

- 11:00 a.m. Three Rivers Board of Trustees Luncheon, Employee Lounge, Westover Admin Building
12:00 p.m. Three Rivers Board of Trustees Tax Levy Meeting
12:05 p.m. Three Rivers Board of Trustees Meeting, Board Room, Westover Admin Building

A G E N D A
REGULAR SESSION
Wednesday, August 23, 2023
12:05 p.m.

- I. Invocation and Pledge of Allegiance**
- II. Approval of Agenda**
1. Consideration and Approval of Agenda
 2. Consideration and Approval of Minutes of the June Board Meeting
- III. Consideration of College Financial Report**
1. Statement of Revenues, Expenses, and Changes in Net Assets
 - a) Monthly Financial Statements
 - b) Budget to Actual Financial Statements
 2. Cash in Bank
 3. Certificates of Deposits
 4. Checks Issued
 5. Bid Report
 6. Budget Amendments
- IV. President's Report**
- V. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)
- VI. Items for Consideration, Discussion, and Vote**
1. Ratification of Settlement Agreement
- VII. Consideration and Approval of all Personnel Actions and Associated Documents**
1. Acceptance of Employment
 - a) Dr. Benjamin Haas, Associate Professor, Communication
 - b) Christina Burch, External Facilitator, Kennett, MO Location

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

- c) Corey Daleski, Instructor, Social Science
- d) Drake Dugas, Instructor, Welding
- e) Elda Rosa Pry, Outreach Specialist, ETS
- f) Kevin Hatch, Part-time Lab Assistant
- g) Elvia Henson, Part-time, Administrative Assistant
- h) Kimberly Brooks, Director Career Services
- i) Mary Martin, Part Time, SIM LAB Assistant

2. Transfer of Position

- a) Joanna Priest, Part-time EMS Administrative Assistant, Paramedic and Fire Science

3. Resignations

- a) Mary Menz, Practical Nursing Instructor, Sikeston, MO
- b) Jerry Deckard, Part Time, University Center
- c) Brandy Herring, Nursing Instructor

VIII. Appendix

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

IX. FY24 Board of Trustees Meeting Dates

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

X. Adjournment

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**BOARD OF TRUSTEES
THREE RIVERS COLLEGE
June 21, 2023**

The regular meeting of the Board of Trustees began at 12:00 p.m. on Wednesday, June 21, 2023.

CALL TO ORDER

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

ATTENDANCE

Joon Choe, Chaplain and First Lieutenant, United States Army, delivered the invocation.

INVOCATION

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

**APPROVAL OF BOARD
MEETING AGENDA**

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

**APPROVAL OF THE APRIL
BOARD MEETING MINUTES**

Charlotte reviewed the Budget to Actuals as of the end of May 2023. We are 92% into the fiscal year and have recognized 98% of our budgeted revenues and obligated 77% of our budgeted expenses.

**APPROVAL OF
FINANCIAL REPORT**

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

Dr. Payne presented:

PRESIDENT'S REPORT

Laura McElroy, Director of Nursing, spoke about the Registered Nurse pinning ceremony on May 19, 2023. 49 Students received pins and are currently sitting for boards.

**NURSING DEPARTMENT
PINNING CEREMONY**

Dr. Payne discussed the Commencement Ceremony on May 19. TRC conferred over 806 degrees and certificates to 518 students.

COMMENCEMENT

Brandi Brooks spoke about Project Drive Orientation, which was attended by 21 students. 23 Students enrolled and started the programs.

PROJECT DRIVE

Corey Reynolds presented on the Mental Health Conference, hosted by TRC on June 8th. The event had 100 online registrations and 84 registrations on the day of the event.

MENTAL HEALTH CONFERENCE

TRC hosted Operation Healthy Delta an Integrated Readiness Training Exercise sponsored by DAEOC and the Department of Defense. During the event, which spanned from June 11-20, 925 patients received over 6000 procedures. This had an estimated savings for our community of \$500,000 in healthcare costs.

OPERATION HEALTHY DELTA (IRT) INTEGRATED READINESS TRAINING

Coach Phipps reported on the Rodeo Finals. Our student Brandon Ballard participated in Bull Riding.

CNFR RODEO FINALS

The TRC Endowment Trust held their annual golf tournament on Friday June 16, 2023, at Westwood Hills Country Club. 24 teams participated. TRET had additional hole sponsors and concluded the evening with a Shrimp Boil sponsored by Dille and Pollard.

TRC GOLF TOURNAMENT

Upcoming Events:

- Independence Day July 4, 2023 College is Closed
- 31st Annual Drama Camp July 17-21
- Battle of the Bulls July 22 Ray Clinton Park
- Naismith Hall of Fame August 10-13
- Fall Convocation August 14, 2022

UPCOMING EVENTS

Trustee Richardson made the motion to enter into executive session at 12:39 p.m. With a second by Trustee Garrison, the board was polled as follows: Trustee Williams, yes; Featherston, (Absent); Trustee Richardson, yes, Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes.

EXECUTIVE SESSION

Trustee Hager made the motion to approve FY'24 Annual Budget as presented. On a second by Trustee Garrison, the board was polled as follows: Trustee Williams, yes; Featherston, (Absent); Trustee

ITEMS FOR DISCUSSION CONSIDERATION AND VOTE

APPROVAL OF FY'24 BUDGET

Richardson, yes, Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes.

Trustee Richardson made the motion to move the August Board meeting date. On a second by Trustee Garrison, the board was polled as follows: Trustee Williams, yes; Featherston, (Absent); Trustee Richardson, yes, Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes.

Trustee Hager made the motion to proceed with the purchase of real estate known at Tract 1 of 945 South Kingshighway, in Sikeston, Mo and to authorize Dr. Wesley Payne or his designee, to execute all appropriate and necessary documents. With a second, from Trustee Richardson, the board was polled as follows: Trustee Williams, yes; Featherston, (Absent); Trustee Richardson, yes, Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes.

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

There being no further business, Trustee Richardson made the motion to adjourn the meeting at 1:36 p.m. and with a second by Trustee Hager, the motion passed unanimously.

CHAIRMAN

SECRETARY

**APPROVAL OF MOVING
AUGUST BOARD MEETING
DATE**

**CONSIDERATION AND
APPROVAL TO PURCHASE
SIKESTON REAL PROPERTY**

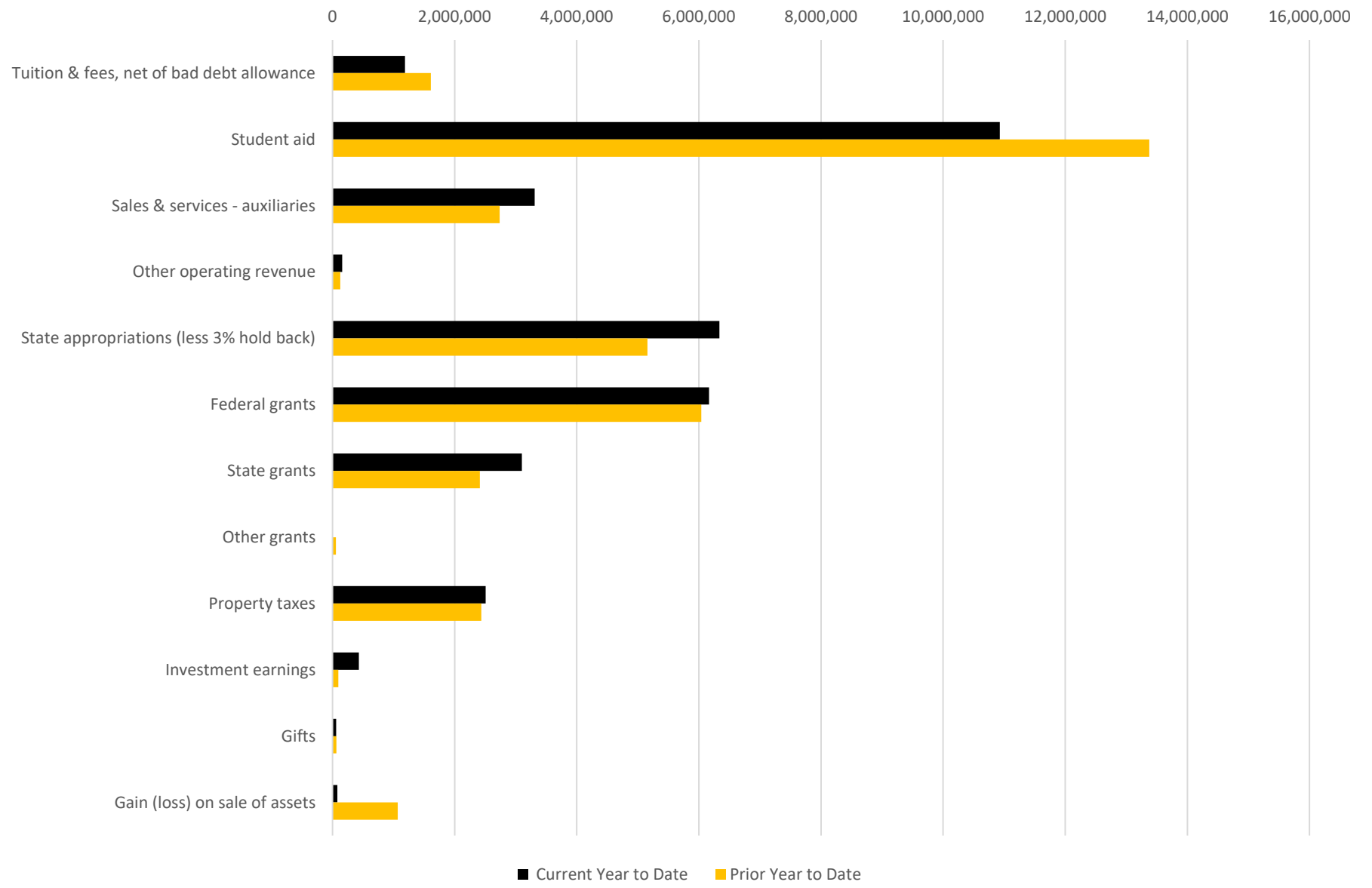
**CONSIDERATION AND
APPROVAL OF ALL
PERSONNEL ACTION AND
ASSOCIATED DOCUMENTS**

ADJOURNMENT

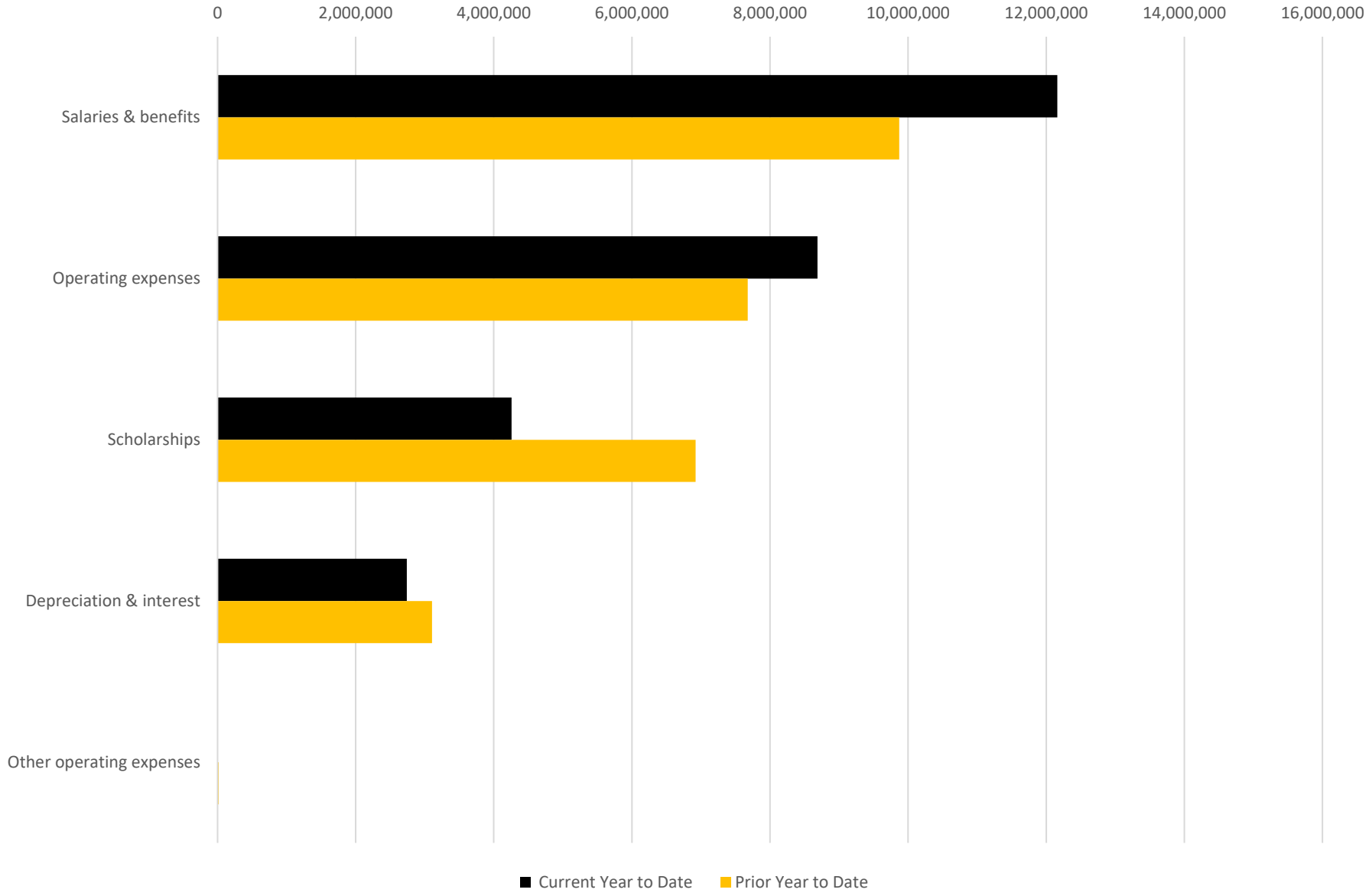
APPROVAL DATE

APPROVAL DATE

YTD Comparison to Previous Year 06/30/2023



YTD Comparison to Previous Year
06/30/2023



YTD Comparison to Previous Year
06/30/2023

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

CHANGES IN NET POSITION



■ Current Year to Date ■ Prior Year to Date

Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
June 30, 2023

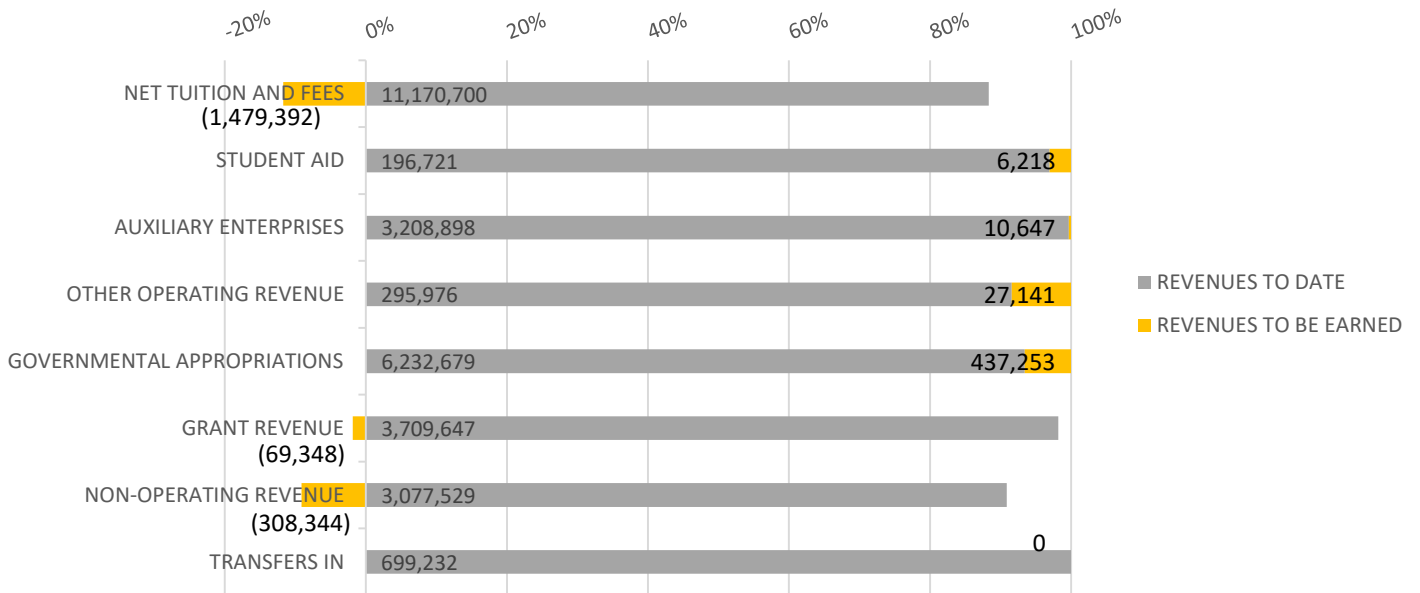
ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash & Cash Equivalents	17,608,792	Accounts Payable	1,106,888
Student Account Receivables, net	6,605,887	Accrued Vacation	339,127
Property Tax Receivable	108,314	Student Deposits	31,260
Other Receivables	8,140,381	Deferred Tuition & Fees	4,548,195
Investments	0	Scholarships	9,099
Inventory	76,961	Total Current Liabilities	6,034,569
Prepaid Expenses	262,773		
Total Current Assets	32,803,108	NON-CURRENT LIABILITIES	
NON-CURRENT ASSETS		Retirement Incentive Payable	0
Land	5,490,786	Other Post Employment Benefits	5,091,388
Capital assets	77,453,231	Bonds, Notes and Leases Payable	8,610,973
Plus: Current year additions to capital assets	4,543,864	Accrued Interest	0
Accumulated Depreciation	(38,359,434)	Agency	453,171
Unamortized Bond Issue Costs	0	Total Non-Current Liabilities	14,155,532
Total Non-Current Assets	49,128,447	Total Liabilities	20,190,101
DEFERRED OUTFLOWS	6,237,331	DEFERRED INFLOWS	20,018,807
		NET POSITION	
		Beginning Balance	41,532,251
		Changes in Net Position	6,427,728
		Total Net Position	47,959,979
TOTAL ASSETS AND DEFERRED OUTFLOWS	88,168,887	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	88,168,887

Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
June 30, 2023

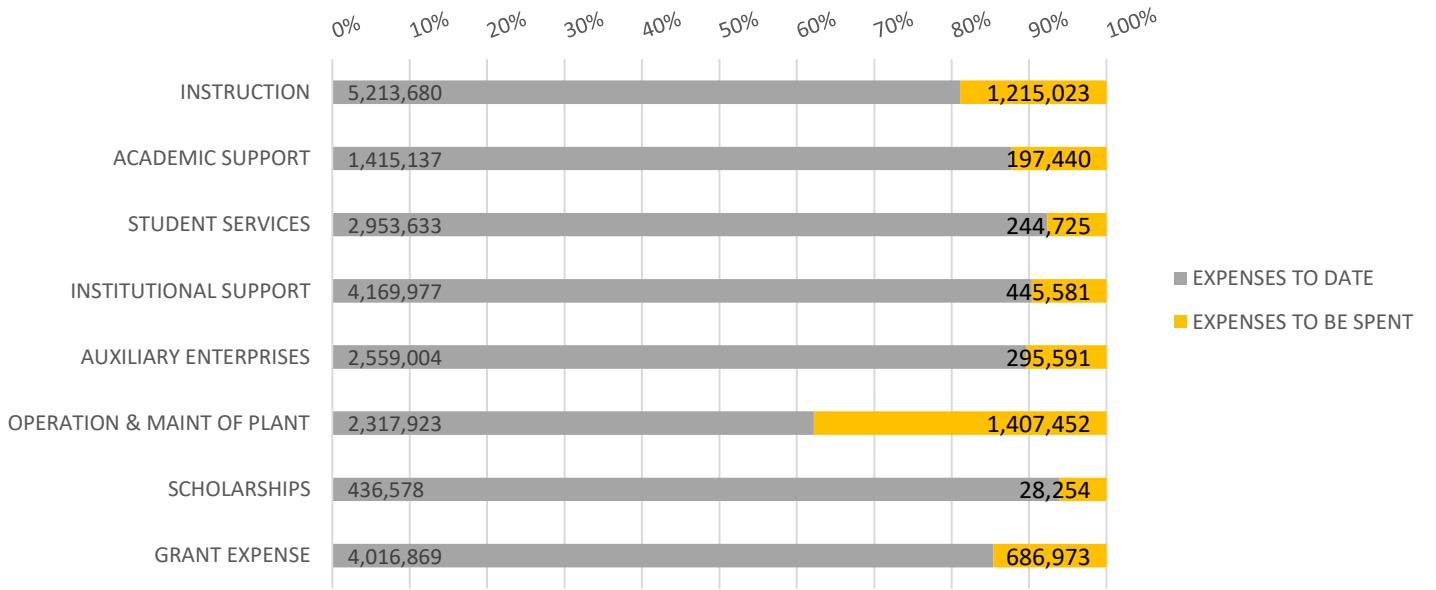
	Current Year to												Date	Prior Year to Date	\$ Change	% Change
	July	August	September	October	November	December	January	February	March	April	May	June				
OPERATING REVENUE																
Tuition & fees, net of bad debt allowance	4,761,483	457,965	(154,707)	1,487,514	604,047	1,006,310	802,118	(42,576)	125,278	192,547	138,942	(8,190,191)	1,188,730	1,609,531	(420,800)	(26.14)%
Student aid	177,562	10,752	3,483,953	590,887	197,156	58,232	13,639	3,419,490	259,777	280,325	100,523	2,335,156	10,927,452	13,378,066	(2,450,614)	(18.32)%
Sales & services - auxiliaries	883,619	152,827	188,281	301,067	302,050	438,215	219,372	256,498	148,213	77,878	108,361	233,183	3,309,566	2,738,474	571,092	20.85%
Other operating revenue	12,476	99,324	5,975	6,168	2,821	11,527	3,852	3,121	2,780	2,165	3,885	4,288	158,381	128,710	29,671	23.05%
Total Operating Revenue	5,835,140	720,867	3,523,502	2,385,637	1,106,075	1,514,284	1,038,982	3,636,532	536,048	552,915	351,711	(5,617,564)	15,584,129	17,854,780	(2,270,651)	(12.72)%
OPERATING EXPENSES																
Salaries & benefits	989,581	1,011,201	1,055,924	1,049,180	1,065,614	1,015,879	1,014,164	1,029,578	1,043,745	1,047,768	888,339	950,416	12,161,388	9,869,672	2,291,715	23.22%
Operating expenses	615,056	483,061	819,137	927,231	883,253	715,269	487,664	1,075,366	817,274	512,326	572,464	778,545	8,686,646	7,676,341	1,010,305	13.16%
Capital equipment	86,715	124,716	723,363	467,574	300,434	181,202	306,652	971,200	362,297	80,584	601,455	337,672	4,543,864	0	4,543,864	0.00%
Less: Transfer to capital assets	(86,715)	(124,716)	(723,363)	(467,574)	(300,434)	(181,202)	(306,652)	(971,200)	(362,297)	(80,584)	(601,455)	(337,672)	(4,543,864)	0	(4,543,864)	0.00%
Scholarships	207,113	46,561	4,339,968	637,846	239,458	79,034	66,515	3,858,500	308,797	313,024	109,209	(5,948,451)	4,257,573	6,921,501	(2,663,928)	(38.49)%
Depreciation & interest	179,358	196,379	275,060	205,061	221,380	224,372	315,154	222,770	227,280	225,058	223,157	224,148	2,739,178	3,105,920	(366,742)	(11.81)%
Other operating expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	15,500	(15,500)	(100.00)%
Total Operating Expenses	1,991,108	1,737,201	6,490,089	2,819,318	2,409,705	2,034,554	1,883,497	6,186,213	2,397,096	2,098,176	1,793,169	(3,995,342)	27,844,785	27,588,935	255,850	0.93%
NON-OPERATING REVENUE (EXPENSES)																
State appropriations (less 3% hold back)	527,965	527,965	527,966	527,965	527,965	527,966	527,965	527,965	527,966	527,965	527,965	527,960	6,335,578	5,156,232	1,179,346	22.87%
Federal grants	66,222	150,287	617,506	576,079	282,432	226,688	661,857	1,433,258	(76,736)	207,415	757,488	1,263,175	6,165,673	6,038,701	126,972	2.10%
State grants	9,946	43,275	598,577	484,486	388,178	508,785	170,387	224,557	334,581	109,438	100,389	130,473	3,103,073	2,414,087	688,985	28.54%
Other grants	0	0	0	0	0	0	0	5,000	0	0	0	0	5,000	54,254	(49,254)	(90.78)%
Property taxes	19,129	21,157	18,258	6,648	28,882	371,449	1,203,220	573,444	61,049	99,706	79,941	25,350	2,508,233	2,436,776	71,457	2.93%
Investment earnings	6,262	5,431	5,939	6,502	5,785	6,095	154,848	23,767	50,840	50,495	57,458	59,295	432,716	97,167	335,549	345.33%
Gifts	1,000	600	28,550	0	1,560	0	0	0	27,500	0	0	0	59,210	64,282	(5,072)	(7.89)%
Gain (loss) on sale of assets	691	1,197	0	0	0	2,306	0	0	0	67,698	7,008	0	78,901	1,066,582	(987,681)	(92.60)%
Total Non-Operating Revenues (Expenses)	631,216	749,912	1,796,796	1,601,679	1,234,802	1,643,290	2,718,278	2,787,991	925,200	1,062,717	1,530,250	2,006,252	18,688,383	17,328,081	1,360,302	7.85%
CHANGES IN NET POSITION	4,475,249	(266,422)	(1,169,791)	1,167,998	(68,828)	1,123,020	1,873,763	238,310	(935,848)	(482,544)	88,792	384,029	6,427,728	7,593,927	(1,166,199)	(15.36)%

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

Budget to Actual Revenues 06/30/2023 (100%)



Budget to Actual Expenses 06/30/2023 (100%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
June 30, 2023
Fiscal Year Benchmark: 100%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>	9,691,308	11,170,700	115%	(1,479,392)
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	202,939	196,721	97%	6,218
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	3,219,545	3,208,898	100%	10,647
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	323,117	295,976	92%	27,141
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	6,669,932	6,232,679	93%	437,253
GRANT REVENUE <i>State Grants, Federal Grants</i>	3,640,299	3,709,647	102%	(69,348)
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,769,184	3,077,529	111%	(308,344)
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	699,232	699,232	100%	0
TOTAL REVENUES	27,215,556	28,591,383	105%	(1,375,827)

NOTE: We have recognized 105% of budgeted revenues. We have recognized 115% of our budgeted revenues from tuition and fees, comprised of a portion of summers 2022 and 2023, fall 2022 and winter/spring 2023, net of estimated bad debt. The operating budget includes transfers in from prior year reserves to support one-time projects which do not meet criteria for inclusion in the capital budget, as amended.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>	6,428,703	5,213,680	81%	1,215,023
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,612,577	1,415,137	88%	197,440
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	3,198,357	2,953,633	92%	244,725
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	4,615,558	4,169,977	90%	445,581
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	2,854,595	2,559,004	90%	295,591
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,725,376	2,317,923	62%	1,407,452
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	464,832	436,578	94%	28,254
GRANT EXPENSE <i>State Grants, Federal Grants</i>	4,703,842	4,016,869	85%	686,973
TOTAL EXPENSES	27,603,840	23,082,801	84%	4,521,039

NOTE: We have obligated 84% of our budgeted expenses at 100% into the fiscal year. June payroll and credit card expenses are INCLUDED. Budgeted decrease in Net Position is a result of planned expenses funded by reserves, as amended.

CHANGES IN NET POSITION	(388,284)	5,508,581
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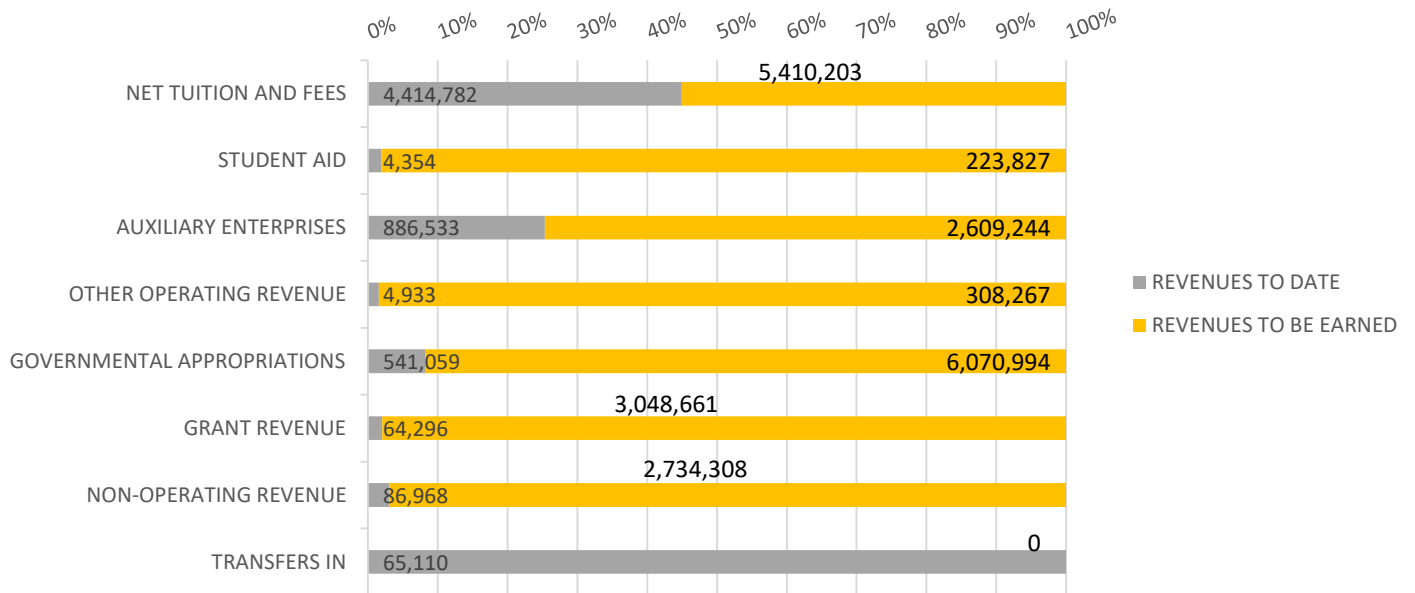
Three Rivers College
 Capital Budget - Unaudited
 June 30, 2023
 Fiscal Year Benchmark: 100%

FUNDING SOURCES	BUDGET	SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
	RESTRICTED			
<i>HEERF (CARES) federal grant</i>	3,476,086	2,463,218	71%	1,012,868
<i>HB19/17 state appropriation</i>	1,586,497	1,143,297	72%	443,200
UNRESTRICTED				
<i>General funds - prior year transfers in (Reserves)</i>	1,926,906	662,198	34%	1,264,707
<i>General funds - current year transfers in</i>				0
TOTAL FUNDING SOURCES	6,989,489	4,268,713	61%	2,720,776

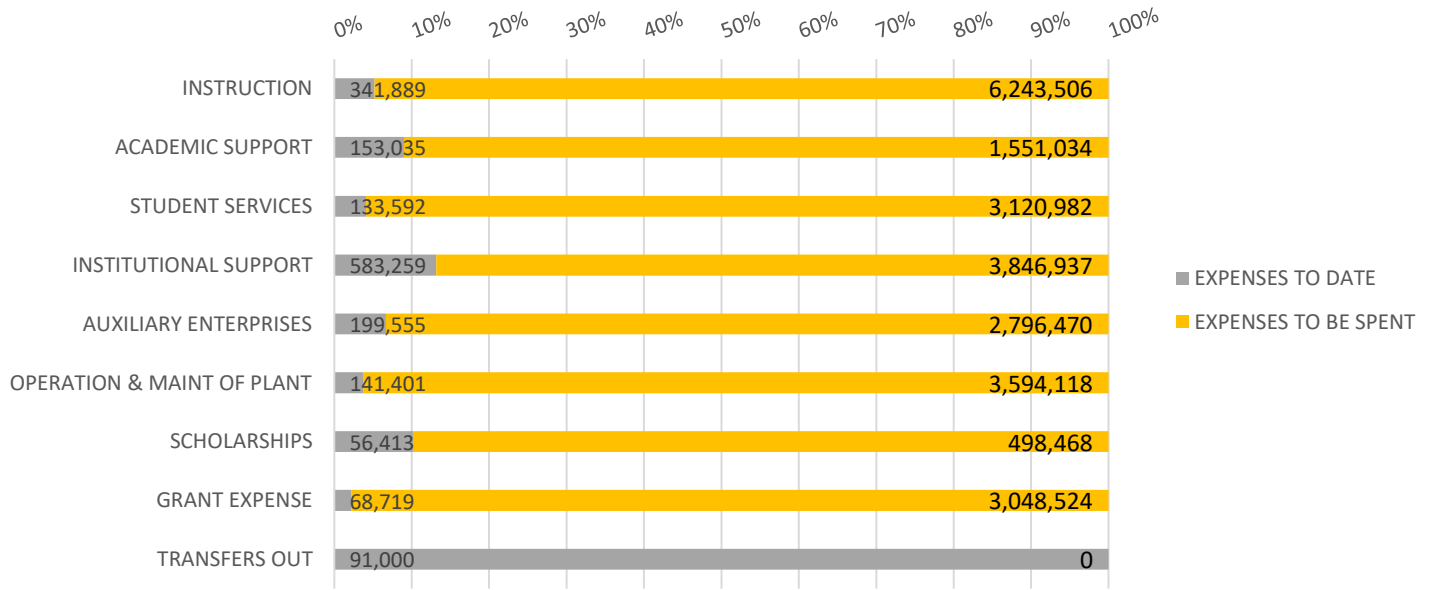
USES OF FUNDS	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
	<i>Campus improvements</i>	5,474,191	3,905,961	71%
<i>Westover Administration Building repairs</i>	347,597	0	0%	347,597
<i>Libla Family Sports Complex</i>	200,000	0	0%	200,000
<i>Westwood Event Center upgrades</i>	275,644	108,342	39%	167,302
<i>Academic Resource Commons</i>	172,253	76,650	44%	95,603
<i>Tinnin Fine Arts Center refurbish</i>	163,732	17,190	10%	146,543
<i>Student Housing</i>	58,000	0	0%	58,000
<i>911 Center remodel</i>	50,000	0	0%	50,000
<i>Fleet vehicles</i>	160,531	119,531	74%	41,000
<i>Athletics improvements</i>	77,223	30,723	40%	46,500
<i>Sikeston roof</i>	10,318	10,318	100%	1
TOTAL EXPENSES	6,989,489	4,268,713	61%	2,720,776

NET SURPLUS (DEFICIT)	(0)	0		
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Budget to Actual Revenues 07/31/2023 (8%)



Budget to Actual Expenses 07/31/2023 (8%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
July 31, 2023
Fiscal Year Benchmark: 8%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>	9,824,985	4,414,782	45%	5,410,203
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	228,181	4,354	2%	223,827
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	3,495,777	886,533	25%	2,609,244
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	313,200	4,933	2%	308,267
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	6,612,053	541,059	8%	6,070,994
GRANT REVENUE <i>State Grants, Federal Grants</i>	3,112,958	64,296	2%	3,048,661
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,821,276	86,968	3%	2,734,308
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	65,110	65,110	100%	0
TOTAL REVENUES	26,473,540	6,068,036	23%	20,405,504

NOTE: We have recognized 23% of budgeted revenues. We have recognized 45% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2023 and fall 2023, net of estimated bad debt. The operating budget includes transfers in from prior year reserves to support one-time projects which do not meet criteria for inclusion in the capital budget, as amended. It also includes transfers out to the capital budget for for items funded with operating surplus.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>	6,585,395	341,889	5%	6,243,506
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,704,068	153,035	9%	1,551,034
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	3,254,574	133,592	4%	3,120,982
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	4,430,196	583,259	13%	3,846,937
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	2,996,025	199,555	7%	2,796,470
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,735,520	141,401	4%	3,594,118
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	554,881	56,413	10%	498,468
GRANT EXPENSE <i>State Grants, Federal Grants</i>	3,117,243	68,719	2%	3,048,524
TRANSFERS OUT <i>Current year transfers to capital</i>	91,000	91,000	100%	0
TOTAL EXPENSES	26,468,902	1,768,863	7%	24,700,039

NOTE: We have obligated 6% of our budgeted expenses at 8% into the fiscal year. July payroll is INCLUDED and credit card expenses are NOT INCLUDED as they were not yet available at the time of this report. . Budgeted increase in Net Position is a result of awarded funding sources exceeding estimates, as amended.

CHANGES IN NET POSITION	4,638	4,299,173
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Three Rivers College
 Capital Budget - Unaudited
 July 31, 2023
 Fiscal Year Benchmark: 8%

	FUNDING SOURCES	SOURCES TO DATE		SOURCES TO BE EARNED	
		BUDGET	%		
RESTRICTED					
	<i>HEERF (CARES) federal grant</i>	1,500,000	0	0%	1,500,000
	<i>HB19/17 state appropriation</i>	1,000,000	1,220	0%	998,780
UNRESTRICTED					
	<i>General funds - prior year transfers in (Reserves)</i>	1,515,579	245,142	16%	1,270,437
	<i>General funds - current year transfers in</i>	91,000	6	0%	90,994
	TOTAL FUNDING SOURCES	4,106,579	246,368	6%	3,860,211

	USES OF FUNDS	USES TO DATE		USES UNSPENT	
		BUDGET	%		
	<i>Campus improvements</i>	2,111,579	245,142	12%	1,866,437
	<i>Westover Administration Building repairs</i>	250,000	0	0%	250,000
	<i>Libla Family Sports Complex</i>	250,000	0	0%	250,000
	<i>Baseball Clubhouse</i>	266,000	0	0%	266,000
	<i>Bess Activity Center repairs</i>	1,000,000	1,220	0%	998,780
	<i>Tinnin Fine Arts Center refurbish</i>	35,000	6	0%	34,994
	<i>Student Housing</i>	104,000	0	0%	104,000
	<i>911 Center remodel</i>	50,000	0	0%	50,000
	<i>Fleet vehicles</i>	40,000	0	0%	40,000
	TOTAL EXPENSES	4,106,579	246,368	6%	3,860,211

NET SURPLUS (DEFICIT)	0	0
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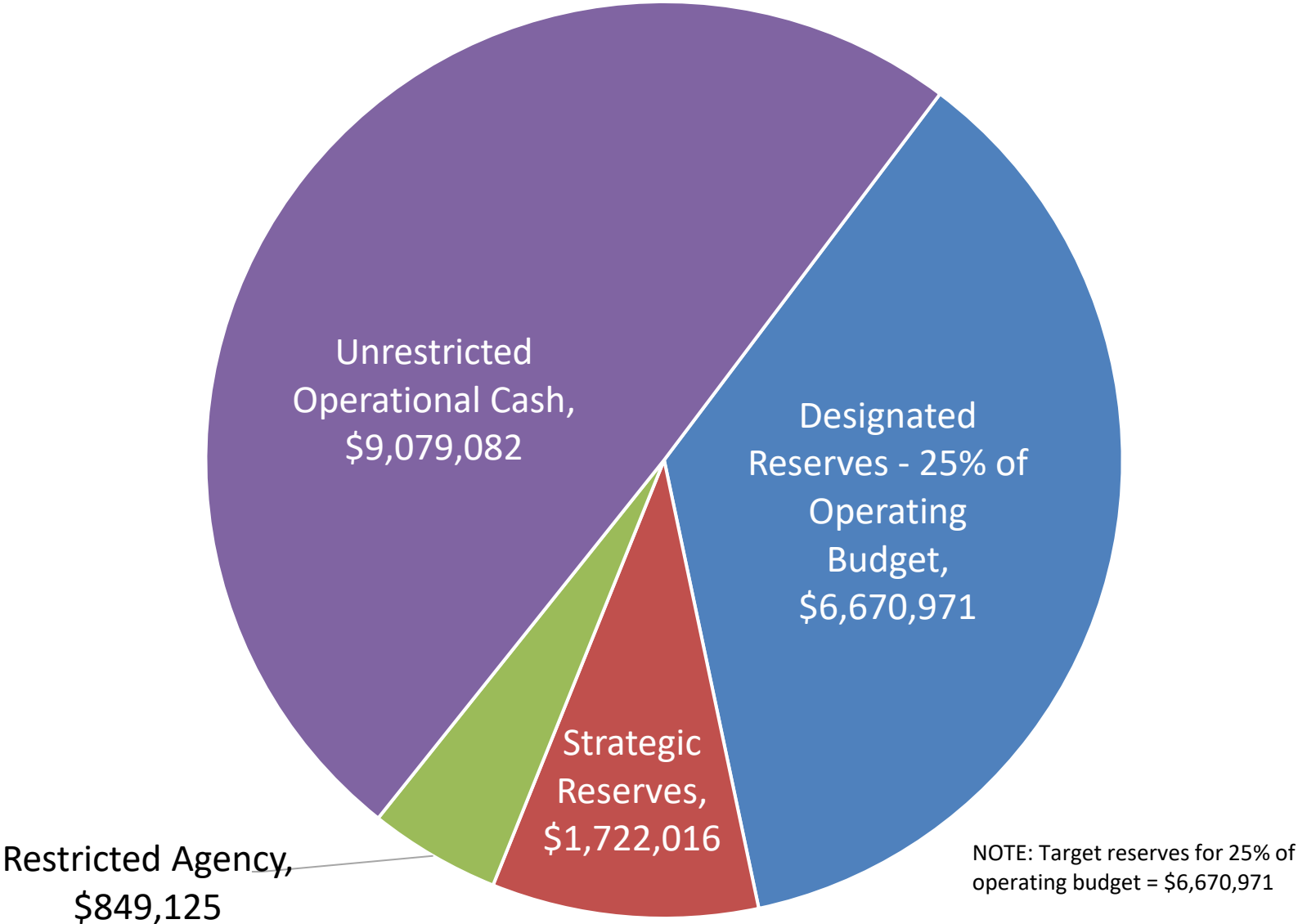
**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

July 3, 2023

	<u>06/01/23</u>	<u>07/03/23</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	2,000.00	2,000.00
Petty Cash	200.00	200.00
Vending Machines	137.00	137.00
Business Office	1,888.00	1,888.00
<i>Total Cash Funds</i>	4,225.00	4,225.00
<i>General Accounts</i>		
Southern Bank - General Funds	6,786,663.05	8,831,674.41
Southern Bank - Credit Cards	189,245.34	75,896.84
<i>Total General Accounts</i>	6,975,908.39	8,907,571.25
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	19,196.79	20,162.49
Federal Clearing Account	72,434.18	3,131.00
Flexible Spending Account	5,586.73	42,723.12
<i>Total Restricted Accounts</i>	97,217.70	66,016.61
TOTAL CURRENT FUND	7,077,351.09	8,977,812.86
HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	50,458.84	50,634.69
<i>Total General Accounts</i>	50,458.84	50,634.69
TOTAL HOUSING FUND	100,917.68	101,269.38

	<u>06/01/23</u>	<u>07/03/23</u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	8,363,792.41	8,392,987.05
<i>Total Bank Accounts</i>	<u>8,363,792.41</u>	<u>8,392,987.05</u>
<i>Certificates of Deposit</i>		
	-	-
	-	-
<i>Total Certificates of Deposit</i>	<u>-</u>	<u>-</u>
TOTAL PLANT FUND	<u><u>8,363,792.41</u></u>	<u><u>8,392,987.05</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	516,992.54	527,364.54
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	<u>321,759.75</u>	<u>321,760.07</u>
TOTAL AGENCY FUND	<u><u>838,752.29</u></u>	<u><u>849,124.61</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$18,321,194 AS OF 07/03/2023**



**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

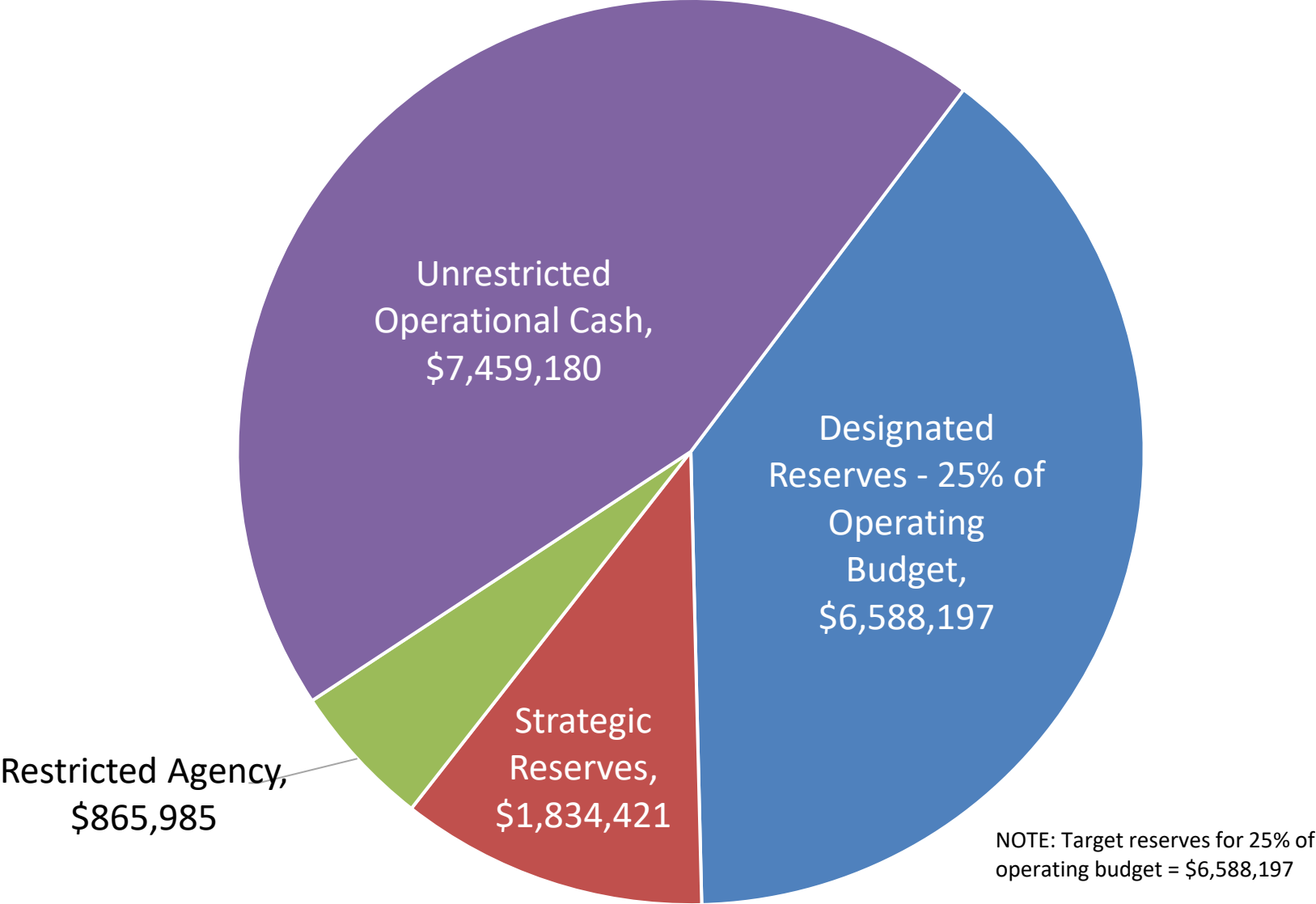
August 1, 2023

	<u>07/03/23</u>	<u>08/01/23</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	2,000.00	2,000.00
Petty Cash	200.00	200.00
Vending Machines	137.00	137.00
Business Office	1,888.00	1,888.00
<i>Total Cash Funds</i>	4,225.00	4,225.00
<i>General Accounts</i>		
Southern Bank - General Funds	8,831,674.41	7,168,219.24
Southern Bank - Credit Cards	75,896.84	124,053.10
<i>Total General Accounts</i>	8,907,571.25	7,292,272.34
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	20,162.49	19,457.36
Federal Clearing Account	3,131.00	36,940.06
Flexible Spending Account	42,723.12	4,659.77
<i>Total Restricted Accounts</i>	66,016.61	61,057.19
TOTAL CURRENT FUND	8,977,812.86	7,357,554.53
HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	50,634.69	50,812.90
<i>Total General Accounts</i>	50,634.69	50,812.90
TOTAL HOUSING FUND	101,269.38	101,625.80

	<u>07/03/23</u>	<u>08/01/23</u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	8,392,987.05	8,422,618.00
<i>Total Bank Accounts</i>	<u>8,392,987.05</u>	<u>8,422,618.00</u>
<i>Certificates of Deposit</i>		
	-	-
	-	-
<i>Total Certificates of Deposit</i>	<u>-</u>	<u>-</u>
TOTAL PLANT FUND	<u><u>8,392,987.05</u></u>	<u><u>8,422,618.00</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	527,364.54	544,224.74
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	<u>321,760.07</u>	<u>321,760.07</u>
TOTAL AGENCY FUND	<u><u>849,124.61</u></u>	<u><u>865,984.81</u></u>

TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT

\$16,747,783 AS OF 08/01/2023



THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF June 30, 2023

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

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF June 30, 2023

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
63760632	US Bank of Poplar Bluff	1.540	07/02/89	07/01/23	1,226.80	A. Garner
21030291	US Bank of Poplar Bluff	0.250	07/07/93	07/07/23	1,405.00	Joshua Bowman
2170801	First Midwest Bank of P.B.	0.350	07/11/97	07/30/23	10,925.00	Mabel Swindel
21024477	US Bank of Poplar Bluff	0.250	08/22/89	08/22/23	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.750	08/23/90	08/23/23	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.750	08/25/92	08/25/23	3,000.00	Odd Fellows
110270576	Southern Bank	2.000	08/27/85	08/27/23	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.750	08/28/02	08/28/23	5,000.00	Helvey-Miller
218101	First Midwest Bank of P.B.	0.750	09/22/98	09/22/23	5,000.00	Jerome Burford
423137249	Regions Bank	0.010	05/12/88	09/30/23	2,833.00	Combined Sch
423137256	Regions Bank	0.010	05/12/88	09/30/23	1,024.34	Fred Morrow
24325	First Midwest Bank of P.B.	0.750	10/15/99	10/15/23	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	1.650	10/31/97	10/31/23	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	1.650	11/06/00	11/06/23	4,000.00	Coll. Achievement
2012008906	Commerce Bank	0.045	05/11/81	11/11/23	4,526.11	P.C. Hays, Sr.
21028354	US Bank of Poplar Bluff	0.400	12/03/91	12/03/23	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	2.650	12/05/95	12/05/23	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.400	12/08/99	12/08/23	1,110.00	C.T. McDaniel
2017004259	Commerce Bank	0.045	12/09/89	12/09/23	1,000.00	P.I. Church
2016012160	Commerce Bank	0.025	12/11/91	12/11/23	7,700.02	Bill Vinson
43712	First Midwest Bank of P.B.	2.050	04/27/09	12/14/23	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.025	12/22/97	12/22/23	10,000.01	Harold Prim
2213401	First Midwest Bank of P.B.	2.050	01/08/98	01/08/24	10,000.00	Jerome Burford
352394707389	US Bank of Poplar Bluff	0.250	08/19/88	02/18/24	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.250	02/23/89	02/22/24	2,500.00	A. Garner
2224601	First Midwest Bank of P.B.	2.050	02/25/98	02/25/24	1,658.87	Missy Braden
2136801	First Midwest Bank of P.B.	2.050	03/05/97	03/05/24	5,000.00	Thelma Jackson
2017004363	Commerce Bank	0.145	03/30/88	03/30/24	10,000.01	Myrtle Corbett
63760695	US Bank of Poplar Bluff	1.730	04/04/85	04/05/24	1,001.63	Lonnie Davis
2018004893	Commerce Bank	0.045	04/10/88	04/10/24	3,000.00	Myra C. Hays
9525	First Missouri State Bank	2.650	05/06/93	05/06/24	2,000.00	Carl Wiseman
2016007496	Commerce Bank	0.250	05/14/90	05/14/24	3,835.25	Bill Vinson

THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
25103	First Midwest Bank of P.B.	2.750	05/14/99	05/14/24	5,000.00	Thelma Jackson
21031218	US Bank of Poplar Bluff	0.250	05/15/94	05/15/24	2,192.00	Greg Starnes
2038701	First Midwest Bank of P.B.	0.500	05/16/96	05/16/24	5,000.00	Thelma Jackson
21028105	US Bank of Poplar Bluff	0.250	05/22/91	05/22/24	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.250	05/22/91	05/22/24	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	2.650	05/26/89	05/26/24	16,350.00	Jackie Watson
110260320	Southern Bank	0.600	06/02/86	06/02/24	1,000.00	Hulen Spencer
2016012267	Commerce Bank	0.025	06/04/92	06/04/24	2,350.00	Bill Vinson
5017843040	Commerce Bank	0.045	05/01/97	06/07/24	2,900.01	Miles Hays
1014001	First Midwest Bank of P.B.	0.500	11/06/89	11/06/24	5,000.00	Charlotte Stone
423135383	Regions Bank	0.010	12/04/04	12/04/24	1,650.00	R. Couperus
423137173	Regions Bank	0.010	12/09/85	12/09/24	5,000.00	Mary Hinrichs
110239662	Southern Bank	3.600	01/05/91	01/05/25	1,412.53	Bulow Mem.
423137157	Regions Bank	0.010	01/14/85	01/14/25	2,500.00	Dr. Miller
2012008112	Commerce Bank	0.045	08/11/92	02/11/25	1,000.01	Myra C. Hays
63760768	US Bank of Poplar Bluff	1.240	03/06/89	03/05/25	6,468.04	Butler Co Co-op
110274305	Southern Bank	0.900	05/30/86	06/30/25	5,200.00	Mabel Swindel
2019003547	Commerce Bank	0.045	07/08/90	07/08/26	4,000.01	P.C. Hays, Jr.

Total Agency Fund CD's

\$ 321,760.07

THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF July 31, 2023

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

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF July 31, 2023

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
21024477	US Bank of Poplar Bluff	0.250	08/22/89	08/22/23	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.750	08/23/90	08/23/23	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.750	08/25/92	08/25/23	3,000.00	Odd Fellows
110270576	Southern Bank	2.000	08/27/85	08/27/23	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.750	08/28/02	08/28/23	5,000.00	Helvey-Miller
218101	First Midwest Bank of P.B.	0.750	09/22/98	09/22/23	5,000.00	Jerome Burford
423137249	Regions Bank	0.010	05/12/88	09/30/23	2,833.00	Combined Sch
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23353	First Midwest Bank of P.B.	1.650	11/06/00	11/06/23	4,000.00	Coll. Achievement
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10369	First Missouri State Bank	2.650	12/05/95	12/05/23	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.400	12/08/99	12/08/23	1,110.00	C.T. McDaniel
2017004259	Commerce Bank	0.045	12/09/89	12/09/23	1,000.00	P.I. Church
2016012160	Commerce Bank	0.025	12/11/91	12/11/23	7,700.02	Bill Vinson
43712	First Midwest Bank of P.B.	2.050	04/27/09	12/14/23	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.025	12/22/97	12/22/23	10,000.01	Harold Prim
2213401	First Midwest Bank of P.B.	2.050	01/08/98	01/08/24	10,000.00	Jerome Burford
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2224601	First Midwest Bank of P.B.	2.050	02/25/98	02/25/24	1,658.87	Missy Braden
2136801	First Midwest Bank of P.B.	2.050	03/05/97	03/05/24	5,000.00	Thelma Jackson
2017004363	Commerce Bank	0.145	03/30/88	03/30/24	10,000.01	Myrtle Corbett
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9525	First Missouri State Bank	2.650	05/06/93	05/06/24	2,000.00	Carl Wiseman
2016007496	Commerce Bank	0.250	05/14/90	05/14/24	3,835.25	Bill Vinson
25103	First Midwest Bank of P.B.	2.750	05/14/99	05/14/24	5,000.00	Thelma Jackson
21031218	US Bank of Poplar Bluff	0.250	05/15/94	05/15/24	2,192.00	Greg Starnes
2038701	First Midwest Bank of P.B.	0.500	05/16/96	05/16/24	5,000.00	Thelma Jackson

THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
21028105	US Bank of Poplar Bluff	0.250	05/22/91	05/22/24	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.250	05/22/91	05/22/24	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	2.650	05/26/89	05/26/24	16,350.00	Jackie Watson
110260320	Southern Bank	0.600	06/02/86	06/02/24	1,000.00	Hulen Spencer
2016012267	Commerce Bank	0.025	06/04/92	06/04/24	2,350.00	Bill Vinson
5017843040	Commerce Bank	0.045	05/01/97	06/07/24	2,900.01	Miles Hays
21030291	US Bank of Poplar Bluff	0.250	07/07/93	07/07/24	1,405.00	Joshua Bowman
2170801	First Midwest Bank of P.B.	0.350	07/11/97	07/30/24	10,925.00	Mabel Swindel
1014001	First Midwest Bank of P.B.	0.500	11/06/89	11/06/24	5,000.00	Charlotte Stone
423135383	Regions Bank	0.010	12/04/04	12/04/24	1,650.00	R. Couperus
423137173	Regions Bank	0.010	12/09/85	12/09/24	5,000.00	Mary Hinrichs
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2012008112	Commerce Bank	0.045	08/11/92	02/11/25	1,000.01	Myra C. Hays
63760768	US Bank of Poplar Bluff	1.240	03/06/89	03/05/25	6,468.04	Butler Co Co-op
110274305	Southern Bank	0.900	05/30/86	06/30/25	5,200.00	Mabel Swindel
63760632	US Bank of Poplar Bluff	1.540	07/02/89	07/01/25	1,226.80	A. Garner
2019003547	Commerce Bank	0.045	07/08/90	07/08/26	4,000.01	P.C. Hays, Jr.

Total Agency Fund CD's

\$ 321,760.07

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Months of JUNE & JULY 2023

Current Fund:	General Fund - Southern Bank	\$ 2,896,886.33
Housing Fund:	Rivers Ridge - Southern Bank	-
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>20,164.00</u>
	Grand Total	<u><u>\$ 2,917,050.33</u></u>

This is to certify that the above is supported by invoices, purchase orders, and other pertinent data on file in the College Business Office. Approved by the Board of Trustees, this 23rd day of August 2023.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

**THREE RIVERS COLLEGE
BID REPORT
AS OF AUGUST 9, 2023**

THREE RIVERS COLLEGE
 PROPOSED BUDGET AMENDMENTS
 AS OF 7/31/23

OPERATING BUDGET			
	REVENUE	EXPENSE	NET
ADOPTED BY BOARD 06/21/2023	26,352,788	26,352,788	-
Surplus to fund capital projects	91,000	91,000	-
ACHIEVE	17,990	17,990	-
TRET gifts	1,750	1,750	-
Perkins indirect	10,011	5,373	4,638
Subtotal agreed to Budget to Actual 07/31/2023	26,473,539	26,468,901	4,638
Increases (Decreases) Proposed:			
Surplus to fund capital projects	-	37,254	(37,254)
Personnel vacancies filled	-	8,593	(8,593)
WFD additional revenue	75,000	-	75,000
Other operating expenses	-	33,791	(33,791)
Subtotal	26,548,539	26,548,539	-

REVISED AS OF 07/31/2023	26,548,539	26,548,539	-
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CAPITAL BUDGET			
	SOURCES	EXPENSES	NET
ADOPTED BY BOARD 06/21/2023	4,106,579	4,106,579	-
Subtotal agreed to Budget to Actual 07/31/2023	4,106,579	4,106,579	-
Increases (Decreases) Proposed:			
Surplus to fund capital projects	37,254	-	37,254
HEERF/CARES HVAC	(1,500,000)	(1,500,000)	-
RESERVES HVAC	837,746	875,000	(37,254)
Subtotal	3,481,579	3,481,579	-

REVISED AS OF 07/31/2023	3,481,579	3,481,579	-
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August 2023 President's Report

- Drama Camp – July 17- 21
- Battle of the Bulls – July 22
- Naismith Memorial Basketball Hall of Fame – August 10-13
- Fall Convocation – August 14

Upcoming Events:

- Raider Resource Days – August 21 – 23
- ACHIEVE It Kickoff Sessions – August 23 – September 1
- Patrons of the Arts Kickoff – August 24, 6 p.m.
- Job Fair with Missouri Job Center – August 29
- Labor Day – College Closed – September 4
- Brewin' Business Coffee Event, Dexter location – September 8
- Music Bingo – September 8
- Run for the Arts – September 9
- Meet The Raiders – September 11
- How to Spot a Narcissist, Part 1 – September 11, Part 2 – September 18
- Nursing Accreditation Site Visit – September 13

A G E N D A
Executive Session
Wednesday, August 23, 2023

I. Executive Session

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

II. Adjournment

V1. Consideration and approval of Ratification of Settlement Agreement

BACKGROUND INFORMATION--HISTORY

M.U.S.I.C. has recommended the settlement of the Sloan suite based on cost of defense.

POSSIBLE ALTERNATIVES

Refuse to settle.

FINANCIAL IMPLICATIONS

\$3000.00

ADMINISTRATIVE RECOMMENDATIONS

Ratify the settlement agreement.

Consideration of Personnel Action
Employment of Personnel
Associate Professor, Communication

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

X Faculty – replacement for Margaret Orlando

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Dr. Benjamin Haas

POSITION TITLE: Associate Professor, Communication

SALARY: \$46,194

FULL-TIME X PART-TIME: _____

9 months X 10 months _____ 11 months _____ 12 months _____

Other: Non-tenure track

STARTING DATE: August 14, 2023

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BA	Drury University Springfield, MO	Philosophy
MA	Southern Illinois University Carbondale, IL	Communication
PhD	Louisiana State University Baton Rouge, LA	Communication Studies

EXPERIENCE

<u>08/2013 - present</u>	<u>Borough of Manhattan Community College</u>	<u>Associate/Assistant Professor</u>
	<u>New York, NY</u>	
<u>08/2009 – 08/2013</u>	<u>Louisiana State University</u>	<u>Graduate Teaching Assistant</u>
	<u>Baton Rouge, LA</u>	
<u>08/2007 – 2009</u>	<u>Southern Illinois University</u>	<u>Graduate Teaching Assistant/</u>
	<u>Poplar Bluff, MO</u>	<u>Graduate Debate Assistant</u>

(08/23/2023)

Consideration of Personnel Action
Employment of Personnel
External Location Facilitator, Kennett

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – replacement for Lana Linhart – resignation approved 04.19.23

_____ Federal Program: _____

_____ Special Program _____

NAME: Christina Burch

POSITION TITLE: External Location Facilitator, Kennett

SALARY: \$13.00/hour

FULL-TIME X PART-TIME: _____

9 months _____ 10 months _____ 11 months _____ 12 months X

Other: _____

STARTING DATE: July 17, 2023

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	Three Rivers College Poplar Bluff, MO	Psychology
BS	Southeast Missouri State University Cape Girardeau, MO	Psychology

EXPERIENCE _____

10/2011 - present BAILS Home Health Aide
Kennett, MO

(08/23/2023)

Consideration of Personnel Action
Employment of Personnel
Instructor, History

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

X Faculty – replacement for Dr. Ryan Bixby; transfer approved 08/22/2022

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Corey Daleski

POSITION TITLE: Instructor, Social Science (History)

SALARY: \$37,364

FULL-TIME X PART-TIME: _____

9 months X 10 months _____ 11 months _____ 12 months _____

Other: Non-tenure track

STARTING DATE: August 14, 2023

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	Alpena Community College Alpena, MI	General Education
BA	Central Michigan University Mt. Pleasant, MI	History & Political Science
MS	Central Michigan University Mt. Pleasant, MI	History

EXPERIENCE

<u>08/2020- present</u>	<u>Southcentral Kentucky Community & Technical College; Bowling Green, KY</u>	<u>Adjunct Faculty Member</u>
<u>01/2014 - present</u>	<u>The Lifelong Learners Institute at Alpena CC; Alpena, MI</u>	<u>Lecturer in History</u>
<u>08/2019 – 05/2020</u>	<u>Dr. Eric A. Johnson/Central MI University Mt. Pleasant, MI</u>	<u>Researcher</u>

(08/23/2023)

Consideration of Personnel Action
Employment of Personnel
Instructor, Welding

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

X Faculty – replacement for Derek Joplin

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Drake Dugas

POSITION TITLE: Instructor, Welding

SALARY: \$45,752

FULL-TIME X PART-TIME: _____

9 months _____ 10 months _____ 11 months _____ 12 months X

Other: Non-tenure track

STARTING DATE: August 15, 2023

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AAS	State Technical College of Missouri Linn, MO	Welding Technology

EXPERIENCE

<u>03/2021- present</u>	<u>W.W. Wood Products</u>	<u>Maintenance</u>
	<u>Dudley, MO</u>	
<u>05/2019 – 11/2020</u>	<u>Innovative Refrigeration Systems</u>	<u>Pipe Welder/Fitter</u>
	<u>Lyndhurst, VA</u>	
<u>02/2018 – 05/2019</u>	<u>Quaker Windows</u>	<u>Frame Builder</u>
	<u>Freeburg, MO</u>	

(08/23/2023)

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

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – replacement for Zach McAnulty-transfer approved 08.24.22

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

_____ Special Program _____

NAME: Elda “Rosa” Pry

POSITION TITLE: Outreach Specialist/Educational Talent Search

SALARY: \$16.00/hour

FULL-TIME X PART-TIME: _____

9 months _____ 10 months X 11 months _____ 12 months _____

Other: Grant funded program

STARTING DATE: August 1, 2023

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BA	Universidad Santa Maria La Antigua Panama	Business Administration/ Tourism
MA	Lindenwood University St. Charles, MO	Management

EXPERIENCE

<u>08/2021 - present</u>	<u>Poplar Bluff Schools</u>	<u>Teachers Aid/Sped Classroom</u>
	<u>Poplar Bluff, MO</u>	
<u>05/2017 – 08/2020</u>	<u>Sacred Heart Catholic School</u>	<u>Teachers Aid/Pre-K</u>
	<u>Poplar Bluff, MO</u>	
<u>2003 – 2005</u>	<u>Panama Canal Museum</u>	<u>Public Relations</u>
	<u>Panama</u>	

(08/23/2023)

Consideration of Personnel Action
Employment of Personnel
Part-time Simulation Lab Assistant

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Kevin Hatch

POSITION TITLE: Part-time Simulation Lab Assistant

SALARY: \$30.00/hour

FULL-TIME _____ PART-TIME: X

9 months _____ 10 months _____ 11 months _____ 12 months X

Other: _____

STARTING DATE: August 21, 2023

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AAS	Three Rivers College Poplar Bluff, MO	Nursing
BSN	Central Methodist University Fayette, MO	Nursing

EXPERIENCE

<u>05/2019 - present</u>	<u>Southeast Health of Stoddard County</u>	<u>Registered Nurse</u>
	<u>Dexter, MO</u>	
<u>01/2017 – 05/2019</u>	<u>Poplar Bluff Regional Medical Center</u>	<u>Registered Nurse</u>
	<u>Poplar Bluff, MO</u>	
<u>10/2015 – 12/2016</u>	<u>Twin Rivers Regional Medical Center</u>	<u>Registered Nurse</u>
	<u>Kennett, MO</u>	

(08/23/2023)

Consideration of Personnel Action
Employment of Personnel
Part-time Administrative Assistant, Human Resources
PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Elvia Henson

POSITION TITLE: Part-time Administrative Assistant, Human Resources

SALARY: \$13.00

FULL-TIME _____ PART-TIME: X

9 months _____ 10 months _____ 11 months _____ 12 months X

Other: _____

STARTING DATE: June 27, 2023

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	Three Rivers College Poplar Bluff, MO	General Education
BS	Hannibal LaGrange University Hannibal, MO	Business

EXPERIENCE

<u>08/2015 – 03/2020</u>	<u>Menards</u>	<u>Service Desk Cashier</u>
	<u>Poplar Bluff, MO</u>	
<u>05/2010 – 08/2015</u>	<u>Subway</u>	<u>Closing Manager</u>
	<u>Poplar Bluff, MO</u>	

(08/23/2023)

PERSONNEL DATA SHEET

_____ Administrative Officer

X Professional Staff

_____ Faculty

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Kimberly Brooks

POSITION TITLE: Director, Career Studies

SALARY: \$50,500

FULL-TIME X PART-TIME: _____

9 months _____ 10 months _____ 11 months _____ 12 months X

Other: _____

STARTING DATE: August 1, 2023

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	Three Rivers College Poplar Bluff, MO	Business Administration
BS	Columbia College Columbia, MO	Business Administration/ Accounting

EXPERIENCE

<u>01/2006 - present</u>	<u>KMB Construction, Inc.</u> <u>Poplar Bluff, MO</u>	<u>Office Manager/Property</u> <u>Manager/Board Secretary</u>
<u>02/2005 – 10/2005</u>	<u>KHL Services</u> <u>Poplar Bluff, MO</u>	<u>Tax Preparer/Processor/</u> <u>Staffing Consultant</u>
<u>10/2004 – 02/2005</u>	<u>La Plata County Division of Human</u> <u>Services; Durango, CO</u>	<u>Resource Advisor</u> <u>(Caseworker)</u>

(08/23/2023)

Consideration of Personnel Action
Employment of Personnel
Part-time Simulation Lab Assistant

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Mary Martin

POSITION TITLE: Part-time Simulation Lab Assistant

SALARY: \$30.00/hour

FULL-TIME _____ PART-TIME: X

9 months _____ 10 months _____ 11 months _____ 12 months X

Other: _____

STARTING DATE: August 21, 2023

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AAS	Three Rivers College Poplar Bluff, MO	Nursing
BSN	Central Methodist University Fayette, MO	Nursing

EXPERIENCE

<u>01/2020 - present</u>	<u>Southeast Health Dexter, MO</u>	<u>Registered Nurse</u>
<u>11/2019 – 05/2022</u>	<u>Cypress Point Skilled Nursing Facility Dexter, MO</u>	<u>RN/Charge Nurse</u>
<u>07/2019 – 11/2019</u>	<u>Heartland Plastic and Hand Surgery Cape Girardeau, MO</u>	<u>RN/Cosmetic Nurse</u>

(08/23/2023)

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Part-time EMS Administrative Assistant to Administrative Assistant, Paramedic and Fire Science

BACKGROUND INFORMATION

HISTORY

Joanna Priest has been employed as the Part-time EMS Administrative Assistant since January 2023. With review of the Paramedic and Fire Science departments, the need for full-time clerical support became necessary. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Joanna Priest to this position. She will assume the duties, effective July 1, 2023.

FINANCIAL IMPLICATIONS

This is a full-time institutionally funded staff position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Joanna Priest.

08/23/2023

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Practical Nursing Instructor, Sikeston

BACKGROUND INFORMATION

HISTORY

Ms. Mary (Libby) Menz has been employed as a Practical Nursing Instructor in Sikeston since October 2022. Prior to, Ms. Menz served as an adjunct faculty member from August to October 2022. She has submitted her request for resignation, effective December 31, 2023.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

08/23/2023

Mary (Libby) Menz
4 Charles Dr.
Sikeston, MO 63801
573-258-2886
Libby_menz@yahoo.com

July 24, 2023

Dear Human Resources,

I would like to notify you that I am resigning from my position Practical Nurse full time Instructor December 31, 2023. I would like to remain as a faculty PN class and clinical adjunct for the Sikeston Three Rivers Location.

Thank you very much for the opportunity you've given me as I have genuinely enjoyed my time at Three Rivers College working alongside a great PN Faculty team. I plan on working to finish my Family Nurse Practitioner degree and am thankful for the experience I have gained while here.

Sincerely,

Libby Menz

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Part-time Facilitator, University Center

BACKGROUND INFORMATION

HISTORY

Mr. Jerry Deckard has been employed as the Part-time Facilitator for the University Center since December 2022. He has submitted his request for resignation, effective July 12, 2023.

FINANCIAL IMPLICATIONS

This is a part-time institutionally funded position.

ADMINISTRATIVE RECOMMENDATION

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

08/23/2023

Jerry Deckard
Three Rivers College
573-840-9712

July 03, 2023

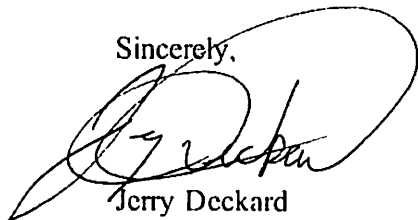
Gail Tinsley
Three Rivers College
2880 Three Rivers Blvd
Poplar Bluff, MO 63901

Dear Gail Tinsley

I am writing to notify you that I plan to resign from my position as Part-time University Center Facilitator effective July 12,2023 due to personal reasons.

Thank you for the positive and uplifting experience during my time at Three Rivers College.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jerry Deckard', enclosed within a large, loopy oval shape.

Jerry Deckard

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Instructor, Nursing

BACKGROUND INFORMATION

HISTORY

Ms. Brandy Herring has been employed as an Instructor in Nursing since September 2015. She has submitted her request for resignation, effective July 17; however, nursing faculty job responsibilities were complete May 26, 2023.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

08/23/2023

Brandy Herring
634 CR 147
Corning, AR 72470
July 17, 2023

Laura McElroy, Director of Nursing
Three Rivers College
2080 Three Rivers Blvd.
Poplar Bluff, MO 63901

Dear Laura McElroy,

I am officially submitting my resignation with two-week notice effective July 17,2023. I would first like to thank you for the opportunity to be employed by Three Rivers College (TRC) as a Nursing Instructor. I honestly feel that my personal and professional success is directly tied to the knowledge I have gained through my experiences with TRC. My last day of employment will be July 31, 2023. Thank you again for the opportunity to work with Three Rivers College and I hope you can understand that I part hesitantly and with great sadness.

Sincerely,

A handwritten signature in black ink that reads "Brandy Herring". The signature is written in a cursive, flowing style with a large initial 'B' and 'H'.

Brandy Herring, MSN, RN

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IR 6111 Alternative College Credit	Page 1 of 5
Primary Policy: IP 6111 Alternative College Credit	
References: Missouri Credit for Prior Learning Model 2013	
Addendums: "Guide to Alternative College Credit"; "Alternative College Credit Student Assessment and Credit Request Forms"	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 11-18-2015	Last Revision: 08-23-2023

Three Rivers College supports the concept of life-long learning and advocates the Alternative College Credit method for students who qualify. This regulation is designed to inform Three Rivers College students, faculty, and staff of methods that could be used to obtain Alternative College Credits at the college. Methods of Alternative College Credit recognized by the college are CLEP, AP, and Credit for Prior Learning.

Methods for Awarding Alternative College Credit

Three Rivers College uses several methods designed to grant alternative college credit to students with a wide variety of educational experiences. Students are encouraged to consult with a program advisor regarding the use of alternative college credit in their educational planning. Any student enrolled at Three Rivers College who has or would like to participate in the following may be eligible:

- Standardized Tests (CLEP, AP Credit, ACT, etc.)
- Credit for Prior Learning: Business, Industry Credentials, and Military Training
- Articulation Agreements between Three Rivers College, area High Schools and Career and Technical Centers.

Standardized Tests

The College Level Examination Program (CLEP) is designed to evaluate the student’s college-level learning, no matter how or where the learning took place. The nationally recognized DSST program enables a student to receive college credits for learning acquired outside of the traditional classroom through more than 30 exams in college subject areas. There is a test fee to take a DSST exam. Three Rivers College charges a \$20 proctor fee to administer the exam. The American Council on Education’s College Credit Recommendation Service (ACE Credit) has evaluated and recommended college credit for the DSST exams. Sponsoring high schools that offer Advanced Placement (AP) classes provide for AP examinations at the end of the course. Students forward the results of the AP exams through the College Entrance Examination Board to Three Rivers College. American College Testing Proficiency Program credit is awarded on a case-by-case basis. For more information, contact the Office of Career Services. The results of most standardized tests will need to be forwarded to Three Rivers College by the student. Those results are received by the Office of the Registrar and processed according to College policy.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IR 6111 Alternative College Credit	Page 2 of 5
Primary Policy: IP 6111 Alternative College Credit	
References: Missouri Credit for Prior Learning Model 2013	
Addendums: "Guide to Alternative College Credit"; "Alternative College Credit Student Assessment and Credit Request Forms"	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 11-18-2015	Last Revision: 08-23-2023

Sponsoring High Schools that offer Advanced Placement (AP) classes provide for AP examinations at the end of the course. Students will forward the results of the AP exams & CLEP exams through the College Board to Three Rivers College. ACT (American College Testing Proficiency Program) credit is awarded on a case-by-case basis. DSST (DANTES) exams will need to be submitted to Three Rivers College and evaluated according to recommendations provided by The American Council on Education (ACE Credit). For more information, contact the Office of the Registrar.

Credit for Prior Learning

Three Rivers College supports the concept of life-long learning and awards Alternative College Credit to students for Credit for Prior Learning in congruence with the Missouri Credit for Prior Learning (CPL) Model. Credits are awarded on a case by case basis depending on the student's potential for Credit for Prior Learning and the alignment with their intended major. A student must meet with their advisor and complete an application to initiate the Credit for Prior Learning process. The student must consult with his or her advisor and collaborate with the Coordinator of Career Services at the college. Please be aware that program specific terms that may apply, and other factors related to the Credit for Prior Learning process. Please refer to the Guide to Alternative Credit addendum and form attached to this document.

Students should be advised that colleges and universities differ on their acceptance of Credit for Prior Learning. Three Rivers College cannot guarantee the transferability of credit for prior learning that has been awarded. If planning to transfer to another college or university, students should contact the receiving institution to determine the potential of acceptability for transfer of Credit for Prior Learning.

Three Rivers College has adopted standard practices within the process to award Credits for Prior Learning to students. The college uses several methods designed to grant college credit to students with a wide variety of learning experiences. Any student enrolled at the college who has or would like to participate may be eligible. Reference the college catalogue, attached addendum and the college policy, IP 6111: Alternative College Credit.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IR 6111 Alternative College Credit	Page 3 of 5
Primary Policy: IP 6111 Alternative College Credit	
References: Missouri Credit for Prior Learning Model 2013	
Addendums: "Guide to Alternative College Credit"; "Alternative College Credit Student Assessment and Credit Request Forms"	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 11-18-2015	Last Revision: 08-23-2023

Due to the impact Credit for Prior Learning may have on a student's program of study, students must consult with their program advisor regarding educational planning. The college uses several methods designed to grant college credit for a wide variety of learning experiences. To be considered for Credit for Prior Learning a student must be enrolled at the college and have successfully completed a minimum of (1 credit hour) that is transcribed to the student's record from a course taken at Three Rivers College. Credit for Prior Learning may be considered on a case by case basis depending on a student's program of study.

The maximum Alternative College Credit that may be applicable toward graduation requirements for a Three Rivers College program is 30 credit hours, from a combination of all Alternative Credit methods including (CLEP, CPL, AP Credit, etc.). The 30 credit rule also includes any form of Alternative Credit a student may transfer into the college from another institution. In rare cases, certain career programs with completion agreements the 30 credits rule may be reviewed on a case by case basis and must be approved by the Chief Academic Officer.

Three Rivers College has developed standard practices that are designed to help students take advantage of the opportunities the college offers to award Credit for Prior Learning. Students should review the degree requirements for a specific degree or certificate program, and determine the courses they believe they may have relevant, equivalent, college-level learning. To qualify, credits must apply to the student's specific degree program or certificate requirements.

Interested students should meet with their academic advisor and the Coordinator of Career Services to discuss the different methods and steps for requesting Credit for Prior Learning, and for information regarding the potential transferability of such credits. It should not be assumed that credits transcribed through the Three Rivers College, Alternative College Credit process will automatically be accepted by other institutions.

Process for Student to Request Credit for Prior Learning

1. Review the current college catalog to view options for credit for prior learning and the required courses for your degree or certificate program.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IR 6111 Alternative College Credit	Page 4 of 5
Primary Policy: IP 6111 Alternative College Credit	
References: Missouri Credit for Prior Learning Model 2013	
Addendums: "Guide to Alternative College Credit"; "Alternative College Credit Student Assessment and Credit Request Forms"	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 11-18-2015	Last Revision: 08-23-2023

2. Meet with your program advisor to discuss options, relevant TRC degree requirements, and transferability. Your program advisor will then help you with the steps for Credit for Prior Learning approval which may require Department Chair approval.
3. Go to the Office of Career Services (573-840-9655) in the Westover Building to begin the Credit for Prior Learning approval process for industry training (credentials) and training recognized in published guides. You will be required to bring all valid and current documentation.
4. Complete the Alternative College Credit Assessment and Request Forms (Appendix) and seek all applicable signatures.
5. Once approval has been obtained and Alternative Credit Form is complete, the form will need to be returned to the Office of Career Services.

Students seeking Credit for Prior Learning (CPL) must provide substantial documentation regarding training, certification or experience that would relate to the specific college-level course in their program of study. The documentation must be recent enough to demonstrate currency in the field of study in which CPL is pursued. Military credit does not have a time limit on acceptance for college-level learning. A student should speak with the Coordinator of Career Services and their program advisor for more specific information regarding documentation, timeline and the process for the evaluation of prior learning.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IR 6111 Alternative College Credit	Page 5 of 5
Primary Policy: IP 6111 Alternative College Credit	
References: Missouri Credit for Prior Learning Model 2013	
Addendums: "Guide to Alternative College Credit"; "Alternative College Credit Student Assessment and Credit Request Forms"	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 11-18-2015	Last Revision: 08-23-2023

DOCUMENT HISTORY:

- 11-18-2015:** Initial approval of regulation IR 6111 Credit for Prior Learning.
- 06-22-2016:** Revised, added Addendum Guide to Alternative Credit & Form.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 10-11-2016:** Minor revision to Addendum Alternative College Credit Student Assessment Form. Addition of check boxes in Types of Alternative Credit section on form.
- 06-13-2017:** Minor revision to Addendum Alternative College Credit Student Assessment and Credit Request Forms.
- 02-19-2020:** Removal of application fee and minor language revisions for clarification and process alignment.
- 08-23-2023:** Minor clerical edits, updated addendum and revision of office names.



THREE RIVERS COLLEGE

Guide to Alternative Credit

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Preface

The Guide to Alternative College Credit is designed to inform students, faculty, and staff of the various methods students may use to obtain alternative college credit from Three Rivers College. Alternative college credit may be awarded from an educational learning experience attained outside the sponsorship of an accredited postsecondary educational institution. Regardless of the potential for the award of college credit, the minimum Three Rivers College residency requirement of 15 credits earned at the college must be met. A maximum of 30 credits for alternative credit may be awarded. Students seeking information about Alternative College Credit should contact the Office of Career Services.

Awarding Alternative College Credit

Three Rivers College uses several methods designed to grant alternative college credit to students with a wide variety of educational experiences. Students should consult with an academic advisor regarding the use of alternative college credit in their educational planning. Any student enrolled at Three Rivers College who has or would like to participate in the following may be eligible for alternative credit:

- Standardized Tests (CLEP, AP Credit, ACT, etc.)
- Credit for Prior Learning: Business and Industry Credentials, and Military Training
- Articulation Agreements between Three Rivers College, area High Schools and Career and Technical Centers.

I. Standardized Tests

1. College-Level Examination Program (CLEP)

The College Level Examination Program (CLEP) is designed to evaluate the student's college-level learning, no matter how or where the learning took place. CLEP examinations, are divided into two types, general and subject. Three Rivers College may grant credit for subject exams with an acceptable passing grade. A fee applies to each CLEP Exam and must be paid at the time of administration.

When the exam is similar in content to a course offered by Three Rivers College, credit may be equated to a specific course. When no course equivalent exists at the college, credit may be granted as elective hours in the same field as the examination. Credit is recorded on the student's transcript and identified with "P" instead of a grade and a comment stating this is CLEP credit. Students who have college credit should note that credit will not be given for CLEP exams if the student has college credit for the equivalent course. CLEP charges a standard fee, and Three Rivers College charges a fee to proctor the exam. For more information regarding CLEP exams, go to www.clep.collegeboard.org. For any Three Rivers College testing questions regarding CLEP contact the Office of Testing Services at (573) 840-9667 or go to the [Testing Services webpage](#).

Table of CLEP Examinations and Equivalencies:

CLEP Subject Examinations	Three Rivers College Course Equivalent	Hours
American Government	GOVT 121: National & State Government	3
American Literature	ENGL 241/242: Am Lit to & since 1870	6
Biology	BIOL 101: General Biology	5
Calculus	MATH 171: Analytical Geometry & Calculus I	5
Chemistry*	CHEM 121: General Chemistry I	5
College Algebra	MATH 163: College Algebra	3
College Composition w/ Essay	ENGL 111: College Writing	3
English Literature	ENGL 231/232: English Lit to & since 1798	6
Financial Accounting	ACCT 121: Accounting I	3
History of the United States I: Early Colonization to 1877	HIST 111: American History to 1877	3
History of the United States II: 1865 to Present	HIST 112: American History since 1877	3
Introductory Business Law	BLAW 221: Legal & Ethical Environment of Business	3
Introductory Psychology	PSYC 111: General Psychology	3
Introductory Sociology	SOCI 111: General Sociology	3
Pre-Calculus	MATH 164: Trigonometry	3
Principles of Macroeconomics	ECON 211: Principles of Macroeconomics	3
Principles of Management	BUAD 120: Introduction to Business	3
Principles of Marketing	MKTG 115: Principles of Marketing	3
Principles of Microeconomics	ECON 212: Principles of Microeconomics	3
Spanish Language: Level 1	SPAN 101/102: Elementary Spanish I & II	6
Western Civilization I: Ancient Near East to 1648	HIST 121: Western Civ. to the Renaissance	3
Western Civilization II: 1648 to Present	HIST 122: Western Civ. since the Renaissance	3
<i>*not available to nursing students</i>		

2. Advanced Placement (AP)

Sponsoring high schools that offer Advanced Placement (AP) classes provide for AP examinations at the end of the course. Students forward the results of the AP exams through the College Entrance Examination Board to Three Rivers College. College credit is granted for students earning a minimum score of three (3) on the exam. Students seeking information about the Advanced Placement Program can contact the Office of the Registrar (573) 840-9665.

3. American College Testing Proficiency Program (ACT-PEP/RCE/EXCELSIOR)

American College Testing Proficiency Program credit is awarded on a case-by-case basis. For more information, contact the Office of the Registrar at (573) 840- 9665.

4. DSST Subject Standardized Test (DANTES)

The nationally recognized DSST program enables a student to receive college credits for learning acquired outside of the traditional classroom through more than 30 exams in college subject areas. The American Council on Education's College Credit Recommendation Service (ACE Credit) has evaluated and recommended college credit for the DSST exams.

The Defense Activity for Non-Traditional Education Support (DANTES) offers free or discounted tests (DSST) for military members, and some discounts are available for veterans as well. DANTES offers College Credit Examinations worldwide at military bases, embassies, and colleges. In most cases, examination results are forwarded to the appropriate military educational transcript system (i.e. JST or CCAF). Once transcribed, Three Rivers College may accept military credits if the credits are program specific by discipline and are recommended by the program coordinator for that college program.

II. Credit for Prior Learning

Alternative college credit may be awarded as Credit for Prior Learning (CPL) from an educational learning experience attained outside the sponsorship of an accredited postsecondary educational institution. Credit for Prior Learning may include learning acquired from work, military and/or participation in informal courses and professional in-service training sponsored by an association, business, government, or industry. Credit for Prior Learning is not awarded for EXPERIENCE but for college-level LEARNING which entails knowledge, skills, and competencies that students have obtained as a result of their prior learning experiences and may merit academic credit.

Three Rivers College students are encouraged to consult with an academic advisor regarding the use of Credit for Prior Learning in their educational planning. College Program advisors work with the Office of Career Services to process Alternative College Credit paperwork.

Regardless of the potential for the award of college credit, the minimum Three Rivers College residency requirement for credits earned at the college must be met (of 15 credit hours) and at least one credit hour must be earned at Three Rivers prior to CPL credit being awarded. Different colleges use different policies on the acceptance of Credit for Prior Learning. Therefore, **Three Rivers College cannot guarantee the transferability of Credit for Prior Learning that has been awarded by the college.**

Rationale for Credit for Prior Learning

Three Rivers College and the Missouri Community College Association supports the concept of life-long learning to meet the personal enrichment needs of students. It is the policy of the college (refer to policy [IP 6111 Alternative College Credit](#)) that a student's experience outside the college classroom be evaluated for college credit.

Types of Credit for Prior Learning

1. ***Industry Credentials***

Credit for Prior Learning may be awarded to Three Rivers College students who have completed training, certifications and obtained licenses through the industry in which they may be currently employed. Students must complete the Alternative College Credit Self-Assessment Form, and supply documentation of any industry certifications awarded to the Career Services Office. Additional evidence may also be required (e.g., exam scores, licenses, certificates). Credit will only be awarded for current, valid industry credentials. The following industries currently have contracts or agreements with Three Rivers College for credit:

a. ***Business***

Business and Industry Training will be evaluated on a case-by-case basis and may be eligible for credit, pending approval from the appropriate Department Chair. All certifications must be current.

b. ***Firefighter***

“Missouri Division of Fire Safety” Training Courses

Credit for Prior Learning may be awarded to Three Rivers College students who have completed training by the Missouri Division of Fire Safety training courses in which the student has passed the state certification exam and can produce a state certificate (Gold seal, numbered and International Fire Service Accreditation Council certified) is transcribed as college credit.

The example table below shows how specific State Certifications translate to Three Rivers College Courses:

State Certification		College Course
Firefighter I & II	Transcribes as	FIRE-115 Firefighter I & II
Hazardous Materials (Awareness & Operations)	Transcribes as	FIRE-118 Hazardous Materials (Awareness & Operations)
Fire Service Instructor	Transcribes as	FIRE-216 Fire Instruction
Fire Officer I and II	Transcribes as	FIRE-255 Fire Officer I and II
Fire Inspector	Transcribes as	FIRE 245 Fire Codes and Inspection

Some fire related courses (based on the course content) might be transcribed as credit as electives.

As an example, Three Rivers College may also transcribe EMDS-105 (in our Fire AAS program) for those students who can show past board certification (they need not be current).

c. ***Law Enforcement***

Department of Corrections

Students must complete the Alternative Credit Form, and supply documentation of any industry certifications awarded to the Office of Career Services. Selected Basic Training and In-Service Training for Department of Corrections employees may be transcribed as college credit from Three Rivers College. In

order to receive credit for DOC Basic Training, a student must first complete 1 semester hour of credit at Three Rivers College. The following is an example of how training transcribes to Three Rivers College courses:

Department of Corrections Training	THREE RIVERS COLLEGE
Phase I: Basic Training for all staff	ADJU 103 - Introduction to Corrections (3 Credit Hours)

d. Post Certification

Students must complete the **Alternative Credit Assessment Form**, and supply documentation of any industry certifications awarded to the Office of Career Services. As an example, students who have previously completed a POST approved law enforcement training academy and currently hold a valid POST certification in Missouri shall receive the following credit hours upon completion of the remaining required credit hours toward the Criminal Justice AAS Degree:

Corrections Option

Course No.	Course Title	Credit Hours
ADJU 100	Introduction to Law Enforcement	3
ADJU 113	Criminal Law	3
ADJU 233	Criminal Investigation	3
CRJU 115	Ethics in Criminal Justice	3
CRJU 148	Vice and Narcotics	3

Law Enforcement Option

Course No.	Course Title	Credit Hours
ADJU 100	Introduction to Law Enforcement	3
ADJU 113	Criminal Law	3
ADJU 233	Criminal Investigation	3
CRJU 115	Ethics in Criminal Justice	3
CRJU 138	Patrol Procedures	3

P.O.S.T. Academy Option

Course No.	Course Title	Credit Hours
CRJU 295	Law Enforcement Academy I	12
CRJU 296	Law Enforcement Academy II	12

e. Nursing and EMT

Three Rivers College students must complete the Alternative Credit Assessment Form, and supply documentation of any industry certifications awarded to the Office of Career Services. Three Rivers College may accept a student's LPN license or paramedic license into the RN bridge program. After they complete NURS 108 successfully, Three Rivers College may award credit for NURS 116, 128, 129, 135.

Three Rivers College students must complete the Alternative Credit Assessment Form, and supply documentation of any industry certifications awarded to the Office of Career Services for processing. Three Rivers College accepts student's EMT license, and the student will be awarded credit for EMT 105 to get into the Paramedic program.

f. Other

Credentials not listed on the Approved Industry Credentials table(s) and/or supporting paragraphs are evaluated on a case-by-case basis and may be eligible for credit, pending approval from the appropriate faculty member. The student should consult his or her advisor to determine the appropriate contact person. Three Rivers College students must complete the Alternative Credit Assessment Form, and supply documentation of any industry certifications awarded to the Career Services Office.

2. Published Guides

Three Rivers College students must complete the Alternative Credit Assessment Form, and supply documentation of any industry certifications awarded to the Office of Career Services. Credit will be awarded based on credit recommendations recognized by the American Council on Education (ACE) and for credit recommendations from military training schools. Academic credit may be awarded only for courses that directly apply to the student's declared certificate or degree program. Valid and current certifications must be submitted for approval.

ACE (American Council on Education)

Three Rivers College students must complete the Alternative Credit Assessment Form, and supply documentation of any industry certifications awarded to the Career Services Office. The American Council on Education's (ACE) College Credit Recommendation Service connects workplace learning with colleges and universities. The ACE National Guide to College Credit for Workforce Training contains ACE Credit recommendations for formal courses and examinations offered by various organizations, from businesses and unions to government and military.

3. Military Educational and Training Credit

Three Rivers College students must complete the Alternative Credit Assessment Form, and supply documentation of any industry certifications awarded to the Office of Career Services. Training credit can be transcript through the Community College of the Air Force (CCAF), the Army/American Council on Education Registry Transcript System (AARTS) and the Sailor/Marine American Council on Education Registry Transcript (SMART).

Military education/training will be assessed from the student's Official JST (Joint Services Transcript). The student can request a JST at www.jst.doded.mil. The JST will need to be sent directly to Three Rivers College to be considered "Official".

Community College of the Air Force (CCAF)

Three Rivers College evaluates credit from CCAF in the same way as credit from any other accredited college or university.

Army/American Council on Education Registry Transcript System (AARTS) and Sailor/Marine American Council on Education Registry Transcript (SMART)

"The purpose of AARTS and SMART is to provide recommended college credit for military occupational experience and training. The recommendations are made by the American Council on Education (ACE), which publishes a reference entitled: *Guide to the Evaluation of Educational Experiences in the Armed Services*, used by colleges and universities around the country. The ACE Guide is available on-line at <http://bvv.w.militaryguides.acenet.edu>."

Rules for Awarding Credit for Prior Learning

- Prior learning experiences shall be evaluated only if requested by the student.
- **Academic credit will be awarded only for those courses directly applicable to curriculum requirements of the student's declared certificate or degree program as outlined in college publications.**
- Credit for Prior Learning may be applied toward the courses in the AA, AS, AAT, or AAS degree or Certificate programs only for the purpose of satisfying degree requirements.
- **No grade is awarded** for Credit for Prior Learning by Three Rivers College. However, all work assessed for Credit for Prior Learning must meet or exceed passing level work or "C" level work. "C" level work criteria shall be determined by Three Rivers College faculty, Department Chair, or Chief Academic Officer, and the student's transcript will have a "P" grade.
- A minimum of one credit hour must be successfully completed at Three Rivers College and transcribed on the student's records before any Credit for Prior Learning can be awarded. The application process may be initiated in advance, but the Credit for Prior Learning credit will not be awarded until the one credit hour requirement is met.
- A minimum of 15 credit hours must be completed at Three Rivers College for graduation. Students may not fulfill the College's residency requirement using Credit for Prior Learning.

- A maximum of 30 credits for alternative credit may be awarded. Exceptions may be granted on a case-by-case basis.
- For all Credit for Prior Learning awarded, the course number, course title, number of semester hours will be posted on the student's transcript and labeled "Credit for Prior Learning". No grade is issued for Credit for Prior Learning.
- If Credit for Prior Learning is applied to the AA, AS, AAT, or AAS degree or Certificate requirements, transferability and transfer guarantees may be affected. The student should consult his or her advisor and the receiving institution for details.
- All documentation and files regarding a student's Credit for Prior Learning will be maintained in the Office of Career Services.

Process for Student to Request Credit for Prior Learning

1. Review the current college catalog to view options for credit for prior learning and the required courses for your degree or certificate program.
2. Meet with your program advisor to discuss options, TRC degree requirements and transferability. Your program advisor will then help you with the steps for Credit for Prior Learning approval which requires the approval of the appropriate Department Chair and Chief Academic Officer.
3. Go to the Office of Career Services (573-840-9655) in Room 101D of the Westover Building to begin the Credit for Prior Learning approval process for industry training (credentials) and training recognized in published guides. You will be required to bring all valid and current documentation.
4. The Alternative College Credit Assessment Form (Appendix) must be completed. .
5. Once approval has been obtained and Alternative Credit Form is complete, the form will need to be returned to the Office of Career Services along with the required documentation.

III. Articulation Agreements between the college and Area High Schools and Career and Technical Centers

Three Rivers College collaborates with area High Schools and Career and Technical Centers to award student's college credit for certain courses taken at those institutions. An articulation agreement between these schools contains the exact course taken and what course the student will be given credit for at Three Rivers College. For more information contact the Office of Career Services at (573) 840-9690.



THREE RIVERS COLLEGE

Alternative College Credit – Student Assessment

Student Name: _____ Student ID #: _____

Degree/Certificate Program: _____ Program Advisor: _____

Three Rivers College supports the concept of life-long learning and awards academic credit to students for prior learning in congruence with the Missouri Credit for Prior Learning Model. Three Rivers College cannot guarantee the transferability of Credit for Prior Learning. If planning to transfer to another college or university, students should contact the receiving institution to determine the potential of acceptability for transfer of Credit for Prior Learning. All documentation associated with CPL must be no older than 5 years with exception to military credit and some articulation agreements which do not have a time limit on acceptance.

Requirements for Alternative Credit:

- Currently enrolled as a degree seeking student at Three Rivers College. Successfully completed a minimum of 1 credit hour from Three Rivers College. ACC will not be transcribed until completion of credit hour.
- Completed Alternative College Credit - Student Assessment submitted to the Office of Career Services.
- Documentation of Prior Learning attached to Alternative College Credit - Student Assessment Form.

Types of Alternative Credit – Check all that apply:

- Military Training:** Credit will be awarded based on credit recommendations recognized by the American Council on Education (ACE) and for credit recommendations from military training schools.
- Industry Credentials and Related Licenses or Certificates:** Credit may be awarded to students who have completed training, certifications and obtained licenses through the industry.

Note: Alternative Credit will be awarded as an exact match for industry training with college credit based on The American Council on Education’s College Credit (ACE) Guide, other training guides, or in cases where the specific license is the purpose of the course(s).

Describe Prior Learning (attach additional pages as necessary)

I understand that the residency requirement (15 credits taken at Three Rivers College) must be met in addition to any alternative college credits that may be awarded to be eligible for graduation.

Students seeking Credit for Prior Learning (CPL) must provide substantial documentation regarding training, certification or experience that would relate to the specific college-level course in their program of study. The documentation must be recent enough to demonstrate currency in the field of study in which CPL is pursued. Military credit does not have a time limit on acceptance for college-level learning. A student should speak with the Coordinator of Career Services and their program advisor for more specific information regarding fees, documentation, timeline and the process for the evaluation of prior learning.

Student Signature: _____

Date: _____

Coordinator of Career Services: _____

Date: _____

Three Rivers College is an equal opportunity institution that commits itself to the policy that there will be no unlawful discrimination against any person because of race, color, gender, sexual orientation, religion, age, disability, or national origin.

Created: 06/22/2016

Revised: 06/2017; 10/2016; 02/2020; 08/2023



THREE RIVERS COLLEGE

Alternative College Credit Request

Student Name: _____ Student ID #: _____

Degree/Certificate Program: _____ Program Advisor: _____

List courses approved for Credit:

Proposed ACC	Course	Course Number	Title	Credit Hour
			Total Credit Hours	

Submit form and all documentation to all signees.

Student Date

Program Advisor Date

Department Chair Date

Chief Academic Officer Date

Coordinator of Career Services Date

Registrar Office Use:	
Total Number of Alternative Credit hours on Student's Transcript	

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Associated Policy: GAP 1200 Equal Opportunity	
Associated Regulations: 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 Appeals Intake Form; Suspension Override Request Form	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 08-23-2017	Last Revision: 07-20-2023

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 Satisfactory Academic Progress (FASAP) at the end of each semester. Each student who receives financial aid is required to maintain satisfactory academic progress. 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 (Time Frame Extension):** Federal Student Aid (FSA) regulations allow students to receive federal financial aid up to 150% of the published length of the program. Evaluation will occur at the end of the semester. Once a student has reached the maximum timeframe, the student will no longer be eligible to receive financial aid without an approved Timeframe Extension Request form. (Effective Summer 2016.) Students who graduate with a one-year certificate or an Associate Degree will be considered to have met the pace maximum (2019).
- **Credit Hour Completion (Quantitative):** Complete (67%) of all cumulative credit hours (completed credit hours divided by cumulative credit hours attempted).
- **Grade Point Average (Qualitative):** Maintain the required cumulative grade point average/GPA listed below in Table A:

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Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 08-23-2017	Last Revision: 07-20-2023

Table A

Cumulative Credits Attempted	Cumulative GPA Required
0-15	1.50
16-30	1.70
31-44	1.90
45+	2.00

A student must meet Financial Aid Satisfactory Academic Progress (FASAP) by completing their degree program within the specified timeframe and demonstrate they are making progress towards their degree by completing the required cumulative hours and GPA.

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, W and X 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. For FASAP, all Transitional (Developmental) courses are computed in the GPA and cumulative 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 taken at TRC or accepted by the college are included in the cumulative GPA and pace.

Transfer Students

All credits accepted by the college will be included in the FASAP calculation for student aid eligibility when FASAP is completed at the end of each semester.

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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 in the subsequent academic term of enrollment. During the warning status, a student may continue to receive federal financial aid. While on warning, you will be recommended to meet with an advisor to alter your educational plan and may be required to reduce the number of courses you are taking. Student may be placed on a warning status for only one semester. 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 and provided access to the Suspension Override Request form via the TRC website to request an override to receive federal financial aid.

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 may 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 or undue hardship, or demonstrated academic improvement. Circumstances under which a request may not be granted include but are not limited to poor choice of classes, lack of motivation or interest.

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Supersedes: NA	
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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 another Suspension Override Request. If you are granted an override, you will be expected to attend two meetings with your general advisor throughout the semester to review your educational plan and monitor your progress. You may be requested to reduce your course load, eliminate online coursework, or repeat failed coursework.

Financial Aid Extension

Financial Aid Extension is a status assigned to students who have graduated with a 1-year certificate, Associate degree, or have exceeded the maximum number of hours required 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 regaining the cumulative GPA/pace as indicated in Table A and with an approved suspension override request or student appeal.

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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 an approved suspension override request or appeal is granted.

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 cumulative hours attempted.

Transitional/Remedial Courses

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

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.

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Supersedes: NA	
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Initial Approval: 08-23-2017	Last Revision: 07-20-2023

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 to ensure review prior to classes beginning.

All requests will be reviewed on a case-by-case basis. Late requests must be submitted by the last day of class. The request and documentation should be attached for the override to be considered. Failure to provide all requested documentation could result in the request not being reviewed or denied. Students will be notified if additional information is requested by the Standing and/or assigned Committee.

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

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- The Standing and/or assigned Committee reviews requests regarding financial aid suspension.
- Exceptions to the college’s Financial Aid Satisfactory Academic Progress (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 or undue hardship, or demonstrated academic improvement. Circumstances under which a request may possibly not be granted include but are not limited to: poor choice of classes, and lack of motivation or interest.
- If the committee approves the request, the student will be granted a probation status under conditions as outlined by the committee.
- If the request is denied, the student will not be eligible for Title IV funding until the student reestablishes eligibility, either by meeting satisfactory progress or with an approved request. 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.
- If you are granted an override, you will be expected to attend two meetings with your general advisor throughout the semester to review your educational plan and monitor your progress. 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

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Supersedes: NA	
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Student Appeals Intake Form and submitting it to the Chief Student Services Office. For more information, refer to College Regulation SR 2140 Student Appeals.

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 with a 1-year certificate or associate degree.
- 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 to ensure review prior to classes beginning. All requests will be reviewed on a case-by-case basis. Late requests must be submitted by the last day of class.
- The Office of Financial Aid will notify the student the decision via email account.
- The decision may be appealed by completing a Student Appeal Intake Form and submitting it to the Chief Student Services Office. Refer to College Regulation SR 2140 Student Appeals.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SR 2760 Financial Aid Satisfactory Academic Progress	Page 9 of 9
Primary Policy: SP 2710 Financial Aid Programs	
Associated Policy: GAP 1200 Equal Opportunity	
Associated Regulations: 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 Appeals Intake Form; Suspension Override Request Form	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 08-23-2017	Last Revision: 07-20-2023

DOCUMENT HISTORY:

- 08-23-2017:** Initial approval of regulation SR 2760 Satisfactory Academic Progress for Financial Aid.
- 05-15-2019:** Revision of process for clarification.
- 09-21-2022:** Edits made to clarify process for the recommendation of students to meet with an advisor to alter their educational plan which may require such things as reducing their current course-load if they are placed on warning status for not meeting the pace or GPA requirement. Also, a Financial Aid Suspension Override Request may only be considered for extenuating circumstances and those extenuating circumstances may now include, but are not limited to, a student’s employment obligations, financial difficulties, loss of transportation, relocation, childcare difficulties, or loss of internet services.
- 07-20-2023:** Minor edits to clarify procedures described herein regarding College operations.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SR 2750 Return of Title IV Information	Page 1 of 4
Primary Policy: SP 2710 Financial Aid Programs	
Associated Policies: IP 6310 Classroom Attendance; GAP 1101 Debts to College; GAP 1200 Equal Opportunity	
Associated Regulations: IR 6310 Classroom Attendance; FR 3109 Student Refunds	
References: Higher Education Act of 1965; Federal Student Aid Handbook	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision: 07-12-2023

Three Rivers College adheres to strict guidelines in keeping with Federal Regulations governing Title IV Federal Financial Aid Programs. The Return of Title IV calculation must be performed according to the Federal Department of Education’s regulations. Return of Title IV calculation is performed when a student completely withdraws, drops, or otherwise fails to complete the period of enrollment.

Three Rivers College students are expected to earn Federal Financial Aid by attending classes through at least 60 percent of their enrollment. Students who stop attending or withdraw from all courses but have already received their federal financial aid disbursement for the semester, could owe money back to the federal financial program.

For students enrolled in modular courses, students are no longer considered withdrawn if any of the following apply:

- Student completes all requirements for graduation before completing the days scheduled to complete in the period.
- Student successfully completes one or more modules that includes 49% or more of the number of days excluding scheduled breaks of five or more consecutive days and all days between modules.
- Coursework equal to or greater than half time attendance (6 hours).
- Early implementation effective June 1, 2021.

Note: According to U.S. Department of Education a program is “offered in modules” if the program uses a standard-term, nonstandard-term, or semester length and is not a subscription-based program, and a course or courses in the program that do not span the entire length of the payment period or period of enrollment. (This would include but not be limited to A and B session courses that do not expand the full semester that earn college credit and should not be confused with weekly units of instruction).

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Associated Regulations: IR 6310 Classroom Attendance; FR 3109 Student Refunds	
References: Higher Education Act of 1965; Federal Student Aid Handbook	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision: 07-12-2023

This process, established by the Federal Department of Education through the Higher Education Act of 1965 affects students who have received assistance through the following federal financial aid programs at Three Rivers College:

- Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Direct Subsidized and Unsubsidized Loans
- Parent PLUS Loans
- Iraq & Afghanistan Service Grant

The calculation of what is owed is based upon the number of days in the semester the student has completed. The more days the student attended, results in less owed. A federally mandated formula is used to calculate the amount of overpayment.

Example: Student withdraws on the 37th day of the semester. Formula: enrolled days/days in enrollment period equals the percent of aid earned ($37/111 = 33.3$ percent earned, and 67.7 percent of funds received by the college must be returned to the appropriate federal aid program.

When determining a last date of attendance and calculating the portion of funds earned by the student, the student's last date of attendance as indicated in official attendance records of the college and reported by the faculty will be used. The college reviews student attendance and withdrawal information throughout each semester.

Students who have documented attendance and did not receive all the earned financial aid (including those who withdrew during the 100 percent refund period) shall be offered a post-withdrawal disbursement. A letter will be mailed, and the student should follow the instructions in the letter carefully to accept the disbursement.

Students may choose to decline some or all the loan funds to avoid additional debt. There may be some Title IV Funds that cannot be disbursed once a student withdraws because of other

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Associated Regulations: IR 6310 Classroom Attendance; FR 3109 Student Refunds	
References: Higher Education Act of 1965; Federal Student Aid Handbook	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision: 07-12-2023

eligibility requirements. If required, the student should turn in all items needed for verification at the time of withdrawal.

The requirements for Federal Title IV Program Funds when a student withdraws are separate from any refund information (FR 3109). Therefore, students may still owe a balance to cover unpaid institutional charges and will be billed for any remaining charges or any Federal Title IV Program Funds that the college was required to return.

All non-passing grades will be reviewed to determine if the student completed the course or ceased attendance prior to the end of the course. If the course was not completed, the student will be considered “unofficially withdrawn” and the last date of attendance in the class will be used to calculate “earned” financial aid.

The college will return the overpayment on the student’s behalf and bill the student for the balance due. Any unpaid balance will be subject to collection action. Students who owe a balance after “unearned” financial aid is returned will have a hold placed on their account which will prevent the student from receiving an official transcript and registering for classes. For additional information regarding Federal Title IV Funds contact the Office of Financial Aid at Three Rivers College.

**THREE RIVERS COLLEGE
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Section: 2000 Students	
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Primary Policy: SP 2710 Financial Aid Programs	
Associated Policies: IP 6310 Classroom Attendance; GAP 1101 Debts to College; GAP 1200 Equal Opportunity	
Associated Regulations: IR 6310 Classroom Attendance; FR 3109 Student Refunds	
References: Higher Education Act of 1965; Federal Student Aid Handbook	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision: 07-12-2023

DOCUMENT HISTORY:

- 02-15-2017:** Initial approval of SR 2750 Return of Title IV Information.
- 10-16-2019:** Revisions based on the updated Federal Student Aid Handbook for 2019-20 and the addition of the recommended return to title IV calculation example.
- 06-01-2021:** Update to language from the Federal Department of Education for students enrolled in modular courses that may no longer be considered “withdrawn” if certain circumstances apply.
- 07-12-2023:** Minor edits to clarify procedures described herein regarding College operations.

DAR June 14 – August 16

- June 14:** Free vision, dental, health care available
TRC's Ballard with a no score in Round 2 of CNFR
Raider men add pair of local commitments for basketball
- June 16:** A Dream Come True: TRC pitcher has all-american season (softball)
- June 17:** A Raider Legacy: Doniphan's Max Owen commits to TRC
- June 20:** TRC Raiders add two in June for next season
- June 21:** Priority deadline set for Three Rivers scholarships
NMCC's McFerren earns Semoball achievement award (TRC alum)
- June 22:** TRC sees success at no-cost clinic
TRC Rodeo to host Battle of the Bulls
- June 24:** Lady Raiders add a pair of hoopers for next season
- June 27:** TRC women's hoops signs another player for 2023-24
- June 28:** Three Rivers Prospect Camp (softball)
- July 1:** Three Rivers to host all-girls basketball camp
Lady Raiders add two more for next season's roster (basketball)
- July 6:** Skills, smiles featured at Lady Raiders hoops camp
- July 7:** 3RC baseball to hold summer prospect camps
Raider hoops to host Gene Bess Basketball Camps
Locked and Loaded: Lady Raiders complete recruitment for 2023-24 (basketball)
- July 11:** Gene Bess Hoops Camp
- July 12:** Former Lady Raider standout hired as EMCC assistant coach (basketball)
- July 13:** Gene Bess Hoops Camp continues Thursday
- July 17:** TRC students design, build wooden boat
TRC baseball to hold summer prospect camps
Raiders hooper announces commitment to Emporia State
- July 19:** Camp continues at TRC (Gene Bess Basketball Camp).
Presenters announced for Gene Bess at Naismith HOF
Three Rivers baseball to hold summer prospect camps
- July 20:** TRC alum commits to Jacksonville State (Austin Gast – baseball)
- July 21:** Poplar Bluff, TRC alum headed to SBU (Audrey Rahlmann Lack – softball)
Battle of the Bulls hitting Ray Clinton Park Saturday
- July 22:** Drama Camp teaches stagecraft
- July 25:** Bull Riding Hits Ray Clinton Park: Battle of the Bulls

- July 27:** Hittin' the Books: TRC athletes receive All Academic honors
- July 28:** Ready to Roll: Raiders wrap-up recruiting for 2023 (basketball)
- August 2:** Former PB, TRC standout named assistant (Marissa Webb) at SIU Carbondale
- August 3:** We want your Gene Bess stories
- August 5:** \$1.7M left to Ripley County – Paul & Joe Anne Ripley (TRC mentioned)
DYS Graduation Celebrates Second Chances and Successes (TRC mentioned)
An overdue thank you to a friend (Coach Bess story – Mike Buhler)
- August 8:** TRC to host Run 4 The Arts
- August 9:** Letters to Coach Bess
- August 10:** Raider veteran juggles coaching, AD
Letters to a Legend
- August 11:** Letters to a basketball legend
- August 12:** Southern Bank endows a TRC scholarship
Bess' legacy goes far beyond basketball
- August 15:** TRC assistant has 'best experience' at HOF
- August 16:** TRC's Payton Henley inks with SE Oklahoma State