

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, November 17, 2021
12:00 p.m.

- I. Invocation and Pledge of Allegiance**
- II. Approval of Agenda**
 1. Consideration and Approval of Agenda
 2. Consideration and Approval of Minutes of the October Board Meeting
- III. Consideration of College Financial Report**
 1. Statement of Revenues, Expenses, and Changes in Net Assets
 - a) Monthly Financial Statements
 - b) Budget to Actual Financial Statements
 2. Cash in Bank
 3. Certificates of Deposits
 4. Checks Issued
 5. Bid Report
- IV. President's Report**
- V. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)
- VI. Items for Consideration, Discussion, and Vote**
 1. Consideration, Discussion, and vote on Resolution calling for Trustees Election for Sub-districts 3 and 4.
 2. Consideration, Discussion, and vote on FY21 Annual Audit
 3. Consideration, Discussion, and vote on Contract for Sikeston Roof Replacement
 4. Consideration, Discussion, and vote on Bond 2012B and 2014 Refund
 5. Consideration, Discussion, and vote on PP4330 Shared Sick Leave

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

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

1. Acceptance of Employment
 1. Kathryn Clark – Instructor/Coordinator, Agriculture & Forestry Program
 2. Sarah Lamb – Senior Administrative Assistant/Nursing & Allied Health
 3. Hannah Vincent – Student Services Advisor II
2. Transfer of Position
 1. Larrie Barriner – Part-time Instructional Assistant/Adjunct to Student Services Advisor II
3. Retirement
 1. Larry Todd Allen – Director, ACHIEVE
 2. Debbie Young – Library Administrative Services Coordinator
4. Resignation
 1. Derek Pickens – Technology & Computer Services Project Specialist

VIII. Appendix

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

IX. FY22 Board of Trustees Meeting Dates

- Wednesday, January 19, 2022
- Wednesday, February 16, 2022
- Tuesday, March 15, 2022
- Wednesday, April 20, 2022
- Wednesday, May 18, 2022
- Wednesday, June 22, 2022

X. Adjournment

**BOARD OF TRUSTEES
THREE RIVERS COLLEGE
October 20, 2021**

The regular meeting of the Board of Trustees began at 12:00 p.m. on Wednesday, October 20, 2021.

CALL TO ORDER

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

ATTENDANCE

Trustee Schalk delivered the invocation.

INVOCATION

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

**APPROVAL OF BOARD
MEETING AGENDA**

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

**APPROVAL OF THE
SEPTEMBER BOARD
MEETING MINUTES**

Charlotte reviewed the Budget to Actuals as of the end of September 2021. We are 25% into the year and have recognized 36% of our revenues and committed 24% of our expenses.

FINANCIAL REPORT

Also presented were proposed budget amendments to align the budget more closely with actual cost of projects as well as projected revenues.

Trustee Hager made the motion to accept the financial report and proposed budget amendments as presented. With a second by Trustee Garrison, the motion passed unanimously.

Dr. Payne presented:

PRESIDENT'S REPORT

Construction on the ball fields is coming to a close. It should be complete within the next two weeks. The teams are currently playing on the fields.

CONSTRUCTION UPDATE

The Employee Lounge is moving along. Currently all fixtures have been received. Waiting on cabinets.

Judy Davis updated the Board on the recent Constitution Day. This year we focused on the Bill of Rights with several outside speakers including Mark Richardson, Todd Richardson, Wade Pierce and our own Shawn Westbrooks and Dr. John LaDue presenting each of the rights. 82 students participated in person with additional students opting for the zoom option.

CONSTITUTION DAY

Davina Bixby reviewed the recent Preview Days as well as the upcoming dates. We have scheduled 7 preview days with 13 schools attending thus far. 351 students have attended and have enjoyed the tours as well as interacting with faculty.

PREVIEW DAYS

Brian Bess discussed the recent Raider Madness. It was a fun night with a good crowd. Besides the scrimmage game there was a 3-point shooting contest that everyone enjoyed. He also announced that the Lady Raiders are ranked #8 in the nation in the preseason poll.

RAIDER MADNESS

Chad Phipps updated the board on the College Rodeo. This year was the most successful rodeo to date, even with the bad weather on Friday night. The Jaycees stepped up and did an outstanding job draining the arena so the Rodeo could continue. We focused on a “kid-friendly” event with several activities available for our young cowboys and cowgirls on Saturday afternoon complete with a mechanical bull. Cowboy Kenny’s Steel Rodeo was a success creating a buzz within the community.

THREE RIVERS CHAMPIONSHIP RODEO

- October Advising Seminar – October 20
- Media Literacy Week – October 25 – 29
- POTA: Brazilian All Stars – October 26
- Music Department Fall Recital – October 28
- Crisp Expansion Ribbon Cutting – November 3
- Raiders First Midwest Bank Classic – November 5-7
- Lady Raiders Drury Inn Classic – November 6-7
- MCCA Annual Conference – November 10-12
- Red Cross Blood Drive – November 11
- Kennett Trivia Night – November 11

UP-COMING EVENTS

Trustee Garrison made the motion to enter into executive session at 12:27 p.m. With a second by Trustee Schalk, the board was polled as follows: Trustee Richardson, yes; Trustee Hager, yes; Trustee

EXECUTIVE SESSION

Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes;
Trustee Featherston, yes.

**ITEMS FOR DISCUSSION,
CONSIDERATION AND
VOTE**

Originally approved in March 2010. The section on authorized types of leave supersedes College Policy PP 4320 Authorized Types of Leave and includes a reference section to state and federal rules which align with this policy. Also added PP 4330 Shared Sick Leave to the policy grid.

**REVISIONS TO PP 4310 –
ABSENCES FROM COLLEGE**

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

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

There being no further business, Trustee Richardson made the motion to adjourn the meeting at 1:30 p.m. and with a second by Trustee Garrison, the motion passed unanimously.

ADJOURNMENT

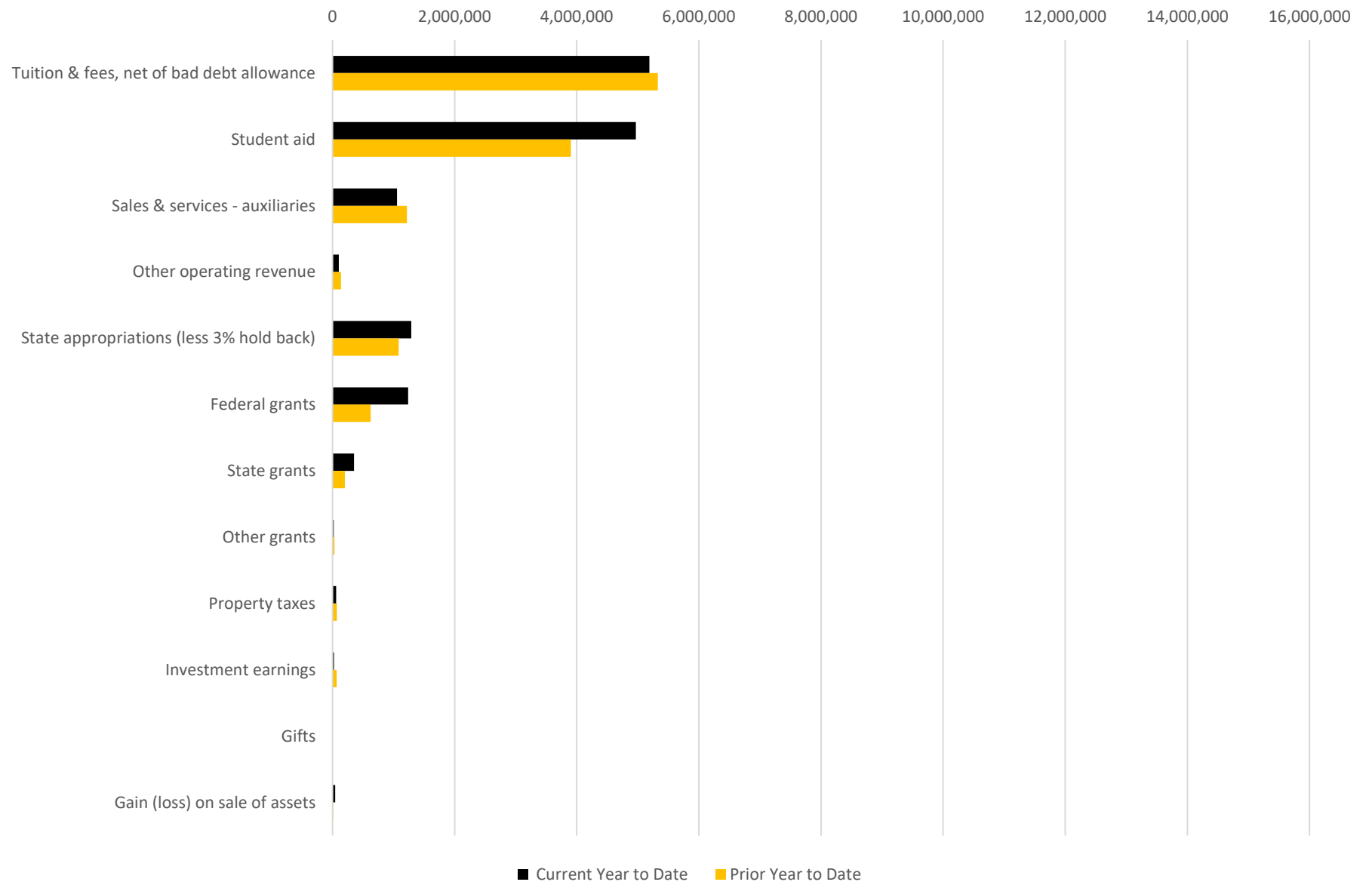
CHAIRMAN

APPROVAL DATE

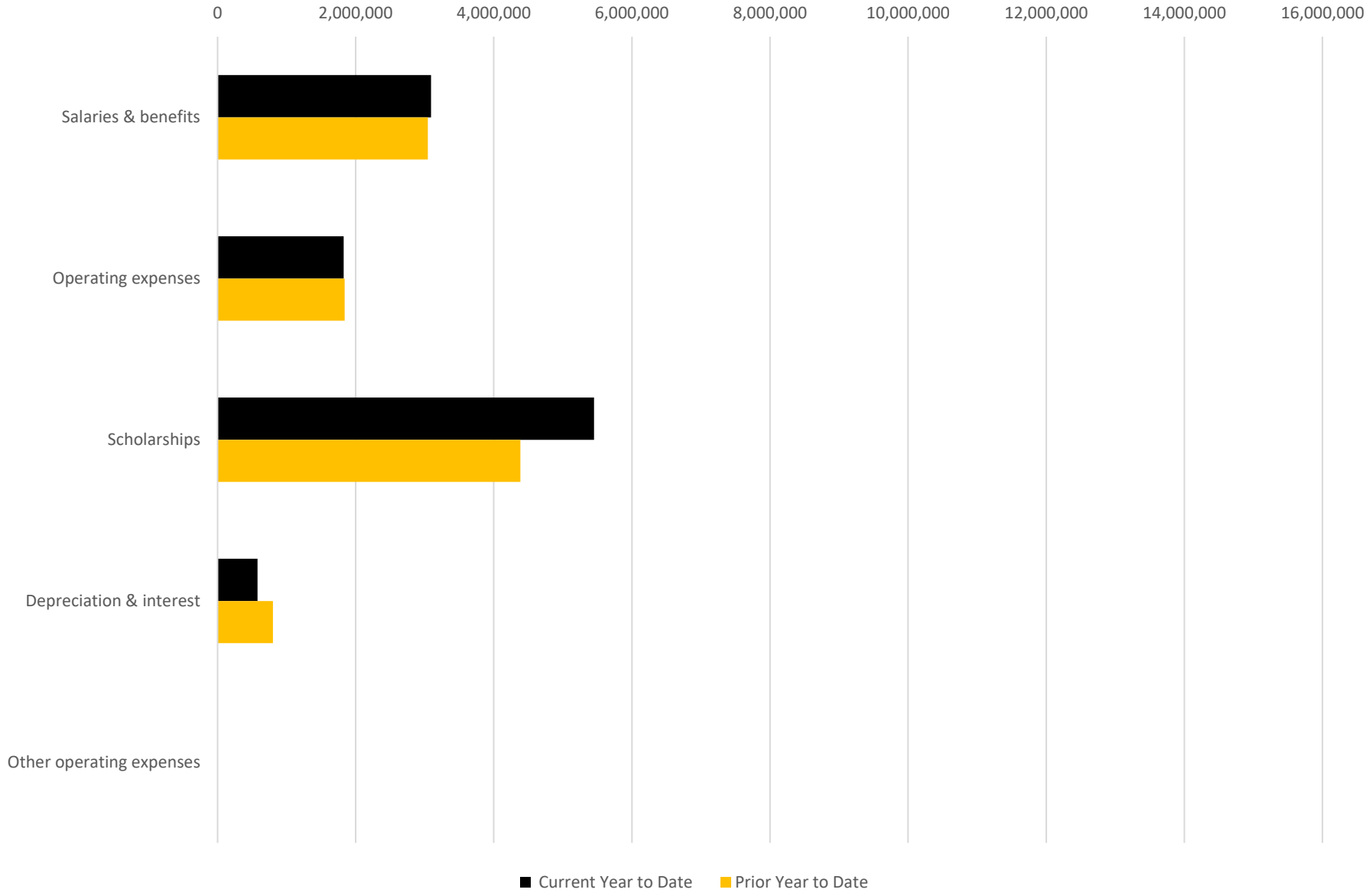
SECRETARY

APPROVAL DATE

YTD Comparison to Previous Year 09/30/2021



YTD Comparison to Previous Year
09/30/2021



YTD Comparison to Previous Year
09/30/2021

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

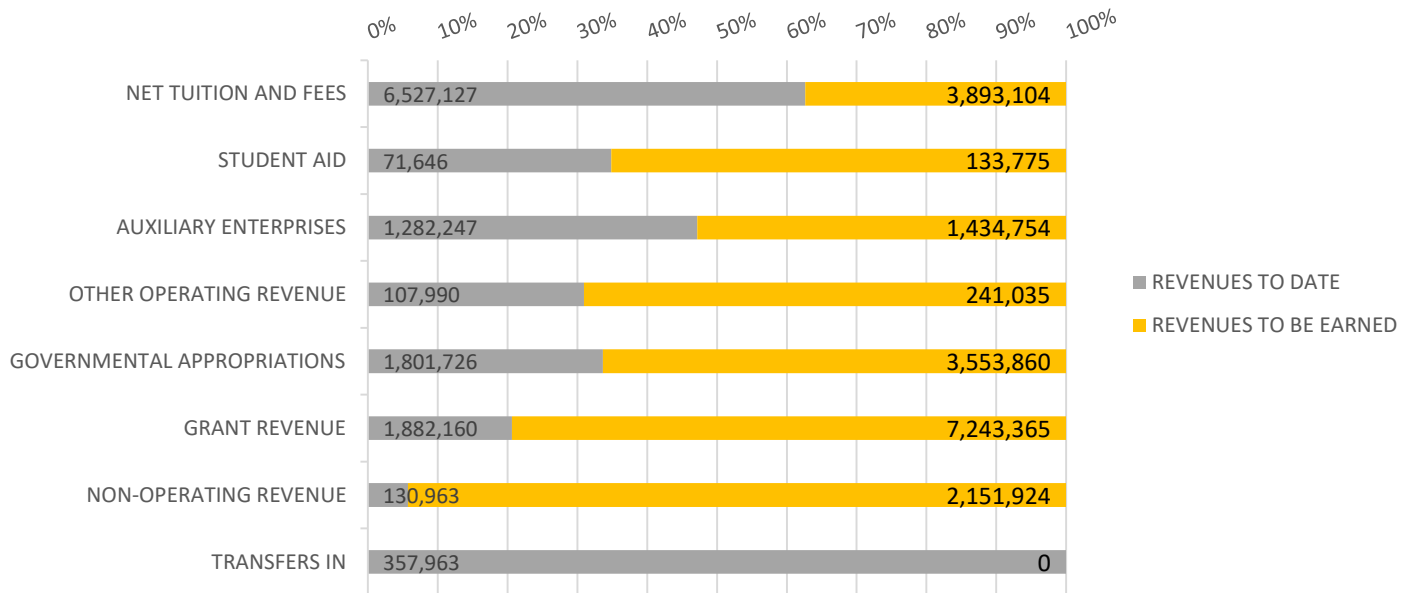
Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
September 30, 2021

ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash & Cash Equivalents	18,268,372	Accounts Payable	462,358
Student Account Receivables, net	3,783,003	Accrued Vacation	317,440
Property Tax Receivable	82,738	Student Deposits	2,383,234
Other Receivables	8,060,010	Deferred Tuition & Fees	27,330
Investments	0	Scholarships	(355,519)
Inventory	76,907	Total Current Liabilities	2,834,843
Prepaid Expenses	286,431		
Total Current Assets	30,557,460	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	15,167,816
Plus: Current year additions to capital assets	1,280,780	Accrued Interest	0
Accumulated Depreciation	(34,009,978)	Agency	425,022
Unamortized Bond Issue Costs	0	Total Non-Current Liabilities	32,652,000
Total Non-Current Assets	46,817,641	Total Liabilities	35,486,843
DEFERRED OUTFLOWS	5,677,372	DEFERRED INFLOWS	10,220,641
		NET POSITION	
		Beginning Balance	33,937,363
		Changes in Net Position	3,407,626
		Total Net Position	37,344,989
TOTAL ASSETS AND DEFERRED OUTFLOWS	83,052,473	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	83,052,473

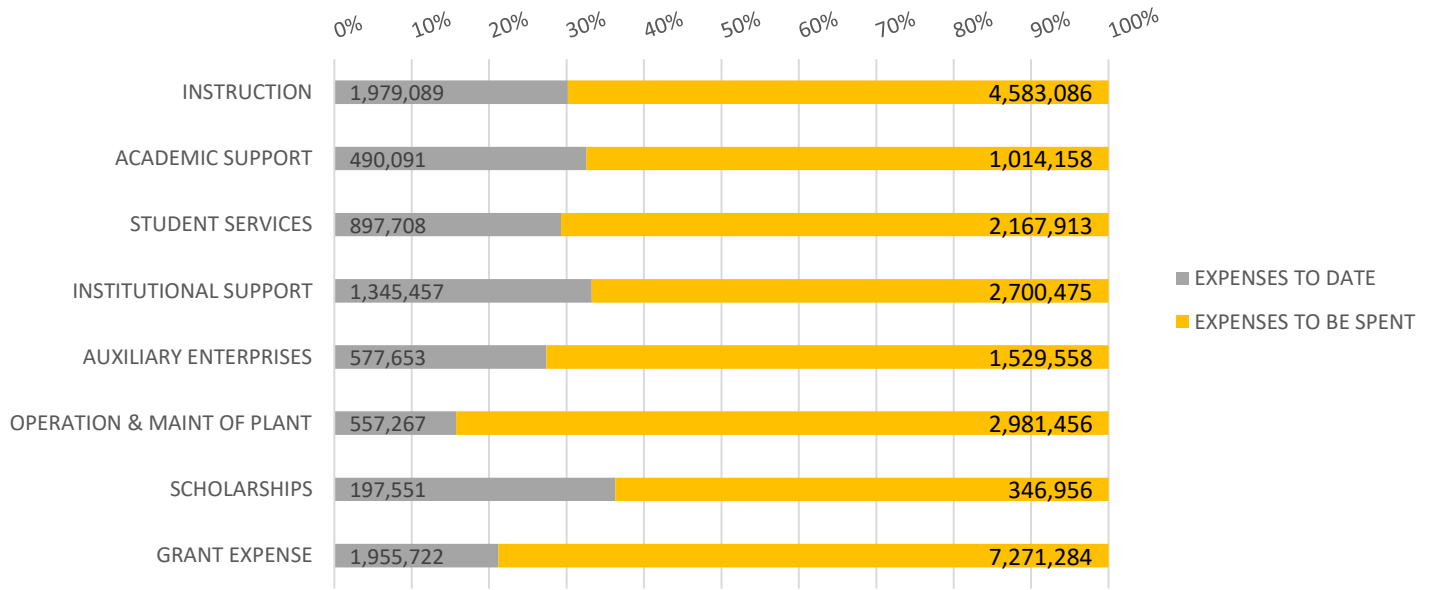
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
September 30, 2021

	July	August	September	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)	5,187,982	5,326,675	(138,693)	(2.60)%
Student aid	164,414	22,940	4,782,007	4,969,361	3,904,640	1,064,722	27.27%
Sales & services - auxiliaries	893,225	83,197	80,903	1,057,325	1,218,441	(161,117)	(13.22)%
Other operating revenue	3,181	89,813	10,115	103,109	140,229	(37,119)	(26.47)%
Total Operating Revenue	6,004,478	713,902	4,599,397	11,317,777	10,589,985	727,792	6.87%
OPERATING EXPENSES							
Salaries & benefits	1,021,549	1,021,985	1,046,755	3,090,289	3,044,754	45,535	1.50%
Operating expenses	694,509	439,517	691,931	1,825,958	1,839,940	(13,982)	(0.76)%
Capital equipment	99,020	625,423	556,337	1,280,780	50,525	1,230,255	2,434.94%
Less: Transfer to capital assets	(99,020)	(625,423)	(556,337)	(1,280,780)	(50,525)	(1,230,255)	2,434.94%
Scholarships	212,485	32,585	5,206,299	5,451,369	4,386,335	1,065,034	24.28%
Depreciation & interest	147,524	280,947	149,685	578,156	802,121	(223,965)	(27.92)%
Other operating expenses	0	0	0	0	(404)	404	(100.00)%
Total Operating Expenses	2,076,067	1,775,035	7,094,670	10,945,771	10,072,746	873,025	8.67%
NON-OPERATING REVENUE (EXPENSES)							
State appropriations (less 3% hold back)	425,628	433,744	429,686	1,289,058	1,086,138	202,920	18.68%
Federal grants	339,754	409,247	488,662	1,237,664	624,605	613,059	98.15%
State grants	21,923	24,811	307,429	354,163	200,419	153,744	76.71%
Other grants	0	0	21,924	21,924	31,990	(10,066)	(31.47)%
Property taxes	22,115	20,358	16,942	59,415	71,592	(12,178)	(17.01)%
Investment earnings	8,109	7,074	7,572	22,756	66,582	(43,825)	(65.82)%
Gifts	5,387	0	0	5,387	2,500	2,887	115.48%
Gain (loss) on sale of assets	0	0	45,254	45,254	11,650	33,604	288.44%
Total Non-Operating Revenues (Expenses)	822,917	895,235	1,317,469	3,035,620	2,095,476	940,144	44.87%
CHANGES IN NET POSITION	4,751,327	(165,897)	(1,177,804)	3,407,626	2,612,715	794,911	30.42%

Budget to Actual Revenues 10/31/2021 (33%)



Budget to Actual Expenses 10/31/2021 (33%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
October 31, 2021
Fiscal Year Benchmark: 33%

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	6,527,127	63%	3,893,104
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	205,421	71,646	35%	133,775
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	2,717,001	1,282,247	47%	1,434,754
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	349,025	107,990	31%	241,035
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	5,355,586	1,801,726	34%	3,553,860
GRANT REVENUE <i>State Grants, Federal Grants</i>	9,125,524	1,882,160	21%	7,243,365
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,282,887	130,963	6%	2,151,924
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	357,963	357,963	100%	0
TOTAL REVENUES	30,813,638	12,161,822	39%	18,651,817

NOTE: We have recognized 39% of budgeted revenues. We have recognized 63% of our budgeted revenues from tuition and fees, comprised of portions of summer, fall 2021 and the beginning of spring registration, net of estimated bad debt. The operating budget includes transfers in from prior year reserves to support one-time projects which do not meet criteria for inclusion in the capital budget.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>	6,562,175	1,979,089	30%	4,583,086
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,504,249	490,091	33%	1,014,158
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	3,065,621	897,708	29%	2,167,913
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	4,045,932	1,345,457	33%	2,700,475
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	2,107,211	577,653	27%	1,529,558
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,538,723	557,267	16%	2,981,456
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	544,507	197,551	36%	346,956
GRANT EXPENSE <i>State Grants, Federal Grants</i>	9,227,006	1,955,722	21%	7,271,284
TOTAL EXPENSES	30,595,425	8,000,539	26%	22,594,886

NOTE: We have obligated 26% of our budgeted expenses at 33% into the fiscal year. October payroll is INCLUDED and credit card expenses are NOT INCLUDED as they were not yet available at the time of this report. Budgeted increase in Net Position is a result of awarded funding sources exceeding budget estimates.

CHANGES IN NET POSITION	218,213	4,161,283
--------------------------------	----------------	------------------

Three Rivers College
 Capital Budget - Unaudited
 October 31, 2021
 Fiscal Year Benchmark: 33%

FUNDING SOURCES	BUDGET	SOURCES TO DATE		SOURCES TO BE EARNED
		SOURCES TO DATE	%	
RESTRICTED				
<i>HEERF (CARES) federal grant</i>	3,827,401	465,829	12%	3,361,572
UNRESTRICTED				
<i>General funds - prior year transfers in (Reserves)</i>	1,283,262	532,733	42%	750,529
<i>General funds - current year transfers in</i>				
TOTAL FUNDING SOURCES	5,110,663	998,562	20%	4,112,101

USES OF FUNDS	BUDGET	USES TO DATE		USES UNSPENT
		USES TO DATE	USES TO DATE %	
<i>Sikeston Location roof</i>	240,000	0	0%	240,000
<i>Westwood Event Center upgrades</i>	210,531	0	0%	210,531
<i>Libla Family Sports Complex</i>	183,747	0	0%	183,747
<i>Westover Administration Building repairs</i>	200,000	150,825	75%	49,175
<i>HVAC upgrades</i>	2,500,000	65,850	3%	2,434,150
<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>	60,000	5,930	10%	54,070
<i>Tinnin Fine Arts Center refurbish</i>	136,000	5,267	4%	130,733
<i>Ballfield improvements</i>	380,324	372,697	98%	7,628
<i>Fleet vehicles</i>	35,000	0	0%	35,000
<i>Farm outbuilding/restroom</i>	108,160	119,543	111%	(11,383)
TOTAL EXPENSES	5,110,663	998,562	20%	4,112,101

NET SURPLUS (DEFICIT) 0 0

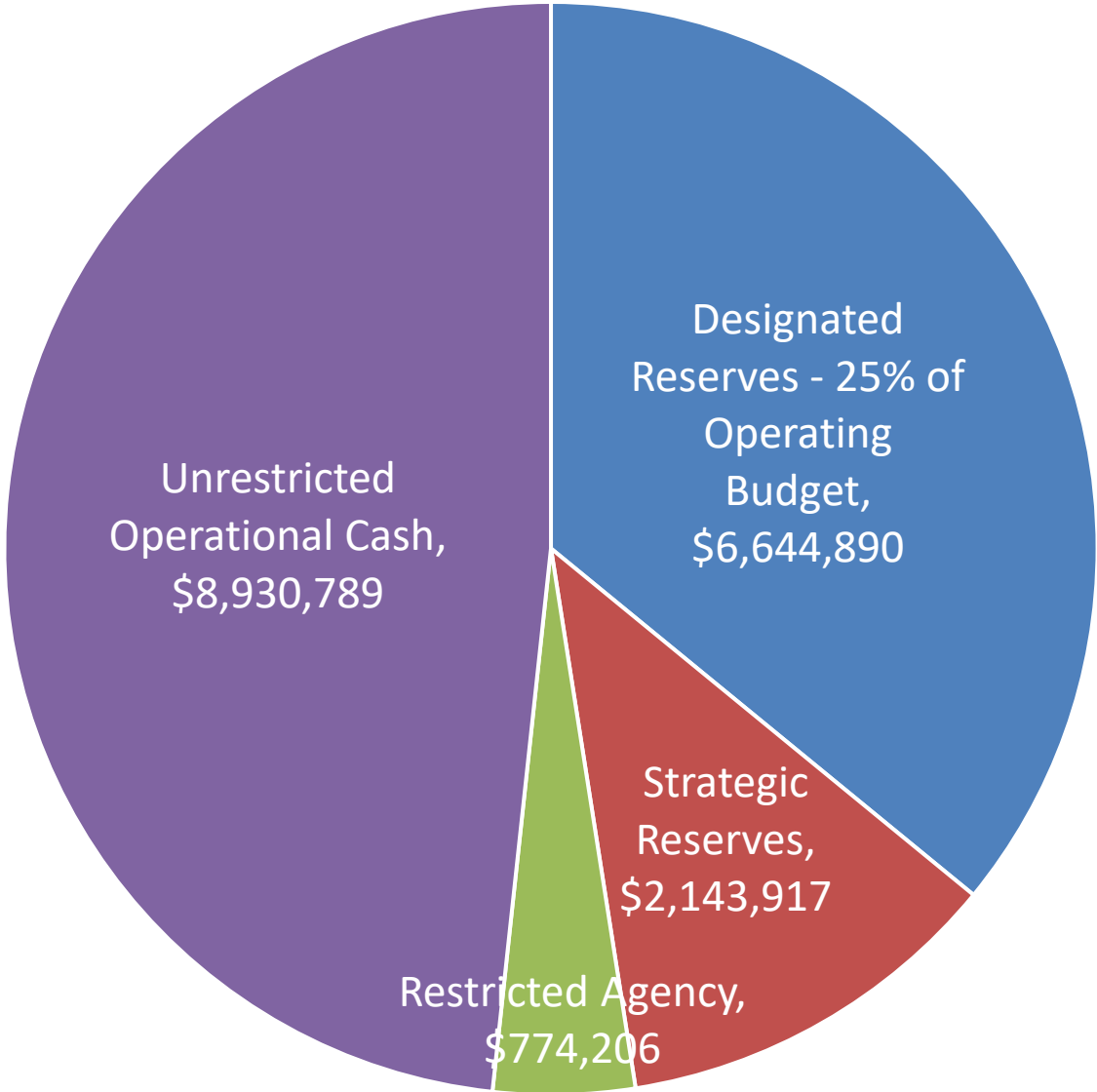
**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

November 1, 2021

	<u>10/04/21</u>	<u>11/01/21</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	1,800.00	2,000.00
Petty Cash	200.00	200.00
Vending Machines	137.00	137.00
Business Office	8,788.00	1,888.00
<i>Total Cash Funds</i>	<u>10,925.00</u>	<u>4,225.00</u>
<i>General Accounts</i>		
Southern Bank - General Funds	9,040,106.46	8,227,739.88
Southern Bank - Credit Cards	16,597.68	106,560.96
<i>Total General Accounts</i>	<u>9,056,704.14</u>	<u>8,334,300.84</u>
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	(49,872.78)	12,783.86
Federal Clearing Account	-	317,808.01
Flexible Spending Account	10,004.07	10,008.27
<i>Total Restricted Accounts</i>	<u>(39,868.71)</u>	<u>340,600.14</u>
TOTAL CURRENT FUND	<u>9,027,760.43</u>	<u>8,679,125.98</u>
HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	136,118.94	125,831.29
<i>Total General Accounts</i>	<u>136,118.94</u>	<u>125,831.29</u>
TOTAL HOUSING FUND	<u>272,237.88</u>	<u>251,662.58</u>

	<u>10/04/21</u>	<u>11/01/21</u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	8,785,076.05	8,788,807.09
<i>Total Bank Accounts</i>	<u>8,785,076.05</u>	<u>8,788,807.09</u>
<i>Certificates of Deposit</i>		
	-	-
	-	-
<i>Total Certificates of Deposit</i>	<u>-</u>	<u>-</u>
TOTAL PLANT FUND	<u><u>8,785,076.05</u></u>	<u><u>8,788,807.09</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	454,273.79	452,446.17
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	321,759.75	321,759.75
TOTAL AGENCY FUND	<u><u>776,033.54</u></u>	<u><u>774,205.92</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$18,493,802 AS OF 11/01/2021**



THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF October 31, 2021

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

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF October 31, 2021

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
23353	First Midwest Bank of P.B.	1.24	11/06/00	11/06/21	4,000.00	Coll. Achievement
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/21	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	1.10	12/05/95	12/05/21	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/21	1,110.00	C.T. McDaniel
2017004259	Commerce Bank	0.30	12/09/89	12/09/21	1,000.00	P.I. Church
423137173	Regions Bank	0.15	12/09/85	12/09/21	5,000.00	Mary Hinrichs
2016012160	Commerce Bank	0.25	12/11/91	12/11/21	7,700.00	Bill Vinson
43712	First Midwest Bank of P.B.	0.85	04/27/09	12/14/21	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.25	12/22/97	12/22/21	10,000.00	Harold Prim
22134	First Midwest Bank of P.B.	0.50	01/08/98	01/08/22	10,000.00	Jerome Burford
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/22	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/22	2,500.00	A. Garner
22246	First Midwest Bank of P.B.	1.05	02/25/98	02/25/22	1,658.87	Missy Braden
2136801	First Midwest Bank of P.B.	0.40	03/05/97	03/05/22	5,000.00	Thelma Jackson
2017004363	Commerce Bank	0.30	03/30/88	03/30/22	10,000.00	Myrtle Corbett
423137249	Regions Bank	0.01	05/12/88	04/02/22	2,833.00	Combined Sch
9525	First Missouri State Bank	0.85	05/06/93	05/06/22	2,000.00	Carl Wiseman
10140	First Midwest Bank of P.B.	1.00	11/06/89	05/06/22	5,000.00	Charlotte Stone
5017843040	Commerce Bank	0.01	05/01/97	05/07/22	2,900.00	Miles Hays
2012008906	Commerce Bank	0.05	05/11/81	05/11/22	4,526.11	P.C. Hays, Sr.
2016007496	Commerce Bank	0.03	05/14/90	05/14/22	3,835.00	Bill Vinson
25103	First Midwest Bank of P.B.	0.40	05/14/99	05/14/22	5,000.00	Thelma Jackson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/22	2,192.00	Greg Starnes
2038701	First Midwest Bank of P.B.	0.65	05/16/96	05/16/22	5,000.00	Thelma Jackson
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/22	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/22	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	0.50	05/26/89	05/26/22	16,350.00	Jackie Watson
110260320	Southern Bank	0.85	06/02/86	06/02/22	1,000.00	Hulen Spencer
2016012267	Commerce Bank	0.025	06/04/92	06/04/22	2,350.00	Bill Vinson
423135383	Regions Bank	1.49	12/04/04	06/04/22	1,650.00	R. Couperus
110274305	Southern Bank	0.90	05/30/86	06/30/22	5,200.00	Mabel Swindel
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/22	1,405.00	Joshua Bowman
2019003547	Commerce Bank	0.40	07/08/90	07/08/22	4,000.00	P.C. Hays, Jr.
423137157	Regions Bank	1.24	01/14/85	07/14/22	2,500.00	Dr. Miller
2170801	First Midwest Bank of P.B.	0.50	07/11/97	07/30/22	10,925.00	Mabel Swindel
2012008112	Commerce Bank	0.30	08/11/92	08/11/22	1,000.00	Myra C. Hays

THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
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
110239662	Southern Bank	1.00	01/05/91	01/05/23	1,412.53	Bulow Mem.
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
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

Total Agency Fund CD's

\$ 321,759.75

Three Rivers College
CD Report
As of October 31, 2021

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 OCTOBER 2021

Current Fund:	General Fund - Southern Bank	\$ 1,270,157.97
Housing Fund:	Rivers Ridge - Southern Bank	4,167.30
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>41,177.39</u>
	Grand Total	<u><u>\$ 1,315,502.66</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 17th day of November 2021.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

**THREE RIVERS COLLEGE
 BID REPORT
 AS OF NOVEMBER 10, 2021**

Library RFID System

Status: Closed
 Open Date: 9/27/2021
 Close Date: 10/11/2021
 Funding Source: CARES
 Bids Submitted:

Bibleoteca	Norcross, GA
FE Technologies	Raleigh, NC
Mk Solutions	York, PA

Recommendation: FE Technologies \$ 64,620.00
 Bid Awarded: No

Sikeston Roof Replacement

Status: Closed
 Open Date: 10/7/2021
 Close Date: 10/28/2021
 Funding Source: General Revenue
 Bids Submitted: N/A
 Bid Awarded: N/A

CONSIDERATION OF APPROVAL FOR LIBRARY RFID SYSTEM

BACKGROUND INFORMATION

HISTORY

The College advertised for bids for a Library RFID System. Responses were received as follows:

Bidders Meeting Bid Specifications:

<u>Name of Company</u>	<u>Amount of Bid</u>	<u>Pricing Notes</u>
Bibleoteca	\$70,427.10	1 year maintenance agreement
FE Technologies	\$64,620.00	5-year maintenance agreement
MK Solutions	\$60,160.00	1 year maintenance agreement

FINANCIAL IMPLICATIONS

With service agreement pricing quoted up to \$3,100/year from MK Solutions, FE Technologies offered a 5-year maintenance agreement with their bid. Overall, FE Technologies is the most economical solution for our needs.

ADMINISTRATIVE RECOMMENDATIONS

It is recommended that the college accept the bid from FE Technologies for the Library RFID System.

November 2021 President's Report

- Construction Updates
- October Advising Seminar: Resources for Students – October 20
- Media Literacy Week – October 25 – 29
- POTA – Brazilian All Stars – October 26
- Music Department Fall Student Recital – October 28
- Trunk or Treat – October 30
- Crisp Expansion Ribbon Cutting – November 3
- Raider's 1st Midwest Bank Classic – November 5 – 7
- Lady Raiders Drury Inn Classic – November 6 – 7
- MCCA Annual Conference – November 10 - 12
- Kennett Trivia – November 11

- **Upcoming Events**
 - November Advising Seminar: Surviving College and Preparing for Finals – November 17
 - Counselor's Conference – November 19
 - Music Department Fall Concert – November 23
 - Thanksgiving Holiday – College Closed – November 25 – 26
 - The Isaacs—POTA partnership show with The Rodgers – December 3
 - A Christmas Carol – POTA – December 7
 - Employee Christmas Breakfast – December 10
 - RN Pinning – December 10
 - LPN Pinning – December 10
 - Christmas Break – College Closed -December 20 – January 2, 2022
 - College Open for Spring – January 3, 2022
 - Spring Convocation – January 10, 2022
 - Martin Luther Day – College Closed – January 17, 2022

A G E N D A
Executive Session
Wednesday, November 17, 2021

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

5. CONSIDERATION OF RESOLUTION CALLING FOR TRUSTEES ELECTION

BACKGROUND INFORMATION
HISTORY

Due to the expiration in April 2022, of the six-year terms of office of Trustee Garrison, sub-district 4 and Trustee Featherston, sub-district 3; it will be necessary to formally adopt a Resolution calling for a public election to be held on April 05, 2022, for the purpose of electing two members to the Board of Trustees.

POSSIBLE ALTERNATIVES

N/A

FINANCIAL IMPLICATIONS

As established in the current budget.

ADMINISTRATIVE RECOMMENDATIONS

It is the administrative recommendation that (1) a formal Resolution calling for an election be adopted; and (2) Edie Dilbeck, Recording Secretary be formally appointed to serve as election authority.

RESOLUTION

BE IT RESOLVED BY the Board of Trustees of Three Rivers Junior College District of Butler, Carter, Ripley, and Wayne counties and portions of Madison, Reynolds and Stoddard counties, that Notice of Election to be held in Sub-Districts No. 3, 4, of said Junior College District, on the 5th day of April, 2022, between the hours of 6:00 a.m. and 7:00 p.m. for the purpose of electing two members to the Board of Trustees of Three Rivers Junior College District, that the Notice of Election be as follows:

NOTICE OF ELECTION
OF
THE THREE RIVERS JUNIOR COLLEGE DISTRICT OF
BUTLER, CARTER, RIPLEY AND WAYNE COUNTIES
AND PORTIONS OF MADISON, REYNOLDS AND
STODDARD COUNTIES, ELECTION TO BE HELD IN
SUB-DISTRICTS NO. 3, 4 OF SAID
THREE RIVERS JUNIOR COLLEGE DISTRICT
ALL IN MISSOURI
TUESDAY, APRIL 05, 2022

Notice is hereby given to the qualified voters of the Three Rivers Junior College Sub-Districts No. 3, 4, as described on Exhibits “A”, “B”, attached hereto and made a part hereof as if more fully set out herein, of said Junior College District, all in the State of Missouri, that the regular election of said Sub-Districts No. 3, 4, shall be held at all established voting places throughout the said Sub-Districts No. 3, 4, on Tuesday, the 5th day of April, 2022, beginning at 6:00 a.m. and closing at 7:00 p.m. of said day, to vote upon the following proposition:

To elect one (1) member of the Board of Trustees of Three Rivers Junior College District, from Sub-District No. 3, for a term of six (6) years.

To elect one (1) member of the Board of Trustees of Three Rivers Junior College District, from Sub-District No. 4, for a term of six (6) years.

And that Edie Dilbeck, recording secretary of the Board of Trustees, is authorized to act as the Election Authority on behalf of Trustee Secretary Eric Schalk. The opening date for the filing of a Declaration of Candidacy to elect one (1) member of each district of the Board of Trustees of Three Rivers Junior College District, for Sub-Districts No. 3, 4, will be Tuesday, December 07, 2021, beginning at 8:00 a.m. in the office of Edie Dilbeck, Election Authority, Three Rivers Community College, Poplar Bluff, Missouri 63901 (**The college will close business at 12:00 noon Friday, December 17, 2021 and will remain closed until Monday, January 03, 2022.** Closing date for filing Declaration of Candidacy in said Sub-Districts No. 3, 4, will be Tuesday, December 28, 2021, at 5:00 p.m.

Date

Gary Featherston, Chairman
Board of Trustees

Date

Eric Schalk, Secretary
Board of Trustees

NOTICE OF DECLARATION OF
CANDIDACY OF THREE RIVERS
COMMUNITY COLLEGE DISTRICT
SUB-DISTRICT NO. 3

Notice is hereby given that the opening date for filing of a Declaration of Candidacy to elect one (1) member of the Board of Trustees of the Three Rivers Community College District for Sub-District No. 3, as described on Exhibit "A" attached hereto and made a part hereof as if more fully set out herein, will be Tuesday, December 07, 2021, beginning at 8:00 o'clock a.m. in the office of Edie Dilbeck, Election Authority, Three Rivers Community College, Poplar Bluff, Missouri 63901 (**The college will close business at 12 Noon, Friday, December 17, 2021 and will remain closed until January 03, 2022.** Closing date for filing Declaration of Candidacy in Sub-District No. 3 will be Tuesday, December 28, 2021, at 5:00 p.m.

EXHIBIT "A"

Description: Three Rivers Community College District Sub-District No. 3

Done by order of the Board of Trustees of Three Rivers Community College, Poplar Bluff, Missouri, the 17th day of November 2021.

Eric Schalk, Secretary
Board of Trustees
Three Rivers Community College District

This is to certify that the above is a true and correct copy of the Notice of Declaration of Candidacy for Three Rivers Community College District Sub-District No. 3, as it will appear in the official minutes of the Board of Trustees of said Community College District.

(SEAL)

Janine Heath, Notary Public,
Butler County, Missouri
Three Rivers Community College District

My Commission Expires: December 11, 2024.

REVISED 12/6/02

DESCRIPTION: THREE RIVERS COMMUNITY COLLEGE SUBDISTRICT 3

ALL OF THE FOLLOWING RIPLEY COUNTY PRECINCTS: CURRENT RIVER, DONIPHAN WEST, FLATWOODS, GATEWOOD, HARRIS, POYNER, SHIRLEY, THOMAS, UNION, VARNER, WASHINGTON, DONIPHAN P1, DONIPHAN P2-W1, AND DONIPHAN P2-W2, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

ALL OF THAT PART OF TOWNSHIPS 21, 22, 23, AND 24 NORTH, IN RANGE 1 WEST OF THE FIFTH PRINCIPAL MERIDIAN AND RANGES 1, 2, 3, AND 4 EAST OF THE FIFTH PRINCIPAL MERIDIAN IN RIPLEY COUNTY, MISSOURI, DESCRIBED AS FOLLOWS:

THE POINT OF BEGINNING BEING THE SOUTHEAST CORNER OF SECTION 36, TOWNSHIP 22 NORTH, RANGE 4 EAST; THENCE, NORTH ALONG AND WITH THE EAST LINE OF TOWNSHIP 22 NORTH, RANGE 4 EAST TO THE NORTHEAST CORNER OF SECTION 1, TOWNSHIP 22 NORTH, RANGE 4 EAST; THENCE, WEST ALONG AND WITH THE NORTH LINE OF TOWNSHIP 22 NORTH, IN RANGE 4 EAST, TO THE SOUTHEAST CORNER OF SECTION 35, TOWNSHIP 23 NORTH, RANGE 4 EAST; THENCE, NORTH ALONG AND WITH THE EAST LINE OF SECTIONS 35, 26, 23, 14, 11, AND 2 IN TOWNSHIP 23 NORTH IN RANGE 4 EAST, TO THE NORTHEAST CORNER OF SECTION 2, TOWNSHIP 23 NORTH, RANGE 4 EAST; THENCE, WEST ALONG AND WITH THE NORTH LINE OF TOWNSHIP 23 NORTH, TO THE SOUTHEAST CORNER OF SECTION 36, TOWNSHIP 24 NORTH, RANGE 3 EAST; THENCE, NORTH, ALONG AND WITH THE EAST LINE OF SAID SECTION 36, TO THE NORTHEAST CORNER OF THE SOUTH ONE-HALF OF SAID SECTION 36; THENCE, WEST ALONG AND WITH THE NORTH LINE OF THE SOUTH ONE-HALF OF SECTIONS 36, 35, AND 34, TO THE NORTHEAST CORNER OF THE SOUTH ONE-HALF OF SECTION 33; THENCE, NORTH ALONG AND WITH THE EAST LINE OF SECTION 33, TO THE NORTHEAST CORNER OF SECTION 33, TOWNSHIP 24 NORTH, RANGE 3 EAST; THENCE, WEST, ALONG AND WITH THE NORTH LINE OF SECTIONS 33, 32, AND 31, TO THE NORTHWEST CORNER OF SAID SECTION 31; THENCE, NORTH, ALONG AND WITH THE EAST LINE OF SECTION 36, TOWNSHIP 24 NORTH, RANGE 2 EAST, TO THE NORTHEAST CORNER OF SAID SECTION 36; THENCE, WEST, ALONG AND WITH THE NORTH LINE OF SECTIONS 36, 35, 34, 33, 32, AND 31 AND THE NORTH LINE OF SECTIONS 36 AND 35, TOWNSHIP 24 NORTH, RANGE 1 EAST, TO THE NORTHWEST CORNER OF SAID SECTION 35; THENCE, SOUTH, ALONG AND WITH THE WEST LINE OF SAID SECTION 35, TO THE SOUTHWEST CORNER OF SAID SECTION 35; THENCE, WEST, ALONG AND WITH THE NORTH LINE OF TOWNSHIP 23 NORTH, TO THE NORTHWEST CORNER OF SECTION 1, TOWNSHIP 23 NORTH, RANGE 1 WEST; THENCE, SOUTH, ALONG AND WITH THE WEST LINE OF SAID SECTION 1, TO THE SOUTHWEST CORNER OF SAID SECTION 1; THENCE, WEST, ALONG AND WITH THE NORTH LINE OF SECTIONS 11 AND 10, TO THE NORTHWEST CORNER OF SECTION 10; THENCE, SOUTH, ALONG AND WITH THE WEST LINES OF SECTIONS 10 AND 15; TO THE NORTHEAST CORNER OF SECTION 21, TOWNSHIP 23 NORTH, RANGE 1 WEST; THENCE WEST, ALONG AND WITH THE NORTH LINE OF SECTIONS 21, 20, AND 19, TO THE RIPLEY AND OREGON COUNTY LINE; THENCE, SOUTHERLY, ALONG AND WITH SAID COUNTY LINE TO THE SOUTH LINE OF THE STATE OF MISSOURI; THENCE, EASTERLY, ALONG AND WITH SAID STATE LINE, TO THE POINT OF BEGINNING.

NOTICE OF DECLARATION OF
CANDIDACY OF THREE RIVERS
COMMUNITY COLLEGE DISTRICT
SUB-DISTRICT NO. 4

Notice is hereby given that the opening date for filing of a Declaration of Candidacy to elect one (1) member of the Board of Trustees of the Three Rivers Community College District for Sub-District No. 4, as described on Exhibit "B" attached hereto and made a part hereof as if more fully set out herein, will be Tuesday, December 07, 2021, beginning at 8:00 o'clock a.m. in the office of Janine Heath, Election Authority, Three Rivers Community College, Poplar Bluff, Missouri 63901 (**The college will close business at 12 Noon, Friday, December 18, 2015 and will remain closed until January 03, 2022.** Closing date for filing Declaration of Candidacy in Sub-District No. 3 will be Tuesday, December 28, 2021, at 5:00 p.m.

EXHIBIT "B"

Description: Three Rivers Community College District Sub-District No. 4

Done by order of the Board of Trustees of Three Rivers Community College, Poplar Bluff, Missouri, the 17th day of November 2021.

Eric Schalk, Secretary
Board of Trustees
Three Rivers Community College District

This is to certify that the above is a true and correct copy of the Notice of Declaration of Candidacy for Three Rivers Community College District Sub-District No. 4, as it will appear in the official minutes of the Board of Trustees of said Community College District.

(SEAL)

Janine Heath, Notary Public,
Butler County, Missouri
Three Rivers Community College District

My Commission Expires: December 11, 2024.

DESCRIPTION: THREE RIVERS COMMUNITY COLLEGE SUBDISTRICT 4

ALL OF THAT PART OF TOWNSHIPS 25, 26, 27, 28, 29, 30, AND 31 NORTH, IN RANGES 2, 3, 4, 5, 6, 7, AND 8 EAST OF THE FIFTH PRINCIPAL MERIDIAN, IN WAYNE, REYNOLDS, MADISON, AND BUTLER COUNTIES IN THE STATE OF MISSOURI, DESCRIBED AS FOLLOWS:

THE POINT OF BEGINNING BEING THE NORTHWEST CORNER OF SECTION 10, TOWNSHIP 26 NORTH, RANGE 5 EAST; THENCE, SOUTH, ALONG AND WITH THE WEST LINE OF SECTIONS 10, 15, 22, 27, AND 34, TO THE NORTH LINE OF TOWNSHIP 25 NORTH; THENCE, WEST, ALONG AND WITH SAID TOWNSHIP LINE, TO THE NORTHWEST CORNER OF SECTION 3, TOWNSHIP 25 NORTH, RANGE 5 EAST; THENCE, SOUTH, ALONG AND WITH THE WEST LINE OF SECTIONS 3 AND 10, TO THE SOUTHWEST CORNER OF SECTION 10; THENCE, EAST, ALONG AND WITH THE SOUTH LINE OF SECTIONS 10, 11, AND 12, TO THE SOUTHEAST CORNER OF SECTION 12; THENCE, NORTH, ALONG AND WITH THE EAST LINE OF SECTIONS 12 AND 1, TO THE SOUTH LINE OF TOWNSHIP 26 NORTH; THENCE, EAST, ALONG AND WITH SAID TOWNSHIP LINE, TO THE SOUTHEAST CORNER OF SECTION 36, TOWNSHIP 26 NORTH, RANGE 6 EAST; THENCE, NORTH, ALONG AND WITH THE EAST LINE OF RANGE 6 EAST, TO THE SOUTH LINE OF WAYNE COUNTY; THENCE, EASTERLY, ALONG AND WITH THE SOUTHERLY WAYNE COUNTY LINE TO THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF SECTION 3, TOWNSHIP 26 NORTH, RANGE 7 EAST; THENCE, NORTH ALONG AND WITH THE CENTERLINE OF SECTION 3, TO THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF SECTION 3; THENCE, WEST ALONG AND WITH THE NORTH LINE OF SECTION 3 TO THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF SECTION 34, TOWNSHIP 27 NORTH, RANGE 7 EAST; THENCE, NORTH ALONG AND WITH THE EAST LINE OF THE WEST ONE-HALF OF SECTION 34 TO THE NORTH SIDE OF WAPPAPELLO LAKE; THENCE, NORTHWESTERLY ALONG AND WITH THE EASTERLY LINE OF THE LAKE TO THE SOUTH LINE OF SECTION 8, TOWNSHIP 27 NORTH, RANGE 7 EAST; THENCE, EASTERLY ALONG AND WITH THE SOUTH LINE OF SECTIONS 8, 9, 10, 11, AND 12 TO THE SOUTHEAST CORNER OF SECTION 12; THENCE, SOUTH ALONG AND WITH THE WEST LINE OF RANGE 8 EAST TO THE SOUTHWEST CORNER OF SECTION 18, TOWNSHIP 27 NORTH, RANGE 8 EAST; THENCE, EAST ALONG AND WITH THE SOUTH LINE OF SECTIONS 18, 17, AND 16 TO THE SOUTHEAST CORNER OF SECTION 16; THENCE, NORTHERLY ALONG AND WITH THE EASTERLY LINE OF WAYNE COUNTY TO THE SOUTHEAST CORNER OF SECTION 13, TOWNSHIP 29 NORTH, RANGE 7 EAST; THENCE, WEST ALONG AND WITH THE SOUTH LINE OF SECTIONS 13, 14, AND 15 TO THE SOUTHWEST CORNER OF SECTION 15; THENCE, NORTH ALONG AND WITH THE WEST LINE OF SECTIONS 15, 10, AND 3 TO THE NORTHWEST CORNER OF SECTION 3; THENCE, EAST ALONG AND WITH THE SOUTH LINE OF TOWNSHIP 30 NORTH TO THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 35, TOWNSHIP 30 NORTH, RANGE 7 EAST; THENCE, NORTH TO THE NORTHWEST CORNER OF SAID SOUTHEAST QUARTER OF THE SOUTHEAST

QUARTER; THENCE, EAST TO THE NORTHEAST CORNER OF SAID SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER THENCE, SOUTH TO THE SOUTHEAST CORNER OF SAID SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER; THENCE, EAST TO THE SOUTHEAST CORNER OF SECTION 36; THENCE, NORTH TO THE NORTHEAST CORNER OF SECTION 36; THENCE, WEST TO THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF SECTION 25; THENCE, NORTH TO THE NORTHEAST CORNER OF THE SOUTH ONE-HALF OF THE SOUTHWEST QUARTER OF SECTION 25; THENCE, WEST TO THE NORTHWEST CORNER OF THE SOUTH ONE-HALF OF SAID SOUTHWEST QUARTER; THENCE, NORTH TO THE SOUTHWEST CORNER OF SECTION 24; THENCE, EAST TO THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 24; THENCE, NORTH TO THE NORTHWEST CORNER OF SAID SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER; THENCE, EAST TO THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER; THENCE, NORTH ALONG AND WITH THE EAST LINE OF WAYNE COUNTY TO THE NORTHEAST CORNER OF SECTION 1, TOWNSHIP 30 NORTH, RANGE 7 EAST; THENCE, WESTERLY, ALONG AND WITH THE NORTH LINE OF TOWNSHIP 30 NORTH, TO THE INTERSECTION OF THE CENTERLINE OF THE ST. FRANCIS RIVER AND THE SOUTH LINE OF SECTION 36, TOWNSHIP 31 NORTH, RANGE 5 EAST; THENCE, NORTHERLY, ALONG AND WITH THE CENTERLINE OF THE ST. FRANCIS RIVER, TO THE NORTH LINE OF SECTION 22, TOWNSHIP 31 NORTH, RANGE 5 EAST; THENCE, WEST, ALONG AND WITH THE NORTH LINE OF SECTIONS 22 AND 21, TO THE NORTHWEST CORNER OF SECTION 21; THENCE, SOUTH, ALONG AND WITH THE WEST LINE OF SECTIONS 21 AND 28, TO THE NORTHEAST CORNER OF SECTION 32; THENCE, WEST, ALONG AND WITH THE NORTH LINE OF SECTION 32, TO THE NORTHWEST CORNER OF SAID SECTION 32; THENCE, SOUTH, ALONG AND WITH THE WEST LINE OF SECTION 32, TO THE NORTH LINE OF TOWNSHIP 30 NORTH; THENCE, WEST, ALONG AND WITH SAID NORTH LINE, TO THE WEST LINE OF RANGE 5 EAST; THENCE, SOUTH, ALONG AND WITH SAID RANGE LINE, TO THE NORTHEAST CORNER OF SECTION 24, TOWNSHIP 30 NORTH, RANGE 4 EAST; THENCE, WEST, ALONG AND WITH THE NORTH LINE OF SECTIONS 24, 23, 22, 21, 20, AND 19, TO THE NORTHEAST CORNER OF SECTION 24, TOWNSHIP 30 NORTH, RANGE 3 EAST; THENCE, WEST, ALONG AND WITH THE NORTH LINE OF SECTIONS 24, 23, 22, AND 21, TO THE NORTHWEST CORNER OF SECTION 21, TOWNSHIP 30 NORTH, RANGE 3 EAST; THENCE, SOUTH, ALONG AND WITH THE WEST LINE OF SECTION 21, TO THE NORTHEAST CORNER OF THE SOUTH ONE-HALF OF THE SOUTHEAST QUARTER OF SECTION 20; THENCE, WEST, ALONG AND WITH THE NORTH LINE OF THE SOUTH ONE-HALF OF THE SOUTHEAST QUARTER, TO THE WEST LINE OF THE SOUTHEAST QUARTER; THENCE, SOUTH, ALONG AND WITH SAID WEST LINE, TO THE SOUTH LINE OF SECTION 20; THENCE, WEST, ALONG AND WITH SAID SOUTH LINE, TO THE SOUTHEAST CORNER OF SECTION 19; THENCE, NORTH, ALONG AND WITH THE EAST LINE OF SECTION 19, TO THE NORTHEAST CORNER OF THE SOUTH ONE-HALF OF THE NORTHEAST QUARTER; THENCE, WEST, ALONG AND WITH THE NORTH LINE OF THE SOUTH ONE-HALF OF THE NORTHEAST QUARTER, TO THE NORTHEAST CORNER OF THE SOUTH ONE-HALF OF LOT 1 OF THE

PAGE3

NORTHWEST QUARTER OF SECTION 19, THENCE, WEST, ALONG AND WITH THE

NORTH LINE OF THE SOUTH ONE-HALF OF LOTS 1 AND 2 OF THE NORTHWEST QUARTER, TO THE WEST LINE OF SECTION 19; THENCE, SOUTH, ALONG AND WITH THE WEST LINE OF SECTIONS 19, 30 AND 31 IN TOWNSHIP 30 NORTH IN RANGE 3 EAST AND THE WEST LINE OF SECTIONS 6, 7, AND 18 IN TOWNSHIP 29 NORTH IN RANGE 3 EAST TO THE CENTERLINE OF BLACK RIVER; THENCE, SOUTHWESTERLY, ALONG AND WITH SAID CENTERLINE, TO THE SOUTH LINE OF SECTION 13 IN TOWNSHIP 29 NORTH IN RANGE 2 EAST; THENCE, EAST, ALONG AND WITH SAID SOUTH LINE, TO THE SOUTHEAST CORNER OF SAID SECTION 13; THENCE, SOUTH, ALONG AND WITH THE WEST LINE OF SECTION 18 IN TOWNSHIP 29 NORTH IN RANGE 3 EAST, TO THE SOUTHWEST CORNER OF SECTION 18; THENCE, EAST, ALONG AND WITH THE SOUTH LINE OF SECTIONS 18 AND 17, TO THE COUNTY LINE BETWEEN REYNOLDS AND WAYNE COUNTIES; THENCE, SOUTHERLY FOLLOWING ALONG AND WITH THE WAYNE COUNTY LINE, TO THE SOUTHWEST CORNER OF SECTION 14, TOWNSHIP 27 NORTH, RANGE 3 EAST; THENCE, EASTERLY, ALONG AND WITH THE SOUTH LINE OF SECTIONS 14 AND 13, TO THE SOUTHEAST CORNER OF SECTION 13; THENCE, SOUTH, ALONG AND WITH THE WEST LINE OF SECTION 18, TOWNSHIP 27 NORTH, RANGE 4 EAST, TO THE SOUTHWEST CORNER OF SAID SECTION 18; THENCE, EASTERLY, ALONG AND WITH THE SOUTH LINE OF SECTIONS 18, 17, 16, 15, 14, AND 13, TO THE SOUTHEAST CORNER OF SECTION 13; THENCE, NORTH, ALONG AND WITH THE EAST LINE OF SECTIONS 13, 12, AND 1, TO THE NORTHEAST CORNER OF SECTION 1; THENCE, EAST, ALONG AND WITH THE NORTH LINE OF TOWNSHIP 27 NORTH, TO THE SOUTHWEST CORNER OF SECTION 31 IN TOWNSHIP 28 NORTH IN RANGE 5 EAST; THENCE, NORTH, ALONG AND WITH THE WEST LINE OF SAID SECTION 31, TO THE NORTHWEST CORNER OF SAID SECTION 31; THENCE, EAST, ALONG AND WITH THE NORTH LINE OF SECTIONS 31 AND 32, TO THE NORTHEAST CORNER OF SECTION 32; THENCE, SOUTH, ALONG AND WITH THE EAST LINE OF SECTION 32, TO THE NORTH LINE OF TOWNSHIP 27 NORTH; THENCE, EAST, ALONG AND WITH SAID NORTH LINE TO THE CENTERLINE OF THE ST. FRANCIS RIVER; THENCE, SOUTHEASTERLY ALONG AND WITH SAID CENTERLINE TO THE SOUTH LINE OF SECTION 14, TOWNSHIP 27 NORTH, RANGE 6 EAST; THENCE, WEST ALONG AND WITH THE SOUTH LINE OF SECTIONS 14 AND 15 TO THE NORTHEAST CORNER OF SECTION 21, THENCE, SOUTH ALONG AND WITH THE EAST LINE OF SECTION 21 TO THE SOUTHEAST CORNER OF SECTION 21; THENCE, WEST ALONG AND WITH THE SOUTH LINE OF SECTION 21, 20, AND 19 TO THE CENTERLINE OF U. S. HIGHWAY 67; THENCE, SOUTHERLY ALONG AND WITH SAID CENTERLINE TO THE SOUTH LINE OF SECTION 30; THENCE, WEST ALONG AND WITH SAID SOUTH LINE TO THE SOUTHWEST CORNER OF SECTION 30; THENCE, SOUTH ALONG AND WITH THE EAST LINE OF RANGE 5 EAST TO THE SOUTHEAST CORNER OF SECTION 25, TOWNSHIP 27 NORTH, RANGE 5 EAST; THENCE, WEST ALONG AND WITH THE SOUTH LINE OF SECTIONS 25 AND 26 TO THE NORTHWEST CORNER OF SECTION 35; THENCE, SOUTH ALONG AND WITH THE WEST LINE OF SAID SECTION 35 TO THE NORTH LINE OF TOWNSHIP 26 NORTH; THENCE, EAST ALONG AND WITH SAID NORTH LINE TO THE NORTHEAST CORNER OF SECTION 3, TOWNSHIP 26 NORTH, RANGE 5 EAST;

PAGE 4

THENCE, SOUTH ALONG AND WITH THE EAST LINE OF SECTION 3 TO THE SOUTHEAST CORNER OF SECTION 3; THENCE, WEST ALONG AND WITH THE SOUTH

LINE OF SECTION 3 TO THE POINT OF BEGINNING.

A:204082

V1. Consideration and approval of Annual FY2021 Audit

BACKGROUND INFORMATION--HISTORY

Each year, the college engages the professional services of an accounting firm to conduct the required annual independent audit. Beussink, Hey, Roe & Stroder, LLC was selected to perform the audit for FY2021.

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

ADMINISTRATIVE RECOMMENDATIONS

Accept the independent audit as recommended by the Audit Committee.

V1. Consideration and approval of Roof Replacement on Sikeston Building

BACKGROUND INFORMATION--HISTORY

To correct existing problems with the Sikeston Roof, it has been determined that the roof needs to be replaced. Bids were opened during October and the price for replacement is \$226,000 from Jonesboro Roofing.

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

Funded out of State deferred maintenance funds.

ADMINISTRATIVE RECOMMENDATIONS

Authorize Dr. Payne to sign the contract and all associated documents.

V1. Consideration and approval of Lease participation certificates 2012B and 2014

BACKGROUND INFORMATION--HISTORY

The College currently has three series of lease participation certificates outstanding: Series 2012B (\$3,730,00.00), Series 2014 (6,450,000.00), and Series 2016 (\$4,785,000.00). Series 2012B and 2014 will become callable in April of 2022 and Series 2016 will become callable in April of 2024. In anticipation of the approaching call date, the College has explored various alternatives for retiring a portion of the callable bond series (2012B and 2014) and refunding the remainder to achieve a lower cost structure.

After examining the available options, it is believed that the best alternative is to utilize \$5,000,000.00 of current capital to call part of the two series and to refund the remainder with Trust Bank (formerly BB&T) at a coupon rate of 1.44%. Additionally, the proposed refunding is structured to utilize the savings to accelerate the payoff of the issue in 2027, without increasing the annual debt service. Lastly, the refunded lease participation certificates are bank qualified and are immediately callable.

POSSIBLE ALTERNATIVES

1. Leave the bond structure as is and continue to pay the annual debt service.
2. Refund both series at 1.44% with an accelerated payoff schedule of 2027 (this option would roughly double the annual debt service).

FINANCIAL IMPLICATIONS

The proposed scenario will reduce the payoff period of the debt service which will result in a significant increase to the operational funds of the College in 2028 and will reduce the present cash position of the College by \$5,000,000.00. The Net PV savings of the proposal is \$1,324,913.91.

ADMINISTRATIVE RECOMMENDATIONS

Call \$5,000,000.00 of the series 2012B and 2014 lease participation certificates and refund the remainder with Trust Bank at 1.44% and an accelerated payoff schedule.

V1. Consideration and approval of changes to PP 4330 Shared Sick Leave

BACKGROUND INFORMATION--HISTORY

Clarification of Shared Sick Bank membership start date and use of the Shared Sick Bank for employee illnesses, as well as the addition of a clause relating to committee members with conflicts of interest.

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Approve the changes as presented.

**THREE RIVERS COLLEGE
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4300 Leave	
Title: PP 4330 Shared Sick Leave	Page 1 of 6
Associated Regulation: PR 4320 Authorized Types of Leave	
References:	
Addendum: Application for Use of the Three Rivers College Sick Bank	
Responsible Administrator: Director of Human Resources	
Initial Approval: 11-12-2009	Last Revision: 11-17-2021

1. All personnel eligible for sick leave at Three Rivers College may elect to participate in a voluntary sick leave contingency plan. The personnel eligible to join this plan, hereinafter referred to as the Three Rivers College Sick Bank, will include any employee of the college receiving sick leave benefits under board policy. The Three Rivers College Sick Bank will be deemed to be in operation when a minimum of 20 people elect to participate in the plan.

2. To participate in the Three Rivers College Sick Bank, the employee must fill out an application form and donate an initial two days of sick leave during the initial enrollment period or during any subsequent open enrollment period. The initial enrollment period for the sick bank shall start on the date of hire for the employee and continue through the ten business days that follow. Subsequent enrollment periods may be held at the discretion of the sick bank committee if the event is deemed necessary with a majority vote of the sick bank committee and published to all full-time, benefit eligible employees. Should the employee not have two days of sick leave to donate during the initial enrollment period, the application will be held until such time the days are accumulated. As personal days are given in lump sum, a donation of two personal days shall also be acceptable at the time of initial application for membership.

3. Membership in the Three Rivers College Sick Bank will be continuous upon a member joining unless a member specifically revokes his or her membership. Individuals may withdraw from the Three Rivers College Sick Bank at any time by submitting a written request to the presiding member of the governing committee. Any sick days contributed to the bank will be forfeited upon withdrawal. Any member who chooses to withdraw may join during any open enrollment period; however, they must again contribute the two initial days of sick leave from their own accumulated total of days.

4. The Three Rivers College Sick Bank will be maintained in the following manner:

In addition to the initial donation of two days, each participating member will be required to donate an additional day per year after his/her initial donation of two days unless it is determined by the governing committee that no contribution is

**THREE RIVERS COLLEGE
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4300 Leave	
Title: PP 4330 Shared Sick Leave	Page 2 of 6
Associated Regulation: PR 4320 Authorized Types of Leave	
References:	
Addendum: Application for Use of the Three Rivers College Sick Bank	
Responsible Administrator: Director of Human Resources	
Initial Approval: 11-12-2009	Last Revision: 11-17-2021

needed for a given year. Additional assessments may be recommended by the governing committee but must be approved by a simple majority vote of the membership of the Three Rivers College Sick Bank. It is recommended that approximately 500 days be maintained in the Three Rivers College Sick Bank for a given year.

5. To be eligible to draw from the Three Rivers College Sick Bank, a member must be an employee of the college receiving sick leave benefits under board policy, must have used all accumulated leave, and must have been off work for three consecutive days without pay. The member must further have been a member of the Three Rivers College Sick Bank plan for a minimum of thirty (30) days prior to submitting a request for withdrawal of days. The thirty (30) day minimum membership requirement begins after the initial two days have been donated. In the event that a member is physically or mentally unable to apply for sick bank days, the immediate next of kin may apply on the member's behalf. If no next of kin is available, a legally appointed guardian or conservator or an individual acting under a legal power of attorney may apply. Application for sick bank days should be made no later than thirty (30) days after depletion of all other available leave days.

6. The Three Rivers College Sick Bank is to be used only for an employee illness or injury in which a written statement from the attending physician certifies that the illness or injury is of such a nature that the person affected is unable to perform his or her duties. There must be a reasonable expectation that the individual will be able to return to work and an estimated day of return will be verified by the physician. This excludes uncomplicated pregnancy as it is not considered an illness or injury but a normal life process.

7. Employees who are granted sick bank days will continue to accrue their regular sick days, vacation days (if applicable), and service credit for retirement during the time that they are on sick leave. In addition, they will receive credit for any holidays, or applicable school vacations which occur during the sick leave period. Any accrued sick leave or vacation days accumulated while utilizing sick bank leave will be subtracted from the total requested sick bank days.

**THREE RIVERS COLLEGE
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4300 Leave	
Title: PP 4330 Shared Sick Leave	Page 3 of 6
Associated Regulation: PR 4320 Authorized Types of Leave	
References:	
Addendum: Application for Use of the Three Rivers College Sick Bank	
Responsible Administrator: Director of Human Resources	
Initial Approval: 11-12-2009	Last Revision: 11-17-2021

8. Grants of sick bank days are not contingent upon repayment of days used or waiver of other employment benefits or rights. If the employee returns to work early any unused Sick Bank days will be returned to the Sick Bank.

9. The Three Rivers College Sick Bank will be administered by a governing committee consisting of two members of the faculty elected from its members, two members of the non-exempt staff elected from among its members, two members to represent the administration of the college elected from among the members of the administration and exempt (non-teaching) staff, and one board member to be appointed yearly by the college board. NO governing committee member may serve more than two consecutive three-year terms. The governing committee will meet as needed but will meet at least once yearly, within the first 60 days of the beginning of the fall semester, to select officers (chair, vice chair, secretary) from among their membership. In the event of the resignation of a member of the governing committee of the sick bank the chair of the appropriate employee group will select a member of their group to serve the remainder of the resigning member's term.

10. The governing committee of the Three Rivers College Sick Bank will make all decisions as to eligibility and number of days granted within the following parameters:

No withdrawal in excess of (40) forty days shall be made without the majority consent of the governing committee of the Three Rivers College Sick Bank.

In all cases, the total number of days granted shall be at the discretion of the governing committee within the limits expressed above, with the further provision that no more than eighty (80) days during any one twelve-month period will be granted.

11. Requests for withdrawal of banked days from the Three Rivers College Sick Bank will be made as follows:
 - A. An official Three Rivers College Sick Bank withdrawal form will be completed and forwarded to the presiding member of the governing

**THREE RIVERS COLLEGE
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4300 Leave	
Title: PP 4330 Shared Sick Leave	Page 4 of 6
Associated Regulation: PR 4320 Authorized Types of Leave	
References:	
Addendum: Application for Use of the Three Rivers College Sick Bank	
Responsible Administrator: Director of Human Resources	
Initial Approval: 11-12-2009	Last Revision: 11-17-2021

committee of the Three Rivers College Sick Bank. A copy of this form may be found as the last page of this document.

- B. An initial physician’s statement detailing the nature of the illness or injury will be required. This statement should include information that will aid the governing committee in its decision to grant sick bank days.
- C. If required, the applicant may be asked to meet with the Sick Bank committee in order to explain the reasons for their sick day withdrawal request.
- D. Upon receipt of the required form and physician’s statement, the governing committee will meet and the request will be either approved or denied by a majority vote of the committee. In either case, the applicant will be notified in writing of the board’s decision within ten (10) business days of receipt by the governing board of the applicant’s written request.

A member of the governing committee with a conflict of interest shall abstain from voting.

- E. All decisions of the governing committee of the Three Rivers College Sick Bank will be final.
- F. If an extension of days is needed, the same basic procedure as in parts “A” through “E” above will be followed. An additional statement from a physician will be required. A member currently receiving sick bank days may apply for additional days; days granted will be dated in such a manner as to assure that there will be no gap in sick-day coverage.
- G. It will be the responsibility of the presiding member of the governing board to keep all applications, supporting documents, and physician’s statements submitted by or on behalf of the member strictly confidential. All submitted documents will become the property of the governing committee of the Three Rivers College Sick Bank; the security of all

**THREE RIVERS COLLEGE
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4300 Leave	
Title: PP 4330 Shared Sick Leave	Page 5 of 6
Associated Regulation: PR 4320 Authorized Types of Leave	
References:	
Addendum: Application for Use of the Three Rivers College Sick Bank	
Responsible Administrator: Director of Human Resources	
Initial Approval: 11-12-2009	Last Revision: 11-17-2021

documents will be maintained. Documentation will be securely maintained long term in the Human Resources office.

12. All requests granted for withdrawal of sick bank days will be provisional to the extent that they will be subject to constant review by the governing committee of the Three Rivers College Sick Bank. In the event that the time of illness or injury is extensive, the governing committee may require additional medical evidence from a physician or medical facility at appropriate intervals.

13. All college employees upon termination of employment from Three Rivers College will cease being members of the Three Rivers College Sick Bank upon the effective day of their termination from college employment, and all days donated by the individual will be forfeited.

14. An official copy of the Three Rivers College Sick Bank guidelines will be on file in the Rutland Library for employee review. The Three Rivers College Sick Bank option will be listed in the Employee Handbook and available for review on the College website. It is incumbent upon the employee to request participation and to comply with all guidelines.

15. In the event that the Three Rivers College Sick Bank is dissolved for any reason, all sick days in the bank will be restored to current members of the Three Rivers College Sick Bank on a prorated basis.

16. Any changes in or amendments to the Sick Bank guidelines outlined above shall be recommended by the governing committee and approved by a majority vote of the members.

**THREE RIVERS COLLEGE
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4300 Leave	
Title: PP 4330 Shared Sick Leave	Page 6 of 6
Associated Regulation: PR 4320 Authorized Types of Leave	
References:	
Addendum: Application for Use of the Three Rivers College Sick Bank	
Responsible Administrator: Director of Human Resources	
Initial Approval: 11-12-2009	Last Revision: 11-17-2021

DOCUMENT HISTORY:

- 11-12-2009:** Initial approval of policy PP 4330 Shared Sick Leave.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 03-22-2017:** Minor language edits for clarification. Replacing faculty, professional staff, and support staff handbooks with employee handbook and website for listings of the Shared Sick Bank.
- 02-20-2019:** Clarification of the employee’s initial start date, classification of exempt and non-exempt employees, and sick bank eligibility requirements.
- 11-17-2021:** Clarification of Shared Sick Bank membership start date and use of the Shared Sick Bank for employee illnesses, as well as the addition of a clause relating to committee members with conflicts of interest.

**APPLICATION FOR WITHDRAWAL OR AN EXTENSION OF SICK DAYS
FROM THE THREE RIVERS SICK BANK**

Name of Applicant _____ **Phone Number:** _____

Applicant Address _____

Position at Three Rivers _____

Specific Illness or Injury

Beginning Date of Infirmity _____

Number of Banked Sick Days Requested _____

Is this a request for an extension of days? _____ Yes _____ No _____

Last day in which employee can apply any sick leave, vacation days, or personal days toward the infirmity

(include granted sick banks days if applicable)

Name of physician and clinic where treatment is being administered

Physician/Clinic Phone Number _____

NOTE: A written statement concerning the details of the above infirmity filled out by the appropriate physician must accompany this form. If this is a request for an extension of days, an additional statement from the attending physician must accompany this form.

I hereby affirm that I have exhausted or will exhaust all of my regular sick days, personal days, vacation days (if applicable) or sick bank days granted (if applicable) on the day stated above and I hereby apply for the number of sick days requested above.

Employee Signature

Date of Request

Approved by the Sick Bank Committee: 10/30/2012

Consideration of Personnel Action
 Employment of Personnel
 Instructor/Coordinator, Agriculture & Forestry Program

PERSONNEL DATA SHEET

_____ Administrative Officer
 _____ Professional Staff
 X Faculty – replacement for Traven Crocker; resignation approved 5/19/21
 _____ Support Staff
 _____ Federal Program: _____
 _____ Special Program _____

NAME: Kathryn Clark

POSITION TITLE: Instructor/Coordinator, Agriculture & Forestry Program

SALARY: \$49,418

FULL-TIME X PART-TIME: _____
 9 months _____ 10 months _____ 11 months _____ 12 months X

Other: _____

STARTING DATE: July 1, 2022

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	Three Rivers College Poplar Bluff, MO	Agriculture
BS (Grad coursework)	Missouri State University Springfield, MO	Agriculture Education
MS	Southeast Missouri State University Cape Girardeau, MO	Educational Leadership

EXPERIENCE

07/2013 - present	Poplar Bluff Schools Poplar Bluff, MO	Agriculture Education Teacher
08/2021 - present	Three Rivers College Poplar Bluff, MO	Adjunct Faculty
07/2011 – 06/2013	Bernie Schools Bernie, MO	Agriculture Education Teacher/FFA Advisor
07/2009 -06/2010	Niangua Schools Niangua, MO	Agriculture Education Teacher

(11/17/2021)

Consideration of Personnel Action
Employment of Personnel
Senior Administrative Assistant/Nursing & Allied Health

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – replacement for Virginia Watson; transfer approved 8/25/21

_____ Federal Program: _____

_____ Special Program _____

NAME: Sarah Lamb

POSITION TITLE: Senior Administrative Assistant/Nursing & Allied Health

SALARY: \$14.30/hour

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: November 22, 2021

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AAS	Three Rivers College Poplar Bluff, MO	Business Management

EXPERIENCE

<u>07/2013 - present</u>	<u>Ripley County Transit, Inc.</u>	<u>Dispatcher/Clerk; Assistant</u>
	<u>Doniphan, MO</u>	<u>Director</u>
<u>02/2013 – 07/2013</u>	<u>Lebanon High School</u>	<u>Cafeteria</u>
	<u>Lebanon, TN</u>	
<u>02/2011 – 06/2012</u>	<u>Southeast Health Center of Ripley Co.</u>	<u>Secretary</u>
	<u>Doniphan, MO</u>	

(11/17/2021)

Consideration of Personnel Action
Employment of Personnel
Student Services Advisor II

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – replacement for Gentry Julian; transfer approved 6/23/21

_____ Federal Program: _____

_____ Special Program _____

NAME: Hannah Vincent

POSITION TITLE: Student Services Advisor II

SALARY: \$14.30/hour

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: October 25, 2021

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BS	Missouri Baptist University St. Louis, MO	Public Relations/ Journalism

EXPERIENCE

<u>2019 - 2021</u>	<u>Missouri Baptist University</u> <u>St. Louis, MO</u>	<u>MBU Student Development</u> <u>Office Assistant</u>
<u>2020</u>	<u>Heartland Christian Camps</u> <u>Kansas City, MO</u>	<u>Lead Media Coordinator</u>
<u>2019 – 2021</u>	<u>Chick-fil-A</u> <u>Jefferson City, MO</u>	<u>Front of House Team Member</u>

(10/20/2021)

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Part-time Instructional Assistant/Adjunct to Student Services Advisor II

BACKGROUND INFORMATION

HISTORY

Due to the internal transfer of Haley Fincher to Kennett, the Student Services Advisor II position became vacant. Larrie Barriner has served in a part-time capacity since August 2018. The Student Services Advisor II position was advertised, and Ms. Barriner applied and was interviewed for the position. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Ms. Larrie Barriner. She will assume the new duties, effective December 6, 2021.

FINANCIAL IMPLICATIONS

This is a full-time, non-exempt, institutionally funded position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Larrie Barriner.

11/17/2021

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Request for Retirement
Director, Achieve

BACKGROUND INFORMATION

HISTORY

Mr. Larry Todd Allen has been employed with the College full-time since October 2013 as the Director of Achieve. He has also served as an adjunct instructor with the College since September 2000. Mr. Allen has submitted his request for retirement, effective December 1, 2021.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

11/17/2021

From: [Larry Allen](#)
To: [Wesley Payne](#); [Kristina McDaniel](#); [Sherry Phelan](#); [Leslie Gragg](#)
Subject: Change in end date
Date: Monday, November 1, 2021 11:06:02 AM

After doing my meeting with PSRS, the only date I can pick is Dec 1 to retire. They instructed me to let you know that my last day will need to be November 30. I am sorry I didn't get that right until today.

Respectfully,

Todd

Larry T Allen M.Ed. LPC
ACHIEVE Program Director
Three River College
Phone: 573-840-9650
Fax: 573-840-9184
lallen@trcc.edu

From: [Larry Allen](#)
To: [Sherry Phelan](#); [Wesley Payne](#); [Leslie Gragg](#); [Kristina McDaniel](#)
Subject: Resignation Letter
Date: Friday, October 29, 2021 10:59:02 AM

Dr. W. Payne, Dr S. Phelan, Dr. L Gragg and Mrs. McDaniel,

I am writing to inform you that I will be leaving Three Rivers College on December 3. Although I have enjoyed working with you and for the college, personal reasons necessitate that I vacate my position. I deeply appreciate the opportunity you have provided me with during my time as Program Director of ACHIEVE. I am very grateful for all of your assistance along the way. My stay here has been a blessing for me and my family. It should go without say that we will bleed black and gold in support of TRC and how it has shaped our experience in Poplar Bluff. In some small way, I hope that the Allen family has made a contribution to the college and to the area servicing the people of Southeast Missouri.

May God bless us all.

Sincerely,

Larry

Larry T Allen M.Ed. LPC
ACHIEVE Program Director
Three River College
Phone: 573-840-9650
Fax: 573-840-9184
lallen@trcc.edu

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Request for Retirement
Library Administrative Services Coordinator

BACKGROUND INFORMATION

HISTORY

Ms. Deborah Young has been employed with the College full-time in the Myrtle Rutland Library since May 2007. She has submitted her request for retirement, effective January 1, 2022.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

11/17/2021

Deborah W. Young
3474 Hwy CC, Broseley, MO 63932

October 12, 2021

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

Dear Dr. Payne,

Please accept this letter as notification of my official retirement from Rutland Library at Three Rivers College effective January 1, 2022.

While I look forward to enjoying my retirement, I will definitely miss being a part of the Rutland Library team and most certainly wish everyone at Three Rivers College continued success.

With my very best wishes,



Deborah W. Young
Library Administrative Services Coordinator

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Technology & Computer Services Project Specialist

BACKGROUND INFORMATION

HISTORY

Mr. Derek Pickens has been employed with the College full-time since January 2014. Since August 2020, Mr. Pickens has served in his current role as the Technology & Computer Services Project Specialist. Prior to full-time, he worked as a student worker and in a part-time capacity. Mr. Pickens has submitted his resignation, effective November 12, 2021.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

11/12/2021

From: [Derek Pickens](#)
To: [Wesley Payne](#)
Cc: [Steve L. Atwood](#); [Kristina McDaniel](#)
Subject: Letter of Resignation
Date: Monday, November 1, 2021 12:29:55 PM

To all it may concern:

Effective today I hereby give my two-week notice. My last official workday will be November 12, 2021. After much thought and discussion, I have accepted a new position with Mid-Continent Public Library.

I know this is the right time for me to move on. I am ending my time here where it all began 10 years ago. I will cherish the memories that I have from my time as a student as well as an employee. I have grown and gained so much from all the experiences here.

I wish everyone the best and to continue to strive to give students an outstanding experience. Thank you for giving me the support needed to grow and flourish in all my different roles here at the college.

Sincerely,

Derek Pickens
Technology & Computer Services Project Specialist
Three Rivers College
Email: dpickens@trcc.edu
Phone: 573-840-9708 x1120
trcc.edu

UPCOMING EVENTS

November Advising Seminar: November 17, 2 p.m., PLST 108 and via Zoom. *Surviving College and Preparing for Finals.*

Counselor's Conference: November 19, 9 a.m., TINN. High school counselors will learn about essential updates to help guide students as they prepare for post high school. The College will share new changes and updates to programs of study.

The Music Department's Fall Concert: November 23, 7 p.m., TINN Theater. Collegiate and community musicians take the stage to bring you holiday favorites and timeless musical classics. Admission is free.

Thanksgiving Holiday Break: No Classes: November 24-26; College Closed: November 25 and 26.

The Isaacs (Patrons of the Arts partnering with the Rodgers Theatre): December 3, 7 p.m., Rodgers Theatre. The Isaacs are a Grammy nominated family gospel group that blend a tight harmony with influences of country, bluegrass, rhythm and blues, and southern gospel. Tickets: \$30, rodgerstheatre.org.

Fall Classes End: December 3. **Final Exams:** December 6-9.

Patrons of the Arts "A Christmas Carol" – December 7, 7 p.m., TINN Theater. Celebrate the true Spirit of Christmas with this new, original production featuring 26 beloved traditional carols woven throughout this classic tale.

Employee Christmas Breakfast: December 10, 8:30 a.m., BAC.

RN and LPN Pinning Ceremonies: December 10, TINN Theater. **RN:** 2 p.m.; **LPN:** 4 p.m.

Winter Session Begins: December 13; **Finals:** January 7.

Christmas Break, College Closed: December 20-January 2.

Convocation: January 10 (all day).

MLK Day, College Closed: January 17.

Spring Classes Begin: January 18.

Raiders Basketball:

vs. Otero Junior College, Nov. 25, 7 p.m. – 1st
Peoples Community Bank Thanksgiving Classic
vs. SW Tennessee CC, Nov. 26, 7 p.m. – 1st
Peoples Community Bank Thanksgiving Classic
vs. NE Oklahoma A&M, Nov. 27, 7 p.m. – 1st
Peoples Community Bank Thanksgiving Classic
vs. Moberly Area CC, Dec. 4, 7 p.m.
vs. North Arkansas College, Dec. 9, 7 p.m.
vs. Southern AR Univ. Tech, Dec. 11, 7 p.m.
vs. Mineral Area, Jan. 8, 7 p.m.
vs. Motlow State CC, Jan. 12, 7 p.m.
vs. MO State Univ – West Plains, Jan 15, 7 p.m.

Lady Raiders Basketball:

vs. Williams Baptist, Dec. 9, 5 p.m.
vs. Crowder College, Jan. 15, 2 p.m.

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



DAR Headlines: October 20 – November 10

- Oct. 21: TRC holds its own championship rodeo
- Oct. 26: TRC offers prospective students better experience
- Oct. 26: TRC hosts events for Media Literacy Week
- Oct. 28: Trunk or treats, scary movies, more
- Oct. 29: Blood drives scheduled in November (Poplar Bluff)
- Oct. 29: Faith Littrell earns Ruth R. Bloodworth scholarship at TRC
- Oct. 30: Raiders tip off season next week
- Oct. 30: PEO Sisterhood's Chapter CP awards Degen grant (TRC Student)
- Oct. 30: Ribbon cutting planned for renovated Crisp Technology Center
- Nov. 2: Raiders open with win after slow start
- Nov. 4: Harry Crisp Sr. Technology Center opens at Three Rivers
- Nov. 4: HOME SWEET HOME Raiders dominate Dyersburg State in first game at Libla
- Nov. 5: READY, SET, HOOP Three Rivers men, women face early-season test this week.
- Nov. 6: Raiders roll past Link Year Prep in season opener
- Nov. 9: 'WE GOT THROUGH IT' Three Rivers holds off nationally-ranked Wabash Valley late
- Nov. 10: PBMS receives STEM donation from TRC (Educational Talent Search)