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REORGANIZATION OF THE BOARD

BACKGROUND INFORMATION **HISTORY**

In accordance with the Public School Laws of Missouri, the Board of Trustees shall organize by the election of the chairman and vice chairman, a secretary and a treasurer. At the April 15, 1992 meeting, Trustee Bryant moved and Trustee Knodell seconded that the Chairman's position be on a one-year rotation and that ascension of officers be as follows:

Chairman	Sub-district 1-A
Vice Chairman	Sub-district 3
Secretary	Sub-district 1-B
Treasurer	Sub-district 1-C
Trustee	Sub-district 4
Trustee	Sub-district 2

Rotation of Officers in accordance with that agreed-upon ascension would appear in order (see attached).

The president of the college will preside during the election of the board and the reorganization of the offices at which time the newly elected officers will rotate and assume their new positions. Terms of office shall be for one year each.

POSSIBLE ALTERNATIVES

N/A

ADMINISTRATIVE RECOMMENDATIONS

Follow the order as prescribed.

APRIL 2017

REORGANIZATION OF BOARD OF TRUSTEES

Temporary Chairman Payne calls for nomination for the 2017-2018 Board of Trustees Slate of Officers. The slate is as follows:

Chairman: **Schalk (1-C)**
Vice-Chairman: **Garrison (4)**
Secretary: **Grassham (2)**
Treasurer: **Richardson (1-A)**
Member: **Featherston (3)**
Member: **Williams (1-B)**

Following the nomination of the 2017-2018 Slate of Officers, need motion to cease nominations and elect the slate by acclamation. Motion carries unanimously.

At this time, the newly elected officers will rotate to their elected seats.

11:00 a.m. Three Rivers Board of Trustees Luncheon in Current River Room – Tinnin Fine Arts Center

12:00 p.m. Three Rivers Board of Trustees Meeting, Board Room in Tinnin Fine Arts Center

A G E N D A
REGULAR SESSION
Wednesday, April 19, 2017
12:00 p.m.

- I. Invocation and Pledge of Allegiance**
- II. Rotation of the 2017 Board of Trustees Officers**
- III. Agenda and Minutes**
 1. Consideration and Approval of Agenda
 2. Consideration and Approval of Minutes of the March Board Meeting
- IV. Consideration of College Financial Report**
 1. Statement of Revenues, Expenses, and Changes in Net Assets
 - a) Monthly Financial Statements
 - b) Budget to Actual Financial Statements
 - c) HB 19 Update
 2. Cash in Bank
 3. Certificates of Deposit
 4. Checks Issued
 5. Bid Report
- V. President’s Report**
- VI. 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.)
- VII. Items for Discussion, Consideration & Vote**
 1. **Discussion, Consideration and approval of the FY18 Board of Trustees meetings**
 2. **Discussion, Consideration and approval of the FY18 College Holiday Schedule**
 3. **Discussion, Consideration and approval of college policy IP 6710 – Faculty Rights and Responsibilities**

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

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4. **Discussion, Consideration and approval of college policy GAP 1150 – Financial Exigency**
5. **Discussion, Consideration and approval of college policy FP 3801 – Purchasing**
6. **Discussion, Consideration and approval of college policy FP 3601 – College Property**
7. **Discussion, Consideration and approval of the FY18 Employee Health Insurance contract**

VIII. Consideration and Approval of all Personnel Actions and Associated Documents

1. **Retirements**
 - a) **Joyce Rehkop - Professor, Agriculture**
 - b) **Jeff Walk, Assistant Professor, Physical Education/Women’s Basketball Coach**
2. **Resignations**
 - a) **Tammi Newman – Outreach Specialist/Educational Talent Search**
 - b) **Tim Thompson – Department Chair, Languages, Education and Fine Art**

IX. Appendix

1. Information Items
 - a) IR 6310 – Classroom Attendance
 - b) IR 6730 – Faculty ByLaws
 - c) IR 6715 – Faculty Evaluation and Engagement
 - d) IR 6720 – Faculty Workload
 - e) IR 6740 – Faculty Rank and Promotion
 - f) IR 6105 – Student Course Load
 - g) FR 3120 – Cash Management
 - h) FR 3125 – Petty Cash
 - i) FR 3130 – Revenue from Property Taxes
 - j) FR 3142 – Past Due Student Accounts
 - k) PR 4730 – Suspension or Termination
 - l) FR 3610 – Capital Assets and Inventory
2. Upcoming Events
3. Recent Newspaper Articles

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X. FY17 Board of Trustees Meeting Dates

- Wednesday, May 17, 2017
- Wednesday, June 21, 2017

XI. Adjournment

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**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees began at 12:00 p.m. in the Board Room in the Tinnin Fine Arts Center, Poplar Bluff, Missouri on Wednesday, March 22, 2017.

MARCH 22, 2017

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

ATTENDANCE

Invocation was delivered by Trustee Randy Grassham

INVOCATION

Trustee Schalk moved to amend the agenda removing agenda item number VI.5. With a second by Trustee Garrison the motion and agenda was approved.

**APPROVAL OF BOARD MEETING
AGENDA**

The minutes of the board meeting on February 15, 2017 were approved on a motion by Trustee Garrison and a second by Trustee Schalk.

**APPROVAL OF MINUTES OF THE
FEBRUARY BOARD MEETING**

Charlotte Eubank reported the Budget to Actual revenues as of the end of February pointing out that the budget reflects the adjustments approved at the February meeting.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT AND
PROPOSED BUDGET
AMENDMENTS**

As of the end of February we have recognized 868% of our budgeted revenues. We have obligated 67% of our budgeted expenses at 67% into the fiscal year.

Included in the financial reports was an accounting of the HB19 Deferred Maintenance Appropriation. This provides an update to the board as to where the college is on the various projects. Dr. Payne reported that we are on schedule with the projects that are approved on the Appropriation.

Ms. Eubank reviewed proposed budget amendments for approval. These adjustments to the budget that represent the additional \$437K of shortfall reported at the February meeting. The FY2017 operating budget is now balanced.

Congratulations were given to the staff and faculty by Trustee Garrison for the efforts from the employees to assist in finding the funds to balance the current budget.

Trustee Garrison made the motion with a second by Trustee Schalk to accept the financial report including the recommended budget amendments. The motion unanimously passed.

Dr. Payne presented the President's Report as an update to the board on recent events.

PRESIDENT'S REPORT

Ben Traxel with Dille Traxel updated the board on the current projects:

CONSTRUCTION UPDATE

Libla Family Sports Complex: The exterior of the FEMA structure is completely finished. The inside construction is approximately 75% completed. The building is on track for completion by the April 17 due date.

95% of the arena footings have been completed. Steel is on the job and the construction will begin the first part of April.

Parking Lots and Campus Sidewalks: Valued engineering has been completed and the contracts are signed. Work will begin the first part of April. Completion date is the end of the summer break.

Working with the Boys and Girls club the college has organized two outings for the afternoon programs. The first was a Crime Lab scenario and the second was Nursing/MLT Lab tour. Both were successful based on the feedback from the students and administration.

BOYS & GIRSL CLUB OUTINGS

Continuing to build pathways for our students to continue their education, a MOU was signed with SEMO for a mentoring program. Any student that declares that their plan is to continue their educational program at SEMO will be assigned to the representative who will work with the student and TRC to make sure that all classes taken by the student will transfer eliminating any unnecessary expense and time to the student.

MENTORING PROGRAM MOU SIGNING

Michelle Reynolds reported that the Trivia night this year was a success and raised \$2,800 to be used for immediate needs as well as going toward the endowment of the scholarship started last year.

TRET TRIVIA NIGHT

Mark Sanders reported on the 8th Annual Spelling Bee held at the college on February 25. The winner of the contest goes to Washington, D.C. for the national completion. There were over 100 contestants. Miss Emily King from Cooter was the finalist.

REGIONAL SPELLING BEE

In partnership with the Highway Patrol and Divine Holiness Church, the outreach program helps children from Caruthersville that are in need. TRC provides scholarships for the students that want to

CARUTHERSVILLE OUTREACH PROGRAM

come to college and the Highway Patrol assists the students interested in entering law enforcement.

Tim Thompson reported that there were large crowds at all 7 of the performances. Several high school students from the district were in the play and that resulted in broad community support.

The Second City is an impromptu company based out of Chicago. The majority of the Saturday Night Live performers once worked with Second City.

Everyone is invited to attend the Eat Wings, Raise Money event being held in Poplar Bluff and Sikeston on April 3. If you present a coupon 10% of your food bill we be given to the Endowment Trust.

Casey Julian, Assistant Director, Housing: Mr. Julian has been with the college for 1.5 years. His favorite thing about working here is being part of a college with a student-first attitude. Mr. Julian is most proud of helping housing students mature and achieve their goals. Dr. Payne congratulated Casey on a job well done. He is the perfect match to Laura Milligan, Director, Housing. His relationships with the students helps him guide them in a positive way.

Anita Freeman, Executive Assistant, CFO: Ms. Freeman has been with the college for 16 years. Her favorite thing about working here is appreciating how the little details affect the bigger picture. Ms. Freeman is most proud of improving the college's financial record keeping. Dr. Payne thanked Anita for her contribution to the Financial Services area. She quietly works and makes sure things get done. She is a valuable member of the team.

Alice Faye Sanders, Instructor, Teacher of Education: Ms. Sanders has been with the college for 3.5 years. Her favorite thing about working at the college is the positive relationships with students. Ms. Sanders is most proud of receiving national recognition for instructional design from Quality Matters. Dr. Payne congratulated Faye on her dedication to the students and the college. She received the highest score on her presentation of the Teacher Education Program to Quality Matters.

The board did not enter into Executive Session

This is a new policy that outlines the current procedures in place for establishing Student Course Load.

Trustee Schalk made the motion to approve the policy with a second by Trustee Richardson. The board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee

CENER STAGE: GREASE THE MUSICAL

UPCOMING EVENT: THE SECOND CITY

UPCOMING EVENT: EAT WINGS, RAISE FUNDS

WE ARE ALL IN THIS TOGETHER

EXECUTIVE SESSION

CONSIDERATION AND APPROVAL OF COLLEGE POLICY IP 6105 STUDENT COURSE LOAD

Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

There were minor language changes to the existing policy.

Trustee Garrison made the motion to approve the changes to the policy with a second by Trustee Schalk. The board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

Initial approval of the policy. There are two changes to prior board approved tuition rates.

- Addition of counties that border the college service area in Arkansas, Tennessee, Kentucky and Illinois to be extended out of district tuition instead of out of state tuition. This changes a previous board decision in 1983 which included only Clay and Greene counties in Arkansas which at the time were the only bordering counties to the then existing service area.
- Clarification of “families” of active military and veterans to receive in-district tuition regardless location of residence.

In changing the out of district counties and including neighboring states this should encourage enrollment from those counties.

Trustee Schalk made the motion to approve the policy with a second by Trustee Featherston. The board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

As required by policy the College is seeking approval for travel outside of the United States. The trip is for one of the ETS employees and is fully funded by the grant.

Trustee Garrison made the motion to approve the travel with a second by Trustee Schalk. The board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

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

**CONSIDERATION AND APPROVAL
OF COLLEGE POLICY PP 4330
SHARED SICK LEAVE**

**CONSIDERATION AND APPROVAL
ON COLLEGE POLICY SP 2215
STUDENT RESIDENCY**

**CONSIDERATION AND APPROVAL
FOR TRAVEL OUTSIDE THE
CONTIGUOUS UNITED STATES**

**CONSIDERATION AND APPROVAL
OF PERSONNEL ACTIONS AND
ASSOCIATED DOCUMENTS**

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

ADJOURNMENT

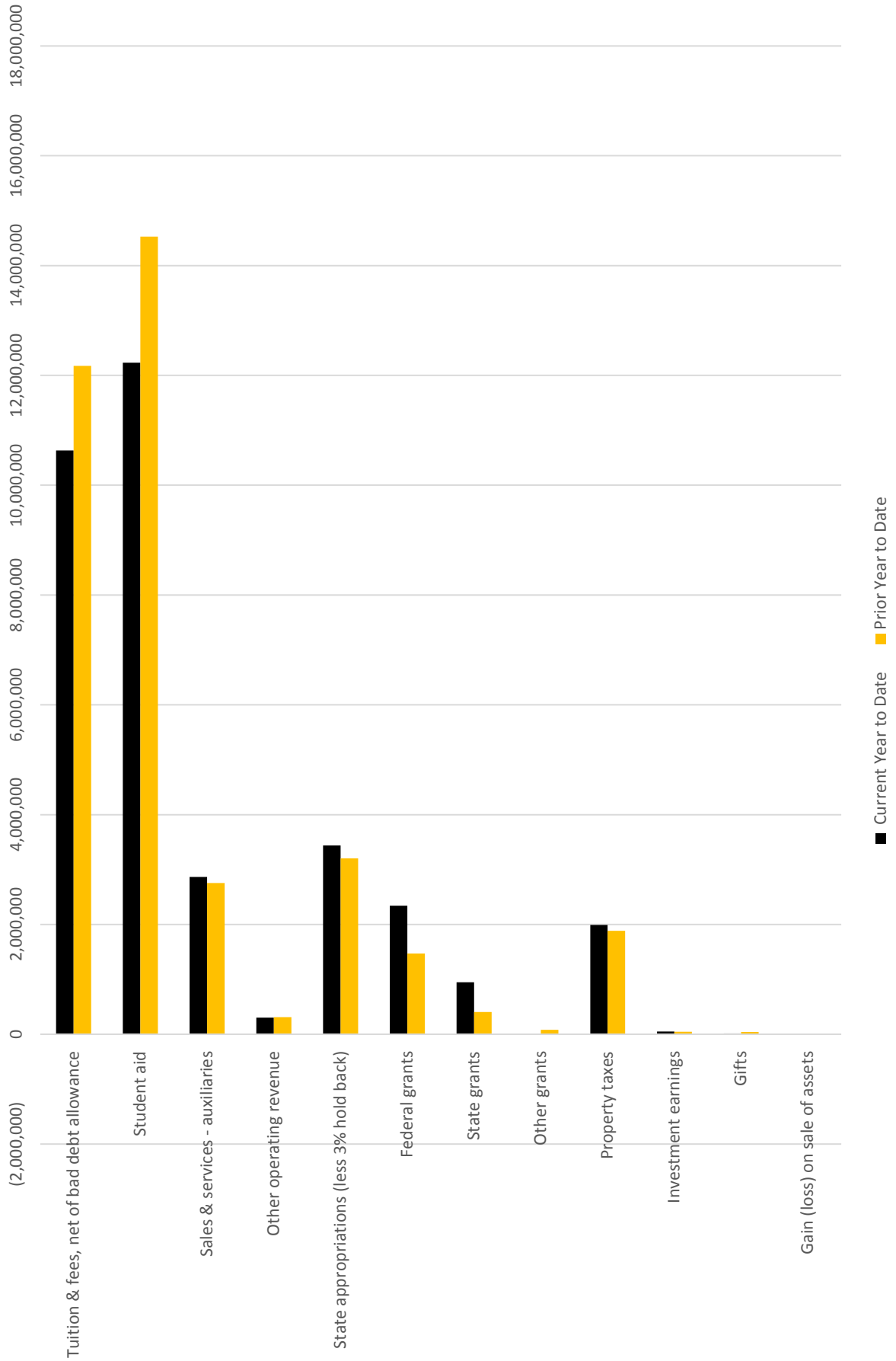
CHAIRMAN

APPROVAL DATE

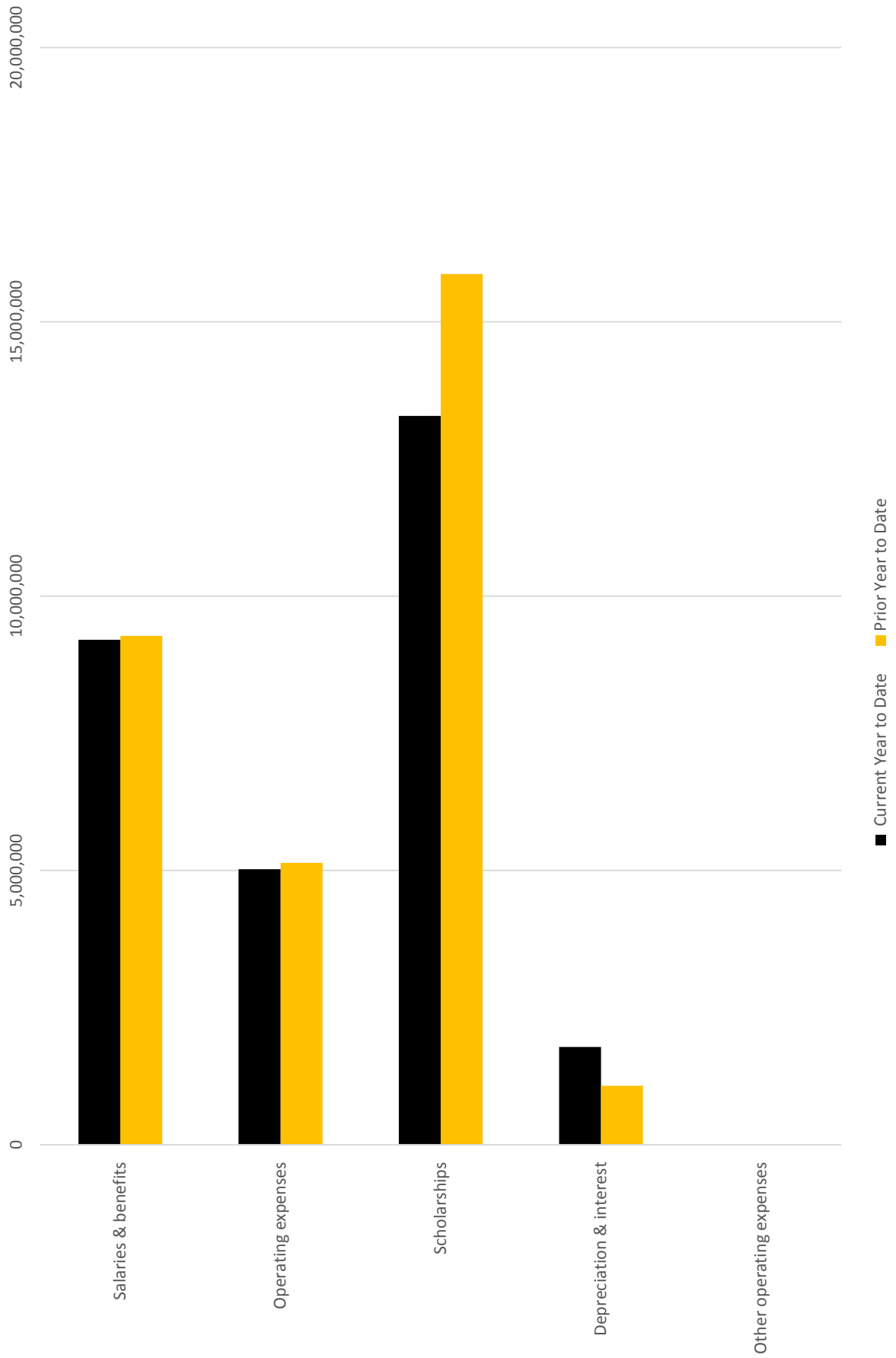
SECRETARY

APPROVAL DATE

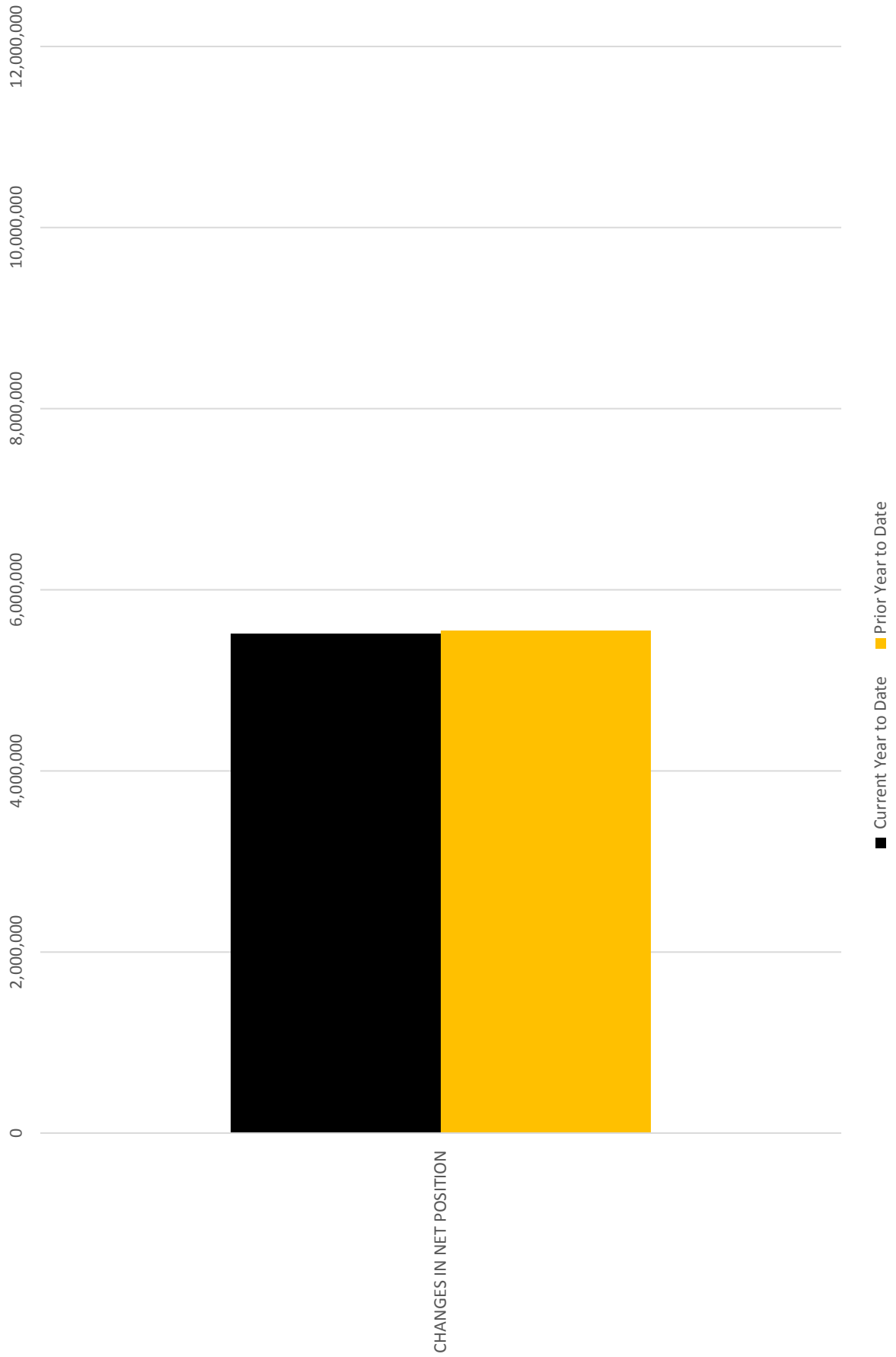
YTD Comparison to Previous Year 02/28/17



YTD Comparison to Previous Year
02/28/17



YTD Comparison to Previous Year
02/28/17



Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
February 28, 2017

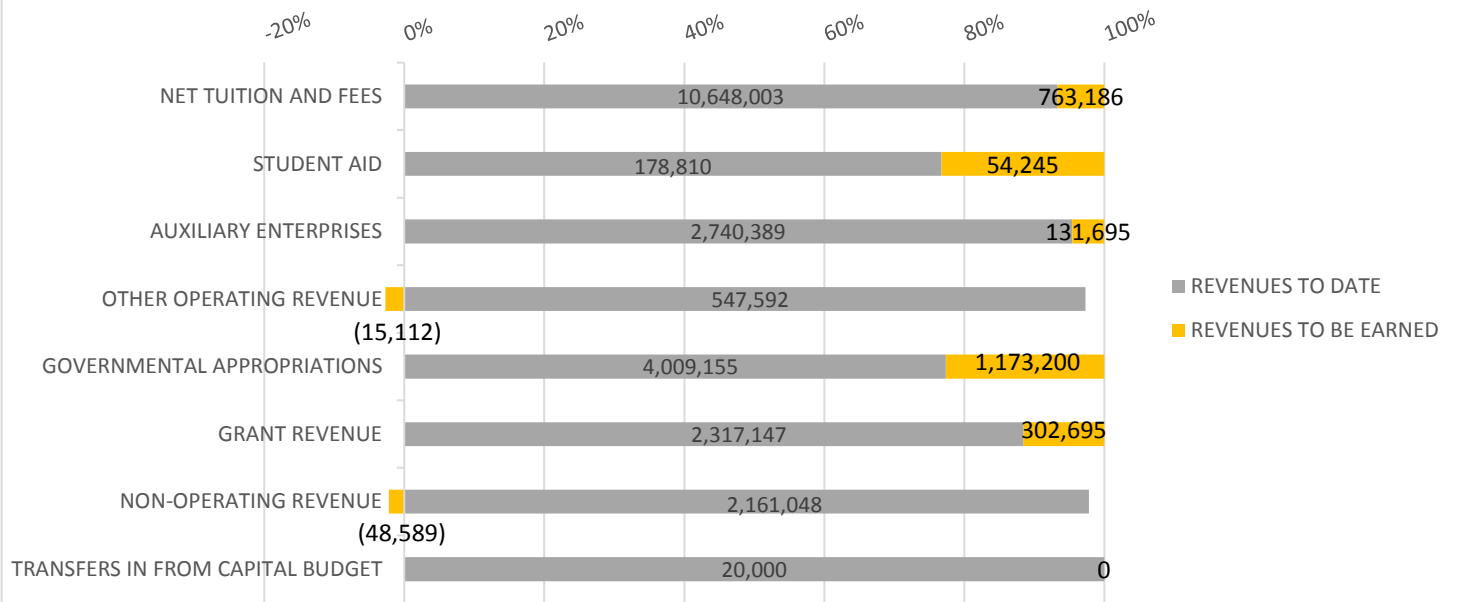
ASSETS AND DEFERRED OUTFLOWS	LIABILITIES, DEFERRED INFLOWS AND NET POSITION
CURRENT ASSETS	CURRENT LIABILITIES
Cash & Cash Equivalents	Accounts Payable
Student Account Receivables, net	Accrued Vacation
Property Tax Receivable	Student Deposits
Other Receivables	Deferred Tuition & Fees
Investments	Scholarships
Inventory	Total Current Liabilities
Prepaid Expenses	
Total Current Assets	
NON-CURRENT ASSETS	NON-CURRENT LIABILITIES
Land	Retirement Incentive Payable
Capital assets	Other Post Employment Benefits
Plus: Current year additions to capital assets	Bonds, Notes and Leases Payable
Accumulated Depreciation	Accrued Interest
Unamortized Bond Issue Costs	Agency
Total Non-Current Assets	Total Non-Current Liabilities
	Total Liabilities
DEFERRED OUTFLOWS	DEFERRED INFLOWS
TOTAL ASSETS AND DEFERRED OUTFLOWS	NET POSITION
	Beginning Balance
	Changes in Net Position
	Total Net Position
	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION

Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
February 28, 2017

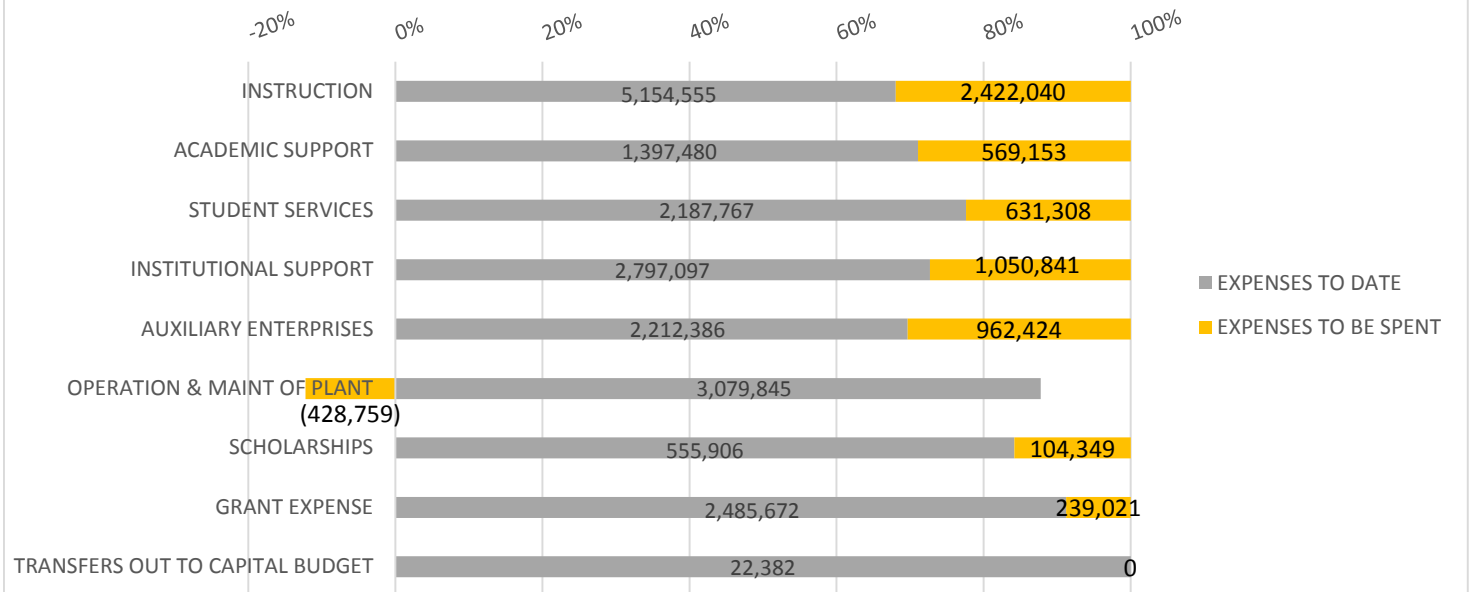
	Current Year to												% Change
	July	August	September	October	November	December	January	February	Date	Prior Year to Date	\$ Change	% Change	
OPERATING REVENUE													
Tuition & fees, net of bad debt allowance	5,585,994	676,368	(200,216)	1,791,517	1,848,568	972,594	171,081	(215,197)	10,630,710	12,174,989	(1,544,279)	(12.68)%	
Student aid	252,605	25,988	4,444,091	1,400,990	892,256	92,530	44,304	5,076,750	12,229,514	14,527,207	(2,297,693)	(15.82)%	
Sales & services - auxiliaries	741,981	574,855	71,961	169,911	406,143	170,929	301,218	427,017	2,864,015	2,756,151	107,864	3.91%	
Other operating revenue	4,335	257,964	13,254	1,793	1,996	1,998	3,657	49,383	304,381	313,431	(9,050)	(2.89)%	
Total Operating Revenue	6,584,915	1,535,176	4,329,090	3,364,211	3,148,964	1,238,051	520,260	5,307,954	26,028,620	29,771,778	(3,743,158)	(12.57)%	
OPERATING EXPENSES													
Salaries & benefits	1,069,080	1,151,357	1,171,079	1,280,515	1,189,768	1,030,628	1,165,233	1,147,941	9,205,601	9,275,717	(70,115)	(0.76)%	
Operating expenses	452,710	1,073,054	605,713	476,949	713,663	529,244	657,806	512,706	5,021,844	5,137,177	(115,332)	(2.25)%	
Capital equipment	71	232,569	34,999	70,637	138,281	349,124	399,702	579,302	1,804,685	1,076,905	1,076,905	147.97%	
Less: Transfer to capital assets	(71)	(232,569)	(34,999)	(70,637)	(138,281)	(349,124)	(399,702)	(579,302)	(1,804,685)	(727,780)	(1,076,905)	147.97%	
Scholarships	342,096	57,012	4,864,242	1,514,328	918,886	117,375	61,310	5,408,476	13,283,726	15,872,488	(2,588,762)	(16.31)%	
Depreciation & interest	112,216	164,052	24,325	536,977	162,813	170,603	161,781	448,658	1,781,425	1,075,192	706,232	65.68%	
Other operating expenses	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	
Total Operating Expenses	1,976,102	2,445,476	6,665,359	3,808,770	2,985,129	1,847,850	2,046,130	7,517,780	29,292,596	31,360,574	(2,067,978)	(6.59)%	
NON-OPERATING REVENUE (EXPENSES)													
State appropriations (less 3% hold back)	439,786	439,786	439,786	439,786	439,786	439,786	439,786	357,830	3,436,332	3,203,512	232,820	7.27%	
Federal grants	185,349	199,023	198,714	158,564	177,410	526,216	253,204	641,409	2,339,889	1,473,007	866,882	58.85%	
State grants	71	197,510	63,984	13,882	160,680	42,093	229,540	240,601	948,361	406,449	541,912	133.33%	
Other grants	0	0	0	0	0	0	0	0	0	82,234	(82,234)	(100.00)%	
Property taxes	33,138	19,772	21,466	7,225	7,541	252,300	1,597,374	50,950	1,989,767	1,883,894	105,873	5.62%	
Investment earnings	9,281	3,845	5,606	4,237	3,345	9,333	8,752	4,362	48,760	43,891	4,870	11.10%	
Gifts	0	(28,500)	2,844	40,051	1,097	(9,525)	2,500	6,773	15,240	39,576	(24,336)	(61.49)%	
Gain (loss) on sale of assets	667,625	831,438	732,400	663,744	789,859	1,260,204	2,531,157	1,301,924	8,778,350	7,132,562	1,645,787	23.07%	
Total Non-Operating Revenues (Expenses)	5,276,438	(78,863)	(1,603,870)	219,185	953,694	650,405	1,005,286	(907,902)	5,514,373	5,543,767	(29,393)	(0.53)%	
CHANGES IN NET POSITION													

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Budget to Actual Revenues 03/31/2017 (75%)



Budget to Actual Expenses 03/31/2017 (75%)



Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
March 31, 2017
Fiscal Year Benchmark: 75%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE	REVENUES TO BE
		10,648,003	%	EARNED
NET TUITION AND FEES	11,411,189		93%	763,186
<i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>				
STUDENT AID	233,055	178,810	77%	54,245
<i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>				
AUXILIARY ENTERPRISES	2,872,084	2,740,389	95%	131,695
<i>Housing, Bookstore, Testing & Assessment, Timmin Center Operations, License Bureau Rental</i>				
OTHER OPERATING REVENUE	532,480	547,592	103%	(15,112)
<i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>				
GOVERNMENTAL APPROPRIATIONS	5,182,355	4,009,155	77%	1,173,200
<i>State Aid, State Maint. & Repair</i>				
GRANT REVENUE	2,619,842	2,317,147	88%	302,695
<i>State Grants, Federal Grants</i>				
NON-OPERATING REVENUE	2,112,459	2,161,048	102%	(48,589)
<i>Taxes, Interest Earnings, Gifts</i>				
TRANSFERS IN FROM CAPITAL BUDGET	20,000	20,000	100%	0
<i>Sikeston Classroom budget transfer in from capital budget</i>				
TOTAL REVENUES	24,983,464	22,622,144	91%	2,361,320

NOTE: At 75% in the fiscal year, we have recognized a total of 91% of budgeted revenues. We have recognized 93% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2016 registration, fall 2016 registrations and spring 2017 registrations. Auxiliary revenue is at 95% for the fall and spring terms. Other Operating Revenue and Non-operating revenues, at 103% and 102% respectively, are primarily the college's share of the Cape Partnership and property taxes.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE	EXPENSES TO BE
		5,154,555	%	SPENT
INSTRUCTION	7,576,595		68%	2,422,040
<i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>				
ACADEMIC SUPPORT	1,966,633	1,397,480	71%	569,153
<i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>				
STUDENT SERVICES	2,819,075	2,187,767	78%	631,308
<i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>				
INSTITUTIONAL SUPPORT	3,847,938	2,797,097	73%	1,050,841
<i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>				
AUXILIARY ENTERPRISES	3,174,810	2,212,386	70%	962,424
<i>Housing, Bookstore, Timmin Center Operations, Testing & Assessment, License Bureau Rental</i>				
OPERATION & MAINT OF PLANT	2,651,086	3,079,845	116%	(428,759)
<i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>				
SCHOLARSHIPS	660,255	555,906	84%	104,349
<i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>				
GRANT EXPENSE	2,724,693	2,485,672	91%	239,021
<i>State Grants, Federal Grants</i>				
TRANSFERS OUT TO CAPITAL BUDGET	22,382	22,382	100%	0
<i>Main Entrance signage and lighting funded from operating funds</i>				
TOTAL EXPENSES	25,443,467	19,893,090	78%	5,550,377

NOTE: We have obligated 78% of our budgeted expenses at 75% into the new fiscal year. March payroll IS INCLUDED in this report. March credit card purchases ARE NOT INCLUDED in this report as they are not available at the time this report was prepared. Operation & Maintenance of Plant (116%) includes Depreciation expense of \$1.2M which is not budgeted since it is non-cash. Scholarships is up to 84% with the awarding of aid for fall and spring.

CHANGES IN NET POSITION	(460,003)	2,729,054
Expenses to remain budgeted, but reserved as savings	460,003	0
Revised Change in Net Position	0	0

FUNDING SOURCES

	BUDGET	SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
RESTRICTED				
<i>Bond proceeds</i>	5,192,115	5,192,115	100%	0
<i>Sports Complex FEMA/SEMA grant</i>	1,205,228	1,159,275	96%	45,953
<i>State bonding proceeds</i>	1,772,500	444,939	25%	1,327,561
UNRESTRICTED				
<i>General funds - prior year transfers in**</i>	22,382	22,382	0%	0
<i>General funds - current year transfers in</i>			100%	0
TOTAL FUNDING SOURCES	8,192,225	6,818,711	83%	1,373,514

USES OF FUNDS

	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
FEMA/SEMA PROJECTS				
<i>Poplar Bluff Classroom</i>	0	0	0%	0
<i>Sikeston Classroom</i>	0	0	0%	0
<i>Sikeston Classroom budget transfer out to operating funds</i>	20,000	20,000	100%	0
<i>Sports Complex</i>	6,377,343	2,506,893	39%	3,870,450
FY17 CAPITAL PROJECTS				
<i>Main Entrance Signage and Lighting</i>	22,382	22,382	100%	0
<i>Campus projects</i>	1,424,000	233,923	16%	1,190,077
<i>Westover Administration Building remodel</i>	72,000	116,125	161%	(44,125)
<i>Crisp Technology Center repairs</i>	44,000	2,900	7%	41,100
<i>Tinnin Fine Arts Center repairs</i>	155,000	16,531	11%	138,469
<i>Academic Resource Commons upgrades</i>	70,000	75,501	108%	(5,501)
<i>Education Building remodel</i>	7,500	0	0%	7,500
TOTAL EXPENSES	8,192,225	2,994,254	37%	5,197,971
NET SURPLUS (DEFICIT)	0	3,824,457		

**HB19 Deferred Maintenance Appropriation
as of 03/31/17**

Category/Building	Name of Project	Budgeted Amount	Expended Amount	Amount Remaining	Encumbered Amount	Amount Remaining
General Campus Projects						
	Parking lot lighting and repairs	650,000.00	216,956.32	433,043.68	27,063.88	405,979.80
	Windows	10,000.00		10,000.00		10,000.00
	Exterior doors	55,000.00	18,980.35	36,019.65		36,019.65
	Sidewalks	60,000.00	59,393.09	606.91	7,152.34	(6,545.43)
	Replace interior locks	40,000.00		40,000.00		40,000.00
General Campus Projects	Sub Total	815,000.00	295,329.76	519,670.24	34,216.22	485,454.02
Administration Building						
	HVAC Repair	18,000.00	8,135.64	9,864.36	3,178.70	6,685.66
	Electrical/HVAC	100,000.00	27,152.00	72,848.00		72,848.00
	Roof Repair	30,000.00		30,000.00		30,000.00
	Fire System	35,000.00	23,352.12	11,647.88		11,647.88
	Elevator	80,000.00	88,784.00	(8,784.00)		(8,784.00)
	Restroom upgrades	40,000.00		40,000.00		40,000.00
	Exterior paint	28,000.00		28,000.00		28,000.00
	Upgrade to 36 year old building	460,368.00	78,967.84	381,400.16	7,968.53	373,431.63
Administration Building	Sub Total	791,368.00	226,391.60	564,976.40	11,147.23	553,829.17
Crisp Center						
	Fire Detection	20,000.00		20,000.00		20,000.00
	New Roof	20,000.00	42,140.00	(22,140.00)		(22,140.00)
	Replace flooring	4,000.00		4,000.00		4,000.00
Crisp Center	Sub Total	44,000.00	42,140.00	1,860.00	-	1,860.00

**HB19 Deferred Maintenance Appropriation
as of 03/31/17**

Category/Building	Name of Project	Budgeted Amount	Expended Amount	Amount Remaining	Encumbered Amount	Amount Remaining
Tinnin Center						
	Fire Detection	15,000.00		15,000.00		15,000.00
	Exterior paint	48,000.00		48,000.00		48,000.00
	HVAC Repair	10,000.00	10,772.16	(772.16)	5,527.84	(6,300.00)
	Upgrade to classrooms	100,000.00	44,290.49	55,709.51	17,111.51	38,598.00
Tinnin Center	Sub Total	173,000.00	55,062.65	117,937.35	22,639.35	95,298.00
Education Building						
	Remodel to create classrooms	7,500.00		7,500.00		7,500.00
Education Building	Sub Total	7,500.00	-	7,500.00	-	7,500.00
Academic Resource Commons						
	Windows	10,000.00		10,000.00		10,000.00
	Elevator repair	60,000.00	75,501.00	(15,501.00)		(15,501.00)
Academic Resource Common	Sub Total	70,000.00	75,501.00	(5,501.00)	-	(5,501.00)
Grand Total		1,900,868.00	694,425.01	1,206,442.99	68,002.80	1,138,440.19

**THREE RIVERS COLLEGE
CASH IN BANKS**

April 5, 2017

	<u>03/02/17</u>	<u>04/05/17</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	1,995.83	1,995.83
Petty Cash	200.00	200.00
Vending Machines	224.55	224.55
Business Office	3,888.00	2,088.00
<i>Total Cash Funds</i>	6,308.38	4,508.38
<i>General Accounts</i>		
Southern Bank - General Funds	6,361,418.75	5,074,121.38
Southern Bank - Credit Cards	105,815.10	177,656.49
<i>Total General Accounts</i>	6,467,233.85	5,251,777.87
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	5,717.78	(75,086.51)
Federal Clearing Account	88.78	147,205.28
Flexible Spending Account	10,305.54	11,638.65
<i>Total Restricted Accounts</i>	16,112.10	83,757.42
TOTAL CURRENT FUND	6,489,654.33	5,340,043.67
 HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	301,221.07	292,123.77
<i>Total General Accounts</i>	301,221.07	292,123.77
TOTAL HOUSING FUND	301,221.07	292,123.77

**THREE RIVERS COLLEGE
CASH IN BANKS**

April 5, 2017

PLANT FUND

Bank Accounts

Plant Fund - Southern Bank	1,691,944.32	1,692,593.28
<i>Total Bank Accounts</i>	1,691,944.32	1,692,593.28

Certificates of Deposit

Bank of Grandin #16126	139,378.55	139,378.55
Bank of Grandin #16103	102,272.03	102,272.03
People's Community Bank #8009219	1,285,874.05	1,288,252.04
Bank of Grandin #16234	1,243,713.64	1,243,713.64
<i>Total Certificates of Deposit</i>	2,771,238.27	2,773,616.26

TOTAL PLANT FUND	4,463,182.59	4,466,209.54
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AGENCY FUND

Bank Accounts

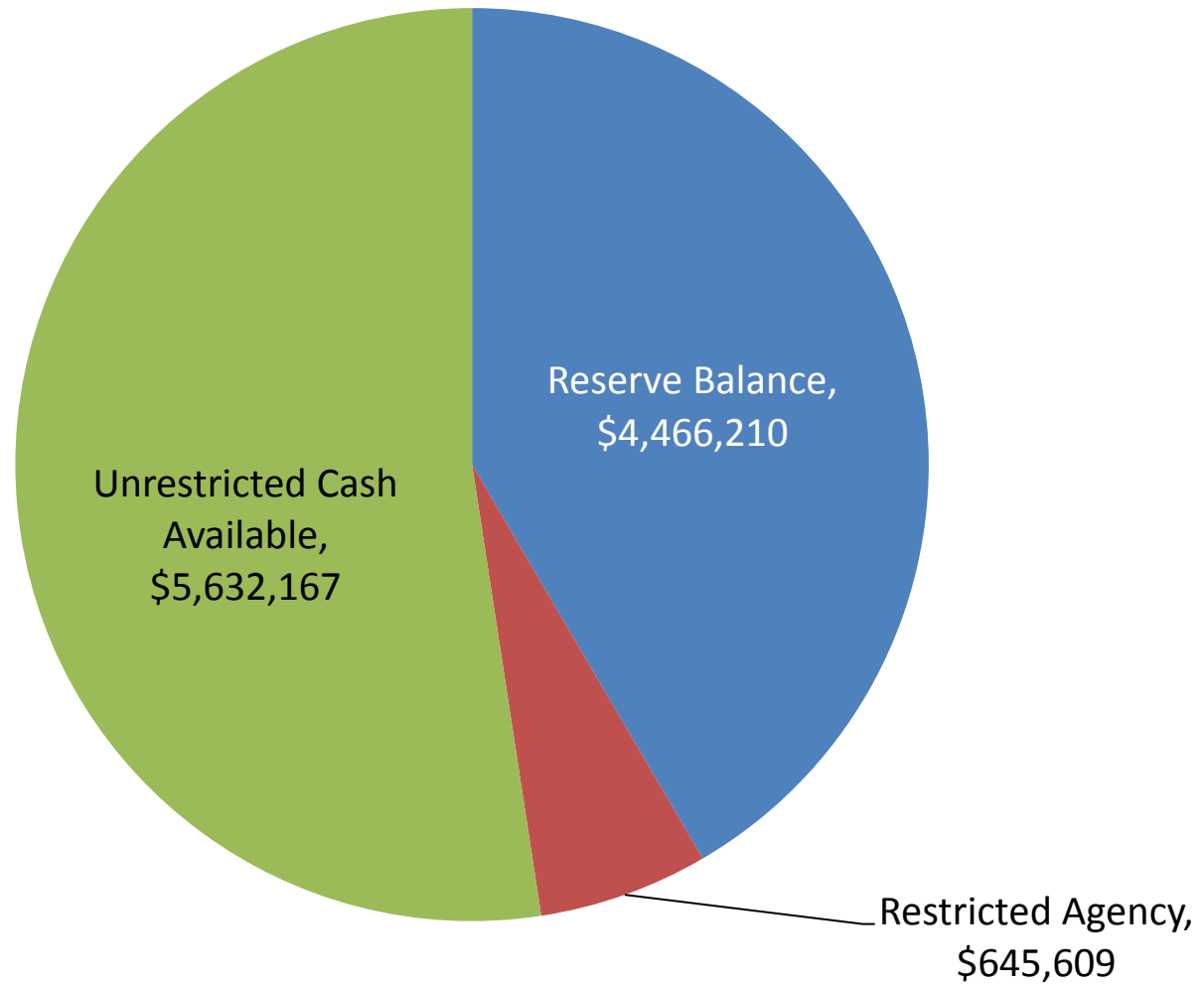
Agency Account - Southern Bank	218,416.10	201,290.84
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Certificates of Deposit

Restricted CD's & Savings	444,318.08	444,318.08
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TOTAL AGENCY FUND	662,734.18	645,608.92
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**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$10,743,986 AS OF 04/05/17**



THREE RIVERS COLLEGE
CERTIFICATES OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF March 31, 2017

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
8009219	Peoples Community Bank	0.75	06/10/17	12 mths	1,288,252.04	Contingency
16234	Bank of Grandin	0.90	07/21/17	12 mths	1,243,713.64	Contingency
16103	Bank of Grandin	1.25	10/05/17	12 mths	102,272.03	Contingency
16126	Bank of Grandin	1.25	02/22/18	12 mths	139,378.55	Contingency
Total Plant Fund CD's					\$ 2,773,616.26	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF March 31, 2017

20205	First Missouri State Bank	0.75	04/21/10	04/21/17	20,403.81	ICHE Scholarship
3568676067	US Bank of Poplar Bluff	0.25	05/01/01	05/01/17	11,026.79	Wm. D. Becker
21033372	US Bank of Poplar Bluff	0.25	05/01/96	05/01/17	1,000.00	Kim Mosley
9525	First Missouri State Bank	1.25	05/06/93	05/06/17	2,000.00	Carl Wiseman
1014001	First Midwest Bank of P.B.	1.00	11/06/89	05/06/17	5,000.00	Charlotte Stone
25103	First Midwest Bank of P.B.	0.75	05/14/99	05/14/17	5,000.00	Thelma Jackson
2016007496	Commerce Bank	0.45	05/14/90	05/14/17	3,835.00	Bill Vinson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/17	2,192.00	Greg Starnes
423135367	Regions Bank	0.10	11/18/04	05/18/17	1,106.64	Betty Waldrop
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/17	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/17	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	0.75	05/26/89	05/26/17	16,350.00	Jackie Watson
2016012267	Commerce Bank	0.25	06/04/92	06/04/17	2,350.00	Bill Vinson
423135383	Regions Bank	1.49	12/04/04	06/04/17	1,650.00	R. Couperus
5016848212	Commerce Bank	0.25	06/23/98	06/23/17	7,843.17	Louise Spradling
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/17	1,226.80	A. Garner
451028956	US Bank of Poplar Bluff	0.25	07/02/99	07/02/17	5,234.00	Wm. D. Becker
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/17	1,405.00	Joshua Bowman
423137157	Regions Bank	1.24	01/14/85	07/14/17	2,500.00	Dr. Miller
2170801	First Midwest Bank of P.B.	1.65	07/11/97	07/30/17	10,925.00	Mabel Swindel
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/17	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.75	08/23/90	08/23/17	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.65	08/25/92	08/25/17	3,000.00	Odd Fellows
110270576	Southern Bank	0.65	08/27/85	08/27/17	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.75	08/28/02	08/28/17	5,000.00	Helvey-Miller
21023335	US Bank of Poplar Bluff	2.02	09/16/87	09/16/17	5,000.00	Mildred Lewis
218101	First Midwest Bank of P.B.	0.75	09/22/98	09/22/17	5,000.00	Jerome Burford
3568803469	US Bank of Poplar Bluff	0.25	09/26/00	09/26/17	9,674.10	Wm. D. Becker
423137249	Regions Bank	0.01	05/12/88	10/10/17	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	10/10/17	1,024.34	Fred Morrow
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/15/17	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	0.65	10/31/97	10/31/17	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	1.15	11/06/00	11/06/17	4,000.00	Coll. Achievement
451037941	US Bank of Poplar Bluff	0.40	11/16/98	11/16/17	17,800.00	Wm. D. Becker
451038829	US Bank of Poplar Bluff	0.40	11/17/99	11/17/17	15,469.82	Wm. D. Becker
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/17	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	0.75	12/05/95	12/05/17	5,000.00	Helvey-Miller
2017004259	Commerce Bank	0.30	12/09/89	12/07/17	1,000.00	P.I. Church
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/17	1,110.00	C.T. McDaniel

THREE RIVERS COLLEGE
CERTIFICATES OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
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
2018004893	Commerce Bank	1.64	04/10/88	04/10/18	3,000.00	Myra C. Hays
2038701	First Midwest Bank of P.B.	1.00	05/16/96	05/16/18	5,000.00	Thelma Jackson
110260320	Southern Bank	0.85	06/02/86	06/02/18	1,000.00	Hulen Spencer
2019003547	Commerce Bank	1.69	07/08/90	07/08/18	4,000.00	P.C. Hays, Jr.
2012008906	Commerce Bank	0.70	05/11/81	11/11/18	4,526.11	P.C. Hays, Sr.
451034787	US Bank of Poplar Bluff	0.50	06/09/97	12/09/18	1,000.00	Wm. D. Becker
423137173	Regions Bank	0.15	12/09/85	12/09/18	5,000.00	Mary Hinrichs
110239662	Southern Bank	1.00	01/05/91	01/05/19	1,412.53	Bulow Mem.
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
1244701	First Midwest Bank of P.B.	1.40	02/08/85	02/08/21	3,000.00	Myra Hunt
2012008112	Commerce Bank	0.30	08/11/92	028/11/17	1,000.00	Myra C. Hays
Total Agency Fund CD's					<u>\$ 444,318.08</u>	

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

Current Fund:	General Fund - Southern Bank	\$ 2,191,354.28
	Electronic Student Refunds - Higher One	<u>695,369.09</u>
	Total Current Fund	2,886,723.37
Housing Fund:	Rivers Ridge - Southern Bank	10,678.48
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>36,364.35</u>
	Grand Total	<u><u>\$ 2,933,766.20</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 14th day of April 2017.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

**THREE RIVERS COMMUNITY COLLEGE
 BID REPORT
 AS OF APRIL 10, 2017**

Irrigation System

Status:	Closed	
Open Date:	3/14/2017	
Close Date:	3/28/2017	
Funding Source:	DOL Grant	
Bids Submitted:	Yellow Gold	Charleston, MO
Bid Awarded:	Yellow Gold	\$76,200.00

Replacement Flooring - Student Housing

Status:	Open
Open Date:	4/12/2017
Close Date:	4/26/2017
Funding Source:	Housing Revenue
Bids Submitted:	N/A
Bid Awarded:	N/A

ImageNow Upgrade

Status:	Open
Open Date:	4/12/2017
Close Date:	4/26/2017
Funding Source:	General Revenue
Bids Submitted:	N/A
Bid Awarded:	N/A

April 2017 President's Report

- Construction Update
 - Libla Family Sports Complex
 - Parking Lots
 - Sidewalks
- Men's Basketball Update
- Women's Basketball Update
- MSHSAA Large Choir & Band Music Festival – March 25
- MSHSAA Solo & Small Ensemble Festival – April 1
- Kaitlynn Johnson won 2nd place in National contest for Big G's Open Mic Poetry Slam poster
- Batting Cages Ribbon Cutting – March 29
- MOMATYC Spring Conference – March 31 and April 1
- University Center Open House and Ribbon Cutting – April 7
- Rodeo – Callie Stanhouse and Roy Lee
- F.I.R.S.T. Open House in Sikeston – April 10
- Student Leadership Award – April 12 – Enoch Richardson
- PTK Award – April 12 – Enoch Richardson and Alexis Green
- Teacher in Excellence Awards – April 12 – Andrew Rivetti
- Upcoming Events
 - Enchanted Birdhouses – April 18 – 27
 - Life, Love, Loss, and Renewal – April 22 (First United Methodist Church)
 - Russian National Ballet – Swan Lake – April 24
 - Charlie and Company – April 27
 - Three Rivers Fine Art Student Exhibition – May 1 -12
 - Colors! – May 2
 - You're a Good Man, Charlie Brown – May 5 & 6
- We are all in this together
 - Margaret Orlando – 9 years
 - Bryan Sherrer – 3 years
 - Valjeane Burge – 3 years

A G E N D A
Executive Session
Wednesday, April 19, 2017

I. Executive Session

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

II. Adjournment

VII. 1. CONSIDERATION AND APPROVAL OF FY18 BOARD OF TRUSTEE MEETING DATES

BACKGROUND INFORMATION **HISTORY**

Each year, the Board of Trustees reviews the proposed Board of Trustee meeting schedule for approval.

POSSIBLE ALTERNATIVES

N/A

FINANCIAL IMPLICATIONS

N/A

ADMINISTRATIVE RECOMMENDATIONS

Approve the FY18 Board of Trustee Meeting Schedule as presented.

Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

Board of Trustee Proposed FY18 Meeting Dates

Please find below a list of FY17 Board of Trustee meeting dates.

All meetings will be held at 12 noon in the Board Room at the Tinnin Fine Arts Center.

Wednesday, July 19, 2017

Wednesday, August 23, 2017

Wednesday, September 20, 2017

Wednesday, October 18, 2017

Wednesday, November 15, 2017

Wednesday, December 13, 2017

Wednesday, January 17, 2018

Wednesday, February 21 2018

Wednesday, March 21, 2018

Wednesday, April 11, 2018

Wednesday, May 16, 2018

Wednesday, June 20, 2018

VII.2. CONSIDERATION AND APPROVAL OF FY18 HOLIDAY SCHEDULE

BACKGROUND INFORMATION

HISTORY

Each year, the Board of Trustees reviews the proposed college holiday schedule for approval.

POSSIBLE ALTERNATIVES

N/A

FINANCIAL IMPLICATIONS

N/A

ADMINISTRATIVE RECOMMENDATIONS

Approve the FY18 Holiday Schedule as presented.

PROPOSED 2017-2018 HOLIDAY SCHEDULE
(July 01, 2017 – June 30, 2018)

INDEPENDENCE DAY	July 4, 2017 (Tuesday)
LABOR DAY	September 4, 2017 (Monday)
FALL BREAK	October 5 & 6, 2017 (Thursday & Friday)
THANKSGIVING	November 23 & 24, 2017 (Thursday & Friday)
CHRISTMAS/New Year's Day	December 18-22, 2017 (Monday-Friday) December 25-29, 2017 (Monday-Friday) January 1, 2018 (New Year's Day -Monday) January 2, 2017 (Tuesday/return to work)
MARTIN LUTHER KING DAY	January 15, 2018 (Monday)
SPRING BREAK	March 14-16, 2018 (Wednesday, Thursday, & Friday)
EASTER BREAK	March 30, 2018 (Friday) April 2, 2018 (Monday)
MEMORIAL DAY	May 28, 2018 (Monday)

OFFICE HOURS

8:00 a.m. to 5:00 p.m., Monday through Friday • Each office must have the noon hour covered.

APPROVED SUMMER 2017 HOURS

7:00 a.m. to 6:00 p.m., Monday through Thursday. Each office must have the noon hour covered.
Summer hours begin on May 30, 2017, and end on July 28, 2017. The first Friday that the college will be closed is June 2, 2017.

SUMMER 2018 OFFICE HOURS

7:00 a.m. to 6:00 p.m., Monday through Thursday. Each office must have the noon hour covered.
Summer hours begin on May 29, 2018, and end on July 27, 2018. The first Friday that the college will be closed is June 1, 2018.

V1.3 Consideration and approval of College Policy IP 6710 Faculty Rights and Responsibilities

BACKGROUND INFORMATION--HISTORY

Continuation of codifying our processes with appropriate policies

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Approve the policy as presented.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IP 6710 Faculty Rights and Responsibilities	Page 1 of 6
Associated Regulation: IR 6715 Faculty Evaluation and Engagement; IR 6720 Faculty Workload; IR 6730 Faculty ByLaws; IR 6740 Faculty Rank and Promotion; GAR 1240 Harassment; PR 4730 Suspension or Termination; ITR 8100 Acceptable Use; SR 2415 Confidentiality of Student Records	
Associated Policy: GAP 1210 Civil Rights; GAP 1310 College Communications; GAP 1205 Code of Ethics; IP 6112 Academic Freedom; PP 4730 Suspension or Termination	
References: Family Educational Rights and Privacy Act ("FERPA"); Faculty Bylaws	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

Three Rivers College is committed to an environment that promotes and facilitates learning and recognizes the needs of the student and the mission of the college as the primary driving force of work. A vital part of the learning process is the faculty member who is entrusted with the development of the intellectual maturing of our students and the role and duties of a member of the faculty as teachers. As our students entrust the faculty with their intellectual growth and seek a better future, the college entrusts the faculty to perform their duties to the highest possible standards of the profession and obligates itself to the support of the faculty in this pursuit. Within this policy, the rights, roles, and duties of the college and the faculty are set forth.

As used herein, "faculty member" includes a person employed by the college with faculty standing as delineated in the faculty bylaws.

Academic Rights of Faculty

Faculty have the legal rights and privileges of citizens.

Faculty have the right to academic freedom and the right to examine and communicate ideas by any lawful means.

Faculty have the right to vote on matters brought before the faculty as outlined in the faculty bylaws and to participate in the shared governance process of the college.

Faculty, as contracted employees, have a right to due process as outlined in college policy and regulation.

Faculty have a right to the support and assistance from the college in maintaining a climate suitable for scholarship and effective teaching and learning.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IP 6710 Faculty Rights and Responsibilities	Page 2 of 6
Associated Regulation: IR 6715 Faculty Evaluation and Engagement; IR 6720 Faculty Workload; IR 6730 Faculty ByLaws; IR 6740 Faculty Rank and Promotion; GAR 1240 Harassment; PR 4730 Suspension or Termination; ITR 8100 Acceptable Use; SR 2415 Confidentiality of Student Records	
Associated Policy: GAP 1210 Civil Rights; GAP 1310 College Communications; GAP 1205 Code of Ethics; IP 6112 Academic Freedom; PP 4730 Suspension or Termination	
References: Family Educational Rights and Privacy Act ("FERPA"); Faculty Bylaws	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

Faculty have the right to an academic environment free from violence or systematic disruption, and to a teaching environment adequately equipped for meeting the teaching mission of the college.

General Duties of Faculty

Faculty shall conduct themselves in accordance with accepted standards of professionalism.

Faculty shall not discriminate against, or harass colleagues or students because of race, color, religion, national origin, gender, sexual orientation, gender identity/expression, country of citizenship, age, political beliefs, or disability or because of any other criterion or characteristic that is an impermissible basis, under applicable constitutional or statutory.

Faculty shall not violate college rules, policy or regulations.

Faculty shall comply with the lawful instructions of their supervisor.

Faculty shall perform their responsibilities as teachers and faculty competently.

Faculty Duties to Students

Faculty shall meet classes as scheduled. When classes cannot be met as scheduled students and the supervisor shall be notified beforehand, except in circumstances beyond the control of the faculty member. Alteration of published course times and meeting dates, modalities, course cancellation, or rescheduling of courses/classes may not be made without approval from the chair and only after adequate notice to students is provided.

Faculty shall properly prepare for the teaching of courses assigned.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IP 6710 Faculty Rights and Responsibilities	Page 3 of 6
Associated Regulation: IR 6715 Faculty Evaluation and Engagement; IR 6720 Faculty Workload; IR 6730 Faculty ByLaws; IR 6740 Faculty Rank and Promotion; GAR 1240 Harassment; PR 4730 Suspension or Termination; ITR 8100 Acceptable Use; SR 2415 Confidentiality of Student Records	
Associated Policy: GAP 1210 Civil Rights; GAP 1310 College Communications; GAP 1205 Code of Ethics; IP 6112 Academic Freedom; PP 4730 Suspension or Termination	
References: Family Educational Rights and Privacy Act ("FERPA"); Faculty Bylaws	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

Faculty shall teach courses consistent with their scope and nature and appropriate to the stated educational outcomes and college curriculum.

Faculty shall maintain regular office hours for consultation with students and otherwise remain available to students.

Faculty shall, at the start of a course, relay to students what will be covered in the course, performance requirement, and the criteria that will be used to evaluate the performance of the student. Evaluations of student performance shall be completed in a prompt and conscientious manner that is consistent with the stated criteria and without prejudice or favoritism. Student performance evaluation criteria shall relate to the course learning outcomes.

Faculty shall not present personal views on topics unrelated to the subject matter of the course. When pedagogically useful to advocate/oppose a position on controversial matters, great care should be exercised to assure that opportunities exist for students to consider other views. Performance evaluations of student work shall not be based on their agreement or disagreement with views on controversial topics.

Faculty shall not use their position for their own gain. Students shall not be asked to perform work unrelated to the academic requirements of a course without compensation. Faculty shall not solicit nor accept gifts or favors from students to secure any academic advantage.

Faculty shall respect the privacy of students and only disclosure information in accordance with the Family Educational Rights and Privacy Act ("FERPA").

Faculty should report to the Chief Student Services Officer any student behavior that raises concerns regarding the health or safety of the student or others.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IP 6710 Faculty Rights and Responsibilities	Page 4 of 6
Associated Regulation: IR 6715 Faculty Evaluation and Engagement; IR 6720 Faculty Workload; IR 6730 Faculty ByLaws; IR 6740 Faculty Rank and Promotion; GAR 1240 Harassment; PR 4730 Suspension or Termination; ITR 8100 Acceptable Use; SR 2415 Confidentiality of Student Records	
Associated Policy: GAP 1210 Civil Rights; GAP 1310 College Communications; GAP 1205 Code of Ethics; IP 6112 Academic Freedom; PP 4730 Suspension or Termination	
References: Family Educational Rights and Privacy Act ("FERPA"); Faculty Bylaws	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

Faculty shall report to Public Safety (911) any behavior that poses an immediate risk to the health or safety of the student or others.

No faculty member or employee may accept or retain royalties or other personal compensation or material benefit from the sale or furnishing of self-authored course materials to students at the college.

Faculty duties to students shall apply in all instructional modalities.

Faculty Duties to the Profession

Faculty shall not plagiarize or permit the appearance that they are the author of work done by others.

Faculty engaged in joint projects with colleagues shall exercise reasonable care to fulfill their agreed obligations.

Faculty serving as supervisors shall not exploit their position for personal gain.

Faculty Duties to the College

Faculty shall not purposely mislead the college.

Faculty shall not use the college's name or their relation with the college for reasons unrelated to their legitimate academic or professional activities.

In appearance or statement, faculty shall not intentionally create the impression they are representing the college, unless so authorized.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IP 6710 Faculty Rights and Responsibilities	Page 5 of 6
Associated Regulation: IR 6715 Faculty Evaluation and Engagement; IR 6720 Faculty Workload; IR 6730 Faculty ByLaws; IR 6740 Faculty Rank and Promotion; GAR 1240 Harassment; PR 4730 Suspension or Termination; ITR 8100 Acceptable Use; SR 2415 Confidentiality of Student Records	
Associated Policy: GAP 1210 Civil Rights; GAP 1310 College Communications; GAP 1205 Code of Ethics; IP 6112 Academic Freedom; PP 4730 Suspension or Termination	
References: Family Educational Rights and Privacy Act ("FERPA"); Faculty Bylaws	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

Faculty shall not use college property or facilities for personal gain or advantage without specific permission to do so.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IP 6710 Faculty Rights and Responsibilities	Page 6 of 6
Associated Regulation: IR 6715 Faculty Evaluation and Engagement; IR 6720 Faculty Workload; IR 6730 Faculty ByLaws; IR 6740 Faculty Rank and Promotion; GAR 1240 Harassment; PR 4730 Suspension or Termination; ITR 8100 Acceptable Use; SR 2415 Confidentiality of Student Records	
Associated Policy: GAP 1210 Civil Rights; GAP 1310 College Communications; GAP 1205 Code of Ethics; IP 6112 Academic Freedom; PP 4730 Suspension or Termination	
References: Family Educational Rights and Privacy Act ("FERPA"); Faculty Bylaws	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

DOCUMENT HISTORY:

04-19-2017: Initial approval of policy IP 6710 Faculty Rights and Responsibilities

V1.4 Consideration and approval of college policy GAP 1150 – Financial Exigency

BACKGROUND INFORMATION--HISTORY

Presented to further develop our policy framework for an institution of higher education.

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Approve the policy as presented.

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAP 1150 Financial Exigency	Page 1 of 5
Associated Regulation: BP 0340 Code of Ethics	
References:	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 04-19-2017	Last Revision:

Three Rivers College has developed this policy to be followed in the event of financial exigency. The policy and procedures cover emergency steps, including reduction-in-force.

Definition of Financial

Financial Exigency is the formal declaration by the Board of Trustees that Three Rivers College faces imminent financial crisis, that there is a current or projected absence of sufficient funds (appropriated or non-appropriated) for the college as a whole to maintain current programs and activities at a level sufficient to fulfill its educational goals and priorities, and that the budget can only be balanced by extraordinary means which include the termination of existing and continuing academic and non-academic appointments.

Actions Required Prior to Declaration of Financial Exigency

Financial exigency results from an imminent fiscal crisis. The condition of financial exigency may not be declared at a level below that of the entire college. In light of the gravity of consequences resulting from a declaration of financial exigency, the process leading to the recommendation to Board of Trustees that financial exigency be declared will be cautious, fair, well informed, and as responsive as possible to the interests of various segments of the college.

- a. The College President is responsible for initiating a proposal of declaration of financial exigency. The College President shall provide assurances and documentation that all available reductions in expenditures have occurred and that every effort has been made to enhance revenues.
- b. Prior to proposing the declaration of financial exigency, the College President shall share all pertinent data pertaining to the college's financial problems with members of his/her immediate staff who shall be responsible for communicating with the college as a whole. The College President shall request that these members actively pursue recommendations for solutions within the parameters of maintaining sound educational programs.
- c. The College President shall review all proposed solutions and advice. If the College

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAP 1150 Financial Exigency	Page 2 of 5
Associated Regulation: BP 0340 Code of Ethics	
References:	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 04-19-2017	Last Revision:

President remains convinced that conditions warrant a recommendation for declaration of financial exigency, he/she shall present the recommendation and supporting documentation to the Board of Trustees.

Actions Required Subsequent to the Declaration of Financial Exigency

In the event the Board of Trustees declares that a condition of financial exigency exists at Three Rivers College, the College President shall, within a reasonable time, initiate a proposed plan allocating necessary funding reductions among the college's budgetary units.

The following procedures and activities will go into effect immediately after the College President initiates the college's plan of allocating reductions.

- a. The College President shall develop a plan in concert with his/her direct reports. The President may elect to include additional members to represent the college's constituencies.
- b. The College Cabinet must consider the following factors when developing the plan:
 1. academic priorities,
 2. institutional priorities,
 3. administrative organization, and
 4. applicable state and/or federal laws regarding fair employment practices in light of the magnitude of proposed reductions in each primary budgetary unit.
- c. The College Cabinet shall be guided by the following general principles:
 1. Retrenchment other than reduction-in-force should reflect as its major priority maximum protection for the academic programs of the college and the educational needs of students.
 2. When an academic or administrative unit undergoes reduction-in-force, the principal consideration in determining which persons to retain and which to terminate should be the maintenance of viable academic or support programs within that unit.
 3. To avoid the possibility of compromising the quality of highly productive

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAP 1150 Financial Exigency	Page 3 of 5
Associated Regulation: BP 0340 Code of Ethics	
References:	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 04-19-2017	Last Revision:

programs within the college and to recognize the best interests of continued academic excellence, reduction-in-force cannot normally be accomplished on a strictly across-the-board basis.

4. Unless an exception is made for maintaining a viable academic or support program the college cabinet will consider the following factors, not necessarily in the order listed:
 - Criticality of the position to the mission, goals, and objectives of the college.
 - Area(s) and level(s) of competence indicated by standard certification and degree.
 - Experience, professional training, and length of service within the college and the work assignment.
 - Quality of performance including teaching capacity and/or executive ability.
 - Skills in areas where the college has instructional and/or supervisory needs.
 - Fiscal impact of the reduction.

- d. The College President shall communicate the plan for reducing expenditures to the entire campus community.

- e. The College President shall submit for approval by the Board of Trustees the college's plan for effecting budgetary reductions as required by the fiscal condition of the college. The President's submission shall include (1) the President's plan for allocating necessary funding reductions to primary budgetary units and (2) plans for the primary budgetary units affecting their designated budget reductions.

Continuing Rights of Persons Terminated Under Conditions of Financial Exigency

No vacancy caused by a termination under conditions of financial exigency shall be filled for a period of three years from the time of notice of termination without first offering the position to the person terminated (academic or non-academic), provided that the person terminated keeps the college informed of his or her current mailing address. If the person previously terminated is offered the position and accepts, he or she will be returned in the same status.

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAP 1150 Financial Exigency	Page 4 of 5
Associated Regulation: BP 0340 Code of Ethics	
References:	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 04-19-2017	Last Revision:

Termination of Declaration of Financial Exigency

If the financial health of the college improves sufficiently, the College President shall initiate a proposal for the termination of a declared state of financial exigency. The procedures established by this policy shall continue in effect during the period of a state of financial exigency. At the termination of a declared state, that action by the Board of Trustees shall cause all procedures, and bodies created in this policy for the sole purpose of making and implementing exigency decisions to cease to exist.

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAP 1150 Financial Exigency	Page 5 of 5
Associated Regulation: BP 0340 Code of Ethics	
References:	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 04-19-2017	Last Revision:

DOCUMENT HISTORY:

04-19-2017: Initial approval of policy GAP 1150 Financial Exigency.

V1.5 Consideration and approval of college policy FP 3801 – Purchasing

BACKGROUND INFORMATION--HISTORY

Presented to further develop our policy framework for an institution of higher education.

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Approve the policy as presented.

**THREE RIVERS COLLEGE
FINANCIAL POLICY**

Section: 3000 Financial	
Sub Section: 3800 Purchasing	
Title: FP 3801 Purchasing	Page 1 of 2
Associated Regulation: FR 3805 Bidding Thresholds; FR 3810 Purchasing Approval; FR 3160 College Hosted Meals; FR 3850 Receiving	
References: RSMO 34.044, 1 CSR 40-1(4)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision:

Three Rivers College Board of Trustees authorizes the College President to administer the purchasing policy in accordance with state and federal laws. The Board of Trustees hereby designates the College President to make decisions on behalf of the college, regarding the letting of bids for purchasing decisions, as required by state statute.

The Chief Financial Officer provides oversight to ensure a uniform and systematic method of purchasing the goods and services required by the college, to define the responsibilities and authority of the purchasing personnel and to ensure the purchasing requirements and limitations imposed by applicable law are enforced.

The purchasing policy includes the procurement of goods and services that meet institutional needs at the lowest possible cost consistent with the quality needed for the proper operation of the various college departments. In general, purchases are handled in a manner that creates the greatest value per dollar expended.

The Chief Financial Officer is responsible to ensure that all purchases incurred are made in accordance with the college's purchasing policies, regulations and practices. Therefore, all budget managers and other departmental staff involved in purchasing are required to be aware of the guidelines as set forth in college policy, regulation and practice. This policy applies to all budgets administered by the college regardless of source of funds.

**THREE RIVERS COLLEGE
FINANCIAL POLICY**

Section: 3000 Financial	
Sub Section: 3800 Purchasing	
Title: FP 3801 Purchasing	Page 2 of 2
Associated Regulation: FR 3805 Bidding Thresholds; FR 3810 Purchasing Approval; FR 3160 College Hosted Meals; FR 3850 Receiving	
References: RSMO 34.044, 1 CSR 40-1(4)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision:

DOCUMENT HISTORY:

04-19-2017: Initial approval of policy FP 3801 Purchasing.

V1.6 Consideration and approval of college policy FP 3601 – College Property

BACKGROUND INFORMATION--HISTORY

Presented to further develop our policy framework for an institution of higher education.

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Approve the policy as presented.

**THREE RIVERS COLLEGE
FINANCIAL POLICY**

Section: 3000 Financial	
Sub Section: 3600 Property	
Title: FP 3601 College Property	Page 1 of 2
Associated Regulation: FR 3610 Capital Assets and Inventory; FR 3650 Receiving; FR 3620 Disposal of Surplus Property	
References: GASB Codification 1400, 1600, and 2200	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision:

Three Rivers College defines and establishes rules for the oversight of property and its inventory. Records of all college property are maintained by the Chief Financial Officer as well as the efficient, economical and effective management of the college’s resources. College property is comprised of tangible personal and real property, such as furniture, equipment, land, and buildings.

The College President provides oversight to all proceedings regarding this policy. The authority for oversight may be granted upon written approval by the College President or his/her designee. The records regarding college property as well as the disposal of said property shall be made available to the public through the Chief Financial Officer.

For financial reporting and accountably purposes, the college is considered a special purpose government agency engaged in business-type activities. Accordingly, the colleges’ financial statements are presented using the economic measurements focus and the accrual basis of accounting principles. Under this measurement basis and focus of accounting, costs that benefit more than one year are capitalized and depreciated over their useful lives. The Chief Financial Officer provides oversight for this property policy, associated regulation(s), and departmental processes to ensure college property is not misused or put at risk.

**THREE RIVERS COLLEGE
FINANCIAL POLICY**

Section: 3000 Financial	
Sub Section: 3600 Property	
Title: FP 3601 College Property	Page 2 of 2
Associated Regulation: FR 3610 Capital Assets and Inventory; FR 3650 Receiving; FR 3620 Disposal of Surplus Property	
References: GASB Codification 1400, 1600, and 2200	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision:

DOCUMENT HISTORY:

04-19-2017: Initial approval of policy FP 3601 College Property.

BACKGROUND INFORMATION

The college began offering insurance to full-time employees in fiscal year 1974. Since that time, the college has funded 100% of premium cost for employee only coverage. Over the years, the college has continued to absorb all increases in the cost of health care expenses.

Since 2009 to the present fiscal year 2017, the college has offered multi-plan and single plan designs:

FY2009	Three Plan Options	100% college paid premium for EE only (C)	\$358 PEPM	HRA \$1,000
FY2010	Three Plan Options	100% college paid premium for EE only (C)	\$403 PEPM	HRA \$1,000
FY2011	One Plan Option	100% college paid premium for EE only	\$454 PEPM	HRA \$1,000
FY2012	One Plan Option	100% college paid premium for EE only Left GMET; Joined SEMO Group/Wallstreet; Carrier Anthem BC/BS	\$474.16 PEPM	HRA \$1,000
FY2013	One Plan Option	100% college paid premium for EE only	\$514.23 PEPM	HRA \$1,000 earned
FY2014	One Plan Option	100% college paid premium for EE only Carrier change to Coventry	\$530.69 PEPM	HRA \$500 earned (CY)
FY2015	Two Plan Options	100% college paid premium for EE only Carrier Coventry (+HSA)	\$533.37 PEPM	HRA\$1,000 earned
FY2016	Two Plan Options	100% college paid premium for EE only Carrier change to Anthem BC/BS (+HSA)	\$503.28 PEPM	HRA \$1,000 earned
FY2017	Three Plan Options	100% college paid premium for EE only (BPO) + HRA; HSA plan option-premium difference of BPO deposited to EE HSA account; Buy-up PPO option. Carrier Anthem	\$523.41 PEPM	HRA \$1,000 earned for BPO plan only

CURRENT REVIEW

The college has been with the SEMO Group Consortium since FY2012 with the dissolve of the GMET group. This renewal year saw significant activity within the SEMO Group Consortium to review everything from broker services and growth to plan designs. With the activity of the group, this led the college to explore opportunities outside the consortium. During the review process, the college received plans and rates from three other consortiums (MET, SCEC, and MEHG) as well as the renewal plans and rates from the SEMO Group.

The SEMO Group returned a renewal rate of \$505.00 PEPM for the BPO plan, slightly lower than the current rate of \$523.41 PEPM. The estimated annual savings would be \$41,975.

The Missouri Educators Trust (MET) group and South Central Educators Consortium (SCEC) did not prove to be viable options to continue to explore.

The Missouri Education Health Group (MEHG) consortium presented comparable plans with a larger savings to the college. The consortium follows a same rate model. The group rate of \$473 for the PPO base plan has been presented. This rate will provide an estimated annual savings to the college of \$114,935. The savings is \$72,960 greater than our current renewal option. In addition to the higher savings and comparable plan coverages, the MEHG consortium also provides the opportunity for the college to participate in a consortium with other institutions of higher education, Moberly and State Fair. A change to the MEHG consortium for all benefit services offered will result in an estimated annual savings of \$121,000. Details are further outlined below.

RECOMMENDATION – MEDICAL INSURANCE and ANCILLARY INSURANCE

- 1. Approve the entrance into the MEHG consortium with medical, dental, and vision plans as well as the COBRA and retiree services as presented below and in the attached documents.**

The transition of consortium groups will change the college broker services to the P.K. Weis Agency Inc. from Moberly, Missouri.

The medical insurance carrier will change to United Healthcare.

- The proposed PPO plan will serve as the base plan with 100% employee premium paid by the college at \$473.00 PEPM.
- The proposed H.S.A. plan will be offered with the difference in premium cost from the PPO plan credited to the H.S.A. account of participants at \$53.00 per month.
- The proposed PPO Buy Up plan offered as a third option. Employees who choose this plan option will be responsible to pay the buy up difference in premium from the base plan at a cost of \$59.00 per month.

The dental and vision insurance carrier will change to United Healthcare.

- The proposed base dental plan will be offered as college paid to all active full-time, benefit eligible employees. Employees will have the option to purchase a buy-up plan as well as dependent coverage on a voluntary basis through payroll deduction. The base dental plan for employee only will cost \$14.61 PEPM. The estimated annual cost is \$33,311. This equates to an estimated savings of \$7,685 over our current expense.
- The proposed vision plan will be offered as college paid to all active full-time, benefit eligible employees. The vision plan cost is presented at \$6.31 PEPM. The estimated annual cost is \$14,390. This equates to an estimated savings of \$3,760 over our current expense. Employees will retain the option to purchase dependent coverage on a voluntary basis through payroll deduction.

The COBRA and Retiree administration and billing services carrier will change to United Healthcare.

- Proposed services provide assistance with required tasks at an estimated annual cost of \$2,700. This cost is approximately the same as the current services.
- 2. Approve the entrance into the MEHG consortium with ancillary insurance plans as presented below and in the attached documents:**

The ancillary benefits carrier presented is Unum and National Benefits Services.

- Group life and AD&D insurance in the amount of \$15,000. Continue 100% of the premium amount to be paid by the college. The proposed rate is \$2.10 PEP. The estimated annual cost of \$4,788 will increase \$1,186 over FY17.
- Offer the following ancillary plans with UNUM: Volunteer Life and AD&D; Whole Life with LTC; Critical Illness; Cancer; Accident; Short-term disability (STD). All plans voluntary and paid for by the employee.
- Offer the Section 125 plan with National Benefits Services as the administrator. Voluntary plan participation. The college is responsible for plan administration costs of approximately \$4,000.

RECOMMENDATION HEALTH REIMBURSEMENT ACCOUNT (HRA)

The Health Reimbursement Account (HRA) has the option to be reviewed in multiple ways. Currently the college funds the deductible reimbursement account (HRA) for eligible employees up to \$1,000 per year. Employees earn \$500.00 for signing an affidavit of being tobacco free. They can earn a second \$500.00 for the year by attending an insurance enrollment information meeting about plan benefits.

Over the last three to five years, the average cost to the college has fluctuated. The fluctuations are due in part to plan year administration dates changes (half year plans; calendar year to fiscal year), plan design changes (addition of the HSA), as well as auto reimbursement to a manual submission process. On average, the reimbursement cost is approximately \$30,000 per year. The cost to the college for this current FY2017 year is just under \$17,000. In addition to the reimbursement cost, the administration cost of the program is approximately \$8,000 per year.

FY2017 set a new process in place to require participants to complete four (4) activities from a comprehensive list of targeted wellness items. Employees will earn \$1,000 for their HRA account toward deductible reimbursement for completion of the four (4) items. The HRA option is not available for employees who choose the H.S.A. medical plan option.

Recommendation:

Approve MEHG insurance proposal as outlined above.

Approve continuation of the HRA plan for FY2018 with participation as follows:

For FY19, during the FY18 year, employees must choose and complete four (4) activities from a comprehensive list of targeted wellness items. Employees will earn \$1,000 for their HRA account toward deductible reimbursement for completion of all four (4) items. Completion must be done prior to May 18, 2018, for the start of the July 1, 2018, plan year.

(04/19/2017)

**Current Benefits & Rates Comparison
Three Rivers College
February 8, 2017**

	PPO		HSA		PPO BUY UP					
	CURRENT	PROPOSED	CURRENT	PROPOSED	CURRENT	PROPOSED				
INDIVIDUAL DEDUCTIBLE	\$3,000	\$2,000	\$3,000	\$3,000	\$2,000	\$1,500				
FAMILY DEDUCTIBLE	\$6,000	\$4,000	\$6,000	\$6,000	\$6,000	\$3,000				
CO-INSURANCE	100%	80%	100%	100%	80%	80%				
INDIVIDUAL OOP MAX	\$6,000	\$5,000	\$6,000	\$6,250	\$5,000	\$4,500				
FAMILY OOP MAX	\$12,000	\$10,000	\$12,000	\$12,000	\$10,000	\$9,000				
PRIMARY CO-PAY	\$20	\$30*	N/A	\$30(AD)	\$25	\$30				
SPECIALIST CO-PAY	\$40	\$60* (Limited)	N/A	\$60(AD)	\$50	\$60				
RX	\$15/\$30/\$40/25%	\$15/\$40/\$75	\$15/\$30/\$50/25%	\$10/\$35/\$60(AD)	\$15/\$30/\$50/25%	\$15/\$40/\$75				
EMERGENCY ROOM	\$200	DED+COIN	N/A	\$300	\$200	\$250				
URGENT CARE	\$50	\$75* (Limited)	N/A	\$75	\$50	\$75				
# MEMBERS										
141	EE	\$523.41	\$473.00	26	EE	\$420.00	2	EE	609.77	\$532.00
6	ES	\$575.75	\$471.00	2	ES	\$427.00	1	ES	757.11	\$542.00
1	E+1	\$376.86	\$355.00	0	E+1	\$323.00	0	E+1	525.4	\$409.00
2	EC	\$536.51	\$355.00	2	EC	\$323.00	0	EC	711.39	\$409.00
2	EF	\$994.48	\$825.00	1	EF	\$691.00	0	EF	1239.93	\$577.00

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Request for Retirement
Professor, Agriculture

BACKGROUND INFORMATION **HISTORY**

Joyce Rehkop has been employed as the Instructor with the Agriculture program since August 1992 where she continues to serve as a Professor. She has submitted her request for retirement, effective June 30, 2017.

FINANCIAL IMPLICATIONS

This is a nine-month, institutionally funded faculty position.

ADMINISTRATIVE RECOMMENDATION

Accept Ms. Rehkop's request for retirement and proceed with review of the position and the appropriate replacement process.

(04/19/2017)

Joyce Rehkop

HC 1 Box 1695, Silva, Mo 63964 *** jvrehkop@gmail.com*** 573/783-9607

March 21, 2017

Board of Trustees & Dr. Wesley Payne
Three Rivers College
2080 Three Rivers Blvd.
Poplar Bluff, Mo 63901

To the Board of Trustees & Dr. Wesley Payne:

It is with mixed emotions that I submit this Letter of Retirement from Three Rivers College. My last day of employment at the college would be June 30, 2017.

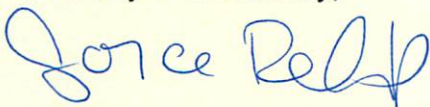
I have enjoyed my job as instructor in agriculture for the last 25 years and have developed strong relationships with co-workers, students and agriculture industry professionals. These daily relationships will be greatly missed by me.

Fortunately, or unfortunately, our retirement system is so well managed that it is financially costing me to work each day. I have found that my retirement income will be greater than my take home monthly salary. I knew this at the close of academic year 2016 but chose to stay on because you invested a tremendous amount in the farm and I did not want the search for my replacement to hinder the farm investment.

An agriculture program was approved by the Board of Trustees in 1967. I am proud to say that I have been its leader for 25 of its 50 year history. My hope is that you the current administration, and my successor, are as committed to this program as I have been. With the steps I have put in place, your investment in the farm, and the fresh new vision of my replacement, this program has the potential to grow exponentially. You just have to nurture it as any good agriculturalist would do.

I think it goes without saying that if there is anything I can do to assist in the transition, I am very willing.

Sincerely & Reluctantly,



Joyce Rehkop
Professor in Agriculture

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Request for Retirement
Assistant Professor, Physical Education/Women's Basketball Coach

BACKGROUND INFORMATION **HISTORY**

Jeff Walk has been employed as an Instructor with the Physical Education program and Women's Basketball Coach since August 2008. In his current role, he continues to serve as an Assistant Professor and Coach. He has submitted his request for retirement, effective June 30, 2017.

FINANCIAL IMPLICATIONS

This is a nine-month, institutionally funded faculty/athletics position.

ADMINISTRATIVE RECOMMENDATION

Accept Mr. Walk's request for retirement and proceed with review of the position and the appropriate replacement process.

(04/19/2017)

Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

2080 THREE RIVERS BLVD | POPLAR BLUFF, MO 63901 | 877-879-8722 | TRCC.EDU

4/10/2017

Board of Trustees and Dr. Payne;

After several months and considering what Three Rivers College has done for me in my time as an instructor and Head Women's Basketball Coach. I wish to inform you of my retirement effective June 30 of 2017.

A handwritten signature in cursive script that reads "Jeff Walk". The signature is written in dark ink and is positioned above the printed name.

Coach Jeff Walk

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Outreach Specialist/Educational Talent Search

BACKGROUND INFORMATION **HISTORY**

Ms. Tammie Newman has been employed with the college in the Educational Talent Search Program since September 2003. She has held different positions within the program throughout her employment. She has served in her current position as an Outreach Specialist since June 2013. She has submitted her resignation, effective May 31, 2017.

FINANCIAL IMPLICATIONS

This is a full-time, ten-month grant funded staff position through August 31, 2021, with the U.S. Department of Education.

ADMINISTRATIVE RECOMMENDATION

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

(04/19/2017)

April 3rd, 2017

Dr. Payne,

I would like to submit my letter of resignation from Three Rivers College and the Educational Talent Search program effective May 31st, 2017. I believe in this program and have truly enjoyed my years as an Outreach Specialist. I know that they are doing great things for the students.

Sincerely,

Tammie Newman

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Department Chair, Languages, Education, and Fine Arts

BACKGROUND INFORMATION **HISTORY**

Mr. Tim Thompson has been employed with the college as the Department Chair, Languages, Education, and Fine Arts since January 2017, and with the college since July 2014. He has submitted his resignation, effective July 20, 2017.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

(04/19/2017)

Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

2080 THREE RIVERS BLVD | POPLAR BLUFF, MO 63901 | 877-879-8722 | TRCC.EDU

TO: Dr. Justin Hoggard, Dean of Instruction

RE: Resignation of duties

FROM: Tim Thompson

Dr. Hoggard,

It is with much thought and vacillating deliberation that I tender my resignation from duties, both teaching and administrative, effective July 20, 2017. Although I have worked at Three Rivers College a relatively short time, it has become my home and I reluctantly leave student and staff relationships that have been amazing to encounter.

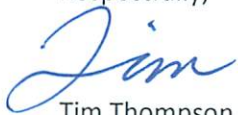
I will be taking the helm of Crystal City Elementary School at the end of July, but intend to follow through on the following commitments to TRC:

1. Complete the Spring term grading and obligations, including Commencement.
2. Assist in the formation of Spring 2018 Schedule for my Department
3. Lead the Three Rivers College trip to England/Ireland/Scotland/ and Wales June 10-25th
4. Teach the two sections of EDUC courses scheduled for B Session for Summer 2017
5. Direct the last scheduled and advertised play, *The Foreigner*, opening in middle July.

I will not, however, be able to conduct the summer drama camp for kids that we had planned for the first part of August. I am currently trying to locate strong, capable people to direct three plays next year in the event that the college has difficulty in filling my position of Theatre Director. During the course of late May and Early June, I may need a couple of release days to assist in the transition at my new school.

I wish it known that the college, Dr. Payne, yourself, and the remaining administrative team have been amazingly supportive to me and I have certainly benefited from knowing and interacting with each of you. As Dr. Payne often says, "We Are Three R", because without the teamwork that exists, and the people willing to go above and beyond, an institution like this would not function. I wish you and the faculty and staff of Three Rivers College only the brightest and best things in the years to come.

Respectfully,



Tim Thompson, Chair
Languages, Fine Arts, Communication, Education
Tinnin Center Director

cc: Dr. Wes Payne, President, Three Rivers College

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6300 Classroom Management	
Title: IR 6310 Classroom Attendance	Page 1 of 6
Associated Policy: IP 6310 Classroom Attendance; IP Faculty Rights and Responsibility	
Associated Regulation: GAR 1240 Harassment	
References: Title IV Funds; Federal Student Aid Handbook, Volume 5—Withdrawals and the Return of Title IV Funds, 2015–2016, 5-59 and 60; 34 CFR 668.24.	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 04-19-2017

Three Rivers College is an attendance taking institution as defined by the Federal Department of Education for student aid. The college recognizes that class attendance is essential for student success therefore; students are expected to attend all class sessions and report punctually. The college faculty are responsible for taking and reporting attendance and therefore “must document that the activity is academic or academically related, and verify the student’s attendance at the activity” (Federal Student Aid Handbook 2015 - 2016, 5-59). All courses are monitored by the faculty for daily and weekly attendance and more specific attendance details regarding this requirement are listed in the course syllabi.

In keeping with Federal Regulations governing Title IV Federal Financial Aid programs, the college adheres to strict guidelines for student classroom attendance. Any student who misses two (2) consecutive weeks of class during a regular 16-week semester or the equivalent proportion of class time during a shorter session, and those absences do not meet the excused absence criteria herein, shall be administratively dropped from the class by the institution. The equivalent class time applied for any student who misses more than two (2) hours of class for each credit hour (i.e. six hours of class time for a three-credit-hour class) during the semester shall be dropped from that class if in the opinion of the instructor the student does not have opportunity to succeed in the class. Specific class attendance requirements shall be listed in the instructor’s course syllabus.

Individual faculty, departments and programs may adopt stricter attendance policies than contained herein. If different attendance requirements exist the faculty must list the specific attendance requirements in their course syllabi and/or program guides to meet the established needs or standards as required.

Student attendance in face-to-face courses or ITV courses is defined as active daily participation in the course, as designated in the instructor’s syllabus.

The Department of Education defines an academically related activity as “physically attending a class where there is an opportunity for direct interaction between the instructor and students; submitting an academic assignment; taking an exam, completing an interactive tutorial, or

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References: Title IV Funds; Federal Student Aid Handbook, Volume 5—Withdrawals and the Return of Title IV Funds, 2015–2016, 5-59 and 60; 34 CFR 668.24.	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 04-19-2017

participating in computer – assisted instruction; attending a study group that is assigned by the school; participating in an online discussion about academic matters; and initiating contact with a faculty member to ask a question about the academic subject studied in the course” (Federal Student Aid Handbook 2015 - 2016, 5-59).

Student attendance in online courses or the online portion of hybrid courses is defined as active weekly participation in the course, as designated in the instructor’s syllabus. Active participation may include completion of weekly quizzes or exams, submission of assignments, participation in threaded discussions or engagement in blogs and faculty “must document that the activity is academic or academically related, and verify the student’s attendance at the activity” (Federal Student Aid Handbook 2015 - 2016, 5-59). Any student who misses two (2) consecutive weeks (as defined by active weekly participation) in online courses or the online portion of hybrid courses during a regular 16-week semester or the equivalent proportion of class time during a shorter session, and those absences do not meet the excused absence criteria, shall be administratively withdrawn by the institution from the class.

Documenting attendance when students are enrolled in online courses is defined as follows: “In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question” (Federal Student Aid Handbook 2015 - 2016, 5-60).

Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include; but not limited to: “student submission of an academic assignment, student submission of an exam, documented student participation in an interactive tutorial or computer-assisted instruction, a posting by the student showing the student’s participation in an online study group that is assigned by the institution, a posting by the student in a discussion forum showing the student’s participation in an online discussion about academic matters, and an e-mail from the student or other documentation showing that the

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Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 04-19-2017

student initiated contact with a faculty member to ask a question about the academic subject studied in the course” (Federal Student Aid Handbook 2015 - 2016, 5-60).

“Academically related activities do not include activities where a student may be present but not academically engaged, such as: living in institutional housing; participating in the school’s meal plan; logging into an online class without active participation; or participating in academic counseling or advisement. Participation in academic counseling and advising are no longer considered to be academic attendance or attendance at an academically related activity” (Federal Student Aid Handbook 2015 - 2016, 5-59).

If a school is required to take attendance, it is up to the school to ensure that accurate attendance records are kept for purposes of identifying a student’s last date of academic attendance. As with other Title IV program records, documentation must be retained and available for examination in accordance with the regulatory provisions for recordkeeping (34 CFR 668.24).

Attendance shall be recorded in the Gradebook and one (1) of five (5) options will be selected for each student on the roster: Present, Absent, Communicated Absence, Excused Absence and Cancelled.

1. Present: Student meets the description of active participation as described in the regulation and course syllabus faculty syllabi.
2. Absent: No participation and no communication.
3. Communicated Absence: Student has communicated with the instructor that they will not be in class or participating online but that they intend to return to class as an active participant. The instructor has the option of allowing the student to make up the work.
4. Excused Absence: Student has presented to the instructor a form indicating they are involved in a college sponsored activity or was confirmed by the Office of Student Services as being called to temporary military duty that does not necessitate dropping the course or a withdrawal from the college or medically documented issues pertaining to

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INSTRUCTION REGULATION**

Section: 6000 Instruction	
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Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
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pregnancy. The student is allowed to make up the work missed and is in no way academically punished for the absence. Instructors are required to allow the student to make up the work missed and may not deduct points for missing the class or remove any opportunity to gain points given to other students present.

5. Cancelled: Class Cancelled.

The Three Rivers faculty will take attendance as follows

- Mark Present: when the student is present in the class.
- Mark Absent, no excuse: when there has been no communication.
- Mark Communicated Absence: when the student has notified the instructor in writing prior to class time that they cannot attend but plan on returning to class at the next class meeting.
- Mark Absent, Excused: if the student has notified the instructor that they are participating in a college sponsored activity or called to temporary military duty that does not necessitate dropping the course or a withdrawal from the college or medically documented issues pertaining to pregnancy. The instructor can confirm this through the e-mail received from the Dean’s office.
- Mark Class Cancelled: when the instructor has cancelled class.

Use of Gradebook:

For face to face and ITV courses, daily attendance shall be recorded for each class meeting for the entire semester for all courses. If a class is cancelled, an attendance status of ‘cancelled’ shall be entered for each student on the roster.

Online courses shall take weekly attendance.

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Associated Policy: IP 6310 Classroom Attendance; IP Faculty Rights and Responsibility	
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Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 04-19-2017

Clinical courses, independent studies, internships and other courses that do not have a set meeting day each week, shall take weekly attendance.

**THREE RIVERS COLLEGE
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Section: 6000 Instruction	
Sub Section: 6300 Classroom Management	
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Associated Policy: IP 6310 Classroom Attendance; IP Faculty Rights and Responsibility	
Associated Regulation: GAR 1240 Harassment	
References: Title IV Funds; Federal Student Aid Handbook, Volume 5—Withdrawals and the Return of Title IV Funds, 2015–2016, 5-59 and 60; 34 CFR 668.24.	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 04-19-2017

DOCUMENT HISTORY:

- 05-18-2016:** Initial approval of regulation IR 6310 Classroom Attendance.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 04-19-2017:** Excused Absence due to temporary military duty and pregnancy.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6730 Faculty ByLaws	Page 1 of 2
Associated Policy: IP 6710 Faculty Rights and Responsibilities	
References: Addendum: "Faculty ByLaws"	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

The Three Rivers College Faculty (subject to the approval of the president and board of trustees) shall make rules and regulations for its governance and procedure and for that of the students; provide such committees as may be required; prescribe rules regarding admissions, dismissal, discipline, scholarship, classes, courses of study, and requirements for graduation; and make such other rules as may be necessary or proper for the maintenance of high educational standards and student success. The Faculty shall prescribe rules for governing student publications, musical, dramatic and literary clubs, and all other aspects of student life which relate to the educational process. The Faculty may also make recommendations concerning academic policies and regulations governing the aforementioned affairs of the college.

The Faculty shall consider any matter referred to it by the president, the chief academic officer, the committees of the faculty, or any member or members jointly of the Faculty.

Each motion approved by the Faculty that would impact changes on matters within the Faculty's jurisdiction shall be communicated as a recommendation to the president. The president shall have the right to veto any recommendation of the Faculty. Such action is to be communicated to the Faculty at the time of the decision and announced at the next faculty meeting. By a two-thirds majority vote of those present and voting at its first meeting following formal communication of a veto, the Faculty may request, with stated reasons, presidential reconsideration of the veto.

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Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6730 Faculty ByLaws	Page 2 of 2
Associated Policy: IP 6710 Faculty Rights and Responsibilities	
References: Addendum: "Faculty ByLaws"	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

DOCUMENT HISTORY:

04-19-2017: Initial approval of IR 6730 Faculty Bylaws.

Three Rivers College Bylaws of the Faculty

Article I: Name

Article II: Membership

Article III: Offices

Article IV: Duties and Jurisdiction

Article V: Meetings and Procedures

Article VI: Committees of the Faculty

Article VII: Academic Unit Faculties

Article VIII: Implementation

Article IX: Amendment or Repeal of Bylaws

ARTICLE I. NAME

The name of the body constituted in these bylaws shall be the Faculty of Three Rivers College (hereinafter referred to as the Faculty).

ARTICLE II. MEMBERSHIP

The membership of the Faculty of the college shall consist of executive officers of the college, the registrar, the librarians, full-time faculty members, members of the coaching staff who hold appointments split between classroom instruction and coaching duties, and other personnel designated by the president as holding faculty status. Executive officers of the college and the registrar shall not have the right of vote at meetings of the Faculty, except in cases of a tie when the presiding officer shall cast the tie-breaking vote.

ARTICLE III. OFFICERS

SECTION A. The presiding officer of the Faculty shall be the president of the college. In the event the president does not preside, the order of succession of the presiding officer shall be the chief academic officer, the vice chair of the Executive Committee, followed by the other members of the Executive Committee by descending order of seniority as Faculty of the college.

SECTION B. A person designated by the president shall keep accurate records of all meetings and actions of the Faculty and upon Faculty direction shall formally transmit all motions passed or actions taken to the persons or bodies concerned.

SECTION C. The president annually shall appoint a parliamentarian. The parliamentarian shall advise as to parliamentary procedure and assist in maintaining appropriate and orderly proceedings as outlined in the most recent edition of *Robert's Rules of Order*.

ARTICLE IV. DUTIES AND JURISDICTION

SECTION A. The Faculty (subject to the approval of the president and board of trustees) shall make rules and regulations for its governance and procedure and for that of the students; provide such committees as may be required; prescribe rules regarding admissions, dismissal, discipline, scholarship, classes, courses of study, and requirements for graduation; and make such other rules as may be necessary or proper for the maintenance of high educational standards and student success. The Faculty shall prescribe rules for governing student publications, musical, dramatic and literary clubs, and all other aspects of student life which relate to the educational process. The Faculty may also make recommendations concerning academic policies and regulations governing the aforementioned affairs of the college.

SECTION B. The Faculty shall consider any matter referred to it by the president, the chief academic officer, the committees of the faculty, or any member or members jointly of the Faculty.

SECTION C. Each motion approved by the Faculty that would impact changes on matters within the Faculty's jurisdiction shall be communicated as a recommendation to the president. The president shall have the right to veto any recommendation of the Faculty. Such action is to be communicated to the Faculty at the time of the decision and announced at the next faculty meeting. By a two-thirds majority vote of those present and voting at its first meeting following formal communication of a veto, the Faculty may request, with stated reasons, presidential reconsideration of the veto.

ARTICLE V. MEETINGS AND PROCEDURES

SECTION A. The most current edition of *Robert's Rules of Order* shall govern the conduct of the Faculty's meetings, except as otherwise provided in these bylaws.

SECTION B. Regular meetings of the Faculty shall convene after the fall convocation each year, normally in August, as scheduled by the president, and monthly, September through April.

SECTION C. Special meetings may be called by the president, the chief academic officer, the Executive Committee, or by petition of one-fourth of the Faculty, presented in writing to the president, who will convene a meeting within three school days of receipt of the petition. Unless a matter requires action by the Faculty during the summer session, it shall be deferred to the fall semester session when the full faculty may consider it.

SECTION D. Notice shall be sent to each faculty member prior to any convened meeting. This

notice shall contain the agenda for the meeting, minutes from any committee meeting, and such other information as may be appropriate for advance study by the Faculty.

SECTION E. The order of business for each meeting shall be as follows:

1. Approval of the minutes of the previous meeting;
2. Report of the presiding officer;
3. Old/Unfinished business;
4. Reports of committees of the Faculty and consideration of related business;
5. New business; and
6. Announcements.

SECTION F. New business intended for discussion by the Faculty may be presented in writing to the president or to the appropriate committee, and members of the Faculty shall have the right to present proposals from the floor.

SECTION G. No business shall be conducted at any meeting of the Faculty unless a quorum is present. A majority of the Faculty, as defined by Article II, shall constitute a quorum.

SECTION H. Voting at all meetings of the Faculty shall be by voice, by show of hands, or by ballot, as decided by the presiding officer. It shall be in order, however, to move for a vote by any of the aforementioned methods. Voting may not be done in absentia or by proxy.

SECTION I. The president, the chief academic officer, or the Faculty, by vote, may designate persons not defined as members of the Faculty in Article II of the bylaws who shall have the privilege of discussion at meetings of the Faculty but not the privilege of voting.

ARTICLE VI. COMMITTEES OF THE FACULTY

SECTION A. RESPONSIBILITIES AND COMPOSITION OF COMMITTEES SECTION A.1.

Committees of the Faculty shall make recommendations to the Faculty concerning matters within the Faculty's jurisdiction consistent with Article IV of these Bylaws. Only by authority delegated by these bylaws shall committees make recommendations to administrative officers and otherwise advise and assist officers in the name of the Faculty. Any decision made by such officers contrary to committee recommendations will be reported immediately and in writing by the officer concerned to the chair of the appropriate committee. The Executive Committee and the college curriculum committee of the Faculty are empowered by this article to "act for the faculty" on certain specified matters. Such actions shall always be in the form of recommendations made to the president in the name of the Faculty. Each such action must be reported to the Faculty at its first meeting following the committee meeting at which the action was taken. Any such action by the Executive Committee or the college

curriculum committee that is not so reported is null and void. No such committee action shall become effective until such a report has been made and until the day after the next regularly scheduled meeting of the Faculty or 10 working days, whichever is greater. Any such action is subject to annulment by the Faculty (by a majority of those present and voting) at any time prior to its date of effectiveness, which shall not be prior to the next scheduled faculty meeting.

SECTION A.2. Committees may receive matters referred to them by individual faculty members, the Faculty, the Executive Committee, or administrative officers of the college. Committees may also initiate recommendations consistent with their bylaw descriptions. They shall consult with the appropriate administrative officers before making recommendations and may invite anyone from the Faculty or administration to participate in discussions in which he or she has a particular concern. Any information which concerns college Faculty, students, or employees that are utilized by a committee in its deliberations must be held in confidence by committee members.

SECTION A.3. Committees shall submit reports from the floor at regular meetings of the Faculty and shall submit annual reports in writing to the Faculty in April. Committee reports shall give special attention to exceptions to standing policies and regulations, to actions of administrative officers, and to the substance of both previous and pending business and activities. Committee reports which include any recommended change in academic policy, regulations or procedures shall be circulated in writing to the Faculty and the president with the agenda for the meeting at which the report is to be presented.

SECTION A.4. Faculty members of committees shall be approved by the Faculty. Except as otherwise provided in these bylaws, Faculty will be selected for committee service, except the college curriculum committee and the Executive Committee, as outlined below.

- a. Prior to the final meeting of the Faculty in April, a list of all committee vacancies for the next academic year shall be sent to each faculty member eligible for committee appointment.
- b. Eligible faculty include new faculty hires and any faculty vacating a committee.
- c. It will be the responsibility of the eligible faculty member to communicate his/her committee preference as directed.
- d. Directions for communicating committee preference will be provided with the committee vacancy list.

- e. Failure to respond will result in placement on a committee by the Chief Academic Officer. All faculty will serve on a committee.
- f. The final roster of faculty selections will be presented to the Faculty for ratification.

SECTION A.5. Guidelines for committee membership, other than the Executive Committee and the college curriculum committee, are as follows:

- a. Each committee should have at least one faculty member carried over from the previous year and at least one new member except when a new committee is established. In that case, half of the membership should have one calendar year terms, and half should have two calendar year terms.
- b. Except as otherwise specified in the committee descriptions given in these bylaws, each term of service shall be for a two calendar year term of service commencing July 1st of that year.
- c. Except as otherwise authorized in the committee descriptions given in these bylaws, no person shall serve for a term of membership on a committee that would cause the tenure of consecutive years of service as a member of that committee to exceed four years.
- d. To the extent permitted by the provisions of the committee descriptions given in these bylaws, each committee's members should, collectively, reasonably reflect the diversity of the Faculty. When at all possible, no more than two members of the same academic discipline shall serve simultaneously on the same committee.
- e. Unless there are extraordinary reasons to act otherwise, faculty members should not serve as members of more than one standing committee of the Faculty simultaneously.

SECTION A.6. Student members of committees shall be elected by the student senate and shall be voting members unless otherwise provided in these bylaws.

SECTION A.7. Any other members of committees shall be selected and given voting privileges as provided by these bylaws.

SECTION A.8. The Chief Academic Officer will appoint a convener for each committee for which a chair is not designated by bylaw. The convener shall, within one week of the designation as convener, call the first meeting of the committee with the first order

of business being the election of a chair. The chair of each committee must be a member of the Faculty as defined in Article II hereof and shall be elected from the voting membership of the committee by a simple majority. Any other officers of a committee shall be appointed as provided in bylaws or, in the absence of such provision, as deemed desirable by the committee.

SECTION A.9. All committees must operate within the bounds of the associated sunshine laws of the state of Missouri. As such, all meeting times must be announced, and all meetings shall remain open to the public.

SECTION A.10. Members of the Faculty with a particular interest in the workings of a committee are encouraged to attend. All members of the Faculty, with the permission of the committee chair, shall be allowed to participate in committee proceedings but shall not be allowed voting rights.

SECTION B. STANDING COMMITTEES OF THE FACULTY

SECTION B.1. Executive Committee

a. Membership

(1) The Executive Committee of the Faculty shall consist of the chief academic officer as chair and eight other members of the voting faculty to include one member from each academic unit and “at large” members as necessary elected from within the faculty. If the number of academic units is four or fewer, then two members from each academic unit should be selected for the committee. Faculty terms are to be two years starting July 1 of the year elected and ending June 30 two years hence. No more than two members from any academic discipline may serve at one time on the committee. Members of the Faculty are not eligible to serve during the first year of Faculty membership. Committee members are not eligible to succeed themselves within one year after a term of service.

(2) Prior to the February Faculty meeting, the chief academic officer shall solicit faculty members from each academic unit to fill vacating academic unit positions on the committee. Faculty within the eligible academic unit(s) shall elect their academic unit representative to serve on the committee. To fill the “at large” vacancies on the committee, at least one nominee shall be solicited from each of the academic units that have eligible faculty.

(3) The election of the “at large” members of the committee whose term will begin July 1 of that year shall begin with the February faculty meeting and shall be continued, if necessary, from a ballot prepared by the chief academic officer. The balloting shall take place in accordance with the following procedure:

(a) Each faculty member shall cast no more than the same number of votes as there are vacancies.

(b) The candidate who receives a majority of votes cast in the election shall be elected to the committee.

(c) A special election shall be held to fill any at large vacancy of an unexpired term of the Executive Committee at the first faculty meeting following the vacancy. The Faculty shall vote from a ballot containing nominations sensitive to the vacancy being filled; the chief academic officer shall solicit nominations and prepare the ballot.

(d) The entire annual nomination and election process shall be completed prior to April 30 following the February meeting of the Faculty at which it begins. Under unusual circumstances, the chief academic officer may call for a May meeting to complete the election process.

b. Officers

Officers of the Executive Committee include the chief academic officer as chair and then both a vice-chair and vice-chair elect where the vice-chair elect is in his/her first year of the term. At the conclusion of the last meeting of the academic year, the vice-chair elect will assume the duties of the vice-chair and the new committee shall elect a vice-chair elect by private ballot. The chief academic officer shall ensure that accurate records of meetings and actions are kept and that copies of the agenda and minutes are distributed to the committee. The vice-chair and the vice-chair elect shall at the invitation of the president attend the meetings of the president's cabinet, shall at the invitation of the chief academic officer attend the meetings of the academic leadership team and at the invitation of the chief student officer attend meetings of the student services leadership team. At any meeting where representation from the executive committee is requested, both the vice-chair and vice-chair elect shall attend and will serve as

representatives of the faculty.

c. Meetings

The Executive Committee shall hold monthly meetings preceding a regularly scheduled faculty meeting. Special meetings of the committee may be called by the chief academic officer, the president, or a majority of the members of the committee. A faculty member may make a request to the chair for a special meeting. Two-thirds of the membership of the committee shall constitute a quorum.

d. Functions

(1) The Executive Committee may receive, study, or initiate any proposal and recommend to the faculty action upon it.

(a) The Executive Committee shall refer each proposal received, regardless of where initiated, to the appropriate standing committee of the Faculty for study and recommendation, provided there is a standing committee charged with issues of that type.

(b) The Executive Committee shall receive the recommendations of the standing committee prior to acting upon the proposal.

(c) The Executive Committee shall notify the standing committee chair if the proposal and recommendation are to be acted upon by the Executive Committee.

(d) The Executive Committee may recommend to the Faculty action on the proposal and recommendation and, if such is the case, shall summarize for the Faculty any significant changes made to the committee recommendations.

(e) The Executive Committee may recommend to the Faculty action on a proposal without referring the proposal to a standing committee on questions that unavoidably require immediate action.

(2) The committee shall act on behalf of the Faculty on questions that need immediate attention between meetings of the Faculty and shall submit such decisions to the Faculty at its next regular meeting for information, consideration, and any action desired by the Faculty.

(3) The Executive Committee may recommend to the Faculty changes

in the membership of the standing committees to which it nominates members in the event of one or more of the following circumstances:

- (a) Resignation of a member;
- (b) Recommendation by a majority of the committee to the vice chair of the Executive Committee.

(4) The committee may make recommendations to the Faculty concerning changes in statutes, bylaws, and other academic policies and regulations approved by the Faculty.

(5) Reports of the committee shall be made by the vice chair at Faculty meetings.

(6) The committee chair in consultation with the committee shall assemble the agenda for the Faculty meetings.

SECTION B.2. College Curriculum Committee

a. Membership

- (1) The college curriculum committee shall consist of the chief academic officer as chair and eight other members of the voting faculty to include one member from each academic unit and “at large” members as necessary elected from within the faculty. If the number of academic units is four or fewer, then two members from each academic unit should be selected for the committee. Faculty terms are to be two years starting July 1 of the year elected and ending June 30 two years hence. No more than two members from any academic discipline may serve at one time on the committee. Members of the Faculty are not eligible to serve during the first year of Faculty membership. Committee members are not eligible to succeed themselves within one year after a term of service.

Prior to the February Faculty meeting, the chief academic officer shall solicit faculty members from each academic unit to fill vacating academic unit positions on the committee. Faculty within the eligible academic unit(s) shall elect their academic unit representative to serve on the committee. To fill the “at large” vacancies on the committee, at least one nominee shall be solicited from each of the academic units that have eligible faculty.

(3) The election of the “at large” members of the committee whose term will begin July 1 of that year shall begin with the February faculty meeting and shall be continued, if necessary, from a ballot prepared by the chief academic officer. The balloting shall take place in accordance with the following procedure:

(a) Each faculty member shall cast no more than the same number of votes as there are vacancies.

(b) The candidate who receives a majority of votes cast in the election shall be elected to the committee.

(c) A special election shall be held to fill any at large vacancy of an unexpired term of the Executive Committee at the first faculty meeting following the vacancy. The Faculty shall vote from a ballot containing nominations sensitive to the vacancy being filled; the chief academic officer shall solicit nominations and prepare the ballot.

(d) The entire annual nomination and election process shall be completed prior to April 30 following the February meeting of the Faculty at which it begins. Under unusual circumstances, the chief academic officer may call for a May meeting to complete the election process.

b. Officers

The chief academic officer shall be chair of the Curriculum Committee. At the beginning of the first meeting of the academic year, the committee shall elect a vice chair by private ballot. Reports of the committee shall be made at faculty meetings.

c. Meetings

When curricular actions are needed, the committee shall meet in September, October, November, January, February, March, and April. Special meetings may be scheduled as the need arises.

d. Functions

This committee shall recommend to the Faculty general curricular rules affecting the academic programs offered by the college (e.g., core curriculum, exit examinations, and so on). The committee shall consider all proposals for

new programs, program changes, and any other global curricular changes that affect the learning environment and make its recommendations to the Faculty for action. The committee shall review all proposed curricular actions and shall be the organization of the college to which any academic unit may make recommendations concerning curricular matters.

The committee shall act for the Faculty on any routine curricular matters (e.g., changes in course numbers, changes in course descriptions, and so on) which have been referred to it by the Faculty or by an academic unit. In exercising this latter function for the Faculty, the committee shall declare such matters as "routine" by a three-fourths majority vote of members present and voting.

SECTION B.3. Faculty Welfare, Evaluation, and Development Committee

[Mission] The mission of the faculty welfare, evaluation, and development committee is to study and recommend ways by which the intellectual and professional life and growth of the Faculty may be enhanced as well as ways to develop a sense of faculty community through intellectual, social, and aesthetic activities. It proposes rules and programs for faculty development and evaluation. It also investigates and makes recommendations concerning faculty welfare matters. It recommends awards of any internal teaching and learning grants for faculty; sponsors and co-sponsors workshops or forums on teaching methods and on strategies for understanding, assessing, and facilitating student learning; and proposes, initiates, and promotes other activities and services that provide a supportive environment for the professional growth and development of TRC Faculty.

[Duties] The committee shall promote various faculty enrichment activities and/or resources and shall advise how best to foster a sense of faculty community via enrichment concerns and activities and/or resources. They shall also provide input on the development, administration, analysis of the evaluation system which includes the faculty engagement process and the faculty rank and promotion system.

[Meeting and Reporting] The committee shall meet regularly each semester and shall report and make recommendations to the Executive Committee.

[Membership] The committee will be chaired by one of the Academic Unit Chairpersons and have 16% of the faculty not serving on executive committee and curriculum committee, to include at least one faculty representative from each academic unit. In addition, the chief academic officer or his or her designee shall serve as an *ex officio*, nonvoting member.

SECTION B.4. Student Standing Committee

[Mission] The Student Standing Committee reviews student standing regarding admission, readmission, student progress, graduation, and other student academic matters, and serves as a body of faculty to serve on appeals committees as outlined in SP2140 and SR2140.

[Duties] Members of the committee shall also serve as faculty representatives on the college committees which complete initial reviews of student standing regarding admissions, readmissions, admissions by those students who have a felony conviction, financial issues, financial aid issues and on panels adjudicating appeals by students as outlined in SP2140 and SR 2140. No member of the committee serving on the committee that made the initial decision which is being appealed shall be eligible to serve as a member of the appeal panel.

[Meeting and Reporting] The committee shall meet regularly each semester and shall report annually the results of its review to the Executive Committee.

[Membership] The chair shall be the chief student services officer or the chief academic officer, who will assign committee members to serve on the various student standing committees on a rotating basis, as such committees have need to meet. Membership shall be composed of 20% of the faculty not serving on executive committee and curriculum committee, and the following *ex officio*, nonvoting members: Chief Academic Officer, Chief Student Services Officer, Chief Financial Officer, the Registrar, Director of Financial Aid, Director of Housing.

SECTION B. 5. Student Advisement and Retention

[Mission] The mission of the committee on student advisement and retention is to enhance the academic advising and retention processes for students and help develop a campus-wide awareness of the role each administrator, faculty, and staff member plays in the retention and academic success of students.

[Duties] The committee shall review and evaluate advisement and retention goals, objectives, and procedures; review both current and proposed rules concerning advisement and retention and recommend changes to the Faculty; identify needs for advisement to enhance retention; and develop, assess, and help to keep both the advising plan/manual and retention plan current.

[Meeting and Reporting] The committee shall meet regularly each semester and shall report and make recommendations to the Executive Committee.

[Membership] The committee will be chaired by one of the Academic Unit Chairpersons and have 16% of the faculty not serving on executive committee and curriculum committee, including at least two representatives from career education and two representatives from academic transfer. The committee will also consist of the following *ex officio*, non-voting members: Chief Academic Officer, Chief Student Officers, and the Director of Enrollment.

SECTION B. 6. Academic Policy, Regulations, and Procedures Committee

[Mission] The mission of the Academic Policy, Regulations, and Procedures committee is to review academic policies, regulations, and procedures under development that impact students and the learning environment.

[Duties] The committee shall be engaged in the regular review of policies, regulations, and procedures regarding admission, academic standing, appeals, conduct, and other policies and regulation needed to facilitate an appropriate learning environment. The committee shall also review new or revised academic policies, regulations, or procedures prior to submission to the faculty. Refer to GAR 1110 for further information on the policy and regulation development and review process.

[Meeting and Reporting] The committee shall meet regularly each semester and shall report and make recommendations to the Executive Committee.

[Membership] The committee will be chaired by one of the Academic Unit Chairpersons and have 16% of the faculty not serving on executive committee and curriculum committee and the following *ex officio*, nonvoting members: Dean of Institutional Effectiveness, Chief Academic Officer, Chief Student Officer, Chief Financial Officer, the Registrar, Director of Financial Aid, Director of Enrollment Services and Director of Housing.

SECTION B.7. Learning Resources Committee

[Mission] The learning resources committee shall make recommendations to the Faculty concerning the learning resources units of the college and shall act in an advisory capacity to the appropriate college administrators. Learning resources shall also include online course management systems and other distance learning resources/tools.

[Duties] The committee shall assist in the creation and improvement of learning resources. Learning Resources shall include but not be limited to library resources, ADA resources tutoring, learning technologies, and the online learning management system. It shall help promote learning resources-related communication throughout the college.

[Meeting and Reporting] The committee shall meet regularly each semester and shall make recommendations to the Executive Committee.

[Membership] The committee will be chaired by one of the Academic Unit Chairpersons and have two students, 16% of the faculty not serving on executive committee and curriculum committee, including at least two faculty members from career education and two faculty members from academic transfer. The following shall serve as nonvoting, *ex officio* members: the director of libraries, computer services representative, Distance Learning representative, Tutoring & Learning Center representative, College Store representative and the Coordinator of Disability Services.

SECTION B.8. Student Learning Improvement Committee

[Mission] The Student Learning Improvement committee provides review and feedback on the student learning outcomes process under the leadership of the Dean of Instruction in concert with the office of institutional effectiveness.

[Duties] The committee shall coordinate and promote student learning outcomes assessment for the purpose of improving learning of specific programs, general education and the curriculum as a whole to ensure that these activities are used to improve learning and to provide feedback to faculty on ways to improve student learning and increase student success. The committee serves as a peer panel to review and provide feedback on assessment results and learning improvement initiatives.

[Meeting and Reporting] The committee shall meet regularly each semester and shall make recommendations to the Executive Committee.

[Membership] The dean of instruction shall serve as the committee chair and the committee shall have 16% of the faculty not serving on executive committee and curriculum committee, with at least two representatives from career education and two representatives from academic transfer and the following *ex officio* nonvoting members: dean of institutional effectiveness, chief academic officer and the academic unit chairs.

SECTION C. Ad Hoc Committees of the Faculty

When no standing committee has a mission that encompasses a specific task, the Faculty, in consultation with the president, may create such *ad hoc* committees as it deems necessary. The tenure of such committees shall be limited to one year. Every effort should be made to incorporate new tasks for the faculty consideration into one of the standing committees of the faculty.

ARTICLE VII. ACADEMIC UNIT FACULTIES

Full-time faculty members holding academic appointments in the academic units shall constitute the Faculty of that academic unit. Each academic unit faculty is authorized by this article to organize as a deliberative assembly, with or without committees, for the purpose of making recommendations to the college Faculty through an appropriate committee of the college Faculty on matters within the Faculty's jurisdiction.

ARTICLE VIII. IMPLEMENTATION

Provisions recommended by the Faculty and approved by the president for the implementation of certain statutes or bylaws shall be included in the administrative regulations of the college as appropriate.

ARTICLE IX. AMENDMENT OR REPEAL OF BYLAWS

Proposals for change or repeal of any bylaws shall be submitted in writing to all members at least five days before the regular meeting of the Faculty at which they will be proposed. The proposal shall contain the exact wording of the amendment and an indication of its place in the bylaws. The proposed amendment shall be voted on at the next regular faculty meeting and must carry by a three-fifths vote of the members present and voting provided a quorum is present.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6715 Faculty Evaluation and Engagement	Page 1 of 5
Associated Policy: IP 6710 Faculty Rights and Responsibilities	
References: Addendum: "Faculty Evaluation Process and Engagement System Document"	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

Three Rivers College is devoted to teaching and learning, and provides the highest quality educational experience for students. As part of this process, all full time faculty whose primary responsibility is teaching, shall be required to participate in an annual evaluation.

Required Evaluation

The annual evaluation timeline is conducted on the calendar year and is divided into an evaluation portion and an engagement portion. The evaluation portion of the process must be completed annually and the engagement process is voluntary.

The required annual evaluation is based on the 28 items determined by the faculty and described as minimum expectations of any faculty member. The minimum expectations for evaluation are as follows:

1. Teaches a full course load
2. Teaches to the rationale of courses
3. Prepares, maintains, and updates syllabi and course materials
4. Meets classes as scheduled
5. Posts and keeps regular office hours
6. Uses appropriate methods of assessing student work
7. Responds to students in a timely fashion
8. Advises students, assisting and guides advisees in developing appropriate educational plans
9. Serves on college-wide standing committees as appropriate
10. Follows current policies and regulations as applicable
11. Attends college-wide faculty meetings
12. Participates in convocations, commencements and other required meetings

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

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Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

13. Fully Participates in the evaluation process
14. Submits course grades on time
15. Submits attendance verifications on time
16. Serves on division/department committees as appropriate
17. Maintains accurate records of grades, attendance, and so on
18. Participates in division and department meetings
19. Participates in the curricular process
20. Adheres to deadlines
21. Participates in the planning and improvement process
22. Participates in the learning assessment process
23. Maintains up-to-date information in office of Human Resources (transcripts and other documentation as appropriate)
24. Uses the institutional Learning Management System (LMS) for all courses (i.e., Blackboard)
25. Maintains certification and licensure as appropriate
26. Maintains and updates knowledge in area of expertise
27. Uses Student Opinion Survey information as appropriate
28. Consults with chair/department coordinator as necessary

Only faculty meeting all minimum expectations may be considered in the engagement process. Failure to meet minimum expectations shall result in the faculty member being placed on a performance improvement plan.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6715 Faculty Evaluation and Engagement	Page 3 of 5
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Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

Voluntary Engagement System

The faculty member will prepare a set of goals for the coming year and makes a self-determination whether they will be engaged (meet minimum expectations), well engaged, or highly engaged. The faculty member will then select an appropriate number of items beyond the items listed as minimal requirements. To be well engaged, ten (10) additional items shall be completed with no fewer than five (5) of those ten (10) coming from the Teaching and Learning. To be highly engaged, fifteen (15) items in addition to the minimum be complete with no fewer than seven (7) coming from Teaching and Learning.

The faculty member shall meet with their chair. During this meeting the goals and associated items will be reviewed and the faculty member and chair will agree on the plan.

Mid-term review (Optional)

The faculty member and chair will meet to review the process and go over the documentation after the completion of the required evaluation. The faculty member is responsible for documenting the non-minimal requirement portion of the evaluation.

Engagement Appeal Process:

Three Rivers College encourages the resolution of disputes at the lowest level. In cases of an unresolved dispute regarding the engagement process, the faculty member must submit in writing a request for an appeal to the Chief Academic Officer (CAO) of the college. Within seven (7) days of the appeal request, the CAO will appoint a minimum of three faculty members to serve as the appeal panel. Once the panel is selected, the CAO shall request that both the chair and the faculty present in writing a letter of explanation outlining the issues at hand and all documentation that either party believes necessary and both the chair and the faculty member will have seven (7) business days to supply the requested documentation. Within ten business days of the submission of the requested documentation the appeals panel shall meet. Within seven (7) business days of the initial appeals panel meeting, a written decision will be provided to the CAO. The CAO shall provide a written decision to the faculty member and the chair within five (5) business days. The decision of the appeal panel is binding and final.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6715 Faculty Evaluation and Engagement	Page 4 of 5
Associated Policy: IP 6710 Faculty Rights and Responsibilities	
References: Addendum: "Faculty Evaluation Process and Engagement System Document"	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

In the case that the faculty member believes an appeal procedure has been violated in their case, the faculty member or chair will have two business days to file a request for a procedural appeal with the CAO in which the specific procedural issues must be clearly stated. The CAO will investigate the procedural issues and issue a decision in writing within five business days. The procedural appeal will not address any substantive issue addressed by the appeal panel nor any new substantive issue. It is intended as a safeguard to ensure that all steps in the engagement appeal process have been followed.

No member of the appeals panel will be revealed to either the faculty member or the chair and all communication necessary between members of the appeals panel and the interested parties will be conducted through the Office of the Chief Academic Officer. This methodology has been selected to ensure the anonymity of the committee and the faculty member and to eliminate undue influence being placed on any party involved.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6715 Faculty Evaluation and Engagement	Page 5 of 5
Associated Policy: IP 6710 Faculty Rights and Responsibilities	
References: Addendum: "Faculty Evaluation Process and Engagement System Document"	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

DOCUMENT HISTORY:

04-19-2017: Initial approval of IR 6715 Faculty Evaluation and Engagement.

Faculty Evaluation and Engagement System

An annual process to evaluate the minimum expectations of faculty (required) measure and ensure the engagement of faculty across the college in the categories of (1) Teaching and Learning, (2) Advising, (3) Internal Service/External Outreach and (4) Educational Leadership/Scholarship/Creative Activities/Research and Professional Development.

Cycle time -January to December

Step 1 –Faculty member prepares a set of goals for the coming year and makes a self-determination whether they will be engaged (meets minimum expectations),well engaged, or highly engaged. The faculty member will then select an appropriate number of items beyond the items listed as minimal requirements. To be well engaged,the executive committee recommends that 10 additional items be completed with no fewer than 5 of those ten coming from the Teaching and Learning. To be highly engaged,the recommendation is that 15 items in addition to the minimum be complete with no fewer than 7 coming from Teaching and Learning.

Step 2 –Faculty member meets with Chair. During this meeting the goals and associated items will be reviewed and the faculty member and chair will come to an agreement on the plan.

Step 3 –Mid-term review (Optional)

Step 4 –Finalcycle meeting-the faculty member and chair will meet to review the process and go over the documentation. The responsibility for documenting the minimal requirements is on the chair. The responsibility for documenting the non-minimal requirements will be on the faculty member.

In cases of dispute an appeal panel will be formed to review the evaluation. Step

5- New Cycle Begins

Engagement Appeal Process:

In cases of dispute,either the faculty member will submit in writing a request for an appeal to the Chief Academic Officer (CAO) of the college. Upon receipt of the appeals request the CAO will appoint a minimum of three faculty to serve as the appeal panel within seven business days. Once the panel is selected, the CAO will request that both the chair and the faculty present in writing a letter of explanation outlining the issues at hand and all documentation that either party believes necessary. Both the chair and the faculty member will have seven business days to supply the requested documentation. Within ten business days of the submission of the requested documentation the appeals panel will meet. Within seven business days of the initial appeals panel meeting a written decision will be provided to the CAO who will provide a written decision to the faculty member and the chair within five business days. The decision of the appeal panel is binding and final.

The faculty member or chair will have two business days to file a request for a procedural appeal with the CAO in which the specific procedural issues must be clearly stated. The CAO will investigate the procedural issues and issue a decision in writing within five business days. The procedural appeal will not address any substantive issue addressed by the appeal panel nor any new substantive issue. It is intended as a safeguard to ensure that all steps in the process have been followed.

No member of the appeals panel will be revealed to either the faculty member or the chair and all communication necessary between members of the appeals panel and the interested parties will be conducted through the CAO. This methodology has been selected to ensure the anonymity of the committee and the faculty member and to eliminate undue influence being placed on any party involved.

Faculty Evaluation/Engagement Measure

Minimum Requirements for Employment

1. Teaches a full course load
2. Teaches to the rationale of courses
3. Prepares, maintains, and updates syllabi and course materials
4. Meets classes as scheduled
5. Posts and keeps regular office hours
6. Uses appropriate methods of assessing student work
7. Responds to students in a timely fashion
8. Advises students, assisting and guiding advisees in developing appropriate educational plans
9. Serves on college-wide standing committees as appropriate
10. Follows current policies and regulations as applicable
11. Attends college-wide faculty meetings
12. Participates in convocations, commencements and other required meetings
13. Fully Participates in the evaluation process
14. Submits course grades on time
15. Submits attendance verifications on time
16. Serves on department committees as appropriate
17. Maintains accurate records of grades, attendance, and so on
18. Participates in division and department meetings
19. Participates in the curricular process
20. Adheres to deadlines
21. Participates in the planning and improvement process
22. Participates in the learning assessment process
23. Maintains up-to-date information in office of Human Resources (transcripts and other documentation as appropriate)
24. Uses the institutional Learning Management System (LMS) for all courses (i.e., Blackboard)
25. Maintains certification and licensure as appropriate
26. Maintains and updates knowledge in area of expertise
27. Uses Student Opinion Survey information as appropriate
28. Consults with chair/department coordinator as necessary

Higher Level Categories for Faculty Evaluation

Category 1: Teaching and Learning

1. Manage and maintain equipment and facilities that support courses or programs
Explanation:
 - a. The assumption should be made that the instructor meets this standard unless the department chair has knowledge to the contrary.
Required Documentation:
 - b. Discussion between department chair and faculty member regarding any departmental policies that apply to the instructor's courses and the instructor's compliance with those policies (i.e. a departmental policy for mathematics that within certain math classes students use graphing calculators)
2. Assure specialized equipment and facilities are maintained to the highest standard and used in a safe and effective manner in compliance with all local, state, and federal requirements and in accordance with best practices
Evaluation:
 - a. Faculty member will perform specific duties to ensure specialized equipment and other facilities are maintained to the highest standard, in accordance to all appropriate regulatory bodies.
Prior approval must be obtained from Chair.
Required Documentation:
 - b. Documentation will include narrative summary of performed duties in relation to specialized equipment and facilities maintenance. Faculty will submit certification from local, state, and federal authorities demonstrating appropriate achievement where applicable.
3. Employ innovative instructional methods and technologies in teaching
Explanation:
 - a. Documentation provided by faculty member
Required Documentation:
 - b. Narrative describing various methods used in instruction in accommodating different learning styles
4. Develop innovative instructional methods and technologies in teaching
Explanation:
 - a. Documentation provided by faculty member. Print-outs showing course design from web pages may be used if applicable
Required Documentation:
 - b. Narrative describing effective instructional strategies utilized in the non-traditional courses taught and the success of the use of these strategies.
5. Participate in Quality Circles to improve instructional methods
Explanation:
 - a. The faculty member will participate as a member of a quality circle for an approved quality improvement project. The faculty member will attend the scheduled meetings, provide input, identify actions needed to be taken, work cooperatively to identify/create solutions, and report outcomes for specific task undertaken.
Required Documentation:
 - b. Documentation will include a summary of the quality circle objectives/goals, schedule of meetings attended, summary of specific task taken, and a narrative of the overall outcome of the quality circle vs. its stated goals.
6. Lead a Quality Circle to provide collaborative effort to initiate a student learning initiative
Explanation:
 - a. Faculty member will identify a continuing improvement initiative in student learning or innovation in instructional methodology. The facilitator will identify and recruit a circle of faculty members ranging from 4 to 6 members and schedule a minimum of 4 meetings. The facilitator will identify and set goals for the quality circle, facilitate the scheduled meetings, coordinate actions to be taken, summarize and report outcomes at the end of the quality circle term.
Required Documentation:

- b. Documentation will include stated objectives of the quality circle, participating membership, meeting schedule, attendance of participants, actions or task taken by participating memberships, report of outcomes for specific task taken by the participants, and outcomes of the improvement project overall vs. the stated objectives. Final report should include any professional networking that occurred outside the membership of the quality circle.
- 7. Develop electronic learning materials for use with the institutional LMS
 - Explanation:
 - a. Documentation provided by faculty member. Print-outs showing course design from web pages may be used if applicable
 - Required Documentation:
 - b. Narrative describing effective instructional strategies utilized in the non-traditional courses taught and the success of the use of these strategies.
- 8. Teach courses with higher contact hours than credit hours
 - Explanation:
 - a. Documentation provided by faculty member.
 - Required Documentation:
 - b. Submit schedule
- 9. Coordinate a program advisory committee
 - Explanation:
 - a. This evidence will be provided by the faculty member
 - Required Documentation:
 - b. Provide a list of advisory committee members names, provide a copy of the agenda and minutes of the advisory meeting
- 10. Go above and beyond the call of duty to ensure program viability and/or student success
 - Explanation:
 - a. This evidence will be provided by the department chair.
 - Required Documentation:
 - b. Narrative including faculty member's schedule describing faculty members participation in these activities
- 11. Develop assessment tools/master syllabi/instructional materials to be used throughout the department
 - Explanation:
 - a. Documentation provided by faculty member
 - Required Documentation:
 - b. Narrative describing various methods used in instruction in accommodating different learning styles
 - c. Document showing 4 column model listing program objectives and appropriate assessment activities, assessment results and use of results for each objective
- 12. Interact with and involving adjunct faculty in your department regarding course content, sssessment, teaching methodologies, etc. for the purpose of development
 - Explanation:
 - a. This evidence will be provided by the faculty member.
 - Required Documentation:
 - b. Narrative describing faculty members participation in these activities
- 13. Develop new courses and/or programs for curriculum adoption
 - Explanation:
 - a. Documentation provided by faculty member
 - Required Documentation:
 - b. Narrative describing any activities undertaken by the faculty member regarding strengthening course and curricular development
- 14. Work on a special department or division project in teaching and learning
 - Explanation:
 - a. Documentation provided by faculty member
 - Required Documentation:
 - b. Negotiate between faculty member and chair

15. Work on a special institutional project in teaching and learning

Explanation:

- a. Documentation provided by faculty member
Required Documentation:
- b. Negotiate between faculty member and chair

Category 2: Advising

1. Engage in active involvement with student recruiting efforts

Explanation:

- a. The assumption should be made that the instructor meets this standard unless the department chair has knowledge to the contrary.

Required Documentation:

- b. Measured through observation by the department chair of performance in this area

2. Volunteer for additional service during peak enrollment periods

Explanation:

- a. Documentation provided by faculty member

Required Documentation:

- b. Instructor should provide documentation of advising additional students Measured through observation by the department chair of performance in this area

3. Engage in special involvement with student retention efforts

Explanation:

- a. Documentation provided by faculty member

Required Documentation:

- b. Instructor should provide examples of such referrals to any support services, for example, to the Academic Support Center, Disability Services, or Counseling and Testing.

4. Work on a special department or division project in advising

Explanation:

- a. Documentation provided by faculty member

Required Documentation:

- b. Negotiate between faculty member and chair

5. Work on a special institutional project in advising

Explanation:

- a. Documentation provided by faculty member

Required Documentation:

- b. Negotiate between faculty member and chair

Category 3: Internal Service/External Outreach

1. Sponsor a campus student organization or team (apart from regular contracted duties) Explanation:

- a. Documentation provided by faculty member

Required Documentation:

- b. Name of organization and responsibilities as advisor

2. Engage in active involvement in college events outside your discipline

Explanation:

- a. This evidence will be provided by the faculty member

Required Documentation:

- b. Provide a list of events attended with the dates. If you worked the event, verification from the event coordinator for that event.

3. Be a member of/maintaining involvement with a civic or community organization

Explanation:

- a. Documentation provided by the faculty member and verified by the chair

Required Documentation:

- b. Minutes of the meetings, board membership list

4. Assist the chair in evaluating adjunct faculty in your department
 - Explanation:
 - a. Documentation provided by faculty member
Required Documentation:
 - b. Submit evaluation form of the adjunct faculty
5. Serve as a peer mentor
 - Explanation:
 - a. This evidence will be provided by the faculty member.
Required Documentation:
 - b. Narrative describing faculty members participation in these activities
6. Present a breakout session
 - Explanation:
 - a. Documentation provided by faculty member
Required Documentation:
 - b. Names of workshops/programs with description and dates
7. Write grants to support initiatives at the college
 - Explanation: Documentation describing and/or demonstrating activities undertaken by the faculty member regarding grants that support particular initiatives by the college.
 - a. Documentation provided by faculty member on yearly basis
Required Documentation:
 1. Documentation of the initiative chosen that supports the college.
 2. Brief narrative that explains how the grant supports the initiative.
 3. Documentation of the grant and/or grant submission or resubmission.
 4. Documentation showing grant award if applicable.
 5. Documentation demonstrating new work for resubmission
8. Organize an event which brings area students/children/public to campus
 - Explanation:
 - a. This evidence will be provided by the faculty member
Required Documentation:
 - b. Provide an approved copy of the Use of Facility form and a summary report of the event.
9. Serve as an officer of a civic or community organization
 - Explanation:
 - a. Documentation provided by faculty member
Required Documentation:
 - b. Name of civic/community association, office, and dates of service
10. Represent the college at multiple public events
 - Explanation:
 - a. Documentation provided by faculty member
Required Documentation:
 - b. Confirmation of adequate participation from event coordinator
11. Perform/speak/present a program or demonstration for a community organization or public
 - Explanation:
 - a. Documentation provided by faculty member
Required Documentation:
 - b. Lists of presentations/performances with dates of activities
12. Volunteer time and talents within the community (more than 10 hours per year)
 - Explanation:
 - a. Documentation provided by faculty member
Required Documentation:
 - b. Official documentation from organizer of volunteering event with hours worked indicated.
13. Work on a special department or division project in internal service/external outreach
 - Explanation:
 - a. Documentation provided by faculty member
Required Documentation:
 - b. Negotiate between faculty member and chair

14. Work on a special institutional project in internal service/external outreach

Explanation:

- a. Documentation provided by faculty member
Required Documentation:
- b. Negotiate between faculty member and chair

Category 4: Educational Leadership/Scholarship/Creative Activities/Research and Professional Development

1. Serve on the college curriculum committee

Explanation:

- a. Documentation provided by faculty member
Required Documentation:
- b. List of committee/task force assignments

2. Serve on the faculty executive committee

Explanation:

- a. Documentation provided by Faculty Executive Committee minutes.
Required Documentation:
- b. Verification from Executive Committee Minutes of attendance at meetings. No more than one meeting should be missed per semester.

3. Serve as an officer on a college committee

Explanation:

- a. Documentation provided by minutes of college committee
Required Documentation:
- b. Verification from college committee minutes of attendance at meetings. No more than one meeting should be missed per semester.

4. Serve as a planning unit coordinator

Explanation:

- a. Documentation provided by faculty member
Required Documentation:
- b. Brief narrative listing responsibilities and period of service

5. Serve as department coordinator

Explanation:

- a. Documentation provided by faculty member
Required Documentation:
- b. Brief narrative listing responsibilities and period of service

6. Maintain active membership in professional organizations related to your discipline/education

Explanation:

- a. Documentation provided by faculty member
Required Documentation:
- b. List detailing memberships, conferences attended and service rendered

7. Attend state, regional, or national conferences related to education and/or your discipline

Explanation:

- a. Documentation describing and/or demonstrating activities undertaken by the faculty member regarding attendance at conferences for education or individual discipline.
- b. Documentation provided by faculty member (on yearly basis)
Required Documentation:
 1. Documentation of registration for event
 2. Copy of any certificate received
 3. Documentation of attendance
 4. Documentation of dissemination of work provided at conferences

8. Participate in webinars or forums related to education and/or your discipline

Explanation:

- a. Documentation describing and/or demonstrating activities undertaken by the faculty member regarding attendance at conferences for education or individual discipline.
- b. Documentation provided by faculty member (on yearly basis)

- Required Documentation:
1. Documentation of registration for event
 2. Copy of any certificate received
 3. Documentation of attendance
 4. Documentation of dissemination of work provided at conferences
9. Network with area educators/professionals a.
- a. Explanation:
Documentation provided by faculty member
 - b. Required Documentation:
Appropriate documentation negotiated between faculty member and chair
10. Present at a state, regional, or national conference
- a. Explanation:
Documentation provided by faculty member
 - b. Required Documentation:
Copy of program with faculty name and presentation
11. Publish original work in a scholarly journal or similar publication
- Explanation:
- a. Documentation describing and/or demonstrating work undertaken by the faculty member regarding an original work and the documentation that supports the submission of work.
 - b. Documentation provided by faculty member
- Required Documentation:
1. Documentation of the initial work.
 2. Brief narrative that explains how this work is original.
 3. Documentation of the completed work for submission.
 4. Documentation showing acceptance/ award if applicable.
 5. Documentation showing reworking for resubmission if necessary.
 6. Copy of publication
 7. Proof of submission
12. Submit original work in a scholarly journal or similar publication
- Explanation:
- a. Documentation describing and/or demonstrating work undertaken by the faculty member regarding an original work and the documentation that supports the submission of work.
 - b. Documentation provided by faculty member on yearly basis
- Required Documentation:
1. Documentation of the initial work.
 2. Brief narrative that explains how this work is original.
 3. Documentation of the completed work for submission.
 4. Proof of submission.
13. Serve as an officer of a professional organization
- Explanation:
- a. Documentation provided by faculty member
- Required Documentation:
- b. Recorded minutes from meetings during term as officer; Contact information from the professional organization to confirm officer standing.
14. Receive a state-level or national-level award
- Explanation:
- a. Documentation provided by faculty member
- Required Documentation:
- b. The physical award or an official letter from the awarding institution indicating an award was granted, and contact information for the awarding institution

15. Take additional coursework
Explanation:
 - a. Documentation of registration provided by faculty member, approval before course starts from supervisor/department chair for types of courses being taken.
Required Documentation:
 - b. Documentation which shows final grade.
16. Earn an additional degree or certificate
Explanation:
 - a. Documentation provided by faculty member to Human Resources.
Required Documentation:
 - b. Official transcript and certificate/diploma.
17. Organize and/or create performances/exhibits/events/projects
Explanation:
 - a. This evidence will be provided by the faculty member
Required Documentation:
 - b. Provide an approved copy of the Use of Facility form and a summary report of the event.
18. Work on a special department or division project in educational leadership/scholarship/creative activities/research and professional development
Explanation:
 - a. Documentation provided by faculty member
Required Documentation:
 - b. Negotiate between faculty member and chair
19. Work on a special institutional project in educational leadership/scholarship/creative activities/research and professional development
Explanation:
 - a. Documentation provided by faculty member
Required Documentation:
 - b. Negotiate between faculty member and chair

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INSTRUCTION REGULATION**

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Title: IR 6720 Faculty Workload	Page 1 of 5
Associated Policy: IP 6710 Faculty Rights and Responsibilities; IP 6310 Classroom Attendance	
Associated Regulation: IR 6310 Classroom Attendance; PR 4210 Work Hours of Employment; IR 6715 Faculty Evaluation and Engagement; IR 6730 Faculty ByLaws	
References: Faculty ByLaws; Faculty Evaluation and Engagement; Advising Manual; Adjunct Faculty Handbook	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

Three Rivers College has established a 40-hour work week for all employees. Of those 40 hours, it is understood that some faculty work is completed outside the office. Twelve (12) month faculty are held to the requirements set forth herein and will work at an instructional site a minimum of 40 hours per week unless on leave. Of these 40 hours, 25 hours are devoted to lecture, lab, and posted office hours distributed at times convenient for students. The remaining 15 hours are devoted to fulfilling other College obligations in the areas of Service to Students, Service to the College, and Curriculum Management. During Fall and Spring Semesters, the College expects instructional full-time faculty to be on campus (including instructional, clinical, or practicum sites) 5 days per week.

Service to College: All full time Faculty are required to serve on standing committees of the College in order to carry out the various academic related functions of the College as outlined in the Faculty Bylaws. Faculty may also be called upon to participate in various other committees, workgroups, and task forces as needed.

Faculty are expected to participate in the Faculty Convocation at the beginning of each semester. Faculty should receive prior authorization from the Chief Academic Officer to be excused from Convocation and authorization from their direct supervisor to be excused from any of the week's proceedings.

In order to address the academic and other associated business of the College as it relates to the Academic Units, all faculty are required to attend faculty meetings unless specifically excused. In the event a faculty member will not be in attendance, the faculty shall notify their Department Chair and the Office of the Chief Academic Officer.

Service to Students: College faculty serve a vital role in providing academic guidance and preparation to students. In this capacity, faculty should engage in and monitor, student academic planning through the Student Planning/Advising portal of myTRCC. Faculty should actively encourage students to participate in this process by collaborating with the students to

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References: Faculty ByLaws; Faculty Evaluation and Engagement; Advising Manual; Adjunct Faculty Handbook	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

create manageable academic plans and providing assistance until completion of the plan. Faculty should stay current with curriculum changes as well as Three Rivers College and other best-practices for advising students by utilizing the Academic Advisor Checklist and the Advising Manual located on the College Employee Gateway.

Faculty assist with student registration and are informed prior to Convocation week regarding registration schedules and are encouraged to work with the Chief Academic Officer and their direct supervisor to accommodate scheduling.

Curriculum Management: Curriculum management is a necessary and critical component of the faculty. Faculty will submit curriculum changes through the approved curricular process of the college. Faculty are responsible for submitting the proper curriculum forms, data and documentation outlined on each of the specific curriculum forms and in the curriculum process.

All curriculum changes shall be approved prior to implementation.

Course Load:

Full-time faculty are required to teach a full load of 15 credit hours or comparable contact hours in the fall and spring semesters unless otherwise specified through release time, other assigned duties such as certain Program Coordinators, or required teaching loads as defined by external accrediting agencies. Full-time faculty members may be required to teach during the evening or on weekends and at instructional sites other than the main campus.

Faculty are to teach to the course rationale of their assigned courses, meet class as regularly scheduled, use appropriate methods of assessing student work, keep regular attendance as defined in IP 6310 and IR 6310, respond to student communications within 24 hours Monday through Friday and within 48 on weekends, post and keep regular office hours, and prepare, maintain, and update syllabi and course materials.

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INSTRUCTION REGULATION**

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References: Faculty ByLaws; Faculty Evaluation and Engagement; Advising Manual; Adjunct Faculty Handbook	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

Faculty will provide instruction and create learning environments consistent with the mission of the College and in accordance with the established course rationale/description and the course and programmatic Student Learning Outcomes.

Faculty shall acquaint all students with the course requirements during the first class meeting and provide each student with periodic evaluations of his/her progress.

Specific faculty workload requirements for those faculty teaching in career programs whose programmatic handbooks have additional workload requirements shall rule as the workload for those faculty except in cases where the programmatic workload outlined in said handbook is less than those workload requirements contained herein.

Course Overload: Faculty may teach a maximum of ten (10) hours beyond their required teaching load during the fall and spring semesters. Faculty are permitted to teach a maximum of six (6) credit hours during a summer session, not to exceed twelve (12) credit hours total for the summer term. Faculty are permitted to teach a maximum of six (6) hours during the winter session. In special circumstances, faculty may be approved to teach more than the maximum above by the Chief Academic Officer.

Overload courses are not guaranteed for full-time faculty members. Overload courses are assigned by the department chair with approval of the Chief Academic Officer.

Office Hours: Each member of the faculty is required to post and maintain ten (10) approved office hours per week. Office hours must be scheduled at a time convenient for students and must be scheduled in increments of no fewer than 30 minutes in length. Office hours, except virtual office hours, may only be scheduled during times when the college is open, but should not be scheduled during the common hour.

With permission of the Department Chair, faculty teaching courses as part of their regular full-time load, where the contact hours of the course are greater than the credit hour of the course

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References: Faculty ByLaws; Faculty Evaluation and Engagement; Advising Manual; Adjunct Faculty Handbook	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

may reduce the required number of office hours to a minimum of 7 hours as long as total teaching and office contact hours are no less than 25.

Faculty teaching summer classes shall maintain availability for their students. Faculty shall respond to students within 24 hours and set specific appointments as needed.

All faculty may schedule one (1) virtual office hour every semester. Faculty providing instruction through a distance learning modality (online and/or through Interactive Television (ITV)), may utilize one (1) hour of virtual office hours for each distance learning course up to three (3) hours per semester. During scheduled virtual office hours, faculty will devote his/her full attention to responding and are immediately available via email, chat, skype, or phone.

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References: Faculty ByLaws; Faculty Evaluation and Engagement; Advising Manual; Adjunct Faculty Handbook	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

DOCUMENT HISTORY:

04-19-2017: Initial approval of IR 6720 Faculty Workload.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6740 Faculty Rank and Promotion	Page 1 of 5
Associated Policy: IP 6710 Faculty Rights and Responsibilities;	
Associated Regulation: IR 6715 Faculty Evaluation and Engagement	
References:	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

Three Rivers College has established promotion-in-rank to provide eligible faculty with academic rank as an acknowledgement for quality teaching and service to the College. The following regulation is established to enable faculty who have met the established criteria to be recommended for promotion.

Eligibility and Special Conditions

Any member of the corps of instruction is eligible.

Those employees who hold faculty status but who are not a member of the corps of instruction are not eligible to participate in the promotion system and may not hold an academic rank.

The director of libraries or any librarian whose minimum qualifications for hire is the Master of Library Science shall be eligible to participate in the rank and promotion system. Their participation will require participation in the faculty engagement and evaluation system at the same level as coaching staff. No salary adjustments shall be made for such changes in rank.

Academic officers of the college shall be eligible to hold rank and shall be able to participate in the promotion system while serving as an academic officer. However, no promotion while serving as an academic officer shall result in a change in salary.

Once eligibility for promotion has been achieved the faculty member may apply for promotion in that year or any subsequent year until promotion is achieved.

Participation in the promotion system is voluntary.

An applicant may withdraw the application for promotion at any time.

Years in which a faculty member has been under a Performance Improvement Plan may not be counted as years of service for promotion.

Ranks

The ranks of the faculty will be Instructor, Assistant Professor, Associate Professor, and Professor.

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Associated Regulation: IR 6715 Faculty Evaluation and Engagement	
References:	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

Faculty will accumulate points based on level of engagement, years of experience, and education. These points will allow the faculty member to be eligible to apply for promotion. The promotion application may be submitted in the year the faculty member plans to meet the eligibility requirements for the next rank and meets the other requirements set forth herein.

Points

The minimum cumulative points required for each rank are as follows:

Instructor:0

Assistant Professor: 200

Associate Professor: 400

Professor: 600

New Faculty

New faculty will enter Three Rivers College at the level of Instructor. At the time of initial appointment, faculty who have held an academic rank at another institution may negotiate the appointment at a higher rank than instructor with no change in initial salary. Points will be earned yearly according to the following table:

Engagement Level	Points Accrued
Engaged	15
Well Engaged	30
Highly Engaged	50

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References:	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

Specific issues may arise in the placing of new faculty which do not fall neatly into certain categories. Such questions shall be discussed by the Chief Academic Officer and the faculty member in an attempt to reach an agreement. All final recommendations to the college president shall be made by the Chief Academic Officer regarding the initial setting of rank.

Promotion Criteria

The following minimum criteria must be met for faculty to be eligible to apply for promotion to the next rank:

1. Accrued the minimum total points as follows:

Instructor:0

Assistant Professor: .. 200

Associate Professor: .. 400

Professor: 600

Note: Points accumulated never reset.

2. Held their current rank for a minimum of four years as a regular, full-time faculty member who serves in the corps of instruction. Faculty seeking to apply for promotion may apply during their fourth year with the intention that the promotion take place at the start of their fifth year. Changes in rank may only occur in conjunction with the start of the fiscal year of the college (July 1) and at no time may take place prior to the completion of the fourth year of regular, full-time employment as a faculty member. For those faculty employed at the start of an academic year, this shall mean that they may apply during their fourth year of employment with the promotion becoming effective on July 1 of the fiscal year following their fourth full academic year of employment. For faculty hired at a time other than the start of an academic year (most commonly in January) application for promotion may be submitted during the fourth year of employment, but the associated promotion may not be made effective until the

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start of the fiscal year after the completion of the fourth year of regular full-time employment.

3. Be a regular, full-time faculty member who serves in the corps of instruction.
4. Be an employee in good standing.

Retired Faculty

Upon retirement, a faculty member may request emeritus status at the last rank held to the Chief Academic Officer. The emeritus status shall be placed before the faculty for vote and if passed, submitted as a recommendation to the president.

Promotion Procedure:

1—By December 31 during or after the year in which the candidate meets the eligibility requirements outlined herein, the candidate submits a Faculty Promotion in Rank form to the respective Chair.

2—By February 15 of the following year, the chair reviews the eligibility of the candidate, signs the form, and submits it to the Chief Academic Officer for signatures.

3—The office of the Chief Academic Officer shall submit to the President those individuals to be recommended for promotion by March 15.

4— A one-time stipend of not less than \$1,000.00 shall be placed in the budget for those individuals who have been recommended for approval.

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References:	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

DOCUMENT HISTORY:

04-19-2017: Initial approval of IR 6740 Rank and Promotion.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IR 6105 Student Course Load	Page 1 of 5
Associated Policy: IP 6105 Student Course Load; SP 2140 Student Appeals	
Associated Regulation: SR 2140 Student Appeals	
References: Addendum: "Student Course Load Override Form"	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

Three Rivers College has established minimum and maximum course loads for full-time students during the fall or spring semester, summer session, and intersession periods. These course loads are based on the type of semester (fall or spring semester, summer session, or intersession) and each student's academic standing at the college.

Generally, full-time students are not permitted to be enrolled in courses beyond the number of credits that constitutes a maximum student course load for a semester, a summer session, or an intersession without prior approval by the chairperson of the department housing the student's program (or his/her designee). Student course load for each semester as well as procedures for overriding the student course load maximum are specifically outlined herein.

Full-time Students in Good Academic Standing

The normal academic load in a fall or spring semester is 15 to 16 semester credit hours, exclusive of physical education and musical groups. The minimum course load for a full-time student during a fall semester or spring semester is twelve (12) credits. Minimum full-time status during a summer session is six (6) credits; however, external agencies may require additional hours to be regarded as "full-time." A student who is in good academic standing, as defined by satisfactory academic progress, must adhere to the following maximum course load requirements. In all cases, the specific circumstances of the student, as well as the nature, difficulty level and overall load should be carefully considered when granting overload permission.

Fall or Spring Semester

- 21 credits is maximum course load; requires no special permission.
- A fall/spring semester course load over 21 credits is permitted only in exceptional cases and is normally only allowed to students who have demonstrated an appropriate academic background which shows likelihood for success. In all cases, the specific circumstances of the student, as well as the nature, difficulty level and overall load should be carefully considered when granting overload permission.
- More than 21 credits * require the following permissions:

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Associated Regulation: SR 2140 Student Appeals	
References: Addendum: "Student Course Load Override Form"	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

- Students with a GPA of 3.0 or higher require the permission of the chairperson of the department housing the student's program (or his/her designee).
- Students with a GPA less than 3.0 require the additional permission of the Chief Academic Officer.

*Programmatic exceptions may be applicable.

Summer Semester

- 12 credits maximum course load; requires no special permission.
- More than 12 credits * require the following permissions:
 - Students with a GPA of 3.0 or higher require the permission of the chairperson of the department housing the student's program (or his/her designee).
 - Students with a GPA less than 3.0 require the additional permission of the Chief Academic Officer.

*Programmatic exceptions may be applicable.

Winter Semester

- 6 credits maximum course load; requires no special permission.
- More than 6 credits * require the following permissions:
 - Students with a GPA of 3.0 or higher require the permission of the chairperson of the department housing the student's program (or his/her designee).
 - Students with a GPA less than 3.0 require the additional permission of the Chief Academic Officer.

*Programmatic exceptions may be applicable.

Full-time Students on Academic Warning or Probation

A student who is on academic warning or probation may not enroll in course loads that exceed the maximum indicated below without the approval of the Chief Academic Officer upon

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Associated Regulation: SR 2140 Student Appeals	
References: Addendum: "Student Course Load Override Form"	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

recommendation and written justification by the chairperson of the department housing the student's program as follows. A student who registers early and is then placed on academic warning may be required to adjust his/her schedule. The maximum course load for students on academic warning or probation is as follow:

- Fall or Spring Semester 12 credits
- Summer Session 7 credits
- Winter Session 3 credits

Procedure for Overriding Student Course Load Maximum

A request to enroll in more than the maximum number of credits must be approved in writing by means of a ***Student Course Load Override Form*** (Attachment A), signed by the appropriate college officials as outlined herein. Once fully executed the form must then be taken to Student Services to be processed.

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References: Addendum: "Student Course Load Override Form"	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

DOCUMENT HISTORY:

04-19-2017: Initial approval of IR 6105 Student Course Load.

Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

Student Course Load Override Form

Student Name: _____ Student ID#: _____

Degree Program: _____

Anticipated Graduation Date: _____

Semester: _____ Year: _____ GPA: _____

Current and Requested Courses:

Course Prefix and Number	Course Title	Credit Hours	Current	Req

Total Credit Hours: _____

Student Signature

Department Chair Signature

Chief Academic Officer Signature (if required)

Date

**THREE RIVERS COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3120 Cash Management	Page 1 of 3
Associated Policy: FP 3104 Banking and Cash Management	
References: Code of Federal Register (CFR) Vol. 78 No. 248 issued December 26, 2013 Volume 79 No. 244 issued December 19, 2014 as Uniform Guidance by Office of Management and Budget (OMB), Effective date of Uniform Guidance after December 26, 2014; 2 CFR Chapter I, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision:

Three Rivers College funds shall be deposited to appropriate bank accounts as the cash is received. College employees who receive and/or deposit cash shall properly safeguard the cash and deposit the full amount of cash collected, including cash collected by departments, with the Office of Student Accounts or an authorized banking institution within one business day of receipt. During college holidays or weekends, deposits shall be made by the next business day that the college resumes operation. All deposits must be made the day before a college closure of three or more business days (Winter Break, Spring Break, Fall Break, etc.).

Only College employees or designated individuals are permitted to handle cash as defined herein and in accordance with procedures. Cash is defined as currency, coin, check, money order, travelers check, credit card, or debit card.

Cash collected shall not be used to make disbursements or refunds, and deductions may not be made to pay expenses. A "Request for Change Fund" form shall be submitted to the Office of Student Accounts if a petty cash fund is needed to provide change to customers or to make small purchases.

All bank accounts for the College must be set up by Financial Services. No employee may establish a College bank account or deposit College funds into an unauthorized bank account.

Access to cash shall be restricted to authorized personnel. All cash, including cash collected by individual departments, shall be safeguarded from fire and theft and stored in a locked safe, cabinet, or drawer depending on the amount of the cash. When possible, departments should encourage the use of check payable to "Three Rivers College" instead of currency or coin. An individual or department should not accept payments without prior approval of Financial Services.

Cash funds are counted daily. Any discrepancies shall be immediately reported to the Office of Student Accounts and the short/over is recorded in the financial records.

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Section: 3000 Financial	
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Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision:

Cash funds will be audited at least annually by a member of the Financial Services Office who does not have cash handling responsibilities.

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Section: 3000 Financial	
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Title: FR 3120 Cash Management	Page 3 of 3
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References: Code of Federal Register (CFR) Vol. 78 No. 248 issued December 26, 2013 Volume 79 No. 244 issued December 19, 2014 as Uniform Guidance by Office of Management and Budget (OMB), Effective date of Uniform Guidance after December 26, 2014; 2 CFR Chapter I, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision:

DOCUMENT HISTORY:

04-19-2017: Initial approval of regulation FR 3120 Cash Management.

**THREE RIVERS COLLEGE
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Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3125 Petty Cash	Page 1 of 2
Associated Policy: FP 3104 Banking and Cash Management	
References:	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision:

Three Rivers College petty cash transactions are intended for occasional, special use only and do not require prior approval from the business office.

To be reimbursed, the college employee shall bring to the cashier window at the Office of Student Accounts itemized expenditure receipts and an **Employee Expense Reimbursement Request** form marked as “petty cash” and approved by the appropriate supervisor.

College purchases by petty cash may be made only as follows unless approved in writing by the Chief Financial Officer:

- The purchase is \$25 or less. (Splitting purchases to avoid limits is prohibited.)
- The purchased item is tangible. (Payments for services are not permitted.)
- Item is not normally purchased in bulk by college procurement services.
- Purchase by other college means, such as purchase order, is not an option.
- Purchase does not include Missouri sales tax.

The purchase complies with applicable college policies and an appropriate explanation is provided on the Employee Expense Reimbursement Request form marked as Petty Cash.

The following purchases and expenses are never allowed from petty cash and will not be reimbursed:

- Travel related expenses
- Contracted labor
- Missouri State sales tax (College Tax Exempt Certificate is available on the college Gateway)
- Purchases not related to college business

**THREE RIVERS COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3125 Petty Cash	Page 2 of 2
Associated Policy: FP 3104 Banking and Cash Management	
References:	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision:

DOCUMENT HISTORY:

04-19-2017: Initial approval of regulation FR 3125 Petty Cash.

**THREE RIVERS COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3130 Revenue from Property Taxes	Page 1 of 3
Associated Policy: FP 3101 Budget and Financial Processes; BP 0340 Code of Ethics; SP 2215 Student Residency	
References:	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision:

The Three Rivers College Board of Trustees adopts policies to provide direction regarding the college’s budget and financial affairs that reflects the educational philosophy of the college and provides a framework in which the administration can effectively operate. In the process of preparing the annual budget, the Chief Financial Officer shall estimate the amount of local tax revenue anticipated to be raised, the levy required to produce the amount, and the levy needed to support the principal and interest payment on bonded indebtedness and general financial obligations of the College. The College President shall recommend the appropriate tax levy to the Board of Trustees for approval.

If required, the Board shall submit to the voters a proposition for increase in the tax levy beyond the current approved level if deemed necessary to obtain increased revenue to meet projected expenses. State law shall govern tax election procedures.

The State Auditor calculates and verifies the tax levy and the College Board of Trustees is responsible for final approval of the levy.

Persons residing in the following school districts pay local property taxes based on assessed valuation. Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on November 1 and payable by December 31. The counties collect the tax as listed below and remit it to the college.

<u>School District</u>	<u>County</u>
Poplar Bluff R-I	Butler
Neelyville R-IV	Butler
Twin Rivers R-X	Butler
Van Buren R-I	Carter/Reynolds
East Carter R-II	Carter/Butler/Wayne/Ripley
Doniphan R-I	Ripley

**THREE RIVERS COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3130 Revenue from Property Taxes	Page 2 of 3
Associated Policy: FP 3101 Budget and Financial Processes; BP 0340 Code of Ethics; SP 2215 Student Residency	
References:	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision:

Ripley County R-III Ripley
Ripley County R-IV Ripley
Naylor R-II Ripley/Butler
Clearwater R-I Wayne/Madison
Greenville R-II Wayne/Butler

**THREE RIVERS COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3130 Revenue from Property Taxes	Page 3 of 3
Associated Policy: FP 3101 Budget and Financial Processes; BP 0340 Code of Ethics; SP 2215 Student Residency	
References:	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision:

DOCUMENT HISTORY:

04-19-2017: Initial approval of regulation FR 3130 Revenue from Property Taxes.

**THREE RIVERS COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3142 Past Due Student Accounts	Page 1 of 2
Associated Policy: GAP 1101 Debts to College	
References: Mo ST. 32.385; SR 2140 Student Appeals	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision:

Three Rivers College in support of its educational mission is committed to the one concept of teaching the principles of personal integrity and responsibility to all persons engaged in learning activities at the college. One concept within this framework is the timely payment of debts when owed.

Past Due Student Accounts

Unpaid student balances will be transferred to the collection account 90 days after the last day of each semester. Notice will be sent thirty (30) days before the debt is transferred stating the college's intent to submit the debt to a collection agency or offset program.

Contestation of Charges

Upon request, the Office of Student Accounts will provide an explanation of the amount owed and instructions on who to contact if additional information is needed. Charges that may need additional information include bookstore fines, returned financial aid, disputes over a withdrawal or drop date, and student housing charges. Erroneous charges will be corrected by the Office of Student Accounts. Charges may be appealed as outlined in SR 2140 Student Appeals. The collection process as outlined herein shall continue during the appeal process.

Missouri Debt Offset Program

The Missouri Debt Offset Program seizes any state tax refund due and sends this amount to the College to be applied to past due balances. This process will continue until the student's collection account balance has been cleared. The college reserves the right to transfer any collection account balance to a third-party collection agency.

**THREE RIVERS COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3142 Past Due Student Accounts	Page 2 of 2
Associated Policy: GAP 1101 Debts to College	
References: Mo ST. 32.385; SR 2140 Student Appeals	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision:

DOCUMENT HISTORY:

04-19-2017: Initial approval of regulation FR 3142 Past Due Student Accounts.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4700 Separation	
Title: PR 4730 Suspension or Termination	Page 1 of 4
Associated Policy: PP 4730 Suspension or Termination	
References:	
Supersedes: NA	
Responsible Administrator: College President; Director of Human Resources	
Initial Approval: 08-19-2010	Last Revision: 04-19-2017

At Will Employment

Three Rivers College offers employment at will. Employees who do not have a separate, individual employment contract with the college for a specific, fixed term of employment are employed at the discretion of the college for an indefinite period. These employees may resign from the college at any time, for any reason, or may be terminated at any time, with or without cause. Nothing contained in the handbook or in any other statement of college policies or regulations, including statements made in the course of performance evaluation(s), should be taken as constituting an expressed or implied promise of employment.

At-will employees include:

1. Full-and part-time professional staff
2. Full-and part-time administrative/professional staff
3. Full-and part-time support staff (hourly)
4. Part-time/adjunct faculty
5. Part-time, extra duty or professional assignments (paid based upon stipend or a set amount)
6. Temporary employees

No one other than the College President, as the Board of Trustees' designee, has the authority to enter into any agreement, oral or written, with an individual for employment.

Suspension or Termination Procedure

When cause exists for an employee to be suspended or terminated, the College President shall advise the employee that disciplinary action will be recommended to the Board of Trustees. The College President may recommend progressive discipline to include; but not limited to, suspension or demotion where appropriate; however, the College President may determine to

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4700 Separation	
Title: PR 4730 Suspension or Termination	Page 2 of 4
Associated Policy: PP 4730 Suspension or Termination	
References:	
Supersedes: NA	
Responsible Administrator: College President; Director of Human Resources	
Initial Approval: 08-19-2010	Last Revision: 04-19-2017

proceed with termination without pursuing lesser sanctions. At the discretion of the College President, the employee may be given the opportunity to resign.

Upon notice of the intent of the College President to recommend suspension or termination the employee shall be placed on immediate administrative leave. The employee will be allowed to present formal evidence to the College President in his/her defense by written request to the College President within three (3) business days of being placed on administrative leave. If not requested in a timely fashion, the College President shall proceed with the recommended sanction and report the same to the Board of Trustees at their next regularly scheduled meeting.

Appeal Procedure

Only a contracted employee has the right to appeal the decision of the College President to the Board of Trustees regarding a suspension or termination. Said appeal must be in writing, stating the conditions for the suspension or termination, and be filed with the recording secretary to the Board of Trustees within two (2) working days of receipt of the decision of the College President. The Board of Trustees will review evidence associated with the case in a closed session, and shall render its decision during their next regularly scheduled meeting. The decision of the Board of Trustees is final.

If the evidence and appeal process is not filed as outlined above, the employee forfeits his/her right to an appeal, thus the decision of the College President shall be considered final, and will be communicated to the Board of Trustees at its next regularly scheduled meeting for official action.

Provisions for Conduct of Appeal

The appeal shall be conducted by the Board of Trustees in accordance with the following provisions:

- The appeal shall be conducted during the next regularly scheduled meeting of the Board of Trustees during the closed session of the board.
- The hearing shall not be conducted as a trial but rather as an opportunity for the complaining party to meet with the Board of Trustees and express his/her views.
- The complaining party may be accompanied by an attorney during the presentation to the Board of Trustees, not to argue the position but to provide legal advice to the complaining

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4700 Separation	
Title: PR 4730 Suspension or Termination	Page 3 of 4
Associated Policy: PP 4730 Suspension or Termination	
References:	
Supersedes: NA	
Responsible Administrator: College President; Director of Human Resources	
Initial Approval: 08-19-2010	Last Revision: 04-19-2017

party should it be warranted.

- The final decision of the Board of Trustees shall be made in a closed session with written notification of the decision being furnished to the complaining party thereafter.
- Copies of all proceedings shall be kept by the Office of Human Resources and remain confidential.

Non-Renewal of Contract Employees

Employees on an annual contract have no expectation of employment past the end of the contract period. In cases where a contracted employee will not be offered a new contract, the College President shall submit to the Board of Trustees the names prior to the employee being notified. Non-renewal of a contract is not subject to appeal.

Return of Property

Before the employee leaves employment, the supervisor is responsible for completing the Employee Exit/Transfer Checklist. All equipment and materials paid for by the college is property of the college and must be returned. The checklist requires collection of college property including but not limited to identification card, equipment, keys, files, parking permit, credit card, and department material. Files created in service as a work product: any and all documents or products as part of or in relation to your work are and remain the property of the college.

For all terminating college employees, the Office of Human Resources will notify computer services to terminate all access. The Exit Checklist should be completed and submitted with the Personnel Action Form to separate employment and must be completed in the pay period in which separation occurs.

The supervisor is responsible for ensuring all college property, equipment, and keys are collected prior to or on the employee's last day of work. The supervisor can request the presence of a public safety officer if the supervisor feels the situation is or will become hostile.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4700 Separation	
Title: PR 4730 Suspension or Termination	Page 4 of 4
Associated Policy: PP 4730 Suspension or Termination	
References:	
Supersedes: NA	
Responsible Administrator: College President; Director of Human Resources	
Initial Approval: 08-19-2010	Last Revision: 04-19-2017

DOCUMENT HISTORY

- 08-19-2010:** Initial approval of policy PR 4730 Suspension or Termination
- 04-15-2012:** Revision to section regarding college property added and section regarding At-Will employment added.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 04-19-2017** Addition of non-renewal statement.

**THREE RIVERS COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3600 Property	
Title: FR 3610 Capital Assets and Inventory	Page 1 of 3
Associated Policy: FP 3601 College Property	
References: GASB Codification 1400, 1600, and 2200	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision:

Three Rivers College defines and establishes rules for the oversight of capital assets and inventory. Records of capital assets and inventory are maintained by the Chief Financial Officer. The College President provides oversight to all proceedings regarding this regulation. The authority for oversight may be granted upon approval by the College President or his/her designee. The records regarding college property and inventory as well as the disposal of said property, shall be made available to the public through the Chief Financial Officer.

For financial reporting purposes, the college is considered a special purpose government engaged in business-type activities. Accordingly, the college's financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Under this measurement basis and focus of accounting, costs that benefit more than one year are capitalized and depreciated or amortized over their useful lives.

Capital Assets

Capital assets are defined by the college as assets with an initial cost of \$5,000 or more and an estimated useful life in excess of one year. Such assets are recorded at cost at the date of acquisition, or fair value at the date of donation if acquired by gift.

Capital assets may include property, plant, equipment, and infrastructure assets such as roads and sidewalks.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. The college considers construction projects and improvements with a cost of \$20,000 or more to be major outlays.

Property, plant and equipment of the college are depreciated using the straight-line method over the following useful lives:

- Buildings and improvements 20-40 years
- Infrastructure 15-20 years
- Land improvements 20 years
- Library materials 10 years

**THREE RIVERS COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3600 Property	
Title: FR 3610 Capital Assets and Inventory	Page 2 of 3
Associated Policy: FP 3601 College Property	
References: GASB Codification 1400, 1600, and 2200	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision:

- Furniture, fixtures and equipment 5 years

Inventory

Inventory includes property, plant, equipment, and infrastructure with an initial cost between \$500 and \$4,999 and an estimated useful life in excess of one year. Such assets are monitored by the college inventory system to ensure investments are safeguarded. However, the cost of purchasing these items is treated as expenses for financial reporting purposes.

Inventory for Resale

Inventory for resale consists of bookstore merchandise and is valued at the lower of cost or market determined on the first-in, first-out basis for financial reporting purposes.

All capital assets, inventory and inventory for resale shall be verified at least annually through a physical examination and comparison to college records.

**THREE RIVERS COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3600 Property	
Title: FR 3610 Capital Assets and Inventory	Page 3 of 3
Associated Policy: FP 3601 College Property	
References: GASB Codification 1400, 1600, and 2200	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision:

DOCUMENT HISTORY:

04-19-2017: Initial approval of regulation FR 3610 Capital Assets and Inventory.

UPCOMING EVENTS

Enchanted Birdhouses, April 18-27, Tinnin Gallery; reception and final auction 5-7 pm April 27. Group show of birdhouses from artists of all ages, and fundraiser for the Three Rivers Trail Project. Free admission.

Life, Love, Loss, and Renewal, 7 pm April 22, First United Methodist Church, 500 North Main Street, Poplar Bluff; free. The combined choirs of First United Methodist Church and Three Rivers College, supported by a chamber orchestra and pipe organ, present Dan Forrest's Requiem for the Living.

Russian National Ballet Theatre performing Swan Lake, 7 pm April 24, Tinnin Theater. Tickets \$10; available at the Poplar Bluff Chamber of Commerce, Three Rivers Student Accounts office, or buy online at trcc.edu/tinnin. One of Russia's top touring ballet companies will perform Tchaikovsky's hauntingly beautiful Swan Lake.

Robert W. Plaster Free Enterprise Center Ribbon Cutting and Dedication, April 27. Ribbon cutting at 10 am. Forum with Dr. Stephan Gohmann at 1:30 pm in PLST108. The forum is made possible by the Charles W. Koch Foundation.

Charlie and Company, 7 pm April 27, Tinnin Theater; free. Concert by Three Rivers Music students.

38th Annual Merchant Showcase, 10 am to 2 pm April 29, Bess Activity Center. Cost to attend is \$1, which includes admission to the event, entry in a drawing for \$100, and a ticket to enter the food sampling area.

Distinguished Alumni Reception, 4 pm May 1, Tinnin Lobby.

Three Rivers Fine Arts Student Exhibition, May 1-12, Tinnin Gallery; free. Awards ceremony at 6 pm May 5. Juried show of works by Three Rivers College students.

Spring 2017 Mass Casualty Training, 8 am to 12 pm May 2, Three Rivers College Campus.

Colors, 7 pm May 2, Tinnin Theater, free. Concert by the Three Rivers Symphonic Band and Three Rivers Jazz Band.

Three Rivers College Employee Appreciation Lunch, 11:30 am May 5, Bess Activity Center.

You're a Good Man, Charlie Brown, 7 pm May 5-6, 3 pm May 7, Tinnin Theater; tickets \$10, \$5 with school ID, free for ages 5 and younger. Three Rivers Music Students perform this fun musical look at the beloved characters from the Peanuts comic strip.

Student Excellence Awards Ceremony, 6 pm May 12, Tinnin Theater.

Commencement, 6 pm May 19, Black River Coliseum.

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

RAIDERS ATHLETICS

Men's Baseball @ Pattillo Field

Raiders vs. St. Louis, 1 pm April 29
Sub Regional Tournament, May 5-6, TBA
Regional Tournament, May 11-13, TBA

Women's Softball @ Rains Field

Lady Raiders vs. St. Charles, 2 pm April 20
Lady Raiders vs. Crowder, TBA
Lady Raiders vs. Mineral Area, 2 pm April 24
Region 16 Tournament, April 28-30, Columbia

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

Community colleges take on top issue facing Missouri businesses

Wednesday, March 8th 2017, 3:18 pm CDT

JEFFERSON CITY, MO (KFVS) –

Missouri's 12 community colleges established the Missouri Community College Workforce Development Network on Friday, March 10 to address a long-standing challenge facing Missouri businesses - the availability of a skilled workforce.

This new network will tackle an issue that groups like the Missouri Chamber of Commerce and Industry and other economic developers have been pointing to for years.

"Economic development, more than anything, depends on a talented workforce," Missouri Chamber of Commerce President Dan Mehan said. "No other issue is of more concern for businesses today."

The most significant change resulting from the creation of the network will be that, through their local community college, businesses will have access to resources at every college in the state.

"This will align our workforce development system directly with our economic development efforts," Missouri Community College Chairman and East Central College President Dr. Jon Bauer said. "Our goal is to improve customer service for businesses and help Missouri compete for job creation projects that too often go to other states."

Currently, certain barriers are in place which prevent colleges from working outside of their dictated service areas.

"By breaking down these barriers and drawing upon our collective resources, each college is going to be able to play to its strengths," Rob Dixon, Missouri Community College Association President, said. "We will be able to serve businesses in every square inch of the state."

Making the most of resources is going to be incredibly important given the cuts that have been proposed for community colleges and workforce development. The FY18 budget being drafted by the legislature would cut workforce training funding by roughly 16 percent and community colleges funding by more than 9 percent.

March 17, 2017

Daily American Republic

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POPLAR BLUFF, MISSOURI

50c

R-I sends nursing to TRC, approves principal, insurance

By PAT PRATT
Staff Writer

Poplar Bluff school board members worked through a lengthy agenda on Thursday – voting to hire a new junior high principal, approving district health insurance benefits, ending district in-



See R-1/A2 Warren

March 17, 2017

Daily American Republic

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R-1

FROM PAGE A1

volvement in its 60-year practical nursing program and again suspending meeting rules to approve several new positions.

Current junior high instructional technology facilitator Candace Warren was hired as junior high principal. She will assume the role when current principal Bob Case retires at the end of the school year.

Warren has worked for the district in teaching and administrative roles since 1995 and holds masters and education speciality degrees from William Woods University, a masters in education from Southwest Baptist University and a bachelors in elementary education from Missouri State University.

The *Daily American Republic* has requested an interview with Warren, to be featured in an upcoming edition.

Members unanimously approved Anthem network health benefit offerings that school officials say will save the district an estimated \$225,711 in 2017. The offerings will also dramatically reduce the cost of dependent coverage, school officials said.

The district covers premiums for employees, but not dependents. Under the new plan, for example, where an employee with one child would have paid about \$426 in 2016-17 the cost will drop to \$252 under the new plan. A family who paid \$1,065 last year would pay about \$984 in the upcoming year.

District finance superintendent Rod Priest said the savings stem from a recent good employee health assessment and a move to a larger pool. A health savings account option that could reduce the price even more will also be offered.

"When we put it out to bid, these vendors that looked at our claims ratio saw that we were running pretty good, so we were able to lower our costs. We are going to be able to save some money, but I think more exciting, this is offering some health savings options where the district will continue putting money into their accounts to offset costs," Priest said.

School officials said detailed information on the plans will be provided to employees in the coming weeks.

The nearly 60-year practical nursing program at the Poplar Bluff Technical Career Center will no longer be administered by the district following a unanimous vote of the board to transfer administration of the program to Three Rivers College.

School officials said the biggest factor in deciding to end its sponsorship was an inability to retain qualified staff. PBTCC director Charles Kinsey said the program will still be in the community and continue to provide health-care workers for local medical providers.

"It is going to be a transfer of sponsorship to Three Rivers Community College. The program is still going to be in the community. The school board met with a group of health professionals and their (health professionals) main concern was that the program would continue to offer students the ability to come to a facility and learn the practical nurse profession," Kinsey said.

"So that is going to continue in the community, unfortunately, it won't be at the career center. That 60-year tradition of excellence is not going to be able to continue due to the inability to staff that program," he said.

Later in the meeting board members suspend meeting rules to approve an

additional health occupation instructor at the PBTCC and several other district positions.

The action was the second time in as many months members decided to forgo their own meeting procedures to approve new positions. Typically, agenda items are presented for discussion during a meeting prior to a vote.

Personnel superintendent Amy Jackson again cited the need to begin recruitment as soon as possible for the next school year. After some discussion on meeting rules and the new positions, members approved proposals for an education facilitator, two fourth-grade teachers, the aforementioned health occupation instructor and paraprofessionals at Oak Grove Elementary and Early Childhood Center.

A proposal to obtain a communications services audit by the Spyglass Group was approved. The audit group analyses telephone and other communications services to seek cost savings. The district will pay the group only if savings are found, school officials said.

Eugene Field Elementary principal Jennifer Taylor will administer the summer school program. Summer school dates of June 5-30 were approved.

Board members during the meeting also approved a one-year contract renewal with school food service provider Chartwells; annual reports on the school safety program, the Individuals with Disabilities Educational Improvement Act and a memorandum of understanding that delineates the duties of school resource officers.

Expansion of the ICU program at the junior high and the addition of a school flex program at the high school were discussed, but no action was taken.

FOR IMMEDIATE RELEASE:

Thursday, April 13, 2017

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9660

jatwood@trcc.edu

Three Rivers Holds Open House for University Center

Three Rivers College is holding an open house event to showcase its new University Center to the community and prospective students.

The open house will be held 9 to 11 a.m. Friday, April 7, in Suite 200 of the Westover Administration Building on the college's Poplar Bluff Campus, with a ribbon cutting at 10 a.m. The open house will showcase the new University Center and the degree completion programs offered by University Center partners Central Methodist University (CMU), Hannibal-LaGrange University (HLG) and Southeast Missouri State University.

"We invite everyone to come out and see what the University Center has to offer," said Will Cooper, Director of the University Center at Three Rivers.

The Center was created in 2015 and opened in its new space last year. It provides staffing, faculty offices and other resources for the bachelor's degree completion and master's degree programs offered by the three institutions.

"Our purpose is to make a bachelor's or master's degree convenient for Three Rivers students. Depending on their major, they may be able to obtain their degree without ever leaving our campus," said Cooper. He also said that the three institutions work with Three Rivers locations in Dexter, Kennett, Malden and Sikeston to offer coursework for students outside Poplar Bluff.

While the three University Center partners have offered degree programs with Three Rivers for many years, the University Center brings all three institutions into one place for the benefit of students. CMU began offering courses through Three Rivers in Fall 2008 with five initial degree programs, which have since been expanded. CMU also offers online bachelor's degree and master's programs.

HLG began offering bachelor's courses in Fall 2004, and degree programs include business, criminal justice, teacher education and social work.

In Fall 1996, Southeast Missouri State University began offering its elementary education program through Three Rivers. Since then, they have expanded their education programs to middle

school education, exceptional childhood education (special education) and general studies in Poplar Bluff.

For more information on what the University Center has to offer, call 573-840-9712, email wcooper@trcc.edu or visit trcc.edu/academics

###

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

####

March 23, 2017

Daily American Republic

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POPLAR BLUFF, MISSOURI

50c

Despite challenges from cuts, TRC balances budget

By **PAT PRATT**
Staff Writer

Three Rivers has balanced a deficit caused by lower enrollment in 2016-17 and state funding cuts, college officials announced Wednesday.

The college faced a nearly \$1.5 million shortfall earlier in the year following tuition falling nearly \$1 million below estimates and cuts in state funding of approximately \$450,000. At the February board of trustees meeting, all but \$436,000 of the shortfall was trimmed from the college budget.

Trustees during the March regular meeting held Wednesday voted unanimously to pass an amendment that will result in a completely balanced budget at fiscal year's end.

The bulk of savings, about \$1 million, came through a reassessment of operations expenses and adjunct and auxiliary positions not needed due the lower enrollment. Other savings came from not filling some job vacancies.

College officials said despite the cuts, no services were affected or positions eliminated. The budget amendments will also

prevent the college from tapping into reserve funds to cover the shortfall.

Trustees approved a policy that will offer in-district tuition to a number of counties in Arkansas, Tennessee, Kentucky and Illinois near the Three Rivers service area. The move is an attempt to bolster enrollment by students in those areas.

The policy change also clarifies that families of active duty military and veterans who receive in-district tuition rates are spouses and children or

See TRC/A2

March 23, 2017

Daily American Republic

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TRC

FROM PAGE A1

dependents, not extended family members.

Trustees also approved a minor language change in shared sick leave policy that changes "staff handbook" to employee handbook and adds a website for listings in the shared bank.

Ben Traxel of Dille Traxel Architecture Firm provided updates on current construction projects. The projects are managed through a separate capital improvement budget and not associated with operation budget matters aforementioned.

A FEMA safe room, part of the Libla Family Sports Complex, is nearing completion. Exterior walls are complete and work on interior walls is 75-percent complete. Water and sewer lines are now in place. Contractors in the coming weeks will focus on roof work and heating and air conditioning.

Traxel said contractors will likely meet an April 17 deadline on that facility.

Work is well underway on the sports complex arena as well. Traxel said the foundation of the

48,000-square-foot arena is almost complete. Multiple truckloads of steel for the building structure recently arrived and contractors will start assembly soon.

Campus sidewalk and parking lot improvements will be completed by Schemel-Tarrillion Inc. of Perryville, Mo., at a cost of \$902,000 following a recent contract award. The encompassing project will improve sidewalks, repave parking lots, add better traffic controls and a roundabout on Herschel Bess Boulevard.

Work is expected to begin on the parking and sidewalk improvement project in the coming weeks, although the bulk of construction will take place over the summer.

College president Wesley Payne in his reports applauded recent events with Boys and Girls Club of Poplar Bluff that are giving members access to college programs. Members recently participated in a mock crime lab simulation hosted by the criminal justice program and a tour of the nursing lab. Payne also discussed a Three Rivers College and Southeast Missouri State University partnership, also featured in a

recent edition of the Daily American Republic, that makes the transition from community college to the university setting easier for students.

Three Rivers Endowment Trust held its trivia night in February. College development director Michelle Reynolds said the event co-hosted by the Poplar Bluff Elks saw the most team participation, 19, of any in recent history. The event raised \$2,800 to provide scholarship funds and money for student needs.

Center Stage's recent production of "Grease the Musical" was a success, college officials said. The event ran seven days instead of the usual three or four day set to accommodate demand.

College officials recognized several employees for their dedication – assistant housing director Casey Julian, chief financial officer executive assistant Anita Freeman and teacher education instructor Alice Faye Sanders.

The next meeting of the Three Rivers College Board of Trustees will take place at noon Wednesday April 19 in the Tinnin Center at the Poplar Bluff Campus and is open to the public.

March 29, 2017

Daily American Republic

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DAR/Pat Pratt

Camryn Stanfield of Bernie tests for the presence of DNA on crime scene evidence.

TRC event boosts technical careers for area women

By **PAT PRATT**
Staff Writer

Young women from 17 area schools visited Three Rivers College Tuesday to explore science and technology careers.

The fourth annual Big Bang Theory for Girls conference offered students a chance to participate in several informative sessions ranging from

See **TRC/A2**

March 29, 2017

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business administration to biology. The event aimed to spur an interest among women in STEM (science, technology, engineering and math) career paths.

Becki Shrum, Southeast Missouri regional college and career consultant for the state department of elementary and secondary education, says women are often underrepresented in those fields.

"Studies show that women have just as much ability in the STEM fields as boys, but what we find is girls lack the confidence to go into those fields. They do well in elementary and middle school and once they go into high school they get somewhat intimidated," Shrum said.

"Our goal is to bring awareness to young girls, that you can be successful," she said.

Keynote speaker was Dr. Cheryl Watkins-Moore, director of biosciences and entrepreneurial inclusion for BioSTL, a non-profit that collaborates and promotes medical and plant science in the metro area.

"I was inspired by this conference and bringing these young girls together.

And they are coming here on their spring break. A career path in STEM is such a great opportunity for many girls and it's an underrepresented area. My passion is being able to encourage and inspire," Watkins-Moore said.

Watkins-Moore in addressing the crowd of nearly 200 young women discussed some of the many success stories of leading female entrepreneurs and the struggles they faced in historically male-dominated fields.

"Hopefully, one of these young girls will be our next Mae Jemison (the first African-American woman in space) or Brittany Wenger (developer of a revolutionary breast cancer detection app), but I think getting that spark from somewhere is important," she said.

Students had free reign to explore presentations in one of the many career paths presented. Missouri Department of Transportation resident engineer Tammy Heffner hosted a workshop that gave students an opportunity to construct highway signs with crafting material.

"I really like coming because I like sharing what I do for a living. In the past we had them build bridges, but we don't have enough

time. So today we are having them build sign trusses to simulate the big signs on the highway," Heffner said.

Heffner says engineering is a good field and she hopes more young women in the community will explore it as a profession.

"Engineering is fun. If they like math and science that is going to be the best field to go into. In my job I get to go outside a lot and watch stuff get built. And if they are not the outdoorsy type there are indoor jobs in design," she said.

Several students said they were inspired by the presentation to explore some of the career paths presented. Camryn Stanfield of Bernie said the presentation put on by the highway patrol was interesting and informative.

"It helped me understand more of what goes on. Because I honestly have only watched TV shows and it's not really like the TV show. I like the DNA part - to be able to trace the blood, trace the saliva and stuff like that. I think that is cool," she said.

The conference was sponsored with funding from a non-traditional awareness activity grant administered by the Missouri Department of Elementary and Secondary Education.

FOR IMMEDIATE RELEASE:

Thursday, April 13, 2017

FOR MORE INFORMATION:

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Deadline Extended for LPN Program in Kennett

The application deadline for Three Rivers College's Practical Nursing program in Kennett has been extended. The application deadline, previously March 31, has been moved to April 18 to allow prospective students more time to register for the program.

"We wanted to ensure that all eligible students have the time needed to apply," said Dr. Staci Campbell, chair of Nursing and Allied Health. "This program gives extraordinary career advancement possibilities to our students, and we want to give every opportunity for students to join the program."

Applicants for the Practical Nursing program must submit their high school transcript or HiSet/GED, as well as any college transcripts. Applicants must also take the ATI TEAS Entrance Exam and achieve a composite percentage score of no less than 58%.

Campbell advises that all admissions materials, including official copies of transcripts from high school and other colleges, must be received by the April 18 deadline. The application forms can be found online by going to trcc.edu/admissions and clicking on "Applications."

Prospective students must also complete a free Three Rivers application. For more information, contact Dr. Staci Campbell at 573-840-9672.

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Members of the media should contact the News and Web Services Coordinator before approaching Three Rivers staff member for questions or interviews. Communications office hours are 8 A.M. to 4 P.M. Monday through Friday.

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Survival Flight drops in at Three Rivers College

Saturday, April 1, 2017

Jeff Dorris

The student nurses attending Three Rivers College in Kennett were given a hands on experience along with a lecture from Survival Flight Thursday morning.

“Our LPN students are working on a cardiac lesson, which is a difficult lesson, and we brought in a guest speaker from Survival Flight,” said Kelly Bowling, MSN, RN and instructor at Three Rivers College.

Chris Starnes, regional clinical director for Survival Flight was presenting.



Photo provided The student nurses attending Three Rivers College in Kennett were given a hands on experience along with a lecture from Survival Flight Thursday morning.

April 9, 2017

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DAR/Corey Matthews

TRC recently held a ribbon cutting ceremony officially announcing its University Center where students can complete a bachelor's or master's degree. Pictured are (from left to right front) Karen Lovette , Central Methodist University; Donna Pirc, Hannibal La-Grange University; Pauletta Burns, Southeast Missouri University; Will Cooper, director of University Center and Dr. Mary Lou Brown, Three Rivers College, and (rear from left to right) Dr. Rita Gulstad, Miles Mullin, Hannibal-LaGrange University, Dr. Karl Kunkel, Southeast Missouri State University, and Dr. Wesly Payne, TRC College.