Cabinet Meeting Summary
Conway Campus – President's Boardroom
Meeting Dated June 23rd, 2022
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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: Mr. Terry Quaresimo, Dr. Becky Boone, Dr. Cindy Johnston, Ms. Bobbi Jo Oxendine, Ms. Morgan Dendy, Ms. Victoria Ward, Mr. Chris Cochrane

Meeting Summary:

Guest Presentations:
1. Mr. Quaresimo provided a comprehensive update on the College's current and proposed IT/Cloud strategic plan. Cabinet members endorsed the plan and requested that future updates be provided as key decisions are made in implementing the plan and migrating applications to a cloud environment.   Everyone thanked Mr. Quaresimo for the information he provided and for the thoroughness of his presentation.

2. Dr. Johnston and Ms. Dendy provided an update on the College's recruiting and outreach activities. Dr. Johnston and Ms. Dendy also introduced the new Student Affairs recruiting team members. Everyone thanked the new team members for their work and success.

Discussion Topics:
1. In addition to the published agenda Cabinet discussed the Fall enrollment trends; IT/cloud strategy; recruitment and outreach initiatives; diversity, equity, and inclusion initiatives; temporary staff compensation; Legislative CHRD updates; social media procedures; and State salary guidelines.

2. Mrs. Snyder and Ms. Oxendine provided an update from the State-wide diversity, equity, and inclusion (DEI) kick-off meeting in Columbia and shared information on the 3-year strategic plan for that program. Cabinet members all shared their support for the DEI initiative.

3. Mrs. Snyder provided a thorough explanation of the recent compensation increases as approved by the State. She discussed employee eligibility and the timing and sequencing of various compensation changes.

4. Mrs. Heafner shared that the College will receive additional funding for student scholarships from an external foundation in the amount of $90,000.

5. Mrs. Heafner reported on proposed changes to IPEDS reporting and also provided an update from the IE/IR Peer Group.

Action Topics:
1. Dr. Wilbanks presented a request and justification for hiring a 37.5-hour part-time staff position as a multi-media specialist that will be responsible for both the Conway and Grand Strand Campuses. The request was unanimously approved.

2. Dr. Wilbanks presented a request and justification to hire an FTE faculty position for the proposed automotive technician program. The request was unanimously approved.

3. At Mrs. Roper's request, Cabinet agreed to review the proposed social media policy (for college-owned sites) over the next week and to discuss the procedure further at their next meeting.

4. Cabinet unanimously agreed on a candidate to serve as SCTEA liaison and coordinator. The recommendation will be shared with President Fore for her approval.

5. Cabinet unanimously agreed on a candidate to participate in the Leadership Conway Program. The recommendation will be shared with President Fore for her approval.

6. Dr. Batten presented a request and justification to hire a part-time, 20 hour per week, temporary staff position as an Admissions Office - Data Processor through December 31, 2022. After discussion, the request was unanimously approved.

7. Mrs. Roper proposed posting job vacancies on the College's website for organizations with whom the College has a formal partnership through the Apprenticeship Program. The request was unanimously approved.

    The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, June 29th and will be in the Boardroom on the Conway Campus at 8:30 am. That meeting will be a short agenda.

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* Not in attendance.