

Cabinet Meeting Summary
Conway Campus – Building 100 President’s Boardroom
Meeting Dated August 31st, 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: Ms. Lauren Roberts; Ms. Ann Daniels; Mr. Brandon Haselden; Dr. Heather Hoppe

Meeting Summary:

Guest Presentations:

1. Professor Roberts gave a presentation on the Marine Science and Sea Turtle Camp she held in recent weeks and discussed plans for future camps.
2. Mr. Haselden discussed the organizational structure of the Workforce Development Division and its future growth opportunities. Ms. Daniels highlighted the planned growth in the Health Sciences Programs and discussed their ongoing resource needs.
3. Mrs. Snyder discussed the College’s Diversity, Equity, and Inclusion (DEI) initiatives and the success of those programs. She also outlined the upcoming statewide meeting on DEI topics in Columbia on September 14th.

Discussion Topics:

1. As outlined in the agenda, Cabinet discussed the Fall enrollment trends; various equipment and staffing requests; certain College Policies and Procedures; the upcoming Area Commission agenda; and the HEERF/State Scholarship funds and projections regarding the availability of those funds for the Spring/Summer 2023 semesters.

Action Topics:

1. Mr. Haselden and Dr. Wilbanks presented a request for an upgraded HVAC unit to support the current Diesel Engine Training facility in the amount of \$48,371. The building is being converted to support the Automotive Technician Program. The request was unanimously approved.
2. Mr. Haselden presented a request and justification for various equipment to support the new Automotive Technician Program. After discussion, Cabinet agreed to approving up to \$220,000 to support the equipment and hand tool needs of the program. The initial request of \$31,652 in tools will be applied against (taken from) the budget of \$220,000.
3. Dr. Wilbanks presented a request and justification to implement a new credit-based Certified Nursing Assistant Program. The request was unanimously approved.
4. Dr. Wilbanks and Ms. Daniels presented a request and justification to hire an administrative support position to assist the Health Sciences Programs. The request was unanimously approved.
5. Dr. Batten presented a request and justification to replace a vacant Admissions/Registration position. The request was unanimously approved.
6. Dr. Batten presented a request and justification to acquire 3 laptops and docking stations for new hires in Student Services in the amount of \$7,072. The request was unanimously approved.
7. Mr. Hawley discussed the status of HEERF funding and various State Scholarships, and discussed projections regarding the availability of funds for the Spring/Summer 2023 semesters. Mr. Hawley will be meeting with President Fore, Mrs. Black, Dr. Wilbanks, and Mr. Haselden over the next few days to share more specific projections regarding the availability of funds for the Spring and Summer semesters.
8. Mr. Hawley presented various College Policies and Procedures for review. The Policies and Procedures as revised were approved and will be shared with President Fore for her consideration.
9. Dr. Batten presented various College Policies and Procedures for review. The Policies and Procedures as revised were approved and will be shared with President Fore for her consideration.
10. Cabinet reviewed the proposed Area Commission agenda for the meeting scheduled for October 4, 2022. After discussing various topics, the agenda as revised was approved and will be shared with President Fore for her consideration and approval.
11. Cabinet agreed that there would be no meeting on September 14th due to a Technical College System-Wide DEI meeting in Columbia on that date.

12. Cabinet approved Mrs. Snyder and Mr. Hawley working together to establish funding sources for an Employee Emergency fund. Those resources may include proceeds from “jeans day events”, and sale of non-state items.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, September 7th and will be in the President’s Boardroom on the Conway Campus at 8:30 am. That meeting will be a long agenda.

* Not in attendance.
