COLLEGE CABINET MEETING MINUTES
Tuesday, January 5, 2016
9:30am

Attendance
Dr. Wesley Payne     Charlotte Eubank     Dr. Mary Lou Brown
Ann Matthews         Dr. Maribeth Payne    Kristina McDaniel
Teresa Johnson       Steve Atwood         Missy Marshall

1. Opening Remarks
   • Legislative Breakfast will be held on January 8 at 9am.
     ▪ Discussion of legislative priorities
     ▪ Appreciation of the legislators support
     ▪ Discussion of the $2.0 million bonding issue and how we are moving forward with the repairs and maintenance of our facilities.
     ▪ Discussion regarding our programming and how decisions are made in order to adapt to demand.
     ▪ Discussion regarding our relationship with the four-year universities
     ▪ Each cabinet member should mingle and select one legislator to build a connection with.
   • Discussion on current enrollment for the Spring Semester. We are behind last year that there is an expectation that this will be the trend.

2. Follow-up Items

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<tr>
<th>Item</th>
<th>Responsible Party</th>
<th>Status</th>
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<tbody>
<tr>
<td>10 Month Hourly Employee – how do we pay?</td>
<td>Charlotte Eubank/Kristina McDaniel</td>
<td>Will research and return recommendations.</td>
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<tr>
<td>Locking and unlocking doors</td>
<td>Charlotte Eubank</td>
<td>Barb Stiriz is putting together a list of who has what key</td>
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3. Human Resources
   • The staff is working on the 1099 information that is to be provided to the employees in order to comply with HRA regulations. The deadlines for this information has been extended however we are making every effort to provide to the employees for inclusion with their tax filings for this year.

4. Information Technology
   • Steve Atwood announced that we will be forcing password changes. Employees will be notified every 180 days that they must change their password. If they do not, the password will expire and they will need to contact the IT department for reset.
• Discussion of expansion of the wireless access on campus. Exploring the use of grant funds to accomplish the upgrade

5. Student Services
   • Student Handbook
     ▪ Open discussion of the existing handbook and solicitation for the cabinet to provide input as to changes and improvements. These suggestions should be sent to Ann Matthews.
   • BIT Team
     ▪ The BIT team has been reactivated in order to assist students if there are behavioral issues that need to be addressed.
     ▪ In the process of identifying the appropriate place on the web site to have an on line form for students seeking assistance.
   • Title IX
     ▪ Continue to monitor activity in order to ensure all students have received training in Title IX
   • Housing Handbook
     ▪ Ann Matthews indicated that she had received some recommendations that should be incorporated into the handbook and will redistribute as soon as those are done.
   • Mental Health Workshop
     ▪ Ms. Matthews is scheduling training for Feb 19 and Feb 26 for staff that are interested. She will notify the staff and if the demand dictates, will schedule additional training.
   • A big thank you from Student Services to the faculty for getting their grades in on time for the fall semester.
   • Commencement
     ▪ Recommendation to close the campus to the public on May 20th in order to all staff to assist with the setup of commencement. Cabinet approved
   • Inceptia
     ▪ The company is doing a great job helping us with load defaults and resolving outstanding issues.

6. Academic Instruction
   • Dr. Brown expressed concern that our students were being billed twice for instruction that we obtain through Pearson.
   • We are currently investigating applying for a dual credit Pell grant. Dr. Brown will keep the cabinet members informed as she obtains additional information.

7. Centers
   • Missy reported that all centers are pushing enrollment for the Spring Semester.
   • Roof repairs are being scheduled for Malden and Sikeston

8. Communication
   • Discussion of the 50th anniversary activities and plans
   • Encouraged everyone to continue to use the request forms. This is allowing the department to better evaluate the amount of time necessary for each type of work.

9. Financial Services
   • Charlotte Eubank queried the cabinet members as to whether or not it would be an issue to combine in and out of state travel. There was no reason not to.

10. Institutional Effectiveness
    • Dr. Maribeth Payne provided copies of recommended Planning Priorities for FY17. The cabinet reviewed the priorities and provided comments back to Dr. Payne. She will edit the
document and resend to the cabinet for final review at the next meeting. These are to be finalized prior to the planning retreat on January 29th.

- All cabinet members are to get with their staff members that are budget managers and ensure that FY16 plans are being reviewed prior to January 29.