

**Cabinet Meeting Summary**  
**Conway Campus – President’s Boardroom**  
**Meeting Dated April 27<sup>th</sup>, 2022**

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**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. 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. Tara Lahnen, Dr. Heather Hoppe, Mrs. Cindy Johnston

**Meeting Summary:**

**Guest Presentations:**

1. President Fore and Cabinet heard presentations from the Cyber Security faculty and students who competed in the Palmetto Cyber Defense Competition. President Fore and Cabinet thanked the faculty and student team members for their success in the competition.
2. President Fore and Cabinet heard presentations from the Civil Engineering faculty and students who competed in the American Society of Civil Engineers competition. President Fore and Cabinet thanked the faculty and student team members for their success in the competition.

**Discussion Topics:**

1. In addition to the published agenda President Fore and Cabinet discussed the Summer and Fall enrollment trends; various enrollment outreach initiatives; scheduled de-registration process for no FAFSA; SEM Works consulting presentation and recommendations; the Employee Retention Credit; current state budget and the impact to HGTC; summer hours pilot program; various HR updates; and the upcoming commencement event.

**Action Topics:**

1. President Fore requested that all future new hires be required to visit all HGTC campuses. Cabinet members will work with Human Resources to coordinate these tours in conjunction with the interview/hiring and/or orientation process.

2. Dr. Batten presented a request and justification to establish a temporary staff position for the Upward Bound Grant. The request was unanimously approved.
3. Dr. Wilbanks presented a request and justification to replace a vacant faculty position for the HVAC Program. The request was unanimously approved.
4. Dr. Wilbanks presented a request and justification to acquire a digital display board in the amount of \$8,371 for the Bucksport program/service area that will be funded by the Bucksport Grant. The request was unanimously approved.
5. Mrs. Heafner led a working session to review the consultant's recommendations from the recent marketing assessment. The Cabinet members all agreed to provide detailed responses to the consultant's recommendations at their next meeting. Mrs. Heafner has established a shared file for everyone to submit their recommendations. President Fore indicated that it was her expectation that Cabinet would review the status of work on this topic each month.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, May 4th 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.