



THREE RIVERS COLLEGE

PRESIDENT'S CABINET NOTES

Tuesday August 4, 2026

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

Dr. Wesley Payne gave updates on the following:

Construction. Windows should be done in Westover soon.

The Service Wall will be redesigned but will stay in the Westover First Floor Lobby

Convocation will be on Monday the 17th of August at 8:00am in the Tinnin Fine Arts Center. The college will be closed to the public from 8:00 am to 2:00 pm

Lunch will be held at the Westwood Event Center.

Congratulations to our MCCA Award Nominees:

Award Nominees are as follows:

- o Excellence in Teaching Award — ***Tiechera Samuel***
- o Administrative Professional Leadership Award — ***Rob Tomlinson***
- o Classified Staff Achievement Award — ***Ben Gordon***
- o Outstanding Adjunct Faculty Award — ***James Gracey***
- o External Award Nominees — Distinguished Alumni Award — ***Robbie Myers***
- o Student Leadership Academy Participant-***Ashley Vernon***

Westover Break Room: New Towel and Soap dispensers have been added.

Our Cleaning Contract does not include the inside of appliances, staff who use the microwaves, air fryer and refrigerator are encouraged to wipe down any messes within the break room that they make. Refrigerator will be cleaned out each Friday after 2:00pm. We appreciate everyone working together to keep our break room clean.

Patrons of the Arts Season Kick Off is August 27, 2026, at the Tinnin Fine Arts Center. Season Passes will be \$190. Employees may purchase these directly through the President's Office, (Melody) for \$100 per seat for the season. Employees may pay by cash, credit card or payroll deduction. Employee Discounts cannot be given at the Student Accounts Window.

2. Chief Financial Officer

Charlotte Eubank reported on the following:

Update on Book Log.

Book Store Update: Book Store website is working.

There are a few glitches, but it is working.

The new Book Adoption Process will be rolled out in Spring Semester.

Privacy Codes:

Charlotte led a discussion on privacy codes and who can lift them. She will work with Ann and James Huskey to make sure that the codes can be lifted as needed, in Ann and Brandi's absence.

Childcare has been a growing concern among staff and leadership. Cabinet discussed possible options for employees with school-aged children that have no options for childcare/ before and after school care, due to lack of openings and availability in the area. This discussion is ongoing, Staff are encouraged to find childcare or take time from work, to care for children or grandchildren and currently are not allowed to bring their children to work.

We have a security issue from pain clinic in the Westwood Center. This is also affecting the Westwood Center and our renters at the Westwood offices. The Nephrology Clinic has a rental agreement ready, but we are waiting for the college attorney to respond.

SRO Office is going to move to BAC since we will have more students using the center when school starts.

Insurance Claim Update

Audit is coming up in September. Last week of September.

3. Chief of Human Resources

Kristina McDaniel reported on the following:

New Employee Update

Cabinet Discussion of Orientation ideas, possible changes and implementation.

4. Chief of Institutional Effectiveness

Frank Ludwig reported on the following:

IT/Computer Servies

Compiling a list of watermark integration issues

Data Security Audit will be done by end of August

IE is currently working on an AI Policy for staff.

Lightening took out two of our new network switches over the weekend. This produced issues with the door locks.

Camera Installations are being held up due to the recently purchased Boom Lift being broken

New Enrollment Dashboards are being created.

Communications

Interior Signage hold up, not sure when it will be taken care of. Discussion of cabinet that it needs to be done quickly as the Registrar needs the classroom numbers to get into the system.

Policy and Regulation Development

The Accreditation process is still ongoing. Noel Levitz Surveys will begin in a few weeks. The IE Manual is being created. Student Success Academy Final Reflections Report is due in 10 days.

SPOL Credentialing Model was discussed.

5. Chief Academic Officer

Will Cooper presented on the following:

Watermark Update and the Faculty Handbook

6. Chief of Staff

No report.

7. Chief of Student Services

Ann Matthews reported on the following:

Enrollment numbers are up 7 to 8 percent.

August 14th is Freshman Tour date (Raider Ready)

New Employee Updates