

**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, September 21, 2011, at 12:07 p.m.

**SEPTEMBER 21, 2011**

Those present included: Trustees: Wilbur Thornton, chairman; Randy Winston, vice chair; Randy Grassham, treasurer; Darren Garrison, secretary; Phil Davis, member; Marion Tibbs, 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; and Heather Kilbreath, recording secretary.

**ATTENDANCE**

Chairman Thornton called the meeting to order. Father David Coon, of Sacred Heart Catholic church, in Poplar Bluff, delivered the invocation.

**INVOCATION**

Trustee Tibbs made a motion – seconded by Trustee Davis - to approve the agenda as presented. The agenda was unanimously approved.

**APPROVAL OF BOARD  
MEETING AGENDA**

The minutes of the meetings on August 17, 2011, and September 7, 2011, were unanimously approved as presented on a motion by Trustee Winston and second by Trustee Grassham.

**APPROVAL OF MINUTES  
OF AUGUST MEETING**

Charlotte Eubank reported the college has collected 60% of its budgeted revenues in tuition/fees. “Other Operating Revenue” is unbudgeted and incidental revenue which is collected from fines, transcript fees, and other income – that total to date is \$166,741. President Stephenson stated the college took a conservative approach to projected revenues this fiscal year. The summary of checks issued for August 2011 was \$1,088,421.26.

**CONSIDERATION OF  
COLLEGE FINANCIAL  
REPORT**

Mrs. Eubank stated that Kraft, Miles and Tatum would be arriving on Monday, September 29 to begin conducting the college’s annual audit.

The August 2011 financial report was unanimously approved on a motion by Trustee Winston and a second by Trustee Tibbs.

**PRESIDENT’S REPORT**

President Stephenson announced “Meet the Raiders” Night was a huge success. The event was held on September 12 and was sponsored in part by the Booster Club, Raider Victory Club, the Alumni Association, and the college. Booths were present that promoted various memberships and to sell college merchandise. Members of all Three Rivers athletic teams were introduced.

**“Meet the Raiders” Night**

Dr. Stephenson announced the Rodeo Team would be participating in their first collegiate rodeo event on September 22-24 at Missouri Valley College in Marshall, Missouri.

#### **Update on Rodeo Team**

Dr. Stephenson reported that a number of college personnel participated in the Stoddard County Fair Parade on September 20. There were over 8,000 attendees to the parade. Senator Rob Mayer was pleased with the college's participation in the event.

#### **Stoddard County Fair Parade**

Dr. Stephenson reported U.S. Senator Roy Blunt visited the college on September 2 to discuss middle skills jobs, the college's role in economic development, and to tour the diesel technology program at the Dexter Center. Senator Blunt toured the Dexter Center. Then a roundtable discussion was held in Poplar Bluff with a number of community leaders with Senator Roy Blunt and State Senator Rob Mayer.

#### **Senator Roy Blunt Visit**

Dr. Stephenson reported the college met with the Willow Springs Education Foundation Committee on September 14. The presentation outlined potential offerings based on community needs and described Three Rivers' vision for the service area. Zora Mulligan pledged support from the other 11 MCCA institutions.

#### **Update on Willow Springs Presentations**

On September 19, Three Rivers presented to the Willow Springs Board of Alderman. Those presenting were: Mark Stidham, City of Dexter; Janet Coleman, Dexter Chamber Director; Dr. Wesley Payne; Gary Pride; Bill Hampton; and Dr. Devin Stephenson. The presentation described the benefits of a Three Rivers Center in Willow Springs. Mr. Pride discussed Public Safety Training. Ms. Coleman described the partnership that opened the Three Rivers Center in Dexter. Chairman Thornton commended the college on its presentation at Willow Springs and compliments Teresa Johnson and Megan Keathley on their professionalism and their work.

Missouri State will make a presentation later in September and the city council will make a final decision as to who will coordinate the business incubator and higher education offerings in Willow Springs.

Dr. Wesley Payne reported Timberfest will take place on October 7-8 at the Ripley County Fairgrounds in Doniphan, Missouri. Three Rivers' Triple Creek Cutters are currently training for the event and will compete in several events throughout the competition.

#### **Update on Timberfest**

Dr. Stephenson reported that he would be participating in the 2011 Governor's Conference on Economic Development on September 22-23 in Springfield, Missouri. Others participating in the conference is Bud Joyner, Jennifer Hood, and Steve Halter/President of Poplar Bluff Chamber of Commerce.

#### **2011 Governor's Conference on Economic Development**

Dr. Stephenson reported the first annual Three Rivers College Sikeston Jamboree will occur on Saturday, October 8 at the

#### **1<sup>st</sup> Annual Three Rivers College Sikeston Jamboree**

Sikeston High School Fieldhouse in Sikeston, Missouri. The event will begin at 10 a.m. There will be four scrimmage games and four teams have confirmed their participation: Mineral Area College, Dyersburg State, Philander Smith College, and Three Rivers College. The Board of Trustees and President's Office will sponsor a VIP hospitality room for the event.

Dr. Wesley Payne reported the college participated in the annual Kennett Chamber of Commerce banquet on September 17. Employees that participated were Drs. Wesley and Maribeth Payne, Gary Pride, Jason and Angela Hosenev, and Derrick Miller. The event was a great networking opportunity in a casual atmosphere with chamber members. Employees visited with Wendell Crow, an attorney in Kennett, and Jake Crafton, Mayor of Kennett.

### **Annual Kennett Chamber of Commerce Banquet**

Dr. Stephenson will address the Kennett Chamber of Commerce Board of Directors at a luncheon on October 11. Dr. Stephenson will speak about economic development and the college's expansion into the Kennett area.

### **Kennett Chamber of Commerce Board of Directors Luncheon**

On Wednesday, October 12, Three Rivers Center in Kennett will host a Kennett Chamber After-Hours and Open House for the Public Computing Center. Dr. Stephenson invited all trustees to the event.

### **Kennett Chamber of Commerce After Hours and Open House for Public Computing Center**

Emily Parks reported Clements Group was currently conducting the feasibility study in Sikeston. They are holding 25 one-on-one interviews and 4 community summits. Clements will present the report findings at the October board meeting. Mrs. Parks stated the development office just received \$3,000 from the Thomas family to begin a memorial scholarship. The college will be accepting donations of a \$100,000 piece of property in Clarkton and a diesel truck for the green diesel program. The Development Office is in the process of reassigning ownership of the DeeDee Lawson and Orville McManus scholarships from the college to the Endowment Trust, at the direction of the family/responsible party.

### **Update on Capital Campaign**

Dr. Wesley Payne reported "...And I Stood Still" was the first production for college's new theater department, Center Stage. The performance was touching and a wonderful memorial to the events of September 11, 2001. KWOC, a local radio station in Poplar Bluff, will rebroadcast the performance at a later date.

### **"...And I Stood Still" Performance by Center Stage**

Dr. Wesley Payne announced upcoming Patrons of the Arts performances. Babaloo Music & Fun on September 24 at 3 p.m. and 7 p.m. which is sponsored by McDonald's in Piedmont, Van Buren, Doniphan, and Poplar Bluff. Chinese Acrobats on October 14 at 7 p.m. Jacob Marley's Christmas Carol on December 3 at 7 p.m.

### **Patrons of the Arts Performances**

Dr. Stephenson announced the college was awarded a \$1.9 million grant from Department of Education. The Title III grant will be distributed over a five year period and will help transform the college to improve learning in developmental courses and facilitate the redesign of a number of college courses. This is the largest Federally funding grant the college has received. The first grant disbursement will be October 1, 2011 and will be in the amount of \$399,700.

### **Title III Grant Award**

President Stephenson and Cabinet recommended the elimination of job descriptions from board policies. All job descriptions are located on the Employee Gateway – these descriptions are updated and available 24/7 online. Trustee Tibbs inquired if any positions had been eliminated from these job descriptions. Dr. Stephenson replied all job descriptions are accurate and up-to-date and no position had been eliminated.

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

#### **CONSIDERATION OF ELIMINATION OF JOB DESCRIPTIONS FROM PREVIOUS POLICIES & BYLAWS**

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:

#### **CONSIDERATION OF PERSONNEL ACTION**

##### Acceptance of Hiring

Mary Beth Sanders, Instructor of Nursing  
Janine Heath, Director of Procurement Services and Risk  
Management

**Sander  
Heath**

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.

#### **MOTION TO ENTER INTO EXECUTIVE SESSION**

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

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

Grassham, yes; Trustee Thornton, yes; Trustee Davis, yes; Trustee Garrison, yes; Trustee Tibbs, yes; and Trustee Winston, yes.

Trustee Garrison reported Three Rivers' faculty conducted the Clearwater High School workshop/in-service and the event was well received. He further stated Three Rivers' faculty may be asked to facilitate for other events.

## ADJOURNMENT

Trustee Winston congratulated the college on receiving the Title III grant.

There being no further business, the board unanimously approved to adjourn the meeting at 2:29 p.m. on a motion by Trustee Tibbs and a second by Trustee Winston.

  
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WILBUR THORNTON, CHAIRMAN

  
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DARREN GARRISON, SECRETARY

11/16/2011  
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APPROVAL DATE

11-16-11  
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APPROVAL DATE