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.