

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated May 2, 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, Student Services Coordinator – Career Development Center
Dr. Becky Boone, AVP – Institutional Support

Meeting Summary:

1. Mr. Hawley reported that several Cabinet members and Mrs. Candace Howell had created a Student Success Improvement Steering Team that included representation from across the College. The Cabinet members and Mrs. Howell also shared that they had developed a comprehensive Retention Improvement Plan (with specific timelines and persons responsible) which was shared with President Fore. President Fore and Cabinet members reviewed the plan in detail, and engaged in thorough discussion on all matters relating to student success.

President Fore offered recommendations for the Steering Team and shared her perspectives on some of the planned improvement efforts. Dr. Wilbanks mentioned several key actions already being taken by faculty and the Academic Affairs team. Mrs. Heafner outlined information learned from her analysis of retention data and from her personal interactions with students (as part of the focus group study). The Steering Team agreed to meet routinely (at least every other week) over the coming months to monitor progress of the planned actions. Status reports of the team’s work will be shared with Cabinet members and President Fore on a routine basis.

2. Ms. Strong and Ms. Garner provided President Fore and Cabinet members with an update on the Quality Enhancement Plan (QEP) and outlined the QEP Team’s work scheduled over the next several weeks. The group engaged in a robust and comprehensive discussion about various aspects of the QEP document and the review process going forward. President Fore and the team specifically discussed the work plans, timelines, review process, and student engagement. President Fore and Cabinet also discussed the

marketing and communication efforts, logo, and budgetary needs for the QEP initiative. A draft of the QEP will be provided to Cabinet and President Fore on June 15th for their review and input.

3. Dr. Batten provided an update on the summer enrollment, and noted that the “day-to-day headcount enrollment levels were 6.22% (FTE 11.17%) ahead of prior year. It was noted that “paid” numbers were 46.53% ahead of the prior year. It was also noted that a process for “dropping classes” for those students who had not secured payment was scheduled for the current evening. Dr. Batten mentioned that promotional efforts were underway that focused solely on the summer session and specific student demographics (such as transient students). Cabinet members expressed their appreciation of the enrollment efforts taking place College-wide.
4. Dr. Batten provided a brief update on the planned Commencement activities scheduled for May 9th.
5. Dr. Batten presented a request and justification to fill a full-time vacancy for the Internal Communications Specialist for the Title III Grant. The position is funded by the grant, and is essential to fulfilling the requirements of the grant. The request was request was unanimously approved.
6. Dr. Batten presented a request and justification to fill a full-time vacancy as a New Student Enrollment/Health Science Advisor. The position is funded by the Perkins Grant and is essential to meeting the needs of students. Given the importance of the position and its role in serving students, the request was request was unanimously approved.
7. Dr. Batten presented a request and justification to fill a full-time vacancy as the Director of Student Development. As this was a replacement of an existing position, there would be no budgetary impact. Given the importance of the function in serving students and in meeting regulatory requirements, the request was request was unanimously approved.
8. Dr. Batten provided a comprehensive overview and update on the TITLE III project which included HGTC receiving a grant award in the amount of \$1,877,464. The project scope includes implementation of a life-cycle constituent relationship management (CRM) system that will improve internal campus communications, and the ability to interact and support students through all phases of the enrollment cycle. The project scope also includes an instructional component to establish an engaging learning environment in both distance learning (online) and traditional courses. The project remains in full compliance with the terms and conditions of the grant. Dr. Batten highlighted some of the technical and resource challenges associated with the project, and outlined measures taken to address those matters. To date, more than 500 Bridge and PACE student applications have been entered into the system. Cabinet members endorsed the implementation team’s decision to engage external consultants to resolve some of the technical challenges associated with the software, and to establish a revised date for completion. Cabinet members recognized and applauded the efforts of everyone involved in the project and offered their full support to Dr. Batten and her team as they continue their work in completing the project.

9. Mrs. Heafner requested Cabinet’s approval to move forward with a grant application to the Office of Naval Research for Cyber Security. If awarded, the funds will be used for upgrading a classroom to a Cyber Operating Center and building a Forensic Lab so that students can be trained to react to simulated attacks as Cyber Analysts in a team environment. Although there was no apparent “matching requirement” of the College, Cabinet members requested additional information on facility (infrastructure) costs, software maintenance, personnel costs, and any other expenses/obligations that the College may have to incur that are associated with the grant. After discussion, Cabinet members endorsed Mrs. Heafner and Dr. Wilbanks completing the necessary “due diligence” for the grant, and then presenting that information to the Cabinet (at a later date) for their consideration. Dr. Wilbanks agreed to gather additional details/requirements about the grant especially as it relates to future expenses/obligations and potential commitments of the College.

10. Mrs. Heafner asked for Cabinet's approval to move forward with a grant application to the State Workforce Development Board. The purpose of the grant is to expand the “Train 2 Work” initiative to residents in Horry and Georgetown Counties. The request was unanimously approved.

11. Mrs. Heafner provided an update on the development of the new Institutional Strategic Plan. She shared that the Academic Deans and Institutional Effectiveness Committee had provided feedback on the proposed plan. She also mentioned that efforts were being made to condense the plan and consolidate similar goals/objectives and strategies wherever practical. Mrs. Heafner indicated that she will present Cabinet with a revised draft for their review in the next 2 weeks. After approval by Cabinet, the Strategic Plan will be presented to President Fore for her approval, and then to the Area Commission for final approval and implementation.

12. Mrs. Snyder provided an update on the temporary staff budget and outlined the timeline to share those budgets with Dr. Fore. She also mentioned the Employee Appreciation Luncheon scheduled for May 7th. Mrs. Snyder highlighted the Anti-Harassment and Non-Discrimination Training that had been provided, and outlined her plans to finalize that training for all employees. Lastly, she mentioned the Preventing Workplace Violence Workshop that is scheduled for May 14th.

13. The Cabinet meeting concluded. There will be no meeting on May 9th pursuant to the College’s Commencement activities scheduled for that day. The next Cabinet meeting is scheduled for Wednesday, May 16th at 8:00 at the Conway Campus. Details regarding the next meeting will be provided over the coming week.

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