

Cabinet Meeting Summary
Conway Campus – TEAMS Meeting
Meeting Dated January 19th, 2022

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

Also attending: Mrs. Tara Lahnen

Meeting Summary:

Guest Presentations:

Mr. Charles Weathers, Sr. made a presentation to Cabinet regarding Diversity, Equity, and Inclusion.

Discussion Topics:

1. In addition to the published agenda Cabinet discussed the Spring enrollment trends; the recent deferral of the de-registration process; COVID trends among employees and students; on-line course offerings; the Educational Capital Sales and Use Tax updates; and the Area Commission meeting. President Fore also mentioned the SC Legislative Appreciation event in Columbia on February 15 and invited all Cabinet members to attend. President Fore and Cabinet also discussed enrollment trends across the SC Technical College System.
2. Mrs. Heafner and President Fore stressed the importance of monitoring on-line classes to ensure that quality standards were being upheld.

Action Topics:

1. Cabinet agreed to embrace the most recent revisions to the SC DHEC guidelines regarding quarantining and returning to work/classes to be effective January 24th. Details on these changes in protocols will be forthcoming.

2. President Fore stated that the re-dedication of the Grand Strand Campus will occur on April 22nd.
3. Dr. Batten presented a request and justification to replace a vacant Director of Student Support Services that is funded by the TRIO Grant. The request was unanimously approved.
4. Dr. Fore mentioned the formation of a new standing committee that will address technology needs and IT projects across the institution. The committee will initially meet every other week. Details of the new committee and its members will be forthcoming.
5. President Fore asked that Cabinet members contact Spartanburg Technical College and potentially other colleges to identify specific programs where they were experiencing enrollment growth.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, January 26th and will be in the President's Boardroom on the Conway Campus at 8:30 am unless otherwise changed. That meeting will be a long agenda.

* Not in attendance.