



THREE RIVERS COLLEGE

PRESIDENT'S CABINET AGENDA

Wednesday December 10, 2025

9:30am

Board Room, Westover Administration Building

Attendance:

Dr. Wesley Payne, President Three Rivers College

Charlotte Eubank, Chief Financial Officer

Kristina McDaniel, Director of Human Resources and Professional Development

William Cooper, Chief Academic Officer

Steve Atwood, Chief Technology Officer

Frank Ludwig, Chief Institutional Effectiveness Officer

Melody Dolle-Ducote, Executive Assistant to the President

Guests:

1. President

BAC Estimated finishing is March 1.

Prison Education Update

2. Office of Instruction

Winter Semester is light on enrollment.

Adjunct Update

Updates on Psychology and Sociology Classes

BB Ultra is moving along.

Hoping to roll out in the Spring.

Watermark is on track for 2026.

Update on Lineman and Construction programs.

3. Student Services/External Locations

We are only 40% away from being flat for enrollment at census.

Only 2600 hours needed to be flat.

Fraudulent Applications: Where our processes stand.

4. Financial Services

Audit Resolution was on hold due to Government Shut Down.

We have received Audit but found errors and it will be submitted Federally.

Report for Health and Human Services before break

Bookstore update: Last Minute Textbook Changes.

New Transitions are working well. They have made it through the semester with very little comp time and no outside workers (temp).

Purchase coming to do T Shirts in house. Still looking into what equipment will be needed.

5. Human Resources

Human Resources Updates

Time needs to be approved quickly due to two payrolls processed due to break.

Best Practices of Files

Annual Training is coming up

How do we get Academic Faculty to do all training.

Will and Kristina will work together on what specific training will be needed.

Summary Emails will begin in 2026 from Human Resources.

6. Institutional Effectiveness/Communications/IT

BAC and the 60th Anniversary

Wall Graphics

New Signage and Naming of New Café

Marketing Plan will be finalized after Break for BAC

Soft Launch for Logo for 60th Anniversary Christmas Cards

Server which has been programmatic. Will be up again by end of week.

TutorTRAC will be gone.

HLC Site Visit. It went Well. Dustin attended with Frank.

Battery Backups TESLA battery backup system was too slow. We are replacing all cells in the existing. So we can monitor.

Same system we currently have.

Friday the 19th they will replace them.

STARLINK is set up at the Farm.

Governance Manual is complete.

Reviewing DocuSign.

The FACTBOOK will be ready by Christmas Break.

They are updating the forms. DocuSign.

List of All forms has been shared out to appropriate departments.

Colleague is cloned.

EMS has moved to Crisp.

They are updating digital units including the forestry service.

Libla Menu Signs are up and are looking good.

Mass Notification speakers are being done in housing.

The Cabinet went through planning units for the college.

