

**BOARD OF TRUSTEES  
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, January 18, 2012, at 11:59 a.m.

**JANUARY 18, 2012**

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; Marcia Fields, interim coordinator for student success; Charlotte Eubank, chief financial officer; and Heather Kilbreath, recording secretary.

**ATTENDANCE**

Chairman Thornton called the meeting to order. Dr. Bill Vail, of First Baptist Church in Poplar Bluff, delivered the invocation.

**INVOCATION**

Trustee Tibbs made a motion to approve the agenda as presented. After a second by Trustee Garrison, the agenda was unanimously approved as presented.

**APPROVAL OF BOARD  
MEETING AGENDA**

The minutes of the meetings on December 14, 2011, were unanimously approved as presented on a motion by Trustee Winston and second by Trustee Tibbs.

**APPROVAL OF MINUTES  
OF DECEMBER MEETING**

Charlotte Eubank reported all budget amounts reflect adjustments approved by the Board at the December 2011 meeting. The college is 50% into the fiscal year and has realized 76% of budgeted revenue. This is largely due to increased enrollment, with 100% of tuition and fees revenue already being recognized. Revenue from auxiliary enterprises is also slightly ahead of expected due to bookstore rental revenue related to the earlier registrations. Non-operating revenue is only at 13% because property taxes will primarily be collected after December when property tax collections are at their peak. As for expenses, the college is 50% into the fiscal year and has spent 51% of its budgeted expenses. Grant Expense is higher, at 85%, because most of its grants are on a reimbursement basis. Year-to-date the college has net assets of \$5,236,847. The summary of checks issued for December 2011 was \$1,094,981.31. President Stephenson stated he will come back with additional budget adjustments that are directly related to the college's strategic plan later in the fiscal year. The December 2011 financial report was unanimously approved on a motion by Trustee Winston and a second by Trustee Davis.

**CONSIDERATION OF  
COLLEGE FINANCIAL  
REPORT**

Will Dougherty reported Student Services began integrating document imaging in office operations in March 2011. Enrollment Services began using the system in Fall 2011. Challenges to the old

**PRESIDENT'S REPORT  
DOCUMENT IMAGING**

paper record retention system were lost paperwork and cumbersome paper workflow. *ImageNow* was the software the college chose, through an open bid process, to solve these issues. The software uses secure encryption and access is assigned to employees on a “need to know” basis. Accessibility for documents is immediate and has well-defined workflows.

Dr. Wesley Payne reported Convocation was held on Monday, January 9, 2012, with the theme of “We’re all in this together.” Employees were updated on overall college landscape, capital campaign, Learning division, Student Success division, Financial Services division, planning and budgeting, and the college’s wellness program.

**SPRING 2012 CONVOCATION**

Marcia Fields reported enrollment numbers for Winter 2012 and Spring 2012.

**WINTER/SPRING SEMESTER ENROLLMENT**

	<b>Winter Session 2012</b>					
	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	
Headcount	429	331	313	260	227	*29.% increase over Winter 2011
Credit Hours	1,588	1,345	1,223	932	790	*18.1% increase over Winter 2011

	<b>Spring Session 2012</b>					
	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	
Headcount	4,242	3,635	3,473	3,023	3,013	*First day numbers 16.7% increase over Spring 2011 at census
Credit Hours	44,283	37,658	36,219	31,659	31,270	*First day numbers 17.6% increase over Spring 2011 at census

Location	<b>Spring 2012 Enrollment Update (as of 01/17/12)</b>					Credit Hrs variance SPR 2012
	Dup Headcount Spr 2011 census	Dup Headcount Spr 2012 current	Credit Hrs Spr 2011 census	Credit Hrs Spr 2012 current		
Kennett	203	245	1,783	2,161	+21.2%	
Malden	185	151	1,127	1,044	-7.4%	
Dexter	110	307	551	2,304	+318%	
Sikeston	423	486	3,416	3,994	+17.0%	
Cape Girardeau	171	180	1,016	1,076	+6.0%	
Portageville	41	42	218	240	+10.0%	
Poplar Bluff	2,110	3,085	27,096	29,882	+10.3%	
<b>Total</b>		<b>4,496</b>	<b>37,658</b>	<b>44,283</b>	<b>+17.6%</b>	

Mrs. Fields reported this is the first time that Spring enrollment numbers are greater than Fall enrollment numbers. Trustee Tibbs asked if Cape Girardeau facility was at capacity regarding space and Dr. Wesley Payne replied that is part of the center’s issue.

Bill Hampton reported the Dexter Center reached over 300 students due largely to outreach promotions and marketing to students in that general region. In Fall 2011, Dexter had 24 classes and in Spring 2012, they have 56 classes. The new science lab is fully equipped and functioning at this time – the lab allows the center to offer science classes such as biology, physics, anatomy, and

**DEXTER CENTER ENROLLMENT**

physiology. The college is grateful to Dexter's Chamber of Commerce, Stoddard County IDA, and Citizen's for Stoddard County for their financial support for the science lab and for their overall support of the Dexter Center and Three Rivers College.

President Stephenson invited the trustees to the Nursing and Allied Health Center Open House on January 26, 2012, from 4 p.m. to 6 p.m. with remarks at 5 p.m. This event celebrates the one year anniversary of the South Campus and partnership with Poplar Bluff Regional Medical Center. There will be tours of the facility including the new Physical Therapist Assistant Program lab.

#### **NURSING AND ALLIED HEALTH CENTER OPEN HOUSE**

Emily Parks reported the capital campaign has officially kicked off. The Enlistment Committees for Poplar Bluff and Sikeston have both met and selected committee leaders. Dr. Fred Caldwell, of Poplar Bluff, and Richard Montgomery, of Sikeston, helped coordinate the Enlistment Committee meetings. For the family campaign, 78% of employees have pledged to the campaign.

#### **CAPITAL CAMPAIGN UPDATE**

Emily Parks reported Governor Nixon has proposed a \$16.9 million cut to community college state allocations. This topic was discussed at the 3<sup>rd</sup> Annual Legislative Brunch at Three Rivers College on December 16. President Stephenson updated legislators on Three Rivers' and outlined the college's legislative agenda. State Senate President Pro Tem Rob Mayer spoke on the challenges facing Missouri. Senator Mayer stated funding for higher education, especially for community colleges, must be a priority. State Representative Todd Richardson was honored as Three Rivers' Legislator of the Year for his help with Three Rivers but also with MCCA and all community colleges in Missouri.

#### **LEGISLATIVE BRUNCH UPDATE**

Will Durden reported that over 2,200 people attended the basketball game at the Black River Coliseum on January 7. Three Rivers College partnered with Black River Coliseum for a day of basketball and it was very successful. The Lady Raiders and Raiders played Mineral Area College with halftime activities included a chicken wing eating contest and a karate demonstration.

#### **ATHLETIC UPDATE**

Mr. Durden also reported compliance and eligibility are getting better with the "checks and balances." The basketball programs passed their audits and baseball/softball audits will occur soon.

Mr. Durden reported the men and women's basketball seasons are midway through and both are struggling in regional play. The college has finalized the contract for Ray Clinton Park for the college's rodeo team practice facility. Their first rodeo event will be the last week in February in Arkansas. Baseball and softball are currently signing players and getting prepared to start their spring seasons.

Dr. Wesley Payne reported the Ag Expo begins on January 20 from 1 p.m. to 8 p.m. and on January 21 from 9 a.m. to 3 p.m. at the Black River Coliseum. Admission is free and open to the public. The two-day event is sponsored by Butler County University of Missouri Extension Council and the Three Rivers Ag Club. The Three Rivers College Board of Trustees is sponsoring the breakfast for vendors on January 21 at 8 a.m. in the BRC hospitality room.

## **AG EXPO**

Marcia Fields reported military veterans will be honored at the January 28 Raiders game at the Bess Activity Center. The game starts at 7 p.m. and admission is free to all veterans. There will be a traveling museum on display in the Bess Conference Room. Veterans Appreciation Night will be sponsored by Three Rivers College, Three Rivers Student Veterans Association, Vietnam Veterans of America, and John J. Pershing VA Medical Center.

## **VETERAN'S APPRECIATION NIGHT**

Marcia Fields announced the Student Government Association's Talent and Variety Show will be held on February 10 at 7 p.m. in the Tinnin Fine Arts Center. There will be 20 acts. Admission is free to students and college employees and is \$3 for community members.

## **SHOW ME WATCHA GOT – STUDENT TALENT SHOW**

Dr. Wesley Payne announced the next Center Stage production is *Jerry Finnegans Sister* and performances are February 11 at 7 p.m., February 12 at 7 p.m., and February 14 at 6 p.m. Tickets for the shows on February 11 and 12 are \$10 for adults and \$5 for students, seniors, and children. The show for February 14 is a dinner theater with tickets \$25 per person or \$40 per couple.

## ***JERRY FINNEGAN'S SISTER* BY CENTER STAGE**

Dr. Wesley Payne announced the next Patrons of the Arts performances are *Puss in Boots*, underwritten by Southern Bank, on January 21 at 3 p.m. and 7 p.m. and *Othello* on February 21 at 7 p.m. Tickets for both performances are \$10 and will take place Tinnin Fine Arts Center.

## **PATRONS OF THE ARTS UPDATE**

President Stephenson announced the Administrative Planning Retreat will be on February 3, 2012, at The Landing in Van Buren. All trustees are invited to attend. Topics covered during this meeting will be the college's strategic plan, master plan, budgeting, learning outcomes, and preparation for Higher Learning Commission visit.

## **ADMINISTRATIVE PLANNING RETREAT**

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

Steve Austin of Kraft, Miles, & Tatum, the college auditors, presented the FY11 College Audit. Mr. Austin reported auditors "did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses." Furthermore, Kraft, Miles, & Tatum "did not identify any

## **CONSIDERATION OF ADOPTION OF THE ANNUAL AUDIT**



deficiencies in internal control over compliance that we consider to be material weaknesses.” Finally, Mr. Austin stated the firm considers Three Rivers College to be a “low-risk auditee.”

Trustee Winston asked about housing financials; and Mr. Austin replied those financials were improving each year. It was noted that the Foundation has a different reporting year than the college, therefore their audit report was different from the college’s. Dr. Stephenson thanked the auditors for their service and stated how pleased he was with the audit report.

Trustee Winston made a motion to approve the FY11 college audit. The motion was seconded by Trustee Tibbs and given unanimous approval.

President Stephenson opened and led discussion about his recommendation to renovate the Rutland Library and the creation of the Academic Resource Commons. The lower floor east quadrant will contain the Rutland Library circulation desk, library staff offices and work room, student study and lounge area, public computing center, collaboratory learning rooms, and the education resource room. The lower floor west quadrant will contain the Rutland Library stacks. Between the two lower quadrants will be a coffee and pastry shop.

The upper floor east quadrant will contain the testing center, multi-purpose classroom, two collaboration rooms, and a student study lounge. The upper floor west quadrant will contain Student Support Services (TRIO) and the tutoring/learning center. Within this space there are six (6) collaboratory learning rooms, and 40 individual computer stations. Between the two upper quadrants are new restrooms and a staff break room. As reflected in the FY11 College Audit Report, the financial position of the college has strengthened to the point that renovation funds are available for this priority project. The project construction estimate is \$1.5 million.

Ben Traxel discussed the continuity between the renovation of this building with the proposed new buildings that will be built from capital campaign. The college administration is attempting to establish an architectural standard for the entire campus..

I, Randy Winston, make a motion to authorize Dr. Devin Stephenson to proceed with the renovation of the Rutland Library building into a new Academic Resource Commons by entering into negotiations with Dille & Traxel, LLC for its design and construction drawings. Furthermore, once drawings are complete, the project is to then be bid to general contractors on the open market for its construction. Bids will be evaluated by the Board of Trustees for the purpose of selecting a general contractor for the construction. This motion is based on the drawings, information, and proposed budget presented by Dr. Devin Stephenson. The motion was unanimously approved with a second by Trustee Tibbs.

## **CONSIDERATION AND APPROVAL OF BUILDING RENOVATION**

Heather Kilbreath reported there were two candidates for the Sub-District 1 election and three candidates for the Sub-District 2 election. Sub-District 1 candidates are Christy Turner and Ben Ressel. Sub-District 2 candidates are Rocky Kingree, Randy Grassham (incumbent), and Jonathan Privett. The elections will be held on April 3, 2012. The April board meeting will be on April 10, 2012.

## **DISCUSSION OF APRIL 2012 TRUSTEE ELECTION**

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 Garrison on the following personnel action:

## **CONSIDERATION OF PERSONNEL ACTION**

### Acceptance of Hiring

Beverly Jan Jackson, Campus Center Facilities/Malden  
Kristy Niblock, Instructor of Social Science

**Jackson  
Niblock**

### Acceptance of Resignation

Dena Douchant, Spirit Coordinator/Athletic Promotions  
Autuam McCurry, Co-Coordinator, Center at Malden  
Sharon Green, Instructor of Business

**Douchant  
McCurry  
Green**

A motion was made by Trustee Tibbs to enter into executive session to discuss personnel, property 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 Winston. 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 Davis moved to enter into the regular board meeting; Trustee Grassham 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 Winston challenged all trustees to sign a pledge card or bring checks payable to the capital campaign for the February 15, 2012, board meeting.

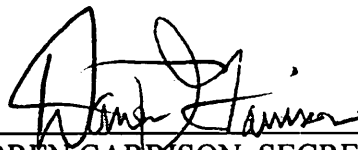
## **FAMILY CAMPAIGN FOR CAPITAL CAMPAIGN**

There being no further business, the board unanimously approved to adjourn the meeting at 2:49 p.m. on a motion by Trustee Winston and a second by Trustee Davis.

**ADJOURNMENT**

  
\_\_\_\_\_  
WILBUR THORNTON, CHAIRMAN

2-17-12 ✓  
\_\_\_\_\_  
APPROVAL DATE

  
\_\_\_\_\_  
DARREN GARRISON, SECRETARY

2-17-12  
\_\_\_\_\_  
APPROVAL DATE

**BOARD OF TRUSTEES  
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Friday, February 17, 2012, at 12:02 p.m.

**FEBRUARY 17, 2012**

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; Marcia Fields, interim coordinator for student success; Charlotte Eubank, chief financial officer; and Heather Kilbreath, recording secretary.

**ATTENDANCE**

Chairman Thornton called the meeting to order. David Stewart, Senior Pastor of 1<sup>st</sup> Methodist Church, in Poplar Bluff, delivered the invocation.

**INVOCATION**

Trustee Garrison made a motion to move Executive Session to Item II. 3g. and Trustee Thornton added "Approval of Hazard Mitigation Plan" to Item IV. 2. The motion was seconded by Trustee Tibbs, the agenda was unanimously approved as amended.

**APPROVAL OF BOARD  
MEETING AGENDA**

Trustee Garrison asked to amend the previous month's executive session minutes to reflect his vote of "no" during roll call for ending executive session. The minutes of the meetings on January 18, 2012, were unanimously approved as amended on a motion by Trustee Winston and second by Trustee Davis.

**APPROVAL OF MINUTES  
OF JANUARY MEETING**

Charlotte Eubank reported there was increase to Plant Fund of \$275,018.37 from January 2012, with a new ending balance of \$4,793,888.82. The college is 58% into the fiscal year and has realized 91% of budgeted revenue. This is largely due to increased enrollment, with 107% of tuition and fees revenue already being recognized. Revenue from auxiliary enterprises is also ahead of expected due to bookstore rental revenue related to the earlier registrations. Most property tax collections have come in January resulting in 94% of the budgeted non-operating revenue recognized. As for expenses, the college is 58% into the fiscal year and has spent 59% of its budgeted expenses. Grant Expense is higher, at 101%, because grant funding operates on a reimbursement basis. Year-to-date the college has net assets of \$6,644,830. The summary of checks issued for January 2012 was \$1,003,782.14. President Stephenson discussed the profit/loss margin from the off-campus centers and their impact on the college budget. The January 2012 financial report was unanimously approved on a motion by Trustee Tibbs and a second by Trustee Garrison.

**CONSIDERATION OF  
COLLEGE FINANCIAL  
REPORT**

A motion was made by Trustee Garrison to enter into executive session to discuss personnel, property 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 Davis moved to enter into the regular board meeting; Trustee Grassham 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.

President Stephenson announced that the Emerson Corporation has donated the former Emerson Electric plant in Kennett to the college. This is a gift of more than \$1 million and is the biggest gift ever given by a single donor outside the college's taxing district. This gift will help the college expand its capacity to serve Kennett and the surrounding area which has experienced increasing demand for services for the betterment of students and the citizens of Dunklin county and surrounding service area.

## **PRESIDENT'S REPORT**

### **ANNOUNCEMENT OF CORPORATE GIFT**

President Stephenson gave an update on Missouri's economy and Governor Nixon's current FY13 budget proposal. At this time, higher education is expected to take a 7.8% cut in state appropriations. The impact for this cut on Three Rivers is approximately \$330,000. Since 2009, the college has lost \$539,410 in state support. The college's most significant challenges are reductions in state funding, growing pains, maintaining momentum, avoiding distractions, remaining cohesive, thinking entrepreneurially, viewing the college holistically, and focusing on the future.

### **UPDATE ON STATE FUNDING**

Dr. Stephenson distributed handouts for board consideration and led discussion on the matter, along with Charlotte Eubank. Discussion followed about budget challenges and clarifying the reason for increased athletic insurance premiums. Eighty percent (80%) of Three Rivers' students receive Pell Grants and other financial aid. Following further discussion, a vote was tabled until

### **PROPOSED TUITION INCREASES**

the next board meeting in March. It was discussed to have this meeting on March 5, 2012, at 12 noon.

Bud Joyner, Director of Career Education and Workforce Development, gave an update on the workforce development department. Mr. Joyner reported Governor Nixon praised Three Rivers' Workforce Development efforts during a recent tour of Sikeston's Tetra Pak in January 2012. The department has three training consortia (Poplar Bluff Training Group, Heart of the Ozarks Training Consortium, and Bootheel Regional Training Group) that participate in Missouri's Customized Training program. Courses provided through this program are computer skills, quality skills, technical skills, leadership skills, and safety skills. The department covers the college's 15-county service area. Currently there are two New Jobs Training Programs (NJTP) with Orgill for \$454,000 and with Noranda for \$1.5 million. Mr. Joyner is working on a third NJTP with a company bringing 300 jobs from Mexico to Missouri for a total of \$300,000. Mr. Joyner is also project manager for the Delta Regional Authority grant which is funding a mobile skills training unit.

**UPDATE ON WORKFORCE DEVELOPMENT**

Recently, Mr. Joyner had a meeting with Rep. Todd Richardson to ask for his support in retaining Customized Training funds in the state budget and how important the state funding is to the college and industries in its service area.

	Customized Training Program Participants	Customized Training Program Funds
2006	1,263	\$312,000
2007	1,360	\$300,000
2008	1,385	\$366,978
2009	1,708	\$519,475
2010	1,432	\$329,500
2011	1,614	\$227,000
2012		\$387,000

President Stephenson reported the capital campaign is moving along and the Development Office and Clements Group were in capital campaign meetings in Sikeston today.

**UPDATE ON CAPITAL CAMPAIGN**

**UPDATE ON GOVERNMENTAL AFFAIRS**

**Rally Day**

President Stephenson reported MCCA Rally Day is on February 22 in Jefferson City. The rally is to promote community college issues to state legislators. Congresswoman JoAnn Emerson will speak at the event.

**Three Rivers College Week at the State Capitol**

Dr. Stephenson reported February 20-February 23 is Three Rivers College Week at the State Capitol. There will be a delegation from Three Rivers attending both events in Jefferson City during

February 20-23.

Dr. Wesley Payne reported the Nursing & Allied Health Center had an open house on January 26, 2012, to celebrate its one year anniversary being in the South Campus location, as well as the partnership with Poplar Bluff Regional Medical Center. During the event, tours were given of the facility and the new Physical Therapist Assistant Program.

President Stephenson announced there was a ribbon cutting ceremony for Southern Bank's new branch location, which is in the Westover Administration on the first floor. It is conveniently located next to the business for both student and staff use.

President Stephenson announced the Annual Administrative Planning Retreat was held on February 3 at The Landing in Van Buren. There were updates from the President, Learning, Student Services, and Financial Services, as well as Strategic Planning activities.

Campus Police Chief Scott Wiggs reported the Three Rivers Department of Public Safety recently provided training at the Poplar Bluff Chamber of Commerce to a group of merchants on how to recognize counterfeit money and fake identification. The department's goal is to provide free training of this nature to merchants once a month. The department also provided active shooter training for Clearwater High School in Clearwater. There were 63 individuals in this training including local law enforcement officials. The training also included a brainstorming session on a protection plan for the school in the event of an active shooter.

Marcia Fields reported the Veteran's Appreciation night on January 28 was a success and it honored military veterans from around the college's service area. Over 60 service men and women attended the event that was sponsored by the Student Veteran's Association. Lewis Bisette addressed the trustees about his own military experience, how much the event meant to him, and his thanks to the college for having the event.

Marcia Fields and Jeff Walk reported the Lady Raiders and fans wore pink to the February 4 basketball game in honor of Cancer Awareness month. The college raised over \$500 for the American Cancer Society. President Stephenson thanked the team for their efforts and stated they represented the college well.

President Stephenson reported college employees attended the Dexter Chamber of Commerce and Willow Springs Chamber of

## **COLLEGE ACTIVITIES South Campus Open House**

## **Southern Bank Grand Opening**

## **UPDATE OF ADMINISTRATIVE RETREAT**

## **UPDATE ON PUBLIC SAFETY TRAINING**

## **UPDATE ON ATHLETICS Veteran's Appreciation Night**

## **"Pink Out" Game**

## **UPDATE ON COMMUNITY/STUDENT ACTIVITIES**

## **Dexter Chamber & Willow Springs Chamber Banquet**

Commerce banquets on January 21. Dr. Stephenson was the keynote speaker at the Willow Springs event.

Dr. Stephenson reported college employees attended the Poplar Bluff Chamber of Commerce banquet on January 28. Anita Freeman and Regina Morris received plaques for their completion of the Gateway to Leadership Program through the chamber. Endowment Trust member, Doug Libla, and his brother, David Libla, were named Citizens of the Year.

Marcia Fields reported the talent show was a huge success and sold out the Tinnin Center auditorium. There were a total of 15 contestants that competed in the event. The overall winner of the event was Tanisha Jones, a Poplar Bluff High School student.

Dr. Wesley Payne reported the dinner theater for *Jerry Finnegans' Sister* was a fabulous event. The next Center Stage production is *Steel Magnolias*. Performances are April 13 and April 14 at 7 p.m. and April 15 at 2 p.m. All tickets are \$10.

Dr. Wesley Payne announced the next Patrons of the Arts performances are *Othello* on February 21 at 7 p.m. and *Give 'Em Hell, Harry!* on March 10 at 7 p.m. Tickets for both performances are \$10 and will take place Tinnin Fine Arts Center.

Dr. Wesley Payne announced the Music Department is currently hosting the 21<sup>st</sup> Annual Jazz Fest from February 16-18 in the Tinnin Fine Arts Center. The featured guest clinician is Kris Berg. He will be working with students from Three Rivers and area high schools. The concert on February 16 featured jazz bands from Three Rivers and area high schools. The concert on February 18 will feature the Southeast All-District Jazz Band. Admission to these events is free and open to the public.

President Stephenson announced Governor Nixon recently visited Doniphan and Dexter to schools to celebrate their acceptance in the state sponsored A+ Program.

President Stephenson stated the Academic Resource Commons will be renovated soon and that the library will remain named after Myrtle Rutland.

As a requirement of the college's safe room grant, it was moved by Trustee Tibbs that the following resolution be adopted:

A RESOLUTION OF INTENT TO PARTICIPATE IN NATURAL HAZARDS MITIGATION AND TO WORK TOWARDS BECOMING A SAFER COMMUNITY.

WHEREAS, Three Rivers Community College recognizes that no community is immune from natural hazards whether it be tornado/severe thunderstorm, flood, severe winter weather, drought, heat wave, earthquake, dam failure or wildfire and recognizes the importance enhancing its ability to withstand

## **Poplar Bluff Chamber Banquet**

## ***Show Me What You Got Talent Show***

## ***JERRY FINNEGAN'S SISTER BY CENTER STAGE***

## **PATRONS OF THE ARTS UPDATE**

## **MUSIC DEPARTMENT UPDATE**

## **GOVERNOR'S VISIT TO DONIPHAN**

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

## **CLARIFICATION OF BUILDING RENOVATION**

## **CONSIDERATION OF APPROVAL OF HAZARD MITIGATION PLAN FOR BUTLER COUNTY**



natural hazards as well as importance of reducing the human suffering, property damage, interruption of public services and economic losses caused by those hazards; and

WHEREAS, Three Rivers Community College may have previously pursued measures such as building codes, fire codes, floodplain management regulations, zoning ordinances and stormwater management regulations to minimize the impact of natural hazards; and

WHEREAS, the Federal Emergency Management Agency and the State Emergency Management Agency have developed a natural hazard mitigation program that assists communities in their efforts to become Disaster-Resistant Communities which are sustainable communities after a natural disaster that focus, not just on disaster relief, but also on recovery and reconstruction that brings the community to least pre-disaster conditions in an accelerated, orderly and preplanned manner; and

WHEREAS, by participating in Natural Hazards Mitigation program, Three Rivers Community College will be eligible to apply for post-disaster mitigation funds; and

WHEREAS, Three Rivers Community College desires to commit to working with government partners and community partners to develop a local Natural Hazard Mitigation Plan; and

WHEREAS, Three Rivers Community College will implement pertinent precepts of the mitigation plan by incorporation into other community plans and mechanisms where appropriate; and

WHEREAS, all aspects pertaining to the Three Rivers Community College in the Natural Hazards Mitigation Plan attached hereto and incorporated by reference herein be approved; and

WHEREAS, Three Rivers Community College will evaluate and review the Plan regularly or after a disaster as well as complete a mandated five-year update submitted to the State Emergency Management Agency and the Federal Emergency Management Agency for review; and

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THREE RIVERS COMMUNITY COLLEGE AS FOLLOWS:

The Three Rivers Community College will use its best efforts to become a safer community by participating in hazard identification and risk assessment to implement mitigation practices that can reduce vulnerability for residents and businesses.

The motion was seconded by Trustee Davis and given unanimous approval. Trustee Garrison was absent during this vote.

Upon the recommendation by legal counsel, Mark Richardson, and President Stephenson, the board unanimously approved the motion to accept the Emerson Corporation property donation.

## **CONSIDERATION AND APPROVAL OF EMERSON CORPORATION DONATION**

The motion by Trustee Winston was: "I move that Three Rivers College accept the gift of land from Emerson Electric Company per the proposed gift agreement which has been submitted to us and reviewed by our legal counsel, and that this Board authorize and direct the college president to execute and deliver the agreement to Emerson Electric."

Trustee Garrison 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.

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

Jason Alford, Staff Accountant

Jennifer Whitesell, Facilitator, Center at Dexter

**Alford  
Whitesell**

Jennifer Whitesell, Facilitator, Center at Dexter

**Whitesell**

Acceptance of Resignation

Kim Hickson, Facilitator, Center at Kennett

**Hickson**

Acceptance of Retirement

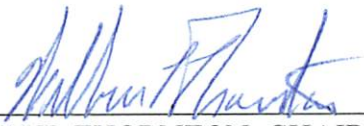
Lydia Goins, Financial Aid Advisor

**Goins**

Trustee Garrison was absent during this vote.

There being no further business, the board unanimously approved to adjourn the meeting at 3:02 p.m. on a motion by Trustee Grassham and a second by Trustee Davis.

**ADJOURNMENT**



\_\_\_\_\_  
WILBUR THORNTON, CHAIRMAN



\_\_\_\_\_  
APPROVAL DATE



\_\_\_\_\_  
DARREN GARRISON, SECRETARY



\_\_\_\_\_  
APPROVAL DATE

**BOARD OF TRUSTEES  
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Monday, March 26, 2012, at 12:04 p.m.

**MARCH 26, 2012**

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; Marcia Fields, interim coordinator for student success; Charlotte Eubank, chief financial officer; and Heather Kilbreath, recording secretary. Guest: Mark Richardson, college attorney.

**ATTENDANCE**

Trustee Grassham delivered the invocation.

**INVOCATION**

Trustee Winston made a motion to remove Item IV. 1. "Discussion and Consideration of FY13 Tuition" and to replace it with "Acceptance of Emerson Corporation Donation." The motion was seconded by Trustee Tibbs; the agenda was unanimously approved as amended.

**APPROVAL OF BOARD  
MEETING AGENDA**

The minutes of the meetings on February 17, 2012, were unanimously approved as presented on a motion by Trustee Winston and second by Trustee Garrison.

**APPROVAL OF MINUTES  
OF MARCH MEETING**

Charlotte Eubank reported the college is 67% into the fiscal year and has realized 94% of budgeted revenue. This is largely due to increased enrollment, with 106% of tuition and fees revenue already being recognized. Revenue from auxiliary enterprises is also ahead of expected due to bookstore rental revenue related to increased enrollment. Most property tax collections have come in January resulting in 97% of the budgeted non-operating revenue recognized. As for expenses, the college is 67% into the fiscal year and has spent 67% of its budgeted expenses. To improve overall budget management and reporting, budgets were entered for grants as dictated by the award documentation, bringing the Grant Expense spent to 68%. Year-to-date the college has an increase in net assets of \$5,914,527. The summary of checks issued for February 2012 was \$5,625,199.42. Marcia Fields discussed how her counterparts are adopting zero-based budgeting procedures similar to Three Rivers College and are preparing to cut programs and/or staff due to decreased state allocations.

**CONSIDERATION OF  
COLLEGE FINANCIAL  
REPORT**

The February 2012 financial report was unanimously approved on a motion by Trustee Winston and a second by Trustee Tibbs.

## **PRESIDENT'S REPORT**

### **ACE AWARDS**

President Stephenson announced the annual ACE Awards will be held on Friday, May 18 at 6:30 p.m. Doors to the event open at 5:30 p.m. This event recognizes employees for their Achievement, Contribution, and Excellence; and it will honor the college's most outstanding faculty and staff. Dr. Stephenson thanked Jerry Murphy for allowing the college to use his facility, Gamma Conference Center, for the ACE Awards and Commencement Reception. Cash awards will be given to the recipients of the Distinguished Support Staff Member, Distinguished Professional Staff Member, and Distinguished Faculty Member. All trustees and their spouses are invited to attend.

### **COMMENCEMENT SPEAKER**

President Stephenson announced Linda Cohn, ESPN anchor, will be the featured speaker for Commencement. There will be a reception in her honor on Sunday, May 20 at 2 p.m. at the Gamma Conference Center. All trustees and their spouses are invited to attend.

Commencement will take place on Sunday, May 20 at 4 p.m. at the Black River Coliseum. It is open to the public and admission is free.

President Stephenson reported the college participated in MCCA's Rally Day on February 22, 2012. MCCA held a reception in honor of legislators. While at the Capitol, representatives from Three Rivers College met with legislators about issues important to the college and to celebrate Three Rivers Week at the Capitol.

### **RALLY DAY AT THE CAPITOL**

Dr. Stephenson announced he will testify on March 27, 2012, at the Capitol regarding House Bill 1918 which deals with higher education and community college service areas.

President Stephenson announced there will be a ribbon cutting ceremony at the Public Computing Center at Van Buren on Friday, March 30 at 10 a.m. The center is a one-stop technology hub with internet-linked computers for small business development, taking online courses, job searches, email and social networking, research and personal enrichment. All trustees were invited to attend.

### **RIBBON CUTTING AT PUBLIC COMPUTING CENTER AT VAN BUREN**

Marcia Fields reported registration began on March 19 for current students and begins on April 9 for new students. The enrollment numbers at the time of the board meeting were:

### **UPDATE ON REGISTRATION**

Semester	No. of Students Registered
Fall 2012	327
Summer 2012	279
May 2012	13
August 2012	5

## **UPCOMING EVENTS**

SGA (Student Government Association) Election of Officers at noon on Friday, March 30 in the Bess Student Center.

### **SGA Election of Officers**

SGA Movie Night: *Sherlock Holmes 2* at 6 p.m. on March 30 in the Tinnin Fine Arts Center Auditorium.

### **SGA Movie Night**

Dr. Wesley Payne reported John Weis of NASA presented Moon Rocks Workshops for area teachers on March 21 through March 23. Mr. Weis presented Three Rivers with a Professional Development Alliance Certification.

### **NASA WORKSHOP AT THREE RIVERS**

President Stephenson saluted Coach Gene Bess, Coach Brian Bess, and Coach Will Durden for their leadership on the men's basketball team. The Raiders ended their season with regional and district titles and tournament play in Hutchinson, Kansas.

### **UPDATE ON ATHLETICS**

Dr. Wesley Payne reported the next Center Stage production is *Steel Magnolias*. Performances are April 13 and April 14 at 7 p.m. and April 15 at 2 p.m. All tickets are \$10 for general admission, \$5 for students, and \$5 for seniors (age 55 and up). Actors in this play consist of college employees, students, and individuals from the community.

### **UPCOMING CENTER STAGE PERFORMANCES**

Dr. Wesley Payne announced the next Patrons of the Arts performances are *The Sword and the Stone* on March 31 at 3 p.m. and 7 p.m. and *Moscow Ballet* on April 30 at 7 p.m. Tickets for both performances are \$10 and will take place Tinnin Fine Arts Center. *The Sword and the Stone* is sponsored by Schultz & Summers Engineering and Missouri Arts Council.

### **UPCOMING PATRONS OF THE ARTS PERFORMANCES**

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

Mark Richardson, college attorney, reported the college will close on the donation from the Emerson Corporation on March 28, 2012. The corporation has donated the former Emerson Electric plant in Kennett to the college. On that date the college will take ownership of the building. The college recently entered into an agreement with the Kennett Chamber and some community leaders to have a community garden located on 4 acres of land at this site. Mr. Richardson recommended the board accept the donation of the building.

### **ACCEPTANCE OF EMERSON CORPORTATION DONATION**

Trustee Winston made a motion "that the Board of Trustees direct Dr. Stephenson to go forward with the Real Estate Closing on the former Emerson Electric Inc. gift of real estate located in Kennett, Missouri; and that the Board of Trustees further authorize the President to execute all documents necessary and appropriate to effect the transfer of the property to Three Rivers College as

reviewed and approved by the college attorney.” The motion was seconded by Trustee Davis. The Board unanimously approved moving forward with the Emerson donation and closing on the donation.

Mark Richardson reported Dr. Wesley Payne negotiated the lease contract with the City of Willow Springs. The City recently approved the lease contract at a recent council meeting. The contract states the college will lease the MoDOT Annex for \$1 per year for ten years; the City is responsible for all repairs; and the College will provide maintenance of the lawn. Following discussion and by recommendation of the college attorney, the board unanimously approved the lease contract with the City of Willow Springs on a motion by Trustee Winston and a second by Trustee Davis.

## **CONSIDERATION AND ACCEPTANCE OF WILLOW SPRINGS LEASE**

As a requirement of the college’s safe room grant, it was moved by Trustee Tibbs that the following resolutions be adopted:

## **CONSIDERATION OF APPROVAL OF HAZARD MITIGATION PLAN FOR NEW MADRID AND SCOTT COUNTIES**

### **Resolution No. 032011NEWMADRID**

#### **A RESOLUTION OF INTENT TO PARTICIPATE IN NATURAL HAZARD MITIGATION AND TO WORK TOWARD BECOMING A SAFER COMMUNITY.**

**WHEREAS**, Three Rivers Community College (Sikeston) recognizes that no community is immune from hazards whether it be tornado/severe thunderstorm, flood, severe winter weather, drought, heat wave, earthquake, dam failure or wildfire and recognizes the importance of enhancing its ability to withstand natural hazards as well as the importance of reducing the human suffering, property damage, interruption of public services and economic losses caused by those hazards; and

**WHEREAS**, Three Rivers Community College (Sikeston) has previously pursued measures such as building codes, fire codes, floodplain regulations, emergency management procedures to minimize the impact of natural hazards; and

**WHEREAS**, the Federal Emergency Management Agency and the State Emergency Management Agency have developed a natural hazard mitigation program that assist communities in their efforts to become Disaster-Resistant Communities which are sustainable communities after a natural disaster that focus, not just on disaster relief, but also on recovery and reconstruction that brings the community to at least pre-disaster conditions in an accelerated orderly and preplanned manner; and

**WHEREAS**, by participating in the Natural Hazards Mitigation program, Three Rivers Community College (Sikeston) will be eligible to apply for post-disaster mitigation funds; and

**WHEREAS**, Three Rivers Community College (Sikeston) desires to commit to working with government partners and community partners to implement the Natural Hazard Mitigation Plan; and

**WHEREAS**, Three Rivers Community College (Sikeston) will implement pertinent precepts of the mitigation plan by incorporation into other community plans and mechanisms where appropriate; and

**WHEREAS**, all aspects pertaining to the College in the New Madrid County Multi-Jurisdictional Hazard Mitigation Plan attached hereto and incorporated by reference herein be approved; and

**WHEREAS**, Three Rivers Community College (Sikeston) will participate in the evaluation and review of the Plan after a disaster as well as complete a mandated five-year update submitted to the State Emergency Management Agency and the Federal Emergency Management Agency for review and approval; and

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF REGENTS THREE RIVERS COMMUNITY COLLEGE (SIKESTON), POPLAR BLUFF, MISSOURI AS FOLLOWS:** Three Rivers Community College (Sikeston) hereby adopts the New Madrid County Multi-Jurisdictional Natural Hazard Mitigation Plan attached hereto for the purpose of building a safer community by reducing natural hazard vulnerability.

**Resolution No. 032011SCOTT**

**A RESOLUTION OF INTENT TO PARTICIPATE IN NATURAL HAZARD MITIGATION AND TO WORK TOWARD BECOMING A SAFER COMMUNITY.**

**WHEREAS**, Three Rivers Community College recognizes that no community is immune from hazards whether it be tornado/severe thunderstorm, flood, severe winter weather, drought, heat wave, earthquake, dam failure or wildfire and recognizes the importance of enhancing its ability to withstand natural hazards as well as the importance of reducing the human suffering, property damage, interruption of public services and economic losses caused by those hazards; and

**WHEREAS**, Three Rivers Community College has previously pursued measures such as building codes, fire codes, floodplain regulations, emergency management procedures to minimize the impact of natural hazards; and

**WHEREAS**, the Federal Emergency Management Agency and the State Emergency Management Agency have developed a natural hazard mitigation program that assist communities in their efforts to become Disaster-Resistant Communities which are sustainable communities after a natural disaster that focus, not just on disaster relief, but also on recovery and reconstruction that brings the community to at least pre-disaster conditions in an accelerated orderly and preplanned manner; and

**WHEREAS**, by participating in the Natural Hazards Mitigation program, Three Rivers Community College will be eligible to apply for post-disaster mitigation funds; and

**WHEREAS**, Three Rivers Community College desires to commit to working with government partners and community partners to implement the Natural Hazard Mitigation Plan; and

**WHEREAS**, Three Rivers Community College will implement pertinent precepts of the mitigation plan by incorporation into other community plans and mechanisms where appropriate; and

**WHEREAS**, all aspects pertaining to the College in the Scott County Multi-Jurisdictional Hazard Mitigation Plan attached hereto and incorporated by reference herein be approved; and

**WHEREAS**, Three Rivers Community College will participate in the evaluation and review of the Plan after a disaster as well as complete a mandated five-year update submitted to the State Emergency Management Agency and the Federal Emergency Management Agency for review and approval; and

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF REGENTS THREE RIVERS COMMUNITY COLLEGE, POPLAR BLUFF, MISSOURI AS FOLLOWS:** Three Rivers Community College hereby adopts the Scott County Multi-Jurisdictional Natural Hazard Mitigation Plan attached hereto for the purpose of building a safer community by reducing natural hazard vulnerability.

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

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:

Acceptance of Retirement

Dr. Helena Ruhl, Instructor of Business

Mortina Williams, Instructor of Information Technology

**CONSIDERATION OF PERSONNEL ACTION**

**Ruhl  
Williams**

A motion was made by Trustee Garrison to enter into executive session to discuss personnel, property 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

**MOTION TO ENTER INTO EXECUTIVE SESSION**

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 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 made a motion to move all four head coaches (men’s basketball, women’s basketball, softball, and baseball) into the Professional-Administrative salary category. Trustee Winston stated these salaries are now negotiable and Dr. Stephenson will be the negotiator. Trustee Winston further stated he “wants all employees treated the same and coaches are not to be favored over other employees.” The motion was seconded by Trustee Davis. The Board was polled and the vote was as follows: Trustee Grassham, yes; Trustee Thornton, no; Trustee Davis, yes; Trustee Garrison, yes; Trustee Tibbs, no; and Trustee Winston, yes.

**SALARY CATEGORY  
CHANGE FOR COACHES**

There being no further business, the board unanimously approved to adjourn the meeting at 2:30 p.m. on a motion by Trustee Davis and a second by Trustee Tibbs.

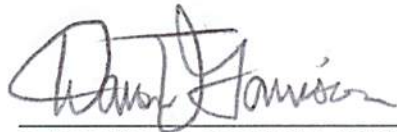
**ADJOURNMENT**



WILBUR THORNTON, CHAIRMAN

04/10/12

APPROVAL DATE



DARREN GARRISON, SECRETARY

4-10-12

APPROVAL DATE



**BOARD OF TRUSTEES  
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Tuesday, April 10, 2012, at 11:58 a.m.

**APRIL 10, 2012**

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; Marcia Fields, interim coordinator for student success; Charlotte Eubank, chief financial officer; and Heather Kilbreath, recording secretary. Guest: Mark Richardson, college attorney. Also in attendance, newly elected trustee, Ben Ressel.

**ATTENDANCE**

Trustee Grassham delivered the invocation.

**INVOCATION**

Chairman Thornton welcomed those in attendance and called the meeting to order. Chairman Thornton read the following statement: "We hereby certify that the election held in Sub-Districts One and Two were held on April 3, 2012, in such sub-district, the following trustees were elected to serve terms of (6) six years each, all in accordance with the provisions of the Missouri Comprehensive Act of 1978 and Sections 178.810 to 178.850 of the Public School Laws of Missouri: SUB-DISTRICT NO. 1: Christy Turner – 1,409 votes and Ben Ressel – 1,935 votes. SUB-DISTRICT NO. 2: Rocky Kingree – 576 votes; Randy Grassham – 672 votes; and Jonathan D. Privett – 155 votes."

**CERTIFICATION OF  
ELECTION RESULTS**

Certification of election results was unanimously approved on a motion by Trustee Tibbs and second by Trustee Winston.

Chairman Thornton orally administered the *Oath of Office* to each incoming new board of trustee member.

**OATH OF OFFICE**

"Do you (Ben Ressel) solemnly affirm that you will support the Constitution of the United States and the Constitution of Missouri, and that you will faithfully and impartially discharge the duties of college trustee in and for the Three Rivers Community College District, Sub-District No. 1, State of Missouri, to the best of your ability, according to law, so help you God.

Do you (Randy Grassham) solemnly affirm that you will support the Constitution of the United States and the Constitution of Missouri, and that you will faithfully and impartially discharge the duties of college trustee in and for the Three Rivers Community College District, Sub-District No. 2, State of Missouri, to the best of your ability, according to law, so help you God.

After the new board of trustee members were sworn in, they took their predecessors' seats.

Outgoing Trustee Marion Tibbs made the following statement: "I can only repeat what I've said many times before; the success of my family began at Three Rivers. My wife was the first in her family to graduate from any college and it was at 40. She went on to get her master's degree. My daughter has her masters, and started at Three Rivers at 30. Neither would have received a college education without the close proximity and availability of Three Rivers. My son, my daughter-in-law, my granddaughter, and I all graduated from Three Rivers. Then continued our education at Southeast. Next year, another granddaughter will start at Three Rivers. I don't say this to brag about my family's education, I say it to brag about Three Rivers and the availability of education in Southeast Missouri. We live in the poorest area of the state and it's our service area. It's our responsibility to bring this area out of poverty with the only tool that can make it happen – education. A great work has been started at Three Rivers, and I feel we have made more progress in the past 4 years than in the first 40 in bringing education to all the Bootheel. I beseech you, don't stop now. Our greatness, our success, and the success of our students is dependent on you. Don't let them down. I thank the people of Butler County for giving me the opportunity to serve this past 6 years and I look forward to the continued growth and success of Three Rivers under the new board's leadership.

### **COMMENTS FROM OUTGOING TRUSTEE MARION TIBBS**

Chairman Thornton called for nominations for temporary chairman and temporary secretary for the purpose of reorganizing the board of trustees. Dr. Devin Stephenson was nominated as temporary chair and Heather Kilbreath as temporary secretary. The nominations were unanimously approved on a motion by Trustee Davis and second by Trustee Winston.

### **APPOINTMENT OF TEMPORARY CHAIR AND SECRETARY**

Temporary Chairman Stephenson asked for nominations for reorganizing the board of trustees.

### **RESEATING OF NEW BOARD AND ELECTION OF OFFICERS**

Trustee Thornton nominated the following 2012-2013 Board of Trustees Slate of Officers: Randy Winston, chairman; Darren Garrison, vice-chairman; Randy Grassham, secretary; Ben Ressel, treasurer; Phil Davis, member; and Wilbur Thornton, member. The nominations were unanimously approved with a second by Trustee Thornton.

The reorganization of the board of trustees was in accordance to the Public School Laws of Missouri and the rotation schedule as recorded in the April 15, 1992 Board of Trustee meeting.

After the reorganization was complete, Trustee Winston assumed the duties of chairman.

The agenda was unanimously approved as presented on a motion by Trustee Garrison and a second by Trustee Davis.

## **APPROVAL OF BOARD MEETING AGENDA**

The minutes of the meetings on March 26, 2012, were unanimously approved as presented on a motion by Trustee Garrison and second by Trustee Garrison.

## **APPROVAL OF MINUTES OF MARCH MEETING**

Charlotte Eubank reported the college is 75% into the fiscal year and has recognized 97% of budgeted revenue. This is largely due to increased enrollment, with 105% of tuition and fees revenue already being recognized. Revenue from auxiliary enterprises is also ahead of projections due to bookstore rental revenue related to increased enrollment. Property tax collections have exceeded expectations resulting in 101% of budgeted non-operating revenue recognized. The college is 75% into the fiscal year and has spent 77% of budgeted expenses. Expenses from auxiliary enterprises are above expectations, but are more than offset by the higher-than-expected revenues. Scholarship expenses are at 94% because they are typically paid out on a semester basis. Since spring term scholarships have been paid, this constitutes most of the year's spending for this category. The summary of checks issued for March 2012 was \$1,925,330.74. President Stephenson stated the college was "on track" with their revenues and expenses and college personnel are to be commended for their budget management this year.

## **CONSIDERATION OF COLLEGE FINANCIAL REPORT**

The March 2012 financial report was unanimously approved on a motion by Trustee Garrison and a second by Trustee Ressel.

## **PRESIDENT'S REPORT**

President Stephenson announced the ACE Awards will be held on Friday, May 18, 2012, at 6:30 p.m. at the Gamma Conference Center. Doors open at 5:30 p.m. The awards gala is for Achievement, Contribution, and Excellence for employee recognition. Dr. Stephenson invited all trustees to attend.

## **ACE AWARDS**

President Stephenson announced the 2012 Commencement featured speaker will be Linda Cohn, ESPN anchor. Commencement will be on Sunday, May 20, 2012, at 4 p.m. at the Black River Coliseum.

## **COMMENCEMENT SPEAKER**

Emily Parks stated there was 100% participation from board members and 99.4% participation from employees through the Family Campaign. In honor of this outstanding achievement, the Endowment Trust is hosting an Ice Cream Social in the Staff Lounge of the Westover Administration Building on Friday, March 30, 2012. All employees are invited to attend.

## **CAPITAL CAMPAIGN UPDATE**

Tammie Newman, from Educational Talent Search (ETS), reported Neal E. Boyd performed for over 350 ETS students recently during an on-campus visit. The students visited over 20 career fair booths hosted by Three Rivers' faculty and staff in the Bess Activity

## **EDUCATIONAL TALENT SEARCH**

Center.

Dr. Wesley Payne reported a President's Advisory Meeting was held in Willow Springs. College administration presented classes and training that the college could bring to their citizens. President Stephenson stated the University of Missouri – Columbia and Three Rivers College are discussing a potential partnership for the Willow Springs Center.

**PRESIDENT'S ADVISORY  
MEETINGS  
Willow Springs**

President Stephenson gave a report on the Sikeston President's Advisory meeting. Mitch Wood, Superintendent for Oran schools; Alvin McFerrin, Superintendent for Scott Central; and Steve Borgsmiller, Superintendent for Sikeston schools attended the meeting and were outspoken in their support for Three Rivers and the work that is taking place in Sikeston.

**Sikeston**

President Stephenson gave a report on the Carter County President's Advisory meeting and the support that citizens and businesses are giving the college in Van Buren.

**Van Buren**

Dr. Wesley Payne reported there was a ribbon cutting ceremony at the Public Computing Center in Van Buren on March 30, 2012. Trustee Grassham stated the City of Van Buren was appreciative of college's efforts in their community. Trustee Garrison stated Piedmont wants a computing center and Dr. Payne replied it would be finalized by the end of June 2012.

**PUBLIC COMPUTING  
CENTER IN VAN BUREN**

President Stephenson reported the college attended two chamber banquets. At the banquet in New Madrid, Endowment Trust member, Riley Bock, was honored as a Friend of the Chamber. At the banquet in Sikeston, the Three Rivers Choir performed The National Anthem for the large audience gathered.

**CHAMBER OF COMMERCE  
BANQUETS**

Dr. Wesley Payne reported Phi Theta Kappa honored two students and one faculty member at a recent awards luncheon in Jefferson City. Eric Ward and Ronnie Pender were both selected for the All-Missouri Academic Team and Holly Bagby received the Governor's Award for Excellence in Teaching.

**PHI THETA KAPPY  
LUNCHEON**

16<sup>th</sup> Annual Poetry Reading Night on April 12 from 6:30 p.m. to 8:30 p.m. at the Rutland Library.

**UPCOMING EVENTS  
16<sup>th</sup> Annual Poetry Reading**

Butler County Community Resource Council's Silly Saturday on April 14 from 10 a.m. to 1 p.m. at the Bess Activity Center.

**Silly Saturday**

Industrial Technology Fair district competition for grades 6-12 on April 24-25 at the Bess Activity Center.

**Industrial Technology Fair**

Collegiate DECA's Merchants Showcase on April 27 from 2 p.m. to 8 p.m. and April 28 from 9 a.m. to 3 p.m. Admission is \$1.

**Merchants Showcase**

Dr. Wesley Payne reported the next Center Stage production is *Steel Magnolias*. Performances are April 13 and April 14 at 7 p.m. and April 15 at 2 p.m. All tickets are \$10 for general admission, \$5 for students, and \$5 for seniors (age 55 and up). Actors in this play consist of college employees, students, and individuals from the community.

## **UPCOMING CENTER STAGE PERFORMANCES**

Dr. Wesley Payne announced the next Patrons of the Arts performance is *Moscow Ballet* on April 30 at 7 p.m. Tickets for the performance is \$10 and will take place Tinnin Fine Arts Center.

## **UPCOMING PATRONS OF THE ARTS PERFORMANCES**

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

President Stephenson and Charlotte Eubank led discussion regarding the administration's proposal for an increase in tuition. Handouts were distributed. Intense discussion followed with input from Trustee Ressel, Trustee Winston, and Trustee Garrison.

## **FY13 TUITION SCHEDULE**

Trustee Thornton made a motion to approve the proposed tuition increase as presented by the college administration. The motion died for lack of second.

The FY13 Board of Trustees meeting schedule was unanimously approved as presented with a motion by Trustee Davis and a second by Trustee Garrison.

## **FY13 BOARD OF TRUSTEES MEETING SCHEDULE**

The FY13 College Holiday schedule was unanimously approved as presented with a motion by Trustee Garrison and a second by Trustee Davis.

## **FY13 COLLEGE HOLIDAY SCHEDULE**

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 Davis on the following personnel action:

## **CONSIDERATION OF PERSONNEL ACTION**

### **Acceptance of Retirement**

Derick Allen, Facilities Manager  
Bridgitte Thiele, Instructor of Nursing  
Deana Carter, Payroll Coordinator

**Allen  
Thiele  
Carter**

A motion was made by Trustee Davis to enter into executive session to discuss personnel, property 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

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

public governmental body when personal information about the employee is discussed or recorded.

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 Davis, yes; Trustee Garrison, yes; Trustee Ressel, yes; and Trustee Winston, yes.

Following the executive session, Trustee Davis moved to enter into the regular board meeting; Trustee Garrison 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 Ressel, yes; and Trustee Winston, yes.

There was discussion about the action taken at the March 26, 2012, board of trustee meeting regarding reclassification of the four head coaches' salaries. Discussion followed. Trustee Davis made a motion to table the issue for 30 days. President Stephenson will provide pros and cons of the reclassification for discussion at the next board meeting. After the motion, the Board was polled and the vote was as follows: Trustee Grassham, yes; Trustee Thornton, no; Trustee Davis, yes; Trustee Garrison, abstain; Trustee Ressel, yes; and Trustee Winston, yes.

**COACHES SALARY  
RECLASSIFICATION**

There being no further business, the board unanimously approved to adjourn the meeting at 1:47 p.m. on a motion by Trustee Davis and a second by Trustee Garrison.

**ADJOURNMENT**



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RANDY WINSTON, CHAIRMAN

05/16/12

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APPROVAL DATE



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RANDY GRASSHAM, SECRETARY

05/16/12

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APPROVAL DATE

**BOARD OF TRUSTEES  
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Thursday, April 12, 2012, at 12:02 p.m.

**APRIL 12, 2012**

Those present included: Trustees: Randy Winston, chairman; Darren Garrison, vice chair (via phone); Ben Ressel, treasurer; Randy Grassham, secretary; Phil Davis, member (via phone); Wilbur Thornton, member; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Marcia Fields, interim coordinator for student success; Charlotte Eubank, chief financial officer; and Heather Kilbreath, recording secretary.

**ATTENDANCE**

Chairman Winston stated the reason for the special meeting was for the FY13 tuition schedule.

The agenda was unanimously approved as presented on a motion by Trustee Thornton and a second by Trustee Grassham.

**APPROVAL OF BOARD  
MEETING AGENDA**

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

President Stephenson and Charlotte Eubank led a discussion regarding the FY13 tuition consideration. Handouts were distributed. Discussion followed with input from Trustee Thornton, Trustee Ressel, Trustee Winston, Trustee Grassham, and Trustee Davis.

**FY13 TUITION SCHEDULE**

The administration proposed a tuition increase of \$3 per credit hour to in-district, \$3 per credit hour to out-of-district, \$6 per credit hour to out-of-state, and \$1 per credit hour to the common fee. These increases will take effect Summer 2012.

Trustee Ressel made a motion to approve the proposed tuition increase as presented by college administration. The motion was seconded by Trustee Thornton. The Board was polled. The vote was as follows: Trustee Grassham, yes; Trustee Thornton, yes; Trustee Davis, no; Trustee Garrison, no; Trustee Ressel, yes; and Trustee Winston, yes.

A motion was made by Trustee Thornton to enter into executive session to discuss personnel, property 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

**MOTION TO ENTER INTO  
EXECUTIVE SESSION**



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 Grassham. The Board was polled. The vote was as follows: Trustee Grassham, yes; Trustee Thornton, yes; Trustee Davis, yes; Trustee Garrison, yes; Trustee Ressel, yes; and Trustee Winston, yes.

Following the executive session, Trustee Grassham moved to enter into the regular board meeting; Trustee Thornton 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 Ressel, yes; and Trustee Winston, yes.

There being no further business, the board unanimously approved to adjourn the meeting at 12:48 p.m. on a motion by Trustee Thornton and a second by Trustee Grassham.

**ADJOURNMENT**

  
\_\_\_\_\_  
RANDY WINSTON, CHAIRMAN

05/16/12  
\_\_\_\_\_  
APPROVAL DATE

  
\_\_\_\_\_  
RANDY GRASSHAM, SECRETARY

05/16/12  
\_\_\_\_\_  
APPROVAL DATE



**BOARD OF TRUSTEES  
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, May 16, 2012, at 12 noon.

**MAY 16, 2012**

Those present included: Trustees: Randy Winston, chairman; Randy Grassham, vice chair; Darren Garrison, treasurer; Ben Ressel, secretary; Phil Davis, member; Wilbur Thornton, member; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Marcia Fields, interim coordinator for student success; Charlotte Eubank, chief financial officer; and Heather Kilbreath, recording secretary. Guest: Mark Richardson, college attorney, and Hillary Speer.

**ATTENDANCE**

Trustee Grassham delivered the invocation.

**INVOCATION**

Trustee Garrison made a motion that Item IV.3. Consideration and Discussion of Audit and Budget Committees be removed from the agenda and replaced with Consideration and Discussion of Reclassification of Head Coach Salaries. The agenda was unanimously approved as amended with a second by Trustee Grassham.

**APPROVAL OF BOARD  
MEETING AGENDA**

The minutes of the meetings on April 10, 2012, and April 12, 2012, were unanimously approved as presented on a motion by Trustee Davis and second by Trustee Ressel.

**APPROVAL OF MINUTES  
OF APRIL MEETING**

Charlotte Eubank reported the college is 83% into the fiscal year and have recognized 102% of budgeted revenue. This is largely due to increased enrollment, with 110% of tuition and fees revenue already being recognized. Revenue from auxiliary enterprises is also ahead of expected due to bookstore rental revenue related to increased enrollment. Property tax collections have exceeded expectations resulting in 104% of the budgeted non-operating revenue recognized. As for expenses, the college has spent 79% of budgeted expenses. Expenses from auxiliary enterprises are above expectations, but are more than offset by the higher-than-expected revenues. Scholarship expenses are at 103% because they are typically paid out by the semester. The summary of checks issued for April 2012 was \$625,644.58.

**CONSIDERATION OF  
COLLEGE FINANCIAL  
REPORT**

The April 2012 financial report was unanimously approved on a motion by Trustee Garrison and a second by Trustee Davis.

## **PRESIDENT'S REPORT**

### **BOARD RETREAT**

President Stephenson announced the Annual Board Retreat will be held on Monday, June 11, 2012, at Sam A. Baker Park in Patterson, MO. The meeting will begin at 9 a.m. and will include a presentation and discussion of the FY13 strategic planning priorities and the administration's initial presentation of the FY13 proposed budget.

### **NEW DIRECTOR AT SIKESTON CENTER**

President Stephenson announced there had been reorganization to the Sikeston Center and Missy Marshall had been hired as Director of the Sikeston Center. Mrs. Marshall has been the Executive Director of the Sikeston Chamber of Commerce for the past eleven years. Dr. Wesley Payne introduced Mrs. Marshall to the trustees and she addressed them about her future hopes for the Sikeston region and the growth and advancement of the Eastern Campus.

### **EARTH WEEK**

Marcia Fields reported that 30 college employees and 50 students participated in a Campus Beautification Day in April. The event was sponsored by Student Government Association and Green Team.

### **INDUSTRIAL TECHNOLOGY FAIR**

Dr. Wesley Payne reported 10 high schools participated in the Industrial Technology Fair. There were 258 entries including woodworking, graphic arts, robotics, metal working, and information technology. Harley Ellersick and Michael Dameworth, both from Van Buren High School, won the Best of Show. The event was held on April 24 and April 25, 2012.

### **MERCHANT'S SHOWCASE**

Dr. Wesley Payne reported the Merchant's Showcase was held on April 27 and April 29, 2012. There were over 80 booths from various companies in our community and over 2,000 people attended the community event. Activities included a fire response/sprinkler system demonstration by Poplar Bluff Fire Department.

### **MUSIC DEPARTMENT SPRING MUSICAL**

Dr. Wesley Payne reported the Music Department's Spring performance was *Just So* that was based on Rudyard Kipling's stories. Over 1,700 elementary students attended the event.

### **2012 FINE ART STUDENT EXHIBITION**

Dr. Wesley Payne reported the 2012 Fine Art Student Exhibition was held in the Tinnin Center. Henry McCoy, Jr. took 1<sup>st</sup> Place for his art work entitled *My Feelings for a Now*. Victoria Tucker took 2<sup>nd</sup> Place and Rebecca Moore took 3<sup>rd</sup> Place.

### **STUDENT VETERANS COMMENCEMENT**

Marcia Fields reported the Student Veterans Association sponsored a special commencement for two students who would be deployed before the May 22<sup>nd</sup> Commencement Ceremony. The ceremony was held in honor of servicemen Jonathan Anderson and Garrett Hendrix.

Tami Cagle, Instructor of Emergency Management Services (EMS), reported Three Rivers conducted its first Mass Casualty Training. In this event, students responded to simulated major accidents. Sixteen Three Rivers employees and fifty students from EMS, Nursing, and Allied Health participated and Staci Campbell assisted with coordination of the activity. The training demonstrated the college's commitment to Nursing/Allied Health and integrated instruction and hands-on teaching event.

## **MASS CASUALTY TRAINING**

President Stephenson invited trustees to the 2<sup>nd</sup> Annual ACE Awards will be held on Friday, May 18 at 6:30 p.m. at the Gamma Conference Center.

## **2<sup>ND</sup> ANNUAL ACE AWARDS**

President Stephenson invited trustees to the Nursing Pinning Ceremony on Saturday, May 19 at 2 p.m. in the Tinnin Fine Arts Center.

## **NURSING PINNING CEREMONY**

President Stephenson invited trustees to a reception for Linda Cohn at 2 p.m. on Sunday, May 22 at the Gamma Conference Center. Following the reception, trustees were invited to attend the 2012 Commencement at 4 p.m. at the Black River Coliseum. The guest speaker for Commencement is Linda Cohn, ESPN anchor. Neal E. Boyd will perform two songs at Commencement.

## **RECEPTION FOR LINDA COHN & 2012 COMMENCEMENT**

President Stephenson reported the POST Academy will graduate Class 169 Missouri Sheriffs' Academy at 7 p.m. on June 6 in the Tinnin Fine Arts Center. The college will certify 32 new police officers and will be the first class to graduate since Sheriffs' Academy partnership began in August 2011. All trustees were invited to attend.

## **POST ACADEMY GRADUATION**

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

The revised FY13 College Holiday schedule was unanimously approved as presented with a motion by Trustee Davis and a second by Trustee Grassham.

## **REVISED FY13 COLLEGE HOLIDAY SCHEDULE**

The City of Ellsinore has passed an ordinance expressing intent to designate a redevelopment area under the Real Property Tax Allocation Redevelopment Act. In order to do so, the City must establish an eleven-person commission to advise the City regarding the establishment of a Tax Increment Finance (TIF) district to assist in the funding of any improvements with the TIF district.

## **RESOLUTION FOR CITY OF ELLSINORE TIF COMMISSION**

Upon the recommendation of the President, Trustee Garrison made motion to adopt a resolution for the purpose of designating a college representative to the City of Ellsinore TIF Commission.

## **RESOLUTION OF THE THREE RIVERS COMMUNITY COLLEGE**

WHEREAS, The City of Ellsinore, Missouri, a Municipal corporation located in Carter County, Missouri (the "City") is empowered pursuant to the provisions of Sections 99.800 to 99.865 of the revised statutes of Missouri, as amended (the "Act") to designate an area, within the territorial limits of the City meeting the conditions defined in the Act, as a redevelopment area under the terms of the Act;

WHEREAS, The City is required by the provisions of the Act, prior to adopting a redevelopment plan within a redevelopment area to create a Tax Increment Finance Commission to hold public hearings, vote on and make recommendations to the Board of Aldermen of the City concerning the description of and adoption of the redevelopment plan, the designation of the redevelopment area and the improvements proposed to be undertaken;

WHEREAS, The City adopted an Ordinance which created a commission for the purposes stated above;

WHEREAS, The Three Rivers Community College does collect real property taxes within the City of Ellsinore and, therefore has the authority to have one member represent them collectively with all other taxing districts collecting real property taxes within the City except the East Carter County School District, Carter County, and The City of Ellsinore.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Three Rivers Community College hereby nominates the following person, resident and taxpayer of the district to be appointed to the TIF Commission created by the City of Ellsinore. The College agrees to accept the appointment of the nominee of the majority of the other taxing districts or the appointment by the Mayor of Ellsinore of one of the nominees if a majority is not nominated and in such representative capacity shall represent the Three Rivers Community College in all matters presented before the TIF Commission.

REPRESENTATIVE: DR. DEVIN STEPHENSON  
PRESIDENT  
THREE RIVERS COMMUNITY COLLEGE  
2080 THREE RIVERS BLVD  
POPLAR BLUFF, MO 63901  
PHONE: (573) 840-9698

2. The above representatives shall serve a term for the duration of the term of the commission or until a redevelopment plan is adopted, whichever is first.

RESOLVED this 16<sup>th</sup> day of May, 2012.

WITNESS:  
Heather Kilbreath  
Recording Secretary, Board of Trustees

AUTHORIZED BY:  
Randy Winston  
Chairman, Board of Trustees

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

Trustee Davis made a motion to remove the issue of head coach salary classification from a "tabled" status and bring it forward for discussion. This motion was unanimously approved and was seconded by Trustee Garrison.

**CONSIDERATION OF HEAD  
COACHES SALARY  
RECLASSIFICATION**

Trustee Garrison made a motion to rescind the Board of Trustees previous action on March 26, 2012 regarding head coaches' salary classification and their annual salaried. Head coaches' salary remains in their current classification and current salary structure. The motion was unanimously approved and seconded by Trustee Ressel.

Kristina McDaniel presented the employee wellness initiative and led discussion. The Health Reimbursement Account (HRA) that was set up to offset employees' \$1,000 deductible could be divided into two \$500 segments. In order to receive each segment, an employee 1) be a non-smoker or complete a smoking cessation program, and 2) must complete a biometrics screening and health assessment. The HIPAA privacy of each employee will be honored and only the third party entity will be privy to employee biometrics screening results and health assessment information. The wellness initiative is the college's efforts to decrease premiums to loss ratio, ultimately to reduce the cost of employee health insurance premiums. President Stephenson discussed the possibility of the college establishing a medical clinic for employees to utilize. Charlotte Eubank reported the college typically spends \$100,000 annually on the HRA.

## **EMPLOYEE WELLNESS INITIATIVE AND IMPACT ON HEALTH INSURANCE**

President Stephenson and Kristina McDaniel will bring a formal proposal to the trustees at a later date.

President Stephenson distributed the handouts regarding revenues and expenses. Trustees expressed their desire to see the format of this handout on a more regular basis and to address budget adjustments more closely to the time that the administration realizes. Dr. Stephenson and Charlotte Eubank led discussion. Following discussion and with recommendation by the president and chief financial officer, unanimous approval was given for FY12 budget adjustments on a motion by Trustee Thornton and second by Trustee Ressel.

## **FY12 BUDGET ADJUSTMENTS (ROUND 2)**

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 Davis on the following personnel action:

## **CONSIDERATION OF PERSONNEL ACTION**

### Acceptance of Employment

Dustin Midyett, Distance Learning Technician  
Nick Libla, Project Technician

**Midyett  
Libla**

### Acceptance of Retirement

Bud Joyner, Director of Career Education & Workforce Development

**Joyner**

### Acceptance of Resignations

Carol Mondy, Sr. Admin Assistant, Health & Human Services

**Mondy**

Kim Shackelford, Division Chair, Health & Human  
Services/Director of Nursing  
Tim Thompson, Fine Arts Director

**Shackelford**

**Thompson**

A motion was made by Trustee Garrison to enter into executive session to discuss personnel, property 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 Thornton. The Board was polled. The vote was as follows: Trustee Grassham, yes; Trustee Thornton, yes; Trustee Davis, yes; Trustee Garrison, yes; Trustee Ressel, yes; and Trustee Winston, yes.

Following the executive session, Trustee Winston moved to enter into the regular board meeting; Trustee Thornton 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 Ressel, yes; and Trustee Winston, yes.

Following discussion and recommendation by the president, unanimous approval was given on a motion by Trustee Ressel and second by Trustee Davis to renew the employee contracts of Dr. Wesley Payne and Charlotte Eubank. Dr. Payne's contract will be effective 01/01/12 through 06/30/14; and Mrs. Eubank's contract will be effective 01/01/12 through 06/30/13.

**CONSIDERATION AND  
APPROVAL OF  
ADMINISTRATIVE  
CONTRACTS**

Trustee Davis stated that any money to be transferred into the college's reserve fund should be voted on by trustees. Discussion followed. Trustee Winston suggested that the money to be transferred should be reflected on the monthly financial report. Following discussion, no action was taken. Further discussion will take place at the June 11 board retreat.

**COLLEGE RESERVE FUNDS**

There being no further business, the board unanimously approved to adjourn the meeting at 2:30 p.m. on a motion by Trustee Davis and a second by Trustee Ressel.

**ADJOURNMENT**



\_\_\_\_\_  
RANDY WINSTON, CHAIRMAN



\_\_\_\_\_  
APPROVAL DATE



\_\_\_\_\_  
RANDY GRASSHAM, SECRETARY



\_\_\_\_\_  
APPROVAL DATE

**BOARD OF TRUSTEES  
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Tuesday, June 26, 2012, at 12 noon.

**JUNE 26, 2012**

Those present included: Trustees: Randy Winston, chairman; Darren Garrison, vice chair; Ben Ressel, treasurer; Randy Grassham, secretary; Phil Davis, member – absent; Wilbur Thornton, member; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Marcia Fields, interim coordinator for student success; Charlotte Eubank, chief financial officer; and Heather Kilbreath, recording secretary.

**ATTENDANCE**

Trustee Garrison delivered the invocation.

**INVOCATION**

Trustee Garrison made a motion to move Item IV.1. Consideration and Approval of FY13 Budget after Item V. Executive Session. The agenda was unanimously approved as amended with a second by Trustee Ressel.

**APPROVAL OF BOARD  
MEETING AGENDA**

The minutes of the meeting on May 16, 2012, were unanimously approved as presented on a motion by Trustee Garrison and second by Trustee Thornton.

**APPROVAL OF MINUTES  
OF MAY MEETING**

Charlotte Eubank reported the college's revenue and expenses as of May 31, 2012. The college is 92% into the fiscal year and has recognized 102% of budgeted revenue. Tuition and fees are still above expectations, along with auxiliary revenue. These revenues will continue to change through the last refund date of June 14, 2012. Additionally, property tax collections have exceeded expectations resulting in 107% of the budgeted non-operating revenue recognized. The college has spent 85% of budgeted expenses. The final payroll for the fiscal year will not be processed until the second week of July 2012. Scholarship expenses are at 104% because they include tuition remission for employees, dependents and senior citizens for the fall term. The college is working to correct this reporting problem so that future enrollment terms are included in future fiscal year reporting. Mrs. Eubank distributed a revised college revenue and expenses report as of June 25, 2012, and led discussion with trustees. The summary of checks issued for May 2012 was \$738,536.70.

**CONSIDERATION OF  
COLLEGE FINANCIAL  
REPORT**

The May 2012 financial report was unanimously approved on a motion by Trustee Garrison and a second by Trustee Ressel.



## PRESIDENT'S REPORT

### POST ACADEMY GRADUATION

Scott Wiggs reported graduation for the first class of Sheriff's Association Academy at Three Rivers was held on June 6 in the Tinnin Center Auditorium. There were over 500 people in attendance. With 32 graduating members, Class 169 was the largest in the state of Missouri. Almost 80% of the class has been hired by area law enforcement agencies. The next class graduates in December 2012 and new classes begin August 2012 and January 2012. Trustee Grassham stated the City of Van Buren hired its first female officer, Jessica Long from the Three Rivers graduating 169 Class.

President Stephenson reported that signs with the new college logo have been installed at college Centers at Piedmont, Doniphan, Van Buren, Malden, Kennett, and Sikeston.

### NEW SIGNS FOR OFF- CAMPUS CENTERS

Marcia Fields reported enrollment numbers for Summer 2012 and Fall 2012. Pell Grants were available for summer classes in 2010 and 2011, however, that program was discontinued for 2012. Comparative numbers are for Summer 2009 and Summer 2012 since they both represent numbers without Pell Grant recipients.

### ENROLLMENT UPDATE

<b>Summer Registration Report</b>			
As of 06/25/12	2009	2012	% Change
Headcount	1,169	1,306	11.7% ↑
Credit Hours	6,983	8,007	14.7% ↑
*Call numbers are based on Census comparisons			
Last Day to Register is June 28, 2012			

<b>Fall Registration Report</b>			
As of 06/25/12	2011	2012	% Change
Headcount			
64 <sup>th</sup> Day Comparison	2,698	3,300	14.7% ↑
At Census	4,235		
Credit Hours			
64 <sup>th</sup> Day Comparison	30,117	37,749	25.3% ↑
At Census	44,248		
Last Day to Register is August 20, 2012			

<b>Augmester Registration Report</b>			
As of 06/25/12	2011	2012	% Change
Headcount	43	67	55.8% ↑
Credit Hours	69	218	215.2% ↑
*Call numbers are based on Census comparisons			
Last Day to Register is June 28, 2012			

Dr. Wesley Payne introduced a new program that will begin in Fall 2012. *Global Studies* was a program developed through Three Rivers' participation in the Missouri Consortium for Global Education. Andrew Rivetti, Spanish instructor, served as Three Rivers College's representative. The program offers a specialized certificate that can benefit students as they seek careers in

### GLOBAL STUDIES PROGRAM

globalized job markets. The certificate can be earned at no extra cost through taking courses in the general education block.

President Stephenson invited all trustees to the University of Missouri/Three Rivers Transfer Agreement Events in July 2012. On July 30, a private dinner will be held at the Holiday Inn at 6:30 p.m. for the University of Missouri-Columbia and Three Rivers administrations. On July 31, the transfer agreement signing ceremony will be held at 10 a.m. in the lobby of the Tinnin Fine Arts Center.

**MIZZOU/THREE RIVERS  
TRANSFER AGREEMENT  
EVENTS**

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

Ben Traxel, college architect, reported that four companies bid on the renovation of the Academic Resource Commons. Bids were from C.A. Walker Construction of Dexter, MO with a bid of \$2,317,000; R.L. Persons Construction of Poplar Bluff, MO with a bid of \$2,615,000; MACO Construction Inc. of Clarkton, MO with a bid of \$2,707,838; and JML, Inc. of Poplar Bluff, MO with a bid of \$3,147,000. Due to increasing cost of materials and state wage rates, bid proposals were more than the architect's estimate of \$1,818,000. Mr. Traxel and President Stephenson led discussion on the bid proposals and cost saving measures to help control construction costs and keep them under the contractors' bid proposals.

**CONSIDERATION &  
APPROVAL OF ACADEMIC  
RESOURCE COMMONS BIDS**

Upon recommendation of the college architect and college administration, Trustee Thornton made a motion to accept the lowest bid and award the construction contract to C.A. Walker Construction along with incorporation of cost saving suggestions. The board unanimously approved the motion with a second by Trustee Ressel.

The Board was polled and the vote was as follows: Trustee Grassham, yes; Trustee Thornton, yes; Trustee Davis, absent; Trustee Garrison, yes; Trustee Ressel, yes; and Trustee Winston, yes.

President Stephenson and Kristina McDaniel led discussion about readjusting the health reimbursement accounts (HRA) with the calendar year, based on a recommendation from Wall Street Insurance Group/Jefferson. The new employee wellness program will be introduced in January 2012 with the same calendar year timeline as HRA and insurance deductibles. The first six months of the HRA (\$500) will not be tied to the employee wellness program. Upon recommendation of the president and the director of human resources, the board unanimously approved realigning health reimbursement account dates to a calendar year with a motion by Trustee Garrison and a second by Trustee Thornton.

**CONSIDERATION &  
APPROVAL OF HEALTH  
REIMBURSEMENT  
ACCOUNT**

President Stephenson announced he received Will Durden's resignation that morning. Mr. Durden served as the senior athletic administrator for the college and was resigning to accept the head basketball coaching position at Poplar Bluff R-1 Schools. Dr. Stephenson stated Mr. Durden was a great asset to the college and has helped the athletics department tremendously during his tenure.

**CONSIDERATION OF PERSONNEL ACTION**

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 Davis on the following personnel action:

Acceptance of Employment

- Cynthia Day, Practical Nursing Instructor
- Joan Ross, Practical Nursing Instructor
- Jolon Vaughn, Practical Nursing Instructor
- Melissa Watkins, Practical Nursing Instructor
- Shawn Waugh, Practical Nursing Instructor
- Ann Matthews, Assistant Coordinator, Center at Dexter
- Bill Hampton, Coordinator, Center at Dexter
- Eddie Redmond, Public Safety Officer
- Matthew Ryan McGraw, Public Safety Officer
- Michael Andy Starnes, Public Safety Officer
- Phillip Scott Wiggs, Director of Public Safety and Facilities

- Day**
- Ross**
- Vaughn**
- Watkins**
- Waugh**
- Matthews**
- Hampton**
- Redmond**
- McGraw**
- Starnes**
- Wiggs**

Acceptance of Resignation

- Beth Fox-Godwin, Learning Specialist, Student Support Services (accepted teaching position with Poplar Bluff R-1)

- Fox-Godwin**

A motion was made by Trustee Ressel to enter into executive session to discuss personnel, property 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 Thornton. The Board was polled. The vote was as follows: Trustee Grassham, yes; Trustee Thornton, yes; Trustee Davis, absent; Trustee Garrison, yes; Trustee Ressel, yes; and Trustee Winston, yes.

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

Trustee Grassham, yes; Trustee Thornton, yes; Trustee Davis, absent; Trustee Garrison, yes; Trustee Ressel, yes; and Trustee Winston, yes.

Charlotte Eubank gave an overview of the proposed FY13 Budget and reviewed projected revenues and projected expenses. Mrs. Eubank stated the budget was a living document and there would be periodic budget adjustments throughout the fiscal year.

**CONSIDERATION &  
APPROVAL OF PROPOSED  
FY13 BUDGET**

Following discussion by the trustees and with the recommendation by the president and the chief financial officer, unanimous approval was given to approve the proposed balanced FY13 Budget for \$22,932,370 on a motion by Trustee Winston and second by Trustee Ressel.

There was discussion among trustees to reschedule the July 2012 and October 2012 board meetings. Following the meeting, the recording secretary will email trustees detailing meeting date options and to get consensus of the board on the new dates.

There being no further business, the board unanimously approved to adjourn the meeting at 2:09 p.m. on a motion by Trustee Garrison and a second by Trustee Thornton.


**ADJOURNMENT**



RANDY WINSTON, CHAIRMAN

07/30/12

APPROVAL DATE



RANDY GRASSHAM, SECRETARY

07/30/12

APPROVAL DATE

**BOARD OF TRUSTEES  
THREE RIVERS COMMUNITY COLLEGE**

The annual board retreat of the Board of Trustees was held in the The Lodge located at Sam A. Baker Park in Patterson, Missouri, on Monday, June 11, 2012, at 9:25 a.m.

**JUNE 11, 2012**

Those present included: Trustees: Randy Winston, chairman; Darren Garrison, vice chair; Ben Ressel, treasurer; Randy Grassham, secretary – absent; Phil Davis, member; Wilbur Thornton, member; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Marcia Fields, interim coordinator for student success; Charlotte Eubank, chief financial officer; and Heather Kilbreath, recording secretary. Guest: Nick Libla, project technician for college and Donna Farley, Daily American Republic.

**ATTENDANCE**

Chairman Winston called the board meeting to order.

**CALL MEETING TO ORDER**

President Stephenson gave an update on the Three Rivers Endowment Trust annual meeting that was held earlier that morning. Two new members were accepted at the meeting: Richard Logan of Mississippi County and Rebecca Wilcox-Miller from Ripley County.

**FY13 PLANNING PRIORITIES**

Dr. Stephenson gave an update on the capital campaign.

Dr. Stephenson distributed an updated college organizational chart and briefly described each division's overall functional responsibility. The chart was based solely upon function and did not address any possible administrative reorganization or future personnel reassignments. Dr. Stephenson presented his FY13 Planning Priorities and noted that the priorities are connected to the college's strategic plan and proposed FY13 budget. The president's FY13 Planning Priorities for Three Rivers College are: 1) assure the college remains focused on student success; 2) promote a culture of continuous improvement and innovation; 3) insist on the demonstration of excellence in all the college does; 4) assure that decisions made are data-informed; 5) manage finances with integrity and comply with laws and regulations; 6) continue building partnerships that advance the college mission and economic and workforce development; and 7) assure institutional leadership and active participation in the college's capital campaign. Dr. Stephenson led discussion about the State of Missouri's budget outlook for FY13. Dr. Stephenson led discussion about a recent report from the American Association of Community College (AACC) entitled *Reclaiming the American Dream*. The report focuses on how community colleges must redesign, reinvent, and reset themselves to keep up with the changing economy and workforce and global demands. He stated the proposed FY13 budget will reflect Three Rivers' efforts to redesign, reinvent, and

reset for the future.

Marcia Fields presented the FY13 Planning Priorities for Student Success. Those priorities are: 1) communication; 2) collaboration; 3) focus on recruitment and retention; 4) assessment; 5) student leadership and involvement; 6) campus safety and student wellness; 7) technology; and 8) facility renovation projects. Mrs. Fields explained each priority and described activities for FY13 that support those priorities.

Charlotte Eubank presented the FY13 Planning Priorities for Financial Services. Those priorities are: 1) written policies and procedures; 2) communication; 3) cost reduction; 4) assessment; 5) support campus master plan; 6) environment of compliance; 7) campus safety; 8) technology; and 9) professional development. Mrs. Eubank explained each priority and described activities for FY13 that support those priorities.

Dr. Wesley Payne presented the FY13 Planning Priorities for Learning. Those priorities are: 1) improve academic quality; 2) increase student achievement; 3) increase faculty capacity; 4) increase the quality and use of technology; 5) improve collaboration with student success; 6) increase educational opportunities; and 7) improve communication. Dr. Payne explained each priority and described activities for FY13 that support those priorities.

Dr. Stephenson remarked that accreditation is critical for the college in FY14, and accreditation is incorporated into the FY13 planning priorities and budget. College administration has involved a broad spectrum of personnel in preparation for the reaffirmation visit and it is the administration's intention for the accreditation process to become a part of the college culture. The college is focused on academic support, assessment, advancement/improvements, accessibility, and taking appropriate and decisive action to fulfill our mission and vision.

Dr. Stephenson informed the trustees of the University of Missouri/Three Rivers Transfer Signing Ceremony on July 31 in the Tinnin Fine Arts Center. A joint dinner will be held on July 30 at the Holiday Inn in Poplar Bluff.

Charlotte Eubank led discussion on the proposed FY13 budget. The budget presented included all grant revenues and expenses, which has historically not been included until after the budget was adopted. Since college administration approached the budget process differently for FY13, Mrs. Eubank explained the assumptions and methodology for preparing the budget, challenges with the budget, and timeline these events took place. The proposed budget is \$22.9 million. Mrs. Eubank illustrated the projected revenue by source and proposed expenditures by function and natural class. Salary increases and cost of living adjustments will be

## **FY13 BUDGET PRESENTATION**

visited mid-year to ensure revenues are on target with projections. Discussion followed.

There was discussion about enrollment increasing in Sikeston and Kennett once new buildings are built. Each center is at capacity and the cramped conditions and lack of parking is stifling growth.

Trustee Garrison requested the following documents be presented at June 27, 2012, board meeting: reserve fund balance, revenues vs. expenses as of June 25, 2012, and a highlight of what the college has done with tuition increase buffer.

The college administration is to bid the demolition of the Emerson building in Kennett.

Trustee Ressel reported the wellness committee concluded to wait until the Three Rivers Activity Center was built rather than making renovations for a new fitness center. The committee has researched the option of a college-paid gym membership to a third party that would track employee participation. Discussion followed.

The meeting recessed at 11:48 a.m. for lunch. The meeting resumed at 12:39 p.m.

Chairman Winston addressed the trustees about being a united group. He requested each member support all board decisions regardless of how the trustees voted individually on an issue.

Charlotte Eubank distributed the bid list for college auditor and led discussion about each bidder. There were a total of six bids and each bid was for a three-year period. Discussion followed. Following discussion and upon recommendation of the chief financial officer, unanimous approval was given on a motion by Trustee Thornton and second by Trustee Ressel to engage in a three-year contract with Kraft, Miles, & Tatum, LLC, as the college auditor.

Charlotte Eubank distributed the bid list for architectural/engineering (A & E) services and project manager services for the FEMA 361 Safe Room Grant. There was one bid for A & E services: Dille & Traxel, LLC; and one bid for project manager services: Toth & Associates. Discussion followed. Following discussion and upon recommendation of the chief financial officer and president, unanimous approval was given on a motion by Trustee Ressel and second by Trustee Thornton to engage the services of Dille & Traxel, LLC for architectural/engineering services and Toth & Associates for project manager services for FEMA 361 Safe Room Grant.

## **WELLNESS COMMITTEE UPDATE**

## **BOARD OF TRUSTEES FOCUS ON FUTURE**

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

### **COLLEGE AUDITOR**

### **BIDS FOR ARCHITECTURAL ENGINEERING SERVICES AND PROJECT MANAGER SERVICES FOR SEMA/FEMA GRANTS**



A motion was made by Trustee Davis to enter into executive session to discuss personnel, property 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 Garrison. The Board was polled. The vote was as follows: Trustee Grassham, absent; Trustee Thornton, yes; Trustee Davis, yes; Trustee Garrison, yes; Trustee Ressel, yes; and Trustee Winston, yes.

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

There being no further business, the board unanimously approved to adjourn the meeting at 2:14 p.m. on a motion by Trustee Davis and a second by Trustee Thornton.

**ADJOURNMENT**

  
\_\_\_\_\_  
RANDY WINSTON, CHAIRMAN

  
\_\_\_\_\_  
APPROVAL DATE

  
\_\_\_\_\_  
RANDY GRASSHAM, SECRETARY

  
\_\_\_\_\_  
APPROVAL DATE



**BOARD OF TRUSTEES  
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Monday, July 30, 2012, at 12 noon.

**JULY 30, 2012**

Those present included: Trustees: Randy Winston, chairman; Darren Garrison, vice chair; Ben Ressel, treasurer; Randy Grassham, secretary; Phil Davis, member; Wilbur Thornton, member; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Dr. Angela Totty, vice president for student success; Charlotte Eubank, chief financial officer; and Heather Kilbreath, recording secretary.

**ATTENDANCE**

Trustee Grassham delivered the invocation.

**INVOCATION**

Trustee Garrison made a motion to move Item IV.4. Discussion and Consideration of Relationship with Related Component Unit after Item V. Executive Session. The agenda was unanimously approved as amended with a second by Trustee Grassham.

**APPROVAL OF BOARD  
MEETING AGENDA**

The minutes of the meetings on June 11, 2012, and June 27, 2012, were unanimously approved as presented on a motion by Trustee Garrison and second by Trustee Ressel.

**APPROVAL OF MINUTES  
OF JUNE MEETING**

Charlotte Eubank reported the college's revenue and expenses as of June 27, 2012. Budget amounts for this report were unaudited and did not reflect the final budget adjustments. The college is 100% into the fiscal year and has recognized 106% of budgeted revenue, primarily due to increased enrollments. The college has spent 93% of budgeted expenses. Ongoing adjustments related to the budget will continue until the independent audit is finalized in November 2012. The summary of checks issued for June 2012 was \$1,016,164.16.

**CONSIDERATION OF  
COLLEGE FINANCIAL  
REPORT**

The June 2012 financial report was unanimously approved on a motion by Trustee Ressel and a second by Trustee Grassham.

**PRESIDENT'S REPORT**

President Stephenson reported the Academic Resource Commons (ARC) Wall Breaking Ceremony was held on July 19, 2012. The ceremony marked the beginning of a major renovation project for the building commonly referred to as the library building. The ARC will house the Myrtle Rutland Library, Tutoring and Learning Center, Student Support Services, study rooms, laboratories, and other student-friendly services.

**ARC WALL BREAKING  
CEREMONY**

President Stephenson reported that signs with the new college logo have been installed at college Centers at Piedmont, Doniphan, Van Buren, Malden, Kennett, and Sikeston.

#### **NEW SIGNS FOR OFF-CAMPUS CENTERS**

President Stephenson reported Fall 2012 enrollment was trending toward a double-digit increase from last year at the off-campus centers. He also indicated that student housing was at capacity for the fall semester and that the college had 56 students on a waiting list.

#### **ENROLLMENT UPDATE**

President Stephenson reported the college received a MO Foundation of Health Grant to facilitate student persistence in nursing and allied health programs

#### **MO FOUNDATION OF HEALTH GRANT**

President Stephenson announced two new employees to the college. Dr. Angela Totty, Vice President of Student Success, and Cale Emmett, Rodeo Coach.

#### **INTRODUCTION OF NEW EMPLOYEES**

Scott Wiggs reported the Poplar Bluff Police Department donated a patrol car to Three Rivers and that Bailey's CarStar created the new paint scheme for patrol cars and donated their time for installing the paint schemes.

#### **NEW PATROL CAR DONATED BY PB POLICE DEPARTMENT**

Emily Parks reported the Three Rivers Endowment Trust will award \$8,250 for the 2012-2013 school year. The break down per scholarship is as follows: Harry and Ida Blue Memorial Scholarship: 2 recipients at \$2,500 each and 1 recipient at \$500; Orville and Thelma McManus Scholarship: 1 recipient at \$500; Richard Thomas Memorial Scholarship: 1 recipient at \$250; and DeDe Lawson Memorial Scholarship: 1 recipient at \$2,000. Mrs. Parks also distributed a copy of the scholarship source document and explained the scholarship awarding process that included coordination with the college's financial aid office. Awards are selected either through a committee or a designated individual from the donor family. The money is transferred from the Endowment Trust account to the college. The scholarship is applied to the student's account, and not given directly to the student.

#### **ENDOWMENT TRUST SCHOLARSHIP UPDATE**

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

Charlotte Eubank led discussion about the annual renewal process of the Building Corporation's lease agreement for Housing. Upon the recommendation of Mrs. Eubank and the college administration, Trustee Garrison made a motion to renew the lease agreement with the college's Building Corporation for FY13. The motion was seconded by Trustee Thornton and was unanimously approved. Trustee Davis was absent.

#### **CONSIDERATION & APPROVAL OF RENEWAL OF BUILDING CORPORATION LEASE AGREEMENT**

President Stephenson introduced Greg Bricker of George K. Baum. Mr. Bricker gave a historical account on 30-year bond issue for Housing. He also distributed a handout and led discussion on a

#### **CONSIDERATION & APPROVAL OF RESOLUTION AUTHORIZING THE**

proposed sale of bonds. Following discussion, Trustee Ressel made a motion to approve refinancing the current Housing bonds with an annual amortization schedule to be determined at a later board meeting. The motion was seconded by Trustee Garrison. The Board was polled. The vote was as follows: Trustee Grassham, yes; Trustee Thornton, yes; Trustee Davis, yes; Trustee Garrison, yes; Trustee Ressel, yes; and Trustee Winston, yes.

As a requirement of the college's FEMA/SEMA safe room grant, it was moved by Trustee Thornton that the following resolutions be adopted:

The following resolution was adopted by Three Rivers Community College Board of Trustees on July 30, 2012

**Resolution No. 073012DUNKLIN**

**A RESOLUTION OF INTENT TO PARTICIPATE IN NATURAL HAZARD MITIGATION AND TO WORK TOWARD BECOMING A SAFER COMMUNITY.**

WHEREAS, Three Rivers Community College recognizes that no community is immune from hazards whether it be tornado/severe thunderstorm, flood, severe winter weather, drought, heat wave, earthquake, dam failure or wildfire and recognizes the importance of enhancing its ability to withstand natural hazards as well as the importance of reducing the human suffering, property damage, interruption of public services and economic losses caused by those hazards; and

WHEREAS, Three Rivers Community College has previously pursued measures such as building codes, fire codes, floodplain regulations, emergency management procedures to minimize the impact of natural hazards; and

WHEREAS, the Federal Emergency Management Agency and the State Emergency Management Agency have developed a natural hazard mitigation program that assist communities in their efforts to become Disaster-Resistant Communities which are sustainable communities after a natural disaster that focus, not just on disaster relief, but also on recovery and reconstruction that brings the community to at least pre-disaster conditions in an accelerated orderly and preplanned manner; and

WHEREAS, by participating in the Natural Hazards Mitigation program, Three Rivers Community College will be eligible to apply for post-disaster mitigation funds; and

WHEREAS, Three Rivers Community College desires to commit to working with government partners and community partners to implement the Natural Hazard Mitigation Plan; and

WHEREAS, Three Rivers Community College will implement pertinent precepts of the mitigation plan by incorporation into other community plans and mechanisms where appropriate; and

WHEREAS, all aspects pertaining to the Three Rivers Community College in the Dunklin County Multi-Jurisdictional Hazard Mitigation Plan attached hereto and incorporated by reference herein be approved; and

WHEREAS, Three Rivers Community College will participate in the evaluation and review of the Plan after a disaster as well as complete a mandated five-year update submitted to the State Emergency Management Agency and the Federal Emergency Management Agency for review and approval; and

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES THREE RIVERS COMMUNITY COLLEGE, POPLAR BLUFF, MISSOURI AS FOLLOWS:** Three Rivers Community College hereby adopts the Dunklin County Multi-Jurisdictional Natural Hazard Mitigation Plan attached hereto for the purpose of building a safer community by reducing natural hazard vulnerability.

The following resolution was adopted by Three Rivers Community College Board of Trustees on July 30, 2012

**Resolution No. 073012STODDARD**

**A RESOLUTION OF INTENT TO PARTICIPATE IN NATURAL HAZARD MITIGATION AND TO WORK TOWARD BECOMING A SAFER COMMUNITY.**

WHEREAS, Three Rivers Community College recognizes that no community is immune from hazards whether it be tornado/severe thunderstorm, flood, severe winter weather, drought, heat wave, earthquake, dam failure or wildfire and recognizes the importance of enhancing its ability to withstand natural hazards as well as the importance of reducing the human suffering, property

**OFFERING FOR SALE OF  
REFUNDING CERTIFICATES  
OF PARTICIPATION**

**CONSIDERATION &  
ACCEPTANCE OF  
HAZARDOUS MITIGATION  
PLAN FOR DUNKLIN &  
STODDARD COUNTIES**

damage, interruption of public services and economic losses caused by those hazards; and

WHEREAS, Three Rivers Community College has previously pursued measures such as building codes, fire codes, floodplain regulations, emergency management procedures to minimize the impact of natural hazards; and

WHEREAS, the Federal Emergency Management Agency and the State Emergency Management Agency have developed a natural hazard mitigation program that assist communities in their efforts to become Disaster-Resistant Communities which are sustainable communities after a natural disaster that focus, not just on disaster relief, but also on recovery and reconstruction that brings the community to at least pre-disaster conditions in an accelerated orderly and preplanned manner, and

WHEREAS, by participating in the Natural Hazards Mitigation program, Three Rivers Community College will be eligible to apply for post-disaster mitigation funds; and

WHEREAS, Three Rivers Community College desires to commit to working with government partners and community partners to implement the Natural Hazard Mitigation Plan; and

WHEREAS, Three Rivers Community College will implement pertinent precepts of the mitigation plan by incorporation into other community plans and mechanisms where appropriate; and

WHEREAS, all aspects pertaining to the Three Rivers Community College in the Stoddard County Multi-Jurisdictional Hazard Mitigation Plan attached hereto and incorporated by reference herein be approved; and

WHEREAS, Three Rivers Community College will participate in the evaluation and review of the Plan after a disaster as well as complete a mandated five-year update submitted to the State Emergency Management Agency and the Federal Emergency Management Agency for review and approval; and

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES THREE RIVERS COMMUNITY COLLEGE, POPLAR BLUFF, MISSOURI AS FOLLOWS: Three Rivers Community College hereby adopts the Stoddard County Multi-Jurisdictional Natural Hazard Mitigation Plan attached hereto for the purpose of building a safer community by reducing natural hazard vulnerability.

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

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 Ressel on the following personnel action:

## CONSIDERATION OF PERSONNEL ACTION

### Acceptance of Employment

Jodi Phillips, Administrative Assistant for Public Safety & Facilities

Phillips

Robert Cook, Director of Fine Arts Center

Cook

Cale Emmett, Head Rodeo Coach/Student Success Specialist

Emmett

Suzanne Davis, Outreach Specialist, Educational Talent Search

Davis

William Cooper, Purchasing/Receiving Agent

Cooper

Dr. Angela Totty, Vice President for Student Success

Totty

### Acceptance of Resignation

Megan Keathley, Coordinator of News and Web Services

Keathley

Marisol Arenivas, Director of Housing

Arenivas

Tracy McCain, Secretary II, Educational Talent Search

McCain

A motion was made by Trustee Davis to enter into executive session to discuss personnel, property 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

## MOTION TO ENTER INTO EXECUTIVE SESSION

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 Grassham. The Board was polled. The vote was as follows: Trustee Grassham, yes; Trustee Thornton, yes; Trustee Davis, yes; Trustee Garrison, yes; Trustee Ressel, yes; and Trustee Winston, yes.

Following the executive session, Trustee Garrison moved to enter into the regular board meeting; Trustee Ressel 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 Ressel, yes; and Trustee Winston, yes.

Chairman Winston read the following statement and made a motion for Three Rivers Community College to disassociate with the Three Rivers Community College Foundation.

## **DISCUSSION & CONSIDERATION OF RELATIONSHIP WITH RELATED COMPONENT UNIT**

"Before I share my thoughts with this Board regarding The Three Rivers College Foundation, I want to preface them with my acknowledgement that the Foundation has, for many years, been a powerful and positive force for Three Rivers College. I want to express my appreciation for those prominent and faithful Board members who have tirelessly served and faithfully preserved the mission and goals for which it was originally founded.

However, it has become obvious to me over the past two years that the original mission and goals of the Foundation have become distorted, and I believe to a great extent abandoned by its leadership. We have all witnessed the deterioration of the once positive relationship between our two bodies to a point that I have regretfully concluded that a continued association between us is no longer in the best interest of our institution, our students and faculty, and the community we serve.

I do not know whether the Foundation Board is supportive of the conduct and actions of its leadership, or if they are even aware of the situation we find ourselves in today. It is not my purpose to personally criticize the individual members of the Foundation Board. Nevertheless, whether it is with their knowledge and support, or out of their lack of knowledge, I feel strongly that our Board has lost the trust of and confidence in the Foundation's ability and desire to serve our institution.

I don't think it is necessary to chronicle all of the problems and disappointments that we as the College Board of Trustees have experienced and endured these past two years. We are all aware of the disparaging and threatening comments about the Trustees and the administration which have been made by the Foundation's Executive Director.

We are all aware of the Foundation Executive Director's refusal, despite numerous requests from us, to provide information and data regarding the Foundation and its operations and activities which are vital to the colleges operations and compliance with state and federal laws. Specifically, we have all experienced the frustration and dismay that the Executive Director has refused to provide critical information regarding endowed scholarship fund balances, scholarship awards, or any reports or statements of any kind for the past two years. There has been no communication or coordination in the awarding of scholarships from Foundation funds for the past two years. Our repeated requests for financial statements and reports of the Foundation have been ignored. We are all aware that we, as a college, are responsible for accurately reporting the actions of all of the recognized "component units" of the college. Without this information which our administration and even our legal counsel has repeatedly, without success, attempted to secure, our entire financial aid program has been placed at risk. I believe that the Executive Director's refusal or inability to provide this information reflects either a total disregard for the College's requirements in this regard, or at the very least a lack of understanding of the concept of "component units". Simply put, I have personally come to the conclusion that the Executive Director's attitude is that "what we do is none of the College's business." In contrast, our other "component units" have operated in the spirit of complete transparency and cooperation.

We are also all aware of the Executive Director's unfortunate and frankly insulting attitude and position regarding the E.K. Porter building on our campus. Although none of us were on this board at that time, a review of the old minutes of this Board and discussions with those who were involved at that time seem to confirm that it was the donor's understanding that the gift was being

made to the College. In an attempt to secure the most building for the money, a plan was devised that included the College deeding land to the Foundation, and the building being constructed on that land under the supervision of the Foundation, and later conveyed back to the College. This same process was utilized in an agreement with Poplar Bluff Industries when an expansion to the Bess Activity Center was undertaken. Unlike that arrangement, however, when the Porter Building was completed, it was never conveyed from the Foundation to the College. When the State Auditor filed her report in 2010, we were criticized for expending College funds for expenses on a building that we had no legal right to occupy. When this Board requested that the property be conveyed back to the College, the Foundation refused, claiming that it was never their intention to convey the building and property back to the College, and that the Foundation needed to keep it so they could borrow money against it. When we requested that the Foundation at least enter into a long term lease of the property to the College in order to satisfy the State Auditor, the Executive Director again refused, stating that she was "in the process of compiling data on the fair market value" of the space we were occupying, and that she would be submitting a formal demand for rent payments. At that time, the Executive Director made a public threat that the Foundation was considering "evicting" the College from the building. To this day, no accommodation has been offered by the Executive Director to resolve this matter, and the College remains out of compliance with the recommendations of the State Auditor, and donation of a citizen who thought she was donating a building to the College. As we all know, this issue is further exasperated by the fact that the building is in need of long term maintenance, including roof leaks, which the Foundation has failed to undertake. Even when the College undertook the minor maintenance on its own of some interior painting, the Executive Director ordered our employee to "cease and desist"

It is my belief that this Board and administration has made every possible effort to resolve these many problems and try to restore a positive working relationship with the Foundation. Various members of our Board have attempted to engage positive dialogue. I personally participated in an informal mediation. Unfortunately, in my view, these many efforts have not only been rebuked, but I believe have actually resulted in an even more hostile attitude from the foundation's Executive Director.

Based upon these regrettable circumstances, it is my opinion that this Board has no alternative but to sever all ties with the Three Rivers College Foundation, and urge the Foundation to disband considering the fact that it is no longer serving the purpose for which it was created.

**THEREFORE, I MOVE**, that the Three Rivers College Board of Trustees officially disassociate itself from the Three Rivers College Foundation, and from any support that this Board has formerly received from or given to the Foundation. I further move that our administration take appropriate and necessary actions to notify the faculty and students of the College of this action, as well as the community we serve of this action.

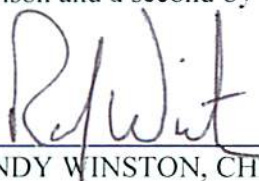
I ask for a SECOND to my motion and for a discussion on its merits."

Chairman Winston stated he appreciated the transparency with which the Three Rivers Endowment Trust operated and their willingness to cooperatively work with the college on scholarships and maintaining Title IV compliance.

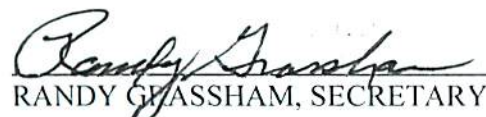
The motion was seconded by Trustee Garrison. By majority vote, the motion was approved as presented. The Board was polled and the vote was as follows: Trustee Grassham, yes; Trustee Thornton, yes; Trustee Davis, yes; Trustee Garrison, yes; Trustee Ressel, no; and Trustee Winston, yes.

There being no further business, the board unanimously approved to adjourn the meeting at 2:57 p.m. on a motion by Trustee Garrison and a second by Trustee Ressel.

**ADJOURNMENT**

  
\_\_\_\_\_  
RANDY WINSTON, CHAIRMAN

  
\_\_\_\_\_  
APPROVAL DATE

  
\_\_\_\_\_  
RANDY GRASSHAM, SECRETARY

  
\_\_\_\_\_  
APPROVAL DATE

**BOARD OF TRUSTEES  
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, August 29, 2012, at 12:07 p.m.

**AUGUST 29, 2012**

Those present included: Trustees: Randy Winston, chairman; Darren Garrison, vice chair; Ben Ressel, treasurer; Randy Grassham, secretary; Phil Davis, member; Wilbur Thornton, member; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Dr. Angela Totty, vice president for student success; Charlotte Eubank, chief financial officer; and Heather Kilbreath, recording secretary. Guest(s): Greg Bricker of George K. Baum and Company.

**ATTENDANCE**

Trustee Grassham delivered the invocation.

**INVOCATION**

Trustee Davis made a motion to approve the agenda as presented. The agenda was unanimously approved with a second by Trustee Grassham.

**APPROVAL OF BOARD  
MEETING AGENDA**

The minutes of the meetings on July 30, 2012, were unanimously approved as presented on a motion by Trustee Garrison and second by Trustee Ressel.

**APPROVAL OF MINUTES  
OF JULY MEETING**

Charlotte Eubank reported the college's revenue and expenses as of July 31, 2012. The college is 8% into the fiscal year and has recognized 31% of budgeted revenue. Tuition and Fees are at 51% and represent half of Summer 2012 enrollment as of July 31, 2012. Auxiliary Enterprises revenue is at 26% and includes a portion of summer and fall. Most Auxiliary revenue for fall semester will be reflected on the August financial statements as housing students move in and students pick up their textbooks. The college is at 8% in the fiscal year for expenses and has obligated 6% of the budgeted expenses. This spending pattern is on target as the college approaches the beginning of the fall semester in August.

**CONSIDERATION OF  
COLLEGE FINANCIAL  
REPORT**

Mrs. Eubank noted the majority of revenue is recognized at the beginning of semesters as students enroll, while most expenses tend to be incurred relatively even each month primarily due to the college's payroll. This results in an increase in Net Assets in the early months of the semester. As the semester progresses and expenses are incurred, the Change in Net Assets will decrease.

The summary of checks issued in July 2012 was \$1,394,358.08. The June 2012 financial report was unanimously approved on a motion by Trustee Garrison and a second by Trustee Ressel.



## **PRESIDENT'S REPORT**

There was no President's Report.

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

At its July 30, 2012, meeting of the Three Rivers Community College Building Corporation renewed membership of two members and elected officers for FY13. Members are: Randy Winston, term expires 06/30/15; Charlotte Eubank, term expires 06/30/15; Dr. Devin Stephenson, term expires 06/30/13; Steve Halter, term expires 06/30/14; and Bill Swafford, term expires 06/30/14. The FY13 Officers are Randy Winston, president; Steve Halter, vice president; Charlotte Eubank, treasurer; Dr. Devin Stephenson, secretary; and Heather Kilbreath, assistant secretary. The Building Corporation's membership and FY13 slate of officers was unanimously approved as presented with a motion by Trustee Ressel and a second by Trustee Garrison.

### **CONSIDERATION & APPROVAL OF BUILDING CORPORATION MEMBERS & FY13 SLATE OF OFFICERS**

President Stephenson introduced Greg Bricker of George K. Baum. Mr. Bricker reported that his presentation was a continuation from the July 2012 board meeting and the current debt on the student housing complex would be refinanced for 20 years and will reach final maturity in 2032. Additionally, there will be an opportunity to pay off the bond early without penalties. Following discussion and upon recommendation of the college administration, Trustee Garrison made a motion to approve refinancing the current Housing bonds with the proposed amortization schedule. The motion was seconded by Trustee Thornton. The Board was polled. The vote was as follows: Trustee Grassham, yes; Trustee Thornton, yes; Trustee Davis, yes; Trustee Garrison, yes; Trustee Ressel, yes; and Trustee Winston, yes.

### **CONSIDERATION OF ADOPTION OF RESOLUTION APPROVING THE FINALIZATION OF REFINANCE OF BONDS**

Greg Bricker led discussion about offering for sale of lease participation certificates. President Stephenson stated the money would be used to fund the construction of buildings in Sikeston, Poplar Bluff, and Kennett. Following discussion and upon recommendation of the college administration, Trustee Garrison made a motion to approve to adopt the resolution authorizing the offering for sale of lease participation certificates for the purposes of constructing buildings in Sikeston and Poplar Bluff. The motion was seconded by Trustee Ressel. The Board was polled. The vote was as follows: Trustee Grassham, yes; Trustee Thornton, yes; Trustee Davis, yes; Trustee Garrison, yes; Trustee Ressel, yes; and Trustee Winston, yes.

### **CONSIDERATION OF ADOPTION OF RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF LEASE PARTICIPATION CERTIFICATES**

President Stephenson stated this was a "landmark day for the college." He thanked the Board for their vote and their confidence and thanked the Three Rivers Endowment Trust for their assistance in making these projects become reality. Chairman Winston stated this will help all students throughout southeast Missouri and he



reiterated this opportunity is for Sikeston and Poplar Bluff – the Kennett project will be addressed at a later date.

President Stephenson stated all community colleges in Missouri are endorsing a resolution in solidarity for their support to the Missouri Community College Association (MCCA). Upon recommendation by the president, Trustee Ressel made a motion to approve the resolution of support for MCCA. The motion was seconded by Trustee Thornton.

**CONSIDERATION &  
APPROVAL OF RESOLUTION  
OF SUPPORT FOR MISSOURI  
COMMUNITY COLLEGE  
ASSOCIATION**

President Stephenson reported the City of Poplar Bluff, Missouri and the Cripple Creek Transportation Development District have jointly petitioned the Circuit Court of Butler County, Missouri to establish the Poplar Bluff Regional Transportation Development District (the "District") for the purpose of funding the design and construction of certain road improvements within and adjacent to the District. Proposed road improvements include the new main entrance to the college.

**CONSIDERATION &  
APPROVAL OF OFFICIAL  
DESIGNEE TO VOTE IN  
POPLAR BLUFF REGIONAL  
TRANSPORTATION  
DEVELOPMENT DISTRICT  
SPECIAL ELECTION**

Pursuant to the Missouri Transportation Development District Act (Sections 238.200 to 238.280 of the Revised Statutes of Missouri, as amended), the creation and funding of the District is subject to the approval of a majority of the qualified voters within the boundaries of the proposed District. The Circuit Court of Butler County has ordered a mail-in ballot election on this matter for Tuesday, November 6, 2012.

Following discussion and upon recommendation by the president, Trustee Ressel made a motion to approve Trustee Randy Winston, Board of Trustees Chairman, as the official designee from Three Rivers Community College to vote in the Poplar Bluff Regional Transportation Development District Special Election. The motion was seconded by Trustee Davis. Chairman Winston stated he would bring the ballot to the trustees prior to submitting the college's vote(s).

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

**CONSIDERATION OF  
PERSONNEL ACTION**

Acceptance of Employment

Kelly Bowling, Instructor of Nursing  
Jennifer Cook, Instructor of Nursing  
Nicole Hall, Instructor of Nursing  
Jennifer Inman, Payroll Coordinator  
Jeffrey Kropp, Instructor of Business

**Bowling  
Cook  
Hall  
Inman  
Kropp**

Acceptance of Resignation

Vickie Holloway, Academic Resource Commons Assistant

**Holloway**

A motion was made by Trustee Davis to enter into executive session to discuss personnel, property 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 Ressel. The Board was polled. The vote was as follows: Trustee Grassham, yes; Trustee Thornton, yes; Trustee Davis, yes; Trustee Garrison, yes; Trustee Ressel, yes; and Trustee Winston, yes.

Following the executive session, Trustee Thornton 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 Ressel, yes; and Trustee Winston, yes.

There being no further business, the board unanimously approved to adjourn the meeting at 2:51 p.m. on a motion by Trustee Thornton and a second by Trustee Davis.

**ADJOURNMENT**

  
\_\_\_\_\_  
RANDY WINSTON, CHAIRMAN

02/19/12  
\_\_\_\_\_  
APPROVAL DATE

  
\_\_\_\_\_  
RANDY GRASSHAM, SECRETARY

02/19/12  
\_\_\_\_\_  
APPROVAL DATE

**BOARD OF TRUSTEES  
THREE RIVERS COMMUNITY COLLEGE  
(WORK SESSION/LUNCH FOR BOND ISSUE)**

The work session of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center of the college in Poplar Bluff, Missouri, on Wednesday, August 29, 2012, at 11:28 a.m.

**AUGUST 29, 2012**

Those present included: Trustees: Randy Winston, chairman; Darren Garrison, vice chair; Ben Ressel, treasurer; Randy Grassham, secretary; Phil Davis, member; Wilbur Thornton, member; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Dr. Angela Totty, vice president for student success; Charlotte Eubank, chief financial officer; and Heather Kilbreath, recording secretary. Guests: Mark Richardson, college attorney; Ben Traxel, college architect; and Greg Bricker, college liaison for bond issue.

**ATTENDANCE**

Chairman Winston called the work session to order and President Stephenson introduced Greg Bricker from George K. Baum & Company.

**PURPOSE OF WORK SESSION**

Greg Bricker led discussion about refinancing of the housing bonds, recapped the July board meeting, and clarified voting procedure for resolutions in the regular August meeting.

**OPEN DISCUSSION ABOUT BOND ISSUE**

President Stephenson reviewed his PowerPoint presentation in the board book and led discussion on proposed projects, costs to the college, sources for retirement of the bond debt, and the return on investments created by donor contributions.

Discussion followed about construction timelines and processes, FEMA/SEMA grants, and ramifications of returning grant awards to the state agency.

There being no further business, the board unanimously approved to adjourn the meeting at 11:52 a.m. on a motion by Trustee Garrison and a second by Trustee Davis.

**ADJOURNMENT**

  
\_\_\_\_\_  
RANDY WINSTON, CHAIRMAN

09/19/12  
\_\_\_\_\_  
APPROVAL DATE

  
\_\_\_\_\_  
RANDY GRASSHAM, SECRETARY

09/19/12  
\_\_\_\_\_  
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 Wednesday, August 29, 2012, at 12 noon.

**AUGUST 29, 2012**

Those present included: Trustees: Randy Winston, chairman; Darren Garrison, vice chair; Ben Ressel, treasurer; Randy Grassham, secretary; Phil Davis, member; Wilbur Thornton, member; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Dr. Angela Totty, vice president for student success; Charlotte Eubank, chief financial officer; and Heather Kilbreath, recording secretary.

**ATTENDANCE**

Chairman Winston announced that the purpose of the meeting was to set the rate of taxation to be established for the Three Rivers Junior College District for FY 2013.

**PURPOSE OF CALLED MEETING**

Charlotte Eubank stated the assessed value was reduced which caused the new levy amount to slightly higher than in FY12 (0.2355).

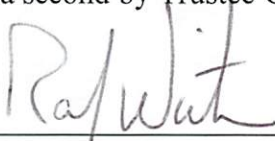
**ESTABLISHMENT OF TAX LEVY FOR FY 2013**

Following discussion by the trustees, it was moved by Trustee Davis that (1) The rate of taxation for the fiscal year 2013 be set at point two four one three (0.2413), as recommended by the State Auditor, on each one hundred dollars of assessed valuation of property within the college district; and that (2) Certification of same be forwarded to the county officials at the appropriate time. This rate reflects no increase in tax revenue.

The motion was seconded by Trustee Ressel and the board was polled: Trustee Davis, yes; Trustee Garrison, yes; Trustee Thornton, yes; Trustee Ressel, yes; Trustee Winston, yes; and Trustee Grassham, yes.

There being no further business, the board unanimously approved to adjourn the meeting at 12:07 p.m. on a motion by Trustee Grassham and a second by Trustee Garrison.

**ADJOURNMENT**



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RANDY WINSTON, CHAIRMAN

09/19/12

APPROVAL DATE



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RANDY GRASSHAM, SECRETARY

09/19/12

APPROVAL DATE

**BOARD OF TRUSTEES  
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, September 19, 2012 at 12:07 p.m.

**SEPTEMBER 19, 2012**

Those present included: Trustees: Randy Winston, chairman; Ben Ressel, treasurer; Randy Grassham, secretary; Phil Davis, member; Wilbur Thornton, member; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Dr. Angela Totty, vice president for student success; Charlotte Eubank, chief financial officer; Heather Kilbreath, and Janine Heath, recording secretary. Guest(s): Greg Bricker of George K. Baum and Company and Mark Grimm of Gilmore & Bell.

**ATTENDANCE**

Trustee Grassham delivered the invocation.

**INVOCATION**

Trustee Davis made a motion to approve the agenda with the following changes. Item III #3 removed and item III #7.b changed to Call Center Manager. The agenda, with changes, was unanimously approved with a second by Trustee Thornton.

**APPROVAL OF BOARD  
MEETING AGENDA**

The minutes of the meetings on August 29, 2012, were unanimously approved as presented on a motion by Trustee Ressel and second by Trustee Davis.

**APPROVAL OF MINUTES  
OF JULY MEETING**

Charlotte Eubank reported the college's revenue and expenses as of August 31, 2012. The college is 17% into the fiscal year and has recognized 60% of budgeted revenue. Tuition and Fees are at 60% due to the increase in enrollment. Auxiliary Enterprises revenue is also up due to the increased enrollment. The college is at 17% in the fiscal year for expenses and has obligated 16% of the budgeted expenses.

**CONSIDERATION OF  
COLLEGE FINANCIAL  
REPORT**

The summary of checks issued in August 2012 was \$1,336,573.20. The August 2012 financial report was unanimously approved on a motion by Trustee Davis and a second by Trustee Grassham.

**PRESIDENT'S REPORT**

There was no President's Report.

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

Greg Bricker and Mark Grimm presented the Housing Bond recap. The college received an A+ rating from Standard & Poor's for our first bond rating. Discussed Page 2 of the refinancing analysis of Series 2004 Leasehold Refunding Revenue Bonds regarding the call option to pay bond early. Mark Grimm explained the insertions of final pricing amounts are the only changes to the resolution earlier distributed to the Trustees.

He recommended Charlotte Eubank be named as Bond Compliance officer and requested a resolution authorizing Ms. Eubank to fill this position. This resolution will be presented for vote at the next scheduled Board Meeting.

Greg Bricker led discussion on Phase 2 of the bond issue regarding major gifts campaign for projects in Sikeston and Poplar Bluff. No decision has been made on the Kennett campus at this time. Mr. Bricker explained that most bond issues are not associated with a major gifts campaign. He inquired about donors desiring to donate over multiple years vs. one time.

Emily Parks addressed the Board of Trustees regarding lead gifts campaign and solicitation phase of major gifts. Solicitors need to know the details in order for them to share the same message with potential donors.

Mr. Bricker suggested a meeting with Board of Trustees, TRET & Clements to synchronize the message and plan. Emily Parks stated person/company buying bonds without charitable cash donation will not have naming rights.

The meeting with the Board of Trustees, TRET & Clements will be scheduled prior to the October 5 TRET meeting. Motion was made by Trustee Ressel to approve the resolution with a second by Trustee Thornton. The Board was polled. The vote was as follows: Trustee Davis, yes; Trustee Thornton, yes; Trustee Ressel, yes; Trustee Winston, yes; Trustee Grassham, yes; Trustee Garrison, absent.

Discussion on rescheduling the November Board Meeting to November 7, 2012. Passed by consensus.

Kristina McDaniel led the discussion on the Health Reimbursement Account for the upcoming year. Ms. McDaniel requested the

**CONSIDERATION OF  
APPROVAL OF RESOLUTION  
FOR AUTHORIZING THREE  
RIVERS COMMUNITY  
COLLEGE DISTRICT OF  
POPLAR BLUFF TO CONVEY  
TO THE THREE RIVERS  
COMMUNITY COLLEGE  
BUILDING CORP A  
LEASEHOLD INTEREST;  
APPROVING THE DELIVERY  
OF LEASE PARTICIPATION  
CERTIFICATES/ AND  
AUTHORIZING AND  
APPROVING CERTAIN  
DOCUMENTS AND OTHER  
ACTIONS IN CONNECTION  
WITH THE DELIVERY OF  
SAID CERTIFICATES**

**CONSIDERATION AND  
APPROVAL OF  
RESCHEDULING NOVEMBER  
BOARD MEETING**

**CONSIDERATION &  
APPROVAL OF RESOLUTION**

\$1,000 deductible be reimbursed to the employees providing they participate in the wellness program and are tobacco free. Discussion regarding the need for employees to participate to earn deductible. Trustee Davis made the motion to approve, second by Trustee Winston. Unanimously approved.

**OF HEALTH  
REIMBURSEMENT  
ACCOUNT (HRA) FOR  
CALENDAR YEAR 2013**

Dr. Angela Totty led the discussion about the Athletic Insurance. Prior to 2010, the college paid all medical expenses for the athletes. 2010 was the first year the college carried Athletic Injury insurance. 2011 the premiums rose due to our historical experience rates. We expect that the premiums for 2013 will increase based on the expense in 2012. Estimates are around \$100,000. Dr. Totty noted that there are few companies that underwrite Athletic Sports Injury policies and our current broker works with the national companies at each renewal period. Janine Heath explained that we are expecting to start the bidding process in October and that we will include local agencies in this process.

**DISCUSSION OF ATHLETIC  
INSURANCE**

Trustees Ben Ressel and Phil Davis stated they think the college should provide insurance for the athletes.

Janine Heath explained that in the absence of primary insurance held by the athletes, our secondary policy will convert to primary insurance.

Dr. Totty stated that there should be a personal responsibility of the athlete to obtain the primary coverage not only for athletic injury but for overall wellness during their attendance at the college.

Local providers will be contacted prior to the October Board meeting for solicitation of quotes. Further discussion was tabled until the October Board Meeting.

Dr. Payne led the discussion regarding Policy SP 2180 Military Duty. Motion was made by Trustee Davis and seconded by Trustee Thornton to adopt as presented. Motion was passed unanimously.

**CONSIDERATION AND  
APPROVAL OF COLLEGE  
POLICY SP 2180 MILITARY  
DUTY**

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 Davis on the following personnel action:

**CONSIDERATION OF  
PERSONNEL ACTION**

**Acceptance of Employment**

Penny Sitzes, Administrative Assistant,  
President/Communications

**Sitzes**

Acceptance of Resignation

Pamela Kirk, Call Center Manager

Kirk

A motion was made by Trustee Davis to enter into executive session to discuss personnel, property 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.

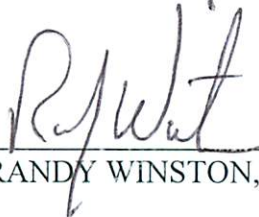
**MOTION TO ENTER INTO EXECUTIVE SESSION**

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

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

There being no further business, the board unanimously approved to adjourn the meeting at 2:45 p.m. on a motion by Trustee Thornton and a second by Trustee Ressel.

**ADJOURNMENT**

  
\_\_\_\_\_  
RANDY WINSTON, CHAIRMAN

10/10/12  
\_\_\_\_\_  
APPROVAL DATE

  
\_\_\_\_\_  
RANDY GRASSHAM, SECRETARY

10/10/12  
\_\_\_\_\_  
APPROVAL DATE



**BOARD OF TRUSTEES  
THREE RIVERS COMMUNITY COLLEGE**

**(Special Session)**

A Special 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 Thursday, September 27, 2012 at 10:06 a.m.

**SEPTEMBER 27,  
2012**

Those present included: Trustees: Randy Winston, chairman; Randy Grassham, secretary; Phil Davis, member; Darren Garrison, member and Ben Ressel, treasurer; attended via conference call; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Dr. Angela Totty, vice president for student success; and Janine Heath, recording secretary. Guest(s): Emily Parks; Hillary Speer; Scott Matthews; Alan Brooks; Doug Libla; Marty Michael and Brad Smith (attending via conference call) all with the TRET Board.

**ATTENDANCE**

Chairman Winston called the meeting to order. He welcomed the representatives of the TRET.

**CALL TO ORDER**

Emily Parks presented a draft of the "Donor Secured Bond Sale" brochure that the Endowment Trust will use during the solicitation of donations for the major gifts campaign.

**DISCUSSION,  
CONSIDERATION  
AND VOTE WITH  
THE EXECUTIVE  
BOARD OF TRET  
REGARDING  
THE MAJOR  
GIFTS  
CAMPAIGN AND  
PROPOSED  
PROJECTS IN  
POPLAR BLUFF  
AND SIKESTON**

Scott Mathews asked if in point #12: "Cash, cashier's check, and cleared personal check are the only acceptable methods of payment" we add stock donations. This was met with affirmative responses from all present.

Emily Parks stated that there are three points that need to be clarified prior to the solicitation process starting.

1. What is the minimum amount of donations that the Trustees require to proceed with the Eastern Campus and the Poplar Bluff Campus projects?
2. Determine how the donations and bond purchase amounts should correlate. Example: Should we require a dollar for dollar donation to bond purchase; or should we require that a donor contribute \$0.50 for each dollar he/she wants to purchase in bonds, or is there another correlation that the Trustees would consider?
3. Do the Trustees require having the cash in the bank now for the purpose of immediately obtaining a return on the investment, or do we allow donors to pledge donations to span over a period of time?

Discussion between the Board of Trustees and TRET followed.

Item #1:

After discussion it was determined that we proceed with securing \$5.4 million in donations, matching the bond offering of \$5.4 million.

Item #2:

It was agreed that the issue is not as much of a correlation as the bottom line of donations – the threshold amount. It has been projected that the college could service the debt on the bonds without donations but we need to maximize the donations in order to produce a perpetual return on the investment that will be distributed to the college annually for administrative and management costs.

It was noted that in the presentations made to potential donors, the donation amount would be equal to the amount of bonds available to purchase. The consensus was that we would continue to present to donors that the donation amount would be a dollar for dollar match with the purchase of the bonds.

Item #3:

There was discussion on pledges as to whether or not they were considered legal documents and, if so, would they be collateral that banks would be willing to purchase in order to have the funds available now rather than waiting the 3 to 5 year period for the pledges to materialize.

The consensus was that pledges were legal documents and that it would be acceptable to have donors pledge their donations over multiple years. Emily Parks was directed to have legal counsel draw up the appropriate document for the pledges in order for them to be legal and binding.

There was further discussion regarding the scope of the project. A question was asked whether or not a donor could designate the Event Center and be eligible to purchase the bonds. Consensus was no. If donors have questions regarding the Event Center the explanation would be that the academic need (and the classroom facilities are revenue producing projects) is greater at this time but there is an additional bond issue that is intended to raise the funds necessary for the Event Center. The members of the TRET board were comfortable with this.

A motion was made by Trustee Davis with a second by Trustee Grassham to proceed with the dollar for dollar matching funds on the \$5.4 million bond issue, allowing pledges up to 5 years to have equal eligibility to purchase matching bonds. The Board was poiled. The vote was as follows: Trustee Grassham, yes; Trustee Winston, yes; Trustee Ressel, yes; Trustee Davis, yes; Trustee Thornton, absent;

Trustee Garrison, absent.

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

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

There being no further business, the board unanimously approved to adjourn the meeting at 11:34 a.m. on a motion by Trustee Davis and a second by Trustee Grassham.

**ADJOURNMENT**

  
\_\_\_\_\_  
RANDY WINSTON, CHAIRMAN

10/10/12  
\_\_\_\_\_  
APPROVAL DATE

  
\_\_\_\_\_  
RANDY GRASSHAM, SECRETARY

10/10/12  
\_\_\_\_\_  
APPROVAL DATE

**BOARD OF TRUSTEES  
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, October 10, 2012 at 12:00 p.m.

**OCTOBER 10, 2012**

Those present included: Trustees: Randy Winston, chairman; Darren Garrison, vice chairman; Ben Ressel, treasurer; Randy Grassham, secretary; Phil Davis, member; Wilbur Thornton, member; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Dr. Angela Totty, vice president for student success; Charlotte Eubank, chief financial officer; Heather Kilbreath, and Janine Heath, recording secretary.

**ATTENDANCE**

Trustee Grassham delivered the invocation.

**INVOCATION**

Trustee Davis made a motion to approve the agenda. The agenda was unanimously approved with a second by Trustee Ressel.

**APPROVAL OF BOARD  
MEETING AGENDA**

The minutes of the meetings on September 19, 2012 and September 27, 2012, were unanimously approved as presented on a motion by Trustee Ressel and second by Trustee Davis.

**APPROVAL OF MINUTES  
OF JULY MEETING**

Charlotte Eubank reported the college's revenue and expenses as of September 30, 2012. The college is 25% into the fiscal year and has recognized 44% of budgeted revenue. Increased revenues are due to the increase in enrollment. Auxiliary Enterprises revenue is also up due to the increased enrollment. The college is at 25% in the fiscal year for expenses and has obligated 22% of the budgeted expenses.

**CONSIDERATION OF  
COLLEGE FINANCIAL  
REPORT**

The summary of checks issued in September 2012 was \$4,054,313.25. The September 2012 financial report was unanimously approved on a motion by Trustee Davis and a second by Trustee Ressel.

Dr. Stephenson introduced Cale Emmett, the Rodeo Coach and the rodeo team. Reviewed the standing of the team at the end of the second rodeo. Men's team is 8<sup>th</sup> and women's team is 5<sup>th</sup> in the Ozarks Region of the NIRA. The standings are tight at the beginning of the season. There is only 100 points separating the men's team from 3<sup>rd</sup> place.

**PRESIDENT'S REPORT**

Discussed the Raider Madness event. Dr. Totty was the master of ceremonies. Dr. Stephenson thanked all of the coaches for their work.

Dr. Stephenson attended the opening of the Public computing Center in Piedmont. In attendance was Jim Matthews, Robert Gayle, Blane Keel; Paul D'Amico, Trustee Darren Garrison and several other leaders in the community. It was a good visit with the residents. There is strong support for the center in the Piedmont area.

There have been several parades this fall within the district and Three Rivers College has been well represented at all of them.

Dr. Stephenson announced that Trustee Thornton is the new Chair of the MCCA Trustees Council. He has been selected to head the legislative initiative for the MCCA Trustees Council for the upcoming legislative session.

The college had record membership enrollment in MCCA this year with 95 faculty/staff members joining. There was a MCCA awareness day on campus on September 28. All members wore the official t-shirt of MCCA.

Teresa Johnson presented the results of the NCMPR district 5 contest for advertising and marketing campaigns. Three Rivers College received 4 gold, 2 silver and 1 bronze awards. The college received the 3<sup>rd</sup> highest number of awards from the 25 colleges that submitted. Teresa offered a thanks to Emily Parks and Hillary Speer for their assistance and Dr. Stephenson and Dr. Payne for their support. Dr. Stephenson expressed his appreciation for the work of the communications staff in branding and market the college throughout the entire 15-county service area.

Dr. Payne reviewed the upcoming events at the Tinnin Center with the Patrons of the Arts, Center Stage and the Honors Lecture Series.

Emily Parks discussed the upcoming Scare your Fear 5K run. It is the 1<sup>st</sup> Annual Sarah White Memorial Run. It will take place on October 20 at 4:30pm. At the conclusion of the run there will be wish lanterns released.

Our annual Halloween Safe Zone will be held on October 26 from 4 to 8pm in the Bess Activity Center. We expect 2500 – 3000 in attendance.

The Sikeston Jamboree will be held Saturday, October 27 from 10am – 5pm at the Sikeston Fieldhouse. The admission is free. The Raiders, Dyersburg, Mineral Area and Evangel will be playing.

Kristina McDaniel announced that the Biometric Screening for all personnel will take place on November 28 on the Poplar Bluff campus. Key Drugs will be coming to campus on October 23 to administer Flu Shots at no charge to college personnel.

Dr. Totty reviewed the Orientation Survey that was given to all incoming freshmen. Cost and location are both the number one and two reasons that our students have indicated they chose Three Rivers. As has been discussed previously, many students in Southeast Missouri are geographically bound. Having our centers located throughout the service area and increasing our online services has made a positive difference. Recruitment was the third with Financial Aid at fourth reasons student chose Three Rivers college.

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

Charlotte Eubank presented the Resolution approving a tax-exempt financing compliance policy. Greg Bricker had recommended at our September 19, 2012 meeting that Charlotte Eubank be named as Bond Compliance Officer.

**CONSIDERATION AND  
APPROVAL OF RESOLUTION  
AUTHORIZING AND  
APPROVING BOND  
COMPLIANCE**

Motion was made by Trustee Ressel and seconded by Trustee Garrison to adopt the resolution naming Charlotte Eubank as the Bond Compliance Officer. Motion was unanimously approved.

Dr. Totty updated the Board on the progress of obtaining bids for Athletic Injury Insurance. Insurance professionals have told us that to adequately quote the policy, they want to be as close to the renewal date as possible. We did receive a draft quote from Gallagher Koster of \$99,000 with a \$1000 deductible. Our representative with Gallagher Koster is recommending consideration of a higher deductible; however, we will make that determination when all the quotes have been submitted. Trustee Thornton gave information about Moberly Area College's Athletic Insurance. The college will contact Moberly's company to get a quote. We have contacted three local brokers to request quotes from them. We will continue to update the Board as to the information that we receive. We anticipate a proposal to the Board at the December meeting.

**DISCUSSION REGARDING  
ATHLETIC INSURANCE**

Charlotte Eubank presented the 2013 Athletic Transportation Bids. It is the recommendation of the Administration to contract with Four Winds based on pricing, location and input from our athletic team coaches. The coaches were surveyed and responded that their choice would be Four Winds due to the extraordinary service provided by the bus drivers. Trustee Thornton recommended Four Winds due to the drivers as well. He stated that the drivers are engaged with the athletes and become almost part of the team. Trustee Winston made the motion to approve, second by Trustee Ressel. Unanimously approved.

**CONSIDERATION &  
APPROVAL OF 2013  
ATHLETIC  
TRANSPORATION BIDS**

Discussion on the vote that Trustee Winston should cast in the November 6, 2012 election for the tax increase funding the Poplar Bluff Regional Transportation Development. There are differing

**CONSIDERATION AND  
APPROVAL OF VOTE FOR  
THE POPLAR BLUFF**

opinions in the community as to whether or not the TDD should be passed. Some businesses in the taxing district feel it would place them in an unfair position to compete with like businesses not in the taxing district. Trustee Winston stated that it would be difficult to ask for money to fund our new entrance if we vote no to the tax increase. The Chamber of Commerce decided at their meeting on October 9, 2012 to unanimously cast a yes vote. Trustee Winston made the motion to vote yes to the tax increase, it was seconded by Trustee Garrison. The Board was polled and the vote was as follows: Trustee Davis, yes; Trustee Garrison, yes; Trustee Thornton, yes; Trustee Ressel, yes; Trustee Winston, yes; Trustee Grassham, yes. It carried unanimously.

**REGIONAL  
TRANSPORTATION  
DEVELOPMENT DISTRICT  
ON NOVEMBER 6, 2012**

Dr. Payne led the discussion regarding Policy GAP 1201 Free Speech. We have been silent on a policy of free speech and assembly of outside entities. Some colleges have been visited by organizations that were presenting materials that the colleges felt were extremely graphic and inappropriate. When asked to leave, suit was brought against the colleges and the plaintiffs won. This policy will protect us. Trustee Ressel asked that we have written verification from Mickes stating that this is the best option for the college. Motion was made by Trustee Davis and seconded by Trustee Thornton to adopt as presented. Motion was passed unanimously.

**CONSIDERATION AND  
APPROVAL OF COLLEGE  
POLICY GAP 1201 FREE  
SPEECH**

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 Davis on the following personnel action:

**CONSIDERATION OF  
PERSONNEL ACTION**

**Acceptance of Employment**

**Demetra Holifield  
Facilitator, Center at Kennett  
Mary Vandiver  
Career Mentor – Mo Health Wins**

**Holifield  
Vandiver**

A motion was made by Trustee Garrison to enter into executive session to discuss personnel, property 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**

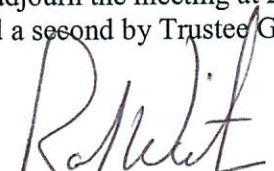


The motion to enter into executive session was seconded by Trustee Thornton. The Board was polled. The vote was as follows: Trustee Davis, yes; Trustee Grassham, yes; Trustee Thornton, yes; Trustee Garrison, yes; Trustee Ressel, yes; and Trustee Winston, yes.

Following the executive session, Trustee Davis moved to enter into the regular board meeting; Trustee Grassham 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 Ressel, yes; and Trustee Winston, yes.

There being no further business, the board unanimously approved to adjourn the meeting at 2:412p.m. on a motion by Trustee Davis and a second by Trustee Garrison.

**ADJOURNMENT**

  
\_\_\_\_\_  
RANDY WINSTON, CHAIRMAN

11/7/12  
\_\_\_\_\_  
APPROVAL DATE

  
\_\_\_\_\_  
RANDY GRASSHAM, SECRETARY

11/7/12  
\_\_\_\_\_  
APPROVAL DATE



**BOARD OF TRUSTEES  
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, November 7, 2012 at 12:00 p.m.

**NOVEMBER 7, 2012**

Those present included: Trustees: Randy Winston, chairman; Ben Ressel, treasurer; Randy Grassham, secretary; Phil Davis, member; Wilbur Thornton, member; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Dr. Angela Totty, vice president for student success; Charlotte Eubank, chief financial officer; Heather Kilbreath, and Janine Heath, recording secretary. Darren Garrison, vice chairman; was absent.

**ATTENDANCE**

Trustee Grassham delivered the invocation.

**INVOCATION**

Trustee Ressel made a motion to approve the agenda with changes. The agenda was unanimously approved with a second by Trustee Davis.

**APPROVAL OF BOARD  
MEETING AGENDA**

The minutes of the meetings on October 10, 2012, were unanimously approved as presented on a motion by Trustee Davis and second by Trustee Ressel.

**APPROVAL OF MINUTES  
OF OCTOBER MEETING**

Charlotte Eubank reported the college's revenue and expenses as of October 31, 2012. (Financial numbers are preliminary due to the early date of the Board Meeting) The college is 33% into the fiscal year and has recognized 51% of budgeted revenue. Increased revenues are due to the increase in enrollment. Auxiliary Enterprises revenue is also up due to the increased enrollment. The college is at 33% in the fiscal year for expenses and has obligated 30% of the budgeted expenses.

**CONSIDERATION OF  
COLLEGE FINANCIAL  
REPORT**

The summary of checks issued in September 2012 was \$2,708,542.49. The October 2012 financial report was unanimously approved on a motion by Trustee Thornton and a second by Trustee Grassham.

Charlotte Eubank reviewed an expense, cash flow, and revenue graph. This graph was designed to depict the business cycle of the college reflecting the timing of revenues, cash and disbursement of funds and to give the Trustees a more realistic view of the ebb and flow of expenses and revenues in the "life cycle" of the college's finances.

The financial report was unanimously approved as presented on a motion by Trustee Thornton and second by Trustee Grassham.

## PRESIDENT'S REPORT

Dr. Payne introduced the Triple Creek Cutter team and reviewed their results from the Timberfest competition in Doniphan.

Dr. Totty reviewed the registration for the Spring semester. She reported that we are up 24% in registrants as compared to the same time one year ago.

Dr. Stephenson reviewed the MCCA Award recipients. The Technology department was introduced and congratulated on their selection as the 2012 MCCA Technology Innovation Award. They contributed to savings of almost \$500,000 in FY12 with their innovation and outstanding performance.

Dr. Stephenson introduced Nicole Sifford, (TRC Math Instructor) and the MCCA Executive Board Chairperson. Nicole presented information regarding MCCA and the unified approach of the organization in supporting Missouri's community colleges. She reminded the Board that the Annual Trustee's Council meeting was scheduled for May 22 – 24, 2013 and encouraged them to attend.

Dr. Stephenson reported that the Sikeston Chamber luncheon was very positive and well attended by the Sikeston membership. Three Rivers presented the program on the future of higher education in Sikeston and the eastern region.

Dr. Totty reported that there were 2100 attendees at the Halloween Safe Zone. The evening was a success. She also noted that there is going to be a Raiders Thanksgiving Tournament on November 23 and 24. The games will be at 5pm and 7pm.

Dr. Payne reviewed the upcoming Patrons of the Art events on November 30, *The Chenille Sisters* and December 1, *A Gnome for Christmas*. Each performance will be held at the Tinnin Center.

Dr. Payne also announced the 1<sup>st</sup> annual Scholarship Fundraiser on December 13 in the Tinnin Center. This will be a joint fundraiser for the music and theater departments and the scholarship funded by the proceeds from Dr. Stephenson's annual CD.

## ITEMS FOR DISCUSSION, CONSIDERATION, & VOTE

### CONSIDERATION AND APPROVAL OF COLLEGE POLICY SP 2730 – STUDENT SCHOLARDHIPS

Discussion was held regarding SP 2730 – Student Scholarships with the proposed policy replacing the existing policy. The proposed policy provides further clarification in order to provide a clear and comprehensive scholarship program and assist in identifying where additional scholarships could be beneficial to the students. A motion was made by Trustee Ressel for approval with a second by Trustee Grassham. Approval was unanimous.

Discussion regarding the proposed changes in the policy PP4730. Trustee Thornton made the recommendation to table the decision until all board members have reviewed and are present for vote. Motion was made by Trustee Thornton to table the approval until the December board meeting and with a second by Trustee Davis. All Trustees voted in favor of the motion.

**CONSIDERATION AND APPROVAL OF COLLEGE POLICY PP4730 – SUSPENSION OR TERMINATION**

Charlotte Eubank presented a draft Request for Proposal for Auction Services to sell the fixtures and building in Kennett that was donated by the Emerson Corporation. There was a discussion as to whether or not to auction the building or to use salvage company and which would be the best option for the college. Charlotte Eubank is to continue to explore the possibilities before a recommendation is made to the board.

**DISCUSSION OF AUCTION INFORMATION FOR THE EMERSON BUILDING IN KENNETT**

A motion was made by Trustee Davis to enter into executive session to discuss personnel, property 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.

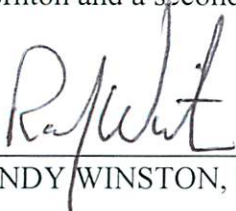
**MOTION TO ENTER INTO EXECUTIVE SESSION**

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

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

There being no further business, the board unanimously approved to adjourn the meeting at 1:25p.m. on a motion by Trustee Thornton and a second by Trustee Grassham.

**ADJOURNMENT**



RANDY WINSTON, CHAIRMAN

12/19/12

APPROVAL DATE

*Randy Grassham*

RANDY GRASSHAM, SECRETARY

12/19/12

APPROVAL DATE

**BOARD OF TRUSTEES  
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, December 19, 2012 at 12:00 p.m.

**DECEMBER 19, 2012**

Those present included: Trustees: Randy Winston, chairman; Darren Garrison, vice chairman; Ben Ressel, treasurer; Randy Grassham, secretary; Phil Davis, member; Wilbur Thornton, member; and college administrators: Dr. Devin Stephenson, president; Dr. Wesley Payne, vice president for learning; Dr. Angela Totty, vice president for student success; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

**ATTENDANCE**

Trustee Grassham delivered the invocation.

**INVOCATION**

Trustee Davis made a motion to approve the agenda. The agenda was unanimously approved with a second by Trustee Ressel.

**APPROVAL OF BOARD  
MEETING AGENDA**

The minutes of the meetings on November 7, 2012, were unanimously approved as presented on a motion by Trustee Davis and second by Trustee Thornton.

**APPROVAL OF MINUTES  
OF NOVEMBER MEETING**

Charlotte Eubank reported the college's revenue and expenses as of November 30, 2012. The college is 42% into the fiscal year and has recognized 66% of budgeted revenue. Increased revenues are due to the increase in enrollment and the beginning of Spring registration. Other operating revenue is up due to the Cape Girardeau Partnership for Higher Education revenue that was not budgeted. The college is on target for expenses at 41% of budget being spent.

**CONSIDERATION OF  
COLLEGE FINANCIAL  
REPORT**

The November 2012 financial report was unanimously approved on a motion by Trustee Ressel and a second by Trustee Thornton.

Dr. Stephenson reviewed the annual report that showed financial strength, increased partnerships and continued innovations.

**PRESIDENT'S REPORT**

Dr. Payne discussed the fire training program. We have 25 participants that include not only TRCC students but also individuals from area fire and rescue departments. We are the premiere state-wide provider partnering with LETS (Local emergency Training Specialists).

Dr. Stephenson discussed the work of the St. Louis FBI Citizens academy that was held in Poplar Bluff. There were 160 children fingerprinted.

Dr. Stephenson announced that State Representative Steve Cookson was honored with Three Rivers' 4<sup>th</sup> Annual Legislative Advocacy Award.

Dr. Stephenson reviewed the Freshman legislator tour, legislative round table and state senators' visits. The Legislative tour brought 80 freshman legislators to Three Rivers. Five students and their stories of living better lives due to education at Three Rivers were presented during the tour. Other topics of discussion were equity funding and investing in Missouri's community colleges and Three Rivers. To date 23 of the 34 state senators have visited the campus this year.

Dr. Stephenson reported that the Sikeston President's Advisory Committee meeting was a success. There were three superintendents from the Sikeston area in attendance. We have scheduled Saturday classes for the spring semester in an effort to meet the growing demand for our courses and programs.

Dr. Payne reported that the Employee Christmas Breakfast was a success. The employees collected snacks for the backpack program as the community involvement project.

Dr. Payne discussed the change to the DECA Merchants showcase and reviewed the partnership between the Chamber of Commerce and the college to continue this event. Due to the increase in competition, the Chamber is participating to revitalize this event. It will now be a one-day event, held in April in the Bess Activity Center.

Dr. Totty reported that the Counselors conference held at Three Rivers for 55 counselors from 30 schools was a success. Dr. Stephenson and Dr. Payne presented their Leadership Skills program.

Dr. Payne gave an update on the Christmas Miracles gala held to raise funds for scholarships, music and theatre programs. This is the beginning of a Holiday tradition and will be presented every year.

Dr. Payne also reminded the Board about the new CD from Dr. Stephenson, The Gift 2. Proceeds will fund student scholarships.

Dr. Payne reviewed the upcoming Patrons of the Art events on Celtic Nights, February 28 and Hansel & Gretel on March 2. Each performance will be held at the Tinnin Center.

Dr. Stephenson announced that we are the nation's 7<sup>th</sup> fastest growing Community College in our division according to AACC's Community College Week publication. We are also ranked as one of the 10 safest campuses among Missouri's universities and colleges for the second year in a row. Both of these designations

provide the college with a clear advantage in recruiting and promotion.

Greg Bricker with George K. Baum & Co presented an update on the capital improvement bond issue. He reviewed the three-step process with this specific bond issue being the second step. We received an A+ rating from Standard and Poors. Individuals who have made donations were contacted last week for pre-purchase commitments. On December 17<sup>th</sup> the bond went to market. All have been sold except 175K which has been assumed by George K. Baum to continue to sell. The closing for the issue is December 27, 2012 and the interest rate is 3.41%. The Building Corporation Board met prior to the trustees' meeting and approved the resolution.

Charlotte Eubank presented a handout outlining the cash flow for debt services based on the current donations and assuming the third step (2013 bond issue) is approved.

Chairman Winston commented on his disappointment in the donation stream thus far. The Eastern campus will generate revenue due to increased enrollment but Mr. Winston stated that it will take some time before we see the increase. He indicated that we should have a stronger indication concerning donation numbers prior to making the decision in March to continue with the third phase. He is concerned about assuming the risk of \$12.7 million in debt without the donations to provide return on the investment to assist the college with payment for the debt service. The understanding of the Board was that there would be matching donations for the current issue in order to cover the debt service and, to date, this has not happened. He recommends approval of the resolution but felt it necessary to express his concerns regarding the potential risk to the college.

Alan Brooks from the Endowment Trust Board reiterated the activity that the Trust had engaged in to generate the donations. The current business and economic environment has made it difficult to secure the donations. He is confident that the Trust will meet the goals that they have set forth.

Trustee Garrison asked if this issue included the Kennett project and if there was interest. Chairman Winston responded that this

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

**CONSIDERATION AND  
APPROVAL OF RESOLUTION  
AUTHORIZING THE  
DISTRICT TO CONVEY TO  
THE THREE RIVERS  
COMMUNITY COLLEGE  
BUILDING CORPORATION A  
LEASEHOLD INTEREST IN  
CERTAIN FACILITIES AND  
APPROVING THE DELIVERY  
OF LEASE PARTICIPATION  
CERTIFICATES, SERIES  
2012B**

issue was just for Poplar Bluff classroom and the Eastern Campus.

A motion was made to accept the resolution by Chairman Winston and seconded by Trustee Garrison. The board was polled and the unanimous vote was as follows: Trustee Thornton, yes; Trustee Davis, yes; Trustee Ressel, yes; Chairman Winston, yes; Trustee Garrison, yes; Trustee Grassham, yes.

Dr. Payne presented the agreement with Invensys (West Plains corporation) that has been under negotiations since February 2012.

Mark Grimm reviewed the program and informed the Board that it was much like the agreement that the college had previously negotiated with Noranda and Orgill for job training. The program incorporates incentives for job creation and retention. The funding is generated from a portion of the withholding taxes and redirects it back to the company for training.

Trustee Ressel made the motion to approve the resolution and it was seconded by Trustee Grassham. The board was polled and the vote was as follows: Trustee Thornton, yes; Trustee Davis, yes; Trustee Ressel, yes; Chairman Winston, yes; Trustee Garrison, yes; Trustee Grassham, yes.

Dr. Payne explained that, according to state statute, the Board must adopt a conflict of interest policy every two years. There have been no changes to the existing policy.

Motion to adopt was made by Trustee Garrison and seconded by Trustee Davis. The board was polled and the vote was as follows: Trustee Thornton, yes; Trustee Davis, yes; Trustee Ressel, yes; Chairman Winston, yes; Trustee Garrison, yes; Trustee Grassham, yes.

This item was tabled at the November 7, 2012 meeting by Trustee Thornton. Trustee Thornton made the motion to remove the item from the table and reopen for discussion.

This policy has been updated to clarify reasons for dismissal of *At Will* employees. Trustee Garrison asked for clarification if the employee must be terminated if the grounds are met. Dr. Stephenson explained that the grounds are enumerated but do not necessarily mean that termination will result depending on the investigation. He also noted that the policy uses the term “may” to give the college options in dealing with personnel actions.

Trustee Ressel made the motion to adopt with a second by Trustee Thornton. The board was polled and the vote was as follows: Trustee Thornton, yes; Trustee Davis, yes; Trustee Ressel, yes; Chairman Winston, yes; Trustee Garrison, yes; Trustee Grassham, yes.

**CONSIDERATION AND APPROVAL OF RESOLUTION AUTHORIZING A PROGRAM AND FINANCING AGREEMENT TO CARRY OUT A NEW JOBS TRAINING PROGRAM FOR ROBERTSHAW CONTROLS COMPANY D/B/A INVENSYS CONTROLS**

**DISCUSSION AND CONSIDERATION OF COLLEGE POLICY BP 0343 – CONFLICT OF INTEREST**

**DISCUSSION AND CONSIDERATION OF COLLEGE POLICY PP 4730 – SUSPENSION AND TERMINATION**



Steve Austin and Jay Decker with Kraft, Miles & Tatum, LLC presented the FY2012 Audit. Steve reviewed the report provided to the Board. There were no deficiencies found in any area. An unqualified opinion was issued on compliance. Three Rivers Community College was determined to be a low-risk auditee.

**CONSIDERATION OF  
ADOPTION OF ANNUAL  
AUDIT**

Chairman Winston thanked Dr. Stephenson for his leadership in strengthening the financial position of the college and thanked Charlotte Eubank for the internal control and compliance.

The Audit was unanimously adopted as presented on a motion by Trustee Thornton and second by Trustee Garrison.

Dr. Stephenson presented the proposed comparative salary adjustment for full-time faculty, the credit-hour compensation increase for adjunct faculty and the COLA for full-time Professional/Administrative Staff. He recommended a three tier increase:

**CONSIDERATION OF  
COMPARATIVE SALARY  
ADJUSTMENT AND COST OF  
LIVING ADJUSTMENT**

Faculty	\$2,000 annually
Adjunct Faculty	\$25 per credit hour
Professional/Admin	2.0%

Dr. Stephenson discussed the fact that state revenues were currently out pacing revenue projections and indicated that early signs revealed a strong inclination toward increased revenue.

Additionally, the agreed upon equity funding formula within the community college sector will yield additional dollars for Three Rivers over the next several years as we continue to grow. He also mentioned that the administration had no plans to propose a tuition increase for FY14 to cover these increased costs.

Discussion followed to include comments from Trustee Ressel that a 2.5% increase for the Profession/Admin staff was more realistic based on the current CPI. Trustee Garrison agreed that we need to invest in our employees. Trustee Thornton supported the 2.5% increase instead of the 2.0%.

Trustee Garrison made the motion to proceed with the plan as presented by the administration with a second by Trustee Davis. The board was polled and the vote was as follows: Trustee Thornton, no; Trustee Davis, yes; Trustee Ressel, yes; Chairman Winston, yes; Trustee Garrison, yes; Trustee Grassham, yes.

**DISCUSSION AND  
CONSIDERATION OF  
PROPOSAL FOR ATHLETIC  
SPORTS INSURANCE  
COVERAGE**

Janine Heath reported that there have been two bids received for the Secondary Athletic Insurance. Our existing broker returned a bid for \$68,004 with a \$5,000 deductible. Mitchell Insurance of Sikeston returned a bid for \$60,500 with a \$1,000 deductible. The comparison between the two policies has not been completed but at this time it appears that the coverage would be the same.

Recommendation that if the comparison shows the coverage the

same that we proceed with the lower bid. The Board will be informed of the outcome of the comparison when it is completed.

Motion was made to accept the recommendation and to approve the lower bid as long as the coverage is comparable by Chairman Winston and seconded by Trustee Ressel. The motion was unanimously approved.

Dr. Stephenson presented change of dates for the board meeting due to other commitments. Trustee Thornton made the motion to accept the date changes, Trustee Garrison seconded the motion. The motion was unanimously approved.

January 16, 2013 to January 23, 2013  
February 20, 2013 to February 27, 2013  
April 17, 2013 to April 10, 2013

**CONSIDERATION AND  
APPROVAL OF CHANGE OF  
DATES OF BOARD  
MEETINGS**

Dr. Stephenson presented the personnel changes. Motion to accept was made by Trustee Ressel and seconded by Trustee Davis. The motion was unanimously approved.

**CONSIDERATION OF  
PERSONNEL ACTION**

A motion was made by Trustee Garrison to enter into executive session to discuss personnel, property 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**

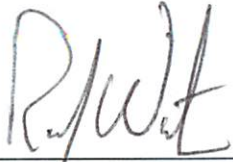
The motion to enter into executive session was seconded by Trustee Grassham. The Board was polled. The vote was as follows: Trustee Davis, yes; Trustee Grassham, yes; Trustee Thornton, yes; Trustee Garrison, absent; Trustee Ressel, yes; and Trustee Winston, yes.

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

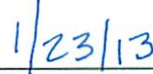
There being no further business, the board unanimously approved

**ADJOURNMENT**

to adjourn the meeting at 2:10p.m. on a motion by Trustee Garrison and a second by Trustee Ressel.



\_\_\_\_\_  
RANDY WINSTON, CHAIRMAN



\_\_\_\_\_  
APPROVAL DATE



\_\_\_\_\_  
RANDY GRASSHAM, SECRETARY



\_\_\_\_\_  
APPROVAL DATE