

**A G E N D A**  
**REGULAR SESSION**  
**Wednesday, August 22, 2018**  
**12:00 p.m.**

- I. Invocation and Pledge of Allegiance**
- II. Approval of Agenda**
  1. Consideration and Approval of Agenda
  2. Consideration and Approval of Minutes of the July Board Meeting
- III. Consideration of College Financial Report**
  1. Statement of Revenues, Expenses, and Changes in Net Assets
    - a) Monthly Financial Statements
    - b) Budget to Actual Financial Statements
    - c) HB 19 Update
  2. Cash in Bank
  3. Certificates of Deposit
  4. Checks Issued
  5. Bid Report
- IV. President's Report**
- V. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; Section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)
- VI. Items for Consideration, Discussion, and Vote**
- VII. Consideration and Approval of all Personnel Actions and Associated Documents**
  - a) **Acceptance of Employment**
    - i) **Dr. Ryan Bixby – Instructor in Social Science**
    - ii) **Dr. Melissa Davis – Chair: Languages, Communications, Fine Arts and Agriculture**
    - iii) **Melinda McElhaney-McKinney – Instructor in Nursing**

**b) Transfers**

- i) Dr. Leslie Gragg – Assistant Professor, Life Science to Chair: Math, Science and Social Science**

**c) Resignations**

- i) Rebecca Hutson – Outreach Specialist/Educational Talent Search**
- ii) Dr. Moneen Jones – Part-time Tutor in Kennett**
- iii) Ashley Patterson – Admissions Specialist**

**d) Retirement**

- i) Nicole Sifford – Chair: Math, Science and Social Science/Interim Chair: Humanities & Teacher Education**

**VIII. Appendix**

**1. Information Items**

- 1. GAR 1110 – Policy and Regulation Development**
- 2. Upcoming Events**
- 3. Recent Newspaper Articles**

**IX. FY18 Board of Trustees Meeting Dates**

- Wednesday, September 19, 2018
- Wednesday, October 17, 2018
- Wednesday, November 28, 2018
- Wednesday, January 16, 2019
- Wednesday, February 20, 2019
- Wednesday, March 20, 2019
- Wednesday, April 17, 2019
- Wednesday, May 15, 2019
- Wednesday, June 19, 2019

**X. Adjournment**

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

**BOARD OF TRUSTEES  
THREE RIVERS COLLEGE  
July 18, 2018**

The regular meeting of the Board of Trustees began at 12:00 p.m. at the Board Room in Tinnin Center on Wednesday, July 18 2018.

**CALL TO ORDER**

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

**ATTENDANCE**

Trustee Eric Schalk delivered the invocation.

**INVOCATION**

Trustee Schalk made a motion to approve the agenda as presented. On a second by Trustee Williams, the motion passed unanimously.

**APPROVAL OF BOARD  
MEETING AGENDA**

Trustee Featherston made the motion to approve the June 2018 minutes. With a second by Trustee Richardson, the motion passed.

**APPROVAL OF JUNE 2018  
MINUTES**

Charlotte Eubank reported the Budget to Actual revenues as of the end of June. As of the end of June, we have recognized 113% of our budgeted revenues. We have recognized 95% of our budgeted revenues from tuition and fees as well as exceeding the budget for non-operating revenue \$3.8M due to the receipt of the fundraising proceeds from TRET We have obligated 89% of our budgeted expenses at 100% into the fiscal year. The June numbers are preliminary and will be adjusted with year-end entries as the financial services department prepares for our annual audit. Adjusted numbers will be provided at the August board meeting.

**FINANCIAL REPORT AND  
BID REPORT**

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

The bid report contained the following items: Signage for the Libla Family Sports Complex. At this time, the bid remains open

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

Dr. Payne presented the President's Report

Mike Pollard with Dille Traxel joined the meeting. Keith Huffman had been invited however could not make the meeting. Huffman did provide a new substantial completion date of August 17. After substantial completion by Huffman, the College can then begin the process of installing the gym floor and seating. Mr. Pollard indicated that if the work continued as it has in the past couple of months, this was a solid date.

This was a fundraiser for the Dexter location and raised approximately \$2,500 to be used for the Dexter scholarship fund.

The mural is being painted and should be completed by the end of July. Mr. Jackson wanted to do a public project in Poplar Bluff and the College was fortunate enough to be selected for the placement of this project. Steve Whitworth with the Art Museum is heading the project and fundraising for the cost of the mural.

- The Complete Works of William Shakespeare Abridged – July 19 – 22
- Fall Convocation, Monday, August 6

There were no items for discussion for the Executive Session.

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

## **PRESIDENT'S REPORT**

## **CONSTRUCTION UPDATE**

## **DASH & SPLASH – TRC DEXTER**

## **PAUL JACKSON MURAL PROJECT AT TINNIN**

## **UPCOMING EVENTS**

## **EXECUTIVE SESSION**

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

There being no further business, Trustee Schalk made the motion to adjourn at 12:23 pm and with a second by Trustee Featherston, the motion passed.

**ADJOURNMENT**

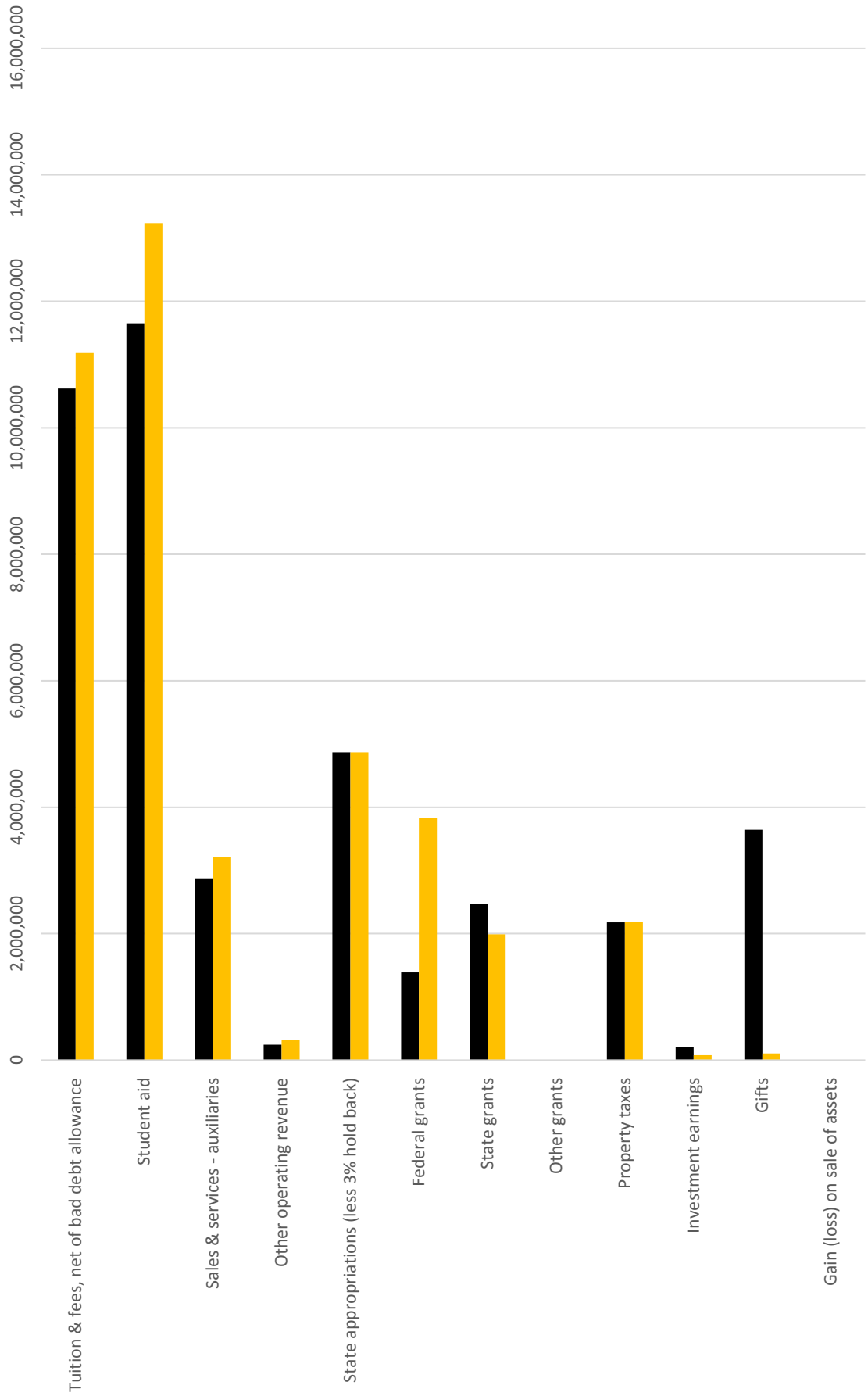
\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
APPROVAL DATE

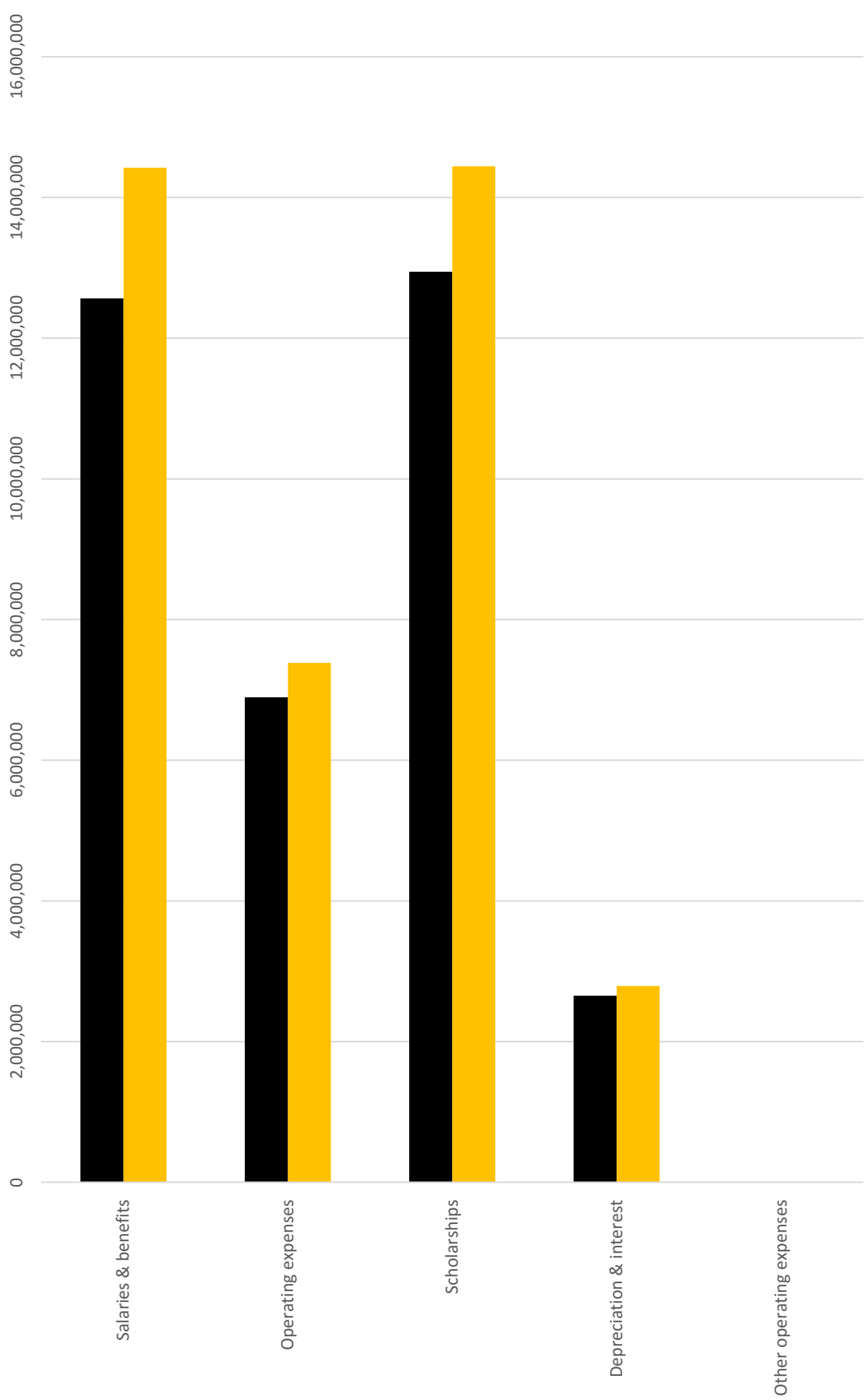
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SECRETARY

\_\_\_\_\_  
APPROVAL DATE

YTD Comparison to Previous Year  
06/30/18

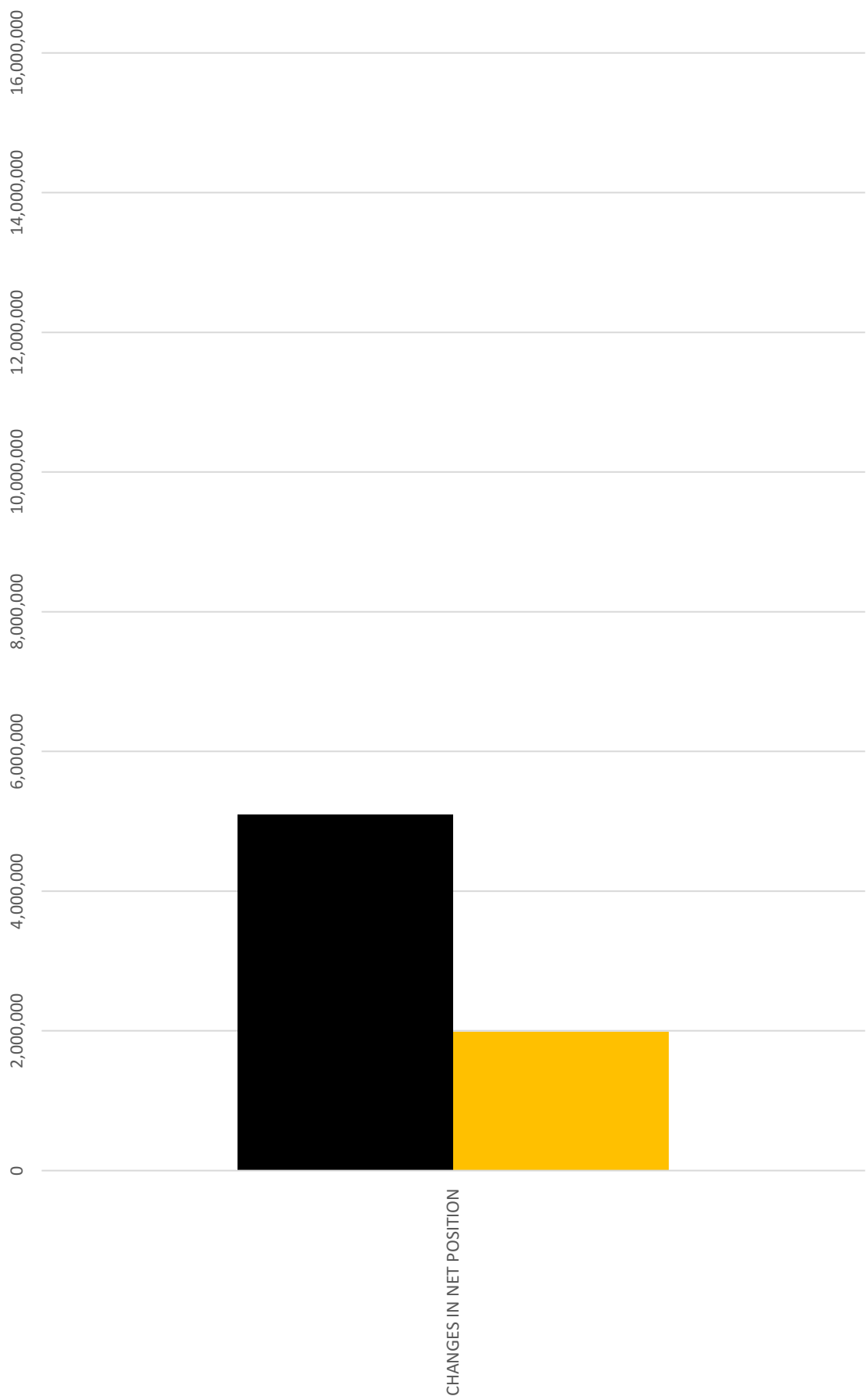


YTD Comparison to Previous Year  
06/30/18



■ Current Year to Date ■ Prior Year to Date

YTD Comparison to Previous Year  
06/30/18



■ Current Year to Date ■ Prior Year to Date



Three Rivers College  
Statement of Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
June 30, 2018

**ASSETS AND DEFERRED OUTFLOWS**

<b>CURRENT ASSETS</b>	
Cash & Cash Equivalents	15,985,423
Student Account Receivables, net	6,800,805
Property Tax Receivable	116,750
Other Receivables	261,455
Investments	56,191
Inventory	128,027
Prepaid Expenses	197,319
Total Current Assets	<u>23,545,971</u>
<b>NON-CURRENT ASSETS</b>	
Land	5,490,786
Capital assets	61,975,342
Plus: Current year additions to capital assets	4,619,312
Accumulated Depreciation	(27,965,743)
Unamortized Bond Issue Costs	0
Total Non-Current Assets	<u>44,119,697</u>

**DEFERRED OUTFLOWS**

	<u>8,160,659</u>
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**TOTAL ASSETS AND DEFERRED OUTFLOWS**

	<u><u>75,826,327</u></u>
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**LIABILITIES, DEFERRED INFLOWS AND NET POSITION**

<b>CURRENT LIABILITIES</b>	
Accounts Payable	1,131,527
Accrued Vacation	307,488
Student Deposits	20,100
Deferred Tuition & Fees	4,855,115
Scholarships	(6,662)
Total Current Liabilities	<u>6,307,568</u>
<b>NON-CURRENT LIABILITIES</b>	
Retirement Incentive Payable	0
Other Post Employment Benefits	16,443,473
Bonds, Notes and Leases Payable	21,836,398
Accrued Interest	180,810
Agency	184,958
Total Non-Current Liabilities	<u>38,645,638</u>
Total Liabilities	<u>44,953,206</u>

**DEFERRED INFLOWS**

	<u>3,374,699</u>
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**NET POSITION**

Beginning Balance	22,407,766
Changes in Net Position	5,090,656
Total Net Position	<u>27,498,422</u>

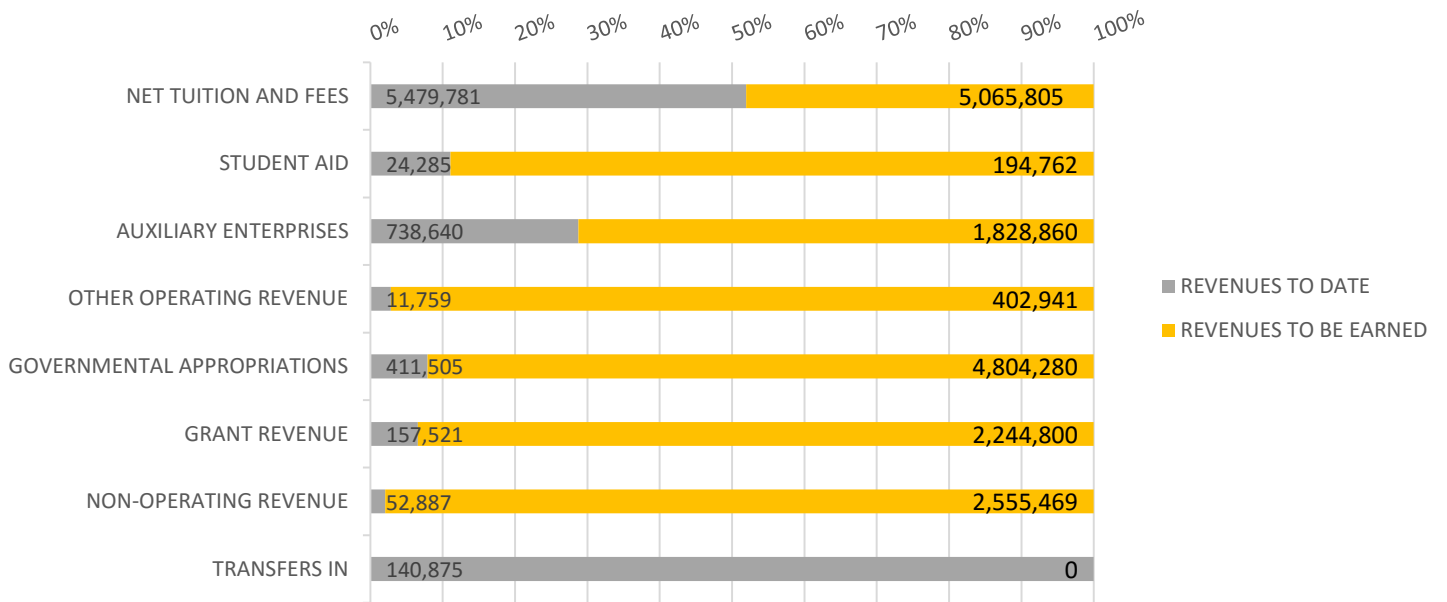
**TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION**

	<u><u>75,826,327</u></u>
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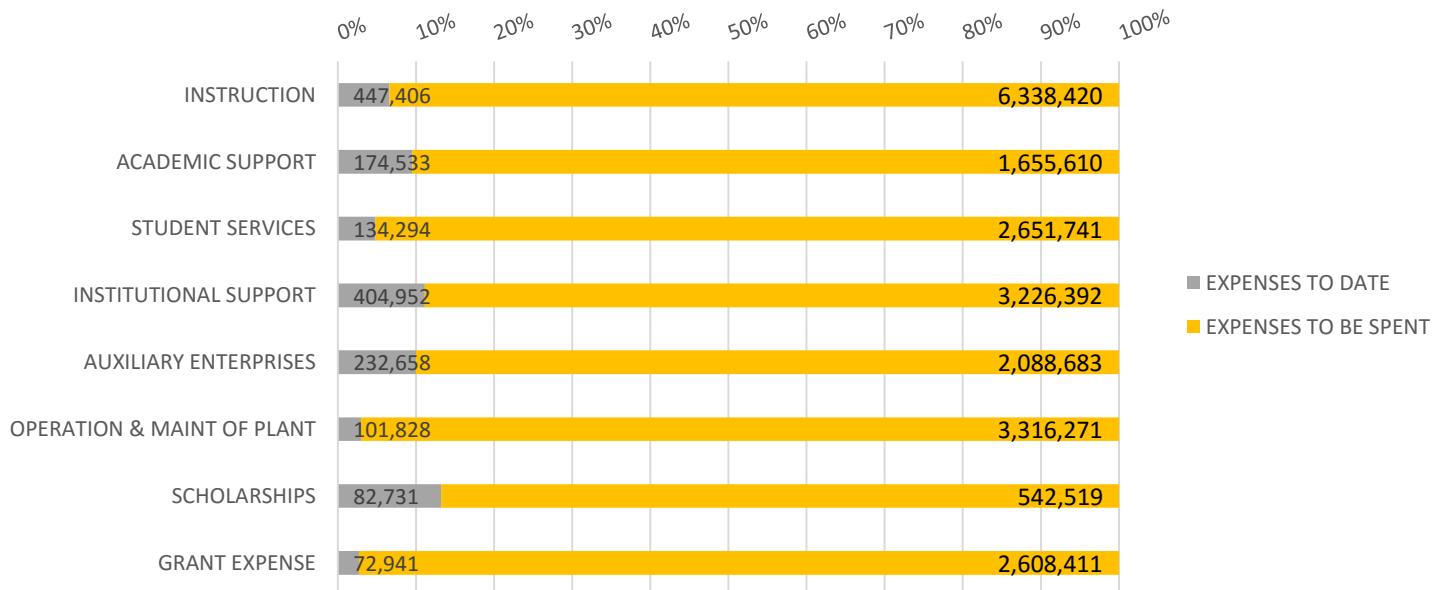
Three Rivers College  
Statement of Revenues, Expenses and Changes in Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
June 30, 2018

	July	August	September	October	November	December	January	February	March	April	May	June	Current Year to Date	Prior Year to Date	\$ Change	% Change
<b>OPERATING REVENUE</b>																
Tuition & fees, net of bad debt allowance	5,410,662	546,444	(231,898)	2,256,065	1,711,866	418,419	677,117	(725,249)	176,100	293,692	149,256	(63,418)	10,619,055	11,193,208	(574,153)	(5.13)%
Student aid	186,626	25,319	4,290,889	796,844	475,062	197,614	38,558	4,162,948	582,293	251,181	91,041	552,894	11,051,468	13,286,676	(1,587,407)	(11.99)%
Sales & services - auxiliaries	743,644	442,136	46,547	215,202	471,012	101,090	318,485	123,016	205,783	38,736	86,496	83,350	2,875,496	3,213,318	(337,822)	(10.51)%
Other operating revenue	5,051	2,859	2,621	191,922	5,964	1,883	10,194	1,839	2,146	3,724	10,245	7,050	245,499	315,599	(70,100)	(22.21)%
Total Operating Revenue	6,345,983	1,016,858	4,108,160	3,460,033	2,663,904	719,006	1,044,353	3,562,553	966,322	587,333	337,037	579,876	25,391,518	27,961,001	(2,569,483)	(9.19)%
<b>OPERATING EXPENSES</b>																
Salaries & benefits	968,202	1,056,584	1,223,375	1,087,786	1,117,074	948,277	1,029,249	1,068,687	1,188,304	1,060,167	853,233	963,683	12,564,621	14,423,397	(1,858,776)	(12.89)%
Operating expenses	413,939	870,936	570,464	477,067	517,806	553,080	475,842	639,077	957,820	322,607	489,586	608,134	6,895,457	7,382,618	(487,162)	(6.60)%
Capital equipment	9,859	334,365	445,477	432,818	146,617	327,054	539,941	85,456	45,368	667,622	846,735	737,999	4,619,312	0	4,619,312	0.00%
Less: Transfer to capital assets	(9,859)	(334,365)	(445,477)	(432,818)	(146,617)	(327,054)	(539,941)	(85,456)	(45,368)	(667,622)	(846,735)	(737,999)	(4,619,312)	0	4,619,312	0.00%
Scholarships	282,829	58,786	4,690,457	1,157,654	486,286	65,533	4,747,006	4,747,006	524,789	262,377	90,429	551,194	13,944,645	14,442,623	(1,497,978)	(10.37)%
Depreciation & interest	(22,443)	160,702	537,656	160,283	159,330	159,933	157,754	523,259	162,661	159,092	160,014	334,745	2,652,984	2,789,985	(136,601)	(4.90)%
Other operating expenses	0	0	0	0	0	0	(570)	0	570	0	(15)	0	(15)	28	(43)	(153.92)%
Total Operating Expenses	1,642,526	2,146,108	7,021,952	2,882,790	2,280,496	1,726,824	1,689,580	6,978,028	2,834,144	1,804,243	1,593,246	2,457,756	35,057,692	39,038,253	(3,980,561)	(10.20)%
<b>NON-OPERATING REVENUE (EXPENSES)</b>																
State appropriations (less 3% hold back)	405,838	405,837	405,837	405,837	405,837	405,837	405,837	405,837	405,836	405,837	405,837	405,836	4,870,044	4,867,655	2,389	0.05%
Federal grants	15,738	189,404	197,831	124,431	(48,132)	299,157	75,055	94,412	93,607	129,283	146,715	70,662	1,388,662	3,832,142	(2,443,480)	(63.76)%
State grants	13,251	185,942	(45,906)	454,999	(168,520)	623,275	275,913	265,025	350,414	159,233	132,135	220,114	2,466,174	1,989,299	476,875	23.97%
Other grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Property taxes	34,111	18,848	19,184	6,810	16,931	95,822	1,539,685	207,909	97,446	34,315	86,818	20,537	2,178,416	2,181,774	(3,358)	(0.15)%
Investment earnings	17,632	12,684	12,631	14,001	12,927	23,291	17,014	27,344	22,091	20,280	19,669	10,069	209,634	78,158	131,475	168.22%
Gifts	2,650	0	19,650	11,195	(1,379)	3,584,184	2,830	7,983	29,368	0	0	(11,681)	3,643,900	108,478	3,535,422	3,259.11%
Gain (loss) on sale of assets	0	0	0	0	0	0	0	0	0	0	0	0	0	2,766	(2,766)	(100.00)%
Total Non-Operating Revenues (Expenses)	489,219	812,713	609,227	1,017,774	217,664	5,031,866	2,316,335	1,007,609	998,763	749,448	791,174	715,537	14,756,830	13,060,272	1,696,558	12.99%
<b>CHANGES IN NET POSITION</b>																
	5,192,676	(316,437)	(2,304,565)	1,594,517	601,073	4,024,048	1,671,108	(2,407,866)	(869,059)	(467,462)	(465,035)	(1,167,343)	5,090,656	1,983,021	3,107,635	156.71%

### Budget to Actual Revenues 07/31/2018 (8%)



### Budget to Actual Expenses 07/31/2018 (8%)



Three Rivers College  
Statement of Revenues, Expenses and Changes in Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
July 31, 2018  
Fiscal Year Benchmark: 8%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES	10,545,586	5,479,781	52%	5,065,805
<i>Tuition, Student Registration Fees, Net of Bad Debt &amp; Scholarship Allowances</i>				
STUDENT AID	219,047	24,285	11%	194,762
<i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>				
AUXILIARY ENTERPRISES	2,567,500	738,640	29%	1,828,860
<i>Housing, Bookstore, Testing &amp; Assessment, Tinnin Center Operations, License Bureau Rental</i>				
OTHER OPERATING REVENUE	414,700	11,759	3%	402,941
<i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>				
GOVERNMENTAL APPROPRIATIONS	5,215,785	411,505	8%	4,804,280
<i>State Aid, State Maint. &amp; Repair</i>				
GRANT REVENUE	2,402,321	157,521	7%	2,244,800
<i>State Grants, Federal Grants</i>				
NON-OPERATING REVENUE	2,608,356	52,887	2%	2,555,469
<i>Taxes, Interest Earnings, Gifts</i>				
TRANSFERS IN	140,875	140,875	100%	0
<i>General funds - prior year transfers in (Reserves)</i>				
<b>TOTAL REVENUES</b>	<b>24,114,170</b>	<b>6,876,379</b>	<b>29%</b>	<b>17,237,791</b>

NOTE: We have recognized a total of 29% of budgeted revenues. We have recognized 52% of our budgeted revenues from tuition and fees, comprised of fall 2018 registrations and portions of summer 2018, net of estimated bad debt. The operating budget includes transfers in from prior year reserves to support one-time projects which do not meet criteria for inclusion in the capital budget.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION	6,785,826	447,406	7%	6,338,420
<i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health &amp; Human Services</i>				
ACADEMIC SUPPORT	1,830,143	174,533	10%	1,655,610
<i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>				
STUDENT SERVICES	2,786,035	134,294	5%	2,651,741
<i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>				
INSTITUTIONAL SUPPORT	3,631,344	404,952	11%	3,226,392
<i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>				
AUXILIARY ENTERPRISES	2,321,341	232,658	10%	2,088,683
<i>Housing, Bookstore, Tinnin Center Operations, Testing &amp; Assessment, License Bureau Rental</i>				
OPERATION & MAINT OF PLANT	3,418,099	101,828	3%	3,316,271
<i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>				
SCHOLARSHIPS	625,250	82,731	13%	542,519
<i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>				
GRANT EXPENSE	2,681,352	72,941	3%	2,608,411
<i>State Grants, Federal Grants</i>				
<b>TOTAL EXPENSES</b>	<b>24,079,390</b>	<b>1,651,342</b>	<b>7%</b>	<b>22,428,048</b>

NOTE: We have obligated 7% of our budgeted expenses at 8% into the fiscal year. July payroll and credit cards ARE INCLUDED. Budgeted increase in Net Position is a result of adjustments made to the Enhancement Grant that resulted in less matching funds required.

<b>CHANGES IN NET POSITION</b>	<b>34,780</b>	<b>5,225,037</b>
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**FUNDING SOURCES**

	BUDGET	SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
RESTRICTED				
Bond proceeds	737,080	737,080	100%	0
State appropriations (Crisp)	3,000,000	0	0%	3,000,000
UNRESTRICTED				
General funds - prior year transfers in (Reserves)	479,214	479,214	100%	0
General funds - prior year transfers in (TRET/Libla gifts)	1,459,742	1,459,742	100%	0
General funds - current year transfers in	0	0	#DIV/0!	0
<b>TOTAL FUNDING SOURCES</b>	<b>5,676,036</b>	<b>2,676,036</b>	<b>47%</b>	<b>3,000,000</b>

**USES OF FUNDS**

	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
Sports Complex	2,196,822	452,634	21%	1,744,188
Crisp Technology Center addition and repairs	3,000,000	0	0%	200,000
Westover Administration Building remodel	200,000	0	0%	49,973
Landscaping and Lighting	50,000	27	0%	127,000
Student Housing repairs	127,000	0	0%	30,000
License Bureau roof	30,000	0	0%	22,646
Campus Safety improvements	22,646	0	0%	22,646
Kennett External Location parking repairs	27,568	0	0%	22,000
Tinnin Fine Arts Center repairs	22,000	0	0%	5,223,375
<b>TOTAL EXPENSES</b>	<b>5,676,036</b>	<b>452,661</b>	<b>8%</b>	<b>5,223,375</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>0</b>	<b>2,223,375</b>		

**HB19 Deferred Maintenance Appropriation  
as of 06/30/18  
FINAL**

Category/Building	Name of Project	Budgeted Amount	Revised Budgeted Amount Sept 2017	Expended Amount	Amount Remaining	Encumbered Amount	Amount Unencumbered
<b>General Campus Projects</b>							
	Parking lot lighting and repairs	650,000.00	1,172,664.32	1,149,524.33	23,139.99	-	23,139.99
	Windows	10,000.00	-	-	-	-	-
	Exterior doors	55,000.00	18,939.86	18,939.86	-	-	-
	Sidewalks	60,000.00	69,381.86	121,476.60	(52,094.74)	-	(52,094.74)
	Replace interior locks	40,000.00	-	-	-	-	-
<b>General Campus Projects</b>	<b>Sub Total</b>	<b>815,000.00</b>	<b>1,260,986.04</b>	<b>1,289,940.79</b>	<b>(28,954.75)</b>	<b>-</b>	<b>(28,954.75)</b>
<b>Administration Building</b>							
	HVAC Repair	18,000.00	9,069.04	9,069.04	-	-	-
	Electrical/HVAC	100,000.00	47,152.00	41,984.18	5,167.82	-	5,167.82
	Roof Repair	30,000.00	-	-	-	-	-
	Fire System	35,000.00	23,352.12	23,352.12	-	-	-
	Elevator	80,000.00	88,784.00	88,784.00	-	-	-
	Restroom upgrades	40,000.00	-	-	-	-	-
	Exterior paint	28,000.00	-	-	-	-	-
	Upgrade to 36 year old building	460,368.00	286,360.54	262,901.23	23,459.31	-	23,459.31
<b>Administration Building</b>	<b>Sub Total</b>	<b>791,368.00</b>	<b>454,717.70</b>	<b>426,090.57</b>	<b>28,627.13</b>	<b>-</b>	<b>28,627.13</b>
<b>Crisp Center</b>							
	Fire Detection	20,000.00	-	-	-	-	-
	New Roof	20,000.00	42,140.00	42,140.00	-	-	-
	Replace flooring	4,000.00	5,000.00	4,669.57	330.43	-	330.43
<b>Crisp Center</b>	<b>Sub Total</b>	<b>44,000.00</b>	<b>47,140.00</b>	<b>46,809.57</b>	<b>330.43</b>	<b>-</b>	<b>330.43</b>

**HB19 Deferred Maintenance Appropriation  
as of 06/30/18  
FINAL**

Category/Building	Name of Project	Budgeted Amount	Revised Budgeted Amount Sept 2017	Expended Amount	Amount Remaining	Encumbered Amount	Amount Unencumbered
Tinnin Center	Fire Detection	15,000.00	-		-		-
	Exterior paint	48,000.00	-		-		-
	HVAC Repair	10,000.00	14,433.44	14,433.44	-		-
	Upgrade to classrooms	100,000.00	48,089.82	48,089.82	-		-
<b>Tinnin Center</b>	<b>Sub Total</b>	<b>173,000.00</b>	<b>62,523.26</b>	<b>62,523.26</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Education Building</b>	Remodel to create classrooms	7,500.00	-		-		-
<b>Education Building</b>	<b>Sub Total</b>	<b>7,500.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Academic Resource Commons</b>	Windows	10,000.00	-		-		-
	Elevator repair	60,000.00	75,501.00	75,501.00	-		-
<b>Academic Resource Common</b>	<b>Sub Total</b>	<b>70,000.00</b>	<b>75,501.00</b>	<b>75,501.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Grand Total</b>		<b>1,900,868.00</b>	<b>1,900,868.00</b>	<b>1,900,865.19</b>	<b>2.81</b>	<b>-</b>	<b>2.81</b>

The amount of the appropriation was rounded each year of re-appropriation, resulting in a \$2.81 reduction.

**THREE RIVERS COLLEGE  
CASH IN BANKS**

August 2, 2018

	<u>07/03/18</u>	<u>08/02/18</u>
<b>CURRENT FUND</b>		
<i>Cash Funds</i>		
Bookstore	1,800.00	1,800.00
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>	4,312.55	4,312.55
<i>General Accounts</i>		
Southern Bank - General Funds	7,089,323.75	5,784,240.51
Southern Bank - Credit Cards	96,364.42	146,615.25
<i>Total General Accounts</i>	7,185,688.17	5,930,855.76
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	20,140.56	20,192.16
Federal Clearing Account	200.00	-
Flexible Spending Account	12,638.95	12,654.69
<i>Total Restricted Accounts</i>	32,979.51	32,846.85
<b>TOTAL CURRENT FUND</b>	<b>7,222,980.23</b>	<b>5,968,015.16</b>
<b>HOUSING FUND</b>		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	13,125.02	(24,555.35)
<i>Total General Accounts</i>	13,125.02	(24,555.35)
<b>TOTAL HOUSING FUND</b>	<b>13,125.02</b>	<b>(24,555.35)</b>

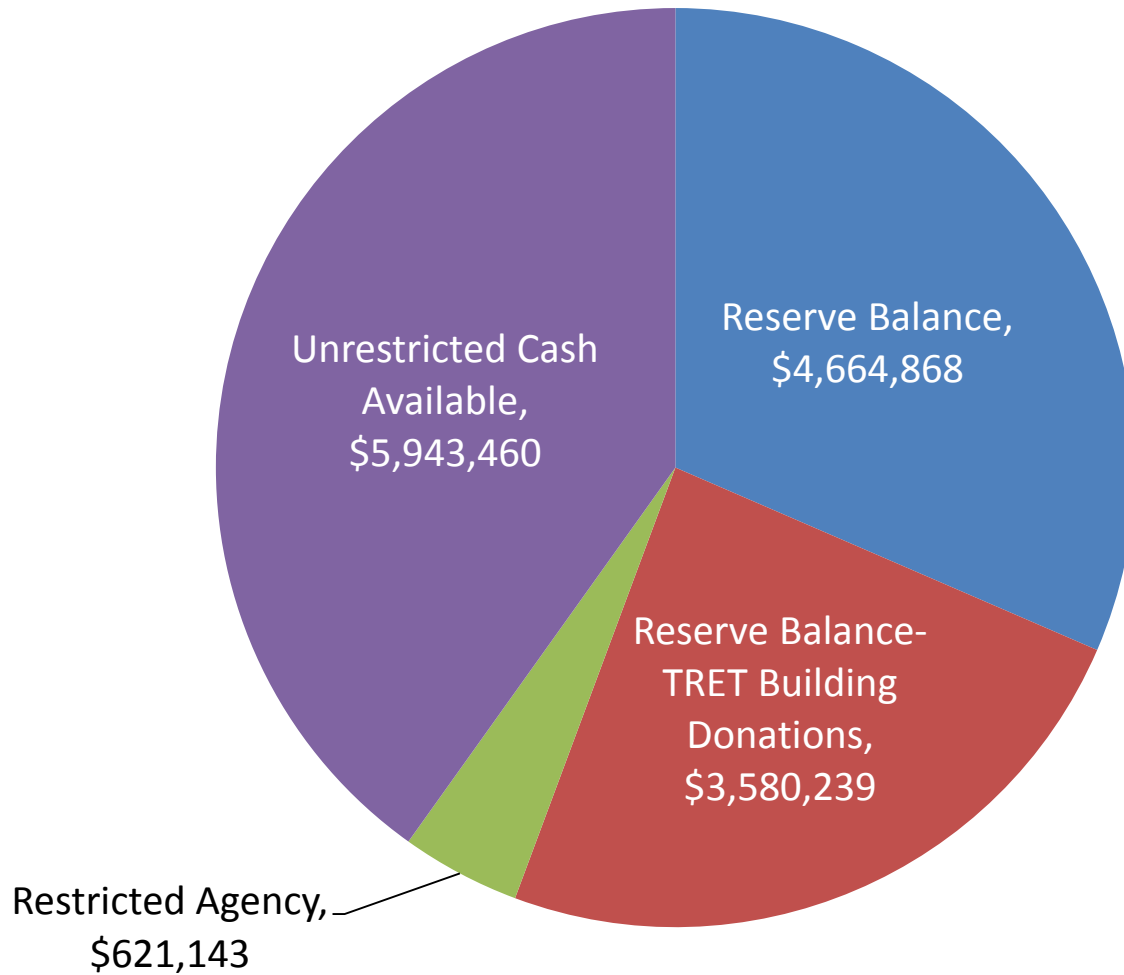


**THREE RIVERS COLLEGE  
CASH IN BANKS**

August 2, 2018

	<u>07/03/18</u>	<u>08/02/18</u>
<b>PLANT FUND</b>		
<i>Bank Accounts</i>		
Plant Fund - Southern Bank	6,774,548.14	6,700,516.47
<i>Total Bank Accounts</i>	6,774,548.14	6,700,516.47
<i>Certificates of Deposit</i>		
Bank of Grandin #16126	141,110.09	141,110.09
Bank of Grandin #16103	104,328.96	104,328.96
Bank of Grandin #17002	1,299,151.91	1,299,151.91
<i>Total Certificates of Deposit</i>	1,544,590.96	1,544,590.96
<b>TOTAL PLANT FUND</b>	<b>8,319,139.10</b>	<b>8,245,107.43</b>
<b>AGENCY FUND</b>		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	175,993.79	184,824.84
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	436,318.08	436,318.08
<b>TOTAL AGENCY FUND</b>	<b>612,311.87</b>	<b>621,142.92</b>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT  
\$14,809,710 AS OF 08/02/18**



THREE RIVERS COLLEGE  
CERTIFICATES OF DEPOSIT

**CERTIFICATES OF DEPOSIT AS OF July 31, 2018**

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
17002	Bank of Grandin	1.29	08/14/18	12 mths	1,307,462.57	Contingency
16103	Bank of Grandin	1.50	10/05/18	12 mths	104,328.96	Contingency
16126	Bank of Grandin	1.85	02/22/19	12 mths	141,110.09	Contingency
Total Plant Fund CD's					\$ 1,552,901.62	

**SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF July 31, 2018**

21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/18	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.75	08/23/90	08/23/18	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.65	08/25/92	08/25/18	3,000.00	Odd Fellows
110270576	Southern Bank	0.85	08/27/85	08/27/18	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.75	08/28/02	08/28/18	5,000.00	Helvey-Miller
2016012267	Commerce Bank	0.25	06/04/92	09/04/18	2,350.00	Bill Vinson
218101	First Midwest Bank of P.B.	0.75	09/22/98	09/22/18	5,000.00	Jerome Burford
423137249	Regions Bank	0.01	05/12/88	10/06/18	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	10/06/18	1,024.34	Fred Morrow
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/15/18	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	0.65	10/31/97	10/31/18	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	0.85	11/06/00	11/06/18	4,000.00	Coll. Achievement
2012008906	Commerce Bank	0.70	05/11/81	11/11/18	4,526.11	P.C. Hays, Sr.
451037941	US Bank of Poplar Bluff	0.40	11/16/98	11/16/18	17,800.00	Wm. D. Becker
451038829	US Bank of Poplar Bluff	0.40	11/17/99	11/17/18	15,469.82	Wm. D. Becker
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/18	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	0.75	12/05/95	12/05/18	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/18	1,110.00	C.T. McDaniel
423137173	Regions Bank	0.15	12/09/85	12/09/18	5,000.00	Mary Hinrichs
2016012160	Commerce Bank	0.25	12/11/91	12/11/18	7,700.00	Bill Vinson
11129	First Missouri State Bank	0.75	12/12/96	12/12/18	6,131.36	Kim Mosley
43712	First Midwest Bank of P.B.	0.85	04/27/09	12/14/18	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.25	12/22/97	12/22/18	10,000.00	Harold Prim
110239662	Southern Bank	1.00	01/05/91	01/05/19	1,412.53	Bulow Mem.
2213401	First Midwest Bank of P.B.	0.85	01/08/98	01/08/19	10,000.00	Jerome Burford
21031513	US Bank of Poplar Bluff	0.25	01/19/95	01/19/19	12,868.64	Kim Mosley
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/19	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/19	2,500.00	A. Garner
2224601	First Midwest Bank of P.B.	1.05	02/25/98	02/25/19	1,658.87	Missy Braden
3568803469	US Bank of Poplar Bluff	0.25	09/26/00	02/26/19	9,674.10	Wm. D. Becker
21025365	US Bank of Poplar Bluff	1.00	03/05/90	03/05/19	5,000.00	Mack Whiteley
2136801	First Midwest Bank of P.B.	1.05	03/05/97	03/05/19	5,000.00	Thelma Jackson
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/19	6,468.04	Butler Co Co-op
20205	First Missouri State Bank	0.75	04/21/10	04/21/19	20,403.81	ICHE Scholarship
3568676067	US Bank of Poplar Bluff	0.25	05/01/01	05/01/19	11,026.79	Wm. D. Becker
21033372	US Bank of Poplar Bluff	0.25	05/01/96	05/01/19	1,000.00	Kim Mosley
9525	First Missouri State Bank	1.10	05/06/93	05/06/19	2,000.00	Carl Wiseman
25103	First Midwest Bank of P.B.	1.05	05/14/99	05/14/19	5,000.00	Thelma Jackson
2016007496	Commerce Bank	0.25	05/14/90	05/14/19	3,835.00	Bill Vinson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/19	2,192.00	Greg Starnes

THREE RIVERS COLLEGE  
CERTIFICATES OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/19	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/19	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	0.75	05/26/89	05/26/19	16,350.00	Jackie Watson
110274305	Southern Bank	0.90	05/30/86	05/30/19	5,200.00	Mabel Swindel
5016848212	Commerce Bank	0.25	06/23/98	06/23/19	7,843.17	Louise Spradling
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/19	1,226.80	A. Garner
451028956	US Bank of Poplar Bluff	0.25	07/02/99	07/02/19	5,234.00	Wm. D. Becker
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/19	1,405.00	Joshua Bowman
2170801	First Midwest Bank of P.B.	1.65	07/11/97	07/30/19	10,925.00	Mabel Swindel
1014001	First Midwest Bank of P.B.	1.00	11/06/89	11/06/19	5,000.00	Charlotte Stone
423135367	Regions Bank	0.10	11/18/04	11/18/19	1,106.64	Betty Waldrop
423135383	Regions Bank	1.49	12/04/04	12/04/19	1,650.00	R. Couperus
451034787	US Bank of Poplar Bluff	0.50	06/09/97	12/09/19	1,000.00	Wm. D. Becker
2017004259	Commerce Bank	0.30	12/09/89	12/09/19	1,000.00	P.I. Church
423137157	Regions Bank	1.24	01/14/85	01/14/20	2,500.00	Dr. Miller
2012008112	Commerce Bank	0.30	08/11/92	02/11/20	1,000.00	Myra C. Hays
2017004363	Commerce Bank	0.30	03/30/88	03/30/20	10,000.00	Myrtle Corbett
5017843040	Commerce Bank	0.30	05/01/97	04/07/20	2,900.00	Miles Hays
2038701	First Midwest Bank of P.B.	1.30	05/16/96	05/16/20	5,000.00	Thelma Jackson
110260320	Southern Bank	0.85	06/02/86	06/02/20	1,000.00	Hulen Spencer
63760695	US Bank of Poplar Bluff	1.73	04/04/85	04/05/21	1,001.63	Lonnie Davis
2018004893	Commerce Bank	0.35	04/10/88	04/10/21	3,000.00	Myra C. Hays
2019003547	Commerce Bank	0.40	07/08/90	07/08/22	4,000.00	P.C. Hays, Jr.

Total Agency Fund CD's

\$ 436,318.08

Three Rivers College  
CD Report  
As of July 31, 2018

Investment CDs
----------------

**Bank Account Interest Rate**

Bank	Account	Interest Rate
Southern Bank	all except Federal Funds	1.50%

**CDs Maturing**

Bank	Certificate Number	Maturity Date	Amount

**Responses**

Bank	Contact	Comment	Amount	3 months	6 months	9 months	10 months	1 year	18 months	2 year

**CDs Transferred**

Endowment CDs Transferred to Endowment Trust
--

**CDs Maturing**

Bank	Certificate Number	Endowment	Maturity Date	Amount
<b>Total</b>				-

**THREE RIVERS COMMUNITY COLLEGE**  
**Summary of Checks Issued**  
**Month of July 2018**

Current Fund:	General Fund - Southern Bank	\$ 1,632,665.41
	Electronic Student Refunds - Higher One	<u>126,952.40</u>
	Total Current Fund	<u>1,759,617.81</u>
Housing Fund:	Rivers Ridge - Southern Bank	9,702.37
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>2,442.26</u>
	Grand Total	<u><u>\$ 1,771,762.44</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 22nd day of August 2018.

\_\_\_\_\_ Chairman, Board of Trustees

\_\_\_\_\_ Secretary, Board of Trustees

**THREE RIVERS COLLEGE  
 BID REPORT  
 AS OF AUGUST 15, 2018**

**Libla Signage**

Status: Closed  
 Open Date: 5/10/2018  
 Close Date: 5/24/2018  
 Funding Source: General Revenue  
 Bids Submitted: 

Coast to Coast Signs, LLC	Scott City, MO
4M Signs	Poplar Bluff, MO

 Bid Awarded: No

**Food Services**

Status: Closed  
 Open Date: 7/20/2018  
 Close Date: 8/2/2018  
 Funding Source:  
 Bids Submitted: 

Cook Restraunts, LLC DBA Godfather's Pizza	Poplar Bluff, MO
Diamond D Ventures, LLC	Poplar Bluff, MO

 Bid Awarded: Cook Restraunts, LLC DBA Godfather's Pizza - pending board approval

**Caruthersville Building**

Status: Closed  
 Open Date: 7/24/2018  
 Close Date: 8/7/2018  
 Funding Source:  
 Bids Submitted: 

Pemiscott County Initiative Network	Caruthersville, MO
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 Bid Awarded: No

**Fencing**

Status: Open  
 Open Date: 8/8/2018  
 Close Date: 8/22/2018  
 Funding Source: Enhancement Grant  
 Bids Submitted: N/A  
 Bid Awarded: N/A

**Athletic Travel**

Status:  
 Open Date: 8/17/2018  
 Close Date: 8/31/2018  
 Funding Source: Athletics  
 Bids Submitted: N/A  
 Bid Awarded: N/A

**Fire Training Structure**

Status:  
 Open Date: 8/17/2018  
 Close Date: 8/31/2018  
 Funding Source: Enhancement Grant  
 Bids Submitted: N/A  
 Bid Awarded: N/A

## CONSIDERATION OF APPROVAL FOR FOOD SERVICES AND CONCESSIONS

### BACKGROUND INFORMATION

#### HISTORY

The College advertised for bids on Food Services and Concessions from 7/20/18 - 8/2/2018 for a term of one year with the option of two (2) one year extensions.

Responses were received as follows:

<b>Cook Restaurants LLC, DBA Godfather's Pizza</b>	
Percentage of sales	5%
Monthly Rent - 9 months	\$500
Food Services - Bess Activity Center	Yes
Concessions, Ticket and Merchandise Sales - Libla Sports Complex	Yes
<b>Diamond D Ventures, LLC</b>	
Percentage of sales	0%
Monthly Rent - 9 months	\$350
Food Services - Bess Activity Center	No
Concessions, Ticket and Merchandise Sales - Libla Sports Complex	Yes

#### FINANCIAL IMPLICATIONS

Currently Cook Restaurants LLC, DBA Godfather's Pizza has been awarded a one year contract – pending board approval, for Food Services and Concessions for the 2018-2019 school year. By accepting the bid from Cook Restaurants LLC, DBA Godfather's Pizza we will receive \$4,500 a year in rent plus 5% commission of their sales. Additionally, they will supply the labor for ticket sales and selling of TRC merchandise at ball games.

#### ADMINISTRATIVE RECOMMENDATIONS

It is recommended that the College accept the bid from Cook Restaurants LLC, DBA Godfather's Pizza for the term of one year commencing on August 13, 2018. The possibility for extension(s) will be evaluated in the Spring of 2019.



## **August 2018 President's Report**

- Construction Update
  - Libla Family Sports Complex
- Division of Youth Services Graduation – August 2
- Convocation - August 6
- Registration Update
- Tinnin Center Mural
  
- Upcoming Events
  - Gallery Show – Melissa Gill's Exhibit – The material and the Ephemeral – August 24 – September 21
  - Melissa Gill Artist Lecture – September 24
  - Job Fair – August 24
  - Run for the Arts – September 8
  - Meet the Raiders – September 10
  - Center Stage – The Little Mermaid – September 8, 9, 13, 14, 15, 16

**A G E N D A**  
**Executive Session**  
**Wednesday, August 22, 2018**

**I. Executive Session**

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

**II. Adjournment**

Consideration of Personnel Action  
Employment of Personnel  
Instructor in Social Science

**PERSONNEL DATA SHEET**

\_\_\_\_\_ Administrative Officer

\_\_\_\_\_ Professional Staff

X Faculty – Replacement for Kelly McDaniel – retirement approved 03/21/2018

\_\_\_\_\_ Support Staff

\_\_\_\_\_ Federal Program: \_\_\_\_\_

\_\_\_\_\_ Special Program \_\_\_\_\_

NAME: Dr. Ryan Bixby

POSITION TITLE: Instructor in Social Science

SALARY: \$40,781

FULL-TIME X PART-TIME: \_\_\_\_\_

9 months X 10 months \_\_\_\_\_ 11 months \_\_\_\_\_ 12 months \_\_\_\_\_

Other: Non-tenure track

STARTING DATE: August 6, 2018

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
B.A.	Slippery Rock University Slippery Rock, PA	History and Political Science
M.A.	Slippery Rock University Slippery Rock, PA	History
Ph.D.	University of Akron Akron, OH	U.S. History to 1877

EXPERIENCE

<u>08/2011 - present</u>	<u>Allegany College of Maryland</u> <u>Cumberland, MD</u>	<u>Adjunct Instructor</u>
<u>08/2017 – 12/2017</u>	<u>Allegany College of Maryland</u> <u>Cumberland, MD</u>	<u>Visiting Instructor</u>
<u>01/2011 – 05/2011</u>	<u>University of Pittsburgh at Johnstown</u> <u>Johnstown, PA</u>	<u>Visiting Instructor</u>

(08/22/2018)

Consideration of Personnel Action  
Employment of Personnel  
Department Chair, Languages, Communications, Fine Arts, and Agriculture

**PERSONNEL DATA SHEET**

\_\_\_\_\_ Administrative Officer

X  Professional Staff – Replacement for Tim Thompson – resignation 04/19/2017

\_\_\_\_\_ Faculty

\_\_\_\_\_ Support Staff

\_\_\_\_\_ Federal Program: \_\_\_\_\_

\_\_\_\_\_ Special Program \_\_\_\_\_

NAME:  Dr. Melissa Davis

POSITION TITLE:  Department Chair, Languages, Communications, Fine Arts, & Agriculture

SALARY:  \$64,000

FULL-TIME  X  PART-TIME: \_\_\_\_\_

9 months \_\_\_\_\_ 10 months \_\_\_\_\_ 11 months \_\_\_\_\_ 12 months  X

Other: \_\_\_\_\_

STARTING DATE:  August 6, 2018

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
B.S.	Roanoke College Salem, VA	Environmental Science
Ph.D.	Virginia Tech Blacksburg, VA	Plant Pathology

EXPERIENCE

<u>08/2017 - present</u>	<u>Crowley's Ridge College</u>	<u>Chair, General Education</u>
	<u>Paragould, AR</u>	<u>Division</u>
<u>08/2013 – 08/2017</u>	<u>Tusculum College</u>	<u>Assistant Professor/</u>
	<u>Greeneville, TN</u>	<u>Department Chair</u>
<u>05/2012 – 08/2013</u>	<u>Cornell University</u>	<u>Postdoctoral Associate</u>
	<u>Ithaca, NY</u>	

(08/22/2018)

Consideration of Personnel Action  
Employment of Personnel  
Instructor in Nursing

**PERSONNEL DATA SHEET**

\_\_\_\_\_ Administrative Officer

\_\_\_\_\_ Professional Staff

X Faculty – Replacement for Larissa Brown – transfer approved 08/23/2017

\_\_\_\_\_ Support Staff

\_\_\_\_\_ Federal Program: \_\_\_\_\_

\_\_\_\_\_ Special Program \_\_\_\_\_

NAME: Melinda McElhane-McKinney

POSITION TITLE: Instructor in Nursing

SALARY: \$54,318

FULL-TIME X PART-TIME: \_\_\_\_\_

9 months \_\_\_\_\_ 10 months X 11 months \_\_\_\_\_ 12 months \_\_\_\_\_

Other: Non-Tenure Track

STARTING DATE: August 20, 2018

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
L.P.N.	Kennett Area Vocational Tech Center Kennett, MO	Licensed Practical Nurse
A.A.S.	Three Rivers College Poplar Bluff, MO	LPN/ADN Bridge
B.S.	Southeast Missouri State University Cape Girardeau, MO	Nursing
M.S.	Central Methodist University Fayette, MO	Nursing

EXPERIENCE

<u>07/2014 – 06/2018</u>	<u>Three Rivers College</u>	<u>Practical Nursing Instructor</u>
<u>01/2014 – 06/2014</u>	<u>Poplar Bluff, MO (Kennett)</u>	<u>Temporary Nursing Instructor</u>
<u>07/2002 – 12/2008</u>	<u>Pemiscot Memorial Health System</u>	<u>House Supervisor</u>
<u>01/2010 – present</u>	<u>Hayti, MO</u>	
<u>09/2007 - 2011</u>	<u>Missouri Delta Medical Center</u>	<u>Registered Nurse</u>
	<u>Sikeston, MO</u>	

(08/22/2018)

## **CONSIDERATION OF PERSONNEL ACTION**

Transfer of Position

Assistant Professor, Life Science to Department Chair, Math, Science, and Social Science

## **BACKGROUND INFORMATION**

### **HISTORY**

Due to the retirement request of Nicole Sifford, the Department Chair position became available. In conjunction with GAR1120 College Reorganization, the President has recommended the appointment of Dr. Leslie Gragg to this position. This position was advertised and Dr. Gragg was interviewed and recommended. Dr. Gragg will assume the new duties effective December 8, 2018.

## **FINANCIAL IMPLICATIONS**

This is a twelve-month, professional position.

## **ADMINISTRATIVE RECOMMENDATION**

Approve the internal transfer of Dr. Leslie Gragg.

(08/22/2018)

## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Resignation  
Outreach Specialist/Educational Talent Search

## **BACKGROUND INFORMATION** **HISTORY**

Ms. Rebecca Hutson has been employed with the college in the Educational Talent Search Program since August 2005. She has submitted her resignation, effective August 24, 2018.

## **FINANCIAL IMPLICATIONS**

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

## **ADMINISTRATIVE RECOMMENDATION**

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

(08/22/2018)

Rebecca Hutson  
197 Rabbit Run Rd.  
Poplar Bluff, Mo 63901  
August 10, 2018

Brandi Brooks  
Director  
Educational Talent Search  
2080 Three Rivers Blvd.  
Poplar Bluff, Mo 63901

Dear Brandi Brooks :

I will be resigning from Educational Talent Search as I have been called to Children's Ministry.

My last day at Educational Talent Search will be August 24, 2018.

I wish the staff at Three Rivers all the best.

Sincerely,

Rebecca Hutson  
Outreach Specialist



## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Resignation  
Part-time Tutor in Kennett

## **BACKGROUND INFORMATION** **HISTORY**

Dr. Moneen Jones has been employed with the college as a Part-time Tutor in Kennett since April 2018. She has resigned her position, effective August 4, 2018.

## **FINANCIAL IMPLICATIONS**

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

## **ADMINISTRATIVE RECOMMENDATION**

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

(08/22/2018)

## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Resignation  
Admissions Specialist

## **BACKGROUND INFORMATION** **HISTORY**

Ms. Ashley Patterson has been employed with the college as an Admissions Specialist since October 2017. Ms. Patterson has submitted her resignation, effective August 1, 2018.

## **FINANCIAL IMPLICATIONS**

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

## **ADMINISTRATIVE RECOMMENDATION**

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

(08/22/2018)

Ashley Patterson

981 College St. | Des Arc, MO 63636 | Phone: 573-944-2514 | ashpatts13@yahoo.com

July 18, 2018

Dr. Payne

President

Three Rivers College

2080 Three Rivers Boulevard

Poplar Bluff, MO 63901

Dear Dr. Payne,


Please accept this letter as notice of my resignation from my position as Admissions Specialist. My last day of employment will be August 1<sup>st</sup>.

After careful consideration, I have decided it is time for me to depart from Three Rivers College. I will remain true to the institution and continue to recommend it to any prospective students; I truly believe the education received at Three Rivers is an amazing opportunity.

It has been a pleasure working at the institution and with all of the departments over the past year. Three Rivers will remain a staple for the betterment of our community for years to come; after all, success starts here!

Dr. Payne, thank you again for the opportunity to work for such an outstanding institution. I wish you and your staff all the best and I look forward to staying in touch with you and my alma mater.

Sincerely,



Ashley Patterson

## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Request for Retirement  
Department Chair, Math, Science and Social Science/Interim Chair, Humanities & Teacher Education

## **BACKGROUND INFORMATION**

### **HISTORY**

Nicole Sifford has been employed as an Instructor in Mathematics since January 1999 and continued to serve as an Associate Professor in Mathematics until December 2016. Ms. Sifford began in the role of Department Chair in January 2017 where she is today. She has submitted her request for retirement, effective December 31, 2018.

## **FINANCIAL IMPLICATIONS**

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

## **ADMINISTRATIVE RECOMMENDATION**

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

(08/22/2018)

July 23, 2018

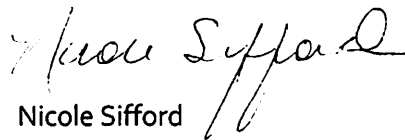
Dr. Payne,

I am writing to formally submit my intent to retire as of December 31, 2018. Three Rivers has been my family for many years and I will miss both the students and my colleagues, but it's time. It's time to start a new chapter with new opportunities and experiences.

I am so thankful for the many opportunities that I have been given while working at Three Rivers. I truly loved working with students and seeing the aha moments when the math finally clicked. I am especially proud of the math department's work in redesigning the transitional math program and I hope to help develop the next phase of the transitional program to support our new math pathway courses before I leave. These last several years facing the challenges of serving as a department chair have been a time of professional and personal growth. I truly appreciate your support and confidence in allowing me this opportunity.

Even though I may be gone, Three Rivers will always be a part of who I am. My plans for the immediate future are to travel and work the winery – so I will never be too far away. If ever there is a need that you feel I can meet, please don't hesitate to call.

Sincerely,

A handwritten signature in black ink that reads "Nicole Sifford". The signature is written in a cursive style with a long, sweeping tail on the letter "d".

Nicole Sifford

**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAR 1110 Policy and Regulation Development	Page 1 of 6
Associated Policy: BP 0510 Policy Development, Adoption, and Review	
References:	
Supersedes: NA	
Responsible Administrator: College President; Chief Institutional Effectiveness Officer	
Initial Approval: 03-25-2015	Last Revision: 08-22-2018

Three Rivers College is committed to clearly articulating and publicly posting policies and regulations that support the advancement of the College Mission. The process of developing, reviewing, approving, and revising college policies and regulations is overseen by the Office of Institutional Effectiveness at the direction of the College President. The Board of Trustees, in consultation with the College President, approves and adopts policies that serve as the general principles for operations. The College President facilitates the process of creating new and revising existing policy and regulations through the Office of Institutional Effectiveness. The College Cabinet is responsible for ensuring that the perspectives of the College's various constituencies are represented in policy and that operations are clearly articulated through regulations. In this capacity, the College Cabinet serves as advisors to the President.

The College Cabinet membership is broad and includes:

- College President
- Executive Assistant to the President
- Chief Academic Officer
- Chief Financial Officer
- Chief Institutional Effectiveness Officer
- Chief Student Services Officer
- Director of Human Resources
- Chief Technology Officer
- Director of Communications
- External Locations Representative

**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAR 1110 Policy and Regulation Development	Page 2 of 6
Associated Policy: BP 0510 Policy Development, Adoption, and Review	
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Supersedes: NA	
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Initial Approval: 03-25-2015	Last Revision: 08-22-2018

**Roles and Responsibilities**

Board of Trustees – Approve and adopt appropriate policies as part of a College governance structure.

College President – Develop policies for submission to the Board of Trustees for approval; Ensure the implementation of policies approved by the Board of Trustees; Develop and ensure implementation of regulations in support of College policies.

College Cabinet – Each member of the College Cabinet serves as a representative of a particular group at the College and/or serves as the leader of a significant function of the College. As a representative of a particular group of college employees, the cabinet member is responsible for communicating with members of the group to gather their input regarding college operations and to inform them of decisions made. Those members of the College Cabinet who serve as the leader of a function are responsible for the creation and review of college policy and regulation, subject to the guidance from the Chief Institutional Effectiveness Officer.

When listed as the responsible administrator for a policy or regulation, the Cabinet Member is responsible for ensuring that the policy or regulation is current, is properly implemented and administered by the institution. The Cabinet Member is further responsible for communicating all changes and alterations as well as any and all training required to properly implement the operations of the regulation.

Office of Institutional Effectiveness – The Chief Institutional Effectiveness Officer is responsible for the oversight of the policy and regulatory development process, under the direction of the College President.

While it is the responsibility of each Cabinet Member to maintain its accuracy, current status, ongoing review, and the creation of new policies and regulations for their area of supervision; the Office of Institutional Effectiveness shall ensure the consistency of all policies and regulations, and initiates the revision of existing policy and the creation of new policies and regulations.

This process is facilitated by the Chief Institutional Effectiveness Officer in collaboration with the responsible administrator for each area and other members of the College Cabinet as necessary.

**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAR 1110 Policy and Regulation Development	Page 3 of 6
Associated Policy: BP 0510 Policy Development, Adoption, and Review	
References:	
Supersedes: NA	
Responsible Administrator: College President; Chief Institutional Effectiveness Officer	
Initial Approval: 03-25-2015	Last Revision: 08-22-2018

The final version of any and all college policies and regulations is submitted to the Office of the President to be processed further by the Executive Assistant to the President.

**Initiation of New or Revision of Existing Policy or Regulation**

New policies and regulations and the revision to existing policies and regulations are initiated by the responsible member of the College Cabinet by contacting the Office of Institutional Effectiveness. Alternatively, the Office of Institutional Effectiveness, through its role in providing oversight for the creation and revision of policies and regulations, its oversight of college-wide strategic planning or through its responsibilities in ensuring compliance with accreditation standards shall initiate the creation or revision of college policy and regulation.

Once contacted, the Office of Institutional Effectiveness will provide guidance and direction in the creation or revision of policy and/or regulation. Once a draft is ready for review, the Office of Institutional Effectiveness will submit a draft copy of the newly created or revised policy or regulation to the College President for initial consideration and for review by the College Cabinet. Once the proposed document has been reviewed by the Cabinet, the Office of the President sends a draft of the document for the Board of Trustees for consideration.

Once approved by the Board of Trustees, the Office of the President will send a protected electronic copy to the college community as appropriate, initiate placing the protected document on the college website and ensure that the official copy of the document is retained by the Office of the President. The fully approved and adopted policy or regulation is then assigned to the responsible office; the respective supervisor of that office will have full responsibility for implementing the policy or regulation and training the college community as necessary. Furthermore, the responsible office shall notify the Office of Institutional Effectiveness when said document must be revised.

If the College policy or regulation requires faculty approval the draft of the document goes to the appropriate governance groups and to the faculty at large for review. Once the draft is revised as appropriate, it is then resubmitted to the Office of Institutional Effectiveness for process. Once the document is finalized, the Office of the President facilitates the process through the Board of Trustees approval process as appropriate. All approved College policies and regulations shall be



**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAR 1110 Policy and Regulation Development	Page 4 of 6
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Supersedes: NA	
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posted on the college’s website through facilitation of the Office of the President. The responsible administrator, as indicated on the policy or regulation, shall provide to the college community an explanation of the purpose, how the policy impacts them and how it may be used.

**Definitions**

Policy - broad statements that determine a course of action. A policy describes the rationale for the purpose of the action. A policy may provide the foundation for how the Board of Trustees and the College shall operate.

Regulation - provides detailed direction and guidance that initiate policy into practice. A regulation shall have an associated policy. A regulation may describe how, by whom, where, and when things are done. Specific language may include guidance as to the steps in completing or initiating a college process and may include the necessary completion and submission of a form.

**Outline of Process:**

1. Cabinet Member contacts the Office of Institutional Effectiveness to begin the development or review process.
2. Chief Institutional Effectiveness Officer seeks approval of the College President to begin the process.
3. A draft is developed by the responsible administrator in council and guidance with the Chief Institutional Effectiveness Officer. Policy and regulation documents that require faculty approval shall move through the faculty development and review process by the Chief Academic Officer.
4. Once prepared for review, the Office of Institutional Effectiveness sends a draft electronically to all Cabinet Members for review prior to the Cabinet meeting whenever possible, time permitting.
5. During the Cabinet meeting, suggestions are recorded. If needed, the Chief Institutional Effectiveness Officer shall revise the draft and resubmit to the Cabinet for a second review. This step may repeat until such time as the Cabinet recommends the document

**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
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Title: GAR 1110 Policy and Regulation Development	Page 5 of 6
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to move forward to the next level in the approval process, as appropriate. If the President determines legal counsel is necessary, a draft shall be sent forward to the College President to initiate the legal review process.

6. When legal counsel is needed, the Office of Institutional Effectiveness prepares a draft copy for the President that then goes to legal counsel for review.
7. Any changes to the document made through legal counsel are facilitated through the President to the Chief Institutional Effectiveness Officer, and the revised document shall be shared with the College Cabinet for additional review. The Chief Academic Officer shall submit any changes to the document made through legal counsel to the Faculty Executive Committee for review.
8. The Chief Academic Officer shall seek approval from the Faculty-at-large as necessary.
9. The Executive Assistant to the President sends the final draft document for the Board of Trustees to review prior to the next monthly board meeting.
10. The final draft document is presented as appropriate to the Board of Trustees during their regular monthly meeting.
11. Any action taken during the Board Meeting is recorded by the Executive Assistant to the President. The recorded action regarding said document is communicated and the final, approved document and the modifiable document is maintained by the Office of Institutional Effectiveness.
12. The Executive Assistant to the President ensures that the newly approved protected document is posted to the college website, and shall send an electronic copy to the college community as appropriate.
13. Once notified of full Board approval or adoption the responsible administrator shall initiate the appropriate implementation and training processes for said document.

**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAR 1110 Policy and Regulation Development	Page 6 of 6
Associated Policy: BP 0510 Policy Development, Adoption, and Review	
References:	
Supersedes: NA	
Responsible Administrator: College President; Chief Institutional Effectiveness Officer	
Initial Approval: 03-25-2015	Last Revision: 08-22-2018

14. Each responsible administrator oversees the implementation of and maintains the accuracy, current status and integrity of all college policies and regulations under their supervision.

**DOCUMENT HISTORY:**

- 03-25-2015:** Initial approval of regulation GAR 1001 Policy and Regulation Development
- 09-16-2015:** Revision of position title Dean of Institutional Effectiveness to Chief Institutional Effectiveness Officer; Dean of Student Services to Chief Student Services Officer; and Vice President for Learning as Chief Academic Officer.
- 12-09-2015:** Minor edits and added the Chief Institutional Effectiveness Officer as the second responsible administrator.
- 01-13-2016:** Minor revision to GAR 1001 Policy and Regulation Development. GAR 1001 Policy and Regulation Development was revised to GAR 1110 Policy and Regulation Development due to addition of sub section number 1100 college operations to properly align section and subsection numbering system.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 05-25-2017:** Minor language edits and clarification of process.
- 08-22-2018:** Clarification of process to seek faculty approval for policy and regulation documents within section 6000 Instruction, and those with implications for students.

# UPCOMING EVENTS

**Fall Job Fair**, hosted by Butler County Community Resource Council and Three Rivers College, 10 a.m. to 3 p.m. August 24, Bess Activity Center; free and open to the public.

**Artist Lecture – Melissa Gill**, 12 p.m. August 24, PLST108, Robert W. Plaster Free Enterprise Center. Opens “The Material and the Ephemeral” exhibit in the Tinnin Gallery August 24 – September 21.

**LPN-to-RN Bridge application deadline** is September 1. Applications can be found at [trcc.edu/admissions](http://trcc.edu/admissions), click on “Applications.”

**Labor Day Holiday**, September 3, College closed.

**Blood Drive**, 9 a.m. September 6, Bess Conference Room.

**Run 4 The Arts**, hosted by Three Rivers Endowment Trust, September 8 at the Poplar Bluff campus; registration fee is \$20. Race begins at 9 a.m., same-day registration starts at 8 a.m. Funds raised benefit scholarships for students studying the arts at Three Rivers College. Registration form is at [trcc.edu/development/events](http://trcc.edu/development/events).

**Meet the Raiders Night**, September 10, Bess Activity Center. Admission is free; dinner is \$5, free for students with ID. Doors open at 5 p.m., welcome and food served at 6 p.m. Athletes from men’s and women’s basketball, softball, baseball, cheer, and rodeo teams will be introduced. Information booths will include the Booster Club, basketball reserved seating, and The College Store.

**Center Stage’s The Little Mermaid**, 7 p.m. September 8, 13, 14 and 15 and 2 p.m. September 9 and 16 at the Tinnin Fine Arts Center. The musical is based on the Disney animated film. Tickets \$10, available online at [trcc.edu/tinnin](http://trcc.edu/tinnin) or, beginning 3 weeks before the show at the Poplar Bluff Chamber of Commerce and the TRC Student Accounts Office. Tickets will be sold at the door, as available.

For the most current information on upcoming events, view the College Calendar at [www.trcc.edu](http://www.trcc.edu).

# Daily American Republic

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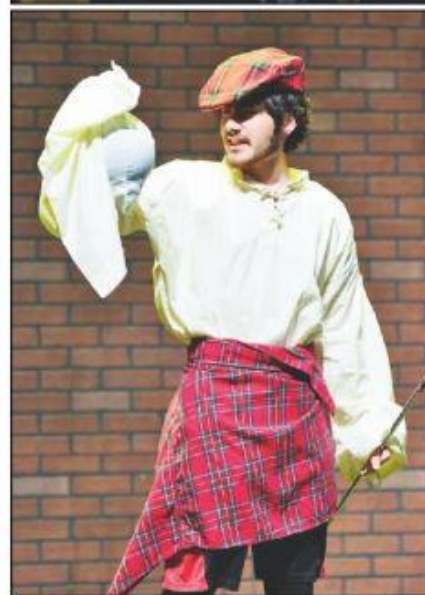
POPLAR BLUFF, MISSOURI

50c

THREE RIVERS COLLEGE'S CENTER STAGE  
WILL PERFORM  
**"The Complete Works of  
William Shakespeare Abridged"**  
 at 7 p.m. July 19-21 and 2 p.m. July 22  
 at the Tinnin Fine Arts Center.



Clockwise from top left, Romeo (left, Brett Russell) and Juliet (Michael Joseph) share a tender moment • Laertes (left, Brett Russell) and Hamlet (Ryan Humphrey) kill each other in a scene from "The Complete Works of William Shakespeare Abridged." • Queen Gertrude (Michael Joseph) drinks something which doesn't agree with her • A witch (left, Brett Russell) informs MacBeth (Ryan Humphrey) of his fate. • Additional photos on A10. DAR/Paul Davis



Above: Ryan Humphrey (from left), Brett Russell and Michael Joseph perform a mashup of all of Shakespeare's comedies

Left: MacDuff (Michael Joseph) holds up MacBeth's severed head.

Bottom: Leertes (Brett Russell) dies a slow death as he continues to spout more lines.





# Daily American Republic

Serving The Region Since 1869

POPULAR BLUFF, MISSOURI

50c

## THREE RIVERS COLLEGE

# Libla complex finish expected by Aug. 17

By CHELSAE CORDIA  
Staff Writer

The new anticipated date of completion for the Libla Family Sports Complex is Aug. 17, architect Mike Pollard of Dille and Traxel Architecture said Wednesday.

Pollard shared the information with the Three Rivers College Board of Trustees during its regular monthly meeting. The new date came from Huffman Construction's LFSC project manager, he added.

The most recent target

See LIBLA COMPLEX/A2



DAR/Paul Davis

Huffman Construction expects to finish the Libla Family Sports Complex on Aug. 17, architect Mike Pollard of Dille and Traxel Architecture said Wednesday.

## LIBLA COMPLEX

FROM PAGE A1

completion date at the end of June came and passed, Pollard said, but the new date he thinks "is probably doable."

"It's a relief to see that we're as close as we are to the end of this project," Pollard told trustees.

Huffman Construction owner Keith Huffman was invited to attend the meeting held at TRC, Pollard said, but did not attend, potentially due to short notice. A Thursday morning telephone message for Huffman by the *Daily American Republic* was not returned by press time.

Pollard said the quality of Huffman's work meets Dille and Traxel's expectations and that any current issues are cosmetic.

The electrical work "is

95 percent complete" Pollard added, and plumbing and mechanical systems are underway.

The commercial heating and cooling equipment will be tested "within the next week," he said, referring to a recent conversation with Ryan Buffington of Buffington Brothers Heating and Cooling.

According to Pollard, "unless there is a major hiccup, there is no reason" the building should not be substantially complete by Aug. 17 "as long as Huffman Construction continues to staff the project" as it has been recently.

College president Dr. Wesley Payne said he is pleased with how the Tinnin center's mural by renowned watercolorist Paul Jackson is progressing.

Payne mentioned a few

of the mural's notable features, which will include Jackson's interpretation of the Greek goddess, Persephone, homage to the rivers from which TRC derives its name, and a rendering of the Missouri state quarter, which Jackson designed.

Payne said he is excited about the college's "first outside art piece."

Performances of the Complete Works of William Shakespeare Abridged will be held through Sunday at the Tinnin Fine Arts Center auditorium. The show starts at 7 p.m. tonight through Saturday and at 2 p.m. Sunday. Tickets are \$10, or \$5 with a TRC student ID.

The next Three Rivers College Board of Trustees meeting will be held at noon Wednesday, Aug. 22 in the Tinnin Fine Arts Center Board Room.



# Three Rivers College registration deadline for Fall classes approaches

Published: Tuesday, July 24th 2018, 10:14 am CDT

Updated: Tuesday, July 24th 2018, 10:14 am CDT

Written by Marsha Heller, Digital Content Executive Producer [CONNECT](#)



Fall registration deadline at Three Rivers College is quickly approaching. (Source: KFVS)

POPLAR BLUFF, MO (KFVS) - The deadline to enroll for Fall classes at Three Rivers College is quickly approaching.

Online and on-site registration ends at the end of the day on August 10 at the Poplar Bluff campus at TRC, locations in Sikeston, Dexter, Kennett, and at the Cape College Center.

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According to school officials, current students, with adviser approval, can register online through the myTRCC system.

New students must fill out an application and attend an orientation session to register for classes.

For more information or to set up an orientation session call the Three Rivers College Welcome Center at 877-TRY-TRCC (879-8722).

The Fall semester begins on Monday, August 13.

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# Daily American Republic

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POPLAR BLUFF, MISSOURI

50c

## Three Rivers College Center Stage youth drama camp



(BELOW) Participants in the Three Rivers College Center Stage youth drama camp perform a song during a practice for their final show at the Tinnin Fine Arts Center. (FAR LEFT) Presley Tinsley (left) and Audrey Cato hold their position during a choreography practice session. (LEFT) Lauren Bourd gestures during a drama camp practice.

DAR PHOTOS BY PAUL DAVIS • MORE PHOTOS ON PAGE A10



## Three Rivers College Center Stage youth drama camp



DAR photos/Paul Davis

Participants in the Three Rivers College Center Stage youth drama camp practice their choreography.



Kelsey Crismon dances to a musical number during the drama camp.



## LONGTIME TRC TRUSTEE

# Carter County leader dies

By **CHELSAE CORDIA**  
Staff Writer



Grassham

**VAN BUREN** — Current vice-chairman and longtime Three Rivers College trustee Randall "Randy" Grassham died unexpectedly Saturday at his home in Van Buren.

See **GRASSHAM/A2**

## GRASSHAM

FROM PAGE A1

Grassham, 64, had served Three Rivers College since February 2009, when he was appointed to fill the unexpired term of his father, long-time trustee James Grassham.

Upon his replacement, it will be the first time since 1982 a Grassham has not represented Carter County on the college's Board of Trustees.

President of Three Rivers College, Dr. Wesley Payne on behalf of himself and the college, offered condolences to Grassham's family.

"Like his father before him, Randy served on the Board of Trustees in an honest and straight forward manner," Payne said.

"His wisdom and deep

devotion to Three Rivers College and its students will be missed. While a new representative for his district will serve, Mr. Grassham will not be possible to replace. He will be missed as a member of the board and I will personally miss him."

Grassham was a lifelong resident of Carter County. He served the residents of Van Buren as a city alderman for nine years and as mayor for more than two. Prior to joining his son and daughter at the family's hardware and lumber business, Grassham worked at the Grassham Chevrolet dealership for 40 years.

Current chairman, Darren Garrison, has served with Grassham since 2010. Garrison said he is honored to have worked alongside such an admirable individual.

"Randy represented the folks of Carter County on the board very well," Garrison said. "I hate to lose him. He was a great person and a great board member and I am honored to have served with him."

Three Rivers trustee Eric Schalk, who was elected in 2014, said he is saddened by his friend's sudden passing.

"Randy was a valuable board member," Schalk said. "In the four plus years I served with him, he always carried a calm, level headed demeanor. Soft-spoken, but when he spoke, the decision that came out of his mouth was one that carried great impact amongst the board members."

Grassham's full obituary can be found inside today's edition of the *Daily American Republic*.



# Mural at Three Rivers College almost complete

Published: Tuesday, August 7th 2018, 6:17 pm CDT  
Updated: Wednesday, August 8th 2018, 4:38 am CDT

Written by James Long, Digital Content Executive Producer [CONNECT](#)

Written by Tori Bowden, Producer [CONNECT](#)



A massive mural at Three Rivers College in Poplar Bluff, Missouri is nearly complete. (Source: Don Frazier, KFVS)

POPLAR BLUFF, MO (KFVS) - A massive mural at Three Rivers College in Poplar Bluff, Missouri is nearly complete.

A team of volunteers has been working for months to bring the creation to life.

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The summer's heat made things take longer than expected-- and they had to paint at night because the paint would dry too quickly.

Mural artist Paul Jackson said the mural pays tribute to the area. Jackson is the lead artist.

"There's a lot to take in, the mural has lots of different topics all rolled into one major theme," Jackson said. "The title is, River Dreams and it's inspired by many float trip down the Current River, the Black River, St. Francis and rivers in general, I guess we like to float."

Nearly 50 people helped with the mural which should be finished within the week.

## 'Run 4 the Arts' at Three Rivers Sept. 8

Three Rivers College and the Three Rivers Endowment Trust will host the third annual "Run 4 the Arts" four-mile run/walk or one-mile walk at 9 a.m., Saturday, Sept. 8, at the Three Rivers College Poplar Bluff Campus. All monies raised will continue to fund an endowed scholarship held by the Three Rivers Endowment Trust for Music and Art students attending Three Rivers College. Sponsorship opportunities are also currently available.

The entry fee for individual runners is \$20. Non-runners interested in supporting the event may register as a "virtual runner" (all registrations received by August 17 are guaranteed a T-shirt). Visit [trcc.edu/development/events](http://trcc.edu/development/events) for the registration form, or contact Michelle

Reynolds by email at [michellereynolds@trcc.edu](mailto:michellereynolds@trcc.edu) or call 573-840-9077 for more information.

Same-day registration begins at 8 a.m. on race day in front of the Tinnin Fine Arts Center on Three Rivers' Poplar Bluff Campus. Packet pickup for participants is from 3-5 p.m. Friday, Sept. 7, at the Tinnin Fine Arts Center lobby, and resumes at 8 a.m. on race day.

Medals and trophies will be given to top overall finishers, as well as in various age groups.

### Health Dept. trustees to meet Aug. 21

The Butler County Health Department Board of Trustees will be meeting in regular session at 5:30 p.m. Tuesday, Aug. 21, at the Butler County Health Department.