

Cabinet Meeting Summary
Conway Campus – Building 100 President’s Boardroom
Meeting Dated November 30th, 2022

Cabinet Attendees:

Dr. Marilyn Fore, President
Mr. Harold Hawley, VP - Finance and Administration
Dr. Melissa Batten, VP – Student Services
Mrs. Lori Heafner, VP - Institutional Effectiveness and Development
Dr. Jennifer Wilbanks, EVP- Academic Affairs
Mr. Terry Quaresimo, Interim Director - Information Technology
Mrs. Jacquelyn Snyder, VP – Human Resources
Mrs. Lari Roper, Marketing Director
Ms. Nicole Hyman, Public Relations Director

Also attending: Mrs. Ellen Black, Mrs. Dianna Cecala, Mrs. Tara Lahnen

Meeting Summary:

Guest Presentations:

Mr. Ben Appel – Truist Bank

Discussion Topics:

1. As outlined in the agenda, Cabinet participated in a Financial Management Demonstration from Truist Bank.
2. Cabinet discussed spring enrollment trends; the upcoming scheduled de-registration; certain College procedures; the mid-year operating budget; operational plans and student support services during the winter break; various IT updates and cyber-security training requirements; HR updates and professional development training survey results; year-end and holiday celebrations; and the A. Wade Martin Award nominees.
3. President Fore discussed the upcoming SACSCOC 5th year review. President Fore emphasized the importance of this review and the need for full leadership and employee participation. She also recommended that a SACSCOC “orientation” be established in the new year that outlines the individual standards and requirements of the 5th year submission.
4. President Fore discussed upcoming legislative delegation appreciation events and the expectations and role of Cabinet members therein. President Fore also provided an update on various fund raising initiatives and legislative requests for the new year.

5. Mrs. Heafner shared that she will be leading a discussion with Cabinet in the new year regarding institutional effectiveness, assessment, and student achievement goals. Details on that discussion will be forthcoming in the new year.
6. Mrs. Snyder and Mrs. Lahnen provided an update regarding employee feedback from the recent Professional Development Sessions.

Action Topics:

1. President Fore and Cabinet unanimously agreed that an RFP or similar public solicitation would be made for financial training software/products to enhance employee and/or student education on financial management.
2. Mr. Hawley presented certain College Procedures for Cabinet's consideration and review. The College Procedures as presented and revised were unanimously approved and will be shared with President Fore for her approval.
3. Mr. Hawley and Mrs. Black presented a draft of the mid-year operating budget. Cabinet members discussed changes in revenues and expenses, enrollment forecasts, and state funding trends. President Fore and Cabinet members unanimously approved the draft budget. The budget will be presented to the College's Area Commission at their next meeting in the New Year.
4. Dr. Batten led a thorough discussion regarding operational plans and office coverage during the winter-break. Ms. Hyman shared a draft of proposed communications announcing the holiday schedule. Cabinet members all agreed on the hours of operation, communication plans, and coverages during the winter break.
5. Mr. Quaresimo discussed the cyber-security training deadlines and the implications for those who have not completed the required training. He also provided an update on the replacement of the existing telephone system, classroom IT renovations, and conference room audio/visual upgrades.
6. Cabinet discussed the A. Wade Martin Individual Award and discussed potential nominees. After discussion, Cabinet and President Fore unanimously agreed on a nomination that will be submitted for consideration.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, December 7th, and will be in the President's Boardroom in Building 100 on the Conway Campus at 10:00 am. That meeting will be a long agenda.

* Not in attendance.