

Cabinet Meeting Summary
Conway Campus – Building 100 President’s Boardroom
Meeting Dated September 7th, 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. Tara Lahnen served in place.
Mrs. Lari Roper, Marketing Director
Ms. Nicole Hyman, Public Relations Director

Also attending: Ms. Kristen Toben

Meeting Summary:

Guest Presentations:

1. Ms. Toben provided an update on the status of grants and external funding sources. Cabinet discussed the various grants and acknowledged their satisfaction with the status of each grant and its spending activity.

Discussion Topics:

1. As outlined in the agenda, Cabinet discussed the Fall enrollment trends; the recent de-registration for non-attendance and the de-registration for no-FAFSA scheduled for September 20th; various equipment requests; certain College Policies and Procedures; the upcoming Area Commission agenda; and the HEERF/State Scholarship funds and projections regarding the availability of those funds for the Spring/Summer 2023 semesters.
2. Cabinet also discussed potential grant-based sources of funding for scholarships and operating needs. President Fore, Mrs. Heafner, and other Cabinet members will be exploring discussions with various funding sources over the coming weeks.

Action Topics:

1. Dr. Wilbanks presented a request and justification to acquire medical beds to support the Health Sciences programs in the amount of \$18,360. The request was unanimously approved.
2. Mrs. Heafner presented a request and justification to pursue a \$10,000 grant from Duke Energy. The request was unanimously approved.

3. Mr. Quaresimo discussed changing regulations imposed by the FTC as they relate to information technology and data security. He outlined the College's proposed plan to address those new requirements and agreed to provide additional updates on the status of that work over the coming weeks. Cabinet unanimously approved implementing whatever measures were needed to comply with the new guidelines.
4. Mr. Hawley presented various College Policies and Procedures for review. The Policies and Procedures as revised were approved and will be shared with President Fore for her consideration.
5. President Fore led a discussion regarding continuous improvement and "excellence in leadership". Cabinet discussed the many accomplishments of the College and areas where opportunities may exist to further expand and enrich the services provided by the institution within and across all operating divisions. President Fore requested that Cabinet reflect on this discussion and discuss the topic again on the meeting scheduled for September 21st. At that meeting, Cabinet will discuss opportunities for improvement in their respective areas and will share those recommendations with President Fore for her consideration.
6. Cabinet discussed safety and security for the Georgetown Campus. Mr. Hawley agreed that his team will review the lighting on the campus and install additional lighting as needed. He also agreed that he and Mr. Brown will meet with Public Safety leaders from CCU and HGTC to solicit their insights and perspectives for the Georgetown Campus. The feedback from those meetings will be reported to Cabinet at their next meeting.
7. Cabinet agreed that there would be no meeting on September 14th due to a Technical College System-Wide DEI meeting in Columbia on that date. The next Cabinet meeting is scheduled for Wednesday, September 21st and will be in the President's Boardroom on the Conway Campus at 8:30 am. Cabinet also agreed to meet on the Grand Strand Campus on September 28th in the Speir Building Boardroom and will review the Surgical Technician facility improvements at that time. Details on the meeting at Grand Strand will follow in the coming weeks.
8. Mrs. Heafner led a discussion regarding strategic planning for the next planning cycle and agreed to establish a kick-off meeting on that topic in the coming weeks. President Fore also introduced the opportunity to have a fall retreat, led by her and Mrs. Heafner, to discuss the College's strategic plans over the next 3-5 years. Details on those planning meeting will be forthcoming in the coming weeks.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, September 21st 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.