

# INSTITUTE OF GOVERNMENT FOR COUNTY OFFICIALS



October 15, 2025  
PASTIDES ALUMNI CENTER AT USC

You must be present for the entire class period to receive transcript credit. Registrants who do not attend the session or who leave early will not receive credit for their certificate. It is your responsibility to complete and return the record of attendance that your instructor will distribute at the end of the class. Credits are valid for four years. If a county official does not graduate within the four-year period, expired credits will be removed from his/her record. Participants are eligible to earn credit for Level II courses after graduating from Level I or earning credit for at least six Level I courses.

## Wednesday, October 15

- 8:00 A.M.–10:30 A.M.     **Registration– Prefunction Area**
- 9:00 A.M.–12:00 P.M.     **Level I: Employment Law – What Counties Should Know [E]**  
Ballroom 3
- Instructors:*     *Fred A. Williams, Attorney*  
                         *Bettis Law Group*
- Nicole Pares, Attorney*  
                         *Bettis Law Group*
- Erin Sheheen, Attorney*  
                         *Bettis Law Group*
- 9:00 A.M.–12:00 P.M.     **Level II: The Property Taxation Process**  
Ballroom 1
- Instructors:*     *Amelia Ruple, Local Government Training/Research Coordinator*  
                         *S. C. Department of Revenue*
- Sandy Houck, Special Projects Coordinator*  
                         *S. C. Department of Revenue*
- 12:00 – 1:00 P.M.     **Boxed Lunches - for Registered Institute Participants**
- 1:00-4:00 P.M.     **Level I: Public Speaking [E]**  
Ballroom 1
- Instructor:*     *Reba Campbell, Founder and CEO*  
                         *Medway Group*
- 1:00-4:00 P.M.     **Level II: Decision Making in a Political Environment**  
Ballroom 3
- Instructor:*     *Hardin Watkins, Public Service Associate*  
                         *Carl Vinson Institute Government, University of Georgia*

[R]–Level I Required Course

[E]–Level I Elective Course