

Cabinet Meeting Summary
Grand Strand Campus – ICI Conference Room
Meeting Dated May 4th, 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. John Dove, VP - Information Technology *
Mrs. Jacquelyn Snyder, VP – Human Resources
Mrs. Lari Roper, Marketing Director
Ms. Nicole Hyman, Public Relations Director

Also attending: Dr. Becky Boone, Mr. Terry Quaresimo, Mr. Jim Sexton

Meeting Summary:

Guest Presentations:

1. Mr. Jim Sexton, Banner ERP Database Administrator, delivered his portfolio presentation outlining his technical and work experience in Information Technology at Ellucian, his accomplishments during the past year, and his goals for the future. Cabinet thanked Mr. Sexton for his accomplishments and the thoroughness of his presentation.

Discussion Topics:

1. In addition to the published agenda Cabinet discussed the Summer and Fall enrollment trends; the de-registration process for no FAFSA that occurred overnight; SEM Works recommendations and action plans; the Employee Retention Credit; current state budget and the impact to HGTC; summer hours pilot program and communication plan; commencement activities; Leadership Grand Strand; and the scheduled all-College meeting.

Action Topics:

1. Mrs. Heafner led a working session to develop specific responses to the consulting report from SEM Works. Mrs. Heafner will assimilate Cabinet’s action plans and responses and will meet with President Fore to discuss those plans and next steps.
2. Cabinet will meet with their employees over the next 2 weeks to identify persons interested in the Leadership Grand Strand Program. At the next meeting on May 18th, Cabinet will identify and select candidates for consideration by the President.

3. Dr. Wilbanks presented a request and justification to acquire 19 cameras for the CSI lab for instructional needs in the amount of \$30,717. The request was unanimously approved.
4. Dr. Boone and Mr. Quaresimo presented a request and justification to install additional back-up cabling on the Georgetown Campus in the amount of \$46,140. The request was unanimously approved.
5. Dr. Wilbanks presented a request and justification to replace a vacant Culinary Arts faculty position. The request was unanimously approved.
6. After reviewing the recommendations from the Sem Works report, Cabinet members discussed retention improvement initiatives. Dr. Wilbanks agreed to provide Cabinet with a listing of the various retention initiatives that were already underway at their next meeting. After further discussing retention, Dr. Wilbanks presented a request to proceed with acquiring retention management software at a cost not to exceed \$500,000. After discussion, Cabinet unanimously agreed to approve not more than \$500,000 to acquire and install a retention management system.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, May 18th 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.