

**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 15, at 10:11 a.m.

**DECEMBER 15, 2010**

Those present included: Trustees: Wilbur Thornton, vice chair; Randy D. Winston, secretary; Randy Grassham, treasurer; Darren Garrison, member; Phil Davis, member; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Jason Hosenev, vice president for student success; Charlotte Eubank, chief financial officer; Kathy Swan, coordinating board of higher education member; Dr. David Russell, commissioner/Missouri department of higher education; and Heather Kilbreath, recording secretary. Marion L. Tibbs, chairman, was absent. Others present in the gallery were Three Rivers Police Chief Bill Cagle and Rick Hux, coordinator for the Southeast Missouri University Malden Center.

**ATTENDANCE**

Trustee Grassham delivered the invocation for the meeting.

**INVOCATION**

Trustee Tibbs was absent due to a medical procedure so Vice-Chair Thornton served as Chairman of the meeting.

**APPROVAL OF BOARD  
MEETING AGENDA**

Vice-Chair Thornton called the meeting to order. Trustee Winston requested to move the executive session after the president's report and enter into a special open session with Dr. David Russell and Kathy Swan. The agenda for the meeting was unanimously approved as amended on a motion by Trustee Winston and seconded by Trustee Garrison.

President Stephenson discussed the successful history of Three Rivers College in providing educational opportunities throughout Southeast Missouri for the past 40+ years. He also gave a report on the outstanding ceremony that took place the day before when college officials, local citizens, and the Three Rivers Endowment Trust dedicated an historical marker at the original location of the college, now occupied by Southern Bank.

**Historical Marker  
Ceremony**

President Stephenson introduced the two guests from the Missouri Department of Higher Education and the Coordinating Board of Higher Education: Dr. David Russell, Commissioner and Kathy Swan, CBHE Member.

**Higher Learning  
Commission**

Vice-Chair Thornton requested that the guests address the Board and provide their wise counsel to a situation created by officials of Southeast Missouri State University. Dr. Russell thanked the Board for the invitation and opened discussion regarding Dr. Ken Dobbins', president of Southeast Missouri University, latest endeavor to bring an associate of applied science nursing degree to Kennett, Missouri, with the aid of Arkansas State University from Jonesboro, Arkansas, without

first offering this partnership to Three Rivers.

The Board, Commissioner, and President Stephenson discussed the history of Three Rivers and Southeast, Missouri Department of Higher Education public policy, the board's concern about Dr. Dobbin's trustworthiness, mediation between the two educational institutions, and the need to keep this matter out of public arena.

Following discussion, Dr. Russell and Ms. Swan individually addressed the college board of trustees and college administration with their advice and final comments.

President Stephenson stated Dr. Russell would be invited campus at another time later this year to tour the campus, the Dexter Center, and the Nursing and Allied Health Center.

The meeting was suspended at 11:17 a.m. for a lunch break on a motion by Trustee Davis and second by Trustee Grassham, with unanimous approval.

**LUNCH BREAK**

Vice-Chair Thornton reconvened the meeting at 12:25 p.m. and welcomed all in attendance.

The minutes of meeting on November 17, 2010, were unanimously approved on a motion by Trustee Davis and second by Trustee Garrison.

**APPROVAL OF  
MINUTES  
OF NOVEMBER  
MEETING**

Disbursements totaling \$2,103,371.29 as listed on the check register for the month of November were unanimously approved for payment on a motion by Trustee Winston and second by Trustee Garrison.

**DISBURSEMENTS  
ACCOUNTS PAYABLE**

Charlotte Eubank stated the cash balance in the financial report was a snapshot in time and that there was a significant difference from November's report due to student aid refund money being received and payments not yet distributed. Ms. Eubank also noted there was \$3.6 million in the college's plant (or reserve) fund. This plant fund balance was \$3.1 million in October 2010 and \$3.3 million in November 2010.

**PRESIDENT'S REPORT**

President Stephenson reported that employees enjoyed their annual Christmas breakfast on December 10, 2010. At this event, Dr. Stephenson presented retiring English instructor, Cynthia Richardson, with resolutions from the Missouri House of Representatives and Senate honoring her years of service.

**EMPLOYEE  
CHRISTMAS  
BREAKFAST**

President Stephenson reported *The Gift* CD had sales of \$3,210 to date. The CD is a compilation of Christmas classics performed by Dr. Stephenson. All proceeds from sales will benefit a scholarship fund. The cost per CD is \$15 and is sold at the Three Rivers Bookstore, Patrons of Arts performances, Jewelers Bench, and Home Accents.

***THE GIFT* CD REVENUE  
REPORT**

On December 14, 2010, there was a Historical Marker Dedication Ceremony held on the Southern Bank downtown property. Endowment Trust Chairman, Dr. E.T. Hansbrough, and Board of Trustee Chairman, Marion Tibbs, unveiled the marker during the ceremony. This marks the site of Three Rivers' first building in downtown Poplar Bluff; and the marker was a project of the Three Rivers Endowment Trust.

## **HISTORICAL MARKER DEDICATION CEREMONY**

The 2<sup>nd</sup> Annual Legislative Brunch will be held on December 17, 2010. All legislators from the area are invited and will be briefed on Three Rivers and higher education funding issues. In addition, legislators will be given the opportunity to engage in conversation on MCCA's legislative agenda.

## **UPDATE ON LEGISLATIVE BRUNCH**

President's Advisory Committee meetings were held for Butler County at the Tinnin Center, Southeast Butler County at Twin Rivers High School, Southwest Butler County at Neelyville High School, and Wayne County at the *Fishing Hole*. These committees were expanded to include more community leaders from our service areas. Feedback from these meetings includes support of equity in all athletic programs, appreciation for relationship and partnership building, and the desire to meet with Dr. Stephenson more often. Meetings for Ripley, Carter and Dunklin (Kennett) counties have been scheduled in coming weeks.

## **UPDATE ON PRESIDENT'S ADVISORY MEETINGS**

Three Rivers' Medical Laboratory Technician recently went through an accreditation review. The program was received full accreditation with no deficiencies noted. The accreditation team reported the following areas of strength: administration supports program; faculty dedicated to students; excellent support from advisory committee members, clinical affiliates, and graduates; and excellent student lab. Dionne Thompson is the Med Lab instructor and program coordinator. Three Rivers' Med Lab program is one of only four programs in Missouri.

## **MED LAB TECHNICIAN PROGRAM ACCREDITATION**

Coach Jeff Walk demonstrated the new Three Rivers Athletic website, which is linked to the college's website. The website contains YouTube videos, upcoming athletic events, sports stories, photos, game stats, and provides a revenue stream to support the athletic department budget and operations.

## **NEW ATHLETIC WEBSITE**

Chief Bill Cagle of Three Rivers Police Department reported they are currently working on an Emergency Action Plan for the college, which will consist of online training, training exercises, and safety poster notification. Safety programs will be presented to both employees and students. The police department is working on projects such as campus community watch, employee/student escort service, behavioral intervention team, crime prevention committee, and police department advisory board. The department currently has three commissioned officers, two non-commissioned officers, and the campus is patrolled 24/7. On average, the department receives 350-450 calls per month; 55 reports since August 26, 2010; and 23 of those reports were related to housing. The officers work during ballgames and other special events. The patrol car is marked and equipped for emergency use. There is also

## **POLICE DEPARTMENT REPORT**

a bicycle for patrol use.

Marisol Arenivas, Housing Director, and Sheronda Powell, Housing Liaison, reported they have identified various maintenance issues such as smoke detectors missing batteries or unplugged, empty fire extinguishers, and poor living conditions such as filthy carpet, holes in wall, light fixtures exposed and water damage. To remedy these issues, Ms. Arenivas and her staff will conduct monthly health and safety inspections. As a result of these inspections, the college has reconnected and replaced batteries in smoke detectors; replaced fire extinguishers with new ones; and painted and removed old carpeting from apartments. Additionally, a daily duty maintenance log is being kept. Housing has a total of 183 beds with 3 people on a waiting list and has had sixteen programs and/or activities in the fall semester with an overall resident participation of 283. Each resident assistant is responsible for one weekly activity (social, educational, academic, diversity, or spirituality) and one significant program per semester.

Upcoming *Patrons of Arts* programs include *Swing Sisters* on December 18; *Back to the Future* on January 22; and *The Comedy of Errors* on February 5.

President Stephenson announced Bill Hampton has been hired as the Coordinator of the Dexter Center and Ann Matthews as the Assistant Coordinator. This is the newest off-campus center and is located at 515 Market Street. Classes are scheduled to begin on January 18. The center is a collaborative effort with Stoddard County Learning Center, Stoddard County Development Authority, Dexter Chamber of Commerce, and City of Dexter. The center will offer day and evening general education classes, house the Green Diesel Technology program, house Medical Coding Program, and provide a full complement of student services including registration, advising and financial aid assistance.

President Stephenson introduced Jim Schmersahl of Schmersahl, Treloar & Company, the college's independent auditor. Mr. Schmersahl distributed the draft audit and led the audit review. He reported that the bookstore increased revenues by \$73,000; and instructional expenses increased due to the increase of credit hours. He indicated that the internal financial controls of the Booster Club continued to be an issue. Mr. Schmersahl also suggested that the Board of Trustees look into raising tuition.

The Board unanimously approved the adoption of the annual audit report on motion by Trustee Winston and second by Trustee Garrison.

## **HOUSING REPORT**

## **UPCOMING PATRONS OF ARTS EVENTS**

## **UPDATE ON DEXTER CENTER**

## **ITEMS FOR DISCUSSION, CONSIDERATION & VOTE**

## **CONSIDERATION OF ADOPTION OF ANNUAL AUDIT REPORT**

Upon the recommendation by legal counsel and recommendation by President Stephenson, the Board unanimously approved the resolution for property lease for the Sikeston (Matthews) property on a motion by Trustee Winston and second by Trustee Grassham. The lease will generate total revenue of \$4,940, which is 38 acres at a \$130 per acre. Rent will be paid two payments as follows: \$2,470 due January 3, 2011, and \$2,470 due July 1, 2011.

**CONSIDERATION OF RESOLUTON FOR PROPERTY LEASE**

The resolution reads as follows:

“The following resolution was passed at a duly convened meeting of the Board of Trustees of Three Rivers Community College on the 15<sup>th</sup> day of December, 2010.

Be it resolved that Dr. Devin Stephenson, President, is hereby authorized by the Board of Trustees, to execute any and all documents pertaining to a contract for the lease of real estate for the purpose of farmland on behalf of Three Rivers Community College.

I, Wilbur Thornton, as chairman of the Board of Trustees of Three Rivers Community College and Dr. Devin Stephenson, president of Three Rivers Community College hereby certify that this resolution (a) has been duly recorded in the minute book and approved by appropriate vote by the trustees of the college (b) is in force, and (c) does not in any way exceed the objects or powers of the trustees of Three Rivers Community College.”

Dr. Wesley Payne reported an ad hoc committee had been formed to research and recommend a new personnel evaluation program. The committee will make a final presentation to the President’s Cabinet. There will be two evaluation programs: one for professional staff/support staff and one for faculty. The professional/support staff evaluation program will be implemented in Spring 2011, and faculty evaluation program will be implemented in Fall 2011. Trustee Garrison indicated that his preference would be to incorporate incentives or raises in the evaluation systems.

**UPDATE ON COLLEGE PERSONNEL EVALUATION PROCESS**

Charlotte Eubank distributed a detailed listing of annual expenditures for the E.K. Porter building and led discussion. The information included work orders, custodial services and accounts payable records.

**DISCUSSION OF BUILDNG EXPENDITURES**

**DISCUSSION AND CONSIDERATION OF INSURANCE PREMIUMS**

Kristina McDaniel stated the college had been assessed an additional \$80,000 to keep the GMET Insurance Trust solvent. President Stephenson and Mrs. McDaniel led discussion about insurance options. Following discussion, Dr. Stephenson requested the board’s permission to pursue other health insurance opportunities for college employees.

**Health Insurance**

The Board approved by consensus Dr. Stephenson's request.

The Board unanimously approved the payment of the E.K. Porter Building insurance premium by the college on a motion by Trustee Garrison and second by Trustee Davis.

Emily Parks reported a committee of individuals from the Endowment Trust, Sikeston and Poplar Bluff President's Advisory Committee, and the college interviewed three capital fundraising companies: American City Bureau, Clements Group, and Dini Partners. Mrs. Parks stated the consensus of the committee was to select American City Bureau for the upcoming capital campaign projects in Poplar Bluff and Sikeston. American City could start immediately and would take twelve weeks to complete the feasibility study. President Stephenson reported the Endowment Trust had already endorsed American City and would raise the money for the feasibility study. The feasibility study will be presented to the Trust and the Board at some time in March 2011. Then the two entities would employ American City to continue the fundraising campaign and the fee structure would be negotiated at that time.

American City Bureau is a full-service firm with over 97 years of success and has completed nearly 10,000 philanthropic services and raised billions of dollars for those campaigns. The company is headquartered in Chicago, Illinois. Strengths include strong partnerships, previous success in Sikeston, fundraising philosophy, and development study structure and time frame.

Following discussion and recommendation by President Stephenson, the Board unanimously approved the endorsement of American City Bureau and Endowment Trust funding the feasibility study on a motion by Trustee Winston and second by Trustee Davis.

Charlotte Eubank distributed handouts and, along with President Stephenson, led discussion about tuition increase scenarios. Over 80% of Three Rivers students receive a Pell grants. Summer is traditionally the semester tuition increases take effect. Trustee Garrison requested the college explain the reason for increasing tuition, which is an estimated \$700,000 decrease to state core allocation. The Board agreed to consider the proposal and to take action in January when more information was available regarding the FY12 state core allocation.

The Board approved the following policy as presented: Social Media Policy on motion by Trustee Garrison and second by Trustee Grassham.

## **Property Insurance**

## **CONSIDERATION OF CAPITAL FUNDRAISING CAMPAIGN**

## **REVIEW OF PREVIOUSLY APPROVED TUITION PLAN & CONSIDERATION OF FY 12 TUITION/FEES**

## **CONSIDERATION OF ADOPTION OF COLLEGE POLICIES:**

Social Media Policy

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

**CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Hiring

William Dougherty III, Administrative Assistant for Financial Aid

Thomas Brian Newman, Campus Police Officer

**Dougherty  
Newman**

Grant Formal Status

Sheronda Powell, Assistant Women’s Basketball Coach/Housing Liaison

Ben Gordon, Technology and Computer Services Specialist

**Powell**

**Gordon**

Acceptance of Resignation

Drew Bates, Campus Police Officer

Melanie Thomas, English Instructor

**Bates**

**Thomas**

President Stephenson reviewed the current list of bid proposals. There were five bids awarded to Missouri companies of which four were in the college’s service area and the largest bid was to a company within the college’s taxing district.

**BID PROPOSALS**

A motion was made by Trustee Davis 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.

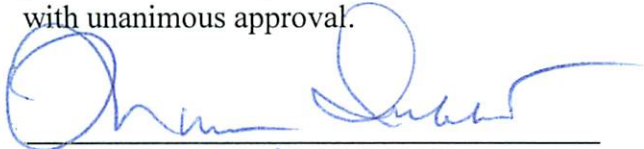
**EXECUTIVE SESSION**

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

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

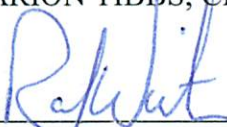
There being no further business, the meeting was adjourned at 3:03 p.m. on a motion by Trustee Garrison and second by Trustee Tibbs, with unanimous approval.

**ADJOURNMENT**



MARION TIBBS, CHAIRMAN

APPROVAL DATE



RANDY WINSTON, SECRETARY

APPROVAL DATE