

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

Following a Board Workshop, the regular 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, January 14, 2009, at 2:50 p.m.

JANUARY 14, 2009

Those present: Trustees Stephen C. Cookson, chairman; Bill G. Hollida, vice chairman; Marion L. Tibbs, secretary; Wilbur L. Thornton, treasurer; and Randy D. Winston, member; college administrators: Joseph T. Rozman, president; Robert L. Myers, vice president for administration and governmental affairs; Cindy Clark, interim vice president for student affairs; and Danetta Norris, recording secretary. Absent was Trustee Grassham.

ATTENDANCE

Chairman Cookson welcomed those in attendance and called the meeting to order. The Agenda for this meeting was approved as presented on a motion by Trustee Winston and second by Trustee Tibbs.

**APPROVAL OF BOARD
MEETING AGENDA**

The minutes of the regular meeting on December 17, 2008 was approved as presented on a motion by Trustee Winston and second by Trustee Tibbs.

**APPROVAL OF MINUTES
OF DECEMBER MEETING**

COMMITTEE REPORTS

Reports were given on the following committees:

Mr. Tibbs had nothing to report for the Salary, Benefits, and Welfare Committee.

**Salary, Benefits, and Welfare
Committee**

Mr. Tibbs had nothing to report for Faculty this month.

Employee Committee(s)

Mr. Thornton had nothing to report for Professional Staff this month.

- Faculty
- Professional Staff
- Support Staff

Mr. Winston had nothing to report for Support Staff this month.

The audit committee had nothing to report this month.

Audit Committee

PRESIDENT'S REPORT

President Rozman reported on several items in his report. Proposed dates for 2009 include: February 19, March 26, April 16, May 14, and June 18.

Proposed Board Meeting Dates

Following discussion with the Trustees, the March 26 date has been changed to Wednesday, March 25, 2009 at 12:30 p.m. in the Tinnin Fine Arts Center.

The Academic Focus for this month's meeting was a Security Presentation by Todd Weimer. He gave an update on the latest implementation of security cameras on campus. He also discussed other security measures under consideration.

Academic Focus Presentation

Mr. Rozman gave an update on the North Central Accreditation Association. No changes to date, with a reminder that Dr. Kimbrow, Steve Lewis and Dr. Carol Lewis were to attend a Pre-Academy Workshop in Chicago. The plan was to leave today, but bad weather kept them from the trip. They will go next month.

**North Central Accreditation
Update**

Upcoming events include: AG Expo, January 23-24, 2009 at the Black River Coliseum; Poplar Bluff Chamber of Commerce Annual Banquet, January 31, 2009 at the Black River Coliseum; Shakespeare's Henry V, February 10, 2009 in the Tinnin Fine Arts Center; and the University of Missouri Jazz Band, February 13, 2009 in the Tinnin Fine Arts Center.

Upcoming Events On-Campus

Disbursements totaling \$795,770.68 as listed on the check register for the month of December were given unanimous approval for payment on a motion by Trustee Hollida and second by Trustee Winston.

DISBURSEMENTS ACCOUNTS PAYABLE

There was a second reading of the proposal to change Board Policy on the Creation of the Board Agenda. The new policy reads as follow:

CHANGE BOARD POLICY ON CREATION OF BOARD AGENDA (second reading)

1.3.4 The Agenda for all regular or special board meetings will be prepared by the President of the college. Any trustee desiring items placed on the Agenda should contact the President of the college. The Chairperson of the trustees shall be contacted by the President of the college for approval of the Agenda.

- .1 The first item on each Agenda will be "Consideration of approval of Agenda.
- .2 Persons desiring to be included in the Agenda should contact the recording secretary two (2) weeks in advance of the meeting.

Following a discussion by the Trustees, unanimous approval was given on a motion by Trustee Thornton and second by Trustee Winston.

There was a second reading of the proposal to change Board Policy on the Personal Days for Faculty, Staff and Administrators.

CHANGE BOARD POLICY ON PERSONAL DAYS FOR STAFF & ADMINISTRATORS (second reading)

The current policy states that two of the sick days given employees (15 for full-time faculty and 17 for staff and administrators) may be used for personal days. The proposed change increases the two days to five days yearly. Following a discussion by the Trustees, approval was given on a motion by Trustee Winston and second by Trustee Tibbs, with Trustee Cookson abstaining.

There was a second reading of the proposal to change Board Policy of the Tuition Waiver for full-time employees, their spouses, and dependent children.

CHANGE BOARD POLICY ON TUITION/COMMON FEE WAIVER FOR EMPLOYEES (second reading)

Current Policy "provides a waiver of tuition for full-time employees, spouses of full-time employees, and dependent children of full-time employees." It further states that "The waiver is for tuition only". The proposed change is to include common fees along with tuition in the waiver. In those paragraphs discussing the waiver, "tuition" will be changed to read "tuition and common fees". Following a discussion by the Trustees, unanimous approval was given on a motion by Trustee Tibbs and second by Trustee Winston.

Tabled at the December Board Meeting, this was unanimously brought back for consideration on a motion by Trustee Winston and a second by Trustee Tibbs.

CONSIDERATION OF ONE-TIME EXCEPTION TO CURRENT BOARD POLICY ON RETIREMENT INCENTIVE (tabled at last meeting)

This was discussed earlier in the day at a Board Workshop. It was noted this is a cost savings to the college, and the savings depends on the number of individuals that take advantage of the exemption. Following discussion, Trustee Winston changed the recommendation and made a motion to offer a one-time retirement incentive to employees fully qualified to retire under the Public School and Education Employee Retirement Systems of Missouri

(PSRS/PEERS), with 10 years of service at TRCC. They would receive 70 percent of their contractual salary, and must submit a letter of retirement to the president by March 1, 2009. Trustee Tibbs offered a second, with Trustee Thornton, Trustee Winston, Trustee Tibbs voting yes; and Trustee Cookson and Trustee Hollida voting no. The change to the current Retirement Incentive did not pass. This item required a majority of the whole Board or four votes to pass.

Tabled at the December Board Meeting, this was unanimously brought back for consideration on a motion by Trustee Tibbs and a second by Trustee Winston.

This was discussed earlier in the day at a Board Workshop. President Rozman recently attended a meeting in Jefferson City and received new information regarding state funding. He requested this item be removed from the Agenda. The Trustees went ahead with discussion and Trustee Winston made a motion to increase the tuition and common fee. Trustee Tibbs offered a second, with Trustee Thornton, Trustee Winston, Trustee Tibbs voting yes; and Trustee Cookson and Trustee Hollida voting no. Since this a contractual item, it requires a majority of the whole board with four votes to pass.

Effective July 2003 the college modified the incentive policy by reducing the payment to 70% in the first year of eligibility, 60% in the second year, and 50% in the third. The percentage dropped to zero in the fourth and succeeding years. Also the new policy moved the service requirement to 15 years. This retirement incentive is a cost savings to the college as it does encourage employees to retire earlier than they would normally have retired. Following discussion by the trustees, a motion was made by Trustee Hollida to accept the first reading on a change to entirely eliminate the Retirement Incentive. Due to lack of a second motion, the policy to eliminate the Retirement Incentive failed.

The college is in the third year of a five-year tuition rate plan. The tuition and common fees for FY09 are \$67 for in-district, \$109 for out-of-district, and \$134 for out-of-state; the FY10 rates are \$70 for in-district, \$112 for out-of-district, and \$140 for out-of-state. If passed, the college would lose the increase in revenue already programmed from FY09 to FY10. Based on estimated attendance, this would amount to approximately \$285,000. Following discussion by the trustees, Trustee Hollida made a motion to table this agenda item until July 1, 2009. Trustee Tibbs offered a second, with Trustee Thornton, Trustee Cookson, and Trustee Tibbs voting yes; and Trustee Winston voting no. With unanimous approval, this item was tabled until July 1, 2009

A motion was made by Trustee Tibbs to enter into executive session to discuss personnel and legal matters, permissible under guidelines of Missouri Rev. Statute Section 710.021.1 Legal – legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; and Section 610.021.3 – Personnel – hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

The motion to enter into executive session was seconded by Trustee Hollida. The Board was polled; the vote was as follows: Trustee Hollida, yes; Trustee Thornton, yes; Trustee Cookson, yes; Trustee Tibbs, yes; and Trustee Winston, no.

**CONSIDERATION OF
PROPOSAL TO INCREASE
TUITION & FEES
(tabled at last meeting)**

**CONSIDERATION TO
CHANGE BOARD POLICY
TO ELIMINATE THE
RETIREMENT INCENTIVE
(first reading)**

**CONSIDERATION TO
FREEZE TUITION AND
COMMON FEES, FOR FY10
TO THE FY09 AMOUNT**

EXECUTIVE SESSION

Following the executive session, Trustee Winston moved to enter into the regular board meeting; Trustee Hollida seconded the motion. The Board was polled; the vote was as follows: Trustee Hollida, yes; Trustee Thornton, yes; Trustee Cookson, yes; Trustee Tibbs, yes; and Trustee Winston, yes.

Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Winston and second by Trustee Tibbs on the following personnel action:

Grant Formal Employment Status

Ms. Jennifer Hood, Senior Administrative Assistant

Ms. Ashley Stephens, Business Office Assistant

There being no further business, the meeting was adjourned on a motion by Trustee Hollida and second by Trustee Thornton, with unanimous approval.

PERSONNEL ACTION:

**GRANT FORMAL
EMPLOYMENT STATUS**

**Hood
Stephens**

ADJOURNMENT

STEPHEN C. COOKSON, CHAIRMAN

APPROVAL DATE

MARION L. TIBBS, 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 of the college in Poplar Bluff, Missouri, on Thursday, February 19, 2009, at 12:30 p.m.

FEBRUARY 19, 2009

Those present: Trustees Stephen C. Cookson, chairman; Bill G. Hollida, vice chairman; Marion L. Tibbs, secretary; Wilbur L. Thornton, treasurer; and Randy D. Winston, member; college administrators: Joseph T. Rozman, president; Dr. Larry Kimbrow, executive vice president/vice president for academic affairs; Robert L. Myers, vice president for administration and governmental affairs; Cindy Clark, interim vice president for student affairs; and Danetta Norris, recording secretary.

ATTENDANCE

Chairman Cookson welcomed those in attendance and called the meeting to order. The Agenda for this meeting was amended on a motion by Trustee Winston. He asked that item 7 read as: Consideration of appointment of Trustee to fill vacant position, and be moved to number 14. He asked that a new item number seven (7) be added: Consideration of one-time Retirement Incentive. With a second by Trustee Thornton, the new agenda was approved with a 3-2 vote. Trustee's Thornton, Winston, Tibbs – yes, and Trustee's Cookson, Hollida – no.

**APPROVAL OF BOARD
MEETING AGENDA**

The minutes of the special called workshop and regular meeting on January 14, 2009 were approved as presented on a motion by Trustee Winston and second by Trustee Tibbs.

**APPROVAL OF MINUTES
OF JANUARY MEETING**

COMMITTEE REPORTS

Reports were given on the following committees:

Mr. Tibbs had nothing to report for the Salary, Benefits, and Welfare Committee.

**Salary, Benefits, and Welfare
Committee**

Mr. Tibbs had nothing to report for Faculty this month.

Employee Committee(s)

Mr. Thornton reported for Professional Staff this month. They met Wednesday, Feb. 18, 2009. Noted was the availability of summer work- study hours; and deadlines for some financial aid forms have been adjusted, due to the winter storm. Discussion of this month's board agenda included: concerns with eliminating the retirement incentive, discussion of a possible new athletic scholarship policy, and a news article discussing budget saving options.

- **Faculty**
- **Professional Staff**
- **Support Staff**

Mr. Winston reported for Support Staff this month. They met Tuesday, Feb. 17, 2009. This staff has concerns about the retirement incentive being phased out, and some of the items on this month's board agenda.

Mr. Thornton stated everyone has done a great job adjusting to the 20 percent cut in budgets this fiscal year. Mr. Myers stated the State Auditor's are continuing to work on the TRCC Audit.

Audit Committee

PRESIDENT'S REPORT

President Rozman reported on several items in his report. Proposed dates for 2009 include: March 25, April 16, May 14, and June 18.

Proposed Board Meeting Dates

Dr. Kimbrow gave an update on the North Central Accreditation Association. A four-person team from TRCC is currently in attendance at the Assessment Academy in Chicago, IL. Upon their return, a plan will be put into place on student assessment.

North Central Accreditation Update

Mr. Rozman stated, with the passing of Trustee James Grassham, we need a Trustee to fill the position on the Sick Bank Committee. Mr. Randy Winston stated he would take over the duty.

Sick Bank Committee

Mr. Rozman reported the Cape Girardeau Higher Education Study has been on-going for the past 4-5 months. The results are to be presented next Thursday, February 26, 2009, at the Cape Girardeau Chamber of Commerce building.

Cape Girardeau Higher Education Study

Dr. Kimbrow gave a report on the recovery of recent missed weather days. He stated several calls and emails have come in from students with a big "thank you" for closing the second week, due to the many power outages. He recently met with the academic team, and all objectives are being met with the curriculum.

Recovery of Recent Missed Weather Days

Ms. Cindy Clark gave an update on spring-09 enrollment. We've had a record enrollment, and are up one percent from last spring.

Update on Spring-09 Enrollment

Upcoming events include: Black History Month Presentation, February 26, 2009, 1 p.m. in the Bess Student Center conference room; Poplar Bluff Chamber of Commerce 71st Annual Banquet, February 27, 2009, 7 p.m. at the Black River Coliseum; Raider Homecoming, February 28, 2009 in the Bess Activity Center; Chamber Music Ensemble from New York's Lincoln Center, March 4, 2009, 7 p.m. in the Tinnin Fine Arts Center; NJCAA Tournament, March 17-21, 2009 at Hutchinson, Kansas; Governor's Teaching Excellence Award, March 26, 2009 in Jefferson City, MO; Academic Excellence Awards, April 6, 2009, 7 p.m. in the Tinnin Fine Arts Center; Marketing Management Showcase, April 17-18, 2009 in the Bess Activity Center; Industrial Technology Fair, April 28-29, 2009 in the Bess Activity Center.

Upcoming Events On-Campus

Disbursements totaling \$827,324.94 as listed on the check register for the month of January were given unanimous approval for payment on a motion by Trustee Winston and second by Trustee Hollida.

DISBURSEMENTS ACCOUNTS PAYABLE

No action taken – tabled until July.

CONSIDERATION TO FREEZE TUITION AND COMMON FEES, FOR FY10 TO THE FY09 AMOUNT (tabled until July)

Following discussion, Trustee Winston made a motion to offer a one-time retirement incentive to employees fully qualified to retire under the Public School and Education Employee Retirement Systems of Missouri (PSRS/PEERS), with 10 years of service at TRCC. They would receive 70 percent of their contractual salary over a five-year period, and must submit a letter of retirement to the president by March 13, 2009. Trustee Thornton offered a second, with Trustee Thornton, Trustee Winston, Trustee Tibbs voting yes; and Trustee Cookson and Trustee Hollida voting no. This one-time Retirement Incentive passed.

CONSIDERATION OF ONE-TIME RETIREMENT INCENTIVE (new business/requested by Trustee Winston)

Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Winston and second by Trustee Tibbs, with Trustee Cookson abstaining, on the following personnel action:

Acceptance of Retirement and Awarding of Retirement Incentive

Ms. Pamela Nunnery, Instructor of English

Mr. Joe Rozman, President

PERSONNEL ACTION:

ACCEPTANCE OF RETIREMENT

**Nunnery
Rozman**

Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Tibbs and second by Trustee Thornton on the following personnel action:

Grant Formal Employment Status

Ms. Donna Carpenter, Cashier

Ms. Barbara Stiriz, Secretary II / Faculty

Ms. Sandra Batten, Secretary II / Health & Human Services

Ms. Virginia Watson, Senior Administrative Assistant / Faculty

GRANT FORMAL EMPLOYMENT STATUS

**Carpenter
Stiriz
Batten
Watson**

The college nepotism policy is defined in the Policy and Bylaws manual. A definition of consanguinity was inserted in the board books, along with the Missouri Constitution of public officers and the penalty for nepotism. Trustee Cookson stated he just wanted to be sure no trustee was involved in hiring a relative. Trustee Tibbs stated a trustee should abstain from voting.

DISCUSS TRUSTEE/EMPLOYEE NEPOTISM

Effective July 2003 the college modified the incentive policy by reducing the payment to 70% in the first year of eligibility, 60% in the second year, and 50% in the third. The percentage dropped to zero in the fourth and succeeding years. Also the new policy moved the service requirement to 15 years. This retirement incentive is a cost savings to the college as it does encourage some employees to retire earlier than they would normally have retired. Following discussion by the trustees, a motion to amend this elimination was made by Trustee Tibbs to allow employees eligible to retire in FY10 and FY11 be allowed to retire in the year they first become eligible and receive a 70 percent incentive paid over five years. They would have only the opportunity to exercise this option. They will need to send a letter of intent to retire to President Rozman by June 15, 2009. Following this two-year window, the Retirement Incentive Program will no longer be effective. Trustee Thornton offered a second, with Trustee Winston, Trustee Tibbs, Trustee Hollida, and Trustee Thornton voting yes; and Trustee Cookson voting no. This consideration for the Retirement Incentive passed.

CONSIDERATION TO CHANGE BOARD POLICY TO ELIMINATE THE RETIREMENT INCENTIVE PROGRAM – EFFECTIVE FY10 (first reading)

Currently there are no recruiting restrictions on the coaching staff as long as they are within NJCAA guidelines. Trustee Cookson stated he would like to see a limit put on recruitment. This would involve a certain percentage of athletic scholarships be given in-district, in-state, and in-country, but prohibit international scholarships. Trustee Thornton stated that Coach Bess and Interim Vice President Cindy Clark should be consulted in this matter before any action is taken.

DISCUSS NEW ATHLETIC SCHOLARSHIP POLICY

The college starts developing the next year's budget in the March-April time-frame of each year. Normally the Board does not have any input until they are presented a draft in July or August. It was decided to hold a Board Workshop in March or April, so the administration can present more information, and to see if Dr. Stephenson can attend to give more input.

DISCUSS BUDGET SAVING OPTIONS IN DEVELOPING FY10 BUDGET

The position of Trustee from Sub-district Two became vacant due to the recent death of Mr. James Grassham. Board Policy states that a new member shall be appointed by nomination and majority approval not later than sixty days from the time the vacancy occurs. This member will serve until the next election. The 60-day limit is up on March 16, 2009. Trustee Cookson stated that James Grassham asked, before passing, that his son Randy fill the position until the next election. Trustee Thornton stated he owed it to the voters to allow other constituents to interview for the seat. Following discussion by the Trustees, approval was given to appoint Randy Grassham as the Trustee for Sub-district Two. The motion was made by Trustee Hollida and second by Trustee Winston, with Trustee's Cookson, Hollida, Tibbs, and Winston voting yes; and Trustee Thornton voting no.

**CONSIDERATION OF
APPOINTMENT OF
TRUSTEE TO FILL
VACANT TRUSTEE
POSITION**

Following a short recess, a motion was made by Trustee Thornton to enter into executive session to discuss personnel and legal matters, permissible under guidelines of Missouri Rev. Statute Section 710.021.1 Legal – legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; Section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. The motion to enter into executive session was seconded by Trustee Hollida. The Board was polled; the vote was as follows: Trustee Randy Grassham, yes; Trustee Hollida, yes; Trustee Thornton, yes; Trustee Cookson, yes; Trustee Tibbs, yes; and Trustee Winston, yes.

EXECUTIVE SESSION

Following the executive session, Trustee Tibbs moved to enter into the regular board meeting; Trustee Winston seconded the motion. The Board was polled; the vote was as follows: Trustee Randy Grassham, yes; Trustee Hollida, yes; Trustee Thornton, yes; Trustee Cookson, yes; Trustee Tibbs, yes; and Trustee Winston, yes.

There being no further business, the meeting was adjourned on a motion by Trustee Winston and second by Trustee Hollida, with unanimous approval.

ADJOURNMENT

STEPHEN C. COOKSON, CHAIRMAN

APPROVAL DATE

MARION L. TIBBS, 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 of the college in Poplar Bluff, Missouri, on Monday, March 30, 2009, at 12:35 p.m.

MARCH 30, 2009

Those present: Trustees Stephen C. Cookson, chairman; Bill G. Hollida, vice chairman; Marion L. Tibbs, secretary; Wilbur L. Thornton, treasurer; Randy D. Winston, member; Randy Grassham, member; college administrators: Joseph T. Rozman, president; Dr. Larry Kimbrow, executive vice president/vice president for academic affairs; Robert L. Myers, vice president for administration and governmental affairs; Cindy Clark, interim vice president for student affairs; and Danetta Norris, recording secretary.

ATTENDANCE

Chairman Cookson welcomed those in attendance and called the meeting to order. The Agenda for this meeting was approved as presented on a motion by Trustee Winston and second by Trustee Hollida.

**APPROVAL OF BOARD
MEETING AGENDA**

The minutes of the regular meeting on February 19, 2009 were approved as presented on a motion by Trustee Winston and second by Trustee Thornton.

**APPROVAL OF MINUTES
OF FEBRUARY MEETING**

COMMITTEE REPORTS

Reports were given on the following committees:

Mr. Tibbs had nothing to report for the Salary, Benefits, and Welfare Committee.

**Salary, Benefits, and Welfare
Committee**

Mr. Tibbs had nothing to report for Faculty this month.

Employee Committee(s)

Mr. Thornton reported for Professional Staff this month. They recently met and discussed several issues regarding: board policies, retirement incentive, and a comment made from Trustee Hollida at the February board meeting. They believe we need a statement on diversity.

- **Faculty**
- **Professional Staff**
- **Support Staff**

Mr. Winston reported for Support Staff this month. They met March 9 and March 24. He passed out the minutes for these meetings to all trustees present. A memo was also presented to the trustees regarding a recent newspaper article about TRCC.

Mr. Myers stated we are in a tight budget this year, yet everyone is staying within their budget. The State Auditors are continuing to work on the TRCC Audit.

Audit Committee

PRESIDENT'S REPORT

President Rozman reported on several items in his report. Proposed dates for 2009 include: April 16, May 14, and June 18.

Proposed Board Meeting Dates

Marcia Fields and Chris Adams introduced the TRCC Ambassadors in attendance. Ms. Fields discussed the selection process for ambassadors, their service to the college and to the community.

**Academic Focus – TRCC
Ambassadors**

Dr. Kimbrow gave an update on the North Central Accreditation Association. A four-person team from TRCC recently attended the Assessment Academy in Chicago, IL. Upon their return, they have been conducting weekly meetings.

**North Central Accreditation
Update**

Mr. Rozman reported on the Cape Girardeau Higher Education Study. He gave a copy of the report to all the trustees in attendance. It was noted, a need for a community college in the Cape Girardeau area does exist, but we do not know what direction they will go. There is another meeting on March 31, 2009 at the Cape Girardeau Chamber of Commerce building. Robbie Myers plans to attend, and will report back with information.

Cape Girardeau Higher Education Study

Mr. Rozman stated we have begun the process of advertising for a vice president for learning, and a vice president for student success. Letters and brochures are being mailed out, and information has been put on electronic job sites.

Search Process for Vice Presidents

Mr. Myers reported the state auditor is finalizing the details on our state auditor. When it is finished, they will contact us to present a draft to the Board of Trustees.

Update on State Audit

Upcoming events include: Jazz Vocalist Kathy Kosins, April 3, 2009, 7 p.m. in the Tinnin Fine Arts Center; Marketing Management Showcase, April 17-18, 2009 in the Bess Activity Center; NASA Speaker for Professional Development for Teachers, April 17, 2009; Industrial Technology Fair, April 28-29, 2009 in the Bess Activity Center; Student Achievement Awards, April 30, 2009, 12:00 noon in the Bess Student Center; Academic Excellence Awards, May 7, 2009, 7 p.m. in the Tinnin Fine Arts Center; TRCC Retirement Reception, May 14, 2009, 2-4:30 p.m. in the Tinnin Fine Arts Center; TRCC Nursing Pinning Ceremony, May 21, 2009, 2 p.m. in the Tinnin Fine Arts Center; TRCC Commencement, May 21, 2009, 7 p.m. in the Tinnin Fine Arts Center;

Upcoming Events On-Campus

Disbursements totaling \$984,843.03 as listed on the check register for the month of February were given unanimous approval for payment on a motion by Trustee Winston and second by Trustee Tibbs.

**DISBURSEMENTS
ACCOUNTS PAYABLE**

No action taken – tabled until July.

**CONSIDERATION TO
FREEZE TUITION AND
COMMON FEES, FOR FY10
TO THE FY09 AMOUNT
(tabled until July)**

Effective July 2003 the college modified the incentive policy by reducing the payment to 70% in the first year of eligibility, 60% in the second year, and 50% in the third. The percentage dropped to zero in the fourth and succeeding years. Also the new policy moved the service requirement to 15 years. This retirement incentive is a cost savings to the college as it does encourage some employees to retire earlier than they would normally have retired. At the February board meeting, the policy was amended to allow employees eligible to retire in FY10 and FY11 be allowed to retire in the year they first become eligible and receive a 70 percent incentive paid over five years. They would have only one opportunity to exercise this option. They will need to send a letter of intent to retire to President Rozman by June 15, 2009. Following this two-year window, the Retirement Incentive Program will no longer be effective.

**CONSIDERATION TO
CHANGE BOARD POLICY
TO ELIMINATE THE
RETIREMENT INCENTIVE
PROGRAM – EFFECTIVE
FY10 (second reading –
tabled until April)**

Each trustee (liaison) of the Faculty, Professional Staff, and Support Staff, stated these groups would like to make a presentation at next month's board meeting regarding this issue. Mr. Tibbs stated he would like to hear Dr. Stephenson's viewpoint on this issue also. Following discussion by the trustees, unanimous approval was given on a motion by Trustee Tibbs and second by Trustee Thornton to table the second reading of this policy until the April board meeting.

A motion was made by Trustee Tibbs to enter into executive session to discuss personnel and legal matters, permissible under guidelines of Missouri Rev. Statute Section 710.021.1 Legal – legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; Section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. The motion to enter into executive session was seconded by Trustee Hollida. The Board was polled; the vote was as follows: Trustee Randy Grassham, yes; Trustee Hollida, yes; Trustee Thornton, yes; Trustee Cookson, yes; Trustee Tibbs, yes; and Trustee Winston, yes.

EXECUTIVE SESSION

Following the executive session, Trustee Winston moved to enter into the regular board meeting; Trustee Tibbs seconded the motion. The Board was polled; the vote was as follows: Trustee Randy Grassham, yes; Trustee Hollida, yes; Trustee Thornton, yes; Trustee Cookson, yes; Trustee Tibbs, yes; and Trustee Winston, yes.

Based on the one-time Retirement Incentive passed at the February board meeting, and with the recommendation by the president, a motion by Trustee Winston and second by Trustee Tibbs, was made on the following personnel action:

PERSONNEL ACTION:

ACCEPTANCE OF RETIREMENT

Acceptance of Retirement and Awarding of Retirement Incentive

Dr. Larry Kimbrow, Executive Vice President/Vice President of Academics

Kimbrow

Mr. Brad Barwick, Chair of Division of Business and Social Science / Director of Academic Services

Barwick

Ms. Helena Ruhl, Instructor of Business

Ruhl

Ms. Sally Ladyman, Secretary I / Student Affairs and Information Technology (not eligible for retirement incentive)

Ladyman

Ms. Barbara Wilcoxon, Executive Secretary / College Advancement

Wilcoxon

Voting consisted of: Trustee Thornton, Trustee Winston, Trustee Tibbs voting yes; and Trustee Cookson, Trustee Grassham, Trustee Hollida voting no. The acceptance of retirement and awarding of retirement incentive for these personnel did not pass. This item required a majority of the whole Board or four votes to pass.

Concluding this, Mr. Rozman asked that these people be issued a Letter of Intent for employment for 2009-2010 since their retirement request was denied.

Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Winston and second by Trustee Tibbs to accept the recommendation as listed by the administration (including the five that were denied retirement), for FY10 Letters of Intent (Tenured Faculty, Non-Tenured Faculty, Professional Staff, and Support Staff) and proceed with the issuance of them.

ISSUANCE OF LETTERS OF INTENT

A motion was made by Trustee Winston to table the issuance of Letters of Intent for Administration, pending discussion with Dr. Stephenson. Trustee Hollida offered a second, with Trustee Winston, Trustee Tibbs, Trustee Hollida, Trustee Grassham voting yes; and Trustee Cookson, Trustee Thornton voting no. The motion passed.

There being no further business, the meeting was adjourned on a motion by Trustee Hollida and second by Trustee Winston, with unanimous approval.

ADJOURNMENT

STEPHEN C. COOKSON, CHAIRMAN

APPROVAL DATE

MARION L. TIBBS, 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 of the college in Poplar Bluff, Missouri, on Thursday, April 16, 2009, at 6:30 p.m.

APRIL 16, 2009

Those present: Trustees Stephen C. Cookson, chairman; Bill G. Hollida, vice chairman; Marion L. Tibbs, secretary; Wilbur L. Thornton, treasurer; Randy D. Winston, member; Randy Grassham, member; college administrators: Joseph T. Rozman, president; Dr. Larry Kimbrow, executive vice president/vice president for academic affairs; Robert L. Myers, vice president for administration and governmental affairs; Cindy Clark, interim vice president for student affairs; and Danetta Norris, recording secretary.

ATTENDANCE

Chairman Cookson welcomed those in attendance and called the meeting to order. The Agenda for this meeting was approved as presented on a motion by Trustee Winston and second by Trustee Tibbs.

**APPROVAL OF BOARD
MEETING AGENDA**

The minutes of the oath of office and the regular meeting on March 30, 2009; and a special called meeting on April 3, 2009 were approved as presented on a motion by Trustee Hollida and second by Trustee Thornton.

**APPROVAL OF MINUTES
OF MARCH & APRIL
MEETINGS**

Chairman Cookson called for nominations for temporary Chairman and temporary Secretary for the purpose of reorganizing the Board of Trustees. Trustee Thornton nominated Mr. Joe Rozman as temporary Board Chairman and Danetta Norris as temporary Board Secretary. The motion was seconded by Trustee Winston. Motion carried unanimously.

**ELECTION OF
TEMPORARY CHAIRMAN
AND SECRETARY OF THE
BOARD OF TRUSTEES**

Temporary Chairman Mr. Rozman called for nominations for Chairman of the Board of Trustees. Trustee Cookson made a motion to accept the rotation of the Board as presented and that nominations cease (Trustee Hollida, Chair; Trustee Tibbs, Vice Chair; Trustee Thornton, Secretary; Trustee Winston, Treasurer; Trustee Grassham, Member; and Trustee Cookson, Member). The motion was seconded by Trustee Grassham. Motion carried unanimously.

**APPROVAL OF
ROTATION OF THE
BOARD AS PRESENTED**

COMMITTEE REPORTS

Reports were given on the following committees:

Mr. Tibbs had nothing to report for the Salary, Benefits, and Welfare Committee.

**Salary, Benefits, and Welfare
Committee**

Mr. Tibbs had nothing to report for Faculty this month.

Employee Committee(s)

No report was given for Professional Staff this month.

- Faculty
- Professional Staff
- Support Staff

No report was given for Support Staff this month.

Mr. Thornton stated things continue to look good with the current budget.

Audit Committee

PRESIDENT'S REPORT

President Rozman reported on several items in his report. Proposed dates for 2009 include: May 14, and June 18 at 6:30 p.m. in the Tinnin Fine Arts Center.

Proposed Board Meeting Dates

MCCA 45th Annual Convention will be November 4-6, 2009 at The Lodge of Four Seasons at Lake Ozark, Missouri.

MCCA 45th Annual Convention

Mr. Joe Rozman stated that three individuals have taken the retirement incentive that was voted on at the April 3, 2009 workshop.

Retiree Incentive Update

Dr. Martha Kirkman introduced one of her students, Linda Hull, who is the executive director of the Merchant's Showcase this year. Ms. Hull stated this year they will be honoring the founding fathers of the event, and a ribbon cutting at 2 p.m. They sold out of booth space, with 33 new merchants and 53 returning merchants.

Academic Focus

Dr. Mary Lou Brown and Dr. Prejean spoke of the NASA/Professional Development for Teachers, which will be on-campus April 17, 2009. They will host three sessions called "Field Trip to the Moon". There are approximately 150 registered for the workshop, which is free and no cost to the college.

NASA/Professional Development for Teachers

Dr. Larry Kimbrow stated Mr. Steve Lewis is in Chicago for the annual Assessment Conference. He will return and share more information with everyone.

North Central Update

Upcoming events include: Marketing Management Showcase, April 17-18, 2009 in the Bess Activity Center; NASA Speaker / Professional Development for Teachers, April 17, 2009; Industrial Technology Fair, April 28-29, 2009 in the Bess Activity Center; Student Achievement Awards, April 30, 2009, 12:00 noon in the Bess Student Center; Schoolhouse Rock Live, May 1, 2009, 7 p.m. in the Tinnin Fine Arts Center; TRCC Fine Arts Student Exhibition, May 4-15, 2009 in the Tinnin Fine Arts Center; Academic Excellence Awards, May 7, 2009, 7 p.m. in the Tinnin Fine Arts Center; TRCC Symphonic Band Concert, May 12, 2009, 7 p.m. in the Tinnin Fine Arts Center; TRCC Music Student Recitals, May 14, 2009, 7 p.m. in the Tinnin Fine Arts Center; TRCC Retirement Reception, May 14, 2009, 2-4:30 p.m. in the Tinnin Fine Arts Center; TRCC Nursing Pinning Ceremony, May 21, 2009, 2 p.m. in the Tinnin Fine Arts Center; and TRCC Commencement, May 21, 2009, 7 p.m. in the Bess Activity Center.

Upcoming Events

Disbursements totaling \$2,514,873.74 as listed on the check register for the month of March were given unanimous approval for payment on a motion by Trustee Winston and second by Trustee Cookson.

DISBURSEMENTS ACCOUNTS PAYABLE

No action taken – tabled until July.

CONSIDERATION TO FREEZE TUITION AND COMMON FEES, FOR FY10 TO THE FY09 AMOUNT (tabled until July)

Mr. Rozman stated the employee groups asked for more time to collect data and put together their information for the Board of Trustees.
No action taken – tabled until May.

**CONSIDERATION TO
CHANGE BOARD POLICY
TO ELIMINATE THE
RETIREMENT INCENTIVE
PROGRAM – EFFECTIVE
FY10 (second reading –
tabled until April)**

No executive session.

EXECUTIVE SESSION`

Chairman Hollida asked Trustee Thornton and Trustee Winston if they were willing to continue to serve on the Board Audit Committee. Both agreed to serve for FY10.

**APPOINTMENT OF
BOARD AUDIT
COMMITTEE**

Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Tibbs and second by Trustee Winston on the following personnel action:

**PERSONNEL ACTION:
GRANT FORMAL
EMPLOYMENT STATUS**

Grant Formal Employment Status

Ms. Heather Kilbreath, Coordinator/Career Development Services
Ms. Laura Rush, Admissions Specialist

**Kilbreath
Rush**

Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Winston and second by Trustee Tibbs on the following personnel action:

**ACCEPTANCE OF
RESIGNATION**

Acceptance of Resignation

Mr. Robbie Myers, Vice President for Administration and
Governmental Affairs

Myers

There being no further business, the meeting was adjourned on a motion by Trustee Cookson and second by Trustee Thornton, with unanimous approval.

ADJOURNMENT

BILL G. HOLLIDA SR., CHAIRMAN

APPROVAL DATE

WILBUR L. THORNTON, 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 of the college in Poplar Bluff, Missouri, on Thursday, May 14, 2009, at 6:30 p.m.

MAY 14, 2009

Those present: Trustees Bill G. Hollida, chairman; Marion L. Tibbs, vice chairman; Randy D. Winston, treasurer; Randy Grassham, member; and Stephen C. Cookson, member; college administrators: Joseph T. Rozman, president; Dr. Larry Kimbrow, executive vice president/vice president for academic affairs; Robert L. Myers, vice president for administration and governmental affairs; Cindy Clark, interim vice president for student affairs; Charlotte Eubank, comptroller; Brad Barwick, incoming interim executive vice president/vice president for academic affairs; and Danetta Norris, recording secretary. Absent was Trustee Wilbur L. Thornton.

ATTENDANCE

Chairman Hollida welcomed those in attendance and called the meeting to order. The Agenda for this meeting was approved as presented on a motion by Trustee Winston and second by Trustee Tibbs.

**APPROVAL OF BOARD
MEETING AGENDA**

The minutes of the regular meeting on April 16, 2009 was approved as presented on a motion by Trustee Tibbs and second by Trustee Winston.

**APPROVAL OF MINUTES
OF APRIL MEETING**

COMMITTEE REPORTS

Reports were given on the following committees:

Mr. Tibbs had nothing to report for the Salary, Benefits, and Welfare Committee.

**Salary, Benefits, and Welfare
Committee**

Mr. Tibbs had nothing to report for Faculty this month.

Employee Committee(s)

In Mr. Thornton's absence, no report was given for Professional Staff this month.

- Faculty
- Professional Staff
- Support Staff

Mr. Winston stated the Support Staff met on May 13, 2009 and one of their main concerns was keeping the retirement incentive in place.

Audit Committee

No report was given for the Audit Committee.

PRESIDENT'S REPORT

President Rozman reported on several items in his report. Proposed dates for the remainder of 2009 include: June 18, July 16, August 20, September 24, October 15, November 19, and December 17, at 6:30 p.m. in the Tinnin Fine Arts Center. After discussion, it was decided to change the June date to the 30th, and hold a potential budget workshop on June 25.

Proposed Board Meeting Dates

MCCA 45th Annual Convention will be November 4-6, 2009 at The Lodge of Four Seasons at Lake Ozark, Missouri.

MCCA 45th Annual Convention

Dr. Kimbrow stated Steve Lewis recently attended the annual Assessment Conference. While Mr. Lewis was there, he made two presentations.

North Central Update

Upcoming events include: TRCC Med Lab Technician Pinning Ceremony, May 20, 2009, 1 p.m. in B-212; TRCC Nursing Pinning Ceremony, May 21, 2009, 2 p.m. in the Tinnin Fine Arts Center; TRCC Commencement, May 21, 2009, 7 p.m. in the Bess Activity Center; and Heartland KFVS12 News, June 2, 2009, live on-campus at 5 p.m.

Upcoming Events

Disbursements totaling \$1,810,442.18 as listed on the check register for the month of April were given unanimous approval for payment on a motion by Trustee Tibbs and second by Trustee Winston.

No action taken – tabled until July.

Mr. Rozman stated the employee groups have put together data to present to the Board of Trustees. Representation from the three employee groups presented background history, of the Retirement Incentive Program, showing a cost savings to the college. The college administrators recommend the Board keep the retirement incentive based on the following information:

To qualify for the Three Rivers Community College Retirement Incentive program, an employee must:

(1) Be employed full-time by the College hired in on a salary index in an institutionally-funded position; individuals employed with grant funds or Administrative positions are not eligible for the Retirement Incentive Program.

(2) Have completed 15 years of employment with the College.

(3) Be eligible for normal retirement under either of the Missouri Public school retirement systems (Public School Retirement System (PSRS) or Non-Teacher School Employee Retirement System (NTRS)) the three options for normal retirement (currently 2.5 multiplier) include:

- A. Age 60 with at least five years of service, or
- B. Any Age with at least 30 years of service, or
- C. Age plus service equals or exceeds 80 (Rule of 80).

A complete description of the options may be found in the Retirement System Handbook.

To qualify for 70% of the Retirement Incentive, the employee must elect retirement when the first option* (A< B< or C as outlined above) for which he/she is eligible is reached.

Following discussion by the trustees, it was recommended the college attorney take a look at the document for legal purposes, and have President Rozman report back at the June board meeting. No action taken – tabled until June.

A motion was made by Trustee Winnston to enter into executive session to discuss personnel and legal matters, permissible under guidelines of Missouri Rev. Statute Section 710.021.1 Legal – legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; Section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. Section 610.021.17 Confidential – Confidential or privileged communications between a public governmental body and its auditor, including all auditor work product; however, all final audit reports issued by the auditor are to be considered open records pursuant to this chapter.)

DISBURSEMENTS ACCOUNTS PAYABLE

**CONSIDERATION TO
FREEZE TUITION AND
COMMON FEES, FOR FY10
TO THE FY09 AMOUNT
(tabled until July)**

**CONSIDERATION TO
CHANGE BOARD POLICY
TO ELIMINATE THE
RETIREMENT INCENTIVE
PROGRAM – EFFECTIVE
FY10 (second reading –
tabled until May)**

EXECUTIVE SESSION

The motion to enter into executive session was seconded by Trustee Tibbs. The Board was polled; the vote was as follows: Trustee Randy Grassham, yes; Trustee Hollida, yes; Trustee Thornton, absent; Trustee Cookson, yes; Trustee Tibbs, yes; and Trustee Winston, yes.

Following the executive session, Trustee Winston moved to enter into the regular board meeting; Trustee Tibbs seconded the motion. The Board was polled; the vote was as follows: Trustee Randy Grassham, yes; Trustee Hollida, yes; Trustee Thornton, absent; Trustee Cookson, yes; Trustee Tibbs, yes; and Trustee Winston, yes.

The Board engages the professional services of an accounting firm to conduct the required annual audit of the college. The last four audits have been conducted by Schmersahl, Treloar & Co. of St. Louis. A request for bids was advertised with a closing date of April 30. Only one company, Schmersahl, Treloar & Co. of St. Louis, submitted a bid. Their bid for the FY09 audit was for \$26,000, an increase of less than one percent over their FY08 audit. Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Winston and second by Trustee Tibbs to select Schmersahl, Treloar & Company to conduct our annual audit for FY09.

CONSIDERATION OF APPROVAL OF SELECTION OF AUDITOR

For many years the college has maintained a 403(b) plan for its employees. Recent IRS regulation changes have increased the complexity of managing this plan. The college does not have the personnel or the expertise to successfully manage this plan under the increased regulations. Bids were solicited for a third party administrator to manage this plan. Because of the small size of our plan no one responded. Our college auditor was contacted and they recommended that we contact Pension and Retirement Services, Incorporated (PARS). References were checked on PARS and found them to be a reputable company. Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Winston and second by Trustee Cookson to approve PARS to manage the college's 403(B) plan.

CONSIDERATION OF SELECTION OF THIRD PARTY ADMINISTRATOR FOR THE COLLEGE'S 403(B) PLAN

Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Winston and second by Trustee Cookson on the following personnel action:

PERSONNEL ACTION: ACCEPTANCE OF RESIGNATION

Acceptance of Resignation

- Ms. Sonya Smody, ITV Connection Technician
- Ms. Lorreen Stinnett, Instructor of Nursing – Sikeston
- Ms. Terrilyn Wilson, Instructor of Nursing – Evening Program

**Smody
Stinnett
Wilson**

There being no further business, the meeting was adjourned on a motion by Trustee Tibbs and second by Trustee Winston, with unanimous approval.

ADJOURNMENT

BILL G. HOLLIDA SR., CHAIRMAN

APPROVAL DATE

WILBUR L. THORNTON, 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 of the college in Poplar Bluff, Missouri, on Thursday, June 25, 2009, at 6:30 p.m.

JUNE 25, 2009

Those present: Trustees Bill G. Hollida, chairman; Marion L. Tibbs, vice chairman; Wilbur L. Thornton, secretary; Randy D. Winston, treasurer; Randy Grassham, member; and Stephen C. Cookson, member; college administrators: Joseph T. Rozman, president; Cindy Clark, interim vice president for student affairs; Charlotte Eubank, comptroller; Brad Barwick, interim executive vice president/vice president for academic affairs; and Danetta Norris, recording secretary.

ATTENDANCE

Chairman Hollida welcomed those in attendance and called the meeting to order. The Agenda for this meeting was approved as presented on a motion by Trustee Tibbs and second by Trustee Winston.

**APPROVAL OF BOARD
MEETING AGENDA**

The minutes of the regular meeting on May 14, 2009 was approved as presented on a motion by Trustee Winston and second by Trustee Thornton.

**APPROVAL OF MINUTES
OF MAY MEETING**

COMMITTEE REPORTS

Reports were given on the following committees:

Mr. Tibbs had nothing to report for the Salary, Benefits, and Welfare Committee.

**Salary, Benefits, and Welfare
Committee**

Mr. Tibbs had nothing to report for Faculty this month.

Employee Committee(s)

Mr. Thornton had nothing to report for Professional Staff this month.

- Faculty
- Professional Staff
- Support Staff

Mr. Winston had nothing to report for Support Staff.

Audit Committee

No report was given for the Audit Committee.

PRESIDENT'S REPORT

President Rozman reported on several items in his report. Proposed dates for the remainder of 2009 include: June 30, July 16, August 20, September 24, October 15, November 19, and December 17, at 6:30 p.m. in the Tinnin Fine Arts Center.

Proposed Board Meeting Dates

MCCA 45th Annual Convention will be November 4-6, 2009 at The Lodge of Four Seasons at Lake Ozark, Missouri.

MCCA 45th Annual Convention

Mr. Brad Barwick gave a housing update regarding the River Ridge Apartments. He proposed to add \$23 to the cost of the current rent, to cover the surcharge of the electric and cable hook-up. All Trustees were in favor of this. The starting date of these charges will be in August for the Fall-09 semester.

Housing Update

Mr. Joe Rozman stated there have been some concerns over the TRCC Foundation Scholarships. The Foundation recently stated, "because their Investments are not getting a sizeable return, they can no longer pay." For the Spring-09 semester, this left some students with charges on their account. The college paid their accounts, as to not leave the students in debt. The Trustees stated the TRCC Foundation needs to be billed for these accounts, as they agreed to pay for the Fall-08 and Spring-09 semesters.

Foundation Scholarships

Upcoming events include: Veteran's Welcome Home Celebration, June 27, 2009, 1 p.m. at the TRCC Baseball Field; and TRCC Staff Development, August 10, 2009, 8:30 a.m. in the Tinnin Fine Arts Center.

Disbursements totaling \$805,650.33 as listed on the check register for the month of May were given unanimous approval for payment on a motion by Trustee Tibbs and second by Trustee Winston. A total of \$1,131,199.14 was transferred between accounts as budget adjustments, on a motion by Trustee Winston and second by Trustee Thornton – all in favor.

The current state budget as passed by the legislature and signed by the governor keeps state funding for colleges and universities level for FY2010. As a result we are asking to keep tuition level. Additionally, we developed a balanced budget for FY2010 without raising tuition. The Trustees were asked to rollback the tuition and common fees for FY2010 to the FY2009 level, and refund the tuition increase for the summer students. Approval was given after a five to one vote, with Trustee Winston opposing.

No action taken – tabled until July, 2009.

Missouri law requires public bodies to adopt a balanced budget prior to the beginning of the fiscal year. A balanced budget has been prepared for the Board's consideration. This budget requires no tuition increase and allows employees to receive normal benefits and an annual step increase. Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Winston and second by Trustee Tibbs to adopt the FY10 Budget.

Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Tibbs and second by Trustee Cookson to adopt the resolution authorizing renewal of a lease agreement for Rivers Ridge Housing.

No action taken – tabled until June 30, 2009.

No action taken – tabled until June 30, 2009.

The college organizational chart and personnel job descriptions are part of the Policy manual. As such, any changes must be approved by the Board of Trustees with a first and second reading. Dr. Stephenson wishes to make some organizational changes and would like to have them effective July 1, 2009. A draft organizational chart depicts the changes he wishes to make. He will be at the June 30 Board meeting for the second reading and to answer any questions on these changes.

Upcoming Events

DISBURSEMENTS ACCOUNTS PAYABLE

CONSIDERATION OF ROLLBACK OF FY10 TUITION AND COMMON FEES TO THE FY09 AMOUNT AND REFUND OF FY10 TUITION INCREASE FOR SUMMER

CONSIDERATION TO CHANGE BOARD POLICY TO ELIMINATE THE RETIREMENT INCENTIVE PROGRAM – EFFECTIVE FY10 (Second Reading – Tabled until July)

CONSIDERATION OF APPROVAL OF FY10 BUDGET

CONSIDERATION OF ADOPTION OF RESOLUTION AUTHORIZING RENEWAL OF LEASE AGREEMENT

APPROVAL OF FY 2009- 2010 PRESIDENT'S ADVISORY COMMITTEES

APPROVAL OF FY 2009- 2010 PROGRAM ADVISORY COMMITTEES

CONSIDERATION OF REVISED ORGANIZATIONAL CHART (First Reading)

Current policy allows for contracted part-time personnel to receive certain prorated fringe benefits. Dr. Stephenson wishes to revise this policy. His request is that fringe benefits will not be available to part-time employees. This includes sick/personal leave, maternity/paternity leave, vacation leave, and insurance program(s). Any contracted part-time employee that currently receives benefits will be “grandfathered”. Dr. Stephenson will be at the June 30 Board meeting for the second reading and to answer any questions on these changes.

CONSIDERATION OF REVISION OF POLICY FOR PART-TIME PERSONNEL (First Reading)

The President’s job description is defined in Board policy. Dr. Stephenson wishes to insure his job description gives him the ability to define the work days and work hours for all employees. Paragraph 2.1.3.2 currently states that one duty and responsibility of the President is “To recommend to the trustees all persons to be employed or discharged from the employ of the college, along with salaries to be paid and other terms of employment.”

CONSIDERATION OF REVISION OF PRESIDENT’S JOB DESCRIPTION (First Reading)

Dr. Stephenson wishes this to read as follows: “To recommend to the trustees all persons to be employed or discharged from the employ of the college, along with salaries to be paid and other terms of employment including the setting of work days and work hours.” Dr. Stephenson will be at the June 30 Board meeting for the second reading and to answer any questions on these changes.

No Executive Session.

EXECUTIVE SESSION

PERSONNEL ACTION:

Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Winston and second by Trustee Cookson on the following personnel action:

Employment of Personnel

Ms. Sandra E. Ward, Instructor of English
Ms. Margaret Orlando, Instructor of Speech Communication

**Ward
Orlando**

Grant Formal Employment Status

Ms. Kim Shackleford, Division Chair, Director of Health & Human Services

Shackleford

There being no further business, the meeting was adjourned on a motion by Trustee Tibbs and second by Trustee Thornton, with unanimous approval.

ADJOURNMENT

BILL G. HOLLIDA SR., CHAIRMAN

APPROVAL DATE

WILBUR L. THORNTON, 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 of the College in Poplar Bluff, Missouri, on Thursday, July 16, 2009, at 6:30 p.m.

JULY 16, 2009

Those present: Trustees Bill G. Hollida, chairman; Marion L. Tibbs, vice chairman; Wilbur L. Thornton, secretary; Randy D. Winston, treasurer; Randy Grassham, member; and Stephen C. Cookson, member; college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Cindy Clark, interim vice president for student success; Charlotte Eubank, interim chief financial officer; and Danetta Norris, recording secretary. Special guest included Dr. Martha Kirkman.

ATTENDANCE

Board of Trustees received a thank you card from Steve Halter, Chamber of Commerce. He stated Dr. Stephenson did an outstanding job speaking to his leadership group on July 14, and was very appreciative.

MISCELLANEOUS

Chairman Hollida welcomed those in attendance and called the meeting to order. The Agenda for this meeting was approved as presented on a motion by Trustee Winston and second by Trustee Thornton.

**APPROVAL OF BOARD
MEETING AGENDA**

The minutes of the regular meeting on June 30, 2009 was approved as presented on a motion by Trustee Tibbs and second by Trustee Grassham.

**APPROVAL OF MINUTES
OF JUNE MEETING**

President Stephenson reported on several items in his report. Proposed board meeting dates for the remainder of 2009 include: August 20, September 24, October 15, November 19, and December 17, at 6:30 p.m. in the Tinnin Fine Arts Center. After discussion, it was decided to change the date and time of the November meeting to November 12, 2009 at 12 noon.

PRESIDENT'S REPORT

Proposed Board Meeting Dates

MCCA 45th Annual Convention will be November 4-6, 2009 at The Lodge of Four Seasons at Lake Ozark, Missouri.

MCCA 45th Annual Convention

Reminder - the president's advisory committee luncheon meetings will be held the next two weeks in July at various towns and restaurants. All trustees are invited to attend these meetings.

**President's Advisory Committee
Luncheon Meetings**

Dr. Martha Kirkman was introduced as the in-coming interim vice president for student success and division chair of business & social science, as of August 1, 2009.

**Introduction of Dr. Martha
Kirkman**

Ms. Julie Becker announced she recently took two students to the Phi Beta Lambda National Leadership Conference in Anaheim, CA June 20-23, 2009. Although they didn't place at the national level, they became eligible to represent Missouri by placing at the state conference. This was a great opportunity for these students who are preparing for careers in business.

**Phi Beta Lambda 2009 National
Leadership Conference**

Ms. Cindy Clark stated TRCC enrollment is up five percent in credit hours, and could reach or exceed last year's enrollment. She also announced the River's Ridge housing occupancy is up to about 83 percent, and more applications are coming in every day.

**Fall Semester 2009 Enrollment
& Housing Update**

Dr. Stephenson announced the comprehensive student recruitment plan is about 95 percent complete. Marcia Fields is working on this project and will make a presentation at the next meeting.

**Comprehensive Student
Recruitment Plan**

Dr. Payne gave an update regarding the Allied Health department. We have received 71 applications for the 30 slots available in the Nursing program. In August we will have 16 new students, with five alternates, beginning the Surgical Technology program.

Allied Health Update

Dr. Stephenson informed us an agreement was signed this week for a Physical and Occupational Therapy Program, in conjunction with the University of Missouri at Columbia. As part of a consortium with some other community colleges, TRCC will be able to offer some of the classes of the program. The core courses will be on-line through Linn Technical.

Physical Therapy Assistant Program Update

The 2009-2010 Men's Basketball Schedule was given to all the Trustees in attendance.

Raider Men's Basketball Schedule 2009-1020

Dr. Payne announced some workforce training opportunities. We recently signed contracts of the following: New Jobs Training Program with Orgill from Sikeston; and a Job Retention Program with Noranda Aluminum of New Madrid, MO.

Workforce Training Opportunities

Dr. Stephenson gave an update on the Cape Girardeau Coalition. He recently was in Cape Girardeau and visited with Senator Crowell about our need to be in that district. By the second week of August, it is our plan to have a proposal to present to them.

Cape Girardeau Coalition Update

Dr. Stephenson stated he recently met with Dr. Kellerman and Dr. Stein in Jefferson City. It was a productive meeting and we are moving forward in a positive direction.

Meetings with Dr. Kellerman and Dr. Stein

Dr. Stephenson gave an update on the MDHE Facilities Review. The Missouri Department of Higher Education was here on July 9, 2009 to view all the facilities on campus, and took into consideration our requests.

Capital Requests

Dr. Stephenson stated Susan Montee and Greg Slinkard of the Missouri State Audit office will be at the Rutland Library on July 20, 2009, at 6:30 p.m. to release the final report. It will be an open meeting for anyone to attend.

Missouri State Audit Update

Dr. Payne reported of offerings in the Tinnin Tine Arts Center. He is working to bring more of the community to the theater for special events. He stated he already has several preliminary bookings, with more in progress.

Theater Offerings in Tinnin Fine Arts Center

Upcoming events include: Educational Talent Search Adventure Camp, July 13-17, 2009 in the Bess Student Center; Connect 9 and Science Conference, August 3-7, 2009 in the Bess Student Center; and TRCC Staff Development, August 10, 2009, 8:30 a.m. in the Tinnin Fine Arts Center.

Upcoming Events

Disbursements totaling \$1,596,866.80 as listed on the check register for the month of June were given unanimous approval for payment on a motion by Trustee Thornton and second by Trustee Winston – all in favor.

**DISBURSEMENTS
ACCOUNTS PAYABLE**

No action taken – tabled until August, 2009.

**CONSIDERATION TO
CHANGE BOARD POLICY
TO ELIMINATE THE
RETIREMENT INCENTIVE
PROGRAM – EFFECTIVE
FY10 (Second Reading –
Tabled until August)**

TRCC's initial food service contract with Johnson Enterprises ran from October 1, 2003 to October 1, 2006. The Administration recommends that the Board approve an extension of the previous contract from 2006 through June 30, 2010 at a 2% rate of net sales (1,822.22) paid to TRCC. In April 2010, TRCC will announce that we are accepting bids for food service to begin July 1, 2010. Following discussion by the trustees and with the recommendation by President Stephenson, unanimous approval was given on a motion by Trustee Cookson and second by Trustee Tibbs to approve the Food Services Contract.

**CONSIDERATION OF
EXTENDING PREVIOUS
CONTRACT FOR FOOD
SERVICES**

New Item: Board Policy 10.2.8.

Currently, TRCC has an internal policy that is not adequate to protect our System. The Computer Services staff, the Vice President for Learning, and the President have reviewed and approved this new Policy recommendation. Included were guidelines that are classified under *administrative procedures* for review. In the near future, the Administration will enhance the guidelines (administrative procedures) to cover copyright and other issues. This process assures that the System is protected and that all users are provided a clear understanding of the expectations for computer usage.

**CONSIDERATION OF
ACCEPTABLE POLICY
FOR COMPUTER USAGE
(First Reading)**

A motion was made by Trustee Winston to enter into executive session to discuss personnel and legal matters, permissible under guidelines of Missouri Rev. Statute Section 710.021.1 Legal – legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; Section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded; 610.021.17 Confidential – Confidential or privileged communications between a public governmental body and its auditor, including all auditor work product; however, all final audit reports issued by the auditor are to be considered open records pursuant to this chapter.) The motion to enter into executive session was seconded by Trustee Cookson. The Board was polled; the vote was as follows: Trustee Randy Grassham, yes; Trustee Hollida, yes; Trustee Thornton, yes; Trustee Cookson, yes; Trustee Tibbs, yes; and Trustee Winston, yes.

EXECUTIVE SESSION

Following the executive session, Trustee Winston moved to enter into the regular board meeting; Trustee Grassham seconded the motion. The Board was polled; the vote was as follows: Trustee Randy Grassham, yes; Trustee Hollida, yes; Trustee Thornton, yes; Trustee Cookson, yes; Trustee Tibbs, yes; and Trustee Winston, yes.

There being no further business, the meeting was adjourned on a motion by Trustee Cookson and second by Trustee Thornton, with unanimous approval.

ADJOURNMENT

BILL G. HOLLIDA SR., CHAIRMAN

APPROVAL DATE

WILBUR L. THORNTON, 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 of the College in Poplar Bluff, Missouri, on Thursday, August 20, 2009, at 6:35 p.m.

AUGUST 20, 2009

Those present: Trustees Bill G. Hollida, chairman; Marion L. Tibbs, vice chairman (arrived at 7:05 p.m.); Wilbur L. Thornton, secretary; Randy D. Winston, treasurer; Randy Grassham, member; and Stephen C. Cookson, member; college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Dr. Martha Kirkman, interim vice president for student success; Charlotte Eubank, interim chief financial officer; and Danetta Norris, recording secretary.

ATTENDANCE

Chairman Hollida welcomed those in attendance and called the meeting to order. The Agenda for this meeting was approved as presented on a motion by Trustee Cookson and second by Trustee Thornton.

**APPROVAL OF BOARD
MEETING AGENDA**

The minutes of the regular meeting on July 16, 2009 was approved as presented on a motion by Trustee Winston and second by Trustee Thornton.

**APPROVAL OF MINUTES
OF JULY MEETING**

President Stephenson reported on several items in his report. Proposed board meeting dates for the remainder of 2009 include: September 25 (Friday) at 12 noon; October 15 (Thursday) at 6:30 p.m.; November 12 (Thursday) at 12 noon; and December 17 (Thursday), at 6:30 p.m. in the Tinnin Fine Arts Center.

PRESIDENT'S REPORT

Proposed Board Meeting Dates

MCCA 45th Annual Convention will be November 4-6, 2009 at The Lodge of Four Seasons at Lake Ozark, Missouri.

MCCA 45th Annual Convention

Dr. Martha Kirkman reported that credit hours are up to 39,145; and head count is up to 3,594. She also stated housing occupancy is at 96 percent, with eight on a waiting list.

**Record Enrollment and Housing
Update**

Coaches Jack Childress and Jeff Walk introduced Meredith Medlin and Morgan Davis. These two student athletes were chosen as 2009 NJCAA Student Athletes with a 4.0 GPA. They showed great athleticism throughout their season playing basketball at TRCC, and demonstrated high character on and off the court.

**2009 NJCAA Student Athletes
with 4.0 GPA**

Cheerleading Coach Cheri Ramsey introduced her squad for the 2009-2010 season. They recently returned from Cheerleading Camp at Missouri State University, and brought back several ribbons and trophies.

**Recognition of Cheerleading
Squad**

Dr. Kirkman reported on the recent Title IV Review of August 17-21, 2009. The Auditors stated they were very pleased with the quick response of materials we recently sent them. After reviewing all the materials, in the Financial Aid Department on-campus, they stated we had good records with great documentation; we were well organized; and were pleased with the packaging of the awarding of financial aid.

Title IV Program Review

All the Trustees were given the 2009-2010 Lady Raider's Basketball Schedule.

**Lady Raider's Basketball
Schedule**

Dr. Stephenson reported on the Safety & Security Assessment. The consultants have finished their report, and the local law enforcement will complete a focused assessment next. Afterwards, the two reports will be reviewed and a recommendation will be presented to the Board.

Safety & Security Assessment Update

Dr. Stephenson stated our people have been inside the Pear Tree Inn cleaning and removing some of the furniture. We are currently expediting the process of receiving the deed.

Update on Pear Tree Inn

Dr. Payne stated that a Task Force Committee will begin a study on September 1, 2009 to determine whether a four-day work week for the summer session would be feasible.

Task Force Study of Four-Day Work Week

Dr. Payne reported he has restructured the Academic Division. With the retirement of Brad Barwick, and the resignation of Glenda Arnold, some of those duties have been absolved into other divisions.

Academic Division Structure

Charlotte Eubank gave an update on the progress of resolving Audit findings. That would include: creation of a single location for contracts; a centralized purchasing process; consolidating fleet fuel cards into one that is universally accepted; the creation of a cashier's manual; and looking into options to better track capital assets.

Update in Progress of Resolving Audit Findings

Dr. Stephenson stated the administration is working on revising forms and procedures to expedite our internal processes, and eliminate some paper usage.

Forms Revisions and Procedures

Dr. Stephenson gave an update on the NJCAA Inquiry. There were four findings in the report. We plan to appeal one finding regarding a transportation issue and a factual error.

NJCAA Inquiry Update

Dr. Stephenson stated the administration is working on updating the Board Policies & Bylaws, since many are out of date. Hopefully, there will be a draft of the revisions for the Board to approve at next month's meeting.

Revision of Board Policies & Bylaws Update

Dr. Stephenson stated the Human Resource's office is working on updating its employee handbook.

Revision of Employee Handbook Update

Marcia Fields, Director of Admissions, gave a presentation on the Recruitment Plan. She stated the need for a comprehensive plan to reach the recruitment goals.

Recruitment Plan Update

Upcoming events include: U.S. Representative Jo Ann Emerson on campus, August 21, 2009; P-20 Council meeting, August 21, 2009 in the Tinnin Fine Arts Center; Reception for President Stephenson, August 30, 2009, 1:00-4:00 p.m. in the Tinnin Fine Arts Center; and *Meet The Raiders* Night, September 14, 2009, 6 p.m. in the Bess Activity Center.

Upcoming Events

Disbursements totaling \$1,203,223.08 as listed on the check register for the month of July were given unanimous approval for payment on a motion by Trustee Winston and second by Trustee Tibbs – all in favor.

**DISBURSEMENTS
ACCOUNTS PAYABLE**

Tabled since March Board Meeting, this was unanimously brought back for consideration on a motion by Trustee Cookson and a second by Trustee Winston.

**CONSIDERATION TO
CHANGE BOARD POLICY
TO ELIMINATE THE
RETIREMENT INCENTIVE
PROGRAM – EFFECTIVE
FY10 (Second Reading –
Tabled until August)**

Dr. Stephenson stated that based upon the review of documentation regarding the legal implications of retirement incentives, the weakened status of our economy and continuing decline in state revenues, the vulnerable financial position of Three Rivers Community College, and the lack of adequate financial planning to fulfill future payment obligations for a retirement incentive, it is recommended that Policy #7.6.4 be eliminated from Board

Policy effective June 30, 2010. It is understood that the only employees legally eligible to participate in the retirement incentive are those who meet the eligibility requirements and possess “tenure” and enjoy faculty appointments which continue until retirement. For planning and budgeting purposes, the Administration recommends that the Board establish January 29, 2010, as the date by which official written notification of an employee’s intent to retire is to be received in the President’s office. Following discussion by the trustees and with the recommendation by the president, approval was given on a motion by Trustee Winston and second by Trustee Tibbs to eliminate the Retirement Incentive Program. Trustee Cookson abstained.

New Item: Board Policy 10.2.8.

Currently, TRCC has an internal policy that is not adequate to protect our System. The Computer Services staff, the Vice President for Learning, and the President have reviewed and approved this new Policy recommendation. Included were guidelines that are classified under *administrative procedures* for review. In the near future, the Administration will enhance the guidelines (administrative procedures) to cover copyright and other issues. This process assures that the System is protected and that all users are provided a clear understanding of the expectations for computer usage. Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Thornton and second by Trustee Cookson to accept the policy for computer usage.

Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Cookson and second by Trustee Winston to renew the Conflict of Interest/Financial Disclosure Policy.

Membership in the cooperative program is free to the College, as a non-profit education agency. Participation in the cooperative gives the College the potential to save money by having access to high volume pricing. Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Tibbs and second by Trustee Thornton to adopt the Cooperative Procurement Program.

A motion was made by Trustee Tibbs to enter into executive session to discuss personnel and legal matters, permissible under guidelines of Missouri Rev. Statute Section 710.021.1 Legal – legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; Section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. The motion to enter into executive session was seconded by Trustee Thornton. The Board was polled; the vote was as follows: Trustee Randy Grassham, yes; Trustee Hollida, yes; Trustee Thornton, yes; Trustee Cookson, yes; Trustee Tibbs, yes; and Trustee Winston, yes.

Following the executive session, Trustee Tibbs moved to enter into the regular board meeting; Trustee Cookson seconded the motion. The Board was polled; the vote was as follows: Trustee Randy Grassham, yes; Trustee Hollida, yes; Trustee Thornton, yes; Trustee Cookson, yes; Trustee Tibbs, yes; and Trustee Winston, yes.

**CONSIDERATION OF
ACCEPTABLE POLICY
FOR COMPUTER USAGE
(Second Reading)**

**CONSIDERATION OF
RENEWAL OF CONFLICT
OF INTEREST/FINANCIAL
DISCLOSURE POLICY**

**CONSIDERATION TO
ADOPT COOPERATIVE
PROCUREMENT
PROGRAM**

EXECUTIVE SESSION

A motion was made by Trustee Tibbs to authorize Dr. Stephenson and Chairman Hollida to speak on the Board's behalf; and that TRCC wants to be a full partner of the Cape Coalition. They also asked that a letter be composed and sent to the Coalition to that affect. Trustee Winston seconded the motion and was carried unanimously by the Board.

**CAPE COALITION TASK
FORCE**

PERSONNEL ACTION:

Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Winston and second by Trustee Cookson on the following personnel action:

Resignation

Ms. Glenda Arnold, Dean of Extended Learning
Mr. Steven Bass, Custodian

**Arnold
Bass**

There being no further business, the meeting was adjourned on a motion by Trustee Thornton and second by Trustee Tibbs, with unanimous approval.

ADJOURNMENT

BILL G. HOLLIDA SR., CHAIRMAN

APPROVAL DATE

WILBUR L. THORNTON, SECRETARY

APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE
(TAX LEVY RATE)**

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 Thursday, August 20, 2009, at 6:30 p.m.

AUGUST 20, 2009

Those present: Trustees Bill G. Hollida, chairman; Wilbur L. Thornton, secretary; Randy D. Winston, treasurer; Randy Grassham, member; and Stephen C. Cookson, member; college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Dr. Martha Kirkman, interim vice president for student success; Ms. Charlotte Eubank, interim chief financial officer; and Danetta Norris, recording secretary. Vice Chairman Marion Tibbs was absent.

ATTENDANCE

Chairman Hollida announced that the purpose of the meeting was to solicit public comment concerning the rate of taxation to be established for the Three Rivers Junior College District for FY 2010.

PURPOSE OF CALLED MEETING

There being no public comment offered, following discussion by the trustees, it was moved by Trustee Winston that (1) the rate of taxation for the calendar year 2008 be set at .2334 cents on each one hundred dollars of assessed valuation of property within the college district; and (2) certification of same be forwarded to the county officials at the appropriate time. The motion was seconded by Trustee Cookson and given unanimous approval.

ESTABLISHMENT OF TAX LEVY FOR FY 2009

There being no further business, we moved into the regular monthly board meeting for August.

ADJOURNMENT

BILL G. HOLLIDA SR., CHAIRMAN

APPROVAL DATE

WILBUR L. THORNTON, 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 of the College in Poplar Bluff, Missouri, on Friday, September 25, 2009, at 12:00 noon.

SEPTEMBER 25, 2009

Those present: Trustees Bill G. Hollida, chairman; Marion L. Tibbs, vice chairman; Wilbur L. Thornton, secretary; Randy D. Winston, treasurer; Randy Grassham, member; and Stephen C. Cookson, member; college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Dr. Martha Kirkman, interim vice president for student success; Charlotte Eubank, interim chief financial officer; and Danetta Norris, recording secretary.

ATTENDANCE

Chairman Hollida welcomed those in attendance and called the meeting to order. The Agenda for this meeting was approved as presented on a motion by Trustee Tibbs and second by Trustee Thornton.

**APPROVAL OF BOARD
MEETING AGENDA**

The minutes of the taxation rate meeting and the regular meeting on August 20, 2009, was approved as presented on a motion by Trustee Winston and second by Trustee Grassham.

**APPROVAL OF MINUTES
OF AUGUST MEETING**

President Stephenson reported on several items in his report. The proposed board meeting dates for the remainder of 2009 include: October 15 (Thursday) at 11:00 a.m. – luncheon workshop and 12 noon – regular board meeting; November 12 (Thursday) at 12 noon; and December 16 (Wednesday) at 12 noon, in the Tinnin Fine Arts Center.

PRESIDENT'S REPORT

Proposed Board Meeting Dates

MCCA 45th Annual Convention will be November 4-6, 2009, at The Lodge of Four Seasons at Lake Ozark, Missouri.

MCCA 45th Annual Convention

Buddy and Cindy White gave an update on the Music Department. On September 11, 2009, the TRCC Jazz Band went to the Poplar Bluff Kindergarten Center in honor of Jazz Week. They played several tunes and demonstrated several instruments. On October 13, 2009, the TRCC Choir will be traveling to Arkansas State University for a joint concert for the public. Cindy White noted one of her students recently competed at the Clay County Fair in Piggott, Arkansas and placed second. As a result of this, he has been invited to compete at the Mid-South Fair in Mississippi.

Music Department Update

Dr. Mary Lou Brown stated we are having a series of Teacher Education workshops on-campus October 1-2, 2009. The workshop is entitled "Tour of the Solar System". Middle schools teachers from various schools will be involved, and will take valuable information back to their classrooms.

**Tour of the Solar System
Partnership**

Dr. Mary Lou Brown stated S-MSTA recently donated over 100 school supply items to Write Around the World (WATW) global organization.

**S-MSTA Write Around the
World**

Kristina McDaniel gave an update regarding the H1N1 Pandemic. Pro-active steps being taken include: hand sanitizers have been installed in the hallways; posters have been placed around campus; sending mass emails to staff and students accounts; information has been posted to the TRCC website; the flu shot has been offered to the staff at the college.

H1N1 Pandemic Response

Charlotte Eubank spoke of the House Bill 22 Appropriations of \$519,000. These monies are for maintenance repairs, replacements, and improvements and are 100 percent reimbursable. She stated we plan to give TRCC staff input on how to enhance these improvements.

**Response to House Bill 22
Appropriations (\$519,000)**

Dr. Stephenson and Dr. Payne both spoke of a 2.75 million dollar grant of stimulus funding – Pathways out of Poverty. These dollars will enhance credit and non-credit courses, and customized training courses. The grant will be mailed out Monday, September 28, 2009.

Grants Development

Dr. Stephenson spoke of the Cape Community College Consortium. He stated we are continuing to work with the higher education officials to establish our presence in Cape County. It is hopeful that final negotiations will result in good things.

**Update on Cape Community
College Consortium**

Dr. Payne stated the Task Force Committee has met. An outline has been made to figure cost-savings. Poplar Bluff Municipal Utilities has taken schematics of one building; will put it into a computer module, and then report back the findings.

**Task Force Study of Four-Day
Work Week**

Dr. Stephenson informed everyone of an event occurring next Tuesday. The Barter Theatre's professional production of the John Steinbeck play "Of Mice and Men" will be playing in the Tinnin Fine Arts Center on September 29, 2009 at 7 p.m. The Barter is the official State of Virginia theater and these professional performers are part of their touring company.

**Barter Theatre – *Of Mice and
Men***

Upcoming events include: SEMO District Fair, September 12-19, 2009 at Cape Girardeau; Dr. Stephenson speaking at Dexter Kiwanis, September 21, 2009 at 12 noon; *Of Mice and Men*, September 29, 2009 in the Tinnin Fine Arts Center at 7:00 p.m.; TRCC Aggies/TRCC Foresters at Ripley County Timberfest, October 2, 2009 at Doniphan, MO; Trike-A-Thon, October 27, 2009 at the TRCC Early Childhood Learning Center at 2:30 p.m.; Octoberfest, October 27, 2009 at the Bess Student Center; Peter Ostroushko, November 12, 2009 in the Tinnin Fine Arts Center at 7:00 p.m.; TRCC Commencement, December 11, 2009 in the Bess Activity Center at 7:00 p.m.

Upcoming Events

Trustee Cookson asked how the Wall of Fame was coming along. Dr. Stephenson stated that is on his to-do-list. Will have a report at the next meeting.

Miscellaneous

Disbursements totaling \$1,492,225.12 as listed on the check register for the month of August were given unanimous approval for payment on a motion by Trustee Thornton and second by Trustee Winston – all in favor.

**DISBURSEMENTS
ACCOUNTS PAYABLE**

It is recommended that the college eliminate admission fees, commencement/graduation fees, cancellation fees, reenrollment fees and grade change fees. Further, it is recommended that the common fee be increased to \$17 per credit hour. This recommendation is in agreement with Governor Nixon's proposal to utilize federal stabilization funds to assure level funding for colleges throughout the state of Missouri for FY10 by not increasing tuition. Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Cookson and second by Trustee Winston to accept the restructuring of student fees.

**CONSIDERATION OF
RESTRUCTURING OF
STUDENT FEES**

Discussion only. The Board of Trustees requested a workshop to review the draft of policies. The workshop will be held October 15, 2009 at 11 a.m., prior to the regular board meeting beginning at 12 noon.

**CONSIDERATION OF
UPDATING AND
REFORMATTING BOARD
POLICIES – SECTION I
(first reading)**

Orgill Inc. is a new hardware distribution facility in Sikeston, MO. They began hiring in February of this year and started distribution in August with approximately 250 employees. Orgill Inc. has applied and been approved for the Missouri Community College New Jobs Training Program (NJTP) through the Missouri Division of Workforce Development (DWD). Orgill was approved for a \$600,000 project for the purpose of training their new employees. The NJTP is only administered through community colleges. Orgill Inc. is located in our service area and DWD has asked us to be the administrator for the program. TRCC will receive 15% of the training costs for administering the program and an opportunity to provide some of the training. Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Winston and second by Trustee Tibbs to accept the proposal of Orgill New Jobs Training Program.

**CONSIDERATION OF
ORGILL NEW JOBS
TRAINING PROGRAM
PROPOSAL**

During the ice storm last winter, Noranda Aluminum sustained heavy damages to their aluminum processing facility in New Madrid. Over the last several months Noranda has invested several millions of dollars in new equipment and repair of their existing facilities to resume full production. As a result of these investments, Noranda has applied and been approved for the Missouri Community College Retention Job Training Program (RJTP) through the Missouri Division of Workforce Development (DWD). This program is administered only by community colleges. Noranda Aluminum is in the Three Rivers Community College service area and DWD has asked TRCC to administer the program. Noranda has been approved for \$2,000,000 for the purpose of retraining their employees on the new equipment and processes. TRCC will receive 15% of the training costs for administering the program and an opportunity to provide some of the training. Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Thornton and second by Trustee Grassham to accept the Noranda Aluminum Retention Job Training Program.

**CONSIDERATION OF
NORANDA ALUMINUM
RETENTION JOB
TRAINING PROGRAM**

Discussion only – tabled until October meeting. Mr. Cookson asked to look at the restrictions on the property.

**RESOLUTION
CONFIRMING THE
DONATION OF THE PEAR
TREE INN**

This item was placed on the Agenda per recommendation of Chairman Hollida. It is understood that the only employees legally eligible to participate in the retirement incentive are those who meet the eligibility requirements and possess “tenure” and enjoy faculty appointments which continue until retirement. A motion was made by Trustee Cookson of the following: “The Trustees have been advised by their attorney in writing that payment of said incentive/retirement bonuses are illegal. Therefore, I hereby move that the incentive/retirement bouses be declared null and void as a violation of the law for the following individuals, to-wit: 1) Joe Rozman (\$84,000.00); 2) Larry Kimbrow (\$73,262.00); 3) Brad Barwick (\$50,924.30); 4) Barbara Wilcoxon (\$26,742.10); = Total of \$234,928.40. Further that each person be notified that these payments are illegal and payment will not be made by the college. I

**CONSIDERATION OF THE
RESCISSION OF THE
RETIREMENT INCENTIVE
PREVIOUSLY AWARDED
TO NON-TENURE TRACK
EMPLOYEES DUE TO
LEGAL ISSUES**

further move, in the event any portion of the money to be paid to Brad Barwick is for incentive to retire as a faculty member, that the same be declared null and void due to the fact Mr. Barwick failed to apply for any incentive/retirement bonus as a faculty member prior to the passing of the deadline for such applications. This motion shall apply to any and all other professional staff not named and all faculty members who missed the deadline for application for incentive/retirement bonuses due to the fact said payments are illegal. I further move that the faculty member who missed the deadline for application for incentive/retirement bonuses not be paid. I further move that a copy of the Attorney Thomas Mickes letter of July 10, 2009 be attached to this motion and made apart hereof and that the vote be by roll call and recorded as such.” Trustee Grassham seconded the motion.

Discussion held included the following: Mr. Winston stated – This has been a policy since early 1990 and you had an attorney sitting in the meetings; earlier we agree to give this to these people, we need to move on. Mr. Hollida stated – Where are we going to get the money to pay these people?

Following discussion roll call was taken: Trustee Cookson – yes; Trustee Grassham – yes; Trustee Tibbs – no; Trustee Hollida – yes; Trustee Thornton – no; Trustee Winston – no. Motion did not pass.

A motion was made by Trustee Winston to enter into executive session to discuss personnel and legal matters, permissible under guidelines of Missouri Rev. Statute Section 710.021.1 Legal – legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; Section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

EXECUTIVE SESSION

Trustee Cookson asked that items three and four be removed from the Executive Session Agenda – items were removed.

The motion to enter into executive session was seconded by Trustee Tibbs. The Board was polled; the vote was as follows: Trustee Randy Grassham, yes; Trustee Hollida, yes; Trustee Thornton, yes; Trustee Cookson, yes; Trustee Tibbs, yes; and Trustee Winston, yes.

Following the executive session, Trustee Cookson moved to enter into the regular board meeting; Trustee Tibbs seconded the motion. The Board was polled; the vote was as follows: Trustee Randy Grassham, yes; Trustee Hollida, yes; Trustee Thornton, yes; Trustee Cookson, yes; Trustee Tibbs, yes; and Trustee Winston, yes.

Dr. Stephenson stated our appeal was reviewed and denied. If we plan to appeal again, the deadline is September 30, 2009. Mr. Winston stated he believes we should pursue it. It was noted that TRCC will be responsible for all costs involved for arbitration. It was suggested there may be outside individuals interested in covering the cost involved.

DISCUSSION ON NJCAA INQUIRY

PERSONNEL ACTION:

Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Winston and second by Trustee Tibbs on the following personnel action:

Resignation

Ms. Kathy Fincher, Secretary II / Tech Prep
Mr. Kim Fultes, Custodian

**Fincher
Fultes**

Notification of Employment

Mr. Eric Ivy, Custodian
(effective September 14, 2009)

Ivy

There being no further business, the meeting was adjourned on a motion by Trustee Winston and second by Trustee Tibbs, with unanimous approval.

ADJOURNMENT

BILL G. HOLLIDA SR., CHAIRMAN

APPROVAL DATE

WILBUR L. THORNTON, SECRETARY

APPROVAL DATE

BOARD OF TRUSTEES THREE RIVERS COMMUNITY COLLEGE

A workshop 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 Friday, October 15, 2009, at 11:00 a.m. Discussion was held regarding the updating and reformatting of Board policies.

Following the workshop, the regular meeting of the Board of Trustees was held at 12:00 noon.

Those present: Trustees Bill G. Hollida, chairman; Marion L. Tibbs, vice chairman; Wilbur L. Thornton, secretary; Randy D. Winston, treasurer; Randy Grassham, member; and Stephen C. Cookson, member; college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Dr. Martha Kirkman, interim vice president for student success; Charlotte Eubank, interim chief financial officer; and Danetta Norris, recording secretary.

Chairman Hollida welcomed those in attendance and called the meeting to order. The Agenda for this meeting was approved as presented on a motion by Trustee Winston and second by Trustee Tibbs.

The minutes of the regular meeting on September 25, 2009, was approved as presented on a motion by Trustee Tibbs and second by Trustee Thornton.

President Stephenson reported on several items in his report. The proposed board meeting dates for the remainder of 2009 include: November 12 (Thursday) at 12 noon; and December 16 (Wednesday) at 12 noon, in the Tinnin Fine Arts Center.

Dr. Stephenson gave an update on the Music Department. Collins Music has provided musical instruments totaling \$9,995 for the Music department, free of charge to the students and TRCC.

Two former music scholarship students, which are now Band Directors, recently competed in the Mid-South Marching Classic and received several trophies and awards.

Marcia Fields informed us of the 22nd Annual High School Counselor's Conference to be held in the Tinnin Fine Arts Center on Friday, October 23, 2009. This is a yearly event that TRCC hosts, in appreciation for the area counselors. Lots of information will be shared, and Dr. Stephenson will be the guest speaker.

Kim Shackelford gave an update of things happening in the Nursing department. The Nursing Academy will host "Hot Topics in Health Care" in the Tinnin Center on October 24, 2009, for students interested in healthcare (8-12 grade).

TRCC Health Day will be held on October 30, 2009, 9 a.m. to 6 p.m., in the Bess Activity Center. There will be several area health care providers here offering health screens and educational information about how to stay healthy.

The application deadline for the Sikeston LPN-RN bridge program is

OCTOBER 15, 2009

ATTENDANCE

APPROVAL OF BOARD MEETING AGENDA

APPROVAL OF MINUTES OF SEPTEMBER MEETING

PRESIDENT'S REPORT

Proposed Board Meeting Dates

Music Department Update

Annual Counselor's Conference

Nursing Department Update

Bud Joyner and Pepper Martin spoke of the Timberfest competition held in Doniphan, MO. Mr. Martin stated 11 students of the Forestry Program attended and competed in the recent Timberfest competition. The team named themselves the Triple Creek Cutters. They placed third in several events.

Timberfest Competition

Dr. Stephenson spoke of a recent honoring of former Trustee James Grassham. The week of October 7-10, 2009, the Annual ACCT Congress recognized those trustees who have recently passed or served on a board for 20 years or more. A moment of silence was held during the open session, and a page will be dedicated to the individuals in the next issue of ACCT's *Trustee Quarterly* magazine.

Honoring Trustee at the ACCT

Donnatha Pelts gave a report of a recent Career Fair on-campus. It was well attended with over 800 tenth graders from the Poplar Bluff and Doniphan region. Students attended break-out sessions, and heard a variety of special speakers.

Poplar Bluff & Doniphan Region Career Fair On-campus

Dr. Stephenson gave an update on the HB 22 Funded Projects. There is a total of \$519,000 in this funding cycle. He stated the staff of the college will be given an opportunity to present project proposals that will make a significant impact at TRCC. Proposals are due in the President's office by Friday, October 23, 2009.

HB 22 Funded Projects Update

Dr. Stephenson stated we have implemented a weather response program for inclement weather. It is called *Operation Winter Bird*. Procedures are in place for various individuals to make the necessary contacts on closing the on-campus and off-campus sites.

Operation Winter Bird

Dr. Stephenson reported he has developed an Administrative Council / Strategic Planning Steering Committee. This group of people consists of faculty, professional staff, and support staff. As they help with the strategic planning, their input will be submitted to the President's Cabinet for review and approval.

Administrative Council / Strategic Planning Steering Committee

Dr. Stephenson stated he recently held a meeting regarding the proposed Roger Pattillo Wall of Fame. A Coordinating Committee was convened consisting of the athletic director, all full-time coaches, the president of the college, and previously assigned representatives from the Board of Trustees. The committee suggested the program be titled the Three Rivers Sports Hall of Fame. The coaches will be proposing a very appropriate and special recognition for former Three Rivers Coach Roger Pattillo.

Roger Pattillo Sports Wall of Fame

Dr. Stephenson shared information from a letter he received from the NJCAA. The letter stated the TRCC men's basketball program will be limited to 11 individuals receiving athletic aid for the 2010-2011 and 2011-2012 academic years. Also, should any further violations come to the attention of the NJCAA office, additional penalties will be forthcoming.

NJCAA Report

Upcoming events include: Trike-A-Thon, October 16, 2009 at the TRCC Early Childhood Learning Center at 2:30 p.m.; Octoberfest, October 27, 2009 at the Bess Student Center at 3:30 p.m.; MCCA Annual Convention, November 4-6, 2009 at Lodge of Four Seasons, Lake Ozark, MO; TRCC Raider Banquet, November 8, 2009 Bess Student Center at 1:00 p.m.; Peter Ostroushko, November 12, 2009 in the Tinnin Fine Arts Center at 7:00 p.m.; TRCC Nursing Pinning Ceremony in the Tinnin Fines Arts Center at 2:00 p.m.; TRCC Commencement, December 11, 2009 in the Bess Activity Center at 7:00 p.m.

Upcoming Events

Miscellaneous

Dr. Stephenson stated he received a call from the Missouri Governor's office. He plans to visit our campus and host a Roundtable session. TRCC was one of seven colleges chosen for this visit.

Disbursements totaling \$661,299.79 as listed on the check register for the month of September were given unanimous approval for payment on a motion by Trustee Winston and second by Trustee ~~Winston~~ **Thornton** – all in favor.

Following discussion by the trustees, at the Workshop at 11:00 a.m. today, and with the recommendation by the president, unanimous approval was given on a motion by Trustee Winston and second by Trustee Tibbs to update and reformat Board Policies. These policies have been thoroughly researched and reviewed by legal counsel, and contain contemporary language that is congruent with Missouri Statute and HLC Standards.

Prior to voting, Mr. Cookson presented a list of 23 questions to Dr. Stephenson regarding the donation of the Pear Tree Inn. Dr. Stephenson stated he would get answers to all of them and report back. Following discussion of the donation, Trustee Winston made a motion to accept it, with Trustee Hollida offering a second. The motion passed with four votes; Trustee Cookson opposed, and Trustee Grassham abstained.

Shawn Westbrooks, Coordinator of Safety and Security, spoke of how the Poplar Bluff Police Department is interested in working with us to develop a campus police department. College officials have undertaken a thorough system of research for the purpose of developing a timeline for the phase-in of a certified campus police department. It is critical that we initiate this process and begin applying for external funding. The administration recommends that the Board of Trustees give consideration to this proposal to establish the TRCC Police Department. Following discussion by the trustees, unanimous approval was given on a motion by Trustee Tibbs and second by Trustee Winston to establish a TRCC Police Department.

No Executive Session.

Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Winston and second by Trustee Tibbs on the following personnel action:

Grant Formal Employment Status

Ms. Donna Bullington, ITV Connection Technician

Notification of Employment

Mr. Carl McNeal Jr., Custodian / effective November 2, 2009

Mr. Steven C. Bass, Custodian / effective October 16, 2009

Acceptance of Retirement

Dr. Joseph Mick, Director of Student Support Services

**DISBURSEMENTS
ACCOUNTS PAYABLE**

**CONSIDERATION OF
UPDATING AND
REFORMATTING BOARD
POLICIES – SECTION I
(Tabled until October / First
Reading - at workshop)
(Second Reading at regular
board meeting)**

**RESOLUTION
CONFIRMING THE
DONATION OF THE PEAR
TREE INN (Tabled until
October)**

**CONSIDERATION OF
ESTABLISHMENT OF THE
THREE RIVERS
COMMUNITY COLLEGE
POLICE DEPARTMENT**

EXECUTIVE SESSION`

PERSONNEL ACTION:

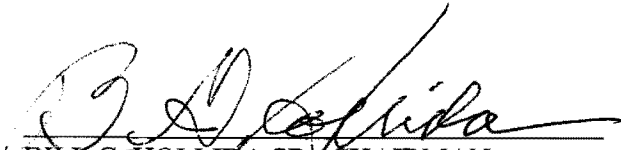
Bullington

McNeal

Bass

There being no further business, the meeting was adjourned on a motion by Trustee Cookson and second by Trustee Thornton, with unanimous approval.

ADJOURNMENT


BILL G. HOLLIDA SR., CHAIRMAN

11-12-09
APPROVAL DATE


WILBUR L. THORNTON, SECRETARY

11-12-09
APPROVAL DATE

**RESOLUTION CONFIRMING THE DONATION OF THE FORMER PEAR TREE INN-
POPLAR BLUFF AND ADJACENT RESTAURANT BUILDING TO THREE RIVERS
COMMUNITY COLLEGE SUBJECT TO DECLARATION OF EASEMENTS AND
RESTRICTIONS**

WHEREAS, the Lambert Drury Family began their farming and plastering business endeavors in Southeast Missouri in the 1940's and later expanded into tiling and construction with a commitment to quality, service, innovation, and value; AND

WHEREAS, The Drury's built their very first hotel, A Holiday Inn, in Cape Girardeau, Missouri, and subsequently opened the first Drury Inn in Sikeston, Missouri, a short time later with a focus on customer service; AND

WHEREAS, the Drury Hotels Company, LLC have been recognized for four consecutive years (2006 - 2009) by J.D. Power and Associates with the award for "Highest in Guest Satisfaction Among Mid-Scale Hotel Chains with Limited Service"; AND

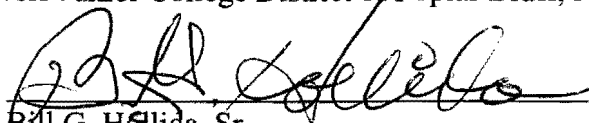
WHEREAS, Drury Southwest Inns, LLC has continued to ascribe to the basics that helped the company grow into a successful, growing system of 130 hotels in 20 states; AND

WHEREAS, Drury Southwest Inns, LLC, demonstrated its support of higher education and Three Rivers Community College, a public two-year institution serving Southeast Missouri, through the generous donation of the former Pear Tree Inn – Poplar Bluff and adjacent restaurant building on Monday, August 31, 2009, subject to the Declaration of Easements and Restrictions as agreed upon by both parties;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE THREE RIVERS JUNIOR COLLEGE DISTRICT OF POPLAR BLUFF, MISSOURI THAT:


1. We express our appreciation for the generous donation of the Pear Tree Inn and adjacent restaurant from Robert Drury and Drury Southwest Inns, LLC.
2. We accept the donation of the property from Robert Drury and Drury Southwest Inns, LLC subject to the Declaration of Easements and Restrictions as agreed upon.
3. We extend our best wishes for a prosperous future for the Drury family and Drury companies.

Passed by the Board of Trustees of Three Rivers Junior College District of Poplar Bluff, Missouri, this 25th day of September, 2009.


Bill G. Hollida, Sr.
Chairman of the Board of Trustees

(Seal)

ATTEST:



Wilbur L. Thornton

**FOR THE ESTABLISHMENT OF THE
Three Rivers Community College Police Department**

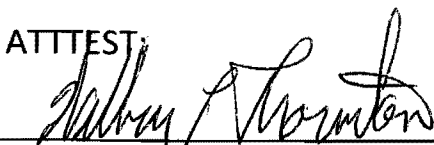
For the enhanced safety and security of Three Rivers Community College, the Board of Trustees shall establish a Campus Police Department as authorized by Missouri Revised Statute 178.862. The Board of Trustees has the sole authority to designate an employee as a licensed peace officer who may carry a firearm and other weapons on the college campus. Campus peace officers shall have the authority to maintain order, preserve peace and make arrests as authorized to peace officers in the State of Missouri. Campus officers may in addition expel from campus property any persons violating the rules and regulations that may be prescribed by the Board of Trustees or others under the authority of the Board. Any employee designated by the Board of Trustees as a licensed peace officer must adhere to all Missouri State licensing requirements of the POST Commission. The Board of Trustees reserves the right to continue to appoint security officers as needed in addition to licensed peace officers.



Bill G. Hollida, Sr.
Chairman of the Board of Trustees

(Seal)

ATTEST:



Wilbur L. Thornton
Secretary of the Board of Trustees

**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 of the College in Poplar Bluff, Missouri, on Thursday, November 12, 2009, at 12:00 noon.

NOVEMBER 12, 2009

Those present: Trustees Bill G. Hollida, chairman; Marion L. Tibbs, vice chairman; Wilbur L. Thornton, secretary; Randy D. Winston, treasurer; Randy Grassham, member; and Stephen C. Cookson, member; college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Dr. Martha Kirkman, interim vice president for student success; Charlotte Eubank, interim chief financial officer; and Danetta Norris, recording secretary.

ATTENDANCE

Chairman Hollida welcomed those in attendance and called the meeting to order. The Agenda for this meeting was approved as presented on a motion by Trustee Tibbs and second by Trustee Thornton.

**APPROVAL OF BOARD
MEETING AGENDA**

The minutes of the regular meeting on October 15, 2009, was approved as presented on a motion by Trustee Winston and second by Trustee Cookson.

**APPROVAL OF MINUTES
OF OCTOBER MEETING**

President Stephenson reported on several items in his report. The next board meeting will be held on Wednesday, December 16, 2009 at 12 noon. The proposed board meeting dates for 2010 include: January 21(Thursday) at 12 noon; February 18 (Thursday) at 12 noon; March 11 (Thursday) at 12 noon; April 15 (Thursday) at 6:30 p.m.; May 20 (Thursday) at 6:30 p.m.; and June 17 (Thursday) at 6:30 p.m.

PRESIDENT'S REPORT

Proposed Board Meeting Dates

Gina Bubanovich introduced several of the Student Senate Officers in attendance. Two of the officers gave a report of activities in which they have been involved; and spoke of several upcoming events.

Student Senate

Kristina McDaniel reported there has been a good response in the search process for Vice President of Student Success. To date we have received 36 applications, with 18 of those completing their files. The search committee is beginning to review all the material, and will continue to work on the process.

**Update on Vice President of
Student Success Search Process**

Dr. Stephenson stated there is an on-going discussion with the Cape Coalition. A meeting was held last Friday, with no action taken. Another meeting will be held on Monday, November 16, 2009 to discuss proposals.

**Update on Cape Girardeau
County Community College
Partnership**

Dr. Stephenson stated TRCC is committed to partnering with Doniphan High School in the Fuels for Schools Biomass Project Grant. We have a great interest in enhancing educational opportunities and contributing to economic development.

**Update on Doniphan Schools
Grant Project**

Charlotte Eubank stated we are now using Wright Express Fleet cards. These are accepted at most fueling stations.

Wright Express Fleet Cards

Dr. Stephenson gave an update on the HB 22 Funded Projects. There is a total of \$519,000 in this funding cycle. He stated the staff of the college was given an opportunity to present project proposals. Currently there are ten proposals being reviewed; and the President's Cabinet will make the final recommendation on which ones will be chosen.

HB 22 Funded Projects Update

Dr. Stephenson reported this committee has met twice and things are going well. The plan for this group of faculty and staff is to put together a three-year strategic plan.

**Administrative Council /
Strategic Planning Steering
Committee**

Dr. Stephenson gave an update on the Missouri economy. He stated that there have been two budget withholds this year, and the Governor may choose to do another cut by the end of this year. He also noted in FY10 there could be a 5-10% cut for higher education. The goal of our institution is to work together and cut costs where needed.

Update on Missouri Economy

Upcoming events include: Peter Ostroushko, November 12, 2009 in the Tinnin Fine Arts Center at 7:00 p.m.; "Saving an Ozark Treasure: The Ozark Chinquapin", November 17, 2009 in the Rutland Library at 6:30 p.m.; Displaced Employee Information Evening, November 19, 2009 in the Tinnin Fine Arts Center at 5-8 p.m.; TRCC Nursing Pinning Ceremony in the Tinnin Fines Arts Center at 2:00 p.m.; TRCC Commencement, December 11, 2009 in the Bess Activity Center at 7:00 p.m.

Upcoming Events

Disbursements totaling \$4,435,337.38 as listed on the check register for the month of October were given unanimous approval for payment on a motion by Trustee Winston and second by Trustee Tibbs – all in favor.

**DISBURSEMENTS
ACCOUNTS PAYABLE**

Due to the expiration in April 2010, of the six-year terms of office for Trustee Cookson and Trustee ~~Winston~~ ^{Hollida}, and a four-year term of former Trustee James Grassham; it was moved by Trustee Cookson that the following resolution calling for conduct of a public election for the purpose of electing three members of the Board of Trustees be adopted:

**RESOLUTION CALLING
FOR TRUSTEES
ELECTION**

BE IT RESOLVED the Board of Trustees of Three Rivers Junior College District of Butler, Carter, Ripley, and Wayne counties and portions of Madison, Reynolds and Stoddard counties, that Notice of Election to be held in Sub-Districts No. 2, 3, 4, of said Junior College District, on the 6th day of April, 2010, between the hours of 6:00 a.m. and 7:00 p.m. for the purpose of electing three members to the Board of Trustees of Three Rivers Junior College District, that the Notice of Election be as follows:

NOTICE OF ELECTION
OF
THE THREE RIVERS JUNIOR COLLEGE DISTRICT OF
BUTLER, CARTER, RIPLEY AND WAYNE COUNTIES
AND PORTIONS OF MADISON, REYNOLDS AND
STODDARD COUNTIES, ELECTION TO BE HELD IN
SUB-DISTRICTS NO. 2, 3, 4 OF SAID
THREE RIVERS JUNIOR COLLEGE DISTRICT
ALL IN MISSOURI

TUESDAY, APRIL 06, 2010

Notice is hereby given to the qualified voters of the Three Rivers Junior College Sub-Districts No. 2, 3, 4, as described on Exhibit "B", "C", "D", attached hereto and made a part hereof as if more fully set out herein, of said Junior College District, all in the State of Missouri, that the regular election of said Sub-Districts No. 2, 3, 4, shall be held at all established voting places throughout the said Sub-Districts No. 2, 3, 4, on Tuesday, the 6th day of April, 2010, beginning at 6:00 a.m. and closing at 7:00 p.m. of said day, to vote upon the following proposition:

To elect one (1) member of the Board of Trustees of Three Rivers Junior College District, from Sub-District No. 2, for a term of two (2) years

To elect one (1) member of the Board of Trustees of Three Rivers Junior College District, from Sub-District No. 3, for a term of six (6) years

To elect one (1) member of the Board of Trustees of Three Rivers Junior College District, from Sub-District No. 4, for a term of six (6) years

And that Danetta P. Norris, recording secretary of the Board of Trustees, is authorized to act as the Election Authority on behalf of Trustee Secretary Wilbur Thornton.

The motion was seconded by Trustee Winston and given unanimous approval.

Throughout the history of the TRCC Board of Trustees, diverse methods of voting have been used (silent signal, voice, and roll call). Often, it has been necessary to clarify the voting preferences because of failure to hear distinctive individual voting preferences. Trustee Thornton made a motion recommending all votes be taken individually by the recording secretary. The motion was seconded by Trustee Cookson and given unanimous approval.

First Reading.

Under the Red Flags Rules, financial institutions and creditors must develop a written program that identifies and detects the relevant warning signs – or “red flags” – of identity theft. These may include, for example, unusual account activity, fraud alerts on a consumer report, or attempted use of suspicious account application documents. The program must also describe appropriate responses that would prevent and mitigate the crime and detail a plan to update the program. The program must be managed by the Board of Directors or senior employees of the financial institution or creditor, include appropriate staff training, and provide for oversight of any service providers. A Financial Policy, along with a Financial Regulation document, has been prepared for the Board’s review.

The Sick Bank Governing Committee recently met and made some revisions to the Sick Bank Policy. TRCC Administration recommends these revisions as proposed by the committee. The changes provide clarification of procedure and for the employment of additional assessments prior to the approval/denial of requests. Additionally, the proposed policy integrates a provision for the governing committee to require an interview with requester as an element of the decision process. Following discussion by the trustees, unanimous approval was given on a motion by Trustee Tibbs and second by Trustee Cookson to revise the Sick Bank Policy.

The Early Childhood Learning Center (ECLC) is a full service learning center with thirty (30) available slots, providing high quality learning opportunities for children ages 2 to 6 during the day. The original intent of the ECLC was to provide a service to the students, employees, and community. In order to provide this service, the college has had to supplement the budget of the ECLC. Currently, the supplement required to operate the ECLC has exceeded \$80,000.00 per year. In order to mitigate the financial losses associated with the operation, a change in fee structure and rate is proposed. Currently the fee structure provides for a weekly, daily, and hourly rate. As a result, significant

CONSIDERATION TO CHANGE BOARD VOTING PROCEDURE

CONSIDERATION OF FINANCIAL POLICY 3105 – PROTECTION, PREVENTION, AND MITIGATION OF IDENTIFY THEFT (First Reading)

CONSIDERATION TO REVISE SICK BANK POLICY

CONSIDERATION OF FEE STRUCTURE FOR EARLY CHILDHOOD LEARNING CENTER

\$30.00. There will be a ten percent discount for additional children enrolled. Following discussion by the trustees, unanimous approval was given on a motion by Trustee Tibbs and second by Trustee Winston to change the fee structure for ECLC.

Trustee Winston stated “we’ve asked numerous times to be included in the College Foundation’s meetings, and to date - we’ve not been asked”. Some questions he asked were:

- If this is a TRCC Foundation, how does it operate?
- What are the procedures?
- Are there Bylaws?
- How many times do they meet?

Trustee Tibbs stated he would like to see an agreement with the Foundation, to share information.

Ms. Judith Scott, Executive Director of the Foundation, spoke on behalf of the Foundation. She stated there are Bylaws available for the TRCC Board of Trustees to view. They do meet at least one time per year. The meetings are posted, and are open to the public. The Foundation is Audited yearly, and has had a clean Audit thus far. She stated the purpose of the Foundation is to enhance TRCC with the many projects they have completed to date.

A motion was made by Trustee Winston to enter into executive session to discuss personnel and legal matters, permissible under guidelines of Missouri Rev. Statute Section 710.021.1 Legal – legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; Section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

The motion to enter into executive session was seconded by Trustee Tibbs. The Board was polled; the vote was as follows: Trustee Randy Grassham, yes; Trustee Hollida, yes; Trustee Thornton, yes; Trustee Cookson, yes; Trustee Tibbs, yes; and Trustee Winston, yes.

Following the executive session, Trustee Cookson moved to enter into the regular board meeting; Trustee Tibbs seconded the motion. The Board was polled; the vote was as follows: Trustee Randy Grassham, yes; Trustee Hollida, yes; Trustee Thornton, yes; Trustee Cookson, yes; Trustee Tibbs, yes; and Trustee Winston, yes.

Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Winston and second by Trustee Tibbs on the following personnel action:

Acceptance of Resignation

Ms. Annabeth Miller, Coordinator of News Services

Ms. Tina Davis, Mailroom

**DISCUSSION OF THREE
RIVERS COMMUNITY
COLLEGE FOUNDATION**

EXECUTIVE SESSION

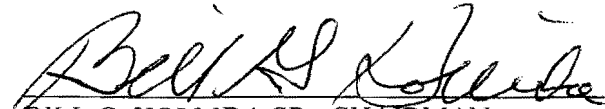
PERSONNEL ACTION:

Miller

Davis

There being no further business, the meeting was adjourned on a motion by Trustee Cookson and second by Trustee Thornton, with unanimous approval.

ADJOURNMENT


BILL G. HOLLIDA SR., CHAIRMAN

12-16-09
APPROVAL DATE


WILBUR L. THORNTON, SECRETARY

12-16-09
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 of the College in Poplar Bluff, Missouri, on Wednesday, December 16, 2009, at 12:00 noon.

DECEMBER 16, 2009

Those present: Trustees Bill G. Hollida, chairman; Marion L. Tibbs, vice chairman; Wilbur L. Thornton, secretary; Randy D. Winston, treasurer; Randy Grassham, member; and Stephen C. Cookson, member; college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Dr. Martha Kirkman, interim vice president for student success; Charlotte Eubank, interim chief financial officer; and Danetta Norris, recording secretary.

ATTENDANCE

Chairman Hollida welcomed those in attendance and called the meeting to order. The Agenda for this meeting was approved as presented on a motion by Trustee Tibbs and second by Trustee Thornton.

**APPROVAL OF BOARD
MEETING AGENDA**

The minutes of special called meeting on October 29, 2009 and the regular meeting on November 12, 2009, was approved as presented on a motion by Trustee Winston and second by Trustee Cookson. A revision was made on November's minutes on page two. The resolution calling for Trustees Election should read Trustee Hollida's term in expiring, not Trustee Winston.

**APPROVAL OF MINUTES
OF OCTOBER/NOVEMBER
MEETINGS**

President Stephenson reported on several items in his report. The proposed board meeting dates for 2010 include: January 21(Thursday) at 12 noon; February 18 (Thursday) at 12 noon; March 11 (Thursday) at 12 noon; April 15 (Thursday) at 6:30 p.m.; May 20 (Thursday) at 6:30 p.m.; and June 17 (Thursday) at 6:30 p.m.

PRESIDENT'S REPORT

Proposed Board Meeting Dates

Dr. Stephenson reported the Coordinating Board of Education recently approved a community college partnership between Southeast Missouri State University and Three Rivers Community College. It was stated TRCC will offer the Associate of Arts Degree. Classes will be held in the Career & Technical Center of Cape Girardeau and will begin in Fall - 2010. Dr. Stephenson will present a memorandum of agreement in January for the Board's approval.

**Update on Cape Girardeau
County Community College
Partnership**

Dr. Stephenson stated the Chief Financial Officer Committee will begin meeting in January 2010 to begin selecting candidates for this position.

Update on CFO Search

Dr. Kirkman gave an update on Winter-09 and Spring-10 enrollment. Comparisons for the Winter Session 2008-2009: credit hours are up 40 percent; with head-count up 30 percent. Comparisons for the Spring 2008-2009: credit hours is up 16 percent; with head-count up 14 percent.

**Enrollment Update for Winter-
09 and Spring-10 Sessions**

Lydia Clark reported on a new Veteran's program. Military Spouse Career Advancement Accounts (MyCAA) is for spouses of military veterans. This covers any degree/certificate program. The plan is to have the program active for the spring semester.

VA Program / MyCAA

Cindy Howell reported the Early Childhood Learning Center held a Trike-A-Thon on October 16, 2009. The weather was great, with 29 children participating. Thanks to staff and the children's parents, a total of \$1,284.88

ECLC Trike-A-Thon

received a nice plaque.

Madawn Traxel reported she recently took six students to St. Louis for the Missouri State Teachers Association State Convention. They heard a great speaker, attended various workshops, and had an opportunity to visit with other students from various schools.

Richard Crouse reported on a site visit from the Emergency Medical Service Bureau. Excellent ratings were received on everything. We are the only institution in the state of Missouri that has the EMT-Paramedic Program.

Dr. Stephenson stated we have a procedure in place for inclement weather. A hand-out was viewed with the procedures for *Operation Winter Bird*.

Charlotte Eubank reported the Purchasing Manual is in draft form. The President's Cabinet has been working on this manual and providing information. Once completed, this manual will be the process for purchasing.

Dr. Stephenson stated we will have a Title IX Review on January 25-27, 2009. Helen Grant, former Associate Commissioner for Compliance with the Sun Belt Conference, will be on campus assisting and evaluating.

Upcoming events include: Ag Greenhand Motivation Conference, January 6, 2010 in the Tinnin Fine Arts Center, 3:30-6:30 p.m.; Ag Expo, January 22-23, 2010 at the Black River Coliseum; Poplar Bluff Chamber of Commerce Annual Banquet, January 30, 2010 in the Black River Coliseum at 6:00 p.m.; ACBSP Site Evaluation, February 28 – March 3, 2010 on-campus of TRCC.

Disbursements totaling \$840,433.41 as listed on the check register for the month of November were given unanimous approval for payment on a motion by Trustee Tibbs and second by Trustee Grassham – all in favor.

Second Reading.

Under the Red Flags Rules, financial institutions and creditors must develop a written program that identifies and detects the relevant warning signs – or “red flags” – of identity theft. These may include, for example, unusual account activity, fraud alerts on a consumer report, or attempted use of suspicious account application documents. The program must also describe appropriate responses that would prevent and mitigate the crime and detail a plan to update the program. The program must be managed by the Board of Directors or senior employees of the financial institution or creditor, include appropriate staff training, and provide for oversight of any service providers. A Financial Policy, along with a Financial Regulation document, has been prepared for the Board's review. Following discussion by the trustees, unanimous approval was given on a motion by Trustee Cookson and second by Trustee Grassham to accept Financial Policy 3105.

Dr. Maribeth Payne has been coordinating the meetings of the Strategic Planning Steering Committee for several months. They have created several strategic themes for 2010-2015. The vision of TRCC will be the preeminent, cutting-edge community of learners with a student-first focus, and will operate as a vibrant, dynamic catalyst for the creation of opportunities that foster learning and student success. Presentations on seven themes were given by the following: Will Norwood, Communication; Cynthia Richardson, Culture and Learning; Dr. Mary Lou Brown, Partnerships and Resources; Connie Hampton, Leadership and Technology. Trustee Wilbur Thornton followed with the affirmation “it is very important to see where we are going in the next five years”. He is assured we are moving in a positive direction.

S-MSTA State Convention

Paramedic Site Visit

Operation Winter Bird

Update on Purchasing Manual

Title IX Review

Upcoming Events

**DISBURSEMENTS
ACCOUNTS PAYABLE**

**CONSIDERATION OF
FINANCIAL POLICY 3105 –
PROTECTION,
PREVENTION, AND
MITIGATION OF IDENTIFY
THEFT (Second Reading)**

**REPORT FROM
STRATEGIC STEERING
COMMITTEE /
ADMINISTRATIVE
COUNCIL**

At the June 23, 2009, meeting of the Three Rivers Community College, the Building Corporation Board of Directors elected new members and officers. The President of TRCC recommends that the Board of Trustees approved those elected at the meeting. Those elected were: William D. Swafford, President; Dr. Larry Kimbrow, Vice President; Charlotte Eubank, Treasurer/Assistant Secretary; Dr. Devin Stephenson, Secretary/Assistant Treasurer; and Randy Winston, member. Following discussion by the trustees, unanimous approval was given on a motion by Trustee Cookson and second by Trustee Grassham to accept the current membership. It was suggested this item be discussed again at the January board meeting.

CONSIDERATION OF BOARD MEMBERSHIP OF BUILDING CORPORATION

Overtime and compensatory time has not formally been addressed in past policy and procedure, nor did accruing the time require prior approval. Employees recorded their time worked beyond normal hours within their department and with no official recordkeeping through payroll or administrative accountability. Federal laws provide much guidance on the proper accrual, recordkeeping, and disbursement of overtime and compensatory time. Any hours worked beyond 40 hours per week requires the payment of time and one-half, or the accrual of compensatory time at a rate of one and one-half. With tight budget times forecasted, it is necessary to provide guidance to the supervisors and staff regarding college overtime policy and the requirement for prior approval. The President's Cabinet has extensively researched the Fair Labor Standards Act and Missouri Statute to ensure that the proposed Policy is compliant. The Administrative Council was also consulted and asked to review the proposed Policy and provide input. Following discussion by the trustees, unanimous approval was given on a motion by Trustee Winston and second by Trustee Cookson to accept Personnel Policy 4506 – Overtime and Compensatory Time.

CONSIDERATION OF PERSONNEL POLICY 4506 – OVERTIME AND COMPENSATORY TIME

A motion was made by Trustee Winston to enter into executive session to discuss personnel and legal matters, permissible under guidelines of Missouri Rev. Statute Section 710.021.1 Legal – legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; Section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

EXECUTIVE SESSION'

The motion to enter into executive session was seconded by Trustee Tibbs. The Board was polled; the vote was as follows: Trustee Randy Grassham, yes; Trustee Hollida, yes; Trustee Thornton, yes; Trustee Cookson, yes; Trustee Tibbs, yes; and Trustee Winston; yes.

Following the executive session, Trustee Winston moved to enter into the regular board meeting; Trustee Grassham seconded the motion. The Board was polled; the vote was as follows: Trustee Randy Grassham, yes; Trustee Hollida, yes; Trustee Thornton, yes; Trustee Cookson, yes; Trustee Tibbs, yes; and Trustee Winston, yes.

Upon entering into regular session the following was noted:

Unanimous approval was given on a motion by Trustee Tibbs and second by Trustee Thornton to give Dr. Stephenson the authority to negotiate a lease on property owned by Three Rivers Community College.

PERSONNEL ACTION:

Following discussion by the trustees and with the recommendation by the president, unanimous approval was given on a motion by Trustee Winston and second by Trustee Cookson on the following personnel action:

Acceptance of Resignation

Ms. Linda Gromer, Executive Secretary/Administration

Gromer

Employment of Personnel

Kristy D. Johnson, Instructor of Nursing

Johnson

Bill D. Cagle, Campus Police Officer

Cagle

Michelle L. Madsen, Campus Police Officer

Madsen

Megan L. Keathley, Coordinator, News/Web Services


Keathley

Jason Hosenev, Vice President of Student Success

Hosenev

There being no further business, the meeting was adjourned on a motion by Trustee Cookson and second by Trustee Tibbs, with unanimous approval.

ADJOURNMENT



~~BILL G. HOLLIDA SR., CHAIRMAN~~
Marion Tibbs Vice Chairman

1-21-10
APPROVAL DATE



WILBUR L. THORNTON, SECRETARY

1-21-10
APPROVAL DATE