

Cabinet Meeting Summary
Georgetown Campus – Building 100 Boardroom
Meeting Dated July 13th, 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. Cindy Johnston, Mrs. Tara Lahnen

Meeting Summary:

Guest Presentations:

Discussion Topics:

1. In addition to the published agenda Cabinet discussed the Fall enrollment trends; updates on student outreach and communications; several Human Resources updates; diversity, equity, and inclusion initiatives; all-college meeting; professional development training updates; transition from the summer pilot schedule; HR and Marketing policy and procedure changes; 5-year facility improvement plan; and HGTC’s responses to the marketing (Dr. Black) consulting report.
2. Dr. Johnston provided an update regarding the new student outreach and communication program that was geographically, or territory based. The new approach reflects recruiting practices at senior institutions and will enable HGTC to be ever more effective in reaching and communicating with prospective students.
3. Mrs. Snyder provided several Human Resources updates including adult CPR training; the “savings lives” campaign for upcoming safety and security; Title IX anti-discrimination training; and the faculty/staff professional development days planned for the Fall. Cabinet members agreed to attend the CPR training as a refresher to their prior training.

4. Mrs. Snyder and Mrs. Lahnen provided a multi-year analysis of employee turnover by employee job duty, and a report highlighting feedback from employee exit interviews/surveys. Cabinet spent considerable time assessing the feedback received and identifying areas where continuous improvement may be necessary. Cabinet unanimously agreed the feedback was both overwhelming positive and also anticipated based on current market/hiring conditions. Information from the report will be shared with President Fore and will be used to provide additional training to employees.
5. Mrs. Snyder discussed the importance of following appropriate protocols in completing employee evaluations and will be providing additional training on evaluating employees soon.
6. Cabinet discussed the plans for transitioning from the summer pilot program to the conventional fall schedule.
7. Mrs. Heafner discussed the consulting report received from Dr. Black and SEM Works. She will be leading a work-session in late July or early August with Cabinet to report HGTC's progress on the various recommendations in the report.
8. Mr. Hawley mentioned that the College's 5-year strategic plan had been completed and agreed to share that summary with Cabinet members.

Action Topics:

1. Mrs. Snyder, Mrs. Lahnen, and Mr. Hawley presented a request and recommendation to establish a budget of \$3,000 to support Human Resources "safety and security" training initiatives. Approximately \$1,500 of the funds will be used to provide hand-held safety alarms to all employees. The request was unanimously approved.
2. Dr. Batten presented a request and justification to replace a vacant Health Sciences Advisor position that is funded by the Perkins Grant. The request was unanimously approved.
3. Dr. Batten presented a request and justification to replace a vacant Director of Student Development position. The request was unanimously approved.
4. Mr. Dove presented a request and justification to replace a vacant Systems Administrator position. The request was unanimously approved.
5. Mrs. Lahnen presented proposed changes to College Policies and Procedures. Those changes were unanimously approved and will be shared with President Fore for her consideration.
6. Mrs. Roper presented proposed changes to College Policies and Procedures. Those changes were unanimously approved and will be shared with President Fore for her consideration.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, July 20th and will be in the President's Boardroom on the Conway Campus at 9:00 am. That meeting will be a short agenda.

* Not in attendance.
