

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, May 20, 2020
12:00 p.m.

- I. Invocation and Pledge of Allegiance**
- II. Approval of Agenda and Minutes**
 1. Consideration and Approval of Agenda
 2. Consideration and Approval of Minutes of the 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**
 1. Approval of College Policies
 - a) GAP 1107 – Disruption in Normal College Operations
 - b) BP 0341 – Confidentiality of Student Records
 - c) HSP 5110 – Communicable diseases
 - d) ITP 8201 – Website Privacy
 - e) SP 2415 – Confidentiality of Student Records

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

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

1. Acceptance of Employment
2. Transfer of Position
 - a) **Brian Bess** – Professor/Assistant men’s Basketball Coach to Professor/Head Men’s Basketball Coach
 - b) **Alex Wiggs** - Co-Head Women’s Basketball coach to Head Women’s Basketball Coach
3. Retirement
 - a) **Gene Bess** – Professor/Athletic Administration
4. Resignation
 - a) **Claudia Horne** – Temporary Part-time Director in Piedmont
 - b) **Savanna Norman** – Instructor in Nursing
 - c) **Deanna Ross** – Learning Specialist, Achieve
 - d) **Amanda Taegtmeier** – Practical Nursing Coordinator/Instructor in Sikeston.

VIII. Appendix

1. **Information Items**
 - a) SR 2415 – Confidentiality of Student Records
 - b) HSR 5110 – Communicable diseases
 - c) PR 4506 – Overtime and Compensatory Leave
 - d) SR 2310 – Withdrawal Procedures
2. **Upcoming Events**
3. **Recent Newspaper Articles**

IX. FY20 Board of Trustees Meeting Dates

1. **Wednesday, June 24, 2020**

X. FY21 Board of Trustees Meeting Dates

1. **Wednesday, August 19, 2020**
2. **Wednesday, September 16, 2020**
3. **Wednesday, October 21, 2020**
4. **Wednesday, November 18, 2020**
5. **Wednesday, January 20, 2021**
6. **Wednesday, February 17, 2021**
7. **Tuesday, March 16, 2021**
8. **Wednesday, April 21, 2021**
9. **Wednesday, May 19, 2021**
10. **Wednesday, June 23, 2021**

XI. Adjournment

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**BOARD OF TRUSTEES
THREE RIVERS COLLEGE
April 15, 2020**

The regular meeting of the Board of Trustees began at 12:00 p.m. at the Board Room in Tinnin Center on Wednesday, April 15, 2020.

CALL TO ORDER

Due to the Governor's Stay at Home Order, the meeting was held using Zoom, Conference Call and in person attendance. Those present included: Trustees: Dr. Tim Hager, chairman, (in person); Dr. Amber Richardson, vice-chairman (zoom); Gary Featherston, secretary (zoom); Chris Williams, treasurer (conference call); Eric Schalk, member (zoom); Darren Garrison, member (conference call); and college administrators: Dr. Wesley Payne, president (in person); Charlotte Eubank, chief financial officer (in person); Janine Heath, recording secretary, (in person).

ATTENDANCE

Trustee Hager delivered the invocation.

INVOCATION

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

**APPROVAL OF BOARD
MEETING AGENDA**

Trustee Schalk made a motion to nominate Dr. Wesley Payne as temporary Chair and Janine Heath as temporary Secretary to the Board of Trustees. With a second by Trustees Featherston, the motion passed unanimously.

**OATH OF OFFICE AND
REORGANIZATION OF THE
BOARD**

In accordance with the Public School Laws of Missouri, Dr. Payne administered orally the oath of office to

- Trustee Eric Schalk, Sub-District (1-C)
- Trustee Chris Williams, Sub-District (1-B)
- Trustee Tim Hager, Sub-District (2)

Trustee Schalk made the motion to reorganize the board as outlined on page 8 of the April Board Book. With a second by Trustee Richardson, the motion passed unanimously.

Trustee Schalk made the motion to accept the slate of officers as outlined on page 9 of the April Board Book.

With a second by Trustee Hager, the motion passed unanimously. The new slate is as follows:

Chair – Trustee Richardson
Vice Chair – Trustee Featherston
Secretary – Trustee Williams
Treasurer – Trustee Schalk
Member – Trustee Garrison
Member – Trustee Hager

Trustee Richardson assumed the Chair position.

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

**APPROVAL OF THE
FEBRUARY AND MARCH
BOARD MEETING MINUTES**

Charlotte reviewed the financials as of March 21, 2020. We are 75% into the fiscal year and have recognized 86% of budgeted revenues and obligated 68% of our budgeted expenses.

**FINANCIAL REPORT AND
BID REPORT**

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

Dr. Payne presented

PRESIDENT’S REPORT

The Welcome Center Sign has been installed on the west wall of the Westover Administration. It is a very large sign designed to be seen from the top of the hill.

WELCOME CENTER SIGN

The Crisp project is going well. We are currently finalizing some of the program areas outside of the building and adding 140 parking spaces. The maintenance building is finished, and the department is moving back in. Over budget due to the surprise of the rock and relocation some underground utilities.

**CRISP TECHNOLOGY
CENTER EXPANSION**

All instruction for the rest of this semester and the summer will be on-line only. Very pleased with the faculty and their continued interaction with the students to ensure they are ok and are continuing to learn. Registration for new students will begin within two weeks utilizing the virtual registration.

**CURRENT VIRTUAL
SEMESTER**

There were no items that would require an Executive Session.

EXECUTIVE SESSION

**ITEMS FOR
CONSIDERATION AND
VOTE**

There are no changes in the plan however in order to meet the new IRS ruling, it is required that we vote to codify the plan.

**CONSIDERATION AND
VOTE OF THE 403(B)
AMENDMENTS**

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

Dr. Payne explained the increase to the plan and the recommendation to approve the plan with an increase in the deductible. All other benefits will remain the same as FY20.

**CONSIDERATION AND
VOTE OF BENEFITS FOR
FISCAL YEAR 2021**

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

The FY21 Board Meeting Dates were presented for approval. Trustee Featherston requested that we explore the possibility of having some of the meetings in the various sub-districts.

**CONSIDERATION AND
VOTE FOR THE F21 BOARD
OF TRUSTEES MEETING
DATES**

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

The FY21 College Holiday Schedule was presented for approval. This schedule follows the Master Calendar for the College.

**CONSIDERATION AND
VOTE FOR THE FY21
HOLIDAY SCHEDULE**

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

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

CONSIDERATION AND APPROVAL OF ALL PERSONNEL ACTION AND ASSOCIATED DOCUMENTS

There being no further business, Trustee Featherston made the motion to close the executive session and adjourn the meeting at 12:33 p.m. and with a second by Trustee Hager. The board was polled as follows: Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Featherston, yes; Trustee Richardson, yes.

ADJOURNMENT

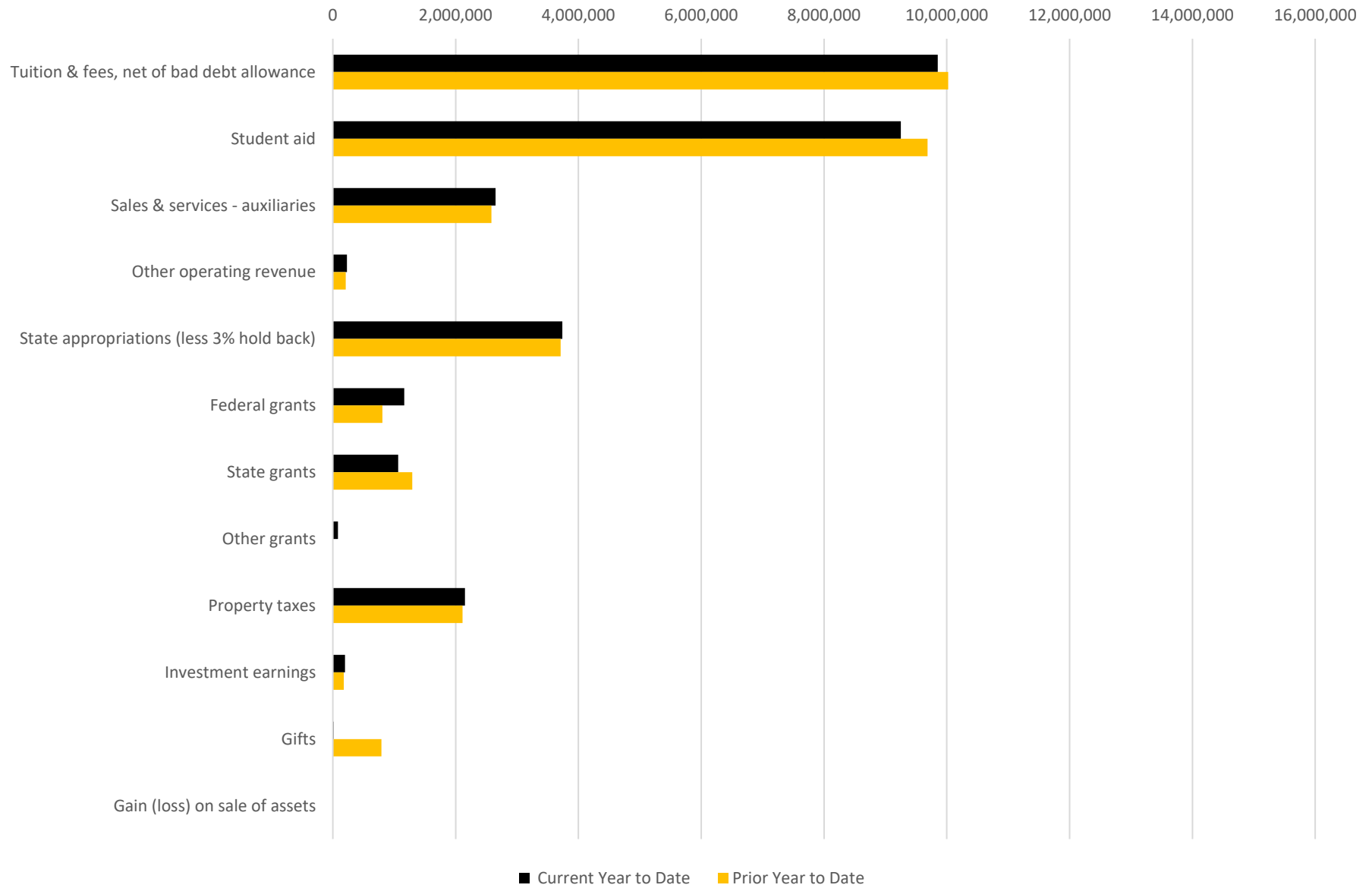
CHAIRMAN

APPROVAL DATE

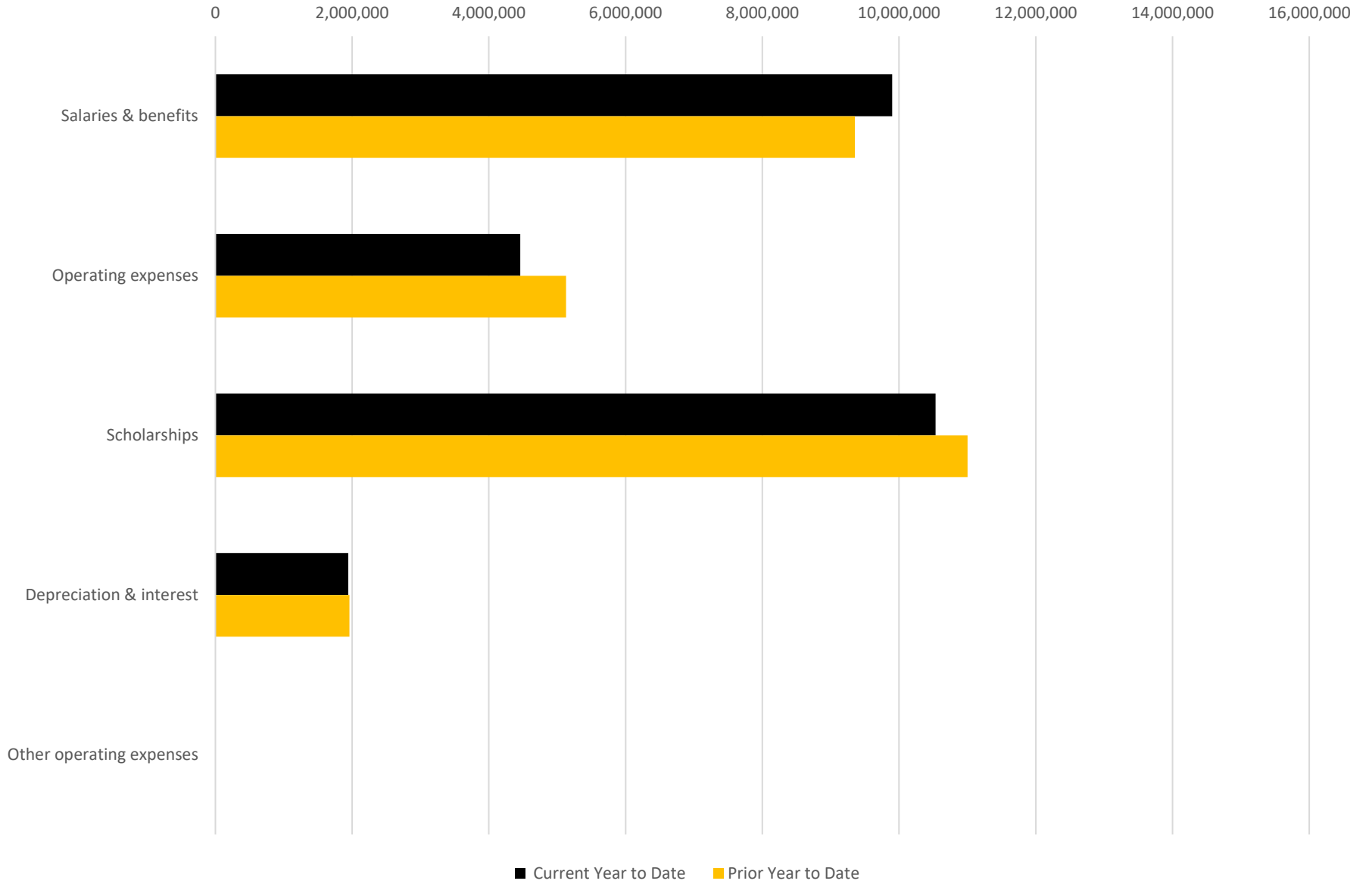
SECRETARY

APPROVAL DATE

YTD Comparison to Previous Year 03/31/2020



YTD Comparison to Previous Year
03/31/2020



YTD Comparison to Previous Year
03/31/2020

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

CHANGES IN NET POSITION



■ Current Year to Date ■ Prior Year to Date

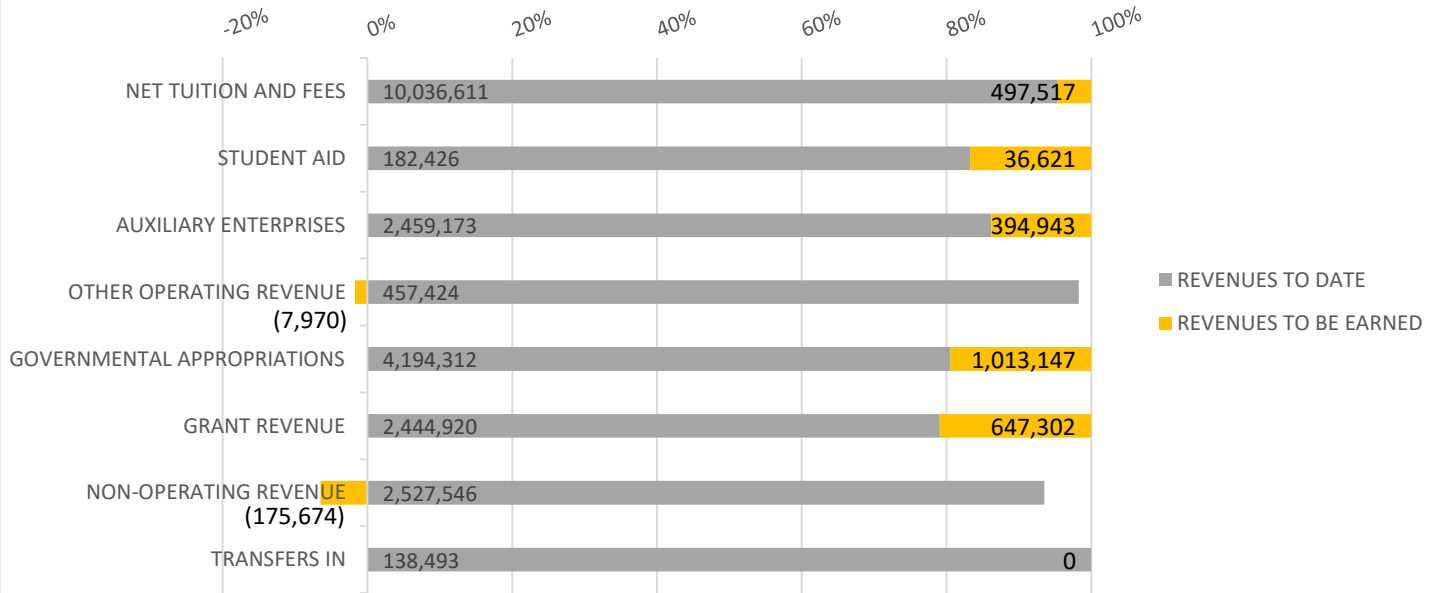
Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
March 31, 2020

ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash & Cash Equivalents	15,057,742	Accounts Payable	673,938
Student Account Receivables, net	3,553,138	Accrued Vacation	350,704
Property Tax Receivable	125,569	Student Deposits	32,809
Other Receivables	6,985,581	Deferred Tuition & Fees	899,343
Investments	0	Scholarships	(385,662)
Inventory	141,505	Total Current Liabilities	1,571,132
Prepaid Expenses	202,939		
Total Current Assets	26,066,473	NON-CURRENT LIABILITIES	
NON-CURRENT ASSETS		Retirement Incentive Payable	0
Land	5,490,786	Other Post Employment Benefits	15,051,278
Capital assets	69,387,585	Bonds, Notes and Leases Payable	19,691,041
Plus: Current year additions to capital assets	1804766.95	Accrued Interest	0
Accumulated Depreciation	(30,697,590)	Agency	330,937
Unamortized Bond Issue Costs	0	Total Non-Current Liabilities	35,073,255
Total Non-Current Assets	45,985,548	Total Liabilities	36,644,388
DEFERRED OUTFLOWS	6,567,789	DEFERRED INFLOWS	9,558,657
		NET POSITION	
		Beginning Balance	28,855,606
		Changes in Net Position	3,561,159
		Total Net Position	32,416,765
TOTAL ASSETS AND DEFERRED OUTFLOWS	78,619,810	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	78,619,810

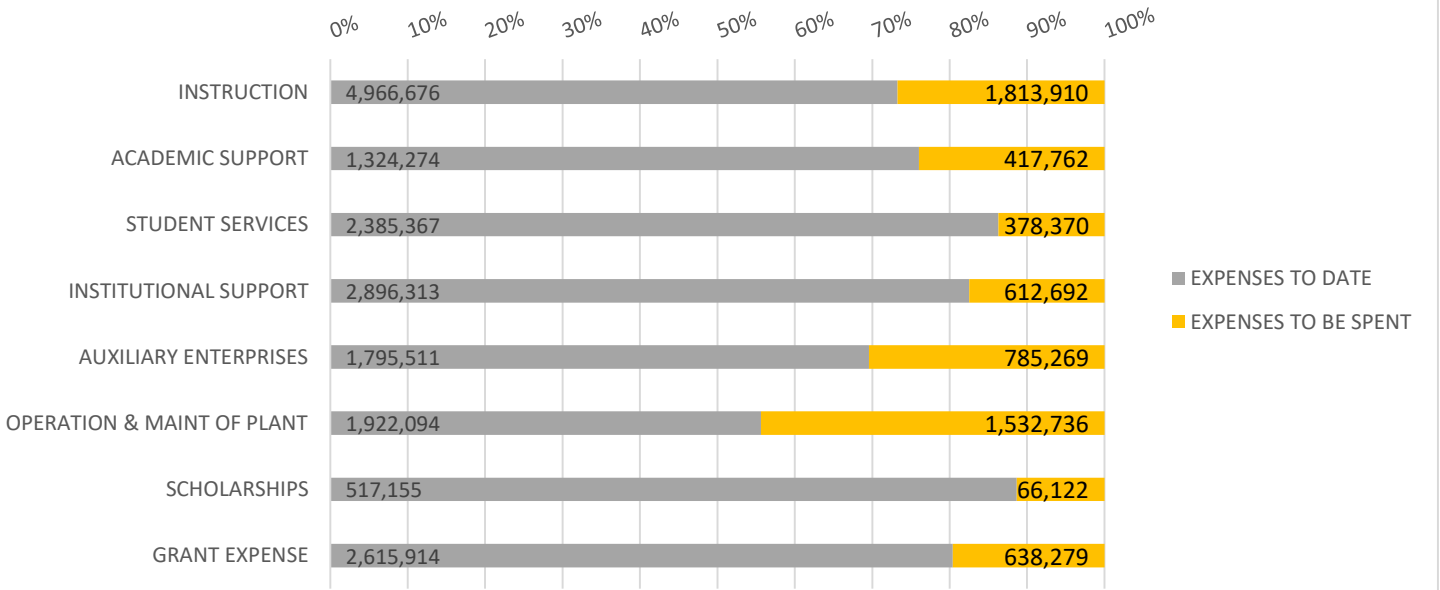
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
March 31, 2020

	July	August	September	October	November	December	January	February	March	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)	106,227	9,852,144	10,022,408	(170,265)	(1.70)%
Student aid	178,937	21,526	3,861,653	684,563	147,762	176,581	37,160	3,732,437	412,152	9,252,772	9,688,000	(435,228)	(4.49)%
Sales & services - auxiliaries	849,503	213,381	276,901	224,729	416,657	158,881	319,216	108,179	82,609	2,650,056	2,582,081	67,975	2.63%
Other operating revenue	50,563	114,692	2,904	1,542	4,962	43,600	4,337	2,573	5,408	230,582	208,335	22,246	10.68%
Total Operating Revenue	6,423,066	471,788	3,924,634	3,057,014	2,225,010	872,990	678,706	3,725,947	606,396	21,985,553	22,500,824	(515,271)	(2.29)%
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	1,081,633	9,898,041	9,354,880	543,161	5.81%
Operating expenses	574,979	482,219	557,068	505,800	389,945	673,356	387,118	529,114	358,787	4,458,386	5,128,732	(670,346)	(13.07)%
Capital equipment	1,879	19,880	111,533	109,652	342,941	70,114	705,662	339,910	103,196	1,804,767	1,525,423	279,344	18.31%
Less: Transfer to capital assets	(1,879)	(19,880)	(111,533)	(109,652)	(342,941)	(70,114)	(705,662)	(339,910)	(103,196)	(1,804,767)	(1,525,423)	(279,344)	18.31%
Scholarships	263,141	46,341	4,267,476	781,742	235,722	194,028	72,400	4,190,030	481,630	10,532,510	11,002,955	(470,445)	(4.28)%
Depreciation & interest	(11,119)	162,878	840,687	(179,825)	170,556	147,034	154,164	500,542	159,539	1,944,456	1,960,303	(15,847)	(0.81)%
Other operating expenses	0	0	0	0	0	0	0	1,283	0	1,283	(55,016)	56,299	(102.33)%
Total Operating Expenses	1,788,022	1,899,544	6,770,090	2,232,349	1,924,220	2,012,595	1,690,708	6,435,559	2,081,589	26,834,676	27,391,854	(557,178)	(2.03)%
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	415,255	3,737,283	3,710,701	26,582	0.72%
Federal grants	45,939	151,611	109,175	177,285	(68,620)	274,893	231,582	138,443	103,682	1,163,988	808,657	355,332	43.94%
State grants	150	76,381	24,764	57,667	27,400	185,541	329,416	225,329	138,263	1,064,912	1,292,729	(227,817)	(17.62)%
Other grants	3,152	0	37,946	0	0	33,792	6,847	0	0	81,737	189	81,548	43,146.94%
Property taxes	22,639	17,942	21,460	9,019	15,727	345,305	1,125,205	496,599	98,807	2,152,702	2,111,531	41,172	1.95%
Investment earnings	12,888	29,575	12,650	59,650	12,663	12,777	12,346	32,478	13,439	198,466	178,801	19,665	11.00%
Gifts	1,448	200	27,500	1,000	300	2,157	4,207	(25,619)	0	11,194	791,105	(779,911)	(98.59)%
Gain (loss) on sale of assets	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
Total Non-Operating Revenues (Expenses)	501,469	690,962	648,750	719,873	402,723	1,269,719	2,124,855	1,282,484	769,446	8,410,282	8,893,712	(483,430)	(5.44)%
CHANGES IN NET POSITION	5,136,512	(736,793)	(2,196,706)	1,544,539	703,513	130,114	1,112,854	(1,427,128)	(705,747)	3,561,159	4,002,682	(441,523)	(11.03)%

Budget to Actual Revenues 04/30/2020 (83%)



Budget to Actual Expenses 04/30/2020 (83%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
April 30, 2020
Fiscal Year Benchmark: 83%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>	10,534,128	10,036,611	95%	497,517
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	219,047	182,426	83%	36,621
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	2,854,116	2,459,173	86%	394,943
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	449,454	457,424	102%	(7,970)
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	5,207,459	4,194,312	81%	1,013,147
GRANT REVENUE <i>State Grants, Federal Grants</i>	3,092,222	2,444,920	79%	647,302
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,351,871	2,527,546	107%	(175,674)
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	138,493	138,493	100%	0
TOTAL REVENUES	24,846,791	22,440,905	90%	2,405,886

NOTE: We have recognized a total of 90% of budgeted revenues. We have recognized 95% 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

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>	6,780,586	4,966,676	73%	1,813,910
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,742,035	1,324,274	76%	417,762
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	2,763,737	2,385,367	86%	378,370
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	3,509,004	2,896,313	83%	612,692
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	2,580,779	1,795,511	70%	785,269
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,454,830	1,922,094	56%	1,532,736
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	583,277	517,155	89%	66,122
GRANT EXPENSE <i>State Grants, Federal Grants</i>	3,254,193	2,615,914	80%	638,279
TOTAL EXPENSES	24,668,442	18,423,304	75%	6,245,138

NOTE: We have obligated 75% of our budgeted expenses at 83% into the fiscal year. April 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	178,349	4,017,601
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Three Rivers College
 Capital Budget - Unaudited
 April 30, 2020
 Fiscal Year Benchmark: 83%

FUNDING SOURCES	BUDGET	SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
RESTRICTED				
<i>State appropriations (Crisp)</i>	2,400,000	0	0%	2,400,000
UNRESTRICTED				
<i>General funds - prior year transfers in (Reserves)</i>	517,831	466,882	90%	50,949
<i>General funds - current year transfers in</i>			#DIV/0!	0
TOTAL FUNDING SOURCES	2,917,831	466,882	16%	2,450,949
USES OF FUNDS	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
<i>Libla Family Sports Complex</i>	100,000	80,712	81%	19,288
<i>Crisp Technology Center addition and remodel</i>	2,400,000	1,584,991	66%	815,009
<i>Westover Administration Building repairs</i>	211,614	152,087	72%	59,527
<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	40,350	76%	12,863
<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	2,011,522	69%	906,309
NET SURPLUS (DEFICIT)	0	(1,544,641)		

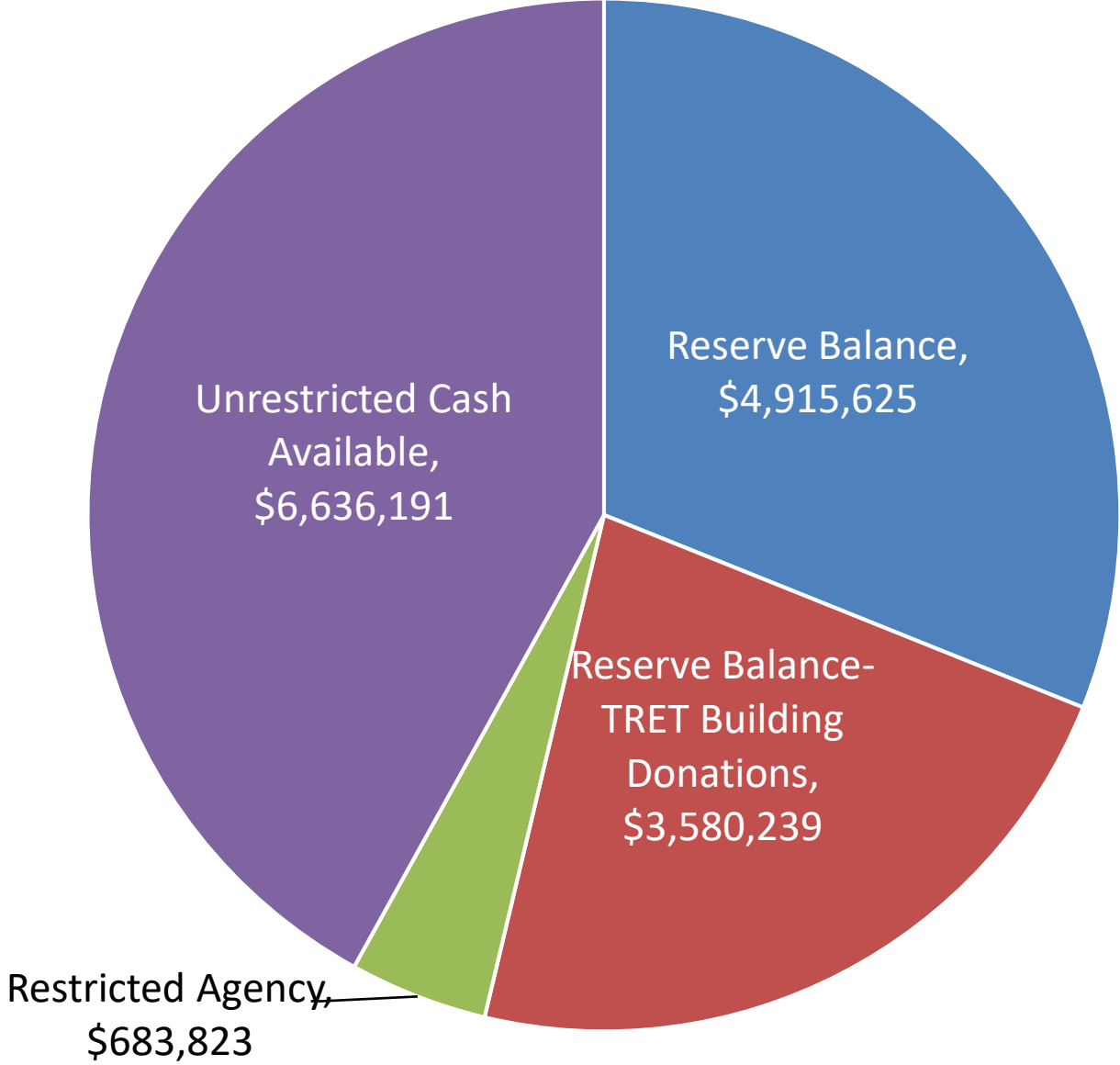
**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

May 5, 2020

	<u>04/03/20</u>	<u>05/05/20</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	1,888.00	1,888.00
<i>Total Cash Funds</i>	<u>4,112.55</u>	<u>4,112.55</u>
<i>General Accounts</i>		
Southern Bank - General Funds	6,185,385.24	7,177,809.22
Southern Bank - Credit Cards	199,566.05	135,020.75
<i>Total General Accounts</i>	<u>6,384,951.29</u>	<u>7,312,829.97</u>
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	(917,399.38)	(916,324.82)
Federal Clearing Account	-	116,834.48
Flexible Spending Account	10,012.35	9,936.92
<i>Total Restricted Accounts</i>	<u>(907,387.03)</u>	<u>(789,553.42)</u>
TOTAL CURRENT FUND	<u><u>5,481,676.81</u></u>	<u><u>6,527,389.10</u></u>
 HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	76,996.72	54,401.09
<i>Total General Accounts</i>	<u>76,996.72</u>	<u>54,401.09</u>
TOTAL HOUSING FUND	<u><u>153,993.44</u></u>	<u><u>108,802.18</u></u>

	<u>04/03/20</u>	<u>05/05/20</u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	3,792,653.33	3,797,236.67
<i>Total Bank Accounts</i>	<u>3,792,653.33</u>	<u>3,797,236.67</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	1,543,936.28
Bank of Grandin #17103	1,521,809.59	1,543,936.28
Bank of Grandin #17002	1,337,045.94	1,354,570.40
<i>Total Certificates of Deposit</i>	<u>4,636,849.38</u>	<u>4,698,627.22</u>
TOTAL PLANT FUND	<u><u>8,429,502.71</u></u>	<u><u>8,495,863.89</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	369,837.06	331,709.56
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	<u>352,113.37</u>	<u>352,113.37</u>
TOTAL AGENCY FUND	<u><u>721,950.43</u></u>	<u><u>683,822.93</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$15,815,878 AS OF 05/05/2020**



CERTIFICATES OF DEPOSIT AS OF APRIL 30, 2020

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
17002	Bank of Grandin	2.60	08/14/20	12 mths	1,354,570.40	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
17101	Bank of Grandin	1.50	04/01/21	12 mths	1,543,936.28	Contingency
17103	Bank of Grandin	1.50	04/01/21	12 mths	1,543,936.28	Contingency
Total Contingency Fund					<u>4,698,627.22</u>	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF APRIL 30, 2020

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
423135367	Regions Bank	0.10	11/18/04	11/18/19	1,106.64	Betty Waldrop
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
423137249	Regions Bank	0.01	05/12/88	10/03/20	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	10/03/20	1,024.34	Fred Morrow
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/15/20	10,324.77	Norman Gamblin
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
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

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
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
2018004893	Commerce Bank	0.35	04/10/88	05/07/22	3,000.00	Myra C. Hays
5017843040	Commerce Bank	0.01	05/01/97	05/07/22	2,900.00	Miles Hays
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

\$ 331,709.56

Three Rivers College
CD Report
As of April 30, 2020

Investment CDs

Bank Account Interest Rate

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

CDs Maturing

Bank	Certificate Number	Maturity Date	Amount
Bank of Grandin	17101	4/1/2020	1,521,809.59
Bank of Grandin	17103	4/1/2020	1,521,809.59
First Missouri State Bank	22223	4/2/2020	1,000,000.00

CDs Transferred

Two Bank of Grandin CDs @\$1,521,809.59 each renewed with Bank of Grandin @ 1.5% for 12 months.
\$1,000,000 CD with First Missouri liquidated and deposited into the college's Plant Fund due to the interest @1.5% being higher than interest offered.

Endowment CDs Transferred to Endowment Trust

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
First Missouri State Bank	301263	ICHS	4/21/2020	20,000.00
Total				20,000.00

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

Current Fund:	General Fund - Southern Bank	\$ 1,478,002.04
	Electronic Student Refunds - Higher One	<u>343,043.51</u>
	Total Current Fund	1,821,045.55
Housing Fund:	Rivers Ridge - Southern Bank	39,133.53
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>15,058.93</u>
	Grand Total	<u><u>\$ 1,875,238.01</u></u>

This is to certify that the above is supported by invoices, purchase orders, and other pertinent data on file in the College Business Office. Approved by the Board of Trustees, this 20th day of May 2020.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

**THREE RIVERS COLLEGE
BID REPORT
AS OF MAY 13, 2020**

Student Refund Services

Status: Closed
Open Date: 4/7/2020
Close Date: 4/23/2020
Funding Source: General Revenue
Bids Submitted:

BankMobile	New Haven, CT
Nelnet	Lincoln, NE
Touchnet	Lexena, KS
US Bank	Farmington, MO

Bid Awarded: No

Academic Resource Commons Roof

Status: Open
Open Date: 5/7/2020
Close Date: 5/21/2020
Funding Source: General Revenue
Bids Submitted: N/A
Bid Awarded: N/A

May 2020 President's Report

- Construction Update
 - Crisp Technology Center Expansion

- Upcoming Events

A G E N D A
Executive Session
Wednesday, May 20, 2020

I. Executive Session

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

II. Adjournment

V1. Consideration and approval of College Policies

BACKGROUND INFORMATION--HISTORY

Revision to the following policies:

- GAP 1107 – Disruption in Normal College Operations
 - Rename of GAP 1105 Inclement Weather to include different classifications of disruption to normal college operations, as well as college closures and event cancellations.
- BP 0341- Confidentiality of Student Records
 - Minor revision of directory information list and revision of operational procedures that align with College operations.
- SP 2415 – Confidentiality of Student Records
 - Minor revision of directory information list and revision of operational procedures that align with College operations
- HSP 5110 Communicable Diseases
 - Clarification regarding state and local health department guidance.

Approval of new Policy

- ITP 8204 – Website Privacy
 - Initial approval of the policy.

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Approve revisions and new policy.

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAP 1107 Disruption in Normal College Operations	Page 1 of 2
Associated Regulations: HSR 5110 Communicable Diseases; PR 4506 Overtime and Compensatory Leave; SR 2740 Student Rights and Responsibilities	
References: Missouri Center for Disease Control; Federal Fair Labor Standards Act; TRC Operation Weatherbird	
Supersedes: GAP 1105 Inclement Weather and Hazardous Conditions	
Responsible Administrator: College President	
Initial Approval: 07-27-2010	Last Revision: 05-20-2020

In order to provide a healthy, safe, and hazard free work and learning environment, Three Rivers College fully complies with all state, local, and federal laws governing the health and safety of its students and employees. To protect the students and employees in cases of inclement weather, natural disaster, communicable disease, other hazardous conditions or extraordinary circumstances it may be necessary to cancel, postpone, or redirect normal college activities and operations. The College President has the authority to close the College due to conditions that are unsafe for College employees or students.

A disruption in normal College operations may be declared when conditions are such that it would be unsafe or imprudent for students or employees to enter College facilities. In the case of inclement weather, natural disaster, communicable disease, other hazardous conditions or extraordinary circumstances, certain personnel performing essential duties may be required to be at their workstations. All other College employees are required to obtain permission to enter College facilities but may be required to work remotely or virtually.

Examples of the classifications of disruption to normal college operations include but are not limited to: Short-term Closure for Weather and/or Emergency related event (less than five working days); Long-term Closure for Weather and/or Emergency related event (more than five working days); and Extraordinary Circumstances when conditions require substantial changes to the college work environment and alternative work arrangements are necessary. Determinations will be made by the College President regarding essential duties, alternative work methodologies, and operational status to best ensure the safety of the students, employees, and College while maintaining College operations.

Rules governing employee leave or compensation are found in the College Regulation PR 4506 Overtime and Compensatory Leave.

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAP 1107 Disruption in Normal College Operations	Page 2 of 2
Associated Regulations: HSR 5110 Communicable Diseases; PR 4506 Overtime and Compensatory Leave; SR 2740 Student Rights and Responsibilities	
References: Missouri Center for Disease Control; Federal Fair Labor Standards Act; TRC Operation Weatherbird	
Supersedes: GAP 1105 Inclement Weather and Hazardous Conditions	
Responsible Administrator: College President	
Initial Approval: 07-27-2010	Last Revision: 05-20-2020

DOCUMENT HISTORY:

- 07-27-2010:** Initial approval of policy GAP 1010 Inclement Weather and Hazardous Conditions.
- 03-07-2014:** Changed name from Inclement Weather and Natural Disasters to Inclement Weather and Hazardous Conditions; Changed body of text to reflect new title; Added the phrase - All other college employees are required to obtain permission of the college president to enter the college facilities.
- 01-13-2016:** Minor Revision to GAP 1010 Inclement Weather and Hazardous Conditions. GAP 1010 Inclement Weather and Hazardous Conditions was revised to GAP 1105 Inclement Weather and Hazardous Conditions due to the addition of sub section number 1100 College Operations to properly align section and sub-section numbering system.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 05-20-2020:** Expansion of GAP 1105 Inclement Weather to include different classifications of disruption to normal college operations, as well as college closures and event cancellations. This revision required a title change to GAP 1107 Disruption in Normal College Operations.

**THREE RIVERS COLLEGE
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0300 Board of Trustees Organization	
Title: BP 0341 Confidentiality of Student Records	Page 1 of 3
Associated Policy: SP 2415 Confidentiality of Student Records	
Associated Regulation: SR 2415 Confidentiality of Student Records	
References: General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 02-23-2011	Last Revision: 05-20-2020

The Board of Trustees of Three Rivers College recognizes the importance of maintaining the confidentiality of records for each individual student, which present authentic evidence of the events and actions, which both contribute to and confirm the student's educational progress; and to facilitate the intelligent and purposeful direction necessary to the achievement of the educational goals of the student in a college setting.

State and federal laws govern the release and disclosure of student records maintained by the college. It is the responsibility of the board both individually and collectively to maintain the confidentiality of student records at all times. Only directory information, as defined below, may be released without the signed written consent of the student. The release of non-directory student information is a violation of this policy and applicable state and federal statute.

The following information has been declared by Three Rivers College as "directory information:"

- Name
- Address
- Telephone number(s)
- Email address(es)
- Date of birth
- Photo
- Major field of study
- Dates of attendance
- Full-time or Part-time enrollment status
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degree(s) and Certificate(s) awarded (including dates)
- Awards received
- Most previous educational institution attended

**THREE RIVERS COLLEGE
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0300 Board of Trustees Organization	
Title: BP 0341 Confidentiality of Student Records	Page 2 of 3
Associated Policy: SP 2415 Confidentiality of Student Records	
Associated Regulation: SR 2415 Confidentiality of Student Records	
References: General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 02-23-2011	Last Revision: 05-20-2020

Directory information will be released to inquiring individuals or agencies unless students sign a "Do Not Release Directory Information" form in the office of student success. THIS FORM MUST BE RESUBMITTED BY THE STUDENT EACH SEMESTER.

**THREE RIVERS COLLEGE
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0300 Board of Trustees Organization	
Title: BP 0341 Confidentiality of Student Records	Page 3 of 3
Associated Policy: SP 2415 Confidentiality of Student Records	
Associated Regulation: SR 2415 Confidentiality of Student Records	
References: General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 02-23-2011	Last Revision: 05-20-2020

DOCUMENT HISTORY:

- 02-23-2011:** Initial approval of policy BP 0341 Confidentiality of Student Records.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 05-20-2020:** Minor revision of directory information list and revision of operational procedures that align with College operations.

**THREE RIVERS COLLEGE
INFORMATION TECHNOLOGY POLICY**

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

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

Information Gathering

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

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

**THREE RIVERS COLLEGE
INFORMATION TECHNOLOGY POLICY**

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

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

Online services accessible through myTRCC, College email, or Blackboard provide password-protected access to individuals' personal records including, but not limited to, personal contact information, class records information, and tuition-payment history. This information is accessible only by the individual and by designated College personnel.

How Information is Used

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

Cookies

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

**THREE RIVERS COLLEGE
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8204 Website Privacy	Page 3 of 7
Associated Policies: ITP 8201 Data Security; GAP 1320 Consumer Protection; GAP 1410 Record Retention and Destruction; FP 3105 Risk Management; SP 2415 Confidentiality of Student Records; GAP 1130 Request for College Documents; ITP 8100 Acceptable Use	
Associated Regulations: SR 2740 Student Right and Responsibilities; GAR 1410 Record Retention and Destruction; SR 3105 Risk Management; SR 2415 Confidentiality of Student Records; ITR 8100 Acceptable Use	
References: Google Terms of Service and Use Rules; General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99); RSMo109; Missouri Sunshine Law: Section 610.010-610.200	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 05-20-2020	Last Revision:

Google Analytics

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

E-commerce

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

Other Websites

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

Access to Student Records

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

**THREE RIVERS COLLEGE
INFORMATION TECHNOLOGY POLICY**

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

Family Educational Rights and Privacy Act

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

Disclosure of Education Records

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

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

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

**THREE RIVERS COLLEGE
INFORMATION TECHNOLOGY POLICY**

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

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

Directory Information

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

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

**THREE RIVERS COLLEGE
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8204 Website Privacy	Page 6 of 7
Associated Policies: ITP 8201 Data Security; GAP 1320 Consumer Protection; GAP 1410 Record Retention and Destruction; FP 3105 Risk Management; SP 2415 Confidentiality of Student Records; GAP 1130 Request for College Documents; ITP 8100 Acceptable Use	
Associated Regulations: SR 2740 Student Right and Responsibilities; GAR 1410 Record Retention and Destruction; SR 3105 Risk Management; SR 2415 Confidentiality of Student Records; ITR 8100 Acceptable Use	
References: Google Terms of Service and Use Rules; General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99); RSMo109; Missouri Sunshine Law: Section 610.010-610.200	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 05-20-2020	Last Revision:

Virtual Communication

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

Choice to Provide Information

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

Changes to Privacy Policy

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

**THREE RIVERS COLLEGE
INFORMATION TECHNOLOGY POLICY**

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

DOCUMENT HISTORY:

05-20-2020: Initial approval of policy ITP 8204 Website Privacy

**THREE RIVERS COLLEGE
STUDENTS POLICY**

Section: 2000 Students	
Sub Section: 2400 Students Records	
Title: SP 2415 Confidentiality of Student Records	Page 1 of 2
Associated Policy: BP 0341 Confidentiality of Student Records	
Associated Regulations: SR 2415 Confidentiality of Student Records; SR 2420 Deceased Student	
References: General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)	
Supersedes: 9.2 Privacy Rights of Students	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-23-2011	Last Revision: 05-20-2020

Three Rivers College recognizes the importance of maintaining the confidentiality of records for each individual student that presents authentic evidence of the events and actions, which both contribute to and confirm the student's educational progress; and to facilitate the intelligent and purposeful direction necessary to the achievement of the educational goals of the student in a college setting.

State and Federal Laws govern the release and disclosure of student records maintained by the College. It is the responsibility of each College employee to maintain the confidentiality of student records at all times. No information other than directory information, as defined below, may be released without the signed written consent of the student. The release of non-directory student information is a violation of this policy and applicable State and Federal Statute and shall result in disciplinary action and may include termination.

The following information has been declared by Three Rivers College as "directory information:"

- Name
- Address
- Telephone number
- Email Address(es)
- Date of birth
- Photo
- Major Field of study
- Dates of attendance
- Full or Part-time enrollment status
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees(s) or Certificate(s) awarded (including dates)
- Awards received
- Most previous educational institution attended

Directory information will be released to inquiring individuals or agencies unless students sign a "Do Not Release Directory Information" form in the Office of Registrar. THIS FORM MUST BE RESUBMITTED BY THE STUDENTS EACH SEMESTER.

**THREE RIVERS COLLEGE
STUDENTS POLICY**

Section: 2000 Students	
Sub Section: 2400 Students Records	
Title: SP 2415 Confidentiality of Student Records	Page 2 of 2
Associated Policy: BP 0341 Confidentiality of Student Records	
Associated Regulations: SR 2415 Confidentiality of Student Records; SR 2420 Deceased Student	
References: General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)	
Supersedes: 9.2 Privacy Rights of Students	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-23-2011	Last Revision: 05-20-2020

DOCUMENT HISTORY:

- 02-23-2011:** Initial approval of policy GAP 1415 Confidentiality of Student Records.

- 02-24-2016:** Minor revision to reflect proper alignment with section and sub section. GAP 1415 Confidentiality of Students Records revised to SP 2415 Confidentiality of Student Records.

- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.

- 08-23-2017:** Update due to addition of SR 2420 Deceased Student

- 10-20-2017:** Minor revision of directory information list.

- 05-20-2020:** Minor revision of directory information list and revision of operational procedures that align with College operations.

**THREE RIVERS COLLEGE
HEALTH AND SAFETY POLICY**

Section: 5000 Health and Safety	
Sub Section: 5100 College Safety	
Title: HSP 5110 Communicable Diseases	Page 1 of 2
Associated Regulation: HSR 5110 Communicable Diseases	
References: Missouri State Statute Mandatory Testing (2013) 167 and 199.170 - 199.350	
Supersedes: NA	
Responsible Administrator: Director of Human Resources; Chief Student Services Officer	
Initial Approval: 02-18-2015	Last Revision: 05-20-2020

In order to provide a healthy and safe work and learning environment, Three Rivers College fully complies with the current state, local and federal laws governing the health and safety of its students and employees. The College shall abide by the precautions and established criteria enforced by the Centers for Disease Control and state and local health departments. Additionally, the college will make available to its employees and students timely information about the transmissibility of communicable diseases and shall enforce the necessary precautions that can be taken to prevent the spread of various communicable diseases as appropriate. For more information refer to HSR 5110 Communicable Diseases.

**THREE RIVERS COLLEGE
HEALTH AND SAFETY POLICY**

Section: 5000 Health and Safety	
Sub Section: 5100 College Safety	
Title: HSP 5110 Communicable Diseases	Page 2 of 2
Associated Regulation: HSR 5110 Communicable Diseases	
References: Missouri State Statute Mandatory Testing (2013) 167 and 199.170 - 199.350	
Supersedes: NA	
Responsible Administrator: Director of Human Resources; Chief Student Services Officer	
Initial Approval: 02-18-2015	Last Revision: 05-20-2020

DOCUMENT HISTORY:

- 02-18-2015:** Initial approval of policy HSP 5110 Communicable Diseases.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 05-20-2020:** Clarification regarding state and local health department guidance.

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Professor/Assistant Men's Basketball Coach to Professor/Head Men's Basketball Coach

BACKGROUND INFORMATION

HISTORY

Due to the retirement of Gene Bess as the full-time Head Men's Basketball Coach, the position has become available. Brian Bess has served as the Assistant Coach since August 1993. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Mr. Brian Bess to the Head Coach position. He will assume the duties, effective July 1, 2020.

FINANCIAL IMPLICATIONS

This is a full-time, faculty position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Brian Bess.

05/20/2020

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Co-Head Women's Basketball Coach to Head Women's Basketball Coach

BACKGROUND INFORMATION

HISTORY

Due to the retirement of Jeff Walk as the full-time Head Women's Basketball Coach, Mr. Alex Wiggs moved into the role of Co-Head Coach as of July 2017. With the transition to full retirement of Mr. Walk, Alex Wiggs will move into the full-time role of Head Coach for Women's Basketball. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Mr. Wiggs to the Head Coach position. He will assume the duties, effective July 1, 2020.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Alex Wiggs.

05/20/2020

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Request for Retirement
Professor/Athletic Administration

BACKGROUND INFORMATION

HISTORY

Mr. Gene Bess has been employed with the College since September 1969. Coach Bess has served in several roles during his time with the institution including full-time faculty member, Athletic Director, and Head Men's Basketball Coach. He has submitted his request for retirement, effective June 30, 2020.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

Accept Coach Bess' request for retirement and proceed with review of the position and the appropriate replacement process.

05/20/2020

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Temporary Part-time Director in Piedmont

BACKGROUND INFORMATION

HISTORY

Ms. Claudia Horne has been employed as the Part-time Director in Piedmont since January 2014. She has submitted her resignation, effective June 1, 2020.

FINANCIAL IMPLICATIONS

This is a part-time, staff position.

ADMINISTRATIVE RECOMMENDATION

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

05/20/2020

Claudia Horne
323 Wayne 341 C
Piedmont, Missouri 63957

April 2, 2020

Wesley A. Payne, PH.D. President
Three Rivers College
2080 Three Rivers Blvd
Poplar Bluff, Missouri 63901

Dear Dr. Payne,

Please accept this letter as formal notification that I am leaving my position with Three Rivers College as Director of the External Location in Piedmont, Missouri, effective, June 1, 2020.

I have enjoyed my time with Three Rivers College. I am grateful for the opportunity to have served the college. My co-workers, administrators, and students have been a joy to work with. If I can be of any assistance during this transition, please let me know.

Sincerely,

Claudia Horne

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Instructor in Nursing

BACKGROUND INFORMATION

HISTORY

Ms. Savanna Norman has been employed an Instructor in Nursing since December 2019. She has submitted her resignation, effective July 31, 2020. All faculty duties will be complete in May with contract completion.

Ms. Norman will return in Fall 2020 as an adjunct faculty member.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

05/20/2020

Savanna Norman
804 W Grant St.
Dexter, MO 63841
04/06/2020

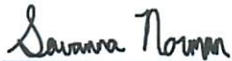
Dr. Foster
Department Chair, Nursing and Allied Health
Three Rivers College
2080 Three Rivers Blvd.
Poplar Bluff, MO 63901

Dear Dr. Foster :

Please accept my official notice of resignation from my position as a full-time Nursing Instructor. I am so grateful to the current nursing faculty for the experience and mentorship I have received as a member of the team this semester. Due to my desire to continue in this job that I love while also increasing time at home with my son, my hope is to remain a member of the nursing faculty in a part-time capacity if possible.

My last day as a full-time faculty member will be July, 31st, 2020. Until then, I will continue to carry out all assigned duties and requirements.

Sincerely,



Savanna Norman (Apr 6, 2020)

Savanna Norman

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Learning Specialist, Achieve

BACKGROUND INFORMATION

HISTORY

Ms. Deanna Ross has been employed full-time with the College since October 2010. Ms. Ross first served as a Cashier before moving to her current role as a Learning Specialist, Achieve in January 2013. She has submitted her resignation, effective May 29, 2020.

FINANCIAL IMPLICATIONS

This is a ten-month, grant-funded position.

ADMINISTRATIVE RECOMMENDATION

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

05/20/2020

May 11, 2020

Dr. Payne,


Please accept this letter as notice of my resignation from my position as Learning Specialist in the ACHIEVE program. My last day of employment will be May 29, 2020.

I have accepted a position as a second-grade teacher at Poplar Bluff School District. Over the past few months, I have worked to earn my Missouri teacher certification for Elementary Education.

I have enjoyed my time at Three Rivers College. I am appreciative of the support and opportunities for growth that I have had during my ten school years as an employee. I feel blessed to have been able to work closely with students in my role as a Learning Specialist. I am glad that I will continue to make a difference in students' lives by continuing to work in the field of education.

Please know that I intend to wrap up all my projects and work duties to make my departure as easy as possible on everyone. Please let me know if I can help in any specific ways.

Sincerely,

A handwritten signature in cursive script that reads "Dede Ross". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Dede Ross

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Practical Nursing Coordinator/Instructor in Sikeston

BACKGROUND INFORMATION

HISTORY

Ms. Amanda Taegtmeyer has been employed as the Practical Nursing Coordinator/Instructor in Sikeston since July 2019. She has submitted her resignation, effective May 30, 2020.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

05/20/2020

Amanda Taegtmeyer
Sikeston, Mo. 63801
5/04/2020

Dr. Staci Foster
Nursing Department Chair
Three Rivers College
Poplar Bluff, Mo. 63901

Dear Dr. Staci Foster:

I am regretfully putting my notice effective today 5/04/2020. Due to some circumstances beyond my control, my situation has changed, and I will be moving to another state. I have enjoyed getting the opportunity to teach at the college that I attended. Your guidance and confidence in me have been very appreciative. I appreciate the opportunity for this position and have no doubt this program will succeed under your leadership.

My last day at Three Rivers College will be 5/30/2020. I would be happy to meet with you at your convenience to discuss the transition of my duties to my successor.

Sincerely,

Amanda Taegtmeyer

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2400 Student Records	
Title: SR 2415 Confidentiality of Student Records	Page 1 of 7
Primary Policy: SP 2415 Confidentiality of Student Records	
Associated Policy: BP 0341 Confidentiality of Student Records	
Associated Regulations: GAR 1410 Record Retention and Destruction; SR 2140 Student Appeals	
References: General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)	
Supersedes: 9.2 Privacy Rights of Students	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-23-2011	Last Revision: 05-20-2020

The Board of Trustees of Three Rivers College recognizes the importance of maintaining records for each individual student, which present authentic evidence of the events and actions, which both contribute to and confirm the student's educational progress; and to facilitate the intelligent and purposeful direction necessary to the achievement of the educational goals of the student in a college setting.

State and Federal laws govern the release and disclosure of student records maintained by the College. It is the responsibility of each college employee to maintain the confidentiality of student records at all times. No information other than directory information, as defined herein may be released without the signed written consent of the student. The release of non-directory student information is a violation of this regulation and applicable state and federal statute and shall result in disciplinary action up to and including termination.

For the College to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following regulations have been established. The College accords all rights under the law to students who are declared independent. For the purpose of this regulation, whenever a student has attained eighteen years of age OR is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. Responsibility for protection of the privacy of student educational records rests primarily with the custodian of student records. Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution.

Students' Access to Their Education Records

All students have the right to review their educational records with the following exceptions as outlined by FERPA:

1. Financial information submitted by parents.
2. Confidential letters and recommendations placed in their files prior to January 1, 1975,

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2400 Student Records	
Title: SR 2415 Confidentiality of Student Records	Page 2 of 7
Primary Policy: SP 2415 Confidentiality of Student Records	
Associated Policy: BP 0341 Confidentiality of Student Records	
Associated Regulations: GAR 1410 Record Retention and Destruction; SR 2140 Student Appeals	
References: General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)	
Supersedes: 9.2 Privacy Rights of Students	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-23-2011	Last Revision: 05-20-2020

provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected.

3. Confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and that are related to the students' admission, application for employment or job placement, or receipt of honors.
4. Education records containing information about more than one student; however, in such cases the institution must permit access to that part of the record which pertains only to the inquiring student.

To review records, students and former students may go to the Office of the Registrar, present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a "Request to Review Education Records" form. Because of various circumstances, the College may delay to a maximum of 45 days release of the records for review.

The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

Challenge of the Contents of Education Records

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate if they do so within one year of the semester in question. The student should try to resolve the issue with the instructor. If the student is still not satisfied, the challenge must be in writing and must be submitted to the custodian of records. The custodian of records must decide within a reasonable period of time whether corrective action will be taken, and must provide written notification to the Student and the Chief Student Services Officer.

If a decision is made for the student to file an appeal regarding the outcome of challenging the contents of their educational records, the College appeal process must be followed through SR 2140 Student Appeals.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2400 Student Records	
Title: SR 2415 Confidentiality of Student Records	Page 3 of 7
Primary Policy: SP 2415 Confidentiality of Student Records	
Associated Policy: BP 0341 Confidentiality of Student Records	
Associated Regulations: GAR 1410 Record Retention and Destruction; SR 2140 Student Appeals	
References: General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)	
Supersedes: 9.2 Privacy Rights of Students	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-23-2011	Last Revision: 05-20-2020

Disclosure of Education Record Information

The College shall obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must: (a) specify the records to be released, (b) state the purpose of the disclosure, (c) identify the party or class of parties to whom disclosure may be made, and (d) be signed and dated by the student. FERPA states that certain information from student records may be classified as "directory information." The following information has been declared by Three Rivers College as "directory information:"

- Name
- Address
- Telephone number(s)
- Email address(es)
- Date of birth
- Photo
- Major field of study
- Dates of attendance
- Full-time or Part-time enrollment status
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degree(s) and Certificate(s) awarded (including dates)
- Awards received
- Most previous educational institution attended

Directory information will be released to inquiring individuals or agencies unless students sign a "Do Not Release Directory Information" form in the Office of the Registrar. THIS FORM MUST BE RESUBMITTED BY STUDENTS EACH SEMESTER.

FERPA established rules stating that some personnel and agencies may have access to students' "educational records" without written consent of the student. The College may disclose information from a student's education record only with the written consent of the student except:

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2400 Student Records	
Title: SR 2415 Confidentiality of Student Records	Page 4 of 7
Primary Policy: SP 2415 Confidentiality of Student Records	
Associated Policy: BP 0341 Confidentiality of Student Records	
Associated Regulations: GAR 1410 Record Retention and Destruction; SR 2140 Student Appeals	
References: General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)	
Supersedes: 9.2 Privacy Rights of Students	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-23-2011	Last Revision: 05-20-2020

1. To school officials within the institution who have been determined by the College to have a legitimate educational interest in the records. School officials include counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional staff and clerical staff who directly relate to the administrative task of the College, college law enforcement officials, and college attorneys. A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. When doubt is raised about an individual's "need to know" or legitimate educational interest in having access to specific information, the issue shall be decided by the College President.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.
4. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
5. To organizations conducting certain studies for or on behalf of the College.
6. To accrediting organizations to carry out their accrediting functions.
7. To parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form. In case of a divorce, separation, or custody, when only one parent declares the student as dependent, the College will grant equal access to the student's education records upon demonstration of dependency as described above.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2400 Student Records	
Title: SR 2415 Confidentiality of Student Records	Page 5 of 7
Primary Policy: SP 2415 Confidentiality of Student Records	
Associated Policy: BP 0341 Confidentiality of Student Records	
Associated Regulations: GAR 1410 Record Retention and Destruction; SR 2140 Student Appeals	
References: General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)	
Supersedes: 9.2 Privacy Rights of Students	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-23-2011	Last Revision: 05-20-2020

8. To appropriate parties in a health or safety emergency subject to a determination by the College President or designee.
9. To personnel complying with a judicial order or lawfully issued subpoena, provided that the Office of Student Services makes a reasonable attempt to notify students in advance of compliance. NOTE: The College is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders the College not to disclose the existence or contents of the subpoena.
10. To an alleged victim of any crime of violence (as that term is defined in 18 U.S. C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

When personally identifiable information is released under the exceptions above, the College will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the students.

The College will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record is maintained in the Office of the Registrar and may be reviewed by the eligible student.

Annual Notification of FERPA Rights

The College will give annual notice to current students of their rights under the Family Educational Rights and Privacy Act of 1974 by publishing information on the College website. Students will receive information concerning their rights under the Act through an email on an annual basis.

Types, Locations, Custodians of Education Records, and Disposal of Records

The types, locations, and custodians of education records are outlined in GAR 1410 Records Retention and Destruction.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2400 Student Records	
Title: SR 2415 Confidentiality of Student Records	Page 6 of 7
Primary Policy: SP 2415 Confidentiality of Student Records	
Associated Policy: BP 0341 Confidentiality of Student Records	
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References: General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)	
Supersedes: 9.2 Privacy Rights of Students	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-23-2011	Last Revision: 05-20-2020

Facsimile Records (FAX)

The College honors FAX requests to send official transcripts to third parties, and the College will accept FAX transcripts for advising purposes only. An official transcript is required for admission purposes.

Computer Access to Records

The College has established policies for initially instructing and periodically reminding school officials of FERPA's confidentiality requirements before it gives them access to the computer system. These school officials are informed of the criteria the College uses to determine legitimate educational interest and of their responsibilities for assuring that access is not abused.

Students Rights after Ceasing Attendance or Graduation

Students who have ceased attendance or have graduated from the College have basically the same FERPA rights as students currently attending, including the right to (a) inspect their education records, (b) have a hearing to amend an education record, and (c) have their education record privacy protected by the College. Former students do not have the right to request of the College nondisclosure unless they requested in writing, at their last opportunity as students, that no directory information be disclosed.

Privacy Rights of Deceased Students

The FERPA rights of a student enrolled in college cease with the death of the student.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2400 Student Records	
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Primary Policy: SP 2415 Confidentiality of Student Records	
Associated Policy: BP 0341 Confidentiality of Student Records	
Associated Regulations: GAR 1410 Record Retention and Destruction; SR 2140 Student Appeals	
References: General Education Provisions Act, Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)	
Supersedes: 9.2 Privacy Rights of Students	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-23-2011	Last Revision: 05-20-2020

DOCUMENT HISTORY:

- 02-23-2011:** Initial approval of regulation GAR 1415 Confidentiality of Student Records.
- 09-16-2015:** Revision of position title Vice President of Student Success to Chief Student Services Officer.
- 02-24-2015:** Minor revision to reflect proper alignment with section and sub section. GAR 1415 Confidentiality of Students Records revised to SR 2415 Confidentiality of Student Records.
- 09-21-2016:** The College Board of Trustees approved the name change of the College from Three Rivers Community College to Three Rivers College. Clerical error changes to responsible administrator from College President to Chief Student Services Officer due to realignment that took place on 02-24-2015 and change of Office of Student Success to Office of Student Services.
- 10-20-2017:** Minor revision of directory information list and the addition of reference to College Regulation SR 2140 Student Appeals.
- 05-20-2020:** Minor revision of directory information list and revision of operational procedures that align with College operations.

**THREE RIVERS COLLEGE
HEALTH AND SAFETY REGULATION**

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Associated Policy: GAP 1200 Equal Opportunity	
Associated Regulations: SR 2210 Admission Requirements; PR 4170 College Hiring Procedure; SR 2740 Student Rights and Responsibilities	
References: Missouri State Statute on Mandatory Testing (2013) 199.170 - 199.350; Centers for Disease Control	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer; Director of Human Resources	
Initial Approval: 07-14-2010	Last Revision: 05-20-2020

In order to provide a healthy and safe work and learning environment, Three Rivers College fully complies with the current state, local and federal laws governing the health and safety of its students and employees. The College shall abide by the precautions and established criteria enforced by the Centers for Disease Control and state and local health departments. Additionally, the College will make available to its employees and students' timely information about the transmissibility of communicable diseases and shall enforce the necessary precautions that can be taken to prevent the spread of various communicable diseases as appropriate. For more information refer to HSP 5110 Communicable Diseases.

In the event an employee or administrator has a concern about the potential for the spread of a communicable disease within the college community, those concerns should be brought immediately to the Office of Human Resources for review. The Office of Human Resources shall provide current information on the spread of the communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the College community, the director of human resources shall first notify the college president or designee, and then contact the local County and State Health Department(s) for recommendations of appropriate action consistent with the State of Missouri Law.

For purposes of this regulation, the term "employee" includes all full and part time college employees, contractors, guest speakers, vendors, volunteers and Board of Trustee members. The term "student" includes all individuals enrolled full and part time in credit or non-credit courses. The term "infected person" includes students and employees medically diagnosed as "infected" with a communicable disease.

The College will make available to its employees and students' information about the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.

An infected person can continue to work and/or study at the College so long as:

1. He/she can continue to perform their regular responsibilities satisfactorily, and

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2. The best available medical evidence indicates that his/her continual status does not present a health or safety threat to themselves or others.

If an employee with a communicable disease requests an accommodation for his/her medical condition, the Office of Human Resources shall be contacted. The employee must:

1. Obtain a written medical evaluation of whether he/she is medically able to perform assigned duties.
2. Give notice that his/her condition poses a communicable disease threat to individual students and/or working employees.
3. Give notice that he/she needs a specific job accommodation in order to maintain employment. The written medical evaluation must be submitted to the Director of Human Resources for confidential consideration.

If a student with communicable disease requests an accommodation for his/her medical condition, the Chief Student Services Officer shall be contacted. The student must:

1. Obtain a written medical evaluation of whether he/she is medically able to continue coursework.
2. Give notice that his/her condition poses a communicable disease threat to individual students and/or working employees.
3. Give notice that he/she needs a specific classroom accommodation in order to maintain coursework. The written medical evaluation must be submitted to the Chief Student Services Officer for confidential consideration.

Within reason, the College will provide accommodations to the infected person, whenever possible, to ensure continuity in employment or in the classroom.

If deemed medically necessary to remove an employee from the work environment, the supervisor along with Director of Human Resources will initiate the appropriate medical and/or

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disability leave request and notify the College President or his/her designee of the contagion risk. The Office of Human Resources will notify the appropriate county and state health departments, who will coordinate further action with the college.

If it is deemed medically necessary to remove the student from the classroom environment, the Chief Student Services Officer will initiate the appropriate medical and/or disability leave request and notify the college president or his/her designee of the contagion risk. The Director of Human Resources will notify the appropriate county and state health departments, who will coordinate further action with the college.

Employees infected with diseases that threaten the safety of others may be eligible for College sick leave. No infected person (employee or student) may be dismissed from the College solely on the basis of a diagnosis of an infection of a contagious disease. Each case shall be reviewed on an individual basis.

An infected person returning to work or school after a leave of absence for reasons related to a communicable disease must provide a statement from his/her treating health care provider indicating their current medical status. The college reserves the right to seek a second opinion. Employees shall submit the health care provider's statement to the Director of Human Resources or designee. Students will submit their statement to the Chief Student Services Officer.

If a healthy employee refuses to work with an employee diagnosed with a communicable disease posing no life threat through casual contact, and such infected employee is medically approved as "able to work," job transfer or work accommodation for the healthy employee will only be considered when medically indicated by a written recommendation from a health care provider designated by the College at the requesting employee's expense. The medical recommendation must be a descriptive, signed medical statement addressed to the college president requesting such job change. Decisions relative to transfer requests are based upon the exercise of sound administrative judgments and are contingent upon a position vacancy existing and available funding.

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Any employee who fails or refuses to work at his/her assigned job with an infected person who has not been deemed to pose a present health or safety threat to self or to others may be subject to disciplinary action up to and including termination. Student disciplinary measures will range from counseling to expulsion.

As with any medical condition, employees must not disclose information about another employee or student to anyone except those employees with a medical or administrative “need to know”. The College shall take precautions to maintain confidentiality to protect the privacy and welfare of all members of the College community who suffer from a communicable disease as well as the welfare of others within the college community. Any breach of such confidentiality by any employee will result in disciplinary action up to and including termination.

In addition, employees must not discriminate against another employee for any reason based upon race, color, religion, sexual orientation, disability, age, gender, or national origin. Any discrimination by any employee will result in disciplinary action up to and including termination.

Tuberculosis (TB) Screening and Testing

In compliance with Missouri Statute, Three Rivers College has implemented a targeted testing program for all new students and full-time faculty deemed to be at high risk for latent tuberculosis infection or for developing tuberculosis disease. The instructions for all new students to be in compliance are included in the student application. The process for new full-time faculty to be in compliance are a part of the college “on- boarding” process. Those deemed at risk shall be referred to a local public health agency for a course of action consistent with this act upon matriculation.

Any entering student of an institution of higher education in Missouri who does not comply with the targeted testing program for Tuberculosis within their first semester of enrollment shall not be permitted to maintain enrollment in the subsequent semester. TB screening for new full-time faculty must be completed within seven days per the onboard process established by the Office of Human Resources.

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Supersedes: NA	
Responsible Administrator: Chief Student Services Officer; Director of Human Resources	
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If the student can provide documentation of TB testing done within the past calendar year in the US and can provide copy of that test to the Chief Student Services Officer, the screening will be waived.

A student answering no to all these questions is considered to have been effectively screened and no further action is needed. A student answering yes to any of the statements is required to complete a medical test at in order to be further screened for Tuberculosis. If the student can provide documentation of TB testing done within the past calendar year in the US and can provide copy of that test to the Chief Student Services Officer, the screening will be waived.

Meningococcal Disease Testing

Starting July 1, 2015 students living in campus housing at Missouri's public colleges are required to be vaccinated against bacterial meningitis. Instructions for compliance are provided in the Student Housing entrance packet. Proof of immunization is required for each person living in campus housing. The Housing Director facilitates the student housing entrance process, determines student's eligibility and monitors student compliance with the immunization law(s).

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Supersedes: NA	
Responsible Administrator: Chief Student Services Officer; Director of Human Resources	
Initial Approval: 07-14-2010	Last Revision: 05-20-2020

DOCUMENT HISTORY

- 07-14-2010:** Initial approval of regulation HSR 5110 Communicable Diseases.
- 02-18-2015:** Edited for readability and correction of titles of positions cited in regulation; Section on Tuberculosis (TB) Screening and Meningococcal Disease was added to comply with State of Missouri Statute.
- 09-16-2015:** Revision of position title Dean of Student Success to Chief Student Services Officer.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 05-20-2020:** Clarification regarding state and local health department guidance and statement added referencing disciplinary action of employees due to discrimination.

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Supersedes: NA	
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The Federal Fair Labor Standards Act (the “Act”) was enacted by Congress to regulate such employment matters as hours of work, minimum wage, overtime compensation, and other conditions of employment. The Act, in conjunction with the regulations set forth by the Wage-Hour Division of the Department of Labor, also promulgates requirements related to the posting of notices, the preservation and location of records, and the record keeping requirements for employers. The Act further establishes specific criteria regarding whether employees are exempt or non-exempt for minimum wage, overtime, and compensatory leave.

Provisions of this Regulation shall be read in conjunction with Policy PP4506. In all instances where Regulation PR4506 fails to address or is inconsistent with provisions of the Act, the Act will control.

Definitions

The following definitions shall be used for the overtime, wage, and hour policies of the College:

- A. Hours Worked – time for which an employee is entitled to be compensated. Employees must be compensated for time they are suffered or permitted to work. Hours worked may include time spent in incidental activities as well as in productive labor. Work a supervisor permits must be counted as hours worked. It is the duty of the supervisor to exercise control so that only authorized work is performed. The overtime provision of the Act allowing for compensatory leave is earned when a non-exempt employee actually works more than forty (40) hours in a given workweek. This does not include hours paid an employee for non-working hours (i.e., sick, vacation pay).
- B. Workweek – the fixed and regularly recurring period of 168 hours, seven consecutive twenty-four-hour periods. For the purpose of this regulation, the normal workweek constitutes the period of time between 12:01 a.m. Sunday through 12:00 a.m. the following Sunday. Hourly and salaried non-exempt employees may be scheduled to work any forty (40) hours or any combination of work hours not in excess of forty (40) hours per period. Public Safety Officer hours will be determined on a “work period” basis as defined by the FLSA and law enforcement officers.

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- C. Overtime – hours actually worked in excess of forty (40) hours per workweek. The College does not pay overtime compensation for work on Saturdays, Sundays, or holidays, except when the number of hours actually worked in a single workweek exceeds forty (40) hours.
- D. Overtime Compensation – Overtime credit will be given only after a non-exempt employee completes, or is credited with, forty (40) hours of actual work in any workweek. When a non-exempt employee has amassed more than forty (40) hours in a workweek, the non-exempt employee will be paid overtime compensation of at least one and one-half times (1½) the regular rate of pay for **all hours worked** in excess of forty (40) hours in that workweek.
- E. Compensatory Leave – hours during which an employee is not working, which are not counted as hours worked during the applicable workweek or other work period for purposes of overtime compensation, and for which the employee is compensated at the employee’s regular rate. Leave shall be given at a rate not less than one and one-half (1½) hours for each hour actually worked.
- F. Each Workweek Stands Alone – The Act takes a single workweek as its standard and does not permit averaging of hours over two (2) or more weeks. Thus, if a non-exempt employee works thirty (30) hours one week and fifty (50) hours the next, he/she must receive overtime compensation for the overtime hours worked beyond the applicable maximum in the second week, even though the average number of hours worked in the two (2) weeks is forty (40).
- G. Record Keeping Requirements – The Act requires that records regarding employees such as wages, hours, and other related items including overtime and compensatory leave be retained by the College for a minimum of three (3) years. Accurate records of actual hours worked must be completed on a daily basis. For a week when an employee works less than their scheduled time, some type of leave must be recorder on the appropriate leave form (i.e., compensatory leave, vacation, sick, or personal).

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1. In order to use earned compensatory leave, the employee must complete the Request for Leave form. Vacation leave, sick leave scheduled in advance (i.e. doctor's appointments, dental appointments, elective procedures, etc.), and compensatory leave must be requested ten (10) college working days in advance. Requested leave is subject to the approval of the immediate supervisor and applicable cabinet member. Approval of requests without ten (10) working days prior notice is subject to the approval of the appropriate cabinet member. Such requests must include full explanation of the reasons resulting in failure to provide proper notice.
 2. The required documents for record keeping will be retained in the payroll office and will be the joint responsibility of the supervisor and the payroll office. The compensatory leave exhausted shall be recorded on the Request for Leave form by the employee, reviewed by the supervisor and appropriate cabinet member, and if approved, sent to the payroll office.
 3. Accumulated compensatory leave must be used first in lieu of vacation/annual, sick, sick bank pool, or personal leave.
 4. If overtime pay is sought in lieu of compensatory leave it must be pre-approved by the college president and recorded on the appropriate time sheet and the overtime work request form.
- H. Maximum Compensatory Leave – The Act states that an employer **may** permit employees to accrue a maximum of 240 hours of compensatory leave (160 overtime hours worked) before the employee must be paid overtime premiums in cash.
- I. Saturdays, Sundays and Holidays – The College does not provide overtime compensation for hours in excess of eight (8) per day or for work on Saturdays, Sundays, and holidays or regular days of rest unless the employee has worked in excess of forty (40) for the workweek. If no more than forty (40) hours in any workweek are actually worked, overtime compensation will not be paid.

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- J. Short-term Closure for Weather and Emergency Events (less than five working days) – For employees performing essential duties on and required to report to work during weather related or emergency event closures as determined by the College President, compensation will be provided for the normal eight-hour workday. In addition, the employee will be compensated at the appropriate overtime or compensatory rate for actual time worked.

- K. Long-term Closure Weather and Emergency Events (more than five working days) – For employees performing essential duties on and required to report to work during weather related or emergency event closures as determined by the College President, compensation will be provided for the normal eight-hour workday, without additional compensation.

- L. Extraordinary Circumstances – When conditions require substantial changes to the work environment and alternative work arrangements, determinations will be made by the College President with regard to essential duties, alternative work methodologies, and operational status to best ensure the safety of the students, employees, and College while maintaining College operations.

Eligibility

Only non-exempt employees are eligible to receive overtime compensation and compensatory leave. Employees are considered non-exempt unless their position meets one of the exempt definitions as an executive, administrative, learned professional, creative professional, highly compensated or exempt computer employee and the activities directly and closely related to such work.

Salary Basis Requirement

To qualify for exemption, employees are paid at a rate defined by the Department of Labor Hour and Wage Division. These salary requirements do not apply to teachers and employees practicing law or medicine.

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Executive Employee Exemption

- 1) To qualify for the Executive Employee Exemption, all of the following tests must be met:
- 2) The employee must be compensated on a salary or fee basis at a rate no less than the rate defined by the Department of Labor Hour and Wage Division.
- 3) The employee's primary duty must be managing the enterprise or managing a customarily recognized department or subdivision of the enterprise;
- 4) The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
- 5) The employee must have the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.

Administrative Employee Exemption

To qualify for the administrative employee exemption, all of the following tests must be met:

- 1) The employee must be compensated on a salary or fee basis at a rate no less than the rate defined by the Department of Labor Hour and Wage Division.
- 2) The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
- 3) The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

Professional Employee Exemption

To qualify for the learned professional employee exemption, all of the following tests must be met:

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- 1) The employee must be compensated on a salary or fee basis at a rate no less than the rate defined by the Department of Labor Hour and Wage Division;
- 2) The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;
- 3) The advanced knowledge must be in a field of science or learning; and
- 4) The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

To qualify for the creative professional employee exemption, all of the following tests must be met:

- 1) The employee must be compensated on a salary or fee basis at a rate no less than the rate defined by the Department of Labor Hour and Wage Division.
- 2) The employee's primary duty must be the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.

Highly Compensated Employee Exemption

To qualify for the highly compensated employee exemption, the following tests must be met;

- 1) The employee must be compensated on a salary or fee basis at a rate no less than the rate defined by the Department of Labor Hour and Wage Division.
- 2) The employee is compensated with a total annual compensation of a rate no less than the rate defined by the Department of Labor Hour and Wage Division and is deemed exempt under the provisions of the Act if the employee customarily and regularly performs any one or more of the exempt duties or responsibilities of an executive, administrative or professional employee.

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Computer Employee Exemption

To qualify for the computer employee exemption, the following tests must be met:

- 1) The employee must be compensated on a salary or fee basis at a rate no less than the rate defined by the Department of Labor Hour and Wage Division.
- 2) The employee must be compensated either on a salary or fee basis at a rate no less than the rate defined by the Department of Labor Hour and Wage Division, or if compensated on an hourly basis, at a rate not less than \$27.63 an hour.
- 3) The employee must be employed as a computer systems analyst, computer programmer, software engineer or other similarly skilled worker in the computer field performing the duties described below; and
- 4) The employee's primary duty must consist of:
 - a) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
 - b) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
 - c) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
 - d) A combination of the aforementioned duties, the performance of which requires the same level of skills.

Employees who satisfy the definitions established for these exemptions (exempt employees) are not to be paid the statutory minimum wage and are not to be compensated for hours worked in excess of forty (40) hours per workweek.

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If it becomes difficult to determine the status of a particular employee, a careful analysis of the employee’s duties directly and closely related to the work described will usually be necessary in arriving at a satisfactory determination of the employee’s status. Job descriptions and employment conditions will be periodically reviewed to ensure the status of an employee is current with the provisions of the Act.

Overtime and compensatory leave are earned based upon hours actually worked over forty (40) hours in a designated workweek. **Work over forty (40) hours a workweek is not to be performed at the discretion of the employee.** All work over forty (40) hours during a designated workweek must be approved and scheduled in advance by the employee’s supervisor and the appropriate cabinet member. Non-exempt employees who work in excess of forty (40) hours without authorization from a supervisor will be compensated for their work but will be subject to disciplinary action up to and including termination.

Approval of Overtime/Compensatory Leave

Working unauthorized overtime is prohibited. Non-exempt employees may not work over forty (40) hours per workweek without written authorization as outlined in this regulation. Non-exempt employees who work unauthorized overtime and supervisors who permit employees to work overtime without appropriate authorization are in violation of this regulation and subject to disciplinary action up to and including termination.

During peak workload periods, unexpected events, and registration periods, overtime work for hourly and salaried non-exempt employees may be required. The College may request that employees work overtime due to the special needs of a particular department. Supervisors will give as much notice as possible to employees when overtime work is anticipated. Advance notice, however, may not always be possible. Refusal to work mandatory overtime will be grounds for disciplinary action up to and including termination.

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Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 12-16-2009	Last Revision: 05-20-2020

Accrual of Compensatory Leave

All compensatory leave shall be used prior to the next pay period in which it was earned and, when present, be used in lieu of all other types of leave.

The next pay period rule must be viewed with good judgment by the supervisor. It is the objective of the College to grant time off in a reasonable amount of time without permitting the accrual of hours to become excessive.

In cases where a supervisor cannot allow the employee to take time off prior to the next pay period, written justification must be provided to the appropriate cabinet member. The cabinet member will either recommend the payment of overtime or will authorize that the compensatory leave be held and used within the next pay period. In no case shall compensatory leave be held for more than one additional pay period without the written approval of the college president. In cases where the payment of overtime is recommended, written approval of the college president is required.

Rate of Payment of Accrued Compensatory Leave

If compensation is paid to a non-exempt employee for accrued compensatory leave, such compensation shall be paid at the regular rate earned by the employee at the time the compensatory leave was earned.

Monitoring of Overtime and Compensatory Leave

Overtime and compensatory leave shall be closely monitored. **It is the responsibility of the supervisor to monitor and record the employee's hours of work and leave requests.** It is the responsibility of the supervisor to ensure all appropriate paperwork is submitted expeditiously so that proper compensation can be made.

Travel for Non-Exempt Employees

Because of the complexity in accounting for time worked of non-exempt employees during travel, the following examples are provided:

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Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 12-16-2009	Last Revision: 05-20-2020

The College’s normal work hours/normal workweek days are defined as Monday through Friday, 8:00 a.m. - 5:00 p.m. with an hour for lunch.

Travel during the normal work hours/normal workweek days, but not overnight

When an employee is required to travel during what would be considered his/her “normal workday”, whether the employee is driving or is just a passenger on the trip, that time is considered time worked and recordable. If the person is on a regular meal period or other free period, this is not considered time worked. When travel that occurs in one day is performed for the employer’s benefit and at the employer’s request, it is considered part of the “principal activity” of the employer and would be considered compensable. However, for travel that occurs in one day, not all time needs to be counted as hours worked. The employee’s typical “home-to-work” commute duration may be deducted.

Example: A non-exempt employee drives to work to meet a group of employees at 7:00 a.m. The group drives (whether in a personal or college owned vehicle) to the destination. The employees return from the destination, drop the vehicle off at work at 9:00 p.m. and then return home. Employee must be paid 13 hours, regardless of the employees’ status as a driver or as a passenger. (14 hours – 1 hour for lunch, assuming a lunch is taken – no drive time deduction).

Travel that extends into an overnight stay during the normal work hours/outside of the normal workweek days

Events carry a special requirement from the Wage and Hour Division Regulations. For this type of travel, all of the above elements of the travel for “normal work hours/normal workweek days” still apply to the time considered normal workdays. All of the traveling during the normal workdays, but outside of the normal work hours also applies. But – For the days that has the employee “out of town” that extends into the area of “outside of the normal workweek days”, the employee’s time is recordable, regardless of work assignment for the hours within the “non-standard days” that would match with the “normal work hours” of the “normal workweek”.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PR 4506 Overtime and Compensatory Leave	Page 11 of 12
Primary Policy: PP 4506 Overtime and Compensatory Leave	
Associated Policy: GAP 1107 Disruption in Normal College Operations	
Associated Regulation: FR 3510 Travel Authorization and Reimbursement	
References: Federal Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 12-16-2009	Last Revision: 05-20-2020

Example: Employee A has a normal workweek of Monday through Friday and normal hours of 8:00 a.m. to 5:00 p.m. with a one-hour break for lunch. During this particular period, **Employee A** must leave town on Monday at 3:00 pm and does not return home until Sunday Noon. The hours from 3:00 pm until 5:00 pm on Monday would be considered recordable time worked (within his normal hours, and within his normal workweek). The balance of his time from 5:00 pm on Monday until 8:00 am on Tuesday would not be recordable unless he is working for the College. The time between 8:00 am until 5:00 pm on Tuesday, Wednesday, Thursday, and Friday (normal hours of work during normal days of work) would all be considered recordable time. Outside of these hours on these days, it would be only recordable time if the employee is working. On Saturday from 8:00 a.m. through 5:00 p.m. and on Sunday from 8:00 a.m. through noon, it would be recordable time since this is within the “normal work hours” of a standard workday for the employee. The balance of the time on Saturday and Sunday (before the start of the normal work hours or after normal work hours on Saturday) would depend on the activities of the employee, as noted above regarding travel.

Non-exempt Employee Electronic Communications

As with other types of unauthorized work, all time spent by nonexempt employees utilizing electronic communications for work purposes will be considered hours worked, is compensable and count toward overtime eligibility as required by law. Therefore, in order to avoid incurring unnecessary expenses, electronic communications should not be used outside of regularly scheduled work hours unless required by the supervisor. This includes all types of work-related communication.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
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Title: PR 4506 Overtime and Compensatory Leave	Page 12 of 12
Primary Policy: PP 4506 Overtime and Compensatory Leave	
Associated Policy: GAP 1107 Disruption in Normal College Operations	
Associated Regulation: FR 3510 Travel Authorization and Reimbursement	
References: Federal Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 12-16-2009	Last Revision: 05-20-2020

DOCUMENT HISTORY:

- 12-16-2009:** Initial approval of regulation PR 4506 Overtime and Compensatory Leave.
- 11-22-2013:** Paragraph deleted:
- If a night shift overlaps the end of one workweek and the beginning of the next workweek, then hours worked should be recorded in the workday/week in which the shift began.
- Full-time employees working thirty-five (35) hour workweeks are not eligible for overtime compensation until more than forty (40) hours are actually worked. Thirty- five (35) hour employees will be compensated at their regular hourly rate until more than forty (40) hours are actually worked in a designated workweek.
- Statement Added:
- Public Safety Officer hours will be determined on a “work period” basis as defined by the FLSA and law enforcement officers.
- 09-10-2016:** Added new reference: FR 3510 Travel Authorization and Compensation, added statement for clarification regarding Non-Exempt Employee travel and statement as follows: “The employee must be compensated on a salary or fee basis at a rate no less than the rate defined by the Department of Labor Hour and Wage Division.”
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 05-20-2020:** Expansion of PR 4506 Overtime and Compensatory Leave to include different classifications of disruption to normal college operations, as well as college closures and event cancellations.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 1 of 6
Primary Policy: IP 6310 Classroom Attendance	
Associated Policy: GAP 1101 Debts to College	
Associated Regulations: IR 6310 Classroom Attendance; SR 2610 Student Code of Conduct	
References: Title IV Funds; Federal Student Aid Handbook	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 05-20-2020

Three Rivers College students may drop any class or withdraw from the College by dropping all classes. Courses dropped/withdrawn during the 100% refund period will not be recorded on the student’s transcript. Courses dropped/withdrawn after the 100% refund date will be recorded on the student’s transcript with a “W” grade. Students should meet with their advisor when considering dropping a class or withdrawing from the College. Students should also consult his/her instructor before dropping or withdrawing from courses to determine if the “W” grade can be prevented through alternative actions.

Dropping a Class

It is important to note that no faculty member can deny a student the right to drop from a course as long as the student attempts to drop during the period of the semester when dropping a course or withdrawal from College is permitted. A student should consult the academic calendar for specific dates and deadlines. When students do not attend class, the attendance regulation IR 6310 will be followed. Students who do not officially drop or are not administratively dropped from the class will receive a grade of “F”.

Withdrawal from Three Rivers College

A student who must withdraw from all classes at the College may do so prior to the date published in the Academic Calendar. A student should consult the Academic Calendar for specific deadlines. A student who withdraws from classes will be assigned a “W” Grade in all courses.

Official withdrawal forms are available at all Three Rivers College advising/registration offices. Students should refer to Satisfactory Academic Progress Standards in the College catalog. Regulations for Title IV Federal Financial Aid require students and the College to return funds to the respective sources of financial assistance for students who do not complete a minimum of sixty percent (60%) of a term. Faculty members are required to document a student’s last date of attendance or participation in an academically-related activity. For more information related to attendance, please refer to College Instruction Regulation and Policy 6310 Classroom Attendance.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

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Sub Section: 2300 Student Attendance	
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Primary Policy: IP 6310 Classroom Attendance	
Associated Policy: GAP 1101 Debts to College	
Associated Regulations: IR 6310 Classroom Attendance; SR 2610 Student Code of Conduct	
References: Title IV Funds; Federal Student Aid Handbook	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 05-20-2020

Administrative Drop or Withdrawal for Non-attendance

Face-to-Face Courses: Students will be administratively dropped or withdrawn from a face-to-face course if they have not physically attended or actively participated for a period two (2) consecutive weeks for a regular semester course and the equivalent of two (2) weeks for courses following an abbreviated schedule.

Online Courses: Students are required to actively participate in online courses at least weekly. Participation in an online course may include engaging in a discussion board; submitting an assignment; participation in an online classroom blog; and may include other course related activities as designated in the course syllabi. The instructor makes the determination if the student is actively participating and making acceptable academic progress in an online course by weekly engagement activities. Informing an instructor of non-participation does not constitute an excused absence. All absences, unexcused or excused, are used to determine consecutive absences.

Students will be administratively dropped or withdrawn from an online course if they have not actively participated for two (2) consecutive weeks for an online course scheduled for the length of a normal semester or the equivalent for online courses following an abbreviated schedule.
Procedure:

- a. Report generated of student who have not attended for 2 consecutive weeks.
- b. Drop or withdraw students from classes that have been missed for 2 consecutive weeks
- c. Remove the student from Blackboard course
- d. Student is notified of drop or withdrawal
- e. Student may contact the instructor for reinstatement within 7 days

Withdrawal for Registration in Violation of College Regulations

The following circumstances will result in a student being administratively withdrawn from all courses:

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STUDENTS REGULATION**

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Associated Policy: GAP 1101 Debts to College	
Associated Regulations: IR 6310 Classroom Attendance; SR 2610 Student Code of Conduct	
References: Title IV Funds; Federal Student Aid Handbook	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 05-20-2020

- 1) Academic Suspension- When a student fails to meet satisfactory academic progress at the end of their warning period, they will be placed on Academic Suspension. Procedure:
 - a. Report generated of students who fail to meet satisfactory progress.
 - b. Student is notified through email of suspension
 - c. Student may pursue academic override request
 - d. Students who do not submit the academic override request or denied of their request are withdrawn from all courses in the subsequent term and are ineligible to enroll for one semester.
 - e. Student is notified of withdrawal via email
 - f. Student may appeal decision

- 2) 2nd Failure of the course ACAD 101 – Academic Life Strategies, student is placed on suspension. Procedure:
 - a. Report generated of students who failed ACAD 101 for the second time.
 - b. Student is notified through email of suspension and withdrawal of classes.
 - c. Student may appeal decision

- 3) Forgery, fraud, or falsification of information on any official College form or document, such as a grade report, recommendations, transcripts, application etc. Procedure:
 - a. Office of Student Services is notified that information is incorrect.
 - b. The inaccurate information is investigated.
 - c. Student is called for consultation.
 - d. Information presented to Chief Academic Officer and Chief Student Services Officer and decision is made.
 - e. If information is determined falsified, student will be administratively withdrawn from classes and a hold placed on their account.
 - f. Student may appeal within 7 days.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

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Associated Policy: GAP 1101 Debts to College	
Associated Regulations: IR 6310 Classroom Attendance; SR 2610 Student Code of Conduct	
References: Title IV Funds; Federal Student Aid Handbook	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 05-20-2020

Withdrawal for Failure to Pay College Tuition and Fees by Due Date

Students who fail to pay, make payment arrangements, or secure financial aid for tuition and fees by the due dates outlined each term by the Three Rivers College Office of Student Accounts may be administratively withdrawn from all courses. Procedure:

- a. Report generated to detail students with balance due for upcoming term.
- b. Students will be evaluated by Office of Student Accounts, Office of Financial Aid, and Office of Enrollment Services on a case by case basis to determine conditions of a likelihood of outstanding balance, i.e. Loan default, unusual enrollment history, lack of financial aid, previous balance, academic or financial suspension, etc.
- c. Students are contacted of pending removal unless payment arrangements are made.
- d. Final approval to remove students from courses provided by Chief Financial Officer and Chief Academic Officer.
- e. Students are removed from all courses upon approval.
- f. Students are contacted via email to notify them of their removal from courses.

Withdrawal for Disciplinary suspension for remainder of academic term or longer

Students are expected to adhere to the Student Code of Conduct as outlined in College regulation SR2610. Failure to comply with the Student Code of Conduct will result in disciplinary proceedings. Sanctions violations of the Student Code of Conduct may include administrative withdrawal. Procedure:

- a. Student would have been processed through SR 2620 Disciplinary Proceedings process.
- b. Student may appeal decision within 7 days.

Withdrawal for Severe psychological, health problems, death, and/or incarceration such that the student cannot be permitted to continue attendance

On a case by case basis, when the College receives documentation of a student's incarceration, death, extended hospital admittance, and/or mental health facility admittance the Chief

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

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Primary Policy: IP 6310 Classroom Attendance	
Associated Policy: GAP 1101 Debts to College	
Associated Regulations: IR 6310 Classroom Attendance; SR 2610 Student Code of Conduct	
References: Title IV Funds; Federal Student Aid Handbook	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 05-20-2020

Academic Officer and the Chief of Student Services Officer may request an administrative withdrawal on the student's behalf. Procedure:

- a. Chief Student Services Officer is notified by student, relative or friend of student about situation the student is in.
- b. Information is investigated. Safety Resource Officer may be contacted to help with investigation.
- c. Information from investigation will be presented to Chief Academic Officer and Chief Student Services Officer for decision and recommendation.
- d. If student is withdrawn from classes, a hold will be put on the student's account.
- e. Student may appeal the decision within 7 days.

Debts Owed to the College

Students are obligated to continue to pay the established tuition and fees and any debts owed to the College under circumstances where a student is withdrawn or chooses to withdraw from class(es) after the published 100% credit dates. Appropriate due dates for debts to the College will be set and adhered to for all individuals doing business with Three Rivers College. All debts not paid by the published due dates will be considered past due. Please refer to College policy GAP1101 Debts to College.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 6 of 6
Primary Policy: IP 6310 Classroom Attendance	
Associated Policy: GAP 1101 Debts to College	
Associated Regulations: IR 6310 Classroom Attendance; SR 2610 Student Code of Conduct	
References: Title IV Funds; Federal Student Aid Handbook	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 05-20-2020

DOCUMENT HISTORY:

- 05-18-2016:** Initial approval of regulation SR 2310 Withdrawal Procedures.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 05-20-2020:** Revision of operational procedures that align with College operations.

UPCOMING EVENTS

Summer and Fall Registration: Students can register for online Summer “A” and Full session classes through May 29, Summer “B” session through June 25, and through August 14 for the Fall semester. Summer “A” and Full sessions begin on June 1, Summer “B” session begins on June 29, and the Fall semester begins August 17.

Explore TRC, Virtually: Teacher Education, 7 – 8 p.m. May 21. Join us as we discuss our K-12 teacher education programs in an online forum with Dr. Alice Faye Sanders, Instructor of Teacher Education. More details and a link to the Zoom session can be found at trcc.edu.

Explore TRC, Virtually: Ag and Forestry, 7 – 8 p.m. May 26. Join us as we discuss our Agriculture and Forestry programs in an online forum with Traven Crocker, Instructor of Agriculture. More details and a link to the Zoom session will be available at trcc.edu.

Explore TRC, Virtually: Paramedic and EMT, 7 – 8 p.m. May 28. Join us as we discuss our Paramedic and EMT programs in an online forum with Tami Cunningham, Assistant Professor of Emergency Medical Services Program. More details and a link to the Zoom session will be available at trcc.edu.

Summer Hours begin June 1 and continue through July 31. During this time, College office hours will be 7 a.m. to 6 p.m., Monday – Thursday, and closed every Friday.

Explore TRC, Virtually: Communications, 7 – 8 p.m. June 4. Join us as we discuss our Communications AA degree programs in an online forum with communications program instructors. More details and a link to the Zoom session will be available at trcc.edu.

Auditions for the Center Stage Production of “Shrek the Musical,” 6 – 9 p.m. June 4 and 5, Tinnin Fine Arts Center. Call backs will be June 6.

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



DAR Headlines April 16 – May 13

April 18: “Big Blessing” After health scare, TRC sophomore worked way back (Raiders baseball)

April 25: TRC extends deadlines for nursing program applications

April 29: Registration open for fall, summer

May 1: Three Rivers College launches “Explore TRC, Virtually”

May 2: Application deadline extended for paramedic program at TRC

May 2: TRC reopens to staff May 4, public June 1

May 5: Poetry Slam event moves to virtual forum

May 9: TRC recognizes 2020 graduates with black, gold ribbon campaign

May 9: Explore TRC virtually (business management)

May 9: “The time has come” Gene Bess announces retirement after 50 years and 1300 wins

May 9: Gene Bess: from a humble farm to luxurious gym