

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated January 5th, 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: Ms. Liz Smith; Mrs. Tara Lahnen

Meeting Summary:

Guest Presentations:

Mr. Hawley introduced Ms. Liz Smith as the College’s new Director of Student Accounts.

Discussion Topics:

1. In addition to the published agenda Cabinet discussed the Spring enrollment trends; COVID trends among employees and students; COVID protocols; the Educational Capital Sales and Use Tax updates; recent Nursing (NCLEX) exam pass rates; employee orientation training; and use of the Chapin Visualization Center in the Library on the Grand Strand Campus.
2. Mrs. Heafner provided a detailed status report for the SEM Works consulting project.

Action Topics:

1. Mr. Hawley presented a recommendation and justification to offer differential tuition for the Fall 2022 semester. After discussion, the request was unanimously approved. The recommendation will be discussed further with President Fore for her review and approval, and as necessary shared with the College’s Area Commission prior to implementation.

2. Dr. Wilbanks presented a request and justification to acquire upgraded “OR” lighting for the Surgical Technology Program in an amount not to exceed \$80,000. The request was unanimously approved.
3. Dr. Wilbanks presented a request and justification to acquire various culinary equipment to support the kitchen in Building 600 on the Grand Strand Campus in an amount not to exceed \$50,000. The request was unanimously approved.
4. Dr. Wilbanks presented a request and justification to replace a vacant faculty position in the Dental Program. The request was unanimously approved.
5. Dr. Wilbanks presented a request and justification to replace a vacant staff position in Continuing Education. The request was unanimously approved.
6. Cabinet agreed to invite and host more external guests during the year; visit all campuses more frequently; and stay equally focused on both strategic and operational goals/objectives.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, January 12th 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.