



COLLEGE CABINET MEETING MINUTES
Tuesday, February 13, 2018
9:30 AM

Attendance

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

1. President's Opening Remarks

- The revised completion date on the Libla Family Sports Complex is April 25, 2018. This is well beyond the calculated finish date with all delays accounted for as prepared by Dille and Traxel. Dr. Payne has informed the contractor of such and the response was disagreement with the calculated finish date. Working with the architects and contractor to resolve.
- Sidewalks are finished and the parking lots have some issues. Final walkthrough is Friday, February 16.
- Discussion of the Missouri budget recommendations by the Governor. Dr. Payne is in contact with our representatives and senator to keep the focus on eliminating additional budget cuts to the appropriation for the college. In the proposed budget, the cuts to higher education would result in a reduction of funds to the college is \$385,000. Charlotte Eubank and Dr. Payne are reviewing different scenarios for increase to tuition and fees to help offset the reductions in state appropriations.
- Discussion regarding the performance funding KPI's. The college achieved success in five of the six indicators, which resulted in getting 100% of the available funding.
- The Malden location will close at the end of spring semester. This was a difficult decision but with the declining enrollment in Malden, the choice was obvious. Discussion of the SEMO operation and how it might affect Three Rivers.
- Discussion of existing programs being questioned by the state due to completion rates. Included in the discussion were short and long-term certificates.

2. Instruction

- Dr. Hoggard, Chris Adams and Shelia Inman have been working on the 180-day report. The numbers are increasing year over year.
- The Gen Ed Core – 42 requirements are moving forward. There is a plan in place to revise the block in order to meet the registration date.
- Discussion on E-Textbooks. Pearson has announced that they will no longer publish books. They are going to a full E-book line. We are anticipating that other publishers will follow this direction over the next few years. This will affect the curricular process. We currently require all book changes to go through the process. Due to the quickly changing market, the college needs to amend our procedures in order to adapt. The cabinet reviewed the proposed form that would decouple the book changes from the curricular process. Charlotte Eubank, Ann Matthews and Justin Hoggard will define the process and send to cabinet for review.

3. Student Services

- Ann Matthews presented the finalized Enrollment Management Plan that includes all previous corrections and suggestions. Steve Atwood moved to approve the plan. The motion carried with a second by Teresa Johnson. Chris Adams will set a meeting with Dr. Maribeth Payne to review SPOL input.
- Discussion regarding the student from Doniphan that scored a perfect ACT score. Dr. W. Payne would like the recruiters to set up a meeting in order for the college to offer a full scholarship.
- Ann Matthews is working on a new Title IX case.

4. Institutional Effectiveness

- The assurance argument for the HLC visit is coming along. The team has been set. Dr. M. Payne is working with the Chair of the committee to establish a schedule for the visit. At this time, we do not have information as to whom they will specifically want to talk with. The committee will validate what we said we were doing and do further investigation into perceived weak areas.
- HLC sent a survey to the IE office to send to the students. It went out last week and the surveys will go directly to HLC.
- This survey delayed the registration survey. External locations will receive the survey at the end of February.
- Policies and regulations are extremely important to the visit. Make sure to review and update as necessary.
- Discussion on the retention report. Graduation rate is up by 7%. Discussion of the development courses and their outcomes.

5. External Locations

- There will be a Directors meeting on Friday in Dexter with Ann Matthews, Chris Adams and the recruiters.
- The Directors are working with the recruiters to establish the spring recruiting schedule at the area high schools.
- Sikeston roof repairs are completed.
- The Sikeston High School participated in a live feed of an autopsy from Washington University in St. Louis. This was held at the Sikeston location utilizing our ITV.
- Sikeston location held a service fair for disabled students
- Mers Goodwill has started a group to do the evaluation of a One Stop High School in Sikeston. Missy Marshall is investigating if this is something the Sikeston location can partner with.
- Sikeston has needs for Dual Credit instructors. Dr. Hoggard will be in contact with Amanda Taylor to determine if we can meet their needs.

6. Communications

- Send all communication requests to Penny Sitzes
- Please do the proofing checklist before submission of the request. Requestors are expected to proof their documents for accuracy in details.
- For all web updates, please send the request to Penny and she will forward to the correct individual

7. Financial Services

- Charlotte Eubank reported that the MCCA CFO's through the Governor's cooperative procurement efforts is preparing a RFP for an energy audit and credit card merchant fees

- Discussion of hats that were purchased to promote the Fire Program and reimbursement for the expenditure. Recommendation was to have Jack Armor submit a check request and be reimbursed for the cost of the hats.
- Student clubs and orgs have the capacity to fund raise. Individual departments do not. Charlotte to begin to write a regulation regarding fundraising to be presented for discussion. She will work with Michelle Reynolds in the development office for input.
- Discussion of what is happening with the Malden furnishings and the timing of getting out of the building. Dr. Payne will notify Bill and Connie Hampton of our decision to close and vacate our lease. An inventory list will be sent to Ann Matthews. All contracts need to be cancelled.

8. Human Resources

- Three full time employees have not completed the on-line required training. Kristina McDaniel will provide an updated list.
- The adjunct files are complete. Will send to all chairs for their departments.
- The surveys that have been returned regarding orientation have provided helpful feedback. The main issue that the employees have stated is the time line needs to be condensed to a shorter time line. Ms. McDaniel is reviewing the possibility of consolidation of topics in order to accomplish shortening the time line.
- Annual reviews are due by March 14

9. Information Technology

- There was a storage failure that created the recent down time with Colleague.
- There will be major updates to the computer systems over spring break



COLLEGE CABINET MEETING MINUTES
Monday, July 16, 2018
8:00 AM

Attendance

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

- 1. Department Chair Interviews:** Dr. Payne opened the meeting explaining the process for the interview. There are two open positions and the cabinet members are to interview to determine the best two candidates for the leadership positions. The structure of the reporting disciplines can be rearranged if necessary after the candidates are identified.
 - **Judy Davis**
 - **Dr. Leslie Gragg**
 - **Faye Sanders**
 - **Dr. Susan Lee**
 - **Dr. Melissa Davis**

The regular meeting began at 2pm.

2. Student Services

- The Housing Handbook was approved
- Discussion of the housing survey from the spring. It was generally a positive survey. Areas of concern are being addressed
- 10% down in enrollment. All staff are making phone calls to students that have not enrolled for the fall

3. External Locations

- The directors are in constant communication with Ann Matthews regarding enrollment
- They are reaching out to local HR departments
- Sikeston location is getting frequent requests for zoom rooms. Steve Atwood let the cabinet know that this is in BETA test at this point. Should be available in the spring
- Question on the HVAC program in Kennett. Dr. Hoggard informed the group that we are having difficulty getting instructors for the classes. Missy Marshall is to set a meeting with Dr. Hoggard and the individuals at the Sikeston Career and Tech Center to discuss the possibility of having a class in Sikeston
- Discussion on articulating non-credit hours for credit should the student want to obtain a certificate or degree

4. Financial Services

- The new audit team should be on campus no later than the Tuesday after Labor Day.

- The food service bid is ready to be posted.
- Discussion regarding accepting credit cards at events outside of our cashiering system.

5. Human Resources

- The Biometric screen is scheduled for August 10
- Currently interviewing for several positions
- Review of recent personnel changes.

6. Information Technology

- Discussion of the interruption of email services last week and the reason. Be cautious as you create your passwords. DO NOT use the same password for multiple sites
- A patch was applied to Blackboard last week which will hopefully fix the continuing issues
- Working on Enhancement Grant items

7. Institutional Effectiveness

- Ashely Woods starts on the 17th as the Executive Administrative Assistant
- Participating in the Adjunct training at Poplar Bluff and external locations. Presenting the assessment processes and institutional effectiveness operations.
- Discussion of other colleges experience with the HLC and their review

8. Instruction

- ASU has sent 13 2+2 programs MOU's. This is due to the change in the State General Ed block
- Ann Matthews and Steve Atwood discussed issues with the on-line programs that are being worked on. Further discussion will happen at the dean's meetings prior to a final presentation to cabinet.
- Currently reviewing the workload of the faculty to determine if there can be added classes
- Discussed the meeting with Representative Rone on July 5. Good contacts with local companies for future partnerships in the Workforce Development area
- Amanda Taylor is projecting over 500 dual credit students for the first time.
- Dr. Hoggard is working with Bob Jansen in the bookstore to determine how we can improve student services
- Quality Matters have updated to the 6th edition
- Dr. Hoggard has been selected as an HLC reviewer. Training will take place in October



COLLEGE CABINET MEETING MINUTES
Tuesday, July 31, 2018
9:30am

Attendance

Dr. Wesley Payne

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Teresa Johnson (absent)

Steve Atwood

Missy Marshall

Dr. Justin Hoggard

Janine Heath

1. President's Opening Remarks

- Convocation is August 6
- There is no firm completion date on the Libla Sports Complex. The scoreboards are being installed today. The main goal is to get the HVAC systems turned on in order to acclimatize the building for the installation of the floor. We continue to push for Raider Madness on the evening of October 1 to be held in the facility.
- With the approval of the funds for updating the Crisp building, Dr. Payne, Mark Richardson and Mike Pollard are investigating ways to efficiently spend the money.
- The maintenance department is in the process of installing irrigation and lighting on the hill.
- We have announced that there will be two new department chairs starting in the fall semester.
- Charlotte Eubank informed the cabinet that we have completed the final draw down on the bond funds for the Libla building.
- Don Crandall has resigned as the president of the booster club. His replacement has not been determined.

2. External Locations

- The locations are busy with enrollment. The last two weeks have been far busier than the rest of the summer.
- Working with the Department Chairs on class cancellations and readjusting student schedules
- Continue to see an increase in web class requests
- Starting to enroll students on the phone instead of requiring them to come in
- The appears to be an increase in part-time students versus full-time
- Interviews for the Dexter position are set for tomorrow.

3. Communications

- Re-evaluating the marketing plan and realigning dollars to match the need
- Moving the electronic billboard advertising back to Walmart
- Interviewing candidates for the two open positions
- Discussion regarding suspending the digital advertising and using the money in other ways

4. Financial Services

- Getting ready for the audit. Should be on campus shortly after Labor Day
- Reviewing the use of blanket PO's. Currently just an internal conversation within the department. This might result in additional questions when you turn in the request
- Discussion of using P Cards campus wide in certain circumstances
- The Concession/Food Service bid is due August 1. Dr. Payne stated that the Booster club does not want the vendor to sell their memberships
- We have until August 10 to submit our capital requests to MDHE

5. Human Resources

- The Biometric Screening is scheduled for August 10
- Continue to finalize some of the pieces of open enrollment for Health Insurance. It has been somewhat difficult this year
- Interviewing for open positions
- Discussion of the location for the lactation room. Planning on carving out a space in the remodeled HR office to house this room permanently

6. Information Technology

- Steve Atwood provided an update to the recent internet issue in Tinnin. It should be resolved by end of day

7. Institutional Effectiveness

- Discussion regarding GAR 1110 – Policy and Regulation Development. Additional language to call out Faculty approval. Cabinet approved the discussed changes by acclamation.
- GAR 1120 College Reorganization does not have a policy associated with the regulation. The change has been made to note the Code of Ethics policy on the form and repost to the web

8. Instruction

- We are switching our cluster with MOBIUS after SEMO withdrew from the cluster. We will be moving to the Archway Cluster
- The last Adjunct meeting will be Friday, August 3. We have had a series of meeting over the past few months at the off-campus locations
- The Faculty Handbook is complete. The catalog is almost finished
- Continue to monitor registration. Currently down in credit hours by approximately 5%.
- Working on revising articulation agreements with ASU. Discussion with them regarding inclusion of our AAS programs in their transfer program.
- Discussion on communication with our Adjuncts regarding classes and students

9. Student Services

- Ashely Patterson has resigned as recruiter with her last day being tomorrow
- Lisa MacDougal with BDT will be meeting with various staff members discussion a possible relationship for funding in the Advising area
- A basketball league is being formed by Chris Adams. They will play on Tuesday evenings in the BAC
- Discussion of combining Club Rush and Fall Preview. The cabinet felt this was a good idea. The date for this is September 26

- Presentation of the fabric that is going to be used on the seating in the new Welcome Center area



COLLEGE CABINET MEETING MINUTES
Wednesday, August 29, 2018
9:50am

Attendance

Dr. Wesley Payne

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Teresa Johnson

Steve Atwood

Missy Marshall

Dr. Justin Hoggard

Janine Heath

1. President's Opening Remarks

- No-shows will process on August 30. At that time we will know how the semester numbers will be. Unless no-shows are larger than expected we should be in line with the budgeted revenues.
- In order to remain balanced in our budget we have controlled expenses and selected certain open positions to remain unfilled. We are beginning to see an alteration in the curve – while we are still experiencing a decline in enrollment, we are declining at a slower rate. Hopefully this indicates we are finding the bottom of the trend.
- We are continuing to do program development and review existing programs to strengthen our position or drop programs that are no longer necessary.
- We are starting to see increased enrollment in the evening advantage programs.
- We are targeting resources and examining all areas for improvement.
- Currently in discussion with the Sikeston school system to take over the sponsorship of the PN program and move it to our facility in Sikeston.
- Political environment:
 - There is new legislation that was passed regarding the teachers retirement system and the amount that retired personnel can earn if working within the system after retirement. The college will now have to contribute to the PEERS system on any money earned by the retirees.
 - The new law went into effect Tuesday, August 28.
- Dr. Payne asked that everyone on the cabinet make an extra effort to work collaboratively with one another and to go out of their way to be pleasant as we seek solutions to challenges. Dr. Payne further requested that all cabinet members work diligently to instill this same behavior in everyone in their areas.

2. Communications

- Amanda Vasquez starts tomorrow as Visual Coordinator
- Carrie Franklin will start on September 17 as Content Coordinator
- Working on a detailed marketing plan
- Working with IT on accessing different solutions for the web site. This is just a technology phase. Design of the actual web site will start after a solution has been chosen

- This is the end of the first cycle of reviews of various projects. Working on adjustments to the processes to improve the outcome for the next cycle
- Discussion on the purpose of the View Book. The high school counselors use it as well as the students. It is a marketing piece designed for this purpose. Do we need to update it? Teresa is going to put together a focus group to determine what should be in the book and how it compares to other institutions.

3. External Locations

- Working on a solution to have a courier to Kennett
- Request that Bob and Casey from the bookstore be at the debrief meeting
- Thanks to Amanda Hicks for working with the locations to add money to student accounts in order to complete the book check out process
- There is increased activity in web enrollment. Students that originally had face to face classes have switched to on line due to their personal needs
- Determined that hourly employees can volunteer for events as long as it is not doing work that they do on a daily basis in their positions

4. Financial Services

- Discussion on whether or not to adjust the method of billing for Senior Citizens. Currently they attend tuition free but not fee free. This is outlined in the catalog only, it does not exist in regulation. Determined that it would be added to the Residency regulation and that Charlotte would provide the language. Responsible administrator will request the document from IE and begin process.
- The company we were using for bulk mail services has gone out of business. This delayed some of our mail delivery in July. The vendor that has purchased the company is in contact and we are working on getting up and running with them.
- Discussion of handling forms.
- Auditors are here on Tuesday next week.

5. Human Resources

- Review of new personnel and resignations/retirements
- Jennifer Inman and Kristina McDaniel will be attending the retirement conference to gather information regarding new reporting requirements due to the recent bill that was passed
- Orientation begins next week

6. Information Technology

- Working on the assessment of the web sites
- Working with housing to attempt to determine issues with the internet speed
- Working on the programming of door locks in housing. The company is assisting. It has been determined that we will need new doors in order to install the locks. Rob is getting prices on the external doors.
- We have started to use Zoom to record ITV classes for the students to use. Currently testing to see if all classes can be recorded
- The IT department won the technology award with MCCA
- Kathy Richardson is retiring on October 31, 2018
- The information from the data stewards is due on October 31

7. Institutional Effectiveness

- Dr. M. Payne handed out the crosswalk to the responsible cabinet members for policies and regulations. The cabinet members should review the crosswalk to make sure it is accurate

- A SPOL review is being completed. After this is complete there will be meetings to review the plans of each of the budget managers.
- External location debrief will be September 11 at 8:30am

8. Instruction

- We were up in Dual Credit by 6%. Kennett was lower than expected in dual credit enrollment but has shown positive participation. PB schools have no complaints for the fall. The principal assigned one counselor to all Dual Credit students instead of all counselors participating. Dexter is not happy with the testing process. Amanda Taylor assisted one student from Advance that could not afford to enroll with a scholarship. It is important to remember that Dual Credit can be last minute. The high school counselors are off the entire month of July and if testing scores are not in before they leave then enrollment is last minute when they return.
- The catalog has been sent to the printer. The faculty and administration should adjust schedules to have programming changes made in a timelier manner in order to have the catalog published prior to fall enrollment opening.
- The State has added a requirement of a Citizenship Exam that must be given to all graduating students. This will begin for the students graduating in spring 2019. Dr. Hoggard will find out more information at the CAO meeting on Friday.
- We are moving forward with the Behavioral Health Support classes. After the curriculum will need approval from the Department of Health. There will not be a board certification at the end of the program. We are hoping to begin the classes in Fall 2019. This will be ran as a cohort but the responsible department head has not been named. It will be an 18 month cohort. Dr. Hoggard is getting input from professionals in the field.
- The Core 42 information is now on the website
- Continuing to work on the on-line programs with the department chairs
- The academic department is using data collected to improve schedule times and dates for class offering. It is easier to add classes when needed than taking classes away. Dr. Hoggard and the chairs will continue to gather data and tweak the offerings in order to optimize class size.
- Working with Financial Services to update the course fee schedule on the web. The corrected version should be up by January.

9. Student Services

- Discussions with other colleges on enrollment – most are down and many down significantly more than TRC.
- Ann Matthews asked for feedback on the Resource Guide.
- Diane Patterson has picked up another testing opportunity for Federal Agencies
- Discussion on the Student Code of Conduct regulation. Language is fine as it is.



COLLEGE CABINET MEETING MINUTES
Tuesday, September 11, 2018
8:30am

Attendance

Dr. Wesley Payne

Charlotte Eubank

Ann Matthews

Dr. Maribeth Payne

Kristina McDaniel

Teresa Johnson

Steve Atwood

Missy Marshall

Dr. Justin Hoggard

Janine Heath

1. External Location Debrief

- All external directors joined the cabinet meeting for a briefing of fall registration.

2. Financial Services

- The external auditors will be at the college on September 17 to begin the audit.

3. Human Resources

- Summary results from the BIO Screening are in. There was 54% participation. The two areas the college needs to address is weight and blood pressure
- On line training assignments will be out by the end of the month. They will be due by the end of January 2019.
- The compensation committee has been formed with the first meeting on the 28th of September. The committee is tasked with defining a plan for salaries.

4. Information Technology

- Kathy Richardson is retiring at the end of October.
- The staff continues to work on implementation of Office 365
- Tracking issues with bandwidth in housing.

5. Institutional Effectiveness

- Each responsible person should conduct a review of their policies and regulations on an annual basis in order to ensure that they remain current.
- Final draft of the registration survey being put together
- The assessment of all plans has been completed and sent to Dr. W. Payne for review. After this review is complete, IE will bring each manager in to meet with them to strengthen their plans.

6. Instruction

- Open Educational Resource Workshop will be held October 16 and 17. This is being conducted by University of Missouri. Dr. Hoggard will designate someone to attend
- Discussion of the entering the summer schedule into the system for planning purposes only. The goal is to have multi-year schedules available to assist in the registration and planning process for the students. Dr. Hoggard will check with Kathy Richardson to determine if this is feasible within the system parameters.
- The Winter and Spring schedules have been submitted
- Working with the ITV task force to create standards to assist instruction in this area.

7. Student Services

- BBT Grant. It appears that we will receive the grant for at least two years. There will be a RootED proposal and meeting to explain the grant and the process for advising.
- Preview Day is September 26. Over 700 students have signed up.
- Club Rush will be the same day with obstacle courses, games and food available.

8. Communications

- Discussion and review of the Weatherbird procedures.
- Communications is sending out all program flyers to get changes in order to have the correct information for printing.



COLLEGE CABINET MEETING MINUTES
Tuesday, November 13, 2018
9:30am

Attendance

| | | |
|--------------------|-------------------|--------------|
| Dr. Wesley Payne | Charlotte Eubank | Ann Matthews |
| Dr. Maribeth Payne | Kristina McDaniel | Steve Atwood |
| Dr. Justin Hoggard | Janine Heath | |

1. President's Opening Remarks

- Discussion of the decline in enrollment for the spring and ideas to improve
- Chuck Stratton has designed a safety devise for the doors that have no locks and have automatic closures. He will notify the faculty when the devises are in place and conduct training on use.
- Update on the Libla Family Sports Complex. Working on elevators and fire suppression. Bleachers are going in and the floor is in process for completion.
- The RFQ is being sent to secure a construction manager for the Crisp project.
- Fencing at the farm is coming along.
- Campus lighting is being installed and should be completed by spring.
- The college has entered into a partnership with the prior owner of the Westwood Center for them to continue to run. There will be a split in revenue for all events booked at the center.
- Discussion on the budgeting process. In order to improve the balancing process budget hearings may be reintroduced. Each cabinet member is responsible for reviewing the plans with their direct reports to ensure the plan is connected to the overall strategies for the college. One concern is that the plan is lost during the budgeting period.

2. Human Resources

- Discussion on leave forms and the process. Leave forms are required as the approval for all leave taken. These forms must be filled out according to the process in the regulation.
- There has been a very good response to the annual training modules. These are due in January.
- Discussion on the increase to the Missouri Minimum Wage. This is effective 1/1/19. While the college is exempt due to the government classification, if we continue to exempt ourselves there is a potential loss of employee pool for vacant positions. Ms. McDaniel and Ms. Eubank will provide numbers to see the impact if we increase the rate.

3. Information Technology

- Discussion as to whether or not to record calls coming into the Welcome Center to provide training to the personnel. Should we decide to move forward with this to take advantage of the customer service training, Mr. Atwood and Ms. Matthews will notify the staff.
- Office 365 still in testing stage. Will work with Dr. Hoggard on the role out after the testing is complete.
- The proofing process has improved the accuracy of our information but is very time consuming. Currently working on speeding up the process.

- The new website continues to be under review. Mr. Atwood will present the options to Dr. Payne in December.

4. Institutional Effectiveness

- Dr. Maribeth Payne handed out the SLO review schedule
- The goal is to begin using the Assessment module in SPOL in the spring
- Review of the grids on policies and regulation. Several policies and regulations were updated and posted to the web the first week of November. There were only minor changes to these policies and regulations.
- Discussion of the Strategic Planning annual Report 2018.
- Discussion of the Registration Survey and the student concerns.
- The Annual Planning Retreat will be on February 1, 2019 at the Westwood Center. Dr. Wesley Payne will meet with the cabinet to review Vision 2020 and establish annual priorities for the upcoming year.
- Reminder that the current plan needs to be updated with actual results and the use of those results.

5. Instruction

- The security in Plaster and Porter has been addressed. Phones are in and installation will begin soon.
- Concerns regarding class cancellations and the lag time between the cancellation and the students being notified. Mr. Atwood will check the system to determine if there is a problem.
- Discussion regarding an on-line application. How would this affect our placement process? Discussions to follow.

6. Student Services

- Discussion of the Admission Regulation and the suggested changes. Ms. Matthews will review the catalog and related policies for changes if needed. Dr. Hoggard made the motion to accept the changes. Mr. Atwood seconded the motion. The cabinet approved the changes on an unanimous vote.
- External Locations:
 - Discussion of having “special needs” groups tour the facilities.
 - LPN Sikeston had the State Nursing Board review on September 5.
 - Discussion of proposed A+ changes from CBHE. MCCA feels strongly that the suggested changes will result in the students being adversely affected. The Presidents and Chancellors are actively seeking a veto from the Governor.
 - We are now a part of the BDT grant which will place a person in an advising position at the R-1 school district.
 - An unofficial transcript can be given to a student that has a past due account as long as it is marked as unofficial.

7. Financial Services

- Discussion on opening Summer class schedules when we open Spring registration. Dr. Hoggard has recommended this change in order for the students to plan better as to the classes they are going to take. Summer registration will not be open but the classes that are being offered can be viewed on line.
- The SARA logs have been reviewed. There is an increase in the amount of money refunded due to institutional errors. Ms. Eubank will provide the data to the cabinet and would like feedback on ideas to eliminate as many as possible.

