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 17 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; and college administrators: Dr. Wesley Payne, interim president; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary. Darren Garrison, member was absent.

Invocation was delivered by Chairman Randy Grassham.

Trustee Grassham informed the board that there is an addition to the agenda. Andrew Houltzhouse – Facilitator, Malden should be added to Section VI.1. The amended agenda was unanimously approved on a motion by Trustee Williams and a second by Trustee Schalk.

The minutes of the meeting on August 27, 2014 were unanimously approved on a motion by Trustee Davis and second by Trustee Schalk.

The minutes of the Tax Levy meeting on August 27, 2014 were unanimously approved on a motion by Trustee Schalk and a second by Trustee Davis.

Charlotte Eubank reported the college’s budget to actual status as of July 31, 2014 and the preliminary financial statement for August 2014. Payroll is included in the August Prelim but the Purchase Card purchases are not included due to the timing of the posting of the information and printing of the report.

In reviewing the cash flow for the college, Ms. Eubank 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.

Trustee Ressel inquired about the bank that we are using for the Purchase Cards. Ms. Eubank informed him we were using Commerce Bank for this service and were receiving all discounts possible.
Ms. Eubank reviewed the pending bids noting that two of the three outstanding bids are closed but the college is waiting on approval from DOL to award the bids.

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

**President's Report**

**Construction Update**

Dr. Payne report on the current projects:

**Main Entrance:** The road is complete and depending on the weather the striping should be completed today. Anticipated opening for traffic is within the next 3 – 4 days. Signage and landscaping will not be completed for another 45 – 60 days but the road will be open for use.

**Sikeston:** The completion date remains November 9, 2014. Furniture is scheduled to begin arriving on October 6. The IT department will begin installing classroom equipment at that time. The building will be open for Spring Semester. Trustee Williams pointed out that the change orders are less than ¼ of 1 percent on the entire project.

**Poplar Bluff Classroom:** The redesign of the upper floor to house the Nursing and Allied Health programs. This redesign is expected to be approximately the same cost as the original design. Construction is going smooth. Steel framing is going up, me mason is finished until the schedule calls for the brick on the outside to begin. The second floor in the safe room is ready to have the concrete floor poured.

**Athletic Complex:** There was a meeting with seating reps this morning to present their proposed seating. The FEMA drawings should be finished the first week of October. A committee has been set up to discuss details of the overall building. The committee will consist of Ed Norton, Rob Tomlinson, Robert Abney, Jeff Walk, and Brian Bess. The Endowment Trust currently has $2.3 million in donations with a goal of $4.5 million to be reached by January 2015. All efforts are being made to get the money in order to move forward with the building. If the goal is reached, Dr. Payne indicated that he would bring a recommendation to the board to move forward with the building.

**Westover:** The construction is almost complete and for the first time all student services will be in the same building.

**Strategic Planning Update**

Dr. Payne updated the board regarding the progress of the Strategic Planning Steering Committee. The committee has met 4 times and have reviewed the current strategic plan and gathered and discussed data in preparation of the next steps. They will be
moving to the next phase at the meeting on Friday which is the development of the future. Meetings are held each Friday at 1pm in the new BSU building. The board members are welcomed and encouraged to attend.

The evening was very successful. The Booster Club and college worked together to include members of the community in the invitations and information. There were between 300 and 400 in attendance.

Dr. Payne invited the board members to attend the ALS challenge that is being sponsored by DECA. It takes place Monday, September 29 at 12:15 pm.

Dr. Payne announced the 2014-2015 season of the Patrons of the Arts. The first show will be Night Fever, A Bee Gees Tribute Concert on October 14 at 7pm.

Dr. Payne announced the first Center Stage production: Marvin’s Room, on October 17 and 18 at 7pm and October 19 at 2pm.

Dr. Payne introduced the following employees:

**Cindy Gray, Textbook Coordinator:** Cindy has been with Three Rivers for 4 years. Her positive and flexible attitude has gained her the position of being the go to person in the Bookstore. Cindy’s favorite thing about working at Three Rivers is working with students to help smooth their education journey.

**Diane Patterson, Coordinator of Testing & Assessment:** Diane has a passion for students and works with them to encourage and assist through the testing process. Diane is most proud of achieving nationally-certified test center status.

**Kelly McDaniel, Instructor of Social Science:** Kelly is the vice chair of the faculty council. He is the faculty member that is often the sounding board for decisions that will affect the faculty. His is most proud of being a part of the process of helping educate so many students.

Dr. Payne informed the board that the disbursement of funds for financial aid will begin September 19, 2014 and will continue for each Friday thereafter.

The college has received an $18,000 donation from the Booster Club to cover expenses for all athletic teams.

Welding classes that are being funded by the DOL Grant have started. There are 26 students in the first class.
Trustee Schalk made the motion with a second from Trustee Davis to move into executive session. The board was polled as follows: Trustee Garrison, absent; 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 Extension of Dexter Center Lease and Approval of Employment Contract to the agenda.

Trustee Williams moved that the board of trustees accept the lowest and best bid presented by Four Winds Travel in the amount of $84,260 for athletic travel services and that President Payne be authorized and directed to execute all appropriate documents necessary to affect a contract for these services. With a second by Trustee Schalk the board was polled as follows: Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

Trustee Schalk moved that the board of trustees authorize and direct President Payne to negotiate for an extension of the lease at the Dexter Center with the Dexter Chamber of Commerce, and that he be authorized to execute all appropriate and necessary documents to effect a lease extension. On a second by Trustee Davis the board was polled as follows: Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

Trustee Ressel moved that this board adopt and approve the Employment Contract between Dr. Wesley A. Payne and Three Rivers Community College effective October 1, 2014, and that chairman Randy Grassham be authorized and directed to execute the contract on behalf of Three Rivers Community College and the Board. On a second by Trustee Schalk the board was polled as follows: Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.

Trustee Schalk made the motion to accept all personnel action as presented. On a second by Trustee Davis the board was polled as follows: Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes; Trustee Davis, yes; Trustee Ressel, yes; Trustee Grassham, yes.
There being no further business, the board unanimously approved to adjourn the meeting at 3:50 p.m. on a motion by Trustee Schalk and a second by Trustee Davis.

RANDY GRASHAM, CHAIRMAN

PHIL DAVIS, SECRETARY

ADJOURNMENT

10/22/14
APPROVAL DATE

10/22/14
APPROVAL DATE