

Cabinet Meeting Summary
Conway Campus – Building 100 President’s Boardroom
Meeting Dated July 27th, 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, Mr. Scott Callahan

Meeting Summary:

Guest Presentations:

Discussion Topics:

1. In addition to the published agenda Cabinet discussed the Fall enrollment trends; scheduled de-registration for no-FAFSA on August 2nd; several Human Resources updates; employee recognition programs; Area Commission agenda; all-college meeting agenda; Spring 2023 tuition; Graduate Placement Report; student success metrics; SEM Works action plans; classroom technology upgrades; and differential tuition strategies.
2. Mrs. Snyder provided several Human Resources updates including upcoming professional development training; Title IX training; forthcoming communications regarding return-to-work schedules; and employee recognition awards.
3. Mr. Quaresimo provided a comprehensive update on the accomplishments of the IT staff and highlighted some of the more significant projects that are in progress. Cabinet members all thanked Mr. Quaresimo for his leadership.
4. Mrs. Heafner shared the recent Graduate Placement Report covering the period of July 1, 2020-June 30, 2021 and led a discussion on the details and information contained in the report.

5. Mrs. Heafner provided an update on recent changes in SACSCOC standards as it relates to reporting student success and highlighted the College's intended response. Mrs. Heafner is finalizing and will be sharing a more comprehensive plan for reporting student success in the coming weeks.
6. Dr. Wilbanks discussed the all-College agenda. Cabinet members discussed the meeting agenda and format of the session that will be held in the B&C auditorium at 8:30 am on August 16th. Mrs. Snyder reminded everyone that additional professional development will be offered after the all-college meeting.

Action Topics:

1. Mrs. Black and Mr. Callahan presented a request and justification to replace a vacant Financial Aid Manager position. The request was unanimously approved.
2. Mr. Hawley presented a request and justification to increase tuition for the Spring 2023 semester to the minimum rate as stipulated by the State Tech Board. The request was unanimously approved and will be shared with President Fore for her consideration. If approved by President Fore, the request will be considered by the Area Commission at their meeting on August 9th.
3. Mr. Quaresimo presented a revised strategy and implementation plan for the "classroom technology upgrade" project and proposed increasing the original budget from \$2,000,000 to \$2,400,000. Mr. Quaresimo explained the benefits of the revised strategy which included faster implementation and overall cost savings. Given the benefits of the revised strategy Cabinet unanimously approved the proposal and budget of \$2,400,000. Mr. Quaresimo will provide Cabinet with routine updates on the status of the project.
4. Mrs. Heafner led a working session to review the implementation status of the recommendations as presented in the consulting report from Dr. Black. Considerable work had been accomplished by the Cabinet members and Mrs. Heafner will share a summary of that status with President Fore.
5. Mr. Hawley shared a proposal for implementing differential tuition in the Fall of 2023. The proposal was unanimously approved and will be presented to President Fore for her consideration. If approved by President Fore, the proposal will be presented to the Area Commission at their next meeting on August 9th.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, August 3rd 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.