

Cabinet Meeting Summary
Conway Campus – Building 100 President’s Boardroom
Meeting Dated November 2nd, 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. Tara Lahnen served in place.

Mrs. Lari Roper, Marketing Director

Ms. Nicole Hyman, Public Relations Director

Also attending: Ms. Bobbi Jo Oxendine, Mr. Kevin Brown, Dr. Becky Boone

Meeting Summary:

Guest Presentations:

Discussion Topics:

1. As outlined in the agenda, Cabinet discussed projections for the Spring enrollment; the College’s Academic Calendar; the outreach measures to ensure students had completed their missing FAFSA requirements; certain College Policies and Procedures; several HR updates; the temporary staff mid-year re-hiring process; FPMS and EPMS deadlines; and the HGTC employee Fall outing.
2. Mrs. Lahnen provided a series of Human Resources updates including proposed safety and active shooter training, staff and faculty professional development, and celebratory plans recognizing Veteran’s Day. Plans are being finalized to ensure that all employees participate in active shooter training by December 31st, 2023.
3. Mrs. Heafner provided an update on the visit from Dr. Hoeffler from the SACSCOC that is scheduled for Wednesday, November 9th on the Grand Strand Campus. Dr. Hoeffler’s visit will follow the scheduled Cabinet meeting at 8:30 am in Building 600 on the Grand Strand Campus.

Action Topics:

1. Dr. Boone presented the College’s Academic Calendar for 2023-2024. Cabinet reviewed the calendar and discussed the changes that had been proposed. After discussion, the Academic Calendar as presented was approved. Mrs. Lahen will present the proposed “staff calendar” at the next Cabinet meeting.

2. Mr. Brown and Mr. Quaresimo presented a request and justification in the amount of \$51,541 and \$18,085 respectively to replace the existing exit door security cameras and necessary IT cabling on all three campuses. The existing cameras are no longer supported by the vendor. After discussing the importance of these exit cameras and the required cabling upgrades, the request for the cameras and the cabling was unanimously approved.
3. Dr. Wilbanks presented a request and justification to proceed with the previously approved purchase of 16 computers and charging cart valued at \$30,810 and \$1,808 respectively for the Bucksport Grant that will be funded by the Perkins Grant. The request was unanimously approved.
4. Dr. Wilbanks presented a request and justification to proceed with procuring new cabinets and workbenches to support the expansion of the Diesel Engine Technician Program, in the amount of \$44,270. The request was unanimously approved.
5. Mr. Quaresimo and Dr. Boone presented a request and justification to purchase 15 new computers workstations to support the needs of newly hired faculty and staff in the amount of \$47,206. The request was unanimously approved.
6. Mr. Hawley presented a request and justification to establish a new part-time temporary position serving as the College's Facilities Director. The existing position will become vacant at the end of the calendar year. The new position will become effective in January 2023. The request was unanimously approved.
7. Ms. Oxendine and Mrs. Lahnen presented a request and justification for funding a speaker for the leadership training program. Cabinet unanimously approved spending up to \$7,500 to support the costs of the speaker and leadership class. This request will be submitted to President Fore for her consideration and approval.
8. Dr. Wilbanks mentioned the A. Wade Martin Award and potential nominees for that award. Cabinet agreed to bring recommendations for that award to their next meeting on November 9th.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, November 9th, and will be in the Herman Jones Conference Room in Building 600 on the Grand Strand Campus at 8:30 am. That meeting will be a short agenda.

* Not in attendance.