

Cabinet Meeting Summary
Conway Campus-President's Board Room
Meeting Dated April 11, 2018

Cabinet Attendees:

Mr. Harold Hawley, VP - Finance and Administration
Dr. Jennifer Wilbanks, VP - Chief Academic Officer
Mr. John Dove, VP - Information Technology
Dr. Melissa Batten, VP – Student Affairs
Mrs. Lori Heafner, AVP - Institutional Planning, Research, and Grants
Mrs. Jacquelyn Snyder, AVP – Human Resources
Mrs. Lari Roper, Assistant Marketing Director

Guests:

Dr. Dan Wysong, Dean - Academic Affairs
Dr. Beverly McCain Boone, Upward Bound - Director (TRIO Grant)
Mrs. De'Andra Cooper, Student Support Services - Director (TRIO Grant)
Dr. Becky Boone, AVP - Institutional Support

Meeting Summary:

1. Cabinet members engaged in a discussion regarding the Distance Learning Institute (DLI) and “on-line” offerings to ensure that the DLI was being given appropriate strategic attention, especially given its recent growth. After a thorough discussion regarding “on-line” delivery formats, Cabinet acknowledged that a number of initiatives were already underway to support the DLI, but that better communication of those activities needed to occur throughout the College community. In addition, Cabinet agreed to:
 - Have leaders of the DLI (within the next 2 weeks) provide Cabinet with an update on their efforts/initiatives for expanding programmatic offerings, improving technological capacities, enhancing web-site presence, and strengthening existing marketing and promotional campaigns;
 - Have leaders of the DLI provide a status report of their successes, ongoing activities, and future plans to the College's Area Commission;
 - Increase College-wide communication and awareness of accomplishments and ongoing activities to support the DLI; and
 - Include DLI (on-line offerings) as a key strategic initiative for the new fiscal year with specific action steps, outcomes, and performance metrics being assigned. Mrs. Heafner and Dr. Wilbanks agreed to develop these goals, outcomes, and metrics. These changes to the strategic plan will be presented to Dr. Fore for her consideration and approval.

Dr. Wilbanks and leaders from the DLI, along with Cabinet's support, will lead the completion of the action steps noted above.

2. In keeping with Cabinet's focus on student success (retention), Mrs. Heafner and Mr. Hawley provided an update on a project they were jointly leading that centered on identifying the "root causes" of student attrition. The project includes re-visiting information from prior internal studies, and personally engaging (calling) students from all campuses and across all demographics to understand the root causes for their failure to persist from fall 2017 to spring 2018.

The Office of Institutional Research will be responsible for engaging students with appropriate involvement and participation from Academic Affairs. Details from the focus group research will be provided to Cabinet over the coming weeks and hopefully will be available for Dr. Holland's (retention consultant) visit on May 10th. The team agreed on the importance of the research and the value it may add to Dr. Holland's visit.

3. Dr. Beverly McCain Boone and Mrs. Cooper, provided Cabinet with a comprehensive review on the status, key activities, budget, and performance (outcomes) of the Upward Bound and Student Support Services (TRIO) Grants respectively. The discussion focused largely on ensuring that performance (outcomes) were being achieved, and demonstrating how the grants were making a difference for students. All major performance metrics were being met and/or exceeded. Cabinet members engaged in a conversation about the grants and supported their efforts going forward.
4. Cabinet engaged in a detailed conversation regarding proposed changes to the Strategic Plan, and suggested changing the prior goal of "Growth" to "Innovation". As a whole, Cabinet endorsed simplifying the strategic goals to "Quality, Innovation, and Stewardship." To ensure broad-based participation in development of the plan, Mrs. Heafner stated that she was soliciting feedback from the Deans and the Institutional Effectiveness Committee.

Mrs. Heafner agreed to work with Dr. Boone and Dr. Wilbanks to ensure that DLI ("on-line") offerings are fully and appropriately represented in the Strategic Plan (to include specific Initiatives and Progress Indicators).

Mrs. Heafner agreed to assimilate Cabinet's feedback and present a final document for their review in the coming weeks. Once the Cabinet approves the new plan, it will be presented to President Fore for her approval and to the College's Area Commission.

5. Dr. Batten provided an update on the summer enrollment, and noted that the "day-to-day headcount enrollment levels were 7.7% ahead of prior year. Dr. Batten and Mrs. Roper mentioned that promotional efforts were underway that focused solely on the summer session and specific student demographics (such as transient students). Mr. Hawley noted that his team, and Dr. Wilbanks and the faculty, had also been actively promoting the "Year-Round Pell" funding that was available to qualified students. Cabinet thanked Dr. Batten for her report and everyone for their efforts in the summer enrollment initiative.
6. Dr. Wilbanks and Dr. Wysong presented a request and justification for an equipment purchase (FARO crime scene re-creation device) for the Criminal Justice Department in the amount of \$78,322. After thorough discussion by the team, the equipment request was unanimously approved.

7. Dr. Boone presented a request and justification for an equipment purchase (blast chiller) for the Culinary Arts Department in the amount of \$7,396. After thorough discussion by the team, the equipment request was unanimously approved.
8. Dr. Boone presented a request and justification for creating a SACSCOC On-Site Welcoming Committee. Cabinet provided input regarding the proposed committee members. The proposed committee (with revisions) will be presented to Dr. Fore for her approval.
9. Mrs. Snyder provided an update on the “temporary staff budget” that had been submitted by each functional area. Cabinet members agreed to scrutinize their budget submissions both individually and collectively as a group prior to submitting the final draft to President Fore for her approval. Mrs. Snyder also mentioned the “anti-harassment” training that is currently being provided, and highlighted that participation was very high. It was agreed that supervisors would be provided with a listing of all employees who failed to attend the training for appropriate follow-up.
10. Mr. Hawley indicated that the Business Office would work with HR and/or Cabinet members in assessing and finalizing their budgets, and reminded everyone of the anticipated due dates. In particular, Mr. Hawley reminded everyone of the importance of scrutinizing “temporary staff budgets.”
11. At Mr. Hawley’s request, Cabinet members discussed continuous improvement ideas for their weekly meetings. The team recommended continuing to meet weekly, but on alternating weeks focusing their discussions on “strategic” vs. “operational” (non-strategic) topics. Strategically focused meetings would include any/all agenda topics, with particular focus on strategic initiatives such as student success-retention, SACSCOC, etc. Operationally focused meetings would only focus on immediate/pressing business matters, equipment requests, hiring proposals, and functional area (departmental) updates. Cabinet members unanimously endorsed the proposed change to the meeting formats.
12. Mr. Dove presented a listing of College employees who have cell phones or receive a stipend for their personal cell phone. Cabinet members agreed to review the list to ensure that all users require a phone and to provide feedback to Mr. Dove over the next week.
13. Dr. Wilbanks provided an update on the vacant Librarian position, and discussed the Diagnostic Medical Sonography (DMS) accreditation process that had occurred earlier in the week.
14. The Cabinet meeting was concluded. The next meeting is scheduled for Wednesday, April 18th at 8:00. Details regarding the next meeting will be provided over the coming week.

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