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11:00 a.m. Clearwater High School, Administration Building, Piedmont, MO
12:00 p.m. Clearwater High School, Administration Building, Piedmont MO

A G E N D A
REGULAR SESSION
Wednesday, January 18, 2017
12:00 p.m.

- I. Invocation and Pledge of Allegiance**
- II. Agenda and Minutes**
 1. Consideration and Approval of Agenda
 2. Consideration and Approval of Minutes of the December Board Meeting
- III. Consideration of College Financial Report**
 1. Statement of Revenues, Expenses, and Changes in Net Assets
 - a) Monthly Financial Statements
 - b) Budget to Actual Financial Statements
 - c) HB 19 Update
 2. Cash in Bank
 3. Certificates of Deposit
 4. Checks Issued
 5. Bid Report
- IV. President's Report**
- V. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 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.)
- VI. Items for Discussion, Consideration & Vote**
 1. **Consideration and approval of College Policy SP 2115 Disability Services for Students**
- VII. Consideration and Approval of all Personnel Actions and Associated Documents**
 1. **Acceptance of Employment**
 - a) **Christine Handley – PT Secretary – Practical Nursing/Kennett**
 2. **Transfers**

“Representatives of the news media may obtain copies of this Notice by contacting Janine Heath, Coordinator of Executive Services, 573-840-9698.”

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01/11/2017

- a) **Kevin Crafford – Technology & Computer Specialist to Assistant Network Administrator**
- b) **Dustin Midyett – Acting Network Administrator to Network Administrator**
- c) **Nicole Sifford – Department Chair, Math and Science to Department Chair, Math, Science, Social Science/Director of Developmental Education**

VIII. Appendix

- 1. Information Items
 - a) College Regulation – ITR 8100 Acceptable Use
 - b) College Regulation – PR 4320 Authorized Types of Leave
 - c) College Regulation – PR 4510 Benefits
 - d) College Regulation – ADA and Reasonable Accommodation
 - e) College Regulation – SR 2115 Disability Services for Students
- 2. Upcoming Events
- 3. Recent Newspaper Articles

IX. FY17 Board of Trustees Meeting Dates

- Wednesday, February 15, 2017
- Wednesday, March 22, 2017
- Wednesday, April 19, 2017
- Wednesday, May 17, 2017
- Wednesday, June 7, 2017 – Board Retreat
- Wednesday, June 21, 2017

X. Adjournment

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**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees began at 12:00 p.m. in the Board Room of the Tinnin Center on the main campus in Poplar Bluff, Missouri, on Wednesday, December 14, 2016.

DECEMBER 14, 2016

Those present included: Trustees: Chris Williams, chairman; Eric Schalk, vice chairman; Darren Garrison, secretary; Randy Grassham, treasurer; Dr. Amber Richardson, member; Gary Featherston, member; and college administrators: Dr. Wesley Payne, president; Dr. Mary Lou Brown, vice president of academic and student services; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

ATTENDANCE

Invocation was delivered by Trustee Randy Grassham.

INVOCATION

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

**APPROVAL OF BOARD MEETING
AGENDA**

The minutes of the board meeting on November 16, 2016 were approved on a motion by Trustee Grassham and a second by Trustee Schalk.

**APPROVAL OF MINUTES OF THE
NOVEMBER BOARD MEETING**

The minutes of the called meeting on December 2, 2016 were approved on a motion by Trustee Garrison and a second by Trustee Schalk.

**APPROVAL OF MINUTES OF THE
CALLED DECEMBER 2, 2016
MEETING**

Charlotte Eubank reported the preliminary November numbers as well as the October comparison to last year.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

As of the end of November we have recognized 58% of our budgeted revenues. We have obligated 38% of our budgeted expenses at 42% into the 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. Dr. Payne reported that we are on schedule with the projects that are approved on the Appropriation.

Ms. Eubank reviewed the current bid report. She presented the bids for the Athletic Teams insurance and made the recommendation that the college accept the basic Sports Accident policy bid from Arthur J. Gallagher as well as their proposed Catastrophic Sports Accident policy.

Trustee Garrison made the motion to accept the financial report including the recommendation for letting the Athletic Insurance contract. 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.

PRESIDENT'S REPORT

Dr. Payne gave an update of all current projects:

CONSTRUCTION UPDATE

Libla Family Sports Complex: Ben Traxel and Mike Pollard joined the board to present the progress on the construction. The FEMA walls are completed. The team is pleased with the progress that has been made in the past two weeks. The roof structure should be in place by the new year. All packages have been released for bid.

Lighting Project: All materials have been delivered and the projected completion date for the installation is the 2nd week in January.

Parking Lots and Campus Sidewalks: The bids have been received and we are now reviewing each to determine if there is any areas that can be re-engineered to reduce the costs without sacrificing the end product.

Faculty Offices: This project is complete. We will schedule move in with the instructors.

A contest was conducted encouraging the student population to submit designs for the annual Christmas Card. Mr. Josh Burkey provided the winning design. Dr. Payne thanked him for his work.

WINNER OF THE CHRISTMAS CARD CONTEST

The college has received a \$100,000 grant to upgrade our ITV rooms at all off site locations. This money combined with the Enhancement Grant, will replace all aging equipment.

DELTA REGIONAL AUTHORITY GRANT

The donors and recipients of scholarships were invited to have the opportunity to meet and thank each other. This was the first attempt to recognize donors in a formal setting. An event similar to this will occur every year.

TRET SCHOLARSHIP RECEPTION

Dr. Campbell explained that the training for the Nursing and Allied Health students took place on November 22. This takes place twice a year and provides an opportunity for the students to experience real life situations and put their training to work. Local EMT and emergency services participate in the training as well as the hospital and emergency room.

FALL MASS CASUALTY TRAINING

Working with the Boys and Girls Club, the college clubs and orgs along with staff provided decorated Christmas trees for 16 families. 12 trees were delivered in the Poplar Bluff area and 4 were decorated by the staffs in each of the off-site centers and donated in their communities. The trees were donated by our partners in the community: Ozark Federal Credit Union, Briggs and Stratton, Productive Staffing and Express Employment. The trees were made available to these partners by Gamblin Lumber at cost. This will be an annual giving event for the college.

CHRISTMAS TREE DECORATING

The college once again participated in bell ringing for the Salvation Army. 85% of the collection stays in Butler County to help with requested needs.

SALVATION ARMY BELL RINGING

On December 3 the college partnered with the Boy Scouts and held the second Hackathon on campus. 130+ youth attended the scheduled instruction and testing for Eagle Scout badges. 15 courses were offered. Youth from St. Louis, Piedmont, Dexter, Puxico, Doniphan, Van Buren and Poplar Bluff attended.

BOY SCOUT HACKATHON 2.0

Chris Adams discussed the recent Counselors conference. There were 38 counselors attending from the 15 county region that we serve. This conference provides the opportunity to address any issues that the counselors might have as well as provide them with information on any new programs or changes that the college has made.

ANNUAL COUNSELORS CONFERENCE

All employees, faculty, retirees and adjuncts were invited to attend the annual celebration. The Board of Trustees provide the meal and this year the TRET Board provided the gift for the employees.

ANNUAL EMPLOYEE CHRISTMAS BREAKFAST

Dr. Campbell explained that twice a year this ceremony takes place for all nursing students that successfully complete their courses. This fall, there were 19 graduates that participated in the ceremony.

NURSE PINNING CEREMONY

45 new members of the State Legislative branch will be on campus on December 15. There will be a short overview with our industry partners to discuss the impact the college has on their business and training needs. The group will then go to the Crisp building and have the opportunity to have hands on experience with some of our training simulators and equipment.

FRESHMAN LEGISLATIVE TOUR

Marsha Eaton, Associate Professor, Nursing: Marsha has been with Three Rivers for 16 and ½ years. Her favorite thing about working here is being part of a group of colleagues so focused on student success. Ms. Eaton is most proud of being a mentor to our nursing students. Dr. Payne congratulated Marsha being part of the foundation of the program and on keeping up with the continuous changes.

WE ARE ALL IN THIS TOGETHER

Michelle Lane, Assessment Coordinator, Institutional Effectiveness: Michelle has been with Three Rivers for 5 years. Her favorite thing about working here is interacting with students and hearing their stories. Ms. Lane is most proud of working with colleagues to ensure a student first philosophy. Dr. Payne pointed out that Michelle started with the college as a work study and has held many jobs at the college. She leads the charge with the faculty in the assessment process.

Kevin Hunsberger, Purchasing Agent: Kevin has been with Three Rivers for 1 and ½ years. His favorite thing about working here is getting to be a part of an organization that helps the community. Mr. Hunsberger is most proud of helping ensure the effective use of college resources. Dr. Payne explained that if something was purchased, it went across Kevin’s desk first. He is a “not a problem” guy. There is never a problem for Kevin, he just takes care of it.

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

EXECUTIVE SESSION

Dr. Payne announced that the January Board Meeting will be held at the Clearwater school in Piedmont, in the Administration building.

LOCATION CHANGE FOR THE JANUARY BOARD MEETING

Trustee Grassham made the motion to approve all personnel actions and associated documents. With a second by Trustee Schalk the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

CONSIDERATION AND APPROVAL OF PERSONNEL ACTIONS AND ASSOCIATED DOCUMENTS

There being no further business, Trustee Garrison made the motion to adjourn and with a second by Trustee Schalk the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

ADJOURNMENT

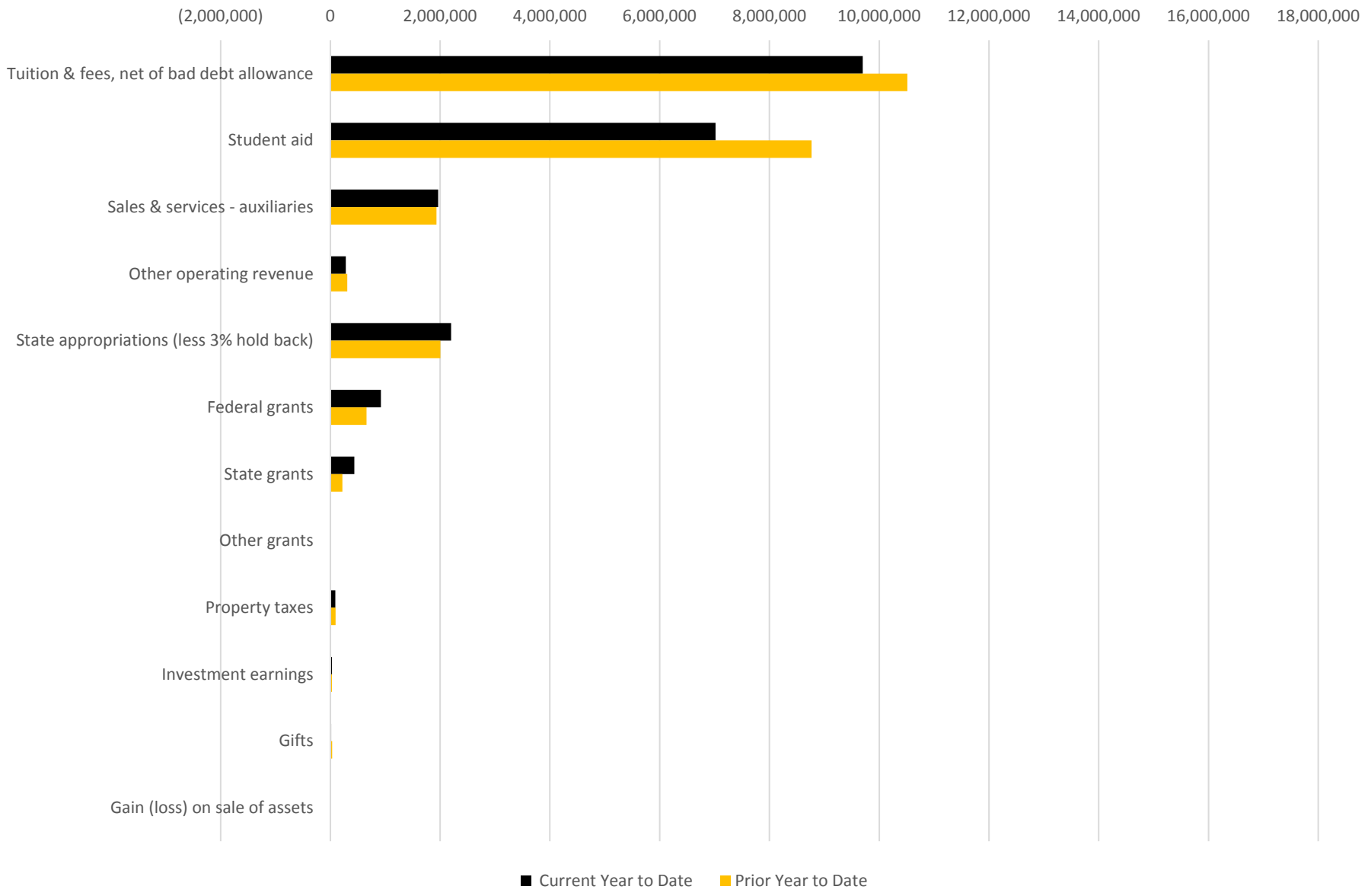
CHAIRMAN

APPROVAL DATE

SECRETARY

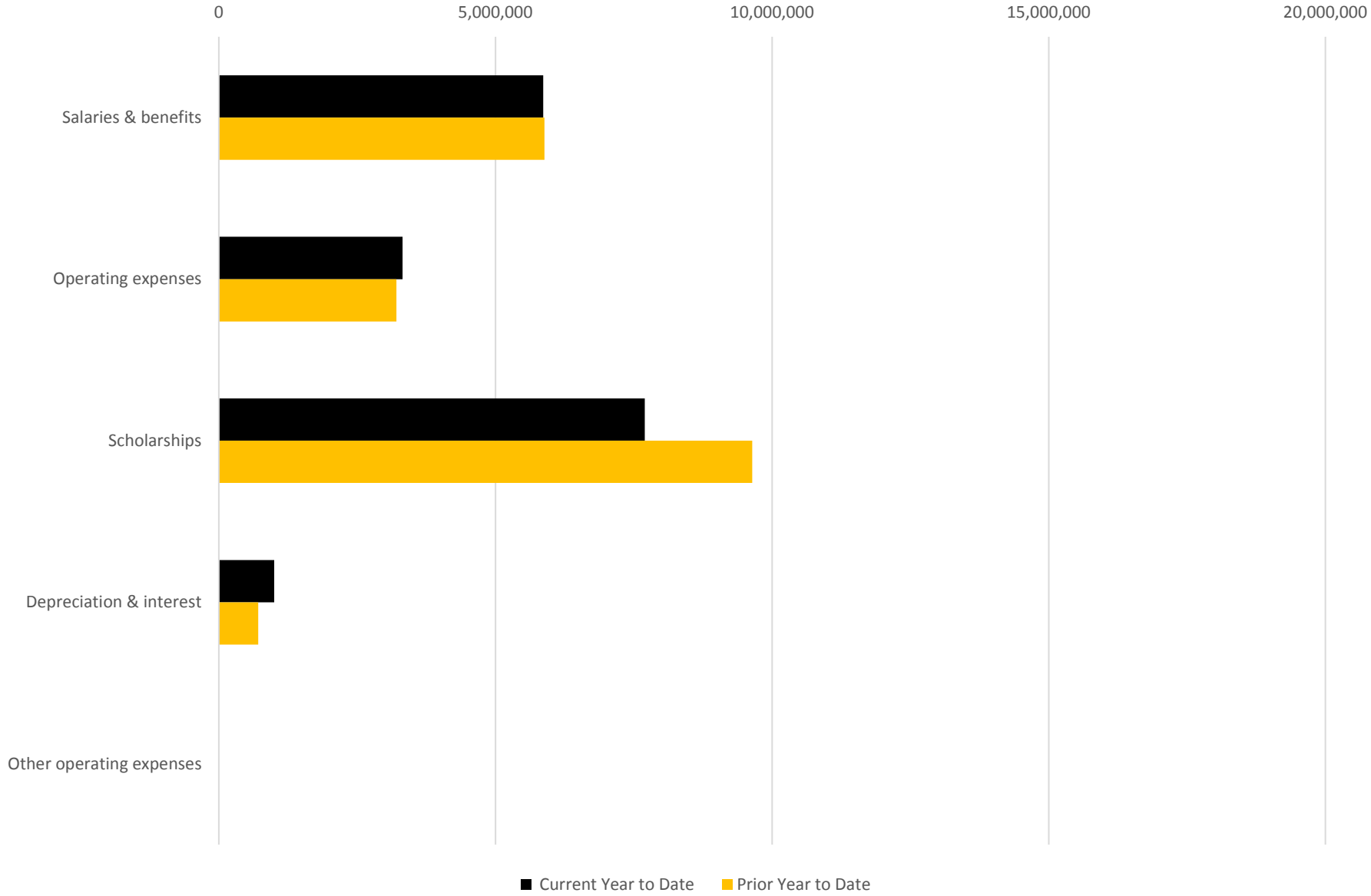
APPROVAL DATE

YTD Comparison to Previous Year 11/30/16

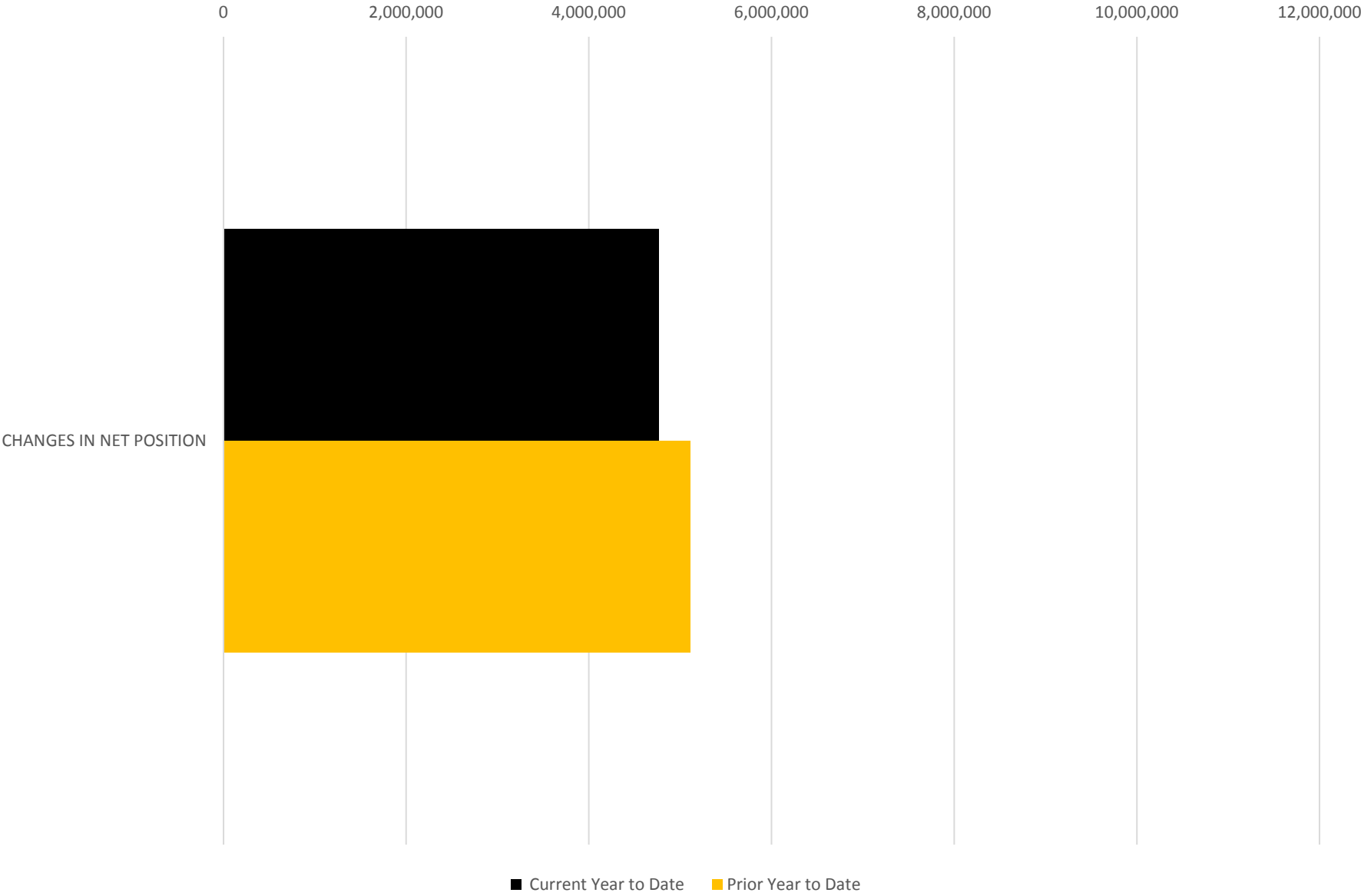


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YTD Comparison to Previous Year 11/30/16



YTD Comparison to Previous Year 11/30/16



Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
November 30, 2016

ASSETS AND DEFERRED OUTFLOWS

CURRENT ASSETS	
Cash & Cash Equivalents	16,063,138
Student Account Receivables, net	6,799,548
Property Tax Receivable	112,411
Other Receivables	439,228
Investments	43,725
Inventory	215,187
Prepaid Expenses	195,556
Total Current Assets	<u>23,868,794</u>
NON-CURRENT ASSETS	
Land	5,490,786
Capital assets	55,954,568
Plus: Current year additions to capital assets	476556.96
Accumulated Depreciation	(24,980,796)
Unamortized Bond Issue Costs	0
Total Non-Current Assets	<u>36,941,115</u>
DEFERRED OUTFLOWS	<u>5,262,107</u>
 TOTAL ASSETS AND DEFERRED OUTFLOWS	 <u><u>66,072,015</u></u>

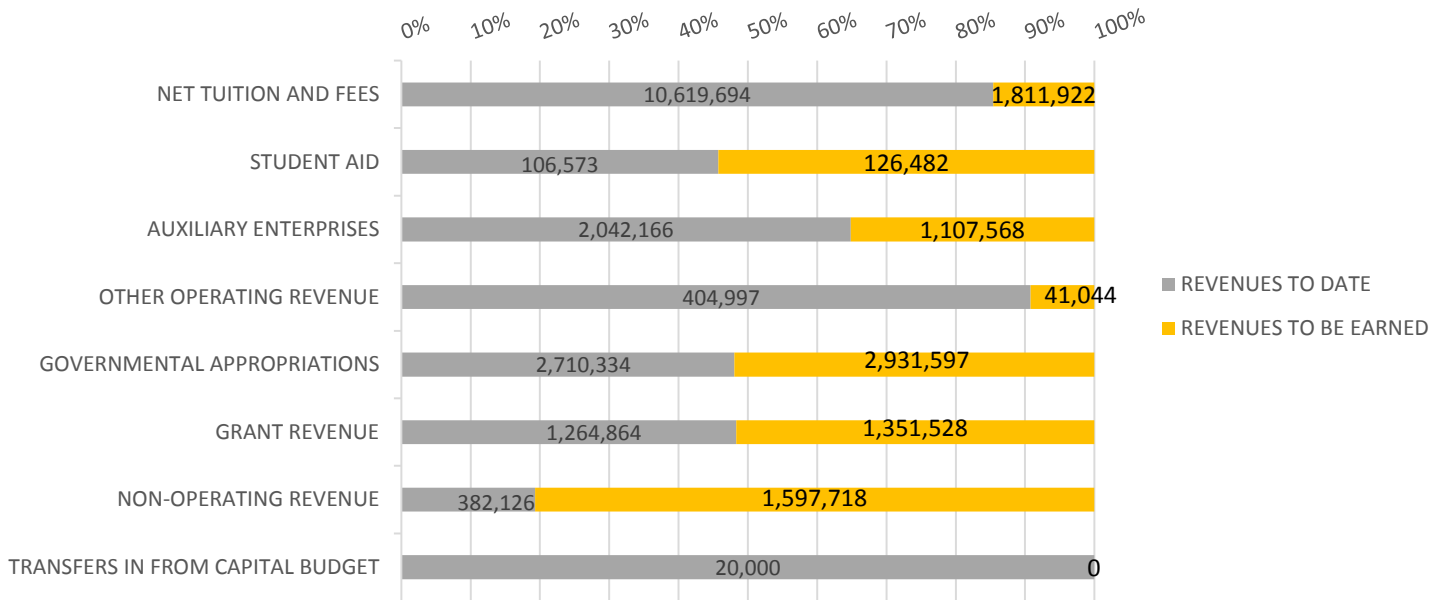
LIABILITIES, DEFERRED INFLOWS AND NET POSITION

CURRENT LIABILITIES	
Accounts Payable	661,641
Accrued Vacation	276,750
Student Deposits	50,302
Deferred Tuition & Fees	0
Scholarships	(56,767)
Total Current Liabilities	<u>931,926</u>
NON-CURRENT LIABILITIES	
Retirement Incentive Payable	0
Other Post Employment Benefits	13,013,510
Bonds, Notes and Leases Payable	23,614,108
Accrued Interest	0
Agency	170,178
Total Non-Current Liabilities	<u>36,797,797</u>
Total Liabilities	<u>37,729,723</u>
 DEFERRED INFLOWS	 <u>3,151,721</u>
NET POSITION	
Beginning Balance	20,424,595
Changes in Net Position	4,765,976
Total Net Position	<u>25,190,571</u>
 TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	 <u><u>66,072,015</u></u>

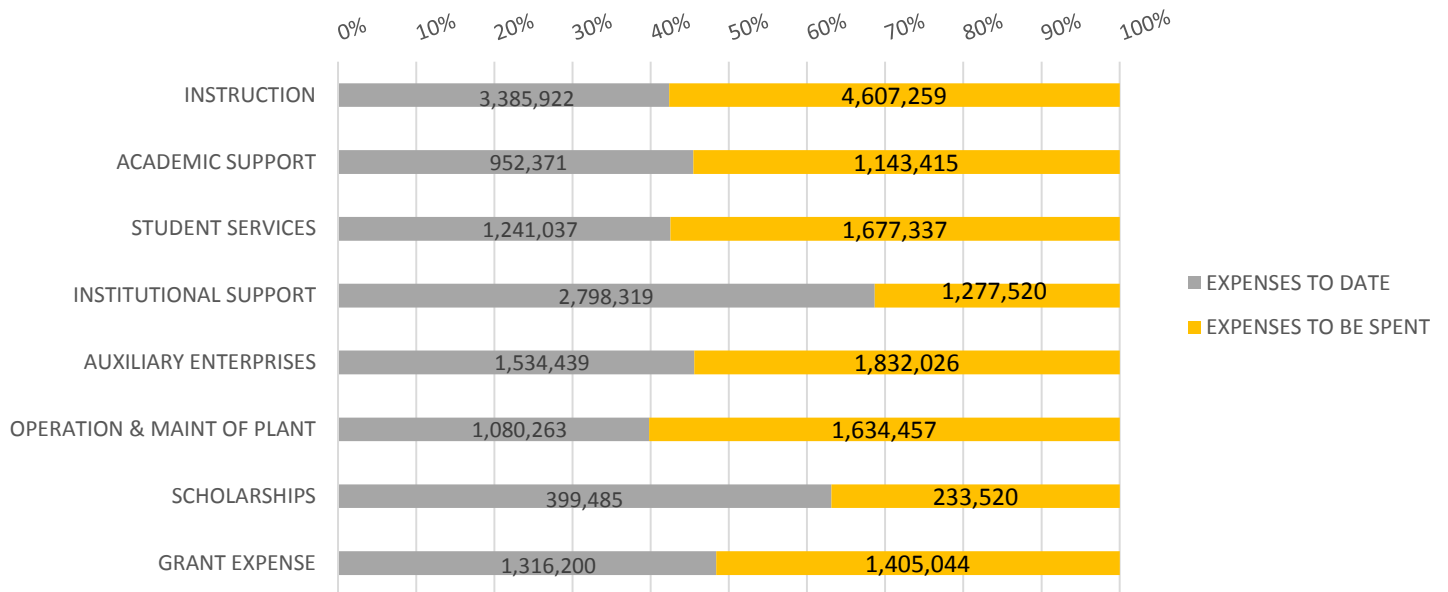
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
November 30, 2016

	July	August	September	October	November	Current Year to			
						Date	Prior Year to Date	\$ Change	% Change
OPERATING REVENUE									
Tuition & fees, net of bad debt allowance	5,585,994.15	676,367.72	(200,215.77)	1,791,517.15	1,848,568.40	9,702,231.65	10,512,384.44	(810,152.79)	(7.71)%
Student aid	252,604.97	25,788.10	4,444,090.84	1,400,989.90	892,256.14	7,015,729.95	8,769,434.75	(1,753,704.80)	(20.00)%
Sales & services - auxiliaries	741,980.84	574,855.45	71,760.54	169,911.34	406,149.20	1,964,657.37	1,933,469.86	31,187.51	1.61%
Other operating revenue	4,335.21	257,964.39	13,254.25	1,792.68	1,996.34	279,342.87	305,742.04	(26,399.17)	(8.63)%
Total Operating Revenue	6,584,915.17	1,534,975.66	4,328,889.86	3,364,211.07	3,148,970.08	18,961,961.84	21,521,031.09	(2,559,069.25)	(11.89)%
OPERATING EXPENSES									
Salaries & benefits	1,069,079.74	1,151,357.11	1,171,079.35	1,280,254.34	1,189,767.98	5,861,538.52	5,887,231.46	(25,692.94)	(0.44)%
Operating expenses	452,710.24	1,073,054.02	605,513.10	476,949.34	714,538.22	3,322,764.92	3,211,873.18	110,891.74	3.45%
Capital equipment	70.99	232,569.15	34,999.44	70,636.52	138,280.86	476,556.96	730,356.13	(253,799.17)	(34.75)%
Less: Transfer to capital assets	(71)	(232,569)	(34,999)	(70,637)	(138,281)	(476,556.96)	(730,356)	253,799.17	(34.75)%
Scholarships	342,096.01	56,812.49	4,864,242.09	1,514,328.26	918,885.53	7,696,364.38	9,642,555.63	(1,946,191.25)	(20.18)%
Depreciation & interest	112,215.80	164,052.17	24,324.84	536,976.88	162,813.10	1,000,382.79	709,962.00	290,420.79	40.91%
Other operating expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Operating Expenses	1,976,101.79	2,445,275.79	6,665,159.38	3,808,508.82	2,986,004.83	17,881,050.61	19,451,622.27	(1,570,571.66)	(8.07)%
NON-OPERATING REVENUE (EXPENSES)									
State appropriations (less 3% hold back)	439,786.00	439,786.00	439,786.00	439,786.00	439,786.00	2,198,930.00	2,002,195.00	196,735.00	9.83%
Federal grants	185,348.78	199,023.32	198,714.46	158,564.44	177,409.79	919,060.79	659,164.79	259,896.00	39.43%
State grants	70.99	197,510.43	63,984.17	13,881.50	160,680.16	436,127.25	220,087.50	216,039.75	98.16%
Other grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Property taxes	33,138.12	19,772.45	21,465.58	7,224.81	7,540.78	89,141.74	96,321.49	(7,179.75)	(7.45)%
Investment earnings	9,280.77	3,845.40	5,605.53	4,236.67	3,344.77	26,313.14	25,343.23	969.91	3.83%
Gifts	0.00	(28,500.00)	2,844.20	40,050.73	1,097.14	15,492.07	32,867.01	(17,374.94)	(52.86)%
Gain (loss) on sale of assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Non-Operating Revenues (Expenses)	667,624.66	831,437.60	732,399.94	663,744.15	789,858.64	3,685,064.99	3,035,979.02	649,085.97	21.38%
CHANGES IN NET POSITION	5,276,438.04	(78,862.53)	(1,603,869.58)	219,446.40	952,823.89	4,765,976.22	5,105,387.84	(339,411.62)	(6.65)%

Budget to Actual Revenues 12/31/2016 (50%)



Budget to Actual Expenses 12/31/2016 (50%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
December 31, 2016
Fiscal Year Benchmark: 50%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>	12,431,616	10,619,694	85%	1,811,922
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	233,055	106,573	46%	126,482
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	3,149,734	2,042,166	65%	1,107,568
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	446,041	404,997	91%	41,044
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	5,641,931	2,710,334	48%	2,931,597
GRANT REVENUE <i>State Grants, Federal Grants</i>	2,616,392	1,264,864	48%	1,351,528
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	1,979,844	382,126	19%	1,597,718
TRANSFERS IN FROM CAPITAL BUDGET <i>Sikeston Classroom budget transfer in from capital budget</i>	20,000	20,000	100%	0
TOTAL REVENUES	26,518,613	17,530,754	66%	8,987,859

NOTE: At 50% in the fiscal year, we have recognized a total of 66% of budgeted revenues. We have recognized 85% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2016 registration, fall 2016 registrations and the beginning of spring 2017 registrations. Auxiliary revenue is at 65% for the fall term and is rising with spring term enrollment. Other Operating Revenue is at 91% due to the receipt of the college's share of the Cape Partnership at the beginning of the fiscal year. Non-operating revenues are primarily taxes and are collected mostly in January.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>	7,993,181	3,385,922	42%	4,607,258.66
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	2,095,786	952,371	45%	1,143,414.95
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	2,918,374	1,241,037	43%	1,677,336.62
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	4,075,839	2,798,319	69%	1,277,519.78
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	3,366,465	1,534,439	46%	1,832,025.88
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	2,714,720	1,080,263	40%	1,634,457.18
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	633,005	399,485	63%	233,520.25
GRANT EXPENSE <i>State Grants, Federal Grants</i>	2,721,243	1,316,200	48%	1,405,043.50
TOTAL EXPENSES	26,518,613	12,708,036	48%	13,810,576.82

NOTE: We have obligated 48% of our budgeted expenses at 50% into the new fiscal year. December payroll IS INCLUDED, but credit card purchases ARE NOT INCLUDED in this report as they are not available at the time this report was prepared. Institutional Support (69%) includes several large annual software contracts that renew in July. Scholarships is up to 63% with the awarding of aid for fall.

CHANGES IN NET POSITION	0	4,822,718
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Three Rivers College
 Capital Budget - Unaudited
 December 31, 2016
 Fiscal Year Benchmark: 50%

	FUNDING SOURCES	SOURCES TO DATE		SOURCES TO BE EARNED	
		BUDGET	SOURCES TO DATE		%
RESTRICTED					
<i>Bond proceeds</i>		5,192,115	5,192,115	100%	
<i>Sports Complex FEMA/SEMA grant</i>		1,205,228	341,608	28%	
<i>State bonding proceeds</i>		1,772,500	245,407	14%	
UNRESTRICTED					
<i>General funds - prior year transfers in**</i>				#DIV/0!	
<i>General funds - current year transfers in</i>			0	#DIV/0!	
TOTAL FUNDING SOURCES		8,169,843	5,779,130	71%	
				2,390,713	
	USES OF FUNDS	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
FEMA/SEMA PROJECTS					
<i>Poplar Bluff Classroom</i>		0	0	0%	0
<i>Sikeston Classroom</i>		0	0	0%	0
<i>Sikeston Classroom budget transfer out to operating funds</i>		20,000	20,000	0%	0
<i>Sports Complex</i>		6,377,343	465,513	7%	5,911,830
FY17 CAPITAL PROJECTS					
<i>Campus projects</i>		1,424,000	64,998	5%	1,359,002
<i>Westover Administration Building remodel</i>		72,000	108,498	151%	(36,498)
<i>Crisp Technology Center repairs</i>		44,000	2,900	7%	41,100
<i>Tinnin Fine Arts Center repairs</i>		155,000	5,774	4%	149,226
<i>Academic Resource Commons upgrades</i>		70,000	75,501	108%	(5,501)
<i>Education Building remodel</i>		7,500	0	0%	7,500
TOTAL EXPENSES		8,169,843	743,184	9%	7,426,659
NET SURPLUS (DEFICIT)		0	5,035,946		

**HB19 Deferred Maintenance Appropriation
as of 12/31/16**

Category/Building	Name of Project	Budgeted Amount	Expended Amount	Amount Remaining	Encumbered Amount	Amount Remaining
General Campus Projects						
	Parking lot lighting and repairs	650,000.00	51,590.64	598,409.36	142,627.88	455,781.48
	Windows	10,000.00		10,000.00		10,000.00
	Exterior doors	55,000.00	18,980.35	36,019.65		36,019.65
	Sidewalks	60,000.00	55,834.49	4,165.51	7,152.34	(2,986.83)
	Replace interior locks	40,000.00		40,000.00		40,000.00
General Campus Projects	Sub Total	815,000.00	126,405.48	688,594.52	149,780.22	538,814.30
Administration Building						
	HVAC Repair	18,000.00	8,135.64	9,864.36	3,178.70	6,685.66
	Electrical/HVAC	100,000.00	27,152.00	72,848.00		72,848.00
	Roof Repair	30,000.00		30,000.00		30,000.00
	Fire System	35,000.00	23,352.12	11,647.88		11,647.88
	Elevator	80,000.00	88,784.00	(8,784.00)		(8,784.00)
	Restroom upgrades	40,000.00		40,000.00		40,000.00
	Exterior paint	28,000.00		28,000.00		28,000.00
	Upgrade to 36 year old building	460,368.00	71,340.59	389,027.41	6,500.51	382,526.90
Administration Building	Sub Total	791,368.00	218,764.35	572,603.65	9,679.21	562,924.44
Crisp Center						
	Fire Detection	20,000.00		20,000.00		20,000.00
	New Roof	20,000.00	42,140.00	(22,140.00)		(22,140.00)
	Replace flooring	4,000.00		4,000.00		4,000.00
Crisp Center	Sub Total	44,000.00	42,140.00	1,860.00	-	1,860.00

**HB19 Deferred Maintenance Appropriation
as of 12/31/16**

Category/Building	Name of Project	Budgeted Amount	Expended Amount	Amount Remaining	Encumbered Amount	Amount Remaining
Tinnin Center						
	Fire Detection	15,000.00		15,000.00		15,000.00
	Exterior paint	48,000.00		48,000.00		48,000.00
	HVAC Repair	10,000.00	6,300.00	3,700.00	10,000.00	(6,300.00)
	Upgrade to classrooms	100,000.00	38,006.00	61,994.00	22,806.51	39,187.49
Tinnin Center	Sub Total	173,000.00	44,306.00	128,694.00	32,806.51	95,887.49
Education Building						
	Remodel to create classrooms	7,500.00		7,500.00		7,500.00
Education Building	Sub Total	7,500.00	-	7,500.00	-	7,500.00
Academic Resource Commons						
	Windows	10,000.00		10,000.00		10,000.00
	Elevator repair	60,000.00	75,501.00	(15,501.00)		(15,501.00)
Academic Resource Common	Sub Total	70,000.00	75,501.00	(5,501.00)	-	(5,501.00)
Grand Total		1,900,868.00	507,116.83	1,393,751.17	192,265.94	1,201,485.23

**THREE RIVERS COLLEGE
CASH IN BANKS**

January 2, 2017

	<u>12/01/16</u>	<u>01/02/17</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	2,000.00	2,000.00
Petty Cash	200.00	200.00
Vending Machines	224.55	224.55
Business Office	2,088.00	2,088.00
<i>Total Cash Funds</i>	4,512.55	4,512.55
<i>General Accounts</i>		
Southern Bank - General Funds	4,385,325.89	3,869,125.53
Southern Bank - Credit Cards	360,913.50	88,734.30
<i>Total General Accounts</i>	4,746,239.39	3,957,859.83
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	6,497.58	6,377.15
Federal Clearing Account	-	-
Flexible Spending Account	9,926.78	10,047.65
<i>Total Restricted Accounts</i>	16,424.36	16,424.80
TOTAL CURRENT FUND	4,767,176.30	3,978,797.18
 HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	333,025.94	318,875.02
<i>Total General Accounts</i>	333,025.94	318,875.02
TOTAL HOUSING FUND	333,025.94	318,875.02

**THREE RIVERS COLLEGE
CASH IN BANKS**

January 2, 2017

PLANT FUND

Bank Accounts

Plant Fund - Southern Bank	1,689,817.67	1,690,510.21
<i>Total Bank Accounts</i>	<u>1,689,817.67</u>	<u>1,690,510.21</u>

Certificates of Deposit

Bank of Grandin #16126	138,505.77	138,505.77
Bank of Grandin #16103	102,272.03	102,272.03
People's Community Bank #8009219	1,283,474.13	1,285,874.05
Bank of Grandin #16234	1,238,096.41	1,238,096.41
<i>Total Certificates of Deposit</i>	<u>2,762,348.34</u>	<u>2,764,748.26</u>

TOTAL PLANT FUND	<u><u>4,452,166.01</u></u>	<u><u>4,455,258.47</u></u>
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AGENCY FUND

Bank Accounts

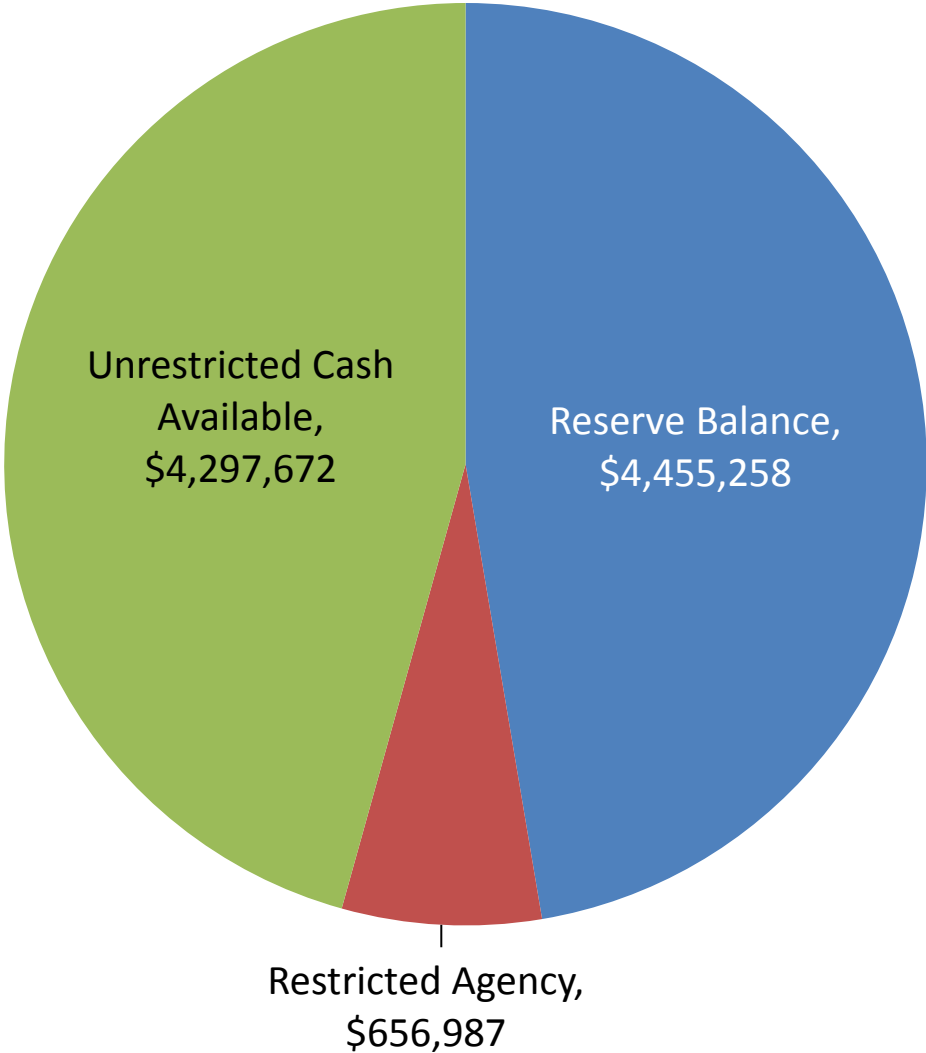
Agency Account - Southern Bank	224,400.50	211,168.84
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Certificates of Deposit

Restricted CD's & Savings	<u>447,558.08</u>	<u>445,818.08</u>
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TOTAL AGENCY FUND	<u><u>671,958.58</u></u>	<u><u>656,986.92</u></u>
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**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$9,409,917 AS OF 01/02/17**



THREE RIVERS COLLEGE
CERTIFICATES OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF December 31, 2016

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
16126	Bank of Grandin	1.25	02/19/17	12 mths	138,505.77	Contingency
8009219	Peoples Community Bank	0.75	06/10/17	12 mths	1,285,874.05	Contingency
16234	Bank of Grandin	0.90	07/21/17	12 mths	1,238,096.41	Contingency
16103	Bank of Grandin	1.25	10/05/17	12 mths	102,272.03	Contingency
	Total Contingency Fund				<u>2,764,748.26</u>	
Total Plant Fund CD's					<u>\$ 2,764,748.26</u>	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF December 31, 2016

110239662	Southern Bank	1.00	01/05/91	01/05/17	1,412.53	Bulow Mem.
2213401	First Midwest Bank of P.B.	0.75	01/08/98	01/08/17	10,000.00	Jerome Burford
21031513	US Bank of Poplar Bluff	0.25	01/19/95	01/19/17	12,868.64	Kim Mosley
1244701	First Midwest Bank of P.B.	1.40	02/08/85	02/08/17	3,000.00	Myra Hunt
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/17	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/17	2,500.00	A. Garner
451035909	US Bank of Poplar Bluff	0.25	02/23/98	02/23/17	1,500.00	Joda Bess
2224601	First Midwest Bank of P.B.	0.75	02/25/98	02/25/17	1,658.87	Missy Braden
21025365	US Bank of Poplar Bluff	1.00	03/05/90	03/05/17	5,000.00	Mack Whiteley
2136801	First Midwest Bank of P.B.	0.65	03/05/97	03/05/17	5,000.00	Thelma Jackson
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/17	6,468.04	Butler Co Co-op
20205	First Missouri State Bank	0.75	04/21/10	04/21/17	20,403.81	ICHE Scholarship
3568676067	US Bank of Poplar Bluff	0.25	05/01/01	05/01/17	11,026.79	Wm. D. Becker
21033372	US Bank of Poplar Bluff	0.25	05/01/96	05/01/17	1,000.00	Kim Mosley
9525	First Missouri State Bank	1.25	05/06/93	05/06/17	2,000.00	Carl Wiseman
1014001	First Midwest Bank of P.B.	1.00	11/06/89	05/06/17	5,000.00	Charlotte Stone
25103	First Midwest Bank of P.B.	0.75	05/14/99	05/14/17	5,000.00	Thelma Jackson
2016007496	Commerce Bank	0.45	05/14/90	05/14/17	3,835.00	Bill Vinson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/17	2,192.00	Greg Starnes
423135367	Regions Bank	0.10	11/18/04	05/18/17	1,106.64	Betty Waldrop
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/17	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/17	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	0.75	05/26/89	05/26/17	16,350.00	Jackie Watson
2016012267	Commerce Bank	0.25	06/04/92	06/04/17	2,350.00	Bill Vinson
423135383	Regions Bank	1.49	12/04/04	06/04/17	1,650.00	R. Couperus
5016848212	Commerce Bank	0.25	06/23/98	06/23/17	7,843.17	Louise Spradling
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/17	1,226.80	A. Garner
451028956	US Bank of Poplar Bluff	0.25	07/02/99	07/02/17	5,234.00	Wm. D. Becker
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/17	1,405.00	Joshua Bowman
423137157	Regions Bank	1.24	01/14/85	07/14/17	2,500.00	Dr. Miller
2170801	First Midwest Bank of P.B.	1.65	07/11/97	07/30/17	10,925.00	Mabel Swindel
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/17	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.75	08/23/90	08/23/17	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.65	08/25/92	08/25/17	3,000.00	Odd Fellows
110270576	Southern Bank	0.65	08/27/85	08/27/17	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.75	08/28/02	08/28/17	5,000.00	Helvey-Miller
21023335	US Bank of Poplar Bluff	2.02	09/16/87	09/16/17	5,000.00	Mildred Lewis

THREE RIVERS COLLEGE
CERTIFICATES OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
218101	First Midwest Bank of P.B.	0.75	09/22/98	09/22/17	5,000.00	Jerome Burford
3568803469	US Bank of Poplar Bluff	0.25	09/26/00	09/26/17	9,674.10	Wm. D. Becker
423137249	Regions Bank	0.01	05/12/88	10/10/17	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	10/10/17	1,024.34	Fred Morrow
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/15/17	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	0.65	10/31/97	10/31/17	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	1.15	11/06/00	11/06/17	4,000.00	Coll. Achievement
451037941	US Bank of Poplar Bluff	0.40	11/16/98	11/16/17	17,800.00	Wm. D. Becker
451038829	US Bank of Poplar Bluff	0.40	11/17/99	11/17/17	15,469.82	Wm. D. Becker
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/17	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	0.75	12/05/95	12/05/17	5,000.00	Helvey-Miller
2017004259	Commerce Bank	0.30	12/09/89	12/07/17	1,000.00	P.I. Church
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/17	1,110.00	C.T. McDaniel
2016012160	Commerce Bank	0.25	12/11/91	12/11/17	7,700.00	Bill Vinson
11129	First Missouri State Bank	0.75	12/12/96	12/12/17	6,131.36	Kim Mosley
43712	First Midwest Bank of P.B.	0.65	04/27/09	12/14/17	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.25	12/22/97	12/22/17	10,000.00	Harold Prim
5017843040	Commerce Bank	0.30	05/01/97	03/07/18	2,900.00	Miles Hays
2017004363	Commerce Bank	0.30	03/30/88	03/30/18	10,000.00	Myrtle Corbett
63760695	US Bank of Poplar Bluff	1.73	04/04/85	04/05/18	1,001.63	Lonnie Davis
2018004893	Commerce Bank	1.64	04/10/88	04/10/18	3,000.00	Myra C. Hays
2038701	First Midwest Bank of P.B.	1.00	05/16/96	05/16/18	5,000.00	Thelma Jackson
110260320	Southern Bank	0.85	06/02/86	06/02/18	1,000.00	Hulen Spencer
2019003547	Commerce Bank	1.69	07/08/90	07/08/18	4,000.00	P.C. Hays, Jr.
2012008906	Commerce Bank	0.70	05/11/81	11/11/18	4,526.11	P.C. Hays, Sr.
451034787	US Bank of Poplar Bluff	0.50	06/09/97	12/09/18	1,000.00	Wm. D. Becker
423137173	Regions Bank	0.15	12/09/85	12/09/18	5,000.00	Mary Hinrichs
110274305	Southern Bank	0.90	05/30/86	05/30/19	5,200.00	Mabel Swindel
2012008112	Commerce Bank	0.30	08/11/92	028/11/17	1,000.00	Myra C. Hays

Total Agency Fund CD's

\$ 445,818.08

Three Rivers College
 CD Report
 As of December 31, 2016

Investment CDs

CDs Maturing

Bank	Certificate Number	Maturity Date	Amount

Responses

Bank	Contact	Comment	Amount	

CDs Transferred

Endowment CDs Transferred to Endowment Trust
--

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
First Missouri	10316	Arnold Duncan	12/15/2016	1,740.00
Total				1,740.00

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Month of December 2016

Current Fund:	General Fund - Southern Bank	\$ 1,323,081.83
	Electronic Student Refunds - Higher One	<u>195,956.52</u>
	Total Current Fund	1,519,038.35
Housing Fund:	Rivers Ridge - Southern Bank	15,416.37
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>23,580.04</u>
	Grand Total	<u><u>\$ 1,558,034.76</u></u>

This is to certify that the above is supported by invoices, purchase orders, and other pertinent data on file in the College Financial Service Office. Approved by the Board of Trustees, this 18th day of January 2017.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

**THREE RIVERS COMMUNITY COLLEGE
 BID REPORT
 AS OF JANUARY 11, 2017**

Lawn Mowing Services

Status: Closed
 Open Date: 12/2/2016
 Close Date: 12/15/2016
 Funding Source: General Revenue
 Bids Submitted:

Heartland Lawn & Landscape	Bernie, MO
Moss Family Mowing Service	Poplar Bluff, MO
Young's Lawn Care	Bernie, MO
Lukescaping	Poplar Bluff, MO

Bid Awarded: No
 Recommendation: Moss Family Mowing Service

Telepresence Infrastructure

Status: Closed
 Open Date: 12/5/2016
 Close Date: 12/13/2016
 Funding Source: Enhancement & DRA Grant
 Bids Submitted:

Schillers	St. Louis, MO
Solutionz Conferencing, Inc.	Los Angeles, CA
Schillers	\$ 339,158.52

Bid Awarded:

CONSIDERATION OF APPROVAL FOR POPLAR BLUFF CAMPUS MOWING SERVICES

BACKGROUND INFORMATION

HISTORY

In recent years the College has maintained three mowing service areas on the Poplar Bluff campus. These areas were serviced by Moss Family Mowing Service, Lukescaping and the college Physical Plant department. As contracts have expired, it was time for this service to be re-bid.

The College advertised for bids for Mowing Services. Responses were received as follows:

Bidders Meeting Bid Specifications:

Heartland Lawn & Landscape-\$1,500.00 per service for entire Poplar Bluff Campus
Moss Family Mowing Service - \$1,050.00 per service for entire Poplar Bluff Campus
Young's Lawn Care - \$1,630.00 per service for entire Poplar Bluff Campus
Lukescaping - \$1,100.00 per service for entire Poplar Bluff Campus

FINANCIAL IMPLICATIONS

The FY16 spend for mowing services was \$17,235 plus college Physical Plant department costs (labor, material, equipment, etc.) associated with maintenance on the college-maintained portion of the campus. By partnering with one mowing service provider for the entire Poplar Bluff campus, we will actually reduce our costs associated with the college Physical Plant labor, materials and equipment and allow college groundskeeping staff to devote more time to tasks other than mowing such as weeding, planting, hardscaping, etc. Mowing season is estimated to be approximately 22 weeks a year, but can vary widely, making annual comparisons difficult.

ADMINISTRATIVE RECOMMENDATIONS

It is recommended that the College accept the bid from Moss Family Mowing Service for a term of one year with an option of two one-year renewals by agreement of both parties under the same terms and conditions.

January 2017 President's Report

- Construction Update
 - Libla Family Sports Complex
 - Lighting Project
 - Parking Lots
 - Sidewalks
- Freshman Legislative Tour
- Farm Update
- Spring 2017 Convocation
- Semester Start-up

A G E N D A
Executive Session
Wednesday, January 18, 2017

I. Executive Session

1. Personnel and any other matters covered by RSMo Section 610.021
2. Real Estate/Property and other matters covered by RSMo Section 610.021.2
3. Legal and other matters covered by RSMo Section 610.021.1

II. Adjournment

V1. Consideration and approval of College Policy SP 2115 Disability Services for Students

BACKGROUND INFORMATION--HISTORY

The policy was first adopted in March of 2010. There have been several revisions to the policy in order to incorporate required changes by the federal government. This change is to align the wording of the reference with the new college regulation.

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Approve the policy with revisions.

**THREE RIVERS COLLEGE
STUDENT POLICY**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SP 2115 Disability Services for Students	Page 1 of 2
Associated Regulation: SR 2115 Disability Services for Students	
Reference: Section 504 of the Rehabilitation Act; Title II of the Americans with Disabilities Act	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 03-25-2010	Last Revision: 01-18-2017

Three Rivers College provides reasonable accommodations to qualified students with a disability according to Section 504 of the Rehabilitation Act and Title II of the American with Disabilities Act to ensure that there will be no discrimination on the basis of a disability. Accommodations are adjustments made for students with disabilities to allow the same educational experiences as their peers. The purpose of an accommodation is to attempt to level the educational learning field for student with disabilities.

Pursuant to the Rehabilitation Act of 1973 (Section 504) and the Title II Americans with Disabilities Act (ADA), Three Rivers College will provide reasonable and individualized accommodations for requesting students who provide the required documentation outlining their disabilities. Because each student’s disability may differ in degree and impact, reasonable accommodations will be made on an individual basis.

Declaration of a student’s disability is voluntary. Documentation to support the disability must be provided to the college at the time of the request in order for a student to receive services. Information pertaining to a student’s disability is kept confidential. Information provided by a qualified professional will be used to assist with the determination and level of reasonable accommodations provided. It is the intent of the college to ensure equal opportunity while maintaining the integrity and quality of its programs. For more information contact the Office of Disability Services and reference college regulation: SR 2115 Disability Services for Students.

**THREE RIVERS COLLEGE
STUDENT POLICY**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SP 2115 Disability Services for Students	Page 2 of 2
Associated Regulation: SR 2115 Disability Services for Students	
Reference: Section 504 of the Rehabilitation Act; Title II of the Americans with Disabilities Act	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 03-25-2010	Last Revision: 01-18-2017

DOCUMENT HISTORY:

- 03-25-2010:** Initial approval of policy SP 2115 Disability Services for Students.

- 09-16-2015:** Revision of position title Vice President for Student Success to Chief Student Services Officer.

- 05-18-2016:** Revision for clarification of second paragraph: "Declaration of a student's disability is voluntary. Documentation to support the disability must be provided to the college at the time of the request in order for a student to receive services. Information pertaining to a student's disability is kept confidential."

- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.

- 01-18-2017:** Alignment in wording of reference with new college regulation of the same: SR 2115 Disability Services for Students.

Consideration of Personnel Action
Employment of Personnel
PT Secretary – Practical Nursing/Kennett

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – Replacement for Katrie Christopher; resignation approved 07/20/16

_____ Federal Program: _____

_____ Special Program _____

NAME: Christine Handley

POSITION TITLE: PT Secretary – Practical Nursing/Kennett

SALARY: \$9.50 per hour

FULL-TIME _____ PART-TIME: X

9 months _____ 10 months _____ 11 months _____ 12 months X

Other: _____

STARTING DATE: January 12, 2017

QUALIFICATIONS:

Degree

Ed. Institution

Major

EXPERIENCE

<u> 10/2015 – 11/2016 </u>	<u> McPherson Medical & Diagnostics </u>	<u> Receptionist </u>
	<u> Kennett, MO </u>	
<u> 02/2015 – 10/2015 </u>	<u> Bootheel Primary Care Clinic </u>	<u> Office Clerk </u>
	<u> Caruthersville, MO </u>	
<u> 07/2014 – 01/2015 </u>	<u> Scheidler Family Clinic </u>	<u> Medical Assistant </u>
	<u> Kennett, MO </u>	

(01/18/2017)

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Technology & Computer Services Specialist to Assistant Network Administrator

BACKGROUND INFORMATION

HISTORY

Due to the transfer of Dustin Midyett, the Assistant Network Administrator position became available. This position is critical to continued college operations and student support. In conjunction with GAR1010 College Reorganization, the President has recommended the appointment of Kevin Crafford to this position of Assistant Network Administrator. Mr. Crafford will assume the new duties effective January 9, 2017.

FINANCIAL IMPLICATIONS

This is a twelve-month, staff position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Kevin Crafford.

(01/18/2017)

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position
Acting Network Administrator to Network Administrator

BACKGROUND INFORMATION

HISTORY

Dustin Midyett has been assuming the role of the Acting Network Administrator since December. In conjunction with GAR1010 College Reorganization, the President has recommended the formal appointment of Dustin Midyett to Network Administrator position. Mr. Midyett will assume the role effective January 1, 2017.

FINANCIAL IMPLICATIONS

This is a twelve-month, staff position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Dustin Midyett.

(01/18/2017)

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Department Chair, Math and Science to Department Chair, Math, Science, Social Science/Director of Developmental Education

BACKGROUND INFORMATION

HISTORY

Due to the reorganization of the academic and career education structure, the Department Chair of Math and Science has now absorbed the Social Science division. Ms. Sifford has held the department chair role since August 2012. Her continuation in this role with additional responsibilities was recommended by the Chief Academic Officer. In conjunction with GAR1010 College Reorganization, the President has recommended the appointment of Nicole Sifford to this position. Ms. Sifford will assume the new duties effective January 1, 2017.

FINANCIAL IMPLICATIONS

This is a twelve-month, staff position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Nicole Sifford.

(01/18/2017)

**THREE RIVERS COLLEGE
INFORMATION TECHNOLOGY REGULATION**

Section: 8000 Information Technology	
Sub Section: 8100 Acceptable Use	
Title: ITR 8100 Acceptable Use	Page 1 of 7
Associated Policy: ITP 8100 Acceptable Use	
References: U.S. Copyright Law 17 (U.S.C)	
Supersedes: NA	
Responsible Administrator: Director of Computer Services	
Initial Approval: 08-20-2009	Last Revision: 01-18-2017

Computer resources at Three Rivers College are available to all currently enrolled students, faculty and staff, and others who have been authorized by the college. These resources are to be used in a responsible, ethical, and equitable manner. It is important that all users of the computing resources conduct their computing activities in this manner because their computing practices can adversely affect the work of the college and other users.

By activating an account, a user implicitly affirms that: (1) he or she will abide by the broadest interpretation of the following policies; (2) failure to follow policies, guidelines, and procedures may result in loss of computing privileges and/or other disciplinary actions; (3) computer use may be monitored; and (4) the college may terminate the account of anyone who has been determined to have used his or her access for unlawful or unethical purposes or in other contravention of this policy, guidelines, and procedures.

Code of Computing Practices

The following code is intended to work to the benefit of all computer users by encouraging responsible conduct and use of computing resources. Disciplinary action for violating this code shall be governed by the applicable provisions of student handbooks, faculty and staff handbooks, and other policies and procedures of the college, its governing body, and applicable state and federal laws.

1. The following constitutes a code of computing practices to which all users must adhere:
 - A. Users must obtain official approval from the department responsible for users of the computing resources. Approval will not be granted to use computing facilities that do not conform to the mission, processes, and functions of the college.
 - B. Users of computing resources are expected to conduct themselves in a manner that does not constitute a danger to any person's health or safety, or does not interfere with authorized individual and institutional activities.
 - C. Users shall respect the rights of others and not threaten, discriminate against, harass, or intimidate others through the use of computing resources.
 - D. User shall acknowledge that all computer files, including e-mail, are the property of the college. Also, all files may be examined and copied for the purpose of

**THREE RIVERS COLLEGE
INFORMATION TECHNOLOGY REGULATION**

Section: 8000 Information Technology	
Sub Section: 8100 Acceptable Use	
Title: ITR 8100 Acceptable Use	Page 2 of 7
Associated Policy: ITP 8100 Acceptable Use	
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diagnosing and correcting problems with the system.

- E. Users must not misuse, damage, or misappropriate in any manner computing equipment, software, property, and/or other facilities and resources.
- F. Users must utilize only those computers which they have been authorized to use and only for the purposes for which the authorization was granted.
- G. Users of the mainframe systems are responsible for the use of their computer accounts and, as such, they should take precaution against others obtaining access to their computer accounts. This includes managing and controlling the use of individual passwords, operational activities, and resource utilization.
- H. Users must follow the established procedures for accessing any computing system. All computing work must be readily identified with the users own name and, where applicable, the relevant department name.
- I. Users may not access, modify, or copy programs, files, or data of any sort belonging to other users or to the college without obtaining prior authorization to do so from the other users and/or department involved. Similarly, programs, subroutines, data, equipment, and other computing related resources may not be taken to other computer installations without the proper department and/or Three Rivers College Computer Services authorization and a clearly defined understanding of the responsibilities associated with such action (e.g. security of access to the data at the other computer installation).
- J. Users may not use programs, data, equipment, and other computing related resources obtained from other computer sites at Three Rivers College unless prior approval has been obtained from the department responsible for the computer and Computer Services.
- K. Users should minimize the impact of their work on the work of other users. Attempts should not be made to encroach on others' use of the facilities or deprive them of resources. Game playing that is not part of an authorized program of study must not interfere with users' rights to access a system for educational purposes.

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- L. Users must not attempt to modify system facilities and/or subvert the restrictions associated with their assigned use of computers.
2. The following guidelines must be adhered to by all users regarding the use and copyright protection of computer software.
 - A. The piracy, lifting, or unauthorized copying of software by students, staff, or faculty is illegal and ethically unacceptable. Making unauthorized copies of copyrighted programs, music recordings or video recordings is against the law and many subject you to civil and/or criminal liability. A civil lawsuit could hold you responsible for thousands of dollars in damages. Any person who commits an offense under U.S. Copyright Law 17 (U.S.C) and its amendments could face criminal charges that may leave you with a felony record, accompanied by up to five years of jail time and fines up to \$250,000.
 - B. Only software that supports the educational and administrative missions of the college will be installed on the college's computers. That software normally is limited to the following types:
 1. Software purchased and installed under a site agreement;
 2. Software purchased under a single copy purchase and installed on a single machine;
 3. Software developed by employees and students; and
 4. Public domain software and software contributed to the college.
 - C. Software programmed by college employees and students, public domain software, and software contributed to the college may be installed on a system provided it contains documentation to clearly indicate that it was created by college employees or students or that it is in the public domain or contributed to the college.
 - D. Employees and students will be expected to adhere to all provisions of Public Law.
 - E. Illegal copies of copyrighted computer programs may not be made or used on

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college equipment.

- F. The legal or insurance protection of Three Rivers College will not be extended to employees who violate copyright laws.
 - G. College employees are responsible for adhering to the computer software copyright policy and for enforcing the provisions of the policy where students are concerned.
 - H. Software not acquired by officially sanctioned means as stated above will not be installed and must not be operated on college computers.
3. Three Rivers College has available for use by faculty and staff a campus-wide network backbone that provides email, Internet, bulletin board, file transfers, and so on. The following guidelines must be adhered to by all users regarding the use of networking resources.
- A. All users (subscribers) must first be approved by the appropriate supervisor.
 - B. Users should download and review instructions locally as opposed to tying up ports while learning the system.
 - C. Users shall be courteous to other users wishing to seek information and shall remain on the system only long enough to obtain desired information and then exit the system.
 - D. Users shall not place unlawful information on computer systems.
 - E. Users shall not use abusive or otherwise objectionable language in either public or private messages.
 - F. Users shall not send messages that are likely to result in the loss of recipients' work or systems.
 - G. Users should limit file transfers to small files (1 to 2 megabytes) during the day. Larger files should be transferred during off-hours.
 - H. When downloading programs, users should check for copyright or licensing

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agreements and pay author registration fees as required. Support for any downloaded programs should be requested from the originator of the application. Unwanted programs should be removed from the system.

- I. Users shall not use the network for proprietary or commercial work.

4. Disciplinary Actions

If a Computer Services official reasonably believes that a user is engaged in activities which may pose an imminent threat to: (1) the health or safety of others, (2) the integrity of data, (3) computing resources which may adversely affect system operations, or (4) copyrights, the official may confiscate the user's storage media and temporarily suspend user privileges for no more than five working days (excluding weekends and holidays).

The Chief Academic Officer will immediately be consulted. If the decision is to pursue disciplinary action against the user, the Computer Services official shall follow existing college procedures governed by the applicable provisions of the student handbook, faculty and staff handbooks, and other policies and procedures of the college and the applicable state and federal laws.

Users not authorized by the college will be considered to be trespassing and may be turned over to appropriate law enforcement officials.

The following is a non-exhaustive list of disciplinary sanctions that may be taken, either singularly or in combination, by Three Rivers College against violators of this policy:

1. Restitution to reimburse the college for damage to or misuse of computing facilities;
2. Warning to notify the individual that continuation or repetition of a specified conduct may be cause for other disciplinary action;
3. Reprimand in writing indicating further violation may result in more serious penalties;
4. Restriction of computing privileges for a specified period of time;
5. Probation status, with the associated implications, imposed on the individual;
6. Suspension of the individual from the college;
7. Expulsion of the individual from the college; and

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8. Interim or summary suspension until a final determination has been made in regard to the charges made against the individual.

In the event that other institutional regulations are violated, additional penalties may be imposed.

Unauthorized use of computing resources may be adjudged a felony, and the individual(s) involved may be liable to legal prosecution.

The utilization of a hostile software program designed to do damage and interrupt normal operations of the college computer is a criminal act and, as such, punishment to the fullest extent of state and federal law will be pursued by the college.

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DOCUMENT HISTORY:

- 08-20-2009:** Initial approval of regulation ITR 8100 Acceptable Use.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College. Abbreviation TRCC revised to Three Rivers College.
- 10-11-2016:** Revision of position title Vice President of Learning to Chief Academic Officer.
- 01-18-2017:** Statement added regarding reference U.S. Copyright Law 17 (U.S.C.).

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Three Rivers College permits an employee to be absent from his or her duties for a specified time. The board of trustees authorizes the college president to grant leave as set forth in college policy. Granting of leave shall be determined on the basis of policies and procedures designed to facilitate the operation of the college and the need to ensure leave is granted or denied on a uniform basis. Leave of absence may be granted with pay or without pay.

Paid leave may be granted by the college president to eligible employees for approved absences from duty including, but not limited to, sick, vacation, family medical leave, leave of absence, holiday, civil, personal, and military.

I. Sick Leave

Three Rivers College is committed to assisting all regular full-time employees against loss of earnings due to illness, injury, or incapacity to work including illness or incapacity to work due to short term incapacity or disabling condition, and to provide time-off to employees in the event of illness or death of certain family members; as covered by the provisions of the Family Medical Leave Act.

Eligibility to Accrue Sick Leave

- A. Full-time employees, shall be eligible to accrue sick leave.
- B. All full-time employees who are employed pursuant to funds available to the institution through grants or contracts are not eligible to accrue sick leave unless the grant or contract involved provides sufficient funds to cover the costs of such leave, or unless eligibility to accrue sick leave is approved by the college president.

Eligibility for and Rate of Accrual of Sick Leave

- A. Regular full-time personnel, unless otherwise covered herein, shall accrue sick leave at the rate of 8 hours for each month of actual service. -Under no circumstances may a regular full-time employee earn more than 136 hours of sick leave per year.

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- B. Regular full-time faculty, employed on a nine-month basis, shall accrue sick leave at the rate of 8.90 hours for each month of actual service. Faculty employed during the summer shall accrue one day per month of service-
- C. Regular full-time faculty, employed on a ten-month basis, shall accrue sick leave at the rate of 8 hours for each month of actual service-
- D. Accrued hours of sick leave shall be cumulative for all hours not used to a maximum of 480 hours. The employee will not be eligible to accrue additional hours after the maximum number of hours is met until the number of hours accumulated falls below the maximum number of hours allowed.
- E. Eligible employees shall accrue sick leave from the date of full-time employment.
- F. Eligible employees earn and accrue sick leave for each month during which the employee received compensation.
- G. Employees otherwise eligible to earn sick leave do not earn or accrue sick leave while on leave of absence.

Separation of Employees with Accrued Sick Leave

Upon termination of employment, accumulated sick leave shall not be used as terminal leave, and the employee shall not be entitled to any payment for accumulated sick leave.

Use of Sick Leave

Sick leave and Family and Medical Leave Act Leave (FMLA) shall run concurrently. (Note: Unless an employee is on a reduced or intermittent work schedule, periods of less than three days shall not be designated as FMLA leave.)

- A. Sick leave is generally applicable to absences due to illness or injury to an employee, including but not limited to illness or incapacity to work due to pregnancy, medical examinations and dental appointments. In addition, sick leave may be used for maternity/paternity leave.

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- B. Abuse of sick leave by an employee will result in the withholding of payment of the sick leave and possible additional disciplinary action up to and including termination. Sick leave may not be taken until earned, and may not be advanced. Please note: sick leave may be denied at the discretion of the supervisor.
- C. Where an employee must be absent because of illness in the immediate family, sick leave may be used. For purposes of this section, "immediate family" shall be deemed to include: (1) spouse; (2) children, step-children; (3) parents, step-parents, foster parents and parents-in-law; (4) sibling; and (5) other members of the family who reside within the home of the employee.
- D. In instances of death of a member of the immediate family, sick leave may be granted at the discretion of the employees' supervisor, for a maximum of three (3) days.
- E. Sick leave may not be used by nine-month employee for absences due to illness or injury during a summer session unless the employee has been physically present and actually commenced employment for the term in question.
- F. Upon prior approval of the college president, an employee who is injured in the line of duty as a result of the commission of an assault upon him or her which disables the employee from performing his or her regular duties, may be retained on the regular payroll for a period not to exceed twenty-eight (28) calendar days without being required to use any accrued sick leave. The length of time for such retention on the payroll shall be based upon a written statement from the attending physician that the employee is unable to perform his or her regular duties.

Physician's Statement or Other Certification

An employee may be required to present evidence in the form of personal affidavits, physician's certificates, or other testimonials in support of the reason for sick leave upon request of his or her supervisor.

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Return to Work

For the employee's protection and the protection of those who work closely with the employee, an employee may be required to present a written release to return to work, including any restrictions that may apply, from a licensed physician or other accredited practitioner prior to resuming employment. An employee will be allowed to return to work if he/she is able to perform the essential functions of the position.

Exhaustion of Sick Leave

When the illness, injury, or disability of an employee continues beyond the period of accumulated sick leave, the employee shall use any accumulated annual leave for continued absence. When an employee has exhausted all accumulated sick and annual leave, he or she may request to be placed on leave of absence. If applicable, employees who have exhausted all accumulated sick and annual leave may PP 4330 Shared Sick Leave.

Personal Leave

Full-time employees of the college may use a maximum of 40 hours of accrued sick leave per year for personal matters that cannot be conducted during non-work time with notification to the appropriate supervisor or administrator. Personal leave is available at the beginning of each fiscal year. During the first year of employment, personal leave will be prorated based on the date of hire. Unused personal leave shall not be cumulative. At the end of the fiscal year unused personal days will remain in the employees sick leave balance up to the maximum amount of 480 hours. Upon termination of employment, the employee shall not be entitled to any payment for personal leave.

Bereavement Leave

College employees may use up to 24 hours sick leave as bereavement leave in the event of a death an immediate family member. Immediate family shall mean the husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, granddaughter, grandson, grandfather,

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grandmother, aunt, or uncle.

II. Vacation Leave

The time selected for vacation leave shall be subject to approval by the immediate supervisor and the appropriate cabinet member, whereas it is deemed that the leave time does not jeopardize the operations of the college. Request for vacation leave must be submitted on the approved college forms no less than ten (10) business days prior to the leave occurring.

Vacation leave may be used to supplement sick leave in case of extended illness if employee elects to do so and upon approval of the immediate supervisor. In cases of FMLA leave, vacation and FMLA leave shall run concurrently.

Vacation leave shall not accrue beyond the maximum accumulated level as outlined herein.

Eligibility to Accrue Vacation Leave

- A. Regular, full-time administrative, professional and support staff, regardless of probationary status, shall be eligible to accrue vacation leave.
- B. Temporary employees shall not be eligible to accrue vacation leave.
- C. All full-time employees who are employed pursuant to funds available to the institution through grants or contracts are not eligible to accrue vacation leave unless the grant or contract involved provides sufficient funds to cover the costs of such leave, or unless eligibility to accrue vacation leave is approved by the college president.
- D. Faculty members with less than 12 month appointments are not eligible to accrue vacation leave.
- E. Eligible employees earn and accrue vacation leave for each month during which the employee received compensation. Employees in positions of less than 12 months prior to January 18, 2017, are eligible to accrue vacation leave based on 12-months of service and years of service as outlined below.

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Eligibility for and Rate of Accrual of Vacation Leave

Administration, Professional Staff, and 12-Month Faculty Appointments

Employees classified as exempt professional staff, administration, or 12 month faculty may accumulate a maximum of 200 hours. The employee will not be eligible to accrue additional hours after the maximum number of hours is met until the number of hours accumulated falls below the maximum number of hours allowed.

For example: During the month of June an employee accrues 10 hours of vacation leave. The employee has a current vacation leave balance of 200 hours. There is no increase to the vacation balance until the employee takes vacation leave, at which time accrual will begin again until the maximum limit of 200 hours is met.

Persons who were employed before July 1, 1999, and who have been employed more than one year shall be entitled to 160 hours vacation earned at 13.34 hours of vacation time per month.

Administration, Professional Staff, and 12-Month Faculty Appointments employed after July 1, 1999, shall earn vacation based on years of service as follows:

Years of Service	Number of Vacation Hours Per 12 Month Period
0 – 1 Year	80
2 – 5 Years	96
6 – 10 Years	120
11 – 15 Years	144
16 – More Years	160

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Persons who were classified as exempt prior to November 1, 2016, will continue to accrue at the Administration, Professional Staff, and 12-Month Faculty rate based on years of service. Persons hired in after November 1, 2016, will accrue vacation based on position classification of exempt or non-exempt at the time of hire.

Support Staff

Employees classified as support staff (non-exempt) may accumulate a maximum of 160 hours. The employee will not be eligible to accrue additional hours after the maximum number of hours is met until the number of hours accumulated falls below the maximum number of hours allowed.

For example: During the month of June an employee accrues 10 hours of vacation leave. The employee has a current vacation leave balance of 160 hours. There is no increase to the vacation balance until the employee takes vacation leave, at which time accrual will begin again until the maximum limit of 160 hours is met.

Support staff employed before July 1, 1999, and employed one (1) year or more shall be entitled to 144 hours per year earned at 12 hours vacation time per month.

Support Staff employed after July 1, 1999, shall earn vacation based on years of service as follows:

Years of Service	Number of Vacation Hours Per 12 Month Period
0 – 1 Year	64
2 – 5 Years	80
6 – 10 Years	96
11 – 15 Years	120
16 – More Years	144

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Persons hired in after November 1, 2016, will accrue vacation based on position classification of exempt or non-exempt at the time of hire.

Separation of Employees with Accrued Vacation Leave

Upon separation of employment the employee will be entitled to any payment for accumulated vacation leave not to exceed 160 hours for Support Staff and 200 hours for Administration, Professional Staff, and 12 Month Faculty. **Closing the College due to Inclement Weather**

Three Rivers College alerts employees, students and others about college closings with Operation Weather-bird. This is the procedure that is followed when weather conditions warrant closing the college. If the college closes due to inclement weather, the President monitors weather conditions and alerts the media as early in the day as possible. The President monitors the weather throughout the day to make a determination on closing a second day.

Employees must monitor the media for college closing notices on the local television, radio stations, and college web site. Administrative, professional, and classified staff will be charged equivalent hours of vacation leave if they are absent when the college (or their off-campus site of employment) is open; teaching staff will be charged equivalent hours of personal leave. If no leave balance exists, the employee will be charged the equivalent hours of unpaid leave.

III. Family and Medical Leave

Three Rivers College provides Family and Medical Leave in accordance with the Federal Family and Medical Leave Act (FMLA) of 1993 and subsequent amendments. FMLA provides eligible employees who work for covered employers the right to take unpaid, job-protected leave for absences due to a qualifying event. In compliance with the Family Leave Act of 1993, Three Rivers College provides eligible male and female employees up to twelve workweeks of unpaid leave during a twelve month period (defined as a “rolling” period) for specified family and medical reasons, to provide continued health insurance coverage during the leave period and to insure employee reinstatement to the same or an equivalent position following the leave period. This regulation is further contained in informational posters provided by the Department of Labor; see the Human Resources Office.

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Employee Eligibility

- A. In order to be considered “eligible” under FMLA guidelines, an employee must (1) have worked for Three Rivers College for at least 12 months (the 12 months do not have to be consecutive in order for an employee to be eligible) and (2) have worked at least 1,250 hours during the year preceding the start of the leave. For purposes of this regulation, full-time faculty satisfies the 1,250 hour test.
- B. The determination of whether an employee meets the eligibility criteria for receiving FMLA leave is based on the amount of service (including prior service) possessed by the employee as of the date the leave actually begins.
- C. Be employed at a work-site where the employer employs at least fifty (50) employees within a 75-mile radius.
- D. This regulation includes both regular and temporary employees. However, Three Rivers College is not obligated to restore an employee hired for a specific term or to complete a project.
- E. Must not have used all available FMLA in the 12 months prior to when the leave will commence.
- F. Must have a qualifying event.
- G. This policy contains no exceptions for “key employees” (e.g., a salaried FMLA-eligible employee who is among the highest paid 10 percent of all the employees of the institution).
- H. Military caregivers leave can be up to 26 weeks.

Qualifying Event

A qualifying event under FMLA includes:

- A. Birth and care of the employee’s newborn child.

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- B. Placement of a child with the employee for adoption, or by the State for foster care.
- C. To care for the employee’s spouse, child or parent with a serious health condition (this does not include in-laws).
- D. The employee’s own serious health condition that prevents him or her from performing the employee’s job.
- E. “Any qualifying exigency” for an employee’s spouse, child, or parent on active military duty or being called to active military duty; or
- F. To care for a spouse, child, parent, or next-of-kin who is a member of the Armed Forces, National Guard or Reserves and who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness suffered in the line of duty on active duty.

Length of Family Medical Leave

An eligible employee is entitled up to twelve (12) workweeks of unpaid leave within a twelve-month period without loss of seniority or benefits. When both spouses in a family work for the College, they will be entitled to a total of twelve (12) weeks of unpaid leave (rather than 12 weeks each) for the birth, adoption, for foster placement of a child, or to care for a parent with a serious health condition.

The 12-month period is defined as the 12 months prior to when the leave will commence. Only military caregiver leave provides an entitlement to 26 weeks.

All leave taken under the policy and leave for any other reason that would qualify under FMLA (e.g., worker’s compensation leave that qualifies as a serious health condition), will be counted against the employee’s leave entitlement under FMLA.

When an employee is not required to report for work for one or more weeks (e.g., employees who do not report for work during Christmas/New Year holiday, or during the summer) such days do not count against the employee’s FMLA leave.

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Family and Medical Leave Information

The foregoing regulation presents the pertinent provisions of the Family and Medical Leave Act of 1993 and complies with the requirements of the Act. If any employee desires additional information or explanation of the procedures and provisions of the Act, he/she is encouraged to seek additional information by obtaining a copy of the Act, fact sheet, or certification forms through the Human Resources office or arranging a conference with the Director of Human Resources/designee.

The Department of Labor informational poster is displayed in each building on campus as well as each external location.

Coordination with Existing Leave Policies

During a qualified leave, the employee shall exhaust all available paid sick leave, personal leave and vacation before continuing leave on an unpaid basis. All college leave is to run concurrently.

While on unpaid FMLA leave, employees will not accrue sick or vacation time during a month in which they have not been paid. Additionally, employees on FMLA will not be paid for a holiday that occurs during the period that they are on FMLA leave.

FMLA leave will be counted against the employee's leave entitlement from qualifying approved sick bank leave. If an employee elects to apply for and is approved for an extended leave of absence (PP 4329), the amount of time taken for FMLA leave will be deducted from the period of leave available. Once the FMLA portion of the employee's leave has ended, and the employee has elected to continue on leave pursuant to another Board policy or regulation, the remaining portion of the leave will be governed by the provisions of the other policy or regulation with respect to compensation, benefits, reinstatement, and all other terms and conditions of employment as set forth associated policy.

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Notification

An employee who requests leave under this procedure shall receive written notice of the specific expectations and obligations of the employee, and the consequences for failure to meet these obligations. Such written notice shall be provided within a reasonable time after the employee gives notice of the need for leave under this procedure, usually within five (5) business days.

Before returning to work, an employee who is on leave of absence due to his/her own serious health condition must submit to the Director of Human Resources/designee, a health care provider's written certification form that the employee is able to return to work. Failure to provide such certification may result in the delay or denial of job restoration.

NOTE: An employee who requests leave that qualifies as family or medical leave under this regulation, and who does not specifically request the type of leave, shall be notified herein that the college reserves the right to designate the leave type, and it will be counted as FMLA leave. Such notification shall occur promptly, usually within five (5) business days after the college has become aware that the leave qualifies as FMLA leave. The notification may be oral or in writing; however, oral notification that the leave has been designated as FMLA leave will be confirmed in writing within five (5) business days.

IV. Leave of Absence

Leave of absence without pay, requires both the recommendation of the appropriate cabinet member and the approval of the college president. A leave of absence not to exceed ninety (90) days may be granted for justifiable absences wherein it is not desirable to terminate the employee. Factors considered in determining whether it is desirable to not terminate the employee and to approve leave of absence without pay include whether:

- a) There are extraordinary circumstances present that justify keeping a position open or vacant and preserving it for that employee,
- b) it is, objectively and from a business standpoint, in the institution's best interest to retain the employee because of demonstrated contributions,

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- c) the employee performs a unique service or has unique qualifications that are required for the position. Such leave must be approved by the college president or his/her designee, and
- d) there is minimal harm to students' education.

Employees who request an unpaid leave of absence due to a Family and Medical Leave Act (FMLA) qualifying event shall have their leaves processed in accordance with the provisions of PP4321 Family and Medical Leave regarding eligibility, continuation of insurance coverages, and maximum leave period for parents who are both college employees, etc.

If an employee is not eligible for FMLA leave or the period of the leave exceeds the FMLA maximum, the remaining balance of the leave shall be processed in accordance with the provisions of this policy. An employee who is on an unpaid leave of absence which does not qualify as FMLA leave shall be responsible for paying both the employee and employer portion of insurance premiums.

While on leave of absence for justifiable personal reasons other than non-qualifying FMLA leave, illness, injury, or disability, an employee retains accumulated annual and sick leave, but does not earn or accrue additional annual or sick leave. An employee who has qualified for Workers' Compensation may retain accumulated annual and sick leave.

An employee on leave of absence is not entitled to compensation for official holidays occurring within the leave period.

NOTE: All leave of absence requests shall require the written approval of the college president, and the recommendation of appropriate cabinet member and is at the complete discretion of the college.

V. Holiday

Annually, upon recommendation of the President, the Board of Trustees approves certain holidays, duty days and non-duty days. A list of holiday leave days which will recognize paid holidays for full- time employees will be provided annually. Employees will not receive additional

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compensation for holidays. Employees must be on paid status the working day prior to a holiday to be compensated for the holiday.

VI. Civil

Jury Duty and Court Related Leave

A full time employee summoned to serve as a member of a jury panel shall be granted administrative leave with pay and the employee shall retain jury fees. The college shall not reimburse the employee for meals, lodging, or travel expenses while serving as a juror.

A full time employee subpoenaed in the line of duty to represent the college as a witness or defendant shall not be granted administrative leave, and his or her appearance in such cases shall be considered a part of the job assignment. An employee, who is involved in litigation as a result of action related to carrying out the official college duties and responsibilities, may be granted administrative leave with pay for court attendance upon the approval of the college president.

A full time employee subpoenaed as a witness, not involving litigation in which he or she is a principal, shall be granted administrative leave with pay, and any witness fees shall be retainable by the employee. The college shall not reimburse the employee for meals, lodging, or travel expenses while serving as a witness.

In no case shall pay be granted for court attendance when an employee is engaged in personal litigation in which the employee is a principal; however, an employee may be granted vacation, personal, or emergency leave in such cases with the approval of the college president, or designee.

An employee shall promptly notify the immediate supervisor of the receipt of a jury summons or witness subpoena. The Leave Request form should be completed and submitted to the supervisor at the conclusion of the court service. A copy of the summons or witness subpoena must accompany the Leave Request form.

Employees released prior to the end of the work day are required to return to work. A copy of the "work excuse" provided by the court, indicating the dates of service and time of release from

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service is required. NOTE – the employee must request a work release from the court as one is not provided automatically.

Civil Air Patrol

With proper documentation, an employee of the college who is a member of the United States Air Force Auxiliary Civil Air Patrol who participates in a training program for the civil air patrol, or in emergency and disaster services, shall be entitled to a leave of absence with pay for a period of not more than fifteen (15) days during a calendar year for such purposes if the leave of absence is at the request of the employee’s wing commander or the wing commander’s designated representative. Any leave of absence pursuant to this section shall be in addition to any other leave of the employee. The employee is expected to submit the appropriate documentation and file with the college human resources office. All other rights and benefits of the employee, including seniority rights, insurance benefits, health insurance benefits, creditable service and all other such rights and benefits, shall continue.

VII. Military Leave

Three Rivers College supports the men and women of the armed forces of the United States and shall grant leave to those employees called to service.

The college intends that employees on military leave be compensated to the greatest extent allowed by sound fiscal management. The college does not discriminate in hiring, firing, promotion, training, or any other benefit or advantage of employment for the past, present, or future participation in uniformed services. The college president, or designee, may grant extended military leave based on these considerations.

Full time College employees shall be granted military leave with pay and appropriate benefits as follows:

Requesting Leave

- A. A full time employee called to military service should provide written notice to his or her supervisor as soon as possible.

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- B. The employee must submit a copy of his or her official orders to the human resources office and complete a Leave Request Form.
- C. The employee must designate a depository for direct deposit of any monies received from the college.

Salary and Benefits During Leave

- A. A full time employee granted military leave for normal training or reserve obligations shall receive full pay and benefits for the first seventeen (17) days of leave each calendar year. Leave beyond 17 days shall be without pay.
- B. A full time employee who enlists or is called to extended military service during a time of war, or national or state emergency declared by the President, Congress, or the Governor shall be granted leave of absence from his or her position. The first thirty (30) days shall be with full pay and benefits. Additional pay and/or benefits beyond thirty (30) days may be granted to an employee as allowed by current budget and fiscal conditions. Beyond 30 days, the service member will be able to maintain coverage under the group sponsored health plan for up to 24 months; however, they may be required to pay up to 102 percent of the full premium as provided under COBRA. An employee on military leave from the College will not lose accrued leave when engaged in active status duty.

Re-instatement

- A. Upon return from extended active duty, a previous employee shall be reinstated to the same, or a position of like seniority, status and pay, as that which he or she left prior to the extended leave, in accordance with USERRA requirements.
- B. Employees shall retain all unused leave benefits and shall have balances credited to their records upon return to their positions.
- C. Vacation and sick leave accrue while the employee remains on paid leave status.
- D. Employees occupying positions funded by grants or other temporary sources shall be eligible for military leave and reinstatement rights during the term established for their

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positions by the grant or other source.

- E. Employees must return to work within a certain amount of time after military service ends, depending on the length of service. Employees do not need to decide until the end of their military service whether they will seek reemployment.

Service up to 30 days

The employee must return at the beginning of the next regularly scheduled work period on the first full day after release from service, with safe travel home plus an eight hour rest period.

Service of 31-180 days

The employee must return no later than 14 days completing military service.

Service of 181 days or more

The employee must return to work no later than 90 days after completing military service.

Service-related injury or illness

The reemployment of an employee who has incurred a disability during service shall be according to USERRA guidelines.

Employees are protected from being discharged without cause for six months after the date of reemployment after military service lasting 31-180 days and for one year after reemployment for any longer service period.

Other Information

The college will not reinstate an employee who has been dishonorably discharged. The college will not hold positions for temporary employees.

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References:	
Supersedes: NA	
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Initial Approval: 03-24-2010	Last Revision: 01-18-2017

DOCUMENT HISTORY:

- 03-24-2010:** Initial approval of regulation PR 4320 Authorized Types of Leave.
- 07-07-2010:** “Personal leave is available at the beginning of each fiscal year.”
- 07-14-2011:** “Employees released prior to the end of the work day are required to return to work. A copy of the “work excuse” provided by the court, indicating the dates of service and time of release from service is required. NOTE – the employee must request a work release from the court as one is not provided automatically.” Added to section on jury leave.
- 08-15-2011:** Changed accrual values from days to hours as reflected on employee information in the college data system.
- 12-19-2012:** Revised the sick leave accrual hours to remove the sick and personal leave combined totals.
- Under Personal Leave – added “During the first year of employment, personal leave will be prorated based on the date of hire” and “At the end of the fiscal year unused personal days will remain in the employees sick leave balance up to the maximum amount of 480 hours.”
- Replaced “for the days not used after the maximum has been reached” with “to accrue additional hours after the maximum number of hours is met until the number of hours accumulated falls below the maximum number of hours allowed. For example: During the month of June an employee accrues 10 hours of vacation leave. The employee has a current vacation leave balance of 200 hours. There is no increase to the vacation balance until the employee takes vacation leave, at which time accrual will begin again until the maximum limit of 200 hours is met.”

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Initial Approval: 03-24-2010	Last Revision: 01-18-2017

09-21-2016: The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College. TRC revised to Three Rivers College.

01-18-2017: Addition of eligibility for and rate of accrual of vacation leave for 12-Month Faculty Appointments, exempt and non-exempt status changes, minor language edits, and statement "If applicable, employees who have exhausted all accumulated sick and annual leave may PP 4330 Shared Sick Leave" under Exhaustion of Sick Leave section.

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References: PP 4530 Workers' Compensation	
Supersedes: 6.3, 6.4, 6.5, 11.1, 11.2, 11.3, and 11.9	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-22-2010	Last Revision: 01-18-2017

Three Rivers College provides benefits to full-time employees only, except as required by law. The Board of Trustees considers the inclusion of said benefits on an annual basis. The extent and nature of benefits provided may vary by employee group and work schedule. Information and summary communications intended to explain benefit plans are furnished to all plan participants on a continuing basis. Additional information regarding the college benefits outlined herein is available through the office of human resources.

Liability Insurance

The college maintains liability insurance policies for the protection of employees and the college. A description of the coverage afforded by these policies is available to employees through the office of human resources. If the employee is witness to or involved in an incident which could conceivably expose the college and/or the employee to liability, the employee must notify campus police to initiate a report. A copy of the report will be provided to the office of financial services.

Workers' Compensation

College employees are covered under worker's compensation and unemployment insurance. Reference: PP 4530 – Workers' Compensation Benefits.

Unemployment Compensation Insurance

Both full- and part-time employees at Three Rivers College are covered by unemployment insurance. The Missouri Employment Security Law provides unemployment insurance benefits for workers who become totally or partially unemployed, if the employee meets the eligibility requirements of the law. No deductions are made from the employee's pay for this insurance; it is paid by the college. Further information is available from the local Employment Security Office.

Social Security and Medicare

College employees contribute to the Social Security System and Medicare except for instructors and certified employees covered by Public School Retirement System of Missouri (PSRS). The college matches Social Security and Medicare (FICA) contributions. Since March 31, 1986, Medicare has been deducted from new employees' earnings, but not from those full-time staff

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with PSRS membership and those with continuous employment at Three Rivers beginning prior to March 31, 1986.

Bookstore Discounts

College employees receive a 10% discount on merchandise purchased at the college bookstore. Employees will be required to show their college identification to receive the discount.

Group Insurance Benefits

Insurance payments will not be made by the college for full-time employees in federally funded programs once funding by the Federal Government has ceased.

Medical Insurance

The college pays the full cost of the medical premium for the base plan election for the employee. Employees may cover their spouses and/or eligible children under the group plan. If dependent coverage is elected, the employee is required to pay the monthly premium through payroll deduction. Employees may decline the coverage; however, proof of other coverage must be provided and a declination form must be completed and filed with the office of human resources. Coverage for new employees becomes effective the first of the month following the first pay period as specified in the summary plan description.

Those employees with the annuity option for medical insurance (prior to July 1, 1993) will have a like amount contributed toward the annuity. These employees must have proof of health coverage elsewhere in order to remain qualified for this option. If an employee switches from the annuity to the college provided medical insurance, he/she may not switch back at a later date. Employees hired after June 30, 1993, do not have the option of selecting the annuity.

Life Insurance

The college provides employees with basic term-life and accidental death and dismemberment insurance. Employees may choose to purchase additional supplemental coverage up to five times their annual salary for themselves subject to specified approval guidelines. Employees may also purchase dependent life insurance coverage on spouses and/or dependent children. The

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premiums for additional coverage are paid by the employee through payroll deduction.

Dental Insurance

The college provides employees with dental insurance coverage. Employees may cover their spouses and/or eligible children under the same group plan. If dependent coverage is elected, the employee will be required to pay the monthly premium through payroll deduction. Coverage for new employees becomes effective the first of the month following the first pay period.

Vision Insurance

The college pays the full cost for employee vision coverage. Employees may cover their spouses and/or eligible children under the group plan. If dependent coverage is elected, the employee pays the monthly premium through payroll deduction. Coverage for new employees becomes effective the first of the month following the first pay period.

Cafeteria Plan

The college offers full-time eligible employees the opportunity to participate in a Cafeteria Plan which allows employees to contribute to certain benefit plans on a before-tax basis. Participation in the plan is voluntary. The plan allows employee contributions for optional insurance coverage and flexible spending accounts for reimbursable health care expenses and child/dependent expenses to be taken out of each check before taxes are calculated.

Public School Retirement System (PSRS) of Missouri

In compliance with PSRS guidelines, all full-time and part-time instructors and qualified professional staff are members of PSRS provided they work 17 hours or more per week and are employed in a position that normally requires at least 600 hours of annual service. Contributions to PSRS are matched by the college at the authorized rate. Members of PSRS are not covered by Social Security.

Public Education Employee Retirement System (PEERS) of Missouri

In compliance with PEERS guidelines, all employees eligible for PEERS Retirement and who work 20 hours or more per week in a position that normally requires at least 600 hours of service per

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year are members of The Public Education Employee Retirement System (PEERS). The College matches employees' contributions into PEERS. Members of PEERS are also covered by Social Security. The college matches employees' contributions in Social Security.

Tax Sheltered Annuities (403b)

The college provides for payroll deduction and processing for employees participating in tax-sheltered annuities on a voluntary basis. The college makes no contribution on the employee's behalf.

Pension and Retirement Services (PARS) provides additional investment opportunities and administration services for the college in compliance with federal/state tax regulations. The plan document and a list of approved 403(b) providers are available for employees to review in the office of human resources. The college does not endorse any particular policy or company.

Tuition Waivers for Full-time Employees

A waiver of tuition for Three Rivers College courses is provided for all full-time employees on a space available basis. Tuition remission applications must be resubmitted annually and will be applicable one academic year beginning with the fall semester. Continuing Education courses and individual instruction are not eligible for waiver of tuition.

The waiver is for tuition, common and distance learning fees only. Laboratory and other fees are not included. Employees may enroll in courses during working hours using flex-time with the approval of their supervisor. The college president reserves the right to exempt special courses.

Tuition Waivers for Spouses of Full-Time Employees

A waiver of tuition is available for spouses of all full-time employees who enroll in Three Rivers College courses on a space available basis. Tuition remission applications must be resubmitted annually and will be applicable one academic year beginning with the fall semester. Continuing Education courses and individual instruction are not eligible for waiver of tuition.

The waiver is for tuition, common and distance learning fees only. Laboratory and other fees are not included. The tuition waiver for spouses is granted only to those students not receiving

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institutional scholarships. The college president reserves the right to exempt special courses.

Tuition Waivers for Qualifying Children of Full-Time Employees

A waiver of tuition is authorized for the qualifying children (as defined by the Internal Revenue Service IRS) of all full-time employees who enroll in Three Rivers College courses on a space available basis. Tuition remission applications must be resubmitted annually and will be applicable one academic year beginning with the fall semester. Continuing Education courses and individual instruction are not eligible for waiver of tuition.

The waiver is for tuition, common and distance learning fees only. Laboratory and other incidental fees are not included. The tuition waiver for qualifying children is granted only to those students not receiving institutional scholarships. The college president reserves the right to exempt special courses.

Air Evac

The college provides annual family membership for Air Evac services to all full-time employees employed as of July 1 on an annual basis. Air Evac provides prepaid protection against air ambulance costs not covered by a member's insurance or medical benefits. Additional information is available by contacting the office of human resources.

Benefits Available to Retired Employees

All life insurance coverage is cancelled at the point of retirement. Retired employees and their dependents that received coverage under the college's group health insurance policy have the option of continuing coverage at the group rate paid by the college. Continuing coverage must be declared by the employee prior to the date of retirement. College-paid insurance will continue for retired employees until the final payment date of the last completed contract.

Retired employees and their qualifying children are provided the opportunity to access the tuition waiver for Three Rivers College courses. A waiver of tuition is authorized for the qualifying children (as defined by the Internal Revenue Service IRS) of all retired college employees who enroll in Three Rivers College courses on a space available basis. Tuition remission applications must be resubmitted annually and will be applicable one academic year beginning with the fall

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semester. Continuing Education courses and individual instruction are not eligible for waiver of tuition.

The waiver is for tuition, common and distance learning fees only. Laboratory and other incidental fees are not included. The tuition waiver for qualifying children (as defined by the IRS) is granted only to those students not receiving institutional scholarships. The college president reserves the right to exempt special courses.

Retired employees are also eligible to receive a lifetime pass to all college sporting event.

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Responsible Administrator: Director of Human Resources	
Initial Approval: 09-22-2010	Last Revision: 01-18-2017

DOCUMENT HISTORY:

- 09-22-2010:** Initial approval of regulation PR 4510 Benefits.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 01-18-2017:** Addition of statement "Tuition remission applications must be resubmitted annually and will be applicable one academic year beginning with the fall semester" to tuition waivers for full-time employees, spouses, and a waiver of tuition is authorized for the qualifying children (as defined by the Internal Revenue Service IRS).

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Associated Policy: PP 4810 ADA and Reasonable Accommodation	
References: Sec. 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Addendum: "504 and ADA Accommodations Request Form"	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 07-27-2010	Last Revision: 09-21-2016

Three Rivers College complies with, and fully supports Section 504, of the Rehabilitation Act of 1973 and the American's with Disabilities Act of 1990. Therefore, the college does not discriminate on the basis of a disability against an otherwise qualified individual in any program, service or activity offered by the college. The college is committed to ensuring that no otherwise-qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services. The college may provide reasonable accommodations however; it cannot result in an undue burden to the college or fundamentally alter the essential functions of the job.

Employees are responsible for initiating the request for any disability related workplace accommodation. The request for accommodation should be made in writing to the 504/ADA coordinator. The director of human resources is the 504/ADA coordinator for the college. The request should include the following:

1. Name, phone number, and address of the employee
2. Position title and division
3. Immediate supervisor's name and extension number
4. Physical or mental condition and its duration
5. Accommodation requested
6. Brief summary of how the requested accommodation will enable the employee to perform the essential functions of the job.

The office of human resources will evaluate each request on a case-by-case basis to determine what type of documentation is necessary and if the requested accommodation is appropriate and reasonable. Documentation requested may vary depending on the nature and extent of the disability and the accommodation requested. The office of human resources will discuss the request and any possible alternatives with the employee. If the accommodation is deemed appropriate and reasonable, the associated cost will be discussed with the appropriate supervisor.

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Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 07-27-2010	Last Revision: 09-21-2016

All college employees have a legal obligation to maintain confidentiality regarding another employee's disability-related information. Supervisors and human resources staff will provide information only when it is necessary to facilitate an accommodation.

Reasonable accommodation requests should consider the following factors:

1. What is the nature of the employee's condition (physical or mental)?
2. How does the condition effect the employee's workplace setting?
3. Does the condition limit one or more major life activities?
4. Will the accommodation allow the employee to perform the essential job functions effectively?
5. Will the requested accommodation alter or remove an essential function of the job?
6. What impact will the requested accommodation have on the functionality of the department?

The college is not required to provide an accommodation that will have the effect of eliminating an essential function of the job in question, or to provide an accommodation or service which is personal in nature, such as a hearing aid or wheelchair. Furthermore, the college is not required to lower performance, production or conduct standards, or to alter an employees' expected attendance requirements for the job. An employee needing to request an accommodation for a disability to enable them to perform their job should contact the office of human resources.

Once the office of human resources receives the request for accommodation form with all the appropriate documentation; a written determination shall be made within fifteen (15) calendar days of receiving the completed request. If an accommodation is provided, the employee will be notified of an expected date of implementation. Should additional time be needed to make a determination, the employee will be notified of the status of the request and an estimated date will be provided.

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Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 07-27-2010	Last Revision: 09-21-2016

DOCUMENT HISTORY:

- 07-27-2010:** Initial approval of regulation PR 4810 ADA and Reasonable Accommodation.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.

Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

504/ADA FACT SHEET AND ACCOMMODATIONS REQUEST

Three Rivers College provides an accessible and supportive environment for employees with disabilities. Equal access for qualified employees with a disability is an obligation of the college under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Three Rivers College does not discriminate on the basis of disability against an otherwise qualified individuals in any program, service or activity offered by the college. The college ensures that no otherwise-qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services; however, accommodations cannot result in an undue burden to the college or fundamentally alter the essential functions of the job.

The following procedures are in place to assist anyone with needs for accommodation: Employees are encouraged to contact their respective 504/ADA coordinator if assistance is desired, to discuss accommodation needs. The director of human resources is the TRC 504/ADA coordinator. Completing and submitting the form below to the office of human resources begins the accommodations request process, and allows the coordinator to make requests on the employee's behalf. Disclosure of a disability is voluntary. An employee needing to request an accommodation for a disability should begin the process by contacting the Office of Human Resources, Westover Building; 573-840-9695.

NOTE: Documentation of the disability may be required. If so, such documentation will be maintained in a confidential file separate from the personnel record.

504/ADA ACCOMMODATIONS REQUEST		Click to hide text above	
NAME:		EMPLOYEE ID#	
ADDRESS		PHONE #	
EMERGENCY CONTACT PERSON		PHONE #	
NATURE OF DISABILITY (Disclosure of Disability is voluntary.)			
ACCOMMODATION(S) REQUESTED			
SIGNATURE			
HUMAN RESOURCES			

Three Rivers College provides equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service. The college ensures that there is no unlawful discrimination against any person because of race, color, religion, sexual orientation, disability, age, gender, or national origin.

PLEASE NOTE: This Board Book contains information that is protected under Federal privacy law and should not be copied, disseminated, or otherwise released to any other person.

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01/11/2017

RESET

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SR 2115 Disability Services for Students	Page 1 of 4
Associated Policy: SP 2115 Disability Services for Students; GAP 1200 Equal Opportunity	
Reference: Section 504 of the Rehabilitation Act; Title II of the Americans with Disabilities Act	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 01-18-2017	Last Revision:

Three Rivers College provides reasonable accommodations to qualified students with a disability according to Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act to ensure that there will be no discrimination on the basis of a disability. Accommodations are adjustments made for students with disabilities to allow the same educational experiences as their peers. The purpose of an accommodation is to attempt to level the educational learning field for student with disabilities.

Pursuant to the Rehabilitation Act of 1973 (Section 504) and the Title II Americans with Disabilities Act (ADA), Three Rivers College will provide reasonable and individualized accommodations for requesting students who provide the required documentation outlining their disabilities. Because each student’s disability may differ in degree and impact, reasonable accommodations will be made on an individual basis.

Declaration of a student’s disability is voluntary. Documentation to support the disability must be provided to the college at the time of the request in order for a student to receive services. Information pertaining to a student’s disability is kept confidential. Information provided by a qualified professional will be used to assist with the determination and level of reasonable accommodations provided. It is the intent of the college to ensure equal opportunity while maintaining the integrity and quality of its programs.

Acceptable Documentation

The Office of Disability Services (ODS) must have recent documentation (within the last 3 to 5 years) identifying the student’s disability in order to determine an individual’s eligibility for services. In order to meet the appropriate documentation requirements, a written report prepared by an appropriate licensed professional that clearly diagnoses a disability and/or records indicating the history of the disability and the current impact of the disability in relation to the educational setting. Medical doctors, psychiatrists, psychologists, and school psychologists are among the professions who routinely evaluate, diagnose, and treat disabilities. Requests for accommodation(s) or auxiliary aid(s) are fully evaluated by the ODS using the documentation to best serve the student with disabilities.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

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Title: SR 2115 Disability Services for Students	Page 2 of 4
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Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 01-18-2017	Last Revision:

Three Rivers College has developed procedures to better serve students with disabilities. The following outlines the procedures:

Accommodation Procedure

1. The student with a disability who requires accommodation must register with the Office of Disability Services (ODS). It is the student's responsibility to initiate the request for services. This can either be done in person at the ODS or the student can go to our website <https://trcc.edu/studentsuccess/disability.php> and print out a Request for Disability Accommodations packet (PDF).
2. Students with a disability are responsible for providing documentation from the appropriate licensed medical or licensed psychological personnel and should make an appointment with the ODS.
 - a. Students are responsible for any financial charges incurred while obtaining the necessary documentation.
 - b. Rules for required documentation vary according to the disability. The documentation must clearly identify the disability and provide sufficient information regarding the limitation of the disability in order to permit Three Rivers College ODS to make a determination as to whether the requested accommodations are appropriate. The ODS will review the date of the evaluation and relevant information to determine the most appropriate accommodation based on the documentation provided at the time the request is made.
 - c. Documentation of a disability should be mailed or faxed by the professional to the attention of the Office of Disability Services at Three Rivers College, 2080 Three Rivers Blvd, Poplar Bluff, Missouri 63901 or faxed to 573-840-9018. The documentation may also be hand delivered by the student in a sealed company envelope with the professional's signature across the seal.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

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Title: SR 2115 Disability Services for Students	Page 3 of 4
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Reference: Section 504 of the Rehabilitation Act; Title II of the Americans with Disabilities Act	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 01-18-2017	Last Revision:

Accommodation Determination and Implementation

Accommodations will be determined based upon the documentation of the disability; students reported needs, and the Office of Disability Services (ODS) interview. It is important to have a stated description within the documentation as to how the disability affects the students' academic performance.

The Office of Disability Services (ODS) will make every effort to meet the student's needs while maintaining compliance with Three Rivers College Institutional, Instructional, and Administrative Policies. However, students who believe that they would need additional or alternate accommodations may discuss this with the ODS at any time during their educational experience at the college

After accommodations have been established by the Office of Disability Services (ODS) the student is required to pick-up from the ODS and carry with them an accommodations card. Each respective Three Rivers instructor will be notified electronically of the student's specific accommodations. The instructor and the ODS shall work closely to ensure that the appropriate accommodations for each student are implemented. Students who are experiencing unresolved challenges implementing the accommodations should contact the ODS immediately for assistance.

Office of Disability Services (ODS) contact information is provided on each syllabus for the classes being offered at Three Rivers College. If you have questions or need clarification, please feel free to contact the Office of Disability Services located in the Administration Building, 2080 Three Rivers Blvd, Poplar Bluff, Missouri 63901 and office number is 573-840-9608.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SR 2115 Disability Services for Students	Page 4 of 4
Associated Policy: SP 2115 Disability Services for Students; GAP 1200 Equal Opportunity	
Reference: Section 504 of the Rehabilitation Act; Title II of the Americans with Disabilities Act	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 01-18-2017	Last Revision:

DOCUMENT HISTORY:

01-18-2017: Initial approval of regulation SR 2115 Disability Services for Students.

UPCOMING EVENTS

Artist Lecture for Flash Cocotte Gallery exhibit by Missy Wilkinson, noon January 20, PLST 108 Robert W. Plaster Free Enterprise Center. Exhibit will be displayed January 20-February 17 in the Tinnin Art Gallery. Patrons of the Arts presents **My Father's Dragon** (children's show), 2 pm January 22, Tinnin Theater; tickets \$5, buy online at trcc.edu/tinnin.

Annual Planning Retreat, February 3, The Landing in Van Buren.

Raider Reunion, event for alumni and friends of the college, 5 pm February 4, Bess Activity Center. One of the honorees will be long-time Voice of the Raiders and TRC board member Wilbur Thornton. Alumni receive free admission to the 5 pm Lady Raiders and 7 pm Raiders games, access to hospitality room, discounts on Three Rivers merchandise at the College Store, and more.

Three Rivers Jazz Festival, 7 pm February 9 and 11, Tinnin Fine Arts Center. February 9 concert: area junior high and high school jazz bands and TRC Jazz Band; admission \$2 students, \$3 adults. February 11 concert: Southeast Missouri All-District High School Jazz Band and the TRC Jazz Band; free

Jerry Finnegan's Sister, play only, 2 p.m. February 12 and 7 p.m. February 13, Black River Hall. Tickets \$10, \$5 with TRC ID.

Jerry Finnegan's Sister Valentine Dinner Theater, a romantic comedy treat performed by Center Stage, 7 p.m. Tuesday, February 14, Black River Hall in downtown Poplar Bluff; tickets \$35 single or \$50 couple, includes dinner, dessert, and a rose; available at Poplar Bluff Chamber and TRC Student Accounts Office.

For the most current information on upcoming events, view the Calendar at www.trcc.edu.

RAIDERS ATHLETICS

Men's Basketball @ Bess Activity Center

Raiders vs. MSU-West Plains, 7 pm Jan 21
Raiders vs. Moberly, 7 pm Jan 28
Raiders vs. State Fair, 7 pm Feb 4
Raiders vs. Arkansas Baptist, 7 pm Feb 16

Women's Basketball @ Bess Activity Center

Lady Raiders vs. Crowder, 2 pm Jan 21
Lady Raiders vs. Moberly, 5 pm Jan 2.
Lady Raiders vs. State Fair, 5 pm Feb 4
Lady Raiders vs. Jefferson, 2 pm Feb 11

For the most current information on Raiders athletics, visit raidersathletics.com.

Three Rivers College
THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

December 23, 2016

Daily American Republic

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POPLAR BLUFF, MISSOURI

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TRC STUDENTS RECEIVE RICHARD BRUMITT SCHOLARSHIP



Photo provided

Three Rivers College students Preston Hall and Delaney Lutes have been awarded the Richard Brumitt Scholarship. The scholarship was created in memoriam of former Three Rivers College Trustee and Endowment Trust Board Member Richard "Dick" Brumitt. From left: Barb Brumitt, scholarship donor; and Delaney Lutes, scholarship recipient. Not shown: Scholarship recipient Preston Hall.

December 15, 2016

Daily American Republic

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Three Rivers spending \$500K to upgrade ITV

By **PAT PRATT**
Staff Writer

Three Rivers College will invest more than \$550,000 in interactive television course upgrades at several campuses following the recent award of federal and state grants.

College officials announced the grant awards

during the December meeting of college trustees Thursday in the Tinnin Center. Three Rivers ITV programs serve about 27 percent of students, but an upgrade to those courses has not been performed in more than a decade.

See **THREE RIVERS/A2**

December 15, 2016

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THREE RIVERS

FROM PAGE A1

"This grant is going to upgrade all of our equipment to a modern standard," said college president Wes Payne. "We are going to all flat-screen panels and high-definition broadcasting and also building for our future capacity."

Project financing will be provided in part through a Delta Regional Authority (federal) disbursement in the amount of \$100,000. Remaining costs will be covered state vocational enhancement grants totaling more than \$390,000 with a 25-percent match by the college.

"We submitted for some state funds that support career and technical education and that has a part match by the college that we put in the budget. So it is a little bit of college money, some state money and some Delta Regional Authority money," Payne said.

Payne said the investment will allow students to benefit from classes and training the college could not feasibly administer at off-campus locations due smaller demand.

"By combining enrollment from multiple off-campus sites with the campus enrollment you have a viable class that you can run from a financial and educa-

tional standpoint. You've got to have a certain number of students in a class for the learning environment to run properly," he said.

Trustees, during the meeting, received construction updates on a number of ongoing infrastructure projects.

The biggest of those, the Libla Family Sports Complex, is seeing some headway with the erection of walls taking place at what will be a FEMA safe room. The footings on that building are also 95 percent complete and architects say the safe room should be finished by April 17.

The complex when complete, will feature in addition to the safe room a 48,000-plus square foot main facility with 3,000 seats and locker rooms for both teams.

Campus lighting projects are also making substantial headway and should be complete in the weeks to come. The more than \$600,000 project will replace aging outdoor fixtures with modern LED lights and poles.

A sidewalk and parking lot project is also in the works, but still in its infant stages.

Student Josh Burkey received the applause of trustees during the meeting for his winning Christmas card design. An education major

planning a teaching career in art, Burkey will see his design sent to more than 1,500 friends of the college this holiday season.

About 140 members of Boys Scouts of America attended a "hack-a-thon" Saturday at the college. The event, college officials stressed, had nothing to do with actually hacking computers. The Scouts built robots and learned about technology and computer science.

Trustees also honored the Nursing/Allied Health program for a recent successful mass casualty training event and honored college staff and community businesses and civic organizations for their help in the recent Christmas tree giveaway. Both events were recently featured in the Daily American Republic.

Three employees were honored for outstanding service during the meeting – associate nursing professor Marsh Eaton, 16.5 years of service; assessment coordinator Michelle Lane, 5 years of service; and purchasing agent Kevin Hunsberger, 1.5 years of service.

The next meeting of the Three Rivers College Board of Trustees will take place noon Jan. 18 and be held at the Three Rivers College center at Clearwater High School, Piedmont, Missouri.

January 5, 2016

Daily American Republic

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FIRST MIDWEST SPONSORS GAME



DAR/Paul Davis

First Midwest Bank of Poplar Bluff is the game sponsor of the Three Rivers College men's basketball game against Mineral Area College Jan. 7 at the Bess Activity Center. Pictured are TRC coach Gene Bess (left) and First Midwest's Brock Littles.

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Daily American Republic

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TR STUDENTS RECEIVE BLUE SCHOLARSHIP



Three Rivers College students Malley Burdin, Sarah Hobbs, Heather Carmichael, Brittany Miller, and Kelly Morgan have received Harry and Ida Blue Scholarships. From left: Dr. Marty Michel, Chair of the Three Rivers Endowment Trust; Sarah Hobbs, scholarship recipient; Kelly Morgan, scholarship recipient; Allen Brooks, Three Rivers Endowment Trust Board Member; and Mark Stidham, Three Rivers Endowment Trust Board Member. Not shown: Scholarship recipients Malley Burdin, Heather Carmichael, and Brittany Miller.

SIKESTON RESIDENT GETS QUERY SCHOLARSHIP



Three Rivers College student and Sikeston resident Yalonda Johnson has received a scholarship from the Leonard Query Scholarship Fund. Johnson currently is pursuing a degree in Business Management at Three Rivers. From left: Dr. Marty Michel, Chair of the Three Rivers Endowment Trust; Yalonda Johnson, scholarship recipient; Allen Brooks, Three Rivers Endowment Trust Board Member; and Mark Stidham, Three Rivers Endowment Trust Board Member.

TRC STUDENTS RECEIVE LAWSON MEMORIAL SCHOLARSHIP



Three Rivers College students Emily Duckett, Shontay Oligas, and Jessica McCain have been awarded the Dede Lawson Memorial Scholarship. Duckett, Oligas, and McCain were recognized at a "Fulfilling Dreams" reception held at Three Rivers College. From left: Allen Brooks, Three Rivers Endowment Trust Board Member; Emily Duckett, scholarship recipient; Shontay Oligas, scholarship recipient; and Dr. Marty Michel, Chair of the Three Rivers Endowment Trust. Not shown: Jessica McCain.

WYLMA NOLL SCHOLARSHIP WINNERS



Three Rivers College students who received the Wynla Noll Memorial Scholarship were recognized at a "Fulfilling Dreams" reception held in the Tinnin Fine Arts Center. From left: Alberta Johnson, scholarship recipient; Kati Wilson, scholarship recipient; Dr. Wesley Payne, President of Three Rivers College; Kayolyn Alexander, scholarship recipient; Chris Williams, Chair, Three Rivers College Board of Trustees; Bridgette Jenkins, scholarship recipient; Eric Schalk, Member, Three Rivers College Board of Trustees; Kira Heathington, scholarship recipient.

STUDENTS RECEIVE STODDARD AWARDS



Three Rivers College students who received scholarships from the Stoddard County Development Foundation were recognized at a "Fulfilling Dreams" reception held in the Tinnin Fine Arts Center. From left: Mark Stidham, Three Rivers Endowment Trust Board Member; Kristina Goodaby, scholarship recipient; Shalynn Caldwell, scholarship recipient; Lauren Stidham, and David Ward.

December 14, 2016

Daily American Republic

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DAR/Pat Pratt

Three Rivers College and the Boys and Girls Club of Poplar Bluff, through donations of several local businesses and student organizations, will provide several fully-decorated Christmas trees to members of the community. Pictured (from left) are Boys and Girls Club Director Chris Rushin, club area director Amy Baugus, Jeff Rolland, who will help deliver the trees, and Three Rivers President Wes Payne.

TRC, B&G CLUB SPEARHEAD DRIVE TO PROVIDE Christmas trees for families

By PAT PRATT
Staff Writer

Three River College and the Boys and Girls Club of Poplar Bluff, along with many local business and student organizations, are partnering this holiday season to help local families facing economic difficulties have a Christmas tree.

For the past few weeks the 16 fully-decorated trees have graced buildings

the Poplar Bluff and other campuses. With finals wrapping up last week, the trees will now be placed in homes in the community.

Three Rivers President Dr. Wesley Payne said the tree donations were a great expression of how the college and its students strive to give back and make a difference in people's lives.

"One of the things we try to instill in our students

and give back. And this is a really good example of how our student groups and employee's demonstrate that to the community. We are not just making a difference in education, we are making a difference in peoples everyday lives," he said.

Members of the Boys and Girls Club in the next several days will deliver the Christmas trees to local

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Daily American Republic

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TREES

FROM PAGE A1

families. Club director Chris Rushin said delivering the trees to families during the holiday season embodies everything the club is about.

“It is that time of the season, and we never want to see a child go without. Some of the most wonderful memories I have growing up was our family decorating the tree every year. Some of our families aren’t able to provide that right now, and through this incredible partnership with Three Rivers, those kids will not go without this year,” he said.

Four trees at TRC satel-

lite locations also will be given to families in those areas by local civic organizations.

Gamblin Lumber sold the trees at cost and several local business – Ozark Federal Credit Union, Briggs and Stratton, Productive Staffing and Express Employment and Wal-Mart – made donations for their purchase.

Janine Heath, executive assistant to the president at TRC, said the tree donations have been taking place for about three years, but never saw the amount of support organizers received this year.

“We decided we wanted to work with Boys and Girls

Club to see how many trees we could get donated to fill buildings on campus and then give them to families. We started out wanting six, and in 24-hours I had 16. Everyone of our partners, everyone in the community was very excited about doing it,” said Heath.

Several student organizations at the college took time during the past weeks to decorate the trees including, Student Ambassadors, DECA, Student Nursing Association, Go Far Club (Achieve), PTK, SGA, Spanish Club, Raiders teams, Aggies, Rodeo Team and Housing and general services.

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Daily American Republic

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TRC STUDENTS GET TRUST SCHOLARSHIP



Photo provided

Three Rivers College students Kimberly Luna, Ashlyn Werneck, Terry Pettypool, Katy Wondel, and Laurie Wright have received TRUST Scholarships from the Three Rivers Endowment Trust. From left are Dr. Marty Michel, chair of the Three Rivers Endowment Trust; Katy Wondel, scholarship recipient; Allen Brooks, Three Rivers Endowment Trust board member; and Mark Stidham, Three Rivers Endowment Trust board member. Not shown: Kimberly Luna, Ashlyn Werneck, Terry Pettypool and Laurie Wright.

FOR IMMEDIATE RELEASE:

Wednesday, January 11, 2017

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9739

jatwood@trcc.edu

Registration for Spring Semester Continues at Three Rivers

Students looking to start classes at Three Rivers College still have time left to enroll in Spring semester classes before the Jan. 13 registration deadline, according to officials at the college.

Online and on-site registration will close at end of day Jan. 13 at the Poplar Bluff campus, as well as the locations in Sikeston, Dexter, Kennett, Malden, and Cape Girardeau. The Spring semester starts on Tuesday, Jan. 17.

“If you’re wanting to start your education journey at Three Rivers, you should act now,” said Chris Adams, Director of Enrollment Services at Three Rivers College. “There are a wide range of classes still available, as long as you stay ahead of the registration deadline.”

Those interested in enrolling can browse available courses by clicking “Search for Classes” at trcc.edu. Current students, with advisor approval, can register online through the myTRCC system. Prospective students must fill out a free application and attend a “ROCS” orientation session to register for classes. For assistance or to schedule an orientation session on campus or at off-campus locations, contact the Welcome Center at 877-TRY-TRCC (879-8722) or use the Getting Started Checklist at trcc.edu/admissions.

New students needing financial aid should begin the application process as soon as possible. For more information on how to apply for financial assistance at Three Rivers, visit trcc.edu/financialaid.

To learn more about the college transfer and career-technical programs available at Three Rivers, prospective students can create a free, personalized e-brochure at trcc.edu/ebrochure.

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Members of the media should contact the Coordinator of Media Services before approaching Three Rivers staff members for questions or interviews. Communications office hours are 8 A.M. to 5 P.M. Monday through Friday.

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FOR IMMEDIATE RELEASE:

Wednesday, January 11, 2017

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9660

jatwood@trcc.edu

Chinese Acrobats Defy Gravity with Grace at Tinnin Center

The Patrons of the Arts Society continues its 2016-2017 season with the high-flying, death-defying Shanghai Acrobats, performing “Shanghai Nights” in the Tinnin Fine Arts Center on Monday, December 12, at 7 p.m.

Featuring a jaw-dropping show of trampoline artists, aerial acrobats, jugglers, contortionists, and martial artists, “Shanghai Nights” cleverly uses acrobatics and circus acts to convey stories of the people and the land of China. This extraordinary performance is suitable for viewers of all ages.

“The Shanghai Acrobats is an absolutely extraordinary group of performers with an almost superhuman set of skills,” said Tim Thompson, Director of the Tinnin Fine Arts Center. “Every acrobatics performance we’ve hosted has dazzled our audiences, and I expect that this performance will be no exception.”

The Shanghai Acrobats of the People’s Republic of China was founded in 1959 and has become one of the most influential competitive acrobatic companies in China. The troupe has won accolades and awards across the world, and has performed in more than 30 countries. Members of the troupe have performed with Ringling Bros. and Barnum & Bailey Circus, and Cirque du Soleil.

Tickets are \$10 each and are available online at trcc.edu/tinnin, and in limited amounts at the Poplar Bluff Chamber of Commerce, the college Financial Services office, and at the door. The show is expected to sell out.

Other upcoming shows for the Patrons of the Arts 2016-2017 season include the children’s show “My Father’s Dragon” on January 22, 2017, at 2 p.m., a dinner theater performance of “Jerry Finnegan’s Sister” on February 14 at 7 p.m., and the children’s show “A Thousand Cranes” on February 19 at 2 p.m. For more information on the 2016-2017 Patrons of the Arts season or to buy tickets for upcoming shows, visit trcc.edu/tinnin.

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