



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Tuesday, March 28, 2023

9:30am

Board Room – Westover Administration Building

Attendance

Dr. Wesley Payne
Ann Matthews
Steve Atwood

Dr. Sherry Phelan
Dr. Maribeth Payne
Edie Dilbeck

Charlotte Eubank
Kristina McDaniel

1. Dr. Payne

- Sometime the week of May 22-28 the roof top HVAC units are scheduled to be installed at Westover. They have asked that the building be empty, not sure if it really means the entire building so just the 3rd floor – will know more as the time gets closer.
- Wrapping up budgeting, salaries are still being put in.

2. Human Resources

- Part-time position is being interviewed for now.
- Shelia Inman has resigned. Kathy Richardson will be helping out with payroll. Kristina will be reaching out for help as needed with time sheet issues.
- Couple of new part-time facilitators in Sikeston have been hired, new Maintenance employee, and Purchasing Agent have been hired.
- Annual Performance Evaluations are due.
- Annual Training will remain open until March 30.
- Open Enrollment is May 3, 4 and the morning of the 5th.
- Three individuals in NBS plan, working to finish them out.

3. Institutional Effectiveness

- Have been holding meeting with Program Managers, some have follow up meeting scheduled.
- Many have no data loaded. More conversations with supervisors before IE meeting on planning on what they should be doing and why needs to be occurring.
- Individuals that haven't meet with IE will now be contacted by that office for a meeting to be scheduled.
- Summer would be a good time to review policies and regulations for any needed updates.
- Frank Ludwig will be moving to Institutional surveys as well as academic surveys.

4. Instruction

- 2023 Excellence In Teaching Award winner is Dr. Amy Kopf
- 2023 Adjunct of the Year is Delores Reed
- College Transfer Fair – today in Plaster 108
- Student Leadership Academy hosted a Easter Kids Eggstravaganza April 1st
- Liberal Arts Week is April 17th-20th – Gaming is the theme.
- Music Spring Showcase April 4th

5. Information Technology/Communication

- Focusing right now on data security.
- All Master Classroom upgrades are complete!!
- Will have a large disposable list coming.
- Been informed of a potential threat that is out now that attacks just by being sent to the server.

6. Student Services/External Location

- Project DRIVE – doing great on applicates. Welding, CDL, and ECD all have full applications, still have some available spots in Construction and Electrical Technology.
- Enrollment numbers are a little ahead of this time last year.
- JAG Day will be March 31st 150 students will be on campus.
- Accuplacer is ready to go April 3rd. Will work with Dual Credit students to do assessments.
- Sherry and Ann will look at students that failed courses and/or were Administrative Withdrawn about the possibility of offering them a repeat the course at no charge. What are the number of students? What would the process be? Etc.

7. Financial Services

- Little behind where they wanted to be on the budget due to the decision on salaries not being made. Other areas of the budget should be finishing up.
- Year three annual HERF report (CARES) completed. Included updates to year two's report.