

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated October 6th, 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 * (Dr. Howell attended in place of Dr. Wilbanks)

Mr. John Dove, VP - Information Technology

Mrs. Jacquelyn Snyder, VP – Human Resources

Mrs. Lari Roper, Marketing Director

Ms. Nicole Hyman, Public Relations Director

Also attending: Mrs. Dianna Cecala and Mrs. Cindy Johnston

Meeting Summary:

Guest Presentations:

Discussion Topics:

1. In addition to the published agenda Cabinet discussed in detail the College’s enrollment and outreach activities and financial aid preparations for the Spring 2022 semester; changes in Covid-19 cases; and Diversity, Equity, and Inclusion initiatives and training activities. President Fore discussed engaging a functional or subject matter expert to provide training on “various legal topics in higher education.” President Fore also discussed fund-raising projects and the re-dedication event for the Grand Strand Campus.
2. Mr. Mitchell discussed a partnership with local leaders to expand workforce and other training in the more rural communities. Mr. Mitchell will provide future updates on the progress of that initiative.
3. Mrs. Roper discussed the media survey that had been sent to students and agreed to share the survey feedback with the Cabinet. The survey will focus on identifying the media preferences of students and prospective students.
4. Ms. Hyman discussed the Employee Appreciation Luncheon that is scheduled for November 1-3. Details of that event will be discussed further at the next Cabinet meeting.

Action Topics:

1. Mr. Dove presented a request and justification to replace a full-time IT-Technical Support position. After discussion, the request was unanimously approved.
2. Mrs. Cecala presented a request and justification to replace a full-time Procurement Specialist position. After discussion, the request was unanimously approved.
3. Mr. Hawley presented College Policies and Procedures as outlined in the meeting agenda for review. After discussion, the Policies and Procedures as revised were approved and will be presented to President Fore for her consideration.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for October 13th 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.