COLLEGE CABINET MEETING MINUTES
Tuesday, October 20, 2015
9:30am

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

1. President’s Remarks/Discussion
• There was a recent meeting on the sports complex contract. The mechanical engineer continues to work on the MEP in order to reduce construction costs. Progress will be presented at the board meeting with possible alternatives.
• Olympus is working on the remaining items on the punch list. Dille Traxel is working with them to determine a final date.
• Landscape fabric has been delivered for the hill and median. Rock will be ordered. The maintenance department will begin working on installation.
• Block and brick have been ordered for the entrance signs.
• The first sidewalk in the Triangle will be poured tomorrow.
• Steve Atwood inquired on the New Madrid facility and if it was going to be closing. Missy Marshall is to set a meeting with the city manager to discuss what the next steps will be.
• Discussion of the Cabinet Christmas party.

2. Follow-up Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsible Party</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Usage</td>
<td>Janine Heath</td>
<td>Will resend the manual to cabinet for comment.</td>
</tr>
<tr>
<td>10 Month Hourly Employee – how do we pay?</td>
<td>Charlotte Eubank/Kristina McDaniel</td>
<td>Will research and return recommendations.</td>
</tr>
</tbody>
</table>

3. Student Services
• Title IX Mandatory training for students
  ▪ All students must be trained annually on Title IX
  ▪ Chris Adams is currently working on incorporating this training into New Student Orientation.
  ▪ Zack McNaully is working on a video that can be incorporated into the training. This must be completed prior to Christmas Break
  ▪ Possibility of utilizing Blackboard for both students and employees.
  ▪ Potentially integrating the training into the first class of each semester
  ▪ Training for employees can take place at Convocation
- Present the video at the board meeting in order to accomplish the board training.

- **Students using Fax machines in the offices:**
  - Students are only allowed to use college fax machines if it is college related business. This was unanimously approved by the cabinet.

- **Trans-gender Policy:**
  - This issue is addressed in our Civil Rights Policy. The recommendation has been to make sure it is part of the college’s policy and then to follow the actions outlined in the policy.

- **Retention:**
  - Strategies on Retention:
    - a. Call list of students that have applied but not registered and students from current semester that have not registered for the next semester
    - b. Constant contact with external location directors
    - c. Update all student records with address and phone numbers when they register. Ann will develop a checklist for the welcome center to follow.
    - d. Utilize the early alert system to address attendance issues
    - e. Daily attendance should be taken in every class
    - f. Office of Student Services sends out the email announcing open registration. This is followed up on 5 days later through constant contact.
    - g. Advisors should be contacting their advisees to ensure that they are registered.
    - h. We must be persistent
    - i. Chris Adams should formalize the plan and sent to the faculty and staff

4. **Academic Instruction and Workforce Development:**
   - Accuplacer will replace the Compass test for placement
   - Dr. Brown has been working on the credentialing for faculty.
   - Two observations remain for the centers
   - Steve Atwood inquired as to the status for hiring the University Center Director. Dr. Payne is considering the salary and then will make the offer.

5. **Centers**
   - The Directors meeting will be held each month. This allow problems to be identified, discussed and solved.
   - The meeting creates uniformity within the external locations
   - Willow Springs was broken into and tools were stolen. Estimated value - $30,000.

6. **Communication**
   - We are close to finishing the Vision 2020 brochure.
   - Filming for registration commercials will take place tomorrow. The theme will be “I chose Three Rivers because”. All ads should end with “Register Now” for a call to action.
   - “Be A” is in redesign.
   - Teresa Johnson handed out the bios from the cabinet members and requested that they review and change information that is incorrect.

7. **Human Resources**
   - Discussion of leave form approvals. Kristina has reviewed the regulation and sent changes to Dr. Maribeth Payne.
   - Kristina is in the process of reviewing the Temporary Agencies that we use to make sure that the benefits are outlined.
   - Kristina and Charlotte are working on travel rules for non-exempt employees.
8. **Financial Services**
   - Attended safety training yesterday. Good review of the system and actions that should be taken.
   - Discussion of the RIFD cards and access to buildings.
     - Yes the cards still work
     - There is one door for each building with the card reader
     - Doors are open from 7am to 10pm
     - Mag locks are being installed on every door in every building. This will allow the buildings to be locked/unlocked remotely. There will still be only one card reader for entry in off hours.
   - The Audit continues. It looks like it will be an unqualified audit with no management notes.
   - The Controller position has been posted internally. Reviewed the duties of the controller and for Anita Freeman.
   - 2016 needs to renegotiate the indirect costs with the federal government.

9. **Information Technology**
   - By the end of the year the obsolesce plan will be fulfilled
   - Dawn Tutor is the new offsite technician.
   - Continuing to seek grant funds for updates to our wireless access.

10. **Institutional Effectiveness**
    - All SPOL modules that are available will be functioning and in use
    - Backfilling in the modules of the work that is actually being done
    - Helping to collect data and make it more uniform
    - Dr. Maribeth Payne is reviewing all results and use of results by the end of the year
    - Review of the HLC visit
      - Handouts for the meeting
      - Need a list of courses that are offered at the external locations
      - Would like to have pictures at the beginning of the Vice President meeting at 9am.
    - Dr. Wesley Payne commented that during the CMU visit the reviewed commented on how nice the facilities are. Much nicer than other facilities in the area.