

Cabinet Meeting Summary
Conway Campus – TEAMS Meeting
Meeting Dated January 12th, 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. Ellen Black

Meeting Summary:

Guest Presentations:

Discussion Topics:

1. In addition to the published agenda Cabinet discussed the Spring enrollment trends; COVID trends among employees and students; COVID protocols; on-line course offerings; the Educational Capital Sales and Use Tax updates; inviting external guests to Cabinet meetings; and the Area Commission agenda topics.

Action Topics:

1. Mrs. Black presented a recommendation and justification to replace a full-time position in Accounts Payable. After discussion, the request was approved.
2. Mrs. Black presented a recommendation and justification to increase the hours to 37.5 for a part-time position in Student Accounts at the Grand Strand Campus. After discussion, the request was approved for the Spring Semester and will be re-assessed for the Summer and Fall Semesters.
3. Mrs. Black presented a recommendation and justification to replace a part-time position in Student Accounts in Conway for 37.5 hours per week. After discussion, the request was approved.

4. Cabinet reviewed the Area Commission agenda and recommended additions and changes to the proposed meeting topics. These proposed changes will be included on the revised agenda pending approval by President Fore.
5. Mr. Dove presented a request and justification to acquire a computer station for the Biology Department in the amount of \$2,638. This request was previously approved by Cabinet but was erroneously referenced as being for the English Department. The request was unanimously approved.
6. Dr. Wilbanks presented a request and justification to replace a vacant faculty position in the English Department. The request was unanimously approved.
7. Dr. Wilbanks presented a request and justification to replace a vacant faculty position for Psychology. The request was unanimously approved.
8. President Fore asked that Cabinet members provide her with feedback from FA Solutions on a periodic basis about the types/kinds of questions being asked by students, especially as it related to academic program offerings.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, January 19th 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.