

11:00 a.m. Three Rivers Board of Trustees Luncheon, Employee Lounge, Westover Admin Building  
12:00 p.m. Three Rivers Board of Trustees Meeting, Board Room, Westover Admin Building

**A G E N D A**  
**REGULAR SESSION**  
**Wednesday, October 21, 2020**  
**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 September 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
    - 3. Budget Amendments
  - 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 Vote of revisions to College Policy GAP 1410 – Record Retention and Destruction

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

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

1. Acceptance of Employment
  1. Matthew Dowd – Tutoring Specialist/ACHIEVE
2. Resignation
  1. Shantel Miles – Instructor, Nursing

**VIII. Appendix**

1. Information Items
  1. PR 4510 – Benefits
  2. PR 4850 – Employee Grievance
  3. GAR 1410 – Record Retention and Destruction
2. Upcoming Events
3. Recent Newspaper Articles

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

- Wednesday, November 18, 2020
- Wednesday, January 20, 2021
- Wednesday, February 17, 2021
- Tuesday, March 16, 2021
- Wednesday, April 21, 2021
- Wednesday, May 19, 2021
- Wednesday, June 23, 2021

**X. Adjournment**

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**BOARD OF TRUSTEES  
THREE RIVERS COLLEGE  
September 16, 2020**

The regular meeting of the Board of Trustees began at 12:00 p.m. at the Board Room in Westover Administration Building on Wednesday, September 16, 2020.

**CALL TO ORDER**

Those present included: Trustees: Dr. Amber Richardson, chair; Gary Featherston, vice-chair; Chris Williams, secretary; Eric Schalk, treasurer; Darren Garrison, member, absent; Dr. Tim Hager, member; and college administrators: Dr. Wesley Payne, president; Janine Heath, recording secretary.

**ATTENDANCE**

Trustee Featherston delivered the invocation.

**INVOCATION**

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

**APPROVAL OF BOARD  
MEETING AGENDA**

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

**APPROVAL OF THE AUGUST  
BOARD MEETING MINUTES**

Trustee Schalk made the motion to approve the Tax Levy meeting held in August. With a second by Trustee Hager, the motion passed unanimously.

**APPROVAL OF THE AUGUST  
TAX LEVY MEETING**

Charlotte reviewed the financials as of August 31, 2020. At 17% into the year we have recognized 33% of budgeted revenues and have obligated 11% of our budgeted expenses.

**FINANCIAL REPORT AND  
BID REPORT**

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

Dr. Payne presented:

**PRESIDENT'S REPORT**

During Governor Parson's recent visit to the college several administrators and faculty met with him to discuss the College COVID 19 plans and discussed the fall semester start. Dr. Payne complimented faculty and staff on their responses to the students during the startup.

**GOVERNOR PARSON VISIT**

Shrek will be the only Center Stage production for the year. It was very well received by those that chose to attend however attendance was down due to COVID.

## **SHREK THE MUSICAL**

The 5<sup>th</sup> annual 4-mile run was a success. 100% of the proceeds goes to supporting our fine arts scholarships. 75 participants this year enjoyed the morning run. A big thanks to Gary Croy who assists with setting the course and running the event.

## **RUN 4 THE ARTS**

Dr. Staci Foster presented the recent pass rates for the Nursing program. The rate was 90.65% which was remarkable given the spring events and lack of clinicals that were available. Congratulations to the Nursing faculty and the students.

## **NURSING PROGRAM PASS RATES**

Will Cooper discussed the new CHW program. It was started in partnership with some of the pharmacies in town. These workers are the advocate for the patients and assists them in getting additional needed services within healthcare.

## **COMMUNITY HEALTH WORKER PROGRAM**

The college has created open zoom sessions for students to explore various programs offered at the college.

## **EXPLORE TRC, VIRTUALLY**

- TRC Championship College Rodeo – Sikeston Rodeo Grounds
  - 7p.m. October 15
  - 7p.m. October 16
  - 3p.m. October 17

## **UPCOMING EVENTS:**

Trustee Williams made the motion to enter executive session at 12:23 p.m. With a second by Trustee Schalk the board was polled as follows: Trustee Hager, yes; Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, absent; Trustee Featherston, yes; Trustee Richardson, yes.

## **EXECUTIVE SESSION**

Trustee Hager made the motion to accept the personnel actions and associated documents as presented. With a second by Trustee Williams the board was polled as follows: Trustee Hager, yes; Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, absent; 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 1:37 p.m. and with a second by Trustee Featherston, the motion passed unanimously.

**ADJOURNMENT**

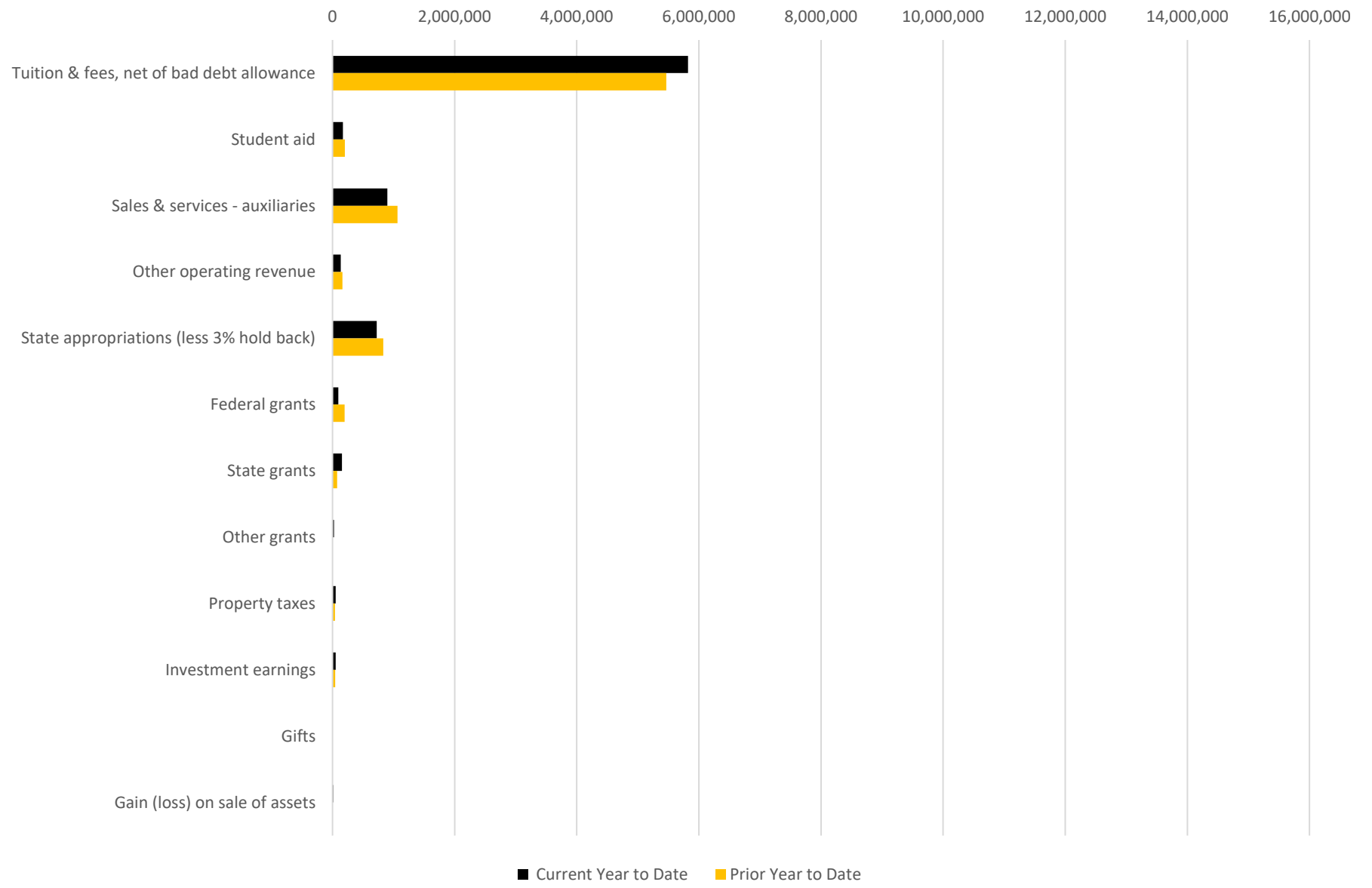
\_\_\_\_\_  
CHAIRMAN

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

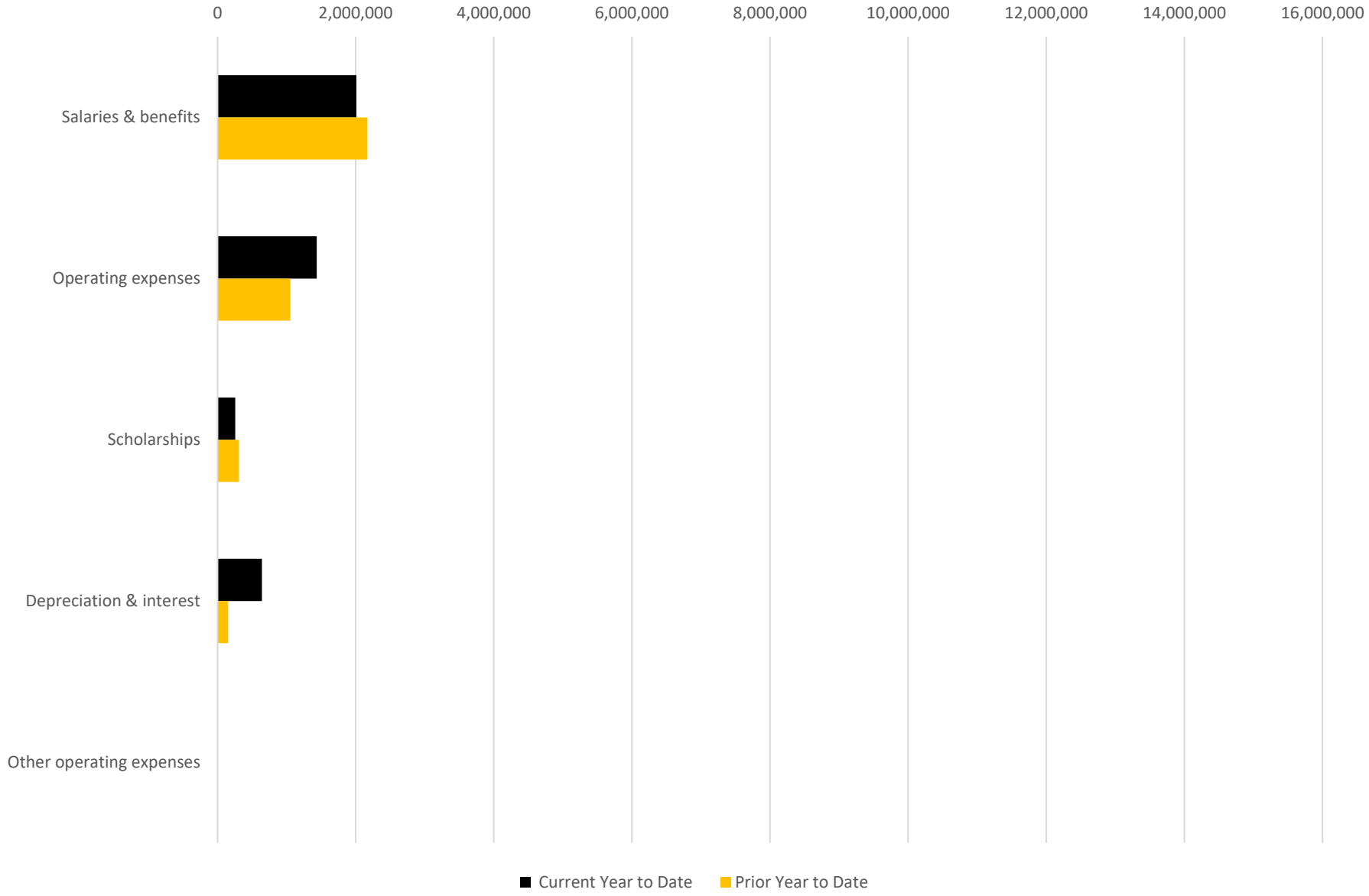
\_\_\_\_\_  
SECRETARY

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

**YTD Comparison to Previous Year  
08/31/2020**



YTD Comparison to Previous Year  
08/31/2020



YTD Comparison to Previous Year  
08/31/2020

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



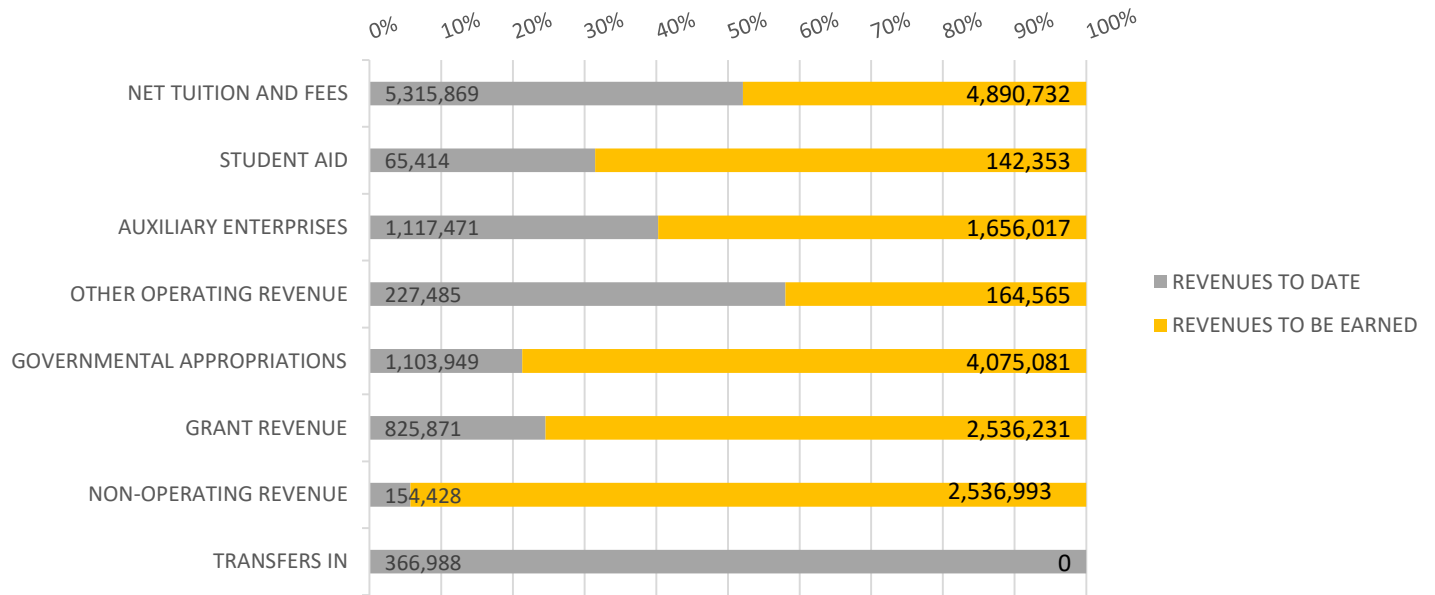
Three Rivers College  
Statement of Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
August 31, 2020

<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	16,385,264	Accounts Payable	510,508
Student Account Receivables, net	7,897,766	Accrued Vacation	325,449
Property Tax Receivable	106,310	Student Deposits	2,382,959
Other Receivables	6,521,633	Deferred Tuition & Fees	5,731
Investments	0	Scholarships	53,921
Inventory	172,105	<b>Total Current Liabilities</b>	<b>3,278,568</b>
Prepaid Expenses	216,864		
<b>Total Current Assets</b>	<b>31,299,943</b>	<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	19,441,432
Plus: Current year additions to capital assets	43657.91	Accrued Interest	161,084
Accumulated Depreciation	(31,933,591)	Agency	340,507
Unamortized Bond Issue Costs	0	<b>Total Non-Current Liabilities</b>	<b>33,920,300</b>
<b>Total Non-Current Assets</b>	<b>46,655,067</b>	<b>Total Liabilities</b>	<b>37,198,868</b>
<b>DEFERRED OUTFLOWS</b>	<b>4,897,234</b>	<b>DEFERRED INFLOWS</b>	<b>10,126,397</b>
		<b>NET POSITION</b>	
		Beginning Balance	31,724,612
		Changes in Net Position	3,802,367
		<b>Total Net Position</b>	<b>35,526,979</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b>82,852,243</b>	<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>	<b>82,852,243</b>

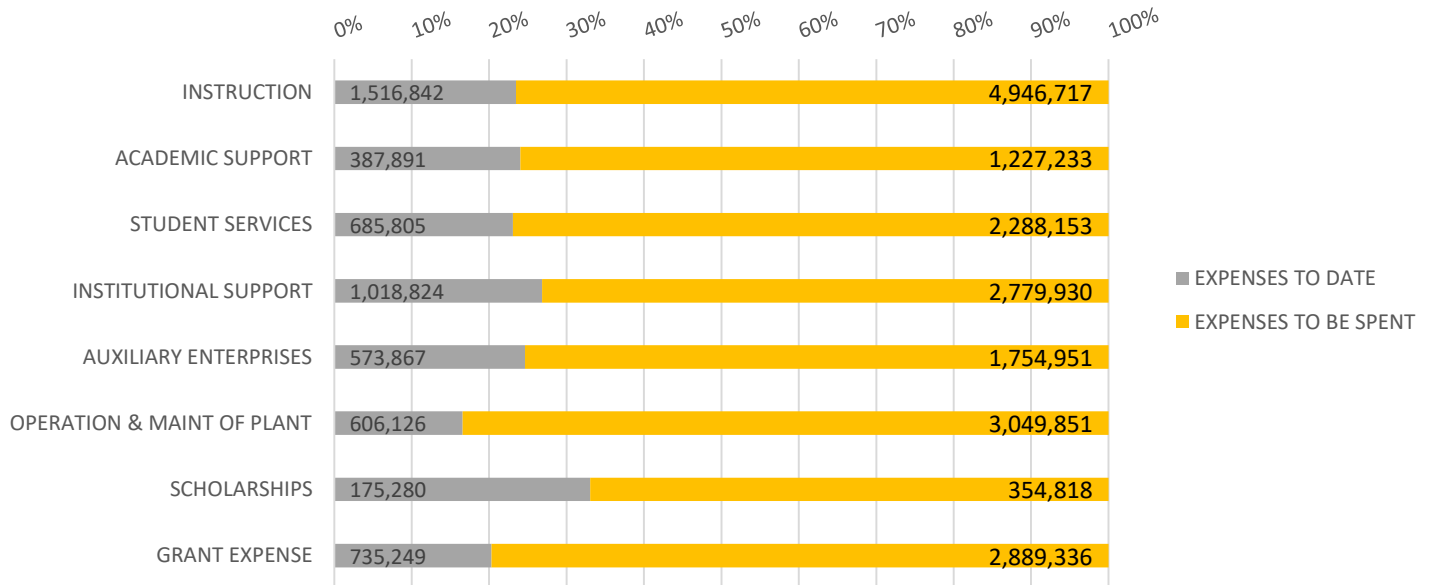
Three Rivers College  
Statement of Revenues, Expenses and Changes in Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
August 31, 2020

	July	August	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	5,823,402	5,466,252	357,151	6.53%
Student aid	152,416	19,159	171,575	200,463	(28,888)	(14.41)%
Sales & services - auxiliaries	732,802	166,742	899,544	1,062,885	(163,341)	(15.37)%
Other operating revenue	4,904	131,911	136,815	162,158	(25,344)	(15.63)%
<b>Total Operating Revenue</b>	<b>6,251,611</b>	<b>779,724</b>	<b>7,031,335</b>	<b>6,891,758</b>	<b>139,578</b>	<b>2.03%</b>
<b>OPERATING EXPENSES</b>						
Salaries & benefits	915,788	1,095,961	2,011,749	2,169,126	(157,376)	(7.26)%
Operating expenses	624,572	811,518	1,436,090	1,052,091	383,999	36.50%
Capital equipment	11,068	32,590	43,658	26,866	16,792	62.50%
Less: Transfer to capital assets	(11,068)	(32,590)	(43,658)	(26,866)	(16,792)	62.50%
Scholarships	213,255	44,232	257,487	309,483	(51,996)	(16.80)%
Depreciation & interest	155,870	485,539	641,408	151,760	489,649	322.65%
Other operating expenses	0	(349)	(349)	0	(349)	0.00%
<b>Total Operating Expenses</b>	<b>1,909,485</b>	<b>2,436,901</b>	<b>4,346,386</b>	<b>3,682,459</b>	<b>663,927</b>	<b>18.03%</b>
<b>NON-OPERATING REVENUE (EXPENSES)</b>						
State appropriations (less 3% hold back)	362,046	362,046	724,092	830,506	(106,414)	(12.81)%
Federal grants	65,783	29,923	95,706	197,550	(101,843)	(51.55)%
State grants	78,279	77,337	155,616	76,531	79,085	103.34%
Other grants	0	25,325	25,325	3,152	22,173	703.46%
Property taxes	29,580	22,548	52,128	40,581	11,548	28.46%
Investment earnings	14,388	37,011	51,399	42,463	8,936	21.04%
Gifts	1,680	(180)	1,500	1,648	(148)	(8.99)%
Gain (loss) on sale of assets	11,650	0	11,650	3,097	8,553	276.22%
<b>Total Non-Operating Revenues (Expenses)</b>	<b>563,406</b>	<b>554,011</b>	<b>1,117,417</b>	<b>1,195,528</b>	<b>(78,111)</b>	<b>(6.53)%</b>
<b>CHANGES IN NET POSITION</b>	<b>4,905,532</b>	<b>(1,103,166)</b>	<b>3,802,367</b>	<b>4,404,826</b>	<b>(602,459)</b>	<b>(13.68)%</b>

### Budget to Actual Revenues 09/30/2020 (25%)



### Budget to Actual Expenses 09/30/2020 (25%)



Three Rivers College  
Statement of Revenues, Expenses and Changes In Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
September 30, 2020  
Fiscal Year Benchmark: 25%

REVENUES	BUDGET	REVENUES TO DATE		REVENUES TO BE EARNED
		REVENUES TO DATE	%	
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt &amp; Scholarship Allowances</i>	10,206,601	5,315,869	52%	4,890,732
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	207,767	65,414	31%	142,353
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing &amp; Assessment, Tinnin Center Operations, License Bureau Rental</i>	2,773,488	1,117,471	40%	1,656,017
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	392,050	227,485	58%	164,565
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. &amp; Repair</i>	5,179,030	1,103,949	21%	4,075,081
GRANT REVENUE <i>State Grants, Federal Grants</i>	3,362,102	825,871	25%	2,536,231
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,691,421	154,428	6%	2,536,993
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	366,988	366,988	100%	0
<b>TOTAL REVENUES</b>	<b>25,179,447</b>	<b>9,177,475</b>	<b>36%</b>	<b>16,001,972</b>

NOTE: We have recognized a total of 36% of budgeted revenues. We have recognized 52% of our budgeted revenues from tuition and fees, comprised of 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 BE SPENT
		EXPENSES TO DATE	%	
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health &amp; Human Services</i>	6,463,559	1,516,842	23%	4,946,717
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,615,124	387,891	24%	1,227,233
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	2,973,958	685,805	23%	2,288,153
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	3,798,754	1,018,824	27%	2,779,930
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing &amp; Assessment, License Bureau Rental</i>	2,328,818	573,867	25%	1,754,951
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,655,977	606,126	17%	3,049,851
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	530,098	175,280	33%	354,818
GRANT EXPENSE <i>State Grants, Federal Grants</i>	3,624,585	735,249	20%	2,889,336
<b>TOTAL EXPENSES</b>	<b>24,990,873</b>	<b>5,699,885</b>	<b>23%</b>	<b>19,290,988</b>

NOTE: We have obligated 23% of our budgeted expenses at 25% into the fiscal year. September 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>188,574</b>	<b>3,477,590</b>
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Three Rivers College  
 Capital Budget - Unaudited  
 September 30, 2020  
 Fiscal Year Benchmark: 25%

	<b>FUNDING SOURCES</b>		SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
	BUDGET				
<b>RESTRICTED</b>					
<i>State appropriations (Crisp)</i>	0		0	#DIV/0!	0
<b>UNRESTRICTED</b>					
<i>General funds - prior year transfers in (Reserves)</i>	280,000		24,452	9%	255,548
<i>General funds - current year transfers in</i>				#DIV/0!	0
<b>TOTAL FUNDING SOURCES</b>	280,000		24,452	9%	255,548
	BUDGET	<b>USES OF FUNDS</b>	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>	0		938	#DIV/0!	(938)
<i>Westover Administration Building repairs</i>	125,000		7,900	6%	117,100
<i>Landscaping and Lighting</i>	15,000		0	0%	15,000
<i>Tinnin Fine Arts Center refurbish</i>	45,000		8,652	19%	36,348
<i>Fleet vehicles</i>	35,000		0	0%	35,000
<b>TOTAL EXPENSES</b>	280,000		17,490	6%	262,510
<b>NET SURPLUS (DEFICIT)</b>	0		6,962		

THREE RIVERS COLLEGE  
 PROPOSED BUDGET AMENDMENTS  
 AS OF 9/30/20

<b>OPERATING BUDGET</b>			
	REVENUE	EXPENSE	NET
ADOPTED BY BOARD 6/24/20	25,293,926	25,630,139	(336,213)
Operating expense from reserves	366,988		366,988
Adjust Enhancement Grant to actual award	(482,967)	(640,766)	157,799
TRET gift	1,500	1,500	-
Subtotal agreed to Budget to Actual 09/30/2020	25,179,447	24,990,873	188,574
Increases (Decreases) Proposed:			
Personnel changes	-	(11,584)	11,584
Skillup grant	31,694	31,694	-
Subtotal	25,211,141	25,010,983	200,158

REVISED AS OF 09/30/20

25,211,141	25,010,983	200,158
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<b>CAPITAL BUDGET</b>			
	SOURCES	EXPENSES	NET
ADOPTED BY BOARD 6/24/20	280,000	280,000	-
Subtotal agreed to Budget to Actual 09/30/2020	280,000	280,000	-
Increases (Decreases) Proposed:			
RESERVES ballfield windscreens	23,257	23,257	-
RESERVES paving repairs	39,000	39,000	-
RESERVES Crisp paving	223,129	223,129	-
RESERVES theater lighting board	8,652	8,652	-
RESERVES baseball drainage project design	3,053	3,053	-
Subtotal	577,091	577,091	-

REVISED AS OF 09/30/2020

577,091	577,091	-
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**THREE RIVERS COMMUNITY COLLEGE  
CASH IN BANKS**

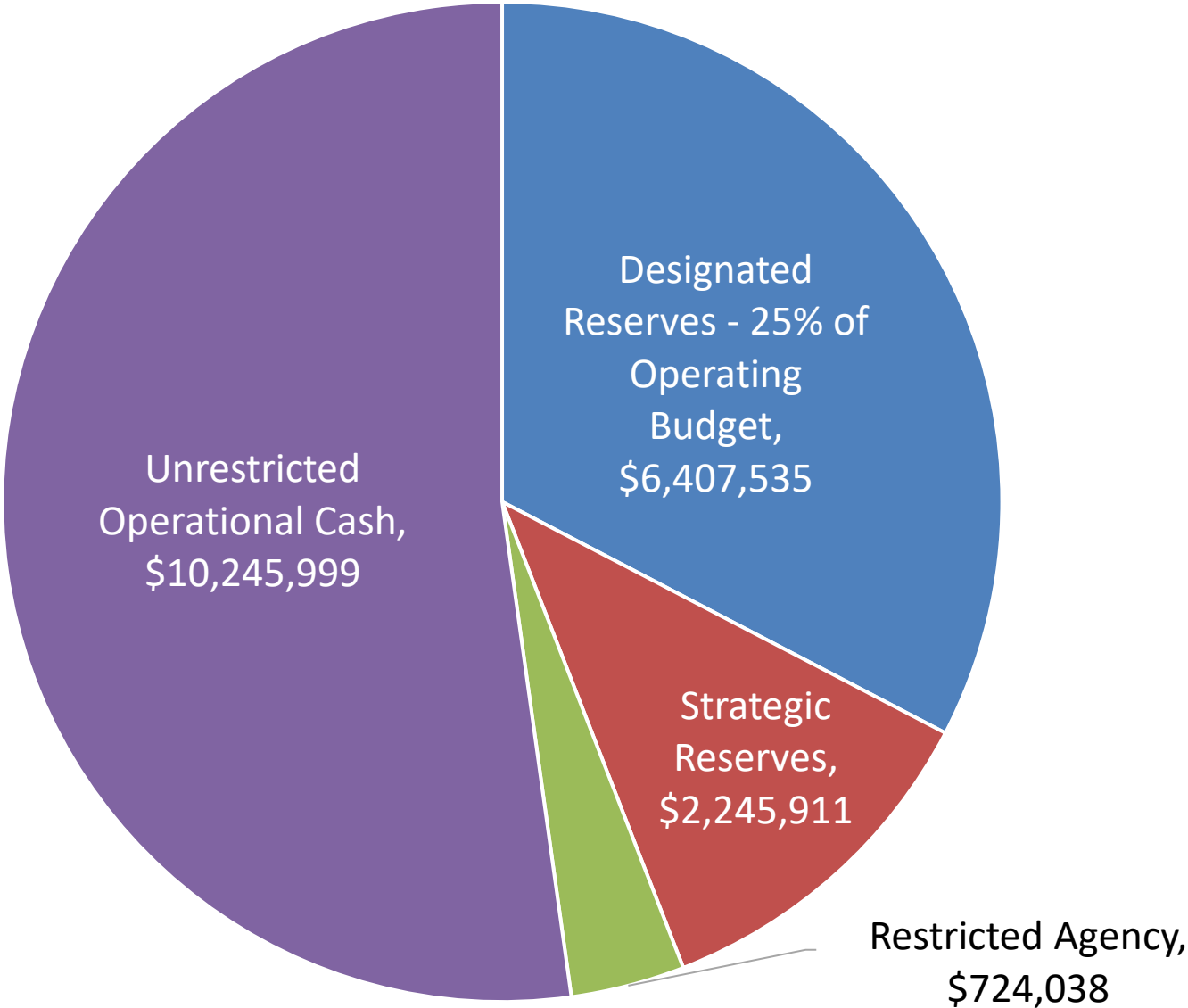
October 1, 2020

	<u>09/01/20</u>	<u>10/01/20</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	1,888.00	1,888.00
<i>Total Cash Funds</i>	4,112.55	4,112.55
<i>General Accounts</i>		
Southern Bank - General Funds	7,078,569.28	9,494,423.23
Southern Bank - Credit Cards	149,460.72	128,470.80
<i>Total General Accounts</i>	7,228,030.00	9,622,894.03
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	12,563.06	10,906.80
Federal Clearing Account	562.28	-
Flexible Spending Account	10,012.59	10,012.07
<i>Total Restricted Accounts</i>	23,137.93	20,918.87
<b>TOTAL CURRENT FUND</b>	<b>7,255,280.48</b>	<b>9,647,925.45</b>
<b>HOUSING FUND</b>		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	302,184.55	299,036.59
<i>Total General Accounts</i>	302,184.55	299,036.59
<b>TOTAL HOUSING FUND</b>	<b>604,369.10</b>	<b>598,073.18</b>

	<u>09/01/20</u>	<u>10/01/20</u>
<b>PLANT FUND</b>		
<i>General Accounts</i>		
Plant Fund - Southern Bank	5,298,788.50	5,305,324.68
<i>Total Bank Accounts</i>	<u>5,298,788.50</u>	<u>5,305,324.68</u>
<i>Certificates of Deposit</i>		
Bank of Grandin #16126	150,291.36	150,291.36
First Missouri State Bank #22132	109,956.91	109,956.91
Bank of Grandin #17101	1,543,936.28	1,543,936.28
Bank of Grandin #17103	1,543,936.28	1,543,936.28
<i>Total Certificates of Deposit</i>	<u>3,348,120.83</u>	<u>3,348,120.83</u>
<b>TOTAL PLANT FUND</b>	<u><u>8,646,909.33</u></u>	<u><u>8,653,445.51</u></u>
<b>AGENCY FUND</b>		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	386,408.44	393,328.02
<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>717,118.00</u></u>	<u><u>724,037.58</u></u>



**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT  
\$19,623,483 AS OF 10/01/2020**



**CERTIFICATES OF DEPOSIT AS OF September 30, 2020**

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
22132	First Missouri State Bank	2.35	11/01/20	12 mths	109,956.91	Contingency
16126	Bank of Grandin	2.00	02/22/21	12 mths	150,291.36	Contingency
17101	Bank of Grandin	1.50	04/01/21	12 mths	1,543,936.28	Contingency
17103	Bank of Grandin	1.50	04/01/21	12 mths	1,543,936.28	Contingency
Total Contingency Fund					<u><u>3,348,120.83</u></u>	

**SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF September 30, 2020**

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	10/03/20	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	10/03/20	1,024.34	Fred Morrow
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/15/20	10,324.77	Norman Gamblin
21972	First Midwest Bank of P.B.	0.65	10/31/97	10/31/20	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	1.24	11/06/00	11/06/20	4,000.00	Coll. Achievement
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/20	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	1.10	12/05/95	12/05/20	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/20	1,110.00	C.T. McDaniel
2016012160	Commerce Bank	0.25	12/11/91	12/11/20	7,700.00	Bill Vinson
43712	First Midwest Bank of P.B.	0.85	04/27/09	12/14/20	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.25	12/22/97	12/22/20	10,000.00	Harold Prim
110239662	Southern Bank	1.00	01/05/91	01/05/21	1,412.53	Bulow Mem.
22134	First Midwest Bank of P.B.	0.85	01/08/98	01/08/21	10,000.00	Jerome Burford
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/21	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/21	2,500.00	A. Garner
22246	First Midwest Bank of P.B.	1.05	02/25/98	02/25/21	1,658.87	Missy Braden
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
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

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
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
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
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

Total Agency Fund CD's

\$ 330,709.56

Three Rivers College  
CD Report  
As of September 30, 2020

Investment CDs
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**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
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**CDs Maturing**

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

**THREE RIVERS COMMUNITY COLLEGE**  
**Summary of Checks Issued**  
**Month of SEPTEMBER 2020**

Current Fund:	General Fund - Southern Bank	\$ 1,449,540.66
	Electronic Student Refunds - Higher One	-
	Total Current Fund	<u>1,449,540.66</u>
Housing Fund:	Rivers Ridge - Southern Bank	4,892.80
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>1,312.66</u>
	Grand Total	<u><u>\$ 1,455,746.12</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 October 2020.

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

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

**THREE RIVERS COLLEGE  
BID REPORT  
AS OF OCTOBER 12, 2020**

**Fire Science Tractor**

Status: Closed  
Open Date: 8/31/2020  
Close Date: 9/14/2020  
Funding Source: Enhancement Grant  
Bids Submitted: 

Baker Implement	Poplar Bluff, MO
Greenway Equipment	Poplar Bluff, MO

  
Bid Awarded: Greenway Equipment \$25,000.00

**High-Power Hot Water Pressure Washer System**

Status: Open  
Open Date: 10/5/2020  
Close Date: 10/20/2020  
Funding Source: Enhancement Grant  
Bids Submitted: N/A  
Bid Awarded: N/A

**UTV**

Status: Open  
Open Date: 10/5/2020  
Close Date: 10/20/2020  
Funding Source: Enhancement Grant  
Bids Submitted: N/A  
Bid Awarded: N/A

## **October 2020 President's Report**

- Club Rush Day – September 16
- Constitution Day – September 17
- Lt. Governor Mike Kehoe Visit – October 1
- Patrons of the Arts Kick Off – October 1
- Badge of Honor Run – October 10
- Three Rivers College Rodeo – October 15 - 17
  
- Upcoming Events
  - American Red Cross Blood Drive – November 3 - 4
  - Kennett Trivia Night – November 12
  - LPN Pinning – November 13
  - RN Pinning – November 13

**A G E N D A**  
**Executive Session**  
**Wednesday, October 21, 2020**

**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 of College Policy GAP 1410 – Record Retention and Destruction**

**BACKGROUND INFORMATION—HISTORY**

Added reference(s) to Policy Grid: Missouri Community College Record Retention Schedule; General Record Retention Schedule; eCFR 382.307

**POSSIBLE ALTERNATIVES**

**FINANCIAL IMPLICATIONS**

**ADMINISTRATIVE RECOMMENDATIONS**

Adopt policy as revised.

**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1400 Records	
Title: GAP 1410 Record Retention and Destruction	Page 1 of 2
Associated Regulations: GAR 1410 Record Retention and Destruction	
References: RSMo 109.255; Missouri Community College Record Retention Schedule; General Record Retention Schedule; eCFR 382.307	
Supersedes: 2.1.3.12, 2.1.3.13, 2.1.3.14, 2.1.3.15, 2.1.3.16, 2.1.3.17, 2.1.4, 2.1.5	
Responsible Administrator: College President; Cabinet Members; Director of Human Resources	
Initial Approval: 10-20-2010	Last Revision: 10-21-2020

The Three Rivers College shall effectively maintain and manage its records, including those in electronic format, and to ensure the preservation of certain records as required by both state and federal law, including the Missouri Records Retention Law and Local Record Retention Schedule for Community Colleges as provided by the Missouri Secretary of State.

For purposes of this Record Retention and Destruction Policy, the term “record” is defined as any document, including electronic format, which was made or received pursuant to law or in connection with the transaction of official business.

**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1400 Records	
Title: GAP 1410 Record Retention and Destruction	Page 2 of 2
Associated Regulations: GAR 1410 Record Retention and Destruction	
References: RSMo 109.255; Missouri Community College Record Retention Schedule; General Record Retention Schedule; eCFR 382.307	
Supersedes: 2.1.3.12, 2.1.3.13, 2.1.3.14, 2.1.3.15, 2.1.3.16, 2.1.3.17, 2.1.4, 2.1.5	
Responsible Administrator: College President; Cabinet Members; Director of Human Resources	
Initial Approval: 10-20-2010	Last Revision: 10-21-2020

**DOCUMENT HISTORY:**

- 10-20-2015:** Initial approval of policy GAP 1410 Record Retention and Destruction.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 10-21-2020:** Added Reference(s) to Policy Grid: Missouri Community College Record Retention Schedule; General Record Retention Schedule; eCFR 382.307

Consideration of Personnel Action  
Employment of Personnel  
Tutoring Specialist/Achieve

**PERSONNEL DATA SHEET**

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

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

\_\_\_\_\_ Faculty

X  Support Staff

X  Federal Program:  Achieve (TRiO)

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

NAME:  Matthew Dowd

POSITION TITLE:  Tutoring Specialist/Achieve

SALARY:  \$14.00 per hour

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

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

Other:  Grant funded program through the U.S. Department of Education

STARTING DATE:  October 14, 2020

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	Three Rivers College Poplar Bluff, MO	Pre-medicine
BS	Southeast Missouri State University Cape Girardeau, MO	Biology: Biomedical Science

EXPERIENCE

<u>07/2017 - present</u>	<u>Three Rivers College</u>	<u>PT Instructional Assistant</u>
<u>08/2014 - 05/2015</u>	<u>Poplar Bluff, MO</u>	<u>PT Professional Tutor</u>
		<u>PT Peer Tutor/Achieve</u>
<u>01/2017 - 05/2017</u>	<u>Southeast Missouri State University</u>	<u>Teacher's Assistant</u>
<u>08/2015 - 05/2016</u>	<u>Cape Girardeau, MO</u>	<u>Learning Assistant</u>

(10/21/2020)

## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Resignation  
Instructor, Nursing

## **BACKGROUND INFORMATION**

### **HISTORY**

Ms. Shantel Miles has been employed as a full-time Instructor in Nursing since July 2018. She has submitted her resignation, effective end of the current fall semester, December 2020. Ms. Miles will remain with the department as an adjunct faculty member.

## **FINANCIAL IMPLICATIONS**

This is a full-time, ten-month, faculty position.

## **ADMINISTRATIVE RECOMMENDATION**

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

10/21/2020

## Kristina McDaniel

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**Subject:** FW: Employee Status Change

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**From:** Shantel Miles <[smiles@trcc.edu](mailto:smiles@trcc.edu)>

**Sent:** Monday, October 5, 2020 1:28 PM

**To:** Staci Foster <[stacifoster@trcc.edu](mailto:stacifoster@trcc.edu)>

**Subject:** Employee Status Change

Effective Spring 2021- I would like to relinquish my full time status with Three Rivers College and become an Adjunct employee.

Thank you.

Shantel Miles, BSN, RN  
Instructor, Nursing  
2080 Three Rivers Blvd  
Poplar Bluff, MO 63901  
573-840-9672  
[smiles@trcc.edu](mailto:smiles@trcc.edu)

**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: 10-21-2020

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

**THREE RIVERS COLLEGE  
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4510 Benefits	Page 2 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: 10-21-2020

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.



**THREE RIVERS COLLEGE  
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4510 Benefits	Page 3 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: 10-21-2020

**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.

**THREE RIVERS COLLEGE  
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4510 Benefits	Page 4 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: 10-21-2020

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 tuition, common and distance learning fees only. Laboratory and other fees are not included. 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 tuition, common and distance learning fees only. Laboratory and other fees are not included. 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 tuition, common and distance learning fees only. Laboratory and other

**THREE RIVERS COLLEGE  
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4510 Benefits	Page 5 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: 10-21-2020

incidental fees are not included. The tuition waiver for qualifying children 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 tuition, common and distance learning fees only. Laboratory and other incidental fees are not included. 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.

**THREE RIVERS COLLEGE  
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4510 Benefits	Page 6 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: 10-21-2020

**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.

**THREE RIVERS COLLEGE  
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4800 Employee Welfare	
Title: PR 4850 Employee Grievance	Page 1 of 6
Primary Policy: PP 4850 Employee Grievance	
Associated Policies: GAP 1205 Code of Ethics; GAP 1210 Civil Rights	
Associated Regulation: GAR 1410 Record Retention and Destruction	
References: Title VII of the Civil Rights Act, Higher Education Act of 1972, Section 504, of the Rehabilitation Act of 1973, as amended on the ADA Act of 1992; College Complaint Form (found on the Three Rivers College Website); Missouri Community College Record Retention Schedule; General Record Retention Schedule; eCFR 382.307.	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 04-20-2011	Last Revision: 10-21-2020

Three Rivers College is committed to providing a work climate conducive to the personal and professional development of each individual. The College is dedicated to providing fair and impartial resolution of employee complaints. Therefore, it is the practice of the Three Rivers College Board of Trustees to resolve complaints at the lowest level possible. When complaints rise to the level that the resolution will require formal action, an employee will be given the option to file a grievance as appropriate. If the grievance is regarding an employee complaint of sexual misconduct or gender-based discrimination, please refer to the College regulation PR 4840 Title IX for Employees.

The College community is comprised of a diverse group of employees that believe most issues can be resolved informally. In the event of an unsatisfactory resolution, a grievance may be filed through the Director of Human Resources. The grievance procedure must be followed and include a written submission describing the nature of the complaint. The College grievance process must be followed as outlined herein:

- The employee should first address his or her concern with the College employee directly.
- If the employee is not satisfied, the matter should be brought to the attention of the employee’s supervisor.
- If unresolved, the employee should submit the College Complaint Form, (found on the Three Rivers College Website), to the Director of Human Resources.
- Once filed with the Director of Human Resources, the College Complaint Form prompts an informal resolution meeting that is facilitated by the Director of Human Resources.
- If the employee is still not satisfied with the result of the resolution meeting, he or she should discuss the matter further with the Director of Human Resources.
- Should the matter still be unresolved, the Director of Human Resources shall coordinate

**THREE RIVERS COLLEGE  
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4800 Employee Welfare	
Title: PR 4850 Employee Grievance	Page 2 of 6
Primary Policy: PP 4850 Employee Grievance	
Associated Policies: GAP 1205 Code of Ethics; GAP 1210 Civil Rights	
Associated Regulation: GAR 1410 Record Retention and Destruction	
References: Title VII of the Civil Rights Act, Higher Education Act of 1972, Section 504, of the Rehabilitation Act of 1973, as amended on the ADA Act of 1992; College Complaint Form (found on the Three Rivers College Website); Missouri Community College Record Retention Schedule; General Record Retention Schedule; eCFR 382.307.	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 04-20-2011	Last Revision: 10-21-2020

with the Office of the President to appoint an ad hoc grievance panel to resolve the matter.

- The decision of the ad hoc grievance panel shall be final.

**Procedures for Submitting Grievance**

- 1) If the grievance cannot be solved in an informal manner, the details of the grievance must be submitted in writing to Director of Human Resources to determine if the matter is grievable as defined herein. This must be submitted within ten (10) calendar days after the event or occurrence giving rise to the grievance or within ten (10) calendar days from the date on which the employee could have reasonably known of its occurrence. If grievable, the Director of Human Resources will review the complaint, gather the pertinent facts, and discuss the grievance with the involved party or parties in order to reach a satisfactory settlement.

If the Director of Human Resources believes the matter is not grievable as described herein, he/she shall report so in writing to the grievant and the case will be closed.

- 2) A report of the grievance and review of the complaint, including whether or not the matter has been satisfactorily settled, will be shared with the appropriate Cabinet Member. The Director of Human Resources and/or the Cabinet Member shall make every effort to reach a satisfactory conclusion for all parties.
- 3) The outcome of the grievance will be provided to both the grievant and if applicable, to the person alleged to be responsible. In the event that neither party requests the matter be placed before the ad hoc grievance panel, the grievance shall be considered resolved.

Either individual may request the determination of the Director of Human Resources be brought before an ad hoc grievance panel by presenting a written request within three (3) calendar days of their being notified to the Office of the President.

**THREE RIVERS COLLEGE  
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4800 Employee Welfare	
Title: PR 4850 Employee Grievance	Page 3 of 6
Primary Policy: PP 4850 Employee Grievance	
Associated Policies: GAP 1205 Code of Ethics; GAP 1210 Civil Rights	
Associated Regulation: GAR 1410 Record Retention and Destruction	
References: Title VII of the Civil Rights Act, Higher Education Act of 1972, Section 504, of the Rehabilitation Act of 1973, as amended on the ADA Act of 1992; College Complaint Form (found on the Three Rivers College Website); Missouri Community College Record Retention Schedule; General Record Retention Schedule; eCFR 382.307.	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 04-20-2011	Last Revision: 10-21-2020

- 4) Upon receipt of the request for review by an ad hoc grievance panel from either party, a panel consisting of three employees shall be appointed to review the decision. The College will make every effort to complete the investigation and render a decision within a maximum of 45 calendar days from the College’s first receipt of the written request for review. Both parties will receive written notice of the review panel decision from The Director of Human Resources.
- 5) The decision of the ad hoc grievance panel is final.

**I. Conditions in Relation to filing a Grievance**

- A. Termination of employment shall not be grievable nor shall issues which have been filed or adjudicated in another internal or external complaint resolution venue.
- B. A grievant must be a current non-supervisory “full-time” employee of the College except in the case of alleged discrimination, as defined herein, where any employee may file a grievance.
- C. The alleged grievance is limited to:
  1. An alleged violation of a written College policy.
  2. An alleged harassment or discrimination based upon race, color, creed, gender, religion, disability, age, or national origin. *NOTE: If the suspected harassment is of sexual misconduct or is gender-based discrimination it is handled through the Title IX Regulation for Employees, PR 4840.*

**II. Filing of Grievance**

- A. The grievance shall be filed within ten (10) calendar days after the event or occurrence giving rise to the grievance or within ten (10) calendar days from the date on which the employee could have reasonably known of its occurrence.

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Section: 4000 Personnel	
Sub Section: 4800 Employee Welfare	
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Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 04-20-2011	Last Revision: 10-21-2020

- B. No reprisals of any kind shall be taken against an employee for participating in the employee grievance process.
- C. No materials pertaining to the grievance, including supporting documents submitted during the time the grievance is in process, shall become part of the employee's official personnel file, except to the extent that such documents were created prior to the filing of the grievance.
- D. A grievance shall be initiated with the filing by the grievant of a written grievance through the Director of Human Resources or designee except if the Director of Human Resources is the person against whom the grievance is directed. In such cases, the grievance shall be filed with a designee appointed by the Office of the President.
- E. The grievant must submit documentation substantiating the allegation and shall state the written College policy which is alleged to have been violated.
- F. The grievant shall include in the written statement all reasonable avenues utilized to achieve a solution prior to the filing of the grievance.
- G. All reference to specific number of days under this policy shall be calendar days. Date of receipt shall be date of personal receipt or within three (3) days of the mailing of a certified letter.

**III. Grievability**

- A. In addition to receiving the grievance, the Director of Human Resources shall:
  - 1. Determine if the grievance complies with the requirement of College policy.
    - a. If the Director of Human Resources believes the matter is not grievable, he/she shall report so in writing to the grievant.



**THREE RIVERS COLLEGE  
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4800 Employee Welfare	
Title: PR 4850 Employee Grievance	Page 5 of 6
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Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 04-20-2011	Last Revision: 10-21-2020

**IV. Adherence to Time Schedules**

It shall be the obligation of all parties to meet the time schedules. The Director of Human Resources, or designee may grant extensions for extenuating circumstances.

- A. In the event, the College determines additional time is needed beyond 45 days, all parties shall be notified by the Director of Human Resources.
- B. Failure on the part of the grievant to abide by the time schedule shall result in the grievance being disallowed.

**V. Safekeeping of Grievance Materials**

- A. Materials regarding an actual case of grievance shall be kept on file for five (5) years after final disposition in the Office of Human Resources. After that time, materials shall be destroyed unless a special request by the grievant and/or person alleged to be responsible has been petitioned for a copy of the file. However, the College may, at its discretion, retain copies of any such file given to a grievant and/or person alleged to be responsible.

**THREE RIVERS COLLEGE  
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4800 Employee Welfare	
Title: PR 4850 Employee Grievance	Page 6 of 6
Primary Policy: PP 4850 Employee Grievance	
Associated Policies: GAP 1205 Code of Ethics; GAP 1210 Civil Rights	
Associated Regulation: GAR 1410 Record Retention and Destruction	
References: Title VII of the Civil Rights Act, Higher Education Act of 1972, Section 504, of the Rehabilitation Act of 1973, as amended on the ADA Act of 1992; College Complaint Form (found on the Three Rivers College Website); Missouri Community College Record Retention Schedule; General Record Retention Schedule; eCFR 382.307.	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 04-20-2011	Last Revision: 10-21-2020

**DOCUMENT HISTORY:**

- 04-20-2011:** Initial approval of regulation PR 4850 Employee Grievance.
- 09-21-2016:** The College Board of Trustees approved the name change of the College from Three Rivers Community College to Three Rivers College.
- 07-19-2017:** Revision of process for clarification.
- 10-21-2020:** Updated record retention period for Employee Grievance from “(3) years” to (5) years after final disposition in alignment with GAP and GAR 1410 Record Retention and Destruction. Added Reference(s) to Regulation Grid: Missouri Community College Record Retention Schedule; General Record Retention Schedule; eCFR 382.307.

**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION REGULATION**

Section: 100 General Administration	
Sub Section: 1400 Records	
Title: GAR 1410 Record Retention and Destruction	Page 1 of 12
Primary Policy: GAP 1410 Record Retention and Destruction	
References: RSMo109.255; Missouri Community College Record Retention Schedule; General Record Retention Schedule; eCFR 382.307	
Supersedes: NA	
Responsible Administrator: College President; Cabinet Members; Director of Human Resources	
Initial Approval: 10-20-2010	Last Revision: 10-21-2020

The Three Rivers College shall effectively maintain and manage its records, including those in electronic format, and to ensure the preservation of certain records as required by both state and federal law, including the Missouri Records Retention Law and Local Record Retention Schedule for Community Colleges as provided by the Missouri Secretary of State.

This regulation sets the enforcement of state, federal, and professional minimum timelines for record retention. Where the minimum timelines differ, the college shall select the maximum timeline for record retention and destruction. This regulation underscores the importance for employees to recognize their obligation in retaining college documents and files as those in electronic format including but not limited to: e-mail, Web, text, video, sound, PDF, and all Microsoft Office or other formatted files.

Each cabinet member is the officer responsible for the administration of this policy within their areas of control and the implementation of processes and procedures to ensure that the records retention schedule is followed.

Each cabinet member is responsible to:

- make modifications to the records retention schedule to ensure compliance with this policy and associated regulation including the appropriate document and record categories;
- monitor local, state, and federal laws affecting records retention;
- annually review the record retention and disposal program;
- monitor college compliance with this policy; and
- bring any revisions forward to the president’s cabinet for approval and inclusion in the records retention schedule.

**Suspension of Records Disposal in Event of Litigation or Claims**

In the event the college is served with a subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning the college, or the commencement of any litigation against or concerning the college, such employee is to immediately inform the appropriate cabinet member. In the case of a scheduled disposition of

**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION REGULATION**

Section: 100 General Administration	
Sub Section: 1400 Records	
Title: GAR 1410 Record Retention and Destruction	Page 2 of 12
Primary Policy: GAP 1410 Record Retention and Destruction	
References: RSMo109.255; Missouri Community College Record Retention Schedule; General Record Retention Schedule; eCFR 382.307	
Supersedes: NA	
Responsible Administrator: College President; Cabinet Members; Director of Human Resources	
Initial Approval: 10-20-2010	Last Revision: 10-21-2020

any college documents that may be affected by such litigation, the process shall be suspended. The cabinet member, college president, and legal counsel shall determine the schedule for continuation. The cabinet member shall promptly inform all staff with access to the suspended college documents and inform them of a schedule for continuation of same.

**Definitions**

For purposes of this Record Retention and Destruction Policy, the term “record” is defined as any document, including electronic format, which was made or received pursuant to law or in connection with the transaction of official business.

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GENERAL ADMINISTRATION REGULATION**

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References: RSMo109.255; Missouri Community College Record Retention Schedule; General Record Retention Schedule; eCFR 382.307	
Supersedes: NA	
Responsible Administrator: College President; Cabinet Members; Director of Human Resources	
Initial Approval: 10-20-2010	Last Revision: 10-21-2020

**DOCUMENT HISTORY:**

- 10-20-2010:** Initial approval of regulation GAR 1410 Record Retention and Destruction.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 10-21-2020:** Employee Record(s) Retention and Destruction Retention Period Revisions: Employee Earnings Records revised from “time of separation + 7 years” to 5 years; Employee Personnel Records revised from “75 years from date of hire” to Date of Separation +20 years; Job Descriptions revised to 3 years after superseded (and added) “or obsolete”; Family and Medical Leave Act Records revised from “3 years” to 7 years; Employee Medical/Benefit Records revised from “7 years” to 3 years after separation or eligibility expired; “added Drug Testing Records 7 years after separation”; “added USDOT retention revised to Positive Results 5 years from end of calendar year and Negative Results 1 year from end of calendar year”; Worker’s Compensation Records revised from “7 years” to 3 years if no action and 10 years if action; Training records revised from “1 copy kept permanently” to Retain one copy until superseded; Leave Requests revised from “6 years” to 3 years + completion of audit. Added Reference(s) to Regulation Grid: Missouri Community College Record Retention Schedule; General Record Retention Schedule; eCFR 382.307

## Retention Schedules

<u>Record Type</u>	<u>Retention Period</u>
<b>ACADEMIC RECORDS</b>	
Curriculum Committee Minutes	Permanent
Faculty Meeting Minutes	Permanent
Curricular Committee Supporting Documents	Permanent
Division Meeting Minutes	10 Years
Standing Committees of the Faculty	10 Years
Annual Reports by School/College	10 Years
Academic Affairs year-End Reports	10 Years
Student Grade Appeals	10 Years
Student Credit for Prior Learning Portfolios	10 Years
Syllabi	1 Year
Grade Books	1 Year
Course Evaluations (PT Faculty)	5 Years
Course Evaluations (FT Faculty)	5 Years
Course Evaluations (FT Faculty – Summary Sheet	Permanent
<b>Personnel Records</b>	
<u>Record Type</u>	<u>Retention Period</u>
Incentives/Awards	11 years
IPEDS Report for Personnel	2 years after superseded or filing (whichever is longer)
Employee Earnings Records	5 years
Employee Handbooks	1 copy kept permanently
Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, orientation checklists, payroll withholding information, leave summary record, performance documentation, and other records related to an individual's employment.	Date of separation + 20 years

Employee Withholding Forms (W-4)	5 years
Employment Contracts – Individual	11 years after separation
Employment Records - Correspondence with Employment Agencies and Advertisements for Job Openings, Testing and Rating Records	3 years from date of hiring decision
Employment Records - All Non-Hired Applicants (including all applications and resumes, interview questions, applicant lists, and, if any, related correspondence)	1 year after the position is filled; 6 months unsolicited resumes
Job Descriptions	3 years after superseded or obsolete
Personnel Count Records	3 years
Forms I-9	3 years after hiring, or 1 year after separation whichever is longer
Employment Grievance	5 years after final disposition
Family and Medical Leave Act Records	7 years
Employee Medical/Benefit Records	3 years after separation or eligibility expired
Drug Testing Records	7 years after separation
USDOT	Positive Results 5 years from end of calendar year; Negative Results 1 year from end of calendar year
Retirement Enrollment Forms	75 years
Pre-employment Background Checks	2 years
Worker’s Compensation Records	3 years if no action; 10 years if action
Exposure to toxic substances	Duration of employment + 30 years
Training records including course descriptions, textbooks, worksheets, handouts, films, videos, and course outlines	Retain one copy until superseded
Program records including instructor rosters and certifications, planning and development documentation, class enrollment and attendance records, and course evaluations	3 years
<b>ACCOUNTING AND FINANCE</b>	
Accounts Payable & Accounts Receivable ledgers and schedules	11 years
Accounts Payable & Accounts Receivable Records	6 years, including Completion of audit
Adopted Budget	Permanent
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Annual Financial Statements	6 years, including completion of audit
Bank Statements and Canceled Checks	6 years, including completion of audit
Bond Coupons/Bond Payment Agreements	6 years, including completion of audit
Budget Transfer	6 years, including Completion of audit
Correspondence- General	6 years, including completion of audit

Correspondence- Policy	Permanent
Employee Expense Reports	11 years
Fee Records	6 years, including completion of audit
Fixed Assets	6 years, including completion of audit
General Ledgers	Permanent
Grant Records	6 years, including completion of audit, Significant- Permanent, Other grants- 3 years after submission of final report or as specified by grant; whichever is longer, unsuccessful grant applications- 1 year after rejection or withdrawal
Mailing Lists	Destroy when superseded or obsolete
Notes Receivable ledgers and schedules	11 years
Policy and Procedure Files	6 years, including completion of audit
Postal Records	6 years, including completion of audit
Purchasing Records	6 years, including completion of audit
Permits and License	6 years, including completion of audit
Receipts	6 years, including Completion of audit
Scholarship Expenditure and Supporting Information	6 years, including completion of audit
Subsidiary Ledgers	6 years, including completion of audit
Sunshine Law Requests	6 years, including completion of audit
Travel Expense Reimbursement Records	6 years, including completion of audit
Investment Records	11 years after sale of investment
Calendars/Scheduling Records	6 years, including completion of audit
<b>CONTRACTS</b>	
Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)	11 years after expiration or termination
Bid Record	6 years, including completion of audit
<b>CORPORATE RECORDS</b>	
Corporate Records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)	Permanent
Licenses and Permits	Permanent
Insurance Policy Records	6 years, including completion of audit
Insurance Claims Files	Action taken 10 years, no action 3 years
Litigation Case Files	6 years, including completion of audit
Legal Opinions	6 years, including completion of audit
<b>PAYROLL DOCUMENTS</b>	



<b><u>Record Type</u></b>	<b><u>Retention Period</u></b>
Employee Deduction Authorizations	6 years, including completion of audit
Payroll Deductions	Termination + 7 years
W-2 and W-4 Forms	Termination + 7 years
Garnishments, Assignments, Attachments	Termination + 7 years
Payroll Registers (gross and net)	7 years
Time Cards/Sheets/	6 years, including completion of audit
Unclaimed Wage Records	6 years, including completion of audit
Leave Requests	3 years + completion of audit
<b>PROPERTY RECORDS</b>	
Deeds and Conveyance	Permanent
Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanent
Property Insurance Policies	Permanent
Owners Manuals and Warranties	Disposal or expiration
Vehicle Ownership/Maintenance Records	Disposal or Sold
Equipment Ownership/Maintenance Records	Disposal or Sold
<b>TAX RECORDS</b>	
Tax-Exemption Documents and Related Correspondence	Permanent
IRS Rulings	Permanent
Excise Tax Records	7 years
Payroll Tax Records	7 years
Tax Bills, Receipts, Statements	7 years
Tax Returns - Income, Franchise, Property	Permanent
Tax Workpaper Packages - Originals	7 years
Sales/Use Tax Records	7 years
Annual Information Returns - Federal and State	Permanent
IRS or other Government Audit Records	Permanent
1098T	Permanent
<b>CONTRIBUTION RECORDS</b>	
Records of Contributions	Permanent
Documents evidencing terms, conditions or restrictions on gifts	Permanent
<b>Admissions Data/Documents for Applicants (Who do not Enroll)</b>	
<b>Representative Data/Document</b>	<b>Minimum Retention Period</b>
Acceptance letters	1 year after application term
Advanced placement records	1 year after application term
Applications for admission	1 year after application term
Correspondence, relevant	1 year after application term

Entrance examination reports/test Scores (e.g.ACT,SAT, LSAT)	1 year after application term
Letters of Recommendation	1 year after application term
Medical Records	1 year after application term
Military Documents	1 year after application term
Placement test scores & reports	1 year after application term
Readmission forms	1 year after application term
Recruitment Materials	1 year after application term
Other test scores	1 year after application term
Transcripts other colleges	1 year after application term
Transcripts high schools	1 year after application term
<b>Admissions Data/Documents for Applicants Who Enroll</b>	
<b>Representative Data/Document</b>	<b>Minimum Retention Period</b>
Acceptance letters	5 years after graduation or date of last attendance
Advanced placement records	5 years after graduation or date of last attendance
Applications for admission or readmission (re-entry)	5 years after graduation or date of last attendance
Correspondence, relevant	5 years after graduation or date of last attendance
Entrance examination reports/test Scores (e.g.ACT,SAT, LSAT)	5 years after graduation or date of last attendance
Letters of Recommendation	Until admitted
Medical Records	5 years after graduation or date of last attendance
Military Documents	5 years after graduation or date of last attendance
Placement test scores & reports	5 years after graduation or date of last attendance
Recruitment Materials	Until enrollment
Residency classification forms	5 years after graduation or date of last attendance
Student waivers for rights of access to see letter of recommendation for admission	Until terminated
Other test scores	5 years after graduation or date of last attendance
Transcripts other colleges	5 years after graduation or date of last attendance

Transcripts high schools	5 years after graduation or date of last attendance
Student Visas	Permanent
Exchange Visitor Visas	3 years after graduation or date of last attendance
<b>Registration, Attendance and Academic Progress Records</b>	
Academic action authorization (dismissal, etc.)	5 years after graduation or date of last attendance
Academic records (including narrative evaluations, competency assessments, etc.)	Permanent
Advanced placement and other placement tests records/scores (e.g., ASSET, Compass, Accuplacer)	5 years after graduation or date of last attendance
Applications for admission or readmission (reentry)	5 years after graduation or date of last attendance
Applications for graduation	1 year after graduation or date of last attendance
Audit authorizations	1 year after graduation or date of last attendance
Change of grade forms (update documents)	Permanent
Changes of course (add/drop)	1 year after graduation or date of last attendance
Class lists (original grade sheets)	Permanent
Class schedules (students)	1 year after graduation or date of last attendance
Correspondence, relevant	5 years after graduation or date of last attendance
Credit by examination reports/scores (e.g., Advanced Placements, CLEP, PEP)	5 years after graduation or date of last attendance
Credit/no credit approvals (audit, pass/fail, etc.)	1 year after graduation or date of last attendance
Curriculum change authorizations	5 years after graduation or date of last attendance
Degree audit records	5 years after graduation or date of last attendance
Disciplinary action documents	5 years after graduation or date of last attendance
Fee assessment forms	5 years after graduation or date of last attendance
FERPA documents	5 years after graduation or date of last attendance

Financial aid documents (see Retention Schedule H – Federal Aid Record Requirements)	3 Years after the annual audit has been accepted by the department of Education
Foreign/international student forms (I-20, etc.)	5 years after graduation or date of last attendance
Grade reports (registrar’s copies)	1 year after date distributed
Graduation authorizations	Permanent
Graduation lists	5 years after graduation or date of last attendance
Hold or encumbrance authorizations	Until released
Medical records	1 year after graduation or date of last attendance
Military documents	5 years after graduation or date of last attendance
Name change authorizations	5 years after graduation or date of last attendance
Pass/fail requests	1 year after date submitted
Personal data information forms	1 year after date submitted
Registration forms	1 year after date submitted
Transcript requests (student)	1 year after date submitted
Transfer credit evaluations	5 years after graduation or date of last attendance
Tuition and fee charges	5 years after graduation or date of last attendance
Withdrawal authorizations	2 years after graduation or date of last attendance
<b>Publications, Statistical Data/Documents, and Institutional Reports</b>	
Catalogs	Permanent
Commencement Programs	Permanent
Degree statistics	Permanent
Enrollment statistics	Permanent
Grade statistics	Permanent
Race/ethnicity statistics	Permanent
Schedule of classes (institutional)	Permanent
<b>Certification Data/Documents and Representative Data/Document</b>	
Enrollment verifications	1 year after verification
Financial aid assistance records (see Retention Schedule H)	3 years after graduation or date of last attendance
Social security certifications	1 year after certification
Teacher certifications	1 year after certification

Veterans Admissions	3 years after graduation or date of last attendance certifications
<b>Family Educational Rights &amp; Privacy Act Data/Documents</b>	
Requests for formal hearings	Permanent
Requests and disclosures of personally identifiable information	Permanent
Student requests for nondisclosure	Until terminated by student or permanent
Student statements on content of records regarding hearing panel decisions	Permanent
Student's written consent for records disclosure	Until terminated by student or permanent
Waivers for rights of access	Until terminated by student or permanent
Written decisions of hearing panels	Permanent
<b>Federal Disclosure Records</b>	
Crime Statistics/Security Report	3 years from date of required disclosure
SRK Graduation/Completion, Transfer out Data	3 years from date of required disclosure
Athletic Participation/EADA documents	3 years from date of required disclosure
Institutional Information (Cost of Attendance, Withdrawal Procedures, disclosure, end of award year, Accreditation, etc.)	3 years from date of required disclosure
<b>Federal Student Financial Aid Data/Documents</b>	
Program Participation Agreement	3 years from award year
Accrediting and licensing agency review, approvals and reports	3 years from award year
State agency reports	3 years from award year
Audit and review reports	3 years from award year
Self-evaluation reports	3 years from award year
Other records pertaining to financial responsibility and standards of administrative capability	3 years from award year
Records of SFA program	3 years from award year
Bank statements for accounts containing SFA funds	3 years from award year
<b>State &amp; Other Financial Aid Data/Documents</b>	
Records of student accounts	3 years from award year
Ledgers identifying SFA transactions	3 years from award year
Federal work-study payroll records	3 years from award year
Records supporting data on required reports , such as: SFA program reconciliation reports Audit reports and school responses Pell grant statements of accounts Accrediting and licensing agency reports	3 years from award year

The Student Aid Report (SAR) or Institutional Student Information Record (ISIR)	3 years from award year
Application data submitted to the Dept. of Education or lender by the school on behalf of the student	3 years from award year
Documentation of student's eligibility	3 years from award year
Financial aid history for Transfer students	3 years from award year
Documentation of student's satisfactory academic progress	3 years from award year
Documentation of student's program of study and courses enrolled in	3 years from award year
Data used to establish student's admission , enrollment status, period of enrollment	3 years from award year
Documents used to verify applicant's data	3 years from award year
Documentation related to the receipt of aid such as: amount of grant, loan, FWS award; and calculations used to determine aid amounts	3 years from award year
Date and amount of disbursements	3 years from award year
Documentation of initial or exit loan counseling	3 years from award year
Reports and forms used for participation in the SFA program	3 years from award year
Documentation supporting the school's calculation of its completion/graduation or transfer-out rate	3 years from award year
Campus-based aid (Perkins loan, SEOG, and Federal Work Study)	3 years from award year
Pell Grant	3 years from award year
Fiscal Operations Report (FISAP)	3 years from award year report submitted
Perkins repayment records	3 years from date loan assigned, cancelled, or repaid
Perkins original promissory notes	Until loan is satisfied or documents are needed to enforce obligation
FFEL and Direct Loans: Borrower's eligibility records	3 years from end of award year student last attended
All other records/reports	3 years from end of award year report submitted

# UPCOMING EVENTS

**Explore TRC, Virtually:** These informative sessions, held virtually via Zoom, educate attendees on the featured program, transfer paths, and career opportunities. Attendees can ask questions and get answers about the programs, enrollment, registration, financial aid, and more.

- **Med Lab Tech:** November 9, 7 p.m.

**Sing on! Play on! Music Returns!:** Join emerging collegiate vocalists, instrumentalists, and vocal musical theatre ensembles as they share their talents via Facebook Live at 7 p.m. November 10.

**Kennett Trivia:** Doors open at 5 p.m. November 12 at the Kennett Country Club, 2121 1<sup>st</sup> Street. Come join us for a night of trivia, food, and fun. This Trivia Night is brought to you by Century Casino and benefits the Kennett Student Success Fund. The cost is \$150 per team for up to 6 players. Dinner is included and there will be a cash bar. Visit [trcc.edu/development/events](http://trcc.edu/development/events) for the registration form or contact Michelle Reynolds at 573-840-9077 or [michellereynolds@trcc.edu](mailto:michellereynolds@trcc.edu); or Haley Fincher at 573-888-6381 or [hfincher@trcc.edu](mailto:hfincher@trcc.edu). The preferred deadline for sponsors and teams is November 5.

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



**THREE RIVERS COLLEGE**

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## DAR Headlines September 10 – October 12

- September 16: TRC Run 4 The Arts
- September 16: Championship College Rodeo to be held October 15 – 17
- September 17: TRC program provides link in patient care (Community Health Worker Program)
- September 17: Application deadline approaches for practical nursing programs
- September 18: Application deadline for LPN-RN Bridge programs nearing
- September 22: TRC graduate receives Paul & Joe Anne Ripley scholarship to attend Southeast
- September 22: Three Rivers College student awarded funds from the Allison Grace Daughetee Scholarship
- October 1: Virus test puts practices on hold for Raiders (men's basketball)
- October 2: Tinnin Center to get a facelift
- October 3: Nominations open for TRC 2021 Alumni Star Award
- October 10: TRC band adapts, overcomes pandemic challenges