

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

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

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

A G E N D A
REGULAR SESSION
Wednesday, February 15, 2017
12:00 p.m.

- I. Invocation and Pledge of Allegiance**
- II. Agenda and Minutes**
 1. Consideration and Approval of Agenda
 2. Consideration and Approval of Minutes of the January Board Meeting
- III. Consideration of College Financial Report**
 1. Statement of Revenues, Expenses, and Changes in Net Assets
 - a) Monthly Financial Statements
 - b) Budget to Actual Financial Statements
 - c) HB 19 Update
 2. Cash in Bank
 3. Certificates of Deposit
 4. Checks Issued
- IV. President’s Report**
- V. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; Section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)
- VI. Items for Discussion, Consideration & Vote**
 1. **Consideration and approval of College Policy IP 6120 Faculty Credentialing**
 2. **Consideration and approval of College Policy PP 4520 Payroll Deductions**
 3. **Consideration and approval of College Policy SP 2710 Financial Aid Programs**
- VII. Consideration and Approval of all Personnel Actions and Associated Documents**
 1. **Acceptance of Employment**
 - a) **Marsha Dawn Price – Achieve Program Academic Counselor**

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

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2 of 69
02/09/2017

2. Resignations

- a) **Dr. Mary Lou Brown – Vice President of Academic and Student Services**

VIII. Appendix

1. Information Items

- a) PR 4170 – College Hiring Procedures
b) SR 2740 – Student Rights and Responsibilities
c) SR 2750 – Return of Title IV Information

2. Upcoming Events

3. Recent Newspaper Articles

IX. FY17 Board of Trustees Meeting Dates

- Wednesday, March 22, 2017
- Wednesday, April 19, 2017
- Wednesday, May 17, 2017
- Wednesday, June 7, 2017 – Board Retreat
- Wednesday, June 21, 2017

X. Adjournment

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**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees began at 12:00 p.m. in the Administration Building at Clearwater High School in Piedmont, Missouri, on Wednesday, January 18, 2017.

DECEMBER 14, 2016

Those present included: Trustees: Chris Williams, chairman; Eric Schalk, vice chairman; Darren Garrison, secretary; Randy Grassham, treasurer; Dr. Amber Richardson, member; Gary Featherston, member; and college administrators: Dr. Wesley Payne, president; Dr. Mary Lou Brown, vice president of academic and student services; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary; staff from Piedmont High School and Administration.

ATTENDANCE

Invocation was delivered by Trustee Darren Garrison.

INVOCATION

Trustee Schalk moved to approve the agenda. With a second by Trustee Garrison the motion was approved.

**APPROVAL OF BOARD MEETING
AGENDA**

The minutes of the board meeting on December 14, 2016 were approved on a motion by Trustee Garrison and a second by Trustee Schalk.

**APPROVAL OF MINUTES OF THE
DECEMBER BOARD MEETING**

Chairman Williams and Trustee Garrison thanked the staff at the High School for the opportunity to conduct the meeting in their facility.

**CLEARWATER HIGH SCHOOL AND
THREE RIVERS DIRECTOR,
PIEDMONT**

Claudia Horn, Director, Three Rivers Piedmont led the discussion on the success of the classes that are offered in Piedmont. Ms. Horn actively recruits at the area high schools providing students with a local alternative to taking classes and not having to drive into Poplar Bluff.

Course offerings and times were discussed. The possibility exists that classes may be offered during the day via ITV if a classroom can be identified in an area that can be secured from the high school population.

Ms. Horn discussed the possibility of having a separate building for the college in Piedmont. Dr. Payne explained that in order to financially support a separate location we would have to have a consistent enrollment of 100 students per semester.

Debbie Hand, Superintendent and Teresa Smith, High School Principle spoke to the board about the Dual Credit program and

requested additional classes for the students and how that might be accomplished. Dr. Mary Lou Brown indicated that she would meet with both and discuss the needs and opportunities.

Charlotte Eubank reported the preliminary December numbers as well as the November comparison to last year.

CONSIDERATION OF COLLEGE FINANCIAL REPORT

As of the end of December we have recognized 66% of our budgeted revenues. We have obligated 48% of our budgeted expenses at 50% into the fiscal year.

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

Ms. Eubank reviewed the current bid report. She presented the bids for Lawn Mowing services at the Poplar Bluff campus. The college's recommendation is to accept the bid from Moss Family Mowing Service for a term of one year with an option of two one-year renewals by agreement of both parties under the same terms and conditions.

Trustee Schalk made the motion with a second by Trustee Garrison to accept the financial report including the recommendation for approval of the recommendation to contract with Moss Family Mowing Service. The board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

Dr. Payne presented the President's Report as an update to the board on recent events.

PRESIDENT'S REPORT

Dr. Payne gave an update of all current projects:

CONSTRUCTION UPDATE

Libla Family Sports Complex: Progress is being made in the FEMA building. The walls are in place and the roof decking has begun.

Lighting Project: The project is fundamentally complete. The city has removed all old light poles and wires.

Parking Lots and Campus Sidewalks: We continue with the value engineering of the project in order to provide the services necessary and stay within our budget.

Three Rivers was fortunate to be included in the recent Freshman

FRESHMAN LEGISLATIVE TOUR

Legislative tour. The college used the time to focus on what we do. Several industry partners spoke briefly about the influence and assistance that the college provides to their employees and businesses. The remainder of the tour was spent allowing the legislators to participate in hands on instruction in our mobile labs, driving simulator and shooting simulator. The finale was the fire students participating in a drill to extinguish an open fire. Trustee Richardson stated that it was a great experience and that all of the legislators were impressed with the presentation.

Dr. Payne reviewed the progress that we are making with the farm. All fields have be bush hogged in preparation for the spring hay crop. Ozark Border partnered with us to place the light poles for the arena.

FARM OPERATIONS

Dr. Brown led the Spring Convocation lunch to kick off spring 2017 semester. She challenged the faculty and staff to talk with two students every day as we walk around campus. Creating a friendly environment should assist in our retention of students.

SPRING CONVOCATION

Classes started on the 17th of January for the spring semester. Due to the weather conditions on Friday the 13th, the decision was made to extend registration through Friday, January 20 in an attempt to increase the enrollment.

SEMESTER STARTUP

The staff has been data mining our records and are reaching out to students that have attended and are very close to graduation but have failed to return. Trustee Garrison mentioned that the possibility of taking a similar exhibition as was given the legislators to the local high schools might be a boost to the enrollment. This would demonstrate to students that there are many opportunities for education.

RETENTION EFFORTS

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

EXECUTIVE SESSION

Dr. Payne reviewed the changes to the policy were to align the wording of the reference with the new college regulation.

CONSIDERATION AND APPROVAL OF COLLEGE POLICY SP 2115 DISABILITY SERVICES FOR STUDENTS

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

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

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

There being no further business, Trustee Grassham made the motion to adjourn and with a second by Trustee Featherston the board was polled as follows: Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes.

ADJOURNMENT

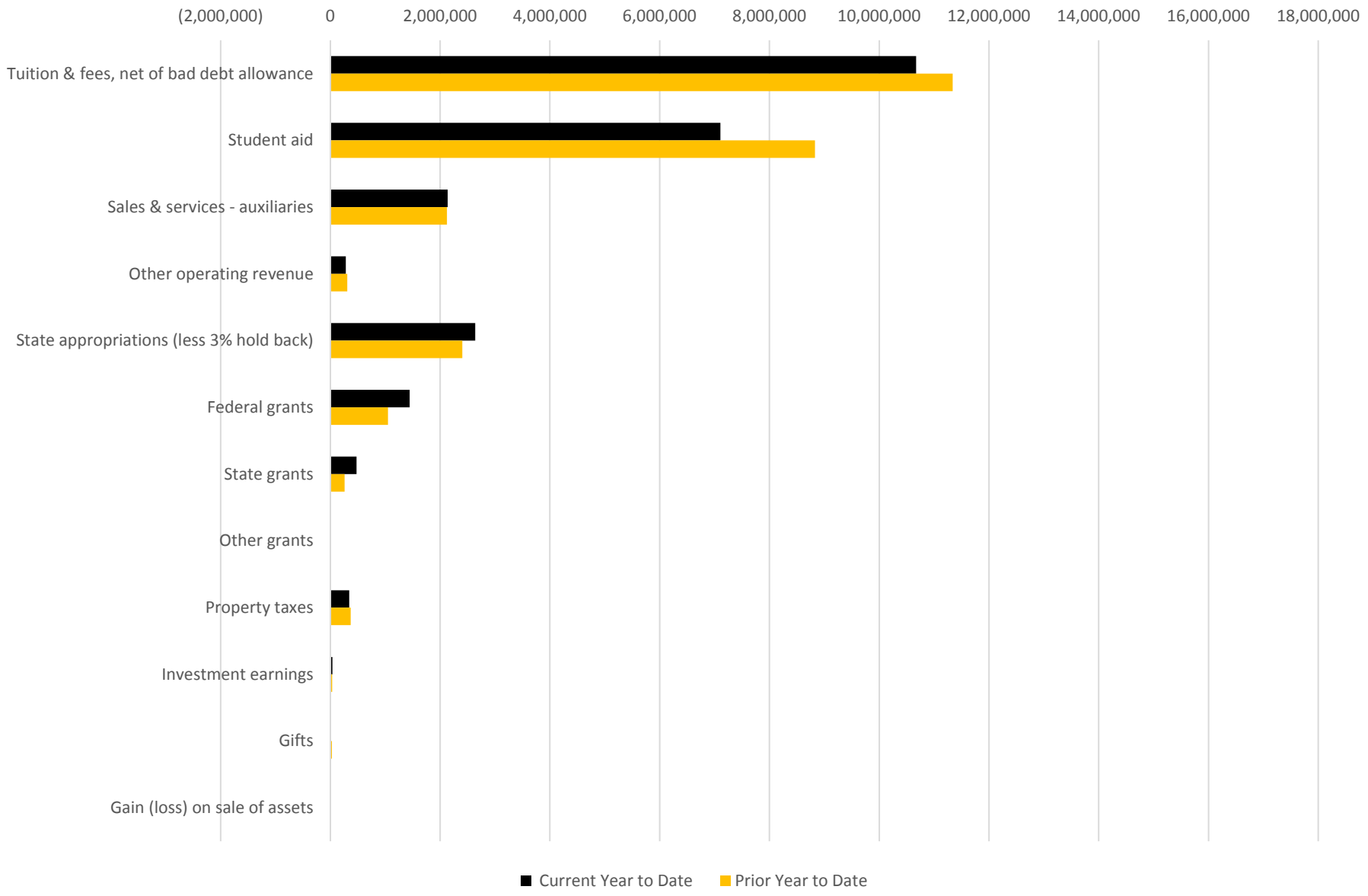
CHAIRMAN

APPROVAL DATE

SECRETARY

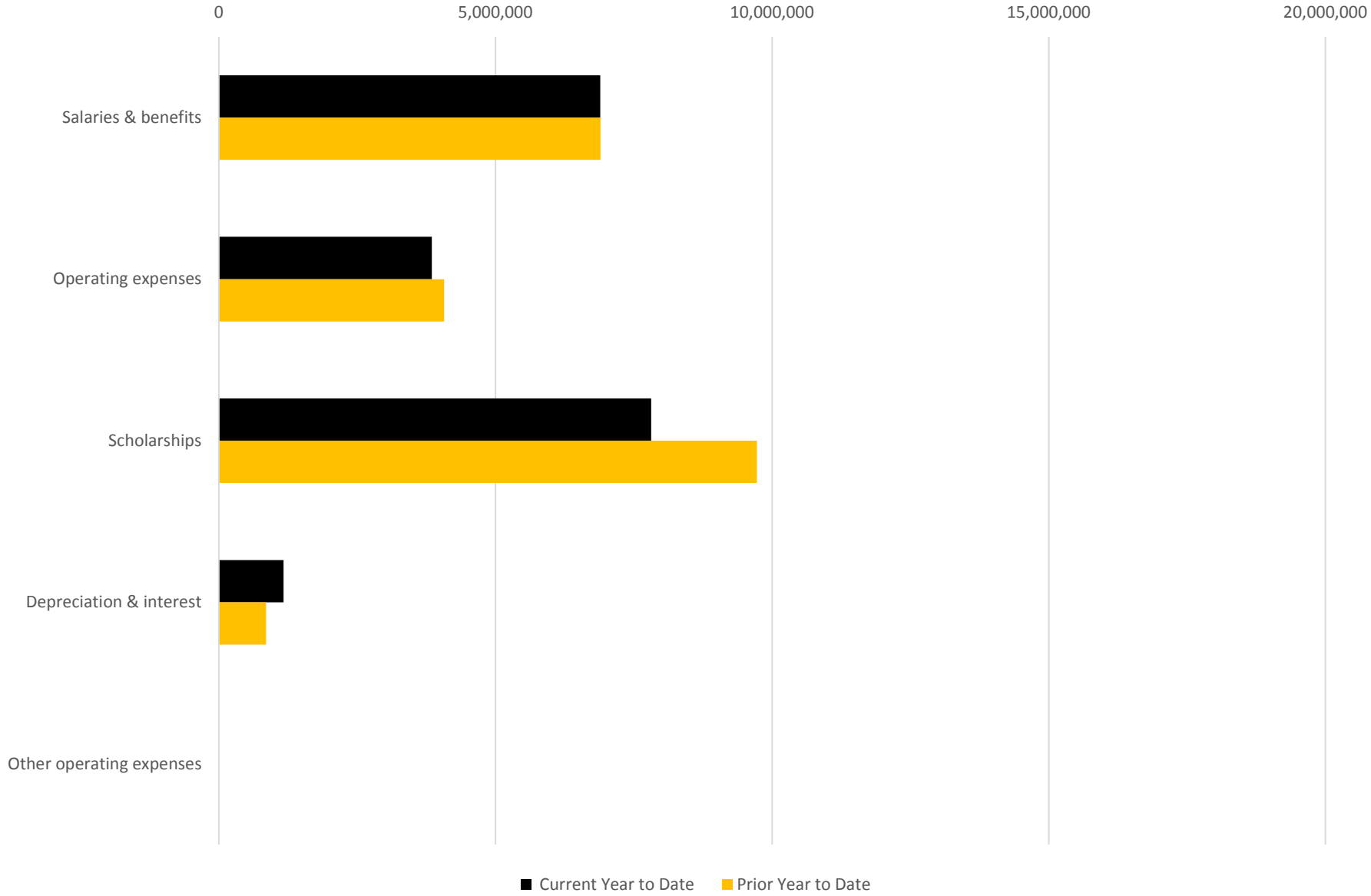
APPROVAL DATE

YTD Comparison to Previous Year 12/31/16

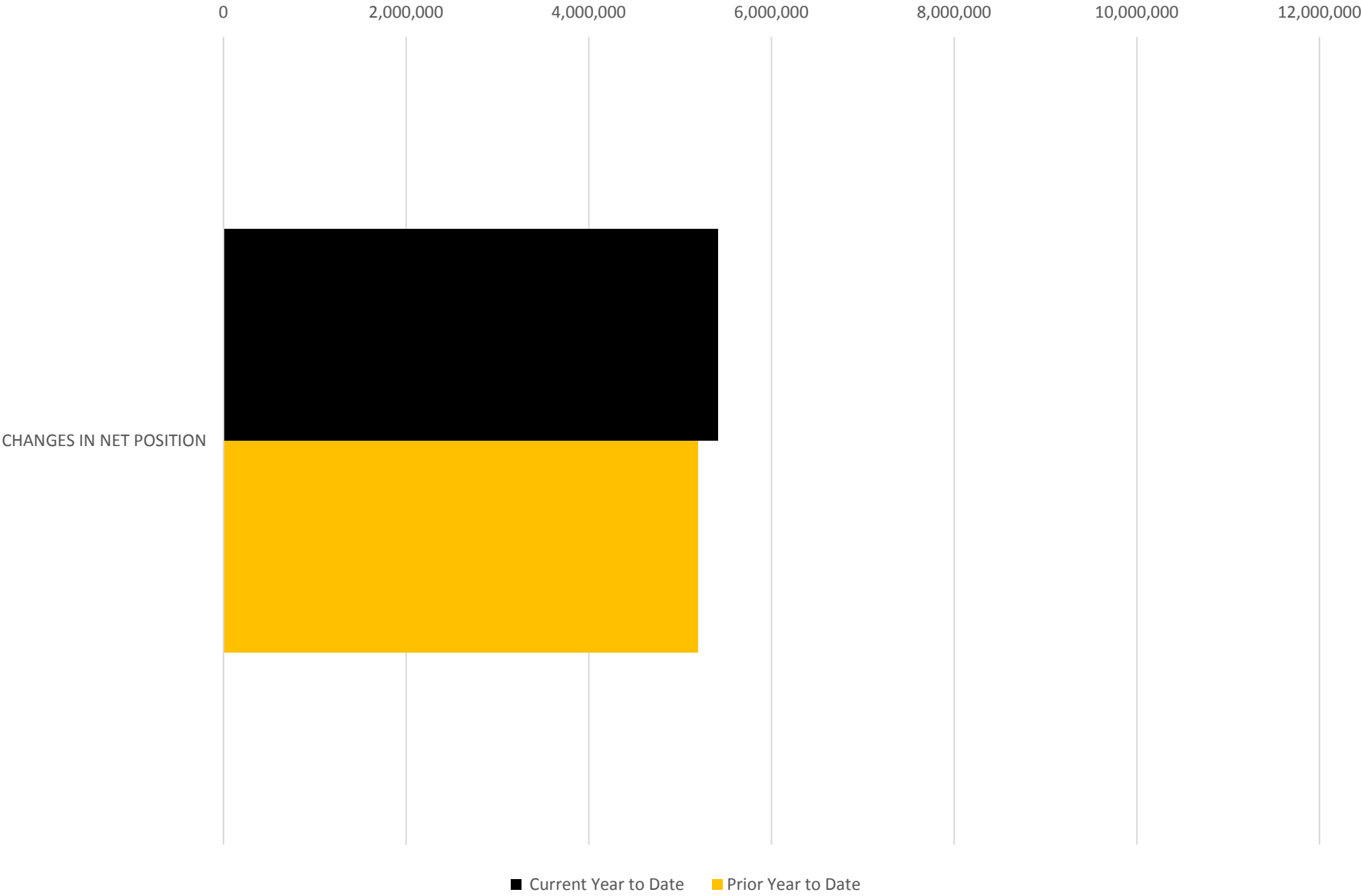


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YTD Comparison to Previous Year 12/31/16



YTD Comparison to Previous Year 12/31/16



Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
December 31, 2016

ASSETS AND DEFERRED OUTFLOWS

CURRENT ASSETS	
Cash & Cash Equivalents	15,321,863
Student Account Receivables, net	7,787,572
Property Tax Receivable	112,411
Other Receivables	602,446
Investments	47,586
Inventory	215,187
Prepaid Expenses	183,903
Total Current Assets	24,270,969
NON-CURRENT ASSETS	
Land	5,490,786
Capital assets	55,954,568
Plus: Current year additions to capital assets	825,681
Accumulated Depreciation	(25,135,385)
Unamortized Bond Issue Costs	0
Total Non-Current Assets	37,135,650
DEFERRED OUTFLOWS	5,262,107
TOTAL ASSETS AND DEFERRED OUTFLOWS	66,668,725

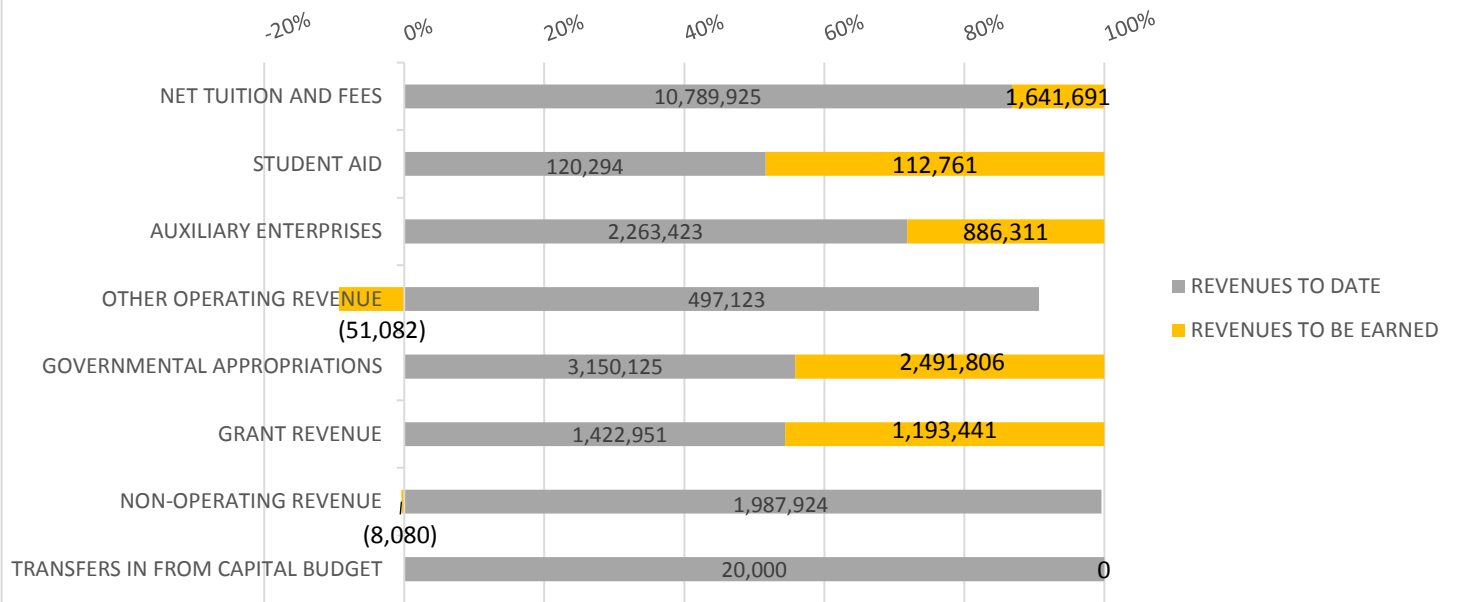
LIABILITIES, DEFERRED INFLOWS AND NET POSITION

CURRENT LIABILITIES	
Accounts Payable	506,907
Accrued Vacation	285,446
Student Deposits	47,602
Deferred Tuition & Fees	0
Scholarships	38,792
Total Current Liabilities	878,746
NON-CURRENT LIABILITIES	
Retirement Incentive Payable	0
Other Post Employment Benefits	13,013,510
Bonds, Notes and Leases Payable	23,613,612
Accrued Interest	0
Agency	169,551
Total Non-Current Liabilities	36,796,673
Total Liabilities	37,675,420
DEFERRED INFLOWS	3,151,721
NET POSITION	
Beginning Balance	20,424,595
Changes in Net Position	5,416,990
Total Net Position	25,841,585
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	66,668,725

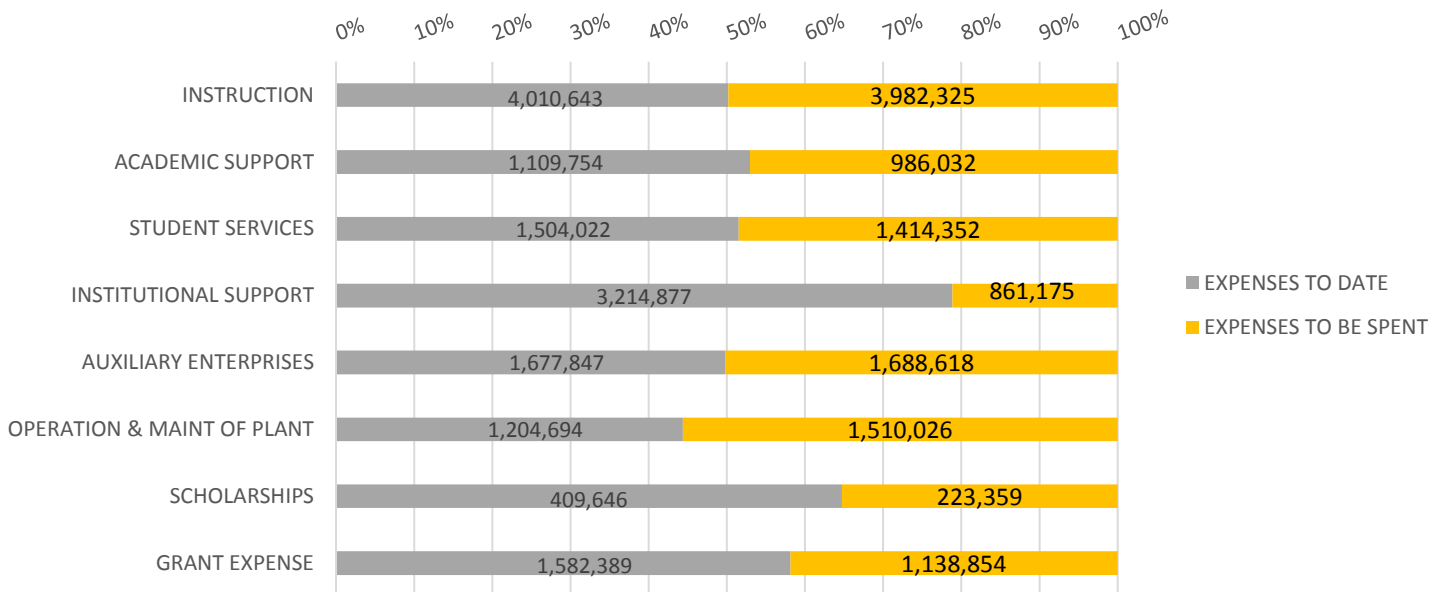
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
December 31, 2016

	July	August	September	October	November	December	Current Year to Date	Prior Year to Date	\$ Change	% Change
OPERATING REVENUE										
Tuition & fees, net of bad debt allowance	5,585,994	676,368	(200,216)	1,791,517	1,848,568	972,594	10,674,826	11,337,779	(662,953)	(5.85)%
Student aid	252,605	25,788	4,444,091	1,400,990	892,256	92,530	7,108,260	8,831,727	(1,723,467)	(19.51)%
Sales & services - auxiliaries	741,981	574,855	71,961	169,911	406,143	170,929	2,135,780	2,125,564	10,216	0.48%
Other operating revenue	4,335	257,964	13,254	1,793	1,996	1,998	281,341	307,823	(26,481)	(8.60)%
Total Operating Revenue	6,584,915	1,534,976	4,329,090	3,364,211	3,148,964	1,238,051	20,200,206	22,602,892	(2,402,685)	(10.63)%
OPERATING EXPENSES										
Salaries & benefits	1,069,080	1,151,357	1,171,079	1,280,515	1,189,768	1,030,628	6,892,428	6,898,813	(6,385)	(0.09)%
Operating expenses	452,710	1,073,054	605,713	476,949	713,663	529,244	3,851,333	4,071,865	(220,532)	(5.42)%
Capital equipment	71	232,569	34,999	70,637	138,281	349,124	825,681	489,143	336,539	68.80%
Less: Transfer to capital assets	(71)	(232,569)	(34,999)	(70,637)	(138,281)	(349,124)	(825,681)	(489,143)	(336,539)	68.80%
Scholarships	342,096	56,812	4,864,242	1,514,328	918,886	117,375	7,813,740	9,726,243	(1,912,503)	(19.66)%
Depreciation & interest	112,216	164,052	24,325	536,977	162,813	170,603	1,170,985	853,998	316,988	37.12%
Other operating expenses	-	-	-	-	-	-	-	-	-	0.00%
Total Operating Expenses	1,976,102	2,445,276	6,665,359	3,808,770	2,985,129	1,847,850	19,728,486	21,550,918	(1,822,433)	(8.46)%
NON-OPERATING REVENUE (EXPENSES)										
State appropriations (less 3% hold back)	439,786	439,786	439,786	439,786	439,786	439,786	2,638,716	2,402,634	236,082	9.83%
Federal grants	185,349	199,023	198,714	158,564	177,410	526,216	1,445,276	1,051,102	394,174	37.50%
State grants	71	197,510	63,984	13,882	160,680	42,093	478,220	257,266	220,955	85.89%
Other grants	-	-	-	-	-	-	-	-	-	0.00%
Property taxes	33,138	19,772	21,466	7,225	7,541	252,300	341,442	370,504	(29,062)	(7.84)%
Investment earnings	9,281	3,845	5,606	4,237	3,345	9,333	35,647	31,499	4,147	13.17%
Gifts	-	(28,500)	2,844	40,051	1,097	(9,525)	5,967	29,480	(23,513)	(79.76)%
Gain (loss) on sale of assets	-	-	-	-	-	-	-	-	-	0.00%
Total Non-Operating Revenues (Expenses)	667,625	831,438	732,400	663,744	789,859	1,260,204	4,945,269	4,142,485	802,783	19.38%
CHANGES IN NET POSITION	5,276,438	(78,863)	(1,603,870)	219,185	953,694	650,405	5,416,990	5,194,459	222,531	4.28%

Budget to Actual Revenues 1/31/2017 (58%)



Budget to Actual Expenses 1/31/2017 (58%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
January 31, 2017
Fiscal Year Benchmark: 58%

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>	12,431,616	10,789,925	87%	1,641,691
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	233,055	120,294	52%	112,761
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	3,149,734	2,263,423	72%	886,311
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	446,041	497,123	111%	(51,082)
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	5,641,931	3,150,125	56%	2,491,806
GRANT REVENUE <i>State Grants, Federal Grants</i>	2,616,392	1,422,951	54%	1,193,441
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	1,979,844	1,987,924	100%	(8,080)
TRANSFERS IN FROM CAPITAL BUDGET <i>Sikeston Classroom budget transfer in from capital budget</i>	20,000	20,000	100%	0
TOTAL REVENUES	26,518,613	20,251,765	76%	6,266,848

NOTE: At 58% in the fiscal year, we have recognized a total of 76% of budgeted revenues. We have recognized 87% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2016 registration, fall 2016 registrations and spring 2017 registrations. Auxiliary revenue is at 72% for the fall term and is rising with spring term enrollment. Other Operating Revenue exceeded budget at 111% due to the receipt of the college's share of the Cape Partnership at the beginning of the fiscal year. Non-operating revenues are primarily taxes and have been collected mostly in January.

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>	7,992,968	4,010,643	50%	3,982,325.05
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	2,095,786	1,109,754	53%	986,032.09
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	2,918,374	1,504,022	52%	1,414,352.00
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	4,076,052	3,214,877	79%	861,175.01
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	3,366,465	1,677,847	50%	1,688,618.00
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	2,714,720	1,204,694	44%	1,510,025.92
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	633,005	409,646	65%	223,359.41
GRANT EXPENSE <i>State Grants, Federal Grants</i>	2,721,243	1,582,389	58%	1,138,854.06
TOTAL EXPENSES	26,518,613	14,713,872	55%	11,804,741.54

NOTE: We have obligated 55% of our budgeted expenses at 58% into the new fiscal year. January payroll IS INCLUDED in this report. January credit card purchases ARE NOT INCLUDED in this report as they are not available at the time this report was prepared. Institutional Support (79%) includes several large annual software contracts that renew in July. Scholarships is up to 65% with the awarding of aid for fall.

CHANGES IN NET POSITION	0	5,537,893
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Three Rivers College
 Capital Budget - Unaudited
 January 31, 2017
 Fiscal Year Benchmark: 58%

	FUNDING SOURCES	SOURCES TO DATE			SOURCES TO BE
		BUDGET	SOURCES TO DATE	%	EARNED
RESTRICTED					
	<i>Bond proceeds</i>	5,192,115	5,192,115	100%	0
	<i>Sports Complex FEMA/SEMA grant</i>	1,205,228	499,209	41%	706,019
	<i>State bonding proceeds</i>	1,772,500	404,770	23%	1,367,730
UNRESTRICTED					
	<i>General funds - prior year transfers in**</i>			0%	0
	<i>General funds - current year transfers in</i>		0	0%	0
TOTAL FUNDING SOURCES		8,169,843	6,096,094	75%	2,073,749
	USES OF FUNDS	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
FEMA/SEMA PROJECTS					
	<i>Poplar Bluff Classroom</i>	0	0	0%	0
	<i>Sikeston Classroom</i>	0	0	0%	0
	<i>Sikeston Classroom budget transfer out to operating funds</i>	20,000	20,000	0%	0
	<i>Sports Complex</i>	6,377,343	265,012	4%	6,112,331
FY17 CAPITAL PROJECTS					
	<i>Campus projects</i>	1,424,000	209,885	15%	1,214,115
	<i>Westover Administration Building remodel</i>	72,000	112,240	156%	(40,240)
	<i>Crisp Technology Center repairs</i>	44,000	2,900	7%	41,100
	<i>Tinnin Fine Arts Center repairs</i>	155,000	16,508	11%	138,492
	<i>Academic Resource Commons upgrades</i>	70,000	75,501	108%	(5,501)
	<i>Education Building remodel</i>	7,500	0	0%	7,500
TOTAL EXPENSES		8,169,843	702,046	9%	7,467,797
NET SURPLUS (DEFICIT)		0	5,394,048		

**HB19 Deferred Maintenance Appropriation
as of 01/31/17**

Category/Building	Name of Project	Budgeted Amount	Expended Amount	Amount Remaining	Encumbered Amount	Amount Remaining
General Campus Projects						
	Parking lot lighting and repairs	650,000.00	192,918.32	457,081.68	51,101.88	405,979.80
	Windows	10,000.00		10,000.00		10,000.00
	Exterior doors	55,000.00	18,980.35	36,019.65		36,019.65
	Sidewalks	60,000.00	59,393.09	606.91	7,152.34	(6,545.43)
	Replace interior locks	40,000.00		40,000.00		40,000.00
General Campus Projects	Sub Total	815,000.00	271,291.76	543,708.24	58,254.22	485,454.02
Administration Building						
	HVAC Repair	18,000.00	8,135.64	9,864.36	3,178.70	6,685.66
	Electrical/HVAC	100,000.00	27,152.00	72,848.00		72,848.00
	Roof Repair	30,000.00		30,000.00		30,000.00
	Fire System	35,000.00	23,352.12	11,647.88		11,647.88
	Elevator	80,000.00	88,784.00	(8,784.00)		(8,784.00)
	Restroom upgrades	40,000.00		40,000.00		40,000.00
	Exterior paint	28,000.00		28,000.00		28,000.00
	Upgrade to 36 year old building	460,368.00	75,082.77	385,285.23	1,844.51	383,440.72
Administration Building	Sub Total	791,368.00	222,506.53	568,861.47	5,023.21	563,838.26
Crisp Center						
	Fire Detection	20,000.00		20,000.00		20,000.00
	New Roof	20,000.00	42,140.00	(22,140.00)		(22,140.00)
	Replace flooring	4,000.00		4,000.00		4,000.00
Crisp Center	Sub Total	44,000.00	42,140.00	1,860.00	-	1,860.00

**HB19 Deferred Maintenance Appropriation
as of 01/31/17**

Category/Building	Name of Project	Budgeted Amount	Expended Amount	Amount Remaining	Encumbered Amount	Amount Remaining
Tinnin Center						
	Fire Detection	15,000.00		15,000.00		15,000.00
	Exterior paint	48,000.00		48,000.00		48,000.00
	HVAC Repair	10,000.00	10,750.00	(750.00)	5,550.00	(6,300.00)
	Upgrade to classrooms	100,000.00	44,290.49	55,709.51	17,111.51	38,598.00
Tinnin Center	Sub Total	173,000.00	55,040.49	117,959.51	22,661.51	95,298.00
Education Building						
	Remodel to create classrooms	7,500.00		7,500.00		7,500.00
Education Building	Sub Total	7,500.00	-	7,500.00	-	7,500.00
Academic Resource Commons						
	Windows	10,000.00		10,000.00		10,000.00
	Elevator repair	60,000.00	75,501.00	(15,501.00)		(15,501.00)
Academic Resource Common	Sub Total	70,000.00	75,501.00	(5,501.00)	-	(5,501.00)
Grand Total		1,900,868.00	666,479.78	1,234,388.22	85,938.94	1,148,449.28

**THREE RIVERS COLLEGE
CASH IN BANKS**

February 2, 2017

	<u>01/02/17</u>	<u>02/02/17</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	2,000.00	1,995.83
Petty Cash	200.00	200.00
Vending Machines	224.55	224.55
Business Office	2,088.00	2,088.00
<i>Total Cash Funds</i>	4,512.55	4,508.38
<i>General Accounts</i>		
Southern Bank - General Funds	3,869,125.53	4,706,311.68
Southern Bank - Credit Cards	88,734.30	202,231.80
<i>Total General Accounts</i>	3,957,859.83	4,908,543.48
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	6,377.15	6,364.30
Federal Clearing Account	-	-
Flexible Spending Account	10,047.65	10,301.60
<i>Total Restricted Accounts</i>	16,424.80	16,665.90
TOTAL CURRENT FUND	3,978,797.18	4,929,717.76
 HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	318,875.02	307,702.64
<i>Total General Accounts</i>	318,875.02	307,702.64
TOTAL HOUSING FUND	318,875.02	307,702.64

**THREE RIVERS COLLEGE
CASH IN BANKS**

February 2, 2017

PLANT FUND

Bank Accounts

Plant Fund - Southern Bank	1,690,510.21	1,691,226.14
<i>Total Bank Accounts</i>	<u>1,690,510.21</u>	<u>1,691,226.14</u>

Certificates of Deposit

Bank of Grandin #16126	138,505.77	138,505.77
Bank of Grandin #16103	102,272.03	102,272.03
People's Community Bank #8009219	1,285,874.05	1,285,874.05
Bank of Grandin #16234	1,238,096.41	1,243,713.64
<i>Total Certificates of Deposit</i>	<u>2,764,748.26</u>	<u>2,770,365.49</u>

TOTAL PLANT FUND	<u><u>4,455,258.47</u></u>	<u><u>4,461,591.63</u></u>
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AGENCY FUND

Bank Accounts

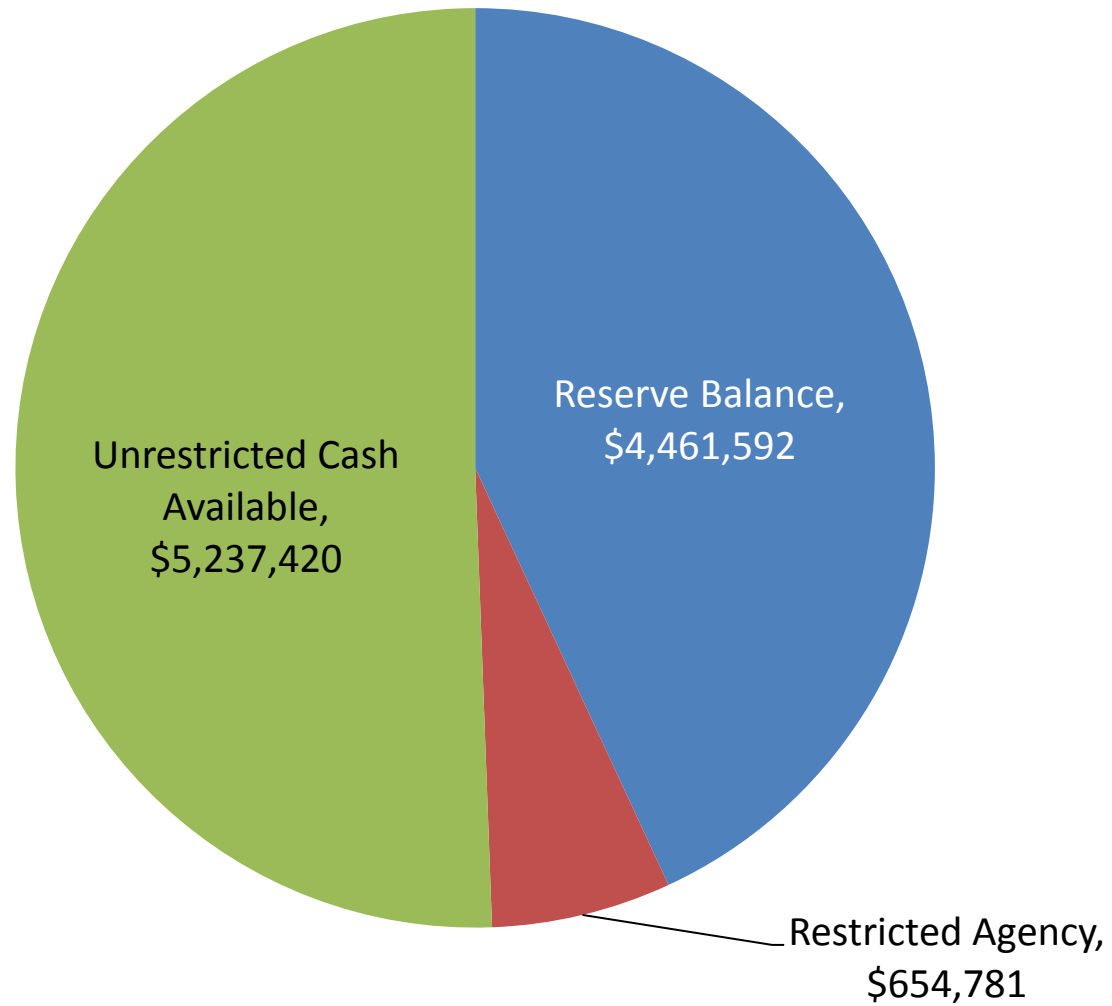
Agency Account - Southern Bank	211,168.84	208,962.62
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Certificates of Deposit

Restricted CD's & Savings	<u>445,818.08</u>	<u>445,818.08</u>
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TOTAL AGENCY FUND	<u><u>656,986.92</u></u>	<u><u>654,780.70</u></u>
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**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$10,353,793 AS OF 02/02/17**



THREE RIVERS COLLEGE
CERTIFICATES OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF January 31, 2017

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
16126	Bank of Grandin	1.25	02/19/17	12 mths	138,505.77	Contingency
8009219	Peoples Community Bank	0.75	06/10/17	12 mths	1,285,874.05	Contingency
16234	Bank of Grandin	0.90	07/21/17	12 mths	1,243,713.64	Contingency
16103	Bank of Grandin	1.25	10/05/17	12 mths	102,272.03	Contingency
Total Plant Fund CD's					\$ 2,770,365.49	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF January 31, 2017

1244701	First Midwest Bank of P.B.	1.40	02/08/85	02/08/17	3,000.00	Myra Hunt
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/17	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/17	2,500.00	A. Garner
451035909	US Bank of Poplar Bluff	0.25	02/23/98	02/23/17	1,500.00	Joda Bess
2224601	First Midwest Bank of P.B.	0.75	02/25/98	02/25/17	1,658.87	Missy Braden
21025365	US Bank of Poplar Bluff	1.00	03/05/90	03/05/17	5,000.00	Mack Whiteley
2136801	First Midwest Bank of P.B.	0.65	03/05/97	03/05/17	5,000.00	Thelma Jackson
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/17	6,468.04	Butler Co Co-op
20205	First Missouri State Bank	0.75	04/21/10	04/21/17	20,403.81	ICHE Scholarship
3568676067	US Bank of Poplar Bluff	0.25	05/01/01	05/01/17	11,026.79	Wm. D. Becker
21033372	US Bank of Poplar Bluff	0.25	05/01/96	05/01/17	1,000.00	Kim Mosley
9525	First Missouri State Bank	1.25	05/06/93	05/06/17	2,000.00	Carl Wiseman
1014001	First Midwest Bank of P.B.	1.00	11/06/89	05/06/17	5,000.00	Charlotte Stone
25103	First Midwest Bank of P.B.	0.75	05/14/99	05/14/17	5,000.00	Thelma Jackson
2016007496	Commerce Bank	0.45	05/14/90	05/14/17	3,835.00	Bill Vinson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/17	2,192.00	Greg Starnes
423135367	Regions Bank	0.10	11/18/04	05/18/17	1,106.64	Betty Waldrop
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/17	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/17	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	0.75	05/26/89	05/26/17	16,350.00	Jackie Watson
2016012267	Commerce Bank	0.25	06/04/92	06/04/17	2,350.00	Bill Vinson
423135383	Regions Bank	1.49	12/04/04	06/04/17	1,650.00	R. Couperus
5016848212	Commerce Bank	0.25	06/23/98	06/23/17	7,843.17	Louise Spradling
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/17	1,226.80	A. Garner
451028956	US Bank of Poplar Bluff	0.25	07/02/99	07/02/17	5,234.00	Wm. D. Becker
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/17	1,405.00	Joshua Bowman
423137157	Regions Bank	1.24	01/14/85	07/14/17	2,500.00	Dr. Miller
2170801	First Midwest Bank of P.B.	1.65	07/11/97	07/30/17	10,925.00	Mabel Swindel
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/17	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.75	08/23/90	08/23/17	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.65	08/25/92	08/25/17	3,000.00	Odd Fellows
110270576	Southern Bank	0.65	08/27/85	08/27/17	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.75	08/28/02	08/28/17	5,000.00	Helvey-Miller
21023335	US Bank of Poplar Bluff	2.02	09/16/87	09/16/17	5,000.00	Mildred Lewis
218101	First Midwest Bank of P.B.	0.75	09/22/98	09/22/17	5,000.00	Jerome Burford
3568803469	US Bank of Poplar Bluff	0.25	09/26/00	09/26/17	9,674.10	Wm. D. Becker
423137249	Regions Bank	0.01	05/12/88	10/10/17	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	10/10/17	1,024.34	Fred Morrow
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/15/17	10,324.77	Norman Gamblin

THREE RIVERS COLLEGE
CERTIFICATES OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
2197201	First Midwest Bank of P.B.	0.65	10/31/97	10/31/17	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	1.15	11/06/00	11/06/17	4,000.00	Coll. Achievement
451037941	US Bank of Poplar Bluff	0.40	11/16/98	11/16/17	17,800.00	Wm. D. Becker
451038829	US Bank of Poplar Bluff	0.40	11/17/99	11/17/17	15,469.82	Wm. D. Becker
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/17	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	0.75	12/05/95	12/05/17	5,000.00	Helvey-Miller
2017004259	Commerce Bank	0.30	12/09/89	12/07/17	1,000.00	P.I. Church
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/17	1,110.00	C.T. McDaniel
2016012160	Commerce Bank	0.25	12/11/91	12/11/17	7,700.00	Bill Vinson
11129	First Missouri State Bank	0.75	12/12/96	12/12/17	6,131.36	Kim Mosley
43712	First Midwest Bank of P.B.	0.65	04/27/09	12/14/17	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.25	12/22/97	12/22/17	10,000.00	Harold Prim
2213401	First Midwest Bank of P.B.	0.75	01/08/98	01/08/18	10,000.00	Jerome Burford
21031513	US Bank of Poplar Bluff	0.25	01/19/95	01/19/18	12,868.64	Kim Mosley
5017843040	Commerce Bank	0.30	05/01/97	03/07/18	2,900.00	Miles Hays
2017004363	Commerce Bank	0.30	03/30/88	03/30/18	10,000.00	Myrtle Corbett
63760695	US Bank of Poplar Bluff	1.73	04/04/85	04/05/18	1,001.63	Lonnie Davis
2018004893	Commerce Bank	1.64	04/10/88	04/10/18	3,000.00	Myra C. Hays
2038701	First Midwest Bank of P.B.	1.00	05/16/96	05/16/18	5,000.00	Thelma Jackson
110260320	Southern Bank	0.85	06/02/86	06/02/18	1,000.00	Hulen Spencer
2019003547	Commerce Bank	1.69	07/08/90	07/08/18	4,000.00	P.C. Hays, Jr.
2012008906	Commerce Bank	0.70	05/11/81	11/11/18	4,526.11	P.C. Hays, Sr.
451034787	US Bank of Poplar Bluff	0.50	06/09/97	12/09/18	1,000.00	Wm. D. Becker
423137173	Regions Bank	0.15	12/09/85	12/09/18	5,000.00	Mary Hinrichs
110239662	Southern Bank	1.00	01/05/91	01/05/19	1,412.53	Bulow Mem.
110274305	Southern Bank	0.90	05/30/86	05/30/19	5,200.00	Mabel Swindel
2012008112	Commerce Bank	0.30	08/11/92	028/11/17	1,000.00	Myra C. Hays
Total Agency Fund CD's					<u>\$ 445,818.08</u>	

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Month of January 2017

Current Fund:	General Fund - Southern Bank	\$ 1,282,250.18
	Electronic Student Refunds - Higher One	<u>12,313.36</u>
	Total Current Fund	1,294,563.54
Housing Fund:	Rivers Ridge - Southern Bank	13,331.14
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>9,887.61</u>
	Grand Total	<u><u>\$ 1,317,782.29</u></u>

This is to certify that the above is supported by invoices, purchase orders, and other pertinent data on file in the College Financial Service Office. Approved by the Board of Trustees, this 15th day of February 2017.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

February 2017 President's Report

- Construction Update
 - Libla Family Sports Complex
 - Parking Lots
 - Sidewalks
- Ag Expo – January 20 and 21
- MCCA Week in the Capitol
- FBLA – January 27
- Strategic Planning Retreat – February 3
- Raider Reunion – February 4
- 3 Rivers Jazz Festival – February 9
- All District Jazz Band – February 11
- Jerry Finnegan's Sister – Center Stage February 12 – 14
- Upcoming Events
 - A Thousand Cranes – Patrons of the Arts – February 19
 - SEMO MOU Signing for the Mentoring Program
 - Grease The Musical – Center Stage March 9 – 12 and March 17 – 19
- We are all in this together
 - Bob Jansen – 6 Years
 - Lee Ann Weseman – 4 Years
 - Faye Sanders – 3.5 Years

A G E N D A
Executive Session
Wednesday, February 15, 2017

I. Executive Session

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

II. Adjournment

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IP 6120 Faculty Credentialing	Page 1 of 3
Associated Policy: GAP 1200 Equal Opportunity; BP 0120 Accreditation Status	
Associated Regulation: PR 4170 College Hiring Procedure	
References: Higher Learning Commission Criterion Three, Teaching and Learning: Quality, Resources, and Support Section C.2; Higher Learning Commission, Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 02-15-2017	Last Revision:

Three Rivers College and the Board of Trustees employ competent faculty who are qualified to accomplish the mission and goals of the College and have appropriate credentials from a regionally accredited institution for their position. The college ensures full compliance with the Higher Learning Commission Criterion Three, Teaching and Learning: Quality, Resources, and Support Section C.2. *“All instructors are appropriately qualified, including those in dual credit, contractual, and consortia programs.”*

In hiring full-time and adjunct faculty members, the academic leadership of the College gives primary consideration to the highest earned degree in the teaching discipline. To be considered for employment as a faculty member of the college, the minimum credentials must be met. Minimum requirements for faculty are outlined as follows:

General Education and other Non-Occupational Courses:

Faculty teaching General Education and other Non-Occupational Courses must hold a minimum of the master's degree in the discipline, subfield or related field in the area in which they will teach or a minimum of the master's degree in any field with a minimum of 18 semester hours at the graduate level in the teaching discipline, subfield or related field in the area in which they will teach.

Occupational Courses:

Faculty teaching in career and technical education college-level certificate and occupational associate degree programs must hold a bachelor's degree in the teaching discipline

or

an associate degree in the field and sufficient tested experience to demonstrate the required level of expertise shown by five thousand (5000) hours of related occupational experience within the most recent ten (10) years in the subject matter to be taught

or

a state teaching certificate in the area to be taught

or

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IP 6120 Faculty Credentialing	Page 2 of 3
Associated Policy: GAP 1200 Equal Opportunity; BP 0120 Accreditation Status	
Associated Regulation: PR 4170 College Hiring Procedure	
References: Higher Learning Commission Criterion Three, Teaching and Learning: Quality, Resources, and Support Section C.2; Higher Learning Commission, Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 02-15-2017	Last Revision:

appropriate certificates and certifications in the field in which they are teaching and verification of six thousand (6000) hours of related occupational experience obtained within the most recent ten (10) years in the subject matter to be taught or a state teaching certification in the area to be taught.

Developmental Courses:

Faculty teaching developmental courses designated as not for college transfer must hold a bachelor's degree with a major in the teaching discipline or other related discipline. A state teaching certificate in the developmental topic to be taught shall be deemed to be equivalent to a related discipline for developmental courses.

Exception: ACAD and GNST Courses: faculty teaching ACAD and GNST courses shall be deemed qualified if they are credentialed to teach other courses at the college; or if they have a state teaching license.

Credential Requirement:

No faculty applicant may be employed for more than one semester until all official transcripts and other required credentials are received and verified by the Chief Academic Officer of the college or demonstration of documented competencies approved, and without prior approval from the President.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IP 6120 Faculty Credentialing	Page 3 of 3
Associated Policy: GAP 1200 Equal Opportunity; BP 0120 Accreditation Status	
Associated Regulation: PR 4170 College Hiring Procedure	
References: Higher Learning Commission Criterion Three, Teaching and Learning: Quality, Resources, and Support Section C.2; Higher Learning Commission, Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 02-15-2017	Last Revision:

DOCUMENT HISTORY:

02-15-2017: Initial approval of IP 6120 Faculty Credentialing.

**THREE RIVERS COLLEGE
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PP 4520 Payroll Deductions	Page 1 of 3
Associated Regulation: PR 4520 Payroll Deductions	
References: PSRS Guidelines; PEERS Guidelines	
Supersedes: 4.6	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-22-2010	Last Revision: 02-15-2017

Withholding Taxes

A federal withholding tax is retained as payment on Federal Income Tax for the current year. The amount withheld is determined by salary and the number of dependents.

A state withholding tax is retained for the Missouri Department of Revenue. The amount withheld is determined in the same manner as the Federal Income Tax.

Employees may authorize additional sums to be withheld by notifying the payroll department in writing and completing a new W-4 form indicating the additional amount to be withheld each pay period. No salary checks will be issued until all withholding forms are submitted.

Social Security and Medicare

Except for instructors and staff covered by Public School Retirement System of Missouri (PSRS),

College employees contribute to the Social Security System and Medicare. The College matches FICA contributions. Since March 31, 1986, Medicare has been deducted from new employees' earnings, but not from those full-time staff with PSRS membership and continuous employment at the college beginning prior to March 31, 1986.

Public School Retirement System (PSRS) of Missouri

In compliance with PSRS guidelines, all full-time and part-time instructors and qualified "certified" staff are members of PSRS provided they work 17 hours or more per week and are employed in a position that normally requires at least 600 hours of service per year. Employee contributions to PSRS are matched by the college at the authorized rate. Members of PSRS are not covered by Social Security.

The college reviews each position on a case by case basis to determine if the position is deemed to be "certified" as defined by PSRS guidelines and thus eligible for PSRS enrollment. At Missouri public two-year colleges, being "certificated" means being employed in a position that is certified by the executive officer of the college (President) as a teaching, supervisory or educational-administrative position. If the position is not deemed as certified, eligible

**THREE RIVERS COLLEGE
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PP 4520 Payroll Deductions	Page 2 of 3
Associated Regulation: PR 4520 Payroll Deductions	
References: PSRS Guidelines; PEERS Guidelines	
Supersedes: 4.6	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-22-2010	Last Revision: 02-15-2017

employees will be a member of the PEERS system as defined below.

Public Education Employee Retirement System (PEERS) of Missouri

In compliance with PEERS guidelines, all employees eligible for PEERS Retirement and who work 20 hours or more per week in a position that normally requires at least 600 hours of service per year are members of Public Education Employee Retirement System (PEERS) and are also covered by Social Security. The College matches employees' contributions into PEERS. In compliance with PEERS guidelines, all full-time and part-time non-instructional employees are members of PEERS provided they work 20 hours or more per week and are employed in a position that normally requires at least 600 hours of service per year..

Employee contributions to PEERS are matched by the college at the authorized rate. Members of PEERS are also covered by Social Security.

Tax Sheltered Annuities (403b)

Employees may elect to participate in a 403(b) savings plan administered by Pension and Retirement Services (PARS). The plan's restated effective date is January 1, 2009. The plan document and a list of participating vendors in which employees can make contributions are available in the office of human resources.

Group Health and Life Insurance

Group health and life insurance deductions may be requested for the family of a college employee. Deferred annuity payments may also be deducted from the monthly salary. Plan information is available in the office of human resources.

Other Programs and Options

Deductions for optional, college sponsored programs may be available.

**THREE RIVERS COLLEGE
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PP 4520 Payroll Deductions	Page 3 of 3
Associated Regulation: PR 4520 Payroll Deductions	
References: PSRS Guidelines; PEERS Guidelines	
Supersedes: 4.6	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-22-2010	Last Revision: 02-15-2017

DOCUMENT HISTORY:

- 09-22-2010:** Initial approval date of policy PP 4520 Payroll Deductions.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 02-15-2017:** Addition of paragraph regarding the review of each position on a case by case basis determining if position is deemed to be certified under the Public School Retirement System (PSRS) of Missouri.

**THREE RIVERS COLLEGE
STUDENTS POLICY**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SP 2710 Financial Aid Programs	Page 1 of 3
Associated Regulation: SR 2750 Return of Title IV Information	
Associated Policy: SP 2730 Student Scholarships; SR 2740 Student Rights and Responsibilities; PR 4520 Payroll Deductions	
References: Higher Education Act of 1965; Federal Student Aid Handbook 2015; Title IV Financial Aid; Federal Student Aid; Associated Policy: GAP 1200 Equal Opportunity; Title 38 of the U.S. Code; Title 10 of the U.S. Code	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision:

The Three Rivers College Board of Trustees authorizes the College to participate in and maintain eligibility in financial aid programs that assist eligible students to attend college. As approved by applicable governing agencies, Three Rivers College adheres to strict guidelines in keeping with all federal and state governing agency programs, as well as public and private aid programs.

The Board of Trustees authorizes the College to participate in and maintain eligibility in federal financial aid programs as approved by applicable governing agencies. Students are required to complete the Free Application for Federal Student Aid (FAFSA) form for those federal aid programs for which it is required by the governing agency. The College shall maintain accurate records, shall complete appropriate filing with the federal agencies in a timely fashion and shall distribute funds to eligible students.

The Federal Work Study program shall be offered at Three Rivers College to provide enrolled students who are eligible, an opportunity to hold a part-time job on campus when funds and positions are available. Work Study students shall be paid no less than the legal minimum wage. Work Study and student employment programs shall be administered by the Office of Financial Aid.

The Board of Trustees authorizes the College to participate in and maintain eligibility in all State of Missouri financial assistance programs as approved by applicable governing agencies. Students should complete the Free Application for Federal Student Aid (FAFSA) form for those state financial aid programs for which it is required by the governing agency. The College shall maintain accurate records, complete appropriate filing with the State of Missouri agencies in a timely fashion and distribute funds to eligible students.

**THREE RIVERS COLLEGE
STUDENTS POLICY**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SP 2710 Financial Aid Programs	Page 2 of 3
Associated Regulation: SR 2750 Return of Title IV Information	
Associated Policy: SP 2730 Student Scholarships; SR 2740 Student Rights and Responsibilities; PR 4520 Payroll Deductions	
References: Higher Education Act of 1965; Federal Student Aid Handbook 2015; Title IV Financial Aid; Federal Student Aid; Associated Policy: GAP 1200 Equal Opportunity; Title 38 of the U.S. Code; Title 10 of the U.S. Code	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision:

Three Rivers College shall certify enrolled veterans, survivors, and dependents under Title 38 of the U.S. Code as well as reservists under Title 10 of the U.S. Code. The Office of Financial Aid provides assistance to the following applicants in applying for benefits through the appropriate agencies:

- Veterans eligible for benefits under the G.I. Bill,
- Dependents or spouses of disabled or deceased veterans,
- Students who are members of the Selected Reserves,
- Veterans eligible for Vocational Rehabilitation and
- Veterans who qualify for the VA Work Study program.

The college administers third party scholarships. The FASFA is required based on the chartering documents of the third party scholarship.

The college provides institutional scholarships. The FASFA is required to be eligible for an institutional scholarship. However, International Students not eligible for federal and/or state aid due to their status, are not required to complete the FASFA.

For additional information regarding financial aid programs and student scholarships that are available to eligible Three Rivers College students contact the Office of Financial Aid.

**THREE RIVERS COLLEGE
STUDENTS POLICY**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SP 2710 Financial Aid Programs	Page 3 of 3
Associated Regulation: SR 2750 Return of Title IV Information	
Associated Policy: SP 2730 Student Scholarships; SR 2740 Student Rights and Responsibilities; PR 4520 Payroll Deductions	
References: Higher Education Act of 1965; Federal Student Aid Handbook 2015; Title IV Financial Aid; Federal Student Aid; Associated Policy: GAP 1200 Equal Opportunity; Title 38 of the U.S. Code; Title 10 of the U.S. Code	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision:

DOCUMENT HISTORY:

02-15-2017: Initial approval of policy SP 2710 Financial Aid Programs.

Consideration of Personnel Action
Employment of Personnel
Program Academic Counselor

PERSONNEL DATA SHEET

_____ Administrative Officer

X Professional Staff – Academic Administrator – Replacement for Sandra D. Phillips

_____ Faculty

_____ Support Staff

X Federal Program: Grant funded position by the U.S. Department of Education

_____ Special Program _____

NAME: Marsha Dawn Price

POSITION TITLE: Program Academic Counselor

SALARY: \$29,000

FULL-TIME X PART-TIME: _____

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

Other: Grant funded position by the U.S. Department of Education

STARTING DATE: February 9, 2017

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BS	Central Michigan University Mt. Pleasant, MI	English

EXPERIENCE _____

2014 – Present Three Rivers College Adjunct Faculty

Poplar Bluff, MO

1989 – 2013 C.A.S.D. Teacher

Grayling, MI

(02/15/2017)

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Request for Retirement
Vice President of Academic and Student Services

BACKGROUND INFORMATION **HISTORY**

Dr. Mary Lou Brown has been employed as the Vice President of Academic and Student Services since August 2015, and with the college since October 1988. She has submitted her request for retirement, effective June 30, 2017.

FINANCIAL IMPLICATIONS

This is a twelve-month, institutionally funded staff position.

ADMINISTRATIVE RECOMMENDATION

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

(02/15/2017)

Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

DR. MARY LOU BROWN | Vice President for Academic and Student Services

2080 THREE RIVERS BLVD | POPLAR BLUFF, MO 63901 | TEL: 573-840-9688 | FAX: 573-840-9657 | TRCC.EDU

January 24, 2017

Dear Dr. Payne,

Three Rivers has been the heart and soul of my professional career. I have focused on this institution daily since 1988. However, the time has come for me to retire. June 30, 2017 will be my last day at Three Rivers.

Thank you so much for giving me the privilege to serve the students of this great institution. Everyone here makes a difference in people's lives every day. My career has been very full filling and I believe our team has truly made a difference.

Sincerely,



Dr. Mary Lou Brown
Vice President for Academic and Student Services

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 1 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
References: Title VI of the Civil Rights Act of 1964; Fair Labor Standards Act (FLSA); E-Verify Program; HB1549	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 02-15-2017	Last Revision:

Three Rivers College is committed to creating an atmosphere of collaboration, collegiality, success, and excellence by embracing its climate and traditions. The college values other cultures and provides equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

All applicants for employment are treated with respect and given fair and equitable consideration for employment in compliance with GAP 1200 Equal Opportunity. All new employees are selected on the basis of experience, education, ability, training, and other job-related factors.

Full-time Staff Hiring Procedure

1. Complete a Position Request Form to fill position. (Job description should be attached.)
 - a. Initiator (original) → Supervisor Chain → Human Resources → President
2. Once approved by the President, the form will be sent to Human Resources for action.
3. Human Resources action
 - a. Human Resources informs originator of approval.
 - b. Position is advertised. Human Resources will prepare the position announcement and work in collaboration with the supervisor and Cabinet member for final draft.
 - Internal – minimum posting of 1 week.
 - and/or
 - External – minimum posting of 2 weeks.
 - c. Applications are received by the Office of Human Resources and are checked in for review. Incomplete files are not acknowledged or reviewed; therefore, no applicant with an incomplete file shall move forward in the process.
 - d. Search Committee Formed. Human Resources works in collaboration with the supervisor and Cabinet member for potential committee members to serve. The

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 2 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
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Supersedes: NA	
Responsible Administrator: Director of Human Resources	
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committee will include the direct supervisor. Human Resources will notify the committee.

- e. Human Resources will prepare the shared folder with all applicants for committee review.

Human Resources provides a timeline for the search process.

4. Committee Action

- a. Eliminates applicants not meeting minimum qualifications.
- b. Evaluates remaining packets to determine who is to be interviewed.

5. Interview Process

- a. Arranging of interviews
 - The committee chair creates a roster of candidates for interview.
 - Human Resources notifies applicants and schedules interviews.
- b. Committee Interview
 - Committee interviews qualified candidates.
 - At the conclusion of the committee interviews, the committee chair prepares a list of pros and cons for each candidate interviewed. The summary list of pros and cons are to be submitted to Human Resources. The Director of Human Resources will summarize the process and candidates and submit to the President for review.
- c. Cabinet Interview (At the discretion of the president)
 - Human Resources works with the appropriate Cabinet member to schedule a second round of interviews for the top candidates.
 - Cabinet member and Human Resources shall coordinate with the appropriate department for each candidate visit during the interview process.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 3 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
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Initial Approval: 02-15-2017	Last Revision:

- Cabinet member will recommend a final candidate to interview with the President.
- d. President Interview
- The President and/or designee may interview final candidate(s) at his/her discretion.
 - References are checked on all candidates prior to being invited to final interview.
 - At the discretion of the President, a recommendation will be made to the Board of Trustees or search process will start over.
6. Human Resources makes contact with the verbal offer and receives a verbal decision (offer is conditional upon Board of Trustees approval and acceptable background check).
 7. Human Resources prepares the formal offer letter for signature.
 8. President makes recommendation to the Board.
 9. Board votes.
 10. Welcome letter.
 11. Candidates that were interviewed but not selected will be notified of the decision as soon as possible after the final interview. All remaining applicants will be notified via letter after Board of Trustee approval of the recommended candidate.

Full-time Faculty Hiring Procedure

1. Complete a Position Request Form to fill position. (Job description should be attached.)
 - a. Initiator (original) → Supervisor Chain → Human Resources → President
2. Once approved by the President, the form will be sent to Human Resources for action.
3. Human Resources action

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 4 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
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Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 02-15-2017	Last Revision:

- a. Human Resources informs originator of approval.
 - b. Position is advertised. Human Resources will prepare the position announcement and work in collaboration with the Department Chair, Dean of Instruction, and Chief Academic Officer for final draft.
 - Internal – minimum posting of 1 week.
and/or
 - External – minimum posting of 2 weeks.
 - c. Applications are received by the Office of Human Resources and are checked in for review. Incomplete files are not acknowledged or reviewed; therefore, no applicant with an incomplete file shall move forward in the process.
 - d. Human Resources will prepare the shared folder with all applicants for committee review.
 - e. Search Committee Formed: The Chief Academic Officer will select members to form the search committee for all full-time faculty hires. Faculty hiring committees shall be composed to ensure the majority of the committee are voting members of the faculty body and shall have at least one representative from either the same teaching discipline or from the department in which the faculty member will serve.
4. Committee Action
 - a. Eliminates applicants not meeting minimum qualifications.
 - b. Evaluates remaining packets to determine who is to be interviewed.
 5. Interview Process
 - a. Arranging of interviews

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 5 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
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Initial Approval: 02-15-2017	Last Revision:

- Prior to interview, candidates must be credentialed to ensure they meet the qualifications necessary for each discipline area. Credential review is completed as outlined in IP 6120 Faculty Credentialing.
 - The committee chair creates a roster of candidates for interview.
 - Human Resources notifies applicants and schedules interviews.
- b. Committee Interview
- Committee interviews qualified candidates.
 - Candidates for faculty positions must provide a teaching demonstration as part of the interview process, unless an exception is granted by the Chief Academic Officer.
 - At the conclusion of the committee interviews, the committee chair prepares a list of pros and cons for each candidate interviewed. The summary list of pros and cons are submitted to the Chief Academic Officer and to Human Resources. The Chief Academic Officer and/or the Director of Human Resources will summarize the process and candidates and submit to the President for review.
- c. President Interview
- The President and/or designee may interview final candidate(s) at his/her discretion.
 - References are checked on all candidates prior to being invited to final interview.
 - At the discretion of the President, a recommendation will be made to the Board of Trustees or search process will start over

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 6 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
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Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 02-15-2017	Last Revision:

6. Human Resources or the Chief Academic Officer makes contact with the verbal offer and receives a verbal decision (offer is conditional upon Board of Trustees approval and acceptable reference and background check).
7. Human Resources prepares the formal offer letter for signature.
8. President makes recommendation to the Board.
9. Board votes.
10. Faculty contract.
11. Candidates interviewed but not selected will be notified of the decision as soon as possible after the final interview. All remaining applicants will be notified via letter after Board of Trustee approval of the recommended candidate.

Reimbursement

Reimbursement may be allowed up to \$500 standard for travel that includes two nights in hotel booked and provided by the college. If the candidate is offered the position, and does not accept, reimbursement will not be provided.

Part-time Staff Hiring Procedure

1. Complete Request to fill position – Position Request Form. (Job description should be attached.)
 - a. Applies to all part-time staff, excluding grant program tutors and student employees. Part time (adjunct) faculty is also excluded.
 - b. Initiator (original) → Supervisor Chain → Human Resources → President
2. Once approved by President, the form will be sent to Human Resources for action.
3. Human Resources action

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 7 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
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 - Internal – minimum of 1 week
and/or
 - External – minimum of 2 weeks
- b. Applications are received by the Office of Human Resources and are checked in for review. Incomplete files will not be acknowledged or reviewed therefore; no applicant without a complete file will be allowed to move forward in the process.
- c. Search Committee Formed. Human Resources works in collaboration with the supervisor and Cabinet member for potential committee members to serve. The committee will include the direct supervisor. Human Resources will notify the committee.
- d. Human Resources will prepare the shared folder with all applicants for committee review.
- e. Human Resources will provide a timeline for the search process.
4. Committee Action:
 - a. Eliminates applicants not meeting minimum qualifications.
 - b. Evaluates remaining packets to determine who is to be interviewed.
5. Interview Process
 - a. Arranging of Interviews
 - The committee chair creates a roster of candidates for interview.
 - Human Resources will notify applicants and schedule interviews.
 - b. Committee Interview
 - Committee interviews qualified candidates.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 8 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
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Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 02-15-2017	Last Revision:

- At the conclusion of the committee interviews, the committee chair prepares a list of pros and cons for each candidate interviewed. The summary list of pros and cons are to be submitted to Human Resources. The Director of Human Resources will summarize the process and candidates and submit to the President for review.
- c. President Interview (as requested)
- The President and/or designee may interview final candidates at his/her discretion.
 - References are checked on all candidates prior to being invited to final interview.
 - At the discretion of the President, approval is given or search process will start over. Formal part-time positions will be submitted for Board approval.

Part-Time Faculty (Adjunct Faculty)

Applications for adjunct faculty positions are accepted on a continual basis through the Office of Human Resources. Human Resources will advertise for specific needs and/or locations as requested by the department chair. Adjunct applications are maintained by Human Resources for review by the Department Chair, Dean of Instruction, and/or Chief Academic Officer.

The department chair or designee is responsible for recommending the employment of adjunct faculty to the Dean of Instruction and the Chief Academic Officer. Adjunct faculty members must be officially credentialed by the Chief Academic Officer prior to formal approval. A Personnel Action Form and Academic Affairs Faculty Qualifications Form must be completed for all new adjunct faculty and be maintained on file in the Office of Human Resources along with the

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 9 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
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Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 02-15-2017	Last Revision:

appropriate application materials and official transcripts. The forms must be signed by the department chair and approved by the Dean of Instruction, Chief Academic Officer, and the President before the adjunct faculty member can be listed as the instructor of record for any course.

Adjunct faculty are hired on a semester to semester basis as needed to ensure all course offerings are staffed.

Part-time Event Staff

Event staff are seasonal in nature and hired as needed. The application and review process is conducted with the immediate supervisor with approval by the Cabinet member and President. A Personnel Action Form must be completed for all new Event Staff and submitted along with the appropriate application materials. All material is housed in the Office of Human Resources.

Part-time Tutors with the TRiO Grant Programs

The application and review process for tutors is conducted with the immediate supervisor with approval by the Cabinet member and President.

A Personnel Action Form must be completed for all new Tutors and submitted along with the appropriate application materials. All material is housed in the Office of Human Resources.

Tutors are hired on a semester to semester basis as needed.

Student Employment

College Work-Study are considered student employees with eligibility determined by Financial Aid. Upon approval of eligibility with Financial Aid, student candidates for employment may seek available positions by reviewing the list of vacancies posted with Financial Aid. The application and review process is conducted by the immediate supervisor. The Federal Work Student

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 10 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
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Eligibility/Hiring Form must be completed for each student employee and signed by a representative from Financial Aid, the student, and the immediate supervisor. Once complete, the student employee will make contact with Human Resources to complete all new hire paperwork. Human Resources will notify the immediate supervisor once the student worker is ready to begin work.

Emergency Hiring

At times, the College may conduct an internal search. The position may not be posted externally but announced internally only for a minimum of one week as noted in the process above. Human Resources will work in conjunction with the supervisor and Cabinet member. The hiring may/may not require a full search committee. Internal appointments can be made in accordance with GAR 1120 College Reorganization. All offers will be subject to the President’s and Board’s approval.

The college president has the authority to authorize emergency or temporary hires for positions not to exceed twelve months. At the discretion of the President, emergency/temporary hires may be formally appointed to a position during the twelve month period, pending Board of Trustee approval.

Volunteers

Volunteers make an important contribution to the success of the College. Judgment and care must be exercised in the use of volunteers. In accordance with the Fair Labor Standards Act (FLSA), the College considers a volunteer to be an individual who performs hours of service for the College for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered. Any person volunteering services to the College must complete a Volunteer Statement form which must be signed by the departmental supervisor and forwarded to the Director of Human Resources before volunteer services can be performed.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 11 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
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Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 02-15-2017	Last Revision:

Volunteers must not be used in place of employees and may not displace an employee who would ordinarily be paid to do the same work. Please contact the Office of Human Resources to obtain the Volunteer Statement form. A Volunteer’s service may be terminated at any time and without prior notice.

Information will be submitted to the President for approval prior to beginning service on campus. Upon approval, a background check will be completed through the Office of Human Resources for all volunteers as well as a review of policies and procedures.

Verification of Employment Eligibility

As a condition of employment, all job applicants must successfully complete a criminal background check in addition to reference checks and verification of previous employment. In some cases a driver’s license check and/or additional screening may be required.

Individuals hired are reported as part of the Missouri New Hire Reporting process.

The College only employs those individuals who are authorized to work in the United States. Employment eligibility is documented using the Federal Employment Eligibility Verification Form I-9 and is verified for every employee. In addition, the College participates in the E-Verify employment verification program, following the procedures specified by the Department of Homeland Security and the Social Security Administration and as required by HB1549 state regulation.

Approval to Hire

All full- and formal part-time hires are contingent upon the President’s and Board’s approval. Adjunct faculty hires, Event Staff, TRiO Grant Tutors, and other part-time staff are contingent upon the President’s approval. No offer of employment shall be made to any candidate until

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 12 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
Associated Regulation: GAR 1120 College Reorganization; PR 4210 Work Hours of Employment; PR4510 Benefits	
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Initial Approval: 02-15-2017	Last Revision:

approval has been granted.

Benefits

Unless otherwise approved by the President or required by law, only full-time employees are eligible for employment benefits. Please refer to policy PP 4510 Benefits and regulation PR 4510 Benefits.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4100 Employment	
Title: PR 4170 College Hiring Procedure	Page 13 of 13
Associated Policy: GAP 1200 Equal Opportunity; IP 6120 Faculty Credentialing; PP4510 Benefits	
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DOCUMENT HISTORY:

02-15-2017: Initial approval of regulation PR 4170 College Hiring Procedure.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SR 2740 Students Rights and Responsibilities	Page 1 of 7
Associated Policy: SP2610 Student Code of Conduct; SP 2710 Financial Aid Programs	
Associate Regulation: SR 2610 Student Conduct; ITR 8100 Acceptable Use; SR 2310 Withdrawal Procedures; HSR 5110 Communicable Diseases; GAR 1130 Request for College Documents; GAR 1101 Debts to the College; IR6310 Classroom Attendance; FR 3107 College Store Learning Materials; GAR 1206 Alcohol/Drug-free Work Learning Place; SR 2310; SR 2415 Confidentiality of Student Records; SR 2750 Return of Title IV Information	
References: Federal Title IV; Title IV Financial Aid Programs	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision:

Three Rivers College offers a variety of services to help our students benefit from their college experiences. We believe that no student should be denied a college education due to lack of funds. The college makes available to students a variety of scholarships, grants, work opportunities, and loans. Awards vary depending on the cost of attendance and financial circumstances of students and their families.

Current federal law requires that eligible institutions participating in Title IV Financial Aid Programs disclose information to potential and currently enrolled students and prospective and current employees. The TRC web portal is a single point access for [Disclosure Information](#) including (but not limited to) general information regarding the institution, financial assistance, campus security, and the Family Educational Rights and Privacy Act (FERPA). Disclosure information will be distributed to the student or employee’s college email account per federal regulations. Paper copies are available upon request from the office listed. For additional information visit the TRC website [Disclosure Information Webpage](#).

As a Three Rivers College student, you have the right to know:

- **Academic Programs:** The academic programs of Three Rivers College, the facilities available, faculty, and instructional personnel and any plans for improving academic programs.
- **Accreditation, Approval, and/or Licensure:** The names of bodies that accredit, approve, or license the institution and its programs and how their documents may be reviewed.
- **Annual Security Report:** Campus security, including but not limited to crime statistics, fire safety report, crime and fire logs, and missing person process.
- **Career and Placement Services:** Career and placement services offered to students during and after enrollment.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SR 2740 Students Rights and Responsibilities	Page 2 of 7
Associated Policy: SP2610 Student Code of Conduct; SP 2710 Financial Aid Programs	
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- **Cash Management Contracts:** Contracts between Three Rivers College and a third party servicer or financial institution.
- **Completion/Graduation and Transfer-Out Rates:** Completion, graduation, retention, and transfer-out rates of our students.
- **Contact Information Regarding Institutional or Financial Aid Assistance:** Who to contact for general college information and how to contact financial aid personnel regarding student financial assistance.
- **Copyright Infringement Polices and Sanctions:** Copyright and infringement procedures and sanctions, as referred to in college policy ITP 8100 Acceptable Use.
- **Cost of Attendance:** Cost of attending Three Rivers College, how those costs are determined, and how your estimated expenses are developed.
- **Disability Services and Facilities:** What facilities and services are available to students with disabilities.
- **Drug and Alcohol Abuse Prevention Materials and Prevention Program Review:** Information on prevention of drug and alcohol abuse and information regarding the biennial review of the institution’s drug and alcohol abuse program.
- **EADA Report:** Athletic participants by gender for each team, operating expenses, revenue, coaches’ salaries, and athletically related student aid.
- **Federal Student Financial Aid Penalties for Drug Law Violations:** Information regarding conviction of drug offenses while receiving Title IV aid.
- **Gainful Employment Programs:** Information on programs designed to prepare students for gainful employment in a recognized field which includes (but is not limited to) graduation rates for students completing the programs, placement rates, and median loan debt.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SR 2740 Students Rights and Responsibilities	Page 3 of 7
Associated Policy: SP2610 Student Code of Conduct; SP 2710 Financial Aid Programs	
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Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision:

- **Information for Crime Victims:** Available upon request to alleged victim.
- **Loan Disclosures:** Information on loans, including publications, fact sheets, online tools, and other resources including entrance and exit counseling to help you prepare and pay for college.

Net Price Calculator: Access to the net price calculator that factors your financial aid to calculate your final cost of college. Estimates are subject to change and do not represent final determination or actual award of financial aid.

Privacy of Student Records Family Educational Rights and Privacy Act (FERPA):

- Policies and procedures used to maintain confidentiality of financial aid records. Only those individuals who directly handle the application have a right to know or access the information. Three Rivers College complies with the Family Educational Rights and Privacy Act of 1974.
 - The disclosure of your financial aid information may be made to federal and state agencies, scholarship donors, as well as other school officials, including teachers, within the school who the school has determined to have legitimate educational interests and to officials of another postsecondary school or school system, where you receive services or seek to enroll.
- **Refund Process:** How and when disbursement of financial aid is made, Three Rivers College’s refund process for costs paid to the College, and any refund due to Title IV student assistance programs.
 - **Withdrawal and Return of Title IV Financial Aid:** How to withdraw from college and Return of Title IV information.
 - **Retention Rates:** Retention rates for first-time, full-time, degree- and certificate-seeking students.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SR 2740 Students Rights and Responsibilities	Page 4 of 7
Associated Policy: SP2610 Student Code of Conduct; SP 2710 Financial Aid Programs	
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- **Satisfactory Academic Progress:** The standards required for maintaining satisfactory academic progress for financial aid eligibility.
- **Student Activities:** Student activities at Three Rivers College.
- **Student Body Diversity:** Information regarding (but not limited to) percentage of enrolled full-time students who are male, female, Federal Pell Grant recipients, and self-identified members of major racial or ethnic group. All of these items are collected through the IPEDS collection system.
- **Student Financial Aid Information:**
 - Financial assistance available, including federal, state, and institutional programs. The procedures, forms, deadlines, and eligibility requirements to apply for assistance; the criteria for selecting aid recipients and determining the amount of aid awarded.
 - What resources we have considered in calculating a student’s financial need, how the Expected Family Contribution (EFC) was determined, and how much of a student’s financial need has been met.
 - Terms and conditions of any loans, including interest rate, total amount student can expect to borrow, the length of time to repay, and when repayment will begin.
 - Terms and conditions of federal work-study employment (if hired), including job description, hours, rate of pay, and how and when you will be paid.
 - Terms and conditions of scholarships or grant aid a student receives.
- **Textbook Information:** ISBN and retail price information of required and recommended textbooks and supplemental materials required for each course.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SR 2740 Students Rights and Responsibilities	Page 5 of 7
Associated Policy: SP2610 Student Code of Conduct; SP 2710 Financial Aid Programs	
Associate Regulation: SR 2610 Student Conduct; ITR 8100 Acceptable Use; SR 2310 Withdrawal Procedures; HSR 5110 Communicable Diseases; GAR 1130 Request for College Documents; GAR 1101 Debts to the College; IR6310 Classroom Attendance; FR 3107 College Store Learning Materials; GAR 1206 Alcohol/Drug-free Work Learning Place; SR 2310; SR 2415 Confidentiality of Student Records; SR 2750 Return of Title IV Information	
References: Federal Title IV; Title IV Financial Aid Programs	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision:

- **Transfer of Credit Policies:** Established criteria the institution uses regarding the transfer of credit earned at another institution and a list of institutions with which it has established an articulation agreement.
- **Vaccinations Policy:** Information regarding vaccinations policies.
- **Voter Registration Forms:** Information regarding voter registration and where to register in Missouri.
- **Written Arrangements:** Portion of educational programs that the school that grants the degree or certificate is providing, name and location of the other schools or organizations that are providing that portion of the educational program, the method of delivery that part of the educational program and estimated additional costs students may incur by enrolling in an educational program provided under the written arrangement.

It is every Three Rivers College student’s responsibility to:

- Read and consider all information about Three Rivers College before enrolling.
- Complete all Three Rivers College application forms thoroughly and accurately and submit them to the appropriate office(s) by required deadlines.
- Accurately and honestly complete a Free Application for Federal Student Aid (FAFSA). Errors can result in delays. False or misleading information is a criminal offense and is subject to a \$20,000 fine, imprisonment, or both.
- Pay any remaining account balance that is not covered by financial aid. Charges may include tuition, fees, bookstore charges, and/or other miscellaneous charges.
- Attend all classes and continue to maintain satisfactory academic progress. Students who stop attending all classes before completing 60% of the semester will owe money back to the federal aid programs.
- Check school email account and electronic award notifications on a regular basis.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SR 2740 Students Rights and Responsibilities	Page 6 of 7
Associated Policy: SP2610 Student Code of Conduct; SP 2710 Financial Aid Programs	
Associate Regulation: SR 2610 Student Conduct; ITR 8100 Acceptable Use; SR 2310 Withdrawal Procedures; HSR 5110 Communicable Diseases; GAR 1130 Request for College Documents; GAR 1101 Debts to the College; IR6310 Classroom Attendance; FR 3107 College Store Learning Materials; GAR 1206 Alcohol/Drug-free Work Learning Place; SR 2310; SR 2415 Confidentiality of Student Records; SR 2750 Return of Title IV Information	
References: Federal Title IV; Title IV Financial Aid Programs	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision:

- Use any federal, state-appropriated, or institutional financial aid received during the award year solely for expenses related to attendance at Three Rivers College.
- Comply with all requests to provide information as requested by Three Rivers College and submit corrections or new information as appropriate.
- Read, understand, and accept responsibility for all forms or agreements signed by the student. It is recommended that students keep copies for their records.
- Notify the Office of Financial Aid if the student is attending two schools at the same time. Federal law prohibits students from receiving Federal Pell Grants at more than one college at the same time.
- Report to the Office of Financial Aid if they are in default on student loans or owe a refund or repayment on any educational grant received from any school.
- Notify the student loan lender of changes in name, address, and school status.
- Knowing the sources of financial aid they are receiving and whether the aid is a student loan, grant, or scholarship. If the aid is a student loan, the student must know to whom repayment is to be made and the terms of repayment.
- Perform the work agreed upon when accepting a work-study award.
- Know and comply with the following Three Rivers College policies and regulations as they relate to financial aid: enrollment status for aid disbursement, satisfactory academic progress, withdrawal, refund/repayment, and debt management.
- Keep address and phone number current with the Registrar.
- Complete student loan exit counseling online at www.studentsloans.gov prior to separation from Three Rivers College (graduation, withdrawal, or dropping below half-time status).

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SR 2740 Students Rights and Responsibilities	Page 7 of 7
Associated Policy: SP2610 Student Code of Conduct; SP 2710 Financial Aid Programs	
Associate Regulation: SR 2610 Student Conduct; ITR 8100 Acceptable Use; SR 2310 Withdrawal Procedures; HSR 5110 Communicable Diseases; GAR 1130 Request for College Documents; GAR 1101 Debts to the College; IR6310 Classroom Attendance; FR 3107 College Store Learning Materials; GAR 1206 Alcohol/Drug-free Work Learning Place; SR 2310; SR 2415 Confidentiality of Student Records; SR 2750 Return of Title IV Information	
References: Federal Title IV; Title IV Financial Aid Programs	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision:

DOCUMENT HISTORY:

02-15-2017: Initial approval of regulation SR 2740 Students Rights and Responsibilities.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SR 2750 Return of Title IV Information	Page 1 of 3
Associated Policy: IP 6310 Classroom Attendance; GAP 1101 Debts to College; SP 2710 Financial Aid Programs	
References: Higher Education Act of 1965; Federal Student Aid Handbook 2015	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision:

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 fail to meet this guideline shall be required to repay all or a portion of their financial aid. 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)
- Direct Unsubsidized Loans
- Direct Subsidized Loans
- Direct Parent PLUS Loans
- Iraq & Afghanistan Service Grant

Students who did not receive all of the funds earned, shall be offered a post-withdrawal disbursement. If a student is required to return Title IV Funds as a result of his or her drop, withdrawal, or dismissal; or is eligible for a late disbursement, the student will receive a letter from the Office of Financial Aid. The student should follow the instructions in the letter carefully to repay any funds due or to accept a late disbursement. Students may choose to decline some or all of 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 eligibility requirements.

The requirements for Federal Title IV Program Funds when a student withdraws are separate from any refund information. Therefore, students may still owe a balance to cover unpaid

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SR 2750 Return of Title IV Information	Page 2 of 3
Associated Policy: IP 6310 Classroom Attendance; GAP 1101 Debts to College; SP 2710 Financial Aid Programs	
References: Higher Education Act of 1965; Federal Student Aid Handbook 2015	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision:

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 participation in the class will be used to calculate “earned” financial aid.

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
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SR 2750 Return of Title IV Information	Page 3 of 3
Associated Policy: IP 6310 Classroom Attendance; GAP 1101 Debts to College; SP 2710 Financial Aid Programs	
References: Higher Education Act of 1965; Federal Student Aid Handbook 2015	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision:

DOCUMENT HISTORY:

02-15-2017: Initial approval of SR 2750 Return of Title IV Information.

UPCOMING EVENTS

Flash Cocotte exhibit by Missy Wilkinson through February 17, Tinnin Art Gallery.

Patrons of the Arts presents **A Thousand Cranes** (children's show), 2 pm February 19, Tinnin Theater; tickets \$5.

Trivia Night, fund-raiser for the Three Rivers Endowment Trust, 5 pm February 23, Poplar Bluff Elks Lodge; \$120 for a six-person team. Proceeds go to scholarships for Three Rivers students. Entry form at www.trcc.edu/development/events.php.

Dream Subjects exhibit by MK Spencer, February 24-March 17, Three Rivers Gallery; artist lecture, 12 pm February 24, Tinnin Theater, free.

Center Stage production of **Grease the Musical**, 7 pm March 10-11 and 16-18 & 2 pm March 12 and 19, Tinnin Theater; tickets \$10, \$5 with TRC ID.

Spring break: No classes March 13-14, college closed March 15-17.

Three Rivers Music Department hosts the **High School Band Festival**, 7 pm March 21, Tinnin Theater; admission \$1 students, \$2 adults.

Patrons of the Arts presents **The Second City performing We're All in This Room Together**, 7 pm March 23, Tinnin Theater; tickets \$10; buy online at trcc.edu/tinnin

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

RAIDERS ATHLETICS

Men's Basketball @ Bess Activity Center

Raiders vs. Arkansas Baptist, 7 pm Feb. 16
Raiders vs. On Point Academy, 7 pm Feb. 25
Playoffs begin Mar. 3

Women's Basketball

Playoffs begin Feb. 28

Men's Baseball @ Pattillo Field

Raiders vs. Southwest Illinois, 12 pm Feb. 18
Raiders vs. Rend Lake, 12 pm Feb. 21
Raiders vs. North Central, 12 pm Feb. 25
Raiders vs. North Central, 12 pm Feb. 26
Raiders vs. Mineral Area, 12 pm Mar. 2
Raiders vs. Williams Baptist, 12 pm Mar. 7
Raiders vs. Jefferson, 12 pm Mar. 10

Women's Softball @ Rains Field

Lady Raiders vs. Dyersburg State, 12 pm Feb. 21
Lady Raiders vs. Wabash Valley, 2 pm Mar. 4
Lady Raiders vs. North Central, 3 pm Mar. 5
Lady Raiders vs. North Central, 12 pm Mar. 6
Lady Raiders vs. Williams Baptist, 1 pm Mar. 9
Lady Raiders vs. Arkansas Baptist, 12 pm Mar. 16
Lady Raiders vs. Morthland, 12:30 pm Mar. 19
Lady Raiders vs. State Fair, 2 pm Mar. 21

For the most current information on Raiders athletics, visit raidersathletics.com.

Three Rivers College
THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

FOR IMMEDIATE RELEASE:

Thursday, February 09, 2017

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9660

jatwood@trcc.edu

Three Rivers College Hosts 26th Annual Jazz Festival

Jazz bands from schools across Southeast Missouri will come together to perform in the Tinnin Center as Three Rivers College hosts its 26th Annual Jazz Festival on Feb. 9 and 11. Both shows will be at 7 p.m. Admission for the Feb. 9 performance will be \$2 for students and \$3 for adults. Admission to the Feb. 11 performance is free.

Both nights will feature performances from the Three Rivers College Jazz Band, which will be joined on Feb. 9 by junior high, high school, and college jazz bands from across the region.

The Saturday, Feb. 11 performance will feature the Southeast All-District Jazz Band, which consists of the best high school jazz musicians in Missouri Music Educators Association (MMEA) District 10. The All-District Jazz Band will be directed by Tim AuBuchon.

“We’re very excited to have all these young men and women coming to play here,” said William White, Professor of Music at Three Rivers and director of the college’s Jazz Band. “We get to bring in over 200 of the best young jazz musicians in the state. Our event is a pre-festival festival to help the groups prepare for the upcoming competition season in a more relaxed atmosphere. The Three Rivers Jazz Festival has become quite popular with area junior high and high school band directors.”

The clinician for the 26th annual Three Rivers Jazz Festival is Tim AuBuchon, Professor of Jazz Studies at Truman State University, Kirksville Missouri.

“Tim attended High School at North County, one of the jazz bands that traditionally attend the festival,” said White. “We’ve gone full circle, having one of our student musicians become our festival clinician.”

People wanting more information on the 26th Annual Jazz Festival, or those interested in participating in next year's performance, can call the Three Rivers College Music Department at 573-840-9639.

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Members of the media should contact the Coordinator of Media Services before approaching Three Rivers staff members for questions or interviews. Communications' office hours are 8 A.M. to 5 P.M. Monday through Friday.

####

FOR IMMEDIATE RELEASE:

Thursday, February 09, 2017

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9739

jatwood@trcc.edu

Patrons of the Arts, Center Stage Present Dinner Theater for Valentine's Day

The Patrons of the Arts Society is teaming up with Center Stage to present a special dinner theater performance of "Jerry Finnegan's Sister" on Valentine's Day, February 14, at 7 p.m. at the Black River Hall in downtown Poplar Bluff. Doors open at 6:45 p.m. Tickets will be \$50 for couples, \$35 single, and will include dinner, dessert, and a rose.

"We wanted to do a special performance this year, and we came up with the idea of a Valentine's Day dinner show," said Tim Thompson, Director of the Tinnin Fine Arts Center. "I think it'll be a great show to take your Valentine to. What could be sweeter than a romantic comedy and great food?"

In "Jerry Finnegan's Sister," Jerry Finnegan's little sister is about to get married, throwing Jerry's best friend Brian into a panic. Although Beth Finnegan was that annoying little girl next door at age 8, now she is a beautiful woman of 23, and Brian has been secretly in love with her for years. Follow Brian as he tries to keep Beth from marrying the wrong guy -- any guy that's not him. The play by Jack Neary shows unrequited love at its funniest and most endearing.

In addition to the Feb. 14 dinner theater performance, Center Stage will also be presenting two regular performances of "Jerry Finnegan's Sister" on Sunday, February 12 at 2 p.m and Monday, February 13 at 7 p.m at the Black River Hall. Admission for the Center Stage performances is \$10.

Couples tickets for the Valentine's Day performance are available online at trcc.edu/tinnin. All tickets for all performances can also be purchased at the Poplar Bluff Chamber of Commerce, and the Three Rivers College Student Accounts office. Tickets for the Feb. 12 and 13 shows can also be purchased at the door.

For more information on the 2016-17 Patrons of the Arts and Center Stage seasons, or to buy tickets for upcoming shows, visit trcc.edu/tinnin.

###

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January 15, 2016

Daily American Republic

Serving The Region Since 1889

POPLAR BLUFF, MISSOURI

50c

FBLA

Conference bringing nearly 500 to TRC

By **CHELSAE CORDIA**
Staff Writer

High school students with a passion for leadership will gather Friday to hone their skills and compete for a chance to advance to the Future Business Leaders of America state finals.

The FBLA District 20 Leadership Conference will bring 14 area chapters, including approximately 447 students and 23 advisers, to the Three Rivers College campus.

The event is comprised of sessions featuring performance-based activities and opportunities to experience a variety of guest speakers.

Neelyville FBLA adviser Irene Jackson, one of two lead advisers for District 20, says she hopes the conference perpetuates FBLA's mission of bringing business and education together in a positive working relationship through innovative lead-

See **FBLA/A2**

FBLA

FROM PAGE A1

ership and career development programs.

"They will also learn how to prepare for and dress for a business situation," said Jackson.

According to Jackson, students who place in the top five in the objective tests category, and those who place first in a performance event will advance to state.

The conference is divided into two sessions. The morning session will in-

clude student performances and presentations. Guest speakers Zach McAnulty, from Three Rivers College, will discuss the ins and outs of TRC and Cathy Runge, from the U.S. National Park Service, will explore careers within the NPS.

The afternoon session features the awards ceremony, a welcome from TRC vice president of academic services, Dr. Mary Lou Brown, and a presentation by Sterling Bank, which sponsored T-shirts for each participant.

FBLA District 20 consists of chapters from Advance R-IV, Bell City R-II, Clearwater R-1, Current River Career Center, East Carter R-II, Greenville R-II, Naylor R-II, Neelyville R-IV, Poplar Bluff R-1, Puxico R-VIII, Southern Reynolds County R-II, Twin Rivers R-X, Van Buren R-1 and Zalma R-V.

The leadership conference kicks-off at 8 a.m. Friday at the Tinnin Fine Arts Center located on the Three Rivers College campus. The awards ceremony begins at 1 p.m.

January 19, 2016

Daily American Republic

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POPLAR BLUFF, MISSOURI

50c

Greitens cuts cost Three Rivers \$409K

By PAT PRATT
Staff Writer

Three Rivers College will see a funding loss of \$409,000 following Missouri Gov. Eric Greitens recent budgets cuts, the bulk of which fell on higher education.

According to the Associated Press, of the \$146 million in spending cuts, \$56 million was from budgets of public universities, nearly \$12 million from community colleges and almost \$9 million in busing aid for public K-12

See CUTS/A2

TRC trustees hear of enrollment challenges

By PAT PRATT
Staff Writer

PIEDMONT, Mo. — Three Rivers College trustees took a departure from the norm on Wednesday, holding the January monthly meeting at the Piedmont Center at Clearwater High School.

The location change is part of an effort by

the college to include communities within the taxing district in the decision-making process. The meeting opened with an update by Piedmont Location director Claudia Horne.

"We are unique from the other external location in that we just operate out of the high

See TRC/A2

January 19, 2016

Daily American Republic

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50c

TRC

FROM PAGE A1

school. We don't have our own place, that is on the wish list," she said.

Horne continued that some of the challenges the center faces are a declining number of classes, a struggle to find qualified instructors and lower than anticipated enrollment – down to 58 students in fall 2016, a drop of 88 from the year prior.

"This year we had 14 classes offered in the fall. This semester we have seven. Now part of that is I lost two instructors – so there's two classes that were gone. And the other, the ITV just didn't get enough (interest), it just wasn't there. So it's always a struggle," she said.

College President Wes Payne said the college has experienced enrollment pressures as the economy has picked up. That is also being seen at Piedmont and reflects a general trend within the state of Missouri and across the nation in the higher education sector.

He said that despite lower numbers at the moment, the college will provide those students who are enrolled a high quality education at an affordable cost.

"When we first started this we decided we would commit, and if we had a

student we were going to teach that student. Because on the first few semesters out, what you don't want to do is throw a schedule out there and constantly cancel classes," Payne said.

"Then students won't bother to enroll because they think they are going to cancel the classes," he said.

Payne said the college honoring its commitment to the community, will incur its goodwill and the numbers will grow – especially in light of the newness of the location, opened in 2014. He said an ITV upgrade currently in the works will also offer more options and spur enrollment.

The board then moved onto the president's report and updates on a number of infrastructure projects and events.

The Libla Family Sports Complex is starting to take shape. Work on the walls of the FEMA building is underway and contractors are beginning to work on the walls of the arena.

The campus-wide lighting project is near completion. The project replaced outdated lighting with a new LED system and aesthetically pleasing metal poles. In the coming weeks utility workers will begin removing the old lights and wooden poles.

Payne said a stop by state

lawmakers at the college in December as part of the freshman orientation tour was a success. The newly-elected members of the Missouri Legislature during the event heard presentations from local industrial leaders and experiences some of the technical training programs offered at the college.

Additional work has been completed on the Three Rivers College farm near Fairdeal, Mo. Brush removal was recently completed and planting of a hay crop is underway. New lighting was recently installed and a power supply moved to a more suitable location. Work on the rodeo arena will begin when weather conditions allow.

The first day of the spring 2017 semester kicked off Tuesday. Enrollment numbers were not available, because it has been extended due to a closure of the college on Friday due to a threat of inclement weather.

Trustees adjourned to closed session to approve the hiring of Christine Handley for the position of part-time administrative assistant at the Kennett location. Several internal transfers were also approved.

The next meeting of the Three Rivers College Board of Trustees is set for noon Feb. 15 and is open to the public.

January 19, 2016

Daily American Republic

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50c

CUTS

FROM PAGE A1

school districts.

Three Rivers College President Wes Payne said while the cuts are only a small part of the college's \$26 million budget, they come at a bad time.

"While that is not a huge part of our budget, the significance of that is that it is coming in January. That always makes it more difficult mid-year, than if you know about it during the time you are building your budget," he said.

Payne said the cuts will essentially just take away the increase the college received in this year's appropriations.

"It is not as if we are now worse off than we were last year. It is a challenge however, because we had planned on that money. Now we have to go back and look at what at what we have not spent that we had planned, look at some things we planned to do that we can delay, and come back and balance," he said.

The college has reserves of about \$5 million, which

could be used to make up for the loss. College officials have not had time to look at what specific cuts might be made – Greitens announcement was made just Monday – however, some unfilled jobs may remain as such.

"That will give us time to dig through the budget and make a more discrete determination about what makes sense and what we can delay, and find the things we need to do to bring us back into balance and reduce the amount coming out of reserves," said Payne.

Payne says a tuition increase – something community colleges around the state are discussing – could be an option if the reductions continue.

"I think in regard to decisions about tuition increases, that is absolutely something everybody, including us at Three Rivers, is thinking about. The biggest part of that decision is whether or not the cuts are maintained through next year's budget," said Payne.

"If the cuts are restored in next year's budget, that will decrease the likelihood," he said.

A discretionary increase in fees next year was already part of the college's five-year plan prior to the funding announcement.

"We are scheduled for a normal tuition increase next year. It is not necessarily a reaction to the budget cuts as they are. However, the cuts do increase the pressure to take the authorized tuition increase," Payne said.

The college last year declined to take an authorized increase when it was discussed.

"Last year we did not take all we were authorized to take and left in-district tuition the same. This year because of the budget cuts, we are going to have to look at that seriously," said Payne.

The AP reports the Republican governor said the cuts announced Monday are necessary to keep the budget in balance because of lower than expected tax revenues and rising costs in certain programs such as Medicaid.

The recent round of cuts come after about \$200 million in spending restrictions by former Democratic Gov. Jay Nixon prior to his departure from office.