



# THREE RIVERS COLLEGE

## COLLEGE CABINET MEETING MINUTES

Tuesday, September 27, 2022

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

- Census report showed the continued trend of growth in online credit hours.
- Enrollment remain down but seemed to have hit budget.
- Construction projects are moving forward:
  - Paving – 1<sup>st</sup> layer at Westwood is down. Last to be down is the lot between Bess and Housing. Curb is the part of this project.
  - HVAC – Boiler in Tinnin is installed. Prewiring in Westover for VAV boxes. Then roof-top units will be installed.
  - Bathrooms – Even after reengineering this was still million \$ project so it was taken out as a CARES project and moved to an in-house project and they will be complete one at a time.
  - Grounds – Sod has been laid in the Quad where the rose garden once was.
  - The three-tier water fountain leaks, bids to repair were too expensive so will be fixed in-house.
- Special Session Veto Session going now. Nothing going on that affects us.

### 2. Financial Services

- Auditors left last week. Their work loads are heavy right now with smaller firms closing so it might be a bit longer before they get back to us. Plus they are also doing the Endowment Trust audit. But still expect to have finding for the November Board of Trustees Meeting.
- How Financial Services accounts for leases has changed this year so they have been working to implement those changes.

### 3. Human Resources

- Received summary from United Healthcare from biometric screening. 78 participants, which was 43% of our employees. Top three negatives were
  - BMI
  - Blood Pressure
  - HDL Good Cholesterol
- Personnel Transfers/Hires
  - Lauren Vincent – SIM Lab Coordinator
  - James Bumpus – CDL
  - Libby Anderson – PN Instructor, Sikeston
  - Brandy Grissom – Coordinator PB Nursing Program
  - Terri Petty – Welcome Center Facilitator
- Received childcare services information at a HR conference from Childcare Aware of Missouri to put on Employee Gateway as a resource.
- Timesheet approval is still an issue, as much with the supervisor as with the workers. Cabinet members will work with the areas with the problems.
- Supervisor training for those that have transferred into those positions is scheduled for November 4<sup>th</sup>
- PayCor is going well. Receiving good feedback so far from those that have used it.

#### **4. Information Technology/Communications**

- Fall Break – system will be down. Starting process of Office 365 back up for employees.
- Plan to update one master classroom per week.
- Also updating the math lab is planned.
- James Huskey will present the Ellucian Experience at Cabinet the first of November.

#### **5. Institutional Effectiveness**

- Registration survey results were very good. 449 students took the survey Very high percentage and good positive comments. Results need to be shared with all faculty and staff.
- Continuous Improvement Leadership Team – CILT, will begin scheduling appointments for October 10<sup>th</sup> beginning with the non-academic units then the academic units.
- The DEI group recently attended a webinar recently. This group will continue to meet regularly and look and work on what it needs to across campus in all areas. DEI will look different at all institutions, TRC has to figure out what it looks like for us.

#### **6. Instruction**

- Missouri State Board of Nursing visited last week – virtually than on-site visitors. Everything went very week. Laura McElroy was even asked to write up some of her ideas so they could be shared with others across the state.
- Paramedic to RN curriculum is going to the Curriculum this month.
- The new Library Advisory Board made up of Kathy Sanders, Sue Szostak, Shannon Midyett and Rita Gulstad plus Department Chair Dr. Melissa Davis; have met a couple of times and have another meeting scheduled for October 5<sup>th</sup>. They will be working on Collection Analysis first.

- Blackboard will be moving to the Cloud at the end of the semester.
- Part-time position - Instruction Support Assistant has been posted.

**7. Student Services/External Location**

- Project DRIVE grant will begin October 4<sup>th</sup>
- Have held one Preview Day with 106 students attending. Wednesday, September 28<sup>th</sup> is the next with 54 students scheduled to attend. Seven more Preview Days are scheduled.
- Two more Food Pantry Load & Go's are scheduled. The next one is Friday, September 30<sup>th</sup> 9 am-2pm. Food will not be pre-bagged this time, so extra helper will be greatly appreciated.