

Cabinet Meeting Summary
Grand Strand Campus Building 300 (Video Room 304) - Operational Agenda
Meeting Dated June 20, 2018

Cabinet Attendees:

Dr. Marilyn Fore – President
Mr. Harold Hawley, VP - Finance and Administration
Mr. Greg Mitchell, VP - Continuing Education & Workforce Development
Dr. Jennifer Wilbanks, VP - Chief Academic Officer
Dr. Melissa Batten, VP – Student Affairs
Mr. John Dove, VP - Information Technology
Mrs. Lori Heafner, AVP - Institutional Planning, Research, and Grants
Mrs. Jacquelyn Snyder, AVP – Human Resources
Mrs. Lari Roper, Assistant Marketing Director

Guests:

Mrs. Tara Lahnen, Assistant Director - Human Resources

Meeting Summary:

1. Cabinet members engaged in a robust discussion on “employee training and succession planning.” President Fore had highlighted the importance of the topic, and Cabinet members discussed the methods and means by which the College effectively trains new employees for their assigned duties. Given the number of new employees throughout the College, the Cabinet members all agreed that providing new employees with thorough training in their assigned duties was essential for success. The team also recognized that such training should be part of an overall succession plan that should exist within each division and for each key position. The team discussed various ideas and options for developing the required training, and agreed to continue the discussion at their next meeting when a more detailed action plan would begin to be formulated both within and across all operating divisions.
2. Dr. Wilbanks shared that a “Retention Improvement Team” had been formed which included several faculty members and representatives from functional areas across the institution. The full Retention Improvement Team met on June 13 and began finalizing their action plans for improving student success. A document outlining those plans will be shared with Cabinet at the June 27th meeting. Mrs. Heafner mentioned that she and Mrs. Howell had begun surveying “continuing students” to identify reasons for and causes of student success and persistence. It was also mentioned that faculty/staff were calling (summer) students who have dropped courses to better understand their reasons for withdrawal. Mr. Hawley noted, that at the request of the faculty, he had provided the faculty/advisors an informative brochure on answers to the most commonly asked financial aid related questions. President Fore and Cabinet members are all invited to attend the various retention meetings, and will be provided updates on the progress and success of the Retention Team on a routine basis.

3. Mr. Mitchell provided a comprehensive update on the Continuing Education Division. He discussed new program growth, improving financial performance, and potential new partnerships with businesses for providing workforce training. Everyone acknowledged the improvements and expansion opportunities within the Continuing Education Division, and thanked Mr. Mitchell for his leadership.
4. Mrs. Snyder and Mrs. Lahnen discussed the new SC Pregnancy Accommodations Act that was recently enacted (as law), and the associated deadlines for implementation. The Cabinet members approved the changes to the associated Policy 3.1.1 and will present that to President Fore for her approval. Cabinet members agreed to invite the HR team to departmental meetings to further explain changes to the existing policy and the new legislation.
5. Dr. Wilbanks discussed the Professional Development Week (beginning August 20) and shared a proposed agenda for the week. Cabinet members discussed various topics and sessions scheduled for the week, recommended additional training sessions, and offered their support for the scheduled training and development activities.
6. Mrs. Heafner outlined a draft agenda (and outcomes) for the proposed "Strategic Planning Retreat" scheduled for August 3rd that will focus on the new Institutional Strategic Plan. Cabinet members had previously discussed the purpose and outcomes of the meeting, and highlighted various topics for consideration. Mrs. Heafner indicated that President Fore had approved the agenda and the planned meeting outcomes. Mr. Hawley indicated he was working on various meeting venues for President Fore to consider. The team agreed to continue their discussion and planning for the retreat at their June 27th meeting.
7. Dr. Batten provided an update on the fall enrollment, and noted that the "day-to-day" headcount enrollment levels were approximately 1.0% below that of prior year. However, she noted that several hundred students had not been transitioned from the Recruit System to Banner, and as a result the enrollment numbers previously mentioned did not include these students (and enrollment was actually further ahead than reported). Dr. Batten outlined a detailed list of enrollment related initiatives that were in progress and/or planned for the upcoming fall. She mentioned various changes to Bridge and PACE programs that may impact enrollment for the upcoming fall. Cabinet also discussed the impact of the current economy and record-low unemployment that may also impact fall enrollment. After discussion, Cabinet members formulated a reasonable (expected) enrollment goal for the fall semester and will be discussing that with President Fore over the next week.
8. Mr. Dove presented a request and justification in the amount of \$11,931 for a computer, printer, and scanner for the new administrative support position that will support both the Information Technology (IT) and Institutional Research, Planning and Grants Departments. After discussion, the request was unanimously approved.

9. Mr. Hawley presented a request and justification in the amount of \$1,381 for a computer for the new temporary staff position that had previously been approved for the Student Accounts Department on the Conway Campus. After discussion, the request was unanimously approved.
10. Mr. Dove provided an update on several key Information Technology (IT) initiatives including the Banner 9.0 migration, Banner Recruit project, comprehensive security improvements, and other enhancements to improve technical support and end-user functionality. The Banner 9.0 migration is planned for October 23rd, 2018. Everyone thanked Mr. Dove for the update and the improvements being made to the College-wide IT infrastructure.
11. Mr. Hawley provided Cabinet members with a copy of the Financial Aid 101 (training) booklet that had been developed for faculty/student advisors.
12. Dr. Batten mentioned that the Perkin's Grant had been awarded to the College and that she would be presenting that budget to Cabinet at their next meeting.
13. The Cabinet meeting concluded, and members convened to attend to President Fore's presentation on the status of the College, SACSCOC initiative, and capital project updates. The next Cabinet meeting is scheduled for June 27th and will be held in the President's Board Room on the College's Conway Campus at 8:00 am. The next meeting will be a "strategic agenda" and will include a comprehensive update on the College's Retention Improvement Plan and its Quality Enhancement Plan (QEP).

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