

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated May 5th, 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. Jill Glaser presented her portfolio highlighting her first year with HGTC, summarizing her job responsibilities, and outlining her major accomplishments during the year. Ms. Glasser also shared her educational background and personal interests. Cabinet thanked Ms. Glasser for her dedication and contribution to the College and wished her many successes in her future with HGTC.

Discussion Topics:

1. See attached meeting agenda for topics discussed. In addition to the posted agenda, Cabinet also discussed ERP systems and cloud migration concepts and strategies, employee recognition, strategic planning topics, changes to the student (Wavenet) portal, and the State budget. For additional details, please consult with your respective Cabinet member.

Action Topics:

1. Dr. Wilbanks presented a request and justification to replace a vacant Mechatronics faculty position. After discussion, the request was unanimously approved.
2. Dr. Wilbanks presented proposed changes to College Policy and Procedure 8.1.8 and 8.1.8.1 for Cabinet’s review. After discussion, the proposed changes as amended were unanimously approved and will be presented to President Fore for her review and approval.
3. Dr. Wilbanks presented proposed changes to College Policies and Procedures 8.3.1, 8.3.2, 8.3.3, 8.3.4, 8.3.5, 8.3.6, 8.3.7, 8.3.7.1, 8.3.8, and 8.3.8.1. After discussion, the proposed changes were unanimously approved and will be presented to President Fore for her approval.

4. Dr. Wilbanks presented a request and justification to change the Faculty Assembly bylaws by increasing the term of officer roles from 1 year to 2 years. After discussion, the request was unanimously approved.
5. Dr. Wilbanks presented a request and justification to expend \$26,423 to cover the costs of faculty and student access to the “My Clinical Exchange” as required by area health care providers. The cost will be covered with Stimulus funds through the balance of the summer. After discussion, the request was unanimously approved.
6. Mr. Dove presented a request and justification to fill a vacant Enterprise System Administrator position. After discussion, the request was unanimously approved.
7. Mrs. Heafner presented a request and justification to apply for a grant from the Office of Naval Research. The grant may award funding of up to \$200,000 per year for 3 years. After discussion, the request was unanimously approved.
8. The Cabinet meeting adjourned. The next meeting will be on May 19th 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.