COLLEGE CABINET MEETING MINUTES  
Tuesday, February 24, 2015  
9:30am

1. Attendance  
Dr. Wesley Payne  
Charlotte Eubank  
Dr. Mary Lou Brown  
Dr. Brenda Russell  
Ann Matthews  
Dr. Maribeth Payne  
Kristina McDaniel  
Teresa Johnson  
Steve Atwood  
Bill Hampton  
Janine Heath

2. President’s Opening Remarks  
• Weather closure:  
  ▪ Dr. Payne led the discussion on whether or not the college should continue with the  
    philosophy of closing campus when R-1 and the other districts close. The discussion  
    included child care issues for both the faculty/staff and the students. The following was  
    decided:  
    a. The Administration will review the condition of the parking lots and driveways on  
       campus to determine if operable.  
    b. Communication with public officials on the condition of the roads and streets will  
       continue.  
    c. When it is considered safe, the college will open even if local school districts remain  
       closed due to inability to run busses.  
    d. Supervisors will make the decisions on whether or not specific employees are able to  
       return to work. Employees should not return to work until the parking lots are clear  
       and campus maintenance informs the president that the campus is safe to occupy.  
    e. If the campus is closed, the procedures for employees wanting to come to work  
       should be followed:  
      1) The employee seeks permission from supervisor  
      2) The supervisor approves/disapproves the employee being on campus  
      3) If approved employee will notify campus public safety upon arrival.  

• Athletic Insurance  
  ▪ Discussion on the secondary Athletic Injury coverage and the historic cost.  
  ▪ Dr. Payne will recommend to the board that we continue the secondary policy and  
    strongly recommend that the athletes obtain a primary policy. This would cover the  
    athletes in a non-accident need to see the doctor.  
  ▪ Dr. Payne discussed the possibility of partnering with the hospital to provide minor health  
    care options to all students and staff

• Tuition Plan  
  ▪ Dr. Payne and Charlotte Eubank have been working on a 5-year tuition plan. This plan is  
    designed to ensure that all ongoing expenses are covered by recurring revenues and not  
    one time growth.  
  ▪ Employee salary increases are included in the plan. The decision was made to have a six  
    month in service clause regarding raises, meaning that only employees with greater than  
    six months of service are eligible for the raise.

• Exempt versus Non-exempt employment
Kristina updated cabinet on the issue of changing the requirements for exempt status with the federal government. The Department of Labor is in the process of increasing the base rate of pay in order for employees to be considered exempt. The decision as to what the increase in pay will be has not been made. Kristina will keep us updated as to the progress.

- **PSRS Retirees**
  - PSRS has decided to change the hour for hour designation for retired adjuncts teaching at the college. In the past it has been calculated as one hour per hour of instruction. The new rule is now 2.5 hours per one hour of instruction. This would reduce the number of classes that a retired teacher could teach at the college to one class per semester. Dr. Payne will keep us updated on future discussions.

3. **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 McDaniel</td>
<td>Ben Gordon has completed changes and will send to Kristina for distribution to the cabinet for final review</td>
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<tr>
<td>Facilities Usage</td>
<td>Janine Heath/Tim Thompson</td>
<td>Draft has been sent to Dr. Payne for review</td>
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<tr>
<td>FY16 Health Insurance</td>
<td>Kristina McDonald</td>
<td>The consortia has approved going with Anthem Blue Cross Blue Shield. Details will be distributed as soon as the options are decided</td>
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<tr>
<td>Facilities Review</td>
<td>Janine Heath</td>
<td>The documentation has been given to Janine. Results are being typed and will review with Rob Tomlinson</td>
</tr>
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4. **Student Services**
   - **Student Travel:** Ann asked if both male and female students were traveling are we required to provide a male and female instructor. The answer is no.
   - **Graduation Survey:** Ann led a discussion regarding the graduation survey and the best method to use to get improved responses. After the discussion it was decided that the student would fill out the survey when they picked up their caps and gowns. This led to a discussion regarding Capstone. This is the third point in Gen Ed Assessment. Justin Hoggard joined the cabinet for discussion on the various check points required for students to graduate. Dr. Brown and Ann Matthews are to review the existing points and make recommendations to Dr. Payne for moving forward.
   - **SGA:** Ann brought forward the recommendation to change the name of Student Government Association to Student Activities Board. The cabinet felt that the SGA was designed to teach
students self-governance and that it is greater than an Activities board. We will continue with SGA.

5. Centers
   • Bill Hampton handed out the Facilitators job descriptions. He requested a review of the salary in relationship to the responsibilities that are required.

6. Academic Instruction
   • Evening Advantage: Dr. Brown reported that instructors have been in touch with the students in order to enroll them in the second session.
   • Course sections: Dr. Brown stated that since enrollment is down she has been reviewing the number of sections that are being offered. The college has compacted in response to the reduced demand.

7. Career Education and Workforce Development
   • Dr. Russell reported that we are on track for the Enhancement Grant requests. The grant is a state grant specifically designed for career education programs. The college must prove that the students completing the programs have a better chance for employment. There will be a more in-depth review of the grant this year. This is not a competitive process but all requests must be justified and in keeping with the college plans.

8. Communications
   • Teresa reported that we are moving forward with the E-Brochures. The draft for the AAS programs has been completed and approximately one half for the AA degrees are ready for review.
   • The communications department is working on the recruitment advertising for the spring enrollment period.
   • The college is now advertising at the movie theater.
   • Dr. Maribeth Payne asked how to make requests for changes to the website. Teresa asked that any requested changes be emailed to her. There was an open discussion regarding the existing request form. Dr. Wesley Payne requested that Teresa provide processes for requesting changes.

9. Financial Services
   • Charlotte reported that the replacement for the AP Clerk is still in the interview phase.
   • The snow event this past week was the first event that the maintenance staff used the new equipment and successfully cleared all of the parking lots and sidewalks without the need to contract with outside vendors.
   • SPOL salaries are in process. Charlotte will get them finalized and input as quickly as possible.

10. Human Resources
    • Kristina will have the training updates out to the cabinet members this week in order for them to follow up with employees that have not completed the training.
    • Adjuncts are required to take the training since they are active employees.
    • Dr. Payne questioned if we could take the money that we are spending on outsourcing the training and complete the process in house. Kristina is to review and make recommendations as to the feasibility of moving the training in house.

11. Information Technology
    • Steve requested that employees email him should suspect emails be received. Once again he reminded everyone not to open attachments from individuals that they do not know or if the email seems odd.
    • Steve requested information on the 911 call center
a. Dr. Payne informed everyone that he is negotiating with the city and county to move the center to the learning annex. The benefits to the college are:

1) Increase the amount of police training to the level we have fire training. The call center will give us a live training environment for certified training.

2) The college is a designated command center for Southeast Missouri for all emergency personnel.

3) This is a stepping stone for potentially co-locating the police department to the campus

• Steve explained the challenges in mapping the VOIP numbers off campus to the correct location. The department is working on resolving current issues.

12. Institutional Effectiveness

• Dr. M. Payne reported that her office is currently working on reviewing/updating/establishing policy and procedures.
  ▪ Weapon Policy
  ▪ Communicable disease policy must be revised
  ▪ Emotional support animal policy
  ▪ Hiring policy and procedure
  ▪ Establishing the regulation for policy/regulation development

• Dr. M. Payne reminded the cabinet that the planning phase of the budget is due March 1. Everyone should be completing their plans in SPOL.

Dr. Payne ended the meeting with the following items:

Retention and Recruitment: We have to be persistent in our retention efforts with the existing students and aggressive with our recruitment in the career track and non-traditional students.

Role of Cabinet Members: Dr. Payne discussed the role of each of the members stating that the major areas of the college are represented at the meeting. Each of the members must work together and across lines to ensure that the students and staff are collectively working toward the same goals.