

Cabinet Meeting Summary
Conway Campus – Building 100 President’s Boardroom
Meeting Dated August 17th, 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. Terry Quaresimo, Interim Director - Information Technology *

Mrs. Jacquelyn Snyder, VP – Human Resources

Mrs. Lari Roper, Marketing Director

Ms. Nicole Hyman, Public Relations Director

Also attending: Dr. Cindy Johnston

Meeting Summary:

Guest Presentations:

Discussion Topics:

1. As outlined in the agenda, Cabinet discussed the Fall enrollment trends; planned de-registration for non-filing of FAFSA; start of classes and various operational topics in support of the Fall semester, certain College Policies and Procedures; future guest speakers for Cabinet; Human Resource’s “one-way video interviewing” solutions; employee emergency funds; and marketing and promotional transition plans for Spring 2023.
2. Mrs. Snyder led a discussion regarding the recent “all-College-meeting”. Everyone expressed compliments regarding the meeting and discussed its overall success. Mrs. Snyder reminded everyone of the “new-employee orientation” scheduled for August 17th at 1:00.
3. Dr. Batten, Dr. Johnston, and Mr. Hawley thanked everyone for their collaboration and teamwork in supporting one another through the hectic “fall rush” season. Mrs. Heafner share enrollment trends from selected other Colleges and again complimented everyone on the success of the fall enrollment campaign.
4. Dr. Johnston debriefed everyone on the success of the recent student orientation events and reminded everyone that CCU-Bridge students would be on the Conway Campus today. Dr. Johnston

outlined the various Student Support and Financial Aid team members and other resources that will be available to assist those students.

5. Mrs. Heafner provided resources to Cabinet that could serve as guest speakers for future meetings, including members from the Community College Research Center. Cabinet members were asked to provide input to the topics that would be of most interest to them. Mr. Hawley and Mrs. Heafner will be working together to coordinate those interactions for future meetings.
6. Cabinet agreed to reviewing and discussing the College's Emergency Management Protocols, especially as they relate to weather events, at their next meeting.

Action Topics:

1. Mrs. Snyder discussed the many successes and benefits of various employee assistance programs. She presented a request and justification to establish an "employee emergency fund" that would be supported by private donations. Mr. Hawley agreed to research the proper entity for maintaining the funds. Mrs. Snyder's request was unanimously approved and will be presented to President Fore for her consideration.
2. A request and justification were submitted by proxy from Dr. Wilbanks and Mr. Quaresimo to acquire an X-ray infusion micro-adjustable table to support the OTA and MLT labs and learning environments on the Grand Strand Campus in the amount of \$13,607. After discussion, the request was unanimously approved.
3. Dr. Batten presented a request and justification to replace the vacant Student Development Coordinator position. The position is a replacement of an existing position and will not impact the existing operating budget. The request was unanimously approved.
4. Mr. Hawley presented policies and procedures for Cabinet's review and approval. After discussion, the policies, and procedures as revised were approved and will be presented to President Fore for her approval.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, August 31st 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.