

**Cabinet Meeting Summary**  
**Conway Campus – Building 100 President’s Boardroom**  
**Meeting Dated August 10<sup>th</sup>, 2022**

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**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. Terry Quaresimo, Interim Director - Information Technology  
Mrs. Jacquelyn Snyder, VP – Human Resources  
Mrs. Lari Roper, Marketing Director  
Ms. Nicole Hyman, Public Relations Director

Also attending: Ms. Tara Lahnen, Ms. Bobbi Jo Oxendine

**Meeting Summary:**

**Guest Presentations:**

**Discussion Topics:**

1. As outlined in the agenda, Cabinet discussed the Fall enrollment trends; recruitment strategies and various “one-way video interviewing” solutions; all-college meeting; certain College Policies and Procedures; several key planning documents; and an EPIC (QEP) update.
2. Ms. Lahnen and Ms. Oxendine delivered a presentation on institutional priorities recognizing the importance of retention and recruitment as a top focus among most organizations. The team also facilitated a third-party presentation regarding “one-way video conferencing.” Cabinet discussed the merits of various software solutions and discussed other means for enhancing the hiring process.
3. Mrs. Heafner provided a comprehensive update on the EPIC program.
4. Mrs. Heafner reminded everyone that Dr. Hoeffler from the SACSCOC will be visiting HGTC on November 9<sup>th</sup> to review the 5<sup>th</sup>-year report process.

Action Topics:

1. Ms. Snyder, Ms. Lahnen, and Ms. Oxendine made a recommendation to pursue acquiring a “one-way video conferencing” software solution to streamline the hiring process. After discussion, Cabinet agreed to acquire a software/service on a temporary basis to serve as a pilot study.
2. After discussing various process improvements solutions, Cabinet agreed to having Human Resources begin work on applicant salary analyses earlier in the interview process.
3. Mrs. Heafner presented the College’s Institutional Planning model. After discussion, Cabinet approved the model as revised.
4. Mrs. Heafner led a conversation and review of the College’s Committee and Council Assignments. After discussion, Cabinet approved the committee assignments as revised.
5. Mr. Hawley presented policies and procedures for Cabinet’s review and approval. After discussion, the policies and procedures as revised were approved and will be presented to President Fore for her approval.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, August 17th and will be in the President’s Boardroom on the Conway Campus at 8:30 am. That meeting will be a short agenda.

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\* Not in attendance.