

**Cabinet Meeting Summary**  
**Conway Campus – Building 100 President’s Boardroom**  
**Meeting Dated October 12<sup>th</sup>, 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. 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: Mr. David Roper (CCU-Public Safety), Mr. Barry Marsh (CCU-Public Safety), Mr. Steven Valenti (CCU-Public Safety), Dr. Candace Howell, Dr. Becky Boone, Dr. Dan Wysong, Ms. Maritza Lea

**Meeting Summary:**

**Guest Presentations:**

1. Chief David Roper of the Coastal Carolina University (CCU) Public Safety Office led Cabinet through a discussion on HGTC’s safety and security protocols, and fielded questions and input from the Cabinet and Academic Deans. Mr. Roper commented that HGTC had a great plan as outlined in its Emergency Response Manual and that no changes were needed. He commented on the strength of the College’s safety and security measures on all three campuses highlighting specific strengths on each campus, emphasized the need for mandatory training with consequences for non-participation, and indicated the College was pursuing employing a Law Enforcement Officer at Georgetown.

**Discussion Topics:**

1. As outlined in the agenda, Cabinet discussed its safety and security protocols; Fall enrollment trends; projections for the Spring enrollment; certain College Policies and Procedures; various HR updates; the revised state funding worksheet; Information Technology updates; and the HGTC employee Fall outing.
2. Mrs. Heafner discussed Dr. Michael Hoefler’s visit representing the SACSCOC on Wednesday, November 9<sup>th</sup>. Mrs. Heafner led a discussion outlining the day’s agenda and meeting participants during his visit. Mrs. Heafner also discussed the scope and timing of the upcoming 5<sup>th</sup> year review.
3. Dr. Batten indicated that the Spring 2023 enrollment would begin on October 24<sup>th</sup>. Everyone agreed that the first enrollment report for the Spring semester with comparative analytics would be provided

to Cabinet on November 2 instead of October 26<sup>th</sup>. The justification for the deferred reporting was to allow sufficient time for students to enroll and to have significant data upon which to report.

4. Mr. Quaresimo discussed the upcoming cyber-security training that will be mandatory for all employees and highlighted that the training must be completed by November 30<sup>th</sup> or employee system access would be denied.
5. Mrs. Lahnen discussed the details of the pending State bonus that would be dispersed to eligible employees on October 31<sup>st</sup>.

**Action Topics:**

1. Cabinet unanimously agreed with Chief Roper and his staff that HGTC's Safety and Emergency Response Manual was sound and not in need of changes, and that this document serves as the College's overarching Safety/Security Plan.
2. Cabinet agreed to employing a Law Enforcement Officer at Georgetown during the day shift. This recommendation was also supported by Chief Roper.
3. Cabinet agreed with Chief Roper's recommendations that Active Shooter Training should be mandatory, to include possible consequences for failure to participate. It was agreed that the initial mandatory training would be completed by all employees before December 31<sup>st</sup> and that the training would include components unique to faculty, the classroom environment, and stressing the importance of remaining aware of one's surroundings. Cabinet also discussed various means and methods to ensure employee participation in mandatory training and those recommendations will be presented to President Fore for her consideration.
4. Cabinet agreed that Chief Roper would perform "risk or threat assessments" of any campus or building as requested and approved by the College. Given their expertise and training, Chief Roper, and the Public Safety Team at CCU would lead those assessments with input from HGTC personnel as needed.
5. Cabinet agreed that the Deans would work with Human Resources to establish faculty focused safety and security training and would include that training as part of the Professional Development initiatives.
6. Mr. Quaresimo provided an update on several information technology projects, including upgrading the network core switches within the existing data center. These units were previously approved by Cabinet at a cost of \$70,000. Mr. Quaresimo also mentioned the need to upgrade the audio/visual technology in the Maeser Auditorium in Building 600 on the Grand Strand Campus at a cost of \$200,000. The request was unanimously approved.

7. Dr. Wilbanks presented a request and justification to replace a vacant Nursing faculty position. The request was unanimously approved.
8. Mr. Hawley indicated he would be sending President Fore and Cabinet a revised state funding worksheet that highlighted changes, both increases and decreases, in funding.
9. Dr. Batten presented a request and justification to replace a vacant Student Development Coordinator position. After discussion, the request was unanimously approved.
10. Dr. Wilbanks presented various College Policies and Procedures for review. The Policies and Procedures as revised, including elimination of certain Policies and Procedures, were approved and will be shared with President Fore for her consideration.
11. Mrs. Lahnen provided an update on the planning status for the fall employee outing. Details of that event have and will continue to be communicated to all employees.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, October 19<sup>th</sup> 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.