

Cabinet Meeting Summary
Grand Strand Campus – International Culinary Institute Conference Room
Meeting Dated November 9th, 2022

Cabinet Attendees:

Dr. Marilyn Fore, President

Mr. Harold Hawley, VP - Finance and Administration

Dr. Melissa Batten, VP – Student Services

Mrs. Lori Heafner, VP - Institutional Effectiveness and Development *

Dr. Jennifer Wilbanks, EVP- Academic Affairs

Mr. Terry Quaresimo, Interim Director - Information Technology

Mrs. Jacquelyn Snyder, VP – Human Resources

Mrs. Lari Roper, Marketing Director

Ms. Nicole Hyman, Public Relations Director

Also attending: Mrs. Tara Lahnen

Meeting Summary:

Guest Presentations:

Discussion Topics:

1. As outlined in the agenda, Cabinet discussed projections for the Spring enrollment; the College's Staff Calendar; the outreach measures to ensure students had completed their missing FAFSA requirements; several HR and employee training updates; the temporary staff mid-year re-hiring process; FPMS and EPMS deadlines; A. Wade Martin Award nominees; and the HGTC employee Fall outing.
2. President Fore shared the SC Technical College System (SCTCS) 2023 legislative priorities. President Fore discussed the various components of the legislative request and discussed options for thanking the legislature for their ongoing support of the SCTCS and HGTC.
3. President Fore provided an update on the strategic growth plans for the Georgetown Campus and discussed various options being considered for expanding that Campus and its academic/workforce training offerings.
4. Mrs. Snyder and Mrs. Lahnen provided a series of Human Resources updates including upcoming training as part of the First Year Experience and other activities planned for the balance of the calendar year. President Fore and Cabinet discussed the success of the Professional Development Day and highlighted plans for the year-end holiday celebration on December 14th in the Maeser Auditorium on the Grand Strand Campus.

5. Dr. Batten mentioned the celebratory plans recognizing Veteran's Day and the various activities and events as part of that special day.
6. President Fore discussed re-scheduling time with Dr. Hoeffler from the SACSCOC to plan for the upcoming 5th year review.
7. Mr. Hawley provided an update on the Employee Retention Credit (ERC) and the proposed path forward on that project.
8. Mr. Quaresimo provided an update on the "classroom technology upgrade" project and shared the accomplishments over the past week specifically regarding improvements in the Speir Building on the Grand Strand Campus. Mr. Quaresimo also provided an update on the pending audio-visual technology improvements to the Maeser and B&C Auditoriums.
9. Dr. Wilbanks shared revisions being made to the forms associated with Employee Tuition Remissions.

Action Topics:

1. Mrs. Lahnen presented three proposals for the 2023 Staff Calendar. After discussing the options, President Fore and Cabinet unanimously approved the Staff Calendar for 2023. A copy of the 2023 Staff Calendar will be forthcoming to all employees.
2. Cabinet members discussed nominees for the A. Wade Martin individual and team awards. A nomination was made and unanimously approved by President Fore and Cabinet for both the individual and team awards. The respective Vice President for each nominee will work to communicate those nominations and submit the necessary documentation to the SCTCS supporting the candidates.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, November 16th, and will be in the President's Boardroom in Building 100 on the Conway Campus at 8:30 am. That meeting will be a long agenda.

* Not in attendance.
