

Cabinet Meeting Summary
Conway Campus – President’s Boardroom
Meeting Dated May 18th, 2022

Cabinet Attendees:

Dr. Marilyn Fore, President *

Mr. Harold Hawley, VP - Finance and Administration

Dr. Melissa Batten, VP – Student Services

Mrs. Lori Heafner, VP - Institutional Effectiveness and Development

Dr. Jennifer Wilbanks, EVP- Academic Affairs

Mr. John Dove, VP - Information Technology *

Mrs. Jacquelyn Snyder, VP – Human Resources

Mrs. Lari Roper, Marketing Director

Ms. Nicole Hyman, Public Relations Director

Also attending: Ms. Beth Havens, Dr. Candace Howell, Mrs. Ellen Black

Meeting Summary:

Guest Presentations:

1. Mrs. Black introduced Ms. Abbie Kania – Financial Analyst; and Ms. Christy Webb – Accounts Payable Technician as new employees in the Finance Department. Everyone welcomed the new employees.

Discussion Topics:

1. In addition to the published agenda Cabinet discussed the Summer and Fall enrollment trends; advising and retention strategies; SEM Works action plans; the Employee Retention Credit; current state budget and state scholarships update and their impact to HGTC; update on College App as recommended by the SEM Works report; review of recent commencement activities; Leadership Grand Strand; and the recent all-College meeting and considerations for future training meetings.

Action Topics:

1. Mrs. Black presented a request and justification to replace a vacant position in the Student Accounts Department. The request was unanimously approved.
2. Dr. Wilbanks, Dr. Howell, and Ms. Havens discussed the progress made and status of the College’s retention improvement initiatives. Mrs. Heafner outlined the various methods for tracking and reporting retention and clarified how the data was reported. Through an extensive discussion on retention, Cabinet agreed that Dr. Howell would gather additional data and present the cost/benefits of various options for further improving retention at a future meeting. Those options include acquiring new software, upgrading existing (Banner) software, and hiring additional advisors and support staff.

3. Through discussing student retention, Cabinet discussed having SIG evaluate the capabilities of Banner and assess the degree with which the College was optimizing its functionality. Cabinet was reminded that the College was going to engage SIG Consulting a year ago to complete such an assessment (called their "Back to Basics" review). Cabinet members agreed to contact SIG again to discuss having them complete this important assignment.
4. Cabinet identified two candidates for the Leadership Grand Strand Program and will forward those to President Fore for her consideration.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, May 25th and will be in the President's Boardroom on the Conway Campus at 8:30 am. That meeting will be a short agenda.

* Not in attendance.