

Cabinet Meeting Summary
Conway Campus – Building 100 President’s Boardroom
Meeting Dated July 20th, 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: Ms. Monica Ramsey, Ms. Kandy Peacock, Mrs. Tara Lahnen

Meeting Summary:

Guest Presentations:

Discussion Topics:

1. In addition to the published agenda Cabinet discussed the Fall enrollment trends; updates on student outreach and communications pursuant to the de-registration for no-FAFSA; several Human Resources updates; employee recognition programs; work-life balance presentation materials; Area Commission agenda; all-college meeting agenda; professional development training updates; transition from the summer pilot schedule; and the President’s Council update.
2. Ms. Ramsey provided a comprehensive presentation discussing the benefits of employee recognition and discussed the success of these programs at HGTC. In particular, she focused on the “Proud to be HGTC” and the “There’s More” awards and highlighted the ease in which employees can be nominated.
3. Ms. Peacock, Chief Human Resource Administrator from the System Office gave a presentation highlighting the many benefits and means for providing a work-life balance to employees. The presentation also featured demographical data from across the Technical College System and attrition (turnover) rates by institution. Cabinet discussed the implications of the demographical and turnover data and reiterated the success of employee recognition, wellness, safety programs and other employee benefit programs at HGTC.

4. Mrs. Snyder provided several Human Resources updates including upcoming professional development training; the “savings lives” campaign; and other employee centric initiatives. Everyone thanked the HR Team for their leadership in providing these training and development programs and opportunities.
5. President Fore provided updates from the SC Technical College System President’s Council and from the South Carolina (statewide) Council of President’s.

Action Topics:

1. Cabinet reviewed and approved the Area Commission agenda and will provide their input to President Fore for her consideration and approval.
2. President Fore and Cabinet members discussed and approved the transition plan for returning to normal fall semester working hours upon completion of the summer pilot program. Everyone acknowledged the success of the summer program.
3. Dr. Wilbanks presented a request and justification to acquire various simulators, teaching equipment, and operating supplies for the Surgical Technical Program in the amount of \$214,371. The request was unanimously approved.
4. On behalf of Mrs. Heafner, Dr. Wilbanks presented a request and justification to pursue a Blue Cross/ Blue Shield grant opportunity to support the Dental Program. The request was unanimously approved.
5. Dr. Batten presented a request and justification to replace a vacant Academic Coach position funded by the Student Support Services Grant. The request was unanimously approved.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, July 27th and will be in the President’s Boardroom on the Conway Campus at 8:30 am. That meeting will be a long agenda.

* Not in attendance.