



# THREE RIVERS COLLEGE

## COLLEGE CABINET MEETING MINUTES

Tuesday, November 8

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

Prior to the Cabinet meeting beginning, James Huskey gave a detailed Ellucian Experience demonstration. Kathy Richardson and Will Dougherty were also available for questions and comments.

### 1. Information Technology/Communication

- Major upgrade to the MBS system in the College Store done by Christmas break.
- Three more copy machines to deliver and get operational.
- One drive seems to be working.
- Should be seeing tickets with SS# will be kicked back.
- Master classroom upgrades project is on going.
- RFID Library project still in progress.

### 2. Student Services/External Location

- Recently had two preview days. 504 students so far have attended.
- Counselors Conference received good reviews. Plan to hold Financial Aid portion earlier next year.
- Student Services has 4 interviews next week.
- FAFSA nights have served 212 students across the region.

### 3. Financial Services

- Working on the audit.
- Attendance taking issues has financial implications. Changing A to NA also causes issues in Financial Aid.
- Insurance liability – Incident report. Check with Mark Richardson to see if direct party involve receives a copy of the report.
- Bricks for Libla project being ordered.
- Westover stairway will be blocked off in a few day to work on ceiling.

**4. Human Resources**

- 16 attended the Supervisor training last week.
- One more New Employee Session this fall.
- Annual training assignments ready to go. Do we add DEI training? Will send options to Cabinet to review.

**5. Institutional Effectiveness**

- CILT and SLIC meetings are going well.
- Identifying strategic plan and themes seem to be the largest weakness.
- Also assisting with attaching data.
- Kick off Planning Date will be set soon.

**6. Instruction**

- Mamma Mia opens this weekend
- Davis Fielding will have an art exhibit in the Gallery.
- The Music Department will have a Fall Concert.
- Distance Learning is working on course copy.
- Interviews are being held for part time posting in University Center.
- Dr. Payne and Dr. Phelan meet with Dr. Davis' department for a Listening Session. Plans are to meet with the other departments as well.
- Executive Committee and Curriculum Committee meet this week.