COLLEGE CABINET MEETING MINUTES
Tuesday, April 21, 2015
8:30am

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

1. Interview with Kaitlynn Smith – candidate for Graphic Design position
   • Dr. Payne reviewed the interview process with the cabinet. He requested that the members
     of the cabinet provide feedback after the interview. Teresa Johnson and Dr. Payne left the
     meeting and the interview with Ms. Smith was conducted. After the interview, the cabinet
     provided their comments and made the recommendation to offer her the position.

2. Transition of campus safety to city resource officer
   • Charlotte Eubank led the discussion regarding duties that need to be assumed with the
     closing of the Campus Safety department. See attached for the notes.
   • Discussions will continue at each Cabinet meeting through June.

3. Opening remarks:
   • Budget
     ▪ Dr. Payne announced that SPOL will be locked down on Friday, April 24 at 5pm.
     ▪ Charlotte Eubank and Dr. Payne will review the budget for requested items to ensure that
       the requests are in line with the needs for the college for FY16.
     ▪ A meeting with the budget managers will be set up and a line by line review will be
       conducted.
     ▪ Revenues are anticipated to be flat to FY15
   • Dr. Payne explained that the Trust has surpassed the fundraising goal and will seek board
     approval to proceed at the May Board of Trustee meeting. Anticipated to break ground on or
     about July 1.
   • April 28 representatives from the Robert W. Plaster Foundation will be on campus for a
     meeting with the Business faculty and students. The Foundation is considering a seven figure
     donation that would secure the naming rights for the new classroom building.
   • Dr. Brown requested an update of the Executive Vice President position. Dr. Payne explained
     that the review of the candidates has begun. Currently reviewing for qualifications.
     Anticipate interviews will be conducted mid-May.

4. Employee Newsletter
   • Margaret Orlando joined the meeting to discuss the proposed employee newsletter. Some
     items discussed
     ▪ Identify a way to update the master calendar even if rooms are not being reserved
     ▪ All college committees should have agendas and minutes that can be uploaded to the
       web
     ▪ Research which package of Constant Contact the college should purchase
a. 2,500 contacts: Basic (1G) $35/month; Essential (2G) $60/month – recommended; Unlimited $245/month

b. Establish a departmental schedule for submission to the newsletter.

c. Determine who will be in charge of publishing the newsletter

5. Follow-up Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsible Party</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>On Line Directory Coordination</td>
<td>Teresa Johnson/Steve Atwood/Kristina McDaniel</td>
<td>Kristina has sent out the PAF for final review. Provide feedback to her prior to the next cabinet meeting</td>
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<tr>
<td>Facilities Usage</td>
<td>Janine Heath/Tim Thompson</td>
<td>Need prices from other venues in town. Resend to cabinet.</td>
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<tr>
<td>Facilities Review</td>
<td>Janine Heath</td>
<td>Complete</td>
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6. Student Services

- Students for recognition at Graduation
  - Todd Allen for first generation
  - Wendy Spradling for Veterans
  - Melanie Hamann for multi-generation
- Graduation
  - Rehearsal for faculty is at 10am
  - Instructional Deans to identify someone from their department to carry the flags
- Financial Aid dollars
  - Do we need to compile a list of items that can be purchased with the federal aid dollars?
  - Charlotte Eubank informed the cabinet that she is in the process of creating a policy and regulation that will identify those items.
- Housing and Student Handbook
  - This item was remanded to the Deans Council to make sure that it is consistent with rules and policies and that all handbooks are in agreement. Janine Heath is to send the current athletic handbook to the Deans.

7. Academic Instruction

- Dr. Brown and Shelia Inman have been attending various civic organization meetings to discuss the Evening Advantage program. They have been to Kiwanis and are scheduled for Rotary and the Lion’s club.
- The Adjunct Handbook is in final review for accuracy and then will be sent to Dr. Payne for approval.
- Dr. Brown announced that we will have one student graduating from the College Now program at the Poplar Bluff High School graduation on May 14.

8. Career Education and Workforce Development

- Dr. Russell announced that Aaron Hovis won the Steel competition and is going to the national event in New York.
9. Centers
   • Bill Hampton announced that the Student Appreciation Day is scheduled for April 27.
   • There was a diesel job fair last week. It was very successful. 3 students out of the program
     were hired that evening and 4 more have interviews this week. Therma King was at the job
     fair and is very interested in working with the college on internships.
   • Sikeston is in the process of getting the landscaping started. The leaks are being addressed.
     The lighting issues as a result of faulty fixtures is being addressed by Phillips with
     replacement lighting scheduled for the first of June at no cost to the college.
   • Mr. Hampton expressed his appreciation for Ann Matthews

10. Communications
   • Teresa Johnson reported
     ▪ Advertising for fall registration has started
     ▪ There will be ads in local papers for program specific offerings
     ▪ The graduation ad will include all graduates
     ▪ Working with Workforce Development and Career Education to develop a brochure for
       the programs offered
     ▪ The Job Fair (Community Resource Council) was a success this year. Teresa is working
       with the faculty to encourage students to attend

11. Financial Services
   • Charlotte Eubank updated the cabinet on the budget process. Currently in the
     accuracy/duplication phase of checking to ensure that the expenses are in the correct GL
     code and are not duplicated in someone else’s budget.
   • We are receiving responses for the Audit Bid – 3 years. Have received 4 responses at this
     time and will be taking a recommendation to the board meeting on May 20.
   • The Higher One contract is ready to go out to bid. Our current contract expires in June. The
     banking lists have been included in the bid solicitation process per their request.
   • Ms. Eubank reported that we received tax exempt cards from Harps. This was due to a
     request for an employee. In the future, the employee should work with Cammy in order to
     apply for the tax exempt cards.

12. Human Resources
   • Kristina McDaniel reported that the open enrollment process is going well. We only have six
     individuals that have not signed up for a session.
   • The college is in the process of reviewing the Employee Evaluation form for professional and
     support staff members. The goal is to simplify the form while getting the same information
     as the current form.

13. Information Technology
   • Steve Atwood informed the cabinet that we are phasing out the VCRs that play VHS tapes.
     He requested the cabinet’s assistance in getting this information out to the faculty in order
     for them to order updated versions of the information.

14. Institutional Effectiveness
   • Dr. Maribeth Payne updated the HLC conference. Justin Hoggard is the lead faculty member
     responsible for setting up the general education assessments. Michelle Lane has done an
     outstanding job. She is coordinating the library survey. She is also working closely on the
     assessment module.
   • In preparation for the fall HLC visit to the centers the faculty are doing site reviews now in
     order to be prepared for the visit.
• A review of policies and regulations has begun with changes being directed to the appropriate body for approval.
• Dr. Maribeth Payne asked if there are individuals struggling with SPOL and the planning system please send them to her for assistance. There will be training sessions beginning in the summer.
• Dr. Maribeth Payne explained that there are 5 regional accrediting bodies in the United States. It has been loosely organized and the Department of Education stepped in a few years ago putting greater pressure on the body to ensure consistent uniformity in the requirements of accreditation.