COLLEGE CABINET MEETING MINUTES
Tuesday, June 23, 2015
12:00 noon

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

1. Opening Remarks and Discussion
   • Dr. Payne reported on his meeting with the CEO of Noranda and Senator Libla. The company
     has worked through the electricity costs and have decided to remain in the Sikeston area.
   • The classroom building is nearing completion. The building will be ready to occupy sometime
     in July with classes starting mid-August.
   • There will be handicap parking behind the new building with additional parking behind the
     ARC.
   • Work on the transformation of the parking lot to green space should begin by August. Phase
     I of this project will be the removal of the existing parking lot and installation of irrigation and
     grass. Phase II will be the BSU/Tinnin/hill transformation. This will hopefully start during
     FY16.
   • The transition from Campus Safety to School Resource Officers will happen on July 1. Chuck
     Stratton will coordinate the implementation of the new program.
   • Interviews for the Executive Vice President have been completed. Reference checks are
     being made. Dr. Payne will keep the cabinet updated on the progress.
   • The old clock tower has been revitalized and will become a sign that will be installed mid-way
     on the entrance road sometime in July.
   • Landscaping in Sikeston is coming along nicely. The entrance road landscaping and signage
     will begin late summer.
   • Tara Gowen is moving to the athletic department as of July 1. Her office will be located in the
     Bess Activity Center.
   • Penny Sitzes has agreed to assist the communication department as they continue the
     reorganization. She will be moving to the communications department and has a new
     extension – 2214.
   • Convocation:
     ▪ Years of Service recognition
     ▪ HLC accreditation liaison, Dr. Johnson, is coming down to review expectations for the visit
       in 2017/2018
     ▪ Q and A with Dr. Payne
     ▪ Title IX review
   • Dr. Payne asked the cabinet to focus on building an environment where employees are
     comfortable giving honest feedback.
2. 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>Facilities Usage</td>
<td>Janine Heath/Tim Thompson</td>
<td>Janine will resend to cabinet for final review</td>
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<tr>
<td>Transition to Student Resource Officer</td>
<td>Chuck Stratton, Rob Tomlinson, Barb Stiriz</td>
<td>Chuck Stratton will formalize and communicate with staff</td>
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3. Institutional Effectiveness
   - Dr. M. Payne updated the cabinet on the recent Paramedic Accreditation visit. The unofficial results were excellent with only one violation which was known going into the visit. The current Medical Director for the program has not been as involved as required. Plans were in motion to replace with another doctor from the area.
   - TRC has been accepted into the HLC academy. The team is made up of all department chairs. Program review will begin in the fall.
   - HLC Multi-Center visit will take place in the fall. October 15 – 24 is the time frame we have been given. The visit will be to Dexter and Sikeston. Missy Marshall will be the contact for this visit.
   - Dr. M. Payne reviewed the policies and regulation that will be presented at the next board meeting. The changes to these policies are due to federal changes with Title IX. The question was raised as to whether or not adjuncts need to be trained in Title IX. Dr. M. Payne suggested Mark Sanders to present at the upcoming Adjunct meeting.
   - Open discussion of having our contact at OTC join convocation to review Title IX for all faculty and staff.
   - Dr. M. Payne announced that Michelle Lane has received a scholarship for Institutional Effectiveness training.

4. Student Services
   - Ann Matthews reported that her department was working on fall enrollment. Currently we are down 7% but anticipate a strong improvement in this number by beginning of classes.
   - Discussion on recruiting non-traditional students:
     - Shelia is visiting companies during the lunch hours to talk with employees about opportunities.
     - She is investigating setting up a booth at Walmart.
     - Continued presence at local fairs
     - Continued presence at state offices, career centers.
     - Dr. Payne asked that there be a focus on Sikeston and surrounding area to build enrollment for the site.
     - Discussion regarding electronic billboards
     - Mass registration is being planned for all off campus sites
• Discussion on transgender students and decisions the college must make regarding various issues that have arisen.

5. **Academic Instruction**
   • NACEP – National Alliance for Concurrent Educational Partners – dual credit.
     ▪ The Governor has requested all schools become accredited. Dr. Brown and Amanda Taylor are working on the process. Applications are accepted one year after the schools have completed the requirements.
     ▪ Full time faculty is required to observe at least once a year.
     ▪ Dr. Brown and faculty are currently auditing all course outlines.
     ▪ Dr. Brown is preparing a letter to all superintendents explaining the new rules.
     ▪ Dr. Brown will establish an MOU with each school outlining the requirements, costs and billing methods.
   • Dr. Brown announced that HLC has a hard deadline of January 1, 2016 for all faculty credentials.

6. **Career Education and Workforce Development**
   • Dr. Russell announced that the Governor has released the workforce development money.

7. **Communications**
   • Teresa Johnson updated the cabinet on various advertising campaigns underway.
     ▪ Non-traditional direct mail piece.
     ▪ Public interest stories fed to the newspapers for release.
   • Jonathan Atwood is working on understanding the structure of the website in order for him to provide support.
   • Teresa is working with IT on identifying a content management system that will work for the college.
   • Teresa asked the cabinet to provide suggestions and ideas for the 50 Year celebration.

8. **Financial Services**
   • Charlotte Eubank reported that the Financial Services department is currently working on year end. She reminded everyone that the date of the receipt of goods will determine which fiscal year the expense will be incurred.
   • Bob Jansen has received several e-readers. He is testing them to see if this will be a solution to renting e-books.

9. **Human Resources**
   • Kristina McDaniel asked that the cabinet members let their employees know that the new benefits will be on the next paychecks. She asked that everyone check and make sure that the deductions are correct.
   • Kristina reviewed the new hire checklist. She will send it to all cabinet members for input. She will include the draft of the one year training plan for review. The training plan will be included with all offer letters.
   • Kristina and Dr. Payne reviewed the proposed staff evaluation form. Kristina will send to cabinet for comment. After the review the form will be forwarded to the supervisors for use in the staff evaluations. These evaluations should be completed by the end of August.

10. **Information Technology**
    • Steve Atwood informed the cabinet that he will be pushing through several Purchase Requests for equipment for the new classroom building.
    • All VoIP numbers should be fully ported by the end of June.