

Cabinet Meeting Summary
Conway Campus – President’s Boardroom
Meeting Dated February 23rd, 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:

Meeting Summary:

Guest Presentations:

Discussion Topics:

1. In addition to the published agenda Cabinet discussed the Spring enrollment trends; Fall enrollment outreach and promotional activities; COVID-19 and masking updates; differential tuition plans; Perkins Grant funding; IT consulting cost updates; various HR updates including Safety & Threat Assessment Training, and Anti-Harassment Training; and alternative (telecommuting) employee work schedules.

Action Topics:

1. Dr. Wilbanks requested a new FTE position to support the clinical and administrative requirements for various healthcare and other programs. After discussion regarding various budgetary implications, the position was unanimously approved.
2. The re-dedication ceremony for the Grand Strand Campus will be on April 22nd at 10:00 am. Cabinet unanimously approved a budget of \$5,000 for the re-dedication ceremony. This budget may be increased as details of the event are finalized.
3. Dr. Batten presented a request and justification to replace the existing student lockers in the Testing Center on the Grand Strand Campus at a cost of \$4,812. The source of funds will be the Testing Center’s operational budget. After discussion, the request was unanimously approved.

4. Dr. Batten presented a request and justification to replace a vacant Recruiter position. After discussion, the request was unanimously approved.
5. Mr. Dove presented a request and justification to replace a vacant Desktop Support position. After discussion, the request was unanimously approved.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, March 2nd and will be in the President's Boardroom on the Conway Campus at 8:30 am unless otherwise changed. That meeting will be a short agenda.

* Not in attendance.