THREE RIVERS COLLEGE

PRESIDENT'S CABINET Notes
Tuesday October 13, 2026
11:00am
Board Room
Westover Administration Building

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

1) **President**
   a) Cabinet meeting schedule—Next meeting December 1st maybe. Send Melody available dates from here until January.
   b) Alumni star November 2nd at Westwood Center 4-6
   c) Once windows are done, we will go through and look at windowsills on south side due to leaking before windows. Checking with Pollard on window covers that would be uniform.
   d) Rodeo Roundup Group update—
      i) November 7th Rodeo ball.
      ii) November 17th team roping
      iii) Barrel Race is coming up.
      iv) Looking for a place to have a craft fair.
      v) A gun raffle is in the works.
      vi) Will advertise for Coach pending funding.

2. **Chief of Student Service**
   a. CRM with Ellucian
      i. First meeting about—CEAP—Coordinated Enrollment Activities and Planning
      ii. New team is James, Brandi, Cassi and Ann.

iii. Meetings are set for next Tuesday and Wednesday Oct 20th and Oct 21st and then Oct 27th and October 28th. Three hour meetings each day.
iv. James has done some work with their IT—Requested to accept to administer our Microsoft Products for the next 24 months. This access allows them to manage our environment using the roles outlined below for the specified time period.

b. Returning student registration begins October 19th and new students November 2nd.
c. New advisors and working on academic plans and learning. They already have advisees assigned to them.
d. 40 students registered at CRCC last week. 29 students enrolled for 26FA
e. Go to SECC this Thursday for registration. 125 students enrolled for 26FA. Graduation for SECC will be November 10th.
f. PAF—when does it process? Cutting our people off too early.
g. PO Box for prison FAFSA for FSS—FAFSA Submission Summary

3. Chief Financial Officer

a. Auditors completed field work in house
b. Trying to finish up tornado claims.
c. Travel form—Local travel and student travel. Two different forms.
d. Online requisitioning—2nd week in November will start testing. Then it will go to James and Kathy for final review and testing. Training will happen in January. Blanket purchase request will only be for one vendor.

4. Chief of Human Resources

a. 3 new full-time employees—orientation will be soon.
b. Steven Briscoe new RN faculty.
c. Cindy Humphery resigned.
d. Sheri Dodson will retire January 1st.
e. Employees are encouraged to Verify banking information.
f. We will work on looking at other insurance options.
g. Flu shot clinics October 19th and 20th

5. Chief of Institutional Effectiveness

a. No cover sheets at this time. We need to start gathering docs and dropping them in our own folder.
b. Assurance argument and criteria are highly focused on activity tied to the college mission.
c. We can drop evidence in folder already if we want.

d. HLC document list—sortable list—We need to look at this.
e. Data list—Frank will share out. All data that IE pulls for different reports. We will have editing privileges on this document. Look at planning managers.
f. Boodle box—does better than AI and much more secure. Basic for free. Next tier $20/month. Per person.
g. Microsoft data loss prevention. We can use this. Blocks from being sent through email. Alerts IT to check if blocked.
h. Watermark—meeting about grievances. Still in negotiations.
i. FY26 planning closeout still happening. October 15th is last day to finish up.
j. Working on fall Ipeds submission.
k. Registration dashboard is still on track for spring registration.
l. Working on fall-to-fall retention numbers.
m. Basketball media day was yesterday.
n. Softball windscreen has been approved.
o. WIOA report is due at the end of the month.
p. 3 policies are ready for the board book.
q. RNL survey questions will be sent out for final approval.

6. Chief Academic Officer

a. Group scheduled to go to Assessment conference.

7. **Chief of Staff**

a. CDL is moving to TOC on Oct 23rd.
b. Lineman—quotes on fencing coming up. Cleaning up around outside of Dexter facility.
c. Lights are going up at farm