

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, April 19, 2023**  
**12:00 p.m.**

- I. Invocation and Pledge of Allegiance**
- II. Approval of Agenda**
  1. Consideration and Approval of Agenda
  2. Consideration and Approval of Minutes of the March Board Meeting
- III. Election of Trustees**
  1. Temporary appointment of Chair and Secretary
  2. Rotation of Board and Election of 2023-2024 Board of Trustees Officers
- IV. Consideration of College Financial Report**
  1. Statement of Revenues, Expenses, and Changes in Net Assets
    - a) Monthly Financial Statements
    - b) Budget to Actual Financial Statements
  2. Cash in Bank
  3. Certificates of Deposits
  4. Checks Issued
  5. Bid Report
- V. President's Report**
- VI. 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.)
- VII. Items for Consideration, Discussion, and Vote**
  1. Consideration and vote for the FY24 Board of Trustees Meeting Dates
  2. Consideration and vote for the FY24 Holiday Schedule

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

3. Consideration and vote on Benefits for Fiscal Year 2024
4. Discussion and vote on change to ITP 8201 Data Security
5. Discussion and vote on change to ITP 8204 Website Privacy

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

1. Acceptance of Employment
  1. Amanda Moore – Purchasing Specialist
  2. Barbara Barksdale – Temporary Instructor, CDL Program
  3. William Ducote – Outreach Specialist/Educational Talent Search
2. Resignation
  1. Dr. Leslie Gragg – Department Chair, Science Math, Nursing and Allied Health
  2. Shelia Inman – Assistant Director, Human Resources
  3. Lana Linhart – Part-time External Location Facilitator – Kennett
  4. Barbara Nicole Roper – Science Lab Manager

**IX. Appendix**

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

**X. FY23 Board of Trustees Meeting Dates**

- Wednesday, May 17, 2023
- Wednesday, June 21, 2023

**XI. Adjournment**

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**BOARD OF TRUSTEES  
THREE RIVERS COLLEGE  
March 14, 2023**

The regular meeting of the Board of Trustees began at 12:00 p.m. on Tuesday, March 14, 2023.

**CALL TO ORDER**

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

**ATTENDANCE**

Trustee Garrison delivered the invocation.

**INVOCATION**

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

**APPROVAL OF BOARD  
MEETING AGENDA**

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

**APPROVAL OF THE  
FEBRUARY BOARD  
MEETING MINUTES**

In Charlotte's absence, Dr. Payne reviewed the Budget to Actuals as of the end of February 2023. We are 67% into the fiscal year and have recognized 85% of our budgeted revenues and obligated 59% of our budgeted expenses.

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

**APPROVAL OF  
FINANCIAL REPORT**

Dr. Payne presented:

**PRESIDENT'S REPORT**

On February 23<sup>rd</sup> the Poplar Bluff Trivia Night was held. It was the largest one held to date with 23 teams and \$3,300 raised for scholarships.

**POPLAR BLUFF TRIVIA  
NIGHT**

The final Center Stage production of the year, Cinderella was held March 4-5 and 11-12 with great performances and attendances both weekends.

**CINDERELLA**

March 9<sup>th</sup> Social Services Day was held for those was to explore careers in the fields of Social Work, Psychology, and Behavioral Health Support.

**SOCIAL SERVICES DAY**

Chris Rushin and Terri McCormick with the Boys and Girls Club of the Heartland presented on the Great Futures Program, their partnership with Three Rivers College.

**GREAT FUTURES PROGRAM**

Alissa Redding has been selected as a Silver Scholar of the 2023 Coca Cola Academic Team and will receive a \$1,250 scholarship. Congratulations Alissa!!

**COCA COLA ACADEMIC TEAM SCHOLAR**

**Upcoming Event:**

**UPCOMING EVENTS**

- The Sicilian Tenors– March 23
- Dr. Payne’s Haircut – March 24
- Spelling Bee – March 25
- College Transfer Fair – March 28
- MSHSAA Music Festival – March 29-31
- Easter Kids Eggstravaganza – April 1
- Chicks Only Eggstravaganza – April 1
- Easter Break – April 7 & 10

Trustee Featherston made the motion to enter into executive session at 12:41 p.m. With a second by Trustee Garrison, the board was polled as follows: Trustee Featherston yes; Trustee Richardson, yes; Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

**EXECUTIVE SESSION**

NONE

**ITEMS FOR DISCUSSION  
CONSIDERATION AND  
VOTE**

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

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

There being no further business, Trustee Garrison made the motion to adjourn the meeting at 2:30 p.m. and with a second by Trustee Richardson, the motion passed unanimously.

**ADJOURNMENT**

\_\_\_\_\_  
CHAIRMAN

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

\_\_\_\_\_  
SECRETARY

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

APRIL 19, 2023

TEMPORARY APPOINTMENT OF CHAIR AND SECRETARY

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

Trustee \_\_\_\_\_ nominates Dr. Wesley Payne as temporary Chairman and Edie Dilbeck as temporary Secretary to the Board of Trustees.

Trustee \_\_\_\_\_ seconds the motion.

Voice Vote

## **REORGANIZATION OF THE BOARD**

### **BACKGROUND INFORMATION HISTORY**

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

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

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

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

### **POSSIBLE ALTERNATIVES**

N/A

### **ADMINISTRATIVE RECOMMENDATIONS**

Follow the order as prescribed.

**APRIL 2023**

**REORGANIZATION OF BOARD OF TRUSTEES**

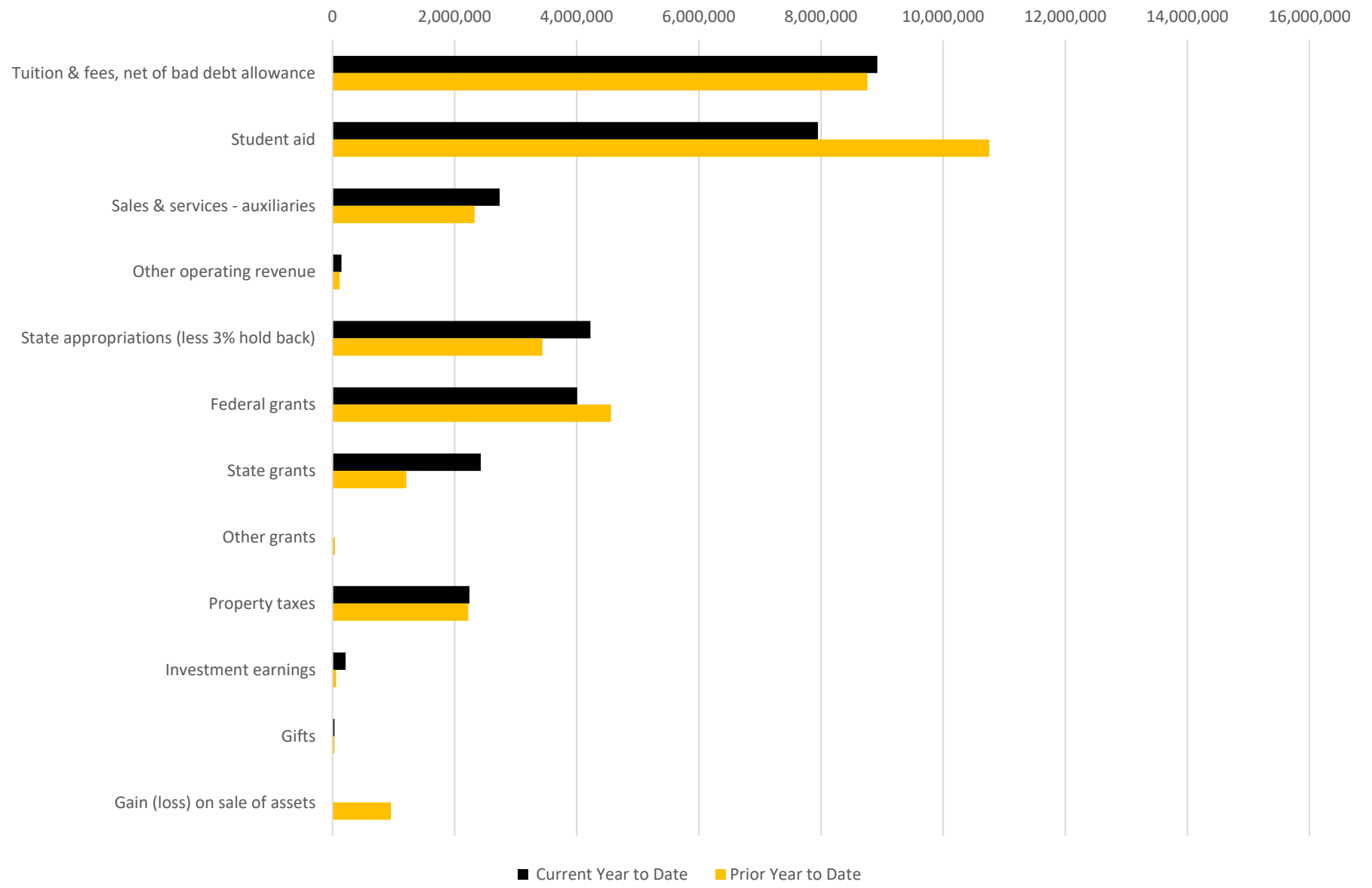
Temporary Chairman Payne calls for motion and second to approve the rotation of members and a nomination for the 2023-2024 Board of Trustees Slate of Officers. The slate is as follows:

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

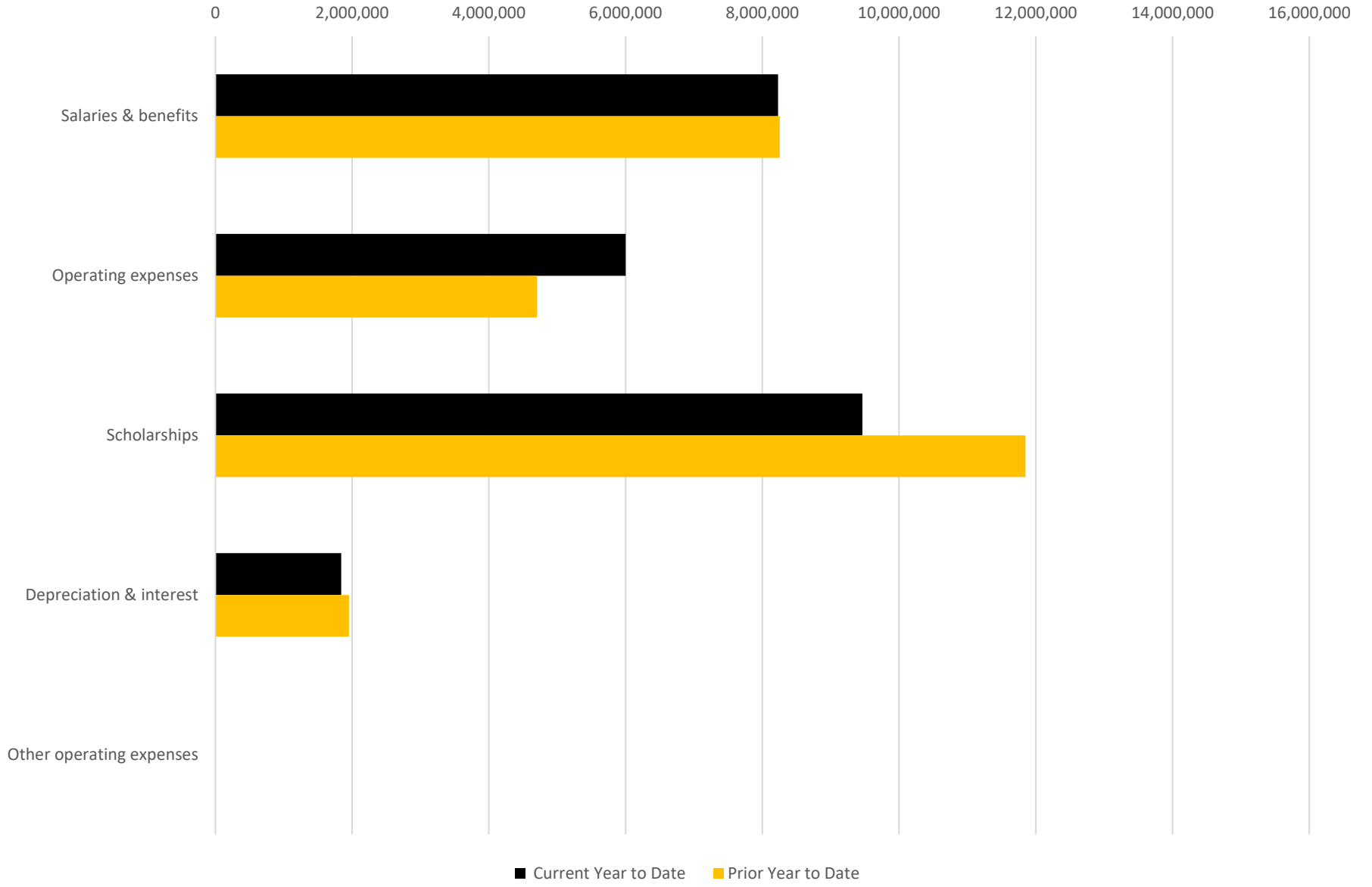
At this time, the newly elected officers will rotate to their elected seats.



**YTD Comparison to Previous Year  
02/28/2023**



YTD Comparison to Previous Year  
02/28/2023



YTD Comparison to Previous Year  
02/28/2023

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

CHANGES IN NET POSITION



■ Current Year to Date ■ Prior Year to Date

Three Rivers College  
Statement of Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
February 28, 2023

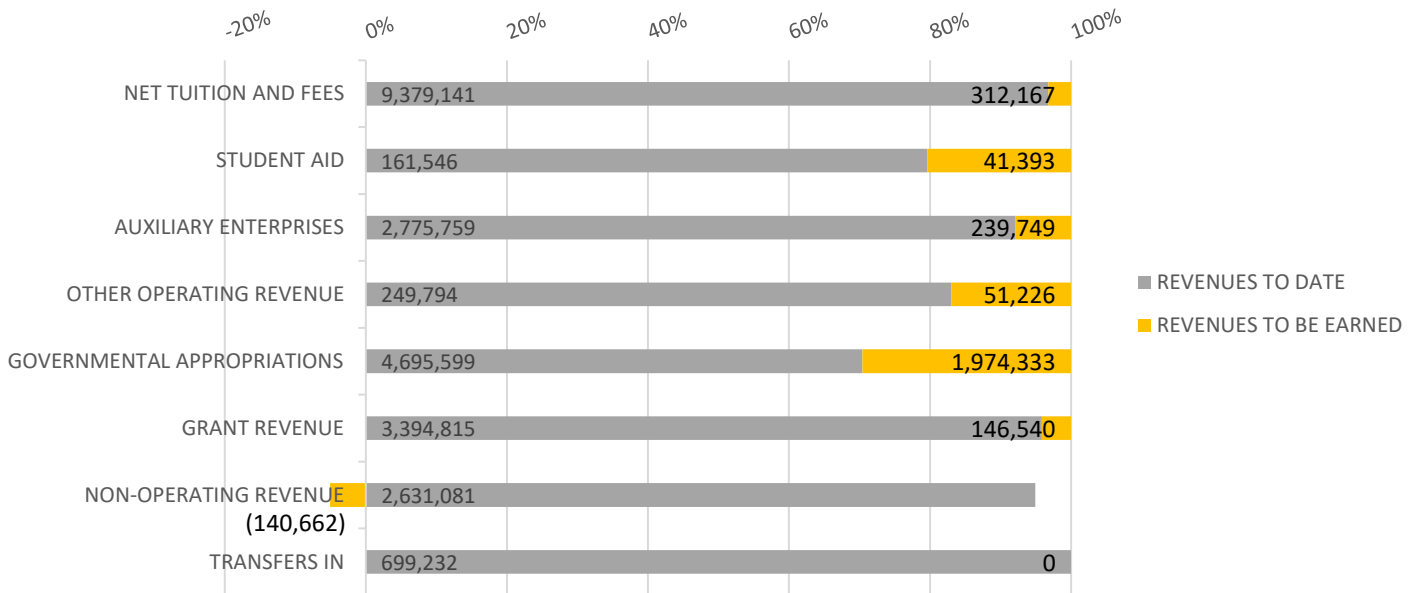
<b>ASSETS AND DEFERRED OUTFLOWS</b>		<b>LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>	
<b>CURRENT ASSETS</b>		<b>CURRENT LIABILITIES</b>	
Cash & Cash Equivalents	15,062,713	Accounts Payable	465,190
Student Account Receivables, net	3,540,668	Accrued Vacation	364,333
Property Tax Receivable	108,314	Student Deposits	30,700
Other Receivables	10,145,185	Deferred Tuition & Fees	40,000
Investments	0	Scholarships	(313,924)
Inventory	51,762	<b>Total Current Liabilities</b>	<b>586,299</b>
Prepaid Expenses	270,615		
<b>Total Current Assets</b>	<b>29,179,257</b>	<b>NON-CURRENT LIABILITIES</b>	
<b>NON-CURRENT ASSETS</b>		Retirement Incentive Payable	0
Land	5,490,786	Other Post Employment Benefits	5,091,388
Capital assets	77,089,794	Bonds, Notes and Leases Payable	8,613,320
Plus: Current year additions to capital assets	316,185.93	Accrued Interest	0
Accumulated Depreciation	(37,495,397)	Agency	441,297
Unamortized Bond Issue Costs	0	<b>Total Non-Current Liabilities</b>	<b>14,146,005</b>
<b>Total Non-Current Assets</b>	<b>48,247,040</b>	<b>Total Liabilities</b>	<b>14,732,304</b>
<b>DEFERRED OUTFLOWS</b>	<b>6,237,331</b>	<b>DEFERRED INFLOWS</b>	<b>20,018,807</b>
		<b>NET POSITION</b>	
		Beginning Balance	41,533,251
		Changes in Net Position	7,379,266
		<b>Total Net Position</b>	<b>48,912,517</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b>83,663,628</b>	<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>	<b>83,663,628</b>

Three Rivers College  
Statement of Revenues, Expenses and Changes in Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
February 28, 2023

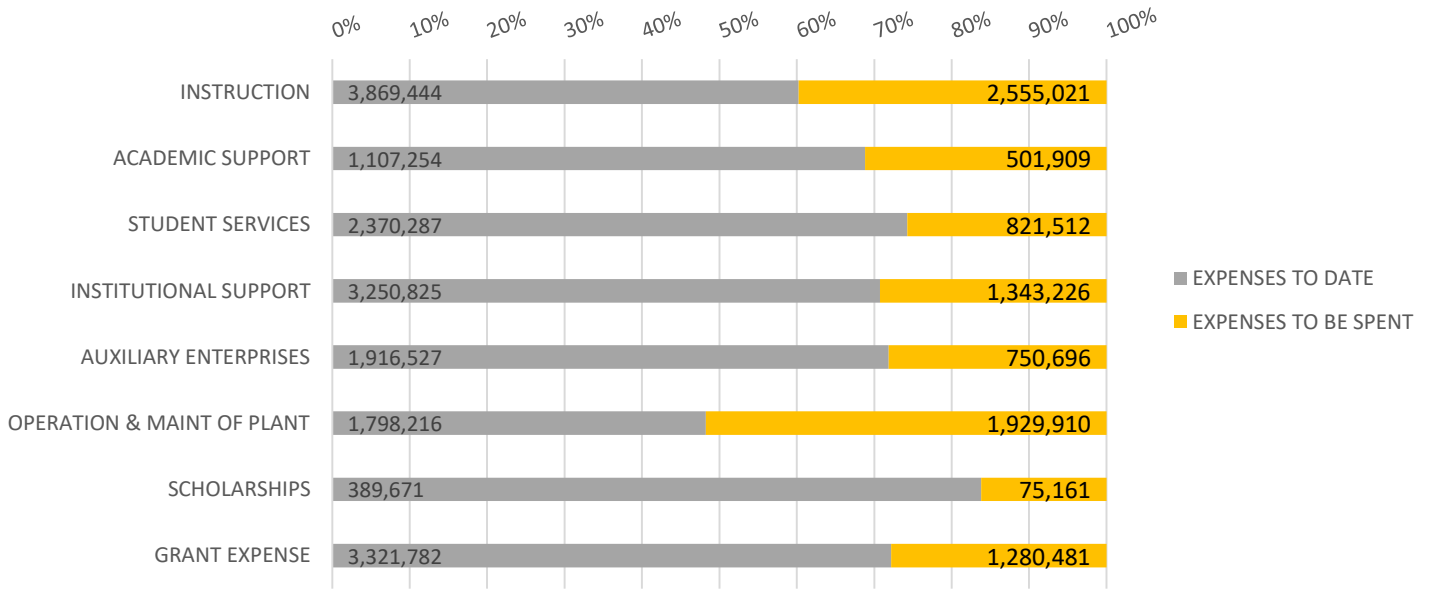
	July	August	September	October	November	December	January	February	Current Year to Date	Prior Year to Date	\$ Change	% Change
<b>OPERATING REVENUE</b>												
Tuition & fees, net of bad debt allowance	4,761,483	457,965	(154,707)	1,487,514	604,047	1,006,310	802,118	(42,576)	8,922,154	8,760,538	161,616	1.84%
Student aid	177,562	10,752	3,483,953	590,887	197,156	58,232	13,639	3,419,490	7,951,671	10,757,833	(2,806,162)	(26.08)%
Sales & services - auxiliaries	883,619	152,827	193,981	301,067	302,050	438,215	218,884	244,812	2,735,456	2,324,931	410,525	17.66%
Other operating revenue	12,476	99,324	5,975	6,168	2,821	11,527	3,852	3,121	145,263	116,500	28,763	24.69%
<b>Total Operating Revenue</b>	<b>5,835,140</b>	<b>720,867</b>	<b>3,529,202</b>	<b>2,385,637</b>	<b>1,106,075</b>	<b>1,514,284</b>	<b>1,038,493</b>	<b>3,624,846</b>	<b>19,754,544</b>	<b>21,959,802</b>	<b>(2,205,257)</b>	<b>(10.04)%</b>
<b>OPERATING EXPENSES</b>												
Salaries & benefits	989,581	1,011,201	1,055,924	1,049,180	1,065,614	1,015,879	1,014,164	1,029,578	8,231,120	8,253,934	(22,814)	(0.28)%
Operating expenses	615,056	483,061	819,137	927,377	883,253	713,402	487,176	1,070,883	5,999,344	4,704,807	1,294,537	27.52%
Capital equipment	86,715	124,716	723,363	467,574	300,434	181,202	306,652	971,200	3,161,856	2,018,357	1,143,499	56.65%
Less: Transfer to capital assets	(86,715)	(124,716)	(723,363)	(467,574)	(300,434)	(181,202)	(306,652)	(971,200)	(3,161,856)	(2,018,357)	(1,143,499)	56.65%
Scholarships	207,113	46,561	4,339,968	637,846	239,458	79,034	66,515	3,847,050	9,463,545	11,849,192	(2,385,647)	(20.13)%
Depreciation & interest	179,358	196,379	275,060	205,061	221,380	224,372	315,154	222,770	1,839,534	1,953,977	(114,443)	(5.86)%
Other operating expenses	0	0	0	0	0	0	0	0	0	0	0	0.00%
<b>Total Operating Expenses</b>	<b>1,991,108</b>	<b>1,737,201</b>	<b>6,490,089</b>	<b>2,819,464</b>	<b>2,409,705</b>	<b>2,032,687</b>	<b>1,883,009</b>	<b>6,170,281</b>	<b>25,533,543</b>	<b>26,761,909</b>	<b>(1,228,366)</b>	<b>(4.59)%</b>
<b>NON-OPERATING REVENUE (EXPENSES)</b>												
State appropriations (less 3% hold back)	527,965	527,965	527,966	527,965	527,965	527,966	527,965	527,965	4,223,722	3,437,488	786,234	22.87%
Federal grants	66,222	150,287	611,806	576,079	282,432	226,688	661,857	1,433,258	4,008,631	4,562,040	(553,409)	(12.13)%
State grants	9,946	43,275	598,577	484,486	388,178	508,785	170,387	224,557	2,428,192	1,205,559	1,222,633	101.42%
Other grants	0	0	0	0	0	0	0	5,000	41,954	41,954	(36,954)	(88.08)%
Property taxes	19,129	21,157	18,258	6,648	28,882	371,449	1,203,220	573,444	2,242,187	2,224,481	17,706	0.80%
Investment earnings	6,262	5,431	5,939	6,502	5,785	6,095	154,848	23,767	214,628	58,549	156,079	266.58%
Gifts	1,000	600	28,550	0	1,560	0	0	0	31,710	32,887	(1,177)	(3.58)%
Gain (loss) on sale of assets	691	1,197	0	0	0	2,306	0	0	4,194	957,595	(953,401)	(99.56)%
<b>Total Non-Operating Revenues (Expenses)</b>	<b>631,216</b>	<b>749,912</b>	<b>1,791,096</b>	<b>1,601,679</b>	<b>1,234,802</b>	<b>1,643,290</b>	<b>2,718,278</b>	<b>2,787,991</b>	<b>13,158,265</b>	<b>12,520,554</b>	<b>637,710</b>	<b>5.09%</b>
<b>CHANGES IN NET POSITION</b>	<b>4,475,249</b>	<b>(266,422)</b>	<b>(1,169,791)</b>	<b>1,167,852</b>	<b>(68,828)</b>	<b>1,124,887</b>	<b>1,873,763</b>	<b>242,556</b>	<b>7,379,266</b>	<b>7,718,446</b>	<b>(339,181)</b>	<b>(4.39)%</b>

\*Prior year includes \$2,349,900 of one-time federal CARES funding

### Budget to Actual Revenues 03/31/2023 (75%)



### Budget to Actual Expenses 03/31/2023 (75%)



Three Rivers College  
Statement of Revenues, Expenses and Changes In Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
March 31, 2023  
Fiscal Year Benchmark: 75%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt &amp; Scholarship Allowances</i>	9,691,308	9,379,141	97%	312,167
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	202,939	161,546	80%	41,393
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing &amp; Assessment, Tinnin Center Operations, License Bureau Rental</i>	3,015,508	2,775,759	92%	239,749
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	301,021	249,794	83%	51,226
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. &amp; Repair</i>	6,669,932	4,695,599	70%	1,974,333
GRANT REVENUE <i>State Grants, Federal Grants</i>	3,541,355	3,394,815	96%	146,540
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,490,419	2,631,081	106%	(140,662)
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	699,232	699,232	100%	0
<b>TOTAL REVENUES</b>	<b>26,611,713</b>	<b>23,986,967</b>	<b>90%</b>	<b>2,624,746</b>

NOTE: We have recognized 90% of budgeted revenues. We have recognized 97% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2022, fall 2022 and winter/spring 2023, net of estimated bad debt. The operating budget includes transfers in from prior year reserves to support one-time projects which do not meet criteria for inclusion in the capital budget, as amended.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health &amp; Human Services</i>	6,424,465	3,869,444	60%	2,555,021
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,609,162	1,107,254	69%	501,909
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	3,191,799	2,370,287	74%	821,512
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	4,594,051	3,250,825	71%	1,343,226
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing &amp; Assessment, License Bureau Rental</i>	2,667,223	1,916,527	72%	750,696
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,728,126	1,798,216	48%	1,929,910
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	464,832	389,671	84%	75,161
GRANT EXPENSE <i>State Grants, Federal Grants</i>	4,602,263	3,321,782	72%	1,280,481
<b>TOTAL EXPENSES</b>	<b>27,281,921</b>	<b>18,024,005</b>	<b>66%</b>	<b>9,257,916</b>

NOTE: We have obligated 66% of our budgeted expenses at 75% into the fiscal year. March payroll is INCLUDED and credit card expenses are NOT INCLUDED as they were not yet available at the time of this report. Budgeted decrease in Net Position is a result of planned expenses funded by reserves, as amended.

<b>CHANGES IN NET POSITION</b>	<b>(670,208)</b>	<b>5,962,962</b>
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Three Rivers College  
 Capital Budget - Unaudited  
 March 31, 2023  
 Fiscal Year Benchmark: 75%

FUNDING SOURCES	BUDGET	SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
RESTRICTED				
<i>HEERF (CARES) federal grant</i>	3,499,931	1,873,194	54%	1,626,737
<i>HB19/17 state appropriation</i>	1,581,380	1,066,647	67%	514,732
UNRESTRICTED				
<i>General funds - prior year transfers in (Reserves)</i>	1,895,696	312,214	16%	1,583,482
<i>General funds - current year transfers in</i>				0
<b>TOTAL FUNDING SOURCES</b>	<b>6,977,007</b>	<b>3,252,055</b>	<b>47%</b>	<b>3,724,952</b>

USES OF FUNDS	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
<i>Campus improvements</i>	5,461,707	2,986,771	55%	2,474,936
<i>Westover Administration Building repairs</i>	347,597	0	0%	347,597
<i>Libla Family Sports Complex</i>	200,000	0	0%	200,000
<i>Westwood Event Center upgrades</i>	275,644	90,649	33%	184,995
<i>Academic Resource Commons</i>	172,253	0	0%	172,253
<i>Tinnin Fine Arts Center refurbish</i>	163,735	14,064	9%	149,671
<i>Student Housing</i>	58,000	0	0%	58,000
<i>911 Center remodel</i>	50,000	0	0%	50,000
<i>Fleet vehicles</i>	160,531	119,531	74%	41,000
<i>Athletics improvements</i>	77,223	30,723	40%	46,500
<i>Sikeston roof</i>	10,318	10,318	100%	0
<b>TOTAL EXPENSES</b>	<b>6,977,007</b>	<b>3,252,055</b>	<b>47%</b>	<b>3,724,952</b>

<b>NET SURPLUS (DEFICIT)</b>	<b>0</b>	<b>0</b>		
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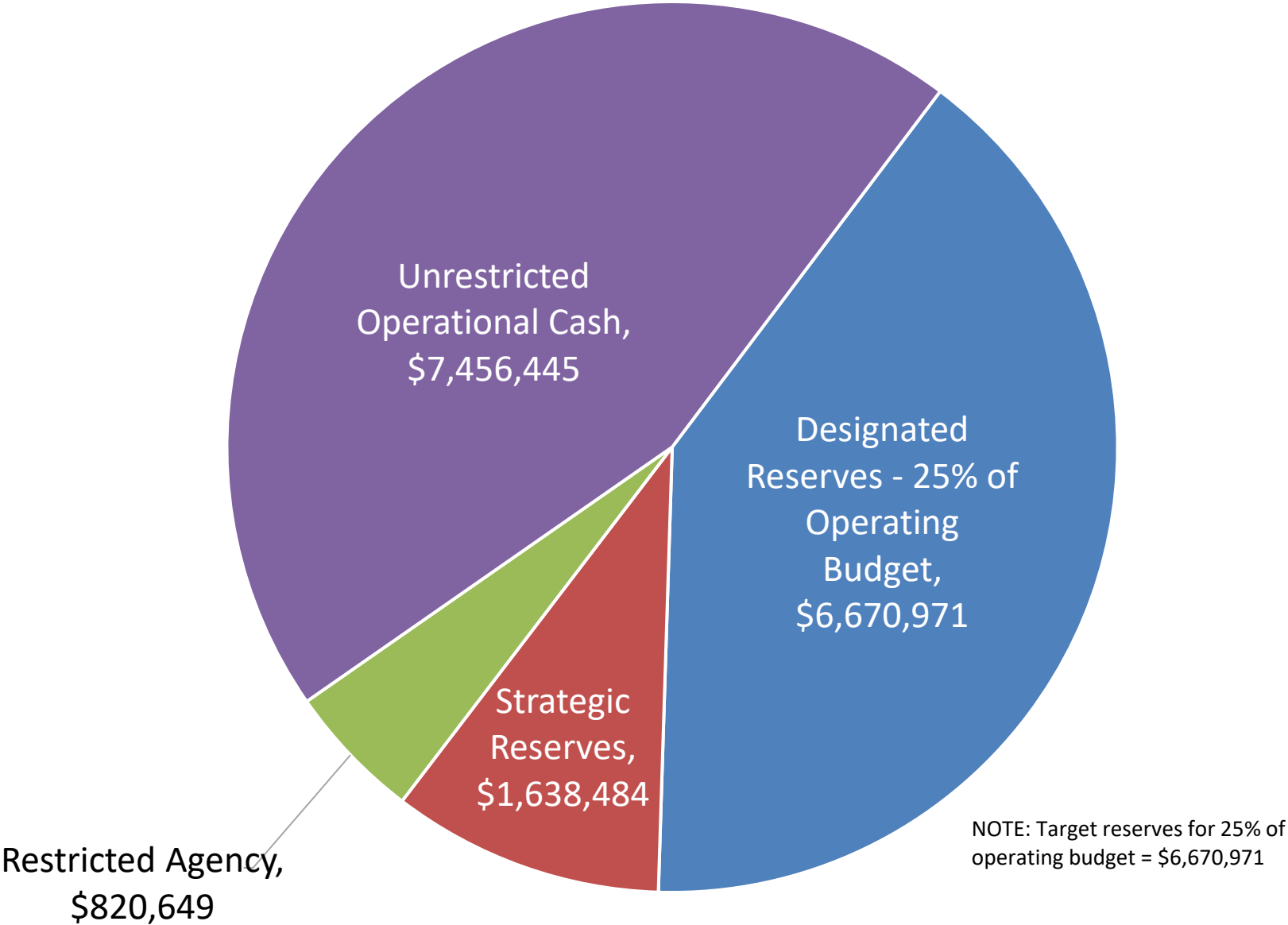
**THREE RIVERS COMMUNITY COLLEGE  
CASH IN BANKS**

April 3, 2023

	<u>03/01/23</u>	<u>04/03/23</u>
<b>CURRENT FUND</b>		
<i>Cash Funds</i>		
Bookstore	2,000.00	2,000.00
Petty Cash	200.00	200.00
Vending Machines	137.00	137.00
Business Office	1,888.00	1,888.00
<i>Total Cash Funds</i>	4,225.00	4,225.00
<i>General Accounts</i>		
Southern Bank - General Funds	6,480,853.96	7,128,102.46
Southern Bank - Credit Cards	101,729.08	165,957.70
<i>Total General Accounts</i>	6,582,583.04	7,294,060.16
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	17,470.93	25,607.75
Federal Clearing Account	-	25,648.27
Flexible Spending Account	6,893.52	6,640.58
<i>Total Restricted Accounts</i>	24,364.45	57,896.60
<b>TOTAL CURRENT FUND</b>	<b>6,611,172.49</b>	<b>7,356,181.76</b>
<b>HOUSING FUND</b>		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	49,970.25	50,131.52
<i>Total General Accounts</i>	49,970.25	50,131.52
<b>TOTAL HOUSING FUND</b>	<b>99,940.50</b>	<b>100,263.04</b>

	<u>03/01/23</u>	<u>04/03/23</u>
<b>PLANT FUND</b>		
<i>General Accounts</i>		
Plant Fund - Southern Bank	8,282,683.26	8,309,454.91
<i>Total Bank Accounts</i>	<u>8,282,683.26</u>	<u>8,309,454.91</u>
<i>Certificates of Deposit</i>		
	-	-
	-	-
<i>Total Certificates of Deposit</i>	<u>-</u>	<u>-</u>
<b>TOTAL PLANT FUND</b>	<u><u>8,282,683.26</u></u>	<u><u>8,309,454.91</u></u>
<b>AGENCY FUND</b>		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	501,674.91	498,889.39
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	<u>321,759.75</u>	<u>321,759.75</u>
<b>TOTAL AGENCY FUND</b>	<u><u>823,434.66</u></u>	<u><u>820,649.14</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT  
\$16,586,549 AS OF 04/03/2023**



THREE RIVERS COLLEGE  
CERTIFICATE OF DEPOSIT

**CERTIFICATES OF DEPOSIT AS OF March 31, 2023**

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
	Total Contingency Fund				-	

**SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF March 31, 2023**

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
423137249	Regions Bank	0.01	05/12/88	04/01/23	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	04/01/23	1,024.34	Fred Morrow
9525	First Missouri State Bank	0.85	05/06/93	05/06/23	2,000.00	Carl Wiseman
2016007496	Commerce Bank	0.03	05/14/90	05/12/23	3,835.00	Bill Vinson
25103	First Midwest Bank of P.B.	0.40	05/14/99	05/14/23	5,000.00	Thelma Jackson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/23	2,192.00	Greg Starnes
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/23	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/23	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	0.50	05/26/89	05/26/23	16,350.00	Jackie Watson
2016012267	Commerce Bank	0.025	06/04/92	06/03/23	2,350.00	Bill Vinson
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/23	1,226.80	A. Garner
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/23	1,405.00	Joshua Bowman
2170801	First Midwest Bank of P.B.	0.50	07/11/97	07/30/23	10,925.00	Mabel Swindel
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/23	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.75	08/23/90	08/23/23	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.75	08/25/92	08/25/23	3,000.00	Odd Fellows
110270576	Southern Bank	1.00	08/27/85	08/27/23	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.50	08/28/02	08/28/23	5,000.00	Helvey-Miller
21815	First Midwest Bank of P.B.	0.75	09/22/98	09/22/23	5,000.00	Jerome Burford
24325	First Midwest Bank of P.B.	0.35	10/15/99	10/15/23	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	0.35	10/31/97	10/31/23	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	1.65	11/06/00	11/06/23	4,000.00	Coll. Achievement
2012008906	Commerce Bank	0.05	05/11/81	11/11/23	4,526.11	P.C. Hays, Sr.
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/23	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	0.50	12/05/95	12/05/23	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/23	1,110.00	C.T. McDaniel
2017004259	Commerce Bank	0.30	12/09/89	12/09/23	1,000.00	P.I. Church
2016012160	Commerce Bank	0.03	12/11/91	12/11/23	7,700.00	Bill Vinson
43712	First Midwest Bank of P.B.	2.05	04/27/09	12/14/23	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.03	12/22/97	12/22/23	10,000.00	Harold Prim
2213401	First Midwest Bank of P.B.	2.05	01/08/98	01/08/24	10,000.00	Jerome Burford
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/24	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/24	2,500.00	A. Garner
22246	First Midwest Bank of P.B.	1.05	02/25/98	02/25/24	1,658.87	Missy Braden
2136801	First Midwest Bank of P.B.	2.06	03/05/97	03/05/24	5,000.00	Thelma Jackson
2017004363	Commerce Bank	0.30	03/30/88	03/30/24	10,000.00	Myrtle Corbett

THREE RIVERS COLLEGE  
CERTIFICATE OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
63760695	US Bank of Poplar Bluff	1.73	04/04/85	04/05/24	1,001.63	Lonnie Davis
2018004893	Commerce Bank	0.35	04/10/88	04/10/24	3,000.00	Myra C. Hays
2038701	First Midwest Bank of P.B.	0.65	05/16/96	05/16/24	5,000.00	Thelma Jackson
110260320	Southern Bank	0.90	06/02/86	06/02/24	1,000.00	Hulen Spencer
5017843040	Commerce Bank	0.01	05/01/97	06/07/24	2,900.00	Miles Hays
101401	First Midwest Bank of P.B.	1.00	11/06/89	11/06/24	5,000.00	Charlotte Stone
423135383	Regions Bank	0.01	12/04/04	12/04/24	1,650.00	R. Couperus
423137173	Regions Bank	0.15	12/09/85	12/09/24	5,000.00	Mary Hinrichs
110239662	Southern Bank	3.60	01/05/91	01/05/25	1,412.53	Bulow Mem.
2012008112	Commerce Bank	0.05	08/11/92	02/11/25	1,000.00	Myra C. Hays
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/25	6,468.04	Butler Co Co-op
110274305	Southern Bank	0.90	05/30/86	06/30/25	5,200.00	Mabel Swindel
2019003547	Commerce Bank	0.40	07/08/90	07/08/26	4,000.00	P.C. Hays, Jr.
423137157	Regions Bank	0.01	01/14/85	01/14/25	2,500.00	Dr. Miller

Total Agency Fund CD's

\$ 321,759.75

Three Rivers College  
CD Report  
As of March 31, 2023

Investment CDs
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**Bank Account Interest Rate**

Bank	Account	Interest Rate
Southern Bank	all except Federal Funds	0.50%

**CDs Maturing**

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

**Responses**

<b>Bank</b>				
<b>Contact</b>				
<b>Comment</b>				
<b>Amount</b>				
<b>3 months</b>				
<b>6 months</b>				
<b>9 months</b>				
<b>1 year</b>				

**CDs Transferred**

Endowment CDs Transferred to Endowment Trust
--

**CDs Maturing**

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

**THREE RIVERS COMMUNITY COLLEGE**  
**Summary of Checks Issued**  
**Months of MARCH 2023**

Current Fund:	General Fund - Southern Bank	\$ 3,641,420.26
Housing Fund:	Rivers Ridge - Southern Bank	-
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>33,890.43</u>
	Grand Total	<u><u>\$ 3,675,310.69</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 19th day of April 2023.

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

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

**THREE RIVERS COLLEGE  
BID REPORT  
AS OF APRIL 12, 2023**



## **April 2023 President's Report**

- **Dr. Payne's Haircut**
- **Spelling Bee**
- **College Transfer Fair**
- **MSHAA Music Festival**
- **Spring Student Showcase**
- **Easter Kids Eggstravagnza**
- **Chicks Only Eggstravagnza**
- **University Center Open House**
- **Job Fair and Career Expo**
- **Liberal Arts Week (4/17- 4/20)**

## **Upcoming Events**

- Distinguished Alumni Reception – April 24
- Three Rivers Fine Art Student Exhibition – April 24 – May 12
- Retirement Reception – April 25
- American Red Cross Blood Drive – April 27
- The Pajama Game, Music Dept. annual musical – April 28-30
- Solitary Man—Tribute to Neil Diamond – May 1
- Employee Appreciation Luncheon – May 5
- Spring Concert – May 9
- Student Excellence Awards Ceremony – May 12
- RN Pinning Ceremony – May 19 2 p.m.
- Commencement – May 19 6 p.m.
- Memorial Day – College Closed – May 29

**A G E N D A**  
**Executive Session**  
**Wednesday, April 19 2023**

**I. Executive Session**

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

**II. Adjournment**

## **VII. 1. CONSIDERATION AND APPROVAL OF FY24 BOARD OF TRUSTEE MEETING DATES**

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

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

### **POSSIBLE ALTERNATIVES**

N/A

### **FINANCIAL IMPLICATIONS**

N/A

### **ADMINISTRATIVE RECOMMENDATIONS**

Approve the FY24 Board of Trustee Meeting Schedule as presented.



# THREE RIVERS COLLEGE

## **Board of Trustee Proposed FY24 Meeting Dates**

Please find below a list of FY24 Board of Trustee meeting dates.  
All meetings will be held at 12:00 noon in the Board Room of the  
Westover Administration Building

- Wednesday, August 16, 2023
- Wednesday, September 20, 2023
- Wednesday, October 18, 2023
- Wednesday, November 15, 2023
- Wednesday, January 17, 2024
- Wednesday, February 21, 2024
- Wednesday, March 20, 2024
- Wednesday, April 17, 2024
- Wednesday, May 15, 2024
- Wednesday, June 19, 2024

## **VII.2. CONSIDERATION AND APPROVAL OF FY24 HOLIDAY SCHEDULE**

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

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

### **POSSIBLE ALTERNATIVES**

N/A

### **FINANCIAL IMPLICATIONS**

N/A

### **ADMINISTRATIVE RECOMMENDATIONS**

Approve the FY24 Holiday Schedule as presented.

**2023-2024 HOLIDAY SCHEDULE**  
(July 01, 2023 – June 30, 2024)

<b>INDEPENDENCE DAY</b>	July 4, 2023 (Tuesday)
<b>LABOR DAY</b>	September 4, 2023 (Monday)
<b>FALL BREAK</b>	October 12 & 13, 2023 (Thursday & Friday)
<b>THANKSGIVING</b>	November 23 & 24, 2023 (Thursday & Friday)
<b>CHRISTMAS/New Year's Day</b>	December 21-22, 2023 (Thursday-Friday) December 25-29, 2023 (Monday-Friday) January 1-3, 2024 (Monday-Wednesday) <b>January 4, 2024 (Thursday/return to work)</b>
<b>MARTIN LUTHER KING DAY</b>	January 15, 2024 (Monday)
<b>SPRING BREAK</b>	March 13-15, 2024 (Wednesday, Thursday, & Friday)
<b>EASTER BREAK</b>	March 29, 2024 (Friday) April 1, 2024 (Monday)
<b>MEMORIAL DAY</b>	May 27, 2024 (Monday)

**OFFICE HOURS**

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

**SUMMER 2023 OFFICE HOURS**

7:00 a.m. to 6:00 p.m., Monday through Thursday. Each office must have the noon hour covered. Summer hours begin on May 29, 2023 and end on July 28, 2023. The first Friday that the college will be closed is June 2, 2023.

**SUMMER 2024 OFFICE HOURS**

7:00 a.m. to 6:00 p.m., Monday through Thursday. Each office must have the noon hour covered. Summer hours begin on June 3, 2024 and end on July 26, 2024. The first Friday that the college will be closed is June 7, 2024

## CONSIDERATION OF BENEFITS FOR FISCAL YEAR 2024

### BACKGROUND INFORMATION

The college entered the Missouri Health Education Group (MEHG) consortium effective, July 1, 2017. United Healthcare will continue to be the carrier for medical, dental, and vision coverage. Renewal for fiscal year 2024 medical has been presented with a 5.5% increase over FY2023. The increase in medical cost over last year is just under \$82,000. This increase also includes the percentage required for retirement paid on benefits. No increase to premium cost in FY2024 for vision or dental group plans.

There are four medical plan options from which employees can choose. The plan options are a continuation from the previous year.

### RECOMMENDATION

1. Approve the renewal with the MEHG consortium.
  - Continue with the PPO Flexpoint plan as the base plan with 100% employee premium paid by the college at \$693.00 PEPM.
  - The H.S.A. plan. The difference in premium cost from the base PPO plan will continue to be credited to the H.S.A. account of participants at \$46.00 per month.
  - The PPO Buy Up plan offered as a third option. Employees who choose this plan option will be responsible to pay the buy up difference in premium from the base plan at a cost of \$203.00 per month.
  - Flexpoint Buy-up. Employees who choose this plan option of buy-up to a \$2500 individual deductible will be responsible to pay the difference in premium from the base plan at a cost of \$55.00 per month.
2. Approve the continuation of dental coverage with UnitedHealthcare for FY24. Dental rates will not change for FY24. Base plan premium paid by the college at \$14.61 PEPM.
3. Approve the continuation of vision coverage with UnitedHealthcare for FY24. Vision rates will not change for FY24. Premium cost paid by the college at \$6.96 PEPM.
4. Approve the continuation of college paid life insurance for FY24 with UNUM as the carrier. Life rates will not change for FY24 - \$2.10 PEPM.
5. Approve the continuation of all UNUM voluntary products as offered. There is no financial impact to the college as this is a voluntary benefit.
6. Approve the continuation of the Health Reimbursement Account (HRA) for FY2024. Eligible participants must complete four (4) activities from a comprehensive list of targeted wellness items. Employees will earn \$1,000 for their HRA account toward deductible reimbursement with completion of the four (4) items. The HRA option is not available for employees who choose the H.S.A. medical plan option. FY23 expenses thus far are approximately \$5,538.
7. Approve the continuation of National Benefit Services (NBS) as the carrier for the cafeteria plan. Transition the plan to a premium only plan. Discontinue the offering of the Flexible Spending (FSA) and Dependent Care Account plans for FY24.

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8201 Data Security	Page 1 of 3
Associated Regulation: ITR 8100 Acceptable Use	
Associated Policies: ITP 8100 Acceptable Use; ITP 8202 Electronic Communication; ITP 8203 Disaster Recovery	
References: Computer Services Electronic Data Governance Operating Manual	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 06-21-2017	Last Revision: 04-19-2023

Three Rivers College is committed to ensuring that all access to and uses of sensitive information are performed in a secure manner. Therefore, measures are in place to minimize the risk to the College from unauthorized disclosure of sensitive data, whether accidental or deliberate. To comply with data protection guidelines, sensitive information must be collected and used appropriately, stored safely, and not disclosed to any other person(s) unlawfully.

The purpose of this Data Security Policy is to define the security controls necessary to safeguard the confidentiality and integrity of sensitive College information. This policy provides a framework in which security threats to College information systems can be identified and managed on a risk basis and establishes terms of reference which ensure uniform implementation of data security controls throughout the college.

The United States follows what is referred to as a 'sectoral' approach to data protection legislation. Under this approach, laws of data protection and privacy rely on a combination of legislation, regulation, and self-regulation rather than governmental control. Therefore, the College establishes self-regulated guidelines for data security.

Accurate, timely, relevant, and properly protected information is a critical asset of Three Rivers College. The College recognizes that failure to implement adequate security controls over sensitive information could potentially lead to:

- Irretrievable loss of important data.
- Serious financial consequences.
- Damage to the reputation of the college; and
- Legal penalties.



**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8201 Data Security	Page 2 of 3
Associated Regulation: ITR 8100 Acceptable Use	
Associated Policies: ITP 8100 Acceptable Use; ITP 8202 Electronic Communication; ITP 8203 Disaster Recovery	
References: Computer Services Electronic Data Governance Operating Manual	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 06-21-2017	Last Revision: 04-19-2023

The Network Administrator performs the duties of the Data Security Officer (DSO) for the College. The DSO shall direct a Data Security Team (DST) which consists of the system administrator, Chief Technology Officer (CTO), and assigned data stewards. The Data Security Officer in conjunction with the Data Security Team, shall be responsible for:

- Establishing, maintaining, and enforcing electronic and physical information security and access standards for all entities under the direction of the College President.
- Enforcing board-approved technology policies and regulations established collaboratively by the CTO and the College Cabinet.
- Managing information security incidents, including establishing and communicating incident response procedures for all members of the campus community.
- Adopting and implementing industry best practices and standards for secure transportation and transmission of electronic data.
- Informing all college information systems users of their individual responsibilities, and establishing standards to protect sensitive data and privacy.
- Working in conjunction with the College Cabinet and their associated areas of responsibility to protect the security of electronically held information.
- Periodically auditing college-controlled information systems for vulnerabilities.

This Data Security Policy applies to anyone authorized to access college data. Failure to comply with this policy may result in loss of data access privileges and possible disciplinary action.

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8201 Data Security	Page 3 of 3
Associated Regulation: ITR 8100 Acceptable Use	
Associated Policies: ITP 8100 Acceptable Use; ITP 8202 Electronic Communication; ITP 8203 Disaster Recovery	
References: Computer Services Electronic Data Governance Operating Manual	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 06-21-2017	Last Revision: 04-19-2023

**DOCUMENT HISTORY:**

**06-21-2017:** Initial approval of policy ITP 8201 Data Security.

**04-19-2023:** Changed DSO to Network Administrator from Chief Technology Officer.

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8204 Website Privacy	Page 1 of 7
Associated Policies: ITP 8201 Data Security; GAP 1320 Consumer Protection; GAP 1410 Record Retention and Destruction; FP 3105 Risk Management; SP 2415 Confidentiality of Student Records; GAP 1130 Request for College Documents; ITP 8100 Acceptable Use	
Associated Regulations: SR 2740 Student Right and Responsibilities; GAR 1410 Record Retention and Destruction; FR 3105 Protection, Prevention, and Mitigation of Identity Theft; SR 2415 Confidentiality of Student Records; ITR 8100 Acceptable Use	
References: Google Terms of Service and Use Rules; General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99); RSMo109; Missouri Sunshine Law: Section 610.010-610.200	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 05-20-2020	Last Revision: 04-19-2023

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

**Information Gathering**

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

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

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8204 Website Privacy	Page 2 of 7
Associated Policies: ITP 8201 Data Security; GAP 1320 Consumer Protection; GAP 1410 Record Retention and Destruction; FP 3105 Risk Management; SP 2415 Confidentiality of Student Records; GAP 1130 Request for College Documents; ITP 8100 Acceptable Use	
Associated Regulations: SR 2740 Student Right and Responsibilities; GAR 1410 Record Retention and Destruction; FR 3105 Protection, Prevention, and Mitigation of Identity Theft; SR 2415 Confidentiality of Student Records; ITR 8100 Acceptable Use	
References: Google Terms of Service and Use Rules; General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99); RSMo109; Missouri Sunshine Law: Section 610.010-610.200	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 05-20-2020	Last Revision: 04-19-2023

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

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

**How Information is Used**

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

**Cookies**

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

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8204 Website Privacy	Page 3 of 7
Associated Policies: ITP 8201 Data Security; GAP 1320 Consumer Protection; GAP 1410 Record Retention and Destruction; FP 3105 Risk Management; SP 2415 Confidentiality of Student Records; GAP 1130 Request for College Documents; ITP 8100 Acceptable Use	
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References: Google Terms of Service and Use Rules; General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99); RSMo109; Missouri Sunshine Law: Section 610.010-610.200	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 05-20-2020	Last Revision: 04-19-2023

**Google Analytics**

All Three Rivers College websites use Google Analytics; a Web analytics service provided by Google, Inc. Google Analytics uses cookies to collect information such as URLs, Internet domain and host names, browser software, and the date and time the site is visited. This information is used to monitor the effectiveness of the website and to consider potential improvements. The information is non-personal and is transmitted to and stored by Google on its servers. The College does not share specific information about a user. Information about Google Analytics terms of use, their privacy policies, and how to opt out of their data collection can be found on the college website at <https://trcc.edu/privacy-policy/>

**E-commerce**

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

**Other Websites**

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

**Access to Student Records**

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

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8204 Website Privacy	Page 4 of 7
Associated Policies: ITP 8201 Data Security; GAP 1320 Consumer Protection; GAP 1410 Record Retention and Destruction; FP 3105 Risk Management; SP 2415 Confidentiality of Student Records; GAP 1130 Request for College Documents; ITP 8100 Acceptable Use	
Associated Regulations: SR 2740 Student Right and Responsibilities; GAR 1410 Record Retention and Destruction; FR 3105 Protection, Prevention, and Mitigation of Identity Theft; SR 2415 Confidentiality of Student Records; ITR 8100 Acceptable Use	
References: Google Terms of Service and Use Rules; General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99); RSMo109; Missouri Sunshine Law: Section 610.010-610.200	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 05-20-2020	Last Revision: 04-19-2023

**Family Educational Rights and Privacy Act**

Three Rivers College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, provides students access to information about themselves, permits students to challenge such information about themselves, and limits the release of such information about students without the student’s explicit written consent.

**Disclosure of Education Records**

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

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

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

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8204 Website Privacy	Page 5 of 7
Associated Policies: ITP 8201 Data Security; GAP 1320 Consumer Protection; GAP 1410 Record Retention and Destruction; FP 3105 Risk Management; SP 2415 Confidentiality of Student Records; GAP 1130 Request for College Documents; ITP 8100 Acceptable Use	
Associated Regulations: SR 2740 Student Right and Responsibilities; GAR 1410 Record Retention and Destruction; FR 3105 Protection, Prevention, and Mitigation of Identity Theft; SR 2415 Confidentiality of Student Records; ITR 8100 Acceptable Use	
References: Google Terms of Service and Use Rules; General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99); RSMo109; Missouri Sunshine Law: Section 610.010-610.200	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 05-20-2020	Last Revision: 04-19-2023

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

**Directory Information**

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

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

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8204 Website Privacy	Page 6 of 7
Associated Policies: ITP 8201 Data Security; GAP 1320 Consumer Protection; GAP 1410 Record Retention and Destruction; FP 3105 Risk Management; SP 2415 Confidentiality of Student Records; GAP 1130 Request for College Documents; ITP 8100 Acceptable Use	
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Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 05-20-2020	Last Revision: 04-19-2023

**Virtual Communication**

Three Rivers College uses virtual communication methods to engage with prospective students, existing students, employees, and visitors to the website. Virtual communication may only provide general informational answers to questions. No personal or otherwise identifiable information may be released using this method. This includes but is not limited to admissions status, financial aid status, grades, payments, or financial information.

**Choice to Provide Information**

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

**Changes to Privacy Policy**

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



**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8204 Website Privacy	Page 7 of 7
Associated Policies: ITP 8201 Data Security; GAP 1320 Consumer Protection; GAP 1410 Record Retention and Destruction; FP 3105 Risk Management; SP 2415 Confidentiality of Student Records; GAP 1130 Request for College Documents; ITP 8100 Acceptable Use	
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Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 05-20-2020	Last Revision: 04-19-2023

**DOCUMENT HISTORY:**

- 05-20-2020:** Initial approval of policy ITP 8204 Website Privacy.
- 03-16-2021:** Edited to include a statement regarding student banking account information being stored in the College Student Information System in an encrypted state.
- 04-19-2023:** Edited for minor grammar changes, updated website link locations.

Consideration of Personnel Action  
Employment of Personnel  
Purchasing Specialist

**PERSONNEL DATA SHEET**

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

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

\_\_\_\_\_ Faculty

X Support Staff – replacement for Kevin Hunsberger; resignation approved 10/20/21

\_\_\_\_\_ Federal Program: \_\_\_\_\_

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

NAME: Amanda Moore

POSITION TITLE: Purchasing Specialist

SALARY: \$15.15 per hour

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

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

Other: \_\_\_\_\_

STARTING DATE: April 17, 2023

QUALIFICATIONS:

Degree                      Ed. Institution                      Major

EXPERIENCE

<u>12/2003 – 03/2023</u>	<u>Starting USA</u>	<u>Office Assistant/Machine</u>
	<u>Poplar Bluff, MO</u>	<u>Operator</u>
<u>12/2022 - present</u>	<u>Bluff Town Cravings</u>	<u>Customer Service</u>
	<u>Poplar Bluff, MO</u>	

(04/19/2023)

Consideration of Personnel Action  
Employment of Personnel  
Temporary Instructor, CDL Program

**PERSONNEL DATA SHEET**

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

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

X  Faculty

\_\_\_\_\_ Support Staff

\_\_\_\_\_ Federal Program: \_\_\_\_\_

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

NAME:  Barbara Barksdale

POSITION TITLE:  Temporary Instructor, CDL Program

SALARY:  \$44,532

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

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

Other:  Non-tenure track

STARTING DATE:  April 17, 2023

QUALIFICATIONS:

Degree   Ed. Institution   Major

EXPERIENCE

<u> 10/2020 – 07/2022 </u>	<u> Dynamic Transit </u>	<u> OTR Team Truck Driver </u>
	<u> Granite City, IL </u>	
<u> 09/2019 – 04/2020 </u>	<u> Marshalls Department Store </u>	<u> Sales Associate/Cashiers </u>
	<u> Poplar Bluff, MO </u>	<u> Office/Customer Service </u>
<u> 05/2016 – 06/2019 </u>	<u> Transcolines </u>	<u> OTR Driver </u>
	<u> Russellville, AR </u>	

(04/19/2023)

Consideration of Personnel Action  
Employment of Personnel  
Outreach Specialist/Educational Talent Search

**PERSONNEL DATA SHEET**

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

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

\_\_\_\_\_ Faculty

X Support Staff – replacement for Suzanne Davis-retirement approved 8/24/22

X Federal Program: Grant program – U.S. Department of Education

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

NAME: William Ducote

POSITION TITLE: Outreach Specialist/Educational Talent Search

SALARY: \$16.00/hour

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

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

Other: Grant funded program

STARTING DATE: August 1, 2023

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BS	Southeast Missouri State University Cape Girardeau, MO	Biology/Secondary Education

EXPERIENCE

<u>08/2021 - present</u>	<u>Chaffee R-2 School District Chaffee, MO</u>	<u>Secondary Science Teacher</u>
<u>09/2021 – 05/2022</u>	<u>Jackson R1 Schools Jackson, MO</u>	<u>Student Teacher</u>

(04/19/2023)

## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Resignation  
Department Chair, Science, Math, Nursing and Allied Health

## **BACKGROUND INFORMATION**

### **HISTORY**

Dr. Leslie Gragg has been employed as a Department Chair since December 2018. Prior to this, she served as a full-time faculty member, from August 2013 until her transition to Chair. Dr. Gragg has submitted her request for resignation, effective June 30, 2023.

## **FINANCIAL IMPLICATIONS**

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

## **ADMINISTRATIVE RECOMMENDATION**

Accept Dr. Gragg's resignation and proceed with review of the position and the appropriate replacement process.

04/19/2023

March 28, 2023

Dear Dr. Payne,

I am writing this letter to notify you that I am resigning from my position as Department Chair, Science, Math, Nursing, and Allied Health, effective June 30, 2023.

The past 10 years have been a wonderful experience for me. I appreciate the opportunities you've given me to learn and grow, and I value all the professional relationships I've been able to develop here. Thank you for your support.

Please let me know how I can help during the transition period. I wish you and all at Three Rivers College the best!

Sincerely,

  
Leslie Gragg

## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Resignation  
Assistant Director, Human Resources

## **BACKGROUND INFORMATION**

### **HISTORY**

Ms. Shelia Inman has been employed as the Assistant Director, Human Resources since February 2021. Prior to this, she served as the Coordinator of Career Services. Ms. Inman has submitted her request for resignation, effective April 6, 2023.

## **FINANCIAL IMPLICATIONS**

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

## **ADMINISTRATIVE RECOMMENDATION**

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

04/19/2023

Shelia Inman  
4457 Highway Z  
Poplar Bluff, MO 63901

March 21, 2023

Dr. Wesley Payne,

Please accept this letter as formal notification that I am resigning from my position as Assistant Director, Human Resources for Three Rivers College. My last day will be April 6, 2023. I am moving on to pursue an opportunity with the Veterans Administration.

I deeply appreciate the opportunities for professional growth that Three Rivers College has provided during my years here. I have genuinely enjoyed being a part of the Three Rivers family. Please let me know how I can help during the transition period.

Sincerely,



Shelia Inman



## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Resignation  
Part-time External Location Facilitator - Kennett

## **BACKGROUND INFORMATION**

### **HISTORY**

Ms. Lana Linhart has been employed as a Part-time External Location Facilitator in Kennett since September 2019. Ms. Linhart has submitted her request for resignation, effective April 14, 2023.

## **FINANCIAL IMPLICATIONS**

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

## **ADMINISTRATIVE RECOMMENDATION**

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

04/19/2023

**From:** [Kathy Ballard](#)  
**To:** [Kristina McDaniel](#)  
**Subject:** FW: Letter of Resignation - Lana Linhart  
**Date:** Wednesday, March 29, 2023 5:02:50 PM

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**From:** Lana Linhart <[llinhart@trcc.edu](mailto:llinhart@trcc.edu)>  
**Sent:** Wednesday, March 29, 2023 5:00 PM  
**To:** Ann Matthews <[amatthews@trcc.edu](mailto:amatthews@trcc.edu)>; Kathy Ballard <[kballard@trcc.edu](mailto:kballard@trcc.edu)>; Haley Fincher <[hfincher@trcc.edu](mailto:hfincher@trcc.edu)>  
**Subject:** Letter of Resignation

Effective April 14, 2023, do to increased demands in my full time job, I will be resigning from my position as Part Time Facilitator at TRC Kennett. I would like to thank you for almost 4 years of friendships and kindness that I have made and received. Change is hard, especially when it's something you love to do. I wish each of you the best and I can promise you, I will always bleed black and gold.

Lana Linhart

Facilitator

573-888-6381 X 5112

[llinhart@trcc.edu](mailto:llinhart@trcc.edu)

Kennett Campus

1002 Great West Drive

Kennett, Mo 63857

## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Resignation  
Science Lab Manager

## **BACKGROUND INFORMATION**

### **HISTORY**

Ms. Barbara Nicole Roper has been employed as the Science Lab Manager since October 2022. Ms. Roper has submitted her request for resignation, effective April 6, 2023.

## **FINANCIAL IMPLICATIONS**

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

## **ADMINISTRATIVE RECOMMENDATION**

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

04/19/2023

March 28, 2023

Dear Leslie,

I am writing this letter to inform you that I have decided to resign as the Science Lab manager here at Three Rivers College. My last day will be April 6, 2023.

Thank you, Barbara Diane Nicole Roper

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY REGULATION**

Section: 8000 Information Technology	
Sub Section: 8100 Acceptable Use	
Title: ITR 8100 Acceptable Use	Page 1 of 7
Primary Policy: ITP 8100 Acceptable Use	
Associated Policies: SP 2610 Student Code of Conduct; SP 2620 Disciplinary Proceedings; PP 4730 Suspension or Termination	
Associated Regulations: SR 2610 Student Code of Conduct; SR 2620 Disciplinary Proceedings; SR 2740 Student Rights and Responsibilities; PR 4730 Suspension or Termination	
References: U.S. Copyright Law 17 (U.S.C)	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 08-20-2009	Last Revision: 04-19-2023

Computer resources at Three Rivers College are available to all currently enrolled students, faculty and staff, and others who have been authorized by the college. These resources are to be used in a responsible, ethical, and equitable manner. It is important that all users of the computing resources conduct their computing activities in this manner because their computing practices can adversely affect the work of the college and other users.

By activating an account, a user implicitly affirms that: (1) he or she will abide by the broadest interpretation of the following policies; (2) failure to follow policies, guidelines, and procedures may result in loss of computing privileges and/or other disciplinary actions; (3) computer use may be monitored; and (4) the college may terminate the account of anyone who has been determined to have used his or her access for unlawful or unethical purposes or in other contravention of this policy, guidelines, and procedures.

**Code of Computing Practices**

The following code is intended to work to the benefit of all computer users by encouraging responsible conduct and use of computing resources. Disciplinary action for violating this code shall be governed by the applicable provisions of student handbooks, faculty and staff handbooks, and other policies and procedures of the college, its governing body, and applicable state and federal laws.

1. The following constitutes a code of computing practices to which all users must adhere:
  - A. Employees must obtain official approval from the department responsible for users of the computing resources. Approval for all users is granted when the user receives appropriate login credentials. Approval will not be granted to use computing facilities that do not conform to the mission, processes, and functions of the college.
  - B. Users of computing resources are expected to conduct themselves in a manner that does not constitute a danger to any person’s health or safety, or does not interfere with authorized individual and institutional activities.

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY REGULATION**

Section: 8000 Information Technology	
Sub Section: 8100 Acceptable Use	
Title: ITR 8100 Acceptable Use	Page 2 of 7
Primary Policy: ITP 8100 Acceptable Use	
Associated Policies: SP 2610 Student Code of Conduct; SP 2620 Disciplinary Proceedings; PP 4730 Suspension or Termination	
Associated Regulations: SR 2610 Student Code of Conduct; SR 2620 Disciplinary Proceedings; SR 2740 Student Rights and Responsibilities; PR 4730 Suspension or Termination	
References: U.S. Copyright Law 17 (U.S.C)	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 08-20-2009	Last Revision: 04-19-2023

- C. Users shall respect the rights of others and not threaten, discriminate against, harass, or intimidate others through the use of computing resources.
- D. User shall acknowledge that all computer files, including e-mail, are the property of the college. Also, all files may be examined and copied for the purpose of diagnosing and correcting problems with the system.
- E. Users must not misuse, damage, or misappropriate in any manner computing equipment, software, property, and/or other facilities and resources.
- F. Users must utilize only those computers which they have been authorized to use and only for the purposes for which the authorization was granted.
- G. Users of the mainframe systems are responsible for the use of their computer accounts and, as such, they should take precaution against others obtaining access to their computer accounts. This includes managing and controlling the use of individual passwords, operational activities, and resource utilization.
- H. Users must follow the established procedures for accessing any computing system. All computing work must be readily identified with the users own name and, where applicable, the relevant department name.
- I. Users may not access, modify, or copy programs, files, or data of any sort belonging to other users or to the college without obtaining prior authorization to do so from the other users and/or department involved. Similarly, programs, subroutines, data, equipment, and other computing related resources may not be taken to other computer installations without the proper department and/or Three Rivers College Computer Services authorization and a clearly defined understanding of the responsibilities associated with such action (e.g. security of access to the data at the other computer installation).
- J. Users may not use programs, data, equipment, and other computing related resources obtained from other computer sites at Three Rivers College unless prior

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY REGULATION**

Section: 8000 Information Technology	
Sub Section: 8100 Acceptable Use	
Title: ITR 8100 Acceptable Use	Page 3 of 7
Primary Policy: ITP 8100 Acceptable Use	
Associated Policies: SP 2610 Student Code of Conduct; SP 2620 Disciplinary Proceedings; PP 4730 Suspension or Termination	
Associated Regulations: SR 2610 Student Code of Conduct; SR 2620 Disciplinary Proceedings; SR 2740 Student Rights and Responsibilities; PR 4730 Suspension or Termination	
References: U.S. Copyright Law 17 (U.S.C)	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 08-20-2009	Last Revision: 04-19-2023

approval has been obtained from the department responsible for the computer and Computer Services.

- K. Users should minimize the impact of their work on the work of other users. Attempts should not be made to encroach on others' use of the facilities or deprive them of resources. Game playing that is not part of an authorized program of study must not interfere with users' rights to access a system for educational purposes.
  - L. Users must not attempt to modify system facilities and/or subvert the restrictions associated with their assigned use of computers.
2. The following guidelines must be adhered to by all users regarding the use and copyright protection of computer software.
- A. The piracy, lifting, or unauthorized copying of software by students, staff, or faculty is illegal and ethically unacceptable. Making unauthorized copies of copyrighted programs, music recordings or video recordings is against the law and many subject you to civil and/or criminal liability. A civil lawsuit could hold you responsible for thousands of dollars in damages. Any person who commits an offense under U.S. Copyright Law 17 (U.S.C) and its amendments could face criminal charges that may leave you with a felony record, accompanied by up to five years of jail time and fines up to \$250,000.
  - B. Only software that supports the educational and administrative missions of the college will be installed on the college's computers. That software normally is limited to the following types:
    - 1. Software purchased and installed under a site agreement;
    - 2. Software purchased under a single copy purchase and installed on a single machine;
    - 3. Software developed by employees and students; and

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY REGULATION**

Section: 8000 Information Technology	
Sub Section: 8100 Acceptable Use	
Title: ITR 8100 Acceptable Use	Page 4 of 7
Primary Policy: ITP 8100 Acceptable Use	
Associated Policies: SP 2610 Student Code of Conduct; SP 2620 Disciplinary Proceedings; PP 4730 Suspension or Termination	
Associated Regulations: SR 2610 Student Code of Conduct; SR 2620 Disciplinary Proceedings; SR 2740 Student Rights and Responsibilities; PR 4730 Suspension or Termination	
References: U.S. Copyright Law 17 (U.S.C)	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 08-20-2009	Last Revision: 04-19-2023

4. Public domain software and software contributed to the college.
  - C. Software programmed by college employees and students, public domain software, and software contributed to the college may be installed on a system provided it contains documentation to clearly indicate that it was created by college employees or students or that it is in the public domain or contributed to the college.
  - D. Employees and students will be expected to adhere to all provisions of public law.
  - E. Illegal copies of copyrighted computer programs may not be made or used on college equipment.
  - F. The legal or insurance protection of Three Rivers College will not be extended to employees who violate copyright laws.
  - G. College employees are responsible for adhering to the computer programs software copyright policy and for enforcing the provisions of the policy where students are concerned.
  - H. Software not acquired by officially sanctioned means as stated above will not be installed and must not be operated on college computers.
3. Three Rivers College has available for use by faculty and staff a campus-wide network backbone that provides email, Internet, bulletin board, file transfers, and so on. The following guidelines must be adhered to by all users regarding the use of networking resources.
  - A. All users (subscribers) must first be approved by the appropriate supervisor.
  - B. Users shall be courteous to other users wishing to seek information and shall remain on the system only long enough to obtain desired information and then exit the system.



**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY REGULATION**

Section: 8000 Information Technology	
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Associated Regulations: SR 2610 Student Code of Conduct; SR 2620 Disciplinary Proceedings; SR 2740 Student Rights and Responsibilities; PR 4730 Suspension or Termination	
References: U.S. Copyright Law 17 (U.S.C)	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 08-20-2009	Last Revision: 04-19-2023

- C. Users shall not place unlawful information on computer systems.
- D. Users shall not use abusive or otherwise objectionable language in either public or private messages.
- E. Users shall not send messages that are likely to result in the loss of recipients' work or systems.
- F. When downloading programs, users should check for copyright or licensing agreements and pay author registration fees as required. Support for any downloaded programs should be requested from the originator of the application. Unwanted programs should be removed from the system.
- G. Users shall not use the network for proprietary or commercial work.

**4. Disciplinary Actions**

If a Computer Services Official reasonably believes that a user is engaged in activities which may pose an imminent threat to: (1) the health or safety of others, (2) the integrity of data, (3) computing resources which may adversely affect system operations, or (4) copyrights, the official may confiscate the user's storage media and temporarily suspend user privileges as needed to mitigate the threat or violation.

The Chief Academic Officer will immediately be consulted. If the decision is to pursue disciplinary action against the user, the Computer Services Official shall follow existing college procedures governed by the applicable provisions of the student handbook, faculty and staff handbooks, and other policies and procedures of the college and the applicable state and federal laws.

Users not authorized by the college will be considered to be trespassing and may be turned over to appropriate law enforcement officials.

The following is a non-exhaustive list of disciplinary sanctions that may be taken, either singularly or in combination, by Three Rivers College against violators of this policy:

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY REGULATION**

Section: 8000 Information Technology	
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Primary Policy: ITP 8100 Acceptable Use	
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References: U.S. Copyright Law 17 (U.S.C)	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 08-20-2009	Last Revision: 04-19-2023

1. Restitution to reimburse the college for damage to or misuse of computing facilities;
2. Warning to notify the individual that continuation or repetition of a specified conduct may be cause for other disciplinary action;
3. Reprimand in writing indicating further violation may result in more serious penalties;
4. Restriction of computing privileges for a specified period of time;
5. Probation status, with the associated implications, imposed on the individual;
6. Suspension of the individual from the college;
7. Expulsion of the individual from the college; and
8. Interim or summary suspension until a final determination has been made in regard to the charges made against the individual.

In the event that other institutional regulations are violated, additional penalties may be imposed.

Unauthorized use of computing resources may be adjudged a felony, and the individual(s) involved may be liable to legal prosecution.

The utilization of a hostile software program designed to do damage and interrupt normal operations of the college computer is a criminal act and, as such, punishment to the fullest extent of state and federal law will be pursued by the college.

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY REGULATION**

Section: 8000 Information Technology	
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Associated Policies: SP 2610 Student Code of Conduct; SP 2620 Disciplinary Proceedings; PP 4730 Suspension or Termination	
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References: U.S. Copyright Law 17 (U.S.C)	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 08-20-2009	Last Revision: 04-19-2023

**DOCUMENT HISTORY:**

- 08-20-2009:** Initial approval of regulation ITR 8100 Acceptable Use.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College. Abbreviation TRCC revised to Three Rivers College.
- 10-11-2016:** Revision of position title Vice President of Learning to Chief Academic Officer.
- 01-18-2017:** Statement added regarding reference U.S. Copyright Law 17 (U.S.C.).
- 04-19-2023:** Removed or clarified some of the restrictions and penalties.

## UPCOMING EVENTS

**Poetry Slam:** April 20, 6 p.m., PLST 108.

**DEI Roundtable-Child Abuse & Domestic Violence:** April 24, 2 p.m., PLST 108.

**Distinguished Alumni Reception:** April 24, 4:30 p.m., TINN Lobby. Congratulations to Dr. Ron Webb, who has been selected as the 2023 Distinguished Alumni. A reception in his honor will be held April 24. Visit [trcc.edu/about/news/dr-ron-webb-named-2023-distinguished-alumni-award-recipient](http://trcc.edu/about/news/dr-ron-webb-named-2023-distinguished-alumni-award-recipient) for the news release.

**Three Rivers Fine Art Student Exhibition:** April 24 - May 12, 12–3 p.m., Monday-Friday, TINN Gallery. Make plans to visit the exhibit in the Tinnin Fine Arts Center to see this show of works by Three Rivers College students.

**Retirement Reception:** April 25, 2-4 p.m., TINN Lobby.

**American Red Cross Blood Drive:** April 27, 9 a.m.-2 p.m., BCR.

**The Pajama Game:** April 28-29, 7 p.m. and April 30, 2 p.m., TINN Theater. In the TRC Music Department's annual musical, a union strike at a pajama factory generates plenty of heat in this toe-tapping, comedic love story. Free admission.

**Solitary Man-Tribute to Neil Diamond:** May 1, 7 p.m., TINN Theater. Veteran vocalist and tribute artist, David Jericko, along with a band of professional musicians, bring the complete Neil Diamond experience to life by performing his greatest hits. Solitary Man is sponsored by Dental Arts Group. Tickets are \$15.

**Employee Appreciation Luncheon:** May 5, 12 p.m., BAC.

**Spring Concert:** May 9, 7 p.m., TINN Theater. The Three Rivers College Symphonic Band, Jazz Band, and Collegiate Choir perform a variety of musical gems. Admission is free.

**Student Excellence Awards:** May 12, 6 p.m., TINN Theater.

**Lady Raiders Softball:**

vs. State Fair CC, Apr. 24, 2 and 4 p.m.

\*Conference

vs. Moberly Area Community College, Apr. 25,  
2 and 4 p.m.\*Conference

Vs. East Central College, Apr. 29, 2 and 4 p.m.

\*Conference

**Raiders Baseball:**

vs. Jefferson College, Apr. 20, 12 and 2 p.m.

\*Conference

vs. North Arkansas College, May 1, 1 and 3 p.m.

**Raiders Rodeo:**

vs. Northwest Mississippi CC Rodeo, Apr. 27,  
28, & 29.

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



## **DAR Headlines for March 8 – April 11**

**March 8:** Cinderella Brings Magic to Stage

**March 8:** NO HAPPY ENDING Lady Raiders can't dig out of second-half hole in region semis (Women's Basketball)

**March 8:** Lady Raiders sweep Kankakee in home debut (Softball)

**March 9:** 'NEVER ANY QUIT' Raiders preserved this season despite injuries, crashes and tough schedule (Men's Basketball)

**March 9:** Raiders earn sweep, extend winning streak to three games (Baseball)

**March 14:** Deadline approaches for TRC program

**March 14:** GOING DANCING AGAIN Lady Raiders get at-large bid, headed to national tourney for third year in a row (Women's Basketball)

**March 15:** Expansion planned for TRC program

**March 15:** Raiders get sweep at Drury, back over .500 (Baseball)

**March 16:** Outdoors, art fans gather for events

**March 18:** Patrons of the Arts present 'The Sicilian Tenors'

**March 22:** TRC to host College Transfer Fair with four-year colleges

**March 22:** TALL TASK AHEAD Lady Raiders open national tournament with Gulf Coast State (Women's Basketball)

**March 23:** TRC invites ladies to Eggstravaganza

**March 23:** Raiders split pair against East Central (Baseball)

**March 24:** GULF COAST STATE ENDS LADY RAIDERS' SEASON (Women's Basketball)

**March 28:** Lady Raiders win three of four at North Central (Softball)

**March 28:** Raiders take series at Metropolitan (Baseball)

**March 29:** TRC celebrates Liberal Arts Week

**March 29:** Pitching, timely hits lift Lady Raiders to sweep of St. Charles (Softball)

**April 1:** Three Rivers College Music Department presents spring show

**April 1:** SEASON A WIN FOR LADY RAIDERS (Women's Basketball)

**April 4:** FIRST COACH INDUCTED TO SPEND ENTIRE CAREER AT JUNIOR COLLEGE Bess named to Naismith Hall of Fame

**April 4:** Fast starts, pitching power Raiders to weekend sweep (Baseball)

**April 4:** Lady Raiders toss pair of shutouts at State Fair (Softball)

**April 6:** TRC students highlight talent at SPRING SHOWCASE

**April 8:** Dr. Ron Webb is TRC Distinguished Alumni

**April 8:** WINNING STREAK HITS SIX Lady Raiders sweep Metropolitan, improve to 26-7 on season (Softball)

**April 8:** Rally in opener helps fuel Raider sweep of State Fair (Baseball)

**April 11:** TRC streak at 10 after Simpson's walkoff (Softball)