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

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

Invocation was delivered by Chairman Randy Grassham.

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

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

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

a. Review of everything that has happened over the past five years.

b. Identifying things that impact the college from within and outside of the institution.

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

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

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

Trustee Williams asked if there were items that were discussed that did not get included in the plan. Dr. Maribeth Payne
explained that the committee was as inclusive as possible and she did not think that there were any items that were not included.

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

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

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

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

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

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

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

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

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

Dr. Payne informed the board that the PB classroom building is moving along on schedule. Scheduled date to be returned to the college is the end of April. The Master Gardner’s have agreed to assist the college with the design and planting of the new entrance. We are in final stages of moving in the Sikeston building.
Dr. Payne discussed the revised newsletter from the college to the community. The focus of the newsletter is to keep the community informed as to what Three Rivers College is doing.

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

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

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

Dr. Payne introduced the following employees:

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

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

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

There was not an executive session

Trustee Ressel moved all personnel actions and associated documents be approved. On a second by Trustee Schalk the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.
There being no further business, the board unanimously approved to adjourn the meeting at 1:00 p.m. on a motion by Trustee Schalk and a second by Trustee Davis.

RANDY GRASSHAM, CHAIRMAN

PHIL DAVIS, SECRETARY

ADJOURNMENT