COLLEGE CABINET MEETING MINUTES
Tuesday, September 9, 2014
9:30am

1. President’s Opening Remarks
2. Discussion Items
   - AA PNUR Degree
     - Regina Morris, Laura Milligan and Melanie Hamann attended the meeting to discuss issues with the AA Pre Nursing degree program. When processing the student records for filing with the State it has been found that there was not a program credential found. Discussion continued as to the purpose of the program and steps that would be required in order to ensure that the students benefit from the structure. For the current students the cabinet approved by acclamation that the program would be marked as eligible for graduation.
   - Programs offered by the college with program dates different from the college’s semester dates.
     - Several programs currently offered by the college have start dates different from the official college semester dates. These include:
       a. Sheriff’s Academy
       b. LPN
       c. Fire Training
       d. OTA
     - The variance in dates affect the student’s financial aid awards. Dr. Payne directed that a work group be formed to include financial aid, registrar and student accounts in order to resolve this issue while remaining in compliance with Title IV. This committee will report back to the cabinet at the next scheduled meeting.
   - Curriculum Issues
     - Dr. Payne discussed issues with certificate programs that currently do not meet the 24 hour requirements in order to receive financial aid. Directed Dr. Russell to work with Regina to make sure that the programs would be recognized.
   - Meet the Raiders
     - Dr. Payne explained that there is not an expectation that everyone attends all functions however if at all possible the cabinet members are expected to attend to show support. The members do not have to stay for the entire event but should be present at the beginning of the function to show their support.
     - There were between 300 and 400 people in attendance and according to the Booster Club this was one of the largest attendance at the annual event.
     - Drs. Dean and Martha Dye were recognized for their donation of $25,000 to the Athletic Complex.
   - Fundraising
     - Dr. Payne informed the cabinet that the auction in Wayne County held last weekend netted the TRET approximately $700,000.
• The TRET will begin selling bricks for various areas on campus in order to continue to raise funds for projects.
• The Trust is required to raise $4.5 million dollars to fund the Athletic Complex. The decision as to whether or not to move forward must be made by January 2015

• Rodeo
  ▪ The estimated cost of the Rodeo is $70,000. Three Rivers and The Black River Colesuem are partnering in the event. The college will be responsible to $35,000 of the costs.
  ▪ It has proven difficult to fund raise for this event.
  ▪ T-shirt sales will begin soon. $15 for each shirt. Available in pink or brown.

• Employee Health Insurance
  ▪ Bill Hampton inquired as to what was the outlook on health coverage for FY16. There was an open discussion surrounding ACH and related topics. The cabinet is concerned about how to address the anticipated cost increases that are expected. Dr. Payne requested that Kristina McDaniel form a committee to review the need and expectation of coverage from the employees. She is to solicit involvement from employees that want to be on the committee.

• Vacation Requests:
  ▪ Dr. Payne restated our existing policy regarding vacation requests:
    a. If a request is received after the vacation has been taken, it is unpaid leave.
    b. If a request is received within the 10 day timeframe and the supervisor approves, the leave is approved.

3. Financial Services
• Media Link
  ▪ Charlotte Eubank would like to relocate the TV from the lower level stairwell area in the Westover building to the welcome center. Approved.

• Vending Machines
  ▪ Charlotte Eubank would like to relocate the vending machines from the lower level stairwell to either end of the building and the lounge on the third floor. Direction was given that she should contact Pepsi and see if they see issues in moving the equipment. If not, the move should proceed.

• Pepsi
  ▪ Charlotte Eubank reported that there were issues with Pepsi getting the orders correct, keeping the machines in good working order and restocking the machines. If there are issues, Bob Jansen is the contact. Please forward any issues to him for resolution.

• Cashiering Services for Events
  ▪ Charlotte requested that advance notice be given to the Student Accounting department for any cashiering needs at special events. Both cashiers are hourly employees therefore flex time must be scheduled in their regular work week to avoid overtime.
  ▪ Discussion on utilizing event staff for events not requiring credit card payment. The cabinet agreed that the event staff could be utilized.

4. Student Services
• Housing Issue
  ▪ Ann Matthews led the discussion on discipline action within housing. Discussion centered on notification of housing coordinator and campus safety. Also discussed revamping the Housing Handbook and the orientation with the addition of the new Housing Coordinator.

5. Human Resources
• **Transcripts**
  ▪ The team in HR is conducting an audit of all part time and adjunct employees to make sure that we have official transcripts on file. Expect communication from them for any that will be needed.

6. **Communications**
   • **President’s Perspective**
     ▪ Teresa Johnson asked that the cabinet members review the hand out on suggestions for improving the Perspective. She requested that all members provide input at the next Cabinet meeting.
   • **On Line Directory**
     ▪ The system will not allow for you to enter the first and last name for the search. You can only enter one or the other.
     ▪ Working on getting missing photos
     ▪ Teresa requested assistance in establishing a process to keep the directory updated. Kristina McDaniel, Steve Atwood and Teresa will work together to establish this process. Penny Sitzes has volunteered to be the point of contact for this process.

7. **Centers**
   • Bill Hampton complimented Human Resources on the new employee announcements. He stated that is was very helpful to have the picture with the information.
   • Bill asked for an update on the Pearson issues that we have been encountering. Steve Atwood indicated that according to Pearson all issues have been resolved.
   • Bill asked if the student would have time to look up information when taking a test on line. Dr. Payne stated that all tests given on line should be assumed to be an open book/note exam as these are not proctored.

**Meeting was adjourned.**