

**Mayor**  
ISAIAH SCIPIO

**City Council**  
ALLIE WINTER, Mayor Pro-Tem  
DANNY ADAMS  
JONATHAN BAKER  
CAMERON RIVERS  
FLOYD ROGERS  
RAY WILSON



**Administrator**  
TIM O'BRIANT  
**City Clerk**  
DONNA F. OWEN

# City of Pickens

[www.cityofpickens.com](http://www.cityofpickens.com)

## AGENDA

### **CITY COUNCIL REGULAR MEETING**

**Monday May 11, 2026**

**6:00 p.m.**

**CITY HALL**

**219 PENDLETON STREET  
PICKENS, SOUTH CAROLINA**

1. WELCOME AND CALL TO ORDER:
2. INVOCATION AND PLEDGE OF ALLEGIANCE:
3. COMMENTS FROM MAYOR SCIPIO:
4. COMMENTS FROM CITIZENS:
5. ADMINISTRATOR'S REPORT:
6. SECOND AND FINAL READING OF ORDINANCE NO. 2026-03, AN ORDINANCE IMPOSING A TEMPORARY MORATORIUM ON THE ACCEPTANCE AND APPROVAL OF APPLICATIONS FOR VAPE AND TOBACCO RETAIL BUSINESSES WITHIN THE CITY OF PICKENS FOR A PERIOD OF (6) SIX MONTHS IN ORDER TO ALLOW TIME FOR REVIEW AND POSSIBLE AMENDMENT OF THE CITY'S ZONING ORDINANCES:
7. FIRST READING OF ORDINANCE NO. 2026-04, AN ORDINANCE AMENDING THE CODE OF ORDINANCE OF THE CITY OF PICKENS, SOUTH CAROLINA, TO CLARIFY THE DAY-TO-DAY SUPERVISION OF DEPARTMENT HEADS BY THE CITY ADMINISTRATOR; TO AMEND THE APPOINTMENT PROCESS FOR THE FINANCE DIRECTOR; AND TO RESERVE THE APPOINTMENT OF THE CITY ATTORNEY, CITY CLERK, AND MUNICIPAL JUDGE EXCLUSIVELY TO CITY COUNCIL:
8. FIRST READING OF ORDINANCE NO. 2026-05, AN ORDINANCE PURSUANT TO SECTION 5-3 150 (3) OF THE CODE OF LAWS OF SOUTH CAROLINA 1976, AS AMENDED, TO ANNEX PROPERTY TO THE CITY OF PICKENS, SOUTH CAROLINA:

9. AUTHORIZATION TO POST FOR SALE CITY LAKE PROPERTY AND DALTON PROPERTY AND OBTAIN APPRAISALS AND OTHER MATTERS AS IT RELATES TO THE SALE OF CITY OWNED PROPERTY:

10. APPOINTMENT OF ASSISTANT MUNICIPAL JUDGE:

11. COMMENTS FROM COUNCIL MEMBERS:

12. ADJOURNMENT:

**AN ORDINANCE IMPOSING A TEMPORARY MORATORIUM ON THE ACCEPTANCE AND APPROVAL OF APPLICATIONS FOR VAPE AND TOBACCO RETAIL BUSINESSES WITHIN THE CITY OF PICKENS FOR A PERIOD OF SIX (6) MONTHS IN ORDER TO ALLOW TIME FOR REVIEW AND POSSIBLE AMENDMENT OF THE CITY'S ZONING ORDINANCES**

WHEREAS, the City Council of the City of Pickens is charged with promoting the health, safety, and general welfare of the citizens of the City; and

WHEREAS, the City has experienced a recent increase in the number and concentration of retail establishments primarily engaged in the sale of vape products, electronic nicotine delivery systems, and tobacco-related products; and

WHEREAS, the City Council has received concerns from residents regarding the location, density, and potential impacts of such businesses on nearby residential areas, including concerns related to traffic, lighting, and neighborhood character; and

WHEREAS, the City Council finds it appropriate to study whether amendments to the City's zoning ordinances may be necessary to address issues such as appropriate zoning districts, spacing requirements, buffers from residential uses, and other reasonable land use regulations applicable to vape and tobacco retailers; and

WHEREAS, the City Council requires a reasonable period of time to review existing ordinances, consult with the Planning Commission, and consider potential zoning amendments; and

WHEREAS, during the time required for such review, additional vape or tobacco retail establishments could locate within the City in a manner that may conflict with potential future regulations; and

WHEREAS, the City Council further determines and finds that a period of six (6) months in duration is the minimum reasonable time needed for said review, and therefore, the moratorium shall be in effect for a period of six (6) months or until Council has taken final action on proposed text amendments and other ordinances associated with the regulation of vape shops; and,

WHEREAS, South Carolina courts recognize that municipalities may adopt temporary moratoria on certain land uses for a reasonable period of time in order to study and adopt appropriate regulations.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PICKENS, SOUTH CAROLINA, AS FOLLOWS:**

**Section 1. Temporary Moratorium Established**

A temporary moratorium of six (6) months is hereby imposed on the acceptance, processing, approval, or issuance of any business license, zoning permit, building permit, or other development approval for any new business whose primary purpose is the retail sale of vape products, electronic nicotine delivery systems, or tobacco products within the City of Pickens.

**Section 2. Definition**

For purposes of this Ordinance, a Vape or Tobacco Retail Business shall mean any retail establishment primarily engaged in the sale of:

- Electronic cigarettes or electronic nicotine delivery systems (ENDS)
- Vape devices and related components
- Vape liquids or cartridges
- Tobacco products or tobacco accessories

This definition shall not apply to general retail establishments, convenience stores, grocery stores, or pharmacies where such products are incidental to the primary business.

Section 3. Existing Businesses

This moratorium shall not apply to:

- 1. Vape or tobacco retail businesses lawfully operating within the City prior to the adoption of this Ordinance; or
- 2. Businesses that have received all required zoning and building approvals prior to the effective date of this Ordinance.

Section 4. Duration

The moratorium established by this Ordinance shall remain in effect for a period of six (6) months from the date of adoption unless terminated earlier by action of the City Council.

Section 5. Purpose of Moratorium

During the moratorium period, the City Council, Planning Commission, and City staff shall evaluate and consider potential amendments to the City's zoning ordinances, which may include but are not limited to:

- a. Identification of appropriate zoning districts for vape and tobacco retailers
- b. Minimum distance requirements between such businesses
- c. Buffers from residential areas, schools, parks, and churches
- d. Additional land use standards deemed necessary to protect the public welfare

Section 6. Pending Ordinance Doctrine

The Council further intends and declares that the pending ordinance doctrine shall apply so as to suspend the issuance of any such permits, business licenses, or land development applications for new development of Vape or Tobacco Retail Business that are made or attempted to be made on or after the date of advertisement to the public of Council's intention to give first reading to this Ordinance or on or after the date of first reading of this Ordinance.

Section 7. Severability

If any section or provision of this Ordinance is held invalid by a court of competent jurisdiction, such invalidity shall not affect the remaining provisions of this Ordinance.

Section 8. Effective Date

This Ordinance shall take effect immediately upon adoption by the City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF PICKENS, SOUTH CAROLINA, THIS DAY of May 11, 2026.

\_\_\_\_\_  
Isiah Scipio,  
Mayor

ATTEST:

\_\_\_\_\_  
Donna Owen, City Clerk

First Reading: 4/27/2026  
Second Reading: 5/11/2026

## **ORDINANCE NO. 2026-04**

### **AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF PICKENS, SOUTH CAROLINA, TO CLARIFY THE DAY-TO-DAY SUPERVISION OF DEPARTMENT HEADS BY THE CITY ADMINISTRATOR; TO AMEND THE APPOINTMENT PROCESS FOR THE FINANCE DIRECTOR; AND TO RESERVE THE APPOINTMENT OF THE CITY ATTORNEY, CITY CLERK, AND MUNICIPAL JUDGE EXCLUSIVELY TO CITY COUNCIL**

WHEREAS, the City Council of the City of Pickens, South Carolina operates under a council form of government and appoint an Administrator pursuant to the laws of the State of South Carolina; and

WHEREAS, the City Council finds it necessary and appropriate to clarify administrative reporting relationships, supervisory authority, and appointment powers in order to promote efficient municipal operations, accountability, and sound governance; and

WHEREAS, the City Council further finds it appropriate to distinguish administrative appointments delegated to the City Administrator from those offices reserved exclusively to the governing body;

**NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Pickens, South Carolina, duly assembled, as follows:**

#### **SECTION 1. DAY-TO-DAY SUPERVISION OF DEPARTMENT HEADS**

The Code of Ordinances of the City of Pickens is hereby amended to provide that all department heads of the City shall report to the City Administrator for purposes of day-to-day supervision, administration, coordination, personnel management, and operational oversight.

All department heads of the City shall be subject to the day-to-day supervision, direction, coordination, and administrative oversight of the City Administrator. Department heads shall report directly to the City Administrator regarding operational matters, personnel administration, budgeting, policy implementation, and municipal operations, subject to the policy direction and authority of City Council as provided by law.

#### **SECTION 2. APPOINTMENT OF FINANCE DIRECTOR**

Any provision of the City Code referencing appointment of the Finance Director is hereby amended to read as follows:

The Finance Director shall be appointed by the City Administrator with the advice and consent of City Council.

Any inconsistent language referring to appointment by another authority is hereby repealed and replaced accordingly.

**SECTION 3. APPOINTMENTS RESERVED EXCLUSIVELY TO CITY COUNCIL**

The Code of Ordinances is further amended to clarify that the offices of City Attorney, City Clerk, and Municipal Judge are appointments reserved exclusively to City Council as the governing body of the City.

Notwithstanding any other provision of the Code, the appointment, retention, removal, compensation, and supervision of the City Attorney, City Clerk, and Municipal Judge are powers reserved exclusively to City Council acting as a body in duly called public meeting. Such positions shall not be subject to appointment by the City Administrator.

**SECTION 4. INTENT AND ADMINISTRATIVE CONSISTENCY**

The intent of this ordinance is to clarify and reaffirm the administrative authority of the City Administrator under the council-administrator form of government while preserving those appointments and offices specifically reserved to City Council.

**SECTION 5. SEVERABILITY**

Should any section, subsection, sentence, clause, phrase, or provision of this ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, such declaration shall not affect the validity of the remaining portions of this ordinance.

**SECTION 6. REPEAL OF CONFLICTING ORDINANCES**

All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 7. EFFECTIVE DATE**

This ordinance shall become effective immediately upon second and final reading by City Council.

DONE AND RATIFIED in meeting duly assembled this \_\_\_ day of \_\_\_\_\_, 2026.

**CITY OF PICKENS, SOUTH CAROLINA**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_



**Mayor**  
ISAIAH SCIPIO

**City Council**  
ALLIE WINTER, Mayor Pro-Tem  
DANNY ADAMS  
JONATHAN BAKER  
CAMERON RIVERS  
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RAY WILSON

**Administrator**  
TIM O'BRIANT  
**City Clerk**  
DONNA F. OWEN

**To:** Mayor Isaiah A. Scipio and City Council  
**From:** Tim O'Briant, City Administrator  
**Date:** May 7, 2026  
**Re:** Annexation Petition – Gentry Memorial Highway Properties

The City has received a petition for annexation pursuant to Section 5-3-150(3) of the South Carolina Code of Laws from the owners of property addressed as 2914, 2916, 2918, 2920, and 2932 Gentry Memorial Highway and identified as Tax Map Numbers 4191-17-01-7196, 4191-17-11-0270, and 4191-17-01-8411. The petition represents one hundred percent (100%) of the freeholders owning one hundred percent (100%) of the assessed value of the subject property. The property is contiguous to the existing corporate limits of the City of Pickens and therefore qualifies for annexation under South Carolina law.

The proposed ordinance would annex the subject properties into the municipal boundaries of the City and assign a Planned Development District (PDD) zoning classification upon second and final reading. The ordinance further contemplates future development standards being governed by the City's zoning regulations and any associated development agreement approved by Council.

Staff recommends that City Council:

1. Approve first reading of the annexation ordinance; and
2. Refer the annexation request and proposed zoning designation to the Planning Commission for review and recommendation prior to second reading.

Referral to the Planning Commission will allow for formal review of the proposed zoning classification, land use compatibility, infrastructure considerations, and consistency with the City's comprehensive planning objectives before final Council action.

City of Pickens)  
County of Pickens)  
State of South Carolina)

Ordinance Number 2026-05

**AN ORDINANCE PURSANT TO SECTION 5.3 150 (3) OF THE CODE OF LAWS OF SOUTH CAROLINA 1976, AS AMENDED, TO ANNEX PROPERTY TO THE CITY OF PICKENS, SOUTH CAROLINA.**

WHEREAS, one hundred percent (100%) of the freeholders owning one hundred percent (100%) of the assessed value of property addressed as 2914, 2916, 2918, 2920 and 2932 Gentry Memorial Highway and identified as Tax Map Numbers 4191-17-01-7196, 4191-17-11-0270, 4191-17-01-8411, has petitioned the City of Pickens, South Carolina, to annex said property into the City of Pickens, South Carolina, and

WHEREAS, the property as aforementioned is contiguous to the current City of Pickens, South Carolina, and is eligible for annexation and,

WHEREAS, the said real property as described above shall become a part of the corporate limits of the City of Pickens, South Carolina upon second and final reading of this ordinance.

Now, THEREFORE, BE IT ORDAINED and ordered the Mayor and City Council of the City of Pickens, South Carolina, that the property located at the 2920 and 2932 Gentry Memorial Highway and identified as Tax Map Numbers 4191-17-01-7196, 4191-17-11-0270, 4191-17-01-8411, 4191-17-01-9988, 4191-17-11-0228, 4191-17-11-1124 and exhibit attached is hereby annexed in the corporate limits of the City of Pickens, South Carolina, and, that said property shall be zoned PDD pursuant to the Zoning Ordinance of the City of Pickens, South Carolina. Future use of the property will be governed by the City's zoning ordinance, any variances thereto as may be granted solely by City Council; and, by a voluntary Development Agreement by and between the property owner and the City detailing various fees and construction standards in addition to the base zoning requirements.

DONE AND RATIFIED BY THE MAYOR AND COUNCIL OF THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.

Introduced (1<sup>st</sup> Reading) \_\_\_\_\_

Final (2<sup>nd</sup> Reading) \_\_\_\_\_

\_\_\_\_\_  
Mayor, Isaiah Scipio

\_\_\_\_\_  
Attest, Donna Owen, City Clerk

Exhibit A



**Legend**

- Parcels
- 911 Address
- Yearly Sales
  - 2026
  - 2025
  - 2024
  - 2023
  - 2022
  - 2021
  - 2020
- Roads

Parcel ID	4191-17-01-8411	Account Type	Commercial	Ownership	TINSLEY JACK D OR CARLA JEAN	Documents Date	Price	Doc	Vacant or Improved
Account No	R0022962	Class	Storage		307 S C STREET	12/27/1990	\$1	<a href="#">160/170</a>	Improved
Property Address	2914 GENTRY MEM HWY PICKENS	Acres	Warehouse		EASLEY, SC	1/1/1968	\$28,400	<a href="#">111/73</a>	Improved
District	A13-Pickens	LEA	0200		29640-0000				
Brief	NE/SIDE HWY 8	Code							
Tax Description		Value	\$459,200						

(Note: Not to be used on legal documents)

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**100 Percent Petition-Ordinance Annexation  
Petition Form**

TO THE MAYOR AND COUNCIL OF THE CITY OF PICKENS, SOUTH CAROLINA

The undersigned, being 100 percent of the freeholders owning 100 percent of the assessed value of the property in the contiguous territory described below and shown on the attached plat or map, hereby petition for annexation of said territory to the City of Pickens, South Carolina by ordinance effective as soon hereafter as possible, pursuant to South Carolina Code Section 5-5-150 (3).

The territory to be annexed is described as follows:

The property is designated as follows on the County tax maps as parcel number  
4191-17-01-8411, 4191-17-01-9988, 4191-17-01-7196, 4191-17-11-0228, 4191-17-0270, & 4191-17-11-1124

*Carla Jean Selig*      *507 South E 20th St*      *Pickens, SC*      *11/11/11*  
Signature      Street Address      City      Date

**For City Use:**

Petition received by \_\_\_\_\_ Date \_\_\_\_\_

Description and Ownership verified by \_\_\_\_\_ Date \_\_\_\_\_

Recommendation \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

**Mayor**  
ISAIAH SCIPIO

**City Council**  
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RAY WILSON



**Administrator**  
TIM O'BRIANT  
**City Clerk**  
DONNA F. OWEN

**To:** Mayor Isaiah A. Scipio and City Council  
**From:** Tim O'Briant, City Administrator  
**Date:** May 7, 2026  
**Re:** Authorization to Appraise and Market Surplus Real Property for Sale

Staff has identified several parcels owned by the City of Pickens which may no longer be necessary for current or anticipated municipal purposes and may be appropriate for potential disposition following further review and valuation.

The properties under consideration include:

- Parcel No. 4182-06-47-0804, located on the south side of Midway Road near Highway 178
- Parcel No. 4182-09-25-1622, identified as Pickens Watershed property along Midway Road and Gravely Road
- Parcel No. 4181-20-81-5542, consisting of approximately 3.6 acres on Moorefield Memorial Highway

As part of prudent asset management practices, staff believes it is appropriate to determine the fair market value of these properties and evaluate whether retention of the parcels serves a continuing municipal purpose. Under South Carolina law, disposition of municipal real property requires formal Council authorization and compliance with statutory procedures. Prior to any recommendation regarding sale, staff believes the City should obtain professional appraisals or market analyses sufficient to establish value and determine marketability.

Obtaining appraisals and authorization to market the properties does not obligate the City to complete a sale but allows staff to gather information necessary for Council consideration and evaluate potential opportunities for redevelopment, economic investment, tax base enhancement,

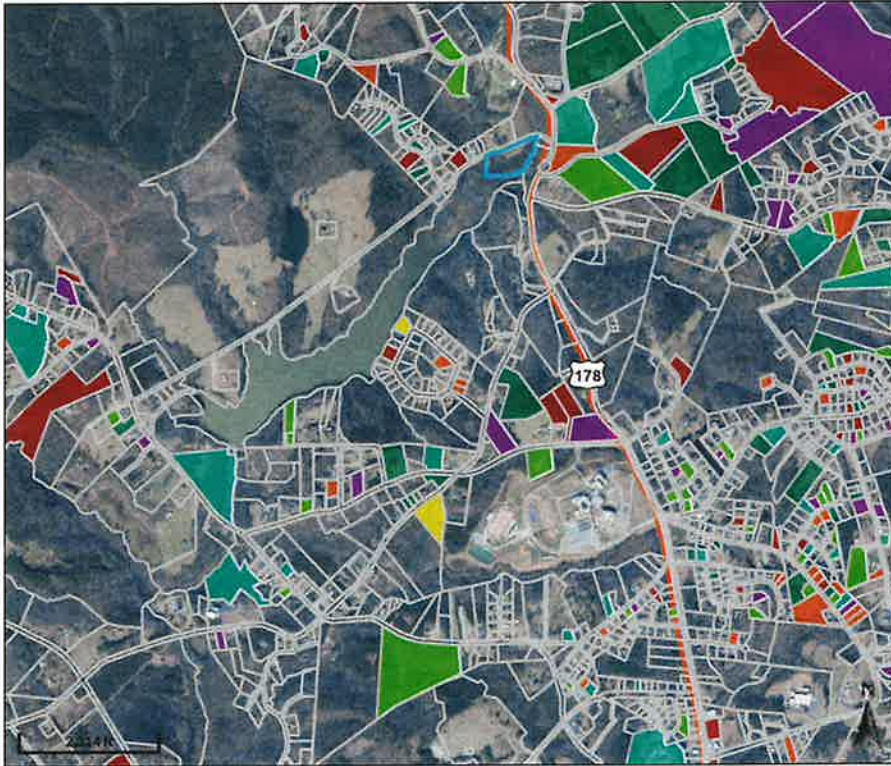
Staff recommends that City Council authorize the City Administrator to:

1. Obtain appraisals, broker opinions of value, or other professional valuation services for the identified parcels;

2. Engage qualified real estate professionals, if necessary, to assist in marketing the properties;
3. Conduct due diligence regarding title, access, zoning, utilities, and development suitability;
4. Return to Council with recommendations regarding potential sale terms, listing strategies, and any required ordinances authorizing disposition of property.

**Action Requested**

- Authorize the City Administrator to proceed with appraisal and preliminary marketing efforts for the identified parcels; or
- Provide alternative direction to staff as Council desires.

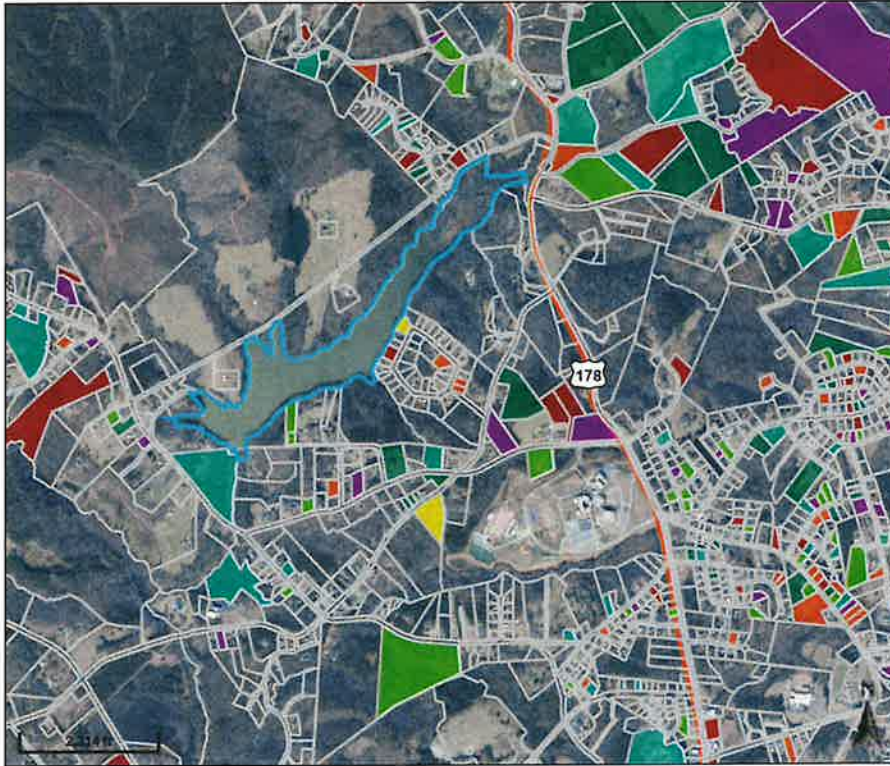


- Legend**
-  Parcels
  - Yearly Sales**
  -  2026
  -  2025
  -  2024
  -  2023
  -  2022
  -  2021
  -  2020
  -  Roads

<b>Parcel ID</b>	4182-06-47-0804	<b>Account Type</b>	Exempt	<b>Ownership</b>	PICKENS TOWN OF	<b>Documents</b>			
<b>Account No</b>	R0056311	<b>Class</b>	n/a		PENDLETON	<b>Date</b>	<b>Price</b>	<b>Doc</b>	<b>Vacant or Improved</b>
<b>Property Address</b>		<b>Acreege</b>	n/a		ST	1/1/1970	\$1	<a href="#">12H/313</a>	Vacant
<b>District</b>	A13-Pickens	<b>LEA Code</b>	n/a		PICKENS, SC	n/a	\$	<a href="#">/</a>	n/a
<b>Brief</b>	S/SIDE MIDWAY RD NEAR HWY	<b>Value</b>	\$0		29671				
<b>Tax Description</b>	178								

(Note: Not to be used on legal documents)

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Overview



Legend

-  Parcels
- Yearly Sales**
-  2026
-  2025
-  2024
-  2023
-  2022
-  2021
-  2020
-  Roads

<b>Parcel ID</b>	4182-09-25-1622	<b>Account</b>	Exempt	<b>Ownership</b>	PICKENS	<b>Documents</b>			
<b>Account No</b>	R0056124	<b>Type</b>			TOWN OF	<b>Date</b>	<b>Price</b>	<b>Doc</b>	<b>Vacant or Improved</b>
<b>Property</b>		<b>Class</b>	n/a		PENDLETON				
<b>Address</b>		<b>Acreeage</b>	n/a		ST	1/17/1969	\$1	<a href="#">11T/224</a>	Vacant
<b>District</b>	A13-Pickens	<b>LEA</b>	n/a		PICKENS, SC	n/a	\$	<a href="#">L</a>	n/a
<b>Brief</b>	PICKENS WATERSHED S/SIDE	<b>Code</b>			29671				
<b>Tax Description</b>	MIDWAY RD E/SIDE GRAVELY RD	<b>Value</b>	\$0						

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# Pickens County, SC



### Overview



### Legend

- Parcels
- 911 Address
- Yearly Sales**
- 2026
- 2025
- 2024
- 2023
- 2022
- 2021
- 2020
- Roads

Parcel ID	Account No	Property Address	District	Brief	Tax Description	Account Type	Exempt Class	Ownership	CITY OF PICKENS	Documents Date	Price	Doc	Vacant or Improved
4181-20-81-5542	R0058395	LOT W/SIDE MOOREFIELD	7-Pickens	MEM HWY. PLAT 23/522		219	n/a	CITY OF PICKENS	PICKENS	7/28/2025	\$125,000	<a href="#">2841/117</a>	Vacant
							0075	CITY OF PICKENS	PICKENS, SC	1/30/2019	\$75,000	<a href="#">2031/71</a>	Vacant
							Value	29671-0000					

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DONNA F. OWEN

**To:** Mayor Isaiah A. Scipio and City Council  
**From:** Tim O'Briant, City Administrator  
**Date:** May 7, 2026  
**Re:** Appointment of Assistant Municipal Judge

Municipal Judge Melanie Davis has requested the appointment of an Assistant Municipal Judge to assist with court operations, scheduling flexibility, case management continuity, and coverage in the event of conflicts, absences, or increased court demand.

After review and discussion, staff recommends the appointment of Dr. Laurie G. Hillstock to serve as Assistant Municipal Judge for the City of Pickens Municipal Court.

Dr. Hillstock possesses extensive executive leadership, administrative, instructional, and organizational experience across higher education, healthcare, nonprofit, and consulting sectors. Her background reflects significant experience in policy implementation, leadership development, compliance oversight, communication, and organizational administration.

Dr. Hillstock currently serves as Chief Executive Officer of Hillstock & Associates, LLC and has held leadership and instructional roles with Anderson University, Prisma Health, Southern Wesleyan University, Converse College, Clemson University, and numerous statewide and national organizations.

Additionally, Dr. Hillstock maintains substantial community and professional involvement, including service as Chair of the Board of Directors for the Upstate Better Business Bureau and Chair of the ReWa Workforce Water Utilities Council.

Judge Davis believes Dr. Hillstock's professional background, leadership experience, communication skills, and demonstrated commitment to public service make her well-qualified to assist the Municipal Court in an assistant judicial capacity.



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*As an accomplished, innovative leader, I have a diverse background in higher education, healthcare, and non-profits. My extensive expertise lies in growing and sustaining eLearning programming, building virtual communities, inspiring teams, strategic planning, and leadership development – all aligned with strategic priorities. With a track record of success, I have consistently excelled in leveraging technology to enhance education, foster collaboration, and drive positive change. Through my unique blend of experience and passion, I have transformed organizations, empowered individuals, and achieved outstanding outcomes.*

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## Key Characteristics

Demonstrated commitment to quality online environments. Proven experience in and commitment to shared governance with meaningful involvement of all constituent groups. Expertise in analyzing learning needs, presenting progress reports to relevant authorities, and resolving impending issues. Flexible and inter-culturally competent. Accomplished in administering policies to streamline operations while ensuring compliance with defined standards, protocols, and procedures. Demonstrated skill in respectful, sensitive communication with people who are diverse in their cultures, languages, and abilities.

## Career Experience

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### HILLSTOCK & ASSOCIATES, LLC

#### CHIEF EXECUTIVE OFFICER (2019 to Present)

Provide inspired leadership and make high-level decisions regarding policy and strategy; Serve as primary spokesperson for the company; Oversee the company's fiscal activity; Build alliances and partnerships with other organizations; Ensure adherence to legal guidelines and in-house policies to maintain the company's legality and business ethics; Maintain a deep knowledge of the markets and industry of the company; Oversee all operations and business activities to ensure the production of desired results and consistency with the overall strategy and mission; Create an environment that promotes positive morale and excellent performance.

- ◆ Lead a team of 18 associates located throughout the US, focused on four specific business lines, including Instructional Design Services, Virtual Event Support, Technology Selection and Optimization, and Leadership Development (i.e., strategic planning, coaching, and training).
- ◆ Developed and currently implementing scalable models for LMS selection and instructional design that apply across various sectors, including Business, Government, HealthCare, Higher Education, K-12, Manufacturing, and Non-Profit.
- ◆ Continuing to establish strategic partnerships with organizations. Current partnerships include Blackboard, Cornerstone OnDemand, Instructure (Canvas), and Zoom.
- ◆ Manage budget to ensure operating costs remain under 23% of total revenue.

## **ANDERSON UNIVERSITY**

### **Adjunct Instructor (2020 to Present)**

Teach graduate-level courses within the Master of Science in Instructional Design and Learning Technology program. Specific courses include IDLT 500: Instructional Design and Innovation, IDLT 501: Designing Future Learning Environments, IDLT 510: Mobile Learning, IDLT 512: Program Development and Evaluation, and IDLT 521: Online Teaching and Learning. Student evaluation ratings are as follows:

- IDLT 500: Instructional Design and Innovation – 4.9 on a 5.0 scale
- IDLT 501: Designing Future Learning Environments – 4.9 on a 5.0 scale
- IDLT 510: Mobile Learning – 4.9 on a 5.0 scale
- IDLT 512: Program Development and Evaluation – 4.8 on a 5.0 scale
- IDLT 521: Online Teaching and Learning – 4.7 on a 5.0 scale

Also, serve as a member of the Master of Science in Instructional Design and Learning Technology Advisory Board.

## **PRISMA HEALTH SYSTEM, GREENVILLE, SC**

### **DIGITAL LEARNING SYSTEM MANAGER (2018 to 2019)**

In collaboration with key leaders and managers system-wide, led the selection and implementation of a new learning management system designed to facilitate Prisma Health's instructional mission. Identified and promoted best practices regarding the production and delivery of both discipline-specific and organizational-wide content. Negotiated and administered curriculum contracts. Designed and instructed learners regarding the use of the system and the best methods for accessing reporting for regulatory purposes. Eliminated operational hindrances, streamlined roles and responsibilities, resolved issues, and mentored staff members to assure a smooth transformation of a tier three team (Press Ganey) to a highly functional, well-respected tier one team.

- Led planning and implementation of Prisma Health's new learning management system (Cornerstone), which impacted over 40,000 team members serving at 14 hospital campuses and a variety of affiliate offices throughout the state of South Carolina.
- Implemented best practices to support the management, production, and delivery of content (over 50,000 pieces of content impacted).
- Maintained a digital archive of online and instructor-led training content.
- Worked collaboratively with various groups to ensure timely and consistent communication with all learners.
- Re-negotiated associated LMS contracts and streamlined technologies to save the organization over \$ 1 million in operational costs.

## **ONLINE LEARNING CONSORTIUM, INC.**

### **LEADERSHIP PROGRAM CO-CHAIR, WORKSHOP FACILITATOR & CONSULTANT (2012 to 2018)**

Accomplished OLCs vision, including short and long-term goals by facilitating the strategic management process for key programs and projects. Managed end-to-end operations (including serving as co-chair) of the Institute for Leadership in Online Learning (IELOL) program with a focus on actively engaging and developing those in positioned-for-leadership roles with responsibilities for online learning initiatives within an institution or organization. Assisted with the development of the 2018 strategic plan while promoting a positive workplace culture and strategies to support succession planning in collaboration with the senior leaders. Generated the 2017 annual report effectively in cooperation with the internal groups and the OLC community. Served as a key point of communication for the board of directors while authoring policy-related position documentation and ensuring compliance with board-level policies and bylaws. Identified potential opportunities for the global OLC community by devising leadership pathways. Facilitated policy development and ensured alignment with institutional mission, goals, and strategic priorities.

- Planned, developed, and facilitated the online leadership mastery series for over 80 administrators while sustaining and maintaining a facilitator effectiveness rating of 4.8 (5.0 scale).
- Developed and facilitated the OLC Advanced Online Teaching Certificate Program. Served over 170 participants and maintained a facilitator effectiveness rating of 4.9 (5.0 scale).
- Mentored participants in the Basic Online Teaching Certificate Program. Served more than 65 faculty while maintaining a mentor effectiveness rating of 4.8 (5.0 scale).

## **SOUTHERN WESLEYAN UNIVERSITY, SOUTH CAROLINA**

### **ASSOCIATE VICE PRESIDENT FOR CURRICULUM AND INSTRUCTION/ASSISTANT PROFESSOR (2010 to 2013)**

Oversaw and administered new policies regarding curriculum development, faculty growth and evaluation, instructional technology, distance learning initiatives, and student excellence for the entire university. Collaborated with the administration to lead all curriculum proposals in line with the institutional strategic priorities and accreditation standards. Devised and received approval for SACSCOC substantive change for online undergraduate degree programs.

- Developed and administered distance learning programming that aligned with SACSCOC and NCATE accreditation standards.
- Revamped the faculty development program, which resulted in a 98% satisfaction rating among faculty.
- Automated procedures for tracking students with disabilities.
- Grew and managed the department's \$ 2.3 million budget (the initial departmental budget was under \$150,000).
- Successfully led the selection and LMS transition from Jenzabar E-Racer to Canvas.
- Managed textbook budget, including negotiating contracts with vendors.
- Served as Chair of the Faculty Development Committee, Chair of the Learning Management System Faculty Focus Group, and a member of the following institutional committees: Provost Cabinet, Strategic Planning Council, Academic Council, Quality Enhancement Plan (QEP) Committee, Faculty Excellence Committee, Instructional Technology Committee, and Modules Managers Team.

## CONVERSE COLLEGE, SPARTANBURG, SC

### **DIRECTOR OF CONVERSE II, SPECIAL PROGRAMS, AND LIFELONG LEARNING (2008 to 2010)**

Administered recruitment, retention, and assessment activities with the goal to improve staff performance and capabilities. Developed and managed the annual budget in accordance with defined procedures. Planned, established, and coordinated special programs or courses while ensuring alignment with the institute's core values.

- Acknowledged for increasing the enrollment of Converse II students by 30% within the first year.
- Commended by executive leadership for improving retention rates of Converse II students from 67% to 89%.
- Served as Chair of the Technology and Learning with Technology Roundtable and as a member of the following institutional committees:
  - Academic Deans and Directors
  - Pandemic Committee (H1N1)
  - Student Services Taskforce
  - Strategic Planning Team 1: Recruitment and Retention
  - Strategic Planning Team 2: Creativity and Community

*Additional experience as **Director of University Summer Sessions** for Virginia Polytechnic Institute and State University, as **Manager of Distance Education** for Clemson University, and as **Continuing Education Trainer** for Spartanburg Technical College (from 1998 -2008)*

## Education & Credentials

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### Doctor of Philosophy in Educational Leadership

*Clemson University, Clemson, SC; GPA: 4.0*

*Dissertation Title: **Exploring Pre- and Post-Admission Characteristics of Retained First-Year Students Enrolled in Non-Proximal Distance Learning Programs within Public, Two-Year Colleges.***

### Master of Human Resource Development

*Clemson University, Clemson, SC; GPA: 4.0*

### Bachelor of Arts

*Converse College, Spartanburg, SC*

### Teaching Experience

*Anderson University (2020 – present)*

IDLT 500: Instructional Design and Innovation (online)

IDLT 501: Designing Future Learning Environments (online)

IDLT 510: Mobile Learning (online)

IDLT 512: Program Development and Evaluation (online)

IDLT 521: Online Teaching and Learning (online)

*\*Received above 93% approval rating on all student evaluations*

*Southern Wesleyan University (2011 – 2013)*

EDUC 5263 – Education Research I (traditional and hybrid)

EDUC 5463 – Education Research II (traditional and hybrid)

*\*Received above 95% approval rating on all student evaluations*

*Greenville Technical College – Adjunct (2002; 2008)*

IST 256 – Windows 2000 Professional (traditional)

CPT101 – Introduction to Computers (traditional, hybrid, and online)

*\*Received above 90% approval rating on student evaluations*

### Select Affiliations

- 2024 – present Chair, Board of Directors, Upstate Better Business Bureau
- 2023 – present Chair, ReWa Workforce Water Utilities Council
- 2020 – present Member, Board of Directors, Upstate Better Business Bureau
- 2020 – present Member, Chief Learning Officer Business Intelligence Board
- 2020 – present Member, Blackboard Community Partner Program
- 2020 – present Member, Instructor Partnership Program
- 2020 – present Member, Cornerstone Advisory Consulting Program
- 2019 – 2022 Member, Greenville Area Chamber of Commerce
- 2018 – 2019 Member, Cornerstone Executive Advisory Group
- 2018 – 2018 Leader, SC HealthStream User Group
- 2017 – 2017 Member, Aspen Institute College Excellence Program Frontier Set Advisory
- 2005 – 2017 Reviewer, *Online Journal of Distance Learning Administration*
- 2013 – 2016 Member, OLC Effective Practice Awards Selection Committee
- 2007 – 2013 Reviewer, *Journal of College Student Retention: Research, Theory & Practice*

### **Select State, Regional and National Presentations**

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**Hillstock, L.G.** (2022). “The Practice of Presence | Creating a Space for Growth”, National Association for Legal Support Professionals 2022 National Conference, Charlotte, SC.

**Hillstock, L.G.** (2022). “The Tangible and Intangible Measures of Return on Investment”, The Distance Education Accrediting Commission 2022 Annual Conference, Indianapolis, IN.

**Hillstock, L.G.** (2022). “The Importance of Including Instructional Design”, Using Data to Retain and Develop Underrepresented Employees Summit, Posi+iveHire, Virtual.

**Hillstock, L.G.** (2022). “UDL Beyond the Basics”, York Technical College Faculty Development Session, Rockhill, Sc.

**Faculty Team for Institute for Emerging Leadership in Online Learning – Pennsylvania State College, State College, PA (2015 – 2018).**

- **Hillstock, L.G.** & Cini, M.: “Leveraging Innovation and Change”, 2017
- Pedersen, K. & **Hillstock, L.G.**: “Contextualizing Online Learning Leadership, Organizational Structure Drivers and The Culture of The Academy, 2017
- Ives, K.I., Pedersen, K. & **Hillstock, L.G.**: “Moving from Operational to Strategic”, 2015-2016

- Hillstock, L.G.** (2015). "Leading in a Time of Change and Transition: Enhancing Your Leadership Capabilities," 21<sup>st</sup> Annual Online Learning Consortium International Conference 2015, Orlando, FL.
- Hillstock, L.G.** (2015). "Online Orientation: Preparing Nursing Students for Success," 21<sup>st</sup> Annual Online Learning Consortium International Conference 2015, Orlando, FL.
- Hillstock, L.G.** (June 2015). "Using Web Conferencing to Enhance the Online Student Experience," POD Networks Biennial Institute for New Faculty Developers, Asheville, NC.
- Hillstock, L.G.** (April 2015). "The Dirty Dozen: 12 Quick Tips to Enhance Your Online Course Using Blackboard," NC3ADL Central Regional Workshop, Colfax, NC.
- Hillstock, L.G.** (October 2014). "Enhancing Student Motivation and Interaction through Gaming," 20<sup>th</sup> Annual Online Learning Consortium International Conference 2014, Orlando, FL.
- Hillstock, L.G.** (April 2014). "Transitioning to Distance Learning: Ensuring Faculty Success," 7<sup>th</sup> Annual International Symposium: Emerging Technologies for Online Learning, Dallas, TX.
- Klotz, L., Salley, W., Ring, G., Snowil, L., Bailey, K., **Hillstock, L.G.**, and Thomas, D. (2014). "Next Generation Learning Panel," Cyber Infrastructure Expo 2014, Clemson University, Clemson, SC.

## Select Publications

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- Hillstock, L. G.**, Ives, K. S., & Seymour, D. M. (2022). Is ROI the Right Way to Judge Online Higher Education? Presidential Perspectives. In *Using ROI for strategic planning of online education: A process for institutional transformation* (pp. 33–45). essay, Stylus Publishing.
- Hillstock, L.G.** (2022). ROI from the Student Perspective. In *Using ROI for strategic planning of online education: A process for institutional transformation* (pp. 75–86). essay, Stylus Publishing.