

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

A G E N D A
REGULAR SESSION
Wednesday, April 15, 2020
12:00 p.m.

- I. Invocation and Pledge of Allegiance**
- II. Approval of Agenda**
 - 1. Consideration and Approval of Agenda
- III. Election of Trustee**
 - 1. Temporary appointment of Chair and Secretary
 - 2. Certification of Election
 - a) Oath of Office – Eric Schalk
 - b) Oath of Office – Chris Williams
 - c) Oath of Office – Dr. Tim Hager
 - 3. Rotation of the Board and Election of 2020-2021 Board of Trustees Officers
 - 4. Comments from the Trustees
- IV. Approval of Minutes**
 - 1. Consideration and Approval of Minutes of the February Board Meeting
 - 2. Consideration and Approval of Minutes of the March Board Meeting
- V. Consideration of College Financial Report**
 - 1. Statement of Revenues, Expenses, and Changes in Net Assets
 - a) Monthly Financial Statements
 - b) Budget to Actual Financial Statements
 - 2. Cash in Bank
 - 3. Certificates of Deposits
 - 4. Checks Issued
 - 5. Bid Report
- VI. President's Report**
- VII. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might

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adversely affect the legal consideration therefore; section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)

VIII. Items for Consideration, Discussion, and Vote

1. Consideration and vote of 403(b) Amendments
2. Consideration and vote of Benefits for Fiscal Year 2021
3. Consideration and vote for the FY21 Board of Trustees Meeting Dates
4. Consideration and vote for the FY21 Holiday Schedule

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

1. Acceptance of Employment
2. Transfer of Position
 - a) Jennifer Inman – Assistant Director, Human Resources to Instructor, Accounting
3. Retirement
 - a) Barb Stiriz – Administrative Assistant, Physical Plant
4. Resignation
 - a) Suzanne Chappell – Part-time Testing Specialist
 - b) Erick Reed – Grounds Keeping/Maintenance
 - c) Shelia Ursery – Library Outreach Coordinator

X. Appendix

1. Information Items (None)
2. Upcoming Events (None)
3. Recent Newspaper Articles (None)

XI. FY20 Board of Trustees Meeting Dates

1. **Wednesday, May 20, 2020**
2. **Wednesday, June 24, 2020**

XII. Adjournment

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APRIL 15, 2020

TEMPORARY APPOINTMENT OF CHAIR AND SECRETARY

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

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

Trustee _____ seconds the motion.

A Roll call vote is taken

OATH OF OFFICE

BACKGROUND INFORMATION **HISTORY**

In accordance with the Public School Laws of Missouri, newly elected members of the Board of Trustees of the community college district shall qualify by taking the Oath of Office. Temporary Chairman Payne will administer the Oath of Office.

POSSIBLE ALTERNATIVES

N/A

FINANCIAL IMPLICATIONS

N/A

ADMINISTRATIVE RECOMMENDATIONS

N/A

*(This oath is to be administered orally by Three Rivers Board Chairman
and noted in the minutes.)*

**2020 BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

OATH OF OFFICE

Do you (Eric Schalk) solemnly affirm that you will support the Constitution of the United States and the Constitution of Missouri, and that you will faithfully and impartially discharge the duties of college trustee in and for the Three Rivers Community College District, Sub-District No.1-c, State of Missouri, to the best of your ability, according to law, so help you God.

*(This oath is to be administered orally by Three Rivers Board Chairman
and noted in the minutes.)*

**2020 BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

OATH OF OFFICE

Do you (Chris Williams) solemnly affirm that you will support the Constitution of the United States and the Constitution of Missouri, and that you will faithfully and impartially discharge the duties of college trustee in and for the Three Rivers Community College District, Sub-District No.1-b, State of Missouri, to the best of your ability, according to law, so help you God.

*(This oath is to be administered orally by Three Rivers Board Chairman
and noted in the minutes.)*

**2020 BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

OATH OF OFFICE

Do you (Tim Hager) solemnly affirm that you will support the Constitution of the United States and the Constitution of Missouri, and that you will faithfully and impartially discharge the duties of college trustee in and for the Three Rivers Community College District, Sub-District No. 2, State of Missouri, to the best of your ability, according to law, so help you God.

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 2020

REORGANIZATION OF BOARD OF TRUSTEES

Temporary Chairman Payne calls for nomination for the 2020-2021 Board of Trustees Slate of Officers. The slate is as follows:

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

Following the nomination of the 2020-2021 Slate of Officers, need motion to cease nominations and elect the slate by acclamation. Motion carries unanimously.

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

**BOARD OF TRUSTEES
THREE RIVERS COLLEGE
FEBRUARY 19, 2020**

The regular meeting of the Board of Trustees began at 12:00 p.m. at the Board Room in Tinnin Center on Wednesday, February 19, 2020.

CALL TO ORDER

Those present included: Trustees: Dr. Tim Hager, chairman; Dr. Amber Richardson, vice-chairman; Gary Featherston, secretary; Chris Williams, treasurer; Eric Schalk, member(absent); Darren Garrison, member; and college administrators: Dr. Wesley Payne, president; Charlotte Eubank, chief financial officer; Ann Matthews, dean of student services; Janine Heath, recording secretary.

ATTENDANCE

Trustee Hager delivered the invocation.

INVOCATION

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

**APPROVAL OF BOARD
MEETING AGENDA**

Trustee Garrison made the motion to approve the January 2020 minutes. With a second by Trustee Richardson, the motion passed unanimously.

**APPROVAL OF NOVEMBER
MEETING MINUTES**

Charlotte reviewed the December financials. As of the end of December we are 50% into the fiscal year and have recognized 66% of revenues and obligated 42% of the budgeted expenses. The Capital Budget was reviewed with Ms. Eubank outlining the projects currently underway.

**FINANCIAL REPORT AND
BID REPORT**

Trustee Featherston made the motion with a second by Trustee Richardson to accept the financial report. The motion passed unanimously.

Dr. Payne presented the President's Report

PRESIDENT'S REPORT

Crisp construction is moving along. The estimated completion date of the project is June 1, 2020.

CONSTRUCTION UPDATE

The Westover remodel is going well. The Chemistry Lab is the next piece of this project and will begin after the end of the semester.

Kickoff of the planning and budgeting cycle for FY21.

STRATEGIC PLANNING

Discussion of Aspire 2025. There will be additional training provided to the budget manager by Charlotte Eubank and Dr. Maribeth Payne.

RETREAT

Dr. Tim Hager was the master of ceremonies at the Hall of Fame banquet. All attendees enjoyed the banquet. Trustee Hager congratulated the college on a great job.

HALL OF FAME BANQUET

The Alumni Reunion started with the first Pancake Breakfast which was a success with 150 attendees. Followed in the afternoon by the first Alumni Star Reception. Congratulations to Christy Frazier-Moore. The games began at 5pm with great attendance at both the Lady Raiders game and the Raiders game.

ALUMNI REUNION

This is the last Russian Ballet that will be performed as a part of the Patrons of the Arts lineup. The Nutcracker will replace the ballet selections.

SLEEPING BEAUTY

Organized by Buddy and Cindy White, this is the second longest running Jazz Festival in the state.

29TH ANNUAL JAZZ FESTIVAL

Jubilation Jazz was the professional show as part of the Jazz Festival.

JUBILATION JAZZ

- Countdown to 1300 wins for Coach Gene Bess.
- Earthquake Summit – February 20 and 21
- Construction Job Fair – February 26 – 27
- TRET Trivia Night – February 27
- POTA/Rodgers Theater presents Gene Watson – February 27
- Brick Oven Pizza fund raiser – March 5
- Center Stage – Wizard of Oz – March 6 – 8 and March 13 – 15
- Spring Break – College Closed March 11 – 13
- POTA – Alvin Youngblood Hart – March 19

UPCOMING EVENTS

Trustee Garrison made the motion to enter executive session at 12:30 p.m. With a second by Trustee Richardson the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, (absent); Trustee Williams, yes; Trustee Featherston, yes; Trustee Richardson, yes; Trustee Hager, yes.

EXECUTIVE SESSION

There were minor changes to IP 6111 – Alternative College Credit. Reference to the application fee has been removed.

APPROVAL OF COLLEGE POLICIES

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

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

There being no further business, Trustee Featherston made the motion to adjourn at 1:20 p.m. and with a second by Trustee Garrison, the motion passed.

**PERSONNEL ACTIONS AND
ASSOCIATED DOCUMENTS**

ADJOURNMENT

CHAIRMAN

SECRETARY

APPROVAL DATE

APPROVAL DATE

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

The regular meeting of the Board of Trustees began at 12:00 p.m. at the Board Room in Tinnin Center on Wednesday, March 16, 2020.

CALL TO ORDER

Those present included: Trustees: Dr. Tim Hager, chairman; Dr. Amber Richardson, vice-chairman; Gary Featherston, secretary; Chris Williams, treasurer, (absent); Eric Schalk, member; Darren Garrison, member; and college administrators: Dr. Wesley Payne, president; Charlotte Eubank, chief financial officer; Ann Matthews, dean of student services; Janine Heath, recording secretary.

ATTENDANCE

Trustee Hager delivered the invocation.

INVOCATION

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

**APPROVAL OF BOARD
MEETING AGENDA**

Charlotte reviewed the current financial picture providing the board as much information as possible due to the limitations as a result of the ransomware attack.

**FINANCIAL REPORT AND
BID REPORT**

Trustee Schalk made the motion with a second by Trustee Richardson to accept the financial report. The motion passed unanimously.

Dr. Payne presented the President's Report

PRESIDENT'S REPORT

Dr. Payne led the discussion regarding the recent RYUK Ransomware attack. These individuals are highly organized criminals, normally international and generally supported by the political entities in their countries. We did not have any data stolen or used. The IT department has begun the restoration of the data from our backups

RYUK RANSOMWARE

Steve Atwood discussed the steps that have been or are being taken in the restoration process.

As of March 23, all instruction will be remote or online through the end of the semester. We are currently working with instructors and adjuncts to ensure quality

COVID 19

of instruction for the students. The campus will remain open with the Tutoring and Learning Center, Library, and Welcome Center on extended hours to provide support to our students. We will offer registration virtually to all students.

Trustee Featherston made the motion to enter executive session at 12:30 p.m. With a second by Trustee Schalk the board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, absent; Trustee Featherston, yes; Trustee Richardson, yes; Trustee Hager, yes.

There being no further business, Trustee Garrison made the motion to close the executive session and adjourn the meeting at 1:15 p.m. and with a second by Trustee Schalk. The board was polled as follows: Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, absent; Trustee Featherston, yes; Trustee Richardson, yes; Trustee Hager, yes.

EXECUTIVE SESSION

ADJOURNMENT

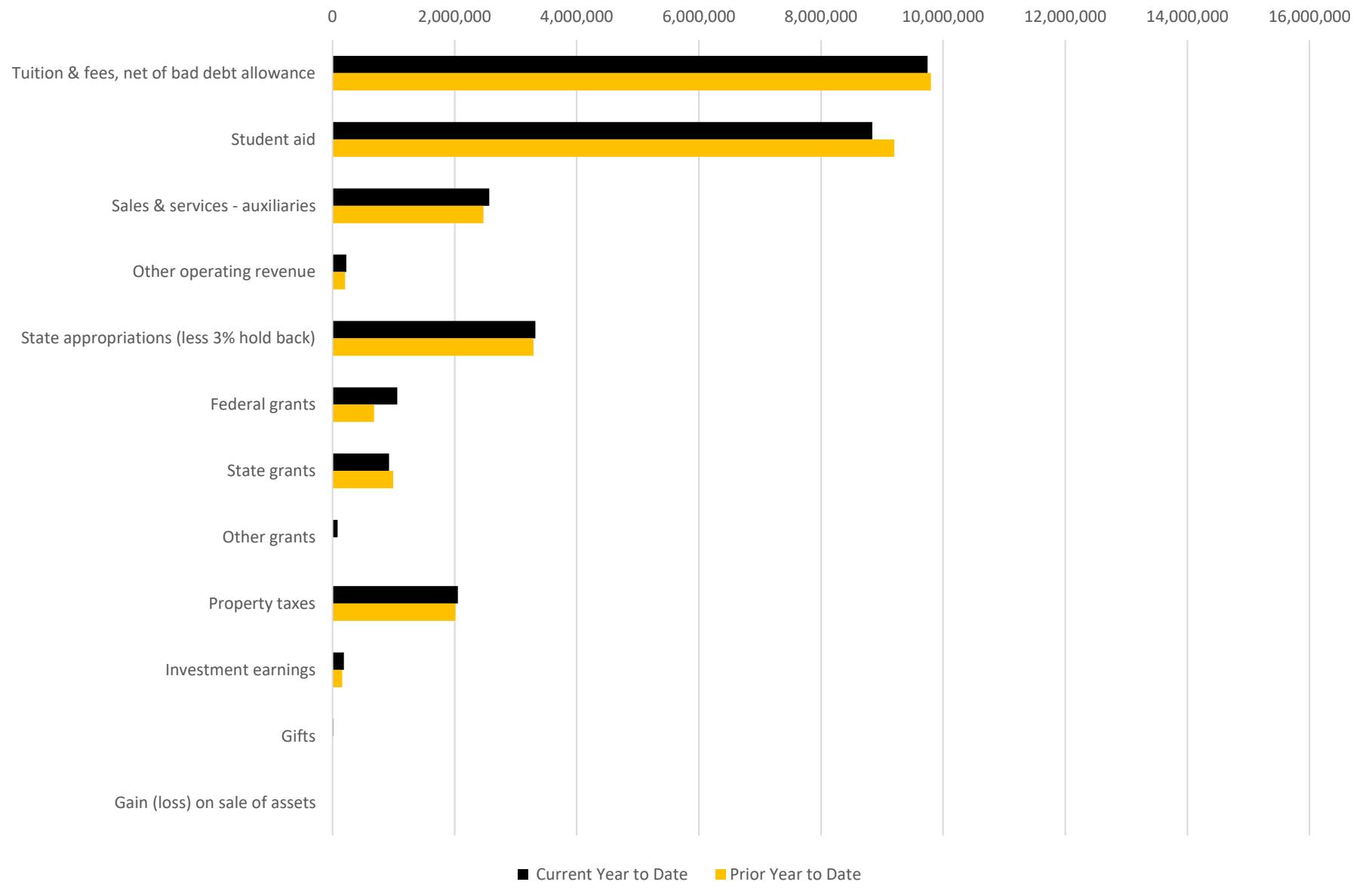
CHAIRMAN

APPROVAL DATE

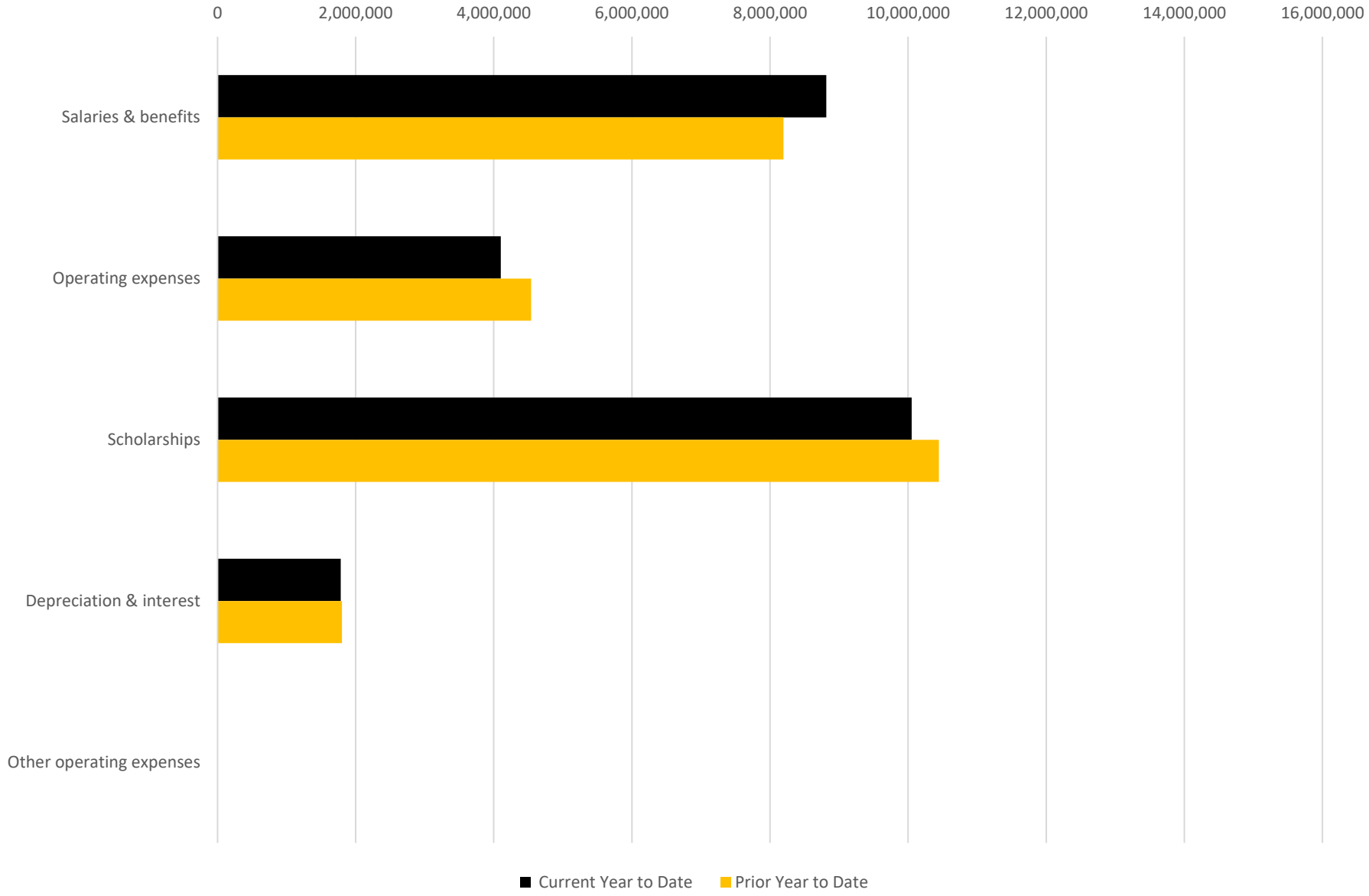
SECRETARY

APPROVAL DATE

YTD Comparison to Previous Year
02/29/2020



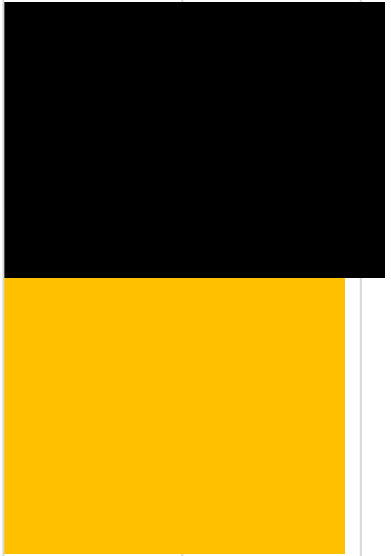
YTD Comparison to Previous Year
02/29/2020



YTD Comparison to Previous Year
02/29/2020

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

CHANGES IN NET POSITION



■ Current Year to Date ■ Prior Year to Date

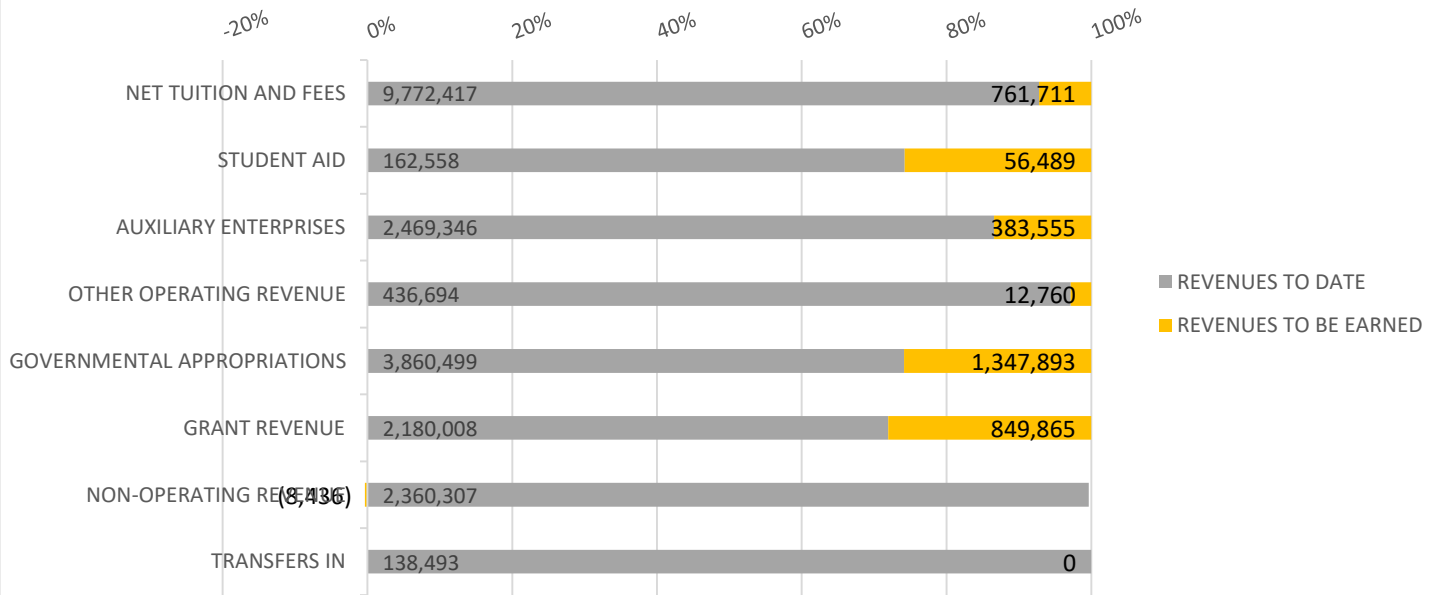
Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
February 29, 2020

ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS			
Cash & Cash Equivalents	15,624,943	Accounts Payable	590,396
Student Account Receivables, net	3,454,890	Accrued Vacation	346,819
Property Tax Receivable	125,569	Student Deposits	32,509
Other Receivables	6,721,199	Deferred Tuition & Fees	98,221
Investments	0	Scholarships	54,174
Inventory	141,505	Total Current Liabilities	1,122,120
Prepaid Expenses	197,782	NON-CURRENT LIABILITIES	
Total Current Assets	26,265,887	Retirement Incentive Payable	0
NON-CURRENT ASSETS			
Land	5,490,786	Other Post Employment Benefits	15,051,278
Capital assets	69,387,585	Bonds, Notes and Leases Payable	19,691,962
Plus: Current year additions to capital assets	1,701,571	Accrued Interest	0
Accumulated Depreciation	(30,543,001)	Agency	325,489
Unamortized Bond Issue Costs	0	Total Non-Current Liabilities	35,068,729
Total Non-Current Assets	46,036,941	Total Liabilities	36,190,849
DEFERRED OUTFLOWS	6,567,789	DEFERRED INFLOWS	9,558,657
NET POSITION			
TOTAL ASSETS AND DEFERRED OUTFLOWS	78,870,617	Beginning Balance	28,855,406
		Changes in Net Position	4,265,705
		Total Net Position	33,121,111
		TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	78,870,617

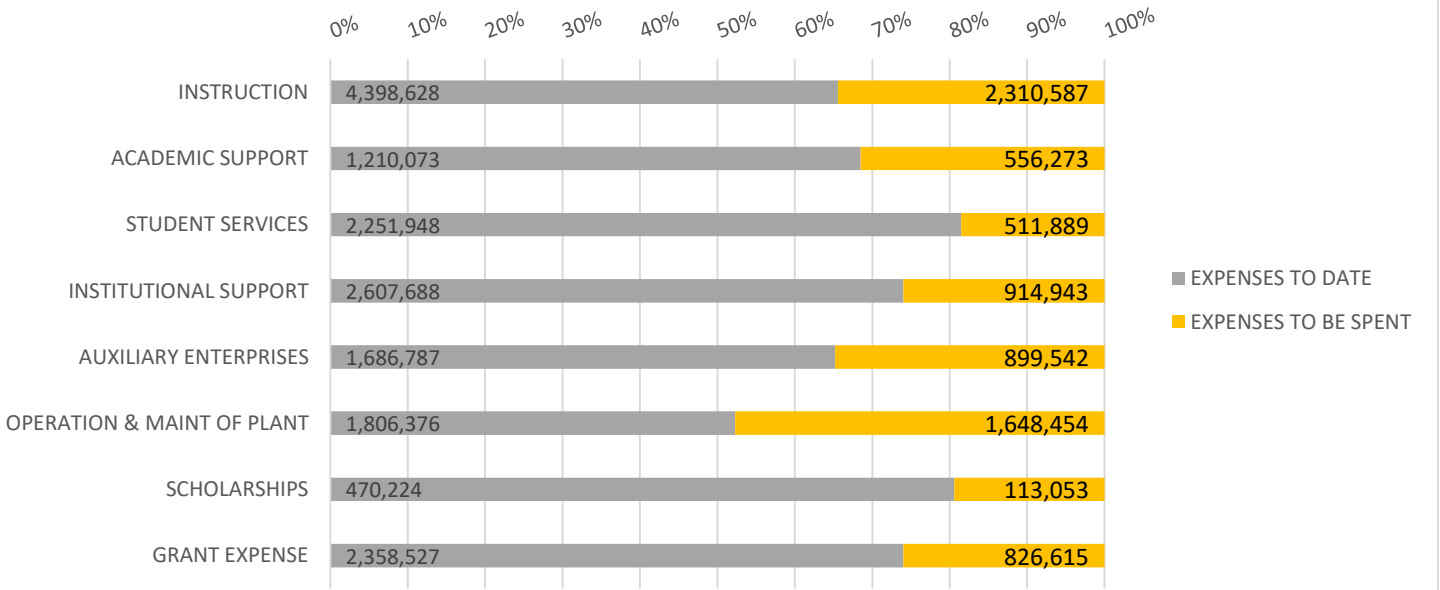
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
February 29, 2020

	July	August	September	October	November	December	January	February	Current Year to Date	Prior Year to Date	\$ Change	% Change
OPERATING REVENUE												
Tuition & fees, net of bad debt allowance	5,344,063	122,188	(216,824)	2,146,180	1,655,630	493,928	317,993	(117,242)	9,745,917	9,801,191	(55,273)	(0.56)%
Student aid	178,937	21,526	3,861,653	684,563	147,762	176,581	37,160	3,732,437	8,840,620	9,199,967	(359,347)	(3.91)%
Sales & services - auxiliaries	849,503	213,381	276,901	224,729	416,657	158,881	319,216	107,893	2,567,160	2,474,401	92,759	3.75%
Other operating revenue	50,563	114,692	2,904	1,542	4,962	43,600	4,337	2,573	225,173	206,066	19,107	9.27%
Total Operating Revenue	6,423,066	471,788	3,924,634	3,057,015	2,225,010	872,990	678,706	3,725,661	21,378,871	21,681,625	(302,754)	(1.40)%
OPERATING EXPENSES												
Salaries & benefits	961,021	1,208,105	1,104,859	1,124,633	1,127,997	998,177	1,077,026	1,214,591	8,816,408	8,195,762	620,646	7.57%
Operating expenses	574,979	482,219	557,068	505,800	389,945	673,356	387,118	529,100	4,099,585	4,542,373	(442,788)	(9.75)%
Capital equipment	1,879	19,880	111,533	109,652	342,941	70,114	705,662	339,910	1,701,571	1,135,367	566,203	49.87%
Less: Transfer to capital assets	(1,879)	(19,880)	(111,533)	(109,652)	(342,941)	(70,114)	(705,662)	(339,910)	(1,701,571)	(1,135,367)	(566,203)	49.87%
Scholarships	263,141	46,341	4,267,476	781,742	235,722	194,028	72,400	4,190,030	10,050,881	10,445,600	(394,719)	(3.78)%
Depreciation & interest	(11,119)	162,878	840,687	(179,825)	170,556	146,545	153,667	499,986	1,783,377	1,800,667	(17,290)	(0.96)%
Other operating expenses	0	0	0	0	0	0	0	2,212	2,212	(55,016)	57,228	(104.02)%
Total Operating Expenses	1,788,022	1,899,544	6,770,090	2,232,349	1,924,220	2,012,107	1,690,211	6,435,919	24,752,462	24,929,385	(176,924)	(0.71)%
NON-OPERATING REVENUE (EXPENSES)												
State appropriations (less 3% hold back)	415,253	415,253	415,255	415,253	415,253	415,255	415,253	415,253	3,322,028	3,289,560	32,468	0.99%
Federal grants	45,939	151,611	109,175	177,285	(68,620)	274,404	231,085	137,888	1,058,766	681,360	377,407	55.39%
State grants	150	76,381	24,764	57,667	27,400	185,541	329,416	225,329	926,649	991,355	(64,706)	(6.53)%
Other grants	3,152	0	37,946	0	0	33,792	6,847	0	81,737	0	81,737	0.00%
Property taxes	22,639	17,942	21,460	9,019	15,727	345,305	1,125,205	496,599	2,053,896	2,011,768	42,128	2.09%
Investment earnings	12,888	29,575	12,650	59,650	12,663	12,777	12,346	32,478	185,027	159,958	25,068	15.67%
Gifts	1,448	200	27,500	1,000	300	2,157	4,207	(25,619)	11,194	(70,683)	81,877	(115.84)%
Gain (loss) on sale of assets	0	0	0	0	0	0	0	0	0	0	0	0.00%
Total Non-Operating Revenues (Expenses)	501,469	690,962	648,750	719,873	402,723	1,269,231	2,124,359	1,281,928	7,639,296	7,063,318	575,978	8.15%
CHANGES IN NET POSITION	5,136,512	(736,793)	(2,196,706)	1,544,539	703,513	130,114	1,112,854	(1,428,329)	4,265,705	3,815,558	450,147	11.80%

Budget to Actual Revenues 03/31/2020 (75%)



Budget to Actual Expenses 03/31/2020 (75%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
March 31, 2020
Fiscal Year Benchmark: 75%

REVENUES	BUDGET	REVENUES TO DATE		REVENUES TO BE EARNED
		REVENUES TO DATE	%	
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>	10,534,128	9,772,417	93%	761,711
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	219,047	162,558	74%	56,489
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	2,852,901	2,469,346	87%	383,555
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	449,454	436,694	97%	12,760
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	5,208,392	3,860,499	74%	1,347,893
GRANT REVENUE <i>State Grants, Federal Grants</i>	3,029,873	2,180,008	72%	849,865
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,351,871	2,360,307	100%	(8,436)
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	138,493	138,493	100%	0
TOTAL REVENUES	24,784,160	21,380,322	86%	3,403,838

NOTE: We have recognized a total of 86% of budgeted revenues. We have recognized 93% of our budgeted revenues from tuition and fees, comprised of fall 2019 and spring 2020 registrations and portions of summer 2019, net of estimated bad debt. The operating budget includes transfers in from prior year reserves to support one-time projects which do not meet criteria for inclusion in the capital budget.

EXPENSES	BUDGET	EXPENSES TO DATE		EXPENSES TO BE SPENT
		EXPENSES TO DATE	%	
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>	6,709,215	4,398,628	66%	2,310,587
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,766,346	1,210,073	69%	556,273
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	2,763,837	2,251,948	81%	511,889
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	3,522,631	2,607,688	74%	914,943
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	2,586,329	1,686,787	65%	899,542
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,454,830	1,806,376	52%	1,648,454
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	583,277	470,224	81%	113,053
GRANT EXPENSE <i>State Grants, Federal Grants</i>	3,185,142	2,358,527	74%	826,615
TOTAL EXPENSES	24,571,607	16,790,251	68%	7,781,356

NOTE: We have obligated 68% of our budgeted expenses at 75% into the fiscal year. March payroll is INCLUDED but credit card expense 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	212,553	4,590,071
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Three Rivers College
 Capital Budget - Unaudited
 March 31, 2020
 Fiscal Year Benchmark: 75%

	FUNDING SOURCES	SOURCES TO DATE		SOURCES TO BE EARNED	
		BUDGET	%		
RESTRICTED					
<i>State appropriations (Crisp)</i>		2,400,000	0%	2,400,000	
UNRESTRICTED					
<i>General funds - prior year transfers in (Reserves)</i>		517,831	80%	103,000	
<i>General funds - current year transfers in</i>			#DIV/0!	0	
TOTAL FUNDING SOURCES		2,917,831	14%	2,503,000	
	USES OF FUNDS	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
	<i>Libla Family Sports Complex</i>	100,000	71,362	71%	28,638
	<i>Crisp Technology Center addition and remodel</i>	2,400,000	822,272	34%	1,577,728
	<i>Westover Administration Building repairs</i>	211,614	139,786	66%	71,828
	<i>Academic Resource Commons exterior</i>	20,000	16,548	83%	3,452
	<i>Landscaping and Lighting</i>	28,822	15,380	53%	13,442
	<i>Student Housing repairs</i>	53,213	25,150	47%	28,063
	<i>Campus safety improvements</i>	3,478	0	0%	3,478
	<i>Fleet vehicles</i>	100,704	121,454	121%	(20,750)
TOTAL EXPENSES		2,917,831	1,211,952	42%	1,705,879
NET SURPLUS (DEFICIT)		0	(797,121)		

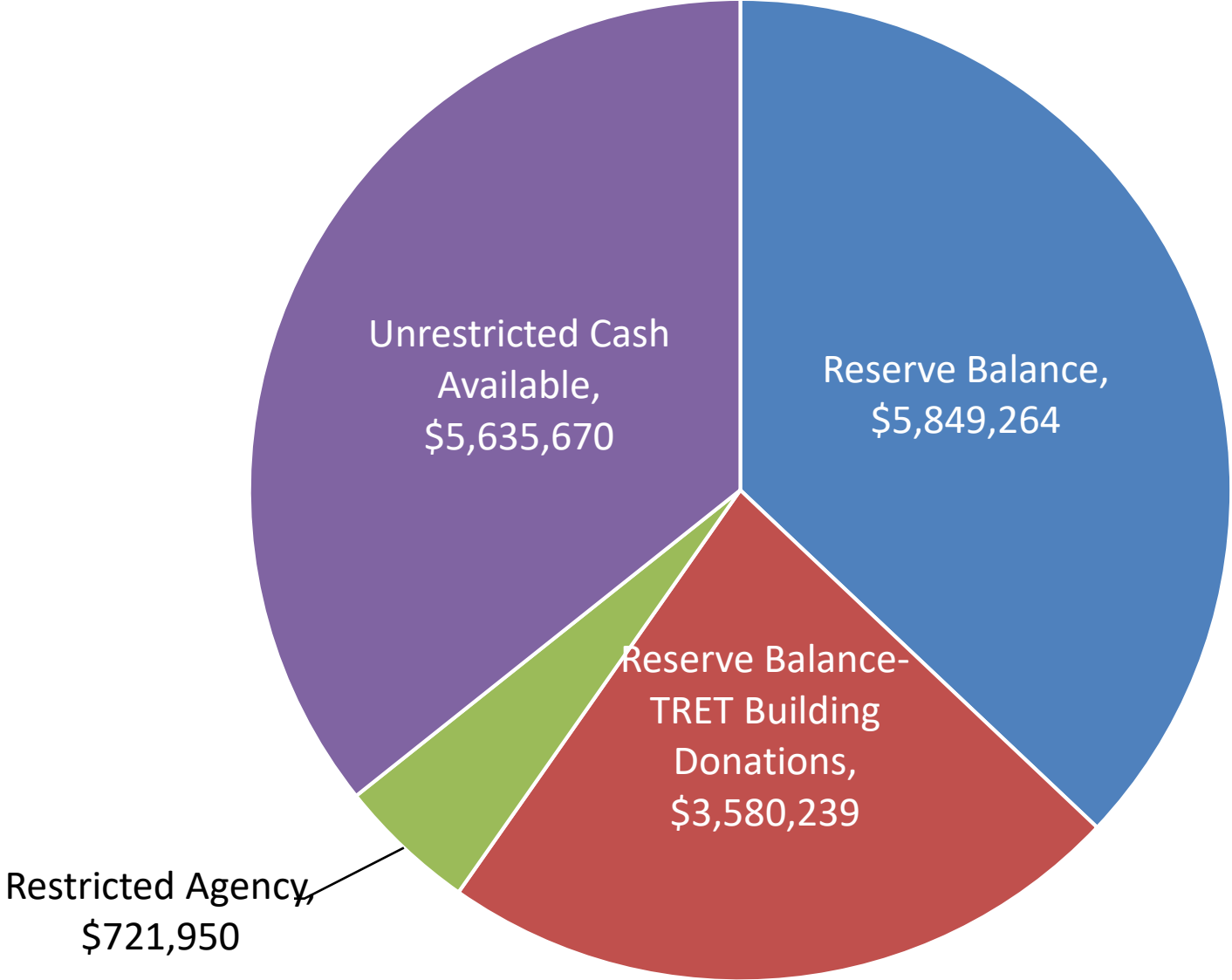
**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

April 3, 2020

	<u>03/16/20</u>	<u>04/03/20</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	1,800.00	1,800.00
Petty Cash	200.00	200.00
Vending Machines	224.55	224.55
Business Office	3,688.00	1,888.00
<i>Total Cash Funds</i>	5,912.55	4,112.55
<i>General Accounts</i>		
Southern Bank - General Funds	6,713,230.38	6,185,385.24
Southern Bank - Credit Cards	101,843.18	199,566.05
<i>Total General Accounts</i>	6,815,073.56	6,384,951.29
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	21,425.17	(917,399.38)
Federal Clearing Account	-	-
Flexible Spending Account	10,000.00	10,012.35
<i>Total Restricted Accounts</i>	31,425.17	(907,387.03)
TOTAL CURRENT FUND	6,852,411.28	5,481,676.81
HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	2,100.38	76,996.72
<i>Total General Accounts</i>	2,100.38	76,996.72
TOTAL HOUSING FUND	4,200.76	153,993.44

	<u>03/16/20</u>	<u>04/03/20</u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	<u>2,756,246.47</u>	<u>3,792,653.33</u>
<i>Total Bank Accounts</i>	<u>2,756,246.47</u>	<u>3,792,653.33</u>
<i>Certificates of Deposit</i>		
Bank of Grandin #16126	146,227.35	146,227.35
First Missouri State Bank #22132	109,956.91	109,956.91
Bank of Grandin #17101	1,521,809.59	1,521,809.59
Bank of Grandin #17103	1,521,809.59	1,521,809.59
First Missouri State Bank #22223	1,000,000.00	1,000,000.00
Bank of Grandin #17002	1,337,045.94	1,337,045.94
<i>Total Certificates of Deposit</i>	<u>5,636,849.38</u>	<u>5,636,849.38</u>
TOTAL PLANT FUND	<u><u>8,393,095.85</u></u>	<u><u>9,429,502.71</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	367,152.16	369,837.06
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	<u>352,113.37</u>	<u>352,113.37</u>
TOTAL AGENCY FUND	<u><u>719,265.53</u></u>	<u><u>721,950.43</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$15,787,123 AS OF 04/03/2020**



CERTIFICATES OF DEPOSIT AS OF MARCH 31, 2020

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
17101	Bank of Grandin	2.90	04/01/20	12 mths	1,521,809.59	Contingency
17103	Bank of Grandin	2.90	04/01/20	12 mths	1,521,809.59	Contingency
22223	First Missouri State Bank	2.92	04/02/20	12 mths	1,000,000.00	Contingency
17002	Bank of Grandin	2.60	08/14/20	12 mths	1,337,045.94	Contingency
22132	First Missouri State Bank	2.35	11/01/20	12 mths	109,956.91	Contingency
16126	Bank of Grandin	2.00	02/22/21	12 mths	146,227.35	Contingency
Total Contingency Fund					<u>5,636,849.38</u>	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF MARCH 31, 2020

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
423135367	Regions Bank	0.10	11/18/04	11/18/19	1,106.64	Betty Waldrop
423137249	Regions Bank	0.01	05/12/88	04/04/20	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	04/04/20	1,024.34	Fred Morrow
5017843040	Commerce Bank	0.30	05/01/97	04/07/20	2,900.00	Miles Hays
2018004893	Commerce Bank	0.35	04/10/88	04/10/20	3,000.00	Myra C. Hays
20205	First Missouri State Bank	1.10	04/21/10	04/21/20	20,403.81	ICHE Scholarship
21033372	US Bank of Poplar Bluff	0.25	05/01/96	05/01/20	1,000.00	Kim Mosley
9525	First Missouri State Bank	1.10	05/06/93	05/06/20	2,000.00	Carl Wiseman
2016007496	Commerce Bank	0.25	05/14/90	05/14/20	3,835.00	Bill Vinson
25103	First Midwest Bank of P.B.	1.74	05/14/99	05/14/20	5,000.00	Thelma Jackson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/20	2,192.00	Greg Starnes
2038701	First Midwest Bank of P.B.	1.30	05/16/96	05/16/20	5,000.00	Thelma Jackson
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/20	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/20	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	1.10	05/26/89	05/26/20	16,350.00	Jackie Watson
110260320	Southern Bank	0.85	06/02/86	06/02/20	1,000.00	Hulen Spencer
2016012267	Commerce Bank	0.25	06/04/92	06/04/20	2,350.00	Bill Vinson
5016848212	Commerce Bank	0.25	06/23/98	06/23/20	7,843.17	Louise Spradling
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/20	1,405.00	Joshua Bowman
2170801	First Midwest Bank of P.B.	0.25	07/11/97	07/07/20	10,925.00	Mabel Swindel
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/20	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	1.10	08/23/90	08/23/20	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	1.74	08/25/92	08/25/20	3,000.00	Odd Fellows
110270576	Southern Bank	1.15	08/27/85	08/27/20	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	1.10	08/28/02	08/28/20	5,000.00	Helvey-Miller
218101	First Midwest Bank of P.B.	1.24	09/22/98	09/22/20	5,000.00	Jerome Burford
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/15/20	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	0.65	10/31/97	10/31/20	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	1.24	11/06/00	11/06/20	4,000.00	Coll. Achievement
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/20	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	1.10	12/05/95	12/05/20	5,000.00	Helvey-Miller

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/20	1,110.00	C.T. McDaniel
2016012160	Commerce Bank	0.25	12/11/91	12/11/20	7,700.00	Bill Vinson
43712	First Midwest Bank of P.B.	0.85	04/27/09	12/14/20	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.25	12/22/97	12/22/20	10,000.00	Harold Prim
110239662	Southern Bank	1.00	01/05/91	01/05/21	1,412.53	Bulow Mem.
2213401	First Midwest Bank of P.B.	0.85	01/08/98	01/08/21	10,000.00	Jerome Burford
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/21	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/21	2,500.00	A. Garner
2224601	First Midwest Bank of P.B.	1.05	02/25/98	02/25/21	1,658.87	Missy Braden
2136801	First Midwest Bank of P.B.	0.85	03/05/97	03/05/21	5,000.00	Thelma Jackson
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/21	6,468.04	Butler Co Co-op
63760695	US Bank of Poplar Bluff	1.73	04/04/85	04/05/21	1,001.63	Lonnie Davis
2012008906	Commerce Bank	0.30	05/11/81	05/11/21	4,526.11	P.C. Hays, Sr.
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/21	1,226.80	A. Garner
423137173	Regions Bank	0.15	12/09/85	12/09/21	5,000.00	Mary Hinrichs
2017004259	Commerce Bank	0.30	12/09/89	12/09/21	1,000.00	P.I. Church
2017004363	Commerce Bank	0.30	03/30/88	03/30/22	10,000.00	Myrtle Corbett
1014001	First Midwest Bank of P.B.	1.00	11/06/89	05/06/22	5,000.00	Charlotte Stone
423135383	Regions Bank	1.49	12/04/04	06/04/22	1,650.00	R. Couperus
110274305	Southern Bank	0.90	05/30/86	06/30/22	5,200.00	Mabel Swindel
2019003547	Commerce Bank	0.40	07/08/90	07/08/22	4,000.00	P.C. Hays, Jr.
423137157	Regions Bank	1.24	01/14/85	07/14/22	2,500.00	Dr. Miller
2012008112	Commerce Bank	0.30	08/11/92	08/11/22	1,000.00	Myra C. Hays

Total Agency Fund CD's

\$ 352,113.37

Three Rivers College
CD Report
As of March 31, 2020

Investment CDs

Bank Account Interest Rate

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

CDs Maturing

Bank	Certificate Number	Maturity Date	Amount

Responses

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

CDs Transferred

Endowment CDs Transferred to Endowment Trust
--

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Month of MARCH 2020

Current Fund:	General Fund - Southern Bank	\$ 799,067.61
	Electronic Student Refunds - Higher One	<u>290,924.56</u>
	Total Current Fund	1,089,992.17
Housing Fund:	Rivers Ridge - Southern Bank	13,388.09
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>10,356.98</u>
	Grand Total	<u><u>\$ 1,113,737.24</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 15th day of April 2020.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

**THREE RIVERS COLLEGE
BID REPORT
AS OF APRIL 7, 2020**

Student Refund Services

Status:	Open
Open Date:	4/7/2020
Close Date:	4/23/2020
Funding Source:	General Revenue
Bids Submitted:	N/A
Bid Awarded:	N/A

April 2020 President's Report

- Construction Update
 - Crisp Technology Center Expansion

- Upcoming Events

A G E N D A
Executive Session
Wednesday, April 15, 2020

I. Executive Session

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

II. Adjournment

CONSIDERATION OF 403(b) AMENDMENTS

BACKGROUND INFORMATION

HISTORY

The College adopted the current 403(b) Plan in 2009. In order to maintain the qualified status of our plan, the College must adopt certain amendments required by the Internal Revenue Service to ensure the Plan continues to comply with current tax laws - most recently the Pension Protection Act (PPA). To adopt the appropriate amendments, the IRS requires that we adopt a new version of our plan document, called a "Plan restatement".

The 403(b) Plan is a voluntary benefit for employees who qualify to contribute. Pension & Retirement Services (PARS) is the third-party administrator for our Plan.

FINANCIAL IMPLICATIONS

\$500.00 for administrative costs.

ADMINISTRATIVE RECOMMENDATION

Adopt the new version of the Plan document as recommended and drafted by PARS.

04/15/2020

Pension & Retirement Services

8777 Big Bend Blvd.
Suite C
St. Louis, MO 63119
Phone (314) 966-0406
Fax (314) 966-0465

January 15, 2020

Charlotte Eubanks
Chief Financial Officer
Three Rivers College
2080 Three Rivers Blvd
Poplar Bluff, MO 63901

RE: Three Rivers Community College 403(b) Savings Plan

Charlotte,


In order to maintain the qualified status of your Plan, your company must adopt certain amendments required by the Internal Revenue Service to ensure your Plan continues to comply with current tax laws (most recently PPA – Pension Protection Act). To adopt the appropriate amendments, the IRS requires that you adopt a new version of your Plan document, called a “Plan restatement.” To assist you with this restatement process, we have updated your Plan as required by the IRS. You will need to sign and date the attached documents to ensure your Plan continues to satisfy all current qualification requirements.

We have attached the following documents required in the Plan restatement process:

1. Unanimous Consent of the Governing Board. We have attached a Unanimous Consent of the Governing Board describing the Plan restatement process. This consent should be signed by all members of the Board. You should keep the signed consent in your Plan file to document the adoption of the Plan restatement.
2. A copy of the restated Adoption Agreement containing the elections applicable to your Plan. Please sign the Adoption Agreement, page ER-1. You should keep the original signed documents in your Plan file and return a copy to us for our records.

Our invoice for this service is attached for your payment. Thanks, and let us know if you have questions.

Sincerely,



David C. Bruder, QPA, ERPA

Attachments

**SALARY REDUCTION ONLY 403(b) PLAN
ADOPTION AGREEMENT #003**

ERISA EXEMPTION: The Employer intends for this Plan to be exempt from Title I of ERISA. In order to be exempt from Title I of ERISA, the Plan cannot be considered a "pension plan" as defined under ERISA §3(2). The Department of Labor has set forth 'safe harbor' rules under DOL Reg. §2510.3-2(f) that, if satisfied, will not cause the DOL to consider a Plan to be a pension plan. (See Section 11 of the Plan.) Governmental Plans that meet the definition under ERISA §3(32) and Church Plans that meet the definition under ERISA §3(33) generally are automatically excluded under Title I of ERISA. If the Plan is considered a "pension plan" and is not otherwise exempt, the requirements of Title I of ERISA apply to the Plan.

By executing this Volume Submitter 403(b) Plan Adoption Agreement (the "Agreement or AA"), the undersigned Employer agrees to establish or continue a 403(b) Plan. The 403(b) Plan adopted by the Employer consists of the Volume Submitter 403(b) Plan Basic Plan Document #08 (the "BPD") and the elections made under this Agreement (collectively referred to as the "Plan"). An Employer may jointly co-sponsor the Plan by signing a Participating Employer Adoption Page, which is attached to this Agreement. **This Plan is effective as of the Effective Date identified on the Signature Page of this Agreement.**

All elections the Employer makes under the Adoption Agreement are subject to the terms governing the applicable Investment Arrangement(s) and any applicable state or local law.

**SECTION 1
EMPLOYER INFORMATION**

1-1 EMPLOYER INFORMATION:

Name: Three Rivers College
Address: 2080 Three Rivers Blvd
City, State, Zip Code: Poplar Bluff, MO 63901
Telephone: 877-879-8722

1-2 EMPLOYER IDENTIFICATION NUMBER (EIN): 43-0862849

1-3 TYPE OF EMPLOYER (optional):

- (a) Public School (as defined in Section 1.52)
- (b) Tax-Exempt organization under IRC §501(c)(3)
- (c) Church (as defined in Section 1.14)
- (d) Qualified Church-Controlled Organization (QCCO)
- (e) Non-Qualified Church-Controlled Organization (NQCCO)
- (f) Dual Status IRC §501(c)(3)/Governmental Organization
- (g) An Employer of a Minister (as defined under Section 1.44) that maintains the Plan with respect to such Minister

1-4 EMPLOYER'S TAX YEAR END: The Employer's tax year ends December 31

1-5 RELATED EMPLOYERS: List any Related Employers. A Related Employer must complete a Participating Employer Adoption Page for Employees of that Related Employer to participate in this Plan.

**SECTION 2
PLAN INFORMATION**

2-1 PLAN NAME: Three Rivers Community College 403(b) Savings Plan

2-2 TYPE OF PLAN:

- (a) Custodial Account under Code §403(b)(7)
- (b) Annuity Contract under Code §403(b)(1)
- (c) Combination Custodial Account and Annuity Contract

2-3 **PLAN YEAR:**

- (a) Calendar year.
- (b) The 12-consecutive month period ending on ____ each year.

**SECTION 3
ELIGIBLE EMPLOYEES**3-1 **ELIGIBLE EMPLOYEES:** In addition to the Employees identified in Section 2.02 of the Plan, the following Employees are excluded from participation under the Plan.

- (a) No exclusions.
- (b) Nonresident aliens who receive no compensation from the Employer which constitutes U.S. source income.
- (c) Student Employees (as defined under Section 1.65 of the Plan).
- (d) Employees who normally work less than 20 (no more than 20) hours a week.
- (e) Employees eligible for a governmental Code §457(b) plan sponsored by the Employer.
- (f) Employees eligible for a 401(k) or another 403(b) plan sponsored by the Employer.
- (g) Employees whose contribution would be \$200 or less.
- (h) Other: _____

[*Note: 3-1(h) may not be completed if the Employer is 501(c)(3) organization or NQCCO.*]

**SECTION 4
COMPENSATION DEFINITIONS**4-1 **TOTAL COMPENSATION.** Total Compensation is based on the definition set forth under this AA §4-1.

- (a) W-2 Wages.
- (b) Code §415 Compensation.
- (c) Wages under Code §3401(a).

[*For purposes of determining Total Compensation, each definition includes Elective Deferrals, pre-tax contributions to a Code §125 cafeteria plan or a Code §457 plan, and qualified transportation fringes under Code §132(f)(4).*]

4-2 **MODIFICATIONS TO THE DEFINITION OF TOTAL COMPENSATION:**

- (a) No exclusions.
- N/A (b) Elective Deferrals (as defined in Section 1.29 of the Plan), pre-tax contributions to a Code §125 cafeteria plan or a Code §457 plan, and qualified transportation fringes under Code §132(f)(4) are excluded.
- (c) All fringe benefits (cash and noncash), reimbursements or other expense allowances, moving expenses, deferred compensation, and welfare benefits are excluded.
- (d) Compensation above \$ _____ is excluded.
- (e) Amounts received as a bonus are excluded.
- (f) Amounts received as commissions are excluded.
- (g) Overtime payments are excluded.
- (h) Amounts received for services performed for a non-signatory Related Employer are excluded.
- (i) "Deemed §125 compensation" as defined in Section 1.66(d) of the Plan.
- (j) Amounts received after termination of employment are excluded. (See Section 1.66(b) of the Plan.)
- (k) Differential Pay (as defined in Section 1.66(e) of the Plan).
- (l) Describe adjustments to Plan Compensation: _____

[Any modification of the definition of Total Compensation must satisfy the safe harbor requirements under Code §414(s) and its applicable regulations.]

**SECTION 5
SALARY DEFERRALS**

- 5-1 **MAXIMUM LIMIT ON SALARY DEFERRALS.** A Participant may defer an amount up to the Elective Deferral Dollar Limit and the Code §415 Limitation.
- 5-2 **MINIMUM DEFERRAL RATE.** There is no minimum deferral rate applicable to Salary Deferrals under the Plan.
- 5-3 **AGE 50 CATCH-UP CONTRIBUTIONS.** Unless otherwise elected below, Age 50 Catch-Up Contributions are permitted under the Plan.
 - Age 50 Catch-Up Contributions are **not** permitted under the Plan.
- 5-4 **SPECIAL CATCH-UP CONTRIBUTIONS FOR QUALIFIED EMPLOYEES OF QUALIFIED ORGANIZATIONS.** Unless otherwise elected below, Special Catch-Up Contributions are permitted under the Plan.
 - Special Catch-Up Contributions are **not** permitted under the Plan.

[Note: Special Catch-Up Contributions are only available to qualified Employees of Qualified Organizations.]
- 5-5 **ROTH DEFERRALS.** Unless otherwise elected below, Roth Deferrals are permitted under the Plan.
 - Roth Deferrals are **not** permitted under the Plan.

**SECTION 6
MISCELLANEOUS PROVISIONS**

- 6-1 **SPECIAL RULES FOR APPLYING THE CODE §415 LIMITATION.** The provisions under Section 5.03 of the Plan apply for purposes of determining the Code §415 Limitation.

Complete this AA §6-1 to override the default provisions that apply in determining the Code §415 Limitation under Section 5.03 of the Plan.

 - Special rules.** Instead of the default provisions under Section 5.03 of the Plan, the following rules apply: _____
[Note: Any special rules under this subsection must be consistent with the requirements of Code §415 and the regulations thereunder and must comply with the nondiscrimination requirements under Code §401(a)(4).]
- 6-2 **SPECIAL RULES FOR MORE THAN ONE PLAN.** If the Employer maintains another Defined Contribution Plan in which any Participant is a participant, the rules set forth under Section 5.03(e) of the Plan apply.

To modify the default provisions under Section 5.03(e) of the Plan, designate how such rules will apply.

 - Instead of applying the default rules under Section 5.03(e) of the Plan, the Employer will limit Annual Additions in the following manner: _____
[Note: Any special rules under this subsection must be consistent with the requirements of Code §415 and the regulations thereunder and must comply with the nondiscrimination requirements under Code §401(a)(4).]

**SECTION 7
SPECIAL EFFECTIVE DATES**

- 7-1 **Eligible Employees.** The definition of Eligible Employee under AA §3 is effective as follows: _____
- 7-2 **Salary Deferrals.** The provisions regarding Salary Deferrals under AA §5 are effective as follows: _____
- 7-3 **Roth Deferrals.** The Roth Deferral provisions under AA §5 are effective as follows: _____
- 7-4 **Other special effective dates:** _____
- 7-5 **Special effective dates for restated pre-approved plans:** The IRS allows the use of separate effective dates to memorialize plan operational changes that have occurred after the general effective date of the plan and the actual plan restatement adoption date. Adopting employers may use the above Special Effective Date options (7-1 through 7-4) to memorialize these

changes or they may use this 7-5. If the adopting employer uses 7-5, the changes will be part of the Plan, but will not be reflected in the SPD or plan summary: _____

EMPLOYER SIGNATURE PAGE

PURPOSE OF EXECUTION. This Signature Page is being executed to effect:

- (a) The adoption of a **new plan**, effective _____ [*insert Effective Date of Plan*]. [**Note:** Date can be no earlier than the first day of the Plan Year in which the Plan is adopted.]
- (b) An **amendment or restatement** of the Plan. If this Plan is being amended, a snap-on amendment may be used to designate the modifications to the Plan or the updated pages of the Adoption Agreement may be substituted for the original pages in the Adoption Agreement. All prior Employer Signature Pages should be retained as part of this Adoption Agreement.
 - (1) Effective Date(s) of amendment/restatement: 1-1-2019
 [**Note:** Generally, the Effective Date should not be earlier than January 1, 2010. However, in rare circumstances, the Effective Date may be as early as January 1, 2009.]
 - (2) Name of plan being amended/restated: Three Rivers College 403(b) Savings Plan
 - (3) The original effective date of the plan being amended/restated: 7-1-1980
 - (4) If Plan is being amended, identify Adoption Agreement sections being amended: _____

VOLUME SUBMITTER SPONSOR INFORMATION. The Volume Submitter Sponsor (or authorized representative) will inform the Employer of any amendments made to the Plan and will notify the Employer if it discontinues or abandons the Plan. To be eligible to receive such notification, the Employer agrees to notify the Volume Submitter Sponsor (or authorized representative) of any change in address. The Employer may direct inquiries regarding the Plan or the effect of the Favorable IRS Letter to the Volume Submitter Sponsor (or authorized representative) at the following location:

Name of Volume Submitter Sponsor (or authorized representative): Massachusetts Mutual Life Insurance Company
Address: 1295 State Street Springfield, MA 01111-0001
Telephone number: (800) 309-3539

IMPORTANT INFORMATION ABOUT THIS VOLUME SUBMITTER PLAN. A failure to properly complete the elections in this Adoption Agreement or to operate the Plan in accordance with applicable law may result in disqualification of the Plan. The Employer may rely on the Favorable IRS Letter issued by the National Office of the Internal Revenue Service to the Volume Submitter Sponsor as evidence that the Plan is qualified under Code §403(b), provided that the Plan is word-for-word identical or substantially similar to the Volume Submitter Plan approved by the Internal Revenue Service.

By executing this Adoption Agreement, the Employer intends to adopt the provisions as set forth in this Adoption Agreement and the related Plan document. By signing this Adoption Agreement, the individual below represents that he/she has the authority to execute this Plan document on behalf of the Employer. This Adoption Agreement may only be used in conjunction with Basic Plan Document #08. The Employer understands that the Volume Submitter Sponsor has no responsibility or liability regarding the suitability of the Plan for the Employer’s needs or the options elected under this Adoption Agreement. It is recommended that the Employer consult with legal counsel before executing this Adoption Agreement.

[**Note:** It is recommended that the Employer consult with legal counsel before executing this Agreement.]

Three Rivers College
(Name of Employer)

(Name of authorized representative) (Title)

(Signature) (Date)

ADDENDUM A
ALLOCATION OF ADMINISTRATIVE FUNCTIONS

The administrative functions of the Plan are determined by the terms governing the applicable Investment Arrangements.

ADDENDUM B
VENDORS OF INVESTMENT ARRANGEMENTS

This Addendum B lists the Vendors of Investment Arrangements approved for use under the Plan, effective 3-1-2012.

The Addendum must include sufficient information to identify the approved Investment Arrangements. The terms governing each Investment Arrangement under the Plan, excluding those terms that are inconsistent with the Plan or Code §403(b), are hereby incorporated by reference in the Plan. The Addendum may be modified from time to time. A modification of the Addendum is not an amendment of the Plan.

Name of Vendor	Type of Investment Arrangement (e.g., annuity contract, custodial account, etc.)	Active/Inactive
American Funds (Edward Jones)	Custodial Account	Active
American Funds (Kissinger)	Custodial Account	Active
Forrest T Jones & Company	Annuity Contract	Active

CONSIDERATION OF BENEFITS FOR FISCAL YEAR 2021

BACKGROUND INFORMATION

The college entered the Missouri Health Education Group (MEHG) consortium effective, July 1, 2017. United Healthcare is the carrier for medical, dental, and vision coverage. Renewal for fiscal year 2021 has been presented with continuation of the same three medical plan designs as provided. If no change to the medical plan designs occur, it will result in a 14% increase to medical premiums. The renewal also includes a 5% increase to the vision premiums. The total cost to the College is approximately \$205,806. This increase in cost also includes the percentage required for retirement costs paid on benefits.

Alternative plan designs have also been presented at higher deductible costs and lower monthly premium options. The alternative options are provided for consideration and recommendation.

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 \$585.00 PEP. Move to a \$4,000 deductible plan option. This is an increase in the deductible rate from \$2,000 to \$4,000, effective July 1.
 - The proposed H.S.A. plan will be offered with an increase in the deductible from \$3,000 to \$4,000. The difference in premium cost from the base PPO plan will continue to be credited to the H.S.A. account of participants at \$39.00 per month.
 - The proposed PPO Buy Up plan offered as a third option with no plan changes presented. 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 \$171.00 per month.
 - Approve the vision coverage with UnitedHealthcare for FY21 at the 5% increase in monthly rate.

FINANCIAL IMPLICATION

With the plan changes to increase the deductible to the PPO Flexpoint base and H.S.A. plan offerings, as well as the increase to the vision plan coverage, the financial impact to the institution for FY21 is approximately \$56,060.

2. Approve the continuation of dental coverage with UnitedHealthcare for FY21. Dental rates will not change for FY21.
3. Approve the continuation of college paid life insurance for FY21 with UNUM as the carrier. Life rates will not change for FY21.
4. Approve the continuation of all UNUM voluntary products as offered. There is no financial impact to the college as this is a voluntary benefit.

5. Approve the continuation of the Health Reimbursement Account (HRA) for FY2021. 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. FY20 expenses thus far are approximately \$12,470.

VII. 1. CONSIDERATION AND APPROVAL OF FY21 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 FY21 Board of Trustee Meeting Schedule as presented.

Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

Board of Trustee Proposed FY21 Meeting Dates

Please find below a list of FY21 Board of Trustee meeting dates.
All meetings will be held at 12:00 noon in the Board Room at the Tinnin Fine Arts
Center.

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

VII.2. CONSIDERATION AND APPROVAL OF FY21 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 FY21 Holiday Schedule as presented.

PROPOSED 2020-2021 HOLIDAY SCHEDULE
(July 01, 2020 – June 30, 2021)

INDEPENDENCE DAY	July 3, 2020 (Thursday) July 6, 2020 (Monday)
LABOR DAY	September 7, 2020 (Monday)
FALL BREAK	October 8 & 9, 2020 (Thursday & Friday)
THANKSGIVING	November 26 & 27, 2020 (Thursday & Friday)
CHRISTMAS/New Year's Day	December 21-25, 2020 (Monday-Friday) December 28-31, 2020 (Monday –Thursday) January 1, 2021 (Friday) January 4, 2021 (Monday/return to work)
MARTIN LUTHER KING DAY	January 18, 2021 (Monday)
SPRING BREAK	March 17-19, 2021 (Wednesday, Thursday, & Friday)
EASTER BREAK	April 2, 2021 (Friday) April 5, 2021 (Monday)
MEMORIAL DAY	May 31, 2021 (Monday)

OFFICE HOURS

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

SUMMER 2020 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 1, 2020 and end on July 31, 2020. The first Friday that the college will be closed is June 5, 2020.

SUMMER 2021 OFFICE HOURS

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

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Assistant Director, Human Resources to Instructor, Accounting

BACKGROUND INFORMATION

HISTORY

Due to personnel change within the faculty for career studies, the full-time accounting position became available. The position was advertised, and Ms. Inman applied and was interviewed. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Jennifer Inman to this position. Ms. Inman will assume the new duties, effective August 10, 2020.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Jennifer Inman.

04/15/2020

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Request for Retirement
Administrative Assistant, Physical Plant

BACKGROUND INFORMATION

HISTORY

Ms. Barb Stiriz has been employed full-time with the College since 2008, most recently as the Administrative Assistant, Physical Plant. Prior to full-time, Ms. Stiriz served in a part-time capacity as a Secretary I (Switchboard). She has submitted her request for retirement, effective June 30, 2020.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

04/15/2020

3/16/2020

March 13, 2020

Dr. Wesley Payne
President
Three Rivers College
2080 Three Rivers College Blvd.
Poplar Bluff, MO 63901

Dear Dr. Payne,

After considerable thought, I have decided to retire effective June 30, 2020. Please regard this letter as my formal notification of retirement.

I have worked at Three Rivers College for almost nineteen years and will greatly miss my colleagues. I have appreciated the assistance of my co-workers and have enjoyed working with them over the years. I also appreciate the support and guidance of the administration.

I wish Three Rivers College continued success in the future.

Sincerely,



Barb Stiriz
Administrative Assistant of Physical Plant

cc: Kristina McDaniel
Charlotte Eubank
Rob Tomlinson

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Part-time Testing Specialist

BACKGROUND INFORMATION

HISTORY

Ms. Suzanne Chappell has been employed as a Part-time Testing Specialist since January 2016. She has submitted her resignation, effective March 29, 2020.

FINANCIAL IMPLICATIONS

This is a part-time, staff position.

ADMINISTRATIVE RECOMMENDATION

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

04/15/2020

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Grounds Keeping/Maintenance

BACKGROUND INFORMATION

HISTORY

Mr. Erick Reed has been employed in the maintenance department full-time since October 2012. Prior to full-time, Mr. Reed served in a part-time and student worker capacity. He has submitted his resignation, effective February 21, 2020.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

Accept Mr. Reed's resignation and proceed with review of the position and the appropriate replacement process.

04/15/2020

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Library Outreach Coordinator

BACKGROUND INFORMATION

HISTORY

Ms. Sheila Ursery has been employed as the Library Outreach Coordinator since August 2018. She has submitted her resignation, effective March 20, 2020.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

04/15/2020



THREE RIVERS COLLEGE

Poplar Bluff Campus
2080 Three Rivers Blvd. | Poplar Bluff, MO 63901
Phone: 573-840-9600 | Toll Free: 877-879-8722
trcc.edu

March 20, 2020

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

Dr. Payne,

Please accept this letter as my resignation of employment from Three Rivers College, effective immediately.

Sincerely,

Sheila Ursery