



# THREE RIVERS COLLEGE

## COLLEGE CABINET MEETING MINUTES

Thursday, February 17, 2022

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

Edie Dilbeck

### 1. Dr. Payne

- Board approved contract with MAC for them to buy the rights to Cape county.
- Still in talks with county of utility rates.
- Expect it to take 2 years for the hospital to get Jersey College approved to operate in the State, if they get approval, until then we are moving ahead business as usual with our nursing program.
- Budgeting will be tight this year.
- CBD Grant is submitted.
- Working on a grant to buy a building in Sikeston to house the Diesel Technology program which could also help with CDL training.

### 2. Instruction

- Requests for positions in nursing are posted.
- Interviews are being held for adjunct Nursing faculty.
- Director of Distance Learning is being advertised. The position will focus on instructional design. Ben Gordon has transferred over to tech side.
- The POST curriculum has been received from Moberly, which will help us update our program.
- A Lineman program is being looked at to be developed.
- The Welding Technology numbers are good.
- EMS – looking to improve the program numbers.
- A new Cybersecurity program is being developed.
- A new consortium program in Respiratory Therapy is in the works.
- The current ACAD instructor position is being changed into an Academic support position for next academic year. The complete job description is in draft form now.

### 3. Financial Services

- Discussion on Westwood Center – making roughly 30% there but its time to look at the list of improvements to see what projects would be feasible to do. A meeting with the appropriate individual will be set.
- Approximately half of CARES funds have been spent to date.

- The contract on our lawncare services was only for one year, so it's time to be thinking of asking to extend or going back out to bid. Bids for next will more than likely be higher from all sources with current economy.

#### **4. Student Services/External Location**

- Two additional positions opened
  - Coordinator, Admissions & Recruitment
  - Admissions Counselor
- Raiders Night was last night (February 16), it was very well attended. Several schools brought whole teams.
- OTC is the lead on Root Ed but we want to be heavy involved with who hired and work closely with them since they will be in our area schools.

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

- Annual Training – certificates are still coming so employee are still completing.
- Several open positions. Getting ready to interview for the Art faculty position.
- Several personnel issues going on.
- Working with Kathy Richardson to online Leave Request up and going.

#### **6. Information Technology/Communications**

- New marque sign going.
- James Huskey is working on Image Now and Ellucian projects.

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

- SPOL – upload worked, will be testing this meeting.
- Training be scheduled for 14 new users.
- Civil Right Audit – 90% of the documents are compiled and are getting ready to ready to submit. The service animal piece needs to be looked and documented correctly.
- Working on HLC visit. 25+ policy and regulations are new and/or changed since the last visit.