

PLEASE NOTE: This Board Book contains information that is protected under Federal privacy law and should not be copied, disseminated, or otherwise released to any other persons.

- 11:00 a.m. Three Rivers Board of Trustees Luncheon in Current River Room-Tinnin Fine Arts Center
12:00 p.m. Three Rivers Board of Trustees Meeting, Board Room in Tinnin Fine Arts Center

A G E N D A
REGULAR SESSION
Wednesday, September 21, 2016
12:00 p.m.

- I. Invocation and Pledge of Allegiance**
- II. Agenda and Minutes**
 1. Consideration and Approval of Agenda
 2. Consideration and Approval of Minutes of the August Board Meeting
 3. Consideration and Approval of Minutes of the August Tax Levy Meeting
- III. Consideration of College Financial Report**
 1. Statement of Revenues, Expenses, and Changes in Net Assets
 - a) Monthly Financial Statements
 - b) Budget to Actual Financial Statements
 - c) HP 19 Update
 2. Cash in Bank
 3. Certificates of Deposit
 4. Checks Issued
 5. Bid Report
- IV. President's Report**
- V. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; Section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)
- VI. Items for Discussion, Consideration & Vote**
 1. **Consideration and Approval of Resolution approving Lease Participation Certificates, Series 2016, to fund the Libla Family Sports Complex**
 2. **Consideration and Approval of college policy FP 3510 Travel**
 3. **Consideration and Approval of college policy FP 3805 Bidding**
 4. **Consideration and Approval of college policy SP 2140 Student Appeals**

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

PLEASE NOTE: This Board Book contains information that is protected under Federal privacy law and should not be copied, disseminated, or otherwise released to any other person.

2 of 122
09/15/2016

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

1. Acceptance of Employment

- a) **Dr. Daniel Lauder, Chair, Career Studies and Workforce Development**

2. Acceptance of Resignation/Retirement

a) **Resignation:**

1. **Michael Barrett, Project Director, DOL TAACCCT Grant**
2. **Karen Beers, Student Loan Management Specialist**
3. **Andrew Houltzhouser, Facilitator – Three Rivers Malden**
4. **Jennifer Wendler, Welcome Center Facilitator**

3. Appointments/Position Reviews/Transfers

VIII. Appendix

1. Information Items

- a) **FR 3805 – Bidding Thresholds**
- b) **GAR 1240 – Harassment**
- c) **PR 4520 – Payroll Deductions**
- d) **FR 3510 – Travel Authorization and Reimbursement**
- e) **PR 4506 – Overtime and Compensatory Leave**

2. Upcoming Events

3. Recent Newspaper Articles

IX. FY17 Board of Trustees Meeting Dates

- **Wednesday, October 26, 2016**
- **Wednesday, November 16, 2016**
- **Wednesday, December 14, 2016**
- **Wednesday, January 18, 2017**
- **Wednesday, February 15, 2017**
- **Wednesday, March 22, 2017**
- **Wednesday, April 19, 2017**
- **Wednesday, May 17, 2017**
- **Wednesday, June 7, 2017 – Board Retreat**
- **Wednesday, June 21, 2017**

X. Adjournment

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

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees began at 12:00 p.m. in the Board Room of the Tinnin Center on the main campus in Poplar Bluff, Missouri, on Wednesday, August 24, 2016.

AUGUST 24, 2016

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

ATTENDANCE

Invocation was delivered by Trustee Randy Grassham.

INVOCATION

Trustee Schalk moved to approve the agenda as presented. With a second by Trustee Grassham the motion was approved.

**APPROVAL OF BOARD MEETING
AGENDA**

The minutes of the board meeting on July 20, 2016 were approved on a motion by Trustee Schalk and a second by Trustee Featherston.

**APPROVAL OF MINUTES OF THE
JULY BOARD MEETING**

Charlotte Eubank reported the preliminary year end number for FY16. These numbers will continue to be refined as the audit process begins with the final report due at the November board meeting.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

Ms. Eubank also reviewed preliminary financial statement for July, 2016.

As of the end of July we have recognized 28% of our budgeted revenues. We have obligated 7% of our budgeted expenses at 8% into the fiscal year.

Included in the financial reports was an accounting of the HB19 Deferred Maintenance Appropriation. This provides an update to the board as to where the college is on the various projects.

Ms. Eubank reviewed the current bid report.

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

Dr. Payne presented the President's Report as an update to the

PRESIDENT'S REPORT

board on recent events.

Zack McNaulty and the ambassadors joined the meeting. After introductions each of the ambassadors that attended the conference in June explained what they learned while attending. The ambassadors that attended presented training on giving a proper tour. Chris Adams was one of the organizers of the conference held each year in Missouri.

AMBASSADOR LEADERSHIP CONFERENCE

Justin Hoggard and the tutoring team and explained the certification process. The team has been working on the certification for three years and were successful with their submission. The certification that Three Rivers provides high quality educational experience.

COLLEGE READING & LEARNING ASSOCIATION CERTIFICATION

In partnership with Dexter Chamber of Commerce the first Trivia Night was held and was a success. Over \$700 was raised for scholarship funds for students from Dexter.

DEXTER TRIVIA NIGHT

Fall Convocation as the kickoff for the fall semester. All employees come together and prepare for the new year. The day includes recaps of what has happened, where we are going for the next year and various required training classes.

FALL CONVOCATION 2016

Dr. Mary Lou Brown reviewed the first week of classes. The faculty was prepared and waiting for the students to be able to assist in any way that was necessary.

FIRST WEEK OF FALL CLASSES

Tim Thompson reviewed the Patrons Kickoff event, explaining that this is the event to celebrate the sponsors from last year and to promote the new season. The lineup for 2016-2017 will be presented.

PATRONS OF THE ARTS SEASON KICKOFF

The first Run 4 the Arts 4K is scheduled for September 10. This is a sponsored by the TRET board and will provide scholarship funds to students.

RUN 4 THE ARTS

Mr. Thompson's plan, "and we stood still" will be presented on September 11 at 2pm and 7pm. It is a kickoff to the Center Stage year and recognizes the 15th anniversary of 9-11.

AND WE STOOD STILL

The Music Department will bring the Wilson Duo to the Tinnin Auditorium on September 15 at 7p.m.

THE WILSON DUO

Meet the Raiders will be held on September 12 with dinner available for \$5 at 6pm and the actual meeting of the teams at 7:15pm. This will be held in the Bess Activity Center.

MEET THE RAIDERS

Carol-Lynn Steiger, Associate Professor, Social Science: Carol-Lynn

WE ARE ALL IN THIS TOGETHER

has been at Three Rivers for 18 years. Her favorite thing about working here is working with the students, getting to know them. Ms. Steiger is most proud of sparking an appreciation of American history in students. Dr. Payne congratulated Carol-Lynn on her caring for and enjoying the students.

Tara Gowen, Administrative Assistant, Athletics: Tara has been with Three Rivers for 2 and ½ years. Her favorite thing about working here is watching the growth and transformation of our student athletes. Ms. Gowen is most proud of being part of the success of our students. Dr. Payne congratulated Tara on her ability to always have a smile, participation in all events and lending a hand to ensure that the events are successful.

Mike Willis, Assistant Professor/Simulation Lab Coordinator: Mike has been with Three Rivers for 6 years. His favorite thing about working here is the “lightbulb moments” when a student grasps a concept. Mr. Willis is most proud of getting our simulation labs up and running for students. Dr. Payne congratulated Mike on his “real world” simulations that provide training for our students to prepare them for when they graduate and enter their professions.

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

EXECUTIVE SESSION

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

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

With a motion by Trustee Grassham to accept the recommendation to extend Four Winds Travel contract and a second by Trustee Schalk, the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, absent; Trustee Grassham, yes; Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes.

Board meetings are schedule for the year during the April Board meeting. Changes do occur which require rescheduling through the year. Due to a Strategic Planning On Line conference in October that the administration must attend, the board meeting needs to be rescheduled. It is the administration recommendation that the October board meeting be moved to October 26.

CONSIDERATION AND APPROVAL OF MOVING THE OCTOBER BOARD MEETING FROM OCTOBER 19 TO OCTOBER 26

With a motion by Trustee Schalk to move the meeting and a second by Trustee Grassham, the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, absent; Trustee Grassham, yes; Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes.

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

CONSIDERATION AND APPROVAL OF UNDERWRITING SERVICES FOR THE 2016 BOND ISSUE
CONSIDERATION AND

With a motion by Trustee Schalk to award the contract to Commerce Bank and a second by Trustee Featherston, the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, absent; Trustee Grassham, yes; Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes.

In order to proceed with the bond issue, the College must engage bond counsel. This is a highly specialized field of law with very few recognized providers. The College has used Gilmore & Bell as bond counsel on the last three bond issues and it is their recommendation that we again use Gilmore & Bell.

APPOINTMENT OF BOND LEGAL COUNSEL

With a motion by Trustee Schalk to appoint Gilmore & Bell as bond counsel and a second by Trustee Grassham, the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, absent; Trustee Grassham, yes; Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes.

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

CONSIDERATION AND APPROVAL OF PERSONNEL ACTIONS AND ASSOCIATED DOCUMENTS

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

ADJOURNMENT

CHAIRMAN

APPROVAL DATE

SECRETARY

APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE
TAX LEVY RATE MEETING
AUGUST 24, 2016**

The special meeting of the Board of Trustees was held in the Board Room of the Tinnin Fine Arts Center of the college in Poplar Bluff, Missouri, on Wednesday, August 24, 2016, at 11:45am.

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

**AUGUST 24, 2016
ATTENDANCE**

Chairman Chris Williams announced that the purpose of the meeting was to set the rate of taxation to be established for the Three Rivers Community College District for calendar year 2016. The recommended rate reflects that there is no change in the taxation rate from the previous year.

**PURPOSE OF CALLED
MEETING**

Trustee Schalk moved (1) The rate of taxation for the calendar year 2016 be set at point two three five two (0.2352), as recommended by the State Auditor, on each one hundred dollars of assessed valuation of property within the college district; and that (2) Certification of same be forwarded to the county officials at the appropriate time.

**ESTABLISHMENT OF
TAX LEVY FOR
CALENDAR YEAR 2016**

The motion was seconded by Trustee Grassham and the board was polled: Trustee Featherston, yes; Trustee Richardson, absent; Trustee Grassham, yes; Trustee Garrison, absent; Trustee Schalk, yes; and Trustee Williams, yes.

There being no further business, the board unanimously approved to adjourn the meeting at 11:50 a.m. on a motion by Trustee Grassham and a second by Trustee Schalk.

ADJOURN

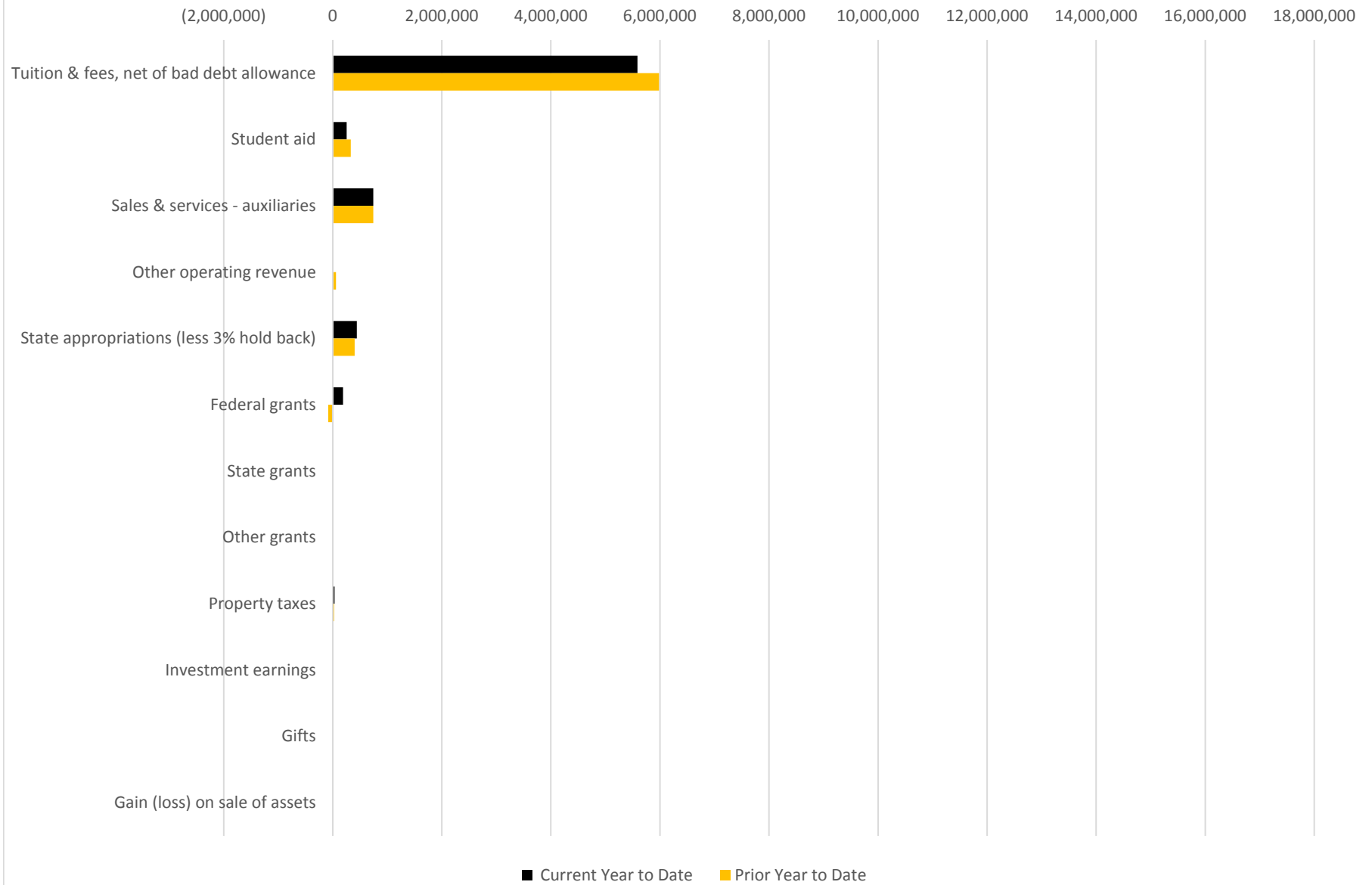
CHAIRMAN

APPROVAL DATE

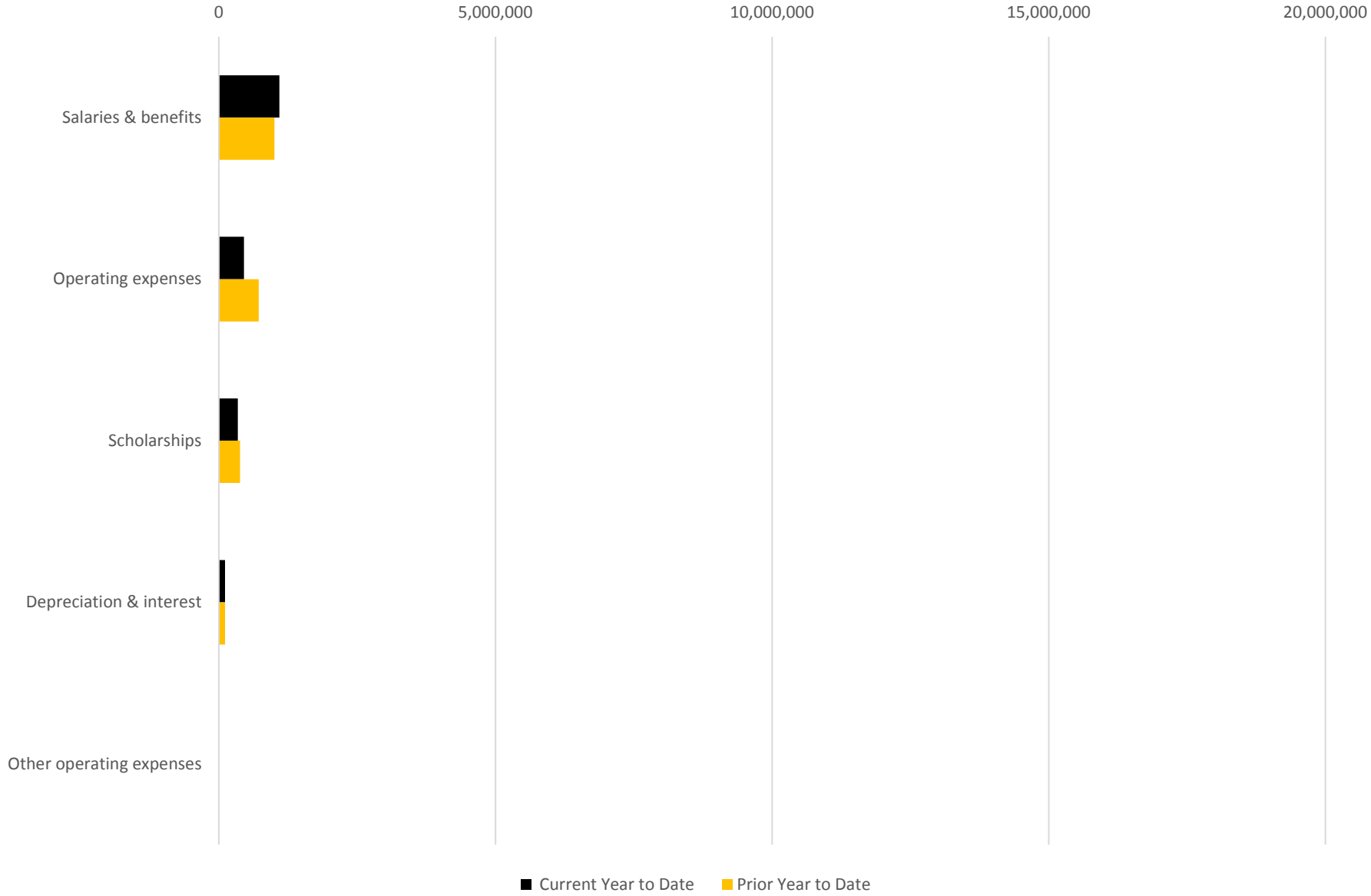
SECRETARY

APPROVAL DATE

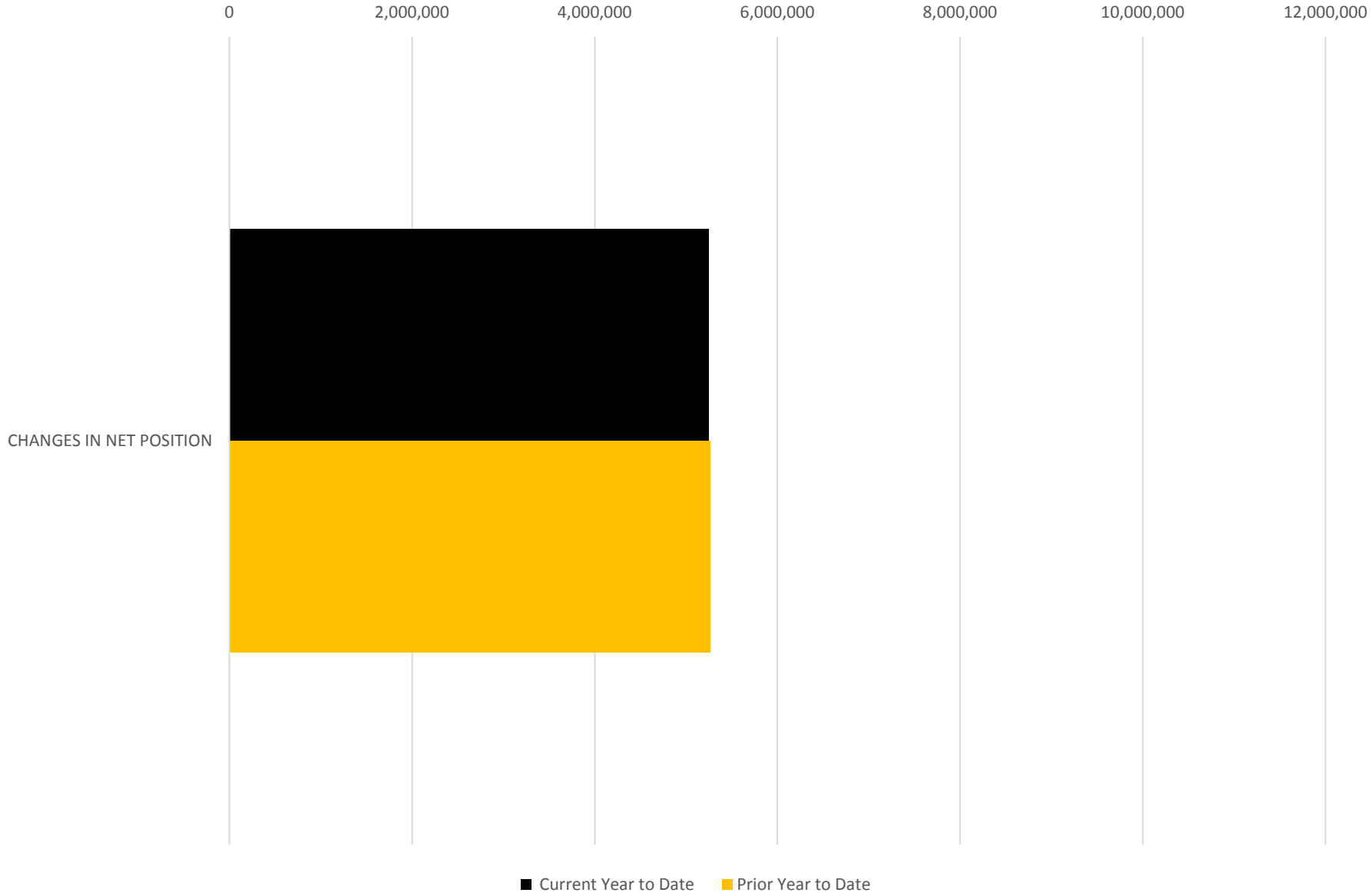
YTD Comparison to Previous Year 07/31/16



YTD Comparison to Previous Year 07/31/16



YTD Comparison to Previous Year 07/31/16



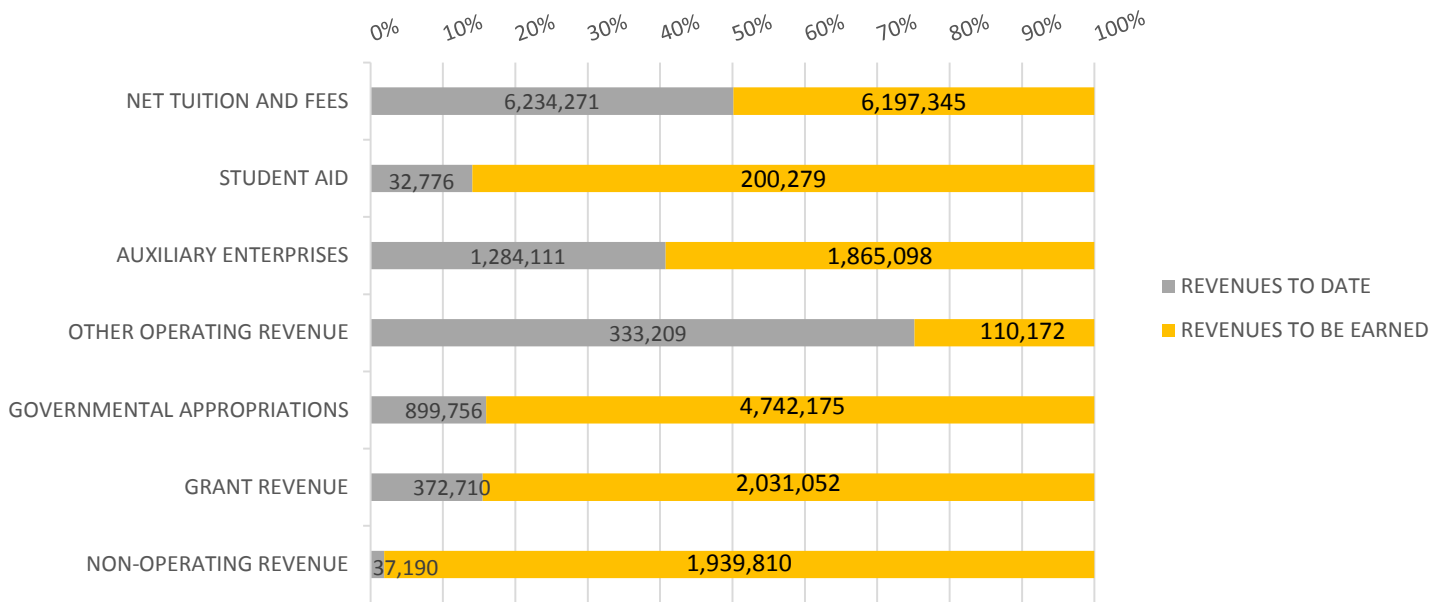
Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
July 31, 2016

ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash & Cash Equivalents	8,352,221	Accounts Payable	529,740
Student Account Receivables, net	8,067,312	Accrued Vacation	264,285
Property Tax Receivable	112,411	Student Deposits	46,102
Other Receivables	1,080,571	Deferred Tuition & Fees	0
Investments	43,725	Scholarships	(76,627)
Inventory	238,144	Total Current Liabilities	763,499
Prepaid Expenses	195,556		
Total Current Assets	18,089,940	NON-CURRENT LIABILITIES	
NON-CURRENT ASSETS		Retirement Incentive Payable	774
Land	5,329,286	Other Post Employment Benefits	13,013,510
Capital assets	56,116,068	Bonds, Notes and Leases Payable	17,490,891
Plus: Current year additions to capital assets	70.99	Accrued Interest	141,970
Accumulated Depreciation	(24,363,450)	Agency	147,991
Unamortized Bond Issue Costs	0	Total Non-Current Liabilities	30,795,136
Total Non-Current Assets	37,081,975	Total Liabilities	31,558,636
DEFERRED OUTFLOWS	4,061,740	DEFERRED INFLOWS	5,163,463
		NET POSITION	
		Beginning Balance	17,261,941
		Changes in Net Position	5,249,617
		Total Net Position	22,511,557
TOTAL ASSETS AND DEFERRED OUTFLOWS	59,233,656	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	59,233,656

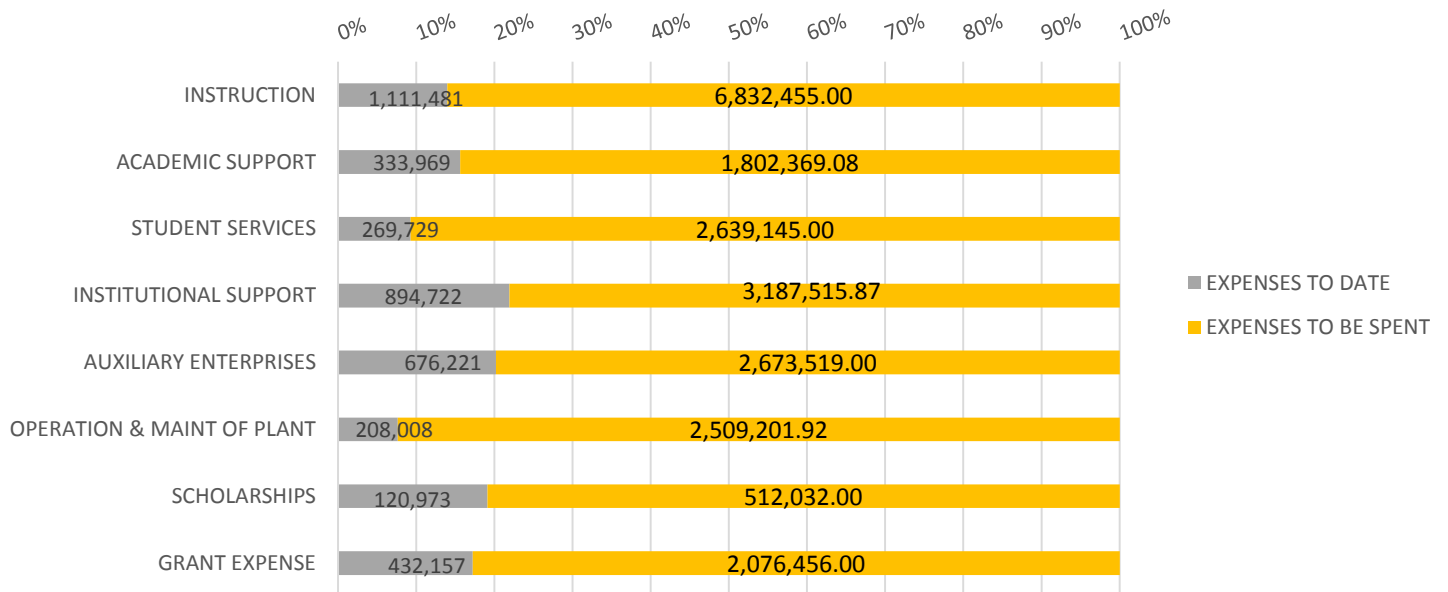
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
July 31, 2016

	July	Current Year to Date	Prior Year to Date	\$ Change	% Change
OPERATING REVENUE					
Tuition & fees, net of bad debt allowance	5,585,994.15	5,585,994.15	5,984,219.26	(398,225.11)	(6.65)%
Student aid	252,604.97	252,604.97	331,120.61	(78,515.64)	(23.71)%
Sales & services - auxiliaries	741,980.84	741,980.84	744,201.83	(2,220.99)	(0.30)%
Other operating revenue	4,325.21	4,325.21	59,544.47	(55,219.26)	(92.74)%
Total Operating Revenue	<u>6,584,905.17</u>	<u>6,584,905.17</u>	<u>7,119,086.17</u>	<u>(534,181.00)</u>	<u>(7.50)%</u>
OPERATING EXPENSES					
Salaries & benefits	1,095,891.19	1,095,891.19	1,006,133.70	89,757.49	8.92%
Operating expenses	452,710.24	452,710.24	722,938.92	(270,228.68)	(37.38)%
Capital equipment	70.99	70.99	65,110.95	(65,039.96)	(99.89)%
Less: Transfer to capital assets	(70.99)	(70.99)	(65,110.95)	65,039.96	(99.89)%
Scholarships	342,096.01	342,096.01	381,836.77	(39,740.76)	(10.41)%
Depreciation & interest	112,215.80	112,215.80	111,050.60	1,165.20	1.05%
Other operating expenses	0.00	0.00	0.00	0.00	0.00%
Total Operating Expenses	<u>2,002,913.24</u>	<u>2,002,913.24</u>	<u>2,221,959.99</u>	<u>(219,046.75)</u>	<u>(9.86)%</u>
NON-OPERATING REVENUE (EXPENSES)					
State appropriations (less 3% hold back)	439,786.00	439,786.00	400,439.00	39,347.00	9.83%
Federal grants	185,348.78	185,348.78	(82,566.22)	267,915.00	(324.49)%
State grants	70.99	70.99	11,866.49	(11,795.50)	(99.40)%
Other grants	0.00	0.00	0.00	0.00	0.00%
Property taxes	33,138.12	33,138.12	24,164.11	8,974.01	37.14%
Investment earnings	9,280.77	9,280.77	10,052.79	(772.02)	(7.68)%
Gifts	0.00	0.00	0.00	0.00	0.00%
Gain (loss) on sale of assets	0.00	0.00	0.00	0.00	0.00%
Total Non-Operating Revenues (Expenses)	<u>667,624.66</u>	<u>667,624.66</u>	<u>363,956.17</u>	<u>303,668.49</u>	<u>83.44%</u>
CHANGES IN NET POSITION	<u><u>5,249,616.59</u></u>	<u><u>5,249,616.59</u></u>	<u><u>5,261,082.35</u></u>	<u><u>(11,465.76)</u></u>	<u><u>(0.22)%</u></u>

Budget to Actual Revenues 08/31/2016 (17%)



Budget to Actual Expenses 08/31/2016 (17%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
August 31, 2016
Fiscal Year Benchmark: 17%

REVENUES	BUDGET	REVENUES TO DATE		REVENUES TO BE EARNED
		REVENUES TO DATE	%	
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>	12,431,616	6,234,271	50%	6,197,345
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	233,055	32,776	14%	200,279
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	3,149,209	1,284,111	41%	1,865,098
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	443,381	333,209	75%	110,172
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	5,641,931	899,756	16%	4,742,175
GRANT REVENUE <i>State Grants, Federal Grants</i>	2,403,762	372,710	16%	2,031,052
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	1,977,000	37,190	2%	1,939,810
TOTAL REVENUES	26,279,954	9,194,023	35%	17,085,931

NOTE: At 17% in the fiscal year, we have recognized a total of 34% of budgeted revenues. We have recognized 50% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2016 registrations and the fall 2016 registrations. Auxiliary revenue is at 41% for the fall term.

EXPENSES	BUDGET	EXPENSES TO DATE		EXPENSES TO BE SPENT
		EXPENSES TO DATE	%	
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>	7,943,936	1,111,481	14%	6,832,455.00
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	2,136,338	333,969	16%	1,802,369.08
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	2,908,874	269,729	9%	2,639,145.00
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	4,082,238	894,722	22%	3,187,515.87
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	3,349,740	676,221	20%	2,673,519.00
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	2,717,210	208,008	8%	2,509,201.92
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	633,005	120,973	19%	512,032.00
GRANT EXPENSE <i>State Grants, Federal Grants</i>	2,508,613	432,157	17%	2,076,456.00
TOTAL EXPENSES	26,279,954	4,047,260	15%	22,232,693.87

NOTE: We have obligated 15% of our budgeted expenses at 17% into the new fiscal year. August payroll IS INCLUDED but credit card purchases are NOT INCLUDED in this report as they are not available at the time this report was prepared. Institutional Support (22%) includes several large annual software contracts that renew in July. Auxiliary Enterprises (20%) include fall start up costs for housing and purchase of fall textbooks.

CHANGES IN NET POSITION	0	5,146,763
--------------------------------	----------	------------------

Three Rivers College
 Capital Budget - Unaudited
 August 31, 2016
 Fiscal Year Benchmark: 17%

	FUNDING SOURCES	SOURCES TO BE			
		BUDGET	SOURCES TO DATE	SOURCES TO DATE %	EARNED
RESTRICTED					
<i>Bond proceeds</i>		5,192,115	5,192,115	100%	0
<i>Poplar Bluff FEMA/SEMA grant</i>		0	0	#DIV/0!	0
<i>Sikeston FEMA/SEMA grant</i>		0	0	#DIV/0!	0
<i>Sports Complex FEMA/SEMA grant</i>		1,205,228	20,741	2%	1,184,487
<i>State bonding proceeds</i>		1,772,500	163,443	9%	1,609,057
UNRESTRICTED					
<i>General funds - prior year transfers in**</i>				#DIV/0!	0
<i>General funds - current year transfers in</i>			0	#DIV/0!	0
TOTAL FUNDING SOURCES		8,169,843	5,376,299	66%	2,793,544
	USES OF FUNDS	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
FEMA/SEMA PROJECTS					
<i>Poplar Bluff Classroom</i>		0	0	#DIV/0!	0
<i>Sikeston Classroom</i>		20,000	0	0%	20,000
<i>Sports Complex</i>		6,377,343	57,569	1%	6,319,774
FY16 CAPITAL PROJECTS					
<i>Campus projects</i>		1,424,000	9,644	1%	1,414,356
<i>Westover Administration Building remodel</i>		72,000	81,678	113%	(9,678)
<i>Crisp Technology Center repairs</i>		44,000	0	0%	44,000
<i>Tinnin Fine Arts Center repairs</i>		155,000	4,170	3%	150,830
<i>Academic Resource Commons upgrades</i>		70,000	67,951	97%	2,049
<i>Education Building remodel</i>		7,500	0	0%	7,500
TOTAL EXPENSES		8,169,843	221,012	3%	7,948,831
NET SURPLUS (DEFICIT)		0	5,155,287		

**HB19 Deferred Maintenance Appropriation
as of 8/31/16**

Category/Building	Name of Project	Budgeted Amount	Expended Amount	Amount Remaining
General Campus Projects				
	Parking lot lighting and repairs	650,000.00	5,500.00	644,500.00
	Windows	10,000.00		10,000.00
	Exterior doors	55,000.00	18,980.35	36,019.65
	Sidewalks	60,000.00	46,571.16	13,428.84
	Replace interior locks	40,000.00		40,000.00
General Campus Projects	Sub Total	815,000.00	71,051.51	743,948.49

Administration Building				
	HVAC Repair	18,000.00	2,314.34	15,685.66
	Electrical/HVAC	100,000.00	27,152.00	72,848.00
	Roof Repair	30,000.00		30,000.00
	Fire System	35,000.00	23,352.12	11,647.88
	Elevator	80,000.00	79,905.60	94.40
	Restroom upgrades	40,000.00		40,000.00
	Exterior paint	28,000.00		28,000.00
	Upgrade to 36 year old building	460,368.00	59,220.67	401,147.33
Administration Building	Sub Total	791,368.00	191,944.73	599,423.27

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

**HB19 Deferred Maintenance Appropriation
as of 8/31/16**

Category/Building	Name of Project	Budgeted Amount	Expended Amount	Amount Remaining
Tinnin Center				
	Fire Detection	15,000.00		15,000.00
	Exterior paint	48,000.00		48,000.00
	HVAC Repair	10,000.00	6,300.00	3,700.00
	Upgrade to classrooms	100,000.00	36,402.00	63,598.00
Tinnin Center	Sub Total	173,000.00	42,702.00	130,298.00
Education Building				
	Remodel to create classrooms	7,500.00		7,500.00
Education Building	Sub Total	7,500.00	0.00	7,500.00
Academic Resource Commons				
	Windows	10,000.00		10,000.00
	Elevator repair	60,000.00	67,950.90	(7,950.90)
Academic Resource Common	Sub Total	70,000.00	67,950.90	2,049.10
Grand Total		1,900,868.00	412,889.14	1,487,978.86

**THREE RIVERS COLLEGE
CASH IN BANKS**

September 6, 2016

	<u>08/02/16</u>	<u>09/06/16</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	2,000.00	2,000.00
Petty Cash	200.00	200.00
Vending Machines	224.55	224.55
Business Office	2,088.00	2,088.00
<i>Total Cash Funds</i>	<u>4,512.55</u>	<u>4,512.55</u>
<i>General Accounts</i>		
Southern Bank - General Funds	2,878,929.56	2,411,391.63
Southern Bank - Credit Cards	111,711.18	366,603.81
<i>Total General Accounts</i>	<u>2,990,640.74</u>	<u>2,777,995.44</u>
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	3,613.78	6,313.78
Federal Clearing Account	-	-
Flexible Spending Account	5,771.32	11,152.90
<i>Total Restricted Accounts</i>	<u>9,385.10</u>	<u>17,466.68</u>
TOTAL CURRENT FUND	<u><u>3,004,538.39</u></u>	<u><u>2,799,974.67</u></u>
HOUSING FUND		
Rivers Ridge Account - Southern Bank	402,003.16	371,626.83
Bond Account - Commerce Trust	-	-
Bond Reserve - Commerce Trust	-	-
TOTAL HOUSING FUND	<u><u>402,003.16</u></u>	<u><u>371,626.83</u></u>

**THREE RIVERS COLLEGE
CASH IN BANKS**

September 6, 2016

PLANT FUND

Bank Accounts

Plant Fund - Southern Bank	1,661,931.48	1,687,088.46
<i>Total Bank Accounts</i>	1,661,931.48	1,687,088.46

Certificates of Deposit

Bank of Grandin #16126	137,647.83	138,505.77
Bank of Grandin #16103	101,635.07	101,635.07
People's Community Bank #8009219	1,281,052.41	1,281,052.41
Bank of Grandin #16234	1,238,096.41	1,238,096.41
Commerce Bank 2016400646	25,156.12	-
<i>Total Certificates of Deposit</i>	2,783,587.84	2,759,289.66

TOTAL PLANT FUND	4,445,519.32	4,446,378.12
-------------------------	--------------	--------------

AGENCY FUND

Bank Accounts

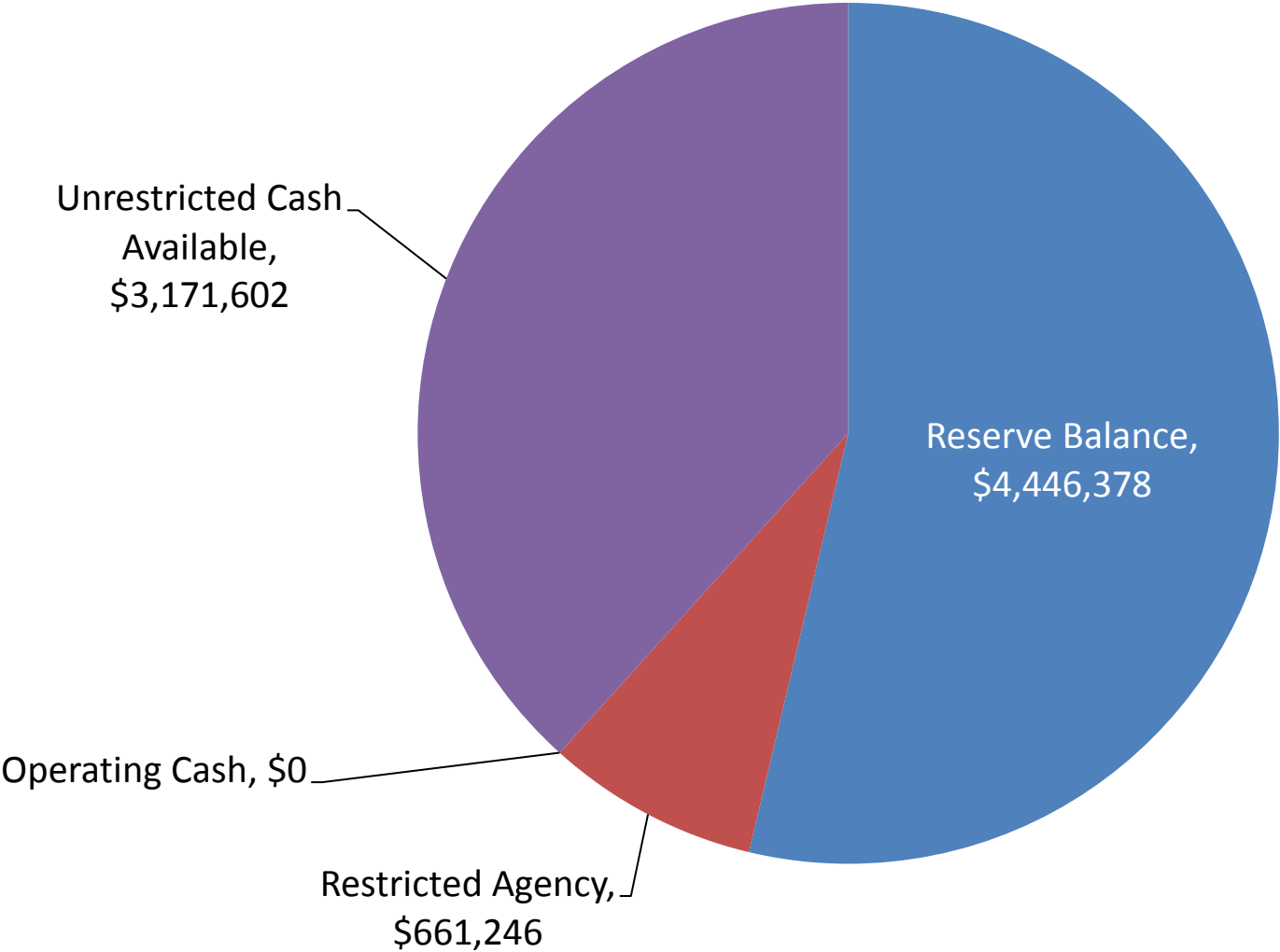
Agency Account - Southern Bank	189,964.94	201,232.50
--------------------------------	------------	------------

Certificates of Deposit

Restricted CD's & Savings	463,513.08	460,013.08
---------------------------	------------	------------

TOTAL AGENCY FUND	653,478.02	661,245.58
--------------------------	------------	------------

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$8,279,226 AS OF 09/06/16**



THREE RIVERS COLLEGE
CERTIFICATES OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF August 31, 2016

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
16103	Bank of Grandin	1.25	10/05/16	12 mths	101,635.07	Contingency
16234	Bank of Grandin	0.90	07/21/17	12 mths	1,238,096.41	Contingency
16126	Bank of Grandin	1.25	02/19/17	12 mths	138,505.77	Contingency
8009219	Peoples Community Bank	0.75	06/10/17	12 mths	1,281,052.41	Contingency
	Total Contingency Fund				2,759,289.66	
Total Plant Fund CD's					\$ 2,759,289.66	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF August 31, 2016

10018	First Missouri State Bank	0.75	09/20/04	09/20/16	5,455.00	Arnold Duncan
218101	First Midwest Bank of P.B.	0.75	09/22/98	09/22/16	5,000.00	Jerome Burford
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/15/16	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	1.15	10/31/97	10/31/16	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	1.15	11/06/00	11/06/16	4,000.00	Coll. Achievement
451037941	US Bank of Poplar Bluff	0.40	11/16/98	11/16/16	17,800.00	Wm. D. Becker
451038829	US Bank of Poplar Bluff	0.40	11/17/99	11/17/16	15,469.82	Wm. D. Becker
14259	First Missouri State Bank	0.75	11/20/01	11/20/16	5,500.00	Joda Bess
21032525	US Bank of Poplar Bluff	0.40	11/22/95	11/22/16	1,500.00	Joda Bess
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/16	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	0.75	12/05/95	12/05/16	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/16	1,110.00	C.T. McDaniel
451034787	US Bank of Poplar Bluff	0.50	06/09/97	12/09/16	1,000.00	Wm. D. Becker
2016012160	Commerce Bank	0.25	12/11/91	12/11/16	7,700.00	Bill Vinson
11129	First Missouri State Bank	0.75	12/12/96	12/12/16	6,131.36	Kim Mosley
43712	First Midwest Bank of P.B.	0.65	04/27/09	12/14/16	67,447.79	Holder-Rowland
10316	First Missouri State Bank	0.75	12/15/95	12/15/16	1,740.00	Arnold Duncan
5016847453	Commerce Bank	0.25	12/22/97	12/22/16	10,000.00	Harold Prim
110239662	Southern Bank	1.00	01/05/91	01/05/17	1,412.53	Bulow Mem.
2213401	First Midwest Bank of P.B.	0.75	01/08/98	01/08/17	10,000.00	Jerome Burford
21031513	US Bank of Poplar Bluff	0.25	01/19/95	01/19/17	12,868.64	Kim Mosley
1244701	First Midwest Bank of P.B.	1.40	02/08/85	02/08/17	3,000.00	Myra Hunt
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/17	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/17	2,500.00	A. Garner
451035909	US Bank of Poplar Bluff	0.25	02/23/98	02/23/17	1,500.00	Joda Bess
2224601	First Midwest Bank of P.B.	0.75	02/25/98	02/25/17	1,658.87	Missy Braden
21025365	US Bank of Poplar Bluff	1.00	03/05/90	03/05/17	5,000.00	Mack Whiteley
2136801	First Midwest Bank of P.B.	0.65	03/05/97	03/05/17	5,000.00	Thelma Jackson
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/17	6,468.04	Butler Co Co-op
20205	First Missouri State Bank	0.75	04/21/10	04/21/17	20,403.81	ICHE Scholarship
3568676067	US Bank of Poplar Bluff	0.25	05/01/01	05/01/17	11,026.79	Wm. D. Becker
21033372	US Bank of Poplar Bluff	0.25	05/01/96	05/01/17	1,000.00	Kim Mosley
9525	First Missouri State Bank	1.25	05/06/93	05/06/17	2,000.00	Carl Wiseman
1014001	First Midwest Bank of P.B.	1.00	11/06/89	05/06/17	5,000.00	Charlotte Stone
25103	First Midwest Bank of P.B.	0.75	05/14/99	05/14/17	5,000.00	Thelma Jackson
2016007496	Commerce Bank	0.45	05/14/90	05/14/17	3,835.00	Bill Vinson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/17	2,192.00	Greg Starnes

THREE RIVERS COLLEGE
CERTIFICATES OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
423135367	Regions Bank	0.10	11/18/04	05/18/17	1,106.64	Betty Waldrop
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/17	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/17	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	0.75	05/26/89	05/26/17	16,350.00	Jackie Watson
2016012267	Commerce Bank	0.25	06/04/92	06/04/17	2,350.00	Bill Vinson
423135383	Regions Bank	1.49	12/04/04	06/04/17	1,650.00	R. Couperus
5016848212	Commerce Bank	0.25	06/23/98	06/23/17	7,843.17	Louise Spradling
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/17	1,226.80	A. Garner
451028956	US Bank of Poplar Bluff	0.25	07/02/99	07/02/17	5,234.00	Wm. D. Becker
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/17	1,405.00	Joshua Bowman
423137157	Regions Bank	1.24	01/14/85	07/14/17	2,500.00	Dr. Miller
2170801	First Midwest Bank of P.B.	1.65	07/11/97	07/30/17	10,925.00	Mabel Swindel
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/17	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.75	08/23/90	08/23/17	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.65	08/25/92	08/25/17	3,000.00	Odd Fellows
110270576	Southern Bank	0.65	08/27/85	08/27/17	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.75	08/28/02	08/28/17	5,000.00	Helvey-Miller
21023335	US Bank of Poplar Bluff	2.02	09/16/87	09/16/17	5,000.00	Mildred Lewis
3568803469	US Bank of Poplar Bluff	0.25	09/26/00	09/26/17	9,674.10	Wm. D. Becker
423137249	Regions Bank	0.01	05/12/88	10/10/17	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	10/10/17	1,024.34	Fred Morrow
2017004259	Commerce Bank	0.30	12/09/89	12/07/17	1,000.00	P.I. Church
5017843040	Commerce Bank	0.30	05/01/97	03/07/18	2,900.00	Miles Hays
2017004363	Commerce Bank	0.30	03/30/88	03/30/18	10,000.00	Myrtle Corbett
63760695	US Bank of Poplar Bluff	1.73	04/04/85	04/05/18	1,001.63	Lonnie Davis
2018004893	Commerce Bank	1.64	04/10/88	04/10/18	3,000.00	Myra C. Hays
2038701	First Midwest Bank of P.B.	1.00	05/16/96	05/16/18	5,000.00	Thelma Jackson
110260320	Southern Bank	0.85	06/02/86	06/02/18	1,000.00	Hulen Spencer
2019003547	Commerce Bank	1.69	07/08/90	07/08/18	4,000.00	P.C. Hays, Jr.
2012008906	Commerce Bank	0.70	05/11/81	11/11/18	4,526.11	P.C. Hays, Sr.
423137173	Regions Bank	0.15	12/09/85	12/09/18	5,000.00	Mary Hinrichs
110274305	Southern Bank	0.90	05/30/86	05/30/19	5,200.00	Mabel Swindel
2012008112	Commerce Bank	0.30	08/11/92	028/11/17	1,000.00	Myra C. Hays

Total Agency Fund CD's

\$ 460,013.08

Three Rivers College
CD Report
As of August 31, 2016

Investment CDs

CDs Maturing

Bank	Certificate Number	Maturity Date	Amount

Responses

Bank				
Contact				
Comment				
Amount				
3 months				
6 months				
1 year				

CDs Transferred

Endowment CDs Transferred to Endowment Trust
--

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
US Bank	21033436	ICU Nurses	7/30/2016	3,500.00
Commerce Bank	2016400646	Nursing & Allied Health	8/4/2016	25,000.00
Total				28,500.00

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

Current Fund:	General Fund - Southern Bank	\$ 1,521,340.82
	Electronic Student Refunds - Higher One	<u>9,459.56</u>
	Total Current Fund	1,530,800.38
Housing Fund:	Rivers Ridge - Southern Bank	48,462.58
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>5,444.61</u>
	Grand Total	<u><u>\$ 1,584,707.57</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 21st day of September 2016.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

**THREE RIVERS COMMUNITY COLLEGE
BID REPORT
AS OF SEPTEMBER 12, 2016**

Portable Pneumatics Trainers

Status: Open
Open Date: 9/1/2016
Close Date: 9/13/2016
Funding Source: MO Stem Wins Grant
Bids Submitted: N/A
Bid Awarded: N/A

Industrial Motor Control Trainers

Status: Open
Open Date: 9/1/2016
Close Date: 9/13/2016
Funding Source: MO Stem Wins Grant
Bids Submitted: N/A
Bid Awarded: N/A

Portable AC/DC Electrical Training System

Status: Open
Open Date: 9/1/2016
Close Date: 9/13/2016
Funding Source: MO Stem Wins Grant
Bids Submitted: N/A
Bid Awarded: N/A

Lawn Care Services

Status: Open
Open Date: 9/9/2016
Close Date: 9/23/2016
Funding Source: General Revenue
Bids Submitted: N/A
Bid Awarded: N/A

September 2016 President's Report

- Run 4 the Arts – September 10
- Malden Chamber Banquet – September 10
- Meet the Raiders – September 12
- Stoddard County Parade – September 20
- Upcoming Events:
 - Delta Fair Parade – September 27
 - Center Stage: Stand Up, Act Right – September 29
 - Butler County Parade – September 29
 - Raider Madness – October 1 at 12:01am (evening of September 30)
 - Cotton Carnival Parade – October 1
 - Show Me Three Rivers – October 21
 - TRC Jamboree – October 22
- We are all in this together
 - Amber Spears – 3 years
 - Dr. Kathy Prejean – 13 years
 - Chris Lamb – 3 years

A G E N D A
Executive Session
Wednesday, September 21, 2016

I. Executive Session

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

II. Adjournment

V1.1. Resolution approving Lease Participation Certificates, Series 2016, to fund Libla Family Sports Complex.

BACKGROUND INFORMATION

The purpose of the resolution is to provide funds to finance the Libla Family Sports Complex and authorizing and approving certain documents and other actions in connection with the delivery of said certificates.

POSSIBLE ALTERNATIVES

None

FINANCIAL IMPLICATIONS

The most recent market rates estimate a True Interest Cost between 2.74% and 3.12%. The rate will not be finalized until the bonds are rated, financing structures are finalized and bonds are marketed, which we anticipate before the end of October. Timing will be chosen strategically to minimize the interest rate. Current estimates of interest cost are \$2.1 million to \$2.9 million over a 20 year amortization. Average annual debt service is expected to be approximately \$400,000.

Commerce Bank is underwriting the bonds at a cost of 1.019% of the issue, or approximately \$60,000. Other fees for bond counsel, title insurance and the rating agency are estimated at \$75,000.

ADMINISTRATIVE RECOMMENDATIONS

Approve the resolution.

V1. Consideration and approval of FP 3510 Travel

BACKGROUND INFORMATION--HISTORY

Changes to the existing policy as follows:

Reference PR 4506 Overtime and Compensatory Leave and the Department of Labor Guidelines for Non-Exempt employee travel as well as FLSA.

POSSIBLE ALTERNATIVES

None

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Approved the changes as submitted.

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL POLICY**

Section: 3000 Financial	
Sub Section: 3500 Travel	
Title: FP 3510 Travel	Page 1 of 2
Associated Regulation: FR 3510 Travel Authorization and Reimbursement; PR 4506 Overtime and Compensatory Leave	
References: Department of Labor Guidelines for Non-Exempt Employee Travel; FLSA	
Supersedes: 3.11 and 4.15	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 03-24-2010	Last Revision: 09-21-2016

Three Rivers Community College authorizes travel to fulfill its mission. The college will pay reasonable expenses for those who travel on college business with advanced authorization to travel.

No authorization for travel by any employee shall be granted and no reimbursement for travel expenses shall be made except in accordance with the provisions of the policies, regulations and procedures of the college. Reimbursement for travel expenses shall be limited to expenses incurred upon travel authorized in advance.

Travel which may be authorized, and pursuant to which expenses may be reimbursed, shall be limited to the following:

- a) Travel necessary for the proper execution of official college business, or in justifiable pursuit of the college’s educational objectives; or
- b) Travel to meetings and conferences of a professional nature which increases the attending employee’s usefulness to the college.

Travel shall not include, and no reimbursement for expenses shall be made for, transportation in connection with an employee’s official station of employment. The employee’s “official station” is his or her regular area of employment activity, e.g., office headquarters, campus, or designated location of an employee established in the field, as designated by the college president.

Reimbursement for approved travel expenses shall be based on the IRS Guidelines for an “accountable plan”, which allows for reimbursement of authorized business expenses without creating a taxable event for the employee. If federal funds are used to reimburse the trip, a note must be included indicating why the participation in the trip is necessary to the federal award. Contact the college business office for the most current information regarding college travel. Reference PR 4506 Overtime and Compensatory Leave, and the Department of Labor Guidelines for Non-Exempt employee travel as well as FLSA.

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL POLICY**

Section: 3000 Financial	
Sub Section: 3500 Travel	
Title: FP 3510 Travel	Page 2 of 2
Associated Regulation: FR 3510 Travel Authorization and Reimbursement; PR 4506 Overtime and Compensatory Leave	
References: Department of Labor Guidelines for Non-Exempt Employee Travel; FLSA	
Supersedes: 3.11 and 4.15	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 03-24-2010	Last Revision: 09-21-2016

DOCUMENT HISTORY:

- 03-24-2010:** Initial approval of policy FP 3510 Travel.
- 06-22-2016:** Addition of Federal Funds Disclosure.
- 09-21-2016:** Reference PR 4506 Overtime and Compensatory Leave and the Department of Labor Guidelines for Non-Exempt employee travel as well as FLSA.

V1. Consideration and approval of FP 3805 Bidding

BACKGROUND INFORMATION--HISTORY

Changes made to the existing policy:

Revision of sub section number 3100 Financial Management to 3800 Purchasing to provide proper alignment, resulted in change to the title number FP3150 to FP3805

POSSIBLE ALTERNATIVES

None

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Approve the changes as submitted.

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL POLICY**

Section: 3000 Financial	
Sub Section: 3800 Purchasing	
Title: FP 3805 Bidding	Page 1 of 2
Associated Regulation: FR 3805 Bidding Thresholds	
References: RS Mo 34.044, 1 CSR 40-1(4)	
Supersedes: 3.12	
Responsible Administrator: College President; Chief Financial Officer	
Initial Approval: 09-22-2010	Last Revision: 09-21-2016

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

In order to provide a uniform and systematic method of purchasing the goods and services required by the college, to define the responsibilities and authority of the purchasing personnel and to ensure the purchasing requirements and limitations imposed by applicable law are enforced the following policy has been adopted.

This policy applies to all budgets administered by the college regardless of source of funds. Specific thresholds for which competitive bids are required are specified and found in FR 3150 Bidding Thresholds.

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL POLICY**

Section: 3000 Financial	
Sub Section: 3800 Purchasing	
Title: FP 3805 Bidding	Page 2 of 2
Associated Regulation: FR 3805 Bidding Thresholds	
References: RS Mo 34.044, 1 CSR 40-1(4)	
Supersedes: 3.12	
Responsible Administrator: College President; Chief Financial Officer	
Initial Approval: 09-22-2010	Last Revision: 09-21-2016

DOCUMENT HISTORY:

- 09-22-2010:** Initial approval of policy FP 3150 Bidding.
- 09-21-2016:** Revision of sub section number 3100 Financial Management to 3800 Purchasing to provide proper alignment, resulted in change to the title number FP3150 to FP3805.

V1. Consideration and approval of College Policy SP 2140 Student Appeals

BACKGROUND INFORMATION--HISTORY

Add to the reference section the associated regulation SR 2140 Student Appeals.

POSSIBLE ALTERNATIVES

None

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Approve the changes as presented

**THREE RIVERS COMMUNITY COLLEGE
STUDENTS POLICY**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Students Rights	
Title: SP 2140 Student Appeals	Page 1 of 2
Associated Regulation: SR 2140 Student Appeals	
References: Title VII of the Civil Rights Act, Title IX of the Higher Education Act of 1972, section 504, of the Rehabilitation Act of 1973, as amended on the ADA Act of 1992; GAR 1240	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer; Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 11-18-2015	Last Revision: 09-21-2016

Three Rivers Community College is committed to providing an educational climate conducive to the personal and professional development of each individual. The college is dedicated to providing fair and impartial resolution of student complaints. It is the practice of Three Rivers Community College and its Board of Trustees to resolve complaints at the lowest level possible. When complaints rise to the level that the resolution will require formal action, each student will be given the option to file an appeal.

**THREE RIVERS COMMUNITY COLLEGE
STUDENTS POLICY**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Students Rights	
Title: SP 2140 Student Appeals	Page 2 of 2
Associated Regulation: SR 2140 Student Appeals	
References: Title VII of the Civil Rights Act, Title IX of the Higher Education Act of 1972, section 504, of the Rehabilitation Act of 1973, as amended on the ADA Act of 1992; GAR 1240	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer; Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 11-18-2015	Last Revision: 09-21-2016

DOCUMENT HISTORY:

11-18-2015: Initial approval of policy SP 2140 Student Appeals.

09-21-2016: Addition of associated regulation SR2140 Student Appeals.

Consideration of Personnel Action
Employment of Personnel
Chair, Career Studies and Workforce Development

PERSONNEL DATA SHEET

_____ Administrative Officer

X Professional Staff

_____ Faculty

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Dr. Daniel Lauder

POSITION TITLE: Chair, Career Studies and Workforce Development

SALARY: \$30.00/hour (PT); \$62,000 (FT)

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: September 1, 2016; January 1, 2017

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
EdD	Maryville University St. Louis, MO	Higher Education Leadership
MS	Cardinal Stritch University	Management
BS	Milwaukee, WI	Management
AAS	College of Dupage Glen Ellyn, IL	Facilities Management

EXPERIENCE

<u>07/2008 – present</u>	<u>Southeast Missouri State University</u>	<u>Instructor</u>
	<u>Cape Girardeau, MO</u>	
<u>04/2008 – 07/2008</u>	<u>Elgin School District U-46</u>	<u>Custodial Supervisor</u>
	<u>Elgin, IL</u>	
<u>06/1998 – 04/2008</u>	<u>Rockford Catholic Diocese</u>	<u>Director of Property</u>
	<u>Rockford, IL</u>	<u>Management</u>

(09/21/2016)

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Project Director

BACKGROUND INFORMATION **HISTORY**

Mr. Michael Barrett has been employed full-time with the college as the Project Director with the Rebuilding the Missouri Bootheel Department of Labor grant since February 2014. He has submitted his resignation, effective September 30, 2016.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

(09/21/2016)

Michael Barrett
305 Harrison L N
Poplar Bluff, MO 63901
(870)761-2638
michaelbarrett103@yahoo.com

09/13/2016

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

Please accept this letter as notice of my resignation from the position of Project Director. My last day of employment with Three Rivers College will be September 30, 2016.

I received an offer to serve as the Dean of Academics from Tulsa Welding School. This was not a position I sought their recruiter contacted me about the position. After careful consideration I realize this is an opportunity which I must not decline an opportunity for me to advance in my career in education. It also offers security of employment for me and my family.

It has been a pleasure working here at Three Rivers. The experience I gained here will be priceless tools for me in my future endeavors. I would like to help with the transition of my duties so that the project continues to function smoothly after my departure.

At this point in the project all that remains to be done is to finalize equipment purchases which I plan to have completed before I leave, recruit and train students, collect and report data. These last assignments I am certain Whitney can accomplish since she has been working daily on these tasks.

I am available to help recruit and train my replacement and I will make certain that all reporting and records are updated before my last day of work.

Sincerely,
Michael Barrett



CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Student Loan Management Specialist

BACKGROUND INFORMATION **HISTORY**

Ms. Karen Beers has been employed full-time with the college as the Student Loan Management Specialist since February 2013 and with the college since December 2012. She has submitted her resignation, effective September 16, 2016.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

(09/21/2016)

Karen Beers



2147 J Bird Drive, Poplar Bluff, MO 63901
573-429-7757
karen.beers66@gmail.com

9/6/2016

Dear Ms. McDaniel,

Please accept this letter as my formal resignation from my role as Student Loan Default Management Specialist at Three Rivers College. My last day with Three Rivers College will be Friday, September 16, 2016.

In order to ease the transition after my departure, I am happy to assist Financial Aid with any training tasks during my final weeks on the job. I intend to leave thorough instructions and up-to-date records for my replacement.

I would like to take this opportunity to thank Three Rivers College for the knowledge and experience I have gained by working here. I am very grateful for the time I have spent on the Financial Aid team and the professional relationships I've built. It's been a pleasure working for Three Rivers College.

Sincerely,

Karen Beers

Karen Beers



CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Facilitator – Three Rivers Malden

BACKGROUND INFORMATION **HISTORY**

Mr. Andrew Houltzhouser has been employed full-time with the college as the Facilitator in Malden since September 2014. He has submitted his resignation, effective August 26, 2016.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

(09/21/2016)

To: Kristina McDaniel

24 Aug 2016

HR-Director, Three Rivers College

Mrs. Kristina,

Although I have greatly enjoyed my time here at Three Rivers College, this Friday, 26 Aug 2016 will be my last day. I have accepted a position with another company and upon agreeing on accepting that position they have requested that I begin with them Monday, 29 Aug 2016. I have very much enjoyed my time with Three Rivers and getting to know the wonderful people who are employed here. I have always been and will continue to be a fan of this institution and what it stands for and the care that is given to each and every student that walks through the door. Even though I regret having to leave, I am looking forward to this newest chapter of my life and what the future holds for me. I appreciate that I was afforded the opportunity to work for Three Rivers and to see the changes come to pass that I have seen in my time here.

Respectfully,

A handwritten signature in black ink, appearing to read 'Andrew Houltzouser', with a long horizontal flourish extending to the right.

Andrew Houltzouser

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Welcome Center Facilitator

BACKGROUND INFORMATION **HISTORY**

Ms. Jennifer Wendler has been employed full-time with the college in the Welcome Center since December 2012. She has submitted her resignation, effective September 23, 2016.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

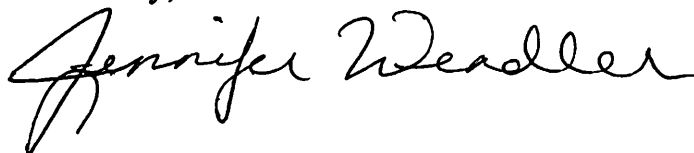
(09/21/2016)

September 12, 2016

To whom it may concern,

As of Monday, September 12, 2016, I am giving you my two week notice to end employment as a Welcome Center Facilitator. I have decided to take the opportunity to pursue other options.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Wendler". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Jennifer Wendler

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3800 Purchasing	
Title: FR 3805 Bidding Thresholds	Page 1 of 4
Associated Policy: FP 3805 Bidding Thresholds	
References: RS Mo 34.044, 1 CSR 40-1(4)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 09-08-2010	Last Revision: 09-01-2016

Purpose

To provide for a uniform and systematic method of purchasing the goods and services required by the College, to define the responsibilities and authority of the purchasing personnel and to advise of the purchasing requirements and limitations imposed by applicable law.

Authority and Responsibility

1. Authority to obligate institutional funds for purchases of supplies, materials, services and equipment is granted solely to the cabinet members and their designees, unless otherwise specifically approved by the president of the college or the board of trustees.
2. All purchases shall be made with regard to Federal, state, and local laws and guidelines.
3. All purchases shall be handled in accordance with generally accepted governmental auditing standards (GAGAS) and be substantiated with the necessary records to satisfy audit and inventory requirements and all applicable law.
4. This policy applies to all budgets administered by the college regardless of source of funds.

Procedures

The following guiding principles apply to purchasing supplies and equipment:

- a. Sealed bids shall be received on all purchases equal to or greater than \$10,000.00. Electronic mail may be used to send and receive bids. Bidders will be given the option to return a bid by e-mail, fax or mailed hard-copy as specified by the bid, with the time and date for response included in the bid. The purchasing department is responsible for insuring that the purchase is not split into components of less than \$10,000 for the purpose of circumventing the college's bidding requirements.
- b. Purchases between \$2,000.00 and \$9,999.99 shall be purchased on a competitive quotation basis. For purchases in the amount of \$2,000.00 and \$9,999.99, electronic or written quotes may be taken. When appropriate, the requestor can assist the purchasing department by obtaining competitive quotes from vendors

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3800 Purchasing	
Title: FR 3805 Bidding Thresholds	Page 2 of 4
Associated Policy: FP 3805 Bidding Thresholds	
References: RS Mo 34.044, 1 CSR 40-1(4)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 09-08-2010	Last Revision: 09-01-2016

and attaching the quotes to the Purchase Request Form. A minimum of three documented, competitive quotes are required.

- c. The cabinet members may waive the requirement of competitive bids or proposals for products/services when he/she has determined that there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary for repairs to college property in order to protect against further loss or loss of, or damage to, college property, to prevent or minimize serious disruption of college services, to ensure the integrity of college records or any other situation which may result in a hardship for the college.
- d. The cabinet members may waive the requirement of competitive bids or proposals for products/services when he/she has determined there is only a single feasible source for the products/services. The college shall follow the criteria delineated in section 34.044 RSMo and 1 CSR 40-1(4).
- e. Bids or quotations may be received from vendors located within and without the college district.
- f. Vendors shall be requested to submit all bids in a uniform manner.
- g. The college will normally award contracts to the vendor submitting the lowest bid that meets all requirements of the bid specifications. However, the college reserves the right to reject any and all bids. In the event of like quotations, purchases shall be made from the vendor the college determines is likely to provide the best service to the college. Other factors being equal, preference will be given to vendors whose primary place of business is within the college's taxing district.
- h. Purchases made through cooperative procurement agreements with the state of Missouri, its agencies, or educationally related associations are considered to be pre-bid by those groups and are not subject to the specific bidding requirements set forth herein.

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3800 Purchasing	
Title: FR 3805 Bidding Thresholds	Page 3 of 4
Associated Policy: FP 3805 Bidding Thresholds	
References: RS Mo 34.044, 1 CSR 40-1(4)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 09-08-2010	Last Revision: 09-01-2016

Opening Bids

Prior to the board of trustees monthly meeting at which formal bids are to receive official authorization, the college president or his/her delegated agent is authorized to open bids and tabulate results for board of trustees consideration.

Absent an emergency, a Purchase Recommendation should be presented to the college president for his/her review no later than five working days before the board of trustees monthly meeting.

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3800 Purchasing	
Title: FR 3805 Bidding Thresholds	Page 4 of 4
Associated Policy: FP 3805 Bidding Thresholds	
References: RS Mo 34.044, 1 CSR 40-1(4)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 09-08-2010	Last Revision: 09-01-2016

DOCUMENT HISTORY:

- 09-08-2010:** Initial approval of regulation FR 3150 Bidding Thresholds.
- 09-01-2016:** Revision of sub section number 3100 Financial Management to 3800 Purchasing to provide proper alignment, resulted in change to the title number FR3150 to FR3805.

**THREE RIVERS COMMUNITY COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1200 Equal Opportunity	
Title: GAR 1240 Harassment	Page 1 of 12
Associated Policy: GAP 1240 Harassment	
References: GAP 1210 Civil Rights, Title IX, Section 504	
Supersedes: NA	
Responsible Administrator: Director of Human Resources; Chief Student Services Officer	
Initial Approval: 09-25-2010	Last Revision: 08-30-2016

It is the policy of Three Rivers Community College and its Board of Trustees that each employee and student be allowed to work and attend the College in an environment free from any form of improper discrimination. Unlawful harassment is a form of discrimination and is prohibited whether on the basis of race, gender, color, national and ethnic origin, religion, age, disability, sexual orientation (actual or perceived), marital/intimate partner status, pregnancy and parental status or sexual harassment. Harassment is a form of discrimination unbecoming of a College employee or student and will not be tolerated.

The purpose of the harassment policy, procedure, and regulation is to protect students and employees from the direct or indirect effects of harassment; establish an appropriate grievance and appellate process to handle complaints; enforce disciplinary actions that may be taken against any employee or student found guilty of conduct judged to be harassing; define appropriate actions which may be taken against any person who knowingly and intentionally files a false complaint of harassment against another; and ensure non-retaliation against those who file a complaint.

This regulation applies to all full time, part time, and temporary employees, including administrators, faculty, staff, employment applicants, consultants, students and prospective students, and non-employee volunteers subject to the control of a College employee. The College procedure is intended to provide an individual, or group of individuals hereafter referred to as the reporting party, an opportunity to file a complaint of harassment and to seek a resolution through a procedure devoid of coercion, interference, restraint, discrimination or reprisal.

It shall also be a violation of College Policy for any employee to tolerate sexual harassment or unlawful discrimination/harassment because of a student or employee's race, gender, color, national and ethnic origin, religion, age, disability, sexual orientation (actual or perceived), marital/intimate partner status, or pregnancy and parental status by a student, employee or any third parties who are participating in, observing or otherwise engaged in College activities.

This procedure shall apply only to complaints of unlawful harassment or discrimination based on race, gender, color, national and ethnic origin, religion, age, disability, sexual orientation (actual or perceived), marital/intimate partner status, pregnancy and parental status or sexual harassment. Employment suspension or termination may result through this procedure.

**THREE RIVERS COMMUNITY COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1200 Equal Opportunity	
Title: GAR 1240 Harassment	Page 2 of 12
Associated Policy: GAP 1240 Harassment	
References: GAP 1210 Civil Rights, Title IX, Section 504	
Supersedes: NA	
Responsible Administrator: Director of Human Resources; Chief Student Services Officer	
Initial Approval: 09-25-2010	Last Revision: 08-30-2016

Retaliation

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based upon the protected classes as earlier defined will not affect the reporting party or reporter's future employment, grades, learning, or working environment, or work assignments.

The College will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person due to pregnancy and parental status, or who reports an incident of alleged harassment/discrimination, sexual, gender, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Definitions

Alleged Harassing Party (the Responding Party): The person acting individually or as a representative of the College who is believed by the reporting party to be credited, or to have created, the incident of harassment.

Reporting Party: An individual or group of individuals having the same complaint. Reporting Party may be full time, part time, or temporary employees, including administrators, faculty, staff; employment applicants; current student or prospective students; and non-employee volunteers subject to the control of a College employee.

Complaint: A dissatisfaction wherein a person feels he/she has been adversely affected from unlawful harassment at the College. The word "complaint" and "grievance" are interchangeable; however "complaint" is used in this procedure to reflect current usage.

Confidentiality: Confidentiality shall be maintained to the greatest extent possible within the law and the requirements for conducting appropriate investigations.

Disciplinary Actions: Any employee or student of the College found to have unlawfully harassed another employee or student will be subject to disciplinary action up to and including termination, suspension, and or expulsion.

**THREE RIVERS COMMUNITY COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1200 Equal Opportunity	
Title: GAR 1240 Harassment	Page 3 of 12
Associated Policy: GAP 1240 Harassment	
References: GAP 1210 Civil Rights, Title IX, Section 504	
Supersedes: NA	
Responsible Administrator: Director of Human Resources; Chief Student Services Officer	
Initial Approval: 09-25-2010	Last Revision: 08-30-2016

Discriminate: To act with unlawful partiality or prejudice either for or against a person or group based on race, gender, color, national and ethnic origin, religion, age, disability, sexual orientation, veteran status or marital/intimate partner status or pregnancy and parental status.

Evidence: As applied in this procedure, any information, including documents and testimony, related to the alleged circumstances, which gave rise to the complaint.

Grievance: A complaint or resentment, as against an unjust or unfair act: *to have a grievance against someone.* See "Complaint".

Harassment: Subject to a hostile environment or "quid pro quo."

Mandatory Reporter: any part time or full time employee of the College is considered a "mandatory reporter" and is obligated to abide by this regulation.

Pregnancy/Parental Status: It is treating you unfairly or badly because of your pregnancy or parental status:

- relationship status (whether you are single, married, married but separated, divorced, widowed, or a de facto partner - including same sex)
- parental status (whether or not you're a parent), or
- family responsibilities which includes the need to care for your dependent child or immediate family. This means: spouse, ex-spouse or de facto partner including a same sex de facto partner; child, spouse's child, stepchild, adopted child, past or present foster child, spouse's past or present foster child; and parent, spouse's parent, grandparent, spouse's grandparent, grandchild, spouse's grandchild, sibling and spouse's sibling.

Retaliation: Retaliation against individuals who have filed a charge or participated in an investigation or opposed any unlawful practice is prohibited and will subject the person who retaliates to disciplinary action.

Responding Party: The person acting individually or as a representative of the College who is believed by the reporting party to be credited, or to have created, the incident of harassment.

Sexual Harassment: For purposes of this policy, sexual harassment of students or employees consist of sexual advances; requirements for sexual favors; similarly motivated physical conduct; or other verbal or physical conduct or communication when:

**THREE RIVERS COMMUNITY COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1200 Equal Opportunity	
Title: GAR 1240 Harassment	Page 4 of 12
Associated Policy: GAP 1240 Harassment	
References: GAP 1210 Civil Rights, Title IX, Section 504	
Supersedes: NA	
Responsible Administrator: Director of Human Resources; Chief Student Services Officer	
Initial Approval: 09-25-2010	Last Revision: 08-30-2016

1. When the unwelcome sexual conduct of a school employee or student causes an employee or student to believe that he or she must submit to unwelcome conduct in order to be employed or to participate in a College program or activity; or when an employee or third party agent of the College causes an employee or a student to believe that the offending employee will make an employment or educational decision based on whether or not the employee/student submits to unwelcome sexual conduct; or
2. When the unwelcome sexual conduct of a school employee/student is so severe, persistent, or pervasive that it affects the employee/student's ability to participate in or benefit from an employment or educational program or activity; or creates an intimidating, threatening or abusive work or educational environment; or
3. When any unwelcome sexual contact significantly interferes with a student's education.

Reporting Procedures

The following procedures are applicable to any student/employee who believes he or she has been the victim of sexual harassment or harassment/discrimination based on race, gender, color, national and ethnic origin, religion, age, disability, sexual orientation (actual or perceived), pregnancy and parental status, or marital/intimate partner status by a student, teacher, administrator, or other school personnel of the College, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the College.

Such individuals are encouraged to immediately report the alleged acts to an appropriate College official designated by this Regulation.

Any College Employee (Mandatory Reporter) who has or receives notice that a student/employee has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, gender, color, national and ethnic origin, religion, age, disability, sexual orientation, (actual or perceived), pregnancy and parental status, or marital/intimate partner status by a student, teacher, administrator, or other school personnel of the College, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the College, is required to immediately report the alleged acts to an appropriate College official designated by this Regulation.

**THREE RIVERS COMMUNITY COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1200 Equal Opportunity	
Title: GAR 1240 Harassment	Page 5 of 12
Associated Policy: GAP 1240 Harassment	
References: GAP 1210 Civil Rights, Title IX, Section 504	
Supersedes: NA	
Responsible Administrator: Director of Human Resources; Chief Student Services Officer	
Initial Approval: 09-25-2010	Last Revision: 08-30-2016

The College encourages the reporting party or reporting party to use the College’s Harassment Report Form available from the College’s offices or to use the fillable incident form found on our Speak Up web page found on the “Quick Links” page of the College website. Please know that oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this Regulation shall prevent any person from reporting harassment directly to the Compliance Officer or to the College President, the College President has designated trained Compliance Officers to address such complaints. The College will respond to male and female students/employees' complaints of discrimination and harassment promptly, appropriately, and with the same degree of seriousness.

1. Any College Employee (Mandatory Reporter) who receives a report of discrimination, sexual harassment, or harassment based on race, gender, color, national and ethnic origin, religion, age, disability, sexual orientation (actual or perceived), pregnancy and parental status, or marital/intimate partner status shall inform the supervisor or College Compliance Officer immediately.

Upon receipt of a report, the supervisor must notify the College’s Compliance Officer immediately, without screening or investigating the report. The supervisor may request but may not insist upon a written complaint. If the report was given verbally, the supervisor shall personally reduce it to written form and forward it to the Compliance Officer within twenty-four (24) hours. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the supervisor.

If the complaint involves the supervisor, the complaint shall be made or filed directly with the College’s Compliance Officer by the reporting party or

2. The President has designated the Dean for Student Services as the College’s Compliance Officer for student complaints, with responsibility to identify, prevent, and remedy unlawful discrimination and harassment. For employee complaints, the President has designated the Director of Human Resources as the College’s Compliance Officer. The College Compliance Officer shall:
 - a. receive reports or complaints of unlawful discrimination, sexual harassment, or harassment based on race, gender, color, national and ethnic origin, religion, age, disability, sexual orientation(actual or perceived) pregnancy and parental status, or marital/intimate partner status;

**THREE RIVERS COMMUNITY COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1200 Equal Opportunity	
Title: GAR 1240 Harassment	Page 6 of 12
Associated Policy: GAP 1240 Harassment	
References: GAP 1210 Civil Rights, Title IX, Section 504	
Supersedes: NA	
Responsible Administrator: Director of Human Resources; Chief Student Services Officer	
Initial Approval: 09-25-2010	Last Revision: 08-30-2016

- b. oversee the investigative process;
 - c. be responsible for assessing the training needs of the College's staff and students in connection with the dissemination, comprehension, and compliance with this Regulation ;
 - d. arrange for necessary training required for compliance with this Regulation; and
 - e. insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.
 - f. If any complaint involves a Compliance Officer, the complaint shall be filed with the alternate Compliance Officer.
 - g. The College shall conspicuously post a notice against unlawful discrimination and harassment in each building in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the Compliance Officer; the name, mailing address, and telephone number of the Missouri Commission for Human Rights, the state agency responsible for investigating allegations of discrimination in educational opportunities; and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights, and the United States Department of Justice.
3. Details regarding this Regulation shall be referenced in the student handbook.
 4. This Regulation shall be reviewed at least annually for compliance with state and federal law.
 5. The College will respect the privacy of the reporting party, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the College's legal obligations to investigate, to take appropriate action, and to conform to any

**THREE RIVERS COMMUNITY COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1200 Equal Opportunity	
Title: GAR 1240 Harassment	Page 7 of 12
Associated Policy: GAP 1240 Harassment	
References: GAP 1210 Civil Rights, Title IX, Section 504	
Supersedes: NA	
Responsible Administrator: Director of Human Resources; Chief Student Services Officer	
Initial Approval: 09-25-2010	Last Revision: 08-30-2016

discovery or disclosure obligations.

Investigation

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment, or harassment based upon the protected classes as earlier defined, the Compliance Officer shall immediately undertake or authorize an investigation. That investigation may be conducted by College officials or by a third party designated by the College. The investigation may consist of personal interviews with the reporting party, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this Regulation, the College shall consider:

- the nature of the behavior;
- victim's statements;
- how often the conduct occurred;
- mandatory written witness statements or interview summaries;
- whether there were past incidents or past continuing patterns of behavior;
- opportunity for the reporting and the responding party to present witnesses and provide evidence;
- evaluation of all relevant information and documentation relating to the complaint of discrimination or harassment;
- the relationship between the parties involved;
- the race, gender, color, national and ethnic origin, religion, age, disability, sexual orientation, actual or perceived, or marital/intimate partner status, pregnancy and parental status of the victim;
- the identity of the perpetrator, including whether the perpetrator was in a position of

**THREE RIVERS COMMUNITY COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1200 Equal Opportunity	
Title: GAR 1240 Harassment	Page 8 of 12
Associated Policy: GAP 1240 Harassment	
References: GAP 1210 Civil Rights, Title IX, Section 504	
Supersedes: NA	
Responsible Administrator: Director of Human Resources; Chief Student Services Officer	
Initial Approval: 09-25-2010	Last Revision: 08-30-2016

power over the student or employee allegedly subjected to harassment;

- the number of alleged harassers;
- the age of the alleged harassers;
- where the harassment occurred;
- whether there have been other incidents in the College involving the same or other students;
- whether the conduct adversely affected the student's education or educational environment;
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on all the facts surrounding the circumstances.

The investigation shall be completed and a written report shall be completed. The written report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Regulation. The Compliance Officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

College Response

1. The college will make every effort to complete the investigation and render a decision within 45 school days from the College's receipt of the reporting party. Appropriate actions may include, but are not limited to, counseling, awareness training, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. College action taken for violation of this Regulation shall be consistent with the requirements of state and federal law and College policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this Regulation has occurred, the College shall consider:
 - what response is most likely to end any ongoing harassment;
 - whether a particular response is likely to deter similar future conduct by the harasser

**THREE RIVERS COMMUNITY COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1200 Equal Opportunity	
Title: GAR 1240 Harassment	Page 9 of 12
Associated Policy: GAP 1240 Harassment	
References: GAP 1210 Civil Rights, Title IX, Section 504	
Supersedes: NA	
Responsible Administrator: Director of Human Resources; Chief Student Services Officer	
Initial Approval: 09-25-2010	Last Revision: 08-30-2016

or others;

- the amount and kind of harm suffered by the victim of the harassment;
 - the identity of the party who engaged in the harassing conduct.
 - whether the harassment was engaged in by school personnel, and if so, the College will also consider how it can best remediate the effects of the harassment.
2. The results of the College's investigation of each complaint filed under these procedures will be reported in writing to the reporting party and accused harasser by the College. The college will make every effort to complete the investigation and render a decision within 45 school days from the College's receipt of the reporting party, in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
 3. If the College's evaluation of a complaint of harassment results in a conclusion that an employee has engaged in unlawful discrimination or harassment in violation of this Regulation, or that an employee(s) has failed to report harassment as required herein, that individual may appeal this determination by presenting a written appeal within three (3) school days of receiving notice of the College's conclusion, by use of established Board of Trustees' procedures for appealing other adverse personnel actions. (See personnel handbooks PP/PR 4850 and/or PP/PR 4730)
 4. If the College's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by presenting a written appeal to the College President's designee within three (3) school days of receiving notice of the College's conclusion. The grievant may request a meeting with the President's designee. The designee has the option of meeting with the grievant to discuss the appeal.
 5. If the reporting party believes the compliance officer has not adequately or appropriately addressed the appeal, an appellant "ad hoc" review panel that consists of trained members of the Title IX task force will be appointed to review the case. The request for a review must be filed within three (3) school days after the grievant receives the report.

**THREE RIVERS COMMUNITY COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1200 Equal Opportunity	
Title: GAR 1240 Harassment	Page 10 of 12
Associated Policy: GAP 1240 Harassment	
References: GAP 1210 Civil Rights, Title IX, Section 504	
Supersedes: NA	
Responsible Administrator: Director of Human Resources; Chief Student Services Officer	
Initial Approval: 09-25-2010	Last Revision: 08-30-2016

The College will make every effort to complete the investigation and render a decision within 45 school days from the College's receipt of the reporting party. The grievant will be notified in writing of the decision.

6. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, and Office for Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States Court or the State Circuit Court.
7. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the College.
8. The College President shall notify the Board of Trustees.

**THREE RIVERS COMMUNITY COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1200 Equal Opportunity	
Title: GAR 1240 Harassment	Page 11 of 12
Associated Policy: GAP 1240 Harassment	
References: GAP 1210 Civil Rights, Title IX, Section 504	
Supersedes: NA	
Responsible Administrator: Director of Human Resources; Chief Student Services Officer	
Initial Approval: 09-25-2010	Last Revision: 08-30-2016

DOCUMENT HISTORY:

- 09-25-2010:** Initial approval of regulation GAR 1240 Harassment.
- 07-15-2015:** Revision to be in compliance with Federal Law regarding Title IX, 9-17-14.
- 09-16-2015:** Revision of position title Dean of Student Services to Chief Student Services Officer.
- 08-30-2016:** Minor edits regarding timeline and review team.

THREE RIVERS COMMUNITY COLLEGE

Harassment Report Form

Three Rivers Community College provides and maintains a learning and working environment free from Harassment. Harassment constitutes unlawful discrimination. This Harassment Report Form is intended for an individual or group of individuals, hereafter referred to as the reporting party, an opportunity to file a complaint of harassment. The purpose of this form and associated procedure is to seek resolution of said complaint through a procedure devoid of coercion, interference, restraint, discrimination or reprisal.

This Harassment Report Form shall apply to harassment or discrimination complaints based on race, gender, color, national ethnic origin, religion, age, disability, sexual orientation (actual or perceived), pregnancy and parental status marital/intimate partner status, or any form of sexual harassment. Employment suspension or termination is not covered by this procedure. To obtain information regarding the College grievance procedure contact the Office of Human Resources (PP 4850; PR 4850; SP 2130; and SR 2130 Grievance).

The College will make every effort to complete the investigation and render a decision within 45 school days from the College's receipt of the reporting party. Upon completion of the investigation, the Chief Student Services Officer (for student harassment complaints) and the Director of Human Resources (for employee harassment complaints), will prepare the "Report of Findings". The "Report of Findings" shall include the: basis of the complaint; issues and facts relevant to or circumstantial to the dispute; a summary of findings; recommendations/dispositions of the inquiry; proposed disciplinary penalty; and basis for recommended action. If the supervisor is the respondent, the details of the investigation will be kept in confidence until the investigation is finalized.

NAME _____ EMPLOYEE ID # _____

ADDRESS _____ PHONE _____

EMERGENCY CONTACT PERSON _____ PHONE _____

Basis of Complaint _____

Issues and Facts in Dispute _____

Person(s) Involved (include any witness(s)) _____

SIGNATURE _____ DATE _____

COMPLIANCE OFFICER SIGNATURE _____ DATE _____

Three Rivers Community College provides equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service. No unlawful discrimination against any person because of race, gender, color, national ethnic origin, religion, age, disability, sexual orientation (actual or perceived), pregnancy and parental status or marital/intimate partner status shall not be tolerated. Contact the Office of Human Resources: Westover Building; 573-840-9695; Office of Student Services: Westover Building; 573-840-9669.

**THREE RIVERS COMMUNITY COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4520 Payroll Deductions	Page 1 of 4
Associated Policy: PP 4520 Payroll Deductions	
References: RMSO 290.110, PR 4730, GAR 1310	
Supersedes: 4.6	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-22-2010	Last Revision: 08-31-2016

Payroll Records

Prior to the start of employment, individuals must complete all human resource and payroll forms including but not limited to Federal and State W-4 withholding forms, direct deposit, Employment Eligibility Verification Form I-9. In addition, all employees are verified through the Department of Homeland Security and Social Security Administration using the E-Verify system.

Name Change Requests

Requests for a name change to the personnel and payroll records must be accompanied by appropriate documentation (i.e. social security card) and submitted to the HR/Payroll office.

Pay-Period Submission Deadlines

The office of human resources will provide a list of pay periods and time submission deadlines. Employees not submitting time worked through web time entry by the submission deadline will not be paid until the next pay period.

Web Time Entry

Work-study students are paid minimum wage on an hourly basis. All time worked will be reported to HR/Payroll through web time entry within the payroll cutoff periods and approved by the supervisor.

Non-exempt employees are paid on an hourly basis based upon job classification and salary range placement. All time worked will be reported to HR/Payroll through web time entry within the payroll cutoff periods and approved by the supervisor.

Payroll Dispersal

Payroll dispersal is the tenth (10) of each month for administration, faculty, and professional staff. If the 10th should fall on a Saturday, payroll dispersal will occur the Friday prior. If the 10th should fall on a Sunday, payroll dispersal will occur the following Monday. Paychecks shall not be released before the payroll dispersal date unless approved by the Chief Financial Officer.

Payroll dispersal occurs on a bi-weekly basis for all hourly employees. All time worked must be

**THREE RIVERS COMMUNITY COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4520 Payroll Deductions	Page 2 of 4
Associated Policy: PP 4520 Payroll Deductions	
References: RMSO 290.110, PR 4730, GAR 1310	
Supersedes: 4.6	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-22-2010	Last Revision: 08-31-2016

submitted via web time entry within the payroll cutoff periods and approved by the supervisor.

Payroll Disbursement

The methods for pay disbursement are:

1. All college employees will provide the office of human resources with written authorization to electronically transfer payroll funds into a designated bank account unless the employee is a student paid through federal work-study funds or a student tutor. Independent contractors are not considered employees and are therefore paid as vendors.
2. Students paid through federal work-study may elect to have their pay deposited to their Raider One Card or designated bank account.

Payroll Advances

No pay advances will be made unless approved by the Chief Financial Officer.

Unpaid Charges

Any charges incurred by an employee and remaining unpaid as of the payroll cutoff date for the last pay period of the employee's appointment will be deducted from the employee's final paycheck.

Employees of Three Rivers Community College who owe monies to the college which are past due shall have the balance withheld at the next pay period. Under no circumstances shall a balance be carried forward longer than one pay period (GAR 1310: Debts to the College).

Final Pay

The separation date recorded in the HR system and to the retirement system is the last day in pay status.

If an employee is discharged or the position is eliminated, the employee will receive a check within seven (7) days of their final date of employment. Employees who resign their position will receive final compensation at the next scheduled payroll date.

**THREE RIVERS COMMUNITY COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4520 Payroll Deductions	Page 3 of 4
Associated Policy: PP 4520 Payroll Deductions	
References: RMSO 290.110, PR 4730, GAR 1310	
Supersedes: 4.6	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-22-2010	Last Revision: 08-31-2016

- a) All regular time worked from the beginning of the final pay period through the last day worked at regular rate of pay.
- b) Any time worked prior to the final pay period, but not yet paid, at regular rate of pay.
- c) For all non-exempt employees, all overtime and/or unused comp time recorded and approved.

All unused vacation accrued will be paid in a separate check. Vacation pay will be paid no later than the last business day of the month following the month of separation or retirement.

The final salary payment will be released only after the employee has turned in all college property (PR 4730) and completion of the exit/transfer checklist.

**THREE RIVERS COMMUNITY COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4520 Payroll Deductions	Page 4 of 4
Associated Policy: PP 4520 Payroll Deductions	
References: RMSO 290.110, PR 4730, GAR 1310	
Supersedes: 4.6	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-22-2010	Last Revision: 08-31-2016

DOCUMENT HISTORY:

- 09-22-2010:** Initial approval of regulation PR 4520 Payroll Deductions.
- 05-18-2012:** Updated to reflect web-time entry under time-sheet section; Reference to RMSO 290.110 added; Reference to PR 4730 added; Reference to GAR 1310 added; Updated to reflect payroll dispersal on 10th instead of 15th in Payroll dispersal section; Updated to reflect bi-weekly pay for hourly employees under Payroll Dispersal section; Section of Final Pay added.
- 08-31-2016:** Defined work-study student and related web-time entry.

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3500 Travel	
Title: FR 3510 Travel Authorization and Reimbursement	Page 1 of 14
Associated Policy and Regulation: FP 3510 Travel; PR 4506 Overtime and Compensatory Leave	
References: Department of Labor Guidelines; Fair Labor Standards Act (FLSA)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-13-2010	Last Revision: 09-09-2016

The following regulation applies to the travel of all employees of Three Rivers Community College in the performance of their official duties. Provisions of this regulation also may apply to individuals other than employees who are authorized to travel at college expense. Please note that authorization for travel will not be granted, and expenses will not be reimbursed unless the travel is made, and reimbursement is claimed in accordance with this regulation and any approved exceptions hereto.

In order to fulfill its mission, it is expected that employees of Three Rivers Community College may need to travel. The college will pay reasonable travel expenses for those who travel on college business and whose trip has been approved in advance. This college regulation and specific reimbursement rates for allowable travel expenses shall be consistent with all federal, state, and local law.

General Provisions

Reimbursement for approved college travel expenses shall be based on the IRS Guidelines for an “accountable plan”, which allows for reimbursement of authorized business expenses without creating a taxable event for the employee. If federal funds are used to reimburse the trip, a note must be included indicating why the participation in the trip is necessary to the federal award. Reference PR 4506 Overtime and Compensatory Leave, and the Department of Labor Guidelines for non-Exempt employee travel as well as Fair Labor Standards Act (FLSA).

No authorization for travel by any employee shall be granted, and no reimbursement for travel expenses shall be made, except in accordance with the provisions of this regulation. Reimbursement for travel expenses shall be limited to expenses incurred upon travel authorized in advance, and in accordance with the requirements set forth herein.

Authorized persons to travel at the expense of the college include: members of the board of trustees, the college president, employees of the college, prospective employees, consultants or advisors and students participating in approved student activities.

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3500 Travel	
Title: FR 3510 Travel Authorization and Reimbursement	Page 2 of 14
Associated Policy and Regulation: FP 3510 Travel; PR 4506 Overtime and Compensatory Leave	
References: Department of Labor Guidelines; Fair Labor Standards Act (FLSA)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-13-2010	Last Revision: 09-09-2016

Travel which may be authorized, and pursuant to which expenses may be reimbursed, shall be limited to the following:

- a) Travel which is necessary for the proper execution of official college business, or in justifiable pursuit of the college's educational objectives; or
- b) Travel to meetings and conferences of a professional nature that have the potential to increase the attending employee's usefulness to the college.

Travel shall not include, and no reimbursement for expenses shall be made for, transportation in connection with an employee's official station of employment. The employee's "official station" is his or her regular area of employment activity, e.g., office headquarters, campus, or designated location of an employee established in the field.

The official station of an employee shall be designated by the President. It is normally expected that the official station is that location at which the employee spends the major portion of his/her working time.

The employee is considered to be on approved and "official travel status", and as such, eligible for reimbursement of travel expenses, at the time of departure from the employee's official station or residence, whichever is applicable, for the purpose of traveling on college business. Expenses for meals and lodging will be allowed when overnight travel or occasional excessive hours of work are required for the convenience of the college.

There are limitations on travel expenses contained herein, which are considered the maximum amounts above which reimbursement shall not be made. Employees are expected to be as conservative as possible in incurring travel expenses. Please know that only necessary and reasonable expenses will be reimbursed.

All expenses not covered as meal per diem require itemized receipts and shall be reimbursed at the actual amount of the expense subject to the limitations herein.

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3500 Travel	
Title: FR 3510 Travel Authorization and Reimbursement	Page 3 of 14
Associated Policy and Regulation: FP 3510 Travel; PR 4506 Overtime and Compensatory Leave	
References: Department of Labor Guidelines; Fair Labor Standards Act (FLSA)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-13-2010	Last Revision: 09-09-2016

Authorization of Travel

Approving Authorities – The college president or his/her designees shall have authority to approve travel by employees of the college. All travel must be approved by the supervisor and appropriate cabinet member.

Non-Exempt Employees – overtime and compensatory leave may be impacted depending on the travel time. Supervisors need to be aware of the hours worked to approve the travel request. Supervisors must approve and submit the overtime work request form and approve the web-time entry. Reference PR 4506, Overtime and Compensatory Leave.

Travel inside the Contiguous United States – All employees must obtain prior authorization for travel in the contiguous United States by the employee’s appropriate approving supervisor and appropriate cabinet member. Such authorization must be submitted in writing (on a **Request for Travel Authorization** form) before a claim for reimbursement will be processed. Employees whose employment requires frequent travel may obtain blanket authorization in writing for such travel.

Travel outside the Contiguous United States – In addition to the normal approvals for out-of-state travel, authorization for travel by an employee to Alaska, Hawaii, and all out-of-country travel shall be subject to the recommendation by the college president and written advance approval by the board of trustees. Authorizations shall be routed to the college president by the appropriate cabinet member. Requests for authorization must reach the college president a minimum of (60-90) days in advance of the date the travel will commence.

Travel authorization forms will be prepared by the originator, approved by the appropriate officials as outlined above, and forwarded to business office for processing at least two (2) weeks prior to commencing travel. Administrative approval by the business office is contingent upon available travel funds in the budget for the account number against which the reimbursement will be charged. Authorizations administratively disapproved by the business office because of insufficient funds will be returned to the requester. The authorization must show the purpose of the trip, destination(s), date of departure and return, mode of transportation, and estimated expenses. Claims for reimbursement for travel expenses which exceed the amount approved on

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3500 Travel	
Title: FR 3510 Travel Authorization and Reimbursement	Page 4 of 14
Associated Policy and Regulation: FP 3510 Travel; PR 4506 Overtime and Compensatory Leave	
References: Department of Labor Guidelines; Fair Labor Standards Act (FLSA)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-13-2010	Last Revision: 09-09-2016

the appropriate travel authorization form will not be honored unless there are unusual circumstances and the amount is approved in advance by the appropriate cabinet member.

For a particular employee, one official should usually approve all travel authorizations, claims for expenses, and requests for college vehicles. This approving official should maintain adequate records to ensure that no duplication of travel expenses occurs. Where frequent official travel is required, the approving official may maintain a log of the employee’s travel.

Table I – Summary of Required Travel Authorization Approval

<u>Activity</u>	<u>Required Approval</u>
Local Travel	Supervisor and Appropriate Cabinet Member
In-State Travel	Supervisor and Appropriate Cabinet Member
Out-of-State Travel	Supervisor and Appropriate Cabinet Member
Travel Outside Contiguous United States	Supervisor, Appropriate Cabinet Member, College President, and Board of Trustees
Travel Advance	Chief Financial Officer

Transportation

General – All travel must be by the most direct route possible, and any employee who travels by an indirect route must bear any extra expense occasioned thereby. When work will be performed by an employee in-route to or from the official duty station, reimbursable mileage is computed by deducting the employee’s normal commuting mileage from the actual mileage driven in performing the work in-route to or from the official duty station. For example, if an employee normally commutes 10 miles (20 miles round trip), and performs work on the way home from the official station which results in 12 miles driven, the mileage reimbursement would be for two (2) miles only, as that is the amount of mileage in excess of the employee’s normal commute. In no instance shall mileage claimed for reimbursement exceed actual miles traveled.

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3500 Travel	
Title: FR 3510 Travel Authorization and Reimbursement	Page 5 of 14
Associated Policy and Regulation: FP 3510 Travel; PR 4506 Overtime and Compensatory Leave	
References: Department of Labor Guidelines; Fair Labor Standards Act (FLSA)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-13-2010	Last Revision: 09-09-2016

Mode of Transportation – Transportation of employees traveling singly should be by common carrier (air, train, or bus) whenever practical. The use of air travel is recommended when time is an important factor or when the trip is so long that other methods of travel would increase the subsistence expense. Automobile transportation may be used to save time when common carrier transportation cannot be satisfactorily scheduled, or to reduce expenses when two or more employees are making the trip. Reimbursement for personal vehicle shall not exceed the cost of travel via common carrier or rental car.

Common Carrier Travel – When travel is by common carrier, the fare must not exceed the regular tourist fare charged the general public, and advantage must be taken of round trip rates when available. A copy of the employee’s travel ticket and (1 bag) baggage receipt, or acceptable proof of payment, must be submitted for reimbursement of common carrier expenses. If travel is by common carrier, the employee will be reimbursed for expenses in traveling to and from the common carrier. Reimbursement shall be made at the rate of least expense (personal auto round trip mileage plus parking at the location of the common carrier, one-way rental car to the location of the common carrier, or round trip rental car plus parking at the location of the common carrier.).

Automobile Travel – When travel by automobile is appropriate, employees should use college-owned automobiles whenever available and feasible. When a college owned vehicle is unavailable, use the Trip Optimizer to compare mileage to rental car rates.

- a) **College-owned Vehicles** – When transportation is in a college-owned vehicle, all necessary repair bills, tolls, parking, gasoline, and storage expenses are allowable. When using these vehicles, employees will be furnished with credit cards for the purchase of necessary gasoline, oil, and other automobile services. Such expenses should not be claimed by the employee as travel expenses.

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3500 Travel	
Title: FR 3510 Travel Authorization and Reimbursement	Page 6 of 14
Associated Policy and Regulation: FP 3510 Travel; PR 4506 Overtime and Compensatory Leave	
References: Department of Labor Guidelines; Fair Labor Standards Act (FLSA)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-13-2010	Last Revision: 09-09-2016

- b) All authorized travelers must complete a Request for Travel Authorization Form in advance of their travel. Any driver authorized to operate a college vehicle must possess a valid state driver’s license of the proper class. Any driver of college vehicles who is paid to take passengers to a destination or to operate a bus or van transporting fifteen (15) or more people, including the driver, must possess a valid commercial driver’s license. All driver information such as, copies of valid driver’s license, car insurance, and appropriate identification for validation, must be held in the office from which the college owned vehicle is checked out prior to travel.
- c) **Personally Owned Automobiles** – The use of a personally owned automobile is allowed for trips of less than 125 miles per day. Mileage reimbursement rates will be set each fiscal year at the IRS established rate and effective July 1. When the IRS rate decreases during the fiscal year, the college’s reimbursement rate will decrease to match the lowered rate. The authorized mileage allowance covers all operating expenses such as gasoline, oil, and repairs precluding any separate claim for such items. The travel claim must indicate the employee’s itinerary, and must show the official business mileage. Mileage as indicated by the mileage chart contained herein or Google Map shortest distance for those destinations not included on the mileage chart. Only mileage on official business may be claimed. For local travel, the mileage for each trip must be listed separately. **NOTE: All employees electing to use their personal vehicle for business travel over 125 miles per day will be reimbursed at the lowest rate according to the Trip Optimizer.**
- d) **Car Rental** – The College currently receives state contract rates through Enterprise Rent-A-Car. When a college fleet vehicle is unavailable, employees should plan to rent a vehicle when travel exceeds 125 miles per day. Standard size vehicles should be requested when reserving the vehicle. Larger vehicles may be rented for group travel only. When renting a car, employees should not request the damage waiver or personal accident insurance. The college carries insurance for this purpose. Gasoline purchases may be made in cash or personal credit card and will be reimbursed by the college with an original itemized receipt. Alternatively, a college gas card for use with a rental vehicle can be requested from the business office. Employees should use the Trip Optimizer to determine the most economical method.

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3500 Travel	
Title: FR 3510 Travel Authorization and Reimbursement	Page 7 of 14
Associated Policy and Regulation: FP 3510 Travel; PR 4506 Overtime and Compensatory Leave	
References: Department of Labor Guidelines; Fair Labor Standards Act (FLSA)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-13-2010	Last Revision: 09-09-2016

NOTE: employees electing to use their personal vehicle for business travel over 125 miles will be reimbursed at the rental rate of a standard size vehicle.

- a) **Parking** – Necessary charges for hotel and airport parking will be allowed provided that airport parking fees do not exceed the cost of two round trips in the employee’s personal car. Receipts must be furnished for airport and hotel parking. When traveling to the airport, employees should consider car rental and drop off at the airport as an alternative to parking fees for personal or college vehicles.

Taxi Service – When travel is by common carrier, reasonable taxi fares will be allowed for necessary transportation. Bus or shuttle service to and from airports will be used when available and practical. After arrival at destination, necessary taxi fares for traveling between hotel or lodging and meeting or conference will be allowed; taxi fares to and from restaurants are not reimbursable. Each trip must be explained on claim for reimbursement.

Car Rentals at Destination – Charges for automobile rental shall be allowed whenever it is more economical than alternative methods of transportation, or it is the only practical means of transportation. Charges for insurance for rented automobiles are not reimbursable. A receipt is always required for reimbursement. While the college’s state rate is not available in all locations, many Enterprise locations will offer discounted rates and bill to the college’s account.

Toll and Ferry Fees – Reasonable tolls and ferry fees will be allowed when necessary. A receipt is always required for reimbursement.

NOTE: Unnecessary meals and lodging expenses which are occasioned by the use of an automobile for reasons of the employee’s personal convenience, or which cause travel by an indirect route, will not be reimbursed.

I. Lodging

In-State and Out-of-State Lodging – Lodging expenses incurred while on authorized travel will be reimbursable at the actual rate when accompanied by an itemized receipt. No lodging expenses are to be authorized for local lodging costs of college personnel unless the expenses are incurred for the convenience of the college. In-route lodging will be allowed for only one day each way on trips where one way travel to or from the intended destination is impracticable (i.e. more than

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3500 Travel	
Title: FR 3510 Travel Authorization and Reimbursement	Page 8 of 14
Associated Policy and Regulation: FP 3510 Travel; PR 4506 Overtime and Compensatory Leave	
References: Department of Labor Guidelines; Fair Labor Standards Act (FLSA)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-13-2010	Last Revision: 09-09-2016

ten (10) hours of travel time is required to arrive or return from the intended destination). Exceptions to the maximum lodging rate contained herein require the written approval of the appropriate cabinet member.

Additional Lodging Expenses – Sales and occupancy taxes, with the exception of Missouri and Florida state sales taxes, on lodging costs will be reimbursable. Higher rates for lodging at the location of a convention or conference will be allowed, without special approval, up to the amount indicated in the convention or conference brochure. If more than one rate is indicated, the lowest rate is the amount which will be reimbursed. However, the employee must attempt to receive a government rate for the lodging. If the lowest rate indicated in the convention or conference brochure is unavailable, advance approval of the higher rate must be obtained from the appropriate cabinet member. The convention or conference brochure which indicates the lodging rates must be included with the travel claim. Otherwise, reimbursement will be limited to the applicable lodging rate as provided in this regulation.

When written approval is required, a memorandum should be submitted to the Chief Financial Officer with the same approvals as required for the travel involved. The approved memorandum should be attached to the claim for reimbursement, or reimbursement will be limited to the applicable lodging rate as provided in this procedure.

Shared Lodging – When employees share a hotel room, each employee should claim a proportional share of the room cost, and include an explanation with his or her travel claim detailing dates and other employees with whom the room was shared. If the room is shared with someone other than a college employee, only single room rates subject to the maximum amount will be allowed. The receipt for the entire amount should be submitted with the expense claim.

II. Meals

In-State and Out-of-State Meals – Employees may claim the applicable per diem rate for each eligible meal while on authorized travel. Meal per diem rates will be set each fiscal year at the U.S. General Services Administration CONUS per diem rates which are effective July 1. When the U.S. General Services Administration CONUS per diem rate decreases during the fiscal year, the college’s reimbursement rate will decrease to match the lowered rate. Tips on meals are part of the per diem and may not be claimed separately. To qualify for meal per diem when no overnight

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3500 Travel	
Title: FR 3510 Travel Authorization and Reimbursement	Page 9 of 14
Associated Policy and Regulation: FP 3510 Travel; PR 4506 Overtime and Compensatory Leave	
References: Department of Labor Guidelines; Fair Labor Standards Act (FLSA)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-13-2010	Last Revision: 09-09-2016

lodging is indicated, you must document on your expense report that you were in travel status for twelve (12) hours or more. When meals are provided as part of a conference the value of said meal shall be deducted from the reimbursement request as outlined in the U.S. General Services Administration CONUS per diem rates breakdown for Meals & Incidental Expenses.

NOTE: Employees on overnight travel status not claiming lodging must include a written explanation to claim meal per diem (e.g. staying with friends).

Official Banquets – When the expenses for an official banquet of a meeting or conference are in excess of the maximum rates, the excess may be allowed provided that a receipt or proper documentation of the charge is submitted.

III. Miscellaneous Expenses

Personal Expenses –Personal expenses are not eligible for reimbursement.

Communication Expenses – Charges for communication expenses (long distance telephone, internet access, etc.) on official business will be allowed provided a statement is furnished showing the date, the name and location called, and the nature of the business. Charges for necessary local phone calls on official business will be allowed; personal calls will not be allowed.

Registration Fees – Registration fees for approved conferences, conventions, seminars, meetings, etc., will be allowed including the cost of official banquets and/or luncheons, if authorized in advance by the appropriate approving authority, and provided receipts are submitted with the travel claim. However, no separate claim for the corresponding meal will be allowed when a banquet or luncheon is claimed. A copy of the announcement brochure showing expenses covered by the registration fee must accompany the travel request.

Payment of registration fees may be included with the travel request provided the approved travel authorization specifies a registration fee. The completed registration form must be submitted with the Request for Authorization.

IV. Claims

A **Travel Expense Claim** form for claims for travel expenses shall be used for reimbursement of expenses. The form must show movement and detail of expenses on a daily basis. Receipts for

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3500 Travel	
Title: FR 3510 Travel Authorization and Reimbursement	Page 10 of 14
Associated Policy and Regulation: FP 3510 Travel; PR 4506 Overtime and Compensatory Leave	
References: Department of Labor Guidelines; Fair Labor Standards Act (FLSA)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-13-2010	Last Revision: 09-09-2016

appropriate expenses must be attached to the form. Expenses for books, supplies, postage, and other items that do not constitute travel expenses should not be included in the claim form. Claims for reimbursement of travel expenses, including travel under blanket authorizations, must be completed no later than thirty (30) days after completion of the travel, with the exception of travel completed at the end of the fiscal year (June), which must have completed claims for reimbursement by the end of the fifth (5th) day of the new fiscal year (see paragraph 5 of this section for further details). Claims submitted after this period must provide written explanation for the delay and may not be honored.

A separate claim for reimbursement of expenses must be filed by each claimant. No employee is authorized to have expenses billed to the college without prior approval.

NOTE: claims for reimbursement of mileage-only of multiple local trips are to be completed on a monthly basis on a **Mileage Reimbursement Request** form and must specify each trip individually.

The claim must be approved by the appropriate approving authority prior to reimbursement. All claims must be signed by a higher authority than the claimant. Approving officials, as previously outlined herein, are responsible for the reasonableness of the claim.

Travel which begins in one fiscal year and ends in another fiscal year will be considered an expense of the year in which the travel ends. The travel authorization for such trips should be clearly noted as applicable to the appropriate fiscal year. Travel expenses paid in advance directly by the college may be applied to the fiscal year in which the expenses were paid. Claims for travel expenses must be at the business office by the last work day of the fiscal year or immediately upon return from a trip in progress at fiscal year-end. The claim for any trip which ends on the last day of the fiscal year must be at the business office by the end of the fifth (5th) day of the new fiscal year. Claims not submitted on time will be an expense of the following fiscal year and must include a written explanation for the delay.

V. Travel Advances

General – Normally, travel expenses should be paid when incurred by an employee, with the reimbursement made to the employee for actual expenses upon proper submission of a claim for

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3500 Travel	
Title: FR 3510 Travel Authorization and Reimbursement	Page 11 of 14
Associated Policy and Regulation: FP 3510 Travel; PR 4506 Overtime and Compensatory Leave	
References: Department of Labor Guidelines; Fair Labor Standards Act (FLSA)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-13-2010	Last Revision: 09-09-2016

travel expenses. Advances to employees for anticipated travel expenses may be made under the circumstances hereinafter described as temporary travel advances except as provided in Section X-3. All travel advances must be approved by the Chief Financial Officer.

Temporary Travel Advances – When temporary travel is authorized for an employee, the employee may receive an advance, provided a request for the advance, including estimated expenses, is submitted to the appropriate approving authority with the request for written authorization for the travel, and is approved. An amount equal to the estimated expenditures will be allowed as an advance; however, no advance for less than \$100.00 shall be made. Students traveling under individual authorizations or an employee traveling with a student or students who is responsible for disbursing all funds for a trip may be advanced 100% of the amount of the authorization. Advances will not include expenses paid directly by the college.

Requesting a Temporary Travel Advance – The request for a temporary advance is made with the Request for Travel Authorization form. This request should be received by the business office no less than ten (10) working days prior to departure. The advance check will be prepared by the business office, and must be picked up by the requester approximately three (3) days before the travel is to begin. If an advance is needed earlier than three (3) days before the trip is to begin, an explanation of why the advance is needed earlier as well as the date needed should be attached.

Payroll Deduction Authorization – Each employee receiving any travel advance must sign a Travel Advance Agreement form; which will allow the college to recover the advance from any salary owed the employee in the event of termination of employment, or failure to submit a travel claim with itemized receipts for purchases other than meals.

Expense Claim – Upon return, the employee should submit a Travel Expense Claim form detailing the actual expenditures, and showing the total expenses incurred. The advanced amount should be subtracted from this total. No advance should exceed actual expenses. If this does happen, the expense account claim should be forwarded to the business office after repayment of the remaining part of the advance is made to a cashier at the business office, and the receipt is attached to the travel claim. If an advance is received and the travel is canceled, the advance must be returned within one (1) day of the cancellation.

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3500 Travel	
Title: FR 3510 Travel Authorization and Reimbursement	Page 12 of 14
Associated Policy and Regulation: FP 3510 Travel; PR 4506 Overtime and Compensatory Leave	
References: Department of Labor Guidelines; Fair Labor Standards Act (FLSA)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-13-2010	Last Revision: 09-09-2016

Limitation of the Number of Pending Travel Advances – A second travel advance can be made only if the employee has submitted a Travel Expense Claim form for the expenses covering the first advance, or can justify why the claim has not been submitted. No more than two (2) travel advances can be outstanding.

VI. Local Travel

General – Persons traveling from their home to the campus designated as their official duty station are not eligible to receive reimbursement of travel expenses. The official duty station is defined as that location where the majority of time is spent in teaching or the performance of assigned duties. In accordance with section IV of this regulation, compensation for travel between campuses, as well as other necessary local travel, will be made at the current rate as listed herein when teaching or work assignments must be performed at two or more locations on the same day.

All claims for reimbursement for local travel must be submitted on a monthly basis for all employees, except for faculty which may file their travel claims on a semester basis, provided that all claims are filed within thirty (30) days from the end of the semester. All claims must be submitted within the fiscal year in which travel occurs, with the exception of the month of June, which must be submitted to the business office by the end of the fifth (5th) day of the new fiscal year, in order to be considered for reimbursement.

Intercampus Travel – Each employee will have designated as his/her official duty station one of several locations where college operations occur. When the college requires an employee to move from the official duty station to another location, the employee will be reimbursed for the mileage traveled between the official duty station and the secondary location. If an employee is required to report to a location that is farther from his/her residence than the official duty station, the employee may claim reimbursement for the additional mileage. For example, if an employee normally has to drive ten (10) miles to work, but must drive fifteen (15), the reimbursement will be for five (5) miles (15 miles minus 10 miles).

Standard mileage between college locations has been established and is considered official. These mileages should be used when claiming reimbursement. For those destinations not included in the official mileage chart, a Google map must be attached to the request for travel. A chart of

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3500 Travel	
Title: FR 3510 Travel Authorization and Reimbursement	Page 13 of 14
Associated Policy and Regulation: FP 3510 Travel; PR 4506 Overtime and Compensatory Leave	
References: Department of Labor Guidelines; Fair Labor Standards Act (FLSA)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-13-2010	Last Revision: 09-09-2016

these mileages is available on the Employee Gateway. Claims for reimbursement should be made on a Travel Expense Claim form, a copy of which is available on the Employee Gateway. The Request for Travel Authorization form can also be found on the Employee Gateway.

Other Local Travel – Other local travel is defined as travel which takes place within the service area of the college, and is not between Three Rivers Community College locations. Employees required to leave their official duty station on official college business will be compensated for actual mileage traveled. Additional charges for parking will be allowed, provided that a receipt is submitted with the claim for reimbursement.

Standard mileages between the college and some other locations have been established and are considered official. For all other trips, mileage must be measured by Google map. All travel must be by the most direct route possible. Any employee who travels by an indirect route must bear the added expense.

XII. Exceptions

Unless specifically authorized herein, exceptions will generally not be approved. Requests for exceptions or interpretations must be made in-writing and forwarded to the office of the college president for approval/disapproval.

**THREE RIVERS COMMUNITY COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3500 Travel	
Title: FR 3510 Travel Authorization and Reimbursement	Page 14 of 14
Associated Policy and Regulation: FP 3510 Travel; PR 4506 Overtime and Compensatory Leave	
References: Department of Labor Guidelines; Fair Labor Standards Act (FLSA)	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-13-2010	Last Revision: 09-09-2016

DOCUMENT HISTORY:

- 04-13-2010:** Initial approval of regulation FR 3510 Travel Authorization and Reimbursement.
- 12-09-2015:** Minor revisions for clarification and the addition of State of Florida Tax Exemption during authorized out of state employee travel. Revision to required approval of Out-of-State Travel from Division Chair, Appropriate Cabinet Member, and College President to Supervisor and Appropriate Cabinet Member.
- 06-22-2016:** Addition of Federal Funds Disclosure.
- 09-09-2016:** Reference PR 4506 Overtime and Compensatory Leave and the Department of Labor Guidelines for Non-Exempt employee travel as well as FLSA.

**THREE RIVERS COMMUNITY COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4506 Overtime and Compensatory Leave	Page 1 of 12
Associated Policy and Regulation: PP 4506 Overtime and Compensatory Leave; FR 3510 Travel Authorization and Compensation	
References: Federal Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 12-16-2009	Last Revision: 09-10-2016

The Federal Fair Labor Standards Act (the “Act”) was enacted by Congress to regulate such employment matters as hours of work, minimum wage, overtime compensation, and other conditions of employment. The Act, in conjunction with the regulations set forth by the Wage-Hour Division of the Department of Labor, also promulgates requirements related to the posting of notices, the preservation and location of records, and the record keeping requirements for employers. The Act further establishes specific criteria regarding whether employees are exempt or non-exempt for minimum wage, overtime, and compensatory leave.

Provisions of this Regulation shall be read in conjunction with Policy PP4506. In all instances where Regulation PR4506 fails to address or is inconsistent with provisions of the Act, the Act will control.

Definitions

The following definitions shall be used for the overtime, wage, and hour policies of the College:

- A. Hours Worked – time for which an employee is entitled to be compensated. Employees must be compensated for time they are suffered or permitted to work. Hours worked may include time spent in incidental activities as well as in productive labor. Work a supervisor permits must be counted as hours worked. It is the duty of the supervisor to exercise control so that only authorized work is performed. The overtime provision of the Act allowing for compensatory leave is earned when a non-exempt employee actually works more than forty (40) hours in a given workweek. This does not include hours paid an employee for non-working hours (i.e., sick, vacation pay).

- B. Workweek – the fixed and regularly recurring period of 168 hours, seven consecutive twenty-four hour periods. For the purpose of this regulation, the normal workweek constitutes the period of time between 12:01 a.m. Sunday through 12:00 a.m. the following Sunday. Hourly and salaried non-exempt employees may be scheduled to work any forty (40) hours or any combination of work hours not in excess of forty (40) hours per period. Public Safety Officer hours will be determined on a “work period” basis as defined by the FLSA and law enforcement officers.

**THREE RIVERS COMMUNITY COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4506 Overtime and Compensatory Leave	Page 2 of 12
Associated Policy and Regulation: PP 4506 Overtime and Compensatory Leave; FR 3510 Travel Authorization and Compensation	
References: Federal Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 12-16-2009	Last Revision: 09-10-2016

- C. Overtime – hours actually worked in excess of forty (40) hours per workweek. The College does not pay overtime compensation for work on Saturdays, Sundays, or holidays, except when the number of hours actually worked in a single workweek exceeds forty (40) hours.
- D. Overtime Compensation – Overtime credit will be given only after a non-exempt employee completes, or is credited with, forty (40) hours of actual work in any workweek. When a non-exempt employee has amassed more than forty (40) hours in a workweek, the non-exempt employee will be paid overtime compensation of at least one and one-half times (1½) the regular rate of pay for **all hours worked** in excess of forty (40) hours in that workweek.
- E. Compensatory Leave – hours during which an employee is not working, which are not counted as hours worked during the applicable workweek or other work period for purposes of overtime compensation, and for which the employee is compensated at the employee’s regular rate. Leave shall be given at a rate not less than one and one-half (1½) hours for each hour actually worked.
- F. Each Workweek Stands Alone – The Act takes a single workweek as its standard and does not permit averaging of hours over two (2) or more weeks. Thus, if a non-exempt employee works thirty (30) hours one week and fifty (50) hours the next, he/she must receive overtime compensation for the overtime hours worked beyond the applicable maximum in the second week, even though the average number of hours worked in the two (2) weeks is forty (40).
- G. Record Keeping Requirements – The Act requires that records regarding employees such as wages, hours, and other related items including overtime and compensatory leave be retained by the College for a minimum of three (3) years. Accurate records of actual hours worked must be completed on a daily basis. For a week when an employee works less than their scheduled time, some type of leave must be recorder on the appropriate leave form (i.e., compensatory leave, vacation, sick, or personal).

**THREE RIVERS COMMUNITY COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4506 Overtime and Compensatory Leave	Page 3 of 12
Associated Policy and Regulation: PP 4506 Overtime and Compensatory Leave; FR 3510 Travel Authorization and Compensation	
References: Federal Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 12-16-2009	Last Revision: 09-10-2016

1. In order to use earned compensatory leave, the employee must complete the Request for Leave form. Vacation leave, sick leave scheduled in advance (i.e. doctor's appointments, dental appointments, elective procedures, etc.), and compensatory leave must be requested ten (10) college working days in advance. Requested leave is subject to the approval of the immediate supervisor and applicable cabinet member. Approval of requests without ten (10) working days prior notice is subject to the approval of the appropriate cabinet member. Such requests must include full explanation of the reasons resulting in failure to provide proper notice.
 2. The required documents for record keeping will be retained in the payroll office and will be the joint responsibility of the supervisor and the payroll office. The compensatory leave exhausted shall be recorded on the Request for Leave form by the employee, reviewed by the supervisor and appropriate cabinet member, and if approved, sent to the payroll office.
 3. Accumulated compensatory leave must be used first in lieu of vacation/annual, sick, sick bank pool, or personal leave.
 4. If overtime pay is sought in lieu of compensatory leave it must be pre-approved by the college president and recorded on the appropriate time sheet and the overtime work request form.
- H. Maximum Compensatory Leave – The Act states that an employer **may** permit employees to accrue a maximum of 240 hours of compensatory leave (160 overtime hours worked) before the employee must be paid overtime premiums in cash.
- I. Saturdays, Sundays and Holidays – The College does not provide overtime compensation for hours in excess of eight (8) per day or for work on Saturdays, Sundays, and holidays or regular days of rest unless the employee has worked in excess of forty (40) for the workweek. If no more than forty (40) hours in any workweek are actually worked, overtime compensation will not be paid.

**THREE RIVERS COMMUNITY COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4506 Overtime and Compensatory Leave	Page 4 of 12
Associated Policy and Regulation: PP 4506 Overtime and Compensatory Leave; FR 3510 Travel Authorization and Compensation	
References: Federal Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 12-16-2009	Last Revision: 09-10-2016

Eligibility

Only non-exempt employees are eligible to receive overtime compensation and compensatory leave. Employees are considered non-exempt unless their position meets one of the exempt definitions as an executive, administrative, learned professional, creative professional, highly compensated or exempt computer employee and the activities directly and closely related to such work.

Salary Basis Requirement

To qualify for exemption, employees are paid at a rate defined by the Department of Labor Hour and Wage Division. These salary requirements do not apply to teachers and employees practicing law or medicine.

Executive Employee Exemption

- 1) To qualify for the Executive Employee Exemption, all of the following tests must be met:
- 2) The employee must be compensated on a salary or fee basis at a rate no less than the rate defined by the Department of Labor Hour and Wage Division.
- 3) The employee's primary duty must be managing the enterprise or managing a customarily recognized department or subdivision of the enterprise;
- 4) The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
- 5) The employee must have the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.

**THREE RIVERS COMMUNITY COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4506 Overtime and Compensatory Leave	Page 5 of 12
Associated Policy and Regulation: PP 4506 Overtime and Compensatory Leave; FR 3510 Travel Authorization and Compensation	
References: Federal Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 12-16-2009	Last Revision: 09-10-2016

Administrative Employee Exemption

To qualify for the administrative employee exemption, all of the following tests must be met:

- 1) The employee must be compensated on a salary or fee basis at a rate no less than the rate defined by the Department of Labor Hour and Wage Division.
- 2) The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
- 3) The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

Professional Employee Exemption

To qualify for the learned professional employee exemption, all of the following tests must be met:

- 1) The employee must be compensated on a salary or fee basis at a rate no less than the rate defined by the Department of Labor Hour and Wage Division;
- 2) The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;
- 3) The advanced knowledge must be in a field of science or learning; and
- 4) The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

**THREE RIVERS COMMUNITY COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4506 Overtime and Compensatory Leave	Page 6 of 12
Associated Policy and Regulation: PP 4506 Overtime and Compensatory Leave; FR 3510 Travel Authorization and Compensation	
References: Federal Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 12-16-2009	Last Revision: 09-10-2016

To qualify for the creative professional employee exemption, all of the following tests must be met:

- 1) The employee must be compensated on a salary or fee basis at a rate no less than the rate defined by the Department of Labor Hour and Wage Division.
- 2) The employee's primary duty must be the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.

Highly Compensated Employee Exemption

To qualify for the highly compensated employee exemption, the following tests must be met;

- 1) The employee must be compensated on a salary or fee basis at a rate no less than the rate defined by the Department of Labor Hour and Wage Division.
- 2) The employee is compensated with a total annual compensation of a rate no less than the rate defined by the Department of Labor Hour and Wage Division and is deemed exempt under the provisions of the Act if the employee customarily and regularly performs any one or more of the exempt duties or responsibilities of an executive, administrative or professional employee.

Computer Employee Exemption

To qualify for the computer employee exemption, the following tests must be met:

- 1) The employee must be compensated on a salary or fee basis at a rate no less than the rate defined by the Department of Labor Hour and Wage Division.
- 2) The employee must be compensated either on a salary or fee basis at a rate no less than the rate defined by the Department of Labor Hour and Wage Division, or if compensated on an hourly basis, at a rate not less than \$27.63 an hour.

**THREE RIVERS COMMUNITY COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4506 Overtime and Compensatory Leave	Page 7 of 12
Associated Policy and Regulation: PP 4506 Overtime and Compensatory Leave; FR 3510 Travel Authorization and Compensation	
References: Federal Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 12-16-2009	Last Revision: 09-10-2016

- 3) The employee must be employed as a computer systems analyst, computer programmer, software engineer or other similarly skilled worker in the computer field performing the duties described below; and
- 4) The employee's primary duty must consist of:
 - a) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
 - b) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
 - c) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
 - d) A combination of the aforementioned duties, the performance of which requires the same level of skills.

Employees who satisfy the definitions established for these exemptions (exempt employees) are not to be paid the statutory minimum wage and are not to be compensated for hours worked in excess of forty (40) hours per workweek.

If it becomes difficult to determine the status of a particular employee, a careful analysis of the employee's duties directly and closely related to the work described will usually be necessary in arriving at a satisfactory determination of the employee's status. Job descriptions and employment conditions will be periodically reviewed to ensure the status of an employee is current with the provisions of the Act.

Overtime and compensatory leave are earned based upon hours actually worked over forty (40) hours in a designated workweek. **Work over forty (40) hours a workweek is not to be performed at the discretion of the employee.** All work over forty (40) hours during a designated workweek must be approved and scheduled in advance by the employee's supervisor and the appropriate

**THREE RIVERS COMMUNITY COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4506 Overtime and Compensatory Leave	Page 8 of 12
Associated Policy and Regulation: PP 4506 Overtime and Compensatory Leave; FR 3510 Travel Authorization and Compensation	
References: Federal Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 12-16-2009	Last Revision: 09-10-2016

cabinet member. Non-exempt employees who work in excess of forty (40) hours without authorization from a supervisor will be compensated for their work, but will be subject to disciplinary action up to and including termination.

Approval of Overtime/Compensatory Leave

Working unauthorized overtime is prohibited. Non-exempt employees may not work over forty (40) hours per workweek without written authorization as outlined in this regulation. Non-exempt employees who work unauthorized overtime and supervisors who permit employees to work overtime without appropriate authorization are in violation of this regulation and subject to disciplinary action up to and including termination.

During peak workload periods, unexpected events, and registration periods, overtime work for hourly and salaried non-exempt employees may be required. The College may request that employees work overtime due to the special needs of a particular department. Supervisors will give as much notice as possible to employees when overtime work is anticipated. Advance notice, however, may not always be possible. Refusal to work mandatory overtime will be grounds for disciplinary action up to and including termination.

Accrual of Compensatory Leave

All compensatory leave shall be used prior to the next pay period in which it was earned and, when present, be used in lieu of all other types of leave.

The next pay period rule must be viewed with good judgment by the supervisor. It is the objective of the College to grant time off in a reasonable amount of time without permitting the accrual of hours to become excessive.

In cases where a supervisor cannot allow the employee to take time off prior to the next pay period, written justification must be provided to the appropriate cabinet member. The cabinet member will either recommend the payment of overtime or will authorize that the compensatory leave be held and used within the next pay period. In no case shall compensatory leave be held for more than one additional pay period without the written approval of the college president.

**THREE RIVERS COMMUNITY COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4506 Overtime and Compensatory Leave	Page 9 of 12
Associated Policy and Regulation: PP 4506 Overtime and Compensatory Leave; FR 3510 Travel Authorization and Compensation	
References: Federal Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 12-16-2009	Last Revision: 09-10-2016

In cases where the payment of overtime is recommended, written approval of the college president is required.

Rate of Payment of Accrued Compensatory Leave

If compensation is paid to a non-exempt employee for accrued compensatory leave, such compensation shall be paid at the regular rate earned by the employee at the time the compensatory leave was earned.

Monitoring of Overtime and Compensatory Leave

Overtime and compensatory leave shall be closely monitored. **It is the responsibility of the supervisor to monitor and record the employee’s hours of work and leave requests.** It is the responsibility of the supervisor to ensure all appropriate paperwork is submitted expeditiously so that proper compensation can be made.

Travel for Non-Exempt Employees

Because of the complexity in accounting for time worked of non-exempt employees during travel, the following examples are provided:

The College’s normal work hours/normal work week days are defined as Monday through Friday, 8:00 a.m. - 5:00 p.m. with an hour for lunch.

Travel during the normal work hours/normal work week days, but not overnight

When an employee is required to travel during what would be considered his/her “normal work day”, whether the employee is driving or is just a passenger on the trip, that time is considered time worked and recordable. If the person is on a regular meal period or other free period, this is not considered time worked. When travel that occurs in one day is performed for the employer’s benefit and at the employer’s request, it is considered part of the “principal activity” of the employer and would be considered compensable. However, for travel that occurs in one day, not all time needs to be counted as hours worked. The employee’s typical “home-to-work” commute duration may be deducted.

**THREE RIVERS COMMUNITY COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4506 Overtime and Compensatory Leave	Page 10 of 12
Associated Policy and Regulation: PP 4506 Overtime and Compensatory Leave; FR 3510 Travel Authorization and Compensation	
References: Federal Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 12-16-2009	Last Revision: 09-10-2016

Example: A non-exempt employee drives to work to meet a group of employees at 7:00 a.m. The group drives (whether in a personal or college owned vehicle) to the destination. The employees return from the destination, drop the vehicle off at work at 9:00 p.m. and then return home. Employee must be paid 13 hours, regardless of the employees' status as a driver or as a passenger. (14 hours – 1 hour for lunch, assuming a lunch is taken – no drive time deduction).

Travel that extends into an overnight stay during the normal work hours/outside of the normal work week days

Events carry a special requirement from the Wage and Hour Division Regulations. For this type of travel, all of the above elements of the travel for “normal work hours/normal work week days” still apply to the time considered normal work days. All of the traveling during the normal work days, but outside of the normal work hours also applies. But – For the days that has the employee “out of town” that extends into the area of “outside of the normal work week days”, the employee’s time is recordable, regardless of work assignment for the hours within the “non-standard days” that would match with the “normal work hours” of the “normal work week”.

Example: Employee A has a normal work week of Monday through Friday and normal hours of 8:00 a.m. to 5:00 p.m. with a one hour break for lunch. During this particular period, **Employee A** must leave town on Monday at 3:00 pm and does not return home until Sunday Noon. The hours from 3:00 pm until 5:00 pm on Monday would be considered recordable time worked (within his normal hours, and within his normal work week). The balance of his time from 5:00 pm on Monday until 8:00 am on Tuesday would not be recordable unless he is working for the College. The time between 8:00 am until 5:00 pm on Tuesday, Wednesday, Thursday, and Friday (normal hours of work during normal days of work) would all be considered recordable time. Outside of these hours on these days, it would be only recordable time if the employee is working. On Saturday from 8:00 a.m. through 5:00 p.m. and on Sunday from 8:00 a.m. through noon, it would be recordable time since this is within the “normal work hours” of a standard work day for the employee. The balance of the time on Saturday and Sunday (before the start of the normal work hours or after normal work hours on Saturday) would depend on the activities of the employee, as noted above regarding travel.

**THREE RIVERS COMMUNITY COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4506 Overtime and Compensatory Leave	Page 11 of 12
Associated Policy and Regulation: PP 4506 Overtime and Compensatory Leave; FR 3510 Travel Authorization and Compensation	
References: Federal Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 12-16-2009	Last Revision: 09-10-2016

Non-exempt Employee Electronic Communications

As with other types of unauthorized work, all time spent by nonexempt employees utilizing electronic communications for work purposes will be considered hours worked, is compensable and count toward overtime eligibility as required by law. Therefore, in order to avoid incurring unnecessary expenses, electronic communications should not be used outside of regularly scheduled work hours unless required by the supervisor. This includes all types of work-related communication.

**THREE RIVERS COMMUNITY COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4506 Overtime and Compensatory Leave	Page 12 of 12
Associated Policy and Regulation: PP 4506 Overtime and Compensatory Leave; FR 3510 Travel Authorization and Compensation	
References: Federal Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 12-16-2009	Last Revision: 09-10-2016

DOCUMENT HISTORY:

12-16-2009: Initial approval of regulation PR 4506 Overtime and Compensatory Leave.

11-22-2013: Paragraph deleted:

If a night shift overlaps the end of one workweek and the beginning of the next workweek, then hours worked should be recorded in the work day/week in which the shift began.

Full-time employees working thirty-five (35) hour workweeks are not eligible for overtime compensation until more than forty (40) hours are actually worked. Thirty-five (35) hour employees will be compensated at their regular hourly rate until more than forty (40) hours are actually worked in a designated workweek.

Statement Added:

Public Safety Officer hours will be determined on a “work period” basis as defined by the FLSA and law enforcement officers.

09-10-2016: Added new reference: FR 3510 Travel Authorization and Compensation, added statement for clarification regarding Non-Exempt Employee travel and statement as follows: “The employee must be compensated on a salary or fee basis at a rate no less than the rate defined by the Department of Labor Hour and Wage Division.”

UPCOMING EVENTS

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

“Stand Up, Act Right,” Center Stage production, 7 pm Sept. 29, Tinnin Theater; tickets \$10, \$5 with TRC ID. Center Stage.

Artist lecture for “Clay & Wax: Studies in Surface Design” by Kevin Hughes, noon Sept. 30, B108, free. Exhibit runs September 30-November 4, Tinnin Gallery.

Raider Madness, 12:01 am Oct 1, Bess Activity Center.

Fall Break, Oct. 6-7, college closed.

Lynyrd Skynyrd Tribute, 7 pm October 13, Tinnin Theater; tickets \$10

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

RAIDERS ATHLETICS

Men’s Baseball @ Pattillo Field
1 pm Oct. 16 vs. Lindenwood JV

Women’s Softball @ Rains Field
3 pm Oct. 4 vs Mineral Area

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

FOR IMMEDIATE RELEASE:

Tuesday, September 13, 2016

HAS PHOTO attached to email, caption at end of release

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9660

jatwood@trcc.edu

TRC Nursing Student Receives Allison Grace Daughhete Scholarship

Shontay Oliger, a Nursing student at Three Rivers College, has received the Allison Grace Daughhete Scholarship. Oliger, a Poplar Bluff native and current Campbell resident, is a non-traditional (over the age of 25) student and a mother of two. She received a \$450 scholarship for the 2016-2017 school year.

“I’m the first person in my family to graduate from high school, and the first to go to college,” wrote Oliger in her scholarship essay. “I want to show my children that you can do anything in life, no matter who you are or where you came from. This scholarship is going to help me do that.”

The scholarship was endowed in memory of Allison Grace Daughhete, the daughter of Three Rivers nursing students Ronnie and Melissa Daughhete, who were in the process of completing their degrees when their daughter was killed in a car accident. Three Rivers College created the scholarship fund as a gift to Allison Daughhete’s parents, announcing the endowment to the couple as they received their degrees in nursing. The scholarship is awarded annually to a non-traditional student in Three Rivers’ nursing programs.

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

###

CAPTION FOR PHOTO ATTACHED TO EMAIL

Shontay Oliger, a non-traditional student in the Nursing program at Three Rivers College was presented with the Allison Grace Daughhetee Scholarship in August. From L-R: Michelle Reynolds, Director of Development; Mary Beth Sanders, Instructor of Nursing; Shontay Oliger, scholarship recipient; Brandy Grissom, Instructor of Nursing; and Marsha Eaton, Associate Professor of Nursing.

###

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

####

FOR IMMEDIATE RELEASE:

Tuesday, September 13, 2016

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9739

jatwood@trcc.edu

Center Stage Reveals New Season of Drama, Comedy, and Musical Theater

Center Stage, Three Rivers College's blended community/student theater company, has released the schedule for its 2016-2017 season, which will include dramatic, comedic, and musical theater productions. As with all Center Stage shows, auditions will be open to both Three Rivers students and community members for all shows.

"The last two Center Stage seasons have been a great success, and I think this year has the potential to be even better," said Tim Thompson, Director of the Tinnin Fine Arts Center. "We've got something for everyone this season, whether you're an actor or a theater-goer."

All shows except "Jerry Finnegan's Sister" will be performed at the Tinnin Fine Arts Center on the Three Rivers campus in Poplar Bluff. Ticket prices are \$10, \$5 for Three Rivers students, faculty, and staff. Tickets available beginning 2 weeks prior to each show at the Poplar Bluff Chamber and the Three Rivers Student Accounts office. Tickets also sold at the door, as available.

The Center Stage 2016-2017 season will include the following performances. All auditions will be held in the Tinnin Fine Arts Center.

And I Stood Still, Sept. 11, 2 p.m. and 7 p.m. Written in 2001 immediately after the attack on the World Trade Center, this show is a reflection of the impact of 9/11 on a broad spectrum of America. Written by Tinnin Center Director Tim Thompson, this performance is a staged reading to commemorate the 15th anniversary of this infamous day in American History.

Stand Up, Act Right, Sept. 29, 7 p.m. An evening of three short plays, performed as staged readings, to bring awareness to and raise funds for three important groups. The plays are Last Lists of My Mad Mother by Julie Jenson to benefit the Alzheimer's Association; Removing The Glove by Clarence Coo, a comedy about tolerance and equality, to benefit GSA; and Price of a Neutral Heart by Tim Thompson, a play about domestic violence to benefit Haven House.

Do Not Go Gentle, Nov. 3-5, 7 p.m., and Nov. 6, 2 p.m. The death of the family matriarch and a mysterious discovery bring a splintering family back together in Susan Zeder's humorous, powerful, and poignant play. Auditions will be 4 to 7 p.m. Sept. 13.

The Kitchen Table, Nov. 17, 7 p.m. A stunning and mesmerizing show about the daughter of a coal miner, this tour de force performance by Dr. Sharon Bebout-Carr will grab and hold you from start to finish. Bebout-Carr is Theatre Professor Emeritus from Southeast Missouri State University and is a professional actress, storyteller, and writer.

Jerry Finnegan's Sister, Feb. 12, 2 p.m., and Feb. 13, 7 p.m. (Play Only) and Feb. 14, 7 p.m. (Dinner Theater). Center Stage's Valentine special is Jack Neary's romantic comedy Jerry Finnegan's Sister, which will be presented as a Center Stage play and as a dinner theater performance sponsored by Patrons of the Arts. Brian has been secretly in love with Jerry Finnegan's little sister Beth for years. Now he must keep Beth from marrying the wrong guy -- any guy that's not him.

"Jerry Finnegan's Sister" will be performed at the Black River Hall in downtown Poplar Bluff. Tickets for the play performances will be \$10, \$5 with a TRC ID. Tickets for the dinner theater performance on Feb. 14 will be \$35 for singles, and \$50 for couples, and include dinner, chocolate, and a rose. Dinner tickets for couples are available online at trcc.edu/tinnin.

Grease the Musical, March 10-11 and 16-18, 7 p.m.; and March 12 and 19, 2 p.m. Get out your leather jacket, pull on your bobby socks and take a trip to the fabulous '50s with Center Stage's production of the original rock 'n' roll high school musical, Grease! Join the Rydell High School class of 1959 as Danny, Sandy and the rest of the gang sing their way through such classic hits as "Summer Nights," "You're The One That I Want," and many more. Still one of the most popular musicals of all time! Auditions will be 4 to 7 p.m. December 7 and 8.

The Foreigner, July 20-22, 7 p.m., and July 23, 2 p.m. In this side-splitting comedy, painfully shy Charlie accompanies his friend Froggy to a fishing lodge. Hoping to help his friend, Froggy tells everyone that Charlie is a foreigner. Things go hilariously awry when the other lodgers begin revealing their secrets to a man they think knows no English. Larry Shue's hilarious farce is full of loopy jokes with a gentle lesson about tolerance and friendship. Auditions will be 4 to 7 p.m. April 25 and 26.

Center Stage is a blended theater company that brings together students, college employees, and community members to produce live theater. It provides both local entertainment and hands-on experience for Three Rivers students interested in the dramatic arts. For more on how to participate in Center Stage, contact Tim Thompson at 573-840-9648 or tthompson@trcc.edu.

For more information on Patrons of the Arts, Center Stage, Music Department and Art Gallery events at the Tinnin Fine Arts Center, visit trcc.edu/tinnin.

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

###

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

####

September 11, 2016

Daily American Republic

Serving The Region Since 1889

POPLAR BLUFF, MISSOURI

50c

'...And I Stood Still' 9/11 remembered



(ABOVE) Center Stage members perform "...And I Stood Still," a play written about the devastation, anger and resiliency of Americans in the hours, days and weeks following the 9/11 terrorist attacks. (RIGHT) Derek Slayton gives voice to a homeless man's thoughts as he learns America is under attack.

DAR photos/
Corey Matthews



Performances at 2 p.m. and 7 p.m. today at TRC

By **DONNA FARLEY**
Staff Writer

Smoke pours out of the upper floors of the World Trade Center in the scenes that flash by on a screen above the stage at the Tinnin Fine Arts Center. Rescue workers rush toward the devastation, while victims flee covered in white powder.

The 15-year-old images catalogue the sights burned into Americans' minds on Sept. 11, 2001.

And for the next 40 minutes, a

See 9/11/A2

September 11, 2016

Daily American Republic

Serving The Region Since 1869

POPLAR BLUFF, MISSOURI

50c

9/11

FROM PAGE A1

somber cast gives voice to the thoughts and feelings overwhelming the nation in the minutes, hours and days after nearly 3,000 people were murdered in the deadliest terrorist attack on U.S. soil.

In chilling detail, they step into the shoes of those who died, the men and women tasked with rescue and clean up, and the on-lookers, left to watch from homes and businesses across the country with a feeling of helplessness and loss.

The play is "... And I Stood Still," an original work by Three Rivers College Director Tim Thompson. It will be performed at 2 p.m. and 7 p.m. today by members of Center Stage, a community theater group.

It is meant to convey the devastation, anger and eventual resiliency of America, and Americans, in the years since the tragedies that occurred in New York, Pennsylvania and at the Pentagon, according to Thompson.

"I think that people will walk out feeling drained, but also with a sense of hope, nationalism and a rebirth of a commitment to what we are as human beings and as Americans," he said.

The roles played by cast members are not given names. There are no costume or set changes.

The spotlight remains instead on reactions and emotions as voices echo across the stage. "I had just left the elevator," "They said, don't panic, everything is under control ... control ... damn ... the building is collapsing," "I knew when I saw the flames, the building was going down."

Cast member Michael Starnes, 61, is a music teacher in the Doniphan School District. None of his students were born when two planes struck the Twin Towers, a third hit the Pentagon and a fourth crashed in Pennsylvania, less than half an hour from Washington D.C.

This play, Starnes believes, is a chance to make events of that day real for the first generation that will learn about 9/11 from the history books.

"Many of their parents

ferred the effects of PTSD (post-traumatic stress disorder). They've told me about it," Starnes, who is also a veteran, said after a dress rehearsal Thursday night. "That day affected their lives forever."

It is important that those who were born after the terrorist attack understand the significance of 9/11, said cast member Alex Jameson, an education major at Three Rivers.

"This has forever changed our mentality, our feeling of safety and security," said Jameson, whose character was a worker on the 60th floor of Tower Two.

Jameson's father was within sight of New York City that day. A truck driver, he was making a delivery for the Wal-Mart corporation when the planes struck. It isn't a day his father talks about much, said Jameson, 23, who was in fourth grade at Oak Grove Elementary.

"I didn't understand at the time, but I remember it so vividly," he said. "I'd never heard of the World Trade Center."

The memories his father has shared include a feeling of helplessness, as he tried to decide what to do next, if there was anything he could do to help, explained Jameson.

Brandi Elliott still feels anger when she thinks about the attacks, and worries the public has forgotten how many innocent lives were lost. She was five years old when her parents tried to explain why people died that day.

"They were someone's loved ones. They meant the world to someone. ... My reactions aren't staged," said Elliott, who plays a woman from Oklahoma City who tells the audience, "I had always thought if you kill the terrorist, you heal the act of terrorism, but I know now that isn't possible."

This play is also about remembering why soldiers went to war in the years after 9/11 for Elliott, whose older brother served in the Marines.

Sept. 11 changed Donna Page's perception of tragedy, as she tried to figure out how to explain the events to her own young children. Living in Fairdealing at the

about terrorism and how it would affect their lives.

While they were not directly impacted by the events, they were involved in the same way all Americans were, she said.

Her voice is among those that echo across the stage again at the end of the play, as the cast members stand facing the images of 9/11, with their backs to the audience.

"No matter what our personal belief, political affiliation, or moral conviction, we are at heart ...," cast member Hunter Davis says, before Elliott and others chime in, "Part of this nation. So we stand ... We stand still ... As we always have and always will ... As Americans ..."

Tickets for the play are \$10, or \$5 with a college ID. This is the first performance for Center Stage this season.

Cast: Donna Page, Michael Starnes, Kareemah Adams, Mike Malone, Chelsea Wilson, Matthew Jackson, Brandi Elliott, Hunter Davis, Dot Tankersley, Alex Jameson, Meagan Greer, Robby Calvert, Alicia Petzoldt, Sade Higgins-McDonald, Derek Slayton and Cindy Arnold.

Staff: director Tim Thompson; technical director Robert Abney; stage manager Keith McCoy; and Tinnin crew, Jon Abney, Brittney Beers, Paul Burnett and Jordan Pullum.

Other events coming to the Tinnin Center this year:

Through Sept. 13 — Art, Leaf Forms by Steve Adair, free

Sept. 15 — Music, The Wilson Duo, free

Sept. 18 — Music,

"Shall We Gather at Three Rivers," free

Sept. 22 — Patron of the Arts, MADCO's Liquid Roads

Sept. 29 — Center Stage, "Stand Up, Act Right"

Sept. 30-Nov. 4 — Art, Studios in Surface Design by Kevin Hughes, free

Oct. 13 — Patron of the Arts, Lynnyrd Skynnyrd tribute band Suthyrn Fryd Frynds

Nov. 3-6 — Center Stage, "Do Not Go Gentle" (Auditions Sept. 13)

Nov. 8 — Music, "Outta This World," free

For programs that are not free, tickets are \$10, or

August 25, 2016

Daily American Republic

Serving The Region Since 1889

POPLAR BLUFF, MISSOURI

50c

TRC hosts first meeting of year

By PAT PRATT
Staff Writer

Three Rivers College Board of Trustees held its first meeting of the new school year, honoring several campus groups and approving bids and other

administrative items.

"I would like to start off by welcoming everybody to the first board meeting of the academic new year," said college president Wes Payne. "We are

See TRC/A2

August 25, 2016

Daily American Republic

Serving The Region Since 1869

POPLAR BLUFF, MISSOURI

50c

TRC

FROM PAGE A1

off and running, the place is bustling, students are learning, teachers are teaching and all is well in the world I would say.”

Enrollment estimates for the fall 2016 semester are 3,655, a small decrease from the prior year’s enrollment of 3,856. College officials earlier said the decrease may be a sign of an improving economy. During upswings enrollment tends to fall due to greater opportunity in the jobs market.

Trustees honored several student ambassadors for their work in assisting new and potential students acclimate to college life. The program awards \$1,000 scholarships to ambassadors for 100 hours work and is instrumental in making sure students have a great experience, college officials said.

“It is a program where the participants have an opportunity to learn new skills and develop different leadership and communication factors. It really improves their chances for success and their abilities

as they transition from high school,” Payne said of the ambassadors.

College tutors also were recognized following completion of a “rigorous” accreditation program through the College Reading and Learning Association. The certification will help move the program along in its application for federal grant monies and also improve tutoring quality.

Trustees also recognized a Dexter Trivia Night, which raised \$700 for scholarships for local students, and those staff members who attended 2016 convocation.

Three staff members were honored for their service – associate professor social studies Carol Steiger, 18-years of service; associate professor simulation lab, Mike Willis, 6-years of service; and athletic assistant Tara Gowen, 2.5-years of service.

Following an executive session to discuss real estate and personnel issues, trustees returned to open session to vote on several items.

Trustees awarded a bid for athletic travel services to Four Winds Travel LLC of

Poplar Bluff. The bid was a 1-year extension of the original contract and reflects a 2 percent increase from the year prior.

Underwriting services for a 2016 bond issue was awarded to Commerce Bank. A contract for legal counsel for the bond issue was awarded to Gilmore and Bell PC of St. Louis.

Trustees approved a change of the October meeting date from the 19th to the 26th.

Upcoming events at the college include an artist lecture on leaf forms by Steve Adair at noon Friday in room B108. The Run for the Arts is scheduled for 9 a.m. Sept. 10 at the Tinnin Center and a performance of the play “And I Stood Still” is slated for 2 p.m. Sept. 11 in the Tinnin Theater.

A Meet the Raiders event is scheduled for 6 p.m. Sept. 12 in the Bess Activity Center. The Wilson Duo will also perform in the Tinnin Theater at 7 p.m. Sept. 15.

The next meeting of the Three Rivers College Board of Trustees will take place at noon Wednesday, Sept. 21, and is open to the public.

August 25, 2016

Daily American Republic

Serving The Region Since 1869

POPLAR BLUFF, MISSOURI

50c

COMMERCE BACKS TRC TRUST



Photo provided

Three Rivers College Director of Development Michelle Reynolds (left) accepts a check for the Three Rivers Endowment Trust from Commerce Bank, who is represented by Paula Emery Gowen, administrative assistant at the bank. For more information about the endowment trust, contact Reynolds at michellereynolds@trcc.edu or (573) 840-9077.

QR coding takes the classroom anywhere for TRC nursing students

Saturday, September 3, 2016

Steve Patton, Daily Dunklin Democrat

The Skills Lab at Three Rivers College in Kennett was a beehive of activity Wednesday afternoon. Students, who were wearing their nurse uniforms for the first time, were practicing everything from getting a person out of bed to placing a person properly into a wheel chair.

Helping in the Skills Lab is technology developed by one of the instructors. "QR (Quick Response) coding enables me to take a website, and I can turn it into a code, and they (the students) can scan it onto their phone with a free app device, and they can view it anywhere. It automatically links them to either that webpage or that YouTube video or whatever I need them to see," said Instructor Destinee Schwendemann. "They can have the classroom with them all the time."

"I find it helpful," said Lauren Reagan, a student in the LPN program. "It's very unique; I've never seen anything like it used this way."

"It helps tie it in, what they've taught us in class. We can look at the video, and it's reinforced and demonstrated," added Crystal Keho, another student in the program.

Knowing how to use this technology likely will help the students later. "A lot of hospitals are going to this type of technology from my understanding -- so when they get into a hospital setting, it's not brand new to them; they'll know what is going on with a QR code," said Schwendemann.

The Practical Nursing Program (LPN) at TRC is a beginning-level nursing class. The instructors are Schendemann, Kelly Bowling, and Melinda McElhaney-McKinney.



Photo by Steve Patton, staff

A group of TRC Practical Nursing Program students watch a video scanned to one of their phones through QR coding, developed by one of their instructors. The technology helps students to see demonstrations of what they are learning.

FOR IMMEDIATE RELEASE:

Tuesday, September 13, 2016

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9739

jatwood@trcc.edu

Three Rivers College to Host HiSET Test in Malden

Three Rivers College will host the HiSET® High School Equivalence Test in Malden this September. The exam will be offered at Three Rivers College's Malden location on Saturday, September 24, from 8 a.m. until 4 p.m. The registration period for this test closes on September 22.

"Three Rivers' main campus in Poplar Bluff normally offers the HiSET® test one Saturday each month," said Diane Patterson, coordinator of the Testing Center at Three Rivers College. "We're offering this so that people in surrounding areas can have a chance to take the HiSET® closer to home."

Three Rivers-Malden is located at 2203 Narvel Felts Blvd. in Malden.

The HiSET® is an online test taken at a certified test center. Tests cover writing, essay, math, science, social studies and reading. Once the test has been scheduled, it must be completed in its entirety within a 12-month period. The test now costs \$60 to the state, which allows the test to be taken in its entirety with two free retests per section. An additional \$7 per section testing fee is required every time the test is taken. The test can only be taken three times in a calendar year.

Those interested in taking the test should go to hiset.ets.org to register, pay and schedule the test. Everything is completed online at this website. The only thing the testing center is responsible for now is administering the test.

Those interested in taking HiSET® classes before the test should call the Poplar Bluff Adult Education and Literacy (AEL) Center at 573-686-2011, between the hours of 8 a.m. and noon, Monday through Thursday, for more information or to locate an AEL center near you.

"Students are not required to take classes before taking the test, but it could be beneficial in passing the test the first time around," said Patterson. "There is an abundance of

information on the hiset.ets.org website, overview of tests, practice tests and how to create your account.”

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

###

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

####

FOR IMMEDIATE RELEASE:

Tuesday, September 13, 2016

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9660

jatwood@trcc.edu

Application Deadline Extended for LPN-to-RN Programs at Three Rivers

The application deadline has been extended for Three Rivers College's daytime LPN-to-RN Bridge program in Poplar Bluff and its LPN-to-RN Bridge program at Three Rivers – Sikeston. The application deadline for these programs is now Friday, September 23.

Applicants for the LPN-to-RN Bridge programs must be a licensed LPN, take the NLN-PAX-RN pre-entrance exam and achieve a minimum score of 110, and have a minimum 2.75 GPA across all college credit hours completed to be eligible for admission into the programs.

All admissions materials, including official copies of transcripts from high school and other colleges, must be received by the September 23 deadline. Application forms for the LPN-to-RN programs can be found online by going to trcc.edu/admissions and clicking on "Applications." Prospective students must also complete a free Three Rivers application. For more information, contact Dr. Staci Campbell at 573-840-9680.

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

###

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

####

FOR IMMEDIATE RELEASE:

Tuesday, September 13, 2016

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9660

jatwood@trcc.edu

Application Deadline Approaches for LPN-to-RN Programs at Three Rivers

The application deadline is approaching for Three Rivers College's daytime LPN-RN Bridge program in Poplar Bluff and its LPN-RN Bridge program at Three Rivers – Sikeston. The application deadline for these programs is Thursday, September 1.

"We want potential applicants for these programs to be aware of the opportunities in their area and what's required to take advantage of them," said Dr. Staci Campbell, chair of Nursing and Allied Health. "These programs give extraordinary career advancement possibilities to local LPNs, and we want to give every opportunity for them to apply."

Applicants for the LPN-to-RN Bridge programs must be a licensed LPN, take the NLN-PAX-RN pre-entrance exam and achieve a minimum score of 110, and have a minimum 2.75 GPA across all college credit hours completed to be eligible for admission into the programs.

Campbell advises that all admissions materials, including official copies of transcripts from high school and other colleges, must be received by the September 1 deadline. Application forms for the LPN-to-RN programs can be found online by going to trcc.edu/admissions and clicking on "Applications." Prospective students must also complete a free Three Rivers application. For more information, contact Staci Campbell at 573-840-9680.

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

###

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

####

FOR IMMEDIATE RELEASE:

Tuesday, September 13, 2016

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9739

jatwood@trcc.edu

Three Rivers College Music Department Launches New Season in September

Three Rivers College's Music Department has released the schedule for its 2016-17 season, which will include performances of jazz, gospel, choir music, and more. The Three Rivers Choir, the Three Rivers Jazz Band, and the Three Rivers Symphonic Band draw their membership from music students at Three Rivers. Several performances this season also feature area musicians.

"We're excited to launch our newest season, and I think it's going to be one of our best yet," said Cindy White, Professor of Music in the Three Rivers Music Department. "We've got something for everyone this season, whether you like jazz, popular music, or musical theater."

All shows except the Madrigal Dinner and "Life, Love, Loss, and Renewal" will be performed at the Tinnin Fine Arts Center on the Three Rivers campus in Poplar Bluff. The Music Department's 2016-17 season will include the following performances.

The Wilson Duo, Sept. 15, 7 p.m. The Wilson Duo is a chamber ensemble comprised of bassoonist Dr. Jacqueline Wilson, an Assistant Professor of Music at Southeast Missouri State University, and marimbist/percussionist Christopher Wilson, a Doctoral candidate in Percussion Performance at the University of Northern Colorado. Together they present recitals of a variety of repertoire including transcriptions, commissions, and original pieces for bassoon and marimba. Admission is free.

Shall We Gather at Three Rivers?, Sept. 18, 3 p.m. Area gospel artists, ensembles and choirs gather at Three Rivers for the third annual Gospel Choir Festival. Admission is free.

Outta This World!, Nov. 8, 7 p.m. A recital featuring Three Rivers College music students and music so good it must be from another planet. Admission is free.

Music for Life!, Nov. 29, 7 p.m. The multigenerational Three Rivers Symphonic Band – which includes junior high, high school, and college students, as well as community members – presents a concert for music lovers of all ages. Admission is free.

The Madrigal Dinner Doth Return, Dec. 2-3, 6 p.m. A musical feast featuring Bards, Droids, and Minstrels to be held in the Fellowship Hall of First United Methodist Church, Poplar Bluff. Tickets, which include a full feast, \$20 per person. Tickets, which must be purchased in advance, available November 7-30 at the Three Rivers Student Accounts Office. Contact cwhite@trcc.edu for more information.

Three Rivers Jazz Festival, Feb. 9, 7 p.m. (Jazz Bands) and Feb. 11, 7 p.m. (All District Jazz Band). On February 9, area junior high, high school, and college jazz bands will show off their talents following a day of clinics by jazz experts. Admission is \$2 for students, \$3 adults. On February 11, join the Music Department for an evening of jazz with the Southeast Missouri All District High School Jazz Band and the Three Rivers College Jazz Band. Admission is free.

Music in Our Schools Month Celebration, March and April.

- High School Band Festival, March 21, 7 p.m. \$2 general admission, \$1 for students. Area high school bands perform following a day of clinics preparing for the upcoming music festivals.
- MSHSAA Large Choir & Band Music Festival, March 25, all day, free. Large Vocal and Instrumental Ensembles from area high schools perform for ratings from the Missouri State High School Activities Association.
- MSHSAA Solo & Small Ensemble Festival, April 1, all day, free. Soloists and Small Ensembles from area high schools perform for ratings from the Missouri State High School Activities Association.

Life, Love, Loss, and Renewal, April 22, 7 p.m. The combined choirs of First United Methodist Church and Three Rivers College, supported by a chamber orchestra and pipe organ, present Dan Forrest's Requiem for the Living. Admission is free. The performance will be held in the Sanctuary of First United Methodist Church, Poplar Bluff.

Charlie and Company, April 27, 7 p.m. Music students imaginatively present music associated with popular "Charlies." Admission is free.

Symphonic Band and Jazz Band perform Colors!, May 2, 7 p.m. The talents of Three Rivers students and area musicians are displayed in a celebration of colorful sounds performed by the Three Rivers Symphonic Band and Three Rivers Jazz Band. Admission is free.

You're a Good Man, Charlie Brown; May 5-6, 7 p.m.; May 7, 3 p.m. The Three Rivers Music Department students perform this fun musical look at an average day in the life of the beloved characters from the Peanuts comic strip. Admission is \$10, \$5 with any school ID, and free for ages 5 and under.

For more information on Patrons of the Arts, Center Stage, Music Department and Art Gallery events at the Tinnin Fine Arts Center, visit trcc.edu/tinnin. For more on the Music Department at Three Rivers College, contact Cindy White or Buddy White at 573-840-9639, cwhite@trcc.edu, or wwhite@trcc.edu.

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

###

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

####

FOR IMMEDIATE RELEASE:

Tuesday, September 13, 2016

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9739

jatwood@trcc.edu

Three Rivers Patrons of the Arts Launches 2016-17 Season

The Three Rivers College Patrons of the Arts Society has announced the schedule for its upcoming 2016-17 season, which will include the return of Russian ballet, a Lynyrd Skynyrd tribute concert, Chinese acrobats, three children's shows, the legendary Second City comedy troupe, and more.

Unless otherwise indicated, shows will be performed at the Tinnin Fine Arts Center on the Three Rivers campus in Poplar Bluff. Because of the support of donors to the Patrons of the Arts Society, ticket price for each main show will be \$10, and ticket prices for the children's shows in Poplar Bluff will remain \$5. Tickets for the "Jerry Finnegan's Sister" Valentine dinner show will be \$35 for single tickets, \$50 for couples.

The Patrons Society is also continuing its tradition of presenting its children's shows in partnership with area schools. Select schools across Three Rivers' 15-county service area will host performances of "A Gnome for Christmas," "My Father's Dragon" and "A Thousand Cranes."

"This is one of the biggest, most diverse sets of shows that the Patrons of the Arts Society has ever brought to the region," said Tim Thompson, Director of the Tinnin Fine Arts Center. "There will truly be something for everyone to come and enjoy, at unbeatable prices."

"The Patrons of the Arts is dedicated to bringing quality live performances to Southeast Missouri," said Mary Libla, chair of the Patrons of the Arts Society, a non-profit organization that raises funds to bring special music, art, drama, dance, literature, lecture and film events to the community through Three Rivers College. "These are the same performers you would see in the most prestigious venues across the world. I encourage everyone who enjoys these shows to help out by joining the Patrons of the Arts or sponsoring a show. It's that kind of community support that helps us continue bringing high-quality entertainment to Southeast Missouri."

The Patrons of the Arts 2016-2017 season will include the following performances. For more information on the performances or to order tickets online, visit trcc.edu/tinnin. For info on joining the Patrons of the Arts Society or sponsoring a show, call 573-840-9688. Those interested in keeping track of the season via Facebook can “Like” [Facebook.com/TinninCenter](https://www.facebook.com/TinninCenter).

MADCO’s Liquid Roads, 7 p.m., Sept. 22. Take a musical journey up the Mississippi River at Liquid Roads, a high-energy performance of music and dance inspired by New Orleans, Imperial Swing, steamboats, and train travel. MADCO (Modern American Dance Company) of St. Louis captures these sounds and movements in a show that reaches beyond contemporary dance to pure entertainment. Tickets are \$10.

Lynyrd Skynyrd Tribute, 7 p.m., Oct. 13. Direct from Branson, Lynyrd Skynyrd and Suthyrn Fryd Frynds is a tribute to the kings of Southern Rock. You’ll hear all the hits of Lynyrd Skynyrd, as well as songs from ZZ Top, Allman Brothers, Charlie Daniels, and more, performed by Poplar Bluff native Jon Sousan and his Tribute Theater band. Tickets are \$10.

A Gnome For Christmas, 2 p.m., Nov. 13. A Gnome for Christmas is a warm-hearted holiday musical performed by the Imaginary Theatre Company, the professional children’s theater ensemble of The Repertory Theatre of St. Louis. Lulu must move to a rundown farmhouse when her quirky father fails to sell yet another of his odd inventions. Lulu is ready to give up when mysterious and magical things start happening. She learns the importance of helping others and the happiness found in friends. Recommended for all ages. Tickets are \$5.

Shanghai Acrobats, 7 p.m., Dec. 12. Shanghai Nights performed by the Shanghai Acrobats of the People’s Republic of China will thrill the whole family with a jaw-dropping show of trampoline artists, aerial acrobats, jugglers, contortionists, and martial artists. Shanghai Nights cleverly uses breathtaking feats of acrobatics, impeccably timed stunts, and beautiful costumes to convey stories of the people and the land of China. Tickets are \$10.

My Father’s Dragon, 2 p.m., Jan. 22. The Imaginary Theatre Company of St. Louis performs My Father’s Dragon, a children’s musical based on the beloved Newbery Honor book. A story about his Grandpa’s adventure to rescue a captive dragon sends Jim on a fantastic jungle journey to discover the importance of perseverance and the wonderful power of imagination. Recommended for grades K-3. Tickets are \$5.

Jerry Finnegan’s Sister (Dinner Theater), 7 p.m., Feb. 14. Performed by Center Stage at the Black River Hall in downtown Poplar Bluff. Center Stage’s Valentine special is Jack Neary’s romantic comedy Jerry Finnegan’s Sister, which will be presented as a dinner theater performance sponsored by Patrons of the Arts. Brian has been secretly in love with Jerry Finnegan’s little sister Beth for years. Now he must keep Beth from marrying the wrong guy—any guy that’s not him. Tickets are \$35 for singles, \$50 for couples, and include dinner, dessert,

and a rose. Singles tickets not available for purchase online. Center Stage will perform the play only at 2 p.m. Feb. 12 and 7 p.m. Feb. 13 at Black Rivers Hall; tickets \$10; \$5 with TRC ID.

A Thousand Cranes, 2 p.m., February 19. The Imaginary Theatre Company of St. Louis performs A Thousand Cranes, based on a true story about Sadako, a 12-year-old in 1950s Hiroshima diagnosed with radiation sickness. She follows an old legend of folding 1,000 paper cranes to be made well again. A story of a triumphant spirit and a hope for peace. Recommended for grades 4-6. Tickets are \$5.

The Second City, 7 p.m., March 23. The Second City, Chicago's legendary improv comedy troupe, performs We're All in This Room Together, an in-your-face evening of improvised comedy, audience interaction, and of-the-moment sketches and songs. The Second City is famous for its cutting-edge satirical revues and launching the careers of comedy superstars, including Tina Fey, Stephen Colbert, Steve Carell, Gilda Radner, and Bill Murray. Tickets are \$10.

Russian National Ballet Theatre: Swan Lake, 7 p.m., April 24. The Russian National Ballet Theatre, famous for the talent, grace, and athleticism of its dancers, performs the hauntingly beautiful ballet Swan Lake. Set to Peter Ilyich Tchaikovsky's mesmerizing music, Swan Lake brings to life the timeless Russian folktale of Prince Siegfried and Odette the Swan Queen battling to break the spell cast by an evil sorcerer. Tickets are \$10.

Season tickets covering all six main Patrons shows are \$50. Season tickets are available by calling the Patrons of the Arts Society at 573-840-9688, or the Financial Services office at 573-840-9670.

Tickets for individual shows are available online at trcc.edu/tinnin and will remain so throughout the season. For two weeks prior to each show, tickets will be sold at the Poplar Bluff Chamber of Commerce and the Three Rivers College Student Accounts Office. Tickets will be sold at the door as available.

"We at Three Rivers are immensely appreciative of the support of the Patrons of the Arts Society," said Dr. Wesley Payne, President of Three Rivers. "Donors to the Patrons allow us to bring in national and international touring troupes at an unbelievable price for performances of this quality. You would pay two, three, four or more times as much to see these performers in St. Louis or Memphis."

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

###

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

####

FOR IMMEDIATE RELEASE:

Tuesday, September 13, 2016

HAS PHOTO attached to email, caption at end of release

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9660

jatwood@trcc.edu

Patrons of the Arts Society Launches Membership Drive

The Patrons of the Arts Society has launched a membership drive to encourage local music, theater, and fine arts lovers to help support the Society's upcoming 2016-17 season at the Tinnin Fine Arts Center on the Poplar Bluff Campus of Three Rivers College. The membership drive will culminate in the reveal of the lineup for the 2016-17 at a reception for Patrons members on August 25 at the Tinnin Fine Arts Center.

"I think people underestimate just how much the Patrons of the Arts Society brings to Poplar Bluff and the surrounding areas," said Tim Thompson, Director of the Tinnin Fine Arts Center for Three Rivers College. "The Society brings world-class acts like the Moscow Festival Ballet to our region, but it's because of the support of our members that we're able to do so."

Membership in the Patrons of the Arts Society is available for as little as \$100 per person. All members receive their name or company name listed in show programs, as well as receiving an invitation to the members-only season kickoff event. Those giving at the \$1,000-and-up level also receive two season tickets in addition to the normal member benefits.

Highlights of previous Patrons seasons include performances by the Moscow Festival Ballet, The National Circus Acrobats of The People's Republic of China, legendary political satirist Mark Russell, and children's shows by the Imaginary Theatre Company of St. Louis. Thanks to the support of the Patrons of the Arts Society, ticket prices for these shows are typically \$10 per person or less.

"Shows like the Moscow Ballet or the Chinese Acrobats would run at least \$40 per ticket if you saw them in St. Louis or Memphis," said Thompson. "Thanks to the Patrons, we're able to keep these amazing shows affordable for anyone."

The Patrons of the Arts are also soliciting sponsors for the shows in the upcoming 2016-17 season. Sponsorship opportunities will include the six family shows in the season, as well as the three children's shows.

To join the Patrons of the Arts Society, or to sponsor a show in the 2016-17 season, contact Edie Dilbeck at 573-840-9688 or edilbeck@trcc.edu.

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

###

CAPTION FOR PHOTO ATTACHED TO EMAIL

(Caption)

###

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

####