

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

Mr. Edward Tinsley, Senior Vice-President – McLeod Health
Mrs. Candace Howell, AVP – Academic Affairs, Dean of University Transfer and Business
Mrs. Heather Hoppe – Registrar
Dr. Christy Bailey, AVP/ Dean - Allied Health Science
Ms. Ann Daniels, Chair/Professor – Nursing
Dr. Douglas Gleasman, Chair/Professor - Medical Imaging

Stacey Au, Black Board - Project Manager
Justin Owings, Blackboard - Customer Success Advocate
Gayla Ellison, Blackboard - Supervisor, Learning Architecture
Bridget Gillespie, Blackboard - Senior Supervisor, Service Center
Kimberly Johnson, Blackboard - Customer Service Advisor
Jessica Gaddis, Blackboard - Customer Service Advisor
Jenny Palmer, Blackboard - Customer Service Advisor
Lillian Edwards, Blackboard - Customer Service Advisor
Jacob McMakin, Blackboard - Customer Service Advisor
Angela Sizemore-Black, Blackboard - Customer Service Advisor

Meeting Summary:

1. Dr. Wilbanks and Mrs. Howell provided Cabinet members with a comprehensive update on Academic Affairs’ efforts toward enhancing HGTC’s student success (retention rates). In particular, the team highlighted changes to the Developmental Studies coursework and mentioned specific activities of the “Retention Committee.” Cabinet members engaged in a robust conversation on best practices and various mechanisms for improving retention. President Fore shared her thoughts and insights on Developmental

Studies and highlighted other opportunities for improving student success. Mr. Dove agreed to investigate the requirements and costs necessary for upgrading Banner to better capture the reasons for student withdrawals, a key component for improving retention. Dr. Wilbanks also mentioned that Mr. Tony Holland, an external consultant, would be speaking with the faculty and academic leaders on May 10th regarding best practices/strategies for improving student retention. At Cabinet's request, Dr. Wilbanks had researched having Mr. Holland also meet with Cabinet members and other key academic leaders after his meeting with the faculty. The additional cost for having Mr. Holland meet with Cabinet and senior academic leaders was \$1,000. The request for the additional time with Mr. Holland was unanimously approved. Cabinet members fully recognized and embraced improving student success as a key priority for the foreseeable future.

2. The Blackboard, Inc., Contact Center team that is dedicated to HGTC joined Cabinet to meet the College President and its executive leadership. Cabinet members all thanked the Blackboard group for attending the on-site training this week and expressed their unwavering support of the Contact Center, and looked forward to the implementation on Tuesday, March 20, 2018.
3. Mr. Hawley provided a written status report and update on the various construction and renovation projects scheduled for each of the College campuses. Many of these projects were mentioned in President Fore's "all-college" meeting on March 12th. Mr. Hawley noted that much of the work centers on improving the interiors and exteriors of the Grand Strand Campus. Considerable work is also dedicated to renovating the existing Georgetown Building including relocating the bookstore to a larger space, enhancing food service offerings, and upgrading the appearance of the hallway and several adjoining rooms in the main building. Future renovation projects may also include replacing certain existing interior doorways in Building 1100 on the Conway Campus to create a more "open and inviting" environment. Mr. Hawley indicated that President Fore was actively engaged in the planning of the renovation activities and that he and his team were meeting again with President Fore on March 21st regarding various construction and renovation initiatives. Mr. Hawley added that he would keep Cabinet apprised on the progress of renovation activities.
4. Mr. Hawley provided an update on the College's safety and security measures, highlighting that HGTC now had implemented 49 of 51 "nationally recognized best practices" in public safety. He mentioned that efforts were underway to install Public Announcement (PA) systems, both internally and externally on all campuses, over the next few months. Mrs. Snyder mentioned that HGTC was hosting another "Threat Assessment" training seminar on Friday, March 16, 2018 and that both Mr. Hawley and Dr. Batten would be available for a "question and answer" session following the training seminar. Mr. Hawley also mentioned that he had recently met with Chief Roper, Director of Public Safety – CCU, to again ensure that the College was taking all practical measures necessary to ensure a safe and secure environment for faculty, staff, and students. Mr. Roper confirmed that HGTC had taken exceedingly appropriate measures for ensuring a safe and secure environment. Cabinet members discussed other safety and security considerations and Mr. Hawley indicated he would share those discussions with President Fore.

5. Mr. Edward Tinsley, Senior Vice President – McLeod Health, joined Cabinet and discussed updates and trends in the healthcare industry in Horry County. Dr. Christy Bailey, Ms. Ann Daniels, and Dr. Douglas Gleasman attended the Cabinet session with Mr. Tinsley. Among other topics, Mr. Tinsley discussed recent mergers/acquisitions, strategic planning, and succession planning at McLeod Health. Mr. Tinsley also discussed HGTC's Allied Health students and commented positively on their work (technical skill set) readiness. Cabinet members thanked Mr. Tinsley for his leadership and insights, and for taking the time from his hectic schedule to join the leadership meeting.
6. Mrs. Hoppe provided an informative update on her efforts regarding "administrative graduation." Mrs. Hoppe indicated that administratively graduating students was part of a broader initiative to better focus on student progress and assist students with completing their desired goals. In particular, Mrs. Hoppe mentioned an initiative focused on identifying students that were close to completing their degree requirements and then developing an action plan for achieving that goal. Her efforts also concentrated on "certifying and graduating" students who otherwise failed to apply for graduation. Cabinet members thanked Mrs. Hoppe for her overall leadership and success in this project.
7. Dr. Batten provided an update on the spring enrollment across the SC Technical College System and also shared information regarding HGTC's summer enrollment activity. She mentioned that HGTC exceeded most colleges in the spring semester, and noted that HGTC's fall (2017) enrollment was up 2% versus the system average (which was down 2%). Mr. Hawley mentioned that his team had also been actively promoting the "Year-Round Pell" that was available to qualified students and suggested that these funds may further boost summer enrollment. Dr. Wilbanks agreed to again remind faculty to share with students the availability of summer Pell Grant aid for eligible students.
8. Dr. Batten and Mr. Hawley provided an update on the recent SC Commission on Higher Education's (CHE) audit of HGTC's State-funded financial aid. It was noted that audit fieldwork had been completed during the past week, and that no findings or reportable issues were identified.
9. Mr. Hawley outlined the application for the "Leadership South Carolina" program. The program requires a 3-day commitment each month, and costs \$3,750 (which includes meals and lodging). The program exposes participants to a variety of social and economic challenges and opportunities that face South Carolina; and includes business, non-profit organization, government, and community leaders. Cabinet members recommended a proposed candidate and that individual will be shared with President Fore for her consideration and approval.
10. Mr. Dove provided Cabinet members with a comprehensive update on the various Information Technology (IT) initiatives that he and his team were managing. Mr. Dove mentioned the ever-increasing list of IT projects and the difficulty in acquiring skilled IT resources that had prior experience in higher education. The team discussed various methods and strategies for improving salary competitiveness, using "search firms" to acquire resources, and the potential for outsourcing components of the IT project list. It was agreed that Mr. Dove would prioritize the outstanding list of projects and that he and other Cabinet members would develop proposed options at their next meeting, and would share those recommendations with President Fore for her consideration.
11. Mrs. Heafner provided Cabinet members with an update on the status of the College's strategic planning process, and her efforts in 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.

12. The Cabinet meeting was concluded and the next meeting is scheduled for Wednesday, March 21st on the Grand Strand Campus at 8:00 AM.

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