

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated March 7th, 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:

Mrs. Teresa Folwell – Grants Coordinator
Mrs. Dianna Cecala – Procurement Director
Ms. Melissa Pirozzi – Assistant Chair, Professor – Digital Arts
Mr. Vince Myers – Director of Technical Support Services – Information Technology
Ms. Theresa Strong – Chair, Professor – Business
Ms. April Garner - Student Services Program Coordinator - Career Development Center

Meeting Summary:

1. Mr. Myers presented a request and justification for acquiring new monitors for the Conway Tech-Net meeting space as the current monitors are dated and not functioning properly. The cost of the new monitors is \$3,924 and was unanimously approved by Cabinet.
2. Mr. Myers presented a request and justification for acquiring a new computer for the Trio Grant (Upward Bound) staff at a cost of \$1,030 which would be covered by Trio Grant funding. The current computer is not functioning properly and needs replacement. The request was unanimously approved.
3. Mrs. Cecala agreed to present proposed changes to College Policies and Procedures 2.2.1; 2.2.1.1; 4.2.2; and 4.2.2.1 at the next meeting.
4. Mrs. Folwell presented a quarterly update on the College’s grant awards and related spending activity. Cabinet members reviewed each grant to ensure that spending remained in accordance with the terms and conditions of the grant, and to ensure that efforts were being made to expend all of the allocated resources within the stipulated grant period. Mrs. Folwell confirmed that all grants are in compliance with regulatory requirements, and measures were in place to ensure no funds remained unspent at the conclusion of the grant. Cabinet expressed their appreciation for the thoroughness of the quarterly report, and thanked Mrs. Folwell for her diligence in administering these funds.

5. Cabinet members and President Fore discussed various considerations for enhancing the Faculty/Staff of the Year awards, and other forms of employee recognition. In particular, the team focused on ensuring that all staff employees, regardless of their assigned campus, are provided with equal opportunity for recognition. Cabinet agreed that the selection committee (for Staff of the Year) needed representation from all campuses, and that the committee would select and formally recommend its top two candidates (in order of preference) to Cabinet and President Fore for their approval. At President Fore's request, it was also agreed that the Cabinet will add an additional award next year for "Administrator of the Year." Cabinet also agreed to consider including an award for temporary staff during the next fiscal year.
6. Professor Pirozzi joined Cabinet with several of her students that had participated in the recent American Advertising Federation competition. She mentioned that 12 HGTC students submitted 15 pieces for consideration. HGTC students had a total of 9 winning entries (2 gold medals, 3 silver, and 4 bronze). Cabinet members congratulated the students and Professor Pirozzi on their success. Cabinet members recommended having the students' work displayed in the Richardson Gallery and Mrs. Roper agreed to facilitate that request.
7. Mrs. Heafner asked for Cabinet's approval to proceed with a multi-year grant application for the National Science Foundation (SSTEM). The grant would fund scholarships to advance the adaptation, implementation, and study of effective evidence-based curricular and co-curricular activities that support recruitment, retention, transfer, student success, academic/career pathways and graduation in STEM. Cabinet unanimously approved proceeding with the grant application.
8. Mrs. Heafner provided an overview of the changes that she had made to the daily enrollment report that now includes a category for "continuing students" as a means to better focus on retention metrics. Cabinet members endorsed the upgrades and thanked Mrs. Heafner for her work.
9. Mrs. Heafner provided Cabinet members with an update on the status of the College's strategic planning process, and recommended revising the strategic planning model. The purpose of the proposed revisions were to streamline the planning model, focus resources on the key strategic goals, and increase awareness/support for the College's key goals/strategies. Mrs. Heafner discussed having as few as three overarching goals to include: institutional growth, quality, and financial stewardship. Cabinet members endorsed the proposed initiative to revise the strategic planning model, and Mrs. Heafner agreed to provide future updates on her efforts to revise the model.
10. Dr. Batten proposed a name change for the existing Advising Committee. The proposed new name, which had received full support from the committee's co-chairs, would be the Retention Committee. The request was unanimously approved and will be shared with President Fore for her consideration.
11. Dr. Batten provided a thorough update on the planned 2018 commencement activities that are scheduled for May 9th, at 4:00 pm, at the Myrtle Beach Convention Center. Cabinet discussed and agreed upon various aspects of the ceremony including timing, processional, and guest speakers. Dr. Batten agreed to share any feedback from Cabinet with President Fore for her consideration.

12. Dr. Batten presented a request and justification to purchase a laptop computer for Wavenet Central in the amount of \$2,087 that will be funded by College equipment funds. The request was unanimously approved.
13. Dr. Wilbanks mentioned a faculty meeting on May 14th. She also reminded everyone that an external consultant was scheduled to meet with faculty and academic leaders on May, 10th to highlight best practices in retention strategies. Mr. Mitchell recommended having the consultant also meet separately with Cabinet leaders to apprise them of their role and responsibilities for improving retention. Dr. Wilbanks agreed to research options for accommodating Mr. Mitchell's request, and would report those details at a future meeting.
14. Dr. Wilbanks presented a request and justification for HVAC equipment in the amount of \$44,094 for the Georgetown Campus. The equipment is required to start the HVAC program on the Georgetown Campus in the Fall of 2018. The request was unanimously approved.
15. Dr. Wilbanks made a proposal to establish a new committee entitled "Open Educational Resources Committee." The assigned members will be responsible for furthering the pilot study that provided on-line resources to students in lieu of traditional texts. The proposal was unanimously approved and will be forwarded to President Fore for her approval.
16. Dr. Wilbanks presented a request and justification for a new full-time faculty position in the Humanities Division that will begin the Fall of 2018. The request was unanimously approved.
17. Dr. Wilbanks shared an update on feedback from the Faculty Assembly. Going forward, initial feedback from the Faculty Assembly will be addressed by committee members and the appropriate department head, and will be forwarded to Cabinet only as need arises.
18. Dr. Wilbanks mentioned that HGTC had received a state allocation of \$230,282 for nursing simulation equipment as approved by the President's Council on September 14, 2017. She requested Cabinet's approval to spend these funds on nursing simulators, and the request was unanimously approved.
19. Mrs. Roper requested Cabinet members to offer applicants for the Patron Emeritus Award to be presented at HGTC's graduation. Cabinet members discussed various potential candidates, and unanimously agreed on a proposed candidate to be shared with President Fore for her consideration.
20. Ms. Strong and Ms. Gardener, co-chairs of the Quality Enhancement Plan (QEP) initiative, provided Cabinet a comprehensive report on the status of the QEP as part of the College's SACSCOC reaffirmation project. The update included the process for selecting a QEP topic, development of student learning outcomes, and consideration of various assessment methods. The team also discussed the budgetary requirements to support the QEP and mentioned that the budget will be developed at a later date. The QEP co-chairs agreed to provide Cabinet members with additional updates on their work in the coming weeks.
21. Mr. Hawley mentioned that President Fore had recently submitted a legislative funding request in the amount of \$750,000 to support the proposed Diesel Mechanic and Marine Motor Technician programs. He added that President Fore was also pursuing funding for various infrastructure improvements on the Conway and Grand Strand Campuses. He agreed to keep Cabinet apprised on the success of these efforts.

22. Mr. Dove mentioned that the Banner 9.0 migration was deferred to better accommodate the implementation of the new Contact Center with Blackboard, Inc. Agents from Blackboard, Inc. will be training on HGTC's Conway Campus on March 12-14, and will also visit all HGTC campuses during that time. The scheduled implementation date for the new Contact Center is March 20th. A date for the Banner migration is yet to be established.
23. Mr. Hawley and Dr. Batten mentioned that the SC Commission on Higher Education (CHE) was currently conducting a regularly scheduled audit of the State (CHE) funded Financial Aid programs. They agreed to provide Cabinet with an update on the status of that work at a later date.
24. Dr. Wilbanks provided a brief overview of the College's participation in the South Carolina Research Authority initiative.
25. Mrs. Snyder provided several Human Resources updates and reminded everyone of the "Live to Lead" training on Friday, March 9th from 8:30-12:30 in the B&C Auditorium on the Conway Campus.
26. Dr. Batten and Dr. Wilbanks lead a discussion regarding the current Scholar's luncheon and Garden Party events. The discussion centered on whether the events should be combined, and the implications to all stakeholders. Cabinet unanimously agreed to maintain the events separately this spring, but would consider combining the events next year. The team would evaluate the efficacy of combining the events after the current year commencement exercise.
27. Mr. Hawley apprised Cabinet on the need to place a lien on the Georgetown AMC property as required by the EDA Grant. This matter would be placed on the next Area Commission agenda for their approval.
28. President Fore will be hosting an all-college meeting (via skype) on Monday, March 12th, at 3:00 pm.
29. The Cabinet meeting was concluded and the next meeting is scheduled for Wednesday, March 14th on the Conway Campus.

* * * * *