

Cabinet Meeting Summary
Conway Campus – President’s Boardroom
Meeting Dated January 25th, 2022

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

Also attending: Mrs. Ellen Black, Mrs. Dianna Cecala

Meeting Summary:

Guest Presentations:

Discussion Topics:

1. In addition to the published agenda Cabinet discussed the Spring enrollment trends; the use of HEERF funds; enrollment trends at other institutions; COVID trends among employees and students; on-line course offerings; differential tuition; receiving a grant from Horry County pursuant to the American Rescue Plan; and the Area Commission meeting. President Fore and Cabinet also discussed enrollment trends across the SC Technical College System.
2. Mrs. Heafner presented a detailed analysis of enrollment trends at other colleges across the State and highlighted specific academic programs where colleges had experienced enrollment growth.
3. President Fore asked that Mrs. Heafner and Dr. Batten review the program specific trends at HGTC as compared to 2019. That information will be forthcoming from Mrs. Heafner.

Action Topics:

1. Dr. Wilbanks presented a request and justification to replace the classroom and lab chairs for the HVAC Program in the amount of \$12,673. The request was unanimously approved.

2. President Fore, Dr. Wilbanks, and Mr. Dove presented a new committee that will serve to address the College's Academic Technology needs. Cabinet members discussed the expectations, practices, and protocols for identifying, evaluating, and recommending academic equipment and other technology needs. The committee's initial work will focus on the current IT projects that have been previously identified.
3. Mr. Hawley presented a request and justification to apply for an extension for the HEERF funds. The extension will allow the College to use the funds after April 2022 to assist students in their return to campus and to offset the costs associated with online learning pursuant to the ongoing pandemic. The request was unanimously approved.
4. Cabinet voted and agreed upon nominations for the SCTEA awards for Faculty, Staff, and Administrator of the Year. The nominations will be presented to President Fore for her consideration and approval.
5. After discussion about the terminology of free tuition, Cabinet agreed that representatives from Student Affairs, Academics, Financial Aid, and Marketing would meet over the next week to develop a "tuition message" for the future semesters. As part of that work, the team would agree on those students who would be eligible for the free tuition. The revised message will be presented (by email) to Cabinet by Wednesday, February 2nd.
6. The College Policies and Procedures presented were unanimously approved as revised.
7. Mrs. Cecala presented the new forms for requesting "minor" and "major" equipment and services. The revised forms were unanimously approved by Cabinet.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, February 9th and will be in the President's Boardroom on the Conway Campus at 8:30 am unless otherwise changed. That meeting will be a long agenda.

* Not in attendance.