

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated March 10th, 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 the 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 and the proposed fall semester academic schedule. Dr. Fore asked that Mrs. Roper and Dr. Batten, along with other Cabinet members, develop plans to bring more prospective students and others on campus for tours and other events.
2. Considering past enrollment trends and future projections by the SC Commission on Higher Education, Cabinet members discussed budgetary expectations for the upcoming 2021-22 year. Mrs. Heafner and Dr. Batten stressed the importance of controlling and/or reducing costs until enrollment was more stabilized and state funding was secured. Cabinet members agreed that budgets for the 2021-22 year should have no increase (remain flat).
3. President Fore asked Dr. Wilbanks and Dr. Batten to research the viability of registering students for consecutive semesters, especially given that this practice had already been successfully adopted by other institutions. President Fore mentioned that a significant benefit for the proposed change would be to increase student retention across semesters.
4. As Chair of the SCTCS President’s Council, President Fore provided an update on the CAO Peer Group’s efforts to re-evaluate the “performance funding” model.
5. President Fore and Cabinet members discussed the “return-to-campus” work schedule as recommended by the Governor and discussed the College’s modified plans (as approved by the

Governor's Office) requiring all employees to return to campus. President Fore and Cabinet stressed the importance and value of in-person experiences to support the learning process and other needs of students. The return-to-work plan will be communicated to all College employees by end of day. As part of the plan, Cabinet discussed the potential needs and expectations of employees and other stakeholders and agreed to various measures that will be in place to welcome employees back on campus.

6. Dr. Wilbanks provided an update from Academic Affairs. She indicated that her team was finalizing the fall academic schedule and that every effort was being made to ensure that the Fall 2021 schedule was consistent with that of (pre-Covid) Fall 2019. President Fore requested a copy of the schedule for her review and consideration.

Dr. Wilbanks also mentioned a visit from an "accreditation team" scheduled in March for the Paralegal Program. Dr. Wilbanks will apprise Cabinet members of any requirements that they be interviewed by the accreditation team.

7. Mr. Mitchell provided a comprehensive quarterly update from the Continuing Education Division. The report highlighted enrollment and training trends, scholarship usage, financial projections, and an update on the Apprenticeship Programs. Even with the pandemic, student interest in the Continuing Education programs and training initiatives remains strong and is expected to further grow throughout the balance of the calendar year.
8. Mrs. Snyder shared an update on several Human Resources topics including COVID-19 cases and the planned "return-to-work" schedule.
9. The Cabinet meeting officially adjourned. The next meeting is scheduled for March 17th, at 8:30 am and will be conducted in a virtual format. That agenda will be a long agenda.

* Not in attendance.