

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated June 6, 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
Dr. Melissa Batten, VP – Student Affairs
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. Kevin Brown, Director – Maintenance, Grounds, and Housekeeping

Meeting Summary:

1. President Fore and Cabinet reviewed the proposed agenda for the Area Commission meeting scheduled for June 12. The team discussed the various agenda items and the salient points and topics to be covered in anticipation of the meeting. The Area Commission meeting is scheduled for June 12 at 7:00 PM in the Board Room on the Conway Campus.

2. President Fore discussed her plans to visit the other campuses and meet with College employees, as outlined in her email from earlier in the week. Cabinet members offered ideas and perspectives on topics that needed to be addressed, and mentioned the importance of recognizing the many accomplishments over the past year.

3. President Fore and Cabinet discussed a proposed “retreat” that would focus on the new (revised) Institutional Strategic Plan as prepared by Mrs. Heafner. The team discussed various aspects of the proposed retreat and the importance of ensuring awareness, acceptance, and full support of the new plan; with particular emphasis on ensuring that “quality” remained at the center of all College activities. As part of the discussion, Cabinet agreed to add the revised strategic goals of “quality, growth, and stewardship” to the Cabinet meeting agenda “letterhead.” Mrs. Heafner emphasized that in developing the plan input was received from Cabinet members and from employees in each respective division that serve on the Institutional Effectiveness Committee. Mrs. Heafner agreed to facilitate the proposed retreat that would be held off-campus at a time/location to be later determined. Cabinet members agreed to work on the retreat agenda and other associated details at its next meeting.

4. Dr. Wilbanks provided an update on the College's QEP initiative. 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.
5. Mr. Hawley shared 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 "continuing students" 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.
6. Mr. Hawley presented a request and justification in the amount of \$14,067 for cubicle systems for the Accounting/Finance Department. The existing cubicle walls are not sound proof and do not extend to the ceiling. He suggested that better, more confidential work space is needed in this area and the cost of the cubicles is less expensive than constructing new "hard" (sheetrock) walls and purchasing new work stations. After discussion, the request was unanimously approved.
7. Dr. Wilbanks presented a request and justification in the amount of \$136,965 for various equipment/furniture (tables) for the Diesel Mechanics and Marine Motor programs. The equipment was essential to the programs and needed to be purchased within the next few weeks to accommodate the lead times for delivery. The request was unanimously approved.
8. Cabinet members discussed potential candidates for the Leadership Grand Strand (LGS) program, having considered individuals from across all campuses and all operating divisions. After discussion, the team identified 2 candidates and will forward those names to President Fore for her consideration.
9. Mr. Brown presented a request and justification for a full-time custodian at Conway; a full-time temporary custodian at Grand Strand; and a full-time custodian at Georgetown. The positions are all replacements and will not have any budgetary impact. After discussion, the requests were unanimously approved. The team also discussed the need for a dedicated maintenance person at Georgetown once the new Center for Advanced Manufacturing was completed.
10. Dr. Wilbanks presented a request and justification for a full-time welding instructor for the Conway Advanced Manufacturing Center. After discussion, the position request was unanimously approved.
11. Mr. Hawley reminded everyone of the importance of providing external call center (Blackboard) agents with information about new programs, changes to existing programs, scheduled events, or other matters

of interest that students and/or the public may inquire. It was unanimously agreed that each Cabinet member would be responsible for ensuring that informational updates for their respective areas would be provided to Blackboard in a timely manner. Mr. Hawley shared with each Cabinet member the contact information for Mr. Justin Owings, the primary point of contact at Blackboard for conveying this information. Mr. Hawley indicated that once Mr. Owings was apprised of any informational updates at HGTC, that Mr. Owings would be personally responsible for ensuring all call center agents were apprised of and familiar with the new information.

12. Mrs. Heafner presented a request and justification to pursue a grant with Vulcan Inc., for funding for the new Diesel Mechanics program. The grant would have no matching requirement or other commitments from the College. The request to proceed with the grant was unanimously approved.
13. Mrs. Heafner presented a request and justification to pursue a Waccamaw Community Grant for \$5,000 for voltage meters for the HVAC program. The grant has no matching requirement or other commitments from the College. After discussion, the request to proceed with the grant was unanimously approved.
14. Mr. Hawley presented the final copy of the proposed 2018-19 annual operating budget. Cabinet members had already provided detailed input to the budget for each of their respective areas, and had previously reviewed the various individual budgetary components. Cabinet members unanimously approved the annual operating budget as presented. The budget will be shared with President Fore for her approval and then presented to the Area Commission on June 12 for final approval.
15. Dr. Batten provided an update on the fall enrollment, and noted that the “day-to-day” headcount enrollment levels were approximately 1.4% ahead of prior year. However, she noted that more than 450 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 1.4%). Dr. Batten mentioned that she would be providing a more in-depth analysis of fall enrollment over the next week, and that members from her team would present the detailed fall enrollment plan at the next Cabinet meeting.

Dr. Batten mentioned various changes to Bridge and PACE programs that may impact enrollment for the upcoming fall. Cabinet also discussed the impact of the current economy and record-low unemployment that may also impact fall enrollment. Mr. Hawley shared with Cabinet the summer enrollment numbers for each of the other SC Technical Colleges. After discussion, Cabinet members agreed to discuss these factors and formulate a reasonable (expected) enrollment goal for the fall semester at its next meeting. Establishing an enrollment goal would be in response to feedback from external consultants and could serve as a means for monitoring progress and measuring/celebrating success.

16. Mrs. Snyder reminded everyone of the 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. 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.

17. Dr. Batten presented a request and justification to fill a vacancy as an Admissions Advisor on the Georgetown Campus. This is a replacement of an existing vacancy, and approving the position request will not have any budgetary impact. Given the importance of the position, the request was unanimously approved.
18. Mr. Dove provided an update on several key Information Technology initiatives including the Banner 9.0 migration, customer relationship management (CRM) project, and the addition of new redundant circuitry to provide uninterrupted telecommunications back-up for all College operations. Training for the Banner 9.0 Project will occur next week, and the migration is planned for October 2018 (with a specific date to be determined).
19. Mr. Mitchell discussed a proposed workforce development partnership with Bank of America. He agreed to provide Cabinet with additional details of that opportunity as they become available.
20. Dr. Batten provided an update on her efforts to fill a number of vacancies in her division, and discussed the success and challenges associated with the CRM Project. Dr. Batten also mentioned the proposed timeline for receiving the Perkins Grant award, and developing a budget for spending those funds.
21. Dr. Wilbanks mentioned that the Pharmacy Tech program was being suspended and that details on that program and its cessation would be forthcoming.
22. The Cabinet meeting concluded. The next meeting is scheduled for June 13th. The location of the meeting is yet to be determined and will be communicated over the next few days.

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