1. President’s Opening Remarks
   - Dr. Payne thanked all that participated in the recent Three Rivers Rodeo. We have received positive feedback from the coaches, students and NIRA on the execution of the event.
   - During a conference call with the Governor and other college presidents, the governor announced that he would be putting a bill forward to award $200 million of bond money to higher education institutions in the state. Three Rivers should receive approximately $2 million of the allocation. This money is to be used for repair or renovation only.
   - Dr. Payne announced that due to non-academic issues, three Lady Raiders were dismissed from the team.
   - The Bee Gee’s concert and Marvin’s Room were successful.
   - The Globetrotters were in the Bess Activity Center on Saturday. Dr. Payne coached the opposing team. Good crowd for the event.
   - The Strategic Planning Steering Committee will be visiting the centers on Friday, October 23. The schedule is on target for presentation at the December board meeting.
   - Dr. Payne updated the cabinet on the SEMO partnership. There was an open discussion regarding the split between the two institutions in 2005. Dr. Payne outlined his plan for creating a university center with all of the four year institutions currently on campus. Part of this center is a creation of an Evening Office to support the evening students. SEMO wants to participate in the center. There will be mutual marketing and promotion efforts between all of the institutions.
   - Dr. Payne discussed recent conversations with the City regarding various ways of working together of various projects.
   - Discussion of the use for the old BSU building. The college is working with the Highway Patrol on the lease for the testing center. The time line has not been established.
   - Discussion of the new entrance landscaping plans. The clock tower will be reworked and placed in the median at the crest of the hill on the new road.
   - Discussion of the Emerson building. Dr. Payne has been discussing with Kennett possible options for a trade of the building for services with the city.

2. Commencement
   - Tracy King joined the meeting and let the discussion on Graduation 2015. The following was decided:
     - Graduation will be May 15 at 6pm in the Black River Coliseum
     - Cindy White will assist with special music
     - Connie Hampton will announce graduates
     - We will present medallions to the graduates providing we have enough in stock
     - The two instructional Deans are to assist in handing our diplomas
     - Water will be placed under special guests, stage party and faculty seats
     - Surveys to be given at the time of gown pickup
     - The regalia contract will be bid this year
- The commencement page on the website should be left up year around
- Hospitality will be provided in the robing rooms for the students
- Several items were left to be decided at a future date

3. **Follow-up Items**

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsible Party</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Guests</td>
<td>Ann Matthews</td>
<td>Fulton Poston is to rework the housing handbook for submission to the Cabinet for approval</td>
</tr>
<tr>
<td>On Line Directory Coordination</td>
<td>Teresa Johnson/Steve Atwood/Kristina McDaniel</td>
<td>Meet to discuss process for maintaining and updating the on line directory. Presentation of suggested PAF form to be completed on all new hires and transfers. More information to be available at the next Cabinet meeting.</td>
</tr>
<tr>
<td>Facilities Usage</td>
<td>Janine Heath/Tim Thompson</td>
<td>Review the proposed facilities usage handbook and revise as necessary for presentation to the cabinet.</td>
</tr>
<tr>
<td>FY16 Health Insurance</td>
<td>Kristina McDonald</td>
<td>Committee should include Dr. Brown, Jim Deken, Mark Sanders, Julie Becker, Rose Maxwell, Tim Thompson, Sandra Batten, Kenny Bullington, Bud Pinner, Cindy Gray, D’Andre Prater. Other possible employees would be Danetta Norris, Wendy Spradling, Margaret Orlando, Anita Freeman, Michael Barrett, and MaDawn Traxel. Kristina is to schedule a meeting with the above and discuss sending a survey to employees on the benefit package. The meeting will be held on October 29.</td>
</tr>
<tr>
<td>President’s Perspective Changes</td>
<td>Teresa Johnson</td>
<td>All cabinet members are to provide comments to Teresa regarding recommendations for change to the existing publication</td>
</tr>
</tbody>
</table>
4. Financial Services

- **Travel Regulation:** Charlotte led the discussion regarding the portion of the regulation that addresses the amount of an advance that will be given an employee. The regulation stipulates that advances under $100 will not be given. Charlotte will send out notification to faculty and staff that the college will begin to enforce the policy and will not process cash advances for under $100.

- **Prepaid Gas Card in Bookstore:** This suggestion is a result of student feedback regarding the reason that they miss classes due to lack of funds to purchase gas. Charlotte wanted to inform the cabinet that Bob Jansen is researching the find a card that can be preloaded with money from financial aid in order for the students to purchase this card on their account. She will keep the cabinet updated on the progress.

- **Café Arc – Vending Operation:** Charlotte explained that discussions are currently being held regarding the feasibility of changing the use of the ARC Café to an upscale vending operation. The machines would be stocked with sandwiches, soda and other options for the students. This would allow for the operation to be available to the students based on the ARC hours of operation and not the current schedule for the Café. Pepsi would provide the product and be responsible for any expiration of food not sold.

- **Bread Company:** Charlotte informed the cabinet that Bob Jansen is researching possible alternatives for food service should the Bread Company choose not to renew the contract. Discussion followed regarding athletes’ meals and availability.

- **Auditors:** Charlotte reported that the auditors have completed the on-site work and are now preparing the documents for the audit. The work has been completed in record time.

- **Vehicles:** A new truck for the maintenance department has been ordered. Currently working on looking for a fleet van.

- **South Campus:** Lack of heat continues to be a concern for south campus. We are working with the hospital to get it fixed.

- **Ash Trees:** It has been determined that three of our ash trees are infected with Ash Borer. The decision has been made to leave the trees and see if they will come back in the spring.

5. Academic Instruction

- Dr. Brown updated the cabinet on the activities within her division:
  - Focused on registration
  - Communication with center sights
  - Working on Curriculum
  - All course outlines will be updated by the end of FY15
  - The generic template on syllabus is still in progress

6. Career Education and Workforce Development

- Dr. Russell updated the cabinet on the activities within her division:
  - The Tech Scan for IST has been completed. The degree for the program is being changed from a network degree to an IST degree. It will be built around certifications. This will start in the fall and be based on industry standards.
Robert Vicory has tendered his resignation. Several industry partners have expressed interest in teaching. Review is being done to determine qualifications required prior to teaching in the IST department.

A survey has been sent to industry partners for Automated Manufacturing Technology program. There is an advisor meeting scheduled for November 13. Depending on the outcome of the meeting there is a possibility of a tech scan for this program.

The Welding Program should be available for financial aid in January.

7. Student Services
   - Ann asked about the Graphic Design position. There is a lack of qualified candidates at this time. Jonathan is updating information for now.
   - Discussion regarding Ebola and the information that should be provided to faculty and staff. Dr. Russell will research information from PB Regional hospital and a workshop that they are planning for the handling and treatment should the need arise. She will also investigate to see if there are other agencies that are planning on conducting informational workshops.
   - Ann announced the meeting dates for the Academic Suspension appeal meetings. Spring semester will be on January 6 and fall will be August 1. This information will be sent to everyone as a remainder, incorporated into the academic calendar and resent as a reminder 7 days prior to the meeting.
   - Ann and Dr. Brown are reviewing the advising schedule based on completion of ACAD and returning students.

8. Institutional Effectiveness
   - Dr. M. Payne discussed the upcoming Steering Committee trip. Everyone is to meet at the Tinnin parking lot at 8am on Friday October 24. There will be structured discussion during the drive time. Discussion of the SWOT analysis and Stop/Start exercise. There is a possibility of a public meeting with the Chamber directors to discuss the draft of the plan.
   - Michelle Lane will officially start as the Assessment Coordinator on November 1. She will work with the faculty to facilitate the data gathering and develop a process for surveys.
   - Dr. W. Payne announced that we have been accepted into the HLC Learning Outcomes Assessment Academy. The first meeting will be in November. A team of 8 faculty and staff will be attending.

9. Human Resources
   - Discussion of the proposed brochure for Title IX and drug and alcohol prevention. Training will be scheduled for all staff and a plan will be formulated for training students. The feeling is that if the federal government is going to require training then they should provide the training materials. It was decided that the brochure was ok with the exception of the picture on the front. Ann will replace the picture and the brochure will be printed.
   - Kristina asked if we could contract with agencies in each of the towns where centers are located to provide counseling services for staff and students. Ann is going to pursue the options.
   - Discussion of the leave policy from the last meeting. Steve is to check with Kathy to determine the level of difficulty if it changes. Kristina is to check with Jennifer about what processes would need to be changed if the accrual changes.

10. Communications
    - Open discussion of the Weatherbird Operations. Teresa will make the changes and publish the finished document.
11. Technology

- Steve announced that there was going to be a test of the mass communication system. He will publish the date that this will happen.
- Student housing public WIFI has been moved to the new AT&T circuit. This has eased the stress on the existing bandwidth.

Meeting was adjourned.