

Cabinet Meeting Summary
Conway Campus – Virtual Meeting
Meeting Dated March 17th, 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

Meeting Summary:

1. Dr. Batten led a discussion regarding the summer and fall enrollment and noted that the full summer enrollment period began on Monday, March 1 and that fall enrollment begins on April 5th. She also provided a day-to-day report on summer enrollment. Cabinet members also discussed the upcoming marketing/outreach plans for the summer/fall semesters and the proposed fall semester academic schedule. President Fore requested that she be provided with a written plan from Dr. Batten, Mrs. Roper, and Dr. Wilbanks to increase student outreach and events on campus.
2. Cabinet members discussed the fall academic schedule and the importance of in-person instruction. President Fore and Cabinet members reiterated the importance of ensuring that the percentage of in-person classes for Fall of 2021 was reflective to that of the pre-Covid timeframe (Fall 2019). Dr. Wilbanks shared the Deans and Chairs have been working over the past month to ensure this happens before registration begins in April.
3. President Fore and Cabinet members discussed the trends in enrollment and possible measures to increase enrollment in the coming semesters. President Fore asked Cabinet members to explore innovative approaches and ideas for enhancing student outreach and engagement.
4. In light of Cabinet’s conversations about enrollment trends and enhancing growth, Mrs. Heafner discussed the College’s Strategic Planning process. Mrs. Heafner will be providing additional details on a Cabinet session dedicated to strategic planning in the coming weeks.

5. Cabinet members reviewed and discussed the agenda for the upcoming Area Commission meeting scheduled for April 6th. Any additions or changes to the agenda will be shared with President Fore for her consideration.
6. President Fore and Cabinet discussed College Policies and Procedures 4.1.7, 4.1.7.1, and 4.1.11. Cabinet was asked to review the proposed policies and procedures in detail and to share any additions or changes with President Fore. The proposed changes and additions to the policies and procedures will be presented to the Area Commission at their next meeting.
7. Dr. Wilbanks presented a request and justification to fill a vacant Biology faculty position. After discussion, the request was unanimously approved.
8. Dr. Wilbanks presented a request and justification to fill a vacant Administrative Assistant role in Academic Affairs. After discussion, the request was unanimously approved.
9. Dr. Wilbanks presented a request and justification to sponsor a fund raiser (blue jean day/week) in support of the Kidney Cancer Association. The request was unanimously approved.
10. Mr. Hoppe presented a request and justification to acquire software to better support the academic tutoring/scheduling functions. The software will cost \$5500 annually and will be funded by the Perkins Grant this year. After discussion, the request was unanimously approved.
11. Mr. Hoppe presented a request and justification to fill a vacant (28.5 hour) part-time position in the faculty tutoring lab. The position will be funded by the Perkins Grant. After discussion, the request was unanimously approved.
12. President Fore requested that the Academic leaders consider best practices in utilizing the Library and Tutoring Center spaces on the Conway Campus.
13. At President Fore's request, Dr. Wilbanks indicated that she and Dr. Batten had met to establish a plan and timeline for registering students for consecutive (or year-round) semesters.
14. Mrs. Snyder mentioned the upcoming timeline and process for submitting Staff of the Year nominations and mentioned the Employee Appreciation Day scheduled for May 5th.
15. Mrs. Snyder shared an update on several Human Resources topics including COVID-19 cases and the planned "return-to-work" schedule. She also mentioned the College's efforts to support a statewide survey of students on diversity and inclusion. Mrs. Snyder mentioned the upcoming Administrative Professionals Day. Cabinet members also discussed best practices for ensuring the physical and mental health of employees.

16. President Fore discussed having an event to bring employees together and to enhance fellowship. Cabinet suggested the Culinary Institute be the venue, and Mrs. Snyder will develop a date/plan to hold the event in the coming weeks.
 17. The Cabinet meeting officially adjourned. The next meeting is scheduled for March 31st, at 8:30 am and will be in the President's Boardroom. That agenda will be a short agenda.
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* Not in attendance.