

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

A G E N D A
REGULAR SESSION
Wednesday, April 20, 2022
12:00 p.m.

- I. Invocation and Pledge of Allegiance**
- II. Approval of Agenda**
 - 1. Consideration and Approval of Agenda
- III. Election of Trustee**
 - 1. Temporary appointment of Chair and Secretary
 - 2. Swearing in of Trustees
 - a) Darren Garrison
 - b) Gary Featherston
 - 3. Rotation of the Board and Election of 2022-2023 Board of Trustees Officers
 - 4. Comments from the Trustees
- IV. Approval of Minutes**
 - 1. Consideration and Approval of Minutes of the March Board Meeting
- V. Consideration of College Financial Report**
 - 1. Statement of Revenues, Expenses, and Changes in Net Assets
 - a) Monthly Financial Statements
 - b) Budget to Actual Financial Statements
 - 2. Cash in Bank
 - 3. Certificates of Deposits
 - 4. Checks Issued
 - 5. Bid Report
- VI. President's Report**
- VII. 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 –

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Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)

VIII. Items for Consideration, Discussion, and Vote

1. Consideration and vote for the FY23 Board of Trustees Meeting Dates
2. Consideration and vote for the FY23 Holiday Schedule
3. Consideration and vote on Benefits for Fiscal Year 2023
4. Consideration and vote on Travel Outside of Contiguous United States

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

1. Acceptance of Employment
 1. Joseph McCallister – Part-time Lead Instructional Assistant/Workforce Development
 2. Gus Winkler – Instructor, Construction
2. Transfer of Position
 1. Chris Adams – Director, Enrollment Services/Student Development to Director, Academic Support and Retention
 2. Brandi Brooks – Director, Educational Talent Search to Director, Enrollment Services/Student Development
 3. Matthew Dowd – Tutor Specialist, Achieve to Science Lab Manager
 4. Heather King – Academic Advisor/Career Services to Coordinator, Admissions and Recruitment
3. Additional Appointment
 1. Laura McElroy – Director of Nursing
 2. Andrea Pierce – Director of Practical Nursing
4. Resignation
 1. Robby Calvert – Coordinator, Disability Services
 2. Nicholas Libla – Library Technical and Administrative Specialist

X. Appendix

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

XI. FY22 Board of Trustees Meeting Dates

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

XII. Adjournment

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APRIL 20, 2022

TEMPORARY APPOINTMENT OF CHAIR AND SECRETARY

Chair Featherston calls for nominations for temporary Chairman and temporary Secretary for the purpose of reorganizing the Board of Trustees.

Trustee _____ nominates Dr. Wesley Payne as temporary Chairman and Edie Dilbeck Heath as temporary Secretary to the Board of Trustees.

Trustee _____ seconds the motion.

Voice Vote

OATH OF OFFICE

BACKGROUND INFORMATION **HISTORY**

In accordance with the Public School Laws of Missouri, newly elected members of the Board of Trustees of the community college district shall qualify by taking the Oath of Office. Temporary Chairman Payne will administer the Oath of Office.

POSSIBLE ALTERNATIVES

N/A

FINANCIAL IMPLICATIONS

N/A

ADMINISTRATIVE RECOMMENDATIONS

N/A

2022
REPORT ON CERTIFICATION OF ELECTION RESULTS
BY THE PRESIDENT OF
THREE RIVERS COMMUNITY COLLEGE DISTRICT

I hereby report that pursuant to Chapter 115.124, Election Authorities and Conduct of Elections of the Missouri Revised Statutes, "the number of candidates who have filed for a particular office is equal to the number of positions in that office to be filled by the elections, no election shall be held for such office".

For 2022 election there was one seat available in Sub-District 3. For the vacant seat there was only one candidate that filed therefore no election was held.

SUB-DISTRICT NO. 3

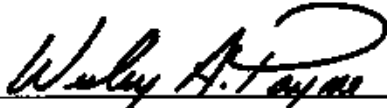
Gary Featherston

I hereby report that, as certified by the election authorities, the election held in Sub-District 4 was held on April 5, 2022, in such sub-district, the following trustee was elected to serve a term of (6) six years, all in accordance with the provisions of the Missouri Comprehensive Act of 1978 and Sections 178.810 to 178.850 of the Public School Laws of Missouri:

SUB-DISTRICT NO. 4

Darren Garrison	641
Joyce Rehkop	188

The certified results from the respective election authorities are attached and made a part of this report.



Wesley A. Payne, Ph.D., President
Three Rivers College

BUTLER COUNTY
OFFICIAL RESULTS
APRIL 5, 2022

Precincts Reported: 13 of 13 (100.00%)

Registered Voters: 462 of 6,475 (7.14%)

Ballots Cast: 462

**BOARD OF TRUSTEES for THREE RIVERS JR. COLLEGE SUB-DIST. 4,
BUTLER COUNTY (Vote for 1)**

Precincts Reported: 4 of 4 (100.00%)

		Total	
Times Cast		13 / 1,090	1.19%
Candidate	Party	Total	
Darren T. Garrison		7	53.85%
Joyce Rehkop		6	46.15%
Total Votes		13	
		Total	

CERTIFICATION

State of Missouri)
) ss.
County of Butler)

I, Tonyi Deffendall, Clerk of the County Court, hereby certify the attached and foregoing to be a true, correct and complete abstract of votes cast in said election, at the General Municipal Election held on the 5th day of April, 2022 as shown by the returns made to my office by the Supervisory Judges of the different Voting Places in said County. In testimony whereof, I hereunto set my hand and affix the Seal of Said Court at my office in Poplar Bluff, Missouri this 8th day of April, 2022.

Tonyi Deffendall

Clerk of the County Court
Election Authority



CERTIFICATION OF ELECTION RESULTS BY COUNTY CLERK (FOR CANDIDATES)

To Edie Dilbeck, Election Authority xxx Clerk of Three Rivers College District:

The following is a Official Certificate of Election Results of the General Municipal Election held in Reynolds County, Missouri, on April 5, 2022

FOR: One (1) One Trustee Sub-District No.4 Six (6) Year Term

and having reviewed the record of the official results made by the Election Judges and having corrected any discrepancies, do hereby certify the following Abstract of Votes Cast.

CANDIDATES NAME	VOTES RECEIVED
<u>One (1) One Trustee Sub-District No.4 Six (6) Year Term</u>	
<u>Darren T.Garrison</u>	<u>23</u>
<u>Joyce Rehkop</u>	<u>13</u>

CERTIFICATE OF ELECTION RESULTS

I, Mike Harper County Clerk/Election Authority of

Reynolds County, Missouri, do hereby certify that the foregoing is a full and accurate return of all votes cast for all CANDIDATES at said election as certified to me by the duly qualified and acting judges of said election.

Certified this 8th day of April 2022.

Mike Harper *Mike Harper*
County Clerk/Election Authority

Reynolds County
County, Missouri

Deputy

STATE OF MISSOURI)
)SS.
COUNTY OF WAYNE)

ABSTRACT OF VOTES

ABSTRACT OF VOTES CAST IN THE THREE RIVERS JUNIOR COLLEGE DISTRICT, SUB-DISTRICT NO. 4 TRUSTEE ELECTION OF WAYNE COUNTY, MISSOURI, ON TUESDAY, THE 5th DAY OF APRIL 2022.

Following are the results of the THREE RIVERS JUNIOR COLLEGE DISTRICT, SUB-DISTRICT NO. 4 TRUSTEE ELECTION held in WAYNE COUNTY, MISSOURI, on the 5th DAY OF APRIL 2022.

DARREN T. GARRISON 609
JOYCE REHKOP 169

CERTIFICATION

STATE OF MISSOURI)
)SS.
COUNTY OF WAYNE)

I, the undersigned County Clerk of Wayne County, Missouri, hereby certify that the above and foregoing constitutes a full, true, and correct copy of the abstract of the votes cast at the THREE RIVERS JUNIOR COLLEGE DISTRICT, SUB-DISTRICT NO. 4 TRUSTEE ELECTION held in WAYNE COUNTY, MISSOURI, on APRIL 5TH, 2022, and that the said abstract of votes is the final and last abstract of the votes for said election; and that said abstract of the votes constitutes the official returns of the election pursuant to Section 115.507.2 RSMO 2009, of the Comprehensive Election Act of 1988, as amended.

WITNESS MY HAND AND OFFICIAL SEAL THIS 8TH DAY OF APRIL 2022.



Kenton E. Sisco AS
KENTON E. SISCO, COUNTY CLERK
Wayne County, Missouri

*(This oath is to be administered orally by Three Rivers Board Chairman
and noted in the minutes.)*

**2021 BOARD OF TRUSTEES
THREE RIVERS COLLEGE**

OATH OF OFFICE

Do you (Darren Garrison) solemnly affirm that you will support the Constitution of the United States and the Constitution of Missouri, and that you will faithfully and impartially discharge the duties of college trustee in and for the Three Rivers Community College District, Sub-District No. 4, State of Missouri, to the best of your ability, according to law, so help you God.

*(This oath is to be administered orally by Three Rivers Board Chairman
and noted in the minutes.)*

**2021 BOARD OF TRUSTEES
THREE RIVERS COLLEGE**

OATH OF OFFICE

Do you (Gary Featherston) solemnly affirm that you will support the Constitution of the United States and the Constitution of Missouri, and that you will faithfully and impartially discharge the duties of college trustee in and for the Three Rivers Community College District, Sub-District No. 3, State of Missouri, to the best of your ability, according to law, so help you God.

REORGANIZATION OF THE BOARD

BACKGROUND INFORMATION HISTORY

In accordance with the Public School Laws of Missouri, the Board of Trustees shall organize by the election of the chairman and vice chairman, a secretary and a treasurer. At the April 15, 1992 meeting, Trustee Bryant moved and Trustee Knodell seconded that the Chairman's position be on a one-year rotation and that ascension of officers be as follows:

Chairman	Sub-district 1-A
Vice Chairman	Sub-district 3
Secretary	Sub-district 1-B
Treasurer	Sub-district 1-C
Trustee	Sub-district 4
Trustee	Sub-district 2

Rotation of Officers in accordance with that agreed-upon ascension would appear in order (see attached).

The president of the college will preside during the election of the board and the reorganization of the offices at which time the newly elected officers will rotate and assume their new positions. Terms of office shall be for one year each.

POSSIBLE ALTERNATIVES

N/A

ADMINISTRATIVE RECOMMENDATIONS

Follow the order as prescribed.

APRIL 2022

REORGANIZATION OF BOARD OF TRUSTEES

Temporary Chairman Payne calls for motion and second to approve the rotation of members and a nomination for the 2022-2023 Board of Trustees Slate of Officers. The slate is as follows:

Chairman: **Williams (1-B)**
Vice-Chairman: **Schalk (1-C)**
Secretary: **Garrison (4)**
Treasurer: **Hager (2)**
Member: **Richardson (1-A)**
Member: **Featherston (3)**

At this time, the newly elected officers will rotate to their elected seats.

**BOARD OF TRUSTEES
THREE RIVERS COLLEGE
March 15, 2022**

The regular meeting of the Board of Trustees began at 12:00 p.m. on Tuesday, March 15, 2022.

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

Trustee Schalk delivered the invocation.

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

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

Charlotte reviewed the Budget to Actuals as of the end of February 2022. We are 67% into the fiscal year and have recognized 75% of our budgeted revenues and obligated 57% of our budgeted expenses.

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

Dr. Payne presented:

On February 17th the Dexter Trivia night was held and \$630 was raised for scholarships to help Dexter students.

After being rescheduled several times due to weather, the District 20 FBLA Conference was finally able to be held on February 18th on our campus.

Three Rivers hosted the SEMO Superintendent's March meeting. Between 45 and 50 area high school administrators were in attendance. Dr. Faye Sanders

CALL TO ORDER

ATTENDANCE

INVOCATION

**APPROVAL OF BOARD
MEETING AGENDA**

**APPROVAL OF THE
FEBRUARY BOARD
MEETING MINUTES**

**APPROVAL OF
FINANCIAL REPORT**

PRESIDENT'S REPORT

DEXTER TRIVIA NIGHT

**DISTRICT 20 FBLA
CONFERENCE**

**SEMO SUPERINTENDENT'S
LUNCHEON**

attends these meetings regularly as our representative and the Education liaison and to provide updates from Three Rivers to them.

On March 4th & 5th Three Rivers hosted the Region XVI Tournament, and our Lady Raiders won the championship.

The movie “Harriet” was shown on March 9th as part of Black History month.

Poplar Bluff Trivia night was held March 10th with around 20 teams and \$3,500 earmarked for scholarships.

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

Trustee Schalk made the motion to enter into executive session at 12:15 p.m. With a second by Trustee Garrison, the board was polled as follows: Trustee Richardson yes; Trustee Hager, (absent); Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams (absent); Trustee Featherston, yes.

Trustee Garrison made the motion to approve the changes to GAP 1101 Debts to the College and PP 4520 Payroll Deductions that revised the pay period for withholding of debts. On a second by Trustee Schalk the board was polled as follows: Trustee Richardson yes; Trustee Hager (absent); Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams (absent); Trustee Featherston, yes.

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

REGION XVI TOURNAMENT

HARRIET MOVIE

POPLAR BLUFF TRIVIA NIGHT

UP-COMING EVENTS

EXECUTIVE SESSION

APPROVAL OF GAP 1101 AND PP 4520

CONSIDERATION AND APPROVAL OF ALL PERSONNEL ACTION AND ASSOCIATED DOCUMENTS

Trustee Hager (absent); Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams (absent); Trustee Featherston, yes.

There being no further business, Trustee Garrison made the motion to adjourn the meeting at 12:41 p.m. and with a second by Trustee Richardson, the motion passed unanimously.

ADJOURNMENT

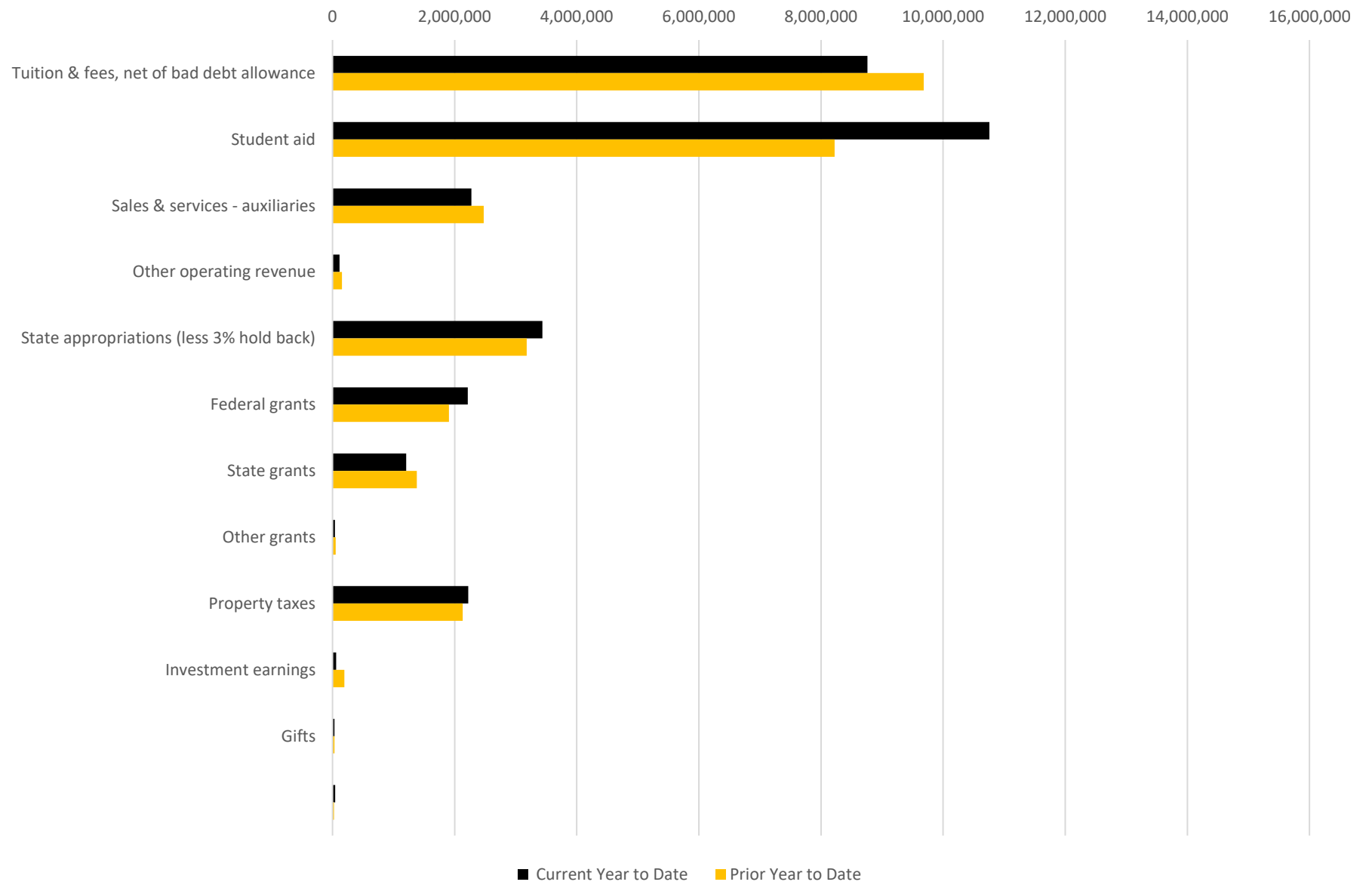
CHAIRMAN

APPROVAL DATE

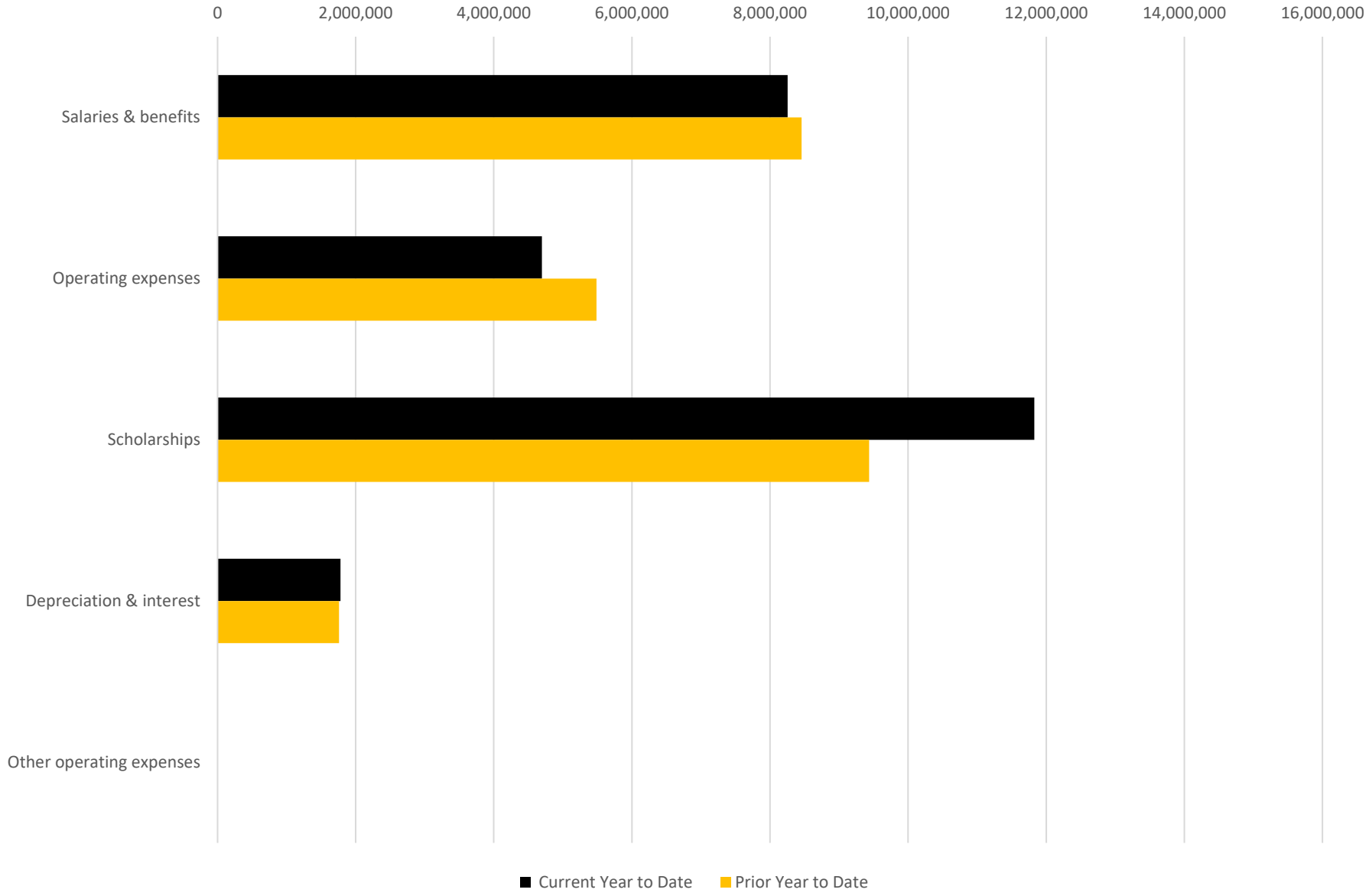
SECRETARY

APPROVAL DATE

YTD Comparison to Previous Year
02/28/2022



YTD Comparison to Previous Year
02/28/2022



YTD Comparison to Previous Year
02/28/2022

0 2,000,000 4,000,000 6,000,000 8,000,000 10,000,000 12,000,000 14,000,000 16,000,000

CHANGES IN NET POSITION



■ Current Year to Date ■ Prior Year to Date

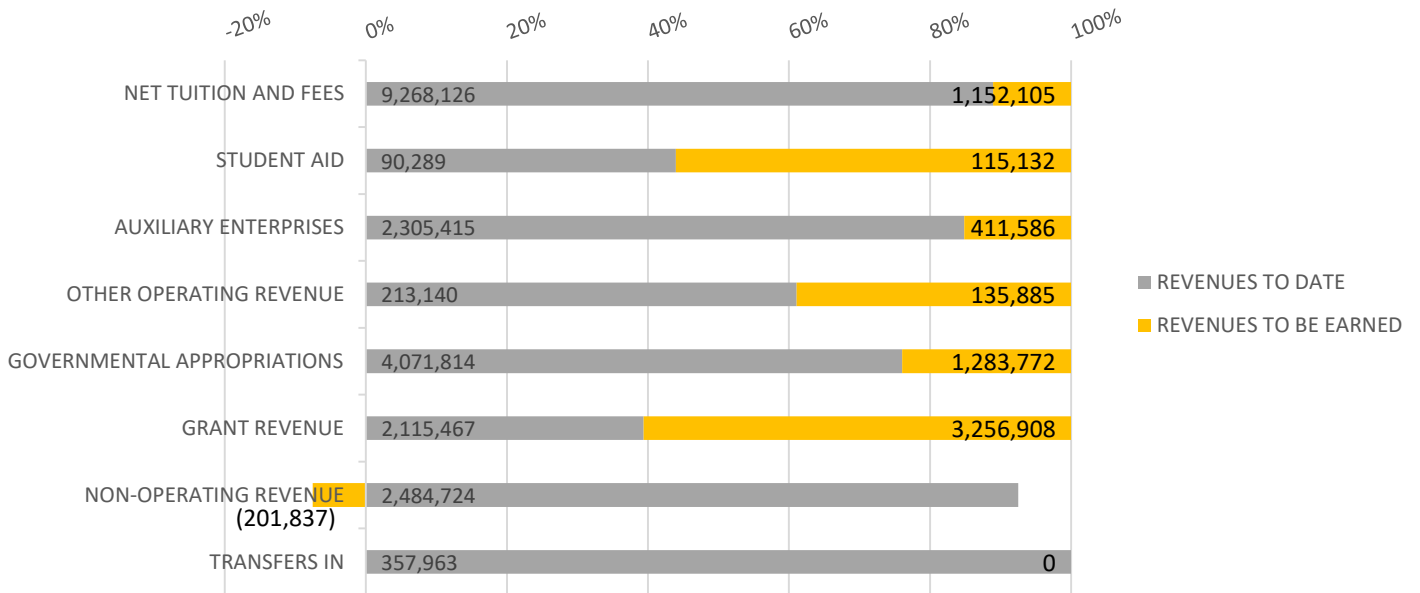
Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
February 28, 2022

ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash & Cash Equivalents	14,541,270	Accounts Payable	752,321
Student Account Receivables, net	3,152,814	Accrued Vacation	316,979
Property Tax Receivable	82,738	Student Deposits	2,383,534
Other Receivables	9,307,554	Deferred Tuition & Fees	22,300
Investments	0	Scholarships	(366,036)
Inventory	76,907	Total Current Liabilities	3,109,097
Prepaid Expenses	286,431		
Total Current Assets	27,447,713	NON-CURRENT LIABILITIES	
NON-CURRENT ASSETS		Retirement Incentive Payable	0
Land	5,490,786	Other Post Employment Benefits	17,059,162
Capital assets	74,056,053	Bonds, Notes and Leases Payable	10,377,073
Plus: Current year additions to capital assets	2018541.67	Accrued Interest	0
Accumulated Depreciation	(34,943,706)	Agency	432,770
Unamortized Bond Issue Costs	0	Total Non-Current Liabilities	27,869,005
Total Non-Current Assets	46,621,675	Total Liabilities	30,978,101
DEFERRED OUTFLOWS	5,677,372	DEFERRED INFLOWS	10,220,641
		NET POSITION	
		Beginning Balance	33,937,363
		Changes in Net Position	4,610,654
		Total Net Position	38,548,017
TOTAL ASSETS AND DEFERRED OUTFLOWS	79,746,760	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	79,746,760

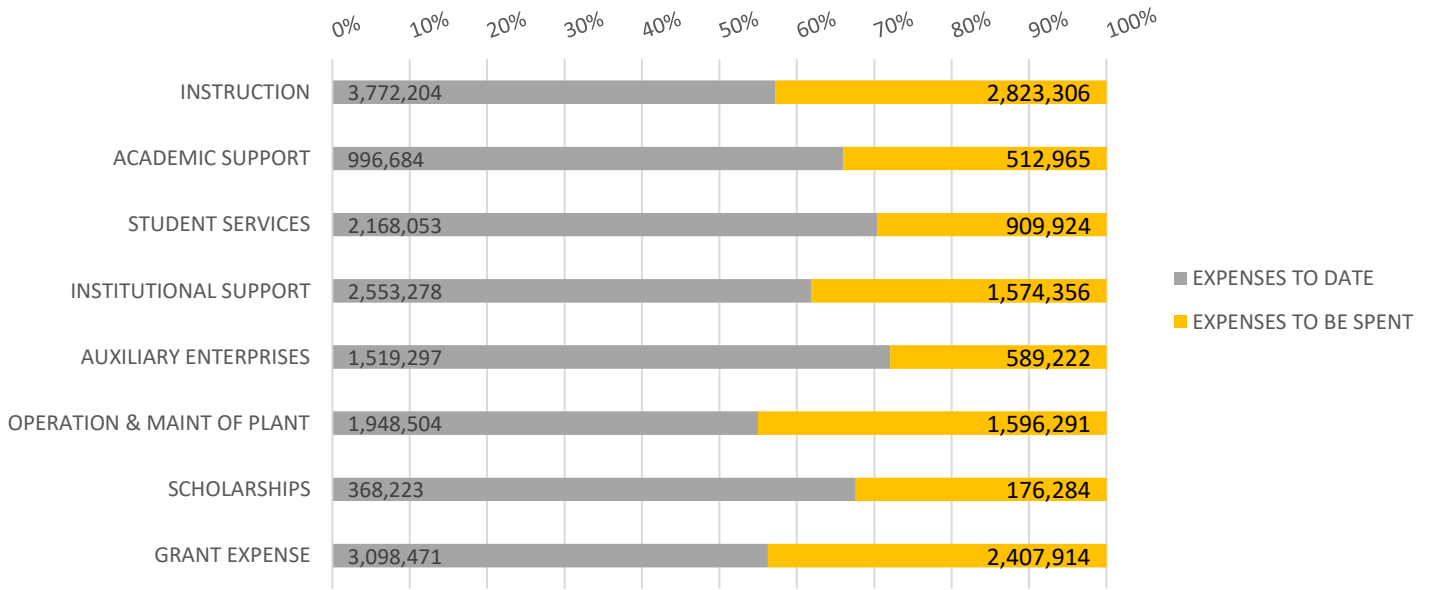
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
February 28, 2022

	July	August	September	October	November	December	January	February	Current Year to Date	Prior Year to Date	\$ Change	% Change
OPERATING REVENUE												
Tuition & fees, net of bad debt allowance	4,943,658	517,952	(273,627)	1,377,492	1,001,361	811,449	507,872	(125,618)	8,760,538	9,681,104	(920,566)	(9.51)%
Student aid	164,414	22,940	4,782,007	402,518	270,757	81,469	27,229	5,006,509	10,757,843	8,223,717	2,534,126	30.81%
Sales & services - auxiliaries	893,225	101,635	102,148	239,650	215,985	389,840	147,723	185,040	2,275,246	2,475,387	(200,141)	(8.09)%
Other operating revenue	3,181	89,813	10,115	2,340	2,530	2,716	2,832	2,973	116,500	155,913	(39,413)	(25.28)%
Total Operating Revenue	6,004,478	732,340	4,620,643	2,022,000	1,490,633	1,285,474	685,655	5,068,904	21,910,127	20,536,121	1,374,006	6.69%
OPERATING EXPENSES												
Salaries & benefits	1,021,549	1,021,985	1,047,215	1,060,411	1,070,628	939,272	1,088,987	1,004,329	8,254,376	8,456,757	(202,381)	(2.39)%
Operating expenses	697,499	438,020	692,324	526,584	497,577	465,952	866,248	513,248	4,697,451	5,487,573	(790,122)	(14.40)%
Capital equipment	99,020	625,423	556,361	174,629	143,558	137,025	275,815	6,711	2,018,542	696,985	1,321,557	189.61%
Less: Transfer to capital assets	(99,020)	(625,423)	(556,361)	(174,629)	(143,558)	(137,025)	(275,815)	(6,711)	(2,018,542)	(696,985)	(1,321,557)	189.61%
Scholarships	212,485	51,023	5,227,145	469,382	303,240	83,417	58,919	5,422,589	11,828,199	9,435,731	2,392,468	25.36%
Depreciation & interest	147,524	294,088	149,852	352,739	195,777	197,440	408,826	34,411	1,780,657	1,758,626	22,031	1.25%
Other operating expenses	0	0	0	0	22	(22)	0	0	0	(404)	404	(100.00)%
Total Operating Expenses	2,079,057	1,805,116	7,116,535	2,409,116	2,067,244	1,686,060	2,422,980	6,974,577	26,560,682	25,138,282	1,422,400	5.66%
NON-OPERATING REVENUE (EXPENSES)												
State appropriations (less 3% hold back)	425,628	433,744	429,686	429,686	429,686	429,686	429,686	429,686	3,437,488	3,180,142	257,346	8.09%
Federal grants	339,754	422,388	488,829	273,966	223,592	109,593	227,426	129,500	2,215,048	1,905,008	310,040	16.28%
State grants	21,923	24,811	307,429	86,447	63,750	142,259	361,799	197,141	1,205,559	1,380,446	(174,887)	(12.67)%
Other grants	0	0	21,924	5,000	0	15,030	0	0	41,954	52,202	(10,248)	(19.63)%
Property taxes	22,115	20,358	16,942	7,537	33,292	371,400	1,551,599	201,238	2,224,481	2,131,431	93,051	4.37%
Investment earnings	8,109	7,074	7,572	8,408	7,759	7,808	6,332	5,476	58,539	192,993	(134,454)	(69.67)%
Gifts	5,387	0	0	27,500	0	0	0	0	32,887	31,547	1,340	4.25%
Gain (loss) on sale of assets	0	0	45,254	0	0	0	0	0	45,254	22,380	22,874	102.21%
Total Non-Operating Revenues (Expenses)	822,917	908,375	1,317,636	838,543	758,079	1,075,776	2,576,842	963,042	9,261,210	8,896,148	365,062	4.10%
CHANGES IN NET POSITION	4,748,337	(164,400)	(1,178,256)	451,428	181,468	675,191	839,517	(942,631)	4,610,654	4,293,987	316,668	7.37%

Budget to Actual Revenues 03/31/2022 (75%)



Budget to Actual Expenses 03/31/2022 (75%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
March 31, 2022
Fiscal Year Benchmark: 75%

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>	10,420,231	9,268,126	89%	1,152,105
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	205,421	90,289	44%	115,132
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	2,717,001	2,305,415	85%	411,586
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	349,025	213,140	61%	135,885
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	5,355,586	4,071,814	76%	1,283,772
GRANT REVENUE <i>State Grants, Federal Grants</i>	5,372,376	2,115,467	39%	3,256,908
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,282,887	2,484,724	109%	(201,837)
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	357,963	357,963	100%	0
TOTAL REVENUES	27,060,490	20,906,938	77%	6,153,552

NOTE:

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>	6,595,510	3,772,204	57%	2,823,306
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,509,649	996,684	66%	512,965
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	3,077,977	2,168,053	70%	909,924
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	4,127,634	2,553,278	62%	1,574,356
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	2,108,519	1,519,297	72%	589,222
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,544,795	1,948,504	55%	1,596,291
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	544,507	368,223	68%	176,284
GRANT EXPENSE <i>State Grants, Federal Grants</i>	5,506,385	3,098,471	56%	2,407,914
TOTAL EXPENSES	27,014,976	16,424,714	61%	10,590,262

NOTE:

CHANGES IN NET POSITION	45,513	4,482,223
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Three Rivers College
 Capital Budget - Unaudited
 March 31, 2022
 Fiscal Year Benchmark: 75%

	FUNDING SOURCES	BUDGET	SOURCES TO DATE		SOURCES TO BE EARNED
			SOURCES TO DATE	%	
RESTRICTED					
	<i>HEERF (CARES) federal grant</i>	3,827,401	518,449	14%	3,308,953
UNRESTRICTED					
	<i>General funds - prior year transfers in (Reserves)</i>	1,474,210	921,947	63%	552,263
	<i>General funds - current year transfers in</i>				0
TOTAL FUNDING SOURCES		5,301,611	1,440,396	27%	3,861,215

	USES OF FUNDS	BUDGET	USES TO DATE		USES UNSPENT
			USES TO DATE	USES TO DATE %	
	<i>Sikeston Location roof</i>	240,000	5,985	2%	234,015
	<i>Westwood Event Center upgrades</i>	210,531	1,351	1%	209,180
	<i>Libla Family Sports Complex</i>	183,747	0	0%	183,747
	<i>Westover Administration Building repairs</i>	200,000	157,354	79%	42,646
	<i>HVAC upgrades</i>	2,500,000	78,050	3%	2,421,950
	<i>Campus restroom upgrades</i>	500,000	0	0%	500,000
	<i>Keyless entry locks</i>	556,901	278,451	50%	278,451
	<i>Landscaping, Lighting and other land improvements</i>	115,531	61,461	53%	54,070
	<i>Tinnin Fine Arts Center refurbish</i>	90,500	12,080	13%	78,420
	<i>Ballfield improvements</i>	548,462	562,459	103%	(13,997)
	<i>Fleet vehicles</i>	35,000	0	0%	35,000
	<i>Farm outbuilding/restroom</i>	120,939	121,257	100%	(318)
TOTAL EXPENSES		5,301,611	1,278,448	24%	4,023,163
NET SURPLUS (DEFICIT)		0	161,948		

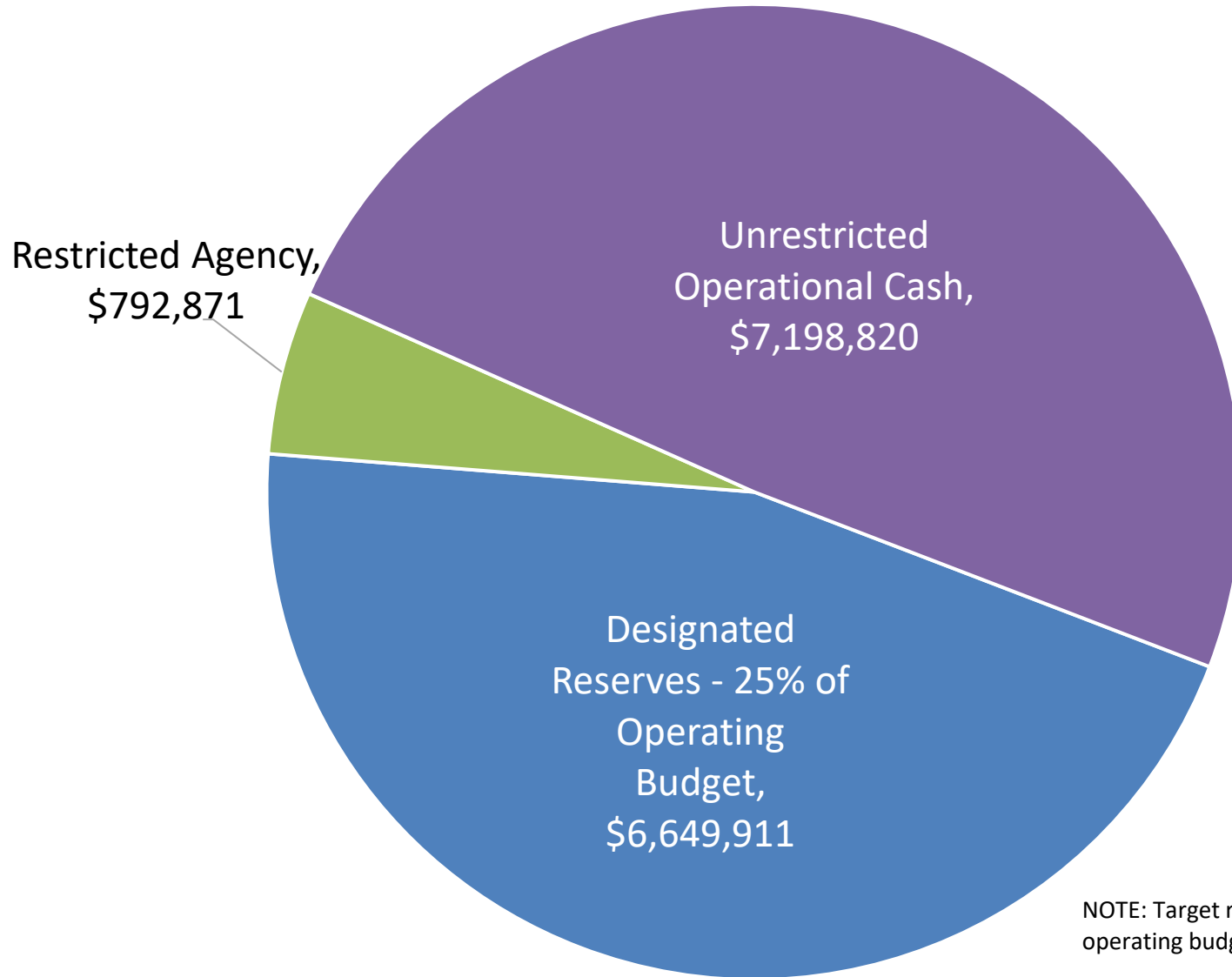
**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

April 1, 2022

	<u>03/01/22</u>	<u>04/01/22</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	2,000.00	2,000.00
Petty Cash	200.00	200.00
Vending Machines	137.00	137.00
Business Office	1,888.00	1,888.00
<i>Total Cash Funds</i>	4,225.00	4,225.00
<i>General Accounts</i>		
Southern Bank - General Funds	7,093,583.64	6,945,663.73
Southern Bank - Credit Cards	94,774.30	160,853.95
<i>Total General Accounts</i>	7,188,357.94	7,106,517.68
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	14,945.97	(55,123.83)
Federal Clearing Account	-	-
Flexible Spending Account	10,003.82	10,004.24
<i>Total Restricted Accounts</i>	24,949.79	(45,119.59)
TOTAL CURRENT FUND	7,217,532.73	7,065,623.09
 HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	82,033.25	66,598.53
<i>Total General Accounts</i>	82,033.25	66,598.53
TOTAL HOUSING FUND	164,066.50	133,197.06

	<u>03/01/22</u>	<u>04/01/22</u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	6,647,087.83	6,649,910.82
<i>Total Bank Accounts</i>	<u>6,647,087.83</u>	<u>6,649,910.82</u>
<i>Certificates of Deposit</i>		
	-	-
	-	-
<i>Total Certificates of Deposit</i>	<u>-</u>	<u>-</u>
TOTAL PLANT FUND	<u><u>6,647,087.83</u></u>	<u><u>6,649,910.82</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	469,749.81	471,111.57
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	<u>321,759.75</u>	<u>321,759.75</u>
TOTAL AGENCY FUND	<u><u>791,509.56</u></u>	<u><u>792,871.32</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$14,641,602 AS OF 4/01/2022**



THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF March 31, 2022

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

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF March 31, 2022

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
423137249	Regions Bank	0.01	05/12/88	04/02/22	2,833.00	Combined Sch
9525	First Missouri State Bank	0.85	05/06/93	05/06/22	2,000.00	Carl Wiseman
10140	First Midwest Bank of P.B.	1.00	11/06/89	05/06/22	5,000.00	Charlotte Stone
5017843040	Commerce Bank	0.01	05/01/97	05/07/22	2,900.00	Miles Hays
2012008906	Commerce Bank	0.05	05/11/81	05/11/22	4,526.11	P.C. Hays, Sr.
2016007496	Commerce Bank	0.03	05/14/90	05/14/22	3,835.00	Bill Vinson
25103	First Midwest Bank of P.B.	0.40	05/14/99	05/14/22	5,000.00	Thelma Jackson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/22	2,192.00	Greg Starnes
2038701	First Midwest Bank of P.B.	0.65	05/16/96	05/16/22	5,000.00	Thelma Jackson
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/22	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/22	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	0.50	05/26/89	05/26/22	16,350.00	Jackie Watson
110260320	Southern Bank	0.85	06/02/86	06/02/22	1,000.00	Hulen Spencer
2016012267	Commerce Bank	0.025	06/04/92	06/04/22	2,350.00	Bill Vinson
423135383	Regions Bank	1.49	12/04/04	06/04/22	1,650.00	R. Couperus
110274305	Southern Bank	0.90	05/30/86	06/30/22	5,200.00	Mabel Swindel
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/22	1,405.00	Joshua Bowman
2019003547	Commerce Bank	0.40	07/08/90	07/08/22	4,000.00	P.C. Hays, Jr.
423137157	Regions Bank	1.24	01/14/85	07/14/22	2,500.00	Dr. Miller
2170801	First Midwest Bank of P.B.	0.50	07/11/97	07/30/22	10,925.00	Mabel Swindel
2012008112	Commerce Bank	0.30	08/11/92	08/11/22	1,000.00	Myra C. Hays
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/22	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.50	08/23/90	08/23/22	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.50	08/25/92	08/25/22	3,000.00	Odd Fellows
110270576	Southern Bank	0.60	08/27/85	08/27/22	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.50	08/28/02	08/28/22	5,000.00	Helvey-Miller
21815	First Midwest Bank of P.B.	0.35	09/22/98	09/22/22	5,000.00	Jerome Burford
423137256	Regions Bank	0.01	05/12/88	10/02/22	1,024.34	Fred Morrow
24325	First Midwest Bank of P.B.	0.35	10/15/99	10/15/22	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	0.35	10/31/97	10/31/22	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	0.35	11/06/00	11/06/22	4,000.00	Coll. Achievement
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/22	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	1.10	12/05/95	12/05/22	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/22	1,110.00	C.T. McDaniel
2016012160	Commerce Bank	0.25	12/11/91	12/11/22	7,700.00	Bill Vinson
43712	First Midwest Bank of P.B.	0.85	04/27/09	12/14/22	67,447.79	Holder-Rowland

THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
5016847453	Commerce Bank	0.25	12/22/97	12/22/22	10,000.00	Harold Prim
110239662	Southern Bank	1.00	01/05/91	01/05/23	1,412.53	Bulow Mem.
2213401	First Midwest Bank of P.B.	0.35	01/08/98	01/08/23	10,000.00	Jerome Burford
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/23	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/23	2,500.00	A. Garner
22246	First Midwest Bank of P.B.	1.05	02/25/98	02/25/23	1,658.87	Missy Braden
2136801	First Midwest Bank of P.B.	0.40	03/05/97	03/05/23	5,000.00	Thelma Jackson
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/23	6,468.04	Butler Co Co-op
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/23	1,226.80	A. Garner
2017004259	Commerce Bank	0.30	12/09/89	12/09/23	1,000.00	P.I. Church
2017004363	Commerce Bank	0.30	03/30/88	03/30/24	10,000.00	Myrtle Corbett
63760695	US Bank of Poplar Bluff	1.73	04/04/85	04/05/24	1,001.63	Lonnie Davis
2018004893	Commerce Bank	0.35	04/10/88	04/10/24	3,000.00	Myra C. Hays
423137173	Regions Bank	0.15	12/09/85	12/09/24	5,000.00	Mary Hinrichs

Total Agency Fund CD's

\$ 321,759.75

Three Rivers College
CD Report
As of March 31, 2022

Investment CDs

Bank Account Interest Rate

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

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

Responses

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

CDs Transferred

Endowment CDs Transferred to Endowment Trust
--

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

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

Current Fund:	General Fund - Southern Bank	\$ 2,657,686.43
Housing Fund:	Rivers Ridge - Southern Bank	6,983.24
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>24,292.94</u>
	Grand Total	<u><u>\$ 2,688,962.61</u></u>

This is to certify that the above is supported by invoices, purchase orders, and other pertinent data on file in the College Business Office. Approved by the Board of Trustees, this 20th day of April 2022.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

**THREE RIVERS COLLEGE
BID REPORT
AS OF APRIL 12, 2022**

Lawn Care Services

Status:	Open
Open Date:	4/13/2022
Close Date:	4/22/2022
Funding Source:	General Revenue
Bids Submitted:	N/A
Bids Awarded:	N/A

April 2022 President's Report

- **NJCAA National Tournament**
- **Dailey & Vincent**
- **Alvin Youngblood Hart**
- **Spelling Bee**
- **College Transfer Fair**
- **An Unforgettable Century**
- **Rhonda Vincent**
- **Redbirds Day at the Ballpark**
- **Distinguished Alumni Reception**
- **Music Department's Spring Recital**

- **Upcoming Events**
 - Liberal Arts Week – April 20 – 22
 - Industrial Tech Fair – April 22
 - Red Cross Blood Drive – April 28
 - Music Department Spring Musical – April 29 - May 1
 - Phi Theta Kappa Induction Ceremony – May 5
 - Employee Appreciation Luncheon – May 6
 - Music Department Spring Concert – May 10
 - Student Excellence Award Ceremony – May 13
 - Nurse Pinnings – May 20
 - Commencement – May 20

A G E N D A
Executive Session
Wednesday, April 20, 2022

I. Executive Session

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

II. Adjournment

VII. 1. CONSIDERATION AND APPROVAL OF FY23 BOARD OF TRUSTEE MEETING DATES

BACKGROUND INFORMATION HISTORY

Each year, the Board of Trustees reviews the proposed Board of Trustee meeting schedule for approval.

POSSIBLE ALTERNATIVES

N/A

FINANCIAL IMPLICATIONS

N/A

ADMINISTRATIVE RECOMMENDATIONS

Approve the FY23 Board of Trustee Meeting Schedule as presented.



THREE RIVERS COLLEGE

Board of Trustee Proposed FY23 Meeting Dates

Please find below a list of FY23 Board of Trustee meeting dates.
All meetings will be held at 12:00 noon in the Board Room of the
Westover Administration Building

Wednesday, August 17, 2022
Wednesday, September 21, 2022
Wednesday, October 19, 2022
Wednesday, November 16, 2022
Wednesday, January 18, 2023
Wednesday, February 15, 2023
Tuesday, March 14, 2023
Wednesday, April 19, 2023
Wednesday, May 17, 2023
Wednesday, June 21, 2023

VII.2. CONSIDERATION AND APPROVAL OF FY23 HOLIDAY SCHEDULE

BACKGROUND INFORMATION

HISTORY

Each year, the Board of Trustees reviews the proposed college holiday schedule for approval.

POSSIBLE ALTERNATIVES

N/A

FINANCIAL IMPLICATIONS

N/A

ADMINISTRATIVE RECOMMENDATIONS

Approve the FY23 Holiday Schedule as presented.

2022-2023 HOLIDAY SCHEDULE

(July 01, 2022 – June 30, 2023)

INDEPENDENCE DAY	July 4, 2022 (Monday)
LABOR DAY	September 5, 2022 (Monday)
FALL BREAK	October 6 & 7, 2022 (Thursday & Friday)
THANKSGIVING	November 24 & 25, 2022 (Thursday & Friday)
CHRISTMAS/New Year's Day	December 19-23, 2022 (Monday-Friday) December 26-30, 2022 (Monday-Friday) January 2, 2023 (Monday) January 3, 2023 (Tuesday/return to work)
MARTIN LUTHER KING DAY	January 16, 2023 (Monday)
SPRING BREAK	March 15-17, 2023 (Wednesday, Thursday, & Friday)
EASTER BREAK	April 7, 2023 (Friday) April 10, 2023 (Monday)
MEMORIAL DAY	May 29, 2023 (Monday)

OFFICE HOURS

8:00 a.m. to 5:00 p.m., Monday through Friday • Each office must have the noon hour covered.

SUMMER 2022 OFFICE HOURS

7:00 a.m. to 6:00 p.m., Monday through Thursday. Each office must have the noon hour covered. Summer hours begin on May 30, 2022 and end on July 29, 2022. The first Friday that the college will be closed is June 3, 2022.

SUMMER 2023 OFFICE HOURS

7:00 a.m. to 6:00 p.m., Monday through Thursday. Each office must have the noon hour covered. Summer hours begin on May 29, 2023 and end on July 28, 2023. The first Friday that the college will be closed is June 2, 2023.

CONSIDERATION OF BENEFITS FOR FISCAL YEAR 2023

BACKGROUND INFORMATION

The college entered the Missouri Health Education Group (MEHG) consortium effective, July 1, 2017. United Healthcare will continue to be the carrier for medical, dental, and vision coverage. Renewal for fiscal year 2023 medical has been presented with a 3.5% increase over FY2022. The increase in medical cost over last year is approximately \$49,000. This increase also includes the percentage required for retirement paid on benefits. No increase to premium cost in FY2023 for vision or dental group plans.

There are four medical plan options this year from which employees can choose. Three of the plan options are a continuation from previous years. The fourth is a new option for FY2023 for college employees.

UNUM will continue as the carrier for the college paid group life as well as voluntary products.

RECOMMENDATION

1. Approve the renewal with the MEHG consortium.
 - Continue with the PPO Flexpoint plan as the base plan with 100% employee premium paid by the college at \$657.00 PEPM.
 - The H.S.A. plan. The difference in premium cost from the base PPO plan will continue to be credited to the H.S.A. account of participants at \$44.00 per month.
 - The PPO Buy Up plan offered as a third option. Employees who choose this plan option will be responsible to pay the buy up difference in premium from the base plan at a cost of \$193 per month.
 - New option – Flexpoint Buy-up. Employees who choose this plan option of buy-up to a \$2500 individual deductible will be responsible to pay the difference in premium from the base plan at a cost of \$52.00 per month.
2. Approve the continuation of dental coverage with UnitedHealthcare for FY23. Dental rates will not change for FY23. Base plan premium paid by the college at \$14.61 PEPM.
3. Approve the continuation of vision coverage with UnitedHealthcare for FY23. Vision rates will not change for FY23. Premium cost paid by the college at \$6.96 PEPM.
4. Approve the continuation of college paid life insurance for FY23 with UNUM as the carrier. Life rates will not change for FY23 - \$2.10 PEPM.
5. Approve the continuation of all UNUM voluntary products as offered. There is no financial impact to the college as this is a voluntary benefit.
6. Approve the continuation of the Health Reimbursement Account (HRA) for FY2023. Eligible participants must complete four (4) activities from a comprehensive list of targeted wellness items. Employees will earn \$1,000 for their HRA account toward deductible reimbursement with completion of the four (4) items. The HRA option is not available for employees who choose the H.S.A. medical plan option. FY22 expenses thus far are approximately \$10,204.

V1. Consideration and approval of Travel Outside of the Contiguous United States

BACKGROUND INFORMATION--HISTORY

Travel to Bahamas has been requested by Men Basketball Coach for recruiting.

POSSIBLE ALTERNATIVES

Not approve travel.

FINANCIAL IMPLICATIONS

Approximately \$2,000

ADMINISTRATIVE RECOMMENDATIONS

Approve the recruiting request.

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – replacement for Gregory Watts; transfer to full-time (approved 8/25/21)

_____ Federal Program: _____

_____ Special Program _____

NAME: Joseph Richard McCallister

POSITION TITLE: Part-time Lead Instructional Assistant/Workforce Development

SALARY: \$22.50/hour

FULL-TIME _____ PART-TIME: X

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

Other: _____

STARTING DATE: March 14, 2022

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AAS (pending 8/22)	Three Rivers College Poplar Bluff, MO	Process and Controls Engineering Technology

EXPERIENCE

<u>2011 – present</u>	<u>McAllister, Mary Jo</u> <u>Marston, MO</u>	<u>Unpaid Childcare Provider</u>
<u>2006 – 2011</u>	<u>Guardian Automotive Group</u> <u>Portageville, MO</u>	<u>Assembly Robot Operator/ Stock Chaser</u>
<u>1999 – 2000</u>	<u>Plastene Supply (Guardian Automotive)</u> <u>Portageville, MO</u>	<u>Conveyor Maintenance</u>

(04/20/2022)

Consideration of Personnel Action
Employment of Personnel
Instructor, Construction

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

X Faculty

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Gus H. Winkler

POSITION TITLE: Instructor, Construction

SALARY: \$45,473

FULL-TIME X PART-TIME: _____

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

Other: non-tenure track

STARTING DATE: May 1, 2022

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
Journeyman Carpenter	St. Louis Carpenters Joint Apprenticeship Program	Construction Industry

EXPERIENCE

2015 – present	G.H. Winkler Construction, LC Poplar Bluff, MO	Owner
2020	Reef Runner Remodeling & Repair LLC Gulf Breeze, FL	Owner/Production Manager
2019	The Honey Do Service Fort Walton Beach, FL	Foreman, General Manager
	Westwood Baptist Church and Academy Poplar Bluff, MO	Director of Maintenance

(04/20/2022)

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Director, Enrollment Services/Student Development to Director, Academic Support and Retention

BACKGROUND INFORMATION

HISTORY

With the retirement of Dionne Thompson, the full-time faculty position for Academic Life Strategies (ACAD) was reviewed and reorganized to better meet the needs of the institution to Director, Academic Support and Retention. Mr. Chris Adams has been employed in Student Services with the College since October 2005. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Mr. Adams to this position. He will assume the duties, effective July 1, 2022.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Chris Adams.

04/20/2022

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Director, Educational Talent Search to Director, Enrollment Services/Student Development

BACKGROUND INFORMATION

HISTORY

With the transfer of Chris Adams to faculty, the full-time faculty position for Director, Enrollment Services and Student Development became available. Ms. Brandi Brooks has been employed as the Director of Educational Talents Search with the College since October 2016. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Ms. Brooks to this position. She will assume the duties, effective July 1, 2022.

FINANCIAL IMPLICATIONS

This is a full-time, exempt staff position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Brandi Brooks.

04/20/2022

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position
Tutor Specialist, Achieve to Science Lab Manager

BACKGROUND INFORMATION

HISTORY

With the resignation of Nicole Roper, the position of Science Lab Manager became available. Mr. Matthew Dowd has been employed with the College full-time as Tutor Specialist with Achieve since October 2020. The Science Lab Manager position was advertised, and Mr. Dowd applied and was interviewed for the position. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Mr. Dowd to this position. He will assume the duties, effective April 24, 2022.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Matthew Dowd.

04/20/2022

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Academic Advisor/Career Services to Coordinator, Admissions and Recruitment

BACKGROUND INFORMATION

HISTORY

With the transfer of Davina Bixby to Achieve, the position Coordinator, Admissions and Recruitment became available. Ms. Heather King has been employed with the College as an Academic Advisor/Career Services since July 2021. The position was advertised, and Ms. King applied and was interviewed for the position. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Ms. King to this position. She will assume the duties, effective April 1, 2022.

FINANCIAL IMPLICATIONS

This is a full-time, exempt staff position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Heather King.

04/20/2022

CONSIDERATION OF PERSONNEL ACTION

Additional Appointment
Director of Nursing

BACKGROUND INFORMATION **HISTORY**

State nursing laws require the appointment of a program administrator. The Director of Nursing was advertised internally as an additional appointment to the full-time faculty position, and Ms. Laura McElroy applied and was selected. Ms. McElroy assumed the duties effective March 25, 2022. In conjunction with GAR1120 College Reorganization, the President has recommended the additional appointment.

FINANCIAL IMPLICATIONS

This is additional appointment is institutionally funded.

ADMINISTRATIVE RECOMMENDATION

Approve the appointment of Laura McElroy.

(04/20/2022)

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CONSIDERATION OF PERSONNEL ACTION

Additional Appointment
Director of Practical Nursing

BACKGROUND INFORMATION **HISTORY**

State nursing laws require the appointment of a program administrator. The Director of Practical Nursing was advertised internally as an additional appointment to the full-time faculty position, and Ms. Andrea Pierce applied and was selected. Ms. Pierce assumed the duties effective March 25, 2022. In conjunction with GAR1120 College Reorganization, the President has recommended the additional appointment.

FINANCIAL IMPLICATIONS

This is additional appointment is institutionally funded.

ADMINISTRATIVE RECOMMENDATION

Approve the appointment of Andrea Pierce.

(04/20/2022)

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CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Coordinator, Disability Services

BACKGROUND INFORMATION

HISTORY

Mr. Robby Calvert has been employed full-time with the College since August 2006. He has been in his most recent position of Coordinator, Disability Services since August 2014. Mr. Calvert has submitted his resignation, effective May 12, 2022.

FINANCIAL IMPLICATIONS

This is a full-time, exempt staff position.

ADMINISTRATIVE RECOMMENDATION

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

4/20/2022

March 23, 2022

TO: Dr. Wesley Payne

FROM: Robby Calvert

RE: Resignation as the Coordinator of Disability Services

Dr. Payne,

It is with deep sadness that I am informing you of my decision to resign as Coordinator of Disability Services for Three Rivers College. My last day will be May 12, 2022. I have just recently accepted the position of Director of Accessibility Services at Coastal Bend Community College in South Texas.

I have been working for TRC since 2003 when I started working part-time as the Extended Learning Specialist. I have also been an adjunct instructor since 2001. Working for Three Rivers has truly been one of the joys of my life. However, I feel that God is leading me down a different road now.

I know that there are great days ahead for TRC. I also know that whoever follows me in this position will do a great job. God bless you, the administration, faculty, and staff of Three Rivers College.

Take care,

Robby Calvert

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Library Technical & Administrative Specialist

BACKGROUND INFORMATION

HISTORY

Mr. Nicholas Libla has most recently been employed full-time with the College since August 2017. He has been part of the library staff since August 2020. Mr. Libla has submitted his resignation, effective April 1, 2022.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

4/20/2022

Kristina McDaniel

From: Nick Libla <nlibla@trcc.edu>
Sent: Monday, March 21, 2022 10:26 AM
To: John LaDue <jladue@trcc.edu>
Subject: 2 week notice

Want to officially put in my two week notice.
Friday April 1st will be my last day.

Thanks

Nick Libla
Library Technical & Administrative Specialist
Three Rivers College
nlibla@trcc.edu
573-840-9654

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

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References: IRS 26 C FR Parts 1, 54, 301; Patient Protection and Affordable Care Act and the Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 04-20-2022

The College President is authorized to establish work days and work hours for all College employees. Each department’s hours of operation will be determined by the supervisor and appropriate cabinet member. Supervisors are responsible for creating and monitoring a work schedule for each employee that maintains their position and maximizes the efficiency of the department.

The Three Rivers College normal workweek is Monday through Friday, as set out below:

Exempt Employees (Whose Regularly Assigned Duties Do Not Include Teaching):

For full-time exempt employees whose regularly assigned duties do not include teaching, the normal workday begins at 8:00 a.m. and ends at 5:00 p.m. with one hour for lunch. Full-time exempt employees are expected to work a minimum of 40 hours per week. Exempt employees may be required to work more than 40 hours per week when deemed necessary. During the summer, generally from June through July, the College normally operates a four-day workweek. All full-time exempt employees will work an 11-hour day, from 7:00 a.m. to 6:00 p.m., including one hour for lunch, Monday through Thursday.

Hours of work may vary for all part-time exempt employees whose regularly assigned duties do not include teaching. “Part-time” employees are those who work less than thirty (30) hours per week as assigned by their supervisor.

If an exempt employee whose regularly assigned duties do not include teaching is hired to teach a course, and that course meets during the employee’s regularly scheduled day, the employee shall make up time missed during the regular work day in order to teach the course.

Non-Exempt Employees (Whose Regularly Assigned Duties Do Not Include Teaching):

A normal work day for full-time non-exempt employees whose regularly assigned duties do not include teaching consists of nine (9) consecutive hours of work (normally 8:00 a.m. to 5:00 p.m.) to include a sixty (60)-minute unpaid duty-free lunch, for a forty (40)-hour workweek. The hours include College holidays or paid leave within a single workweek. It is expected that the work hours established be maintained. Any changes to an employee’s normal work schedule must be approved in advance by the supervisor and appropriate cabinet member.

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During the summer, generally from June through July, the College normally operates on a four-day workweek. All non-exempt full-time employees will work an 11-hour day, from 7:00 a.m. to 6:00 p.m., including a sixty (60)-minute unpaid duty-free lunch, Monday through Thursday.

Hours of work may vary for all part-time non-exempt employees whose regularly assigned duties do not include teaching. "Part-time" employees are those who work less than thirty (30) hours per week, as assigned by their supervisor.

Non-exempt employees may be required to work overtime when deemed necessary. Overtime begins after the non-exempt employee has worked 40 hours in a single workweek. Overtime must be pre-approved by the supervisor and appropriate cabinet member, and the employee will be appropriately compensated as required by law, either by compensating the employee with pay at one-to-one or time and one-half or by allowing the employee to accrue compensatory time. (Re: PP 4506; PR 4506). The Office of Human Resources must be notified of changes to an employee's overtime schedule as far in advance as possible.

If a non-exempt employee whose regularly assigned duties do not include teaching is hired to teach a course, and that course meets during the employee's regularly scheduled day, the employee shall make up time missed during the regular work day in order to teach the course. In addition, if the employee's work hours in a workweek exceeds forty (40) when his or her non-teaching and teaching duties are aggregated, the employee will receive overtime compensation by utilizing a blended rate. The non-exempt employee will clock all hours worked for both positions. For the course taught, the non-exempt employee will be balanced at the end of the semester to ensure full compensation for the course rate as agreed upon. Should the employee clock hours and pay exceed the per course rate, the employee will receive the pay as reflected by hours recorded as approved work, even if the pay is greater than the agreed upon course rate.

Exempt Employees (All Employees With Primary Duties as Faculty):

All faculty are exempt employees under federal and state labor laws. The normal workweek shall be a minimum of forty (40) hours per week. Such 40-hour workweek is to be spent as follows: 15 hours per week of instructional time, 10 office hours per week, and at least 15 hours per week of additional duties, to include supervision of student activities, attendance at required staff

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meetings, chair duties, etc.

Hours of work may vary for all part-time faculty. For full-time equivalency calculation purposes, part-time faculty (i.e. adjuncts) shall be less than thirty (30) hours per week. For purposes of calculating time worked for the provision of healthcare, for every credit hour taught, it is anticipated that a part-time faculty member shall work 75 minutes of additional duties, to include supervision of student activities, instructional preparation, student evaluation and assessment, etc.

The maximum teaching load for adjunct faculty is 12 credit hours for each fall or spring semester. The maximum teaching load for adjunct faculty may vary with summer and intersession semesters. Maximum teaching loads for summer and intersession are as follows:

A or B session – Maximum of 3 credit hours taught each session

Full session – Maximum of 6 credit hours taught.

Winter session – Maximum of 3 credit hours taught.

Adjunct instructors cannot teach an A or B session and a Full session semester at the same time. If an adjunct instructor teaches a winter session course, the summer A or B session, full session and/or the fall and spring semester maximum teaching loads may be reduced. Exceptions to this policy must have prior approval from the College President.

Work Hours of Employment and the Public School and Education Employee Retirement System

Three Rivers College is a district of the Public School Retirement System of Missouri (PSRS) and the Public Education Employee Retirement System (PEERS). For purposes of work hours for PSRS and PEERS, hours are calculated on an hour for hour basis. Part-time certified positions shall not exceed 16.5 hours per week. Part-time non-certified positions shall not exceed 19.5 hours per week.

Adjunct faculty who are retired under the Missouri PSRS are limited to teaching no more than 17 credit hours in an academic year (summer, fall, and spring semesters).

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Break Time for Nursing Mothers

The College will provide all employees who are nursing mothers with reasonable break time for expressing breast milk for her nursing child for one year after the child’s birth. This extends the provisions of the Patient Protection and Affordable Care Act and the Fair Labor Standards Act requiring break time for nursing mothers to all College employees, exempt and non-exempt.

Definitions:

Expressing (of breast milk): the process by which a woman expels milk from her breast. The breast milk can then be stored and fed to her baby at a later point in time.

Lactation Room: means a dedicated or non-dedicated private space used by nursing mothers to express milk. Lactation Rooms must be private, shielded from view, and not located in a restroom or common area.

Nursing mother: means any individual who is currently breastfeeding or expressing breast milk for her child.

Compliance:

Supervisors must work with nursing mothers to determine the necessary, reasonable break times, or flexible scheduling, required to accommodate their unique needs. The number of breaks needed to express breast milk depends on numerous factors such as the number of feedings and the age of the child. A nursing mother will typically need two to three breaks during an eight-hour period; however, more break times may be necessary. Supervisors will exercise as much schedule flexibility as reasonably possible to accommodate the nursing mother’s needs.

Nursing mothers must provide adequate notice to their supervisor or designee of their request for lactation support (i.e. lactation room, flexible work, break time, etc.) and communicate their unique needs.

Nursing mothers are responsible for storage of expressed milk while on campus. The College is not responsible for the integrity or security of breast milk stored in any refrigerator on campus.

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Environment for Lactation Accommodation:

A lactation space will be made available at the College's main campus and external locations. The space provided or made available will be shielded from view and free from intrusion from co-workers and the public.

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Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 04-20-2022

DOCUMENT HISTORY:

- 06-30-2010:** Initially approved regulation PR 4210 Work Hours of Employment.
- 05-15-2014:** Reworked to make compliant with changes in federal statute for Health Care Recovery Act.
- 09-21-2016:** The College Board of Trustees approved the name change of the College from Three Rivers Community College to Three Rivers College.
- 01-17-2018:** Addition of required break time for Nursing Mothers for all College employees, exempt and non-exempt, per the Patient Protection and Affordable Care Act and the Fair Labor Standards Act.
- 04-20-2022:** Clarifications regarding Adjunct Instructor compensation rate if they are a non-exempt employee; and maximum faculty loads.

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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, scheduled holidays).
- 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.

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- 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. See also Compensatory Leave.
- 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 recorded on the appropriate leave form (i.e., compensatory leave, vacation, sick, or personal).

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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 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

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workweek. If no more than forty (40) hours in any workweek are actually worked, overtime compensation will not be paid.

- J. Short-term Closure for Weather and Emergency Events (less than five working days) – For employees performing essential duties on and required to report to work during weather related or emergency event closures as determined by the College President, compensation will be provided for the normal eight-hour workday. In addition, the employee will be compensated at the appropriate overtime or compensatory rate for actual time worked.
- K. Long-term Closure Weather and Emergency Events (more than five working days) – For employees performing essential duties on and required to report to work during weather related or emergency event closures as determined by the College President, compensation will be provided for the normal eight-hour workday, without additional compensation.
- L. Extraordinary Circumstances – When conditions require substantial changes to the work environment and alternative work arrangements, determinations will be made by the College President with regard to essential duties, alternative work methodologies, and operational status to best ensure the safety of the students, employees, and College while maintaining College operations.

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.

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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.

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

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- 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.

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.

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- 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.
- 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

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- 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 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

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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 after accrual 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. 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.

Accrual and Payment

Non-exempt employees may be required to work overtime when deemed necessary. Overtime begins after the non-exempt employee has worked a full 40 hours in a single workweek.

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References: Federal Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 12-16-2009	Last Revision: 04-20-2022

Overtime requests must be submitted via the Overtime Request Form and be pre-approved by the supervisor and appropriate cabinet member. The employee will be appropriately compensated as required by law, by one of the following ways:

1. The employee will be **paid** at a one-to-one rate for overtime in a week in which there was a holiday, or the college was closed for inclement weather or other college closure. Paid overtime must be approved by the president.
2. The employee will accrue compensatory time at a rate of one and one-half (1 ½) hours for each hour worked.
3. The employee will be paid at a rate of one and one-half (1 ½) times the regular rate of pay for all hours worked in excess of forty (40) hours in that workweek. Paid time must be approved by the president.

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 workweek 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 workweek days, but not overnight

When an employee is required to travel during what would be considered his/her “normal workday”, whether the employee is driving or is just a passenger on the trip, that time is

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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.

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 workweek 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 workweek days” still apply to the time considered normal workdays. All of the traveling during the normal workdays, 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 workweek 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 workweek”.

Example: Employee A has a normal workweek 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 workweek). 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

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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 workday 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.

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.

Non-Exempt Employees (Whose Regularly Assigned Duties Do Not Include Teaching):

If a non-exempt employee whose regularly assigned duties do not include teaching is hired to teach a course, and that course meets during the employee’s regularly scheduled day, the employee shall make up time missed during the regular work day in order to teach the course. In addition, if the employee’s work hours in a workweek exceeds forty (40) when his or her non-teaching and teaching duties are aggregated, the employee will receive overtime compensation by utilizing a blended rate. The non-exempt employee will clock all hours worked for both positions. For the course taught, the non-exempt employee will be balanced at the end of the semester to ensure full compensation for the course rate as agreed upon. Should the employee clock hours and pay exceed the per course rate, the employee will receive the pay as reflected by hours recorded as approved work, even if the pay is greater than the agreed upon course rate.

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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 workday/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.”

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

05-20-2020: Expansion of PR 4506 Overtime and Compensatory Leave to include different classifications of disruption to normal college operations, as well as college closures and event cancellations.

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04-20-2022: Clarification of accrual and payment of compensatory leave and minor edits; inclusion of information relating to non-exempt employee compensation rate as an adjunct instructor.

UPCOMING EVENTS

Liberal Arts Week: April 20 – 22. For more information, please visit trcc.edu/events.

Red Cross Blood Drive: 10 a.m. - 3 p.m. April 28, Bess Conference Room.

Spring Musical: 7 p.m. April 29 and 30, and 3 p.m. May 1, Tinnin Theater. In the TRC Music Department's annual spring musical, "The 25th Annual Putnam County Spelling Bee," six awkward spelling champions learn that winning (and losing) isn't everything.

Phi Theta Kappa Induction Ceremony: 5:30 p.m. - 7 p.m. May 5, Tinnin Theater Lobby.

Employee Appreciation Luncheon: 11:30 p.m. - 1:30 p.m. May 6, Bess Activity Center.

Spring Concert: 7 p.m. May 10, Tinnin Theater. This final concert of the year will showcase the TRC Symphonic Band, Jazz Band, and Collegiate Choir. Ensembles of musicians of diverse ages and backgrounds will be featured in the performances.

Student Excellence Award Ceremony: 6 p.m. May 13, Tinnin Fine Arts Center.

Final Exams: May 14 - 19.

Nurse Pinnings: May 20, Tinnin Fine Arts Center. RN and PN Nurse pinning ceremonies.

Commencement: 6 p.m. May 20, Libla Family Sports Complex.

Raiders Baseball:

vs. Mineral area College, 12 and 3 p.m. Apr. 21.

Lady Raiders Softball:

vs. St. Charles Community College, 2 and 4 p.m.
Apr. 21.

Raiders Rodeo:

vs. UA Monticello Rodeo, Apr. 21 - 23.
vs. Northwest Mississippi CC Rodeo, Apr. 28 -
30.

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



DAR Headlines: March 16 – April 13

- March 16:** - TRC hears updates on recent events (Women’s Basketball)
- Success has been a “coach’s dream” for Wiggs (Women’s Basketball)
 - Raiders shake off rust with practice (Women's Basketball)
 - Bats come alive for Raiders in sweep (Baseball)
- March 17:** - PB native helps TRC players feel “right at home” (Women’s Basketball)
- Tyler wins in overtime to face Raiders today (Women’s Basketball)
 - “Rusty” Raiders open region play with sweep (Softball)
- March 18:** - TRC made most of third chance (Women’s Basketball)
- RAIDERS WON’T GO Missed shots lead to early deficit as Three Rivers falls to No. 17 Tyler (Women’s Basketball)
- March 19:** - TRC Women look back on season to remember (Women’s Basketball)
- March 22:** - Nationally-ranked Crowder sweeps Raiders (Baseball)
- March 23:** - Former Raider to lead DI program (Men’s Basketball)
- March 25:** - FOR “HERD” MOVIE AUDITIONS Zombies descend on Tinnin Center
- March 26:** - WHAT A BLAST Raiders hit 8 home runs in doubleheader sweep of St. Louis (Baseball)
- March 29:** - Doniphan student sweeps TRC Bee for spot in Scripps
- March 30:** - Raiders extend win streak to 11 with sweep (Softball)
- March 31:** - ALL - AMERICANS Yelder honored for second year; now on first team (Women’s Basketball)
- Wilkerson first Raider since ‘17 to be honored (Men’s Basketball)
 - TRC’s Kiner commits to play at Niagara (Men’s Basketball)
- April 2:** - ELECTION 2022: SUBDISTRICT 4 Voters to decide TRC seat
- April 5:** - Raiders have win streak snapped (Softball)
- Raiders earn weekend sweep of Metro (Baseball)
- April 6:** - Local law office donates computers to TRC
- Raiders Sweep Mineral Area (Softball)
- April 7:** - Vincent takes stage fresh from Grammys
- Burkey continues family’s Three Rivers legacy
- April 8:** - Raiders rebound for split (Baseball)

April 12: - TRC honors Dr. Amy Rowland

- Raiders split with Jefferson (Softball)
- Raiders outslug St. Charles 29-19

April 13: - Raiders split with SW Tennessee, earn 25th win (Baseball)