

Cabinet Meeting Summary
Conway Campus – President’s Boardroom
Meeting Dated June 8th, 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 * Dr. Howell served in place

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: Mr. Jim Sexton, Dr. Becky Boone, Ms. Amy Simon

Meeting Summary:

Guest Presentations:

Discussion Topics:

1. In addition to the published agenda Cabinet discussed the Fall enrollment trends; communicating HGTC’s free tuition to external organizations; Banner (ERP) team project update; Moody’s enrollment outlook report; Wells Fargo Grant submission and the OTA Grant; Perkins Grant Award of \$600,000; Leadership Conway; and various Human Resources updates including discussion of flexible work options.
2. Cabinet also discussed the current economic realities facing students and employees. The team discussed means for optimizing the success of the College’s food pantry, the success of the summer hours pilot, and potential alternative work schedules for the fall.
3. Mrs. Snyder shared a state-wide update on various models for delivering professional development and discussed establishing new formats to ever meet the training needs of faculty and staff professionals.
4. Ms. Simon, Mr. Sexton, and Dr. Boone presented a project status report for the Banner ERP Team. Mr. Sexton and Ms. Simon discussed the productivity of the team and the efficiency with which projects were being accomplished. Cabinet members thanked the Banner team for their leadership, overall work, and success. Cabinet requested that the Banner Team provide an update to Cabinet every quarter (3 months).

5. Mr. Hawley discussed minor changes to the College's Emergency Response Manual.

Action Topics:

1. To optimize public awareness of HGTC's free tuition, Cabinet recommended having President Fore send a personal letter along with supporting marketing materials to external Advisory Committee members for various academic programs. Mrs. Roper and Mr. Hawley agreed to discuss this in greater detail with President Fore.
2. Mrs. Heafner presented a request and justification to apply for a grant from Wells Fargo to support workforce scholarships. The request was unanimously approved.
3. Ms. Hyman discussed the Leadership Conway Program and requested a call for applicants. Cabinet agreed to survey their respective team members for interest and to provide a list of potential applicants for discussion at their next meeting.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, June 15th and will be in the President's Boardroom on the Conway Campus at 8:30 am. That meeting will be a short agenda.

Cabinet also agreed to meet at the Georgetown Campus on Wednesday, June 22.

* Not in attendance.