

Cabinet Meeting Summary
Grand Strand – Building 1000 Speir Boardroom
Meeting Dated September 28th, 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. Terry Quaresimo, Interim Director - Information Technology

Mrs. Jacquelyn Snyder, VP – Human Resources * Mrs. Tara Lahnen served in place.

Mrs. Lari Roper, Marketing Director

Ms. Nicole Hyman, Public Relations Director

Also attending: Ms. Ann Daniels, Ms. Erin Ivey, Ms. Gina Brown, Dr. Samantha Martel

Meeting Summary:

Guest Presentations:

1. Cabinet members were greeted by Ms. Ann Daniels, Ms. Erin Ivey, Ms. Gina Brown, and Dr. Samantha Martel who led a tour of the newly expanded/renovated Surg Tech and OTA/PTA labs and discussed the advantages of the new learning spaces. Dr. Wilbanks presented Ms. Ivey with a “There’s More Award” for her role in renovating the new Surg Tech lab spaces.

Discussion Topics:

1. As outlined in the agenda, Cabinet discussed the Fall enrollment trends; projections for the Spring enrollment; certain College Policies and Procedures; temporary staff mid-year budget; the SCTCS Diversity, Equity, and Inclusion initiative; mock shooter training; College-wide armed assailant response plans; emergency preparation for pending weather events; and an HGTC employee Fall outing.
2. Ms. Lahnen discussed the temporary staff mid-year budget process. It was agreed that the Human Resources team would be sending separate requests for staffing needs and for staffing salary adjustments. The HR team will be providing Cabinet members with a report highlighting the staffing salaries within their respective areas. The HR team will also be providing Cabinet members with an update by division on the completion status of EPMS/FPMS documents.
3. Ms. Lahnen provided an update on the SCTCS Diversity, Equity, and Inclusion Committee’s visit to the HGTC Campus on October 4th and discussed the participants in that event.

Action Topics:

1. As a follow-up to the prior meeting's training and discussion on Threat Assessment as provided by Officer Valenti of CCU Public Safety, Cabinet discussed mock shooter training. Mrs. Lahnen and Mr. Hawley provided a summary of their research and interactions with various professional law enforcement officials in the community. At the advice of area law enforcement professionals, Cabinet agreed to have only its public safety and law enforcement officers participate in "mock shooting" events. Cabinet also agreed that each department within the College would establish and/or refine their existing "exit" and "secure-in-place" protocols for assailant-based emergencies. These plans would be communicated by supervisors to ensure awareness by all employees.
2. Mr. Hawley presented various College Policies and Procedures for review. The Policies and Procedures as revised were approved and will be shared with President Fore for her consideration.
3. Dr. Batten presented various College Policies and Procedures for review. The Policies and Procedures as revised were approved and will be shared with President Fore for her consideration.
4. Cabinet members serving as the College's Emergency Management Team discussed the pending weather events anticipated over the next week. Everyone discussed the various operational protocols and agreed upon the preparations, action steps, and communication plans. The College will follow the protocols as outlined in its Safety and Emergency Response Manual that has been provided and/or made available to all employees and students.
5. Dr. Batten presented a request and justification to replace a vacant Upward Bound Program Advisor position. After discussion, the request was unanimously approved.
6. Mr. Hawley presented a request and justification to acquire 4 automatic scrubber-floor machines to support all 3 campuses and the new Diesel Engine Technician facility in the amount of \$23,328. The request was unanimously approved.
7. Dr. Wilbanks presented a request and justification to hire three new administrative support positions to support Health Sciences; Culinary Arts; and Workforce Development and Continuing Education. After discussion, the request was unanimously approved.
8. Mrs. Lahnen provided an update on the planning status for the fall employee outing.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, October 5th and will be in the President's Boardroom on the Conway Campus at 8:30 am. That meeting will be a long agenda.

* Not in attendance.