

11:00 a.m. Three Rivers Board of Trustees Luncheon, Current River Room, Tinnin Fine Arts Center
12:00 p.m. Three Rivers Board of Trustees Meeting, Board Room, Tinnin Fine Arts Center

A G E N D A
REGULAR SESSION
Wednesday, April 21, 2021
12:00 p.m.

- I. Invocation and Pledge of Allegiance**
- II. Approval of Agenda**
 1. Consideration and Approval of Agenda
- III. Election of Trustee**
 1. Temporary appointment of Chair and Secretary
 2. Rotation of the Board and Election of 2020-2021 Board of Trustees Officers
- IV. Approval of Minutes**
 1. Consideration and Approval of Minutes of the March Board Meeting
- V. 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
- VI. President's Report**
- VII. 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.)
- VIII. Items for Consideration, Discussion, and Vote**
 1. Consideration and vote for the FY22 Board of Trustees Meeting Dates

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

2. Consideration and vote for the FY22 Holiday Schedule
3. Consideration and vote to reaffirm BP 0343 – Conflict of Interest
4. Consideration and vote on Benefits for Fiscal Year 2022

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

1. Acceptance of Employment
2. Transfer of Position
 1. Verlin Austin – Part-time CDL Trainer to Instructor, CDL Program
 2. Christain Baker – Practical Nursing Coordinator/Sikeston
 3. Cassandra Cates – College Store Associate to Temporary Part-time College Store Associate
3. Retirement
 1. Tracy King – Executive Assistant to the Dean of Student Services
4. Resignation

X. Appendix

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

XI. FY20 Board of Trustees Meeting Dates

1. **Wednesday, May 19, 2021**
2. **Wednesday, June 23, 2021**

XII. Adjournment

APRIL 21, 2021

TEMPORARY APPOINTMENT OF CHAIR AND SECRETARY

Chair Richardson calls for nominations for temporary Chairman and temporary Secretary for the purpose of reorganizing the Board of Trustees.

Trustee _____ nominates Dr. Wesley Payne as temporary Chairman and Janine Heath as temporary Secretary to the Board of Trustees.

Trustee _____ seconds the motion.

Voice Vote

REORGANIZATION OF THE BOARD

BACKGROUND INFORMATION HISTORY

In accordance with the Public School Laws of Missouri, the Board of Trustees shall organize by the election of the chairman and vice chairman, a secretary and a treasurer. At the April 15, 1992 meeting, Trustee Bryant moved and Trustee Knodell seconded that the Chairman's position be on a one-year rotation and that ascension of officers be as follows:

Chairman	Sub-district 1-A
Vice Chairman	Sub-district 3
Secretary	Sub-district 1-B
Treasurer	Sub-district 1-C
Trustee	Sub-district 4
Trustee	Sub-district 2

Rotation of Officers in accordance with that agreed-upon ascension would appear in order (see attached).

The president of the college will preside during the election of the board and the reorganization of the offices at which time the newly elected officers will rotate and assume their new positions. Terms of office shall be for one year each.

POSSIBLE ALTERNATIVES

N/A

ADMINISTRATIVE RECOMMENDATIONS

Follow the order as prescribed.

APRIL 2021

REORGANIZATION OF BOARD OF TRUSTEES

Temporary Chairman Payne calls for motion and second to approve the rotation of members and a nomination for the 2021-2022 Board of Trustees Slate of Officers. The slate is as follows:

Chairman: **Featherston (3)**
Vice-Chairman: **Williams (1-B)**
Secretary: **Schalk (1-C)**
Treasurer: **Garrison (4)**
Member: **Hager (2)**
Member: **Richardson (1-A)**

At this time, the newly elected officers will rotate to their elected seats.

**BOARD OF TRUSTEES
THREE RIVERS COLLEGE
March 16, 2021**

The regular meeting of the Board of Trustees began at 12:00 p.m. on Tuesday, March 16, 2021.

CALL TO ORDER

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.

ATTENDANCE

Trustee Hager delivered the invocation.

INVOCATION

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

**APPROVAL OF BOARD
MEETING AGENDA**

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

**APPROVAL OF THE
FEBRUARY BOARD
MEETING MINUTES**

Charlotte reviewed the Budget to Actuals as of the end of February 2021. At 67% into the year, we have recognized 80% of budgeted revenues and have obligated 58% of our budgeted expenses.

FINANCIAL REPORT

The Mowing Services Bid was presented for approval. The recommendation from Administration was to accept the bid from Young's Lawn Care for a term of one year with an option of two one-year renewals.

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

Dr. Payne presented:

PRESIDENT'S REPORT

Construction on the ball fields is moving forward. The softball field is nearing completion. Due to the grading issues on the field to solve the water issue, the baseball field is behind. Estimated completion date is not until the fall.

CONSTRUCTION UPDATE

The Sikeston LPN Program graduated 15 students with all 15 passing on the first attempt.

SIKESTON LPN PROGRAM
100% FIRST-TIME PASS
RATE

TRC is proud of our alums. Presented were:

ALUMNI SPOTLIGHT

Miranda Fickert: Vice President, Sterling Bank. She was named 2020 Citizen of the year by the Poplar Bluff Chamber of Commerce

Leslie Pearson: Accomplished Artist and Instructor. Serves on the Board of Trustees, Arts Council of Fayetteville, North Carolina

Shelly Ridens: New Assistant Principal at the Poplar Bluff Middle School

Matthew Poole, VP/Branch Manager for Farm Credit Southeast Missouri, Kennett Office was named the Alumni Star for 2021. Mr. Poole also serves as vice president of the Kennett School Board. He continues to be a community advocate for TRC in the Kennett area.

ALUMNI STAR RECEPTION

The contract for lease/purchase of the Dexter building was signed on March 9.

DEXTER BUILDING SIGNING

Peoples Community Bank donated computers and network switches to the IT specialist program. The equipment will be used by students in the IT Essentials class to practice disassembly, re-assembly, and trouble shooting.

DONATION OF EQUIPMENT

The Athletic Hall of Fame Banquet was held on March 12, 2021. The 2021 Inductees are Cheri Ramsey (Cheer) and was represented by her son, James and his family; Heather Robey (softball); Randy Smith (baseball); The Dr. Jerry F. McLane Family (contributor); and Latrell Sprewell (basketball).

ATHLETIC HALL OF FAME

The Alumni Reunion was held on March 13. The Raiders played Mineral Area College with the Lady Raiders winning and the Raiders falling a little short.

ALUMNI REUNION

- Trivia Thursdays posted every Thursday on Facebook.
- Spring Break: March 15 – 19
- Vietnam Veterans Ceremony – March 26 at 11am

UP-COMING EVENTS

- Southeast Regional Spelling Bee – March 27
- Easter Break – April 1 – 5
- Spring Sounds Concert presented virtually on April 13 at 7pm

Trustee Schalk made the motion to enter into executive session at 12:35 p.m. With a second by Trustee Williams, the board was polled as follows: Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Featherston, yes; Trustee Richardson, yes.

EXECUTIVE SESSION

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

ITEMS FOR CONSIDERATION, DISCUSSION, AND VOTE

Trustee Featherston made the motion to approve the revisions as presented. 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.

CONSIDERATION, DISCUSSION AND VOTE ON REVISIONS TO ITP 8204-WEBSITE PRIVACY

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 Schalk made the motion to adjourn the meeting at 1:22 p.m. and with a second by Trustee Featherston, the motion passed unanimously.

ADJOURNMENT

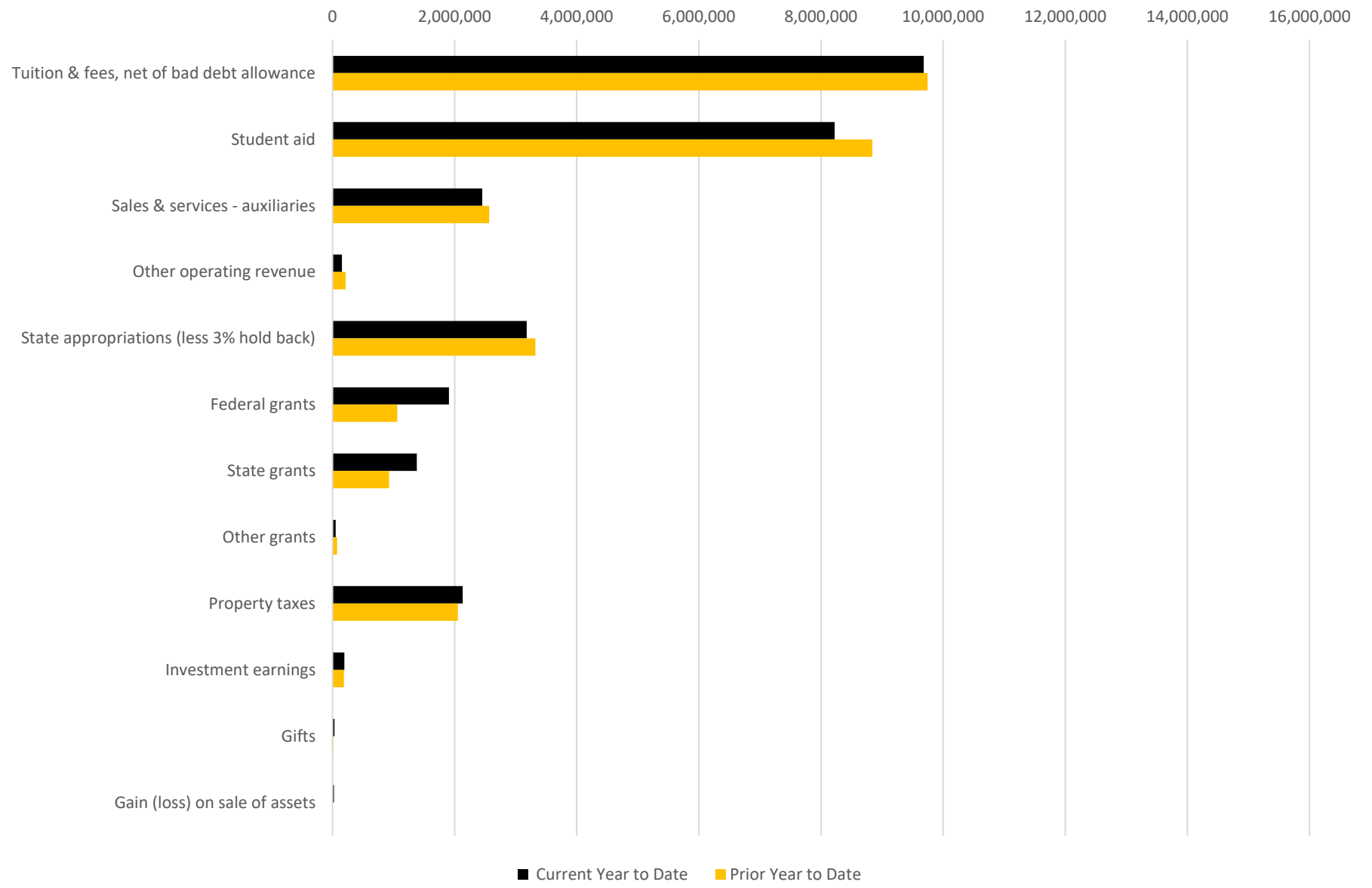
CHAIRMAN

APPROVAL DATE

SECRETARY

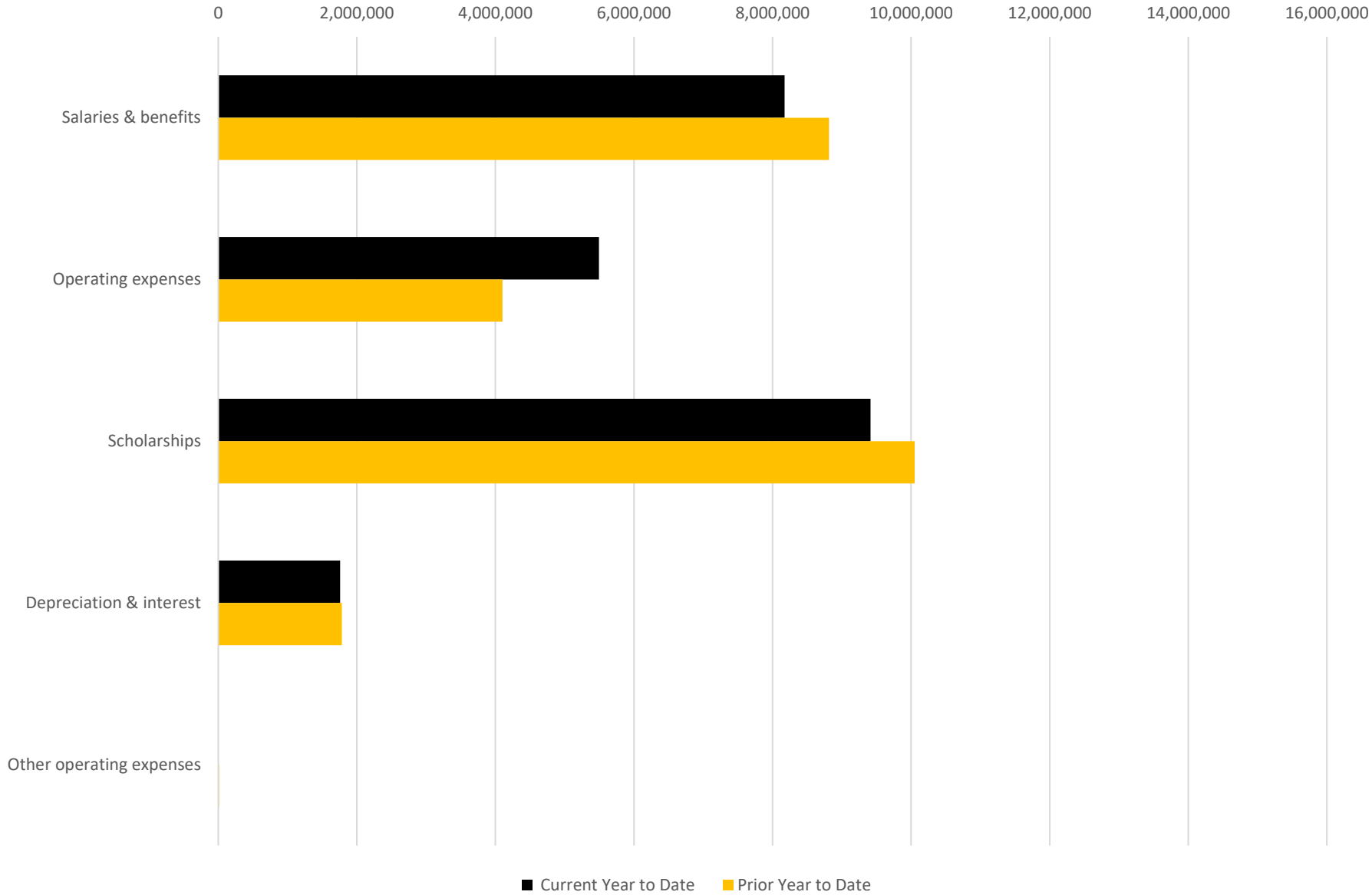
APPROVAL DATE

**YTD Comparison to Previous Year
02/28/2021**



YTD Comparison to Previous Year

02/28/2021



YTD Comparison to Previous Year
02/28/2021

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

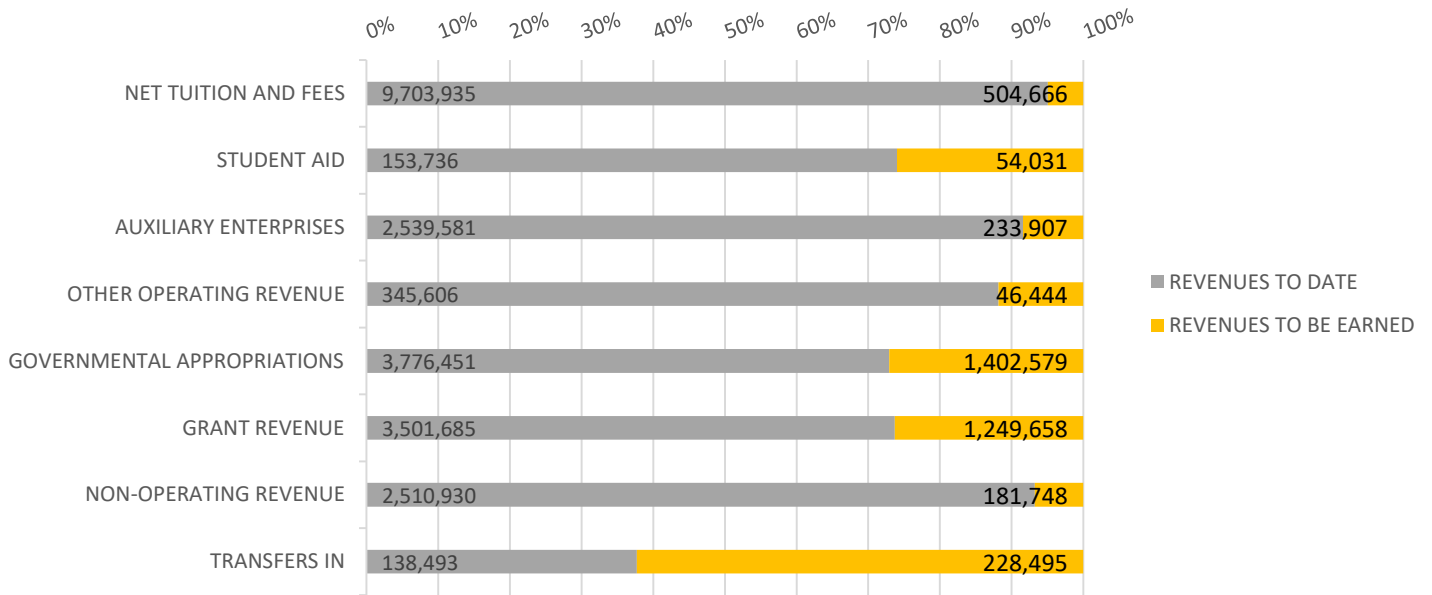
Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
February 28, 2021

ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash & Cash Equivalents	19,960,097	Accounts Payable	817,011
Student Account Receivables, net	3,840,082	Accrued Vacation	360,616
Property Tax Receivable	106,310	Student Deposits	2,383,659
Other Receivables	7,436,209	Deferred Tuition & Fees	103,548
Investments	0	Scholarships	5,180
Inventory	172,105	Total Current Liabilities	3,670,014
Prepaid Expenses	216,864		
Total Current Assets	31,731,668	NON-CURRENT LIABILITIES	
NON-CURRENT ASSETS		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	18,557,901
Plus: Current year additions to capital assets	696,984.62	Accrued Interest	0
Accumulated Depreciation	(32,861,125)	Agency	389,185
Unamortized Bond Issue Costs	0	Total Non-Current Liabilities	32,924,364
Total Non-Current Assets	46,380,860	Total Liabilities	36,594,378
DEFERRED OUTFLOWS	4,897,234	DEFERRED INFLOWS	10,126,397
		NET POSITION	
		Beginning Balance	31,724,612
		Changes in Net Position	4,564,375
		Total Net Position	36,288,987
TOTAL ASSETS AND DEFERRED OUTFLOWS	83,009,761	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	83,009,761

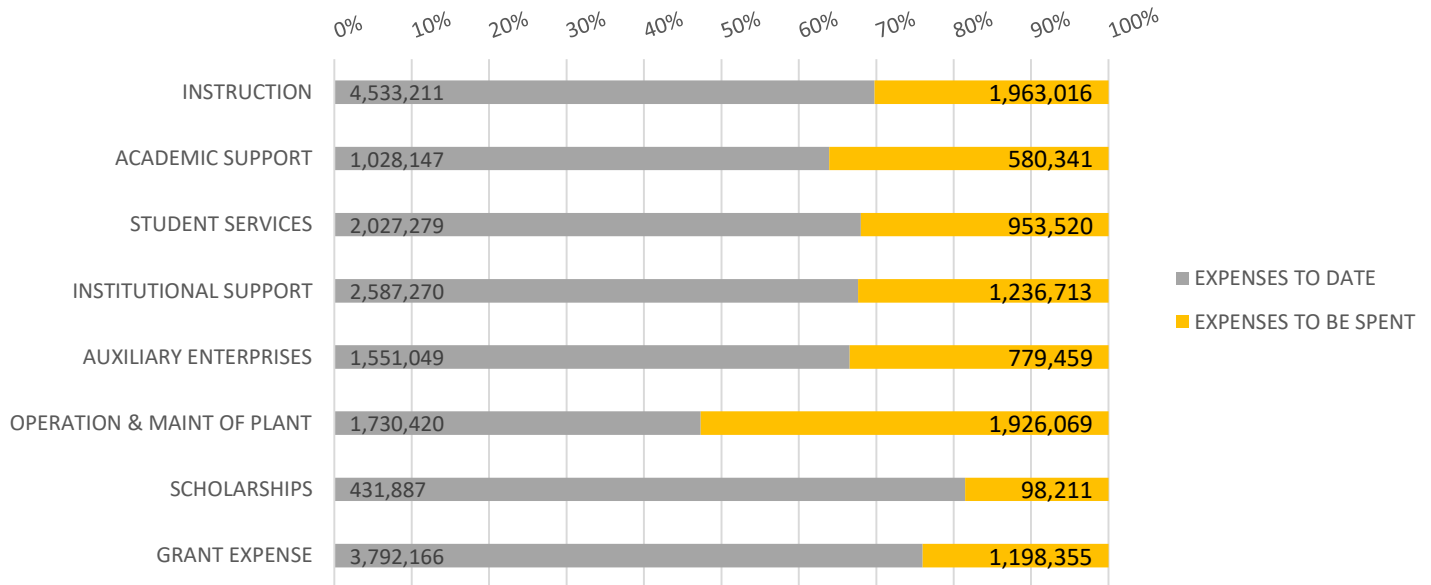
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
February 28, 2021

	July	August	September	October	November	December	January	February	Current Year to Date	Prior Year to Date	\$ Change	% Change
OPERATING REVENUE												
Tuition & fees, net of bad debt allowance	5,361,490	461,912	(496,727)	1,812,912	1,391,515	483,705	801,497	(135,236)	9,681,068	9,745,917	(64,849)	(0.67)%
Student aid	152,416	19,159	3,733,065	431,483	215,887	78,392	30,028	3,563,287	8,223,717	8,840,620	(616,903)	(6.98)%
Sales & services - auxiliaries	732,802	166,742	318,898	235,897	436,491	51,964	209,719	298,936	2,451,448	2,567,447	(115,999)	(4.52)%
Other operating revenue	4,904	131,911	3,414	2,905	3,827	2,541	3,659	2,825	155,985	215,105	(59,120)	(27.48)%
Total Operating Revenue	6,251,611	779,724	3,558,650	2,483,197	2,047,720	616,601	1,044,903	3,729,812	20,512,217	21,369,088	(856,871)	(4.01)%
OPERATING EXPENSES												
Salaries & benefits	915,788	1,095,961	1,033,005	1,040,572	1,049,211	908,623	1,111,702	1,020,179	8,175,042	8,816,408	(641,366)	(7.27)%
Operating expenses	624,572	811,518	404,493	662,171	661,765	561,432	1,443,285	326,459	5,495,694	4,100,718	1,394,976	34.02%
Capital equipment	11,068	32,590	6,867	50,955	453,403	18,083	116,664	7,355	696,985	1,693,327	(996,342)	(58.84)%
Less: Transfer to capital assets	(11,068)	(32,590)	(6,867)	(50,955)	(453,403)	(18,083)	(116,664)	(7,355)	(696,985)	(1,693,327)	996,342	(58.84)%
Scholarships	213,255	44,232	4,128,848	591,671	256,024	96,236	73,187	4,011,579	9,415,033	10,050,881	(635,848)	(6.33)%
Depreciation & interest	155,870	485,539	160,712	(2,936)	158,835	157,550	160,126	482,930	1,758,626	1,784,917	(26,291)	(1.47)%
Other operating expenses	0	(349)	(55)	0	0	0	0	0	(404)	11,512	(11,916)	(103.51)%
Total Operating Expenses	1,909,485	2,436,901	5,727,003	2,291,479	2,125,835	1,723,841	2,788,300	5,841,148	24,843,991	24,764,435	79,555	0.32%
NON-OPERATING REVENUE (EXPENSES)												
State appropriations (less 3% hold back)	362,046	362,046	362,046	397,518	397,518	397,518	450,725	450,725	3,180,142	3,322,028	(141,886)	(4.27)%
Federal grants	65,783	29,923	528,899	172,954	391,602	156,302	413,085	146,460	1,905,008	1,060,306	844,702	79.67%
State grants	78,279	77,337	44,803	137,304	138,312	42,557	767,874	93,980	1,380,446	926,649	453,797	48.97%
Other grants	0	25,325	6,665	0	0	20,212	0	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	269,466	2,131,431	2,053,896	77,535	3.78%
Investment earnings	14,388	34,431	17,762	43,111	22,508	20,048	20,925	19,819	192,993	185,027	7,967	4.31%
Gifts	1,680	(180)	1,000	27,540	100	1,257	0	150	31,547	11,194	20,353	181.83%
Gain (loss) on sale of assets	11,650	0	0	0	0	8,030	0	2,700	22,380	5,987	16,393	273.79%
Total Non-Operating Revenues (Expenses)	563,406	551,431	980,639	786,727	978,329	940,450	3,111,866	983,300	8,896,148	7,639,975	1,256,173	16.44%
CHANGES IN NET POSITION	4,905,532	(1,105,746)	(1,187,714)	978,445	900,215	(166,791)	1,368,469	(1,128,036)	4,564,375	4,244,628	319,747	7.53%

Budget to Actual Revenues 03/31/2021 (75%)



Budget to Actual Expenses 03/31/2021 (75%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
March 31, 2021
Fiscal Year Benchmark: 75%

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>	10,208,601	9,703,935	95%	504,666
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	207,767	153,736	74%	54,031
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	2,773,488	2,539,581	92%	233,907
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	392,050	345,606	88%	46,444
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	5,179,030	3,776,451	73%	1,402,579
GRANT REVENUE <i>State Grants, Federal Grants</i>	4,751,342	3,501,685	74%	1,249,658
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,692,678	2,510,930	93%	181,748
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	366,988	138,493	38%	228,495
TOTAL REVENUES	26,571,944	22,670,416	85%	3,901,528

NOTE: We have recognized a total of 85% of budgeted revenues. We have recognized 95% of our budgeted revenues from tuition and fees, comprised of portions of spring 2021, fall 2020 and portions of summer 2020 and 2021, net of estimated bad debt. The operating budget includes transfers in from prior year reserves to support one-time projects which do not meet criteria for inclusion in the capital budget.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>	6,496,227	4,533,211	70%	1,963,016
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,608,488	1,028,147	64%	580,341
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	2,980,799	2,027,279	68%	953,520
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	3,823,983	2,587,270	68%	1,236,713
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	2,330,508	1,551,049	67%	779,459
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,656,489	1,730,420	47%	1,926,069
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	530,098	431,887	81%	98,211
GRANT EXPENSE <i>State Grants, Federal Grants</i>	4,990,521	3,792,166	76%	1,198,355
TOTAL EXPENSES	26,417,113	17,681,430	67%	8,735,684

NOTE: We have obligated 67% of our budgeted expenses at 75% into the fiscal year. March 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.

CHANGES IN NET POSITION	154,831	4,988,987
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Three Rivers College
 Capital Budget - Unaudited
 March 31, 2021
 Fiscal Year Benchmark: 75%

	FUNDING SOURCES			
	BUDGET	SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
RESTRICTED				
<i>State appropriations (Crisp)</i>	0	0	0%	0
UNRESTRICTED				
<i>General funds - prior year transfers in (Reserves)</i>	1,202,859	750,630	62%	452,229
<i>General funds - current year transfers in</i>				0
TOTAL FUNDING SOURCES	1,202,859	750,630	62%	452,229

	USES OF FUNDS			
	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
<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	33,949	27%	91,051
<i>Landscaping, Lighting and other land improvements</i>	54,000	0	0%	54,000
<i>Tinnin Fine Arts Center refurbish</i>	53,652	46,925	87%	6,727
<i>Ballfield improvements</i>	435,039	223,898	51%	211,141
<i>Fleet vehicles</i>	35,000	0	0%	35,000
TOTAL EXPENSES	1,202,859	750,630	62%	452,229

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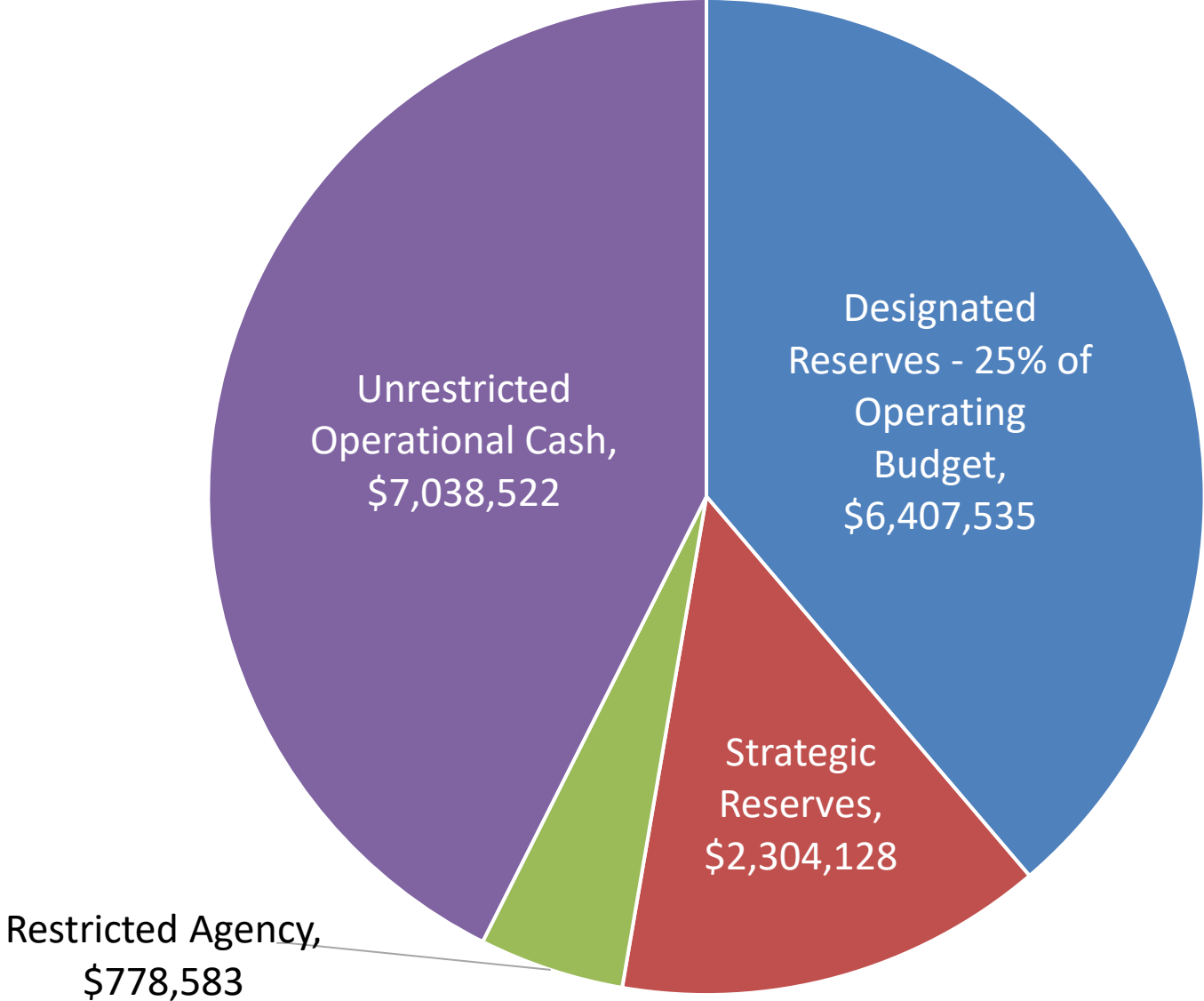
**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

April 1, 2021

	<u>03/01/21</u>	<u>04/01/21</u>
CURRENT FUND		
<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>	11,012.55	11,012.55
<i>General Accounts</i>		
Southern Bank - General Funds	10,653,008.67	6,350,211.33
Southern Bank - Credit Cards	72,555.49	205,774.69
<i>Total General Accounts</i>	10,725,564.16	6,555,986.02
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	13,046.57	13,571.99
Federal Clearing Account	237,205.75	(3,988.39)
Flexible Spending Account	10,000.00	10,000.00
<i>Total Restricted Accounts</i>	260,252.32	19,583.60
TOTAL CURRENT FUND	10,996,829.03	6,586,582.17
HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	(14,056.02)	225,969.92
<i>Total General Accounts</i>	(14,056.02)	225,969.92
TOTAL HOUSING FUND	(28,112.04)	451,939.84

	<u>03/01/21</u>	<u>04/01/21</u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	5,594,321.07	5,600,568.15
<i>Total Bank Accounts</i>	<u>5,594,321.07</u>	<u>5,600,568.15</u>
<i>Certificates of Deposit</i>		
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>3,111,095.06</u>	<u>3,111,095.06</u>
TOTAL PLANT FUND	<u><u>8,705,416.13</u></u>	<u><u>8,711,663.21</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	442,701.31	447,873.75
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	<u>330,709.56</u>	<u>330,709.56</u>
TOTAL AGENCY FUND	<u><u>773,410.87</u></u>	<u><u>778,583.31</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$16,528,769 AS OF 04/01/2021**



THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF March 31, 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					3,111,095.06	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF March 31, 2021

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
423135367	Regions Bank	0.10	11/18/04	11/18/19	1,106.64	Betty Waldrop
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
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

THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
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
2136801	First Midwest Bank of P.B.	0.40	03/05/97	03/05/22	5,000.00	Thelma Jackson
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.
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/23	6,468.04	Butler Co Co-op

Total Agency Fund CD's

\$ 330,709.56

Three Rivers College
CD Report
As of March 31, 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

Responses

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

CDs Transferred

Endowment CDs Transferred to Endowment Trust
--

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Month of MARCH 2021

Current Fund:	General Fund - Southern Bank	\$ 1,767,701.08
	Electronic Student Refunds - Higher One	<u>-</u>
	Total Current Fund	<u>1,767,701.08</u>
Housing Fund:	Rivers Ridge - Southern Bank	3,162,343.58
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>21,589.83</u>
	Grand Total	<u><u>\$ 4,951,634.49</u></u>

This is to certify that the above is supported by invoices, purchase orders, and other pertinent data on file in the College Business Office. Approved by the Board of Trustees, this 21st day of April 2021.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

**THREE RIVERS COLLEGE
BID REPORT
AS OF APRIL 14, 2021**

Housing Apartment Cleaning

Status:

Closed

Open Date:

4/6/2021

Close Date:

4/12/2021

Funding Source:

Housing

Bids Submitted:

SG360	Jonesboro, AR
SEMO Carpet Doctor LLC	Poplar Bluff, MO

Bid Awarded:

No

April 2021 President's Report

- Construction Updates
- Athletics
- Symbiosis Update
- Vietnam Veterans Celebration – March 26

- **Upcoming Events**
 - Industrial Technology Fair – April 22 - 23 Poplar Bluff Teacher of the Year Ceremony – April 29
 - Happy Days – TRC Music Department – 7 p.m. March 30-April 1, 2 p.m. April 2; free.
 - Escape into Music (Facebook Live) – May 11
 - Student Excellence Award – May 14
 - Last Day of Classes – May 14
 - Final Exams – May 17 - 20
 - Commencement – May 21

A G E N D A
Executive Session
Tuesday, April 21, 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

VII. 1. CONSIDERATION AND APPROVAL OF FY22 BOARD OF TRUSTEE MEETING DATES

BACKGROUND INFORMATION HISTORY

Each year, the Board of Trustees reviews the proposed Board of Trustee meeting schedule for approval.

POSSIBLE ALTERNATIVES

N/A

FINANCIAL IMPLICATIONS

N/A

ADMINISTRATIVE RECOMMENDATIONS

Approve the FY22 Board of Trustee Meeting Schedule as presented.



THREE RIVERS COLLEGE

Board of Trustee Proposed FY22 Meeting Dates

Please find below a list of FY22 Board of Trustee meeting dates.
All meetings will be held at 12:00 noon in the Board Room in the Westover
Administration Building

Wednesday, August 18, 2021
Wednesday, September 15, 2021
Wednesday, October 20, 2021
Wednesday, November 17, 2021
Wednesday, January 19, 2022
Wednesday, February 16, 2022
Tuesday, March 15, 2022
Wednesday, April 20, 2022
Wednesday, May 18, 2022
Wednesday, June 22, 2022

VII.2. CONSIDERATION AND APPROVAL OF FY22 HOLIDAY SCHEDULE

BACKGROUND INFORMATION **HISTORY**

Each year, the Board of Trustees reviews the proposed college holiday schedule for approval.

POSSIBLE ALTERNATIVES

N/A

FINANCIAL IMPLICATIONS

N/A

ADMINISTRATIVE RECOMMENDATIONS

Approve the FY22 Holiday Schedule as presented.

2021-2022 HOLIDAY SCHEDULE
(July 01, 2021 – June 30, 2022)

INDEPENDENCE DAY	July 5, 2021 (Monday)
LABOR DAY	September 6, 2021 (Monday)
FALL BREAK	October 7 & 8, 2021 (Thursday & Friday)
THANKSGIVING	November 25 & 26, 2021 (Thursday & Friday)
CHRISTMAS/New Year's Day	December 20-24, 2021 (Monday-Friday) December 27-31, 2021 (Monday –Thursday) January 3, 2022 (Monday/return to work)
MARTIN LUTHER KING DAY	January 17, 2022 (Monday)
SPRING BREAK	March 16-18, 2022 (Wednesday, Thursday, & Friday)
EASTER BREAK	April 15, 2022 (Friday) April 18, 2022 (Monday)
MEMORIAL DAY	May 30, 2022 (Monday)

OFFICE HOURS

8:00 a.m. to 5:00 p.m., Monday through Friday • Each office must have the noon hour covered.

SUMMER 2021 OFFICE HOURS

7:00 a.m. to 6:00 p.m., Monday through Thursday. Each office must have the noon hour covered. Summer hours begin on May 31, 2021 and end on July 30, 2021. The first Friday that the college will be closed is June 4, 2020.

SUMMER 2022 OFFICE HOURS

7:00 a.m. to 6:00 p.m., Monday through Thursday. Each office must have the noon hour covered. Summer hours begin on May 30, 2022 and end on July 29, 2022. The first Friday that the college will be closed is June 3, 2022.

**VI.1. CONSIDERATION OF ADOPTION OF GENERAL ADMINISTRATION
POLICY – BP 0343 – Conflict of Interest**

BACKGROUND INFORMATION

HISTORY

The current policy adopted in May 2017 must be re-adopted bi-annually and resent to the state. No changes to the policy have been made. The policy has been reviewed and approved by the college attorney with no changes recommended.

POSSIBLE ALTERNATIVES

None.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATIONS

Re-Adopt the proposed policy

**THREE RIVERS COLLEGE
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0300 Board of Trustees Organization	
Title: BP 0343 Conflict of Interest	Page 1 of 6
Associated Regulation:	
References: Section 105.485.4 RSMo	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 10-15-2009	Last Revision: 04-21-2021

The Three Rivers College Board of Trustees shall comply with the Missouri Ethics Commission whereby the college passed an ordinance on July 31, 1995 establishing a process of disclosure of potential conflicts of interest (Section 105.485.4 RSMo). Conflict of interest statements must be executed by all members of the board and filed annually.

Conflict of Interest and Financial Disclosure

Contractual and Business Relationships

No board of trustee member shall:

1. Perform any service for the college for compensation in excess of five hundred dollars (\$500) per transaction, or five thousand dollars (\$5,000) per annum except for transactions made pursuant to an award of a contract let or sale made after public notice and competitive bidding and provided that the bid or offer is the lowest received.

2. Sell, rent or lease any property to the college for consideration in excess of five hundred dollars (\$500) per transaction, or five thousand dollars (\$5,000) per annum, unless the transaction is made pursuant to an award or a contract let or a sale made after public notice, provided that the bid or offer accepted is the lowest received.

3. Attempt, for any compensation other than the compensation provided for the performance of his/her official duties, to influence a decision of the board of trustees or the college on any matter.

**THREE RIVERS COLLEGE
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0300 Board of Trustees Organization	
Title: BP 0343 Conflict of Interest	Page 2 of 6
Associated Regulation:	
References: Section 105.485.4 RSMo	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 10-15-2009	Last Revision: 04-21-2021

Business Entities

No partnership, joint venture, or corporation in which any board of trustee member is a partner having the lesser of a ten percent (10%) interest or a ten thousand dollar (\$10,000) value partnership interest, or a co-participant or owner of outstanding shares of any class of stock with a fair market value equal to the lesser of ten percent (10%) of the outstanding shares or \$10,000, shall:

1. Perform any service for the college for any consideration in excess of five hundred dollars (\$500) per transaction, or five thousand dollars (\$5,000) per annum, unless the transaction is made pursuant to an award on a contract let after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.
2. Sell, rent or lease any property to the college where the consideration is in excess of five hundred dollars (\$500) per transaction, or five thousand dollars (\$5,000) per annum, unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.

Use of Confidential Information

A board of trustee member shall not use or disclose confidential information obtained in his/her official capacity in any manner with the intent to cause financial gain for himself/herself, any other person, or any business. This also precludes the use of mailing lists or the college mail for any communication other than that directly related to college matters. The term confidential Information shall mean all information whether transmitted orally or in writing which is of such a nature that it is not, at that time, a matter of public record or public knowledge.

**THREE RIVERS COLLEGE
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0300 Board of Trustees Organization	
Title: BP 0343 Conflict of Interest	Page 3 of 6
Associated Regulation:	
References: Section 105.485.4 RSMo	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 10-15-2009	Last Revision: 04-21-2021

Acceptance of Gifts

A board of trustee member shall not solicit or accept gifts, payments, or anything greater than a nominal value item or holiday gifts of nominal value from any person, organization, group or entity doing business or desiring to do business with the college.

Contact between Vendors and Board of Trustee Members

A board of trustee member, if contacted by a vendor requesting information about the college's bidding procedures, whether of a general nature or with regard to a specific goods or service to be bid, shall provide the vendor with the name and business telephone number of the chief financial officer of the college. The board of trustee member shall request that the vendor contact the chief financial officer and direct all questions and/or concerns to the chief financial officer.

Financial Interest Statement

All board of trustee members will disclose to the public all potential board of trustee member and employee conflicts of interest including:

1. Transactions in excess of five hundred dollars (\$500) per calendar year between a board of trustee member, college president, chief purchasing officer, or general counsel employed full time, and any person related within first degree consanguinity to such persons and the college, excluding compensation received as an employee or payment of any tax, fee or penalty due to the college. Disclosure will include the dates and identities of the parties in the transaction.

**THREE RIVERS COLLEGE
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0300 Board of Trustees Organization	
Title: BP 0343 Conflict of Interest	Page 4 of 6
Associated Regulation:	
References: Section 105.485.4 RSMo	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 10-15-2009	Last Revision: 04-21-2021

2. Transactions between any business entity in which such individuals have a substantial interest¹ with a total in excess of five hundred dollars (\$500), and the college, excluding any payment of tax, fee or penalty due to the college or payment for providing utility service to the college. Disclosure will include the dates and identities of the parties in the transactions.

The college president, chief financial officer, and the director of purchasing will make written disclosure of the following:

1. The name and address of each employer who provided income of one thousand dollars (\$1,000) or more.
2. The name and address of each sole proprietorship which the individual owned; the name, address and general nature of business conducted by each general partnership or joint venture in which he/she was a partner or participant; the name and address of each partner or co-participant in the partnership or joint venture unless the information is already filed with the Secretary of State; the name, address, and general nature of business or any closely held corporation or limited partnership in which the individual owned ten percent (10%) or more of any class of the outstanding stock or limited partner's units; and the name of any publicly traded corporation or limited partnership which is listed on a regulated stock exchange or automated quotation system which the individual owned two percent (2%) or more of any class of outstanding stock, limited partnership units, or other equity interests.
3. The names and addresses of each corporation for which the individual served as director, officer, or receiver.

¹ "Substantial Interest" is defined as ownership by the individual, his/her spouse, or dependent children, either singularly or collectively, of ten percent (10%) or more of any business entity, or an interest having a value of ten thousand dollars (\$10,000) or more, or receipt of a salary, gratuity or other compensation of five thousand dollars (\$5,000) or more from any individual, partnership, organization or association within any calendar year.

**THREE RIVERS COLLEGE
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0300 Board of Trustees Organization	
Title: BP 0343 Conflict of Interest	Page 5 of 6
Associated Regulation:	
References: Section 105.485.4 RSMo	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 10-15-2009	Last Revision: 04-21-2021

A certified copy of this regulation will be sent to the Secretary of State's Office within ten (10) days of adoption. Disclosure reports will be filed by May 1 for the preceding calendar year with the Secretary of State's office and the board of trustees. Disclosure reports will be made available to the public during normal business hours.

The Three Rivers College Board of Trustees shall readopt the policy biennially on or before September 15 of the calendar year.

CERTIFICATION:

Chairman of the Board

Recording Secretary

Printed Name

Printed Name

Date

Date

**THREE RIVERS COLLEGE
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0300 Board of Trustees Organization	
Title: BP 0343 Conflict of Interest	Page 6 of 6
Associated Regulation:	
References: Section 105.485.4 RSMo	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 10-15-2009	Last Revision: 04-21-2021

DOCUMENT HISTORY:

- 10-15-2009:** Initial approval of policy BP 0343 Conflict of Interest.
- 10-20-2010:** Re-adopted the policy as presented.
- 10-19-2012:** Re-adopted as presented.
- 07-17-2013:** Re-adopted the policy as presented.
- 07-15-2015:** Re-adopted the policy as presented.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 05-17-2017:** Re-adopted the policy as presented and addition of certification section.
- 03-20-2019:** Re-adopted the policy as presented.
- 04-21-2021:** Re-adopted the policy as presented.

CONSIDERATION OF BENEFITS FOR FISCAL YEAR 2022

BACKGROUND INFORMATION

The college entered the Missouri Health Education Group (MEHG) consortium effective, July 1, 2017. United Healthcare is the carrier for medical, dental, and vision coverage. Renewal for fiscal year 2022 has been presented with continuation of the same three medical plan designs as provided. If no change to the medical plan designs occurs, it will result in an 8.6% increase to medical premiums. The increase in medical cost over last year is approximately \$111,000. This increase also includes the percentage required for retirement paid on benefits.

No increase to premium cost in FY2022 for vision or dental group plans.

RECOMMENDATION

1. Approve the renewal with the MEHG consortium.
 - Continue with the PPO Flexpoint plan as the base plan with 100% employee premium paid by the college at \$635.00 PEPM.
 - The H.S.A. plan will continue to be offered. The difference in premium cost from the base PPO plan will continue to be credited to the H.S.A. account of participants at \$42.00 per month.
 - The proposed PPO Buy Up plan offered as a third option. Employees who choose this plan option will be responsible to pay the buy up difference in premium from the base plan at a cost of \$186.00 per month.
2. Approve the continuation of dental coverage with UnitedHealthcare for FY22. Dental rates will not change for FY22.
3. Approve the continuation of vision coverage with UnitedHealthcare for FY22. Vision rates will not change for FY22
4. Approve the continuation of college paid life insurance for FY22 with UNUM as the carrier. Life rates will not change for FY22.
5. Approve the continuation of all UNUM voluntary products as offered. There is no financial impact to the college as this is a voluntary benefit.
6. Approve the continuation of the Health Reimbursement Account (HRA) for FY2022. Eligible participants must complete four (4) activities from a comprehensive list of targeted wellness items. Employees will earn \$1,000 for their HRA account toward deductible reimbursement with completion of the four (4) items. The HRA option is not available for employees who choose the H.S.A. medical plan option. FY21 expenses thus far are approximately \$3,419.

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position
Part-time CDL Trainer to Instructor, CDL Program

BACKGROUND INFORMATION

HISTORY

Mr. Verlin Austin, Jr. has been employed part-time in the CDL Program since February 2020. With program expansion, the need for a full-time instructor is necessary. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Mr. Austin to this position. He will assume the duties, effective April 1, 2021.

FINANCIAL IMPLICATIONS

This position will transition from part-time non-exempt to full-time exempt.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Verlin Austin, Jr.

04/21/2021

CONSIDERATION OF PERSONNEL ACTION

Additional Appointment
Practical Nursing Coordinator/Sikeston

BACKGROUND INFORMATION **HISTORY**

State nursing laws require the appointment of a nursing coordinator role in addition to the department chair. The Practical Nursing Coordinator was advertised internally, and Ms. Christain Baker applied and was selected. Ms. Baker assumed the duties effective April 1, 2021. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Christain Baker.

FINANCIAL IMPLICATIONS

This is change in position and institutionally funded.

ADMINISTRATIVE RECOMMENDATION

Approve the appointment of Christain Baker.

(04/21/2021)

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CONSIDERATION OF PERSONNEL ACTION

Transfer of Position
College Store Associate to Temporary Part-time College Store Associate

BACKGROUND INFORMATION

HISTORY

Cassandra Cates has requested to transition from her full-time position to part-time responsibility. This part-time appointment is on a temporary basis. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Cassandra Cates to this part-time position. She will assume the part-time role, effective March 29, 2021.

FINANCIAL IMPLICATIONS

This is a part-time non-exempt staff position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Cassandra Cates.

04/21/2021

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Request for Retirement
Executive Assistant to the Dean of Student Services

BACKGROUND INFORMATION

HISTORY

Ms. Tracy King has been employed with the College full-time since August 2002 and with the Dean of Student Services office since September 2006. She has submitted her request for retirement, effective July 1, 2021.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

04/21/2021

From: [Tracy L. King](#)
To: [Wesley Payne](#)
Cc: [Ann Matthews](#); [Kristina McDaniel](#)
Subject: Tracy King Retirement Letter
Date: Wednesday, March 31, 2021 2:04:24 PM

Dr. Payne,

So many emotions are felt as I write this email to you. At this time, I wanted to let you know my last day with Three Rivers College will be June 30, 2021. I am retiring.

The day I was hired at Three Rivers Community College was one of the most exciting days because I was working at the same place my grandfather loved and worked as a custodian (downtown). So many changes have occurred and I can't help but wonder what he would think about all of the changes and the new identity of Three Rivers College. I have many memories from my time at Three Rivers and will cherish most of them.

I was a young stay at home mother and provided childcare for a couple of neighbors children until 1995. My grandfather committed suicide and my father was killed in a car train collision 2 months apart and those losses were detrimental to our family. At that time, I had been out of high school for 13 years (hated school) and knew getting a job outside the home would be difficult and with my husband's support, I decided to try college. Upon walking into the college to gather the information needed to apply, I felt very intimidated because I was a shy and quiet person. I met a lady in the admissions office and was told not to be nervous because I was not the oldest person attending classes. I was registered for 3 classes and my journey began. I quickly discovered that I liked to write and found myself grounded and focused on accomplishing something for myself while showing my child "you can do anything you set your mind too." My final semester was met with some personal challenges and Mortina Williams was an angel in disguise. She did not have to work with me but went above and beyond to make sure I successfully completed the last class I needed to receive my degree. She made sure I did the work and I will never forget her or the support and kindness she showed.

I completed my AAS at Three Rivers and went to work in the public sector. A few years later, I applied for a position at Three Rivers and was hired as a Secretary II for Financial Aid in August 2002. During my tenure at Three Rivers, I have earned my Associate of Arts Degree in 2005, earned my Bachelor's Degree with Hannibal LaGrange, worked in the Registrar's office, admissions office and ending my career in the Dean of Student Services office. I have been with Three Rivers for 18 years and 10 months. I have experienced a few bumps along the road but have learned valuable lessons. I am most proud of my time as an assistant to Ann Matthews and being the event planner for Commencement. The planning of this event has made me step way outside my comfort zone but I met the challenge and have no words to describe the feeling of seeing each graduate walk across the stage. I can say, I vividly remember the feeling of accomplishment and success when I received my diplomas.

I can honestly walk away from this career holding my head up high, know that I worked hard and did my best no matter what was assigned to me. I feel accomplished and successful on so many levels

and believe my grandfather would be proud of me. I wouldn't trade the experience or the relationships I have built from my time at Three Rivers. Work family is important and MY work family has been amazing through the challenging times, exciting times and unforgettable times at Three Rivers.

At this time, I want to thank you and the Board of Trustees for allowing me to work at Three Rivers College.

Best of luck in your future plans and the future of Three Rivers College.

Thank you,

Tracy King

Executive Assistant

Dean of Student Services

Three Rivers College

Email: tking@trcc.edu

Phone: 573.840.9669

Fax: 573.840.9031

trcc.edu

UPCOMING EVENTS

Trivia Thursdays: The annual Endowment Trust Trivia Night Fundraiser, has changed to a virtual format this year. Each Thursday, 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.

Industrial Arts Fair: The Southeast Missouri Industrial Technology Fair will be held April 22-23 in the Bess Activity Center. For this competition, high school students from across Southeast Missouri enter projects in categories, including woodworking, metalworking, drafting, and robotics. Set up and judging will be April 22. Awards ceremony will be April 23.

Happy Days: 7 p.m. April 30 and May 1 and 2 p.m. May 2 at the outdoor terraces behind the Tinnin Fine Arts Center; free. TRC's annual family musical based on the TV series will delight people of all ages. Bring your own blankets and lawn chairs. Food trucks will be at each performance an hour before start and at intermission, plus a few vintage cars will be on display.

Escape into Music: May 11, 7 p.m., Facebook Live Event; free. TRC's instrumental musicians' final concert of the semester.

Last day of classes: May 14.

Final exams: May 17-20.

Commencement: May 21 at 6 p.m., Libla Family Sports Complex.

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

RAIDERS ATHLETICS

Men's Baseball @ PBHS

Raiders vs. State Fair CC, 1 & 3 p.m., Apr. 24 & 25

Raiders vs. Mineral Area, 1 & 3 p.m. May 1

Women's Softball @ McLane Park

Lady Raiders vs. East Central, 2 & 4 p.m., Apr. 24

Lady Raiders vs. Jefferson, 2 & 4 p.m., Apr. 25

For the most current information on Raiders athletics, visit raidersathletics.com.



THREE RIVERS COLLEGE

DAR Headlines: March 5 – April 14

- March 5: Raiders dominate Crowley's Ridge in season-opening sweet (softball)
- March 5: Raiders plan postgame changes after brawl with Moberly
- March 6: Raiders earn sweep at Rend Lake (softball)
- March 6: NJCAA punishes Raiders, Moberly for brawl
- March 6: Raiders steadily moving up women's rankings (women's basketball)
- March 9: Three Rivers shakes off slow start to roll past State Fair (women's basketball)
- March 9: Raiders split series with Marshalltown (baseball)
- March 9: Three Rivers scores 55 runs in weekend games (softball)
- March 10: Raiders strike fast to sweep Williams Baptist (baseball)
- March 11: TRC opens simulation lab in PB industrial park
- March 11: Raider-riffic; Three Rivers to induct five into Hall of Fame
- March 11: Three Rivers women stay perfect with win at Jeffco (women's basketball)
- March 13: Raiders induct diverse class of five into Athletic Hall of Fame
- March 16: Defensive Dominance: TRC women stifle Crowder offense in 34-point rout (basketball)
- March 16: Raiders drop rubber game against MSU-West Plains (men's basketball)
- March 17: TRC says good-bye to longtime staff
- March 17: TRC to buy Dexter campus building
- March 17: Raiders play perfect with trio of wins against Kansas schools (softball)
- March 18: Raiders sweep past Lyon JV on road (baseball)
- March 18: TRC women hold off Moberly's upset bid (women basketball)
- March 18: Raiders Routed: Greyhounds hand Three Rivers 32-point road loss (men's basketball)
- March 20: Raiders face grueling season on road to championship (women's basketball)
- March 20: With playoffs looming, Raiders seek clarity (women's basketball)
- March 23: TRC softball scores 50 runs in four games, sweeps away Metropolitan
- March 23: Raiders baseball splits series with Jeffco
- March 23: TRC women secure top seed in region (women's basketball)
- March 23: Raiders back at .500 after pair of victories (men's basketball)
- March 25: TRC women stay hot, roll past MAC (women's basketball)
- March 25: Cardinals pull away from Raiders late (men's basketball)
- March 30: Raiders tip off postseason at home against State Fair (men's basketball)
- March 30: TRC women score 103 points in rout of Jeffco (women's basketball)
- March 30: TRC softball suffers first loss in weekend split with No. 17 Crowder
- March 31: March Sadness: State Fair brings curtain down on Raiders' season (men's basketball)
- March 31: Three Rivers powers way to win over St. Charles (softball)
- March 31: Twin Rivers High School alum captures top teaching recognition (also TRC alumna)
- April 1: Perfection: TRC women wrap up perfect regular season with win over Crowder (women's basketball)

- April 3: Follow the leaders: Young Lady Raiders emulate and root on undefeated TRC women (women's basketball)
- April 3: "Struggling" Raiders score 17 runs in sweep (softball)
- April 6: Raiders earn pair of splits in twin bills (baseball)
- April 6: Paramedic program accepts students
- April 7: Raiders, Jefferson to meet in semifinal (women's basketball)
- April 7: TRC hits 8 homers in sweep (softball)
- April 10: TRC Graduate Now Does Powerlifting: Area native is "different" mentally, and now, physically
- April 10: Hungry for a title: Unbeaten Raiders face showdown with No. 14 Greyhounds(women's basketball)
- April 10: Saturday gamedays for Raiders starts with breakfast tradition (women's basketball)
- April 10: Raiders sweep tripleheader against St. Charles (softball)
- April 13: TRC Raiders earn No. 9 seed at NJCAA tournament (women's basketball)
- April 13: TRC cracks national softball rankings, sweeps Crowder
- April 13: Raiders split four-game series with Metropolitan (baseball)
- April 13: Texas Two-Step: Raiders hold off Greyhounds to claim region title, advance to nationals (women's basketball)
- April 14: Raiders use long ball to sweep St. Louis (softball)