

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, January 20, 2021
12:00 p.m.

- I. Invocation and Pledge of Allegiance**
- II. Approval of Agenda and Minutes**
 1. Consideration and Approval of Agenda
 2. Consideration and Approval of Minutes of the November Board Meeting
- III. Consideration of College Financial Report**
 1. Statement of Revenues, Expenses, and Changes in Net Assets
 1. Monthly Financial Statements
 2. Budget to Actual Financial Statements
 2. Cash in Bank
 3. Certificates of Deposits
 4. Checks Issued
 5. Bid Report
- IV. President's Report**
- V. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)
- VI. Items for Consideration, Discussion, and Vote**
 1. Discussion and Vote on the Dexter Building Purchase
 2. Discussion and Vote on approval for Construction Management Contract with Sides Construction
 3. Consideration and approval of revisions to SP 2710 – Financial Aid Program

*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. Felicia Dodge – Practical Nursing Instructor, Sikeston
2. Transfer of Position
 1. Alex Jameson – Admin Assistant, Financial Aid to Financial Aid Advisor
 2. Kathy Richardson – System Administrator (critical shortage) to Part-time System Administrator
3. Employment Contracts
 1. Review of President’s Contract
4. Retirement
 1. Robin Pearson – Financial Aid Advisor/Verification
5. Resignation
 1. Jocelyn Cooper – Assistant Director, Human Resources
 2. Melissa Fox – Academic Records Clerk

VIII. Appendix

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

IX. FY21 Board of Trustees Meeting Dates

- 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
November 18, 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, November 18, 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; Dr. Tim Hager, member; and college administrators: Dr. Wesley Payne, president; Janine Heath, recording secretary.

ATTENDANCE

Trustee Garrison delivered the invocation.

INVOCATION

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

**APPROVAL OF BOARD
MEETING AGENDA**

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

**APPROVAL OF THE
OCTOBER BOARD MEETING
MINUTES**

Charlotte reviewed the financials as of October 31, 2020. At 33% into the year we have recognized 46% of budgeted revenues and have obligated 29% 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 Garrison, the motion passed unanimously.

Dr. Payne presented:

PRESIDENT'S REPORT

The Music Department hosted their first ever virtual concert on November 10. Cindy White and Sheri Mitchell explained that the students scripted, filmed, and edited the entire production. Dr. Payne congratulated them and the music department on a job well done.

**SING ON! PLAY ON! MUSIC
RETURNS**

The Trivia night was a success and netted \$2,000 for the gap scholarship funds in Kennett to cover student needs.

KENNETT TRIVIA NIGHT

Coach Wiggs explained that the Lady Raiders have been going to the Qulin elementary school for years however, this year that was not possible. Four of the team members were videoed reading their favorite children's books which was then shared with the school. This is part of the Cutlass program in the service area.

**"DEER DAY" AT QULIN
ELEMENTARY**

Dr. Payne updated the board on the team's stats at the end of the fall rodeo competition.

**TRC RODEO TEAM
STANDINGS**

- Overall
 - Men's team – 6th
 - Women's team – 10th
- Team Roping (Header) – Blaine Maxwell is 5th
- Bull riding
 - Cole Skender – 1st
 - Casey Roberts – 3rd
 - David Moss – 4th
 - Blake Fenton – 5th

- Music Department: Musical Gifts Concert – Facebook Live – November 24 at 7pm
- LPN Pinning Ceremony – Facebook Live – December 11 at 2pm
- RN Pinning Ceremony – Facebook Live – December 11 at 5pm
- Christmas Break – December 14 – January 4

UPCOMING EVENTS:

Trustee Featherston made the motion to enter executive session at 12:22 p.m. With a second by Trustee Garrison 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

Ms. Eubank presented the clean and unmodified option from the Audit.

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

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

FY2020 AUDIT

Dr. Payne explained that the policy was revised to make adjustments in the wording to address workplace violence.

**COLLEGE POLICY GAP 1205-
CODE OF ETHICS**

Trustee Schalk made the motion to approve the revisions. On 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.

Trustee Garrison made the motion to accept the personnel actions and associated documents 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 AND
APPROVAL OF ALL
PERSONNEL ACTION AND
ASSOCIATED DOCUMENTS**

There being no further business, Trustee Schalk made the motion to adjourn the meeting at 1:35 p.m. and with a second by Trustee Garrison, the motion passed unanimously.

ADJOURNMENT

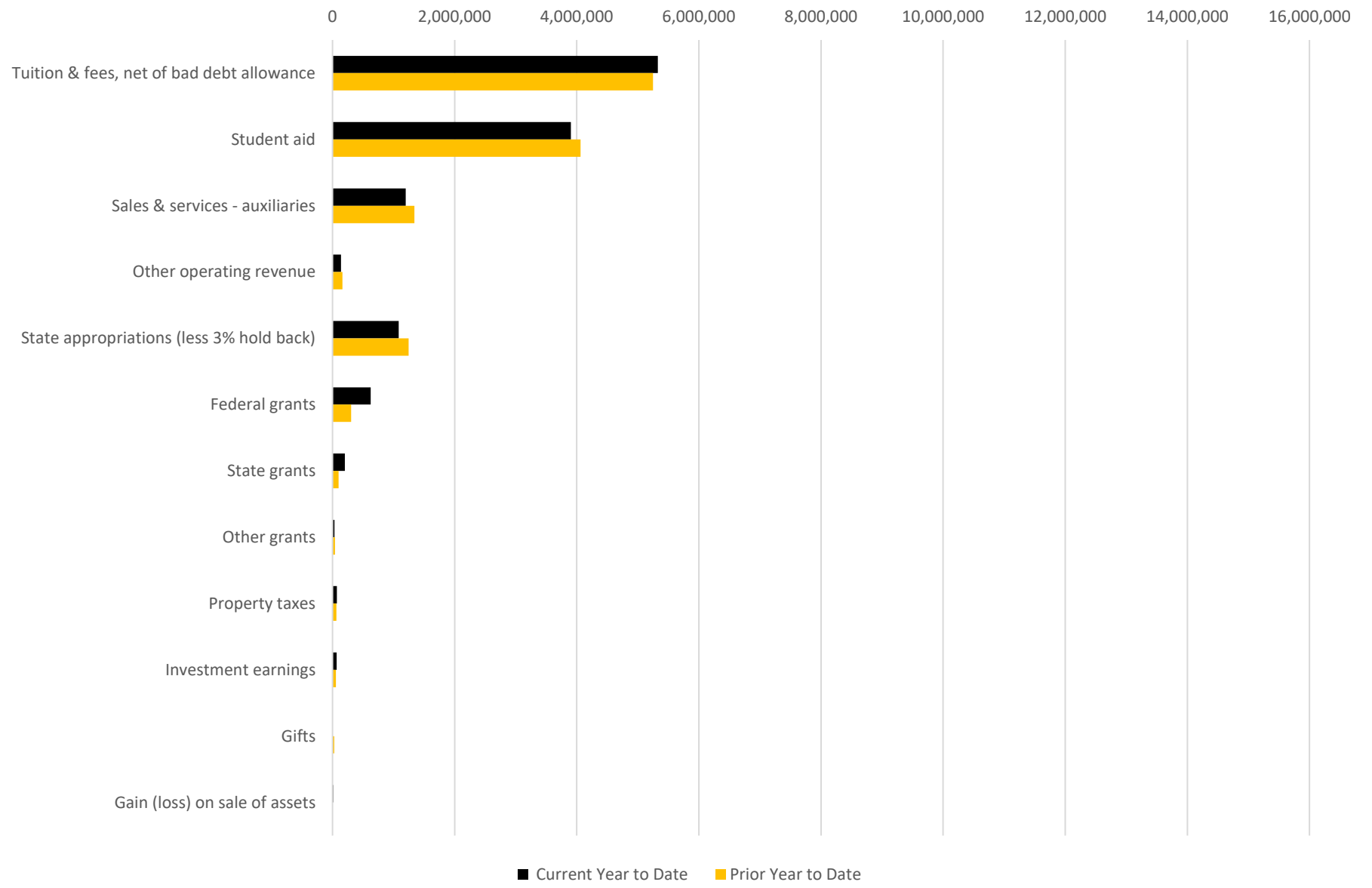
CHAIRMAN

APPROVAL DATE

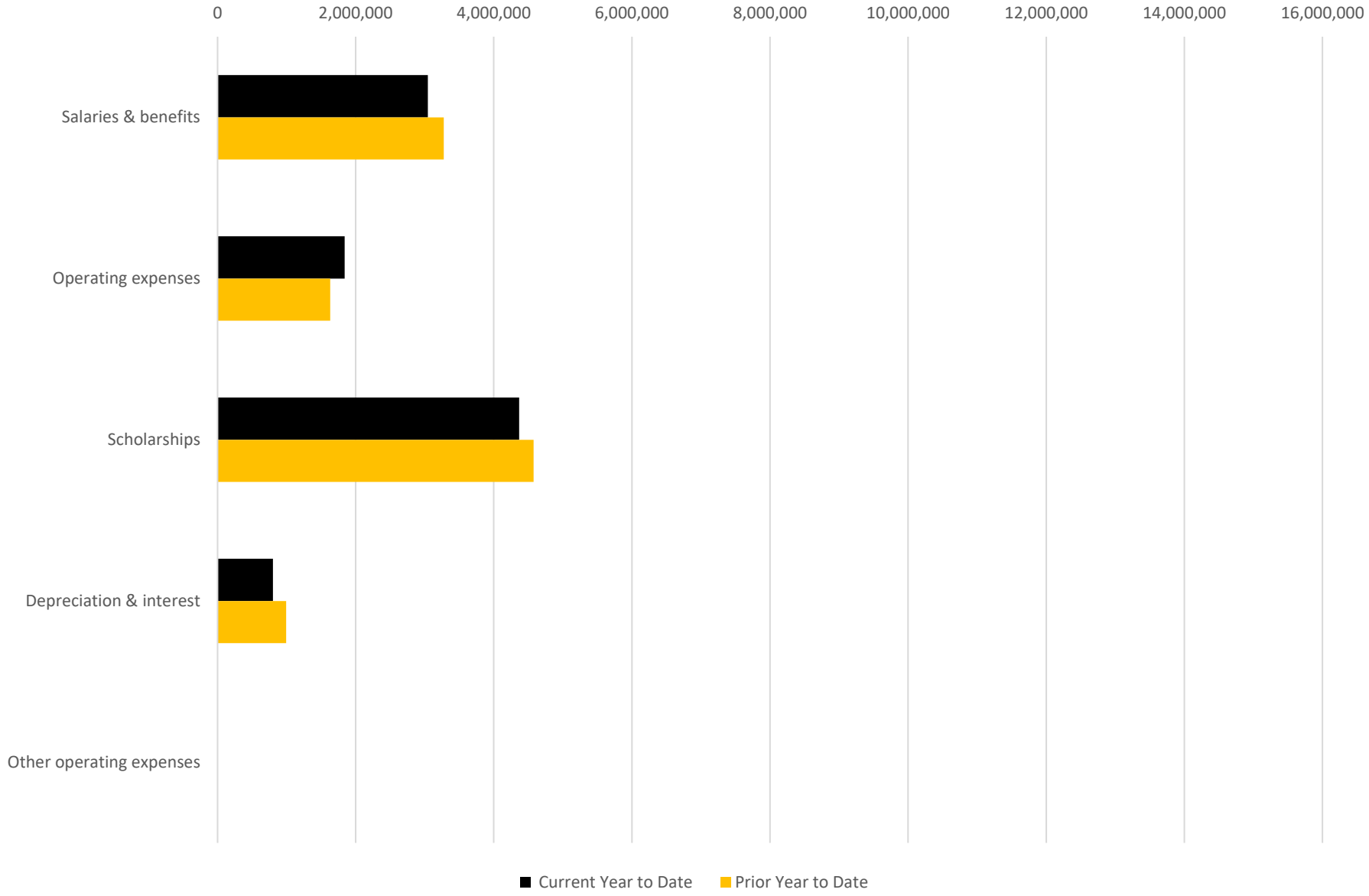
SECRETARY

APPROVAL DATE

YTD Comparison to Previous Year 09/30/2020



YTD Comparison to Previous Year
09/30/2020



YTD Comparison to Previous Year
09/30/2020

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

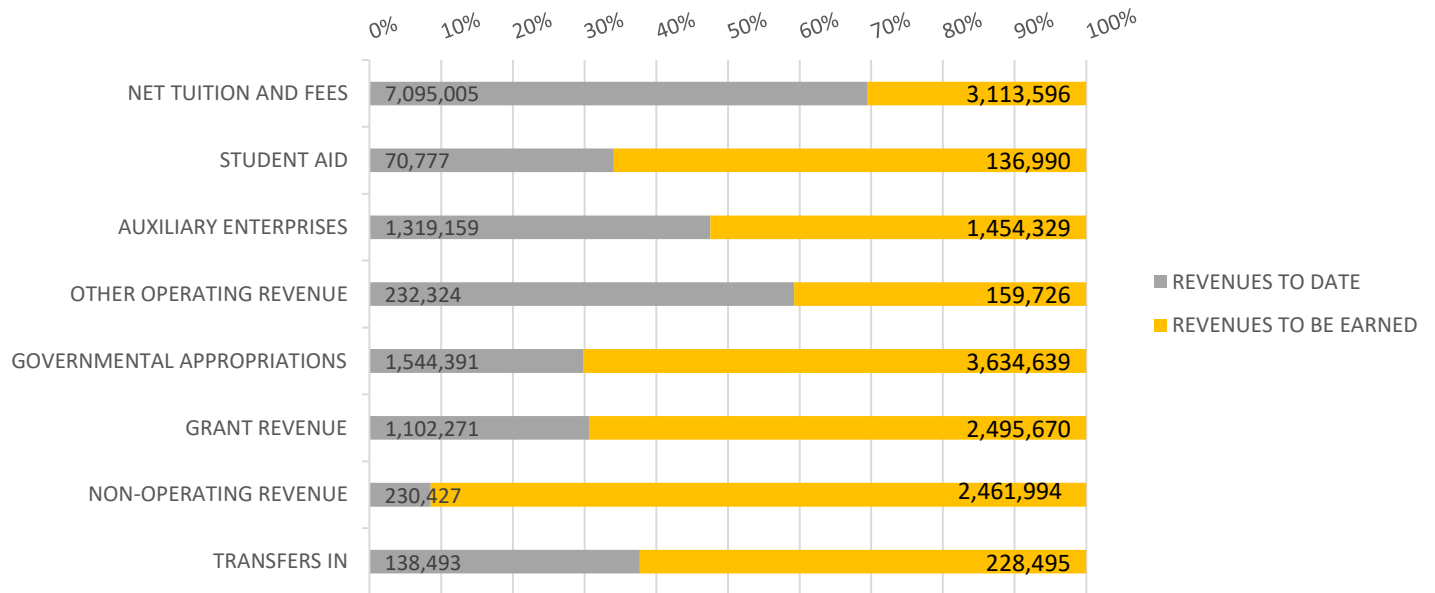
Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
September 30, 2020

ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash & Cash Equivalents	18,844,860	Accounts Payable	634,775
Student Account Receivables, net	3,560,914	Accrued Vacation	331,847
Property Tax Receivable	106,310	Student Deposits	2,383,259
Other Receivables	7,007,830	Deferred Tuition & Fees	(934)
Investments	0	Scholarships	(422,417)
Inventory	172,105	Total Current Liabilities	2,926,529
Prepaid Expenses	216,864		
Total Current Assets	29,908,884	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	19,440,510
Plus: Current year additions to capital assets	50,525	Accrued Interest	161,084
Accumulated Depreciation	(32,088,180)	Agency	344,981
Unamortized Bond Issue Costs	0	Total Non-Current Liabilities	33,923,853
Total Non-Current Assets	46,507,346	Total Liabilities	36,850,382
DEFERRED OUTFLOWS	4,897,234	DEFERRED INFLOWS	10,126,397
		NET POSITION	
		Beginning Balance	31,724,612
		Changes in Net Position	2,612,072
		Total Net Position	34,336,684
TOTAL ASSETS AND DEFERRED OUTFLOWS	81,313,463	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	81,313,463

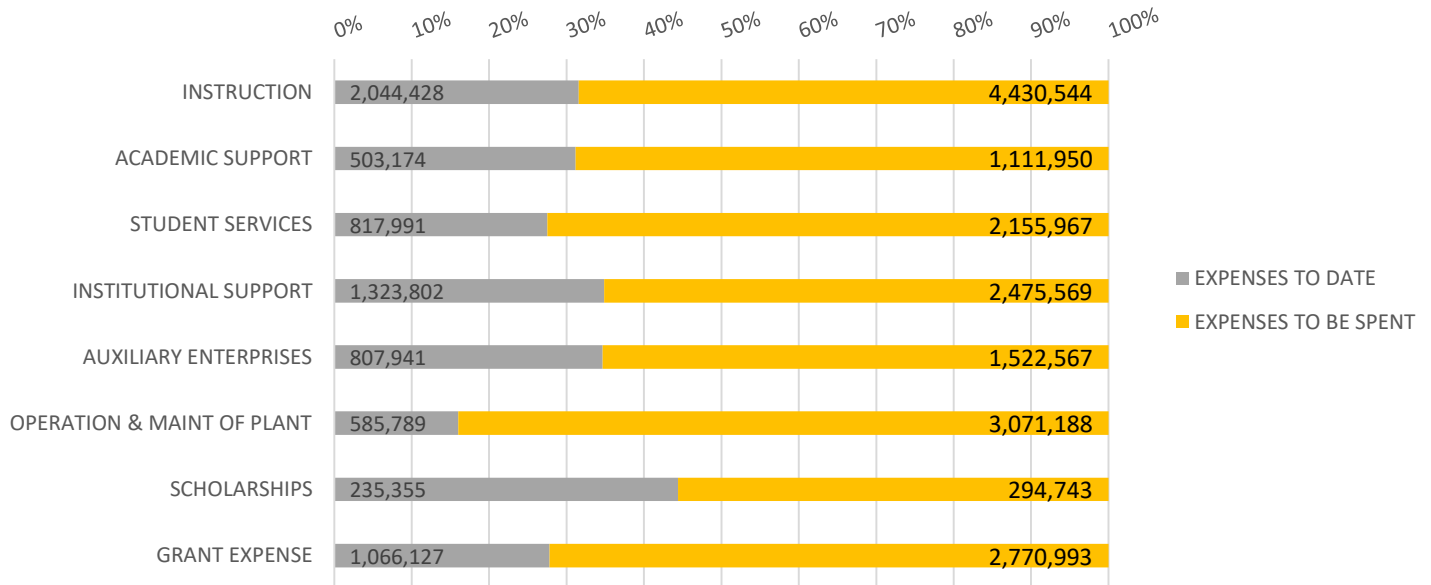
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
September 30, 2020

	July	August	September	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)	5,326,675	5,249,428	77,248	1.47%
Student aid	152,416	19,159	3,733,065	3,904,640	4,062,117	(157,477)	(3.88)%
Sales & services - auxiliaries	732,802	166,742	297,627	1,197,171	1,339,785	(142,614)	(10.64)%
Other operating revenue	4,904	131,911	3,414	140,229	164,561	(24,333)	(14.79)%
Total Operating Revenue	6,251,611	779,724	3,537,379	10,568,714	10,815,891	(247,177)	(2.29)%
OPERATING EXPENSES							
Salaries & benefits	915,788	1,095,961	1,033,005	3,044,754	3,273,985	(229,231)	(7.00)%
Operating expenses	624,572	811,518	403,033	1,839,123	1,632,572	206,551	12.65%
Capital equipment	11,068	32,590	6,867	50,525	114,986	(64,461)	0.00%
Less: Transfer to capital assets	(11,068)	(32,590)	(6,867)	(50,525)	(114,986)	64,461	0.00%
Scholarships	213,255	44,232	4,109,038	4,366,525	4,576,959	(210,435)	(4.60)%
Depreciation & interest	155,870	485,539	160,712	802,121	992,447	(190,326)	(19.18)%
Other operating expenses	0	(349)	(55)	(404)	0	(404)	0.00%
Total Operating Expenses	1,909,485	2,436,901	5,705,732	10,052,118	10,475,963	(423,844)	(4.05)%
NON-OPERATING REVENUE (EXPENSES)							
State appropriations (less 3% hold back)	362,046	362,046	362,046	1,086,138	1,245,761	(159,623)	(12.81)%
Federal grants	65,783	29,923	528,899	624,605	306,724	317,881	103.64%
State grants	78,279	77,337	44,803	200,419	101,296	99,123	97.85%
Other grants	0	25,325	6,665	31,990	41,098	(9,108)	(22.16)%
Property taxes	29,580	22,548	19,464	71,592	62,041	9,552	15.40%
Investment earnings	14,388	34,431	17,762	66,582	55,113	11,469	20.81%
Gifts	1,680	(180)	1,000	2,500	29,148	(26,648)	(91.42)%
Gain (loss) on sale of assets	11,650	0	0	11,650	3,598	8,052	223.83%
Total Non-Operating Revenues (Expenses)	563,406	551,431	980,639	2,095,476	1,844,778	250,698	13.59%
CHANGES IN NET POSITION	4,905,532	(1,105,746)	(1,187,714)	2,612,072	2,184,707	427,366	19.56%

Budget to Actual Revenues 10/31/2020 (33%)



Budget to Actual Expenses 10/31/2020 (33%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
October 31, 2020
Fiscal Year Benchmark: 33%

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	7,095,005	70%	3,113,596
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	207,767	70,777	34%	136,990
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	2,773,488	1,319,159	48%	1,454,329
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	392,050	232,324	59%	159,726
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	5,179,030	1,544,391	30%	3,634,639
GRANT REVENUE <i>State Grants, Federal Grants</i>	3,597,941	1,102,271	31%	2,495,670
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,692,421	230,427	9%	2,461,994
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	25,418,286	11,732,848	46%	13,685,439

NOTE: We have recognized a total of 46% of budgeted revenues. We have recognized 70% of our budgeted revenues from tuition and fees, comprised of portions of spring 2021, fall 2020 and portions of summer 2020, net of estimated bad debt. The operating budget includes transfers in from prior year reserves to support one-time projects which do not meet criteria for inclusion in the capital budget.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>	6,474,972	2,044,428	32%	4,430,544
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,615,124	503,174	31%	1,111,950
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	2,973,958	817,991	28%	2,155,967
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	3,799,371	1,323,802	35%	2,475,569
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	2,330,508	807,941	35%	1,522,567
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,656,977	585,789	16%	3,071,188
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	530,098	235,355	44%	294,743
GRANT EXPENSE <i>State Grants, Federal Grants</i>	3,837,120	1,066,127	28%	2,770,993
TOTAL EXPENSES	25,218,128	7,384,606	29%	17,833,522

NOTE: We have obligated 29% of our budgeted expenses at 33% into the fiscal year. October 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	200,158	4,348,242
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Three Rivers College
 Capital Budget - Unaudited
 October 31, 2020
 Fiscal Year Benchmark: 33%

FUNDING SOURCES	BUDGET	SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
RESTRICTED				
<i>State appropriations (Crisp)</i>	0	0	#DIV/0!	0
UNRESTRICTED				
<i>General funds - prior year transfers in (Reserves)</i>	577,091	47,642	8%	529,449
<i>General funds - current year transfers in</i>			#DIV/0!	0
TOTAL FUNDING SOURCES	577,091	47,642	8%	529,449

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>	223,129	1,235	1%	221,894
<i>Westover Administration Building repairs</i>	125,000	7,900	6%	117,100
<i>Landscaping, Lighting and other land improvements</i>	54,000	0	0%	54,000
<i>Tinnin Fine Arts Center refurbish</i>	53,652	8,738	16%	44,914
<i>Ballfield improvements</i>	26,310	29,768	113%	(3,458)
<i>Fleet vehicles</i>	35,000	0	0%	35,000
TOTAL EXPENSES	577,091	47,642	8%	529,449

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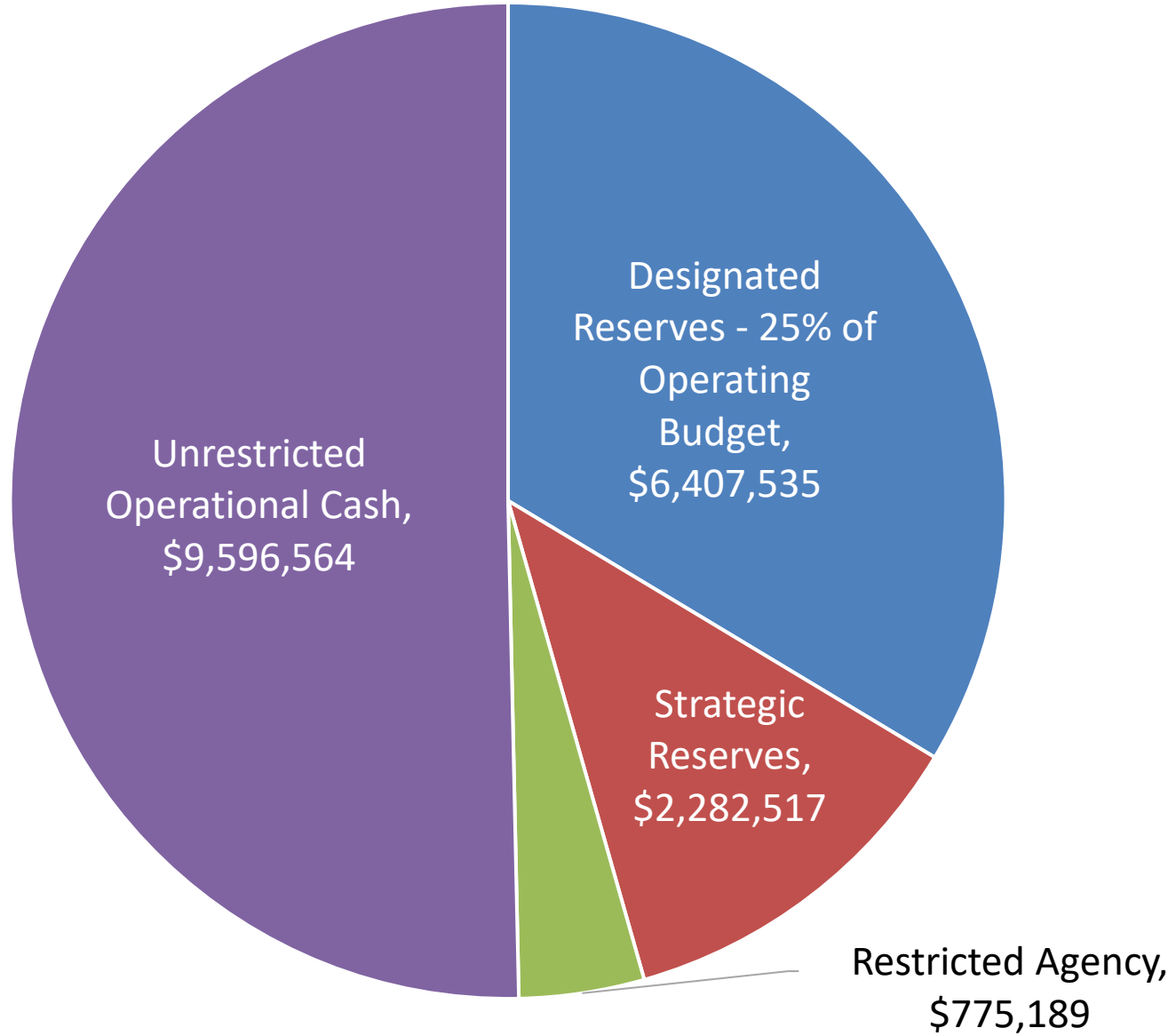
**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

December 1, 2020

	<u>11/02/20</u>	<u>12/01/20</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>	<u>11,012.55</u>	<u>11,012.55</u>
<i>General Accounts</i>		
Southern Bank - General Funds	9,294,844.42	8,850,048.47
Southern Bank - Credit Cards	172,163.47	164,128.29
<i>Total General Accounts</i>	<u>9,467,007.89</u>	<u>9,014,176.76</u>
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	13,115.22	12,773.70
Federal Clearing Account	-	-
Flexible Spending Account	10,012.67	10,012.67
<i>Total Restricted Accounts</i>	<u>23,127.89</u>	<u>22,786.37</u>
TOTAL CURRENT FUND	<u><u>9,501,148.33</u></u>	<u><u>9,047,975.68</u></u>
 HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	288,904.80	274,294.29
<i>Total General Accounts</i>	<u>288,904.80</u>	<u>274,294.29</u>
TOTAL HOUSING FUND	<u><u>577,809.60</u></u>	<u><u>548,588.58</u></u>

	<u>11/02/20</u>	<u>12/01/20</u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	5,312,087.17	5,428,665.95
<i>Total Bank Accounts</i>	<u>5,312,087.17</u>	<u>5,428,665.95</u>
<i>Certificates of Deposit</i>		
Bank of Grandin #16126	150,291.36	150,291.36
First Missouri State Bank #22132	107,376.90	-
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>3,368,763.32</u>	<u>3,261,386.42</u>
TOTAL PLANT FUND	<u><u>8,680,850.49</u></u>	<u><u>8,690,052.37</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	417,546.87	444,479.30
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	<u>330,709.56</u>	<u>330,709.56</u>
TOTAL AGENCY FUND	<u><u>748,256.43</u></u>	<u><u>775,188.86</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$19,061,805 AS OF 12/01/2020**



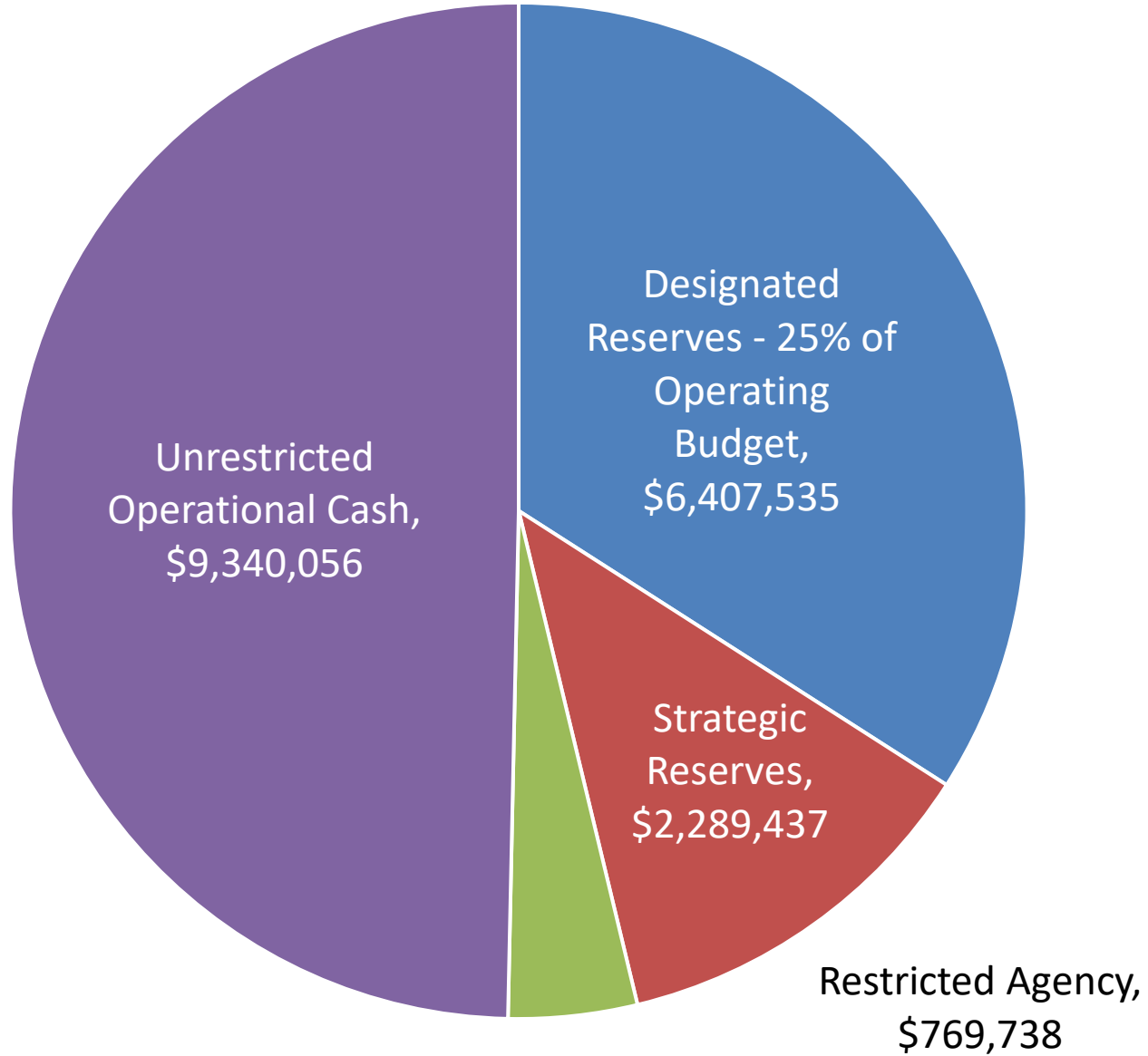
**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

January 4, 2021

	<u>12/01/20</u>	<u>01/04/21</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>	<u>11,012.55</u>	<u>11,012.55</u>
<i>General Accounts</i>		
Southern Bank - General Funds	8,850,048.47	8,567,726.50
Southern Bank - Credit Cards	164,128.29	226,449.19
<i>Total General Accounts</i>	<u>9,014,176.76</u>	<u>8,794,175.69</u>
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	12,773.70	12,943.33
Federal Clearing Account	-	-
Flexible Spending Account	10,012.67	10,075.00
<i>Total Restricted Accounts</i>	<u>22,786.37</u>	<u>23,018.33</u>
TOTAL CURRENT FUND	<u><u>9,047,975.68</u></u>	<u><u>8,828,206.57</u></u>
 HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	274,294.29	255,924.94
<i>Total General Accounts</i>	<u>274,294.29</u>	<u>255,924.94</u>
TOTAL HOUSING FUND	<u><u>548,588.58</u></u>	<u><u>511,849.88</u></u>

	<u>12/01/20</u>	<u>01/04/21</u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	5,428,665.95	5,435,585.78
<i>Total Bank Accounts</i>	<u>5,428,665.95</u>	<u>5,435,585.78</u>
<i>Certificates of Deposit</i>		
Bank of Grandin #16126	150,291.36	150,291.36
Bank of Grandin #17101	1,555,547.53	1,555,547.53
Bank of Grandin #17103	1,555,547.53	1,555,547.53
<i>Total Certificates of Deposit</i>	<u>3,261,386.42</u>	<u>3,261,386.42</u>
TOTAL PLANT FUND	<u><u>8,690,052.37</u></u>	<u><u>8,696,972.20</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	444,479.30	439,028.44
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	<u>330,709.56</u>	<u>330,709.56</u>
TOTAL AGENCY FUND	<u><u>775,188.86</u></u>	<u><u>769,738.00</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$18,806,767 AS OF 01/04/2021**



CERTIFICATES OF DEPOSIT AS OF November 30, 2020

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
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	1,555,547.53	Contingency
17103	Bank of Grandin	1.50	04/01/21	12 mths	1,555,547.53	Contingency
Total Contingency Fund					<u>3,261,386.42</u>	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF November 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
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
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

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
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
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 November 30, 2020

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
First Missouri State Bank	22132	11/1/2020	109,956.91

Responses

Bank	First Missouri State Bank	Sterling Bank	Bank of Missouri	Bank of Grandin	Southern Bank
Contact	Renea King	Erin Moody	Alicia Foust	Teresa Hoefer	Angie Medwick
Comment					
Amount					
3 months		0.40%			0.40%
6 months		0.50%			0.50%
9 months					
1 year	0.75%	0.80%	0.51%	1.00%	0.65%

CDs Transferred

\$109,956.91 CD with First Missouri State Bank liquidated and deposited into the college's Plant Fund due to the interest rate of 1.5% being greater than interest rates offered.

Endowment CDs Transferred to Endowment Trust

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

CERTIFICATES OF DEPOSIT AS OF December 31, 2020

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
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	1,555,547.53	Contingency
17103	Bank of Grandin	1.50	04/01/21	12 mths	1,555,547.53	Contingency
Total Contingency Fund					<u>3,261,386.42</u>	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF December 31, 2020

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

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
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
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 December 31, 2020

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
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CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Month of NOVEMBER & DECEMBER 2020

Current Fund:	General Fund - Southern Bank	\$ 2,151,690.99
	Electronic Student Refunds - Higher One	<u>-</u>
	Total Current Fund	<u>2,151,690.99</u>
Housing Fund:	Rivers Ridge - Southern Bank	18,947.76
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>18,205.08</u>
	Grand Total	<u><u>\$ 2,188,843.83</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 20th day of January 2021.

Chairman, Board of Trustees

Secretary, Board of Trustees

**THREE RIVERS COLLEGE
 BID REPORT
 AS OF JANUARY 11, 2021**

Sidewalk Lighting

Status: Open
 Open Date: 1/8/2021
 Close Date: 1/22/2021
 Funding Source: General Revenue
 Bids Submitted: N/A
 Bid Awarded: N/A

Camera Systems

Status: Closed
 Open Date: 12/3/2020
 Close Date: 12/8/2020
 Funding Source: CARES

CDW Government	Vernon Hills, IL
Schillers Audio + Visual	St. Louis, MO
B & H Photo Video	New York, NY

Bid Awarded: CDW Government \$329,361.06

Athletic Teams Insurance

Status: Closed
 Open Date: 12/4/2020
 Close Date: 1/5/2021
 Funding Source: General Revenue

Gallagher Student Health and Special Risk	Quincy, MA
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Bid Awarded: No
 Recommendation: Gallagher Student Health and Special Risk \$116,095.00

CONSIDERATION OF APPROVAL FOR ATHLETIC TEAMS INSURANCE

BACKGROUND INFORMATION

HISTORY

The College advertised for bids for both Basic Sports Accident and Catastrophic Sports Accident policies. Responses were received as follows:

Bidders Meeting Bid Specifications:

<u>Name of Broker</u>	<u>Company</u>	<u>Deductible</u>	<u>Basic Sports Accident Policy</u>	<u>Catastrophic Sports Accident Policy</u>
Gallagher Student Health & Special Risk				
	Arch Insurance Company	\$0	\$140,288.00	
	Philadelphia	\$0	\$133,326.00	\$9,999.00
	Guarantee Trust Life	\$0	\$119,010.00	
	QBE Insurance Corporation	\$0	\$121,512.00	
	Berkley Accident & Health	\$0	\$112,174.00	
	Starr Indemnity	\$0	\$109,500.00	
	Mutual of Omaha	\$0	\$126,281.00	\$6,595.00
	National Union Fire Insurance Company	\$0	\$149,766.00	
	Wellfleet	\$0	\$124,893.00	\$8,464.00
	The Hartford	\$0	\$145,839.00	

FINANCIAL IMPLICATIONS

Our current policy has a zero deductible and premiums for the 12 month period for 2020 were \$92,768.00 for the Basic Sports Accident Policy and \$6,281.00 for the Catastrophic Policy, totaling \$99,049.00. Gallagher Student Health & Special Risk's total submitted bid, with a zero deductible, would result in a \$17,046.00 annual increase.

ADMINISTRATIVE RECOMMENDATIONS

As Gallagher Student Health & Special Risk is the incumbent and they are offering the best, comparative pricing, based on a zero deductible, it is recommended that the College accept the Basic Sports Accident policy bid from Gallagher Student Health & Special Risk through Starr Indemnity (\$109,500.00) as well as their proposed Catastrophic Sports Accident policy through Mutual of Omaha Insurance Company (\$6,595.00).

January 2021 President's Report

- Spring 2021 Convocation
- 1st Day of Classes
- Enrollment
- Retention
- Governor Appropriations Release

- **Upcoming Events**
 - Planning Retreat – January 29

A G E N D A
Executive Session
Wednesday, January 20, 2021

I. Executive Session

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

II. Adjournment

V1. Consideration and approval of Dexter Building Purchase

BACKGROUND INFORMATION--HISTORY

The college has been approached by the City of Dexter to purchase the building that houses our external location. Based on the purchase agreement, this will be a savings to the college in the long term. It will provide us with a space to expand the programs offered at the site.

POSSIBLE ALTERNATIVES

Continue renting and assuming the risk of another entity purchasing the building.

FINANCIAL IMPLICATIONS

Long term savings and no short-term increase in rent being paid.

ADMINISTRATIVE RECOMMENDATIONS

Approve the purchase of the building.

V1. Consideration and approval of Construction Management Contract with Sides Construction

BACKGROUND INFORMATION--HISTORY

Sides construction was selected as the construction manager for improvements to the main campus and to the College Farm.

POSSIBLE ALTERNATIVES

Not approving contract

FINANCIAL IMPLICATIONS

Less than the budgeted amount.

ADMINISTRATIVE RECOMMENDATIONS

Approve the contract as presented.

V1. Consideration and approval of revisions to SP 2710 Financial Aid Programs

BACKGROUND INFORMATION--HISTORY

The policy was clarified regarding completing of the Free Application for Student Aid (FAFSA) form for students being considered for institutional scholarships

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Approve the revisions to the policy as presented.

**THREE RIVERS COLLEGE
STUDENTS POLICY**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SP 2710 Financial Aid Programs	Page 1 of 3
Associated Regulations: SR 2750 Return of Title IV Information; SR 2760 Financial Aid Satisfactory Academic Progress; SR 2740 Student Rights and Responsibilities; PR 4520 Payroll Deductions	
Associated Policies: SP 2730 Student Scholarships; GAP 1200 Equal Opportunity	
References: Higher Education Act of 1965; Federal Student Aid Handbook; Title IV Financial Aid; Federal Student Aid; Title 38 of the U.S. Code; Title 10 of the U.S. Code	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision: 01-20-2021

The Three Rivers College Board of Trustees authorizes the College to participate in and maintain compliance with financial aid programs for eligible students. As approved by applicable governing agencies, Three Rivers College adheres to strict guidelines in keeping with all Federal and State governing agency programs, as well as public and private student aid programs.

The Three Rivers College Board of Trustees authorizes the College to participate in and maintain eligibility in Federal Financial Aid Programs through Title IV. Students are required to complete the Free Application for Federal Student Aid (FAFSA) form for those federal aid programs for which it is required by the governing agency. The College maintains accurate records, completes applicable filing with the federal agencies in a timely fashion and distributes funds to eligible students. Eligible students are monitored to ensure Financial Aid satisfactory academic progress (FASAP) is maintained for financial aid eligibility as defined in College Regulation SR 2760 Financial Aid Satisfactory Academic Progress.

The Federal Work Study program is offered through Three Rivers College to provide enrolled students who are eligible, an opportunity to hold a part-time job when funds and positions are available. Work Study students are paid no less than the legal minimum wage. The Work Study Program is administered by the Office of Financial Aid.

The Board of Trustees authorizes the College to participate and maintain eligibility in all State of Missouri financial assistance programs as approved by applicable governing agencies. Students must complete the Free Application for Federal Student Aid (FAFSA) form for those state financial aid programs for which it is required by the governing agency. The College shall maintain accurate records, complete appropriate filing with the State of Missouri agencies in a timely fashion and distribute funds to eligible students.

Three Rivers College shall certify enrolled veterans, survivors, and dependents under Title 38 of the U.S. Code as well as reservists under Title 10 of the U.S. Code. The Office of Financial

**THREE RIVERS COLLEGE
STUDENTS POLICY**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SP 2710 Financial Aid Programs	Page 2 of 3
Associated Regulations: SR 2750 Return of Title IV Information; SR 2760 Financial Aid Satisfactory Academic Progress; SR 2740 Student Rights and Responsibilities; PR 4520 Payroll Deductions	
Associated Policies: SP 2730 Student Scholarships; GAP 1200 Equal Opportunity	
References: Higher Education Act of 1965; Federal Student Aid Handbook; Title IV Financial Aid; Federal Student Aid; Title 38 of the U.S. Code; Title 10 of the U.S. Code	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision: 01-20-2021

Aid provides assistance to the following applicants in applying for benefits through the appropriate agencies:

- Veterans eligible for benefits under the G.I. Bill,
- Dependents or spouses of disabled or deceased veterans,
- Students who are members of the Selected Reserves,
- Veterans eligible for Vocational Rehabilitation and
- Veterans who qualify for the VA Work Study program.

The College administers third party scholarships. The FAFSA is required based on the chartering documents of the third-party scholarship.

The College offers institutional scholarships to eligible students. Students may be required to complete the Free Application for Federal Student Aid (FAFSA) to be considered. International Students are not required to complete the FASFA.

For additional information regarding Financial Aid Programs and student scholarships that are available to eligible Three Rivers College students contact the Office of Financial Aid.

**THREE RIVERS COLLEGE
STUDENTS POLICY**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SP 2710 Financial Aid Programs	Page 3 of 3
Associated Regulations: SR 2750 Return of Title IV Information; SR 2760 Financial Aid Satisfactory Academic Progress; SR 2740 Student Rights and Responsibilities; PR 4520 Payroll Deductions	
Associated Policies: SP 2730 Student Scholarships; GAP 1200 Equal Opportunity	
References: Higher Education Act of 1965; Federal Student Aid Handbook; Title IV Financial Aid; Federal Student Aid; Title 38 of the U.S. Code; Title 10 of the U.S. Code	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision: 01-20-2021

DOCUMENT HISTORY:

- 02-15-2017:** Initial approval of policy SP 2710 Financial Aid Programs.
- 08-23-2017:** Updated to include SR 2760 Financial Aid Satisfactory Academic Progress.
- 01-20-2021:** Clarification regarding completing of the Free Application for Student Aid (FAFSA) Form for students being considered for institutional scholarships.

Consideration of Personnel Action
Employment of Personnel
Practical Nursing Instructor, Sikeston

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

X Faculty – replacement for Amanda Taegtmeyer (resignation approved May 20, 2020)

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Felicia Dodge

POSITION TITLE: Practical Nursing Instructor, Sikeston

SALARY: \$47,832

FULL-TIME X PART-TIME: _____

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

Other: Non-tenure track

STARTING DATE: January 11, 2021

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AAS	Three Rivers College Poplar Bluff, MO	Nursing – LPN/RN Bridge
BS	South University Savannah, GA	Nursing

EXPERIENCE

<u>02/2016 – present</u>	<u>Ferguson Medical Group/Saint Francis Sikeston, MO</u>	<u>Nurse Care Manager; Dept. Manager; Lead Nurse Care Mgr; CPR Inst.</u>
<u>10/2015 – 02/2016</u>	<u>Pyramid in Home Cape Girardeau, MO</u>	<u>Assessment Nurse</u>
<u>10/2012 – 10/2015</u>	<u>Med Plus Healthcare Cape Girardeau, MO</u>	<u>LPN skilled visits</u>

(01/20/2021)

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Administrative Assistant, Financial Aid to Financial Aid Advisor

BACKGROUND INFORMATION

HISTORY

Due to personnel change within the financial aid department, a Financial Aid Advisor position became available. The position was advertised internally, and Mr. Jameson applied and was interviewed. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Alexander Jameson to this position. Mr. Jameson will assume the new duties, effective January 3, 2021.

FINANCIAL IMPLICATIONS

This is a full-time, support position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Alexander Jameson.

01/20/2021

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position
System Administrator (Critical Shortage) to Part-time System Administrator

BACKGROUND INFORMATION

HISTORY

Kathy Richardson returned from her retirement to work under the critical shortage provision with the retirement system in January 2019. With the two years' time expired, Mrs. Richardson will transfer to a part-time role. She will be subject to the 550 hours/50% salary limits. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Kathy Richardson to this part-time position. She will assume the duties, effective January 1, 2021.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Kathy Richardson.

01/20/2021

V1. Consideration and approval of President's Contract Revisions

BACKGROUND INFORMATION--HISTORY

The contract of the president is periodically reviewed by the board.

POSSIBLE ALTERNATIVES

Not review the contract.

FINANCIAL IMPLICATIONS

NA

ADMINISTRATIVE RECOMMENDATIONS

NA

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Request for Retirement
Financial Aid Advisor/Verification

BACKGROUND INFORMATION

HISTORY

Ms. Robin Pearson has been employed with the College as a Financial Aid Advisor/Verification since February 2018. She has submitted her request for retirement, effective July 1, 2021.

FINANCIAL IMPLICATIONS

This is a full-time, support position.

ADMINISTRATIVE RECOMMENDATION

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

01/20/2021

Kristina McDaniel

Subject: FW: Retirement

Importance: High

From: Robin Pearson <rpearson@trcc.edu>

Sent: Thursday, November 19, 2020 12:29 PM

To: Wesley Payne <wpayne@trcc.edu>

Cc: Regina M. Morris <rmorris@trcc.edu>; Ann Matthews <amatthews@trcc.edu>

Subject: Retirement

Importance: High

Dr. Payne,

This email is to inform you of my pending retirement from Financial Aid as Verification Specialist, effective July 1, 2021. I would like to thank you for giving me the chance to work at TRC and the opportunities for professional and personal development provided to me during the last 3 years. I am proud to have been part of the many successes at Three Rivers College, especially helping our students to achieve their goals. I have truly enjoyed working here and I will miss my co-workers and the students. I will always be grateful for the time I worked at TRC. Thank you again for the opportunity to be part of this wonderful organization!

Sincerely,

Robin Pearson

Financial Aid Verification Specialist

Three Rivers College

2080 Three Rivers Blvd

Poplar Bluff, MO 63901

Phone: 573-840-9606

Fax: 573-840-9604

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Assistant Director, Human Resources

BACKGROUND INFORMATION

HISTORY

Ms. Jocelyn Cooper has been employed as the full-time Assistant Director, Human Resources since November 2020. She has submitted her resignation, effective December 31, 2020.

FINANCIAL IMPLICATIONS

This is a full-time, twelve-month, exempt position.

ADMINISTRATIVE RECOMMENDATION

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

01/20/2021

From: [Jocelyn Cooper](#)
To: [Kristina McDaniel](#)
Subject: Jocelyn Cooper Resignation Letter
Date: Thursday, December 31, 2020 11:15:13 AM

CAUTION: This email originated outside of Three Rivers College. Use caution when opening links or attachments. Please report questionable emails to Technology & Computer Services.

December 31, 2020

Dear Mrs. McDaniel,

I'm writing to notify you I will be resigning from my position of Assistant Director, Human Resources effective today December 31, 2020.

I do appreciate the opportunity you and the college have given me, I wish you continued success.

Yours respectfully,

Jocelyn Cooper

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Academic Records Clerk

BACKGROUND INFORMATION

HISTORY

Ms. Melissa Fox has been employed as the full-time Academic Records Clerk since May 2019. She has submitted her resignation, effective December 11, 2020.

FINANCIAL IMPLICATIONS

This is a full-time, twelve-month, support position.

ADMINISTRATIVE RECOMMENDATION

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

01/20/2021

P.O. Box 234
Greenville, MO 63944
November 23, 2020

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

Melanie Hamann,

Please accept this letter as my formal resignation from my role as Academic Records Clerk at Three Rivers College. My last day of employment will be Friday, December 11, 2020. I have accepted another position.

I would like to take this opportunity to thank Three Rivers College for the knowledge and experience I have gained by working here. Thank you for giving me the privilege to serve the students of this institution.

Sincerely,



Melissa Fox

Academic Records Clerk

UPCOMING EVENTS

Raiders' Sports : After a delay due to COVID-19 restrictions, the TRC Raiders basketball team will have their first game of the season against Illinois Prep on January 23 at 7 p.m., Libla Family Sports Complex. The Lady Raiders basketball team will have their first home game against John A. Logan College on January 23 at 5 p.m. Raiders baseball and Lady Raiders softball teams both kick off their seasons with away games throughout February.

Planning Retreat: The College will hold its annual Planning Retreat on January 29.

Save the Date: The annual Alumni Reunion will be held on March 13. The Lady Raiders will play Mineral Area College starting at 5 p.m., and the Raiders will face the men's team at 7 p.m. More details to come.

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



THREE RIVERS COLLEGE

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01/15/2021

DAR Headlines: November 12 – January 15

November 17: Raiders still waiting for season to start

November 18: With fall tune-up done, Raiders prep for spring (baseball)

November 19: Three Rivers pitchers getting boost from former Raider (softball)

December 26: Bess among eligible candidates for hoop hall

December 29: 2020 A Look Back, City retains Briggs factory and jobs, TRC coaches reach new milestones

January 7: Bess makes first visit to practice in retirement

January 13: Pandemic changes enrollment trends at TRC

January 14: High success, high interest in TRC nursing program

January 14: Ninkingira leads TRC in final scrimmage (basketball)