

Cabinet Meeting Summary
Conway Campus – President’s Boardroom
Meeting Dated June 29th, 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. 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. Dianna Cecala, Mr. Randy Carroll, Mrs. Pat Kasko, Dr. Richard Moniz

Meeting Summary:

Guest Presentations:

1. Mrs. Cecala, Dr. Moniz, Mrs. Kasko, and Mr. Carroll made a presentation highlighting the College’s student printing needs, the status of the College’s printing solutions, and recommendations for continuous improvement.

Discussion Topics:

1. In addition to the published agenda Cabinet discussed the Fall enrollment trends; printing solutions, diversity, equity, and inclusion initiatives; all-college meeting, professional development updates; update on changes to tuition messaging; SEFAC budgets; success of the summer schedule pilot program; real property acquisition plans; and end-of-fiscal year processing protocols.
2. Mrs. Snyder provided an update regarding the College’s diversity, equity, and inclusion (DEI) initiatives.
3. Cabinet discussed the location, agenda, and protocols for the all-college meeting scheduled for August 16th. Those details will be shared with President Fore for her consideration and approval.
4. Dr. Wilbanks and Mrs. Snyder discussed the plans for and membership of the College’s Professional Development Committee.

Action Topics:

1. Mrs. Cecala and Dr. Moniz presented a request and justification to acquire 5 copiers at a cost of \$9,589 to support the printing needs, especially for students, across all campuses. These high-capacity printers were previously being leased and were not being heavily used in their current locations across the campuses. These units are being relocated to the library on each campus to better support student needs. The request was unanimously approved.
2. Dr. Moniz presented a request to acquire 5 new multi-purpose (lower capability/capacity) printers to replace the printers noted above at a cost of \$7,788. The request was unanimously approved.
3. Dr. Moniz presented a request to acquire a printer management software solution that will enable the College to better manage and control its print costs and provide students the capability to print from multiple devices. The proposed software costs \$9,862. After discussion and upon realizing the benefits to both the College and its students, the request was unanimously approved.
4. Dr. Wilbanks presented a request and justification to acquire 2 anatomy and physiology tables and supporting software at a cost of \$157,965 (plus taxes). After discussion, the request was unanimously approved.
5. At the previous meeting, Dr. Wilbanks presented a request and justification to engage Strata Information Group to complete their 3-day Business Process Analysis for selected academic and student support functions at a cost of \$69,200. The request was unanimously approved at the last meeting.
6. Dr. Batten presented a request and justification to replace the Upward Bound Director position. The position is grant funded. The request was unanimously approved.
7. Dr. Batten presented the student approved SEFAC 2022-2023 budget in the amount of \$475,000. Cabinet unanimously acknowledged and accepted the SEFAC budget.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, July 13th and will be in the Boardroom on the Georgetown Campus at 9:00 am. That meeting will be a long agenda.

* Not in attendance.