

Cabinet Meeting Summary
Conway Campus – Building 100 President’s Boardroom
Meeting Dated October 19th, 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. Charlotte Hearn, Mrs. Dianna Cecala, Mr. Kevin Brown

Meeting Summary:

Guest Presentations:

Discussion Topics:

1. As outlined in the agenda, Cabinet discussed projections for the Spring enrollment; 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; Phi Theta Kappa annual project and proposed budget; various grant requests; updates on EPIC; academic performance and success criteria; and the HGTC employee Fall outing.

2. Mrs. Lahnen and Ms. Hearn discussed the College’s temporary staff mid-year re-hiring process. Cabinet members discussed various aspects of the process including HGTC’s measures for ensuring the competitiveness of wages, process for increasing proposed salaries, and the salary analysis performed by Human Resources to ensure fairness, equity, and competitiveness of wages. Cabinet members agreed to update the existing temporary staff recommendation form to more clearly reflect whether proposed salaries were within existing departmental budgets.

3. Mrs. Lahnen provided a series of Human Resources updates including proposed safety and active shooter training, training on classroom specific emergency response protocols, staff and faculty professional development, and celebratory plans recognizing Veteran’s Day. Mrs. Lahen also provided an update on the automated employee verification solution that had been previously approved by Cabinet.

4. Mrs. Lahnen discussed the details of the pending State bonus that would be dispersed to eligible employees on October 31st.
5. 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.
6. Mrs. Heafner discussed the process for evaluating and enhancing existing academic performance and success measures. She will be providing Cabinet with additional updates on that work in the coming weeks.
7. Cabinet discussed a potential Cabinet-level planning retreat and using some of that time to discuss and prioritize the many tasks and projects that were in progress or planned. Mrs. Heafner will present this to President Fore as they consider a strategic planning retreat.

Action Topics:

1. Dr. Batten provided an update on the status of the Phi Theta Kappa (PTK) annual project which includes renovations to and upfitting of student “game rooms” on the Conway and Georgetown Campuses. She also presented the PTK’s project budget of \$20,500 which had been duly approved by the SEFAC committee. Cabinet unanimously approved the PTK project/plan and the project budget that will be funded from SEFAC resources.
2. Dr. Wilbanks presented a request and justification to proceed with a new Automotive Technician Certificate Program for fall 2023. The request was unanimously approved.
3. Dr. Wilbanks presented a request and justification to proceed with a new Human Resources Certificate Program for fall 2023. The request was unanimously approved.
4. Dr. Wilbanks presented a request and justification to purchase a computer for a new Business faculty member in the amount of \$2,852. The request was unanimously approved.
5. Mrs. Cecala and Mr. Brown presented various College Policies and Procedures for review. The Policies and Procedures as revised, were approved and will be shared with President Fore for her consideration.
6. Mrs. Heafner presented a request and justification to proceed with a Department of Labor Grant to support the Nursing Program. The request was unanimously approved.
7. Mrs. Heafner presented a request and justification to proceed with an Oceanview Memorial Grant to support the Occupational Therapy Program. The request was unanimously approved.

8. Cabinet approved the concept of establishing an employee emergency fund using proceeds from the sale of items (that do not include State resources) such as college t-shirts and an employee cookbook.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, November 2nd, 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.