



THREE RIVERS COLLEGE

PRESIDENT'S CABINET NOTES

Tuesday September 15, 2026

11:00am

Board Room

Westover Administration Building

Attendance:

Dr. Wesley Payne, President Three Rivers College
Ann Matthews, Chief of Student Services
Charlotte Eubank, Chief Financial Officer
Kristina McDaniel, Chief of Human Resources Officer
Frank Ludwig, Chief of Institutional Effectiveness
William Cooper, Chief Academic Officer
Chuck Stratton, Chief of Staff
Melody Ducote, Recording Secretary

1. President

Update on State Funding
PEP
Meeting with DOC on Thursday 09.15.26
Window Installation Update
SSA Plan Implementation Next Steps

2. Chief Academic Officer

Watermark Curriculum New Representative
For the most part the implementation is on schedule

3. Chief of Staff

Campus Map Update
Clery Process has started
Cameras are being updated and installed
Mass Notification System is now completed and integrated with the National Weather Service

4. Chief of Student Services

CRM Kick Off is scheduled to go live May 1
James, Ann, Brandi and Megan have been working on this.
EADA Report is due in October.
STATS report is due by 9/30
Preview day is tomorrow 9/16 and Thursday 09/17

Faculty will cancel classes Adjuncts will have class.
Wednesday Staff will be wearing the yellow shirts
Thursday Staff is welcome to wear the black T Shirts with the crest/leaves
Raider Rally is September 28 and 29, 2026

5. **Chief Financial Officer**

Jason and Charlotte will attend annual meeting of community college business officers.
Charlotte will be inducted as President.
Pre Audit Process is ongoing.
Audit will begin on Monday September 21, 2026

6. **Chief of Human Resources**

HR is working with LeAnn Clark for a beginners Excel Class through workforce development for college employees.
Currently working on the WIOA Report
There is still an issue with timecards being done on time. Employees should enter their time daily.
Supervisors need to approve time by the deadline.

7. **Chief of Institutional Effectiveness**

IT: Web Audit Update
Security Audit Finished
As of this morning IT had 40 tickets outstanding for today.
In August IT resolved 370 Tickets.
Fake invoices and phishing emails are now on the decline.
The new Registration dashboard has been tested and is ready for Spring of 2027.
On 9/4 we were up 4% in credit hours, up 5.68 in headcount. This new system will show registration updates in comparison to dollars generated.

Windscreens for baseball and softball fields are being produced.
Radio Broadcast
Catalog Printing Update
Watermark issues
Close out email has gone out for FY26 plans
On September 21, 2026, Registration surveys will go out.
New incentives this year.
Ruffalo Noel Levitz Surveys will go out in October