

**WILLIAMSBURG TECHNICAL COLLEGE  
MINUTES OF THE MEETING OF THE AREA COMMISSION  
February 7, 2022, 12:00 noon  
Room #236A**

**Area Commission**

***Present:***

Harmon Cooper, Jr.  
Johnny M. Gardner, Chairman  
S. Christine Green, Secretary-Treasurer  
S. Lide Howell  
Henry M. Poston, Vice-Chairman  
James S. Stuckey

***Absent:***

S. Coleman Braxton  
Walter H. Brown  
Toni M. Ward  
Gertrude P. Williams

**Administration**

***Present:***

Dr. Patricia A. Lee, President  
Missy Coker, VP for Administration & Finance  
Dr. Alexis DuBose, Associate VP for Student Affairs  
Dr. Veronica Jackson, Director of Planning and Research  
Tyrone Thomas, Associate VP for Facilities  
Dr. Gayle Tremble, Assistant VP, Academic Affairs

***Staff:***

Katie Wheeler, Executive Assistant – President's Office

***Guests:***

Mr. Harold Hawley, HGTC Chief Business Officer

***Absent:***

Martha Burrows, Public Information Director

**CALL TO ORDER**

Chairman Gardner called the meeting to order at 12:00 p.m. and presided.

**APPROVAL OF MINUTES**

Ms. Green motioned that the minutes of the December 13, 2021 meeting be approved. The motion was seconded by Mr. Poston and carried unanimously.

**DEPARTMENTAL REPORTS**

**Business Affairs:**

Dr. Lee welcomed Mr. Harold Hawley, Chief Business Officer at Horry Georgetown Technical College, to Williamsburg Technical College and she informed Commissioners that he would be available to answer questions and speak about the Hospital property acquisition.

**Financial Aid Report** – Ms. Coker reported that Financial Aid has not yet been drawn for Spring and the report only shows slight changes from the Fall Financial Aid Report. She notified Commissioners that HERF checks (\$100 per credit hour per student) will be going out in the next 30 days. Lastly, Ms. Coker is requesting an extension on the use of HERF funding as soon as possible to cover student needs, student reengagement, and distance learning equipment.

**Financials** – Ms. Coker explained that Continuing Education revenue is continuing to increase due to the many state-wide funding programs and The College has exceeded the projected revenue for 2021-22. Student revenue has not been posted for the Spring semester and will not be posted until after Late Start enrollment is complete.

**Academic Affairs:** The College’s Nursing department received full approval from the State Board of Nursing on January 27, 2022 for five years. Also, Dr. Tremble reminded Commissioners to complete the Annual Self-Evaluation Survey that was distributed in the Commissioner’s packet via e-mail. She reminded Commissioners that the evaluation is required by SACSCOC and is anonymous. The feedback is very important and helpful to the College.

**Student Affairs:** Dr. DuBose reported that 2022 Spring Enrollment is up 5% from 2021 Spring semester and Student Affairs is busy reaching out to Fall students that aren’t registered and informing students about Late Start classes, which will begin February 14, 2022.

**Workforce Development/Continuing Education:** Dr. Jackson informed Commissioners about the Drone AIT 100 and AIT 200 classes starting. She also explained that the second CDL Cohort is concluding this week. There are currently two students cleared to begin the next CDL program and she is busy recruiting two new students. The Workforce Development and Continuing Education department is about to begin training Lean Sigma with DSM and Embroidery Solutions, the Class III Officer Training is halfway completed, and OSHA training is underway for Agru America.

## **PRESIDENT’S REPORT**

Dr. Lee commended Dr. DuBose and Student Affairs for the increase in Spring Enrollment from last year. She explained that so many of the sister colleges’ enrollment numbers have not bounced back from COVID-19 and we are pleased with even a slight increase.

**SCATCC Recognition:** Dr. Lee reminded Commissioners that we had four Area Commissioners recognized at 2022 SCATCC Awards Luncheon: Johnny Gardner (15 years), Henry Poston (15 years), Christine Green (20+ years), and Walter Brown (20+ years).

**Legislative Luncheon:** Dr. Lee notified Commissioners that the 2022 SCTech Legislative Luncheon will be held on March 23, 2022 from 11:30 a.m. - 2:00 p.m. WTC will be showcasing the Drone program.

**Commission Member Announcements:** Senator Sabb’s office is working on Commission re-appointments and replacing the upcoming three vacancies on the Williamsburg Technical College Area Commission. He has made his recommendations to the Governor’s Office and we are awaiting confirmation.

**Upcoming Activities:** Dr. Lee shared an update on upcoming activities:

Feb. 9	Self-Service College Departmental Training
Feb. 21	President’s Day (college is open)
Mar. 2	Women of Wiltech
Mar. 7	Area Commission meeting
April 7	Taste of Williamsburg

## **NEXT MEETING**

The next meeting is scheduled for March 7, 2022.

## **EXECUTIVE SESSION**

Ms. Green requested that the Area Commission go into Executive Session, and Mr. Poston so motioned. The motion was seconded by Mr. Cooper and carried. Upon return to Open Session, Mr. Gardner stated that no action was taken.

## **ADJOURNMENT**

There being no further business, Commissioners adjourned the meeting at 12:48 p.m.

Approved:

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Johnny M. Gardner, Jr., Chairman

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Kathryn K. Wheeler