

Cabinet Meeting Summary
Conway Campus – Virtual Meeting
Meeting Dated January 13th, 2021 – Short Agenda

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

Meeting Summary:

1. Dr. Batten provided an enrollment analysis comparing current Spring enrollment to that at the same time in the prior year, and she and Mr. Hawley shared information regarding proposed de-registration processes. Dr. Batten and Cabinet discussed the various enrollment outreach initiatives and the plans for communicating with and providing support to students during the enrollment period.
2. Mrs. Heafner discussed the importance of recognizing the status of recent multi-year enrollment trends and the importance of factoring those realities into future fiscal planning or other planning efforts.
3. Mr. Hoppe presented a request and justification to fill a vacant temporary full-time “Lecture Capture” position at 37.5 hours that will be covered with Perkins Grant funds. The request was unanimously approved.
4. Mr. Hoppe presented a request and justification to fill a vacant temporary part-time “Multi-media” specialist position at 28.5 hours per week. The request was unanimously approved.
5. Cabinet discussed the Area Commission agenda and the various action, discussion, and informational items for that meeting. Cabinet’s input to the agenda will be shared with Mrs. Cathy Myers for consideration by President Fore.

6. Mrs. Lahnen presented the final draft of the College (Holiday) Calendar for Cabinet's review. After review and discussion, the proposed schedule was unanimously approved and will be shared with President Fore for her consideration and approval.
7. Mrs. Lahnen and Dr. Batten provided comprehensive updates on the status of COVID-19 experiences among both employees and students. Mr. Hawley asked that Ms. Hyman assess whether a college-wide email was needed to apprise all employees on the status of COVID-19 incidents.
8. Dr. Wilbanks provided an update from Academic Affairs. Dr. Wilbanks made a request and justification to purchase electronic signature software for \$1,000 that will be funded under the CARES Act. The request was unanimously approved.
9. Cabinet discussed electronic signature software and agreed that individual departments could proceed with their own unique request in the absence of a state-wide or enterprise-wide electronic signature solution. Any future request will be presented to Cabinet for its consideration and approval.
10. Mrs. Heafner discussed recent meetings regarding introducing the EPIC initiative during the "Welcome Back" celebration. She also highlighted some of the more significant initiatives she was leading to ensure that students are aware of and fully engage the EPIC initiative.
11. Mr. Hawley requested that Cabinet consider having students join the Cabinet meetings on a quarterly basis for the purpose of better understanding student needs and how students make their educational decisions. After discussion, Cabinet agreed student involvement would be beneficial as long as any input was tempered with feedback provided in other student surveys.
12. Mr. Mitchell inquired about using the new CARES/HEERF funding for student scholarships. Mr. Hawley indicated he would have additional information about the new HEERF stimulus funding on Thursday and would provide a more thorough update to Cabinet at that time.
13. The Cabinet meeting officially adjourned. The next meeting is scheduled for January 20th, at 8:30 am and will be conducted in a virtual format. That meeting will be a long agenda.

* Not in attendance.