

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated December 8th, 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. Boone attended in place)
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, Ms. Susan Thompson, Ms. Ellen Black

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; COVID trends among employees and students; definitions and communications regarding the new Governor’s Scholarship; the mandatory IT security training and measures for ensuring that all employees complete that training; and future updates of student success initiatives. Cabinet also discussed use of the Chapin Visualization Center in the Library on the Grand Strand Campus.

Action Topics:

1. Mr. Brown presented a request and justification to fill a vacant HVAC position and to re-classify that position at a lower entry-level rank. The request was unanimously approved.
2. Dr. Boone presented a request and justification to replace a vacant faculty position in CPT/Cyber-Security. The request was unanimously approved.
3. Mr. Dove presented a request and justification to hire a full-time employee to work at the Help Desk. The request was unanimously approved.

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4. Mr. Dove presented a request and justification to hire a part-time employee to work at the Help Desk. The request was unanimously approved.
5. President Fore and Cabinet discussed the opportunity for intramural and/or intra-collegiate athletics. It was unanimously agreed that Cabinet would further evaluate this topic in early 2022 after completing additional research with other Colleges and Universities and after assessing student interests.
6. Mrs. Black and Ms. Thompson discussed the College's position on awarding scholarships for the Spring Semester. After discussion, it was unanimously approved to use institutional HEERF funds to supplement (as needed) other qualifying non-technical programs.
7. Given revisions to the prior draft, Dr. Boone presented an updated 2022-23 Employee Calendar and discussed changes from the original version. After discussion, the 2022-23 Employee Calendar was unanimously approved and will be shared with President Fore for her review and approval.
8. Mrs. Lahnen agreed to schedule a meeting with counsel on a telecommunications topic.
9. Given revisions to the prior draft, Mrs. Lahnen presented an updated 2022 College Holiday Calendar. After discussion, the calendar was unanimously approved and will be shared with President Fore for her review and approval.
10. Dr. Boone presented a request and justification for acquiring grading and tracking software for the Dental program in the amount of \$5,439. The request was unanimously approved.
11. Mr. Dove presented a request and justification for acquiring a Webex Calling solution. This transaction was previously approved in Cabinet but needed additional approvals to cover the taxes in the amount of \$12,594. After discussion, the request was unanimously approved.
12. Mr. Dove presented a request and justification for acquiring 2 CPT laptops/workstations in the amount of \$11,207. After discussion, the request was unanimously approved.
13. Mr. Dove presented a request and justification for acquiring a laptop/workstation for the English Department in the amount of \$3,000. After discussion, the request was unanimously approved.
14. Mr. Dove presented a request and justification for an electrical wiring/circuitry installation for the new Nursing lab at Grand Strand (rooms 102, 103, and 104) in the amount of \$4,919. After discussion, the request was unanimously approved.

15. Mr. Dove presented a request and justification for adding and repairing electrical wiring for the existing Nursing lab at Grand Strand Building 200 Room 192 in the amount of \$3,076. After discussion, the request was unanimously approved.
16. Mr. Dove presented a request and justification for acquiring the Ellucian Experience software/service (portal) in the amount of \$42,033. After discussion, the request was unanimously approved.
17. After discussion, Cabinet unanimously agreed that Mr. Dove would send an email reminding all employees of the mandatory IT security training and that the deadline for completing that training had been extended until January 3rd.
18. Mrs. Roper presented a request and justification for increasing the Marketing budget by \$2,000. The request was unanimously approved and will be shared with President Fore for her approval.
19. 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, January 5th and will be in the President's Boardroom on the Conway Campus at 8:30 am. That meeting will be a short agenda.

* Not in attendance.