

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated May 16, 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:

Ms. Theresa Strong, Chair/Professor – Business
Ms. April Garner, Director - Career Resource Center
Dr. Becky Boone, AVP – Institutional Support
Mr. Kevin Brown, Director – Maintenance, Grounds, and Housekeeping
Mrs. Alfreda Lewis, Employment Specialist – Human Resources
Mrs. Dianna Cecala, Procurement Director

Meeting Summary:

1. Mrs. Lewis and Mrs. Snyder discussed an Inclusion and Diversity Initiative that was being spearheaded by the Human Resources Department. The program is designed to increase the awareness of diversity issues in the workplace and create an organizational climate that is both inviting and supportive of workplace diversity. Cabinet fully endorsed the program, and agreed to suggest recommendations for members to serve on the College’s “Inclusion Team”, as requested by Mrs. Lewis. The HR Department agreed to provide additional details and updates on the Inclusion and Diversity Program in the coming weeks.

2. Ms. Gardner and Ms. Strong presented an update on the College’s QEP initiative and specifically focused on the logo as recommended by students, and the proposed budget as developed by the QEP team. Cabinet endorsed the logo and provided commentary about the proposed budget and proposed resource requirements by fiscal year. The QEP Team leaders agreed to incorporate any feedback from Cabinet and President Fore into their final plans. Cabinet members will begin reviewing the QEP Team’s report in June. Ongoing updates from the QEP Team will be provided at future Cabinet meetings.

3. Dr. Boone discussed the upcoming visit from Dr. Hoefler, VP-SACSCOC, and highlighted the key subjects and matters that will be covered during his time at HGTC. In particular, the SACSCOC Team and Dr. Hoefler will address feedback from the off-site committee, and discuss preparations for the on-site visit in October.

Dr. Boone also reminded Cabinet members of the deadlines for responding to feedback received from the off-site committee and the documentation requirements for the Focus Report.

4. Mrs. Cecala presented a request and justification of \$14,500 for two pieces of equipment for the College's Print Shop that will be used to support the overall marketing function. The requests include a "Miller Weld Master and a Top Heat Laminator." The equipment will expand the Print Shop's capability to produce banners and signage throughout the College, and avoid the need to use external signage/print firms. The equipment request was unanimously approved.
5. Mrs. Cecala presented College Policies and Procedures 2.2.1, 2.2.1.1, 4.2.2, and 4.2.2.1 for review. The policies and procedures addressed travel reimbursement and use of college vehicles (including rental cars). Mrs. Cecala explained the rationale for the proposed changes and mentioned that the changes had been recommended by a cross-functional team including representatives from the President's Office, Procurement Office, and Business Office. After discussion, the Cabinet members unanimously approved the proposed changes which will be communicated to all employees in the near future.
6. Mr. Brown presented a request and justification to fill a full-time vacant custodial position on the Grand Strand Campus. The position is assigned to Building 200, the largest building on that campus. Mr. Brown explained the volume of work, job responsibilities, and physical space assigned to the position. He also mentioned that HGTC's custodial staff ranks among the best in the nation in terms of physical space covered by each person, as reported by independent sources. Mr. Brown noted that there would be no budgetary impact in replacing the position. Given the importance of the position, the request was unanimously approved.
7. Dr. Wilbanks presented a request and justification to hire a full-time instructor for the planned Diesel Mechanics program. After discussion, the request was unanimously approved.
8. Cabinet members all discussed the recent visit from Dr. Holland, and in particular focused on the specific strategies and techniques that instructors and academic leaders can utilize to enhance student success. A copy of Dr. Holland's presentation is being made available to all faculty. The team discussed the various components of his presentation/approach and highlighted several inherent issues associated with improving and measuring student goal attainment. Cabinet members unanimously agreed that HGTC's faculty had done an outstanding job in optimizing retention and student success in the past, and that most of the efforts going forward were of a continuous improvement nature. Cabinet members were reminded that a Student Success Improvement Team had been established with representation from across all college divisions, and that team would be meeting at the end of May to begin implementation of their retention improvement strategies. Cabinet members agreed that Student Success and Retention updates would be an ongoing and integral part of Cabinet meetings.
9. Mr. Hawley presented the "equipment" budget requests that had been submitted as part of the College's annual budgeting cycle. Each Cabinet member discussed the justification for their equipment requests.

The Cabinet-approved listing will be submitted to President Fore for her consideration and approval, and then incorporated into the annual operating budget.

10. Mrs. Roper highlighted the College's marketing theme for 2018-19 and discussed some of the more significant promotional activities that were planned for the upcoming year. Cabinet members expressed overwhelming support for the new theme (which will be publicly communicated in the near future). Mr. Hawley mentioned that the new theme could be included as the College's "tag line" (in its logo), which was endorsed by Cabinet. Everyone thanked Mrs. Roper for developing the new theme and highlighting examples of how it will be incorporated in future marketing/promotional campaigns.
11. Dr. Batten provided an update on the summer enrollment, and noted that the "day-to-day headcount enrollment levels were 4.53% (FTE 10.3%) ahead of prior year. Dr. Batten mentioned that promotional efforts had been underway that focused solely on the summer session and specific student demographics (such as transient students). Dr. Batten also mentioned that updates on the fall enrollment would be presented at future meetings. Cabinet members expressed their appreciation of the enrollment efforts taking place College-wide.
12. Dr. Batten led a discussion regarding the College's recent commencement activities, and mentioned that various individuals from other operating divisions were also being requested to reflect upon the event and to offer ideas for continuous improvement. In particular, the team focused on the success of the earlier starting time, and recommended continuing with that practice. The group also highlighted the benefits of having students be seated prior to the platform committee and also recommended continuation of that protocol. Everyone agreed that the commencement exercise was a success and recommended no significant changes.
13. Mrs. Snyder provided an update on the temporary staff budget. She mentioned the need for budgets to be submitted to HR by May 23rd and the need for employment contracts to be completed by June 30th. She also discussed the success of the Employee Appreciation Luncheon that was held on May 7th, and President Fore offered ideas for further improving that event in the future. Mrs. Snyder also noted the regularly scheduled State Human Resources Division Audit scheduled for June 5th.
14. Mr. Hawley provided an update on the College's plans for fall tuition and noted that a formal decision had not yet been approved by President Fore.
15. Mr. Dove gave a brief update on the Banner 9.0 project and explained some of the unique and technical challenges associated with that project. He noted that the training for Banner 9.0 will occur on June 11th-13th, and the implementation date is scheduled for October 16th.
16. Dr. Batten provided a comprehensive update on the Banner Recruit (CRM) project and highlighted some of the successes of the implementation team in recent weeks. She agreed to keep Cabinet apprised on the status of the project.

17. Mrs. Heafner provided Cabinet with an update (from a prior request) to proceed with a grant application for \$700,000 to the Office of Naval Research for Cyber Security. Mrs. Heafner indicated that she had met with a team including representatives from Facilities Management and Academic Affairs to discuss costs of the Cybersecurity project and to identify any IT, facility, or financial obligations to the College. She mentioned that no additional obligations to HGTC were identified, and asked for Cabinet's approval to move forward with the white paper submission. The request was unanimously approved.

18. Mrs. Heafner presented a request and justification to purchase enhanced virtual reality software, equipment, and furniture for the Visualization Lab on the Grand Strand Campus in the amount of \$105,435. Approximately \$88,504 of the request will be funded by the Chapin Grant. President Fore urged everyone to support use of the Visualization Lab. After discussion, the request was unanimously approved.

19. The Cabinet meeting concluded. There will be no Cabinet meeting next week due to the scheduled visit from Dr. Hoefer from the SACSCOC. The next Cabinet meeting is scheduled for Wednesday, May 30th at 8:00 am at the Conway Campus. Details regarding the next meeting will be provided over the coming week.

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