

**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 20, 2016 at 12:00 p.m.

JANUARY 20, 2016

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

ATTENDANCE

Invocation was delivered by Trustee Randy Grassham.

INVOCATION

Trustee Garrison moved to approve the agenda. With a second by Trustee Schalk the motion was approved.

**APPROVAL OF BOARD MEETING
AGENDA**

The minutes of the board meeting on December 9, 2015 were approved on a motion by Trustee Garrison and a second by Trustee Schalk.

**APPROVAL OF MINUTES OF THE
DECEMBER BOARD MEETING**

Charlotte Eubank reported the college's budget to actual status as of November 30, 2015 and the preliminary financial statement for December 2015.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

As of the end of December we have recognized 65% of our budgeted revenues. We have obligated 43% of our budgeted expenses at 50% into the new fiscal year.

Included in the financial reports was an accounting of the HB19 Deferred Maintenance Appropriation. This provides an update to the board as to where the college is on the various projects.

Ms. Eubank reviewed the current bid report, updating the board on the bids that were awarded.

Trustee Schalk made the motion to accept the financial report as presented with a second by Trustee Garrison, the motion was approved.

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

PRESIDENT'S REPORT

The Booster Club has donated \$5,600 to the college from the sale

BOOSTER CLUB DONATION

of the seats in the gym for the 16-17 season. Trustee Davis thanked Mr. Crandall for all of the support given the college.

The communications department is in the top three finalist for the Paragon Award – Poster, Series. Congratulations to the staff and especially to Kaitlyn Johnson for her excellent work.

Our pinning ceremony took place in December for the winter graduates. There was strong completion in the cohort graduating.

The city of Sikeston donated a fire truck to the college for use in the fire training program. Congratulations to Chuck Stratton and Jack Armor for facilitating this donation.

The Legislative Breakfast was a success. The college has solid support from our legislators and it is always nice to thank them for that support.

Convocation was held on the 11th of January welcoming all back from Winter break.

Patrons of the Arts presents Goodbye Marianne on January 31, 2pm in the Tinnin Center.

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

Trustee Schalk made the motion to amend the agenda as follows:

Addition of items

6.1 Discussion and approval for Construction Management Agreement with Huffman Contractors, LLC

6.2 Discussion and approval to purchase one hundred eight acres in Ripley County

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

Ben Traxel presented the proposal on the Libla Family Sports Complex. There was a review of the design and floor plan as well as the budget. Estimated completion of the FEMA portion is

COMMUNICATION AWARD

NURSING PINNING CEREMONY

FIRE TRUCK DONATION

LEGISLATIVE BREAKFAST

SPRING CONVOCATION

GOODBYE MARIANNE – JANUARY 31

EXECUTIVE SESSION

ITEMS FOR DISCUSSION, CONSIDERATION AND VOTE

AGENDA AMENDMENTS

CONSIDERATION AND APPROVAL OF PERSONNEL ACTIONS AND ASSOCIATED DOCUMENTS

DISCUSSION AND APPROVAL OF CONSTRUCTION MANAGEMENT AGREEMENT WITH HUFFMAN

scheduled for January 2017 and the non-FEMA portion is scheduled for October 2017.

CONTRACTORS, LLC.

Trustee Garrison made the motion to adopt the following resolution: Be it resolved this 20th day of January, 2016 that Three Rivers Community College enter into a construction management agreement with Huffman Contractors, LLC for the construction of an activity center on the Poplar Bluff campus. It is further resolved that Dr. Wesley Payne, President, is authorized and directed to negotiate, approve and accept the specific terms and conditions of the agreement, including all procedures and processes required under such agreement. With a second by Trustee Williams, the board was polled as follows: Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, absent.

Dr. Payne presented the proposal to purchase a farm of 108 acres in Ripley county to be used by the rodeo team for practice, live lab for the AG programs and a live lab for the Forestry program. There is potential for additional use by the Fire Science program and the Police Academy. The cost of purchasing this property is offset by the cost of the rental we are currently paying.

DISCUSSION AND APPROVAL TO PURCHASE ONE HUNDRED AND EIGHT ACRES IN RIPLEY COUNTY

Trustee Schalk made the motion to adopt the following resolution: Be it resolved this 20th day of January, 2016, that Three Rivers Community College purchase a one hundred eight acre tract of real estate and improvements located in Ripley County, Missouri. It is further resolved that Dr. Wesley Payne, President, is authorized and directed to negotiate the specific terms of the agreement and execute all necessary and appropriate documents to accomplish said purchase. With a second by Trustee Garrison the board was polled as follows: Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, absent.

Trustee Schalk made the motion to accept the personnel actions and associated documents. With a second by Trustee Williams, the board was polled as follows: Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, absent.

CONSIDERATION AND APPROVAL OF ALL PERSONNEL ACTIONS AND ASSOCIATED DOCUMENTS

There being no further business, the board approved to adjourn the meeting at 2:30 p.m. on a motion by Trustee Schalk and a second by Trustee Garrison. The board was polled as follows: Trustee Grassham, yes; Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, absent.

ADJOURNMENT

Phil Davis

CHAIRMAN

2/17/16

APPROVAL DATE

Ch. With

SECRETARY

2/17/16

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 17, 2016 at 12:00 p.m.

JANUARY 20, 2016

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

ATTENDANCE

Invocation was delivered by Trustee Randy Grassham.

INVOCATION

Trustee Schalk moved to approve the agenda. With a second by Trustee Garrison the motion was approved.

**APPROVAL OF BOARD MEETING
AGENDA**

The minutes of the board meeting on January 20, 2016 were approved on a motion by Trustee Garrison and a second by Trustee Schalk.

**APPROVAL OF MINUTES OF THE
JANUARY BOARD MEETING**

Dr. Payne presented Ben Ressel's letter of resignation to Trustee Davis.

**RESIGNATION OF BOARD
MEMBER**

Charlotte Eubank reported the college's budget to actual status as of December 31, 2015 and the preliminary financial statement for January 2016.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

As of the end of January we have recognized 76% of our budgeted revenues. We have obligated 49% of our budgeted expenses at 58% into the new fiscal year.

Included in the financial reports was an accounting of the HB19 Deferred Maintenance Appropriation. This provides an update to the board as to where the college is on the various projects.

Ms. Eubank reviewed the current bid report, updating the board on the bids that were awarded.

The December 31, 2015 Center Review was submitted for the board review. Dr. Payne discussed the movement of enrollment due to the shift of students from one center to the other.

Trustee Schalk made the motion to accept the financial report as presented with a second by Trustee Williams, the motion was approved.

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

Gregory Snell and Mark Sanders are responsible for the creation and production of the publication. The production started in 2009 with the first submission nationally in 2013. This is the third year that we have received awards for the publication.

The annual banquet was January 23 and was well attended.

On January 24 we joined with Sacred Heart Catholic Church, Poplar Bluff Public Library and Lake Wappapello in celebrating their anniversaries and beginning our 50th celebration. The event was held in the Tinnin Center and was very well attended.

The 2nd annual Raider Reunion was held on February 6. The focus of the celebration was the 50th anniversary. The college honored the "Downtowners", staff and faculty that worked at the downtown location and the founding board of directors.

Maura Kellams and Misty Love Lopez, Three River students joined members from the administration during Three Rivers Week in Jefferson City. The students were introduced in the house and senate and met all of our legislators.

The annual Planning Retreat is a gathering of all budget managers giving them an opportunity to concentrate on the coming year for planning and budgeting. At this planning retreat we established benchmarks for various programs at the college in order to measure our improvements year over year.

Funky Butt Brass Band, 25th Annual Jazz Festival and Goodbye Marianne were all events that were held at the Tinnin center and were well attended by the community.

Upcoming on February 25 – 28 is the Center Stage production of Wait Until Dark.

The groundbreaking is the milestone that completes the major gift campaign for the Endowment trust. This will be celebrated on March 3.

Nicole Sifford, Chair, Mathematics and Natural Sciences: Nicole has been with the college for 17 ears. Her favorite thing about

PRESIDENT'S REPORT

CONFLUENCE 2015 AWARDS

POPLAR BLUFF ANNUAL CHAMBER BANQUET

50TH YEAR ANNIVERSARY KICKOFF

RAIDER REUNION

THREE RIVERS WEEK AT THE CAPITOL

ANNUAL PLANNING RETREAT

RECENT TINNIN SHOWS

CENTER STAGE PRESENTS WAIT UNTIL DARK

GROUNDBREAKING AND VICTORY CELEBRATION

WE ARE ALL IN THIS TOGETHER

working here is working with so many people dedicated to having all students be successful. She is most proud of being a part of the transitional math program redesign. Dr. Payne congratulated Nicole on her ability to continue to promote change and improvement in her programs and areas of study.

Gina Bubanovich, Assistant Director of Enrollment Services: Gina has been with the college for 9 years. Her favorite thing about working here is watching students go from day one to graduation. She is most proud of her role in helping our students achieve their goals on their journey. Dr. Payne thanked Gina for “making it simple” for the students.

Erick Reed, Groundskeeper: Erick has been with the college for 6.5 years. His favorite thing about working here is learning new things and doing a wide variety of jobs. He is most proud of helping the college save money by doing projects in-house. Dr. Payne congratulated Erick on his contribution to the maintenance team and his consistently positive attitude.

Coach Gene Bess was congratulated on winning the Region 16 conference game last Saturday.

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

Trustee Schalk made the motion to accept the personnel actions and associated documents. With a second by Trustee Williams, the board was polled as follows: Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes.

EXECUTIVE SESSION

CONSIDERATION AND APPROVAL OF PERSONNEL ACTIONS AND ASSOCIATED DOCUMENTS

There being no further business, the board approved to adjourn the meeting at 2:16 p.m. on a motion by Trustee Garrison and a second by Trustee Grassham. The board was polled as follows: Trustee Grassham, yes; Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes.

ADJOURNMENT

CHAIRMAN

APPROVAL DATE

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, March 16, 2016 at 12:00 p.m.

MARCH 16, 2016

Those present included: Trustees: Phil Davis; chairman; Chris Williams, secretary; Eric Schalk, treasurer; Darren Garrison, member; Randy Grassham, member (absent); and college administrators: Dr. Wesley Payne, President; Charlotte Eubank, chief financial officer; Dr. Mary Lou Brown, vice president for academic and student services; Janine Heath, recording secretary.

ATTENDANCE

Invocation was delivered by Trustee Darren Garrison.

INVOCATION

Trustee Williams moved to approve the agenda. With a second by Trustee Schalk the motion was approved.

**APPROVAL OF BOARD MEETING
AGENDA**

The minutes of the board meeting on February 17, 2016 were approved on a motion by Trustee Schalk and a second by Trustee Garrison.

**APPROVAL OF MINUTES OF THE
FEBRUARY BOARD MEETING**

Charlotte Eubank reported the college's budget to actual status as of January 31, 2016 and the preliminary financial statement for February 2016.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

As of the end of February we have recognized 81% of our budgeted revenues. We have obligated 58% of our budgeted expenses at 67% into the fiscal year.

Included in the financial reports was an accounting of the HB19 Deferred Maintenance Appropriation. This provides an update to the board as to where the college is on the various projects. There was an open discussion on the elevator modifications, parking lot resurfacing and lighting throughout campus.

Ms. Eubank reviewed the current bid report, updating the board on the bids that were awarded.

Trustee Garrison made the motion to accept the financial report as presented with a second by Trustee Schalk, the motion was approved.

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

PRESIDENT'S REPORT

Chris Adams introduced Zack McNaulty and the Ambassadors to the board. These students are the face of the college. There are a total of 12 ambassadors each year. They participate in numerous campus events and are responsible for the tours of campus to prospective students and their families. The college awards each student a \$1,000 scholarship. The ambassadors have a tremendous impact on the overall community on campus.

INTRODUCTION OF AMBASSADORS

Trivia Night is a fund raiser for Endowment trust scholarships. This year the event raised \$2,100 after event expenses.

ENDOWMENT TRUST TRIVIA NIGHT

Dr. Martha Kirkman and Ms. Julie Becker introduced students that are active in the DECA a national Business/Marketing organization. Each year the students compete in a state competition and the winners of this competition go to the national competition. We have two students that are going to nationals to represent Three Rivers. Additionally this year, the Three Rivers Chapter was named Chapter of the Year at the state competition.

DECA AWARDS

Kaitlynn Johnson, our graphic designer was awarded the NCMPR Paragon Award for the Music Series posters that she created. A big congratulations to Kaitlynn.

PARAGON AWARD

The 37th Annual Merchant Showcase will be held on April 23rd from 10am – 2pm in the Bess Activity Center

MERCHANT SHOWCASE

Regina Morris presented the Cohort Default Rate to the board members. Three Rivers through a partnership with Inceptia and regularly scheduled meetings with the students have reduced our default rate by over 2 points. The college personnel held 1028 Student Loan Workshops to educate our students on prudent borrowing for FY16. The government allows any student to borrow but there are penalties to the colleges if the students do not repay the loans.

COHORT DEFAULT RATE

The Libla Family Sports Complex Groundbreaking Ceremony will take place on April 1 at 9:30am. All are invited to attend.

LIBLA FAMILY SPORTS COMPLEX GROUNDBREAKING

The Victory Celebration for the capital campaign will take place on April 1 at 11am in the Bess Activity Center. All donors are invited to the celebration.

VICTORY CELEBRATION FOR "CHANGING LIVES, BUILDING FUTURES" CAMPAIGN

Deb Avery, Assistant Professor, Nursing: Deb has been with Three Rivers for 10 years. Her favorite thing about working here is helping to prepare new nurses at the college she graduated from. Deb is most proud of the quality of our program and the rigor of instruction. Dr. Payne congratulated Ms. Avery on her involvement with the college and how seriously she takes the quality of education.

WE ARE ALL IN THIS TOGETHER

Ben Gordon, Coordinator, Distance Learning: Ben has been with Three Rivers for 5.5 years. His favorite thing about working at the college is working with a team of highly skilled individuals. Ben is most proud of being able to advance in his field and advancing the services of his department. Dr. Payne congratulated Mr. Gordon on his positive approach to his position and the calm manner in which he responds to the students and faculty when they encounter issues with the technology.

Gail Tinsley, Administrative Assistant, Enrollment Services: Gail has been with Three Rivers for 3 years. Her favorite thing about working at the college is the great team of coworkers in Enrollment Services. She is most proud of helping students achieve their educational goals. Dr. Payne congratulated Ms. Tinsley on her “smile” which is what most students comment on.

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

EXECUTIVE SESSION

Trustee Williams moved that the board, acting under the authority of section 178.830 RSMo, appoint Dr. Amber Richardson to fill the vacancy created by the resignation of Trustee Ben Ressel in Sub-District 1. He further moved that she shall serve the remainder of the un-expired term of the vacated position, which ends in April of 2018. Chris further explained that he along with Trustee Schalk and Dr. Payne talked with a total of six individuals that expressed interest in the position. All candidates were strong contenders for the position. Dr. Richardson will be sworn in at the April meeting.

DISCUSSION, CONSIDERATION AND VOTE TO FILL THE OPEN BOARD POSITION

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

Trustee Schalk made the motion to accept the personnel actions and associated documents. With a second by Trustee Garrison, the board was polled as follows: Trustee Grassham, absent; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes.

CONSIDERATION AND APPROVAL OF PERSONNEL ACTIONS AND ASSOCIATED DOCUMENTS

There being no further business, the board approved to adjourn the meeting at 2:00 p.m. on a motion by Trustee Schalk and a second by Trustee Garrison. The board was polled as follows: Trustee Grassham, absent; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes.

ADJOURNMENT

CHAIRMAN

APPROVAL DATE

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 13, 2016 at 12:00 p.m.

APRIL 13, 2016

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

ATTENDANCE

Invocation was delivered by Trustee Darren Grassham.

INVOCATION

Chairman Davis called for nominations for temporary Chairman and temporary Secretary for the purpose of reorganizing the Board of Trustees.

**TEMPORARY APPOINTMENT OF
CHAIR AND SECRETARY**

Trustee Grassham nominated Dr. Wesley Payne as temporary Chairman and Janine Heath as temporary Secretary to the Board of Trustees. Trustee Garrison made the motion to cease nominations and that Dr. Wesley Payne be elected as temporary Chairman and Janine Heath be elected as temporary Secretary by acclamation. Trustee Davis seconded the motion. The motion carried unanimously.

Trustee Davis stated that he had enjoyed the past 6 years and felt that the board supported the college through the improvements that were needed. He wished the new board and the college his best.

CHAIRMAN'S FAREWELL

Pursuant to Chapter 115.124, Election Authorities and Conduct of Elections of the Missouri Revised Statutes, "the number of candidates who have filed for a particular office is equal to the number of positions in that office to be filled by the election, no election shall be held for such office". For the 2016 election there was one seat available in Sub-District 3 and one seat in Sub-District 4. For each vacant seat there was only one candidate that filed therefore no election was held.

**CERTIFICATION OF ELECTION
RESULTS AND OATH OF OFFICE**

The seats are filled as follows:

- Sub-District 3: Gary Featherston
- Sub-District 4: Darren Garrison

Temporary Chairman Payne administered the Oath of Office:

Do you **Gary Featherston** 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 3, State of Missouri, to the best of your ability, according to the law, so help you God.

Do you **Darren Garrison** 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 4, State of Missouri, to the best of your ability, according to the law, so help you God.

In accordance with board Policy BP 0324, Filling Board Vacancies the remaining trustees will by majority vote appoint a replacement to serve until the next board election at which time the position shall be filled by election to complete the unexpired term. By a majority vote, Dr. Amber Richardson was appointed to fill the seat vacated by Ben Ressel (Sub-District 1A) until the next scheduled election in 2018 at the March 2016 board meeting.

**APPOINTMENT OF TRUSTEE AND
OATH OF OFFICE**

Do you **Dr. Amber Richardson** 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 3, State of Missouri, to the best of your ability, according to the law, so help you God.

In accordance with the Public School Laws of Missouri, the board of Trustees shall organize by the election of the chairman and vice chairman, a secretary and a treasurer following the rotation adopted at the April 15, 1992 board meeting.

**ROTATION OF THE BOARD AND
ELECTION OF FY17 BOARD OF
TRUSTEE OFFICERS**

Temporary Chairman Payne calls for the nomination of the 2016-2017 Board of Trustees Slate of Officers. The slate is as follows:

Chairman:	Chris Williams (1-B)
Vice-Chairman:	Eric Schalk (1-C)
Secretary:	Darren Garrison (4)
Treasurer:	Randy Grassham (2)
Member:	Dr. Amber Richardson (1-A)
Member:	Gary Featherston (3)

On a motion by Trustee Grassham and a second by Trustee Garrison the nomination was unanimously approved.

Brief break to reseal the board members.

BREAK

Trustee Schalk moved to approve the agenda. With a second by Trustee Garrison the motion was approved.

APPROVAL OF BOARD MEETING AGENDA

The minutes of the board meeting on March 16, 2016 were approved on a motion by Trustee Garrison and a second by Trustee Schalk.

APPROVAL OF MINUTES OF THE FEBRUARY BOARD MEETING

Charlotte Eubank reported the college's budget to actual status as of February 29, 2016 and the preliminary financial statement for March 2016.

CONSIDERATION OF COLLEGE FINANCIAL REPORT

As of the end of March we have recognized 85% of our budgeted revenues. We have obligated 67% of our budgeted expenses at 75% into the fiscal year. Discussion regarding the additional revenues from the Cape Partnership as well as scholarship funding.

Included in the financial reports was an accounting of the HB19 Deferred Maintenance Appropriation. This provides an update to the board as to where the college is on the various projects. There was an open discussion on the elevator modifications, parking lot resurfacing and lighting throughout campus.

Ms. Eubank reviewed the current bid report, updating the board on the bids that were awarded.

Trustee Schalk made the motion to accept the financial report as presented with a second by Trustee Grassham, the motion was approved.

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

PRESIDENT'S REPORT

The college hosted over 100 students from the region for the day. The event is part of a nationwide initiative to encourage girls to pursue careers in Science, Technology, Engineering and Math.

BIG BANG THEORY FOR GIRLS

The Welcome Home event honors those individuals that served in Vietnam. This is an all-day event with the ceremony honoring the veterans in the morning and a fair in the afternoon with community organizations that serve the veterans setting up booths to provide information on their services. Ms. Wendy Spradling is the organizer for the event.

2ND ANNUAL WELCOME HOME VIETNAM VETERANS DAY

The groundbreaking was held on April 1. This sets the stage for the future of the northeast corner of the college. The US Army Corp has issued a permit for a permanent crossing for the creek which allows the college to have two access points for the arena.

GROUNDBEAKING FOR THE LIBLA FAMIL SPORTS COMPLEX

Following the groundbreaking the official “closing” ceremony for the capital campaign was held. This campaign netted the college over \$7.0 million for various projects.

VICTORY CELEBRATION FOR MAJOR GIFTS CAMPAIGN

The District Music Festival hosted student musicians from around the region. There were 900 plus students that attended the one day event.

MSHSAA DISTRICT MUSIC FESTIVAL SOLOS AND SMALL ENSEMBLES

The Job and Transfer fair hosted over 50 regional employers and colleges to introduce students into the local job market and provide transfer opportunities to four year institutions.

COLLEGE TRANSFER FAIR AND COMMUNITY JOB FAIR

The honorees for the year from the college were Buddy White, Music Instructor and Henry French, Adjunct Math Instructor.

POPLAR BLUFF CHAMBER TEACHER OF THE YEAR BANQUET

The Governor’s PTK and Teacher in Excellence luncheon honored Lindsey Babcock and Stephani Fulford (PTK) and Buddy White (EIT). Dr. Brown is attending the luncheon along with Dr. Mairead Ryan-Anderson, PTK sponsor.

GOVERNOR’S PTK AND TEACHER IN EXCELLENCE AWARD LUNCH

The Diviners, a Center Stage production will be in the theater April 14 – 17.

THE DIVINERS

The Moscow Ballet will be performing Don Quixote on April 20.

MOSCOW FESTIVAL BALLET

The Spring Fever Recital will be on April 26.

SPRING FEVER RECITAL

Campus Beautification Day will be April 29. This is part of the family campaign for the year. All work will be done by volunteers.

CAMPUS BEAUTIFICATION DAY

Mark Sanders, Chair, Languages Department: Mark has been with Three Rivers for 18 years. His favorite thing about working here is interacting with students and challenging their assumptions. Mark is most proud of founding and coordinating the Regional Spelling Bee. Dr. Payne congratulated Mr. Sanders on the Regional Spelling Bee and the production of Confluence. The publication was awarded 1st place overall this year in the national competition.

WE ARE ALL IN THIS TOGETHER

Dede Ross, Learning Specialist, ACHIEVE: Dede has been at Three Rivers for 6.5 years. Her favorite thing about working here is the team approach to every challenge and task. Dede is most proud of watching our students grow in their studies and life in general. Dr. Payne explained that the ACHIEVE program focuses on low income, 1st generation college students. Dede goes above and beyond to support these students in order to get them through the process of college and their studies.

Derek Pickens, Coordinator, Library Technology: Derek has been with Three Rivers for 4.5 years. His favorite thing about working here is being able to use his skills to help students faculty, and staff. Derek is most proud of making it easier for TRC staff to log into databases. Dr. Payne congratulated Derek on his high degree of customer service within 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 Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

The proposed meeting dates were presented. On a motion to approve by Trustee Schalk and a second by Trustee Grassham the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

The FY17 Holiday Schedule was presented. On a motion to approve by Trustee Garrison and a second by Trustee Schalk the board was polled as follows:

Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

Dr. Payne and Kristina McDaniel presented the recommendation from the college to continue with the existing plan and provide a buy-up option for the employees that wanted additional coverage. The HRA criteria were discussed and it was explained that the insurance committee would compile a list of "health" activities that employees could choose from in order to earn their HRA for FY18. These activities will be completed prior to June 30, 2017.

With a motion to approve from Trustee Schalk and a second from Trustee Garrison the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

Trustee Schalk made the motion to approve all personnel actions and associated documents. With a second by Trustee Garrison the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

EXECUTIVE SESSION

CONSIDERATION AND APPROVAL OF FY17 BOARD MEETING DATES

CONSIDERATION AND APPROVAL OF FY17 HOLIDAY SCHEDULE

CONSIDERATION AND APPROVAL OF EMPLOYEE HEALTH INSURANCE PLAN FY17

CONSIDERATION AND APPROVAL OF PERSONNEL ACTIONS AND ASSOCIATED DOCUMENTS

There being no further business, the board unanimously approved Trustee Richardson's motion and second by Trustee Schalk to adjourn the meeting.

ADJOURNMENT



CHAIRMAN

5/18/16

APPROVAL DATE



SECRETARY

5/18/16

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 18, 2016 at 12:00 p.m.

MAY 18, 2016

Those present included: Trustees: Chris Williams, chairman; Eric Schalk, vice chairman, absent; Darren Garrison, secretary; Randy Grassham, treasurer; Dr. Amber Richardson, member; Gary Featherston, member; and college administrators: Dr. Wesley Payne, president; Dr. Mary Lou Brown, vice president of academic and student services; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

ATTENDANCE

Invocation was delivered by Trustee Randy Grassham.

INVOCATION

Trustee Grassham moved to approve the agenda. With a second by Trustee Garrison the motion was approved.

**APPROVAL OF BOARD MEETING
AGENDA**

The minutes of the board meeting on April 13, 2016 were approved on a motion by Trustee Garrison and a second by Trustee Grassham.

**APPROVAL OF MINUTES OF THE
APRIL BOARD MEETING**

Charlotte Eubank reported the college's budget to actual status as of March 31, 2016 and the preliminary financial statement for April 2016.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

As of the end of April we have recognized 88% of our budgeted revenues. We have obligated 79% of our budgeted expenses at 83% into the fiscal year.

Included in the financial reports was an accounting of the HB19 Deferred Maintenance Appropriation. This provides an update to the board as to where the college is on the various projects. There was an open discussion on the elevator modifications, parking lot resurfacing and lighting throughout campus.

Ms. Eubank reviewed the current bid report and led the discussion regarding the Janitorial Consumables bid that is due to be awarded. Based on the 3 year commitment required in order to obtain the favorable pricing, Ms. Eubank requested board approval of the Staples bid. The recommendation for Staples was due to the ability to deliver to the individual locations, online ordering, minimum shipping costs and competitive pricing.

On a motion by Trustee Garrison to award the bid to Staples and a second by Trustee Grassham, the motion was approved.

Trustee Garrison made the motion to accept the financial report as presented with a second by Trustee Grassham, the motion was approved.

Dr. Payne, along with selected faculty and staff, presented the President's Report as an update to the board on recent events.

Bill Hampton updated the board on the recent Green Diesel Job Fair held in Dexter. The Green Diesel program has been in place for 5 years and has close to a 100% employment rate. There are strong partnerships with the trucking companies in the area that assist us in placing our students.

Dr. Maribeth Payne discussed the recent HLC Conference held in Chicago. Several faculty and staff attended the conference in order to stay up to date on changes within HLC in preparation for our upcoming visit.

Gregory Snell discussed the Open Mic Poetry Night. This is a 20 year tradition at the college and has grown over the years. This year the music department wrote music for two of the poems that were presented.

Dr. Mairead Ryan-Anderson and Michael DeAngelo presented the information about the PTK Induction Ceremony. PTK was founded in 1918 to foster scholarships and leadership for the highest achieving students. There has been a chapter at Three Rivers since 1968. The chapter continues to grow and improve.

Michelle Reynolds updated the board on the recent campus beautification day. There were over 100 volunteers from the college and community. The maintenance department played a big part in making the day a success.

Ms. Reynolds also informed the board that the Sikeston and Poplar Bluff Buffalo Wild Wings store participated with the college for 10% of all food sales on May 2 be donated to the college. We are waiting on the final sales report to determine the amount of money that was raised. Michelle will keep the board updated.

The Distinguished Alumni award went to Mr. Erick Kirkman. He was recognized for his service to the college. Ms. Reynolds explained that this is the first time that the award has been given. There were 15 nominations from faculty and staff which were reviewed by a committee made up of college personnel. Based on the criteria reviewed, Mr. Kirkman was chosen.

PRESIDENT'S REPORT

DIESEL JOB FAIR

HLC ANNUAL CONFERENCE

BIG G'S POETRY SLAM OPEN MIC FIST FIGHT AND CONFLUENCE RELEASE

PTK INDUCTION CEREMONY

CAMPUS BEAUTIFICATION

BUFFALO WILD WINGS

DISTIGUISHED ALUMNI RECEPTION

Mr. Todd Allen reported on the recent ACHIEVE graduation ceremony. Of the students that graduated out of ACHIEVE this year, 80% continued on to 4 year universities to complete their degrees.

ACHIEVE RADUATION CEREMONY

Dr. Mary Lou Brown explained that every department and student organization nominates the “excellent” student for the year an at the awards ceremony they are recognized and congratulated for their achievements.

STUDENT EXCELLENCE AWARD CEREMONY

Commencement will be on May 20th at 6pm. We have 576 students that will receive degrees or certificates. 317 are planning on participating in the commencement ceremony.

GRADUATION

Terri Smith, Associate Professor, IST: Terri has been at Three Rivers for 18 years. Her favorite thing about working at the college is seeing the light bulb moments when things click for a student. Ms. Smith is most proud of seeing my former students find good employment in field. Dr. Payne congratulated Terri on her involvement with the students and providing “real world” training for them.

WE ARE ALL IN THIS TOGETHER

Rob Tomlinson, Director, Physical Plant; Rob has been at Three Rivers for 5 years. His favorite thing about working at the college is working with an excellent team to improve our campus. Mr. Tomlinson is most proud of the large projects that his team has completed in house. Dr. Payne congratulated Rob on his enthusiasm about everything going on. Rob does not shy away from the projects but embraces the vision and continually tries to find a better way of doing things.

Karen Harpole, Coordinator, Library Outreach; Karen has been at Three Rivers for 1 ½ years. Her favorite thing about working at the college is watching students come in, learn, grow, and succeed. Ms. Harpole is most proud of building relationships with faculty and staff across locations. Dr. Payne congratulated Karen on her great welcoming presence and her willingness to come out of the library and be available to the faculty and staff in their areas.

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

EXECUTIVE SESSION

Dr. Payne presented three college policies to the board for approval. The college is continuing to fill the gap in instructional policies.

CONSIDERATION AND APPROVAL OF COLLEGE POLICIES IP6112 – ACADEMIC FREEDOM; IP6310- CLASSROOM ATTENDANCE;

Trustee Garrison made the motion to approval the policies as presented. With a second by Trustee Richardson the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, absent; Trustee Williams, yes.

SP2115-DISABILITY SERVICES FOR STUDENTS

Trustee Garrison made the motion to approve all personnel actions and associated documents. With a second by Trustee Grassham the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, absent; Trustee Williams, yes.

CONSIDERATION AND APPROVAL OF PERSONNEL ACTIONS AND ASSOCIATED DOCUMENTS

There being no further business, the board unanimously approved Trustee Garrison's motion and second by Trustee Richardson to adjourn the meeting.

ADJOURNMENT



CHAIRMAN

6-22-16
APPROVAL DATE



SECRETARY

6-22-16
APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees began with a Budget Workshop to review the FY2017 budget. The meeting was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, June 22, 2016 at 9:00 a.m.

JUNE 22, 2016

Those present at the budget workshop included: Chris Williams, chairman; Eric Schalk, vice chairman; Darren Garrison, secretary, absent; Randy Grassham, treasurer; Dr. Amber Richardson, member; Gary Featherston, member; and college administrators: Dr. Wesley Payne, president; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

**ATTENDANCE AT THE BUDGET
WORKSHOP**

Charlotte Eubank presented the budget for FY2017.

BUDGET PRESENTATION

Assumptions:

- Tuition and fee revenues were projected based on an expected decrease in enrollment of approximately 3%
- Increases in out-of-district tuition, out-of-state tuition and fees. In-district tuition will remain unchanged.
- Expected to receive approximately \$650,000 additional funds from state appropriations

Challenges:

- Salary and benefit expenses have increased from the previous year to reflect salary increases at a cost of approximately \$250,000.
- Facility operation costs have increased due to the completion of the Sikeston building, Poplar Bluff building and the purchase of the Kennett Center

Methodology:

- The college's annual planning cycle begins in January when budget managers set their annual objectives and develop departmental plans. In conjunction with their supervisors, budget managers refine their budget requests to ensure alignment with the college's strategic plan. Led by the President, key representatives nominated by the cabinet member from each major area of the college completed a collaborative review of the combined budget requests to bring the requests into balance with revenue projections.

The Operating Budget presented for approval includes projected revenues to be generated in fiscal year 2017 and the associated operating expenses necessary for the continued daily operation and improvement of the college. Operating revenue is projected at \$26,233,880 offset by projected operating expenses of

\$26,233,880, resulting in a balanced budget with no surplus or deficit.

The board adjourned for lunch at 11:00 a.m.

The regular meeting of the Board of Trustees began at 12:00 noon in the Board Room located in the Tinnin Fine Arts Center.

ATTENDANCE

Those present included: Trustees: Chris Williams, chairman; Eric Schalk, vice chairman; Darren Garrison, secretary; Randy Grassham, treasurer; Dr. Amber Richardson, member; Gary Featherston, member; and college administrators: Dr. Wesley Payne, president; Dr. Mary Lou Brown, vice president of academic and student services; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

Invocation was delivered by Trustee Randy Grassham.

INVOCATION

Trustee Schalk moved to approve the agenda. With a second by Trustee Garrison the motion was approved.

APPROVAL OF BOARD MEETING AGENDA

The minutes of the board meeting on May 18, 2016 were approved on a motion by Trustee Grassham and a second by Trustee Richardson.

APPROVAL OF MINUTES OF THE MAY BOARD MEETING

Charlotte Eubank reported the college's budget to actual status as of April 30, 2016 and the preliminary financial statement for May 2016.

CONSIDERATION OF COLLEGE FINANCIAL REPORT

As of the end of May we have recognized 94% of our budgeted revenues. We have obligated 85% of our budgeted expenses at 92% into the fiscal year.

Included in the financial reports was an accounting of the HB19 Deferred Maintenance Appropriation. This provides an update to the board as to where the college is on the various projects. There was an open discussion on the elevator modifications, parking lot resurfacing and lighting throughout campus.

Ms. Eubank reviewed the current bid report.

Trustee Schalk made the motion to accept the financial report as presented with a second by Trustee Garrison, the motion was approved.

Dr. Payne, along with selected faculty and staff, presented the President's Report as an update to the board on recent events.

PRESIDENT'S REPORT

Dr. Staci Campbell explained that the Pinning Ceremony has been

NURSING PINNING CEREMONY

a long standing tradition in the nursing community and is the gateway into the profession of nursing. Significant family members may be selected to “pin” their student.

Dr. Payne recognized Tracy King for her leadership in ensuring that the single most important event of the entire year was organized and flawlessly executed. As part of the 50th Anniversary celebration, the music selected for this years’ commencement was the music that was played at the first graduation ceremony.

COMMENCEMENT 2016

As part of our 50th Anniversary Celebration the college participated in the recent visit of the Clydesdales. This celebration was possible thanks to Luecke distributing:

CLYDESDALES AT TRC

Michelle Reynolds announced that the fundraiser with Buffalo Wild Wings netted the Trust \$225. This money will be placed in the general need fund allowing the college to assist students in need.

BUFFALO WILD WINGS DONATION

Ms. Reynolds also reported on the 4th Annual TRET Golf Tournament. There were 19 teams which netted profits of \$8,000. Michelle thanked Brad Thielemier for his assistance in ensuring that the tournament was a success.

TRET GOLF TOURNAMENT

Dr. Payne updated the board on the recent visit from Senator Blunt to announce to the students the expansion of the Pell Grant to year around funding. This will have a significant impact on our summer registration.

SENATOR BLUNT AND THE PELL GRANT EXPANSION

Several employees that served on the 14 member committee tasked with identifying areas of participation available for employees to earn the HRA presented the final checklist. Sandra Batten, Will Cooper, Tim Thompson and Jason Alford represented the committee. Ms. Batten presented the final recommendation to the board that included each employee choosing 4 of the items on the checklist in order to receive the \$1,000 HRA that was approved by the board in FY2018. These items must be completed in FY2017 with supporting documents to Human Resources.

WELLNES PARTICIPATION PRESENTATION

The final performance for the FY2016 Center Stage season will be the “Boys Next Door”. The performances are July 14 – 16 at 7pm and July 17 at 2pm.

THE BOYS NEXT DOOR

Matthew Clanahan, Learning Support Specialist: Matthew has been at Three Rivers for 9 years. His favorite thing about working here is helping contribute to our community. Mr. Clanahan is most proud of watching students who started in transitional classes make it to graduation. Dr. Payne congratulated Matthew on his willingness to go the extra mile with the student and if he

WE ARE ALL IN THIS TOGETHER

could not help them, he made sure that he found someone who could.

Will Cooper, Human Resource Specialist: Will has been at Three Rivers for 4 ears. His favorite thing about working here is the exceptional, dedicated people that he works with. Mr. Cooper is most proud of the caring, supportive educational environment at TRC. Dr. Payne congratulated Will on always being willing to help and go out of his way to make a difference. Will is an exceptional employee.

Laura Milligan, Director, Housing: Laura has been at Three Rivers for 18 years. Her favorite thing about working here is the lifelong friends she has made working here. Ms. Milligan is most proud of helping students of all ages and backgrounds achieve a college education. Dr. Payne stated that Laura was a blessing in housing. She has the ability to know how to walk the line between everything running well and creating a fun environment.

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

EXECUTIVE SESSION

Trustee Schalk made the motion to approve the FY2017 Budget as presented in the Budget Workshop. With a second by Trustee Grassham the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

CONSIDERATION AND APPROVAL OF THE FY2017 BUDGET

Dr. Payne explained that the change in the policy is just a name change from "Credit for Prior Learning" to "Alternative College Credit".

CONSIDERATION AND VOTE TO APPROVE COLLEGE POLICY IP 6111-ALTERNATIVE COLLEGE CREDIT

Trustee Schalk made the motion to approve the changes to IP 6111 as presented. With a second by Trustee Grassham the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

Dr. Payne explained that we have been required to add the Federal Funds Disclosure statement to our travel policy.

CONSIDERATION AND APPROVAL TO APPROVE COLLEGE POLICY FP 3510-TRAVEL

Trustee Schalk made the motion to approve the changes to FP 3510 as presented. With a second by Trustee Featherston the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

Charlotte Eubank presented the Custodial Services bids and recommendation. The bid requirement was for a 3 year period for all sites. Currently custodial services are provided entirely by 4M. After review of the individual bids, it is the recommendation of the college to accept a mix of the bids from CPC, 4M and M&R Restoration in order to provide the services necessary at a reduced overall cost.

CONSIDERATION AND VOTE TO APPROVE THE CUSTODIAL SERVICES BID

Trustee Garrison made the motion to approve the recommendation of the college and award the bid to CPC, 4M and M&R Restoration. With a second by Trustee Schalk the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

Trustee Garrison made the motion to table this action as this time and Trustee Schalk seconded the motion. The board unanimously approved the motion.

CONSIDERATION AND VOTE TO APPROVE THE VENDING BID

Trustee Schalk made the motion to approve all personnel actions and associated documents. With a second by Trustee Garrison the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

CONSIDERATION AND APPROVAL OF PERSONNEL ACTIONS AND ASSOCIATED DOCUMENTS

There being no further business, the board unanimously approved Trustee Schalk's motion and second by Trustee Richardson to adjourn the meeting.

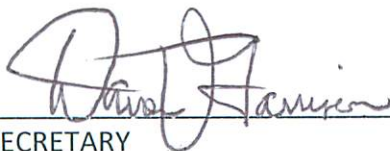
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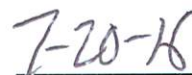
CHAIRMAN



APPROVAL DATE



SECRETARY



APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees began at 12:10 p.m. at The Landing in Van Buren, Mo.

JULY 20, 2016

Those present included: Trustees: Chris Williams, chairman; Eric Schalk, vice chairman; Darren Garrison, secretary; Randy Grassham, treasurer; Dr. Amber Richardson, member, absent; Gary Featherston, member; and college administrators: Dr. Wesley Payne, president; Dr. Mary Lou Brown, vice president of academic and student services; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

ATTENDANCE

Invocation was delivered by Trustee Randy Grassham.

INVOCATION

Trustee Schalk moved to approve the agenda with the following amendments:

**APPROVAL OF BOARD MEETING
AGENDA**

- Bring the Vending Services bid off the table and add as item number 4 in Items for Consideration and Vote
- Add Waste Removal Service to the agenda as item number 5 in Items for Consideration and Vote

With a second by Trustee Garrison the motion was approved.

The minutes of the board meeting on June 22, 2016 were approved on a motion by Trustee Schalk and a second by Trustee Grassham.

**APPROVAL OF MINUTES OF THE
MAY BOARD MEETING**

Charlotte Eubank reported the college's budget to actual status as of May31, 2016 and the preliminary financial statement for June, 2016.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

As of the end of June we have recognized 90% of our budgeted revenues. We have obligated 92% of our budgeted expenses at 100% into the fiscal year. Trustee Garrison requested an enrollment report by location comparing year over year enrollment.

Included in the financial reports was an accounting of the HB19 Deferred Maintenance Appropriation. This provides an update to the board as to where the college is on the various projects.

Ms. Eubank reviewed the current bid report.

Trustee Garrison made the motion to accept the financial report as presented with a second by Trustee Schalk, the motion was approved.

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

PRESIDENT'S REPORT

The Boys next Door was the final performance of the 2015-2016 season of Center Stage.

CENTER STAGE: THE BOYS NEXT DOOR

The college has received the ETS Grant beginning in October 16 for five years. This allows us to continue the existing program without reach to the high school students to continue their education.

ETS GRANT

ESPN has selected this game as the game of the week. The Endowment Trust has been successful in selling all of the tickets that were part of the promotion. Coach Gene Bess will be throwing out the opening pitch.

TRC DAY @ THE BALPARK

The academy is a partnership with the Highway Patrol and the college to expose local teens to the Highway Patrol. This is the first academy and will last 2 days. The goal is to obtain grants that will allow for the expansion of the academy to a two week experience.

HIGHWAY PATROL YOUTH ACADEMY

Fall Convocation will be August 8. This is the day where the staff and faculty come together at the beginning of the semester for presentations and instructional sessions.

FALL CONVOCATION

Dexter Trivia Night will be August 4. This is the beginning of the Endowment Trust out reach into the surrounding communities to extend the support of the college.

DEXTER TRIVIA NIGHT

Mary Beth Sanders: Instructor, Nursing: Mary Beth has been with the college for 5 years. Her favorite thing about working here is being part of the supportive TRC family. Ms. Sanders is most proud of knowing she has made a difference in someone's life, and helped them achieve their goals. Dr. Payne stated that if you wanted to get something done, go to Mary Beth. You can always depend on her getting things accomplished.

WE ARE ALL IN THIS TOGETHER

Dionne Thompson: Associate Professor, Medical Laboratory Technology: Dionne has been with the college for 20 years. Her favorite thing about working here is the family and team atmosphere at Three Rivers. Ms. Thompson is most proud of Improving and guiding the MLT programs and the students taking it. Dr. Payne congratulated Dionne on her dedication and hard work in leading the program from the inception to where it is now.

Traven Sherrod: Science Lab Assistant: Traven has recently joined the Three Rivers family. She is looking forward to being able to learn in many different disciplines and helping students with the

hands-on learning provided in the labs. Dr. Payne welcomed Ms. Sherrod to the team expressing his confidence that she will provide the assistance the students need in the labs.

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

Dr. Payne explained that this is the policy that explains how the college approaches planning and assessment. Trustee Garrison made the motion with a second by Trustee Schalk to adopt the policy as presented. The board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

Charlotte Eubank presented the final recommendation to proceed with signing the contract with the Bug Guy Pest Services, LLC for the pest control contract. Trustee Schalk made the motion with a second by Trustee Garrison to approve as presented. The board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

Dr. Payne reviewed the contracts with an explanation that this will provide improved lighting in all areas of the college. Trustee Garrison made the motion with a second by Trustee Schalk to approve the contract with Huffman Construction LLC as presented. The board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

Dr. Payne reviewed the proposed contract as the result of the final discussions with Pepsi. Trustee Garrison made the motion with a second by Trustee Schalk to approve the 10 year contract with Pepsi as presented. The board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

Charlotte Eubank discussed the current bids and recommendation that we accept the bid from Republic Services. Trustee Schalk made the motion with a second by Trustee Featherston to approve the contract with Republic. The board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

EXECUTIVE SESSION

CONSIDERATION AND APPROVAL TO ADOPT COLLEGE POLICY GAP 1140 – INSTITUTIONAL EFFECTIVENESS

CONSIDERATION AND APPROVAL OF THE PEST CONTROL CONTRACT

CONSIDERATION AND APPROVAL OF THE CAMPUS LIGHTING CONTRACT

CONSIDERATION AND APPROVAL OF THE VENDING CONTRACT

CONSIDERATION AND APPROVAL OF THE WASTE REMOVAL CONTRACT

Trustee Garrison made the motion to approve all personnel actions and associated documents. With a second by Trustee Grassham the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, absent; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes for all except the Softball coach. Due to a family relationship Trustee Schalk will abstain from vote on Mr. Null; Trustee Williams, yes.

CONSIDERATION AND APPROVAL
OF PERSONNEL ACTIONS AND
ASSOCIATED DOCUMENTS

There being no further business, the board unanimously approved Trustee Schalk's motion and second by Trustee Grassham to adjourn the meeting.

ADJOURNMENT



CHAIRMAN

8/24/16

APPROVAL DATE



SECRETARY

9/21/16

APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees began at 12:00 p.m. in the Board Room of the Tinnin Center on the main campus in Poplar Bluff, Missouri, on Wednesday, August 24, 2016.

AUGUST 24, 2016

Those present included: Trustees: Chris Williams, chairman; Eric Schalk, vice chairman; Darren Garrison, secretary, absent; Randy Grassham, treasurer; Dr. Amber Richardson, member, absent; Gary Featherston, member; and college administrators: Dr. Wesley Payne, president; Dr. Mary Lou Brown, vice president of academic and student services; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

ATTENDANCE

Invocation was delivered by Trustee Randy Grassham.

INVOCATION

Trustee Schalk moved to approve the agenda as presented. With a second by Trustee Grassham the motion was approved.

**APPROVAL OF BOARD MEETING
AGENDA**

The minutes of the board meeting on July 20, 2016 were approved on a motion by Trustee Schalk and a second by Trustee Featherston.

**APPROVAL OF MINUTES OF THE
JULY BOARD MEETING**

Charlotte Eubank reported the preliminary year end number for FY16. These numbers will continue to be refined as the audit process begins with the final report due at the November board meeting.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

Ms. Eubank also reviewed preliminary financial statement for July, 2016.

As of the end of July we have recognized 28% of our budgeted revenues. We have obligated 7% of our budgeted expenses at 8% into the fiscal year.

Included in the financial reports was an accounting of the HB19 Deferred Maintenance Appropriation. This provides an update to the board as to where the college is on the various projects.

Ms. Eubank reviewed the current bid report.

Trustee Schalk made the motion to accept the financial report as presented with a second by Trustee Grassham, the motion was approved.

Dr. Payne presented the President's Report as an update to the

PRESIDENT'S REPORT

board on recent events.

Zack McNaulty and the ambassadors joined the meeting. After introductions each of the ambassadors that attended the conference in June explained what they learned while attending. The ambassadors that attended presented training on giving a proper tour. Chris Adams was one of the organizers of the conference held each year in Missouri.

AMBASSADOR LEADERSHIP CONFERENCE

Justin Hoggard and the tutoring team and explained the certification process. The team has been working on the certification for three years and were successful with their submission. The certification that Three Rivers provides high quality educational experience.

COLLEGE READING & LEARNING ASSOCIATION CERTIFICATION

In partnership with Dexter Chamber of Commerce the first Trivia Night was held and was a success. Over \$700 was raised for scholarship funds for students from Dexter.

DEXTER TRIVIA NIGHT

Fall Convocation as the kickoff for the fall semester. All employees come together and prepare for the new year. The day includes recaps of what has happened, where we are going for the next year and various required training classes.

FALL CONVOCATION 2016

Dr. Mary Lou Brown reviewed the first week of classes. The faculty was prepared and waiting for the students to be able to assist in any way that was necessary.

FIRST WEEK OF FALL CLASSES

Tim Thompson reviewed the Patrons Kickoff event, explaining that this is the event to celebrate the sponsors from last year and to promote the new season. The lineup for 2016-2017 will be presented.

PATRONS OF THE ARTS SEASON KICKOFF

The first Run 4 the Arts 4K is scheduled for September 10. This is a sponsored by the TRET board and will provide scholarship funds to students.

RUN 4 THE ARTS

Mr. Thompson's plan, "and we stood still" will be presented on September 11 at 2pm and 7pm. It is a kickoff to the Center Stage year and recognizes the 15th anniversary of 9-11.

AND WE STOOD STILL

The Music Department will bring the Wilson Duo to the Tinnin Auditorium on September 15 at 7p.m.

THE WILSON DUO

Meet the Raiders will be held on September 12 with dinner available for \$5 at 6pm and the actual meeting of the teams at 7:15pm. This will be held in the Bess Activity Center.

MEET THE RAIDERS

Carol-Lynn Steiger, Associate Professor, Social Science: Carol-Lynn

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has been at Three Rivers for 18 years. Her favorite thing about working here is working with the students, getting to know them. Ms. Steiger is most proud of sparking an appreciation of American history in students. Dr. Payne congratulated Carol-Lynn on her caring for and enjoying the students.

Tara Gowen, Administrative Assistant, Athletics: Tara has been with Three Rivers for 2 and ½ years. Her favorite thing about working here is watching the growth and transformation of our student athletes. Ms. Gowen is most proud of being part of the success of our students. Dr. Payne congratulated Tara on her ability to always have a smile, participation in all events and lending a hand to ensure that the events are successful.

Mike Willis, Assistant Professor/Simulation Lab Coordinator: Mike has been with Three Rivers for 6 years. His favorite thing about working her is the “lightbulb moments” when a student grasps a concept. Mr. Willis is most proud of getting our simulation labs up and running for students. Dr. Payne congratulated Mike on his “real world” simulations that provide training for our students to prepare them for when they graduate and enter their professions.

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

EXECUTIVE SESSION

The College advertised for bids for Athletic Travel in 2014. The bid documents included the option of two (2) one year extensions. The College exercised the first year extension for the 2015-2016 school year. The 2016-17 school year will be the last available extension prior to completing the sealed bid process again for the 2017-18 year. It is the administration recommendation that the College accept the one year extension from Four Winds Travel.

CONSIDERATION OF CONTRACT EXTENSION FOR ATHLETIC TEAMS TRAVEL SERVICES 2016-17

With a motion by Trustee Grassham to accept the recommendation to extend Four Winds Travel contract and a second by Trustee Schalk, the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, absent; Trustee Grassham, yes; Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes.

Board meetings are schedule for the year during the April Board meeting. Changes do occur which require rescheduling through the year. Due to a Strategic Planning On Line conference in October that the administration must attend, the board meeting needs to be rescheduled. It is the administration recommendation that the October board meeting be moved to October 26.

CONSIDERATION AND APPROVAL OF MOVING THE OCTOBER BOARD MEETING FROM OCTOBER 19 TO OCTOBER 26

With a motion by Trustee Schalk to move the meeting and a second by Trustee Grassham, the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, absent; Trustee Grassham, yes; Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes.

Through a sealed bid process three companies responded to our request. George K. Baum, Commerce Bank and Hilltop Securities responded and based on projected costs of capital, the Commerce Bank proposal was chosen as the best option for the college.

With a motion by Trustee Schalk to award the contract to Commerce Bank and a second by Trustee Featherston, the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, absent; Trustee Grassham, yes; Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes.

In order to proceed with the bond issue, the College must engage bond counsel. This is a highly specialized field of law with very few recognized providers. The College has used Gilmore & Bell as bond counsel on the last three bond issues and it is their recommendation that we again use Gilmore & Bell.

With a motion by Trustee Schalk to appoint Gilmore & Bell as bond counsel and a second by Trustee Grassham, the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, absent; Trustee Grassham, yes; Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes.

Trustee Schalk made the motion to approve all personnel actions and associated documents. With a second by Trustee Grassham the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, absent; Trustee Grassham, yes; Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes.

There being no further business, the board unanimously approved Trustee Grassham's motion and second by Trustee Schalk to adjourn the meeting.

CONSIDERATION AND APPROVAL OF UNDERWRITING SERVICES FOR THE 2016 BOND ISSUE
CONSIDERATION AND


APPOINTMENT OF BOND LEGAL COUNSEL

CONSIDERATION AND APPROVAL OF PERSONNEL ACTIONS AND ASSOCIATED DOCUMENTS

ADJOURNMENT


CHAIRMAN

9/21/16
APPROVAL DATE


SECRETARY

9/21/16
APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE
TAX LEVY RATE MEETING
AUGUST 24, 2016**

The special meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center of the college in Poplar Bluff, Missouri, on Wednesday, August 24, 2016, at 11:45am.

Those present included: Trustees: Chris Williams, chairman; Eric Schalk, vice chair; Darren Garrison, Secretary, absent; Randy Grassham, treasurer; Amber Richardson, member, absent; Gary Featherston, member; and college administrators: Dr. Wesley Payne, president; Charlotte Eubank, chief financial officer; Dr. Mary Lou Brown, vice president for academic and student affairs; and Janine Heath, recording secretary.

**AUGUST 24, 2016
ATTENDANCE**

Chairman Chris Williams announced that the purpose of the meeting was to set the rate of taxation to be established for the Three Rivers Community College District for calendar year 2016. The recommended rate reflects that there is no change in the taxation rate from the previous year.

**PURPOSE OF CALLED
MEETING**

Trustee Schalk moved (1) The rate of taxation for the calendar year 2016 be set at point two three five two (0.2352), as recommended by the State Auditor, on each one hundred dollars of assessed valuation of property within the college district; and that (2) Certification of same be forwarded to the county officials at the appropriate time.

**ESTABLISHMENT OF
TAX LEVY FOR
CALENDAR YEAR 2016**

The motion was seconded by Trustee Grassham and the board was polled: Trustee Featherston, yes; Trustee Richardson, absent; Trustee Grassham, yes; Trustee Garrison, absent; Trustee Schalk, yes; and Trustee Williams, yes.

There being no further business, the board unanimously approved to adjourn the meeting at 11:50 a.m. on a motion by Trustee Grassham and a second by Trustee Schalk.

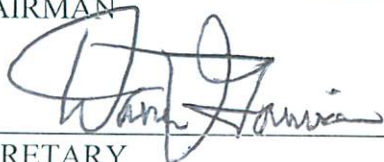
ADJOURN



CHAIRMAN

9/21/16

APPROVAL DATE



SECRETARY

9/21/16

APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees began at 12:00 p.m. in the Board Room of the Tinnin Center on the main campus in Poplar Bluff, Missouri, on Wednesday, September 21, 2016.

SEPTEMBER 21, 2016

Those present included: Trustees: Chris Williams, chairman; Eric Schalk, vice chairman; Darren Garrison, secretary; Randy Grassham, treasurer; Dr. Amber Richardson, member; Gary Featherston, member; and college administrators: Dr. Wesley Payne, president; Dr. Mary Lou Brown, vice president of academic and student services; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

ATTENDANCE

Invocation was delivered by Trustee Randy Grassham.

INVOCATION

Trustee Schalk moved to amend the agenda, moving Item VI.1, Bond Resolution Approval to directly after the President's report and approve the agenda as amended.

**APPROVAL OF BOARD MEETING
AGENDA**

With a second by Trustee Garrison the motion was approved.

The minutes of the board meeting on August 24, 2016 were approved on a motion by Trustee Schalk and a second by Trustee Grassham.

**APPROVAL OF MINUTES OF THE
AUGUST BOARD MEETING**

The minutes of the Tax Levy Board Meeting on August 24, 2016 were approved on a motion by Trustee Schalk and a second by Trustee Grassham.

**APPROVAL OF MINUTES FOR THE
TAX LEVY BOARD MEETING**

Charlotte Eubank reported the preliminary August numbers as well as the July comparison to last year.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

As of the end of August we have recognized 34% of our budgeted revenues. We have obligated 15% of our budgeted expenses at 17% into the fiscal year.

Included in the financial reports was an accounting of the HB19 Deferred Maintenance Appropriation. This provides an update to the board as to where the college is on the various projects.

Ms. Eubank reviewed the current bid report.

Trustee Garrison made the motion to accept the financial report as presented with a second by Trustee Schalk, the motion was approved.

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

PRESIDENT'S REPORT

Michelle Reynolds reported on the success of the Run 4 the Arts 4K that was held on September 10. There were approximately 80 runners and we have \$3,000 for our scholarship endowment.

RUN 4 THE ARTS

Chris Adams provided the introduction to "Club Rush". There are 22 active clubs and orgs on campus. 15 were represented at the rush showcasing our student organizations. Over 400 students attended the event. Very well received by the students. These organizations provide not only social interaction for our students but are also a learning and development arm of the college.

CLUB RUSH

In a show of community support, Dr. W. Payne and Dr. M Payne attended the Malden Chamber Banquet with the Director and a few of the adjuncts on the evening of September 10.

MALDEN CHAMBER BANQUET

Don Crandell discussed the Meet the Raiders event that took place on September 12. There were 300 plus in attendance to meet all of the athletic teams for the year.

MEET THE RAIDERS

The Stoddard County Fair will be held on September 20. Three Rivers will participated in the parade with our cheer team and Rocky representing the college.

STODDARD COUNTY PARADE

The Delta Fair Parade will be held in Kennett on September 27 with representation from the college in attendance.

DELTA FAIR PARADE

"Stand Up, Act Right" will be presented by Center Stage on September 29th at 7pm in the Tinnin Auditorium.

"STAND UP, ACT RIGHT"

Butler County Parade is scheduled this year in conjunction with the Iron Horse Festival and the Fair. It is tentatively scheduled for the evening of September 29.

BUTTLER COUNTY PARADE

Don Crandell extended the invitation for all to come to Raider Madness on September 30 at 11pm. There will be festivities at 11pm with the actual scrimmages beginning at 12:01am on October 1, which is the first official day that practice can begin.

RAIDER MADNESS

The Cotton Carnival Parade will be on Saturday, October 1 in Sikeston.

COTTON CARNIVAL PARADE

Show Me Three Rivers will take place at all locations on October 21 beginning at 12 noon. This will be a joint celebration of the 50th year reunion and the TRET Board Alumni event. Various events will be held. As the planning is finalized, more information will be

SHOW ME THREE RIVERS

forthcoming.

The Raider's will hold the first jamboree of the season on October 22. The games will begin at 10am in Bess Activity Center.

TRC JAMBOREE

Amber Spears, Assistant Coordinator, Academic & Career Outreach Services: Amber has been at Three Rivers for 3 years. Her favorite thing about working here is helping instill the value of education in the community. Ms. Spears is most proud of growing the Continuing Education department. Dr. Payne congratulated Amber on the growth in Continuing Education since she joined the department. She provides excellent customer service and concentrates on solid community outreach.

WE ARE ALL IN THIS TOGETHER

Dr. Kathy Prejean, Assistant Professor, Life Science: Dr. Prejean has been at Three Rivers for 13 years. Her favorite thing about working here is bringing science to life for our students. She is most proud of working with a great science team to help educate our students. Dr. Payne explained that we are very fortunate to have Dr. Prejean as an instructor. Her background is Micro Biology which enables her to teach all of our biology classes. She has a teachers heart which shows with the care and nurturing she treats her students.

Chris Lamb, HVAC Technician/Electrician: Chris has been at Three Rivers for 3 years. His favorite thing about working here is the close-knit family atmosphere. Chris is most proud of being part of a skilled team that can complete nearly any maintenance task. Dr. Payne congratulated Chris in his involvement in the maintenance team and their part of the continued improvement of the campus.

Dr. Payne introduced Mr. Mark Grimm with Gillmore Bell, Mr. Tyson Markham and Ms. Sandy Woods with Commerce Bank. With the success from the capital campaign and the support from the public, the college is ready to move forward with the bonding issue to complete the sports complex. Mr. Markham led the discussion as to whether or not to use a wrap-around method of funding that would result in borrowing additional money but level out the required outlay of cash on an annual basis or to move forward with a straight line method and deal with the increased annual payments. It is the recommendation of the administration that we proceed with the straight line method.

CONSIDERATION AND APPROVAL OF RESOLUTION APPROVING LEASE PARTICIPATION CERTIFICATES, SERIES 2016 TO FUND THE LIBLA FAMILY SPORTS COMPLEX

Trustee Schalk moved to approve the delivery of lease participation certificates, series 2016, 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. With a second by Trustee Garrison,

the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

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

EXECUTIVE SESSION

Due to a prior commitment, Trustee Williams had to leave the meeting.

Dr. Payne explained that the change to the policy was the addition of a reference to the Overtime and Compensatory Leave policy, the Department of Labor Guidelines for Non-Exempt employee travel as well as FLSA.

**CONSIDERATION AND APPROVAL
OF COLLEGE POLICY FP 3510
TRAVEL**

With a motion to approve the change from Trustee Garrison and second by Trustee Richardson the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, absent.

Due to the revisions of sections of the policies, this policy was moved from Financial Management to Purchasing to provide proper alignment.

**CONSIDERATION AND APPROVAL
OF COLLEGE POLICY FP 3805
BIDDING**

With a motion to approve the change from Trustee Grassham and second by Trustee Richardson the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, absent.

Reference to the associated regulation SR 2140 Student Appeals was added to the policy.

**CONSIDERATION AND APPROVAL
OF COLLEGE POLICY SP 2140
STUDENT APPEALS**

With a motion to approve the change from Trustee Garrison and second by Trustee Grassham the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, absent.

Trustee Grassham moved to adopt the following resolution: Be it resolved this 21st day of September, 2016, that Three Rivers Community College shall adopt, for all purposes, the name "Three Rivers College". It is further resolved that Dr. Wesley A. Payne, President, is authorized and directed to notify all appropriate entities and agencies, both within the College Administration as

**CONSIDERATION AND APPROVAL
OF COLLEGE NAME CHANGE**

well as outside the College, that the official name for the College from this date forward shall be "Three Rivers College".


With a second by Trustee Featherston, the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, absent.

Trustee Garrison made the motion to approve all personnel actions and associated documents. With a second by Trustee Grassham the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, absent.

There being no further business, the board approved Trustee Grassham's motion and second by Trustee Garrison to adjourn the meeting.

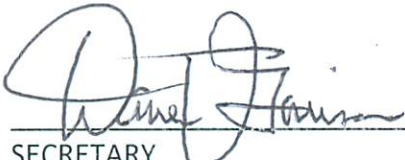
**CONSIDERATION AND APPROVAL
OF PERSONNEL ACTIONS AND
ASSOCIATED DOCUMENTS**

ADJOURNMENT



CHAIRMAN

10/26/16
APPROVAL DATE



SECRETARY

10/26/16
APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees began at 12:00 p m. in the Board Room of the Tinnin Center on the main campus in Poplar Bluff, Missouri, on Wednesday, October 26, 2016.

OCTOBER 26, 2016

Those present included: Trustees: Chris Williams, chairman; Eric Schalk, vice chairman; Darren Garrison, secretary; Randy Grassham, treasurer; Dr. Amber Richardson, member; Gary Featherston, member; and college administrators: Dr. Wesley Payne, president; Dr. Mary Lou Brown, vice president of academic and student services; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

ATTENDANCE

Invocation was delivered by Trustee Randy Grassham.

INVOCATION

Trustee Schalk moved to approve the agenda. With a second by Trustee Garrison the motion was approved.

**APPROVAL OF BOARD MEETING
AGENDA**

The minutes of the board meeting on September 21, 2016 were approved on a motion by Trustee Garrison and a second by Trustee Schalk.

**APPROVAL OF MINUTES OF THE
AUGUST BOARD MEETING**

Charlotte Eubank reported the preliminary August numbers as well as the July comparison to last year.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

As of the end of September we have recognized 37% of our budgeted revenues. We have obligated 24% of our budgeted expenses at 25% into the fiscal year.

Included in the financial reports was an accounting of the HB19 Deferred Maintenance Appropriation. This provides an update to the board as to where the college is on the various projects.

Ms. Eubank reviewed the current bid report and presented the recommendation of The River Court Café for approval.

Trustee Garrison made the motion to accept the financial report and recommendation for the food service contract as presented with a second by Trustee Schalk, the motion was approved.

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

PRESIDENT'S REPORT

Dr. Payne reported that Persons Construction has started the construction of the Libla Family Sports Complex. Gave an update

CONSTRUCTION UPDATE

on other projects:

1. **Parking Lot Lighting:** The project is moving forward with the replacement of the current rented lights and overhead wiring with underground utilities and new fixtures and poles.
2. Parking Lot resurfacing and sidewalks should go out for bid next week.
3. Nothing new with the Olympus issue.

We continue to participate the parades in the communities in our service area, providing a presence with the cheer team and Rocky.

**LOCAL PARADES – DELTA FAIR,
DEXTER HOMECOMING, COTTON
CARNIVAL, BUTLER COUNTY FAIR**

The first legal practice took place on October 1 at 12:00 midnight. Well attended with the Booster Club sponsoring the opening ceremonies that started at 11pm.

RAIDER MADNESS

On November 6, 2016 at the Show Me Center in Cape Girardeau, Coach Bess will be inducted as a Legend in to the Missouri Hall of Fame as well as the team of '79 and '92 being inducted.

MISSOURI SPORTS HALL OF FAME

The college will officially celebrate the 50 years of the Three Rivers history and cutting the ribbon for the next 50 years. The event will begin at 2pm in the courtyard at the top of the hill.

SHOW ME THREE RIVERS

Chris Williams commented on the success of the event and the positive comments that he heard during the event. He took a tour of the Plaster building and was quite impressed.

“Do Not Go Gentle” will be presented on November 3-5 at 7pm and November 6 at 2pm in the Tinnin theater. “Outta This World” will be held on November 8 at 7pm in the Tinnin theater.

**UPCOMING: CENTER STAGE – DO
NOT GO GENTLE**
**UPCOMING: MUSIC
DEPARTMENT – OUTTA THIS
WORLD**

Dr. Amy Kopf, Assistant Professor, Physical Sciences: Amy has been at Three Rivers for 10 years. Her favorite thing about working here is the opportunity to have a direct, positive impact on students. Dr. Kopf is most proud of making science fans out of many of her students. Dr. Payne congratulated her on her “teacher’s heart” and for being a vital part of the strong Science Department at the college.

WE ARE ALL IN THIS TOGETHER

Regina Morris, Director, Financial Aid: Regina has been at Three Rivers for 15 years. Her favorite thing about working here is the family atmosphere and compassionate staff. Ms. Morris is most proud of assisting students in finishing their education. Dr. Payne explained that few positions at the college have a greater degree of risk than the Director of Financial Aid. Regina takes the

management of this area very seriously and does everything according to the regulations to keep the college safe.

Joel Wood, Project Technician: Joel has been at Three Rivers for 3 years. His favorite thing about working here is the great team and that the work is never boring. Mr. Wood is most proud of helping expand the technological capacity of the college. Dr. Payne explained that Joel just quietly gets things done. He is the lead technician, spearheading special projects and supporting the rest of the team.

There were no executive session items for discussion.

Trustee Schalk made the motion to approve all personnel actions and associated documents. With a second by Trustee Garrison the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

There being no further business, Trustee Schalk made the motion to adjourn and with a second by Trustee Richardson the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.


EXECUTIVE SESSION

CONSIDERATION AND APPROVAL
OF PERSONNEL ACTIONS AND
ASSOCIATED DOCUMENTS

ADJOURNMENT



CHAIRMAN



SECRETARY

11/16/16

APPROVAL DATE

11/16/16

APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees began at 12:00 p.m. in the Board Room of the Tinnin Center on the main campus in Poplar Bluff, Missouri, on Wednesday, November 16, 2016.

NOVEMBER 16, 2016

Those present included: Trustees: Chris Williams, chairman; Eric Schalk, vice chairman; Darren Garrison, secretary; Randy Grassham, treasurer; Dr. Amber Richardson, member; Gary Featherston, member; and college administrators: Dr. Wesley Payne, president; Dr. Mary Lou Brown, vice president of academic and student services; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

ATTENDANCE

Invocation was delivered by Trustee Randy Grassham.

INVOCATION

Trustee Schalk moved to approve the agenda. With a second by Trustee Garrison the motion was approved.

**APPROVAL OF BOARD MEETING
AGENDA**

The minutes of the board meeting on October 26, 2016 were approved on a motion by Trustee Garrison and a second by Trustee Schalk.

**APPROVAL OF MINUTES OF THE
AUGUST BOARD MEETING**

Charlotte Eubank reported the preliminary October numbers as well as the September comparison to last year.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

As of the end of October we have recognized 63% of our budgeted revenues. We have obligated 34% of our budgeted expenses at 33% into the fiscal year.

Included in the financial reports was an accounting of the HB19 Deferred Maintenance Appropriation. This provides an update to the board as to where the college is on the various projects.

Ms. Eubank reviewed the current bid report noting that there were no bids for approval at this time.

Trustee Schalk made the motion to accept the financial report and with a second by Trustee Garrison, the motion was approved.

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

PRESIDENT'S REPORT

Dr. Payne gave an update of all current projects:

CONSTRUCTION UPDATE

[The page contains extremely faint and illegible text, likely due to low contrast or poor scan quality. No specific words or phrases can be discerned.]

1. **Batting Cages:** Cages and machines were donated by a family from Piedmont and were relocated to the college. They have been installed in the complex south of the softball field. A machine is also being installed in the baseball clubhouse. The expenses to remove and reinstall the cages has been covered by the Booster Club and the TRET board.
2. **Libla Family Sports Complex:** Ben Traxel and Mike Pollard joined the board for the discussion. Construction is approximately 42 days behind however, Huffman has presented a revised timeline which would put the project back on the original time frame. By December 15 the concrete walls on the FEMA portion should be complete. The roofing decking would then begin which is estimated to be a 4 week completion. The concern at this point is whether or not the December 15 date will be met.
3. **Lighting Project:** Piers and base are being poured throughout the campus. Huffman has been very involved with the design and execution of the plan. This is a huge project that will definitely dress up the campus. Dille and Traxel has been a fantastic partner on this project. A big thanks to Ben and the team for their contribution to the success of all of these projects.
4. **Parking Lots:** This is a four phase project. The first is the resurfacing and repairing of the main parking lot. Then the installation of a roundabout that will eliminate the bottle neck at the exit of the parking lot by the electronic sign. The third phase is to straighten the roadway in front of the Tinnin Center and to allow for an entrance into the main parking lot in that area. The fourth is the expansion of the roadway to the north of the ARC and reworking the parking at the west end of the ARC to allow for a drop off and turnaround point. This project is currently out to bid.
5. **Sidewalks:** The new sidewalk plan will allow for a safer and better way to transverse the campus. The sidewalk plan is also out for bid.
6. **Faculty Offices:** New faculty office in the Admin building are almost complete.

Dr. Payne announced that the college met all five of the performance indicators. This has not been certified by the state but there is no reason to expect that it will not be accepted.

KPI'S

The 1979 and 1992 Men's Basketball Teams were inducted into the Missouri Hall of Fame at the recent event in Cape Girardeau. Coach Bess was elevated to Legend status during that same ceremony. This honor for Coach Bess is not an honor that is normally found in a two-year institution. He is the only one that has been honored from anything less than a four year institution.

MISSOURI HALL OF FAME

At Three Rivers, it is not all about the sport. Our athletic department

Dr. Payne reviewed the change to the academic structure of the college. We have gone from the Vice President model to a Dean model with 4 department chairs that will be 12 month employees and carry a larger administrative focus.

ACADEMIC STRUCTURE

- Center Stage presents "The Kitchen Table" on Thursday, November 17.
- 2016 Fulfilling Dreams Reception will take place on Friday, November 18 and will be held in the Tinnin Center.
- People's Community Bank Thanksgiving Tournament will be held November 24 – 26 at the Bess Activity Center
- The music department will present Music for Life on November 29 in the Tinnin Center Theater
- The music department will present the Madrigal Dinner in partnership with the First United Methodist Church on December 2 and 3 at 7pm.
- The Lady Raider Classic will be held on December 2 and 3 in the Bess Activity Center
- The Annual Employee Christmas Breakfast will be held on December 9 at 8:30am in the Bess Activity Center
- Patrons of the Arts will present the Shanghai Acrobats: Shanghai Nights on December 12 in the Tinnin Theater.

UPCOMING EVENTS

Lisa Bliss, Coordinator, Academic Support: Lisa has been at Three Rivers for 11 years. Her favorite thing about working here is helping a struggling student understand a concept. Ms. Bliss is most proud of working with her staff on tutor training and certification. Dr. Payne congratulated Ms. Bliss on her caring heart and the improvements that she has implemented in the tutoring department at the college.

WE ARE ALL IN THIS TOGETHER

Wayne Kearbey, Off-Campus Maintenance Specialist: Wayne has been at Three Rivers for 1 year. His favorite thing about working here is the wonderful people he gets to work with. Mr. Kearbey is most proud of helping make improvements like the fountain and new sidewalks a reality. Dr. Payne congratulated Mr. Kearbey on being a great team member. He has been a great addition to the team both on campus and taking care of the off-site locations.

Dr. Martha Kirkman, Associate Professor, Business: Martha has been at Three Rivers for 16 years. Her favorite thing about working here is helping students pursue their dreams. Dr. Kirkman is most proud of watching her student success despite the challenges in front of them. Dr. Payne said if he could pick one thing about Dr. Kirkman was her execution of the Merchant

Showcase. It is an event for the community that allows the students to put to practice the skills that are discussed in the classroom.

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

Recommendation from the audit committee was to adopt the audit as presented at the audit committee meeting. It is an unmodified opinion with no material weaknesses. Trustee Schalk made the motion to adopt with a second from Trustee Garrison. The board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

Kevin Swan and Bud Joyner joined the board explaining that the amendment would increase the training dollars for the existing job retention program with SRG for one more year. The Job Retention Program covers Customized Training to create programs for existing employers; new job creation; and retained job creation. To be eligible for this program with the State, the firm has to provide a significant capital investment.

Mr. Swan took the opportunity to thank Bud for all of his support and training during his transition into Workforce Development. Dr. Payne also thanked Bud for his long serving contribution to the college.

Trustee Schaik made the motion to approve the resolution with a second by Trustee Garrison. The board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

Trustee Garrison made the motion to approve all personnel actions and associated documents. With a second by Trustee Schalk the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

EXECUTIVE SESSION

CONSIDERATION AND ADOPTION OF THE FY16 ANNUAL AUDIT

CONSIDERATION AND APPROVAL OF THE RESOLUTION AUTHORIZING THE EXECUTION OF A FIRST AMENDMENT TO PROGRAM AND FINANCING AGREEMENT FOR THE PURPOSE OF AMENDING THE EXISTING RETAINED JOBS TRAINING PROGRAM FOR SIEGEL-ROBERT

CONSIDERATION AND APPROVAL OF PERSONNEL ACTIONS AND ASSOCIATED DOCUMENTS

There being no further business, Trustee Richardson made the motion to adjourn and with a second by Trustee Featherston the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

ADJOURNMENT



CHAIRMAN

12/14/16

APPROVAL DATE



SECRETARY

12/14/16

APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees began at 12:00 p.m. in the Board Room of the Tinnin Center on the main campus in Poplar Bluff, Missouri, on Wednesday, December 14, 2016.

DECEMBER 14, 2016

Those present included: Trustees: Chris Williams, chairman; Eric Schalk, vice chairman; Darren Garrison, secretary; Randy Grassham, treasurer; Dr. Amber Richardson, member; Gary Featherston, member; and college administrators: Dr. Wesley Payne, president; Dr. Mary Lou Brown, vice president of academic and student services; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

ATTENDANCE

Invocation was delivered by Trustee Randy Grassham.

INVOCATION

Trustee Schalk moved to approve the agenda. With a second by Trustee Garrison the motion was approved.

**APPROVAL OF BOARD MEETING
AGENDA**

The minutes of the board meeting on November 16, 2016 were approved on a motion by Trustee Grassham and a second by Trustee Schalk.

**APPROVAL OF MINUTES OF THE
NOVEMBER BOARD MEETING**

The minutes of the called meeting on December 2, 2016 were approved on a motion by Trustee Garrison and a second by Trustee Schalk.

**APPROVAL OF MINUTES OF THE
CALLED DECEMBER 2, 2016
MEETING**

Charlotte Eubank reported the preliminary November numbers as well as the October comparison to last year.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

As of the end of November we have recognized 58% of our budgeted revenues. We have obligated 38% of our budgeted expenses at 42% into the fiscal year.

Included in the financial reports was an accounting of the HB19 Deferred Maintenance Appropriation. This provides an update to the board as to where the college is on the various projects. Dr. Payne reported that we are on schedule with the projects that are approved on the Appropriation.

Ms. Eubank reviewed the current bid report. She presented the bids for the Athletic Teams insurance and made the recommendation that the college accept the basic Sports Accident policy bid from Arthur J. Gallagher as well as their proposed Catastrophic Sports Accident policy.

Trustee Garrison made the motion to accept the financial report including the recommendation for letting the Athletic Insurance contract. With a second by Trustee Schalk, the motion was approved.

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

Dr. Payne gave an update of all current projects:

Libla Family Sports Complex: Ben Traxel and Mike Pollard joined the board to present the progress on the construction. The FEMA walls are completed. The team is pleased with the progress that has been made in the past two weeks. The roof structure should be in place by the new year. All packages have been released for bid.

Lighting Project: All materials have been delivered and the projected completion date for the installation is the 2nd week in January.

Parking Lots and Campus Sidewalks: The bids have been received and we are now reviewing each to determine if there is any areas that can be re-engineered to reduce the costs without sacrificing the end product.

Faculty Offices: This project is complete. We will schedule move in with the instructors.

A contest was conducted encouraging the student population to submit designs for the annual Christmas Card. Mr. Josh Burkey provided the winning design. Dr. Payne thanked him for his work.

The college has received a \$100,000 grant to upgrade our ITV rooms at all off site locations. This money combined with the Enhancement Grant, will replace all aging equipment.

The donors and recipients of scholarships were invited to have the opportunity to meet and thank each other. This was the first attempt to recognize donors in a formal setting. An event similar to this will occur every year.

Dr. Campbell explained that the training for the Nursing and Allied Health students took place on November 22. This takes place twice a year and provides an opportunity for the students to experience real life situations and put their training to work. Local EMT and emergency services participate in the training as well as the hospital and emergency room.

PRESIDENT'S REPORT

CONSTRUCTION UPDATE

WINNER OF THE CHRISTMAS CARD CONTEST

DELTA REGIONAL AUTHORITY GRANT

TRET SCHOLARSHIP RECEPTION

FALL MASS CASUALTY TRAINING

Working with the Boys and Girls Club, the college clubs and orgs along with staff provided decorated Christmas trees for 16 families. 12 trees were delivered in the Poplar Bluff area and 4 were decorated by the staffs in each of the off-site centers and donated in their communities. The trees were donated by our partners in the community: Ozark Federal Credit Union, Briggs and Stratton, Productive Staffing and Express Employment. The trees were made available to these partners by Gamblin Lumber at cost. This will be an annual giving event for the college.

CHRISTMAS TREE DECORATING

The college once again participated in bell ringing for the Salvation Army. 85% of the collection stays in Butler County to help with requested needs:

SALVATION ARMY BELL RINGING

On December 3 the college partnered with the Boy Scouts and held the second Hackathon on campus. 130+ youth attended the scheduled instruction and testing for Eagle Scout badges. 15 courses were offered. Youth from St. Louis, Piedmont, Dexter, Puxico, Doniphan, Van Buren and Poplar Bluff attended.

BOY SCOUT HACKATHON 2.0

Chris Adams discussed the recent Counselors conference. There were 38 counselors attending from the 15 county region that we serve. This conference provides the opportunity to address any issues that the counselors might have as well as provide them with information on any new programs or changes that the college has made.

ANNUAL COUNSELORS CONFERENCE

All employees, faculty, retirees and adjuncts were invited to attend the annual celebration. The Board of Trustees provide the meal and this year the TRET Board provided the gift for the employees.

ANNUAL EMPLOYEE CHRISTMAS BREAKFAST

Dr. Campbell explained that twice a year this ceremony takes place for all nursing students that successfully complete their courses. This fall, there were 19 graduates that participated in the ceremony.

NURSE PINNING CEREMONY

45 new members of the State Legislative branch will be on campus on December 15. There will be a short overview with our industry partners to discuss the impact the college has on their business and training needs. The group will then go to the Crisp building and have the opportunity to have hands on experience with some of our training simulators and equipment.

FRESHMAN LEGISLATIVE TOUR

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Marsha Eaton, Associate Professor, Nursing: Marsha has been with Three Rivers for 16 and ½ years. Her favorite thing about working here is being part of a group of colleagues so focused on student success. Ms. Eaton is most proud of being a mentor to our nursing students. Dr. Payne congratulated Marsha being part of the foundation of the program and on keeping up with the continuous changes.

WE ARE ALL IN THIS TOGETHER

Michelle Lane, Assessment Coordinator, Institutional Effectiveness: Michelle has been with Three Rivers for 5 years. Her favorite thing about working here is interacting with students and hearing their stories. Ms. Lane is most proud of working with colleagues to ensure a student first philosophy. Dr. Payne pointed out that Michelle started with the college as a work study and has held many jobs at the college. She leads the charge with the faculty in the assessment process.

Kevin Hunsberger, Purchasing Agent: Kevin has been with Three Rivers for 1 and ½ years. His favorite thing about working here is getting to be a part of an organization that helps the community. Mr. Hunsberger is most proud of helping ensure the effective use of college resources. Dr. Payne explained that if something was purchased, it went across Kevin's desk first. He is a "not a problem" guy. There is never a problem for Kevin, he just takes care of it.

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

EXECUTIVE SESSION

Dr. Payne announced that the January Board Meeting will be held at the Clearwater school in Piedmont, in the Administration building.

LOCATION CHANGE FOR THE JANUARY BOARD MEETING

Trustee Grassham made the motion to approve all personnel actions and associated documents. With a second by Trustee Schalk the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

CONSIDERATION AND APPROVAL OF PERSONNEL ACTIONS AND ASSOCIATED DOCUMENTS

There being no further business, Trustee Garrison made the motion to adjourn and with a second by Trustee Schalk the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

ADJOURNMENT



CHAIRMAN

1/18/17

APPROVAL DATE



SECRETARY

1/18/17

APPROVAL DATE