



**SOUTH CAROLINA PLANNING EDUCATION ADVISORY COMMITTEE  
MEETING MINUTES**

**Thursday, November 6, 2025, 11:00 a.m.**  
**Municipal Association of SC, 1411 Gervais Street, Columbia, SC 29201**  
**Conference Call Line: +1 323-486-1906**  
**Phone Conference ID: 414 308 042#**

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**Members Present:** Stephanie Tillerson, Chair; Andrea Melocik Vice Chair; and Committee Members, Dr. John Gaber; Mary Catherine Lawton; and Dr. Neal Woods

**Administrative Support Present:** Eric Budds, Jake Broom and Urica Floyd with the Municipal Association of SC

**1. CALL TO ORDER – 11:01 a.m.**

**2. FREEDOM OF INFORMATION ACT COMPLIANCE**

Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act.

**3. APPROVAL OF MINUTES**

- a. The meeting minutes for August 7, 2025, were motioned for approval by Andrea Melocik-White and seconded by Mary Catherine Lawton. The motion passed 5-0.

**4. NEW BUSINESS**

- a. Administrative update from the Municipal Association

- i. Urica Floyd provided the following updates:

1. **Program and Instructor Approvals:** It was a busy third quarter, successfully approving programs and continuing education instructors, with all processes running smoothly and no problems encountered.
2. **2026 Meeting Schedule and Format Decision:** The committee agreed on the 2026 meeting dates and schedule. All meetings will be held virtually.
  - a. Thursday, February 5
  - b. Thursday, May 7
  - c. Thursday, August 6
  - d. Thursday, November 5

- ii. Eric Budds, with the Municipal Association, announced his retirement, and effective as of effective January 2, Jake Broom will be the new Deputy

Executive Director, and senior representative for the Municipal Association. The committee members expressed their appreciation for Eric's service and welcomed Jake to his new role.

**b. Governor's Office Appointments:** No updates have been received from the Governor's office regarding the appointments for Dr. Gaber and Dr. Woods, so the committee will continue its usual operations until further notice. Casey Fields, Director of Advocacy with the Association, has been the point of contact with the Governor's office. The Association is still working on a replacement for Mary Catherine Lawton.

1. Dr. John Graber, Clemson, 6.30.24 – Submitted 7.31.25
2. Dr. Neal Woods, University of SC, 6.30.24 – Submitted 7.31.25
3. Mary Catherine Lawton, Municipal Association, 6.30.25 – Active candidate search

**c.** The committee discussed a continuing education exemption request from a Mount Pleasant senior planner with a master's in environmental science. The committee decided to defer the decision until the candidate's full resume could be reviewed. Urica Floyd will contact the requester to get additional information, then distribute that information to the committee, after which a vote will be conducted via email to expedite the decision. Tillerson confirmed that the committee can vote on the exemption via email without convening a special meeting, unless members request otherwise.

## 5. CONSENT AGENDA

**a.** Continuing Education Program Submittals

Andrea Melocik-White recused herself from the vote on item number four for the Charleston County submittal. Tillerson motioned for approval of items 1-3; Dr. Woods seconded the motion. The motion passed 5-0. Dr. Gaber motioned for approval of item 4; the motion was seconded by Mary Catherine Lawton. The motion passed 4-0.

- i. City of Rock Hill - "Storyline Trail" - *Authorized Course No.: 2025-07*, approved 9.18.25
- ii. Aiken County Government - "Housing of Workforce" - *Authorized Course No.: 2025-08*, approved 10.6.25
- iii. Aiken County Government - "Traffic Impact Analysis Basis and Its Importance in Community Planning" - *Authorized Course No.: 2025-09*, approved 10.6.25
- iv. Charleston County Government - "Resilience & Sustainability Symposium" - *Authorized Course No.: 2025-10*, approved 10.17.25

**b.** Continuing Education Instructor Approvals ([CEI approvals](#))

Stephanie Tillerson recused herself from the vote on item number five. Melocik-White motioned for approval of items 1-4; Tillerson seconded the motion. The motion passed 5-0. Melocik-White called for a motion on item 5. Dr. Gaber motioned for approval; Dr. Woods seconded the motion. The motion passed 4-0.

- i. **Megan Clark**, Asst Planning Director, Berkeley-Charleston-Dorchester Council of Governments, approved 8.18.25
- ii. **L. Suzanne Pritchard**, Assistant Director, Planning & Development, City of North Myrtle Beach, approved 8.27.25
- iii. **Richard Green**, Government Services Director Upper Savannah COG, approved 9.23.25

- iv. **Stafford J. McQuillin**, Attorney, Haynsworth Sinkler Boyd, P.A., approved 10.2.2025
  - v. **Stephanie Monroe Tillerson**, Town Administrator, Town of Kiawah Island, approved 10.2.25
6. **ADJOURNMENT** – The meeting was motioned for adjournment by Melocik-White and seconded by Tillerson. The motion passed 5-0. The Meeting adjourned at 11:20 a.m.