# Cabinet Meeting Summary Conway Campus – Building 100 President's Boardroom Meeting Dated September 21st, 2022

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### **Cabinet Attendees:**

Dr. Marilyn Fore, President \*

Mr. Harold Hawley, VP - Finance and Administration

Dr. Melissa Batten, VP – Student Services \*

Dr. Cindy Johnston served in place.

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. Tara Lahnen served in place.

Mrs. Lari Roper, Marketing Director

Ms. Nicole Hyman, Public Relations Director

Also attending: Ms. Charlotte Hearne, Ms. Monica Ramsey, Ms. Bryn Edwards, Dr. Dan Wysong, Dr. Becky Hubbard

# **Meeting Summary**:

### **Guest Presentations:**

- 1. Professor Hubbard provided a presentation on the Teacher Education, and Early Care and Education programs. She also highlighted HGTC's success in receiving funding under the SC CREATE Grant in the amount of \$362,668 and an additional \$26,864 for indirect costs.
- 2. Sargent Valenti from Coastal Carolina University Public Safety gave a training presentation on Threat Assessment. This was part 1 of a 2-phase training presentation. The second phase will be in 2 weeks and will be focused on Active Shooters and Other Assailants.

#### **Discussion Topics:**

- As outlined in the agenda, Cabinet discussed the Fall enrollment trends; the recent de-registration for no-FAFSA; certain College Policies and Procedures; the upcoming Area Commission meeting; Georgetown Campus Security measures; the Accountability Report; the status of various IT projects; updates on the Fall Student Survey; an HGTC employee Fall outing; updates on the retention/academic process improvement initiative with STRATA consulting; and departmental continuous improvement initiatives as previously requested by President Fore.
- 2. Dr. Johnston and Mrs. Roper also discussed the transition in marketing messages from the fall to spring semesters.

- 3. Mr. Quaresimo highlighted some of the major IT projects underway including the classroom computing upgrades and the telephone system improvements.
- 4. Mrs. Heafner discussed her goals in working with the Foundation and President Fore to optimize student scholarships.
- 5. Mrs. Heafner provided copies of the recent Accountability Report and highlighted the many successes and accomplishments of the College. She also indicated that HGTC would continue to produce and share the report to its stakeholders in the future.

# **Action Topics:**

- 1. After participating in the Threat Assessment Training provided by Officer Valenti of CCU Public Safety, Cabinet and Officer Valenti discussed other potential measures that may enhance safety and security. Mrs. Lahnen and Mr. Hawley will work with Coastal Carolina and HGTC resources to further discuss possible other safety and security measures.
- 2. Mrs. Lahnen and Ms. Hearn led a presentation to automate the employee employment verification process and recommended transitioning to a 3<sup>rd</sup> party service provider for those services. There would be no cost to the transition. After discussion, the request was unanimously approved.
- 3. Mr. Hawley led a follow-up discussion on public safety and security at the Georgetown Campus. After discussion, Cabinet unanimously agreed to pursue hiring a Licensed Law Enforcement Officer for that Campus during the day. Mr. Hawley will work with CCU Public Safety leadership to implement the proposed recommendations.
- 4. Dr. Johnston presented a request and justification to replace a vacant recruiter position. After discussion, the request was unanimously approved.
- 5. Mr. Hawley presented various College Policies and Procedures for review. The Policies and Procedures as revised were approved and will be shared with President Fore for her consideration.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, September 28th and will be in the Boardroom in the Speir Building on the Grand Strand Campus at 8:30 am. That meeting will be a short agenda.

<sup>\*</sup> Not in attendance.