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 27, 2014 at 12:00 p.m.

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

Invocation was delivered at the Tax Levy Meeting

Trustee Grassham informed the board that there is an addition to the agenda. Matthew Thomas – Graphic Design should be added to Section VI.2. The amended agenda was unanimously approved on a motion by Trustee Ressel and a second by Trustee Schalk.

The minutes of the meeting on July 16, 2014 were unanimously approved on a motion by Trustee Garrison and second by Trustee Schalk.

Charlotte Eubank reported the college’s budget to actual status as of July 31, 2014. She noted that this is normally the time that the college experiences the lowest cash flow of the year. Departments are spending in order to prepare for fall classes but financial aid is not realized until the end of September.

Ms. Eubank reviewed all financial reports contained in the board book. In reviewing the Certificates of Deposits, she noted that the CD’s are being currently being bid however the rate remains low. There has been recommendations from some of the banks that the college might realize better interest rates in a savings account rather than CD’s at this point in time.

Ms. Eubank then led the discussion on various methods of presenting the financial statements in answer to the board members requests to have more comparative data. Ms. Eubank suggested having a 60 day delay in presentation of the final financial statements in order include payroll and P-Card purchases for the month. This statement would be included in the book along with a preliminary statement for the prior month without the payroll and P-Card purchases being posted.
The financial report packet will now include:
- Balance Sheet (2 months prior)
- Statement of Revenues, Expenses and Changes in Net Assets (2 months prior) to include
  - Current Month
  - Current year to date
  - Last year to date
- Defined by operating and non-operating
- Preliminary Statement of Revenues, Expenses and Changes in Net Assets for the prior month

The financial report and recommended changes were unanimously approved on a motion by Trustee Schalk and second by Trustee Williams.

**PRESIDENT’S REPORT**

**CONSTRUCTION UPDATE**

Ben Traxel report on the current projects:
- **Main Entrance:** The estimated opening date is September 8. Signage and landscaping will not be completed for another 45 – 60 days but the road will be open for use.
- **Sikeston:** The completion date is now November 9, 2014 due to weather and some construction delays. There have been $221,000 change orders to the original contract with $178,000 in road construction planned for and budgeted. The building will be open for Spring Semester.
- **Poplar Bluff Classroom:** The FEMA building is complete and in place. The steel work is approximately 60% complete. Estimated completion date is March 1 however Mr. Traxel has not received any requests for extension due to weather but expects this to be forth coming.
- **Athletic Complex:** Mr. Traxel has been working with Coach Bess and Coach Walk to ensure that all areas needed are included. FEMA portion has been defined and will be submitted in October.

**ENROLLMENT UPDATE**

Dr. Payne expressed his appreciation for the amount of effort from the employees during the current registration period. Everyone has gone above and beyond. Dr. Payne explained that the college credit hours peak the first week of classes and then level off. Census is conducted 4 weeks into the semester and this is the official number submitted to the state.

Dr. Payne announced that the kick-off meeting for Vision 2020 was held on August 22, 2014. Surveys have been given to the faculty and staff. They are being sent to the students by the end of the week. The board members were given their surveys for completion. The goal of the Steering Committee is to have the final draft of Vision 2020 to the board during the December Board
Meeting.

Dr. Payne explained that the college is required to have a quality improvement initiative and it has been determined that the best way to do this is to participate in the HLC academy with a focus on Assessment of Student Outcomes. The College has enrolled for the next three years and will commit the resources necessary in order to complete the requirement prior to the visit in 2017.

Charlotte Eubank informed the board that Bud Pinner was selected for candidates throughout the southeast Missouri region for the Senior Citizen Excellence Award. Bud will be attending a luncheon hosted by the Governor later in September to receive his award.

Dr. Payne reviewed the Fall Convocation explaining to the Trustees that this is the time that the faculty and staff come together to refocus for the fall. The format this year included questions to the President. Trustee Ressel reported that the session was very open and was pleased with the meeting. He stated that the morning was one of the best moments in his tenure on the board.

Dr. Payne informed the board that the Delta Regional Authority held its annual meeting in the Tinnin Center. The focus of the meeting was economic development along the Mississippi River.

Dr. Payne reviewed the upcoming season that Tim Thompson has put together for Center Stage. The productions include participants from the college, high school and community. There are more performances than ever before but it will be a well-rounded season.

Dr. Payne announced that Three Rivers would be hosting the first ever in the area college rodeo on Oct. 2-4 in the Black River Coliseum.

Dr. Payne introduced the employees that are being highlighted for August:

Donna Mannon: Donna has worked with the college for 1 ½ years in the Financial Aid office. Her focus is helping the veterans that are returning to school. She is a valuable part of the Financial Aid office and providing service to all employees.

Kristy Niblock: Kristy has been an Instructor of Social Science with the college for 2 ½ years. She is an asset to the college and her department focusing on making sure her students and helping them make the connection between learning and life.

Guy Nicholson: Guy is the Finishing Carpenter with the
Maintenance department and has been with Three Rivers for 3 years. He is most proud of the excellent treatment students get during their time at Three Rivers. Guy is an asset to the Maintenance department, always busy improving the facilities.

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

Upon return to regular session Trustee Grassham made a motion to add Lease of the License Bureau Building and Lease of the Former Baptist Student Union Building to the agenda.

Trustee Schalk made the motion that the College authorize and direct President Wesley Payne to negotiate with Missouri License Services, LLC for the lease of college property known as 2509 three Rivers Blvd. for the operation of an authorized Missouri license office. President is further authorized to execute all documents necessary and proper to carry out the terms of the lease agreement. On a second by Trustee Williams, the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

Trustee Garrison made the motion that the College authorize and direct President Wesley Payne to negotiate with the Missouri Department of Safety for the lease of the building on the Poplar Bluff campus and formerly known as the Baptist Student Union for the purpose of operating a Missouri operator license testing center. President Payne is further authorized to execute all documents necessary and proper to carry out the terms of the lease agreement. On a second by Trustee Schalk the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

Dr. Payne reviewed the changes to the current lease. The board unanimously approved the agreement on a motion by Trustee Garrison and second by Trustee Davis.

Dr. Payne explained that per policy there must be a board member on the Sick Bank Governing Committee. Trustee Ressel nominated
Trustee Schalk. The board unanimously approved the nomination with a second by Trustee Williams.

The motion was unanimously passed on a motion by Trustee Schalk and a second by Trustee Ressel.

Trustee Schalk made the motion to accept all personnel action as presented. On a second by Trustee Williams the board unanimously approved all personnel actions.

There being no further business, the board unanimously approved to adjourn the meeting at 3:50 p.m. on a motion by Trustee Schalk and a second by Trustee Garrison.

SERVE ON THE SICK BANK GOVERNING COMMITTEE

CONSIDERATION AND APPROVAL OF RESCHEDULING THE OCTOBER BOARD MEETING FROM OCTOBER 15, 2014 TO OCTOBER 22, 2014

CONSIDERATION OF PERSONNEL ACTION

ADJOURNMENT

RANDY GRASSHAM, CHAIRMAN

PHIL DAVIS, SECRETARY

9/17/14

APPROVAL DATE

9/17/14

APPROVAL DATE