COLLEGE CABINET MEETING MINUTES
Tuesday, August 18, 2015
8:30 AM

Attendance
Dr. Wesley Payne  Charlotte Eubank  Dr. Mary Lou Brown
Dr. Brenda Russell  Ann Matthews  Dr. Maribeth Payne
Kristina McDaniel  Teresa Johnson  Steve Atwood
Janine Heath

1. Opening Remarks – Dr. Payne
   • Open discussion on the economy and resulting declining enrollment in community colleges.
   • Construction continues on the new classroom building and site.
   • Concerns voiced with the locking and unlocking of classrooms. Janine Heath will contact Barb Stiriz to ensure that the janitors are leaving all classrooms unlocked with the exception of labs.
   • Sheronda Powell has resigned as Assistant Women’s Basketball Coach and Advisor. Currently working on getting the position advertised.
   • Discussion regarding the High School lock down and what our response should be.
   • Open parking discussion. It was recommended that any spots that are not “named” should be repainted and stenciled in order to eliminate confusion.
   • College wide position review was conducted. Each member was given cards with position titles and asked to place in one of four categories: Administration, Mid-level management, Line management, employee. This information will be tallied and will be the basis of position compensation review.

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>Facilities Usage</td>
<td>Janine Heath/Edie Dilbeck</td>
<td>Reviewing the entire manual for corrections based on recent staff changes</td>
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<tr>
<td>Temporary Agency Employees</td>
<td>Kristina McDaniel</td>
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3. Institutional Effectiveness
   • Review of the Free Speech and Assembly policy and regulation. Dr. M. Payne has updated the policy and regulation to reflect the new laws in Missouri. The college can no longer designate a specific place for public gatherings. These gatherings may not be disruptive to the learning environment.
• Discussion on credentialing of the faculty. MDHE has stated that Dual Credit must adhere to the same credentialing process as full time faculty.
• Discussion on policy and regulation creation and implementation.
• Open discussion on grade appeal. We need to make sure that it is in policy and regulation format.
• The IE office will oversee procedure review in all areas to make sure that our regulations are up to date.

4. Student Services
• Casey Julian has agreed to walk the campus nightly to ensure that all buildings are locked. This will continue until the Mag-locks have been installed on all outer building doors.
• The SRO’s will continue to issue parking tickets. Violations in the Accessible spots will be considered a city matter and handled as such. Students, faculty and staff should be advised of this process.
• Chris Adams will assume the duties recently performed by Hillary Starnes for student organizations.
• Open discussion of the SGA and their role/purpose. This organization will be reviewed by Mr. Adams with recommendations as to how to strengthen their presence.
• Title IX training is being conducted for all students.

5. Academic Instruction
• The Adjunct meeting was extremely successful. Over 130 attendees.
• The employee survey for the adjuncts is due back on Friday, August 21.
• Fall classes have started with few problems. A successful start.

6. Centers
• Question on replacement of the onsite IT technician.
• Requested additional times for the financial workshops. More students are applying for loans.
• Review of maintenance personnel and staffing. Two new employees will be on board by August 24.
• The next center director meeting will be held on August 31. Discussion regarding communication with the main campus and other issues relating to the centers.

7. Communications
• The work request form is almost complete. Ms. Johnson is hoping that it will be ready to roll out by September 1. This will provide the ability to begin tracking and scheduling projects.
• There is a Marketing Advisory Committee being formed. This will include various individuals across campus to provide feedback on recruitment/Advertising and Marketing.
• The signage for Sikeston, ARC and the new classroom building is almost complete.
• There will be a job fair on Friday in the BAC. Open to the public and students.

8. Financial Services
• Open positions in Purchasing have been filled. With the mail room and purchasing being staffed, Cammy Halcumb can now turn her attention to the contracts, comparison shopping and bidding processes.
• Two positions in Maintenance have been filled. The off campus maintenance person will be making regular visits to the off campus sites along with assisting the department with continued improvement projects. The grounds/mason position will begin a series of exterior improvements to include signage and sidewalks.
• On-going facilities projects include: Improvements to the roof at Crisp, faculty offices in the administration building, elevators in Administration building and the ARC, locks for all classroom on the new system and mag locks on all exterior doors.

9. **Human Resources**
   • Working on filling the vacant positions.
   • Reviewing changes to job descriptions is ongoing.
   • Office moves: Everyone should be filling out the PAF for any office moves that happen.
   • Discussion of the dress code for the college. “Casual” needs to be defined.
   • Due to the Health reform act, we should use caution when contracting employees from a temporary employment agency. Ms. McDaniel is reviewing contracts and use to ensure that we are in compliance.
   • We continue to wait for a ruling on the exempt versus non-exempt definitions from the Department of Labor.