

**THREE RIVERS COLLEGE**  
**PRESIDENT'S CABINET MEETING MINUTES**  
**Tuesday, July 29, 2014**  
**9:30am**

**1. President's Opening Remarks**

- Dr. Payne opened the meeting with an explanation of the new structure
  - **Cabinet:**
    - a. The cabinet will consist of representatives that have college wide functions and individuals who represent large portions of the college operations.
    - b. This approach provides a broader base for input and decision making
  - **Executive Council**
    - a. The council will consist of the President, CFO and Vice President of Academics and Student Services. Until such time as a Vice President is hired, Dr. Mary Lou Brown and Ann Matthews will serve on the council.
  - **Structure:**
    - a. Edie Dilbeck will be processing all paperwork that was normally sent to the VP of Learning for processing.
    - b. Janine Heath will be processing all paperwork that was normally sent to the President for processing
    - c. The goal is to streamline processes in order to provide efficient and smooth operations to the college.
  - **Enrollment**
    - a. Fall enrollment is 10% credit hours down as of Monday, July 28. Each percent equals approximately \$50K. The college budget will be reduced by the amount of dollars short as a result of the reduction in enrollment.
    - b. Dr. Payne explained that enrollment and retention is everyone's job. He further explained that the reduction could be partially from economic conditions. Through advertising and recruiting a college can overcome the economic impacts.
    - c. Dr. Payne discussed evening vs daytime enrollment on the Poplar Bluff campus. The enrollment numbers for the evening are extremely low. A review of programs being offered in the evenings should be completed and recommendations for additional offerings be made.
    - d. We currently have about a 76% retention rate from fall to spring and about a 50% retention rate fall to fall. Steve Atwood volunteered to assist in making calls.
  - **Legislative:**
    - a. Dr. Payne reported that lobbyist are pushing for the Governor's veto of higher education dollars be overturned in the veto session. Dr. Payne stated that there is also a common belief that if the veto is overturned, the Governor will withhold the funds resulting in the same outcome.
  - **Construction:**
    - a. **Three Rivers Sikeston:** On target for October if not before.
    - b. **Entrance Road:** The road will not open until September but Three Rivers Blvd should be reopened prior to fall semester starting.

- c. **PB Classroom:** There is a possibility that the use of the building will change in order to accommodate the Nursing and Allied Health department. There is a possibility that the hospital will want to donate the south campus facility to the college however due to the repairs and maintenance needed on the building it is estimated that the college will need to invest approximately one million dollars to repair.
- d. **Emerson Building:** Charlotte Eubank reported that Cammy has heard back from the auction company and references are being checked. The goal is to break even.
- e. **Housing:** Over the years the college has disposed of the beds in the housing units. The students are currently required to bring their own beds. Dr. Payne explained the liabilities associated with the lack of control of the type of mattress, fire rating and possibility of bugs has resulted in the college investigating purchasing beds for each of the unit. The goal is to provide the beds for the fall semester move in.

## 2. Discussion Items

- **GAP 1210 Civil rights, title IX, Section 504**
  - Changes were to the compliance officers
- **GAP 1240 Harassment**
  - There were minor changes to the policy
- **GAR 1240 Harassment**
  - Kristina McDaniel explained the need for the updated policy and the inclusion of Title IX requirements. Group discussion determined
    - a. The need to reduce the process to a flow chart outlining the steps
    - b. Question regarding timing that are to be sent to the lawyers prior to the adoption of the regulation
    - c. Question regarding designation of responsible parties in execution of the process
  - Kristina McDaniel will formalize the questions to the lawyers
  - Janine Heath will formalize the flow chart discussed during the meeting and will forward to Kristina to be sent to the lawyers for corrections
  - A brochure will be designed in order to provide staff a means to communicate the process to staff, students and any other individuals with the need to understand the process. This will be designed by the Communications department.
- **Harassment Form**
  - Kristina McDaniel informed the Cabinet that the questions raised during the GAR 1240 discussion will affect the form. She will correct after discussion with the lawyers and will present the final draft at that time.
- **Wellness Proposal**
  - Dr. Payne and Kristina McDaniel led the discussion on the options available to the college in order to satisfy employee participation in programs to earn the remaining \$500 of the HRA dollars approved by the board.
  - The decision was to
    - a. Have Wallstreet representatives available at Convocation to provide employees that missed the open enrollment meetings the opportunity to participate and earn the \$500.
- **Convocation**
  - Dr. Payne reviewed the proposed schedule for the day.

- Kristina McDaniel is to provide a list and pictures of all new employees and all employees that have changed positions during the last 12 months.
- Cabinet members are to email Janine Heath by end of day on July 31 their input for the President's Address at the beginning of Convocation.
  - a. One topic suggested was an explanation of the structure and employee reassignments.
- There will be three breakout sessions that all employees will be required to attend. The topics of discussion will be
  - a. Accreditation – 2017-2018 Visit led by Dr. Wes and Dr. Maribeth Payne
  - b. Policy and Regulation Review led by Charlotte Eubank and Kristina McDaniel
  - c. Wellness presentation by Wallstreet, Jennifer Inman and Melissa Woolward
- Lunch will be a working lunch with 20-22 table discussions. Dr. Maribeth Payne will coordinate the topics and communicate to the staff.
- **President's Perspective**
  - Dr. Payne informed the cabinet that the purpose of the publication is to inform the internal and external community about the good things happening at the college. The focus will be on overall college accomplishments.

### **3. Purpose:**

- Dr. Payne explained that the members of the cabinet are responsible for the dissemination of information resulting from the meeting. The minutes will be published on the website.
- Dr. Payne further explained that the meeting is the time for discussion and questions. At the end of the discussions all members of the cabinet are expected to support the decision that was made regardless of whether or not they were in agreement.

**Meeting was adjourned.**



## COLLEGE CABINET MEETING MINUTES

Monday, August 26, 2014

9:30am

### 1. President's Opening Remarks

- Dr. Payne reviewed the registration for fall semester. He emphasized that we need to retain what we currently have and reviewed the following:
  - Watch attendance reports
  - Early contact with students that are not attending classes
  - Resolve any issues the students might have now rather than later
  - The faculty are taking daily attendance. The No-show reports are a product of the daily attendance record
  - There are continued issues with the faculty entering the attendance correctly. There are student issues related to this. The cabinet was instructed to work with the faculty to ensure that attendance is being taken and that it is entered correctly
- Dr. Payne stated that he is thoroughly impressed with everyone's performance during registration. Students have all be positive with the interactions.
- Dr. Payne reviewed the importance of a timely reply to any email received from a cabinet member. Those emails are normally time sensitive.

### 2. Discussion Items

- **On line Employee Directory:**
  - Teresa Johnson led the discussion regarding the status of the on line employee directory. She needs:
    - a. Direction on departments to be listed
    - b. Organization of the listing
  - Dr. Maribeth Payne asked if adjuncts could be listed. Dr. Wes Payne indicated that it is not possible at this time but is something that we can work toward.
  - It was decided to:
    - a. List all departments with the main number
    - b. All faculty to be listed alphabetically under faculty
    - c. Teresa and the Deans are to work on getting the department list for the drop down menu organized
  - There was a discussion of after hours on line assistance. Possibly there could be a department for Login/Access with instructions on how to log on for students.
- **Fitness Center and Gym Usage:**
  - Janine Heath is to get the current policies and procedures for securing the gym for events and the hours of operation for the fitness center and provide to the cabinet members.
- **Adjunct Hours:**
  - Dr. Payne provided the cabinet with the information provided by MCCA regarding the calculation of Adjunct hours. The retirement system has asked for this information from each of the colleges due to the change in the Affordable Care Acts requirement for calculation. This will be a discussion at the Presidents/Chancellors Council in October.

- Kristina McDaniel indicated that PSRS would like to have a uniform decision by July 1, 2014.
- **Parade Attendance**
  - The cabinet reviewed the proposed list of parades for the remainder of the year. The college attempts to participate in parades throughout the region. The proposed list was accepted with the exception of the Cape Fair. It was discussed whether or not the college should send some of the cheer team and Rocky to hand out literature for one day of the fair.
- 3. Financial Services**
  - **Meal Plans:**
    - Charlotte Eubank reported that the meal plan sales have been stronger than expected. The College Store has sold 72 meal plans thus far.
  - **Travel Advances:**
    - Charlotte Eubank informed the cabinet that there are issues with the return of money when the travel advance is more than what was spent. This is basically with the athletic travel. She would like to have the employee fill out the Expense Claim form prior to returning the money to the cashier. This will assist the cashiers to correctly process the return of the money.
    - Dr. Payne asked that Bridgett Barnhill and/or Charlotte Eubank attend the next Athletic Meeting to discuss.
- 4. Student Services**
  - Dr. Payne led the discussion on whether or not to continue with the practice of allowing limited number of overnight stays in housing.
  - Ann Matthews is to find out what other schools do and then make a recommendation
- 5. Human Resources**
  - Kristina McDaniel led the discussion on Title IX policy and regulation. The flow chart was reviewed with suggested changes from the lawyers on time limits for certain steps
  - Dr. Payne informed the cabinet of the following rules for the Board of Trustees:
    - Appeals: Some go to the board but others do not
    - Grievance: All go to the board but it is the decision of the board as to whether or not they hear the appeal.
    - Terminations: Appeals go to the board and they are required to hear the appeal.

**Meeting was adjourned.**



**COLLEGE CABINET MEETING MINUTES**  
**Tuesday, September 9, 2014**  
**9:30am**

**1. President's Opening Remarks**

**2. Discussion Items**

- **AA PNUR Degree**
  - Regina Morris, Laura Milligan and Melanie Hamann attended the meeting to discuss issues with the AA Pre Nursing degree program. When processing the student records for filing with the State it has been found that there was not a program credential found. Discussion continued as to the purpose of the program and steps that would be required in order to ensure that the students benefit from the structure. For the current students the cabinet approved by acclamation that the program would be marked as eligible for graduation.
- **Programs offered by the college with program dates different from the college's semester dates.**
  - Several programs currently offered by the college have start dates different from the official college semester dates. These include:
    - a. Sheriff's Academy
    - b. LPN
    - c. Fire Training
    - d. OTA
  - The variance in dates affect the student's financial aid awards. Dr. Payne directed that a work group be formed to include financial aid, registrar and student accounts in order to resolve this issue while remaining in compliance with Title IV. This committee will report back to the cabinet at the next scheduled meeting.
- **Curriculum Issues**
  - Dr. Payne discussed issues with certificate programs that currently do not meet the 24 hour requirements in order to receive financial aid. Directed Dr. Russell to work with Regina to make sure that the programs would be recognized.
- **Meet the Raiders**
  - Dr. Payne explained that there is not an expectation that everyone attends all functions however if at all possible the cabinet members are expected to attend to show support. The members do not have to stay for the entire event but should be present at the beginning of the function to show their support.
  - There were between 300 and 400 people in attendance and according to the Booster Club this was one of the largest attendance at the annual event.
  - Drs. Dean and Martha Dye were recognized for their donation of \$25,000 to the Athletic Complex.
- **Fundraising**
  - Dr. Payne informed the cabinet that the auction in Wayne County held last weekend netted the TRET approximately \$700,000.

- The TRET will begin selling bricks for various areas on campus in order to continue to raise funds for projects.
  - The Trust is required to raise \$4.5 million dollars to fund the Athletic Complex. The decision as to whether or not to move forward must be made by January 2015
  - **Rodeo**
    - The estimated cost of the Rodeo is \$70,000. Three Rivers and The Black River Colesuem are partnering in the event. The college will be responsible to \$35,000 of the costs.
    - It has proven difficult to fund raise for this event.
    - T-shirt sales will begin soon. \$15 for each shirt. Available in pink or brown.
  - **Employee Health Insurance**
    - Bill Hampton inquired as to what was the outlook on health coverage for FY16. There was an open discussion surrounding ACH and related topics. The cabinet is concerned about how to address the anticipated cost increases that are expected. Dr. Payne requested that Kristina McDaniel form a committee to review the need and expectation of coverage from the employees. She is to solicit involvement from employees that want to be on the committee.
  - **Vacation Requests:**
    - Dr. Payne restated our existing policy regarding vacation requests:
      - a. If a request is received after the vacation has been taken, it is unpaid leave.
      - b. If a request is received within the 10 day timeframe and the supervisor approves, the leave is approved.
- 3. Financial Services**
- **Media Link**
    - Charlotte Eubank would like to relocate the TV from the lower level stairwell area in the Westover building to the welcome center. Approved.
  - **Vending Machines**
    - Charlotte Eubank would like to relocate the vending machines from the lower level stairwell to either end of the building and the lounge on the third floor. Direction was given that she should contact Pepsi and see if they see issues in moving the equipment. If not, the move should proceed.
  - **Pepsi**
    - Charlotte Eubank reported that there were issues with Pepsi getting the orders correct, keeping the machines in good working order and restocking the machines. If there are issues, Bob Jansen is the contact. Please forward any issues to him for resolution.
  - **Cashiering Services for Events**
    - Charlotte requested that advance notice be given to the Student Accounting department for any cashiering needs at special events. Both cashiers are hourly employees therefore flex time must be scheduled in their regular work week to avoid overtime.
    - Discussion on utilizing event staff for events not requiring credit card payment. The cabinet agreed that the event staff could be utilized.
- 4. Student Services**
- **Housing Issue**
    - Ann Matthews led the discussion on discipline action within housing. Discussion centered on notification of housing coordinator and campus safety. Also discussed revamping the Housing Handbook and the orientation with the addition of the new Housing Coordinator.
- 5. Human Resources**

- **Transcripts**

- The team in HR is conducting an audit of all part time and adjunct employees to make sure that we have official transcripts on file. Expect communication from them for any that will be needed.

**6. Communications**

- **President's Perspective**

- Teresa Johnson asked that the cabinet members review the hand out on suggestions for improving the Perspective. She requested that all members provide input at the next Cabinet meeting.

- **On Line Directory**

- The system will not allow for you to enter the first and last name for the search. You can only enter one or the other.
- Working on getting missing photos
- Teresa requested assistance in establishing a process to keep the directory updated. Kristina McDaniel, Steve Atwood and Teresa will work together to establish this process. Penny Sitzes has volunteered to be the point of contact for this process.

**7. Centers**

- Bill Hampton complimented Human Resources on the new employee announcements. He stated that is was very helpful to have the picture with the information.
- Bill asked for an update on the Pearson issues that we have been encountering. Steve Atwood indicated that according to Pearson all issues have been resolved.
- Bill asked if the student would have time to look up information when taking a test on line. Dr. Payne stated that all tests given on line should be assumed to be an open book/note exam as these are not proctored.

**Meeting was adjourned.**





## COLLEGE CABINET MEETING MINUTES

Monday, October 20, 2014

9:30am

### 1. President's Opening Remarks

- Dr. Payne thanked all that participated in the recent Three Rivers Rodeo. We have received positive feedback from the coaches, students and NIRA on the execution of the event.
- During a conference call with the Governor and other college presidents, the governor announced that he would be putting a bill forward to award \$200 million of bond money to higher education institutions in the state. Three Rivers should receive approximately \$2 million of the allocation. This money is to be used for repair or renovation only.
- Dr. Payne announced that due to non-academic issues, three Lady Raiders were dismissed from the team.
- The Bee Gee's concert and Marvin's Room were successful.
- The Globetrotters were in the Bess Activity Center on Saturday. Dr. Payne coached the opposing team. Good crowd for the event.
- The Strategic Planning Steering Committee will be visiting the centers on Friday, October 23. The schedule is on target for presentation at the December board meeting.
- Dr. Payne updated the cabinet on the SEMO partnership. There was an open discussion regarding the split between the two institutions in 2005. Dr. Payne outlined his plan for creating a university center with all of the four year institutions currently on campus. Part of this center is a creation of an Evening Office to support the evening students. SEMO wants to participate in the center. There will be mutual marketing and promotion efforts between all of the institutions.
- Dr. Payne discussed recent conversations with the City regarding various ways of working together of various projects.
- Discussion of the use for the old BSU building. The college is working with the Highway Patrol on the lease for the testing center. The time line has not been established.
- Discussion of the new entrance landscaping plans. The clock tower will be reworked and placed in the median at the crest of the hill on the new road.
- Discussion of the Emerson building. Dr. Payne has been discussing with Kennett possible options for a trade of the building for services with the city.

### 2. Commencement

- Tracy King joined the meeting and let the discussion on Graduation 2015. The following was decided:
  - Graduation will be May 15 at 6pm in the Black River Coliseum
  - Cindy White will assist with special music
  - Connie Hampton will announce graduates
  - We will present medallions to the graduates providing we have enough in stock
  - The two instructional Deans are to assist in handing our diplomas
  - Water will be placed under special guests, stage party and faculty seats
  - Surveys to be given at the time of gown pickup
  - The regalia contract will be bid this year

- The commencement page on the website should be left up year around
- Hospitality will be provided in the robing rooms for the students
- Several items were left to be decided at a future date

### 3. Follow-up Items

Item	Responsible Party	Status
Housing Guests	Ann Matthews	Fulton Poston is to rework the housing handbook for submission to the Cabinet for approval
On Line Directory Coordination	Teresa Johnson/Steve Atwood/Kristina McDaniel	Meet to discuss process for maintaining and updating the on line directory. Presentation of suggested PAF form to be completed on all new hires and transfers. More information to be available at the next Cabinet meeting.
Facilities Usage	Janine Heath/Tim Thompson	Review the proposed facilities usage handbook and revise as necessary for presentation to the cabinet.
FY16 Health Insurance	Kristina McDonald	Committee should include Dr. Brown, Jim Deken, Mark sanders, Julie Becker, Rose Maxwell, Tim Thompson, Sandra Batten, Kenny Bullington, Bud Pinner, Cindy Gray, D’Andre Prater. Other possible employees would be Danetta Norris, Wendy Spradling, Margaret Orlando, Anita Freeman, Michael Barrett, and MaDawn Traxel. Kristina is to schedule a meeting with the above and discuss sending a survey to employees on the benefit package. The meeting will be held on October 29.
President’s Perspective Changes	Teresa Johnson	All cabinet members are to provide comments to Teresa regarding recommendations for change to the existing publication

#### 4. Financial Services

- **Travel Regulation:** Charlotte led the discussion regarding the portion of the regulation that addresses the amount of an advance that will be given an employee. The regulation stipulates that advances under \$100 will not be given. Charlotte will send out notification to faculty and staff that the college will begin to enforce the policy and will not process cash advances for under \$100.
- **Prepaid Gas Card in Bookstore:** This suggestion is a result of student feedback regarding the reason that they miss classes due to lack of funds to purchase gas. Charlotte wanted to inform the cabinet that Bob Jansen is researching the find a card that can be preloaded with money from financial aid in order for the students to purchase this card on their account. She will keep the cabinet updated on the progress.
- **Café Arc – Vending Operation:** Charlotte explained that discussions are currently being held regarding the feasibility of changing the use of the ARC Café to an upscale vending operation. The machines would be stocked with sandwiches, soda and other options for the students. This would allow for the operation to be available to the students based on the ARC hours of operation and not the current schedule for the Café. Pepsi would provide the product and be responsible for any expiration of food not sold.
- **Bread Company:** Charlotte informed the cabinet that Bob Jansen is researching possible alternatives for food service should the Bread Company choose not to renew the contract. Discussion followed regarding athletes' meals and availability.
- **Auditors:** Charlotte reported that the auditors have completed the on-site work and are now preparing the documents for the audit. The work has been completed in record time.
- **Vehicles:** A new truck for the maintenance department has been ordered. Currently working on looking for a fleet van.
- **South Campus:** Lack of heat continues to be a concern for south campus. We are working with the hospital to get it fixed.
- **Ash Trees:** It has been determined that three of our ash trees are infected with Ash Borer. The decision has been made to leave the trees and see if they will come back in the spring.

#### 5. Academic Instruction

- Dr. Brown updated the cabinet on the activities within her division:
  - Focused on registration
  - Communication with center sights
  - Working on Curriculum
  - All course outlines will be updated by the end of FY15
  - The generic template on syllabus is still in progress

#### 6. Career Education and Workforce Development

- Dr. Russell updated the cabinet on the activities within her division:
  - The Tech Scan for IST has been completed. The degree for the program is being changed from a network degree to an IST degree. It will be built around certifications. This will start in the fall and be based on industry standards.

- Robert Vicory has tendered his resignation. Several industry partners have expressed interest in teaching. Review is being done to determine qualifications required prior to teaching in the IST department.
- A survey has been sent to industry partners for Automated Manufacturing Technology program. There is an advisor meeting scheduled for November 13. Depending on the outcome of the meeting there is a possibility of a tech scan for this program.
- The Welding Program should be available for financial aid in January.

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

- Ann asked about the Graphic Design position. There is a lack of qualified candidates at this time. Jonathan is updating information for now.
- Discussion regarding Ebola and the information that should be provided to faculty and staff. Dr. Russell will research information from PB Regional hospital and a workshop that they are planning for the handling and treatment should the need arise. She will also investigate to see if there are other agencies that are planning on conducting informational workshops.
- Ann announced the meeting dates for the Academic Suspension appeal meetings. Spring semester will be on January 6 and fall will be August 1. This information will be sent to everyone as a remainder, incorporated into the academic calendar and resent as a reminder 7 days prior to the meeting.
- Ann and Dr. Brown are reviewing the advising schedule based on completion of ACAD and returning students.

#### **8. Institutional Effectiveness**

- Dr. M. Payne discussed the upcoming Steering Committee trip. Everyone is to meet at the Tinnin parking lot at 8am on Friday October 24. There will be structured discussion during the drive time. Discussion of the SWOT analysis and Stop/Start exercise. There is a possibility of a public meeting with the Chamber directors to discuss the draft of the plan.
- Michelle Lane will officially start as the Assessment Coordinator on November 1. She will work with the faculty to facilitate the data gathering and develop a process for surveys.
- Dr. W. Payne announced that we have been accepted into the HLC Learning Outcomes Assessment Academy. The first meeting will be in November. A team of 8 faculty and staff will be attending.

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

- Discussion of the proposed brochure for Title IX and drug and alcohol prevention. Training will be scheduled for all staff and a plan will be formulated for training students. The feeling is that if the federal government is going to require training then they should provide the training materials. It was decided that the brochure was ok with the exception of the picture on the front. Ann will replace the picture and the brochure will be printed.
- Kristina asked if we could contract with agencies in each of the towns where centers are located to provide counseling services for staff and students. Ann is going to pursue the options.
- Discussion of the leave policy from the last meeting. Steve is to check with Kathy to determine the level of difficulty if it changes. Kristina is to check with Jennifer about what processes would need to be changed if the accrual changes.

#### **10. Communications**

- Open discussion of the Weatherbird Operations. Teresa will make the changes and publish the finished document.

**11. Technology**

- Steve announced that there was going to be a test of the mass communication system. He will publish the date that this will happen.
- Student housing public WIFI has been moved to the new AT&T circuit. This has eased the stress on the existing bandwidth.

**Meeting was adjourned.**



## COLLEGE CABINET MEETING MINUTES

Tuesday, December 2, 2014

9:30am

### 1. President's Opening Remarks

### 2. Discussion

#### • **Employee Communication Task Force**

- Margaret Orlando joined the cabinet to discuss recommendations of internal communications from the Employee Communication Task Force. She explained the task force was formed to provide an internal communication piece for the staff. The process was an email to various departments for input and a follow up meeting with the task force to finalize recommendations.
- a. **Employee Calendar:** Recommend a campus event calendar. Discussion of the existing calendar and the processes that are in place to provide information for publication on the calendar. The task force recommended that instead of the calendar residing on the gateway that possibly it could be shared as an outlook calendar. This might make it easier for access.
- b. **Breaking News/President's "To Keep You Informed":** The task force recommends keeping this communication going. It should have a "focused" use.
- c. **Employee Newsletter:** The recommendation was for a bi-weekly publication and that one department be designated the responsible department for production. The newsletter should include department spotlights, Human Interest/News section and an info section with links to the calendar, employee gateway and meeting minutes.
- The cabinet will discuss these items at the next meeting and provide direction to the task force.

#### • **Protocol for notification of faculty and staff sickness or death in the family notification:**

After discussion, the following process was decided:

- In the event of major illness (requiring hospitalization), death of immediate family members, birth of children or marriage the employee should notify their supervisor who will in turn notify HR and the announcement will be made.
  - For change of positions or extended absences (30 days or more) HR will automatically make the announcement to faculty and staff.
- #### • **Benevolence Fund and Committee:** The following individuals were selected to participate in a committee to determine if there is an interest in creating a fund to send flowers/cards to employees in the event of sickness, death and birth:
- Cindy Gray
  - Leslie Forrester
  - Bridgett Barnhill
  - Will Cooper
- #### • **Convocation:** Offices will be open for business except for the hours of 11:30 – 1:30pm during the lunch. The faculty and staff will be assisting students. Center Directors will provide lunch at the centers for their employees.

### 3. Follow-up Items

Item	Responsible Party	Status
Housing Guests	Ann Matthews	Ann reviewed the recommended changes to the Housing Handbook. All were accepted by the cabinet.
On Line Directory Coordination	Teresa Johnson/Steve Atwood/Kristina McDaniel	The PAF is in the process of being updated.
Facilities Usage	Janine Heath/Tim Thompson	Review the proposed facilities usage handbook and revise as necessary for presentation to the cabinet.
FY16 Health Insurance	Kristina McDonald	Working on the survey draft in order to provide information to the cabinet

### 4. Financial Services

- **Update on steps taken to lower bookstore fines:**
  - In response to various discussions, Bob Jansen has taken the following steps to attempt to reduce the amount of fines students must pay for not returning books.
    - a. Getting the faculty to assist in making announcements to the students to return their books.
    - b. Modifying the current method of charging for books that are not returned to the used price instead of the new price. This will reduce the amount of money the student will be charged.
    - c. Adjust the timing of accessing the fines.
  - Items that remain outstanding:
    - a. A method to identify withdrawals in order for communication to happen sooner.
    - b. Working with the call team to see if we can use the robo call system to notify students
    - c. Monthly email to students listing the books that they have on the rental program
    - d. Bob is working with Jason on the old accounts to modify bills and notify students in hopes that the reduced amounts will make it easier for them to pay.
- **Café ARC transition to vending – final decision needed**
  - Charlotte Eubank led the discussion regarding the transition of Café ARC to a vending operation. Due to the overhead the hours of operation are currently very restricted. Utilizing a selection of vending products from Pepsi would allow the facility to be open during full operation hours of the ARC. The cabinet voted their approval to move forward.

### 5. Career Education and Workforce Development

- Dr. Russell discussed the changes to the Enhancement Grant. The due date for the grant is February 5, 2015. The minimum cost of items that are covered has increased to \$1,000. Money can be used for high demand programs only.

## 6. Student Services

- **Community Service – good or bad:**
  - Ann Matthews requested input from the cabinet on various projects that would be beneficial to the college as well as the employee. We need to teach them at the same time they are working.
- **Tutorials for You Tube:**
  - Scripts must be approved by communications.
  - We must use the college You Tube account and not personal accounts
- **Title IX Review and brochure**
  - The poster must be posted in all buildings
  - The brochure must be distributed to all students
  - The college must provide training for the students. HR is working with Workplace Answers to produce a training module for the students
  - Other community colleges are adding the training to the ACAD classes and making those classes required for all first time students
  - The Title IX team should attend training annually.
- **Drug and Alcohol Review**
  - Ann Matthews led the discussion of the Drug and Alcohol Prevention Program Biennial Review document. She discussed various changes that are being recommended. After the final draft is complete, she will bring it to cabinet for approval.
- **Advising Manual Draft:**
  - The draft was distributed to cabinet member for review. Ann will also send to the centers for review and input.
  - Currently the advising staff is providing a “lunch and learn” training session for faculty
  - The suggestion was made for a review of the transitional section.

## 7. Institutional Effectiveness

- **Mission Statement and Strategic Plan – Vision 2020**
  - Dr. Maribeth Payne reviewed the mission statement handout. Announced that the Strategic Planning Steering Committee will be attending the next board meeting for recognition and to assist in presentation of the plan.

## 8. Human Resources

- **State Tax withholding**
  - Jennifer Inman joined the meeting to explain that the program parameters used to calculate state taxes has been incorrect. We are going to correct it and the change will be reflected in the January 10 pay check.
- **Adjunct Liaison/Relations**
  - Kristina McDaniel discussed the possibility of hiring a full time employee to be the go to person for the adjuncts. This individual would work with faculty and department chairs in order to improve communications with the adjuncts on campus and at the centers. Questions were raised as to whether or not this would be a full or part time position.
- **Employee Orientation**
  - Kristina discussed the expansion of the current process to a 12 month process. The basic orientation would take place on the first day of work and the employee would be



scheduled for once a month training for the next 12 months in order to cover all items necessary for the orientation.

- It was suggested that we send out a survey to recently hired employees to get feedback on the current process.

#### **9. Communications**

- Teresa discussed several changes to the identity standards
  - The college name: In the past the use of TRC was discouraged. Suggested change for casual usage including emails, Facebook posts, and flyers. A suggested alternative would be 3RC however the cabinet was not in favor of this change.
  - Official way to refer to Off-Campus Locations: Use Three Rivers – Location instead of center.
- Annual Report Outline: Teresa discussed the outline for the annual report. The cabinet approved the layout.
- Fast Facts: Teresa reviewed the draft of the fast facts.
- Dr. Payne requested Charlotte to send out notification regarding the increase in tuition for the spring semester.

#### **10. Technology**

- Steve Atwood updated the cabinet regarding the computer outage tomorrow. It should be down for approximately 1 hour.
- Secondary phone numbers will be phased out in January. Notification of this was sent last week for input.

**Meeting was adjourned.**