

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated February 14th, 2018

Cabinet Attendees:

Dr. Marilyn Fore – President
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
Mr. Kevin Brown – Director of Maintenance, Grounds, Custodial Services, and Public Safety
Mrs. Ellen Black – AVP, Controller

Meeting Summary:

1. Dr. Boone provided the Cabinet members with a draft copy of the SACSCOC Compliance Certification document and assigned each member with the task of reviewing specific sections that pertained to their area of functional responsibility. Dr. Boone requested that any feedback or changes to the document be provided to her office no later than Tuesday, February 20th, 2018. The team thanked Dr. Boone for her leadership and efforts on the SACSCOC reaffirmation. President Fore urged everyone to review the document as suggested by Dr. Boone and to ensure that all “links” to supporting documents were functioning as intended.
2. Mr. Brown presented a request and justification to fill a vacant custodial position on the Georgetown Campus, and noted that the position was one of only two custodial positions supporting that campus. It was mentioned that replacing the vacancy would have no budgetary impact. Given the importance of the position to the Georgetown Campus, the request was unanimously approved.
3. Mr. Brown presented a request and justification to fill a vacant “lead” custodial position on the Conway Campus. The position serves in a supervisory capacity, and as such enables the custodial manager to routinely visit other campuses. Mr. Brown mentioned that this was a replacement, and would have no budgetary impact. Given the importance of the position and its supervisory role, the request was unanimously approved.
4. Dr. Batten presented a request and justification to replace the “Director of Student Engagement” position that had recently become vacant. It was noted that replacing the vacancy would have no budgetary

impact. After discussing the broad ranging responsibilities and importance of the position to the College, Cabinet members unanimously approved the request.

5. Mrs. Black presented an update on her efforts to further enhance the College's budgeting process. She had assembled a cross-functional team, including academic leaders, to identify where continuous improvements could be achieved. Mrs. Black stressed the importance of communicating with subordinates regarding any reductions in or other changes to their proposed budgets. Mrs. Black provided the team with a handout outlining the upcoming budget cycle, and discussed the information that would be provided as part of the semi-annual budgetary cycle. President Fore mentioned that she had requested additional details on the College's part-time budget increase at mid-year, and that Mr. Hawley would be providing that information by Monday, February 19. She also reminded everyone the importance of remaining ever diligent in controlling costs and analyzing budgetary requests of all types. Mrs. Black added that the Finance Office would be submitting the operating budget requests in the coming weeks and would be providing area managers with detailed information to help in that process.
6. Mrs. Heafner presented an update on her team's efforts to improve the information contained in the daily enrollment report. In particular, she noted the addition of new fields that specifically identified "continuing" students. Cabinet members commented that this information would be most beneficial in assessing retention. Mrs. Heafner asked that everyone review the report and provide her with feedback on needed changes or improvements at their next meeting.
7. Mrs. Heafner mentioned that an Institutional Effectiveness Committee had been established, and she provided an update on their activities and accomplishments. Some of the team's initial work will be to provide training to departmental leaders on "establishing meaningful and appropriate objectives" and reviewing the overall Institutional Effectiveness process to ensure its efficiency and effectiveness.
8. Mrs. Heafner mentioned the recent IPEDS graduation rates and highlighted HGTC's improvement in its graduation rate over recent years. It was noted that the current graduation rate (from the IPED's defined cohort) had improved from 18% in 2010, to 29% in 2014.
9. Mrs. Heafner shared the results of a user satisfaction survey for the Office of Institutional Planning, Research and Grants. She mentioned that her team had received exceptionally high remarks for their knowledge, customer service, and college-wide support, but she was still pursuing a number of improvement initiatives. A primary initiative would be increasing college-wide awareness and understanding of the services provided by her office. Cabinet members congratulated Mrs. Heafner for the success in her survey and for her diligence in pursuing additional improvement ideas.
10. Dr. Wilbanks presented a request and justification for purchasing replacement charging stations for the College Library in the amount of \$3,675. The funds for the charging stations were included in the departmental budget and the request was being brought to Cabinet as part of the College's equipment approval guidelines. The request was unanimously approved.

11. Dr. Wilbanks presented a request and justification for various personal protective equipment for the Dental Sciences Program in the amount of \$9,950. The request was unanimously approved.
12. Dr. Wilbanks discussed contracting with an external consultant to provide training on “student retention and success.” Mrs. Black was asked to assess whether sufficient Faculty/Staff Development (FSD) funds were available to cover the request, and to otherwise use other College funds to cover the request. The request for the training was unanimously approved, and Mrs. Black agreed to follow-up on identifying the source of funds.
13. Mr. Dove presented College Procedure 7.2.3.3 for Cabinet review. The procedure was thoroughly reviewed by the responsible functional area leader, and discussed in detail by the Cabinet members. After discussion, it was agreed the procedure may need to be assigned to section 8.0 as opposed to 7.0. The Cabinet members unanimously approved the procedure (with any proposed revisions noted on the document).
14. Mrs. Snyder provided a comprehensive update on recent revisions to Title IX training and discussed how she and her team would be providing that information to the broader college community over the coming weeks. She also discussed the “Live-2-Lead” training series that was coming to the HGTC Conway Campus, B&C Auditorium on March 9th. The training would include an illustrious panel of speakers who would provide practical leadership skills. Information on the training seminar would be forthcoming in the next few days. Mrs. Snyder mentioned that the request for temporary staff positions would be communicated to department leaders on February 27th, and would be due back to her office on March 14th.
15. Mr. Dove discussed the work relative to the Banner 9.0 migration and mentioned that the implementation may be delayed beyond March 12th due to a series of technical challenges. He also mentioned that he would be meeting with all academic leaders over the coming weeks to better understand their needs and to apprise them of several key initiatives within the Information Technology Department.
16. Mr. Mitchell mentioned that his efforts to establish a diesel mechanic and marine motor program were ongoing. It was stated the programs would probably reside within the Continuing Education Division. He agreed to keep Cabinet members apprised of his progress.
17. Mrs. Roper shared a copy of her team’s marketing plans and activities for the balance of the early spring. She asked everyone to review the plan over the next week and to come prepared to provide any additions or improvements at the next Cabinet meeting.
18. Dr. Batten mentioned that her team would be launching the Banner Recruit application within the next few days, and that the initial focus was on Bridge and Dual enrollment students. Everyone expressed their appreciation and excitement for this new technology. It was also mentioned that her team would be hosting an Honors Garden Party on Friday, April 20th. She also mentioned that she would be bringing routine updates on the College’s planned commencement activities in the coming weeks. Commencement is scheduled for May 9th, at 4:00 pm, at the Myrtle Beach Convention Center.

19. The Cabinet meeting was concluded and the next meeting is scheduled for Wednesday, February 20th on the Conway Campus. Mr. Hawley mentioned that the team will reinstate its practice of visiting area businesses and inviting guests in the near future once the SACSCOC Compliance Document was submitted.

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