

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated April 21st, 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:

Guest Topics:

1. Ms. Jennifer Furgerson, Director of Student Accounts, presented a summary of her first-year experience at HGTC. Ms. Furgerson discussed her educational background, prior work experience at another College, as well as her personal interests and accomplishments at HGTC. Cabinet members complimented Ms. Furgerson on her work in Student Accounts and dedication to students and wished her many years of success at HGTC.

Discussion Topics:

1. See attached meeting agenda for topics discussed. In addition to the posted agenda, Cabinet also discussed commencement activities, ERP systems and cloud migration, marketing and enrollment outreach, State Budget updates, and strategic planning topics. For additional details, please consult with your respective Cabinet member.

Action Topics:

1. Mr. Dan Hoppe presented a request and justification to schedule the Fall 2021 “All College Meeting” on Tuesday, August 17, 2021 at the Grand Strand Campus. The event would be in-person and also streamed for those who may not be able to physically attend. Additional meeting details to following in the coming months. Cabinet also agreed to revisit the scheduled date for the Spring 2022 “All College Meeting” later in 2021. After discussion, the request was unanimously approved. These dates will be shared with President Fore for her review and approval.

2. Mrs. Heafner and Dr. Wilbanks presented a request and justification to purchase various instructional equipment with Perkins Reserve Funds in the amount of \$115,086. After discussion, the request was unanimously approved.
3. Dr. Wilbanks presented a request and justification to acquire software for electronic signature and approvals for College-wide needs. The cost of the site-wide subscription is \$75,000 annually. The specific request is to acquire a 3-year license agreement (total \$225,000) and to use Stimulus funds to support the purchase. After discussion, the request was unanimously approved. It was also agreed that certain departments (such as Financial Aid) may continue to use a legacy electronic signature software to support their unique needs given their interfaces with students and external federal agencies.
4. Dr. Batten presented a request and justification to replace a vacant full-time Program Assistant position for the Upward Bound Grant. The position is funded by Upward Bound Grant funds. After discussion, the request was unanimously approved.
5. Mr. Hawley presented guidelines to expand and augment the College's existing procedures regarding Faculty and Staff Employee Enhancement. After discussion, Cabinet members unanimously agreed to endorse the guidelines (with modifications) and to include these guidelines as part of the existing College Procedure 3.4.2.1. The proposed additions to existing procedures will be provided to President Fore for review and approval.
6. The Cabinet meeting adjourned. The next meeting will be on April 28th and will be in the President's Boardroom on the Conway Campus at 8:30 am. That meeting will be a long agenda.

* Not in attendance.