COLLEGE CABINET MEETING MINUTES
Tuesday, December 1, 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. Opening Remarks:
   • Sikeston updated: Working with the insurance to repair damages to the building.
   • The board members toured the new classroom building on Poplar Bluff campus on November 18 and were very displeased with the floors. Dr. Payne is working with the architects and Olympus to remedy the problem.
   • Currently searching for a rodeo facility and coach.
   • Searching for a housing director and cheer coach.
   • Project update:
     ▪ The fountain structure is complete except for the top cap.
     ▪ Landscaping fabric and rock are going in
     ▪ The entrance sign has been started
     ▪ Faculty offices are coming along
   • The Annual Christmas Breakfast is at 8am on December 11 in the Bess Activity Center
   • Review of parade information and participants
   • Discussion of Christmas trees and decoration for Christmas 2016
     ▪ Tree up before Thanksgiving. Decorate on Wednesday
     ▪ Faculty and staff to have one tree per building
     ▪ Clubs and organizations can participate
     ▪ Sandra Batten to spear head this in 2016
   • Discussion of the college Christmas card. Question was raised if this should be open to all students or just the art department. Decision was to open to all students.

2. SGA
   • George Ward (SGA) and Chris Adams presented a proposal for additional garbage receptacles on the Poplar Bluff Campus. The proposal addresses parking lots and walkways.
     ▪ This has been presented to students for input.
     ▪ Discussed with the SGA council
     ▪ The next steps:
       a. Working with Purchasing on bidding various options
       b. Prioritize placement
       c. Determine source of funds
       d. Bring back to the cabinet for approval
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>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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<tr>
<td>Locking and unlocking doors</td>
<td>Charlotte Eubank</td>
<td>Barb Stiriz is putting together a list of who has what key</td>
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4. Communications
   - Teresa Johnson led the discussion regarding minor modifications to Operation Weather bird. She will make revisions and publish to the cabinet members.
   - Discussed the reorientation of the campus map to make it easier to find buildings with the orientation starting in the parking lot.
   - Reviewed the 50th anniversary committee and activities.
   - Registration advertising continues. Will taper off as we approach Christmas holidays and will then be very heavy the first two weeks of January.

5. Financial Services
   - The Kindle’s are in Beta test in the classrooms. We are hoping to make these available as rentals instead of actual books. There are some concerns with the technical support that will be needed. Charlotte will keep the cabinet informed.
   - Discussion of the changes with the Department of Education and Title IV funds. Students must be provided with the option to opt out of using IV Funds for learning materials. We currently have this option in place and plan on continuing to utilize our plan.
   - Cammy Halcumb and Bob Jansen are exploring opportunities of selling surplus inventory on Amazon.
   - Rob Tomlinson is in the process of setting up Microsoft Project to assist in scheduling projects and providing improved communication as to where each project is on the completion timeline.
   - Purchasing is working through the approval processes for on-line requisitioning. The next step will be implementation processes.
   - Charlotte will be closing FY15 in the coming week in the system. As soon as this is complete the agency accounts will update with prior year balances.

6. Human Resources
   - The team is currently setting up the ACA requirements for W-2 reporting in January.
   - The latest update from DOL on the exempt rules is expected in the latter part of 2016. Employers will have 60-90 days to comply. Kristina is looking at the impact college wide and formulating suggestions for the cabinet.
   - Discussion of the need to provide a lactation room for our employees and students. Kristina asked for assistance from the cabinet on suggestions for locations.
   - Discount tickets will be available to the college personnel for the Harlem Globetrotters in January.
7. Information Technology

- Image Now will go through a required upgrade on the 10th of December. Ann and Charlotte requested training on the system.
- Steve requested time at convocation for Phish awareness training. Employees and students must be made aware of these type of attacks and the steps we should take to ensure that we are not compromised.
- Steve is working with Justin to determine if there are funds available to update our wireless system in order to provide better service in the classrooms.
- The IT team is moving forward with relocation of student email to Microsoft 365. It was questioned whether or not we can move the domain name as well.

8. Institutional Effectiveness

- The planning retreat has been scheduled for January 29 in Sikeston. Discussion of lunch selections. Dr. Maribeth Payne asked the cabinet to check and make sure that between now and the end of the year all budget managers review their plan and update what has been done.
- The cabinet will formulate the institutional priorities at the next meeting to be presented at the planning retreat.
- Dr. Wes Payne reminded the cabinet that planning and continuous improvement should involve everyone in the department. All members should be discussing the objectives and should be aware that plans are dynamic.
- SPOL should be updated as the environment changes with additions and deletions of objectives and tasks. Competence and acceptance is built through practice. Those who are working the system will see the benefits.
- HLC has announced that the visit will be during the week of April 21st, 2018.
- The recent HLC visit was a very positive visit. Three items were discussed at the exit interview:
  - Lack of involvement of the adjuncts
  - Learning assessment system is in its infancy
  - We are in the middle of a paradigm shift of not focusing on the process but on what you learned and how you use the information to improve
- Dr. Maribeth Payne is planning of starting the Continuous Improvement Committee again.
- The cabinet members should review all of their direct reports plans to ensure that there are results and use of results in the plans.
- The self-study for the college will begin in the spring. Staff members will be called in to assist based on the HLC criteria.
- A reminder that the cabinet members are responsible for keeping their department informed regarding information that is shared at the meetings.
- Review of GAR 1001 changes as to the process portion of the development of policy and regulation.

9. Student Services

- Registration is down 2.7% on credit hour production. The enrollment department has implemented another robo call to current students that have not registered for the spring semester.
- Chris Adams is to present the retention plan to the board at the next meeting
- Discussion on how do we measure advising successes with the students. What is the correct metrics to review to provide valid data? We need to review programs of study and
determine if our transfer programs are properly aligned with our partners in order to be seamless.

• Chris Adams has suggested that Blackboard be utilized for professional development. Approved.
• The financial aid workshops are successful. There were 848 students that attended the 122 workshops. 803 loans were completed. The centers did an excellent job in keeping these workshops on track.

10. Academic Instruction

• Dr. Brown is working the Human Resources on ensuring that we have official transcripts for all instructors.
• Faculty credentialing continues.
• Faculty rank and promotion is being presented at the board meeting for approval.
• Faculty engagement documents are due next week.

11. Centers

• The directors are planning on meeting after the Christmas Breakfast.
• Missy Marshall provides the notes from the cabinet meeting to all directors. She is to follow up and make sure that the directors are sharing these notes with their staff.
• Discussion on the changes in the Student Advising module. In the past a report could be generated on demand. That report is no longer available.
• Discussion on fundraising for the children’s shows. Confusing this year. We need to work on the process in order to improve communications for next year.