COLLEGE CABINET MEETING MINUTES
Tuesday, February 16, 2016
9:00am

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

1. Opening Remarks
   • Ben Ressel has submitted his resignation from the board. This will be accepted tomorrow at the board meeting
   • Discussion on Noranda closing and the impact to the community. Congressman Smith conducted a meeting with the local representatives and community member. The college expects a positive impact at our botheel locations for the retraining of employees. Evaluating whether or not we might need to add specific technical programs to support the retraining efforts.
   • MSU has reached out to set up a meeting to discuss on-going operations at the Willow Springs location.
   • Currently evaluating financing options for the Sports complex.
   • Discussion of the agreement with the Governor as it relates to tuition increases and increases to core allocation. A decision as to whether or not to increase tuition for the fall must be made before registration opens.
   • Discussion of revenue projections for the FY17 budget. These decisions have to be made within the next 30 to 60 days:
     ▪ Revenue projections to include enrollment numbers and state appropriations
     ▪ Run different tuition scenarios
     ▪ Potential pay changes
     ▪ Adjunct pay rates

2. Follow-up Items

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<th>Item</th>
<th>Responsible Party</th>
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<tr>
<td>10 Month Hourly Employee – how do we pay?</td>
<td>Charlotte Eubank/Kristina McDaniel</td>
<td>Will research and return recommendations. Kristina reported that other schools only pay for what is worked.</td>
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<td>Locking and unlocking doors</td>
<td>Charlotte Eubank</td>
<td>Discussion of the list that has been provided by Barb Stiriz</td>
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3. Information Technology
   • The team is currently working on cleaning up after the recent virus on the server
   • Currently experiencing bandwidth issues on Monday, Wednesday and Friday. Reviewing our options for expansion
   • Reviewing the opportunity to convert the Colleague system to a windows based system

4. Institutional Effectiveness
   • The agenda for the Center Debrief meeting was discussed. The purpose of the debrief meeting is to give the directors the opportunity to come to campus, meet with the administration and express their concerns.
   • The directors should report out with the cabinet members having the ability to summarize at the end
   • Discussion of the student survey. Overall the surveys were positive. The survey will be sent to the department chairs to be forwarded to the instructors.
   • The Continuous Improvement team will begin to meet. The team will be made up of the master planners
   • Discussion of the self-study for HLC. Dr. Maribeth Payne will send out a list based on the HLC requirements for review and discussion.

5. Student Services
   • Discussion of where the processes and procedures for each of the departments should be housed. Should it be on Blackboard or in shared folders? The working files should be in shared drives. Final documents should be posted to the Gateway.
   • Discussion of Title IV and attendance. We need to address whether or not we qualify and if so we need to enforce attendance taking. Regina Morris joined us for discussion. Dr. Brown is to reach out to her counterparts at Jeff Co and find out their processes. Further discussion is required.
   • The request was made to move the Planning Retreat past the 100% drop date.
   • Discussion on the age of a Non-traditional student. We should follow the IPEDS requirement.
   • Discussion of putting stickers on diplomas for honor societies. Ann Matthews is to find out how many societies we have and bring this back to cabinet for discussion.
   • Discussion on who is Jonathan’s backup for class cancellations. It is Kaitlyn Johnson.

6. Academic Instruction
   • Discussion on student drivers for fleet vehicles. MUSIC discourages this. Charlotte Eubank to check with legal and get an opinion
   • Concerns around the smoking area at B Building. This is the smoking area and if it is a concern to enter the building in that area there are other entrances.

7. Communication
   • We will be filming commercials on February 24.

8. Financial Services
   • Currently putting together salary information for input into SPOL for FY17
   • The book store is experiencing high turnover. Asked for patience
   • Lindenwood University will be conducting an open session regarding Doctorial programs to be offered at the high school. Edie Dilbeck will send out the information.
   • Ann requested that the next van that is purchased for the fleet be more of a minivan. The smaller van is easier to drive and will serve a lot of purposes.
9. **Human Resources**
   - Reminder to have everyone complete the sexual harassment training.
   - HR and Academics have been working on all faculty file reviews.

1:00 pm     Off Campus Debriefing began.