

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated January 6th, 2021 – Long Agenda

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

Meeting Summary:

1. Dr. Batten provided an enrollment analysis comparing current Spring enrollment to that at the same time in the prior year, and shared feedback from other colleges regarding their Spring enrollment and instructional offerings, and the format in which classes will be provided. Dr. Batten and Cabinet discussed the various enrollment outreach initiatives and the plans for communicating with and providing support to students during the enrollment period.
2. President Fore and Cabinet discussed the proposed “all college meeting” scheduled for later in January. After discussion, President Fore and Cabinet agreed to accommodate the proposed meeting through a series of personalized Presidential videos and emails to employees.
3. Dr. Wilbanks presented a request and justification to replace a vacant Nursing faculty position. The request was unanimously approved.
4. Dr. Boone presented a request and justification to spend \$1,407,107 on various academic and instructional support equipment and related technologies that will be funded from the CARES Act resources. President Fore and Cabinet discussed any incremental operating costs associated with the proposed request and the expected benefits from the acquisitions. After discussion, Cabinet unanimously approved the request. As part of this request, Cabinet also discussed using \$500,000 in CARES Act funding to replace existing personal computers throughout the College. After discussion with President Fore and hearing her insights and perspectives, the request was unanimously approved.

5. President Fore and Cabinet met via conference call with Pam Notemyer from FA Solutions, the College's external call center. The group discussed enrollment trends, best practices, and mutual opportunities for improvement. Mr. Hawley, Dr. Wilbanks, Dr. Batten and Mrs. Heafner will meet over the next week with representatives from FA Solutions to address topics including "notification of prospects", student advising, and reporting practices.
6. Mrs. Heafner presented a request and justification to proceed with a grant request from the City of Myrtle Beach to support the Dental program. The request was unanimously approved.
7. Mrs. Lahnen presented the 2021 College (Staff) holiday calendar. The team discussed the various holiday dates with certain changes being proposed. Mrs. Lahnen agreed to work with Dr. Wilbanks to reconcile any perceived conflicts with the Academic Calendar over the next week. Mrs. Lahnen will present the revised holiday calendar at the next Cabinet meeting.
8. Mr. Hawley presented a request and justification to replace a vacant part-time Procurement position at 28.0 hours per week. The request was unanimously approved.
9. Mrs. Heafner discussed the scheduled strategic planning session previously planned. President Fore shared her thoughts and insights on the focus of that meeting, stressing the importance of providing creative and alternative programs to students. After discussion, the strategic planning meeting is being rescheduled for later in February.
10. President Fore and Cabinet members discussed the COVID-19 incident status for employees, and Dr. Batten provided a COVID-19 report for students.
11. The Cabinet meeting officially adjourned. The next meeting is scheduled for January 13th, at 8:30 am in the President's Boardroom on the Conway Campus. That meeting will be a short agenda.

* Not in attendance.