

Cabinet Meeting Summary
Georgetown Campus – William H. Murray Board Room
Meeting Dated September 15th, 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:

Guest Presentations:

Discussion Topics:

1. In addition to the published agenda, Cabinet discussed changes in Covid-19 cases; proposed re-dedication of the Grand Strand Campus and a celebration of that event; the October Area Commission Meeting; an appreciation luncheon for all employees at all campuses; Human Resources updates and employee training events; and the previously scheduled de-registration plans for students who have not secured payment.

Action Topics:

1. Dr. Wilbanks presented a request and justification to replace a vacant Psychology faculty position. After discussion, the request was unanimously approved.
2. Dr. Wilbanks presented a request and justification to support a Blue Jeans Day as an internal fundraiser. After discussion, the request was unanimously approved.
3. Dr. Wilbanks presented a request and justification to acquire simulation software in the amount of \$5,428 to support the DMS Program. The request was unanimously approved.
4. Dr. Wilbanks presented a request and justification to acquire mounting arms for computer displays in the amount of \$1,510. The request was unanimously approved.

5. Mrs. Heafner led a discussion regarding using an outside consulting firm to assist the College in conducting market research. After discussion, Cabinet unanimously agreed to engage a consulting firm to assist with market-based research. Mrs. Heafner will attempt to schedule a conference call with potential consultants at the Cabinet meeting next week. The College will follow all procurement guidelines in selecting an external consultant.
6. Mr. Hawley presented College policies and procedures for Cabinet review and approval. After discussion, the policies and procedures were approved as revised.
7. At President Fore's request, Cabinet members will provide the Area Commission at their next meeting with recently changed College Policies. Each Cabinet member will be responsible for sending their respective College Policies to Mrs. Myers to coordinate and distribute.
8. Mr. Dove presented a request and justification to acquire up to 50 electronic scanners in the amount of \$50,000 for various College departments and divisions as needed. The request was unanimously approved.
9. After discussion, President Fore and Cabinet agreed to hold an employee appreciation luncheon on College campuses as follows: September 21st (Grand Strand), September 22nd (Georgetown), and September 23rd (Conway). Details on these events will follow.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for September 22nd and will be in the William H. Murray Boardroom on the Georgetown Campus at 9:30 am. That meeting will be a short agenda to cover only time-sensitive operational matters. The Georgetown employee luncheon will follow the Cabinet meeting and details on that event will follow.

* Not in attendance.