



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

Thursday, February 5, 2026, 11:00 a.m.

Virtual

Conference Call Line: +1 323-486-1906

Phone Conference ID: 249 805 805#

Members Present: Stephanie Tillerson, Chair; Andrea Melocik-White, Vice Chair; and Committee Members, Dr. John Gaber; Mary Catherine Lawton; and Dr. Neal Woods (Joined at 11:03)

Administrative Support Present: Jake Broom with the Municipal Association of SC

1. CALL TO ORDER – 11:00 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. Regular Meeting Minutes of November 6, 2025 – The meeting minutes were motioned for approval by Mary Catherine Lawton and seconded by Dr. Gaber. The motion passed 4-0.
- b. Special Called Meeting Minutes of November 14, 2025 – The meeting minutes were motioned for approval by Mary Catherine Lawton and seconded by Dr. Gaber. The motion passed 4-0.

4. NEW BUSINESS

- a. Administrative update from the Municipal Association
 - i. Administrative update from the Municipal Association – Jake Broom
 1. The fourth quarter was slow for Continuing Education program approvals; no new submittals since October 2025.
 2. The Governor’s Office has approved the appointments for Dr. Gaber and Dr. Woods to be extended through June 30, 2028.
 3. Jake has identified two candidates to vet for replacing Mary Catherine Lawton—Christy Ann Ferrell, Mt. Pleasant and Shaun Greenwood in Forest Acres. Shaun Greenwood will be contacted first.
 - ii. Advisory Committee review and approval of the draft 2025 SCPEAC Annual Report – Andrea Melocik-White motioned to approve the 2025 SCPEAC Annual Report and Dr. Woods seconded the motion. With no

additional edits, Chair Tillerson conducted a roll call vote; the motion passed 5-0.

5. OLD BUSINESS

- a. Progress report for appointment renewals through the Governor's office: The Governor's Office has approved the appointments for Dr. Gaber and Dr. Woods to be extended through June 30, 2028. The Association will begin working on nominating an appointment to replace Mary Catherine Lawton.
 - i. Dr. John Gaber, Clemson University, 6.30.28 (letter attached)
 - ii. Dr. Neal Woods, University of SC, 6.30.28 (letter attached)
 - iii. Mary Catherine Lawton, Municipal Association, 6.30.25

6. CONSENT AGENDA

- a. Continuing Education Program Submittals – None to approve.
- b. Continuing Education Instructor Approvals ([CEI approvals](#))
Andrea Melocik-White recused herself from the vote and exited the meeting. Lawton motioned for approval of both CEI applications; Dr. Gaber seconded the motion. The motion passed 4-0.
 - i. **Andrea Melocik-White**, Deputy Director, Charleston County Zoning & Planning Department, approved 11.6.25
 - ii. **Jeremy Ward**, Planning and Development Director, Chester County, approved, 1.17.26

- 7. ADJOURNMENT** – The meeting was motioned for adjournment by Dr. Gaber and seconded by Tillerson. The motion passed 4-0. The meeting adjourned at 11:13 a.m.



HENRY DARGAN McMASTER
GOVERNOR

January 27, 2026

The Honorable Mark Hammond
1205 Pendleton Street, Suite 525
Columbia, South Carolina 29201

Dear Secretary Hammond,

I have reappointed John Albert Gaber, Ph.D. to serve as a member of the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees pursuant to section 6-29-1330 of the South Carolina Code of Laws.

STATEWIDE REAPPOINTMENT:

Term Commencing: June 30, 2024
Term Expiring: June 30, 2028
Type: Reappointment
Seat: Clemson University
Vice: Self

Contact Information:

John Albert Gaber, Ph.D.
Lee 3-109
Clemson University
Clemson, South Carolina 29634
864-656-1208
jgaber@clemson.edu

Yours very truly,

A handwritten signature in blue ink, reading "Henry Dargan McMaster".

Henry Dargan McMaster

HDM/lc



HENRY DARGAN McMASTER
GOVERNOR

January 27, 2026

The Honorable Mark Hammond
1205 Pendleton Street, Suite 525
Columbia, South Carolina 29201

Dear Secretary Hammond,

I have reappointed Neal D. Woods, Ph.D. to serve as a member of the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees pursuant to section 6-29-1330 of the South Carolina Code of Laws.

STATEWIDE REAPPOINTMENT:

Term Commencing: June 30, 2024
Term Expiring: June 30, 2028
Type: Reappointment
Seat: University of South Carolina
Vice: Self

Contact Information:

Neal D. Woods, Ph.D.
210 Nautique Circle
Columbia, South Carolina 29229
803-767-7389
woods@mailbox.sc.edu

Yours very truly,

A handwritten signature in blue ink that reads "Henry Dargan McMaster".

Henry Dargan McMaster

HDM/lc