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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, August 24, 2016
12:00 p.m.

- I. Invocation and Pledge of Allegiance**
- II. Agenda and Minutes**
 1. Consideration and Approval of Agenda
 2. Consideration and Approval of Minutes of the June Board Meeting
- III. Consideration of College Financial Report**
 1. Statement of Revenues, Expenses, and Changes in Net Assets
 - a) Monthly Financial Statements
 - b) Budget to Actual Financial Statements
 - c) HP 19 Update
 2. Cash in Bank
 3. Certificates of Deposit
 4. Checks Issued
 5. Bid Report
- IV. President's Report**
- V. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; Section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)
- VI. Items for Discussion, Consideration & Vote**
 1. **Consideration and approval of contract extension for athletic teams travel services 2016-2017.**
 2. **Consideration and approval to move the October Board Meeting from October 19 to October 26.**

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

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08/18/2016

3. **Consideration and approval of Underwriting Services**
4. **Consideration and approval of Appointment Bond Legal Counsel**

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

1. **Acceptance of Employment**
 - a) **Alexander Jameson – Financial Aid Specialist**
 - b) **Jolene Sloan – Academic Records Clerk**
2. **Acceptance of Resignation/Retirement**
 - a) **Retirement:**
 1. **Donna Carpenter – Merchandise Coordinator**
3. **Appointments/Position Reviews/Transfers**
 - a) **Transfers**
 - b) **William Cooper – Human Resources Specialist to Director, University Center**

VIII. Appendix

1. Information Items
 - a) FR 3810 Purchasing Approval
 - b) SR 2140 Student Appeals
2. Upcoming Events
3. Recent Newspaper Articles

IX. FY17 Board of Trustees Meeting Dates

- Wednesday, September 21, 2016
- Wednesday, October 19, 2016
- Wednesday, November 16, 2016
- Wednesday, December 14, 2016
- Wednesday, January 18, 2017
- Wednesday, February 15, 2017
- Wednesday, March 22, 2017
- Wednesday, April 19, 2017
- Wednesday, May 17, 2017
- Wednesday, June 7, 2017 – Board Retreat
- Wednesday, June 21, 2017

X. Adjournment

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**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees began at 12:10 p.m. at The Landing in Van Buren, Mo.

JULY 20, 2016

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

ATTENDANCE

Invocation was delivered by Trustee Randy Grassham.

INVOCATION

Trustee Schalk moved to approve the agenda with the following amendments:

**APPROVAL OF BOARD MEETING
AGENDA**

- Bring the Vending Services bid off the table and add as item number 4 in Items for Consideration and Vote
- Add Waste Removal Service to the agenda as item number 5 in Items for Consideration and Vote

With a second by Trustee Garrison the motion was approved.

The minutes of the board meeting on June 22, 2016 were approved on a motion by Trustee Schalk and a second by Trustee Grassham.

**APPROVAL OF MINUTES OF THE
MAY BOARD MEETING**

Charlotte Eubank reported the college's budget to actual status as of May31, 2016 and the preliminary financial statement for June, 2016.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

As of the end of June we have recognized 90% of our budgeted revenues. We have obligated 92% of our budgeted expenses at 100% into the fiscal year. Trustee Garrison requested an enrollment report by location comparing year over year enrollment.

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.

Ms. Eubank reviewed the current bid report.

Trustee Garrison made the motion to accept the financial report as presented with a second by Trustee Schalk, the motion was approved.

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

PRESIDENT'S REPORT

The Boys next Door was the final performance of the 2015-2016 season of Center Stage.

CENTER STAGE: THE BOYS NEXT DOOR

The college has received the ETS Grant beginning in October 16 for five years. This allows us to continue the existing program without reach to the high school students to continue their education.

ETS GRANT

ESPN has selected this game as the game of the week. The Endowment Trust has been successful in selling all of the tickets that were part of the promotion. Coach Gene Bess will be throwing out the opening pitch.

TRC DAY @ THE BALPARK

The academy is a partnership with the Highway Patrol and the college to expose local teens to the Highway Patrol. This is the first academy and will last 2 days. The goal is to obtain grants that will allow for the expansion of the academy to a two week experience.

HIGHWAY PATROL YOUTH ACADEMY

Fall Convocation will be August 8. This is the day where the staff and faculty come together at the beginning of the semester for presentations and instructional sessions.

FALL CONVOCATION

Dexter Trivia Night will be August 4. This is the beginning of the Endowment Trust out reach into the surrounding communities to extend the support of the college.

DEXTER TRIVIA NIGHT

Mary Beth Sanders: Instructor, Nursing: Mary Beth has been with the college for 5 years. Her favorite thing about working here is being part of the supportive TRC family. Ms. Sanders is most proud of knowing she has made a difference in someone's life, and helped them achieve their goals. Dr. Payne stated that if you wanted to get something done, go to Mary Beth. You can always depend on her getting things accomplished.

WE ARE ALL IN THIS TOGETHER

Dionne Thompson: Associate Professor, Medical Laboratory Technology: Dionne has been with the college for 20 years. Her favorite thing about working here is the family and team atmosphere at Three Rivers. Ms. Thompson is most proud of Improving and guiding the MLT programs and the students taking it. Dr. Payne congratulated Dionne on her dedication and hard work in leading the program from the inception to where it is now.

Traven Sherrod: Science Lab Assistant: Traven has recently joined the Three Rivers family. She is looking forward to being able to learn in many different disciplines and helping students with the

hands-on learning provided in the labs. Dr. Payne welcomed Ms. Sherrod to the team expressing his confidence that she will provide the assistance the students need in the labs.

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

Dr. Payne explained that this is the policy that explains how the college approaches planning and assessment. Trustee Garrison made the motion with a second by Trustee Schalk to adopt the policy as presented. The board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

Charlotte Eubank presented the final recommendation to proceed with signing the contract with the Bug Guy Pest Services, LLC for the pest control contract. Trustee Schalk made the motion with a second by Trustee Garrison to approve as presented. The board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

Dr. Payne reviewed the contracts with an explanation that this will provide improved lighting in all areas of the college. Trustee Garrison made the motion with a second by Trustee Schalk to approve the contract with Huffman Construction LLC as presented. The board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

Dr. Payne reviewed the proposed contract as the result of the final discussions with Pepsi. Trustee Garrison made the motion with a second by Trustee Schalk to approve the 10 year contract with Pepsi as presented. The board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

Charlotte Eubank discussed the current bids and recommendation that we accept the bid from Republic Services. Trustee Schalk made the motion with a second by Trustee Featherston to approve the contract with Republic. The board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

EXECUTIVE SESSION

CONSIDERATION AND APPROVAL TO ADOPT COLLEGE POLICY GAP 1140 – INSTITUTIONAL EFFECTIVENESS

CONSIDERATION AND APPROVAL OF THE PEST CONTROL CONTRACT

CONSIDERATION AND APPROVAL OF THE CAMPUS LIGHTING CONTRACT

CONSIDERATION AND APPROVAL OF THE VENDING CONTRACT

CONSIDERATION AND APPROVAL OF THE WASTE REMOVAL CONTRACT

Trustee Garrison made the motion to approve all personnel actions and associated documents. With a second by Trustee Grassham the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, absent; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes for all except the Softball coach. Due to a family relationship Trustee Schalk will abstain from vote on Mr. Null; Trustee Williams, yes.

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

There being no further business, the board unanimously approved Trustee Schalk's motion and second by Trustee Grassham to adjourn the meeting.

ADJOURNMENT

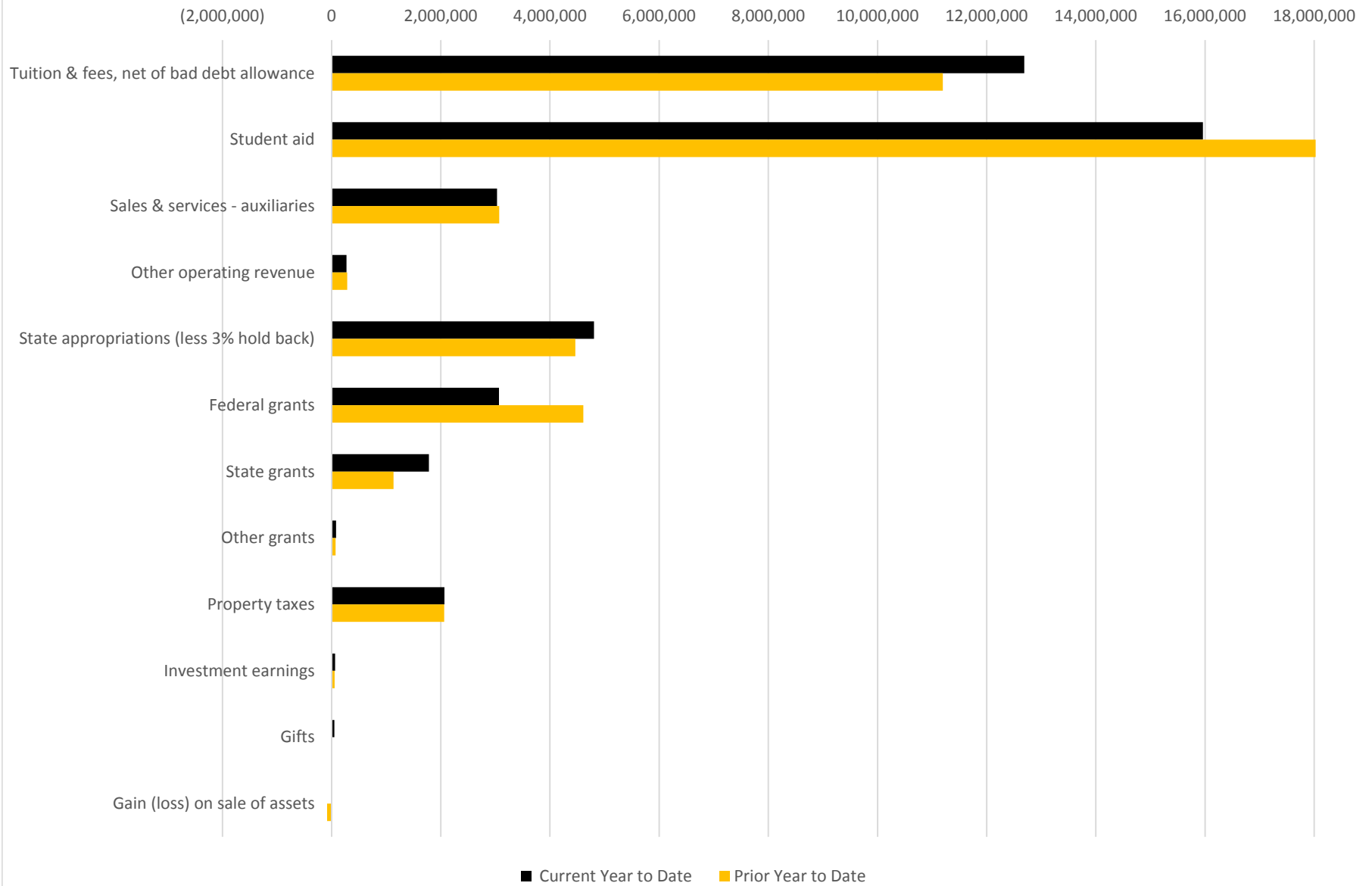
CHAIRMAN

APPROVAL DATE

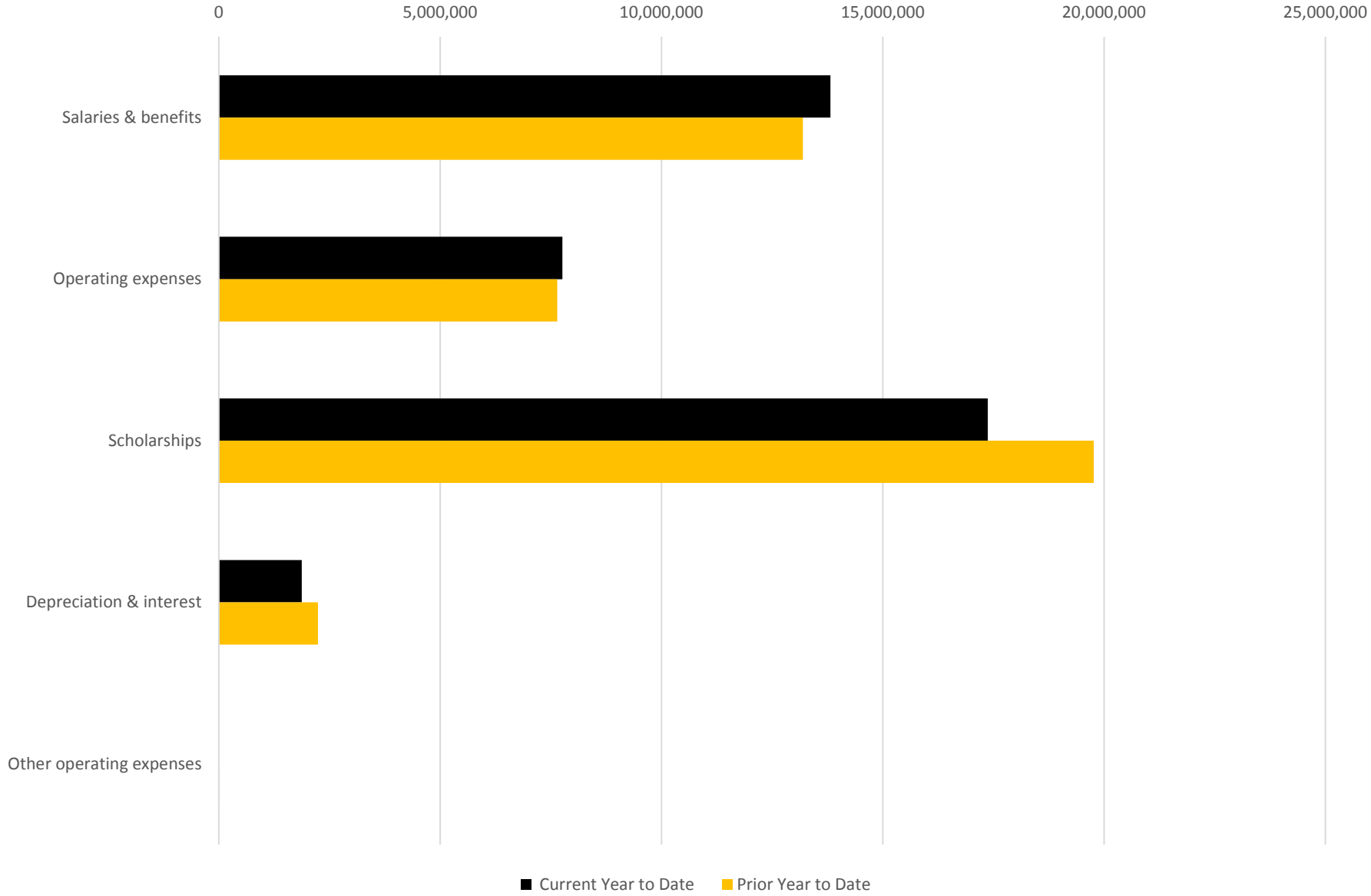
SECRETARY

APPROVAL DATE

YTD Comparison to Previous Year 06/30/16

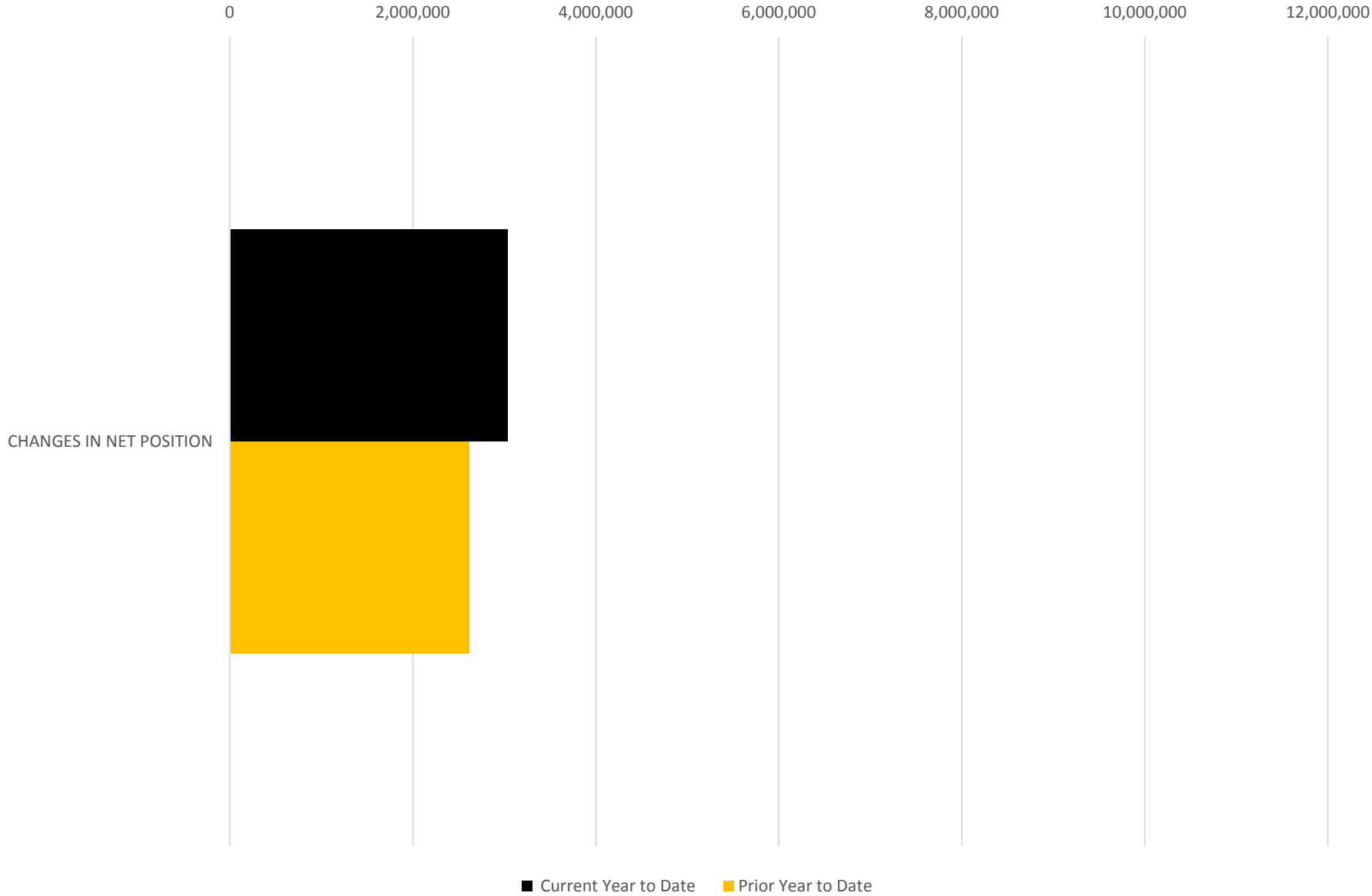


YTD Comparison to Previous Year 06/30/16



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YTD Comparison to Previous Year 06/30/16



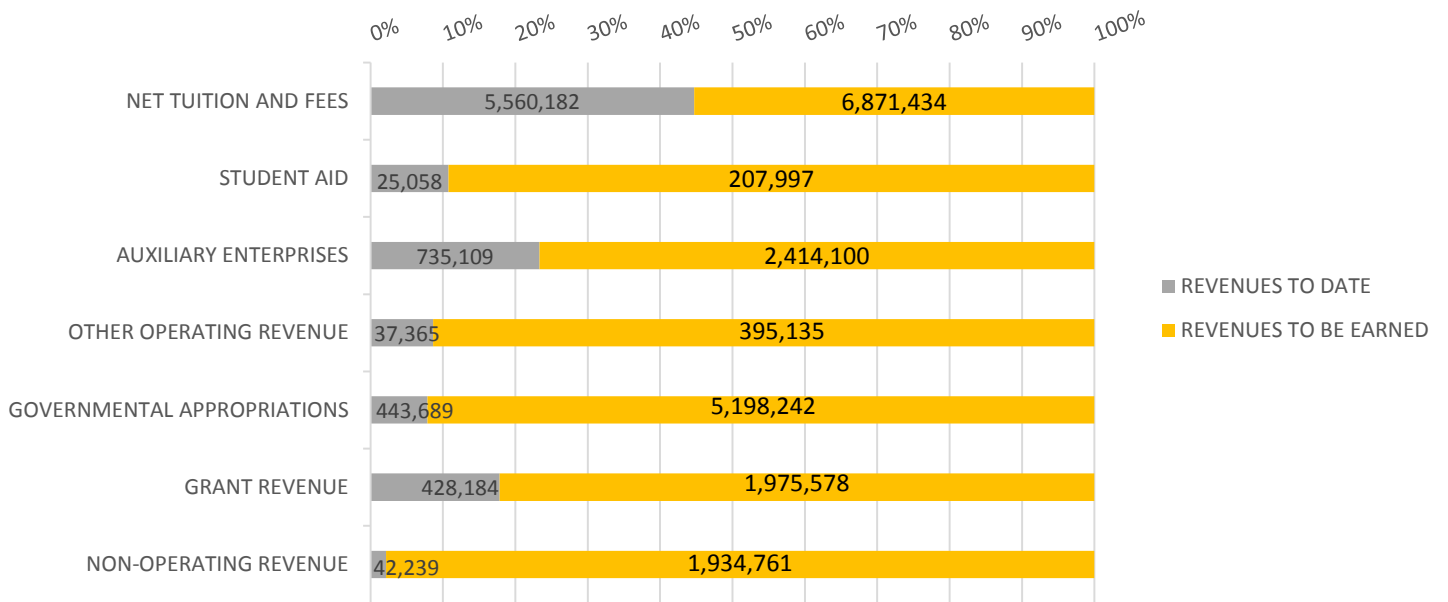
Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
June 30, 2016

ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash & Cash Equivalents	9,094,372	Accounts Payable	829,173
Student Account Receivables, net	7,808,721	Accrued Vacation	278,587
Property Tax Receivable	128,329	Student Deposits	44,752
Other Receivables	1,373,586	Deferred Tuition & Fees	5,095,725
Investments	40,236	Scholarships	(67,185)
Inventory	238,144	Total Current Liabilities	6,181,052
Prepaid Expenses	195,556		
Total Current Assets	18,878,942	NON-CURRENT LIABILITIES	
NON-CURRENT ASSETS		Retirement Incentive Payable	774
Land	5,329,286	Other Post Employment Benefits	9,467,851
Capital assets	53,616,752	Bonds, Notes and Leases Payable	17,349,459
Plus: Current year additions to capital assets	1,863,396	Accrued Interest	0
Accumulated Depreciation	(23,775,596)	Agency	142,472
Unamortized Bond Issue Costs	(321)	Total Non-Current Liabilities	26,960,557
Total Non-Current Assets	37,033,517	Total Liabilities	33,141,608
DEFERRED OUTFLOWS		DEFERRED INFLOWS	
	2,304,348		4,136,452
NET POSITION		NET POSITION	
		Beginning Balance	17,899,734
		Changes in Net Position	3,039,013
		Total Net Position	20,938,747
TOTAL ASSETS AND DEFERRED OUTFLOWS	58,216,807	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	58,216,807

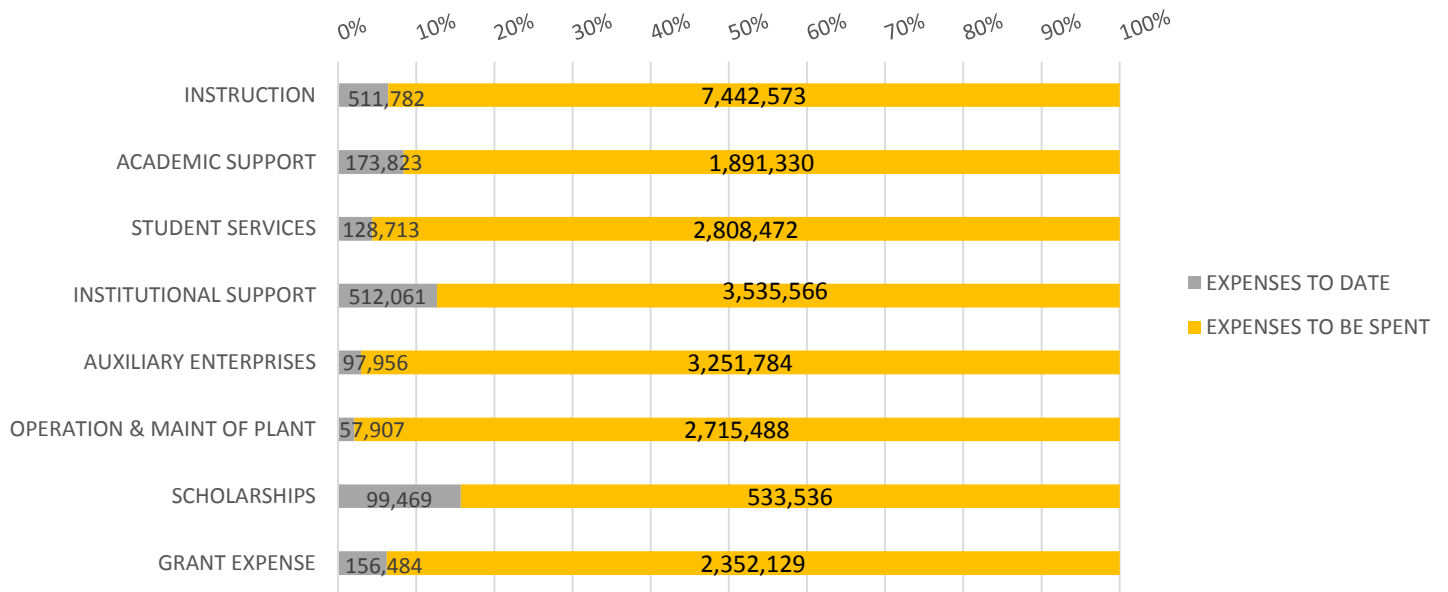
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
June 30, 2016

	July	August	September	October	November	December	January	February	March	April	May	June	Current Year to Date	Prior Year to Date	\$ Change	% Change
OPERATING REVENUE																
Tuition & fees, net of bad debt allowance	5,984,219	933,867	(210,764)	1,805,454	1,999,608	825,394	950,234	(113,024)	12,457	(19,133)	577,567	(58,522)	12,687,357	11,195,541	1,491,816	13.33%
Student aid	331,121	1,039	6,029,400	1,898,093	509,782	62,292	5,633	5,689,848	824,311	232,469	46,976	329,657	15,960,620	18,604,549	(2,643,929)	(14.21)%
Sales & services - auxiliaries	744,202	201,726	486,890	178,859	321,794	192,094	202,150	428,437	13,786	16,727	127,480	117,200	3,031,345	3,067,986	(36,641)	(1.19)%
Other operating revenue	59,544	225,013	3,068	2,010	16,106	2,080	2,703	2,905	2,142	(54,833)	5,016	4,391	270,148	284,338	(14,190)	(4.99)%
Total Operating Revenue	7,119,086	1,361,645	6,308,594	3,884,416	2,847,291	1,081,861	1,160,720	6,008,166	852,697	175,229	757,039	392,726	31,949,470	33,152,414	(1,202,944)	(3.63)%
OPERATING EXPENSES																
Salaries & benefits	1,006,134	1,172,910	1,211,565	1,292,893	1,203,729	1,011,581	1,145,298	1,231,606	1,194,251	1,303,959	977,936	1,067,007	13,818,869	13,195,185	623,683	4.73%
Operating expenses	767,815	755,248	565,734	598,441	569,512	859,992	561,463	503,849	690,456	611,628	671,246	605,652	7,761,035	7,647,206	113,830	1.49%
Capital equipment	20,235	33,916	75,100	156,713	399,517	(241,214)	136,818	101,819	368,556	302,931	353,054	155,951	1,863,396	-	1,863,396	#DIV/0!
Less: Transfer to capital assets	(20,235)	(33,916)	(75,100)	(156,713)	(399,517)	241,214	(136,818)	(101,819)	(368,556)	(302,931)	(353,054)	(155,951)	(1,863,396)	-	(1,863,396)	#DIV/0!
Scholarships	381,837	26,232	6,663,141	1,967,252	604,095	83,687	27,826	6,118,420	836,283	275,948	71,066	319,278	17,375,064	19,765,458	(2,390,394)	(12.09)%
Depreciation & interest	111,051	261,018	116,623	110,597	110,597	143,992	110,597	110,597	422,210	110,597	110,597	153,445	1,871,921	2,241,022	(369,101)	(16.47)%
Other operating expenses	-	-	-	-	-	-	-	-	-	-	-	0	0	1,610	(1,610)	(99.98)%
Total Operating Expenses	2,266,836	2,215,407	8,557,062	3,969,183	2,487,933	2,099,252	1,845,184	7,964,472	3,143,200	2,302,132	1,830,845	2,145,382	40,826,889	42,850,481	(2,023,592)	(4.72)%
NON-OPERATING REVENUE (EXPENSES)																
State appropriations (less 3% hold back)	400,439	400,439	400,439	400,439	400,439	400,439	400,439	400,439	400,439	400,439	400,439	400,441	4,805,270	4,462,425	342,845	7.68%
Federal grants	(13,379)	75,391	165,459	294,702	206,103	391,894	180,879	241,026	158,188	308,463	444,953	610,701	3,064,379	4,609,593	(1,545,214)	(33.52)%
State grants	11,866	21,082	24,467	95,083	67,589	37,178	78,706	70,477	336,870	204,007	206,279	628,217	1,781,822	1,134,399	647,422	57.07%
Other grants	-	-	-	-	-	-	82,234	-	-	-	-	-	82,234	72,021	10,213	14.18%
Property taxes	24,164	22,489	23,130	8,587	17,952	274,183	1,258,521	254,869	72,494	30,569	58,052	22,328	2,067,338	2,063,051	4,287	0.21%
Investment earnings	10,053	2,757	6,058	3,490	2,986	6,156	9,298	3,093	7,526	4,025	3,209	6,538	65,189	54,224	10,965	20.22%
Gifts	-	-	-	23,792	9,075	(3,387)	6,368	3,728	20,205	-	-	(9,581)	50,200	(2,220)	52,420	(2,360.87)%
Gain (loss) on sale of assets	-	-	-	-	-	-	-	-	-	-	-	-	-	(81,668)	81,668	(100.00)%
Total Non-Operating Revenues (Expenses)	433,143	522,157	619,553	826,092	704,144	1,106,463	2,016,446	973,631	995,722	947,503	1,112,932	1,658,644	11,916,432	12,311,825	(395,394)	(3.21)%
CHANGES IN NET POSITION	5,285,393	(331,605)	(1,628,916)	741,324	1,063,502	89,071	1,331,982	(982,674)	(1,294,781)	(1,179,399)	39,126	(94,012)	3,039,013	2,613,758	425,255	16.27%

Budget to Actual Revenues 07/31/2016 (8%)



Budget to Actual Expenses 07/31/2015 (8%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
July 31, 2016
Fiscal Year Benchmark: 8%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>	12,431,616	5,560,182	45%	6,871,434
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	233,055	25,058	11%	207,997
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	3,149,209	735,109	23%	2,414,100
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	432,500	37,365	9%	395,135
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	5,641,931	443,689	8%	5,198,242
GRANT REVENUE <i>State Grants, Federal Grants</i>	2,403,762	428,184	18%	1,975,578
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	1,977,000	42,239	2%	1,934,761
TOTAL REVENUES	26,269,073	7,271,826	28%	18,997,247

NOTE: At 8% in the fiscal year, we have recognized a total of 28% of budgeted revenues. We have recognized 45% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2016 registrations and the beginning of fall 2016 registrations. Auxiliary revenue is at 23% and will continue to grow for fall book sales and student housing move-ins.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>	7,954,355	511,782	6%	7,442,573
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	2,065,153	173,823	8%	1,891,330
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	2,937,185	128,713	4%	2,808,472
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	4,047,627	512,061	13%	3,535,566
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	3,349,740	97,956	3%	3,251,784
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	2,773,395	57,907	2%	2,715,488
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	633,005	99,469	16%	533,536
GRANT EXPENSE <i>State Grants, Federal Grants</i>	2,508,613	156,484	6%	2,352,129
TOTAL EXPENSES	26,269,073	1,738,194	7%	24,530,879

NOTE: We have obligated 7% of our budgeted expenses at 8% into the new fiscal year. July payroll IS INCLUDED but credit card purchases are NOT INCLUDED in this report as they are not available at the time this report was prepared. Institutional Support (13%) includes several large annual software contracts that renew in July. Scholarships (16%) include summer 2016 scholarships.

CHANGES IN NET POSITION	0	5,533,632
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Three Rivers College
 Capital Budget - Unaudited
 July 31, 2016
 Fiscal Year Benchmark: 8%

	FUNDING SOURCES	SOURCES TO			
		BUDGET	DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
RESTRICTED					
<i>Bond proceeds</i>		5,192,115	5,192,115	100%	0
<i>Poplar Bluff FEMA/SEMA grant</i>		0	0	#DIV/0!	0
<i>Sikeston FEMA/SEMA grant</i>		0	0	#DIV/0!	0
<i>Sports Complex FEMA/SEMA grant</i>		1,205,228	0	0%	1,205,228
<i>State bonding proceeds</i>		1,772,500	0	0%	1,772,500
UNRESTRICTED					
<i>General funds - prior year transfers in**</i>				#DIV/0!	0
<i>General funds - current year transfers in</i>			0	#DIV/0!	0
TOTAL FUNDING SOURCES		8,169,843	5,192,115	64%	2,977,728
		USES TO DATE			
	USES OF FUNDS	BUDGET	USES TO DATE	%	USES UNSPENT
FEMA/SEMA PROJECTS					
	<i>Poplar Bluff Classroom</i>	0	0	#DIV/0!	0
	<i>Sikeston Classroom</i>	20,000	0	0%	20,000
	<i>Sports Complex</i>	6,377,343	0	0%	6,377,343
FY16 CAPITAL PROJECTS					
	<i>Campus projects</i>	1,424,000	0	0%	1,424,000
	<i>Westover Administration Building remodel</i>	72,000	0	0%	72,000
	<i>Crisp Technology Center repairs</i>	44,000	0	0%	44,000
	<i>Tinnin Fine Arts Center repairs</i>	155,000	0	0%	155,000
	<i>Academic Resource Commons upgrades</i>	70,000	0	0%	70,000
	<i>Education Building remodel</i>	7,500	0	0%	7,500
TOTAL EXPENSES		8,169,843	0	0%	8,169,843
NET SURPLUS (DEFICIT)		0	5,192,115		

**HB19 Deferred Maintenance Appropriation
as of 7/31/16**

Category/Building	Name of Project	Budgeted Amount	Expended Amount	Amount Remaining
General Campus Projects				
	Parking lot lighting and repairs	650,000.00	5,500.00	644,500.00
	Windows	10,000.00		10,000.00
	Exterior doors	55,000.00	18,980.35	36,019.65
	Sidewalks	60,000.00	36,926.83	23,073.17
	Replace interior locks	40,000.00		40,000.00
General Campus Projects	Sub Total	815,000.00	61,407.18	753,592.82

Administration Building				
	HVAC Repair	18,000.00	2,314.34	15,685.66
	Electrical/HVAC	100,000.00	27,152.00	72,848.00
	Roof Repair	30,000.00		30,000.00
	Fire System	35,000.00	23,352.12	11,647.88
	Elevator	80,000.00		80,000.00
	Restroom upgrades	40,000.00		40,000.00
	Exterior paint	28,000.00		28,000.00
	Upgrade to 36 year old building	460,368.00	57,448.28	402,919.72
Administration Building	Sub Total	791,368.00	110,266.74	681,101.26

Crisp Center				
	Fire Detection	20,000.00		20,000.00
	New Roof	20,000.00	39,240.00	(19,240.00)
	Replace flooring	4,000.00		4,000.00
Crisp Center	Sub Total	44,000.00	39,240.00	4,760.00

**HB19 Deferred Maintenance Appropriation
as of 7/31/16**

Category/Building	Name of Project	Budgeted Amount	Expended Amount	Amount Remaining
Tinnin Center				
	Fire Detection	15,000.00		15,000.00
	Exterior paint	48,000.00		48,000.00
	HVAC Repair	10,000.00	6,300.00	3,700.00
	Upgrade to classrooms	100,000.00	32,232.00	67,768.00
Tinnin Center	Sub Total	173,000.00	38,532.00	134,468.00
Education Building				
	Remodel to create classrooms	7,500.00		7,500.00
Education Building	Sub Total	7,500.00	0.00	7,500.00
Academic Resource Commons				
	Windows	10,000.00		10,000.00
	Elevator repair	60,000.00		60,000.00
Academic Resource Common	Sub Total	70,000.00	0.00	70,000.00
Grand Total		1,900,868.00	249,445.92	1,651,422.08

**THREE RIVERS COLLEGE
CASH IN BANKS**

August 2, 2016

	<u>07/05/16</u>	<u>08/02/16</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	2,000.00	2,000.00
Petty Cash	200.00	200.00
Vending Machines	224.55	224.55
Business Office	2,088.00	2,088.00
<i>Total Cash Funds</i>	4,512.55	4,512.55
<i>General Accounts</i>		
Southern Bank - General Funds	3,687,926.25	2,878,929.56
Southern Bank - Credit Cards	60,564.14	111,711.18
<i>Total General Accounts</i>	3,748,490.39	2,990,640.74
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	6,442.04	3,613.78
Federal Clearing Account	-	-
Flexible Spending Account	11,144.68	5,771.32
<i>Total Restricted Accounts</i>	17,586.72	9,385.10
TOTAL CURRENT FUND	3,770,589.66	3,004,538.39
 HOUSING FUND		
Rivers Ridge Account - Southern Bank	428,148.72	402,003.16
Bond Account - Commerce Trust	-	-
Bond Reserve - Commerce Trust	-	-
TOTAL HOUSING FUND	428,148.72	402,003.16

**THREE RIVERS COLLEGE
CASH IN BANKS**

August 2, 2016

PLANT FUND

Bank Accounts

Plant Fund - Southern Bank	1,660,547.40	1,661,931.48
<i>Total Bank Accounts</i>	1,660,547.40	1,661,931.48

Certificates of Deposit

Bank of Grandin #16126	137,647.83	137,647.83
Bank of Grandin #16103	101,635.07	101,635.07
People's Community Bank #8009219	1,281,052.41	1,281,052.41
Bank of Grandin #16234	1,231,403.65	1,238,096.41
Commerce Bank 2016400646	25,156.12	25,156.12
<i>Total Certificates of Deposit</i>	2,776,895.08	2,783,587.84

TOTAL PLANT FUND	4,437,442.48	4,445,519.32
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AGENCY FUND

Bank Accounts

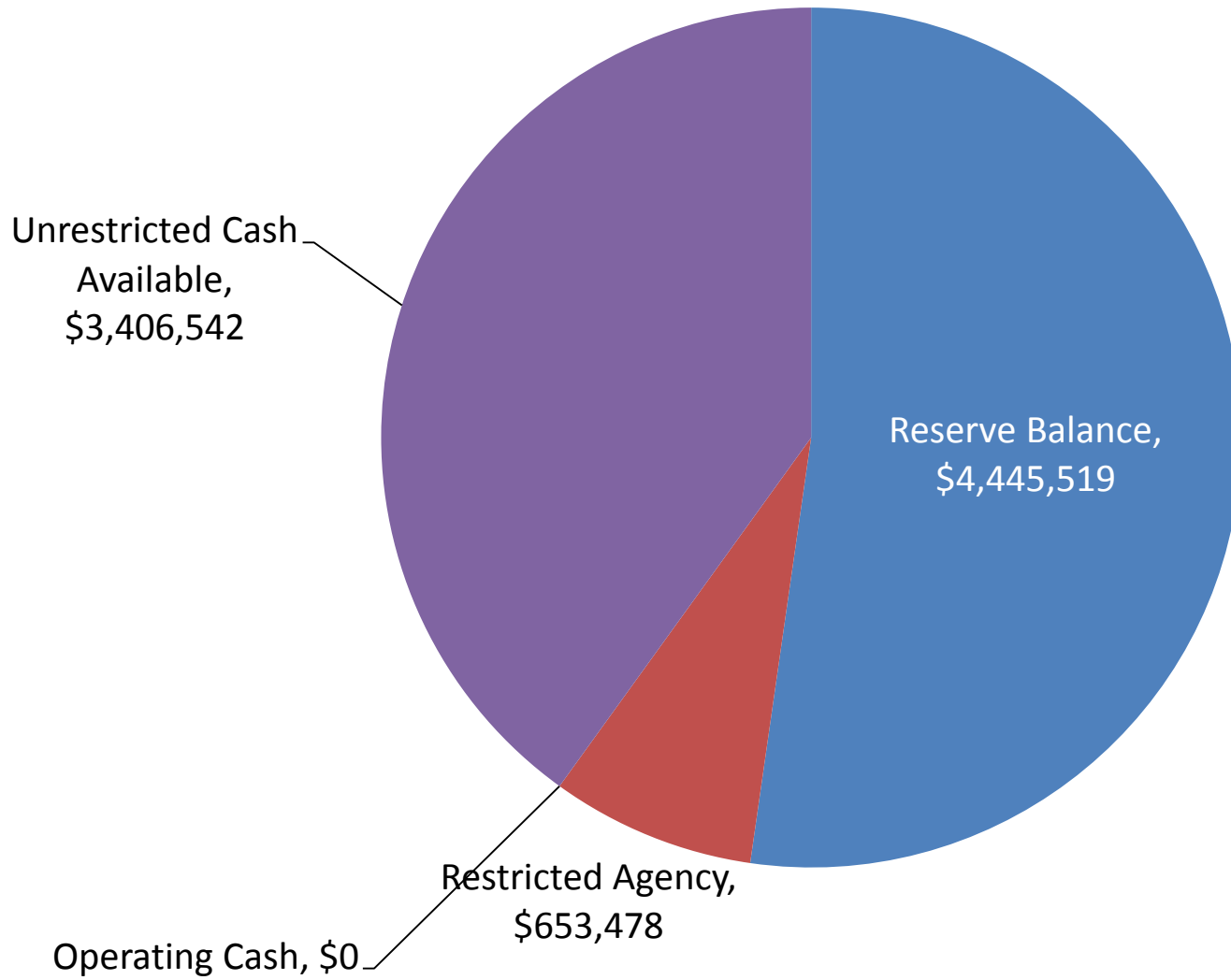
Agency Account - Southern Bank	184,220.76	189,964.94
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Certificates of Deposit

Restricted CD's & Savings	463,513.08	463,513.08
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TOTAL AGENCY FUND	647,733.84	653,478.02
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**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$8,505,539 AS OF 08/02/16**



THREE RIVERS COLLEGE
CERTIFICATES OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF July 31, 2016

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
16103	Bank of Grandin	1.25	10/05/16	12 mths	101,635.07	Contingency
16234	Bank of Grandin	0.90	01/21/17	12 mths	1,238,096.41	Contingency
16126	Bank of Grandin	1.25	02/19/17	12 mths	137,647.83	Contingency
8009219	Peoples Community Bank	0.75	06/10/17	12 mths	1,281,052.41	Contingency
	Total Contingency Fund				2,758,431.72	
2016400646	Commerce Bank	0.25	08/04/16	12 mths	25,156.12	Nursing Dept.
	Total Plant Fund CD's				<u>\$ 2,783,587.84</u>	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF July 31, 2016

21033436	US Bank of Poplar Bluff	0.25	07/30/96	07/30/16	3,500.00	ICU Nurses
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/16	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.75	08/23/90	08/23/16	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.65	08/25/92	08/25/16	3,000.00	Odd Fellows
110270576	Southern Bank	0.65	08/27/85	08/27/16	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.75	08/28/02	08/28/16	5,000.00	Helvey-Miller
10018	First Missouri State Bank	0.75	09/20/04	09/20/16	5,455.00	Arnold Duncan
218101	First Midwest Bank of P.B.	0.75	09/22/98	09/22/16	5,000.00	Jerome Burford
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/15/16	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	1.15	10/31/97	10/31/16	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	1.15	11/06/00	11/06/16	4,000.00	Coll. Achievement
451037941	US Bank of Poplar Bluff	0.40	11/16/98	11/16/16	17,800.00	Wm. D. Becker
451038829	US Bank of Poplar Bluff	0.40	11/17/99	11/17/16	15,469.82	Wm. D. Becker
14259	First Missouri State Bank	0.75	11/20/01	11/20/16	5,500.00	Joda Bess
21032525	US Bank of Poplar Bluff	0.40	11/22/95	11/22/16	1,500.00	Joda Bess
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/16	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	0.75	12/05/95	12/05/16	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/16	1,110.00	C.T. McDaniel
451034787	US Bank of Poplar Bluff	0.50	06/09/97	12/09/16	1,000.00	Wm. D. Becker
2016012160	Commerce Bank	0.25	12/11/91	12/11/16	7,700.00	Bill Vinson
11129	First Missouri State Bank	0.75	12/12/96	12/12/16	6,131.36	Kim Mosley
43712	First Midwest Bank of P.B.	0.65	04/27/09	12/14/16	67,447.79	Holder-Rowland
10316	First Missouri State Bank	0.75	12/15/95	12/15/16	1,740.00	Arnold Duncan
5016847453	Commerce Bank	0.25	12/22/97	12/22/16	10,000.00	Harold Prim
110239662	Southern Bank	1.00	01/05/91	01/05/17	1,412.53	Bulow Mem.
2213401	First Midwest Bank of P.B.	0.75	01/08/98	01/08/17	10,000.00	Jerome Burford
21031513	US Bank of Poplar Bluff	0.25	01/19/95	01/19/17	12,868.64	Kim Mosley
1244701	First Midwest Bank of P.B.	1.40	02/08/85	02/08/17	3,000.00	Myra Hunt
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/17	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/17	2,500.00	A. Garner
451035909	US Bank of Poplar Bluff	0.25	02/23/98	02/23/17	1,500.00	Joda Bess
2224601	First Midwest Bank of P.B.	0.75	02/25/98	02/25/17	1,658.87	Missy Braden
21025365	US Bank of Poplar Bluff	1.00	03/05/90	03/05/17	5,000.00	Mack Whiteley
2136801	First Midwest Bank of P.B.	0.65	03/05/97	03/05/17	5,000.00	Thelma Jackson
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/17	6,468.04	Butler Co Co-op
20205	First Missouri State Bank	0.75	04/21/10	04/21/17	20,403.81	ICHE Scholarship

THREE RIVERS COLLEGE
CERTIFICATES OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
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
21023335	US Bank of Poplar Bluff	2.02	09/16/87	09/16/17	5,000.00	Mildred Lewis
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
2017004259	Commerce Bank	0.30	12/09/89	12/07/17	1,000.00	P.I. Church
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.
423137173	Regions Bank	0.15	12/09/85	12/09/18	5,000.00	Mary Hinrichs
110274305	Southern Bank	0.90	05/30/86	05/30/19	5,200.00	Mabel Swindel
2012008112	Commerce Bank	0.30	08/11/92	028/11/17	1,000.00	Myra C. Hays

Total Agency Fund CD's

\$ 463,513.08

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

Current Fund:	General Fund - Southern Bank	\$ 1,118,111.16
	Electronic Student Refunds - Higher One	<u>179,094.87</u>
	Total Current Fund	1,297,206.03
Housing Fund:	Rivers Ridge - Southern Bank	21,221.88
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>-</u>
	Grand Total	<u><u>\$ 1,318,427.91</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 24th day of August 2016.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

**THREE RIVERS COMMUNITY COLLEGE
 BID REPORT
 AS OF AUGUST 16, 2016**

Exterior Signage

Status: Open

Open Date: 6/28/2016

Close Date: 7/26/2016

Funding Source: General Revenue

Bids Submitted:	Birdsong Masonry	Poplar Bluff, MO
	Foeste Masonry	Cape Girardeau, MO
	T & W Masonry, LLC	Advance, MO

Bid Awarded: Foeste Masonry Cape Girardeau, MO \$20,560.00

August 2016 President's Report

- Ambassador Leadership Conference – June 2016
- College Reading & Learning Association Certification
- Dexter Trivia Night – August 4
- Fall Convocation 2016 – August 8
- First Week of Fall Classes – August 15
- Upcoming Event: Patrons of the Arts Season Kickoff – August 25
- Upcoming Event: Run 4 The Arts – September 10
- Upcoming Event: Center Stage “And We Stood Still” – September 11
- Upcoming Event: The Wilson Duo – September 15
- Upcoming Event: Meet the Raiders – September 12
- We are all in this together
 - Carol Lynn Steiger – 18 years
 - Tara Gowen – 2.5 years
 - Mike Willis – 6 years

A G E N D A
Executive Session
Wednesday, August 24, 2016

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

CONSIDERATION OF CONTRACT EXTENSION FOR ATHLETIC TEAMS TRAVEL SERVICES 2016-17

BACKGROUND INFORMATION

The College advertised for bids for Athletic Travel in 2014. The bid documents included the option of two (2) one year extensions. The College exercised the first year extension for the 2015-16 school year. The 2016-17 school year will be the last available extension prior to completing the sealed bid process again for the 2017-18 school year.

FINANCIAL IMPLICATION

Overall a 2% increase from 2015-16 due to wage and insurance increases to Four Winds.

ADMINISTRATIVE RECOMMENDATIONS

It is recommended that the College accept the one year extension from Four Winds Travel.

V1. Consideration and approval of moving the October Board Meeting from October 19 to October 26

BACKGROUND INFORMATION--HISTORY

Board meetings are scheduled for the year at the April board meeting. Changes do occur which require rescheduling the meeting. Due to a Strategic Planning On Line conference in October that the administration must attend the board meeting needs to be rescheduled to October 26 in order for the President to attend.

POSSIBLE ALTERNATIVESN

None

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Approve the request to move the October meeting to the 26th.

V1. Consideration and approval of Underwriting Services for the 2016 Bond Issue

BACKGROUND INFORMATION--HISTORY

Through a sealed bid process three companies responded to our request. George K. Baum, Commerce Bank and Hilltop Securities responded and based on projected costs of capital, the Commerce Bank proposal was chosen as the best option for the college.

POSSIBLE ALTERNATIVES

None

FINANCIAL IMPLICATIONS

ADMINISTRATIVE RECOMMENDATIONS

Award the underwriting services to Commerce Bank

CONSIDERATION OF APPOINTMENT OF BOND LEGAL COUNSEL

BACKGROUND INFORMATION

The College selected Commerce Bank to provide underwriting services as a result of a sealed bid process. In order to proceed with the bond issue, the College must engage bond counsel. This is a highly specialized field of law with very few recognized providers. The College has used Gilmore & Bell as bond counsel on the last three bond issues.

FINANCIAL IMPLICATION

Gilmore & Bell have estimated fees at \$35,000 for a \$6 million dollar bond issue. Bryan Cave estimated fees from \$37,000 to \$40,000 for the same.

ADMINISTRATIVE RECOMMENDATIONS

It is recommended that the College appoint Gilmore & Bell as legal counsel related to the upcoming 2016 bond issue.

Consideration of Personnel Action
Employment of Personnel
Financial Aid Specialist

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – replacement for Danielle McFadden

_____ Federal Program: _____

_____ Special Program _____

NAME: Alexander Jameson

POSITION TITLE: Financial Aid Specialist

SALARY: \$10.00/hour

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: August 1, 2016

QUALIFICATIONS:

Degree Ed. Institution Major

EXPERIENCE

08/2014 – present	Three Rivers College Poplar Bluff, MO	Financial Aid Work-study
07/2013 – 07/2014	KFC Poplar Bluff, MO	General Staff/Cashier
08/2012 – 05/2013	Three Rivers College Poplar Bluff, MO	Residential Assistant

(08/24/2016)

Consideration of Personnel Action
Employment of Personnel
Academic Records Clerk

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – replacement for Sarah Shepard

_____ Federal Program: _____

_____ Special Program _____

NAME: Jolene Sloan

POSITION TITLE: Academic Records Clerk

SALARY: \$9.50/hour

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: August 8, 2016

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
B.S.	Southeast Missouri State University Cape Girardeau, MO	Elementary Education

EXPERIENCE

<u>07/2009 – present</u>	<u>Cato Fashions</u>	<u>1st Assistant Manager/PT</u>
	<u>Poplar Bluff, MO</u>	<u>2nd Assistant/Sales Associate</u>
<u>05/2013 – 08/2013</u>	<u>Neelyville R-IV School</u>	<u>Teacher</u>
	<u>Neelyville, MO</u>	
<u>01/2013 – 05/2013</u>	<u>Poplar Bluff Schools</u>	<u>Substitute Teacher</u>
	<u>Poplar Bluff, MO</u>	

(08/24/2016)

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Request for Retirement
Merchandise Coordinator

BACKGROUND INFORMATION **HISTORY**

Ms. Donna Carpenter Resnik has been employed as the Merchandise Coordinator since July 2010, and with the college since August 2007. She has submitted her request for retirement, effective July 31, 2016.

FINANCIAL IMPLICATIONS

This is a twelve-month, institutionally funded staff position.

ADMINISTRATIVE RECOMMENDATION

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

(08/24/2016)

Donna Carpenter Resnik

6662 Highway M

Poplar Bluff, Mo. 63901

Ph. 573-300-9098

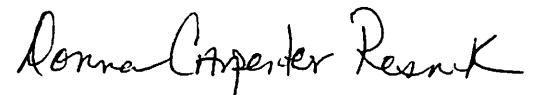
Dr. Wesley Payne

President

College Cabinet

Thank you for the opportunity to work at Three Rivers College for the past nine years. It has been a rewarding experience. The friendships I have made are very special. I appreciate all the support I had during my husbands illness and the opportunity to return to the Bookstore. However, I believe at this time it is in my best interest to retire. Thank you for everything. I will miss you all.

Donna Carpenter Resnik



CONSIDERATION OF PERSONNEL ACTION

Transfer of Position
Human Resources Specialist to Director, University Center

BACKGROUND INFORMATION

HISTORY

Due to the resignation of Bobby Marshall, the Director, University Center position has been vacant. William Cooper applied for and was recommended for the position. In conjunction with GAR1010 College Reorganization, the President has recommended the transfer of Mr. Cooper to this position. Mr. Cooper will assume the new duties effective August 1, 2016.

FINANCIAL IMPLICATIONS

This is a twelve-month, staff position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of William Cooper.

(08/24/2016)

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3810 Purchasing Approval	Page 1 of 3
Associated Policy:	
References: FR 3850 College Mail Services; 29 CFR 95.13 Debarment and Suspension; UG 200.212	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer; Director of Procurement and Risk Management	
Initial Approval: 07-14-2010	Last Revision: 08-24-2016

Three Rivers Community College has instituted a centralized purchasing procedure. This enables the college to receive bulk pricing, state contract bids, and the convenience of combining shipments. This system also streamlines the purchasing procedure, reduces the paperwork burden, and provides for a better method of tracking all purchasing and receiving.

Prior approval through the purchase order (PO) process is required for all purchases.

The purchase order is the legal document authorizing the purchase of and subsequent payment for materials and services ordered by the college. The PO Number is the control and reference number for all college purchases and it is to be entered on all receiving documents, invoices, and inquiries pertaining to items ordered.

Through the centralized purchasing procedure, purchase orders are forwarded to the Director of Procurement and Risk Management to place the order with the vendor. If there are any questions regarding your request, you will be contacted for more information. In certain circumstances, such as the specialized nature of certain purchases, employees may receive an approved PO via interoffice mail for the order to be placed by the employee.

All activities paid with federal funds require a review of eligibility on SAM.gov. The Director of Procurement and Risk Management will review SAM.gov to ensure that sub-awardees and contractors for goods and services have not been debarred or suspended from receiving Federal Funds (29 CFR 95.13 Debarment and Suspension also, UG 200.212) The SAM.gov verification form will be downloaded and saved on file as supporting documentation.

Purchase approval MUST be obtained before any goods or services are ordered.

The purchasing office assumes that no orders have been placed with vendors for pending purchase order requests. No reimbursement will be provided to any college personnel for orders placed without an approved purchase order.

No employee of Three Rivers Community College has the authority to purchase or commit funds toward the procurement of goods or services without first going through the authorized

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3810 Purchasing Approval	Page 2 of 3
Associated Policy:	
References: FR 3850 College Mail Services; 29 CFR 95.13 Debarment and Suspension; UG 200.212	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer; Director of Procurement and Risk Management	
Initial Approval: 07-14-2010	Last Revision: 08-24-2016

requesting and purchasing procedure. Such actions will be considered an attempt to defraud the college, and are subject to disciplinary action up to and including termination.

Only the college president and the board of trustees have the authority to contract for the college. All contracts must be approved and signed by the college president or his/her designee or the authorized member of the board of trustees and filed with the office of financial services before payments can be made.

Contract Workflow

When a contract for the acquisition of any item or service is utilized, the following process shall be followed:

1. The requesting employee submits proposed to the division cabinet member.
2. The cabinet member submits proposed contract to the purchasing department.
3. The purchasing department submits contract for legal review via email.
4. Once passing legal review, the purchasing department will send reviewed contract and proof of review to requesting employee.
5. The requesting employee will complete the appropriate purchase request materials, attach the contract and proof of legal review and process the packet through the normal approval channel.
6. All contracts must be approved and signed by the college president or his/her designee or the authorized member of the board of trustees and filed with the office of financial services before payments can be made.
7. Purchase Request, contract, and proof of legal review shall be retained as purchasing records.

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3810 Purchasing Approval	Page 3 of 3
Associated Policy:	
References: FR 3850 College Mail Services; 29 CFR 95.13 Debarment and Suspension; UG 200.212	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer; Director of Procurement and Risk Management	
Initial Approval: 07-14-2010	Last Revision: 08-24-2016

DOCUMENT HISTORY:

- 07-14-2010:** Initial approval of regulation FR 3810 Purchasing Approval.
- 08-26-2013:** Addition of new material-contract workflow process added.
- 08-24-2016:** Addition of Federal Funds 29 CFR 95.13 Debarment and Suspension;
UG 200.212

**THREE RIVERS COMMUNITY COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SR 2140 Student Appeals	Page 1 of 15
Associated Policy: SP 2140 Student Appeals	
References: Title VII of the Civil Rights Act, Title IX of the Higher Education Act of 1972, section 504, of the Rehabilitation Act of 1973, as amended on the ADA Act of 1992; GAR 1240 Harassment; Addendum A - Student Academic Appeals Procedure; Addendum B - Student Service and Financial Appeal Procedure; Addendum C - Student Appeals Intake Form	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer; Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 08-24-2016	Last Revision:

Three Rivers Community College is committed to providing an educational climate conducive to the personal and professional development of each individual. The college is dedicated to providing fair and impartial resolution of student complaints. It is the practice of Three Rivers Community College and its Board of Trustees to resolve complaints at the lowest level possible. When an informal complaint is not resolved, the student will be given the option to file an appeal with the Chief Student Services Officer.

Right to Appeal

Students have the right to seek an appeal after the student has attempted to resolve the issue with the appropriate instructor or office. If the issue remains unresolved, the student may file a formal appeal with the Chief Student Services Officer.

Students must appeal in writing, using the Student Appeals Intake Form found in the Office of the Chief Student Services Officer. Each written appeal must be dated and include the student’s name, ID number, signature, what is being requested and for what semester, any extenuating circumstances, and why the request should be considered. All documentation of evidence should be included with the written request. **The burden of proof falls on the student. Lack of knowledge is not grounds for a student to appeal.**

Appeal Process

Students must have completed the initial process by discussing the issue with the related office prior to submitting an appeal. Students have 20 business days after notification of the initial decision to file an appeal. The appropriate appeals form and all written documentation must be submitted. The Chief Student Services Officer shall review the written requests and documentation, and route the student appeal to the appropriate office for processing. Students who fail to file an appeal within the time limit may request an exception “in writing” however, the exception shall be granted only under extraordinary circumstance.

**THREE RIVERS COMMUNITY COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SR 2140 Student Appeals	Page 2 of 15
Associated Policy: SP 2140 Student Appeals	
References: Title VII of the Civil Rights Act, Title IX of the Higher Education Act of 1972, section 504, of the Rehabilitation Act of 1973, as amended on the ADA Act of 1992; GAR 1240 Harassment; Addendum A - Student Academic Appeals Procedure; Addendum B - Student Service and Financial Appeal Procedure; Addendum C - Student Appeals Intake Form	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer; Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 08-24-2016	Last Revision:

Types of Appeals

1. Academic Appeal

An academic appeal may be filed in relation to a grade or programmatic discrepancy, or other academic related issues. The college shall make every effort to resolve a student academic appeal within its authority as it relates to college and programmatic policy.

2. Financial Appeal

A financial appeal may be filed in relation to miscellaneous billing discrepancies, tuition, college fines and fees, as well as disbursement of credit balances. The college shall make every effort to resolve a student financial appeal within its authority as it relates to college, state and federal policy.

3. Student Services Appeal

A student services appeal may be filed in relation to issues regarding student advising, admissions, student suspension, transcript evaluation, placement testing, and financial aid related issues that may or may not be institutional in nature or any matter that is student service related. The college shall make every effort to resolve a student services appeal within its authority as it relates to college policy.

Appeal Criteria

1. Medical Reasons

Documentation of an illness, accident, injury, or situation which could not be influenced, planned for, or prevented by the student and which subsequently caused a change in the class schedule. This applies to student or immediate family only. Immediate family includes spouse, children, step-children, foster children, parent, siblings, step-parent, grandparent, grandchild, step-grandparent, and any other members of the family who reside in the house of the student.

**THREE RIVERS COMMUNITY COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SR 2140 Student Appeals	Page 3 of 15
Associated Policy: SP 2140 Student Appeals	
References: Title VII of the Civil Rights Act, Title IX of the Higher Education Act of 1972, section 504, of the Rehabilitation Act of 1973, as amended on the ADA Act of 1992; GAR 1240 Harassment; Addendum A - Student Academic Appeals Procedure; Addendum B - Student Service and Financial Appeal Procedure; Addendum C - Student Appeals Intake Form	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer; Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 08-24-2016	Last Revision:

2. Institutional Error

Institutional error must be demonstrated by written documentation of substantiated circumstances involving deadlines where a student has, in good faith, relied on information provided by a named College official, or the official’s interpretations of the text of a College document or publication, and was consequently misled or mistaken about its terms.

3. Job Transfer

The transfer must be to a location in which Three Rivers continued attendance would present an undue hardship. Notification of transfer and actual move must occur prior to final exams. Documentation must be provided and show date of notification to student and date of actual transfer. Documentation must also be on company letterhead and have a supervisor’s signature and phone number for verification.

4. Work Schedule Conflict

Work schedule must be in direct time conflict for class which the adjustment is being requested. Documentation from supervisor must be provided and must be on company letterhead indicating the date the change occurred and the new hours. Documentation must also include supervisor’s signature and phone number for verification.

5. Military Orders

Military orders must indicate dates within the semester in question.

6. Grading Issues that impact the Final Course Grade

Grading issues at stake must impact the final course grade. A course grade appeal may not be filed until the semester has ended and a final course grade has been assigned. The student believes the final course grade was assigned contrary to procedures as specified in the course syllabus or was based on bias, caprice, or computational or clerical error.

**THREE RIVERS COMMUNITY COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SR 2140 Student Appeals	Page 4 of 15
Associated Policy: SP 2140 Student Appeals	
References: Title VII of the Civil Rights Act, Title IX of the Higher Education Act of 1972, section 504, of the Rehabilitation Act of 1973, as amended on the ADA Act of 1992; GAR 1240 Harassment; Addendum A - Student Academic Appeals Procedure; Addendum B - Student Service and Financial Appeal Procedure; Addendum C - Student Appeals Intake Form	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer; Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 08-24-2016	Last Revision:

7. Acts of Nature (Fire, Tornado, Earthquake, Flood, Etc.)

Acts of Nature adjustment requests must be accompanied by documentation that proves a student would have had an undue hardship, had the student continued his/her current class schedule.

8. Other Criteria

Extenuating circumstances and other criteria may be considered to allow a student to be given the option to file an appeal.

Process

Any student seeking to file an appeal must begin the process by completing the Student Appeals Form and submit to the Office of the Chief Student Services Officer as described within this regulation. Refer to the attached addendums for the appeals processes for each type of appeal and the form. Each appeal will be reviewed and considered on a case by case basis. Each appeal will be subject to the guidelines within this regulation, college rules and the respective committees' process and the timeliness of the committees' schedule. Retaliation against a person who files a complaint or persons who participate in the appeals process is prohibited.

**THREE RIVERS COMMUNITY COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SR 2140 Student Appeals	Page 5 of 15
Associated Policy: SP 2140 Student Appeals	
References: Title VII of the Civil Rights Act, Title IX of the Higher Education Act of 1972, section 504, of the Rehabilitation Act of 1973, as amended on the ADA Act of 1992; GAR 1240 Harassment; Addendum A - Student Academic Appeals Procedure; Addendum B - Student Service and Financial Appeal Procedure; Addendum C - Student Appeals Intake Form	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer; Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 08-24-2016	Last Revision:

DOCUMENT HISTORY:

08-24-2016: Initial approval of regulation SR2140 Student Appeals.

Addendum A

Academic Appeal Procedure

Three Rivers Community College students have the right to seek an academic appeal after the student has attempted to resolve the issue with the appropriate instructor or office. If the issue remains unresolved, the first step is for the student to file a formal appeal with the Chief Student Services Officer in writing, using the Student Appeals Intake Form. Once the Student Appeals Intake Form has been reviewed, the student may be required to submit additional paperwork and documents to support their claim. The appropriate department(s) will then be notified of the student's appeal and the initial paperwork will be forwarded to that office for processing.

Academic Appeal

An academic appeal may be filed in relation to a grade or programmatic discrepancy, or other academic related issues. The college shall make every effort to resolve a student academic appeal within its authority as it relates to college and programmatic policy.

The Three Rivers Community College Student Academic Appeal Procedure is based on the following principles:

- A student has a right to appeal a grade; programmatic discrepancy, or other academic related issues that the student believes was contrary to procedures as specified in the course syllabus, programmatic discrepancy or was based on bias, caprice, or computational or clerical error.
- A student's grade should reflect the student's mastery of the subject matter of the course.
- Students are entitled to a fair and impartial evaluation of their work or program.
- Students and faculty should communicate regularly and openly about course/program requirements, assignments, tests, grading procedures, and grades.
- The college faculty is responsible for creating the curriculum and establishing the standards by which students will be evaluated in each course/program.
- Faculty members are entitled to the presumption that the grades they assign are an accurate reflection of the performance of the students in their courses.
- A course grade may only be changed by the course instructor or by the recommendation of an Academic Appeals Committee. College administrators may not change grades.

Both students and faculty members have rights and responsibilities in the grading/programmatic process:

- Students who wish to appeal a final grade or programmatic discrepancy are responsible for demonstrating that the grade they received was contrary to procedures as specified in the course syllabus/program specifics or was based on bias, caprice, or computational or clerical error.
- Faculty members have a responsibility to provide their students with syllabi and program information that clearly delineate the bases on which student grades or major will be assigned.
- Faculty members are responsible for providing their students with timely feedback on their performance on tests, papers, projects, and other graded assignments.
- Faculty members are responsible for keeping course records, final exams, and other materials on which grades are based (that have not been returned to students) for a year.
- Faculty members have a right to have the grades they assign upheld unless it is clearly demonstrated that a grade was contrary to procedures as specified in the course syllabus/program or was based on bias, caprice, or computational or clerical error.
- Both faculty members and students have a right to have grade and programmatic appeals resolved in a timely fashion (as prescribed in the timelines given herein).
- Both faculty members and students have a responsibility to attempt to resolve grade and programmatic disputes informally.

Grading and Programmatic Disputes during a Semester

Faculty members and students should communicate regularly and openly about all grading and/or programmatic issues. A student who is dissatisfied with an instructor's grading decision during a semester should discuss the issue with the instructor and attempt to resolve the matter informally. A student who believes that a grading issue has not been satisfactorily resolved should speak with the instructor's department chair about the matter. The department chair should work with both the student and the instructor to address any academic issue.

Students may not file a formal academic appeal during the semester. Grading or programmatic issues that remain unresolved during the semester may become the basis for a formal academic appeal once the semester has ended and a final course grade has been assigned. The formal process may be used only for grading or programmatic issues that impact the final course grade or programmatic outcome. For example, if a student disagrees with a grade given on a particular assignment but changing the grade on that particular assignment will not affect the student's final course grade, then the issue is not appropriate for a formal appeal. In this situation, the student may lodge a verbal or written complaint about the instructor's grading practices with the department chair, but may not file a formal academic appeal.

Disputes over Final Course Grades and Programmatic Discrepancies

Disputes over final course grades and programmatic discrepancies may reflect disagreements that have carried over from the semester or new issues that have arisen as the result of a late-semester project, test, final exam, or a discrepancy within the designated program. A student who is dissatisfied with a grading decision should attempt to resolve the matter by contacting the instructor. The student may wish to contact the department chair to facilitate communication between the student and the instructor and to mediate the dispute.

Grounds for a Formal Academic Appeal

A student may file a formal appeal regarding course grade or programmatic discrepancy if the following conditions are met:

- The student has attempted to resolve the dispute informally.
- The grading issues at stake impact the final course grade. (A course grade appeal may not be filed until the semester has ended and a final course grade has been assigned.)
- The student believes that his or her final course grade was assigned contrary to procedures as specified in the course syllabus or was based on bias, caprice, or computational or clerical error.
- Students unhappy with their instructor's grading system, grade assignment practices, or program may complain verbally or in writing to the department chair even if the issue does not qualify for a formal academic appeal.

Filing the Formal Academic Appeal

A student may file a formal academic appeal by completing the Student Appeals Intake Form and submitting it to the appropriate department chair. The form asks the student to provide a written statement that clearly and specifically states the grounds on which the grade appeal is based. The student must explain why he or she believes that the assigned grade or program decision was contrary to procedures as specified in the course syllabus, or college catalog or was based on bias, caprice, or computational or clerical error. The student should attach supporting documentation to the form (that may include the Student Appeals Intake Form, such as the following):

- A copy of the course syllabus or program specific information from the college catalogue
- A copy of the graded assignment or applicable program guide on which the formal academic appeal is centered if it is available.
- A portfolio of the student's program and other graded work from the course, including papers, projects, homework, tests, and other assignments, if these materials are available.

- Any other documents the student believes are relevant to the resolution of the academic appeal.
- Students must have completed the initial process by discussing the issue with the related office prior to submitting an appeal. Students have 20 business days after notification of the initial decision to file an appeal. Students who fail to file an appeal within the time limit may request an exception “in writing” however, the exception shall be granted only under extraordinary circumstance.

Informal Resolution

Upon receipt of a Student Appeals Intake Form, the department chair should contact both the student and the instructor involved to attempt to resolve the dispute informally. The faculty member shall act in good faith and keep in mind that the goal is to resolve the grading dispute fairly. The instructor may agree to resolve the dispute informally if he or she believes it is appropriate. For example, if the dispute involves a computational or clerical error and the faculty member or program manager agrees with the student, he or she may simply complete the appropriate change form to change the grade or programmatic circumstance rather than force a the Faculty Academic Appeal Panel to resolve the issue.

If the faculty member or program manager is no longer with the college or is unavailable, the department chair shall appoint another instructor to represent faculty interests in the appeal. In such cases, no informal resolution is allowed and the issue shall be presented to the Academic Appeal Panel.

Instructor Response

If the dispute is not resolved informally, the department chair shall give the faculty member a copy of the appropriate Student Appeals Intake Form submitted by the student and request a written response to the appeal. The instructor’s response should include the following:

- A copy of the course syllabus or programmatic reference.
- A copy of any relevant graded assignments that had not been returned to the student.
- A written statement responding to the issues raised by the student.
- A statement indicating whether the instructor or program manager wishes to appear in person before the Faculty Academic Appeal Panel.
- Any other documents the instructor or program manager believes are relevant to the resolution of the appeal.

The department chair should continue to pursue a formal resolution to the dispute if he or she believes that a resolution is possible. The department chair may share the instructor’s response with the student in hopes of finding common ground between the two. If appropriate, the chair may wish to give the student the opportunity to address issues raised in the instructor’s response that the student has not previously addressed.

The Academic Appeal Panel

If attempts at informal resolution of the grading dispute fail, the Chief Academic Officer shall appoint a Faculty Academic Appeal Panel to consider the appeal. The panel shall consist of at least three full-time faculty members. The instructor or program manager involved in the dispute is not eligible to serve on the panel. The Chief Academic Officer will appoint one of the members of the panel to serve as its chair.

The chair of the Faculty Academic Appeal Panel is responsible for ensuring that the appeal process is completed in a timely fashion. Unless there are exceptional circumstances (as determined by the Chief Academic Officer), the appeal process must be completed before the end of the semester in which it is filed. The chair is also responsible for ensuring that the instructor has at least a week to prepare a response to the academic appeal and that both the student and the instructor have at least a week's advance notice of the time and location for appearing before the Faculty Appeal Panel in person if they have requested an appearance.

Panel Review

The Faculty Academic Appeal Panel is responsible for determining the facts in the dispute and making a judgment on the merits of the appeal. The panel shall review the materials submitted both by the student and the instructor/program manager. The panel may request any other information it deems necessary, including additional instructor records and input from third parties.

Both the student the program manager and the faculty member have the right to appear in person before the Faculty Academic Appeal Panel if they request the opportunity. If both parties appear before the panel, they should be heard separately. If neither party requests to appear in person, the panel should complete its review based on the written materials supplied by the parties and whatever other information the panel may request.

The panel's deliberations, including hearing testimony from the parties involved and third parties, shall take place in private. Neither the student, program manager nor the faculty may be accompanied by an advisor.

The student has the burden of proof. The student must present clear evidence that a grade or program discrepancy was contrary to procedures as specified in the course syllabus, program or was based on bias, caprice, or computational or clerical error. The instructor's grade stands unless the Faculty Academic Appeal Panel determines by the preponderance of the evidence that the grade or program was contrary to procedures as specified in the course syllabus, program requirement, or was based on bias, caprice, or computational or clerical error.

Once the members of the Faculty Academic Appeal Panel have determined that they have sufficient information to make a decision, they will vote either to grant or reject the appeal. A simple majority is sufficient to decide the issue. If the panel grants the appeal, it determines the appropriate course grade or program change for the student. The panel chair shall prepare a

written report stating the panel's decision and the justification for that decision. Copies of the report must be conveyed to the student, the instructor, the department chair, and the Chief Academic Officer. If the panel determines that the student's grade shall be changed, the chair of the Faculty Academic Appeal Panel will prepare the appropriate change form and submit it to the Chief Academic Officer for processing with the panel report attached. The stated reason for the change of grade will be "the recommendation of a Faculty Academic Appeal Panel." The chair of the Faculty Academic Appeal Panel will sign the form instead of the course instructor or program manager.

Sometimes an Academic appeal raises issues that go beyond the resolution of grading or programmatic issues. These issues could include questions about compliance with ADA guidelines, concerns about an instructor's following departmental or programmatic requirements, or questions of a student's academic integrity. At its discretion, the Faculty Academic Appeal Panel may prepare a supplementary report addressing those issues and present it to the Chief Academic Officer.

Appealing the Panel's Decision

There is a limited right to appeal the decision of the Faculty Academic Appeal Panel. The appeal may be based only on procedural rather than substantive grounds. If a party believes that the appeals process was not properly followed and as a result he or she was treated unfairly, then he or she may file a written appeal with the Chief Academic Officer. The appeal may only be based on procedural errors that compromised the fundamental fairness of the process. Minor procedural errors that do not materially affect the outcome of the process are not grounds for appeal.

The Chief Academic Officer will review the appeal and conduct whatever investigation he or she deems appropriate. If the Chief Academic Officer determines that the academic appeal process was not properly followed and that the failure to follow proper procedures biased the result of the appeal, then the Chief Academic Officer will vacate the judgment of the faculty academic appeal panel and direct that the process be repeated with a different panel. If the Chief Academic Officer rejects the appeal, the decision of the Faculty Academic Appeal Panel is final.

Addendum B

Student Service and Financial Appeal Procedure

Students have the right to seek an appeal after the student has attempted to resolve the issue with the appropriate office. If the issue remains unresolved, the first step is for the student to file a formal appeal with the Chief Student Services Officer in writing, using the **Student Appeals Intake Form**. Once the **Student Appeals Intake Form** has been reviewed, the student may be required to submit additional paperwork and documents to support their claim.

Through the Student Service and Financial Appeal Procedure, a student may appeal an advising, admissions, student suspension, transcript evaluation, placement testing, financial aid, billing or other decisions is an option available to applicants. All appeal requests will be reviewed thoroughly.

Students must have completed the initial process by discussing the issue with the related office prior to submitting an appeal. Students have 20 business days after notification of the initial decision to file an appeal. Students who fail to file an appeal within the time limit may request an exception "in writing" however, the exception shall be granted only under extraordinary circumstance.

General Appeal Information

Appeals must be in written form, submitted according to the requirements and within the time frame delineated in this process.

- The physical presence on campus of the prospective student (or enrolled student) or advocates of the prospective student (or enrolled student) will not influence the outcome of the appeal.
- Knowingly providing false information will result in the denial of the appeal.
- The requirements of this appeals process will be rigorously applied.
- The applicant presenting an appeal has the full burden of satisfying the standards and criteria set forth in this document.

An appeal is submitted by completing the **Student Appeals Intake Form**.

Student:

1. The form can be obtained from the Office of Student Services, the Welcome Center, external location offices, and is available online at trcc.edu/academics/forms.
2. Include the reason(s) for the appeal and a short written statement supporting the request for reconsideration.
3. The form and any documentation can be submitted to the Office of Student Services via email studentservices@trcc.edu or in person.

4. The student will be notified of their appeal date and time a minimum of 48 hours prior to the appeal hearing.
5. Students are not required to attend the appeal but may attend if desired. Any questions may be directed to the Office of Student Services.
6. Notification of appeal decisions will be sent to the student in writing within 10 business days of the appeal review.
7. Appeal Committee decision is final.

Committee:

1. An Ad-hoc appeal committee shall be appointed by the Chief Student Services Officer which will consist of at least one faculty, one staff and one student.
2. The college shall make every effort to convene a committee within 10 business days from receipt of Student Appeal Intake Form.
3. Office(s) involved shall be interviewed by the committee during the appeal meeting.
4. The student has the option to be present and to be interviewed by the committee. The student advisor can attend meeting but will not be able to make comments during the interview.
5. Notification of appeal decisions will be sent to the student in writing within 10 business days of the appeal review.
6. Appeal Committee decision is final.

Addendum C

Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

Student Appeals Intake Form

Date: ____/____/____

Student ID#: _____

Print Name: _____

Phone Number: (____) _____ - _____

Address: _____

Year and Semester Appealing: _____ Year Semester: (circle one) Fall Winter Spring Summer

(if applicable) Course Title/Number _____

REQUEST: PLEASE PRINT YOUR EXACT REQUEST IN THIS BOX. WHAT ACTIONS YOU WISH TO TAKE PLACE WITH THIS COURSE?

APPEAL: PLEASE ATTACH A STATEMENT OR USE THE SPACE BELOW TO DESCRIBE THE REASON YOU ARE REQUESTING AN APPEAL OR WHY YOU FEEL AN APPEAL SHOULD BE GRANTED. INCLUDE ANY EXTENUATING CIRCUMSTANCES AND SUPPORTING DOCUMENTATION.

DESCRIBE THE ATTEMPTS YOU HAVE MADE TO RESOLVE THIS MATTER: (Attach documentation of attempt)

Signature: _____

Date: _____

Return to the Office of Student Services:

E-mail: studentservices@trcc.edu

Phone: 573.840.9669

Mail: 2080 Three Rivers Blvd., Poplar Bluff, MO 63901

Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

Student Appeals Intake Form (Office Use Only)

Type of Appeal: Academics Financial Student Services Other: _____

Appeal Sent to Committee Date: ____/____/____

APPEAL INVESTIGATION: INCLUDE INFORMATION RELATED TO ISSUE. (Attach additional documentation as necessary)

APPEAL CONCLUSION:

Student Notified Date: ____/____/____ Dean of Students Notified Date: ____/____/____

Signature: _____	Signature: _____
Chief of Student Services	Chief Academic Officer
Signature: _____	Signature: _____
Chief Financial Officer (if required)	President (if required)

Return to the Office of Student Services: E-mail: studentservices@trcc.edu Phone: 573.840.9669
Mail: 2080 Three Rivers Blvd., Poplar Bluff, MO 63901

UPCOMING EVENTS

Patrons of the Arts Season Kickoff, 6 pm Aug. 25, Tinnin Lobby. For POTA members.

Artist lecture for Leaf Forms by Steve Adair, 12 pm Aug. 26, B108; exhibit in Tinnin Gallery August 26-September 13; free.

Labor Day, college closed, Sept. 5.

Run 4 The Arts fundraiser, 9 am Sept. 10, begins at Tinnin Center. Entry fee \$15 per person.

“And I Stood Still” Center Stage performance, 2 pm Sept 11, Tinnin Theater; tickets \$10, \$5 with TRC ID

Meet the Raiders, 6 pm Sept 12, Bess Activity Center

Three Rivers Music Department presents The Wilson Duo, 7 pm Sep. 15, Tinnin Theater; free.

“Shall We Gather at Three Rivers?” Gospel Choir Festival, 3 pm Sept. 18, Tinnin Theater; free.

Liquid Roads, by Modern American Dance Company of St. Louis, 7 pm Sept. 22, Tinnin Theater, tickets \$10.

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

TRC expands courses in area's time of need

Saturday, July 16, 2016

By Collin Stinson



Doug Kaiser (left) and Mark Hunt work on their laptops during an industrial technology course at Three Rivers College in Sikeston. TRC offers a manufacturing and industrial systems cohort at its Sikeston campus in an effort to help fill a need by community employers.
(Collin Stinson, Staff)

SIKESTON -- Local students looking for an associate of applied science degree in manufacturing and industrial systems at Three Rivers College will get a break from the gas pump because TRC has expanded its courses to the Sikeston campus.

"It challenges us educators to figure out what is the next thing we're going to have to be doing," said Missy Marshall, TRC director at Sikeston. "We try to meet up with our HR people, our different employers and the plant managers to say, 'OK, what are you seeing on the horizon?'"

Because computers and technology are continually changing the work environment, industries and manufacturing companies, like Unilever and Tetra Pak, are in growing need for technicians, workers who have knowledge in programing and maintenance of automated robotic and computerized equipment.

"Good maintenance people are quicker to find jobs...people haven't

been going into those fields," said Tetra Pak HR Representative Jill Gage.

"There is such a need here right now to meet," stated Marshall, explaining the reason for bringing the manufacturing and industrial systems cohort to the Sikeston campus.

The AAS degree is available in the fall and spring semesters and could take about two years to complete. Depending on previous college history and individual placement scores, students can achieve their degree in less than two years. Students' schedules are designed specifically to the individual by examining their progress.

"You can't treat students in a cookie-cutter way," said Marshall.

Certifications in the technician field are also available.

Fundamental Industrial Readiness Skills Training (FIRST) is a cohort TRC created from a Department of Labor grant. It's a free eight-week certification program for people who are unemployed, providing workers the basic information and skills they'll need to excel in manufacturing and industrial companies.

July 21, 2016

Daily American Republic

Serving The Region Since 1869

POPLAR BLUFF, MISSOURI

50c

Three Rivers gets \$2.5M grant

By PAT PRATT
Staff Writer

VAN BUREN, Mo. — Three Rivers College Board of Trustees on Wednesday took a departure from its usual monthly meeting place, opting instead to host the July agenda on the river's edge.

Members met at The Landing in Van Buren, a move that, according to college president Wes Payne, helps include the institution's satellite campuses in the decision-making process.

"Moving the board meeting into our other sup-

porting counties that are part of our taxing district makes a statement from the board, and I applauded them for doing it, that every one of our four counties is just as important as the others and we are here and present in those communities as well," Payne said.

During the meeting, Payne also informed trustees of the recent award of a \$2.5 million grant distributed over a 5-year period for (ETS) Education Talent Search.

ETS provides aca-

See GRANT/A2

July 21, 2016

Daily American Republic

Serving The Region Since 1869

POPLAR BLUFF, MISSOURI

50c

GRANT

FROM PAGE A1

demic, career, and financial aid counseling to its participants and encourages them to graduate from high school and continue on to the postsecondary school of their choice.

"The Education Talent Search grant is good for both our local schools, the college and the entire community, because it increases the graduation rates of high school students and also their enrollment rates in college," Payne said.

The grant has been awarded to Three Rivers since 1991. This renewal saw an approximate increase of \$500,000 over the duration of the grant.

Three River's College "Day at the Ballpark" slated for 7:08 p.m. Sunday at Busch Stadium in St. Louis is officially sold out. Legendary coach Gene Bess will throw the ceremonial pitch when the Cardinals take on the Los Angeles Dodgers in ESPN's game of the week.

The event offered tickets discounted to \$25. Proceeds will go to the Three Rivers Endowment Trust Annual Fund, which makes a difference in the lives of students in Southeast Missouri, according to the college, by assisting with a wide-range of expenses.

"It turned out to be an extremely good activity, not just from a publicity standpoint but the endowment trust was able to raise a little bit of money for the students. So, it worked out better than our expectations," Payne said.

The Missouri State Highway Patrol Youth Academy will be held July 29-31 on the Poplar Bluff campus. According to Payne, the event has 8-10 local youth participating in a number of law enforcement activities throughout the weekend in an effort to solidify community relations and bolster recruiting.

"It is part of the highway patrol's effort to be a bigger part of the community, to be more present and say 'hey we are the good guys, you can approach us and speak with us.' It is part of a little bit of a change within the highway patrol to start recruiting people a lot younger, so by the time they are eligible we have kept them on the right path," Payne said.

Trustees approved a policy related to institutional effectiveness. The new policy aims to improve all academic and administrative units of the college by implementing priorities and guiding the decision-making process and mirrors standards set forth by the Higher Learning Commission.

Trustees also approved a number of bids for services.

Bug Guy pest control will eliminate the institution's unwanted critters at a cost of \$660 per month in the upcoming year. Huffman Construction LLC will complete Poplar Bluff campus site lighting improvements at a cost of \$228,839. Republic Services will continue to provide the college trash service at a cost of

\$1,288 per month.

Pepsi will continue to service snacks and beverages, paying the college a commission of 25 percent on drinks, 17 percent on snacks and \$30,000 per year with an additional \$35,000 payment in year five.

Trustees honored three employees during the meeting – Mary Beth Sanders for five years of service in the nursing program, Dionne Thompson for 20 years in the medical laboratory technology program and newcomer Traven Sherrod.

The fall semester begins Aug. 15 at Three Rivers College. The Three Rivers College Board of Trustees will next meet at noon Aug. 24.

ABSENTEE

FROM PAGE A1

25th district state senator and 153rd district state representative.

The Republican and Democratic winners of these races will face off in the Nov. 8 general election. State Rep. Todd Richardson is running unopposed for another term serving the 152nd district.

Residents have until July 27 to make a request in writing to have an absentee ballot mailed to them for the Aug. 2 primary.

The courthouse will receive absentee ballots by mail through the day of the election. Absentee votes cast by members of the military will be counted until Aug. 5, Deffendall said.

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Serving The Region Since 1889

POPLAR BLUFF, MISSOURI

50c

TRC hires Null

By **SCOTT BORKGREN**
Sports Writer

Three Rivers College has hired Greenville baseball coach Jeff Null to be its new softball coach.

Null, who has a 112-25 record in three seasons at Greenville and also coaches the Wayne County Lumberjacks in the summer, takes over for Jack Childress after the college



decided in June to

not renew his contract.

Null has also coached at Naylor and Twin Rivers high schools. In 10 years as a head coach, all of them for baseball, he has a 317-125 record with six district titles.

The Three Rivers Board of Trustees approved the hire Wednesday.

"I think it was a great decision. I think he has everything we were looking for as a coach," said Gene Bess, the Three Rivers athletic director. "We just went after the best possible coach we could get and I think we got a good one."

Null has chosen Van Buren softball coach Terry Pennington as his assistant coach.

"Three Rivers doesn't come open very often," said Null, who is currently competing in the Senior Babe Ruth Midwest Plains Regional in Colorado with the Lumberjacks. "It is set up to be successful. Just got to get in there and get some work done."

NULL

FROM PAGE B1

With the busy schedule of summer baseball and many players away from campus during the summer break, Null has not yet met with the full team but has spoken with the players over the phone to introduce himself and confirm they would be playing in the fall.

The new staff has a lot of work to do and little time to do it with the fall semester just weeks away.

"Obviously baseball and softball are similar in some ways and different in

many," Null said. "I'm going to lean on (Pennington) early to help me a little bit."

The Lady Raiders went 16-44 last season and lost five sophomores, including Destiny Bolen, who won 13 games pitching and broke the school single season and career home run records.

Currently the team has five returning sophomores and 13 total players on the roster.

"If we come across a couple others that will help

us, we'd like to finish with a roster around 18 or so for this year," Null said. "This time of year, signing players for the upcoming year is tough."

In the roughly six weeks that the school did not have a coach, Three Rivers men's assistant basketball coach Brian Bess, along with athletic facilities and equipment manager Willie Hilburn, handled the softball operations.

Null said the schedule is about 75 percent complete.

FOR IMMEDIATE RELEASE:

Wednesday, August 17, 2016

HAS PHOTO attached to email, caption at end of release

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9660

jatwood@trcc.edu

Tinnin Center Art Gallery Launches New Season With Doniphan Artist

The Tinnin Center Art Gallery at Three Rivers College is kicking off its 2016-17 season with a gallery showing featuring the wildlife art of Doniphan native Eileen Melton. The showing will run August 8-19, with an artist reception from 6-8 p.m. on Friday, August 19.

“Southeast Missouri is home to a number of talented local artists, and we love showcasing the work of painters like Eileen at the Tinnin Center,” said David Fielding, Professor of Art at Three Rivers College. “She shows that you can take what’s in your literal backyard and use it as inspiration for true art.”

Melton lives near the town of Doniphan, Missouri, where she and her husband, Tom, a retired military officer, are reclaiming an old farmstead. The birds and animals that live in their woods and around their lake are a constant source of inspiration for her wildlife paintings, and there is usually a story behind her paintings.

The 2016-17 Tinnin Center Art Gallery season will continue on August 26 with “Leaf Forms,” a showing of nature-based art by Steve Adair. Adair will talk about his art at an artist lecture at noon August 26 in room 108 of the Robert W. Plaster Free Enterprise Center. For more information on all the arts and culture events at Three Rivers College, visit trcc.edu/tinnin.

Three Rivers College is committed to contributing to the quality of life in Southeast Missouri with quality, affordable higher education opportunities and community services that support and encourage the economic, civic, and cultural vitality of the region. For more information about college and workforce programs and upcoming events, visit trcc.edu.

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Three Rivers Offering Manufacturing Training in Sikeston

Three Rivers College's "F.I.R.S.T" (Fundamental Industrial Readiness Skills Training) program will offer Industrial Technology and Manufacturing job skills training for veterans and laid-off, unemployed, and underemployed workers at Three Rivers' location in Sikeston starting in August. Qualifying students will receive low-cost Certified Production Technician training, along with five Production Technician credentials and the opportunity to transfer seamlessly into the college's Industrial Technology degree program.

"With the closing of the Noranda plant in Sikeston, we have a lot of people in need of this kind of comprehensive, in-demand skills training," said Dean Whitlow, MoSTEMWINS Grant Manager for Three Rivers College. "Thanks to the MoSTEMWINS grant, we're not only able to provide that training, but we can do so at little to no cost to the students."

F.I.R.S.T. training will be provided in eight-week sessions beginning August 15, with four 12-student cohorts each session. The program uses a combination of computer-based and hands-on training. Students who complete a F.I.R.S.T. session may apply for 18 college credits that transfer seamlessly into the Associate of Applied Science in Industrial Technology degree program at Three Rivers.

The F.I.R.S.T. program is made possible by the MoSTEMWINS grant, a Department of Labor workforce-training grant administered by the Missouri Community College Association. MoSTEMWINS aims to train Missourians for jobs in transportation, manufacturing, information technology, health services/health sciences, and science support.

To apply for admission to the F.I.R.S.T. program, contact Amber Spears at aspears@trcc.edu or 573-840-9619, or David Burk at dburk@trcc.edu or 573-840-9682. Admission priority is given to Trade Adjustment Assistance recipients, veterans, unemployed and underemployed applicants, and low-skilled applicants, in that order. Application deadline is August 5 for the first Fall session, and October 3 for the second eight-week session.

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Registration Deadline Nears for Fall Classes at Three Rivers

Students looking to start classes at Three Rivers College should act quickly to enroll before the Fall registration deadline, according to officials at the college.

Online and on-site registration will close at end of day Aug. 12 at the Poplar Bluff campus, as well as the locations in Sikeston, Dexter, Kennett, Malden, and Cape Girardeau. The Fall semester starts on Monday, Aug. 15.

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

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

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

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

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