

Cabinet Meeting Summary
Conway Campus – Building 100 President’s Boardroom
Meeting Dated August 3rd, 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: Mrs. Ellen Black, Mr. Scott Callahan, Dr. Heather Hoppe, Mr. Nick Rider, Mr. Jeff Volk, Mr. Frank Liatto, Mr. Kyle Anderson

Meeting Summary:

Guest Presentations:

Discussion Topics:

1. In addition to the published agenda Cabinet discussed the Fall enrollment trends; the de-registration for no-FAFSA on August 2nd; several Human Resources updates; employee recognition programs; Area Commission meeting; all-college meeting agenda; course program of study automation project; College Policies and Procedures; marketing communications; inviting external guests to meet with Cabinet; and visits from SACSCOC leaders.
2. Mr. Quaresimo introduced Mr. Nick Rider, Jeff Volk, Frank Liatto, and Kyle Anderson as new members of the Information Technology Team. Cabinet welcomed the new team members and thanked them for the outstanding service they were providing to HGTC.
3. Mrs. Snyder provided several Human Resources updates including upcoming professional development training; Title IX training; and the forthcoming training on safety and security.
4. Dr. Hoppe and Dr. Batten highlighted the successful completion and implementation of the Course Program of Study automation project which enables better electronic interfaces between Banner and Degree-Works. The project automates existing manual practices and better ensures compliance with Federal Financial Aid guidelines.

5. Mrs. Heafner reminded everyone that Dr. Hoeffler from the SACSCOC will be visiting HGTC on November 11th to review the 5th-year report process.

Action Topics:

1. Mr. Quaresimo presented policies and procedures for Cabinet's review and approval. After discussion, the policies and procedures as revised were approved and will be presented to President Fore for her approval.
2. Mr. Hawley presented policies and procedures for Cabinet's review and approval. After discussion, the policies and procedures as revised were approved and will be presented to President Fore for her approval.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, August 10th 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.
