

**Cabinet Meeting Summary**  
**Conway Campus – President’s Board Room**  
**Meeting Dated June 2nd, 2021**

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**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 Presentations:**

1. Ms. Cecala apprised Cabinet of the Print Shop’s workload and projected timeline for completing the necessary updates to printed materials pursuant to the Wavenet student portal migration. Dr. Boone provided insights as to how the College was planning for the roll-out of the new portal and how the migration had been communicated to faculty, staff, and students.
2. Ms. Black provided an update and led a discussion regarding the College’s stimulus funding. The topic and specific uses of funds will be discussed further at the next Cabinet meeting.
3. Ms. Oxendine delivered a presentation and led a discussion regarding her first-year experience with HGTC. Everyone thanked Ms. Oxendine for her efforts, especially during the recent pandemic, and wished her success in her future career with HGTC.
4. Ms. Lahnen delivered a presentation and led a discussion regarding retirement eligibility and employee turnover. President Fore and Mrs. Lahnen recommended that additional efforts were needed to address “succession planning” across all divisions of the College. This topic will be further discussed in the strategic planning meeting scheduled later in the week.
5. Ms. Ramsey delivered a presentation and led a discussion regarding employee wellness and employee recognition. Cabinet applauded her efforts in leading the wellness initiatives and discussed means to further enhance employee recognition.

**Discussion Topics:**

1. In addition to the posted agenda, Cabinet also discussed the portal migration; upcoming strategic planning session; application fees; and the summer semester enrollment strategies. For additional details, please consult with your respective Cabinet member.
2. President Fore and Mrs. Heafner discussed the scope and purpose of the upcoming strategic planning session and outlined key points/topics for the team to consider and address.

**Action Topics:**

1. Mr. Dove presented a request and justification to transfer budgeted (and unspent) funds in the amount of \$438,000 in the current year (2021) to Fiscal Year 2022. The “rollover” of these funds will be largely dedicated to upgrading classroom technologies across all campuses. After discussion, the request was unanimously approved.
2. After discussing enrollment trends, President Fore and Cabinet unanimously agreed to waive the application fee for the upcoming academic year.
3. After discussion, Cabinet affirmed their decision to expend \$256,000 over 3 years to acquire electronic document/signature software. Mr. Hawley indicated he would explore using stimulus funds for the acquisition cost, otherwise the software/service would be funded with Plant Funds.

The Cabinet meeting adjourned. The next meeting will be scheduled for June 9th 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.