

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated January 31st, 2018

Cabinet Attendees:

Mr. Harold Hawley, VP - Finance and Administration
Mr. Greg Mitchell, VP - Continuing Education & Workforce Development
Dr. Jennifer Wilbanks, VP - Chief Academic Officer
Mr. John Dove, VP - Information Technology
Dr. Melissa Batten, VP - Student Affairs
Mrs. Lori Heafner, AVP - Institutional Planning, Research, and Grants
Mrs. Jacquelyn Snyder, AVP – Human Resources
Mrs. Lari Roper, Assistant Marketing Director

Guests:

Dr. Becky Boone – AVP, Dean - Academic and Institutional Support
Mrs. Ellen Black – AVP, Controller
Mrs. Dianna Cecala – Procurement Director

Meeting Summary:

1. Mrs. Snyder provided an update on the State TERI program and the impact of that program at HGTC. In particular, she mentioned a proposed legislative bill that had recently been introduced that could extend the TERI program. Mr. Hawley and Mrs. Snyder discussed the implications of the bill with the team, and shared their intentions to monitor any proposed legislative changes. Mrs. Snyder also outlined the proposed staff holiday calendar and discussed the calendar with the entire team, making note that 14.25 hours of personal time would have to be taken during the 2018 Christmas Break. At Mr. Mitchell’s request, Cabinet members discussed the operating implications of being closed during the holiday season. After discussion, the team agreed to continue with the current practice of closing during the winter holidays. The team unanimously endorsed the proposed holiday schedule which will be presented to President Fore for her consideration.
2. Mr. Hawley presented a request and justification to fill a pending vacancy for the College’s AVP-Controller that is precipitated by the State TERI program. Mr. Hawley shared a copy of the position description and job responsibilities with Cabinet, and the team discussed the importance of the position and the stewardship role it serves. It was noted that replacing the vacancy would not impact the current operating budget. The request to fill the position was unanimously approved.
3. Dr. Batten presented various policies and procedures for Cabinet review, specifically 8.6.9; 8.6.9.1; 9.2.2; 9.2.2.1; 9.2.3.1; 9.2.4; 9.3.2; 9.3.6; 9.4.1; 9.4.2; 9.5.1; 9.5.1.1; 9.5.2; 9.5.10; 9.5.10.1; 9.5.4; 9.5.5; 9.5.5.1; 9.5.6; 9.5.6.1; 9.5.8; 9.5.8.1; 9.5.9; and 9.5.9.1. These policies and procedures had been provided to Cabinet a day in advance for their review and consideration. The team analyzed and discussed the proposed documents in detail. Cabinet members unanimously approved the policies and procedures (with any proposed revisions being noted on the various documents).

4. Dr. Wilbanks presented policy and procedure 9.4.0 and 9.4.0.1 for Cabinet review. The Cabinet members had been provided a copy of these documents the previous day for their review and consideration. The team discussed the proposed documents and unanimously approved the policy and procedure (with any proposed revisions being noted on the various documents).
5. Mrs. Cecala presented procedures 6.2.1.1 and 8.9.1.1 for Cabinet review. The Cabinet members had been provided a copy of these documents at a previous meeting for their review and consideration. Mrs. Cecala and the team thoroughly discussed the proposed documents. Cabinet members unanimously approved the procedures (with any proposed revisions being noted on the various documents).
6. Mrs. Black presented policies and procedures 9.6.2.1; 9.6.4; and 9.6.4.1 for Cabinet review. The Cabinet members had been provided a copy of these documents in advance of their meeting for their review and consideration. Mrs. Black and the team thoroughly discussed the proposed documents. Cabinet members unanimously approved the procedures (with any proposed revisions being noted on the various documents).
7. Mr. Hawley shared a copy of the article entitled “Transformative Leaders” as previously provided by President Fore. Cabinet members were urged to read the article and share any thoughts or feedback with President Fore and/or with other Cabinet members at their next meeting.
8. Dr. Wilbanks provided an update on the College’s Quality Enhancement Plan (QEP) as part of the overall SACSCOC re-affirmation process. She mentioned that a detailed update on the QEP will be shared with Cabinet in March.
9. Mr. Dove mentioned that the Banner 9.0 migration was on track for a March implementation.
10. Dr. Wilbanks presented a request to establish a new committee, specifically entitled the “inter-professional education committee.” The committee will be responsible for ensuring appropriate communication across academic and disciplinary fields, specifically concentrating on the Allied Health fields. The proposal to establish the committee was unanimously approved, and will be shared with President Fore (along with a list of members) for her approval.
11. Cabinet members concluded their regularly scheduled meeting. Their next meeting is scheduled for Wednesday, February 7th, 2018. Details on that meeting will be forthcoming over the next week.
12. After its meeting, Cabinet members convened to review the SACSCOC compliance materials as part of the College’s re-affirmation project. Dr. Boone led the team through each of the assigned sections (Chapters 2, 7, and 11), and the team engaged in an intensive review of each of the documents to ensure their accuracy and completeness in meeting the compliance requirements. All changes and upgrades to the documents will be coordinated by Dr. Boone and her team, and the revised documents will be provided to President Fore. The process of having Cabinet dedicate an entire workday to the review of the SACSCOC responses will continue each week (as sections are available) until all Principles (or sections) have been reviewed. Dr. Boone will facilitate each of those weekly

meetings. It is expected that Cabinet members will have personally read each response and will come prepared with feedback (as necessary) prior to each weekly meeting.

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