



**COLLEGE CABINET MEETING MINUTES**  
**Tuesday, January 17, 2017**  
**12:00 Noon**

**Attendance**

Dr. Wesley Payne	Charlotte Eubank	Dr. Mary Lou Brown
Ann Matthews	Dr. Maribeth Payne	Kristina McDaniel
Teresa Johnson	Steve Atwood	Missy Marshall
Dr. Justin Hoggard	Janine Heath	

**1. President’s Opening Remarks:**

- The governor has announced with-holds from the budget for higher education. The result of the with-hold for Three Rivers is \$407,788 through the end of this fiscal year.
  - Effective immediately there is a freeze on hiring personnel with the exception of grant funded positions.
  - All cabinet members should consult with their budget managers and review the current budget eliminating all expenditures except critical items needed.
  - Encumbrances should be reviewed. Any open purchase orders that have been completed should be closed. Communicate with Purchasing for the closure of these PO’s.
  - Use the budget transfer form to communicate with Financial Services the reduction amounts. The form will not be in balance since we are not transferring the monies to another account.
  - This should be submitted to Charlotte Eubank by January 31.
- This process will assist in the budgeting plan for FY18.
- Class Schedules should be reviewed for the fall in order to ensure it is appropriate to current enrollment trends and in the best interest of the students.
- The men and women’s basketball teams played this past weekend in Moberly and Sedalia. Ladies won, men lost.

**2. Follow-up Items**

Item	Responsible Party	Status
Go To Knowledge	Dr. Justin Hoggard	Send the link to the cabinet members

**3. Institutional Effectiveness**

- Please review the list of Gateway documents that were sent to you. Please finalize the revisions and communicate with the IE office.

- Cabinet members should review all documents relating to their area on the website in order to ensure consistency in the message. Review all regulations and forms to ensure that they are up to date.
- The planning retreat will take place on February 3 in Van Buren. It will begin at 8:30am and should end by 5pm.
- There will be SPOL planning and budget training the week following the retreat.
- Charlotte requested that Cammy Halcumb present at the planning meeting to discuss on-line requisitions.
- Discussion on the status of Dual Credit credentialing. Dr. Brown is to send the list to the Directors in order for them to assist in working with the instructors to submit all necessary paperwork.
- The off campus debrief meeting will be on February 28 at 8:30am in the Board Room.
- Discussion of the existing Planning Priorities to make sure they are still valid.

#### **4. VP Academic and Student Services**

- There are approximately 54 faculty members remaining on the credentialing list.
- Dr. Brown is working with the Dual Credit staff to determine who will provide instruction.
- Working with the Boy's and Girl's Club to schedule visits to the campus. There are 4 visits scheduled for the spring including Drone Technology, Theater on Stage, CSI Science Lab and Basketball for all.
- Discussion on the update of the ITV's. It will take 5 days per ITV room for the turnover. This will all be done by fall.

#### **5. Student Services**

- The Biennial Review/Security report is in review by Dr. Payne. After the review is complete, it will be posted to the web.
- Discussion on the issue with the meal plan cards over the holiday. Amounts were updated prior to the balances being posted to the accounts. Created some issues but Charlotte Eubank and Ann Matthews will work through the process.
- The food pantry planned by the Student Services area is being put together.
- The decision has been made to back out of the Who's Who recommendations.
- The Dean's list will be signed by Dr. Hoggard going forward. All full time students that achieve a 3.5 grade point will be on the Dean's list.
- Regina Morris and Jennifer Esquivel are working on a loan default team. This will be a focus on personal finances.

#### **6. Instruction**

- Discussion on the difficulty of obtaining Instructor's textbooks. The publishers have increasingly become less cooperative in supplying the desk copies of the textbook due to our spending habits.
  - Dr. Hoggard is to discuss with Bob Jansen the possibility of purchasing these books on the open market.
  - Are these old books?
  - The responsibility of maintaining updated materials should fall under the purview of the department chairs.

- Title III final report is due January 31. Dr. Hoggard will forward to Dr. Payne by January 23 for his review.
- Continuing to review all class schedules
  - Reviewing the Evening Advantage program
  - Class times are being adjusted to better serve the students. The free hour will change from noon to a different time with the fall schedule.
  - Web enhanced classes must be listed on the schedules differently in order for the student to understand that these are hybrid classes
- Working with Mason Bishop to determine if the DOL grant monies can be used to off-set some institutional expenses for instruction and management of the grant.
- The HLC Academy project – “Project April” is moving along. The team must report out on the project in the fall of 2018. Working with the instructors that were involved in the collection of the data to ensure consistency.
- NC SARA – Distance Education Compliance. The college will apply to the state and after receiving state approval, will apply to the national organization. This is an insurance policy to protect the college in the instances where we have students from out of state taking classes on line.
- Dr. Hoggard has been appointed to the state committee to review the general education block to ensure transferability.

## **7. Centers**

- Busy with enrollment.
- Sikeston did not do a soft opening with the bookstore this semester and Missy Marshall believes that was a mistake. This will be done in the fall.
- Accuplacer migration went well. No issues.

## **8. Communications**

- Teresa Johnson reviewed the proofing process that has been implemented in the Communications department in order to reduce the amount of mistakes at printing time. This is adding to the project completion time but well worth the effort.

## **9. Financial Services**

- Requesting better communication on office moves
- Ben Traxel will be scheduled with Ann Matthews and Charlotte Eubank to discuss the plans for the lower level of the Administration Building.
- Discussion of the process of picking up and returning fleet vehicles. Individuals using the fleet vehicles must adhere to the dates and times submitted on the request form.

## **10. Human Resources**

- The department is in the process of finalizing the W-2's and 1095 forms for the employees.
- Ms. McDaniel went through the personnel changes since the last meeting.
- Review of policies:
  - PP 4520 Payroll Deductions – Approved by cabinet
  - PR 41710 College Hiring – Approved with noted changes

**11. Information Technology**

- Dustin Midyett is working on the continue virtualization of Kathy Richardson's server.
- Kevin Crawford is working into his new position as Assistant Network Administrator.
- Due to the hiring freeze, some work will be delayed.
- Image Now upgrade will be coming up in the spring and summer.



**COLLEGE CABINET MEETING MINUTES**  
**Tuesday, February 7, 2017**  
**12:00 Noon**

**Attendance**

Dr. Wesley Payne	Charlotte Eubank	Dr. Mary Lou Brown
Ann Matthews	Dr. Maribeth Payne	Kristina McDaniel
Teresa Johnson	Steve Atwood	Missy Marshall
Dr. Justin Hoggard	Janine Heath	

**1. President’s Opening Remarks:**

- The Governor signed the Right to Work bill
- The budget situation remains the same. In May we will find out what the finalized budget will be for FY2018.
- The planning retreat went exceptionally well. The cabinet members should start working with their staff to start the process.
- Even though the budget year will be difficult, make sure that requests are made in order to keep them on the list for future needs.
- Justin Hoggard will work with the chairs to utilize Go To Knowledge for continued professional development.

**2. Follow-up Items**

Item	Responsible Party	Status

**3. VP Academic and Student Services**

- We need to be diligent in following up with employee absences and make sure that everyone fills out the proper form when not at work.
- Currently only 25 faculty remain on the credentialing list. Working closely with HR to complete. As the credentialing is complete, a copy of the paperwork is being sent to the department chairs in order for them to update their files.
- Continue to have outstanding requests for resumes from 35 adjunct instructors.
- The dates for the Boys and Girls Club program on campus is set and is as follows:
  - February 21 – CSI Science Lab with Michael D’Angelo
  - February 28 – Drone Technology with Steve Atwood
  - March – Theater with Tim Thompson and Basketball with Jeff Walk (Firm dates will be forthcoming)

- Teresa Johnson is to contact Pat Pratt for coverage
- TRC/SEMO off campus sites will be meeting on Friday the 10<sup>th</sup> of February to collaborate on opportunities within the communities.

#### **4. Student Services**

- Due to Regina Morris's efforts, the disclosure page is finalized.
- The external locations are utilizing conference calls and ITV to minimize time away from the sites.
- A lot of information in the student surveys regarding advising. Just now starting to analyze the data to determine if we need more training for the faculty or if there are other steps to be made.
- Regina Morris joined the meeting to review the following policies and regulations
  - SR 2740 – Student Rights
    - a. Required to annually disclose to all employees and students.
  - SR 2750 Return of Title IV
    - a. Open discussion of the regulation. Changes to be made
  - SP 2710 Financial Aid Programs
    - a. Discussion. With a motion by Missy Marshall and second by Justin Hoggard, the policy was approved to be moved to the board for their approval.
  - IR 6105 Student Course Load.
    - a. Discussion and approval to move the regulation with changes forward to the faculty executive committee for approval.
  - IP 6105 Student Course Load
    - a. Approved to move forward to Faculty Executive Committee

#### **5. Instruction**

- We are in the next round of online course review. This will make it approximately 75% complete. Working on a regulation that will formalize new courses.
- Work has started on the General Education on line courses.
  - The college has had permission to offer these courses on line since 2009
  - Currently putting together the pieces that will allow this to occur
  - We want to look at the programs and answer all questions before we move forward.
- Discussion of the ITV offerings for the fall. We are offering site to site broadcasts to better serve the students. Looking forward to the higher quality equipment that will be installed by fall.
- Revised SLO's and program reviews are continuing
- Credentials are being loaded into SPOL. As soon as this is completed, SPOL can be searched for credentialed instructors.

#### **6. Centers**

- Planning has started at all of the locations
- Coordinating high school recruiting efforts with Zack McNaulty
- Discussed a couple of vandalism occurrences in Sikeston

#### **7. Communications**

- Kaitlyn working on Logo redesign
- Jonathan working with coaches on the new athletic website
- Meetings are being held with the Marketing Recruitment committee for ads in the summer and fall

- Children's programs have been outsourced to the local printers. Seems to be working better and providing a better service to the schools. The request was made to get the information to the printer earlier in order to merge into the schedules

#### **8. Financial Services**

- Working on budget reductions. Reviewing all of the information submitted by the budget managers as well as reviewing each budget for additional dollars.
- Budget workshops begin tomorrow, February 8
- Continue to work on getting the name of the college changed with all governmental agencies
- Discussion of on-line requisitioning. Are there more pro's than con's? Still in the review stages.

#### **9. Human Resources**

- Personnel updates that will be presented to the board
- Announcement of Dr. Mary Lou Brown's retirement
- Emergency contact information sheet being sent to all employees. These need to be filled out by everyone and returned to HR
- The position request form is being reworked and will be reposted to the web site as soon as it is complete
- 2016 Annual Staff Evaluations will be sent out tomorrow, February 8
- Review FY18 orientation dates

#### **10. Information Technology**

- Systems are scheduled to be down over spring break. Steve Atwood to work with Dr. Brown to schedule with the 4 year institutions
- ITV installations have started
- Computers in the labs are being updated
- Working on the virtualization of Kathy Richardson's computer

#### **11. Institutional Effectiveness**

- Received very positive feedback on the planning retreat. Will continue with a similar format for next year.
- The college is not sending anyone to the HLC conference this year, instead we are staying home and focusing on the needs of the college
- Our assurance argument must be completed and sent by January 2018.
- Review the objective rubric to make sure that all steps are being followed.
- Presidential review of the plans will begin in March
- Gearing up for end of year surveys. There are 8 to be sent before the end of the semester.



**COLLEGE CABINET MEETING MINUTES**  
**Tuesday, February 28 2017**  
**8:30 AM**

**Attendance**

Dr. Wesley Payne	Charlotte Eubank	Dr. Mary Lou Brown
Ann Matthews	Dr. Maribeth Payne	Kristina McDaniel
Teresa Johnson	Steve Atwood	Missy Marshall
Dr. Justin Hoggard	Janine Heath	

**Center Directors:**

Kathy Ballard	Carolyn Cornman	Joe Kenley
Claudia Horne		

**1. External Location Debrief**

- Minutes produced by Sandra Batten

**2. President’s Opening Remarks:**

- Recap of where the college is on the budget and the state funding that is anticipated for FY2018
- Discussed the need to increase the retention numbers at all locations. The current numbers must improve.
- Discussion of the upcoming HLC visit in the middle of April 2018 and where we are in the process of completing all necessary items for this visit.
- A proposal has been accepted to convert all lights in the Porter parking lot to LED. This will begin sometime this spring.
- We are waiting for a proposal for the cleanup work at the baseball field.
- We are almost to the point of accepting the bid for the parking lot resurfacing and the sidewalk construction.
- The board of trustees is reviewing a potential retirement incentive for all personnel that qualify for retirement at this time. The incentive being considered is the payment of two full years of health insurance for the retirees that choose this option. Dr. Payne will be sending out the email to all employees for information and Human Resources will contact the individual employees that qualify.

**3. Follow-up Items**

Item	Responsible Party	Status



#### **4. Institutional Effectiveness**

- Review of several policies and regulations for approval.
  - SP 2215 – Student Residency
    - a. Discussion of several points in the proposed policy. After discussion, the cabinet approved the policy with changes on a motion by Dr. Mary Lou Brown and second by Steve Atwood. This policy will go to the board for approval at the March meeting.
  - SP 2180 Military Duty Policy and SR 2180 Military Duty Regulation
    - a. Small wording changes. By consensus, the changes were approved by the cabinet. Because the changes were small there is no need to send to the board for approval.
  - IP 6150 Student Course Load
    - a. After discussion, the cabinet agreed by consensus to remove the reference to the regulation and send the policy for board approval at the March meeting.
  - PP 4330 Shared Sick Leave
    - a. By consensus, the cabinet approved to send the policy to the board for approval at the March meeting
  - PR 4520 Payroll Deductions
    - a. By consensus, the changes were approved by the cabinet. This regulation will go to the board in March as an information item.
  - PR 4510 Benefits
    - a. By consensus, the changes were approved by the cabinet. Due to the minor changes, this regulation will be posted to the web and not submitted to the board.
- Dr. M. Payne updated the cabinet on the CILT schedule. Academic units are moving through the process and presentations will begin in the summer for the non-academic units.
- Work will begin on the compliance document next month.

#### **5. Human Resources**

- Discussion of Employee Health Insurance and the different options that are available. This is still in the discussion stage with the goal to attempt to obtain a better policy at a reduced rate.
- Annual review reminder.
- Reminder for all employees to return the emergency contact information to HR.

#### **6. Student Services**

- The preliminary numbers are in for our loan default rate. The rate has reduced to 23.4%. Financial aid has been working diligently with the students in order to reduce this rate and the focus has been successful.

#### **7. Instruction**

- Dr. Hoggard is working with the department chairs on the schedule for the fall
- Reviewed the recent MDHE Program Review. MDHE conducts periodical reviews of programs in order to insure viability. All programs are reviewed based on a 3 year average with recommendations as to whether or not to continue the program. The college has the ability to justify any program with low numbers if it is felt that this is a necessary program for the service area.
- Industrial Technology is revamping three programs.
- The Student Learning Outcome committee has been reviewing all programs on campus.
- The faculty meeting is now being broadcast to the other locations to eliminate the travel for those faculty members.

- Superintendents will be on campus on March 1. Dr. Mary Lou Brown will do the welcome and Dr. Hoggard and Ann Matthews will present for their areas.

**8. VP of Academic and Student Services**

- Review on the Boys and Girls club outings. They are on campus today working with the Nursing Department in the SIMS labs.

**9. Communications**

- Currently working on
  - Viewbook
  - Updates to Constant Contact
  - Setting the schedule for the video sessions for fall advertising
  - Athletic Website
  - Various events for the remainder of the semester

**10. Financial Services**

- Requested that Dr. Hoggard review the remaining dollars in the adjunct salaries in order to make budget adjustments if possible for FY17.
- Salaries and Wages are being entered into SPOL for FY18
- Tuition for FY18 is as follows:
  - Common Fee \$35 per hour for all tiers of tuition
  - In-district Tuition \$92 per hour

**11. Information Technology**

- Currently in the process of rebooting the main firewall.
- During Spring Break, there will be ITV upgrades, Master Classroom updates and system updates. The system will be up and down the entire break.



**COLLEGE CABINET MEETING MINUTES**  
**Tuesday, March 21 2017**  
**9:30 AM**

**Attendance**

Dr. Wesley Payne	Charlotte Eubank	Dr. Mary Lou Brown (absent)
Ann Matthews	Dr. Maribeth Payne	Kristina McDaniel
Teresa Johnson	Steve Atwood	Missy Marshall
Dr. Justin Hoggard	Janine Heath	

**1. President’s Opening Remarks:**

- Contracts have been signed for the parking lot repair and sidewalk re-configuration. This will start in April with the development of the schedule with work to follow soon after. This is part of the HB-19 projects.
- Work will begin in the lower level of the administration building soon. The Student Accounts area is almost complete and the other areas have been designed.
- The budget is balanced for FY17. We did not have to tap into reserves to balance.
- The notice for the retirement incentive has been sent and Kristina McDaniel has met with most of the eligible employees.
- The FEMA building in the Sports Complex is on track for completion by the due date.
- We are continuing to review our Employee Health Insurance options. Will notify employees when it is complete.

**2. Follow-up Items**

Item	Responsible Party	Status

**3. Instruction**

- Working with the state Common Curriculum Committee to establish a common gen ed block that will seamlessly transfer to the four year institutions. It is a framework that closely mirrors our existing agreement.
- Comparing the state program review to our current programs. Kathy Richardson is assisting in reviewing our catalog to what the state has for our programs.
- The internal program reviews continue. One half of the programs have been reviewed. The goal is to complete all reviews by the beginning of fall semester. As soon as the reviews are completed, these will be posted on line.
- There are five regulations going to the faculty on Friday at their meeting.
- Two thirds of our online classes will be reviewed by the end of the semester.
- In the process of moving the welding program from Caruthersville to the Pemiscot Career Educational Center. The equipment is moving and the goal is to begin classes the first part of

April. Currently working on the official MOU with the center and hopefully will have that in place by the end of the semester. Dr. Hoggard is responsible for the complete review of the move and insuring that all detail have been completed.

#### **4. Centers**

- Directors are recruiting in their areas to increase enrollment for the fall.
- Satisfaction surveys are complete for the spring and have been turned into IE to be compiled.
- Working with the FIRST program and the open house that is scheduled for the 10<sup>th</sup> of April in Sikeston.
- Progress is being made with MERC Goodwill in recruiting students from their program.

#### **5. Communications**

- Continuing to work on the athletic website. Goal is to have it up by the end of April.
- Gearing up for fall registration ads.
- We normally run our nursing program ad in the classified section of the newspapers. We are trying Facebook this year and have seen success in the responses.
- Ann Matthews will share the talking points for the new LPN program that will begin in January on the main campus. Applications will be taken in the fall.

#### **6. Financial Services**

- Discussion on whether or not to maintain the hand sanitizers located throughout the buildings. Decision was to remove the current dispensers and not hang new ones.
- Cammy Halcumb is working with the janitorial service in order to provide better service. She has met with ABCO to see if there is interest in the off campus locations.
- Salaries and benefits input has begun in SPOL for FY18.
- Policy and Regulation Review
  - FR 3142 Past Due Student Accounts
    - a. Open discussion and approved by consensus as amended. This regulation will go to the board in April.
  - FR \_\_\_\_\_ Capital Assets and Inventory
    - a. Currently there is no associated policy. Charlotte will discuss the numbering system with IE. By consensus this regulation was approved and will go to the April board meeting
  - FR 3130 Revenue from Property Taxes
    - a. Approved by consensus and will go to the April board meeting
  - FR 3125 Petty Cash
    - a. Approved by consensus and will go to the April board meeting
  - FR 3120 Cash Management
    - a. Approved by consensus and will go to the April board meeting

#### **7. Human Resources**

- The Employee Health Insurance is still under consideration.
- There are two lunch and learns scheduled for the remainder of the semester.
- Another reminder on Employee Evaluations

#### **8. Information Technology**

- All physical servers were updated over spring break
- Malden ITV rooms were upgraded
- Our internet service was upgraded to 1.0 gig
- Bridgett Barnhill is leaving. The current job description is being updated to reflect more closely the skill set needed for the department

- The Image Now upgrades will be paid for from the grant

#### **9. Institutional Effectiveness**

- Notification will be forthcoming for outstanding policies and regulations for each of the cabinet members in their areas
- The CILT reviews continue. Consistently the managers are not referencing the data for the completion of the objectives.
- There is a rubric on the IE website to be used as a guide of how to piece the entire presentation together
- Discussion regarding the ongoing review process after all departments have been reviewed.
- HLC Academy team reported out on the college wide Learning outcomes. These are mandated by the state. The full report will be provided to the cabinet members for discussion with their staff.
- There are only 17 adjuncts remaining to complete the credentialing project

#### **10. Student Services**

- Advising
  - Chris Adams and Gina Bubanovich joined for presentation of the Academic Advising Improvement Proposal. This proposal encompasses methods to change our current model for more success in retention.
  - The Case Management Model is being proposed. This model will have a case manager from the Student Services area as well as continuing with the faculty advising. The case managers will be more intrusive and follow up with the students on a monthly basis.
  - Training will be held for key personnel initially and will continue until everyone in the Student Service and Off Campus locations have been trained.
  - Cabinet approved moving forward with the Case Management Model.
  - The presentation will be updated and presented at the faculty meeting on Friday, March 24. During this presentation it will be made clear that they retain the academic responsibility for the students and that they should work with their case managers on any issues that might arise.
- Housing Survey
  - 24 people responded. Open discussion on how to get more students to respond. Suggested that Housing work with the athletic staff to ensure participation.
  - Discussion of areas of concern. Each cabinet member involved will work with the housing staff to address the concerns.



**COLLEGE CABINET MEETING MINUTES**  
**Tuesday, April 11 2017**  
**9:30 AM**

**Attendance**

Dr. Wesley Payne	Charlotte Eubank	Dr. Mary Lou Brown (absent)
Ann Matthews	Dr. Maribeth Payne	Kristina McDaniel
Teresa Johnson	Steve Atwood	Missy Marshall
Dr. Justin Hoggard	Janine Heath	

**1. President’s Opening Remarks:**

- The state budget is now out of the House and in the Senate’s hands. The House restored 3% of our reduced allocation however it is unlikely that it will make it through the senate.
- The college has been accepted into the Moberly group for the health insurance package. This is a positive move that will result in better insurance for the employees at a reduced rate to the college. The plan will be presented to the Board at the April meeting and if approved, meetings will begin shortly afterward for registration into the plan.
- The contract for the parking lots and sidewalks has been signed. Waiting for weather to improve before construction begins.
- The FEMA close out with SEMA will take place on the 20<sup>th</sup>.
- Budget and plans should be ready for Presidential review in the near future. Please get with your budget managers to make sure that their plans have been entered.

**2. Follow-up Items**

Item	Responsible Party	Status

**3. Student Services**

- Discussion of SR 2210 – Admission of Students with Criminal Histories. Ms. Matthews requested a change to the process. The proposal is to attach a letter to the student outlining the process of obtaining legal documents pertaining to the criminal activity. Ms. Matthews working with the IE team will revise the regulation and send out to cabinet for comment.
- Fall enrollment is at 745 with is better than in years past. Will continue to push.
- ROCS with the area high school are in full swing.
- Dr. Payne asked that Ann reach out to the area superintendents to see if we can get a complete lists of graduates with mailing addresses.

**4. Centers**

- Joe Kenley in Dexter has been conducting Green Diesel Fairs for the local community.

- Putting together a job fair in Sikeston with employers that currently have openings and have agreed to work around students schedules.
- ITV training for adjuncts has begun
- All Directors are reaching out to their high schools to ensure the students are enrolled for the ROCS session
- Continue to work on the prospect list that was provided by admissions
- Working with Cammy on the Sikeston Irrigation system and obtaining the necessary permits
- The F.I.R.S.T. open house went well. Several individuals attended interested in the program.
- The AG Department with SEMO has changed. Missy is currently working with the new Chair, Julie Weathers on expansion possibilities for the program.

#### **5. Communications**

- Started the enrollment push for the fall
- Work has started on the design of the View Book for the fall
- Presto Sports is in the process of coding the sports website. Jeff Walk, Willie Hillburn and Jonathan Atwood have completed training on the system. The goal is to have a Beta site for the Cabinet to review at the next cabinet meeting.

#### **6. Financial Services**

- GAP 1150 – Financial Exigency
  - Dr. W. Payne led the discussion regarding the policy. This is a standard policy for all institutions of Higher Learning. This will be in place in the event the college reaches a point of financial need that can only be covered if all rules are taken away. This policy was approved by consensus of the cabinet.
- FP 3801 - Purchasing
  - This is a change from “Bidding Policy” to “Purchasing”. The policy was reworked to make it boarder than just bidding.
  - Approved by consensus of the cabinet
- FP 3601 – College Property
  - Several changes noted which IE will correct.
  - Approved with changes by consensus of the cabinet
- Charlotte Eubank has been working with the Taskforce, established at the request of the Governor, to determine if there are any shared cost opportunities within the 2 year institutions. There are four sub-committees that will explore procurement, employee benefits, regulatory relief and benchmarks for efficiency.
  - The sub-committees will review the steps that have been taken and present them using language that is more private industry instead of governmental language.
  - The deliverables from each of the sub-committees are due August 15.
- Financial Services has been working with the Dean of Instruction on course fees and timing in adding or changing them.
  - The faculty must follow the current schedule that is in place. After registration for a semester begins it is not possible to add additional fees.
  - The current schedule should be reinforced with the faculty and curriculum committees.
- Open discussion of course fees in general and if the college should go to the differential tuition model for those classes that have pass through costs or consumable product. Charlotte and Justin will continue to review and return a recommendation to cabinet.

- Robert Jansen is proposing to pattern the loading of meal plan cards for the entire student body to be more like the student athletes. Smaller portions being loaded on at more times during the semester.
- Discussion of issues with the janitorial service and food service on campus.

#### **7. Human Resources**

- PR 4730 – Suspension or Termination
  - A contract non-renewal clause was added to the regulation
  - Approved by consensus of the Cabinet
- Discussion as to whether or not to continue to recommend to the board for the HRA benefit. A vote was taken and approved to recommend to the board that this continues.

#### **8. Information Technology**

- Discussion of the ransomware that infected some of the system this past Wednesday. The college decided that the files that were infected were not critical and would not pay to get them back.
- Discussion of college data protection when employees resign. Currently the IT department is reviewing our options as to how we protect this data.

#### **9. Institutional Effectiveness**

- Working on policies and regulations. If you need changes to your material please go through Sandra Batten to ensure that the proper tracking takes place.
- We have reached out to Barbara Johnson to determine the size and cost of the visit.
- The compliance report construction will begin soon. The IE team will be reaching out for examples and information.

#### **10. Instruction**

- Dr. Brown will be back in force starting May 2.
- Working with SEMO to put together contact points by discipline in each institution to facilitate assistance with our students.
- Discussion of Dual Credit and what should be offered at the CTC's in the area.
- Dr. W. Payne, Dr. Hoggard, Dr. Lauder and Chuck Stratton visited with Mineral Area College to discuss dual credit and public safety. Setting up steps to attempt to meet the needs of the students through articulation agreements.
- Will continue to work on any newly hired faculty member to ensure that their credentials are in order.
- 12 policies/regulations are in process for the academic unit. Will be bringing them to cabinet for review.
- The faculty has asked the college to consider an abbreviated type of course outlines. This would streamline the process of putting together the syllabus for each class. This continues in discussion with the department chairs.





**COLLEGE CABINET MEETING MINUTES**  
**Tuesday, June 27 2017**  
**9:30 AM**

**Attendance**

Dr. Wesley Payne	Charlotte Eubank	Dr. Mary Lou Brown (absent)
Ann Matthews	Dr. Maribeth Payne	Kristina McDaniel
Teresa Johnson	Steve Atwood	Missy Marshall
Dr. Justin Hoggard	Janine Heath	

**1. President’s Opening Remarks:**

- The board has approved the college’s balanced budget based on a 5% decrease in credit hours.
- Progress is being made in the parking lots and on the sidewalks
- Steel is up at the Athletic building
- Catalog is in the final stages of being reviewed for printing. The final product will be spiral bound with tabs for each of the section.

**2. Follow-up Items**

Item	Responsible Party	Status

**3. Communications**

- **Handbooks**
  - Discussion on standardizing the various handbooks throughout the college. The intent is to provide a template for consistency in presentation. The first section of the handbook incorporates all of the necessary information for the student. The second section will be program/area specific. There were three different documents that were discussed:
    - 1) Documents that are open to the public
    - 2) Documents that have very narrow audiences
    - 3) Documents for internal use only
  - All public documents should be updated first. These documents should be compared to the consumer info page on the website.
  - There will be two templates
    - a. Academic
    - b. General handbook template that will not have a section II.
  - A review process will be established and published on the master calendar. Steve Atwood, Ann Matthews, Teresa Johnson, Justin Hoggard and Kristina McDaniel will be on the committee to set the reviews and ensure that they are completed in a timely manner.

**4. Financial Services**

- Budget should be imported into MyTRCC by the end of the week
- Everyone needs to make sure the FY17 is wrapped up. Any product that is supposed to be paid from FY17 funds must be received prior to June 30.
- The annual audit is schedule for just after Labor Day
- Discussion of the food service vending contract.
- Charlotte, Ann and others are exploring an idea that has been brought forward from Bob Jansen regarding the meal cards. The students may be able to get money on the card refunded as cash. We are still exploring the options.

#### **5. Human Resources**

- FY18 Pay dates were distributed
- Discussion on direct deposit for all employees. The policy states that all employees will be require to use direct deposit however there have been some exceptions to the policy. The cabinet agreed by consensus to begin to enforce the policy
- Review of the wellness checklist to be used in FY18 to secure funds in FY19.
- Discussion on who has an email account. It is an issue for those individuals that retire and keep their account. The information that is in the email should be passed on to the individual that is replacing them. Decision was made to put RET in front of the email address for all retired individuals.
- Discussion on verification of individuals requesting a password reset on their accounts. Steve and Kristina are reviewing the options and will return a recommendation to the cabinet.
- 3 resignations and one transfer for the month.

#### **6. Information Technology**

- Work continues on upgrading the ITV classrooms
- Kathy Richardson has finished the conversion of the system
- The Image Now update is being tested prior to roll out
- There is an additional backup installed on key computers throughout the college

#### **7. Institutional Effectiveness**

- Dr. M. Payne will be completing maintenance on SPOL and will then un-restrict the accounts
- Discussion of GAP 1210 Civil Rights
  - The current harassment policy and regulation should be removed from the web site
  - They should be replaced with Gap 1210 and the two associated regulations, one for employees and one for students
  - A generic complaint form should be designed for the web site. Kristina McDaniel and Ann Matthews will then review any complaints that are reported to determine if it is Title IX.
  - These regulations and policy will be taken to the board at the July Meeting
    - a. GAP 1210
    - b. PP 4850
    - c. SP 2130
    - d. PR 4850
    - e. SR 2130
    - f. PR 4840
    - g. SR 2120
- Discussion on the Grievance policies and regulations. Both Student and Employee.
- Discussion on the Deceased Student Policy. Ann and Charlotte will work on the regulation and return both to the cabinet.

**8. VP of academic and Student Services**

- Dr. Brown gave a final farewell. She has turned everything over to Dr. Hoggard. Dr. Payne thanked her for her service to the students and to the college.

**9. Student Services**

- The background process has been changed for the Felony Admission process. The new process will begin for the Spring semester
- Discussion on who is capable of changing the fillable forms on the web site. Several individuals have the ability however as to who is the person that will be responsible is tabled until after the position in IT has been filled.
- Ann Matthews suggested that we lower the cost of reprinting the diplomas to be more in line with other like institutions. Her suggested price was \$25.00. She also suggested that for the first 3 months after graduation, the reprinting be done at no cost. The cabinet agreed to both by consensus.
- Pell will be available to students year around starting with Fall of 17.

**10. Instruction**

- Bids are in for the construction necessary to move the welding classes to Dexter in the fall. The fees for the classes will be reviewed to make sure they are accurate.
- CRLA has been extended for three years.
- The Crisp faculty are moving to the Administration building in order to expand classroom space.
- Kevin Swan and Melissa Allen will remain in Crisp.
- Dr. Hoggard and representatives from SEMO are reviewing the needs of the new classrooms in the Cape College Center. A meeting will be held next week to discuss the needs and suggested funding sources
- We are reviewing the possibility of applying to a National Science Foundation Grant
- Discussion of Adjunct day and the agenda from last year was presented. Cabinet members should email Michelle Wooldridge with items they would like to see on the agenda.
- During Convocation Week, all faculty committees will meet. A schedule will be forthcoming.
- Dr. Hoggard presented an overview of NC-SARA. This allows the college to teach students that reside outside of our area.

**11. Centers**

- There are issues with Read 01 making at the centers. Reviewing the scores currently used to place students in this class.
- Adult education has been defunded with some sites closing and others restricting their schedules.
- The installation of the pivot is almost complete
- Requested that Dr. Hoggard review the regulation on instructor and administrative drop and tighten the language.



**COLLEGE CABINET MEETING MINUTES**  
**Tuesday, July 25 2017**  
**9:30 AM**

**Attendance**

Dr. Wesley Payne	Charlotte Eubank	Ann Matthews
Dr. Maribeth Payne	Kristina McDaniel	Teresa Johnson
Steve Atwood	Missy Marshall	Dr. Justin Hoggard
Janine Heath		

**1. President’s Opening Remarks:**

- The sidewalk project is coming along. An issue was identified with the lower steps. This resulted in the steps being removed and will need to be realigned with the sidewalk.
- The Plaster floors will have tile installed next week.
- The incorrect doors were delivered for the offices on the lower level of the Administration building. The process will continue however the offices will not have doors until the new ones arrive.
- We are 6.2% down in enrollment at this time. We need to
  - Get high schools directory information for graduates in our districts
  - Comb out system for anyone that has been here before and is close completing and make personal contact to attempt to get them to register.

**2. Follow-up Items**

Item	Responsible Party	Status

**3. Institutional Effectiveness**

- Policies and Regulations
  - SR2620 – Disciplinary Proceedings: The following changes were discussed
    - a. 3 days to appeal the decision and then the appeal process is evoked
    - b. The committee will no longer have students sit on the committee
    - c. Change the regulation to mirror the appeal process
    - d. Dr. Maribeth Payne and Ann Matthews will make the changes and review for accuracy in the process.
    - e. Regulation will go to the Board of Trustees at the August meeting
  - SR 2760-Financial Aid Satisfactory Academic Progress (Regina Morris)
    - a. Discussion regarding the two types of academic progress. One is for financial aid and includes all classes in the GPA, the other is for academic success and does not include transitional classes (Dean’s List) calculation.
    - b. Regulation will go to the Board of Trustees at the August meeting.
  - SR 2420 – Deceased Students

- a. Revisions were discussed. Changes will be made and a final review will be conducted by Ann Matthews and Charlotte Eubank. After the revisions have been reviewed, the final regulation will be resent to Cabinet member for their review.
- b. Regulation will go to the Board of Trustees at the August meeting
- Policies and regulations that are incomplete were discussed. A listing was given to the cabinet members for them to review and submit for approval.
- SPOL has been upgraded. Navigation through the program has been simplified. Dr. Maribeth Payne will send out specifications after review. Each cabinet member should work with their managers to update FY17 results and use of results.

#### **4. Financial Services**

- The admission policy should be changed to reflect the change to the counties in neighboring state for out of district tuition instead of out of state.
- Auditors will be here the day after Labor Day for the annual audit
- Any outstanding bills from FY17 must be submitted for payment in order to be included on the August 8 check run.
- Any PO's that are open for FY17 must be closed.
- The bookstore meal plan including the cash back option is not going to move forward. Mr. Jansen is looking at implementing a money management program that would allow for incremental loads on the cards.
- Working on a significant number of budget adjustments for FY18. These will be finalized after the fall enrollment is complete
- Employees have to apply for tuition remission every academic year

#### **5. Human Resources**

- Benefits fair is August 10. Please encourage your employees to sign up.
- Several personnel changes
  - Samantha Landers will be moving from Malden to Dexter
  - Nick Libla will return starting August 7
- Employees will be recognized for their years of service at the convocation lunch
- Discussion regarding employees providing references for employees moving on. This would include reference letters and phone calls. The cabinet overwhelming thought that employees should be able to provide references. Dr. Payne will discuss with the college attorney.

#### **6. Information Technology**

- Ben Gordon is currently installing the last of the upgraded ITV rooms.
- Computer services is catching up on projects
- The Round Table discussion previously held on a monthly basis will be discontinued due to lack of participation
- Phishing emails will be sent out on a monthly basis in order to continue training of the employees.

#### **7. Student Services**

- Discussion regarding relationships with the high school counselors. The focus for the new recruiter will be to shore up the relationships even more.
- Financial Aid, Testing, and the SRO are now in their new offices.
- Registrar and Dean's office are the next on the construction schedule.

#### **8. Instruction**

- Adjunct Day is August 4 in the Tinnin Center

- If there are training needs for convocation week, please send the information to Michelle Wooldridge to get on the calendar.
- NCSARA application is going out today.
- The MDHE review was sent yesterday
- There is a concern about the number of adjunct instructors still needed for fall classes.
- The communication for the Tinnin Center operations will be sent out tomorrow. There are a couple of remaining items to be worked out.
- The state will be finalizing the common curriculum which must be in place for Fall 18.
- Dr. Hoggard met with officials from New Madrid and a potential steel business. This will potentially bring over 200 jobs to the area. The discussion surrounded training that would be provided by Three Rivers.
- Dr. Hoggard is working with a consortium for the MLT program. Moberly will lead the charge to standardize the program which will hopefully be available for the Fall 18 class. There will be two full time faculty; one from TRC and one from Moberly. The program will move to an ITV platform. There continues to be concerns regarding how to measure the quality of instruction but will be worked out before the program is offered.

#### **9. Centers**

- Discussion regarding book checkout without the temp labor previously provided by the bookstore.
- Will begin to alter the purpose of the Center Director's meetings to be more brainstorming instead of training.

#### **10. Communications**

- The campus map needs to be updated to include the new sidewalks
- Shared the list of photography needs in order for the cabinet members to assist in getting these pictures.
- The updated handbook template is on the gateway. Dr. Payne instructed:
  - a. Get it right the day it is published
  - b. Put a date on it
  - c. Continue to update as things change
  - d. Do not duplicate policy and regulation in the handbook rather provide a brief description and link it to the web.
- The proofing process may take time to get all of the hand books completed.



**COLLEGE CABINET MEETING MINUTES**  
**Tuesday, August 15, 2017**  
**9:30 AM**

**Attendance**

Dr. Wesley Payne	Charlotte Eubank	Ann Matthews
Dr. Maribeth Payne	Kristina McDaniel	Teresa Johnson
Steve Atwood	Missy Marshall	Dr. Justin Hoggard
Janine Heath		

**1. President’s Opening Remarks:**

- Enrollment is currently down 8% however the dollars are at budgeted levels due to the mix of students in and out of district.
- The retirement incentive is being reconsidered and may be offered again in the fall
- Sidewalks are moving along. Some issues with washing out but the company is addressing the issues.
- There will be a water feature in the middle of the hill

**2. Follow-up Items**

Item	Responsible Party	Status

**3. Institutional Effectiveness**

- Remember to fill out an IE request form if you want a document to review.
- If you need assistance from the office, please let them know as soon as possible. The office is currently working on the assurance document that is due by the end of the semester
- Discussion regarding the policy and regulation matrix that will be available to all cabinet members providing a cross walk for all references to each of the policies and regulations
- Working on the Federal Compliance report. Requests for information will be going to all of the departments.
- SPOL is currently down due to issues with the upgrade. Hopefully it will be completed and back up soon.
- Off-site location Debrief meeting will be held on October 30. Janine will change the Cabinet meeting from the 24<sup>th</sup> to the 30<sup>th</sup>.

**4. Human Resources**

- The Biometric Fair was successful. Check on your Rally for the results. 106 participants
- There will be new information coming for PSRS/PEERS regarding rules for retirees and employment
- The MCCA renewal is currently being conducted
- Orientation sessions will begin in September. If you have employees that need to attend make sure that they do so.

- HR is finalizing all of the changes to the insurance forms and systems
- Key Drugs is not an authorized vendor for the new health system. Ms. McDaniel is working on identifying another source for the Flu Shots

#### **5. IT**

- Issues with the SPOL upgrade. The company has finally figured out the issue and has corrected. Currently under test to ensure all functionality works.
- Ben Gordon has finished the ITV upgrades. Instructors are being trained on the new equipment.
- Nick Libla is back on campus and has stepped right in to the team.
- James Huskey has started in Distance Learning
- Currently interviewing for Bridgette Barnhill's replacement
- There was a recent theft in one of the IT offices. The individual was caught on camera and is no longer an employee of the third party company.

#### **6. Instruction**

- NC-SARA state agreements to authorize colleges to conduct activities across state lines has been approved. This deals with on-line classes and internships. By joining this organization the college is protected from fines being levied by other states. Justin will forward the information to the cabinet members.
- Discussion of the increases to classes due to the change of the common hour from noon to 2pm.
- Currently reducing number of sections offered in certain classes to ensure that the classes are full. Maximizing our resources.
- Missy Marshall requested addition of Read 01 and Read 02 during the day. All classes fill early and there are students that must have these classes. She and Justin will work on the scheduling.
- Working on credentialing to ensure that we are in compliance.
- Update on APRIL: This is an HLC quality initiative. It is assessment and quality learning. A student committee has been established to review the outcomes. The results that we are seeing at this point:
  - Issues with higher level of learning information (literacy).
  - Students are scoring up to 20 points lower in ITV classes versus face to face. There are 6 faculty members on the task force to improve the learning in ITV classes. The instructional piece is being completely reviewed and revised.
- Working with the state on a common curriculum or the Gen Ed block. This new curriculum must be implemented by fall 2018.
- Ms. Matthews asked about the ITV auction and if it was going to continue. Dr. Hoggard will discuss with the Chairs and follow up with Ms. Matthews and the Off-site Directors.

#### **7. Student Services**

- Question regarding a student with a disability that has a difficult time walking up from the main parking lot. Discussion regarding providing shuttle service.
- Discussion regarding surplus property. The staff can only purchase through an auction. Purchasing is currently using govdeals.com. Charlotte Eubank and Cammy Halcumb are currently working on a training document and linking it to the web.
- Conducting interviews with recruiter candidates

#### **8. Centers**

- A thanks to Dr. Hoggard for the remedial schedules.



- Continuing to see an increase in Web based classes
- Dr. Payne believes that we have a growth opportunity with on-line degrees. This will require quality initiatives and support. Student needs should be documented and developed.
- A large number of students registered last minute at the off-site locations and as a result were put into on line classes.
- The directors are starting to put together debriefing notes for the meeting in the fall.

**9. Communications**

- Revising the proofing process. We need to incorporate a content check for accuracy of information.
- Looking at the review process for the website and other types of permanent information
- Raider Athletic web site is live. We have done a soft launch for now but will push it for “Meet the Raiders”.
- Finishing the materials for the Patrons of the Arts kick-off. Posters and brochure are almost completed. On-line ticket information has been submitted.
- Catalog in final proof and should be in the President’s office for final review today.

**10. Financial Services**

- Melissa Woolard’s husband was in a car accident this morning. Does not appear to have serious injuries but Charlotte will keep everyone posted.
- Harp’s is changing to a different brand. It is becoming 10/Box. Similar to a Price Cutter model. Mr. Jansen is monitoring the meal program usage.
- Tuition remission is down from last year. Currently reviewing who is on the list.
- Audit for FY17 will begin in September therefore there will be no more expenditures from the prior year budgets.



**COLLEGE CABINET MEETING MINUTES**  
**Tuesday, October 10, 2017**  
**9:30 AM**

**Attendance**

Dr. Wesley Payne	Charlotte Eubank	Ann Matthews
Dr. Maribeth Payne	Kristina McDaniel	Teresa Johnson (Absent)
Steve Atwood	Missy Marshall (absent)	Dr. Justin Hoggard
Janine Heath		

**1. President's Opening Remarks:**

- The parking lots are coming along. An alternative remediation for the asphalt issues in the lower lot had been identified. The company will schedule the work.
- The sports complex continues at a slower than expected pace. The contractor is behind and scheduling discussions are ongoing.
- The October Board meeting will be held in Doniphan at the Current River Career Center. Only the individuals that actually sit at the board table are obligated to go.

**2. Institutional Effectiveness**

- Assurance argument and Federal Compliance reports are moving forward.
- If you site an example involving students, the best example is where you can provide proof that the college learned something from the situation.
- If you need policies and regulations changed or approved, these should be through the internal and board process by the end of December.
- The Faculty Handbook must be complete by the end of December.

**3. Instruction**

- Update on the recent Math Symposium. There is a general sense of discontent with what is happening at SEMO. They continue to change the requirements and that is affecting student transfers.
- Discussion regarding the pathways based on the degree being sought. The question is whether or not College Algebra is the higher level math. Dr. Payne asked that Nicole Sifford have her math instructors to review their individual studies and look at the studies generally instead of specific courses.
- There is a meeting on the 15<sup>th</sup> with the CAO's to discuss the common curriculum and the courses that should be included in order to establish standards throughout the state. The number of hours required for the courses and labs must be consistent college to college.
- Dual Credit – Dr. Hoggard is meeting with Amanda Taylor at the Kennett high school to discuss the possibility of conducting dual credit classes in Kennett. There is a concern that Arkansas North Central is going to offer these classes on line. Dr. Hoggard needs to find out if the instructors are being paid by ANC or by the school systems.
- There is a meeting on October 12 with the Poplar Bluff schools to discuss dual credit tuition and how it is being paid. Dr. Hoggard asked Charlotte Eubank to reach out to Rod Priest to get him to attend the meeting. Discussion on the emphasis being placed on AP classes instead of Dual Credit.
- The drop date has been adjusted to two weeks prior to the end of the semester.

#### **4. Student Services**

- Currently working with Dr. Hoggard on Drop/Withdrawal process changes to reflect the current procedures.
- Student handbook has been reworked to follow the catalog.
- Chris Adams and Dr. Hoggard have discussed the Enrollment Plan and completed the review. The plan will move forward to Ann Matthews to clean up. Dr. Maribeth Payne and Chris Adams will meet to format the plan and then send to cabinet for review.
- Review of the attendance process in order to stay in compliance with the federal government requirements. Canceled classes are an issue that is being addressed. Dr. Payne asked that Ms. Matthews continue the manual review and if there is a doubt on whether or not the student should be dropped, continue with the drop and let the instructors reinstate.

#### **5. Centers**

- Student appreciations are being held this month at all centers.
- The directors are continuing to have meetings with the high school counselors in their areas.
- Michelle Lane is working on the spring survey. Target date of February 12, 2018
- Sikeston is working on a murder mystery event with TRET and the little theater. Target date is March 3
- POTA sponsors are on board and paid.

#### **6. Communications**

- Handbook template review is in process
- Working on Patrons, registration and HLC items

#### **7. Financial Services**

- Auditors have left the building. It was a challenging audit this year. The audit firm underwent their peer review this year which resulted in a more in depth audit for us. Issues came up but there are no findings at this time.
- The DOL grant has expired. All that is left are the final reports.
- MOSTEMWINS will be a focus for next year's audit. We need to prepare now. Any deviation from the grant must have written approval from the grant manager at MCCA as well as the federal representative.
- Dr. Wesley Payne explained if the college has a federal compliance issue the following actions occur:
  - Notify HLC
  - Notify Department of Ed
  - Loose status as a low risk auditee (5 years)
  - Open the college up to a possible audit from the federal government
- Now that the audit is in the final stages, Financial Services will again focus on regulations and policies
- The rate for rental cars has changes. The travel request and travel claim form will be changed to reflect the new rates.
- Maintenance is making good progress on the first floor remodel. Currently getting pricing on cutting the main entrance door into the side of the building.

#### **8. Human Resources**

- Discussion of new hires and other personnel changes
- Discussion of supervisor training. Mr. Richardson and Mr. Mickes have both agreed to conduct the classes. Need to decide when we want the training, will it be mandatory and who should attend.

- The annual training is now on line. Title IX has been withheld awaiting changes based on the new Federal guidelines.
- New employee orientation is continuing
- Discussion on the mandatory direct deposit. There are four employees that have not responded with the information required to complete the process. Kristina McDaniel is to work with Dr. Hoggard to make sure all of the employees complete this process.

**9. IT**

- During fall break a full back up was produced. The administration demark was rewired to provide better service.
- Data governance meetings are being scheduled with the various departments for input into the policy/regulation.
- Microsoft Office is no longer available to employees free for their home use. Steve Atwood is looking at options.
- Working on the HLC argument items.



**COLLEGE CABINET MEETING MINUTES**  
**Monday, October 30, 2017**  
**8:30 AM**

**Attendance**

Dr. Wesley Payne	Charlotte Eubank	Ann Matthews
Dr. Maribeth Payne	Kristina McDaniel	Teresa Johnson (Absent)
Steve Atwood	Missy Marshall (absent)	Dr. Justin Hoggard
Janine Heath		

**1. External Location Debrief**

- External location directors and the office of Institutional Effectiveness joined the cabinet meeting to discuss the fall enrollment process.
  - The spring 2017 External Location Satisfaction Surveys were discussed.
  - Fall 2017 Registration survey Results were provided to the Directors
- Sandra Batten will send out official minutes of the meeting.

**2. President's Opening Remarks**

- Discussion of the parking lot project and an update on the paving issues.
- The city of Poplar Bluff has agreed to allow the college to store two of their moveable basketball goals.

**3. Instruction**

- November 3<sup>rd</sup> is the last day for students to drop classes
- A.P.R.I.L. task force attended the HLC meeting for the final presentation of the project. The individuals reviewing our project were impressed with the direction and detail of the project.
- Dr. Hoggard will attend the final meeting of the Common Curriculum on November 14. The committee has reviewed and revised more than 90% Gen Ed block. We will take this information and revamp our programs of study for the fall of 2018 to align with the other colleges in the state.
- Discussion of pathways available for entry into college. Dr. Hoggard discussed considering the College Ready test administered by the high schools. Dr. Payne suggested that we review the methodology at School of the Ozarks for self-placement.
- Discussion of the methodology used to establish schedules for the spring. There are issues with class availability that has created barriers for the students. Dr. Hoggard is working with the Registrar and Department Chairs to improve the method of setting schedules in the system.
- Dr. Hoggard requested that the ITV rooms be reserved through Edie Dilbeck. This will eliminate several availability issues.
- Full time faculty are in the process of reviewing adjunct instructors.
- Dr. Hoggard and Amanda Taylor met with administration at the Poplar Bluff High School regarding Dual Credit issues.
- Dr. Hoggard has set up a meeting with ASU to discuss common curriculum to ensure that any changes made will align with ASU in order for the students to receive credit for their classes.

**4. Student Services**

- Enrollment numbers for the spring are positive
- Moving into the new offices this week
- The shredding project will be complete today

**5. Communications**

- Discussion of the Weatherbird procedures. Teresa Johnson will revise the procedures based on the feedback.
- Kaitlyn Johnson will be on maternity leave starting the latter part of January. She will be returning in April
- Communications is working on the handbook template review

**6. Financial Services**

- The staff is finishing up the audit
- Discussion of state funding and the formulas and processes involved
- Ashley Willcut has return from maternity leave and Casey will be going out in January

**7. Human Resources**

- Kristina McDaniel provided an update on personnel changes
- Discussion of possible dates for the supervisory training. Decided on December 14.

**8. Information Technology**

- The data governance policy is being reviewed in preparation of going to the board for approval
- The Technology Plan is ready for cabinet review. Steve Atwood will be sending it to each of the members electronically

**9. Institutional Effectiveness**

- There is a luncheon scheduled for November 7 to celebrate all of the accomplishments achieved in the past three years. A.P.R.I.L. will present their project for HLC.



**COLLEGE CABINET MEETING MINUTES**  
**Tuesday, November 28, 2017**  
**9:30 AM**

**Attendance**

Dr. Wesley Payne	Charlotte Eubank	Ann Matthews
Dr. Maribeth Payne (Absent)	Kristina McDaniel	Teresa Johnson
Steve Atwood	Missy Marshall	Dr. Justin Hoggard
Janine Heath		

**1. President's Opening Remarks**

- The parking lots are complete. Working with Dille Traxel on the final punch list for the contractor.
- Janine Heath to order the filler bricks for the circle.
- Signs have been ordered

**2. Student Services**

- Amanda, Tracy, Casey, Gail and Danielle joined the meeting to discuss the proposed food pantry.
  - Will be based on donations
  - Solicitation for donations will be during the peak times for the students. Generally before financial aid is distributed
  - Need to determine if a link to other agencies can be established for times the college is not open
  - Discussion on tracking the donations to the college. Specifically cash donations.
  - Discussion on the need based, long term needs. Questions on the application and the type of questions that are asked
  - Discussion on employee compensation for staffing the party. Are the employees compensated for their time
  - Discussion on partnering with a 3<sup>rd</sup> party or running the operations through the SGA agency account
  - Next steps
    - a. Procedure to be amended and proofed by the committee
    - b. Janine Heath will send to Mark Richardson when it is finalized
    - c. Charlotte Eubank will send to the insurance company and get comments in writing
  - Will presented to cabinet when finalized for final decision.
- Amanda and Danielle remained to discuss Dual Credit Scholarships
  - Discussion of the student population that is being targeted
  - Basically students that are A+ and not Pell eligible
  - Need to work with Ann Matthews and Justin Hoggard to perfect the language of the award
- Discussion on Identity Verification Process
  - Discussion on how to verify returning student identification

- Advisors should verify the student is actually who they say they are by asking the questions outlined in the proposal
- First time students should be positively verified
- Dr. Wesley Payne provided the recommendations to Ann Matthews for revision to the regulation. Sandra Batten should make the changes and send out to Dr. W. Payne, Dr. MB Payne, and Ann Matthews for review. Once the review is completed, the regulation will go to faculty for adoption.
- Discussion of Senate Bill 52 on Suicide awareness and prevention. Ms. Matthews is working with Office of IE and Student Services staff to finalize a policy that will address the points required.

### **3. External Locations**

- The Directors are continuing the regular meetings with Ann Matthews. This is very productive for the external locations
- Continuing to push enrollment for the spring
- 250 eighth graders from Sikeston toured the facility for career day. A successful event.

### **4. Communications**

- In the process of updating the handbook template.
  - Added college history
  - Revised text message information
  - Added security report information
  - Publish dates on the front of the handbook will resolve the issue of having to change every time there is a change to process/procedure
- Weatherbird update completed
- Kaitlynn will be going out on maternity leave in January
- The method used for online donations to the Trust will be changing

### **5. Financial Services**

- Working on Student Refund regulation
- Audit 2017 has been published on the web site
- Fiscal year 2017 has been closed in MyTRCC
- Agency account cannot be viewed in self-service until the update is applied
- There have been Issues identified with the way the committee balanced the 2018 budget. Some suggestions
  - Change the way we balance to include departmental meetings instead of waiting until the end
  - Increase the amount of time to prepare the budget

### **6. Human Resources**

- Review of the College Hiring regulation. Kristina McDaniel should make the suggested changes and send to communications for proofing process. Copies should be sent to Dr. W and Dr. MB Payne for review
- Orientation is December 1
- As of January 1 the minimum wage will increase from \$7.70 to \$7.85 per hour
- Kristina is working with the insurance company to revisit Worker Comp providers for the external locations
- Discussion of new hires and resignations

### **7. Information Technology**

- The department is in the process of upgrading Blackboard for spring semester



- Proposing to move from smart boards to TV screens with available enhancement grant funds. Instructors are reviewing the changes

**8. Instruction**

- High School Counselors meeting will be held in the Tinnin on December 1
  - Department chairs will present their programs
  - Presentation on the University Center
- Dr. Hoggard will be attending the CAO meeting on December 1
- Discussion of practices around placement tests. Dr. Hoggard will meet with Ms. Matthews and revise procedures to be included in the catalog
- The December 14 ruling by the SEC on net neutrality may have a significant impact on Higher Education