



COLLEGE CABINET MEETING MINUTES

Tuesday, January 5, 2016

9:30am

Attendance

Dr. Wesley Payne
Ann Matthews
Teresa Johnson

Charlotte Eubank
Dr. Maribeth Payne
Steve Atwood

Dr. Mary Lou Brown
Kristina McDaniel
Missy Marshall

1. Opening Remarks

- Legislative Breakfast will be held on January 8 at 9am.
 - Discussion of legislative priorities
 - Appreciation of the legislators support
 - Discussion of the \$2.0 million bonding issue and how we are moving forward with the repairs and maintenance of our facilities.
 - Discussion regarding our programming and how decisions are made in order to adapt to demand.
 - Discussion regarding our relationship with the four-year universities
 - Each cabinet member should mingle and select one legislator to build a connection with.
- Discussion on current enrollment for the Spring Semester. We are behind last year that there is an expectation that this will be the trend.

2. Follow-up Items

Item	Responsible Party	Status
10 Month Hourly Employee – how do we pay?	Charlotte Eubank/Kristina McDaniel	Will research and return recommendations.
Locking and unlocking doors	Charlotte Eubank	Barb Stiriz is putting together a list of who has what key

3. Human Resources

- The staff is working on the 1099 information that is to be provided to the employees in order to comply with HRA regulations. The deadlines for this information has been extended however we are making every effort to provide to the employees for inclusion with their tax filings for this year.

4. Information Technology

- Steve Atwood announced that we will be forcing password changes. Employees will be notified every 180 days that they must change their password. If they do not, the password will expire and they will need to contact the IT department for reset.

- Discussion of expansion of the wireless access on campus. Exploring the use of grant funds to accomplish the upgrade

5. Student Services

- Student Handbook
 - Open discussion of the existing handbook and solicitation for the cabinet to provide input as to changes and improvements. These suggestions should be sent to Ann Matthews.
- BIT Team
 - The BIT team has been reactivated in order to assist students if there are behavioral issues that need to be addressed.
 - In the process of identifying the appropriate place on the web site to have an on line form for students seeking assistance.
- Title IX
 - Continue to monitor activity in order to ensure all students have received training in Title IX
- Housing Handbook
 - Ann Matthews indicated that she had received some recommendations that should be incorporated into the handbook and will redistribute as soon as those are done.
- Mental Health Workshop
 - Ms. Matthews is scheduling training for Feb 19 and Feb 26 for staff that are interested. She will notify the staff and if the demand dictates, will schedule additional training.
- A big thank you from Student Services to the faculty for getting their grades in on time for the fall semester.
- Commencement
 - Recommendation to close the campus to the public on May 20th in order to all staff to assist with the setup of commencement. Cabinet approved
- Inceptia
 - The company is doing a great job helping us with load defaults and resolving outstanding issues.

6. Academic Instruction

- Dr. Brown expressed concern that our students were being billed twice for instruction that we obtain through Pearson.
- We are currently investigating applying for a dual credit Pell grant. Dr. Brown will keep the cabinet members informed as she obtains additional information.

7. Centers

- Missy reported that all centers are pushing enrollment for the Spring Semester.
- Roof repairs are being scheduled for Malden and Sikeston

8. Communication

- Discussion of the 50th anniversary activities and plans
- Encouraged everyone to continue to use the request forms. This is allowing the department to better evaluate the amount of time necessary for each type of work.

9. Financial Services

- Charlotte Eubank queried the cabinet members as to whether or not it would be an issue to combine in and out of state travel. There was no reason not to.

10. Institutional Effectiveness

- Dr. Maribeth Payne provided copies of recommended Planning Priorities for FY17. The cabinet reviewed the priorities and provided comments back to Dr. Payne. She will edit the

document and resend to the cabinet for final review at the next meeting. These are to be finalized prior to the planning retreat on January 29th.

- All cabinet members are to get with their staff members that are budget managers and ensure that FY16 plans are being reviewed prior to January 29.



COLLEGE CABINET MEETING MINUTES
Tuesday, January 19, 2016
9:30am

Attendance

Dr. Wesley Payne
 Ann Matthews
 Teresa Johnson

Charlotte Eubank
 Dr. Maribeth Payne
 Steve Atwood

Dr. Mary Lou Brown
 Kristina McDaniel
 Missy Marshall

1. Opening Remarks

- Dr. Payne reported on the progress of purchasing a rodeo facility.
 - Our current situation is that we rent a facility for approximately \$32,000 per year. We can purchase a farm in Ripley County for approximately the same amount of money on an annual basis and would have the benefit of all of the improvements.
 - The college needs to hire a coach that has the experience to coach the students, expand the farm function and have academic experience.
- The Libla Family Sports Complex expense is now set at \$10.5 million. This results in a building that has 3,000 seats and 3 courts. The proposal will be presented at the board meeting tomorrow.
- Discussion of budgets for 2017. MCCA agreed with the Governor last year not to raise tuition for FY17. Dr. Payne is working with Rob Dixon to see if we can negotiate an increase with the governor if the equity funding is not received.

2. Follow-up Items

Item	Responsible Party	Status
10 Month Hourly Employee – how do we pay?	Charlotte Eubank/Kristina McDaniel	Will research and return recommendations. Kristina reported that other schools only pay for what is worked.
Locking and unlocking doors	Charlotte Eubank	Barb Stiriz is putting together a list of who has what key

3. Institutional Effectiveness

- Discussion of the revised planning priorities from the January 5h meeting
- Prior to the planning retreat the cabinet members should
 - Meet with their staff to ensure that plans are being followed and data is being collected and used
 - Discuss the new priorities with your staff to prepare them for a retreat.

4. Human Resources

- Ms. McDaniel updated the cabinet on all open positions.
- Sexual Harassment training has been sent to all employees

5. Information Technology

- There is an issue with Image Now servers. Mr. Atwood queried as to whether or not we kept paper backup and if so for how long.
- Over spring break there will be system maintenance performed. Mr. Atwood will work with Dr. Brown on scheduling.
- Evaluating the possibility of upgrading our wireless internet infrastructure.

6. Student Services

- Discussion of our application process and the question regarding felonies. Should every application be looked up on case net? Decision was made to take the application as presented by the student.
- Discussion on whether or not to allow hover arounds on campus. Ms. Matthews, Ms. McDaniel and Dr. M. Payne will collaborate on language to be included in the student and employee handbooks.

7. Centers

- Conference call with all center directors on January 25 at 9am
- Need paperwork for Byron McVey to complete the hiring process
- Sikeston will host a Noranda job fair on Feb 5 at the Sikeston building.

8. Communication

- January 24th at 2pm will be the kickoff for the 50th anniversary of the college.
- Currently processing commercials for fall registration

9. Financial Services

- Ms. Eubank gave an update on Higher One.
 - Department of Education has investigated Higher One on improper business practices. Result was to
 - a. Pay back to students various fees that have been levied in the past years.
 - b. Expand the ATM network to give students a broader base in order to get funds
 - c. Colleges must post the contract with Higher One on the website
 - d. Each institution has to attest every two years that the contract is in the best interest of the student
 - e. Online refund option for the students will change. The prior default option will be removed and the student must choose from either their current checking account or Higher One.



COLLEGE CABINET MEETING MINUTES
Tuesday, February 16, 2016
9:00am

Attendance

Dr. Wesley Payne
 Ann Matthews
 Teresa Johnson
 Janine Heath

Charlotte Eubank
 Dr. Maribeth Payne
 Steve Atwood

Dr. Mary Lou Brown
 Kristina McDaniel
 Missy Marshall (Absent)

1. Opening Remarks

- Ben Ressel has submitted his resignation from the board. This will be accepted tomorrow at the board meeting
- Discussion on Noranda closing and the impact to the community. Congressman Smith conducted a meeting with the local representatives and community member. The college expects a positive impact at our bootheel locations for the retraining of employees. Evaluating whether or not we might need to add specific technical programs to support the retraining efforts.
- MSU has reached out to set up a meeting to discuss on-going operations at the Willow Springs location.
- Currently evaluating financing options for the Sports complex.
- Discussion of the agreement with the Governor as it relates to tuition increases and increases to core allocation. A decision as to whether or not to increase tuition for the fall must be made before registration opens.
- Discussion of revenue projections for the FY17 budget. These decisions have to be made within the next 30 to 60 days:
 - Revenue projections to include enrollment numbers and state appropriations
 - Run different tuition scenarios
 - Potential pay changes
 - Adjunct pay rates

2. Follow-up Items

Item	Responsible Party	Status
10 Month Hourly Employee – how do we pay?	Charlotte Eubank/Kristina McDaniel	Will research and return recommendations. Kristina reported that other schools only pay for what is worked.
Locking and unlocking doors	Charlotte Eubank	Discussion of the list that has been provided by Barb Stiriz

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3. Information Technology

- The team is currently working on cleaning up after the recent virus on the server
- Currently experiencing bandwidth issues on Monday, Wednesday and Friday. Reviewing our options for expansion
- Reviewing the opportunity to convert the Colleague system to a windows based system

4. Institutional Effectiveness

- The agenda for the Center Debrief meeting was discussed. The purpose of the debrief meeting is to give the directors the opportunity to come to campus, meet with the administration and express their concerns.
- The directors should report out with the cabinet members having the ability to summarize at the end
- Discussion of the student survey. Overall the surveys were positive. The survey will be sent to the department chairs to be forwarded to the instructors.
- The Continuous Improvement team will begin to meet. The team will be made up of the master planners
- Discussion of the self-study for HLC. Dr. Maribeth Payne will send out a list based on the HLC requirements for review and discussion.

5. Student Services

- Discussion of where the processes and procedures for each of the departments should be housed. Should it be on Blackboard or in shared folders? The working files should be in shared drives. Final documents should be posted to the Gateway.
- Discussion of Title IV and attendance. We need to address whether or not we qualify and if so we need to enforce attendance taking. Regina Morris joined us for discussion. Dr. Brown is to reach out to her counterparts at Jeff Co and find out their processes. Further discussion is required.
- The request was made to move the Planning Retreat past the 100% drop date.
- Discussion on the age of a Non-traditional student. We should follow the IPEDS requirement.
- Discussion of putting stickers on diplomas for honor societies. Ann Matthews is to find out how many societies we have and bring this back to cabinet for discussion.
- Discussion on who is Jonathan's backup for class cancellations. It is Kaitlyn Johnson.

6. Academic Instruction

- Discussion on student drivers for fleet vehicles. MUSIC discourages this. Charlotte Eubank to check with legal and get an opinion
- Concerns around the smoking area at B Building. This is the smoking area and if it is a concern to enter the building in that area there are other entrances.

7. Communication

- We will be filming commercials on February 24.

8. Financial Services

- Currently putting together salary information for input into SPOL for FY17
- The book store is experiencing high turnover. Asked for patience
- Lindenwood University will be conducting an open session regarding Doctorial programs to be offered at the high school. Edie Dilbeck will send out the information.
- Ann requested that the next van that is purchased for the fleet be more of a minivan. The smaller van is easier to drive and will serve a lot of purposes.

9. Human Resources

- Reminder to have everyone complete the sexual harassment training.
- HR and Academics have been working on all faculty file reviews.

1:00 pm Off Campus Debriefing began.



COLLEGE CABINET MEETING MINUTES

Tuesday, March 15 2016

9:30am

Attendance

Dr. Wesley Payne

Charlotte Eubank

Dr. Mary Lou Brown

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Teresa Johnson (Absent)

Steve Atwood

Missy Marshall (Phone)

Janine Heath

1. Opening Remarks – Dr. Wesley Payne

- Reviewing the budget to determine ability to include wage increases
- The Sports complex building site is moving forward with the trees being cleared and dirt being moved by the end of the week
- A solution has been found that will allow us to have a permanent crossing of the creek by the License bureau
- Discussing the possibility of a partnership with the city for reduced costs of services
- Continuing to work with Olympus on the outstanding issues at the Plaster building
- The roofing company is at Sikeston today to evaluate the issues and repair known areas
- The replacement for Ben Ressel will be presented and voted on at the board meeting tomorrow
- New members of the board will be sworn in at the April meeting
- New board and cabinet pictures will be taken at the April meeting
- April 1 is the groundbreaking for the sports complex and victory celebration for the major gifts campaign
- Three Rivers Day at the Ballpark tickets go on sale for all employees tomorrow, Wednesday, March 16. \$20 for employees

2. Follow-up Items

Item	Responsible Party	Status
10 Month Hourly Employee – how do we pay?	Charlotte Eubank/Kristina McDaniel	Will research and return recommendations. Kristina reported that other schools only pay for what is worked.
Locking and unlocking doors	Charlotte Eubank	Barb Stiriz is updating the list for discussion

3. Centers

- There will be a job fair at the Sikeston facility on April 1 for Noranda
- The Career Center in Sikeston is utilizing the Sikeston facility to conduct training classes for the displaced workers
- Currently seeking an adjunct instructor for Speech classes in Sikeston

4. Institutional Effectiveness

- The cabinet reviewed the criteria for self-study
- Evidence has to be built around the criteria for accreditation for each of the core components
- The office is currently reviewing all process and documentation relating to how we as a college operates
- The college is required to involve our faculty and staff in decisions and must be able to document the involvement
- The official visit will include a review of the validity of our report that we will submit next year
- The Federal Compliance section should be carefully reviewed to ensure that we are meeting the HLC requirements
- We currently have 327 students signed up for cap and gowns at the graduation
- 117 staff and faculty have responded to the Family Campaign questionnaire
- Upcoming surveys: These may be combined
 - Center satisfaction survey
 - Library survey
- The HLC academy team leaves the end of March for the Annual Retreat. The team includes all Department Chairs and Michelle Lane. They have been working on completing program reviews of various programs
- Review of the Annual Retreat Survey
- We are entering Faculty credentials into the SPOL system. At this time 90 have been entered
- All policy and regulations need to be reviewed to determine if there are changes or clean up to be done.
- Regulation for Student Appeals and Credit for Prior Learning need to be completed
- The faculty handbook needs to be reviewed and updated. Dr. Wesley Payne and Dr. Brown will determine who will be on this committee

5. SGA Presentation

- Chris Adams and Misty Love Lopez (SGA president) presented the Trash Bin Proposal. The plan includes purchase and installation of trash cans mainly in the parking areas at the college. Phase 1 and 2 were approved with funds of \$1,500 from SGA and \$816 from institutional funds.

6. Student Services

- Chris Adams presented the proposal for support/professional staff achievement point system. The proposal was presented a couple of years ago and is being resubmitted for consideration. There was an open discussion as to the process. Charlotte Eubank volunteered to work with Chris and the committee to provide options to the cabinet. This would include the creation of a committee for professional and support staff. The structure of the committee should be defined that creates organization/process and direction.
- Charlotte, Steve and Kristina were appointed to provide recommendations for staff recognition and reward.

- Cheer team for FY17 – will we have one: Dr. Payne would like to have one. We just need to find a new coach.
- Student Handbook: The handbook will now be online only, we will not print copies to hand out to the students. The plan is to use the funds to purchase t-shirts for all new students.
- Age Limit for Veteran dependents: This is tabled until the next meeting. Reviewing what was approved by the board.
- The loan default rate is down over 2 points. Great effort and results of the Financial Aid department
- The individual that is responsible for the GED program in Caruthersville has approached us to move the GED classes into the welding center. Dr. Payne asked Ann to work with them to set up a tour of the building to make sure that the facilities are up to their expectations
- Chris Adams has been asked to provide Title IX training at the Van Buren high school
- Discussion of the possibility of providing a scholarship to the son of Stahl Sturgeon. We will invite him to attend the May appreciation luncheon and present the scholarship at that time.

7. Academic Instruction

- The Big Bang Theory for Girls was a success this year. There were 22 high schools with 191 girls participating
- Dr. Brown and Ann Matthews are working on the Attendance Taking policy. The chairs and Institutional Effectiveness will assist in the process in order to provide direction to the faculty.
- Dr. Brown is continuing to work on credentialing.

8. Financial Services

- MOSTemWins grant review will take place on March 30 and 31. Dean Whitlow must be at the college during this review therefore he will be unable to attend the HLC academy.
- Working on submission of the annual financial information to HLC. This is based on the FY15 audit
- Also working on completion of the IPEDS submission
- The On-line Requisitioning system is being tested in maintenance. Continue to refine the process and will hopefully be in a position to roll out to the general body by fall 2016
- Budgeting is in process. All salaries have been entered into SPOL. Please check and make sure that the information is correct.

9. Human Resources

- Discussion of staff evaluations. The cabinet members are responsible for ensuring all staff are evaluated.
- Progress is being made on document imaging for the faculty contracts
- 2 individuals have not completed the assigned training. The cabinet members will address the employees
- Insurance will be the same as last year with an additional buy up option. The open meetings with the employees will be April 27, 28, and 29.

10. Information Technology

- The computers will be off-line during Spring Break for annual maintenance.
- Working on Phase II of the Skype for business.
- Preparing to roll out Office 365 to the students.



COLLEGE CABINET MEETING MINUTES

Tuesday, April 26 2016

9:30am

Attendance

Dr. Wesley Payne

Charlotte Eubank

Dr. Mary Lou Brown

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Teresa Johnson (Absent)

Steve Atwood

Missy Marshall (Phone)

Janine Heath

1. Update from Kathy Richardson on the Ellucian User Group Conference

- Ellucian is continuing to utilize “Self-Service” far more than the platform used for MyTRCC. This allows for broader functionality
 - Ability for the students to do a person proxy allowing parents or chosen individuals to view the student’s records. Currently this is implemented for student billing but in the future we will add Financial Aid and grades
 - In the fourth quarter the budget, time entry, faculty grading and student emergency information will migrate from the current platform to self-service.
- Other areas that are being converted
 - Online catalogue search
 - Faculty contracts
 - Banking information
 - E-transcripts
- Recommendation to purchase the Self-service module for Financial Aid. The cost is \$18,000. Kathy is to check to see the timing of purchase based on work load for implementation. She is also checking on the password reset function of the system.

2. Opening Remarks – Dr. Wesley Payne

- The state budget has been sent to the Governor for approval. Included in the budget is \$4 million to community college’s core allocation and \$4.5 Million to equity funding. The legislators removed the language about the tuition freeze however the agreement has been reached with the governor to freeze in-district tuition rates. For all other fees it is our option to increase up to the amount allowed by the board of trustees. The decision will be made on tuition and fees after the governor signs the bill.
- Campus beautification day is Friday, April 29. Everyone should meet at the BAC for assignment of duties.
- Discussion on food service on campus. Reviewed various options for the athletes. The consensus is that food is not expected from most of the students and staff.

3. Follow-up Items

Item	Responsible Party	Status
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E-Brochures	Teresa Johnson	How many have been requested?
Locking and unlocking doors	Charlotte Eubank	Barb Stiriz is updating the list for discussion

4. Student Services

- Discussion of honor recognition on the diplomas. In addition to PTK there is a Nursing, Business and English honor society. Students have requested that a stamp be placed on their diploma for the three additional societies. The college has always recognized PTK and placed this stamp on the diploma. The cabinet voted whether or not to add the additional. The majority voted to only include the PTK stamp.
- Two nursing students have requested that the college sponsor a 5K run for an instructor that has cancer. After discussion it was decided that the college will sponsor nationally recognized organizations and not individuals. Ann will get with the students to explain and assist if at all possible.

5. Academic Instruction

- Continue to work with the faculty on student attendance reporting.

6. Centers

- The next Director's conference call is scheduled for May 2 at 10am.
- Missy Marshall has been invited to sit on the hiring committee for the Precision AG Instructor
- We will teach out all students in Willow Springs by December 16 and close the location
- There are two employees signed to advising the displaced workers from Noranda. Some issues with the rumors that the plant will be re-opening in August. Missy is working on getting the correct information to share with the prospective students.

7. Communications

- Teresa will be in Jefferson City on Friday for the MCCA Statewide Marketing Meeting
- Registration ads are running
- Direct Mail pieces will be delivered in May
- Teresa is to find out how many E-brochure requests have been made
- Discussion on constant contact and if it is effective

8. Financial Services

- The budget freeze was announced yesterday. It is expected that the cabinet members work with the budget managers in their areas and decide if requests are reasonable and should be moved forward.
- Jason Alford is assuming the responsibility in the Financial Services area for all grant reconciliations. The grant manager have the responsibility of ensuring that all expenditures are within the grant guidelines. Jason will handle the drawing down of funds.
- Discussion of Govdeals.com. This is the "E-Bay" or government agencies to dispose of surplus property. Cammy and Kevin are in the process of setting the college up with an account.
- Each cabinet member is to submit to Dr. Payne 5 names of individuals that will serve on the balancing committee. Dr. Payne will then select the committee and the balancing will begin.

9. Human Resources

- Insurance open enrollment is now in progress.
- The department is moving forward on adjusting Faculty designations.

- The FERPA and Title IX training has been set up with MUSIC. Kristina will email the list of available training modules to the cabinet members to see if there are other topics that should be considered.

10. Information Technology

- We encountered an issue with Microsoft when attempting to roll out Office 365 for the students. The IT team is working the Microsoft to resolve. The plan is to officially begin to implement during the summer.

11. Institutional Effectiveness

- There is a request form on the Gateway for assistance from IE.
- Discussion of the folders for the documentation for the HLC self-study. The criteria were reviewed and individuals designated as the “keeper” of the folder for each subsection.



COLLEGE CABINET MEETING MINUTES
Tuesday, May 10 2016
9:30am

Attendance

Dr. Wesley Payne	Charlotte Eubank	Dr. Mary Lou Brown
Ann Matthews	Dr. Maribeth Payne	Kristina McDaniel
Teresa Johnson (Absent)	Steve Atwood	Missy Marshall (Phone)
Janine Heath		

1. Opening Remarks – Dr. Wesley Payne

- Discussion of the budget and the balancing process for this year. There will be a selected committee that will work with Dr. Payne and Charlotte Eubank to determine the items that will not be approved.
- The concealed carry bill in legislature has been dropped.
- There is a bill that could prevent government agencies from using Administrative Leave. Dr. Payne will keep us updated.
- Beautification Day went well. Planted over 700 plants and trimmed many trees.
- The Rodeo team has been relocated to the farm.

2. Presentation of the River Trail Project – Gregory Snell, David Fielding, Michelle Fisher and Dr. Prejean

- The project is a creation of a trail through campus giving the students/faculty the opportunity to design and complete the projects. The team is seeking administration approval and support of the project.
- Discussion of various art projects that could be included. Mr. Snell is to get in touch with the individual that owns the foam Stone Hinge and determine costs involved of moving it to campus.
- Mr. Fielding is to explore possibilities of creating a bike trail through campus. Will work with local organizations and the Parks Department to determine the feasibility.
- Ms. Fisher is exploring the possibility of installing a butterfly garden.
- Dr. Payne is interested in installing sculpture along the new entrance road. He would like to see a plan for something on the hill behind the Tinnin Center by the end of summer.

3. Follow-up Items

Item	Responsible Party	Status
E-Brochures	Teresa Johnson	How many have been requested? Teresa reported that there had been 150 requests
Locking and unlocking doors	Charlotte Eubank	Barb Stiriz is updating the list for discussion

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4. Academic Instruction

- Interviews for the Academic Dean have begun. The last interview is on May 13. Dr. Brown plans to have the committee comments to Dr. Payne by end of day on Friday.
- The issues with Poplar Bluff R-I and dual credit grades has been resolved.
- The handbook for Prior Learning has been drafted and sent to the committee for review. There was a discussion as to how to charge for the credit and the amount to be charged. It was decided that it would be a flat fee equal of \$100.00 instead of one hour of tuition to reduce confusion.

5. Centers

- The directors had their monthly call on May 2.
 - Requested that the salaries for the support staff be reviewed and increased if at all possible.
 - Claudia Horne is going to be the liaison with the Work Readiness program for Reynolds, Carter and Wayne counties. She will coordinate her effort with Kevin Swan.
 - Beautification Day went well in Kennett and Sikeston.
 - Student surveys have been completed.
 - Sikeston staff continues to work with the Noranda employees. Partnering with SEMO on student qualifications.
 - The committee for the Dexter Director has been reviewing the candidates and will start the interview process in June.

6. Communications

- The staff is working on the documents for commencement
- The Marketing/Recruitment meeting with MCCA went well. A lot of good ideas.
- Kaitlyn is in the process of taking updated photos on campus to update the archive files.

7. Financial Services

- Discussion of the bids received for Janitorial Supplies. The top companies are Hillyard, Staples and Chem-co. There are pros and cons for each however Staples offers the best solution for the off-campus locations from an order and delivery standpoint. The cabinet members voted that we recommend the Staples solution to the board.
- Ms. Eubank is to find out if we can purchase trash liners from the more economical solutions and to determine if we can make the decision on the hands free paper towel dispensers at a later date.

8. Human Resources

- Kristina McDaniel updated the cabinet on the DOL salary requirements for Exempt Personnel. It is predicted that the DOL will drop the minimum salary to \$47K and that the official notification will be forthcoming in the summer
- Reminder on employee evaluations
- Discussion of training with Safe Colleges. We have selected the FERPA and TITLE IX training. The cabinet members are to review the list of other training modules and make recommendations to Ms. McDaniel if other training is of interest. Kristina is to send out the links and let the cabinet members review the modules. This will be discussed at the next cabinet meeting.

- Ms. McDaniel provided personnel updates that will be sent to the board for approval at the May meeting.

9. Information Technology

- Office 365 has been accelerated and will be rolled out to the students in the summer. IT will then start migrating all student email to this platform.
- There will be a change to the temporary passwords when an account is set up has been changed to a combo of initials and birthdates. This is a change from using the employee id number.

10. Institutional Effectiveness

- Review of the debrief meeting from the HLC conference. The individuals that attended have compiled a list of weaknesses that the college will need to address.
- The Continuous Improvement Team will be started again to assist in the planning processes.
- Policy Review:
 - IP 6112 – Academic Freedom: Dr. W. Payne explained the purpose and definition of academic freedom.
 - SP 2115 – Disability Services for Students: Change of language
 - IP 6310 – Classroom Attendance: States we have and monitor classroom attendance
 - IR 6310 – Classroom Attendance: The actual process for taking and monitoring attendance
 - SR 2310 – Withdrawal Procedures: Discussion of how the process will work between Student Services, Student Accounts and Faculty
 - Discussion of the Policy and Regulation Development Regulation. Dr. M. Payne reminded the cabinet that it was their responsibility to work with their staff to understand the processes that are defined in the regulation.

11. Student Services

- Discussion of the Resident Handbook for Rivers Ridge. There was a question on eligibility of who could go into housing and whether or not eviction could occur if academic performance is lacking. Verbiage was discussed and changes made to the handbook in order to finalize for the upcoming semester.
- Discussion of mail issues with the Registrar's office. Mail in the outgoing box was returned the next day as incoming mail.
- Discussion of Epi Pens and whether or not staff and faculty were allowed to administer in an emergency. Mark Richardson join via phone and explained that the individuals that work at the college are covered under the good Samaritan Rules and could administer if they choose. It is the college's policy to dial 911.



COLLEGE CABINET MEETING MINUTES
Tuesday, May 24 2016
9:30am

Attendance

Dr. Wesley Payne
 Ann Matthews
 Teresa Johnson
 Janine Heath

Charlotte Eubank
 Dr. Maribeth Payne
 Steve Atwood

Dr. Mary Lou Brown
 Kristina McDaniel
 Missy Marshall

1. Opening Remarks – Dr. Wesley Payne

- Update on the farm repairs and preparation for the rodeo team in the fall. Barns are being repaired. Working on getting the hay baled and put up for the livestock. Cleaning up the house and repairing as necessary in order for Chad to relocate to the farm.
- Dr. Payne congratulated the staff on an extremely successful graduation. Some comments regarding the music selection but overall the entire cabinet was pleased with the ceremony.
- The FY17 Budget is balanced and has been given to the board members for their review.

2. Follow-up Items

Item	Responsible Party	Status
Locking and unlocking doors	Charlotte Eubank	Barb Stiriz is updating the list for discussion

3. Centers

- The committee has reviewed the candidates for Bill Hampton’s replacement. Interviews will be conducted on June 8 and June 15. Recommendations will then go to Dr. Payne for final interview and selection.

4. Communications

- Michelle Lane conducted focus groups on the brand refresh. As soon as the information is available it will be provided to the cabinet for review
- The department is working on the Tinnin Brochures for the August kick-off of the Patron’s series. Also working on the View Book and Career marketing materials.
- Dr. Payne explained that for the Children’s Shows that are held in the communities, Tim Thompson is responsible for the booking and coordination of the shows. The Directors are responsible for soliciting donations to pay for the shows.
- Discussion of the closing of the Willow Springs location. As each program is finished, the equipment and supplies should be transported back to the Poplar Bluff campus.

5. Financial Services

- Ms. Eubank asked that the cabinet review their FY16 budget accounts to determine if purchase orders can be closed, releasing encumbered funds to cover other shortfalls. May 31 is the deadline for adding new PO's.
- Discussion of summer enrollment to determine if there is anything that the college can do to increase the numbers.
- Discussion regarding the on-line requisitioning system. The processes within the program are not as seamless as previously thought. The recommendation is to consider dropping the use of the program and continuing our purchasing process as is. Ms. Eubank is to contact other colleges to see what systems they use.
- P-Card Expansion Program: Cammy Halcumb and Kevin Hunsberger
 - The proposal was presented to expand the p-card program in a test environment in the maintenance department.
 - Provide 8 credit cards to the maintenance staff and 1 card to purchasing department available for employee checkout.
 - This is intended to
 - a. Provide greater flexibility for employees to make in store purchases
 - b. Reduce the need for employee reimbursement
 - c. Provide the purchasing department oversight for expansion
 - d. Trial for further expansion of the p-card program
 - Objectives:
 - a. Greater purchasing flexibility for in store purchasing without vendor setup and access to college credit card for travel needs.
 - Dr. Wesley Payne cautioned that we move cautiously and ensure correct management.
 - The program was approved.

6. Human Resources

- Suggestion to use the Academic Lapel Pins as part of the service awards at convocation. Approved.
- Ms. McDaniel provided a personnel update for the cabinet.
- Open discussion on training available through Safe Colleges.
 - Kristina is supposed to get with Edie and have the Title IX training scheduled at convocation
 - The other modules were discussed and Kristina will provide a list to the appropriate departments for the training.
- Presentation of payroll dates for FY17. Approved as presented
- Presentation of orientation dates for FY17. Approved as presented.
- Ms. McDaniel provided information on the DOL Overtime rules. Human Resources is working on evaluation of each position affected and will provide cabinet updates through the summer.

7. Interviews with the Dean Candidates

- The cabinet interviewed Nicole Sifford and Justin Hoggard for the Dean of Instruction. Dr. Payne tasked the cabinet to determine which candidate is the better choice for moving the institution forward utilizing teamwork and togetherness while at the same time willing and able to hold individuals accountable.

8. Information Technology

- The new upgrade to the wireless system on campus should be completed mid to late July. This will increase our speed for the wireless connections.
- Temporary passwords have been changed and no longer include any part of the social security numbers.

9. Institutional Effectiveness

- The request form for IE has been corrected and now works correctly.
- Several end of semester surveys have been completed and are being tabulated
 - External Location combined with the Library
 - Faculty
 - Technology
 - Graduation – 280 surveys collected. Michelle is working on contacting the students that did not participate in the actual ceremony in an attempt to get them to fill it out.
- The focus group for communications results will be available at the next cabinet meeting
- Open discussion of the Guidebook to alternative college credit. There were a couple of modifications that will be completed and reviewed by Dr. Brown and Dr. Maribeth Payne.

10. Student Services

- Ann Matthews led the discussion of the Graduation Survey. Results were positive.
- Chris Adams and the welcome center is helping with outgoing calls to students not yet registered.
- Discussion of stoles and cords that were worn at graduation. The decision was made that acceptable cords or stoles for graduation are as follows.
 - National Program Honor Societies
 - PTK
 - Military
- Discussion of the quick reference guide for the housing manual. Some language change and items marked for discussion with financial aid and student accounts services.

11. Academic Instruction and Career Education/Workforce Development

- Dr. Brown is working with the summer classes to determine those that “have made” and those that have not. Will then work with the chairs to move students to other classes.



COLLEGE CABINET MEETING MINUTES

Tuesday, July 19 2016

9:30am

Attendance

Dr. Wesley Payne

Charlotte Eubank

Dr. Mary Lou Brown

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Teresa Johnson - Absent

Steve Atwood

Missy Marshall

Justin Hoggard

Janine Heath

1. Opening Remarks – Dr. Wesley Payne

- There will be a recommendation to the board at the meeting tomorrow to go with Pepsi for a 10 year contract that will include an additional \$65,000 in contributions to the college, \$30,000.00 the first year and \$35,000.00 in year five.
- Currently working on what the concessions for the Libla Sports Complex will look like.
- Discussion of the food service bids
 - Currently have two bids
 - Main reason we do food service is to feed the athletes. This is between \$180,000.00 and \$200,000 per year
 - Meal plan proposal is on the table. There are some issues with this solution that would need to be worked out however this is a viable option that would provide variety in the type of food the athletes could choose from.
- Sod is being delivered today for the triangle at the top of the hill.
- The next step for the old BSU area is to create an assessable pathway from the back of the Tinnin Center to the Welcome Center.
- The trash bid is being presented to the board tomorrow. The bids are less than the budgeted amounts.
- Faculty offices are underway and will hopefully be completed by the beginning of the semester.
- The hay from the farm will not be usable this year. Hopefully with some care there is a possibility of getting a second cutting that we could use.
- The campus lighting bid is in at \$233,000 for the entire campus.
- Continue to deal with leaking issues in Sikeston. Dr. Payne is working with the contractor to attempt to reach a solution.
- Enrollment:
 - We budgeted to be 3% down
 - Currently running 10% down
 - We need to make sure that we are doing everything we can do to increase enrollment
 - We need to review all Career Ed programs to ensure that we are teaching the correct subjects an at the right time
- The parking lot survey has been completed and we expect a written plan soon. Several areas need a fair amount of work. The plan needs to be prioritized and then fit into our budget.

2. Follow-up Items

Item	Responsible Party	Status
Locking and unlocking doors	Charlotte Eubank	Barb Stiriz is updating the list for discussion

3. Financial Services

- Discussion on fund raising and the agency accounts. A policy and regulation should be developed outlining the rules for fundraising and explaining the differences between institutional funding and funding from events. Charlotte will draft the required documents and work with IE to finalize.

4. Institutional Effectiveness

- Charlotte presented the change to the Purchasing Regulation. Government required language has been added. All activities paid with federal funds require a review in SAM to ensure that the vendor has not been restricted.
- Dr. Maribeth Payne presented the Institutional Effectiveness policy and regulation that is being presented to the board tomorrow for approval.
- Dr. Wesley Payne explained that part of the challenge we face institutionally is building a deeper understanding of how this works. Employees need to understand the processes outlined in the regulation and be familiar with how it all relates.

5. Human Resources

- Kristina reviewed all open positions and personnel changes that will be presented to the board.
- Finishing up the interviews for the Dexter Director next week.
- Will Cooper has accepted the position of University Center Director
- The office is working on contracts for the faculty and employment letters for the staff. Also working on the DOL ruling changes that will be forthcoming.

6. Information Technology

- Working on upgrading the VoIP server. Some issues but they will be worked out.
- Installation of Office 10 continues on staff computers.
- There is a new programmer position available in the IT department. This will be posted soon.

7. VP Academic and Student Services

- Dr. Brown is working with Ann Matthews and Justin Hoggard to divide the duties between the two.
- Dr. Brown continues to work on credentials and is actively involved in the Career Education and Work Force Development area.

8. Student Services

- The college was awarded the ETS grant.
- Ann updated the cabinet members on Reg Rocks and how it was going.
- Discussion of the felony question on the application. The board would like to keep it as it is.
- The Student Handbook will not be available in a printed version this year. It is only on line.

- Discussion on work studies and whether or not we have to actually term them at the end of the summer semester. Ann is to get with Regina and Jennifer to discuss and let us know.
- Discussion of whether or not we can withhold a transcript if the individual is in loan default. We cannot.

9. Instruction

- Justin thanked everyone for the assistance given while he was out.
- Announced that we have received Level 1 accreditation from CRLA for our tutoring center.
- Lisa is going to each of the off campus locations to make sure that the tutors have everything that they need to assist the students.
- Currently working on a faculty handbook and a distance learning handbook.
- Working on the scheduling for the Adjunct meeting and convocation week.

10. Centers

- Loan workshops are starting at all locations
- Ann and Missy attended the mixer in Dexter with Jennifer to represent the location
- The directors are all working on donations for the Patron events in their areas
- The directors have been invited and are planning on attending the Adjunct Meeting on August 5
- Missy is dealing with the new cleaning company and the startup challenges.
- All locations are calling students that have not registered in order to get them in and registered.



COLLEGE CABINET MEETING MINUTES
Tuesday, August 30 2016
9:30am

Attendance

Dr. Wesley Payne	Charlotte Eubank	Dr. Mary Lou Brown
Ann Matthews	Dr. Maribeth Payne	Kristina McDaniel
Teresa Johnson - Absent	Steve Atwood	Missy Marshall
Justin Hoggard	Janine Heath	

1. Opening Remarks – Dr. Wesley Payne

- Currently working with new marketing strategies utilizing geo-tracking within each center for next semester contact ability.
- Enrollment for new students is a little lower than last fall however the returning student enrollment is considerably behind. Some reasons:
 - Economic factors – people are going back to work
 - Dual credit population is down
 - Changes to our processes that address students with academic challenges and our intervention being closer to the beginning of their academic career
 - Tuition increase impact on our out of district students
 - Challenges with the advising structure
 - a. Availability of faculty during the summer months
 - b. Revolving advising door – a change in major results in a change of advisor – lack of consistency from beginning to end
 - c. As a whole, we are passive in our advising. We are not chasing the students in order to complete enrollment.
- Open discussion on the advising system
 - No written procedures for faculty to follow
 - Must have earlier intervention with students to prevent them from failing the first time
 - Need individuals to focus full time on advising. Question as to whether the benefit will outweigh the cost. Jason Alford is to take a look at the cost and the benefit of retention.
 - The current process should be reviewed and determine the suggested radical steps that we should take
- We are scheduling supervisor training in September for all staff. The training will be conducted by Tom Mickes, the lawyer with MUSIC.

2. Follow-up Items

Item	Responsible Party	Status
Locking and unlocking doors	Charlotte Eubank	Barb Stiriz is updating the list for discussion

3. Financial Services

- Auditors will be here on September 6. There are new federal rules that apply that will create some difficulty in the process.
- Discussion on purchasing supplies for the shared copiers and if the copiers should be kept behind closed doors. The supplies for the copiers are covered in the lease with the exception of paper. This is purchased through a clearing account and is included in the cost per copy that is billed out based on the log on when making the copies. With the ability to appropriately track who is making copies and printing to the copy machines, the machines no longer belong to departments but rather to the college as a whole. The entire premise for implementing the log on was to provide the ability for faculty and staff to make copies anywhere on campus.
- Discussion on instructional supplies covered through college funds versus instructional supplies that are covered by course fees. The dollars in the 510004 object code are determined by the number of students enrolling in the classes with course fees. A drop in enrollment does not mean that there are extra dollars in this account to be spent for other things. The dollars are tied one for one to the revenue dollars received from the course fees.
- A question was raised as to whether or not the Student Appeals Regulation was reviewed during cabinet meeting. It was not. Rather a committee was set up to design and review. It was then presented to the faculty, sent to the board as an information item and posted to the web.

4. Human Resources

- An issue has been raised that June of 17 will not be available for the faculty and staff to complete the wellness activity checklist and that is the month when many of the employees have their annual checkups with the doctor, dentist and eye doctor scheduled. Request that the time frame for the wellness checklist be June – May instead of July – June. Approved.
- Kristina McDaniel covered all personnel actions to be voted on by the board at the next meeting.
- DOL Update
 - The positions that are being affected were reviewed.
 - The time frame that is being proposed was reviewed with implementation beginning on November 1, 2016
 - Charlotte Eubank asked what the process was for determining the individuals that will be affected. Ms. McDaniel explained that each position was reviewed based on the new criteria from DOL for determination of exempt status and the decision was made based on the outcome of the review.
- Policy and Regulation review
 - PR 4170 Hiring Procedure: Several suggestions were made to the draft. Ms. McDaniel will take the notes and make the adjustments to the policy and resubmit to cabinet for approval.
 - a. Add an adjunct hiring section
 - b. Add information on student workers and part time tutors (occasional employee)
 - c. Where will the cabinet members be in the interview process?
 - d. Where does the credentialing fall into the process?
 - PR 4506 Overtime/compensatory Leave

- a. Minor changes made based on DOL changes. The cabinet approved the changes and the regulation will be sent to the board as an informational item.
- FP 3510 Travel Authorization and Reimbursement.
 - a. Minor changes to reference the Overtime/compensatory leave regulation. The cabinet approved the changes and the policy will be sent to the board for approval.
- Discussion of changes to existing policies and regulations and the timing of board approval and posting to the web. It was decided as follows:
 - Changes to existing regulations can be posted to the web prior to going to the board.
 - Changes to existing policy always go to the board for approval before being posted to the web.
 - All new policies and regulations must go to the board before being posted to the web.

5. Information Technology

- The issues with the passwords on Office 365 for the students have mostly been resolved.
- Distance Learning has a vacant position and is running a little behind. Any requests for changes to PDF's on gateway will take a little longer than usual
- The department is currently working on getting quotes to convert the colleague system from existing structure to virtual
- Discussion of system maintenance over fall and spring break and the difficulties that it presents to Cape.
- We have had a ransomware attack. 2 individuals clicked on the link and IT had to completely wipe out their system. Remember that you should always save things in My Documents and not on the desktop of your system. The files on the Desk Top are not backed up.
- Do not use flash drives as a method of backing up information. Especially sensitive information on students or staff.
- We have been experiencing issues with the Pearson system. Slow internet connections and lack of support. Trying to work with Pearson's to fix the problem.

6. Institutional Effectiveness

- When you are going to make changes to existing policy and regulation make sure that you use the work request form to request the word document of the policy or regulation.
- On the template used for the policies and regulations, should the responsible party be the cabinet member or the individual that actually administers the function? By vote, it will be the cabinet member.
- HLC Self Study
 - Continuous improvement team has started up again. Kathy Richardson, Jason Alford, Justin Hoggard, Michelle Lane and Dr. Maribeth Payne are the members.
 - Each planning unit will present their plan to the committee for review.
 - Schedules of these presentations will be sent to cabinet members.
 - The committee will look at program reviews that have happened in the past.
 - Working on SLO reports being input into the system.
 - Reviewing all handbooks for consistency in look and content

7. VP Academic and Student Services

- Dr. Brown gave an update on the recent CAO meeting and the items that the colleges are reviewing:
 - OTC has suspended testing for incoming students
 - Dual Credit is a major issue for all colleges
 - Web redesign is underway at all colleges

- Zora Mulligan with MDHE is going to do an environmental scan
- Retention/completion
- Program reviews
- 4 year colleges are talking about unionization
- Jeff Co – Using ETS Navigator for testing non cognitive test
- Foster care to success – presentation on how students can receive extra funding
- University center meeting is September 15

8. Student Services

- GAR 1240 Harassment (Title IX)
 - Changes to the length of time for response for answering a complaint.
 - Removing the president and board from the appeal process
 - Changes were made and with a unanimous vote of approval will be posted to the web site and given to the board at the next meeting
- Employee tuition waiver/A+
 - Discussion of employee dependents tuition waiver if the student is eligible for A+. A+ will apply first. College tuition remission will be used for classes not covered by A+. Cabinet voted unanimously to approve.
- Discussion on bulletin boards throughout campus. The proposed steps were reviewed. Ann Matthews will take back all comments and present to the cabinet at the next meeting
- Discussion on Graduation regalia. Are we going to go to the 3 rivers identity package? The decision is that we will stay with the regalia that we have been using.

9. Instruction

- Working on gathering existing academic policies and compiling a list of policies that need to be created.
- Assisting in the creation of the faculty handbook
- Department Chairs have asked that the following be on the Gateway
 - Bylaws
 - Rank & Promotion
 - Faculty Engagement
 - Transcript incoming credits
 - Faculty Credentialing

10. Centers

- Accuplacer testing status? It will be available September 12 to be loaded in the system. Targeting October 1 to be up and running
- Carolyn Cornman wants to make sure that we are working on Andrew's replacement.
- Candidate pool for Dexter is being reviewed to determine if there are others that should be interviewed.
- The center directors are working on obtaining sponsorships for the children shows in the winter
- Crossroad Roofing has been back to Sikeston to attempt one more time to fix the roof
- HLG Representative reported that the cohorts are struggling to fill in Sikeston.
- Advanced Manufacturing is looking to have completion options in Sikeston.
- Query on Student Loan workshops. Do the centers need to supply workers or is Karen bringing someone with her? Ann will let Missy know.

11. Communications

- The Marketing Recruitment Committee is meeting to determine the schedule of marketing for the spring.
- There is a video shoot scheduled for late September in preparation for the spring semester advertising
- “Show Me Three Rivers” event will be held on October 21. It is a joint event for the 50th anniversary celebration and the Endowment Trust Alumni. The event will be centered in the buildings on the hill and will have activities scheduled throughout the afternoon.



COLLEGE CABINET MEETING MINUTES
Tuesday, November 1, 2016
9:30am

Attendance

Dr. Wesley Payne	Charlotte Eubank	Dr. Mary Lou Brown
Ann Matthews	Dr. Maribeth Payne	Kristina McDaniel
Teresa Johnson - Absent	Steve Atwood	Missy Marshall
Dr. Justin Hoggard	Janine Heath	

1. President’s Opening Remarks:

- **Construction update**
 - Slow start at the sports complex
 - Lighting project is moving forward
 - Parking lot resurfacing and sidewalk plan is ready to go out to bid with the following priorities
 - 1) Sidewalks
 - 2) Remediate the problems with the parking lot
 - 3) Install roundabout at the electrical sign
 - 4) Fix the west side of the ARC
 - 5) Fix the curve in the road at Tinnin
- **Currently looking for a DOL Grant Director. If any of the cabinet know someone who would be interested in this short term position please let Dr. Payne know.**

2. Follow-up Items

Item	Responsible Party	Status
Locking and unlocking doors	Charlotte Eubank	Charlotte provided the current list of keys and who have them. As we transition to the new system, the control of the issuance of keys will increase. Discussion regarding the doors being propped open. Charlotte to investigate.

3. Information Technology

- Office 365 installation has been completed for all students.
- The IT team has been working on policies and regulations. Will send to the cabinet for review and input when they are complete

4. Institutional Effectiveness

- Working on IE policies. Looking at regulations from the rules and regulations from governmental and administrative agencies to determine if other regulations need to change.
- All cabinet members please review their areas on the website to ensure that the items on the web are in line with all other areas where listed
- All budget managers must be clearer in the documentation in SPOL relating to objectives and use of results
- Work on the credentialing module continues. Continue to compare the list of faculty and adjuncts from HR to SPOL to ensure that all credentials are completed.
- Discussion regarding documentation for the ongoing development accomplishments of the faculty. A process should be established to ensure that records of development are kept. A survey was suggested to obtain past information for any development activities that have been completed.
- Planning retreat is tentatively scheduled for January 27. Looking for a different place than Sikeston for the retreat this year. Will keep every in the loop.
- The Student Learning Improvement Committee has been established. This is an assessment group formed to review the data on SLO's and give feedback to the faculty for improvement.
- Dr. Hoggard and Dr. Payne to discuss the status of program review.

5. VP Academic and Student Services

- Credentialing
 - 70 faculty/adjunct have not been reviewed
 - Continuing to work on this
- Mingo Job Corps would like to have an agreement with the technical programs in order for us to instruct at their facility
- Discussion of the editor position of the We R 3R newsletter. Margaret Orlando is stepping down as editor. No one else has volunteered therefore, there is a potential that the newsletter will no longer be published if no one steps forward.

6. Student Services

- Ann Matthews reported on her investigation of shredding for the college. It is \$33 per month for one large secure bin. Agreed that this is something that we should do.
- Discussion on posters and bulletin boards. The bulletin boards should be kept in good order. Nothing outdated should remain on the board. We should investigate whether or not we have the bulletin boards in the correct places.
- Discussion on Who's Who for the students. It has been brought up that the college's recognition of these students is lacking. The criteria for selection should be resubmitted to the faculty for review and then the process discussed.
- Ms. Matthews reported that we will be adding the necessary Missing Student information to the housing handbook. This will be sent to all housing students.
- Institutional reporting and disclosure requirements were discussed. Regina Morris, Director of Financial Aid will be responsible for ensuring the requirements are kept up to date. The following process will be followed:
 - Ann Matthews to send the completed list to the cabinet members
 - Each member will review the list
 - If they disagree with the designated person for the information they will get with Ms. Matthews to discuss
 - If the list is ok – the content will be checked

- Ms. Morris will be responsible for checking on an annual basis to ensure that the information is up to date
- This will be kept as a permanent item on the agenda.
- Food Pantry: Ms. Matthews would like the college to consider stocking a food pantry for our students in need. Ms. Matthews and Mr. Atwood will discuss the process and propose to the cabinet.

7. Instruction

- Justin announced that he had successfully completed the defending of his doctoral dissertation and is officially Dr. Justin Hoggard. Everyone congratulated him.
- Currently working on reviewing the attendance taking and identifying issues that should be addressed. Ms. Eubank stated that he should check with Regina Morris to make sure that we are following the federal guideline and determine if “school closure” or “holiday” count against the number of days absent. Dr. Hoggard reported that the classes that meet once a week seem to be an issue.
- The Program Handbook template was sent to the department chairs for review. The communications department is responsible for keeping the institutional information updated on an annual basis. These templates are for academic programs, other handbooks will include the look and feel. Teresa will email to the cabinet members for review.
- A discussion should be scheduled for a conversation on the ability to benefit relating to the success of the students in Read01. Data on completion and success of these students should be reviewed and data points defined. Should we implement parameters in order to assist these students with success? Open discussion regarding several issues. Dr. Hoggard will review the data in order to make recommendations.
- Six classes have been submitted for national QM review. All have received National Accreditation. The goal is to strengthen our on-line offerings.
- Faculty by-laws were submitted for review. Comments have been sent back to Steve Lewis and Dr. Leslie Gragg.
- Continue to work on the assessment process with the faculty.
- The request waiver for more time to complete the Dual Credit Credentialing will be submitted by the end of the month to HLC.
- Free hour on Monday – Wednesday and Friday was brought up and discussed as to whether or not it should move to later in the afternoon in order to potentially broaden the course times for the students. Decision was made to take the discussion to the faculty for input.

8. Centers

- The load workshops are being set up for the spring in the off-site locations.
- Open houses at the sites have been held.
- November 18 is the Site Directors meeting.
- CMU is publicizing the new programming at the Sikeston site.
- The Sikeston High School counselors will hold their fall conference at the Sikeston site

9. Communications

- Weatherbird procedures were distributed and Teresa asked that the cabinet members review for accuracy
- Willow Springs will be shutting down starting on December 9, 2016.
- Teresa asked for everyone’s assistance with pictures and information due to the position change for Jonathan Atwood.

10. Financial Services

- Dr. Payne informed the cabinet that the extra fire hydrant that the city of Sikeston was trying to require us to install at that site is no longer an issue for the college. It is not code that one needs to be installed so it is up to the city as to whether or not they would like to add one.
- The department continue to focus on the audit and finalizing.
- Charlotte is reviewing the policy on tuition remission. There is discussion in the Student Accounts as to whether or not this should be an automatic code on the student record. The decision as to how we are going to handle will be presented at the spring convocation.

11. Human Resources

- Ms. McDaniel reviewed the positions that have changed this month. Interviews are ongoing for several positions.
- The transition to hourly positions begins today. If there are issues, please see Kristina.
- Review of the orientation schedule and concern over the number of employees that have not completed the sessions. Dr. Payne weighed in with the following:
 - Yes, it is important
 - Yes, it is mandatory
 - Yes, it is a condition of employment
 - We as the cabinet are to make sure that the employees are there
 - We will adjust schedules
 - We will not approve leave for these days
- Kristina will send out a list on needed training for the employees