

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated August 4th, 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

Mrs. Tara Lahnen served in place of Mrs. Snyder.

Meeting Summary:

Guest Presentations:

1. President Fore presented a portfolio to Mr. Travis Gregg commemorating his first year with the College.
2. Ms. Melissa Dalton provided Cabinet with a presentation outlining her educational background, work experiences, and highlighting her successes during her first year at HGTC. President Fore presented a portfolio to Ms. Dalton commemorating her first year with the College.
3. Ms. Elizabeth Dalton from Ready SC joined Cabinet to briefly summarize the role of Ready SC and how they can support the College and its Mission.
4. Professor Charles Granger joined Cabinet to discuss the importance of accurate enrollment reports, the need for and benefits of “de-registering” students who do not pay and/or complete a FAFSA, and to share that students largely prefer receiving text messages as opposed to traditional emails.

Discussion Topics:

1. In addition to the published agenda, Cabinet discussed the “de-registration” (for no FAFSA) tentatively scheduled after the close of business on August 11th, changes in South Carolina’s laws regarding masks, and the importance of taking ownership of students to address their needs. President Fore also mentioned a meeting scheduled with the CEO of the League of Innovation later in the semester.

Action Topics:

1. Mrs. Cecala presented a request and justification to hire a temporary part-time staff position to assist the Procurement Office during the peak volume period for only the fall semester. After discussion, the request was unanimously approved.
2. Dr. Batten and Mrs. Hoppe presented a request and justification to replace a vacant position in the Registrar's Office. After discussion, the request was unanimously approved.
3. Dr. Batten presented a request and justification to hire a temporary ADA Sign Language Interpreter. After discussion, the request was unanimously approved.
4. President Fore and Mrs. Danesie presented Policies and Procedures 1.2.4, 1.2.5, and 1.2.5.1 for review and approval. The Policies and Procedures as revised were unanimously approved.
5. Dr. Batten presented Policies and Procedures 8.5.1, 8.5.1.1, 8.5.2, 8.5.2.1, 8.5.3.1, 8.5.4, 8.5.4.1, 8.5.7, and 8.5.7.1. for review and approval. The Policies and Procedures as revised were unanimously approved.
6. Mr. Dove presented a request and justification for purchasing a computer set for faculty in the amount of \$3,093. After discussion, the request was unanimously approved.
7. Mr. Dove presented a request and justification for purchasing audio-visual training equipment for the Faculty Training Room in the amount of \$21,312. After discussion, the request was unanimously approved.
8. Cabinet agreed to establish a team of College employees that will personally call students over the next few days to encourage them to complete their FAFSA.
9. Cabinet agreed to establish a work-team with representatives from various functional areas including the President to improve the reporting of enrollment activity (especially within academic programs).
10. Cabinet agreed that each member would poll their team to identify anyone that had interest in either the 1-year leadership or 2-year USC Cohort. The recommended candidates would be reviewed and decisions made on this topic at the next Cabinet meeting.
11. Cabinet unanimously agreed to comply with the recent SC Proviso regarding wearing of masks and vaccination requirements. Revised emails and/or text messages will be provided in the coming days providing additional details on this topic. The College will also post new signage to "encourage" (but

not require) the wearing of masks. Cabinet also agreed that common areas would be re-opened to full capacity for the fall.

The Cabinet meeting adjourned. There will be no Cabinet meeting next week. The next Cabinet meeting is scheduled for August 18th and will be in the President's Boardroom on the Conway Campus at 8:30 am. That meeting will be a short agenda.

* Not in attendance.