

A G E N D A
REGULAR SESSION
Wednesday, October 18, 2017
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 September Board Meeting
- III. Consideration of College Financial Report**
 1. Statement of Revenues, Expenses, and Changes in Net Assets
 - a) Monthly Financial Statements
 - b) Budget to Actual Financial Statements
 - c) HB 19 Update
 2. Cash in Bank
 3. Certificates of Deposit
 4. Checks Issued
- IV. President's Report**
- V. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; Section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)
- VI. Items for Consideration, Discussion, and Vote**
- VII. Consideration and Approval of all Personnel Actions and Associated Documents**
 1. **Acceptance of Employment**
 1. **Clanahan, Sydney – Part-time Tutor**
 2. **Cotton, Tommie – Admissions Specialist**
 3. **Esquivel, Alexandria – Part-time Facilitator**
 4. **Telker, William – Part-time Tutor - Malden**
 2. **Resignations**
 1. **Sparkman, Abygail – Part-time Facilitator, Sikeston**
- VIII. Appendix**

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

1. Information Items
 1. IR 6310 – Classroom Attendance
 2. Upcoming Events
 3. Recent Newspaper Articles
- IX. FY17 Board of Trustees Meeting Dates**
- Wednesday, November 15, 2017
 - Wednesday, December 13, 2017
 - Wednesday, January 17, 2018
 - Wednesday, February 21, 2018
 - Wednesday, March 21, 2018
 - Wednesday, April 11, 2018
 - Wednesday, May 16, 2018
 - Wednesday, June 20, 2018
- X. Adjournment**

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

**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees began at 12:00 p.m. in the Board Room in the Tinnin Fine Arts Center, Poplar Bluff, Missouri on Wednesday, September 20, 2017.

AUGUST 23, 2017

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

ATTENDANCE

Invocation was delivered by Trustee Gary Garrison

INVOCATION

Trustee Garrison made a motion to approve the agenda. On a second by Trustee Featherston, the motion was unanimously approved.

**APPROVAL OF BOARD MEETING
AGENDA**

The minutes of the board meeting and tax levy meeting on August 23, 2017 were approved on a motion by Trustee Garrison and a second by Trustee Richardson.

**APPROVAL OF MINUTES OF THE
AUGUST BOARD MEETING AND
TAX LEVY MEETING**

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

EXECUTIVE SESSION

Trustee Williams made the motion to amend the agenda to add a discussion item on the appeal by Sandra Ward prior to the financial report. With a second by Trustee Featherston, the board was polled as follows: Trustee Williams, yes; Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes.

AMENDMENTS TO THE AGENDA

Trustee Garrison made the motion to affirm the decision of the College President and officially terminate Sandra Ward's employment. With a second by Trustee Featherston, the board was polled as follows: Trustee Williams, yes; Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes.

**CONSIDERATION, DISCUSSION
AND VOTE ON PERSONNEL
ACTION WITH MS. SANDRA
WARD**

Trustee Williams left the meeting.

Charlotte Eubank reported the Budget to Actual revenues as of the end of August. As of the end of August we have recognized 54% of our budgeted revenues. We have obligated 15% of our budgeted expenses at 17% into the fiscal year.

CONSIDERATION OF COLLEGE FINANCIAL REPORT

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

Ms. Eubank then reviewed the current bid report. The Athletic Teams Travel has been bid and it is the recommendation of administration that the bid be awarded to Four Winds Travel, LLC for the 2017-2018 year.

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

Dr. Payne updated the board as follows:

PRESIDENT'S REPORT

Libla Family Sports Complex: The roof is basically finished and the sheathing is being completed on the face of the building. The construction is moving toward having the building dry in order to begin the interior work.

CONSTRUCTION UPDATE

Parking Lots and Campus Sidewalks: Many positive comments on the portions of the sidewalks that have been completed. The sidewalks are moving rapidly to completion. The paving project is moving along. The asphalt in the housing parking lot will be replaced at the same time the round-about is being paved.

This was the second run which supports scholarships for Arts Education. It was a successful event, netting approximately \$3,200.

RUN 4 THE ARTS

This event showcases all team members in the Athletic Department. There were estimated 150 community members at the event. Mr. Paul Duckett provided the food – a big thanks for his continued support. It was a great kick-off for the coming year.

MEET THE RAIDERS

Brick Oven Pizza donated 50% of all proceeds during this event. There was a large turnout and we are looking forward to working with them again.

BRICK OVEN PIZZA NIGHT

This is a team building activity for the entire athletic department. Work is completed in the morning, a devotional at lunch and then play and relax in the afternoon.

ATHLETIC WORKDAY AT THE FARM

Ms. Kristina McDaniel applied for and received a grant of \$500 to improve one of our lactation rooms in the off campus sites. We continue to apply for these grants in order to upgrade all of our rooms.

LACTATION SUPPORT MINI GRANT

POTA – Golden Sounds of the Platters – September 21 at 7pm. This is the kick-off event for the Patrons season for 2017-2018.

UPCOMING EVENTS

TRET - Fulfilling Dreams Scholarship Reception – September 28 at 3pm in the Tinnin Center. Donors are invited to meet the recipient of their scholarship.

Fall Break – October 5-6. The college will be closed.

POTA – Chinese Acrobats – October 12 at 7pm.

October Board Meeting – October 18 will be held in Doniphan at the Career Center.

Liz Deken, Professor, Industrial Technology presented the Environmental/Occupational Safety and Health Technology (EOSH) program. It is an AAS, Two year degree program with a one year and 2 short term certificates embedded in the program. This program prepares graduates to work with federal, state, and/or local environmental and occupational regulatory programs. Graduates are split 50/50 between:

PROGRAM PRESENTATION - EOSH

Safety technology: compliance issues, worker's compensation, monitoring, training, and recordkeeping in addition to many other requirements.

Environmental technology: water, wastewater, air solid waste, hazardous waste and other environmental programs.

The program continues to be refined in order to meet the industry partners' needs. Most students that opt into this program are non-traditional students. The estimated starting salary after completion is \$28,000/year.

Dr. Payne outlined the requested changes to BP 0120 – Regional Accreditation Status informing the board that this was a name change to the accrediting body only.

CONSIDERATION AND APPROVAL OF COLLEGE POLICIES

GAP 1310 – College Communications: This policy provides clarification and better alignment with the Communication Regulations.

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

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

There being no further business, Trustee Featherston made the motion to adjourn at 1:30pm and with a second by Trustee Richardson the motion passes.

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

ADJOURNMENT

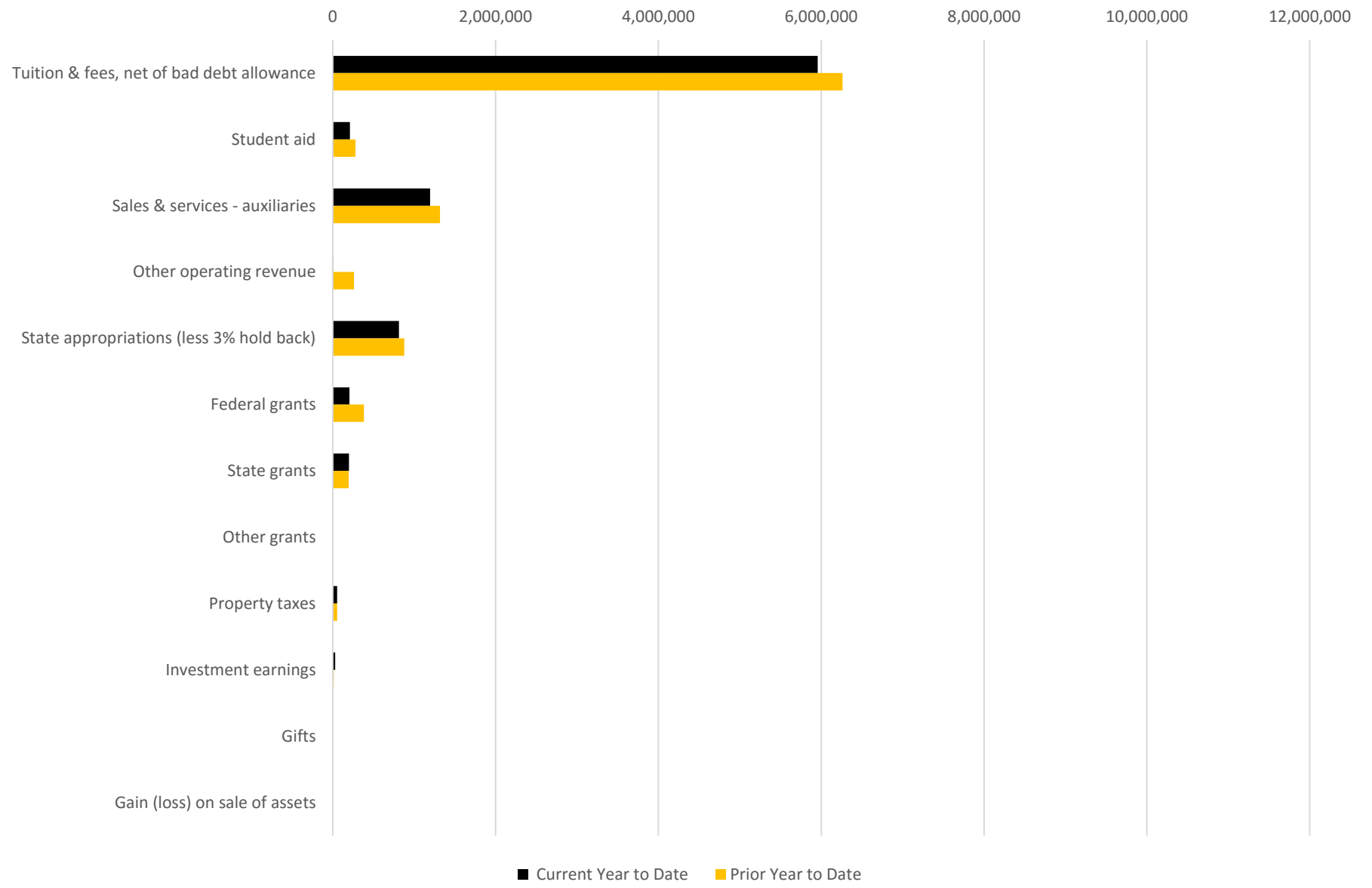
CHAIRMAN

APPROVAL DATE

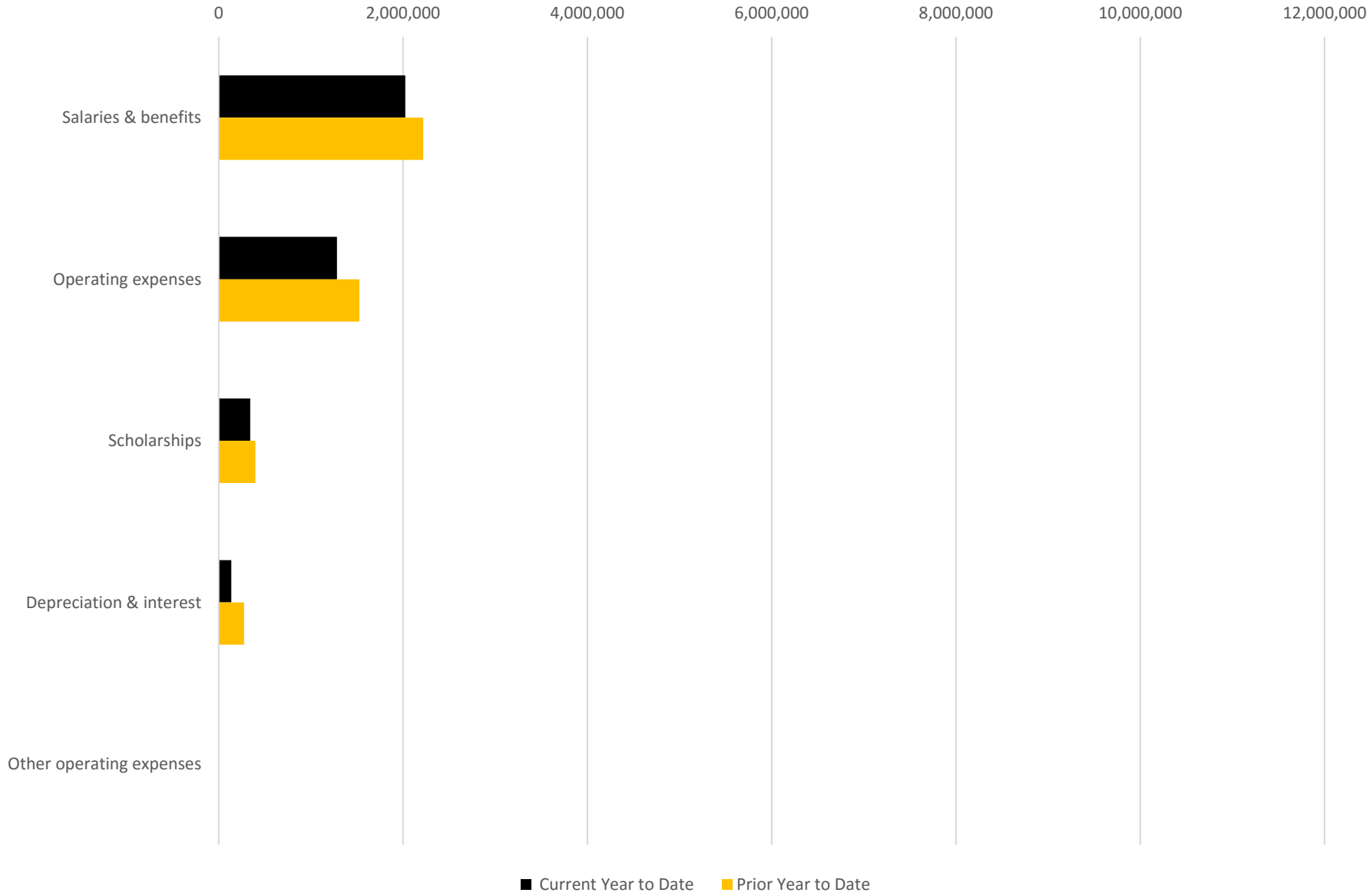
SECRETARY

APPROVAL DATE

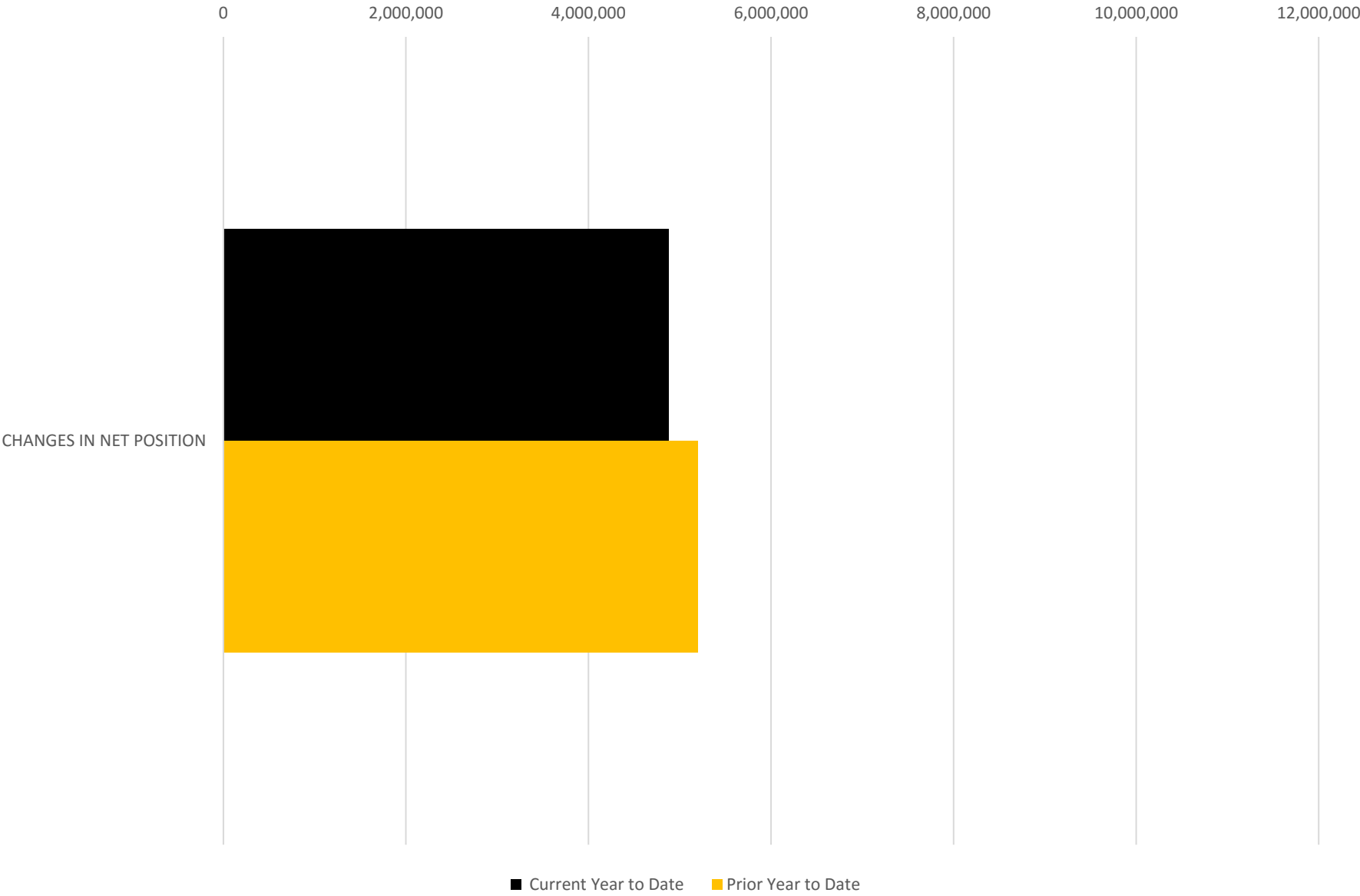
YTD Comparison to Previous Year 08/31/17



YTD Comparison to Previous Year 08/31/17



YTD Comparison to Previous Year 08/31/17



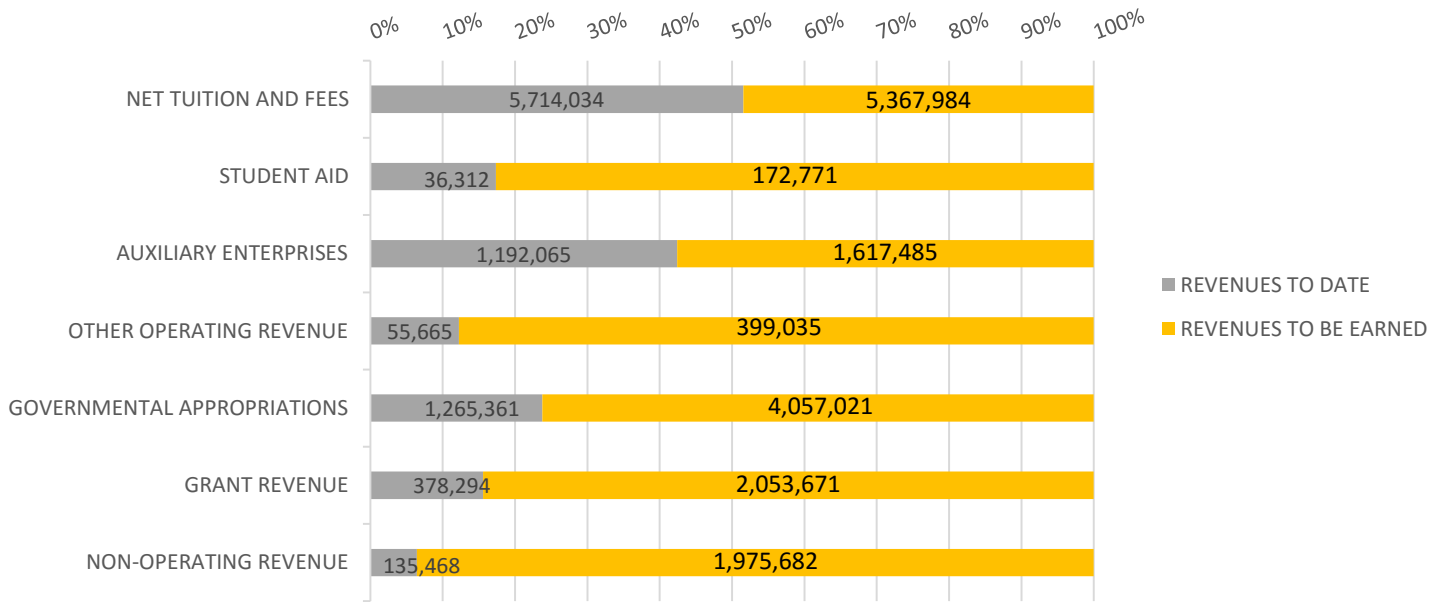
Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
August 31, 2017

ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash & Cash Equivalents	12,198,882	Accounts Payable	577,911
Student Account Receivables, net	8,544,404	Accrued Vacation	306,535
Property Tax Receivable	116,750	Student Deposits	49,242
Other Receivables	380,199	Deferred Tuition & Fees	0
Investments	55,801	Scholarships	135,802
Inventory	152,875	Total Current Liabilities	1,069,490
Prepaid Expenses	187,164		
Total Current Assets	21,636,075	NON-CURRENT LIABILITIES	
NON-CURRENT ASSETS		Retirement Incentive Payable	0
Land	5,490,786	Other Post Employment Benefits	16,443,473
Capital assets	61,975,342	Bonds, Notes and Leases Payable	22,854,467
Plus: Current year additions to capital assets	334,365	Accrued Interest	0
Accumulated Depreciation	(26,419,853)	Agency	149,050
Unamortized Bond Issue Costs	0	Total Non-Current Liabilities	39,446,990
Total Non-Current Assets	41,380,640	Total Liabilities	40,516,480
DEFERRED OUTFLOWS	8,160,659	DEFERRED INFLOWS	3,374,699
		NET POSITION	
		Beginning Balance	22,407,766
		Changes in Net Position	4,878,429
		Total Net Position	27,286,195
TOTAL ASSETS AND DEFERRED OUTFLOWS	71,177,374	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	71,177,374

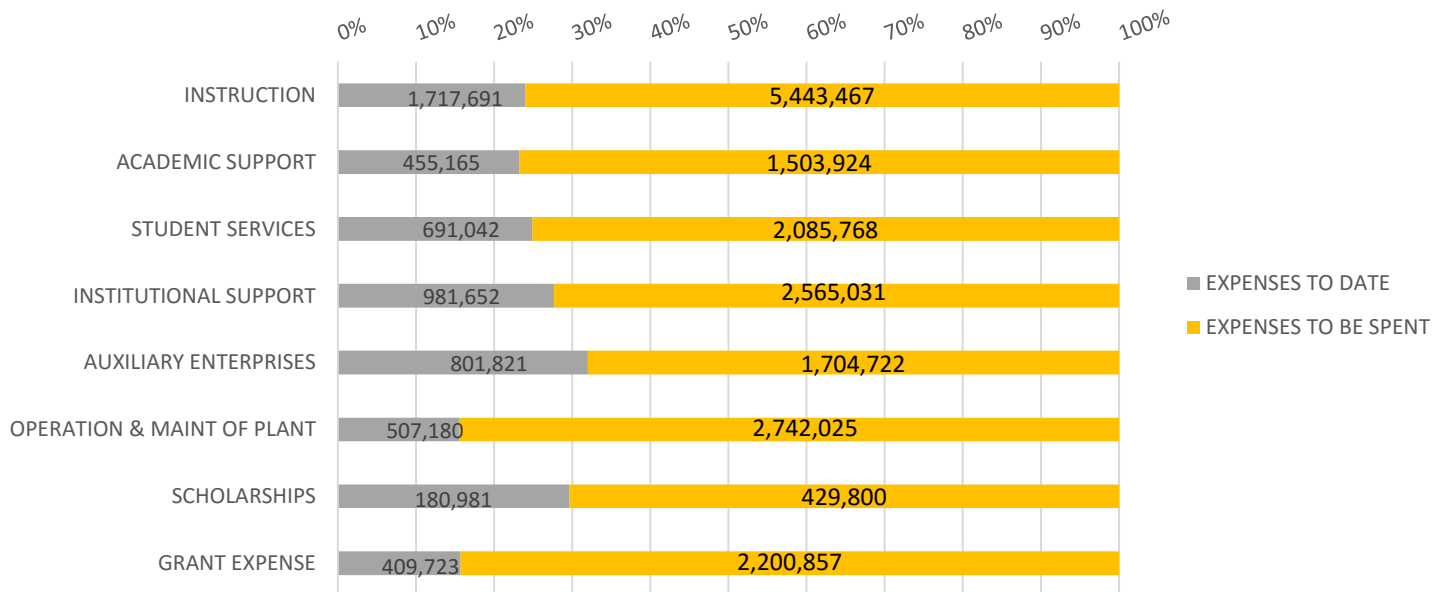
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
August 31, 2017

	July	August	Current Year to Date	Prior Year to Date	\$ Change	% Change
OPERATING REVENUE						
Tuition & fees, net of bad debt allowance	5,410,662	546,444	5,957,106	6,262,362	(305,256)	(4.87)%
Student aid	186,626	25,519	212,145	279,665	(67,520)	(24.14)%
Sales & services - auxiliaries	743,644	453,163	1,196,807	1,316,836	(120,029)	(9.11)%
Other operating revenue	5,051	2,859	7,909	262,300	(254,390)	(96.98)%
Total Operating Revenue	<u>6,345,983</u>	<u>1,027,985</u>	<u>7,373,968</u>	<u>8,121,163</u>	<u>(747,195)</u>	<u>(9.20)%</u>
OPERATING EXPENSES						
Salaries & benefits	968,202	1,056,584	2,024,785	2,220,437	(195,652)	(8.81)%
Operating expenses	412,879	870,075	1,282,953	1,525,764	(242,811)	(15.91)%
Capital equipment	9,859	334,365	344,224	232,640	111,584	47.96%
Less: Transfer to capital assets	(9,859)	(334,365)	(334,365)	(232,640)	(101,725)	43.73%
Scholarships	282,829	58,786	341,615	399,109	(57,494)	(14.41)%
Depreciation & interest	(22,443)	159,529	137,085	276,268	(139,183)	(50.38)%
Other operating expenses	0	0	0	0	0	0.00%
Total Operating Expenses	<u>1,641,465</u>	<u>2,144,973</u>	<u>3,796,298</u>	<u>4,421,578</u>	<u>(625,279)</u>	<u>(14.14)%</u>
NON-OPERATING REVENUE (EXPENSES)						
State appropriations (less 3% hold back)	405,838	405,837	811,675	879,572	(67,897)	(7.72)%
Federal grants	15,738	188,231	203,969	384,372	(180,403)	(46.93)%
State grants	13,251	185,942	199,192	197,581	1,611	0.82%
Other grants	0	0	0	0	0	0.00%
Property taxes	34,111	18,848	52,958	52,911	48	0.09%
Investment earnings	17,632	12,684	30,315	13,126	17,189	130.95%
Gifts	2,650	0	2,650	(28,500)	31,150	(109.30)%
Gain (loss) on sale of assets	0	0	0	0	0	0.00%
Total Non-Operating Revenues (Expenses)	<u>489,219</u>	<u>811,540</u>	<u>1,300,760</u>	<u>1,499,062</u>	<u>(198,303)</u>	<u>(13.23)%</u>
CHANGES IN NET POSITION	<u>5,193,737</u>	<u>(305,448)</u>	<u>4,878,429</u>	<u>5,198,648</u>	<u>(320,218)</u>	<u>(6.16)%</u>

Budget to Actual Revenues 09/30/2017 (25%)



Budget to Actual Expenses 09/30/2017 (25%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
September 30, 2017
Fiscal Year Benchmark: 25%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>	11,082,018	5,714,034	52%	5,367,984
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	209,083	36,312	17%	172,771
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	2,809,550	1,192,065	42%	1,617,485
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	454,700	55,665	12%	399,035
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	5,322,382	1,265,361	24%	4,057,021
GRANT REVENUE <i>State Grants, Federal Grants</i>	2,431,965	378,294	16%	2,053,671
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,111,150	135,468	6%	1,975,682
TOTAL REVENUES	24,420,848	8,777,199	36%	15,643,649

NOTE: We have recognized a total of 36% of budgeted revenues. We have recognized 52% of our budgeted revenues from tuition and fees, comprised of portions of summer and fall 2017. Auxiliary revenue is at 42% for the fall term.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>	7,161,158	1,717,691	24%	5,443,467
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,959,089	455,165	23%	1,503,924
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	2,776,809	691,042	25%	2,085,768
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	3,546,683	981,652	28%	2,565,031
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	2,506,543	801,821	32%	1,704,722
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,249,205	507,180	16%	2,742,025
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	610,781	180,981	30%	429,800
GRANT EXPENSE <i>State Grants, Federal Grants</i>	2,610,580	409,723	16%	2,200,857
TOTAL EXPENSES	24,420,848	5,745,256	24%	18,675,592

NOTE: We have obligated 25% of our budgeted expenses at 25% into the fiscal year. September payroll IS INCLUDED in this report, but September credit card expenses ARE NOT INCLUDED as they were not yet available at the time of the report. The Institutional Support category includes some very large annual technology license renewals that occur at the beginning of the fiscal year. Therefore, that category always tracks ahead as a percentage than the others. Auxiliary Enterprises is at 32% but is more than offset by revenue which is also tracking ahead. Operation of Maint of Plant excludes depreciation and amortization expenses because they are non-cash and, therefore, not budgeted.

CHANGES IN NET POSITION	0	3,031,943
--------------------------------	----------	------------------

Three Rivers College
 Capital Budget - Unaudited
 September 30, 2017
 Fiscal Year Benchmark: 25%

	FUNDING SOURCES	SOURCES TO DATE		SOURCES TO BE EARNED
		BUDGET	SOURCES TO DATE %	
RESTRICTED				
<i>Bond proceeds</i>		5,386,113	96%	193,998
<i>State bonding proceeds</i>		1,048,399	11%	936,574
UNRESTRICTED				
<i>General funds - prior year transfers in**</i>			0%	0
<i>General funds - current year transfers in</i>			0%	0
TOTAL FUNDING SOURCES		6,434,512	82%	1,130,572

	USES OF FUNDS	USES TO DATE		USES UNSPENT
		BUDGET	USES TO DATE %	
FEMA/SEMA PROJECTS				
<i>Sports Complex</i>		5,386,113	9%	4,916,383
FY17 CAPITAL PROJECTS				
<i>Campus projects</i>		643,083	37%	403,115
<i>Westover Administration Building remodel</i>		395,317	14%	338,167
<i>Crisp Technology Center repairs</i>		0	0%	0
<i>Tinnin Fine Arts Center repairs</i>		10,000	0%	10,000
TOTAL EXPENSES		6,434,512	12%	5,667,664
NET SURPLUS (DEFICIT)		0	4,537,093	

**HB19 Deferred Maintenance Appropriation
as of 09/30/17**

Category/Building	Name of Project	Budgeted Amount	Revised Budgeted Amount Sept 2017	Expended Amount	Amount Remaining	Encumbered Amount	Amount Unencumbered
General Campus Projects							
	Parking lot lighting and repairs	650,000.00	1,172,664.32	580,542.32	592,122.00	11,239.00	580,883.00
	Windows	10,000.00	-		-		-
	Exterior doors	55,000.00	18,939.86	18,939.86	-		-
	Sidewalks	60,000.00	69,381.86	69,381.86	-		-
	Replace interior locks	40,000.00	-		-		-
General Campus Projects	Sub Total	815,000.00	1,260,986.04	668,864.04	592,122.00	11,239.00	580,883.00
Administration Building							
	HVAC Repair	18,000.00	9,069.04	9,069.04	-	4,852.72	(4,852.72)
	Electrical/HVAC	100,000.00	47,152.00	27,152.00	20,000.00	20,000.00	-
	Roof Repair	30,000.00	-		-		-
	Fire System	35,000.00	23,352.12	23,352.12	-		-
	Elevator	80,000.00	88,784.00	88,784.00	-		-
	Restroom upgrades	40,000.00	-		-		-
	Exterior paint	28,000.00	-		-		-
	Upgrade to 36 year old building	460,368.00	286,360.54	152,201.02	134,159.52	117,945.57	16,213.95
Administration Building	Sub Total	791,368.00	454,717.70	300,558.18	154,159.52	142,798.29	11,361.23
Crisp Center							
	Fire Detection	20,000.00	-		-		-
	New Roof	20,000.00	42,140.00	42,140.00	-		-
	Replace flooring	4,000.00	5,000.00		5,000.00	5,000.00	-
Crisp Center	Sub Total	44,000.00	47,140.00	42,140.00	5,000.00	5,000.00	-

**HB19 Deferred Maintenance Appropriation
as of 09/30/17**

Category/Building	Name of Project	Budgeted Amount	Revised Budgeted Amount Sept 2017	Expended Amount	Amount Remaining	Encumbered Amount	Amount Unencumbered
Tinnin Center							
	Fire Detection	15,000.00	-		-		-
	Exterior paint	48,000.00	-		-		-
	HVAC Repair	10,000.00	14,433.44	14,433.44	-		-
	Upgrade to classrooms	100,000.00	48,089.82	48,089.82	-		-
Tinnin Center	Sub Total	173,000.00	62,523.26	62,523.26	-	-	-
Education Building							
	Remodel to create classrooms	7,500.00	-		-		-
Education Building	Sub Total	7,500.00	-	-	-	-	-
Academic Resource Commons							
	Windows	10,000.00	-		-		-
	Elevator repair	60,000.00	75,501.00	75,501.00	-		-
Academic Resource Common	Sub Total	70,000.00	75,501.00	75,501.00	-	-	-
Grand Total		1,900,868.00	1,900,868.00	1,149,586.48	751,281.52	159,037.29	592,244.23

**THREE RIVERS COLLEGE
CASH IN BANKS**

October 3, 2017

	<u>09/06/17</u>	<u>10/03/17</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	2,000.00	2,000.00
Petty Cash	200.00	200.00
Vending Machines	224.55	224.55
Business Office	2,088.00	2,088.00
<i>Total Cash Funds</i>	4,512.55	4,512.55
<i>General Accounts</i>		
Southern Bank - General Funds	2,474,987.52	5,370,279.50
Southern Bank - Credit Cards	218,126.56	139,456.17
<i>Total General Accounts</i>	2,693,114.08	5,509,735.67
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	21,222.22	46,901.69
Federal Clearing Account	-	-
Flexible Spending Account	11,615.04	11,615.04
<i>Total Restricted Accounts</i>	32,837.26	58,516.73
TOTAL CURRENT FUND	2,730,463.89	5,572,764.95
 HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	191,961.68	114,581.71
<i>Total General Accounts</i>	191,961.68	114,581.71
TOTAL HOUSING FUND	191,961.68	114,581.71

**THREE RIVERS COLLEGE
CASH IN BANKS**

October 3, 2017

PLANT FUND

Bank Accounts

Plant Fund - Southern Bank	2,952,889.64	2,927,889.64
<i>Total Bank Accounts</i>	<u>2,952,889.64</u>	<u>2,927,889.64</u>

Certificates of Deposit

Bank of Grandin #16126	140,226.47	140,226.47
Bank of Grandin #16103	102,909.48	102,909.48
Bank of Grandin #17002	1,290,758.09	1,290,758.09
<i>Total Certificates of Deposit</i>	<u>1,533,894.04</u>	<u>1,533,894.04</u>

TOTAL PLANT FUND	<u><u>4,486,783.68</u></u>	<u><u>4,461,783.68</u></u>
-------------------------	----------------------------	----------------------------

AGENCY FUND

Bank Accounts

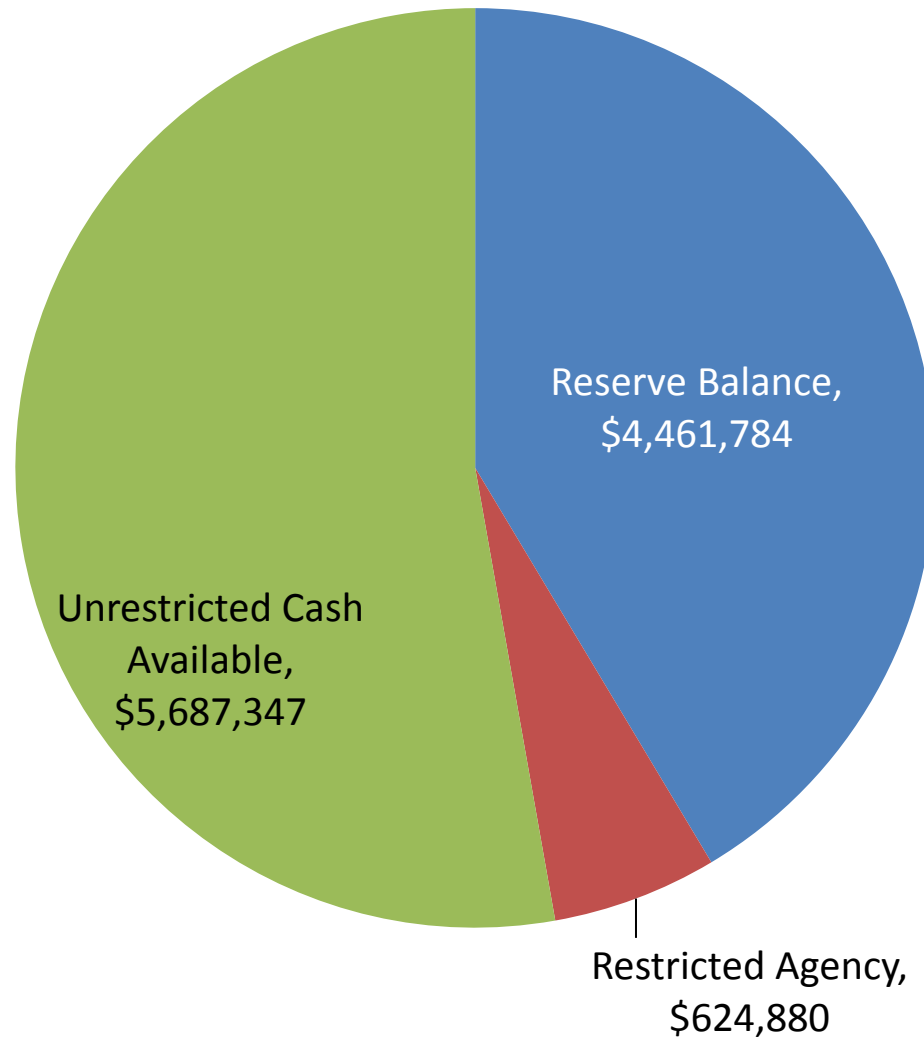
Agency Account - Southern Bank	200,553.16	185,562.13
--------------------------------	------------	------------

Certificates of Deposit

Restricted CD's & Savings	444,318.08	439,318.08
	<u>444,318.08</u>	<u>439,318.08</u>

TOTAL AGENCY FUND	<u><u>644,871.24</u></u>	<u><u>624,880.21</u></u>
--------------------------	--------------------------	--------------------------

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$10,774,011 AS OF 10/03/17**



THREE RIVERS COLLEGE
CERTIFICATES OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF September 30, 2017

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
16103	Bank of Grandin	1.25	10/05/17	12 mths	102,909.48	Contingency
16126	Bank of Grandin	1.25	02/22/18	12 mths	140,226.47	Contingency
17002	Bank of Grandin	1.29	08/14/18	12 mths	1,290,758.09	Contingency
Total Plant Fund CD's					\$ 1,533,894.04	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF September 30, 2017

423137249	Regions Bank	0.01	05/12/88	10/07/17	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	10/07/17	1,024.34	Fred Morrow
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/15/17	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	0.65	10/31/97	10/31/17	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	1.15	11/06/00	11/06/17	4,000.00	Coll. Achievement
451037941	US Bank of Poplar Bluff	0.40	11/16/98	11/16/17	17,800.00	Wm. D. Becker
451038829	US Bank of Poplar Bluff	0.40	11/17/99	11/17/17	15,469.82	Wm. D. Becker
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/17	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	0.75	12/05/95	12/05/17	5,000.00	Helvey-Miller
2017004259	Commerce Bank	0.30	12/09/89	12/07/17	1,000.00	P.I. Church
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/17	1,110.00	C.T. McDaniel
2016012160	Commerce Bank	0.25	12/11/91	12/11/17	7,700.00	Bill Vinson
11129	First Missouri State Bank	0.75	12/12/96	12/12/17	6,131.36	Kim Mosley
43712	First Midwest Bank of P.B.	0.65	04/27/09	12/14/17	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.25	12/22/97	12/22/17	10,000.00	Harold Prim
2213401	First Midwest Bank of P.B.	0.75	01/08/98	01/08/18	10,000.00	Jerome Burford
21031513	US Bank of Poplar Bluff	0.25	01/19/95	01/19/18	12,868.64	Kim Mosley
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/18	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/18	2,500.00	A. Garner
2224601	First Midwest Bank of P.B.	0.75	02/25/98	02/25/18	1,658.87	Missy Braden
21025365	US Bank of Poplar Bluff	1.00	03/05/90	03/05/18	5,000.00	Mack Whiteley
2136801	First Midwest Bank of P.B.	0.65	03/05/97	03/05/18	5,000.00	Thelma Jackson
5017843040	Commerce Bank	0.30	05/01/97	03/07/18	2,900.00	Miles Hays
2017004363	Commerce Bank	0.30	03/30/88	03/30/18	10,000.00	Myrtle Corbett
63760695	US Bank of Poplar Bluff	1.73	04/04/85	04/05/18	1,001.63	Lonnie Davis
2018004893	Commerce Bank	1.64	04/10/88	04/10/18	3,000.00	Myra C. Hays
20205	First Missouri State Bank	0.75	04/21/10	04/21/18	20,403.81	ICHE Scholarship
3568676067	US Bank of Poplar Bluff	0.25	05/01/01	05/01/18	11,026.79	Wm. D. Becker
21033372	US Bank of Poplar Bluff	0.25	05/01/96	05/01/18	1,000.00	Kim Mosley
9525	First Missouri State Bank	1.25	05/06/93	05/06/18	2,000.00	Carl Wiseman
25103	First Midwest Bank of P.B.	0.75	05/14/99	05/14/18	5,000.00	Thelma Jackson
2016007496	Commerce Bank	0.45	05/14/90	05/14/18	3,835.00	Bill Vinson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/18	2,192.00	Greg Starnes
2038701	First Midwest Bank of P.B.	1.00	05/16/96	05/16/18	5,000.00	Thelma Jackson
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/18	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/18	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	0.75	05/26/89	05/26/18	16,350.00	Jackie Watson
110260320	Southern Bank	0.85	06/02/86	06/02/18	1,000.00	Hulen Spencer
2016012267	Commerce Bank	0.25	06/04/92	06/04/18	2,350.00	Bill Vinson
5016848212	Commerce Bank	0.25	06/23/98	06/23/18	7,843.17	Louise Spradling

THREE RIVERS COLLEGE
CERTIFICATES OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
451028956	US Bank of Poplar Bluff	0.25	07/02/99	07/02/18	5,234.00	Wm. D. Becker
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/18	1,405.00	Joshua Bowman
2019003547	Commerce Bank	1.69	07/08/90	07/08/18	4,000.00	P.C. Hays, Jr.
2170801	First Midwest Bank of P.B.	1.65	07/11/97	07/30/18	10,925.00	Mabel Swindel
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/18	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.75	08/23/90	08/23/18	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.65	08/25/92	08/25/18	3,000.00	Odd Fellows
110270576	Southern Bank	0.85	08/27/85	08/27/18	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.75	08/28/02	08/28/18	5,000.00	Helvey-Miller
218101	First Midwest Bank of P.B.	0.75	09/22/98	09/22/18	5,000.00	Jerome Burford
2012008906	Commerce Bank	0.70	05/11/81	11/11/18	4,526.11	P.C. Hays, Sr.
451034787	US Bank of Poplar Bluff	0.50	06/09/97	12/09/18	1,000.00	Wm. D. Becker
423137173	Regions Bank	0.15	12/09/85	12/09/18	5,000.00	Mary Hinrichs
110239662	Southern Bank	1.00	01/05/91	01/05/19	1,412.53	Bulow Mem.
3568803469	US Bank of Poplar Bluff	0.25	09/26/00	02/26/19	9,674.10	Wm. D. Becker
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/19	6,468.04	Butler Co Co-op
110274305	Southern Bank	0.90	05/30/86	05/30/19	5,200.00	Mabel Swindel
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/19	1,226.80	A. Garner
1014001	First Midwest Bank of P.B.	1.00	11/06/89	11/06/19	5,000.00	Charlotte Stone
423135367	Regions Bank	0.10	11/18/04	11/18/19	1,106.64	Betty Waldrop
423135383	Regions Bank	1.49	12/04/04	12/04/19	1,650.00	R. Couperus
423137157	Regions Bank	1.24	01/14/85	01/14/20	2,500.00	Dr. Miller
2012008112	Commerce Bank	0.30	08/11/92	02/11/20	1,000.00	Myra C. Hays
1244701	First Midwest Bank of P.B.	1.40	02/08/85	02/08/21	3,000.00	Myra Hunt
Total Agency Fund CD's					<u>\$ 439,318.08</u>	

Three Rivers College
CD Report
As of September 30, 2017

Investment CDs

Bank Account Interest Rate

Bank	Account	Interest Rate
Sothern Bank	160034257	1.50%

CDs Maturing

Bank	Certificate Number	Maturity Date	Amount
Bank of Grandin	16103	10/5/2017	102,909.48

Responses

Bank	Peoples Community	US Bank	Sterling Bank	The Bank of Missouri	First Missouri Bank	Bank of Grandin	Commerce Bank	Southern Bank
Contact	Julie Richmond	Bryan Schell	Erin Moody	Megan Leist		Teresa Hoefer	Margaret Mack	Matt Funke
Comment		Offered US Treasury Bill or Agency Discount None						
Amount	102,909.48	102,909.48	102,909.48	102,909.48	102,909.48	102,909.48	102,909.48	102,909.48
3 months				0.21%			0.892%	
6 months	1.25%			0.31%			1.014%	1.10%
1 year	1.35%		0.60%	0.51%	1.51%	1.50%	1.46%	1.25%
18 months				1.03%				
2 year				1.03%				

CDs Transferred

\$102,909.48 allowed to renew at Bank of Grandin @ 1.50%

Endowment CDs Transferred to Endowment Trust

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
US Bank	2102335	Mildred Lewis	9/16/2017	5,000.00
Total				5,000.00

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

Current Fund:	General Fund - Southern Bank	\$ 1,356,206.66
	Electronic Student Refunds - Higher One	<u>1,281,251.88</u>
	Total Current Fund	2,637,458.54
Housing Fund:	Rivers Ridge - Southern Bank	77,829.97
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>15,772.12</u>
	Grand Total	<u><u>\$ 2,731,060.63</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 18th day of October 2017.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

October 2017 President's Report

- Construction Update
 - Libla Family Sports Complex
 - Parking Lots
 - Sidewalks
- Club Rush – September 20
- ETS Extravaganza – September 23
- Preview Days – September 25 - 27
- Fulfilling Dreams Scholarship Reception – September 28
- Raider Madness – September 30/October 1
- Upcoming Events
 - TRET Dexter Trivia Night – October 24
 - Music Department – Excursions – October 26
 - Center Stage – Once Upon a Mattress – November 2 - 5
 - TRET Kennett Trivia Night – November 9
 - POTA – An Evening with Mark Twain – November 16

A G E N D A
Executive Session
Wednesday, October 18, 2017

I. Executive Session

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

II. Adjournment

Consideration of Personnel Action
Employment of Personnel
Part-time Tutor

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Sydney Clanahan

POSITION TITLE: Part-time Tutor

SALARY: \$12.50 per hour

FULL-TIME _____ PART-TIME: X

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

Other: _____

STARTING DATE: October 9, 2017

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BS	Great Lakes Christian College Lansing, MI	Advanced Biblical Studies

EXPERIENCE

<u>07/2015 - present</u>	<u>W.E.Sears Youth Center</u> <u>Poplar Bluff, MO</u>	<u>Youth Specialist II</u>
<u>08/2011 – 05/2015</u>	<u>Lake Trust Credit Union</u> <u>Lansing, MI</u>	<u>Retail Lending Contact</u> <u>Center Representative</u>
<u>05/2011 – 08/2011</u>	<u>Biggby Coffee</u> <u>Grand Ledge, MI</u>	<u>Barista</u>

(10/18/2017)

Consideration of Personnel Action
Employment of Personnel
Admissions Specialist

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Tommie Cotton

POSITION TITLE: Admissions Specialist

SALARY: \$12.00 per hour

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: September 18, 2017

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BA	Lyon College Batesville, AR	Anthropology/History Religion & Philosophy
MS	University of Edinburgh Edinburgh, Scotland	Human Osteoarchaeology

EXPERIENCE

<u>04/2017 - present</u>	<u>Open Range Archaeology Moore, OK</u>	<u>Project Archaeologist-Monitor</u>
<u>02/2016</u>	<u>Urn Excavations Edinburgh, Scotland</u>	<u>Volunteer Opportunity</u>
<u>08/2013 – 05/2015</u>	<u>Lyon College Batesville, AR</u>	<u>Supplemental Instruction Leader</u>
<u>10/2012 – 04/2015</u>	<u>APPLE Project Upward Bound Batesville, AR</u>	<u>Tutor, Mentor, Driver</u>

(10/18/2017)

Consideration of Personnel Action
Employment of Personnel
Part-time Facilitator

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Alexandria Esquivel

POSITION TITLE: Part-time Facilitator

SALARY: \$9.00 per hour

FULL-TIME _____ PART-TIME: X

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

Other: _____

STARTING DATE: September 25, 2017

QUALIFICATIONS:

Degree Ed. Institution Major

EXPERIENCE _____

08/2015 - present Baskin Robbins Server
 Poplar Bluff, MO

01/2015 – 06/2015 Papa John's Server
 Poplar Bluff, MO

08/2014 – 01/2015 Las Margaritas Hostess
 Poplar Bluff, MO

(10/18/2017)

Consideration of Personnel Action
Employment of Personnel
Part-time Tutor - Malden

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: William Telker

POSITION TITLE: Part-time Tutor - Malden

SALARY: \$7.70 per hour

FULL-TIME _____ PART-TIME: X

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

Other: _____

STARTING DATE: October 9, 2017

QUALIFICATIONS:

Degree Ed. Institution Major

EXPERIENCE _____

10/2016 - present Rhodes 101 Convenience
 Malden, MO

01/2016 – 05/2016 Harps Food Store Cleaning and Maintenance
 Malden, MO

08/2016 – 05/2017 Southeast Missouri State University Math Tutor
 Malden, MO

(10/18/2017)

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Part-time Facilitator, Sikeston

BACKGROUND INFORMATION **HISTORY**

Ms. Abygail Sparkman has been employed with the college as a Part-time Facilitator in Sikeston since January 2015. She has submitted her resignation, effective October 12, 2017.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

(10/18/2017)

Abygail Sparkman
1621 E. Matthews Ave.
Sikeston, MO 63801
(573) 258-9095
asparkman3357@gmail.com

October 2, 2017

Missy Marshall
Director, Three Rivers College
1400 S. Main
Sikeston, MO 63801

Dear Mrs. Marshall,

I am writing to inform you that I am resigning from my position as facilitator for Three Rivers College. My last day will be Thursday, October 12, 2017.

Thank you and the entire staff at Three Rivers for the many opportunities, both professional and personal, that aided in my growth and development. I have enjoyed my time with the college, especially the support provided to me over the course of my tenure.

If you need my assistance during this transition, please let me know. After my final day in the office, I can be reached on my cell phone at (573) 258-9095 or via email at asparkman3357@gmail.com should you have any additional questions.

Best wishes,


Abygail Sparkman

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6300 Classroom Management	
Title: IR 6310 Classroom Attendance	Page 1 of 5
Associated Policy: IP 6310 Classroom Attendance	
Associated Regulation: SR 2310 Withdrawal Procedures	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 668.24; Title IX of the Education Amendments Act of 1972	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 09-29-2017

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

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

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

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

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

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6300 Classroom Management	
Title: IR 6310 Classroom Attendance	Page 2 of 5
Associated Policy: IP 6310 Classroom Attendance	
Associated Regulation: SR 2310 Withdrawal Procedures	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 668.24; Title IX of the Education Amendments Act of 1972	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 09-29-2017

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

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

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

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

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6300 Classroom Management	
Title: IR 6310 Classroom Attendance	Page 3 of 5
Associated Policy: IP 6310 Classroom Attendance	
Associated Regulation: SR 2310 Withdrawal Procedures	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 668.24; Title IX of the Education Amendments Act of 1972	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 09-29-2017

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

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

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

Attendance shall be recorded in the Gradebook and one (1) of four (4) options will be selected for each student on the roster: Present, Absent, Excused Absence, and Cancelled.

1. Present: Student meets the description of active participation as described in the regulation and course syllabus faculty syllabi.
2. Absent: When student is not physically present in face-to-face class or has not completed a weekly assignment in an online class.
3. Excused Absence: Student has presented to the instructor a form indicating they are involved in a college sponsored activity or was confirmed by the Office of Student Services as being called to temporary military duty that does not necessitate dropping the course or a withdrawal from the college or medically documented issues pertaining to pregnancy. The student is allowed to make up the work missed and is in no way academically punished for the absence. Instructors are required to allow the student to make up the work missed and may not deduct points for missing the class or remove any opportunity to gain points given to other students present.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6300 Classroom Management	
Title: IR 6310 Classroom Attendance	Page 4 of 5
Associated Policy: IP 6310 Classroom Attendance	
Associated Regulation: SR 2310 Withdrawal Procedures	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 668.24; Title IX of the Education Amendments Act of 1972	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 09-29-2017

4. Cancelled: Class Cancelled.

Use of Gradebook:

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

Online courses shall take weekly attendance.

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

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6300 Classroom Management	
Title: IR 6310 Classroom Attendance	Page 5 of 5
Associated Policy: IP 6310 Classroom Attendance	
Associated Regulation: SR 2310 Withdrawal Procedures	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 668.24; Title IX of the Education Amendments Act of 1972	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 09-29-2017

DOCUMENT HISTORY:

- 05-18-2016:** Initial approval of regulation IR 6310 Classroom Attendance.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 04-19-2017:** Excused Absence due to temporary military duty and pregnancy.
- 09-29-2017:** Removed communicated absence and redundancy.

UPCOMING EVENTS

Missouri and the Great War, through October 27, Tinnin Gallery; free admission. This traveling exhibit from the Missouri Humanities Council explores the history of World War I through the perspective of Missouri and Missourians. Gallery hours are 12 to 3 p.m. Monday through Friday.

FAFSA Frenzy, offering the public free help completing the FAFSA application for federal financial aid, 4 p.m. October 19, Westover 302 & 304.

Dexter Trivia Night, Three Rivers Endowment Trust fundraiser, 5 p.m. October 24, Hidden Trails Country Club in Dexter.

Stewards of Children, workshop on recognizing child abuse, Room 108 of the Robert W. Plaster Free Enterprise Center; free and open to the public.

Excursions, TRC Music Department concert, 7 p.m. October 26, Tinnin Theater; free

Once Upon a Mattress, Center Stage production of the musical that comically retells the fairy tale The Princess and the Pea, 7 p.m. November 2-4 & 2 p.m. November 5, Tinnin Theater; tickets \$15.

Inner Space by Kim Matthews, exhibit of reliefs and freestanding works, November 3 - December 8, Tinnin Gallery; free. Artist Lecture: 12 p.m. November 3, Room 108 of the Robert W. Plaster Free Enterprise Center.

Kennett Trivia Night, Three Rivers Endowment Trust fundraiser, 5 p.m. November 9, Kennett Country Club.

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

RAIDERS ATHLETICS

Men's Basketball @ Bess Activity Center

TRC Jamboree, Oct. 21, begins 10 a.m. Teams are Raiders, Evangel University, and Dyersburg State Community College.

First Midwest Bank Classic Basketball Tournament. Nov 3: 7 p.m. Raiders vs. Tallahassee Community College. Nov. 5: 7 p.m. Raiders vs. Link Year Prep.

Women's Basketball @ Bess Activity Center

Lady Raiders vs. Lindenwood JV, 6:30 p.m. Nov. 1.

Lady Raiders vs. Southeastern Illinois College, 3 p.m. Nov. 4.

Lady Raiders vs. Olney Central College, 3 p.m. Nov. 5.

Lady Raiders vs. Shawnee Community College, 8:30 p.m. Nov. 10.

Lady Raiders vs. Wabash Valley College, 3 p.m. Nov. 11.

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

FOR IMMEDIATE RELEASE:

Wednesday, October 11, 2017

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9739

jatwood@trcc.edu

Chinese Acrobats Return Death-Defying Agility to Tinnin Center

The Patrons of the Arts Society continues its 2017-18 season with the high-flying, death-defying Martial Artists and Acrobats of Tianjin, People's Republic of China, on Thursday, October 12, at 7 p.m. in the Tinnin Fine Arts Center.

"These acrobats and performers are an absolutely extraordinary group with an awe-inspiring set of skills," said Robert Abney, Director of the Tinnin Fine Arts Center. "Every acrobatics performance we've hosted has dazzled our audiences, and I expect that this performance will be no exception."

With breathtaking stunts, magnificent feats of athletic daring, and glittering costumes, the Martial Artists and Acrobats of Tianjin, People's Republic of China is one of China's most acclaimed acrobatic troupes. With a legacy stretching back thousands of years, the troupe's show offers thrilling acrobatics, illusions, aerial stunts, juggling, contortion, and mesmerizing martial arts displays. This vibrant spectacle will dazzle and delight.

Tickets are \$15 each and are available online at trcc.edu/tinnin, and in limited amounts at the Poplar Bluff Chamber of Commerce, the college Financial Services office, and at the door. The show is expected to sell out.

Other upcoming shows for the Patrons of the Arts 2017-18 season include "An Evening with Mark Twain" at 7 p.m. on November 16, and "SIX" at 8 p.m. on December 7. For more information on the 2017-18 Patrons of the Arts season, or to buy tickets for upcoming shows, visit trcc.edu/tinnin.

###

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

####

Sept. 29, 2017

Daily American Republic

Serving The Region Since 1869

POPLAR BLUFF, MISSOURI

50c

TRC donors fulfill dream

By **CHELSAE CORDIA**
Staff Writer

Seven weeks after having baby Norah, Frani Dunivan lost her job and felt completely lost. So she made the decision to go back to college and make a better life for her family.

"I came home and had to look at my seven week old baby and I just felt like

a failure," Dunivan said. "But that's when I decided it was the right time to go back to school to pursue an education and improve our lives. I'm going to be a teacher."

At yesterday's Fulfilling Dreams Scholarship Reception at Three Rivers College, Dunivan said

See TRC/A2

TRC

FROM PAGE A1

money is tight. With the help of her fiancé, she gets by, but the opportunity for much disposable income is simply not there, a situation familiar to many full-time students.

"Usually all my money goes to paying for classes, but since I've been awarded the Sarah White Memorial Scholarship, my family will have some extra money this semester, which is really nice."

George and Katie Jarboe created the scholarship to honor their daughter, who had a passion for teaching. It was established in conjunction with the college through 5k running events and private donations. This year, the award totaled \$1,000.

"Being a teacher was one of her greatest loves but she only was able to teach for four years," Katie Jarboe said. "The scholarship is a great way for her to be remembered."

During the reception, donors and recipients came together to share stories, the recipients telling of their journey through higher

education, why they chose TRC and the donors speaking to what led them to contribute to the futures of people whom they've never met.

Dr. Wesley Payne, president of TRC, welcomed everyone to the Tinnin Center. "There's a lot of people behind you, there's a lot of people pulling for you and we expect great things of you," Payne told the students. "I'm sure you'll rise to those expectations."

Payne then thanked the donors, saying they are "a huge part of what makes those bright futures possible."

This fall, more than \$60,000 was awarded through donor-funded scholarships, said Mark Stidham, treasurer of the TRC Endowment Trust and member of its scholarship committee.

"As we read the application essays and later the thank you letters, we see how the funds, regardless of the amount, truly make a difference in the lives of our students," Stidham said.

Hunter Aud, recipient of the Wylma Noll Memorial Scholarship, graduated from Poplar Bluff High



DAR/Chelsae Cordia

Frani Dunivan, recipient of the Sarah White Memorial Scholarship, gathers with representative from Three Rivers College and the donors responsible for her award. (Back row) Allen Brooks, Mark Stidham, George Jarboe, David Vernon, Eric Schalk and Wesley Payne (front) Katie Jarboe, Nolan White, Ella White and Frani Dunivan

School in 2017. He was valedictorian of his class of nearly 350 students and had a world of plans ahead of him, he said. Except he couldn't quite figure out what they were. Instead of spending \$20,000 on his first year of college, Aud decided to get his associate's degree at TRC while he lines out his future.

"I didn't really know how much a scholarship

meant until I was faced with the task of coming up with \$5,000 on my own," he said. "Receiving the Wylma Noll Memorial Scholarship has allowed me a new freedom and showed me all my hard work wasn't for nothing. A weight has been truly lifted off my shoulders."

Chairman of the Three Rivers Board of Trustees Eric Schalk's message was one of pride. He said though

the financial aid office does well hearing and meeting the monetary needs of students, sometimes it's just not enough. That's where the donor-funded scholarships come in and make a difference.

"I'm very proud to be a member of the trustee board. I'm very proud of this college and the direction it's headed, and I'm very proud of these students

making choices to change their lives," Schalk said.

The TRC Endowment Trust partners with donors to invest in TRC students, faculty and programs. All gifts, whether intended for scholarship, program support or general support of the college, are managed by the Endowment Trust board and ultimately directed back to the college as instructed by the donor.

Sept. 21, 2017

Daily American Republic

Serving The Region Since 1869

POPLAR BLUFF, MISSOURI

50c

TRC Bd. hears finance report

By **CHELSAE CORDIA**
Staff Writer

Chief Financial Officer Charlotte Eubank presented the college's monthly financial report. She began by comparing numbers from July, the first month of the current fiscal year, to

Financial and personnel matters held the focus of the Three Rivers College Board of Trustees during its monthly meeting Wednesday.

See TRC/A2

TRC

FROM PAGE A1

those of last year.

Eubank said as of July 31, revenues were slightly below 2016's numbers, which she said is to be expected with decreasing enrollment. Other categories are largely similar, she added.

When comparing July's expenses to last year, Eubank said salaries and benefits are "a little lower." Despite decreased expenses, Eubank said the bottom line ended \$81,000 behind July 2016.

Eubank also reported on the current fiscal year, which is 17 percent complete. She said 34 percent of overall budgeted revenues have been received, including 54 percent of budgeted revenues from tuition and fees, comprised of portions of the summer and fall 2017 semesters.

Regarding expenses, Eubank said 15 percent of budgeted expenses have been obligated thus far.

After soliciting bids for TRC's athletic team travel provider, Eubank recommended Four Winds Travel, LLC, of Poplar Bluff, which presented a bid of \$104,607. It was the lowest bid Eubank received. Trustees voted to accept the financial report and travel recommendation.

During the President's Report, Dr. Wesley Payne

presented a construction update on the Libla Family Sports Complex, parking lot and sidewalk improvements.

"We are making progress," Payne said. "We will start to see some concrete work on the inside now that all of the steel work out on the top side has been completed."

Payne said the sidewalks are taking shape and the parking lots are coming along.

"As you park in the parking lot and start to look up, it becomes immediately obvious where the pathways are to where you need to go."

Payne said the curbing is finished along the parking lots, the roads are torn up, and because of the construction, alternate routes will be taken through campus.

Payne said the Missouri Dept. of Health and Senior Services awarded a \$500 mini-grant to TRC to improve facilities for nursing mothers. He said the college has received the grant previously and used the funds to enhance lactation services in Dexter, Mo.

"We're looking to see which one of our external locations will receive the upgrade this year," Payne said.

Trustees voted unanimously to approve updates to two board policies. First

was a name change regarding the Higher Education Learning Commission, which dropped "North Central Association" from its title and added "regional" for clarification.

The second was an annual approval of the general administration policy regarding public relations and information, which saw slight updates also aiming to enhance clarity.

Trustees approved an amendment to the agenda to add a discussion item considering the appeal of former Language Dept. professor Sandra Ward and to take action on the item. Trustees then voted unanimously to uphold the decision of administration to terminate Ward's contract with TRC.

Upcoming events at TRC include Golden Sounds of the Platters at 7 p.m. tonight at the Tinnin Fine Arts Center. Tickets are \$15 each. The next Patrons of the Arts event will be at 7 p.m. Oct. 12 when Chinese Acrobats perform.

Payne announced the Fulfilling Dreams Scholarship Reception will be held Sept. 28 and fall break will close the college Oct. 5-6.

The next Three Rivers College Board of Trustees meeting will be held at noon Wednesday, Oct. 18, at the Doniphan Career Center in Doniphan, Mo.

FROM THE THREE RIVERS COMMUNICATIONS DEPARTMENT

FOR IMMEDIATE RELEASE:

Wednesday, October 11, 2017

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9739
jatwood@trcc.edu

PHOTO ATTACHED for this photo release

Area Middle Schoolers Visit TRC for “ETS Extravaganza”

Members of Three Rivers College’s “ACHIEVE” student support program guide parents and children from across Southeast Missouri on a tour of the college’s Poplar Bluff campus as part of the “ETS Extravaganza” event put on by the college’s Educational Talent Search program.

The event brought over 100 students in Grades 6-8 from across Southeast Missouri to Three Rivers College for a day of fun activities, and to showcase the Educational Talent Search program and the services it offers.

###



Arrive Alive Tour comes to Three Rivers Community College

Friday, September 15th 2017, 10:23 am CDT

Written by Steve Pobst, Director

POPLAR BLUFF, MO (KFVS) –

Three Rivers Community College in Poplar Bluff, Missouri will host the UNITE Arrive Alive Tour Program.

UNITE's Arrive Alive Tour program uses a high-tech simulator, impact video, and a number of other resources to educate the public about the dangers of texting while driving as well as intoxicated driving.

The simulator allows participants to experience the potential consequences of impaired and distracted driving in a controlled environment.

One of the most commonly recognized driving distractions is cell phone use.

Drivers under 20 years old have the highest proportion of distraction-related fatal crashes according to the National Highway Traffic Safety Administration.

Their lack of driving experience can contribute to critical misjudgments if they become distracted.

They also text more than any other age group, and the number of young drivers who text is only increasing.

The Arrive Alive Tour program will be at Three Rivers on Wednesday, September 20 from 10 a.m. to 2 p.m.

UNITE brings health and wellness programs to high schools, colleges, and communities across the nation.

FOR IMMEDIATE RELEASE:

Wednesday, October 11, 2017

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9660

jatwood@trcc.edu

Deadline Extended for New LPN Program in Poplar Bluff

The application deadline for Three Rivers College's new Practical Nursing Program in Poplar Bluff has been extended. The application deadline, previously October 2, has been moved to October 20 to allow prospective students more time to register for the program.

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

The Practical Nursing (Poplar Bluff) Application form for the January 2018 LPN cohort is available online at trcc.edu/admissions under "Application." Applicants must also submit an online application for admission to Three Rivers College.

To be eligible for acceptance into the Practical Nursing Program, students must possess a high school diploma/equivalency, take the ATI TEAS entrance exam, have a 2.0 GPA or higher, and complete a short questionnaire. The college will provide multiple ATI TEAS exam opportunities in Fall 2017.

The program will be a year-long, 55-credit-hour course of study that will prepare and qualify participants to take their LPN licensure examination. Students who complete the LPN Program and pass their licensure examination will also qualify to apply for Three Rivers' LPN-to-RN Bridge Program.

For more information about the new Poplar Bluff LPN Program, or about any of Three Rivers' Nursing and Allied Health programs, visit trcc.edu or contact the Nursing and Allied Health Department at 573-840-9672.

###

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

####