

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**  
**Tuesday, March 14, 2023**  
**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 February 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
  - 6. Budget Amendments
- 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**

None

\*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. Beth Moss – Part-time Facilitator, Sikeston
2. Resignation
  1. Jonathan Abney – Part-time Tinnin Center Assistant
  2. Katelynn Wells – College Store Associate

**VIII. Appendix**

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

**IX. FY23 Board of Trustees Meeting Dates**

- Wednesday, April 19, 2023
- Wednesday, May 17, 2023
- Wednesday, June 21, 2023

**X. Adjournment**

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**BOARD OF TRUSTEES  
THREE RIVERS COLLEGE  
February 15, 2023**

The regular meeting of the Board of Trustees began at 12:00 p.m. on Wednesday, February 15, 2023.

**CALL TO ORDER**

Those present included: Trustees: Chris Williams, chair; Eric Schalk, vice-chair; 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; and Edie Dilbeck, recording secretary.

**ATTENDANCE**

Trustee Hager delivered the invocation.

**INVOCATION**

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

**APPROVAL OF BOARD  
MEETING AGENDA**

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

**APPROVAL OF THE  
JANUARY BOARD MEETING  
MINUTES**

Charlotte reviewed the Budget to Actuals as of the end of January 2023. We are 58% into the fiscal year and have recognized 85% of our budgeted revenues and obligated 49% of our budgeted expenses.

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

**APPROVAL OF  
FINANCIAL REPORT**

Dr. Payne presented:

**PRESIDENT'S REPORT**

Agriculture Instructor, Kathryn Clark presented on Ag Connect that was held on January 20-21. The former Ag Expo was taken and reformatted by advisory committee. All the activities, workshops and vendors over the two-day period were Ag related. Nine area schools FFA groups come to the Friday events.

**AG CONNECT**

The Hall of Fame Banquet was held on February 3. The 2023 Inductees were Don Crandell – Contributor; Danny Foster – Men's Basketball 1976-78; Chuck Malone – Baseball 1984-86; Mallory Siebert – Softball 2010-12; and Anna Vogt – Women's Basketball 2012-2014.

**HALL OF FAME BANQUET**

February 4 was a day full of Alumni Reunion activities. Starting with the Pancake Breakfast that morning, Fine Arts Showcase, Alumni Star Reception, & unveiling of the Gene Bess bronze statue in the afternoon, and ending the day's events with the Raiders and Lady Raiders basketball games that evening.

## **ALUMNI REUNION**

Buddy and Cindy White shared the success of the 31<sup>st</sup> annual Jazz Festival that was held February 9-11. 7 area Jazz bands participated and over 850 attended the 3 day event. Those attending enjoy this event because it's a learning clinic.

## **JAZZ FESTIVAL**

Will Cooper shared that the District 20 FBLA Conference contest were held on February 7. Fourteen school districts were represented with 350 students competing. One hundred student competing at this event qualified and will compete at the State level. Our Business Faculty used the student down time as an opportunity to talk with them and network with their advisors while they were visiting our campus.

## **DISTRICT 20 FBLA CONFERENCE**

Regina Morris shared that the Financial Aid Office applied and had received from the Missouri Student Loan Foundation a \$5,000 grant to use for help student with emergency needs for gas to be able to attend class. They will have available \$40 gas card to help 125 students.

## **GAS CARD GRANT**

### **Upcoming Event:**

- Alumni Art Exhibit – February 4-24
- Wings Dublin Irish Dance – February 21
- Poplar Bluff Trivia Night – February 23
- Cinderella – Center Stage – March 4-5, 11-12
- Everyone's a Raider Day – March 5
- Social Services Day – March 9
- Spring Break – March 15-17

## **UPCOMING EVENTS**

Trustee Hager made the motion to enter into executive session at 12:35 p.m. 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, yes; Trustee Williams, yes.

## **EXECUTIVE SESSION**

**ITEMS FOR DISCUSSION**  
**CONSIDERATION AND**  
**VOTE**

Every five (5) years, Butler County must adopt a new hazardous mitigation plan. As part of this plan, both the city and Three Rivers College are participants and signatories of the plan.

**CONSIDERATION AND**  
**APPROVAL OF BUTLER CO.**  
**HAZARDOUS MITIGATION**  
**PLAN**

Trustee Hager made the motion to approve the plan and authorize the College President to execute all appropriate related paperwork associated with the plan. On a second by Trustee Featherston the board was polled as follows: Trustee Featherston yes; Trustee Richardson, yes; Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

The current policy must be re-adopted bi-annually and resubmitted to the state. No changes have been made to the existing policy.

**CONSIDERATION AND**  
**APPROVAL TO REAFFIRM**  
**BP 0343 – CONFLICT OF**  
**INTEREST**

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

Trustee Garrison made the motion to accept the personnel actions and associated documents as presented. With a second by Hager the board was polled as follows: Trustee Featherston yes; Trustee Richardson, yes; Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk yes; Trustee Williams 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 1:48 p.m. and with a second by Trustee Garrison, the motion passed unanimously.

**ADJOURNMENT**

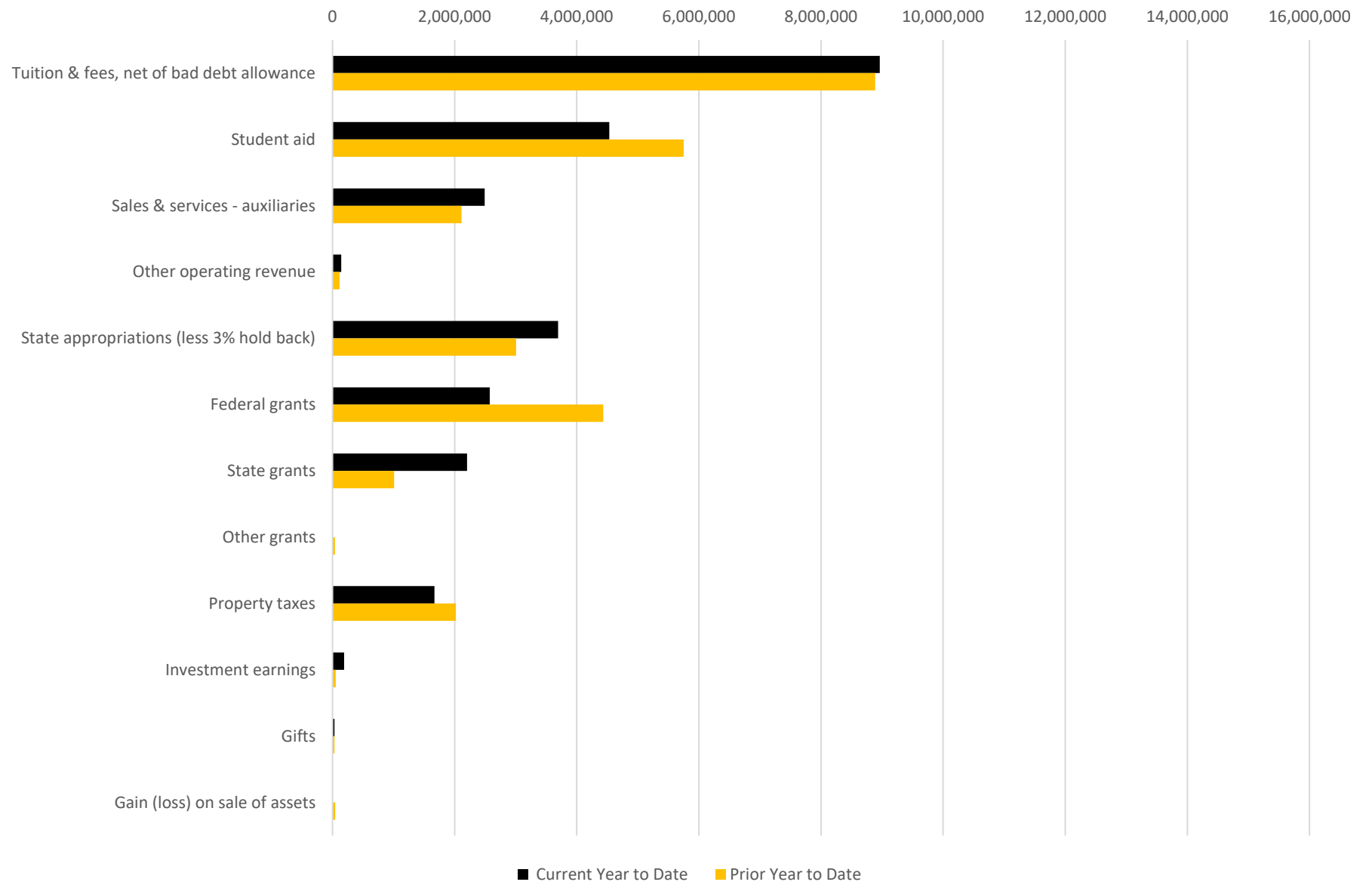
\_\_\_\_\_  
CHAIRMAN

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

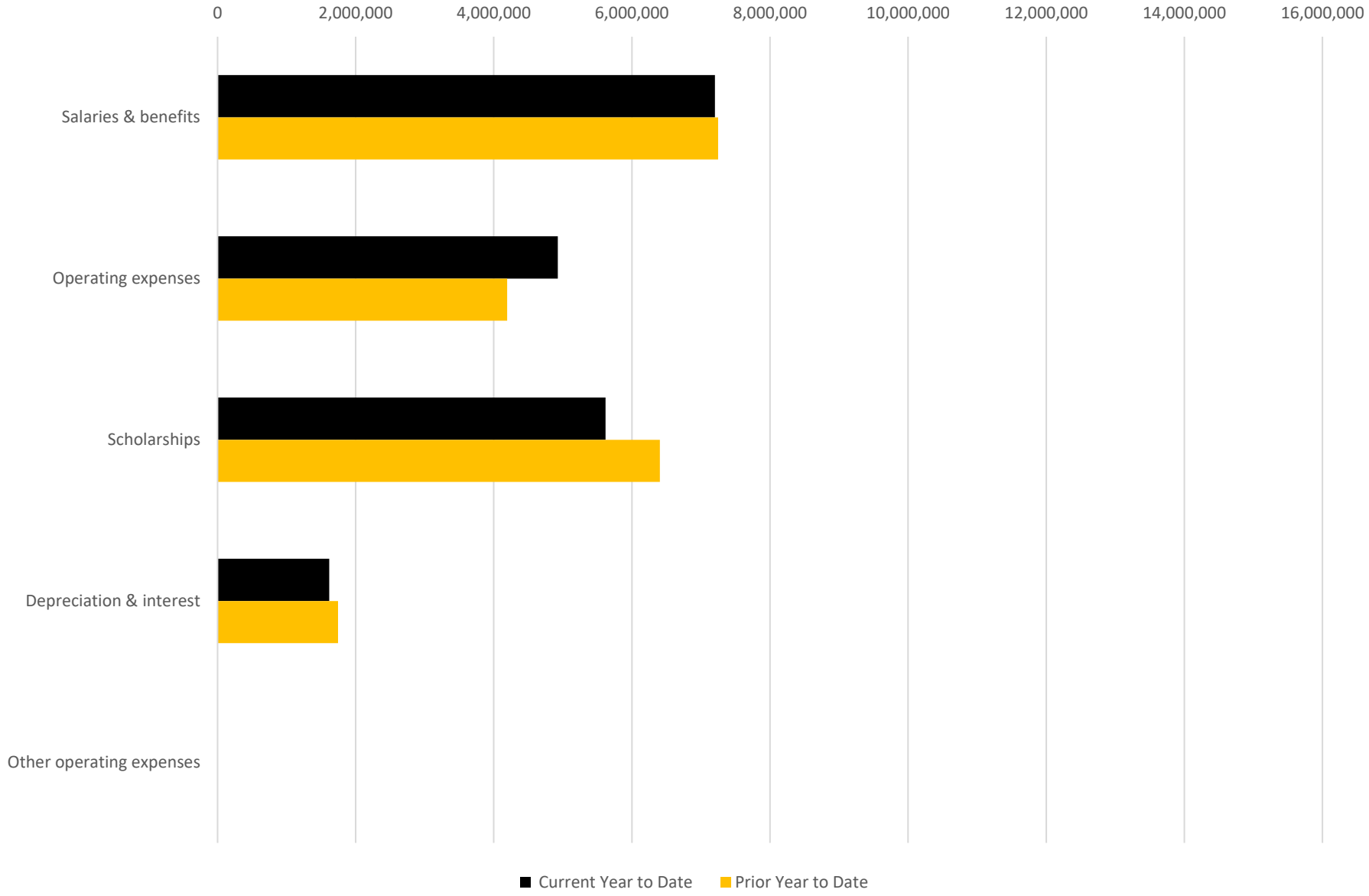
\_\_\_\_\_  
SECRETARY

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

### YTD Comparison to Previous Year 01/31/2023



YTD Comparison to Previous Year  
01/31/2023



YTD Comparison to Previous Year  
01/31/2023

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  
January 31, 2023

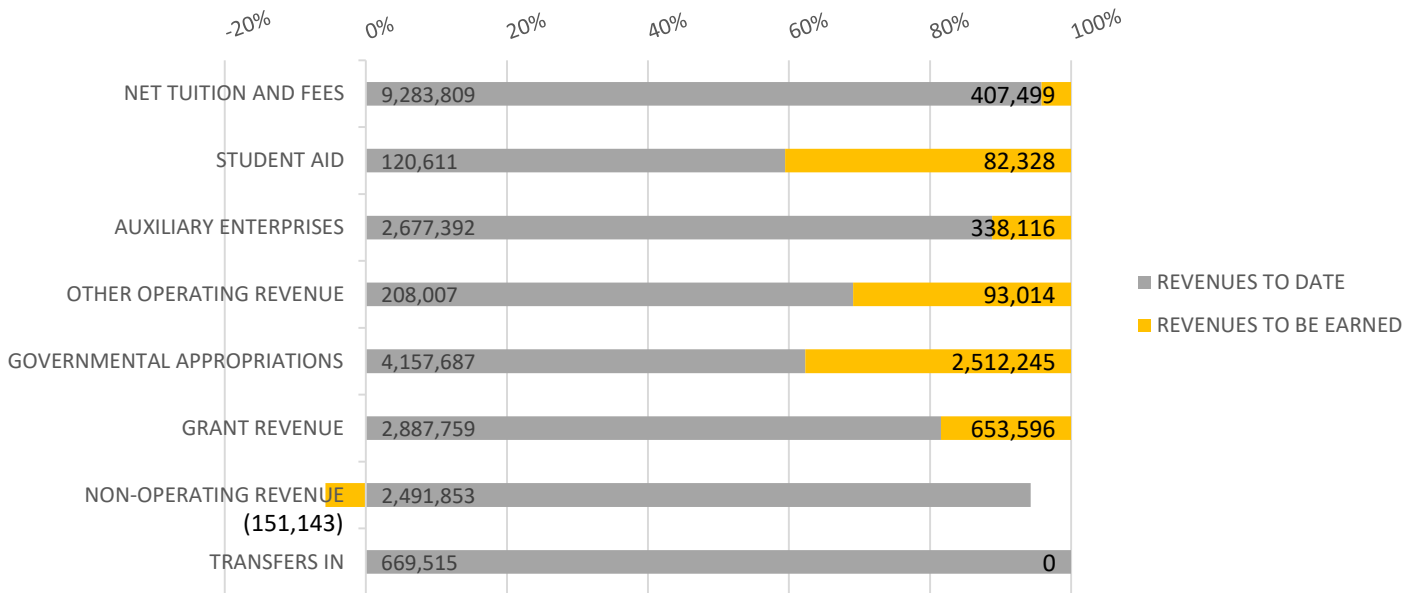
<b>ASSETS AND DEFERRED OUTFLOWS</b>		<b>LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>	
<b>CURRENT ASSETS</b>		<b>CURRENT LIABILITIES</b>	
Cash & Cash Equivalents	13,996,945	Accounts Payable	1,040,925
Student Account Receivables, net	7,260,569	Accrued Vacation	355,938
Property Tax Receivable	108,314	Student Deposits	29,500
Other Receivables	8,994,520	Deferred Tuition & Fees	40,000
Investments	0	Scholarships	87,320
Inventory	51,762	<b>Total Current Liabilities</b>	<b>1,553,683</b>
Prepaid Expenses	270,615		
<b>Total Current Assets</b>	<b>30,682,725</b>	<b>NON-CURRENT LIABILITIES</b>	
<b>NON-CURRENT ASSETS</b>		Retirement Incentive Payable	0
Land	5,490,786	Other Post Employment Benefits	5,091,388
Capital assets	77,089,794	Bonds, Notes and Leases Payable	8,613,907
Plus: Current year additions to capital assets	2,190,656	Accrued Interest	0
Accumulated Depreciation	(37,277,510)	Agency	466,037
Unamortized Bond Issue Costs	0	<b>Total Non-Current Liabilities</b>	<b>14,171,332</b>
<b>Total Non-Current Assets</b>	<b>47,493,726</b>	<b>Total Liabilities</b>	<b>15,725,015</b>
<b>DEFERRED OUTFLOWS</b>	<b>6,237,331</b>	<b>DEFERRED INFLOWS</b>	<b>20,018,807</b>
		<b>NET POSITION</b>	
		Beginning Balance	41,533,251
		Changes in Net Position	7,136,710
		<b>Total Net Position</b>	<b>48,669,961</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b>84,413,783</b>	<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>	<b>84,413,783</b>

Three Rivers College  
Statement of Revenues, Expenses and Changes in Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
January 31, 2023

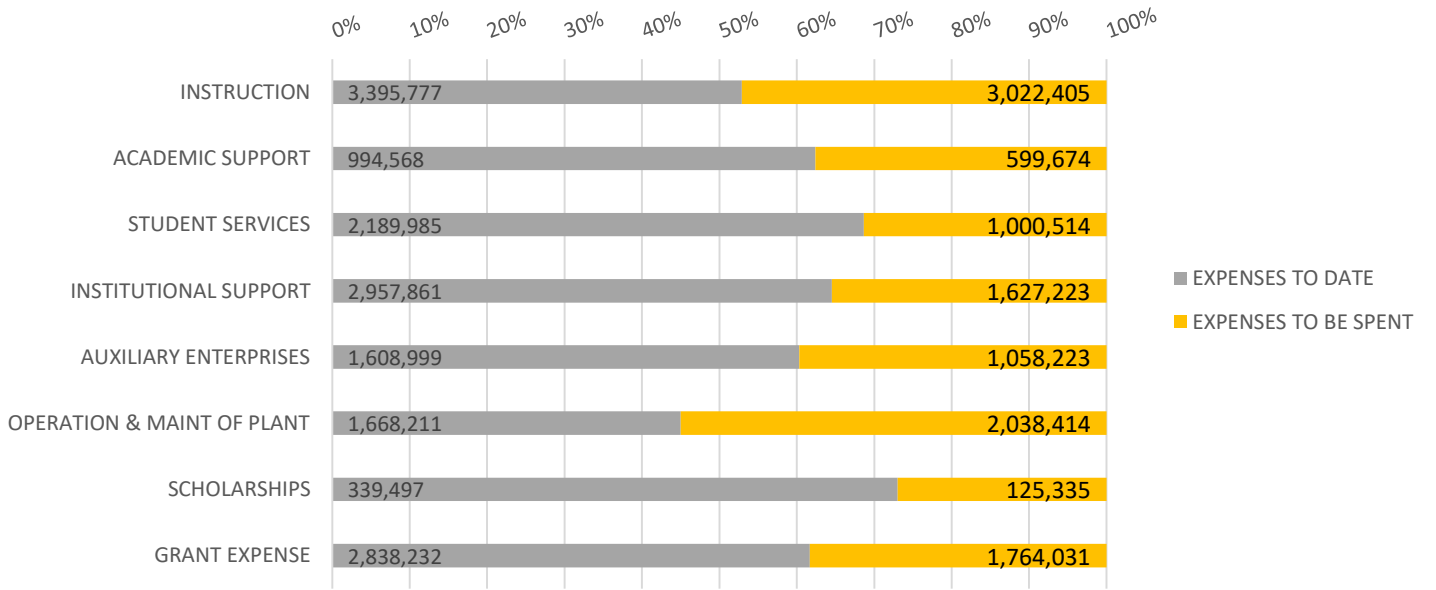
	July	August	September	October	November	December	January	Current Year to Date	Prior Year to Date	\$ Change	% Change
<b>OPERATING REVENUE</b>											
Tuition & fees, net of bad debt allowance	4,761,483	457,965	(154,707)	1,487,514	604,047	1,006,310	802,118	8,964,730	8,886,156	78,575	0.88%
Student aid	177,562	10,752	3,483,953	590,887	197,156	58,232	13,639	4,532,181	5,751,324	(1,219,143)	(21.20)%
Sales & services - auxiliaries	883,619	152,827	193,981	301,067	302,050	438,215	218,884	2,490,644	2,114,148	376,497	17.81%
Other operating revenue	12,476	99,324	5,975	6,168	2,821	11,527	3,852	142,142	113,527	28,615	25.21%
<b>Total Operating Revenue</b>	<b>5,835,140</b>	<b>720,867</b>	<b>3,529,202</b>	<b>2,385,637</b>	<b>1,106,075</b>	<b>1,514,284</b>	<b>1,038,493</b>	<b>16,129,698</b>	<b>16,865,154</b>	<b>(735,456)</b>	<b>(4.36)%</b>
<b>OPERATING EXPENSES</b>											
Salaries & benefits	989,581	1,011,201	1,055,924	1,049,180	1,065,614	1,015,879	1,014,164	7,201,542	7,249,605	(48,063)	(0.66)%
Operating expenses	615,056	483,061	819,137	927,377	883,253	713,402	487,176	4,928,461	4,193,427	735,035	17.53%
Capital equipment	86,715	124,716	723,363	467,574	300,434	181,202	306,652	2,190,656	2,011,831	178,826	8.89%
Less: Transfer to capital assets	(86,715)	(124,716)	(723,363)	(467,574)	(300,434)	(181,202)	(306,652)	(2,190,656)	(2,011,831)	(178,826)	8.89%
Scholarships	207,113	46,561	4,339,968	637,846	239,458	79,034	66,515	5,616,495	6,405,609	(789,114)	(12.32)%
Depreciation & interest	179,358	196,379	275,060	205,061	221,380	224,372	315,154	1,616,764	1,744,744	(127,980)	(7.34)%
Other operating expenses	0	0	0	0	0	0	0	0	0	0	#DIV/0!
<b>Total Operating Expenses</b>	<b>1,991,108</b>	<b>1,737,201</b>	<b>6,490,089</b>	<b>2,819,464</b>	<b>2,409,705</b>	<b>2,032,687</b>	<b>1,883,009</b>	<b>19,363,262</b>	<b>19,593,385</b>	<b>(230,123)</b>	<b>(1.17)%</b>
<b>NON-OPERATING REVENUE (EXPENSES)</b>											
State appropriations (less 3% hold back)	527,965	527,965	527,966	527,965	527,965	527,966	527,965	3,695,757	3,007,802	687,955	22.87%
Federal grants	66,222	150,287	611,806	576,079	282,432	226,688	661,857	2,575,373	4,433,946	(1,858,573)	(41.92)%
State grants	9,946	43,275	598,577	484,486	388,178	508,785	170,387	2,203,635	1,008,418	1,195,217	118.52%
Other grants	0	0	0	0	0	0	0	0	41,954	(41,954)	(100.00)%
Property taxes	19,129	21,157	18,258	6,648	28,882	371,449	1,203,220	1,668,743	2,023,243	(354,500)	(17.52)%
Investment earnings	6,262	5,431	5,939	6,502	5,785	6,095	154,848	190,862	53,073	137,789	259.62%
Gifts	1,000	600	28,550	0	1,560	0	0	31,710	32,887	(1,177)	(3.58)%
Gain (loss) on sale of assets	691	1,197	0	0	0	2,306	0	4,194	45,254	(41,059)	(90.73)%
<b>Total Non-Operating Revenues (Expenses)</b>	<b>631,216</b>	<b>749,912</b>	<b>1,791,096</b>	<b>1,601,679</b>	<b>1,234,802</b>	<b>1,643,290</b>	<b>2,718,278</b>	<b>10,370,274</b>	<b>10,646,577</b>	<b>(276,303)</b>	<b>(2.60)%</b>
<b>CHANGES IN NET POSITION</b>	<b>4,475,249</b>	<b>(266,422)</b>	<b>(1,169,791)</b>	<b>1,167,852</b>	<b>(68,828)</b>	<b>1,124,887</b>	<b>1,873,763</b>	<b>7,136,710</b>	<b>7,918,346</b>	<b>(781,636)</b>	<b>(9.87)%</b>

\*Prior year includes \$2,349,900 of one-time federal CARES funding

### Budget to Actual Revenues 02/28/2023 (67%)



### Budget to Actual Expenses 02/28/2023 (67%)



Three Rivers College  
Statement of Revenues, Expenses and Changes In Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
February 28, 2023  
Fiscal Year Benchmark: 96%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE
				EARNED
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt &amp; Scholarship Allowances</i>	9,691,308	9,283,809	96%	407,499
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	202,939	120,611	59%	82,328
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing &amp; Assessment, Tinnin Center Operations, License Bureau Rental</i>	3,015,508	2,677,392	89%	338,116
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	301,021	208,007	69%	93,014
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. &amp; Repair</i>	6,669,932	4,157,687	62%	2,512,245
GRANT REVENUE <i>State Grants, Federal Grants</i>	3,541,355	2,887,759	82%	653,596
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,340,710	2,491,853	106%	(151,143)
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	669,515	669,515	100%	0
<b>TOTAL REVENUES</b>	<b>26,432,288</b>	<b>22,496,632</b>	<b>85%</b>	<b>3,935,656</b>

NOTE: We have recognized 85% of budgeted revenues. We have recognized 96% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2022, fall 2022 and winter/spring 2023, 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, as amended.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE
				SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health &amp; Human Services</i>	6,418,182	3,395,777	53%	3,022,405
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,594,242	994,568	62%	599,674
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	3,190,499	2,189,985	69%	1,000,514
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	4,585,084	2,957,861	65%	1,627,223
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing &amp; Assessment, License Bureau Rental</i>	2,667,223	1,608,999	60%	1,058,223
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,706,626	1,668,211	45%	2,038,414
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	464,832	339,497	73%	125,335
GRANT EXPENSE <i>State Grants, Federal Grants</i>	4,602,263	2,838,232	62%	1,764,031
<b>TOTAL EXPENSES</b>	<b>27,228,951</b>	<b>15,993,130</b>	<b>59%</b>	<b>11,235,820</b>

NOTE: We have obligated 59% of our budgeted expenses at 67% into the fiscal year. February payroll is INCLUDED and credit card expenses are NOT INCLUDED as they were not yet available at the time of this report. Budgeted decrease in Net Position is a result of planned expenses funded by reserves, as amended.

<b>CHANGES IN NET POSITION</b>	<b>(796,663)</b>	<b>6,503,501</b>
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Three Rivers College  
 Capital Budget - Unaudited  
 February 28, 2023  
 Fiscal Year Benchmark: 96%

<b>FUNDING SOURCES</b>	<b>BUDGET</b>	<b>SOURCES TO DATE</b>	<b>SOURCES TO DATE %</b>	<b>SOURCES TO BE EARNED</b>
<b>RESTRICTED</b>				
<i>HEERF (CARES) federal grant</i>	3,499,931	1,737,267	50%	1,762,664
<i>HB19/17 state appropriation</i>	1,153,216	1,066,647	92%	86,568
<b>UNRESTRICTED</b>				
<i>General funds - prior year transfers in (Reserves)</i>	1,790,870	291,524	16%	1,499,347
<i>General funds - current year transfers in</i>				
<b>TOTAL FUNDING SOURCES</b>	<b>6,444,017</b>	<b>3,095,438</b>	<b>48%</b>	<b>3,348,580</b>

<b>USES OF FUNDS</b>	<b>BUDGET</b>	<b>USES TO DATE</b>	<b>USES TO DATE %</b>	<b>USES UNSPENT</b>
<i>Campus improvements</i>	5,028,793	2,845,288	57%	2,183,505
<i>Westover Administration Building repairs</i>	347,597	0	0%	347,597
<i>Libla Family Sports Complex</i>	200,000	0	0%	200,000
<i>Westwood Event Center upgrades</i>	275,644	85,832	31%	189,811
<i>Academic Resource Commons</i>	172,253	0	0%	172,253
<i>Tinnin Fine Arts Center refurbish</i>	104,700	14,064	13%	90,636
<i>Student Housing</i>	58,000	0	0%	58,000
<i>911 Center remodel</i>	50,000	0	0%	50,000
<i>Fleet vehicles</i>	160,531	119,531	74%	41,000
<i>Athletics improvements</i>	46,500	30,723	66%	15,777
<b>TOTAL EXPENSES</b>	<b>6,444,017</b>	<b>3,095,438</b>	<b>48%</b>	<b>3,348,580</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>0</b>	<b>0</b>		

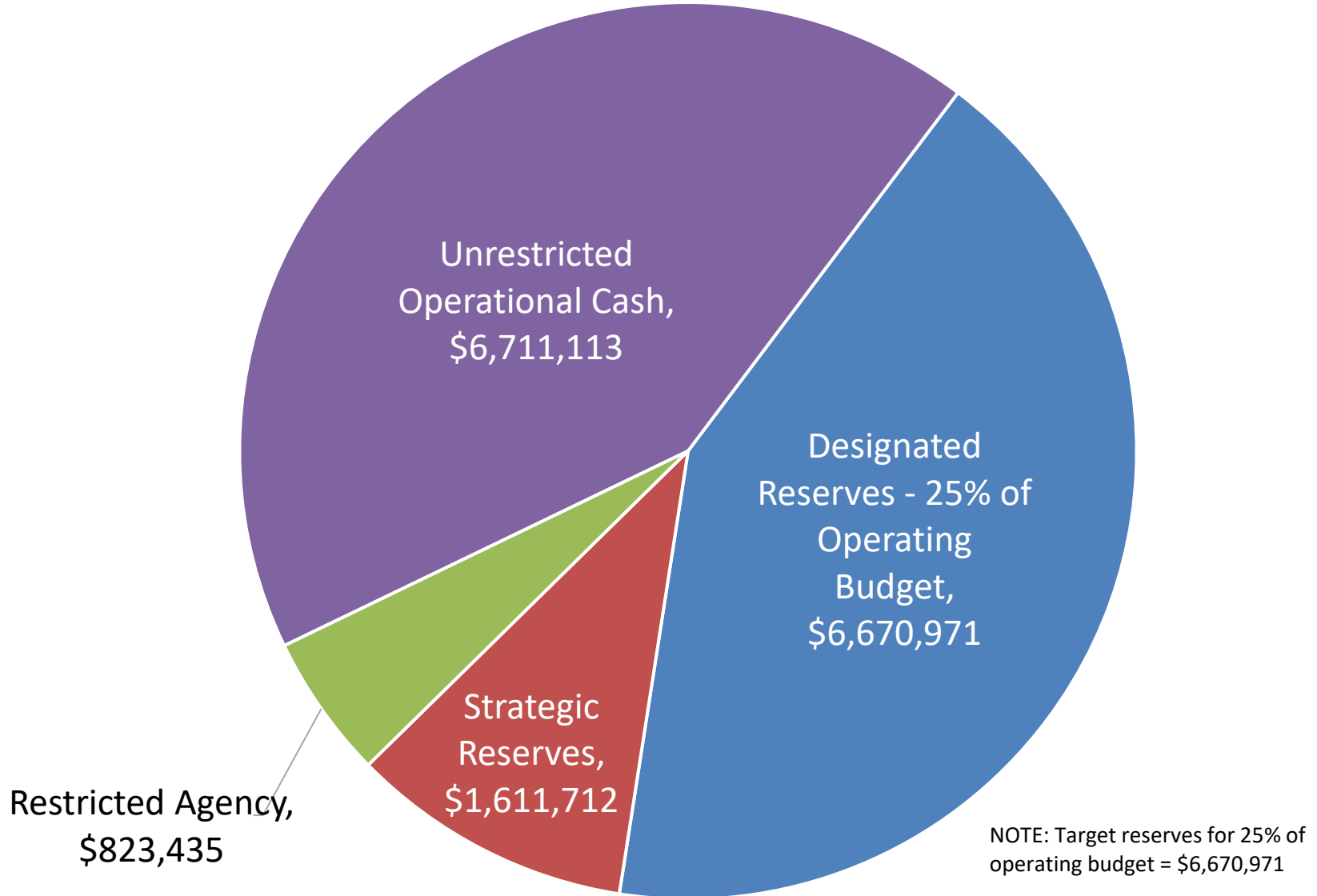
**THREE RIVERS COMMUNITY COLLEGE  
CASH IN BANKS**

March 1, 2023

	<u>02/02/23</u>	<u>03/01/23</u>
<b>CURRENT FUND</b>		
<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	5,268,509.43	6,480,853.96
Southern Bank - Credit Cards	129,883.64	101,729.08
<i>Total General Accounts</i>	5,398,393.07	6,582,583.04
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	17,357.54	17,470.93
Federal Clearing Account	223,083.51	-
Flexible Spending Account	7,204.85	6,893.52
<i>Total Restricted Accounts</i>	247,645.90	24,364.45
<b>TOTAL CURRENT FUND</b>	<b>5,650,263.97</b>	<b>6,611,172.49</b>
<b>HOUSING FUND</b>		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	49,829.73	49,970.25
<i>Total General Accounts</i>	49,829.73	49,970.25
<b>TOTAL HOUSING FUND</b>	<b>99,659.46</b>	<b>99,940.50</b>

	<u>02/02/23</u>	<u>03/01/23</u>
<b>PLANT FUND</b>		
<i>General Accounts</i>		
Plant Fund - Southern Bank	8,269,821.93	8,282,683.26
<i>Total Bank Accounts</i>	<u>8,269,821.93</u>	<u>8,282,683.26</u>
<i>Certificates of Deposit</i>		
	-	-
	-	-
<i>Total Certificates of Deposit</i>	<u>-</u>	<u>-</u>
<b>TOTAL PLANT FUND</b>	<u><u>8,269,821.93</u></u>	<u><u>8,282,683.26</u></u>
<b>AGENCY FUND</b>		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	520,991.17	501,674.91
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	<u>321,759.75</u>	<u>321,759.75</u>
<b>TOTAL AGENCY FUND</b>	<u><u>842,750.92</u></u>	<u><u>823,434.66</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT  
\$15,817,231 AS OF 03/01/2023**





THREE RIVERS COLLEGE  
CERTIFICATE OF DEPOSIT

**CERTIFICATES OF DEPOSIT AS OF February, 28 2023**

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

**SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF February 28, 2023**

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
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
423137249	Regions Bank	0.01	05/12/88	04/01/23	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	04/01/23	1,024.34	Fred Morrow
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
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/23	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.75	08/23/90	08/23/23	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.75	08/25/92	08/25/23	3,000.00	Odd Fellows
110270576	Southern Bank	1.00	08/27/85	08/27/23	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.50	08/28/02	08/28/23	5,000.00	Helvey-Miller
21815	First Midwest Bank of P.B.	0.75	09/22/98	09/22/23	5,000.00	Jerome Burford
24325	First Midwest Bank of P.B.	0.35	10/15/99	10/15/23	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	0.35	10/31/97	10/31/23	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	1.65	11/06/00	11/06/23	4,000.00	Coll. Achievement
2012008906	Commerce Bank	0.05	05/11/81	11/11/23	4,526.11	P.C. Hays, Sr.
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/23	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	0.50	12/05/95	12/05/23	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/23	1,110.00	C.T. McDaniel
2017004259	Commerce Bank	0.30	12/09/89	12/09/23	1,000.00	P.I. Church
2016012160	Commerce Bank	0.03	12/11/91	12/11/23	7,700.00	Bill Vinson
43712	First Midwest Bank of P.B.	2.05	04/27/09	12/14/23	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.03	12/22/97	12/22/23	10,000.00	Harold Prim
2213401	First Midwest Bank of P.B.	2.05	01/08/98	01/08/24	10,000.00	Jerome Burford
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/24	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/24	2,500.00	A. Garner
22246	First Midwest Bank of P.B.	1.05	02/25/98	02/25/24	1,658.87	Missy Braden

THREE RIVERS COLLEGE  
CERTIFICATE OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
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
110239662	Southern Bank	3.60	01/05/91	01/05/25	1,412.53	Bulow Mem.
2012008112	Commerce Bank	0.05	08/11/92	02/11/25	1,000.00	Myra C. Hays
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 February 28, 2023

Investment CDs
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**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
<b>Total</b>				-

**Responses**

<b>Bank</b>				
<b>Contact</b>				
<b>Comment</b>				
<b>Amount</b>				
<b>3 months</b>				
<b>6 months</b>				
<b>9 months</b>				
<b>1 year</b>				

**CDs Transferred**

Endowment CDs Transferred to Endowment Trust
--

**CDs Maturing**

Bank	Certificate Number	Endowment	Maturity Date	Amount
<b>Total</b>				-

**THREE RIVERS COMMUNITY COLLEGE**  
**Summary of Checks Issued**  
**Months of FEBRUARY 2023**

Current Fund:	General Fund - Southern Bank	\$ 3,641,420.26
Housing Fund:	Rivers Ridge - Southern Bank	-
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>33,890.43</u>
	Grand Total	<u><u>\$ 3,675,310.69</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 14th day of March 2023.

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

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

**THREE RIVERS COLLEGE  
BID REPORT  
AS OF MARCH 8, 2023**

THREE RIVERS COLLEGE  
 PROPOSED BUDGET AMENDMENTS  
 AS OF 12/31/22

<b>OPERATING BUDGET</b>			
	REVENUE	EXPENSE	NET
ADOPTED BY BOARD 06/22/2022	26,262,807	26,262,807	-
RESERVES for non-capital	421,079	421,079	-
AMENDMENTS approved by board 10/19/22	(876,472)	(79,808)	(796,664)
ETS Grant adjustments	(3,776)	(3,776)	-
WFD Third Party adjustments	10,000	10,000	-
Restricted Gifts received	2,610	2,610	-
Achieve Grant adjustments	52,504	52,504	-
Project DRIVE Grant awarded	415,536	415,536	-
GEER Excel Grant adjustments	148,000	148,000	-
Subtotal agreed to Budget to Actual 12/31/2022	26,432,287	27,228,951	(796,664)
Increases (Decreases) Proposed:			
Personnel changes	-	4,205	(4,205)
RESERVES New Doors Westover 2nd floor	14,330	14,330	-
RESERVES Kennett roof repair	6,420	6,420	-
RESERVES Driving signage	8,967	8,967	-
Other		19,048	(19,048)
Checking interest	149,709	-	149,709
Subtotal	26,611,713	27,281,921	(670,208)

REVISED AS OF 12/31/2022

26,611,713      27,281,921      (670,208)

<b>CAPITAL BUDGET</b>			
	SOURCES	EXPENSES	NET
ADOPTED BY BOARD 06/22/2022	6,458,840	6,458,840	-
AMENDMENTS approved by board 10/19/22	209,028	209,028	-
Copiers moved to operating	(221,000)	(221,000)	-
HVAC adjustments	(2,850)	(2,850)	-
Subtotal agreed to Budget to Actual 12/31/2022	6,444,018	6,444,018	-
Increases (Decreases) Proposed:			
RESERVES Ballfield improvements from FY22	30,723	30,723	-
RESERVES Landscaping	64,750	64,750	-
RESERVES Parking lot repairs	428,164	428,164	-
RESERVES Tinnin	59,035	59,035	-
RESERVES Sikeston roof repair	10,318	10,318	-
			-
			-
			-
			-
			-
Subtotal	7,037,008	7,037,008	-

REVISED AS OF 12/31/2022

7,037,008      7,037,008      -

## **March 2023 President's Report**

- **Poplar Bluff Trivia Night**
- **Cinderella**
- **Social Services Day**
- **Boys and Girls Club**
- **2023 Coca Cola Academic Team**

## **Upcoming Events**

- The Sicilian Tenors – March 23
- Dr. Payne's Haircut – March 24
- Spelling Bee – March 25
- College Transfer Fair – March 28
- MSHAA Music Festival – March 29-31
- Easter Kids Eggstravagnza (Student Leadership Academy)– April 1, 1-3 pm
- Chicks Only Eggstravagnza (TRET) – April 1, 4-6 pm
- Spring Student Showcase – April 4
- Easter Break – April 7 & 10
- Job Fair and Career Expo – April 13
- Choir Jam – April 17

**A G E N D A**  
**Executive Session**  
**Tuesday, March 14, 2023**

**I. Executive Session**

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

**II. Adjournment**



Consideration of Personnel Action  
Employment of Personnel  
Part-time Facilitator, Sikeston

**PERSONNEL DATA SHEET**

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

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

\_\_\_\_\_ Faculty

X Support Staff – replace full-time position of Sara Greer; resignation approved 10/19/22

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

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

NAME: Beth Moss

POSITION TITLE: Part-time Facilitator, Sikeston

SALARY: \$13.00/hour

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

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

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

STARTING DATE: March 13, 2023

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	Pima Community College	General Studies
AAS	Tucson, AZ	Communication Graphics
BS	University of Phoenix La Palma, CA	Communication & Technology

EXPERIENCE

<u>10/2021 – 12/2022</u>	<u>Life360 Community Services</u>	<u>Preschool Director/</u>
	<u>Bell City, MO</u>	<u>Administrator</u>
<u>12/2016 – 09/2019</u>	<u>Ink Head Design &amp; Print</u>	<u>Graphic Designer</u>
	<u>Paramount, CA</u>	
<u>06/2014 – 12/2016</u>	<u>Malibu Design Group</u>	<u>Marketing Coordinator/</u>
	<u>Commerce, CA</u>	<u>Graphic Designer</u>

(03/14/2023)

## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Resignation  
Part-time Tinnin Center Assistant

## **BACKGROUND INFORMATION**

### **HISTORY**

Mr. Jonathan Abney has been employed part-time with the College since August 2007. He has been in his most recent position as the Part-time Tinnin Center Assistant since July 2010. Mr. Abney gave his verbal resignation on January 20, 2023.

## **FINANCIAL IMPLICATIONS**

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

## **ADMINISTRATIVE RECOMMENDATION**

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

3/14/2023

## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Resignation  
College Store Associate

## **BACKGROUND INFORMATION**

### **HISTORY**

Ms. Katelynn Wells has been employed as a College Store Associate since March 2022. Ms. Wells gave her verbal resignation on February 24, 2023, effectively immediately.

## **FINANCIAL IMPLICATIONS**

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

## **ADMINISTRATIVE RECOMMENDATION**

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

3/14/2023

**THREE RIVERS COLLEGE  
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 1 of 6
Primary Policy: PP 4506 Overtime and Compensatory Leave	
Associated Regulations: PR 4506 Overtime and Compensatory Leave; PR 4510 Benefits	
References: IRS 26 C FR Parts 1, 54, 301; Patient Protection and Affordable Care Act; S. 1658/ H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act); 29 USC Ch. 8 Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 03-14-2023

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

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

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

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

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

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

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

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

**THREE RIVERS COLLEGE  
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 2 of 6
Primary Policy: PP 4506 Overtime and Compensatory Leave	
Associated Regulations: PR 4506 Overtime and Compensatory Leave; PR 4510 Benefits	
References: IRS 26 C FR Parts 1, 54, 301; Patient Protection and Affordable Care Act; S. 1658/ H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act); 29 USC Ch. 8 Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 03-14-2023

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

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

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

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

**Exempt Employees (All Employees with Primary Duties as Faculty):**

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

**THREE RIVERS COLLEGE  
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 3 of 6
Primary Policy: PP 4506 Overtime and Compensatory Leave	
Associated Regulations: PR 4506 Overtime and Compensatory Leave; PR 4510 Benefits	
References: IRS 26 C FR Parts 1, 54, 301; Patient Protection and Affordable Care Act; S. 1658/ H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act); 29 USC Ch. 8 Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 03-14-2023

meetings, chair duties, etc.

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

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

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

Full session – Maximum of 6 credit hours taught.

Winter session – Maximum of 3 credit hours taught.

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

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

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

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

**THREE RIVERS COLLEGE  
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 4 of 6
Primary Policy: PP 4506 Overtime and Compensatory Leave	
Associated Regulations: PR 4506 Overtime and Compensatory Leave; PR 4510 Benefits	
References: IRS 26 C FR Parts 1, 54, 301; Patient Protection and Affordable Care Act; S. 1658/ H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act); 29 USC Ch. 8 Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 03-14-2023

**Break Time for Nursing Mothers**

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

**Definitions:**

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

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

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

**Compliance:**

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

**THREE RIVERS COLLEGE  
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 5 of 6
Primary Policy: PP 4506 Overtime and Compensatory Leave	
Associated Regulations: PR 4506 Overtime and Compensatory Leave; PR 4510 Benefits	
References: IRS 26 C FR Parts 1, 54, 301; Patient Protection and Affordable Care Act; S. 1658/ H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act); 29 USC Ch. 8 Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 03-14-2023

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

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

**Environment for Lactation Accommodation:**

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



**THREE RIVERS COLLEGE  
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4200 Personnel Work Assignments	
Title: PR 4210 Work Hours of Employment	Page 6 of 6
Primary Policy: PP 4506 Overtime and Compensatory Leave	
Associated Regulations: PR 4506 Overtime and Compensatory Leave; PR 4510 Benefits	
References: IRS 26 C FR Parts 1, 54, 301; Patient Protection and Affordable Care Act; S. 1658/ H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act); 29 USC Ch. 8 Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 06-30-2010	Last Revision: 03-14-2023

**DOCUMENT HISTORY:**

- 06-30-2010:** Initially approved regulation PR 4210 Work Hours of Employment.
- 05-15-2014:** Reworked to make compliant with changes in federal statute for Health Care Recovery Act.
- 09-21-2016:** The College Board of Trustees approved the name change of the College from Three Rivers Community College to Three Rivers College.
- 01-17-2018:** Addition of required break time for Nursing Mothers for all College employees, exempt and non-exempt, per the Patient Protection and Affordable Care Act and the Fair Labor Standards Act.
- 04-20-2022:** Clarifications regarding Adjunct Instructor compensation rate if they are a non-exempt employee; and maximum faculty loads.
- 03-14-2023:** Inclusion of reference to the Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act) to further clarify current College procedure.

## UPCOMING EVENTS

**Spring Break – no classes:** March 13-17; **College closed:** March 15-17

**Early registration for Summer/Fall 2023:** March 20 for returning students; April 3 for all students.

**Patrons of the Arts performance - *The Sicilian Tenors*:** 7 p.m. March 23, Tinnin Theater. Sponsored by First Midwest Bank. Three marvelous, operatic tenors take you on a romantic journey from Hollywood to Broadway to Italy with a concert of timeless songs. Tickets are \$15.

**Dr. Payne Loses His Hair: March 24.** We're winning at enrollment, so Dr. Payne is losing his hair! YOU could be the person to shave his head! We're selling raffle tickets for the chance to wield the clippers, \$1 per ticket or six for \$5. Proceeds will benefit the Food Pantry. Buy your tickets at Students Accounts now through March 22. We'll draw the winner live on Zoom on March 23. Join us in person on March 24 to see the hair fly or watch via Zoom or Facebook Live.

**College Transfer Fair:** 10 a.m. – 2 p.m. March 28, Robert W. Plaster Free Enterprise Center

**MSHSAA Music Festival:** March 29-31; TINN Theater.

**Alumni & Friends' "Chicks Only Eggstravaganza:"** 4-6 p.m. April 1, Westwood Hills Country Club. The event includes refreshments, cocktails, an egg hunt, and an "egg pull" for various prizes. Tickets are \$25 and include admission, one egg pull, one drink ticket, and snacks; 100 tickets available, and an additional 100 egg pulls available for \$20 each. There will also be an Easter Egg Hunt for an additional \$10 each with various prizes offered, with the grand prize valued at \$3,000 donated by Breakthrough Wellness.

**Spring Showcase:** 7 p.m. April 4, Tinnin Theater. Music Department's vocal and instrumental students perform an eclectic program of classical repertoire and musical theater standards. Free admission.

**Easter Break – no classes:** April 6-10; **College closed:** April 7-10.

**Job Fair & Career Expo 2023:** April 13, 10 a.m. – 2 p.m., Libla Family Sports Complex.

**Patrons of the Arts performance - *Choir Jam*:** 7 p.m. April 17, Tinnin Theater. Sponsored by Southern Bank, local church choirs and members of the community come together for an uplifting, praise-filled performance and perform a variety of styles of music from traditional choir to praise and worship. Tickets are \$15.

### Raiders Baseball

vs. St. Louis CC, Mar. 18; 12 and 2 p.m.  
vs. St. Charles CC, Apr. 1; 12 and 2 p.m.  
vs. State Fair CC, Apr. 7; 12 and 2:30 p.m.  
vs. State Fair CC, Apr. 8; 12 and p.m.  
vs. Moberly Area CC, Apr. 11; 12 and 2 p.m.  
vs. Mineral Area College, Apr. 15; 12 and 2 p.m.  
vs. SW Tennessee CC, Apr. 18; 12 and 2 p.m.

### Lady Raiders Softball

vs. Dyersburg State CC, Mar. 15; 12 and 2 p.m.  
vs. Jefferson College, Mar. 21; 2 and 4 p.m.  
vs. State Fair CC, Mar. 22; 12 and 2 p.m.  
vs. St. Charles CC, Mar. 28; 2 and 4 p.m.  
vs. East Central College, Apr. 6; 2 and 4 p.m.  
vs. Metropolitan CC, Apr. 7; 12 and 2 p.m.  
vs. Metropolitan CC, Apr. 8; 12 and 2 p.m.  
vs. Crowder College, Apr. 12; 1 and 3 p.m.

### Rodeo

Mar. 16-18 @ East Mississippi CC, Meridian, MS  
Mar. 23-25 @ Pearl River CC, Poplarville, MS  
Apr. 6-8 @ UA Monticello Rodeo, Monticello, AR  
Apr. 13-15 @ UT Martin Rodeo, Martin, TN

For the most current information on upcoming events, visit [trcc.edu/events](http://trcc.edu/events).



## DAR Headlines: February 15 – March 8

- Feb. 15: TRC awarded \$154K, latest in string of grants
- Feb. 15: Lady Raiders take aim at returning to World Series
- Feb. 16: Three Rivers Endowment Trust to host trivia night next week
- Feb. 16: Lady Raiders pick up crucial win at MAC
- Feb. 16: Raiders go the distance in loss to Mineral Area
- Feb. 18: Gene Bess named finalist for Naismith hoops Hall
- Feb. 21: Raiders run wild in easy win over Tennessee Prep (basketball)
- Feb. 21: Lady Raiders pull away to earn key win over Jeffco (basketball)
- Feb. 22: Scholarship honors son's love of cars (Dylan James Miller Scholarship)
- Feb. 22: TRC women roll at Crowder (basketball)
- Feb. 22: Raiders dominate in road sweep of Williams Baptist JV (baseball)
- Feb. 23: Lady Raiders beat Crowder, will battle Moberly for region's top seed
- Feb. 23: Raiders edge West Plains, move win away from .500 (basketball)
- Feb. 23: Illinoisan 'consummate team player' for TRC (Women's basketball)
- Feb. 25: TRC, Center Stage to present 'Cinderella'
- Feb. 28: Moberly edges Lady Raiders in OT
- Feb. 28: 'Hounds pull away to down Raiders (basketball)
- Mar. 2: Power 8: New Team Tops this Week's Poll (women's basketball – mention)
- Mar. 2: Canadian hurler making big impact on mound (baseball)
- Mar. 3: Singers needed for community choir (POTA)
- Mar. 3: Raiders battle MAC for finals berth (men's basketball)
- Mar. 4: Poplar Bluff is a community of Growing Opportunities (mentioned pg. 10A)
- Mar. 4: Raider Rally Falls Short Against MAC in Semis
- Mar. 7: Deadline extended for TRC nursing programs
- Mar. 8: Cinderella brings magic to stage
- Mar. 8: Lady Raiders sweep Kankakee in home debut (softball)
- Mar. 8: No Happy Ending – Lady Raiders can't dig out of second half hole in region semis