

**Cabinet Meeting Summary**  
**Conway Campus – President’s Board Room**  
**Meeting Dated September 8th, 2021**

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**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  
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 potential changes in quarantine protocols; contact tracing practices, facial coverings, and social distancing; and College-wide budgetary considerations. Cabinet also discussed the potential to outsource “contact tracing” activities.

**Action Topics:**

1. Dr. Wilbanks presented a request and justification to replace a vacant Nursing faculty position on the Georgetown Campus. Dr. Wilbanks and President Fore also proposed approving a second Nursing position if the need arises and suitable candidates are available. The requests were both unanimously approved.
2. Mr. Hawley presented College policies and procedures for Cabinet review and approval. After discussion, the policies and procedures were approved as revised.
3. Mr. Hawley presented the College’s Safety and Emergency Response Manual for Cabinet consideration. Cabinet will review the manual and provide commentary over the next week.

4. Ms. Hyman led a discussion regarding the fall “all college” meeting and rebranding of the Grand Strand Campus. After discussion, Cabinet agreed to delay a decision on these events until September 22<sup>nd</sup> when more information is available about the completion of the Grand Strand renovations.
5. At President Fore’s request, Mr. Hawley will work with Nicole Hyman and Jackie Snyder to produce a brief video highlighting the College’s safety and security measures.
6. At Mr. Hawley’s request, Cabinet unanimously agreed to employ a professional pest control firm to assist in humanely removing geese from the Conway and Grand Strand Campuses.
7. Mr. Mitchell mentioned that he will be implementing a crane operator training program in the fall.
8. Mrs. Roper will be conducting a survey of students with respect to media consumption practices and preferences.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for September 15th and will be in the Boardroom on the Georgetown Campus at 9:30 am. That meeting will be a short agenda.

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\* Not in attendance.