



COLLEGE CABINET MEETING MINUTES
Friday, January 11, 2019
9:30am

Attendance

Dr. Wesley Payne

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Steve Atwood

Dr. Justin Hoggard

Janine Heath

1. President's Opening Remarks

- 8.6% down in Credit Hour production however the budgeted revenue appears to be met.
- The discussions about changing A+ are over. The program will remain as it is.
- The change to the retirement bill seems to be moving through the process smoothly.
- Missouri tax tables have changed. Kristina will send out the information this afternoon.

2. FY2020 Planning Priorities

- Open discussion regarding the Planning Priorities for the college.
- Divisional and departmental goals should be aligned with the College Planning Priorities
- The priorities will be published prior to the planning retreat on February 1, 2019



COLLEGE CABINET MEETING MINUTES
Tuesday, January 23, 2019
9:30am

Attendance

Dr. Wesley Payne

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Steve Atwood

Dr. Justin Hoggard

Janine Heath

1. President's Opening Remarks

- The Donor event will be held at the Libla Family Sports Complex on January 25, 2019.
- Robert Abney will be in charge of the production of the basketball game on February 2, 2019
- We are expecting flat funding from the state for next year
- Discussed the proposed Planning Priorities. Two minor changes and they were finalized.
- Each cabinet member is to meet with their direct reports prior to the Planning Retreat and determine division goals.

2. Information Technology

- Continuing to push Office 365 to all employees
- New website has been submitted to review and are waiting on feedback
- Communications is working on rolling out the new logo.
- Supporting the opening of the Libla Building

3. Institutional Effectiveness

- The Planning Retreat will be held on February 1 at the Westwood Center. The meeting will begin at 8am.
- Discussion on the following policies and regulations
- PP 4330 Shared Sick Leave
 - Kristina McDaniel made suggested changes for clarification.
- PP 4310 Absences from College
 - Proposed change adding language about Request for Leave Form. Changes approved.
- PR 4320 Authorized Types of Leave
 - Discussion on the type of leave and use
- PR 4520 Payroll Deductions
 - Minor changes for clarification

4. Instruction

- Discussion of hiring a full time grant writer. Dr. Payne explained that this has been outsourced in the past with good success. Due to the need of expertise in each type of grant it is more effective to outsource to someone with the experience in that grant.
- Working on Fall 2019 schedule to be uploaded for planning purposes by the time we have spring enrollment.
- Received approval from MDHE for the Behavioral Health Program and the Sikeston LPN Program.
- Meetings continue discussing On-Line Programing. There is one degree ready to go and working on the others that have been identified.

5. Financial Services

- The Budget Manager Training is being scheduled.
 - Updating the materials that are normally available
 - Month of February for input of the plans and budgets
 - March 1 budget reviews will start with the appropriate cabinet members and budget managers
 - Discussion regarding the Budget Review Committee. Agreed that it would remain as in the past
 - Discussion of HB1606 which requires the college to publish employment stats as well as costs for the programs offered at the college. Charlotte Eubank and Dr. Hoggard are working on compiling the data.
 - Beginning to test a different P-Card system. This may include On-Line Bill pay.

6. Student Services

- Date is being gathered for the Pave Suite 7 software to be implemented. Training will be scheduled for the individuals involved.
- The verification program is starting to be set up for Financial Services
- Advertising for the Student Services Advisors in the high schools.

7. Human Resources

- Several vacant positions are posted on the web.
- W-2's and 1095's are being processed and will soon be available on the web
- Discussion on the DOT movement of classifications.
- Discussion of an Employee Assistance Program. Dr. Payne asked that Kristina McDaniel get the information of services and associated costs.
- Reminder of the Annual Reviews schedule.



COLLEGE CABINET MEETING MINUTES
Tuesday, February 5, 2019
9:30am

Attendance

Dr. Wesley Payne	Charlotte Eubank	Ann Matthews
Dr. Maribeth Payne	Kristina McDaniel	Steve Atwood
Dr. Justin Hoggard	Janine Heath	

1. President's Opening Remarks

- Dr. Payne provided a brief Legislative update
- The Libla opening and reunion went well. Very few complaints and lots of compliments.
- Question regarding the use of the portable goals instead of the permanent ones. Dr. Payne explained that there was a line of sight problem using the permanent goals for the seats on both ends of the facility
- Mediation with Huffman is proceeding slowly. Will continue to work through the process.

2. Institutional Effectiveness

- Discussion of various policies and regulations
 - GAR 1206 – Alcohol/Drug-Free/Learning Place
 - a. Review of the regulation making some modifications. Dr. Payne will review with the lawyer prior to sending to the board for review.
 - CAP 1206 – Alcohol/Drug-Free/Learning Place
 - a. All changes discussed for the regulation will be incorporated into the policy
- Discussion of the Planning Retreat.
- Budget training for Budget managers will be February 6, 9am in Porter 103

3. Instruction

- Overloads are complete for Spring semester
- Department Chairs are working on the Fall schedule
- Training on budget management is on going

4. Student Services

- Discussion on full faculty access to the planning system regardless of who their advisees are. Dr. Payne does not have a problem exploring the possibility. Ann Matthews and Dr. Hoggard are to discuss the processes.
- Discussion of moving some student announcements to the web instead of using text or email.

5. Financial Services

- Discussion of the Gift Card expansion with some of our meal plan partners.
- Discussion of the use of the Student Area in the BAC. How do we generate foot traffic now that the athletes are in Libla? Use of music/games/intermural sports?
- Bookstore sales from Alumni Reunion was \$900. A good night
- Discussion of the P-Card program. Expanded opportunities are available. Charlotte Eubank to get all of the details and present to Dr. Payne for approvals.
- Budget hearings will begin right after Spring Break.
- Budgets are due the end of February to allow time for review prior to the hearings.

- Cabinet members are to make sure that the budget managers are fully knowledgeable of their plans and budget requests.
- Cabinet members are to make sure that the tracking supports the goals

6. Human Resources

- Several positions remain open
- Committees are working on those positions to begin the interview process
- Friday, February 1 is the first new employee orientation for the spring
- Compensation committee is making progress

7. Information Technology

- Working with Ann Matthews on VOIP recordings. Hoping to finish next week
- Discussion of how long do we continue to have the student email address open after graduation.
 - Steve Atwood needs to find out how many active users we have.
 - After we have that data a decision would be made



COLLEGE CABINET MEETING MINUTES
Tuesday, February 26, 2019
9:30am

Attendance

Dr. Wesley Payne	Charlotte Eubank	Ann Matthews
Dr. Maribeth Payne	Kristina McDaniel	Steve Atwood
Dr. Justin Hoggard	Janine Heath	

1. President's Opening Remarks

- Discussion of increases to tuition and fees. These should be determined prior to registration opening for the fall.
- 5% down in enrollment is being estimated for the targeted revenue numbers.
- Expectation on increase in insurance is 12% over prior fiscal year.
- Discussion on ACAD and whether or not to make this a course that is required by all students. Dr. Hoggard would like to review the data points as it relates to tuition prior to making a final decision.
- Discussion on proposed changes to Title IX.

2. Instruction

- Discussion of the recent article outlining the current program with the College and the Boys and Girls Club. Classes are offered to the students in the Club allowing them to earn college credits prior to graduating. Currently concentrating on the ACAD class. The Club is seeking scholarships to cover the costs for the students.
- The ACHIEVE APR scores were outstanding for the year.
- Schedules for Summer and Fall are posted. Registration begins March 18.
- Dr. Hoggard and Will Copper will be meeting with individuals in West Plains to explore possibilities with Go Cat. This would be a potential revenue stream for Workforce Development.
- Center Director interviews are being conducted at this time.
- IR 6715 was passed at the faculty meeting. This adopted the 6th edition of Quality Matters and the associated rubric. We are currently working on the Master class templates to include the updates.
- GVT 290 will be presented to the faculty for approval. This is a 0 credit class that satisfies the new state requirement for citizenship testing. This will be required for all degree seeking students.

3. Student Services

- Currently working on application processes in order to let the students know they have been accepted earlier. This led to an open discussion as to why we need the application process when we are an open access college. Discussion of the difference between admission and enrollment.
- Loan default rate is 21.2%. This is down from 22.6% last year.

- Working on submitting a grant for \$5000 for the food bank.
- Ms. Matthews presented several early registration ideas. These were discussed.

4. Financial Services

- Working on getting the budgets ready for review

5. Human Resources

- Currently interviewing for several positions.
- Open enrollment will be April 23-26 for insurance. The cabinet members will be updated as the appointments are made to ensure that all employees attend an enrollment appointment.
- Staff evaluations are due
- Discussion of various programs that have been presented for the employees.
- Ms. McDaniel will move forward with supervisor training. This will take place in June.
- Update on the compensation committee.

6. Information Technology

- Continuing to work with Office 365 with the roll out and various enhancements that the College can take advantage of.
- Upgrading all Tinnin Master Classroom over spring break
- Discussion of the current website and replacement with a new website that is more user friendly. We need to determine a methodology and process.
 - Function as perceived by the user
 - a. Navigation
 - b. Link and cross link
 - Aesthetic portion of the design – How do we want it to look? The website serves many as the first interaction with us.
 - Mr. Atwood will send templates to the cabinet to get their feedback on the design portion. The cabinet members should rate them based on choice.
 - We will set up student focus groups to get feedback on navigation
 - Further discussion at the next cabinet meeting

7. Institutional Effectiveness

- Discussion of a list of questions on the Student Satisfaction Survey. These will go out to 500 students the week after spring break
- Institutional list of priorities questionnaire. Discussion of questions being asked.



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Tuesday, April 30, 2019

9:30am

Attendance

Dr. Wesley Payne

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Steve Atwood

Dr. Justin Hoggard

Janine Heath

1. President's Opening Remarks

- The Senate is still in session from yesterday due to a filibuster on the senate floor
- The Title IX bill appears to have faltered
- Lapel pins should be in around May 13. These will have the new logo

2. Financial Services

- Feedback is needed by tomorrow for the questions on the funding bill
- Dr. Hoggard has submitted information for MoEXCELS. This requires a match from the college.
- Budget reviews are almost complete. Then the financial team will do a final review with recommendations and reconvene the budget review committee to finalize for board presentation.
- The budget hearings have been helpful. Ms. Eubank has determined that there needs to be additional training for future budgets but felt the exercise this year was positive.

3. Human Resources

- Several new hires being taken to the board at the May meeting
- There are a number of positions that are in the interview phase of the hiring process
- New advertising through Facebook has been tried but was not successful. A lot of questions on the quality of applicants.
- Working on updating all forms
- Discussion on notification of outside employment. The notifications for approval should be sent to the supervisor and then the appropriate Cabinet member. If they approve then on to HR.
- New proposed changes in the DOL to Exempt Salary requirements are currently under public comment. Ms. McDaniel is watching to see what the outcome is.
- Insurance Open Enrollment continues
- Bio-screening is scheduled for August 16. Enrollment for time slots will begin July 1
- Supervisor training is June 12. Mandatory for all individuals that supervise, others may check to see if there is room.

- The Supreme court has agreed that sexual orientation and gender identity should be added to the non-discrimination list.
- 10-year pins are in for fall convocation

4. Dr. Staci Foster – AAS Nursing Program Review

- Dr. Foster presented her program review. Items covered in the review was the cost, pre-requisites for the program, progress and completion rates, student outcomes, and job placement.

5. Tami Cunningham – AAS Paramedic Review

- Ms. Cunningham presented her program review. Items covered in the review was the 2-year program and 1-year certificate, Pre-requisites, completion rates, job placement, and the new hybrid option for classes.

6. Information Technology

- Discussion of the timeline for implementation of Office 365
- A major benefit to 365 is the forms management capability

7. Institutional Effectiveness

- Priority survey is out
- Preparation for update to Vision 2020 will start in August for the 2025 Strategic Plan
- The revised assessment module in SPOL is in BETA test
- Review of the HLC Conference. Steve Lewis, Department Chairs, Dr. Hoggard, Dr. M. Payne and Dr. Maribeth Payne attended. Two items of interest were discussed:
 - Program approval has changed. We now need to submit ROI and a 3-year budget when submitting program requests. HLC wants to see added faculty and the estimated financial impact to the college.
 - Discussion of HLC policy forbidding institutions from incentivizing students to register

8. Student Services

- Pro-Ed is up and running in Financial Services
- Commencement is coming
- Enrollment is slowing down a bit however we are still up for the fall
- Discussion of Dual Credit with Poplar Bluff High School

9. Instruction

- Discussion of transfer pathways and how this is presented in all documentation throughout the college. All cabinet members need to review their publications and ensure that the proper verbiage is being used.



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Tuesday, June 25, 2019

9:00am

Attendance

Dr. Wesley Payne

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Steve Atwood

Dr. Justin Hoggard

Janine Heath

1. Website Design Review

- Teresa Johnson and James Huskey joined the cabinet for the discussion.
- Dr. Payne instructed the cabinet that we would review the layout and structure only.
- Discussion as to why the web site exists:
 - Information for the community/students/faculty/staff
 - Marketing
 - Gateway to other products
 - Other colleges
 - Regulatory bodies
 - Discussion and recommendations as the cabinet reviewed the options.

2. Media Link Guidelines

- Teresa Johnson discussed guidelines regarding Media Link. Ms. Johnson will incorporate suggestions from the Cabinet and send an updated draft to the members for review.

3. Financial Services

- Charlotte Eubank let the Cabinet now that the FY20 Budget should be available soon.

4. Human Resources

- Kristina McDaniel reviewed the personnel changes
- There are still a few vacancies in both staff and faculty as we look to the fall semester
- The Wellness Fair will be August 16
- Discussion of benefits

5. Information Technology

- The staff continues to roll out Office 365

6. Institutional Effectiveness

- Discussion of changes and updates to various policies and regulations.
- Dr. M. Payne discussed HLC changes and federal student aid information
- The Graduation Survey resulted in an overall satisfaction rate of 98%

7. Instruction

- Review of Convocation week activities
- Review of Convocation day and discussion of the theme for this year
- On-line programs are close in the Business program. Dr. Hoggard, Ann Matthews and Steve Atwood are to
 - Write up the on-line program
 - Making sure all important points are covered
 - Making sure the program is compliant

8. Student Services

- Dual credit is going in faster this year. This is affecting the enrollment numbers
- Discussion on whether or not we ask the felony question on our application. The cabinet agreed that we should continue to ask the question but eliminate the background check.
- Discussion regarding the Consumer Disclosure page.



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Tuesday, August 27, 2019

9:00am

Attendance

Dr. Wesley Payne

Charlotte Eubank

Ann Matthews(Absent)

Dr. Maribeth Payne

Kristina McDaniel

Steve Atwood

Dr. Justin Hoggard(Absent)

Janine Heath

1. President's Opening Remarks

- Discussion of the upcoming visit of Congressman Jason Smith at the farm

2. Financial Services

- Auditors will be on campus the 9th of September
- Currently working on revising the Travel Authorization form to include the new buses
- Discussion on the Focus Group for forms and training
- Discussion on approvals for forms – do we need to alter the approval chains?

3. Human Resources

- The Biometric screening was successful
- Currently wrapping up the review of benefit plans
- Discussion regarding an all staff meeting with non-faculty employees

4. Information Technology

- Office 365 roll out update
 - Issues with PDF's on some computers
 - Chrome issues
 - Website update at next cabinet meeting

5. Institutional Effectiveness

- Discussion of Strategic Planning Committee
 - Schedule and activities
 - Discuss successes and challenges



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Tuesday, September 24, 2019

9:30am

Attendance

Dr. Wesley Payne

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Steve Atwood

Dr. Justin Hoggard(Absent)

Janine Heath

1. **Web Redesign Update** – The redesign committee joined the meeting.
 - Teresa Johnson
 - James Huskey
 - Carrie Franklin
 - Amanda Vasquez
 - All options were reviewed and discussed. Changes were suggested as to placement of items and presentation on the page.
 - The next step is to return to Cabinet after the changes have been made and if approved, go to user groups that includes employees and students to get their feedback.

2. **Student Services**
 - Review of communication flow for the students
 - Should they be secure or not
 - Putting together a focus group on the communication cycle with students
 - Steve Atwood to provide emails sent to the students for an entire year
 - Advising Grant
 - The money from the grant will be approved that their November board meeting
 - The college is sending a tracking sheet each month to show expenditures
 - Several individuals are going to Achieving the Dream Annual Conference
 - Tuition remission for the 4 year partners was discussed. Ann should touch base with Gail to find out what each of the schools do for TRC employees and report back in order to make a decision.
 - Review SP 2710 – Financial Aid
 - There were some recommended revisions and it was approved as edited.

3. **Financial Services**
 - The auditors have left the building. Looking at a possible October presentation to the board but could be the November meeting.

4. Human Resources

- Discussion of the company profile from the BIO screening. Participation was 67% with more females attending than men. Body mass and blood pressure are our two top concerns. They have improved from last year however remain high
- Flu Shots will be available on October 21 and 22 and will be provided by Key Drugs
- September 27 is MCCA Registration Day.
- There are several vacancies including faculty that are being advertised and processed.
- Human Resources are working to clean up employees separations. Question on Adjuncts. How long do we keep them as employees if they are not teaching. Kristina, Kathy and Steve to discuss and provide recommendations to the Department Chairs.

5. Information Technology

- There have been a couple of 3rd monitor requests. The approval should be given by the cabinet member and should be based on need and budgetary constraints.
- The Mule was stolen from the parking lot
- There is an issue with Office 365 and links for the students. IT is working to resolve the issue.

6. Institutional Effectiveness

- Updating hiring regulation to include the bus drivers
- Dr. Maribeth Payne presented a review of the Strategic Planning Steering Committee



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Wednesday, October 30, 2019

9:30am

Board Room – Tinnin Center

Attendance

Dr. Wesley Payne

Charlotte Eubank(Absent)

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Steve Atwood

Janine Heath

1. Web Redesign Update – The redesign committee joined the meeting.

- Teresa Johnson
- James Huskey
- Carrie Franklin
- Amanda Vasquez
- The revision from the last Cabinet meeting were reviewed. Discussed next steps:
 - Amanda Vasquez will begin the design of the next tier of pages
 - Focus Groups will be established for content direction.

2. Student Services

- Discussion regarding opening at least one building at the top of the hill for students that arrive to campus prior to 7am.
- Kennett had their Counselor luncheon yesterday. It was well attended. Discussions were had on testing and dual credit.
- Currently working on the study for the State regarding the Fast Track Scholarship program. There is an LMS established for us to deposit our reports when they are ready.
- BDT Grant is moving along.
- Discussion of the recent Advising Conference and the different methods in communicating with students. In order to better reach our students, Ms. Matthews is going to do a focus group to determine what the students want and expect.
- Discussion regarding discounts afforded to our student by community businesses. SGA will canvas the businesses, formalize a recommendation and present to Cabinet.

3. Information Technology

- The first Data Security Meeting will be held in December.
- We will be conducting a full security audit in December. Based on the outcome, we will update the Data Governance Manual.
- Office 365 update: We still have about 9 months of work before we can transition students to the new platform.
- Working on streamlining the proofing process.
- Program managers have started to update their program brochures.

4. Human Resources

- The annual training schedule will be published in November.
- DOL has published the new salary guidelines. The duties test did not change. Kristina is reviewing the existing positions to see if there will be any changes.
- Update from the MGHE Insurance meeting. The group experience as reviewed. Claims as a group is at 97.9%
- Committees are working on open positions

5. Institutional Effectiveness

- Strategic Planning Steering Committee is half way through the process. Working on having a draft before Thanksgiving. After approved, will send to the Board of Trustees.
- Discussion of the date for the Strategic Planning Retreat. Date will be January 24, 2020.
- Discussion on Core 42 and what classes are included.
- Registration survey was generally very positive.

6. Instruction

- Update from the last Department Chair Meeting
 - Working on scheduling to meet the students needs
 - Looking at the Evening Program. Possibly utilize ITV system to offer the courses across the institution. 2 year schedule with a GTD of not cancelling classes.
 - Discussion of degree programs and transfer programs.
 -