

Cabinet Meeting Summary
Conway Campus – Virtual Meeting
Meeting Dated February 3rd, 2021

Cabinet Attendees:

Dr. Marilyn Fore, President
Mr. Harold Hawley, VP - Finance and Administration
Mr. Greg Mitchell, VP - Continuing Education & Workforce Development
Dr. Melissa Batten, VP – Student Services
Mrs. Lori Heafner, VP - Institutional Effectiveness and Development
Dr. Jennifer Wilbanks, EVP- Academic Affairs
Mr. John Dove, VP - Information Technology
Mrs. Jacquelyn Snyder, VP – Human Resources
Mrs. Lari Roper, Marketing Director
Ms. Nicole Hyman, Public Relations Director

Meeting Summary:

1. Dr. Batten provided an enrollment analysis comparing current Spring enrollment to that at the same time in the prior year. Dr. Batten also discussed the upcoming plans for the Summer and Fall semesters. President Fore and Cabinet discussed the trends in enrollment and the need to incorporate these topics in the Strategic Planning session scheduled in the coming weeks.
2. Dr. Batten provided an update on the planned commencement activities for 2021. Cabinet agreed to follow the same practices, schedules, and protocols for the Spring as used for the prior Fall commencement. Dr. Batten will provide Cabinet additional details regarding commencement in the coming weeks.
3. Mrs. Snyder provided several updates regarding Human Resources topics. Mrs. Snyder provided an update on the COVID-19 pandemic including information on recent employee reporting levels and vaccinations, and employee work schedules. Dr. Batten provided an update on COVID-19 reporting as it relates to students. After discussion, President Fore and Cabinet agreed to maintain existing employee work schedules, as long as those schedules included being on Campus 2.5 days per week. Cabinet will continue to monitor conditions to determine if changes to employee and student schedules are warranted. Mrs. Snyder provided a state-wide update on DHEC guidelines and College responses regarding COVID-19. President Fore and Cabinet members discussed the projected schedules for securing vaccines for College employees, and the status of having the College serve as a vaccination center.

4. Mrs. Snyder provided an update on the College's diversity and inclusion initiatives and discussed the HR Peer group's work in developing standards for the State Technical College System.
 5. Mrs. Heafner presented a request and justification to proceed with a Youth Apprenticeship Grant. After discussion, the request was unanimously approved.
 6. Mrs. Heafner provided a request and justification to subscribe to and participate in the National Community College Benchmark project at an annual cost of \$1,250. The request was unanimously approved.
 7. Mr. Hawley provided a brief update on the status of the College's use of the CARES/CRRSAA funding. He shared that Mrs. Black was scheduling a working session with Cabinet to discuss use of these funds, and that his team was still awaiting additional guidance from the Department of Education on allowable uses.
 8. Mr. Hawley indicated that several Cabinet members and other stakeholders had met earlier in the week to discuss the use of the GEERS scholarship funding. Everyone had agreed on the "split" of funds between Continuing Education and Credit programs. The College has already started awarding these funds to eligible students.
 9. Mr. Dove led Cabinet through a discussion regarding the cost and status of developing/updating the College's faculty directory. After discussion, Cabinet agreed to table this project until its strategic planning session later in the month.
 10. Mr. Dove discussed the annual cyber security training and asked all Cabinet members to remind their employees on the importance of the training. He agreed to provide a listing of all employees who had not attended the training so that supervisors could remind those individuals of the importance of participating in the cyber-security training sessions.
 11. Mr. Dove discussed the plans for implementing a "forced" password reset for all employees. He will provide additional information to all employees over the next few days outlining this process.
 12. Dr. Wilbanks provided an update from Academic Affairs and mentioned that Mr. Hoppe would be promoting HGTC's distance learning initiatives on a national level. She also mentioned that the licensure exam pass rates for the PTA program were 100%.
 13. The Cabinet meeting officially adjourned. The next meeting is scheduled for February 17th, at 8:30 am and will be conducted in a virtual format. That meeting will be a short agenda.
-

* Not in attendance.