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 9, 2015 at 12:00 p.m.

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

Invocation was delivered by Trustee Randy Grassham.

Trustee Schalk moved to approve the agenda. With a second by Trustee Williams the motion was approved.

The minutes of the board meeting on November 18, 2015 were approved on a motion by Trustee Davis and a second by Trustee Schalk.

Charlotte Eubank reported the college’s budget to actual status as of October 31, 2015 and the preliminary financial statement for November 2015.

As of the end of November we have recognized 57% of our budgeted revenues. We have obligated 35% of our budgeted expenses at 47% into the new fiscal year.

Included in the financial reports was an accounting of the HB19 Deferred Maintenance Appropriation. This provides an update to the board as to where the college is on the various projects.

Ms. Eubank reviewed the current bid report. She reviewed the recent bids received for Athletic Insurance. Two vendors submitted bids and the recommendation from administration was to award to the lowest bidder, Arthur J. Gallagher.

Trustee Davis made the motion to accept the financial report as presented with a second by Trustee Schalk, the motion was approved.

Dr. Payne presented the President’s Report as an update to the board on recent events.
The college has received the formal response from the reviewer. The review of external locations take place every five years. Our report was positive on all accounts. Dr. Payne thanked the staff for their work on making this a successful visit. A special thanks went to the Department of Institutional Effectiveness and Missy Marshall for their leadership and guidance.

Mass casualty day happens each semester. It is a cooperative effort between Nursing and Allied Health, local fire departments and local EMS departments. It is a hands on learning experience for all.

The college participates in many of the parades throughout the district to show our support for those communities that support us.

The college participated in the Salvation Army Bell Ringing again this year.

The Nursing Pinning is scheduled for December 11 for the fall class.

The annual Christmas Breakfast for employees and retirees will be held on Friday, December 11. It is an informal gathering that allows for conversation and catching up.

This will be the final fall season show for the Patrons.

The college is hosting the elected representatives from our district at a breakfast on January 8 at 9am. This time allows the college to express what is of importance.

Chris Adams presented the retention plan that is used at the college to ensure that our students persist and remain at the college through completion. The plan is designed to monitor the students semester by semester until their goal has been achieved.

**Stacey Burkey, Baseball Coach:** Stacey has been with Three Rivers for 22 years. His favorite thing about working at the college is seeing students overcome adversity though hard work. Stacey is most proud of being a part of the impact that three Rivers has on students. Dr. Payne congratulated Stacey on addressing issues and then moving forward. He runs a great program and takes care of the student athletes in his program.

**Dustin Midyett, Assistant Network Administrator:** Dustin has been with Three Rivers for 4 and ½ years. His favorite thing about working at the college is being able to work in a fast-paced environment with a great team. Dustin is most proud of his role in maintaining the services our students rely upon. Dr. Payne
congratulated Dustin on his positive attitude and ability to be a great member of the team.

**Tristin Reed, Student Services Specialist:** Tristin has been with Three Rivers or 6 and ½ years. Her favorite thing about working at the college is the amazing group of people she works with. Tristin is most proud of helping students achieve their goals for their education. Dr. Payne congratulated Tristin on making sure that the students are moving forward in a positive direction.

There were no items for discussion in Executive Session.

Chairman Ressel gave tribute to Wilbur for his service to the college. Wilbur gave more time to the college than any other person that Chairman Ressel knew. He was a dedicated board member and participated in all events associated with the college. He was appreciated and will be missed.

Dr. Payne presented the policies for approval informing the board that this is a continue effort to codify our existing procedures. The policies for approval are:

- FP 3101-Budget and Financial Processes
- FP 3102-Annual Audit
- FP 3103-Budget Preparation and Adoption
- FP 3104-Banking and Cash Management
- FP 3107-College Store Learning Materials

On a motion by Trustee Schalk and second by Trustee Williams, the board was polled as follows: Trustee Grassham, yes; Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes.

Dr. Payne explained that this process has been worked on for the past three years. There are two reasons it is important. The first is the recognition of the growth that happens as the instructor’s progress through their career and the second is recognition from other institutions. The proposal is meaningful and defendable.

On a motion by Trustee Williams and a second by Trustee Schalk, the board was polled as follows: Trustee Grassham, yes; Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes.
Trustee Schalk made the motion to accept the personnel actions and associated documents. With a second by Trustee Williams, the board was polled as follows: Trustee Grassham, yes; Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes.

There being no further business, the board approved to adjourn the meeting at 12:40 p.m. on a motion by Trustee Davis and a second by Trustee Grassham. The board was polled as follows: Trustee Grassham, yes; Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes.