

Cabinet Meeting Summary
Conway Campus – President’s Board Room
Meeting Dated May 19th, 2021

Cabinet Attendees:

Dr. Marilyn Fore, President *

Mr. Harold Hawley, VP - Finance and Administration

Mr. Greg Mitchell, VP - Continuing Education & Workforce Development

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

Kevin Engelman, Web Services Coordinator (serving for Mrs. Roper)

Meeting Summary:

Guest Topics:

Randy Carroll and Amy Simon led a presentation and facilitated a discussion on the new Student Portal. Various users and representatives from each Division of the College (Academics, Business Affairs, Financial Aid, Student Accounts, Admissions, Student Services, etc.) attended this segment of the meeting to provide input and recommendations.

Discussion Topics:

1. In addition to the posted agenda, Cabinet also discussed ERP systems and cloud migration strategies; and the summer semester de-registration protocols for non-payment. For additional details, please consult with your respective Cabinet member.

Action Topics:

1. Dr. Wilbanks presented a request and justification for several equipment requests from Academic Affairs total an estimated \$694,306. After discussion and justifications provided by the respective Academic Deans, the list was unanimously approved (see attachment). Given the dynamic and ever-changing prices in the current economy, Cabinet approved that each individual equipment request from the list above could exceed the original estimate by 12% without further Cabinet approval. Any cost increases over the 12% would require additional Cabinet review and approval.
2. Mr. Hawley presented a copy of the proposed Social Media Procedure as approved by external counsel. After review, the Social Media Procedure was unanimously approved and will be presented to President Fore for her consideration.

3. Dr. Wilbanks presented proposed changes to College Policy and Procedure 8.1.7 and 8.1.8.1 for Cabinet's review. After discussion, the proposed changes as amended were unanimously approved and will be presented to President Fore for her review and approval.
4. Cabinet reviewed the proposed Area Commission agenda and will provide input and recommendations to President Fore for her consideration.
5. Cabinet discussed the pros/cons of evaluating various ERP solutions and discussed the strategic importance and relative priority of that work. After discussion, Cabinet unanimously agreed to defer the assessment of ERP solutions until the mid-fall and after the summer enrollment "rush."
6. Mr. Hawley presented a copy of the proposed FY 21-22 operating budget for Cabinet review and approval. After discussion, the budget was unanimously approved. The budget will be provided to President Fore for her review and approval.
7. The Cabinet meeting adjourned. The next meeting will be scheduled for May 26th 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.