

Cabinet Meeting Summary
Conway Campus – Virtual Meeting
Meeting Dated March 3rd, 2021

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 led a discussion regarding summer and fall enrollment and noted that the full summer enrollment period began on Monday, March 1 and that fall enrollment begins on April 5th. Cabinet members also discussed the upcoming marketing plans for the summer/fall semesters. Mrs. Roper will be providing President Fore with highlights of the various initiatives the Marketing Team are pursuing including communication plans for distance learning, student testimonials, internet streaming, mass mailers, etc.
2. President Fore and Cabinet members discussed the proposed “return-to-campus” work schedule. President Fore stressed the importance and value of in-person experiences to support the learning process and other needs of students. After discussion, President Fore and Cabinet members unanimously agreed to accept the proposed “return-to-campus” plan and agreed that the proposed plan will equally apply to all employees. The plan will be communicated to all College employees by end of the week.
3. President Fore and Cabinet members discussed the fall academic schedule and the importance of ensuring that the fall schedule was consistent with and reflective of the fall 2019 (pre-COVID) schedule. Cabinet members highlighted the trends of returning to “normal” (pre-COVID) instructional formats and schedules in both the K-12 environment and at four-year institutions, and discussed positive trends with vaccination rates. President Fore will be reviewing the proposed fall schedule in the coming weeks.

4. Dr. Batten provided an update on the planned Commencement activities considering the Governor's recent decisions regarding large gatherings. Cabinet unanimously agreed to remain with the original plan for holding multiple Commencement events to optimize public health and safety.
5. Dr. Batten and Dr. Wilbanks provided an update on selecting a candidate to participate in the Leadership Grand Strand program. A candidate was selected and will be presented to President Fore for her consideration and approval.
6. Dr. Wilbanks presented a request and justification to terminate the Administrative Support Certificate and to incorporate that curriculum into other programs. The request was unanimously approved.
7. Dr. Wilbanks presented a request and justification to purchase a printer for the Dental Program in the amount of \$6,270. The request was unanimously approved.
8. Mrs. Black provided an update on the status of the CARES Stimulus funds and an update on the status and future plans for using the CRRSAA Stimulus funding.
9. Mr. Dove provided an update on several Information Technology (IT) topics. In particular, he addressed recent trends in cyber-security and data breaches across the state and nation and highlighted the College's efforts for ensuring appropriate security protocols. He also shared an update on employees who had attended the cyber-security training.
10. Dr. Wilbanks provided an update on the CAO Peer Group's efforts to re-evaluate the "performance funding" model.
11. Mrs. Snyder shared an update on several Human Resources topics including Black History Month and Women's History Day. She also discussed the expectations for completing the temporary staff budgets and discussed the plans for the First Year Experience training.
12. Mrs. Heafner mentioned that the College had submitted a TRIO Grant to the Department of Education.
13. Mrs. Heafner discussed the IT project planning session, which is scheduled for next Wednesday, March 10th. Cabinet members all agreed that the meeting would be held in Building 300, Room 110 on the Conway Campus at 8:30. Mrs. Heafner highlighted the expectations from each Cabinet member and their division in preparing for the working session and outlined the expected outcomes for the meeting.
14. President Fore discussed her role in leading and/or serving on various committees and the status of those initiatives. President Fore also provided an update on the statewide "Pre-Academy" Certificate.

15. The Cabinet meeting officially adjourned. The next meeting is scheduled for March 10th, at 8:30 am and will be conducted in person in Building 300, Room 110 on the Conway Campus. That agenda will be dedicated to an IT project planning session.

* Not in attendance.