

A G E N D A
SPECIAL MEETING FOR TAX LEVY RATE
Wednesday, September 23, 2026
12:00 p.m.

- I. Call Meeting to Order**
- II. Setting Tax Levy for Calendar Year 2026**
- III. Adjournment**

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
Wednesday September 23, 2026
12:05pm

- I. Call to Order**
- II. Roll Call**
- III. Invocation**
Pastor Byron Beck, Fellowship General Baptist Church, Poplar Bluff, Missouri
- IV. Pledge of Allegiance**
- V. Approval of Agenda and Minutes**
 - 1. Consideration and Approval of the September Agenda
 - 2. Consideration and Approval of Minutes from the August Board Meeting
- VI. Consideration of College Financial Report**
 - 1. Statement of Revenues, Expenses, and Changes in Net Assets
 - 1. Monthly Financial Statements
 - 2. Budget to Actual Financial Statements
 - 2. Cash in Bank
 - 3. Certificates of Deposits
 - 4. Checks Issued
 - 5. Bid Report
- VII. President's Report**
- VIII. 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.)

IX. Items for Consideration, Discussion, and Vote

None

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

1. Acceptance of Employment

- a). Cheryl Umfress, Student Services Advisor II
- b). Robbi Berry, Student Services Advisor II

2. Request for Resignation

- a). Sarah Capobianco, Admissions Recruiter
- b). Travante Johnson, Part-time Tutor, Academic Support
- c). Isabel Moore, Administrative Assistant, Financial Aid

XI. Appendix

1. Information Items

2. Upcoming Events

XII. FY27 Board of Trustees Meeting Dates

- Wednesday, October 21, 2026
- Wednesday, November 18, 2026
- Wednesday, January 27, 2027
- Wednesday, February 24, 2027
- Wednesday, March 24, 2027
- Wednesday, April 28, 2027
- Wednesday, May 26, 2027
- Wednesday, June 23, 2027

XIII. Adjournment

**BOARD OF TRUSTEES
THREE RIVERS COLLEGE
August 26, 2026**

The regular meeting of the Board of Trustees began at 12:00 p.m. on Wednesday, August 26, 2026.

Roll call was taken to establish a quorum. Those present included Trustees: Dr. Amber Richardson, Chair; Gary Featherston, Vice-Chair; Brian Bess, Secretary; Eric Schalk, Treasurer; Darren Garrison, Member; and Dr. Tim Hager, member; Dr. Wesley Payne, College President; Mark Richardson, College Attorney; Melody Ducote, recording secretary.

Pastor Dave McCormack, from First Baptist Church gave the invocation.

Trustee Bess made the motion to approve the August meeting agenda. On a second from Trustee Featherston the motion passed unanimously.

Trustee Garrison made a motion to accept the June meeting minutes as presented. On a second by Trustee Hager, the motion passed unanimously.

Public comments were heard.

Charlotte Eubank, Chief Financial Officer for the college, reviewed the college financial reports from July and August 2026 as presented in the board book.

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

Dr. Wesley A. Payne introduced the following:

The Three Rivers Endowment Trust held its 13th annual golf tournament on June 20, 2026, at the Westwood Hills Country Club. The event raised over \$18,000 for scholarships to support Three Rivers Students.

CALL TO ORDER

ATTENDANCE

INVOCATION

**APPROVAL OF THE AUGUST
AGENDA**

**APPROVAL OF THE JUNE
BOARD MEETING MINUTES**

PUBLIC COMMENTS

**PRESENTATION OF THE
FINANCIAL REPORT**

**APPROVAL OF
FINANCIAL REPORT**

PRESIDENTS REPORT

**THREE RIVERS
ENDOWMENT TRUST
ANNUAL GOLF
TOURNAMENT**

Three Rivers College hosted its annual drama camp at the Tinnin Fine Arts Center this past July. Before the camp, Dr. Payne announced that the program has been officially renamed The JoNell Seifert Children's Drama Camp. Ms. Seifert was a lifetime educator and a devoted friend to the college, its fine arts programs, and the Patrons of the Arts. Under the direction of Megan Richardson Garland, a Poplar Bluff native and former student of Ms. Seifert, the camp expanded its capacity and age groups, selling out two full sessions held July 13–17 and July 27–31. Three Rivers College extends its sincere thanks to all the volunteers who helped make this the most successful camp yet.

THE JONELL SEIFERT CHILDREN'S DRAMA CAMP

Ready Raider Tour Day was held on August 14, 2026. Students were able to tour the Three Rivers College Campus, find their classrooms, pick up books and be ready for the first day of school. This year's event was hosted by Student Services and was a success.

READY RAIDER TOUR DAY

On August 17, 2026, Three Rivers College Faculty and Staff participated in their annual Fall Convocation. Annual awards were given to employees for their years of service and milestone years of service.

FALL CONVOCATION

On August 24, Three Rivers Students began their first day of classes. Enrollment was up 6% and there was a 5% increase in credit hours. Dr. Payne complimented the Student Services Team for their hard work in recruiting, admissions, and advising services.

FIRST DAY OF CLASSES

UPCOMING EVENTS

The Patrons of the Arts Kick Off is scheduled for Thursday, August 27, 2026, at the Tinnin Fine Arts Center. Twelve shows are planned for this year, and the big reveal will occur after the entertainment portion of the kickoff evening. The event starts at 6:00p.m.

PATRONS OF THE ARTS SOCIETY ANNUAL KICK OFF

The campus will host the RED CROSS for a blood drive on September 4, in the public safety building. The drive will begin at 10:00 a.m. and conclude at 3:00p.m.

RED CROSS BLOOD DRIVE

The 11th annual Run 4 Arts will be held on September 12, 2026, at 8:00a.m. The event is \$30 and all proceeds will benefit Three Rivers fine arts scholarships.

11TH ANNUAL RUN FOR THE ARTS

Preview days are scheduled for September 16-17, 2026. Student Services is expecting 500-1000 students on campus during this time. Prospective students will also get to meet with faculty, take tours of the campus, have lunch in the new Bess Activity Center while learning about the many programs that Three Rivers College has to offer them upon graduation from high school.

PREVIEW DAYS

Rocky's Fan Fest is returning on Sunday, September 27, 2026. The public is invited to attend and enjoy food and games and meet the Three Rivers Raiders. This free event is facilitated by the Athletic Department and sponsored by the Three Rivers Booster Club.

ROCKY'S FAN FEST

President Payne informed the board there were no executive session items at this time.

ITEMS FOR CONSIDERATION, DISCUSSION AND VOTE

The Board was asked to approve changes to GAP-1320, by Dr. Wesley A. Payne. On a motion by Trustee Hager and second by Trustee Bess, the board was polled as follows: Trustee Richardson, (yes); Trustee Featherston, (yes); Trustee Bess, (yes); Trustee Schalk, (yes); Trustee Garrison, (yes); and Trustee Hager, (yes).

APPROVAL OF GAP-1320

Dr. Payne asked the board to approve policy SP-2210. On a motion by Trustee Garrison and second by Trustee Featherston, the board was polled as follows: Trustee Richardson, (yes); Trustee Featherston, (yes); Trustee Bess, (yes); Trustee Schalk, (yes); Trustee Garrison, (yes); and Trustee Hager, (yes).

APPROVAL OF SP-2210

The board was asked to approve all personnel actions and associated documents. On a motion by Trustee Schalk, and a second by Trustee Bess, the board was polled as follows: Trustee Richardson, (yes); Trustee Featherston, (yes); Trustee Bess, (yes); Trustee Schalk, (yes); Trustee Garrison, (yes); and Trustee Hager, (yes).

CONSIDERATION AND APPROVAL OF ALL PERSONNEL ACTIONS AND ASSOCIATED DOCUMENTS

With there being no further business, Trustee Featherston made the motion to adjourn at 12:47 p.m. With a second by Trustee Garrison, the motion passed unanimously.

ADJOURNMENT

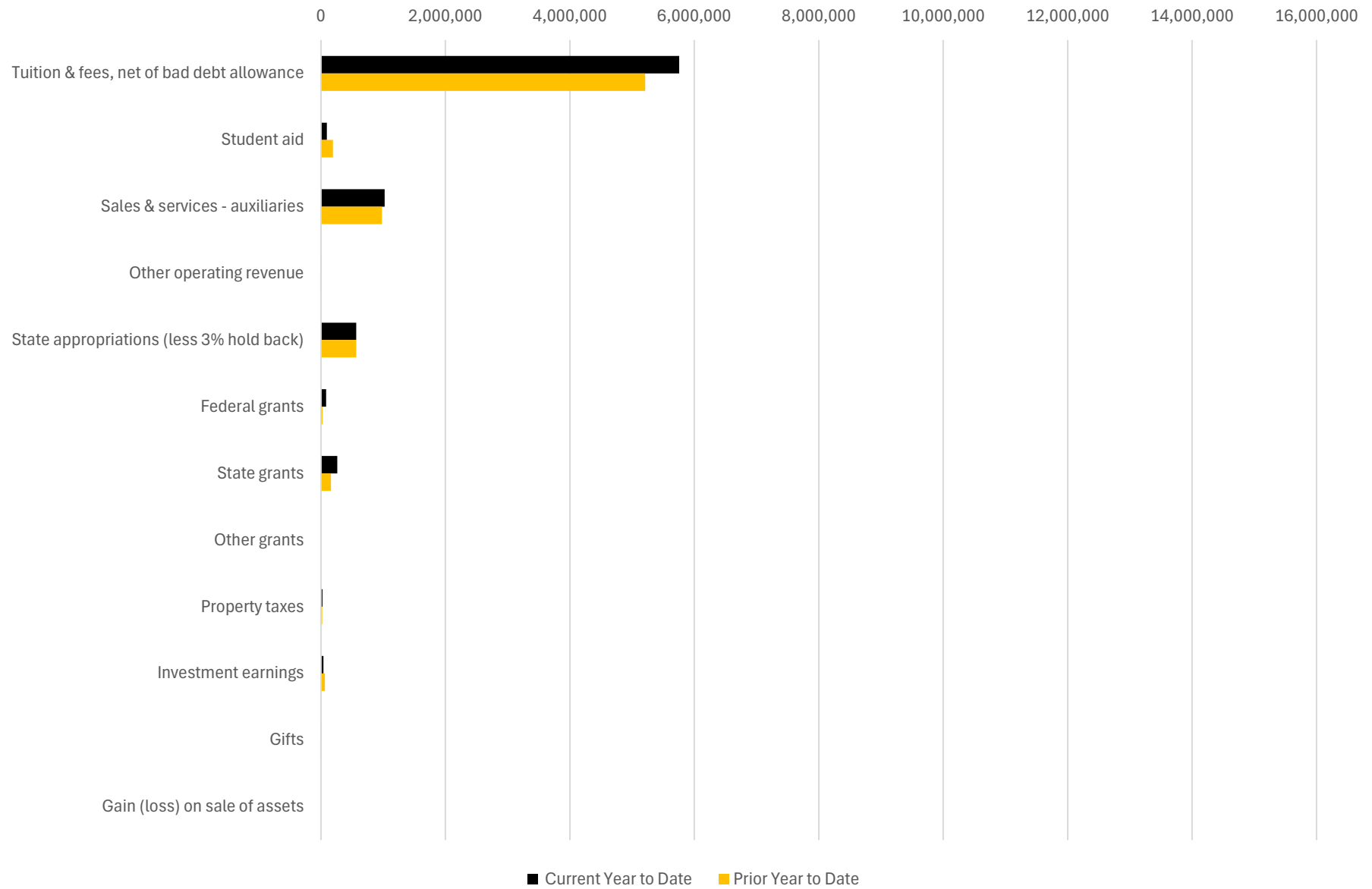
CHAIRMAN

APPROVAL DATE

SECRETARY

APPROVAL DATE

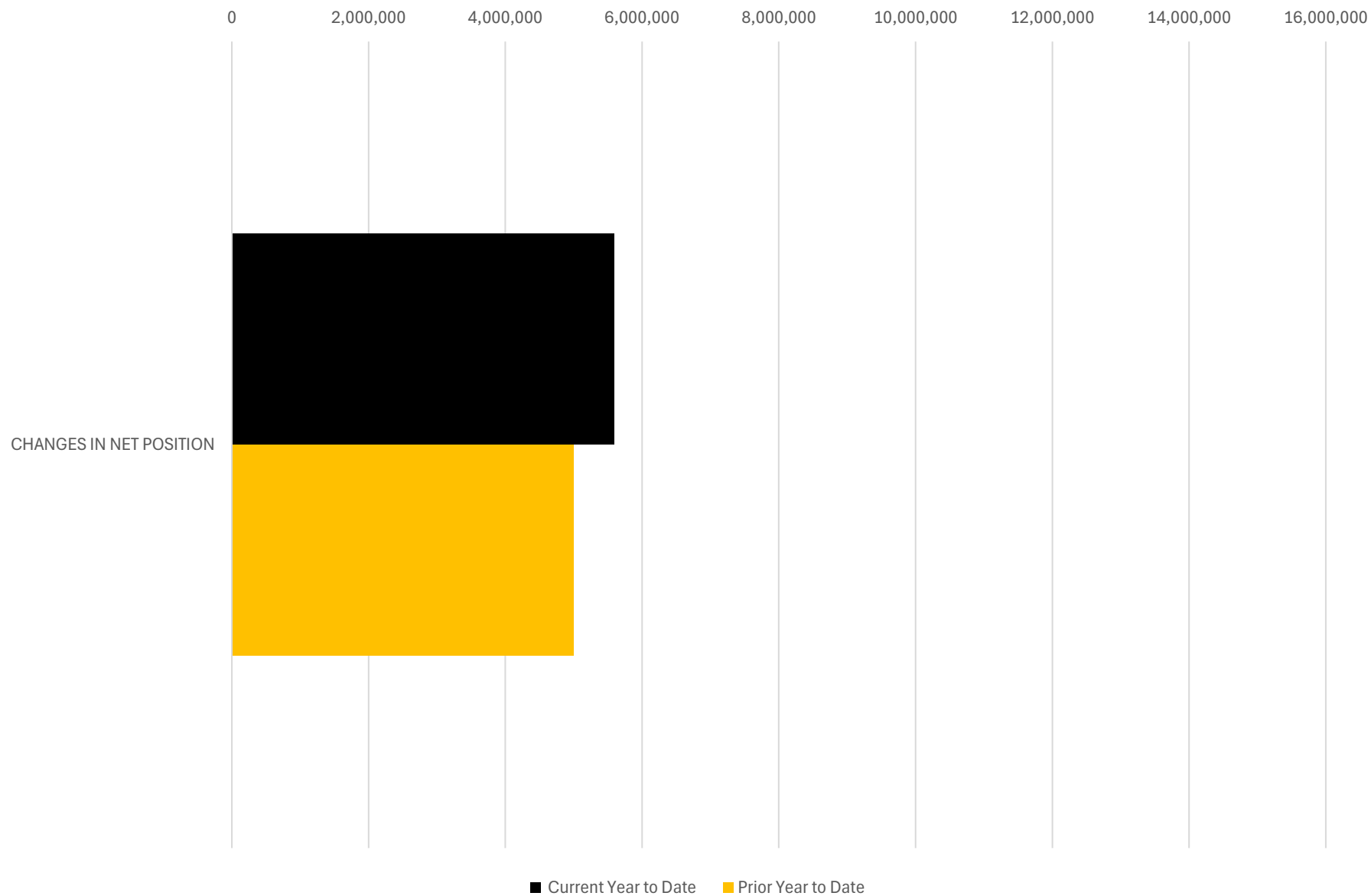
YTD Comparison to Previous Year 07/31/2026



YTD Comparison to Previous Year
07/31/2026



YTD Comparison to Previous Year
07/31/2026



Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
July 31, 2026

ASSETS AND DEFERRED OUTFLOWS

CURRENT ASSETS	
Cash & Cash Equivalents	17,837,535
Student Account Receivables, net	9,633,731
Property Tax Receivable	139,191
Other Receivables	14,608,675
Investments	611,843
Inventory	27,923
Prepaid Expenses	336,871
Total Current Assets	<u>43,195,769</u>
NON-CURRENT ASSETS	
Land	5,490,786
Capital assets	85,154,775
Plus: Current year additions to capital assets	457,790
Accumulated Depreciation	(39,680,758)
Unamortized Bond Issue Costs	0
Total Non-Current Assets	<u>51,422,593</u>
DEFERRED OUTFLOWS (Pensions, OPEB, Trusts, Leases)	<u>5,381,428</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u><u>99,999,790</u></u>

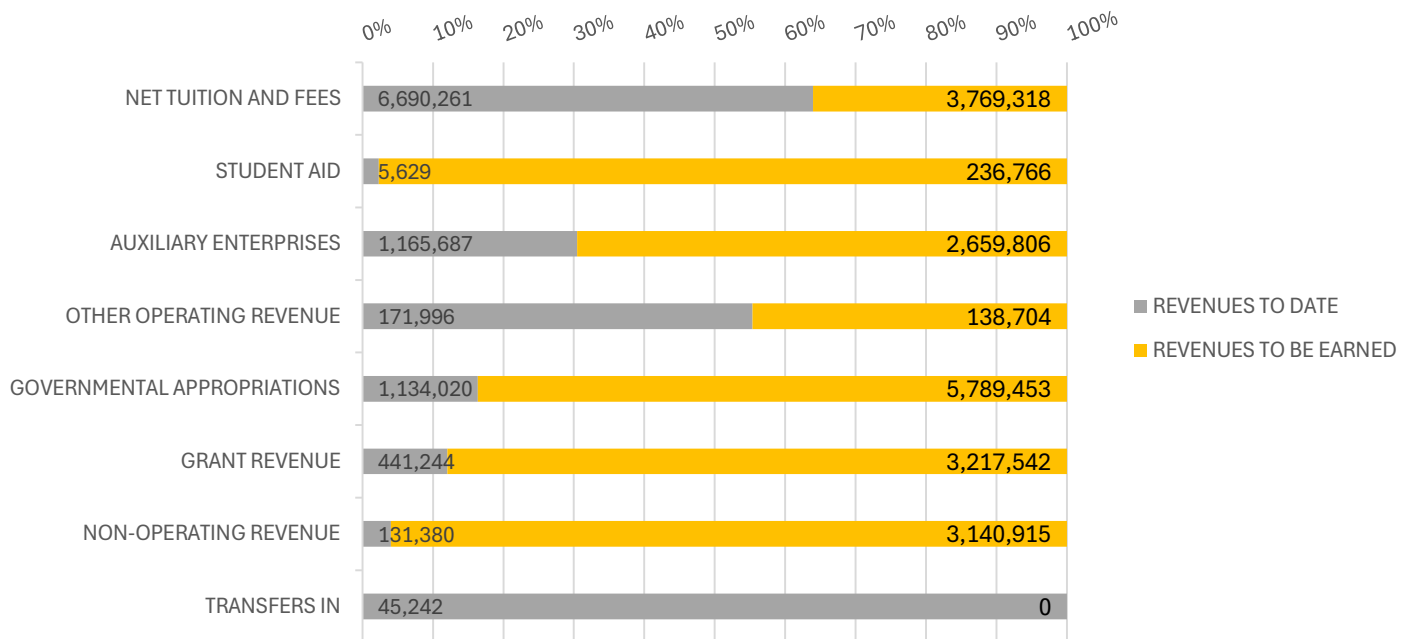
LIABILITIES, DEFERRED INFLOWS AND NET POSITION

CURRENT LIABILITIES	
Accounts Payable	1,292,680
Accrued Vacation	1,190,439
Student Deposits	33,075
Deferred Tuition & Fees	15,310
Scholarships	95,209
Total Current Liabilities	<u>2,626,713</u>
NON-CURRENT LIABILITIES	
Retirement Incentive Payable	0
Other Post Employment Benefits	9,804,685
Bonds, Notes and Leases Payable	4,850,225
Accrued Interest	0
Agency	581,591
Total Non-Current Liabilities	<u>15,236,501</u>
Total Liabilities	<u>17,863,213</u>
DEFERRED INFLOWS (Pensions, OPEB, Trusts, Leases)	<u>15,516,989</u>
NET POSITION	
Beginning Balance	61,032,691
Changes in Net Position	5,586,896
Total Net Position	<u>66,619,587</u>
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	<u><u>99,999,790</u></u>

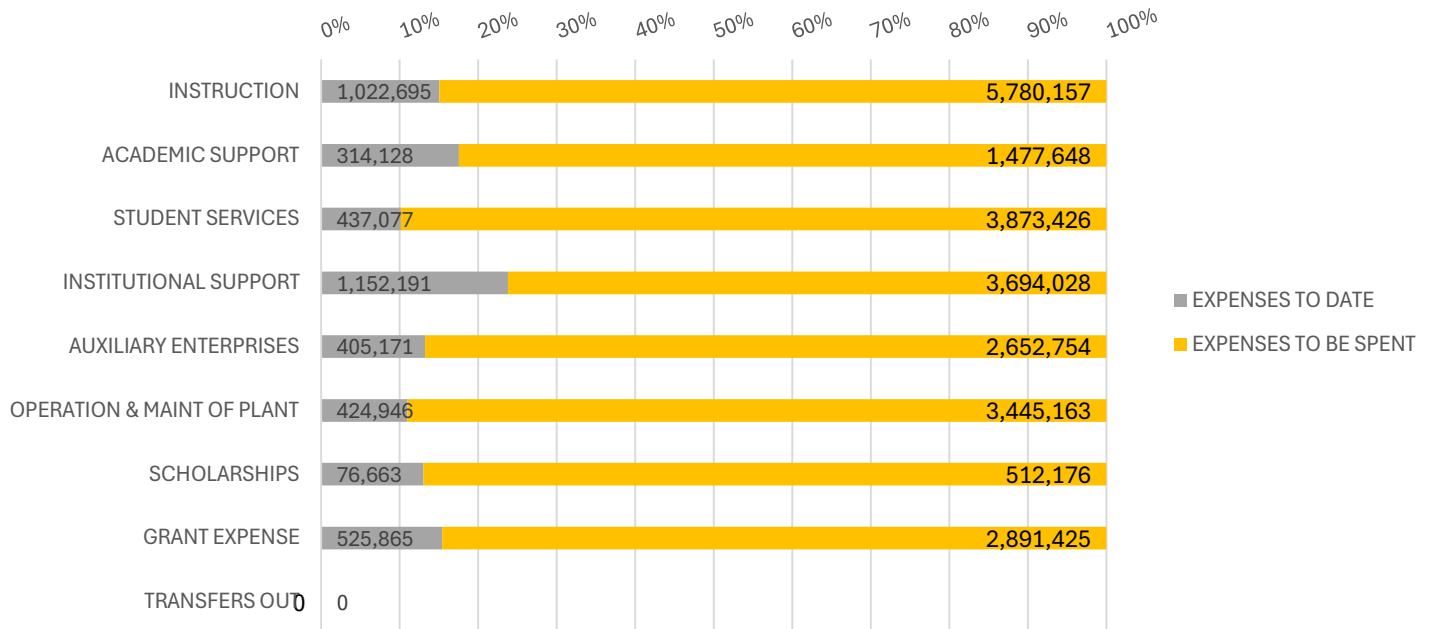
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
July 31, 2026

	July	Current Year to Date	Prior Year to Date	\$ Change	% Change
OPERATING REVENUE					
Tuition & fees, net of bad debt allowance	5,758,817	5,758,817	5,210,902	547,916	10.51%
Student aid	95,990	95,990	192,277	(96,287)	(50.08)%
Sales & services - auxiliaries	1,022,059	1,022,059	980,834	41,225	4.20%
Other operating revenue	2,979	2,979	2,671	308	11.54%
Total Operating Revenue	6,879,845	6,879,845	6,386,684	493,161	7.72%
OPERATING EXPENSES					
Salaries & benefits	1,080,101	1,080,101	1,044,555	35,545	3.40%
Operating expenses	810,132	810,132	659,393	150,739	22.86%
Capital equipment	457,790	457,790	248,834	208,956	83.97%
Less: Transfer to capital assets	(457,790)	(457,790)	(248,834)	(208,956)	83.97%
Scholarships	178,684	178,684	324,629	(145,945)	(44.96)%
Depreciation & interest	203,981	203,981	198,840	5,140	2.59%
Other operating expenses	0	0	0	0	0.00%
Total Operating Expenses	2,272,897	2,272,897	2,227,418	45,479	2.04%
NON-OPERATING REVENUE (EXPENSES)					
State appropriations (less 3% hold back)	567,010	567,010	566,110	900	0.16%
Federal grants	83,498	83,498	25,370	58,128	229.12%
State grants	262,526	262,526	159,667	102,858	64.42%
Other grants	0	0	0	0	0.00%
Property taxes	24,038	24,038	19,082	4,957	25.98%
Investment earnings	41,362	41,362	64,751	(23,389)	(36.12)%
Gifts	1,515	1,515	1,892	(377)	(19.93)%
Gain (loss) on sale of assets	0	0	0	0	0.00%
Total Non-Operating Revenues (Expenses)	979,949	979,949	836,872	143,076	17.10%
CHANGES IN NET POSITION	5,586,896	5,586,896	4,996,138	590,758	11.82%

Budget to Actual Revenues 08/31/2026 (17%)



Budget to Actual Expenses 08/31/2026 (17%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
August 31, 2026
Fiscal Year Benchmark: 17%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES	10,459,579	6,690,261	64%	3,769,318
<i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>				
STUDENT AID	242,395	5,629	2%	236,766
<i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>				
AUXILIARY ENTERPRISES	3,825,493	1,165,687	30%	2,659,806
<i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>				
OTHER OPERATING REVENUE	310,700	171,996	55%	138,704
<i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>				
GOVERNMENTAL APPROPRIATIONS	6,923,473	1,134,020	16%	5,789,453
<i>State Aid, State Maint. & Repair</i>				
GRANT REVENUE	3,658,786	441,244	12%	3,217,542
<i>State Grants, Federal Grants</i>				
NON-OPERATING REVENUE	3,272,295	131,380	4%	3,140,915
<i>Taxes, Interest Earnings, Gifts</i>				
TRANSFERS IN	45,242	45,242	100%	0
<i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>				
TOTAL REVENUES	28,737,963	9,785,458	34%	18,952,505

NOTE: We have recognized 34% of budgeted revenues. We have recognized over 64% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2026 and fall 2026, 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	6,802,852	1,022,695	15%	5,780,157
<i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>				
ACADEMIC SUPPORT	1,791,776	314,128	18%	1,477,648
<i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>				
STUDENT SERVICES	4,310,503	437,077	10%	3,873,426
<i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>				
INSTITUTIONAL SUPPORT	4,846,219	1,152,191	24%	3,694,028
<i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>				
AUXILIARY ENTERPRISES	3,057,925	405,171	13%	2,652,754
<i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>				
OPERATION & MAINT OF PLANT	3,870,109	424,946	11%	3,445,163
<i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>				
SCHOLARSHIPS	588,839	76,663	13%	512,176
<i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>				
GRANT EXPENSE	3,417,290	525,865	15%	2,891,425
<i>State Grants, Federal Grants</i>				
TRANSFERS OUT	0	0	0%	0
<i>General funds-current year transfers to capital</i>				
TOTAL EXPENSES	28,685,514	4,358,737	15%	24,326,777

NOTE: We have obligated 15% of our budgeted expenses at 17% into the fiscal year. August 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	52,449	5,426,722
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Three Rivers College
Capital Budget - Unaudited
August 31, 2026
Fiscal Year Benchmark: 17%

FUNDING SOURCES	BUDGET	SOURCES TO DATE	SOURCES TO DATE	SOURCES TO BE EARNED
			%	
RESTRICTED				
<i>State appropriations</i>	0	0	0%	0
<i>Insurance proceeds</i>	882,500	160,318	18%	722,182
UNRESTRICTED				
<i>General funds - prior year transfers in (Reserves)</i>	1,728,000	220,813	13%	1,507,187
<i>General funds - current year transfers in</i>	0	0	0%	0
TOTAL FUNDING SOURCES	2,610,500	381,131	15%	2,229,369

USES OF FUNDS	BUDGET	USES TO DATE	USES TO DATE	USES UNSPENT
			%	
<i>Campus improvements</i>	147,000	146,143	99%	857
<i>Westover Administration Building windows/remodel</i>	795,000	0	0%	795,000
<i>Academic Resource Commons remodel</i>	200,000	0	0%	200,000
<i>Tinnin Fine Arts Center exterior repair</i>	350,000	0	0%	350,000
<i>Libla Family Sports Complex roof repair</i>	100,000	0	0%	100,000
<i>2505/2507 Three Rivers Blvd (former nephrology clinic)</i>	20,000	0	0%	20,000
<i>Student Housing renovation</i>	200,000	0	0%	200,000
<i>Public Safety remodel</i>	50,000	0	24%	44,325
<i>Fleet vehicles</i>	40,000	0	24%	44,325
<i>Dexter location roof repair</i>	500,000	0	0%	500,000
<i>Former Bill & Gene's building remodel</i>	100,000	60,495	60%	39,505
<i>Athletic Fields</i>	58,500	14,175	24%	44,325
<i>Maintenance Building repair</i>	50,000	0	0%	50,000
TOTAL EXPENSES	2,610,500	220,813	8%	2,389,687

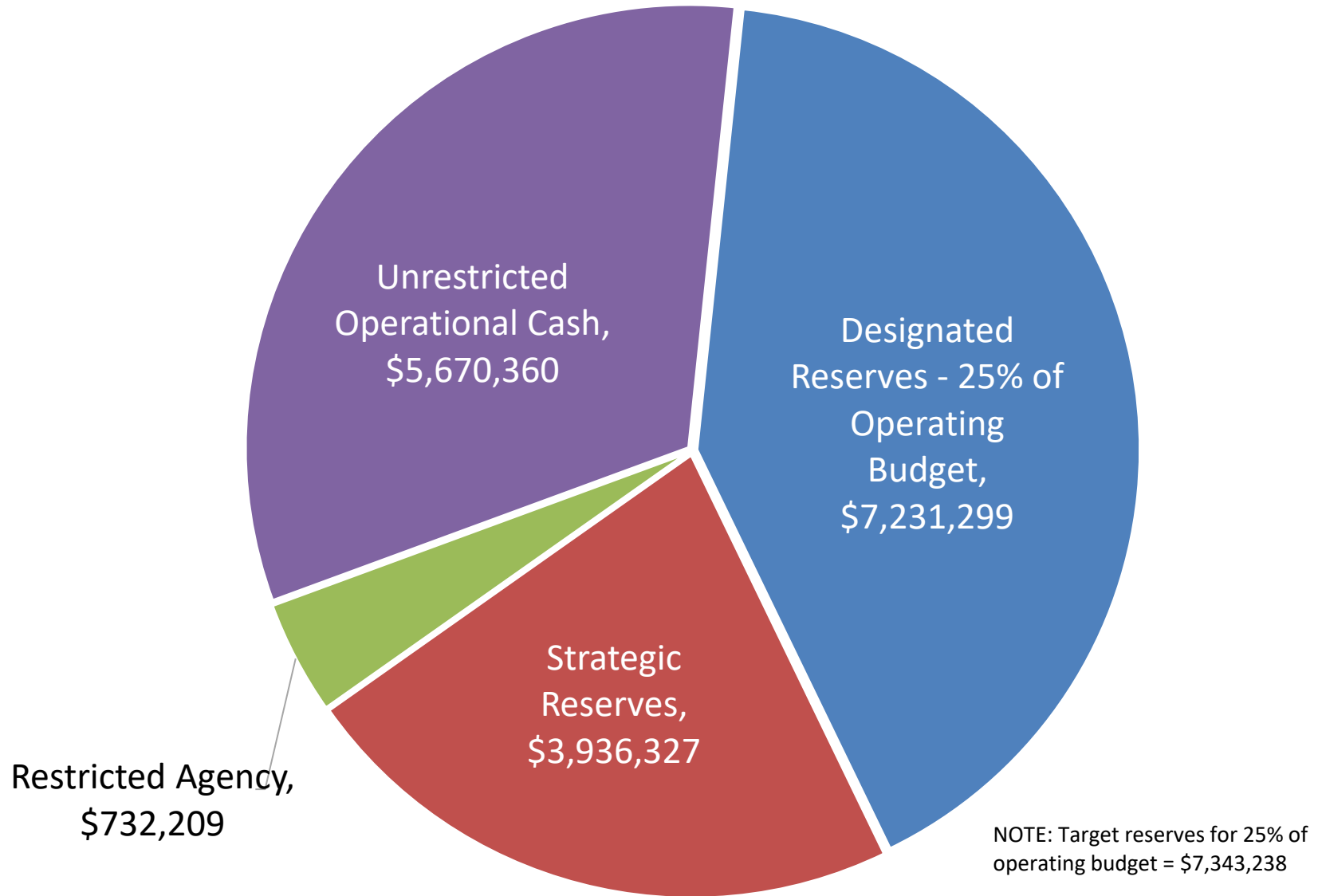
NET SURPLUS (DEFICIT)	0	160,318		
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**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

September 1, 2026

	<u>08/03/26</u>	<u>09/01/26</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	2,488.00	2,488.00
<i>Total Cash Funds</i>	<u>3,425.00</u>	<u>3,425.00</u>
<i>General Accounts</i>		
Southern Bank - General Funds	6,429,413.22	5,392,280.39
Southern Bank - Credit Cards	65,152.47	93,077.49
<i>Total General Accounts</i>	<u>6,494,565.69</u>	<u>5,485,357.88</u>
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	32,703.70	33,787.51
Federal Clearing Account	145,015.47	147,789.47
<i>Total Restricted Accounts</i>	<u>177,719.17</u>	<u>181,576.98</u>
TOTAL CURRENT FUND	<u><u>6,675,709.86</u></u>	<u><u>5,670,359.86</u></u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	5,534,346.03	5,551,093.55
<i>Total Bank Accounts</i>	<u>5,534,346.03</u>	<u>5,551,093.55</u>
<i>Certificates of Deposit</i>		
Bank of Grandin	5,616,532.71	5,616,532.71
<i>Total Certificates of Deposit</i>	<u>5,616,532.71</u>	<u>5,616,532.71</u>
TOTAL PLANT FUND	<u><u>11,150,878.74</u></u>	<u><u>11,167,626.26</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	690,671.56	732,208.94
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	<u>-</u>	<u>-</u>
TOTAL AGENCY FUND	<u><u>690,671.56</u></u>	<u><u>732,208.94</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$17,570,195 AS OF 09/01/2026**



THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF August 31, 2026

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
18919	Bank of Grandin	4.12	06/11/27	12	5,616,532.71	Contingency

Total Contingency Fund

5,616,532.71

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF August 31, 2026

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
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Total Agency Fund CD's

\$ -

Three Rivers College
CD Report
As of August 31, 2026

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>
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CDs Transferred

Endowment CDs Redeemed for Investment

CDs Maturing

Bank	Certificate Number	Endowment	Amount
Total			-

Endowment CDs Transferred to Endowment Trust
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CDs Maturing

Bank	Certificate Number	Endowment	Amount
Total			-

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Month of August 2026

Current Fund:	General Fund - Southern Bank	\$ 1,347,912.34
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>4,077.15</u>
	Grand Total	<u><u>\$ 1,351,989.49</u></u>

This is to certify that the above is supported by invoices, purchase orders, and other pertinent data on file in the College Financial Services Office. Approved by the Board of Trustees, this 23rd day of September 2026.

Chairman, Board of Trustees

Secretary, Board of Trustees

**THREE RIVERS COMMUNITY COLLEGE
BID REPORT
AS OF SEPTEMBER 14, 2026**

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – replacement for Ivanna Armes; resignation approved 08.26.26

_____ Federal Program: _____

_____ Special Program _____

NAME: Cheryl Umfress

POSITION TITLE: Student Services Advisor II

SALARY: \$19.00/hour

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: September 28, 2026

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BS	Southeast Missouri State University Cape Girardeau, MO	Health Management/Sports Medicine
BSE	Arkansas State University Jonesboro, AR	Mid Level Education
MA	Southeast Missouri State University Cape Girardeau, MO	Secondary Administration

<u>EXPERIENCE</u>		
08/2016 - present	Campbell R-II School District	Elementary/High School/
08/2009-08/2011	Campbell, MO	Jr. High/High School Teacher
08/2014 - 2016	Clarkton School District	6 th Grade Teacher
	Clarkton, MO	
08/2011 – 08/2014	Holcomb School District	Jr. High/High School
	Holcomb, MO	Teacher
07/2006 – 08/2009	Brookland School District	Middle School Teacher
	Brookland, AR	

09.23.26

Consideration of Personnel Action
Employment of Personnel
Student Services Advisor II

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

 X Support Staff – replacement for Christina Wooldridge; resignation approved 08.26.26

_____ Federal Program: _____

_____ Special Program _____

NAME: Robbi Berry

POSITION TITLE: Student Services Advisor II

SALARY: \$19.00/hour

FULL-TIME X PART-TIME: _____

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

Other: Replacement for Student Services Advisor I

STARTING DATE: September 28, 2026

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BS	Columbia Southern University	Health Care Administration
MPH	Orange Beach, AL	

<u>EXPERIENCE</u>		
<u>11/2025 – 07/2026</u>	<u>Unified School District 475/Westwood</u>	<u>Permanent Substitute</u>
	<u>Junction City, KS</u>	<u>Elementary School</u>
<u>07/2022 – 07/2025</u>	<u>Irwin Army Community Hospital</u>	<u>Supervisory Military</u>
	<u>Fort Riley, KS</u>	<u>Human Resources</u>
<u>2018 – 2022</u>	<u>United States Naval Reserves</u>	

09.23.26

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Admissions Recruiter

BACKGROUND INFORMATION **HISTORY**

Sarah Capobianco has been employed as an Admissions Recruiter with the College since April 2026. She has submitted her request for resignation, effective September 17, 2026.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

09.23.26

Dear Megan Garland,

Please accept this letter as my formal resignation from my position at Three Rivers College, effective September 17, 2026.

I want to express my heartfelt appreciation for the opportunity to be part of the Three Rivers College team. My time here has been meaningful, and I'm thankful for the experiences, support, and relationships I've gained along the way. I've truly valued the opportunity to learn, grow, and develop both personally and professionally.

I understand that my resignation may cause some inconvenience, and I apologize for any challenges this transition may create. This was not an easy decision, and I deeply appreciate your understanding and support.

Thank you again for letting me be part of Three Rivers College. I will look back on my time here with admiration and gratitude, and I hope you and the entire team continue to succeed in the future.

Sincerely,

Sarah Capobianco

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Part-time Tutor Academic Support

BACKGROUND INFORMATION

HISTORY

Travante Johnson has been employed as a Part-time Tutor Academic Support with the College since August 2020. He has submitted his request for resignation, effective September 4, 2026.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

09.23.26

From: [Leslie Gragg](#)
To: [Kristina McDaniel](#)
Cc: [Will Cooper](#)
Subject: Fw: My Resignation from TRC
Date: Thursday, September 3, 2026 9:47:24 AM

FYI

Dr. Leslie Gragg, DC
Division Chair, General Education
Three Rivers College
Poplar Bluff, MO
Email: lgragg@trcc.edu
trcc.edu

From: Travante Johnson <travantejohnson@trcc.edu>
Sent: Thursday, 27 August 2026 15:21:44
To: Paul Sappington <psappington@trcc.edu>
Cc: Leslie Gragg <lgragg@trcc.edu>
Subject: My Resignation from TRC

Hey Paul,

I want to formally notify you that I am resigning from my position at Three Rivers College. My proposed last day of employment will be Friday, September 4, 2026, assuming this transition is successful and smooth.

I have accepted a new full-time job opportunity out of state that starts on September 10, 2026, and plan to relocate on September 9, 2026. I'm available to assist the TLC through Tuesday, September 8, 2026, if necessary, but I proposed September 4 to make this wrap-up process and my move go more smoothly.

Thank you for the support and guidance you have provided and the stories you have shared during my time with the company. I appreciate the opportunities I've had to grow and meet so many interesting people here. I also want to praise your ability to transition from your previous part-time tutor position to your current full-time position. Considering how many changes the TLC has experienced and will continue to experience, I know you have played a big role in helping it evolve and provide better tutoring services for students.

During the remainder of my time here, I will focus on assisting students when possible

and ensuring a smooth transition of my responsibilities. Please let me know if there is anything I should do to best assist with this process.

I wish you, the TLC, and the company the best as you continue to innovate and adapt to provide the best experience for students.

Have a good one!

Travante Johnson

Professional Tutor

Email: travantejohnson@trcc.edu

Phone: 573-840-9638

trcc.edu

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Administrative Assistant, Financial Aid

BACKGROUND INFORMATION

HISTORY

Isabel Moore has been employed as the Administrative Assistant, Financial Aid with the College since July 2026. She has submitted her request for resignation, effective August 22, 2026. Ms. Moore will transition to part-time status until the full-time position replacement process is completed.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

09.23.26

Dear Regina Morris and HR,

Please accept this letter as my formal two week notice of resignation from my position as Administrative Assistant in the Financial Aid Department at Three Rivers College. My last day will be 9/4/2026.

I have truly enjoyed my time working in the Financial Aid Department and am very grateful for the opportunity to be part of the Three Rivers College team. I have learned so much during my time here and have really appreciated the experience, support, and opportunity to work with such wonderful people.

After giving it a lot of thought, I have decided that I need to step away from my position because I have been struggling to keep up with my schoolwork while working full-time. My education is extremely important to me, and I need to prioritize school so that I can be successful and continue working toward my degree.

This was not an easy decision because I have genuinely enjoyed my time here. I am thankful for everything I have learned and for the opportunity to serve students through the Financial Aid Department. I will do everything I can during my remaining time to help make the transition as smooth as possible.

Thank you again for giving me the opportunity to be part of Three Rivers College. I truly appreciate my time here and wish the college and the Financial Aid Department continued success.

Sincerely,

Isabel Moore

Isabel Moore
8/21/2026

UPCOMING EVENTS

Pickleball Tournament: 7-9 p.m. September 24, Bess Activity Center. Student Life event.

Jeff Myatt Exhibit: 12-3 p.m. through September 25, Tinnin Galley. Explore expressive paintings featuring wildlife, landscapes, portraits, and imaginative scenes, brought to life through bold color and texture.

Rocky's Fan Fest: 1-5 p.m. September 27, Libla Family Sports Complex. There will be free hamburgers, hot dogs, snow cones, cotton candy, popcorn, and beverages, and we'll have fun activities like photos with Rocky Raider, bounce houses, face painting, a foam machine, giveaways for the kids, and more.

Raider Rally: 9 a.m. to 2 p.m. September 29-30, Quad. Check out many of the clubs and organizations that Three Rivers has to offer.

Counselor's Conference - MASFAP: 8 a.m. to 3 p.m. October 1, Tinnin.

David Ottinger Exhibit: 12-3 p.m. October 5 through November 6, Tinnin Gallery. Discover a diverse collection of paintings capturing people, places, and everyday objects, from vivid landscapes and portraits to striking scenes and still lifes.

College Transfer Fair: 9 a.m. to 1 p.m. October 6, Plaster Hallway.

Broadway Spotlight: An All-Star Celebration: 7 p.m. October 8. Sponsored by First Midwest Bank. Broadway stars will perform showstoppers from beloved musicals, share behind-the-scenes stories, and celebrate the magic of the stage.

Coffee & Connections-TRC Sikeston RN Program: 8:30-10:30 a.m., Sikeston.

Mizzou Recruiting Table: 10 a.m. to 1 p.m. October 15, Plaster Hallway.

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



THREE RIVERS COLLEGE