

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated April 28th, 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. President Fore presented a portfolio to Ms. Lisa Bowman and Ms. Jennifer Furgerson celebrating the successful completion of their first year with the College. Cabinet thanked them for their work and contribution to HGTC and wished them many successes in the future career.

Discussion Topics:

1. See attached meeting agenda for topics discussed. In addition to the posted agenda, Cabinet also discussed ERP systems and cloud migration, employee growth and development, and strategic planning topics. President Fore emphasized that “quality” needs to be a major strategic initiative going forward. For additional details, please consult with your respective Cabinet member.

Action Topics:

1. Dr. Batten presented a request and justification to replace a vacant Recruitment Coordinator position. After discussion, the request was unanimously approved.
2. Dr. Wilbanks presented a request and justification to replace a vacant Nursing faculty position. After discussion, the request was unanimously approved.
3. President Fore mentioned that the decision had been made by Cabinet and approved by her to proceed with a new document imaging/approval solution. President Fore asked that all areas and all departments transition to this new solution.

4. After discussing ERP and cloud solutions, Cabinet members agreed to establish a cross-functional user group to review “demos” of other products/solutions over the next 3 months. The feedback from those demo presentations will be provided to Cabinet by November 15th. Cabinet will use this information to establish its IT strategic plan. In the interim, Cabinet agreed to continue with the current ERP products and vendor support network until an IT strategic plan is established later in 21-22.
 5. The Cabinet meeting adjourned. The next meeting will be on May 5th and will be in the President’s Boardroom on the Conway Campus at 8:30 am. That meeting will be a short agenda.
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* Not in attendance.