

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, January 22, 2014 at 12:00 p.m.

JANUARY 22, 2014

Those present included: Trustees: Darren Garrison, chairman; Randy Grassham, vice-chairman; Ben Ressel, secretary; Phil Davis, treasurer; Wilbur Thornton, member; Randy Winston, member; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Dr. Angela Totty, vice president for student success; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

ATTENDANCE

Trustee Grassham delivered the invocation.

INVOCATION

The agenda was unanimously approved as amended with a motion by Trustee Winston and a second by Trustee Davis.

**APPROVAL OF BOARD
MEETING AGENDA**

The minutes of the meeting on December 18, 2013, were unanimously approved on a motion by Trustee Winston and second by Trustee Thornton.

**APPROVAL OF MINUTES OF
NOVEMBER BOARD
MEETING**

Charlotte Eubank reported the college's revenue/expense status as of December 31, 2013. At 50% into the fiscal year the college has recognized 60% of the budgeted revenues. The revenues include fall tuition/fees that is currently at 90% of total budgeted tuition/fees. Expenses are at 39% of the budgeted expenses.

**CONSIDERATION OF
COLLEGE FINANCIAL
REPORT**

Ms. Eubank updated the board on the capital budget and informed them that we had started projects and the college was making expenditures to cover the costs.

The financial report was unanimously approved as presented on a motion by Trustee Winston and second by Trustee Grassham.

**MOTION TO ENTER INTO
EXECUTIVE SESSION**

Trustee Winston made the motion with a second from Trustee Ressel to move into executive session. The board was polled as follows: Trustee Davis, yes; Trustee Garrison, yes; Trustee Thornton, yes; Trustee Ressel, yes; Trustee Winston, yes; Trustee Grassham, yes.

**ITEMS FOR DISCUSSION,
CONSIDERATION & VOTE**

Trustee Winston made the motion to adopt the resolution as presented with a second from Trustee Ressel. The board was polled as follows: Trustee Davis, yes; Trustee Garrison, yes; Trustee Thornton, absent; Trustee Ressel, yes; Trustee Winston, yes; Trustee Grassham.

**RESOLUTION AUTHORIZING
THE OFFERING FOR SALE
OF LEASE PARTICIPATION
CERTIFICATES**

PRESIDENT'S REPORT

Dr. Stephenson discussed the recent visit of the Speaker of the House – Tim Jones - and his presentation of 4G agenda. The event was well attended by leaders from the community. Dr. Stephenson had the opportunity to discuss Missouri's community college and Three Rivers College's funding needs and to seek Speaker Jones' support.

SPEAKER OF THE HOUSE

Dr. Totty reviewed the current headcount for Spring 2014. Due to the weather conditions there were several days during registration that the college was closed. Overall, our registration numbers are flat to Spring 2013. We maintained 95% of our fall enrollment while many community colleges experienced double digit declines.

SPRING REGISTRATION

Dr. Stephenson reviewed the recent groundbreaking ceremonies for the Humanities and Social Science classroom building on the Poplar Bluff campus. During the ceremony the college received donations to a scholarship fund administered by the Endowment Trust from Dille/Traxel and Toth and Associates.

GROUNDBREAKING

Dr. Payne presented an overview of the first week of the Spring semester. Registration was extended due to the weather conditions in late December. Instructors are now taking daily attendance in all classes. This information will provide valuable data for the development of programs and initiatives to improve student persistence and academic achievement.

SPRING SEMESTER 2014

Dr. Stephenson announced that Pride Farms (Gary and Holt Pride) has donated a modular greenhouse for use by our agriculture programs. The design of the building allows for future expansion as programs expand.

PRIDE FARM DONATION

Dr. Stephenson announced that Briggs and Stratton has donated \$4,000 to the college for professional development of college personnel.

BRIGGS AND STRATTON DONATION

Dr. Totty reviewed the schedule for Homecoming 2014. The activities will begin on February 10 with Paint the Town Black and Gold and end on February 15 with the Homecoming game and block party. There are activities planned for every day during the week.

HOMECOMING

Dr. Payne presented the upcoming performance of the Tortoise and the Hare. Performances will be held in Sikeston, Dexter and Poplar Bluff.

PATRONS OF THE ARTS

Dr. Stephenson made the recommendation to permanently hire the employees listed in the agenda. The resignation of Madelyn Wilson, Instructor, Life Science and David Palmer, Instructor, Physical Science were presented.

CONSIDERATION OF PERSONNEL ACTION

Trustee Ressel made the motion to accept the personnel actions with a second from Trustee Davis. The board was polled as follows: Trustee Davis, yes; Trustee Garrison, yes; Trustee Thornton, absent; Trustee Ressel, yes; Trustee Winston, yes; Trustee Grassham, yes.

There being no further business, the board unanimously approved to adjourn the meeting at 11:00a.m. on a motion by Trustee Winston and a second by Trustee Ressel.

ADJOURNMENT



DARREN GARRISON, CHAIRMAN

2/19/14

APPROVAL DATE



BEN RESSEL, SECRETARY

2/19/14

APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, February 19, 2014 at 12:00 p.m.

FEBRUARY 19, 2014

Those present included: Trustees: Darren Garrison, chairman; Randy Grassham, vice-chairman; Ben Ressel, secretary; Phil Davis, treasurer; Wilbur Thornton, member; Randy Winston, member; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Dr. Angela Totty, vice president for student success; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

ATTENDANCE

Trustee Garrison delivered the invocation.

INVOCATION

The agenda was unanimously approved as amended with a motion by Trustee Winston and a second by Trustee Thornton.

**APPROVAL OF BOARD
MEETING AGENDA**

The minutes of the meeting on January 22, 2014, were unanimously approved on a motion by Trustee Ressel and second by Trustee Grassham.

**APPROVAL OF MINUTES OF
JANUARY BOARD MEETING**

Charlotte Eubank reported the college's revenue/expense status as of January 31, 2014. At 58% into the fiscal year the college recognized 75% of the budgeted revenues. Ms. Eubank indicated that to date 97% of the total budgeted tuition/fees have been realized. Expenses are currently at 49% of the budgeted expenses.

**CONSIDERATION OF
COLLEGE FINANCIAL
REPORT**

Ms. Eubank updated the board on the capital budget and informed them we had begun the projects and the college was making expenditures to cover the costs. Trustee Garrison questioned the overage at Kennett. Ms. Eubank explained that during budget development in 2013 the full scope of the project had not been determined.

The financial report was unanimously approved as presented on a motion by Trustee Davis and second by Trustee Winston.

PRESIDENT'S REPORT

Dr. Stephenson extended a Happy Birthday and presented gifts to Trustee Garrison, Trustee Grassham and Trustee Thornton, all of who celebrated birthdays in the month of February.

HAPPY BIRTHDAY

Dr. Stephenson reviewed the 2013 Annual Report and noted the tremendous progress the college made in strengthening its financial position, expanding program capacity, acquiring external grant dollars, and better serving students. Additionally, he highlighted the numerous donors to the college with the addition of a new section in the document.

ANNUAL REPORT

Dr. Payne reported that the Ag Expo 2014 was a success. The Expo promotes the agriculture industry in Southeast Missouri and is a partnership with UM AG Extension. There were 140 vendor booths and the event was well attended.

AG EXPO

Dr. Stephenson informed the board that he had the opportunity to testify with Dr. Craig Larson, chair of the St. Louis Community College Board of Trustees, before the House Appropriations Committee on behalf of MCCA community colleges. MCCA is requesting a 5% increase for community colleges that will result in an additional \$250,000 in the annual core appropriation for Three Rivers College. Legislation has been introduced that would fully fund the A+ program.

LEGISLATIVE UPDATE

Dr. Totty presented the Pink Zone Ladies Raiders basketball game raising breast cancer awareness. During the Men's game our nation's veterans were recognized and the MIA's were honored for their service.

PINK ZONE NIGHT

Dr. Stephenson reviewed the recent annual strategic planning retreat he hosted in January in Van Buren at the Landing. The administration reviews the upcoming year planning priorities with all budget managers. This first step in the planning process is followed by development of departmental budgets, culminating in the presentation of the final budget draft to trustees at the June Board Retreat. Trustee Grassham, Trustee Thornton and Trustee Ressel attended the retreat. All three reported that the staff was engaged, the energy was high, and they felt a real sense of teamwork among the group.

ANNUAL PLANNING RETREAT

Dr. Stephenson stated that this year's planning retreat establishes a foundation for the decennial accreditation visit by HLC in 2017/2018. The college will once again create a five-year vision plan known as VISION2020 just as it did with VISION 2015.

Dr. Stephenson presented the next steps:

- Improve the planning and budgeting process
- Begin comprehensive reviews against the HLC Criteria
- Close out Vision 2015
- Create Vision 2020

Dr. Stephenson reviewed the recent ACCT Legislative Summit in Washington, DC. Bill and Connie Hampton, Missy Marshall joined Dr. Stephenson for the event. The team visited with Congressman Jason Smith, Senator Roy Blunt and Senator Claire McCaskill as part of advocating for Missouri's community colleges and Three Rivers College.

ACCT LEGISLATIVE SUMMIT

Dr. Totty reviewed Homecoming week. It was a celebration of the Raider Spirit. The businesses in town celebrated with "Paint the Town Black and Gold." The businesses dressed their windows in

HOME COMING 2014

raider spirit. The winner was 1st Missouri State Bank.

Dr. Payne announced the upcoming *Eagles Tribute Concert* that will include a VIP reception at the Chamber and a meet and greet with the performers after the show.

Dr. Stephenson showed an image of the construction of the Eastern Campus. Wright Construction is making good progress on the project.

Dr. Stephenson explained the policy was necessary in order to provide well-defined expectations of faculty and staff.

Trustee Davis made the motion to accept with a second by Trustee Thornton. The board was polled as follows: Trustee Davis, yes; Trustee Garrison, yes; Trustee Thornton, yes; Trustee Ressel, yes; Trustee Winston, yes; Trustee Grassham, yes.

Dr. Payne presented the upcoming service-learning trip that was organized by Dr. Pittman. He explained that the trip is an educational version of a mission trip. Educational students, along with faculty, will work with families in the Bahamas training at the schools and learning the culture from the residents.

The trip was unanimously approved with a motion by Trustee Ressel and a second by Trustee Davis.

Dr. Stephenson presented proposed scenarios for personnel compensation adjustments. He explained-

- Projections represent cost for an entire year (12 months)
- Providing the \$1,500 Comparative Adjustment brings faculty to our promised \$5,000 target for base pay equity.
- Scenarios do not provide any adjustments to stipends or part-time employees' compensation.
- While we do not have final numbers on the health insurance premium increase, it is anticipated in the 12-15% range.
- The College's cost for employee retirement fund match is remaining the same as the current year.
- In December 2013, the Consumer Price Index (CPI) rose 2.3%.

After Board discussion it was decided to move this agenda item for consideration at the March meeting. The board was polled as follows: Trustee Thornton, yes; Trustee Winston, yes; Trustee Davis, yes; Trustee Garrison, yes; Trustee Grassham, yes; Trustee Ressel, yes.

PATRONS OF THE ARTS

EASTERN CAMPUS CONSTRUCTION

ITEMS FOR DISCUSSION, CONSIDERATION AND VOTE

CONSIDERATION AND APPROVAL OF COLLEGE POLICY PP4820- CONSENSUAL RELATIONS POLICY

CONSIDERATION AND APPROVAL OF INTERNATION SERVICE LEARNING TRIP – ABACO, BAHAMAS

CONSIDERATION AND APPROVAL OF PERSONNEL COMPENSATION REVIEW

Trustee Davis made the motion with a second from Trustee Grassham to move into executive session. The board was polled as follows: Trustee Davis, yes; Trustee Garrison, yes; Trustee Thornton, yes; Trustee Ressel, yes; Trustee Winston, yes; Trustee Grassham, yes.

MOTION TO ENTER INTO EXECUTIVE SESSION

Trustee Winston made the motion to accept the personnel actions with a second from Trustee Grassham. The board was polled as follows: Trustee Davis, absent; Trustee Garrison, yes; Trustee Thornton, absent; Trustee Ressel, yes; Trustee Winston, yes; Trustee Grassham, yes.

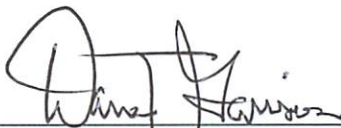
CONSIDERATION OF PERSONNEL ACTION

Trustee Ressel made the motion to enter into an agreement with Auction Solutions to auction the Emerson building and contents and to authorize College Administration to negotiate all things to execute the contract. With a second by Trustee Winston the motion was unanimously approved.

CONSIDERATION AND APPROVAL FOR THE COLLEGE TO ENTER INTO AN AGREEMENT TO AUCTION THE EMERSON BUILDING

There being no further business, the board unanimously approved to adjourn the meeting at 2:10 p.m. on a motion by Trustee Winston and a second by Trustee Grassham.

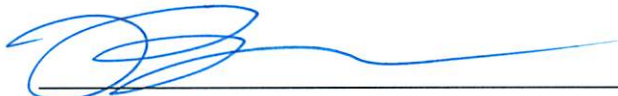
ADJOURNMENT



DARREN GARRISON, CHAIRMAN

3-19-14

APPROVAL DATE



BEN RESSEL, SECRETARY

3/25/14

APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, March 19, 2014 at 1:00 p.m.

MARCH 19, 2014

Those present included: Trustees: Darren Garrison, chairman; Randy Grassham, vice-chairman; Ben Ressel, secretary(joined via conference call after executive session); Phil Davis, treasurer; Wilbur Thornton, member; Randy Winston, member; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Dr. Angela Totty, vice president for student success; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

ATTENDANCE

Trustee Garrison delivered the invocation.

INVOCATION

The agenda was unanimously approved, with an amendment to move Executive Session directly after the President's Report, by a motion from Trustee Winston and a second by Trustee Davis.

**APPROVAL OF BOARD
MEETING AGENDA**

The minutes of the meeting on February 19, 2014, were unanimously approved on a motion by Trustee Davis and second by Trustee Garrison.

**APPROVAL OF MINUTES OF
FEBRUARY BOARD
MEETING**

Charlotte Eubank reported the college's budget to actual status as of February 28, 2014. At 67% into the fiscal year the college recognized 79% of the total budgeted revenues. Ms. Eubank indicated that to date 96% of the total budgeted tuition/fees have been realized. Expenses are currently at 60% of the budgeted expenses.

**CONSIDERATION OF
COLLEGE FINANCIAL
REPORT**

Ms. Eubank updated the board on the capital budget and informed them we had begun the projects and the college was making expenditures to cover the costs. Dr. Stephenson informed the board that the college has moved into a spending restriction season requiring personnel to requisition items that are *needed* to complete the fiscal year.

The financial report was unanimously approved as presented on a motion by Trustee Winston and second by Trustee Thornton.

PRESIDENT'S REPORT

Dr. Stephenson reported that he and Dr. Payne had a successful trip to Indianapolis to meet with Tom Miller and Associates and the leaders of "Project Lead The Way." The discussion centered on the work of PLTW in advancing STEM education in K-12 classrooms and the role that Three Rivers College could play in bringing the initiative to Southeast Missouri.

**THOMAS MILLER AND
ASSOCIATES**

Dr. Stephenson reviewed the meeting held with the New Madrid area focus group exploring partnership opportunities with New Madrid and the college for economic and workforce development in the Bootheel.

NEW MADRID FOCUS GROUP

Dr. Payne announced that two of our students, Ms. Megan Cook and Mr. Dustin Chaney were honored at the recent PTK luncheon hosted by MCCA. They are now a part of the USA Coca Cola All-USA Academic Team and will compete at a national level. Mr. Greg Hicks was recognized for outstanding teaching and received the Governor's Excellence in Teaching Award.

PTK AND EXCELLENCE IN TEACHING AWARDS

Dr. Stephenson discussed the recent Groundbreaking Ceremony for the Grand Entrance to the College. The administration and several community members have been working on this project since 2009 and it is exciting to have the project scheduled for completion in July 2014.

GRAND ENTRANCE GROUNDBREAKING

Dr. Stephenson informed the board that the college participated in the New Madrid Chamber of Commerce annual banquet. Dr. Stephenson delivered the Keynote address and was joined by Dr. Payne; Missy Marshall and Ann Matthews, center directors; and Michelle Reynolds, development officer in the celebration.

NEW MADRID CHAMBER OF COMMERCE ANNUAL BANQUET

Dr. Payne reminded the Trustees that the Eagles Tribute Band Concert is scheduled for March 27. The event is sold out and promises to be a stellar performance.

PATRONS OF THE ARTS

The last show of the season is scheduled for April 28 with the Moscow Festival Ballet performing "Sleeping Beauty".

Dr. Stephenson welcomed Neva Bisette to the meeting. Chairman Garrison read the Board Resolution presented to her in honor of her husband, Lewis, for his never ending support provided to Three Rivers College and the athletic department. Dr. Stephenson presented Mrs. Bisette with a President's Medallion for his service to the College.

PRESENTATION TO THE BISSETTE FAMILY

Trustee Winston made the motion with a second from Trustee Davis to move into executive session. The board was polled as follows: Trustee Davis, yes; Trustee Garrison, yes; Trustee Thornton, yes; Trustee Ressel, absent; Trustee Winston, yes; Trustee Grassham, yes.

MOTION TO ENTER INTO EXECUTIVE SESSION

Trustee Ressel joined the meeting via conference call.

ITEMS FOR DISCUSSION, CONSIDERATION AND VOTE

Trustee Thornton made the motion to approve the Administration's recommendation of a 2.5% cost of living increase and a \$1,500 increase to the base salary for all full-time faculty. On a second from Trustee Davis the board was polled. Trustee Davis, yes;

CONSIDERATION AND APPROVAL OF ADMINISTRATION'S RECOMMENDATION FOR

Trustee Garrison, yes; Trustee Thornton, yes; Trustee Ressel, yes; Trustee Winston, yes; Trustee Grassham, yes.

PERSONNEL COST OF LIVING/COMPARATIVE SALARY ADJUSTMENTS

Trustee Garrison expressed his appreciation to the staff and faculty for contributing to the many successes of the college.

Trustee Davis made the motion to approve the President's Contract as agreed to between Dr. Stephenson and the Board. With a second by Trustee Winston the board was polled. Trustee Davis, yes; Trustee Garrison, yes; Trustee Thornton, yes; Trustee Ressel, yes; Trustee Winston, yes; Trustee Grassham, yes.

THREE RIVERS COLLEGE PRESIDENT'S CONTRACT

Trustee Garrison expressed his thanks and appreciation to Dr. Stephenson for his leadership and direction of the college over the past five years and the achievement of the goals that were set in 2009.

Dr. Stephenson introduced Greg Bricker with George K. Baum and Sean Flynn with Gillmore Bell Law Firm.

CONSIDERATION AND APPROVAL OF RESOLUTION APPROVING THE DELIVERY OF LEASE PARTICIPATION CERTIFICATES, SERIES 2014, FOR THE PURPOSE OF PROVIDING FUNDS TO FINANCE A PROJECT FOR THE THREE RIVERS COMMUNITY COLLEGE DISTRICT OF POPLAR BLUFF, MISSOURI; AND AUTHORIZING AND APPROVING CERTAIN DOCUMENTS AND OTHER ACTIONS IN CONNECTION WITH THE DELIVERY OF SAID CERTIFICATES

Mr. Bricker referenced the *Go to Market* resolution that was brought before the board in January and adopted by the board. The college needs an additional \$8.5 million to complete the current capital improvement projects. Standard and Poor again provided an "A" rating for the college based on the financial performance and stability. Mr. Bricker further stated that all of the bonds had been spoken for as of March 18, 2014. The closing date on the funding is April 15, 2014 at which time the funds will be available for the college to use.

On a motion by Trustee Winston and a second by Trustee Garrison the approval of the resolution was brought to a vote. The board was polled. Trustee Davis, yes; Trustee Garrison, yes; Trustee Thornton, yes; Trustee Ressel, yes; Trustee Winston, yes; Trustee Grassham, yes.

Dr. Stephenson discussed the date for the Annual Retreat. It is the recommendation of the Administration to have this meeting on June 11 at the Landing in Van Buren.

CONSIDERATION AND APPROVAL OF THE ANNUAL BOARD OF TRUSTEES DATE

On a motion by Trustee Davis and a second by Trustee Thornton the approval of the date and location was brought to a vote. The board was polled. Trustee Davis, yes; Trustee Garrison, yes; Trustee Thornton, yes; Trustee Ressel, yes; Trustee Winston, yes; Trustee Grassham, yes.

Dr. Stephenson reviewed the changes to the existing policy. The Administration recommends these changes in order to provide a safe environment for all faculty and staff.

CONSIDERATION AND APPROVAL OF REVISIONS TO GAP1010 INCLEMENT WEATHER AND NATURAL DISASTER

On a motion by Trustee Winston and a second by Trustee

Grassham the approval of the changes to GAP1010 was brought to a vote. The board was polled. Trustee Davis, yes; Trustee Garrison, yes; Trustee Thornton, yes; Trustee Ressel, yes; Trustee Winston, yes; Trustee Grassham, yes.

There being no further business, the board unanimously approved to adjourn the meeting at 3:06 p.m. on a motion by Trustee Winston and a second by Trustee Davis.

ADJOURNMENT

RANDY GRASSHAM, CHAIRMAN

APPROVAL DATE

PHIL DAVIS, SECRETARY

APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, April, 2014 at 12:00 p.m.

APRIL 16, 2014

Those present included: Trustees: Darren Garrison, chairman; Randy Grassham, vice-chairman; Ben Ressel, secretary; Phil Davis, treasurer; Chris Williams, member-elect; Eric Schalk, member-elect; and college administrators: Dr. Devin Stephenson, president; Dr. Angela Totty, vice president for student success; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

ATTENDANCE

Trustee Grassham delivered the invocation.

INVOCATION

Dr. Stephenson presented Chairman Garrison with a plaque for his outstanding job as the Chairman of the Board. Trustee Garrison stated that it was an honor to be the chairman and looked forward to continuing to work with the trustees to continue the college's progress.

PLAQUE PRESENTATION

Chairman Garrison announced that the election held in Sub-District One on April 8, 2014. The following trustees were elected to serve terms of (6) six years each, all in accordance with the provisions of the Missouri Comprehensive Act of 1978 and Sections 178.810 to 178.850 of the Public School Laws of Missouri: SUB-DISTRICT NO. 1: Wilbur Thornton – 2,347 votes; Chris Williams – 3,413 votes; and Eric Schalk – 3,136 votes.

**CERTIFICATION OF
ELECTION RESULTS**

Chairman Garrison orally administered the *Oath of Office* to each incoming new board of trustee member.

OATH OF OFFICE

Do you Chris Williams solemnly affirm that you will support the Constitution of the United States and the Constitution of Missouri, and that you will faithfully and impartially discharge the duties of college trustee in and for the Three Rivers Community College District, Sub-District No. 1, State of Missouri, to the best of your ability, according to law, so help you God.

Do you Eric Schalk solemnly affirm that you will support the Constitution of the United States and the Constitution of Missouri, and that you will faithfully and impartially discharge the duties of college trustee in and for the Three Rivers Community College District, Sub-District No. 1, State of Missouri, to the best of your ability, according to law, so help you God.

Chairman Garrison called for nominations for temporary chairman and temporary secretary for the purpose of reorganizing the board of trustees. Dr. Devin Stephenson was nominated as temporary Chair and Janine Heath as temporary secretary. The nominations were unanimously approved on a motion by Trustee Davis and

**APPOINTMENT OF
TEMPORARY CHAIR AND
SECRETARY**

second by Trustee Grassham.

Temporary chairman Stephenson nominated the following slate of officers for the 2014-2015 year: Randy Grassham, Chairman; Ben Ressel, Vice-Chairman; Phil Davis, Secretary; Chris Williams, Treasurer; Eric Schalk, member; Darren Garrison, member. The nominations were unanimously approved with a second by Trustee Garrison.

**RESEATING OF NEW BOARD
AND ELECTION OF
OFFICERS**

After the reorganization was complete, Trustee Grassham assumed the duties of chair.

The agenda was unanimously approved as presented on a motion by Trustee Davis and a second by Trustee Ressel.

**APPROVAL OF BOARD
MEETING AGENDA**

The minutes of the meeting on March 19, 2014 were unanimously approved on a motion by Trustee Garrison and second by Trustee Ressel.

**APPROVAL OF MINUTES OF
MARCH BOARD MEETING**

Charlotte Eubank reported the college's budget to actual status as of March 31, 2014. At 75% into the fiscal year the college recognized 79% of the total budgeted revenues. Ms. Eubank indicated that to date 97% of the total budgeted tuition/fees have been realized. Expenses are currently at 62% of the budgeted expenses.

**CONSIDERATION OF
COLLEGE FINANCIAL
REPORT**

Ms. Eubank updated the board on the capital budget items and the status of each of the projects.

Ms. Eubank reviewed each of the reports that were included in the monthly Board Books for the new members.

Trustee Williams raised the questions of the scholarship funds held by the college in CD's and the minimum rate of return these funds are generating.

Trustee Davis pointed out that the reserve had grown substantially in the last five years. Dr. Stephenson stated that general higher education best practices calls for the college to have in reserve 25% of the operating budget in order to hold the standard of operation should there be significant changes in local/state/federal revenue sources.

The financial report was unanimously approved as presented on a motion by Trustee Davis and second by Trustee Garrison.

PRESIDENT'S REPORT

Dr. Stephenson reported that the dinner honoring donors of more than \$10K was held the evening of March 27 prior to the Eagle's Concert. During the dinner, Dennis Vollink, CEO, and Carolyn Bonhert, Executive Vice President, with Drury Southwest, presented another \$25K to the Lambert C. Drury Scholarship.

**PRESIDENT'S CIRCLE
DINNER- ENDOWMENT
TRUST**

Dr. Stephenson reported that the concert was sold out and that everyone enjoyed.

EAGLES TRIBUTE CONCERT

Dr. Stephenson informed the board that the inaugural class of the President's Leadership Academy traveled to Jefferson City to represent the college during *Three Rivers Week* in the Capital. The members of the PLA are the emerging leaders within the college. During their trip to the capital, time was spent with Zora Mulligan, the Director of the MCCA, who provided a presentation on the history and advocacy work on behalf of Missouri's community colleges.

PRESIDENT'S LEADERSHIP ACADEMY – THREE RIVERS WEEK IN JEFFERSON CITY

Dr. Stephenson updated the Trustees on the Three Rivers Week informing them that in addition to the PLA attending the Government Relations Team also participated in the event. Bill Hampton, Connie Hampton, Ann Matthews, Missy Marshall and Teresa Johnson were in the Capitol for the week and spent time visiting with the legislators advocating for community colleges.

LEGISLATIVE COMMITTEE – THREE RIVERS WEEK- JEFFERSON CITY

Dr. Stephenson informed the board that Three Rivers College is officially cleared from any accreditation issues in the 2007 report. He further stated that it is critical that we complete the 2017 decennial visit without issue. College personnel are beginning the development of *2020Vision*, a structured plan for guiding the institution into the next decade.

HLC CONVENTION

Dr. Stephenson reminded the Trustees the last performance of the Patrons of the Arts for 2013-2014 will be on April 28 with the Moscow Ballet performing "Sleeping Beauty".

PATRONS OF THE ARTS

Dr. Stephenson presented the proposed FY15 Board Meeting Schedule and with a motion by Trustee Garrison and second by Trustee Davis, the schedule was unanimously approved.

ITEMS FOR DISCUSSION, CONSIDERATION AND VOTE

CONSIDERATION AND APPROVAL OF FY15 BOARD OF TRUSTEE MEETING SCHEDULE

Dr. Stephenson presented the proposed FY15 College Holiday Calendar for approval. Trustee Ressel made the motion to accept the schedule and with a second by Trustee Schalk, the schedule was unanimously approved.

CONSIDERATION AND APPROVAL OF FY15 COLLEGE HOLIDAY SCHEDULE

Trustee Davis made the motion with a second from Trustee Garrison to move into executive session. The board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, absent; Trustee Ressel, yes; Trustee Grassham, yes.

MOTION TO ENTER INTO EXECUTIVE SESSION

On a motion by Trustee Garrison and a second by Trustee Davis, the board voted unanimously to consider the personnel actions as a group. Trustee Garrison made the motion to approve all actions

CONSIDERATION OF PERSONNEL ACTION

and with a second by Trustee Davis the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, absent; Trustee Ressel, yes; Trustee Grassham, yes.

There being no further business, the board unanimously approved to adjourn the meeting at 3:06 p.m. on a motion by Trustee Davis and a second by Trustee Ressel.

ADJOURNMENT



RANDY GRASSHAM, CHAIRMAN

5/21/14

APPROVAL DATE



PHIL DAVIS, SECRETARY

5/21/14

APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, May 21, 2014 at 12:00 p.m.

MAY 21, 2014

Those present included: Trustees: Randy Grassham, chairman; Ben Ressel, vice-chairman; Phil Davis, secretary; Chris Williams, treasurer; Eric Schalk, member; Darren Garrison, member; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president of learning; Dr. Angela Totty, vice president for student success; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

ATTENDANCE

Trustee Grassham delivered the invocation.

INVOCATION

The agenda was unanimously approved as presented on a motion by Trustee Garrison and a second by Trustee Davis.

**APPROVAL OF BOARD MEETING
AGENDA**

The minutes of the meeting on April 16, 2014 were unanimously approved on a motion by Trustee Ressel and second by Trustee Schalk.

**APPROVAL OF MINUTES OF APRIL
BOARD MEETING**

Charlotte Eubank reported the college's budget to actual status as of April 30, 2014. At 83% into the fiscal year the college recognized 82% of the total budgeted revenues. Ms. Eubank indicated that to date 99% of the total budgeted tuition/fees have been realized. The majority of grants are on a reimbursement basis, therefore the revenue is collected at a slower rate than expenses. Expenses are currently at 70% of the budgeted expenses.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

Ms. Eubank updated the board on the capital budget items and the status of each of the projects.

Ms. Eubank reviewed the Cash Position report explaining the Operating Cash and the Unrestricted Cash.

Dr. Stephenson discussed the current Governor withhold and informed the board that \$84,000 was withheld in April. According to current reports community colleges are not facing another withhold in June; however, the college administration has placed a freeze on all but necessary spending through the end of the fiscal year.

Dr. Stephenson that the college has not received the \$150K

legislative appropriation for Willow Springs but that Ms. Eubank is working with MDHE to secure the funds.

The financial report was unanimously approved as presented on a motion by Trustee Garrison and second by Trustee Schalk.

PRESIDENT'S REPORT

Dr. Stephenson reported that there were an estimated 4,000 attendees at the 2014 Commencement ceremony. This was the largest attendance ever. Kevin Madden was the speaker with Geron Davis and Kindred Souls providing the music.

COMMENCEMENT 2014

Dr. Stephenson invited the trustees to share their comments. Trustee Schalk stated that the ceremony was very nice and Trustee Williams expressed his surprise at the number of people in attendance. Both appreciated the personalization between Dr. Stephenson and the graduates.

Dr. Stephenson discussed the Kennett Ribbon Cutting and Open house. The new center is very visible within the community. The mobile lab was available for the day for tours.

KENNETT RIBBON CUTTING AND OPEN HOUSE

Dr. Stephenson reviewed the recent visit with Attorney General Chris Koster. Mr. Koster is visiting all 2 and 4 year institutions within the state. The visit included a tour of the ARC and the opportunity for Mr. Koster to interact with some of our students. A very successful trip.

STATE ATTORNEY GENERAL VISIT

Dr. Stephenson explained that each month, seven randomly selected employees are asked to invite a mid-level manager/leader to have lunch with the Cabinet and to discuss the college's future plans and to ask questions. This has proven to be very helpful in getting the college's message out to the community.

LUNCH WITH LEADERS

Dr. Payne discussed the 66th Annual Industrial and Technology Fair. There were 11 schools represented with 248 total projects on display. Chaffee CTC won the best school. Hunter Gordon from Van Buren won first place.

INDUSTRIAL AND TECHNOLOGY FAIR

Dr. Totty updated the board on the final presentations from the President's Leadership Academy. On May 9 the three teams had the final group presentation. The presentations included: Creating Effective Courses through Cross-Discipline Training; Improving Channels of Communication for Faculty/Staff; and Reducing Default Rates, Keeping Students on Track.

PRESIDENT'S LEADERSHIP ACADEMY

Dr. Totty said it was gratifying to watch the development of the 15

individuals in the academy.

Dr. Stephenson reviewed the tour and orientation for the new trustees. Centers in Kennett, Malden, Dexter and the new Eastern Campus were on the tour. He then opened it up to the board members for comments.

Trustee Garrison said it was a great day for the new board members. Getting to know the individuals at the center is very helpful for the board members.

Trustee Schalk was amazed by the amount that gets done in such a small space in Malden. He said that the facilities in Kennett and the Eastern Campus were cutting edge.

Trustee Williams was impressed with the Diesel program in Dexter.

Dr. Payne explained that the changes to the policy was a result of the changes to the work hour's employment policy. This is in response to the federal government changes due to the Affordable Care Act.

On a motion by Trustee Garrison and a second by Trustee Williams the changes were unanimously approved.

Trustee Davis made the motion with a second from Trustee Williams to move into executive session. The board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

Trustee Ressel made the motion with a second from Trustee Schalk to authorize the purchase of the Great West building in Kennett that currently houses our center. The board was polled as follows: Trustee Garrison, no; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, no; Trustee Ressel, yes; Trustee Grassham, yes.

Trustee Garrison made the motion with a second from Trustee Schalk to authorize Dr. Stephenson to complete the contract negotiations for the design and construction drawings of the Event Center. The board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, no – not prepared to move forward at this time; Trustee Ressel, yes; Trustee Grassham, yes.

TRUSTEE ORIENTATION AND TOUR

ITEMS FOR DISCUSSION, CONSIDERATION AND VOTE

CONSIDERATION AND APPROVAL OF CHANGES TO PP 4506 OVERTIME AND COMPENSATORY LEAVE

MOTION TO ENTER INTO EXECUTIVE SESSION

CONSIDERATION AND APPROVAL TO AUTHORIZE THE PURCHASE OF THE GREAT WEST BUILDING IN KENNETT

CONSIDERATION AND APPROVAL TO AUTHORIZE DR. STEPHENSON TO NEGOTIATE A CONTRACT WITH DILLI TRAXEL FOR CONSTRUCTION DRAWINGS OF THE EVENT CENTER

Trustee Schalk made the motion to approve all personnel actions and with a second by Trustee Garrison the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

CONSIDERATION OF PERSONNEL ACTION

There being no further business, the board unanimously approved to adjourn the meeting at 3:47 p.m. on a motion by Trustee Ressel and a second by Trustee Schalk.

ADJOURNMENT



RANDY GRASSHAM, CHAIRMAN

6/25/14

APPROVAL DATE



PHIL DAVIS, SECRETARY

6/25/14

APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, June 25, 2014 at 12:04 p.m.

JUNE 25, 2014

Those present included: Trustees: Randy Grassham, chairman; Ben Ressel, vice-chairman; Phil Davis, secretary; Chris Williams, treasurer; Eric Schalk, member; Darren Garrison, absent; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president of learning; Dr. Angela Totty, vice president for student success; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

ATTENDANCE

Trustee Grassham delivered the invocation.

INVOCATION

Trustee Williams requested that the agenda be amended to move Item V – Executive Session directly after the approval of the agenda. The amended agenda was unanimously approved on a motion by Trustee Williams and a second by Trustee Grassham.

**APPROVAL OF BOARD MEETING
AGENDA**

The minutes of the meeting on May 21, 2014 were unanimously approved on a motion by Trustee Williams and second by Trustee Schalk.

**APPROVAL OF MINUTES OF MAY
BOARD MEETING**

The minutes of the Board Retreat on June 11, 2014 were unanimously approved on a motion by Trustee Ressel and second by Trustee Davis.

**APPROVAL OF MINUTES OF THE
JUNE BOARD RETREAT**

Trustee Garrison joined the meeting via conference call at approximately 2:30pm.

Charlotte Eubank reported the college's budget to actual status as of May 31, 2014. At 92% into the fiscal year the college recognized 87% of the total budgeted revenues. Ms. Eubank indicated that all revenue categories are expected to reach 100% by the end of June except for Grant Revenue.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

Most of our grants are on a fiscal year that ends in August, September or October. The budgeted amounts are based on this time frame. Therefore, the budgeted amounts are expected to be received by the end of the actual grant award year but not necessarily by the end of the college fiscal year. Ms. Eubank pointed out that the better comparison for the status of the grant revenue is a comparison between the amount of revenue received, 47%, and the grant expense of 50%. These categories

should match with the exception of the 25% match from the college on those grants requiring a match.

Expenses are currently at 81% of the budgeted expenses.

Ms. Eubank updated the board on the capital budget items and the status of each of the projects.

Trustee Ressel requested an explanation on the Kennett remodel expense. Ms. Eubank explained that when the budget was completed for FY14 the scope of the remodel for the Kennett building had not been built. The college assumed that the required remodel would not be as large as it was later determined to be. She further explained that the savings from the decision not to move forward with the safe room in Kennett balanced out the overage.

Ms. Eubank reviewed the Cash Position report explaining the Operating Cash and the Unrestricted Cash.

The financial report was unanimously approved as presented on a motion by Trustee Ressel and second by Trustee Schalk.

PRESIDENT'S REPORT

Dr. Stephenson announced that the college participates with Script Spelling Bee competition and that the winner of our event continued on to the semi- finals at the National competition in Washington, DC.

REGIONAL SPELLING BEE CONTESTANT AT NATIONAL COMPETITION

Dr. Payne reviewed the Evening Advantage program recently started at the college. It is an accelerated program for students that have certain indicators to succeed allowing them the ability to go to classes two nights a week for two years in order to gain their AA degree.

Dr. Stephenson explained that Sikeston instituted a "vision" team comprised of various business individuals throughout the area. The team visited the Eastern Campus as a part of their annual program.

SIKESTON VISION EASTERN CAMPUS TOUR

ITEMS FOR DISCUSSION, CONSIDERATION AND VOTE

Charlotte Eubank reviewed the assumptions for the operating and capital budgets for FY2015. Dr. Stephenson informed the board that as a result of the Governor's restrictions and veto, the college revenue had been potentially reduced by approximately \$700,000 on Tuesday, June 24.

CONSIDERATION AND APPROVAL OF PROPOSED FY15 BUDGET

Trustee Davis made the motion to accept the budgets with anticipated amendments at the July meeting reflecting the lost revenues. On a second by Trustee Williams the motion was unanimously adopted.

Trustee Davis made the motion that the college accepts and approves Dr. Stephenson's personal request for sabbatical leave and early contract termination per his written request. The motion was unanimously approved with a second by Trustee Ressel.

Trustee Schalk made the motion that the college employ Dr. Wesley Payne as interim college President and that the Chairman be authorized to negotiate and enter into an agreement with Dr. Wesley Payne relating to terms and conditions of that agreement. The motion was unanimously approved with a second by Trustee Davis.

Trustee Ressel made the motion to approve all personnel actions and with a second by Trustee Schalk. The motion was unanimously approved.

There being no further business, the board unanimously approved to adjourn the meeting at 2:45 p.m. on a motion by Trustee Ressel and a second by Trustee Williams.

ACCEPTANCE OF DR. STEPHENSON'S PERSONAL REQUEST FOR SABBATICAL LEAVE AND EARLY CONTRACT TERMINATION


APPROVAL OF DR. WES PAYNE AS INTERIM PRESIDENT

CONSIDERATION OF PERSONNEL ACTION

ADJOURNMENT



RANDY GRASSHAM, CHAIRMAN



PHIL DAVIS, SECRETARY

7/16/14

APPROVAL DATE

7/16/14

APPROVAL DATE

**BOARD OF TRUSTEES ANNUAL RETREAT
THREE RIVERS COMMUNITY COLLEGE**

The annual board retreat of the Board of Trustees was held at The Landing in Van Buren, MO on Wednesday, June 11, 2014, at 9:10 a.m.

JUNE 11, 2014

Those present included: Randy Grassham, chairman; Ben Ressel, vice-chairman; Phil Davis, secretary; Chris Williams, treasurer; Eric Schalk, member; Darren Garrison, member; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Dr. Angela Totty, Vice president for student success; Charlotte Eubank, chief financial officer; and Janine Heath, recording secretary. Guest: Ben Gordon, project technician for college; Jonathan Atwood, coordinator of media services and Donna Farley, Daily American Republic.

ATTENDANCE

Randy Grassham called the board meeting to order. Darren Garrison delivered the invocation.

CALL MEETING TO ORDER

Dr. Stephenson welcomed the two new members to the Board of Trustees. He reviewed the Mission and Vision of the college.

**PRESIDENT'S FY15
PLANNING PRIORITIES**

Dr. Stephenson reviewed with the board our service area pointing out that we have a taxing district of 4 counties and a total service area of 15 counties comprised of 9,000 square miles. After a review of credit hour production and revenue totals from FY13, The out of district credit hours have surpassed in district credit hours by 3% and the revenues in out of district are 19% greater than our in district revenues. Adding the tax revenue received from the four in district counties, out of district revenues are still in excess of \$447,565.

Dr. Stephenson then reviewed the Missouri budget picture. James R. Moody and Associates have reported the following:

- Revenues in April were very, very weak. Net general revenue for April 2014 receipts were -5.0%.
- It appears that the revenue estimates for FY2014 will be missed by a great margin, thus making the current revenue estimates for FY2015 unattainable.
- In looking at these number, Dr. Stephenson reminded the trustees that the Governor is using 2.8% growth for the current fiscal year. So, a 0% growth rate would be a shortfall of 2.8%. The General Assembly is using 2% growth for FY2015.
- Revenue shortfall total could be in the 4% to 5% range, which would mean a shortfall potentially of \$300 to \$400 million.

Dr. Stephenson discussed the Governor's Press Conference that was called for today. The expectation is that some of the bills passed by the General Assembly will be vetoed. If the bill that increases our sector equity dollars is vetoed, then the extra money that was included in the legislature's bill could be lost. If the Governor does not veto the bill but enacts a withhold of the money, the increase to the sector equity will stand for the future.

As we move into the fall, the budgeted revenues will be reviewed based on any veto's, withholds, and actual credit hour production to determine if we should make adjustments to budgeted expenditures.

Dr. Stephenson reminded the trustees of our outstanding FY13 independent audit:

- Unmodified opinion
- No reportable findings
- No material weaknesses in internal controls
- Designation as a low risk auditee
- Net Asset position advanced \$4.2 million

Dr. Stephenson reviewed the success of the President's Leadership Academy informing the board that there were 15 participants including faculty, professional and support staff members. This program is designed to increase awareness of the college's impact on the region, organizational behavior, and, ultimately, to develop the leadership skills of the emerging leaders at the college.

Vision 2015 was reviewed. This initiative was the pathway for focus and was created in 2010 as the methodology for structuring the college's planning and continuous improvement system. Over the course of the next several months, college personnel will begin work on 2020 Vision that will expand on the components of Vision 2015 and guide the college's work for the next five years.

The current strategic planning themes resident within VISION 2015 are:

- Partnerships
- Communication
- Resources
- Technology
- Leadership
- Culture
- Learning

Dr. Stephenson reviewed that now is the time to look forward to the next 5 years. "The best way to predict the future is to create it." There will be challenges as we move forward but the rewards will be greater and it is anticipated that the future will be bright for Three Rivers College.

Dr. Stephenson then provided an update on the current capital projects which are:

- Social Sciences and Humanities Building on the Poplar Bluff campus.
- Eastern Campus building – complete in fall 2014.
- Main Entrance/Poplar Bluff campus – projected to be complete in August 2014.
- Landscaping design update – working with City and Robertson Construction to coordinate design elements and installation.
- Phase I of the Event Center, including full design of construction drawings.

The President's focus for FY2015 will be

- Physical Plant Development
- Asset/Acquisition & Connections with Influencers and Decision Makers
- Implementation of Strategic Financial Management Plan and Stabilization of Financial Position upon completion of Capital Improvement Projects
- Continue Personnel Development/Leadership
- Promote Aggressive External Grant Procurement
- Demonstrate Executive Leadership and Advocacy (MCCA)
- Expand Footprint in Cape Girardeau (Programs & Services)
- Create New Advancement Division to Improve External Relations and College Branding/Promotion
- Explore Opportunities in Specific Bachelor Degree Offerings – BAT

Dr. Stephenson reviewed the college organizational chart with the newly formed division of College Advancement.

He ended with his “keys to success for 2014-2015”

- COMMUNICATION
 - Transparency
 - Respect and Appreciation
- COLLABORATION
 - Problem Solving
 - Team Innovation
- CONVOCATION
 - Working Together – Staying Together

Dr. Payne presented his planning priorities:

- Increase Student Learning
 - The Learning Division will increase student learning through the strategic use of data from program review, SLO assessment outcomes, use of data

**VP OF LEARNING
PRIORITIES FY15**

- o informed decision making in planning, and quality assurance in all online and on-ground courses.
 - o The Learning Division will increase student achievement by providing comprehensive support programs and innovative instructional programs for students of all abilities.
- Increase Faculty Capacity
 - o The Learning Division will increase the capacity of faculty through the targeted use of meaningful and innovative development activities.
- Quality and Use of Technology
 - o The Learning Division will increase the use of technology by ensuring appropriate technology is available and that all faculty and staff are trained in the use of available technology.
 - o The Learning Division will improve collaboration with the Student Success Division through the development of programs and strategies that improve student retention and success.
- Educational Opportunities
 - o The Learning Division will expand Academic Programs to meet the needs and demands of the community.

Dr. Payne then outlined the resources that were and were not funded in the FY15 budget.

- FUNDED
 - o Transitional Studies Coordinator
 - o Off-Campus Technology Technician
 - o Workforce Development Director
 - o Fire Training Coordinator
 - o PT Librarians – Sikeston
 - o Cosmetology Program
 - o Reporting Software
 - o ITV Upgrades
 - o Technology Training
 - o User Licenses for Datatel
 - o Theater Upgrades
 - o PT Computer Techs
 - o Instructional Supplies and Upgrades
- NOT FUNDED
 - o Faculty in Science, Math, English and Economics
 - o Salary increases to Adjuncts
 - o FT Tutors
 - o LPN-RN Bridge Program
 - o Professional Development and Training
 - o Instructional Supplies and Upgrades

After the presentation there was a discussion on retention and completion with the board members.

Dr. Totty presented the priorities for the Student Success Division

VP OF STUDENT SUCCESS PRIORITIES FY15

- **Communication**
 - Student Success will strengthen and expand communication with all constituents with focus on inter-division communication.
- **Collaboration**
 - Student Success will strengthen and expand collaboration in order to develop strategies to address student engagement and success. During FY15 Student Success will collaborate with the Learning Division to transition online orientation course to faculty and shift to blended advising model. Student Success will work with Financial Services to blend messages to students and strengthen process for ease of student process tracking.
- **Recruitment and Retention**
 - Student Success will place priority on efforts toward recruitment and retention of first-year students. Special emphasis in FY14 will be given to streamlining the recruitment to admission process, supporting additional recruitment activities and early engagement.
- **Assessment**
 - Student Success will evaluate and assess outcomes and monitor continuous quality improvement in all programs through strategic planning. Special emphasis will be placed on completion of the Council for the Advancement of Standards (CAS) for program review and its use in SPOL, creating measurable objectives, establishing learning outcomes and making data informed decisions.
- **Student Involvement**
 - Student Success will foster an environment of student involvement by offering students opportunities of leadership, wellness and developing personal safety. Emphasis will be placed on providing avenues for involvement through student organizations and activities, a focus on physical wellness and training for personal safety and response to crisis.
- **Infrastructure**
 - Student Success will continue to explore opportunities to strengthen the infrastructure and improve efficiency within the workplace and participate in the development of campus facilities. Focus will be given to the physical space of the division and technology needs to better serve students.

Charlotte Eubank presented the planning priorities for the Financial Services Division.

FINANCIAL SERVICES FY15 PLANNING PRIORITIES

- Support the Campus Master Plan
 - New Projects
 - Poplar Bluff Social Science & Humanities
 - Eastern Campus
 - Poplar Bluff Campus Main Entrance
 - Activity Center Safe Room Design
 - Existing building maintenance
 - Tinnin Fine Arts Center interior damage repair
 - Annual classroom maintenance
 - Housing Improvements
 - Crisp Industrial Technology building fire alarm system

Trustee Ressel asked for clarification as to whether or not the entire design of the Event Center was approved at the last board meeting. The Trustees all gave their comments as to their understanding. With the exception of Trustee Davis, all board members had understood the approval was given for the design of the building to include construction drawings for the both the FEMA and non-FEMA portions.

Trustee Williams called Ben Traxel to clarify whether or not the FEMA portion could be designed without the rest of the building. Mr. Traxel indicated that it would be difficult to accomplish this and that the design could possibly change.

It was decided that negotiations with Dille & Traxel would continue for the design of the complete building. A meeting will be set with Ben Traxel, Dr. Stephenson, Chris Williams and Ben Ressel.

Charlotte Eubank continued with her priority presentation

- Cost Reduction
 - Financial Services will maximize cost savings to the college by:
 - Managing contractual relationships
 - Seeking competitive bids for goods & services
 - Developing new procurement partnerships
 - Increasing efficiencies
- Improve Communication and Collaboration with other college Divisions
 - Collaborate with Student Success to prevent student problems by delivering consistent messages to students; initiate early intervention for potential student roadblocks; and recognizing and addressing interconnectedness of problems.
 - Support for faculty and staff by training budget managers; training grant managers and delivering

more efficient processes.

- Assessment
 - Assess effectiveness at communicating and responding to the needs of the students, vendors, faculty and staff
 - Measure cost savings created by updated methods, processes, policies and procedures
 - Evaluate our ability to utilize new systems and their effectiveness at delivering intended improvements
- Promote an environment of compliance
 - Develop written financial policies and procedures
 - Enforce financial policies and procedures by establishing internal review procedures
 - Strengthen the college's compliance with laws and regulations by improving our reporting quality
- Technology
 - Implement online requisitioning
 - Expand document imaging to purchasing
 - Utilize *Colleague* more effectively

At the conclusion of Charlotte Eubank's presentation, the meeting was adjourned for lunch.

Charlotte Eubank presented the proposed balanced budget for FY15.

FY15 PROPOSED BUDGET PRESENTATION

The assumptions in building the budget were:

- Credit hour production was based on calendar year 2013 actual enrollment
- Consensus on revenue from local, state and federal sources
- The state core allocation increased more than \$500K - including \$6M sector equity and 5% core increase (over \$256K in Performance Funding – all Key Performance Indicators met)
- Recurring expenses must be covered by recurring revenues

The challenges the administration faced:

- Expenses include administration-recommended and board-approved comparative salary and COLA adjustments effective March 2014
- Expenses include increased personnel benefits costs, deferred maintenance, renovations and new construction costs
- Includes increased debt service for bond issues
- Increased costs due to inflation

Charlotte reviewed the methodology that the staff follows in the budget preparation. It begins with the Planning Retreat in January where all budget managers hear the administration's planning priorities for the subsequent year. Throughout the spring, budget managers build their plans and proposed budgets in SPOL with a

review in May with their specific cabinet members. Throughout the process the cabinet members work together to create a balanced budget by reviewing requests and determining priorities for the overall advancement of the college.

The Proposed FY15 Balanced Operating Budget is presented at \$26,008,391. Revenues by source show that net tuition and fees are 47% and State Appropriations are 20% of the budget. Expenses by Natural Class are 56% salaries and benefits and 34% operating expenses.

Charlotte Eubank reviewed the Operating Expenses by function and pointed out that Instruction accounts for 30% of all expenses. She also explained that Institutional Support includes all IT expenses as the college does not break out these costs into the functional areas.

Comparisons of Budget year FY14 and FY15 were presented. In FY14, salaries and wages were 53% of the expenses as compared to FY15 at 56%. These percentages are low as compared to the national average of other community colleges.

Trustee Ressel requested that Ms. Eubank include a comparison to actual on the financial statements. He requested that the comparison be in dollars and percentage.

Ms. Eubank presented a FY15 balanced proposed capital budget of \$9,914,020.

The source of funding for the capital budget is 25% from FEMA/SEMA grants and 75% from the bonding dollars. Ms. Eubank reviewed the expenses by project. There was discussion concerning budgeted funds for the Event Center architectural plans. As noted above there will be a meeting with Ben Traxel prior to the final presentation of the budget at the June 25 board meeting to determine if there are additional costs that should be included.

Ms. Eubank then led the presentation on the Primary Reserve Ratio and Viability Ratio.

She explained that the national target for the Primary Reserve Ratio (expendable net assets as compared to total expenses) is .40. The college has been considerably higher in the most recent years which is normal as the institution was ramping up for building and next year we are right on target to maintain the .40.

She then reviewed the Viability Ratio which is a comparison to expendable net assets compared to plant related debt. The acceptable ratio is 1. As is a common occurrence, the college has seen a decline in this ratio as the capital improvement projects have been planned and started. Ms. Eubank predicts that as we move into 2014 the college will slip below the 1.0 target to .67. This ratio will be an evaluation point with the Higher Learning Commission

during their onsite review (2017) of the college's financial health. It is acceptable to slip below the 1.0 during building phases but the expectation of the HLC is a continued growth at the end of construction and within two years the ratio should have stabilized back at 1.0.

Ms. Eubank reviewed the highlights of the budget and presented challenges that were not addressed in the budget.

- Deferred maintenance, development of the Poplar Bluff campus, roadways, campus greening and actualization of the Master Plan
- Maintenance and storage space
- Increased demand for faculty and instructional support personnel
- Demand for Three Rivers College's active involvement in industry recruiting
- New program development for middle skills jobs
- Need to provide resources for academic advisement that lead to higher rate of student achievement & persistence
- Need to professional development that facilitates the maturing of young leaders and personnel with leadership aspirations
- Increased cost of *doing business*.

Charlotte Eubank presented the Certificate of Deposit bid. She explained the process of emailing the bids and then proceeding to follow up with a phone call to each of the listed banks. The results show that the Bank of Grandin will return the greatest rate of return.

CONSIDERATION AND APPROVAL OF CERTIFICATE OF DEPOSIT BID

Trustee Davis made a motion to proceed with a 12 month CD with the Bank of Grandin. With a second by Trustee Garrison the board was polled as follows: Trustee Davis, yes; Trustee Williams, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Ressel, abstain.

Trustee Garrison made the motion with a second from Trustee Davis to move into executive session. The board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

MOTION TO ENTER INTO EXECUTIVE SESSION

There being no further business, the board unanimously approved to adjourn the meeting at 4:30pm on a motion by Trustee Garrison and second by Trustee Davis.

ADJOURNMENT



RANDY GRASSHAM, CHAIRMAN



APPROVAL DATE



PHIL DAVIS, SECRETARY



APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, July, 16, 2014 at 12:03 p.m.

JULY 16, 2014

Those present included: Trustees: Randy Grassham, chairman; Ben Ressel, vice-chairman; Phil Davis, secretary; Chris Williams, treasurer; Eric Schalk, member; Darren Garrison, member; and college administrators: Dr. Wesley Payne, interim president; Dr. Angela Totty, vice president for student success; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

ATTENDANCE

Trustee Garrison delivered the invocation.

INVOCATION

The agenda was unanimously approved on a motion by Trustee Ressel and a second by Trustee Davis.

**APPROVAL OF BOARD MEETING
AGENDA**

The minutes of the meeting on June 25, 2014 were unanimously approved on a motion by Trustee Garrison and second by Trustee Schalk.

**APPROVAL OF MINUTES OF JUNE
BOARD MEETING**

Charlotte Eubank reported the college's budget to actual status as of June 30, 2014. At the end of the fiscal year the college recognized 89% of the total budgeted revenues.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT AND FY14**

Most of our grants are on a fiscal year that ends in August, September or October. The budgeted amounts are based on this time frame. Therefore, the budgeted amounts are expected to be received by the end of the actual grant award year but not necessarily by the end of the college fiscal year. Ms. Eubank pointed out that the better comparison for the status of the grant revenue is a comparison between the amount of revenue received, 47%, and the grant expense of 55%. These categories should match with the exception of the 25% match from the college on those grants requiring a match.

Expenses are currently at 88% of the budgeted expenses. June payroll and June credit card purchases were not available at the time of the printing of the June financials. The June financial reports will be presented again at the August Board meeting that will include these expenses as well as a significant portion of the audit entries.

Ms. Eubank updated the board on the capital budget items and the status of each of the projects.

Ms. Eubank reviewed the requested proposed FY14 Budget Adjustments.

The financial report and proposed FY14 budget adjustments were unanimously approved as presented on a motion by Trustee Garrison and second by Trustee Schalk.

Dr. Payne discussed the success of the 2nd Annual Golf Tournament. Trustee Ressel complimented Emily Parks on a great job. Very professional and organized.

Ben Traxel report on the current projects:

Main Entrance: On schedule with the allowance for weather days. Three Rivers Blvd will be open prior to fall semester classes beginning. The road is scheduled to open sometime in early fall.

Eastern Campus: Construction is moving quickly with an expected completion date in early October.

PB Classroom Building: The crane should be in place by the 18th with the precast wall installation beginning July 21. Trustee Garrison questioned whether or not it would be less expensive to build the walls on site. Mr. Traxel explained that due to the stress requirements it would actually be more expensive.

Dr. Payne reported that the South Central Education Consortium will host the ribbon cutting and open house at the Willow Springs center. Dr. Payne explained that this should spur registration numbers for the fall semester.

Dr. Totty discussed the upcoming collegiate rodeo hosted by the college and the Black River Coliseum. The rodeo will take place on October 2 – 4 and will be held at the Black river Coliseum. It has been approved by NIRA and will be one of the collegiate rodeos for team points conducted throughout the year.

Dr. Payne provided the following grant updates:

DOL: The college is included in the MCCA state consortium. Should we receive the grant award it would provide the college with approximately \$600K.

FITW: The First in the World grant is through the Department of Education. It provides for intrusive advising for at risk students.

DRA: This grant is currently being written for Nursing and Allied Health to provide equipment for the Kennett and Sikeston centers.

DLT: This is a telecommunications grant that would allow

PRESIDENT'S REPORT

TRET 2ND ANNUAL GOLF TOURNAMENT

CONSTRUCTION UPDATE

WILLOW SPRINGS RIBBON CUTTING/OPEN HOUSE

THREE RIVERS TO HOST COLLEGIATE RODEO

GRANT UPDATES

us to upgrade our aging ITV equipment.

Dr. Payne explained that each month selected employees would be highlighted to the board in order for the Trustees to become familiar with the faculty and staff and to review their contributions to the team. The individuals introduced this month are:

Jason Alford: Mr. Alford has been with the college for 2 and ½ years as the Coordinator of Student Financial Services. He has provided direction and innovation in his role and is an important part of the financial services division.

Debbie Young: Ms. Young has been with the college for 7 years as the Library Administrative Services Coordinator. She is a trusted member of the team and continually contributes to the improvement of the library.

Trustee Garrison made the motion with a second from Trustee Schalk to move into executive session. The board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

Upon return to regular session Trustee Ressel made a motion to add Item 8, Approval of Architectural Service Contract and Item 9, Acquisition of Kennett Property to the agenda. With a second by Trustee Schalk the motion was unanimously approved.

Trustee Williams moved that the board confirm and approve the Employment Contract between Dr. Wesley Payne and Three Rivers College which was entered into on June 26, 2014 by Dr. Payne and Chairman Randy Grassham on behalf of the Board of Trustees of the college. With a second by Trustee Davis the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

Trustee Garrison made the motion to appoint Trustee Ben Ressel and Trustee Eric Schalk to the FY14 audit committee. With a second by Trustee Williams the motion was unanimously approved.

Trustee Garrison made the motion that the Board approve the conveyance of an easement in favor of the Missouri Department of Transportation for the attached legal description for the purpose

WE ARE IN THIS TOGETHER

MOTION TO ENTER INTO EXECUTIVE SESSION

ITEMS FOR DISCUSSION, CONSIDERATION AND VOTE

CONSIDERATION AND APPROVAL OF THE INTERIM PRESIDENT CONTRACT

CONSIDERATION AND APPOINTMENT OF THE FY14 AUDIT COMMITTEE

CONSIDERATION AND APPROVAL OF CONVEYANCE OF EASEMENT TO MODOT FOR DRAINAGE DITCH

of drainage ditch maintenance and management. He further moved that Dr. Wesley Payne be authorized and directed to execute a proper document conveying the Easement. On a second by Trustee Schalk the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

MAINTENANCE AT THE EASTERN CAMPUS

Trustee Davis moved that the College accept the lowest and best bids for the purchase of furniture and furnishings for the Three Rivers Eastern Campus in the total amount of \$223,534.99 as per the recommendation of the Administration, and as submitted by Virco, Sheffers and Staples. He further moved that Dr. Wesley Payne be authorized and directed to execute all documents necessary to effect the purchase of these furnishings. On a second by Trustee Ressel the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

CONSIDERATION AND APPROVAL OF BIDS FOR FURNISHINGS FOR THE EASTERN CAMPUS

Ms. Eubank presented the FY15 budget adjustments which resulted from the withheld funds from the State Budget. Trustee Garrison made a motion to approve the amendments. On a second by Trustee Schalk the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

CONSIDERATION OF APPROVAL OF AMENDMENTS OF FY2015 BUDGET

Dr. Payne explained that a separate Board of Trustees meeting must be held each year in August to discuss setting the rate of taxation for the fiscal year. Trustee Ressel made the motion to approve the meeting date of August 27, 2015 at 11:45am. On a second by Trustee Schalk the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

CONSIDERATION AND APPROVAL OF SPECIAL TAX LEVY BOARD MEETING

The members and slate of officers for the Three Rivers Building Corporation were presented for approval. Trustee Schalk made the motion to approve with a second by Trustee Ressel. The motion was unanimously approved.

CONSIDERATION AND APPROVAL OF THREE RIVERS COMMUNITY COLLEGE BUILDING CORPORATION MEMBERS AND FY15 SLATE OF OFFICERS

Trustee Schalk moved that the Board of Trustees accept and approve the proposed Contract for Architectural Services relating to the Event Center on the Poplar Bluff Campus of Three Rivers Community College. He further moved that Dr. Wesley Payne be authorized and directed to execute the Contract on behalf of the college. With a second by Trustee Ressel the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, no; Trustee Ressel, yes; Trustee Grassham, yes.

CONSIDERATION AND APPROVAL OF CONTRACT FOR ARCHITECTURAL SERVICES

Trustee Ressel moved for the adoption of the following resolution: It is resolved this 16th day of July 2014, that three Rivers Community College purchase the real estate and improvements in Dunklin County Missouri and known as the "Three Rivers Kennett Center" for the sum of \$750,000.00. It is further resolved that Dr. Wesley Payne, Interim President, be authorized and directed to execute all necessary and appropriate documents, and to pay all purchase and closing costs to effect said purchase. With a second by Trustee Williams the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, no; Trustee Ressel, yes; Trustee Grassham, yes.

CONSIDERATION AND APPROVAL
OF THE ACQUISITION OF THE
KENNETT PROPERTY

Trustee Garrison made the motion to accept all personnel action as presented. On a second by Trustee Schalk the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

CONSIDERATION OF PERSONNEL
ACTION

There being no further business, the board unanimously approved to adjourn the meeting at 3:37 p.m. on a motion by Trustee Schalk and a second by Trustee Ressel.

ADJOURNMENT



RANDY GRASSHAM, CHAIRMAN

8/27/14

APPROVAL DATE



PHIL DAVIS, SECRETARY

8/27/14

APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, August 27, 2014 at 12:00 p.m.

AUGUST 27, 2014

Those present included: Trustees: Randy Grassham, chairman; Ben Ressel; vice chairman; Phil Davis, secretary; Chris Williams, treasurer; Eric Schalk, member; Darren Garrison, member; and college administrators: Dr. Wesley Payne, interim president; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

ATTENDANCE

Invocation was delivered at the Tax Levy Meeting

INVOCATION

Trustee Grassham informed the board that there is an addition to the agenda. Matthew Thomas – Graphic Design should be added to Section VI.2. The amended agenda was unanimously approved on a motion by Trustee Ressel and a second by Trustee Schalk.

**APPROVAL OF BOARD MEETING
AGENDA**

The minutes of the meeting on July 16, 2014 were unanimously approved on a motion by Trustee Garrison and second by Trustee Schalk.

**APPROVAL OF MINUTES OF JULY
BOARD MEETING**

Charlotte Eubank reported the college's budget to actual status as of July 31, 2014. She noted that this is normally the time that the college experiences the lowest cash flow of the year. Departments are spending in order to prepare for fall classes but financial aid is not realized until the end of September.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

Ms. Eubank reviewed all financial reports contained in the board book. In reviewing the Certificates of Deposits, she noted that the CD's are being currently being bid however the rate remains low. There has been recommendations from some of the banks that the college might realize better interest rates in a savings account rather than CD's at this point in time.

Ms. Eubank then led the discussion on various methods of presenting the financial statements in answer to the board members requests to have more comparative data. Ms. Eubank suggested having a 60 day delay in presentation of the final financial statements in order include payroll and P-Card purchases for the month. This statement would be included in the book along with a preliminary statement for the prior month without the payroll and P-Card purchases being posted.

The financial report packet will now include:

- Balance Sheet (2 months prior)
- Statement of Revenues, Expenses and Changes in Net Assets (2 months prior) to include
 - Current Month
 - Current year to date
 - Last year to date
- Defined by operating and non-operating
- Preliminary Statement of Revenues, Expenses and Changes in Net Assets for the prior month

The financial report and recommended changes were unanimously approved on a motion by Trustee Schalk and second by Trustee Williams.

PRESIDENT'S REPORT

Ben Traxel report on the current projects:

Main Entrance: The estimated opening date is September 8. Signage and landscaping will not be completed for another 45 – 60 days but the road will be open for use.

Sikeston: The completion date is now November 9, 2014 due to weather and some construction delays. There have been \$221,000 change orders to the original contract with \$178,000 in road construction planned for and budgeted. The building will be open for Spring Semester.

Poplar Bluff Classroom: The FEMA building is complete and in place. The steel work is approximately 60% complete. Estimated completion date is March 1 however Mr. Traxel has not received any requests for extension due to weather but expects this to be forth coming.

Athletic Complex: Mr. Traxel has been working with Coach Bess and Coach Walk to ensure that all areas needed are included. FEMA portion has been defined and will be submitted in October.

CONSTRUCTION UPDATE

Dr. Payne expressed his appreciation for the amount of effort from the employees during the current registration period. Everyone has gone above and beyond. Dr. Payne explained that the college credit hours peak the first week of classes and then level off. Census is conducted 4 weeks into the semester and this is the official number submitted to the state.

ENROLLMENT UPDATE

Dr. Payne announced that the kick-off meeting for Vision 2020 was held on August 22, 2014. Surveys have been given to the faculty and staff. They are being sent to the students by the end of the week. The board members were given their surveys for completion. The goal of the Steering Committee is to have the final draft of Vision 2020 to the board during the December Board

STRATEGIC PLANNING UPDATE

Meeting.

Dr. Payne explained that the college is required to have a quality improvement initiative and it has been determined that the best way to do this is to participate in the HLC academy with a focus on Assessment of Student Outcomes. The College has enrolled for the next three years and will commit the resources necessary in order to complete the requirement prior to the visit in 2017.

ACCREDITATION UPDATE

Charlotte Eubank informed the board that Bud Pinner was selected for candidates throughout the southeast Missouri region for the Senior Citizen Excellence Award. Bud will be attending a luncheon hosted by the Governor later in September to receive his award.

BUD PINNER AWARD

Dr. Payne reviewed the Fall Convocation explaining to the Trustees that this is the time that the faculty and staff come together to refocus for the fall. The format this year included questions to the President. Trustee Ressel reported that the session was very open and was pleased with the meeting. He stated that the morning was one of the best moments in his tenure on the board.

FALL CONVOCATION

Dr. Payne informed the board that the Delta Regional Authority held its annual meeting in the Tinnin Center. The focus of the meeting was economic development along the Mississippi River.

DELTA REGIONAL AUTHORITY MEETING

Dr. Payne reviewed the upcoming season that Tim Thompson has put together for Center Stage. The productions include participants from the college, high school and community. There are more performances than ever before but it will be a well-rounded season.

CENTER STAGE 2014-15 SEASON

Dr. Payne announced that Three Rivers would be hosting the first ever in the area college rodeo on Oct. 2-4 in the Black River Coliseum.

THREE RIVERS RODEO

Dr. Payne introduced the employees that are being highlighted for August:

WE ARE IN THIS TOGETHER

Donna Mannon: Donna has worked with the college for 1 ½ years in the Financial Aid office. Her focus is helping the veterans that are returning to school. She is a valuable part of the Financial Aid office and providing service to all employees.

Kristy Niblock: Kristy has been an Instructor of Social Science with the college for 2 ½ years. She is an asset to the college and her department focusing on making sure her students and helping them make the connection between learning and life.

Guy Nicholson: Guy is the Finishing Carpenter with the

Maintenance department and has been with Three Rivers for 3 years. He is most proud of the excellent treatment students get during their time at Three Rivers. Guy is an asset to the Maintenance department, always busy improving the facilities.

Trustee Garrison made the motion with a second from Trustee Schalk to move into executive session. The board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

MOTION TO ENTER INTO EXECUTIVE SESSION

Upon return to regular session Trustee Grassham made a motion to add Lease of the License Bureau Building and Lease of the Former Baptist Student Union Building to the agenda.

ITEMS FOR DISCUSSION, CONSIDERATION AND VOTE

Trustee Schalk made the motion that the College authorize and direct President Wesley Payne to negotiate with Missouri License Services, LLC for the lease of college property known as 2509 three Rivers Blvd. for the operation of an authorized Missouri license office. President is further authorized to execute all documents necessary and proper to carry out the terms of the lease agreement. On a second by Trustee Williams, the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

DISCUSSION AND APPROVAL OF LEASING COLLEGE PROPERTY AT 2509 THREE RIVERS BLVD

Trustee Garrison made the motion that the College authorize and direct President Wesley Payne to negotiate with the Missouri Department of Safety for the lease of the building on the Poplar Bluff campus and formerly known as the Baptist Student Union for the purpose of operating a Missouri operator license testing center. President Payne is further authorized to execute all documents necessary and proper to carry out the terms of the lease agreement. On a second by Trustee Schalk the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

DISCUSSION AND APPROVAL OF THE LEASE OF THE FORMER BAPTIST STUDENT UNION BUILDING

Dr. Payne reviewed the changes to the current lease. The board unanimously approved the agreement on a motion by Trustee Garrison and second by Trustee Davis.

DISCUSSION AND APPROVAL OF CTC PARTNERSHIP LEASE AGREEMENT FOR CAPE PARTNERSHIP

Dr. Payne explained that per policy there must be a board member on the Sick Bank Governing Committee. Trustee Ressel nominated

DISCUSSION REGARDING APPOINTMENT OF TRUSTEE TO

Trustee Schalk. The board unanimously approved the nomination with a second by Trustee Williams.

SERVE ON THE SICK BANK
GOVERNING COMMITTEE

The motion was unanimously passed on a motion by Trustee Schalk and a second by Trustee Ressel.

CONSIDERATION AND APPROVAL
OF RESCHEDULING THE OCTOBER
BOARD MEETING FROM OCTOBER
15, 2014 TO OCTOBER 22, 2014

Trustee Schalk made the motion to accept all personnel action as presented. On a second by Trustee Williams the board unanimously approved all personnel actions.

CONSIDERATION OF PERSONNEL
ACTION

There being no further business, the board unanimously approved to adjourn the meeting at 3:50 p.m. on a motion by Trustee Schalk and a second by Trustee Garrison.

ADJOURNMENT



RANDY GRASSHAM, CHAIRMAN

9/17/14

APPROVAL DATE



PHIL DAVIS, SECRETARY

9/17/14

APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, September 17 2014 at 12:00 p.m.

SEPTEMBER 17, 2014

Those present included: Trustees: Randy Grassham, chairman; Ben Ressel; vice chairman; Phil Davis, secretary; Chris Williams, treasurer; Eric Schalk, member; and college administrators: Dr. Wesley Payne, interim president; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary. Darren Garrison, member was absent.

ATTENDANCE

Invocation was delivered by Chairman Randy Grassham.

INVOCATION

Trustee Grassham informed the board that there is an addition to the agenda. Andrew Houlthouser – Facilitator, Malden should be added to Section VI.1. The amended agenda was unanimously approved on a motion by Trustee Williams and a second by Trustee Schalk.

**APPROVAL OF BOARD MEETING
AGENDA**

The minutes of the meeting on August 27, 2014 were unanimously approved on a motion by Trustee Davis and second by Trustee Schalk.

**APPROVAL OF MINUTES OF
AUGUST BOARD MEETING**

The minutes of the Tax Levy meeting on August 27, 2014 were unanimously approved on a motion by Trustee Schalk and a second by Trustee Davis.

**APPROVAL OF MINUTES OF THE
AUGUST TAX LEVY MEETING**

Charlotte Eubank reported the college's budget to actual status as of July 31, 2014 and the preliminary financial statement for August 2014. Payroll is included in the August Prelim but the Purchase Card purchases are not included due to the timing of the posting of the information and printing of the report.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

In reviewing the cash flow for the college, Ms. Eubank noted that this is normally the time that the college experiences the lowest cash flow of the year. Departments are spending in order to prepare for fall classes but financial aid is not realized until the end of September.

Trustee Ressel inquired about the bank that we are using for the Purchase Cards. Ms. Eubank informed him we were using Commerce Bank for this service and were receiving all discounts possible.

Ms. Eubank reviewed the pending bids noting that two of the three outstanding bids are closed but the college is waiting on approval from DOL to award the bids.

The financial report and recommended changes were unanimously approved on a motion by Trustee Schalk and second by Trustee Davis.

PRESIDENT'S REPORT

CONSTRUCTION UPDATE

Dr. Payne report on the current projects:

Main Entrance: The road is complete and depending on the weather the striping should be completed today. Anticipated opening for traffic is within the next 3 – 4 days. Signage and landscaping will not be completed for another 45 – 60 days but the road will be open for use.

Sikeston: The completion date remains November 9, 2014. Furniture is scheduled to begin arriving on October 6. The IT department will begin installing classroom equipment at that time. The building will be open for Spring Semester. Trustee Williams pointed out that the change orders are less than ½ of 1 percent on the entire project.

Poplar Bluff Classroom: The redesign of the upper floor to house the Nursing and Allied Health programs. This redesign is expected to be approximately the same cost as the original design. Construction is going smooth. Steel framing is going up, masonry is finished until the schedule calls for the brick on the outside to begin. The second floor in the safe room is ready to have the concrete floor poured.

Athletic Complex: There was a meeting with seating reps this morning to present their proposed seating. The FEMA drawings should be finished the first week of October. A committee has been set up to discuss details of the overall building. The committee will consist of Ed Norton, Rob Tomlinson, Robert Abney, Jeff Walk, and Brian Bess. The Endowment Trust currently has \$2.3 million in donations with a goal of \$4.5 million to be reached by January 2015. All efforts are being made to get the money in order to move forward with the building. If the goal is reached, Dr. Payne indicated that he would bring a recommendation to the board to move forward with the building.

Westover: The construction is almost complete and for the first time all student services will be in the same building.

Dr. Payne updated the board regarding the progress of the Strategic Planning Steering Committee. The committee has met 4 times and have reviewed the current strategic plan and gathered and discussed data in preparation of the next steps. They will be

STRATEGIC PLANNING UPDATE

moving to the next phase at the meeting on Friday which is the development of the future. Meetings are held each Friday at 1pm in the new BSU building. The board members are welcomed and encouraged to attend.

The evening was very successful. The Booster Club and college worked together to include members of the community in the invitations and information. There were between 300 and 400 in attendance.

Dr. Payne invited the board members to attend the ALS challenge that is being sponsored by DECA. It takes place Monday, September 29 at 12:15 pm.

Dr. Payne announced the 2014-2015 season of the Patrons of the Arts. The first show will be Night Fever, A Bee Gees Tribute Concert on October 14 at 7pm.

Dr. Payne announced the first Center Stage production: Marvin's Room, on October 17 and 18 at 7pm and October 19 at 2pm.

Dr. Payne introduced the following employees:

Cindy Gray, Textbook Coordinator: Cindy has been with Three Rivers for 4 years. Her positive and flexible attitude has gained her the position of being the go to person in the Bookstore. Cindy's favorite thing about working at Three Rivers is working with students to help smooth their education journey.

Diane Patterson, Coordinator of Testing & Assessment: Diane has a passion for students and works with them to encourage and assist through the testing process. Diane is most proud of achieving nationally-certified test center status.

Kelly McDaniel, Instructor of Social Science: Kelly is the vice chair of the faculty council. He is the faculty member that is often the sounding board for decisions that will affect the faculty. His is most proud of being a part of the process of helping educate so many students.

Dr. Payne informed the board that the disbursement of funds for financial aid will begin September 19, 2014 and will continue for each Friday thereafter.

The college has received an \$18,000 donation from the Booster Club to cover expenses for all athletic teams.

Welding classes that are being funded by the DOL Grant have started. There are 26 students in the first class.

MEET THE RAIDERS NIGHT

ALS ICE BUCKET CHALLENGE

PATRONS OF THE ARTS

CENTER STAGE

WE ARE IN THIS TOGETHER

FINANCIAL AID

BOOSTER CLUB

WELDING CLASSES

Trustee Schalk made the motion with a second from Trustee Davis to move into executive session. The board was polled as follows: Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

MOTION TO ENTER INTO EXECUTIVE SESSION

Upon return to regular session Trustee Grassham made a motion to add Extension of Dexter Center Lease and Approval of Employment Contract to the agenda.

ITEMS FOR DISCUSSION, CONSIDERATION AND VOTE

Trustee Williams moved that the board of trustees accept the lowest and best bid presented by Four Winds Travel in the amount of \$84,260 for athletic travel services and that President Payne be authorized and directed to execute all appropriate documents necessary to affect a contract for these services. With a second by Trustee Schalk the board was polled as follows: Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

CONSIDERATION OF APPROVAL FOR ATHLETIC TEAMS TRAVEL SERVICES 2014-2015

Trustee Schalk moved that the board of trustees authorize and direct President Payne to negotiate for an extension of the lease at the Dexter Center with the Dexter Chamber of Commerce, and that he be authorized to execute all appropriate and necessary documents to effect a lease extension. On a second by Trustee Davis the board was polled as follows: Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

CONSIDERATION AND APPROVAL OF DEXTER CENTER LEASE EXTENSION

Trustee Ressel moved that this board adopt and approve the Employment Contract between Dr. Wesley A. Payne and Three Rivers Community College effective October 1, 2014, and that chairman Randy Grassham be authorized and directed to execute the contract on behalf of Three Rivers Community College and the Board. . On a second by Trustee Schalk the board was polled as follows: Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

CONSIDERATION AND APPROVAL OF PRESIDENT EMPLOYMENT CONTRACT

Trustee Schalk made the motion to accept all personnel action as presented. On a second by Trustee Davis the board was polled as follows: Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

CONSIDERATION OF PERSONNEL ACTION

There being no further business, the board unanimously approved to adjourn the meeting at 3:50 p.m. on a motion by Trustee Schalk and a second by Trustee Davis.

ADJOURNMENT



RANDY GRASSHAM, CHAIRMAN

10/22/14

APPROVAL DATE



PHIL DAVIS, SECRETARY

10/22/14

APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, October 22, 2014 at 12:00 p.m.

Those present included: Trustees: Randy Grassham, chairman; Ben Ressel; vice chairman; Phil Davis, secretary; Chris Williams, treasurer; Eric Schalk, member; Darren Garrison, member; and college administrators: Dr. Wesley Payne, President; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

Invocation was delivered by Chairman Randy Grassham.

The agenda was unanimously approved on a motion by Trustee Schalk and a second by Trustee Ressel.

The minutes of the meeting on September 17, 2014 were unanimously approved on a motion by Trustee Schalk and second by Trustee Williams.

Charlotte Eubank reported the college's budget to actual status as of August 31, 2014 and the preliminary financial statement for September 2014. Payroll is included in the September Prelim but the Purchase Card purchases are not included due to the timing of the posting of the information and printing of the report.

As of the end of September we are 25% into the year and have recognized 35% of budgeted revenues and obligated 25% of the expenses.

Ms. Eubank led the discussion on the new format of the financial statements and presented a graph chart comparing budget to actual revenues and expenses.

The financial report and recommended changes were unanimously approved on a motion by Trustee Davis and second by Trustee Ressel.

Dr. Payne and Ben Traxel reported on the current projects:

Main Entrance: The entrance is open. Plans continue to complete the signage and lighting.

Sikeston: The turnover of the Sikeston building is

OCTOBER 22, 2014

ATTENDANCE

INVOCATION

**APPROVAL OF BOARD MEETING
AGENDA**

**APPROVAL OF MINUTES OF
AUGUST BOARD MEETING**

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

PRESIDENT'S REPORT

CONSTRUCTION UPDATE

November 9. The punch list will be completed the week of November 4. MoDOT is installing the traffic light at the connection road.

Poplar Bluff Classroom: Construction is progressing on the building. Currently revising plans to allow for Nursing and Allied Health to occupy the top floor of the building.

Trustee Williams asked if this would increase the cost of the building. Dr. Payne explained that there were several items in the building that had been modified and the changes are expected to be cost neutral.

Athletic Complex: The FEMA plans have been submitted for approval. Ben Traxel is setting up a meeting with the design committee to complete the proposal for the design of the interior of the building. Dr. Payne indicated that the fundraising for the building is above 50% of the goal.

The steering committee is highly engaged in the process of planning the next five years. There is a tour of the centers scheduled for Friday, October 24. We are on track for presentation to the board at the December board meeting.

The ALS Ice Bucket Challenge was a success. Various instructors, employees and students participated in the DECA sponsored event. Over \$500 was raised for ALS.

The rodeo was a success based on comments we received from various coaches and the NIRA commissioner. It was three full days and we learned a great deal about the event. Discussion on whether or not to have the event inside the coliseum or at the park. Due to the partnership with the coliseum it is more cost effective and there are no worries about weather. Trustee Schalk stated that we need to change the awards ceremony to something other than an afterthought. He also stated that if we were going to have this event next year we need to decide quickly in order for the planning to begin.

The Iron Horse Festival was the same weekend as the Rodeo. Doniphan did not sponsor Timberfest this year so the competition was held during the Festival. Three Rivers' team beat Southern Illinois team. Our team continues to compete successfully against 4-year institutions.

Dr. Payne reviewed the recent Cotton Carnival Parade. He explained that this demonstrates our involvement in the communities that we serve.

The first scrimmage of the Raiders' Basketball team was held on October 1. Coach Bess indicated that it was a successful event and was well attended.

STRATEGIC PLANNING UPDATE

ALS ICE BUCKET CHALLENGE

1ST ANNUAL RAIDERS RODEO

IRON HORSE FESTIVAL

COTTON CARNIVAL PARADE

RAIDER MADNESS

The meeting was outlined in the progress section of the Sunday newspaper. Relations between the two institutions continue to improve. Trustee Williams thanked Dr. Payne for starting the improvement in the relationship.

SEMO/THREE RIVERS TALK

Charlotte Eubank updated the board about the annual audit. While the audit is not fully complete, the auditors have left the campus. This is the shortest amount of time that has been spent on campus by the audit team in recent past. Dr. Payne stated that he had the debriefing from the auditors and all seems to be in order. The board will receive the final report no later than December.

ANNUAL INSTITUTIONAL AUDIT

Dr. Payne announced that the Communications Department received 5 awards from NCMPR. First place for the college's website, a promotional "Graduation Success Stories" video, and the college's monthly "President's Perspective" e-newsletter. Third place awards for 2013 Viewbook and custom-designed signage for the institution's College Store.

COMMUNICATIONS DEPARTMENT WINS AWARDS

Dr. Payne reminded the board that the next Patrons of the Arts production will be Bah!Humbug! on November 16 at 2pm.

PATRONS OF THE ARTS

The next production of Center Stage will be The Good Doctor and will be in the Tinnin Center on November 20 – 22 at 7pm, November 23 at 2pm.

CENTER STAGE PRESENTS

Dr. Payne announced that the Endowment Trust received about \$770K for the sale of properties held in trust for late Piedmont resident James Adams.

ENDOWMENT TRUST AUCTION – PIEDMONT

The Endowment Trust will hold an auction on October 23 for property owned along PP Highway.

ENDOWMENT TRUST AUCTION – PP HIGHWAY

Dr. Payne introduced the following employees to the Board:

WE ARE IN THIS TOGETHER

JENNIFER WHITESELL:

Jennifer has been with the college 4 years. She is the Assistant Coordinator at the Dexter Center. One of her favorite things about working with the college is that there is never a dull moment. Ms. Whitesell is involved in all parts of the college experience.

TAMI CUNNINGHAM:

Tami has been with the college for 4 years. She is an Instructor in the EMS program. One of her favorite things about working with the college is everyone makes you feel welcome, appreciated. It feels like a real team. Tami is

responsible for taking an unsuccessful program and revamping it to a vibrant, successful program.

JENNIFER INMAN:

Jennifer has been with the college for 2 years. She is the payroll coordinator for the college. One of her favorite things about working with the college is the family atmosphere among co-workers and the compassion they show. Jennifer has improved efficiencies in the payroll department.

Trustee Garrison made the motion with a second from Trustee Schalk to move into executive session. The board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

EXECUTIVE SESSION

ITEMS FOR DISCUSSION AND APPROVAL

Trustee Ressel made the motion to approve GAP 1240 and GAP 1210. On a second by Trustee Schalk the motion was unanimously approved.

CONSIDERATION AND APPROVAL OF GAP 1240 AND GAP 1210

On a motion by Trustee Williams and second by Trustee Garrison the certificate of deposit bid was unanimously approved.

CONSIDERATION AND APPROVAL OF CERTIFICATE OF DEPOSIT BIDS

Trustee Schalk moved that President Dr. Wesley Payne be authorized and directed to enter into a commercial lease agreement between the College and Dexter Chamber of Commerce Development, Inc. for the lease of property for the Three Rivers Dexter Center for a period of 5 years commencing December 15, 2015 and terminating on December 14, 2020. He further moved that President Dr. Wesley Payne be authorized and directed to execute any and all documents necessary and proper to effect such lease. On a second by Trustee Williams the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

CONSIDERATION AND APPROVAL OF COMMERCIAL LEASE FOR THE DEXTER CENTER

Trustee Schalk moved that it be resolved this 22nd day of October, 2014, that the Board of Trustees approves and validates the contract for the sale of property owned by Three Rivers Community College located in Tomaro Oaks Subdivision in Poplar Bluff, Missouri, and the president is authorized and directed to execute all documents necessary and proper to convey the real estate to the buyer upon payment of the agreed upon amount of \$5,500,000. President Payne is further authorized to pay the College's share of the closing costs and realtor's fees as set forth in

RESOLUTION FOR THE SALE OF PROPERTY LOCATED IN TOMARO OAKS SUBDIVISION

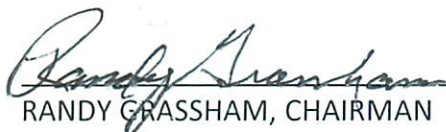
the contract for sale. On a second by Trustee Davis the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

Trustee Ressel moved all personnel actions and associated documents be approved. On a second by Trustee Garrison the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

There being no further business, the board unanimously approved to adjourn the meeting at 3:44 p.m. on a motion by Trustee Ressel and a second by Trustee Schalk.

**CONSIDERATION AND APPROVAL
OF PERSONNEL ACTION**

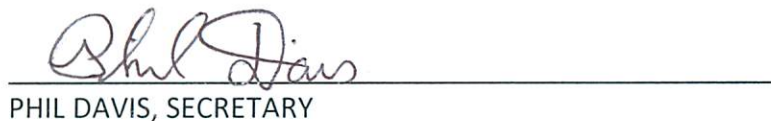
ADJOURNMENT



RANDY GRASSHAM, CHAIRMAN

11/19/14

APPROVAL DATE



PHIL DAVIS, SECRETARY

11/19/14

APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, November 19, 2014 at 12:00 p.m.

NOVEMBER 19, 2014

Those present included: Trustees: Randy Grassham, chairman; Ben Ressel; vice chairman; Chris Williams, treasurer; Eric Schalk, member; Darren Garrison, member; and college administrators: Dr. Wesley Payne, President; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary. Phil Davis, secretary was absent.

ATTENDANCE

Invocation was delivered by Chairman Darren Garrison.

INVOCATION

Trustee Williams, with a second by Trustee Schalk, made the motion to move the Consideration and adoption of the Annual Audit above the Approval of the Minutes. The amended agenda was approved.

**APPROVAL OF BOARD MEETING
AGENDA**

Steven Austin with Kraft, Miles and Tatum presented the FY2014 audit findings. Mr. Austin reviewed the financial statements with the board and presented the following :

**CONSIDERATION AND ADOPTION
OF ANNUAL AUDIT**

- The college received an unmodified opinion
- The audit found no material weaknesses
- The audit did not disclose any non-compliance
- The audit found no material weakness in internal controls
- The college was determined to be a low-risk auditee

Dr. Payne thanked Mr. Austin, Mr. Jay Decker, Charlotte Eubank and her team for their work.

On a motion by Trustee Garrison and a second by Trustee Schalk the audit report was approved.

The minutes of the meeting on October 22, 2014 were unanimously approved on a motion by Trustee Schalk and second by Trustee Williams.

**APPROVAL OF MINUTES OF
OCTOBER BOARD MEETING**

Charlotte Eubank reported the college's budget to actual status as of September 30, 2014 and the preliminary financial statement for October 2014.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

As of the end of October we are 33% into the year and have recognized 47% of budgeted revenues and obligated 33% of the

expenses.

Ms. Eubank reviewed the HLC ratios with the assumption that we will bond an additional \$2 million and utilize \$2 million from reserves for the funding of the Athletic Center. With these assumptions the following are the results:

- Primary Reserve Ratio: Expendable net position as compared to total expenses. The result was 0.25 with a target of 0.40
- Net Operating Revenue Ratio: Operating income (loss) plus net non-operating revenues as compared to operating revenues plus non-operating revenues. The result was 0.02 with a target of 0.00.
- Return on Net Assets Ratio: change in net position as compared to Total net position at the beginning of the year. The result was 0.03 with the target being an increasing position.
- Viability Ratio: Expendable net position as compared to plant related debt. The result was 0.32 with a target of above 1.0.
- Composite financial Indicator Score (CFI): This combines all other ratios, weights them for a more holistic approach. This is HLC's measure of institution's overall financial health. The result was 1.37 with a target of above 1.00.

Ms. Eubank explained that the ratios presented are normal during expansion phases at colleges. Trustee Garrison requested that Ms. Eubank present additional scenarios at the December meeting with increased revenues due to the opening of the new Sikeston facility and a reduction of use of reserve funds.

The financial report and recommended changes were approved on a motion by Trustee Schalk and second by Trustee Williams.

Dr. Payne presented the President's Report as an update to the board on recent events.

PRESIDENT'S REPORT

The certificate of occupancy has been issued for the Sikeston project. Furniture is being moved into the classrooms and offices. The roof is going on the building at the Poplar Bluff campus. Dr. Payne has met with the Master Gardner's to discuss opportunities to partner with the college on designing and planting the median for the new road. Donations are continuing for the Athletic Complex.

CONSTRUCTION UPDATE

Dr. Payne informed the board that the new mission statement would be presented at the meeting for approval. Vision 2020 is in draft form with an anticipated presentation at the December

STRATEGIC PLANNING UPDATE

board meeting. The process has included a broad base of employees, students and community members.

The college was well represented at the recent Malden Halloween parade. Faculty, staff and students from the ACAD class provided entertainment and candy for the attendees.

Dr. Payne presented the award recipients from the recent MCCA convention:

- Technology Innovation Award: Steve Atwood and the IT staff were introduced. The award was for the design and implementation of the VoIP system the team designed using open source technology. Contracting with a third party would have been at a cost of approximately \$500,000 and the design used by the team was at a cost of \$50,000.
- Senior Service Award: Joyce Rehkop, Instructor, Agriculture & Forestry. Ms. Rehkop has been an instructor at Three Rivers for 22 years and creates a learning environment to maximize student potential.
- Legislative awards: Senator Doug Libla and Representative Kathy Swan were recognized for their service and support to Three Rivers College and the service area.
- Outstanding Student: Ms. Arisa Coffey was recognized as the outstanding student of the year.

The athletic department recently honored Wilbur Thornton for his dedicated service to the college and athletic teams. Wilbur was the voice of the Raiders for over 20 years. He has been a constant and ardent supporter.

The Student Veteran's group held a ceremony on campus to honor the veteran students on November 11.

Ben Pulliam organized a meet and greet for Dr. Payne in Ripley county. It was held on November 11 in Doniphan. The four trustees (present and past) from Ripley County were in attendance for the event.

Dr. Payne reviewed the potential bond money of \$2,000,000 that will be available to the college to address deferred maintenance issues.

Center Stage will present The Good Doctor by Neil Simon November 20, 21, 22 and 23. All were encouraged to attend.

MALDEN HALLOWEEN PARADE

MCCA CONVENTION/AWARDS

PRESENTATION TO WILBUR THORNTON

VETERAN'S DAY

RIPLEY COUNTY MEET AND GREET WITH THE PRESIDENT

REPAIR AND RENOVATION

CENTER STAGE PRESENTS THE GOOD DOCTOR

Dr. Payne introduced the following staff members:

- Sandra Batten, Executive Assistant to Dean of Academic Instruction. Sandra has been with the college 6 years and enjoys the family feeling and team environment that exists at the college.
- Brad Piercy, Spirit Coordinator/Athletic Promotions: Brad has been with the college 3 years and enjoys the opportunity to work with students on health and wellness.
- Michael Willcut, Technology & Computer Services Specialist: Michael has been with the college for 6 years and enjoys the teamwork that exists to accomplish goals.

Trustee Williams made the motion with a second from Trustee Schalk to move into executive session. The board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, absent; Trustee Ressel, yes; Trustee Grassham, yes.

Dr. Payne introduced the representatives from the Strategic Planning Steering Committee to present the new mission statement to the board.

Dr. Maribeth Payne introduced each of the representatives and asked that they share their reasons for supporting the new mission statement.

- Jonathan Atwood: He stated that he was honored to be a part of the committee. The most important part of the statement to him is “the communities we serve”. This reflects the different needs and clearly states that we are serving those needs.
- Bridgett Barnhill: She explained that it is very easy to get “bogged” down in the day to day activities and to her the statement brings the “Student First” back into focus.
- Chris Adams: He feels that the statement provides structure and direction for the future. The economic purpose is the catalyst for the communities we serve.
- Kristina McDaniel: It is very important to recognize the communities we serve.

Dr. Maribeth Payne explained that the current mission statement was crafted about 10 years ago and that the steering committee felt strongly that as the state of the institution was reviewed it was

WE ARE ALL IN THIS TOGETHER

EXECUTIVE SESSION

ITEMS FOR DISCUSSION AND APPROVAL

CONSIDERATION AND APPROVAL OF NEW MISSION STATEMENT

time to update the statement . The new statement more closely reflects the current culture *of* the institution .

Dr. Payne further explained that the statement was sent to every employee of the institution. 112 responses were received with a 93.8% approval rate.

Trustee Ressel congratulated the team on a good job .

Trustee Garrison made the motion to approve the new mission statement as presented. With a second by Trustee Ressel, the motion carried.

Trustee Schalk moved all personnel actions and associated documents be approved. On a second by Trustee Williams the motion carried .

There being no further business, the board unanimously approved to adjourn the meeting at 1:52 p.m. on a motion by Trustee Schalk and a second by Trustee Garrison.

**CONSIDERATION AND APPROVAL
OF PERSONNEL ACTION**

ADJOURNMENT



RANDY GRASSHAM, CHAIRMAN

12/10/14

APPROVAL DATE



PHIL DAVIS, SECRETARY

12/10/14

APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, December 10, 2014 at 12:00 p.m.

DECEMBER 10, 2014

Those present included: Trustees: Randy Grassham, chairman; Ben Ressel; vice chairman; Phil Davis, secretary; Chris Williams, treasurer; Eric Schalk, member; Darren Garrison, member; and college administrators: Dr. Wesley Payne, President; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

ATTENDANCE

Invocation was delivered by Chairman Randy Grassham.

INVOCATION

Trustee Williams, with a second by Trustee Schalk, made the motion to approve the agenda. Motion was unanimously approved.

**APPROVAL OF BOARD MEETING
AGENDA**

The minutes of the meeting on November 10, 2014 were unanimously approved on a motion by Trustee Davis and second by Trustee Schalk.

**APPROVAL OF MINUTES OF
NOVEMBER BOARD MEETING**

**ITEMS FOR DISCUSSION AND
APPROVAL**

Dr. Payne presented the process of updating the plan from the current five year plan to the next five years. There were two basic steps to the process:

**CONSIDERATION AND APPROVAL
OF STRATEGIC PLAN – VISION
2020**

- a. Review of everything that has happened over the past five years.
- b. Identifying things that impact the college from within and outside of the institution.

The committee was formed to be the nexus of the process and was led and organized by Dr. Maribeth Payne.

Dr. Maribeth Payne introduced the Strategic Planning Steering Committee to the board. She further explained that during the Annual Planning Retreat in January the budget managers will create the plan for FY16 using Vision 2020 as the model.

Justin Hoggard, Debbie Young, and Don Crandell commented on the process stating that the exercise was informative and effective and that it was exciting to be involved in setting the vision for the next five years.

Trustee Williams asked if there were items that were discussed that did not get included in the plan. Dr. Maribeth Payne

explained that the committee was as inclusive as possible and she did not think that there were any items that were not included.

Trustee Davis commended the committee on the dedication in directing the effort. Charlotte Eubank stated that her word for the process was “passion”.

Trustee Schalk made the motion with a second from Trustee Garrison to move to approve the Strategic Plan. The board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

Charlotte Eubank reported the college’s budget to actual status as of October 31, 2014 and the preliminary financial statement for November 2014.

CONSIDERATION OF COLLEGE FINANCIAL REPORT

As of the end of October we are 42% into the year and have recognized 56% of budgeted revenues and obligated 37% of the expenses.

Ms. Eubank reviewed the HLC ratios with the various assumptions including additional bonding, use of reserve funds and increased revenues. In all instances, our ratios would be above the target ratios.

The financial report and recommended changes were approved on a motion by Trustee Garrison and second by Trustee Davis.

Dr. Payne presented the President’s Report as an update to the board on recent events.

PRESIDENT’S REPORT

Dr. Payne reviewed the revamped newsletter for the college. The goal of the newsletter is to present to the community what Three Rivers is doing and to highlight programs available at the college.

NAVIGATOR NEWSLETTER

The college has received the updated rules on Community College Credit Hour Conversion Formula Regulation from PSRS/PEERS. Prior to the new regulation the formula was based on a one to one ratio. The current regulation is now 1 hour to 2.5 hours. The administration will review the rules and advise the board of the impact to the finances of the college.

RETIREMENT SYSTEM

Dr. Payne informed the board that the PB classroom building is moving along on schedule. Scheduled date to be returned to the college is the end of April. The Master Gardner’s have agreed to assist the college with the design and planting of the new entrance. We are in final stages of moving in the Sikeston building.

CONSTRUCTION UPDATE

Dr. Payne discussed the revised newsletter from the college to the community. The focus of the newsletter is to keep the community informed as to what Three Rivers College is doing.

NAVIGATOR NEWSLETTER

Dr. Payne presented the revised regulation from the retirement system as it pertains to the credit hour conversion and the impact this will have on our use of adjunct faculty. The college is currently reviewing the impact and will present further information to the board at future meetings.

PSRS/PEERS CREDIT HOUR CONVERSION FORMULA

Dr. Payne introduced the two students that submitted drawings for the college Christmas card. Ivory Black submitted three options and Ashely Mack submitted the winning option.

CHRISTMAS CARD SUBMISSIONS

Dr. Payne updated the board on the most recent mass casualty day held at the campus. This is a training session for subtenants and local first responders.

FALL MASS CASUALTY DAY 2014

Dr. Payne introduced the following employees:

WE ARE ALL IN THIS TOGETHER

Melissa Woolard, Human Resource Specialist: Melissa has been at Three Rivers for 20 years. Her favorite thing about working at the college is the family dynamic and support system. Melissa is a dedicated and committed employee and does a great job supporting the staff.

Joyce Rehkop, Instructor of Agriculture & Forestry: Joyce has been at Three Rivers for 22 years. Her favorite thing about working at the college are the relationships formed with coworkers and students. Joyce performs on a daily basis, quietly going about doing all the right things.

Will Dougherty, Financial Aid Verification Specialist: Will has been at Three Rivers for 5 years. His favorite thing about working at the college is the feeling of teamwork and the college culture. Will does a great job keeping the processes moving forward.

There was not an executive session

EXECUTIVE SESSION

Trustee Ressel moved all personnel actions and associated documents be approved. On a second by Trustee Schalk the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

CONSIDERATION AND APPROVAL OF PERSONNEL ACTION

There being no further business, the board unanimously approved to adjourn the meeting at 1:00 p.m. on a motion by Trustee Schalk and a second by Trustee Davis.

ADJOURNMENT

RANDY GRASSHAM, CHAIRMAN

APPROVAL DATE

PHIL DAVIS, SECRETARY

APPROVAL DATE