

**Cabinet Meeting Summary**  
**Conway Campus – President’s Boardroom**  
**Meeting Dated May 25th, 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: Mr. Jim Sexton, Dr. Becky Boone, Mr. Terry Quaresimo, Mrs. Ellen Black, Ms. Kristen Toben, Mrs. Tara Lahnen

**Meeting Summary:**

**Guest Presentations:**

1. Dr. Fore presented Mr. Sexton with a portfolio signifying the successful completion of his first year at HGTC. Everyone thanked Mr. Sexton for his work and success during his first year.

**Discussion Topics:**

1. In addition to the published agenda Cabinet discussed the Summer and Fall enrollment trends; recent drop for no FAFSA; SIG Annual services contract; diversity and inclusion initiatives; IT consulting engagements; Area Commission topics; annual operating budget; and College policy and procedure protocols.
2. Mrs. Snyder shared an update on professional development activities and the “stay interview” from the CRHO retreat.

**Action Topics:**

1. Dr. Boone and Mr. Quaresimo presented the proposed annual IT services contract budget with SIG Consulting for \$527,000. After discussion, the budget request was unanimously approved.
2. Dr. Boone and Mr. Quaresimo presented a request and justification to comprehensively replace the remaining classroom information technology needs including but not limited to classrooms computers, presentation boards, access point devices, telephone (handset) systems, datacenter needs, switch gear, library technology, and computer lab upgrades. The proposed request was for

\$3,075,000. After discussion, Cabinet unanimously agreed to approve a one-time capital outlay of not more than \$3,100,000 with the understanding that the IT budget requested would effectively refresh college-wide IT needs, and that future requests would be dramatically less. President Fore and Cabinet also agreed that future annual capital requests will be limited to the appropriate percentage based on the asset's replacement schedule (e.g., 1/5 annual replacement cost each year).

3. President Fore and Cabinet participated in a conference call with Tony Roach from SIG Consulting to understand the scope and outcomes of their "back-to-basics" project services and other consulting services. After discussion, Cabinet unanimously agreed to continue the dialogue with SIG and to pursue their "BPA – Strategy Focused" service, especially concentrating on student retention. Dr. Wilbanks agreed to establish a small group to continue the dialogue with SIG regarding the scope, costs, timing, and benefits of those services.
4. Dr. Batten and Mrs. Snyder provided an overview of the College's diversity and inclusion initiatives, and Dr. Batten also discussed the College's data collection protocols. Dr. Batten agreed to speak with Club Advisors and share Cabinet's feedback on the various diversity and inclusion activities and requests.
5. Mrs. Lahen and Mrs. Snyder highlighted changes to the College's Policy and Procedures protocols whereby there will be a link connecting the HGTC Policy to the SCTCS Policy.
6. President Fore and Cabinet reviewed and approved the upcoming Area Commission agenda. A copy of the agenda will be forwarded to Cathy Myers for her use and communication.
7. Dr. Wilbanks and Mr. Hawley discussed minor changes to the College's emergency texting protocols to include sending texts regarding "police activity or presence in the area" even when conditions are safe and there is no threat to the College or its persons. After discussion, the request was unanimously approved.
8. Mr. Hawley, Mrs. Black, and Ms. Toben presented a draft of the College's annual operating budget. After discussion, Cabinet approved the proposed budget with revisions. The revised draft will be provided to President Fore for her consideration and approval.
9. Dr. Wilbanks presented a request and justification to replace a vacant faculty position in Culinary Arts. The request was unanimously approved.

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

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\* Not in attendance.