COLLEGE CABINET MEETING MINUTES  
Tuesday, November 3, 2015  
9:30am

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

1. Employee Newsletter – Margaret Orlando and Sandra Ward joined the meeting for the discussion
   • Complete review of the proposed layout and components of the newsletter
   • There will be cross linking incorporated into the newsletter to improve communications to the staff regarding various committee and standing meetings
   • Discussed the need for consistency in taking of minutes for the various meetings on campus. Margaret to develop a template for the minutes
   • Dr. Payne will provide a “message from the president” for each of the newsletters.
   • Final approval of the newsletter will be the responsibility of the communications department.

2. President’s Remarks/Discussion
   • Rodeo
     ▪ Great production for the rodeo. One of the best that we could have had.

3. 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>Cabinet comments have been incorporated. The document will be finalized and posted to the web</td>
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<tr>
<td>10 Month Hourly Employee – how do we pay?</td>
<td>Charlotte Eubank/Kristina McDaniel</td>
<td>Will research and return recommendations.</td>
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4. Academic Instruction and Workforce Development:
   • Dr. Brown and Dr. Payne has interviewed the top candidate for the Director of Workforce Development. A tentative offer has been made. Should have the answer soon.
   • The faculty voted to eliminate the ETS exam as a requirement for graduation. Unfortunately the contract has been paid for this year. Steve Atwood is in the process of attempting to get the college money returned.
   • The University Center Director has been hired. They will start work on January 4, 2016.
5. Centers
• Classes in New Madrid did not make for this semester. Missy Marshall has met with the City Manager and the decision has been made to suspend offering classes at this time.
• Justin Hoggard and Missy Marshall will attend the area superintendents meeting tomorrow on behalf of Dr. Brown who will be at the MCCA convention.
• The Christmas Breakfast will be on December 11. Offices and external locations will not open that day until 10:30am.
• The Directors meeting via conference call will take place on Monday, November 9 at 9am.
• Sikeston will host the SEMO School Counselors Fall Workshop on December 4. 60 counselors are expected to attend. Tours will be given of the facility.
• All locations are currently doing their Student Appreciation activities.
• Open discussion on the Student Survey from the external locations. All should review the document and if deficiencies have been noted in your area and please have them addressed.

6. Communication
• Teresa requested that the Directors forward pictures from the Student Appreciation events.
• Teresa played the upcoming commercial for Cabinet. The suggestion was made that we need to have more people saying “Register Now” at the end of the commercial.
• Currently working on placement of the newspaper ads. Postcards will be sent early January.
• Jonathan Atwood is working with technology to identify a solution for content management of the website
• Teresa is putting together a task force for our 50th anniversary. She will include individuals from the Downtowners as well as current employees.
• Dr. Payne complimented the department on the updated sliders on the website.

7. Financial Services
• Discussion/clarification of the process of advertising/hiring vacant or new positions:
  ▪ Advertise internally for 7 – 10 days
  ▪ Advertise externally for 2 weeks
  ▪ Human Resources is currently working on a formal regulation with Institutional Effectiveness. Discussion as to whether or not a formal regulation was necessary or just a procedural document.
• Charlotte presented the changes to the Department of Education regulations relating to Cash Management. The largest impact of these changes will be on the way we process student refunds. Language regarding the charging of items other than tuition and fees is also a concern.
• There are changes forthcoming in our NelNet payment plans. An annual fee will be assessed unless there is a minimum amount of money that they are collecting. The college should be ok for the next three years however at the end of the contract a decision will need to be made as to whether we continue to outsource this function or bring it in house.
• The audit is being completed. The team is working toward a presentation to the board at the November meeting. There are some items that will need to be given to the auditors that will change the current numbers. Nothing material but these changes need to be made.
• Purchasing will be introducing Amazon Business in the near future. It is currently in Beta test with the IT department. This will allow us to create users and to have their shopping carts transfer to purchasing for the actual purchase.
• Policy discussion on the following financial policies and regulations:
  ▪ FP 3101 – Budget and Financial Processes
- FP 3102 – Annual Audit
- FP 3103 – Budget Preparation and Adoption
- FP 3104 – Banking and Cash Management
- FP 3106 – Banking
- FP 3107 – College Store Learning Materials
- FR 3510 – Travel
- FR 3107 – College Store Learning Materials

- Various changes were suggested. Charlotte and Dr. Maribeth Payne will incorporate the changes and have prepared to present for approval at the November Board Meeting.
- Dr. Payne led the discussion on the use of reserve funds and who should have the authority to approve spending.
  - Two types of spending: Operational and deficit
  - Only time reserve funds should be used is in a state of emergency. Reserve funds should be used to buy time to allow the administration to recalibrate funding and spending.
  - Three months reserve is recommended goal for reserve funds. Dr. Payne recommended 10% of the operational budget. Charlotte is to research and return a recommendation.

8. **Human Resources**
   - An email is being sent on holiday time. Will cover approval and submission and caution all supervisors to review time carefully.
   - Orientation sessions are continuing. Discussion on how to make up sessions. Suggestion was made to provide materials to the supervisor who will ensure that the employee reviews the material.
   - Smart adults/safer children training will be provided to individuals that have access to K-12 students.
   - Sexual Harassment training will be conducted for all employees.

9. **Information Technology**
   - Passwords for the system will now be required to change every 90 days. Steve will send out an email regarding this to all employees.