

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated August 18th, 2021

Cabinet Attendees:

Dr. Marilyn Fore, President (attended via conference call)
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 * (Tara Lahnen serving in her absence)
Mrs. Lari Roper, Marketing Director
Ms. Nicole Hyman, Public Relations Director

Meeting Summary:

Guest Presentations:

Discussion Topics:

1. In addition to the published agenda, Cabinet discussed the “de-registration” (for no FAFSA) tentatively scheduled after the close of business on August 31st, changes in South Carolina’s laws regarding masks, USC Cohort nominees, college-wide budgetary considerations, and facility planning topics.

Action Topics:

1. President Fore and Cabinet members unanimously agreed to mandate facial coverings in the interest of personal health and safety until further notice.
2. President Fore and Cabinet members unanimously agreed that all current vacancies and future hiring needs would require to be presented to Cabinet and would require the approval of President Fore. For open positions that have previously been approved but remain unfilled, Cabinet members are to meet with President Fore prior to proceeding with filling these vacancies.
3. Mrs. Heafner presented a request and justification to proceed with a grant request from Blue Cross/Blue Shield for \$250,000 to support the College’s Medical Laboratory Technician Program. After discussion, the request was unanimously approved.
4. Mr. Dove provided an update on the DocuSign implementation. Cabinet agreed to spend \$10,000 from Stimulus funds to support the training needs of employees as it relates to the DocuSign

implementation and roll-out. Cabinet also agreed to nominate key users/leaders within each major division of the College that would attend the DocuSign training. Mr. Dove will lead the DocuSign training initiative with input and support from Cabinet.

5. Mr. Dove presented a request and justification to acquire 50 computer monitors at a cost of \$48,438 to complete the college-wide “refresh” of employee computers. The proposed equipment request would be funded by Stimulus funding. After discussion, the request was unanimously approved.
6. Cabinet identified 3 nominations for the USC Cohort that will be presented to President Fore for her consideration.
7. Mr. Hawley and Mrs. Heafner led a conversation regarding the proposed renovation of the interior of Building 100 on the Grand Strand Campus. After weighing enrollment trends, programmatic needs, and other considerations, Cabinet unanimously agreed to proceed with a funding initiative to support the renovation of the interior of Building 100 on the Grand Strand Campus.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for August 25th 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.