

A G E N D A
REGULAR SESSION
Wednesday, January 17, 2018
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 November Board Meeting
- III. Consideration of College Financial Report – December 2017 and January 2018**
 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 Consideration, Discussion, and Vote**
 1. **Consideration, Discussion and Adoption of the Butler County Hazard Mitigation Plan**
- VII. Consideration and Approval of all Personnel Actions and Associated Documents**
 1. **Acceptance of Employment**
 1. Fincher, Haley – Facilitator, Kennett
 2. Foster, Jessica – Part-time disability Services Specialist
 3. Youngerman, Amy – Part-time Facilitator – Sikeston

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

2. Resignations

1. Arnold, Carlos – Part-time Disability Services Specialist
2. Atwood, Jonathan – Coordinator, Media Services
3. DeAngelo, Lisa – Part-time Fitness Center Assistant
4. Gattis, Melinda – Facilitator, Kennett

3. Transfer Positions

1. Clanahan, Matthew – Learning Support specialist to Director of Developmental Education
2. Sitzes, Penny – Admin Assistant, Human Resources to Admin Assistant, Computer Services

VIII. Appendix

1. Information Items

1. FR 3109 – Student Refunds
2. PR 4170 – College Hiring Procedures
3. PR 4210 – Work Hours of Employment

2. Upcoming Events

3. Recent Newspaper Articles

IX. FY18 Board of Trustees Meeting Dates

- Wednesday, February 21, 2018
- Wednesday, March 21, 2018
- Wednesday, April 11, 2018
- Wednesday, May 16, 2018
- Wednesday, June 20, 2018

X. Adjournment

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**BOARD OF TRUSTEES
THREE RIVERS COLLEGE
November 15, 2017**

The regular meeting of the Board of Trustees began at 12:00 p.m. at the Board Room in Tinnin Center on Wednesday, November 15, 2017.

CALL TO ORDER

Those present included: Trustees: Eric Schalk, chairman; Darren Garrison, vice-chairman; Randy Grassham, secretary; Dr. Amber Richardson, treasurer; Gary Featherston, member; Chris Williams, member (absent); and college administrators: Dr. Wesley Payne, president; Charlotte Eubank, chief financial officer; Dr. Justin Hoggard, dean of instruction; Ann Matthews, dean of student services; Janine Heath, recording secretary.

ATTENDANCE

Trustee Darren Garrison delivered the invocation.

INVOCATION

Trustee Garrison made a motion to approve the agenda. On a second by Trustee Richardson, the motion passed unanimously.

**APPROVAL OF BOARD
MEETING AGENDA**

Trustee Grassham made the motion to approve the October minutes. With a second by Trustee Richardson, the motion passed unanimously.

**APPROVAL OF OCTOBER
2017 MINUTES**

Charlotte Eubank reported the Budget to Actual revenues as of the end of October. As of the end of October, we have recognized 48% of our budgeted revenues. We have obligated 31% of our budgeted expenses at 33% into the fiscal year.

FINANCIAL REPORT

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 approved projects on the Appropriation.

Trustee Garrison made the motion with a second by Trustee Richardson to accept the financial report. The motion passed unanimously.

Dr. Payne updated the board as follows:

PRESIDENT'S REPORT

Libla Family Sports Complex: The construction

CONSTRUCTION UPDATE

continues to move forward. Masonry on the inside of the building should begin this week. The first part of the initial grading will begin as soon as the weather permits.

Parking Lots and Campus Sidewalks: The project is close to completion. The construction continues on the top of the hill. There is a vast difference in the appearance of the campus.

First Floor Remodel: The remodel to the Student Services and Financial Services area on the first floor of the Westover building is moving quickly. The maintenance department is performing the construction work, allowing the college to stretch the dollars received from HB19 is doing the work.

Each year the baseball team conducts an exhibition game while in costume. The softball team joined this year to celebrate the holiday. It is a student development opportunity in team building.

The Music Department performed their first recital of the year.

Center Stage launched their season with Once Upon a Mattress. Performers were from the college, local high schools and the community.

The first Trivia night held in Kennett. Netted around \$1700 for the Endowment trust.

Our annual event honoring our nations' veterans.

The Assessment and Program Review to Improve Learning team presented their project with HLC. Dr. Maribeth Payne outlined the project and introduced the team members. Dr. Hoggard, Dr. Lauder, Dr. Foster, Nicole Sifford and Michelle Lane have been working on the assessment project for the last three years. Dr. Hoggard explained that this was a team project to demonstrate that we serve the mission of the college. The review included Program Review, Institutional outcomes and assessment, and sustainability. Significant findings included a modality issue with ITV instruction and critical thinking.

HOME RUN DERBY

EXCURSIONS

ONCE UPON A MATTRESS

KENNETT TRIVIA NIGHT

VETERANS CELEBRATION

A.P.R.I.L. COMMITTEE DEBRIEF

- POTA – an Evening with Mark Twain – November 16
- People’s Community Bank Thanksgiving Tournament – November 23 – 25
- Lady Raider’s Classic Tournament – December 1 – 2
- POTA – SIX – December 7 at 8pm
- Employee Christmas Breakfast – December 8
- Christmas Break – December 16 – January 1

UPCOMING EVENTS

Dr. Leslie Gragg – Assistant Professor, Life Science: Dr. Gragg has been with the college for 6 years. Her favorite thing about working at the college is working together as a team with our employees. Dr. Gragg is most proud of assisting students on their path to academic success. Dr. Payne congratulated Dr. Gragg on her involvement at the college. She is always willing to be involved no matter the request.

WE ARE ALL IN THIS TOGETHER

Cammy Halcumb – Director, Procurement Services & Risk Management: Ms. Halcumb has been with the college for 4.5 years. Her favorite thing about working at the college is the family and team atmosphere. Ms. Halcumb is most proud of the relationships built with faculty and staff across our multiple locations. Dr. Payne congratulated Ms. Halcumb on a great job. She is the first contact with something happens to ensure that our process support our insurance coverage.

Alex Jameson – Financial Aid Specialist: Mr. Jameson has been with the college for 1 year. His favorite thing about working at the college is working with our friendly faculty and staff. Mr. Jameson is most proud of the increase in positive reviews Financial Aid has gotten since starting his position. Dr. Payne explained that Mr. Jameson started his career as a student and then moved to full time employment. He is the individual that calls the names at graduation and has participated in several of the Center Stage productions. He is not shy about becoming involved in the college.

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

EXECUTIVE SESSION

Trustee Garrison made the motion to adopt the resolution calling for the April 2018 election, and that Janine Heath be appointed as the election authority as outlined in the November 2017 board book on pages 27 through 34. With a second by Trustee Richardson, the board was polled as follows: Trustee Williams, absent; Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes.

CONSIDERATION AND APPROVAL OF RESOLUTION CALLING FOR TRUSTEES ELECTION

Trustee Featherston made the motion to adopt the audit as presented to the Audit Committee. With a second by Trustee Grassham the board was polled as follows: Trustee Williams, absent; Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes.

CONSIDERATION AND ADOPTION OF ANNUAL AUDIT

Charlotte Eubank reviewed the changes to FP 3104 – Banking and Cash Management explaining that there is an added section for students with credit balances. She also reviewed the changes to FP 3105 – Risk Management explaining that there was a change to the language to define how the college insures property. Dr. Hoggard explained that this is the initial approval of IP 6107 – College Catalog.

CONSIDERATION AND APPROVAL OF COLLEGE POLICIES

Trustee Garrison made the motion to accept the changes and adopt the policies. With a second by Trustee Richardson, the board was polled as follows: Trustee Williams, absent; Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes.

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

CONSIDERATION AND APPROVAL OF ALL PERSONNEL ACTIONS AND ASSOCIATED DOCUMENTS

There being no further business, Trustee Garrison made the motion to adjourn at 1:45pm and with a second by Trustee Grassham, the motion passed.

ADJOURNMENT

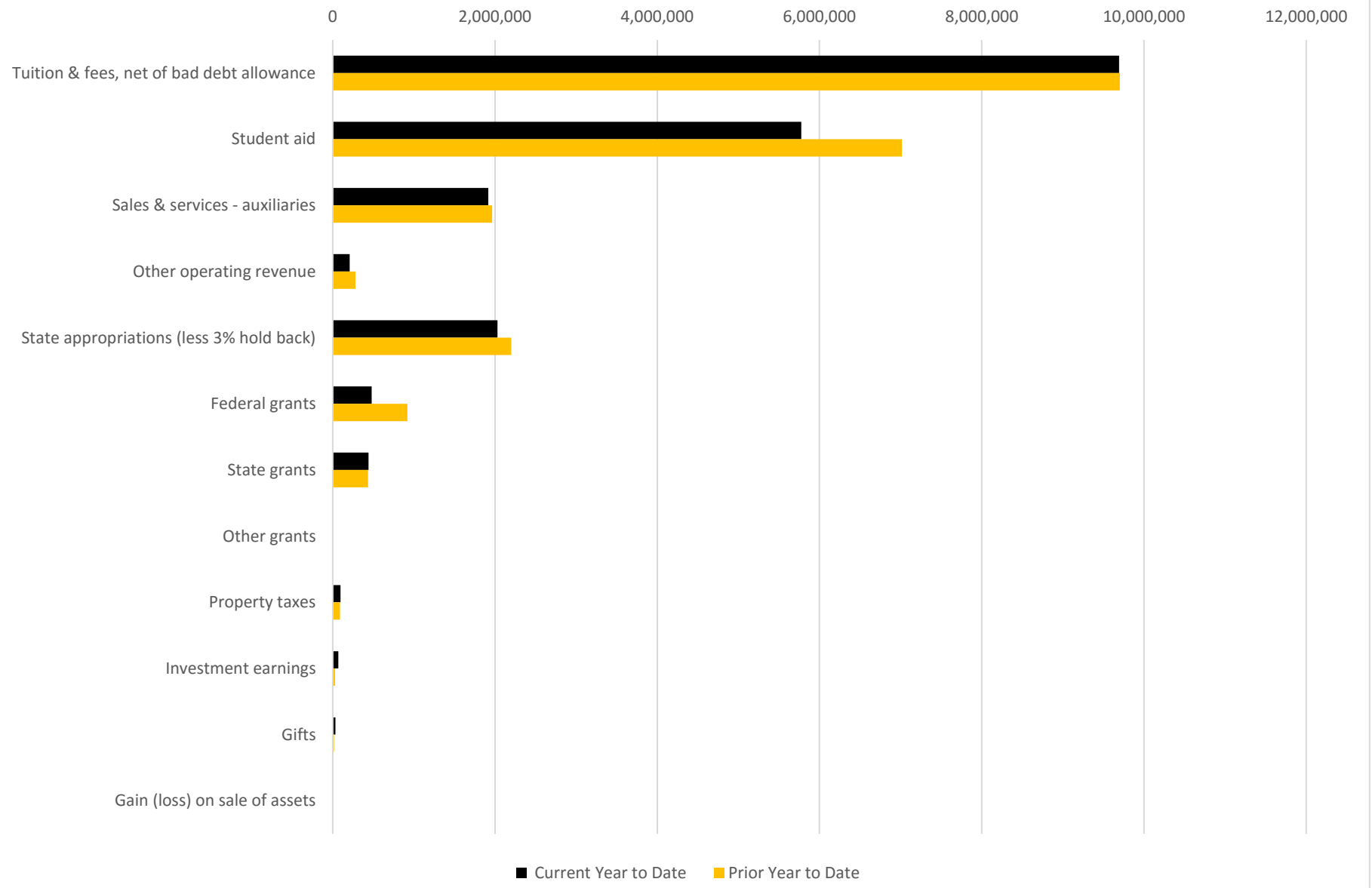
CHAIRMAN

APPROVAL DATE

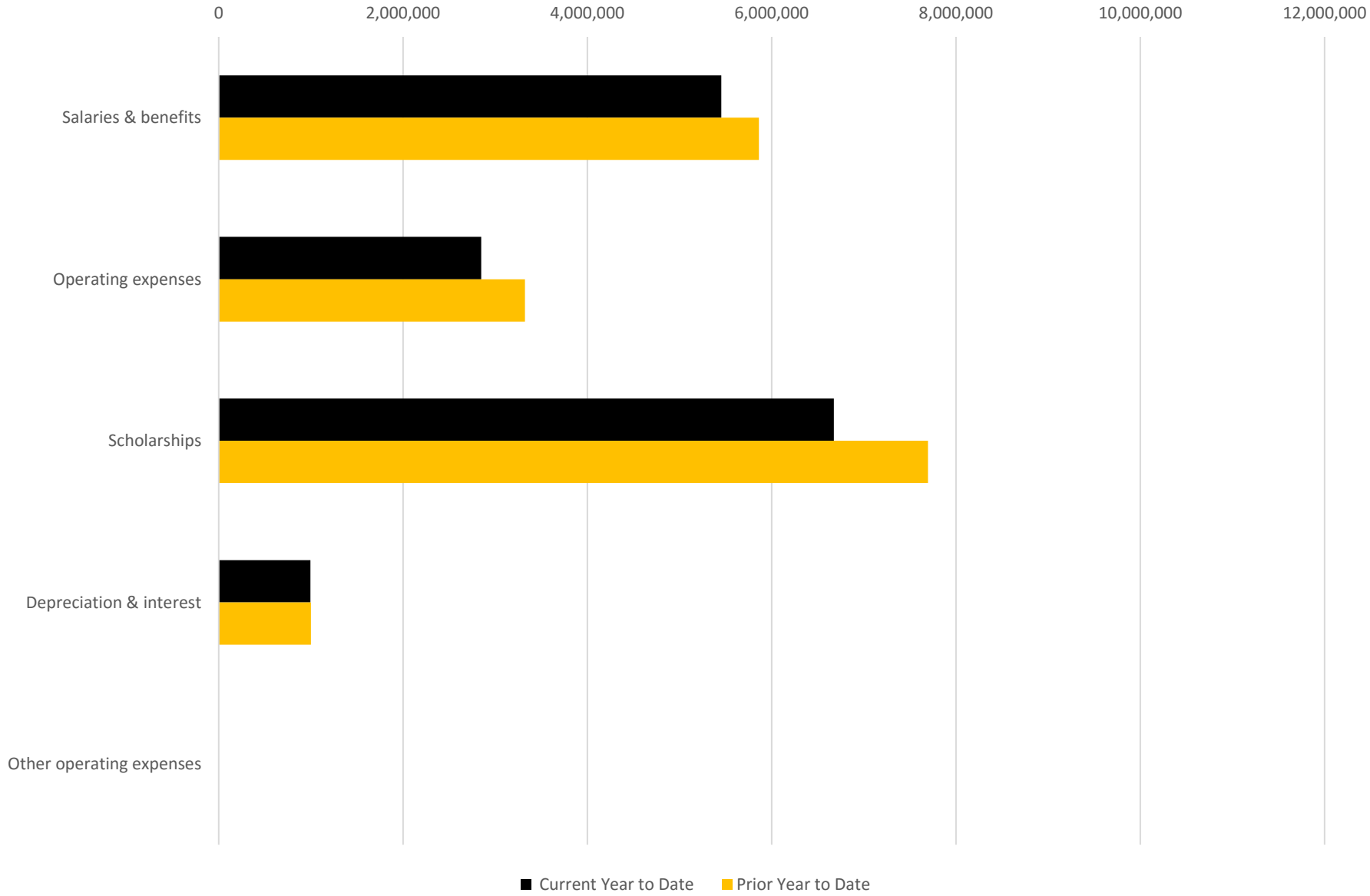
SECRETARY

APPROVAL DATE

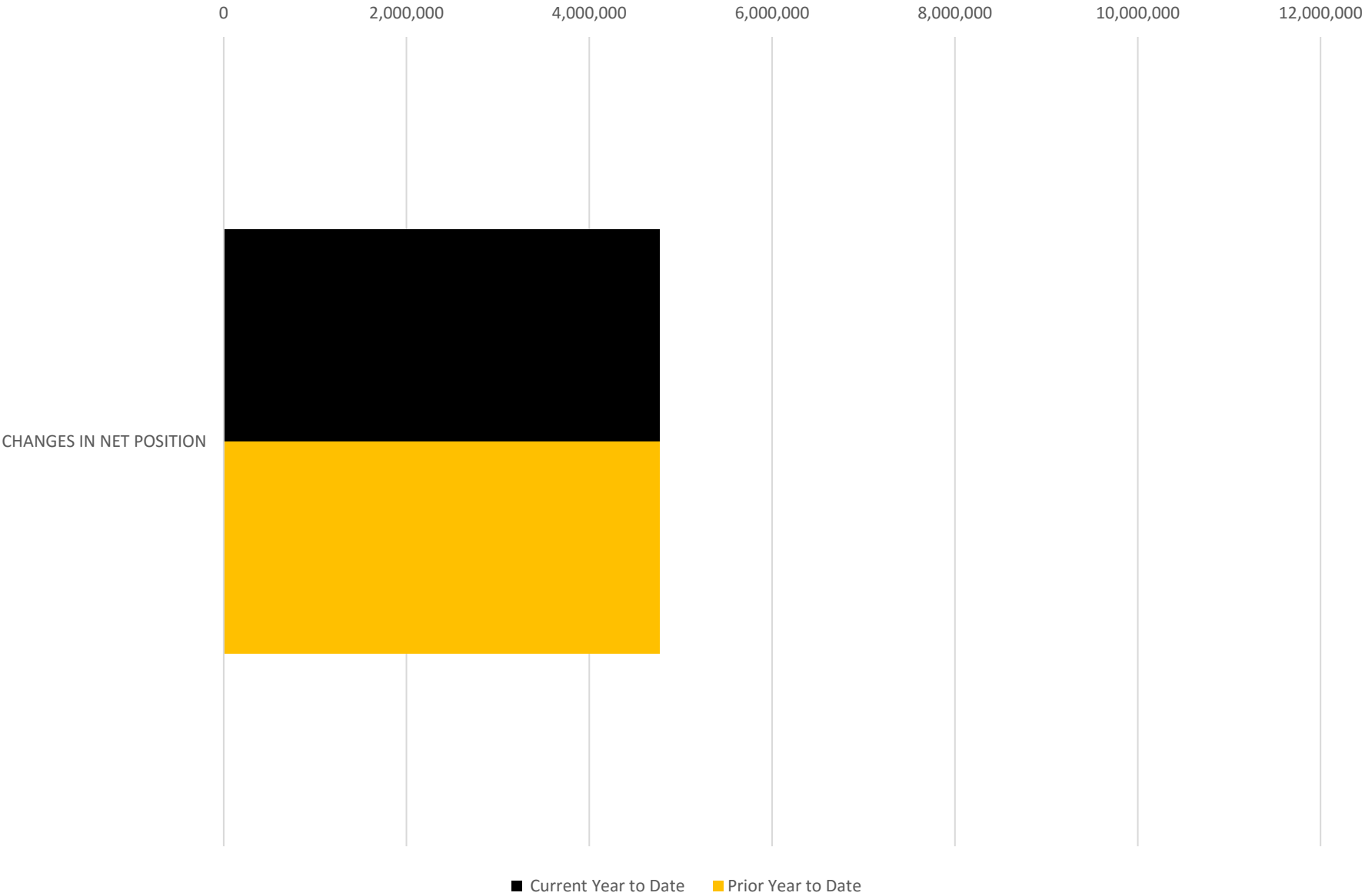
YTD Comparison to Previous Year 11/30/17



YTD Comparison to Previous Year 11/30/17



YTD Comparison to Previous Year 11/30/17



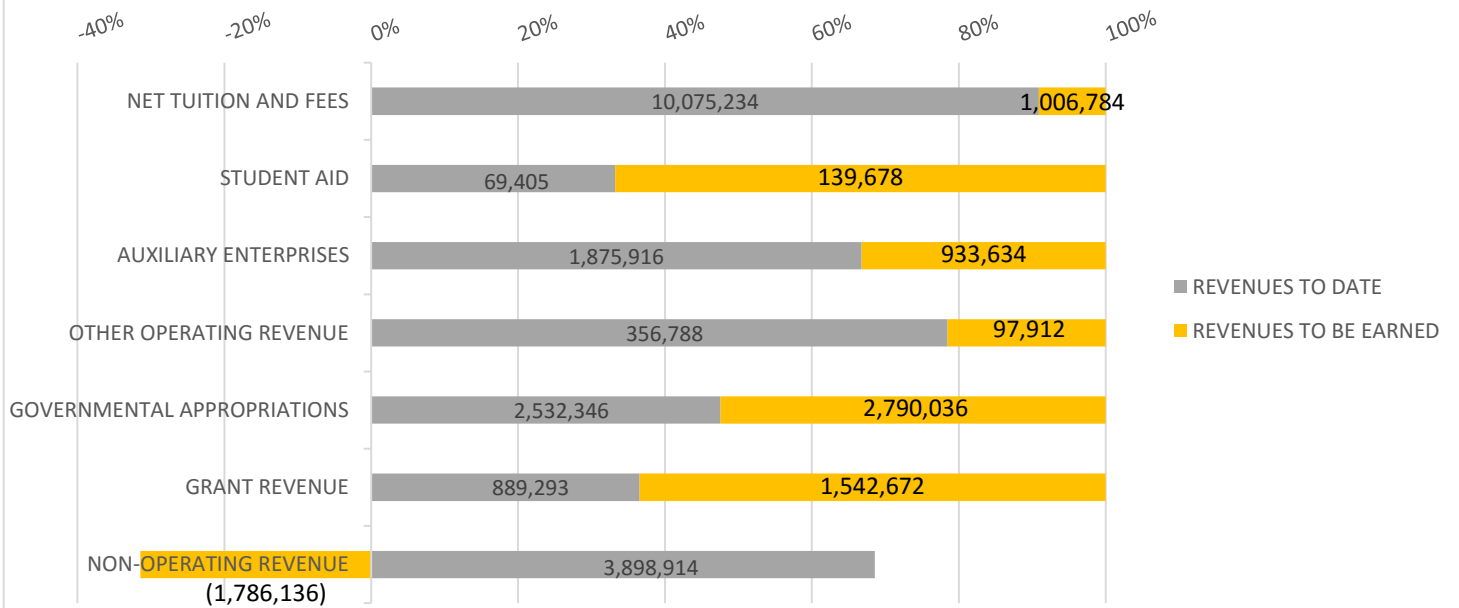
Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
November 30, 2017

ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash & Cash Equivalents	12,919,535	Accounts Payable	622,343
Student Account Receivables, net	7,229,104	Accrued Vacation	321,188
Property Tax Receivable	116,750	Student Deposits	48,942
Other Receivables	10,266	Deferred Tuition & Fees	0
Investments	55,801	Scholarships	13,758
Inventory	152,875	Total Current Liabilities	1,006,231
Prepaid Expenses	187,164		
Total Current Assets	20,671,495	NON-CURRENT LIABILITIES	
NON-CURRENT ASSETS		Retirement Incentive Payable	0
Land	5,490,786	Other Post Employment Benefits	16,443,473
Capital assets	61,975,342	Bonds, Notes and Leases Payable	22,622,980
Plus: Current year additions to capital assets	136,913,636	Accrued Interest	0
Accumulated Depreciation	(26,883,620)	Agency	161,457
Unamortized Bond Issue Costs	0	Total Non-Current Liabilities	39,227,909
Total Non-Current Assets	41,951,645	Total Liabilities	40,234,140
DEFERRED OUTFLOWS	8,160,659	DEFERRED INFLOWS	3,374,699
		NET POSITION	
		Beginning Balance	22,407,766
		Changes in Net Position	4,767,194
		Total Net Position	27,174,960
TOTAL ASSETS AND DEFERRED OUTFLOWS	70,783,799	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	70,783,799

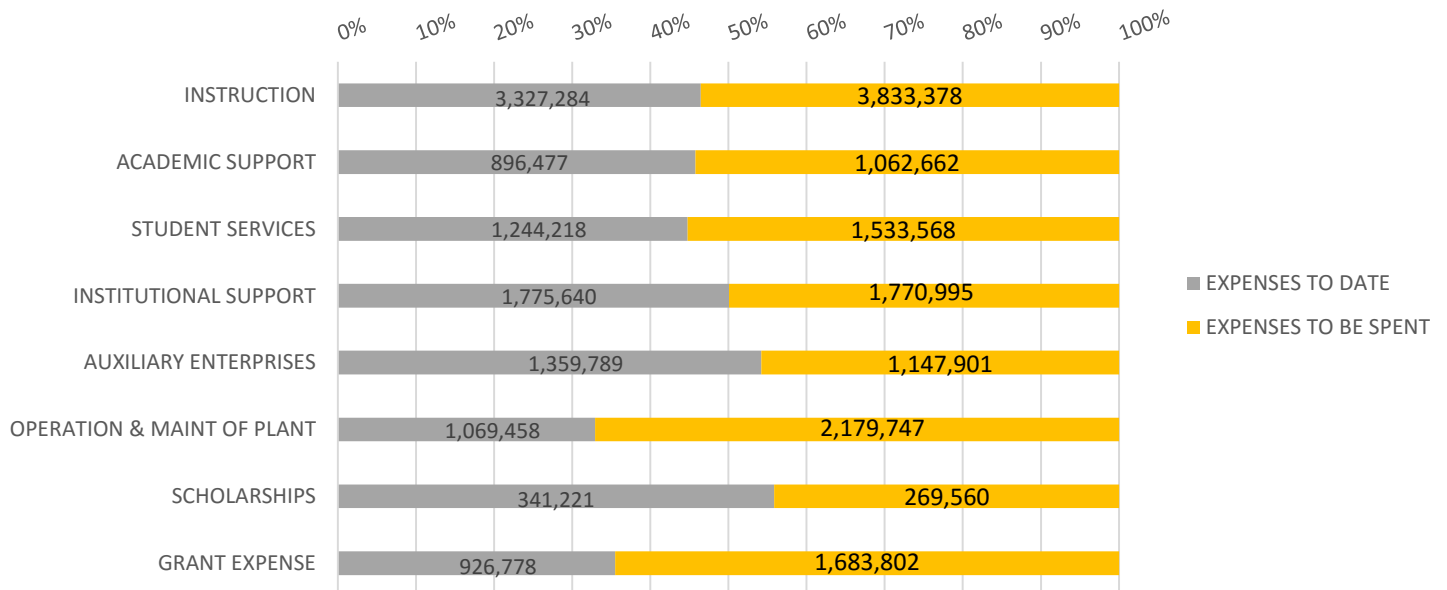
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
November 30, 2017

						Current Year to		\$ Change	% Change
	July	August	September	October	November	Date	Prior Year to Date		
OPERATING REVENUE									
Tuition & fees, net of bad debt allowance	5,410,662	546,444	(231,898)	2,256,065	1,711,866	9,693,139	9,702,232	(9,093)	(0.09)%
Student aid	186,626	25,519	4,290,889	796,844	475,062	5,774,939	7,016,852	(1,241,913)	(17.70)%
Sales & services - auxiliaries	743,644	442,136	46,547	215,202	471,012	1,918,541	1,964,851	(46,311)	(2.36)%
Other operating revenue	5,051	2,859	2,621	191,922	5,980	208,434	279,343	(70,909)	(25.38)%
Total Operating Revenue	6,345,983	1,016,958	4,108,160	3,460,033	2,663,920	17,595,053	18,963,278	(1,368,225)	(7.22)%
OPERATING EXPENSES									
Salaries & benefits	968,202	1,056,584	1,223,375	1,087,786	1,117,074	5,453,021	5,861,800	(408,779)	(6.97)%
Operating expenses	413,939	870,036	570,550	477,067	517,806	2,849,397	3,322,089	(472,692)	(14.23)%
Capital equipment	9,859	334,365	445,477	432,818	146,617	1,369,137	476,557	892,580	187.30%
Less: Transfer to capital assets	(9,859)	(334,365)	(445,477)	(432,818)	(146,617)	(1,369,137)	(476,557)	(892,580)	187.30%
Scholarships	282,829	58,786	4,690,457	1,157,654	486,286	6,676,012	7,696,564	(1,020,552)	(13.26)%
Depreciation & interest	(22,443)	160,702	537,656	160,283	159,330	995,527	1,000,383	(4,855)	(0.49)%
Other operating expenses	0	0	0	0	0	0	0	0	0.00%
Total Operating Expenses	1,642,526	2,146,108	7,022,039	2,882,790	2,280,496	15,973,958	17,880,836	(1,906,878)	(10.66)%
NON-OPERATING REVENUE (EXPENSES)									
State appropriations (less 3% hold back)	405,838	405,837	405,837	405,838	405,837	2,029,187	2,198,930	(169,743)	(7.72)%
Federal grants	15,738	189,404	197,831	124,431	(48,132)	479,272	919,061	(439,789)	(47.85)%
State grants	13,251	185,942	(45,906)	454,999	(168,520)	439,765	436,127	3,638	0.83%
Other grants	0	0	0	0	0	0	0	0	0.00%
Property taxes	34,111	18,848	19,184	6,810	16,931	95,884	89,142	6,742	7.56%
Investment earnings	17,632	12,684	12,631	14,001	12,927	69,874	26,313	43,561	165.55%
Gifts	2,650	0	19,650	11,195	(1,379)	32,117	15,492	16,624	107.31%
Gain (loss) on sale of assets	0	0	0	0	0	0	0	0	0.00%
Total Non-Operating Revenues (Expenses)	489,219	812,713	609,227	1,017,274	217,664	3,146,099	3,685,065	(538,966)	(14.63)%
CHANGES IN NET POSITION	5,192,676	(316,437)	(2,304,652)	1,594,517	601,089	4,767,194	4,767,507	(313)	(0.01)%

Budget to Actual Revenues 12/31/2017 (50%)



Budget to Actual Expenses 12/31/2017 (50%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
December 31, 2017
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>	11,082,018	10,075,234	91%	1,006,784
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	209,083	69,405	33%	139,678
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	2,809,550	1,875,916	67%	933,634
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	454,700	356,788	78%	97,912
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	5,322,382	2,532,346	48%	2,790,036
GRANT REVENUE <i>State Grants, Federal Grants</i>	2,431,965	889,293	37%	1,542,672
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,112,778	3,898,914	185%	(1,786,136)
TOTAL REVENUES	24,422,476	19,697,896	81%	4,724,580

NOTE: We have recognized a total of 81% of budgeted revenues. We have recognized 91% of our budgeted revenues from tuition and fees, comprised of fall 2017 registrations and portions of summer 2017 and spring 2018. Auxiliary revenue is at 67% for the fall term. We've exceeded budget for Non-Operating Revenue by over \$1.7M due to the receipt of fundraising proceeds from the Endowment Trust.

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>	7,160,662	3,327,284	46%	3,833,378
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,959,139	896,477	46%	1,062,662
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	2,777,786	1,244,218	45%	1,533,568
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	3,546,634	1,775,640	50%	1,770,995
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	2,507,689	1,359,789	54%	1,147,901
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,249,205	1,069,458	33%	2,179,747
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	610,781	341,221	56%	269,560
GRANT EXPENSE <i>State Grants, Federal Grants</i>	2,610,580	926,778	36%	1,683,802
TOTAL EXPENSES	24,422,476	10,940,863	45%	13,481,613

NOTE: We have obligated 45% of our budgeted expenses at 50% into the fiscal year. December payroll IS INCLUDED in this report, but December credit card expenses ARE NOT INCLUDED as they were not yet available at the time of the report. The Institutional Support category includes some very large annual technology license renewals that occur at the beginning of the fiscal year. Therefore, that category always tracks ahead as a percentage than the others. Auxiliary Enterprises is at 54% but is more than offset by revenue which is also tracking ahead. Operation of Maint of Plant excludes depreciation and amortization expenses because they are non-cash and, therefore, not budgeted. Scholarships are largely spent half in fall and half in spring, so are on track at 56%.

CHANGES IN NET POSITION	0	8,757,033
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Three Rivers College
 Capital Budget - Unaudited
 December 31, 2017
 Fiscal Year Benchmark: 50%

	FUNDING SOURCES	SOURCES TO DATE			SOURCES TO BE
		BUDGET	SOURCES TO DATE	%	EARNED
RESTRICTED					
<i>Bond proceeds</i>		5,386,113	5,386,113	100%	0
<i>State bonding proceeds</i>		1,048,399	855,153	82%	193,246
UNRESTRICTED					
<i>General funds - prior year transfers in**</i>				0%	0
<i>General funds - current year transfers in</i>				0%	0
TOTAL FUNDING SOURCES		6,434,512	6,241,266	97%	193,246

	USES OF FUNDS	USES TO DATE			
		BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
FEMA/SEMA PROJECTS					
<i>Sports Complex</i>		5,386,113	763,854	14%	4,622,259
FY17 CAPITAL PROJECTS					
<i>Campus projects</i>		831,660	757,078	91%	74,582
<i>Westover Administration Building remodel</i>		211,739	85,724	40%	126,015
<i>Crisp Technology Center repairs</i>		5,000	0	0%	5,000
<i>Tinnin Fine Arts Center repairs</i>		0	0	#DIV/0!	0
TOTAL EXPENSES		6,434,512	1,606,656	25%	4,827,856
NET SURPLUS (DEFICIT)		0	4,634,610		

**HB19 Deferred Maintenance Appropriation
as of 12/31/17**

Category/Building	Name of Project	Budgeted Amount	Revised Budgeted Amount Sept 2017	Expended Amount	Amount Remaining	Encumbered Amount	Amount Unencumbered
General Campus Projects							
	Parking lot lighting and repairs	650,000.00	1,172,664.32	1,097,652.32	75,012.00	117,887.00	(42,875.00)
	Windows	10,000.00	-		-		-
	Exterior doors	55,000.00	18,939.86	18,939.86	-		-
	Sidewalks	60,000.00	69,381.86	69,381.86	-		-
	Replace interior locks	40,000.00	-		-		-
General Campus Projects	Sub Total	815,000.00	1,260,986.04	1,185,974.04	75,012.00	117,887.00	(42,875.00)
Administration Building							
	HVAC Repair	18,000.00	9,069.04	9,069.04	-		-
	Electrical/HVAC	100,000.00	47,152.00	27,152.00	20,000.00	20,000.00	-
	Roof Repair	30,000.00	-		-		-
	Fire System	35,000.00	23,352.12	23,352.12	-		-
	Elevator	80,000.00	88,784.00	88,784.00	-		-
	Restroom upgrades	40,000.00	-		-		-
	Exterior paint	28,000.00	-		-		-
	Upgrade to 36 year old building	460,368.00	286,360.54	180,775.59	105,584.95	102,608.56	2,976.39
Administration Building	Sub Total	791,368.00	454,717.70	329,132.75	125,584.95	122,608.56	2,976.39
Crisp Center							
	Fire Detection	20,000.00	-		-		-
	New Roof	20,000.00	42,140.00	42,140.00	-		-
	Replace flooring	4,000.00	5,000.00		5,000.00	5,000.00	-
Crisp Center	Sub Total	44,000.00	47,140.00	42,140.00	5,000.00	5,000.00	-

**HB19 Deferred Maintenance Appropriation
as of 12/31/17**

Category/Building	Name of Project	Budgeted Amount	Revised Budgeted Amount Sept 2017	Expended Amount	Amount Remaining	Encumbered Amount	Amount Unencumbered
Tinnin Center							
	Fire Detection	15,000.00	-		-		-
	Exterior paint	48,000.00	-		-		-
	HVAC Repair	10,000.00	14,433.44	14,433.44	-		-
	Upgrade to classrooms	100,000.00	48,089.82	48,089.82	-		-
Tinnin Center	Sub Total	173,000.00	62,523.26	62,523.26	-	-	-
Education Building							
	Remodel to create classrooms	7,500.00	-		-		-
Education Building	Sub Total	7,500.00	-	-	-	-	-
Academic Resource Commons							
	Windows	10,000.00	-		-		-
	Elevator repair	60,000.00	75,501.00	75,501.00	-		-
Academic Resource Common	Sub Total	70,000.00	75,501.00	75,501.00	-	-	-
Grand Total		1,900,868.00	1,900,868.00	1,695,271.05	205,596.95	245,495.56	(39,898.61)

**THREE RIVERS COLLEGE
CASH IN BANKS**

December 1, 2017

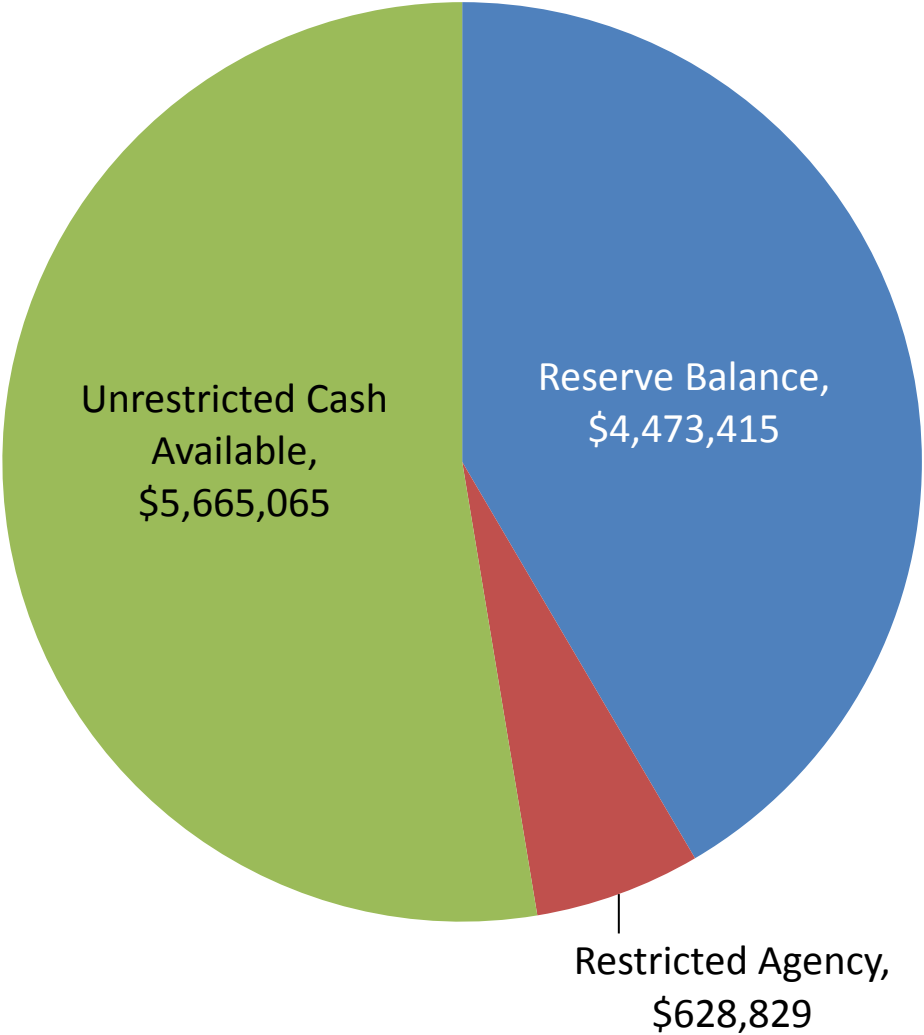
	<u>11/02/17</u>	<u>12/01/17</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	2,000.00	2,000.00
Petty Cash	200.00	200.00
Vending Machines	224.55	224.55
Business Office	2,088.00	2,088.00
<i>Total Cash Funds</i>	<u>4,512.55</u>	<u>4,512.55</u>
<i>General Accounts</i>		
Southern Bank - General Funds	5,687,996.15	5,405,148.97
Southern Bank - Credit Cards	275,656.06	132,163.61
<i>Total General Accounts</i>	<u>5,963,652.21</u>	<u>5,537,312.58</u>
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	15,144.68	15,207.06
Federal Clearing Account	(49,336.14)	5.00
Flexible Spending Account	11,647.21	12,534.24
<i>Total Restricted Accounts</i>	<u>(22,544.25)</u>	<u>27,746.30</u>
TOTAL CURRENT FUND	<u><u>5,945,620.51</u></u>	<u><u>5,569,571.43</u></u>
HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	103,583.59	95,493.82
<i>Total General Accounts</i>	<u>103,583.59</u>	<u>95,493.82</u>
TOTAL HOUSING FUND	<u><u>103,583.59</u></u>	<u><u>95,493.82</u></u>

**THREE RIVERS COLLEGE
CASH IN BANKS**

December 1, 2017

	<u>11/02/17</u>	<u>12/01/17</u>
PLANT FUND		
<i>Bank Accounts</i>		
Plant Fund - Southern Bank	2,935,255.16	2,938,875.86
<i>Total Bank Accounts</i>	<u>2,935,255.16</u>	<u>2,938,875.86</u>
<i>Certificates of Deposit</i>		
Bank of Grandin #16126	140,226.47	140,226.47
Bank of Grandin #16103	103,554.43	103,554.43
Bank of Grandin #17002	1,290,758.09	1,290,758.09
<i>Total Certificates of Deposit</i>	<u>1,534,538.99</u>	<u>1,534,538.99</u>
TOTAL PLANT FUND	<u><u>4,469,794.15</u></u>	<u><u>4,473,414.85</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	186,782.89	192,510.58
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	<u>439,318.08</u>	<u>436,318.08</u>
TOTAL AGENCY FUND	<u><u>626,100.97</u></u>	<u><u>628,828.66</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$10,767,309 AS OF 12/01/17**



**THREE RIVERS COLLEGE
CASH IN BANKS**

January 4, 2018

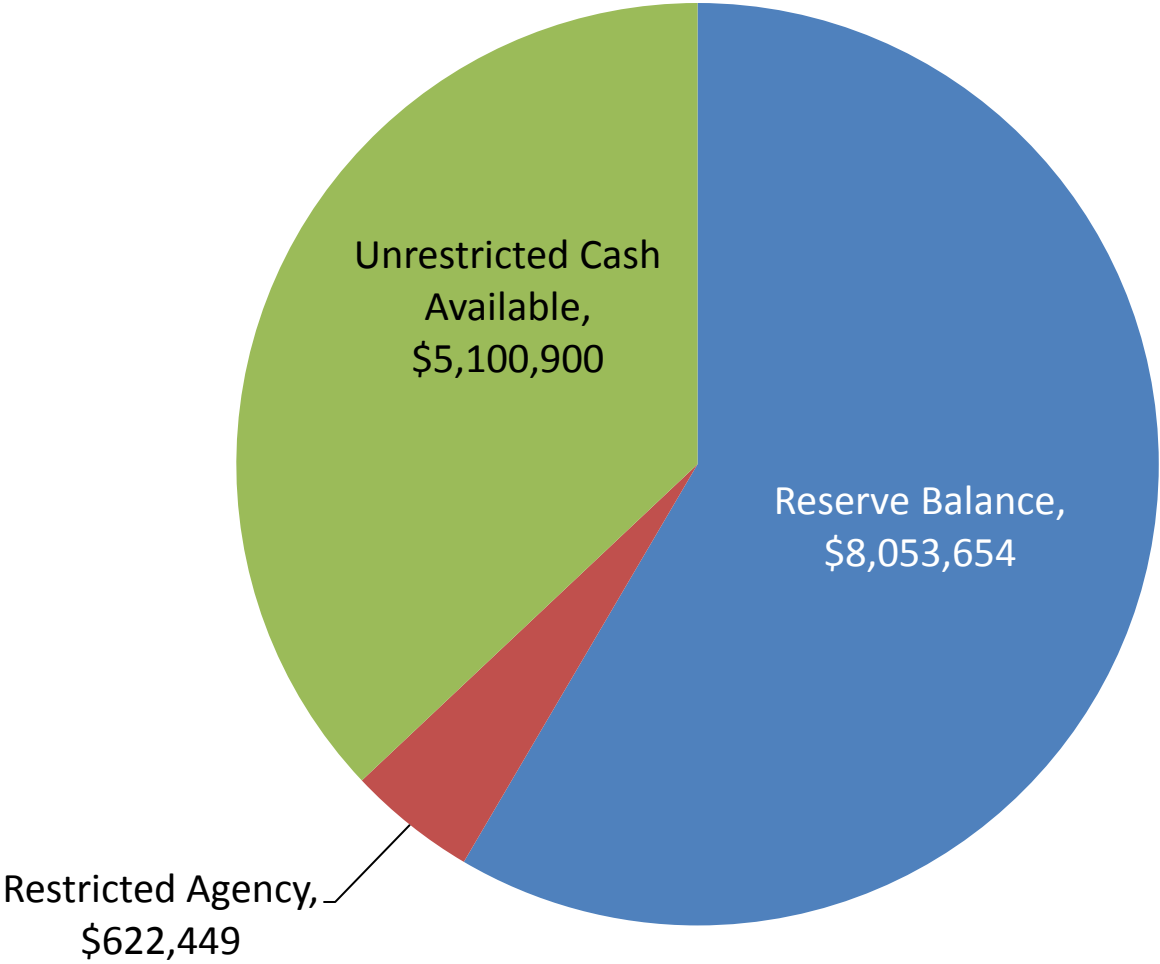
	<u>12/01/17</u>	<u>01/05/18</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	2,000.00	2,000.00
Petty Cash	200.00	200.00
Vending Machines	224.55	224.55
Business Office	2,088.00	2,088.00
<i>Total Cash Funds</i>	4,512.55	4,512.55
<i>General Accounts</i>		
Southern Bank - General Funds	5,405,148.97	4,893,119.22
Southern Bank - Credit Cards	132,163.61	100,246.53
<i>Total General Accounts</i>	5,537,312.58	4,993,365.75
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	15,207.06	14,651.57
Federal Clearing Account	5.00	-
Flexible Spending Account	12,534.24	12,534.24
<i>Total Restricted Accounts</i>	27,746.30	27,185.81
TOTAL CURRENT FUND	5,569,571.43	5,025,064.11
HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	95,493.82	75,836.30
<i>Total General Accounts</i>	95,493.82	75,836.30
TOTAL HOUSING FUND	95,493.82	75,836.30

**THREE RIVERS COLLEGE
CASH IN BANKS**

January 4, 2018

	<u>12/01/17</u>	<u>01/05/18</u>
PLANT FUND		
<i>Bank Accounts</i>		
Plant Fund - Southern Bank	2,938,875.86	6,519,115.33
<i>Total Bank Accounts</i>	2,938,875.86	6,519,115.33
<i>Certificates of Deposit</i>		
Bank of Grandin #16126	140,226.47	140,226.47
Bank of Grandin #16103	103,554.43	103,554.43
Bank of Grandin #17002	1,290,758.09	1,290,758.09
<i>Total Certificates of Deposit</i>	1,534,538.99	1,534,538.99
TOTAL PLANT FUND	4,473,414.85	8,053,654.32
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	192,510.58	186,130.94
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	436,318.08	436,318.08
TOTAL AGENCY FUND	628,828.66	622,449.02

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$10,767,309 AS OF 01/05/18**



THREE RIVERS COLLEGE
CERTIFICATES OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF November 30, 2017

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
16126	Bank of Grandin	1.25	02/22/18	12 mths	140,226.47	Contingency
17002	Bank of Grandin	1.29	08/14/18	12 mths	1,290,758.09	Contingency
16103	Bank of Grandin	1.50	10/08/18	12 mths	103,554.43	Contingency
Total Plant Fund CD's					\$ 1,534,538.99	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF November 30, 2017

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
2213401	First Midwest Bank of P.B.	0.75	01/08/98	01/08/18	10,000.00	Jerome Burford
21031513	US Bank of Poplar Bluff	0.25	01/19/95	01/19/18	12,868.64	Kim Mosley
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/18	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/18	2,500.00	A. Garner
2224601	First Midwest Bank of P.B.	0.75	02/25/98	02/25/18	1,658.87	Missy Braden
21025365	US Bank of Poplar Bluff	1.00	03/05/90	03/05/18	5,000.00	Mack Whiteley
2136801	First Midwest Bank of P.B.	0.65	03/05/97	03/05/18	5,000.00	Thelma Jackson
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
423137249	Regions Bank	0.01	05/12/88	04/07/18	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	04/07/18	1,024.34	Fred Morrow
2018004893	Commerce Bank	1.64	04/10/88	04/10/18	3,000.00	Myra C. Hays
20205	First Missouri State Bank	0.75	04/21/10	04/21/18	20,403.81	ICHE Scholarship
3568676067	US Bank of Poplar Bluff	0.25	05/01/01	05/01/18	11,026.79	Wm. D. Becker
21033372	US Bank of Poplar Bluff	0.25	05/01/96	05/01/18	1,000.00	Kim Mosley
9525	First Missouri State Bank	1.25	05/06/93	05/06/18	2,000.00	Carl Wiseman
25103	First Midwest Bank of P.B.	0.75	05/14/99	05/14/18	5,000.00	Thelma Jackson
2016007496	Commerce Bank	0.45	05/14/90	05/14/18	3,835.00	Bill Vinson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/18	2,192.00	Greg Starnes
2038701	First Midwest Bank of P.B.	1.00	05/16/96	05/16/18	5,000.00	Thelma Jackson
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/18	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/18	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	0.75	05/26/89	05/26/18	16,350.00	Jackie Watson
110260320	Southern Bank	0.85	06/02/86	06/02/18	1,000.00	Hulen Spencer
2016012267	Commerce Bank	0.25	06/04/92	06/04/18	2,350.00	Bill Vinson
5016848212	Commerce Bank	0.25	06/23/98	06/23/18	7,843.17	Louise Spradling
451028956	US Bank of Poplar Bluff	0.25	07/02/99	07/02/18	5,234.00	Wm. D. Becker
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/18	1,405.00	Joshua Bowman
2019003547	Commerce Bank	1.69	07/08/90	07/08/18	4,000.00	P.C. Hays, Jr.
2170801	First Midwest Bank of P.B.	1.65	07/11/97	07/30/18	10,925.00	Mabel Swindel
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/18	10,000.00	Myrtle Rutland

THREE RIVERS COLLEGE
CERTIFICATES OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
8036	First Missouri State Bank	0.75	08/23/90	08/23/18	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.65	08/25/92	08/25/18	3,000.00	Odd Fellows
110270576	Southern Bank	0.85	08/27/85	08/27/18	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.75	08/28/02	08/28/18	5,000.00	Helvey-Miller
218101	First Midwest Bank of P.B.	0.75	09/22/98	09/22/18	5,000.00	Jerome Burford
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/15/18	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	0.65	10/31/97	10/31/18	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	0.85	11/06/00	11/06/18	4,000.00	Coll. Achievement
2012008906	Commerce Bank	0.70	05/11/81	11/11/18	4,526.11	P.C. Hays, Sr.
451037941	US Bank of Poplar Bluff	0.40	11/16/98	11/16/18	17,800.00	Wm. D. Becker
451038829	US Bank of Poplar Bluff	0.40	11/17/99	11/17/18	15,469.82	Wm. D. Becker
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
110239662	Southern Bank	1.00	01/05/91	01/05/19	1,412.53	Bulow Mem.
3568803469	US Bank of Poplar Bluff	0.25	09/26/00	02/26/19	9,674.10	Wm. D. Becker
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/19	6,468.04	Butler Co Co-op
110274305	Southern Bank	0.90	05/30/86	05/30/19	5,200.00	Mabel Swindel
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/19	1,226.80	A. Garner
1014001	First Midwest Bank of P.B.	1.00	11/06/89	11/06/19	5,000.00	Charlotte Stone
423135367	Regions Bank	0.10	11/18/04	11/18/19	1,106.64	Betty Waldrop
423135383	Regions Bank	1.49	12/04/04	12/04/19	1,650.00	R. Couperus
423137157	Regions Bank	1.24	01/14/85	01/14/20	2,500.00	Dr. Miller
2012008112	Commerce Bank	0.30	08/11/92	02/11/20	1,000.00	Myra C. Hays

Total Agency Fund CD's

\$ 436,318.08

Three Rivers College
CD Report
As of November 30, 2017

Investment CDs

Bank Account Interest Rate

Bank	Account	Interest Rate

CDs Maturing

Bank	Certificate Number	Maturity Date	Amount

Responses

Bank	Peoples Community	US Bank	Sterling Bank	The Bank of Missouri	First Missouri Bank	Bank of Grandin	Commerce Bank	Southern Bank
Contact	Julie Richmond	Bryan Schell	Erin Moody	Megan Leist		Teresa Hoefer	Margaret Mack	Matt Funke
Comment								
Amount								
3 months								
6 months								
1 year								
18 months								
2 year								

CDs Transferred

Endowment CDs Transferred to Endowment Trust

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
First Midwest Bank of PB	1244701	Myra Hunt	2/8/2021	3,000.00
Total				3,000.00

THREE RIVERS COLLEGE
CERTIFICATES OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF December 31, 2017

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
16126	Bank of Grandin	1.25	02/22/18	12 mths	140,226.47	Contingency
17002	Bank of Grandin	1.29	08/14/18	12 mths	1,290,758.09	Contingency
16103	Bank of Grandin	1.50	10/08/18	12 mths	103,554.43	Contingency
Total Plant Fund CD's					\$ 1,534,538.99	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF December 31, 2017

2213401	First Midwest Bank of P.B.	0.75	01/08/98	01/08/18	10,000.00	Jerome Burford
21031513	US Bank of Poplar Bluff	0.25	01/19/95	01/19/18	12,868.64	Kim Mosley
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/18	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/18	2,500.00	A. Garner
2224601	First Midwest Bank of P.B.	0.75	02/25/98	02/25/18	1,658.87	Missy Braden
21025365	US Bank of Poplar Bluff	1.00	03/05/90	03/05/18	5,000.00	Mack Whiteley
2136801	First Midwest Bank of P.B.	0.65	03/05/97	03/05/18	5,000.00	Thelma Jackson
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
423137249	Regions Bank	0.01	05/12/88	04/07/18	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	04/07/18	1,024.34	Fred Morrow
2018004893	Commerce Bank	1.64	04/10/88	04/10/18	3,000.00	Myra C. Hays
20205	First Missouri State Bank	0.75	04/21/10	04/21/18	20,403.81	ICHE Scholarship
3568676067	US Bank of Poplar Bluff	0.25	05/01/01	05/01/18	11,026.79	Wm. D. Becker
21033372	US Bank of Poplar Bluff	0.25	05/01/96	05/01/18	1,000.00	Kim Mosley
9525	First Missouri State Bank	1.25	05/06/93	05/06/18	2,000.00	Carl Wiseman
25103	First Midwest Bank of P.B.	0.75	05/14/99	05/14/18	5,000.00	Thelma Jackson
2016007496	Commerce Bank	0.45	05/14/90	05/14/18	3,835.00	Bill Vinson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/18	2,192.00	Greg Starnes
2038701	First Midwest Bank of P.B.	1.00	05/16/96	05/16/18	5,000.00	Thelma Jackson
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/18	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/18	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	0.75	05/26/89	05/26/18	16,350.00	Jackie Watson
110260320	Southern Bank	0.85	06/02/86	06/02/18	1,000.00	Hulen Spencer
2016012267	Commerce Bank	0.25	06/04/92	06/04/18	2,350.00	Bill Vinson
5016848212	Commerce Bank	0.25	06/23/98	06/23/18	7,843.17	Louise Spradling
451028956	US Bank of Poplar Bluff	0.25	07/02/99	07/02/18	5,234.00	Wm. D. Becker
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/18	1,405.00	Joshua Bowman
2019003547	Commerce Bank	1.69	07/08/90	07/08/18	4,000.00	P.C. Hays, Jr.
2170801	First Midwest Bank of P.B.	1.65	07/11/97	07/30/18	10,925.00	Mabel Swindel
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/18	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.75	08/23/90	08/23/18	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.65	08/25/92	08/25/18	3,000.00	Odd Fellows
110270576	Southern Bank	0.85	08/27/85	08/27/18	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.75	08/28/02	08/28/18	5,000.00	Helvey-Miller
218101	First Midwest Bank of P.B.	0.75	09/22/98	09/22/18	5,000.00	Jerome Burford
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/15/18	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	0.65	10/31/97	10/31/18	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	0.85	11/06/00	11/06/18	4,000.00	Coll. Achievement

THREE RIVERS COLLEGE
CERTIFICATES OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
2012008906	Commerce Bank	0.70	05/11/81	11/11/18	4,526.11	P.C. Hays, Sr.
451037941	US Bank of Poplar Bluff	0.40	11/16/98	11/16/18	17,800.00	Wm. D. Becker
451038829	US Bank of Poplar Bluff	0.40	11/17/99	11/17/18	15,469.82	Wm. D. Becker
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/18	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	0.75	12/05/95	12/05/18	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/18	1,110.00	C.T. McDaniel
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
2016012160	Commerce Bank	0.25	12/11/91	12/11/18	7,700.00	Bill Vinson
11129	First Missouri State Bank	0.75	12/12/96	12/12/18	6,131.36	Kim Mosley
43712	First Midwest Bank of P.B.	0.85	04/27/09	12/14/18	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.25	12/22/97	12/22/18	10,000.00	Harold Prim
110239662	Southern Bank	1.00	01/05/91	01/05/19	1,412.53	Bulow Mem.
3568803469	US Bank of Poplar Bluff	0.25	09/26/00	02/26/19	9,674.10	Wm. D. Becker
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/19	6,468.04	Butler Co Co-op
110274305	Southern Bank	0.90	05/30/86	05/30/19	5,200.00	Mabel Swindel
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/19	1,226.80	A. Garner
1014001	First Midwest Bank of P.B.	1.00	11/06/89	11/06/19	5,000.00	Charlotte Stone
423135367	Regions Bank	0.10	11/18/04	11/18/19	1,106.64	Betty Waldrop
423135383	Regions Bank	1.49	12/04/04	12/04/19	1,650.00	R. Couperus
2017004259	Commerce Bank	0.30	12/09/89	12/09/19	1,000.00	P.I. Church
423137157	Regions Bank	1.24	01/14/85	01/14/20	2,500.00	Dr. Miller
2012008112	Commerce Bank	0.30	08/11/92	02/11/20	1,000.00	Myra C. Hays

Total Agency Fund CD's

\$ 436,318.08

Three Rivers College
CD Report
As of December 31, 2017

Investment CDs

Bank Account Interest Rate

Bank	Account	Interest Rate

CDs Maturing

Bank	Certificate Number	Maturity Date	Amount

Responses

Bank	Peoples Community	US Bank	Sterling Bank	The Bank of Missouri	First Missouri Bank	Bank of Grandin	Commerce Bank	Southern Bank
Contact	Julie Richmond	Bryan Schell	Erin Moody	Megan Leist		Teresa Hoefer	Margaret Mack	Matt Funke
Comment								
Amount								
3 months								
6 months								
1 year								
18 months								
2 year								

CDs Transferred

Endowment CDs Transferred to Endowment Trust
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CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Month of November 2017

Current Fund:	General Fund - Southern Bank	\$ 967,000.18
	Electronic Student Refunds - Higher One	<u>362,212.58</u>
	Total Current Fund	1,329,212.76
Housing Fund:	Rivers Ridge - Southern Bank	9,215.13
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>27,837.40</u>
	Grand Total	<u><u>\$ 1,366,265.29</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 17th day of January 2018.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Month of December 2017

Current Fund:	General Fund - Southern Bank	\$ 2,199,395.72
	Electronic Student Refunds - Higher One	<u>381,010.35</u>
	Total Current Fund	2,580,406.07
Housing Fund:	Rivers Ridge - Southern Bank	28,592.65
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>36,926.08</u>
	Grand Total	<u><u>\$ 2,645,924.80</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 17th day of January 2018.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

**THREE RIVERS COLLEGE
BID REPORT
AS OF JANUARY 9, 2018**

Dexter Center Electrical Upgrade

Status: Closed
Open Date: 11/7/2017
Close Date: 11/21/2017
Funding Source: General Revenue
Bids Submitted:

Kiger Electric	Dexter, MO
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Bid Awarded: Kiger Electric \$21,000.00

Bush Hog

Status: Open
Open Date: 1/10/2018
Close Date: 1/24/2018
Funding Source: Enhancement Grant
Bids Submitted: N/A
Bid Awarded: N/A

Newborn Infant Simulator

Status: Open
Open Date: 1/11/2018
Close Date: 1/24/2018
Funding Source: Enhancement Grant
Bids Submitted: N/A
Bid Awarded: N/A

January 2018 President's Report

- Construction Update
 - Libla Family Sports Complex
 - Parking Lots
 - Sidewalks
- POTA – An Evening with Mark Twain – November 16
- Counselor's Conference – December 1
- POTA – SIX – December 7
- Employee Christmas Breakfast – December 8
- Nursing Pinning Ceremony – December 8
- Governor's Student Leadership Forum – Jan 3 - 5
- Upcoming Events
 - Planning Retreat – January 26
 - Raider Reunion – February 3
 - Three Rivers Week at the Capitol – February 5 - 7
- We are all in this together
 - Jack Armor – 5 years
 - Gina Cagle – 15 years
 - Tracy King – 15 years

A G E N D A
Executive Session
Wednesday, January 17, 2018

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 adoption of the Butler County Hazard Mitigation Plan

BACKGROUND INFORMATION--HISTORY

The Ozark Foothills Regional Planning Commission updates the Butler County Hazard Mitigation Plan on a regular basis. OFRPC has updated the plan and is asking for the local jurisdictions to adopt. The resolution for approval is included in the board book.

POSSIBLE ALTERNATIVES

None

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

The administration recommends the board adopt the resolution.

Resolution

Resolution # _____

Adopting the Butler County Multi-Jurisdictional Local Hazard Mitigation Plan

Whereas, the Three Rivers College recognizes the threat that natural hazards pose to people and property within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

Whereas, the U.S Congress passed the Disaster Mitigation Act of 2000 (“Disaster Mitigation Act”) emphasizing the need for pre-disaster mitigation of potential hazards;

Whereas, the Disaster Mitigation Act made available hazard mitigation grants to state and local governments; and

Whereas, an adopted Local Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

Whereas, the Three Rivers College fully participated in the hazard mitigation planning process to prepare this Multi-Jurisdictional Local Hazard Mitigation Plan; and

Whereas, the Three Rivers College desires to comply with the requirements of the Disaster Mitigation Act and to augment its emergency planning efforts by formally adopting the Butler County Multi-Jurisdictional Local Hazard Mitigation Plan; and

Whereas, adoption by the governing body for the Three Rivers College demonstrates the jurisdictions’ commitment to fulfilling the mitigation goals outlined in this Multi-Jurisdictional Local Hazard Mitigation Plan; and

Whereas, adoption of this legitimizes the plan and authorizes responsible agencies to carry out their responsibilities under the plan;

Now, therefore, be it resolved, that the Board of Education of Three Rivers College adopts the “Butler County Multi-Jurisdictional Local Hazard Mitigation Plan” as an official plan; and

Be it further resolved, the County of Butler will submit the updated plan along with this Adoption Resolution to the Missouri State Emergency Management Agency and Federal Emergency Management Agency Region VII officials to enable the plan’s final approval.

Date: _____

Certifying Official: _____

Consideration of Personnel Action
Employment of Personnel
Facilitator, Kennett

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – Replacement for Melinda Gattis; resignation approved 01/17/2018

_____ Federal Program: _____

_____ Special Program _____

NAME: Haley R. Fincher

POSITION TITLE: Facilitator, Kennett

SALARY: \$9.50 per hour

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: January 2, 2018

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	Three Rivers College Poplar Bluff, MO	Mass Communications
BS	Arkansas State University	Radio/TV Production
MS	Jonesboro, AR	Student Personnel Services

EXPERIENCE

<u>09/2017 - present</u>	<u>First Missouri Bank of SEMO</u>	<u>Insurance Clerk/Receptionist</u>
	<u>Kennett, MO</u>	
<u>06/2005 - present</u>	<u>Pollack Broadcasting</u>	<u>Part-time Board Operator</u>
	<u>Kennett, MO</u>	
<u>08/2010 – 07/2014</u>	<u>Kennett Public Schools</u>	<u>Aide (8th grade)</u>
	<u>Kennett, MO</u>	

(01/17/2018)

Consideration of Personnel Action
Employment of Personnel
Part-time Disability Services Specialist

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Jessica Foster

POSITION TITLE: Part-time Disability Services Specialist

SALARY: \$7.70 per hour

FULL-TIME _____ PART-TIME: X

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

Other: _____

STARTING DATE: November 27, 2017

QUALIFICATIONS:

Degree Ed. Institution Major

EXPERIENCE

08/2017 – 09/2017	Hayden's BBQ Poplar Bluff, MO	Cook, Waitress, General Worker
04/2017 – 08/2017	McDonalds Poplar Bluff, MO	Crew Trainer

(01/17/2018)

Consideration of Personnel Action
Employment of Personnel
Part-time Facilitator, Sikeston

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – Replacement for Abygail Sparkman; resignation approved 10/18/17

_____ Federal Program: _____

_____ Special Program _____

NAME: Amy Youngerman

POSITION TITLE: Part-time Facilitator, Sikeston

SALARY: \$9.00 per hour

FULL-TIME _____ PART-TIME: X

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

Other: _____

STARTING DATE: December 11, 2017

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
Certificate	Metro Business College Cape Girardeau, MO	Administrative Assistant

EXPERIENCE

<u>02/2016 – 08/2017</u>	<u>New McKendree UMC</u>	<u>Pastoral Assistant/Financial</u>
	<u>Jackson, MO</u>	<u>Secretary</u>
<u>2015 – 02/2016</u>	<u>Subway</u>	<u>Sandwich Artist</u>
	<u>Cape Girardeau, MO</u>	
<u>2014 – 2015</u>	<u>Orange Monkey</u>	<u>Assistant Manager</u>
	<u>Cape Girardeau, MO</u>	

(01/17/2018)

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Part-time Disability Services Specialist

BACKGROUND INFORMATION **HISTORY**

Mr. Carlos Arnold has been employed with the college as a Part-time Disability Services Specialist since August 2013. He has submitted his resignation, effective December 15, 2017.

FINANCIAL IMPLICATIONS

This is a part-time, institutionally funded staff position.

ADMINISTRATIVE RECOMMENDATION

Accept Mr. Arnold's resignation and proceed with review of the position and the appropriate replacement process.

(01/17/2018)

November 22, 2017

TO: Wesley A. Payne Ph.D.

FROM: Carlos Arnold

RE: Resignation as Disability Services Specialist

Dr. Payne,

I regret to inform you that on December 15, 2017 I will be resigning my employment as Disability Services Specialist. I am resigning to pursue my student teaching down in Doniphan. I have enjoyed my time here and I wish everyone well. I thank you and everyone else for allowing me to be part of the Three Rivers College family. I look forward to applying the knowledge and experience I have gained as a Disability Services Specialist in the future.

Sincerely,

A handwritten signature in black ink that reads "Carlos Arnold". The signature is written in a cursive, flowing style.

Carlos Arnold

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Coordinator, Media Services

BACKGROUND INFORMATION **HISTORY**

Mr. Jonathan Atwood has been employed with the college as the Coordinator of Media Services since December 2012. He has submitted his resignation, effective January 12, 2018.

FINANCIAL IMPLICATIONS

This is a full-time, institutionally funded staff position.

ADMINISTRATIVE RECOMMENDATION

Accept Mr. Atwood's resignation and proceed with review of the position and the appropriate replacement process.

(01/17/2018)

Kristina McDaniel

From: Jonathan Atwood
Sent: Tuesday, January 2, 2018 8:22 AM
To: Teresa S. Johnson
Cc: Steve L. Atwood; Kristina McDaniel
Subject: Letter of Resignation

Teresa,

I would like to inform you that I am tendering my resignation as Coordinator of Media Services, effective Jan. 12, 2018, to pursue other opportunities in my field.

Working at Three Rivers has been an immense learning experience, and I will be forever grateful for the skills this position has taught me.

Thank you,

Jonathan Atwood
Coordinator of Media Services
Three Rivers College
Email: jatwood@trcc.edu
Phone: 573-840-9660 x2210
Cell: 573-270-5589
trcc.edu

This email and any attachments hereto are intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this email, you are hereby notified that any dissemination, distribution or copying of this email and/or any attachments hereto is strictly prohibited. If you have received this email in error, please immediately notify the sender by telephone and email and permanently delete the original and any copy or printout thereof and any attachments thereto. Your compliance is appreciated.

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Part-time Fitness Center Assistant

BACKGROUND INFORMATION **HISTORY**

Ms. Lisa DeAngelo has been employed with the college as a Part-time Fitness Center Assistant since October 2015. She has submitted her resignation, effective January 5, 2018.

FINANCIAL IMPLICATIONS

This is a part-time, institutionally funded staff position.

ADMINISTRATIVE RECOMMENDATION

Accept Ms. DeAngelo's resignation and proceed with review of the position and the appropriate replacement process.

(01/17/2018)

Director of Personnel Three Rivers College,

Please accept this as my letter of resignation from the fitness center of Three Rivers College. I will not be returning to my position with the college when the fitness center reopens. I have accepted employment elsewhere. I wish to thank everyone at the college for this opportunity and their kindness in the past.

A handwritten signature in black ink, appearing to read "Lisa DeAngelo", with a long horizontal flourish extending to the right.

Lisa DeAngelo

1807 North 14th Street

Poplar Bluff, MO 63901

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Facilitator, Kennett

BACKGROUND INFORMATION **HISTORY**

Ms. Melinda Gattis has been employed with the college as a Facilitator in Kennett since November 2010. She has submitted her resignation, effective December 15, 2017.

FINANCIAL IMPLICATIONS

This is a full-time, institutionally funded staff position.

ADMINISTRATIVE RECOMMENDATION

Accept Ms. Gattis' resignation and proceed with review of the position and the appropriate replacement process.

(01/17/2018)

November 27, 2017

Dr. Wesley Payne
Three Rivers College President
2080 Three Rivers Blvd
Poplar Bluff, MO 63901

Dr. Payne,

Please accept this letter as my notice of resignation of my job position as Facilitator for the Kennett Center for Three Rivers College. My last day to work with Three Rivers College, Kennett Center will be December 15, 2017. I have accepted a job position in Caruthersville, Missouri with Child Support Division to begin on December 18, 2017.

Sincerely,

Melinda Gattis

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position
Learning Support Specialist to Director of Developmental Education

BACKGROUND INFORMATION

HISTORY

Due to the growing needs of the developmental education program, the position of Director of Developmental Education was created as a standalone position verses an additional assignment to the Department Chair. In conjunction with GAR1120 College Reorganization, the President has recommended the appointment of Matthew Clanahan to this position of Director of Developmental Education. This position was advertised and Mr. Clanahan was interviewed and recommended. Mr. Clanahan will assume the new duties effective January 1, 2018.

FINANCIAL IMPLICATIONS

This is a twelve-month, faculty position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Matthew Clanahan.

(01/17/2018)

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Administrative Assistant, Human Resources to Administrative Assistant, Computer Services

BACKGROUND INFORMATION

HISTORY

Due to the growth of the department and the addition of Communications to the Department of Technology & Computer Services, the additional need for personnel became available. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Penny Sitzes to this position. Ms. Sitzes will assume the new duties effective January 8, 2018.

FINANCIAL IMPLICATIONS

This is a twelve-month, staff position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Penny Sitzes.

(01/17/2018)

**THREE RIVERS COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3109 Student Refunds	Page 1 of 4
Associated Policy : FP 3104 Banking and Cash Management; SP 2710 Financial Aid Programs	
Associated Regulation: FR 3106 Banking; SR 2750 Return of IV Information	
References: 34 CFR 668; Federal Student Aid Handbook; Title IV Financial Aid; Federal Student Aid; Title 38 of the U.S. Code; Title 10 of the U.S. Code	
Supersedes: N/A	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 01-17-2018	Last Revision:

Three Rivers College distributes all credit balances on student accounts according to all federal and state regulations. Credit balances are distributed to students according to the student's selected preference. In order to apply consistent treatment to all students, all credit balances are treated as Title IV financial aid credit balances.

Refund Process

Three Rivers College refunds credit balances according to federal and state regulations. Refunds are distributed according to student preference. Preferences for refunds include:

1. ACH deposit to a personal bank account.
2. Use of the College's official pre-paid debit card.
3. Paper check mailed to the address on file.

If the balance was paid by a debit/credit card, the credit will be refunded to that card. If a student does not have a preference selected, a paper check will be mailed to the address on file.

A credit balance on a student's account could be caused by:

- An overpayment by the student for courses enrolled.
- Removal of a fee from a course.
- Dropping courses within the 100% credit date.
- Removal of fines and or fees through Student Accounts Request for Adjustment (SARA).
- Financial aid in excess of a student's charges for tuition, fees, and other items charged by the student.

If a student pays the balance in advance using a credit/debit card and a credit is issued, the credit will be refunded to the card used to pay the balance. If a student pays the balance in advance by check or cash and a credit is issued, the credit will be disbursed according to the student's refund preference. If a student does not have a preference selected, credits will be issued by paper check if paid by check or cash.

**THREE RIVERS COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3109 Student Refunds	Page 2 of 4
Associated Policy : FP 3104 Banking and Cash Management; SP 2710 Financial Aid Programs	
Associated Regulation: FR 3106 Banking; SR 2750 Return of IV Information	
References: 34 CFR 668; Federal Student Aid Handbook; Title IV Financial Aid; Federal Student Aid; Title 38 of the U.S. Code; Title 10 of the U.S. Code	
Supersedes: N/A	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 01-17-2018	Last Revision:

Financial Aid Refunds

Financial aid funds are applied directly to each student’s account with the College in order to pay tuition, fees, College Store charges, or any other items charged by the student.

After the student account charges have been paid, any remaining credit balance (overpayment) will be refunded.

Students can expect financial aid disbursements to begin around the fifth to sixth week after the start of classes. Note: Attendance in enrolled courses is required to maintain financial aid eligibility.

Once financial aid has been applied to a student’s account, all tuition, fees, College Store charges, and all other items charged by the student will be paid first. Any remaining refunds will show as a credit balance on the student’s myTRCC. When a credit balance can be seen, the student should expect the refund process to initiate the following Friday. Refunds will continue to be processed on a weekly basis throughout the semester.

100% Credit Refunds

Three Rivers College offers a grace period at the beginning of each semester during which a student can drop a class and not be charged tuition and fees for that class. This must be done before the “Last Day for 100% Credit.” There is no prorating of tuition for classes attended after the “Last Day for 100% Credit” date. Tuition/fees will not be refunded for any class dropped after the “Last Day for 100% Credit” date.

Spring and fall semesters will have a 100% refund date cutoff within the first 10 days of the class. Summer and winter sessions will have a 100% refund date cutoff within 2 days of the start of classes. The 100% credit refund dates are listed on our website at <https://trcc.edu/studentaccounts/tuitionfees.php>.

**THREE RIVERS COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3109 Student Refunds	Page 3 of 4
Associated Policy : FP 3104 Banking and Cash Management; SP 2710 Financial Aid Programs	
Associated Regulation: FR 3106 Banking; SR 2750 Return of IV Information	
References: 34 CFR 668; Federal Student Aid Handbook; Title IV Financial Aid; Federal Student Aid; Title 38 of the U.S. Code; Title 10 of the U.S. Code	
Supersedes: N/A	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 01-17-2018	Last Revision:

Refunds for accounts paid in full or accounts requiring a refund due to payment for classes dropped within the 100% credit period will be issued the following Friday of the credit on the student's account. Anytime a student's account has a credit balance from an overpayment, the refund will be issued to the student regardless of the source of payment (parent, grandparent, friend, sponsor, etc.). The only exception to this is accounts paid by credit/debit card. All 100% credit refunds in which the balance was paid by a debit/credit card will be refunded to the card used for payment. For 100% credit refunds paid by cash or check, the refunds will be issued according to the student's refund preference. Students without a preference selected will receive a paper check sent to the address on file.

If a student wishes to move payment to a future semester, they may do so by notifying Student Accounts.

**THREE RIVERS COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3109 Student Refunds	Page 4 of 4
Associated Policy : FP 3104 Banking and Cash Management; SP 2710 Financial Aid Programs	
Associated Regulation: FR 3106 Banking; SR 2750 Return of IV Information	
References: 34 CFR 668; Federal Student Aid Handbook; Title IV Financial Aid; Federal Student Aid; Title 38 of the U.S. Code; Title 10 of the U.S. Code	
Supersedes: N/A	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 01-17-2018	Last Revision:

DOCUMENT HISTORY:

01-17-2018: Initial approval of regulation FR 3109 Student Refunds.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 1 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
References: Title VI of the Civil Rights Act of 1964; Fair Labor Standards Act (FLSA); E-Verify Program; HB1549; Addendum A-Search Committee Guidelines	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 02-15-2017	Last Revision: 11-28-2017

Three Rivers College is committed to creating an atmosphere of collaboration, collegiality, success, and excellence by embracing its climate and traditions. The College values other cultures and provides equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service.

All applicants for employment are treated with respect and given fair and equitable consideration for employment in compliance with GAP 1200 Equal Opportunity. All new employees are selected on the basis of experience, education, ability, training, and other job-related factors.

Full-time Staff Hiring Procedure

1. Complete a Position Request Form to fill position. (Job description should be attached.)
 - a. Initiator (original) → Supervisor Chain → Human Resources → President
2. Once approved by the President, the form will be sent to Human Resources for action.
3. Human Resources action
 - a. Human Resources informs originator of approval.
 - b. Position is advertised. Human Resources will prepare the position announcement and work in collaboration with the supervisor and Cabinet member for final draft.
 - Internal – minimum posting of 1 week.
 - and/or
 - External – minimum posting of 2 weeks.
 - c. Applications are received by the Office of Human Resources and are checked in for review. Incomplete files are not acknowledged or reviewed; therefore, no applicant with an incomplete file shall move forward in the process.
 - d. Search Committee Formed. Human Resources works in collaboration with the supervisor and Cabinet member for potential committee members to serve. The

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 2 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
References: Title VI of the Civil Rights Act of 1964; Fair Labor Standards Act (FLSA); E-Verify Program; HB1549; Addendum A-Search Committee Guidelines	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 02-15-2017	Last Revision: 11-28-2017

committee will include the direct supervisor. Human Resources will notify the committee.

- e. Human Resources will prepare the shared folder with all applicants for committee review.

Human Resources provides a timeline for the search process.

4. Committee Action

- a. Eliminates applicants not meeting minimum qualifications.
- b. Evaluates remaining packets to determine who is to be interviewed.

5. Interview Process

- a. Arranging of interviews
 - The committee chair creates a roster of candidates for interview.
 - Human Resources notifies applicants and schedules interviews.
- b. Committee Interview
 - Committee interviews qualified candidates.
 - At the conclusion of the committee interviews, the committee chair prepares a list of pros and cons for each candidate interviewed. The summary list of pros and cons is to be submitted to Human Resources. The Director of Human Resources will summarize the process and candidates and submit to the President for review.
- c. Cabinet Interview (At the discretion of the President)
 - Human Resources works with the appropriate Cabinet member to schedule a second round of interviews for the top candidates.
 - Cabinet member and Human Resources shall coordinate with the appropriate department for each candidate visit during the interview process.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 3 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
References: Title VI of the Civil Rights Act of 1964; Fair Labor Standards Act (FLSA); E-Verify Program; HB1549; Addendum A-Search Committee Guidelines	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 02-15-2017	Last Revision: 11-28-2017

- Cabinet member will recommend a final candidate to interview with the President.
- d. President Interview
- The President and/or designee may interview final candidate(s) at his/her discretion.
 - References are checked on all candidates prior to being invited to final interview.
 - At the discretion of the President, a recommendation will be made to the Board of Trustees or search process will start over.
6. Human Resources makes contact with the verbal offer and receives a verbal decision (offer is conditional upon Board of Trustees approval and acceptable background check).
 7. Human Resources prepares the formal offer letter for signature.
 8. President makes recommendation to the Board.
 9. Board votes.
 10. Welcome letter.
 11. Candidates that were interviewed but not selected will be notified of the decision as soon as possible after the final interview. All remaining applicants will be notified via letter after Board of Trustee approval of the recommended candidate.

Full-time Faculty Hiring Procedure

1. Complete a Position Request Form to fill position. (Job description should be attached.)
 - a. Initiator (original) → Supervisor Chain → Human Resources → President
2. Once approved by the President, the form will be sent to Human Resources for action.
3. Human Resources action

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 4 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
References: Title VI of the Civil Rights Act of 1964; Fair Labor Standards Act (FLSA); E-Verify Program; HB1549; Addendum A-Search Committee Guidelines	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 02-15-2017	Last Revision: 11-28-2017

- a. Human Resources informs originator of approval.
 - b. Position is advertised. Human Resources will prepare the position announcement and work in collaboration with the Department Chair, Dean of Instruction, and Chief Academic Officer for final draft.
 - Internal – minimum posting of 1 week.
and/or
 - External – minimum posting of 2 weeks.
 - c. Applications are received by the Office of Human Resources and are checked in for review. Incomplete files are not acknowledged or reviewed; therefore, no applicant with an incomplete file shall move forward in the process.
 - d. Human Resources will prepare the shared folder with all applicants for committee review.
 - e. Search Committee Formed: The Chief Academic Officer will select members to form the search committee for all full-time faculty hires. Faculty hiring committees shall be composed to ensure the majority of the committee are voting members of the faculty body and shall have at least one representative from either the same teaching discipline or from the department in which the faculty member will serve.
4. Committee Action
 - a. Eliminates applicants not meeting minimum qualifications.
 - b. Evaluates remaining packets to determine who is to be interviewed.
 5. Interview Process
 - a. Arranging of interviews

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 5 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
References: Title VI of the Civil Rights Act of 1964; Fair Labor Standards Act (FLSA); E-Verify Program; HB1549; Addendum A-Search Committee Guidelines	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 02-15-2017	Last Revision: 11-28-2017

- Prior to interview, candidates must be credentialed to ensure they meet the qualifications necessary for each discipline area. Credential review is completed as outlined in IP 6120 Faculty Credentialing.
 - The committee chair creates a roster of candidates for interview.
 - Human Resources notifies applicants and schedules interviews.
- b. Committee Interview
 - Committee interviews qualified candidates.
 - Candidates for faculty positions must provide a teaching demonstration as part of the interview process, unless an exception is granted by the Chief Academic Officer.
 - At the conclusion of the committee interviews, the committee chair prepares a list of pros and cons for each candidate interviewed. The summary list of pros and cons is submitted to the Chief Academic Officer and to Human Resources. The Chief Academic Officer and/or the Director of Human Resources will summarize the process and candidates and submit to the President for review.
- c. President Interview
 - The President and/or designee may interview final candidate(s) at his/her discretion.
 - References are checked on all candidates prior to being invited to final interview.
 - At the discretion of the President, a recommendation will be made to the Board of Trustees or search process will start over.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 6 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
References: Title VI of the Civil Rights Act of 1964; Fair Labor Standards Act (FLSA); E-Verify Program; HB1549; Addendum A-Search Committee Guidelines	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 02-15-2017	Last Revision: 11-28-2017

6. Human Resources or the Chief Academic Officer makes contact with the verbal offer and receives a verbal decision (offer is conditional upon Board of Trustees approval and acceptable reference and background check).
7. Human Resources prepares the formal offer letter for signature.
8. President makes recommendation to the Board.
9. Board votes.
10. Faculty contract.
11. Candidates interviewed but not selected will be notified of the decision as soon as possible after the final interview. All remaining applicants will be notified via letter after Board of Trustee approval of the recommended candidate.

Reimbursement

Reimbursement may be allowed up to \$500 standard for travel that includes two nights in hotel booked and provided by the College. If the candidate is offered the position and does not accept, reimbursement will not be provided.

Part-time Staff Hiring Procedure

1. Complete a Position Request Form to fill position.. (Job description should be attached.)
 - a. Applies to all part-time staff, excluding grant program tutors and student employees. Part time (adjunct) faculty is also excluded.
 - b. Initiator (original) → Supervisor Chain → Human Resources → President
2. Once approved by President, the form will be sent to Human Resources for action.
3. Human Resources action

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 7 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
References: Title VI of the Civil Rights Act of 1964; Fair Labor Standards Act (FLSA); E-Verify Program; HB1549; Addendum A-Search Committee Guidelines	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 02-15-2017	Last Revision: 11-28-2017

- a. Position is advertised. Human Resources will prepare the position announcement and work in collaboration with the supervisor and Cabinet member for final draft.
 - Internal – minimum of 1 week
and/or
 - External – minimum of 2 weeks
- b. Applications are received by the Office of Human Resources and are checked in for review. Incomplete files will not be acknowledged or reviewed; therefore, no applicant without a complete file will be allowed to move forward in the process.
- c. Search Committee formed. Human Resources works in collaboration with the supervisor and Cabinet member for potential committee members to serve. The committee will include the direct supervisor. Human Resources will notify the committee.
- d. Human Resources will prepare the shared folder with all applicants for committee review.
- e. Human Resources will provide a timeline for the search process.
4. Committee Action
 - a. Eliminates applicants not meeting minimum qualifications.
 - b. Evaluates remaining packets to determine who is to be interviewed.
5. Interview Process
 - a. Arranging of Interviews
 - The committee chair creates a roster of candidates for interview.
 - Human Resources will notify applicants and schedule interviews.
 - b. Committee Interview
 - Committee interviews qualified candidates.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 8 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
References: Title VI of the Civil Rights Act of 1964; Fair Labor Standards Act (FLSA); E-Verify Program; HB1549; Addendum A-Search Committee Guidelines	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 02-15-2017	Last Revision: 11-28-2017

- At the conclusion of the committee interviews, the committee chair prepares a list of pros and cons for each candidate interviewed. The summary list of pros and cons is to be submitted to Human Resources. The Director of Human Resources will summarize the process and candidates and submit to the President for review.
- c. President Interview (as requested)
- The President and/or designee may interview final candidates at his/her discretion.
 - References are checked on all candidates prior to being invited to final interview.
 - At the discretion of the President, approval is given or search process will start over. Formal part-time positions will be submitted for Board approval.

Part-Time Faculty (Adjunct Faculty)

Applications for adjunct faculty positions are accepted on a continual basis through the Office of Human Resources. Human Resources will advertise for specific needs and/or locations as requested by the department chair. Adjunct applications are maintained by Human Resources for review by the Department Chair, Dean of Instruction, and/or Chief Academic Officer.

The department chair or designee is responsible for recommending the employment of adjunct faculty to the Dean of Instruction and the Chief Academic Officer. Adjunct faculty members must be officially credentialed by the Chief Academic Officer prior to formal approval. A Personnel Action Form and Academic Affairs Faculty Qualifications Form must be completed for all new adjunct faculty and be maintained on file in the Office of Human Resources along with the

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 9 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
References: Title VI of the Civil Rights Act of 1964; Fair Labor Standards Act (FLSA); E-Verify Program; HB1549; Addendum A-Search Committee Guidelines	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 02-15-2017	Last Revision: 11-28-2017

appropriate application materials and official transcripts. The forms must be signed by the department chair and approved by the Dean of Instruction, Chief Academic Officer, and the President before the adjunct faculty member can be listed as the instructor of record for any course.

Adjunct faculty are hired on a semester by semester basis as needed to ensure all course offerings are staffed.

Part-time Event Staff

Event staff are seasonal in nature and hired as needed. The application and review process is conducted with the immediate supervisor with approval by the Cabinet member and President. A Personnel Action Form must be completed for all new Event Staff and submitted along with the appropriate application materials. All material is housed in the Office of Human Resources.

Part-time Tutors with the TRiO Grant Programs

The application and review process for tutors is conducted with the immediate supervisor with approval by the Cabinet member and President.

A Personnel Action Form must be completed for all new tutors and submitted along with the appropriate application materials. All material is housed in the Office of Human Resources.

Tutors are hired on a semester by semester basis as needed.

Student Employment

College Work-Study personnel are considered student employees with eligibility determined by Financial Aid. Upon approval of eligibility with Financial Aid, student candidates for employment may seek available positions by reviewing the list of vacancies posted with Financial Aid. The application and review process is conducted by the immediate supervisor. The Federal Work

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 10 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
References: Title VI of the Civil Rights Act of 1964; Fair Labor Standards Act (FLSA); E-Verify Program; HB1549; Addendum A-Search Committee Guidelines	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 02-15-2017	Last Revision: 11-28-2017

Student Eligibility/Hiring Form must be completed for each student employee and signed by a representative from Financial Aid, the student, and the immediate supervisor. Once complete, the student employee will make contact with Human Resources to complete all new hire paperwork. Human Resources will notify the immediate supervisor once the student worker is ready to begin work.

Emergency Hiring

At times, the College may conduct an internal search. The position may not be posted externally but announced internally only for a minimum of one week, as noted in the process above. Human Resources will work in conjunction with the supervisor and Cabinet member. The hiring may/may not require a full search committee. Internal appointments can be made in accordance with GAR 1120 College Reorganization. All offers will be subject to the President’s and Board’s approval.

The College President has the authority to authorize emergency or temporary hires for positions not to exceed 12 months. At the discretion of the President, emergency/temporary hires may be formally appointed to a position during the 12-month period, pending Board of Trustee approval.

Volunteers

Volunteers make an important contribution to the success of the College. Judgment and care must be exercised in the use of volunteers. In accordance with the Fair Labor Standards Act (FLSA), the College considers a volunteer to be an individual who performs hours of service for the College for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered. Any person volunteering services to the College must complete a Volunteer Statement form which must be signed by the departmental supervisor and forwarded to the Director of Human Resources before volunteer services can be performed. Volunteers must not be used in place of employees and may not displace an employee who would

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 11 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
References: Title VI of the Civil Rights Act of 1964; Fair Labor Standards Act (FLSA); E-Verify Program; HB1549; Addendum A-Search Committee Guidelines	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 02-15-2017	Last Revision: 11-28-2017

ordinarily be paid to do the same work. Please contact the Office of Human Resources to obtain the Volunteer Statement form. A volunteer’s service may be terminated at any time and without prior notice.

Information will be submitted to the President for approval prior to beginning service on campus. Upon approval, a background check will be completed through the Office of Human Resources for all volunteers, as well as a review of policies and procedures.

Verification of Employment Eligibility

As a condition of employment, all job applicants must successfully complete a criminal background check in addition to reference checks and verification of previous employment. In some cases a driver’s license check and/or additional screening may be required.

Individuals hired are reported as part of the Missouri New Hire Reporting process.

The College only employs those individuals who are authorized to work in the United States. Employment eligibility is documented using the Federal Employment Eligibility Verification Form I-9 and is verified for every employee. In addition, the College participates in the E-Verify employment verification program, following the procedures specified by the Department of Homeland Security and the Social Security Administration and as required by HB1549 state regulation.

Approval to Hire

All full- and formal part-time hires are contingent upon the President’s and Board’s approval. Adjunct faculty hires, Event Staff, TRiO Grant Tutors, and other part-time staff are contingent upon the President’s approval. No offer of employment shall be made to any candidate until approval has been granted.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 12 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
References: Title VI of the Civil Rights Act of 1964; Fair Labor Standards Act (FLSA); E-Verify Program; HB1549; Addendum A-Search Committee Guidelines	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 02-15-2017	Last Revision: 11-28-2017

Benefits

Unless otherwise approved by the President or required by law, only full-time employees are eligible for employment benefits. Please refer to policy PP 4510 Benefits and regulation PR 4510 Benefits.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 13 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
References: Title VI of the Civil Rights Act of 1964; Fair Labor Standards Act (FLSA); E-Verify Program; HB1549; Addendum A-Search Committee Guidelines	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 02-15-2017	Last Revision: 11-28-2017

DOCUMENT HISTORY:

- 02-15-2017:** Initial approval of regulation PR 4170 College Hiring Procedure.
- 11-28-2017:** Addition of Addendum A-Search Committees Guidelines

Addendum A

SEARCH COMMITTEES GUIDELINES

It is important to adhere to the guidelines in every selection process to minimize the potential for problems and to be able to successfully defend any actions/decisions of the hiring committees should a complaint be filed.

The principle guidelines are:

1. Select the best candidate
2. Ensure equal opportunity
3. Maintain professional/ethical standards
4. Document thoroughly

SELECT THE BEST CANDIDATE – (Guideline #1)

Three Rivers College's vision statement is to be the preeminent, cutting-edge community of learners with a student-first focus, and to operate as a vibrant, dynamic catalyst for the creation of opportunities that foster learning and student success. Each member of the faculty and staff must contribute for the success of the vision.

The search committee is charged with selecting the best candidate possible for each position. Following the [College Hiring Procedure \(PR 4170\)](#) and investing in the process of reviewing and interviewing candidates will provide consistency and valued input in selecting the best possible candidate.

THREE RIVERS COLLEGE EQUAL OPPORTUNITY POLICY STATEMENT – (Guideline #2)

Equal Opportunity – General Administration Policy 1200

Three Rivers College is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service. The College further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, sexual orientation, disability, age, gender, or national origin. The College does not sponsor non-residents for purposes of employment.

The College's equal opportunity policy extends to prohibitions against unlawful harassment of students or employees because of the individual's race, color, religion, disability, age, gender, or national origin. This prohibition against harassment includes, but is not limited to, disparaging comments, written material, physical assaults, verbal threats, and offensive pranks.

MAINTAIN PROFESSIONAL/ETHICAL STANDARDS - CONFIDENTIALITY – (Guideline #3)

All committee members will be asked to sign a “Confidentiality” document as part of the hiring process and documentation for the selection. It is important that information about a search be kept confidential, not just for the length of the search process, but into perpetuity.

Information that cannot be shared with others includes:

- What committee members and candidates say
- Interview questions
- Names of who is in the applicant pool
- Results of applicant screening
- Names of finalists
- Results of reference checks

Information that can be shared:

- Job description
- Interview format (e.g. face-to-face, presentation, ITV, etc.)

Information that should be referred to Human Resources:

- Who is serving on the committee
- Number of people who applied
- Number of people being interviewed
- Status of applicants
- Status of search

NOTE: If there is any doubt about what information can be shared, contact Human Resources for guidance.

Conflict of Interest:

In terms of your involvement in the hiring process, you may not participate in any employment activity involving a relative or person with whom you have a close personal relationship or conflict of interest.

As part of the hiring procedure, a roster of applicants who have applied for the position will be available to each member at the initial stage of the process. You will be asked to review the list carefully to be sure that there is no applicant on the list who is a relative of yours, or any applicant who is a close friend or associate for whom you cannot remain impartial. If you have a concern or doubt, please notify the chair immediately. The chair may need to confer with Human Resources and make a decision before moving forward with the process.

Definition of Relative: husband, wife, father, mother, step-parent, son, daughter, step-child, brother, sister, step-sibling, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-

in-law, sister-in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, aunt, or uncle (of the committee member).

DOCUMENT THOROUGHLY – (Guideline #4)

All applicants should be screened to determine if they meet the minimum qualifications required of the position. A copy of the position posting, as well as the job description, will be available to each committee member. Using the approved advertisement, the search committee will assess each applicant's qualifications against the approved job description to assure that all applicants are evaluated using the same criteria. The screening of applicants should eliminate from further consideration those individuals who clearly do not meet the minimum required qualifications set forth in the job description. Candidates who do not meet the minimum qualifications can be removed from the search. Only candidates with complete applicant files should move forward in the process.

Thorough documentation of the review process, as well as the interview process, should be maintained. All material should be turned in to the Human Resources office at the completion of the search.

Interviews

It is vital that all committee members are knowledgeable regarding fair hiring practices. Human Resources provides guidelines and sample interview questions that can be selected and tailored to the specific position and requirements. Upon completion of interviews, the committee should compile a list of strengths and weaknesses (pros/cons) of each candidate interviewed. The Committee Chair will draft and forward this list to the Director of Human Resources. Reference [PR 4170 College Hiring Procedure](#).

Search Committee – Member's Role

Your participation on the committee was sought out by the Human Resources office and supervisor. Give your input as needed at the various stages of the process. Your agreement to participate means that you are committed to hiring the best candidate who meets the needs of the position. Be prepared to mark your calendar with planned meetings, screening, and interview dates and times so that you are able to follow through on your commitment. Attendance and participation are very important to ensure that the entire committee can fairly evaluate each candidate.

Considerations when recruiting committee members include:

- Familiarity with the demands of the position or previous experience
- Diversity according to race, ethnicity, gender, age, departments
- Diverse experience and years of service to Three Rivers College
- Diverse employee groups

- Diversity among departments and disciplines from the vacant position (connections to department)
- Community members (if necessary dependent upon position)

Effective committee members:

- Follow the search committee chair's guidance
- Follow the College Hiring Procedure – PR 4170
- Adhere to the guidelines for selection: select the best candidate; ensure equal opportunity; maintain professional/ethical standards; document thoroughly
- Stay committed throughout the process; mark meeting/interview dates on calendars and make the necessary arrangements to attend all meetings
- Keep search information confidential. Information regarding candidates should not be discussed with anyone outside the search committee
- Participate; lend your expertise to committee deliberations
- Screen applications according to guidelines
- Help develop interview questions
- Participate in all interviews
- Record appropriate documentation
- Treat applicants with respect and dignity; remember we are setting a first impression
- Be prompt for meetings, this is a must for scheduled interviews
- Recommend the most qualified candidates based on established job criteria or forward unranked candidates to the President for further consideration

The Chair's Role

Chairing a search committee is a rewarding and challenging experience that requires taking a leadership role.

Your leadership role as chair includes:

- Setting appropriate expectations for committee members
- Serving as a liaison between the committee and the Human Resources department
- Ongoing communication with committee members throughout the hiring process
- Helping to resolve questions/issues
- Advocating for the integrity and confidentiality of the process

Specific representative duties include:

- Provide guidance for the development of interview questions. All final questions should be reviewed by Human Resources prior to the interview dates.
- Provide a qualification sheet checklist to each committee member for the screening process
- Call and chair the committee meetings

- Coordinate administrative and logistical support
- Coordinate and encourage committee participation
- Manage the screening process
- Coordinate interview scheduling with Human Resources
- Ensure proper documentation
- Keep the committee on track
- Ensure the College Hiring Procedure is followed – PR 4170
- Perform all duties and responsibilities of a committee member

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 1 of 5
Associated Policy: PP 4506 Overtime and Compensatory Leave	
References: PP 4506 and PR 4506; PR 4510; IRS 26 C FR Parts 1, 54, 301; Patient Protection and Affordable Care Act and the Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 01-17-2018

The College President is authorized to establish work days and work hours for all College employees. Each department’s hours of operation will be determined by the supervisor and appropriate cabinet member. Supervisors are responsible for creating and monitoring a work schedule for each employee that maintains their position and maximizes the efficiency of the department.

The Three Rivers College normal workweek is Monday through Friday, as set out below:

Exempt Employees (Whose Regularly Assigned Duties Do Not Include Teaching):

For full-time exempt employees whose regularly assigned duties do not include teaching, the normal workday begins at 8:00 a.m. and ends at 5:00 p.m. with one hour for lunch. Full-time exempt employees are expected to work a minimum of 40 hours per week. Exempt employees may be required to work more than 40 hours per week when deemed necessary. During the summer, generally from June through July, the College normally operates a four-day workweek. All full-time exempt employees will work an 11-hour day, from 7:00 a.m. to 6:00 p.m., including one hour for lunch, Monday through Thursday.

Hours of work may vary for all part-time exempt employees whose regularly assigned duties do not include teaching. “Part-time” employees are those who work less than thirty (30) hours per week as assigned by their supervisor.

If an exempt employee whose regularly assigned duties do not include teaching is hired to teach a course, and that course meets during the employee’s regularly scheduled day, the employee shall make up time missed during the regular work day in order to teach the course.

Non-Exempt Employees (Whose Regularly Assigned Duties Do Not Include Teaching):

A normal work day for full-time non-exempt employees whose regularly assigned duties do not include teaching consists of nine (9) consecutive hours of work (normally 8:00 a.m. to 5:00 p.m.) to include a sixty(60)-minute unpaid duty-free lunch, for a forty(40)-hour workweek. The hours include College holidays or paid leave within a single workweek. It is expected that the work hours established be maintained. Any changes to an employee’s normal work schedule must be approved in advance by the supervisor and appropriate cabinet member.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 2 of 5
Associated Policy: PP 4506 Overtime and Compensatory Leave	
References: PP 4506 and PR 4506; PR 4510; IRS 26 C FR Parts 1, 54, 301; Patient Protection and Affordable Care Act and the Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 01-17-2018

During the summer, generally from June through July, the College normally operates on a four-day workweek. All non-exempt full-time employees will work an 11-hour day, from 7:00 a.m. to 6:00 p.m., including a sixty (60)-minute unpaid duty-free lunch, Monday through Thursday.

Hours of work may vary for all part-time non-exempt employees whose regularly assigned duties do not include teaching. "Part-time" employees are those who work less than thirty (30) hours per week, as assigned by their supervisor.

Non-exempt employees may be required to work overtime when deemed necessary. Overtime begins after the non-exempt employee has worked 40 hours in a single workweek. Overtime must be pre-approved by the supervisor and appropriate cabinet member, and the employee will be appropriately compensated as required by law, either by compensating the employee with pay at time and one-half or by allowing the employee to accrue compensatory time. (Re: PP 4506; PR 4506). The Office of Human Resources must be notified of changes to an employee's overtime schedule as far in advance as possible.

If a non-exempt employee whose regularly assigned duties do not include teaching is hired to teach a course, and that course meets during the employee's regularly scheduled day, the employee shall make up time missed during the regular work day in order to teach the course. In addition, if the employee's work hours in a workweek exceeds forty (40) when his or her non-teaching and teaching duties are aggregated, the employee will receive overtime compensation by utilizing a blended rate.

Exempt Employees (All Employees With Primary Duties as Faculty):

All faculty are exempt employees under federal and state labor laws. The normal workweek shall be a minimum of forty (40) hours per week. Such 40-hour workweek is to be spent as follows: 15 hours per week of instructional time, 10 office hours per week, and at least 15 hours per week of additional duties, to include supervision of student activities, attendance at required staff meetings, chair duties, etc.

Hours of work may vary for all part-time faculty. For full-time equivalency calculation purposes, part-time faculty (i.e. adjuncts) shall be less than thirty (30) hours per week. For purposes of calculating time worked for the provision of healthcare, for every credit hour taught, it is

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 3 of 5
Associated Policy: PP 4506 Overtime and Compensatory Leave	
References: PP 4506 and PR 4506; PR 4510; IRS 26 C FR Parts 1, 54, 301; Patient Protection and Affordable Care Act and the Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 01-17-2018

anticipated that a part-time faculty member shall work 75 minutes of additional duties, to include supervision of student activities, instructional preparation, student evaluation and assessment, etc.

The maximum teaching load for adjunct faculty is 12 credit hours for each fall or spring semester. The maximum teaching load for adjunct faculty may vary with summer and intersession semesters. Maximum teaching loads for summer and intersession are as follows:

A or B session – Maximum of 3 credit hours taught each session

Full session – Maximum of 6 credit hours taught.

Adjunct instructors cannot teach an A or B session and a Full session semester at the same time. Exceptions to this policy must have prior approval from the College President.

Work Hours of Employment and the Public School and Education Employee Retirement System

Three Rivers College is a district of the Public School Retirement System of Missouri (PSRS) and the Public Education Employee Retirement System (PEERS). For purposes of work hours for PSRS and PEERS, hours are calculated on an hour for hour basis. Part-time certified positions shall not exceed 16.5 hours per week. Part-time non-certified positions shall not exceed 19.5 hours per week.

Adjunct faculty who are retired under the Missouri PSRS are limited to teaching no more than 17 credit hours in an academic year (summer, fall, and spring semesters).

Break Time for Nursing Mothers

The College will provide all employees who are nursing mothers with reasonable break time for expressing breast milk for her nursing child for one year after the child’s birth. This extends the provisions of the Patient Protection and Affordable Care Act and the Fair Labor Standards Act requiring break time for nursing mothers to all College employees, exempt and non-exempt.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 4 of 5
Associated Policy: PP 4506 Overtime and Compensatory Leave	
References: PP 4506 and PR 4506; PR 4510; IRS 26 C FR Parts 1, 54, 301; Patient Protection and Affordable Care Act and the Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 01-17-2018

Definitions:

Expressing (of breast milk): the process by which a woman expels milk from her breast. The breast milk can then be stored and fed to her baby at a later point in time.

Lactation Room: means a dedicated or non-dedicated private space used by nursing mothers to express milk. Lactation Rooms must be private, shielded from view, and not located in a restroom or common area.

Nursing mother: means any individual who is currently breastfeeding or expressing breast milk for her child.

Compliance:

Supervisors must work with nursing mothers to determine the necessary, reasonable break times, or flexible scheduling, required to accommodate their unique needs. The number of breaks needed to express breast milk depends on numerous factors such as the number of feedings and the age of the child. A nursing mother will typically need two to three breaks during an eight-hour period; however, more break times may be necessary. Supervisors will exercise as much schedule flexibility as reasonably possible to accommodate the nursing mother's needs.

Nursing mothers must provide adequate notice to their supervisor or designee of their request for lactation support (i.e. lactation room, flexible work, break time, etc.) and communicate their unique needs.

Nursing mothers are responsible for storage of expressed milk while on campus. The College is not responsible for the integrity or security of breast milk stored in any refrigerator on campus.

Environment for Lactation Accommodation:

A lactation space will be made available at the College's main campus and external locations. The space provided or made available will be shielded from view and free from intrusion from co-workers and the public.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 5 of 5
Associated Policy: PP 4506 Overtime and Compensatory Leave	
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Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 01-17-2018

DOCUMENT HISTORY:

- 06-30-2010:** Initially approved regulation PR 4210 Work Hours of Employment.
- 05-15-2014:** Reworked to make compliant with changes in federal statute for Health Care Recovery Act.
- 09-21-2016:** The College Board of Trustees approved the name change of the College from Three Rivers Community College to Three Rivers College.
- 01-17-2018:** Addition of required break time for Nursing Mothers for all College employees, exempt and non-exempt, per the Patient Protection and Affordable Care Act and the Fair Labor Standards Act.

UPCOMING EVENTS

Generative Conversations: Selected Works from Four Series by Lisa Sisley-Blinn, January 26 - February 23, Tinnin Gallery. Gallery hours are noon-3 p.m. Monday-Friday. Paintings, prints, and photographs from four series show how this artist's work has both grown and remained united over time. Free. Artist Lecture: 12 p.m. January 26, Room 108 of the Robert W. Plaster Free Enterprise Center.

Raider Spirit Week, January 29-February 3. In this week leading up to Raider Reunion, area businesses and College offices are encouraged to Show Raider Pride by decorating in black and gold.

Raider Reunion, 5 p.m. February 3, Bess Activity Center. Alumni and friends get free admission to the 5 p.m. Lady Raiders and the 7 p.m. Raiders basketball games, a hospitality room, Rocky Raider photo booth and more. Get details at trcc.edu/development/events.

Jazz Festival –Jazz Bands, 7 p.m. February 8, Tinnin Fine Arts Center; free. TRC Music Department presents this concert featuring area junior high, high school, and college jazz bands.

Jazz Festival – All District Jazz Band, 7 p.m. February 10, Tinnin Fine Arts Center; free. TRC Music Department presents an evening of jazz with the Southeast Missouri All District High School Jazz Band and the Three Rivers College Jazz Band.

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

RAIDERS ATHLETICS

Men's Basketball @ Bess Activity Center

Raiders vs. Moberly Area Community College, 7 p.m. Jan. 27.

Raiders vs. North Arkansas College, 7 p.m. Jan. 30.

Raiders vs. State Fair Community College, 7 p.m. Feb. 3.

Raiders vs. St. Louis Community College , 7 p.m. Feb. 6.

Raiders vs. MSU - West Plains, 7 p.m. Feb. 10.

Raiders vs. West Kentucky CTC, 7 p.m. Feb. 12.

Raiders vs. Arkansas Baptist College, 7 p.m. Feb. 15.

Raiders vs. Mineral Area College, 7 p.m. Feb. 17.

Women's Basketball @ Bess Activity Center

Lady Raiders vs. Moberly Area Community College, 5 p.m. Jan 27.

Lady Raiders vs. Jefferson College , 6:30 p.m. Jan. 31.

Lady Raiders vs. State Fair Community College, 5 p.m. Feb. 3.

Lady Raiders vs. St. Louis Community College , 5 p.m. Feb. 6.

Lady Raiders vs. Arkansas State Mid-South, 6:30 p.m. Feb. 13.

Lady Raiders vs. Mineral Area College, 5 p.m. Feb. 17.

Men's Baseball @ Patillo Field

Raiders vs. Southwestern Illinois College, 12 & 2 p.m. Feb. 17.

Women's Softball @ Rains Field

Lady Raiders vs. Dyersburg State Community College, 2 & 4 p.m. Feb. 21.

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

FOR IMMEDIATE RELEASE:

Wednesday, January 10, 2018

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9739

jatwood@trcc.edu

Center Stage Opens 2017-18 Season with ‘Once Upon a Mattress’

Center Stage will launch its 2017-18 season with the classic musical comedy “Once Upon a Mattress!” Performances will be held at 7 p.m. November 2-4 and 2 p.m. on November 5 in the Tinnin Fine Arts Center. Tickets are \$10, or \$5 with a TRC ID.

“Once Upon a Mattress is a great way to launch the Center Stage season. It’s fun, whimsical, a good show for the whole family,” said Robert Abney, Director of the Tinnin Fine Arts Center. “I think you’ll love what our cast is doing with ‘Once Upon a Mattress.’ They’re having a ton of fun up there.”

Delightful songs and side-splitting shenanigans abound in this production, a comedic retelling of The Princess and the Pea. The musical follows Princess Winnifred, who must pass an impossible test and outwit the intolerable Queen Aggravain to marry her beloved Prince Dauntless.

“Once Upon a Mattress” is a musical comedy with music by Mary Rodgers, lyrics by Marshall Barer, and book by Jay Thompson, Dean Fuller, and Marshall Barer. The play was adapted from the Hans Christian Andersen fairy tale The Princess and the Pea.

Tickets are available at the Three Rivers’ Student Accounts Office, the Poplar Bluff Chamber of Commerce, and at the door. For more information on “Once Upon a Mattress” and other fine arts performances upcoming at the Tinnin Fine Arts Center, visit trcc.edu/tinnin.

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Oct. 19, 2017

Daily American Republic

Serving The Region Since 1869

POPLAR BLUFF, MISSOURI

50c

TRC construction, remodeling projects making progress

By **CHELSEAE CORDIA**
Staff Writer

The Three Rivers College Board of Trustees held its monthly meeting Wednesday at the Current River Career Center in Doniphan, Mo.

During its regular meeting, trustees heard the financial report, delivered

by Chief Financial Officer Charlotte Eubank and the President's Report from TRC President Dr. Wesley Payne.

Eubank said in comparing financials through Aug. 31 to the same time last year, the college is slightly behind by about

See **TRC/A2**

TRC

FROM PAGE A1

\$320,000.

"That's indicative of our decreasing enrollment pattern that we anticipated and budgeted for," she said.

Eubank said TRC is about a quarter of the way through its fiscal year and that revenues and expenses are performing as expected.

Payne said during his report construction on the Libla Family Sports Complex continues to precede completion.

"They have poured the slab in the lobby and they poured the lower concourse," he said. "The FEMA portion is just getting touch up and final pieces of (owner)-provided materials."

Payne said the campus sidewalk and parking lot projects are continuing to progress.

"All the concrete work is done on the roundabout.

It awaits basically patching with asphalt overlay. Coming next, the parking lots themselves have all been sealed. They are waiting for final framing," he said.

Payne said the Westover Building remodel is "making good progress."

He said school officials are awaiting price estimates for cutting in new doors before making a determination on whether or not to redesign or to proceed as planned.

"Yesterday (Tuesday) they were in flooring and final paint touch-up," he said. "So really the last piece of that is getting the door cut."

Payne said the potential doors will be a 12-foot tall system with a 13-foot tall opening and three stories of brick and non structural block. Requested bids on the project are taking a Payne also commented on several events taking place around campus during the past month. He said a well-

attended club fair gave about 500 students the opportunity to get involved in TRC's various student organizations.

From Sept. 25-27, the college held Raider Preview Days and more than 650 area students toured the facilities. He also said during an Education Talent Search Extravaganza, youngsters were given the opportunity to see what TRC is all about.

Upcoming events include Excursions on Oct. 26, Once Upon a Mattress Nov. 2-5, and An Evening with Mark Twain, sponsored by TRC's Patrons of the Arts, on Nov. 16. Times for Once Upon a Mattress vary, but Excursions and an Evening with Mark Twain begin at 7 p.m. All shows will be held at the Tinnin Fine Arts Center. Tickets are available at the door.

The next Three Rivers College Board of Trustees meeting will be held at noon Wednesday, Nov. 15 in the Tinnin Center Board Room.

Oct. 22, 2017

Daily American Republic

Serving The Region Since 1869

POPLAR BLUFF, MISSOURI

50c

DOWDY EARNS FULFILLING DREAMS AWARD



Photo provided

Christina Dowdy, one of several Three Rivers College students who received scholarships from the Stoddard County Development Foundation, was recognized at a "Fulfilling Dreams" reception held in the Tinnin Fine Arts Center. (From left) Allen Brooks, Three Rivers Endowment Trust Board Member; Mark Stidham, Three Rivers Endowment Trust Board Member; Christina Dowdy, scholarship recipient; Dr. Wesley Payne, President of TRC; and Eric Schalk, Chair of the TRC Board of Trustees. Not pictured are recipients Ramona Baker, Lane Brown, Jordan Clark, Haley Cornett, Mariah Fowler, Angela Freeman, and Miranda Wake.

TRC STUDENTS EARNS DUNCAN SCHOLARSHIP



Photo provided

Three Rivers College student and Naylor resident Delaney Lutes was awarded the Arnold Duncan Memorial Scholarship. This scholarship is awarded to a sophomore majoring in Business Administration. (From left) Allen Brooks, Three Rivers Endowment Trust Board Member; Mark Stidham, Three Rivers Endowment Trust Board Member; Delaney Lutes, scholarship recipient; Dr. Wesley Payne, President of TRC; and Eric Schalk, Chair of the TRC Board of Trustees.

Oct. 25, 2017

Daily American Republic

Serving The Region Since 1869

POPLAR BLUFF, MISSOURI

50c

LAWSON SCHOLARSHIP



Photo provided

Three Rivers College students Amanda Cordell, Emily Duckett, Jennifer Millner, and Kaycelyn Shoemaker have been awarded the Dede Lawson Memorial Scholarship. Recipients were recognized at the "Fulfilling Dreams" reception. The Dede Lawson Memorial Scholarship is awarded to eligible nursing students at TRC. From left are Allen Brooks, Three Rivers Endowment Trust board member; Mark Stidham, Three Rivers Endowment Trust board member; Millner; Eric Schalk, chair of the TRC Board of Trustees; and Dr. Wesley Payne, TRC president. Not pictured are Cordell, Duckett, and Shoemaker.

DRURY SCHOLARSHIP



Photo provided.

Three Rivers College students Derek Fowler, Jamal Hughes, James Lewis, and Robert Moore have received the Lambert C. Drury Memorial Scholarship. The Lambert C. Drury Memorial Scholarship is awarded to students enrolled in Associate of Applied Science programs such as Agriculture, Applied Technology, and Forestry. From left are Allen Brooks, Three Rivers Endowment Trust board member; Mark Stidham, Three Rivers Endowment Trust board member; Hughes; Dr. Wesley Payne, TRC president; and Eric Schalk, chair of the TRC Board of Trustees. Not pictured are Fowler, Lewis and Moore.

QUERY SCHOLARSHIP



Photo provided

Three Rivers College student and Poplar Bluff resident Jeff Harpole received a scholarship from the Leonard Query Scholarship Fund. The scholarship is awarded to a sophomore with a 3.0 GPA residing within the TRC taxing district and pursuing a degree in Marketing and Sales. From left are Allen Brooks, Three Rivers Endowment Trust board member; Mark Stidham, Three Rivers Endowment Trust board member; Harpole; Dr. Wesley Payne, TRC president; and Eric Schalk, chair of the TRC Board of Trustees.

METZ SCHOLARSHIP



Photo provided

Three Rivers College student and Poplar Bluff resident Stewart Shock was awarded the Don Metz Memorial Scholarship. The Don Metz Memorial Scholarship is awarded to a Butler County resident majoring in Agriculture with a minimum GPA of 2.0. From left are Allen Brooks, Three Rivers Endowment Trust board member; Mark Stidham, Three Rivers Endowment Trust board member; Shock; Dr. Wesley Payne, TRC president; and Eric Schalk, chair of the TRC Board of Trustees.

TODAY IN HISTORY OCTOBER 25

Today is Wednesday, Oct. 25, the 298th day of 2017. There are 67 days left in the year.

Valerian Zorin confirm or deny the existence of Soviet-built missile bases in Cuba; Stevenson then

came pregnant from rape it was "something God intended." Romney ignored the emotional social

Oct. 27, 2017

Daily American Republic

Serving The Region Since 1889

POPLAR BLUFF, MISSOURI

50c

JAMES KIMBROW SCHOLARSHIP



Photo provided

Three Rivers College students Wesley Fluharty, Samantha Rogers, and Kevin Vaillancourt have received the James Kimbrow Memorial Scholarship. The James Kimbrow Memorial Scholarship is awarded to students majoring in Criminal Justice or Law Enforcement who have successfully completed a minimum of 12 credit hours of classes with a 2.5 GPA. From left: Allen Brooks, Three Rivers Endowment Trust Board Member; Mark Stidham, Three Rivers Endowment Trust Board Member; Wesley Fluharty, scholarship recipient; Dr. Wesley Payne, President of TRC; and Eric Schalk, Chair of the TRC Board of Trustees. Not pictured are Rogers and Vaillancourt.

Three Rivers Endowment Trust to host Trivia Night in Kennett

Thursday, November 2, 2017

Jeff Dorris jdorris@dddnews.com

The Three Rivers Endowment Trust is Trivia Night on Thursday, November 9 at 6:00 p.m. at the Kennett Country Club.

The event is a fundraiser for the Kennett Student Success Fund.

“We've had very successful trivia nights in Poplar Bluff,” said Michelle Reynolds, Director of Development at Three Rivers College.

“It's a great night for people to come out and have a good time and also help support scholarships at the same time.”

The event will consist of six member teams at a cost of \$20.00 per player.

The entry fee includes dinner at the Kennett Country Club preceding the Trivia competition.

“We are selling mulligans also,” informed Reynolds. “The way a mulligan works is people can buy the mulligan. They are three for ten dollars and there's a max. Each team can only have six total mulligans.”

Reynolds continued, “It's a little sticker and if you get to a question and you have absolutely no idea what this is, you put the sticker there and then regardless you do get a point for that answer.”

Spaces are filling up but there is room for a few more teams.

The Kennett Country Club is located at 2121 First Street and doors open at 5:00 p.m. for the dinner with Trivia Night following at 6:00 p.m.

Proceeds go to the Kennett Student Success Fund which benefits scholarships as well as fulfilling other student's needs.

“All the money raised will stay in Kennett,” stated Reynolds.

“We're excited about this event and to let people know more about Three Rivers and have a good time and invest in the lives of our students,” said Reynolds.

For more information or to register contact Michelle Reynolds at 573-840-9077 or Kathy Ballard at 573-888-6381

FOR IMMEDIATE RELEASE:

Wednesday, January 10, 2018

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9660

jatwood@trcc.edu

Three Rivers College Opens Distinguished Alumni Nominations

Three Rivers College has opened nominations for its 2018 Distinguished Alumni Award. The award recognizes the accomplishments and achievements of the College's graduates and former students. The award will be given at a recognition reception hosted by the College in spring 2018. The nomination deadline for the award is December 11.

"We've built a great tradition with our Distinguished Alumni Award over the last two years, and we've had the opportunity to honor two pillars of our community," said Michelle Reynolds, Director of Development at Three Rivers. "I can't wait to see the nominations for this year's award."

Reynolds noted that nominations submitted in previous years may be resubmitted for consideration for the 2018 award.

Nominations can be submitted by going to trcc.edu/distinguished and filling out the form provided there. Forms may also be mailed upon request. Nominees should be a graduate from or former student of Three Rivers College and will be judged on the merits of their personal and professional achievements. A committee drawn from College employees and the Three Rivers Endowment Trust will choose the winning nomination.

The 2017 Distinguished Alumni Award was awarded to Poplar Bluff resident and journalist Stan Berry, who serves as editor for the Daily American Republic. Berry also served as the keynote speaker at the College's 2017 Commencement ceremony.

For more information on the Distinguished Alumni Award, the Alumni and Friends program at Three Rivers, or on how to donate to Three Rivers College, visit trcc.edu/development or contact Michelle Reynolds at michellereynolds@trcc.edu or at 573-840-9077.

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FOR IMMEDIATE RELEASE:

Wednesday, January 10, 2018

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9660

jatwood@trcc.edu

'Inner Space' Exhibition Opens at Tinnin Center Art Gallery

The Tinnin Center Art Gallery in Poplar Bluff will continue its 2017-18 season with "Inner Space," an exhibition featuring the works of Minnesotan sculptor Kim Matthews.

The exhibition will launch with a free artist lecture by Matthews at noon on November 3 in Room 108 of the Robert W. Plaster Free Enterprise Center on Three Rivers College's Poplar Bluff Campus. "Inner Space" will be displayed in the Tinnin Center Art Gallery November 3 – December 8, 12 – 3 p.m, Monday through Friday.

This exhibit explores the tension between dualities through reliefs and freestanding works in cast paper, wood, canvas, metal, and other media. Matthews, whose sculpture is rooted in a long-term meditation practice, creates sculptures that translate her experiences of expanded awareness into visual form.

Kim Matthews is a sculptor from Minneapolis, Minnesota, though her childhood years spent in Alaska and Maine have influenced her work. She works in a variety of media including cast paper, felt, vinyl, wood, canvas, concrete, and found objects. She has exhibited her work in nonprofit and commercial galleries and museums across the United States. For more about the artist and her works, visit www.kimmatthewsart.com.

The 2017-18 Tinnin Center Art Gallery season will continue on January 25 with "Generative Conversations" by Lisa Sisley-Blinn. For more information on upcoming arts and culture events at Three Rivers College, visit trcc.edu/tinnin.

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FOR IMMEDIATE RELEASE:

Wednesday, January 10, 2018

HAS PHOTO attached to email, caption at end of release

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9660

jatwood@trcc.edu

Three Rivers Endowment Trust Adds New Board Members

Two Poplar Bluff residents have joined the Three Rivers Endowment Trust board of directors.

At its Oct. 13 meeting, the board approved the addition of Christy Frazier-Moore and Matt Funke.

Frazier-Moore is a Three Rivers College graduate who grew up in Eminence and attended on a volleyball scholarship. She went on to graduate from Southeast Missouri State University. Throughout the years, she has served many positions in both non-profits and the banking industry. She is currently a loan officer at The Bank of Missouri in Poplar Bluff.

Frazier-Moore is also involved in several philanthropic and civic organizations, including current president of Women Aware Inc., chair of the Chamber of Commerce Ladies' Wine and Nine, President of Beta Sigma Phi-Upsilon, member of BNI, Member of the Black River Coliseum Advisory Board, and member/founder of Stocks and Broads Investment Group.

She resides in Poplar Bluff with her husband, Clayton, and children Jackson and Kenzie.

Funke is a Poplar Bluff High School graduate. After beginning his banking career out of the area, he moved back to Poplar Bluff in 2003. For the past 12 years, he has served as an Executive Vice President and Chief Financial Officer at Southern Bank, where he oversees accounting and finance activities, human resources, and facilities management functions.

His civic involvement includes service as financial secretary and deacon at Fellowship General Baptist Church, member and director of the local Rotary Club, trustee and President for the Poplar Bluff Municipal Library, and board member and Chairman for the Poplar Bluff Chamber of Commerce.

Funke is married to Jennifer and the couple have three children: Jack, Claire, and Jude.

“We are thrilled to add both Christy and Matt to our team,” said Michelle Reynolds, Executive Director of the Endowment Trust and Director of Development at Three Rivers College. “Both are respected and heavily involved in the Poplar Bluff community, and it’s an honor that they are willing to serve on our board to continue to improve Three Rivers College and our local communities.”

The Three Rivers Endowment Trust formed in 2010 as a 501(c)(3) not-for-profit organization, designated by Three Rivers College to receive and manage gifts on behalf of the College. It acts as a trustee for donations to assure that gifts are distributed in the manner specified by the donor.

The Three Rivers Endowment Trust recently wrapped up a capital campaign which assisted in the construction of three buildings. It is involved in several activities throughout the service area. Tax-deductible gifts assist in awarding scholarships and granting other needs not met in the budget.

For more information, visit trcc.edu/development. The Three Rivers Endowment Trust can be reached by calling 573-840-9077.

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FOR IMMEDIATE RELEASE:

Wednesday, January 10, 2018

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9660

jatwood@trcc.edu

History Comes Alive with “An Evening with Mark Twain” at the Tinnin Center

The Patrons of the Arts Society continues its 2017-18 season with Dr. Michael Mauldin’s long-running, hilarious, and historical re-enactment “An Evening with Mark Twain” at 7 p.m. on November 16 in the Tinnin Fine Arts Center on the campus of Three Rivers College in Poplar Bluff.

“An Evening with Mark Twain” recreates an actual lecture from the world-famous humorist and author’s highly acclaimed world tour in 1905. Mauldin undergoes a makeup transformation that takes nearly three hours to achieve an uncanny likeness to the 70-year-old Twain, complete with the author’s traditional white suit and ever-present cigar.

“Dr. Mauldin is a legend in the theater and has been touring this performance around the country for over thirty years,” said Robert Abney, Director of the Tinnin Fine Arts Center. “It’s an honor to have such an accomplished performer here at the Tinnin Center, and I wouldn’t miss this performance. It’s a once-in-a-lifetime experience.”

Mauldin’s performance is a fascinating combination of uproarious comedy, biting social satire, and often dark commentary of the human condition. It’s all seen through the eyes of Twain, a man who had been at the top of the literary and social spectrum for most of his life and had reached the age and level of esteem where he felt free to say what was on his mind with almost no fear of censure.

Tickets are \$15 each and are available online at trcc.edu/tinnin, and in limited amounts at the Poplar Bluff Chamber of Commerce, the TRC Student Accounts Office, and at the door. For more information on the 2017-18 Patrons of the Arts season or to buy tickets for upcoming shows, visit trcc.edu/tinnin.

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October 23, 2017

Agreements Ease Transfer for Three Rivers Nursing, Education Grads to Southeast

Southeast Missouri State University and Three Rivers College (TRC) officials signed articulation agreements Oct. 19 paving the way for a seamless transition for Three Rivers Associate of Applied Science in Nursing graduates into Southeast's online RN-BSN program and for Three Rivers Associate of Arts in Teaching graduates to transfer into five Southeast Bachelor of Science in Education programs.

Under the nursing articulation agreement, a slate of 15 100- to 200-level courses taken at Three Rivers by Associate of Applied Science in Nursing students, now will fulfill the requirements for the lower level University Studies (general education) requirements at Southeast, easing their transfer to Southeast's online RN-BSN program. The education articulation agreement signing eases the transfer for students from TRC's Associate of Arts in Teaching to Southeast's Bachelor of Science in Education programs in early childhood education with elementary education add-on certification; elementary education with middle school language arts add-on certification; exceptional child education with elementary education add-on certification; elementary education; and middle school education.

"We are so pleased to partner with Three Rivers College on these agreements," said Dr. Carlos Vargas, president of Southeast Missouri State University. "Southeast's online RN-BSN program recently was recognized by College Choice among the nation's best online RN-BSN programs, and just last week, Southeast's College of Education was named an Apple Distinguished School. Southeast Missouri State University is delighted these collaborations will simplify the path for students to advance their education at Southeast in these outstanding programs as they prepare to launch extraordinary careers in education and the healthcare industry."

Dr. Wesley Payne, president of Three Rivers College, added, "We're proud to be able to continue working with Southeast Missouri State University to create better opportunities, and greater availability of education, for the people in our region. This agreement will make it easier for nurses across our region to continue their education and improve their skills, and will support healthcare in southeast Missouri in the process.

"We're also pleased to sign an agreement which will make the transfer of students from our Associate of Arts in Teaching programs to Southeast's Bachelor of Science in Education programs even easier," Payne added. "Education is the lifeblood of the region, and we're committed to helping provide excellent teachers to southeast Missouri."

"Two areas of study in higher education that continue to be in demand in this region are health care and education," said Dr. Justin Hoggard, Dean of Instruction at Three Rivers College. "The articulation agreements signed Thursday in nursing, as well as the AAT in Education, underscore the commitment of both institutions to continue to provide quality educational opportunities

for students close to home," he said. "This means more professionals in high-demand career fields will be available for employment in southeast Missouri."

Dr. Diana Rogers-Adkinson, dean of Southeast's College of Education said the education articulation agreement allows students to complete Southeast education degrees on the Three Rivers campus, giving students the opportunity to save money by studying locally while still attending an award-winning program.

Similarly, Dr. Gloria Green, chair of Southeast's Department of Nursing, said the nursing agreement allows students to complete a bachelor's degree with a minimum amount of additional coursework and in a program recognized for excellence.

"They have the flexibility of an online program, and the assurance of an RN-BSN program of superior quality, fully accredited by the Commission on Collegiate Nursing Education (CCNE)," she said. Dr. Staci Foster, Chair of Nursing and Allied Health at Three Rivers College, said, the nursing articulation agreement signed Thursday "will be a benefit to students in all of Three Rivers' nursing programs because it provides a clear, convenient pathway to a BSN degree without ever having to leave the region. You can now get your start in healthcare through our affordable, high-quality RN programs in Poplar Bluff or our LPN-RN Bridge programs in Poplar Bluff and Sikeston, then make the jump to a four-year degree without leaving your hometown.

"In addition to providing career opportunities for area residents, this is also a great boost to healthcare providers across the region," she said. "They now have access to an even better pool of highly skilled nurses, trained right in their backyard, because of this partnership. We're pleased to work with Southeast Missouri State University to provide this support to our students, local healthcare providers, and the patients they serve."

Southeast's nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE). Students can finish their Bachelor of Science in Nursing (BSN) at Southeast online in as little as one year if all their general education is completed at Three Rivers College. Southeast courses are taught by qualified nursing professionals, and field experiences are tailored to students' specific interests.

To be admitted to Southeast's RN-BSN program, Three Rivers students must have a current RN licensure, a minimum cumulative 2.8 grade point average and completion of Chemistry, Anatomy & Physiology, English Composition II and all required documentation through CastleBranch as outlined in the RN-BSN Handbook at semo.edu/pdf/Nursing-RN-BSN-Handbook.pdf. A minimum of 30 credit hours must be taken in residence at Southeast. Thirty-nine upper-division credit hours at or above the 300 level are required for graduation, Southeast officials said.

Southeast educator preparation programs are accredited by the National Council for the Accreditation of Teacher Education (NCATE) and the Missouri Department of Elementary and Secondary Education (DESE)

For more information or to inquire about conditional admission into Southeast's online RN-BSN program, contact Southeast Online at (573) 651-2766 or southeastonline@semo.edu. For information on Southeast College of Education degree programs, call (573) 651-2123 or coe@semo.edu.

For information on the nursing and education programs at Three Rivers, as well as information on enrolling and other programs, call 877-TRY-TRCC (877-879-8722) or visit trcc.edu/admissions.

Dec. 20, 2017

Daily American Republic

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POPLAR BLUFF, MISSOURI

50c

MAKING CHRISTMAS BRIGHTER



DAR/Paul Davis

The Poplar Bluff Boys and Girls Club, in conjunction with Three Rivers College, Project Christmas Promise and numerous local sponsors, recently teamed up to provide Christmas trees for those in the community who otherwise would not have one. Pictured are (from left) Boys and Girls Club's Elisha Stewart and Amy Baugus, B&G Club board member Matt Schindler, B&G Club's Brody Ferguson, B&G Club Executive Director Chris Rushin, B&G Club board members Jeff Rolland and Raymond Webb, TRC board member Eric Schalk and TRC's Dr. Justin Hoggard.

Dec. 14, 2017

Daily American Republic

Serving The Region Since 1889

POPLAR BLUFF, MISSOURI

50c

Incumbents seek re-election as TRC trustee filing opens

By DENISE KINDER
Staff Writer

Two board of trustee seats for Three Rivers College will be up for re-election in April.

Filing opened Tuesday

for interested parties to run for seats in Sub-district 1, which includes Butler County and part of Stoddard County, and Sub-district 2, which includes

See TRC/A2

TRC

FROM PAGE A1

Carter County and parts of Butler and Wayne Counties.

"Our districts are based on school districts so county lines are crossed," Janine Heath, Assistant to the President at Three Rivers College, said.

Terms are six years and the elections are for two seats every even numbered year.

Interested parties may file with Heath in the Presi-

dent's office in the Westover Administration Building on campus Dec. 14 from 8 a.m. to 5 p.m. and Dec. 15 from 8 a.m. to noon. The college will be closed for Christmas break and filing will resume beginning Jan. 2 to 12 from 8 a.m. to 5 p.m. The college will also be closed Jan. 15. Filing will resume on the final day, Jan. 16, from 8 a.m. to 5 p.m.

Incumbents Amber Richardson from Sub-district 1 and Randy Grassham from Sub-District 2 have filed to reclaim their seats in April.

FOR IMMEDIATE RELEASE:

Wednesday, January 10, 2018

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9660

jatwood@trcc.edu

Branson's Best in A Capella Heads to the Tinnin Center

The Patrons of the Arts Society continues its 2017-18 season with SIX, an a capella band of brothers straight from Branson, at 8 p.m. on December 7 in the Tinnin Fine Arts Center on the campus of Three Rivers College in Poplar Bluff. The performance is sponsored by the Dental Arts Group.

SIX features six real brothers, Barry, Kevin, Lynn, Jak, Owen, and Curtis, who take musical entertainment to a whole new level. Critically acclaimed and dubbed as "an orchestra of human voices" and "masters of showmanship," these multitalented brothers produce the sounds of a full band using only their mouths. These pioneers of a cappella are six of 10 Knudsen brothers who have been singing contemporary a cappella music with incredible beatboxing and vocal harmonies since they were children, over 40 years in total.

"SIX is going to be a great, high-energy show with amazing music," said Robert Abney, Director of the Tinnin Fine Arts Center. "You're talking about some of the pioneers of American popular a capella music, the precursors to modern a capella stars like Pentatonix."

SIX continues to push the envelope, always adding new material that's fresh, unique, and unexpected. The group also continues to amaze audiences with their ability to consistently deliver powerhouse vocals, impeccable harmonies, and unparalleled high-end, professional production.

Tickets are \$15 each and are available in limited amounts at the Poplar Bluff Chamber of Commerce, the TRC Student Accounts Office, and at the door. For more information on the 2017-18 Patrons of the Arts season or to buy tickets for upcoming shows, visit trcc.edu/tinnin.

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Dec. 1, 2017

Daily American Republic

Serving The Region Since 1869

POPLAR BLUFF, MISSOURI

50c

TRC benches connect people

By **CHELSAE CORDIA**
Staff Writer

The fountain at Three Rivers College is a focal point for the Poplar Bluff campus, providing a common area for students to gather throughout the day. One of three water features, though the third is still in progress, the fountain's outer surface is made of thick granite and stays hot in the summer,

cold in the winter and uncomfortable to sit on year round. While it serves its purpose, helping create a "university feel," there was a time when students could do nothing more but merely stand and admire its beauty.

Until now.

After much community support through a quietly launched campaign, four

See **BENCHES/A2**

BENCHES

FROM PAGE A1

black benches have been placed prominently around the fountain, providing temperate seating for students to relax and engage with one another. Golden plaques etched with the donors name mean the additions "are a great way to leave a legacy on Three Rivers campus." Poplar Bluff Realty, Dr. David and Dr. Mary Lou Brown, TRC's Phi Theta Kappa chapter, and AT&T provided the first benches of the campaign.

"All this beauty and the kids have nowhere to sit," Michelle Reynolds, director of development, said. "We thought it would be a wonderful donation opportunity and a lasting tribute on our campus."

Reynolds said so far, 12 benches have been purchased by individuals and businesses from within the community. She said there is no goal the college is trying to reach, and space is unlimited.

Benches may be purchased for \$500 each, Reynolds said, and the plaque can be scripted with anything the donor chooses, whether it's the name of an individual or a business, a business's logo, or the name of the person whose memory the donor wishes to honor. Specific placement may also be requested, if the donor has a preferred location regarding where the bench will be. Two currently on order are in memory of long time TRC employee Dee Hafford, who worked for the college for more than two decades and passed away unexpectedly last year.

"I worked with Dee in the ACHIEVE program beginning in the spring of 2013," said TRC Learning Specialist Dede Ross. "I knew that Dee had worked for Three Rivers College for many years, and it became evident why once I started to work with her. Dee had this fire and passion inside her that could calm any student's storm and lift defeated spirits."

Ross said when she was approached with an opportunity to honor Hafford, she and the other members of her department thought it was an excellent idea.

"We initially began to fund raise for one bench, but as the community began to reach out to us with interest in ways to help, we realized that we would likely be able to double our goal and place two benches in her honor," Ross said. "Dee made an impact on so many people's lives in the 24 years that she was with Three Rivers."

Ross said she requested one bench to be placed in front of the Academic Resource Commons, where Hafford worked, and for the other to sit near the Lady Raiders softball field, in honor of Hafford's daughters.

Jomo Castro, AT&T Regional Director of External Affairs, said his reason for contributing to the college was rooted in practicality. He hopes to lend a hand to student collaboration.

"I thought this was a great

opportunity and wanted to provide a way for students to connect with each other," he said. "The courtyard is a great place to make that happen and benches are a natural way to make that happen."

AT&T purchased two benches, featuring the company's logo on their inscriptions. One will remain near the fountain, the other by the Tinnin Fine Arts Center.

"It's simple. It's needed. It connects people and allows them to sit down and enjoy the outdoors," Castro added.

Reynolds said in conjunction with the bench campaign, personalized bricks are also available for purchase at \$100 each and placement will begin in the spring.

For more information on TRC's bench campaign, visit trcc.edu/development and click the "Ways to Give" tab. Reynolds said she will also provide paper copies of the form via mail or at her office upon request. She can be contacted at 573-840-9077.

Dec. 1, 2017

Daily American Republic

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DAR/Chelsae Cordia

Dr. Justin Hoggard, dean of instruction, Michelle Reynolds, director of development, Jomo Castro, AT&T Regional Director of External Affairs (seated), and longtime Three Rivers supporter Herman Styles, enjoy AT&T's bench, which was provided through an ongoing fundraising campaign at Three Rivers College.

Nov. 16, 2017

Daily American Republic

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50c

TRC finishes 3-year project

By CHELSAE CORDIA
Staff Writer

A diverse team of instructors from Three Rivers recently finished a three-year project to improve institutional effectiveness. On Wednesday, the team presented its work, called the Assessment and Program Review to Improve Learning, during the monthly Three Rivers College Board of Trustees meeting.

APRIL was initially commissioned by the Dean of Institutional Effectiveness, Dr. Maribeth Payne, who said a key role of the office is to keep TRC in good light with its regional accreditor.

"One of the things we are now required to do as an institution of higher education is to produce a quality initiative every five years," she said. "About three years ago, we selected this project, and we have now come beyond that. We've gone to the results academy. The project was approved by the academy. This is all in preparation of our accreditation visit coming up in April 2018."

The team consisted of Assessment Coordinator from the Office of Institutional Effectiveness Michelle Lane, department

TRC

FROM PAGE A1

chairs Nicole Sifford, Dr. Dan Lauder, Dr. Staci Foster and Chief Academic Officer and team leader Dr. Justin Hoggard.

"What we wanted to do was really focus on improving our college-wide outcomes, which we reduced from seven to four, and strengthening our comprehensive programmatic review," Lane said.

The group agreed its goal was to collect meaningful data, analyze the data and determine areas allowing room for improvement in student learning within TRC's programs.

"We've been able to roll out data assessment collection in a way that the faculty are engaged in the process," Foster said. "Now we're in the process of instituting meaningful change based on this data."

Lauder said APRIL has allowed the instructors to better align what they teach with what the students need to learn.

Chief Financial Officer Charlotte Eubank said the college is 33 percent through the 2017-18 academic year and the financials continue to trend as expected, which is slightly behind last year. Eubank said it is due to an

anticipated and budgeted decline in enrollment.

"We're doing well in all of our categories," she said, regarding fall revenues.

Looking at expenses, Eubank said only two categories are trending ahead of the curve because they involve large payouts due at the beginning of the year. This trend was also anticipated, she said.

TRC has been consistently improving sidewalks and parking lots for a number of months using money approved by the state.

"The sidewalks and parking lot projects are funded through the state bonding, HB19. Of the \$1.9 million the state appropriated for us, we've spent \$1.5 million, with about \$437,000 remaining to spend," Eubank added.

The funds will be used to cover remaining expenses for the projects, which president Dr. Wesley Payne said are nearly complete, as well as costs for the final stages of the Westover Building remodel.

"As we've progressed through this, different parts of our roadway system have been closed down," he said. "The final closings will be in front of one entrance of the Tinnin Center and then will switch to another entrance to the Tinnin Center."

Dr. Wesley Payne said he is thrilled to see the projects wrap up and that the last step will be updating signage around the campus.

Regarding the Westover Building remodel, Dr. Wesley Payne said the final phase includes cutting and installing a new entryway so visitors and students do not enter immediately into a stairwell. He said a goal to locate all things relative to student services in Westover is nearly complete after almost eight years.

"This is really the culmination of a very long term plan of a beginning in 2009," he said. "When I came here, one of the first things I saw was that services for our students were spread all over the campus."

Dr. Wesley Payne also said construction of the Libla Family Sports Complex continues to move forward.

Upcoming events at TRC include An Evening with Mark Twain, which begins at 7 tonight at the Tinnin Center and at 8 p.m. Thursday, Dec. 7, the acapella group Six will perform.

Offices will be closed during TRC's holiday break, beginning Dec. 16 and running through Jan. 1.

The next board of trustees meeting will be held at noon Wed., Dec. 13, in the Tinnin Center board room.

See TRC/A2

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DAR/Paul Davis

First Missouri State Bank Loan Officer Zack Stricker places a "Raider Pride" sign outside the bank as part of the Raider Reunion Community Spirit contest.

Raider Pride kicks off Jan. 29

By CHELSAE CORDIA
Staff Writer

Raider Reunion is an annual celebration for alumni and friends of Three Rivers College. In preparation for 2018's reunion, which begins at 5 p.m., Feb. 4 at the Bess Activity Center, TRC invites area businesses

See RAIDER/A2

RAIDER

FROM PAGE A1

to participate in the inaugural Raider Reunion Community Spirit Contest during the week leading up to the event.

"Morale around Three Rivers is at an all-time high and we feel that the community support right now around the college is rising as well," said Eric Schalk, chairman of the TRC Board of Trustees. "The college wants the community to know that we appreciate them and all they do for us."

To enter the contest, participants should dress in black and gold on Jan. 29 to kick off Raider Reunion week. Next, email a photo of everyone showing TRC pride to jatwood@trcc.edu by 9 a.m. Jan. 30, with a subject line reading "Raider Community Spirit (name of

business)."

The photo entries will be uploaded to an album on TRC's Facebook page, with the winner being determined by the number of "likes" received and announced in a live video feed on Facebook the afternoon of Feb. 2. The winner will receive a traveling trophy with their business name engraved to keep until next year.

"Every business in this town has felt the impact from TRC and I would venture to guess that every business has at least one TRC alum working for them," Schalk said. "How awesome would it be for every business to display the black and gold for a week? Pretty incredible."

TRC Director of Development Michelle Reynolds said everyone is encouraged to go above and beyond for their Raiders-themed photo,

and most importantly, to have fun.

"Take a group photo with your gear and any other TRC or Raiders bling," said Reynolds, suggesting participants incorporate pictures of Rocky Raider, black and gold pom-poms, or pose in front of a decorated area.

Reynolds said anyone wanting to purchase Raider Reunion T-shirts to wear for the contest can do so in advance by calling 573-840-9077 or emailing Reynolds at michellereynolds@trcc.edu. The order form is available online at trcc.edu/development/events. T-shirts are \$10 each and the deadline to order is Jan. 8.

Reynolds also said a limited number of TRC Raider Reunion signs are available for display. To arrange pick up, contact Tara Sisco at 573-840-9611 ext. 3639 or via email at tsisco@trcc.edu.