

**Cabinet Meeting Summary**  
**Conway Campus – President’s Boardroom**  
**Meeting Dated March 9th, 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. Cindy Johnson – Student Affairs

**Discussion Topics:**

1. In addition to the published agenda Cabinet discussed the Summer enrollment trends; Summer and Fall enrollment outreach and promotional activities; differential tuition plans; and the agenda for the upcoming Area Commission meeting.

**Action Topics:**

1. Cabinet discussed the advantages/disadvantages of various alternative work schedules for Summer 2022. After discussion Cabinet agreed on a pilot format that will be communicated in greater details in the coming days.
2. The Policies and Procedures as submitted by Mr. Hawley and Mrs. Black was approved as revised. A copy will be sent to President Fore for her consideration and approval. It was also agreed that Mrs. Black would develop an email for all employees highlighting certain components of the revised travel Policy and Procedure.
3. Mrs. Black presented a request and justification to replace a vacant position as Assistant Controller. The request was unanimously approved.

4. Dr. Batten presented a request and justification to replace a vacant Administrative Specialist. The request was unanimously approved.
5. Dr. Batten presented a request and justification to replace a vacant Recruiter position. The request was unanimously approved.
6. Dr. Wilbanks presented a request and justification to replace a vacant Forestry faculty position. The request was unanimously approved.
7. Dr. Wilbanks presented a request and justification to replace a vacant CPT faculty position. The request was unanimously approved.
8. Dr. Wilbanks presented a request and justification to initiate a new Associate in Applied Science Program in Hotel, Restaurant, and Event Management in Spring 2023. The request was unanimously approved.
9. Dr. Wilbanks presented a request and justification to acquire a new sonography machine and support equipment for the Medical Imaging Sciences/Diagnostic Medical Programs in the amount of \$50,577. The request was unanimously approved.
10. Mr. Dove presented a request and justification to replace a vacant IT Desktop Support position. The request was unanimously approved.
11. Mr. Hawley presented a request to begin the preliminary IT programming and other work needed to accommodate the transition to a differential tuition format. No changes will become permanent until approved by the Area Commission. The request was unanimously approved.

The Cabinet meeting adjourned. The next Cabinet meeting is scheduled for Wednesday, March 16th 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.