2000  
Last Cabinet Review: 08-20-2014  
Last Revision:

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Chairperson

The principles and procedures identified in this policy shall be the basis for the annual performance evaluation of the College President.

## **Guiding Principles:**

The Area Commission, in collaboration with the College President, shall set forth annual performance expectations and specific areas of leadership work for the President to address, and for which the President is to be held accountable at the end of the evaluation period.

The essence of the President's Annual Performance Evaluation shall be in terms of evaluating the performance of the College, and whether the organization has achieved or has progressed toward accomplishment of what should have been achieved under the President's leadership.

The Area Commission, in collaboration with the College President, shall set forth periodic monitoring reports and information desired to track the progress of the College toward meeting the established College policies, goals and expectations.

The Area Commission shall support the President's efforts to attain the identified performance expectations within the bounds of acceptability and the reasonable interpretation of College and State policies.

The President shall be encouraged to bring forth to the Area Commission those issues that, in President's interpretation, prevent or inhibit the College from achieving its goals, so that the board can discuss and attempt to provide advice and advocacy.

## **Evaluation Basis and Purpose:**

The Annual Performance Evaluation of the College President shall include and be based upon:

- a. Primary: Progress toward accomplishment of overall College performance expectations or outcomes and of the President's leadership work, as set by the Area Commission; and
- b. Secondary: Satisfaction of the essential responsibilities of the College President as defined in the President's position description.

The purpose of the Annual Performance Evaluation of the College President shall be to:

- a. Identify progress toward accomplishment of performance expectations set forth by the Area Commission;
- b. Identify areas of growth and/or redirection of resources and priorities within the College and for the President's leadership;
- c. Enable the Area Commission to determine that the organization is achieving what it should, and avoiding unacceptable situations;
- d. Identify changes and adjustments necessary in monitoring reports and information desired to track the progress of the College toward meeting the expectations;
- e. Consider adjustments to the College President's Position Description and/or to College and State policies that are determined to inhibit the achievements desired by the Area Commission or the bounds of acceptability; and
- f. Provide a base upon which the Area Commission can recommend a salary adjustment for the President.



# PROCEDURE

Number: 1.2.5.1

Related Policy: 1.2.5

Title: Principles for the Annual Performance Evaluation of the College President

Responsibility: Horry Georgetown Commission for Technical Education

Original Approval Date: 12-05-2000

Last Cabinet Review: 08-20-2014

Last Revision: 01-30-2008

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President

1. The Area Commission Chair and/or Vice-Chair, in collaboration with the College President, set forth the objectives and the standards for success the President will meet in the upcoming year. The Area Commission will complete the planning document and review with the President. The completed and signed planning document is forwarded to the State Board for Technical and Comprehensive Education Human Resource Office for compilation and submission to the Agency Head Salary Commission through the State of South Carolina Office of Human Resources by September 1 of each year;
2. The President reports to the Area Commission at the mid-point of the fiscal year (January/February) and an interim performance evaluation conference is held to discuss overall performance and revising objectives that are deemed necessary to fulfill the overall performance expectations of the President. If needed, the completed and signed revised planning document is forwarded to the State Board for Technical and Comprehensive Education Human Resource Office for compilation and submission to the Agency Head Salary Commission through the State of South Carolina Office of Human Resources;
3. The President will schedule a pre-appraisal interview with the Area Commission at a mutually agreeable time prior to the evaluation due date to present self evaluation in relation to the objectives and success criteria outlined in the planning document. The evaluation document will be signed by the Area Commission Chair and/or Vice Chair and the President to verify that the pre-appraisal interview was conducted.
4. In May/June of each year Area Commission members complete an evaluation survey relative to the performance of the President and return it to the Area Commission Chair and/or Vice Chair to compile and submit as part of the overall evaluation. The Area Commission then completes the evaluation document based on its assessment of the President's performance as presented in the pre-appraisal interview and the survey. The final document will be approved by a majority of the Area Commission. The Area Commission Chair and/or Vice Chair will sign the document, indicating each Area Commission member has had an opportunity to review the final document. The approved document and survey results will be reviewed with the President. The

President will sign the document to indicate he/she has seen the document and survey results. The completed document and survey composite sheet will be submitted to the State Board for Technical and Comprehensive Education Human Resource Office for compilation and submission to the Agency Head Salary Commission through the State of South Carolina Office of Human Resources by July 1 of each year.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 1.3.1

Title: Adherence to College and State Policy and Procedures:  
Consideration and/or Adoption of College Policies  
and Administrative Procedures

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South  
Carolina, as Amended.

Responsibility: Horry Georgetown Technical College Commission

Original Approval Date: 01-14-1993

Last Cabinet Review: 02-07-2007

Last Revision: 02-07-2007

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Chairperson

## **DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE  
LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT  
BETWEEN THE EMPLOYEE AND THE AGENCY.**

### **Adherence to State Board Policies and Procedures**

Horry Georgetown Technical College shall respect and adhere to the official policies and procedures of the State Board for Technical and Comprehensive Education, as set forth in the State Board for Technical and Comprehensive Education Policies and Procedures Manual, unless otherwise noted and specifically excepted by action of the Area Commission.

Whenever College Policies are verbatim to existing State Board Policies and/or Procedures, such shall be referenced and noted, and the State Board Policy and /or Procedure shall be summarized and essential points noted.

### **Consideration/Adoption of College Policies**

Where additions or supplemental statements to State Board Policies and Procedures have been adopted by the Area Commission as College Policies, these statements shall be noted immediately following the summary of the State Board Policy and /or Procedure to which the addition or supplement relates.

At the direction and under the authority of the Area Commission, the College Policies contained and referenced in the official manual shall stand as the guiding principles for the governance and administration of the institution and shall be in force as of the approval date indicated on the specific document. All College Policies shall be approved and authorized by the Area Commission upon recommendation of the College President.

### **Consideration/Adoption of Administrative Procedures**

At the direction of and under the authority granted by the Area Commission, all Administrative Procedures shall be established and approved by the President of the College. The Procedures shall express the

operational directions and guidelines for the management of the institution and shall be in force as of the approval date by the College President indicated on the specific document.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 1.3.1.1  
Related Policy: 1.3.1  
Title: Adherence to College and State Board Policy and Procedures  
Responsibility: President

Original Approval Date: 08-01-1994  
Last Cabinet Review: 02-07-2007  
Last Revision: 02-07-2007

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President

## **DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

### I. Purpose

If, as a part of the ongoing administration of the College, any faculty, staff, or department head who determines a need for the development or revision of a policy, a procedure, or both, will follow the procedure indicated below.

### II. General

The individual responsible for the policy and procedure, as indicated under responsibility on the appropriate policy or procedure, will review and submit any new or revised policies or procedures as outlined below. Recommendations for new or revised policies or procedures will be in memorandum form to the appropriate Vice President.

### III. Timeline for Review Process of Policies and Procedures

It shall be the responsibility of the individual as identified as "Responsible" to review 1/3 of the Policy and Procedure each calendar year. If changes are required, the process identified below shall be followed.

### IV. Method

#### A. Policies

Any faculty or staff member can submit recommendations for a new or revised policy to his/her department head for approval. Recommendations will then be forwarded to the appropriate Vice President for Cabinet review with final approval by the President. Policies are then forwarded to the Area Commission for review and approval.

Once final approval is granted, the appropriate Vice President will inform the responsible

party (as indicated on the document) of the approved policy, who in turn is responsible for informing his/her staff of the approval.

In addition, the responsible party has the responsibility for reviewing any procedures that the policy change may affect and for submitting them in the format outlined below.

#### B. Procedures

Recommendations for development of or changes in the procedures of the College will follow the same basic steps as recommendations for a new or revised policy. However, in the case of a procedure, approval of the Area Commission is not necessary. The responsible party will submit recommendations to the appropriate Vice President for Cabinet review with final approval by the President.

Once final approval is granted, the appropriate Vice President will inform the responsible department head (as indicated on the document) of the approved procedure; the department head is responsible for informing his/her appropriate staff of the approval.

#### C. Distribution of Approved Documents

Upon approval, newly developed or revised policies and procedures with the President's initials and date on the Policy or Procedure will then be forwarded to the staff of the Vice President for Institutional Advancement & Technology. The Policy and Procedures Manual will be maintained on the HGTC Web Site.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 1.3.2  
Title: Adherence to SACSCOC Substantive Change Reporting  
Policy  
Authority: Southern Association of Colleges and Schools Commission on Colleges  
Responsibility: President

Original Approval Date: 10/08/2013  
Last Cabinet Review: 10/02/2013  
Last Revision:

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Chairperson

It is the policy of Horry Georgetown Technical College to be in compliance with the Southern Association of Colleges and Schools Commission on College (SACSCOC). The College's SACS Liaison shall be responsible for notifying SACSCOC of substantive changes when required and prior to the initiation of changes.

# PROCEDURE

Number: 1.3.2.1  
Title: Adherence to SACSCOC Substantive Change Reporting Policy  
Authority: Southern Association of Colleges and Schools Commission on Colleges  
Responsibility: President

Original Approval Date: 10/08/2013

Last Cabinet Review: 10/02/2013

Last Revision:

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President

## I. Purpose

The purpose of the procedure is to ensure Horry-Georgetown Technical College is in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change for Accredited Institutions of the Commission on Colleges Core Requirement 3.12.1:

*“The institution notifies the Commission of changes in accordance with the Commission’s substantive change policy and, when required, seeks approval prior to the initiation of changes.”*

SACSCOC defines substantive change as follows:

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution’s current accreditation or reaffirmation.
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution



- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

## II. Procedure

1. Members of Cabinet and the SACS Liaison for HGTC, are responsible for ensuring compliance with SACSCOC's substantive change policy and should be aware of the Commission's and College's applicable policies and procedures.
2. Upon submission of curriculum changes to the Curriculum Review Committee, academic leaders must inform the SACS liaison of any curriculum revisions which may be considered a substantive change, and provide the SACS liaison all information and data needed to complete the notification or prospectus forms.
3. The SACS Liaison will submit appropriate paperwork to SACSCOC, notifying the Commission "in advance" of any substantive changes being implemented.
4. Upon receipt of the approval letter from the SACSCOC, the substantive changes may be implemented at the College.
5. The Senior Vice President's office will maintain all records and correspondence with the SACSCOC pertaining to substantive change, and will be responsible for notifying leaders of approvals from SACSCOC, as well as, any changes to policies and procedures.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 1.4.1

Title: Functions of the President

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended

Responsibility: Horry Georgetown Technical College Commission

Original Approval Date: 02-11-1993

Last Cabinet Review: 01-30-2008

Last Revision:

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Chairperson

The President of Horry-Georgetown Technical College will serve as the chief executive officer of Horry Georgetown Technical College. The specific duties shall be those delegated by the Horry Georgetown Technical College Commission to include those duties prescribed in current state law.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 1.4.2  
Title: Responsibility for College Fundraising  
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended

Responsibility: Vice President of Business Affairs

Original Approval Date: 08-13-2008

Last Cabinet Review: 10-08-2012

Last Revision: 08-13-2008

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Chairperson

It is the policy of Horry Georgetown Technical College that the College President controls the institution's fundraising activities in entirety, exclusive of institution-related foundations that are independent and separately incorporated.

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 1.5.1

Title: Committees and Councils

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended

Responsibility: Vice President for Technology and Institutional Planning

Original Approval Date: 04-08-1993

Last Cabinet Review: 09-27-2007

Last Revision: 09-27-2007

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Chairperson

The College utilizes standing and ad hoc committees and councils to provide a mechanism for faculty and staff to be involved in the process of continuous improvement of programs and services; and to provide a channel through which faculty may exercise their participation and jurisdiction in the academic affairs of the College. All committees and councils are appointed by and serve under the authority of the President and operate in accordance with the policies and procedures, and administrative rules and regulations of the College. They also function within the operating guidelines, which have been established for the specific committee and council.

# PROCEDURE

Number: 1.5.1.1  
Related Policy: 1.5.1  
Title: Committees and Councils  
Responsibility: Vice President for Technology and Institutional Planning

Original Approval Date: 09-27-2007  
Last Cabinet Review:  
Last Revision:

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President

## **Purpose**

Fulltime faculty and staff may be requested to serve on both standing and ad hoc committees and councils for the purpose of providing advice, counsel, and recommendations to the President and Cabinet on matters of academic affairs, administrative services, policies and procedures, and governance.

## **Definitions**

Standing Committee or Council – A work group that is: 1) permanent, continuous, and ongoing; and 2) assigned to a defined and limited field of inquiry and given a general purpose.

Ad hoc Committee – A work group that is assigned for a specific purpose, case, or situation and discontinued after its assignment is completed.

## **Committee and Council Approval**

The creation and continuation of college-wide committees and councils is at the discretion of the President and is reviewed annually. Employees desiring to have a new committee or council established shall submit a request to a member of Cabinet and provide the following Operating Guidelines:

- 1) A statement of purpose.
- 2) The approving bodies for committee or council actions and the Cabinet member through which the committee or council will report.
- 3) The membership composition by unit, leadership structure and service terms, length of service for appointments, and method for initial and continuous appointments.
- 4) Any other information related to the roles and responsibilities of the committee or council.

Thereafter, these Operating Guidelines shall be reviewed periodically by the committee or council for relevancy and accuracy.

## **Appointment of Membership and Leadership**

Cabinet will annually review the membership and leadership of committees and councils and forward

recommendations to the President in accordance with the Operating Guidelines of the committee or council. All member appointments are effective with the start of a new fiscal year.

### **Reporting Structure**

All committees and councils report through a member of Cabinet. The chair is responsible for communicating all actions taken and any other pertinent information in a timely manner and for requesting approval on significant issues.

### **Communication of Activities**

All committees and councils must maintain documentation of meetings and other activities. Minutes of meetings and other relevant documents should be posted on the College intranet (WaveNet). To encourage open communication at the College, committee and council meetings are open to anyone on campus.

### **Listing of Standing Committees and Councils**

The Institutional Planning Office will maintain a list of all college-wide standing and ad hoc committees and councils and their respective memberships, and the established Operating Guidelines. The recognized standing committees and councils include, but are not limited to the following:

- 1) Academic Program Review Committee
- 2) Admissions/Placement Committee
- 3) Banner Project Team
- 4) Cabinet
- 5) Curriculum Review Committee
- 6) Faculty Assembly
- 7) Professional/Technical Forum
- 8) Program Learning Outcomes Review Committee
- 9) Retention Committee
- 10) Student Activity Fee Allocation Committee