

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated June 9th, 2021

Cabinet Attendees:

Dr. Marilyn Fore, President
Mr. Harold Hawley, VP - Finance and Administration
Mr. Greg Mitchell, VP - Continuing Education & Workforce Development
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

Meeting Summary:

Guest Presentations:

1. Dr. Fore provided Ms. Oxendine with a portfolio commemorating the successful completion of her first year with HGTC. President Fore and Cabinet members congratulated Ms. Oxendine and wished her the best of success in her career with HGTC.
2. Ms. Johnston, Ms. Havens, and Ms. Hoppe from the Student Services Division led a comprehensive discussion regarding the many facets of the enrollment cycle. In particular, the team discussed enrollment challenges, ever-diverse student needs, outreach initiatives, and resource requirements. Cabinet thanked the team from Student Services and agreed to return in the coming weeks with thoughts and recommendations regarding additional staffing needs.

Discussion Topics:

1. In addition to the posted agenda, Cabinet also discussed the follow-up from the recent strategic planning session; student tuition and fees; and the summer/fall semester enrollment strategies. For additional details, please consult with your respective Cabinet member.

Action Topics:

1. Mr. Hawley presented a request and justification to replace a vacant position as Student Accounts Manager. The request was unanimously approved.
2. Dr. Wilbanks presented a request and justification to replace a vacant faculty position in the Forestry Program. The request was unanimously approved.

3. Dr. Wilbanks presented a request and justification to establish and hire a new AVP-Dean position. After discussion, the request was unanimously approved.

The Cabinet meeting adjourned. The next meeting will be scheduled for June 16th 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.