

**Cabinet Meeting Summary**  
**Conway Campus – Building 100 President’s Boardroom**  
**Meeting Dated October 5<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. Steven Valenti (CCU-Public Safety), Ms. Kristen Toben, Ms. Charlotte Hearn, Ms. Leslie Maszle, Ms. Ellen Black, Mr. Jim Sexton

**Meeting Summary:**

**Guest Presentations:**

1. Mr. Valenti of the Coastal Carolina University (CCU) Public Safety Office led Cabinet through an Active Shooter Training session. This session was part II of a two-part series on Threat Assessment and Active Shooter awareness and response protocols. Cabinet agreed to provide accommodations to CCU on November 7-11 as part of their officer training process that would include law enforcement officials from other states, colleges, and universities.
  
2. Mrs. Lahnen provided an update on the status of the SC Employee Information System (SCEIS) information technology project as required by the SC Technical College System Office. Mrs. Lahnen and Mr. Hawley presented Ms. Hearn and Ms. Maszle with a “There’s More” award for their dedication and time invested in the project over the past 12+ months.
  
3. Dr. Wilbanks shared there will be a “Jean’s Day” to support a charitable event the week of December 12<sup>th</sup>.

**Discussion Topics:**

1. As outlined in the agenda, Cabinet discussed the Fall enrollment trends; projections for the Spring enrollment; certain College Policies and Procedures; SCEIS Project; various HR updates; the 2022 financial statements and year-end results; and the HGTC employee Fall outing.

2. Mr. Hawley mentioned the 2022 financial results for the College and shared that the financial statements and auditor's report would be available in hard copy in the Business Office in Building 100 on the Conway Campus and on the College's website.
3. Cabinet discussed projections on student retention for the Spring 2023 semester and thoughts on enrollment trends into the Fall 2023 semester. Cabinet discussed methods for overcoming enrollment challenges and optimizing enrollment for the College as individuals acclimate to a post-pandemic environment. Ms. Hyman shared the recent communication from President Fore to students urging them to persist with their educational goals.
4. Mrs. Lahnen shared several Human Resources updates including details on Professional Development planned for November 8<sup>th</sup> on the Conway Campus. Details on the various training opportunities will be forthcoming in the coming days. Cabinet members will plan to attend the breakfast reception to kick-off the event.
5. Mr. Quaresimo discussed the upcoming cyber-security training that will be mandatory for all employees.

**Action Topics:**

1. Cabinet discussed HGTC's safety and security protocols and explored concepts and opportunities for continuous improvement. After discussion, the team agreed to invite Chief Roper of the CCU-Public Safety Division to attend the Cabinet meeting on October 12<sup>th</sup> to discuss HGTC's overarching safety and security measures. In that meeting, Chief Roper would discuss HGTC's existing plan as outlined in the HGTC Safety & Emergency Response Manual, report on HGTC's training protocols, address the risk/threat assessments completed by CCU Public Safety leaders, and lead a discussion on other considerations for continuous improvement and employee awareness.
2. Dr. Batten presented a request and justification to replace a vacant Student Development Coordinator position. After discussion, the request was unanimously approved.
3. Mr. Hawley 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.
4. Dr. Wilbanks 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.
5. Mrs. Lahnen provided an update on the planning status for the fall employee outing. Details of that event will be forthcoming as plans are finalized after further discussions with President Fore.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, October 12<sup>th</sup> and will be in the President's Boardroom on the Conway Campus at 8:30 am. That meeting will be a short agenda.

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\* Not in attendance.