



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Tuesday, March 2, 2021

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 ballfield construction is progressing. Continue to find issues that we are getting fixed. Project is lasting longer than anticipated.
- The enrollment trend for increasing on-line students is continuing. Working on improving our on-line instruction.

2. Human Resources

- There is an increase in fraudulent unemployment claims. HR is monitoring notifications to ensure that we do not have any within our employee base.
- Ms. McDaniel will send a report to the cabinet that lists employees that have not completed their annual training assignments.
- Testing continues for the self-service web time entry.
- Dates for Insurance open enrollment are May 12, 13, and 14.
- The retirement reception will be May 6. We have four individuals retiring
- Moving along to fill vacant positions.
- United Health Care is making changes to their prescription coverage. Employees will be notified of the changes.

3. Information Technology/Communications

- Over spring break the team will complete the migration of Student Email to the college tenant and our fire wall will be upgraded.
- The Enhancement Grant upgrades have started and must be completed by June 30.
- Currently working to purchase an online program to assist with training on phish attempts.
- Reviewing the recent pivot to working from home. Equipment is aging and should be replaced. Reviewing if this could be covered by the CARES funds.
- Each Cabinet member should provide to Mr. Atwood the following:
 - Which employees need to be able to work at home.
 - Review their Internet connection to ensure they have reliable internet.
 - What equipment will they need to successfully perform their duties remotely.

4. Institutional Effectiveness

- We received good feedback from the Registration Survey. Constructive suggestions.
- There will be a mini planning retreat the second week of April
- HLC is coming in June or July. The visit must be completed prior to August 1.

5. Instruction

- The Symbiosis kickoff is Friday, March 5. Begin to redesign the on-line courses.
- Installation of Starfish is dependent on IT availability
- Working on the processes surrounding the Master Syllabus.
- The change to the tuition structure has created the need to change the curriculum process
- The Governor has designated \$10 million of State CARES money to several Grant opportunities. Will Cooper will review the grants and make suggestions as to what would benefit the college.
- We are proceeding with a normal graduation this year. Will recognize 2020 graduates as well as 2021.

6. Student Services

- 180-day report shows a 91.5% return
- Financial Aid draft default came in at 17.4% which is down from the previous year.
- Beds qualify for CARES money so Ms. Matthews will put together a request for replacement.

7. Financial Services

- Currently working to identify and prioritize needs for CARES money
- All managers should include requests in the budgets for CARES requests
- The objective for COVID will be added to the FY22 budget
- Discussed extending the banking contract for one year. Dr. Payne approved.
- The Audit contract is up for bid this year. There are no local firms that are willing to take on the College audit due to the size.



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Tuesday, April 13, 2021

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. Music Department

- Cast from the Happy Days spring concert opened the meeting with explanation regarding the upcoming production. It will be held outside the Tinnin center on the terraced area. Bring your blankets and chairs and join for a “Happy Days” experience.

2. Dr. Payne

- Discussion of the progress of the State budgets.
- Discussion regarding some of the other bills currently being considered at the state.
- Update on the Lady Raiders Basketball – 10th in the nation and going to National Finals. Lady Raiders Softball are now 15th in the nation and may have a chance at their National Finals.

3. Information Technology/Communications

- Working on Starfish implementation. Currently waiting on their tech department for information.
- There is a Website redesign kickoff meeting tomorrow
- Looking at the College copy machines. Ours are reaching end of life which will result in no support for our current machines. Will work with Charlotte on the financing of the machines.
- There has not been a lot of feedback or issues on the recent Student Migration. Older accounts will go out of service on July 6. Ann Matthews will send out student notification.
- Working on possible implementation of E-Sports.
- Currently doing a total review of the Data Governance Manual to ensure that it is up to date with any changes that have been made.
- Enhancement Grant installations are going well. Should be complete by the end of June. Most of the IT staff is participating in the installations.

4. Institutional Effectiveness

- Currently conducting review of the 2022 plan with cabinet members and their staff
- Discussion of the Employee COVID 19 survey results. Looking at some suggestions that might be incorporated into college operations.
- HLC visit on June 24. This is a center visit, and they will be visiting Dexter and Kennett.
- HLC is tightening up expectations and requirements. They are requesting financial projections on any new program that is sent for approval.
- Will be working on the HLC compliance report due next year. This will be starting in the fall.

5. Instruction

- Currently evaluating and updating the entire Dual Credit process. Incorporating more depth into the process as it has grown past the level that one person can effectively manage the process.
- We will be replacing all toilet partitions on campus with full floor to ceiling structures.
- Symbiosis is in phase one of course redesign. After the three phases are complete, we will have 113 classes that have gone through the redesign.
- Looking at a soft rollout of Starfish in the fall.
- Moving forward to Commencement.

6. Student Services

- Enrollment is up 20% as compared to fall 2020
- Ann Matthews is setting up a meeting the ID Finger Printing vendor, Charlotte Eubank and Steve Atwood to discuss the possibility of moving this to Campus.
- Tracy is retiring. CJ will be the lead for Commencement

7. Financial Services

- Budget is due by Friday, April 23, 2021
- Looking at a lease for a postage machine since our postal service is no longer in place
- Continuing to look for a Mail Room/Receiving Clerk
- The tuition changes have been completed in the system
- Discussion of the different rounds of CARES money and potential purchases that could be made
- The Ellucian Virtual Conference is currently being held. Good information coming out about future enhancements.

8. Human Resources

- Shelia Inman is looking at the new products from Ellucian and how we might utilize the enhancements improving our processes
- Currently moving forward with the new live entry for time entry. The 1st payroll from this new system will be processed this week
- Kristina provided the cabinet with an update on the training completion schedule
- Task payments for FY21 are down significantly from previous years
- Reviewing the possibility of Applicant Tracking Systems



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Tuesday, July 13, 2021

9:30am

Board Room – Westover Administration Building

Attendance

Dr. Wesley Payne

Dr. Sherry Phelan

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Steve Atwood

Janine Heath

1. Starfish Update – Mr. Chris Adams

- Chris Adams joined the meeting to update the Cabinet on the progress of the Raider Connect testing and installation
 - The software has been configured and is currently in testing
 - Target date for go live is August 9, however there is a work remaining to get the system configured and organizations set up. While this date is the target it is likely it will be pushed off until later in the semester
 - Faculty training will be conducted during Convocation week using the test system

2. Dr. Payne

- Fall Covid Procedures – Chuck Stratton
 - Mr. Stratton presented the revised Fall 2021 Return to Class Plan which is relaxed as compared to the Fall 2020 plan
 - All housing students will be required to present negative COVID test prior to returning to housing
 - Currently reviewing the Federal requirements for international students
 - Communication of the plan will go out to all students
 - The Plan will be loaded on the website
- Athletic Day
 - Dr. Payne discussed the plans for Athletic Day. Brian Bess is working on establishing the date based on the fall sports schedule. Information will be sent out when this is finalized.
- Housing
 - Issues that are currently a concern were discussed. These involved maintenance, management of housing, and the coach's responsibility for the athlete's behavior.
 - Emotional support animals will only be allowed if the student has a signed document from a licensed Behavioral Therapist.
- The announcement has been made that the movement to add a 13th community college has failed

3. Instruction

- Dr. Phelan provided a draft of the activities scheduled for Adjunct Day on August 6 and Convocation week starting on August 9
- Symbiosis

- Dr. Davis joined the cabinet to give an update on our progress with Symbiosis.
 - a. There will be a total of 112 classes that go through the process
 - b. 37 courses should be complete by the end of July with the rest following in the fall to be rolled out for Spring semester
 - c. Weekly schedules have been approved. It will be Sunday through Saturday
 - d. Faculty has agreed to the 1000-point system for grading
 - e. Announcements will be sent to students on a weekly basis regarding progress in classes

4. Student Services

- Dean Matthews provided the cabinet with an enrollment report that listed the number of students in on-line courses versus face to face by location
- The Rocky Chat Bot is now live on the website. There have been over 300 questions since July 1 with the heaviest load between 7pm and 9pm. The team is reviewing the analytics to determine what questions are asked and if the answers satisfy the students.
- There will be a Freshman Tour date for all incoming students on August 6 starting at 9am and concluding at noon. Tours of the campus will be conducted, and questions answered. The intent is to make the students more comfortable with campus prior to the start of classes.
- Davina Bixby attended the Noelevitz Recruiting and Admissions Conference. Information was presented regarding student decisions for college selection. Majority of students are now making decisions for college based on web offerings. Parents are becoming more involved in the student decisions as to which college to attend
- Moving forward with having a Fingerprinting office on campus

5. Financial Services

- Auditors will be here on September 13 and are expected to be here approximately one week
- Open discussion of the CARES and Reserve funding and projects that are being considered. Mrs. Eubank, Mr. Alford, and Dr. Payne are reviewing current budget requests and projects to determine which of these will be covered by these funds.
- Discussion of Bookstore options to provide books and supplies to external locations. Mrs. Eubank will work with Bob Jansen and Ann Matthews to determine the processes that will work best for the students and the locations.

6. Human Resources

- 18 full time positions are currently open
- Biometric Screening will be on August 13
- Add COVID vaccine to the worksheet for available activities to qualify for the HRA reimbursement
- There are some issues with the Web Time Entry system that HR is working through with the supervisors.
- Moving forward with demos of Applicant Tracking systems

7. Information Technology/Communications

- The Data Governance manual should be reviewed for accuracy by July 15. After this is completed, the Data Security audit will be reviewed by IT
- Currently talking with a couple of outside graphic design professionals to assist in Communications while we look for replacements for the open positions

- The Enhancement Grant purchases are installed
- Reviewing 3rd party vendors that are interfaced into our system and ensuring their security measures meet our requirements.
- Reviewing options for replacement of the Mornet Bridget that is being discontinued at the end of this fiscal year

8. Institutional Effectiveness

- The recent HLC visit was a success. Dr. Maribeth Payne will forward the report to the Cabinet members. A big thank you to all that participated.
- Currently advertising for the Assessment Coordinator position
- SPOL is now available for use. Please have your staff update/close out last year in the Planning Module



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Tuesday, July 27, 2021

9:30am

Board Room – Westover Administration Building

Attendance

Dr. Wesley Payne

Dr. Sherry Phelan

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Steve Atwood

Janine Heath

1. Dr. Payne

- Enrollment for the fall is currently 8% down. Discussion as to the classes being offered at External Locations and the times offered.
- Discussion on design for the Sikeston Billboard.
- Plans are being developed for the update to the restrooms on campus, roof repair/replacement and other projects that are necessary for the repair of the buildings.
- Informed the Cabinet that Rhodes has approached us to see if we can work out a partnership with them to provide discounted tuition rates for their employees. Charlotte and her team are working through the evaluation.
- Discussion regarding the COVID Return to Fall plan. Dr. Payne is meeting with the Health Care team tomorrow to finalize the details.
- Campus Beautification with the Athletic Department is scheduled for August 29.

2. Student Services

- Update on items being provided for the international students should they require quarantine when they return to campus. Utensils and other necessities.
- Discussion of Jump Forward. The decision was made not to pursue at this time.
- Update on internet access for our students. Based on information received, approximately 70% of the students have this available.
- Starfish go live date has been postponed.

3. Financial Services

- Charlotte Eubank has been asked to serve on the OFCR Committee for internet review
- Ability to do Housing deposits on- line has been explored. Due to the need for a manual component this was not recommended.
- The College Store opened the website yesterday to begin receiving on-line book orders. The shipping will start next week.
- The College Store is getting ready for Freshman Tour Day. Books and necessary supplies are being boxed and will be ready for pickup.
- Working on a deferred maintenance list
- We have engaged the services of an Engineer to assist in putting together the HVAC bid for all buildings.

- Charlotte and her team are putting together training materials for the various departments on campus. Will begin scheduling the training late September/early October

4. Human Resources

- Currently reviewing additional Self-Service products
- Biometric Screening is scheduled for August 13
- Reminder that all supervisors must approve all timesheets even if they are zero
- Applicant tracking software demo has been scheduled for next week
- We have several vacancies, and the committees are working on setting interviews. Remember that the committee is responsible for submitting pros and cons, no recommendations

5. Institutional Effectiveness

- SPOL migration to Diamond is happening quickly. This will activate the Assessment Module
- The new system will look substantially different to the end user
- A consultant has been hired to conduct training for the budget managers the later part of October. Times will be scheduled.
- The Assessment Coordinator position has been posted
- Currently working on the 4-year review with HLC.

6. Instruction

- 37 classes have been completed through the Symbiosis process. Getting ready to kick off phase 2 of the project
- The Library will have on-line tutorials complete by the beginning of the semester
- In the process of purchasing ADA compliant workstations and updated technology in the study rooms
- Finishing up the Tinnin renovation. Will be ready by POTA Kickoff
- Students have been selected for College Now in Sikeston



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Wednesday, September 1, 2021

9:30am

Board Room – Westover Administration Building

Attendance

Dr. Wesley Payne

Dr. Sherry Phelan

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Steve Atwood

Janine Heath

1. Dr. Payne

- The College will have a DESE ADA/Civil Rights compliance review in the Spring 2022 semester. The visit will be in the spring however we are doing a self-review at this time.
- Baseball and Softball fields are close to being done. Currently installing lighting along the road.
- Scheduling the employee lounge remodel.
- Doors have been delivered to housing and the installation is starting.
- Student desks should arrive the third week of September for the Chem lab.

2. Financial Services

- Continue to prepare for the audit. Auditors should arrive on September 13.
- There are some regulatory changes that will affect the audit this year. The staff is working on getting the papers together for these areas.
- The budget amendments approved at the August meeting have been uploaded into the system
- Working with the state on ARPA Funds (CARES). Funding is expected in FY23.
- Discussion of Dual Credit at PBR1 and the amount being billed.
- The bookstore has seen an increase in activity for pickup and web orders.

3. Human Resources

- 90 employees participated in the Bio Screening
- Planning on bringing back the individual sessions with PSRS/PEERS at Spring Convocation
- Several new hires with several positions remaining open
- 1st orientation session is Friday, September 3
- Moving forward on Applicant Tracking Software

4. Information Technology/Communications

- Continue to work on Starfish implementation. The goal is to have 1 week with no issues in test prior to bringing the system on-line.
- Moving forward with new copy machines. There is a shortage but will get as many as possible to replace the older models.

- Moving forward with the NOVA 4 software. Cabinet members need to determine the level of discipline for employees that continue to fall for the phishing attempts.

5. Institutional Effectiveness

- Further discussion regarding the DESE ADA/Civil Rights review
- Registration Survey will be sent out next week
- Will begin to meet with groups at the end of September to prepare for the HLC Report that is due in June. Reviewing items that have improved since 2018.

6. Instruction

- Symbiosis continues to work on classes
- Workforce Development projects – possible linemen program
- Mental Health Awareness month
- Dual Credit 554 students compared to 445 last fall. ITVs are being phased out in high schools. They would rather have zoom and online courses.

7. Student Services

- Discussed absences from COVID and how they will be handled going forward.



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Tuesday, November 30, 2021

9:30am

Board Room – Westover Administration Building

Attendance

Dr. Wesley Payne

Dr. Sherry Phelan

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Steve Atwood

Janine Heath

1. Dr. Payne

- Discussion of Spring registration numbers.
- Discussion on 2022 planning priorities

2. Information Technology/Communications

- Communications is sending out Operation Weather bird for review
- Starting to work on single logon for Ellucian and myTRCC
- Starfish is in transitions. Looking at a full go-live for Fall 22
- Reviewing options for a Beta trial for Morenet replacement
- There are several open positions that are in interview phase
- Final phase of moving pages over to the new website. Currently looking at the accuracy of the information
- Considering moving Blackboard to a hosted solution

3. Institutional Effectiveness

- Make sure that the catalog is updated with the fully on-line programs. We should list all modalities for each course.
- SPOL has been updated to Diamond. Continue to work out a couple of issues. Dr. M. Payne will be conducting training classes with the staff.
- Continue to work on the Civil Rights Audit
- Preparing for the HLC review that is due in June 2022

4. Instruction

- Department Chairs are reaching out to Instructors to make sure they are communicating with their advisees.
- Today is Todd Allen's last day
- Conducting Workforce Development Directors interviews

5. Student Services

- Concentrating on enrollment
- 88 students attended the ACAD seminars
- Starfish seems to be going well addressing retention

- CJ has finished the housing training at Southeast
- Diane Patterson is leaving at the end of the year. Testing has been delegated to various individuals.

6. Financial Services

- Discussion of student ID's since Diane is leaving
- Discussion of the new audit requirement for work force development
- Open positions
- Discussion of the Book Store and the level of busy

7. Human Resources

- Annual Training Assignments will be out by December 1
- Waiting on website piece for Paycorp. Looking at access for individuals



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Tuesday, October 26, 2021

9:30am

Board Room – Westover Administration Building

Attendance

Dr. Wesley Payne

Dr. Sherry Phelan

Charlotte Eubank(absent)

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Steve Atwood

Janine Heath

1. Dr. Payne

- Discussed the meeting with the Hospital officials regarding our Nursing Program

2. Human Resources

- Discussion regarding driving records of individuals using College vehicles and the process we should use to keep these up to date. Ms. McDaniel will put together a proposed process and present to the cabinet for review and comment.
- Question on if we should develop a standard EEO statement to be used on all advertising. Dr. Maribeth Payne is talking with our contact and will determine the minimum statement that we should use.
- Ms. McDaniel will reach out to Mark Richardson to determine how we maintain employee Handbook Signature receipts to ensure our records reflect each employee has received the handbook
- Discussed issues with the Self-service and how it handles comp time. Reviewing to determine if it can be modified to follow our current practices.
- The Applicant Tracking System should be up by December 1.
- Training is being scheduled for Convocation week in January. Mr. Mickes will conduct various training for the employees during that week.
- Preparing the annual training assignments for all employees. They should be sent out in the next couple of weeks.
- Reviewed all open positions.

3. Information Technology/Communications

- Discussion of the recent Blackboard issues. Will keep the cabinet informed as to the progress.
- Image Now and Ellucian will be upgraded over Spring Break.

4. Institutional Effectiveness

- Meeting is scheduled with the Civil Rights compliance officer to clarify various issues.
- The SPOL migration is ready. After the testing period, training will be conducted with the users and the system will be brought up for use.

- The Registration Survey was positive. It has been sent out to the cabinet members to be shared with their staff.
- Discussion of the HLC Compliance Report. There should be a list of areas with significant changes sent out by the end of December. These will need to be documented and submitted with the report for HLC.
- Discussion of the Strategic Planning Retreat. Annual priorities need to be established prior to the retreat. Dates and times will follow.

5. Instruction

- Dr. Phelan provided updates on various committees:
 - Faculty committee is working on updating the syllabus template
 - Distance Learning committee is working on the On-Line Handbook. It is in review mode.
 - ITV committee is looking at the technology of the future and options the College will have
- The University Center open house is scheduled for November 9.

6. Student Services

- Proxy is ready to be implemented. Target date is October 27.
- Idemia Finger Printing will open on Thursday, October 28 in the Welcome Center
- Raider Connect has been copied to the production system. Currently working on the final integration with all systems.
- Doors in Housing are being replaced.
- Discussion on how to incorporate Libla Family Sports Complex into the tour of Preview Day.

7. Financial Services

- Discussion regarding calling some of our Bonds that are up for recall.