

**Cabinet Meeting Summary**  
**Conway Campus – President’s Boardroom**  
**Meeting Dated March 16th, 2022**

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**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

Also attending:

**Meeting Summary:**

**Guest Presentations:**

Mrs. Heather Hoppe – Student Affairs

**Discussion Topics:**

1. In addition to the published agenda Cabinet discussed the Spring and Summer enrollment trends; various enrollment outreach and promotional activities; differential tuition; summer pilot work schedule and communications plans; commencement plans and activities; and the agenda for the upcoming Area Commission meeting.
2. President Fore and Cabinet discussed the current enrollment status and the College’s budget and financial forecasts. Mrs. Heafner shared that although the opening Spring enrollment was up .95% that the actual FTE was down .90%. President Fore stressed that Cabinet and all other employees make enrollment growth a top priority for the summer/fall semesters.
3. Mrs. Hoppe discussed the success of her efforts in leading the automation of the Course Program of Study (CPOS) initiative. She also discussed the success of administratively graduating students and shared data to support the success of that initiative.
4. Mrs. Snyder outlined various training sessions being offered and discussed having representatives from the System Office meet with Cabinet to discuss recent HR projects that involved extensive IT programming efforts.

**Action Topics:**

1. The Policies and Procedures as submitted by Dr. Batten were approved as revised. Copies will be sent to President Fore for her consideration and approval.
2. The Policies and Procedures as submitted by Ms. Hyman were approved as revised. Copies will be sent to President Fore for her consideration and approval.
3. Dr. Wilbanks presented a request and justification to acquire analyzers and other support equipment for the MLT Program in the amount of \$33,064. The source of funds is the Perkins Grant. The request was unanimously approved.
4. Dr. Wilbanks presented a request and justification to acquire 3-D printers and other supporting equipment for the Machine Tool Technology Program in the amount of \$25,855. The source of funds is the Bank of America Grant. The request was unanimously approved.
5. Dr. Wilbanks presented a request and justification to replace a vacant Administrative Assistant position in Academic Affairs. The request was unanimously approved.
6. Dr. Wilbanks presented a request and justification to hire a temporary part-time administrative position in Workforce Development for 28 hours per week. The request was unanimously approved.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, March 23rd and will be in the President's Boardroom on the Conway Campus at 8:30 am. That meeting will be a short agenda.

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\* Not in attendance.