



THREE RIVERS COLLEGE

PRESIDENT'S CABINET MINUTES

Wednesday June 23, 2026

9:30am

Board Room, Westover Administration Building

Attendance:

Dr. Wesley Payne, President Three Rivers College
William Cooper, Chief Academic Officer
Brandi Brooks, Director of Enrollment Services
Charlotte Eubank, Chief Financial Officer
Kristina McDaniel, Chief of Human Resources Officer
Frank Ludwig, Chief of Institutional Effectiveness
Melody Ducote, Recording Secretary

President: Dr. Wesley Payne

State Budget Update

- As of June 23, 2026, the state budget has not been signed. We are awaiting Governor Kehoe's final decision.
- Missouri has a tax initiative on the August ballot.
- Preliminary FY28 projections indicate a potential 10–15% reduction in higher education funding.

MCCA Updates

- Dr. Payne gave an update on the MCCA President's Retreat.

Personnel/Facilities

- Personnel updates were discussed.
- Window replacement at Westover is underway. The new windows improve lighting and appearance. A standardized window-covering solution will be developed.

Gene Bess Memorial

- Visitation: Friday, 5:00–8:00 p.m., First Baptist Church.
- Funeral: Saturday, 11:00 a.m., First Baptist Church. Burial in Charleston, Missouri
- A meal will be hosted Friday evening at Mt. Calvary Powerhouse Church for Alumni, former players and those coming from out of town. TRC will cover the meal cost.
- A Gene Bess Scholarship Fund has been established per the family's wishes. It is located on the website.

Prison Education Program

- All instructors and staff have completed registration for annual training.

Chief Academic Officer – Will Cooper

- Preparing for the HLC visit in Cameron on July 29 and the upcoming on-site HLC visit.
- Alternative College Credit (ACC) project is nearing completion.
- Report for Dr. Martin is in progress.
- Division Chairs continue to meet weekly.
- The library position will not be filled at this time.
- Surge Tech program end date noted as 2029.

Student Services – Brandi Brooks, Director of Enrollment Services

- Current Fall enrollment:
 - Credit Hours: **20,168**
 - Headcount: **1,893**
 - Approximately **780 additional credit hours** needed to reach flat enrollment.
- Dual Credit registration is **four hundred students** (typically around six hundred). Students can now register online.
- Discussion regarding an Enrollment Dashboard to replace enrollment report emails. Proposed data includes:
 - Enrollment
 - PEP
 - Dual Credit
 - Program Data
 - High School Matriculation
 - Age Demographics
 - Traditional/Non-Traditional Student
 - Stop-Out Program Data
- Frank noted that most of the requested data is available in Informer. Dr. Payne recommended developing a dashboard that can be shared campus wide.
- **PEP faculty interview for HLC review:** Emily Thurman, Chris Adams, and Kevin Wheeler.
- Student Services is implementing:
 - CRM (Communications Management System)
 - Ellucian Recruit to improve recruitment continuity amid staff turnover.
 - Ellucian Advise as a supplement to Raider Connect
- Student Services reviews **3–5 potentially fraudulent applications daily**. New systems will provide additional verification while maintaining manual application review.

Chief Financial Officer: Charlotte Eubank

Bookstore Update

- Transition from MBS to Book Log POS is underway, including implementation of Timber, Financial Aid Link, and Trim data.
- The new system will integrate financial aid from Colleague, automatically populate student book carts during registration, and improve website functionality.
- Book Log goes live **July 1**.
- Bookstore closed **June 29** for inventory; website unavailable **July 1–8**.
- Communication regarding B Session textbooks has been sent to students.
- All textbooks are being re-serialized.
- Staff assistance is requested for Amanda Quaiter during the transition.

Budget & Financial Updates

- Potential state budget reductions/withholds require continued cost-saving measures.

Shred Bin Contract

- Current contract provides shared shred bins across campus locations. Departments should share available bins; additional bins (\$35 each).

Travel & Purchasing

- Employees must submit travel claims within **30 days** of travel.
- Supervisors are responsible for ensuring new employees receive required budget and purchasing guidance.
- Budget training remains required for employees managing college funds.
- P-Card training has been completed. Additional training for employees processing P-Card packets will be held during Convocation Week.

FY27 Budget

- FY27 budget is ready for release in Colleague, pending final Perkins funding.

Chief of Human Resources: Kristina McDaniel

Convocation is August 17, 2026

- Convocation training will include:
 - Mickes Group (Monday afternoon)
 - MUSIC safety training (Tuesday afternoon)
 - PSRS/PEERS retirement presentation

Employment & Payroll

- Bess Activity Center employment inquiries should be directed to Parks and Recreation. Three Rivers College does not operate or staff the Bess Activity Center.
- FY27 salary increases:
 - Effective on the **July 24** biweekly payroll.
 - First monthly paycheck reflecting raises will be **August 10**.
- Out-of-state employees will transition to an external employment agency and be paid weekly to meet state requirements.

Time & Leave

- Employees are responsible for submitting accurate time records by established deadlines.
- Supervisors are responsible for reviewing and approving entries promptly and ensuring compliance.
- Failure to submit or approve time by payroll deadlines may delay employee paychecks and could result in disciplinary action for both employee and supervisor.

Orientation

- Cabinet will review Orientation Focus Group results and return with recommendations regarding the purpose and future direction of the program at the next cabinet meeting on **July 14, 2026**.

Benefits

- FY27 benefits are effective July 1 and will appear on Friday's payroll.
- MYTRCC benefit cards have been updated in Ellucian.
- A new vendor will process retiree benefit payments.
- Employee Assistance Program (EAP) services remain available to all employees.

Chief IE/IT Officer: Frank Ludwig

IT Updates:

Technology plan/Data Governance Manual is in its final review. They are on the final internal step. It will then go to Cabinet. Then it goes to the Board through a presentation only. Data Security Manual is closely held as a security document. (IT)

Ticket count is under sixteen.

IE will make a complete list of forms and addendums.

Mass Notification System has been installed and reconnected.

Will is working on a report for Perkins.

EO Report due June 30.

IT/Chuck has stabilized the door locks and they are fixed.

Communications:

CD Trailers are nearing completion of trailer wrapping.

The view book is complete in printing.

WEB Work/Audit between now and June 30th

IE:

- IE Manual is almost done.
- Watermark is in implementation phase.

Accreditation:

- Positive work session.
- Will has supplied a more detailed schedule of work.
- SSA wrap up the FY26 work. It will translate into work objectives from the FY25 objectives. Then translating it to the FY27 objectives.

Good of the Order: President's Office

- Executive Assistants and several classified staff attended the virtual MCCA Classified Staff Training, with two additional employees participating in person. Feedback was positive.
- Cabinet discussed hosting a Classified Staff Training event on Administrative Professionals Day 2027.
- Additional professional development opportunities for classified staff through Human Resources were discussed.
- Employee appreciation ideas, including a survey to gather input for the FY27 April event, were reviewed.
- **Westover 2nd floor breakroom fridge is cleaned out every Thursday afternoon. Please remove your food and items from the breakroom that are expired.**

