

**Cabinet Meeting Summary**  
**Conway Campus – Building 200, Room 216 A – Tech Net**  
**Meeting Dated November 16th, 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 \*

Dr. Wysong served in place

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. Dianna Cecala

**Meeting Summary:**

**Guest Presentations:**

**Discussion Topics:**

1. As outlined in the agenda, Cabinet discussed projections for the Spring enrollment; part-time position requests, certain policies and procedures, the outreach measures to ensure students had completed their missing FAFSA requirements; certain HR updates including the upcoming film series; the temporary staff request deadlines, mid-year budget deadlines, FPMS and EPMS deadlines; and follow-up on the A. Wade Martin Award nominations.
2. Given the upcoming winter break, Dr. Batten led a discussion outlining the upcoming operational plans for the break that will begin on December 19<sup>th</sup>. Cabinet members agreed to continue their discussions and finalize their winter break plans at their next meeting. Those plans will include but not be limited to addressing staffing levels, telephone coverage, ongoing support and outreach from FA Solutions, processing of applications during the break, etc.
3. The Truist Bank financial management demonstration as a possible solution for employees was discussed by Mr. Hawley, Mrs. Cecala, and Mrs. Snyder. The demonstration of a proposed solution was deferred until the next Cabinet meeting when all Cabinet members could be present.

**Action Topics:**

1. Dr. Batten made a request and justification to establish a temporary staff position for 25 hours per week through June 30, 2023, to support processing activities in the Admissions Office. The request was unanimously approved.
2. Mr. Hawley presented certain College Policies for Cabinet's consideration and review. The College Policies as presented were unanimously approved and will be shared with President Fore for her consideration.
3. Mrs. Snyder discussed that a previous nominee for the A. Wade Martin Individual Award did not have the required 5-years of service. As such, Cabinet members agreed to re-open the nominations for consideration and will bring those nominations for the individual award to their next meeting on November 30<sup>th</sup>. Cabinet members discussed criteria for the award and potential individuals that may be deserving of nomination.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, November 30<sup>th</sup>, and will be in the President's Boardroom in Building 100 on the Conway Campus at 8:30 am. That meeting will be a long agenda.

\* Not in attendance.

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