



# THREE RIVERS COLLEGE

## COLLEGE CABINET MEETING MINUTES

Wednesday September 6, 2023

9:00am

Board Room – Westover Administration Building

### Attendance

Dr. Wesley Payne  
Ann Matthews  
Steve Atwood

Dr. Sherry Phelan  
Dr. Maribeth Payne  
Edie Dilbeck

Charlotte Eubank  
Kristina McDaniel

### 1. Dr. Payne

- Great Start with Convocation.
- Enrollment is up.
- HVAC update – We are in the final stages.
- Gene Bess was inducted into the Naismith Hall of Fame.
- Bess Building freeze claim pending
- Prison Education Program pending.

### 2. Instruction

- PTK Luncheon is Thursday at Stephen College, Three Rivers has 3 students being honored.
- Spring Student Showcase was April 4<sup>th</sup> – very well attended.
- Liberal Arts Week is April 17<sup>th</sup>-20<sup>th</sup>
- Fine Arts Exhibition is April 24<sup>th</sup>-May 12<sup>th</sup>
- Spring Musical – Pajama Game is April 28<sup>th</sup> & 29<sup>th</sup>
- Faculty are busy getting ready for final.

### 3. Institutional Effectiveness

- Continuing meetings with Program Managers and have had some follow up meetings with some managers.
- After these meetings, documents and data should be added to their plans. Progress is being made. Justifications need work. As supervisors are looking at the justifications, it would be helpful if they looked at them from a data informed decision-making standpoint when reviewing
- Frank Ludwig has been meeting with groups of the Gen Ed Faculty on Outcomes Assessment. There will be a wrap up meeting with all of them the week of Commencement. The project may continue into the Fall semester.

#### **4. Information Technology/Communication**

- Staying focused on data security.
- Planning to send email out this afternoon to employees for them to begin using Ellucian Experience – the new myTRCC portal.
- On schedule for Blackboard going to the Cloud – to begin with summer session classes.

#### **5. Student Services/External Location**

- As of today, enrollment numbers up for fall – even for summer
- Project DRIVE – still have some available spots in Construction and Electrical Technology.
- Holding a Military Mobile Health event on campus in June for 10 days, they will be staying in housing, and the event will be mainly around Bess..
- Financial Aid – Emergency Covid Waivers are ending. ICP that is due next week has been sent in.
- 23 Commencement stories have been received so far. The committee will begin reviewing them this week.
- ROCS sessions are going. Big week schedule, expect to see an impact on the enrollment numbers next week.
- April 13<sup>th</sup> Job Fair in Libla. In addition to the Employers booths the concession area will be opened and there will be an on-site interview room available.

#### **6. Financial Services**

- Last Friday salaries were entered. Plans to balance them today then email cabinet to begin reviewing them. The salaries entered include 4% increase.
- Completed a HERF report.
- Purchasing Specialist begins next Monday.

#### **7. Human Resources**

- ETS new hire begins in August.
- Hired a CDL Instructor.
- Several interviews going on right now.
- Performance Evaluations are still coming in.
- Insurance renewal scheduled.
- Open Enrollment meeting are scheduled for May 3, 4 and the morning of the 5<sup>th</sup>.
- Trying to schedule the Executive Assistant to the President interviews for next Tuesday and Wednesday.