11:00 a.m. Three Rivers Board of Trustees Luncheon, Employee Lounge, Westover Admin Building12:00 p.m. Three Rivers Board of Trustees Meeting, Board Room, Westover Admin Building

## A G E N D A REGULAR SESSION Wednesday, May 19, 2021 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 April Board Meeting

## III. 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

## 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

 Consideration and approval of Revisions to FP 3107 – College Store Learning Materials

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

- 1. Acceptance of Employment
  - 1. Heather King Academic Advisor/Career Services
  - 2. Sherri Tomlinson Data Entry Clerk
- 2. Transfer of Position
  - 1. Kayla O'Neal Facilitator, External Location to Admin Assistant, Financial Aid
- 3. Resignation
  - 1. Traven Crocker Instructor, Agriculture & Forestry/Program Coordinator

## VIII. Appendix

- 1. Information Items
  - a) FR 3107 College Store Learning Materials
- 2. Upcoming Events
- 3. Recent Newspaper Articles
- IX. FY20 and FY21 Board of Trustees Meeting Dates
  - Wednesday, June 23, 2021
  - Wednesday, August 18, 2021
  - Wednesday, September 15, 2021
  - Wednesday, October 20, 2021
  - Wednesday, November 17, 2021
  - Wednesday, January 19, 2022
  - Wednesday, February 16, 2022
  - Tuesday, March 15, 2022
  - Wednesday, April 20, 2022
  - Wednesday, May 18, 2022
  - Wednesday, June 22, 2022
- X. Adjournment

## BOARD OF TRUSTEES THREE RIVERS COLLEGE April 21, 2021

The regular meeting of the Board of Trustees began at 12:00 p.m. on Wednesday, April 21, 2021.

Those present included: Trustees: Dr. Amber Richardson, chair (via Zoom); Gary Featherston, vicechair; Chris Williams, secretary (absent); Eric Schalk, treasurer; Darren Garrison, member; Dr. Tim Hager, member (via Zoom); and college administrators: Dr. Wesley Payne, president; Mark Richardson, College Attorney; Janine Heath, recording secretary.

Trustee Garrison delivered the invocation.

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

Trustee Garrison nominated Dr. Wesley Payne as temporary Chairman and Janine Heath as temporary Secretary to the Board of Trustees. With a second by Trustee Schalk, the motion passed unanimously.

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

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

Charlotte reviewed the Budget to Actuals as of the end of March 2021. At 75% into the year, we have recognized 85% of budgeted revenues and have obligated 67% of our budgeted expenses.

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

Dr. Payne responded to the financial report, commending Ms. Eubank and the Financial Services team for an outstanding job managing the everchanging processes over the past year.

## CALL TO ORDER

## **ATTENDANCE**

INVOCATION

APPROVAL OF BOARD MEETING AGENDA

APPOINTMENT OF TEMPORARY CHAIR AND SECRETARY

APPROVAL OF BOARD ROTATION

## APPROVAL OF THE MARCH BOARD MEETING MINUTES

## **FINANCIAL REPORT**

Dr. Payne presented:

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

- Lady Raider's Basketball team is in Lubbock, TX at the National Finals. They have won their first two games placing them in the Elite Eight and are focusing on each game in front of them to win. First time ever that one of the athletic teams has had an undefeated year.
- Lady Raider's Softball team is doing well, looking for good results going into post-season play.
- Raiders Baseball is progressing through a very trying season producing better results than we have had in a while.
- Raider's Men's Basketball had a difficult year but ended with a decent season.
- Raiders Rodeo has two bull riders that should make it to the Nationals in June.

The College is currently focusing on improving on-line instruction. Working with Symbiosis, there are three phases of redesign which should be complete by Spring 2022.

The College once again hosted the Annual Vietnam Veterans Celebration. Well attended.

- Industrial Technology Fair April 22-23
- Poplar Bluff Teacher of the Year Ceremony TRC Instructor of the Year, Ms. Stefanie Rundquist and TRC Adjunct of the year, Mr. Wes Montgomery – April 29
- Happy Days The Musical April 30 May 2
- Escape into Music Concert May 11
- Student Excellence Awards May 14
- Last day of classes & final exams May 14 and May 17-20
- Commencement May 21

Trustee Schalk made the motion to enter into executive session at 12:23 p.m. With a second by Trustee Garrison, the board was polled as follows: Trustee

## PRESIDENT'S REPORT

## CONSTRUCTION UPDATE

## **RAIDER ATHLETICS**

## SYMBIOSIS UPDATE

## VIETNAM VETRANS CELEBRATION

## **UP-COMING EVENTS**

#### EXECUTIVE SESSION

Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, absent; Trustee Featherston, yes; Trustee Richardson, yes.

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

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

Each year, the Board of Trustees reviews the proposed College Holiday Schedule for approval.

Trustee Richardson made the motion to approve the schedule 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, absent; Trustee Featherston, yes; Trustee Richardson, yes.

The current policy must be re-adopted bi-annually and resubmitted to the state. No changes have been made to the existing policy.

Trustee Garrison made the motion to approve the policy 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, absent; Trustee Featherston, yes; Trustee Richardson, yes.

The proposed benefit plan for FY22 was presented for approval. No significant changes to the coverage.

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

## ITEMS FOR CONSIDERATION, DISCUSSION, AND VOTE

CONSIDERATION AND APPROVAL OF THE FY22 BOARD OF TRUSTEES MEETING DATES

## CONSIDERATION AND APPROVAL OF THE FY22 COLLEGE HOLIDAY SCHEDULE

CONSIDERATION AND APPROVAL TO REAFFIRM BP 0343 – CONFLICT OF INTEREST

## CONSIDERATION AND APPROVAL OF EMPLOYEE BENEFITS FOR FISCAL YEAR 2022

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

There being no further business, Trustee Schalk made the motion to adjourn the meeting at 12:55 p.m. and with a second by Trustee Richardson, the motion passed unanimously. CONSIDERATION AND APPROVAL OF ALL PERSONNEL ACTION AND ASSOCIATED DOCUMENTS

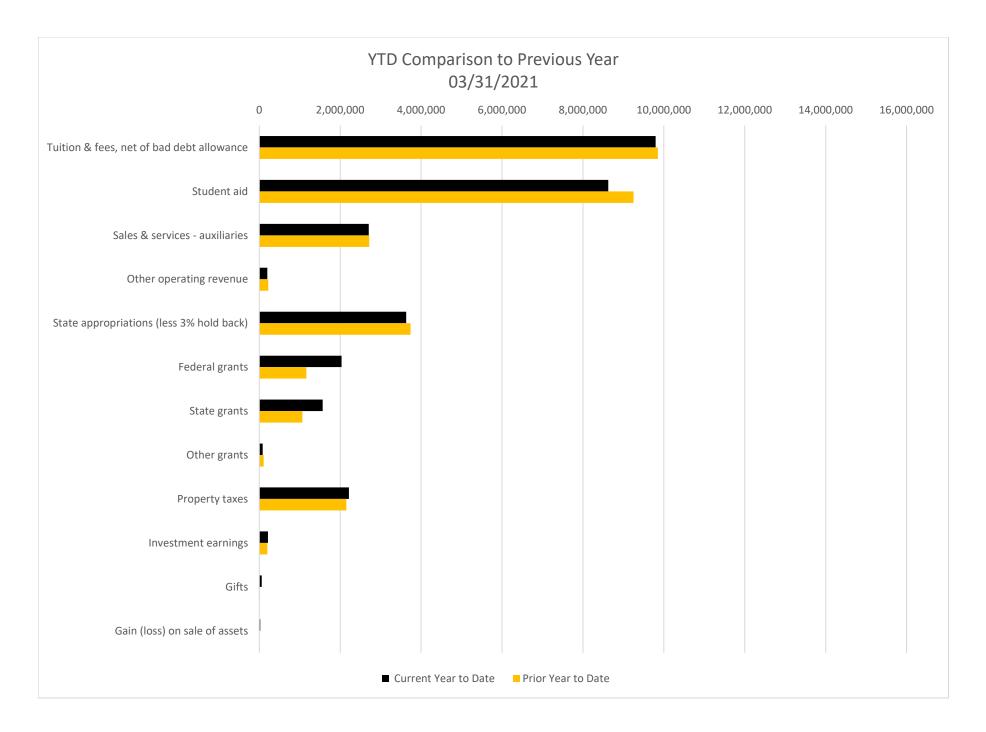
## **ADJOURNMENT**

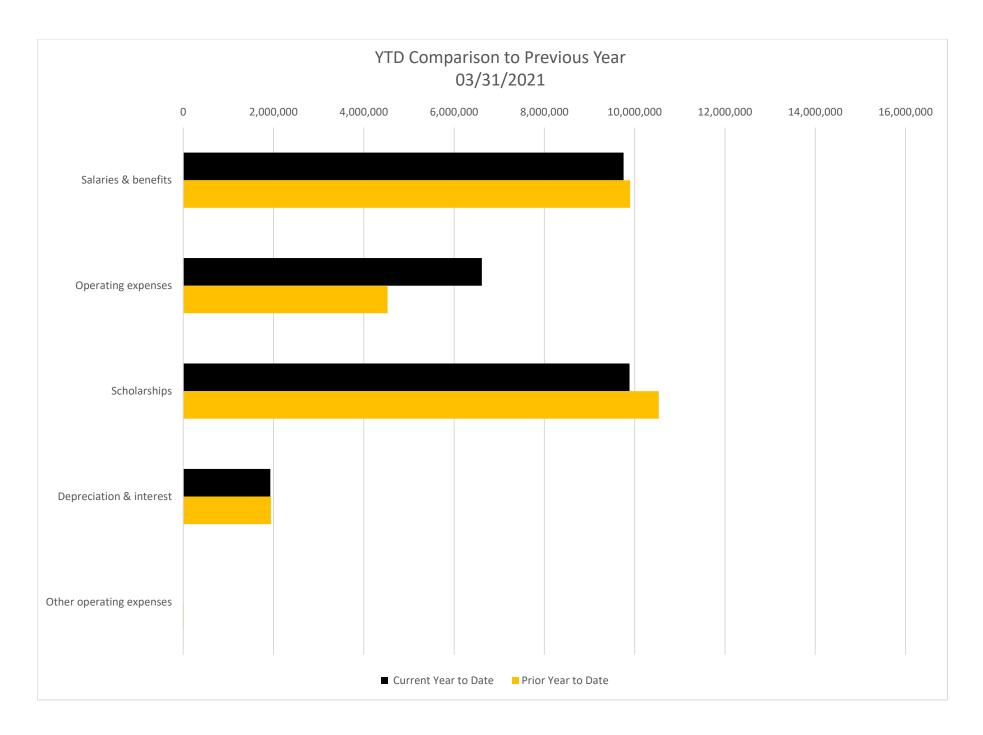
CHAIRMAN

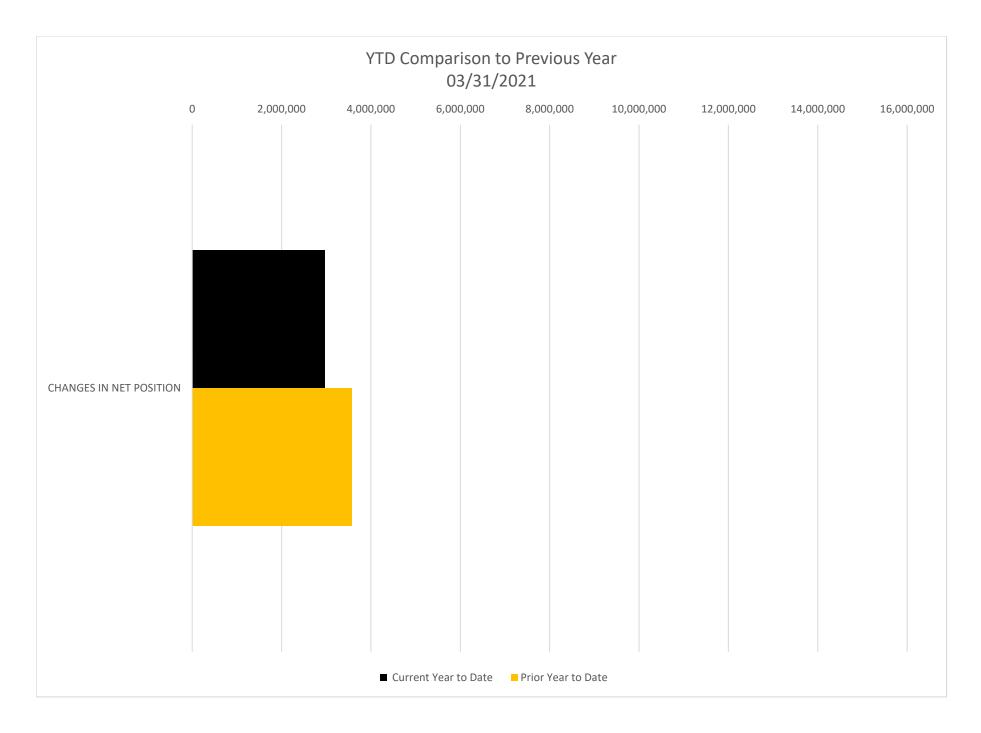
SECRETARY

APPROVAL DATE

APPROVAL DATE







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

ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION
CURRENT ASSETS		CURRENT LIABILITIES
Cash & Cash Equivalents	15,456,512	Accounts Payable
Student Account Receivables, net	3,907,784	Accrued Vacation
Property Tax Receivable	106,310	Student Deposits
Other Receivables	7,679,236	Deferred Tuition & Fees
Investments	0	Scholarships
Inventory	172,105	Total Current Liabilities
Prepaid Expenses	230,889	
Total Current Assets	27,552,837	NON-CURRENT LIABILITIES
		Retirement Incentive Payable
NON-CURRENT ASSETS		Other Post Employment Benefits
Land	5,490,786	Bonds, Notes and Leases Payable
Capital assets	73,054,214	Accrued Interest
Plus: Current year additions to capital assets	850,891	Agency
Accumulated Depreciation	(33,015,714)	Total Non-Current Liabilities
Unamortized Bond Issue Costs	0	
Total Non-Current Assets	46,380,177	Total Liabilities
DEFERRED OUTFLOWS	4,897,234	DEFERRED INFLOWS
		NET POSITION
		Beginning Balance
		Changes in Net Position
		Total Net Position
TOTAL ASSETS AND DEFERRED OUTFLOWS	78,830,248	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION

10 of Barared 05/11/2021 05/12/2021

721,384 359,726 2,384,109 1,130,122 (363,998) 4,231,343

0

0 393,219 29,777,476

13,977,277 15,406,979

34,008,819

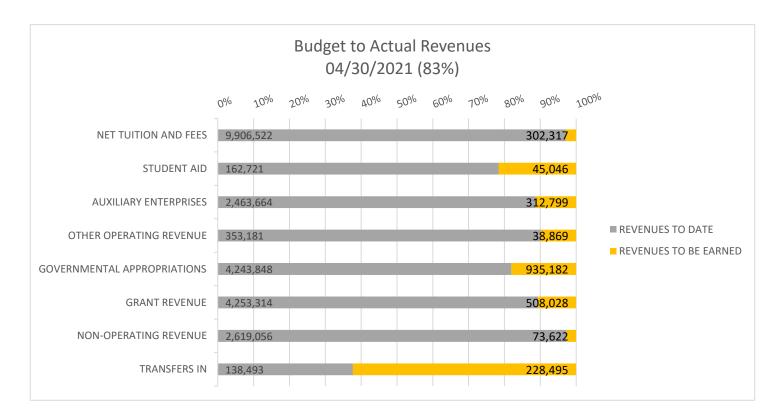
10,126,397

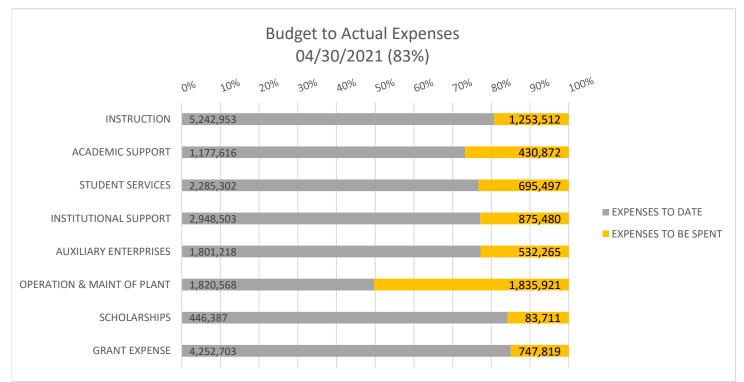
31,724,612 2,970,421 34,695,033

78,830,248

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

									(	Current Year to			
	July	August	September	October	November	December	January	February	March	Date	Prior Year to Date	\$ Change	% Change
OPERATING REVENUE													
Tuition & fees, net of bad debt allowance	5,361,490	461,912	(496,727)	1,812,912	1,391,515	483,705	801,497	(135,236)	114,893	9,795,961	9,852,144	(56,183)	(0.57)%
Student aid	152,416	19,159	3,733,065	431,483	215,887	78,392	30,028	3,563,287	401,173	8,624,890	9,252,772	(627,883)	(6.79)%
Sales & services - auxiliaries	732,802	166,742	318,898	235,897	436,491	51,964	209,719	319,634	232,774	2,704,919	2,716,251	(11,332)	(0.42)%
Other operating revenue	4,904	131,911	3,414	2,905	3,827	2,541	3,587	2,825	41,956	197,869	220,513	(22,644)	(10.27)%
Total Operating Revenue	6,251,611	779,724	3,558,650	2,483,197	2,047,720	616,601	1,044,831	3,750,509	790,795	21,323,639	22,041,680	(718,042)	(3.26)%
OPERATING EXPENSES													
Salaries & benefits	915,788	1,095,961	1.033.005	1,040,572	1.049.211	1,002,499	1.205.622	1,114,099	1,299,236	9,755,992	9,897,837	(141,845)	(1.43)%
Operating expenses	624,572	811,518	404,493	662,171	661.765	561,432	1.443.213	326,459	1,117,524	6,613,146		2,087,038	46.11%
Capital equipment	11,068	32,590	6,867	50,955	453,403	18,083	116.664	7,355	153,906	850,891		(945,224)	(52.63)%
Less: Transfer to capital assets	(11,068)	(32,590)	(6,867)	(50,955)	(453,403)	(18,083)	(116,664)	(7,355)	(153,906)	(850,891)	(1,796,115)	945,224	(52.63)%
Scholarships	213,255	44,232	4,128,848	591,671	256,024	96,236	73,187	4,032,277	449,980	9,885,711	10,532,510	(646,799)	(6.14)%
Depreciation & interest	155,870	485,539	160,712	(2,936)	158,835	157,550	160,126	482,930	168,641	1,927,267	1,944,456	(17,189)	(0.88)%
Other operating expenses	0	(349)	(55)	0	0	0	0	0	0	(404)	11,512	(11,916)	(103.51)%
Total Operating Expenses	1,909,485	2,436,901	5,727,003	2,291,479	2,125,835	1,817,717	2,882,148	5,955,765	3,035,381	28,181,712	26,912,423	1,269,289	4.72%
NON-OPERATING REVENUE (EXPENSES)													
State appropriations (less 3% hold back)	362,046	362,046	362,046	397,518	397,518	397,518	450,725	450,725	450,725	3,630,867	3,737,283	(106,416)	(2.85)%
Federal grants	65,783	29,923	528,899	172,954	391,602	156,302	413,085	146,460	129,002	2,034,010		870,023	74,75%
State grants	78,279	77,337	44,803	137,304	138,312	42,557	767,874	93,980	186,418	1,566,864		501,952	47.14%
Other grants	0	25,325	6,665	0	0	20,212	0	0	30,630	82,832		(23,935)	(22.42)%
Property taxes	29,580	22,548	19,464	8,299	28,290	294,525	1,459,257	269,466	85,498	2,216,928	2,152,702	64,226	2.98%
Investment earnings	14,388	34,431	17,762	43,111	22,508	20,048	20,925	19,819	19,873	212,866	198,466	14,400	7.26%
Gifts	1,680	(180)	1,000	27,540	100	1,257	0	150	27,500	59,047	11,194	47,853	427.50%
Gain (loss) on sale of assets	11,650	0	0	0	0	8,030	0	2,700	2,700	25,080	5,987	19,093	318.88%
Total Non-Operating Revenues (Expenses)	563,406	551,431	980,639	786,727	978,329	940,450	3,111,866	983,300	932,346	9,828,494	8,441,299	1,387,195	16.43%
CHANGES IN NET POSITION	4,905,532	(1,105,746)	(1,187,714)	978,445	900,215	(260,667)	1,274,549	(1,221,955)	(1,312,239)	2,970,421	3,570,555	(600,135)	(16.81)%





#### Three Rivers College Statement of Revenues, Expenses and Changes In Net Position Unrestricted Funds, Grants and Governmental Appropriations - Unaudited April 30, 2021 Fiscal Year Benchmark: 83%

			REVENUES TO DATE	<b>REVENUES TO BE</b>
REVENUES	BUDGET	<b>REVENUES TO DATE</b>	%	EARNED
NET TUITION AND FEES	10,208,839	9,906,522	97%	302,317
Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances				
STUDENT AID	207,767	162,721	78%	45,046
Federal Pell, Student Loans, SEOG, ACG, Work Study				
AUXILIARY ENTERPRISES	2,776,463	2,463,664	89%	312,799
Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental				
OTHER OPERATING REVENUE	392,050	353,181	90%	38,869
Athletic Ticket Sales, Fines, Transcript Fees, Other Income				
GOVERNMENTAL APPROPRIATIONS	5,179,030	4,243,848	82%	935,182
State Aid, State Maint. & Repair				
GRANT REVENUE	4,761,342	4,253,314	89%	508,028
State Grants, Federal Grants				
NON-OPERATING REVENUE	2,692,678	2,619,056	97%	73,622
Taxes, Interest Earnings, Gifts				
TRANSFERS IN	366,988	138,493	38%	228,495
General funds-prior year transfers in (Reserves), current year transfers from capital				
TOTAL REVENUES	26,585,157	24,140,799	91%	2,444,358

NOTE: We have recognized a total of 96% of budgeted revenues. We have recognized 97% of our budgeted revenues from tuition and fees, comprised of portions of spring 2021, fall 2020 and portions of summer 2020 and 2021, net of estimated bad debt. The operating budget includes transfers in from prior year reserves to support one-time projects which do not meet criteria for inclusion in the capital budget.

EVDENCEC	NUDCET	EXPENSES TO DATE	EXPENSES TO DATE	EXPENSES TO BE SPENT
EXPENSES	BUDGET		%	-
INSTRUCTION	6,496,465	5,242,953	81%	1,253,512
Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services				
ACADEMIC SUPPORT	1,608,488	1,177,616	73%	430,872
Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support				
STUDENT SERVICES	2,980,799	2,285,302	77%	695,497
Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services				
INSTITUTIONAL SUPPORT	3,823,983	2,948,503	77%	875,480
Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications				
AUXILIARY ENTERPRISES	2,333,483	1,801,218	77%	532,265
Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental				,
OPERATION & MAINT OF PLANT	3,656,489	1,820,568	50%	1,835,921
Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services				
SCHOLARSHIPS	530,098	446,387	84%	83,711
Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission	,	,	•	,
GRANT EXPENSE	5,000,521	4,252,703	85%	747,819
State Grants, Federal Grants	5,000,521	4,232,703	0370	747,015
· · · · · · · · · · · · · · · · · · ·	26 420 226	10.075.250	700/	C 455 070
TOTAL EXPENSES	26,430,326	19,975,250	76%	6,455,076

NOTE: We have obligated 76% of our budgeted expenses at 83% into the fiscal year. April payroll is INCLUDED and credit card expenses are NOT INCLUDED as they were not yet available at the time of this report. Budgeted increase in Net Position is a result of awarded funding sources exceeding budget estimates.

CHANGES IN NET POSITION	154,831	4,165,549

### Three Rivers College Capital Budget - Unaudited April 30, 2021 Fiscal Year Benchmark: 83%

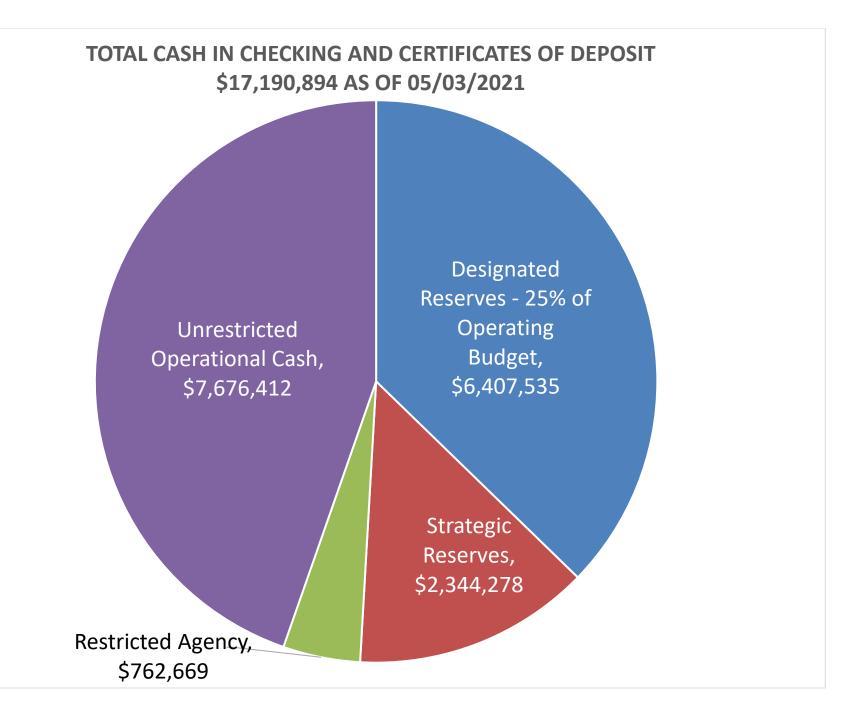
			SOURCES TO DATE	SOURCES TO BE
FUNDING SOURCES	BUDGET	SOURCES TO DATE	%	EARNED
RESTRICTED				
State appropriations (Crisp)	0	0	0%	0
UNRESTRICTED				
General funds - prior year transfers in (Reserves)	1,202,859	798,593	66%	404,266
General funds - current year transfers in				0
TOTAL FUNDING SOURCES	1,202,859	798,593	66%	404,266
USES OF FUNDS	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
Libla Family Sports Complex	60,000	12,050	20%	47,950
Crisp Technology Center addition and remodel	440,168	449,438	102%	(9,270)
Westover Administration Building repairs	125,000	33,949	27%	91,051
Landscaping, Lighting and other land improvements	54,000	12,050	22%	41,950
Tinnin Fine Arts Center refurbish	53,652	47,402	88%	6,250
Ballfield improvements	435,039	243,704	56%	191,335
Fleet vehicles	35,000	0	0%	35,000
TOTAL EXPENSES	1,202,859	798,593	66%	404,266
NET SURPLUS (DEFICIT)	0	0		

## THREE RIVERS COMMUNITY COLLEGE CASH IN BANKS

May 3, 2021

	<u>04/01/21</u>	<u>05/03/21</u>
CURRENT FUND		
Cash Funds		
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
Total Cash Funds	11,012.55	11,012.55
General Accounts		
Southern Bank - General Funds	6,350,211.33	7,201,864.84
Southern Bank - Credit Cards	205,774.69	174,189.24
Total General Accounts	6,555,986.02	7,376,054.08
	-,,	.,,
Restricted Bank Accounts		
Payroll Account - Southern Bank	13,571.99	(166,849.65)
Federal Clearing Account	(3,988.39)	-
Flexible Spending Account	10,000.00	10,053.02
Total Restricted Accounts	19,583.60	(156,796.63)
	0 500 500 47	7 000 070 00
TOTAL CURRENT FUND	6,586,582.17	7,230,270.00
HOUSING FUND		
General Accounts		
Rivers Ridge Account - Southern Bank	225,969.92	223,070.81
Total General Accounts	225,969.92	223,070.81
TOTAL HOUSING FUND	451,939.84	446,141.62
	,	

	<u>04/01/21</u>	05/03/21
PLANT FUND		
General Accounts Plant Fund - Southern Bank Total Bank Accounts	5,600,568.15 5,600,568.15	8,751,813.44 8,751,813.44
<i>Certificates of Deposit</i> Bank of Grandin #17101 Bank of Grandin #17103	1,555,547.53 1,555,547.53	-
Total Certificates of Deposit	3,111,095.06	-
TOTAL PLANT FUND	8,711,663.21	8,751,813.44
AGENCY FUND		
Bank Accounts Agency Account - Southern Bank	447,873.75	440,909.49
Certificates of Deposit Restricted CD's & Savings	330,709.56	321,759.75
TOTAL AGENCY FUND	778,583.31	762,669.24



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#### THREE RIVERS COLLEGE CERTIFICATE OF DEPOSIT

### **CERTIFICATES OF DEPOSIT AS OF April 30, 2021**

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
		-				

Total Contingency Fund

## -

## SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF April 30, 2021

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
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
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/21	1,226.80	A. Garner
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/21	1,405.00	Joshua Bowman
2170801	First Midwest Bank of P.B.	0.50	07/11/97	07/30/21	10,925.00	Mabel Swindel
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/21	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.65	08/23/90	08/23/21	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.50	08/25/92	08/25/21	3,000.00	Odd Fellows
110270576	Southern Bank	0.60	08/27/85	08/27/21	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.65	08/28/02	08/28/21	5,000.00	Helvey-Miller
21815	First Midwest Bank of P.B.	1.24	09/22/98	09/22/21	5,000.00	Jerome Burford
423137249	Regions Bank	0.01	05/12/88	10/02/21	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	10/02/21	1,024.34	Fred Morrow
2197201	First Midwest Bank of P.B.	0.65	10/31/97	10/31/21	1,065.00	Gertrude Cox
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/31/21	10,324.77	Norman Gamblin
23353	First Midwest Bank of P.B.	1.24	11/06/00	11/06/21	4,000.00	Coll. Achievement
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/21	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	1.10	12/05/95	12/05/21	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/21	1,110.00	C.T. McDaniel
2017004259	Commerce Bank	0.30	12/09/89	12/09/21	1,000.00	P.I. Church
423137173	Regions Bank	0.15	12/09/85	12/09/21	5,000.00	Mary Hinrichs
2016012160	Commerce Bank	0.25	12/11/91	12/11/21	7,700.00	Bill Vinson
43712	First Midwest Bank of P.B.	0.85	04/27/09	12/14/21	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.25	12/22/97	12/22/21	10,000.00	Harold Prim
22134	First Midwest Bank of P.B.	0.50	01/08/98	01/08/22	10,000.00	Jerome Burford
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/22	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/22	2,500.00	A. Garner
22246	First Midwest Bank of P.B.	1.05	02/25/98	02/25/22	1,658.87	Missy Braden
2136801	First Midwest Bank of P.B.	0.40	03/05/97	03/05/22	5,000.00	Thelma Jackson

#### THREE RIVERS COLLEGE CERTIFICATE OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
CD#	BANK	NAIL	DATE	ILNIVI	AWOUNT	DESCRIPTION
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
2038701	First Midwest Bank of P.B.	0.65	05/16/96	05/16/22	5,000.00	Thelma Jackson
110260320	Southern Bank	0.85	06/02/86	06/02/22	1,000.00	Hulen Spencer
423135383	Regions Bank	1.49	12/04/04	06/04/22	1,650.00	R. Couperus
110274305	Southern Bank	0.90	05/30/86	06/30/22	5,200.00	Mabel Swindel
2019003547	Commerce Bank	0.40	07/08/90	07/08/22	4,000.00	P.C. Hays, Jr.
423137157	Regions Bank	1.24	01/14/85	07/14/22	2,500.00	Dr. Miller
2012008112	Commerce Bank	0.30	08/11/92	08/11/22	1,000.00	Myra C. Hays
110239662	Southern Bank	1.00	01/05/91	01/05/23	1,412.53	Bulow Mem.
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/23	6,468.04	Butler Co Co-op
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

Total Agency Fund CD's

\$ 321,759.75

#### Three Rivers College CD Report As of April 30, 2021

#### Investment CDs

Endowment CDs Transferred to Endowment Trust

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

#### **CDs Maturing**

Bank	Certificate Number	Endowment	Maturity Date	Amount
Bank of Grandin	17101	Contingency	4/1/2021	1,555,547.53
Bank of Grandin	17103	Contingency	4/1/2021	1,555,547.53
Missouri State Unclaimed				
Properties	423135367	Betty Waldrop	11/18/2019	1,106.64
Total				3,112,201.70

#### Responses

Bank	Commerce Bank	Bank of Missouri	Bank of Grandin	Southern Bank
Contact	Jason Snow	Kevin McCormick	Teresa Hoefer	Angela Medwick
Comment				
Amount	3,134,364.34	3,134,364.34	3,134,364.34	3,134,364.34
3 months	0.04%			
6 months	0.60%			0.30%
9 months	0.70%			
1 year	0.70%	0.26%	0.90%	0.40%

<u>CDs Transferred</u> The recommendation was to liquidate and deposit funds into the plant fund at an interest rate of 1.5%.

#### **CDs Maturing**

CDS Mataring				
Bank	Certificate Number	Endowment	Maturity Date	Amount
Commerce Bank	5016848212	Louis Spradling	6/23/2021	7,843.17
Total				7,843.17

## THREE RIVERS COMMUNITY COLLEGE Summary of Checks Issued Month of APRIL 2021

Current Fund:	General Fund - Southern Bank Electronic Student Refunds - Higher One Total Current Fund	\$ 2,030,211.70 
Housing Fund:	Rivers Ridge - Southern Bank	5,552.79
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	12,502.95
	Grand Total	\$ 2,048,267.44

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 2021.

Chairman, Board of Trustees	Chairman, Board of Trustee
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Secretary, Board of Trustees

#### THREE RIVERS COLLEGE BID REPORT AS OF MAY 11, 2021

#### Housing Apartment Cleaning

Status: Open Date: Close Date: Funding Source: Bids Submitted:

Bid Awarded:

#### Annual Independent Audit

Status: Open Date: Close Date: Funding Source: Bids Submitted: Bid Awarded:

#### Electronic Door Locks

Status: Open Date: Close Date: Funding Source: Bids Submitted: Bid Awarded:

#### Closed 4/6/2021 4/12/2021 Housing SG360 Jonesboro, AR SEMO Carpet Doctor LLC Poplar Bluff, MO No

- Open 4/27/2021 5/12/2021 General Revenue N/A N/A
- Open 4/29/2021 5/13/2021 CARES/Reserves N/A N/A

## May 2021 President's Report

- Construction Updates
- Athletics
- Industrial Tech Fair
- Teacher and Adjunct of the Year
- Music Department Production Happy Days
- Mental Health Week
- Mass Casualty Day
- Retirement Reception
- Escape into Music
- ACHIEVE Graduation Ceremony
- Science Fair
- Premiere of Confluence
- Phi Theta Kappa Induction
- Student Excellence Award Ceremony

## • Upcoming Events

- Commencement May 21
- o Summer Hours May 31, 2021 July 30, 2021

## A G E N D A Executive Session Wednesday, May 19, 2021

## I. Executive Session

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

## II. Adjournment

## V1. Consideration and approval of Revisions to FP 3107 – College Learning Materials

## **BACKGROUND INFORMATION--HISTORY**

This policy was originally approved in 2015. Revisions include clarification to the access and purchase of required physical and digital course materials covered under the Resource Fee.

## **POSSIBLE ALTERNATIVES**

None

## **FINANCIAL IMPLICATIONS**

None

## **ADMINISTRATIVE RECOMMENDATIONS**

Approve the revisions as presented.

## THREE RIVERS COLLEGE FINANCIAL POLICY

Section: 3000 Financial		
Sub Section: 3100 Financial Management		
Title: FP 3107 College Store Learning MaterialsPage 1 of 2		
Associated Policies: SP 2710 Financial Aid Programs; GAP 1101 Debts to the College		
Associated Regulations: FR 3107 College Store SR 2115 Disability Services for Students; SR 27		
References:		
Supersedes: 3.1		
Responsible Administrator: Chief Financial Officer		
Initial Approval: 12-09-2015 Last Revision: 05-19-2021		

Three Rivers College provides students with access to physical and digital course materials through the College Store. The College Store supports the learning environment and is committed to providing the academic community with the tools needed to succeed. The College Store is operated as an auxiliary enterprise, which is managed as a financially self-supporting activity. The primary location of the College Store is the Poplar Bluff Campus. The College Store provides services to external locations as appropriate.

The College Store provides the College community with products and services to support student success, such as required physical and digital course materials covered under the Resource Fee. In addition, students may purchase optional course materials, computers, school supplies, and clothing using cash, check, credit card, or excess financial aid. The College Store follows all federal and state laws and regulations with regard to students' Federal Financial Aid, grant aid, and scholarships.

For additional information reference college regulation FR 3107 College Store Learning Materials.

## THREE RIVERS COLLEGE FINANCIAL POLICY

Section: 3000 Financial		
Sub Section: 3100 Financial Management		
Title: FP 3107 College Store Learning MaterialsPage 2 of 2		
Associated Policies: SP 2710 Financial Aid Programs; GAP 1101 Debts to the College		
Associated Regulations: FR 3107 College Store SR 2115 Disability Services for Students; SR 274		
References:		
Supersedes: 3.1		
Responsible Administrator: Chief Financial Officer		
Initial Approval: 12-09-2015	Last Revision: 05-19-2021	

## **DOCUMENT HISTORY:**

12-09-2015:	Initial approval of policy FP 3107 College Store Learning Materials.
09-21-2016:	The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
05-19-2021:	Clarified access and purchase of required physical and digital course materials covered under the Resource Fee.

## PERSONNEL DATA SHEET

Administrati	ive Officer	
Professional	Staff – replacement for Shelia Inmar	n; transfer approved 02/17/2021
Faculty		
Support Stat	f	
Federal Prog	gram:	
Special Prog	gram	
NAME: Heath	er King	
POSITION TITLE:	Academic Advisor/Career Services	
SALARY: <u>\$35,50</u>	58	
FULL-TIME <u>X</u>	PART-TIME:	
9 months	_ 10 months11 months	12 months X
Other:		
STARTING DATE:	July 1, 2021	
QUALIFICATIONS	:	
Degree	Ed. Institution	Major
AAS	Three Rivers College	Business Management
BS	Poplar Bluff, MO Central Methodist University Poplar Bluff, MO	Business Administration
EXPERIENCE		
<u>07/2015 – present</u>	Poplar Bluff Schools	Technology Helpdesk/
	Poplar Bluff, MO	Instructor
02/2013-07/2015	Peoples Community Bank	Loan Compliance Officer/
	Poplar Bluff, MO	Assistant Branch Manager/Teller
2012 - 2015	AMC Theatre	Hourly Manager, Supervisor,
	Poplar Bluff/Farmington, MO	Cashier

(05/19/2021)

## PERSONNEL DATA SHEET

Administrat	ive Officer	
Professional	l Staff	
Faculty		
Support Sta	ff – replacement for Wendy Spradling; resi	gnation approved 08/19/2020
Federal Prog	gram:	
Special Prog	gram	
NAME: Sherr	i Tomlinson	
POSITION TITLE:	Data Entry Clerk	
SALARY: \$11.3	0/hour	
FULL-TIME <u>X</u>	PART-TIME:	
9 months	10 months11 months	12 monthsX
Other:		
STARTING DATE:	July 1, 2021	
QUALIFICATIONS		
Degree	Ed. Institution	<u>Major</u>
AAS	Three Rivers College	Computer Programming/Data
	Poplar Bluff, MO	Processing
EXPERIENCE		
01/2005 - 02/2010	Ultimate Practice Solutions, LLC	Certified Coder; Account
	Poplar Bluff, MO	Representative Supervisor
03/1995 - 12/2004	Health Partners Management Group	
	Poplar Bluff, MO	Certified Procedural Coder

(05/19/2021)

## **CONSIDERATION OF PERSONNEL ACTION**

Transfer of Position Facilitator, External Location to Administrative Assistant, Financial Aid

## BACKGROUND INFORMATION HISTORY

Due to transfer of Alex Jameson, the Administrative Assistant, Financial Aid position became available. Ms. Kayla O'Neal applied and was interviewed for the position. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Kayla O'Neal to this position. Ms. O'Neal will assume the new duties, effective April 25, 2021.

## **FINANCIAL IMPLICATIONS**

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

## **ADMINISTRATIVE RECOMMENDATION**

Approve the internal transfer of Kayla O'Neal.

05/19/2021

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## **CONSIDERATION OF PERSONNEL ACTION**

Acceptance of Resignation Instructor, Agriculture & Forestry/Program Coordinator

## BACKGROUND INFORMATION HISTORY

Ms. Traven Crocker has been employed as a full-time faculty member since August 2019. Prior to faculty, Ms. Crocker served full-time in the science labs. She has submitted her resignation, effective May 21, 2021, with the end of the spring semester.

## **FINANCIAL IMPLICATIONS**

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

## **ADMINISTRATIVE RECOMMENDATION**

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

05/19/2021

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

Dear Dr. Payne and Dr. Davis,

I regret to inform you that I will be resigning my position as Instructor/ Agriculture and Forestry Program Coordinator at Three Rivers College. I do plan to fulfill my contract duties until May 21, 2021 and support our amazing graduate students during the commencement ceremony. I will work to complete as many projects as possible and prepare any replacements for the position.

Despite my desire to stay, I am afraid I will have to resign for personal family reasons. While I could not have asked for a more professional opportunity than the one, I have, I cannot effectively balance my responsibilities here and give my family the necessary attention it currently needs.

I want you and everyone else to know my reasons for leaving are not related to the job or work conditions. The truth is I cannot express the personal satisfaction I have gotten during my time here. I will miss the wonderful colleagues and students I have been fortunate to work with. I am honored to have received the opportunity to grow and learn.

I truly hope that when my family situation has resolved, I could reconnect with my colleagues at Three Rivers College. This experience has been educational and inspirational. I want to thank everyone for their support and companionship. I wish you all the best of luck and hope to work with you again.

Best regards,

Traven Crocker

# THREE RIVERS COLLEGE FINANCIAL REGULATION

Section: 3000 Financial		
Sub Section: 3100 Financial Management		
Title: FR 3107 College Store Learning Materials	Page 1 of 3	
Primary Policy: FP 3107 College Store Learning Materials		
Associated Policies: GAP 1101 Debts to the College; SP 2710 Financial Aid Programs		
Associated Regulations: SR 2740 Student Rights and Responsibilities; SR 2115 Disability Services for Students; FR 3109 Student Refunds		
Supersedes: NA		
Responsible Administrator: Chief Financial Officer		
Initial Approval: 12-09-2015 Last Revision: 05-19-2021		

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## **Resource Fee**

In support of the learning environment, the Resource Fee provides access to required physical and digital course materials.

To ensure adequate inventory of physical course materials for all locations, The College Store recycles all physical course materials, and the following apply:

- Students taking classes at the main campus or at an external location (Cape College Center, Sikeston, Kennett, and Dexter) should pick up their physical course materials at the location the classes will be taught.
- Dual Credit students will receive their physical course materials at the high school.
- Students at other locations or on the web will pick up physical course materials from the location where any other classroom courses are taught or at the location nearest to their residence address on file.
- Online ordering is available to any student taking courses with physical course materials and will be shipped to the provided address.

# THREE RIVERS COLLEGE FINANCIAL REGULATION

Section: 3000 Financial			
Sub Section: 3100 Financial Management			
Title: FR 3107 College Store Learning MaterialsPage 2 d			
Primary Policy: FP 3107 College Store Learning Materials			
Associated Policies: GAP 1101 Debts to the College; SP 2710 Financial Aid Programs			
Associated Regulations: SR 2740 Student Rights and Responsibilities; SR 2115 Disability Services for Students; FR 3109 Student Refunds			
Supersedes: NA			
Responsible Administrator: Chief Financial Officer			
Initial Approval: 12-09-2015	Last Revision: 05-19-2021		

- Digital course materials are provided through the Blackboard Learning Management System (LMS) per instructor.
- Students needing additional or alternative accommodations should contact the Office of Disability Services.

To ensure accurate distribution of physical course materials, students must present their class schedule and student ID upon pickup.

All required physical course materials remain the property of the College and must be returned by the last day of finals of the semester first checked out. Failure to return a physical course material in a timely manner will result in additional charges up to and including full replacement cost of the physical course material. Students can view their current physical course materials checked out at any time on the College Store website.

## Merchandise Available for Purchase

Optional materials are available for purchase in the College Store with cash, check, credit card, or excess financial aid. Excess financial aid is defined as financial aid more than amounts owed to the College for tuition and fees or other balances. The College Store follows all federal and state laws and regulations with regard to students' Federal Financial Aid, grant aid, and scholarships.

To use excess financial aid for purchases in the College Store, the type of aid must allow the type of purchase the student wishes to make. For example, some aid types do not allow the purchase of optional course materials, others only allow the purchase of required course materials and still others allow any type of educational expense including meal plans and computers. There must also be sufficient excess financial aid to cover the purchase. Students are responsible for knowing the amount and limitations of their type of financial aid.

# THREE RIVERS COLLEGE FINANCIAL REGULATION

Section: 3000 Financial			
Sub Section: 3100 Financial Management			
Title: FR 3107 College Store Learning Materials	5	Page 3 of 3	
Primary Policy: FP 3107 College Store Learning Materials			
Associated Policies: GAP 1101 Debts to the College; SP 2710 Financial Aid Programs			
Associated Regulations: SR 2740 Student Rights and Responsibilities; SR 2115 Disability Services for Students; FR 3109 Student Refunds			
Supersedes: NA			
Responsible Administrator: Chief Financial Officer			
Initial Approval: 12-09-2015	Last Revision: 05-19-202	1	

## **DOCUMENT HISTORY:**

- **12-09-2015:** Initial approval of regulation FR 3107 College Store Learning Materials.
- **09-21-2016:** The College Board of Trustees approved the name change of the College from Three Rivers Community College to Three Rivers College.
- **05-19-2021** Clarified access and purchase of required physical and digital course materials covered under the Resource Fee.

## UPCOMING EVENTS

**Registration:** Registration for summer ends June 3. Fall registration continues through August 13.

Final Exams: May 17-20.

RN Nurse Pinning: Friday, May 21, at 2 p.m., TINN Theater.

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

Memorial Day: Monday, May 31. College is closed.

**Summer Hours:** 7 a.m. to 6 p.m. Monday through Thursday. Summer hours begin May 31 and end on July 30, 2021. The first Friday that the College will be closed is June 4, 2021.

**TRET Golf Tournament:** Friday, June 11, at Westwood Hills Country Club in Poplar Bluff. Proceeds from the tournament will go to the Three Rivers Endowment Trust Annual Fund.

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



THREE RIVERS COLLEGE

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## DAR Headlines: April 14 – May 7

- April 16: "A Fabulous Day" Book's release brings back memories for area basketball coaches ) features Gene Bess
- April 16: Raiders stay atop region after split with Jefferson (softball)
- April 17: TRC Raiders get sendoff celebration
- April 17: Good luck to the undefeated Raiders (women's basketball)
- April 17: Banner Day for Raiders/TRC opens Monday against Eastern Okla. St. (women's basketball)
- April 20: Local players power Three Rivers women to national tournament
- April 20: What a finish: Raiders rally with 11 points in final minute to extend unbeaten season (women's basketball)
- April 20: Holland comes through with season on the line for Raiders (women's basketball)
- April 21: Strain of bruising season doesn't slow Raiders down (women's basketball)
- April 21: Elite Company: Raiders overcome slow start, advance as last unbeaten team
- April 21: Western Neb. Upsets top seed, faces Raiders next
- April 21: Raiders' longtime bus driver dies at 69
- April 22: TRC names new board chair
- April 23: TRC Raiders capture hearts in new era (women's basketball)
- April 23: Un-Four—Gettable: Raiders overcome early shooting woes, hold on to reach final four
- April 23: Raiders ride defense to stay unbeaten
- April 24: Raider family expands
- April 24: Lady Raiders are champions
- April 24: Historical Run: Northwest Fla. Uses late push to knock out unbeaten Raiders
- April 24: Foundation set with 24-1 season
- April 24: Recently retired Raiders coach enjoys team's run from a beach
- April 24: TRC Raiders: Road to the Final Four
- April 27: Raiders return home to rousing celebration
- April 27: After layoff, Raiders swept by State Fair (baseball)
- April 27: Sweep keeps Raiders atop region (softball)
- April 28: Raiders end losing streak (baseball)
- April 29: May offers three weekends of events (happy days/music department)
- April 30: Chamber honors area's top teachers at banquet
- April 30: Raiders enter region tournament as No. 2 seed (softball)
- May 1: Raiders split pair of contests at MAC (baseball)
- May 4: MAC sweeps past Raiders in regular-season finale (baseball)
- May 4: TRC slugs its way into second round
- May 5: Raiders take aim at title (softball)
- May 7: Raiders to face stiff test to open region tourney