



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Tuesday, February 4, 2020

9:30am

Board Room – Tinnin Center

Attendance

Dr. Wesley Payne

Charlotte Eubank(Absent)

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Steve Atwood

Janine Heath

1. Dr. Payne

- The house lights in the Tinnin Theater are not working correctly. Robert Abney is working to get them fixed.
- The \$30 million that MCCA asked for core funding to fix the equity issues were not included in the Governor's budget. Working with the Senate to get this money put back in.
- We will budget flat on State allocations
- Looking closely at tuition and enrollment projections with the possibility of raising in-district tuition
- The College will host the Earthquake Summit on February 20 and 21
- Update on the Crisp remodel.
 - The rock that was in the way has been removed
 - Working with the City on the utilities and costs associated
 - It is scheduled to be completed by June 1
- Athletics/Housing
 - Modification of athletic and housing rules are in process
 - Trying to create an intermediate step before removal

2. Instruction

- We are making progress on online programs. We have scheduled a soft start for Fall 2020.
- We need to encourage the students in Gen Ed to declare a major earlier
- Continue to work on a system for scheduling more evening classes
 - Focus on programs that feed into our partner schools
 - Schedule using ITV classes
 - Eight week classes with a 2 year plan

3. Student Services

- Discussion of the tuition waiver for Senior Citizens. Charlotte Eubank to get more data from other two year institutions and will work with Ann Matthews to bring back a plan for review.
- The VA Federal Audit is scheduled for February 19
- Question on children in the classroom. It is up to the faculty
- Working on a Transfer Day in April for all faculty in our service area. Possibly purchase a shirt for each in order to get larger participation. Ann Matthews to work with Student Services staff and bring back a plan

- Discussion of the fee for Alternative College Credit. More often than not the fee is being waived. The request was made to remove the fee from the process and regulation.
- Ann Matthews is to develop a plan to have a Dean's list for part time students
- Discussion on a focus group for Testing and Disability Services. The purpose is to get ideas on improved function in these areas.
- We have received notification that the Federal Aid for Work Study will be less than the amount that we have received this year. We will have to make adjustments in all areas.

4. Institutional Effectiveness

- SPOL is now back up and ready for planning and budgeting to begin. There will be scheduled training every Wednesday and Friday through February for the budget managers on the changes in the system.
- Discussions of the regulations scheduled to go to the February Board meeting.

5. Financial Services

- Discussion of the recent fire in housing and insurance concerns.
- We have received payment for the damage to the truck that was backed into.
- Discussion of the Enhancement and Perkins grant
- Letters have been sent to United and St. Francis regarding the issue of coverage for the employees

6. Human Resources

- Discussion of the training checklist and all individuals that have not completed the required training
- The new Vehicle Registration system is now up and ready to be implemented. All employees will need to re-register their vehicles
- New Employee Orientation will begin this Friday.
- There are several positions that are open throughout the college

7. Information Technology

- Office 365 transition is continuing
- Working on a privacy policy for the web site
- Working on Financial Services access to Informer to assist in running reports
- We have started working on the advertising campaign for on-line degrees that will be available in the Fall.



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Friday, March 22, 2020

11am

Board Room – Tinnin Center

Attendance

Dr. Wesley Payne

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Steve Atwood

Janine Heath

1. Dr. Payne

- Open discussion on how we work from home due to the orders from the Governor
 - Employees can have VOIP phones installed in their homes in order to continue to answer calls
 - Currently working on the logistics with the Welcome Center
 - IT will provide whatever support needed for the employees to work remotely
 - IT will provide instructional support
 - Checking on whether the government will allow us to continue to pay work studies
 - Delay registration to April 6
 - Delay in Student Password resets



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Friday, April 3, 2020

12am

Board Room – Tinnin Center

Attendance

Dr. Wesley Payne

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne(via phone)

Kristina McDaniel

Steve Atwood

Janine Heath

1. Dr. Payne

- Open discussion regarding instruction in the summer and keeping the College running with the employees working remotely
 - There is a regular meeting for the Department Chairs on Monday mornings
 - Classes are being designed to go all on-line for the Summer semesters
 - Continue to discuss how we accomplish entry testing
 - Discussion regarding the new leave policies from the government on FMLA and the impact to the college
 - Kristina to put together a list of part-time employees and how we continue to pay them
- Updates
 - The College is eligible for the SBA loan that will cover payroll for two months
 - Discussion on how employees are tracking time
 - The College needs to return to operational status as soon as possible
 - Discussion of the budget and the process that will be followed in order to complete the budget for FY20-21 year
 - Discussion on the changes to the Employee insurance. Raising the deductible will allow the College to budget for employee raises
 - Zoom meetings should be used whenever possible
 - IT continues to work on restoring the systems from the Ransomware attack
 - How do the students test for the MOGIA test
 - April 15 for new student enrollment which will be virtual
 - Discussion on how many students have moved out of housing and how many still have their belongings in the rooms. Ann to discuss with Chuck on how to safely have the student retrieve their belongings



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Wednesday, April 29, 2020

9:00am

Board Room – Tinnin Center

Attendance

Dr. Wesley Payne

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Steve Atwood

Janine Heath

1. Dr. Payne

- Open discussion regarding the CARES Act and the financial impact to the College as well as the impact to our employees.
 - We continue to wait for guidance from DOE as to methodology of returning money to the students. The information from the DOE changes daily.
- Discussions regarding Fall semester
 - Dr. Payne is working with the superintendents trying to obtain names and contact information for all seniors
 - Ann Matthews indicated that we could purchase a list from ACT in order to get contact information. Dr. Payne approved the \$5,000 expenditure
 - Discussion on marketing ideas and the steps we are taking to reach the seniors and other individuals that might want to enroll in the fall
 - Discussion of social media
- Graduation
 - MCCA is encouraging all colleges to do a picture on May 7 with ribbons and signs to recognize the graduating students
 - Discussion of the possibility of a virtual graduation. Ann Matthews is to lead the charge on this idea to see if it is feasible to put something together
- CARES Leave:
 - FMLA counts as part of the standard FMLA 12 weeks
 - Question on whether we allow the employees to take leave to make up the 1/3 that is not paid on the leave. The cabinet members agreed that the employees could do this.
 - Agreed to allow employees to take intermittent leave.
- Return to work
 - May 4 – May 17: Employees back
 - May 18 – May 31: Back with limited meetings
 - June 1: Fully open
- Students will be allowed to return to housing to pick up their belongings starting May 4 by appointment only.

2. Institutional Effectiveness

- A reminder that before the Cabinet members review their direct reports plans in SPOL, they should be submitted to IE to work with the planners to finalize.

3. Information Technology

- The scanning function on the copy machines has not been restored.
- The Wireless system is not functional
- Still working on Files1



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Tuesday, July 14, 2020

9:30am

Board Room – Westover Administration Building

Attendance

Dr. Wesley Payne

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Steve Atwood

Janine Heath

1. Dr. Payne

- Discussion regarding the CARES State money that was just approved by the Governor and the remaining money we received from the Federal grant. Charlotte Eubank explained the breakdown of the approximately \$800,000 received. Two thirds of the money is earmarked specifically for COVID related supplies and the costs incurred by the College for remote learning. Charlotte will review the existing budget to determine if there are items, we included that would be covered by these funds.
- Dr. Payne discussed the options for opening in the fall. Included in the discussion are the items below. He will be working with the health officials to develop the plan and will be sending it to the staff as a guiding document.
 - Requirement for wearing masks and the process to get them to faculty, staff and students.
 - Public events held on campus
 - Preparation of classrooms for broadcasting instruction to students not in the classroom.
 - Face to face instruction and any concerns with ADA students

2. Student Services/External Locations

- Dean Matthews informed the Cabinet that we are working with SEMO Food Bank and have agreed to be a pickup location on September 1 for families in Butler County to pick up food if needed. The pickup location will be at Libla Family Sports Center parking lot.
- The College will be applying for the MSLF grant again this year to assist in funding our food bank for the students.
- Enrollment numbers are positive for the fall.
- Discussion on the expected International students and if they will be allowed to leave their country and enter the United States.

3. Financial Services

- We have given notice to Bank Mobil to end the contract for student refunds. We are bringing that process back in house. Students will have to have an active checking account in order to get the funds electronically. Banks are being contacted to see if they want to set up an area on campus in order to explain their services to the students when they return for the fall.

4. Institutional Effectiveness

- SPOL has been updated and the system is being tested to ensure that everything works correctly.

5. Human Resources

- Jennifer Inman and Kathy Richardson have been testing changes to the Self-Service system and will hopefully roll out the new changes early in the fall.
- We are currently setting up contracts for remote access for I-9 and background checks for adjuncts from other states.
- Grant funded positions are open and we are hiring.
- We are moving forward with the Biometric screening on August 14.

6. Information Technology/Communications

- Working on finishing up the technology in the new board room.
- Conducting malware training
- Continue to work on items that are not restored from the Ransomware attack. If you have something in your area that is not working, please let Steve know.
- Getting Crisp ready of instruction is a priority
- Working on getting a substitute for Zoom for instruction to students.
- The system will be taken down to do some work on the Firewall. Discussion on when this should happen since summer classes are being held.
- We are looking to see if we need to contract with a National firm for advertising our on-line programs.
- Two factor authentication is being tested in some of the offices to make sure it is working before rolling it out to the entire college.

7. Instruction

- Working on preparations for the Fall semester.
- Discussion of what to do about convocation lunch. Decided to do box lunches.



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Thursday, August 6 2020

9:30am

Board Room – Westover Administration Building

Attendance

Dr. Wesley Payne

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Steve Atwood

Janine Heath

1. Dr. Payne

- Working on finalization of the SRO contract with the City.
- Discussion of MSU entering our area with Dual Credit offer to high school students
- Discussion of the possibility of a 13th Community College to be located in the Cape area.
- Discussion regarding mask requirements as we plan for the start of the fall semester.
- Parking in Crisp will open on August 10 and will be available for staff, faculty and students.

2. Instruction

- Getting ready for the start of the fall semester. A huge amount of work has been done over the past few months in Distance Learning. All online classes are in review. Outstanding issue to be decided is the efficient and effective oversight of the classes during the semester.
- Currently redesigning CAPSTONE in order to ensure it is a worthwhile experience for the student. Evaluating the need for all degree students to complete the course.
- Catalog review is in the final stages and will be in publication soon
- Our medical advisors will be at Convocation to answer questions from faculty and staff.
- While all community colleges in the state are reporting that they are down in credit/head count for the fall including Three Rivers, we are optimistic regarding our financial status.
- We are evaluating the need to team with a national marketing firm for our on-line degree program offering
- Doubtful that we will have a Patron of the Arts season this year due in part to the lack of entertainers booking at any location.
- David Fielding has retired. This will impact exhibits at the gallery for the near future.
- Will Cooper has been named Department Chair, Career Studies and Workforce Development

3. Student Services/External Locations

- The contract has been signed for Signal Vine for student communications
- There will be a food truck at Libla on August 31 providing food for students to pick up
- ROCS video is being put together in order to do the orientation online
- We received the TECH grant again this year. The total of the grant is \$5,000 which can be used to assist students with their internet needs.
- Housing is gearing up for the return of the students. Everyone in housing is required to produce a negative COVID 19 test before being allowed into their rooms.

- Registration continues. A reminder that for the next two weeks we will be working late hours.

4. Financial Services

- Update on the masks and when they should arrive. The original ship date was revised by the vendor. If they are not here for Convocation there will be disposable masks available
- 99.9% of Crisp furniture is in and set up
- Auditors will be on campus starting September 14
- Discussion of salary budgets and how the salaries were calculated for the FY21 budget since the raise will be mid-year.

5. Human Resources

- Moving forward with Bio Screening on August 14
- United Health Care has extended COVID 19 service to October 20.

6. Information Technology/Communications

- Multi-authentication has been enabled for all staff
- Security questions from the audit is out for review. Request to have your comments back to Steve Atwood by mid-August
- Please check your areas for technology items that are not working correctly and put in an IT ticket on items as necessary
- We have a work around in Blackboard for the system bug that was found. We are waiting on Blackboard to provide us with a permanent fix.
- Working on getting Media Link back up by August 17 for the beginning of classes
- Starting to order items that were approved in the Enhancement Grant
- Working on the installation and setup of the Proctoring Software

7. Institutional Effectiveness

- The ACHIEVE grant was approved.
- Nine policies and regulations are going to the next board meeting for approval
- Discussion of other policies and regulations that may need to be updated
- Explained the work around for the folder issue in SPOL. Dr. Maribeth Payne will keep everyone informed as to the status.



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Thursday, August 25, 2020

9:30am

Board Room – Westover Administration Building

Attendance

Dr. Wesley Payne

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Steve Atwood

Janine Heath

1. Dr. Payne

- St. Francis and United Health Care have reached agreement and St. Francis will be back In-Network as of September 1, 2020.
- OTA through Missouri Health Consortium is now out of probation and fully accredited
- Starting work on the remaining roadways and parking at Crisp
- Starting to schedule for the upgrade to baseball and softball complexes
- Continue to work through the Dual Credit issues with MSU and Drury
- The possibility of the 13th Community College is now gone.

2. Student Services/External Locations

- The enrollment has finished now switching to retention
- Signal Vine is now active for student notification and texting for recruiters and advisors
- The modality of our instruction has changed. On-line only students have increased by approximately 64%
- External locations: Dexter will return to full staff on October 1; Kathy Ballard has returned to Kennett
- Discussion of the new system for the financial aid payout to the students. With the changes that have been made, we need to review policies and regulations to make sure that they reflect these changes.
- Everyone needs to review their portion of the Consumer Information page to make sure it is up to date.

3. Financial Services

- Charlotte Eubank reviewed the CARES grant money and the areas that we are planning to spend this money in order to fulfill the requirements of the college as well as staying within the restrictions of the funds.
- Financial Services is getting ready for the audit to begin on September 14.

4. Human Resources

- 90 employees participated in the Biometric screening.
- Reminder that leave forms are to be filled out and approved prior to taking time. With sick leave, you must fill these forms out on the day of your return.

- Reminder that work studies cannot begin work until all background checks and paperwork has been completed and Human Resources contact you that the student can begin work.
- Discussion on what computer access should be allowed for our student workers
- Discussion regarding the payroll tax reduction recently signed into effect. There are no clear directions as to whether this is just a suspension of the withholding or a forgiveness of the tax. Until the instructions are made clear we are not going to suspend the withholding in the event the employee would remain responsible for the payment of the taxes.
- PSRS has announced that the hour/dollar limit on retirees returning to the workplace has been suspended. Researching for how long this suspension will be in effect. This could assist the college with adjunct hours for the spring semester.
- Title IX training will begin regarding the new regulations. Dates and times will be provided to the Title IX committee

5. Information Technology/Communications

- The opening of Fall semester was smooth from an IT perspective
- Additional Zoom licenses have been purchased for instructors and staff that need the unlimited time for Zoom meetings
- Working on the transcript problem and expect to have a work around soon
- Working on the ticket system to try to determine the issue with the first ticket of the day not sending
- IT is down to 151 open tickets from over 400 at the beginning of the semester
- Nick Libla is now in the Library and Derrick Pickens has returned to the IT team as the swing technician
- Phishing campaigns will begin soon
- Dr. Payne asked the cabinet members to make sure that their staff members put in maintenance and IT tickets for issues instead of approaching the staff members in these departments to fix things.

6. Institutional Effectiveness

- Working on setting up the assessment module in SPOL
- Discussion on the financial reports needed for the program managers as they complete their program reviews
- Plans in SPOL should be updated to reflect the changes made in the spring due to Ransomware and COVID 19 in order to provide historical information for improvement as we move forward
- Review your regulations to determine which ones need to be updated based on the changes from the spring semester

7. Instruction

- Discussion of Honor Lock system for proctoring online testing. This is not mandatory for the fall but will be in the Spring
- Discussion regarding the course structure that was tabled several years ago and due to the push for online learning need to be reviewed. The faculty was presented with the structure and it passed at the faculty meeting. All courses, whether face to face or online will be structured the same.
- Faculty has adopted the ADA Standards for Quality Matters
- We are monitoring the success of our online remedial courses to ensure we are providing quality instruction to these students. One option is to have set hours for faculty to be

available online to answer questions throughout the day. More information to follow as the faculty decide the best way to move forward.

- Discussed the registration process and guided self-placement testing.



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Tuesday, November 10, 2020

9:30am

Board Room – Westover Administration Building

Attendance

Dr. Wesley Payne

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne(absent)

Kristina McDaniel

Steve Atwood

Janine Heath

1. Dr. Payne

- The State has provided the college with COVID 19 tests. The Health Department will administer the tests for the college.
- The State has also received additional funds to be distributed to the counties within the state to assist with supplies to combat COVID 19.
- The College is starting to advertise our On-Line programs in Cape County.
- The process for Dual Credit enrollment is under review. The process should be redesigned to have the ability to assist our Dual Credit Coordinator.
- The College will be closing at noon on Wednesday, November 25 for Thanksgiving Break.

2. Student Services/External Locations

- November 11 is the Red/White and Blue Jean day for the faculty and staff in observance of Veteran's Day.
- Dean Matthews reported out on the COVID 19 numbers.
- Currently reviewing the ESA process to define it further for staff and students.
- The counselor's conference is scheduled for December 4

3. Financial Services

- The Audit has been completed and will be presented to the board at the November meeting. It is a clean audit.
- There will be new rules for the coming year from Federal guidelines
- Ms. Eubank provided the Cabinet with an update on the CARES money
- The State released one half of the withhold money.

4. Human Resources

- Annual Training schedule is out for all employees
- There is a new company for Drug and Alcohol training. Ms. McDaniel received approval to contract with the company for this training.
- TASK is changing the way that it will reimburse employees for out of pocket medical expenses. HR will be sending out the new guidelines.
- MCCA virtual conference starts on the 11th.
- Discussion of the revisions to GAP 1205 – code of ethics and the new regulation for Workplace Violence.

5. Information Technology/Communications

- The recent VOIP outage was an issue with AT&T.
- There has been an increase in dangerous phishing emails. This is going to result in more aggressive Phish testing from the IT department. Discussion on the Phish training and consequences for not following the process.
- Upgraded cameras are being purchased for the classroom which will provide a better platform for Zoom classes and Instructor observation.
- Student Email platform will change over Spring Break. Emails will be sent to notify everyone as we near the date.

6. Institutional Effectiveness

- Dr. W. Payne reminded everyone that when you change a process make sure you review the policy and regulation and make updates as necessary.



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Wednesday, December 9, 2020

9:30am

Board Room – Westover Administration Building

Attendance

Dr. Wesley Payne

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Steve Atwood

Janine Heath

1. Dr. Payne

- The College will be closing at noon on Friday, December 11 for the Holiday Break
- Discussion regarding the A+ program and the financial issues with State Funding
- The College has entered into an agreement with the Highway Patrol to provide space for Driver's Testing on campus. This will include all written tests and non-commercial driving tests.
- The Faculty By-laws have been updated and voted on by the faculty.
- The SLIC committee has been divided into two different committees. One for Career Education and one for all other academics.
- Discussion of the status of the 13th community college
- Spring enrollment looks strong. We will miss an entire week of enrollment but will increase advertising when we return in January. Optimistic regarding the enrollment numbers.
- The College received \$330,000 from the county CARES money. This will be used to purchase upgraded cameras for the classrooms creating a new modality – Virtual Face to Face instruction.

2. Instruction

- Reworking the Dual Credit registration process to accommodate the growth over the past few years. Working with the counselors at the high schools to meet both the student and counselor expectations.
- Discussion of the on-line offerings
 - Adding AA Pathways to options
 - Articulation agreement with Western Kentucky in Criminal Justice
 - Considering utilizing outside resources to assist in course design for the on-line classes
 - Faculty has voted to continue with the self-guided placement. Analysis will be conducted after Spring enrollment to determine if this should be a permanent change.
 - Our Transitional classes continue to be a challenge in the on-line arena.
 - Developing a process to keep the Master Syllabus protected and ensure that all instructors are using the correct template.
 - Currently reviewing our policies and regulations to ensure that the on-line learning processes are included.
 - Add a date on the Master Calendar for Faculty Handbook review
 - Continuing to work on the website redesign and planning an advertising campaign

- Credentialing process is under review and will ensure accuracy and timeliness in the changes.

3. Financial Services

- The FY20 audit has been completed and approved by the Board.
- FY20 will be closed in Colleague
- Successful in utilizing all State CARES monies and working on the Federal funds to ensure that we are successful in funding needed purchases to assist in Instruction.
- Working on a proposal of a six-year tuition plan to be presented to the Board for approval

4. Human Resources

- COVID leave expires on December 31, 2020
- Reviewed the pay schedule for by-weekly pay over the holiday
- Review of the open positions and new employee additions

5. Information Technology/Communications

- Kathy Richardson will transition to a 550 position in January 2021
- Blackboard has been updated
- VOIP will be updated tonight
- Please inform all employees that they should completely shut their computers down over the break

6. Institutional Effectiveness

- HLC Registration will take place after the first of the year. Dr. Maribeth Payne will put out the list of individuals that need to plan to attend. This year the conference is fully virtual. There will be no travel involved
- Planning managers need to update their COVID objective for FY20
- Discussion of the Strategic Planning retreat for January 2021
- When working on the new plan, make sure that you use Aspire 2025 as a resource
- FY20 plans should be closed

7. Student Services/External Locations

- Prepared to set up a Chat BOT. This will be an added resource for the students
- Currently conducting a Come Back campaign. If someone has attended within the last 10 years, they are being contacted and encouraged to enroll.
- Working with Kathy Richardson and Department Chairs on the process of establishing student access at time of application.