

**Cabinet Meeting Summary**  
**Conway Campus – President’s Boardroom**  
**Meeting Dated April 6<sup>th</sup>, 2022**

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**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. 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. Cindy Johnston, Mrs. Ellen Black, Mrs. Tara Lahnen

**Meeting Summary:**

**Guest Presentations:**

Cabinet toured the simulated shooting range in Building 700 with Professor Scott, Professor Muncey, and Dean Wysong.

**Discussion Topics:**

1. In addition to the published agenda Cabinet discussed the Summer enrollment trends; scheduled drops for no-FAFSA; various enrollment outreach initiatives; SEM Works consulting presentation and recommendations; and Fall opening registration dates.
2. President Fore and Cabinet discussed the College’s operating budget in great length and agreed on an action and communication plan for the upcoming budget cycle.

**Action Topics:**

1. Cabinet members discussed the drop for no-FAFSA (for the summer session) that is scheduled for May 3<sup>rd</sup> and unanimously agreed to adhere with that event as planned. Cabinet also agreed to adhere to the communication and outreach plan as revised by Mrs. Johnston and Mrs. Black.
2. President Fore and Cabinet unanimously agreed to place a “registration hold” on students with unpaid balances for the Spring 2022 and Summer 2022 semesters.

3. Mrs. Heafner led Cabinet through a work session dedicated to developing responses and actions plans to the SEMWorks consulting report. The remaining work on this topic will resume and be led by Mrs. Heafner on April 20<sup>th</sup>.
4. Dr. Batten and Mrs. Black presented a request and justification to acquire cameras for the Georgetown Testing Center at a cost of \$3,248. The request was unanimously approved.
5. Dr. Wilbanks presented a request and justification to acquire 2 smart screens and additional hardware/software for expanding the realism of the shooting experience at a cost of \$52,250. The request was unanimously approved.
6. Dr. Wilbanks presented a request and justification to acquire various equipment and supplies for the Medical Laboratory Technician Program in the amount of \$135,000. The request was unanimously approved.
7. Dr. Wilbanks presented a request and justification to acquire a marine motor for the Marine Motor Program in the amount of \$3,012. The request was unanimously approved.
8. Mrs. Roper presented a request and justification to acquire a desk and bookcase for the videographer position at a cost of \$2,067. The request was unanimously approved.
9. Dr. Wilbanks presented a request and justification to replace a vacant Astrology faculty position. The request was unanimously approved.
10. Cabinet unanimously agreed that in the absence of a Cabinet meeting that emails from Cabinet members would be acceptable supporting documentation for proceeding with new hires, replacement positions, and equipment acquisitions.
11. Dr. Batten presented a request and justification to cease contact tracing pursuant to the Covid pandemic. The request was unanimously approved.
12. Mr. Hawley presented a request and justification to have all travel plans coordinated through the Procurement Office when possible, and that the Procurement Office would be granted an additional Procurement card dedicated solely for employee travel with a maximum dollar amount of \$50,000. The request was unanimously approved.
13. Dr. Wilbanks presented a request and justification to change a previously approved Clinical Administrator position to a full-time temporary position with benefit eligibility. The request was unanimously approved.

14. Mr. Hawley presented a request and justification to change a previously approved Financial Aid position to a full-time temporary position with benefit eligibility. The request was unanimously approved.
15. Cabinet unanimously agreed to defer the acquisition of the proposed scheduling software.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, April 20<sup>th</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.