COLLEGE CABINET MEETING MINUTES
Tuesday, October 6, 2015
8:30am

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

2. Spring Semester Debrief Meeting for External Locations
   • Attendees
     Missy Marshall       Kathy Ballard       Carolyn Cornman
     Scott Williamson     Claudia Horn       Bill Hampton
     Rob Tomlinson        Jason Alford        Chris Adams
     Melanie Hamann       Diane Patterson     Laura Milligan
     Robby Calvert        Bob Jansen           Chuck Stratton
   • Dr. Wesley Payne opened the meeting.
   • Security: Chuck Stratton presented several items
     a. Currently working on installation of the camera system in Dexter
     b. Proceeding with exterior locks for each door at each center. Getting bids for the locks.
     c. Cabinet should review the campus safety plan in preparation for upcoming training
     d. Be aware of your surroundings. Prepare yourself in the event of an emergency
     e. All instructors should present the emergency plans and actions on the first day of class for the students.
     f. Training will be scheduled for all employees in the centers
     g. Review the Freedom of Free Speech policy and regulation.
     h. Chuck is training the SRO’s on college procedure
     i. Chuck is working with all of the local police departments in each location and is encouraging them to become familiar with the buildings

   ▪ Each location discussed their preparedness and responses
     a. Piedmont – Claudia Horn
        1) Evening classes at the site. There is no security however pepper spray and hornet spray is available.
     b. Sikeston – Missy Marshall
        1) Front desk is supplies with wasp and hornet spray
        2) Whistles are in each classroom to be used in an emergency
        3) Missy has pepper spray on her key chain that she has with her at all times
        4) Camera throughout the location
        5) Back door security is a concern which the employees are discussing and with Chuck’s assistance will address
        6) Sikeston PD has a great presence on campus
     c. Kennett – Kathy Ballard
1) Back door security is an issue that must be addressed. The door is being propped open to allow smokers to exit.
2) Cameras are in place and working
3) Suggested a monthly check for exterior lighting and properly working locks.
4) In an emergency the employees are to call 911

**Student Learning Needs/Tutoring/Student Persistence:** Diane Patterson and Robby Calvert led the discussion

- Kathy Ballard stated that one of her tutors was very good. She is concerned about the rate of pay. The high school pays $30 per hour and we only pay $12 per hour. The students are not using Tutor Trac at Kennett but the information is being recorded.
- Justin Hoggard informed the group that the TLC is going to become certified to push tutoring beyond the TLC location. A dedicated phone for tutoring and a blackboard shell for tutoring is being put into place. The SKYPE component is coming soon. These services are to better serve the students at off campus locations. Currently this is being tested in Sikeston. All issues will be worked out and then will be rolled out to the other locations.
- Tutors are in limited supply for the off campus locations.
- All staff at the off campus locations should be trained on the Distance Education tutoring in order to assist the students.
- Master Classroom instruction should be in each classroom. Three rooms will be added in Sikeston, Dexter has been upgraded.
- Library workshops have taken place in Kennett and Malden. Sikeston and Dexter are next in the training cycle.
- Review of the purpose of a library: The only function of an academic library is to support the academic curriculum. The Family Campaign resulted in over $4,000 to purchase additional needed resource books for the library.
- Dr. Brown discussed the plan to replace the COMPASS with Accuplacer. Accuplacer is comparable to COMPASS in application and price. COMPASS will no longer be active after November 2016. Dr. Brown is developing a plan to roll out Accuplacer on campus as well as the high schools in the 15 county service district.
- Robby discussed the process of sending and getting feedback from the students. He is planning on visiting the external locations to visit with students.
- The off campus locations are no longer referred to as “Centers”. The HLC and State definition of “Centers” requires that we provide the same services at each of the locations as we offer on main campus. We now refer to the locations as “External Locations”.

**Registration/Advising/Financial Aid:** Chris Adams and Laura Milligan led the discussion

- There was an approximate 4% loss in registration for the fall
- The last week of registration was heavy as is typical
- Most students signed up for a ROCS session. It begins with a general session with information presentation that all students need. At the conclusion of the general session, the students are divided into area needs and then advised on a one-on-one basis. In the future Career Education and Title IX will be incorporated into ROCS. Every new and returning student must go through an orientation session. ROCS was piloted at Kennett this fall. The students that could not attend the scheduled session were scheduled on an individual basis.
- Student loan workshops have been successful. Loans have reduced which should equate to a lower loan default rate. Great example of continuous improvement. Recognized the
problem, took action and are seeing results. There are plans to incorporate the workshops in to the ROCS sessions at the external locations. The purpose is to discourage students that should not have to borrow and to work with those students that do in order to make sure they are not taking more loans than they need.

- A request was made that ROCS be available to register on line at the external locations.
- After completion of ROCS and the registration process the students are ready to pick up books. All new students are registered for GNST 090, New Student Orientation. This is on line and lasts until mid-semester. Strong emphasis has been placed on improving the registration, advising and financial aid processes. It was agreed that the process has improved greatly in the last 12 months.

- Claudia Horn expressed concern about advising and the availability of advisors. Chris explained that after the first initial registration, the student is assigned an academic advisor. Each program of study is defined in the catalog in order to simplify the process for the student and advisor.
- All locations are making calls to students regarding attendance
- Should incorrect information be identified on a student record, a hold must be placed on the student’s account. Locking the account down will get the student to correct the information. Melanie Hamann is to create the code for bad information hold.

• Custodian/Maintenance: Rob Tomlinson
  - Footings are in place for the entrance sign
  - Footings are being formed in the academic triangle
  - The Mag Locks are in the process of being ordered and installed. This will give the college to open and close buildings based on day and time. We will continue to have only one card reader per building for entrance in off hours
  - The new AC unit in Kennett has been installed. Saved $10K by doing the work in house
  - Furniture change to rolling chairs in Dexter has been completed
  - Maintenance has improved at external locations. The ticket system has improved the scheduling of repair.
  - Wayne’s main focus is the external locations however specialists can be sent depending on the need
  - The goal for the landscaping throughout campus is to have the fabric and rock down and be ready to plant in the spring.
  - The irrigation system at Porter has been repaired and is now working
  - Discussion of future plans for the area around the old BSU building.
  - The presentation of the campus is important to the faculty and staff. It is a statement to everyone as to how we value ourselves.

• Student Feedback Survey: Dr. Maribeth Payne and Michelle Lane
  - Office of Institutional Effectiveness will administer the student survey. The survey will be administered October 19 – 23 in all classes. Michelle Lane will assemble information for the packets. There will be an additional question on the survey pertaining to the flow of information.

• Parking: Jason Alford and Dr. Wesley Payne
  - The college is no longer issuing temporary accessible parking permits. These must be obtained from the State License Department.
- Illegal parking tickets are issued by the college for everything except for accessible parking. The accessible parking violations will be written by the city and must be paid for there.

- **College Store/Text Book Delivery & Process for Book Return: Bob Jansen**
  - The launch of meal plans for the external locations was a success. We have sold more in one month that the total of last year. The addition of more vendors has assisted in the increase of the sale of the cards.
  - Kennett is having an issue with the cash register in the bookstore.
  - There has been a slight decrease in sales for items in the bookstore. Some ideas were to give a shirt to all who attend a ROCS session or register.

- **Technology: Steve Atwood**
  - We have separate circuits for wireless access. We are using local IP for bandwidth. Improving the access has been a focus the past year. We are seeing improvement.
  - Wi-Fi availability is intended for common areas, where student gather not necessarily for other areas of the building.
  - IT has a dedicated technician for external locations. The tech should not only be responding to tickets but also reaching out to the locations on a regular basis.
  - Encouraged all to open a ticket when there is a problem. This is designed to provide the ability to prioritize and follow-up on issues. All locations agree that the IT response has improved in the past 12 months.
  - The instructors need a backup plan should they encounter technology problems during class.
  - Vend-Print is having issues. The logs get full and jams the system. IT has to clear the logs in order for the system to continue to print.

- **Communications: Teresa Johnson**
  - There was a good response to the commercials in the fall. The commercials focused on Career Education.
  - There is a great deal of focus on all social media.
  - The new view book is out. Used several pictures from external locations.
  - The communication advisory committee recommended featuring the external locations in upcoming commercials.
  - Working on improving the communications for external location via Media Link.
  - Discussion of the Communications Services Request form. This centralizes the entry point for better organization and prioritization. The approvals communicate that every in the chain is aware of the project and approves moving forward.
  - For Spring registration there will be a schedule of classes for all locations advertised in the local papers. Designing a direct mail piece.
  - Requested student interest stories. If there is something interesting going on please pass the story line to communications. Pictures would be helpful.
  - Start looking for “stories” for graduation.

- **Student Financial Services**
  - We have renewed the contract with Higher One.
  - There are issues and confusion with the PN program due to the start and stop times of the courses. The calendar is the largest issue.
• **HLC Visit – November 11: Dr. Maribeth Payne**
  - The report was sent on September 25. We are waiting for the reviewer to reply as to who they want to meet with.
  - Several areas do not have results and use of results in SPOL. Everyone needs to look at their areas and plan for the missing data.
  - If you run IE by planning unit the report will show where data is needed.
  - SPOL update: Incomplete data, information has been copied but dates not changed, no activity
  - Prepare your status report by objective to report on milestones
  - Sandra Batten will send an email to set up appointments to go over what might be expected during the visit. These meetings will be held for the Sikeston and Dexter personnel.

• **Follow-up items from Spring 2015**
  - None

• **Other**
  - Dr. W. Payne appreciates everything the location staffs are doing. The staff wears many hats but obtain higher student satisfaction that the main campus location. Ann Matthews is working with the Student Services team to improve processes for external locations. She is working with the staff to increase their understanding of the difficulty the external locations face.

3. **President’s Remarks/Discussion**
  - Dr. Payne reported that we are making progress on campus improvement.
    - Faculty offices are moving along. There has been positive feedback on the size and space. Questions regarding furniture. This will depend on available funds.
    - Lighting and the parking lots will be summer projects.
    - Fabric and landscaping rock is coming soon.
    - Entrance sign construction will begin after the sidewalks are poured in the triangle
  - **Update on Survey results**
    - A college wide forum will take place the week before the board meeting. There will be a closed webcast for all external locations. Cabinet is to be present to answer questions.
    - There was a great deal of valid feedback from the survey. Many of the items were in process prior to the survey.
    - Communications requires a sender and receiver. Responding to information that we receive is important.
  - Dr. Payne shared that we are struggling to meet budgeted requirements on the construction of the sports complex. Dille Traxel is working hard with the contractor to value engineer the project. He anticipates a final answer on Friday.
4. Follow-up Items

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<td>Janine Heath/Tim Thompson</td>
<td>Resent to the cabinet for comment</td>
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5. Institutional Effectiveness

- Dr. Maribeth Payne provided the following updates
  - Please review plans for results and use of results. If anyone needs assistance, please contact her. She will be conducting a formal review starting on November 1 reviewing the data as a HLC reviewer would do.
  - ISP 6111 – CPL: This policy has been approved by the faculty. The State of Missouri is pushing to give CPL whenever possible to get the student to successful completion. The matching regulation was tabled by the faculty due to some confusion that needed to be clarified. Dr. Brown has formed a task force to address the issues and finalize the procedures. The goal is to review all methods we currently use to provide credit into one methodology.

6. Student Services

- Ann Matthews discussed the following
  - Universities have begun a slow move away from Disability Services. A few are using “accessibility”. Ms. Matthews recommended keeping the name as we now have it “Disability Services”. The cabinet agreed.
  - Is Who’s Who a good thing to participate in or is it a scam to get students to purchase a book? At one time it was prestigious but not sure if it still is.
  - The Dean’s List (3.5GPA) does not include transitional courses. The college should recognize the 400+ students in these programs. Possibly at the Excellence Award Ceremony?
  - We now have counseling services in Kennett. We are working in Sikeston with Bootheel Counseling. Students can receive 3 free sessions upon referral from instructor. The college will pay.
  - Do we want to change the wording on the application as it relates to felony charges? If the student marks no and we later find out that they have been convicted of a felony, the application currently states “shall be” expelled. Do we want to change it to “could be”? The cabinet decided that it should be left as “shall be”.
  - Dr. Brown and Ann Matthews will work on a recommendation for a space for nursing mothers. The space must be dedicated space and cannot be a restroom.
  - Ann Matthews and Dr. Brown will work together to identify and recommend a space for the Veteran’s Center.

7. Academic Instruction and Career Education/Workforce Development

- Dr. Brown provided the following updates
  - Discussion of the four year universities offering a 200 level course. The decision was to remain with the policy that the four year university will not offer lower division courses.
The Dexter High School principal is prepared to explain to his board the rules we are now under for credentialing instructors. Dr. Payne asked Dr. Brown to attend the meeting and provide the explanation.

There is a scheduled superintendents meeting with Poplar Bluff, Doniphan, Twin Rivers, Piedmont, Greenville and Van Buren that Dr. Brown will attend to explain the credentialing.

HLC will be visiting with CMU on October 12 and HLU on October 22. At this point we have had no communication that we will be required to participate.

Dr. Brown discussed the proposed partnership with the Boys and Girls club. She is working on “field trip” experience in different areas of the college. She also discussed the program where the Boys and Girls club will have an evening program that will be offered to our evening students for their children.

8. Centers
   • Missy Marshall discussed the following items:
     ▪ Are there emergency funds available to cover small purchases if the budgeted funds have been spent? Yes
     ▪ Open discussion of summer hours. At one time there was discussion about having the center hours 7:30am – 5:30pm Monday through Thursday and 7:30am – noon on Friday. While this would match Southeast schedule that is not a reason to change.

9. Communications
   • Teresa Johnson presented
     ▪ Finalizing the Rodeo advertising
     ▪ Ramping up for the Spring registration advertising
     ▪ There will be another email regarding the communication request system published after fall break.
     ▪ Jonathan Atwood is working at keeping the web site up to date. The decision has been made to stop using the photo gallery and taking advantage of Facebook instead.

10. Financial Services
    • Charlotte updated the cabinet on the following
      ▪ Charlotte will be sending out an email regarding the per diem rate change. The GSA changed the federal per diem as of October 1 however we continue to use the FY15 rate due to budgeting.
      ▪ Auditors left last week. It is not done but they have collected all of the necessary information. The goal is to present the final at the November board meeting.
      ▪ The new reporting requirements for the retirement system has impacted our financial statement.
      ▪ Fleet: Coach Bess’s old car is not fixable. The two patrol cars are being gifted back to the city. One has been gifted but the other was never gifted to us. Cammy is working on the title issues.
      ▪ Currently working on safety issues in the maintenance department. Controlling access to the equipment and implementing training.
      ▪ Discussion regarding the misunderstanding of the title changes in the policies and regulations. Dr. Payne will address at the open forum.

11. Human Resources
    • Kristina reviewed the following:
- Review of the issue with signing the forms. Leave forms should be approved by the supervisor. No need for the president signature except for cabinet members. There is no need to send summary of leave for the form approval.
- The emails from Jennifer Inman reminding supervisors to sign time sheets have been helpful.
- Key Drug will be on campus for flu shots tomorrow and next week. Arrangements have been made for off campus on November 14.
- Several search committees are conducting interviews.

12. Information Technology
- Steve Atwood provided the following information
  - MyTRCC will be down during fall break for maintenance. Over Spring Break, all systems will be down for major maintenance.
  - The staff is preparing training for spyware and malware for the users. Until then, IT will be sending out test emails to keep everyone aware to watch for malicious emails.
  - Please complete the PAF for any office moves. Assists in scheduling.