

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

A G E N D A
REGULAR SESSION
Wednesday, August 19, 2020
12:05 p.m.

- I. Invocation and Pledge of Allegiance**
- II. Approval of Agenda and Minutes**
 1. Consideration and Approval of Agenda
 2. Consideration and Approval of Minutes of the June Board Meeting
- III. Consideration of College Financial Report**
 1. Statement of Revenues, Expenses, and Changes in Net Assets
 1. Monthly Financial Statements
 2. Budget to Actual Financial Statements
 2. Cash in Bank
 3. Certificates of Deposits
 4. Checks Issued
 5. Bid Report
- IV. President's Report**
- V. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)
- VI. Items for Consideration, Discussion, and Vote**
 1. Consideration, discussion, and vote on College Policy revisions.
 1. GAP 1200 Equal Opportunity
 2. GAP 1210 Civil Rights
 3. SP 2215 Student Residency
 4. SP 2610 Student Code of Conduct

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

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

1. Acceptance of Employment
 1. Kimberly Jinkerson – Instructor, Nursing
 2. Corey Reynolds – Behavioral Health Support Program Coordinator
 3. Marissa Webb – Academic Advising & Planning

2. Transfer of Position
 1. Melissa Allen – Administrative Assistant/Career Studies and Workforce Development to Coordinator, Workforce Development
 2. Adrian “CJ” Clyburn – Admissions Recruiter to Assistant Director, Housing
 3. William Cooper – Director, Workforce Development to Department Chair, Career Services & Workforce Development
 4. James Huskey – Assistant Director, Distance Learning Services to Information Systems Specialist
 5. Dionne Thompson – Professor, MLT to Professor, ACAD

3. Retirement
 1. David Fielding – Professor, Fine Arts

4. Resignation
 1. Dr. Daniel Lauder – Department Chair, Career Studies & Workforce Development
 2. Hattie Shepherd – Admissions Recruiter
 3. Wendy Spradling – Data Entry Clerk
 4. Kelsey Williams – Program Academic Counselor/Achieve

VIII. Appendix

1. **Information Items**
 1. PR 4840 Title IX for Employees
 2. SR 2120 Title IX for Students
 3. SR 2610 Student Code of Conduct
 4. SR 2620 Disciplinary Proceedings
 5. SR 2740 Student Rights and Responsibilities

2. **Upcoming Events**
3. **Recent Newspaper Articles**

IX. FY21 Board of Trustees Meeting Dates

1. **Wednesday, September 16, 2020**
2. **Wednesday, October 21, 2020**

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

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

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

X. Adjournment

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**BOARD OF TRUSTEES
THREE RIVERS COLLEGE
June 24, 2020**

The regular meeting of the Board of Trustees began at 12:00 p.m. at the Board Room in Tinnin Center on Wednesday, June 24, 2020.

Those present included: Trustees: Dr. Amber Richardson, chair; Gary Featherston, vice-chair; Chris Williams, secretary; Eric Schalk, treasurer; Darren Garrison, member; Dr. Tim Hager, member; and college administrators: Dr. Wesley Payne, president; Janine Heath, recording secretary.

Trustee Featherston delivered the invocation.

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

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

Charlotte reviewed the financials as of May 31, 2020. We are 92% into the fiscal year and have recognized 93% of budgeted revenues and obligated 81% of our budgeted expenses. Ms. Eubank stated that the expectation for year end is a break even with budget.

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

Dr. Payne presented:

Maintenance is to be congratulated on the outstanding job done on the board room and administration remodel. The old board room will return to academics for fine arts instruction.

Moving to the end of the project. Parking lot is being prepared. The buildings are fundamentally completed.

CALL TO ORDER

ATTENDANCE

INVOCATION

**APPROVAL OF BOARD
MEETING AGENDA**

**APPROVAL OF THE MAY
BOARD MEETING MINUTES**

**FINANCIAL REPORT AND
BID REPORT**

PRESIDENT'S REPORT

**BOARD ROOM IN
WESTOVER**

**CRISP TECHNOLOGY
CENTER EXPANSION**

Jackson Bostic with AGCMO and Will Cooper, Director of Workforce Development discussed the program with the board. It is a six-week course supported by various contractors in the area providing both classroom and hands on experience. The contractors and legislators have been very supportive of the course. All graduates have jobs as soon as they are finished with the courses.

**HEAVY HIGHWAY
CONSTRUCTION**

Will Cooper explained that the CDL Program started in partnership with the Probation and Parole Division in February 2020. The College expects to expand the program for anyone that would like to get their Class A, CDL License.

CDL PROGRAM

Chuck Stratton presented the results of the new bus program providing transportation for the athletic travel as well as other College needs. The last contract that we were in cost us \$3.07 per mile. Based on our expenses for the current year we are able to lower this cost to \$1.51 per mile.

BUS PROGRAM

Summer enrollment is up 10% from last summer. Due to the amount of effort put in by the staff to continue to keep up with the students we have been successful in increasing enrollment.

SUMMER ENROLLMENT

The College is planning on resuming face to face classes in the fall with plans to go all on-line should we need to. Based on the current numbers, it appears that we will possibly be flat to last year in enrollment.

FALL ENROLLMENT

The coaches have done an extraordinary job in keeping the athletes focused on academic responsibilities. 43 of our athletes made the Dean's list for the fall semester.

DEAN'S LIST – RAIDERS

- Drama Camp – July 20-24
- Fall Convocation – August 10

UPCOMING EVENTS:

Trustee Schalk made a motion to move Item 6 to before Item 5 on the agenda. With a second by Trustee Featherston, the motion was passed.

AMENDMENT TO AGENDA

Charlotte Eubank presented the proposed FY21 budget. Revenues were based on an estimated 3% reduction in enrollment somewhat offset by the increase in tuition. The budget does not include any state reduction in appropriations. Salaries and benefits include a salary

ITEMS FOR DISCUSSION

**DISCUSSION AND
APPROVAL OF FY21
BUDGET**

increase in January along with the increased health insurance costs.

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

Trustee Featherston made the motion to enter executive session at 1:15 p.m. With a second by Trustee Schalk the board was polled as follows: Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Featherston, yes; Trustee Richardson, yes.

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

There being no further business, Trustee Featherston made the motion to close the executive session and adjourn the meeting at 3:40 p.m. and with a second by Trustee Williams the board was polled as follows: Trustee Hager, yes; Trustee Garrison, absent; Trustee Schalk, yes; Trustee Williams, yes; Trustee Featherston, yes; Trustee Richardson, yes.

EXECUTIVE SESSION

CONSIDERATION AND APPROVAL OF ALL PERSONNEL ACTION AND ASSOCIATED DOCUMENTS

ADJOURNMENT

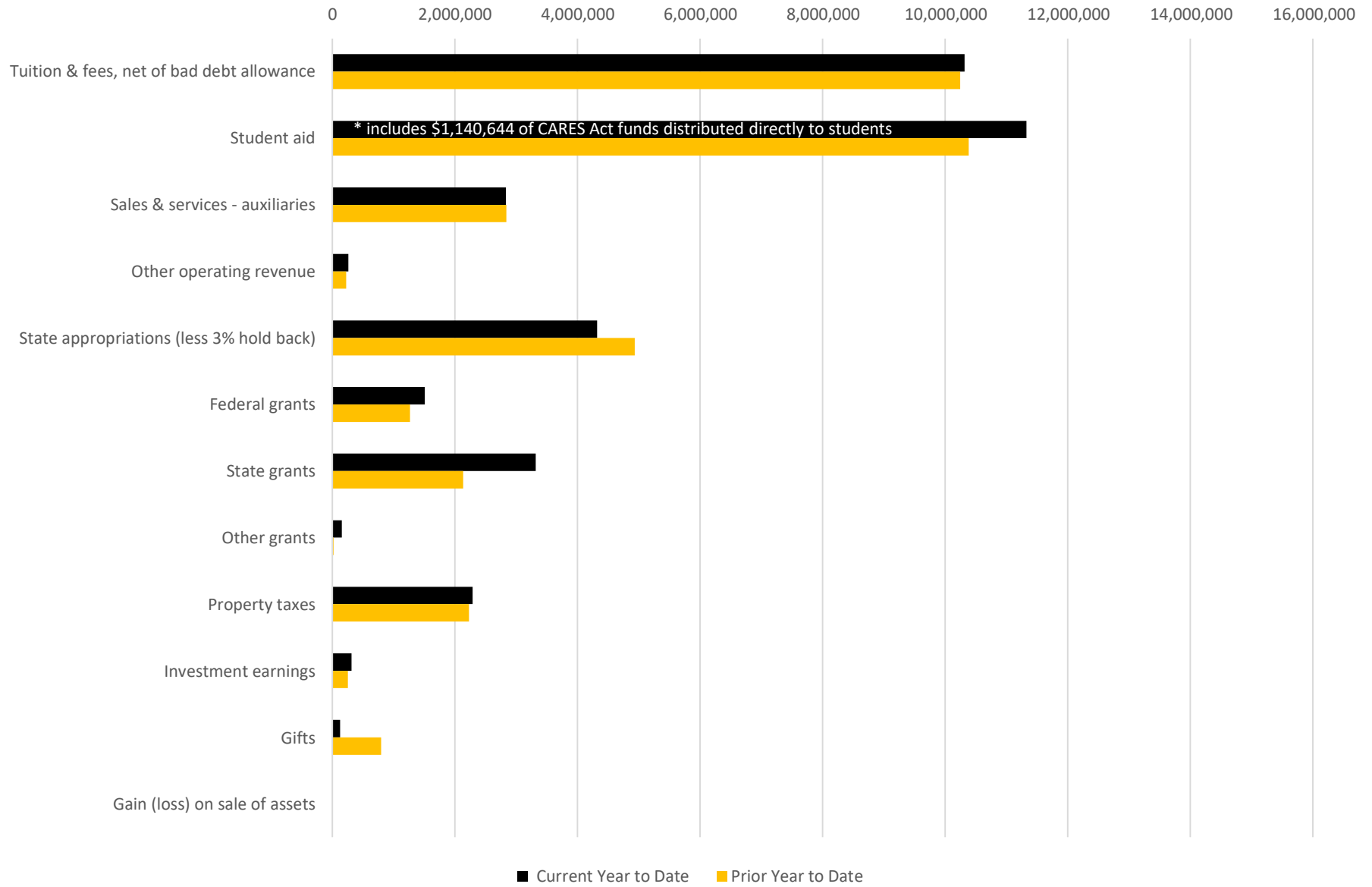
CHAIRMAN

APPROVAL DATE

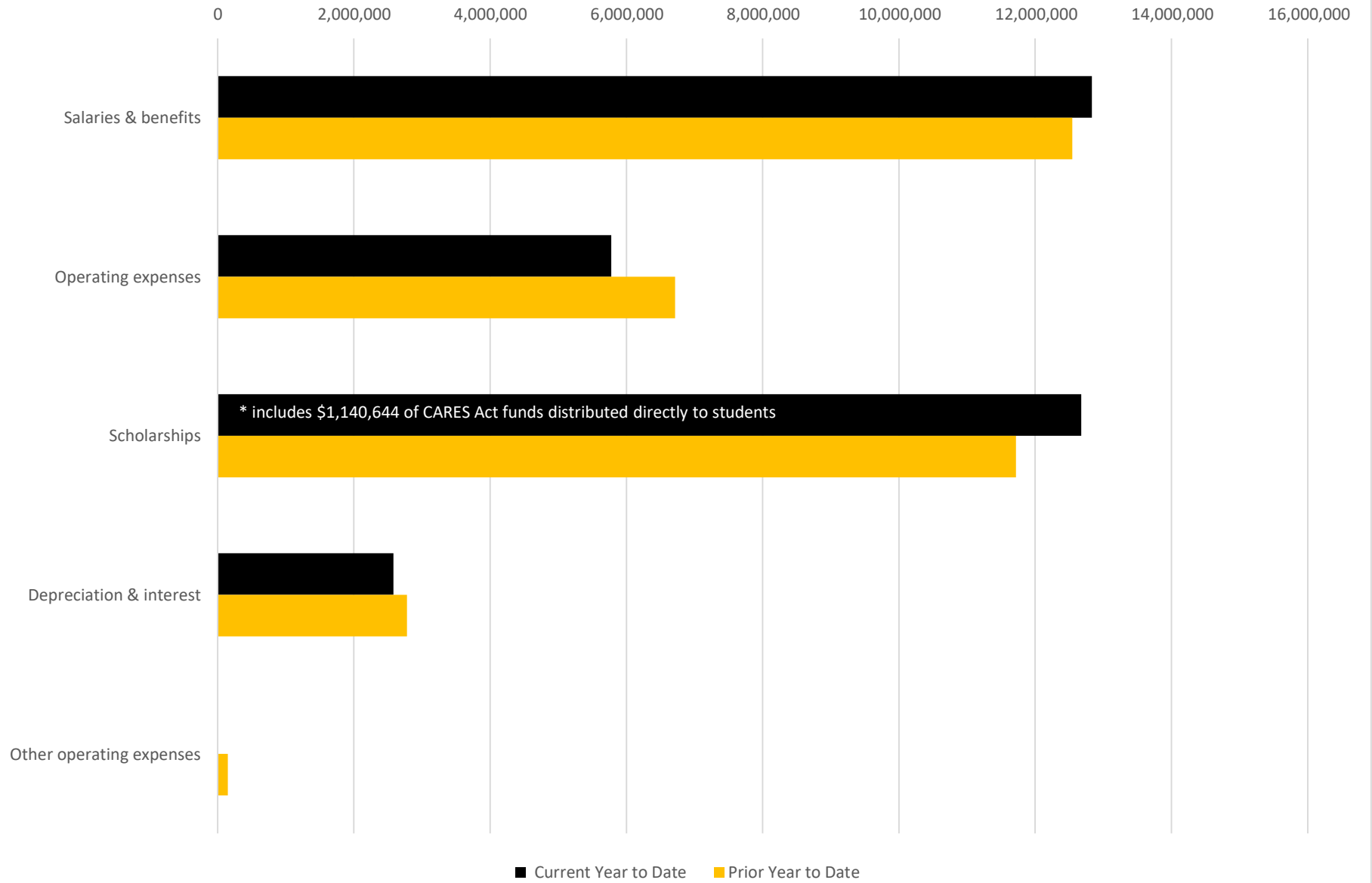
SECRETARY

APPROVAL DATE

YTD Comparison to Previous Year 06/30/2020



YTD Comparison to Previous Year 06/30/2020



YTD Comparison to Previous Year
06/30/2020

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

CHANGES IN NET POSITION

** includes Crisp appropriations reimbursements of \$1,985,537. Expense side is capitalized on balance sheet.

■ Current Year to Date ■ Prior Year to Date

Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
June 30, 2020

ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash & Cash Equivalents	18,188,139	Accounts Payable	675,382
Student Account Receivables, net	6,615,686	Accrued Vacation	331,593
Property Tax Receivable	125,569	Student Deposits	2,376,959
Other Receivables	5,981,817	Deferred Tuition & Fees	5,002,997
Investments	0	Scholarships	2,577
Inventory	172,105	Total Current Liabilities	8,389,508
Prepaid Expenses	223,989		
Total Current Assets	31,307,305	NON-CURRENT LIABILITIES	
NON-CURRENT ASSETS		Retirement Incentive Payable	0
Land	5,490,786	Other Post Employment Benefits	15,051,278
Capital assets	69,387,585	Bonds, Notes and Leases Payable	19,688,275
Plus: Current year additions to capital assets	3613751.3	Accrued Interest	161,084
Accumulated Depreciation	(31,161,357)	Agency	322,244
Unamortized Bond Issue Costs	0	Total Non-Current Liabilities	35,222,881
Total Non-Current Assets	47,330,765	Total Liabilities	43,612,389
DEFERRED OUTFLOWS	6,567,789	DEFERRED INFLOWS	9,822,417
		NET POSITION	
		Beginning Balance	28,855,606
		Changes in Net Position	2,915,446
		Total Net Position	31,771,053
TOTAL ASSETS AND DEFERRED OUTFLOWS	85,205,859	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	85,205,859

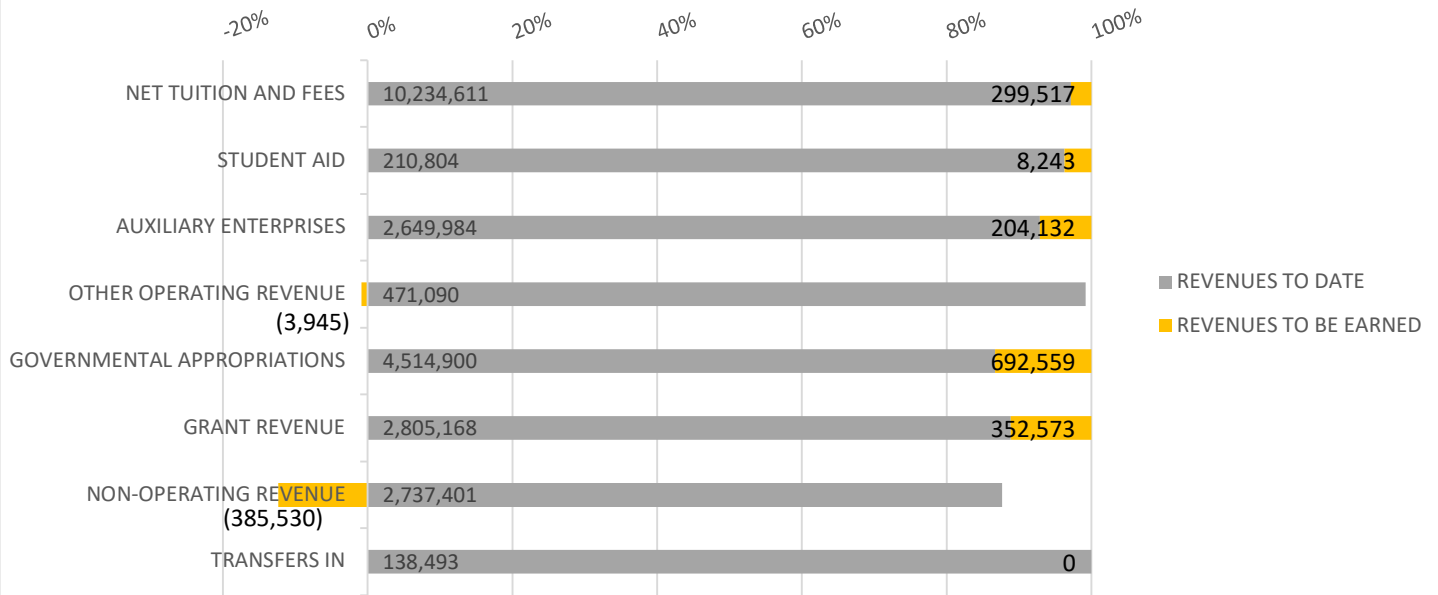
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
June 30, 2020

	July	August	September	October	November	December	January	February	March	April	May	June	Current Year to Date	Prior Year to Date	\$ Change	% Change
OPERATING REVENUE																
Tuition & fees, net of bad debt allowance	5,344,063	122,188	(216,824)	2,146,180	1,655,630	493,928	317,993	(117,242)	106,227	264,422	239,157	(38,116)	10,317,607	10,246,399	71,208	0.69%
Student aid	178,937	21,526	3,861,653	684,563	147,762	176,581	37,160	3,732,437	412,152	115,949	1,183,101	776,461	11,328,283	10,384,301	943,982	9.09%
Sales & services - auxiliaries	849,503	213,381	276,901	224,729	416,657	158,881	319,216	108,179	148,804	(1,763)	(7,215)	124,782	2,832,054	2,841,748	(9,694)	(0.34)%
Other operating revenue	50,563	114,692	2,904	1,542	4,962	43,600	4,338	2,573	5,408	16,923	2,156	11,288	260,950	227,203	33,748	14.85%
Total Operating Revenue	6,423,066	471,788	3,924,634	3,057,014	2,225,010	872,990	678,707	3,725,947	672,592	395,531	1,417,200	874,415	24,738,895	23,699,652	1,039,244	4.39%
OPERATING EXPENSES																
Salaries & benefits	961,021	1,208,105	1,104,859	1,124,633	1,127,997	998,177	1,077,026	1,214,591	1,081,429	1,073,624	899,786	962,411	12,833,657	12,546,695	286,961	2.29%
Operating expenses	574,979	482,219	557,068	505,800	389,945	673,356	387,118	521,989	424,983	307,898	528,641	424,854	5,778,849	6,716,538	(937,689)	(13.96)%
Capital equipment	1,879	19,880	111,533	109,652	342,941	70,114	705,662	339,910	103,196	850,637	634,736	323,612	3,613,751	0	3,613,751	#DIV/0!
Less: Transfer to capital assets	(1,879)	(19,880)	(111,533)	(109,652)	(342,941)	(70,114)	(705,662)	(339,910)	(103,196)	(850,637)	(634,736)	(323,612)	(3,613,751)	0	(3,613,751)	#DIV/0!
Scholarships	263,141	46,341	4,267,476	781,742	235,722	194,028	72,400	4,190,030	481,630	138,588	1,193,703	811,619	12,676,420	11,717,720	958,700	8.18%
Depreciation & interest	(11,119)	162,878	840,687	(179,825)	170,556	147,034	154,164	500,542	159,539	158,307	158,587	317,885	2,579,235	2,780,241	(201,006)	(7.23)%
Other operating expenses	0	0	0	0	0	0	0	1,283	0	0	43	(939)	387	150,419	(150,032)	(99.74)%
Total Operating Expenses	1,788,022	1,899,544	6,770,090	2,232,349	1,924,220	2,012,595	1,690,708	6,428,434	2,147,580	1,678,417	2,780,760	2,515,829	33,868,548	33,911,614	(43,066)	(0.13)%
NON-OPERATING REVENUE (EXPENSES)																
State appropriations (less 3% hold back)	415,253	415,253	415,255	415,253	415,253	415,255	415,253	415,253	415,255	277,098	277,098	31,300	4,322,779	4,934,338	(611,559)	(12.39)%
Federal grants	45,939	151,611	109,175	177,285	(68,620)	274,893	231,581	138,443	103,682	147,456	103,266	96,233	1,510,943	1,266,247	244,696	19.32%
State grants	150	76,381	24,764	57,667	27,400	185,541	329,416	225,329	138,263	170,895	2,029,666	52,328	3,317,800	2,136,898	1,180,902	55.26%
Other grants	3,152	0	37,946	0	0	33,792	0	0	31,877	0	0	47,135	153,902	18,665	135,238	72.45%
Property taxes	22,639	17,942	21,460	9,019	15,727	345,305	1,125,205	496,599	98,807	74,170	30,392	33,404	2,290,669	2,230,043	60,626	2.72%
Investment earnings	12,888	29,575	12,650	59,650	12,663	12,777	12,346	32,478	13,439	87,257	14,957	14,253	314,933	255,099	59,834	23.46%
Gifts	1,448	200	27,500	1,000	300	2,157	4,207	(25,619)	0	5,899	0	109,480	126,573	797,668	(671,095)	(84.13)%
Gain (loss) on sale of assets	0	0	0	0	0	0	0	0	0	0	0	7,500	7,500	0	7,500	#DIV/0!
Total Non-Operating Revenues (Expenses)	501,469	690,962	648,750	719,873	402,723	1,269,719	2,118,007	1,282,484	801,323	762,776	2,455,380	391,633	12,045,099	11,638,957	406,142	3.49%

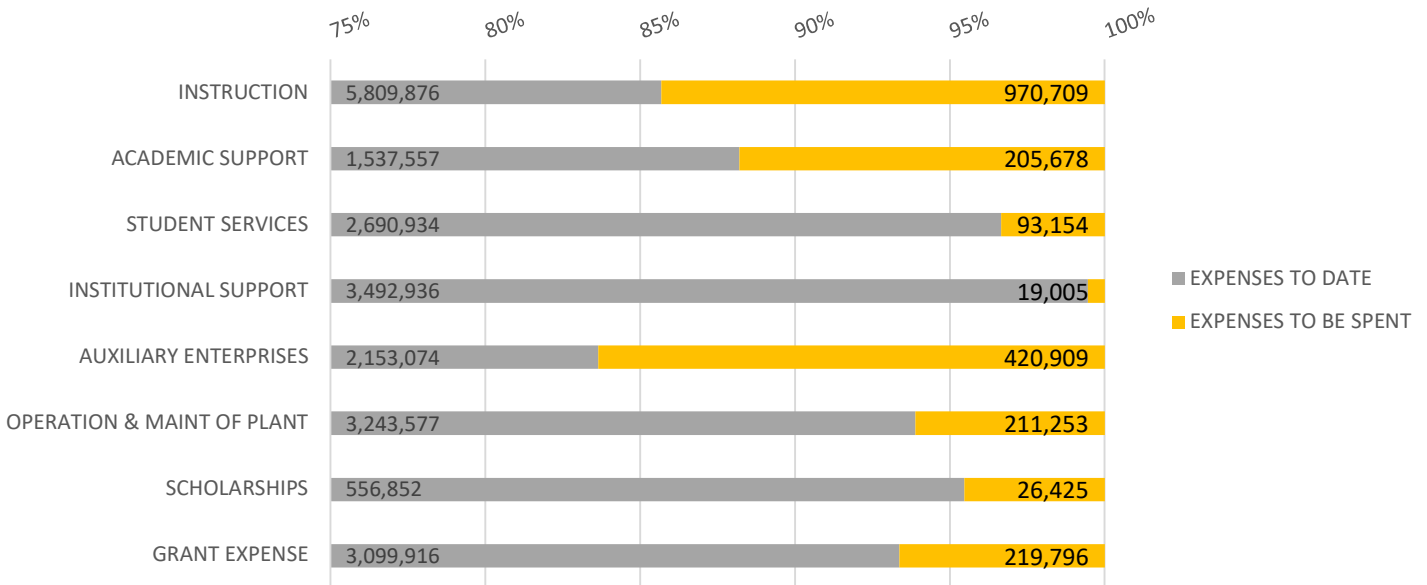
CHANGES IN NET POSITION	5,136,512	(736,793)	(2,196,706)	1,544,539	703,513	130,114	1,106,006	(1,420,003)	(673,665)	(520,109)	1,091,819	(1,249,782)	2,915,446	1,426,995	1,488,451	104.31%

*** includes Crisp appropriations reimbursements of \$1,985,537. Expense side is capitalized on balance sheet.

Budget to Actual Revenues 06/30/2020 (100%)



Budget to Actual Expenses 06/30/2020 (100%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
June 30, 2020
Fiscal Year Benchmark: 100%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>	10,534,128	10,234,611	97%	299,517
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	219,047	210,804	96%	8,243
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	2,854,116	2,649,984	93%	204,132
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	467,145	471,090	101%	(3,945)
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	5,207,459	4,514,900	87%	692,559
GRANT REVENUE <i>State Grants, Federal Grants</i>	3,157,741	2,805,168	89%	352,573
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,351,871	2,737,401	116%	(385,530)
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	138,493	138,493	100%	0
TOTAL REVENUES	24,930,001	23,762,452	95%	1,167,550

NOTE: We have recognized a total of 95% of budgeted revenues. We have recognized 97% of our budgeted revenues from tuition and fees, comprised of fall 2019 and spring 2020 registrations and portions of summer 2019, net of estimated bad debt. The operating budget includes transfers in from prior year reserves to support one-time projects which do not meet criteria for inclusion in the capital budget.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>	6,780,586	5,809,876	86%	970,709
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,743,235	1,537,557	88%	205,678
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	2,784,088	2,690,934	97%	93,154
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	3,511,941	3,492,936	99%	19,005
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	2,573,982	2,153,074	84%	420,909
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,454,830	3,243,577	94%	211,253
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	583,277	556,852	95%	26,425
GRANT EXPENSE <i>State Grants, Federal Grants</i>	3,319,712	3,099,916	93%	219,796
TOTAL EXPENSES	24,751,652	22,584,722	91%	2,166,930

NOTE: We have obligated 87% of our budgeted expenses at 100% into the fiscal year. June payroll and credit card expenses are INCLUDED. Budgeted increase in Net Position is a result of awarded funding sources exceeding budget estimates.

CHANGES IN NET POSITION	178,349	1,177,729
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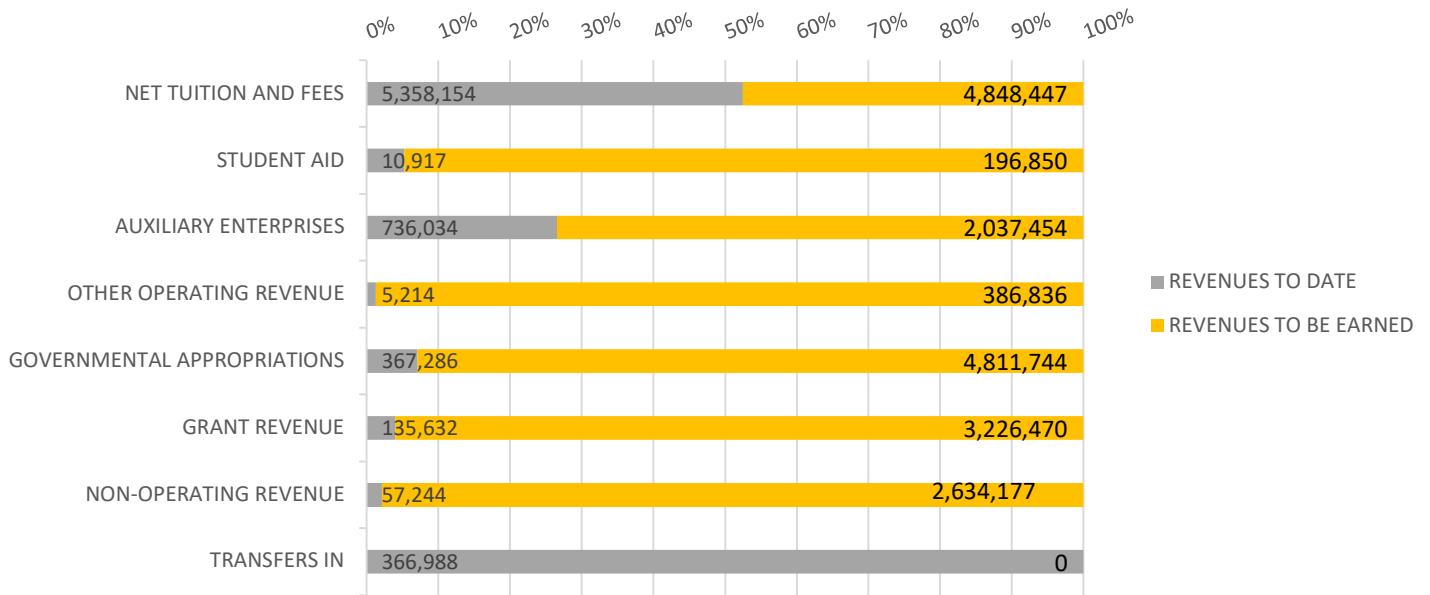
Three Rivers College
 Capital Budget - Unaudited
 June 30, 2020
 Fiscal Year Benchmark: 100%

FUNDING SOURCES		BUDGET	SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
RESTRICTED					
<i>State appropriations (Crisp)</i>		2,400,000	2,399,760	100%	240
UNRESTRICTED					
<i>General funds - prior year transfers in (Reserves)</i>		517,831	527,311	102%	(9,480)
<i>General funds - current year transfers in</i>					0
TOTAL FUNDING SOURCES		2,917,831	2,927,071	100%	(9,240)

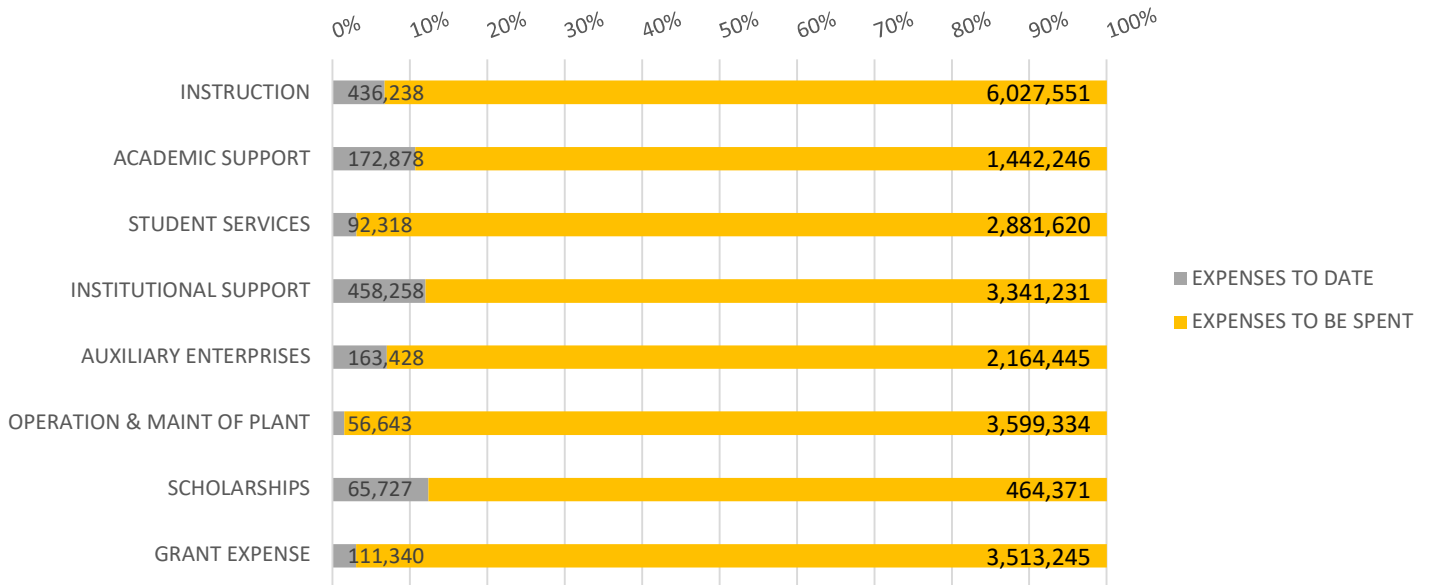
USES OF FUNDS		BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
<i>Libla Family Sports Complex</i>		100,000	80,712	81%	19,288
<i>Crisp Technology Center addition and remodel</i>		2,400,000	2,478,580	103%	(78,580)
<i>Westover Administration Building repairs</i>		211,614	221,222	105%	(9,608)
<i>Academic Resource Commons exterior</i>		20,000	33,503	168%	(13,503)
<i>Landscaping and Lighting</i>		28,822	15,380	53%	13,442
<i>Student Housing repairs</i>		53,213	40,350	76%	12,863
<i>Campus safety improvements</i>		3,478	0	0%	3,478
<i>Fleet vehicles</i>		100,704	136,144	135%	(35,440)
TOTAL EXPENSES		2,917,831	3,005,891	103%	(88,060)

NET SURPLUS (DEFICIT)	0	(78,820)
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Budget to Actual Revenues 07/31/2020 (8%)



Budget to Actual Expenses 07/31/2020 (8%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
July 31, 2020
Fiscal Year Benchmark: 8%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>	10,206,601	5,358,154	52%	4,848,447
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	207,767	10,917	5%	196,850
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	2,773,488	736,034	27%	2,037,454
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	392,050	5,214	1%	386,836
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	5,179,030	367,286	7%	4,811,744
GRANT REVENUE <i>State Grants, Federal Grants</i>	3,362,102	135,632	4%	3,226,470
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,691,421	57,244	2%	2,634,177
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	366,988	366,988	100%	0
TOTAL REVENUES	25,179,447	7,037,468	28%	18,141,979

NOTE: We have recognized a total of 28% of budgeted revenues. We have recognized 52% of our budgeted revenues from tuition and fees, comprised of fall 2020 and portions of summer 2020, net of estimated bad debt. The operating budget includes transfers in from prior year reserves to support one-time projects which do not meet criteria for inclusion in the capital budget.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>	6,463,789	436,238	7%	6,027,551
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,615,124	172,878	11%	1,442,246
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	2,973,938	92,318	3%	2,881,620
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	3,799,489	458,258	12%	3,341,231
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	2,327,873	163,428	7%	2,164,445
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,655,977	56,643	2%	3,599,334
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	530,098	65,727	12%	464,371
GRANT EXPENSE <i>State Grants, Federal Grants</i>	3,624,585	111,340	3%	3,513,245
TOTAL EXPENSES	24,990,873	1,556,829	6%	23,434,044

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

CHANGES IN NET POSITION	188,574	5,480,640
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Three Rivers College
 Capital Budget - Unaudited
 July 31, 2020
 Fiscal Year Benchmark: 8%

FUNDING SOURCES		BUDGET	SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
RESTRICTED					
<i>State appropriations (Crisp)</i>		0	0	0%	0
UNRESTRICTED					
<i>General funds - prior year transfers in (Reserves)</i>		280,000	8,652	3%	271,348
<i>General funds - current year transfers in</i>					0
TOTAL FUNDING SOURCES		280,000	8,652	3%	271,348

USES OF FUNDS		BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
<i>Libla Family Sports Complex</i>		60,000	0	0%	60,000
<i>Crisp Technology Center addition and remodel</i>		0	0	0%	0
<i>Westover Administration Building repairs</i>		125,000	0	0%	125,000
<i>Landscaping and Lighting</i>		15,000	0	0%	15,000
<i>Tinnin Fine Arts Center refurbish</i>		45,000	8,652	19%	36,348
<i>Fleet vehicles</i>		35,000	0	0%	35,000
TOTAL EXPENSES		280,000	8,652	3%	271,348

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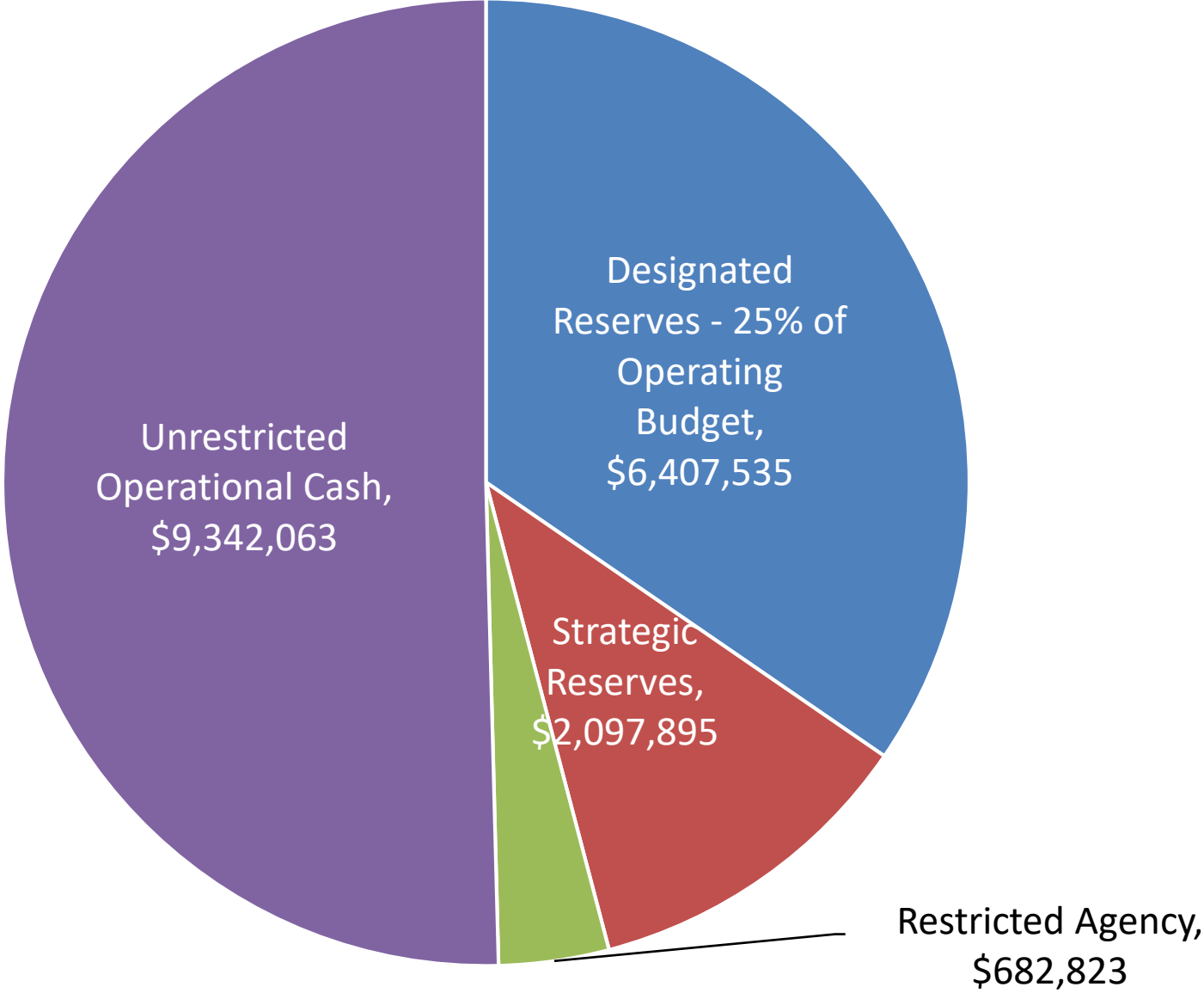
**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

July 1, 2020

	<u>06/02/20</u>	<u>07/01/20</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	1,800.00	1,800.00
Petty Cash	200.00	200.00
Vending Machines	224.55	224.55
Business Office	1,888.00	1,888.00
<i>Total Cash Funds</i>	4,112.55	4,112.55
<i>General Accounts</i>		
Southern Bank - General Funds	6,548,089.29	6,906,078.77
Southern Bank - Credit Cards	245,232.61	80,485.32
<i>Total General Accounts</i>	6,793,321.90	6,986,564.09
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	(39,430.65)	20,410.30
Federal Clearing Account	2,224,284.02	2,233,825.02
Flexible Spending Account	10,012.74	10,000.00
<i>Total Restricted Accounts</i>	2,194,866.11	2,264,235.32
TOTAL CURRENT FUND	8,992,300.56	9,254,911.96
HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	46,948.77	43,575.55
<i>Total General Accounts</i>	46,948.77	43,575.55
TOTAL HOUSING FUND	93,897.54	87,151.10

	<u>06/02/20</u>	<u>07/01/20</u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	<u>3,802,076.73</u>	<u>3,806,802.52</u>
<i>Total Bank Accounts</i>	<u>3,802,076.73</u>	<u>3,806,802.52</u>
<i>Certificates of Deposit</i>		
Bank of Grandin #16126	146,227.35	146,227.35
First Missouri State Bank #22132	109,956.91	109,956.91
Bank of Grandin #17101	1,543,936.28	1,543,936.28
Bank of Grandin #17103	1,543,936.28	1,543,936.28
Bank of Grandin #17002	1,354,570.40	1,354,570.40
<i>Total Certificates of Deposit</i>	<u>4,698,627.22</u>	<u>4,698,627.22</u>
TOTAL PLANT FUND	<u><u>8,500,703.95</u></u>	<u><u>8,505,429.74</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	330,709.56	330,709.56
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	<u>352,113.37</u>	<u>352,113.37</u>
TOTAL AGENCY FUND	<u><u>682,822.93</u></u>	<u><u>682,822.93</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$18,530,316 AS OF 07/01/2020**



**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

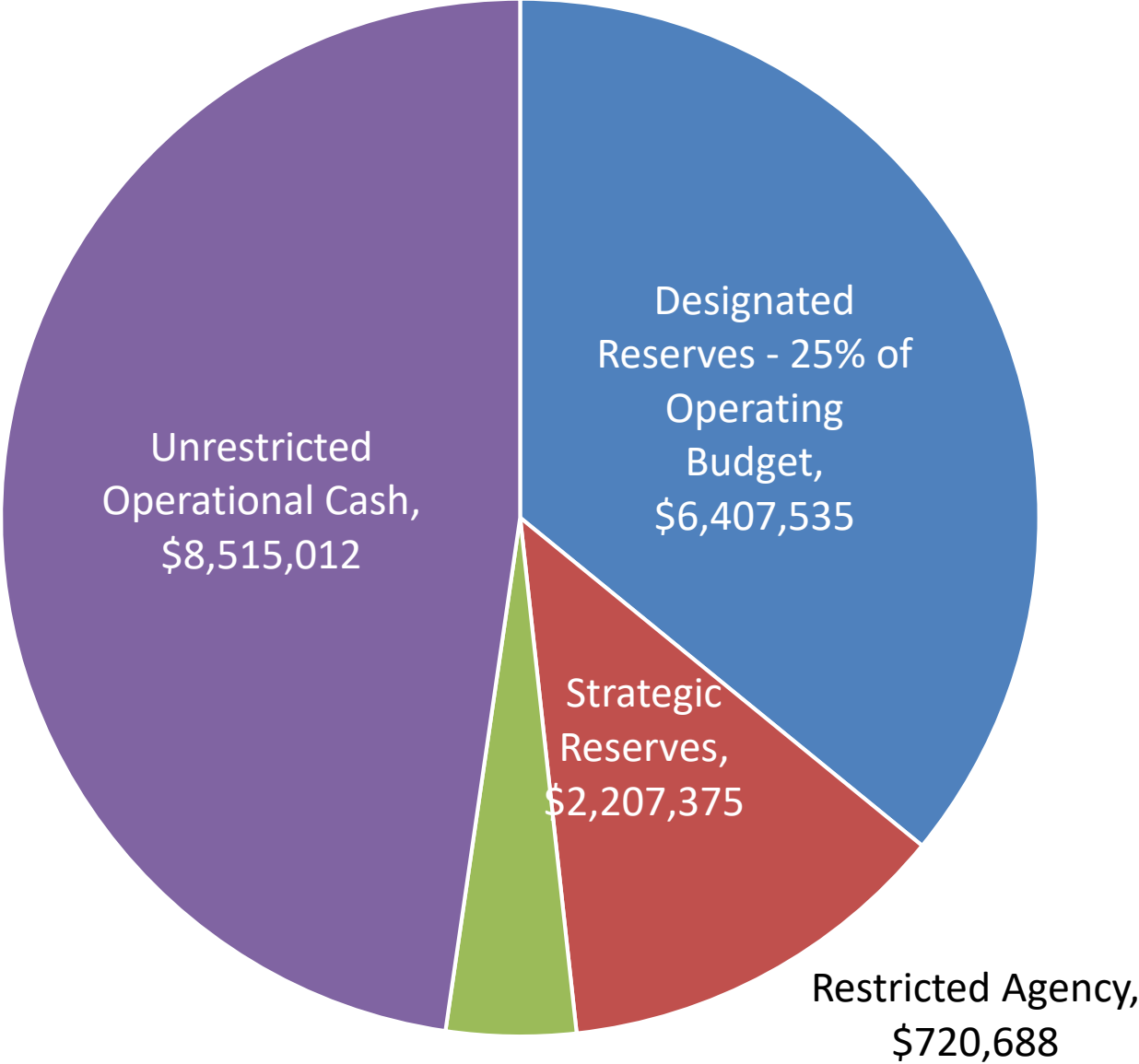
August 3, 2020

	<u>07/01/20</u>	<u>08/03/20</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	1,800.00	1,800.00
Petty Cash	200.00	200.00
Vending Machines	224.55	224.55
Business Office	1,888.00	1,888.00
<i>Total Cash Funds</i>	4,112.55	4,112.55
<i>General Accounts</i>		
Southern Bank - General Funds	6,906,078.77	6,007,216.04
Southern Bank - Credit Cards	80,485.32	145,400.62
<i>Total General Accounts</i>	6,986,564.09	6,152,616.66
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	20,410.30	28,738.52
Federal Clearing Account	2,233,825.02	2,246,425.02
Flexible Spending Account	10,000.00	10,000.00
<i>Total Restricted Accounts</i>	2,264,235.32	2,285,163.54
TOTAL CURRENT FUND	9,254,911.96	8,441,892.75
HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	43,575.55	36,559.54
<i>Total General Accounts</i>	43,575.55	36,559.54
TOTAL HOUSING FUND	87,151.10	73,119.08

	<u>07/01/20</u>	<u>08/03/20</u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	3,806,802.52	3,916,282.52
<i>Total Bank Accounts</i>	<u>3,806,802.52</u>	<u>3,916,282.52</u>
<i>Certificates of Deposit</i>		
Bank of Grandin #16126	146,227.35	146,227.35
First Missouri State Bank #22132	109,956.91	109,956.91
Bank of Grandin #17101	1,543,936.28	1,543,936.28
Bank of Grandin #17103	1,543,936.28	1,543,936.28
Bank of Grandin #17002	1,354,570.40	1,354,570.40
<i>Total Certificates of Deposit</i>	<u>4,698,627.22</u>	<u>4,698,627.22</u>
TOTAL PLANT FUND	<u><u>8,505,429.74</u></u>	<u><u>8,614,909.74</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	330,709.56	368,574.84
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	<u>352,113.37</u>	<u>352,113.37</u>
TOTAL AGENCY FUND	<u><u>682,822.93</u></u>	<u><u>720,688.21</u></u>

TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT

\$17,850,610 AS OF 08/03/2020



CERTIFICATES OF DEPOSIT AS OF July 31, 2020

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
17002	Bank of Grandin	2.60	08/14/20	12 mths	1,354,570.40	Contingency
22132	First Missouri State Bank	2.35	11/01/20	12 mths	109,956.91	Contingency
16126	Bank of Grandin	2.00	02/22/21	12 mths	146,227.35	Contingency
17101	Bank of Grandin	1.50	04/01/21	12 mths	1,543,936.28	Contingency
17103	Bank of Grandin	1.50	04/01/21	12 mths	1,543,936.28	Contingency
Total Contingency Fund					<u><u>4,698,627.22</u></u>	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF July 31, 2020

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
423135367	Regions Bank	0.10	11/18/04	11/18/19	1,106.64	Betty Waldrop
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/20	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	1.10	08/23/90	08/23/20	4,000.00	Jackie Watson
17219	First Midwest Bank of P.B.	1.74	08/25/92	08/25/20	3,000.00	Odd Fellows
110270576	Southern Bank	1.15	08/27/85	08/27/20	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	1.10	08/28/02	08/28/20	5,000.00	Helvey-Miller
21815	First Midwest Bank of P.B.	1.24	09/22/98	09/22/20	5,000.00	Jerome Burford
423137249	Regions Bank	0.01	05/12/88	10/03/20	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	10/03/20	1,024.34	Fred Morrow
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/15/20	10,324.77	Norman Gamblin
21972	First Midwest Bank of P.B.	0.65	10/31/97	10/31/20	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	1.24	11/06/00	11/06/20	4,000.00	Coll. Achievement
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/20	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	1.10	12/05/95	12/05/20	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/20	1,110.00	C.T. McDaniel
2016012160	Commerce Bank	0.25	12/11/91	12/11/20	7,700.00	Bill Vinson
43712	First Midwest Bank of P.B.	0.85	04/27/09	12/14/20	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.25	12/22/97	12/22/20	10,000.00	Harold Prim
110239662	Southern Bank	1.00	01/05/91	01/05/21	1,412.53	Bulow Mem.
22134	First Midwest Bank of P.B.	0.85	01/08/98	01/08/21	10,000.00	Jerome Burford
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/21	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/21	2,500.00	A. Garner
22246	First Midwest Bank of P.B.	1.05	02/25/98	02/25/21	1,658.87	Missy Braden
21368	First Midwest Bank of P.B.	0.85	03/05/97	03/05/21	5,000.00	Thelma Jackson
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/21	6,468.04	Butler Co Co-op
63760695	US Bank of Poplar Bluff	1.73	04/04/85	04/05/21	1,001.63	Lonnie Davis
9525	First Missouri State Bank	1.10	05/06/93	05/06/21	2,000.00	Carl Wiseman
2012008906	Commerce Bank	0.30	05/11/81	05/11/21	4,526.11	P.C. Hays, Sr.
2016007496	Commerce Bank	0.10	05/14/90	05/14/21	3,835.00	Bill Vinson
25103	First Midwest Bank of P.B.	1.74	05/14/99	05/14/21	5,000.00	Thelma Jackson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/21	2,192.00	Greg Starnes
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/21	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/21	20,000.00	Myrtle Rutland

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
7236	First Missouri State Bank	1.10	05/26/89	05/26/21	16,350.00	Jackie Watson
2016012267	Commerce Bank	0.25	06/04/92	06/04/21	2,350.00	Bill Vinson
5016848212	Commerce Bank	0.25	06/23/98	06/23/21	7,843.17	Louise Spradling
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/21	1,226.80	A. Garner
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/21	1,405.00	Joshua Bowman
2170801	First Midwest Bank of P.B.	0.50	07/11/97	07/30/21	10,925.00	Mabel Swindel
2017004259	Commerce Bank	0.30	12/09/89	12/09/21	1,000.00	P.I. Church
423137173	Regions Bank	0.15	12/09/85	12/09/21	5,000.00	Mary Hinrichs
2017004363	Commerce Bank	0.30	03/30/88	03/30/22	10,000.00	Myrtle Corbett
10140	First Midwest Bank of P.B.	1.00	11/06/89	05/06/22	5,000.00	Charlotte Stone
5017843040	Commerce Bank	0.01	05/01/97	05/07/22	2,900.00	Miles Hays
2018004893	Commerce Bank	0.35	04/10/88	05/07/22	3,000.00	Myra C. Hays
2038701	First Midwest Bank of P.B.	0.65	05/16/96	05/16/22	5,000.00	Thelma Jackson
110260320	Southern Bank	0.85	06/02/86	06/02/22	1,000.00	Hulen Spencer
423135383	Regions Bank	1.49	12/04/04	06/04/22	1,650.00	R. Couperus
110274305	Southern Bank	0.90	05/30/86	06/30/22	5,200.00	Mabel Swindel
2019003547	Commerce Bank	0.40	07/08/90	07/08/22	4,000.00	P.C. Hays, Jr.
423137157	Regions Bank	1.24	01/14/85	07/14/22	2,500.00	Dr. Miller
2012008112	Commerce Bank	0.30	08/11/92	08/11/22	1,000.00	Myra C. Hays

Total Agency Fund CD's

\$ 330,709.56

Three Rivers College
CD Report
As of July 31, 2020

Investment CDs

Bank Account Interest Rate

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

CDs Maturing

Bank	Certificate Number	Maturity Date	Amount

Responses

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

CDs Transferred

Endowment CDs Transferred to Endowment Trust
--

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Month of JUNE & JULY 2020

Current Fund:	General Fund - Southern Bank	\$ 2,220,053.60
	Electronic Student Refunds - Higher One	<u>233,032.19</u>
	Total Current Fund	2,453,085.79
Housing Fund:	Rivers Ridge - Southern Bank	18,897.73
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>7,691.45</u>
	Grand Total	<u><u>\$ 2,479,674.97</u></u>

This is to certify that the above is supported by invoices, purchase orders, and other pertinent data on file in the College Business Office. Approved by the Board of Trustees, this 19th day of August 2020.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

August 2020 President's Report

- Construction Update
 - Crisp Technology Center Expansion
 - Roadway Repair

- Drama Camp – July 20 - 24
- Adjunct Faculty Meetings
- Convocation – August 10
- COVID 19 Plan

- Upcoming Events
 - KFVS Blood Drive – August 20 – 22, 2020
 - Center Stage – Shrek – September 4, 5, 6, 11, 12, 13
 - Run 4 The Arts – September 12, 2020

THREE RIVERS COLLEGE CHILDREN'S THEATRE DRAMA CAMP

July 20-24, 2020

MISS NELSON IS MISSING by Harry Allard

Directed by Jo Nell Seifert

Narrator 1.....Hollie Long	Det. McSmogg...Faith Midkiff
Narrator 2.....Rowyn Waddell	Viola Swamp...?????
Miss Nelson....Marie Njoh	Kid 1...Stavia Blaich
Kid 2...Tenley Moss	Kid 3...Trenton Handley

Kids.....Emma Biri, Laney Asher, Graydon LaTrasse, Sawyer Richardson, Marie Njoh, Lily Risner, Natalea Rommel, Kinslea Lathum, Thomas Njoh, Stavia Blaich, Aubrea Morrow, Rowyn Waddell, Dalton Rommel, Samantha Cooper, Trenton Handley, Jaci Catt, Owen Burkheart, Jillian Hovis, Tenley Moss, Kelsey Vance, Eliana Persons, Avery Padgett, Audrey Brooks, Hollie Long, Cambry Maxwell, Autumn Garcia, Lauryn Cosgrove, Harmon Brown, Savannah Day, Katie Cooper, Lyla Gilmore, Faith Midkiff, Jude Soriano

PIERRE by Maurice Sendak

Directed by Lauren Robertson and Olivia Goodrich

Narrator 1....Aubrea Morrow	Pierre....Dalton Rommel
Narrator 2...Sawyer Richardson	Mother....Audrey Brooks
Father.....Harmon Brown	Lion...Natalea Rommel

STEPHANIE'S PONYTAIL by Robert Munsch

Directed by Cooper Hornbeck and Mason Schrimsher

Narrator 1....Jillian Hovis	Stephanie....Stavia Blaich
Narrator 2....Savannah Day	Mom...Kelsey Crismon

Kids....Laney Asher, Emma Biri, Audrey Brooks, Harmon Brown, Owen Burkheart, Jaci Catt, Lauryn Cosgrove, Kelsey Crismon, Autumn Garcia, Lyla Gilmore, Trenton Handley, Kinslea Latham, Graydon LaTrasse, Holly Long, Cambry Maxwell, Kinley McCauley, Faith Midkiff, Aubrea Morrow, Tenley Moss, Marie Njoh, Thomas Njoh, Avery Padgett, Sawyer Richardson, Lily Risner, Dalton Rommel, Natalea Rommel, Jude Soriano, Jack Taylor, Rowyn Waddell

“DAY by DAY” from GODSPELL

Directed by Michael Joseph

Accompanied by Cooper Hornbeck

CLICK, CLACK MOO, COWS THAT TYPE by Doreen Cronin

Directed by Michael Joseph

Narrator 1...Owen Burkheart

Farmer Brown...Trenton Handley

Narrator 2...Hollie Long

Cows and Ducks...campers

BONY-LEGS by Joanna Cole

Directed by Jo Nell Seifert

Narrator 1...Tenley Moss

Dog...Graydon LaTrasse

Narrator 2...Kinley McCauley

Cat...Natalea Rommel

Sasha....Emma Biri

Gate...Faith Midkiff

Bony-Legs...Kelsey Crismon

HOOWAY FOR WODNEY WAT by Helen Lester

Directed by Josh Hancock and Jo Nell Seifert

Narrator 1.... Lyla Gilmore

Camilla Capybara...Avery Padgett

Narrator 2....Audrey Brooks

Miss Fuzzleworth...Autumn Garcia

Rodney Rat...Thomas Njoh

Classmates...campers

SOAP! SOAP! DON'T FORGET THE SOAP! by Tom Birdseye

Directed by Josh Hancock

Narrator 1...Laney Asher

Old Woman...Jillian Hovis

Narrator 2...Cambry Maxwell

Boy....Dalton Rommel

Plug...Sawyer Richardson

Farmer...Hollie Long

Mama...Kinslea Lathum

Bald Man...Owen Burkheart

Mayor's Wife...Marie Njoh

"WE'RE ALL IN THIS TOGETHER"

from

HIGH SCHOOL MUSICAL

Choreographed by Mary Libla

I want to thank Dr. Wes Payne for the opportunity to direct drama camp this summer at Three Rivers College. *What a fun week!* If the children had half as much fun as I did, I am a happy camper. Mr. Josh Hancock, Twin Rivers teacher and 2000 drama camper, made my life so much easier by being a super assistant. Mr. Robert Abney, Tinnin Fine Arts director, made everything happen.

Lauren Robertson, Michael Joseph, Cooper Hornbeck, Olivia Goodrich (all former campers) and Mason Schrimsher are incredible students. They are organized, respectful, and smart. We wish Michael well as he heads to Arkansas State University in August to major in musical theatre.

Finally, thank you to the families for encouraging your children to participate in drama camp. Your children are adorable, talented, and amazing. You should be proud.

Jo Nell Seifert

The Tony Awards

BEST ACTOR

Erick Kirkman

of Kissinger & Kirkman

BEST SUPPORTING ACTOR/ACTRESS

Dr. Jayne Niskey

El Acapulco

Bank of Missouri

McAlister's

CHN Restaurant

Fathom Hefner

P.B. Monuments Works

Hefner Furniture & Appliance

Brian Taylor—Edward Jones

Colton's

West Cattle Co.

East Side Discount Pharmacy

Coffman & Company

A G E N D A
Executive Session
Wednesday, August 19, 2020

I. Executive Session

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

II. Adjournment

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1200 Equal Opportunity	
Title: GAP 1200 Equal Opportunity	Page 1 of 2
Associated Regulations: SR 2210 Admission Requirements; PR 4840 Title IX for Employees; SR 2120 Title IX for Students	
References: Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq.; Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq.; The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq.; Title VII of the Civil Rights Act of 1964	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 04-14-2010	Last Revision: 08-19-2020

Three Rivers College is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service. The college further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, sexual orientation, disability, age, gender, or national origin. The college does not sponsor non-residents for purposes of employment.

The College's equal opportunity policy extends to prohibitions against unlawful harassment of students or employees relating to the individual's race, color, religion, disability, age, sex, or national origin. This prohibition against harassment includes, but is not limited to, disparaging comments, written material, physical assaults, sexual harassment, verbal threats, and offensive pranks.

Students who believe that they have been harassed in violation of this policy should report the alleged harassment to the Chief of Student Services Officer. Employees who believe that they have been harassed in violation of this policy should report the alleged harassment to the Human Resource Office. All complaints of violation of this policy will be promptly investigated and appropriate action will be taken.

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1200 Equal Opportunity	
Title: GAP 1200 Equal Opportunity	Page 2 of 2
Associated Regulations: SR 2210 Admission Requirements; PR 4840 Title IX for Employees; SR 2120 Title IX for Students	
References: Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq.; Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq.; The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq.; Title VII of the Civil Rights Act of 1964	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 04-14-2010	Last Revision: 08-19-2020

DOCUMENT HISTORY:

- 04-14-2010:** Initial approval of policy GAP 1200 Equal Opportunity.

- 09-16-2015:** Revision of position title Vice President of Student Success to Chief Student Services Officer.

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

- 08-19-2020:** Updates related to new Title IX Ruling.

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1200 Equal Opportunity	
Title: GAP 1210 Civil Rights	Page 1 of 2
Associated Policies: GAP 1200 Equal Opportunity; SP 2115 Disability Services for Students; PP 4810 ADA and Reasonable Accommodation	
References: Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq.; Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794; The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq.	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer, Director of Human Resources	
Initial Approval: 04-14-2010	Latest Revision: 08-19-2020

Three Rivers College assures compliance with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.

2. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.

3. The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.

4. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1200 Equal Opportunity	
Title: GAP 1210 Civil Rights	Page 2 of 2
Associated Policies: GAP 1200 Equal Opportunity; SP 2115 Disability Services for Students; PP 4810 ADA and Reasonable Accommodation	
References: Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq.; Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794; The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq.	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer, Director of Human Resources	
Initial Approval: 04-14-2010	Latest Revision: 08-19-2020

DOCUMENT HISTORY:

- 04-14-2010:** Initial approval of GAP 1210 Civil Rights, Title IX, Section 504.

- 09-17-2014:** Revision to be in compliance with Federal Law regarding Title IX.

- 07-15-2015:** Revision to be in compliance with Violence Against Women Reauthorization Act and the associated Clery Act.

- 09-16-2015:** Revision of position title Dean of Student Services to Chief Student Services Officer.

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

- 07-19-2017:** Minor edits for clarification of Employee & Student Title IX Regulations and title revision to GAP 1210 Civil Rights.

- 08-19-2020:** Updates related to new Title IX Ruling.

**THREE RIVERS COLLEGE
STUDENTS POLICY**

Section: 2000 Students	
Sub Section: 2200 Admissions	
Title: SP 2215 Student Residency	Page 1 of 3
Associated Regulation:	
References:	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 03-22-2017	Last Revision: 08-19-2020

It is the policy of Three Rivers College to determine the residency of students.

In-District

Persons residing within the public school districts of Clearwater R-1, Doniphan R-1, East Carter R-II, Greenville R-II, Naylor R-II, Neelyville R-IV, Poplar Bluff R-I, Ripley County R-III, Ripley County R-IV, Twin Rivers R-X, and Van Buren R-I pay local property taxes and are charged in-district tuition.

Additionally, in consideration of their service to the United States, active military, veterans and their spouse or widows/widowers and any children 24 years of age or younger who reside in of a parent or legal guardian shall be assessed the in-district tuition rate regardless of location of residence, upon presenting appropriate documentation to student services. Eligible children, as defined herein, who enroll in the college under this policy and while enroll pass the age of 24 years, shall retain the in-district tuition rate as long as they are continuously enrolled.

Out of District

Persons residing elsewhere in Missouri or any other state are charged out-of-district tuition.

Proof of Residency

Determination of residency shall be made during the admission process. In determining residency, there should be sufficient proof of domicile within the college district for a period of 12 months and sufficient proof of intent to make the college district a permanent home. It is the responsibility of the student to prove residency. The student may petition the Office of the Registrar for a change of residency by submitting a completed "Residency Evaluation" form with supporting evidence. Change in residency status will not be retroactive.

The following documents can be used as supporting evidence:

- Ownership of home within the college district
- Payment of personal/property taxes within the college district
- Reside within the college district upon marriage to a resident and maintenance of common domicile within the college district

**THREE RIVERS COLLEGE
STUDENTS POLICY**

Section: 2000 Students	
Sub Section: 2200 Admissions	
Title: SP 2215 Student Residency	Page 2 of 3
Associated Regulation:	
References:	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 03-22-2017	Last Revision: 08-19-2020

- Proof of address within the college district for 12 months
 - Driver's license showing current address within the college district
 - Voter registration within the college district
 - Lease/rental agreement
 - Utility bills

The Residency Evaluation form along with all supporting documentation must be submitted to the Registrar's office no later than the following deadlines:

- Fall – September 1st
- Spring – February 1st
- Summer – June 1st

**THREE RIVERS COLLEGE
STUDENTS POLICY**

Section: 2000 Students	
Sub Section: 2200 Admissions	
Title: SP 2215 Student Residency	Page 3 of 3
Associated Regulation:	
References:	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 03-22-2017	Last Revision: 08-19-2020

DOCUMENT HISTORY:

- 03-22-2017:** Initial approval of SP 2215 Student Residency.
- 08-19-2020:** Revision of definition for “In-District” and “Out of District” student residency; “Out of State” students are now considered “Out of District” for the purpose of tuition rates.

**THREE RIVERS COLLEGE
STUDENTS POLICY**

Section: 2000 Students	
Sub Section: SP 2600 Student Discipline	
Title: SP 2610 Student Code of Conduct	Page 1 of 2
Associated Policies: ITP 8201 Data Security; ITP 8202 Electronic Communication	
Associated Regulations: SR 2610 Student Code of Conduct; SR 2620 Disciplinary Proceedings; SR 2120 Title IX for Students; ITR 8100 Acceptable Use	
References: MO. Statute Section 178.835	
Supersedes: 9.3	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 09-25-2010	Last Revision: 08-19-2020

The Three Rivers College Board of Trustees recognizes that students are both citizens and members of the academic community. Students enjoy freedom of speech and assembly, freedom of the press, right to petition and the right of due process, subject to reasonable restriction. Upon enrolling at the college, each student assumes an obligation for conduct compatible with the college's mission as an educational institution and for compliance with the laws enacted by the federal, state and local governments.

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

**THREE RIVERS COLLEGE
STUDENTS POLICY**

Section: 2000 Students	
Sub Section: SP 2600 Student Discipline	
Title: SP 2610 Student Code of Conduct	Page 2 of 2
Associated Policies: ITP 8201 Data Security; ITP 8202 Electronic Communication	
Associated Regulations: SR 2610 Student Code of Conduct; SR 2620 Disciplinary Proceedings; SR 2120 Title IX for Students; ITR 8100 Acceptable Use	
References: MO. Statute Section 178.835	
Supersedes: 9.3	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 09-25-2010	Last Revision: 08-19-2020

DOCUMENT HISTORY:

- 09-25-2010:** Initial Approval of policy Student Code of Conduct.
- 09-16-2015:** Revision of position title Vice President for Student Success to Chief Student Services Officer.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 08-19-2020:** Updates relating to new Title IX Ruling, as well as the addition of references for ITR 8100 Acceptable Use, ITP 8201 Data Security, and ITP 8202 Electronic Communication.

Consideration of Personnel Action
Employment of Personnel
Instructor, Nursing

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

X Faculty – replacement for Brandy Grissom; transfer to Sikeston 01/01/2020

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Kimberly Jinkerson

POSITION TITLE: Instructor, Nursing

SALARY: \$43,473

FULL-TIME X PART-TIME: _____

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

Other: Non-tenure track

STARTING DATE: July 27, 2020

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	Three Rivers College Poplar Bluff, MO	Nursing
AS	Jefferson College Hillsboro, MO	Pre-Engineering
BS	Central Methodist University Fayette, MO	Nursing
BS	Missouri University of Science & Technology Rolla, MO	Engineering

EXPERIENCE _____

2008- present	Poplar Bluff Regional Medical Center Poplar Bluff, MO	Nurse (various departments); Cardiovascular Care Coordinator
2003 - 2008	Smith & Co. Poplar Bluff, MO	Project Manager
1999 - 2001	URS St. Louis, MO	Staff Engineer

(08/19/2020)

Consideration of Personnel Action
 Employment of Personnel
 Behavioral Health Support Program Coordinator
PERSONNEL DATA SHEET

Administrative Officer
 Professional Staff
 Faculty – replacement for Lori Hoggard; resignation approved 02/19/2020
 Support Staff
 Federal Program: _____
 Special Program _____

NAME: Corey Reynolds

POSITION TITLE: Behavioral Health Support Program Coordinator

SALARY: \$43,977

FULL-TIME PART-TIME: _____

9 months _____ 10 months _____ 11 months _____ 12 months

Other: Non-tenure track

STARTING DATE: August 3, 2020

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	Three Rivers College Poplar Bluff, MO	General Education
BS	Lee University	Ministry Leadership/
MS	Cleveland, TN	Counseling; Marriage and Family

EXPERIENCE _____

<u>2019- present</u>	<u>Butler County Children’s Division</u>	<u>Child Service Worker/</u>
	<u>Poplar Bluff, MO</u>	<u>Investigator</u>
<u>10/2018 – 01/2019</u>	<u>Southeast Missouri Behavioral Health</u>	<u>Care Coordinator</u>
	<u>Poplar Bluff, MO</u>	
<u>03/2008 – 10/2018</u>	<u>Sunset Pool, Spa, Metal</u>	<u>Customer Service/Sales</u>
	<u>Poplar Bluff, MO</u>	

(08/19/2020)

Consideration of Personnel Action
Employment of Personnel
Academic Advising & Planning

PERSONNEL DATA SHEET

_____ Administrative Officer

X Professional Staff

_____ Faculty

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Marissa Webb

POSITION TITLE: Academic Advising & Planning

SALARY: \$33,000

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: August 17, 2020

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	Three Rivers College Poplar Bluff, MO	Pre-Sports Medicine
BS	William Woods University Fulton, MO	Exercise Science
MS	Western Illinois University Macomb, IL	Sports Management

EXPERIENCE

<u>08/2019 - present</u>	<u>Doane University</u> <u>Crete, NE</u>	<u>Assistant Varsity Women's</u> <u>Basketball Coach/Head JV Coach</u>
<u>08/2018 – 06/2019</u>	<u>Southeastern Illinois College</u> <u>Harrisburg, IL</u>	<u>Assistant Women's</u> <u>Basketball Coach</u>
<u>08/2016 – 06/2018</u>	<u>Western Illinois University</u> <u>Macomb, IL</u>	<u>Graduate Assistant Women's</u> <u>Basketball Coach</u>

(08/19/2020)

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Administrative Assistant/Career Studies & Workforce Development to Coordinator, Workforce Development

BACKGROUND INFORMATION

HISTORY

Due to the transfer of Will Cooper, the office of Workforce Development required review to best meet the needs and service to students and partners. Ms. Melissa Allen has served in the Workforce Development office since October 2016. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Melissa Allen to the newly created Coordinator, Workforce Development position. Ms. Allen will assume the new duties, effective July 19, 2020.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Melissa Allen.

08/19/2020

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position
Admissions Recruiter to Assistant Director, Housing

BACKGROUND INFORMATION

HISTORY

With the transfer of Casey Julian to Director of Housing, the position of Assistant Director became available. This position was advertised, and Ms. Clyburn applied and was interviewed. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Adrian "CJ" Clyburn to this position. Ms. Clyburn will assume the duties, effective July 6, 2020.

FINANCIAL IMPLICATIONS

This is a twelve-month, non-exempt staff position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of CJ Clyburn.

(08/19/2020)

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Director, Workforce Development to Department Chair, Career Services & Workforce Development

BACKGROUND INFORMATION

HISTORY

With the resignation of Dan Lauder, the position of Department Chair became available. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of William Cooper to this position. Mr. Cooper will assume the duties, effective July 13, 2020.

FINANCIAL IMPLICATIONS

This is a twelve-month, exempt staff position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of William Cooper.

(08/19/2020)

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Assistant Director, Distance Learning Services to Information Systems Specialist

BACKGROUND INFORMATION

HISTORY

With the retirement of Kathy Richardson, the need to review the department for future organization became necessary. This position was advertised internally, and Mr. Huskey applied and interviewed. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of James Huskey to this position. Mr. Huskey will assume the duties, effective July 5, 2020.

FINANCIAL IMPLICATIONS

This is a twelve-month, exempt staff position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of James Huskey.

(08/19/2020)

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position
Professor, MLT to Professor, ACAD

BACKGROUND INFORMATION

HISTORY

With changes to the partnership for the MLT program, the need for a full-time faculty member revised. However, as we review needs across the organization, there was a need in the ACAD program. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Dionne Thompson to this position. Ms. Thompson will assume the duties, effective July 27, 2020.

FINANCIAL IMPLICATIONS

This is a ten-month, faculty position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Dionne Thompson.

(08/19/2020)

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Request for Retirement
Professor, Fine Arts

BACKGROUND INFORMATION

HISTORY

Mr. David Fielding has been employed with the College as a full-time faculty member in Fine Arts since August 1995. He has submitted his request for retirement, effective July 31, 2020. His full-time faculty commitment was complete with the spring 20 semester.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

08/19/2020

Kristina McDaniel

From: Melissa Davis
Sent: Monday, July 27, 2020 9:01 AM
To: Wesley Payne; Kristina McDaniel
Subject: Fw: Fall 2020

FYI

Melissa K. Davis, Ph.D.
Department Chair of Languages, Communication, Fine Arts, Agriculture
Three Rivers College
melissadavis@trcc.edu
573-840-9618 ext. 8188

From: David G. Fielding <dfielding@trcc.edu>
Sent: Monday, July 27, 2020 8:13 AM
To: Melissa Davis <melissadavis@trcc.edu>
Subject: Fall 2020

Melissa,

After carefully considering my options for the upcoming Fall 2020 semester I have decided to retire. This is not how I envisioned ending my 25-year career at Three Rivers. It has been a difficult decision for me to make but given the unusual circumstances, I feel it is the best one for me. I have been incredibly fortunate to have worked with so many incredible people in my time at TRC. I will carry so many fond memories and always be a Raider in my heart.

I have a few loose ends to tidy up with the gallery schedule and cleaning out my office and the studio.

Sincerely,
David Fielding

David Fielding
Professor of Fine Art
Three Rivers College
E-mail: dfielding@trcc.edu
Phone: 573-840-9174
Office E 104

Office hours Summer 20

I do not keep on-campus office hours during the summer
I am available for ZOOM by appointment.

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Department Chair, Career Studies & Workforce Development

BACKGROUND INFORMATION

HISTORY

Dr. Daniel Lauder has been employed as the full-time Department Chair, Career Studies & Workforce Development since December 2016. He has submitted his resignation, effective July 13, 2020.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

Accept Dr. Lauder's resignation and proceed with review of the position and the appropriate replacement process.

08/19/2020



THREE RIVERS COLLEGE

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

July 13, 2020

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

Dr. Payne,

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

Sincerely,

Dan Lauder

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Admissions Recruiter

BACKGROUND INFORMATION

HISTORY

Ms. Hattie Shepherd has been employed as a full-time Admissions Recruiter since October 2018. She has submitted her resignation, effective August 7, 2020.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

08/19/2020

Kristina McDaniel

From: Christopher L. Adams
Sent: Wednesday, August 5, 2020 7:34 AM
To: Kristina McDaniel
Subject: FW: Employment Update

From: Hattie Shepherd <hshepherd@trcc.edu>
Sent: Tuesday, August 4, 2020 8:00 PM
To: Christopher L. Adams <cadams@trcc.edu>
Subject: Employment Update

Friday, August 7th, 2020 will be my last day of employment.

Thank you,

Hattie Shepherd

Kristina McDaniel

From: Christopher L. Adams
Sent: Monday, July 13, 2020 9:14 AM
To: Ann Matthews; Kristina McDaniel
Subject: FW: Hattie Shepherd - Notice of Resignation

From: Hattie Shepherd <hshepherd@trcc.edu>
Sent: Monday, July 13, 2020 6:56 AM
To: Christopher L. Adams <cadams@trcc.edu>
Subject: Hattie Shepherd - Notice of Resignation

Dear Christopher Adams,

Please accept this email as official resignation from my role as Admissions Specialist at Three Rivers College, effective August 14, 2020.

I greatly appreciate the opportunities I have been given at Three Rivers College, as well as your guidance and support. Three Rivers College will always be a special place to me.

If I can be of any assistance during this transition, please let me know. In the future, you can continue to get in touch with me through my non-work email, hattieshepherd@icloud.com, or by phone, 573-783-9504.

Sincerely,

Hattie Shepherd
Admissions Specialist
Three Rivers College
Email: hshepherd@trcc.edu
Phone: 573.840.9666 EXT. 3668

“Discipline is the bridge between goals and accomplishment.” – Jim Rohn

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Data Entry Clerk

BACKGROUND INFORMATION

HISTORY

Ms. Wendy Spradling has been employed full-time in the Data Entry Clerk position since May 2019, and with the College since October 2006. She has submitted her verbal resignation, effective July 13, 2020.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

08/19/2020

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Program Academic Counselor/Achieve

BACKGROUND INFORMATION

HISTORY

Ms. Kelsey Williams has been employed as a full-time Program Academic Counselor with Achieve since July 2019. She has submitted her resignation, effective July 10, 2020.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

08/19/2020

Dear Dr. Payne,

Please accept this letter as formal notification that I am resigning from my position as ACHIEVE Program Counselor with Three Rivers College. My last day will be Thursday, July 10th, 2020.

Thank you so much for the opportunity to work in this position for the past year. I have greatly enjoyed and appreciated the opportunities that I have had working with the TRC faculty and staff as well as the students, and I have learned a great amount through this position and institution, all of which I will take with me throughout my career.

During my last two weeks, I will do everything possible to wrap up my duties and train other team members. Please let me know if there is anything I can do to aid during the transition.

I wish Three Rivers College and ACHIEVE continued success, and I hope to stay in touch in the future.

Sincerely,

Kelsey Williams

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4800 Employee Welfare	
Title: PR 4840 Title IX for Employees	Page 1 of 15
Primary Policy: GAP 1210 Civil Rights	
Associated Policy: GAP 1205 Code of Ethics; PP 4820 Consensual Relationships; PP 4850 Employee Grievance	
Associated Regulations: PR 4730 Suspension or Termination; PR 4850 Employee Grievance	
References: Title IX of the Education Amendments Act of 1972; Title IX Incident Reporting Portal; Clery Act, Violence Against Women Act (2013); Family Education Rights and Privacy Act (FERPA); Title IX Final Rule (2020)	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-25-2010	Last Revision: 08-19-2020

Three Rivers College is obligated under Title IX to enforce strategies to educate our students and employees regarding Title IX, and to provide remedies that allow for an immediate response to sexual harassment. The purpose of this Regulation is to establish complaint procedures for sexual harassment as defined herein by the Title IX Final Rule. Title IX sexual harassment complaints may involve a student, teacher, administrator, or other College personnel, or any other person or persons who are participating in, observing, or otherwise engaging in an educational program or activity over which the College exercises substantial control. To further qualify as a Title IX complaint, college control must also be over the respondent in the context in which the sexual harassment occurs, and must have occurred during events, or circumstances and at buildings or locations that are owned or controlled by the college or a student organization that is officially recognized by the college, and must have occurred at a location within the United States. Any other types of employee complaints should be processed through the Office of Human Resources. Other types of employee complaints may be processed through the College Regulation PR 4850 Employee Grievance or other College complaint processes.

The Title IX reporting processes established herein provides a specific complaint and appellate process; enforces disciplinary actions that may be taken against any employee found guilty of misconduct judged to be Title IX related; defines appropriate actions which may be taken against any person who knowingly and/or intentionally files a false complaint of Title IX against another; and to ensure non-retaliation against those who file a complaint or participate in the process.

It is the policy of Three Rivers College and its Board of Trustees that each student and employee attends and works in a hostile free environment at the College. The College shall respond to the following types of sexual harassment allegations considered to create a hostile environment according to the Federal Title IX Legislation:

- 1) Quid Pro Quo--School employee conditioning education benefits on participation in an educational program or work-related activity in unwelcome sexual conduct; or

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4800 Employee Welfare	
Title: PR 4840 Title IX for Employees	Page 2 of 15
Primary Policy: GAP 1210 Civil Rights	
Associated Policy: GAP 1205 Code of Ethics; PP 4820 Consensual Relationships; PP 4850 Employee Grievance	
Associated Regulations: PR 4730 Suspension or Termination; PR 4850 Employee Grievance	
References: Title IX of the Education Amendments Act of 1972; Title IX Incident Reporting Portal; Clery Act, Violence Against Women Act (2013); Family Education Rights and Privacy Act (FERPA); Title IX Final Rule (2020)	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-25-2010	Last Revision: 08-19-2020

- 2) Unwelcome conduct that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; or
- 3) “Sexual assault,” “dating violence,” domestic violence,” or “stalking” as defined in Federal Law under the Clery Act and the Violence Against Women Act (VAWA).

Federal Definitions

Advisor*: for the purpose of the formal hearing process, an advisor may be chosen by each party. Advisors may be a parent or guardian, legal counsel, counselor, etc. or someone appointed by the College. Advisors perform cross-examination during the live hearing under review of the Decision Maker. The College reserves the right to hire an outside party to fulfill the role of Advisor.

Clery Act: a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. First enacted by Congress in 1990 and most recently amended in 2013 by the Violence Against Women Reauthorization Act.

Complainant: an individual *alleging to be the victim* of conduct that could constitute sexual harassment as defined by the Title IX Final Rule herein.

Decision Maker*: an individual appointed and trained to participate in cross-examination by fielding questions and is the person who creates the Final Report. The College reserves the right to hire an outside party to fulfill this role. In the event of a “Title IX Appeal”, the Decision Maker is known as the “Appeal Officer” and serves in the same capacity that fulfills the same duties however, cannot be the same individual who was the Decision Marker for the first part of the Title IX hearing.

Egregious: An act to be shocking, appalling, awful, horrendous, frightful, atrocious, abominable,

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4800 Employee Welfare	
Title: PR 4840 Title IX for Employees	Page 3 of 15
Primary Policy: GAP 1210 Civil Rights	
Associated Policy: GAP 1205 Code of Ethics; PP 4820 Consensual Relationships; PP 4850 Employee Grievance	
Associated Regulations: PR 4730 Suspension or Termination; PR 4850 Employee Grievance	
References: Title IX of the Education Amendments Act of 1972; Title IX Incident Reporting Portal; Clery Act, Violence Against Women Act (2013); Family Education Rights and Privacy Act (FERPA); Title IX Final Rule (2020)	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-25-2010	Last Revision: 08-19-2020

shameful, and intolerable.

Evidence: As applied in this procedure, any information, including documents and testimony, related to the alleged circumstances, which gave rise to the complaint.

Facilitator*: an individual appointed and trained to facilitate any informal resolution process, to ensure it is free of conflict or bias. The College reserves the right to hire an outside party to fulfill this role.

Formal Complaint: a signed document filed by a complainant alleging sexual harassment against a respondent and requesting the school investigate the allegation of sexual harassment. If the initial complaint was reported verbally, the complainant’s signature may be required to formalize the complaint for it to move forward in the process.

Investigator*: an individual appointed and trained to investigate Title IX complaints and the individual who creates the Investigative Report. The College reserves the right to hire an outside party to fulfill this role.

Mandatory Reporter: any part-time or full-time employee of the College is considered a “mandatory reporter.”

Preponderance of Evidence: The burden of proof is met when the party with the burden convinces that there is a greater than 50% chance that the claim is true.

Respondent: an individual reported to be the perpetrator of conduct that could constitute sexual harassment.

Retaliation: Retaliation includes, but is not limited to, any form of intimidation, reprisal, stalking, or misconduct against individuals who have filed a charge or participated in an investigation or opposed any unlawful practice. This includes retaliation against any person who testifies or assists with the case either formally or informally.

**THREE RIVERS COLLEGE
PERSONNEL REGULATION**

Section: 4000 Personnel	
Sub Section: 4800 Employee Welfare	
Title: PR 4840 Title IX for Employees	Page 4 of 15
Primary Policy: GAP 1210 Civil Rights	
Associated Policy: GAP 1205 Code of Ethics; PP 4820 Consensual Relationships; PP 4850 Employee Grievance	
Associated Regulations: PR 4730 Suspension or Termination; PR 4850 Employee Grievance	
References: Title IX of the Education Amendments Act of 1972; Title IX Incident Reporting Portal; Clery Act, Violence Against Women Act (2013); Family Education Rights and Privacy Act (FERPA); Title IX Final Rule (2020)	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-25-2010	Last Revision: 08-19-2020

Supportive Measures: Free, individualized services reasonably available that are nonpunitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

Title IX of the Education Amendments Act of 1972: The Title IX of the Education Amendments Act of 1972 is a Federal Law that states: “No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial assistance.”

Violence Against Women Act (VAWA): A Federal Law passed to combat violence against women and provide protection to women who have suffered violent abuses. It was initially signed into law in September 1994 and reauthorized in 2000, 2005, and 2013.

**Appeal Officers, Decision Makers, Facilitators, Investigators, College-appointed Advisors, and Title IX Co-Coordinator Officers must be free from conflict of interest or bias for or against complainant or respondent.*

Reporting Procedure

This Title IX Reporting Procedure Regulation applies to all Three Rivers College employees. The College Title IX procedure for employees is intended to provide an individual employee, or group of employees hereafter referred to as the complainant, an opportunity to file a Title IX related complaint in an effort to seek a resolution through a College process devoid of coercion, interference, restraint, discrimination or reprisal. The College shall retain a copy of the entire Title IX case proceedings for a minimum of 7 years.

Three Rivers College considers Title IX complaints egregious, and therefore has established prompt and effective steps to immediately end the sexual harassment eliminate the hostile environment and prevent its recurrence as appropriate. It is the intention of Three Rivers College to seek a resolution through this Title IX process. All reports will be investigated promptly, thoroughly, and equitably and result in a resolution of the complaint, which may result in

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disciplinary action, up to and including employee(s) possible suspension or termination as deemed appropriate.

The College will take appropriate action against any employee, or group of employees who retaliates against any person due to participation in a Title IX procedure, proceeding, investigation, or hearing. This includes retaliation against any person who testifies or assists with the case.

The following reporting procedures are applicable to any employee who believes he or she has been the victim of sexual harassment (as defined herein by the Title IX Final Rule) by an employee, student, teacher, administrator, other College personnel, or by any other person participating in, observing, or otherwise engaged in a College program or activity, including locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and any building owned or controlled by a student organization officially recognized by the College.

Such individuals should immediately report the alleged acts to appropriate College personnel or the Official Title IX Co-Coordinator Officers.

Ann Matthews
 Dean of Student Services
 Westover Administration Building - First Floor, Room 112
 2080 Three Rivers Blvd, Poplar Bluff, MO 63901
 573-840-9669
amatthews@trcc.edu

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Kristina McDaniel
 Director, Human Resources
 Westover Administration Building - First Floor, Room 108
 2080 Three Rivers Blvd, Poplar Bluff, MO 63901
 573-840-9695
kristinamcdaniel@trcc.edu

Any College employee (Mandatory Reporter) who has or receives notice a student or employee has or may have been the victim of a suspected Title IX incident is required to immediately report the alleged acts to a Title IX Co-Coordinator Officer.

The College encourages the complainant to use the Title IX Incident Reporting Portal available as a fillable incident form found on our *“Speak Up”* web page found on the *“Quick Links”* page of the College website. Use of the formal reporting forms is not mandated. Reports will also be accepted in person, by mail, by telephone, or by electronic mail using the contact information listed for the Title IX Co-Coordinator Officers. The designated Title IX Co-Coordinator Officers are trained to address such complaints. Any person may report potential Title IX complaints to the Title IX Co-Coordinator Officers.

1. Any person may report sexual harassment (whether or not the person reporting is the alleged victim of conduct), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Co-Coordinator Officer, or by any other means that results in the Title IX Co-Coordinator Officer receiving the person’s verbal or written report. The report may be made at any time (including during non-business hours). If the complaint involves the supervisor, the complaint shall be made or filed directly with the College’s Title IX Co-Coordinator Officer by the complainant.
2. The President has designated the Director of Human Resources as the College’s Title IX Co-Coordinator Officer for employee complaints, with responsibility to identify, prevent, and remedy sexual harassment.

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3. The College Title IX Co-Coordinator Officer shall:

- receive reports or complaints of sexual harassment
 - oversee the investigative process, ensure equitability, and ensure an objective evaluation of all evidence.
 - promptly contact complainant and offer supportive measures to the complainant with or without the filing of a formal complaint and explain the process for filing a formal complaint. Examples of supportive measures are: counseling, extensions or deadlines, modifications of work or class schedules, campus police escort, increased security or monitoring of parts of campus or mutual restrictions on contact between individuals.
 - be responsible for assessing the training needs of the College's staff and students in connection with the dissemination, comprehension, and College compliance with Title IX as well as overseeing this Title IX Reporting Procedure Regulation. This training includes annual training for the Title IX Co-Coordinator Officers, Decision Maker(s), Investigator(s), College provided advisor(s) and facilitator(s).
 - oversee any sanctions due to retaliation or outcome of hearing
4. If any complaint involves a Title IX Co-Coordinator Officer (designated for employees), the complaint shall be filed with the alternate Title IX Co-Coordinator Officer (the Chief Student Services Officer, who is designated for employees). Both Title IX Co-Coordinator Officers are equally trained to handle Title IX complaints.
5. The College shall conspicuously post a notice against unlawful Title IX misconduct in each building in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice may include the name, mailing

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address, electronic address and telephone number of the: College Title IX Co-Coordinator Officers.

6. Details regarding this Title IX Reporting Procedure Regulation shall be referenced in the College Employee Handbook and employment page of the College website.
7. This Title IX Reporting Procedure Regulation shall be reviewed annually for alignment with College operations and for compliance with state and federal law(s).
8. Three Rivers College will respect the privacy of the complainant, the individuals against whom the complaint is filed(respondent), and the witnesses as much as possible, consistent with the College's legal obligations to investigate, take appropriate action, and conform to any discovery or disclosure obligations under Title IX.

Process

1. Formal Complaint is received (verbal or written).
2. Title IX Co-Coordinator Officer reviews complaint and ensures the Complainant signs the formal complaint.

The following describes possible outcomes based on the initial review of the complaint:

- a. The College MUST dismiss a complaint that:
 - i. does not meet the definition of sexual harassment. (Title IX Final Rule)
 - ii. alleges sexual harassment did not occur in a College controlled educational program or activity.
 - iii. alleges sexual harassment did not occur in the United States and at a College controlled or owned building.

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- b. The College MAY dismiss a complaint when:
 - i. complainant withdraws formal complaint in writing.
 - ii. respondent is no longer enrolled at the College.
 - iii. may not gather evidence to reach a determination about the allegations.
- c. If the complaint is dismissed:
 - i. promptly send reasons of dismissal to both parties (via electronic or hard copy format).
 - ii. either party may request that the decision be reconsidered within 3 days to the Office of the President

NOTE: When a case is dismissed as a Title IX investigation but is pursued by the College under a different disciplinary procedure; the College must first have a signed closure document on file to formally close the Title IX.

- 3. Emergency Removal- College reserves the right to remove the respondent from an educational program, activity, or position if the institution conducts an individualized safety and risk analysis and determines there is an immediate threat to anyone's physical health or safety. An employee may be placed on paid administrative leave during the investigative process. The College must provide the respondent with notice and opportunity to challenge the decision immediately following the removal, via electronic or hard copy format. A request to reconsider must be submitted in writing within 3 days to the Office of the President.
- 4. Notification of Process - Written notice must be sent to complainant and respondent via electronic or hard copy format explaining the process, the presumption of

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innocence of the respondent (respondent also has supportive measures available), allegations and facts about the alleged sexual harassment, availability of an informal resolution process, each is able to have an advisor (may be an attorney) at any meeting, interview or hearing, option for either party to inspect and review evidence. There are consequences for submitting a false statement and this shall be handled through College policy and regulatory rules that do not tolerate the submitting of a false statement. Refer to GAP 1205 Code of Ethics and PP/PR 4730 Suspension or Termination.

a. Informal Resolution

- i. Informal Resolution process is permitted for employees **except** for allegations that an employee harassed a student.
 - ii. Each party must agree to the informal resolution voluntarily.
 - iii. Facilitator oversees the resolution free of conflict or bias.
 - iv. Complainant and respondent are notified via electronic or hard copy format of allegation(s), notice of rights, information about informal process and confidentiality, and either party may withdraw from the informal process at any time.
5. Temporary delay of process is permitted only for good cause. Good cause may include law enforcement activities, the absence of a party or witness, the absence of a party advisor of choice, or the need to provide language assistance or accommodation of disabilities to either party.
 6. A trained investigator(s) is assigned to investigate the formal complaint.
 - a. Formal notification will be given to complainant, respondent and witnesses, in

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writing via electronic or hard copy format, before their interviews for the investigative process—Date, time, location, participants, and purpose of interview or meeting. Advisor for the complainant and respondent may be present during interviews, meetings or hearing.

- b. As part of the investigation, any evidence gathered must have the date, time, and place it was obtained. Examples of evidence are documents, notes from interviews with complainant, respondent and witnesses, and other types of school gathered documents. No information protected by a legal privilege, such as attorney-client privilege or doctor-patient privilege, may be used during an investigation unless the person holding the privilege has waived that privilege. The College is not allowed to access a party’s personal records if they are maintained by a physician, psychiatrist, psychologist, or other professional for the purpose of treatment to the party, without that party’s consent.
7. The College will prepare an Investigative Report that includes evidence gathered by the College through the course of the investigation and how the evidence applies to the formal complaint. The Investigative Report will be sent via electronic or hard copy format to the complainant and respondent. The College will keep a record of all proceedings for seven years.
 - a. Both parties have 10 days to review and respond.
 - b. The College will consider any responses before finalizing the report.
 - c. Final report is sent to both parties who have 10 days to review before a hearing takes place.
8. Formal Hearing Process
 - a. Both parties will have an advisor. If either party does not have an advisor, one

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will be appointed by the College. College-appointed advisors will be free from conflict of interest or bias, for or against either party.

- b. The Advisors may ask questions (cross-examine) either party and/or witnesses in front of the Decision Maker.
- c. Either the Complainant or Respondent may request to be in separate rooms connected via technology during the hearing.
- d. The Decision Maker will make sure the questions are relevant.
- e. Prior sexual behaviors of complainant may not be brought up except:
 - i. Information that will offer to prove someone other than the respondent committed the alleged sexual harassment; or
 - ii. It relates to sexual behavior between respondent and complainant that offers to prove consent.
- f. Either party or witnesses may choose not to participate in cross-examination at the live hearing. The Decision Maker must not rely solely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the Decision Maker may not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- g. The hearing will be recorded and/or transcribed and will be available to both parties for review via electronic or hard copy format.

9. Decision Makers final report

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- a. Findings are written and shows the College’s policy that was violated, if any.
- b. Description of procedural steps used to get to the finding.
- c. There will be a findings fact section
- d. Explanation of how they drew the conclusion from the facts section
- e. Statement and rationale for the ultimate determination of responsibility using Preponderance of Evidence standard.
- f. Disciplinary sanctions the College will impose on respondent and state any remedies for the complainant. Possible sanctions or disciplinary action may include probation, forced withdrawal, suspension or termination of employment.
- g. Statement and rationale for remedies for complainant, addressing how remedies will restore or preserve equal access to the learning environment.
- h. Statement how either party has the right to appeal, procedures for appeal and permissible basis for appeal. The Complainant or respondent will have 3 business days to appeal.
- i. Determination will be sent simultaneously along with appeal information via electronic or hard copy format.

10. Grounds for an Appeal (Title IX appeal process herein must be used)

- a. Procedural irregularity affected outcome of matter.
- b. New evidence discovered after determination
- c. Conflict of interest on part of Title IX Co-Coordinator Officer, investigator or Decision Maker.

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11. If either party appeals (Title IX appeal process herein must be used)

- a. Notify complainant and respondent in writing, via electronic or hard copy format, of the basis of the appeal.
- b. Both complainant and respondent may submit written statement via electronic or hard copy format supporting or challenging the appeal.
- c. A different Decision Maker shall be known as the "Appeal Officer" will review the appeal and any other supporting documents. (May not be the same individual as the Decision Maker as previously appointed.)
- d. Findings will be written with decision to approve or deny appeal and sent simultaneously to both parties via electronic or hard copy format.
- e. Appeal decision is final.

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DOCUMENT HISTORY:

- 09-25-2010:** Initial approval of regulation GAR 1240 Misconduct.
- 07-15-2015:** Revision to be in compliance with Federal Law regarding Title IX, 9-17-14.
- 09-16-2015:** Revision of position title Dean of Student Services to Chief Student Services Officer.
- 08-30-2016:** Minor edits regarding timeline and review team.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 07-19-2017:** Revise title and regulation reworded for clarity of process from: GAR 1240 Harassment to PR 4840 Title IX for Employees.
- 12-12-2019:** Minor edits to include Reporting Portal.
- 08-19-2020:** Revision for compliance with the U.S. Department of Education Title IX Final Rule, effective 8-14-2020.

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Associated Policy: GAP 1205 Code of Ethics	
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Supersedes: NA	
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Three Rivers College is obligated under Title IX to enforce strategies to educate our students regarding Title IX, and to provide remedies that allow for an immediate response to sexual harassment as defined herein. The purpose of this Regulation is to establish procedures for sexual harassment complaints as defined herein by the Title IX Final Rule. Title IX sexual harassment complaints may involve a student, teacher, administrator, or other College personnel, or any other person or persons who are participating in, observing, or otherwise engaging in an educational program or activity over which the College exercises substantial control. To further qualify as a Title IX complaint, college control must also be over the respondent in the context in which the sexual harassment occurs, and must have occurred during events, or circumstances and at buildings or locations that are owned or controlled by the college or student organization that is officially recognized by the college, and must have occurred at a location in the United States. Any other types of student complaints should be processed through the Student Complaint Portal or the Office of Student Services.

The Title IX reporting processes established herein provide a specific complaint and appellate process; enforce disciplinary actions that may be taken against any student found guilty of misconduct judged to be Title IX related; define appropriate actions which may be taken against any person who knowingly and/or intentionally files a false complaint of Title IX against another; and to ensure non-retaliation against those who file a complaint or participate in the process.

It is the policy of Three Rivers College and its Board of Trustees that each student attends the College in a hostile free environment. The College shall respond to the following types of sexual harassment allegations considered to create a hostile environment according to the Federal Title IX Legislation:

- 1) Quid Pro Quo - School employee conditioning education benefits on participation in an educational program or activity in unwelcome sexual conduct; or
- 2) Unwelcome conduct that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies a person equal access

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to the school’s education program or activity; or

- 3) “Sexual assault,” “dating violence,” domestic violence,” or “stalking” as defined in Federal Law under the Clery Act and the Violence Against Women Act (VAWA).

Federal Definitions

Advisor*: for the purpose of the formal hearing process, an advisor may be chosen by each party. Advisors may be a parent or guardian, legal counsel, counselor, etc. or someone appointed by the College. Advisors perform cross-examination during the live hearing under review of the Decision Maker. The College reserves the right to hire an outside party to fulfill the role of Advisor.

Clery Act: a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. First enacted by Congress in 1990 and most recently amended in 2013 by the Violence Against Women Reauthorization Act.

Complainant: an individual *alleging to be the victim* of conduct that could constitute sexual harassment as defined by the Title IX Final Rule herein.

Decision Maker*: an individual appointed and trained to participate in cross-examination by fielding questions and is the person who creates the Final Report. The College reserves the right to hire an outside party to fulfill this role. In the event of a “Title IX Appeal”, the Decision Maker is known as the “Appeal Officer” and serves in the same capacity that fulfills the same duties however, cannot be the same individual who was the Decision Marker for the first part of the Title IX hearing.

Egregious: An act that is shocking, appalling, awful, horrendous, frightful, atrocious, abominable, shameful, and intolerable.

Evidence: As applied in this procedure, any information, including documents and testimony,

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related to the alleged circumstances, which gave rise to the complaint.

Facilitator*: an individual appointed and trained to facilitate any informal resolution process, to ensure it is free of conflict or bias. The College reserves the right to hire an outside party to fulfill this role.

Formal Complaint: a signed document filed by a complainant alleging sexual harassment against a respondent and requesting the school investigate the allegation of sexual harassment. If the initial complaint was reported verbally, the complainant’s signature may be required to formalize the complaint for it to move forward in the process.

Investigator*: an individual appointed and trained to investigate Title IX complaints and the individual who creates the Investigative Report. The College reserves the right to hire an outside party to fulfill this role.

Mandatory Reporter: any part-time or full-time employee of the College is considered a “mandatory reporter.”

Preponderance of Evidence: The burden of proof is met when the party with the burden convinces that there is a greater than 50% chance that the claim is true.

Respondent: an individual reported to be the perpetrator of conduct that could constitute sexual harassment.

Retaliation: Retaliation includes, but is not limited to, any form of intimidation, reprisal, stalking, or misconduct against individuals who have filed a charge or participated in an investigation or opposed any unlawful practice. This includes retaliation against any person who testifies or assists with the case either formally or informally.

Supportive Measures: Free, individualized services reasonably available that are nonpunitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure

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**Appeal Officers, Decision Makers, Facilitators, Investigators, College-appointed Advisors, and Title IX Co-Coordinator Officers must be free from conflict of interest or bias for or against complainant or respondent.*

Reporting Procedure

This Title IX Reporting Procedure Regulation applies to all Three Rivers College students. The College Title IX procedure for students is intended to provide an individual student, or group of students hereafter referred to as the complainant, an opportunity to file a Title IX related complaint in an effort to seek a resolution through a College process devoid of coercion, interference, restraint, discrimination or reprisal. The College shall retain a copy of the entire Title IX case proceedings for a minimum of 7 years.

Three Rivers College considers Title IX complaints egregious, and therefore has established prompt and effective steps to immediately end the sexual harassment, eliminate the hostile environment, and prevent its recurrence as appropriate. It is the intention of Three Rivers College to seek a resolution through this Title IX process. All reports will be investigated promptly, thoroughly, and equitably and result in a resolution of the complaint, which may result in disciplinary action, up to and including termination of employment, suspension or expulsion, as

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Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
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deemed appropriate.

The College will take appropriate action against any student, or group of students who retaliates against any person due to participation in a Title IX procedure, proceeding, investigation, or hearing. This includes retaliation against any person who testifies or assists with the case.

The following reporting procedures are applicable to any student who believes he or she has been the victim of sexual harassment (as defined herein by the Title IX Final Rule) by a student, teacher, administrator, other College personnel, or by any other person participating in, observing, or otherwise engaged in an educational program or activity, including locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and any building owned or controlled by a student organization officially recognized by the College.

Such individuals should immediately report the alleged acts to appropriate College personnel or the Official Title IX Co-Coordinator Officers.

Ann Matthews
 Dean of Student Services
 Westover Administration Building - First Floor, Room 112
 2080 Three Rivers Blvd, Poplar Bluff, MO 63901
 573-840-9669
amatthews@trcc.edu

Kristina McDaniel
 Director, Human Resources
 Westover Administration Building - First Floor, Room 108
 2080 Three Rivers Blvd, Poplar Bluff, MO 63901
 573-840-9695
kristinamcdaniel@trcc.edu

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Any College employee (Mandatory Reporter) who has or receives notice a student or employee has or may have been the victim of a suspected Title IX incident is required to immediately report the alleged acts to a Title IX Co-Coordinator Officer.

The College encourages the complainant to use the Title IX Incident Reporting Portal available as a fillable incident form found on our *“Speak Up”* web page found on the *“Quick Links”* page of the College website. Use of the formal reporting forms is not mandated. Reports will also be accepted in person, by mail, by telephone, or by electronic mail using the contact information listed for the Title IX Co-Coordinator Officers. The designated Title IX Co-Coordinator Officers are trained to address such complaints. Any person may report potential Title IX complaints to the Title IX Co-coordinator Officers.

1. Any person may report sexual harassment (whether or not the person reporting is the alleged victim of conduct), in person, by mail, by telephone, or by electronic mail using the contact information listed for the Title IX Co-Coordinator Officer, or by any other means that results in the Title IX Co-Coordinator Officer receiving the person’s verbal or written report. The report may be made at any time (including during non-business hours). If the complaint involves the supervisor, the complaint shall be made or filed directly with the College’s Title IX Co-Coordinator Officer by the complainant.
2. The President has designated the Chief Student Service Officer as the College’s Title IX Co-Coordinator Officer for student complaints, with responsibility to identify, prevent, and remedy sexual harassment.
3. The College Title IX Co-Coordinator Officer shall:
 - receive reports or complaints of sexual harassment.
 - oversee the investigative process, ensure equitability, and ensure an objective evaluation of all evidence.

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- promptly contact complainant and offer supportive measures to the complainant with or without the filing of a formal complaint and explain the process for filing a formal complaint. Examples of supportive measures are: counseling, extensions or deadlines, modifications of work or class schedules, campus police escort, changes in housing location, increased security or monitoring of parts of campus or mutual restrictions on contact between individuals.
 - be responsible for assessing the training needs of the College's staff and students in connection with the dissemination, comprehension, and College compliance with Title IX as well as overseeing this Title IX Reporting Procedure Regulation. This training includes annual training for the Title IX Co-Coordinator Officers, Decision Maker(s), Investigator(s), College provided advisor(s) and facilitator(s).
 - oversee any sanctions due to retaliation or outcome of hearing.
4. If any complaint involves a Title IX Co-Coordinator Officer (designated for students), the complaint shall be filed with the alternate Title IX Co-Coordinator Officer (the Director of Human Resources, who is designated for employees). Both Title IX Co-Coordinator Officers are equally trained to handle Title IX complaints.
 5. The College shall conspicuously post a notice against unlawful Title IX misconduct in each building in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice may include the name, mailing address, electronic address and telephone number of the: College Title IX Co-Coordinator Officers.
 6. Details regarding this Title IX Reporting Procedure Regulation shall be referenced in the College Catalog, found on the College website.

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7. This Title IX Reporting Procedure Regulation shall be reviewed annually for alignment with College operations and for compliance with state and federal law(s).
8. Three Rivers College will respect the privacy of the complainant, the individuals against whom the complaint is filed(respondent), and the witnesses as much as possible, consistent with the College's legal obligations to investigate, take appropriate action, and conform to any discovery or disclosure obligations under Title IX.

Process

1. Formal Complaint is received (verbal or written).
2. Title IX Co-Coordinator Officer reviews complaint and ensures the Complainant signs the formal complaint.

The following describes possible outcomes based on the initial review of the complaint:

- a. The College **MUST** dismiss a complaint that:
 - i. does not meet the definition of sexual harassment. (Title IX Final Rule)
 - ii. alleges sexual harassment did not occur in a College controlled educational program or activity.
 - iii. alleges sexual harassment did not occur in the United States and at a College controlled or owned building.
- b. The College **MAY** dismiss a complaint when:
 - i. complainant withdraws formal complaint in writing.
 - ii. respondent is no longer enrolled at the College.

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iii. may not gather evidence to reach a determination about the allegations.

c. If the complaint is dismissed:

- i. promptly send reasons of dismissal to both parties (via electronic or hard copy format).
- ii. either party may request that the decision be reconsidered within 3 days to the Office of the President. The decision of the College President is final.

NOTE: When a case is dismissed as a Title IX investigation but is pursued by the College under a different disciplinary procedure; the College must first have a signed closure document on file to formally close the Title IX.

3. Emergency Removal- College reserves the right to remove the respondent from an educational program, activity, or position if the institution conducts an individualized safety and risk analysis and determines there is an immediate threat to anyone’s physical health or safety. The individual will continue to be paid if they are an employee of the College. The College must provide the respondent with notice and opportunity to challenge the decision immediately following the removal, via electronic or hard copy format. A request to reconsider must be submitted in writing within 3 days to the Office of the President. The decision of the College President is final.
4. Notification of Process - Written notice must be sent to complainant and respondent via electronic or hard copy format, explaining the process, the presumption of innocence of the respondent (respondent also has supportive measures available), allegations and facts about the alleged sexual harassment, availability of an informal

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resolution process, each is able to have an advisor (may be an attorney) at any meeting, interview or hearing, option for either party to inspect and review evidence. There are consequences for submitting a false statement and this shall be handed through College policy and regulatory rules that do not tolerate the submitting of a false statement.

a. Informal Resolution

- i. Each party must agree to the informal resolution voluntarily.
- ii. Facilitator oversees the resolution free of conflict or bias.
- iii. Complainant and respondent are notified via electronic or hard copy format of allegation(s), notice of rights, information about informal process and confidentiality, and either party may withdraw from the informal process at any time.

5. Temporary delay of process is permitted only for good cause. Good cause can include law enforcement activities, the absence of a party or witness, the absence of a party advisor of choice, or the need to provide language assistance or accommodation of disabilities to either party.

6. A trained investigator(s) is assigned to investigate the formal complaint.

- a. Formal notification will be given to complainant, respondent and witnesses, in writing via electronic or hard copy format, before their interviews for the investigative process—Date, time, location, participants, and purpose of interview or meeting. Advisor for the complainant and respondent may be present during interviews, meetings or hearing.

b. As part of the investigation, any evidence gathered must have the date, time,

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and place it was obtained. Examples of evidence are documents, notes from interviews with complainant, respondent and witnesses, and other types of school gathered documents. No information protected by a legal privilege, such as attorney-client privilege or doctor-patient privilege, may be used during an investigation unless the person holding the privilege has waived that privilege. The College is not allowed to access a party's personal records if they are maintained by a physician, psychiatrist, psychologist, or other professional for the purpose of treatment to the party, without that party's consent.

7. The College will prepare an Investigative Report that includes evidence gathered by the College through the course of the investigation and how the evidence applies to the formal complaint. The Investigative Report will be sent via electronic or hard copy format to the complainant and respondent. The College will keep a record of all proceedings for seven years.
 - a. Both parties have 10 days to review and respond.
 - b. The College will consider any responses before finalizing the report.
 - c. Final report is sent to both parties who have 10 days to review before a hearing takes place.

8. Formal Hearing Process
 - a. Both parties will have an advisor. If either party does not have an advisor, one will be appointed by the College. College-appointed advisors will be free from conflict of interest or bias, for or against either party.
 - b. The Advisors may ask questions (cross-examine) either party and/or witnesses in front of the Decision Maker.

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- c. Either the Complainant or Respondent may request to be in separate rooms connected via technology during the hearing.
- d. The Decision Maker will make sure the questions are relevant.
- e. Prior sexual behaviors of complainant may not be brought up except:
 - i. Information that will offer to prove someone other than the respondent committed the alleged sexual harassment; or
 - ii. It relates to sexual behavior between respondent and complainant that offers to prove consent.
- f. Either party or witnesses may choose not to participate in cross-examination at the live hearing. The Decision Maker must not rely solely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the Decision Maker may not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- g. The hearing will be recorded and/or transcribed and will be available to both parties for review via electronic or hard copy format.

9. Decision Makers final report

- a. Findings are written and shows the College's policy that was violated, if any.
- b. Description of procedural steps used to get to the finding.
- c. There will be a findings fact section.
- d. Explanation of how they drew the conclusion from the facts section.

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- e. Statement and rationale for the ultimate determination of responsibility using Preponderance of Evidence standard.
- f. Disciplinary sanctions College will impose on respondent and state any remedies for the complainant. Possible sanctions are Disciplinary probation, Loss of student office/leadership position, forced withdrawal, suspension, expulsion or termination of employment.
- g. Statement and rationale for remedies for complainant, addressing how remedies will restore or preserve equal access to the learning environment.
- h. Statement how either party has the right to appeal, procedures for appeal and permissible basis for appeal. The complainant or respondent will have 3 business days to appeal.
- i. Determination will be sent simultaneously along with appeal information via electronic or hard copy format.

10. Grounds for an Appeal (Title IX appeal process herein must be used)

- a. Procedural irregularity affected outcome of matter.
- b. New evidence discovered after determination.
- c. Conflict of interest on part of Title IX Co-Coordinator Officer, investigator or Decision Maker.

11. If either party appeals (Title IX appeal process herein must be used)

- a. Notify complainant and respondent in writing, via electronic or hard copy format, of the basis of the appeal.
- b. Both complainant and respondent may submit written statement via

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electronic or hard copy format supporting or challenging the appeal.

- c. A different Decision Maker shall be known as the “Appeal Officer” will review the appeal and any other supporting documents. (May not be the same individual as the Decision Maker as previously appointed.)
- d. Findings will be written with decision to approve or deny appeal and sent simultaneously to both parties via electronic or hard copy format.
- e. Appeal decision is final.

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DOCUMENT HISTORY:

- 09-25-2010:** Initial approval of regulation GAR 1240 Misconduct.
- 07-15-2015:** Revision to be in compliance with Federal Law regarding Title IX, 9-17-14.
- 09-16-2015:** Revision of position title Dean of Student Services to Chief Student Services Officer.
- 08-30-2016:** Minor edits regarding timeline and review team.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 07-19-2017:** Revise title and reworded regulation for clarity of process from: GAR 1240 Harassment to SR 2120 Title IX for Students.
- 12-12-2019:** Minor edits to include Reporting Portal.
- 08-19-2020:** Revision for compliance with the U.S. Department of Education Title IX Final Rule, effective 8-14-2020.

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References: MO. Statute Section 178.835	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 07-21-2010	Last Revision: 08-19-2020

Listed below are the responsibilities that students of Three Rivers College accept as part of the learning community. **The primary expectations of Three Rivers College students are integrity and civility.** Each student should approach academic endeavors, relationships, and personal responsibilities with a strong commitment to personal integrity and interpersonal civility. These responsibilities apply collectively to the members of Recognized Student Organizations.

1. *Individuals will fulfill their academic responsibilities in an honest and forthright manner.*

Examples of prohibited behavior include but are not limited to:

- plagiarizing another's work (such as using another's phrasing, concepts or line of reasoning as your own without giving proper credit to the author or creator); submitting course assignments that are not your own;
- submitting the same paper in different classes without prior approval from both instructors;
- cheating (the use of any unauthorized means to gain academic advantage on assignments, laboratory reports or examinations);
- acquiring or using test materials without faculty knowledge;
- accessing any information, resource, and/or means of communication during an exam or assignment without specific authorization from the professor;
- failing to follow class policy;
- obtaining academic benefits through computer fraud or unauthorized access; engaging in academic fraud alone or with others;
- using material downloaded off Internet without proper citation; illicitly attempting to influence grading; and
- failing to abide by test-taking procedures

2. *Individuals will show respect and foster the academic endeavors of other members of the college community.* Examples of prohibited behavior include but are not limited to:

- harassing a faculty member;

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- disrupting teaching or other academic functions;
- creating excessive noise that disrupts classes, studying, or college activities;
- other activities that seriously disrupt learning

3. *Individuals will protect and support the personal safety of all members of the college community.* Examples of prohibited behavior include but are not limited to:

- sexual assault, sexual contact without expressed permission;
- violation of Title IX regulation;
- indecent exposure;
- stalking (persistent unwelcome contact or observation);
- threatening with a weapon; fighting;
- battery;
- physical violence;
- unsolicited physical contact with another person;
- endangering the health or safety of another person; and
- actions taken with disregard for the harm that may ensue

Three Rivers College observes a strict policy with regard to acts of physical violence. Any person perpetrating an act of physical violence is automatically subject to the severest penalty provided in the “Disciplinary Sanctions” section of this code.

4. *Individuals will respect the integrity of the college’s academic and administrative records.* Examples of prohibited behavior include but are not limited to acting alone or with others to:

- misrepresent academic status, performance, awards, or graduation material;
- omit material from or manipulate records;
- falsify a signature;

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- falsify, alter, steal, or destroy college documents;
- alter, forge, or misuse college academic records;
- obtain grades, course access, awards, or endorsements dishonestly; and
- commit computer fraud

5. *Individuals will treat other members of the college community with respect.*

Examples of prohibited behavior include but are not limited to:

- disruptive noise;
- terroristic threats;
- sexual harassment;
- verbal or written intimidation or harassment;
- harassment based on group membership;
- e-mail, telephone, or other electronic harassment;
- falsely accusing another;
- verbal abuse – beyond a reasonable statement of opinion -- that may cause humiliation or stress to another;
- hazing (defined as mandating undesirable activities, a pattern of banter/ridicule/criticism and/or the use of humiliation, as a form of initiation);
- calumny (making false statements with the intent to harm another);
- slander; and
- any unauthorized use of electronic or other devices to make or disseminate an audio or video record of any person while on college premises without his or her prior knowledge, or without his or her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom; actions that unduly interfere with another student's right to learn and participate.

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6. *Individuals will show regard for the property of the college, its community members, and visitors to the campus.* Examples of prohibited behavior include but are not limited to:

- vandalism, theft;
- destruction of property;
- acting fraudulently to obtain goods, services, or funds from college
- departments, student organizations, or individuals; using one’s leadership position for personal gain;
- misuse and/or wrongful use of college facilities, equipment; failure to comply with policies regarding timely return of materials or equipment checked out or on loan to the student; wrongful sale or use of another’s property;
- knowingly possessing or using stolen property; failure to report knowledge of an infraction; unauthorized possession or duplication of a college key(s);
- providing a key to another person without proper authorization; and
- not reporting a crime committed on campus.

7. *Individuals will contribute to a safe environment within the college community.*

Examples of prohibited behavior include but are not limited to:

- possession of weapons in violation of college policy, incendiary devices, or explosives;
- possession of articles or substances that are used as weapons or simulated weapons unless prior authorization is received from the Chief Academic Officer;
- misuse of college keys;
- willful failure to identify or false identification of oneself or one’s guest(s); failure to assume responsibility for the actions of one’s guest(s);
- misuse or damage of firefighting, safety, or other emergency equipment;

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- interference in the provision of emergency services;
- failure to comply with appropriate requests from duly authorized law enforcement officials or college staff members;
- intoxication that disrupts other individuals or the college's activities/administrative responsibilities; and
- failure to comply with restriction from areas on campus

8. Individuals will adhere to federal, state, local, and college policy/regulations/procedures that govern individual actions and relationships among community members. Examples of prohibited behavior include but are not limited to:

- sexual assault;
- physical assault;
- unauthorized possession of alcohol;
- possession, sale, or distribution of illegal substances;
- violation of college or department regulations, i.e. Drug-Free Campus policy; parking regulations;
- violation of college e-mail or computer usage policy; violation of any college policy; and
- violations of laws

9. Individuals will assist the college in fulfilling its administrative responsibilities.

Examples of prohibited behavior include but are not limited to:

- retaliation towards an individual for involvement in a college activity;

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Associated Regulations: SR 2620 Disciplinary Proceedings; SR 2120 Title IX for Students; ITR 8100 Acceptable Use	
References: MO. Statute Section 178.835	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
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- disruption of programmatic, administrative, or public service activities of the college; harassment of college staff (including student staff); submission of a false or purposely incomplete statement/report;
- misuse, alteration, or transference to another person of the Student
- Identification Card; failure to appear, in response to a proper summons, when requested to do so by a college official;
- disruption of disciplinary procedures and activities;
- dishonesty as part of a college hearing;
- misuse of one's position within the college; and
- failure to comply with sanctions from a disciplinary hearing

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References: MO. Statute Section 178.835	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 07-21-2010	Last Revision: 08-19-2020

DOCUMENT HISTORY:

- 07-21-2010:** Initial approval of regulation 2610 Student Code of Conduct.
- 09-16-2015:** Revision of position title Vice President for Student Success to Chief Student Services Officer.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College. Additional revision to regulation, abbreviation of TRCC revised to Three Rivers College.
- 08-19-2020:** Updates relating to new Title IX Ruling, as well as the addition of references for ITR 8100 Acceptable Use, ITP 8201 Data Security, and ITP 8202 Electronic Communication.

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The Three Rivers College Board of Trustees reserves the right to take necessary and appropriate action to protect the safety and wellbeing of the College community and shall address all violations of the Student Code that occur on College property, while attending a College sanctioned event, as a representative of the College or property controlled by the College. The purpose of this regulation is to establish disciplinary procedures to guide the fair and uniform enforcement of the responsibilities outlined in the Three Rivers College, Student Code of Conduct found in College Regulation, SR 2610 Student Code of Conduct (to be referred as Student Code within this Regulation). When alleged misconduct is related to sexual harassment, the Chief Student Services Officer will follow regulation SR 2120 Title IX for Students.

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

Jurisdiction

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

The College reserves the right to take necessary and appropriate action to protect the safety and wellbeing of the College community and will address all violations of the Student Code that occur on College property, while attending a College sanctioned event as a representative of the College or property controlled by the College. Students, faculty, staff, and individuals not associated with the College may submit complaints regarding alleged violations that may have

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occurred on campus or off campus for review and action by the College. Complaints of alleged violation of the Student Code may be made through the Student Complaint Portal found on our website or in writing to the Chief Student Services Officer.

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

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

1. Hazing is involved. Hazing is defined as an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership; or
2. The violation is committed while participating in a College sanctioned or sponsored activity; or
3. The victim of the violation is a member of the College community; or
4. The violation constitutes a felony under State or Federal Law; or
5. The violation adversely affects the function of the College.

The Chief Student Services Officer is authorized by the College President to be responsible for the administration of the Student Code and shall decide whether the Student Code is applied to conduct occurring off campus, on a case- by-case basis, at their discretion. When appropriate, the College President may, at their discretion, appoint a designee to fulfill student conduct responsibilities.

The Chief Student Services Officer is authorized by the College President to impose sanctions upon any student(s) found to have violated the Student Code. The Chief Student Services Officer may

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appoint a designee to fulfill student conduct responsibilities when necessary.

Failure to Comply

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

Initiation of Complaint of Alleged Violations

1. Complaint of alleged violations may be submitted through the Student Complaint Form found on our website www.trcc.edu or in writing to the Office of Student Services.
2. Complaints must be submitted within twenty College business days after the occurrence of an alleged violation unless special conditions for delay can be documented.
3. The Complaint Form must include sufficient facts: specific names(s), date(s), locations, and descriptions of the alleged act(s) of misconduct to enable the Chief Student Services Officer to make a determination as to whether further investigation is necessary.
4. Where the alleged misconduct is related to sexual harassment, the Chief Student Services Officer will refer to SR 2120 Title IX for Students and shall determine whether further investigation and discipline is warranted.
5. Where the complaint is related to academic misconduct SR 2140 Addendum (A) must be followed.

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References: MO. Statue Section 178.835; MO. Secretary of State, RS.MO. 109, Public and Business Records	
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Follow-up of report of Alleged Violations

- 1) Following receipt of the report, the Chief Student Services Officer will:
 - a. Review initial report to determine if a violation of the Student Code has occurred and further investigation is warranted, or
 - b. Determine if violation of the Student Code has or has not occurred but extenuating circumstances, may warrant no action, or
 - c. Declare the matter closed if determined there is insufficient information of a violation of the Student Code.
- 2) Any interview the Chief Student Services Officer decides to conduct includes:
 - a. All parties have the right to be interviewed.
 - b. All parties may have an advocate present.
 - c. All parties may submit a list of witnesses/evidence directly involved with the reported incident.
- 3) During the interview process the Chief Student Services Officer may:
 - a. Find sufficient evidence the Student Code has been violated;
 - b. Terminate the meeting, exonerating the responding party(s)
 - c. Dismiss the case after providing counseling and any advice which may be appropriate
- 4) If it is determined sufficient evidence produced from the interview exists to warrant violations of Student Code with sanctions, the Chief Student Services Officer will provide a notification of the violation(s) and arrange a meeting with the responding party.

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Responding student may be accompanied by an advocate. The role of the advocate is passive and limited. *In the case of a charge(s) potentially criminal in nature, the charged student must notify the Chief Student Services Officer three (3) College business days in advance of the consultation if he/she plans to have an attorney present as his/her advocate. Failure to notify the Chief Student Services Officer will result in the consultation being rescheduled.*

At this meeting, the responding student is informed of all due process rights and disciplinary procedures.

- i. Provided with a written copy of the violation(s);
 - ii. Given an opportunity to review charges and evidence and to respond to the violations.
 - iii. During meeting with the responding party, the Chief Student Services officer may:
 1. Impose a disciplinary warning, which is an official written reprimand not subject to student's right to appeal;
 2. Advise the responding party of the nature of any sanctions to be invoked, which are subject to student's right to appeal.
- 5) The responding party must advise the Chief Student Services Officer either at the meeting or within one (1) College business day of the meeting of their acceptance of violation.
 - 6) If responding party does not accept decision of violating the Student Code, they may file an appeal as described in the college regulation SR 2140 Student Appeals within three (3) business days of the decision.
 - 7) If the responding party fails to appear at the scheduled meeting without prior notification

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or evidence of extenuating circumstances, the Chief Student Services Officer may impose any sanctions authorized and the responding party shall be bound by the findings.

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

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

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

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

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

Notification

In all cases relative to written notification to students, such notification will be considered complete upon sending communication via U.S. Postal Service, Three Rivers College student email, or hand delivered by either the Chief Student Services Officer or their designee.

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Sanctions

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

Upon imposition of a sanction, the student is notified either by the U.S. Post Office to the student’s mailing address contained at Three Rivers College, sent to student’s Three Rivers College email or the notification is hand delivered by either the Chief Student Services Officer or their designee. In cases of suspension or expulsion, the parents of a minor will be notified by mail.

1. Disciplinary Warning

A disciplinary warning is an official written reprimand.

2. Disciplinary Probation

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

- a) *A Fee Assessment – \$100 Fee payable immediately at the Student Accounts office (no checks) and receipt of payment must be returned to the Chief Student Services Officer.*
- b) *Community Service Hours – Students may be required to complete work at a designated location for a specified number of hours or may pay a fine.*
- c) *Educational Programs – Students may be required to attend programs on special topics related to the offense. This does not include academic courses for credit.*

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- d) *Restricted presence on campus* – Students may be restricted on campus except to attend classes or complete coursework.
- e) *Special Projects* – Students may be required to write papers and/or present programs on topics related to the offense.
- f) *Substance Abuse Assessment* – Students may be required to submit to an assessment for substance abuse. Periodic drug testing, not to exceed two (2) random tests per semester for a minimum of three (3) semesters, may be required.
- g) *Restitution* – Students may be required to reimburse the College or other persons, groups, or organizations for damages incurred as a result of a violation of the Student Code.
- h) *Confiscation* – The College reserves the right to confiscate goods used or possessed in violation of the Student Code.

3. Loss of Student Office/Leadership Position

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

4. Forced Withdrawal

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

5. Change of Grade

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

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References: MO. Statue Section 178.835; MO. Secretary of State, RS.MO. 109, Public and Business Records	
Supersedes: 9.3.2	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 07-21-2010	Last Revision: 08-19-2020

6. Interim Suspension

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

7. Suspension

A decision of suspension terminates the student's status as an enrolled student for a specific period of time and prohibits the student from attending classes. A suspended student may not participate in College sponsored activities or be present on campus without specific authorization from the Chief Student Services Officer. The Chief Student Services Officer may further impose a summary suspension in cases where a suspended

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student chooses to violate the terms of his/her suspension. Suspended students may not receive any academic credit from another institution if earned during their period of suspension from the College. Students will not receive a refund of fees.

8. Expulsion

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

9. Revocation of Admission and/or Degree

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

10. Withholding Degree

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

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

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

The Appeal Process

If the responding party does not accept the disciplinary decision of the Chief Student Services Officer, they may file an appeal as described in College Regulation SR 2140 Student Appeals. When

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using the College appeal process in this case, the student has three (3) business days to file the appeal. The findings and sanctions of the Student Appeals Committee are final.

Administrative Withdrawal

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

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

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

Records Management

Student disciplinary records, except those pertaining to suspension or expulsion, will be maintained for five (5) years after the student’s date of graduation or last date of attendance. Records involving suspension or expulsion will be retained permanently (GAP/GAR 1410 Record Retention and Destruction).

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Supersedes: 9.3.2	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 07-21-2010	Last Revision: 08-19-2020

Interpretation and Revision

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

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

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DOCUMENT HISTORY:

- 07-21-2010:** Initial approval of regulation SR 2620 Disciplinary Proceedings.
- 09-16-2015:** Revision of position title Vice President of Student Success to Chief Student Services Officer.
- 09-21-2016:** The College Board of Trustees approved the name change of the College from Three Rivers Community College to Three Rivers College.
- 08-23-2017:** Updated for clarification of Student Services processes.
- 11-20-2019:** Revised to align with College operations specific to student disciplinary proceedings.
- 01-15-2020:** Clarification to the Student Complaint Process.
- 08-19-2020:** Updates relating to new Title IX Ruling.

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References: Federal Title IV; Title IV Financial Aid Programs; MO HB 1606 (2018)	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision: 08-19-2020

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 [Consumer Information](#) including (but not limited to) general information regarding the institution, financial assistance, campus security, and the Family Educational Rights and Privacy Act (FERPA). Consumer 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 [Consumer 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.

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- **Cash Management Contracts:** Contracts between Three Rivers College and a third-party servicer or financial institution.
- **Complaint Process:** Information regarding Three Rivers College’s student complaint process.
- **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.
- **Information for Crime Victims:** Available upon request to alleged victim.

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- **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.
- **Program Length/Cost and Career Information (HB 1606):** Pursuant of MO HB 1606 (2018), information regarding the number of credit hours, program length, employment rate, wage data, and number of graduates employed in careers related to their program of study at Three Rivers College, can be found at the following URL: <https://scorecard.mo.gov/scorecard/>. Search using School/Program “Three Rivers College” and choose the degree or credential type of interest.
- **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.

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- **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.
- **Satisfactory Academic Progress:** The standards required for maintaining satisfactory academic progress for financial aid eligibility.
- **State Grant Assistance:** Information on state programs.
- **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. 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.

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- **Textbook Information:** ISBN and retail price information of required and recommended textbooks and supplemental materials required for each course.
- **Tuition and Fees:** Information on tuition and fees.
- **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, as referred to in college policy IP 6102 Transfer Credit.
- **Vaccinations Policy:** Information regarding vaccinations, as referred to in college regulation HSR 5110 Communicable Diseases.
- **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.

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- 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.
- 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.

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- 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 <https://studentaid.gov/> prior to separation from Three Rivers College (graduation, withdrawal, or dropping below half-time status).

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DOCUMENT HISTORY:

- 02-15-2017:** Initial approval of regulation SR 2740 Student Rights and Responsibilities.
- 08-19-2020:** Addition of Title IV compliance items, as well as associated regulations and references for clarification.

UPCOMING EVENTS

Shrek The Musical: Tickets are now on sale for this Center Stage production at the Tinnin Theater. Suzanne Cowan, director of *The Little Mermaid* and *Beauty and the Beast*, directs this musical based on the animated film about an unlikely hero on a life-changing journey alongside a wisecracking donkey and a feisty princess. The play will include special performers from The Dance Studio. Performance dates and times are: 7 p.m. September 4, 5, 11, 12, and 2 p.m. September 5, 6, 12, 13. Tickets are \$10 and may be purchased at TRC Student Accounts, Tinnin Center Art Gallery, and online at tinnin.ticketleap.com (\$1.50 fee per ticket for online sales). Tickets will also be sold at the door, as available. All seats reserved. Face coverings will be required for all ticketholders. This production is G-rated.

American Red Cross/KFVS 12 Blood Drive: August 20 from 1-6 p.m.; August 21 from 1-6 p.m.; and August 22 from 10:30 a.m.-3:30 p.m. at the Bess Activity Center. All presenting donors will receive a Red Cross T-shirt and a \$3 gift card to Subway while supplies last. Call 1-800-RED CROSS (1-800-733-2767) or use the Blood Donor App and enter sponsor code: KFVS12 to schedule your appointment.

Run 4 The Arts: 9 a.m., Saturday, September 12, Tinnin Fine Arts Center. Run or walk the four-mile course or choose the one-mile option; strollers welcome. You may also participate virtually. T-shirts guaranteed to those registered by August 21. All proceeds benefit endowed fund scholarships earmarked for students studying the arts at Three Rivers. Registration is \$20 for participants. Sponsorships available. Trophies will be awarded to the top overall male and female, with medals awarded for various age groups. For details and to register, visit trcc.edu/development/events.

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



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DAR Headlines June 24 – August 12

June 24: Frazier-Moore to chair TRC Endowment

June 24: Raiders tap into Monticello pipeline for versatile player (men's basketball)

June 24: Former Raider moves into new coaching job (Jordan McGowan)

June 25: TRC budget plans for revenue, state funding losses

June 25: Raiders add Arkansas guard named state tourney MVP (men's basketball)

June 27: Smith named new Raiders Head Coach (baseball)

July 1: Raiders add "versatile" forward (men's basketball)

July 2: Raiders feeding on own success (softball)

July 2: Three Rivers College names Spring 2020 Dean's List recipients

July 2: TRC honors top students with excellence awards

July 2: Local businesses support PBHS Project Graduation

July 3: Stay safe, save money: Attend a college close to home (Dr. Richardson opinion)

July 3: A summer of coaching could lead to a Summer in coaching (Summer Shockley: softball)

July 7: TRC students awarded Harry and Ida Blue Memorial Scholarship

July 7: Three Rivers College student awarded the Norma Hufstedler Endowed scholarship

July 8: New partnership creates trained highway construction workers

July 9: Raider baseball builds on new Aussie pipeline

July 10: TRC's Stone signs with Redhawks

July 11: TRC offers new options for Agriculture students

July 14: No Three Rivers basketball until January

July 17: Bess back coaching camp

July 18: Raiders get break from COVID (basketball camp)

July 21: Three Rivers' Woodward signs with Champion Christian (baseball)

July 22: Application deadline for RN Day program

July 25: TRC to require face coverings

July 25: 3R women to play 15 region games in new schedule

July 28: New program puts former offenders on better path (CDL program)

August 1: TRC updates fall semester plan

August 4: Three Rivers College “Run 4 The Arts” supports fine arts education

August 5: Abby Turner earns unexpected 3R scholarship (women’s basketball)

August 7: “Shrek The Musical” takes the stage at Three Rivers College

August 11: Neelyville’s Stewart signs with TRC (cheer)

August 12: TRC receives \$3M in COVID funding

August 12: Thornton finds Three Rivers after difficult search (women’s basketball)