



THREE RIVERS COLLEGE

TAX LEVY

Meeting

12:00pm

A G E N D A
SPECIAL MEETING FOR TAX LEVY RATE
Wednesday, August 21, 2024

12:00 p.m.

- I. Call Meeting to Order**
- II. Setting of Tax Levy for Calendar Year 2024**
- III. Adjournment**



THREE RIVERS COLLEGE

Approval of the August Agenda
Approval of the June Minutes

A G E N D A
REGULAR SESSION
Wednesday, August 21, 2024
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
 - 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**
 - 1. Consideration and approval of real estate purchase in Poplar Bluff, Missouri

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

1. Acceptance of Employment

- a) Barbara Rogers, Executive Assistant to the Chief Technology Officer
- b) Briar Fischer, Assistant Director of Housing
- c) Deborah Ward, Part time Administrative Assistant Physical Plant
- d) Freddie Cecil, Technology & Computer Services Evening Support Specialist
- e) James Davidson, Part-time Bus Driver
- f) Jessica Mays, Admissions Recruiter

2. Resignations

- a) Tony Clyburn, Temporary Instructor CDL
- b) Hattie Hicks, Tutoring Specialist, ACHIEVE
- c) Kevin Huntsberger, Grant Accountant
- d) Caleb Livingston, Assistant Women's Basketball Coach/Character Development Program
- e) Mary Martin, Full-time Instructor, Nursing
- f) Allison Wilkes, Human Resources Specialist

VIII. Appendix

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

IX. FY25 Board of Trustees Meeting Dates

- Wednesday, September 18, 2024
- Wednesday, October 16, 2024
- Wednesday, November 20, 2024
- Wednesday, January 15, 2025
- Wednesday, February 19, 2025
- Wednesday, March 19, 2025
- Wednesday, April 16, 2025
- Wednesday, May 21, 2025
- Wednesday, June 18, 2025

X. Adjournment

**BOARD OF TRUSTEES
THREE RIVERS COLLEGE
June 19, 2024**

The regular meeting of the Board of Trustees began at 12:00 p.m. on Wednesday, June 19, 2024.

Those present included Trustees: Darren Garrison, Chair, Dr. Tim Hager, (Absent) Vice-Chair, Dr. Amber Richardson, Secretary; Gary Featherston, Treasurer; Chris Williams, Member; and Eric Schalk, member; College administrator: Dr. Wesley Payne, President; Mark Richardson, College Attorney; and Melody Dolle-Ducote, recording secretary.

Trustee Schalk delivered the invocation.

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

Trustee Featherston made a motion to accept the May Board Meeting Minutes as presented. On a second by Trustee Richardson, the motion passed unanimously.

Charlotte Eubank, Chief Financial Officer, reviewed the college financial report as of the end of May 2024. Mrs. Eubank noted that we have recognized 81% of budgeted revenues. We have obligated 92% of our budgeted expenses of the fiscal year.

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

Dr. Payne presented the President's Report, as follows:

Dr. Payne introduced Mr. Brad Thielemier, who discussed our efforts to work with the legislature to gain an allotment for housing for Three Rivers College. Mr. Thielemier introduced Cameron Parker of District 150 and Representative Donnie Brown of District 149. Representative Parker discussed her support for Three Rivers College and said that Three Rivers is an asset to Southeast Missouri. Representative Brown thanked the college and the board of trustees for their contributions

CALL TO ORDER

ATTENDANCE

INVOCATION

**APPROVAL OF BOARD
MEETING AGENDA**

**APPROVAL OF THE MAY
BOARD MEETING MINUTES**

**PRESENTATION OF THE
FINANCIAL REPORT**

**APPROVAL OF
FINANCIAL REPORT**

PRESIDENT'S REPORT

**RECOGNITION OF THE
MISSOURI CAUCUS**

and stated that although the college does not physically sit in his district, he is happy to support Three Rivers College.

Dr. Payne thanked them for their outstanding dedication on this project adding that this type of commitment will assist in providing affordable education for those in southeast Missouri.

Representative Brown noted that sitting on the budget committee, Three Rivers College, was an easier “ask” because the college stands out among others as an organization that takes care of their own maintenance issues and their buildings. Because of this, they know that Three Rivers “takes care of their stuff” and he is proud to support this endeavor.

At this time Mr. Thielemier thanked the college and expressed his gratitude for the opportunity to serve the college in this way.

Laura McElroy, Director, of the Three Rivers Nursing Program, stated that we had 14 Nurses that were a part of the December 2024 pinning and 39 in May of 2024. The May students are still taking testing. We had 39 LPN graduates. Dr. Payne added that this year, we had a 100% pass rate for all nurses, in all levels. This was the first year for this achievement and it has been a banner year for our nursing program. Trustee Featherston asked about the employment prospects for our nursing graduates. Ms. McElroy stated there are still plenty of jobs available and all of our graduates are working and that thanks to our community partnerships, most graduates are hired before they leave the program.

RN PINNING CEREMONY

On May 17, 2024, we held our commencement ceremony in the Libla Sports Complex. We awarded over 800 degrees and certificates to over 500 individuals with 268 participating in the ceremony. Dr. Payne added it was a big night, that it went off without a hitch. Dr. Payne applauded the faculty and staff of Three Rivers College that worked to pull this event off. The event is student focused, and our students gave great feedback on the commencement activities.

COMMENCEMENT

Tami Cunningham, Associate Professor of the Emergency Medical Services Program was introduced by Dr. Payne to present on our annual EMS Week which was held in May. Ms. Cunningham said this was the largest EMS week that they have hosted, so far in the program. Multiple area agencies partnered with Three Rivers at the Harry Crisp Center, for this event. Preceptor of the Year were presented.

EMS WEEK CELEBRATION

Summer Session began on June 3, 2024. Enrollment has held steady, and the session is going smoothly.

SUMMER SESSION

Dr. Payne introduced Brandi Brooks, Director of Enrollment Services and Student Development and Heather King, Coordinator of Admissions and Recruitment for Three Rivers College. Ms. Brooks explained that Project Drive is a grant funded program for post-secondary education. This program covers 100% of the cost for participating students. Programs include Commercial Driving, CNA/Phlebotomy, Construction and Welding. We are in our second year of this program. The grant covers Preview Days and we have served over 400 students with that event as well as hosting events in Sikeston and Dexter. We had 44 students participate in our off-campus sites, where they can get a hands-on experience within the programs. The purpose is to get students on campus for tours and information. We have provided services for over 150 students this past year that were served through these events and Summer Boot Camp Program. We have 10 students participating for the CDL and another 7 students signed up for the next CDL session. We have 5 students enrolled for CNA/Phlebotomy, 5 students for construction and 3 students in welding. These programs are all day, for five days a week for 8 weeks. It is very intensive program. This program serves high school students that want to go right into the workforce verses obtaining an academic degree.

PROJECT DRIVE

Dr. Payne spoke about the Mental Health Conference, which was held on June 13, 2024, in the Plaster Building. We partnered with SEMO Behavioral Health and FCC. It was the largest mental health conference we have hosted so far.

MENTAL HEALTH CONFERENCE

Our 11th annual Three Rivers Endowment Trust Golf Tournament will be held Friday June 21, 2024, at the Westwood Hills Country Club.

32nd Annual Children’s Drama Camp will be held for two weeks this year. With the response from last year, we added an additional week this year. The first week is July 15-19, 2024, and the second, July 22-26, 2024. This camp is directed by Ms. Jonell Seifert and there are still a few spots open for registration. Spots are filing up fast. Due date for registration is July 8, 2024.

With the conclusion of the President’s Report, Trustee Schalk made a motion to go into Executive Session at 12:29pm. Upon a second by Trustee Richardson, the board was polled as follows: Trustee Featherston, (yes); Trustee Richardson, (yes); Trustee Hager, (Absent); Trustee Garrison, (yest); Trustee Schalk, (yes); and Trustee Williams, (yes).

At 1:15pm Trustee Hager joined the meeting. With the completion of executive session, Trustee Williams exited the meeting.

After discussion of the FY25 budget, Trustee Schalk made the motion to approve the FY25 budget. Upon 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); and Trustee Williams, (absent).

Trustee Schalk made a motion to accept and approve all 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, (yes); and Trustee Williams, (absent).

UPCOMING EVENTS

ENDOWMENT TRUST GOLF TOURNAMENT

32ND ANNUAL CHILDREN’S DRAMA CAMP

MOVE INTO EXECUTIVE SESSION

ITEMS FOR CONSIDERATION, DISCUSSION AND VOTE

APPROVAL OF THE FY25 BUDGET

CONSIDERATION AND APPROVAL OF ALL PERSONNEL ACTIONS AND ASSOCIATED DOCUMENTS

With being no further business, Trustee Richardson made the motion to adjourn the meeting at 1:40 p.m. and with a second by Trustee Hager, the motion passed unanimously.

ADJOURNMENT

CHAIRMAN

APPROVAL DATE

SECRETARY

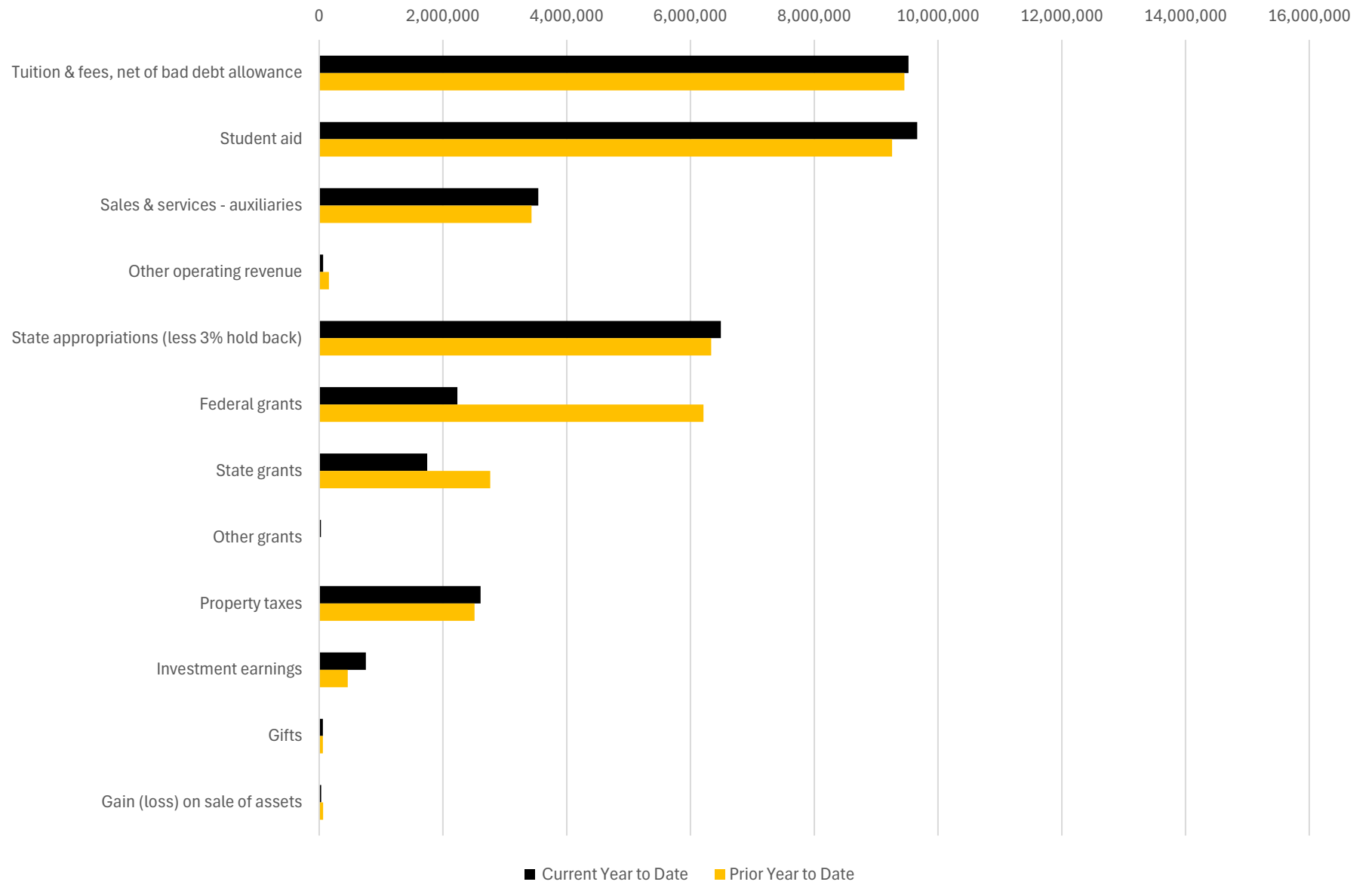
APPROVAL DATE



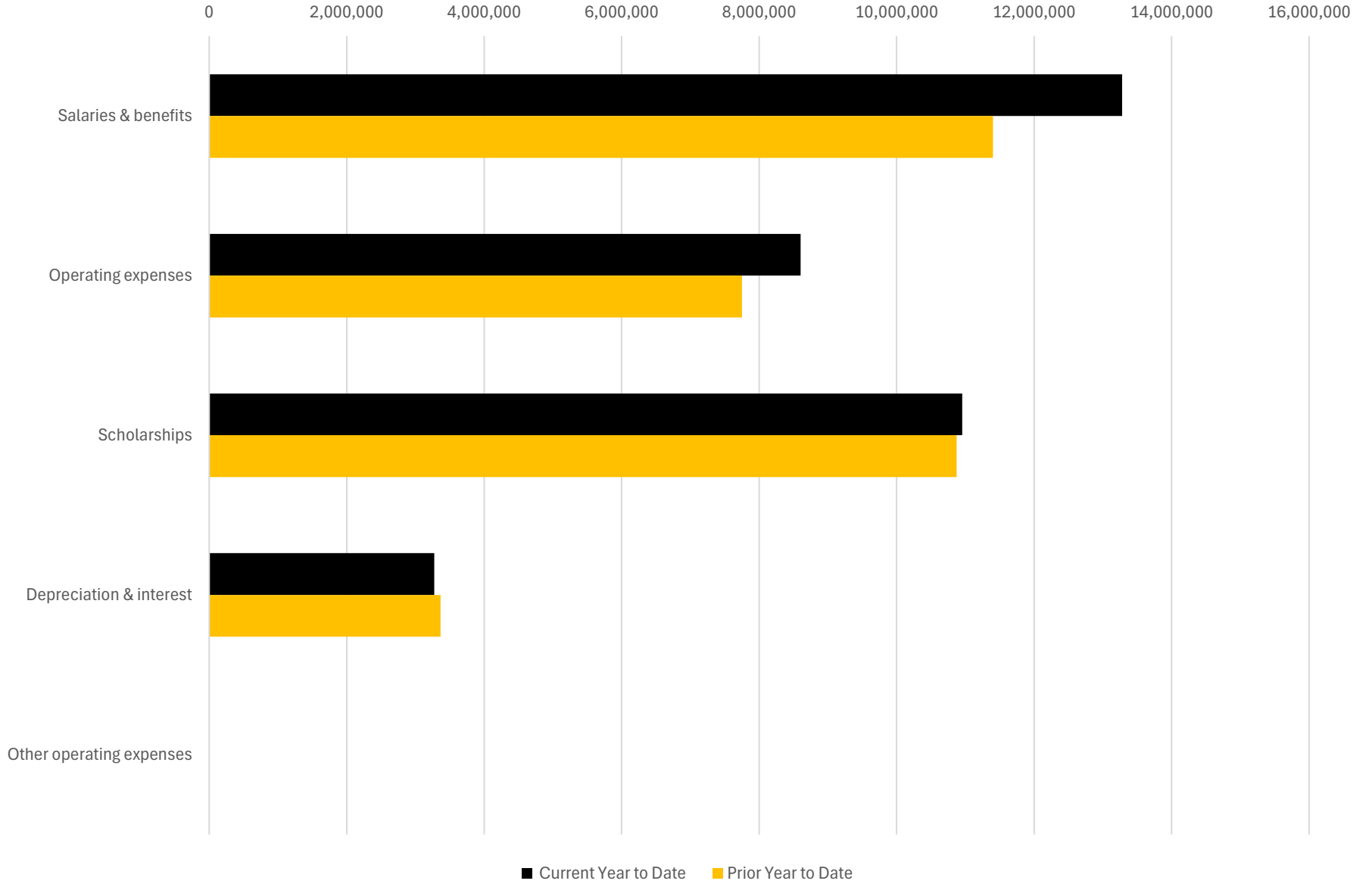
THREE RIVERS COLLEGE

Consideration and Approval of the College Financial Report

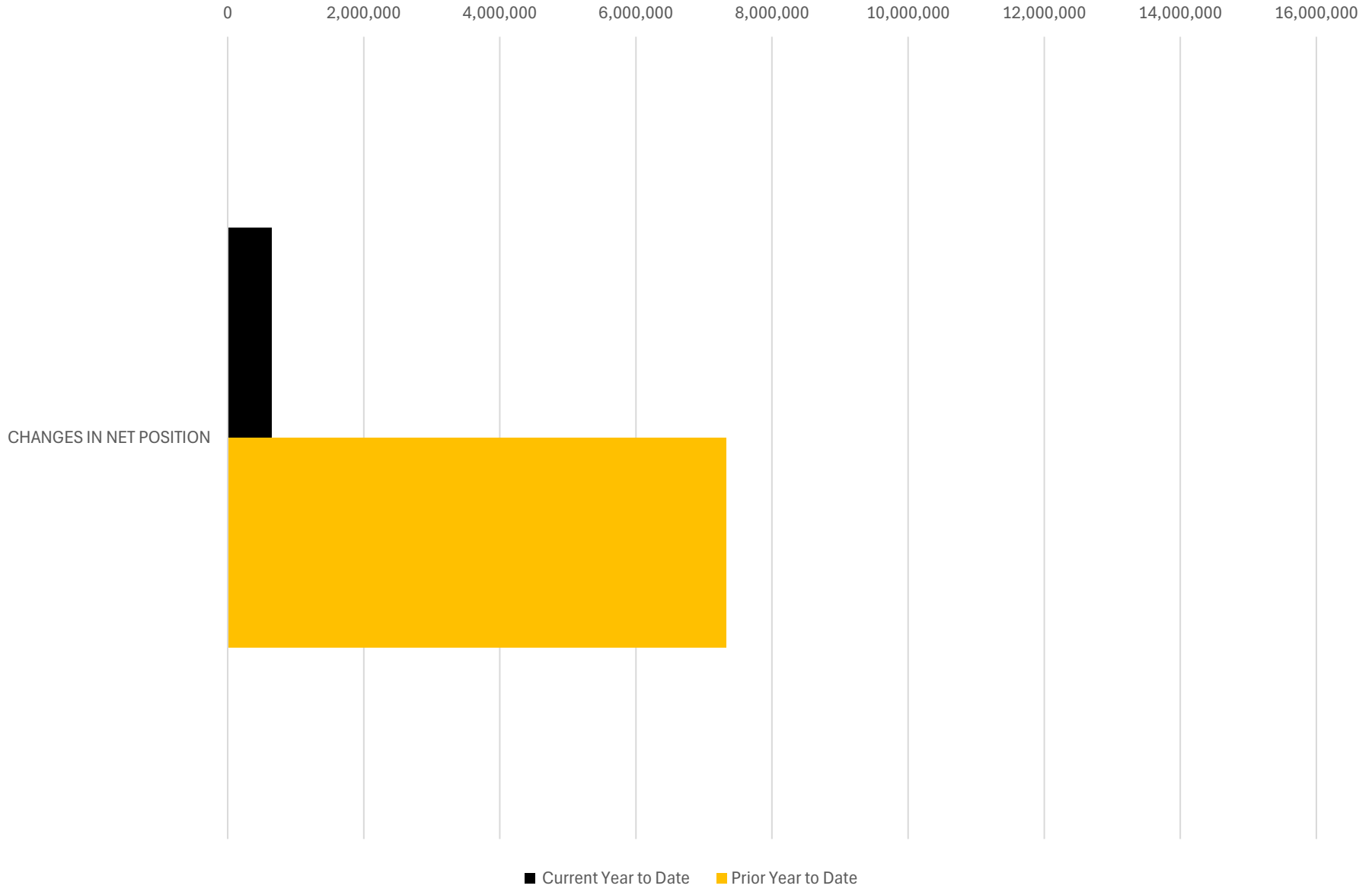
YTD Comparison to Previous Year 06/30/2024



YTD Comparison to Previous Year 06/30/2024



YTD Comparison to Previous Year
06/30/2024



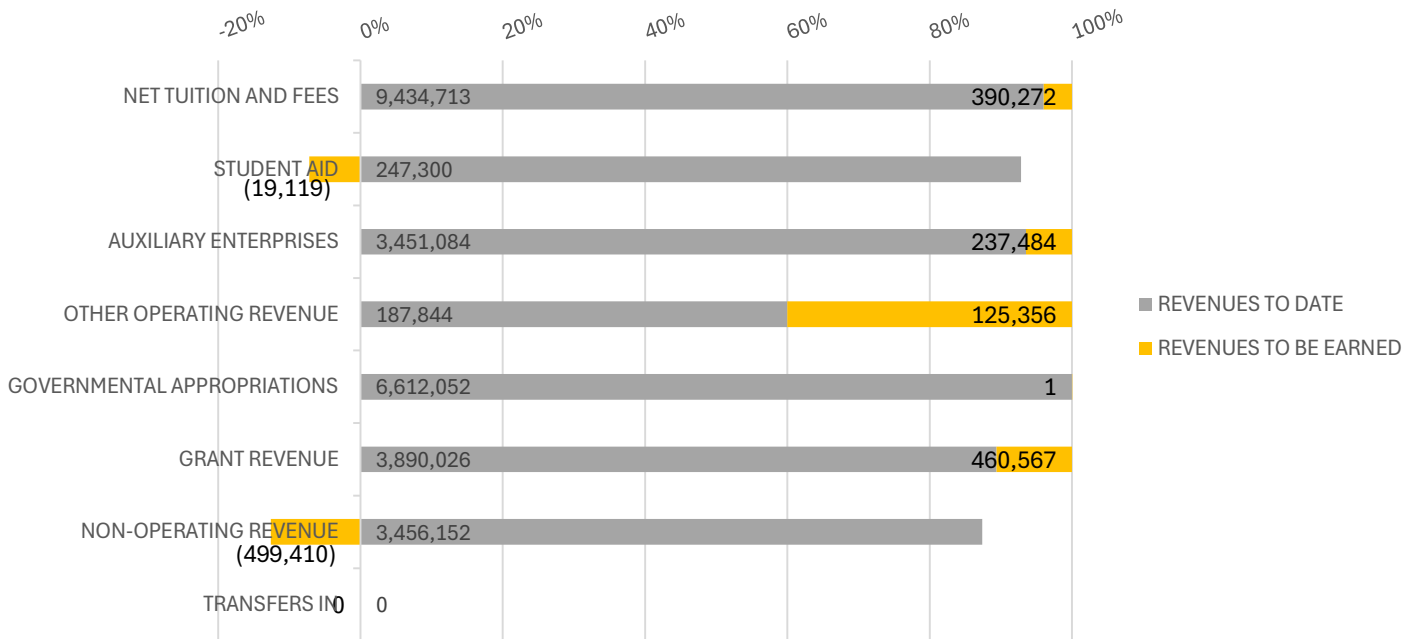
Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
June 30, 2024

ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash & Cash Equivalents	18,097,707	Accounts Payable	1,330,338
Student Account Receivables, net	6,412,675	Accrued Vacation	360,996
Property Tax Receivable	109,255	Student Deposits	27,080
Other Receivables	8,145,293	Deferred Tuition & Fees	4,525,708
Investments	424,028	Scholarships	(9,534)
Inventory	74,886	Total Current Liabilities	6,234,588
Prepaid Expenses	283,872		
Total Current Assets	33,547,717	NON-CURRENT LIABILITIES	
NON-CURRENT ASSETS		Retirement Incentive Payable	0
Land	5,490,786	Other Post Employment Benefits	13,532,710
Capital assets	83,674,415	Bonds, Notes and Leases Payable	8,844,962
Plus: Current year additions to capital assets	1,790,377	Accrued Interest	0
Accumulated Depreciation	(41,097,641)	Agency	503,533
Unamortized Bond Issue Costs	0	Total Non-Current Liabilities	22,881,205
Total Non-Current Assets	49,857,938	Total Liabilities	29,115,793
DEFERRED OUTFLOWS (Pensions, OPEB, Trusts, Leases)	11,840,369	DEFERRED INFLOWS (Pensions, OPEB, Trusts, Leases)	16,634,054
		NET POSITION	
		Beginning Balance	48,857,001
		Changes in Net Position	639,176
		Total Net Position	49,496,177
TOTAL ASSETS AND DEFERRED OUTFLOWS	95,246,025	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	95,246,025

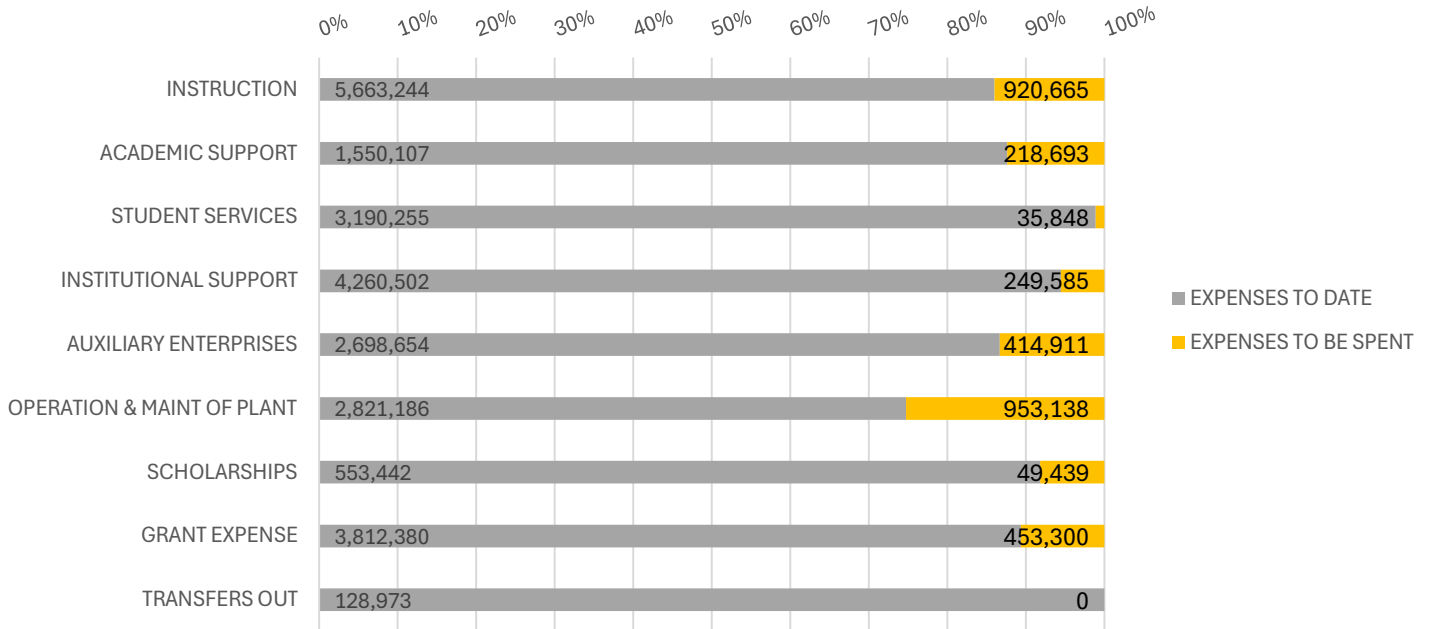
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
June 30, 2024

	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	4,417,553	1,315,268	(200,011)	1,335,597	195,111	1,323,719	729,953	(85,761)	126,053	237,208	168,253	(40,520)	9,522,425	9,457,467	64,958	0.69%
Student aid	154,887	19,016	3,974,629	493,598	153,535	116,053	17,695	3,640,528	160,596	144,072	62,172	727,311	9,664,092	9,258,307	405,785	4.38%
Sales & services - auxiliaries	891,173	185,516	312,817	284,192	502,592	297,084	141,507	245,463	129,721	200,904	172,805	178,423	3,542,196	3,430,560	111,635	3.25%
Other operating revenue	3,532	3,534	3,670	2,689	3,147	3,990	3,416	3,938	8,569	12,305	7,154	6,629	62,574	158,381	(95,806)	(60.49)%
Total Operating Revenue	5,467,145	1,523,334	4,091,105	2,116,077	854,385	1,740,847	892,571	3,804,170	424,939	594,489	410,383	871,843	22,791,287	22,304,715	486,572	2.18%
OPERATING EXPENSES																
Salaries & benefits	1,052,665	1,104,256	1,136,432	1,133,392	1,158,238	1,091,105	1,103,786	1,137,198	1,120,858	1,133,251	957,172	1,151,553	13,279,906	11,400,747	1,879,159	16.48%
Operating expenses	663,779	568,617	685,753	790,507	886,741	680,143	657,957	870,362	543,300	768,435	570,501	916,854	8,602,950	7,750,848	852,103	10.99%
Capital equipment	245,148	312,205	295,181	122,571	25,624	11,623	159,984	79,978	488,516	29,016	809	19,721	1,790,377	0	1,790,377	0.00%
Less: Transfer to capital assets	(245,148)	(312,205)	(295,181)	(122,571)	(25,624)	(11,623)	(159,984)	(79,978)	(488,516)	(29,016)	(809)	(19,721)	(1,790,377)	0	(1,790,377)	0.00%
Scholarships	209,718	49,245	4,453,154	560,796	190,168	139,383	49,692	4,112,194	211,960	179,710	57,945	741,944	10,955,908	10,873,509	82,399	0.76%
Depreciation & interest	223,701	235,423	228,522	224,557	223,412	224,095	223,046	773,189	223,870	229,532	224,509	239,149	3,273,005	3,364,213	(91,208)	(2.71)%
Other operating expenses	0	0	0	0	0	19	0	0	0	0	0	0	19	0	19	0.00%
Total Operating Expenses	2,149,864	1,957,541	6,503,860	2,709,252	2,458,558	2,134,745	2,034,481	6,892,944	2,099,988	2,310,928	1,810,127	3,049,500	36,111,788	33,389,316	2,722,472	8.15%
NON-OPERATING REVENUE (EXPENSES)																
State appropriations (less 3% hold back)	541,059	541,059	541,058	541,059	541,059	541,058	541,059	541,059	541,058	541,059	541,059	541,052	6,492,698	6,335,578	157,120	2.48%
Federal grants	49,786	129,901	288,693	649,708	(345,782)	88,509	124,244	97,371	180,977	249,458	368,565	350,843	2,232,274	6,209,941	(3,977,667)	(64.05)%
State grants	369,716	(349,824)	173,858	194,799	334,844	297,702	119,660	60,285	82,233	255,178	29,037	179,617	1,747,106	2,763,261	(1,016,155)	(36.77)%
Other grants	0	0	0	0	0	0	0	30,000	0	0	0	0	30,000	5,000	25,000	500.00%
Property taxes	22,669	21,750	20,008	8,370	32,107	468,058	1,569,696	248,207	69,175	85,998	35,534	27,417	2,608,988	2,509,174	99,814	3.98%
Investment earnings	60,778	58,289	55,026	62,815	56,301	40,437	42,750	129,278	48,971	45,956	110,551	44,000	755,153	461,339	293,814	63.69%
Gifts	3,700	0	1,000	27,500	(424,028)	0	0	0	29,000	424,028	0	0	61,200	59,210	1,990	3.36%
Gain (loss) on sale of assets	0	0	0	0	3,902	0	0	0	22,421	5,935	0	0	32,258	64,848	(32,591)	(50.26)%
Total Non-Operating Revenues (Expenses)	1,047,708	401,175	1,079,645	1,484,251	198,404	1,435,763	2,397,409	1,106,200	973,834	1,607,612	1,084,746	1,142,930	13,959,676	18,408,352	(4,448,675)	(24.17)%
CHANGES IN NET POSITION	4,364,989	(33,032)	(1,333,111)	891,076	(1,405,770)	1,041,865	1,255,499	(1,982,574)	(701,215)	(108,827)	(314,998)	(1,034,728)	639,176	7,323,750	(6,684,575)	(91.27)%

Budget to Actual Revenues 06/30/2024 (100%)



Budget to Actual Expenses 06/30/2024 (100%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
June 30, 2024
Fiscal Year Benchmark: 100%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>	9,824,985	9,434,713	96%	390,272
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	228,181	247,300	108%	(19,119)
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	3,688,568	3,451,084	94%	237,484
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	313,200	187,844	60%	125,356
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	6,612,053	6,612,052	100%	1
GRANT REVENUE <i>State Grants, Federal Grants</i>	4,350,593	3,890,026	89%	460,567
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,956,742	3,456,152	117%	(499,410)
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	0	0	0%	0
TOTAL REVENUES	27,974,322	27,279,171	98%	695,151

NOTE: We have recognized 98% of budgeted revenues. We have recognized 96% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2023, fall 2023, winter/spring 2024, and a portion of summer 2024, 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. It also includes transfers out to the capital budget for items funded with operating surplus.

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>	6,583,909	5,663,244	86%	920,665
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,768,800	1,550,107	88%	218,693
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	3,226,103	3,190,255	99%	35,848
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	4,510,087	4,260,502	94%	249,585
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	3,113,565	2,698,654	87%	414,911
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,774,324	2,821,186	75%	953,138
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	602,881	553,442	92%	49,439
GRANT EXPENSE <i>State Grants, Federal Grants</i>	4,265,680	3,812,380	89%	453,300
TRANSFERS OUT <i>General funds-current year transfers to capital</i>	128,973	128,973	100%	0
TOTAL EXPENSES	27,974,322	24,678,743	88%	3,295,579

NOTE: We have obligated 88% of our budgeted expenses at 100% into the fiscal year. June payroll and credit card expenses are INCLUDED. Budgeted increase in Net Position is a result of awarded funding sources exceeding estimates, as amended.

CHANGES IN NET POSITION	(0)	2,600,428
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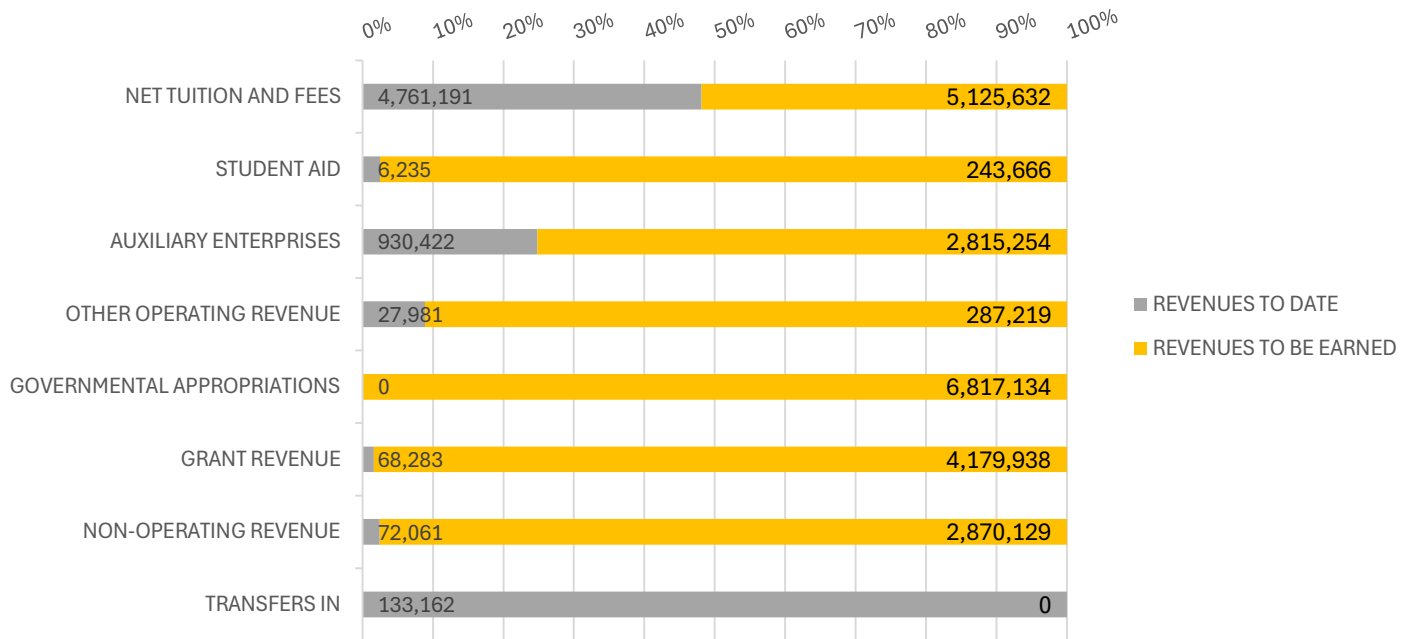
Three Rivers College
 Capital Budget - Unaudited
 June 30, 2024
 Fiscal Year Benchmark: 100%

FUNDING SOURCES	BUDGET	SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
RESTRICTED				
<i>HEERF (CARES) federal grant</i>	0	0	0%	0
<i>Insurance proceeds</i>	1,000,000	0	0%	1,000,000
UNRESTRICTED				
<i>General funds - prior year transfers in (Reserves)</i>	2,748,462	1,159,509	42%	1,588,953
<i>General funds - current year transfers in</i>	130,973	113,498	87%	17,475
TOTAL FUNDING SOURCES	3,879,435	1,273,007	33%	2,606,429

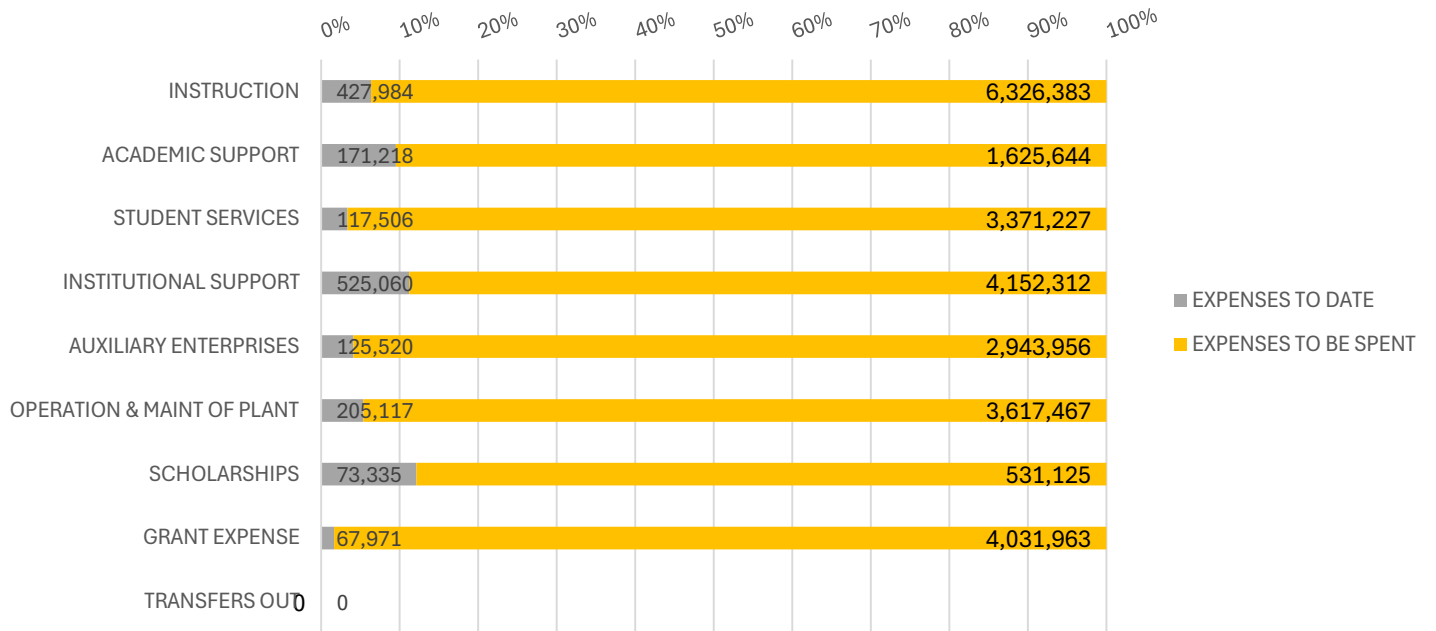
USES OF FUNDS	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
<i>Campus improvements</i>	1,484,218	744,528	50%	739,690
<i>Academic Resource Commons roof</i>	82,330	82,330	100%	0
<i>Westover Administration Building repairs</i>	441,769	250,104	57%	191,665
<i>Libla Family Sports Complex</i>	266,798	17,343	7%	249,455
<i>Baseball Clubhouse</i>	266,000	0	0%	266,000
<i>Bess Activity Center repairs</i>	1,000,000	0	0%	1,000,000
<i>Tinnin Fine Arts Center refurbish</i>	35,000	34,882	100%	118
<i>Student Housing</i>	104,000	0	0%	104,000
<i>911 Center remodel</i>	50,000	0	0%	50,000
<i>Fleet vehicles</i>	143,320	137,820	96%	5,500
<i>Tent</i>	6,000	6,000	100%	0
TOTAL EXPENSES	3,879,435	1,273,007	33%	2,606,429

NET SURPLUS (DEFICIT)	0	0		
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Budget to Actual Revenues 07/31/2024 (8%)



Budget to Actual Expenses 07/31/2024 (8%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
July 31, 2024
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>	9,886,823	4,761,191	48%	5,125,632
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	249,901	6,235	2%	243,666
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	3,745,675	930,422	25%	2,815,254
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	315,200	27,981	9%	287,219
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	6,817,134	0	0%	6,817,134
GRANT REVENUE <i>State Grants, Federal Grants</i>	4,248,221	68,283	2%	4,179,938
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,942,190	72,061	2%	2,870,129
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	133,162	133,162	100%	0
TOTAL REVENUES	28,338,306	5,999,335	21%	22,338,972

NOTE: We have recognized 21% of budgeted revenues. We have recognized 48% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2024 and fall 2024, 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 & Human Services</i>	6,754,366	427,984	6%	6,326,383
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,796,862	171,218	10%	1,625,644
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	3,488,734	117,506	3%	3,371,227
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	4,677,372	525,060	11%	4,152,312
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	3,069,476	125,520	4%	2,943,956
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,822,584	205,117	5%	3,617,467
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	604,460	73,335	12%	531,125
GRANT EXPENSE <i>State Grants, Federal Grants</i>	4,099,934	67,971	2%	4,031,963
TRANSFERS OUT <i>General funds-current year transfers to capital</i>	0	0	0%	0
TOTAL EXPENSES	28,313,788	1,713,711	6%	26,600,077

NOTE: We have obligated 6% of our budgeted expenses at 8% into the fiscal year. July payroll is INCLUDED and credit card expenses are NOT INCLUDED as they were not yet available at the time of this report. Budgeted increase in Net Position is a result of awarded funding sources exceeding estimates, as amended.

CHANGES IN NET POSITION	24,519	4,285,624
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Three Rivers College
 Capital Budget - Unaudited
 July 31, 2024
 Fiscal Year Benchmark: 8%

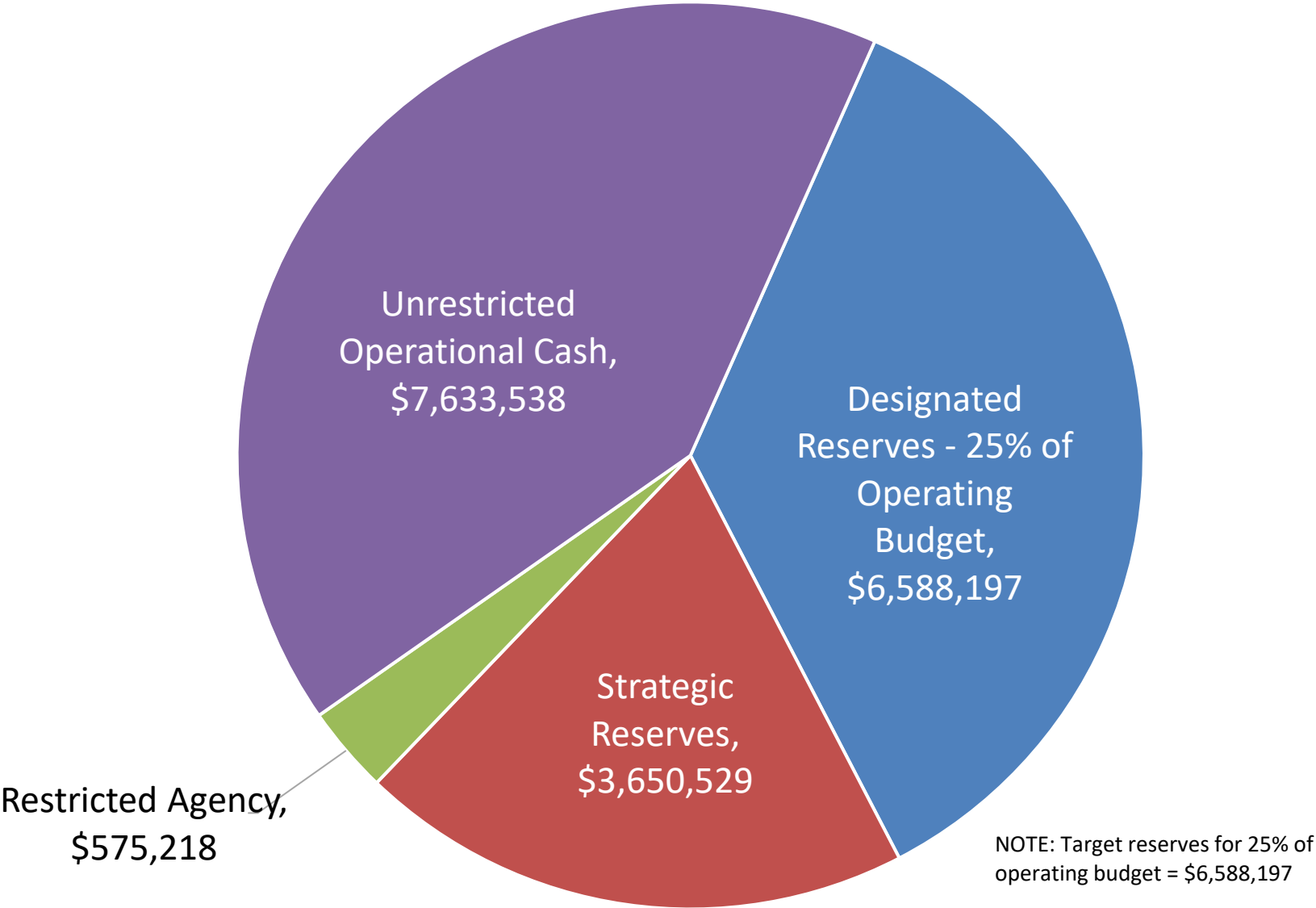
FUNDING SOURCES	BUDGET	SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
RESTRICTED				
<i>State appropriations</i>	10,000,000	0	0%	10,000,000
<i>Insurance proceeds</i>	1,000,000	0	0%	1,000,000
UNRESTRICTED				
<i>General funds - prior year transfers in (Reserves)</i>	2,025,369	48,651	2%	1,976,718
<i>General funds - current year transfers in</i>	0	0	0%	0
TOTAL FUNDING SOURCES	13,025,369	48,651	0%	12,976,718
USES OF FUNDS	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
<i>Campus improvements</i>	250,000	0	0%	250,000
<i>Westover Administration Building repairs</i>	350,000	0	0%	350,000
<i>Libla Family Sports Complex</i>	450,000	17,156	4%	432,844
<i>Baseball Clubhouse</i>	266,000	0	0%	266,000
<i>Bess Activity Center repairs</i>	1,000,000	0	0%	1,000,000
<i>2509 Three Rivers Blvd (former license bureau)</i>	20,000	0	0%	20,000
<i>Student Housing</i>	10,194,369	0	0%	10,194,369
<i>Public safety remodel</i>	50,000	0	0%	50,000
<i>Fleet vehicles</i>	40,000	31,495	79%	8,505
<i>Dexter external location purchase</i>	405,000	0	0%	405,000
TOTAL EXPENSES	13,025,369	48,651	0%	12,976,718
NET SURPLUS (DEFICIT)	0	0		

**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

July 1, 2024

	<u>06/03/24</u>	<u>07/01/24</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	600.00	600.00
Petty Cash	200.00	200.00
Vending Machines	137.00	137.00
Business Office	1,688.00	1,688.00
<i>Total Cash Funds</i>	2,625.00	2,625.00
<i>General Accounts</i>		
Southern Bank - General Funds	6,958,162.88	7,559,780.85
Southern Bank - Credit Cards	95,201.52	38,105.04
<i>Total General Accounts</i>	7,053,364.40	7,597,885.89
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	24,755.87	27,891.64
Federal Clearing Account	6,160.59	5,135.00
<i>Total Restricted Accounts</i>	30,916.46	33,026.64
TOTAL CURRENT FUND	7,086,905.86	7,633,537.53
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	5,087,320.22	5,104,925.18
<i>Total Bank Accounts</i>	5,087,320.22	5,104,925.18
<i>Certificates of Deposit</i>		
People's Community Bank #0625	5,133,800.78	5,133,800.78
<i>Total Certificates of Deposit</i>	5,133,800.78	5,133,800.78
TOTAL PLANT FUND	10,221,121.00	10,238,725.96
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	559,847.59	575,217.78
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	-	-
TOTAL AGENCY FUND	559,847.59	575,217.78

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$18,447,482 AS OF 07/01/2024**

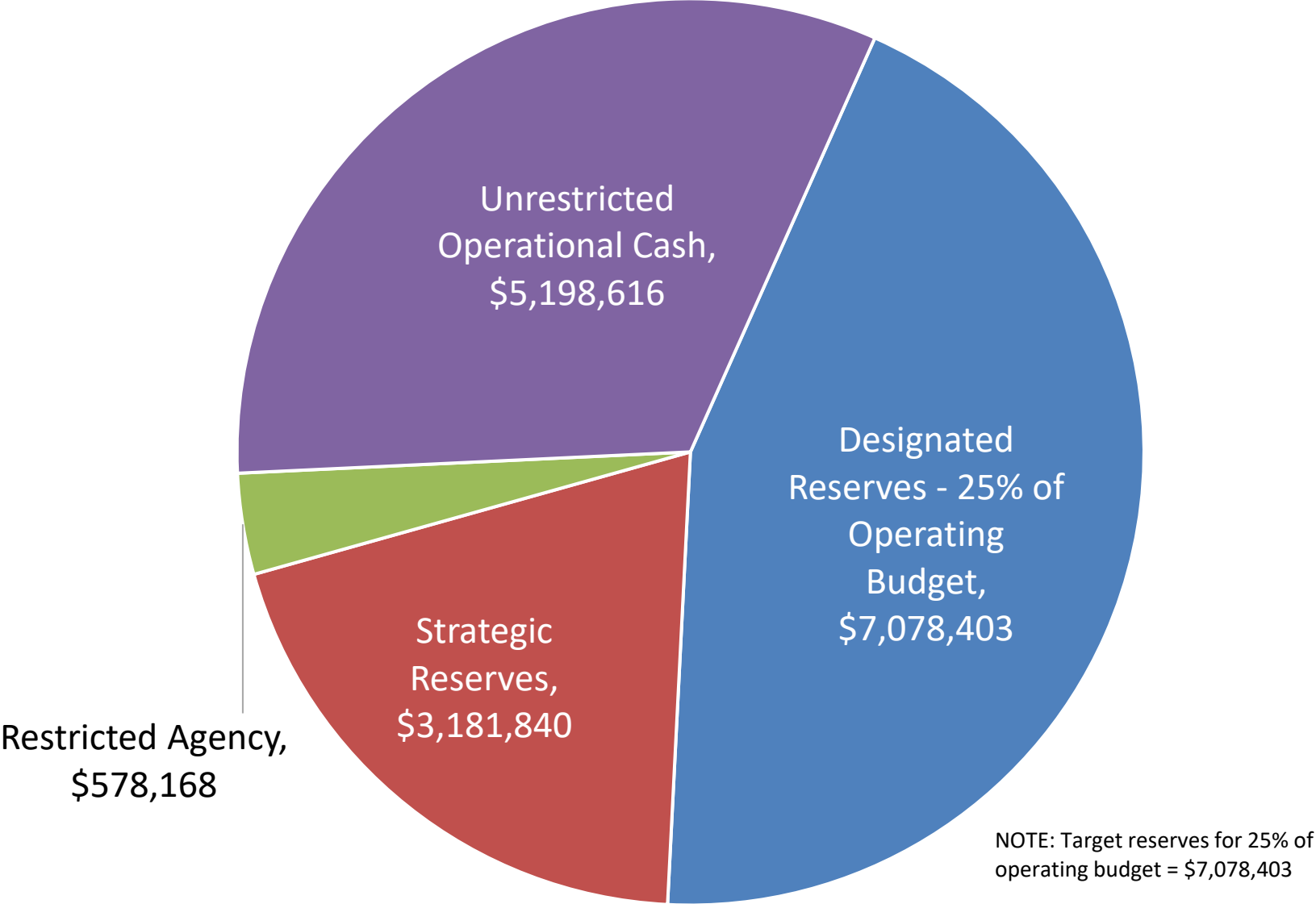


**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

August 1, 2024

	<u>07/01/24</u>	<u>08/01/24</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	600.00	600.00
Petty Cash	200.00	200.00
Vending Machines	137.00	137.00
Business Office	1,688.00	1,688.00
<i>Total Cash Funds</i>	2,625.00	2,625.00
 <i>General Accounts</i>		
Southern Bank - General Funds	7,559,780.85	5,079,441.33
Southern Bank - Credit Cards	38,105.04	91,354.29
<i>Total General Accounts</i>	7,597,885.89	5,170,795.62
 <i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	27,891.64	25,195.84
Federal Clearing Account	5,135.00	-
<i>Total Restricted Accounts</i>	33,026.64	25,195.84
 TOTAL CURRENT FUND	 7,633,537.53	 5,198,616.46
 PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	5,104,925.18	5,126,442.15
<i>Total Bank Accounts</i>	5,104,925.18	5,126,442.15
 <i>Certificates of Deposit</i>		
People's Community Bank #0625	5,133,800.78	5,133,800.78
<i>Total Certificates of Deposit</i>	5,133,800.78	5,133,800.78
 TOTAL PLANT FUND	 10,238,725.96	 10,260,242.93
 AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	575,217.78	578,167.98
 <i>Certificates of Deposit</i>		
Restricted CD's & Savings	-	-
TOTAL AGENCY FUND	575,217.78	578,167.98

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$16,037,027 AS OF 08/01/2024**



THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF July 31, 2024

<u>CD#</u>	<u>BANK</u>	<u>RATE</u>	<u>DATE</u>	<u>TERM</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
8070625	People's Community Bank	5.570	08/21/24	3 mths	5,133,800.78	Contingency
Total Contingency Fund					<u>5,133,800.78</u>	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF July 31, 2024

<u>CD#</u>	<u>BANK</u>	<u>RATE</u>	<u>DATE</u>	<u>TERM</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Total Agency Fund CD's					<u>\$ -</u>	

Three Rivers College
CD Report
As of July 31, 2024

Investment CDs

Bank Account Interest Rate

Bank	Account	Interest Rate
Southern Bank	all except Federal Funds	91-day T-bill minus 40 basis points

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

Responses

<u>Bank</u>	<u>Term</u>	<u>Rate</u>	<u>APY</u>	<u>Amount</u>	<u>Type of Investment</u>
-------------	-------------	-------------	------------	---------------	---------------------------

CDs Transferred

Endowment CDs Redeemed for Investment

CDs Maturing

Bank	Certificate Number	Endowment	Amount
Total			-

Endowment CDs Transferred to Endowment Trust
--

CDs Maturing

Bank	Certificate Number	Endowment	Amount
Total			-

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Months of June and July 2024

Current Fund:	General Fund - Southern Bank	\$ 1,868,787.92
Housing Fund:	Rivers Ridge - Southern Bank	-
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>7,236.38</u>
	Grand Total	<u><u>\$ 1,876,024.30</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 August 2024.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

**THREE RIVERS COMMUNITY COLLEGE
BID REPORT
AS OF AUGUST 9, 2024**

**THREE RIVERS COMMUNITY COLLEGE
BID REPORT
AS OF AUGUST 9, 2024**

THREE RIVERS COLLEGE
 PROPOSED BUDGET AMENDMENTS
 AS OF 07/31/2024

OPERATING BUDGET			
	REVENUE	EXPENSE	NET
ADOPTED BY BOARD 06/19/2024	28,313,611	28,313,611	(0)
ARPA land purchase	2,500	2,500	-
TREAD grant adjustment to award	36,000	36,000	-
Enhancement Grant adjust to award	(406,891)	(431,409)	24,518
Project DRIVE adjust to award	381,893	381,893	-
Perkins indirect	11,193	11,193	-
Subtotal agreed to Budget to Actual 07/31/24	28,338,306	28,313,788	24,518
Increases (Decreases) Proposed:			
Bank branch rent adjusted to actual	750	-	750
Personnel vacancies filled	-	(8,469)	8,469
Heartland Forward grant adjusted to award	(3,010)	-	(3,010)
Government consulting		12,000	(12,000)
Other operating expenses			-
Subtotal	28,336,046	28,317,319	18,727
REVISED AS OF 07/31/2024	28,336,046	28,317,319	18,727

CAPITAL BUDGET			
	SOURCES	EXPENSES	NET
ADOPTED BY BOARD 06/19/2024	13,025,369	13,025,369	-
Subtotal agreed to Budget to Actual 07/31/24	13,025,369	13,025,369	-
Increases (Decreases) Proposed:			
Additional fleet vehicles	43,990	43,990	-
ARPA land purchase	888,279	888,279	-
Subtotal	13,957,638	13,957,638	-
REVISED AS OF 07/31/2024	13,957,638	13,957,638	-



THREE RIVERS COLLEGE

President's Report



THREE RIVERS COLLEGE

Move into Executive Session



THREE RIVERS COLLEGE

Move out of Executive Session



THREE RIVERS COLLEGE

Items for Consideration, Discussion and Vote

V1.9. Consideration and approval of Purchase of Real Property

BACKGROUND INFORMATION--HISTORY

The College has received a special appropriation from the State that may be used only for the purchase of property to be used for the expansion and improvement of workforce development and/or career programs. The property adjacent to the College, known publicly as Bill and Genes is available for purchase and can be adapted for use as the commercial truck driving program. The property can be purchased for \$890,000.00

POSSIBLE ALTERNATIVES

Forego the purchase and continue to search for other potential properties.

FINANCIAL IMPLICATIONS

\$890,000.00 of state allocated funds.

ADMINISTRATIVE RECOMMENDATIONS

Authorize President, Dr. Wesley Payne to execute the necessary documents to complete the purchase.

RESOLUTION OF THE BOARD OF TRUSTEES OF THREE RIVERS COLLEGE

BE IT RESOLVED by the Board of Trustees of the Three Rivers College that it approves and affirms the purchase of the Real Estate known as Bill and Gene’s Rental in Poplar Bluff, Missouri, per the terms and conditions of the agreement presented to the Board.

BE IT FURTHER RESOLVED that the President of the College and his designee’s execution of all appropriate and necessary documents to effectuate such purchase are hereby affirmed and approved.

RESOLVED AND ADOPTED BY THE BOARD OF TRUSTEES OF THREE RIVERS COLLEGE THIS 21st, DAY OF AUGUST 2024.

APPROVED:

BOARD CHAIRPERSON

ATTEST:

BOARD SECRETARY



THREE RIVERS COLLEGE

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

Consideration of Personnel Action
Employment of Personnel
Executive Assistant to the Chief Technology Officer

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – Replacement for Penny Sitzes; retirement approved 01.17.24

_____ Federal Program: _____

_____ Special Program _____

NAME: Barbara Rogers

POSITION TITLE: Executive Assistant to the Chief Technology Officer

SALARY: \$19.00 per hour

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: August 26, 2024

QUALIFICATIONS:

Degree Ed. Institution Major

EXPERIENCE

04/1995 - present	The Prospect-News Doniphan, MO	Managing Editor/ Graphic Designer
04/1993 – 04/1995	Clay County Courier/JVR Homes Magazine; Corning, AR	Page Designer/Proofreader

08.21.2024

Consideration of Personnel Action
Employment of Personnel
Assistant Director of Housing and Student Life

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – Replacement for Shaelynn Dixon; resignation approved 06.21.23

_____ Federal Program: _____

_____ Special Program _____

NAME: Briar Fischer

POSITION TITLE: Assistant Director of Housing and Student Life

SALARY: \$18.00 per hour

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: July 17, 2024

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	Three Rivers College Poplar Bluff, MO	Secondary Education
BS	Bethel University McKenzie, TN	Exceptional Learning & Development

EXPERIENCE

<u>02/2023 – 05/2024</u>	<u>Bethel University McKenzie, TN</u>	<u>Tutor</u>
<u>06/2020 – 08/2023</u>	<u>Oak Valley Golf Course & Resort Pevely, MO</u>	<u>Groundskeeper</u>

08.21.2024

Consideration of Personnel Action
Employment of Personnel
Part-time Administrative Assistant, Physical Plant

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – Replacement for full-time; resignation approved 03.20.24

_____ Federal Program: _____

_____ Special Program _____

NAME: Deborah Ward

POSITION TITLE: Part-time Administrative Assistant, Physical Plant

SALARY: \$13.70 per hour

FULL-TIME _____ PART-TIME: X

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

Other: _____

STARTING DATE: July 9, 2024

QUALIFICATIONS:

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

EXPERIENCE

<u>10/2021 – 04/2024</u>	<u>Three Rivers College Poplar Bluff, MO</u>	<u>Administrative Assistant, Physical Plant</u>
<u>1991 – 2021</u>	<u>Gates Corporation Poplar Bluff, MO</u>	<u>Accounting Clerk/Payroll Coordinator</u>

08.21.2024

Consideration of Personnel Action
Employment of Personnel
Technology and Computer Services Evening Support Specialist

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – Replacement for Michael Willcut

_____ Federal Program: _____

_____ Special Program _____

NAME: Freddie Cecil

POSITION TITLE: Technology & Computer Services Evening Support Specialist

SALARY: \$20.00 per hour

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: August 12, 2024

QUALIFICATIONS:

Degree Ed. Institution Major

EXPERIENCE

09/2022 - present	Fidelity Communications Poplar Bluff, MO	Technical Care Specialist
11/2021 – 05/2022	AT&T Poplar Bluff, MO	Retail Sales Consultant
09/2018 – 10/2021	Sparklight Poplar Bluff, MO	Deployment Coordinator

08.21.2024

Consideration of Personnel Action
Employment of Personnel
Part-time Bus Driver

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: James Davison

POSITION TITLE: Part-time Bus Driver

SALARY: \$20.00 per hour/\$200.00 per day minimum

FULL-TIME _____ PART-TIME: X

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

Other: _____

STARTING DATE: August 12, 2024

QUALIFICATIONS:

Degree Ed. Institution Major

EXPERIENCE

<u>07/2023 - present</u>	<u>First Student</u>	<u>Bus Driver</u>
	<u>Scott City, MO</u>	
<u>02/2019 – 04/2022</u>	<u>Home Depot</u>	<u>Salesman</u>
	<u>Poplar Bluff, MO</u>	
<u>08/1989 – 08/2018</u>	<u>Briggs and Stratton</u>	<u>'A' Set-up</u>
	<u>Poplar Bluff, MO</u>	

08.21.2024

Consideration of Personnel Action
Employment of Personnel
Admissions Recruiter

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – Replacement for A’Lexus Samonte; resignation approved 06.19.24

_____ Federal Program: _____

_____ Special Program _____

NAME: Jessica Mays

POSITION TITLE: Admissions Recruiter

SALARY: \$14.00 per hour

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: July 29, 2024

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	Three Rivers College Poplar Bluff, MO	Social Work

EXPERIENCE

08/2022 - present	Three Rivers College Poplar Bluff, MO	PT ETS Tutor/Resident Assistant/Student Ambassador
06/2018 – 10/2023	The Landing Van Buren, MO	Various positions (kitchen, house keeping, hostess, etc.)
06/2018 – 03/2020	Current River Riding Van Buren, MO	Therapist Assistant

08.21.2024

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Temporary Instructor, CDL Program

BACKGROUND INFORMATION

HISTORY

Tony Clyburn has been employed full-time as a Temporary Instructor, CDL Program since April 2024. He has submitted his verbal request for resignation, effective June 28, 2024.

FINANCIAL IMPLICATIONS

This is a full-time, faculty position.

ADMINISTRATIVE RECOMMENDATION

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

08.21.2024

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Tutoring Specialist/Achieve

BACKGROUND INFORMATION

HISTORY

Hattie Hicks has been employed full-time as the Tutoring Specialist with the ACHIEVE Program since August 2022. She has submitted her request for resignation, effective August 9, 2024.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

08.21.2024

Dear Davina,

I am writing to formally resign from my position as Tutor Specialist at Three Rivers College, effective August 9th, 2024.

This decision was not made lightly, as I have truly valued my time working under your leadership, with our team and students, and the experiences I have gained within my time as part of the ACHIEVE Staff. However, after careful consideration, I have decided to pursue a new opportunity that will best support my professional and personal growth.

I am committed to ensuring a smooth transition and am more than willing to discuss how I can assist in transferring my responsibilities. I will be completing any outstanding projects, and assisting in any other way that will be beneficial during this transition period.

I want to express my deepest gratitude for the guidance and support you have provided me. Working at Three Rivers College has been a rewarding experience, and I am thankful for the opportunities I have had to develop my skills and contribute to the team. I have greatly enjoyed our collaboration and am proud of what our team has accomplished together.

I look forward to staying in touch and seeing all the great things that ACHIEVE and Three Rivers College will do in the years to come. Thank you once again for everything.

Sincerely,

Hattie Hicks

Hattie Hicks

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Grant Accountant

BACKGROUND INFORMATION

HISTORY

Kevin Hunsberger has been employed full-time as the Grant Accountant since August 2022. He has submitted his request for resignation, effective July 31, 2024.

FINANCIAL IMPLICATIONS

This is a full-time, exempt staff position.

ADMINISTRATIVE RECOMMENDATION

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

08.21.2024

June 25, 2024

Jason Alford
Three Rivers College
2080 Three Rivers Blvd.
Poplar Bluff, MO 63901

Dear Jason,

I am writing to formally resign from my position as Grant Accountant at Three Rivers College, effective July 31, 2024.

I have decided to pursue a career in teaching, and while I am excited about this new path, it was not an easy decision to make. My time at Three Rivers has been immensely rewarding, and I am deeply grateful for the opportunities I have had to grow professionally and personally.

I am committed to ensuring a smooth transition and am willing to assist in any way possible during my remaining time here. Please let me know how I can help to make this process as seamless as possible.

Thank you once again for everything.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Hunsberger", written in a cursive style.

Kevin Hunsberger

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Assistant Women's Basketball Coach/Character Development Program

BACKGROUND INFORMATION

HISTORY

Caleb Livingston has been employed full-time as the Assistant Women's Basketball Coach/Character Development Program since July 2022. He has submitted his request for resignation, effective August 5, 2024.

FINANCIAL IMPLICATIONS

This is a full-time, faculty position.

ADMINISTRATIVE RECOMMENDATION

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

08.21.2024

August 5, 2024

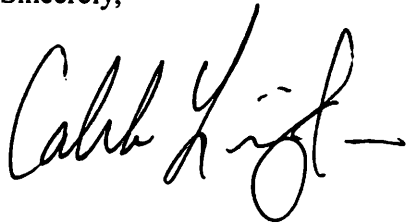
To Whom It May Concern,

I am writing to inform you of my intention of resigning from my position as Assistant Women's Basketball Coach, effective immediately.

I truly appreciate the opportunity that you gave me to work here at Three Rivers College. It is a place that will hold a special place in my heart. Working here allowed me to grow as a person and professional and I am forever grateful for that. I found employment at a Division I institution and working here gave me the chance to be able to get this opportunity. I will always be a huge fan of the Raiders!! #WeAre3R

If I can be of any help during this transition, I'd be happy to help.

Sincerely,

A handwritten signature in black ink that reads "Caleb Livingston". The signature is written in a cursive style with a horizontal line at the end.

Caleb Livingston

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Instructor, Nursing

BACKGROUND INFORMATION

HISTORY

Mary K. Martin has been employed full-time as an Instructor, Nursing since November 2023. Prior to full-time, Ms. Martin served as a Part-time SIM Lab Assistant. She has submitted her request for resignation, effective July 24, 2024; however, with faculty responsibilities completed in May, her resignation is effective with the end of her FY24 contract.

FINANCIAL IMPLICATIONS

This is a full-time, faculty position.

ADMINISTRATIVE RECOMMENDATION

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

08.21.2024

From: [Laura McElroy](#)
To: [Kristina McDaniel](#)
Subject: FW: Letter of Resignation
Date: Wednesday, July 10, 2024 1:14:48 PM

From: Mary Martin <mmartin@trcc.edu>
Sent: Wednesday, July 10, 2024 9:08 AM
To: Laura McElroy <lmcelroy@trcc.edu>
Subject: Letter of Resignation

Please accept this as my formal resignation from my position as a Clinical Nursing Instructor at Three Rivers College. I have been presented with an unexpected opportunity that I believe will be beneficial to my family and my nursing career. My last day of employment will be July 24, 2024, two weeks from today. I would like to take this opportunity to thank the staff for allowing me the opportunity to work in this capacity. I thoroughly enjoyed my time serving as an instructor.

Sincerely,
Mary K Martin

Mary Martin, BSN, RN

Nursing Instructor

Three Rivers College

mmartin@trcc.edu

trcc.edu

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Human Resources Specialist

BACKGROUND INFORMATION

HISTORY

Allison Wilkes has been employed full-time as the Human Resources Specialist since November 2016. She has submitted her request for resignation, effective July 31, 2024.

FINANCIAL IMPLICATIONS

This is a full-time, staff position.

ADMINISTRATIVE RECOMMENDATION

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

08.21.2024

June 25, 2024

Three Rivers College
2080 Three Rivers Blvd.
Poplar Bluff, MO 63901

Dear Kristina,

Please accept this letter as my formal resignation from my position as Human Resources Specialist at Three Rivers College. My last date of employment will be July 31, 2024.

I am deeply appreciative of my time at Three Rivers College and all the opportunities that have been afforded to me. Three Rivers is a special place because of all the incredible individuals who work here, and I have been so fortunate to be a part of this team for eight years. I truly view this as not a goodbye, but a "see you soon."

Please let me know if there is anything I can do to assist during the transition period.

Sincerely,

Allison Wilkes



THREE RIVERS COLLEGE

Appendix Adjournment

UPCOMING EVENTS

Run 4 the Arts 2024: 8 a.m., September 7. Register now for our 9th annual [Run 4 the Arts](#) event to benefit Three Rivers fine arts scholarships! There will be a four-mile run/walk. Bring your furry friends to Walk & Wag — or run and wag! All dogs must be on a leash. Presented by Ozark Total Healthcare. T-shirts and pet participation ribbons are sponsored by Ozark Federal Credit Union. Register by August 16 to be guaranteed a T-shirt.

Labor Day: September 2. College Closed

Battle of the Bulls: 7 p.m., September 7. Save the date for the second annual Battle of the Bulls at Ray Clinton Park! Brought to you by the Three Rivers Rodeo team and the TRC Ag department. This year's event will have both bull riding and barrel racing.

Constitution Day: 8 a.m. to 5 p.m., September 17. Join us in the lobby of the Rutland Library on the Poplar Bluff campus for a viewing of a documentary on the constitution. This film will be running throughout the day, so stop by whenever you can! There will also be a display of books on the constitution available for checkout. You can also register to vote on this day either in the Welcome Center or in the lobby of the Rutland Library.

Alumni Award Nominations: Nominate someone for the Alumni Star Award or the Distinguished Alumni Award by going to trcc.edu/alumni. The deadline for nominations is September 30. The Distinguished Alumni Award is the highest honor bestowed on alumni of Three Rivers College. Those eligible for recognition are former students/graduates of the College who have demonstrated significant achievements and earned high respect among their peers. The Alumni Star Award is given in recognition of professional achievement, civic service, and service to the College, which therefore brings honor and distinction to Three Rivers College. Nominees may be individuals, couples, or a team/group.

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



DAR Articles

June 13 – August 9, 2024

June 18: SEMO, TRC add transfer pathways

June 18: Raiders host prospect camp for high schoolers

June 22: COMING FULL CIRCLE: Gibson imparts lessons learned at 3R as coach in Finland

June 26: TRC to hold summer drama camp

June 26: LOOKING TO THE FUTURE: Lady Raiders softball hosts prospect camp

June 29: TRC wraps up inaugural Summer Hoops League

July 3: Raider great Matt Palmer hired as Cape Central coach

July 9: Raiders tip off summer hoops camp

July 10: QUALITY SLATE: Raiders unveil 2024-25 basketball schedule

July 12: Null named new athletic director at Three Rivers

July 13: THE FUTURE IS RIGHT NOW: Kirby signs recruits who will play 'the Raider way'

July 17: Raider Basketball Camp II

August 1: Double TRC fundraiser is Sept. 7

August 7: TRC athletes shine in classroom