

Cabinet Meeting Summary
Conway Campus – President’s Boardroom
Meeting Dated February 9th, 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, Mrs. Cindy Johnston

Meeting Summary:

Guest Presentations:

1. Robert Wright, CEO of FA Solutions met with Cabinet via conference call. Among various topics, the team discussed call volumes, trends in student inquiries, resolution rates, new technology being employed to further enhance the student experience, and practices at other institutions across the nation.

Discussion Topics:

1. In addition to the published agenda Cabinet discussed the Spring enrollment trends; the use of HEERF funds; enrollment trends at other institutions; COVID rates among employees and students; differential tuition; surveys on campus; requirements for wearing masks; and various operational and strategic IT-related topics.
2. Mr. Hawley mentioned the College’s planning process once the HEERF funds have been fully used.

Action Topics:

1. Mrs. Heafner discussed the potential to use an enterprise-wide solution for conducting college surveys but recommended to remain with the non-ERP based solution. The recommendation was unanimously approved.

2. Mrs. Heafner made the recommendation to require that all surveys are coordinated through the Office of Institutional Research and Development. The recommendation was unanimously approved. Mrs. Heafner will send a communication to all employees apprising them of the new guidelines.
3. Dr. Wilbanks presented a request and justification to acquire various equipment for the start-up of the OTA Program in the amount of \$48,355. The request was unanimously approved.
4. Dr. Wilbanks presented a request and justification to replace a vacant faculty position for Philosophy. The request was unanimously approved.
5. Mr. Dove presented a request and justification to replace a full-time vacant IT position. The request was unanimously approved.
6. Mr. Dove presented a request and justification to hire 2 (two) part-time IT positions, one for the Grand Strand Campus and one for the Georgetown Campus. After discussion, the request was unanimously approved.
7. Mr. Dove presented a request and justification to acquire 253+ student computer stations in the amount of \$341,430. The request was unanimously approved.
8. Mr. Dove presented a request and justification to acquire 175+ instructor computer stations in the amount of \$394,811. The request was unanimously approved.
9. Mr. Dove presented a request and justification to install a fiber run to improve network access for the Georgetown Advanced Manufacturing Building in the amount of \$6,469. The request was unanimously approved.
10. Mr. Dove presented a request and justification to acquire wireless network access points in the amount of \$8,537. The request was unanimously approved.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, February 16th 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.