1. **President’s Opening Remarks**
   - Dr. Payne provided an update on the capital bonding issue. It is moving forward but now has a stipulation that the projects should meet a 20 year life test. He will keep the cabinet members updated.
   - Dr. Payne discussed the current enrollment numbers and the decline that we have seen over the past two years. Public perception is that a drop in enrollment is an institutional problem, however, enrollment frequently acts independently from the processes of the college and is most often an indicator of what is going on with the economic conditions rather than specific college operations. That is not to say that enrollment is totally outside the control of the institution. We are aware that the college is weak in advising, financial aid and recruiting non-traditional students, based on feedback from our team members and the students. In order to off-set the current economic conditions that are impacting enrollment we need to operate as efficiently and as effectively as possible, including a more systematic approach to outreach to civic and service organizations. Someone from the college should be a representative in every organization. As that representative, the college will pay the annual dues for membership. Dr. Russell is to become a member of the Rotary Club.
   - The college should concentrate on improving the retention numbers through constant communication of the students and enrollment time built into the class schedules.
   - Dr. Payne discussed where we are on the rent payment for the old building in Sikeston. Dr. Payne is to contact the owner to determine if there is any willingness to allow the college out of the lease that is currently in place.
   - Dr. Payne discussed the conversation with Pepsi and the proposed donation. The offer is not favorable to the college.
   - Dr. Payne led the discussion on policy creation and alteration.
     - Office of Institutional Effectiveness is the keeper of the policies and will formalize all new and any changes to existing policies.
     - The college must review the policies that are currently in effect and ensure that we have all of the necessary policies needed before the accreditation visit.
     - Policies must be approved by the board.
     - Regulation must be adopted by cabinet and provided to the board for information only
     - **Process**
       - a. Cabinet member contacts Dr. M. Payne to begin the process
       - b. Draft is developed
       - c. Draft sent electronically to cabinet members for review. Responses are tabulated and the draft revised. Then resent to the cabinet for review. This step will repeat until such time as everyone is satisfied with the policy
       - d. Draft taken to the cabinet for vote
       - e. Draft then goes to legal review
       - f. Any changes taken to the cabinet for approval
2. Discussion
   • Boy Scout Presentation – Mike Dineen
     ▪ Mr. Dineen presented various programs available within the Boy Scouts that would present partnership opportunities to the college.
       a. Venturing: This can be used as a retention tool. Using seven leadership methods, this program for youth helps prepare them to become responsible, caring adults. The youth decide areas of interest and develop programs of study.
       b. Exploring: This is career based and involves adult consultation instead of adult leadership.
       c. Merit Badge University: The College could host a university on campus which would attract hundreds of scouts to the campus to compete for the badge.
       d. Student Leadership Opportunities
     ▪ Ann Matthews asked that Mike return to talk with a select number of staff members in more detail on the above.
     ▪ Next Steps to beginning the Merit Badge University
       a. Determine the timing of the university
       b. Budget to determine the price to be charged. Mike will have a budget put together and to Janine Heath by March 2.
       c. Work with the College to identify areas to offer and counselors from the staff.
   • MO State Retirement System Community College Credit Hour Conversion Formula Regulation
     ▪ Dr. Payne presented the new Formula Regulation recently published from PSRS regarding hours worked and the retirement system. The cabinet discussed the impact on the college as it relates to the adjunct body. There are many questions to be answered as we review the regulation. Updates will be forthcoming from both Dr. Payne and Kristina McDaniel.
   • Developing Planning Priorities 2016
     ▪ Dr. Payne reviewed the process that will be used in establishing the Planning Priorities for 2016.
       a. A meeting will be schedule with the following individuals
          1) Charlotte Eubank
          2) Dr. Mary Lou Brown
          3) Dr. Brenda Russell
          4) Dr. Maribeth Payne
          5) Ann Matthews
       b. This group will develop a unified list of priorities that will be used college wide. These will be the institutional priorities. Departmental goals will be developed within each of the functional areas of the college supporting the institutional priorities.
       c. The Institutional priorities will be developed and presented at the Planning Retreat. During the retreat the departmental goals will be defined.
3. Centers:
   • Bill Hampton reported that the centers have been busy with enrollment up in Dexter, level in Malden and down in Kennett and Sikeston.
• Bill requested that a financial aid representative travel to the centers at least once a month to assist with student issues. This schedule should be forwarded to Teresa Johnson to be uploaded to the Media Link system for student notification.
• Ann Matthews asked if the facilitators should have access to the student social security account numbers. After discussion, it was decided that due to the functions that the facilitators perform, they need the access. Training should be conducted to ensure the confidentiality of this information.

4. Follow-up Items

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<tr>
<th>Item</th>
<th>Responsible Party</th>
<th>Status</th>
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<tbody>
<tr>
<td>On Line Directory Coordination</td>
<td>Teresa Johnson/Steve Atwood/Kristina</td>
<td>Kristina has tested the new PAF form and there is still some work to</td>
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<td></td>
<td>McDonald</td>
<td>be done in order for the information to flow correctly. Steve will</td>
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<td>send an example of the information being captured to the cabinet this</td>
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<td>week.</td>
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<td>Facilities Usage</td>
<td>Janine Heath/Tim Thompson</td>
<td>Janine and Tim to meet next week on the draft manual.</td>
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<tr>
<td>FY16 Health Insurance</td>
<td>Kristina McDonald</td>
<td>Kristina presented the survey results. She will send out to the</td>
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<td></td>
<td>cabinet members. The goal is to utilize this information to guide our</td>
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<td></td>
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<td>benefit structure for the upcoming year.</td>
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<tr>
<td>Facilities Review</td>
<td>Janine Heath</td>
<td>There is a team assigned to walk each of the buildings and provide</td>
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<td>information on deficiencies noted to Janine for reporting. This is</td>
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<td>due to her by the 30th of January.</td>
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5. Academic Instruction
• Evening Advantage has started. Dr. Brown is visiting each of the classes to ensure that the students are aware of the program and answer any questions they might have.
• Open discussion on the need to increase evening enrollment on the PB campus.
• Dr. Brown expressed her willingness to attend the various service organization meetings in PB to discuss the programs available at the college.
• Dr. Brown informed the cabinet that the summer and fall schedules are being put together and will be ready by the March enrollment date.
• There will be an “ITV Auction” on Thursday, January 15 at 2pm for the center directors. Dr. Russell complimented Bill on his preparedness at the last auction. This is very beneficial for the centers and the instructors in order to provide the classes that are needed.
• The ACT test will be given to high school juniors this year. The college can use these test results instead of incurring the cost of the compass testing.
• SEMO superintendent’s Meeting has been scheduled for March 4 on campus. The new DESE Commissioner, Dr. Margie Vandeven will attend.

6. Communications
• Teresa Johnson informed the cabinet that the Three Rivers Ads are now up and running on the digital billboard by Walmart.
• Comments on the annual report are due to Teresa Johnson by the end of the week.
• Please provide Teresa information for inclusion on Media Link
• Dr. Payne asked the cabinet members to provide human interest stories to him in order for him to forward to the paper for publication.

7. Financial Services
• Charlotte Eubank reported that the dollars for spring are actually up 3.5%. This is due to an increase in spring tuition.
• Charlotte is working on proposals for future tuition rates for a presentation to the board members.
• Bob Jansen and Rob Tomlinson are almost finished with the conversion of Café ARC to a vending operation.
• Cammy and the maintenance staff have spent a considerable amount of time in Sikeston to get the building ready for classes.
• Interviews for the Accounts Payable position will begin next week.
• Discussion on the telephone bill and current allocation. Concern over the amount of billing. The IT department will review the bill and determine if it is correct. Will work with Financial Services to correct any problems they find.

8. Human Resources
• Kristina McDaniel led the discussion on Healthcare Reform eligibility. The discussion centered on the average number of hours worked over the course of the last year. Should these hours exceed 30 per week, the college will be in a position to extend the offer of coverage to those employees for the next year.
• Kristina has a rough draft of the job description for the Adjunct Coordinator that was discussed at the last meeting. She will send to the members electronically.
• Kristina led the discussion of whether or not the college should have a handbook separate from the policies and regulations housed on the web site. She proposed to eliminate the handbook and have a statement that will be signed by all employees that they are responsible to familiarize themselves with policies on the web site. She will compile a handout of frequently asked questions to be given to the employee during the onboarding process. This was voted on and approved by the cabinet.
• Dr. Payne informed the cabinet that training from HR is not optional and that the employees should take this training seriously.

9. Information Technology
• Steve Atwood questioned the amount of taxes taken out of the checks this payroll. His staff was expecting a slight decrease but ended up with a slight increase. Kristina explained that the change to the federal tables offset the change to the state tables.
• The IT Technicians are teaching some IT classes this spring. This will allow them input on the review of the programs.

10. Institutional Effectiveness
• Dr. Maribeth Payne reminded everyone that the planning retreat in Friday, January 30 in Sikeston.
• Planning managers should finalize 2014 and update 2015

11. Student Services
• Ann Matthews announced that the updated advising manual is being sent to the Dean’s for review
• Discussed Solid Rock closing. They have agreed to work with the college through the spring semester but at that time we will have to identify an alternate solution.