11:00 a.m. Three Rivers Board of Trustees Luncheon, Employee Lounge, Westover Admin Building
12:00 p.m. Three Rivers Board of Trustees Meeting, Board Room, Westover Admin Building

A G E N D A
REGULAR SESSION
Tuesday, March 15, 2022
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 February 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
2. Cash in Bank
3. Certificates of Deposits
4. Checks Issued
5. Bid Report

IV. President's Report

V. Executive Session (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)

VI. Items for Consideration, Discussion, and Vote

1. Discussion and vote on changes to GAP 1101 Debts to the College

2. Discussion and vote on changes to PP 4520 Payroll Deductions

*Representatives of the news media my obtain copies of this Agenda by contacting Edie Dilbeck, Executive Assistant to the President, 573-840-9698

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

1. Acceptance of Employment
    1. Theresa LeGrand – Instructor, Nursing (Sikeston)
    2. Skylar Travis – Part-time Paramedic Laboratory Assistant
    3. Katelynn Wells – College Store Associate
2. Transfer of Position
    1. James Hays – Part-time CDL Trainer to Temporary Instructor, CDL Program
    2. Gregory Watts – Temporary Instructor, Industrial Technology to Instructor, Industrial Technology
3. Retirement
    1. Julie Becker – Professor, Information Systems Technology
    2. Dionne Thompson – Professor, Academic Life Strategies (ACAD)
4. Resignation
    1. Melissa Allen – Coordinator, Workforce Development
    2. Verlin Austin – Instructor, CDL Program
    3. Emilee Cook – Part-time Nursing Secretary, Sikeston
    4. Elizabeth Hale – College Store Associate

VIII. Appendix

1. Information Items
2. Upcoming Events
3. Recent Newspaper Articles

IX. FY22 Board of Trustees Meeting Dates

- **Wednesday, April 20, 2022**
- **Wednesday, May 18, 2022**
- **Wednesday, June 22, 2022**

X. Adjournment

*Representatives of the news media may obtain copies of this Agenda by contacting Edie Dilbeck, Executive Assistant to the President, 573-840-9698

BOARD OF TRUSTEES
THREE RIVERS COLLEGE
February 16, 2022

CALL TO ORDER

The regular meeting of the Board of Trustees began at 12:00 p.m. on Wednesday, February 16, 2022.

ATTENDANCE

Those present included: Trustees: Gary Featherston, chair; Chris Williams, vice-chair (absent); Eric Schalk, secretary; Darren Garrison, treasurer; Dr. Tim Hager, member; Dr. Amber Richardson, member; and college administrators: Dr. Wesley Payne, president; Mark Richardson, College Attorney; Edie Dilbeck, recording secretary.

INVOCATION

Trustee Garrison delivered the invocation.

APPROVAL OF BOARD MEETING AGENDA

Trustee Hager made a motion to amend the agenda to consider a contract with Mineral Area College. On a second by Trustee Schalk, the motion passed unanimously.

APPROVAL OF THE JANUARY BOARD MEETING MINUTES

Trustee Garrison made the motion to approve the January Board Meeting Minutes. With a second by Trustee Hager, the motion passed unanimously.

Charlotte reviewed the Budget to Actuals as of the end of January 2022. We are 58% into the fiscal year and have recognized 64% of our budgeted revenues and obligated 49% of our budgeted expenses.

APPROVAL OF FINANCIAL REPORT

Trustee Schalk made the motion to accept the financial report as presented. With a second by Trustee Garrison, the motion passed unanimously.

PRESIDENT'S REPORT

Dr. Payne presented:

HALL OF FAME

On January 21st the Hall of Fame was held. The 2022 Inductees were Missy Whitney, Bill Swafford, Christy Deken, and the 1992 Championship Men's basketball team.

ALUMNI REUNION

January 22nd the Alumni Reunion was held. Beginning with the Pancake Breakfast, the Alumni Star reception in the afternoon for Cindy Lou Morgan, then wrapped up the day with the Lady Raiders and Raiders basketball games that evening. Lots of positive feedback has been received regarding the week-end's events.

STRATEGIC PLANNING KICKOFF EVENT

On February 10th the Strategic Planning Kickoff event was held. Dr. Maribeth Payne explained that over 50 program managers attended this half day event, divided into groups and brain-stormed over what projects have been completed, which ones are in-progress, what ones are on-going, etc. Over 150 projects were identified at this mid-point of ASPIRE 2025 – a lot of amazing work has been done and is being done at the College. The FY'23 Annual Planning Priorities were also developed.

CORNET CHOP SUEY

February 11th – To kick off Jazz Fest, the Patrons of the Arts performance of Cornet Chop Suey was held in the Tinnin Fine Arts Center.

JAZZ FEST

Congratulations to Professor Buddy White and the Music Department for another successful Jazz Fest on February 10th - 12th. This was the 30th annual Jazz Fest and which brings many area high school students to our campus. This was the first Jazz Fest that was able to be held in two years so everyone was very excited to be able attend again. Very positive feedback has been received from the year's event.

UP-COMING EVENTS

- FBLA Conference – February 18
- Dexter Trivia Night – February 17
- Poplar Bluff Trivia Night – February 24
- STEM Day – February 25
- Finley River Boys, POTA/Rodgers – February 26
- SEMO Superintendent's Luncheon – March 2
- Spring Break – March 14-18

EXECUTIVE SESSION

Trustee Richardson made the motion to enter into executive session at 12:29 p.m. With a second by Trustee Hager, the board was polled as follows: Trustee Richardson yes; Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams (absent); Trustee Featherston, yes.

APPROVAL OF RESOLUTION TO MAC CONTRACT

Trustee Garrison made the motion to approve the following: It is hereby resolved that the contract with TRC and MAC regarding the transfer of territorial rights to Cape Girardeau County is hereby approved as presented in the contract, which is referenced and made a part of this resolution. On a second by Trustee Schalk the board was polled as follows: Trustee Richardson yes; Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams (absent); Trustee Featherston, yes.

CONSIDERATION AND APPROVAL OF ALL PERSONNEL ACTION AND ASSOCIATED DOCUMENTS

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

ADJOURNMENT

There being no further business, Trustee Richardson made the motion to adjourn the meeting at 1:57 p.m. and with a second by Trustee Hager, the motion passed unanimously.

_____ _____

CHAIRMAN APPROVAL DATE

_____ _____

SECRETARY APPROVAL DATE

BOARD OF TRUSTEES
THREE RIVERS COLLEGE
(EXECUTIVE SESSION)

The Trustees entered into Executive Session at 12:30 p.m. on Wednesday, February 16, 2022

ATTENDANCE

Those present included: Trustees: Gary Featherston, chair; Chris Williams, vice-chair (absent); Eric Schalk, secretary; Darren Garrison, treasurer; Dr. Tim Hager, member; Dr. Amber Richardson, member; Mark Richardson, attorney.

Charlotte Eubank stayed for the session.

CONTRACT

Discussion of signing MAC contract.

Update on CBD Grant contract.

LEGAL

Update on property acquisition.

Kristina McDaniel joined the meeting.

PERSONNEL

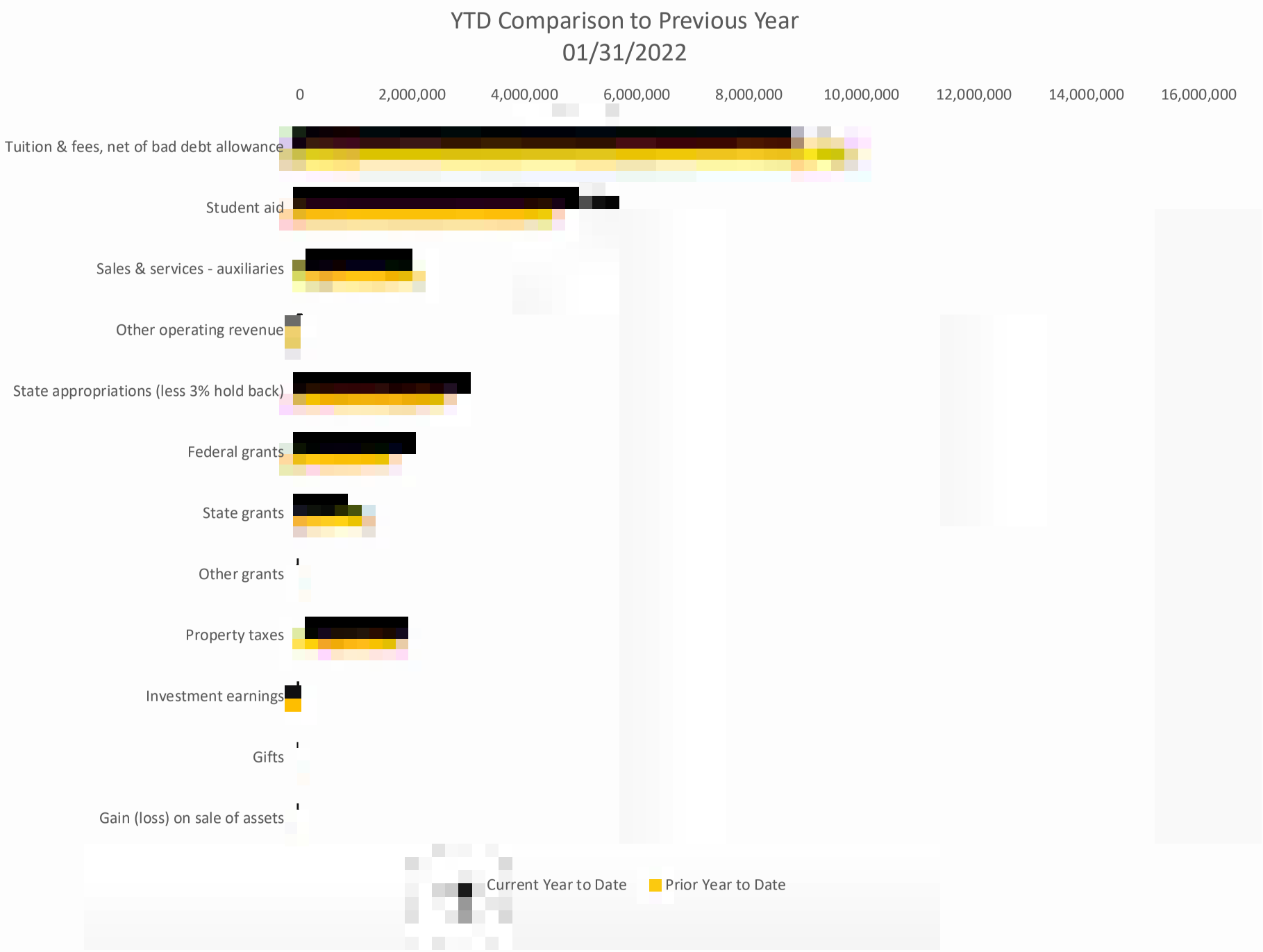
Discussion of personnel issues.

RETURN TO OPEN SESSION

Following the executive session, Trustee Schalk moved to enter into the regular session of the board meeting at 1:54 p.m. On a second by Trustee Garrison, the board was polled as follows: Trustee Richardson yes; Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams (absent); Trustee Featherston, yes.

CHAIRMAN APPROVAL DATE _____

SECRETARY APPROVAL DATE


YTD Comparison to Previous Year
01/31/2022
0
2,000,000
4,000,000
6,000,000
8,000,000
10,000,000
12,000,000
14,000,000
16,000,000
Tuition & fees, net of bad debt allowance
Student aid
Sales & services - auxiliaries
Other operating revenue
State appropriations (less 3% hold back)
Federal grants
State grants
Other grants
Property taxes
Investment earnings
Gifts
Gain (loss) on sale of assets
Current Year to Date
Prior Year to Date


YTD Comparison to Previous Year
01/31/2022
0
2,000,000
4,000,000
6,000,000
8,000,000
10,000,000
12,000,000
14,000,000
16,000,000
Salaries & benefits
Operating expenses
Scholarships
Depreciation & interest
Other operating expenses
Current Year to Date
Prior Year to Date


YTD Comparison to Previous Year
01/31/2022
0
2,000,000
4,000,000
6,000,000
8,000,000
10,000,000
12,000,000
14,000,000
16,000,000
CHANGES IN NET POSITION
Current Year to Date
Prior Year to Date

Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
January 31, 2022

ASSETS AND DEFERRED OUTFLOWS	
CURRENT ASSETS	
Cash & Cash Equivalents	13,135,491
Student Account Receivables, net	6,884,613
Property Tax Receivable	82,738
Other Receivables	8,165,858
Investments	0
Inventory	76,907
Prepaid Expenses	286,431
Total Current Assets	28,632,037
NON-CURRENT ASSETS	
Land	5,490,786
Capital assets	74,056,053
Plus: Current year additions to capital assets	2011830.51
Accumulated Depreciation	(34,929,085)
Unamortized Bond Issue Costs	0
Total Non-Current Assets	46,629,585
DEFERRED OUTFLOWS	5,677,372
TOTAL ASSETS AND DEFERRED OUTFLOWS	80,938,994

LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT LIABILITIES	
Accounts Payable	520,058
Accrued Vacation	316,398
Student Deposits	2,383,984
Deferred Tuition & Fees	12,300
Scholarships	147,041
Total Current Liabilities	3,379,780
NON-CURRENT LIABILITIES	
Retirement Incentive Payable	0
Other Post Employment Benefits	17,059,162
Bonds, Notes and Leases Payable	10,377,073
Accrued Interest	0
Agency	410,307
Total Non-Current Liabilities	27,846,541
Total Liabilities	31,226,321
DEFERRED INFLOWS	10,220,641
NET POSITION	
Beginning Balance	33,937,363
Changes in Net Position	5,554,668
Total Net Position	39,492,031
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	80,938,994

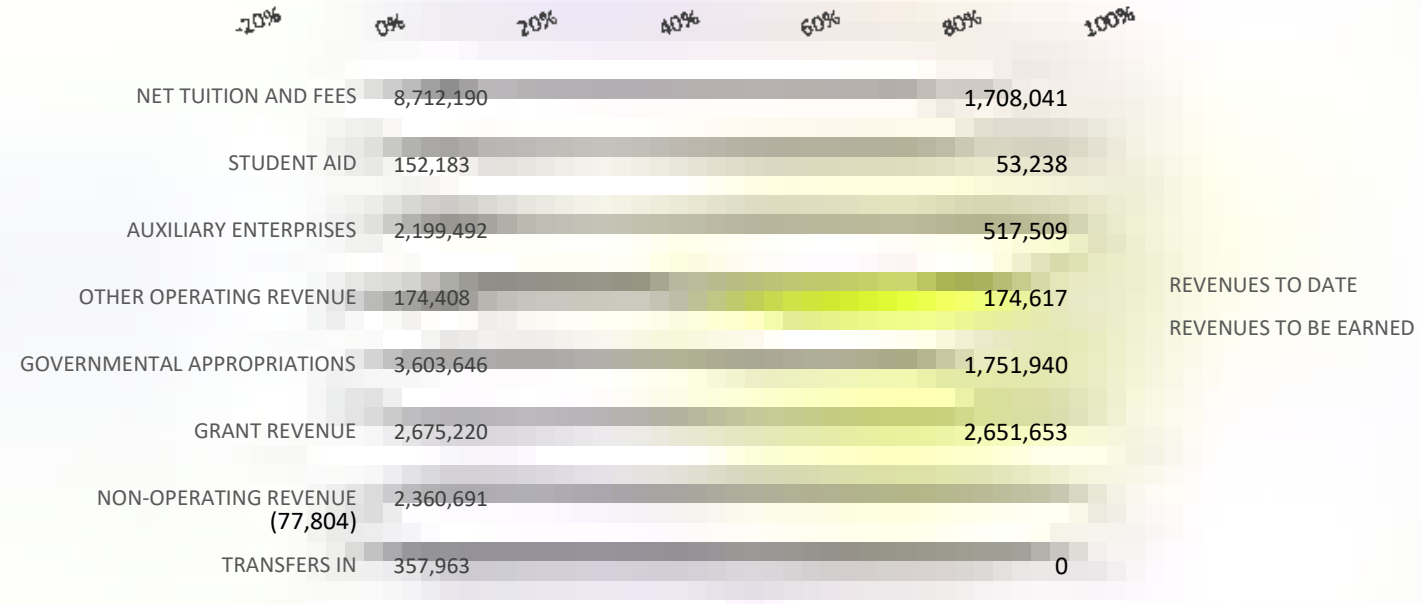
Prepared 03/08/2022

Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
January 31, 2022

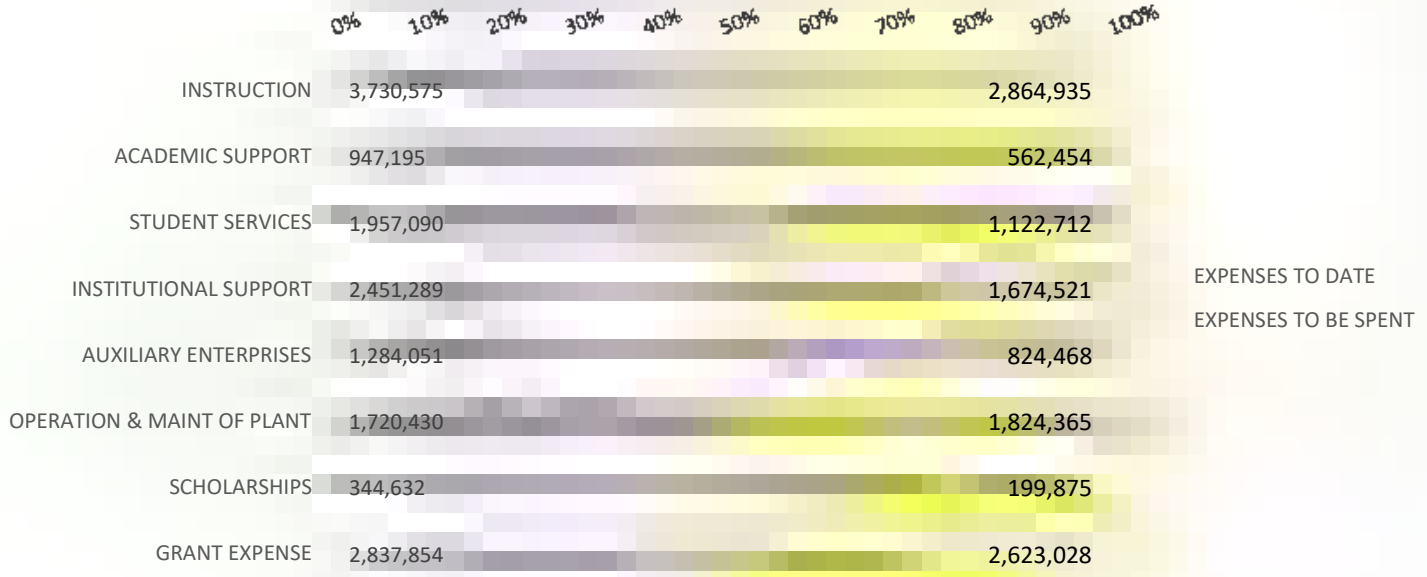
	July	August	September	October	November	December	January	Current Year to Date	Prior Year to Date	$ Change	% Change
OPERATING REVENUE											
Tuition & fees, net of bad debt allowance	4,943,658	517,952	(273,627)	1,377,492	1,001,361	811,449	507,872	8,886,156	9,816,340	(930,184)	(9.48)%
Student aid	164,414	22,940	4,782,007	402,518	270,757	81,469	27,229	5,751,334	4,660,430	1,090,904	23.41%
Sales & services - auxiliaries	893,225	101,635	102,148	239,650	215,985	383,188	119,407	2,055,237	2,152,627	(97,390)	(4.52)%
Other operating revenue	3,181	89,813	10,115	2,340	2,530	2,716	2,832	113,527	153,088	(39,561)	(25.84)%
Total Operating Revenue	6,004,478	732,340	4,620,643	2,022,000	1,490,633	1,278,821	657,339	16,806,254	16,782,485	23,769	0.14%
OPERATING EXPENSES											
Salaries & benefits	1,021,549	1,021,985	1,047,215	1,060,411	1,070,628	939,272	1,088,987	7,250,047	7,342,658	(92,610)	(1.26)%
Operating expenses	697,499	438,020	692,324	526,584	497,577	470,702	865,848	4,188,553	5,157,987	(969,435)	(18.79)%
Capital equipment	99,020	625,423	556,361	174,629	143,558	137,025	275,815	2,011,831	689,630	1,322,201	191.73%
Less: Transfer to capital assets	(99,020)	(625,423)	(556,361)	(174,629)	(143,558)	(137,025)	(275,815)	(2,011,831)	(689,630)	(1,322,201)	191.73%
Scholarships	212,485	51,023	5,227,145	469,382	303,240	76,764	29,620	6,369,658	5,403,454	966,204	17.88%
Depreciation & interest	147,524	294,088	149,852	352,739	195,777	197,440	408,826	1,746,246	1,275,696	470,551	36.89%
Other operating expenses	0	0	0	0	22	(22)	0	0	(404)	404	(100.00)%
Total Operating Expenses	2,079,057	1,805,116	7,116,535	2,409,116	2,067,244	1,684,157	2,393,281	19,554,504	19,179,391	375,113	1.96%
NON-OPERATING REVENUE (EXPENSES)											
State appropriations (less 3% hold back)	425,628	433,744	429,686	429,686	429,686	429,686	429,686	3,007,802	2,729,417	278,385	10.20%
Federal grants	339,754	422,388	488,829	273,966	223,592	109,593	227,426	2,085,548	1,758,548	327,000	18.59%
State grants	21,923	24,811	307,429	86,447	63,750	147,009	361,799	1,013,168	1,286,465	(273,298)	(21.24)%
Other grants	0	0	21,924	5,000	0	15,030	0	41,954	52,202	(10,248)	(19.63)%
Property taxes	22,115	20,358	16,942	7,537	33,292	371,400	1,551,599	2,023,243	1,861,964	161,279	8.66%
Investment earnings	8,109	7,074	7,572	8,408	7,759	7,808	6,332	53,063	173,174	(120,112)	(69.36)%
Gifts	5,387	0	0	27,500	0	0	0	32,887	31,397	1,490	4.75%
Gain (loss) on sale of assets	0	0	45,254	0	0	0	0	45,254	19,680	25,574	129.95%
Total Non-Operating Revenues (Expenses)	822,917	908,375	1,317,636	838,543	758,079	1,080,526	2,576,842	8,302,919	7,912,848	390,071	4.93%
CHANGES IN NET POSITION	4,748,337	(164,400)	(1,178,256)	451,428	181,468	675,191	840,900	5,554,668	5,515,942	38,726	0.70%

Prepared 03/08/2022

Budget to Actual Revenues
02/28/2022 (67%)



Budget to Actual Expenses
02/28/2022 (67%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
February 28, 2022
Fiscal Year Benchmark: 67%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES	10,420,231	8,712,190	84%	1,708,041
Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances				
STUDENT AID	205,421	152,183	74%	53,238
Federal Pell, Student Loans, SEOG, ACG, Work Study				
AUXILIARY ENTERPRISES	2,717,001	2,199,492	81%	517,509
Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental				
OTHER OPERATING REVENUE	349,025	174,408	50%	174,617
Athletic Ticket Sales, Fines, Transcript Fees, Other Income				
GOVERNMENTAL APPROPRIATIONS	5,355,586	3,603,646	67%	1,751,940
State Aid, State Maint. & Repair				
GRANT REVENUE	5,326,873	2,675,220	50%	2,651,653
State Grants, Federal Grants				
NON-OPERATING REVENUE	2,282,887	2,360,691	103%	(77,804)
Taxes, Interest Earnings, Gifts				
TRANSFERS IN	357,963	357,963	100%	0
General funds-prior year transfers in (Reserves), current year transfers from capital				
TOTAL REVENUES	27,014,987	20,235,793	75%	6,779,194

NOTE: We have recognized 75% of budgeted revenues. We have recognized 84% of our budgeted revenues from tuition and fees, comprised of portions of summer, fall 2021 and spring 2022 registration, 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	6,595,510	3,730,575	57%	2,864,935
Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services				
ACADEMIC SUPPORT	1,509,649	947,195	63%	562,454
Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support				
STUDENT SERVICES	3,079,801	1,957,090	64%	1,122,712
Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services				
INSTITUTIONAL SUPPORT	4,125,810	2,451,289	59%	1,674,521
Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications				
AUXILIARY ENTERPRISES	2,108,519	1,284,051	61%	824,468
Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental				
OPERATION & MAINT OF PLANT	3,544,795	1,720,430	49%	1,824,365
Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services				
SCHOLARSHIPS	544,507	344,632	63%	199,875
Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission				
GRANT EXPENSE	5,460,882	2,837,854	52%	2,623,028
State Grants, Federal Grants				
TOTAL EXPENSES	26,969,474	15,273,116	57%	11,696,358

NOTE: We have obligated 57% of our budgeted expenses at 67% into the fiscal year. February payroll is INCLUDED and credit card expenses are NOT INCLUDED as they were not yet available at the time of this report. Budgeted increase in Net Position is a result of awarded funding sources exceeding budget estimates.

CHANGES IN NET POSITION	45,513	4,962,677

Prepared 03/08/2022

Three Rivers College
Capital Budget - Unaudited
February 28, 2022
Fiscal Year Benchmark: 67%

FUNDING SOURCES	BUDGET	SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
RESTRICTED				
HEERF (CARES) federal grant	3,827,401	517,849	14%	3,309,553
UNRESTRICTED				
General funds - prior year transfers in (Reserves)	1,474,210	905,643	61%	568,567
General funds - current year transfers in			#DIV/0!	0
TOTAL FUNDING SOURCES	5,301,611	1,423,492	27%	3,878,119

USES OF FUNDS	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
Sikeston Location roof	240,000	5,580	2%	234,420
Westwood Event Center upgrades	210,531	0	0%	210,531
Libla Family Sports Complex	183,747	0	0%	183,747
Westover Administration Building repairs	200,000	157,354	79%	42,646
HVAC upgrades	2,500,000	77,450	3%	2,422,550
Campus restroom upgrades	500,000	0	0%	500,000
Keyless entry locks	556,901	278,451	50%	278,451
Landscaping, Lighting and other land improvements	115,531	61,461	53%	54,070
Tinnin Fine Arts Center refurbish	90,500	12,080	13%	78,420
Ballfield improvements	548,462	547,911	100%	551
Fleet vehicles	35,000	0	0%	35,000
Farm outbuilding/restroom	120,939	121,257	100%	(318)
TOTAL EXPENSES	5,301,611	1,261,544	24%	4,040,067
NET SURPLUS (DEFICIT)	0	161,948		

Prepared 03/08/2022

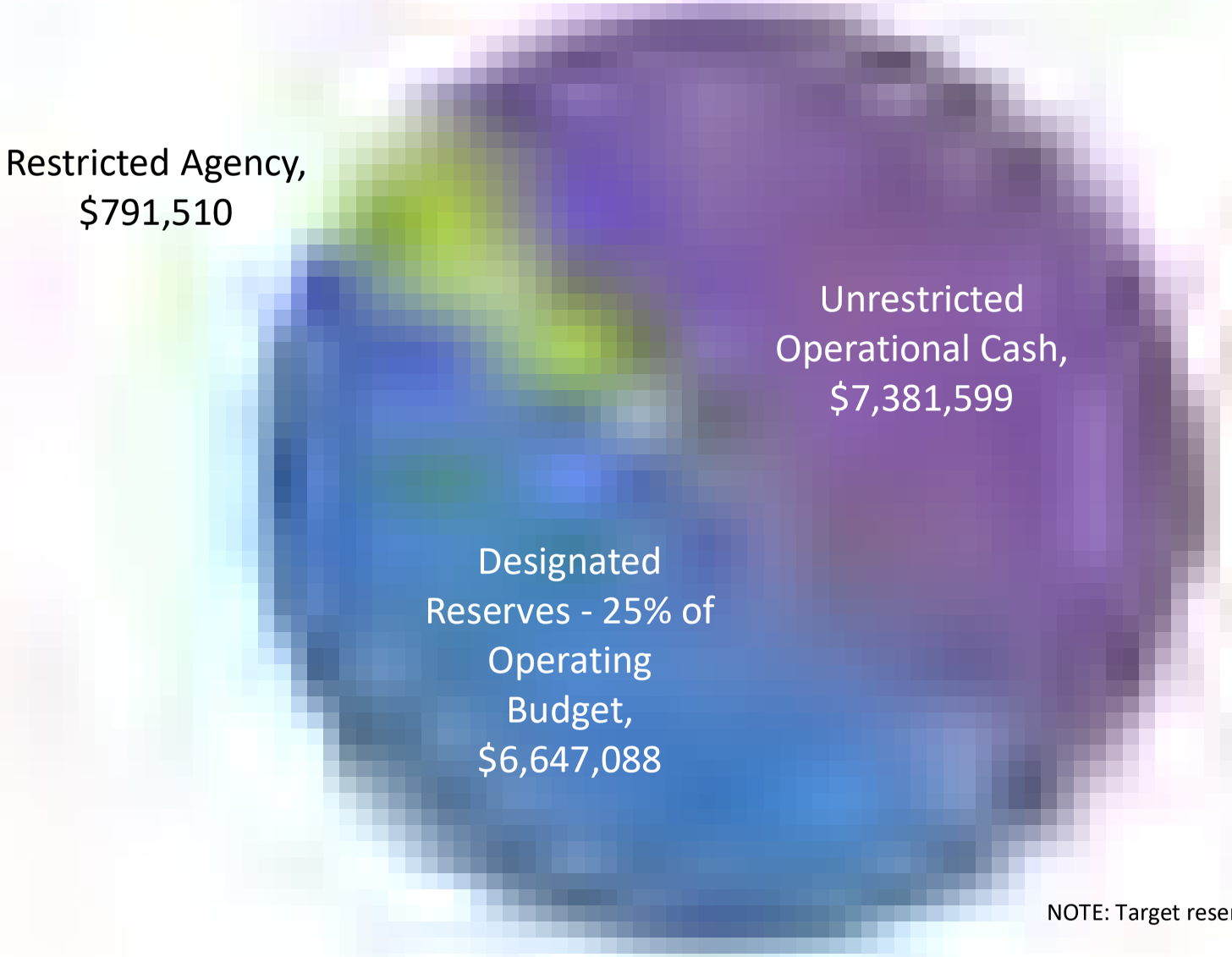
THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS

March 1, 2022

	02/01/22	03/01/22
CURRENT FUND		
Cash Funds		
Bookstore	2,000.00	2,000.00
Petty Cash	200.00	200.00
Vending Machines	137.00	137.00
Business Office	1,888.00	1,888.00
Total Cash Funds	4,225.00	4,225.00
General Accounts		
Southern Bank - General Funds	8,541,820.41	7,093,583.64
Southern Bank - Credit Cards	128,339.38	94,774.30
Total General Accounts	8,670,159.79	7,188,357.94
Restricted Bank Accounts		
Payroll Account - Southern Bank	14,927.56	14,945.97
Federal Clearing Account	148,561.62	-
Flexible Spending Account	10,004.15	10,003.82
Total Restricted Accounts	173,493.33	24,949.79
TOTAL CURRENT FUND	8,847,878.12	7,217,532.73
HOUSING FUND		
General Accounts		
Rivers Ridge Account - Southern Bank	85,637.98	82,033.25
Total General Accounts	85,637.98	82,033.25
TOTAL HOUSING FUND	171,275.96	164,066.50

	02/01/22	03/01/22
PLANT FUND		
General Accounts		
Plant Fund - Southern Bank	3,798,039.97	6,647,087.83
Total Bank Accounts	3,798,039.97	6,647,087.83
Certificates of Deposit		
	-	-
	-	-
Total Certificates of Deposit	-	-
TOTAL PLANT FUND	3,798,039.97	6,647,087.83
AGENCY FUND		
Bank Accounts		
Agency Account - Southern Bank	447,645.98	469,749.81
Certificates of Deposit		
Restricted CD's & Savings	321,759.75	321,759.75
TOTAL AGENCY FUND	769,405.73	791,509.56

TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
$14,820,197 AS OF 3/01/2022



NOTE: Target reserves for 25% of

THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF February 28, 2022

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
	Total Contingency Fund				-	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF February 28, 2022

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
2136801	First Midwest Bank of P.B.	0.40	03/05/97	03/05/22	5,000.00	Thelma Jackson
2017004363	Commerce Bank	0.30	03/30/88	03/30/22	10,000.00	Myrtle Corbett
423137249	Regions Bank	0.01	05/12/88	04/02/22	2,833.00	Combined Sch
9525	First Missouri State Bank	0.85	05/06/93	05/06/22	2,000.00	Carl Wiseman
10140	First Midwest Bank of P.B.	1.00	11/06/89	05/06/22	5,000.00	Charlotte Stone
5017843040	Commerce Bank	0.01	05/01/97	05/07/22	2,900.00	Miles Hays
2012008906	Commerce Bank	0.05	05/11/81	05/11/22	4,526.11	P.C. Hays, Sr.
2016007496	Commerce Bank	0.03	05/14/90	05/14/22	3,835.00	Bill Vinson
25103	First Midwest Bank of P.B.	0.40	05/14/99	05/14/22	5,000.00	Thelma Jackson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/22	2,192.00	Greg Starnes
2038701	First Midwest Bank of P.B.	0.65	05/16/96	05/16/22	5,000.00	Thelma Jackson
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/22	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/22	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	0.50	05/26/89	05/26/22	16,350.00	Jackie Watson
110260320	Southern Bank	0.85	06/02/86	06/02/22	1,000.00	Hulen Spencer
2016012267	Commerce Bank	0.025	06/04/92	06/04/22	2,350.00	Bill Vinson
423135383	Regions Bank	1.49	12/04/04	06/04/22	1,650.00	R. Couperus
110274305	Southern Bank	0.90	05/30/86	06/30/22	5,200.00	Mabel Swindel
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/22	1,405.00	Joshua Bowman
2019003547	Commerce Bank	0.40	07/08/90	07/08/22	4,000.00	P.C. Hays, Jr.
423137157	Regions Bank	1.24	01/14/85	07/14/22	2,500.00	Dr. Miller
2170801	First Midwest Bank of P.B.	0.50	07/11/97	07/30/22	10,925.00	Mabel Swindel
2012008112	Commerce Bank	0.30	08/11/92	08/11/22	1,000.00	Myra C. Hays
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/22	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.50	08/23/90	08/23/22	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.50	08/25/92	08/25/22	3,000.00	Odd Fellows
110270576	Southern Bank	0.60	08/27/85	08/27/22	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.50	08/28/02	08/28/22	5,000.00	Helvey-Miller
21815	First Midwest Bank of P.B.	0.35	09/22/98	09/22/22	5,000.00	Jerome Burford
423137256	Regions Bank	0.01	05/12/88	10/02/22	1,024.34	Fred Morrow
24325	First Midwest Bank of P.B.	0.35	10/15/99	10/15/22	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	0.35	10/31/97	10/31/22	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	0.35	11/06/00	11/06/22	4,000.00	Coll. Achievement
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/22	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	1.10	12/05/95	12/05/22	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/22	1,110.00	C.T. McDaniel

THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
2016012160	Commerce Bank	0.25	12/11/91	12/11/22	7,700.00	Bill Vinson
43712	First Midwest Bank of P.B.	0.85	04/27/09	12/14/22	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.25	12/22/97	12/22/22	10,000.00	Harold Prim
110239662	Southern Bank	1.00	01/05/91	01/05/23	1,412.53	Bulow Mem.
2213401	First Midwest Bank of P.B.	0.35	01/08/98	01/08/23	10,000.00	Jerome Burford
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/23	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/23	2,500.00	A. Garner
22246	First Midwest Bank of P.B.	1.05	02/25/98	02/25/23	1,658.87	Missy Braden
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/23	6,468.04	Butler Co Co-op
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/23	1,226.80	A. Garner
2017004259	Commerce Bank	0.30	12/09/89	12/09/23	1,000.00	P.I. Church
63760695	US Bank of Poplar Bluff	1.73	04/04/85	04/05/24	1,001.63	Lonnie Davis
2018004893	Commerce Bank	0.35	04/10/88	04/10/24	3,000.00	Myra C. Hays
423137173	Regions Bank	0.15	12/09/85	12/09/24	5,000.00	Mary Hinrichs
	Total Agency Fund CD's				$ 321,759.75	

Three Rivers College
CD Report
As of February 28, 2022

Investment CDs

Bank Account Interest Rate

Bank	Account	Interest Rate
Southern Bank	all except Federal Funds	0.50%

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

Responses

Bank
Contact
Comment
Amount
3 months
6 months
9 months
1 year

CDs Transferred

Endowment CDs Transferred to Endowment Trust

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Month of FEBRUARY 2022

Current Fund:	General Fund - Southern Bank	$ 3,083,139.71
Housing Fund:	Rivers Ridge - Southern Bank	2,179.87
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	27,946.51
	Grand Total	$ 3,113,266.09

This is to certify that the above is supported by invoices, purchase orders, and other pertinent data on file in the College Business Office. Approved by the Board of Trustees, this 15th day of March 2022.

Chairman, Board of Trustees

Secretary, Board of Trustees

THREE RIVERS COLLEGE
BID REPORT
AS OF MARCH 9, 2022

March 2022 President's Report

- Dexter Trivia Night – February 17
- District 20 FBLA Conference – February 18
- SEMO Superintendent's Luncheon – March 2
- Region 16 Tournament – Championship – March 4 & 5
- Showing of the Movie "Harriet" – March 9
- PB Trivia Night – Holiday Inn – March 10

- **Upcoming Events**
    - NJCAA National Tournament March 16 – 21
    - POTA/Rodgers, Dailey & Vincent – March 20
    - POTA, Alvin Youngblood Hart – March 24
    - Spelling Bee – March 26
    - College Transfer Fair – April 6
    - POTA, An Unforgettable Century – April 7
    - POTA/Rodgers, Rhonda Vincent – April 8
    - Red Birds Day at the Ballpark – April 9
    - Distinguished Alumni Reception – April 11
    - Music Department's Spring Recital – April 12
    - Easter Break – April 14, 15 & 18

A G E N D A
Executive Session
Tuesday, March 15, 2022

I. Executive Session

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

II. Adjournment

V1. Consideration and approval of changes to GAP 1101 Debts to the College

BACKGROUND INFORMATION—

HISTORY

Initial policy approved in March 2010 as GAP 1001. Minor revision in January 2016 to GAP 1001 to GAP 1101 due to addition of sub section 1100 College Operations to provide proper alignment of section and subsection numbering system. On September 21, 2016 the change of the college name to Three Rivers College was approved. This revision is the addition of pay period for withholding of debts to the College according to applicable law.

POSSIBLE ALTERNATIVES

None

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Approve changes as presented.

THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY

Section: 1000 General Administration
Sub Section: 1100 College Operations
Title: GAP 1101 Debts to the College
Associated Regulation: PR 4520 Payroll Deductions
References:
Supersedes: NA
Responsible Administrator**:** Chief Financial Officer
Initial Approval: 03-24-2010 Last Revision: 03-15-2022

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

Appropriate due dates for debts to the College will be set and adhered to for all individuals doing business with Three Rivers College. All debts not paid by the published due dates will be considered past due.

Three Rivers College reserves the right to use any and all legal means to collect past due debt including but not limited to the placement of said debts with a collection agency and the appropriate legal action as allowed under local, state, and federal statutes.

Employees of Three Rivers College who owe monies to the College which are past due will incur payroll deductions to satisfy the balance owed. Financial Services in collaboration with the Office of Human Resources will determine the withholding according to applicable laws.

Section: 1000 General Administration
Sub Section: 1100 College Operations
Title: GAP 1101 Debts to the College
Associated Regulation: PR 4520 Payroll Deductions
References:
Supersedes: NA
Responsible Administrator**:** Chief Financial Officer
Initial Approval: 03-24-2010 Last Revision: 03-15-2022

DOCUMENT HISTORY:

03-24-2010: Initial approval of policy GAP 1001 Debts to College.

01-13-2016: Minor Revision to GAP 1001 Debts to the College. GAP 1001 Debts to the College was revised to GAP 1101 Debts to the College due to the addition of sub section number 1100 College Operations to provide proper alignment of 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.

03-15-2022: Revision of pay period for withholding of debts to the College according to applicable law.

V1. Consideration and approval of changes to PP 4520 Payroll Deductions

BACKGROUND INFORMATION—

HISTORY

Initial policy approved in September 2010. On September 21, 2016 the change of the college name to Three Rivers College was approved. Addition of paragraph regarding the review of each position on a case-by-case basis determining if position is deemed to be certified under the Public School Retirement System (PSRS) of Missouri was approved on February 15, 2017. This revision is the addition of information regarding debts to the College in alignment with GAP 1101 Debts to the College.

POSSIBLE ALTERNATIVES

None

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Approve changes as presented.

Withholding Taxes

A federal withholding tax is retained as payment on Federal Income Tax for the current year. The amount withheld is determined by salary and the number of dependents.

A state withholding tax is retained for the Missouri Department of Revenue. The amount withheld is determined in the same manner as the Federal Income Tax.

Employees may authorize additional sums to be withheld by notifying the payroll department in writing and completing a new W-4 form indicating the additional amount to be withheld each pay period. No salary checks will be issued until all withholding forms are submitted.

Social Security and Medicare

Except for instructors and staff covered by Public School Retirement System of Missouri (PSRS),

College employees contribute to the Social Security System and Medicare. The College matches FICA contributions. Since March 31, 1986, Medicare has been deducted from new employees' earnings, but not from those full-time staff with PSRS membership and continuous employment at the college beginning prior to March 31, 1986.

Public School Retirement System (PSRS) of Missouri

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

The college reviews each position on a case-by-case basis to determine if the position is deemed to be "certified" as defined by PSRS guidelines and thus eligible for PSRS enrollment. At Missouri public two-year colleges, being "certificated" means being employed in a position that is certified by the executive officer of the college (President) as a teaching, supervisory

or educational-administrative position. If the position is not deemed as certified, eligible employees will be a member of the PEERS system as defined below.

Public Education Employee Retirement System (PEERS) of Missouri

In compliance with PEERS guidelines, all employees eligible for PEERS Retirement and who work 20 hours or more per week in a position that normally requires at least 600 hours of service per year are members of Public Education Employee Retirement System (PEERS) and are also covered by Social Security. The College matches employees' contributions into PEERS. In compliance with PEERS guidelines, all full-time and part-time non-instructional employees are members of PEERS provided they work 20 hours or more per week and are employed in a position that normally requires at least 600 hours of service per year.

Employee contributions to PEERS are matched by the college at the authorized rate. Members of PEERS are also covered by Social Security.

Tax Sheltered Annuities (403b)

Employees may elect to participate in a 403(b) savings plan administered by Pension and Retirement Services (PARS). The plan's restated effective date is January 1, 2009. The plan document and a list of participating vendors in which employees can make contributions are available in the office of human resources.

Group Health and Life Insurance

Group health and life insurance deductions may be requested for the family of a college employee. Deferred annuity payments may also be deducted from the monthly salary. Plan information is available in the office of human resources.

Other Programs and Options

Deductions for optional, college sponsored programs may be available. Debts to the College may be payroll deducted as well (GAP 1101 Debts to the College).

Section: 4000 Personnel
Sub Section: 4500 Compensation
Title: PP 4520 Payroll Deductions
Associated Policy: GAP 1101 Debts to the College
Associated Regulation: PR 4520 Payroll Deductions
References: PSRS Guidelines; PEERS Guidelines
Supersedes: 4.6
Responsible Administrator**:** Director of Human Resources
Initial Approval: 09-22-2010 Last Revision: 03-15-2022

DOCUMENT HISTORY:

09-22-2010: Initial approval date of policy PP 4520 Payroll Deductions.

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

02-15-2017: Addition of paragraph regarding the review of each position on a case-by-case basis determining if position is deemed to be certified under the Public School Retirement System (PSRS) of Missouri.

03-15-2022: Addition of information regarding debts to the College in alignment with GAP 1101 Debts to the College.

Consideration of Personnel Action
Employment of Personnel
Instructor, Nursing (Sikeston)

PERSONNEL DATA SHEET

Administrative Officer

Professional Staff

X Faculty – replacement for Brandy Grissom (transfer to Poplar Bluff)

Support Staff

Federal Program:

Special Program

NAME: Theresa LeGrand

POSITION TITLE: Instructor in Nursing

SALARY: $52,318 ($39,218 base + $10,000 MSN + $3100 10th month)

FULL-TIME X PART-TIME:

9 months 10 months 11 months 12 months X

Other:

STARTING DATE: August 1, 2022

QUALIFICATIONS:

Degree	Ed. Institution	Major
BSN	Southeast Missouri State University	Nursing
MSN	Cape Girardeau, MO	

EXPERIENCE

04/2021 – 12/2021	Kingdom Health and Wellness Cape Girardeau, MO	Clinic Coordinator
10/2020 – 01/2021	Lincoln Technical College Nashville, TN	Admissions Representative
08/2012 – 06/2020	Cape Girardeau Career & Tech Center Cape Girardeau, MO	Practical Nursing Instructor Secondary
04/2001 – 04/2018	Saint Francis Medical Center Cape Girardeau, MO	Registered Nurse

(03/15/2022)

Consideration of Personnel Action
Employment of Personnel
Part-time Paramedic Laboratory Assistant

PERSONNEL DATA SHEET

Administrative Officer

Professional Staff

Faculty

X Support Staff – replacement for Daniel Stocksdale

Federal Program:

Special Program

NAME: Skylar Travis

POSITION TITLE: Part-time Paramedic Laboratory Assistant

SALARY: $16.25/hour

FULL-TIME PART-TIME: X

9 months 10 months 11 months 12 months X

Other:

STARTING DATE: February 11, 2022

QUALIFICATIONS:

Degree	Ed. Institution	Major
Certificate	Three Rivers College Poplar Bluff, MO	EMT Paramedic

EXPERIENCE

09/2021 - present	Butler County EMS Poplar Bluff, MO	Critical Care Paramedic/ Continuing Education Instructor
01/2019 – 09/2021	Stoddard County Ambulance Dexter, MO	Paramedic/Critical Care Paramedic/Field Training Officer
01/2016 – 04/2019	New Madrid County Ambulance New Madrid, MO	Paramedic/Field Training Officer

(03/15/2022)

Consideration of Personnel Action
Employment of Personnel
College Store Associate

PERSONNEL DATA SHEET

Administrative Officer

Professional Staff

Faculty

X Support Staff – replacement for Cassie Cates

Federal Program:

Special Program

NAME: Katelynn Wells

POSITION TITLE: College Store Associate

SALARY: $11.30/hour

FULL-TIME X PART-TIME:

9 months 10 months 11 months 12 months X

Other:

STARTING DATE: March 21, 2022

QUALIFICATIONS:

Degree	Ed. Institution	Major

EXPERIENCE

12/2021 – 02/2022	Productive Staffing Poplar Bluff, MO	Three Rivers College Store
01/2019 – 10/2021	US Census Bureau Springfield, IL	Census surveys
11/2019 – 03/2020	Wayne County Journal Banner Piedmont, MO	Mailroom

(03/15/2022)

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position
Part-time CDL Trainer to Temporary Instructor, CDL Program

BACKGROUND INFORMATION
HISTORY

Mr. James Hays has been employed part-time in the CDL Program since November 2021. With program expansion, the need for additional full-time personnel is necessary. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Mr. Hays to this position. He will assume the duties, effective March 13, 2022.

FINANCIAL IMPLICATIONS

This position will transition from part-time non-exempt to faculty, full-time exempt.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of James Hays.

03/15/2022

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position
Temporary Instructor, Industrial Technology to Instructor, Industrial Technology

BACKGROUND INFORMATION
HISTORY

With the need to serve students immediately, Mr. Gregory Watts' was employed on a temporary basis in August 2021. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Mr. Watts from temporary status to Instructor, Industrial Technology. His new position will be effective July 1, 2022.

FINANCIAL IMPLICATIONS

This is a full-time, 12-month faculty position.

ADMINISTRATIVE RECOMMENDATION

Approve the appointment of Gregory Watts.

03/15/2022

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Request for Retirement
Professor, Information Systems Technology

BACKGROUND INFORMATION
HISTORY

Ms. Julie Becker has been employed with the College full-time since August 1996 in Information Systems Technology. She has submitted her request for retirement, effective July 1, 2022. Faculty responsibilities will be complete with May Commencement 2022.

FINANCIAL IMPLICATIONS

This is a full-time, nine-month faculty position.

ADMINISTRATIVE RECOMMENDATION

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

03/15/2022

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Request for Retirement
Professor, Academic Life Strategies (ACAD)

BACKGROUND INFORMATION
HISTORY

Ms. Dionne Thompson has been employed with the College as a full-time faculty member since August 1996. In July 2020, Ms. Thompson transitioned from Medical Laboratory Technology to ACAD. She has submitted her request for retirement, effective July 1, 2022. Faculty responsibilities will be complete May 27, 2022.

FINANCIAL IMPLICATIONS

This is a full-time, ten-month faculty position.

ADMINISTRATIVE RECOMMENDATION

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

03/15/2022

February 11, 2022

Dear Dr. Gragg,

Please accept my formal resignation to retire from being a full-time faculty member as the Lead Instructor in Academic Life Strategies (ACAD) at Three Rivers College on May 27, 2022. I want to thank you for allowing me to become a member of the Science, Math, and Social Sciences Department to teach Academic Life Strategies the past two years. I have thoroughly enjoyed working with the faculty in your division. I am going to miss working with everyone at Three Rivers College. After 26 years at Three Rivers, it is time for me to move on to the next chapter of my life.

I am blessed and grateful for having a wonderful career as a faculty member at TRC.

Thank you very much for your support and guidance as a member of your department. I appreciate you as a person and as an excellent boss and leader. I will be glad to help teach online ACAD courses any time.

With gratitude,

Dionne M. Thompson

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Coordinator, Workforce Development

BACKGROUND INFORMATION
HISTORY

Ms. Melissa Allen has been employed with the College since October 2016. She has held her most recent position as the Coordinator, Workforce Development since July 2020. Ms. Allen has submitted her resignation, effective March 4, 2022.

FINANCIAL IMPLICATIONS

This is a full-time, exempt staff position.

ADMINISTRATIVE RECOMMENDATION

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

3/15/2022

Melissa Allen
Coordinator, Workforce Development
Three Rivers College
2080 Three Rivers Blvd.
Poplar Bluff, MO 63901
mallen@trcc.edu

Feb. 17, 2022

Dear Will,

I am writing this letter to notify you formally that I am resigning from my position as Coordinator, Workforce Development, effective March 4.

I appreciate the opportunity for growth in my role for the past five years. I have enjoyed helping in the transition and training the new director. If I can assist you in the future in any way, please let me know.

I wish you and the college continued success and hope to keep in touch.

Sincerely,

Melissa M. Allen

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Instructor, CDL Program

BACKGROUND INFORMATION
HISTORY

Mr. Verlin Austin has been employed full-time with the College since April 2021. Prior to full-time, Mr. Austin served as a part-time CDL Trainer. He has submitted his resignation, effective February 28, 2022.

FINANCIAL IMPLICATIONS

This is a full-time, twelve-month, faculty position.

ADMINISTRATIVE RECOMMENDATION

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

03/15/2022

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Part-time Nursing Secretary - Sikeston

BACKGROUND INFORMATION
HISTORY

Ms. Emilee Cook has been employed with the College part-time since February 2016. Ms. Cook has submitted her resignation, effective March 4, 2022. After submission, she requested her resignation be effective February 28, 2022.

FINANCIAL IMPLICATIONS

This is a part-time, staff position.

ADMINISTRATIVE RECOMMENDATION

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

3/15/2022

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
College Store Associate

BACKGROUND INFORMATION
HISTORY

Ms. Elizabeth Hale has been employed full-time as a College Store Associate since June 2019. She also worked part-time in the College Store before transitioning to her full-time role. Ms. Hale has submitted her resignation, effective February 25, 2022.

FINANCIAL IMPLICATIONS

This is a full-time, non-exempt staff position.

ADMINISTRATIVE RECOMMENDATION

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

3/15/2022

THREE RIVERS COLLEGE
PERSONNEL REGULATION

Section: 4000 Personnel
Sub Section: 4800 Employee Welfare
Title: PR 4810 ADA and Reasonable Accommodation
Primary Policy: PP 4810 ADA and Reasonable Accommodation
Associated Policy: GAP 1200 Equal Opportunity
References: Sec. 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990
Addendum: "504 and ADA Accommodations Request Form"
Supersedes: NA
Responsible Administrator: Director of Human Resources
Initial Approval: 07-27-2010 Last Revision: 02-18-2022

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

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

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

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

appropriate and reasonable, the associated cost will be discussed with the appropriate supervisor.

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

Reasonable accommodation requests should consider the following factors:

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

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

Once the office of human resources receives the request for accommodation form with all the appropriate documentation; a written determination shall be made within fifteen (15) calendar days of receiving the completed request. If an accommodation is provided, the employee will be

notified of an expected date of implementation. Should additional time be needed to make a determination, the employee will be notified of the status of the request and an estimated date will be provided.

Three Rivers College is in compliance with Title I of the Americans with Disabilities Act (ADA) regarding service animals. Employees planning to bring their service animal to work should discuss this with their supervisor and request use of the service animal as a reasonable accommodation because of their disability. For assistance with this approval process, contact the Office of Human Resources.

Section: 4000 Personnel
Sub Section: 4800 Employee Welfare
Title: PR 4810 ADA and Reasonable Accommodation
Primary Policy: PP 4810 ADA and Reasonable Accommodation
Associated Policy: GAP 1200 Equal Opportunity
References: Sec. 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990
Addendum: "504 and ADA Accommodations Request Form"
Supersedes: NA
Responsible Administrator: Director of Human Resources
Initial Approval: 07-27-2010 Last Revision: 02-18-2022

DOCUMENT HISTORY:

07-27-2010: Initial approval of regulation PR 4810 ADA and Reasonable Accommodation.

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

02-28-2022: Clarification of accommodation request process for service animals through the Office of Human Resources.

THREE RIVERS COLLEGE

504/ADA FACT SHEET AND ACCOMMODATIONS REQUEST

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

The following procedures are in place to assist anyone with needs for accommodation: Employees are encouraged to contact their respective 504/ADA coordinator if assistance is desired, to discuss accommodation needs. The Director of Human Resources is the TRC 504/ADA coordinator. Completing and submitting the form below to the office of human resources begins the accommodations request process, and allows the coordinator to make requests on the employee's behalf. Disclosure of a disability is voluntary. An employee needing to request an accommodation for a disability should begin the process by contacting the Office of Human Resources, Westover Building; 573-840-9695. PR 4810 ADA and Reasonable Accommodation

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

504/ADA ACCOMMODATIONS REQUEST

Click to hide text above

NAME: EMPLOYEE ID#

ADDRESS PHONE #

EMERGENCY CONTACT PERSON PHONE #

NATURE OF DISABILITY (Disclosure of Disability is voluntary.)

ACCOMMODATION(S) AND/OR REQUEST FOR THE USE OF SERVICE ANIMAL:

SIGNATURE

HUMAN RESOURCES

Three Rivers College is an equal opportunity institution that commits itself to the policy that there will be no unlawful discrimination against any person because of race, color, gender, sexual orientation, religion, age, disability, gender, or national origin.

THREE RIVERS COLLEGE
STUDENTS REGULATION

Section: 2000 Students
Sub Section: 2100 Nondiscrimination and Student Rights
Title: SR 2115 Disability Services for Students
Primary Policy: SP 2115 Disability Services for Students
Associated Policy: GAP 1200 Equal Opportunity
References: Section 504 of the Rehabilitation Act; Title II of the Americans with Disabilities Act
Addendum: Disability Services Accommodation Request Form; Release Authorization
Supersedes: NA
Responsible Administrator: Chief Student Services Officer
Initial Approval: 01-18-2017 Last Revision: 02/18/2022

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

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

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

Acceptable Documentation

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

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

Accommodation Procedure

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

Accommodation Determination and Implementation

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

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

After accommodations have been established by the Office of Disability Services (ODS) the student is required to pick-up from the ODS and carry with them an accommodations card. Each respective Three Rivers instructor will be notified electronically of the student's specific accommodations. The instructor and the ODS shall work closely to ensure that the appropriate accommodations for each student are implemented. Students who are experiencing unresolved challenges implementing the accommodations should contact the ODS immediately for assistance. The ODS Coordinator is the 504/ADA Compliance Officer for the students at Three Rivers College.

Three Rivers College is in compliance with Title II of the Americans with Disabilities Acts (ADA) regarding service animals. Students are required to register their service animal with the Office of Disability Services.

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

Section: 2000 Students
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References: Section 504 of the Rehabilitation Act; Title II of the Americans with Disabilities Act
Addendum: Disability Services Accommodation Request Form; Release Authorization
Supersedes: NA
Responsible Administrator: Chief Student Services Officer
Initial Approval: 01-18-2017 Last Revision: 02/18/2022

DOCUMENT HISTORY:

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

02-18-2022: Clarification of process for registering a service animal with the Office of Disability Services.

[redacted]

[redacted] _____

Home Address: [redacted] _____

City: State: Zip:

Home Phone: Cell Phone:

Email:

1. [redacted] ☐ Acquired in Injury ☐ Hard of Hearing
☐ Learning Disabilitie ☐ AD/HD ☐ Deaf ☐ Orthopedic Impairment ☐ Language Impairment ☐ Psychiatric Disability ☐ Blind/Partial Sight ☐ Developmental Disability
Other: _____

2. Indicate the accommodations related to your disability that you requesting.

a. Extended time
b. [redacted] taking services
__ c. Preferred seating in the classroom
d. Quiet testing
__ e. Textbooks Audio
___ f. Housing
g. Service Animal
___ h. Other

3. you have current medical documentation file with the Office of Disability Services?

Yes: o:

4. do [redacted] or do not give permission for the Coordinator of Disability Services to share any relevant information with my Three Rivers instructors or the Student Services staff regarding my disability.

5. understand that in of medical emergency, TRC faculty and staff required to call 911. [redacted] here)

6. If I am registering a service animal, I understand that I will be responsible for maintaining the temperament of the service animal and providing the current vaccination record to the Office of Disability Services. _____ (initial here)

[redacted] **Signature:** _____ **Date:** _____

Form Processed By: _____

Please refer to College policy SP 2115 and regulation SR 2115 Disability Services for Students for more information.

THREE RIVERS COLLEGE

UPCOMING EVENTS

Spring Break: College closed March 16 - 18.

Dailey & Vincent: 7 p.m. March 20, Rodgers Theater. Patrons of the Arts and the Rodgers Theatre have partnered to present the award-winning bluegrass/country duo of Jamie Dailey and Darrin Vincent. The distinctive vocal blend of Dailey's tenor and Vincent's reedy harmonies, plus their fantastic musicianship, has earned them worldwide recognition. For ticket pricing and availability, please visit rodgerstheatre.org/up-coming-events.

Alvin Youngblood Hart: 7 p.m. March 24, TINN Theater. POTA performance sponsored by Sides Construction. Known as a "musician's musician," Alvin Youngblood Hart is a Grammy Award winner and a practitioner of country blues, 60s and 70s guitar rock, and more. Tickets: $15.

Spelling Bee: 10 a.m. - 1 p.m. March 26, TINN Theater.

College Transfer Fair: 9 a.m. - 3 p.m. April 6, Bess Conference Room.

An Unforgettable Century: 7 p.m. April 7, TINN Theater. POTA performance sponsored by First Midwest Bank. Joe Bourne performs the unforgettable Nat King Cole classics with the same smooth, soft baritone voice that audiences fell in love with in the 40s and 50s. Tickets: $15.

Rhonda Vincent: 7 p.m. April 8, Rodgers Theater. Patrons of the Arts and Rodgers Theatre have partnered to present the Grammy award-winning bluegrass musician and singer and Missouri native Rhonda Vincent as she delivers a must-see performance reaching beyond the boundaries of bluegrass music. For ticket pricing and availability, please visit rodgerstheatre.org/up-coming-events.

Distinguished Alumni Reception: 4:30 p.m. - 6 p.m. April 11, TINN Center Lobby.

Spring Recital: 7 p.m. April 12, TINN Theater. TRC Music Department vocal and instrumental students perform an eclectic program of classical repertoire and musical theater standards. Admission: Free.

Easter Break: No classes - April 14, 15, and 18. College closed - April 15 and 18.

Raiders Baseball:
vs. Crowder College, Mar. 19, 12 & 2 p.m. **and** Mar. 20, 12 & 2 p.m.
vs. St. Louis CC, Mar. 24, 1 & 4 p.m.
vs. Metropolitan CC, Apr. 2, 1 & 4 p.m. **and** Apr. 3, 1 & 4 p.m.
vs. St Charles CC, Apr. 7, 1 & 3:30 p.m.
vs. State Fair CC, Apr. 15, 1 p.m. **and** Apr. 16, 12 & 3 p.m. **and** Apr. 17, 12 p.m.

Lady Raiders Softball:
vs. State Fair CC, Mar. 16, 2 & 4 p.m.
vs. Arkansas State, Mar 19, 12 & 2 p.m.
vs. Crowder College, Apr. 1, 2 & 4 p.m.
vs. North Central Missouri College, Apr. 2, 12 & 2 p.m. **and** Apr. 3, 12 & 2 p.m.
vs. Mineral Area College, Apr. 5, 2 & 4 p.m.
vs. Jefferson College, Apr. 10, 1 & 3 p.m.
vs. St. Louis CC, Apr. 12, 2 & 4 p.m.

Lady Raiders Basketball:
NJCAA National Tournament
Vs. Chipola or Tyler, Mar. 17, 2 p.m.
Stay up to date on the Lady Raiders at Nationals:
https://www.njcaa.org/championships/sports/wbkb/div1/index

Raiders Rodeo:
vs. East Mississippi CC Rodeo, Mar. 17, 18 & 19.
vs. Pearl River CC Rodeo Mar. 24, 25, & 26.
vs. UT Martin Rodeo Apr. 7, 8, & 9.

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

DAR Headlines: February 9 – March 8

February 9: Injury forces Mosby to exit (Women's Basketball)
February 10: STILL UNDEFEATED Three Rivers overcomes slow start to beat Moberly Area (Women's Basketball)

February 10: Raiders Miss chance at second in region (Men's Basketball)

February 12: Collaboration of Boys and Girls Club and TRC

February 12: College Kids program strong, At Shmidt Vocal Arts Competition

February 12: TRC Graduate German advances in competition

February 15: Raiders to host region as top seed (Women's Basketball),

February 15: Raiders top State Fair (Men's Basketball)

February 15: Raiders take twin bill from Shawnee to get to .500 (Baseball)

February 16: Raiders sweep pair of twin bills (Baseball & Softball)

February 17: TRC evaluates progress on 5-year improvement plan

February 17: TRC women surge past Cardinals to stay perfect (Women's Basketball),

February 17: COMEBACK KIDS; Raiders overcome double-digit deficit to take season series against MAC (Men's Basketball)

February 22: Finley River Boys set to perform at Rodgers Theatre Saturday

February 22: Raiders teams have busy weekend (Basketball, Baseball, & Softball)

February 24: Patrons of the Arts presents Alvin Youngblood Hart' at TRC

February 24: Raider's face Moberly Area in region semifinal Friday (Men's Basketball)

February 26: Raiders fall short against Moberly in region semis (Men's Basketball)

March 2: Raiders prepare for postseason run (Women's Basketball)

March 2: Trio of Raiders earn all-region, conference honors (Men's Basketball)

March 4: Raiders use aggressive baserunning to boost offense in sweep (Baseball)

March 5: TITLE BOUT SET Top-ranked Raiders advance to region final, will face 10th-ranked Greyhounds (Women's Basketball)

March 5: Raiders take two from Marshalltown (Baseball)

March 8: Raiders earn top seed at national tournament (Women's Basketball)

March 8: Marshalltown edges Raiders (Baseball)

March 8: TEXAS HOLD 'EM Raiders overcome early deficit to beat No. 10 Greyhounds, reclaim region title (Women's Basketball)