COLLEGE CABINET MEETING MINUTES
Monday, May 18, 2015
9:30am

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

1. Boy Scouts – Mike Dineen
   • Mr. Dineen presented survey results from Poplar Bluff High School and Doniphan High School regarding life guidance, scholarship and career choice needs. Based on the data from the surveys Mr. Dineen has recommended that we participate in the Merit Badge University with an emphasis in health careers. This University would be conducted in March 2016 with the Boy Scouts coordinating the event. Our instructors would participate with the attendees in order to teach and test in order for the students to obtain their Merit Badge.
   • Mr. Dineen also announced that the Boy Scouts have a new program, STEM University, for boys and girls 3rd grade through high school. As this program is developed he will provide information to the college on any requested participation.

2. Student Resource Officer Transition
   • Chuck Stratton, Rob Tomlinson and Barb Stiriz joined the meeting for discussion of the SRO transition on campus. The following was discussed with action items assigned. Chuck Stratton will be responsible for communication to the college on procedures:
     ▪ Locking and unlocking of buildings:
     ▪ Marking off parking lots for events:
     ▪ Fleet
     ▪ Parking fines/tickets

3. President’s Opening Remarks
   • Graduation Feed Back
     ▪ Excellent ceremony
     ▪ Impressive numbers of attendees
     ▪ Liked the focus on the students
4. Follow-up Items

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<thead>
<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>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>Transition to Student Resource Officer</td>
<td>Chuck Stratton, Rob Tomlinson, Barb Stiriz</td>
<td>Review of concerns and assignment of duties</td>
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5. Institutional Effectiveness
   • Dr. Maribeth Payne presented the SR 2130-Student Grievance regulation for discussion and approval. She explained that the regulation follows what is in the student handbook. The regulation was approved by the cabinet. Will be included as an informational item at the next board meeting and then will be posted to the web site.
   • Dr. Maribeth Payne presented the graduation survey results. There were 231 responses which exceeded the expectations of the team. The responses were very positive. These should be reviewed at Convocation in order for the entire faculty and staff to have the information provided.

6. Student Services
   • Ann Matthews presented the final draft of the Student Handbook. It was approved by consensus.
   • Open discussion regarding transgender student needs and requirement for accommodation.

7. Academic Instruction
   • The Adjunct Handbook has been sent to Dr. Wesley Payne for review. This handbook will be on line only and not printed.
   • Dr. Brown expressed her concern with certain aspects of the College Now program. The chemistry labs at the high school are in severe need of updating and repair. There is also a shortage of qualified teachers at the high school with proper credentials to teach the sciences. Dr. Payne suggested that the college provide an adjunct to instruct in these classes. This can be done at the high school or on campus.

8. Career Education and Workforce Development
   • Dr. Russell reported that she and Joyce Rehkop have met with SEMO on the Precision Ag program. The result of these meetings was that SEMO would hire the instructors, Three Rivers would cover a percentage of the salary in order for them to instruct our students the first year and then the students would transition into SEMO for their second year.
   • Dr. Payne stated that this should be presented at curriculum for approval.
   • Dr. Payne expressed concerns regarding the timing of the programs in Precision Ag. The Equipment Operator program should have been designed and in process. He requested that
Dr. Russell meet with Michael Barrett to ensure that the coordination of the programs are being done properly and in a timely manner.

- Dr. Russell asked if the trash at the back door of the housing club house be removed.

9. Centers
- Bill Hampton expressed concern regarding instructors in Dual Credit. The college can no longer assume the instructor of record at the high schools. Discussion as to whether or not adjuncts could be hired by the college to provide instruction at the high schools.

10. Communications
- Teresa Johnson led the discussion on the postcard for the direct mail piece targeting fall registration.
- E-brochures are in process. The goal is to launch by June 1.
- Teresa Johnson presented the MCCA award nomination form for qualified staff. She requested nominations from the cabinet be forwarded to her.

11. Financial Services
- Charlotte Eubank announced that we are $635,000 away from balancing the FY16 budget. She requested that the cabinet review their areas to determine if there were items in the budget that could be eliminated.

12. Human Resources
- Kristina McDaniel announced that discount offerings for the faculty and staff will now be placed on the Gateway instead of email communication.
- Ms. McDaniel reported that DOL appears to be moving forward with an increase to the base salary for qualification for exempt designation. She will keep us updated as she receives information.
- Kristina announced that the PSRS/PEERS administration passed the resolution to count 2.5 hours per 1 credit hour for all retired teachers serving as adjuncts.
- The orientation process is being revamped in order to prioritize the needs for the on-boarding process.

13. Information Technology
- Steve Atwood informed the cabinet members that any technology equipment moves need to be completed by technology personnel. This will aid in keeping the inventory updated. Please submit a work ticket if you are requesting a move.