



THREE RIVERS COLLEGE

COLLEGE CABINET MEETING MINUTES

Tuesday, April 11, 2023

9:30am

Board Room – Westover Administration Building

Attendance

Dr. Wesley Payne
Ann Matthews
Steve Atwood

Dr. Sherry Phelan
Dr. Maribeth Payne
Edie Dilbeck

Charlotte Eubank
Kristina McDaniel

1. Dr. Payne

- Only five weeks to the end of the spring semester.
- HVAV update – Still on track for the week of May 22-26 for the roof top units to be installed at Westover and Porter. And May 30 & 31 at Bess.
- The House has finished with the budget and sent it to the Senate. Senate didn't like it, pretty much doing their own. Higher Education hasn't been seen, no one expect it to be less than it has been.
- Gene Bess has been selected in the National Basketball Hall of Fame.

2. Institutional Effectiveness

- Continuing meetings with Program Managers and have had some follow up meetings with some managers.
- After these meetings, documents and data should be added to their plans. Progress is being made. Justifications need work. As supervisors are looking at the justifications, it would be helpful if they looked at them from a data informed decision making standpoint when reviewing
- Frank Ludwig has been meeting with groups of the Gen Ed Faculty on Outcomes Assessment. There will be a wrap up meeting with all of them the week of Commencement. The project may continue into the Fall semester.

3. Instruction

- PTK Luncheon is Thursday at Stephen College, Three Rivers has 3 students being honored.
- Spring Student Showcase was April 4th – very well attended.
- Liberal Arts Week is April 17th-20th
- Fine Arts Exhibition is April 24th-May 12th
- Spring Musical – Pajama Game is April 28th & 29th
- Faculty are busy getting ready for final.

4. Information Technology/Communication

- Staying focused on data security.
- Planning to send email out this afternoon to employees for them to begin using Ellucian Experience – the new myTRCC portal.
- On schedule for Blackboard going to the Cloud – to begin with summer session classes.

5. Student Services/External Location

- As of today, enrollment numbers up for fall – even for summer
- Project DRIVE – still have some available spots in Construction and Electrical Technology.
- Holding a Military Mobile Health event on campus in June for 10 days, They will be staying in housing and the event will be mainly around Bess..
- Financial Aid – Emergency Covid Waivers are ending. ICP that is due next week has been sent in.
- 23 Commencement stories have been received so far. The committee will begin reviewing them this week.
- ROCS sessions are going. Big week schedule, expect to see an impact on the enrollment numbers next week.
- April 13th Job Fair in Libla. In addition to the Employers booths the concession area will be opened and there will be an on-site interview room available.

6. Financial Services

- Last Friday salaries were entered. Plans to balance them today then email cabinet to begin reviewing them. The salaries entered include 4% increase.
- Completed a HERF report.
- Purchasing Specialist begins next Monday.

7. Human Resources

- ETS new hire begins in August.
- Hired a CDL Instructor.
- Several interviews going on right now.
- Performance Evaluations are still coming in.
- Insurance renewal scheduled.
- Open Enrollment meeting are scheduled for May 3, 4 and the morning of the 5th.
- Trying to schedule the Executive Assistant to the President interviews for next Tuesday and Wednesday.