

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, August 24, 2022
12:05 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 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
 - 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 and approval of Contract with Integrity Tactical Protection Services LLC

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

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

1. Acceptance of Employment

1. Taylor Bowen – Outreach Specialist/Educational Talent Search
2. Cassie Cates – Executive Assistant/Dean of Student Services
3. Devin Dugger – Student Services Advisor II
4. Kathran Erwin – College Store Associate
5. Kelli Hastings – Instructor, Life Science
6. Kevin Hunsberger – Grant Accountant
7. Tara Leier – Practical Nursing Instructor
8. Caleb Livingston – Assistant Women’s Basketball Coach/Character Development Program
9. Frank Ludwig – Director, Academic Assessment
10. Brandon March – Assistant Network Administrator
11. Joy Martin – Instructor, Nursing in Sikeston
12. Trey Rakes – Assistant Men’s Basketball Coach/Player Development
13. Hattie Shepherd – Tutor Specialist/ACHIEVE
14. Joaquin Wilfong – Library Administrative Services Specialist

2. Transfer of Position

1. Dr. Ryan Bixby – Instructor, Social Science to Director, Distance Learning Services
2. Valjeane Burge – Secretary, ACHIEVE to Senior Administrative Assistant/Workforce Development
3. Kayla Clements – Recruitment/Retention Specialist to Student Services Advisor II
4. Shaelynn Dixon – Welcome Center Facilitator to Assistant Director, Housing
5. Michael Harbrueger – Part-time Bus Driver to Third Party Testing/Bus Driver
6. Zach McNulty – Outreach Specialist/Educational Talent Search to Director, Educational Talent Search
7. Summer Shockley – Adjunct Instructor/Assistant Women’s Softball Coach to Assistant Women’s Softball Coach/Character Development Program
8. Hannah Vincent – Student Services Advisor II to Coordinator, Disability and Testing Services

3. Resignation

1. Larrie Barriner – Student Services Advisor II
2. J. Anthony Beane – Assistant Men’s Basketball Coach/Player Development
3. Heather Carlton – Associate Professor, Information Systems Technology

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4. Matthew Dowd – Science Lab Manager
5. Charles Hower – Coordinator/Instructor, CDL Program
6. Zachary Quick – Library Specialist in Sikeston

4. Retirement

1. Steve Atwood – Chief Technology Officer
2. Suzanne Davis – Outreach Specialist/Educational Talent Search

VIII. Appendix

1. Upcoming Events
2. Recent Newspaper Articles

IX. FY23 Board of Trustees Meeting Dates

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

X. Adjournment

**BOARD OF TRUSTEES
THREE RIVERS COLLEGE
June 22, 2022**

The regular meeting of the Board of Trustees began at 12:00 p.m. on Wednesday, June 22, 2022.

CALL TO ORDER

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

ATTENDANCE

Trustee Richardson delivered the invocation.

INVOCATION

Trustee Featherston made a motion to approve the agenda. On a second by Trustee Hager, the motion passed unanimously.

**APPROVAL OF BOARD
MEETING AGENDA**

Trustee Featherston made the motion to approve the May Board Meeting Minutes. With a second by Trustee Hager, the motion passed unanimously.

**APPROVAL OF THE MAY
BOARD MEETING MINUTES**

Charlotte reviewed the Budget to Actuals as of the end of May 2022. We are 92% into the fiscal year and have recognized 87% of our budgeted revenues and obligated 77% of our budgeted expenses.

**APPROVAL OF
FINANCIAL REPORT**

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

Dr. Payne presented:

PRESIDENT'S REPORT

Tami Cunningham presented on EMS Week that was held on May 19. This was the first event that the department had taken part in, they received lots of donations and supports. Very successful event.

EMS WEEK

Laura McElroy reported on the Nurse Pinning held the afternoon of May 20th prior to Commencement. 21 nursing graduates and their families attended the ceremony at the Tinnin Center.

NURSE PINNING

May 20th was Commencement – Great event!!

COMMENCEMENT

June 6th – First day of Summer Classes. Majority of students are enrolled online but there are a few face-to-face classes.

Coach Chad Phipps proudly presented on the CNFR that was June 12-18 in Casper, WY. Three Rivers as a team placed 5th overall. Kolby Krieger placed 30th in Tie-down Roping, Cole Skender placed 3rd in Bull Riding, and Casey Roberts is the National Champion in Bull Riding!! Congratulations to All!!

Dr. Wes Payne and Dr. Gragg reported on the Hospital Partnership. Looking to begin new programs in Paramedic to RN Bridge, Surgical Technician in 2023. Certificate programs in Phlebotomy, CNA, and CMT will also be available to get students into the workforce quicker.

Dr. Maribeth Payne reported on the Civil Right Audit on site visit that was held on April 26 and 27. In addition to the self-study materials, the on-site evaluator did interviews staff and students, and visited the main campus, plus the external locations at Dexter and Sikeston. The report came back with no violations

- 2022 3R Shootout
- 9th Annual TRC Golf Tournament – June 24
- 4th of July Holiday – College Closed
- 30th Annual Drama Camp – July 11-15
- Basketball Camps – July 11-15 & 18-22
- Softball Camps – June 28, July 11, 12, 19, & August 13
- Baseball Camps – July 6, 13, 20, 27, August 2, & 6
- Fall Convocation – August 8
- Fall Classes Begin – August 15

No Executive Session was held.

Trustee Featherston made the motion to approve FY'23 Annual Budget as presented. On a second by Trustee Hager the board was polled as follows: Trustee Featherston yes; Trustee Richardson yes; Trustee Hager,

FIRST DAY OF CLASSES

CNFR – NATIONAL CHAMP

HOSPITAL PARTNERSHIP

CIVIL RIGHTS AUDIT

UP-COMING EVENTS

NO EXECUTIVE SESSION

ITEMS FOR DISCUSSION CONSIDERATION AND VOTE

APPROVAL OF FY'23 BUDGET

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

Trustee Featherston made the motion to move the August Board meeting date. On a second by Trustee Hager the board was polled as follows: Trustee Featherston yes; Trustee Richardson, yes; Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk (absent); Trustee Williams (absent).

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

There being no further business, Trustee Featherston made the motion to adjourn the meeting at 12:45 p.m. and with a second by Trustee Richardson, the motion passed unanimously.

CHAIRMAN

SECRETARY

**APPROVAL OF CHANGE IN
AUGUST BOARD MEETING
DATE**

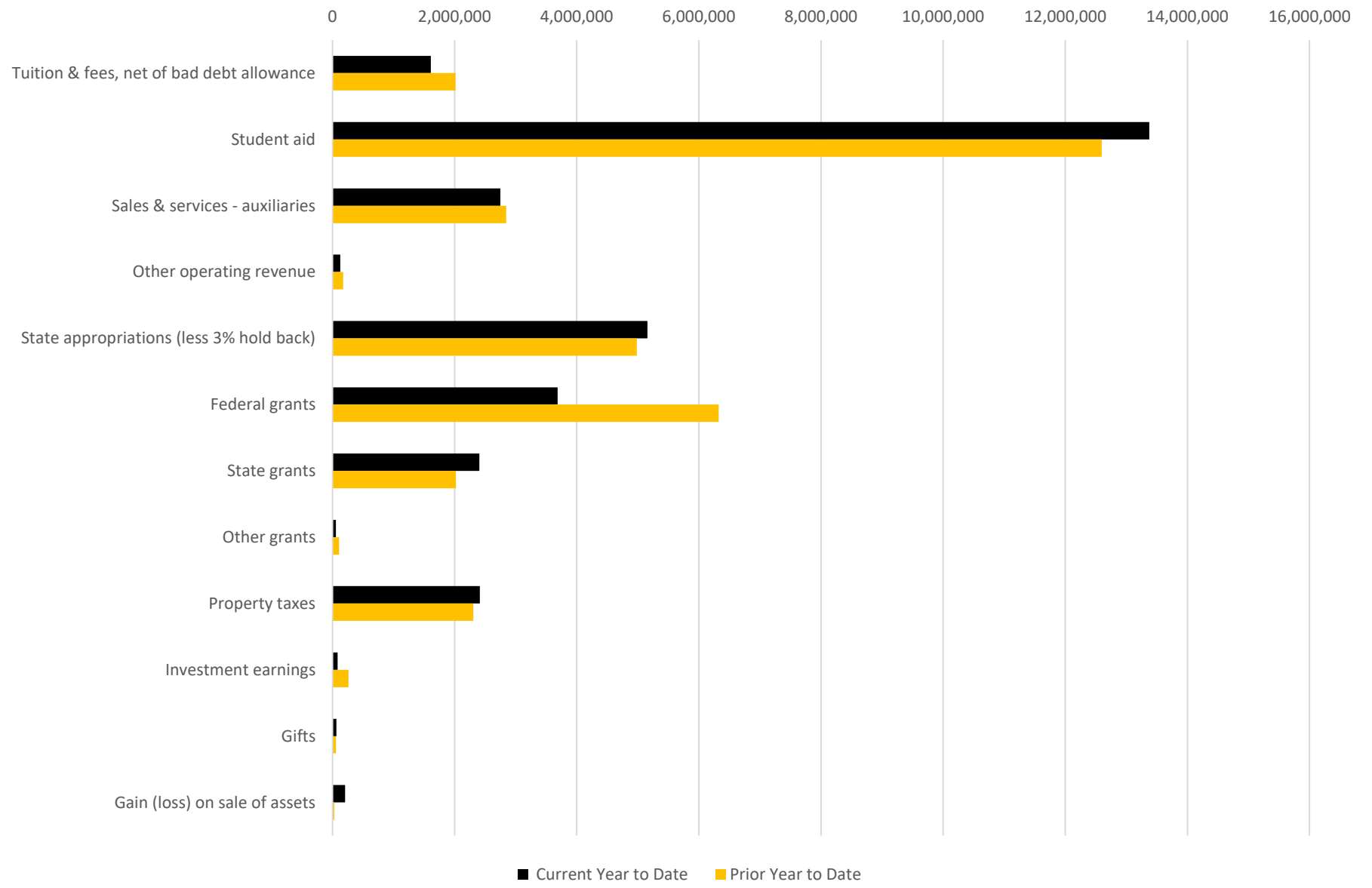
**CONSIDERATION AND
APPROVAL OF ALL
PERSONNEL ACTION AND
ASSOCIATED DOCUMENTS**

ADJOURNMENT

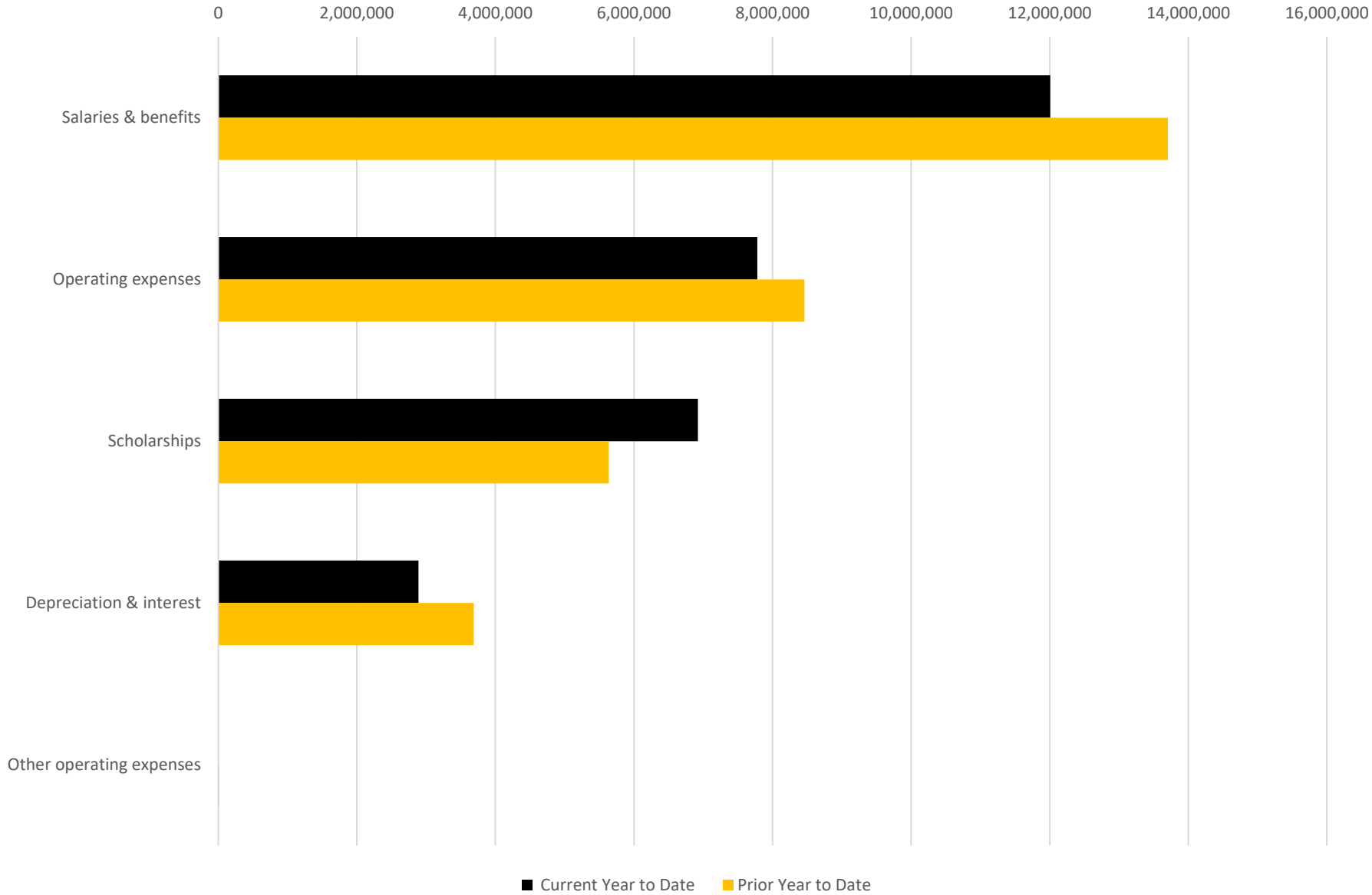
APPROVAL DATE

APPROVAL DATE

YTD Comparison to Previous Year 06/30/2022



YTD Comparison to Previous Year
06/30/2022



YTD Comparison to Previous Year
06/30/2022

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

CHANGES IN NET POSITION



■ Current Year to Date ■ Prior Year to Date

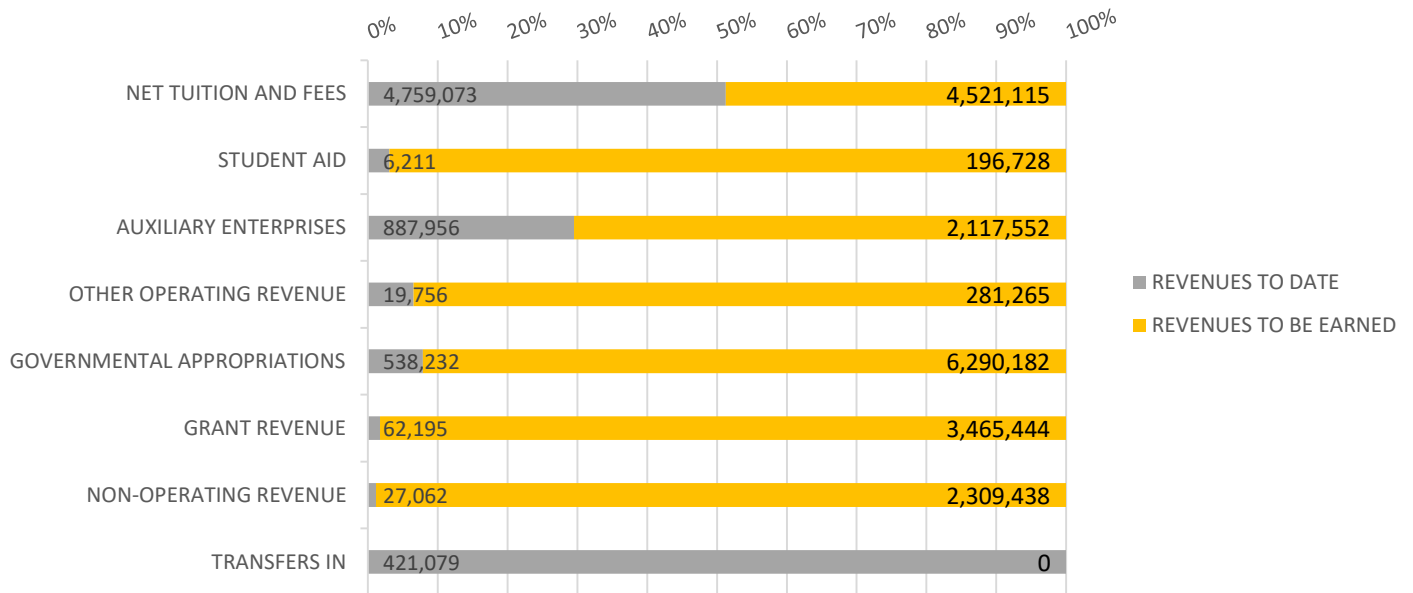
Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
June 30, 2022

ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash & Cash Equivalents	14,394,257	Accounts Payable	859,962
Student Account Receivables, net	5,505,536	Accrued Vacation	304,618
Property Tax Receivable	82,738	Student Deposits	2,371,456
Other Receivables	8,679,953	Deferred Tuition & Fees	4,734,671
Investments	0	Scholarships	54,933
Inventory	76,907	Total Current Liabilities	8,325,639
Prepaid Expenses	277,140		
Total Current Assets	29,016,530	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	9,556,520
Plus: Current year additions to capital assets	2934465.31	Accrued Interest	50,092
Accumulated Depreciation	(35,886,263)	Agency	435,069
Unamortized Bond Issue Costs	0	Total Non-Current Liabilities	27,100,842
Total Non-Current Assets	46,595,042	Total Liabilities	35,426,481
DEFERRED OUTFLOWS	5,677,372	DEFERRED INFLOWS	9,591,628
		NET POSITION	
		Beginning Balance	33,937,363
		Changes in Net Position	2,333,471
		Total Net Position	36,270,834
TOTAL ASSETS AND DEFERRED OUTFLOWS	81,288,944	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	81,288,944

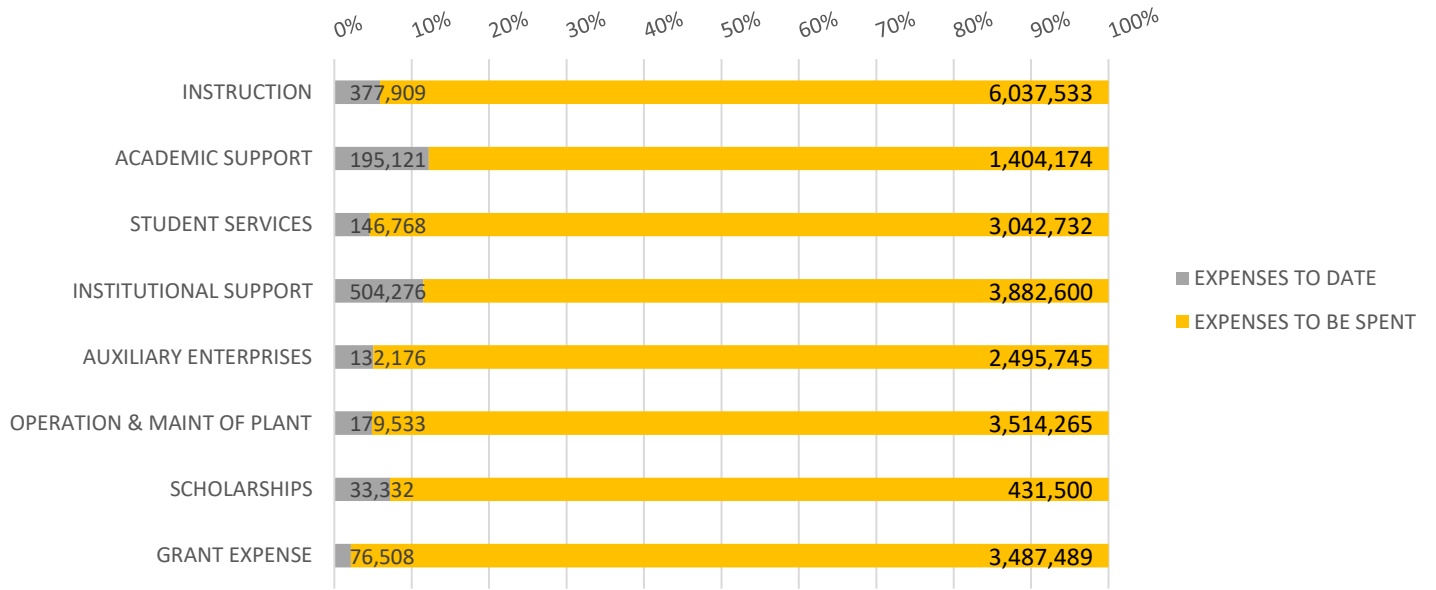
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
June 30, 2022

	July	August	September	October	November	December	January	February	March	April	May	June	Current Year to Date	Prior Year to Date	\$ Change	% Change
OPERATING REVENUE																
Tuition & fees, net of bad debt allowance	4,943,658	517,952	(273,627)	1,377,492	1,001,361	811,449	507,872	(125,618)	594,170	170,448	(357,431)	(7,558,194)	1,609,531	2,012,194	(402,663)	(20.01)%
Student aid	164,414	22,940	4,781,997	402,518	270,757	81,469	27,229	5,006,509	260,737	306,580	55,966	1,996,950	13,378,066	12,597,894	780,172	6.19%
Sales & services - auxiliaries	893,225	101,635	102,148	239,650	225,485	389,840	162,164	210,783	123,203	77,445	62,083	160,651	2,748,313	2,843,346	(95,033)	(3.34)%
Other operating revenue	3,181	89,813	10,115	2,340	2,530	2,716	2,832	2,973	2,483	2,621	3,093	4,013	128,710	173,091	(44,381)	(25.64)%
Total Operating Revenue	6,004,478	732,340	4,620,633	2,022,000	1,500,133	1,285,474	700,096	5,094,647	980,593	557,093	(236,289)	(5,396,579)	17,864,619	17,626,523	238,096	1.35%
OPERATING EXPENSES																
Salaries & benefits	1,021,549	1,021,985	1,047,215	1,060,411	1,070,628	939,272	1,088,545	1,004,329	979,956	1,004,989	865,749	902,576	12,007,203	13,706,019	(1,698,816)	(12.39)%
Operating expenses	697,499	438,020	692,324	526,584	507,077	465,952	880,689	517,998	823,154	959,239	459,311	811,709	7,779,556	8,458,897	(679,342)	(8.03)%
Capital equipment	99,020	625,423	556,361	174,629	143,558	137,025	275,815	6,711	41,904	91,676	371,184	411,159	2,934,465	0	2,934,465	0.00%
Less: Transfer to capital assets	(99,020)	(625,423)	(556,361)	(174,629)	(143,558)	(137,025)	(275,815)	(6,711)	(41,904)	(91,676)	(371,184)	(411,159)	(2,934,465)	0	(2,934,465)	0.00%
Scholarships	212,485	51,023	5,227,145	469,382	303,240	83,417	58,919	5,443,583	303,929	337,426	57,648	(5,626,693)	6,921,501	5,636,746	1,284,755	22.79%
Depreciation & interest	147,524	294,088	149,685	352,406	195,443	197,107	408,492	209,232	283,230	200,944	196,996	254,612	2,889,759	3,685,516	(795,757)	(21.59)%
Other operating expenses	0	0	0	0	22	(22)	0	0	0	11	(11)	0	0	10,232	(10,232)	(100.00)%
Total Operating Expenses	2,079,057	1,805,116	7,116,368	2,408,782	2,076,410	1,685,726	2,436,645	7,175,142	2,390,268	2,502,609	1,579,693	(3,657,796)	29,598,018	31,497,410	(1,899,392)	(6.03)%
NON-OPERATING REVENUE (EXPENSES)																
State appropriations (less 3% hold back)	425,628	433,744	429,686	429,686	429,686	429,686	429,686	429,686	429,686	429,686	429,686	429,686	5,156,232	4,983,045	173,187	3.48%
Federal grants	339,754	422,388	488,662	273,632	223,258	109,259	227,092	128,094	208,269	607,868	131,382	527,091	3,686,750	6,323,035	(2,636,285)	(41.69)%
State grants	21,923	24,811	307,429	86,447	63,750	142,259	361,799	197,141	280,283	381,188	163,705	373,075	2,403,811	2,021,485	382,326	18.91%
Other grants	0	0	21,924	5,000	0	15,030	0	0	12,155	144	0	0	54,254	106,496	(52,242)	(49.06)%
Property taxes	22,115	20,358	16,942	7,537	33,292	371,400	1,551,599	201,238	88,102	42,922	37,276	18,417	2,411,199	2,306,846	104,354	4.52%
Investment earnings	8,109	7,074	7,582	8,408	7,759	7,808	6,332	5,476	6,961	6,139	6,552	6,320	84,520	260,705	(176,184)	(67.58)%
Gifts	5,387	0	0	27,500	0	0	0	0	29,000	1,850	545	0	64,282	55,068	9,214	16.73%
Gain (loss) on sale of assets	0	0	45,254	0	0	0	0	0	0	12,568	3,000	145,000	205,821	26,957	178,864	663.51%
Total Non-Operating Revenues (Expenses)	822,917	908,375	1,317,479	838,210	757,745	1,075,443	2,576,509	961,635	1,054,457	1,482,366	772,146	1,499,589	14,066,870	16,083,637	(2,016,767)	(12.54)%
CHANGES IN NET POSITION	4,748,337	(164,400)	(1,178,256)	451,428	181,468	675,191	839,960	(1,118,859)	(355,218)	(463,149)	(1,043,836)	(239,194)	2,333,471	2,212,751	120,721	5.46%

Budget to Actual Revenues 07/31/2022 (8%)



Budget to Actual Expenses 07/31/2022 (8%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
July 31, 2022
Fiscal Year Benchmark: 8%

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>	9,280,188	4,759,073	51%	4,521,115
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	202,939	6,211	3%	196,728
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	3,005,508	887,956	30%	2,117,552
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	301,021	19,756	7%	281,265
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	6,828,414	538,232	8%	6,290,182
GRANT REVENUE <i>State Grants, Federal Grants</i>	3,527,640	62,195	2%	3,465,444
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,336,500	27,062	1%	2,309,438
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	421,079	421,079	100%	0
TOTAL REVENUES	25,903,288	6,721,564	26%	19,181,724

NOTE: We have recognized 26% of budgeted revenues. We have recognized 51% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2022 and fall 2022, 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>	6,415,442	377,909	6%	6,037,533
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,599,294	195,121	12%	1,404,174
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	3,189,500	146,768	5%	3,042,732
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	4,386,876	504,276	11%	3,882,600
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	2,627,921	132,176	5%	2,495,745
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,693,798	179,533	5%	3,514,265
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	464,832	33,332	7%	431,500
GRANT EXPENSE <i>State Grants, Federal Grants</i>	3,563,997	76,508	2%	3,487,489
TOTAL EXPENSES	25,941,660	1,645,622	6%	24,296,038

NOTE: We have obligated 6% of our budgeted expenses at 8% into the fiscal year. July payroll is INCLUDED and credit card expenses are INCLUDED. Budgeted decrease in Net Position is a result of awarded funding sources less than budget estimates.

CHANGES IN NET POSITION	(38,372)	5,075,942
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Three Rivers College
 Capital Budget - Unaudited
 July 31, 2022
 Fiscal Year Benchmark: 8%

FUNDING SOURCES	BUDGET	SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
RESTRICTED				
<i>HEERF (CARES) federal grant</i>	4,530,000	0	0%	4,530,000
<i>HB19/17 state appropriation</i>	985,000	105,160	11%	879,840
UNRESTRICTED				
<i>General funds - prior year transfers in (Reserves)</i>	943,840	191,875	20%	751,965
<i>General funds - current year transfers in</i>				0
TOTAL FUNDING SOURCES	6,458,840	297,035	5%	6,161,805

USES OF FUNDS	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
<i>Campus improvements</i>	5,281,000	105,160	2%	5,175,840
<i>Westover Administration Building repairs</i>	325,000	0	0%	325,000
<i>Libla Family Sports Complex</i>	200,000	0	0%	200,000
<i>Westwood Event Center upgrades</i>	163,340	0	0%	163,340
<i>Academic Resource Commons</i>	160,000	0	0%	160,000
<i>Tinnin Fine Arts Center refurbish</i>	134,000	0	0%	134,000
<i>Student Housing</i>	58,000	0	0%	58,000
<i>CARES/HEERF</i>	0	0	#DIV/0!	0
<i>911 Center remodel</i>	50,000	0	0%	50,000
<i>Fleet vehicles</i>	41,000	86,715	212%	(45,715)
<i>Athletics improvements</i>	46,500	0	0%	46,500
TOTAL EXPENSES	6,458,840	191,875	3%	6,266,965
NET SURPLUS (DEFICIT)	0	105,160		

**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

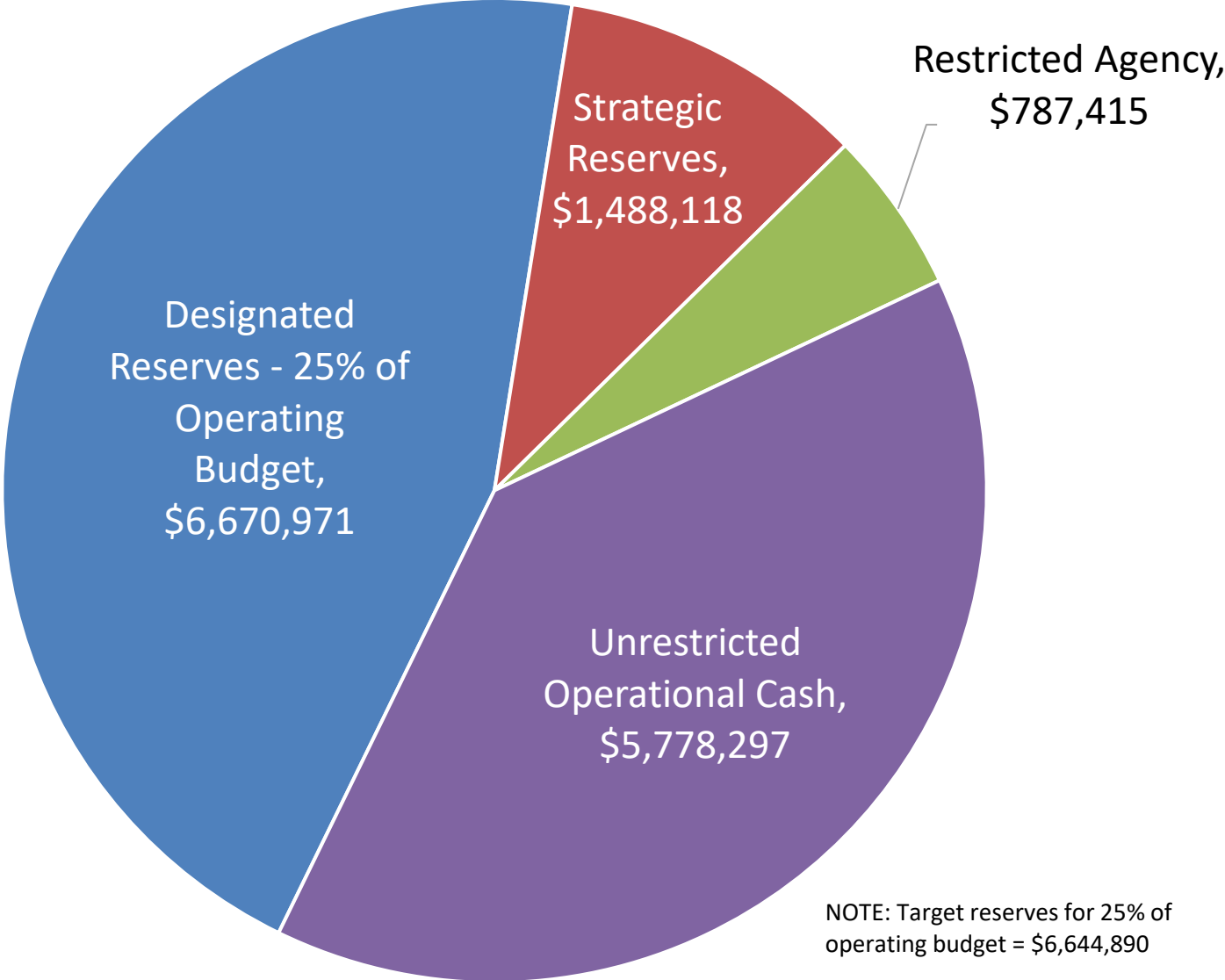
July 5, 2022

	<u>06/01/22</u>	<u>07/05/22</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	2,000.00	2,000.00
Petty Cash	200.00	200.00
Vending Machines	137.00	137.00
Business Office	1,888.00	1,888.00
<i>Total Cash Funds</i>	4,225.00	4,225.00
<i>General Accounts</i>		
Southern Bank - General Funds	5,208,780.28	5,556,634.62
Southern Bank - Credit Cards	141,037.21	88,123.53
<i>Total General Accounts</i>	5,349,817.49	5,644,758.15
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	(45,374.82)	15,995.66
Federal Clearing Account	-	6,063.59
Flexible Spending Account	10,004.24	10,004.11
<i>Total Restricted Accounts</i>	(35,370.58)	32,063.36
TOTAL CURRENT FUND	5,318,671.91	5,681,046.51
HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	48,604.90	48,625.14
<i>Total General Accounts</i>	48,604.90	48,625.14
TOTAL HOUSING FUND	97,209.80	97,250.28

	<u>06/01/22</u>	<u>07/05/22</u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	8,155,736.46	8,159,088.50
<i>Total Bank Accounts</i>	<u>8,155,736.46</u>	<u>8,159,088.50</u>
<i>Certificates of Deposit</i>		
	-	-
	-	-
<i>Total Certificates of Deposit</i>	<u>-</u>	<u>-</u>
TOTAL PLANT FUND	<u><u>8,155,736.46</u></u>	<u><u>8,159,088.50</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	465,654.80	465,654.80
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	<u>321,759.75</u>	<u>321,759.75</u>
TOTAL AGENCY FUND	<u><u>787,414.55</u></u>	<u><u>787,414.55</u></u>

TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT

\$14,724,801 AS OF 7/05/2022



**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

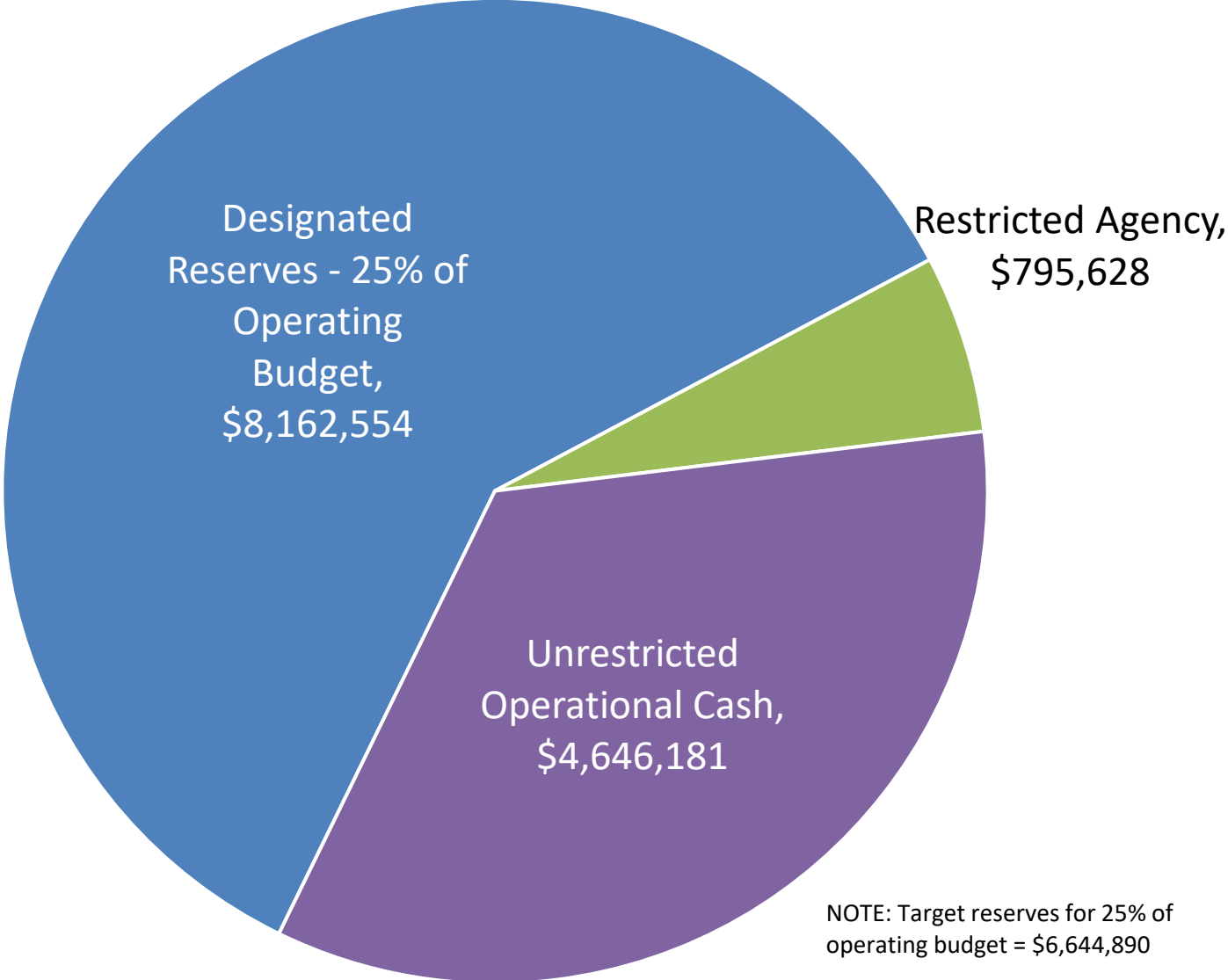
August 2, 2022

	<u>07/05/22</u>	<u>08/02/22</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	2,000.00	2,000.00
Petty Cash	200.00	200.00
Vending Machines	137.00	137.00
Business Office	1,888.00	1,888.00
<i>Total Cash Funds</i>	4,225.00	4,225.00
<i>General Accounts</i>		
Southern Bank - General Funds	5,556,634.62	4,367,491.12
Southern Bank - Credit Cards	88,123.53	150,588.42
<i>Total General Accounts</i>	5,644,758.15	4,518,079.54
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	15,995.66	15,623.81
Federal Clearing Account	6,063.59	-
Flexible Spending Account	10,004.11	10,004.22
<i>Total Restricted Accounts</i>	32,063.36	25,628.03
TOTAL CURRENT FUND	5,681,046.51	4,547,932.57
HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	48,625.14	49,124.32
<i>Total General Accounts</i>	48,625.14	49,124.32
TOTAL HOUSING FUND	97,250.28	98,248.64

	<u>07/05/22</u>	<u>08/02/22</u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	8,159,088.50	8,162,553.70
<i>Total Bank Accounts</i>	<u>8,159,088.50</u>	<u>8,162,553.70</u>
<i>Certificates of Deposit</i>		
	-	-
	-	-
<i>Total Certificates of Deposit</i>	<u>-</u>	<u>-</u>
TOTAL PLANT FUND	<u><u>8,159,088.50</u></u>	<u><u>8,162,553.70</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	465,654.80	473,868.70
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	<u>321,759.75</u>	<u>321,759.75</u>
TOTAL AGENCY FUND	<u><u>787,414.55</u></u>	<u><u>795,628.45</u></u>

TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT

\$13,604,363 AS OF 8/02/2022



THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF July, 31 2022

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

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF July 31, 2022

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
2012008112	Commerce Bank	0.30	08/11/92	08/11/22	1,000.00	Myra C. Hays
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/22	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.50	08/23/90	08/23/22	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.50	08/25/92	08/25/22	3,000.00	Odd Fellows
110270576	Southern Bank	0.60	08/27/85	08/27/22	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.50	08/28/02	08/28/22	5,000.00	Helvey-Miller
21815	First Midwest Bank of P.B.	0.35	09/22/98	09/22/22	5,000.00	Jerome Burford
423137249	Regions Bank	0.01	05/12/88	10/01/22	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	10/01/22	1,024.34	Fred Morrow
24325	First Midwest Bank of P.B.	0.35	10/15/99	10/15/22	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	0.35	10/31/97	10/31/22	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	0.35	11/06/00	11/06/22	4,000.00	Coll. Achievement
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/22	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	1.10	12/05/95	12/05/22	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/22	1,110.00	C.T. McDaniel
2016012160	Commerce Bank	0.25	12/11/91	12/11/22	7,700.00	Bill Vinson
43712	First Midwest Bank of P.B.	0.85	04/27/09	12/14/22	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.25	12/22/97	12/22/22	10,000.00	Harold Prim
110239662	Southern Bank	1.00	01/05/91	01/05/23	1,412.53	Bulow Mem.
2213401	First Midwest Bank of P.B.	0.35	01/08/98	01/08/23	10,000.00	Jerome Burford
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/23	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/23	2,500.00	A. Garner
22246	First Midwest Bank of P.B.	1.05	02/25/98	02/25/23	1,658.87	Missy Braden
2136801	First Midwest Bank of P.B.	0.40	03/05/97	03/05/23	5,000.00	Thelma Jackson
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/23	6,468.04	Butler Co Co-op
9525	First Missouri State Bank	0.85	05/06/93	05/06/23	2,000.00	Carl Wiseman
2016007496	Commerce Bank	0.03	05/14/90	05/12/23	3,835.00	Bill Vinson
25103	First Midwest Bank of P.B.	0.40	05/14/99	05/14/23	5,000.00	Thelma Jackson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/23	2,192.00	Greg Starnes
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/23	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/23	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	0.50	05/26/89	05/26/23	16,350.00	Jackie Watson
2016012267	Commerce Bank	0.025	06/04/92	06/03/23	2,350.00	Bill Vinson
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/23	1,226.80	A. Garner
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/23	1,405.00	Joshua Bowman
2170801	First Midwest Bank of P.B.	0.50	07/11/97	07/30/23	10,925.00	Mabel Swindel

THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
2012008906	Commerce Bank	0.05	05/11/81	11/11/23	4,526.11	P.C. Hays, Sr.
2017004259	Commerce Bank	0.30	12/09/89	12/09/23	1,000.00	P.I. Church
2017004363	Commerce Bank	0.30	03/30/88	03/30/24	10,000.00	Myrtle Corbett
63760695	US Bank of Poplar Bluff	1.73	04/04/85	04/05/24	1,001.63	Lonnie Davis
2018004893	Commerce Bank	0.35	04/10/88	04/10/24	3,000.00	Myra C. Hays
2038701	First Midwest Bank of P.B.	0.65	05/16/96	05/16/24	5,000.00	Thelma Jackson
110260320	Southern Bank	0.90	06/02/86	06/02/24	1,000.00	Hulen Spencer
5017843040	Commerce Bank	0.01	05/01/97	06/07/24	2,900.00	Miles Hays
101401	First Midwest Bank of P.B.	1.00	11/06/89	11/06/24	5,000.00	Charlotte Stone
423135383	Regions Bank	0.01	12/04/04	12/04/24	1,650.00	R. Couperus
423137173	Regions Bank	0.15	12/09/85	12/09/24	5,000.00	Mary Hinrichs
110274305	Southern Bank	0.90	05/30/86	06/30/25	5,200.00	Mabel Swindel
2019003547	Commerce Bank	0.40	07/08/90	07/08/26	4,000.00	P.C. Hays, Jr.
423137157	Regions Bank	0.01	01/14/85	01/14/25	2,500.00	Dr. Miller

Total Agency Fund CD's

\$ 321,759.75

Three Rivers College
CD Report
As of July 31, 2022

Investment CDs

Bank Account Interest Rate

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

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

Responses

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

CDs Transferred

Endowment CDs Transferred to Endowment Trust
--

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Months of JUNE & JULY 2022

Current Fund:	General Fund - Southern Bank	\$ 3,182,470.37
Housing Fund:	Rivers Ridge - Southern Bank	-
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>6,682.45</u>
	Grand Total	<u><u>\$ 3,189,152.82</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 24th day of August 2022.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

**THREE RIVERS COLLEGE
 BID REPORT
 AS OF AUGUST 17, 2022**

Copiers

Status: Closed
 Open Date: 6/16/2022
 Close Date: 6/28/2022
 Funding Source: General Revenue
 Bids Submitted:

NovaTech Inc.	Malden, MO
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 Bids Awarded: NovaTech Inc. \$123,662.64

Roof Replacement - ARC/Westover

Status: Closed
 Open Date: 5/23/2022
 Close Date: 6/7/2022
 Funding Source: General Revenue
 Bids Submitted:

Riverside Roofing Co. LLC	Cape Girardeau, MO
---------------------------	--------------------

 Bids Awarded: Riverside Roofing Co. LLC \$419,850.00

Armed Security Services

Status: Closed
 Open Date: 6/28/2022
 Close Date: 7/7/2022
 Funding Source: General Revenue
 Bids Submitted:

Integrity Tactical Protections Services LLC	Greenville, MO
Securitas Security Services	St. Louis, MO

 Bids Awarded: Integrity Tactical Protections Services LLC \$129,220.00

June 2022 President's Report

- **BHS Program Receives Designation**
- **Project DRIVE**
- **TRC Golf Tournament**
- **Drama Camp**
- **HLC Four Year Review**
- **Fall Convocation**
- **First Day of Fall Classes**
- **Music Mixer**

- **Upcoming Events**
 - Patrons of the Arts Kick-Off Event – August 30
 - Mobile Food Pantry – August 31
 - International Overdose Awareness Day event – August 31
 - American Red Cross Blood Drive – September 1
 - Center Stage Performance of Mary Poppins – September 2-4 and 9-11
 - Labor Day Holiday – College Closed
 - Run 4 the Arts – September 10
 - Meet the Raiders – September 12
 - Club Rush September 14

A G E N D A
Executive Session
Wednesday, August 24, 2022

I. Executive Session

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

II. Adjournment

VI.1. Consideration and approval of Contract with Integrity Tactical Protection Services LLC

BACKGROUND INFORMATION--HISTORY

SRO services on the Poplar Bluff campus had been contracted through the Poplar Bluff PD but ended in May of 2022 due to their manpower limitations. So other security services were sought to cover this need.

POSSIBLE ALTERNATIVES

Having no security services on campus.

FINANCIAL IMPLICATIONS

\$129,220 annually

ADMINISTRATIVE RECOMMENDATIONS

Approve contract for the provision of security officer services provided by Integrity Tactical Protection Services LLC

CONTRACT FOR THE PROVISION OF SECURITY OFFICER SERVICES

This Contract made and entered into this 11th day of August 2022, by and between Three Rivers College of Poplar Bluff, Missouri (hereinafter called the "College") and Integrity Tactical Protection Services LLC of Greenville, Mo, is for the provision of specific Security Officer(s) and Security services.

WHEREAS, the College desires to contract with Integrity Tactical Protection Services LLC for security services to create a drug and crime free environment providing for the safety, security and protection of the facilities, students, faculty, staff, and visitors of the College; and

WHEREAS, Integrity Tactical Protection Services LLC desires to assist in the effort by providing effective security services at the College's Poplar Bluff campus.

NOW, THEREFORE, the College and Integrity Tactical Protection Services LLC agree as follows:

ARTICLE I Scope of Services

SECTION ONE: SERVICES PROVIDED BY INTEGRITY TACTICAL PROTECTION SERVICES LLC

Integrity Tactical Protection Services LLC agrees that the duties and extent of services of the assigned personnel shall include, but shall not be limited to:

- A. Integrity Tactical Protection Services LLC will provide a minimum of one full-time, armed officer and other, armed officers, during the times set forth herein to perform specialized patrols to enforce all state and local laws, enforce College Rules, Regulations, and policies, and to provide for the security of the real properties of the College as specified in this Contract shall always remain part of, subject to and in direct relationship with Integrity Tactical Protection Services LLC's chain of command and under Integrity Tactical Protection Services LLC's rules, regulations, and standard operating procedures.
- B. Integrity Tactical Protection Services LLC agrees to assign an armed officer on and about the campus during specific periods of time identified by the College herein below. Integrity Tactical Protection Services LLC will provide additional armed officers on an hourly basis, as requested, as provided herein.
- C. Integrity Tactical Protection Services LLC agrees they will employ a community policing concept and will assist in providing, developing and/or enhancing crime prevention programs on the College campus in conjunction with the College's Department of Public Safety.
- D. It is further agreed that to the extent required, the assigned personnel will appear as witnesses in the College's administrative grievance procedure, civil hearings, or other civil or criminal court proceedings where the issue includes criminal, quasi-criminal, or violations of the College's rules, regulations and policies when conducted on or near the Campus including those of students, faculty, staff, visitors, or trespassers.

- E. Integrity Tactical Protection Services LLC agrees that any, and all security personnel provided in accordance with the terms of this contract are certified law enforcement officers, in good standing in the State of Missouri.
- F. Integrity Tactical Protection Services LLC agrees that with respect to the services to be performed by any of their security personnel in accordance with this Contract, corporate owners, or their designee, will meet with the Director of Special Projects and Safety of the College on a routine basis for the purpose of reviewing the enforcement and prevention efforts and planning for future modifications. These meetings shall occur at least quarterly.
- G. Integrity Tactical Protection Services LLC agrees that a standard operating procedural manual exists to regulate security officers' conduct and activities; that all security officers have been provided a copy of the policy manual; and personnel have been trained on the regulations and orders within the manual.
- H. Integrity Tactical Protection Services LLC agrees it will provide the assigned personnel with such equipment and training necessary to allow the security officers to carry out the duties required under this Contract.
- I. Integrity Tactical Protection Services LLC shall designate a command officer as a liaison officer, who will constantly work in concert with the Director of Public Safety.
- J. Integrity Tactical Protection Services LLC will provide supervision, control and direction of work activities and assignments of SRO personnel, including disciplinary actions. The College will have no ability to control or determine the specific time, place, or way the assigned personnel shall perform their duties, except as provided herein below, and to the extent that the College provides needed information regarding duties, areas and times to be targeted to meet the safety and security needs of property and persons. It is expressly understood that Integrity Tactical Protection Services LLC shall be responsible for the compensation of the officers, including all overtime and employee benefits. Integrity Tactical Protection Services LLC shall also be responsible for any injuries to security personnel, damages to their property, or damages to Integrity Tactical Protection Services LLC's property while conducting the duties specified under this contract, or, which may occur in the course of, or arises out of, law enforcement activities, except for any injury, damage, or loss arising from the negligent acts or omissions of the College (or any employee or agent thereof).
- K. Integrity Tactical Protection Services LLC will have an officer on duty and continually on the campus between the hours of 7:00 a.m. and 10:00 p.m., Monday through Thursday and on Friday between the hours of 7:00 a.m. and 5 p.m. Changes in the schedule may occur upon consultation between both parties based upon emergency, unusual and/or exigent circumstances.
- L. Integrity Tactical Protection Services LLC agrees that all assigned personnel are current certified peace officers as required by Missouri Police Officers Standard and Training (P.O.S.T.), continue to attend all state training as required.

SECTION TWO: SERVICES PROVIDED BY THE COLLEGE

- A. The College will provide copies of all College policies, rules, and regulations for use by assigned officers.
- B. The College will provide the following in-kind accommodations, services, and equipment:
 - a. Accommodations: The College will provide suitable space to be used as an office for SRO services.
 - b. Services: The office will be supplied with utilities (heat and electricity) and needed maintenance by college personnel.
 - c. Modification/Damage: The College will make reasonable modifications, including minor structural, electrical, and mechanical changes to the accommodations provided to meet Integrity Tactical Protection Services LLC's operational needs. Such modifications are subject to the availability of funds to the College.
 - d. The college will provide a cell phone and cell service to be used for communication(s) in conjunction with the duties of security personnel.
 - e. The college will provide a vehicle for transportation, hauling and other duties related to security duties on and around the Poplar Bluff Campus.
- C. The College shall reserve the right to require Integrity Tactical Protection Services LLC to replace any assigned personnel at any time and for any reason by providing Integrity Tactical Protection Services LLC with rationale for such replacement.

ARTICLE II

Enforcement of Rules and Regulations

- A. Integrity Tactical Protection Services LLC, through its officers, and in addition to the authority to enforce various laws on college property, is hereby empowered to enforce the College rules, regulations, and policies of the College, including all rules, regulations and policies relating to on-campus housing.
- B. Regarding the foregoing rules and regulations, Integrity Tactical Protection Services LLC's security officers are hereby authorized to give criminal trespass warnings to any persons found in violation of said rules and regulations, i.e., to give notice to any violators that their entry on the property or premises is forbidden, and to arrest or cause the arrest and prosecuting of any violators, when appropriate and lawful.
- C. Integrity Tactical Protection Services LLC, through its security officers, is hereby empowered to enforce such additional College rules and regulations and perform such other duties as shall be specified in any written addendum attached hereto or incorporated in the future.
- D. Nothing herein contained shall be construed as permitting or authorizing security officers to use any methods or to act in any manner in violation of any law, their sworn obligation as a peace officer, or in violation of Integrity Tactical Protection Services LLC's standard operational procedures.

ARTICLE III
Term of Contract

The term of this Contract shall be for three (3) years beginning on the date approved by both parties and expressly contingent upon the College's ability to fund the operation through its State and Local funding sources and Integrity Tactical Protection Services LLC's ability to provide SRO services for the College as set forth herein.

ARTICLE IV
Compensation to Integrity Tactical Protection Services LLC

- A. Compensation to Integrity Tactical Protection Services LLC will be \$129,220.00 annually, based upon the college's posted academic calendar. An hourly rate of \$40.00 per hour, per each additional officer requested by the college outside of the normal hours of operation as specified herein and assigned under this contract is also agreed to. Months of service shall be continuous, except for June and July when security services are suspended, unless requested at the agreed upon hourly rate contained herein.
- B. Payment shall be made due immediately upon receipt of an invoice for such services provided monthly, as supplied by Integrity Tactical Protection Services LLC. Payment for any portion of the term, based upon the commencement and/or termination under this contract, shall be pro-rated based upon the number of days services are provided.

ARTICLE V
Indemnification

- A. Integrity Tactical Protection Services LLC shall indemnify and hold the College harmless from any and all liabilities, causes of action, suits, or demands imposed upon the College arising from the acts or omissions of any of their employees, or agents in conducting activities and providing services on college property.
- B. Integrity Tactical Protection Services LLC shall provide TRC with proof of liability insurance coverage with a limit of no less than \$1,000,000.00 each occurrence and \$2,000,000.00 aggregate for any acts, omissions, or conduct arising out of the performance of its duties under this contract.

ARTICLE VI
Termination

Either party may terminate this Contract for any reason upon the provision of ninety (90) days written notice to the other. Such notice shall be delivered by Certified Mail. Return Receipt Requested to the addresses specified in Article VII.

ARTICLE VII
Notices

Any notices required pursuant to the terms of this Contract shall be sent by United States Certified Mail to the principal place of business of each of the parties hereto, as specified below:

Three Rivers College:

Wesley A. Payne, Ph.D., President
2080 Three Rivers Blvd.
Poplar Bluff, MO 63901

**Integrity Tactical Protection
Services LLC:**

Aaron L. Huling, President
22321 Highway 67
Greenville, MO 63944

ARTICLE VIII
Construction of Laws

The Contract is made and entered into in Butler County, Missouri. All questions of law arising hereunder shall be construed in accordance with the laws of the State of Missouri.

ARTICLE IX
Entire Contract

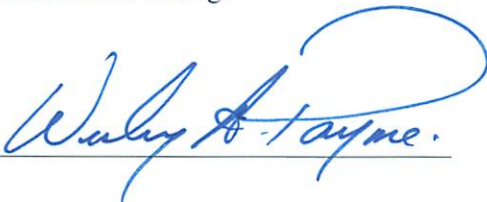
The Contract shall consist of the following component parts:

- A. This Contract.
- B. Any Subsequent addenda agreed to by both parties.

This contract is fully agreed and entered into this 11 day of August, 2022.

Three Rivers College

Integrity Tactical Protection Services LLC





Consideration of Personnel Action
 Employment of Personnel
 Outreach Specialist/Educational Talent Search

PERSONNEL DATA SHEET

_____ Administrative Officer
 _____ Professional Staff
 _____ Faculty
 X Support Staff – replacement for Marsha Price-resignation approved 8/25/21
 X Federal Program: Grant program – U.S. Department of Education
 _____ Special Program _____

NAME: Taylor Bowen

POSITION TITLE: Outreach Specialist/Educational Talent Search

SALARY: \$15.15/hour

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

Other: Grant funded program

STARTING DATE: August 15, 2022

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AAS	Three Rivers College Poplar Bluff, MO	Pre-Sports Medicine
AAS BS	Arkansas State University Jonesboro, AR	Occupational Therapy Asst. Health Studies

EXPERIENCE

<u>07/2020 – 02/2021</u>	<u>Crave Nutrition</u>	<u>Manager/Customer Service</u>
	<u>Poplar Bluff, MO</u>	
<u>08/2019 – 06/2020</u>	<u>Cynergy Rehab</u>	<u>Certified Occupational</u>
	<u>Jonesboro, AR</u>	<u>Therapy Assistant</u>
<u>12/2018 – 06/2019</u>	<u>Children’s Therapy Services of NEAR</u>	<u>Certified Occupational</u>
	<u>Jonesboro, AR</u>	<u>Therapy Assistant</u>
<u>08/2016 – 08/2017</u>	<u>Nettleton Public Schools</u>	<u>Camp Raider Childcare</u>
	<u>Jonesboro, AR</u>	<u>Provider</u>

(8/24/2022)

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – replacement for Miranda Moore – resignation approved 6/22/22

_____ Federal Program: _____

_____ Special Program _____

NAME: Cassandra Cates

POSITION TITLE: Executive Assistant/Dean of Student Services

SALARY: \$18.00/hour

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: July 11, 2022

QUALIFICATIONS:

Degree Ed. Institution Major

EXPERIENCE

01/2020 – 06/2022	Unit 4 Scrubs & Accessories Poplar Bluff, MO	Business Owner
01/2016 – 01/2021	Three Rivers College Poplar Bluff, MO	College Store Coordinator
03/2014 – 11/2014	McAllister Software Systems Piedmont, MO	Sales Representative

(8/24/2022)

Consideration of Personnel Action
Employment of Personnel
Student Services Advisor II

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – replacement for Larrie Barriner – resignation to be approved 8/24/22

_____ Federal Program: _____

_____ Special Program _____

NAME: Devin Dugger

POSITION TITLE: Student Services Advisor II

SALARY: \$15.15/hour

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: August 8, 2022

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BS	Southeast Missouri State University Cape Girardeau, MO	Mass Communication: TV and Film

EXPERIENCE

<u>08/2021 – 12/2021</u>	<u>ESPN+</u>	<u>Team Member</u>
	<u>Cape Girardeau, MO</u>	
<u>12/2019 – 09/2020</u>	<u>Laughing Gas/N2O Comedy Club</u>	<u>Doorman</u>
	<u>Cape Girardeau, MO</u>	
<u>05/2017 – 08/2017</u>	<u>Rue 21</u>	<u>Sales Associate</u>
	<u>Poplar Bluff, MO</u>	

(8/24/2022)

Consideration of Personnel Action
Employment of Personnel
College Store Associate

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – replacement for Elizabeth Hale – resignation approved 3/15/22

_____ Federal Program: _____

_____ Special Program _____

NAME: Kathran Erwin

POSITION TITLE: College Store Associate

SALARY: \$12.15/hour

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: July 25, 2022

QUALIFICATIONS:

Degree Ed. Institution Major

EXPERIENCE

09/2020 – 06/2022	Unit 4 Scrubs & Accessories Poplar Bluff, MO	General Manager
01/2022 – 05/2022	J.CO Apparel & Promotions Poplar Bluff, MO	Embroiderer
05/2018 – 12/2018	JCPenney’s Poplar Bluff, MO	Sales Associate
11/2016 – 08/2020	Express Employment Professionals Poplar Bluff, MO	Seasonal Worker – The College Store

(8/24/2022)

Consideration of Personnel Action
Employment of Personnel
Instructor, Life Science

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

X Faculty – replacement for Dr. Kim Wiseman – resignation approved 2/16/22

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Kelli Hastings

POSITION TITLE: Instructor, Life Science (Biology)

SALARY: \$39,495

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: August 8, 2022

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BS	Missouri State University Springfield, MO	Biology
MEd (in progress)	Southwest Baptist University Bolivar, MO	Curriculum & Instruction
MS (course work)	Missouri State University Springfield, MO	Biology

EXPERIENCE _____

<u>08/2012 - present</u>	<u>Doniphan High School</u>	<u>Teacher</u>
	<u>Doniphan, MO</u>	
<u>01/2012 – 07/2022</u>	<u>Northern Oklahoma College-Tonkawa</u>	<u>Instructor/Lab Coordinator</u>
	<u>Tonkawa, OK</u>	
<u>08/2009 – 07/2011</u>	<u>Missouri State University</u>	<u>Graduate Teaching Assistant</u>
	<u>Springfield, MO</u>	

(8/24/2022)

Consideration of Personnel Action
Employment of Personnel
Grant Accountant

PERSONNEL DATA SHEET

_____ Administrative Officer

X Professional Staff – New Position

_____ Faculty

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Kevin Hunsberger

POSITION TITLE: Grant Accountant

SALARY: \$40,500

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: August 8, 2022

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	Three Rivers College Poplar Bluff, MO	General Education
BS	Central Methodist University Fayette, MO	Business

EXPERIENCE

<u>10/2021 - present</u>	<u>Southern Bank</u> <u>Poplar Bluff, MO</u>	<u>Physical Security Coordinator</u>
<u>08/2015 – 10/2021</u>	<u>Three Rivers College</u> <u>Poplar Bluff, MO</u>	<u>Purchasing Agent</u>
<u>10/2011 – 08/2015</u>	<u>Southern Bank</u> <u>Poplar Bluff, MO</u>	<u>Retail Operations Specialist</u>

(8/24/2022)

Consideration of Personnel Action
Employment of Personnel
Practical Nursing Instructor

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

X Faculty – replacement for Larissa Brown – resignation approved 6/23/21

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Tara Leier

POSITION TITLE: Practical Nursing Instructor

SALARY: \$50,532

FULL-TIME X PART-TIME: _____

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

Other: non-tenure track

STARTING DATE: August 22, 2022

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AS	Missouri State University Springfield, MO	Nursing
BSN	Arkansas State University Jonesboro, AR	Nursing

EXPERIENCE

<u>02/2018 – 05/2022</u>	<u>Texas County Memorial Hospital</u>	<u>ER RN/OB RN</u>
	<u>Houston, MO</u>	
<u>03/2015 – 02/2018</u>	<u>Ozark Family Care</u>	<u>LPN/IT Tech</u>
	<u>West Plains, MO</u>	

(8/24/2022)

Consideration of Personnel Action
Employment of Personnel
Assistant Women's Basketball Coach/Character Development Program

PERSONNEL DATA SHEET

_____ Administrative Officer

X Professional Staff – Replacement for Marissa Web – resignation approved 5/18/22

_____ Faculty

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Caleb Livingston

POSITION TITLE: Assistant Women's Basketball Coach/Character Development Program

SALARY: \$38,000

FULL-TIME X PART-TIME: _____

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

Other: ,

STARTING DATE: July 19, 2022

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BS	Williams Baptist College Walnut Ridge, AR	Liberal Arts

EXPERIENCE

<u>09/2018 – 06/2022</u>	<u>Nettleton High School</u>	<u>Assistant Girls Basketball</u>
	<u>Jonesboro, AR</u>	<u>Jr. Girls Basketball/Intermediate Athletic Director</u>
<u>08/2017 – 08/2018</u>	<u>Launch Hoops</u>	<u>Basketball Trainer/Scout</u>
	<u>Fayetteville, AR</u>	
<u>08/2014 – 05/2017</u>	<u>Palestine Wheatley High School</u>	<u>Head Girls Basketball Coach</u>
	<u>Palestine, AR</u>	

(8/24/2022)

Consideration of Personnel Action
Employment of Personnel
Director, Academic Assessment

PERSONNEL DATA SHEET

_____ Administrative Officer

X Professional Staff – Replacement for Michelle Lane – resignation approved 6/23/21

_____ Faculty

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Frank Ludwig

POSITION TITLE: Director, Academic Assessment

SALARY: \$65,000

FULL-TIME X PART-TIME: _____

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

Other: ,

STARTING DATE: August 22, 2022

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BFA	University of South Dakota Vermillion, SD	Theatre
MFA	University of Iowa Iowa City, IA	Theatre Production

EXPERIENCE _____
2006 – present Viterbo University Associate Professor/Professor/
LaCrosse, WI Core Curriculum Director/Interim Dean of Business
Performing Arts and Leadership Program
Coordinator for Design & Production

(8/24/2022)

Consideration of Personnel Action
Employment of Personnel
Assistant Network Administrator

PERSONNEL DATA SHEET

Administrative Officer
 Professional Staff – Replacement for Kevin Crafford-transfer approved 01/19/22
 Faculty
 Support Staff
 Federal Program: _____
 Special Program _____

NAME: Brandon March

POSITION TITLE: Assistant Network Administrator

SALARY: \$52,000

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

Other: _____

STARTING DATE: September 6, 2022

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AAS	Three Rivers College Poplar Bluff, MO	Network Administration
BAS	Hannibal-LaGrange University Hannibal, MO	Computer Technology

EXPERIENCE

<u>06/2018 - present</u>	<u>Dexter R-XI Schools Dexter, MO</u>	<u>Network Administrator</u>
<u>01/2014 – 06/2018</u>	<u>Poplar Bluff R-1 Schools Poplar Bluff, MO</u>	<u>IT Services Support Specialist Instructor, Computer Maintenance</u>
<u>08/2012 – 01/2014</u>	<u>Boys & Girls Club Poplar Bluff, MO</u>	<u>Youth Development Specialist</u>

(8/24/2022)

Consideration of Personnel Action
Employment of Personnel
Instructor, Nursing in Sikeston

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

X Faculty – replacement for Morgan Brasher – resignation approved 6/22//22

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Joy Martin

POSITION TITLE: Instructor, Nursing in Sikeston

SALARY: \$54,422

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: August 8, 2022

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
MS/Post	Frontier Nursing University	Women’s Health Nurse
MS Cert.	Lexington, KY	Practitioner/Family NP
BS	Central Methodist University	Nursing
	Fayette, MO	
AAS	Three Rivers College	Nursing
	Poplar Bluff, MO	

EXPERIENCE _____

<u>01/2020 - present</u>	<u>Preferred Family Healthcare</u>	<u>Community Health RN</u>
	<u>Poplar Bluff, MO</u>	
<u>05/1995 – 04/2014</u>	<u>Poplar Bluff Regional Medical Center</u>	<u>RN</u>
	<u>Poplar Bluff, MO</u>	
<u>08/2009 – 07/2011</u>	<u>Missouri State University</u>	<u>Graduate Teaching Assistant</u>
	<u>Springfield, MO</u>	

(8/24/2022)

Consideration of Personnel Action
Employment of Personnel
Assistant Men's Basketball Coach/Player Development

PERSONNEL DATA SHEET

_____ Administrative Officer

X Professional Staff – replacement for Anthony Beane; resignation to be approved 8/24/22

_____ Faculty

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Ernest "Trey" Rakes

POSITION TITLE: Assistant Men's Basketball Coach/Player Development

SALARY: \$37,000

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: August 15, 2022

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BBA	University of Pikeville Pikeville, KY	Business
MS	Coastal Carolina University Conway, SC	Sports Management

EXPERIENCE

<u>09/2021 - present</u>	<u>Coastal Carolina University Conway, SC</u>	<u>Video Coordinator/Player Development</u>
<u>01/2019 – 09/2021</u>	<u>Colby Community College Colby, KS</u>	<u>Associate Head Men's Basketball Coach</u>
<u>08/2017 – 05/2019</u>	<u>Coastal Carolina University Conway, SC</u>	<u>Graduate Assistant</u>

(8/24/2022)

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – replacement for Matthew Dowd – transfer approved 4/20/22

X Federal Program: Grant funded by the U.S. Department of Education

_____ Special Program _____

NAME: Hattie Shepherd

POSITION TITLE: Tutor Specialist/ACHIEVE

SALARY: \$16.00/hour

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: August 8, 2022

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AAT	Three Rivers College Poplar Bluff, MO	Secondary Education
BA	Central Methodist University Fayette, MO	English

EXPERIENCE

<u>01/2020 – 07/2022</u>	<u>East Carter High School Ellsinore, MO</u>	<u>HS English Teacher/ Cross Country Coach</u>
<u>01/2018 – 01/2020</u>	<u>Three Rivers College Poplar Bluff, MO</u>	<u>Admissions Specialist</u>
<u>2016 – 2018</u>	<u>Three Rivers College Poplar Bluff, MO</u>	<u>Learning Coach/Tutor ACHIEVE Program</u>

(8/24/2022)

Consideration of Personnel Action
Employment of Personnel
Library Administrative Services Specialist

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – replacement for Deborah Young – retirement approved 11/17/21

_____ Federal Program: _____

_____ Special Program _____

NAME: Joaquin Wilfong

POSITION TITLE: Library Administrative Services Specialist

SALARY: \$13.15/hour

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: July 18, 2022

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AAS	Three Rivers College Poplar Bluff, MO	Criminal Justice/Police Science
BS	Southeast Missouri State University Cape Girardeau, MO	Corporate Communication

EXPERIENCE

<u>03/2020 – 02/2022</u>	<u>Floor and Décor</u>	<u>Assistant Department</u>
	<u>Bridgeton, MO</u>	<u>Manager, Pro Services/Pro Services Associate</u>
<u>06/2018 – 03/2019</u>	<u>Lowe’s Home Improvement</u>	<u>Stocker/Receiver</u>
	<u>Chesterfield, MO</u>	

(8/24/2022)

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Instructor, Social Science to Director, Distance Learning Services

BACKGROUND INFORMATION

HISTORY

With the transfer of Ben Gordon and the reorganization of distance learning to the academic side, the full-time position for Director of Distance Learning Services became available. Dr. Ryan Bixby has been employed as a full-time Instructor of Social Science since August 2018. The position was advertised, and Dr. Bixby expressed interest. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Dr. Bixby to this position. He will assume the duties, effective July 1, 2022.

FINANCIAL IMPLICATIONS

This is a full-time, exempt staff position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Dr. Ryan Bixby.

8/24/2022

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Secretary, ACHIEVE to Senior Administrative Assistant/Workforce Development

BACKGROUND INFORMATION

HISTORY

With the resignation of Melissa Allen and the review of positions, the full-time position for Senior Administrative Assistant/Workforce Development became available. Valjeane Burge has been employed as a full-time Secretary with the ACHIEVE Program since September 2014. The position was advertised, and Ms. Burge applied and was interviewed. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Valjeane Burge to this position. She will assume the duties, effective August 14, 2022.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Valjeane Burge.

8/24/2022

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position
Recruitment/Retention Specialist to Student Services Advisor II

BACKGROUND INFORMATION

HISTORY

With the transfer of Hannah Vincent, the position of Student Services Advisor II became available. In addition, the grant funding revised for the current Recruitment/Retention Specialist position. Ms. Kayla Clements has been employed in the grant-funded Recruitment/Retention Specialist position since September 2021. Ms. Clements expressed interest in the Student Services Advisor II position. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Kayla Clements to this position. She will assume the duties, effective September 11, 2022.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Kayla Clements.

8/24/2022

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position
Welcome Center Facilitator to Assistant Director, Housing

BACKGROUND INFORMATION

HISTORY

With the transfer of Adrian Jameson to the Director of Housing position, the full-time position of Assistant Director of Housing became available. Shaelynn Dixon has been employed as a full-time Welcome Center Facilitator since August 2021. The position was advertised, and Ms. Dixon applied and was interviewed. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Shaelynn Dixon to this position. She will assume the duties, effective July 31, 2022.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Shaelynn Dixon.

8/24/2022

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position
Part-time Bus Driver to Third Party Testing/Bus Driver

BACKGROUND INFORMATION

HISTORY

With the resignation of Charles Hower and the review of positions, the full-time need for Third Party Testing/Bus Driver became available. Michael Harbrueger has been employed as a Part-time Bus Driver since July 2021. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Michael Harbrueger to this position. He will assume the duties, effective August 29, 2022.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Michael Harbrueger.

8/24/2022

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Outreach Specialist/Educational Talent Search to Director, Educational Talent Search

BACKGROUND INFORMATION

HISTORY

With the transfer of Brandi Brooks, the full-time position of Director, Educational Talent Search became available. Zach McNulty has been employed as a full-time Outreach Specialist with the Educational Talent Search Program since August 2017. Prior to this, he served as a Recruiter/Admissions Specialist from 2014 to 2017. The Director position was advertised, and Mr. McNulty applied and was interviewed. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Zach McNulty to this position. He will assume the duties, effective August 1, 2022.

FINANCIAL IMPLICATIONS

This is a full-time, grant-funded position with the U.S. Department of Education.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Zach McNulty.

8/24/2022

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Adjunct Instructor/Assistant Women's Softball Coach to Assistant Women's Softball Coach/Character Development Program

BACKGROUND INFORMATION

HISTORY

With the review of programs and positions, the full-time position for an Assistant Women's Softball Coach/Character Development Program became available. Summer Shockley has been employed as an Adjunct Instructor/Assistant Women's Softball Coach since July 2021. Prior to employment, Ms. Shockley volunteered with the softball program. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Summer Shockley to the full-time position of Assistant Women's Softball Coach/Character Development Program. She will assume the duties, effective July 1, 2022.

FINANCIAL IMPLICATIONS

This is a full-time, exempt staff position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Summer Shockley.

8/24/2022

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Student Services Advisor II to Coordinator, Disability and Testing Services

BACKGROUND INFORMATION

HISTORY

With the retirement of Diane Patterson and the resignation of Robby Calvert, the opportunity to review positions and combine responsibilities became available. Hannah Vincent has been employed full-time as a Student Services Advisor II since October 2021. She applied for and was interviewed for the position of Coordinator, Disability and Testing Services. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Hannah Vincent to this position. She will assume the duties, effective July 17, 2022.

FINANCIAL IMPLICATIONS

This is a full-time, exempt staff position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Hannah Vincent.

8/24/2022

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Student Services Advisor II

BACKGROUND INFORMATION

HISTORY

Ms. Larrie Barriner has been employed as full-time Student Services Advisor II since December 2021. Prior to full-time, Ms. Barrier served as an Adjunct as well as a Part-time Instructional Assistant. She has submitted her resignation, effective July 22, 2022.

Ms. Barriner will remain as an adjunct faculty member.

FINANCIAL IMPLICATIONS

This is a full-time, 12-month, staff position.

ADMINISTRATIVE RECOMMENDATION

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

8/24/2022

July 11, 2022

To Whom It May Concern:

Please accept this letter as my notice of resignation from my position as Student Services Advisor II. I am giving a two-week notice. My last day of employment at this position will be Friday, July 22, 2022.

It has been my pleasure working with the Student Services/Enrollment Services department and team for the past eight months. I wish you all the best of luck!

Sincerely,



Larrie S Barriner

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Assistant Men's Basketball Coach/Player Development

BACKGROUND INFORMATION

HISTORY

Mr. J. Anthony Beane has been employed full-time as the Assistant Men's Basketball Coach/Player Development since August 2021. He has submitted his resignation, effective June 30, 2022.

FINANCIAL IMPLICATIONS

This is a full-time, 12-month, staff position.

ADMINISTRATIVE RECOMMENDATION

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

8/24/2022

From: [Brian Bess](#)
To: [Kristina McDaniel](#)
Subject: Re: Resignation Letter
Date: Wednesday, July 6, 2022 10:32:41 AM

Kristina,

I talked with Anthony and he meant to put June 30th. He said he was going to try and call your office. Thanks.

Brian Bess

From: Kristina McDaniel <kristinamcdaniel@trcc.edu>
Sent: Wednesday, July 6, 2022 7:04 AM
To: Brian Bess <bbess@trcc.edu>; Wesley Payne <wpayne@trcc.edu>
Subject: RE: Resignation Letter

Just verifying the effective date listed – May 31?

Kristina McDaniel
Director, Human Resources
Three Rivers College
Poplar Bluff, MO 63901
Email: kristinamcdaniel@trcc.edu
Phone: 573-840-9695
trcc.edu

From: Brian Bess <bbess@trcc.edu>
Sent: Tuesday, July 5, 2022 7:45 PM
To: Kristina McDaniel <kristinamcdaniel@trcc.edu>; Wesley Payne <wpayne@trcc.edu>
Subject: Fwd: Resignation Letter

Get [Outlook for iOS](#)

From: Jerome Beane <jeromebeane1@aol.com>
Sent: Tuesday, July 5, 2022 7:43:43 PM
To: Brian Bess <bbess@trcc.edu>
Subject: Resignation

CAUTION: This email originated outside of Three Rivers College. Use caution when opening links or attachments. Please report questionable emails to Technology & Computer Services.

I am resigning from my position as assistant men's basketball coach/player development at Three Rivers College. Effective on May 31st.

Thank You,

Jerome Anthony Beane

Sent from my iPhone

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Associate Professor, Information Systems Technology

BACKGROUND INFORMATION

HISTORY

Ms. Heather Carlton has been employed full-time with the College since August 2004. She has served in her current faculty role since August 2012. Ms. Carlton has submitted her resignation, which will be effective with the end of the FY22 contract year. Responsibilities were complete as of May 20, 2022.

Ms. Carlton will remain as an adjunct faculty member.

FINANCIAL IMPLICATIONS

This is a full-time, 9-month, faculty position.

ADMINISTRATIVE RECOMMENDATION

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

8/24/2022

From: [Will Cooper](#)
To: [Sherry Phelan](#); [Kristina McDaniel](#)
Subject: FW: Resignation Letter
Date: Monday, July 25, 2022 5:50:29 PM

-----Original Message-----

From: Heather Carlton <hcartlton@trcc.edu>
Sent: Monday, July 25, 2022 5:49 PM
To: Will Cooper <wcooper@trcc.edu>
Cc: Kilbreath Heather <hrk_hogfan@yahoo.com>; Heather Carlton <hrk.carlton@gmail.com>
Subject: Resignation Letter

Dear Will,

As per our conversation this morning, I am emailing you. Please accept this email/letter as notice of my resignation as full-time assistant professor at Three Rivers College. My last day of employment will be August 5, 2022.

I have accepted another teaching position at a two-college in Arkansas which lessens my commute to work and offers more flexibility for my family.

I have enjoyed working at the College for almost 18 years and have learned so much from my students and colleagues. I am appreciative of all the opportunities the college has afforded me and look back on each experience with fond memories.

I will work with you and whoever else as I transition out of the college, and I will still be available to help with grants should Jennifer or you have questions. I will even be able to come back to campus to help, if you need me. If Dr. Payne and you are agreeable, I would like to adjunct teach this semester to ease the burden of finding an instructor for all of my courses. If you do not agree, I understand.

Thank you for being one of the best leaders we have had since I have been teaching. I am grateful for you and all you have done for our department. I know your job has not been easy and I want you to know you are respected and appreciated.

You have my phone number and I am always a call or text away if you need me.

Sincerely,

Heather Kilbreath Carlton
Sent from my iPhone

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Science Lab Manager

BACKGROUND INFORMATION

HISTORY

Mr. Matthew Dowd has been employed full-time as the Science Lab Manager since April 2022. Prior to this role, he served full-time in the Achieve program. He has submitted his resignation, effective August 11, 2022.

FINANCIAL IMPLICATIONS

This is a full-time, 12-month, staff position.

ADMINISTRATIVE RECOMMENDATION

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

8/24/2022

I am resigning as of 8/11/22 my position
at Three Rivers College.

Matthew D'Amico

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Coordinator/Instructor, CDL Program

BACKGROUND INFORMATION

HISTORY

Mr. Charles Hower has been employed full-time with the College since January 2020 as the Coordinator/Instructor, CDL Program. He has submitted his resignation, effective August 31, 2022.

FINANCIAL IMPLICATIONS

This is a full-time, 12-month, faculty position.

ADMINISTRATIVE RECOMMENDATION

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

8/24/2022

From: [Will Cooper](#)
To: [Sherry Phelan](#); [Wesley Payne](#); [Kristina McDaniel](#)
Subject: Fwd: Letter of resignation
Date: Monday, August 1, 2022 8:02:53 AM

Sent from my iPhone

Begin forwarded message:

From: Leann Clark <leannclark@trcc.edu>
Date: August 1, 2022 at 6:55:41 AM CDT
To: Will Cooper <wcooper@trcc.edu>
Subject: Fwd: Letter of resignation

Get [Outlook for iOS](#)

From: Charles Hower <chower@trcc.edu>
Sent: Monday, August 1, 2022 6:13:39 AM
To: Leann Clark <leannclark@trcc.edu>
Subject: Letter of resignation

Leann:

This is to inform you that effective August 31,2022, I will voluntarily resign from Three Rivers College as CDL Program Instructor/Coordinator.

Respectfully,

Chuck Hower

Instructor/Coordinator, CDL Program
Three Rivers College
2080 Three Rivers Blvd
Poplar Bluff, Mo 63901
Email: chower@trcc.edu
Phone: 573-840-9682 ext 2110

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Library Specialist in Sikeston

BACKGROUND INFORMATION

HISTORY

Mr. Zachary Quick has been employed full-time with the College since September 2018 as the Library Specialist in Sikeston. Prior to full-time, he served as part-time in the library. He has submitted his resignation, effective July 28, 2022.

FINANCIAL IMPLICATIONS

This is a full-time, 12-month, staff position.

ADMINISTRATIVE RECOMMENDATION

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

8/24/2022

From: [Zachary Quick](#)
To: [Kristina McDaniel](#)
Cc: [Sherry Phelan](#)
Subject: Notice of Resignation
Date: Monday, July 11, 2022 11:09:43 AM

Good morning,

I will be resigning as the Library Specialist effective July 28th, 2022. The reason for my departure will be to accept a new position and moving to St. Louis, MO. If there are any questions or if I need to do anything, please let me know.

Zach Quick
Library Specialist
Three Rivers College - Sikeston
zquick@trcc.edu
573-472-5223 ext. 5422 or 5411

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Request for Retirement
Chief Technology Officer

BACKGROUND INFORMATION

HISTORY

Mr. Steven Leroy Atwood has been employed with the College full-time since October 1998 in Technology & Computer Services. He has submitted his request for retirement, effective December 1, 2022.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

8/24/2022

From: [Steve L. Atwood](#)
To: [Wesley Payne](#)
Cc: [Kristina McDaniel](#)
Subject: Retirement notice.
Date: Thursday, July 28, 2022 7:53:43 AM

Good morning,

I'd like to submit my notice that I plan on retiring on Dec 1, 2022. My last date of employment will be Nov 30, 2022. It has been a pleasure working at Three Rivers and observing, as well as playing a part, in all of the improvements over the years. Most importantly, it has been a pleasure being around all of the hardworking and likeable people that work at the College. I will miss the Three Rivers family, but plan to visit the campus often, especially when I hear of any "free food" days.

Steve Atwood
Chief Technology Officer
Three Rivers College
Email: satwood@trcc.edu
Phone: 573-840-9708

"There are only 10 types of people in the world: those who understand binary.....and those who don't!"

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Request for Retirement
Outreach Specialist/Educational Talent Search

BACKGROUND INFORMATION

HISTORY

Ms. Suzanne Davis has been employed with the College full-time since August 2011, in her current position. Prior to full-time, Ms. Davis served part-time in ETS as the Education Coordinator. She has submitted her request for retirement, effective September 1, 2022.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

8/24/2022

August 3, 2022

Dr. Payne,

I would like to formally submit this letter as notice of my retirement from Three Rivers College beginning Thursday, September 1, 2022. My last day of work will be Wednesday, August 31, 2022.

I have enjoyed working these past 20 years at the college and with Educational Talent Search. I appreciate the opportunities that I was provided for personal and professional development and the support given me. I am also thankful for the opportunity I had to work with middle school and high school students in the schools in which we served.

I will be happy to do anything I can to help make this transition easier. TRC will always have a special place in my heart, and I wish you nothing but the best in the years to come.

Sincerely,

Suzanne Davis

UPCOMING EVENTS

Lady Raiders Softball Black & Gold Game: August 27 at Noon; Rains Field.

Patrons of the Arts Kickoff Event: August 30, 6-8 p.m., Tinnin Fine Arts Center Lobby.

Mobile Food Pantry: August 31, 8 a.m. – 2 p.m., drive through at Libla Family Sports Complex.

Overdose Awareness Event: August 31, 1 – 6 p.m., Robert W. Plaster Free Enterprise Center.

American Red Cross Blood Drive: September 1, 9 a.m. – 2 p.m., Bess Conference Room.

Center Stage Performance of Mary Poppins: September 2, 3, 9, and 10 at 7 p.m.; and September 3, 4, 10, and 11 at 2 p.m. at Tinnin Fine Arts Center Theater; tickets are \$10.

Labor Day Celebrated: September 5.

Run 4 the Arts: September 10, 8 a.m., in front of the Tinnin Fine Arts Center. The 4-mile run/walk and 1-mile walk are \$25, and the virtual runner/shirt only is \$20. Visit trcc.edu/events to register online or download an entry form.

Meet the Raiders: September 12, 6 p.m., Libla Family Sports Complex.

Raider Baseball:

vs. SW Illinois, Sept. 7 @ 10 AM

vs. AR State Univ. Mountain Home, Sept. 7 @ 3 p.m.

For the latest on Three Rivers events, visit trcc.edu/events.



DAR Headlines: June 15-August 17

June 15: Thomas finds next stop at Penn. School (3R Women's basketball)
June 16: After injury, Jones heads to Dakota St. (3R Men's basketball)
June 16: TRC Endowment Trust hosting golf tournament
June 22: Three Rivers receives school bus
June 22: National Rodeo Champ
June 23: TRC gets A+ in civil rights audit
June 24: Former Raider pushes through despite losing skid
June 28: TRC to host annual Children's Theater Drama Camp
July 8: Annual Gene Bess Basketball Camp set for next two weeks
July 16: Drama Camp enthrall youth
July 16: Bess Camp focuses on teaching fundamentals
July 20: Scott dies after lengthy illness
July 21: Raiders honored for work in class
July 21: Donation of chairs helps Raiders esports
July 23: Raiders start Nov. 1 on road (3R Men's basketball)
July 27: TRC Esports team receives gaming chairs (with photo)
July 27: Wiggs hires new assistant coach
Aug. 3: TRC program earns special certification (Behavioral Health)
Aug. 4: TRC's 'Run 4 The Arts' set for Sept. 10
Aug. 6: TRC, Center Stage present 'Mary Poppins the Broadway Musical'
Aug. 6: Raiders open at home Nov. 5 (3R Women's basketball)
Aug. 9: Students hit the dance floor at Drama Camp (photo release)
Aug. 9: TRC Music Department seeks students, scholarships available
Aug. 16: TRC students back on campus
Aug. 16: Raiders hire new assistant (3R Men's basketball)