



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Tuesday, October 25

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

- Top coated between Bess and housing. Work remains to be done. They will have to fix/complete after the rain. Post office did not deliver while the road was closed. It is now open for traffic until they come back to fix it.
- HVAC continuing (supply chain issues); Westover rooftop units – February
- Roofing supplies same issue with supply chain.
- Maintenance is gathering information for Tinnin remodel – hallways. Tinnin remodel is cosmetic. Replacing VCT in Tinnin hallway on first floor.
- Door slabs on Westover second floor – new – part of the ongoing process to match each floor or building.

2. Student Services/External Location

- One Admission Counselor and one Admission Recruiter moved up for Dr. Payne to interview.
- Sikeston facilitator –one applicant looks promising on paper. We will set up an interview.
- Kennett Trivia night November 10th.
- Next Preview Day is this Thursday—Poplar Bluff and Van Buren—170—largest group. Start in Tinnin and will feed them in BAC
- Counselor's Conference November 3rd at Tinnin.
- Art work in our hallway—problem offering up for faculty and staff to add either photography or artwork for the hallway? Process to evaluate artwork. Dr. Payne will think about this idea.
- November 18th Thanksgiving Feast
- Enrollment—Soccer and other sports to drive enrollment.

3. Financial Services

- Getting budget amendments approved at last board meeting uploaded to Colleague

- Still working on wrapping up the audit. No findings anticipated. Only presenting a single year instead of two due to implementation of new GASB that affects lease accounting (for both lessor and lessee) that moves former revenue/expense items to the balance sheet as deferred inflow/outflow.
- Cammy has vacation previously scheduled for Thursday, 11/17/22 through the Thanksgiving break. With the Purchasing Agent position still vacant, she will have no backup during this timeframe to generate PO's or place pcard orders.
- State now requires report of any capital project which is over budget by \$1m or more or over a year behind schedule. Definitions of what a capital project is, what's included in the budget, and when the project schedule is determined, are all very unclear. Generally seems to relate to building or tech projects. Dr. Payne does not believe we have any projects that meet the reporting criteria.
- Discussion of vacancy at the former License Bureau building and the offer from the Tuggles to rent for a commission. Numerous potential future issues were identified to be wary of but no action decided.

4. Human Resources

- New CDL instructor – Johnson, Kevin
- Flu shots yesterday and today (participation seems down)
- MEHG meeting recap from 10/24/2022
- New supervisor training – November 4 following the new employee orientation. Will send the agenda later today.

5. Information Technology/Communications

- Successful Onedrive backup to network storage – still testing – possibly monthly to tape – looking at how to protect it from Ransomware.
- Blackboard migration meeting Wednesday, believe still planning for migrating after Spring semester.
- Copy machines coming in – 7 left to be installed
- Major security vulnerability in Informer. Pausing roll-out as we consider options. Will discuss later with Jason/Charlotte (only impacts users with write/create capability).
- Starfish issue for some classes, working with Starfish to have solution in place by Spring.
- Plan on having James demo Ellucian Experience at November cabinet meeting.
- Master classroom upgrades still in progress – aiming for one a week.
- Library RFID project – library is getting data compiled for the vendor.

6. Institutional Effectiveness

- Started review of planning with CILT. Split between Academic and non-academic planning units. Team has viewing access about a week ago review. Team then fills out their forms and takes about a week to fill out. Dr. Payne compiles the feedback and sends back to presenter.
- SLIC committee starts tomorrow. Frank will chair.
- Ashley Wood is Ashley Vernon, got married October 9th.

7. Instruction

- Distance Learning and IT staff met this week with Blackboard representatives about migrating our system to the Cloud (SAAS). The process takes about 16 weeks and the tentative 'go live' date is May 29, which is right before the start of the summer term. No impact is expected with courses running in the Spring. This is not an LMS change - we're still using Blackboard Learn and courses should have the same look and structure. One benefit of moving to the Cloud is that LMS updates will occur automatically, and system downtime will be minimal especially during break weeks.
- CAO is meeting with the Provost at Lincoln University on October 31 to discuss a potential transfer agreement for TRC students.
- Department of Corrections was contacted to inquire about potential higher education partnership to offer college courses and programs for inmates (second chance Pell) and correctional employees in the Southeast region. Was told there is a need in this area for career-oriented programs. Additional discussion has been scheduled for after the first of the year.
- DEI Committee will promote awareness of Native American Heritage Month in November with a couple of activities.
- Central Methodist University contacted us about expanding partnership with new transfer pathways for students.
- Missouri State Board of Nursing is reviewing a proposal in early November for a Paramedic to RN bridge program.
- Dr. Melissa Davis has been asked to provide supervision of Library operations.