

**Cabinet Meeting Summary**  
**Conway Campus – President’s Board Room**  
**Meeting Dated February 7th, 2018**

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**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  
Ms. Amy Simon – Administrative Coordinator  
Mrs. Dianna Cecala – Procurement Director

**Meeting Summary:**

1. Mr. Mitchell presented a request and justification to fill a vacancy in the Continuing Education Division. Mr. Mitchell explained the roles and responsibilities for the position and outlined the importance of the position to the overall Continuing Education Division. Mr. Mitchell also indicated that he and President Fore would be refining the specific roles and responsibilities for the vacancy. It was noted that replacing the vacancy would not impact the current operating budget. The request to fill the position was unanimously approved.
2. Mr. Mitchell presented a request and justification to fill a pending vacancy for an administrative support position for the Georgetown Campus that was precipitated by the State TERI Program. Mr. Mitchell highlighted the roles and responsibilities for the position and the importance of the position to the Georgetown Campus. Cabinet members all discussed the request, and 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. Wilbanks provided an update on the College’s Quality Enhancement Plan (QEP) as part of the overall SACSCOC re-affirmation process. The QEP team has unanimously agreed on the topic “Professional Communication”, which includes both verbal and non-verbal communication skills. The QEP team has two “face-to-face” meetings scheduled in February and are actively working on developing specific goals and student learning outcomes (SLO’s). Dr. Wilbanks and Dr. Boone have met with the co-chairs and discussed deadlines, additional objectives for consideration, budgetary considerations, and performance measurement. The QEP team is scheduled to provide Cabinet with a detailed project update on March 7<sup>th</sup>.

4. 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. She indicated that the State HR Managers had discussed the bill, and did not believe it would become legislated. As such, the HR Managers recommended that each College proceed with their original plans relative to the TERI Program.
5. Mrs. Snyder identified all positions that are becoming vacant due to the TERI Program and the status of re-filling those positions. Although many of the positions had previously been approved by Cabinet, Mrs. Snyder wanted to ensure that Cabinet was aware of and had specifically approved re-placing each pending vacancy. Cabinet members discussed the vacancies and the various roles of each employee, and unanimously approved replacing the open positions. Mrs. Snyder will share the list of positions with President Fore for her consideration and approval.
6. Mrs. Cecala presented a recent change, precipitated by the State, regarding inventory tagging and fixed asset recordation. The State has changed the minimum from \$1,000 to \$2,500 for asset tagging; thus only those items \$2,500 or greater will be required to be tagged for fixed asset purposes. Mr. Dove mentioned that the IT Department would continue to track/inventory all computer purchases for IT security reasons. Cabinet members agreed to comply with the new State guideline. As part of the change, Cabinet members approved updating the existing College Policy and Procedure 4.1.9 and 4.1.2.1 respectively.
7. Mrs. Cecala mentioned that all purchases exceeding \$5,000 (that are outside the scope of existing operating budgets) are to be approved, in advance, by the College President. It was suggested that Cabinet members bring these requests to the attention of President Fore during their scheduled weekly meetings, so that the requests can be discussed and appropriate approvals obtained. Cabinet members will comply with the request.
8. Dr. Boone presented various policies and procedures for Cabinet review, specifically 1.3.1.1; 1.3.2.1; 1.3.1; 1.3.2; 1.4.1; and 1.4.2. Each policy and procedure was thoroughly reviewed by the responsible functional area leader, and each was discussed in detail by the Cabinet members. The Cabinet members unanimously approved these policies and procedures (with any proposed revisions noted on the various documents).
9. Dr. Batten, Dr. Wilbanks, Mrs. Heafner, and Mr. Hawley shared an update on the recent consulting work completed by Campus Works, Inc. Dr. Batten mentioned they were working with President Fore to consolidate and prioritize the recommendations, and to develop specific action plans therein. It was noted that the three main areas of focus going forward are tentatively: improving student success, enhancing use of technology, and strengthening HGTC's marketing presence and overall brand. President Fore will be providing additional updates to the College-wide community regarding the Campus Works report at a future date. All Cabinet members have a copy of the draft report.
10. Dr. Batten presented a request and justification to hire a "Career Counselor" to support the overall student body. The position would be a full-time (FTE) position and was being requested pursuant to recommendations from the Campus Works report. Cabinet members discussed the importance of the position and the value it would provide. The request was unanimously approved.

11. Dr. Batten presented a request and justification to replace a vacancy as a “new student enrollment advisor.” Replacing the position would have no budgetary impact. After discussing the importance of the position to the College, Cabinet members unanimously approved the request.
12. Mr. Dove discussed the Campus Works report and highlighted both the projects and challenges his team was facing relative to various projects and initiatives. In regards to the Campus Works report, Mr. Dove indicated that he has an outstanding proposal for work that he will be discussing with President Fore in the next few days. The proposed work includes among other topics, assessing the organizational capacity/capability to address various technological initiatives.
13. Mrs. Snyder mentioned a vacancy that had just become open due to a recent resignation in Mr. Hawley’s area. The position was a custodial position on the Georgetown Campus, and was noted as being one of only two custodial positions supporting that campus. A request and justification for replacing the position was made. It was noted that replacing the vacancy would have no budgetary impact. Given the importance of the position, the request was unanimously approved.
14. Mr. Hawley and Mrs. Cecala provided an update on all College capital and major renovation projects. It was noted that President Fore will include this information in the upcoming Area Commission meeting scheduled for February 13<sup>th</sup> at the Grand Strand Campus. Cabinet members expressed their appreciation for the information.
15. Cabinet members concluded their regularly scheduled meeting. Their next meeting is scheduled for Wednesday, February 14<sup>th</sup>, 2018. Details on that meeting will be forthcoming over the next week.
16. 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 10, 12, and 14), 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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