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11:00 a.m. Three Rivers Board of Trustees Luncheon at the Landing in Van Buren, MO  
12:00 p.m. Three Rivers Board of Trustees Meeting, at the Landing in Van Buren, MO

**A G E N D A**  
**REGULAR SESSION**  
**Wednesday, July 20, 2016**  
**12:00 p.m.**

**I. Invocation and Pledge of Allegiance**

**II. Agenda and Minutes**

1. Consideration and Approval of Agenda
2. Consideration and Approval of Minutes of the June 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) HP 19 Update
2. Cash in Bank
3. Certificates of Deposit
4. Checks Issued
5. Bid Report

**IV. President's Report**

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

**VI. Items for Discussion, Consideration & Vote**

1. Discussion, Consideration and Vote to approve college policy GAP 1140 – Institutional Effectiveness
2. Discussion, Consideration and Vote to approve the Pest Control contract.

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3. Discussion, Consideration and Vote to approve the Site Lighting Improvement Contract

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

**1. Acceptance of Employment**

- a) Dr. Paul Larson – Instructor in Physics
- b) Jeffrey Null – Head Softball Coach
- c) Christina Wooldridge – College Store Coordinator
- d) Michelle Wooldridge – Executive Assistant to the Dean of Instruction

**2. Acceptance of Resignation/Retirement**

- a) **Resignation:**
  1. Katrie Christopher – Part-time Secretary LPN Program
  2. Charles (Ed) Norton – Instructor in Civil and Construction Technology

**3. Appointments/Position Reviews/Transfers**

- a) **Position Review**
  1. Jennifer Inman – Payroll Coordinator to Assistant Director, Human Resources
- b) **Transfers**
  1. Penny Sitzes – Admin Assistant, Communications to Admin Assistant, Human Resources

**VIII. Appendix**

1. Information Items
  - a) GAR 1140 – Institutional Effectiveness
2. Upcoming Events
3. Recent Newspaper Articles

**IX. FY17 Board of Trustees Meeting Dates**

- Wednesday, August 24, 2016
- Wednesday, September 21, 2016
- Wednesday, October 19, 2016
- Wednesday, November 16, 2016

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

**X. Adjournment**

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**BOARD OF TRUSTEES  
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees began with a Budget Workshop to review the FY2017 budget. The meeting was held in the Board Room of the Tinnin Fine Arts Center on the main campus in Poplar Bluff, Missouri, on Wednesday, June 22, 2016 at 9:00 a.m.

**JUNE 22, 2016**

Those present at the budget workshop included: Chris Williams, chairman; Eric Schalk, vice chairman; Darren Garrison, secretary, absent; Randy Grassham, treasurer; Dr. Amber Richardson, member; Gary Featherston, member; and college administrators: Dr. Wesley Payne, president; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

**ATTENDANCE AT THE BUDGET  
WORKSHOP**

Charlotte Eubank presented the budget for FY2017.

**BUDGET PRESENTATION**

Assumptions:

- Tuition and fee revenues were projected based on an expected decrease in enrollment of approximately 3%
- Increases in out-of-district tuition, out-of-state tuition and fees. In-district tuition will remain unchanged.
- Expected to receive approximately \$650,000 additional funds from state appropriations

Challenges:

- Salary and benefit expenses have increased from the previous year to reflect salary increases at a cost of approximately \$250,000.
- Facility operation costs have increased due to the completion of the Sikeston building, Poplar Bluff building and the purchase of the Kennett Center

Methodology:

- The college's annual planning cycle begins in January when budget managers set their annual objectives and develop departmental plans. In conjunction with their supervisors, budget managers refine their budget requests to ensure alignment with the college's strategic plan. Led by the President, key representatives nominated by the cabinet member from each major area of the college completed a collaborative review of the combined budget requests to bring the requests into balance with revenue projections.

The Operating Budget presented for approval includes projected revenues to be generated in fiscal year 2017 and the associated operating expenses necessary for the continued daily operation and improvement of the college. Operating revenue is projected at \$26,233,880 offset by projected operating expenses of

\$26,233,880, resulting in a balanced budget with no surplus or deficit.

The board adjourned for lunch at 11:00 a.m.

The regular meeting of the Board of Trustees began at 12:00 noon in the Board Room located in the Tinnin Fine Arts Center.

**ATTENDANCE**

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

Invocation was delivered by Trustee Randy Grassham.

**INVOCATION**

Trustee Schalk moved to approve the agenda. With a second by Trustee Garrison the motion was approved.

**APPROVAL OF BOARD MEETING AGENDA**

The minutes of the board meeting on May 18, 2016 were approved on a motion by Trustee Grassham and a second by Trustee Richardson.

**APPROVAL OF MINUTES OF THE MAY BOARD MEETING**

Charlotte Eubank reported the college's budget to actual status as of April 30, 2016 and the preliminary financial statement for May 2016.

**CONSIDERATION OF COLLEGE FINANCIAL REPORT**

As of the end of May we have recognized 94% of our budgeted revenues. We have obligated 85% of our budgeted expenses at 92% into the fiscal year.

Included in the financial reports was an accounting of the HB19 Deferred Maintenance Appropriation. This provides an update to the board as to where the college is on the various projects. There was an open discussion on the elevator modifications, parking lot resurfacing and lighting throughout campus.

Ms. Eubank reviewed the current bid report.

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

Dr. Payne, along with selected faculty and staff, presented the President's Report as an update to the board on recent events.

**PRESIDENT'S REPORT**

Dr. Staci Campbell explained that the Pinning Ceremony has been

**NURSING PINNING CEREMONY**

a long standing tradition in the nursing community and is the gateway into the profession of nursing. Significant family members may be selected to “pin” their student.

Dr. Payne recognized Tracy King for her leadership in ensuring that the single most important event of the entire year was organized and flawlessly executed. As part of the 50<sup>th</sup> Anniversary celebration, the music selected for this years’ commencement was the music that was played at the first graduation ceremony.

#### **COMMENCEMENT 2016**

As part of our 50<sup>th</sup> Anniversary Celebration the college participated in the recent visit of the Clydesdales. This celebration was possible thanks to Luecke distributing.

#### **CLYDESDALES AT TRC**

Michelle Reynolds announced that the fundraiser with Buffalo Wild Wings netted the Trust \$225. This money will be placed in the general need fund allowing the college to assist students in need.

#### **BUFFALO WILD WINGS DONATION**

Ms. Reynolds also reported on the 4<sup>th</sup> Annual TRET Golf Tournament. There were 19 teams which netted profits of \$8,000. Michelle thanked Brad Thielemier for his assistance in ensuring that the tournament was a success.

#### **TRET GOLF TOURNAMENT**

Dr. Payne updated the board on the recent visit from Senator Blunt to announce to the students the expansion of the Pell Grant to year around funding. This will have a significant impact on our summer registration.

#### **SENATOR BLUNT AND THE PELL GRANT EXPANSION**

Several employees that served on the 14 member committee tasked with identifying areas of participation available for employees to earn the HRA presented the final checklist. Sandra Batten, Will Cooper, Tim Thompson and Jason Alford represented the committee. Ms. Batten presented the final recommendation to the board that included each employee choosing 4 of the items on the checklist in order to receive the \$1,000 HRA that was approved by the board in FY2018. These items must be completed in FY2017 with supporting documents to Human Resources.

#### **WELLNES PARTICIPATION PRESENTATION**

The final performance for the FY2016 Center Stage season will be the “Boys Next Door”. The performances are July 14 – 16 at 7pm and July 17 at 2pm.

#### **THE BOYS NEXT DOOR**

Matthew Clanahan, Learning Support Specialist: Matthew has been at Three Rivers for 9 years. His favorite thing about working here is helping contribute to our community. Mr. Clanahan is most proud of watching students who started in transitional classes make it to graduation. Dr. Payne congratulated Matthew on his willingness to go the extra mile with the student and if he

#### **WE ARE ALL IN THIS TOGETHER**

could not help them, he made sure that he found someone who could.

**Will Cooper, Human Resource Specialist:** Will has been at Three Rivers for 4 ears. His favorite thing about working here is the exceptional, dedicated people that he works with. Mr. Cooper is most proud of the caring, supportive educational environment at TRC. Dr. Payne congratulated Will on always being willing to help and go out of his way to make a difference. Will is an exceptional employee.

**Laura Milligan, Director, Housing:** Laura has been at Three Rivers for 18 years. Her favorite thing about working here is the lifelong friends she has made working here. Ms. Milligan is most proud of helping students of all ages and backgrounds achieve a college education. Dr. Payne stated that Laura was a blessing in housing. She has the ability to know how to walk the line between everything running well and creating a fun environment.

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

#### **EXECUTIVE SESSION**

Trustee Schalk made the motion to approve the FY2017 Budget as presented in the Budget Workshop. With a second by Trustee Grassham the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

#### **CONSIDERATION AND APPROVAL OF THE FY2017 BUDGET**

Dr. Payne explained that the change in the policy is just a name change from "Credit for Prior Learning" to "Alternative College Credit".

#### **CONSIDERATION AND VOTE TO APPROVE COLLEGE POLICY IP 6111-ALTERNATIVE COLLEGE CREDIT**

Trustee Schalk made the motion to approve the changes to IP 6111 as presented. With a second by Trustee Grassham the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

Dr. Payne explained that we have been required to add the Federal Funds Disclosure statement to our travel policy.

#### **CONSIDERATION AND APPROVAL TO APPROVE COLLEGE POLICY FP 3510-TRAVEL**

Trustee Schalk made the motion to approve the changes to FP 3510 as presented. With a second by Trustee Featherston the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.



Charlotte Eubank presented the Custodial Services bids and recommendation. The bid requirement was for a 3 year period for all sites. Currently custodial services are provided entirely by 4M. After review of the individual bids, it is the recommendation of the college to accept a mix of the bids from CPC, 4M and M&R Restoration in order to provide the services necessary at a reduced overall cost.

**CONSIDERATION AND VOTE TO APPROVE THE CUSTODIAL SERVICES BID**

Trustee Garrison made the motion to approve the recommendation of the college and award the bid to CPC, 4M and M&R Restoration. With a second by Trustee Schalk the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

Trustee Garrison made the motion to table this action as this time and Trustee Schalk seconded the motion. The board unanimously approved the motion.

**CONSIDERATION AND VOTE TO APPROVE THE VENDING BID**

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

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

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

**ADJOURNMENT**

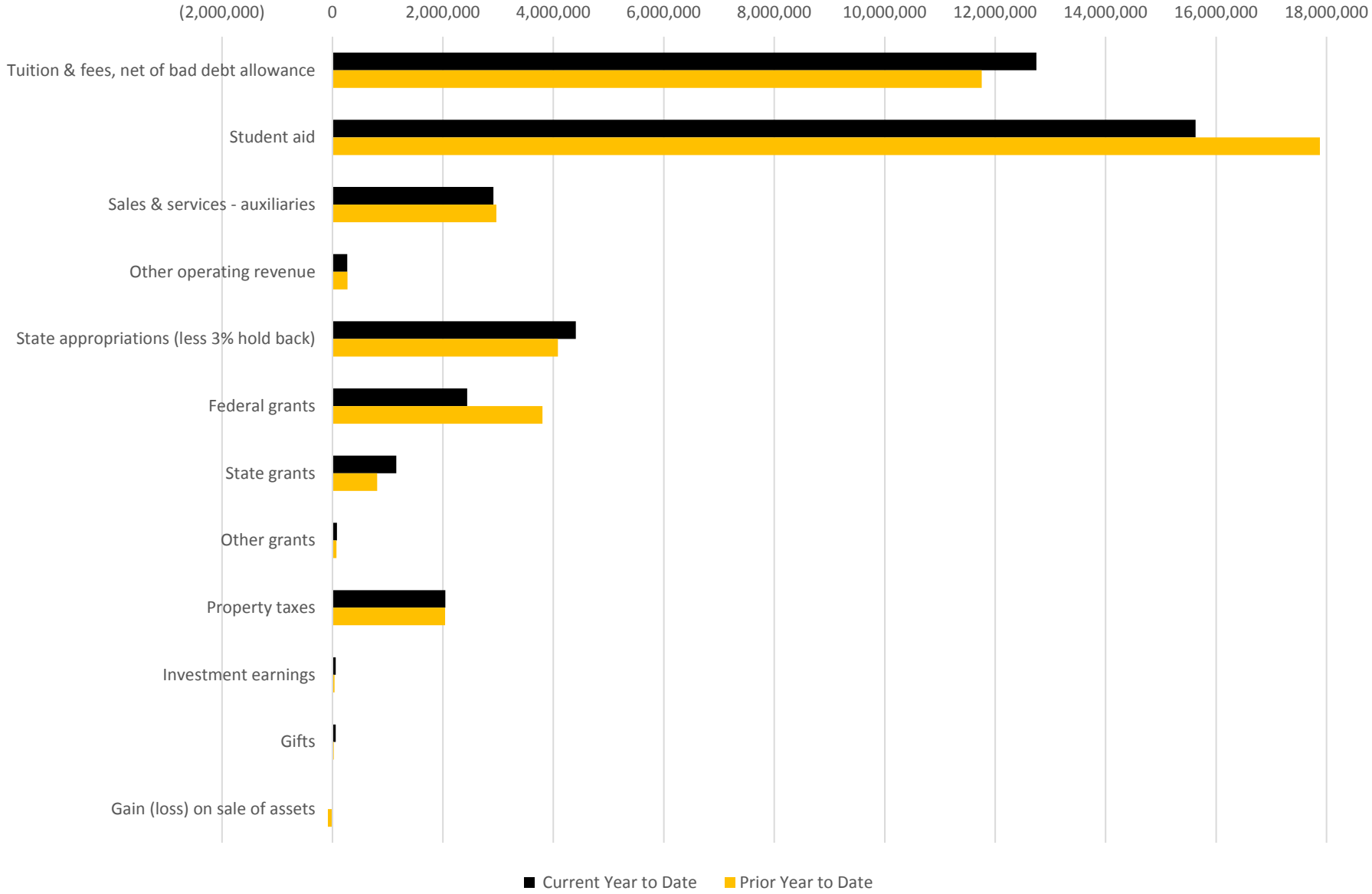
\_\_\_\_\_  
CHAIRMAN

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

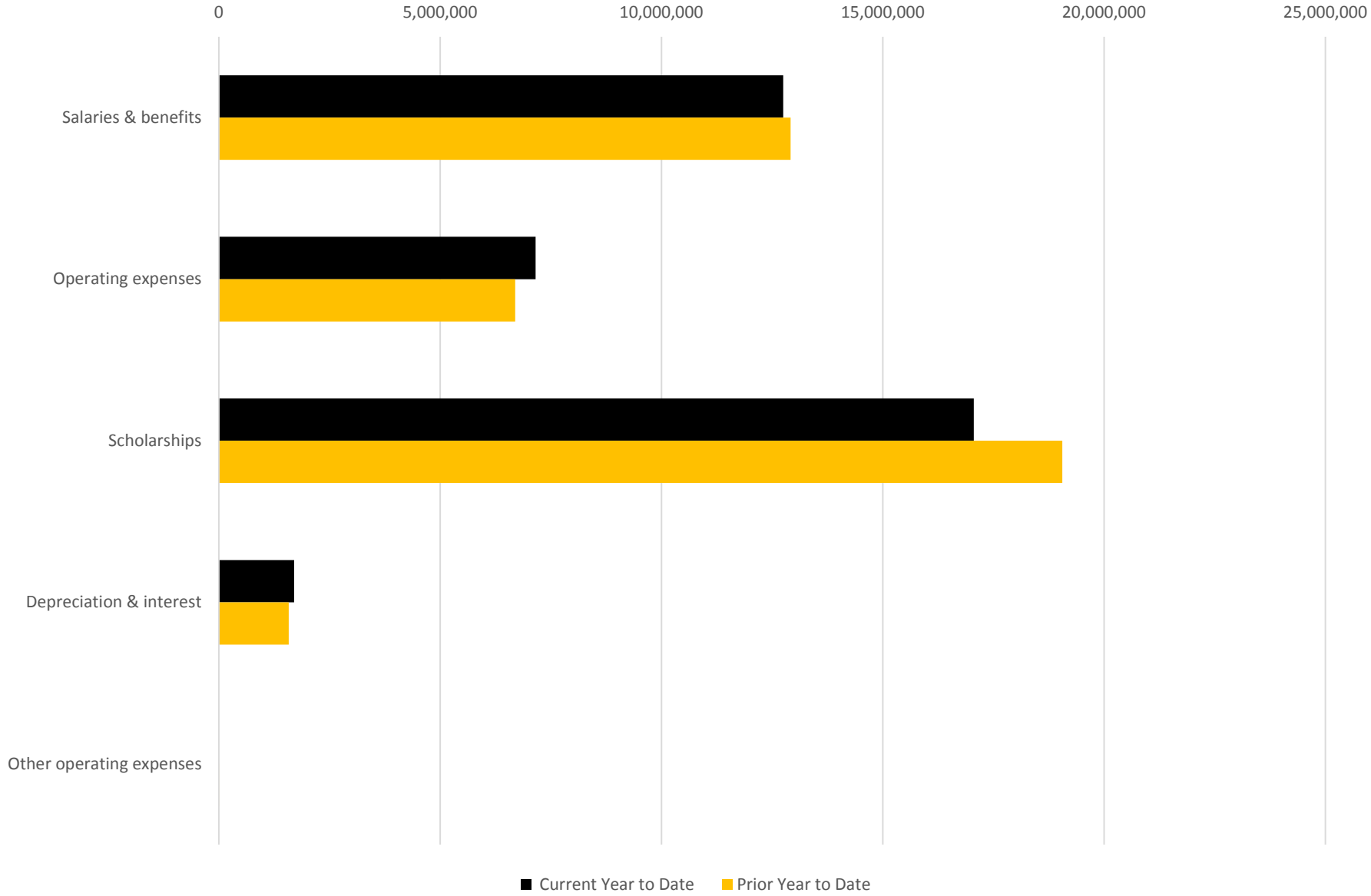
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SECRETARY

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APPROVAL DATE

### YTD Comparison to Previous Year 05/31/16

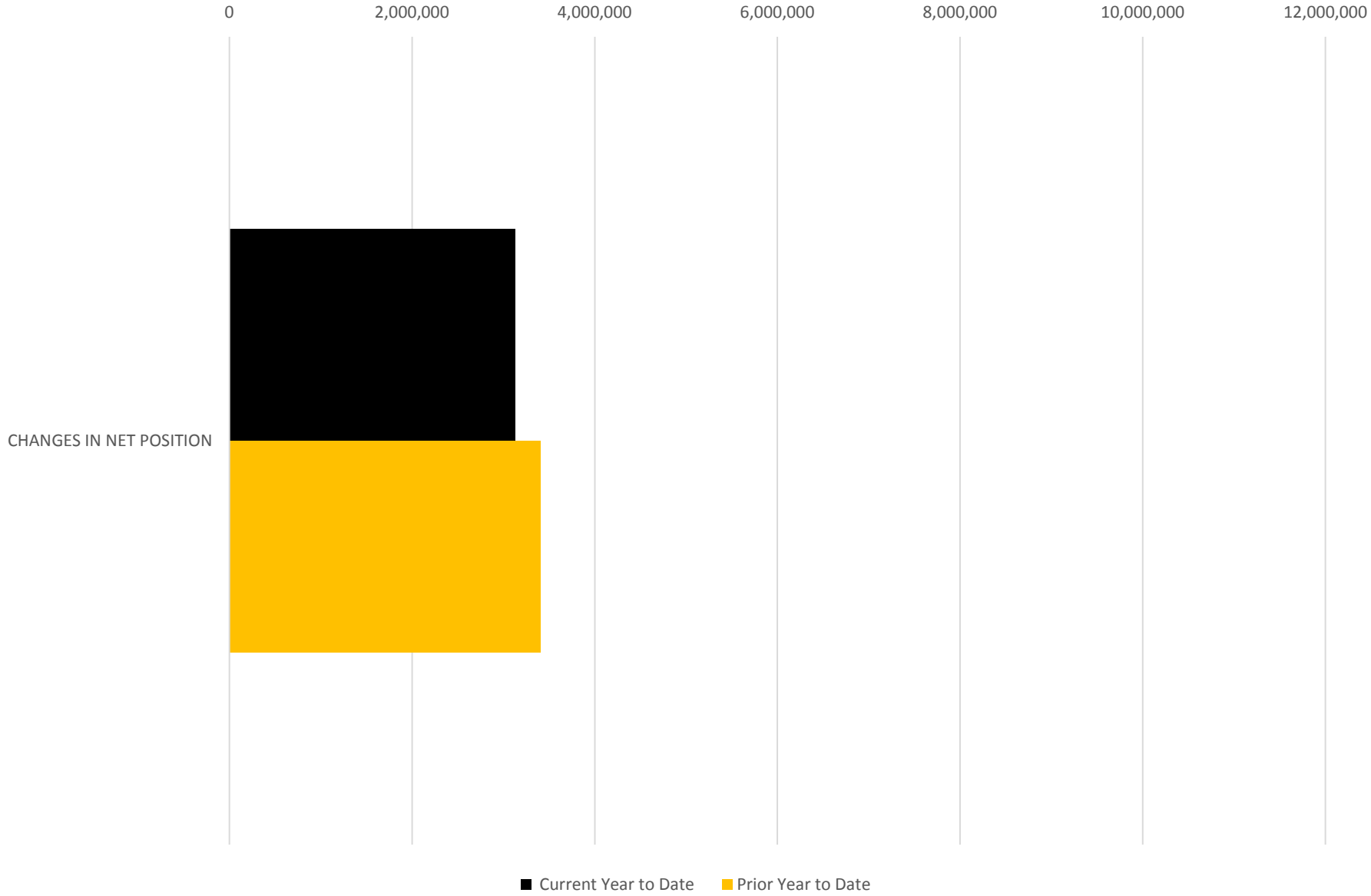


### YTD Comparison to Previous Year 05/31/16



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### YTD Comparison to Previous Year 05/31/16



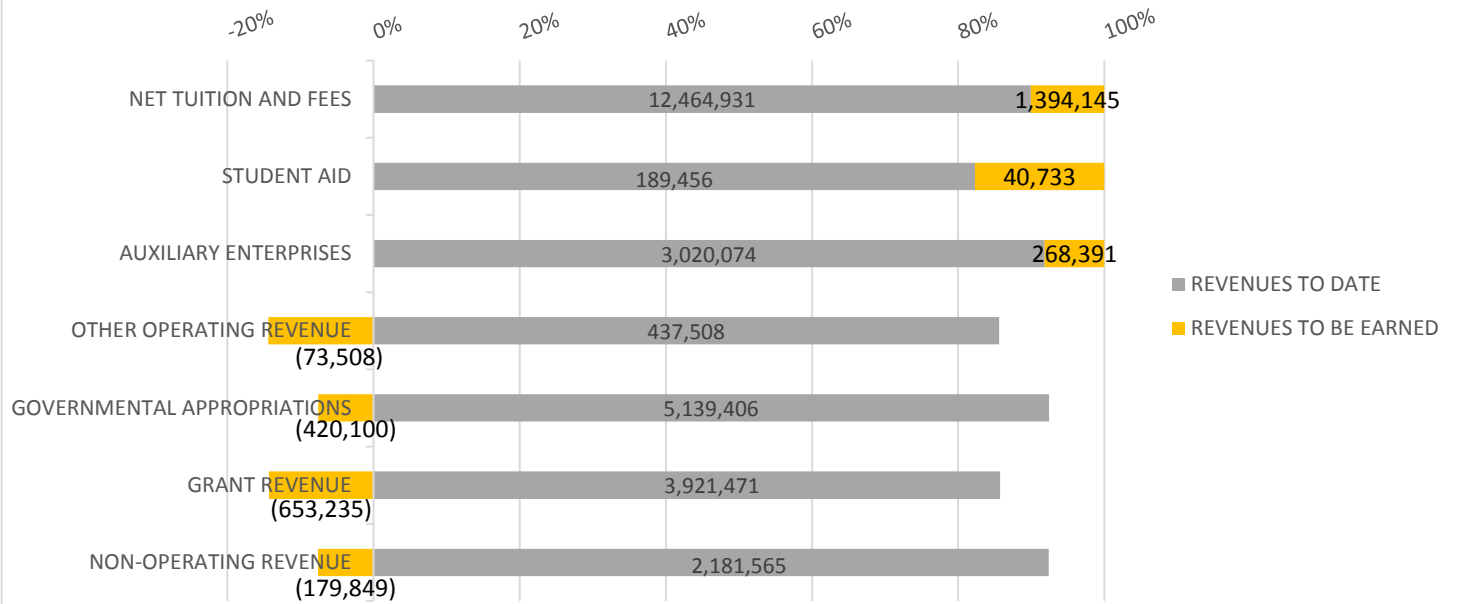
Three Rivers College  
Statement of Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
May 31, 2016

<b>ASSETS AND DEFERRED OUTFLOWS</b>		<b>LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>	
<b>CURRENT ASSETS</b>		<b>CURRENT LIABILITIES</b>	
Cash & Cash Equivalents	9,162,030	Accounts Payable	397,885
Student Account Receivables, net	7,447,243	Accrued Vacation	306,406
Property Tax Receivable	128,329	Student Deposits	41,302
Other Receivables	772,268	Deferred Tuition & Fees	4,347,228
Investments	40,236	Scholarships	49,549
Inventory	238,144	Total Current Liabilities	5,142,371
Prepaid Expenses	195,556		
Total Current Assets	17,983,805	<b>NON-CURRENT LIABILITIES</b>	
<b>NON-CURRENT ASSETS</b>		Retirement Incentive Payable	774
Land	5,329,286	Other Post Employment Benefits	9,467,851
Capital assets	53,616,752	Bonds, Notes and Leases Payable	17,349,955
Plus: Current year additions to capital assets	1,707,445	Accrued Interest	0
Accumulated Depreciation	(23,668,406)	Agency	142,857
Unamortized Bond Issue Costs	(321)	Total Non-Current Liabilities	26,961,437
Total Non-Current Assets	36,984,756		
<b>DEFERRED OUTFLOWS</b>	2,304,348	Total Liabilities	32,103,808
		<b>DEFERRED INFLOWS</b>	4,136,452
		<b>NET POSITION</b>	
		Beginning Balance	17,899,734
		Changes in Net Position	3,132,915
		Total Net Position	21,032,649
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	57,272,909	<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>	57,272,909

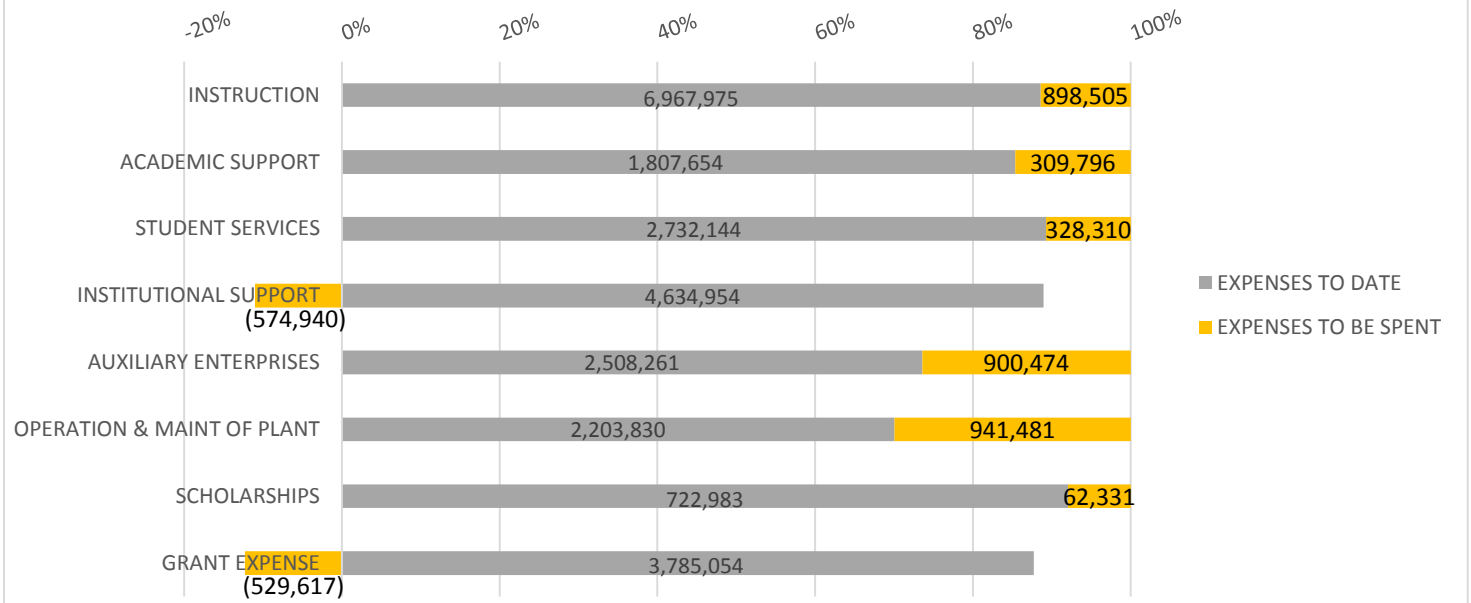
Three Rivers College  
Statement of Revenues, Expenses and Changes in Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
May 31, 2016

	July	August	September	October	November	December	January	February	March	April	May	Current Year to Date	Prior Year to Date	\$ Change	% Change
<b>OPERATING REVENUE</b>															
Tuition & fees, net of bad debt allowance	5,984,219	933,867	(210,764)	1,805,454	1,999,608	825,394	950,234	(113,024)	12,457	(19,133)	577,567	12,745,879	11,755,877	990,003	8.42%
Student aid	331,121	1,039	6,029,400	1,898,093	509,782	62,292	5,633	5,689,848	824,311	232,469	46,976	15,630,963	17,882,066	(2,251,103)	(12.59)%
Sales & services - auxiliaries	744,202	201,726	486,890	178,859	321,794	192,094	202,150	428,437	13,786	16,727	126,211	2,912,875	2,966,324	(53,449)	(1.80)%
Other operating revenue	59,544	225,013	3,068	2,010	16,106	2,080	2,703	2,905	2,142	(54,833)	5,022	265,762	271,857	(6,095)	(2.24)%
<b>Total Operating Revenue</b>	<b>7,119,086</b>	<b>1,361,645</b>	<b>6,308,594</b>	<b>3,884,416</b>	<b>2,847,291</b>	<b>1,081,861</b>	<b>1,160,720</b>	<b>6,008,166</b>	<b>852,697</b>	<b>175,229</b>	<b>755,775</b>	<b>31,555,480</b>	<b>32,876,124</b>	<b>(1,320,644)</b>	<b>(4.02)%</b>
<b>OPERATING EXPENSES</b>															
Salaries & benefits	1,006,134	1,172,910	1,211,565	1,292,893	1,203,729	1,011,581	1,145,298	1,231,606	1,194,251	1,303,959	977,936	12,751,862	12,918,392	(166,531)	(1.29)%
Operating expenses	767,815	755,248	565,734	598,441	569,512	859,992	561,463	503,849	690,456	611,628	670,091	7,154,228	6,696,817	457,411	6.83%
Capital equipment	20,235	33,916	75,100	156,713	399,517	(241,214)	136,818	101,819	368,556	302,931	353,054	1,707,445	6,929,209	(5,221,764)	(75.36)%
Less: Transfer to capital assets	(20,235)	(33,916)	(75,100)	(156,713)	(399,517)	241,214	(136,818)	(101,819)	(368,556)	(302,931)	(353,054)	(1,707,445)	(6,929,209)	5,221,764	(75.36)%
Scholarships	381,837	26,232	6,663,141	1,967,252	604,095	83,687	27,826	6,118,420	836,283	275,948	71,066	17,055,786	19,055,456	(1,999,670)	(10.49)%
Depreciation & interest	111,051	261,018	116,623	110,597	110,597	143,992	110,597	110,597	407,264	110,597	110,597	1,703,530	1,578,445	125,085	7.92%
Other operating expenses	-	-	-	-	-	-	-	-	-	-	-	-	1,610	(1,610)	(100.00)%
<b>Total Operating Expenses</b>	<b>2,266,836</b>	<b>2,215,407</b>	<b>8,557,062</b>	<b>3,969,183</b>	<b>2,487,933</b>	<b>2,099,252</b>	<b>1,845,184</b>	<b>7,964,472</b>	<b>3,128,254</b>	<b>2,302,132</b>	<b>1,829,691</b>	<b>38,665,406</b>	<b>40,250,720</b>	<b>(1,585,314)</b>	<b>(3.94)%</b>
<b>NON-OPERATING REVENUE (EXPENSES)</b>															
State appropriations (less 3% hold back)	400,439	400,439	400,439	400,439	400,439	400,439	400,439	400,439	400,439	400,439	400,439	4,404,829	4,083,657	321,172	7.86%
Federal grants	(13,379)	75,391	165,459	294,702	206,103	391,894	180,879	241,026	143,242	308,463	444,953	2,438,733	3,804,439	(1,365,707)	(35.90)%
State grants	11,866	21,082	24,467	95,083	67,589	37,178	78,706	70,477	336,870	204,007	206,279	1,153,604	807,798	345,806	42.81%
Other grants	-	-	-	-	-	-	82,234	-	-	-	-	82,234	72,021	10,213	14.18%
Property taxes	24,164	22,489	23,130	8,587	17,952	274,183	1,258,521	254,869	72,494	30,569	58,052	2,045,010	2,037,107	7,903	0.39%
Investment earnings	10,053	2,757	6,058	3,490	2,986	6,156	9,298	3,093	7,526	4,025	3,209	58,651	34,925	23,725	67.93%
Gifts	-	-	-	23,792	9,075	(3,387)	6,368	3,728	20,205	-	-	59,781	22,148	37,633	169.91%
Gain (loss) on sale of assets	-	-	-	-	-	-	-	-	-	-	-	-	(81,668)	81,668	(100.00)%
<b>Total Non-Operating Revenues (Expenses)</b>	<b>433,143</b>	<b>522,157</b>	<b>619,553</b>	<b>826,092</b>	<b>704,144</b>	<b>1,106,463</b>	<b>2,016,446</b>	<b>973,631</b>	<b>980,776</b>	<b>947,503</b>	<b>1,112,932</b>	<b>10,242,841</b>	<b>10,780,429</b>	<b>(537,587)</b>	<b>(4.99)%</b>
<b>CHANGES IN NET POSITION</b>	<b>5,285,393</b>	<b>(331,605)</b>	<b>(1,628,916)</b>	<b>741,324</b>	<b>1,063,502</b>	<b>89,071</b>	<b>1,331,982</b>	<b>(982,674)</b>	<b>(1,294,781)</b>	<b>(1,179,399)</b>	<b>39,017</b>	<b>3,132,915</b>	<b>3,405,832</b>	<b>(272,917)</b>	<b>(8.01)%</b>

### Budget to Actual Revenues 06/30/2016 (100%)



### Budget to Actual Expenses 06/30/2015 (100%)



Three Rivers College  
Statement of Revenues, Expenses and Changes In Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
June 30, 2016  
Fiscal Year Benchmark: 100%

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 &amp; Scholarship Allowances</i>	13,859,076	12,464,931	90%	1,394,145
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	230,189	189,456	82%	40,733
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing &amp; Assessment, Tinnin Center Operations, License Bureau Rental</i>	3,288,465	3,020,074	92%	268,391
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	364,000	437,508	120%	(73,508)
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. &amp; Repair</i>	4,719,306	5,139,406	109%	(420,100)
GRANT REVENUE <i>State Grants, Federal Grants</i>	3,268,236	3,921,471	120%	(653,235)
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,001,716	2,181,565	109%	(179,849)
<b>TOTAL REVENUES</b>	<b>27,730,988</b>	<b>27,354,410</b>	<b>99%</b>	<b>376,577</b>

NOTE: At 100% in the fiscal year, we have recognized a total of 99% of budgeted revenues. We have recognized 90% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2015 registrations, fall 2015, spring 2016 and a portion of summer 2016 registrations.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health &amp; Human Services</i>	7,866,480	6,967,975	89%	898,505
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	2,117,449	1,807,654	85%	309,796
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	3,060,454	2,732,144	89%	328,310
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	4,060,014	4,634,954	114%	(574,940)
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing &amp; Assessment, License Bureau Rental</i>	3,408,736	2,508,261	74%	900,474
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,145,311	2,203,830	70%	941,481
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	785,314	722,983	92%	62,331
GRANT EXPENSE <i>State Grants, Federal Grants</i>	3,255,437	3,785,054	116%	(529,617)
TRANSFERS <i>Transfers to capital budget</i>	0	0	0%	0
<b>TOTAL EXPENSES</b>	<b>27,699,196</b>	<b>25,362,855</b>	<b>92%</b>	<b>2,336,341</b>

NOTE: We have obligated 92% of our budgeted expenses at 100% into the new fiscal year. June payroll IS INCLUDED but credit card purchases are NOT INCLUDED in this report as they are not available at the time this report was prepared. Institutional Support (114%) includes \$1,114,980 of depreciation which is not included in budget because it is a non-cash expense. Grant expenses in excess of budget (116%) will be reimbursed with revenue in excess of budget (120%).

<b>CHANGES IN NET POSITION</b>	<b>31,792</b>	<b>1,991,555</b>
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Three Rivers College  
 Capital Budget - Unaudited  
 June 30, 2016  
 Fiscal Year Benchmark: 100%

	FUNDING SOURCES	SOURCES TO DATE			SOURCES TO BE EARNED
		BUDGET	SOURCES TO DATE	%	
<b>RESTRICTED</b>					
<i>Bond proceeds</i>		7,925,634	7,925,634	100%	0
<i>Poplar Bluff FEMA/SEMA grant</i>		0	(43,933)	#DIV/0!	43,933
<i>Sikeston FEMA/SEMA grant</i>		0	0	#DIV/0!	0
<i>Sports Complex FEMA/SEMA grant</i>		1,875,000	187,237	10%	1,687,764
<i>State bonding proceeds</i>		2,000,000	0	0%	2,000,000
<b>UNRESTRICTED</b>					
<i>General funds - prior year transfers in**</i>				#DIV/0!	0
<i>General funds - current year transfers in</i>		0	0	#DIV/0!	0
<b>TOTAL FUNDING SOURCES</b>		<b>11,800,634</b>	<b>8,068,938</b>	<b>68%</b>	<b>3,731,696</b>
<b>USES OF FUNDS</b>					
		BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
<b>FEMA/SEMA PROJECTS</b>					
<i>Poplar Bluff Classroom</i>		687,092	205,750	30%	481,342
<i>Sikeston Classroom</i>		92,837	92,837	100%	0
<i>Sports Complex</i>		8,970,705	548,708	6%	8,421,997
<b>FY16 CAPITAL PROJECTS</b>					
<i>Campus projects</i>		865,000	77,361	9%	787,639
<i>Westover Administration Building remodel</i>		791,368	110,267	14%	681,101
<i>Crisp Technology Center repairs</i>		93,132	39,240	42%	53,892
<i>Tinnin Fine Arts Center repairs</i>		223,000	32,232	14%	190,768
<i>Academic Resource Commons upgrades</i>		70,000	0	0%	70,000
<i>Education Building remodel</i>		7,500	0	0%	7,500
<b>TOTAL EXPENSES</b>		<b>11,800,634</b>	<b>1,106,395</b>	<b>9%</b>	<b>10,694,239</b>
<b>NET SURPLUS (DEFICIT)</b>		<b>(0)</b>	<b>6,962,543</b>		

**HB19 Deferred Maintenance Appropriation  
as of 6/30/16**

<b>Category/Building</b>	<b>Name of Project</b>	<b>Budgeted Amount</b>	<b>Expended Amount</b>	<b>Amount Remaining</b>
<b>General Campus Projects</b>				
	Parking lot lighting and repairs	650,000.00		650,000.00
	Windows	10,000.00		10,000.00
	Exterior doors	55,000.00	18,980.35	36,019.65
	Sidewalks	60,000.00	35,431.73	24,568.27
	Replace interior locks	40,000.00		40,000.00
<b>General Campus Projects</b>	<b>Sub Total</b>	<b>815,000.00</b>	<b>54,412.08</b>	<b>760,587.92</b>

<b>Administration Building</b>				
	HVAC Repair	18,000.00	2,314.34	15,685.66
	Electrical/HVAC	100,000.00	27,152.00	72,848.00
	Roof Repair	30,000.00		30,000.00
	Fire System	35,000.00	23,352.12	11,647.88
	Elevator	80,000.00		80,000.00
	Restroom upgrades	40,000.00		40,000.00
	Exterior paint	28,000.00		28,000.00
	Upgrade to 36 year old building	460,368.00	57,448.28	402,919.72
<b>Administration Building</b>	<b>Sub Total</b>	<b>791,368.00</b>	<b>110,266.74</b>	<b>681,101.26</b>

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

**HB19 Deferred Maintenance Appropriation  
as of 6/30/16**

Category/Building	Name of Project	Budgeted Amount	Expended Amount	Amount Remaining
<b>Tinnin Center</b>				
	Fire Detection	15,000.00		15,000.00
	Exterior paint	48,000.00		48,000.00
	HVAC Repair	10,000.00		10,000.00
	Upgrade to classrooms	100,000.00	32,232.00	67,768.00
<b>Tinnin Center</b>	<b>Sub Total</b>	<b>173,000.00</b>	<b>32,232.00</b>	<b>140,768.00</b>
<b>Education Building</b>				
	Remodel to create classrooms	7,500.00		7,500.00
<b>Education Building</b>	<b>Sub Total</b>	<b>7,500.00</b>	<b>0.00</b>	<b>7,500.00</b>
<b>Academic Resource Commons</b>				
	Windows	10,000.00		10,000.00
	Elevator repair	60,000.00		60,000.00
<b>Academic Resource Common</b>	<b>Sub Total</b>	<b>70,000.00</b>	<b>0.00</b>	<b>70,000.00</b>
<b>Grand Total</b>		<b>1,900,868.00</b>	<b>236,150.82</b>	<b>1,664,717.18</b>

**THREE RIVERS COLLEGE  
CASH IN BANKS**

July 5, 2016

	<u>06/02/16</u>	<u>07/05/16</u>
<b>CURRENT FUND</b>		
<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	3,308,582.74	3,687,926.25
Southern Bank - Credit Cards	211,967.79	60,564.14
<i>Total General Accounts</i>	3,520,550.53	3,748,490.39
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	6,442.04	6,442.04
Federal Clearing Account	-	-
Flexible Spending Account	11,133.68	11,144.68
<i>Total Restricted Accounts</i>	17,575.72	17,586.72
<b>TOTAL CURRENT FUND</b>	<b>3,542,638.80</b>	<b>3,770,589.66</b>
<b>HOUSING FUND</b>		
Rivers Ridge Account - Southern Bank	435,396.10	428,148.72
Bond Account - Commerce Trust	-	-
Bond Reserve - Commerce Trust	-	-
<b>TOTAL HOUSING FUND</b>	<b>435,396.10</b>	<b>428,148.72</b>

**THREE RIVERS COLLEGE  
CASH IN BANKS**

July 5, 2016

**PLANT FUND**

*Bank Accounts*

Plant Fund - Southern Bank	1,660,547.40	1,660,547.40
<i>Total Bank Accounts</i>	1,660,547.40	1,660,547.40

*Certificates of Deposit*

Bank of Grandin #16126	137,647.83	137,647.83
Bank of Grandin #16103	101,635.07	101,635.07
People's Community Bank #8009219	1,277,510.38	1,281,052.41
Bank of Grandin #16234	1,231,403.65	1,231,403.65
Commerce Bank 2016400646	25,156.12	25,156.12
<i>Total Certificates of Deposit</i>	2,773,353.05	2,776,895.08

<b>TOTAL PLANT FUND</b>	4,433,900.45	4,437,442.48
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**AGENCY FUND**

*Bank Accounts*

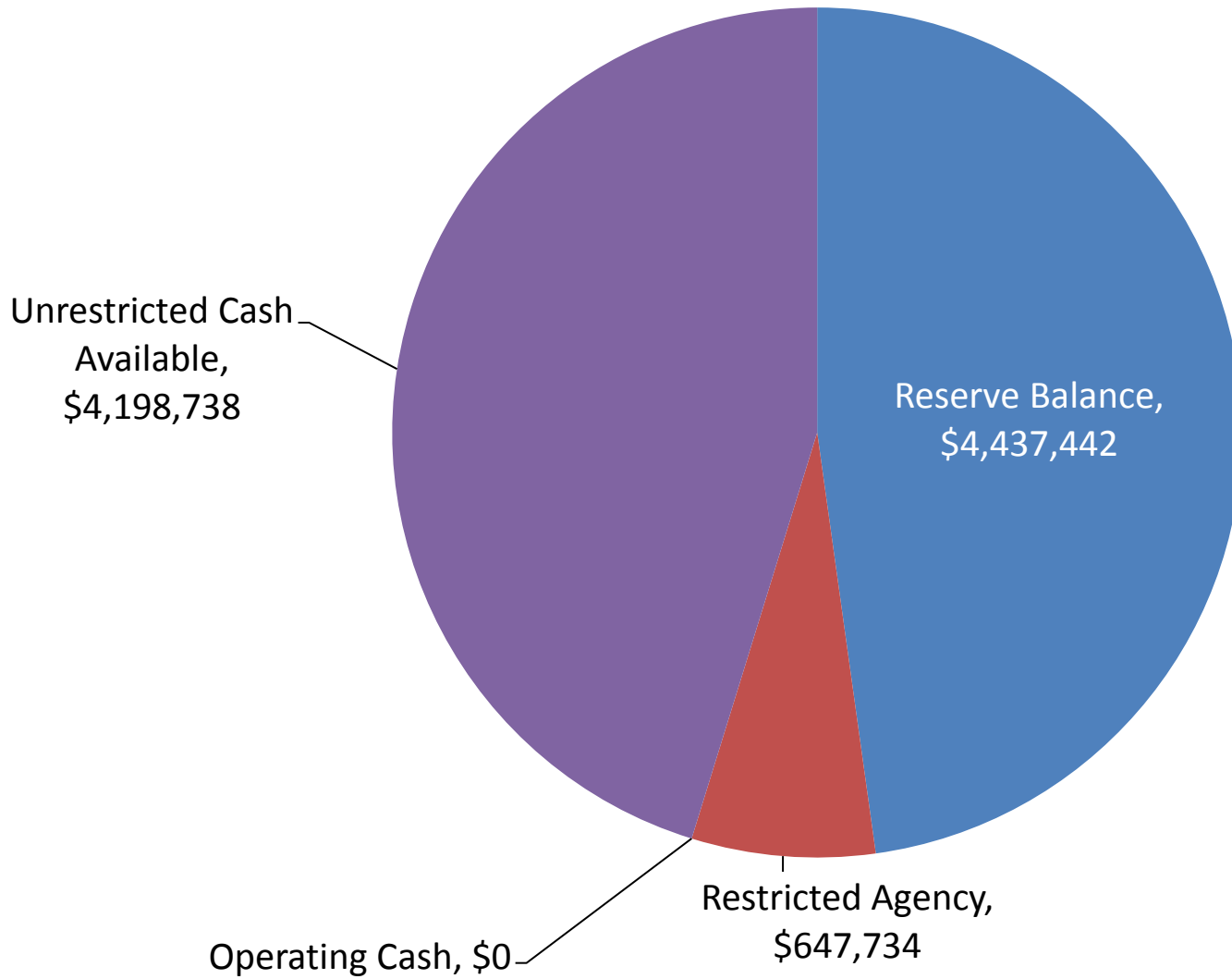
Agency Account - Southern Bank	186,487.76	184,220.76
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*Certificates of Deposit*

Restricted CD's & Savings	473,592.82	463,513.08
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<b>TOTAL AGENCY FUND</b>	660,080.58	647,733.84
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**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT  
\$9,283,914 AS OF 07/05/16**



THREE RIVERS COLLEGE  
CERTIFICATES OF DEPOSIT

**CERTIFICATES OF DEPOSIT AS OF June 30, 2016**

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
16234	Bank of Grandin	1.09	07/21/16	12 mths	1,231,403.65	Contingency
16103	Bank of Grandin	1.25	10/05/16	12 mths	101,635.07	Contingency
16126	Bank of Grandin	1.25	02/19/17	12 mths	137,647.83	Contingency
8009219	Peoples Community Bank	0.75	06/10/17	12 mths	1,281,052.41	Contingency
	Total Contingency Fund				2,751,738.96	
2016400646	Commerce Bank	0.25	08/04/16	12 mths	25,156.12	Nursing Dept.
	Total Plant Fund CD's				<u>\$ 2,776,895.08</u>	

**SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF June 30, 2016**

451028956	US Bank of Poplar Bluff	0.25	07/02/99	07/02/16	5,234.00	Wm. D. Becker
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/16	1,405.00	Joshua Bowman
21033436	US Bank of Poplar Bluff	0.25	07/30/96	07/30/16	3,500.00	ICU Nurses
2170801	First Midwest Bank of P.B.	1.65	07/11/97	07/30/16	10,925.00	Mabel Swindel
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/16	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.75	08/23/90	08/23/16	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.65	08/25/92	08/25/16	3,000.00	Odd Fellows
110270576	Southern Bank	0.65	08/27/85	08/27/16	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.75	08/28/02	08/28/16	5,000.00	Helvey-Miller
10018	First Missouri State Bank	0.75	09/20/04	09/20/16	5,455.00	Arnold Duncan
218101	First Midwest Bank of P.B.	0.75	09/22/98	09/22/16	5,000.00	Jerome Burford
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/15/16	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	1.15	10/31/97	10/31/16	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	1.15	11/06/00	11/06/16	4,000.00	Coll. Achievement
451037941	US Bank of Poplar Bluff	0.40	11/16/98	11/16/16	17,800.00	Wm. D. Becker
451038829	US Bank of Poplar Bluff	0.40	11/17/99	11/17/16	15,469.82	Wm. D. Becker
14259	First Missouri State Bank	0.75	11/20/01	11/20/16	5,500.00	Joda Bess
21032525	US Bank of Poplar Bluff	0.40	11/22/95	11/22/16	1,500.00	Joda Bess
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/16	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	0.75	12/05/95	12/05/16	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/16	1,110.00	C.T. McDaniel
451034787	US Bank of Poplar Bluff	0.50	06/09/97	12/09/16	1,000.00	Wm. D. Becker
2016012160	Commerce Bank	0.25	12/11/91	12/11/16	7,700.00	Bill Vinson
11129	First Missouri State Bank	0.75	12/12/96	12/12/16	6,131.36	Kim Mosley
43712	First Midwest Bank of P.B.	0.65	04/27/09	12/14/16	67,447.79	Holder-Rowland
10316	First Missouri State Bank	0.75	12/15/95	12/15/16	1,740.00	Arnold Duncan
5016847453	Commerce Bank	0.25	12/22/97	12/22/16	10,000.00	Harold Prim
110239662	Southern Bank	1.00	01/05/91	01/05/17	1,412.53	Bulow Mem.
2213401	First Midwest Bank of P.B.	0.75	01/08/98	01/08/17	10,000.00	Jerome Burford
21031513	US Bank of Poplar Bluff	0.25	01/19/95	01/19/17	12,868.64	Kim Mosley
1244701	First Midwest Bank of P.B.	1.40	02/08/85	02/08/17	3,000.00	Myra Hunt
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/17	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/17	2,500.00	A. Garner
451035909	US Bank of Poplar Bluff	0.25	02/23/98	02/23/17	1,500.00	Joda Bess
2224601	First Midwest Bank of P.B.	0.75	02/25/98	02/25/17	1,658.87	Missy Braden
21025365	US Bank of Poplar Bluff	1.00	03/05/90	03/05/17	5,000.00	Mack Whiteley

THREE RIVERS COLLEGE  
CERTIFICATES OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
2136801	First Midwest Bank of P.B.	0.65	03/05/97	03/05/17	5,000.00	Thelma Jackson
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/17	6,468.04	Butler Co Co-op
20205	First Missouri State Bank	0.75	04/21/10	04/21/17	20,403.81	ICHE Scholarship
3568676067	US Bank of Poplar Bluff	0.25	05/01/01	05/01/17	11,026.79	Wm. D. Becker
21033372	US Bank of Poplar Bluff	0.25	05/01/96	05/01/17	1,000.00	Kim Mosley
9525	First Missouri State Bank	1.25	05/06/93	05/06/17	2,000.00	Carl Wiseman
1014001	First Midwest Bank of P.B.	1.00	11/06/89	05/06/17	5,000.00	Charlotte Stone
25103	First Midwest Bank of P.B.	0.75	05/14/99	05/14/17	5,000.00	Thelma Jackson
2016007496	Commerce Bank	0.45	05/14/90	05/14/17	3,835.00	Bill Vinson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/17	2,192.00	Greg Starnes
423135367	Regions Bank	0.10	11/18/04	05/18/17	1,106.64	Betty Waldrop
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/17	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/17	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	0.75	05/26/89	05/26/17	16,350.00	Jackie Watson
2016012267	Commerce Bank	0.25	06/04/92	06/04/17	2,350.00	Bill Vinson
423135383	Regions Bank	1.49	12/04/04	06/04/17	1,650.00	R. Couperus
5016848212	Commerce Bank	0.25	06/23/98	06/23/17	7,843.17	Louise Spradling
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/17	1,226.80	A. Garner
423137157	Regions Bank	1.24	01/14/85	07/14/17	2,500.00	Dr. Miller
21023335	US Bank of Poplar Bluff	2.02	09/16/87	09/16/17	5,000.00	Mildred Lewis
3568803469	US Bank of Poplar Bluff	0.25	09/26/00	09/26/17	9,674.10	Wm. D. Becker
423137249	Regions Bank	0.01	05/12/88	10/10/17	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	10/10/17	1,024.34	Fred Morrow
2017004259	Commerce Bank	0.30	12/09/89	12/07/17	1,000.00	P.I. Church
5017843040	Commerce Bank	0.30	05/01/97	03/07/18	2,900.00	Miles Hays
2017004363	Commerce Bank	0.30	03/30/88	03/30/18	10,000.00	Myrtle Corbett
63760695	US Bank of Poplar Bluff	1.73	04/04/85	04/05/18	1,001.63	Lonnie Davis
2018004893	Commerce Bank	1.64	04/10/88	04/10/18	3,000.00	Myra C. Hays
2038701	First Midwest Bank of P.B.	1.00	05/16/96	05/16/18	5,000.00	Thelma Jackson
110260320	Southern Bank	0.85	06/02/86	06/02/18	1,000.00	Hulen Spencer
2019003547	Commerce Bank	1.69	07/08/90	07/08/18	4,000.00	P.C. Hays, Jr.
2012008906	Commerce Bank	0.70	05/11/81	11/11/18	4,526.11	P.C. Hays, Sr.
423137173	Regions Bank	0.15	12/09/85	12/09/18	5,000.00	Mary Hinrichs
110274305	Southern Bank	0.90	05/30/86	05/30/19	5,200.00	Mabel Swindel
2012008112	Commerce Bank	0.30	08/11/92	028/11/17	1,000.00	Myra C. Hays

Total Agency Fund CD's

\$ 463,513.08



Three Rivers College  
CD Report  
As of June 30, 2016

<b>Investment CDs</b>
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**CDs Maturing**

Bank	Certificate Number	Maturity Date	Amount
Peoples Community Bank	8009219	6/10/2016	1,277,510.38

**Responses**

Bank	People's Community Bank	First Missouri State Bank	Southern Bank	The Bank of Missouri
<b>Contact</b>	Cherie Pulliam	Kacey Bess	Matt Funke	Kevin McCormick
<b>Comment</b>				
<b>Amount</b>	1,277,510.38	1,277,510.38	1,277,510.38	1,277,510.38
<b>3 months</b>			0.60%	0.21%
<b>6 months</b>		0.70%	0.60%	0.31%
<b>1 year</b>	0.75%	0.76%	0.70%	0.51%

**CDs Transferred**

\$1,277,510.38 to People's Community Bank @ .75% for 12 months.

<b>Endowment CDs Transferred to Endowment Trust</b>
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**CDs Maturing**

Bank	Certificate Number	Endowment	Maturity Date	Amount
First Missouri	12610	PB Rotary	6/15/2016	4,749.22
First Missouri	14024	PB Rotary	6/25/2016	5,330.52
<b>Total</b>				<b>10,079.74</b>

**THREE RIVERS COMMUNITY COLLEGE**  
**Summary of Checks Issued**  
**Month of June 2016**

Current Fund:	General Fund - Southern Bank	\$ 541,063.18
	Electronic Student Refunds - Higher One	<u>160,204.72</u>
	Total Current Fund	701,267.90
Housing Fund:	Rivers Ridge - Southern Bank	13,172.38
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>5,592.00</u>
	Grand Total	<u><u>\$ 720,032.28</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 20th day of July 2016.

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

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

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

**Vending Services**

Status: Closed  
 Open Date: 5/27/2016  
 Close Date: 6/9/2016  
 Funding Source: N/A  
 Bids Submitted: 

Coke	Springfield, MO
Pepsi	Poplar Bluff, MO

  
 Recommendation: Pepsi Poplar Bluff, MO  
 Bid Awarded: No

**Replacement Flooring Housing**

Status: Closed  
 Open Date: 6/13/2016  
 Close Date: 6/23/2016  
 Funding Source: Housing Revenue  
 Bids Submitted: 

Garett Hutchcraft Construction	Dexter, MO
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 Bid Awarded: Garett Hutchcraft Construction Dexter, MO \$24,400.00

**Food Services**

Status: Closed  
 Open Date: 6/14/2016  
 Close Date: 6/28/2016  
 Funding Source: N/A  
 Bids Submitted: 

Dounut House/Godfather's	Poplar Bluff, MO
The Bread Company	Poplar Bluff, MO

  
 Bid Awarded: No

**Pest Control**

Status: Closed  
 Open Date: 6/14/2016  
 Close Date: 6/28/2016  
 Funding Source: General Revenue  
 Bids Submitted: 

Bug Zero	Cape Girardeau, MO
Bug Guy Pest Services	Marquand, MO
Orkin	Sikeston, MO
Terminix	Sikeston, MO

  
 Recommendation: Bug Guy Pest Services Marquand, MO \$660.00/month  
 Bid Awarded: No

**Waste Removal**

Status: Closed  
Open Date: 6/14/2016  
Close Date: 6/28/2016  
Funding Source: General Revenue

Bids Submitted:	Sonny's Solid Waste	Sikeston, MO
	Republic Services	Dexter, MO

Bid Awarded: No

**Site Lighting Improvements**

Status: Closed  
Open Date: 6/20/2016  
Close Date: 7/11/2016  
Funding Source: HB19 Bond Funds

Bids Submitted:	Huffman Construction LLC	Poplar Bluff, MO
	KT Power Systems	Cape Girardeau, MO

Recommendation: Huffman Construction LLC Poplar Bluff, MO \$228,839.00

Bid Awarded: No

**Exterior Signage**

Status: Open  
Open Date: 6/28/2016  
Close Date: 7/26/2016  
Funding Source: General Revenue

Bids Submitted: N/A  
Bid Awarded: N/A

## **July 2016 President's Report**

- Center Stage: The Boys Next Door – July 14-17
- Upcoming Event: TRC Day @ the Ballpark – July 24
- Upcoming Event: Highway Patrol Youth Academy – July 29 – July 31
- Upcoming Event: Fall Convocation – August 8
- Upcoming Event: First Day of Fall Semester – August 15
- Upcoming Event: Dexter Trivia Night – August 4
- We are all in this together
  - Mary Beth Sanders – 5 Years
  - Dionne Thompson – 20 years
  - Traven Sherrod – New Employee

**A G E N D A**  
**Executive Session**  
**Wednesday, July 20, 2016**

**I. Executive Session**

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

**II. Adjournment**

**V1.1. Consideration and approval of College Policy GAP 1140 Institutional Effectiveness**

**BACKGROUND INFORMATION--HISTORY**

This policy is part of the continued focus on ensuring that the college policies are complete and up to date.

**POSSIBLE ALTERNATIVES**

None

**FINANCIAL IMPLICATIONS**

None

**ADMINISTRATIVE RECOMMENDATIONS**

Approve the policy as presented.

**THREE RIVERS COMMUNITY COLLEGE  
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAP 1140 Institutional Effectiveness	Page 1 of 2
Associated Regulation: GAR 1140 Institutional Effectiveness	
References: HLC Criterion Five: Resources, Planning, and Institutional Effectiveness	
Supersedes: NA	
Responsible Administrator: Dean of Institutional Effectiveness; President	
Initial Approval: 07-20-2016	Last Revision:

Three Rivers College engages in institution-wide, systematic, and continuous improvement through the assessment of the effectiveness of the institution by all academic and administrative units, as guided by the strategic plan.

Institutional effectiveness is defined as a process that demonstrates achievement in the accomplishment of the institutional mission through review of the institution’s strategic plan and related goals and outcomes, resulting in data-informed approaches leading to continuous improvement.

Sustainable institutional effectiveness is ensured through college-wide, coordinated planning and assessment processes supporting a culture of decision making based on data and assessment activities associated with the strategic plan, vision, core values, mission, and goals of the college-wide community.

The continuous assessment of the quality of both instructional and service programs at Three Rivers College is a necessary component of institutional effectiveness. The process of assessment is for the purpose of continuous improvement and sustainability.

Three Rivers College is committed to institutional effectiveness by developing and maintaining institutional planning and assessment processes that lead to improvement. Through a shared governance model, college planning and assessment includes representatives of the college community in establishing institutional priorities, guiding decision-making, and allocating resources to ensure that the College is meeting the needs of its stakeholders.

For more information reference, Regulation GAR 1140 Institutional Effectiveness.



**THREE RIVERS COMMUNITY COLLEGE  
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAP 1140 Institutional Effectiveness	Page 2 of 2
Associated Regulation: GAR 1140 Institutional Effectiveness	
References: HLC Criterion Five: Resources, Planning, and Institutional Effectiveness	
Supersedes: NA	
Responsible Administrator: Dean of Institutional Effectiveness; President	
Initial Approval: 07-20-2016	Last Revision:

**DOCUMENT HISTORY:**

**07-20-2016:** Initial approval of policy GAP 1140 Institutional Effectiveness.

# CONSIDERATION OF APPROVAL FOR INTEGRATED PEST MANAGEMENT SERVICES

## BACKGROUND INFORMATION

### HISTORY

The College advertised for bids for Integrated Pest Management Services. Responses were received as follows:

Bidders Meeting Bid Specifications:

<u>Name of Company</u>	<u>Amount of Bid</u>	<u>Pricing Notes</u>
Bug Zero - Sikeston	\$76.00 / month	Individual
<b>Bug Zero - Total</b>	<b>\$76.00 / month</b>	
Bug Guy Pest Services LLC - PB	\$320.00 / month	All Inclusive
Bug Guy Pest Services LLC - Rivers Ridge	\$140.00 / month	All Inclusive
Bug Guy Pest Services LLC - Kennett	\$60.00 / month	All Inclusive
Bug Guy Pest Services LLC - Malden	\$60.00 / month	All Inclusive
Bug Guy Pest Services LLC - Sikeston	\$80.00 / month	All Inclusive
<b>Bug Guy Pest Services LLC - Total</b>	<b>\$660.00 / month</b>	
Orkin - PB	\$510.00 / month	All Inclusive
Orkin - Rivers Ridge	\$384.00 / month	All Inclusive
Orkin - Kennett	\$50.00 / month	All Inclusive
Orkin - Malden	\$50.00 / month	All Inclusive
Orkin - Sikeston	\$80.00 / month	All Inclusive
<b>Orkin - Total</b>	<b>\$1,074.00 / month</b>	
Orkin - PB	\$660.00 / month	Individual
Orkin - Rivers Ridge	\$384.00 / month	Individual
Orkin - Kennett	\$65.00 / month	Individual
Orkin - Malden	\$50.00 / month	Individual
Orkin - Sikeston	\$110.00 / month	Individual
<b>Orkin - Total</b>	<b>\$1,269.00 / month</b>	
Terminix - PB	\$420.00 / month	All Inclusive
Terminix - Rivers Ridge	\$125.00 / month	All Inclusive
Terminix - Kennett	\$63.00 / month	All Inclusive
Terminix - Malden	\$53.00 / month	All Inclusive
Terminix - Sikeston	\$150.00 / month	All Inclusive
<b>Terminix - Total</b>	<b>\$811.00 / month</b>	

## FINANCIAL IMPLICATIONS

Currently we are paying \$807/month for pest management services. By awarding the Bug Guy Pest Services LLC a three year contract we will be saving \$147/month or \$5,292 over the course of the contract.

## ADMINISTRATIVE RECOMMENDATIONS

It is recommended that the College accept the bid from Bug Guy Pest Services LLC.

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

# CONSIDERATION OF APPROVAL FOR SITE LIGHTING IMPROVEMENTS

## BACKGROUND INFORMATION

### HISTORY

The College advertised for bids for Site Lighting Improvements. Responses were received as follows:

Bidders Meeting Bid Specifications:

<u>NAME OF COMPANY</u>	<u>AMOUNT OF BID</u>
KT Power Systems	\$ 233,195.00
Huffman Construction LLC	\$ 228,839.00

### FINANCIAL IMPLICATIONS

The site lighting improvement project will be funded from HB19 Bond Funds

### ADMINISTRATIVE RECOMMENDATIONS

It is recommended that the College accept the bid from Huffman Construction LLC in the amount of \$228,839.00

Consideration of Personnel Action  
Employment of Personnel  
Instructor in Physics

**PERSONNEL DATA SHEET**

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

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

X  Faculty – replacement for Ryan-Anderson

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

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

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

NAME:  Dr. Paul Larson

POSITION TITLE:  Instructor in Physics

SALARY:  \$36,540

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

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

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

STARTING DATE:  August 8, 2016

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BA	St. Olaf College Northfield, MN	Physics & Mathematics
PhD	Michigan State University East Lansing, MI	Physics

EXPERIENCE

<u>08/2014 - present</u>	<u>Viterbo University LaCrosse, WI</u>	<u>Visiting Assistant Professor of Physics</u>
<u>11/2011 – 05/2013</u>	<u>Colorado School of Mines Golden, CO</u>	<u>Post-doctoral Researcher</u>
<u>11/2008 – 10/2011</u>	<u>University of Nebraska Lincoln, NE</u>	<u>Post-doctoral Researcher</u>

(07/20/2016)

Consideration of Personnel Action  
Employment of Personnel  
Head Softball Coach

**PERSONNEL DATA SHEET**

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

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

X  Faculty – replacement for Jack Childress

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

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

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

NAME:  Jeffrey Null

POSITION TITLE:  Head Softball Coach

SALARY:  \$40,018

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

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

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

STARTING DATE:  July 18, 2016

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	North Arkansas Community College Harrison, AR	General Education
BS	Southwest Baptist University Bolivar, MO	Sports Management

EXPERIENCE

<u>08/2013 - present</u>	<u>Greenville School District Greenville, MO</u>	<u>Athletic Director/Head Base- ball/Head Basketball/Asst. Basketball</u>
<u>2010-2013</u>	<u>Naylor School District Golden, CO</u>	<u>Athletic Director/Head Baseball &amp; Basketball</u>
<u>2008-2010</u>	<u>Poplar Bluff School District Poplar Bluff, MO</u>	<u>7<sup>th</sup> Grade Teacher/Asst. Base- ball/Assistant Football</u>

(07/20/2016)

Consideration of Personnel Action  
Employment of Personnel  
College Store Coordinator

**PERSONNEL DATA SHEET**

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

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

\_\_\_\_\_ Faculty

X  Support Staff – replacement for Hokey Stucker

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

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

NAME:  Christina Wooldridge

POSITION TITLE:  College Store Coordinator

SALARY:  \$10.00/hour

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

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

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

STARTING DATE:  July 18, 2016

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AAT	Three Rivers College Poplar Bluff, MO	Elementary Education

EXPERIENCE

<u>10/2012 - present</u>	<u>AMC Showplace 8</u>	<u>Crew Member, Supervisor,</u>
	<u>Poplar Bluff, MO</u>	<u>Hourly Manager</u>
<u>07/2012 – 08/2012</u>	<u>Nordyne</u>	<u>Line Operator</u>
	<u>Poplar Bluff, MO</u>	

(07/20/2016)

Consideration of Personnel Action  
Employment of Personnel  
Executive Assistant to the Dean of Instruction

**PERSONNEL DATA SHEET**

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

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

\_\_\_\_\_ Faculty

X  Support Staff – replacement for Danetta Norris

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

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

NAME:  Michelle Wooldridge

POSITION TITLE:  Executive Assistant to the Dean of Instruction

SALARY:  \$18.27/hour

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

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

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

STARTING DATE:  July 25, 2016

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BGS	Southeast Missouri State University Cape Girardeau, MO	General Studies
MA	Southeast Missouri State University Cape Girardeau, MO	Human Environmental Studies

EXPERIENCE

<u>08/2010 – present</u>	<u>Kissinger &amp; Kirkman Investment Centre</u>	<u>Office Manager/Director of</u>
	<u>Poplar Bluff, MO</u>	<u>Marketing</u>
<u>02/2002 – 05/2010</u>	<u>SEMO University Nursing Dept.</u>	<u>Administrative Assistant</u>
	<u>Cape Girardeau, MO</u>	
<u>07/1995 – 02/2002</u>	<u>SEMO University Football Office</u>	<u>Secretary (PT)</u>
	<u>Cape Girardeau, MO</u>	

(07/20/2016)

## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Resignation  
Part-time Secretary for LPN in Kennett

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

Katie Christopher has been employed with the college as a Part-time Secretary for the LPN program in Kennett since August 2015. She has submitted her resignation, effective July 28, 2016.

## **FINANCIAL IMPLICATIONS**

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

## **ADMINISTRATIVE RECOMMENDATION**

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

(07/20/2016)



July 5, 2016

To Whom It May Concern,

I am given notice of my resignation. I will work to allow for a smooth transition for my replacement. I care about the LPN program and want for it to succeed. We can discuss the details and my departure date. Thank you for the opportunity to work with an amazing group of young women.

Sincerely,

Katie Christopher

## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Resignation  
Instructor, Civil and Construction Technology

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

Mr. Charles (Ed) Norton has been employed with the college as an Instructor in Civil and Construction Technology since August 2013. He has submitted his resignation, effective with the end of the current contract year.

## **FINANCIAL IMPLICATIONS**

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

## **ADMINISTRATIVE RECOMMENDATION**

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

(07/20/2016)

## Kristina McDaniel

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**From:** Ed Norton <ed@cenorton.net>  
**Sent:** Wednesday, June 29, 2016 2:51 PM  
**To:** Kristina McDaniel  
**Subject:** Statement of Resignation

Kristina,

I am hereby submitting my formal notice of resignation of my position of Instructor, Civil and Construction Technology. I have enjoyed my time at Three Rivers College and it has renewed my support for its continued success. I will be glad to assist in any way possible to help the new instructor to get up and running.

Please contact me at the number listed below to arrange any final items that need to be concluded. I have not removed my personal items from my office at this time.

Ed Norton, P. E  
[caseyplumbinginc@gmail.com](mailto:caseyplumbinginc@gmail.com)  
[ed@cenorton.net](mailto:ed@cenorton.net)

573-776-4358

## **CONSIDERATION OF PERSONNEL ACTION**

Position Review (Information Item Only)

Payroll Coordinator to Assistant Director, Human Resources

## **BACKGROUND INFORMATION**

### **HISTORY**

As part of a department and position review in human resources, the recommendation was made to revise the position and position title for the Payroll Coordinator. The recommendation is to transition this position to the Assistant Director, Human Resources to better reflect the duties and responsibilities of this position. Ms. Jennifer Inman will continue in this role, effective July 1, 2016.

## **FINANCIAL IMPLICATIONS**

This is a twelve-month, support staff position.

## **ADMINISTRATIVE RECOMMENDATION**

Information item only.

(07/20/2016)

## **CONSIDERATION OF PERSONNEL ACTION**

Transfer of Position

Administrative Assistant, Communications to Administrative Assistant, Human Resources

## **BACKGROUND INFORMATION**

### **HISTORY**

Due to the growing needs and compliance requirements, the additional need for personnel became available in the Human Resources office. In conjunction with GAR1010 College Reorganization, the President has recommended the transfer of Penny Sitzes to this position. Ms. Sitzes will assume the new duties effective July 1, 2016.

## **FINANCIAL IMPLICATIONS**

This is a twelve-month, staff position.

## **ADMINISTRATIVE RECOMMENDATION**

Approve the internal transfer of Penny Sitzes.

(07/20/2016)

**THREE RIVERS COMMUNITY COLLEGE  
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAR 1140 Institutional Effectiveness	Page 1 of 8
Associated Policy: GAP 1140 Institutional Effectiveness	
References: HLC Criterion Five: Resources, Planning, and Institutional Effectiveness; Addendum: Institutional Effectiveness Process Diagram	
Supersedes: NA	
Responsible Administrator: Dean of Institutional Effectiveness; President	
Initial Approval: 07-20-2016	Last Revision:

Three Rivers College engages in institution-wide, systematic, and continuous improvement through the assessment of the effectiveness of the institution by all academic and administrative units, as guided by the strategic plan.

**Requirements**

Three Rivers College must engage in Institutional Effectiveness processes that determine the extent to which the College is operating within its mission and is meeting the goals and objectives set forth in its Strategic Plan. The process of assessment is defined in such a way to ensure the College’s ability to meet the Institutional Effectiveness standards set forth by the North Central Association of Colleges and Schools Higher Learning Commission (NCACS HLC) and to demonstrate best practices in higher education institutions.

The [Higher Learning Commission \(HLC\)](#) for the [North Central Association of Colleges and Schools \(NCACS\)](#) Criterion Five: Resources, Planning, and Institutional Effectiveness states the institution’s resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future. To systematically facilitate this process and ensure alignment of the college annual planning priorities to the strategic plan and mission, electronic planning and budget development software known as Strategic Planning Online (SPOL) has been adopted.

**Planning and Assessment Process**

Assessment is conducted by each academic and administrative unit on an annual and ongoing basis. The college planning cycle precedes budget development and begins in January at the annual college planning retreat. The planning year aligns with the annual fiscal calendar commencing on the first of July. Through use of Strategic Planning Online (SPOL) the culmination of the annual assessment process is the annual planning cycle that documents objectives or outcomes; targets; results; action plans for units, departments, and academic programs as appropriate; and planning unit progress reports that document the results of action plans. Please see, Addendum: Institutional Effectiveness Process Diagram.

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GENERAL ADMINISTRATION REGULATION**

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Supersedes: NA	
Responsible Administrator: Dean of Institutional Effectiveness; President	
Initial Approval: 07-20-2016	Last Revision:

Assessment results from SPOL planning unit progress reports, surveys, focus group interviews, academic programs reviews and SLOs are used to inform programmatic and administrative decisions, strategic planning, budget requests, and resource allocations. Each department and unit shall reference and incorporate its assessment outcomes data for justification of financial requests during the annual planning and budgeting process.

**Administration and Enforcement**

The implementation and facilitation of the *Institutional Effectiveness Policy and Regulation* is provided by the Office of Institutional Effectiveness. The College Cabinet, the Student Learning Improvement Committees, the Continuous Improvement Leadership Team and the Board of Trustees are equally engaged and invested in this process. The Office of Institutional Effectiveness provides administrative leadership, support and oversight to this process and these committees. The Office of Institutional Effectiveness, also provides oversight, guidance and delivery of training on strategic planning and assessment.

Ultimate oversight of Institutional Effectiveness activities resides with the President. Responsibility for enforcement of this regulation is shared within each department or unit and resides with the Chief Academic Officer, Chief Financial Officer, Chief Institutional Effectiveness Officer, and Chief Student Services Officer of the college.

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GENERAL ADMINISTRATION REGULATION**

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Supersedes: NA	
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Initial Approval: 07-20-2016	Last Revision:

**Definitions**

**Academic Program Review (APR):** a process to examine the effectiveness of an academic program and inform the continuous improvement efforts of the college. The APR process is applied to degree programs, stand-alone minors, General Education, and academic initiatives. The process provides feedback (a) to the academic unit primarily responsible for the program, (b) to the appropriate academic administrators, (c) to external advisory boards, and to college planning units in the form of confirmation of the existence of the APR process and in the form of summaries of the outcomes.

**Assessment:** the process of determining whether the college is meeting its goals established in unit and department operational plans. Assessment is conducted by each academic and administrative unit on an annual basis, and follows the fiscal calendar. The continuous assessment of the quality of both instructional and service programs at Three Rivers College is a necessary component of institutional effectiveness. The results of assessment are used to inform the planning and budget development process. The college planning cycle precedes the budget development period to allow time for analysis of data from the results of assessment to ensure the use of data informed decisions. The process of assessment is for the purpose of continuous improvement and sustainability.

**Assessment Measures:** the tools or strategies used to measure progress toward achieving an objective. A minimum of one assessment measure is necessary, but you may have several in support of a SPOL objective or goal. Assessment measures may apply to the overall objective.

**Benchmarking:** a process used to evaluate various aspects of the college processes in relation to best practices and may be compared to internal goals or the performance of peer institutions.

**Co-curricular:** refers to activities, programs, and learning experiences that complement, in some way, what students are learning —i.e., experiences that are connected to or mirror the academic curriculum.

**Continuous Improvement Leadership Team (CILT):** a representative body of faculty, staff, and administrators who consider challenges related to assessment of administrative and academic



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GENERAL ADMINISTRATION REGULATION**

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Initial Approval: 07-20-2016	Last Revision:

programs and activities, review objective reports to ensure consistency with institutional expectations for assessment, and who communicate to those entities actions and decisions. The purpose of the Continuous Improvement Leadership Team is to advocate for quality enhancement, be champions for the development of a culture of assessment and continuous improvement, and be current on all matters of accreditation compliance for the college. Objective reports are developed in Strategic Planning Online (SPOL) and the CILT review reports for alignment with the strategic plan, adequacy of supportive data, and consistency of process.

**Inputs:** resources that the college allocates to the program. Faculty, technology, training, facilities, labs, students, curriculum, support. Activities are learning processes that engage students. Classes, lectures, internships, labs, projects, etc.

**Institutional Effectiveness:** a process that demonstrates achievement in the accomplishment of the institutional mission through review of the institution’s strategic plan and related goals and outcomes, resulting in data-informed approaches leading to continuous improvement.

**Mission Statement:** a written declaration of the core purpose and focus of the college.

**Objective:** a statement of what you will achieve and by when. Objectives in SPOL must be SMART: specific, measurable, action-oriented, realistic and relevant, and time-limited. If your statement does not meet the SMART criteria, it may be a unit goal, which is broader in scope than an objective.

**Outcomes:** student learning outcomes measure change in learning (and/or the learner) and answer two questions. What do students (graduates) know that they did not know before? What can they do that they could not do before? **Outcomes** are specific measurable changes in learning, attitudes, behaviors, knowledge, skills, status, or level of functioning. “Student learning outcomes are properly defined in terms of the knowledge, skills, and abilities that a student has attained at the end (or as a result) of his or her engagement in a particular set of higher educational experiences.” CHEA 2003

**Outputs:** Most survey data, as well as graduation, retention, transfer, and employment rates, are outputs and not outcomes referred to as student, program and institutional outputs. Output data

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Initial Approval: 07-20-2016	Last Revision:

do not directly and specifically measure changes in student learning. **Outputs** are the indirect results of program activities. Enrollment, retention rate, graduation data, external exam pass rates, etc.

**Planning Priorities:** established annually from the strategic plan by each member of the college cabinet, they provide specific focus to the annual continuous improvement plan of the college.

**Results:** at the end of the planning period, planning unit managers in SPOL must detail the actual results achieved in working towards an objective. The unit manager enters narrative statements to answer such questions such as, Did you meet your objective and to what degree? (referring to the assessment measures) and What lessons did you learn that can be applied to future efforts?

**Standards:** a set of criteria, guidelines, and best practices to which institutions and/or programs must adhere to receive accreditation from the Higher Learning Commission or another accrediting body. In SPOL, the term standard in the singular form is used generically to refer to any single statement within a set of standards, principles, criteria, etc., issued by any accrediting body, department, program or quality initiative.

**Student Learning Improvement Committee(s):** representative body of faculty and staff that facilitates the analysis related to assessment of academic programs, reviews assessment reports, and program review summary data to ensure consistency with institutional expectations for academic assessment, considers relevant challenges and communicates results to those entities the actions and decisions for the purpose of planning for the improvement of student learning across the institution.

**Student Learning Outcomes or Objectives:** what students should know and be able to do by the end of a learning experience (generally a course or degree program). It focuses on what the student will take away from this learning experience. These statements provide the basis for assessment of student learning in courses and programs.

**Sustainable Institutional Effectiveness:** ensured through college-wide, coordinated planning and assessment processes supporting a culture of decision making based on data and assessment

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Initial Approval: 07-20-2016	Last Revision:

activities associated with the strategic plan, vision, core values, mission, and goals of the college-wide community.

**Use of Results:** after analysis of results (what happened and what did you learn?), a SPOL planning unit manager must document what is learned for continuous improvement of student learning, customer service, cost effectiveness, etc., within a planning unit, department, division, or the overall institution. Often the Use of Results in SPOL is the basis for your next semester or FY plan. Use of Results closes the planning loop and describes the next steps based on results.

Three Rivers College is committed to institutional effectiveness by developing and maintaining institutional planning and assessment processes that lead to improvement. Through a shared governance model, college planning and assessment includes representatives of the college community in establishing institutional priorities, guiding decision-making, and allocating resources to ensure that the College is meeting the needs of its stakeholders.

For more information reference, Policy: GAP 1140 Institutional Effectiveness.

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GENERAL ADMINISTRATION REGULATION**

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Supersedes: NA	
Responsible Administrator: Dean of Institutional Effectiveness; President	
Initial Approval: 07-20-2016	Last Revision:

**DOCUMENT HISTORY:**

**07-20-2016:** Initial approval of regulation GAR 1140 Institutional Effectiveness.

# Addendum

**Three Rivers College Mission  
Strategic Plan**



**Annual Planning Priorities**

**Adjust and Align  
Modifications with College  
Priorities**



**Intended Outcomes &  
Objectives**

- Develop Unit Plans in Strategic Planning Online (SPOL)
- Create SLOs & Assessments
- Continuous Improvement Leadership Team Review
- Adjust Objectives based on CILT review

**Implementation of  
SPOL Unit Plans**

**Assessment Activities**

- Performance Benchmarks/ Targets
- Record Assessments in SPOL
- SLO Assessment Reports
- Record Assessment in SPOL

**Use of Results**

- Implement Use of Results for Improvement
- Modifications to Desired Outcomes that lead to Continuous Quality Improvement in Programs and Services

**Actual Results**

- Feedback from Assessment
- Analysis of Assessment Findings
- Record Actual Results in SPOL
- Budget and Accountability Review

# UPCOMING EVENTS

**Summer B/Fall 2016 registration** continues. Last day to register is June 27 for Summer B Session and Aug. 12 for Fall Semester.

**Summer hours** continue through July 29. Summer hours 7 am to 6 pm Monday-Thursday, closed Friday.

**Three Rivers Day at the Ballpark**, 7:08 pm July 24 Cardinals vs Dodgers game in St. Louis.

**Drama Camp for Kids**, July 25-29, Tinnin Fine Arts Center. For students entering grades 2-8; cost \$65.

**Adjunct Professional Development Day**, August 5, Tinnin Fine Arts Center.

**Convocation**, August 8, Tinnin Fine Arts Center.

**2016 Wellness Fair**, 10 am to 2 pm Aug. 11, Tinnin Fine Arts Center. Free health screenings. Sponsored by Poplar Bluff Chamber of Commerce, Black River Medical Center, Three Rivers College, Saint Francis Medical Center, and Poplar Bluff Regional Medical Center.

**First day Fall semester**, August 15.

**Board of Trustees meeting**, noon August 24, Board Room.

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

# RAIDERS ATHLETICS

## **Basketball Camps**

Girls Week Long Camp, July 11-15; \$215 - Player, \$60 Housing

Boys Week Long Camp, July 18-22, \$215 - Player, \$60 Housing

More information at [www.raidersathletics.com](http://www.raidersathletics.com)

For the most current information on Raiders athletics, visit [raidersathletics.com](http://raidersathletics.com).

**Three Rivers College**  
THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

**FOR IMMEDIATE RELEASE:**

Thursday, July 14, 2016

**FOR MORE INFORMATION:**

Jonathan Atwood at (573) 840-9660

[jatwood@trcc.edu](mailto:jatwood@trcc.edu)

**Purchase Deadline Approaches for TRC at the Ballpark Event**

The deadline to purchase tickets for Three Rivers College's "Day at the Ballpark" event, July 5, is approaching. In addition, anyone who purchases a regular-seating ticket by June 29 will be entered into a drawing to win one of two VIP ticket upgrades.

The event will be held at the Cardinals vs. Dodgers baseball game at Busch Stadium in St. Louis on July 24, at 1:15 p.m. Tickets are \$25 for regular seating. Limited quantities of luxury experience tickets remain. The luxury experience includes food and drink in an air-conditioned suite and round-trip transport to the event from Poplar Bluff. Luxury experience tickets are \$250 each.

Regular tickets are for a reserved seating section in Left Field Loge. A member of the Three Rivers group will throw out the first pitch, and the Three Rivers College Choir will sing "Take Me Out to the Ballgame" during the 7<sup>th</sup> inning stretch.

Proceeds from the event will go to the Three Rivers Endowment Trust Annual Fund, which helps make a difference in the lives of Three Rivers College students in Southeast Missouri. To purchase tickets to "TRC Day at the Ballpark," contact Edie Dilbeck at [edilbeck@trcc.edu](mailto:edilbeck@trcc.edu) or 573-840-9688, or Michelle Reynolds at [michellereynolds@trcc.edu](mailto:michellereynolds@trcc.edu) or 573-840-9077. Arrangements can be made for ticket delivery in outlying communities.

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**FOR IMMEDIATE RELEASE:**

Wednesday, July 13, 2016

**HAS PHOTO** attached to email, caption at end of release

**FOR MORE INFORMATION:**

Jonathan Atwood at (573) 840-9660

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**Blunt Visits Three Rivers College to Talk Expanded Pell**

Senator Roy Blunt (R-MO) visited Three Rivers College in Poplar Bluff on Friday, June 17, to talk to students, staff, and administrators about the expanded Pell Grant legislation that he will be promoting in the United States Senate.

“We’re proud to have Senator Blunt on campus, and we’re grateful for his support in Congress,” said Dr. Wesley Payne, President of Three Rivers College. “This proposed Pell Grant expansion would enable many of our students to finish their degrees faster and more affordably than they could before.”

Among the proposed expansions to the Pell Grant financial aid program supported by Senator Blunt is the extension of the grant to cover summer semester classes, not just fall and spring semesters. Students who would otherwise pay out of pocket for summer classes would be able to use their grant awards for tuition instead.

Over 60 percent of Three Rivers students receive some sort of financial aid, and over 55 percent receive Federal grants such as the Pell Grant. For more information on Federal financial aid programs such as the Pell Grant, visit [studentaid.ed.gov](http://studentaid.ed.gov). For information on how to register for classes at Three Rivers College, visit [trcc.edu](http://trcc.edu).

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**CAPTION FOR PHOTO ATTACHED TO EMAIL**

Missouri Senator Roy Blunt speaks to an assembled group of Three Rivers College students, staff, and administrators during his June 17 visit to the college's Poplar Bluff Campus.

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## **TRC approves \$26M budget, with no tuition increase**

Monday, June 27, 2016

By PAT PRATT ~ Daily American Republic

The Three Rivers College Board of Trustees on Thursday approved a \$26.2 million operations budget for fiscal 2017, which reflects an anticipated enrollment decrease of 3 percent.

College financial officials attributed the decline to an improved economy.

“Higher education is countercyclical to the economy,” chief financial officer Charlotte Eubank said. “As the economy improves, more people are going to go to work instead of going to school. So typically, our enrollment falls as our economy improves.”

The budget remains balanced in the upcoming year, with no increase to in-district tuition. The biggest expense for Three Rivers remains employee salaries, which are 57 percent of the total operations budget of just less than \$15 million.

That amount saw a \$250,000 increase from the previous year because of a faculty and professional staff increase of 1.5 percent, a support staff increase of 2.5 percent and an adjunct raise to \$15 per credit hour taught.

“We were really pleased that we were able to offer a balanced budget and able to hold in-district tuition flat, with no increase. And we were able to offer some increase to faculty and staff, including our adjunct faculty,” Eubank said.

Day-to-day college operations compose the second-largest share of the operations budget, which is 32 percent. That amount includes supplies, travel and other expenses.

Scholarships make up 6 percent of the operation budget, at less than \$1.5 million. Debt interest will cost the school \$1.2 million, or 5 percent of the operations budget overall.

Capital improvement equipment is included in the operations budget, at \$163,700 or less than 1 percent; however, capital projects are reflected in a separate (capital) budget.

The bulk of funding in fiscal 2017 at Three Rivers comes from student tuition. The college estimates it will collect \$12.4 million from students, or 47 percent of revenue.

State funding will make up the second-largest portion of funding — 22 percent, or \$5.6 million.

Auxiliary revenue — merchandise, housing and college store proceeds — accounts for the third-greatest revenue stream for Three Rivers, at an estimated \$3.1 million. Local property tax follows at 7 percent of expected revenue, at \$1.9 million.

The capital budget, which contains large and long-term projects over \$100,000, was approved at \$8.1 million.

The Libla Family Sports Complex being constructed makes up the largest percentage of that budget, with \$6.3 million in the upcoming year going toward the total \$10.5 million project.

Funding for the capital budget comes from bond sales estimated at \$5.1 million, state capital bond revenues estimated at \$1.7 million and a FEMA grant for \$2.5 million, \$1.2 million of which will be distributed in fiscal 2017.

Other actions at the meeting included approval of a change to the description of the college alternative credit policy. What was the “Credit For Non-Traditional Learning” policy now will be the “Alternative College Credit” policy.

Officials said the change would better reflect the ways to obtain alternative credit, such as military or business experience and articulation agreements with area secondary schools.

“This was originally set as ‘Credit for Prior Learning,’ but there are more types of alternative credit than that. So we want to propose changing the name of the policy to ‘Alternative College Credit,’ which then includes all of the different ways we do it,” said college president Wes Payne.

Trustees approved an update to the college travel policy, which Payne said was necessary to reflect changes in federal guidelines.

“There are a lot of additional regulations regarding the use of federal funds for travel. The changes proposed bring us in line with those new regulations and administrative rules. There is simply a heightened level of monitoring when you use federal grant funds, and we need to update the policy,” Payne said.

# July 1, 2016

# Daily American Republic

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## BUFFALO WILD WINGS HELPS TRC



Submitted

**The Three Rivers College Endowment Trust has received a donation of over \$200 from Buffalo Wild Wings. The donation comes from proceeds from Three Rivers College's "TRC @ BWW" event held May 2. Shown (from left) are Michelle Reynolds, director of Development for Three Rivers College; Rachel Crockett, manager Buffalo Wild Wings; and Dr. Marty Michel, chair-elect of the Three Rivers Endowment Trust.**

## **TRC Day at the Ballpark**

Tuesday, July 5, 2016

ADRIA HYDE, Daily Dunklin Democrat

Three Rivers Community College has an extra special day planned at Busch Stadium in St. Louis. Endowment Day at the Park is Sunday, July 24 at 1:15p.m.

Michelle Reynolds, executive director of Three Rivers Endowment Trust said that the event was suggested by an employee who had seen other organizations host similar days at Busch Stadium. "One of the staff members mentioned that they had seen another group that had done this and took the idea to Dr. Wesley Payne who is president of the college," said Reynolds. Once the idea took off, Reynolds said that the Endowment Trust Board was excited to come on board and sponsor the event.

"Three Rivers College Day is being sponsored by Three Rivers Endowment Trust which is the 501 C 3 fundraising arm of the college," said Reynolds.

"The St. Louis Cardinals gave a consignment ticket program, and they offer block tickets at discount price. We have already sold out of the first block of tickets," said Reynolds, "But we do have additional tickets." Tickets are \$25 for regular seating. Limited quantities of luxury experience tickets remain. The luxury experience includes food and drink in an air-conditioned suite and round-trip transport to the event from Poplar Bluff. Luxury experience tickets are \$250 each.

According to Reynolds, there will be some very special events taking place on that day. "As part of the whole contract with the Cardinals, TRC choir will be doing a performance on the field during the seventh inning stretch of the game. TRC Choir Director Cindy White will be directing the choir during the game. "This will be a great publicity event for the college," she said.

Another special part of the day is that someone who represents the college will be throwing the ceremonial pitch. "We are still mulling over that decision," she said. The good news for the college is that they will be making a small profit from the sale of the tickets.

"This money will go toward the Annual Fund," Reynolds explained. "These are flexible dollars for the college and will go to assist with scholarships and other expenses."

Although this is the first time that such an event has occurred at Busch Stadium for the college, this is definitely not the last. "We are already looking forward to next year's event," said Reynolds.

Those interested in purchasing tickets Reynolds said that it would be best to contact her at [michellereynolds@trcc.edu](mailto:michellereynolds@trcc.edu).

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**FOR MORE INFORMATION:**

Jonathan Atwood at (573) 840-9739

[jatwood@trcc.edu](mailto:jatwood@trcc.edu)

**Three Rivers Approves \$26M Budget for FY17**

The Three Rivers Board of Trustees approved a \$26 million budget for fiscal year 2017 at its meeting on June 22. The approved budget was balanced with no increase to in-district tuition, while anticipating a projected 3 percent drop in enrollment.

“We were really pleased that we were able to offer a balanced budget and able to hold in-district tuition flat, with no increase. And we were able to offer some salary increases to faculty and staff, including our adjunct faculty,” said Charlotte Eubank, Chief Financial Officer for Three Rivers College.

The budget breakdown is as follows: Of the \$26.2 million operating budget, \$14.9 million will go to salaries and benefits, \$8.4 million to operating expenses, \$1.5 million to scholarships, \$1.2 million to interest, and \$163,700 to capital.

Operating revenues will consist of \$12.4 million (47%) in tuition and fees, \$5.6 million (22%) in state appropriations, \$3.1 million (12%) from auxiliary enterprises such as the bookstore and student housing, \$1.9 million (7%) from district property taxes, \$1.3 million (5%) from federal grants, and \$994,000 (4%) from state grants. The remainder will come from other operating income (\$432,000), Federal student aid (\$233,000), other grants (\$50,000), investment earnings (\$32,000), and gifts (\$25,000).

“We were able to provide salary increases for faculty, staff, and adjuncts while adjusting to declining enrollment due to an improving economy,” said Dr. Wesley Payne, President of Three Rivers. “To be able to do all that while not having to increase in-district tuition really speaks to the effectiveness and resourcefulness of our faculty and staff team.”

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**Three Rivers College Announces New Kennett Center Director**

Three Rivers College has announced that Kathy Ballard will serve as Director of its Center at Kennett. Ballard, who was the college's Coordinator of Disability Services, is replacing Ann Matthews, who was appointed as Dean of Student Services in July.

"This is a great opportunity to serve students of the Southeast Missouri bootheel," said Ballard. "Transitioning from the Poplar Bluff campus to an off-campus center is challenging but exciting. I'm getting to see the different roles of students taking classes close to home."

Ballard has been employed at Three Rivers since 1998. She had been Coordinator of Disability Services since 2009, prior to which she served as the Director of Career and Technical Advising and Job Placement. Ballard holds a bachelor's degree in Education from Arkansas State University and a Master's in Human Resources Development from the University of Tennessee. She currently resides in Piggott.

The Center at Kennett is located at 1002 Great West Drive in Kennett, and features classrooms, science labs, a public-access computer center, and a bookstore. Students at the Center can complete degrees in Agriculture, Business Management, Criminal Justice, Early Childhood Development, Education, and General Education without having to commute to other Three Rivers sites. The Center also offers a Licensed Practical Nursing program. For more information about the Center at Kennett, call 573-888-6381.

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**CAPTION FOR PHOTO ATTACHED TO EMAIL**

Kathy Ballard, a Piggott, Arkansas, native, has been chosen as the new Director for Three Rivers College's Center at Kennett. She will replace Ann Matthews, who was appointed as Dean of Academic Services for the institution.

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**Nursing Programs at Three Rivers Get Revamped Curriculum**

The Department of Nursing and Allied Health at Three Rivers College has finalized changes to the college's Nursing and LPN-RN Bridge programs to streamline entry to the programs, and shorten the time it takes to complete a Nursing degree.

"In addition to bringing the credit hour requirements down to a level more in line with other associate degree programs, we're removing some course prerequisites that were no longer necessary," said Dr. Staci Campbell, Chair of Nursing and Allied Health at Three Rivers. "We're attempting to balance accessibility of the program with the high standards required of the profession."

Applicants will no longer be required to have taken Introductory Chemistry for admission to the Nursing or LPN-RN Bridge program. Credit hour requirements for the programs have been reduced from 70 and 72 hours, respectively, to 64 credit hours for both programs, including prerequisites.

Students applying to the Nursing and LPN-RN Bridge programs must now have a cumulative GPA of 2.75, or if a current high school student, rank in the upper third of their graduation class. They must also have a satisfactory performance on the NLN Pre-Admission Examination-RN (min. 68<sup>th</sup> percentile "AD" score or 110 composite score), and complete the exam before the application deadline.

Additionally, the application deadline for the evening Nursing program in Poplar Bluff has been moved to May 1. The Poplar Bluff daytime Nursing and evening LPN-RN deadlines remain March 1; The deadlines for the Sikeston LPN-RN and Poplar Bluff daytime LPN-RN Bridge programs remain September 1. Registration for Fall 2016 classes at Three Rivers is now open, and potential students can visit [trcc.edu](http://trcc.edu) for more information.

The Poplar Bluff Associate Degree Nursing Program and the Sikeston LPN-RN Bridge program are conditionally approved by the Missouri State Board of Nursing (573-751-

0681, [www.pr.mo.gov](http://www.pr.mo.gov)). Both programs are accredited by the Accreditation Commission for Education in Nursing. ([www.acenursing.org](http://www.acenursing.org))

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