



THREE RIVERS COLLEGE

PRESIDENT'S CABINET AGENDA

Wednesday September 24, 2025

9:30am

Board Room, Westover Administration Building

Attendance:

Dr. Wesley Payne
William Cooper
Charlotte Eubank
Ann Matthews
Kristina McDaniel
Steve Atwood
Melody Dolle-Ducote

1. President Payne updated on the following:

HLC Multi Site Visit is December 5, 2025

New Roof and HVAC improvements at Bill and Gene's

The paving project at Libla is ongoing with a predicted completion date of 10/31.

Department of Corrections has let us know that they will issue a Request for Proposal (RFP) for management of the education functions.

Update on Prison Education Program approvals are anticipated from HLC by end of November for the Cameron, MO site. Once that is received, we will submit to the DOE.

The College has been approached by a new technology firm who will employ up to 100 individuals. They wish to rent space in the ARC.

Bess Activity Center is scheduled to be open in January.

2. Information Technology/Communications/Institutional Effectiveness

Internet at Bill and Genes is up and running.

James is still working on the app for Three Rivers.

Farm will have internet- Starlink.

Discussed (system for phones etc.) need to report any issues.

Microsoft Image Now Update

3. Student Services/External Locations

Will, Ann and Kristina will meet with Dr. Payne on WIOA

Discussion on WIOA.

ACC Regulation. Trying to streamline it. (Will Cooper)

FETGE Financial value of the students and the program they are in must be calculated and reported to the DOE. (Charlotte and Ann)

Counselors will be here October 9 for Counselor Conference

Hospitality for the counselors in Board Room during preview day.

4. Financial Services

Bill and Genes:

Mail Services will be moved first.

Cammy and Mandy will move next.

They will be there a lot during the transition before their move.

Then we will work on the others once the HVAC is fixed.

Melody asked about mailing services such as UPS, USPS and FEDEX.

Discussed floor plan of Bill and Gene's and working areas.

Audit update.

Nelnet discussions are ongoing but at this point, they are on hold.

Colleague doesn't allow for auto withdrawal for payment plans.

We are ready to send the first group of past due accounts to collections.

Student financial agreements have been signed.

Accounts 90 days past due are sent a thirty-day notice letter giving them a total of 120 days prior to being sent to collections.

General discussion of grant tracking procedures, with this item being placed on the agenda for the next meeting.

5. Human Resources

Annual training will go out soon for all employees.

We are having issues with employees, especially adjuncts finishing annual training.

Minimum for Adjuncts: Drug and Alcohol, Title IX, Consensual Relationships and others as assigned.

Full time employees: Drug and Alcohol, Title IX, Consensual Relationships, FERPA, Hazing and others as assigned.

Kristina, Ann and Will shall discuss adjunct training further to make improvements.

Online training for full-time employees will be as normal.

6. Office of Instruction

Blackboard Ultra-by December of 26 we must go to the updated version of blackboard.

Ryan Bixby will be at the next Cabinet Meeting to discuss Black Board Ultra.