

Cabinet Meeting Summary
Grand Strand Campus – ICI Conference Room
Meeting Dated October 20th, 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

Also attending:

Meeting Summary:

Guest Presentations:

Discussion Topics:

1. In addition to the published agenda Cabinet discussed in detail the College's operational plans for the balance of the fall semester; COVID incident trends; leadership exercises and team building for Cabinet members; upcoming events with the League of Innovation; and recent reporting of Licensure Exam Pass Rates.

Action Topics:

1. Dr. Batten presented a request and justification to hire a full-time position as a Licensed Professional Counselor. The request was unanimously approved.
2. Dr. Wilbanks presented a request and justification to upgrade data lines at Conway and Grand Strand to support the installation of new computers and simulation equipment in the amount of \$70,960. The request was unanimously approved.
3. Dr. Wilbanks presented a request and justification to acquire equipment (LabVolt calibration kits for the electrical trainers and carts) for the Engineering Program in the amount of \$27,108. The request was unanimously approved.

4. Dr. Wilbanks presented a request and justification to acquire worktables and stations to expand the Diesel Program in the amount of \$40,107. The request was unanimously approved.
5. Cabinet members heard an update on the Phi Theta Kappa (PTK) annual project. In response to PTK's request for an event to announce the memorial dedication, Cabinet agreed that announcements would be made at each of the College Appreciation Luncheons on each Campus in November (November 1-3). It was further agreed that if PTK desired an event for external visitors, they were to submit a formal request and event plan to Ms. Hyman for her consideration and input. Any external event would require the approval of President Fore.
6. Cabinet agreed to consider nominees for the A. Wade Martin Award and would come to the next meeting with their nominations for either the "individual" and/or "team" award.
7. Mr. Dove presented a request and justification to replace a full-time Technical Support Representative. The request was unanimously approved.
8. Ms. Hyman mentioned a recent "personality profile" assessment she had completed as part of her leadership classes. After discussion, Cabinet members agreed to complete a personality profile assessment and have an external facilitator lead a discussion with the group regarding their individual profiles. Cabinet members will come to the next meeting with specific recommendations on which assessment format they prefer and a list of potential meeting facilitators.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for November 3rd 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.