

Cabinet Meeting Summary
Conway Campus – President’s Boardroom
Meeting Dated April 20th, 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. John Dove, VP - 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: Mrs. Tara Lahnen

Meeting Summary:

Guest Presentations:

1. Cabinet participated in a presentation and dialogue with Dr. Joey Von Nessen from USC regarding the state of the South Carolina economy and its associated impact on higher education. Handouts of the presentation were provided to all Cabinet members.

Discussion Topics:

1. In addition to the published agenda Cabinet discussed the Summer and Fall enrollment trends; various enrollment outreach initiatives; SEM Works consulting presentation and recommendations; temporary staff budgets; policies and procedures; and various HR updates including Threat Assessment Training, and the Professional Development and Employee Appreciation Day on May 11th.
2. President Fore and Cabinet agreed on the messaging for the annual budget request.
3. President Fore discussed the upcoming Grand Strand Campus Dedication Ceremony that will be held on April 22nd.
4. Dr. Wilbanks reminded Cabinet members of the “JR-CERT” Radiology Program accreditation review on June 20-21 and asked that various Cabinet members plan to attend those meetings. Additional meeting details will follow.

Action Topics:

1. Cabinet members reviewed the candidates for Temporary Staff of the Year and unanimously approved a recommendation. The recommended candidate will be forwarded to President Fore for her consideration and approval.
2. Cabinet members reviewed the candidates for Staff of the Year and unanimously approved a recommendation. The recommended candidate will be forwarded to President Fore for her consideration and approval.
3. Mrs. Heafner presented a request and justification to approve the College's FY 22-23 Strategic Plan as written. The request was unanimously approved by Cabinet and will be presented to President Fore for approval. Upon approval by President Fore, the Strategic Plan will be presented to the Area Commission at their next meeting.
4. Dr. Wilbanks presented a request and justification to replace a vacant Culinary Arts faculty position. The request was unanimously approved.
5. Dr. Batten presented a request and justification to replace a Program Assistant in the Registrar's Office. The request was unanimously approved.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, April 27th 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.