

# THREE RIVERS COLLEGE

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

## BOARD OF TRUSTEES MEETING AGENDA

Wednesday, August 23, 2017

at 12:00 PM

BOARD ROOM, TINNIN FINE ARTS CENTER

PLEASE NOTE: This Board Book contains information that is protected under Federal privacy law and should not be copied, disseminated, or otherwise released to any other persons.

11:00 a.m. Three Rivers Board of Trustees Luncheon in Current River Room – Tinnin Fine Arts Center

12:00 p.m. Three Rivers Board of Trustees Meeting, Board Room in Tinnin Fine Arts Center

**A G E N D A**  
**REGULAR SESSION**  
**Wednesday, August 23, 2017**  
**12:00 p.m.**

- I. Invocation and Pledge of Allegiance**
- II. Agenda and Minutes**
  1. Consideration and Approval of Agenda
  2. Consideration and Approval of Minutes of the July 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
    - c) HB 19 Update
  2. Cash in Bank
  3. Certificates of Deposit
  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 Discussion, Consideration & Vote**
- VII. Consideration and Approval of all Personnel Actions and Associated Documents**
  - 1. Acceptance of Employment**
    1. **James Huskey – Assistant Coordinator, Distance Learning Services**
    2. **Nick Libla – Technology & Computer Services Project Specialist**
    3. **Kathy Samples – Part-time Secretary LPN - Kennett**
  - 2. Transfer of Position**
    1. **Robert Abney – Technical Director to Director, Tinnin Center**
    2. **Larissa Brown – Instructor, Nursing to Practical Nursing Coordinator, Poplar Bluff**

“Representatives of the news media may obtain copies of this Notice by contacting Janine Heath, Executive Assistant to the President, 573-840-9698.”

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**3. Additional Appointment**

1. **Nicole Sifford – Interim Chair, Humanities and Teacher Education**

**VIII. Appendix**

1. Information Items
  1. IR 6211 – Curriculum Development
  2. SR 2420 – Deceased Student
  3. SR 2620 – Disciplinary Proceedings
  4. SR 2760 – Financial Aid Satisfactory Academic Progress
2. Upcoming Events
3. Recent Newspaper Articles

**IX. FY17 Board of Trustees Meeting Dates**

- Wednesday, September 20, 2017
- Wednesday, October 18, 2017
- Wednesday, November 15, 2017
- Wednesday, December 13, 2017
- Wednesday, January 17, 2018
- Wednesday, February 21, 2018
- Wednesday, March 21, 2018
- Wednesday, April 11, 2018
- Wednesday, May 16, 2018
- Wednesday, June 20, 2018

**X. Adjournment**

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**BOARD OF TRUSTEES  
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees began at 12:00 p.m. in the Board Room in the Tinnin Fine Arts Center, Poplar Bluff, Missouri on Wednesday, July 19, 2017.

**JULY 19, 2017**

Those present included: Trustees: Eric Schalk, chairman; Darren Garrison, vice-chairman; Randy Grassham, secretary; Dr. Amber Richardson, treasurer; Gary Featherston, member; Chris Williams, member, arrived late; and college administrators: Dr. Wesley Payne, president; Charlotte Eubank, chief financial officer; Dr. Justin Hoggard, Dean of Instruction; Ann Matthews, Dean of Student Services; Janine Heath, recording secretary.

**ATTENDANCE**

Invocation was delivered by Trustee Gary Featherston

**INVOCATION**

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

**APPROVAL OF BOARD MEETING  
AGENDA**

The minutes of the board meeting on June 21, 2017 were approved on a motion by Trustee Garrison and a second by Trustee Richardson.

**APPROVAL OF MINUTES OF THE  
JUNE BOARD MEETING**

Charlotte Eubank reported the Budget to Actual revenues as of the end of June. As of the end of June we have recognized 102% of our budgeted revenues. We have obligated 99% of our budgeted expenses at 100% into the fiscal year.

**CONSIDERATION OF COLLEGE  
FINANCIAL REPORT**

At this point a breakeven year is being projected. Ms. Eubank was congratulated on controlling expenses in order to get to breakeven given the Governor's withholds and declining revenues.

Included in the financial reports was an accounting of the HB19 Deferred Maintenance Appropriation. This provides an update to the board as to where the college is on the various projects. Dr. Payne reported that we are on schedule with the projects that are approved on the Appropriation.

Ms. Eubank then reviewed the current bid report.

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

Dr. Payne updated the board as follows:

**PRESIDENT'S REPORT**

Mike Pollard with Dille Traxel updated the board on the progress of the Libla Sports Arena. Construction is currently behind schedule however all efforts are being made to catchup to the original time line. It is expected that the roof will be on the building within 5 weeks. Currently the estimated completion by the contractor is the first part of February. Given the amount of owner items that need to be installed, estimated occupancy date is sometime in April. The board asked if we were anticipating hosting any basketball games in the facility, Mr. Pollard indicated that this would probably not happen. The college is currently negotiating the new completion date with the contractors.

## **CONSTRUCTION UPDATE**

The sidewalk and parking lot project is moving along. The critical elements should be completed by August 7 with the other work being complete within 2 months.

This was a fundraising event held in Dexter. The Endowment Board cleared approximately \$1,200 at the event.

## **RAIDER RUN, WALK AND WAG**

The staff at the Dexter Center were registering students during the Run, Walk and Wag event.

## **ON-THE-GO ENROLLMENT RUSH**

The Foreigner, a Center Stage Production will be held July 20 – 23. This will be Tim Thompson last official event at the college.

## **UPCOMING EVENTS**

The TRC Day at the park will be on July 29<sup>th</sup>, 6:15pm game

Fall Convocation will be held on Monday, August 7. All faculty will return to work.

Trustee Garrison made the motion with a second from Trustee Featherston to move into executive session. The board was polled as follows: Trustee Williams, absent; Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes.

## **EXECUTIVE SESSION**

Minor revisions to the existing policies and associated regulations to include all types of harassment. With these changes it is no longer necessary to have GAP 1240 – Harassment and the associated regulation.

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

## **DISCUSSION, CONSIDERATION AND APPROVAL OF COLLEGE POLICIES GAP 1210, PP 4850. SP 2130**

### Revised Policies

GAP 1210 Civil Rights

PP 4850 Employee Grievance

SP 2130 Student Grievance

Associated Regulations

PR 4850 Employee Grievance

SR 2130 Student Grievance

New Regulations for clarification of the Title IX process

PR4840 Title IX for Employees

SR 2120 Title IX for Students

Trustee Garrison made the motion with a second from Trustee Grassham to approve the policies. The board was polled as follows: Trustee Williams, yes; Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes.

This building will allow the current operations of the Cape College Center to move from the current location at the Technical Center to a separate center. The administration recommends authorizing Dr. Payne to execute the lease and associated documents.

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

At the June 21, 2017 meeting of the Three Rivers Community College Building Corporation new members and officers were elected. According to the Bylaws of Three Rivers Community College Building Corporation, Article III Item #3, each member/director of the Building Corporation shall be approved by the Board of Trustees of Three Rivers College.

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

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

**CONSIDERATION AND APPROVAL OF LEASE BETWEEN CAPE GIRARDEAU SCHOOL DISTRICT #3 AND SOUTHEAST MISSOURI STATE UNIVERSITY AND THREE RIVERS COLLEGE FOR THE CAPE COLLEGE CENTER**

**CONSIDERATION AND APPROVAL OF THREE RIVERS COMMUNITY COLLEGE BUILDING CORPORATION MEMBERS AND FY18 SLATE OF OFFICERS**

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

There being no further business, Trustee Featherston made the motion to adjourn and with a second by Trustee Richardson the motion passes.

**ADJOURNMENT**

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CHAIRMAN

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APPROVAL DATE

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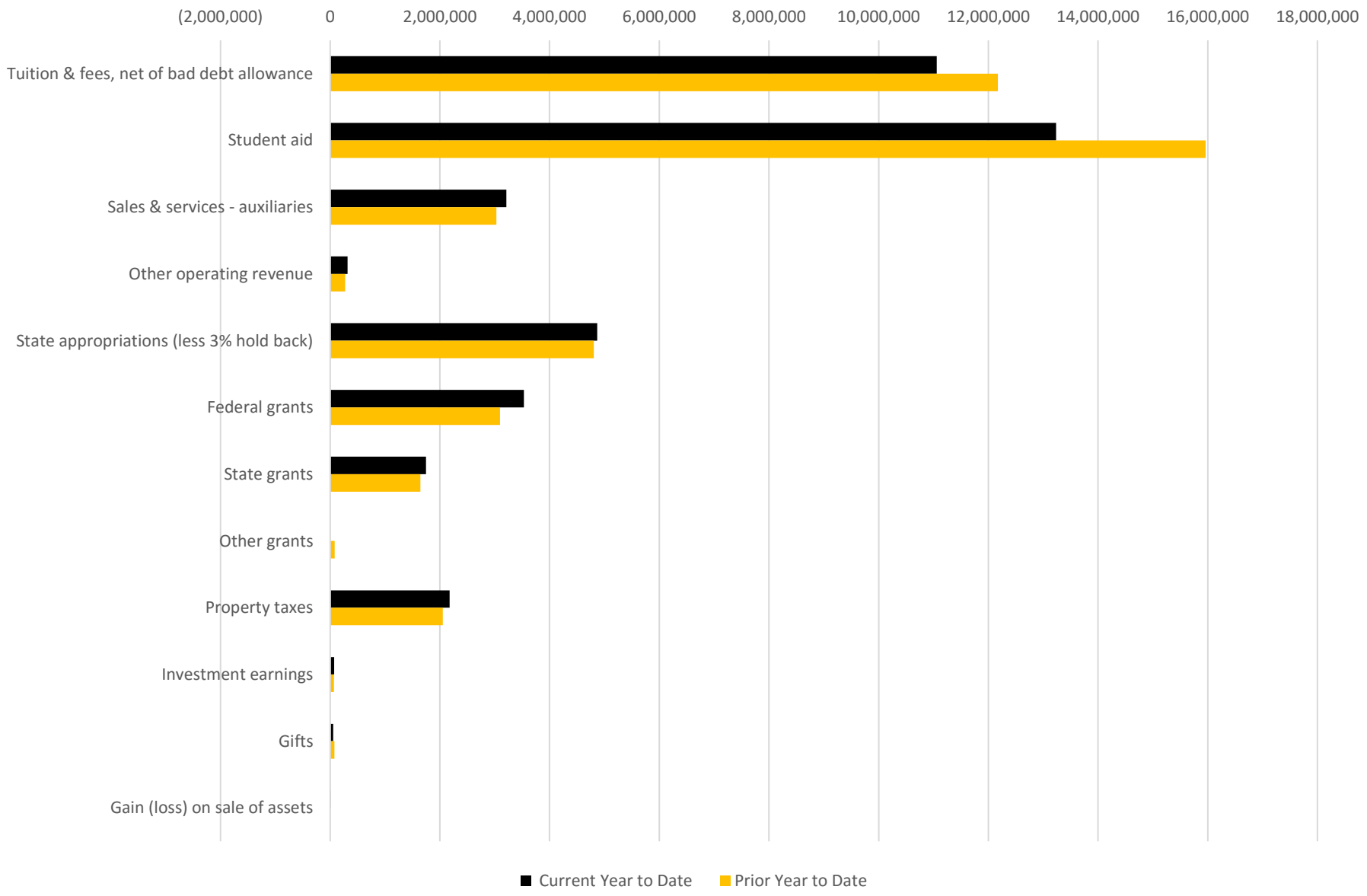
SECRETARY

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APPROVAL DATE

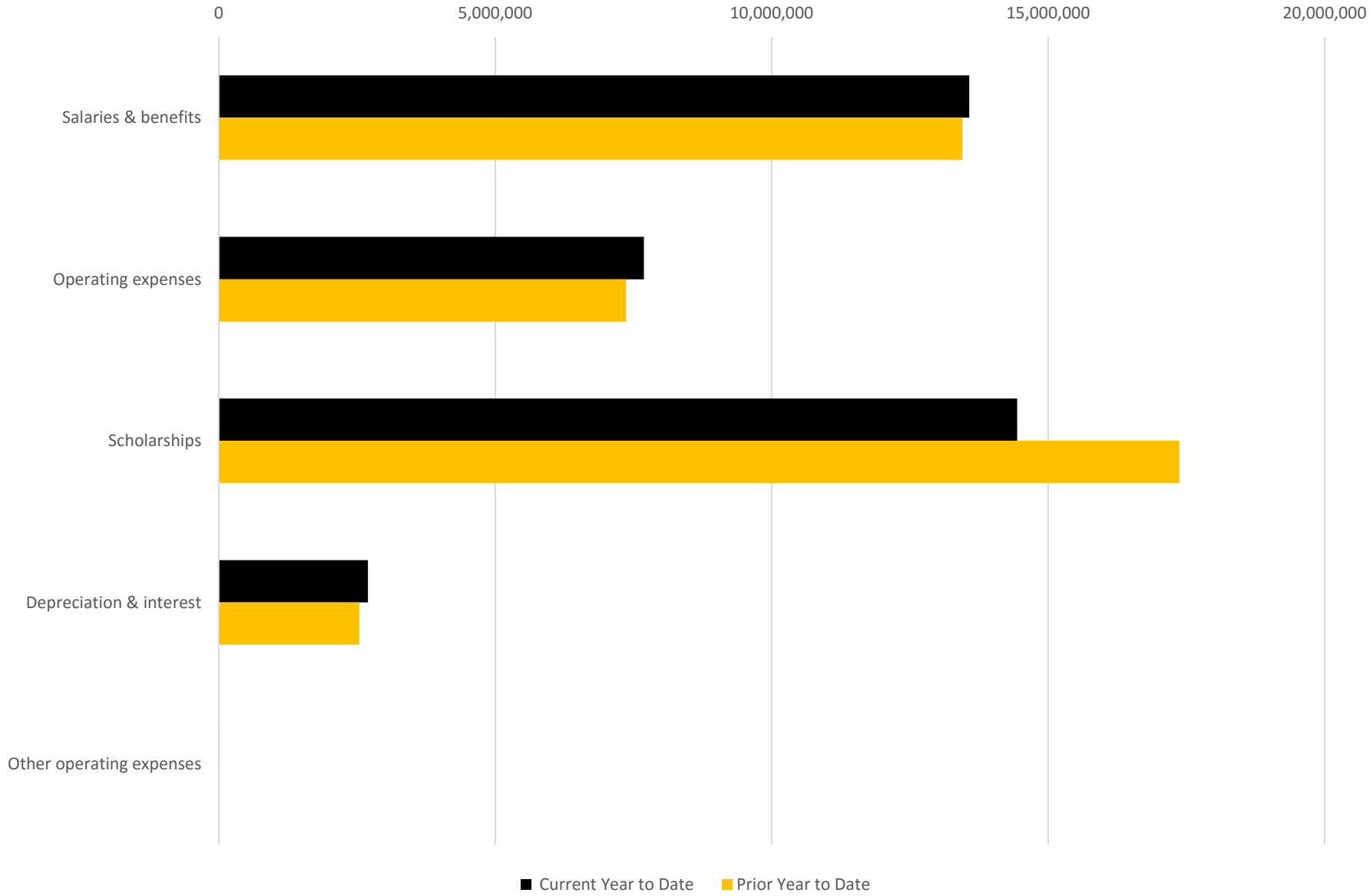


### YTD Comparison to Previous Year 06/30/17

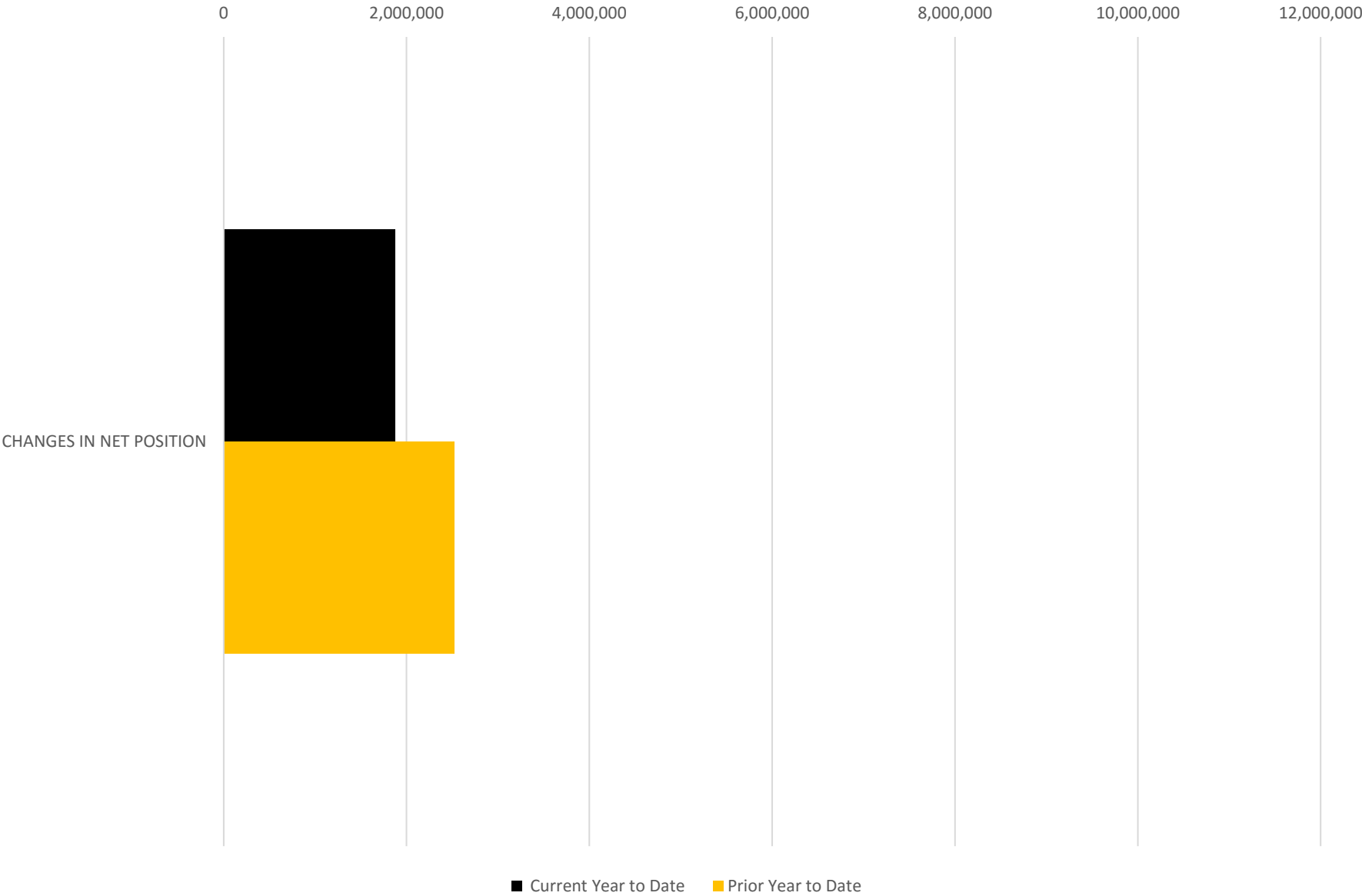


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### YTD Comparison to Previous Year 06/30/17



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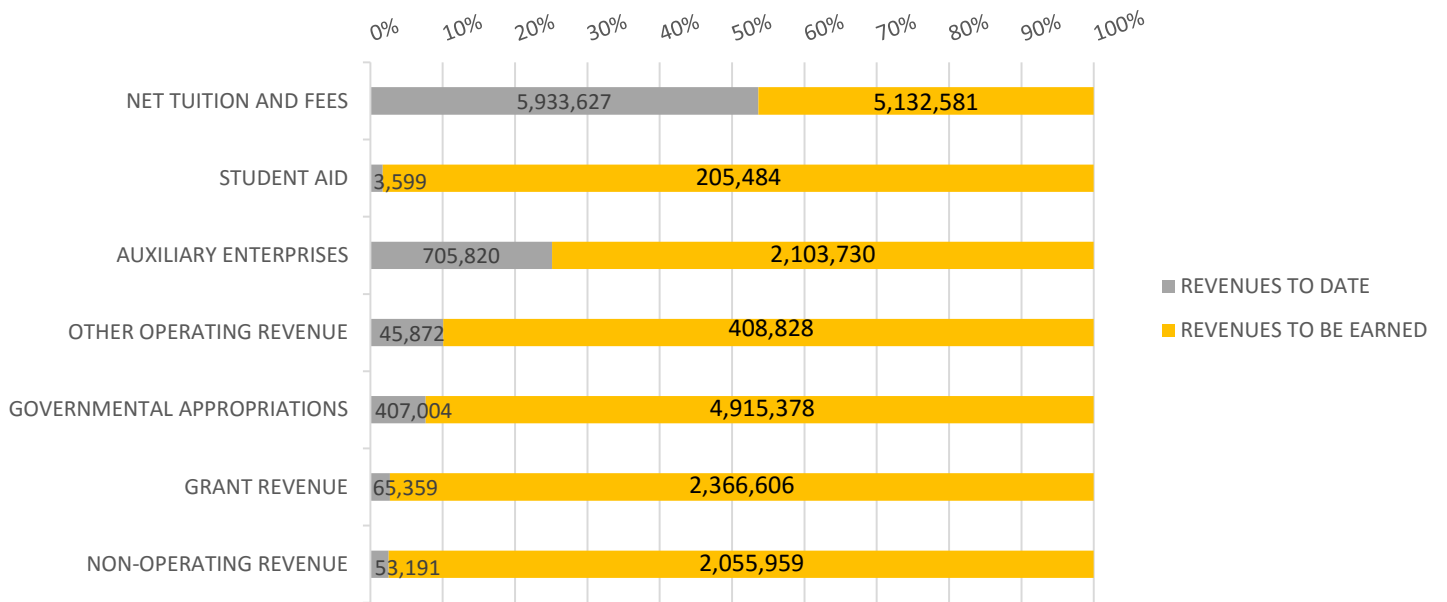
Three Rivers College  
Statement of Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
June 30, 2017

<b>ASSETS AND DEFERRED OUTFLOWS</b>		<b>LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>	
<b>CURRENT ASSETS</b>			
Cash & Cash Equivalents	14,112,118	Accounts Payable	1,113,211
Student Account Receivables, net	7,314,627	Accrued Vacation	277,974
Property Tax Receivable	112,411	Student Deposits	47,573
Other Receivables	27,287	Deferred Tuition & Fees	5,175,057
Investments	47,586	Scholarships	(137,261)
Inventory	215,187	<b>Total Current Liabilities</b>	6,476,554
Prepaid Expenses	188,969	<b>NON-CURRENT LIABILITIES</b>	
<b>Total Current Assets</b>	22,018,186	Retirement Incentive Payable	0
<b>NON-CURRENT ASSETS</b>			
Land	5,490,786	Other Post Employment Benefits	13,013,510
Capital assets	55,942,304	Bonds, Notes and Leases Payable	22,855,459
Plus: Current year additions to capital assets	5449870.07	Accrued Interest	180,810
Accumulated Depreciation	(26,062,919)	Agency	125,263
Unamortized Bond Issue Costs	0	<b>Total Non-Current Liabilities</b>	36,175,042
<b>Total Non-Current Assets</b>	40,820,041	<b>Total Liabilities</b>	42,651,596
<b>DEFERRED OUTFLOWS</b>	5,262,107	<b>DEFERRED INFLOWS</b>	3,151,721
<b>NET POSITION</b>			
		Beginning Balance	20,424,445
		Changes in Net Position	1,872,571
		<b>Total Net Position</b>	22,297,017
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	<b>68,100,333</b>	<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>	<b>68,100,333</b>

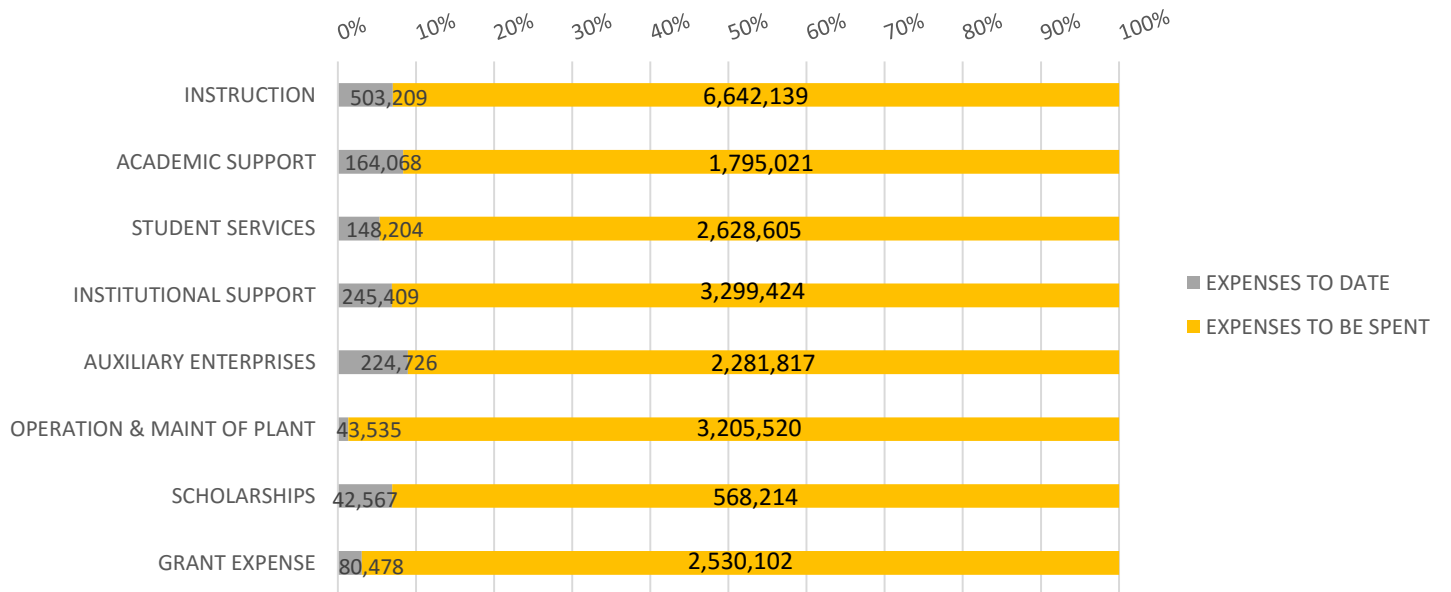
Three Rivers College  
Statement of Revenues, Expenses and Changes in Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
June 30, 2017

	July	August	September	October	November	December	January	February	March	April	May	June	Current Year to Date	Prior Year to Date	\$ Change	% Change
<b>OPERATING REVENUE</b>																
Tuition & fees, net of bad debt allowance	5,585,994	676,368	(200,216)	1,791,517	1,848,568	972,594	171,081	(215,197)	96,157	298,817	180,951	(146,262)	11,060,373	12,171,615	(1,111,242)	(9.13)%
Student aid	252,605	25,988	4,444,091	1,400,990	892,256	92,530	44,304	5,076,750	388,751	260,413	67,972	290,610	13,237,261	15,960,620	(2,723,359)	(17.06)%
Sales & services - auxiliaries	741,981	574,855	71,961	169,911	406,143	170,929	301,218	427,017	86,463	65,785	100,928	94,376	3,211,568	3,031,547	180,021	5.94%
Other operating revenue	4,335	257,964	13,254	1,793	1,996	1,998	3,657	19,383	2,208	1,864	3,420	2,551	314,424	270,154	44,270	16.39%
<b>Total Operating Revenue</b>	<b>6,584,915</b>	<b>1,535,176</b>	<b>4,329,090</b>	<b>3,364,211</b>	<b>3,148,964</b>	<b>1,238,051</b>	<b>520,260</b>	<b>5,307,954</b>	<b>573,580</b>	<b>626,879</b>	<b>353,272</b>	<b>241,276</b>	<b>27,823,626</b>	<b>31,433,936</b>	<b>(3,610,310)</b>	<b>(11.49)%</b>
<b>OPERATING EXPENSES</b>																
Salaries & benefits	1,069,080	1,151,357	1,171,079	1,280,515	1,189,768	1,023,134	1,165,233	1,147,941	1,143,434	1,290,602	937,029	1,004,435	13,573,608	13,447,467	126,140	0.94%
Operating expenses	452,710	1,073,054	605,713	476,949	713,663	541,508	658,346	512,706	1,094,384	416,409	462,851	679,149	7,687,442	7,366,989	320,453	4.35%
Capital equipment	71	232,569	34,999	70,637	138,281	349,124	399,702	579,302	1,324,112	1,344,519	248,091	728,463	5,449,870	0	5,449,870	#DIV/0!
Less: Transfer to capital assets	(71)	(232,569)	(34,999)	(70,637)	(138,281)	(349,124)	(399,702)	(579,302)	(1,324,112)	(1,344,519)	(248,091)	(728,463)	(5,449,870)	0	(5,449,870)	#DIV/0!
Scholarships	342,096	57,012	4,864,242	1,514,328	918,886	117,375	61,310	5,408,476	528,192	274,613	69,825	286,268	14,442,623	17,375,064	(2,932,441)	(16.88)%
Depreciation & interest	112,216	164,052	24,325	536,977	162,813	170,603	161,781	448,658	249,782	164,581	161,271	342,109	2,699,166	2,542,011	157,156	6.18%
Other operating expenses	0	0	0	0	0	0	0	0	0	28	0	0	28	0	27	7,848.57%
<b>Total Operating Expenses</b>	<b>1,976,102</b>	<b>2,445,476</b>	<b>6,665,359</b>	<b>3,808,770</b>	<b>2,985,129</b>	<b>1,852,619</b>	<b>2,046,670</b>	<b>7,517,780</b>	<b>3,015,792</b>	<b>2,146,233</b>	<b>1,630,976</b>	<b>2,311,961</b>	<b>38,402,867</b>	<b>40,731,531</b>	<b>(2,328,664)</b>	<b>(5.72)%</b>
<b>NON-OPERATING REVENUE (EXPENSES)</b>																
State appropriations (less 3% hold back)	439,786	439,786	439,786	439,786	439,786	439,786	439,786	357,830	357,830	357,830	357,830	357,833	4,867,655	4,805,270	62,385	1.30%
Federal grants	185,349	199,023	198,714	158,564	177,410	526,216	253,204	641,409	381,454	635,258	224,718	(49,502)	3,531,817	3,097,244	434,573	14.03%
State grants	71	197,510	63,984	13,882	160,680	42,093	229,540	240,601	481,382	(160,229)	311,515	164,751	1,745,780	1,644,577	101,203	6.15%
Other grants	0	0	0	0	0	0	0	0	0	0	0	0	82,234	(82,234)	(100.00)%	
Property taxes	33,138	19,772	21,466	7,225	7,541	252,300	1,597,374	50,950	60,016	43,256	63,645	20,750	2,177,435	2,051,421	126,014	6.14%
Investment earnings	9,281	3,845	5,606	4,237	3,345	9,333	8,752	4,362	6,438	3,964	586	10,495	70,244	67,397	2,847	4.22%
Gifts	0	(28,500)	2,844	40,051	1,097	(9,525)	2,500	6,773	42,286	3,142	(14,124)	9,572	56,117	76,695	(20,578)	(26.83)%
Gain (loss) on sale of assets	0	0	0	0	0	0	0	0	0	0	2,036	730	2,766	(2,230)	4,996	(224.04)%
<b>Total Non-Operating Revenues (Expenses)</b>	<b>667,625</b>	<b>831,438</b>	<b>732,400</b>	<b>663,744</b>	<b>789,859</b>	<b>1,260,204</b>	<b>2,531,157</b>	<b>1,301,924</b>	<b>1,329,407</b>	<b>883,221</b>	<b>946,206</b>	<b>514,630</b>	<b>12,451,813</b>	<b>11,822,607</b>	<b>629,206</b>	<b>5.32%</b>
<b>CHANGES IN NET POSITION</b>	<b>5,276,438</b>	<b>(78,863)</b>	<b>(1,603,870)</b>	<b>219,185</b>	<b>953,694</b>	<b>645,635</b>	<b>1,004,746</b>	<b>(907,902)</b>	<b>(1,112,805)</b>	<b>(636,133)</b>	<b>(331,498)</b>	<b>(1,556,056)</b>	<b>1,872,571</b>	<b>2,525,011</b>	<b>(652,440)</b>	<b>(25.84)%</b>

### Budget to Actual Revenues 07/31/2017 (8%)



### Budget to Actual Expenses 07/31/2017 (8%)



Three Rivers College  
Statement of Revenues, Expenses and Changes In Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
July 31, 2017  
Fiscal Year Benchmark: 8%

REVENUES	BUDGET	REVENUES TO DATE		REVENUES TO BE EARNED
		REVENUES TO DATE	%	
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt &amp; Scholarship Allowances</i>	11,066,208	5,933,627	54%	5,132,581
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	209,083	3,599	2%	205,484
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing &amp; Assessment, Tinnin Center Operations, License Bureau Rental</i>	2,809,550	705,820	25%	2,103,730
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	454,700	45,872	10%	408,828
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. &amp; Repair</i>	5,322,382	407,004	8%	4,915,378
GRANT REVENUE <i>State Grants, Federal Grants</i>	2,431,965	65,359	3%	2,366,606
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,109,150	53,191	3%	2,055,959
<b>TOTAL REVENUES</b>	<b>24,403,038</b>	<b>7,214,472</b>	<b>30%</b>	<b>17,188,566</b>

NOTE: We have recognized a total of 30% of budgeted revenues. We have recognized 54% of our budgeted revenues from tuition and fees, comprised of portions of summer and fall 2017. Auxiliary revenue is at 25% for the fall term. Other categories are largely recognized later in the fiscal year.

EXPENSES	BUDGET	EXPENSES TO DATE		EXPENSES TO BE SPENT
		EXPENSES TO DATE	%	
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health &amp; Human Services</i>	7,145,348	503,209	7%	6,642,139.35
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,959,089	164,068	8%	1,795,021.14
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	2,776,809	148,204	5%	2,628,604.69
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	3,544,833	245,409	7%	3,299,424.23
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing &amp; Assessment, License Bureau Rental</i>	2,506,543	224,726	9%	2,281,817.41
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,249,055	43,535	1%	3,205,519.75
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	610,781	42,567	7%	568,213.79
GRANT EXPENSE <i>State Grants, Federal Grants</i>	2,610,580	80,478	3%	2,530,102.30
<b>TOTAL EXPENSES</b>	<b>24,403,038</b>	<b>1,452,195</b>	<b>6%</b>	<b>22,950,842.66</b>

NOTE: We have obligated 6% of our budgeted expenses at 8% into the fiscal year. July payroll IS INCLUDED in this report, but July credit card expenses ARE NOT INCLUDED as they were not yet available at the time of the report.

<b>CHANGES IN NET POSITION</b>	<u>0</u>	<u>5,762,277</u>
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Three Rivers College  
 Capital Budget - Unaudited  
 July 31, 2017  
 Fiscal Year Benchmark: 8%

	FUNDING SOURCES	SOURCES TO DATE			SOURCES TO BE EARNED
		BUDGET	SOURCES TO DATE	%	
RESTRICTED					
<i>Bond proceeds</i>		5,386,113	5,192,115	96%	193,998
<i>State bonding proceeds</i>		770,000	9,817	1%	760,184
UNRESTRICTED					
<i>General funds - prior year transfers in**</i>				#DIV/0!	0
<i>General funds - current year transfers in</i>				#DIV/0!	0
<b>TOTAL FUNDING SOURCES</b>		<b>6,156,113</b>	<b>5,201,932</b>	<b>85%</b>	<b>954,182</b>

	USES OF FUNDS	USES TO DATE			USES UNSPENT
		BUDGET	USES TO DATE	USES TO DATE %	
FEMA/SEMA PROJECTS					
<i>Sports Complex</i>		5,386,113	0	0%	5,386,113
FY17 CAPITAL PROJECTS					
<i>Campus projects</i>		500,000	9,817	2%	490,184
<i>Westover Administration Building remodel</i>		260,000	0	0%	260,000
<i>Tinnin Fine Arts Center repairs</i>		10,000	0	0%	10,000
<b>TOTAL EXPENSES</b>		<b>6,156,113</b>	<b>9,817</b>	<b>0%</b>	<b>6,146,297</b>
<b>NET SURPLUS (DEFICIT)</b>		<b>0</b>	<b>5,192,115</b>		



**HB19 Deferred Maintenance Appropriation  
as of 07/31/17**

Category/Building	Name of Project	Budgeted Amount	Expended Amount	Amount Remaining	Encumbered Amount	Amount Remaining
<b>General Campus Projects</b>						
	Parking lot lighting and repairs	650,000.00	332,709.32	317,290.68	11,239.00	306,051.68
	Windows	10,000.00		10,000.00		10,000.00
	Exterior doors	55,000.00	18,939.86	36,060.14		36,060.14
	Sidewalks	60,000.00	69,381.86	(9,381.86)		(9,381.86)
	Replace interior locks	40,000.00		40,000.00		40,000.00
<b>General Campus Projects</b>	<b>Sub Total</b>	<b>815,000.00</b>	<b>421,031.04</b>	<b>393,968.96</b>	<b>11,239.00</b>	<b>382,729.96</b>
<b>Administration Building</b>						
	HVAC Repair	18,000.00	9,069.04	8,930.96		8,930.96
	Electrical/HVAC	100,000.00	27,152.00	72,848.00		72,848.00
	Roof Repair	30,000.00		30,000.00		30,000.00
	Fire System	35,000.00	23,352.12	11,647.88		11,647.88
	Elevator	80,000.00	88,784.00	(8,784.00)		(8,784.00)
	Restroom upgrades	40,000.00		40,000.00		40,000.00
	Exterior paint	28,000.00		28,000.00		28,000.00
	Upgrade to 36 year old building	460,368.00	102,106.85	358,261.15	131,830.48	226,430.67
<b>Administration Building</b>	<b>Sub Total</b>	<b>791,368.00</b>	<b>250,464.01</b>	<b>540,903.99</b>	<b>131,830.48</b>	<b>409,073.51</b>
<b>Crisp Center</b>						
	Fire Detection	20,000.00		20,000.00		20,000.00
	New Roof	20,000.00	42,140.00	(22,140.00)		(22,140.00)
	Replace flooring	4,000.00		4,000.00		4,000.00
<b>Crisp Center</b>	<b>Sub Total</b>	<b>44,000.00</b>	<b>42,140.00</b>	<b>1,860.00</b>	<b>-</b>	<b>1,860.00</b>

**HB19 Deferred Maintenance Appropriation  
as of 07/31/17**

Category/Building	Name of Project	Budgeted Amount	Expended Amount	Amount Remaining	Encumbered Amount	Amount Remaining
<b>Tinnin Center</b>						
	Fire Detection	15,000.00		15,000.00		15,000.00
	Exterior paint	48,000.00		48,000.00		48,000.00
	HVAC Repair	10,000.00	14,433.44	(4,433.44)		(4,433.44)
	Upgrade to classrooms	100,000.00	48,089.82	51,910.18		51,910.18
<b>Tinnin Center</b>	<b>Sub Total</b>	<b>173,000.00</b>	<b>62,523.26</b>	<b>110,476.74</b>	<b>-</b>	<b>110,476.74</b>
<b>Education Building</b>						
	Remodel to create classrooms	7,500.00		7,500.00		7,500.00
<b>Education Building</b>	<b>Sub Total</b>	<b>7,500.00</b>	<b>-</b>	<b>7,500.00</b>	<b>-</b>	<b>7,500.00</b>
<b>Academic Resource Commons</b>						
	Windows	10,000.00		10,000.00		10,000.00
	Elevator repair	60,000.00	75,501.00	(15,501.00)		(15,501.00)
<b>Academic Resource Common</b>	<b>Sub Total</b>	<b>70,000.00</b>	<b>75,501.00</b>	<b>(5,501.00)</b>	<b>-</b>	<b>(5,501.00)</b>
<b>Grand Total</b>		<b>1,900,868.00</b>	<b>851,659.31</b>	<b>1,049,208.69</b>	<b>143,069.48</b>	<b>906,139.21</b>

**THREE RIVERS COLLEGE  
CASH IN BANKS**

August 3, 2017

	<u>07/06/17</u>	<u>08/03/17</u>
<b>CURRENT FUND</b>		
<i>Cash Funds</i>		
Bookstore	1,995.83	1,995.83
Petty Cash	200.00	200.00
Vending Machines	224.55	224.55
Business Office	2,088.00	2,088.00
<i>Total Cash Funds</i>	4,508.38	4,508.38
<i>General Accounts</i>		
Southern Bank - General Funds	6,244,531.12	4,537,620.31
Southern Bank - Credit Cards	103,562.45	124,136.16
<i>Total General Accounts</i>	6,348,093.57	4,661,756.47
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	(407,190.95)	12,171.16
Federal Clearing Account	(3,055.69)	-
Flexible Spending Account	13,058.03	13,151.94
<i>Total Restricted Accounts</i>	(397,188.61)	25,323.10
<b>TOTAL CURRENT FUND</b>	<b>5,955,413.34</b>	<b>4,691,587.95</b>
 <b>HOUSING FUND</b>		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	260,214.96	235,099.36
<i>Total General Accounts</i>	260,214.96	235,099.36
<b>TOTAL HOUSING FUND</b>	<b>260,214.96</b>	<b>235,099.36</b>

**THREE RIVERS COLLEGE  
CASH IN BANKS**

August 3, 2017

**PLANT FUND**

*Bank Accounts*

Plant Fund - Southern Bank	1,696,169.69	4,239,412.00
<i>Total Bank Accounts</i>	1,696,169.69	4,239,412.00

*Certificates of Deposit*

Bank of Grandin #16126	139,378.55	139,378.55
Bank of Grandin #16103	102,909.48	102,909.48
People's Community Bank #8009219	1,288,252.04	-
Bank of Grandin #16234	1,249,252.04	1,243,713.64
<i>Total Certificates of Deposit</i>	2,779,792.11	1,486,001.67

<b>TOTAL PLANT FUND</b>	<b>4,475,961.80</b>	<b>5,725,413.67</b>
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**AGENCY FUND**

*Bank Accounts*

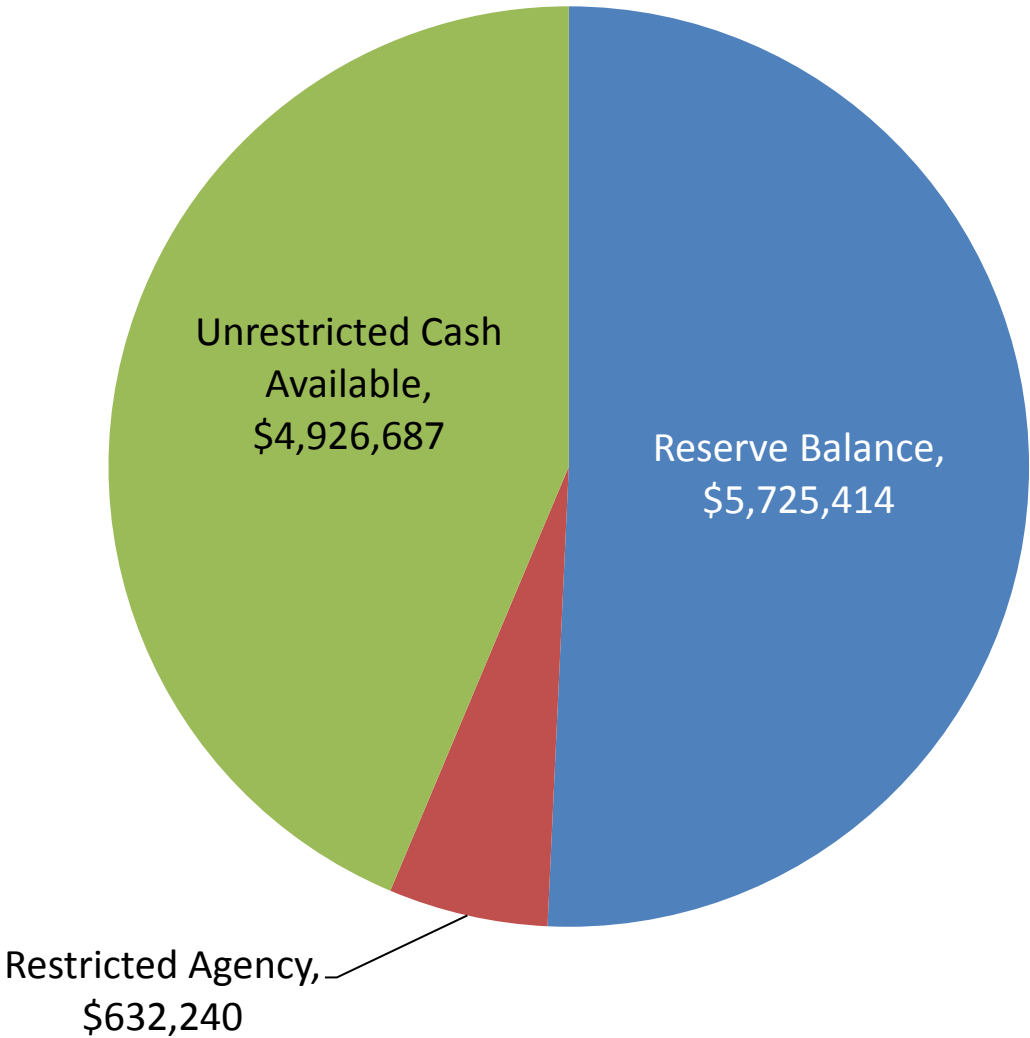
Agency Account - Southern Bank	172,029.73	187,922.31
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*Certificates of Deposit*

Restricted CD's & Savings	444,318.08	444,318.00
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<b>TOTAL AGENCY FUND</b>	<b>616,347.81</b>	<b>632,240.31</b>
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**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT  
\$11,284,341 AS OF 08/03/17**



THREE RIVERS COLLEGE  
CERTIFICATES OF DEPOSIT

**CERTIFICATES OF DEPOSIT AS OF July 31, 2017**

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
16234	Bank of Grandin	0.90	07/21/17	12 mths	1,243,713.64	Contingency
16103	Bank of Grandin	1.25	10/05/17	12 mths	102,909.48	Contingency
16126	Bank of Grandin	1.25	02/22/18	12 mths	139,378.55	Contingency
Total Plant Fund CD's					\$ 1,486,001.67	

**SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF July 31, 2017**

21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/17	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.75	08/23/90	08/23/17	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.65	08/25/92	08/25/17	3,000.00	Odd Fellows
110270576	Southern Bank	0.65	08/27/85	08/27/17	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.75	08/28/02	08/28/17	5,000.00	Helvey-Miller
21023335	US Bank of Poplar Bluff	2.02	09/16/87	09/16/17	5,000.00	Mildred Lewis
218101	First Midwest Bank of P.B.	0.75	09/22/98	09/22/17	5,000.00	Jerome Burford
3568803469	US Bank of Poplar Bluff	0.25	09/26/00	09/26/17	9,674.10	Wm. D. Becker
423137249	Regions Bank	0.01	05/12/88	10/07/17	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	10/07/17	1,024.34	Fred Morrow
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/15/17	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	0.65	10/31/97	10/31/17	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	1.15	11/06/00	11/06/17	4,000.00	Coll. Achievement
451037941	US Bank of Poplar Bluff	0.40	11/16/98	11/16/17	17,800.00	Wm. D. Becker
451038829	US Bank of Poplar Bluff	0.40	11/17/99	11/17/17	15,469.82	Wm. D. Becker
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/17	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	0.75	12/05/95	12/05/17	5,000.00	Helvey-Miller
2017004259	Commerce Bank	0.30	12/09/89	12/07/17	1,000.00	P.I. Church
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/17	1,110.00	C.T. McDaniel
2016012160	Commerce Bank	0.25	12/11/91	12/11/17	7,700.00	Bill Vinson
11129	First Missouri State Bank	0.75	12/12/96	12/12/17	6,131.36	Kim Mosley
43712	First Midwest Bank of P.B.	0.65	04/27/09	12/14/17	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.25	12/22/97	12/22/17	10,000.00	Harold Prim
2213401	First Midwest Bank of P.B.	0.75	01/08/98	01/08/18	10,000.00	Jerome Burford
21031513	US Bank of Poplar Bluff	0.25	01/19/95	01/19/18	12,868.64	Kim Mosley
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/18	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/18	2,500.00	A. Garner
2224601	First Midwest Bank of P.B.	0.75	02/25/98	02/25/18	1,658.87	Missy Braden
21025365	US Bank of Poplar Bluff	1.00	03/05/90	03/05/18	5,000.00	Mack Whiteley
2136801	First Midwest Bank of P.B.	0.65	03/05/97	03/05/18	5,000.00	Thelma Jackson
5017843040	Commerce Bank	0.30	05/01/97	03/07/18	2,900.00	Miles Hays
2017004363	Commerce Bank	0.30	03/30/88	03/30/18	10,000.00	Myrtle Corbett
63760695	US Bank of Poplar Bluff	1.73	04/04/85	04/05/18	1,001.63	Lonnie Davis
2018004893	Commerce Bank	1.64	04/10/88	04/10/18	3,000.00	Myra C. Hays
20205	First Missouri State Bank	0.75	04/21/10	04/21/18	20,403.81	ICHE Scholarship
3568676067	US Bank of Poplar Bluff	0.25	05/01/01	05/01/18	11,026.79	Wm. D. Becker
21033372	US Bank of Poplar Bluff	0.25	05/01/96	05/01/18	1,000.00	Kim Mosley
9525	First Missouri State Bank	1.25	05/06/93	05/06/18	2,000.00	Carl Wiseman
25103	First Midwest Bank of P.B.	0.75	05/14/99	05/14/18	5,000.00	Thelma Jackson
2016007496	Commerce Bank	0.45	05/14/90	05/14/18	3,835.00	Bill Vinson

THREE RIVERS COLLEGE  
CERTIFICATES OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/18	2,192.00	Greg Starnes
2038701	First Midwest Bank of P.B.	1.00	05/16/96	05/16/18	5,000.00	Thelma Jackson
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/18	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/18	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	0.75	05/26/89	05/26/18	16,350.00	Jackie Watson
110260320	Southern Bank	0.85	06/02/86	06/02/18	1,000.00	Hulen Spencer
2016012267	Commerce Bank	0.25	06/04/92	06/04/18	2,350.00	Bill Vinson
5016848212	Commerce Bank	0.25	06/23/98	06/23/18	7,843.17	Louise Spradling
451028956	US Bank of Poplar Bluff	0.25	07/02/99	07/02/18	5,234.00	Wm. D. Becker
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/18	1,405.00	Joshua Bowman
2019003547	Commerce Bank	1.69	07/08/90	07/08/18	4,000.00	P.C. Hays, Jr.
2170801	First Midwest Bank of P.B.	1.65	07/11/97	07/30/18	10,925.00	Mabel Swindel
2012008906	Commerce Bank	0.70	05/11/81	11/11/18	4,526.11	P.C. Hays, Sr.
451034787	US Bank of Poplar Bluff	0.50	06/09/97	12/09/18	1,000.00	Wm. D. Becker
423137173	Regions Bank	0.15	12/09/85	12/09/18	5,000.00	Mary Hinrichs
110239662	Southern Bank	1.00	01/05/91	01/05/19	1,412.53	Bulow Mem.
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/19	6,468.04	Butler Co Co-op
110274305	Southern Bank	0.90	05/30/86	05/30/19	5,200.00	Mabel Swindel
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/19	1,226.80	A. Garner
1014001	First Midwest Bank of P.B.	1.00	11/06/89	11/06/19	5,000.00	Charlotte Stone
423135367	Regions Bank	0.10	11/18/04	11/18/19	1,106.64	Betty Waldrop
423135383	Regions Bank	1.49	12/04/04	12/04/19	1,650.00	R. Couperus
423137157	Regions Bank	1.24	01/14/85	01/14/20	2,500.00	Dr. Miller
1244701	First Midwest Bank of P.B.	1.40	02/08/85	02/08/21	3,000.00	Myra Hunt
2012008112	Commerce Bank	0.30	08/11/92	028/11/17	1,000.00	Myra C. Hays
Total Agency Fund CD's					<u>\$ 444,318.08</u>	

Three Rivers College  
CD Report  
As of July 31, 2017

<b>Investment CDs</b>
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**Bank Account Interest Rate**

Bank	Account	Interest Rate
Southern Bank	Plant Fund	1.65%

**CDs Maturing**

Bank	Certificate Number	Maturity Date	Amount
Bank of Grandin	16234	7/21/2017	1,243,713.64

**Responses**

Bank	People's Community Bank	US Bank	The Bank of Missouri	Southern Bank	Commerce Bank	Bank of Grandin	Sterling Bank	First Missouri State Bank
<b>Contact</b>	Julie Richmond	Larry Balá	Megan Leist	Matt Funke	Margaret Mack	Rodney Moore	Erin Moody	Kacey Bess
<b>Comment</b>								
<b>Amount</b>	1,243,713.64	1,243,713.64	1,243,713.64	1,243,713.64	1,243,713.64	1,243,713.64	1,243,713.64	1,243,713.64
<b>3 months</b>		1.01%	0.21%					
<b>6 months</b>		1.03%	0.31%	95.00%	1.12%			
<b>1 year</b>	1.45%	1.10%	0.51%	1.10%	1.21%	1.29%	0.60%	1.30%
<b>18 months</b>					1.37%			
<b>2 year</b>					1.41%			

**CDs Transferred**

\$1,248,679.08 liquidated and deposited into Three Rivers College's Plant Fund @ 1.65% .

<b>Endowment CDs Transferred to Endowment Trust</b>
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**CDs Maturing**

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



**THREE RIVERS COMMUNITY COLLEGE**  
**Summary of Checks Issued**  
**Month of July 2017**

Current Fund:	General Fund - Southern Bank	\$ 1,279,955.96
	Electronic Student Refunds - Higher One	<u>117,413.60</u>
	Total Current Fund	1,397,369.56
Housing Fund:	Rivers Ridge - Southern Bank	31,626.74
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>163.45</u>
	Grand Total	<u><u>\$ 1,429,159.75</u></u>

This is to certify that the above is supported by invoices, purchase orders, and other pertinent data on file in the College Financial Service Office. Approved by the Board of Trustees, this 23rd day of August 2017.

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

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

**THREE RIVERS COLLEGE  
BID REPORT  
AS OF AUGUST 16, 2017**

**Athletic Teams Travel**

Status:	Open
Open Date:	8/17/2017
Close Date:	8/31/2017
Funding Source:	General Revenue
Bids Submitted:	N/A
Bid Awarded:	N/A



## **Aug 2017 President's Report**

- Construction Update
  - Libla Family Sports Complex
  - Parking Lots
  - Sidewalks
- TRC Day at the Ball Park
- Convocation
- Housing Welcome Party
- Enrollment Numbers
- 1<sup>st</sup> Day of Classes
- Patrons of the Arts Kick Off
- Upcoming Events
  - Missouri and the Great War – Aug 25 – October 27
  - Run for the Arts – September 9
  - Meet the Raiders – September 11
  - Brick Oven Pizza Fundraiser (TRET) – September 12
- We are all in the together
  - Suzanne Davis – 15 years
  - Liz Deken – 20 years
  - David Wooldridge – 2 years

**A G E N D A**  
**Executive Session**  
**Wednesday, August 23, 2017**

**I. Executive Session**

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

**II. Adjournment**

Consideration of Personnel Action  
Employment of Personnel  
Assistant Coordinator, Distance Learning Services

**PERSONNEL DATA SHEET**

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

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

\_\_\_\_\_ Faculty

X  Support Staff

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

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

NAME:  James Huskey

POSITION TITLE:  Assistant Coordinator, Distance Learning Services

SALARY:  \$17.31 per hour

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

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

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

STARTING DATE:  August 14, 2017

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	Three Rivers College Poplar Bluff, MO	Music

EXPERIENCE

<u>2013 – Present</u>	<u>Wal-Mart</u>	<u>Department Manager;</u>
	<u>Poplar Bluff, MO</u>	<u>Electronics Sales Clerk</u>
<u>2011 - 2013</u>	<u>Alternative Opportunities</u>	<u>Direct Support Staff</u>
	<u>Poplar Bluff, MO</u>	
<u>1999 - 2011</u>	<u>Wal-Mart</u>	<u>Electronics Sales Clerk;</u>
	<u>Poplar Bluff, MO</u>	<u>Inventory Management Team</u>

(08/23/2017)

Consideration of Personnel Action  
Employment of Personnel  
Technology & Computer Services Project Specialist

**PERSONNEL DATA SHEET**

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

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

\_\_\_\_\_ Faculty

X  Support Staff

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

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

NAME:  Nicholas Libla

POSITION TITLE:  Technology & Computer Services Project Specialist

SALARY:  \$17.31 per hour

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

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

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

STARTING DATE:  August 7, 2017

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AAS	Three Rivers College	Network Administration
AAS	Poplar Bluff, MO	IST Microcomputer

EXPERIENCE

<u>2013 – Present</u>	<u>Ozark Border Electric Coop</u>	<u>IT Coordinator</u>
	<u>Poplar Bluff, MO</u>	
<u>2012 – 2013</u>	<u>Three Rivers College</u>	<u>Project Technician</u>
	<u>Poplar Bluff, MO</u>	
<u>2008 – 2012</u>	<u>University of Missouri</u>	<u>Systems Support Analyst</u>
	<u>Columbia, MO</u>	<u>Specialist</u>

(08/23/2017)

Consideration of Personnel Action  
Employment of Personnel  
Part-time Secretary LPN - Kennett

**PERSONNEL DATA SHEET**

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

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

\_\_\_\_\_ Faculty

X  Support Staff

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

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

NAME:  Kathy Samples

POSITION TITLE:  Part-time Secretary LPN – Kennett

SALARY:  \$9.50 per hour

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

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

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

STARTING DATE:  July 31, 2017

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
Certificate	Three Rivers College Poplar Bluff, MO	Secretarial Science

EXPERIENCE

<u>05/2014 – 05/2017</u>	<u>Hometown Employment</u>	<u>Human Resources Clerk</u>
	<u>Paragould, AR</u>	
<u>2009 – 2015</u>	<u>City of Holcomb</u>	<u>Court Clerk - Municipal</u>
	<u>Holcomb, MO</u>	
<u>1979 - 2012</u>	<u>Division of Economic Development</u>	<u>Workforce Specialist I</u>
	<u>Kennett, MO</u>	

(08/23/2017)



## **CONSIDERATION OF PERSONNEL ACTION**

Transfer of Position

Instructor, Nursing to Practical Nursing Coordinator, Poplar Bluff

## **BACKGROUND INFORMATION**

### **HISTORY**

With the acquisition of the LPN program beginning in spring 2018, the need for a program coordinator in place to begin preparations became a priority. This position is critical to operations as well as required by the Missouri State Board of Nursing. This position was advertised internally and Ms. Larissa Brown applied for and was interviewed. In conjunction with GAR1120 College Reorganization, the President has recommended the appointment of Larissa Brown to this position of Practical Nursing Coordinator, Poplar Bluff. Ms. Brown will assume the new duties effective November 1, 2017.

## **FINANCIAL IMPLICATIONS**

This is a twelve-month, faculty position.

## **ADMINISTRATIVE RECOMMENDATION**

Approve the internal transfer of Larissa Brown.

(08/23/2017)

## **CONSIDERATION OF PERSONNEL ACTION**

Transfer of Position  
Technical Director to Director, Tinnin Center

### **BACKGROUND INFORMATION**

#### **HISTORY**

Due to the resignation of Tim Thompson, the Director, Tinnin Center position became available. This position is critical to continued college operations for the Fine Arts Center. In conjunction with GAR1120 College Reorganization, the President has recommended the appointment of Robert Abney to this position of Director, Tinnin Center. He will also continue to function in the role of Technical Director. Mr. Abney will assume the new duties effective August 1, 2017.

### **FINANCIAL IMPLICATIONS**

This is a twelve-month, staff position.

### **ADMINISTRATIVE RECOMMENDATION**

Approve the internal transfer of Robert Abney.

(08/23/2017)

## **CONSIDERATION OF PERSONNEL ACTION**

Additional Appointment  
Interim Chair, Humanities and Teacher Education

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

Due to the resignation of the Department Chair, the President assigned the additional responsibilities for this department to Nicole Sifford. As the program and associated academic responsibilities are extremely important, Ms. Sifford will oversee this department as of July 1.

### **FINANCIAL IMPLICATIONS**

This is an additional appointment and institutionally funded.

### **ADMINISTRATIVE RECOMMENDATION**

Approve the additional appointment of Nicole Sifford.

(08/23/2017)

**THREE RIVERS COLLEGE  
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6200 Curriculum Services	
Title: IR 6211 Curriculum Development	Page 1 of 3
Associated Policy: IP 6210 Curriculum Development	
Associated Regulation: IR 6710 Faculty Rights and Responsibility; IR 6720 Faculty Workload	
References: Addendum A: College Curriculum Process; Addendum B: Naming and Numbering Format; Addendum C: Master Course Syllabus Template	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 08-23-2017	Last Revision:

Three Rivers College faculty, based on their respective disciplines, scholarship and expertise in curricular areas have collective responsibility for the curriculum and are responsible for initiating curriculum proposals. The College President and administration are responsible for acting on curriculum proposals, including making recommendations to the Board of Trustees, the Coordinating Board for Higher Education, the Higher Learning Commission (HLC), and/or the Department of Elementary and Secondary Education, as applicable. Curriculum decisions are consistent with major curricular goals and the strategic plan of the College.

The purpose of this Curriculum Development Regulation and operational processes are to provide consistent information related to the development, revision, and discontinuation of the Three Rivers College curricula. The College Curriculum Development process shall be followed by faculty, department chairs, and other academic administrators who are involved in the development and approval of new and revised curricula or the discontinuation of courses and/or programs. The College Curriculum reflects the primary learning outcomes for programs of study and courses and demonstrates that learning outcomes have been clearly defined for each course and/or program of study as they relate to the College mission and purposes.

The curriculum development process includes careful planning from academic program faculty, coordination with other department faculty who might be impacted, consideration of transferability when applicable, input from industry for career track programs and courses, and input from external stakeholders when appropriate, to develop and maintain a curriculum that meets the needs of the students. In addition, faculty work to align the program curricula to the intended academic outcomes and the college mission. Faculty utilize input from advisory committees, student learning outcomes assessment data, environmental scans and other pertinent information relevant to their programs. Any curricular changes or program proposals must include a written justification that is submitted for approval through the Office of the Chief Academic Officer to be included in the curriculum development process.

**THREE RIVERS COLLEGE  
INSTRUCTION REGULATION**

Section: 6000 Instruction	
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Title: IR 6211 Curriculum Development	Page 2 of 3
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Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 08-23-2017	Last Revision:

A Faculty member wanting to change a course or program must use programmatic data and gather strong evidence to write a justification that fully supports the need for the change prior to meeting with their Department Chair. Faculty must follow and allow adequate time for the curriculum development process as outlined herein. For curricular changes that may impact or include assessment, such as revised course or program rubrics, changes to student learning outcomes, and/or program outcomes mapping should first contact the College Assessment Coordinator for guidance and assistance. An assessment plan must be included as evidence along with the written proposal that is submitted for consideration.

If the proposed curriculum change is considered a “substantive change” as defined by the Higher Learning Commission (HLC), a prospectus may be required. The prospectus is prepared and submitted to HLC by the Accreditation Liaison Officer for the College through the Office of Institutional Effectiveness. Curricular changes requiring HLC approval should be completed a minimum of six months prior to the proposed program being offered by the college to allow time for approval. No curricular changes shall be implemented until all approvals are gained.

Program creation, deletion, and other programmatic changes resulting in more than 50% of the program being revised require additional forms to be submitted to the Missouri Department of Higher Education for approval. This should be completed the fall semester prior to the new program being offered to allow time for any regional, state and/or college approvals as coordinated through the Office of the Chief Academic Officer.

To begin the curriculum development process, College faculty must create a program proposal development timetable that identifies the major steps in the process as well as deadlines for their completion. Refer to Addendum(s) A, B and C for information on the steps in the curriculum development process, naming and numbering format and the master syllabus template.

**THREE RIVERS COLLEGE  
INSTRUCTION REGULATION**

Section: 6000 Instruction	
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Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 08-23-2017	Last Revision:

**DOCUMENT HISTORY:**

**08-23-2017:** Initial approval of regulation IR 6211 Curriculum Development.

## **Addendum A: College Curriculum Process**

**Step 1:** A Faculty member wanting to change a course or program gathers programmatic data and strong evidence to support the need for the change and meets with Department Chair. Faculty will contact the College Assessment Coordinator for assistance regarding the proposed changes which may include; revised rubrics, student learning outcome changes, and program outcomes mapping.

NOTE: Program creation, deletion, and other programmatic changes resulting in more than 50% of the program being revised require additional forms to be submitted to the Missouri Department of Higher Education for approval. This should be completed the fall semester prior to the new program being offered to allow time for state and college approvals coordinated through the Office of the Chief Academic Officer.

If the proposed program is considered a substantive change, the Higher Learning Commission (HLC) may require a prospectus, it is prepared and submitted to HLC through the Office of Institutional Effectiveness in collaboration with the Accreditation Liaison Officer for the College. This should be completed a minimum of six months prior to the proposed program being offered by the college to allow time for approval through HLC.

- Refer to the Addendum B: Naming and Numbering Format for the college course naming and numbering.

**Step 2:** Faculty member should consult with the Director of Retail Operations for pricing regarding learning materials selected for the course. Learning materials are defined as either a physical or digital item, group of items, or online resource that a student is required to or has the option to purchase/rent in order to complete a course. The role of the faculty member is to select appropriate learning materials that best achieve the intended learning outcomes of the course and/or program. The role of the Director of Retail Operations is to conduct all negotiations with the vendor to ensure the least cost of the materials to the student and to set the price of the materials within college guidelines, including but not limited to whether the material is appropriate for the rental program of the college. The Director of Retail Operations shall also be responsible for providing options to the faculty regarding availability of product but at no time shall infringe upon the right of the faculty to select appropriate materials.

**Step 3:** Once the appropriate form(s) have been identified, the faculty member should complete the forms accordingly and submit all of the necessary evidentiary documents.

NOTE: The Course Revision Form should be completed for all course revisions except for the following minor revisions: spelling or grammatical errors, making a course inactive, or updating a text book. Updating a textbook must include a copy of the old and new syllabus.

- Step 4: Faculty member submits completed curriculum packet to Department Chair for approval. The chair should confirm other programs impacted by the curriculum change(s) have been addressed. The Department Chair or Program Manger enters task within curriculum objective, action plan, assessment (if applicable) and intended results (justification) into the Electronic Planning System under current year curriculum objective.
- Step 5: Department Chair confirms approval from impacted disciplines and verifies the Electronic Planning System entry. Provide a print screen of the Electronic Planning System entry and include in curriculum packet.
- Refer to the Addendum C: Master Syllabus Template (revised course syllabus must be submitted with the Curriculum paperwork.
- Step 6: Department Chair submits curriculum packet to the Executive Assistant to the Chief Academic Officer in preparation for preliminary curriculum approval.
- Step 7: Upon preliminary approval, curriculum items are submitted to the Office of the CAO.
- Step 8: Submitted items are reviewed by the Chief Academic Officer and the Chief Institutional Effectiveness Officer.
- Step 9: Once reviewed and/or needed revisions are made, the Chief Academic Officer places submission on the College Curriculum Committee agenda.
- Curriculum committee agenda will be sent to the Curriculum Committee and Department Chairs.
  - Curriculum items will be communicated to the committee for review.
- Step 10: After approval of College Curriculum Committee, the curriculum is moved forward for faculty review and placed on the next Faculty meeting agenda for approval.
- Step 11: After faculty approval, the Chief Academic Office recommends changes to the President for approval.
- Step 12: After Presidential approval, the Office of the Chief Academic Officer
1. Sends the notice college wide of approved changes.
  2. Send each individual submission back to the appropriate Program Manager, Department Chair and the Office of Institutional Effectiveness for uploading into the Electronic Planning System.



3. Sends impacted departments key information to ensure compliance to curriculum changes.
4. Submits any required documentation to MDHE, DESE, HLC, or other appropriate entities.

Step 13: Program Manager or Department Chair completes the task in the Electronic Planning System by entering the faculty approval date from approved curriculum changes received. The supporting approved documentation is uploaded in the current curriculum objective document repository. Copies of the syllabus will be sent and maintained in the Office of the Chief Academic Officer for electronic filing.

Step 14: Curriculum changes are maintained in the Office of the Chief Academic Officer.

## **Addendum B: Naming and Numbering Format**

**Course Title:** The course name is important in that it can be a key indicator of the subject matter of the course. The simpler the name, the easier it will be for the student and other entities to recognize and understand. There are also character limits so be aware that long names may be abbreviated when the data is entered into the database.

**Course Department:** The course department code is the four letter indicator for the department where the course belongs. For instance, ENGL is the department code for the English writing, reading and related courses. MATH is the code for the mathematics courses, etc.

New course department codes should be agreed upon by the department and the Registrar prior to (steps 1 through 4 in the curriculum development process) submission of curriculum materials.

**Course Number:** The course number identifies the course within the department and it corresponds to the description of the course in the college catalog. For instance, the course College Writing uses a department code of ENGL with a course number of 111. This number differentiates it from other English courses.

Typically, Three Rivers uses a two digit number for remedial and other special courses and a three digit course number for normal institutional credit courses. However, some departments have moved to a four digit numbering system due to growth in that area.

New course numbers should be agreed upon by the department and the Registrar so that current, obsolete, or inactive course numbers are not used. The Registrar can provide numbering options prior to submission of the curriculum materials.

When considering course numbers, plan ahead for future courses that might be needed especially if maintaining a sequence. This is accomplished by skipping numbers in a sequence if there is a possibility of placing a future course between two existing courses in that sequence.

Three Rivers attempts to differentiate courses designed to transfer from technical courses by using numbers 0-4 as the last digit on a transferable course and number 5-9 as the last digit of a technical course. This is strictly an internal process but does provide a sense of organization as some departments have both transferable and technical courses.

New locations and their associated number should be agreed upon by the department and the Registrar.

## **Program Naming Format**

**Program Name:** The program name is important because it can be a key indicator of the subject matter and the career or industry in which it pertains. There are character limits so be aware that program names may be abbreviated during data entry. The simpler the program name, the easier it will be for students and other interested parties to recognize and understand.

## **Addendum C: Master Course Syllabus Template**

In developing the course syllabus--which the faculty member must upload to the college Learning Management System (Blackboard) at the start of each semester and discuss with the students during the first class period--the faculty member must include the major components as stated in the master course syllabus.

Faculty members are encouraged to enhance and individualize their course syllabus. Faculty members are encouraged to include any additional course procedures, rules or guidelines regarding attendance, discipline, etc., in their course syllabi.

Each instructor's course syllabus must be submitted to the department chair every semester.

***This course syllabus has been approved by the Three Rivers College Faculty. All full-time and part-time faculty are required to follow this syllabus. Therefore, the course description and student learning outcomes are not to be altered in any way. Participation in the assessment of student learning outcomes is required by all faculty.***

Edited: 7/10/17 JH; Revised: 04/24/17; 02/19/17; 07/31/17

# Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

## Course Syllabus

**MATH XXX: Title of Class**

**3 Credit Hours**

3 Lecture Hours / 0 Lab Hours

**Semester (ex. Fall 20XX)**

**Start Date:      End Date:      Last Day to Drop:      Last Day to Withdraw:**

**Prerequisite/Corequisite: (This information comes directly from the master course syllabus.)**

**Instructor: *(To be filled out by Class Instructor)***

Instructor Credentials and Title:

Office Location:

Phone:

Email:

Office Hours:

**Textbook(s) and Materials: *(This information comes directly from the master course syllabus.)***

### Course Description

**Catalog Description: *(This information comes directly from the master course syllabus.)***

***The following statement must be on all courses identified as either web or hybrid.***

**Online Courses:** This online course has been designed using a best practices approach guided by the Quality Matters design rubric. The time and effort required of students is at least as rigorous as the corresponding face-to-face course as evidenced by the time and effort calculations. The Student Learning Outcomes for the class are the same regardless of modality.

**Student Learning Outcomes: (This information comes directly from the master course syllabus.)**

Upon successful completion of this course, student will be able to:

**Course Grading Procedures:** *Each individual instructor's Course Syllabus MUST specify exact expectations of students, including rubrics (reference location) that explain what different levels of performance look like and how grades are assigned to them as well as how the final grade is calculated.*

**Grading Scale:**

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	Below 60%

**Assessment Measures:** *This section should explain the ways students will demonstrate achievement of learning outcomes as well as the quality standards expected by the discipline. Types of assessment should be consistent with the language used to define learning outcomes and produce reliable measurements of student learning.*

*Include in this section a listing of the different types of assessment measures used to include but not limited to: unit exams, final exams, quizzes, written assignments, portfolios, laboratory work, participation and discussion groups, etc. You should also include any grade weighting to possible points to be earned on these various measurements when possible. Guidelines or expectations should be listed concerning attendance, missed assignments, late assignments, missed labs, etc.*

**Course Procedures:** *Summary of written assignments, research, videos, class discussion, lab safety, cell phone policy, expectations of responsible behavior, timeliness, courtesy, and academic honesty as it applies to each class.*

**Course Outline (Assignments and Activities):** *Provide a course outline that lists content coverage required by this course. Keep in mind that many times other institutions of higher learning use this outline to determine course equivalencies for transfer. For new adjunct it is also helpful if this course outline gives some type of schedule that can be followed.*

**Academic Honesty Statement:** Three Rivers College requires that students adhere to the highest standards of academic integrity. Students are entrusted to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Cheating, plagiarism, violation of test conditions, complicity in dishonest behavior, or other falsification of academic work is a serious breach of College standards.

**Students with Disabilities:** Three Rivers College complies with the Americans with Disabilities Act. If you need accommodations or academic adjustments due to a documented disability, please call the Office of Disabilities Accommodations at 573-840-9608 for assistance or visit <https://trcc.edu/student-services/disability.php> for more information.

## **Academic Assistance:**

Academic Resource Commons (ARC): Located in ARC with a library, computer resource center with printing, and web access. Visit <http://www.trcc.edu/arc/> for more information, call 573-840-9654, email [library@trcc.edu](mailto:library@trcc.edu) or send questions via text to 573-298-6105.

Tutoring and Learning Center (TLC): Located on the second floor of the ARC, drop in tutoring is available for math, English, accounting, and some science classes on M-Th from 7:30 AM-7:30 PM and F from 8:00 AM -5 PM. Additional computers with internet access are available for your use. You can call 573-840-9638 or email [tlc@trcc.edu](mailto:tlc@trcc.edu) with general questions. Distance tutoring during normal hours is available; dial 573-840-9638 to speak directly with a tutor or through Blackboard by selecting *TLC Distance Learning*. You can also email [writing@trcc.edu](mailto:writing@trcc.edu) with questions specific to writing and writing assistance.

ACHIEVE Program: Located on the second floor of the ARC. Provides free services to eligible students. Find information about services and eligibility at <http://www.trcc.edu/studentsuccess/achieve.php>.

Technical Difficulties: If you have difficulties accessing myTRCC, student email, or Blackboard, call 573-840-9605 or visit Login Assistance for more information (<http://www.trcc.edu/loginhelp/>). For all other non-login Blackboard issues, email [blackboard@trcc.edu](mailto:blackboard@trcc.edu).

## **Policies & Regulations**

All students must go to <https://trcc.edu/about/collegepolicy.php> to review the following College regulations.

### **Title IX for Students [SR 2120]**

It is the policy of Three Rivers College and its Board of Trustees that each student attend the College in a hostile free environment. According to the Federal, Title IX Legislation, a hostile environment is created through sexual misconduct, sexual violence as well as any form of discrimination based on sexual orientation or gender.

### **Student Code of Conduct [SR 2610]**

It is the policy of Three Rivers College and its Board of Trustees that each student follow a Student Code of Conduct. Missouri Statue 178.835 gives full authority to the governing body of each public community college, to adopt rules and regulations that enable the enforcement and power to discipline its students including but not limited to; the power of suspension and expulsion for any violation of such rules and regulations. If this Student Code of Conduct is violated or ignored by the student, the college must in the interest of fulfilling its mission, institute appropriate disciplinary action. Misconduct may result in a student being subject to formal disciplinary proceedings as outlined in Student Regulation 2620.

## **Electronic Devices within the Learning Environment [IR 6410]**

Electronic devices including, but not limited to, laptop/netbook computers, cellular devices, e-readers, and MP3 players will be turned off within the learning environment. Exceptions include the use of such devices for medical emergencies, or contacts which must be maintained due to work requirements. In such cases the student must advise the instructor, and the device must be in "silent mode." The instructor may make adjustments to this policy for specific usage in their unique learning environments. The usage of such electronic devices in relation to approved ADA accommodations is exempt from this regulation.

Disciplinary actions related to the violation of this regulation may include but are not limited to: a verbal warning to the student(s); the student(s) being asked to leave the learning environment; reductions in the grade for an assignments or examinations.

## **Attendance [IR 6310]**

Federal Regulations governing student Financial Aid programs require the college to adhere to strict guidelines for student classroom attendance.

Any student who misses two consecutive weeks of class during a regular 16-week semester (or the equivalent proportion of class time during a shorter session) will be administratively dropped from the course by the institution. This action will not apply to excused student absences, which are defined as school-sponsored events that are approved by the Dean of Students.

If a student misses more than two hours of class for each credit hour taken (for example, six hours of class time for a three-credit-hour course), the student will be dropped from the course if the instructor decides that the student can no longer succeed as a result of the absences.

Students taking online courses will be expected to complete at least one assignment per week to be considered as attending the course. Non-participation according to the above guidelines will result in the same action of dropping the student from the course.

Students will be notified by email when action has been initiated to remove them from a course for non-attendance. The student will have one week to appeal this decision.



**THREE RIVERS COLLEGE  
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2400 Student Records	
Title: SR 2420 Deceased Student	Page 1 of 5
Associated Policy: SP 2415 Confidentiality of Student Records; GAP 1101 Debts to the College	
Associated Regulation: SR 2415 Confidentiality of Student Records; SR 2310 Withdrawal Procedures; GAR 1410 Records Retention & Destruction; FR 3142 Past Due Student Accounts	
References: Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99); Title IV	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 08-23-2017	Last Revision:

In the event of the death of a currently enrolled or former Three Rivers College student, the proper notification channels must be followed to respect the deceased student’s next of kin, and to ensure all the appropriate campus individuals have been contacted. Upon notification of the death of a currently enrolled or former student, Three Rivers College shall follow the appropriate College procedures to lessen the impact on the family, students, faculty and staff. College areas to be notified include but are not limited to: Faculty, Office of Communications, Student Services, Financial Services and Administration. The Chief Student Services Officer shall ensure appropriate processes are enacted.

Three Rivers College recognizes the importance of maintaining the confidentiality of records and student’s rights. According to the Family Education Rights and Privacy Act (FERPA), student’s rights cease upon death. However, the College will not release a deceased student's record for a period of no less than 24 hours after the date of the death unless required to do so by law or authorized to do so by (1) the executor of the deceased's estate; or (2) the deceased student's spouse, parents or children.

Once the death of the student is confirmed by the Chief Student Services Officer with appropriate documentation, the student information system shall reflect the same. An official death certificate is needed for students with loans and/or Federal Financial Aid.

According to the Family Educational Rights and Privacy Act (FERPA) regulation, “Under common law regarding privacy rights, the privacy interests of an individual expire with that individual's death. Accordingly, the disposition of records held by an institution and pertaining to a deceased individual is not a FERPA issue but a matter of institutional policy. Because FERPA would no longer apply, the institution may exercise its own discretion in deciding whether, and under what conditions, information should be disclosed to survivors or other third parties.” Questions on the release of information for deceased students should be directed to the Chief Student Services Officer.

**THREE RIVERS COLLEGE  
STUDENTS REGULATION**

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Sub Section: 2400 Student Records	
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Associated Policy: SP 2415 Confidentiality of Student Records; GAP 1101 Debts to the College	
Associated Regulation: SR 2415 Confidentiality of Student Records; SR 2310 Withdrawal Procedures; GAR 1410 Records Retention & Destruction; FR 3142 Past Due Student Accounts	
References: Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99); Title IV	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 08-23-2017	Last Revision:

The Chief Student Services Officer is responsible for all notifications related to the student who died and shall ensure that the appropriate steps necessary are followed.

**College Communications:**

- Chief Student Services Officer should be notified of any student death.
- The Chief Student Services Officer is the primary point of contact for information regarding the deceased student.
- Chief Student Services Officer verifies the death of the student via the death certificate, funeral home, obituary, family member, or county coroner;
- Chief Student Services Officer verifies the enrollment status of the student;
- Chief Student Services Officer notifies the College President, all Cabinet Members, Office of the Registrar, Office of Financial Aid, Office of Student Accounts, and all other parties as appropriate;
- College President will send condolence letter;
- The Chief Student Services Officer notifies current advisor, counseling services, and faculty of the circumstance and informs them of Counseling Services available for students and employee support.
- The Chief Student Services Officer, in coordination with the Chief Academic Officer, organizes counseling services to be available to visit classrooms and provide crisis services as deemed necessary.
- The Director of Public Safety is the primary contact for all law enforcement agencies.
- Counseling Services may provide communication assistance to faculty and/or staff prior

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References: Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99); Title IV	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 08-23-2017	Last Revision:

to engaging in conversation about the student’s death with other students.

- The Chief Student Services Officer will send follow up letter of condolences after all processes are complete to inform the family.

**Office of the Registrar:**

- Once the death of the student is confirmed with appropriate documentation the Registrar shall change the record to deceased status and shall place a “D” on the record.
- If the student is currently enrolled, his/her classes shall be administratively withdrawn per College Regulation SR 2310 Withdrawal Procedures.

**Office of Computer Services:**

- All account passwords for the student shall be changed.

**Office of Financial Aid:**

- Financial Aid processes are followed in adherence with Federal and State regulations.
- An official death certificate is needed for Financial Aid students with Direct Loans to send to the loan service provider.

**Office of Student Accounts:**

- The Office of Student Accounts conducts a verification of any existing student accounts of the deceased.
- If applicable, refunds will be issued to the deceased student’s estate.
- All outstanding balances are forgiven and the amount owed to the college shall be zero.

**THREE RIVERS COLLEGE  
STUDENTS REGULATION**

Section: 2000 Students	
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References: Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99); Title IV	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 08-23-2017	Last Revision:

**Academic Support Units:**

- The Academic Support Units will receive notification from the appropriate Cabinet Member to ensure any existing fees, non-returned equipment, Library books, and/or College Store textbook(s) are written off.

**THREE RIVERS COLLEGE  
STUDENTS REGULATION**

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References: Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99); Title IV	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 08-23-2017	Last Revision:

**DOCUMENT HISTORY:**

**08-23-2017:** Initial approval of regulation SR 2420 Deceased Student.

**THREE RIVERS COLLEGE  
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2600 Student Discipline	
Title: SR 2620 Disciplinary Proceedings	Page 1 of 15
Associated Policy: SP 2620 Disciplinary Proceedings; SP 2610 Student Code of Conduct; SP 2415 Confidentiality of Student Records; GAP 1206 Alcohol/Drug-Free Work/Learning Place; GAP 1410 Record Retention and Destruction	
Associate Regulation: SR 2610 Student Code of Conduct; SR 2140 Student Appeals; SR 2415 Confidentiality of Student Records; SR 2120 Title IX for Students; SR 2310 Withdrawal Procedures; GAR 1206 Alcohol/Drug-Free Work/Learning Place; GAR 1410 Record Retention and Destruction	
References: MO. Statue Section 178.835; Student Code <i>is informed by Edward N. Stoner II and John Wesley Lowery from "A Twenty First Century Model Student Conduct Code."</i>	
Supersedes: 9.3.2	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 07-21-2010	Last Revision: 08-23-2017

The Three Rivers College Board of Trustees reserves the right to take necessary and appropriate action to protect the safety and wellbeing of the College community and shall address all violations of the Student Code that occur on College property, while attending a College sanctioned event, as a representative of the College or property controlled by the College. The purpose of this regulation is to establish disciplinary procedures to guide the fair and uniform enforcement of the responsibilities outlined in the Three Rivers College, Student Code of Conduct found in College Regulation, SR 2610 Student Code of Conduct (to be referred as Student Code within this Regulation).

The following procedures are applicable to any student or student organization when charged with a violation of the responsibilities. This regulation allows for fact finding and decision making in the context of the educational community and encourages students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student, and the legitimate interests of the College.

**Jurisdiction**

All students are members of Three Rivers College community. The term “student” includes all persons taking courses at the College, either full-time or part- time. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students.” The Student Code applies at all locations of the College.

The College reserves the right to take necessary and appropriate action to protect the safety and wellbeing of the College community and will address all violations of the Student Code that occur on College property, while attending a College sanctioned event as a representative of the

**THREE RIVERS COLLEGE  
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Supersedes: 9.3.2	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 07-21-2010	Last Revision: 08-23-2017

College or property controlled by the College. Students, faculty, staff, and individuals not associated with the College may submit complaints regarding alleged violations that may have occurred on campus or off campus for review and action by the College. All complaints of alleged violation of the Student Code shall be made in writing to the Chief Student Services Officer.

The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).

The College may initiate judicial proceedings for off-campus incidents when:

1. Hazing involved is defined as an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership; or
2. The violation is committed while participating in a College sanctioned or sponsored activity; or
3. The victim of the violation is a member of the College community; or
4. The violation constitutes a felony under State or Federal Law; or
5. The violation adversely affects the function of the College the Chief Student Services Officer is authorized by the College President to be responsible for the administration of the Student Code and shall decide whether the Student Code is applied to conduct occurring off campus, on a case- by-case basis, at his/her discretion. When needed, the College President may appoint a designee to fulfill student conduct responsibilities.

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The Chief Student Services Officer is authorized by the College President to impose sanctions upon any student(s) found to have violated the Student Code. The Chief Student Services Officer may appoint a designee to fulfill student conduct responsibilities when necessary.

**Failure to Comply**

Failure to comply/respond as directed by the Chief Student Services Officer or the student conduct appeal committee, on any matter including, but not limited to, a request to meet concerning an issue or a notice concerning or alleging a violation of the Student Code may result in the immediate placement of a hold on the involved student’s records. Further, sanctions up to and including expulsion may be imposed in the student’s absence. This would include but is not limited to a student’s failure or refusal to comply or respond. Failure to comply with sanctions imposed by the Chief Student Services Officer or the student conduct appeal committee will be a further violation of the Student Code.

**Initiation of Complaint of Alleged Violations**

1. Complaint of alleged violations may be submitted in writing to the Office of Student Services.
2. Complaints must be submitted within twenty College business days after detection of an alleged violation unless special conditions for delay can be documented.
3. Complaint Form may be found on the web and must include sufficient facts: specific names(s), date(s), locations, and descriptions of the alleged act(s) of misconduct to enable the Chief Student Services Officer to make a determination as to whether further fact-finding is necessary. The complainant must sign the complaint.



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4. Where the alleged misconduct is related to sexual misconduct, the Chief Student Services Officer will refer to SR2120 Title IX for Students and shall determine whether further investigation is warranted.
5. The Chief Student Services Officer will make an initial determination as to whether there is sufficient basis to believe that a violation of the Student Code may have occurred. The Chief Student Services Officer may decide to interview the reporting party, responding party and/or witnesses.
6. Where the complaint is related to academic misconduct SR 2140 Addendum (A) must be followed.
7. When it is determined that sufficient evidence, produced from an investigation exists to warrant violations of Student Code with sanctions, which will NOT limit the attendance of the student, the Chief Student Services Officer will provide a notification of the violations and arrange a meeting with the responding student.
  - a. At this meeting, the responding student informed of all due process rights and disciplinary procedures:
    1. A written copy of the violation(s);
    2. A fair and impartial consultation before the Chief Student Services Officer or the student conduct appeal committee;
    3. Know the nature of the evidence against them;
    4. Present evidence and witnesses in their behalf. Statements from character

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witnesses will be accepted only in instances in which the individual providing the information has direct knowledge of the event(s) in question;

5. Be accompanied at consultation by an advisor. The role of the advisor is passive and limited. The advisor cannot actively participate in the consultation or ask questions of the witnesses or the hearing body. The advisor's role is to advise the student and observe the proceedings;

In the case of a charge(s) potentially criminal in nature, the charged student must notify the Chief Student Services Officer three College business days in advance of the consultation if he/she plans to have an attorney present as his/her advisor. Failure to notify the Chief Student Services Officer will result in the consultation being rescheduled.

6. Be present at the consultation during the presentation of any evidence or material on which a decision will be made. If the student fails to attend the consultation, the consultation will be held in the student's absence;
7. Submit questions for witnesses to the chair of the student conduct appeal committee. The chair will determine if the responding student's questions are appropriate and if the responding student's questions will be posed verbally or in writing.
8. A decision based solely on the evidence presented.
9. A written notice of the results of the consultation and an explanation of the

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decision and sanction assessment. If a student is found not in violation of the charge(s), all related documents and records will be destroyed.

10. Appeal the finding and/or sanction.
  - b. An opportunity to review charges and evidence, to respond to the violations.
  - c. After meeting with the responding student, the Chief Student Services Officer or their designee may:
    - i. Terminate the proceeding, exonerating the student or students;
    - ii. Dismiss the case after providing whatever counseling and advice may be appropriate;
    - iii. Impose a disciplinary warning which is an official written reprimand not subject to student's right of appeal;
  - d. Impose additional disciplinary sanctions;
  - e. Student must advise the Chief Student Services Officer either at the preliminary meeting or within one College business day of the preliminary conference of his/her acceptance of violation.
  - f. If student does not accept decision of violating the Student Code then they have the opportunity to file and appeal as described in College Regulation SR 2140 Student Appeals within three business days (3) of the decision.
  - g. If the student fails to appear at the scheduled meeting without prior notification

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or evidence of extenuating circumstances, the Chief Student Services Officer may impose any sanctions authorized herein.

8. Student complaints alleged against the Chief Student Services Officer may be filed with the Chief Student Services Officer's Supervisor.

**Special Procedures for Adjudicating Cases Involving Recognized Student Organizations (RSO)**

Should a complaint be filed against an RSO, the Chief Student Services Officer will conduct an investigation, and the Chief Student Services Officer may impose the following sanctions, if necessary:

1. Cancellation of recognized status,
2. Imposition of monetary fines, withholding or withdrawal of allocated funds
3. Imposition of restitution for damages,
4. Removal of any of the RSO's officers or members from the RSO or its activities,
5. Restriction of any of the privileges or rights enjoyed by the RSO.

An RSO may file an appeal to any finding and/or sanction imposed provided relevant grounds for appeal are cited as described in College Regulation SR 2140 Student Appeals. The right of provisional organizations to operate may be revoked upon an adverse finding by the Chief Student Services Officer. In cases of revocation of provisional status, an institutional appeal is not permitted.

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**Absence of the Accused of Lack of Cooperation**

If the student is absent from the College community while a disciplinary case is pending or if a student declines to participate in the disciplinary process, the student is not absolved of responsibility.

Students who have been properly notified of a scheduled meeting, and who fail to appear at the consultation after proper notice has been given, will have their cases adjudicated in absentia at the scheduled consultation time and will be bound by the findings.

**Notification**

In all cases relative to written notification of students, such notification will be considered complete once a certified/registered letter has been posted with the U.S. Post Office to the student's mailing address contained in the Three Rivers College, Student Information System, sent to students Three Rivers College email or the notification is hand delivered by either the Chief Student Services Officer or their designee.

**The Appeal Process**

If the responding party does not accept the disciplinary decision of the Chief Student Services Officer they may file an appeal as described in College Regulation SR 2140 Student Appeals. When using the College appeal process in this case, the student has three (3) business days to file the appeal. The findings and sanctions of the Student Appeals Committee are final.

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**Sanctions**

The following are disciplinary sanctions that may be imposed upon the student. This list is not exhaustive and the College reserves the right to modify or enlarge the list at any time depending on the nature of the violation(s).

Upon imposition of a sanction, the student is notified by mail. In cases of suspension or expulsion, the parents of a minor will be notified by mail.

**1. Disciplinary Warning**

A disciplinary warning is an official written reprimand.

**2. Disciplinary Probation**

Disciplinary probation is a period of time during which further violations of the rules and regulations of the College may result in suspension or expulsion. Probation may be imposed for a period of time ranging from the remainder of the semester in which the violation occurred to the remainder of the student's matriculation at the College. Restrictions may be imposed in conjunction with probation and may include:

- a. *Community Service Hours* – Students may be required to complete work at a designated location for a specified number of hours, or may pay
  - *A Fee Assessment* – \$100 Fee payable immediately at the Student Accounts office (no checks) and receipt of payment must be returned to the Office of the Chief Student Services Officer.
- b. *Educational Programs* – Students may be required to attend programs on special

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topics related to the offense. This does not include academic courses for credit.

- c. *Restricted presence on campus* – Students may be restricted on campus except to attend classes or complete coursework.
- d. *Special Projects* – Students may be required to write papers and/or present programs on topics related to the offense.
- e. *Substance Abuse Assessment* – Students may be required to submit to an assessment for substance abuse. Periodic drug testing, not to exceed two random tests per semester for a minimum of three semesters, may be required.
- f. *Restitution* – Students may be required to reimburse the College or other persons, groups, or organizations for damages incurred as a result of a violation of the Student Code.
- g. *Confiscation* – The College reserves the right to confiscate goods used or possessed in violation of the Student Code.

**3. Loss of Student Office/Leadership Position**

Students in elected/appointed positions may lose the position as a result of a violation of the Student Code.

**4. Forced Withdrawal**

Students may be withdrawn from the academic course(s) within which the violation of the Student Code occurred without receiving academic credit for the course(s) or refund.

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**5. Change of Grade**

Students found in violation of the Student Code may receive a change in grade for the course, test, paper, and/or work in which an academic irregularity occurred.

**6. Interim Suspension**

- a. At any time following the submission of a written complaint, the Chief Student Services Officer may suspend a student for an interim period prior to resolution of the disciplinary proceeding if the Chief Student Services Officer believes the information supports the allegations of misconduct is reliable and determines the continued presence of the student on the College campus poses a threat to any individual, property, or College function.
- b. The decision to suspend a student for an interim period shall be communicated in writing to the student and shall become effective immediately upon sending the notice.
- c. The interim suspension shall remain in effect until a final decision has been made on the pending charges or until the Chief Student Services Officer determines the reasons for imposing the interim suspension no longer exist.
- d. A student who is suspended for an interim period will be provided an opportunity to respond to the allegations of misconduct no later than five College business days following the effective date of the interim suspension.
- e. The student will be granted a hearing opportunity, if warranted, as soon as possible following such response but no later than 5 College business days.



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**7. Suspension**

A decision of suspension terminates the student's status as an enrolled student for a specific period of time and prohibits the student from attending classes. A suspended student may not participate in College sponsored activities or be present on campus without specific authorization from the Chief Student Services Officer. The Chief Student Services Officer may further impose a summary suspension in cases where a suspended student chooses to violate the terms of his/her suspension. Suspended students may not receive any academic credit from another institution if earned during their period of suspension from the College. Students will not receive a refund of fees.

**8. Expulsion**

A decision of expulsion constitutes a permanent severance of the student's relationship with the College. An expelled student may not enter any part of the campus without specific authorization from the Chief Student Services Officer. Students will not receive a refund of fees.

**9. Revocation of Admission and/or Degree**

Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

**10. Withholding Degree**

The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code, including the completion of any sanctions imposed.

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A student responsible for any type of violation of the Student Code will not be permitted to avoid sanction by withdrawing from a class or the College.

Other than expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record, maintained by the Chief Student Services Officer.

**Administrative Withdrawal**

Students may be administratively withdrawn from classes and/or the College when, in the judgment of the Chief Academic Officer or the Chief Student Services Officer, after consultation with appropriate College personnel, it is determined because of physical, mental, emotional, or psychological health conditions, the student:

- a. poses a significant danger or threat of physical harm to the student or to the person or property of others, or
- b. the student interferes with the rights of other members of the College community or with the exercise of any proper activities or functions of the College or its personnel, or
- c. the student is unable to meet institutional requirements for continued enrollment as defined in this Student Code or other publications of the College.

Students may make a request "in writing" for an appropriate hearing prior to the final decision concerning continued enrollment through the Chief Academic Officer and/or the Chief Student Services Officer as appropriate.

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**Records Management**

Disciplinary records, except those pertaining to suspension or expulsion, will be maintained for five years after the student’s date of graduation or last date of attendance. Records involving suspension or expulsion will be retained permanently.

**Interpretation and Revision**

Any question of interpretation or application of the Student Code shall be referred to the Chief Student Services Officer or their designee for final determination, unless otherwise determined by the College President or the Board of Trustees.

The Student Code shall be reviewed every 3 years under the direction of the Chief Student Services Officer. Any revisions shall be subject to the approval of the faculty, the Board of Trustees and the College President.

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**DOCUMENT HISTORY:**

- 07-21-2010:** Initial approval of regulation SR 2620 Disciplinary Proceedings.
- 09-16-2015:** Revision of position title Vice President 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.
- 08-23-2017:** Updated for clarification of Student Services processes.

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Associated Regulation: SR 2740 Students Rights and Responsibilities; SR 2750 Return of Title IV Information; SR 2610 Student Code of Conduct; SR 2140 Student Appeals	
References: Federal Student Financial Aid Handbook; Student Intake Form; Suspension Override Request Form	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 08-23-2017	Last Revision:

Three Rivers College has established both quantitative and qualitative measures for evaluating the progress of Federal Student Aid recipients to meet specific Financial Aid Satisfactory Academic Progress (FASAP) in accordance with Federal Student Aid Regulations. The Three Rivers College Office of Financial Aid monitors Financial Aid FASAP for federal financial aid recipients at the end of each semester. The purpose of this regulation is to establish policy guidelines for Three Rivers College to ensure compliance with the minimum statutory and regulatory requirements for continuation of Federal Title IV eligibility.

The following information describes the Three Rivers College standards for maintaining Financial Aid Satisfactory Academic Progress (FASAP) requirements for financial aid eligibility:

- **Maximum Timeframe:** Financial aid recipients must complete specified degree program within 150% of the published length of the program. Once a student has reached the maximum time frame, the student will no longer be eligible to receive financial aid without an approved Timeframe FA Extension Request (Effective Summer 2016.) Students who graduate with one year certificate, AAS or AA degree will be considered to have met the pace maximum.
- **Credit Hour Completion (Quantitative):** (66.5%) of attempted credit hours each semester.
- **Grade Point Average (Qualitative):** Maintain the required cumulative grade point average (GPA) listed below based on total hours attempted.

**Table A**

<b>Credits Attempted</b>	<b>GPA Required</b>
0-15	1.50
16-30	1.70
31-44	1.90
45+	2.00

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Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 08-23-2017	Last Revision:

A student must meet Financial Aid Satisfactory Academic Progress (FASAP) by completing their degree program within the specified period, demonstrate they are making progress towards their degree by earning a minimum number of credit hours each semester, and achieving the required GPA as stated herein based on total hours attempted.

**Note:** Grades of A, B, C, D, and F are counted when determining a student's cumulative GPA for financial aid. Grades of I, P, NP, CR and W are not counted when determining a student's cumulative GPA for financial aid.

All classes with a grade of A, B, C, D, F, P, NP, CR, W and I are counted in the pace calculation, including any classes which are repeated. For FASAP, all Transitional (Developmental) courses are computed in the credit hours attempted and completed.

No additional time will be allowed for program of study completion if a student changes majors or programs. All courses in all semesters are counted in the pace maximum. Credit hours transferred from other colleges and universities will be included in the total credit hours attempted at Three Rivers College and will be counted in the credit hours toward the pace maximum.

**New Financial Aid Recipients and Transfer Students**

Students who attend Three Rivers College without financial aid and then apply for assistance will be required to meet the satisfactory academic progress standards as if they had received Federal Student Aid from the beginning of their attendance at Three Rivers College. For Financial Aid Satisfactory Academic Progress purposes, students will be eligible for Federal Student Aid during their first semester of attendance and will have their eligibility evaluated at the end of the first semester they receive Federal Student Aid.

For transfer students, all credits transferred in and accepted by the college are used in the calculation of student aid eligibility.

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Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 08-23-2017	Last Revision:

**Procedures for FASAP Statuses**

**Financial Aid Warning**

Students who do not meet either the pace or GPA requirement will be placed on a warning status. During the warning status, a student may continue to receive federal financial aid. If a student fails to meet financial aid satisfactory academic progress during the warning semester or any subsequent semesters, federal aid will be suspended. Students will be notified of the warning status via their college student email account.

**Financial Aid Suspension: Unsatisfactory “U”**

Unsatisfactory (U) is a status assigned to a student who fails to make financial aid satisfactory academic progress for any subsequent semesters following the warning status. Students who have an unsatisfactory status are not eligible for federal funding. The student will be notified of the unsatisfactory status via their college student email account.

A student may submit a Suspension Override Request for review to determine if federal financial aid eligibility may be reinstated. Requests for an override of financial aid suspension will only be considered for extenuating circumstances.

Extenuating circumstances may include, but are not limited to: personal illness, injury or accident, serious illness or death of close family member, unforeseen, undue hardship, and demonstrated academic improvement. Circumstances under which a request may not be granted include, but are not limited to: poor choice of classes, employment obligations, financial difficulties, loss of transportation, relocating, childcare difficulties, loss of internet service and lack of motivation or interest.

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Supersedes: NA	
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Initial Approval: 08-23-2017	Last Revision:

**Financial Aid Probation**

Financial Aid Probation is a status assigned to a student when the Suspension Override Request has been approved. Students on probation may continue to receive aid; however, if they fail to meet financial aid satisfactory progress in subsequent terms, federal aid will be suspended and the student may submit a Suspension Override Request.

**Financial Aid Extension**

Financial Aid Extension is a status assigned to students who graduate or have exceeded the maximum number of allowable credit hours for their program of study. The student will no longer be eligible to receive financial aid without an approved Timeframe FA Extension Request (Effective Summer 2016).

**Suspension Override Request and Timeframe for Financial Aid Extension Request Process**

The process to request a waiver or extension request for the loss of Federal Student Aid benefits will be maintained by the Office of Financial Aid and communicated to the appropriate students at the end of each semester.

**Denial of Request**

If a student's request is reviewed and Federal Student Aid is not reinstated the student may appeal the decision in accordance with the SR 2140 Student Appeals.

**Reestablishing Eligibility**

The student may reestablish eligibility by paying for at least one academic term and regaining the satisfactory GPA as indicated in Table A and meet the pace requirement by completing (66.5%) of hours attempted for the semester.



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Once the student has obtained the required pace and GPA requirement a Suspension Override Request must be submitted for review. The student will not be eligible for Title IV funding until eligibility is regained.

**Repeating Coursework**

Students may receive federal funding for one repetition of a previously passed course. For example, if a student passes a course once and then is repaid for retaking the course, the student cannot be paid to take the course a third time. A course is considered passed if the student receives a grade of D or better. A student who does not receive a passing grade is not limited on the number of attempts and may repeat a failed or withdrawn course until it is passed.

**Dropping Classes**

Dropping classes can affect the student's financial aid eligibility for specific programs, prevent student's from meeting the financial aid satisfactory academic progress requirements or student's being responsible to repay financial aid funding. Before dropping courses, it is strongly recommended to contact the Office of Financial Aid.

**Withdrawn Courses**

Withdrawn courses will not be included in the student's GPA; however will be calculated in total number of hours attempted.

**Transitional/Remedial Courses**

Transitional and remedial courses will be included in the GPA calculation and hours attempted for financial aid purposes.

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Supersedes: NA	
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Initial Approval: 08-23-2017	Last Revision:

**Incomplete Courses**

Incomplete grades will not be included in the GPA calculation for financial aid until a final grade is assigned but will be included in the hours attempted each semester.

**Financial Aid Suspension Override Request Process**

- Students have the right to request an override of Financial Aid Suspension by completing the Suspension Override Request form.
- Financial Aid Satisfactory Academic Progress will be evaluated at the end of each semester once all grades are received and students will receive notification by email of unsatisfactory progress.
- Students should submit their Financial Aid Suspension Override Request for fall and spring to the Office of Financial Aid at least 2 weeks before the start of the term to allow sufficient time for review prior to classes beginning. Requests for summer should be submitted within 48 hours of student being notified of ineligibility.

All requests will be reviewed on a case by case basis. Late requests are reviewed throughout the semester. The request and required documentation must be attached in order for the override to be considered. Failure to provide all requested documentation could result in the request not being reviewed or denied.

**Require Documentation:**

- Completed Suspension Override Request Form
- Typed or neatly written summary of the following:
  1. Extenuating circumstances that may have prohibited the student from meeting Financial Satisfactory Academic Progress.
  2. Any changes that have occurred to enable Financial Aid Satisfactory Academic Progress.

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3. Supporting documentation that verifies the circumstances referenced in the written summary should be provided.

- Financial Aid Suspension Committee reviews requests regarding financial aid suspension.
- Exceptions to the college's Financial Aid FASAP policies are not made lightly and will generally be considered only for extenuating circumstances. Decisions will be based on an individual's extenuating circumstances, supporting documentation, and academic history.
- Extenuating circumstances may include, but are not limited to: personal illness, injury or accident, serious illness or death of close family member, unforeseen, undue hardship, and demonstrated academic improvement. Circumstances under which a request may not be granted include, but are not limited to: poor choice of classes, employment obligations, financial difficulties, loss of transportation, relocating, childcare difficulties, loss of internet service and lack of motivation or interest.
- If the committee approves the request, the student's status may be reinstated under conditionally as outlined by the committee.
- If the request is denied, the student must pay by other means until the student reestablishes eligibility. Once eligibility is reestablished, a Suspension Override Request should be submitted for additional review.
- The Office of Financial Aid will notify the student via email of the committee's decision.
- Students granted an override of Financial Aid Suspension may be asked to meet with an advisor to evaluate their educational plan. Suggestions may be made to reduce course load, eliminate online course work, or repeat failed course work.

The decisions regarding Financial Aid Suspension and Academic Suspension are separate processes. Therefore, a student can be approved for one but denied for the other. If a financial aid suspension is overridden but the academic request is denied, the student will not be able to register for classes. The decision of the review committee may be appealed by completing a Student Intake Form and submitting it to the Chief Student Services Office. For more information refer to College Regulation SR 2140 Student Appeals.

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Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 08-23-2017	Last Revision:

**Financial Aid Timeframe for Financial Aid Extension Request Process**

- Students may submit a Timeframe FA Extension Request when they are beyond 150% of hours required for his/her degree program or have graduated.
- Progress will be evaluated at the end of each semester once all grades are received and students will receive notification by email.
- Students should submit the request for fall and spring to the Office of Financial Aid at least (2) weeks before the start of the term to allow sufficient time for the committee to review prior to classes beginning. Requests for summer should be submitted within 48 hours of student being notified of ineligibility. All requests will be reviewed on a case by case basis. Late requests will be reviewed throughout the semester.
- The Office of Financial Aid will notify the student via email account.
- The decision may be appealed by completing a Student Intake Form and submitting it to the Chief Student Services Office. Refer to College Regulation SR 2140 Student Appeals.

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Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 08-23-2017	Last Revision:

**DOCUMENT HISTORY:**

**08-23-2017:** Initial approval of regulation SR 2760 Satisfactory Academic Progress for Financial Aid.

# UPCOMING EVENTS

**Missouri and the Great War**, August 25 - October 27, Tinnin Gallery; free admission. This traveling exhibit from the Missouri Humanities Council explores the history of World War I through the perspective of Missouri and Missourians. Gallery hours are 12 to 3 p.m. Monday through Friday. In addition to regular Gallery hours, the exhibit will be open 9 a.m. to 12 p.m. on September 9.

**Butler County Job Fair**, 10 a.m. to 3 p.m. Aug. 25, Bess Activity Center.

**Labor Day**, September 4, College closed.

**Run 4 The Arts**, fundraiser for fine arts scholarships, 9 a.m. September 9 in front of the Tinnin Fine Arts Center. Entry fee is \$20, which includes a T-shirt while supplies last. Participants can register for a 4-mile run/walk, one-mile walk, or as a virtual runner. Register online at [trcc.edu/development/events.php](http://trcc.edu/development/events.php).

**Meet the Raiders**, dinner at 6 p.m., program at 7 p.m. Sept. 11, Bess Activity Center. Players from all Three Rivers athletics teams will be introduced.

**TRC Community Night with Brick Oven Pizza Company**, 5 to 10 p.m. September 12, 125 N. 11<sup>th</sup> St., Poplar Bluff. Up to 50% of all sales donated to the Three Rivers Endowment Trust Excellence Fund.

Patrons of the Arts presents **Golden Sounds of The Platters**, 7 p.m. September 21, Tinnin Theater; tickets \$15.

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

**FOR IMMEDIATE RELEASE:**

Wednesday, August 16, 2017

**FOR MORE INFORMATION:**

Jonathan Atwood at (573) 840-9660

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

**Deadline Extended for LPN Program in Kennett**

The application deadline for Three Rivers College's Practical Nursing program in Kennett has been extended. The application deadline, previously March 31, has been moved to April 18 to allow prospective students more time to register for the program.

"We wanted to ensure that all eligible students have the time needed to apply," said Dr. Staci Campbell, chair of Nursing and Allied Health. "This program gives extraordinary career advancement possibilities to our students, and we want to give every opportunity for students to join the program."

Applicants for the Practical Nursing program must submit their high school transcript or HiSet/GED, as well as any college transcripts. Applicants must also take the ATI TEAS Entrance Exam and achieve a composite percentage score of no less than 58%.

Campbell advises that all admissions materials, including official copies of transcripts from high school and other colleges, must be received by the April 18 deadline. The application forms can be found online by going to [trcc.edu/admissions](http://trcc.edu/admissions) and clicking on "Applications."

Prospective students must also complete a free Three Rivers application. For more information, contact Dr. Staci Campbell at 573-840-9672.

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####



**FOR IMMEDIATE RELEASE:**

Wednesday, August 16, 2017

**HAS PHOTO** attached to email, caption at end of release

**FOR MORE INFORMATION:**

Jonathan Atwood at 573-840-9660

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

**Three Rivers Takes Over LPN Program in Poplar Bluff**

Three Rivers College has announced that it has received approval to take over sponsorship of the Licensed Practical Nursing program previously run by the Poplar Bluff Technical Career Center (PBTCC).

The college is currently accepting applications for the program's first cohort at Three Rivers, with an application deadline of October 2 at 4 p.m. Classes for the first cohort will run from January 2018 through December 2018.

"The PBTCC's program has helped a lot of people get a start in a great career, and we're proud to be able to help that program continue," said Dr. Staci Campbell, Chair of Nursing and Allied Health at Three Rivers College. "Students in the new cohort will get the full benefit of Three Rivers' state-of-the-art facilities in the Robert W. Plaster Free Enterprise Center, as well as the expertise of our highly-trained nursing faculty."

The Practical Nursing (Poplar Bluff) Application form for the January 2018 LPN cohort is available online at [trcc.edu/admissions](http://trcc.edu/admissions) under "Application." Applicants must also submit an online application for admission to Three Rivers College. To be eligible for acceptance into the Practical Nursing program, students must possess a high school diploma/GED, take the ATI TEAS entrance exam, have a 2.0 GPA or higher, and complete a short questionnaire. The college will provide multiple ATI TEAS exam opportunities in Fall 2017.

The program will be a year-long, 55-credit-hour course of study that will prepare and qualify participants to take their LPN licensure examination. Students who complete the LPN program and pass their licensure examination will also qualify to apply for Three Rivers' LPN-to-RN Bridge program.

PBTCC and the Poplar Bluff R-1 School District approved the transfer of sponsorship in March 2017, with Three Rivers receiving approval to take over the program from the Missouri

State Board of Nursing in May 2017. Three Rivers also offers an LPN program at its Kennett location.

For more information about the new Poplar Bluff LPN program, or about any of Three Rivers' Nursing and Allied Health programs, visit [trcc.edu](http://trcc.edu) or contact the Nursing and Allied Health Department at 573-840-9672.

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Wednesday, August 16, 2017

**FOR MORE INFORMATION:**

Jonathan Atwood at (573) 840-9739

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

**“Run 4 The Arts” to Support Fine Arts Education**

Three Rivers College will host the second annual “Run 4 The Arts” four-mile run/walk on Saturday, September 9 at 9 a. m. at its Poplar Bluff Campus. The event is being held to raise funds towards an endowed scholarship for fine arts (Music, Theater or Art) students at Three Rivers College.

“Three Rivers is proud to be a supporter of fine arts education, and Run 4 The Arts helps keep our fine arts programs strong,” said Michelle Reynolds, Director of Development for Three Rivers College. “We had a great time last year, and we can’t wait to get everyone on campus to help our fine arts students.”

Same-day registration begins at 8 a.m. in front of the Bess Activity Center on Three Rivers’ Poplar Bluff Campus. Entry is \$20 for an individual 4K run/walk; and \$20 for the 1 mile walk, which is a new feature this year. The full entry fee includes a t-shirt, guaranteed for those who pre-register and also available to late registrants while supplies last. Non-runners interested in supporting the event may register as a “virtual runner” for \$20, and receive a t-shirt. Participants must register by August 16 to be guaranteed a t-shirt.

To register for the Run 4 The Arts, or for more information, call 573-840-9077. Registration forms can also be found online at [trcc.edu/development/events.php](http://trcc.edu/development/events.php) or by searching for “Run 4 the Arts” at [active.com](http://active.com).

For those unable to participate in the event but wish to support the scholarship fund, contact Reynolds at 573-840-9077, or email [endowment@trcc.edu](mailto:endowment@trcc.edu).

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**FOR MORE INFORMATION:**

Jonathan Atwood at 573-840-9660

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

**Welding Classes to be Offered in Dexter by Three Rivers**

Three Rivers College has announced that it will begin offering welding classes at its Three Rivers – Dexter location, starting in the college’s upcoming Fall semester. Three Rivers will offer two one-year certificates for welding, as well as an Associate of Applied Science Degree in Engineering Technology with a focus on welding.

“Our welding programs offer an efficient and affordable gateway into a high-demand career,” said Dr. Dan Lauder, Chair of the Career Studies and Workforce Development department at Three Rivers. “In as little as a year, a student in these programs can be ready for well-paying welding jobs anywhere in the nation.”

Students in Three Rivers’ welding programs in Dexter can obtain a one-year certificate in Manufacturing Welding or Maintenance Welding in a year, or an Associate of Applied Science Degree in Engineering Technology -- Welding Option in two years. In addition to the welding programs, Three Rivers – Dexter also offers a one-year Green Diesel certificate, focusing on diesel engine mechanics.

“Students will gain valuable in-demand skills pursuing a certificate in either the Welding or Green Diesel programs,” said Lauder. “Employers frequently hire students from our Green Diesel program before they even complete the program.”

Fall classes at Three Rivers, including the Welding program, begin August 14, with a registration deadline of Friday, August 11. Prospective students can visit [trcc.edu](http://trcc.edu) or call 573-270-9605 for more information on all of Three Rivers’ programs of study. To apply for admission to Three Rivers, visit [trcc.edu/admissions](http://trcc.edu/admissions). Prospective students must possess a high school diploma or high school equivalency credential.

###

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####

July 20, 2017

# Daily American Republic

Serving The Region Since 1889

POPLAR BLUFF, MISSOURI

50c

No basketball there this season

## Libla Ctr. opening delayed

By **CHELSAE CORDIA**  
Staff Writer

The expected date of completion for the Libla Family Sports Complex has been pushed to April 2018 from an original goal of Oct. 1. The news came at the monthly Three Rivers College Board of Trustees meeting

Wednesday. Because of the change, Raiders basketball likely will not take place in the new arena until the 2018-19 season.

The update was provided by architect Mike Pollard of Dille Traxel, who said "there is no path to get this project completed by Oct. 1."

Pollard said Huffman Construc-

tion should be finished building around Feb. 20, but additional time is needed to finish tasks inside the structure, such as floor and bleacher installation. According to Pollard, bleacher installation alone requires 1,010 man hours, which helps ac-

See **LIBLA CTR./A2**

### LIBLA CTR.

FROM PAGE A1

count for the significant extension, but he said he is hoping to have the project finished "sometime in April."

Pollard said it is safe to assume the first event to be held in the new sports complex should be commencement ceremonies in May.

TRC President Dr. Wesley Payne said the delay is not any specific entities fault. He said it was more a matter of lining out finances and completing paperwork that extended the process.

"We had a budget, the project was not coming in on that budget and it took time to redesign it to an acceptable point," Payne said.

Payne also said plans regarding the FEMA building, a construction project running in conjunction with the Libla Family Sports Complex, inadvertently took precedence in the early stages because of a hard April 19 deadline. The majority of the FEMA building

is paid by government funding and not meeting deadline could result in a loss of funding.

"That no doubt impacted the (Libla Family Sports Complex) deadline," Payne said.

Parking lot updates are still in the process following a slight setback caused by last week's early afternoon downpour. Payne said sidewalks are also coming along nicely and while the majority of critical work should be finished by Aug. 7, the project will stretch out for another two months.

"All in all, they're doing good work and they're making progress. We should see some substantial completions on various parts of this soon," he said.

TRC held an on-the-go enrollment rush at the recent Run, Wag and Walk fund raiser held in Dexter last week. Currently TRC's enrollment is down just under 6 percent from this time last year.

rollment," Payne said. "Just since last week, they've made up about 2 percent, so we are making progress in the right direction."

Upcoming events at TRC include the Center Stage production of The Foreigner beginning tonight at 7 p.m., through Saturday with the final show at 2 p.m. Sunday. The Foreigner will be Director Tim Thompson's final show with Center Stage. He is leaving to take a principal position in another city. TRC's second annual Day at the Ballpark will be at 6:15 p.m. Saturday, July 29, against the Arizona Diamondbacks at Busch Stadium.

Fall Convocation for TRC faculty and staff is scheduled for Aug. 7, which means the college will be closed to the public that day as everyone involved with the campus can gear up for the fall semester.

The next TRC Board of Trustees meeting will be held at noon Wednesday, in the board room.