

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated August 25th, 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 (attended via teleconference)
Mrs. Jacquelyn Snyder, VP – Human Resources (Tara Lahnen also attended)
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/balances owed) tentatively scheduled after the close of business on September 21st; changes in South Carolina’s laws regarding masks, social distancing and quarantines; and College-wide budgetary considerations.

Action Topics:

1. Dr. Batten and Mrs. Hoppe presented College policies and procedures for Cabinet review and approval. After discussion, the policies and procedures were approved as revised.
2. Mr. Hawley presented College policies and procedures for Cabinet review and approval. After discussion, the policies and procedures were approved as revised.
3. Mrs. Heafner presented the College’s planning committees as submitted by Cabinet and President Fore. After review, the planning committees and their memberships were approved as revised. These committees will be shared with President Fore for her review and approval.
4. Mrs. Heafner presented the College’s Institutional Planning Model and timeline. After review, the planning model and timeline were approved as revised.

5. Mr. Dove presented a request and justification to acquire up to 75 laptops for student check-out at a total cost not to exceed \$50,000. The proposed equipment request would be funded by Stimulus funding. After discussion, the request was unanimously approved.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for September 1st and will be in the Boardroom on the Georgetown Campus at 10:00 am. That meeting will be a long agenda.

* Not in attendance.