

11:00 a.m. Three Rivers Board of Trustees Lunch, Staff 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 16, 2021**  
**12:00 p.m.**

- I. Invocation and Pledge of Allegiance**
- II. Approval of Agenda and Minutes**
  - 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
    - 1. Monthly Financial Statements
    - 2. Budget to Actual Financial Statements
  - 2. Cash in Bank
  - 3. Certificates of Deposits
  - 4. Checks Issued
  - 5. Bid Report
- IV. President's Report**
- V. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)
- VI. Items for Consideration, Discussion, and Vote**
  - 1. Discussion and approval of ITP 8204 – Website Privacy
- VII. Consideration and Approval of all Personnel Actions and Associated Documents**
  - 1. Retirement
    - 1. Jack Armor – Fire Training Coordinator
    - 2. Teresa Johnson – Director, Communications
    - 3. Dr. Martha Kirkman – Professor, Business Management

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

**VIII. Appendix**

1. Information Items
  1. PR 4510 - Benefits
2. Upcoming Events
3. Recent Newspaper Articles

**IX. FY21 Board of Trustees Meeting Dates**

- Wednesday, April 21, 2021
- Wednesday, May 19, 2021
- Wednesday, June 23, 2021

**X. Adjournment**

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**BOARD OF TRUSTEES  
THREE RIVERS COLLEGE  
February 17, 2021**

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

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

Trustee Richardson delivered the invocation.

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

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

Charlotte reviewed the Budget to Actuals as of the end of January 2021. At 58% into the year we have recognized 79% of budgeted revenues and have obligated 52% of our budgeted expenses.

Budget amendments were discussed which have occurred throughout the fall with corrections to budgeted expenses.

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

There was no president's report.

Dr. Payne and Charlotte Eubank explained the plan revisions that include a tiered tuition plan, elimination

**CALL TO ORDER**

**ATTENDANCE**

**INVOCATION**

**APPROVAL OF BOARD  
MEETING AGENDA**

**APPROVAL OF THE  
JANUARY BOARD MEETING  
MINUTES**

**FINANCIAL REPORT**

**PRESIDENT'S REPORT**

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

**CONSIDERATION AND  
VOTE ON REVISIONS TO**

of course fees and the introduction to material fees.

**THE TUITION PLAN**

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

Dr. Payne explained the need to further develop our on-line courses to provide consistency to the students. This contract will be paid by CARES funds.

**CONSIDERATION AND VOTE ON THE SYMBIOSIS CONTRACT – ON-LINE COURSE DEVELOPMENT**

Trustee Featherston made the motion to authorize Dr. Payne to execute the contract with Symbiosis. With a second by Trustee Schalk the board was polled as follows: Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Featherston, yes; Trustee Richardson, yes.

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

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

There being no further business, Trustee Garrison made the motion to adjourn the meeting at 12:20 p.m. and with a second by Trustee Featherston, the motion passed unanimously.

**ADJOURNMENT**

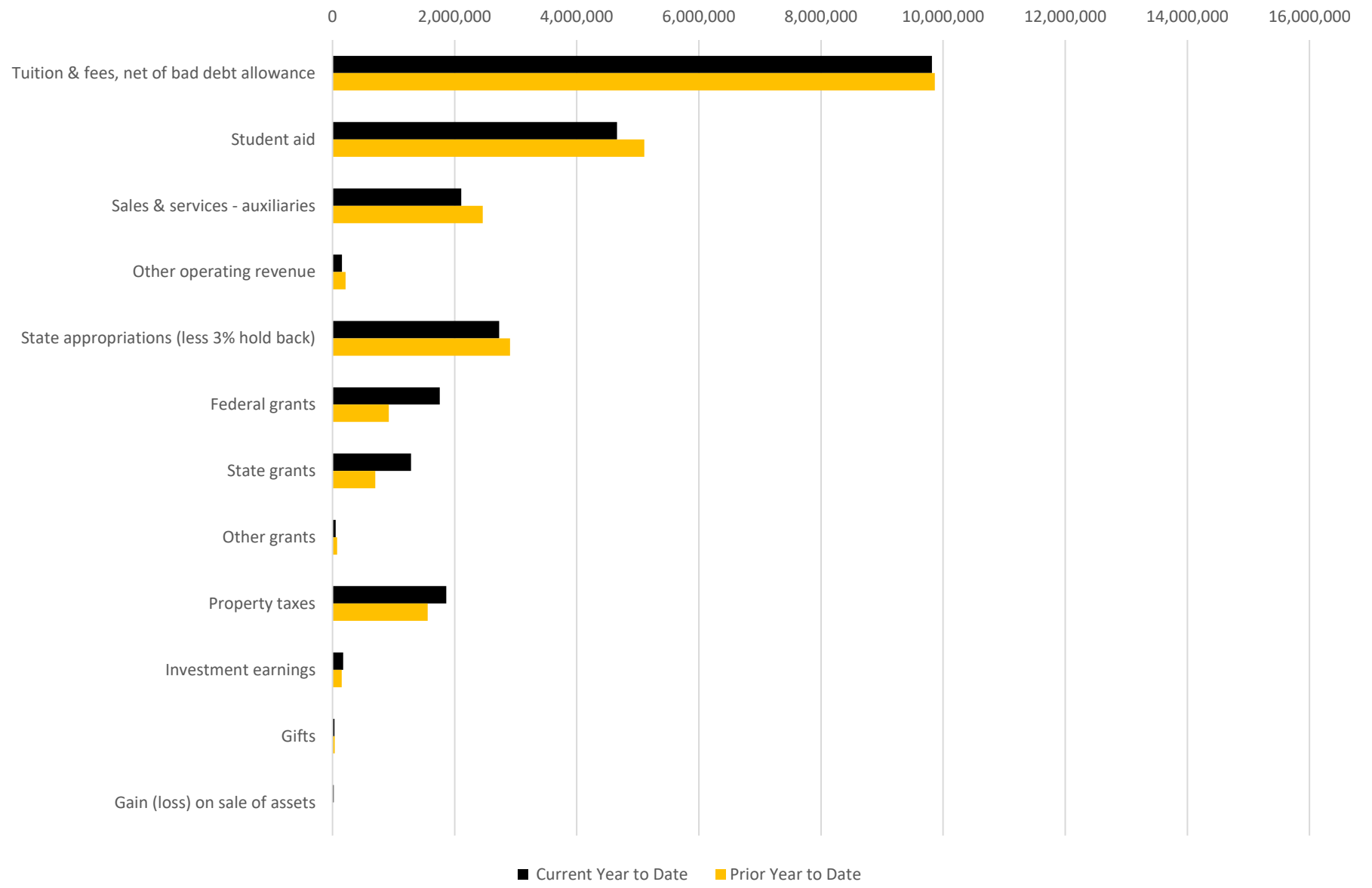
\_\_\_\_\_  
CHAIRMAN

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

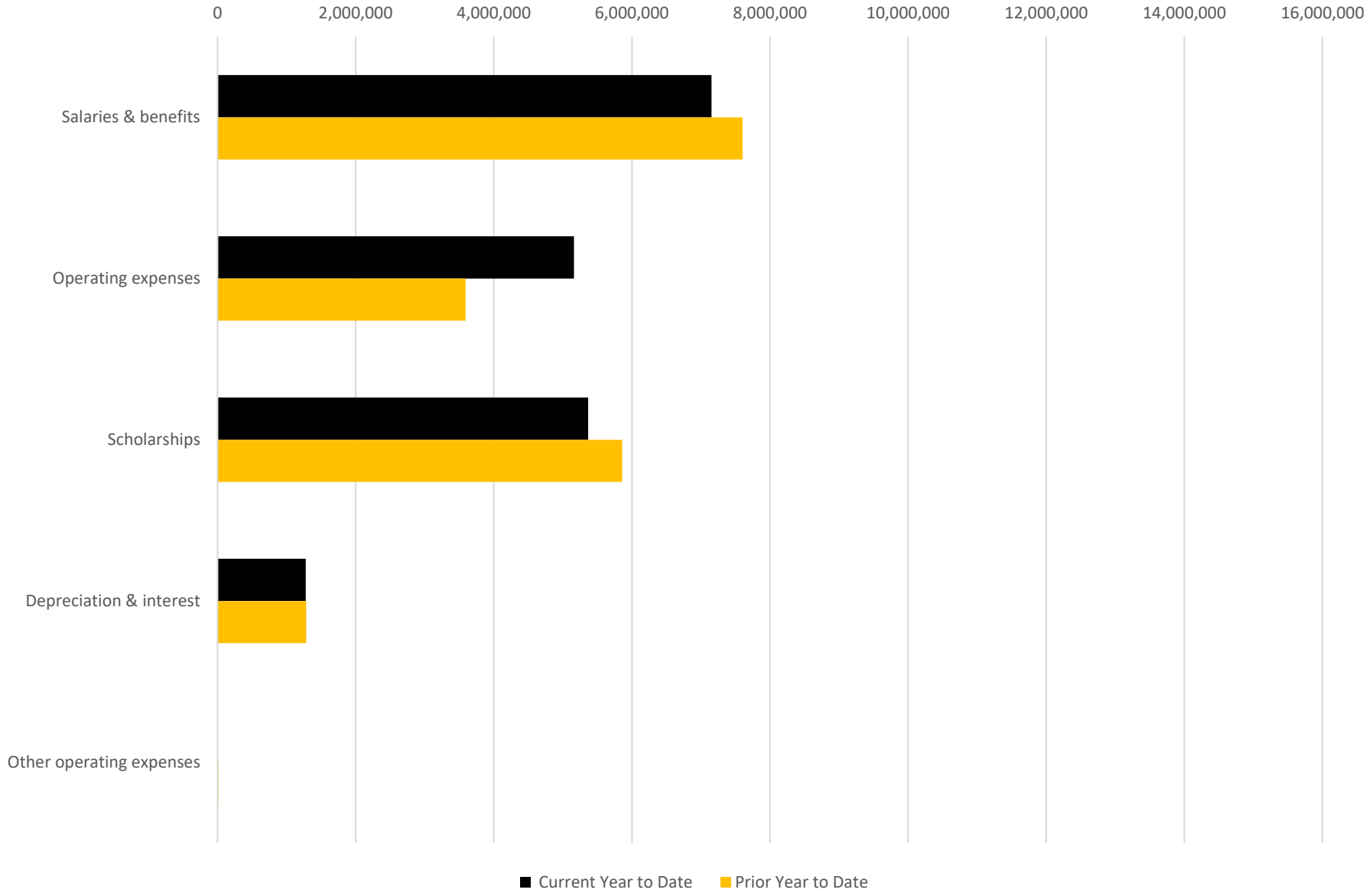
\_\_\_\_\_  
SECRETARY

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

**YTD Comparison to Previous Year  
01/31/2021**



YTD Comparison to Previous Year  
01/31/2021



YTD Comparison to Previous Year  
01/31/2021

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

CHANGES IN NET POSITION



■ Current Year to Date ■ Prior Year to Date

Three Rivers College  
Statement of Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
January 31, 2021

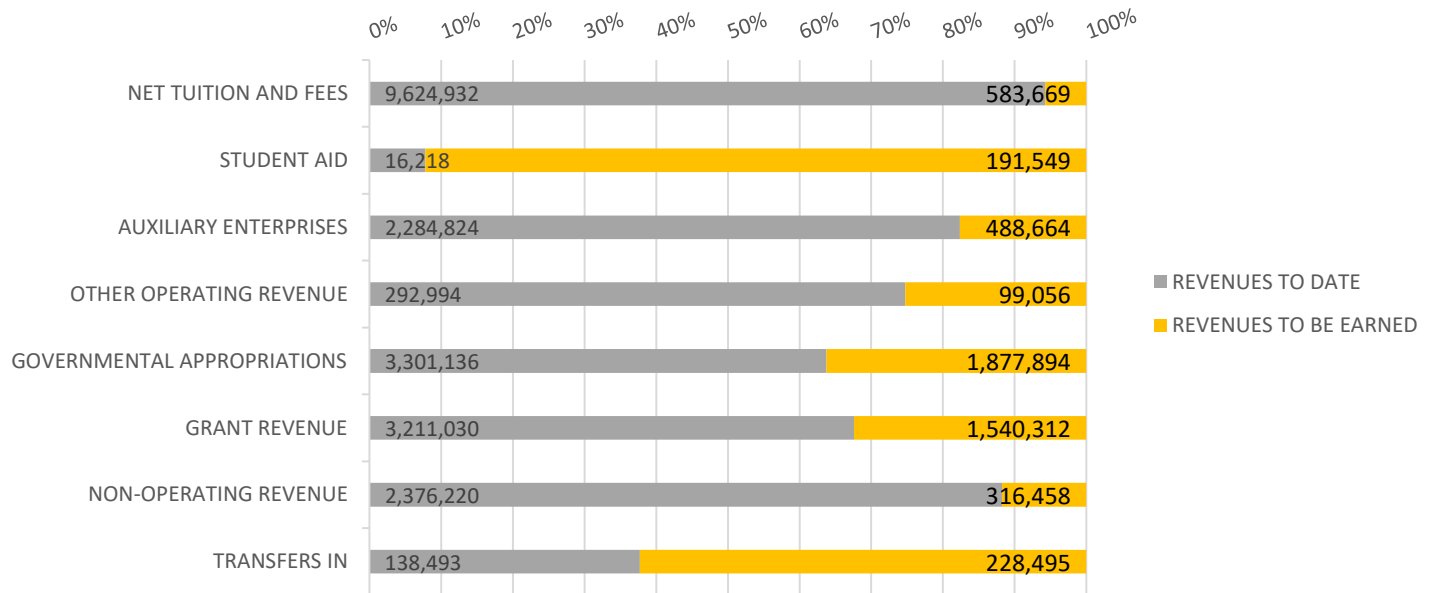
<b>ASSETS AND DEFERRED OUTFLOWS</b>		<b>LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>	
<b>CURRENT ASSETS</b>		<b>CURRENT LIABILITIES</b>	
Cash & Cash Equivalents	18,065,825	Accounts Payable	477,194
Student Account Receivables, net	7,156,493	Accrued Vacation	350,727
Property Tax Receivable	106,310	Student Deposits	2,383,709
Other Receivables	7,487,881	Deferred Tuition & Fees	41,201
Investments	0	Scholarships	29,497
Inventory	172,105	Total Current Liabilities	3,282,328
Prepaid Expenses	216,864		
Total Current Assets	33,205,478	<b>NON-CURRENT LIABILITIES</b>	
<b>NON-CURRENT ASSETS</b>		Retirement Incentive Payable	0
Land	5,490,786	Other Post Employment Benefits	13,977,277
Capital assets	73,054,214	Bonds, Notes and Leases Payable	19,436,823
Plus: Current year additions to capital assets	689,630	Accrued Interest	0
Accumulated Depreciation	(32,706,536)	Agency	389,453
Unamortized Bond Issue Costs	0	Total Non-Current Liabilities	33,803,553
Total Non-Current Assets	46,528,094		
<b>DEFERRED OUTFLOWS</b>	<b>4,897,234</b>	Total Liabilities	37,085,881
		<b>DEFERRED INFLOWS</b>	<b>10,126,397</b>
		<b>NET POSITION</b>	
		Beginning Balance	31,724,612
		Changes in Net Position	5,693,916
		Total Net Position	37,418,528
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b>84,630,806</b>	<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>	<b>84,630,806</b>



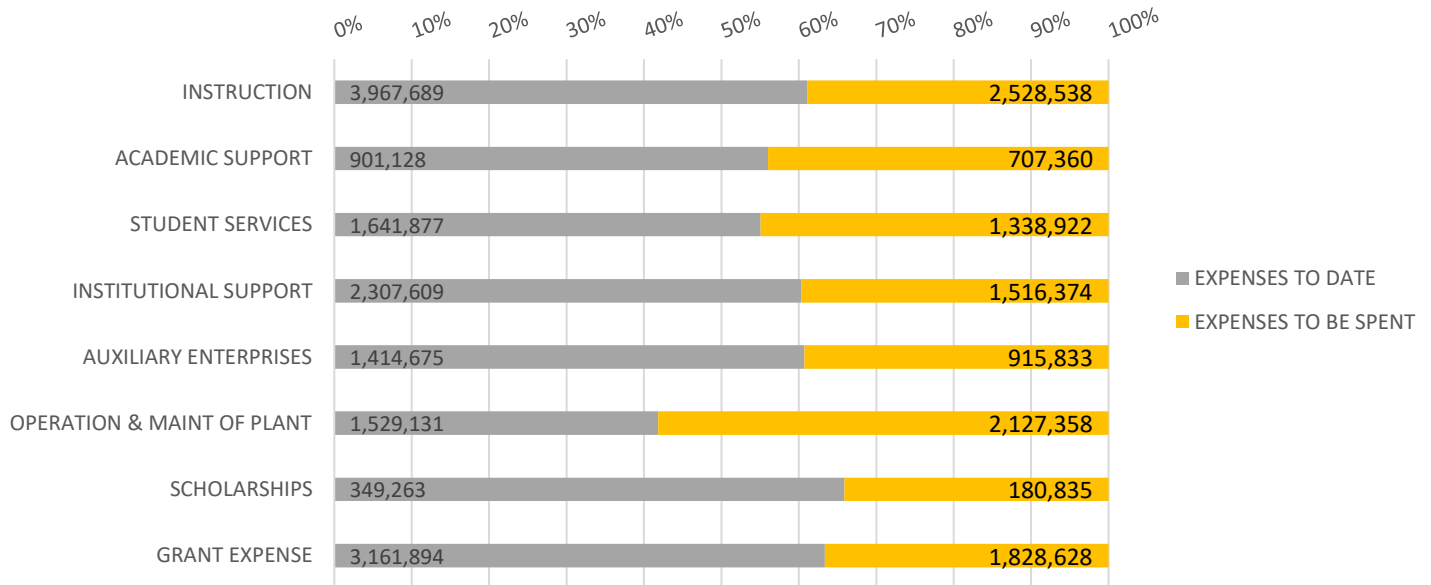
Three Rivers College  
Statement of Revenues, Expenses and Changes in Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
January 31, 2021

	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	5,361,490	461,912	(496,727)	1,812,912	1,391,515	483,705	801,497	9,816,304	9,863,159	(46,854)	(0.48)%
Student aid	152,416	19,159	3,733,065	431,483	215,887	78,392	30,028	4,660,430	5,108,182	(447,753)	(8.77)%
Sales & services - auxiliaries	732,802	166,742	318,898	235,897	436,491	44,424	174,313	2,109,566	2,459,268	(349,702)	(14.22)%
Other operating revenue	4,904	131,911	3,414	2,905	3,827	2,541	3,659	153,160	212,532	(59,372)	(27.94)%
<b>Total Operating Revenue</b>	<b>6,251,611</b>	<b>779,724</b>	<b>3,558,650</b>	<b>2,483,197</b>	<b>2,047,720</b>	<b>609,061</b>	<b>1,009,497</b>	<b>16,739,460</b>	<b>17,643,141</b>	<b>(903,681)</b>	<b>(5.12)%</b>
<b>OPERATING EXPENSES</b>											
Salaries & benefits	915,788	1,095,961	1,033,005	1,040,572	1,049,211	908,623	1,110,197	7,153,357	7,601,817	(448,461)	(5.90)%
Operating expenses	624,572	811,518	404,493	662,171	661,765	561,432	1,436,185	5,162,135	3,590,601	1,571,534	43.77%
Capital equipment	11,068	32,590	6,867	50,955	453,403	18,083	116,664	689,630	1,341,544	(651,915)	(48.59)%
Less: Transfer to capital assets	(11,068)	(32,590)	(6,867)	(50,955)	(453,403)	(18,083)	(116,664)	(689,630)	(1,341,544)	651,915	(48.59)%
Scholarships	213,255	44,232	4,128,848	591,671	256,024	88,696	44,881	5,367,608	5,860,851	(493,243)	(8.42)%
Depreciation & interest	155,870	485,539	160,712	(2,936)	158,835	157,550	159,906	1,275,475	1,284,375	(8,900)	(0.69)%
Other operating expenses	0	(349)	(55)	0	0	0	0	(404)	10,229	(10,633)	(103.95)%
<b>Total Operating Expenses</b>	<b>1,909,485</b>	<b>2,436,901</b>	<b>5,727,003</b>	<b>2,291,479</b>	<b>2,125,835</b>	<b>1,716,301</b>	<b>2,751,168</b>	<b>18,958,172</b>	<b>18,347,874</b>	<b>610,298</b>	<b>3.33%</b>
<b>NON-OPERATING REVENUE (EXPENSES)</b>											
State appropriations (less 3% hold back)	362,046	362,046	362,046	397,518	397,518	397,518	450,725	2,729,417	2,906,775	(177,358)	(6.10)%
Federal grants	65,783	29,923	528,899	172,954	391,602	156,302	412,865	1,758,328	921,862	836,466	90.74%
State grants	78,279	77,337	44,803	137,304	138,312	42,557	767,874	1,286,465	701,320	585,145	83.43%
Other grants	0	25,325	6,665	0	0	20,212	0	52,202	74,890	(22,688)	(30.29)%
Property taxes	29,580	22,548	19,464	8,299	28,290	294,525	1,459,257	1,861,964	1,557,296	304,668	19.56%
Investment earnings	14,388	34,431	17,762	43,111	22,508	20,048	20,925	173,174	152,548	20,626	13.52%
Gifts	1,680	(180)	1,000	27,540	100	1,257	0	31,397	36,812	(5,415)	(14.71)%
Gain (loss) on sale of assets	11,650	0	0	0	0	8,030	0	19,680	5,987	13,693	228.69%
<b>Total Non-Operating Revenues (Expenses)</b>	<b>563,406</b>	<b>551,431</b>	<b>980,639</b>	<b>786,727</b>	<b>978,329</b>	<b>940,450</b>	<b>3,111,646</b>	<b>7,912,628</b>	<b>6,357,491</b>	<b>1,555,136</b>	<b>24.46%</b>
<b>CHANGES IN NET POSITION</b>	<b>4,905,532</b>	<b>(1,105,746)</b>	<b>(1,187,714)</b>	<b>978,445</b>	<b>900,215</b>	<b>(166,791)</b>	<b>1,369,974</b>	<b>5,693,916</b>	<b>5,652,759</b>	<b>41,157</b>	<b>0.73%</b>

### Budget to Actual Revenues 02/28/2021 (67%)



### Budget to Actual Expenses 02/28/2021 (67%)



Three Rivers College  
Statement of Revenues, Expenses and Changes In Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
February 28, 2021  
Fiscal Year Benchmark: 67%

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>	10,208,601	9,624,932	94%	583,669
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	207,767	16,218	8%	191,549
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing &amp; Assessment, Tinnin Center Operations, License Bureau Rental</i>	2,773,488	2,284,824	82%	488,664
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	392,050	292,994	75%	99,056
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. &amp; Repair</i>	5,179,030	3,301,136	64%	1,877,894
GRANT REVENUE <i>State Grants, Federal Grants</i>	4,751,342	3,211,030	68%	1,540,312
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,692,678	2,376,220	88%	316,458
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	366,988	138,493	38%	228,495
<b>TOTAL REVENUES</b>	<b>26,571,944</b>	<b>21,245,846</b>	<b>80%</b>	<b>5,326,098</b>

NOTE: We have recognized a total of 80% of budgeted revenues. We have recognized 94% of our budgeted revenues from tuition and fees, comprised of portions of spring 2021, fall 2020 and portions of summer 2020, net of estimated bad debt. The operating budget includes transfers in from prior year reserves to support one-time projects which do not meet criteria for inclusion in the capital budget.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health &amp; Human Services</i>	6,496,227	3,967,689	61%	2,528,538
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,608,488	901,128	56%	707,360
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	2,980,799	1,641,877	55%	1,338,922
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	3,823,983	2,307,609	60%	1,516,374
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing &amp; Assessment, License Bureau Rental</i>	2,330,508	1,414,675	61%	915,833
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,656,489	1,529,131	42%	2,127,358
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	530,098	349,263	66%	180,835
GRANT EXPENSE <i>State Grants, Federal Grants</i>	4,990,521	3,161,894	63%	1,828,628
<b>TOTAL EXPENSES</b>	<b>26,417,113</b>	<b>15,273,267</b>	<b>58%</b>	<b>11,143,846</b>

NOTE: We have obligated 58% 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 increase in Net Position is a result of awarded funding sources exceeding budget estimates.

<b>CHANGES IN NET POSITION</b>	<b>154,831</b>	<b>5,972,579</b>
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Three Rivers College  
 Capital Budget - Unaudited  
 February 28, 2021  
 Fiscal Year Benchmark: 67%

	BUDGET	SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
<b>FUNDING SOURCES</b>				
RESTRICTED				
<i>State appropriations (Crisp)</i>	0	0	#DIV/0!	0
UNRESTRICTED				
<i>General funds - prior year transfers in (Reserves)</i>	1,202,859	600,252	50%	602,607
<i>General funds - current year transfers in</i>			#DIV/0!	0
<b>TOTAL FUNDING SOURCES</b>	<b>1,202,859</b>	<b>600,252</b>	<b>50%</b>	<b>602,607</b>
<b>USES OF FUNDS</b>				
<i>Libla Family Sports Complex</i>	60,000	0	0%	60,000
<i>Crisp Technology Center addition and remodel</i>	440,168	445,857	101%	(5,689)
<i>Westover Administration Building repairs</i>	125,000	22,529	18%	102,471
<i>Landscaping, Lighting and other land improvements</i>	54,000	0	0%	54,000
<i>Tinnin Fine Arts Center refurbish</i>	53,652	46,382	86%	7,270
<i>Ballfield improvements</i>	435,039	85,484	20%	349,555
<i>Fleet vehicles</i>	35,000	0	0%	35,000
<b>TOTAL EXPENSES</b>	<b>1,202,859</b>	<b>600,252</b>	<b>50%</b>	<b>602,607</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>0</b>	<b>0</b>		

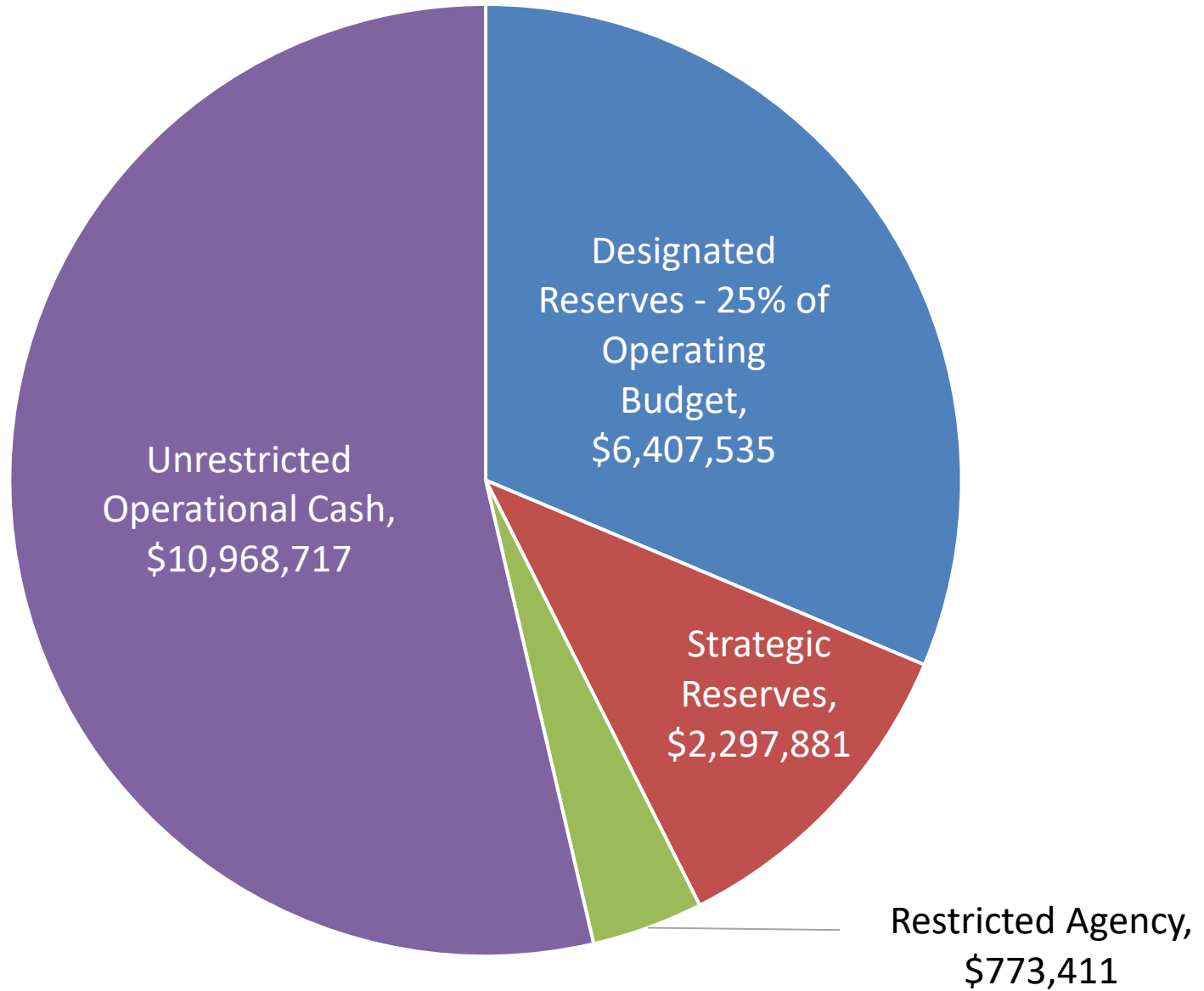
**THREE RIVERS COMMUNITY COLLEGE  
CASH IN BANKS**

March 1, 2021

	<u>02/01/21</u>	<u>03/01/21</u>
<b>CURRENT FUND</b>		
<i>Cash Funds</i>		
Bookstore	1,800.00	1,800.00
Petty Cash	200.00	200.00
Vending Machines	224.55	224.55
Business Office	8,788.00	8,788.00
<i>Total Cash Funds</i>	<u>11,012.55</u>	<u>11,012.55</u>
<i>General Accounts</i>		
Southern Bank - General Funds	8,767,264.99	10,653,008.67
Southern Bank - Credit Cards	28,591.84	72,555.49
<i>Total General Accounts</i>	<u>8,795,856.83</u>	<u>10,725,564.16</u>
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	14,481.40	13,046.57
Federal Clearing Account	1,434.83	237,205.75
Flexible Spending Account	10,012.56	10,000.00
<i>Total Restricted Accounts</i>	<u>25,928.79</u>	<u>260,252.32</u>
<b>TOTAL CURRENT FUND</b>	<u><u>8,832,798.17</u></u>	<u><u>10,996,829.03</u></u>
 <b>HOUSING FUND</b>		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	<u>244,777.47</u>	<u>(14,056.02)</u>
<i>Total General Accounts</i>	<u>244,777.47</u>	<u>(14,056.02)</u>
<b>TOTAL HOUSING FUND</b>	<u><u>489,554.94</u></u>	<u><u>(28,112.04)</u></u>

	<u>02/01/21</u>	<u>03/01/21</u>
<b>PLANT FUND</b>		
<i>General Accounts</i>		
Plant Fund - Southern Bank	5,442,514.44	5,594,321.07
<i>Total Bank Accounts</i>	<u>5,442,514.44</u>	<u>5,594,321.07</u>
<i>Certificates of Deposit</i>		
Bank of Grandin #16126	150,291.36	-
Bank of Grandin #17101	1,555,547.53	1,555,547.53
Bank of Grandin #17103	1,555,547.53	1,555,547.53
<i>Total Certificates of Deposit</i>	<u>3,261,386.42</u>	<u>3,111,095.06</u>
<b>TOTAL PLANT FUND</b>	<u><u>8,703,900.86</u></u>	<u><u>8,705,416.13</u></u>
<b>AGENCY FUND</b>		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	447,313.85	442,701.31
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	<u>330,709.56</u>	<u>330,709.56</u>
<b>TOTAL AGENCY FUND</b>	<u><u>778,023.41</u></u>	<u><u>773,410.87</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT  
\$20,447,544 AS OF 03/01/2021**



**CERTIFICATES OF DEPOSIT AS OF February 28, 2021**

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
17101	Bank of Grandin	1.50	04/01/21	12 mths	1,555,547.53	Contingency
17103	Bank of Grandin	1.50	04/01/21	12 mths	1,555,547.53	Contingency
Total Contingency Fund					<u>3,111,095.06</u>	

**SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF February 28, 2021**

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
423135367	Regions Bank	0.10	11/18/04	11/18/19	1,106.64	Betty Waldrop
21368	First Midwest Bank of P.B.	0.85	03/05/97	03/05/21	5,000.00	Thelma Jackson
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/21	6,468.04	Butler Co Co-op
423137249	Regions Bank	0.01	05/12/88	04/03/21	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	04/03/21	1,024.34	Fred Morrow
63760695	US Bank of Poplar Bluff	1.73	04/04/85	04/05/21	1,001.63	Lonnie Davis
9525	First Missouri State Bank	1.10	05/06/93	05/06/21	2,000.00	Carl Wiseman
2012008906	Commerce Bank	0.30	05/11/81	05/11/21	4,526.11	P.C. Hays, Sr.
2016007496	Commerce Bank	0.10	05/14/90	05/14/21	3,835.00	Bill Vinson
25103	First Midwest Bank of P.B.	1.74	05/14/99	05/14/21	5,000.00	Thelma Jackson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/21	2,192.00	Greg Starnes
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/21	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/21	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	1.10	05/26/89	05/26/21	16,350.00	Jackie Watson
2016012267	Commerce Bank	0.25	06/04/92	06/04/21	2,350.00	Bill Vinson
5016848212	Commerce Bank	0.25	06/23/98	06/23/21	7,843.17	Louise Spradling
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/21	1,226.80	A. Garner
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/21	1,405.00	Joshua Bowman
2170801	First Midwest Bank of P.B.	0.50	07/11/97	07/30/21	10,925.00	Mabel Swindel
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/21	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.65	08/23/90	08/23/21	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.50	08/25/92	08/25/21	3,000.00	Odd Fellows
110270576	Southern Bank	0.60	08/27/85	08/27/21	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.65	08/28/02	08/28/21	5,000.00	Helvey-Miller
21815	First Midwest Bank of P.B.	1.24	09/22/98	09/22/21	5,000.00	Jerome Burford
2197201	First Midwest Bank of P.B.	0.65	10/31/97	10/31/21	1,065.00	Gertrude Cox
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/31/21	10,324.77	Norman Gamblin
23353	First Midwest Bank of P.B.	1.24	11/06/00	11/06/21	4,000.00	Coll. Achievement
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/21	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	1.10	12/05/95	12/05/21	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/21	1,110.00	C.T. McDaniel
2017004259	Commerce Bank	0.30	12/09/89	12/09/21	1,000.00	P.I. Church
423137173	Regions Bank	0.15	12/09/85	12/09/21	5,000.00	Mary Hinrichs
2016012160	Commerce Bank	0.25	12/11/91	12/11/21	7,700.00	Bill Vinson
43712	First Midwest Bank of P.B.	0.85	04/27/09	12/14/21	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.25	12/22/97	12/22/21	10,000.00	Harold Prim



CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
22134	First Midwest Bank of P.B.	0.50	01/08/98	01/08/22	10,000.00	Jerome Burford
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/22	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/22	2,500.00	A. Garner
22246	First Midwest Bank of P.B.	1.05	02/25/98	02/25/22	1,658.87	Missy Braden
2017004363	Commerce Bank	0.30	03/30/88	03/30/22	10,000.00	Myrtle Corbett
10140	First Midwest Bank of P.B.	1.00	11/06/89	05/06/22	5,000.00	Charlotte Stone
5017843040	Commerce Bank	0.01	05/01/97	05/07/22	2,900.00	Miles Hays
2018004893	Commerce Bank	0.35	04/10/88	05/07/22	3,000.00	Myra C. Hays
2038701	First Midwest Bank of P.B.	0.65	05/16/96	05/16/22	5,000.00	Thelma Jackson
110260320	Southern Bank	0.85	06/02/86	06/02/22	1,000.00	Hulen Spencer
423135383	Regions Bank	1.49	12/04/04	06/04/22	1,650.00	R. Couperus
110274305	Southern Bank	0.90	05/30/86	06/30/22	5,200.00	Mabel Swindel
2019003547	Commerce Bank	0.40	07/08/90	07/08/22	4,000.00	P.C. Hays, Jr.
423137157	Regions Bank	1.24	01/14/85	07/14/22	2,500.00	Dr. Miller
2012008112	Commerce Bank	0.30	08/11/92	08/11/22	1,000.00	Myra C. Hays
110239662	Southern Bank	1.00	01/05/91	01/05/23	1,412.53	Bulow Mem.

Total Agency Fund CD's

\$ 330,709.56

Three Rivers College  
CD Report  
As of February 28, 2021

Investment CDs
----------------

**Bank Account Interest Rate**

Bank	Account	Interest Rate
Southern Bank	all except Federal Funds	1.50%

**CDs Maturing**

Bank	Certificate Number	Maturity Date	Amount
Bank of Grandin	16126	2/22/2021	150,291.36

**Responses**

Bank	Commerce Bank	Bank of Grandin	Bank of Missouri	Southern Bank
<b>Contact</b>	Jason Snow	Teresa Hoefer	Kevin McCormick	Angela Medwick
<b>Comment</b>				
<b>Amount</b>				
<b>3 months</b>	0.04%			
<b>6 months</b>	0.06%			0.35%
<b>9 months</b>				
<b>1 year</b>	0.07%	0.75%	0.41%	0.45%

**CDs Transferred**

The recommendation was to liquidate and deposit into the plant fund at an interest rate of 1.5%.

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**  
**Month of FEBRUARY 2021**

Current Fund:	General Fund - Southern Bank	\$ 2,021,050.94
	Electronic Student Refunds - Higher One	<u>-</u>
	Total Current Fund	<u>2,021,050.94</u>
Housing Fund:	Rivers Ridge - Southern Bank	259,433.49
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>12,182.50</u>
	Grand Total	<u><u>\$ 2,292,666.93</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 16th day of March 2021.

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

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

**THREE RIVERS COLLEGE  
 BID REPORT  
 AS OF MARCH 9, 2021**

**Sidewalk Lighting**

Status: Closed  
 Open Date: 1/8/2021  
 Close Date: 1/22/2021  
 Funding Source: General Revenue  
 Bids Submitted:

Voss Lighting	Fenton, MO
Graybar Electrical Company	St. Louis, MO
Cape Electrical Supply	Poplar Bluff, MO
Graybar Electrical Company	\$12,271.05

Bid Awarded:

**Dexter Electrical Package**

Status: Closed  
 Open Date: 2/1/2021  
 Close Date: 2/9/2021  
 Funding Source: Enhancement Grant  
 Bids Submitted:  
 Bid Awarded:

Whitehead Electrical LLC	Dexter, MO
Whitehead Electrical LLC	\$14,300.00

**Lawn Care Services**

Status: Closed  
 Open Date: 2/24/2021  
 Close Date: 3/5/2021  
 Funding Source: General Revenue  
 Bids Submitted:

Moss Family Mowing	Poplar Bluff, MO
Heartland Lawn and Landscape	Bernie, MO
Young's Lawn Care	Bernie, MO

Bid Awarded:

No

## **March 2021 President's Report**

- Construction Update – Ballfields
- Alumni Spotlight
- Alumni Star Reception – March 8
- Dexter Building Signing – March 9
- People's Community Bank donation of equipment for IT Specialist Program – March 9
- Hall of Fame Banquet – March 12
- Alumni Reunion – March 13
  
- **Upcoming Events**
  - Trivia Thursdays
  - Spring Break – March 15 – 19 for students
  - Spring Break College Closed – March 17 – 19
  - Vietnam Veterans Ceremony – March 25
  - Spelling Bee – March 27
  - Easter Break – April 2 – 5
  - Spring Sounds concert by Music Dept., FB Livestream – April 13

**A G E N D A**  
**Executive Session**  
**Tuesday, March 16, 2021**

**I. Executive Session**

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

**II. Adjournment**

## **V1. Consideration and approval of Revisions to ITP 8204 – Website Privacy**

### **BACKGROUND INFORMATION--HISTORY**

The policy was originally adopted in May 2020. It has been edited to include a statement regarding student banking account information being stored in the College Student Information System in an encrypted state.

### **POSSIBLE ALTERNATIVES**

### **FINANCIAL IMPLICATIONS**

### **ADMINISTRATIVE RECOMMENDATIONS**

Approve the revisions as presented.

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8204 Website Privacy	Page 1 of 7
Associated Policies: ITP 8201 Data Security; GAP 1320 Consumer Protection; GAP 1410 Record Retention and Destruction; FP 3105 Risk Management; SP 2415 Confidentiality of Student Records; GAP 1130 Request for College Documents; ITP 8100 Acceptable Use	
Associated Regulations: SR 2740 Student Right and Responsibilities; GAR 1410 Record Retention and Destruction; FR 3105 Protection, Prevention, and Mitigation of Identity Theft; SR 2415 Confidentiality of Student Records; ITR 8100 Acceptable Use	
References: Google Terms of Service and Use Rules; General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99); RSMo109; Missouri Sunshine Law: Section 610.010-610.200	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 05-20-2020	Last Revision: 03-16-2021

Three Rivers College is committed to safeguarding information and services offered on the College website to minimize risk for the College community. The purpose of the website is to provide information about the College and to offer necessary online services to students, faculty, and staff. College services provided online include, but are not limited to, the College admission procedure, registration, bookstore, tuition payment, financial aid, and class schedules. The College has measures in place to minimize the risk from unauthorized use and recognizes the importance of protecting the privacy rights of users. The College complies with FERPA guidelines for privacy and all other applicable laws, policies, and guidelines to securely manage and safeguard the privacy of website users.

**Information Gathering**

When you visit TRCC.edu, Three Rivers College’s web server automatically recognizes the Internet domain and IP address from which you accessed the website. The College and third-party vendors collect certain information regarding the use of TRCC.edu, such as the browser and IP address. This information does not result in the identification of personal e-mail addresses or other personal information. In addition, the College gathers information regarding the volume and timing of access to the college website by collecting information on the date, time, and website pages accessed by visitors. This information is used to improve the content of TRCC.edu is not shared with other organizations. Only aggregate information is collected, and individual visitors’ personal information is not identified.

If you choose to share personal information with the college by sending virtual communication, logging into College web servers, or filling out an electronic form with personal information, the College may use the information only for the purposes you authorized or in support of College sponsored programs. Some of the information may be saved for a designated period to comply with Missouri’s archiving policies but will not be disclosed to third parties or government agencies unless required by state or federal law or in support of College sponsored programs. If we are



**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
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Associated Policies: ITP 8201 Data Security; GAP 1320 Consumer Protection; GAP 1410 Record Retention and Destruction; FP 3105 Risk Management; SP 2415 Confidentiality of Student Records; GAP 1130 Request for College Documents; ITP 8100 Acceptable Use	
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Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 05-20-2020	Last Revision: 03-16-2021

required to disclose the information by law, the College will make every effort to notify you of the disclosure in advance.

Online services accessible through myTRCC, College email, or Blackboard provide password-protected access to individuals' personal records including, but not limited to, personal contact information, class records information, and tuition-payment history. This information is accessible only by the individual and by designated College personnel. Banking account information in the Student Information System is stored in an encrypted state.

**How Information is Used**

The information gathered through TRCC.edu is used to improve the website experience for visitors, prospective students, existing students, and employees. Information captured in myTRCC enables users to access their personal records and utilize online services offered by Three Rivers College. The College does not share, sell, rent, swap, or authorize any third party to use your email address for commercial purposes without your permission.

**Cookies**

The Three Rivers College website may place "cookies" on your computer unless your browser is set to reject cookies. The cookies enable the College website to recognize you when you return to the website and enables the personalization of the website with preferences or information you have provided during the communication sessions. You may disable cookies through your individual browser options.

**Google Analytics**

All Three Rivers College websites use Google Analytics; a Web analytics service provided by Google, Inc. Google Analytics uses cookies to collect information such as URLs, Internet domain

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY POLICY**

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Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 05-20-2020	Last Revision: 03-16-2021

and host names, browser software, and the date and time the site is visited. This information is used to monitor the effectiveness of the website and to consider potential improvements. The information is non-personal and is transmitted to and stored by Google on its servers. The College does not share specific information about a user. Information about Google Analytics terms of use, their privacy policies, and how to opt out of their data collection can be found on the college website at TRCC.edu/policy.

**E-commerce**

Several sites within Three Rivers College enable you to pay for products or services online with a credit card. Unless otherwise noted, these transactions are encrypted. It is College policy that confidential information you enter in the transaction be used only for the purposes described in that transaction unless an additional use is specifically stated on that site.

**Other Websites**

The Three Rivers College website may contain links to other external public or private entities' websites, whose privacy practices the College does not control.

**Access to Student Records**

A student's record, with certain exceptions such as directory information, will not be released without prior written consent of the student. A student has the right to review and question the content of her/his educational record within a reasonable time after making a written request for such a review. If there are questions as to the accuracy or appropriateness of the record that cannot be resolved informally, an opportunity for a meeting will be provided.

**Family Educational Rights and Privacy Act**

Three Rivers College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, provides students access to information about themselves, permits students

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
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Associated Policies: ITP 8201 Data Security; GAP 1320 Consumer Protection; GAP 1410 Record Retention and Destruction; FP 3105 Risk Management; SP 2415 Confidentiality of Student Records; GAP 1130 Request for College Documents; ITP 8100 Acceptable Use	
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Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 05-20-2020	Last Revision: 03-16-2021

to challenge such information about themselves and limits the release of such information about students without the student's explicit written consent.

**Disclosure of Education Records**

Three Rivers College does not disclose student education records to anyone unless the student has provided a written and dated consent for disclosure of the record or the disclosure meets one of the allowable exceptions under the law.

Certain exceptions permit the college to disclose student education records without student consent, including:

- To School Officials with Legitimate Educational Interests
- To Schools in which a Student Seeks or Intends to Enroll
- To Federal, State, and Local Authorities Conducting an Audit, Evaluation, or Enforcement of Educational Programs
- In Connection with Financial Aid
- To Entities Conducting Educational Research
- To Accrediting Organizations
- To Parents of a Dependent Student
- To Comply with Judicial Order or Subpoena Provided the Institution makes a Reasonable Attempt to Notify the Student in Advance of Compliance
- In a Health or Safety Emergency
- Directory Information
- Results of a Disciplinary Hearing to an Alleged Victim of a Crime of Violence
- Results of a Disciplinary Hearing Concerning a Student who is an Alleged Perpetrator of a Crime of Violence and who is Found to have Committed a Violation of the Institution's Rules or Policies

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY POLICY**

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Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 05-20-2020	Last Revision: 03-16-2021

- Disclosure to the Parent of a Student Under 21 if the Institution Determines that the Student has Committed a Violation of its Drug or Alcohol Rules or Policies
- The Department of Homeland Security for Purposes Related to the Student Exchange and Visitor Information System (SEVIS)
- Military Recruiters who Request Student-recruiting Information (including name, address, telephone listing, age, level of education and major)
- The Department of Veterans Affairs
- The Internal Revenue Service in Compliance with the Taxpayer Relief Act

**Directory Information**

Three Rivers College designates certain personally identifiable information contained within the student’s education record as “directory information”. The College may, at its discretion, disclose this information without a student’s prior written consent. This information is as follows: student name, home address, field of study, academic classification (freshman/sophomore), part-time or full-time status, participation in recognized activities and photos, dates of attendance, degrees and certificates, matriculation and withdrawal dates, memberships in national honor societies, awards and honors and inclusion of an individual in a group photo. A student may restrict the publication and release of this directory information by filing a written request with the Chief Student Services Officer.

In addition, the following information is always considered releasable: previous dates of attendance, degrees and awards received, and previous educational agencies or institutions attended. For the regulation regarding the collection, retention and dissemination of information about a student view see SR 2415 Confidentiality of Student Records.

**Virtual Communication**

Three Rivers College uses virtual communication methods to engage with prospective students, existing students, employees, and visitors to the website. Virtual communication may only

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY POLICY**

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Supersedes: NA	
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provide general informational answers to questions. No personal or otherwise identifiable information may be released using this method. This includes but is not limited to admissions status, financial aid status, grades, payments, or financial information.

**Choice to Provide Information**

There is no requirement to provide information through the college website. However, online services will not be available to you without proper login. Failure of your browser to provide nonessential technical information will not prevent the use of the college website but may prevent accessing online services. Questions about this privacy policy, the practices of the website, or correct any information, please contact [website@TRCC.edu](mailto:website@TRCC.edu), or call 573-840-9660.

**Changes to Privacy Policy**

Three Rivers College may adjust the privacy policy at any time due to changes in the law, technology, College operations, or in attempts to better serve the needs of the College community. The College will use every effort to communicate in a timely manner any changes to this privacy statement in the manner described in the website policy and disclaimers.

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY POLICY**

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Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 05-20-2020	Last Revision: 03-16-2021

**DOCUMENT HISTORY:**

- 05-20-2020:** Initial approval of policy ITP 8204 Website Privacy.
- 03-16-2021:** Edited to include a statement regarding student banking account information being stored in the College Student Information System in an encrypted state.

## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Request for Retirement  
Fire Training Coordinator

## **BACKGROUND INFORMATION**

### **HISTORY**

Mr. Jack Armor has been employed with the College full-time since December 2014 as the Fire Training Coordinator. Prior to full-time, Mr. Armor served in a part-time capacity for Fire Science from September 2012 to November 2014. He has submitted his request for retirement, effective July 1, 2021.

## **FINANCIAL IMPLICATIONS**

This is a full-time, exempt position.

## **ADMINISTRATIVE RECOMMENDATION**

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

03/16/2021

Jack Armor  
648 Hwy M  
Poplar Bluff, MO 63901  
2/17/21

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

Dear Dr. Wesley Payne:

It is with a heavy heart that I announce my retirement. The last 9 years at Three Rivers College have been a wonderful experience.

In the beginning I ascribed to the fact of leaving it better than I found it, hopefully that is true. However it is time for some young blood to take the reins and run with what I believe is an excellent start.

I cannot begin to express my sincere thanks to you Mrs. Dr. Payne and indeed the entire staff and faculty for your support. I have been truly blessed.

However recent events in my life have caused me to re-think what I must hold most dear. It is time for Edith and myself, to enjoy our remaining years doing some things that we could only dream of during a lifetime of work. With 5 grandkids and 6 great grandkids our retirement should be anything but dull.

My last day at Three Rivers College will be 6/30/21. I will be happy to meet with you at your convenience to discuss the transition of my duties to a successor.

I wish Three Rivers College and especially the Fire Science program much success in the coming years.

Sincerely,



Jack Armor  
Fire Training Coordinator



## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Request for Retirement  
Director, Communications

## **BACKGROUND INFORMATION**

### **HISTORY**

Ms. Teresa Johnson has been employed with the College full-time since August 2004 with the Communications department as the Director/Coordinator. She has submitted her request for retirement, effective July 1, 2021.

## **FINANCIAL IMPLICATIONS**

This is a full-time, exempt position.

## **ADMINISTRATIVE RECOMMENDATION**

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

03/16/2021

Teresa S. Johnson  
2012 Linn  
Poplar Bluff, MO

March 4, 2021

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

Dear Dr. Payne,

Please accept this letter as formal notification of my plan to retire from my position as Director of Communications at Three Rivers, effective June 30, 2021.

Three Rivers has provided me great opportunities for personal and career growth, interesting experiences, and wonderful friendships. With the amazing staff currently in the Communications Department, we have made great strides in marketing the College. I have no doubt that will continue.

Sincerely,

A handwritten signature in cursive script that reads "Teresa S. Johnson". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Teresa S. Johnson

## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Request for Retirement  
Professor, Business Management

## **BACKGROUND INFORMATION**

### **HISTORY**

Dr. Martha Kirkman has been employed with the College full-time since August 2000. She has served as a faculty member for the business management department. During her time, she also briefly served as the Vice President for Student Affairs from August 2009 to January 2010. She has submitted her request for retirement, effective July 1, 2021. Academic responsibilities will complete at the end of the spring semester with Commencement.

## **FINANCIAL IMPLICATIONS**

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

## **ADMINISTRATIVE RECOMMENDATION**

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

03/16/2021



# THREE RIVERS COLLEGE

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Poplar Bluff Campus  
2080 Three Rivers Blvd. | Poplar Bluff, MO 63901  
Phone: 573-840-9600 | Toll Free: 877-879-8722  
trcc.edu

March 2, 2021

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

Dear Dr. Payne:

Please accept this letter as my request for retirement from my position at Three Rivers College as Professor of Business effective June 30, 2021.

I have been an educator for twenty-four years and have enjoyed my time working with my students and watching them succeed and am thankful to Three Rivers College for the privilege of being a part of such a great institution.

I will miss my colleagues and my students, but I am looking forward to the next chapter in my life.

Sincerely,

Dr. Martha Kirkman

Cc: William Cooper  
Kristina McDaniel

**THREE RIVERS COLLEGE  
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4510 Benefits	Page 1 of 6
Primary Policy: PP 4510 Employee Benefits	
Associated Policy: PP 4505 Workers' Compensation	
Supersedes: 6.3, 6.4, 6.5, 11.1, 11.2, 11.3, and 11.9	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-22-2010	Last Revision: 03-16-2021

Three Rivers College provides benefits to full-time employees only, except as required by law. The Board of Trustees considers the inclusion of said benefits on an annual basis. The extent and nature of benefits provided may vary by employee group and work schedule. Information and summary communications intended to explain benefit plans are furnished to all plan participants on a continuing basis. Additional information regarding the College benefits outlined herein is available through the office of human resources.

**Liability Insurance**

The College maintains liability insurance policies for the protection of employees and the College. A description of the coverage afforded by these policies is available to employees through the office of human resources. If the employee is witness to or involved in an incident which could conceivably expose the College and/or the employee to liability, the employee must notify campus police to initiate a report. A copy of the report will be provided to the office of financial services.

**Workers' Compensation**

College employees are covered under workers' compensation and unemployment insurance. Reference: PP 4505 – Workers' Compensation Benefits.

**Unemployment Compensation Insurance**

Both full- and part-time employees at Three Rivers College are covered by unemployment insurance. The Missouri Employment Security Law provides unemployment insurance benefits for workers who become totally or partially unemployed, if the employee meets the eligibility requirements of the law. No deductions are made from the employee's pay for this insurance; it is paid by the College. Further information is available from the Missouri Department of Labor and Industrial Relations.

**Social Security and Medicare**

College employees contribute to the Social Security System and Medicare except for instructors and certified employees covered by Public School Retirement System of Missouri (PSRS). The College matches Social Security and Medicare (FICA) contributions. Since March 31, 1986, Medicare has been deducted from new employees' earnings, but not from those full-time staff

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with PSRS membership and those with continuous employment at Three Rivers beginning prior to March 31, 1986.

**Bookstore Discounts**

College employees receive a 10% discount on merchandise purchased at the College bookstore. Employees will be required to show their College identification to receive the discount.

**Group Insurance Benefits**

Insurance payments will not be made by the College for full-time employees in federally funded programs once funding by the Federal Government has ceased.

**Medical Insurance**

The College pays the full cost of the medical premium for the base plan election for the employee. Employees may cover their spouses and/or eligible children under the group plan. If dependent coverage is elected, the employee is required to pay the monthly premium through payroll deduction. Employees may decline the coverage; however, proof of other coverage must be provided and a declination form must be completed and filed with the office of human resources. Coverage for new employees becomes effective as specified in the summary plan description.

**Life Insurance**

The College provides employees with basic term-life and accidental death and dismemberment insurance. Employees may choose to purchase additional supplemental coverage for themselves subject to specified approved guidelines. Employees may also purchase dependent life insurance coverage on spouses and/or dependent children. The premiums for additional coverage are paid by the employee through payroll deduction.

**Dental Insurance**

The College provides employees with dental insurance coverage. Employees may cover their spouses and/or eligible children under the same group plan. If dependent coverage is elected, the employee will be required to pay the monthly premium through payroll deduction. Coverage for new employees becomes effective as specified in the summary plan description.

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**Vision Insurance**

The College pays the full cost for employee vision coverage. Employees may cover their spouses and/or eligible children under the group plan. If dependent coverage is elected, the employee pays the monthly premium through payroll deduction. Coverage for new employees becomes effective as specified in the summary plan description.

**Cafeteria Plan**

The College offers full-time eligible employees the opportunity to participate in a Cafeteria Plan which allows employees to contribute to certain benefit plans on a before-tax basis. Participation in the plan is voluntary. The plan allows employee contributions for optional insurance coverage and flexible spending accounts for reimbursable health care expenses and child/dependent expenses to be taken out of each check before taxes are calculated.

**Public School Retirement System (PSRS) of Missouri**

In compliance with PSRS guidelines, all full-time and part-time instructors and qualified professional staff are members of PSRS provided they work 17 hours or more per week and are employed in a position that normally requires at least 600 hours of annual service. Contributions to PSRS are matched by the College at the authorized rate. Members of PSRS are not covered by Social Security.

**Public Education Employee Retirement System (PEERS) of Missouri**

In compliance with PEERS guidelines, all employees eligible for PEERS Retirement and who work 20 hours or more per week in a position that normally requires at least 600 hours of service per year are members of The Public Education Employee Retirement System (PEERS). The College matches employees' contributions into PEERS. Members of PEERS are also covered by Social Security. The College matches employees' contributions in Social Security.

**Tax Sheltered Annuities (403b)**

The College provides for payroll deduction and processing for employees participating in tax-sheltered annuities on a voluntary basis. The College makes no contribution on the employee's behalf.

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Pension and Retirement Services (PARS) provides additional investment opportunities and administration services for the College in compliance with federal/state tax regulations. The plan document and a list of approved 403(b) providers are available for employees to review in the office of human resources. The College does not endorse any particular policy or company.

**Tuition Waivers for Full-time Employees**

A waiver of tuition for Three Rivers College courses is provided for all full-time employees on a space available basis. Tuition remission applications must be resubmitted annually and will be applicable one academic year beginning with the fall semester. Continuing Education courses and individual instruction are not eligible for waiver of tuition.

The waiver is for tier one tuition and common fees only. Employees may enroll in courses during working hours using flex-time with the approval of their supervisor. The College president reserves the right to exempt special courses.

**Tuition Waivers for Spouses of Full-Time Employees**

A waiver of tuition is available for spouses of all full-time employees who enroll in Three Rivers College courses on a space available basis. Tuition remission applications must be resubmitted annually and will be applicable one academic year beginning with the fall semester. Continuing Education courses and individual instruction are not eligible for waiver of tuition.

The waiver is for tier one tuition and common fees only. The tuition waiver for spouses is granted only to those students not receiving institutional scholarships. The College president reserves the right to exempt special courses.

**Tuition Waivers for Qualifying Children of Full-Time Employees**

A waiver of tuition is authorized for the qualifying children (as defined by the Internal Revenue Service IRS) of all full-time employees who enroll in Three Rivers College courses on a space available basis. Tuition remission applications must be resubmitted annually and will be applicable one academic year beginning with the fall semester. Continuing Education courses and individual instruction are not eligible for waiver of tuition.

The waiver is for tier one tuition and common fees only. The tuition waiver for qualifying children



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is granted only to those students not receiving institutional scholarships. The College president reserves the right to exempt special courses.

**Air Evac**

The College provides annual family membership for Air Evac services to all full-time employees employed as of July 1 on an annual basis. Air Evac provides prepaid protection against air ambulance costs not covered by a member's insurance or medical benefits. Additional information is available by contacting the office of human resources.

**Benefits Available to Retired Employees**

All life insurance coverage is cancelled at the point of retirement. Retired employees and their dependents that received coverage under the College's group health insurance policy have the option of continuing coverage at the group rate paid by the College. Continuing coverage must be declared by the employee prior to the date of retirement. College-paid insurance will continue for retired employees until the final payment date of the last completed contract.

Retired employees and their qualifying children are provided the opportunity to access the tuition waiver for Three Rivers College courses. A waiver of tuition is authorized for the qualifying children (as defined by the Internal Revenue Service IRS) of all retired College employees who enroll in Three Rivers College courses on a space available basis. Tuition remission applications must be resubmitted annually and will be applicable one academic year beginning with the fall semester. Continuing Education courses and individual instruction are not eligible for waiver of tuition.

The waiver is for tier one tuition and common fees only. The tuition waiver for qualifying children (as defined by the IRS) is granted only to those students not receiving institutional scholarships. The College president reserves the right to exempt special courses.

Retired employees are also eligible to receive a lifetime pass to all College sporting events.

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**DOCUMENT HISTORY:**

- 09-22-2010:** Initial approval of regulation PR 4510 Benefits.
- 09-21-2016:** The College Board of Trustees approved the name change of the College from Three Rivers Community College to Three Rivers College.
- 01-18-2017:** Addition of statement "Tuition remission applications must be resubmitted annually and will be applicable one academic year beginning with the fall semester" to tuition waivers for full-time employees, spouses, and a waiver of tuition is authorized for the qualifying children (as defined by the Internal Revenue Service IRS).
- 03-22-2017:** Language edits to add clarity.
- 10-21-2020:** Removal of medical insurance annuity option (active prior to July 1, 1993); the College no longer has an employee on staff with this option.
- 03-16-2021:** Alteration of tuition waiver language to match new tuition structure.

# UPCOMING EVENTS

**Trivia Thursdays:** The annual Endowment Trust Trivia Night Fundraiser has changed to a virtual format this year. Each Thursday beginning March 4, a trivia question will be posted to the TRC Facebook page. Voting will close at noon the following Monday, and a winner selected randomly from individuals who answered correctly. Winners receive prizes courtesy of local businesses. All funds raised benefit scholarships at Three Rivers College.

**Spring Break:** No Classes March 15-19; College Closed March 17-19.

**Southeast Missouri Regional Spelling Bee:** March 27, 10 a.m.-2 p.m., Tinnin Theater.

**Social Services Career Day:** TRC, Central Methodist University, Hannibal-LaGrange University, Southeast Missouri State University, University of Missouri-Columbia, and Indiana Wesleyan University will host a Social Services Career Day March 23 from 9:30 AM – Noon, PLST 108. Social Service professionals from these colleges/universities will help students explore the fields of Social Work & Behavioral Health Support.

**Easter Break:** April 1-5, No Classes. April 2-5, College Closed.

For the most current information on upcoming events, view the College Calendar at [www.trcc.edu](http://www.trcc.edu).

## RAIDERS ATHLETICS

### Men's Basketball @ Libla Family Sports Complex

Raiders vs. State Fair, 7 p.m. Mar. 20

### Women's Basketball

Lady Raiders vs. State Fair, 5 p.m., Mar. 20

Lady Raiders vs. Jefferson, 2 p.m., Mar. 27

Lady Raiders vs. Crowder, 6 p.m., Mar. 31

### Men's Baseball @ PBHS

Raiders vs. Jefferson College, 12 & 3 p.m. Mar. 20.

Raiders vs. Shawnee CC, 1 & 3:30 p.m., Mar. 23

Raiders vs. St. Louis CC, 1 & 3:30 p.m. Apr. 3

Raiders vs. St. Charles CC, 1 & 3:30 p.m., Apr. 17.

### Women's Softball @ McClane Park

Lady Raiders vs. Metropolitan CC, 12 & 2 p.m., Mar. 20 & 21

Lady Raiders vs. Jefferson, 2 & 4 p.m., Mar. 23

Lady Raiders vs. Crowder, 2 & 4 p.m. Mar. 28

Lady Raiders vs. St. Charles, 2 & 4 p.m., Mar. 30

Lady Raiders vs. Mineral Area, 2 & 4 p.m., Apr. 6

Lady Raiders vs. East Central, 2 & 4 p.m., Apr. 8

Lady Raiders vs. St. Louis CC, 2 & 4 p.m., Apr. 13

Lady Raiders vs. State Fair, 2 & 4 p.m., Apr. 17.

For the most current information on Raiders athletics, visit [raidersathletics.com](http://raidersathletics.com).



## DAR Headlines: February 17 – March - 4

- February 16: Raiders stumble in Reg. 16 opener
- February 17: Poole receives TRC Alumni Star Award
- February 19: Raiders eyeing rebounds against Moberly
- February 23: Dexter Building
- February 23: Comeback Kids – Raiders rally from 17 down for first region victory
- February 23: TRC Women use Fast Start to stay perfect on season
- February 25: Raider Rally Comes up short at MAC
- February 25: Former Raiders get first start of season
- February 25: Lady Raiders – Three Rivers pulls away late to stay undefeated
- February 27: Lady Raiders - TRC's NBA schedule continues
- March 2: TRC Women keep rolling in region play
- March 2: Raiders get revenge on Grizzlies with win
- March 3: Alumni asked to support food pantry
- March 3: Defensive gem fuels Raiders sweep of Williams Baptist
- March 4: Three Rivers (Lady Raiders) tightens its grip on first in region
- March 4: Raiders come up just short against Moberly