

**Cabinet Meeting Summary**  
**Conway Campus – President’s Board Room**  
**Meeting Dated November 17th, 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  
Mrs. Jacquelyn Snyder, VP – Human Resources \* (Mrs. Tara Lahnen attended in place)  
Mrs. Lari Roper, Marketing Director  
Ms. Nicole Hyman, Public Relations Director

Also attending: Mr. Kevin Brown, Mrs. Dianna Cecala; Mrs. Ellen Black; Ms. Kristen Toben; Dr. Lynn Brown-Bulloch

**Meeting Summary:**

**Guest Presentations:**

**Discussion Topics:**

1. In addition to the published agenda Cabinet discussed the Spring enrollment trends and external communications for the winter break; Student Service and Financial Aid related operations during the winter-break; COVID trends among employees and students; changing Federal laws that govern telephone practices and protocols; the Spring (marketing) mailer; application of student aid and definitions and communications regarding the new Governor’s Scholarship; differential tuition concepts and strategies; and use of HEERF funds for lost tuition revenue associated with waived HEPI increases.
2. Mrs. Heafner discussed the status of the project with SEM Works that she and President Fore were leading. In particular, Mrs. Heafner addressed the project’s scope, data requirements, anticipated outcomes, and the timeline for completion.

**Action Topics:**

1. Mr. Brown presented a request and justification to replace a vacant custodial position on the Conway Campus. The request was unanimously approved.

2. Dr. Brown-Bulloch presented a request and justification to hire a full-time PTA faculty position. After discussion, the request was unanimously approved.
3. Dr. Wilbanks presented a request and justification to purchase a no-longer functioning transducer for the DMS Program in the amount of \$3,604. The request was unanimously approved.
4. Dr. Wilbanks presented a request and justification to increase the hours from 28 to 37.5 for the Clinical Clearance Administrator through the end of the calendar year. After discussion, the request was unanimously approved.
5. Dr. Wilbanks presented a request and justification to fill a vacant faculty position for the Cyber-Security Program. The request was unanimously approved.
6. Dr. Wilbanks presented a request and justification to purchase a metal building/shed structure along with a concrete slab for the Electrical Lineman Program in the amount of \$5,713. The request was unanimously approved.
7. Dr. Batten presented a request and justification to acquire office furniture for the Tech Central location on the Grand Strand Campus in the amount of \$14,017. The request was unanimously approved.
8. After discussing the current Covid guidelines and changing trends, Cabinet agreed that Ms. Hyman would work with President Fore to provide an updated communication to all employees on future mask mandates and social distancing expectations.
9. All College Policies and Procedures as outlined in the agenda for this meeting date were approved as revised.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, December 1<sup>st</sup> and will be in the President's Boardroom on the Conway Campus at 8:30 am. That meeting will be a long agenda.

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\* Not in attendance.