COLLEGE CABINET MEETING MINUTES
Monday, November 16, 2015
9:30am

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

1. Discussion of Parade Attendance
   • Open discussion on the upcoming parades in Poplar Bluff, Doniphan, Caruthersville and Van
     Buren. Will give the information to Penny for distribution.

2. Opening Remarks:
   • 2020 Vision: Dr. Payne announced that he is very pleased with the brochures. 2020 Vision is
     the college plan produced by the participants on the committee
   • The fountain in the triangle is being constructed
   • The rock for the new entrance road has been delivered and installed in one of the medians.
     Dr. Payne asked the cabinet for their opinion on the color.
   • Discussion of the open Title IX issues. Investigation has been completed. Awaiting the final
     report.
   • Rodeo:
     ▪ We are currently without a rodeo coach
     ▪ The board will need to decide whether or not we are going to continue with the team
     ▪ There will be a public comment period at the board meeting on Wednesday, November
       18.
     ▪ According to the preliminary report the team is break even financially
     ▪ Rodeo is an individual sport as opposed to the other sports being a team sport. The
       college should revisit the method in which we address the team.
     ▪ We need to determine how we measure success for Rodeo.

3. Follow-up Items

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<tr>
<th>Item</th>
<th>Responsible Party</th>
<th>Status</th>
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<tbody>
<tr>
<td>Facilities Usage</td>
<td>Janine Heath</td>
<td>One final review and then post 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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<td>Locking and unlocking doors</td>
<td>Charlotte Eubank</td>
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4. **Communications**
   - Commercials are running with the target of non-traditional students
   - Cards are being printed for mailing for all career programs
   - Currently reviewing Content Management Systems
   - Communications is sending out up-coming events every Monday. This communication is being well received.
   - New campus maps have been designed to include the smoking areas

5. **Financial Services**
   - Southern Bank hours are changing as of December 1. It will be 9am until noon.
   - The annual audit is complete. It will be presented at the board meeting on Wednesday, November 18.
   - Approval trees are being tested for the on-line requisitioning system.
   - Trash cans throughout the campus are being relocated/replaced/moved based on the new plan
   - We have the bids back for the Crisp roof. Will be letting the bid in the near future.
   - Open discussion on locking and unlocking building and classroom doors. Charlotte is to gather additional information and return to the Cabinet for further discussion.

6. **Human Resources**
   - DOL has not updated deadlines for implementation of the new exemption rules. We continue to wait.
   - The department is assisting in faculty credentialing.
   - Working of the ACA requirements for yearend reporting. All employees will receive 1095’s along with their W-2’s
   - Currently our retirement system requires an employee that retires to wait 30 days prior to returning as a part-time or adjunct employee. ACA rules has increased this time to 26 weeks.

7. **Institutional Effectiveness**
   - Open discussion on the Student Survey from fall enrollment.
     - 205 students responded
     - The feedback received was quality feedback but we need to determine a different way to administer the survey in order to improve the number of responses
   - HLC Visit
     - The visit went well. Positive comments from the reviewer. Two items were mentioned at the exit interview:
       a. More presence on the website for the external locations
       b. We are in the infant stages of our assessment of student learning
   - Policy and regulation review
     - FR 3108 – Grant Cost Allocation: Approved on a motion by Charlotte Eubank and a second by Dr. Brown
     - FP 3101 – Budget and Financial Processes: Approved on a motion by Charlotte Eubank and a second by Dr. Brown
     - FP 3102 – Annual Audit: Approved on a motion by Charlotte Eubank and a second by Dr. Brown
     - FP 3103 – Budget Preparation and Adoption: Approved on a motion by Charlotte Eubank and a second by Teresa Johnson
     - FP 3104 – Banking and Cash Management: Approved on a motion by Charlotte Eubank and a second by Teresa Johnson
- FP 3106 – Banking: Approved on a motion by Charlotte Eubank and a second by Dr. Brown
- FP 3107 – College Store Learning Materials: Approved on a motion by Charlotte Eubank and a second by Ann Matthews
- FR 3107 – College Store Learning Materials: Approved on a motion by Charlotte Eubank and a second by Dr. Brown
- FR 3510 – Travel: Approved on a motion by Charlotte Eubank and a second by Dr. Brown

8. Student Services
   - There will be a TRET Scholarship picture at 10am in the lobby of the Plaster Building. All students that have received a scholarship this year from TRET will be in the photo
   - Ann Matthews informed the cabinet that she is going to reactivate the BIT team. Chuck Stratton and Todd Allen will provide guidance to this group.
   - Enrollment is down for the Spring semester. Enrollment Services have teams calling all students that are currently enrolled but not enrolled for the Spring semester.
   - Chris Adams, Dr. Brown and Ann Matthews will meet to discuss how students are assigned to faculty members for advising
   - Daniella McFadden has joined the team in Financial Aid and is doing a very good job. Charlotte Eubank would like for her to shadow in some of the other departments to get an overview of operations.

9. Academic Instruction
   - The Perkins audit is tomorrow, November 17. Heather Carlton and Danetta Norris are working on getting the information together and will be meeting with the auditor.
   - MoSTEM Wins audit is tomorrow, November 17. Dean Whitlow is working with the auditor.
   - Dr. Brown has met with local superintendents and principals regarding instructor credentialing.
   - Currently interviewing a candidate for the Workforce Development position. This area needs to be completely redefined and that will be the responsibility of the new Director.