



COLLEGE CABINET MEETING MINUTES
Tuesday, January 13, 2015
8:30am

1. President's Opening Remarks

- Dr. Payne provided an update on the capital bonding issue. It is moving forward but now has a stipulation that the projects should meet a 20 year life test. He will keep the cabinet members updated.
- Dr. Payne discussed the current enrollment numbers and the decline that we have seen over the past two years. Public perception is that a drop in enrollment is an institutional problem, however, enrollment frequently acts independently from the processes of the college and is most often an indicator of what is going on with the economic conditions rather than specific college operations. That is not to say that enrollment is totally outside the control of the institution. We are aware that the college is weak in advising, financial aid and recruiting non-traditional students, based on feedback from our team members and the students. In order to off-set the current economic conditions that are impacting enrollment we need to operate as efficiently and as effectively as possible, including a more systematic approach to outreach to civic and service organizations. Someone from the college should be a representative in every organization. As that representative, the college will pay the annual dues for membership. Dr. Russell is to become a member of the Rotary Club.
- The college should concentrate on improving the retention numbers through constant communication of the students and enrollment time built into the class schedules.
- Dr. Payne discussed where we are on the rent payment for the old building in Sikeston. Dr. Payne is to contact the owner to determine if there is any willingness to allow the college out of the lease that is currently in place.
- Dr. Payne discussed the conversation with Pepsi and the proposed donation. The offer is not favorable to the college.
- Dr. Payne led the discussion on policy creation and alteration.
 - Office of Institutional Effectiveness is the keeper of the policies and will formalize all new and any changes to existing policies.
 - The college must review the policies that are currently in effect and ensure that we have all of the necessary policies needed before the accreditation visit.
 - Policies must be approved by the board.
 - Regulation must be adopted by cabinet and provided to the board for information only
 - Process
 - a. Cabinet member contacts Dr. M. Payne to begin the process
 - b. Draft is developed
 - c. Draft sent electronically to cabinet members for review. Responses are tabulated and the draft revised. Then resent to the cabinet for review. This step will repeat until such time as everyone is satisfied with the policy
 - d. Draft taken to the cabinet for vote
 - e. Draft then goes to legal review
 - f. Any changes taken to the cabinet for approval

- g. If approved, taken to the board for vote
- h. If passed, posted on the web site

2. Discussion

- **Boy Scout Presentation – Mike Dineen**

- Mr. Dineen presented various programs available within the Boy Scouts that would present partnership opportunities to the college.
 - a. Venturing: This can be used as a retention tool. Using seven leadership methods, this program for youth helps prepare them to become responsible, caring adults. The youth decide areas of interest and develop programs of study.
 - b. Exploring: This is career based and involves adult consultation instead of adult leadership.
 - c. Merit Badge University: The College could host a university on campus which would attract hundreds of scouts to the campus to compete for the badge.
 - d. Student Leadership Opportunities
- Ann Matthews asked that Mike return to talk with a select number of staff members in more detail on the above.
- Next Steps to beginning the Merit Badge University
 - a. Determine the timing of the university
 - b. Budget to determine the price to be charged. Mike will have a budget put together and to Janine Heath by March 2.
 - c. Work with the College to identify areas to offer and counselors from the staff.

- **MO State Retirement System Community College Credit Hour Conversion Formula Regulation**

- Dr. Payne presented the new Formula Regulation recently published from PSRS regarding hours worked and the retirement system. The cabinet discussed the impact on the college as it relates to the adjunct body. There are many questions to be answered as we review the regulation. Updates will be forthcoming from both Dr. Payne and Kristina McDaniel.

- **Developing Planning Priorities 2016**

- Dr. Payne reviewed the process that will be used in establishing the Planning Priorities for 2016.
 - a. A meeting will be schedule with the following individuals
 - 1) Charlotte Eubank
 - 2) Dr. Mary Lou Brown
 - 3) Dr. Brenda Russell
 - 4) Dr. Maribeth Payne
 - 5) Ann Matthews
 - b. This group will develop a unified list of priorities that will be used college wide. These will be the institutional priorities. Departmental goals will be developed within each of the functional areas of the college supporting the institutional priorities.
 - c. The Institutional priorities will be developed and presented at the Planning Retreat. During the retreat the departmental goals will be defined.

3. Centers:

- Bill Hampton reported that the centers have been busy with enrollment up in Dexter, level in Malden and down in Kennett and Sikeston.

- Bill requested that a financial aid representative travel to the centers at least once a month to assist with student issues. This schedule should be forwarded to Teresa Johnson to be uploaded to the Media Link system for student notification.
- Ann Matthews asked if the facilitators should have access to the student social security account numbers. After discussion, it was decided that due to the functions that the facilitators perform, they need the access. Training should be conducted to ensure the confidentiality of this information.

4. Follow-up Items

Item	Responsible Party	Status
On Line Directory Coordination	Teresa Johnson/Steve Atwood/Kristina McDaniel	Kristina has tested the new PAF form and there is still some work to be done in order for the information to flow correctly. Steve will send an example of the information being captured to the cabinet this week.
Facilities Usage	Janine Heath/Tim Thompson	Janine and Tim to meet next week on the draft manual.
FY16 Health Insurance	Kristina McDonald	Kristina presented the survey results. She will send out to the cabinet members. The goal is to utilize this information to guide our benefit structure for the upcoming year.
Facilities Review	Janine Heath	There is a team assigned to walk each of the buildings and provide information on deficiencies noted to Janine for reporting. This is due to her by the 30 th of January.

5. Academic Instruction

- Evening Advantage has started. Dr. Brown is visiting each of the classes to ensure that the students are aware of the program and answer any questions they might have.
- Open discussion on the need to increase evening enrollment on the PB campus.
- Dr. Brown expressed her willingness to attend the various service organization meetings in PB to discuss the programs available at the college.
- Dr. Brown informed the cabinet that the summer and fall schedules are being put together and will be ready by the March enrollment date.
- There will be an “ITV Auction” on Thursday, January 15 at 2pm for the center directors. Dr. Russell complimented Bill on his preparedness at the last auction. This is very beneficial for the centers and the instructors in order to provide the classes that are needed.

- The ACT test will be given to high school juniors this year. The college can use these test results instead of incurring the cost of the compass testing.
- SEMO superintendent's Meeting has been scheduled for March 4 on campus. The new DESE Commissioner, Dr. Margie Vandeven will attend.

6. Communications

- Teresa Johnson informed the cabinet that the Three Rivers Ads are now up and running on the digital billboard by Walmart.
- Comments on the annual report are due to Teresa Johnson by the end of the week.
- Please provide Teresa information for inclusion on Media Link
- Dr. Payne asked the cabinet members to provide human interest stories to him in order for him to forward to the paper for publication.

7. Financial Services

- Charlotte Eubank reported that the dollars for spring are actually up 3.5%. This is due to an increase in spring tuition.
- Charlotte is working on proposals for future tuition rates for a presentation to the board members.
- Bob Jansen and Rob Tomlinson are almost finished with the conversion of Café ARC to a vending operation.
- Cammy and the maintenance staff have spent a considerable amount of time in Sikeston to get the building ready for classes.
- Interviews for the Accounts Payable position will begin next week.
- Discussion on the telephone bill and current allocation. Concern over the amount of billing. The IT department will review the bill and determine if it is correct. Will work with Financial Services to correct any problems they find.

8. Human Resources

- Kristina McDaniel led the discussion on Healthcare Reform eligibility. The discussion centered on the average number of hours worked over the course of the last year. Should these hours exceed 30 per week, the college will be in a position to extend the offer of coverage to those employees for the next year.
- Kristina has a rough draft of the job description for the Adjunct Coordinator that was discussed at the last meeting. She will send to the members electronically.
- Kristina led the discussion of whether or not the college should have a handbook separate from the policies and regulations housed on the web site. She proposed to eliminate the handbook and have a statement that will be signed by all employees that they are responsible to familiarize themselves with policies on the web site. She will compile a handout of frequently asked questions to be given to the employee during the onboarding process. This was voted on and approved by the cabinet.
- Dr. Payne informed the cabinet that training from HR is not optional and that the employees should take this training seriously.

9. Information Technology

- Steve Atwood questioned the amount of taxes taken out of the checks this payroll. His staff was expecting a slight decrease but ended up with a slight increase. Kristina explained that the change to the federal tables offset the change to the state tables.

- The IT Technicians are teaching some IT classes this spring. This will allow them input on the review of the programs.

10. Institutional Effectiveness

- Dr. Maribeth Payne reminded everyone that the planning retreat is Friday, January 30 in Sikeston.
- Planning managers should finalize 2014 and update 2015

11. Student Services

- Ann Matthews announced that the updated advising manual is being sent to the Dean's for review
- Discussed Solid Rock closing. They have agreed to work with the college through the spring semester but at that time we will have to identify an alternate solution.



COLLEGE CABINET MEETING MINUTES

Tuesday, February 10, 2015

9:30am

1. Attendance

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

2. President's Opening Remarks

- Dr. Payne and Charlotte Eubank have been meeting on financial projections for the next five years including potential tuition changes. The goal is to ensure that expenses are covered by projected revenues.
 - Discussion of budgeting \$250,000 per year for preventative maintenance to ensure that the campus is maintained on a regular basis.
 - The college is committed to ensuring that employee salaries remain competitive. The administration is currently comparing existing wages to other colleges in the state and the local businesses.
 - Length of service of existing employees should be addressed when setting wages for new hires.
 - The administration is reviewing merit increases versus cost of living increases. If we have merit based increases we must ensure that the evaluation of the employees is objective and not subjective.
- Dr. Payne reminded the cabinet that it is time for employee evaluations. The current form is being reviewed to improve the objectivity.
- Dr. Payne and Kristina led the discussion on the upcoming health insurance renewal. The college is seeking alternatives that would provide for the best benefit for the employees as well as maintaining the cost to the college.

3. Discussion

- **Advising Manual Presentation**
 - Chris Adams and Liz Deken presented the draft of the new advising manual. The process included a three year commitment of the committee made up of various faculty and staff. The goal of the committee was to:
 - a. Improve graduation rates
 - b. Comply with Financial Aid requirements
 - c. Plan for training all advisors
 - d. Ensure that the plan was effective for a majority of students
 - e. Distribute an even advising load over the faculty base.
 - f. Recommendation of the process for continuing to update the manual and process – possibly considering a Director of Advising
 - g. Address the deficiencies in Summer advising due to the faculty being off
 - Chris commended Liz on her dedication and work throughout the last three years.
 - On a motion from Charlotte Eubank and a second by Dr. Brown, the advising manual was adopted for use.

4. Follow-up Items

Item	Responsible Party	Status
On Line Directory Coordination	Teresa Johnson/Steve Atwood/Kristina McDaniel	Ben Gordon has completed changes and will send to Kristina for distribution to the cabinet for final review
Facilities Usage	Janine Heath/Tim Thompson	Janine and Tim to meet next week on the draft manual.
FY16 Health Insurance	Kristina McDonald	Kristina is attending the next meeting with the consortia and will report back
Facilities Review	Janine Heath	There is a team assigned to walk each of the buildings and provide information on deficiencies noted to Janine for reporting. This is due to her by the 30 th of January.

5. Student Services

- Ann informed the cabinet that the current counseling company is closing in May. She is concerned about how we will accomplish the required counseling after the closure of the current facility. Ann will bring to cabinet information on what other community colleges do and a recommendation for how we move forward.
- Ann led a discussion on student fines for smoking in non-designated areas.
 - Ann proposed increasing the fine to \$100
 - Charlotte suggested leaving it at \$25 and giving the directors the authority to levy the fines in their area.
 - Charlotte also stated that we need to enforce the rules with a balance of the ability to collect.
- Ann led the discussion on therapy animals and our requirements as a housing provider. These laws are under the Fair Housing Laws and require entities that provide housing to allow for therapy animals to be housed in the facility. College policy will be developed along with a regulation outlining the rules.

6. Academic Instruction

- Dr. Brown informed the cabinet that the master syllabi was approved by the faculty.
- The college will begin the process of the national concurrent curriculum for dual credit.

7. Communications

- Teresa asked the cabinet to keep information coming for updating the Media Link. A survey was discussed to measure the effectiveness of the Media Link with our students.
- Discussion on graduation exit survey. The process has begun to streamline the survey in order to increase the effectiveness and increase the measurable data received.

- There were 11,000 hits on the photo booth from Raider Reunion

8. Financial Services

- Charlotte discussed the fleet rules and informed everyone that the paperwork must be turned in at the time the cars are returned. Discussion as to whether or not we should include the GL account on the requesting paperwork and require the individuals checking out the cars to return this paper work with the gas receipts.
- The first round of interviews have been completed for the Accounts Payable position. The information has been sent to the President's office for the second and final interviews.
- 4M has a new supervisor for the college. April Berry will be the contact person.
- Matt Dodd and his wife are the new owners of the Bread Company. We look forward to improved performance and relationship.
- Charlotte asked that we please report any broken or damaged furniture in order to reuse left over furniture from Sikeston.
- SPOL: Financial Services will input all existing employees. The calculator should only be used for new positions that are being requested. After the existing employees have been entered, Charlotte asked the cabinet to review the input to make sure it is correct.
- The meal plan program has been very successful. Harps is on board with the program and the production is extremely positive.

9. Human Resources

- Kristina led the discussion on tracking training. She asked if the cabinet members would like a list of the individuals that have not completed the training. The decision was to have the list sent out electronically each week.
- The staff has been working on getting all files updated. Kristina will send out a list of individuals with missing paperwork. She asked that the cabinet members assist in helping her get all of the paperwork from the employees.
- Kristina asked if the cabinet was interested in have Sam's club or a life insurance agency come to campus to try to sign employees up with their services. The feeling of the cabinet was that this was not something that would be beneficial.

10. Information Technology

- Steve led the discussion on current viruses and to caution employees not to open items from individuals that they do not know or if the email is suspect. The technology world expects that these attacks will become more frequent and more global.



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

Item	Responsible Party	Status
On Line Directory Coordination	Teresa Johnson/Steve Atwood/Kristina McDaniel	Ben Gordon has completed changes and will send to Kristina for distribution to the cabinet for final review
Facilities Usage	Janine Heath/Tim Thompson	Draft has been sent to Dr. Payne for review
FY16 Health Insurance	Kristina McDonald	The consortia has approved going with Anthem Blue Cross Blue Shield. Details will be distributed as soon as the options are decided
Facilities Review	Janine Heath	The documentation has been given to Janine. Results are being typed and will review with Rob Tomlinson

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.



COLLEGE CABINET MEETING MINUTES

Tuesday, March 24, 2015

8:30am

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. Spring Semester Debrief Meeting for External Locations

- Attendees
 - Missy Marshall
 - Kathy Ballard
 - Connie Hampton
 - Scott Williamson
 - Claudia Horn
- Dr. Wesley Payne opened the meeting. He encouraged the directors to review the operations of the locations and to determine what is working for students and what is not. For those things that are challenging, he requested that the directors work through the process in order for the students to benefit.
- **Budget:**
 - Charlotte Eubank explained that the salaries and benefits for existing personnel have been entered into the FY16 budget. The managers should not change these salaries. If there is a question regarding any of these salaries the managers should contact Charlotte for discussion.
 - New positions should be part of the planning process with justifications for hiring. These requests will be reviewed during budget meetings and the managers will be notified if they are approved.
 - Dr. Wesley Payne informed the group that a complete plan includes an assessment plan for each of the objectives. Plans and budgets are not to be turned into the President's Office until the assessment plan is completed.
- **Communications:**
 - Teresa Johnson updated the group on the marketing efforts for Spring registration:
 - a. TV Ads – "I Chose 3R"
 - b. Postcard direct mail
 - c. Social Media Advertising
 - d. Media Link
 - e. Posters and other printed materials
 - Ms. Johnson explained some of the upcoming opportunities:
 - a. There is a focus on career/technical programs. The communications department is putting together a new ad for the fall semester.
 - b. Evening Advantage is being promoted locally since it is only offered at the main campus. Newspaper ads are running and radio spots are being considered.

- Teresa asked the directors if the recent updating schedule for Media Link was helpful. All of the directors responded that the feedback has been very positive and they appreciate the efforts.
- Some general comments regarding communication were:
 - a. Sikeston: Pleased with the flow of the marketing efforts in her market. The message is expansion as a result of the new building. Updates to media link are working. Very pleased with the technical support at the centers. Maintenance efforts have improved greatly.
 - b. Malden: Students are responding to the updates on Medial Link. Ms. Hampton asked if there was a possibility of sound in addition to the visual. She is a little concerned about the timeliness of getting posters to the centers for upcoming events.
 - c. Willow Springs: Communication has improved. The web site is a little confusing. Students are having trouble finding classes that are offered in Willow Springs. Requested that the college consider and “easy button” on the home page directing prospective and current students to the correct place.
 - d. Kennett: Communications are improved. Ms. Ballard asked if there was a way we could publicize locally classes being offered at the center. She also requested that the signage be more prominent. Individuals wanting to visit the facility are having a difficult time seeing the current signs.
 - e. Piedmont: The newspaper ads listing the class offerings have been very helpful. Ms. Horn stated that some of her students were reluctant to come to the facility since they did not want to feel as if they were returning to high school.
 - f. Dexter: Mr. Hampton agreed with the improvements to the overall communications. He and his staff encourage perspective students to come to the center for assistance in finding classes and completing paperwork.
 - g. Dr. Payne asked if registration posters displayed within the community would assist in positive results during registration. Ms. Marshall stated that very few businesses in Sikeston allows posters to be hung. She suggested that we identify marques instead. Ms. Hampton asked for banners to be hung during the registration process. Yard signs were discussed. Teresa Johnson was asked to provide pricing for yard signs and banners.
- **Custodial service/Maintenance**
 - Missy Marshall reported that 4M hired new personnel for the center. All is going well with the staff changing their hours to 4pm. This gives the staff an opportunity to communicate and direct the efforts of the cleaning and maintenance. The staff in Sikeston is struggling to get the appropriate supplies. Charlotte Eubank asked Ms. Marshall to let Cammy Halcumb know the details and that it would be addressed.
 - Ms. Marshall indicated that since the center had started using the maintenance ticket system the response from the maintenance department has improved.
 - Ms. Eubank stated that if the maintenance department had an equivalent to the offsite IT person the response from the department would be greatly improved.
- **Parking/Snow Days:**
 - All centers except Sikeston reported that the snow removal went well this winter. Ms. Marshall explained with the new building, the wind is creating a drifting issue. She is working with her company to improve the removal.

- Main campus purchased a truck with a plow which allowed for the in house maintenance personnel to perform the snow removal this winter. It went well even though there was a learning curve.
- Dr. Wesley Payne explained to the directors and cabinet that the college is going to monitor road conditions, talk with the highway patrol and local police when deciding to close the college during weather events. There will be a safety evaluation and the determination will be made at that time.
- **Registration/Advising/Financial Aid**
 - Missy Marshall reported that there were no major issues. Financial Aid was very involved in the process.
 - Connie Hampton reported that each year the registration process improves. This year the timeliness of communication improved.
 - Scott Williamson explained that registration and advising at the Willow Springs facility is different due to the programs that are offered.
 - Kathy Ballard outlined the testing and registration schedule in Kennett. Testing is conducted on Tuesday and Thursday. Friday is registration orientation. Zack provides support in the orientation process. A question was raised regarding the need for students to have an ID for the testing. Previously the prospective student could use their social security numbers however with the change to the system, they are now required to have ID numbers. Chris Adams explained that his department is working through the process and is planning on having the students entered into the system as prospective students. They will be assigned an ID during this process. He will keep the directors updated on the progress.
 - Ms. Ballard expressed her concern with the facilities in Caruthersville. The students and staff are very unhappy with the technical tools that are being provided. Dr. Wesley Payne asked that Ms. Ballard sit with JJ Bullington (principal) and discuss the situation to determine if there was a solution. As an alternative, there is room in the new building that the college occupies and with some remodeling we could potentially provide classes in that building rather than at the high school.
 - Open discussion on the orientation class (GST 090). This is the initial touch point with the student. It is a one credit hour class and is required for all students.
 - Dr. Brown announced that the college is going to hire a liaison for the fall in Doniphan and Van Buren. Training for these individuals will be scheduled on the main campus and will involve all departments relating to registration. The college will provide registration assistance to Piedmont, Van Buren, Doniphan, Caruthersville, Portageville and New Madrid for fall.
 - Bill Hampton announced that there was a counselor meeting in Dexter scheduled for Friday March 27. The topic will be how Three Rivers can provide assistance to the high schools in the area.
 - Dr. Wesley Payne asked how the transcript process is going. In the past there were recurring issues with paperwork getting lost. The directors all responded that the process had changed and that they were using the system to provide the documentation to the registrar and it seems to have mitigated the issue. Melanie Hamann has been proactive with the counselors and this communication has addressed a number of the issues.
 - Laura Milligan led the discussion on verification notification to the students. When we receive the notification we email the student. This is followed up by post cards sent to

their address on record. If the student is not responding, the mailing is followed up by a telephone call. For students in the off-site locations, a list is sent to the directors and they will follow up as well.

- Ms. Milligan also addressed the potential changes to the loan process. She is proposing that we require students to attend a loan counseling session prior to completing the loan process. This would include filling out the paperwork and preparing a budget to ensure that the student understands that they will be required to pay the loan back. Karen Beers will go to each center and train the staff on the process. Details need to be reviewed and presented for final approval.
- The college is combining the admission and scholarship application. For all students that register there will be an opportunity to qualify for scholarships offered. Ms. Milligan reminded the directors that April 1 is the deadline for the high school counselors to submit their recommendations for scholarships.
- **College Store/Text Book Delivery & Process for Book Return**
 - The directors all reported that the distribution of books was improved. Ms. Horn asked if there was a way that books could be delivered to Piedmont instead having to drive to the main campus. Ms. Eubank told her that they could be mailed.
 - Bob Janson discussed the book return process and informed the group that changes have been made due to research on the issue. The fines for not returning the books have been delayed as well as putting book charges on the students account. The bookstore personnel are working with Financial Aid and Student Financial Services to improve the communication with the students in order for the registration process for the following semester to be easier.
 - Mr. Jansen gave an update on the meal plan cards. He will be expanding the network to include off-site locations. Harps is on board with all communities that they are in; Subway is open to exploring the possibility and he is pursuing other businesses in the communities that the college serves.
- **Security**
 - Sikeston: Ms. Marshall reported that the cameras are being installed. After the system is completely installed, the Sikeston police will monitor the system. Currently the new building has been placed on regular patrols.
 - Willow Springs: Mr. Williamson stated that the students and faculty address any issues with full back up from the police department.
 - Kennett: Ms. Ballard expressed her concerns with the lack of alarms on the doors leading into the building. The new janitor is assisting by escorting employees and students to their cars in the evening but Ms. Ballard would like to have the door alarmed allowing the staff to know when someone exits the building.
 - Piedmont: Ms. Horn has no issues. The high school has janitorial staff in the evening and the police department monitors the facility.
 - Dexter: Mr. Hampton is concerned that the security cameras/system as not been installed.
 - Dr. Wesley Payne stated that all of the sites/campus depend on local law enforcement to assist in the security of the facilities. He discussed the agreement with the city of Poplar Bluff and outlined the services that will be offered on the School Resource Program. He also announced that the college would have a permanent liaison with the police

department and that this individual would be responsible for ensuring safety training for all personnel.

- **Student Learning Needs/Tutoring/Student Persistence**
 - Sikeston: Ms. Marshall stated that tutoring continues to be a need.
 - Willow Springs: The faculty fills the role of tutoring.
 - Kennett: Ms. Ballard stated that she has an excellent tutor. She further stated that there is an issue with Friday attendance. There are also issues with some of the ITV instructors that require a great deal of support from the center personnel. Dr. Brown is aware of the issue and is addressing it with the Department Chairs.
 - Piedmont: Ms. Horn announced that her Transitional English instructor has quit. She will work with Dr. Brown to hire a replacement. Ms. Horn is also concerned with IST100. The students and faculty are not pleased with the design. There is very little instruction included in the new class.
 - Dexter: Mr. Hampton is pleased with his tutor but requested additional hours to provide tutoring services later into the evening. He also requested that we have a classroom Math 103 or 153 instead of only offering on line. Dr. Brown will discuss with the Math Faculty.
- **Technology**
 - There were no issues from the centers. Steve Atwood discussed the limited bandwidth issues and the impact on the VOIP system.
 - Steve Atwood reviewed the email security and spam issues. He cautioned everyone to be wary of emails that are sent from unknown sources or that look suspect.
- **2015 Commencement**
 - Dr. Wesley Payne informed the group that commencement will be on May 15 at 7pm. The cabinet will be on stage with the exception of Teresa Johnson. Academic dean should find another person in their area to carry the banners.
 - The graduation will have a student focus this year. Larry Dewitt will be the speaker. There will be two announcers calling the students names. Dr. Payne will be recognizing a segment of the student population and relating a story about one of the students from this segment.
- **HLC Visit – Fall 2015**
 - Dr. Maribeth Payne reviewed some of the items that will be address on the HLC visit to the off-site locations in the fall. Missy Marshall has been selected as the liaison for the visit and will travel with the team to the locations that they specify. Dr. Maribeth Payne will keep everyone informed as she receives information.

The center directors were dismissed and the cabinet remained to continue the cabinet meeting.

3. President's Remarks/Discussion

- Dr. Wesley Payne updated the cabinet on the search for the Executive Vice President. The successful applicant must have teaching experience in order to be considered. The largest part of this position will be dealing with the instructional side of the college. Dr. Payne would like to make an offer before graduation with a start date of July 1. He asked the cabinet to encourage the faculty and staff to be involved in the process.
- There was an open discussion regarding the Employee Appreciation Event. The following was decided:

- May 1, 2015
- Lunch at noon
- Attendance voluntary
- Held in the BAC
- Close the college at noon for the day
- Close the centers at 11am to give employees enough time to arrive on campus
- Give away for the employees
- Recognize achievements of the college
- All full time, part time and adjuncts

4. Follow-up Items

Item	Responsible Party	Status
On Line Directory Coordination	Teresa Johnson/Steve Atwood/Kristina McDaniel	Kristina has sent out the PAF for final review. Provide feedback to her prior to the next cabinet meeting
Facilities Usage	Janine Heath/Tim Thompson	Draft provided to the cabinet. Read and provide feedback for the next cabinet meeting
Facilities Review	Janine Heath	The documentation has been given to Janine. Results are being typed and will review with Rob Tomlinson

5. Student Services

- Ann Matthews will send the Housing Handbook to the cabinet members for review and discussion at the next cabinet meeting

6. Academic Instruction

- Dr. Brown will send out the updated Adjunct Handbook to the cabinet members for review and discussion at the next cabinet meeting.

7. Career Education and Workforce Development

- Dr. Russell informed the cabinet that the Big Bang Theory for Girls was taking place on campus. 130 high school girls are in attendance. Working with the career and technical departments to receive hands on experience in the fields of study available to them.

8. Communications

- Teresa Johnson informed the cabinet that there will be a commercial shot on campus, Thursday, March 26. This is for registration ads.

9. Human Resources

- Kristina McDaniel reviewed the training requirements. All employees including adjuncts must participate in the Title IX training.

- Ms. McDaniel announced that Melissa Woolard has accepted the position of AP Clerk and will be moving to Financial Services in the near future.

10. Information Technology

- Steve Atwood announced that the necessary system maintenance performed over spring break caused issues with SEMO instruction. This problem needs to be addressed with the college.

11. Institutional Effectiveness

- Dr. Maribeth Payne reviewed the policy and regulation #2210 – Admissions requirements. The only change is the reference to the required TB screening.
- GAR1001 – Policy and Regulation Development: Dr. Maribeth Payne explained that this is the process for new policy and regulation development. Will be taken to the board as an information item.



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

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

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.



COLLEGE CABINET MEETING MINUTES

Monday, May 18, 2015

9:30am

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. 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

Item	Responsible Party	Status
On Line Directory Coordination	Teresa Johnson/Steve Atwood/Kristina McDaniel	Kristina has sent out the PAF for final review. Provide feedback to her prior to the next cabinet meeting
Facilities Usage	Janine Heath/Tim Thompson	Need prices from other venues in town. Resend to cabinet.
Transition to Student Resource Officer	Chuck Stratton, Rob Tomlinson, Barb Stiriz	Review of concerns and assignment of duties

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.



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

Item	Responsible Party	Status
On Line Directory Coordination	Teresa Johnson/Steve Atwood/Kristina McDaniel	Working on the fillable form. Kristina will keep everyone updated.
Facilities Usage	Janine Heath/Tim Thompson	Janine will resend to cabinet for final review
Transition to Student Resource Officer	Chuck Stratton, Rob Tomlinson, Barb Stiriz	Chuck Stratton will formalize and communicate with staff

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.



COLLEGE CABINET MEETING MINUTES
Tuesday, July 28, 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 – Dr. Payne

- The Grandin Bank has made a donation in memory of Robert Kitterman, one of our founding board members and long-time president of the bank. This is an important step in completing the goal of the Endowment Trust in raising funds for the Sports Complex.
- Open discussion on the Missouri Promise and the ramifications to the A+ program currently in place. The Missouri Promise is geared more to the four year university and providing opportunity for students to attend those colleges.
- Dr. Payne updated the cabinet on the progress of the Classroom building. The nursing department is in the process of moving from South Campus to the top floor of the building. The business department will for the most part occupy the first floor classrooms.
- The final step on the Sports Complex is to obtain the guaranteed price to build from the contractors. This is being worked on and hopefully will be forthcoming in time to be presented at the August board meeting.
- Convocation will be on August 10. A representative from OTC will present information on Title IX and our HLC representative has agreed to present requirements for accreditation to the faculty and staff. There will be an employee satisfaction survey at the beginning of the meeting. After the survey has been completed, Dr. Payne has requested that all electronic devices be turned off during the remaining sessions.
- The search for the Development Officer position has been reopened. We are looking for a community member that will be the “face” of the trust.
- We are currently working on plans for the signage and landscaping of the new entrance road. As we go into fall planting will begin.

2. Follow-up Items

Item	Responsible Party	Status
Facilities Usage	Janine Heath/Tim Thompson	
Transition to Student Resource Officer	Chuck Stratton, Rob Tomlinson, Barb Stiriz	Chuck Stratton to provide a list to Dr. Payne for conversation with Chief Whiteley.

3. Institutional Effectiveness

- The office has been working on faculty credentials module in SPOL to bring it online.
- SPOL will be down tomorrow to install the new module that will allow the credentials to be entered into the system.
- HLC will conduct a visit this fall to the off campus locations. They have chosen Dexter and Sikeston for the visit. Missy Marshall will co-chair the visit with Dr. M. Payne.
- Employee survey is ready to be given for the Adjunct meeting and during Convocation
- All curriculum changes and assessment measures must be placed in SPOL and reviewed by the Office of Institutional Effectiveness to ensure that we are tracking changes made to improve the curriculum. This applies to any items that should be evaluated and assessed. This review should be conducted prior to being presented in the College Curriculum meetings.
- Dr. W. Payne stressed the importance of assessment of outcomes. The college has consistently fallen short in this area during each of the HLC visits over the last 30 years. We cannot continue to have this as an issue that is reported in our visits. Every program at the college will be reviewed prior to the 2017-2018 visit.
- We need to review how far we have come since 2009 and recognize the success we have had. This is due to the cooperation and focus on student success.

4. Student Services

- Open discuss regarding Financial Aid and the Work Study program. A committee is being formed to review requests on a semester basis and evaluate needs of each department to make recommendation for approval of hours by department. The fall hours have been reduced in order to ensure that money is available in the program for the Spring. Supervisor and work study classes will be scheduled in order to properly administer the program. The committee will report back to the cabinet after each meeting to keep everyone informed of the process.
- Discussion of the possibility of providing affordable health care to the housing students. Dr. W. Payne will continue to investigate various opportunities.

5. Academic Instruction

- The adjunct meeting is scheduled for August 7. Breakout sessions will be held to provide an opportunity for the department chairs to review the programs and answer questions.
- There is an issue with Teacher Education and transfer to SEMO. Dr. Brown is to call Rusty Mullhand to discuss the issues and work through them for the benefit of the student.
- Dr. Brown will work with PBHS on the issues regarding College Now and payment for classes.
- Discussion of dual credit requirements and what the college can do to provide the classes and still satisfy the state requirements.

6. Career Education and Workforce Development

- We have entered into a partnership with SEMO to offer Associate Degrees of Applied Science in Agriculture. We will jointly hire the instructors with compensation being split based on the number of hours taught.

- Dean Whitlow has accepted the position of Director of MOSTEMWin. This is a grant to work with the industry to assess the workforce and create training programs to strengthen the skill level of the employee.

7. Centers

- All centers are working through the reduction of Work Study hours.
- Enrollment for the fall is going well.
- Center Director meetings will resume in the fall
- Continue to search for a Director at Malden
- Ms. Marshall informed the cabinet that for the first time in a very long time SEMO is advertising their nursing program.
- The Missouri Conservation Department has donated a landscape plan to the Sikeston site.

8. Communications

- There will be pictures taken of faculty and staff prior to the beginning of Convocation and at lunch in order to update the photos on line.
- A ticket system is being set up for the communications department in order for them to schedule requests
- There is great feedback on Kaitlyn. She seems to be working out well
- E-Brochures are now available on line

9. Financial Services

- Interviews for the Mail Room/Receiving Clerk and Purchasing Agent have concluded. We are close to filling both positions
- Audit team will be on campus the first part of September
- The current organization is being evaluated to determine how we will replace Rose Maxwell.
- There are two new vehicles in the fleet

10. Human Resources

- All employees should review their checks carefully to make sure that the benefits they selected are reflected on their check stubs.
- Discussion on the Department of Labor proposal for changing requirements for exempt employees
- Several positions are vacant and are posted on the web site
- Discussion of the new hire orientation proposal.
- The employee evaluation form is now completed and ready for use. All employees should be evaluated by the end of August. Employees and supervisors should complete the form independently and then come together to discuss the actual review and set goals for the next year.

11. Information Technology

- Cole Allen has accepted a position at Auburn University and will be leaving the middle of September
- All old phone numbers are now gone. All numbers for the college are on the VoIP system.
- Testing being done on the Link system in the tutoring center. If the testing is successful this will be rolled out to the rest of the college.
- General update on projects in process in order to start the new semester



COLLEGE CABINET MEETING MINUTES
Tuesday, August 18, 2015
8:30 AM

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 – Dr. Payne

- Open discussion on the economy and resulting declining enrollment in community colleges.
- Construction continues on the new classroom building and site.
- Concerns voiced with the locking and unlocking of classrooms. Janine Heath will contact Barb Stiriz to ensure that the janitors are leaving all classrooms unlocked with the exception of labs.
- Sheronda Powell has resigned as Assistant Women’s Basketball Coach and Advisor. Currently working on getting the position advertised.
- Discussion regarding the High School lock down and what our response should be.
- Open parking discussion. It was recommended that any spots that are not “named” should be repainted and stenciled in order to eliminate confusion.
- College wide position review was conducted. Each member was given cards with position titles and asked to place in one of four categories: Administration, Mid-level management, Line management, employee. This information will be tallied and will be the basis of position compensation review.

2. Follow-up Items

Item	Responsible Party	Status
Facilities Usage	Janine Heath/Edie Dilbeck	Reviewing the entire manual for corrections based on recent staff changes
Temporary Agency Employees	Kristina McDaniel	

3. Institutional Effectiveness

- Review of the Free Speech and Assembly policy and regulation. Dr. M. Payne has updated the policy and regulation to reflect the new laws in Missouri. The college can no longer designate a specific place for public gatherings. These gatherings may not be disruptive to the learning environment.

- Discussion on credentialing of the faculty. MDHE has stated that Dual Credit must adhere to the same credentialing process as full time faculty.
- Discussion on policy and regulation creation and implementation.
- Open discussion on grade appeal. We need to make sure that it is in policy and regulation format.
- The IE office will oversee procedure review in all areas to make sure that our regulations are up to date.

4. Student Services

- Casey Julian has agreed to walk the campus nightly to ensure that all buildings are locked. This will continue until the Mag-locks have been installed on all outer building doors.
- The SRO's will continue to issue parking tickets. Violations in the Accessible spots will be considered a city matter and handled as such. Students, faculty and staff should be advised of this process.
- Chris Adams will assume the duties recently performed by Hillary Starnes for student organizations.
- Open discussion of the SGA and their role/purpose. This organization will be reviewed by Mr. Adams with recommendations as to how to strengthen their presence.
- Title IX training is being conducted for all students.

5. Academic Instruction

- The Adjunct meeting was extremely successful. Over 130 attendees.
- The employee survey for the adjuncts is due back on Friday, August 21.
- Fall classes have started with few problems. A successful start.

6. Centers

- Question on replacement of the offsite IT technician.
- Requested additional times for the financial workshops. More students are applying for loans.
- Review of maintenance personnel and staffing. Two new employees will be on board by August 24.
- The next center director meeting will be held on August 31. Discussion regarding communication with the main campus and other issues relating to the centers.

7. Communications

- The work request form is almost complete. Ms. Johnson is hoping that it will be ready to roll out by September 1. This will provide the ability to begin tracking and scheduling projects.
- There is a Marketing Advisory Committee being formed. This will include various individuals across campus to provide feedback on recruitment/Advertising and Marketing.
- The signage for Sikeston, ARC and the new classroom building is almost complete.
- There will be a job fair on Friday in the BAC. Open to the public and students.

8. Financial Services

- Open positions in Purchasing have been filled. With the mail room and purchasing being staffed, Cammy Halcumb can now turn her attention to the contracts, comparison shopping and bidding processes.
- Two positions in Maintenance have been filled. The off campus maintenance person will be making regular visits to the off campus sites along with assisting the department with continued improvement projects. The grounds/mason position will begin a series of exterior improvements to include signage and sidewalks.

- On-going facilities projects include: Improvements to the roof at Crisp, faculty offices in the administration building, elevators in Administration building and the ARC, locks for all classroom on the new system and mag locks on all exterior doors.

9. Human Resources

- Working on filling the vacant positions.
- Reviewing changes to job descriptions is ongoing.
- Office moves: Everyone should be filling out the PAF for any office moves that happen
- Discussion of the dress code for the college. “Casual” needs to be defined.
- Due to the Health reform act, we should use caution when contracting employees from a temporary employment agency. Ms. McDaniel is reviewing contracts and use to ensure that we are in compliance.
- We continue to wait for a ruling on the exempt versus non-exempt definitions from the Department of Labor.



COLLEGE CABINET MEETING MINUTES

Tuesday, October 6, 2015

8:30am

1. Attendance

Dr. Wesley Payne
Ann Matthews
Teresa Johnson
Edie Dilbeck

Charlotte Eubank
Dr. Maribeth Payne
Steve Atwood

Dr. Mary Lou Brown
Kristina McDaniel
Missy Marshall

2. Spring Semester Debrief Meeting for External Locations

- Attendees

Missy Marshall
Scott Williamson
Rob Tomlinson
Melanie Hamann
Robby Calvert

Kathy Ballard
Claudia Horn
Jason Alford
Diane Patterson
Bob Jansen

Carolyn Cornman
Bill Hampton
Chris Adams
Laura Milligan
Chuck Stratton

- Dr. Wesley Payne opened the meeting.

- Security:** Chuck Stratton presented several items

- Currently working on installation of the camera system in Dexter
 - Proceeding with exterior locks for each door at each center. Getting bids for the locks.
 - Cabinet should review the campus safety plan in preparation for upcoming training
 - Be aware of your surroundings. Prepare yourself in the event of an emergency
 - All instructors should present the emergency plans and actions on the first day of class for the students.
 - Training will be scheduled for all employees in the centers
 - Review the Freedom of Free Speech policy and regulation.
 - Chuck is training the SRO's on college procedure
 - Chuck is working with all of the local police departments in each location and is encouraging them to become familiar with the buildings
- Each location discussed their preparedness and responses
 - Piedmont – Claudia Horn
 - Evening classes at the site. There is no security however pepper spray and hornet spray is available.
 - Sikeston – Missy Marshall
 - Front desk is supplies with wasp and hornet spray
 - Whistles are in each classroom to be used in an emergency
 - Missy has pepper spray on her key chain that she has with her at all times
 - Camera throughout the location
 - Back door security is a concern which the employees are discussing and with Chuck's assistance will address
 - Sikeston PD has a great presence on campus
 - Kennett – Kathy Ballard

- 1) Back door security is an issue that must be addressed. The door is being propped open to allow smokers to exit.
 - 2) Cameras are in place and working
 - 3) Suggested a monthly check for exterior lighting and properly working locks.
 - 4) In an emergency the employees are to call 911
- **Student Learning Needs/Tutoring/Student Persistence: Diane Patterson and Robby Calvert led the discussion**
 - Kathy Ballard stated that one of her tutors was very good. She is concerned about the rate of pay. The high school pays \$30 per hour and we only pay \$12 per hour. The students are not using Tutor Trac at Kennett but the information is being recorded.
 - Justin Hoggard informed the group that the TLC is going to become certified to push tutoring beyond the TLC location. A dedicated phone for tutoring and a blackboard shell for tutoring is being put into place. The SKYPE component is coming soon. These services are to better serve the students at off campus locations. Currently this is being tested in Sikeston. All issues will be worked out and then will be rolled out to the other locations.
 - Tutors are in limited supply for the off campus locations.
 - All staff at the off campus locations should be trained on the Distance Education tutoring in order to assist the students.
 - Master Classroom instruction should be in each classroom. Three rooms will be added in Sikeston, Dexter has been upgraded.
 - Library workshops have taken place in Kennett and Malden. Sikeston and Dexter are next in the training cycle.
 - Review of the purpose of a library: The only function of an academic library is to support the academic curriculum. The Family Campaign resulted in over \$4,000 to purchase additional needed resource books for the library.
 - Dr. Brown discussed the plan to replace the COMPASS with Accuplacer. Accuplacer is comparable to COMPASS in application and price. COMPASS will no longer be active after November 2016. Dr. Brown is developing a plan to roll out Accuplacer on campus as well as the high schools in the 15 county service district.
 - Robby discussed the process of sending and getting feedback from the students. He is planning on visiting the external locations to visit with students.
 - The off campus locations are no longer referred to as “Centers”. The HLC and State definition of “Centers” requires that we provide the same services at each of the locations as we offer on main campus. We now refer to the locations as “External Locations”.
 - **Registration/Advising/Financial Aid: Chris Adams and Laura Milligan led the discussion**
 - **There was an approximate 4% loss in registration for the fall**
 - The last week of registration was heavy as is typical
 - Most students signed up for a ROCS session. It begins with a general session with information presentation that all students need. At the conclusion of the general session, the students are divided into area needs and then advised on a one-on-one basis. In the future Career Education and Title IX will be incorporated into ROCS. Every new and returning student must go through an orientation session. ROCS was piloted at Kennett this fall. The students that could not attend the scheduled session were scheduled on an individual basis.
 - Student loan workshops have been successful. Loans have reduced which should equate to a lower loan default rate. Great example of continuous improvement. Recognized the

problem, took action and are seeing results. There are plans to incorporate the workshops in to the ROCS sessions at the external locations. The purpose is to discourage students that should not have to borrow and to work with those students that do in order to make sure they are not taking more loans than they need.

- A request was made that ROCS be available to register on line at the external locations.
 - After completion of ROCS and the registration process the students are ready to pick up books. All new students are registered for GNST 090, New Student Orientation. This is on line and lasts until mid-semester. Strong emphasis has been placed on improving the registration, advising and financial aid processes. It was agreed that the process has improved greatly in the last 12 months.
 - Claudia Horn expressed concern about advising and the availability of advisors. Chris explained that after the first initial registration, the student is assigned an academic advisor. Each program of study is defined in the catalog in order to simplify the process for the student and advisor.
 - All locations are making calls to students regarding attendance
 - Should incorrect information be identified on a student record, a hold must be placed on the student's account. Locking the account down will get the student to correct the information. Melanie Hamann is to create the code for bad information hold.
- **Custodian/Maintenance: Rob Tomlinson**
 - Footings are in place for the entrance sign
 - Footings are being formed in the academic triangle
 - The Mag Locks are in the process of being ordered and installed. This will give the college to open and close buildings based on day and time. We will continue to have only one card reader per building for entrance in off hours
 - The new AC unit in Kennett has been installed. Saved \$10K by doing the work in house
 - Furniture change to rolling chairs in Dexter has been completed
 - Maintenance has improved at external locations. The ticket system has improved the scheduling of repair.
 - Wayne's main focus is the external locations however specialists can be sent depending on the need
 - The goal for the landscaping throughout campus is to have the fabric and rock down and be ready to plant in the spring.
 - The irrigation system at Porter has been repaired and is now working
 - Discussion of future plans for the area around the old BSU building.
 - The presentation of the campus is important to the faculty and staff. It is a statement to everyone as to how we value ourselves.
 - **Student Feedback Survey: Dr. Maribeth Payne and Michelle Lane**
 - Office of Institutional Effectiveness will administer the student survey. The survey will be administered October 19 – 23 in all classes. Michelle Lane will assemble information for the packets. There will be an additional question on the survey pertaining to the flow of information.
 - **Parking: Jason Alford and Dr. Wesley Payne**
 - The college is no longer issuing temporary accessible parking permits. These must be obtained from the State License Department.

- Illegal parking tickets are issued by the college for everything except for accessible parking. The accessible parking violations will be written by the city and must be paid for there.
- **College Store/Text Book Delivery & Process for Book Return: Bob Jansen**
 - The launch of meal plans for the external locations was a success. We have sold more in one month than the total of last year. The addition of more vendors has assisted in the increase of the sale of the cards.
 - Kennett is having an issue with the cash register in the bookstore.
 - There has been a slight decrease in sales for items in the bookstore. Some ideas were to give a shirt to all who attend a ROCS session or register.
- **Technology: Steve Atwood**
 - We have separate circuits for wireless access. We are using local IP for band width. Improving the access has been a focus the past year. We are seeing improvement.
 - Wi-Fi availability is intended for common areas, where student gather not necessarily for other areas of the building.
 - IT has a dedicated technician for external locations. The tech should not only be responding to tickets but also reaching out to the locations on a regular basis.
 - Encouraged all to open a ticket when there is a problem. This is designed to provide the ability to prioritize and follow-up on issues. All locations agree that the IT response has improved in the past 12 months.
 - The instructors need a backup plan should they encounter technology problems during class
 - Vend-Print is having issues. The logs get full and jams the system. IT has to clear the logs in order for the system to continue to print.
- **Communications: Teresa Johnson**
 - There was a good response to the commercials in the fall. The commercials focused on Career Education.
 - There is a great deal of focus on all social media
 - The new view book is out. Used several pictures from external locations.
 - The communication advisory committee recommended featuring the external locations in upcoming commercials.
 - Working on improving the communications for external location via Media Link.
 - Discussion of the Communications Services Request form. This centralizes the entry point for better organization and prioritization. The approvals communicate that every in the chain is aware of the project and approves moving forward.
 - For Spring registration there will be a schedule of classes for all locations advertised in the local papers. Designing a direct mail piece.
 - Requested student interest stories. If there is something interesting going on please pass the story line to communications. Pictures would be helpful.
 - Start looking for “stories” for graduation.
- **Student Financial Services**
 - We have renewed the contract with Higher One
 - There are issues and confusion with the PN program due to the start and stop times of the courses. The calendar is the largest issue.

- **HLC Visit – November 11: Dr. Maribeth Payne**

- The report was sent on September 25. We are waiting for the reviewer to reply as to who they want to meet with.
- Several areas do not have results and use of results in SPOL. Everyone needs to look at their areas and plan for the missing data.
- If you run IE by planning unit the report will show where data is needed.
- SPOL update: Incomplete data, information has been copied but dates not changed, no activity
- Prepare your status report by objective to report on milestones
- Sandra Batten will send an email to set up appointments to go over what might be expected during the visit. These meetings will be held for the Sikeston and Dexter personnel.

- **Follow-up items from Spring 2015**

- None

- **Other**

- Dr. W. Payne appreciates everything the location staffs are doing. The staff wears many hats but obtain higher student satisfaction that the main campus location. Ann Matthews is working with the Student Services team to improve processes for external locations. She is working with the staff to increase their understanding of the difficulty the external locations face.

3. President's Remarks/Discussion

- Dr. Payne reported that we are making progress on campus improvement.
 - Faculty offices are moving along. There has been positive feedback on the size and space. Questions regarding furniture. This will depend on available funds.
 - Lighting and the parking lots will be summer projects.
 - Fabric and landscaping rock is coming soon.
 - Entrance sign construction will begin after the sidewalks are poured in the triangle
- Update on Survey results
 - A college wide forum will take place the week before the board meeting. There will be a closed webcast for all external locations. Cabinet is to be present to answer questions.
 - There was a great deal of valid feedback from the survey. Many of the items were in process prior to the survey.
 - Communications requires a sender and receiver. Responding to information that we receive is important.
- Dr. Payne shared that we are struggling to meet budgeted requirements on the construction of the sports complex. Dille Traxel is working hard with the contractor to value engineer the project. He anticipates a final answer on Friday.

4. Follow-up Items

Item	Responsible Party	Status
Facilities Usage	Janine Heath/Tim Thompson	Resent to the cabinet for comment

5. Institutional Effectiveness

- Dr. Maribeth Payne provided the following updates
 - Please review plans for results and use of results. If anyone needs assistance, please contact her. She will be conducting a formal review starting on November 1 reviewing the data as a HLC reviewer would do.
 - ISP 6111 – CPL: This policy has been approved by the faculty. The State of Missouri is pushing to give CPL whenever possible to get the student to successful completion. The matching regulation was tabled by the faculty due to some confusion that needed to be clarified. Dr. Brown has formed a task force to address the issues and finalize the procedures. The goal is to review all methods we currently use to provide credit into one methodology.

6. Student Services

- Ann Matthews discussed the following
 - Universities have begun a slow move away from Disability Services. A few are using “accessibility”. Ms. Matthews recommended keeping the name as we now have it “Disability Services”. The cabinet agreed.
 - Is Who’s Who a good thing to participate in or is it a scam to get students to purchase a book? At one time it was prestigious but not sure if it still is.
 - The Dean’s List (3.5GPA) does not include transitional courses. The college should recognize the 400+ students in these programs. Possibly at the Excellence Award Ceremony?
 - We now have counseling services in Kennett. We are working in Sikeston with Bootheel Counseling. Students can receive 3 free sessions upon referral from instructor. The college will pay.
 - Do we want to change the wording on the application as it relates to felony charges? If the student marks no and we later find out that they have been convicted of a felony, the application currently states “shall be” expelled. Do we want to change it to “could be”? The cabinet decided that it should be left as “shall be”.
 - Dr. Brown and Ann Matthews will work on a recommendation for a space for nursing mothers. The space must be dedicated space and cannot be a restroom.
 - Ann Matthews and Dr. Brown will work together to identify and recommend a space for the Veteran’s Center.

7. Academic Instruction and Career Education/Workforce Development

- Dr. Brown provided the following updates
 - Discussion of the four year universities offering a 200 level course. The decision was to remain with the policy that the four year university will not offer lower division courses.

- The Dexter High School principal is prepared to explain to his board the rules we are now under for credentialing instructors. Dr. Payne asked Dr. Brown to attend the meeting and provide the explanation.
- There is a scheduled superintendents meeting with Poplar Bluff, Doniphan, Twin Rivers, Piedmont, Greenville and Van Buren that Dr. Brown will attend to explain the credentialing.
- HLC will be visiting with CMU on October 12 and HLU on October 22. At this point we have had no communication that we will be required to participate.
- Dr. Brown discussed the proposed partnership with the Boys and Girls club. She is working on “field trip” experience in different areas of the college. She also discussed the program where the Boys and Girls club will have an evening program that will be offered to our evening students for their children.

8. Centers

- Missy Marshall discussed the following items:
 - Are there emergency funds available to cover small purchases if the budgeted funds have been spent? Yes
 - Open discussion of summer hours. At one time there was discussion about having the center hours 7:30am – 5:30pm Monday through Thursday and 7:30am – noon on Friday. While this would match Southeast schedule that is not a reason to change.

9. Communications

- Teresa Johnson presented
 - Finalizing the Rodeo advertising
 - Ramping up for the Spring registration advertising
 - There will be another email regarding the communication request system published after fall break.
 - Jonathan Atwood is working at keeping the web site up to date. The decision has been made to stop using the photo gallery and taking advantage of Facebook instead.

10. Financial Services

- Charlotte updated the cabinet on the following
 - Charlotte will be sending out an email regarding the per diem rate change. The GSA changed the federal per diem as of October 1 however we continue to use the FY15 rate due to budgeting.
 - Auditors left last week. It is not done but they have collected all of the necessary information. The goal is to present the final at the November board meeting.
 - The new reporting requirements for the retirement system has impacted our financial statement.
 - Fleet: Coach Bess’s old car is not fixable. The two patrol cars are being gifted back to the city. One has been gifted but the other was never gifted to us. Cammy is working on the title issues.
 - Currently working on safety issues in the maintenance department. Controlling access to the equipment and implementing training.
 - Discussion regarding the misunderstanding of the title changes in the policies and regulations. Dr. Payne will address at the open forum.

11. Human Resources

- Kristina reviewed the following:

- Review of the issue with signing the forms. Leave forms should be approved by the supervisor. No need for the president signature except for cabinet members. There is no need to send summary of leave for the form approval.
- The emails from Jennifer Inman reminding supervisors to sign time sheets have been helpful.
- Key Drug will be on campus for flu shots tomorrow and next week. Arrangements have been made for off campus on November 14.
- Several search committees are conducting interviews.

12. Information Technology

- Steve Atwood provided the following information
 - MyTRCC will be down during fall break for maintenance. Over Spring Break, all systems will be down for major maintenance.
 - The staff is preparing training for spyware and malware for the users. Until then, IT will be sending out test emails to keep everyone aware to watch for malicious emails.
 - Please complete the PAF for any office moves. Assists in scheduling.



COLLEGE CABINET MEETING MINUTES
Tuesday, October 20, 2015
9:30am

Attendance

Dr. Wesley Payne
 Ann Matthews
 Teresa Johnson
 Edie Dilbeck

Charlotte Eubank
 Dr. Maribeth Payne
 Steve Atwood

Dr. Mary Lou Brown
 Kristina McDaniel
 Missy Marshall

1. President’s Remarks/Discussion

- There was a recent meeting on the sports complex contract. The mechanical engineer continues to work on the MEP in order to reduce construction costs. Progress will be presented at the board meeting with possible alternatives.
- Olympus is working on the remaining items on the punch list. Dille Traxel is working with them to determine a final date.
- Landscape fabric has been delivered for the hill and median. Rock will be ordered. The maintenance department will begin working on installation.
- Block and brick have been ordered for the entrance signs.
- The first sidewalk in the Triangle will be poured tomorrow.
- Steve Atwood inquired on the New Madrid facility and if it was going to be closing. Missy Marshall is to set a meeting with the city manager to discuss what the next steps will be.
- Discussion of the Cabinet Christmas party.

2. Follow-up Items

Item	Responsible Party	Status
Facilities Usage	Janine Heath	Will resend the manual to cabinet for comment.
10 Month Hourly Employee – how do we pay?	Charlotte Eubank/Kristina McDaniel	Will research and return recommendations.

3. Student Services

- **Title IX Mandatory training for students**
 - All students must be trained annually on Title IX
 - Chris Adams is currently working on incorporating this training into New Student Orientation.
 - Zack McNaulty is working on a video that can be incorporated into the training. This must be completed prior to Christmas Break
 - Possibility of utilizing Blackboard for both students and employees.
 - Potentially integrating the training into the first class of each semester
 - Training for employees can take place at Convocation

- Present the video at the board meeting in order to accomplish the board training.
- **Students using Fax machines in the offices:**
 - Students are only allowed to use college fax machines if it is college related business. This was unanimously approved by the cabinet.
- **Trans-gender Policy:**
 - This issue is addressed in our Civil Rights Policy. The recommendation has been to make sure it is part of the college's policy and then to follow the actions outlined in the policy.
- **Retention:**
 - Strategies on Retention:
 - a. Call list of students that have applied but not registered and students from current semester that have not registered for the next semester
 - b. Constant contact with external location directors
 - c. Update all student records with address and phone numbers when they register. Ann will develop a checklist for the welcome center to follow.
 - d. Utilize the early alert system to address attendance issues
 - e. Daily attendance should be taken in every class
 - f. Office of Student Services sends out the email announcing open registration. This is followed up on 5 days later through constant contact.
 - g. Advisors should be contacting their advisees to ensure that they are registered.
 - h. We must be persistent
 - i. Chris Adams should formalize the plan and sent to the faculty and staff
- 4. **Academic Instruction and Workforce Development:**
 - Accuplacer will replace the Compass test for placement
 - Dr. Brown has been working on the credentialing for faculty.
 - Two observations remain for the centers
 - Steve Atwood inquired as to the status for hiring the University Center Director. Dr. Payne is considering the salary and then will make the offer.
- 5. **Centers**
 - The Directors meeting will be held each month. This allow problems to be identified, discussed and solved.
 - The meeting creates uniformity within the external locations
 - Willow Springs was broken into and tools were stolen. Estimated value - \$30,000.
- 6. **Communication**
 - We are close to finishing the Vision 2020 brochure.
 - Filming for registration commercials will take place tomorrow. The theme will be "I chose Three Rivers because". All ads should end with "Register Now" for a call to action.
 - "Be A" is in redesign.
 - Teresa Johnson handed out the bios from the cabinet members and requested that they review and change information that is incorrect.
- 7. **Human Resources**
 - Discussion of leave form approvals. Kristina has reviewed the regulation and sent changes to Dr. Maribeth Payne.
 - Kristina is in the process of reviewing the Temporary Agencies that we use to make sure that the benefits are outlined.
 - Kristina and Charlotte are working on travel rules for non-exempt employees.

8. Financial Services

- Attended safety training yesterday. Good review of the system and actions that should be taken.
- Discussion of the RIFD cards and access to buildings.
 - Yes the cards still work
 - There is one door for each building with the card reader
 - Doors are open from 7am to 10pm
 - Mag locks are being installed on every door in every building. This will allow the buildings to be locked/unlocked remotely. There will still be only one card reader for entry in off hours.
- The Audit continues. It looks like it will be an unqualified audit with no management notes.
- The Controller position has been posted internally. Reviewed the duties of the controller and for Anita Freeman.
- 2016 needs to renegotiate the indirect costs with the federal government.

9. Information Technology

- By the end of the year the obsolesce plan will be fulfilled
- Dawn Tutor is the new offsite technician.
- Continuing to seek grant funds for updates to our wireless access.

10. Institutional Effectiveness

- All SPOL modules that are available will be functioning and in use
- Backfilling in the modules of the work that is actually being done
- Helping to collect data and make it more uniform
- Dr. Maribeth Payne is reviewing all results and use of results by the end of the year
- Review of the HLC visit
 - Handouts for the meeting
 - Need a list of courses that are offered at the external locations
 - Would like to have pictures at the beginning of the Vice President meeting at 9am.
- Dr. Wesley Payne commented that during the CMU visit the reviewed commented on how nice the facilities are. Much nicer than other facilities in the area.



COLLEGE CABINET MEETING MINUTES
Tuesday, November 3, 2015
9:30am

Attendance

Dr. Wesley Payne	Charlotte Eubank	Dr. Mary Lou Brown (Absent)
Ann Matthews (Absent)	Dr. Maribeth Payne	Kristina McDaniel
Teresa Johnson	Steve Atwood	Missy Marshall
Edie Dilbeck		

1. Employee Newsletter – Margaret Orlando and Sandra Ward joined the meeting for the discussion

- Complete review of the proposed layout and components of the newsletter
- There will be cross linking incorporated into the newsletter to improve communications to the staff regarding various committee and standing meetings
- Discussed the need for consistency in taking of minutes for the various meetings on campus. Margaret to develop a template for the minutes
- Dr. Payne will provide a “message from the president” for each of the newsletters.
- Final approval of the newsletter will be the responsibility of the communications department.

2. President’s Remarks/Discussion

- Rodeo
 - Great production for the rodeo. One of the best that we could have had.

3. Follow-up Items

Item	Responsible Party	Status
Facilities Usage	Janine Heath	Cabinet comments have been incorporated. The document will be finalized and posted to the web
10 Month Hourly Employee – how do we pay?	Charlotte Eubank/Kristina McDaniel	Will research and return recommendations.

4. Academic Instruction and Workforce Development:

- Dr. Brown and Dr. Payne has interviewed the top candidate for the Director of Workforce Development. A tentative offer has been made. Should have the answer soon.
- The faculty voted to eliminate the ETS exam as a requirement for graduation. Unfortunately the contract has been paid for this year. Steve Atwood is in the process of attempting to get the college money returned.
- The University Center Director has been hired. They will start work on January 4, 2016.

5. Centers

- Classes in New Madrid did not make for this semester. Missy Marshall has met with the City Manager and the decision has been made to suspend offering classes at this time.
- Justin Hoggard and Missy Marshall will attend the area superintendents meeting tomorrow on behalf of Dr. Brown who will be at the MCCA convention.
- The Christmas Breakfast will be on December 11. Offices and external locations will not open that day until 10:30am.
- The Directors meeting via conference call will take place on Monday, November 9 at 9am.
- Sikeston will host the SEMO School Counselors Fall Workshop on December 4. 60 counselors are expected to attend. Tours will be given of the facility.
- All locations are currently doing their Student Appreciation activities.
- Open discussion on the Student Survey from the external locations. All should review the document and if deficiencies have been noted in your area and please have them addressed.

6. Communication

- Teresa requested that the Directors forward pictures from the Student Appreciation events.
- Teresa played the upcoming commercial for Cabinet. The suggestion was made that we need to have more people saying “Register Now” at the end of the commercial.
- Currently working on placement of the newspaper ads. Postcards will be sent early January.
- Jonathan Atwood is working with technology to identify a solution for content management of the website
- Teresa is putting together a task force for our 50th anniversary. She will include individuals from the Downtowners as well as current employees.
- Dr. Payne complimented the department on the updated sliders on the website.

7. Financial Services

- Discussion/clarification of the process of advertising/hiring vacant or new positions:
 - Advertise internally for 7 – 10 days
 - Advertise externally for 2 weeks
 - Human Resources is currently working on a formal regulation with Institutional Effectiveness. Discussion as to whether or not a formal regulation was necessary or just a procedural document.
- Charlotte presented the changes to the Department of Education regulations relating to Cash Management. The largest impact of these changes will be on the way we process student refunds. Language regarding the charging of items other than tuition and fees is also a concern.
- There are changes forthcoming in our NelNet payment plans. An annual fee will be assessed unless there is a minimum amount of money that they are collecting. The college should be ok for the next three years however at the end of the contract a decision will need to be made as to whether we continue to outsource this function or bring it in house.
- The audit is being completed. The team is working toward a presentation to the board at the November meeting. There are some items that will need to be given to the auditors that will change the current numbers. Nothing material but these changes need to be made.
- Purchasing will be introducing Amazon Business in the near future. It is currently in Beta test with the IT department. This will allow us to create users and to have their shopping carts transfer to purchasing for the actual purchase.
- Policy discussion on the following financial policies and regulations:
 - FP 3101 – Budget and Financial Processes

- FP 3102 – Annual Audit
- FP 3103 – Budget Preparation and Adoption
- FP 3104 – Banking and Cash Management
- FP 3106 – Banking
- FP 3107 – College Store Learning Materials
- FR 3510 – Travel
- FR 3107 – College Store Learning Materials
- Various changes were suggested. Charlotte and Dr. Maribeth Payne will incorporate the changes and have prepared to present for approval at the November Board Meeting.
- Dr. Payne led the discussion on the use of reserve funds and who should have the authority to approve spending.
 - Two types of spending: Operational and deficit
 - Only time reserve funds should be used is in a state of emergency. Reserve funds should be used to buy time to allow the administration to recalibrate funding and spending.
 - Three months reserve is recommended goal for reserve funds. Dr. Payne recommended 10% of the operational budget. Charlotte is to research and return a recommendation.

8. Human Resources

- An email is being sent on holiday time. Will cover approval and submission and caution all supervisors to review time carefully.
- Orientation sessions are continuing. Discussion on how to make up sessions. Suggestion was made to provide materials to the supervisor who will ensure that the employee reviews the material.
- Smart adults/safer children training will be provided to individuals that have access to K-12 students.
- Sexual Harassment training will be conducted for all employees.

9. Information Technology

- Passwords for the system will now be required to change every 90 days. Steve will send out an email regarding this to all employees.



COLLEGE CABINET MEETING MINUTES
Monday, November 16, 2015
9:30am

Attendance

Dr. Wesley Payne	Charlotte Eubank	Dr. Mary Lou Brown
Ann Matthews	Dr. Maribeth Payne	Kristina McDaniel
Teresa Johnson	Steve Atwood(Absent)	Missy Marshall(Absent)
Edie Dilbeck		

1. Discussion of Parade Attendance

- Open discussion on the upcoming parades in Poplar Bluff, Doniphan, Caruthersville and Van Buren. Will give the information to Penny for distribution.

2. Opening Remarks:

- 2020 Vision: Dr. Payne announced that he is very pleased with the brochures. 2020 Vision is the college plan produced by the participants on the committee
- The fountain in the triangle is being constructed
- The rock for the new entrance road has been delivered and installed in one of the medians. Dr. Payne asked the cabinet for their opinion on the color.
- Discussion of the open Title IX issues. Investigation has been completed. Awaiting the final report.
- Rodeo:
 - We are currently without a rodeo coach
 - The board will need to decide whether or not we are going to continue with the team
 - There will be a public comment period at the board meeting on Wednesday, November 18.
 - According to the preliminary report the team is break even financially
 - Rodeo is an individual sport as opposed to the other sports being a team sport. The college should revisit the method in which we address the team.
 - We need to determine how we measure success for Rodeo.

3. Follow-up Items

Item	Responsible Party	Status
Facilities Usage	Janine Heath	One final review and then post to the web
10 Month Hourly Employee – how do we pay?	Charlotte Eubank/Kristina McDaniel	Will research and return recommendations.
Locking and unlocking doors	Charlotte Eubank	

4. Communications

- Commercials are running with the target of non-traditional students
- Cards are being printed for mailing for all career programs
- Currently reviewing Content Management Systems
- Communications is sending out up-coming events every Monday. This communication is being well received.
- New campus maps have been designed to include the smoking areas

5. Financial Services

- Southern Bank hours are changing as of December 1. It will be 9am until noon.
- The annual audit is complete. It will be presented at the board meeting on Wednesday, November 18.
- Approval trees are being tested for the on-line requisitioning system.
- Trash cans throughout the campus are being relocated/replaced/moved based on the new plan
- We have the bids back for the Crisp roof. Will be letting the bid in the near future.
- Open discussion on locking and unlocking building and classroom doors. Charlotte is to gather additional information and return to the Cabinet for further discussion.

6. Human Resources

- DOL has not updated deadlines for implementation of the new exemption rules. We continue to wait.
- The department is assisting in faculty credentialing.
- Working of the ACA requirements for yearend reporting. All employees will receive 1095's along with their W-2's
- Currently our retirement system requires an employee that retires to wait 30 days prior to returning as a part-time or adjunct employee. ACA rules has increased this time to 26 weeks.

7. Institutional Effectiveness

- Open discussion on the Student Survey from fall enrollment.
 - 205 students responded
 - The feedback received was quality feedback but we need to determine a different way to administer the survey in order to improve the number of responses
- HLC Visit
 - The visit went well. Positive comments from the reviewer. Two items were mentioned at the exit interview:
 - a. More presence on the website for the external locations
 - b. We are in the infant stages of our assessment of student learning
- Policy and regulation review
 - FR 3108 – Grant Cost Allocation: Approved on a motion by Charlotte Eubank and a second by Dr. Brown
 - FP 3101 – Budget and Financial Processes: Approved on a motion by Charlotte Eubank and a second by Dr. Brown
 - FP 3102 – Annual Audit: Approved on a motion by Charlotte Eubank and a second by Dr. Brown
 - FP 3103 – Budget Preparation and Adoption: Approved on a motion by Charlotte Eubank and a second by Teresa Johnson
 - FP 3104 – Banking and Cash Management: Approved on a motion by Charlotte Eubank and a second by Teresa Johnson

- FP 3106 – Banking: Approved on a motion by Charlotte Eubank and a second by Dr. Brown
- FP 3107 – College Store Learning Materials: Approved on a motion by Charlotte Eubank and a second by Ann Matthews
- FR 3107 – College Store Learning Materials: Approved on a motion by Charlotte Eubank and a second by Dr. Brown
- FR 3510 – Travel: Approved on a motion by Charlotte Eubank and a second by Dr. Brown

8. Student Services

- There will be a TRET Scholarship picture at 10am in the lobby of the Plaster Building. All students that have received a scholarship this year from TRET will be in the photo
- Ann Matthews informed the cabinet that she is going to reactivate the BIT team. Chuck Stratton and Todd Allen will provide guidance to this group.
- Enrollment is down for the Spring semester. Enrollment Services have teams calling all students that are currently enrolled but not enrolled for the Spring semester.
- Chris Adams, Dr. Brown and Ann Matthews will meet to discuss how students are assigned to faculty members for advising
- Daniella McFadden has joined the team in Financial Aid and is doing a very good job. Charlotte Eubank would like for her to shadow in some of the other departments to get an overview of operations.

9. Academic Instruction

- The Perkins audit is tomorrow, November 17. Heather Carlton and Danetta Norris are working on getting the information together and will be meeting with the auditor.
- MoSTEM Wins audit is tomorrow, November 17. Dean Whitlow is working with the auditor.
- Dr. Brown has met with local superintendents and principals regarding instructor credentialing.
- Currently interviewing a candidate for the Workforce Development position. This area needs to be completely redefined and that will be the responsibility of the new Director.



COLLEGE CABINET MEETING MINUTES

Tuesday, December 1, 2015

9:30am

Attendance

Dr. Wesley Payne

Charlotte Eubank

Dr. Mary Lou Brown

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Teresa Johnson

Steve Atwood Missy Marshall

Edie Dilbeck

1. Opening Remarks:

- Sikeston updated: Working with the insurance to repair damages to the building.
- The board members toured the new classroom building on Poplar Bluff campus on November 18 and were very displeased with the floors. Dr. Payne is working with the architects and Olympus to remedy the problem.
- Currently searching for a rodeo facility and coach.
- Searching for a housing director and cheer coach.
- Project update:
 - The fountain structure is complete except for the top cap.
 - Landscaping fabric and rock are going in
 - The entrance sign has been started
 - Faculty offices are coming along
- The Annual Christmas Breakfast is at 8am on December 11 in the Bess Activity Center
- Review of parade information and participants
- Discussion of Christmas trees and decoration for Christmas 2016
 - Tree up before Thanksgiving. Decorate on Wednesday
 - Faculty and staff to have one tree per building
 - Clubs and organizations can participate
 - Sandra Batten to spear head this in 2016
- Discussion of the college Christmas card. Question was raised if this should be open to all students or just the art department. Decision was to open to all students.

2. SGA

- George Ward (SGA) and Chris Adams presented a proposal for additional garbage receptacles on the Poplar Bluff Campus. The proposal addresses parking lots and walkways.
 - This has been presented to students for input.
 - Discussed with the SGA council
 - The next steps:
 - a. Working with Purchasing on bidding various options
 - b. Prioritize placement
 - c. Determine source of funds
 - d. Bring back to the cabinet for approval

3. Follow-up Items

Item	Responsible Party	Status
10 Month Hourly Employee – how do we pay?	Charlotte Eubank/Kristina McDaniel	Will research and return recommendations.
Locking and unlocking doors	Charlotte Eubank	Barb Stiriz is putting together a list of who has what key

4. Communications

- Teresa Johnson led the discussion regarding minor modifications to Operation Weather bird. She will make revisions and publish to the cabinet members.
- Discussed the reorientation of the campus map to make it easier to find buildings with the orientation starting in the parking lot.
- Reviewed the 50th anniversary committee and activities.
- Registration advertising continues. Will taper off as we approach Christmas holidays and will then be very heavy the first two weeks of January.

5. Financial Services

- The Kindle's are in Beta test in the classrooms. We are hoping to make these available as rentals instead of actual books. There are some concerns with the technical support that will be needed. Charlotte will keep the cabinet informed.
- Discussion of the changes with the Department of Education and Title IV funds. Students must be provided with the option to opt out of using IV Funds for learning materials. We currently have this option in place and plan on continuing to utilize our plan.
- Cammy Halcumb and Bob Jansen are exploring opportunities of selling surplus inventory on Amazon.
- Rob Tomlinson is in the process of setting up Microsoft Project to assist in scheduling projects and providing improved communication as to where each project is on the completion timeline.
- Purchasing is working through the approval processes for on-line requisitioning. The next step will be implementation processes.
- Charlotte will be closing FY15 in the coming week in the system. As soon as this is complete the agency accounts will update with prior year balances.

6. Human Resources

- The team is currently setting up the ACA requirements for W-2 reporting in January.
- The latest update from DOL on the exempt rules is expected in the latter part of 2016. Employers will have 60-90 days to comply. Kristina is looking at the impact college wide and formulating suggestions for the cabinet.
- Discussion of the need to provide a lactation room for our employees and students. Kristina asked for assistance from the cabinet on suggestions for locations.
- Discount tickets will be available to the college personnel for the Harlem Globetrotters in January.

7. Information Technology

- Image Now will go through a required upgrade on the 10th of December. Ann and Charlotte requested training on the system.
- Steve requested time at convocation for Phish awareness training. Employees and students must be made aware of these type of attacks and the steps we should take to ensure that we are not compromised.
- Steve is working with Justin to determine if there are funds available to update our wireless system in order to provide better service in the classrooms.
- The IT team is moving forward with relocation of student email to Microsoft 365. It was questioned whether or not we can move the domain name as well.

8. Institutional Effectiveness

- The planning retreat has been scheduled for January 29 in Sikeston. Discussion of lunch selections. Dr. Maribeth Payne asked the cabinet to check and make sure that between now and the end of the year all budget managers review their plan and update what has been done.
- The cabinet will formulate the institutional priorities at the next meeting to be presented at the planning retreat.
- Dr. Wes Payne reminded the cabinet that planning and continuous improvement should involve everyone in the department. All members should be discussing the objectives and should be aware that plans are dynamic.
- SPOL should be updated as the environment changes with additions and deletions of objectives and tasks. Competence and acceptance is built through practice. Those who are working the system will see the benefits.
- HLC has announced that the visit will be during the week of April 21st, 2018.
- The recent HLC visit was a very positive visit. Three items were discussed at the exit interview:
 - Lack of involvement of the adjuncts
 - Learning assessment system is in its infancy
 - We are in the middle of a paradigm shift of not focusing on the process but on what you learned and how you use the information to improve
- Dr. Maribeth Payne is planning of starting the Continuous Improvement Committee again.
- The cabinet members should review all of their direct reports plans to ensure that there are results and use of results in the plans.
- The self-study for the college will begin in the spring. Staff members will be called in to assist based on the HLC criteria.
- A reminder that the cabinet members are responsible for keeping their department informed regarding information that is shared at the meetings.
- Review of GAR 1001 changes as to the process portion of the development of policy and regulation.

9. Student Services

- Registration is down 2.7% on credit hour production. The enrollment department has implemented another robo call to current students that have not registered for the spring semester.
- Chris Adams is to present the retention plan to the board at the next meeting
- Discussion on how do we measure advising successes with the students. What is the correct metrics to review to provide valid data? We need to review programs of study and

determine if our transfer programs are properly aligned with our partners in order to be seamless.

- Chris Adams has suggested that Blackboard be utilized for professional development. Approved.
- The financial aid workshops are successful. There were 848 students that attended the 122 workshops. 803 loans were completed. The centers did an excellent job in keeping these workshops on track.

10. Academic Instruction

- Dr. Brown is working the Human Resources on ensuring that we have official transcripts for all instructors.
- Faculty credentialing continues.
- Faculty rank and promotion is being presented at the board meeting for approval.
- Faculty engagement documents are due next week.

11. Centers

- The directors are planning on meeting after the Christmas Breakfast.
- Missy Marshall provides the notes from the cabinet meeting to all directors. She is to follow up and make sure that the directors are sharing these notes with their staff.
- Discussion on the changes in the Student Advising module. In the past a report could be generated on demand. That report is no longer available.
- Discussion on fundraising for the children's shows. Confusing this year. We need to work on the process in order to improve communications for next year.