

**Cabinet Meeting Summary**  
**Conway Campus – President’s Board Room**  
**Meeting Dated May 30, 2018**

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**Cabinet Attendees:**

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  
Mrs. Lori Heafner, AVP - Institutional Planning, Research, and Grants  
Mrs. Jacquelyn Snyder, AVP – Human Resources  
Mrs. Lari Roper, Assistant Marketing Director

**Guests:**

Mr. Lawson Holland, Chair/Professor – Sports Tourism  
Mrs. Cindy Johnston, AVP - Student Enrollment Services  
Mr. Kevin Brown, Director – Maintenance, Grounds, and Housekeeping  
Ms. Monica Ramsey, Administrative Assistant – Human Resources

**Meeting Summary:**

1. Mrs. Snyder introduced Ms. Monica Ramsey as the newest addition to the Human Resources Team and outlined the role she plays in overseeing employee leave, managing employee training, and performing various other key functions. Cabinet members all welcomed Ms. Ramsey to HGTC and offered their support in her new position.
2. Dr. Wilbanks provided an update on the College’s QEP initiative and specifically focused on the proposed 5-year budget for the QEP. Cabinet members reviewed and approved the revised budget of \$1,088,260 that will be presented to President Fore. Dr. Wilbanks mentioned that QEP team members are currently writing the QEP report, and that Cabinet will be provided with a draft copy to review on June 27, with Cabinet feedback due to the QEP team on July 11. Cabinet is also scheduled to be provided with a revised and final draft on August 1. Ongoing updates from the QEP Team will be provided at future Cabinet meetings.
3. Mr. Hawley shared that he, Mrs. Heafner, and Mrs. Howell (Dean) would be convening later in the day to discuss student success and the College’s overarching retention improvement initiative. He noted that a “Retention Improvement Team” had been formed that included several faculty members and representatives from functional areas across the institution. The full Retention Improvement Team is scheduled to meet on June 13 to finalize their action plans for improving student success. A document outlining those plans will be shared with Cabinet after the June 13 meeting. Mrs. Heafner mentioned that she and Mrs. Howell had begun surveying student focus groups to identify reasons for and causes of student success and persistence. It was noted that research recommends identifying the behaviors of

successful students and replicating those practices wherever practical. Cabinet members were all invited to attend the various retention meetings, and would be provided updates on the progress and success of the Retention Team on a routine basis.

4. As part of Cabinet's spotlighting employees and based on the recommendations of Dr. Tony Holland (external retention consultant), Professor Lawson Holland was asked to join Cabinet and share his thoughts and experiences as a prior professional coach regarding leadership, team building, and motivation. Professor Holland shared common traits among highly successful leaders and emphasized the varying styles and strategies employed by those individuals. In particular, Professor Holland discussed techniques that work, and those that don't, especially when working with younger (millennial) students. Professor Holland emphasized the qualities of being genuine, identifying with students, fostering unity among team members and co-workers, and the importance of work-ethic. Cabinet members and Professor Holland discussed the significance of these traits in motivating students and the role they play in student success and retention. Cabinet members all thanked Professor Holland for his leadership and for sharing his insights and experiences.
5. Cabinet members reviewed the proposed agenda for the upcoming Area Commission meeting. Mr. Hawley made note of any changes or additions to the agenda, and indicated he would share those with President Fore for her consideration. The Area Commission meeting is scheduled for June 12 at 7:00 PM in the Board Room on the Conway Campus.
6. Mrs. Heafner presented the revised Institutional Strategic Plan. In particular, she noted the revisions to the strategic initiatives and outcomes, and highlighted the specific metrics that were developed to monitor progress and demonstrate success. Having reviewed and discussed the plan, Cabinet unanimously approved the revised Strategic Plan. Mrs. Heafner agreed to provide the plan to President Fore for her review. After approval by the College President, the plan will be presented to the Area Commission on June 12 for final approval and college-wide distribution.
7. Mr. Brown presented a request and justification in the amount of \$1,694 for a computer, printer, and telephone for the Grand Strand custodial team. Mr. Brown indicated that having a dedicated computer, printer, and telephone will enable staff to record hours worked at a central location, complete mandatory OSHA and other safety training on-line, and process work orders more efficiently. Mr. Brown indicated that he had sufficient funds in his existing budget to acquire the requested equipment and did not need other funding resources. After discussion, the request was unanimously approved.
8. Dr. Wilbanks presented a request and justification in the amount of \$5,819 for a Lifepak defibrillator/heart monitor training unit for the College's EMT Program. After discussion, the request was unanimously approved.
9. Mr. Brown presented a request and justification to fill a full-time vacant custodial position on the Conway Campus. The position is assigned to Building 1000. Mr. Brown explained the volume of work, job responsibilities, and physical space assigned to the position. 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.

10. Mr. Brown presented a request and justification to fill a full-time vacant “lead” (supervisor) custodial position on the Conway Campus. Mr. Brown explained that the position is responsible for overseeing assigned staff, inspecting work, order materials and supplies, maintaining physical inventories, and processing work orders. 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.
11. Mrs. Johnston presented a request and justification to increase the hours allocated to an existing temporary part-time position on the Conway Campus. Mrs. Johnston explained the position request was necessary to provide uninterrupted support for the Testing Center. Given the importance of the position, the request was unanimously approved.
12. Mrs. Snyder reminded everyone of the June 1 deadline for submitting EPMS forms, and urged that the Cabinet pass this information along to everyone in their respective organizations. Supervisors need to meet with and discuss evaluations with their staff by June 15. She also shared an update on the TERI program and proposed changes in legislation that may eliminate the annual earnings cap. Mrs. Snyder also noted that numerous faculty and staff positions were vacant and reminded everyone to remain diligent in expediting the job posting, candidate interview, and selection process.
13. Mr. Hawley presented a new policy and procedure (2.3 and 2.3.5) regarding grants and external funds that had been being developed pursuant to standards set forth by the SACSCOC. After review and discussion, the policy and procedure were unanimously approved, and will be forwarded to President Fore for her approval. After approval by President Fore, the policy will be presented to the Area Commission at its meeting on June 12.
14. Mr. Hawley provided an update on the status of the College’s external call center operations and noted that the service provider was performing well in all categories, except “average handle time” (time spent with callers) was somewhat higher than originally forecast. He indicated that he and other functional area leaders across the college are monitoring calls and service levels to ensure compliance with the contract.
15. Mr. Hawley discussed the Aspen Award for Community College Excellence and solicited the feedback from Cabinet in regards to pursuing the prestigious award. He agreed to perform additional research and bring the topic back at the next meeting for consideration by the team. If approved by the Cabinet, the proposal would then be presented to President Fore.
16. Mr. Hawley mentioned that the annual budget had been developed and would be shared with Cabinet and President Fore over the next week. The budget had been compiled with input from all operating divisions and with appropriate approvals having been obtained from Cabinet members and President Fore. After final approval from President Fore, the annual operating budget will be presented to the Area Commission on June 12.

17. Mrs. Johnston provided an update on the fall enrollment, and noted that the “day-to-day” headcount enrollment levels were 3.75% ahead of prior year. Mrs. Johnston mentioned that more than 650 students had not been transitioned from the Recruit System to Banner, and as a result, the enrollment numbers previously mentioned did not include these students (and enrollment was actually further ahead than 3.75%). Cabinet members expressed their appreciation of the enrollment efforts taking place College-wide.
  
18. The Cabinet meeting concluded. The next meeting is scheduled for June 6<sup>th</sup>. The location of the meeting is yet to be determined and will be communicated over the next few days.

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