

**Cabinet Meeting Summary**  
**Conway Campus – President’s Board Room**  
**Meeting Dated June 13, 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  
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

**Guests:**

Ms. Kaji Orr, Benefits Specialist – Human Resources  
Mrs. Candace Howell, AVP – Dean Academic Affairs (University Transfer and Business)  
Mr. Russell Luce, Professor – Communications - English  
Mrs. Cindy Johnston, AVP – Student Enrollment Services

**Meeting Summary:**

1. Dr. Wilbanks introduced Mrs. Jill Stone who serves as administrative assistant to the VP-Academic Affairs. Mrs. Stone shared her background and discussed the many roles for which she is responsible. Cabinet members all welcomed Mrs. Stone to the HGTC Team.
  
2. Mrs. Howell mentioned 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 later 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. Mrs. Howell also mentioned a project that she was working on with other faculty/staff that included calling students who have dropped courses over the summer to better understand their reasons for withdrawal. 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.
  
3. Professor Luce presented on the topic of Generation “Z” (those born after 1995) and highlighted the unique socio-economic characteristics of that demographic. In particular, Mr. Luce discussed the communication, learning, and inter-personal relationship preferences of Generation “Z” students. The Team also discussed how the Generation “Z” individual and their work/life preferences may impact the future workforce.

Cabinet members also discussed how this information could be applied to the College's current Retention Improvement initiative. Cabinet members all thanked Professor Luce for his enlightening presentation.

4. Ms. Orr provided an update on the HGTC Wellness Ambassador Program that she was leading. She also outlined a number of other key health and wellness related initiatives that she was organizing and directing, and highlighted the benefits to those programs. Cabinet members all expressed their support of these programs and specifically thanked Ms. Orr for her work and leadership. Cabinet also offered their unwavering support toward the future success of these initiatives.
5. Mrs. Heafner outlined a draft agenda for the proposed "Strategic Planning Retreat" that is tentatively scheduled for August 3<sup>rd</sup> and that would focus on the new Institutional Strategic Plan. Cabinet members all discussed the purpose and outcomes of the meeting, and discussed various topics for consideration. The team agreed that the session would include a "workshop", dedicated to crafting specific outcomes by functional division. The team agreed to continue their discussion on the topic at their next meeting, and then present a formal recommendation and agenda to President Fore for her consideration.
6. 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 a proposed candidate and Dr. Wilbanks agreed to forward that name to President Fore for her consideration. The deadline for submitting applications is June 29th.
7. Cabinet members discussed the notion of having a separate (second) commencement in the fall of the academic year. After discussion, the team agreed that additional research and discussion on the topic was needed. Dr. Batten agreed to complete that research and the matter would be revisited at the next Cabinet meeting.
8. Mrs. Johnston and Dr. Batten provided an update on the fall enrollment, and noted that the "day-to-day" headcount enrollment levels were approximately 1.4% below that of prior year. However, she noted that several hundred 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 reported). Mrs. Johnston provided Cabinet with a detailed list of enrollment related initiatives that were in progress and/or planned for the upcoming fall. Mrs. Johnston 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. After discussion, Cabinet members formulated a reasonable (expected) enrollment goal for the fall semester and will be discussing that with President Fore over the next week.
9. Dr. Batten mentioned the FEMA supported Independent Course Study Program for Emergency Management. The team identified the various courses and training materials that were available and discussed the best and most appropriate areas for HGTC to pursue additional training. Dr. Batten agreed to meet with appropriate staff from CCU to solicit their Emergency Team's recommendations for training and would work with Mr. Hawley and his team to schedule those sessions for the upcoming fall. Cabinet

members all expressed their full support of having more training/assessments of their communication and emergency response plans.

10. Mr. Dove provided an update on several key Information Technology initiatives including the Banner 9.0 migration. He discussed the benefits and issues associated with the recent training and solicited Cabinet's feedback of the topic. The Banner 9.0 migration is planned for October 2018 (with a specific date to be determined).
11. Ms. Snyder shared an update on the fall "First Year Experience" program.
12. Dr. Batten provided an update on her efforts to fill a number of vacancies in her division.
13. The Cabinet meeting concluded. The next meeting is scheduled for June 13<sup>th</sup>. The meeting will be held in the Library of Building 300 on the College's Grand Strand Campus at 9:00 am.

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