

**Cabinet Meeting Summary**  
**Conway Campus – President’s Board Room**  
**Meeting Dated February 21st, 2018**

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**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. Jacquelyn Snyder, AVP – Human Resources  
Mrs. Lari Roper, Assistant Marketing Director

**Guests:**

No guests were in attendance.

**Meeting Summary:**

1. President Fore outlined her plans to lead an all-college meeting (via “go-to meeting”) in the coming weeks. She requested that Cabinet members all provide ideas and suggestions for inclusion in her presentation. Mrs. Roper agreed to assimilate any input from Cabinet and present that information to President Fore for her consideration. President Fore mentioned that she intends to enhance the frequency of her communications in the future to ensure a broader awareness of the issues that impact the College.
2. President Fore outlined some of the financial issues facing other institutions of higher education across South Carolina and the nation. She highlighted the financial strength and fiscal stability at HGTC and asked that everyone remain ever diligent in their stewardship. President Fore mentioned that she would be providing local legislative delegation members with information that demonstrated the financial strength and viability of the College. A copy of that presentation was later shared with Cabinet.
3. Mrs. Roper provided everyone a copy of her team’s marketing plans and discussed the promotional activities for the balance of the early spring. Cabinet members reviewed the plan and discussed various aspects of the marketing strategies. Cabinet endorsed the plan and thanked Mrs. Roper for her leadership. It was noted that the Scholar’s luncheon is scheduled for May 8<sup>th</sup> at the Conference Center on the Grand Strand Campus from 12:00-1:30.
4. Dr. Wilbanks presented College Policy and Procedure 8.5.3 and 8.5.3.1 for Cabinet review. The policy and procedure had been reviewed by the responsible functional area leader, as well as the College President, and was discussed by the Cabinet. The Cabinet members unanimously approved the policy and procedure (with any proposed revisions noted on the document).
5. Dr. Batten presented College Procedure 9.1.8.4 for Cabinet review. The procedure had been thoroughly reviewed by the responsible functional area leader. After discussion, the Cabinet members unanimously approved the procedure (with any proposed revisions noted on the document).

6. Dr. Batten presented College Procedure 9.1.8.1 for Cabinet review. The procedure had been thoroughly reviewed by the responsible functional area leader. After discussion, the Cabinet members unanimously approved the procedure (with any proposed revisions noted on the document).
7. Dr. Wilbanks presented a request and justification to fill a vacant faculty position (Economics). The position was a replacement and would have no budgetary impact. Cabinet members unanimously approved the request.
8. Dr. Batten provided an update on the Blackboard Contact Center project. It was noted that the implementation team remained most impressed by the capabilities of the service provider, and that an implementation date of March 6<sup>th</sup> had been established.
9. Mr. Hawley mentioned that the Department of Education had reinstated “Year-Round Pell, and that eligible students could have access to additional financial assistance for summer classes. He indicated that various communications had been sent to faculty, staff, and students regarding this topic. The information was also on the summer application and was being included on the College’s website. Mr. Hawley also asked Dr. Wilbanks to remind all faculty to share this information with students. Details on the summer aid will be provided by the College’s Financial Aid Office.
10. Mrs. Snyder provided an update on the “first-year experience” training series and urged everyone to support having their employees attend the training. The “first-year training” session is an invaluable asset for new employees as they start their careers at HGTC. She also mentioned that she was scheduling two separate “safety and security” training sessions in late March that focused on “threat assessment” and “active shootings.” Cabinet members suggested video-taping these seminars for future application and use by employees. Details on the safety and security training will be forthcoming in the next few weeks.
11. Mr. Dove added that he and his team, in conjunction with Public Safety, would be testing the “Public Announcement” (PA) functionality of the existing College telephones in the coming weeks. The College intends to use the PA functionality of the existing telephones for emergency announcements both internal and external to buildings (outdoors). This system would be in addition to HGTC’s other emergency messaging protocols. He agreed to keep everyone apprised of the project.
12. Mr. Dove discussed the work relative to the Banner 9.0 migration and mentioned that the implementation may be delayed beyond March 12<sup>th</sup> due to a series of technical challenges. He agreed to keep everyone apprised on the status of the project. Mr. Dove also mentioned that he was working with appropriate College resources to issue a Request for Proposal (RFP) for consulting services for the Information Technology Department. He agreed to keep Cabinet apprised of his progress with the RFP.
13. Dr. Batten mentioned that her team had successfully launched the Banner Recruit application and had entered 102 dual enrollment and Bridge applicants into the system. She thanked Mr. Dove and everyone for their efforts and agreed to keep Cabinet apprised as to the ongoing success of the CRM project.
14. Dr. Batten mentioned that her team would be hosting an Honors Garden Party on Friday, April 20<sup>th</sup>. 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 9<sup>th</sup>, at 4:00 pm, at the Myrtle Beach Convention Center.

15. Mr. Hawley mentioned that the SC Commission on Higher Education (CHE) was conducting a regularly scheduled audit of the College's financial aid function, and was specifically focusing on reviewing 2016-17 awards for LIFE, SC Needs-Based Grant (SCNGB), and SC National Guard awards. The on-site audit date had just been confirmed and was scheduled for March 5-7. President Fore had been apprised of the planned engagement.
  
16. The Cabinet meeting was concluded and the next meeting is scheduled for Wednesday, February 28<sup>th</sup> on the Conway Campus. Mr. Hawley mentioned that the team will reinstate its practice of visiting area businesses and inviting guests within the next few weeks, once the SACSCOC Compliance Document was submitted. He urged Cabinet members to offer ideas for businesses they wish to visit or invite to the Cabinet meetings, and asked that Cabinet offer any ideas for improving their weekly meetings.

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