



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Tuesday, January 24

9:30am

Board Room – Westover Administration Building

Attendance

Dr. Wesley Payne
Ann Matthews
Steve Atwood

Dr. Sherry Phelan
Dr. Maribeth Payne
Edie Dilbeck

Charlotte Eubank
Kristina McDaniel

1. Dr. Payne

- Bus involve in accident in IL has been totaled by insurance. Looking for comps for replacement.
- Still waiting on to hear from insurance adjuster on Bess from water leak.
- The injured athlete has had 3 surgeries, was releasee from hospital yesterday.
- Granite base for the Gene Bess bronze statue is being install today.
- FY'24 Planning Priorities were discussed and developed.

2. Student Services/External Location

- Disability Services is being temporarily being covered by Kathy Ballard.
- Testing Services is being covered by Advisors
- Recruiters have the first Raider's Day scheduled for January 28th
- JAG Day will be hosted on campus March 31st Project Drive will be promoted.

3. Financial Services

- Paying vendors by ACH is becoming more of a demand. System has the capability to pay electronically, will be working in test system.
- Westwood renovation is near complication. Communications will take photos to promote venue. It will be very nice.
- Custodial will be up for bid this year. What do we want? The same services? More, less, etc.
- It's the time of year that they are working on budget overages. They will be sending out notes.
- Credit Card Merch agreement is in place, the plan was to have this in place for the spring semester but that didn't happen. Hopefully it will be ready for summer but definitely by fall.

- Years ago The College Store worked with a third party for the online merchandise sales. We could not meet the minimum sales. The party had lowered the minimum and they also carry the Nursing uniform brand that the Nursing Department prefers. So that is being looked into more.

4. Human Resources

- Time for annual driving up for those employees that it is required of.
- Annual training update – list of status will be sent to Cabinet members.
- Time for staff annual reviews.
- New exempt employee threshold will be released in May.

5. Institutional Effectiveness

- Planning Retreat is this Friday 1/27, starts at 9:00 am., half day format, ending with lunch.
- A follow-up with Budget Managers will be held afterward, in the next week or so.

6. Instruction

- Chairs are working on the Summer and Fall schedules.
- Unfortunately, none of the grant request we submitted were approved.
- SMART Thinking will be discontinued.
- The Nursing Department visit by ACEN will be this Fall.
- Faculty Executive Committee has finished revising the Faculty By-Laws
- Catalog updates are being submitted.

7. Information Technology/Communication

- Typical rush of the beginning of the semester.
- Four master classrooms left to install. Extras to gov deals when project is complete.
- Expect Ellucian Experience roll out in March.