

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated July 14th, 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

Mr. Brandon Haselden served in place of Dr. Wilbanks. Mrs. Lahnen served in place of Mrs. Snyder.

Meeting Summary:

Guest Presentations:

Discussion Topics:

1. In addition to the posted agenda, Cabinet also discussed protocols for creating and maintain a safe and healthy learning and working environment; strategic planning initiatives; enrollment and budget considerations; and the process for identifying and communicating equipment needs.
2. Cabinet discussed the Area Commission agenda. The additions and changes to the proposed agenda will be shared with President Fore for her consideration and approval.

Action Topics:

1. Mrs. Heafner presented a request and justification to replace a vacant position for the Foundation. After discussion, the request was unanimously approved.
2. Mr. Dove presented a request and justification to acquire software (Touchnet) in the amount of \$91,884 per year for 5 years to support student interfaces with Banner especially with regard to payments and payment processing. After discussion, the request was unanimously approved.
3. Mr. Dove presented a request and justification to acquire a computer set for the Dean’s Suite in the amount of \$3,048. The request was unanimously approved.

4. Mr. Dove presented a request and justification to acquire engineering equipment in the amount of \$188,344. The request was unanimously approved.
5. Mrs. Roper presented a request and justification to acquire a computer set for a new position in the Marketing Department in the amount of \$5,000. The request was unanimously approved.
6. Cabinet agreed to schedule the “all College meeting” for mid-October and at the same time as the re-dedication ceremony for the Grand Strand Campus.

The Cabinet meeting adjourned. The next meeting will be scheduled for July 21st 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.