



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Tuesday, February 21, 2023

9:30am

Board Room – Westover Administration Building

Attendance

Dr. Wesley Payne
Ann Matthews
Steve Atwood

Dr. Sherry Phelan
Dr. Maribeth Payne
Edie Dilbeck

Charlotte Eubank
Kristina McDaniel

Prior to the Cabinet meeting beginning, Dustin Midyett gave a brief demonstration of Chat GPT. There was discussion of how this could be and how we are going to adapt to it. From a business standpoint it is a tool; from an academic standpoint the question will be – who is doing the work.

1. Dr. Payne

- Working with MUSIC on claim for busted pipes in Bess, etc.
- Still searching for a replacement bus, hard to find.
- March 8th Presentation scheduled to the Compensation and Benefits Committee.
- The work from this Committee so far, we are fairly comparable to others in the State in most areas expect for Adjunct pay – we are low compared to others.
- Planning and budget prep should be in progress.

2. Financial Services

- Busy with budget prep.
- Week after Spring Break Budget Hearings are planned to begin.
- Westwood renovations are complete. Communications will take photos to begin market and promote this facility. Cammy and Carrie will work together to get this going.
- The College Store is currently undergoing a software upgrade, this will help security.
- Advance Online (online 3rd Party Partner) since they have lowered their minimum sales and carry the nursing uniform brand we prefer, once the software upgrade is complete that will be looked into further.
- Questions:
 - With the expansion of Dual Credit class offerings, could they be in different tiers? Will the tuition, fee waivers to look at as classes are added?
 - With the development of internal placement exams that was mentioned at Planning Retreat, is that part of the reason for returning to two positions in Testing and Disability Services?

- Michelle Reynolds has set up an investment account with Community Foundation of the Ozarks so will begin moving CDs from the College to CFO. Will begin with the ones at US Bank.

3. Human Resources

- Annual trainings are coming due.
- Performance evaluations are coming due.
- Orientation meetings are scheduled again.
- Meeting with System Admin to work on Leave Request in the test system. Also working in test system for students and employees to change banking information.
- Will D. has installed Doc Image on the machines in HR so work will begin employee files.
- Several Positions were posted this week.
- Cabinet will be Committee for Executive Assistant to President position.

4. Institutional Effectiveness

- Midpoint Report renamed to Aspire 2025 Tracking Report
- By the first week of April each Cabinet member needs to have their information updated. Primary/secondary objectives flagged correctly, etc.
- Frank Ludwig has been having College Wide Outcome Assessment meeting with Faculty, they have been going well.
- 200 responses so far to the Registration Survey.
- 4 or 5 Planning and Budget Workshops have been held.
- All documents to aid with budgeting have been updated in SPOL.
- Budget Managers are to schedule meetings with the IE office.

5. Instruction

- Working on new Guided Self-Placement
- Dr. Bixby is now the permanent Distance Learning Director so his History Instructor position has been posted.
- Also posted has been Part-time Distance Learning Assistant.
- Library Advisory Board met this week. In March will be getting a new database in partnership with Jefferson College
- There is a Faculty meeting this week. Under discussion will be ACAD for all students

6. Information Technology/Communication

- Exploring Chat GPT.
- Finishing up the Master Classroom upgrade, should have last ones completed next week.

7. Student Services/External Location

- Receiving lots of applications for Project DRIVE.
- Disability Services is being temporarily being covered by Kathy Ballard.
- Missy Marshall is out, Mike Witt and Part-timer is handling Sikeston.
- Students are being emailed about Commencement.

- March 2 RootED Advisors will be on campus for Conference.
- JAG Day will be hosted on campus March 31st Project Drive will be promoted.
- Preview Day – Is there a possibility of going to a 1 day format with classes being classes so that faculty can participate in as they have asked? 2 days would be better in order to accommodate all the schools in our area.