

**Cabinet Meeting Summary**  
**Conway Campus – President’s Boardroom**  
**Meeting Dated February 16th, 2022**

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**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 \*                      Dr. Candace Howell served in place  
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: Dr. Becky Boone

**Meeting Summary:**

**Guest Presentations:**

**Discussion Topics:**

1. In addition to the published agenda Cabinet discussed the Spring enrollment trends; use of HEERF funds; enrollment trends at other institutions; COVID-19 communication and signage; differential tuition; academic technology, and alternative employee work schedules.
2. Mr. Hawley mentioned that based on current forecasts, there would be sufficient HEERF funding to support the “free tuition” campaign only for the Summer and Fall of 2022. If the “free tuition” campaign is to be continued beyond Fall 2022 there would need to be new/alternate sources of funding.

**Action Topics:**

1. Mrs. Heafner and Dr. Boone presented a recommendation and justification to increase the budget for the previously approved acquisition of assessment software from \$175,000 to \$204,000 over a 5-year period. As part of that request, there was a request to expend \$62,800 for the first year implementation. The recommendations were unanimously approved.
2. Dr. Howell presented a request and justification to acquire X-Ray Training mannequins to replace dated and non-functioning existing equipment in the amount of \$31,909. The request was unanimously approved.

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3. Dr. Howell and Mr. Dove presented a request and justification to install upgraded network cabling in Room 147 on the Georgetown Campus in the amount of \$2,989. The request was unanimously approved.
4. Mr. Dove presented a request and justification to install HVAC units in the network closets in Building 200 and 300 on the Grand Strand Campus in the amount of \$8,350. The request was unanimously approved.
5. Dr. Howell presented a request and justification to hire a new Anatomy/Physiology instructor. After discussion, the request was unanimously approved.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, February 23rd and will be in the President's Boardroom on the Conway Campus at 8:30 am unless otherwise changed. That meeting will be a long agenda.

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\* Not in attendance.