

Cabinet Meeting Summary
Conway Campus – Virtual Meeting
Meeting Dated February 17th, 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. Cabinet members discussed the upcoming enrollment and academic scheduling plans for the Summer and Fall semesters. As part of that dialogue, Mrs. Heafner shared information from the survey of “non-returning students” that highlighted student’s instructional preferences (in-person vs. on-line) and shared information regarding whether students intend to return to HGTC at some future point. Mrs. Heafner also presented information from the student survey addressing whether students would choose HGTC again. Cabinet members discussed how the information from the student survey, as well as that from other sources, will impact fall enrollment and budget planning decisions.
2. Dr. Wilbanks and Dr. Ann Daniels presented a request and justification for a new faculty position for the Dental Assisting Program. Cabinet members all inquired about the budgetary implications of the proposed new position and whether alternatives to hiring a new FTE position were considered. Dr. Wilbanks and Dr. Daniels explained how the incremental cost of the position would be funded which included using a vacant position from another department and increased revenues from expanding enrollment in the Dental Assisting program. After discussion, Cabinet members unanimously agreed to support hiring the new position.
3. Dr. Wilbanks and Dr. Ann Daniels presented a request and justification for a new faculty position for the Surgical Technology Program and explained the accreditation standards driving the request. Cabinet members inquired about the budgetary implications of the proposed new position. Cabinet also discussed increasing program fees to offset the rising costs of the institution’s technical programs. After discussion, Cabinet members unanimously agreed to hire the new position, and it was agreed

that Dr. Wilbanks and/or the Deans would meet with Mrs. Black to discuss expanding program specific fees. Any proposed fee changes would require the approval of the Cabinet and President Fore.

4. Dr. Wilbanks and Dr. Ann Daniels presented a request and justification for a new part-time position at 28 hours per week to serve as Clinical Administrator. The discussion included a dialogue regarding the increased administrative demands associated with managing the College's clinical relationships. Cabinet members all inquired about the work demands of the position and to what extent alternative approaches had been considered in addressing those work needs. Cabinet members also discussed the budgetary implications of the proposed new decision and how those costs would be offset or otherwise funded especially in consideration of on-going enrollment trends. After discussion, Cabinet members unanimously agreed to support hiring the new part-time position.
5. Ms. Toben and Mrs. Black provided a summary of the College's grants and their associated spending status. Cabinet members discussed new grants and whether any grants were behind in the required spending and/or reporting timelines. Cabinet members discussed the Bunnelle Technical Scholars Grant and the challenges of and strategies for spending those resources. All other grants were deemed to be in good standing.
6. Mrs. Black and Ms. Hearn led a discussion highlighting the protocols for accounting for vacant positions. The discussion focused on the process to remove "vacant" positions from departmental budgets when required. Cabinet also requested and HR agreed to provide a monthly report to Cabinet outlining all vacant positions and their hiring status.
7. Dr. Wilbanks presented a request and justification to use Perkins Grant funds (as reallocated) to acquire equipment to support Academic Affairs. The equipment requests included a "top-dresser" for the Golf and Sports Turf Program in the amount of \$13,942; a desk-top mill station for the Machine Tool Program in the amount of \$11,329; and a "reach-in" refrigerator and a "reach in" freezer for the HVAC Program in the amount of \$6,115. The requests were unanimously approved.
8. At Cabinet's request, Dr. Wilbanks agreed to provide an update on the College's student retention activities. The update would be part of a regularly scheduled Cabinet meeting over the next few weeks.
9. Mrs. Heafner discussed the College's Strategic Planning process. She also discussed having a separate workshop dedicated to addressing the College's IT related requests. The purpose of that work session would be for departments to submit a prioritized listing of their respective IT needs to be reviewed and prioritized for funding by Cabinet. Cabinet members supported the IT planning session and scheduled the meeting for March 3rd. To ensure a productive planning meeting, Cabinet members agreed to submit their IT requests to Mrs. Heafner in advance of the March 3rd meeting. At Mrs. Heafner's request, Cabinet members agreed to come prepared with a prioritized list of projects, anticipated cost of the project, and associated cost/benefit justification for each request.

10. Mrs. Snyder provided several updates regarding Human Resources topics. Mrs. Snyder also provided an update on the COVID-19 pandemic and discussed upcoming training programs and other key events. Mrs. Snyder also discussed the proposed State Tech Policy/Procedure addressing social media practices and the status of that proposed Policy/Procedure.
11. Mr. Dove presented a request and justification to implement a paid internship program for IT positions, and specifically to compensate those interns as temporary staff. The request was unanimously approved and will be funded either through CRRSAA funds or Federal Work Study funding.
12. Mr. Hawley provided a brief update on the status of the College's use of the CARES/CRRSAA funding and mentioned that student awards were being disbursed this week. Cabinet members inquired about a press release addressing this event. Ms. Hyman had developed a press release on the topic and will share that with President Fore for her consideration and approval. Dr. Wilbanks inquired about a letter being sent to students outlining the award, and will seek input from the College's Financial Aid team on that topic.
13. The Cabinet meeting officially adjourned. The next meeting is scheduled for February 24th, at 8:30 am and will be conducted in person in the President's Boardroom on the Conway Campus. That meeting will be a short agenda.

* Not in attendance.