# A G E N D A REGULAR SESSION Wednesday, January 19, 2022 12:00 p.m.

- I. Invocation and Pledge of Allegiance
- II. Approval of Agenda
  - 1. Consideration and Approval of Agenda
  - 2. Consideration and Approval of Minutes of the November Board Meeting
- III. Consideration of College Financial Report
  - 1. Statement of Revenues, Expenses, and Changes in Net Assets
    - a) Monthly Financial Statements
    - **b)** Budget to Actual Financial Statements
  - 2. Cash in Bank
  - 3. Certificates of Deposits
  - 4. Checks Issued
  - **5.** Bid Report
- IV. President's Report
- V. Executive Session (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 Real Estate Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; section 610.021.3 Personnel Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)
- VI. Items for Consideration, Discussion, and Vote
  - 1. Consideration of approval for athletic team insurance
  - 2. Discussion and vote on change to SR2210 Admission Requirements

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

- 1. Acceptance of Employment
  - 1. LeAnn Clark Director, Workforce Development
  - 2. Bridget Curnutt Communications Specialist/Visual
  - 3. Ashley Fowler Temporary Instructor, CDL Program
  - Abigail Heuiser Part-time Education Coordinator ETS
  - 5. Shawn Hunter Skilled Construction Specialist/Maintenance
  - 6. Miranda Moore Executive Assistant to the Dean of Student Services

#### 2. Transfer of Position

- Davina Bixby Coordinator, Admission/Recruitment to Director, ACHIEVE
- 2. Kevin Crafford Assistant Network Administrator to Project Technician
- Ben Gordon Director, Distance Learning Services to Technology & Computer Services Distance Learning Specialist
- 4. James Huskey Information Systems Specialist to System Administrator
- Michelle Wooldridge Executive Assistant to Instruction to Executive Assistant to CAO/Dean of Instruction

#### 3. Resignation

- 1. Larissa Brown SIM Lab Coordinator
- 2. Staci Foster Department Chair, Nursing and Allied Health
- Karen Holman Program Academic Advisor, ACHIEVE
- 4. Kimberly Jinkerson Instructor, Nursing
- 5. Melinda McElhaney-McKinney Instructor, Nursing
- Kim Shackleford Director of Nursing
- 7. Dee Vanderburg Part-time Nursing Secretary

#### VIII. Appendix

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

#### IX. FY22 Board of Trustees Meeting Dates

- Wednesday, February 16, 2022
- Tuesday, March 15, 2022
- Wednesday, April 20, 2022
- Wednesday, May 18, 2022
- Wednesday, June 22, 2022

#### X. Adjournment

## BOARD OF TRUSTEES THREE RIVERS COLLEGE November 17, 2021

The regular meeting of the Board of Trustees began at 12:00 p.m. on Wednesday, November 17, 2021.

**CALL TO ORDER** 

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

**ATTENDANCE** 

Trustee Hager delivered the invocation.

INVOCATION

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

APPROVAL OF BOARD
MEETING AGENDA

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

APPROVAL OF THE

**OCTOBER BOARD MEETING** 

**MINUTES** 

Charlotte reviewed the Budget to Actuals as of the end of October 2021. We are 33% into the year and have recognized 39% of our revenues and committed 26% of our expenses.

FINANCIAL REPORT

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

Dr. Payne presented:

PRESIDENT'S REPORT

On October 20 the second of three advising seminars was held – Resources for Students. 47 students addended in person and via zoom. Students received a \$50 scholarship for attending.

**ADVISING SEMINARS** 

Media Literacy Week was October 25-29. Four events were held to help students verify valid sources.

**MEDIA LITERACY WEEK** 

The Tinnin Fine Arts Center has been busy this month with the Patrons of the Arts performance Brazilian All Stars on October 26. and on October 28 the Music

**POTA EVENT** 

Department Fall Recital was held. The students did an outstanding job and as did Buddy and Cindy White and the music adjuncts Sherri Mitchell and Daniel Kubus leading the students.

MUSIC DEPARTMENT FALL RECITAL

The Student Leadership Group sponsored Trunk or Treat on October 30. There were several student organizations that participated. There was a great response for the community. Very successful event.

**TRUNK OR TREAT** 

On November 3<sup>rd</sup> the Crisp Expansion Ribbon Cutting was held. Mr. Crisp and Todd Richardson along with a great crowd was in attendance.

CRISP EXPANSION RIBBON CUTTING

The Raiders and the Lady Raiders have kicked the basketball season off with tournament play and are off to good starts.

RAIDERS AND LADY
RAIDERS BEGIN SEASON

The Annual MCCA Conference was held November 10-12 in Branson, MO. Three Rivers College Senior Service Award Winner, Dionne Thompson, and Excellence in Teaching Award Winner, Stefanie Rundquist were recognized during their award banquet. ANNUAL MCCA CONFERENCE

Kennett Trivia Night was held on November 11, more than \$2,500 was raised to benefit the TRC-Kennett Student Success Fund.

KENNETT TRIVIA NIGHT

- November Advising Seminar November 17
- Counselor's Conference November 19
- Music Department Fall Concert November 23
- Thanksgiving Holiday No Classes November 24-26, College Closed November 25-26
- The Isaacs December 3
- POTA A Christmas Carol December 7
- Employee Christmas Breakfast December 10
- RN Pinning December 10 2pm
- LPN Pinning December 10 4pm
- Christmas Break, College Closed December 20-January 2
- First Day of Spring Semester January 3
- Spring Convocation January 10
- Martin Luther King Jr. Day, College Closed January 17

**UP-COMING EVENTS** 

Trustee Richardson made the motion to enter into executive session at 12:18 p.m. With a second by Trustee Garrison, the board was polled as follows:

**EXECUTIVE SESSION** 

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

ITEMS FOR DISCUSSION,
CONSIDERATION AND
VOTE

Due to the expiration in April 2022, of the six-year terms of office of Trustee Garrison, sub-district 4 and Trustee Featherston, sub-district 3; it will be necessary to formally adopt a Resolution calling for a public election to be held on April 5, 2022, for the purpose of electing two members to the Board of Trustees.

RESOLUTION CALLING FOR TRUSTEES ELECTION

Trustee Schalk made the motion calling for a formal Resolution for an election be adopted; and for Edie Dilbeck, Recording Secretary be formally appointed to serve as election authority. With a second by Trustee Williams the board was polled as follows: Trustee Richardson, yes; Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Featherston, yes.

Ms. Eubank presented the FY2021 audit with the recommendation of acceptance from the Audit Committee.

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

To correct the existing problems with the Sikeston building roof, it has been determined that the roof needs to be replaced. Bids were opened during October and the bid went to Jonesboro Roofing.

Trustee Garrison made the motion to authorize Dr. Payne to sign the contract and all associated documents to move forward with the Sikeston roof. On a second by Trustee Richardson the board was polled as follows: Trustee Richardson, yes; Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Featherston, yes.

The College currently has three series of lease participation certificates outstanding. Two of which are callable in April 2022 and the third in April 2024. In anticipation of the approaching call date, the College

FY2021 AUDIT

ROOF REPLACEMENT ON SIKESTON BUILDING

LEASE PARTICIPATION
CERTIFICATE 2012B AND
2014

explored various alternatives for retiring a portion of the callable bond series and refunding the remainder to achieve a lower cost structure. The recommendation is to call \$5,000,000 of the series 2012B and 2014 lease participation certificates and refund the remainder with Truist Bank at 1.44% and an accelerated payoff schedule.

Trustee Schalk made the motion to approve the recommended lease participation certificate 2022. On a second by Trustee Garrison the board was polled as follows: Trustee Richardson, yes; Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Featherston, yes.

Trustee Schalk made the motion to approve the changes to PP 4330 Shared Sick Leave to clarification of shared sick bank membership start date and use of the shared sick bank for employee illnesses, as well as the addition of a clause relating to committee members with conflicts of interest. On a second by Trustee Hager the board was polled as follows: Trustee Richardson, yes; Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Featherston, 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 Richardson, yes; Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes; Trustee Williams, yes; Trustee Featherston, yes.

There being no further business, Trustee Garrison made the motion to adjourn the meeting at 1:18 p.m. and with a second by Trustee Hager, the motion passed unanimously.

CHAIRMAN

**SECRETARY** 

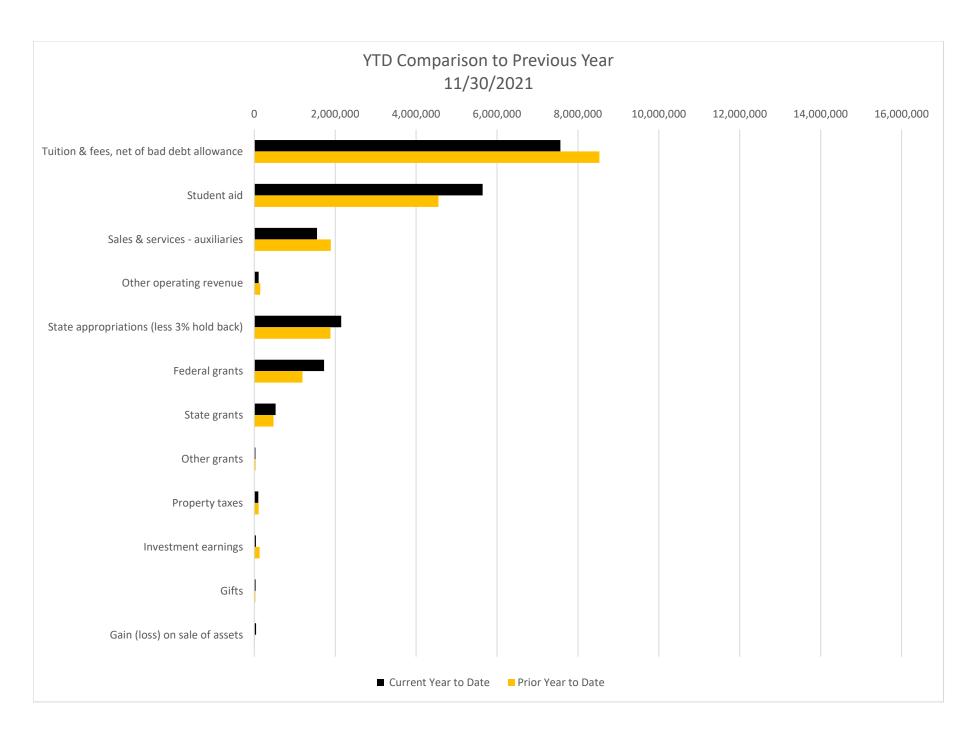
REVISIONS TO PP 4330 – SHARED SICK LEAVE

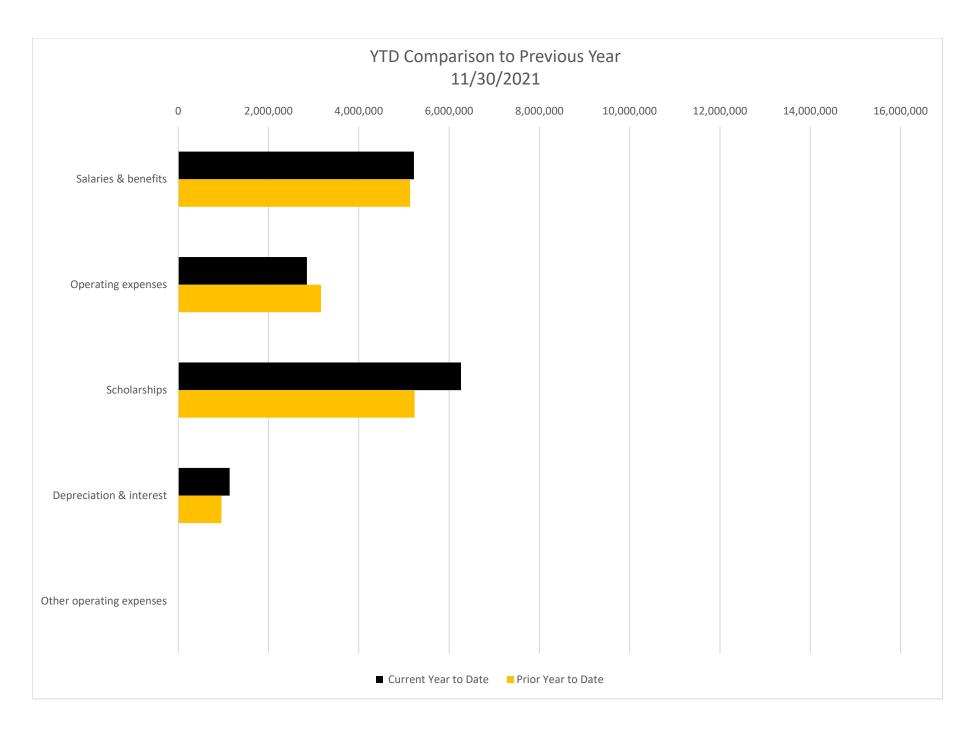
CONSIDERATION AND
APPROVAL OF ALL
PERSONNEL ACTION AND
ASSOCIATED DOCUMENTS

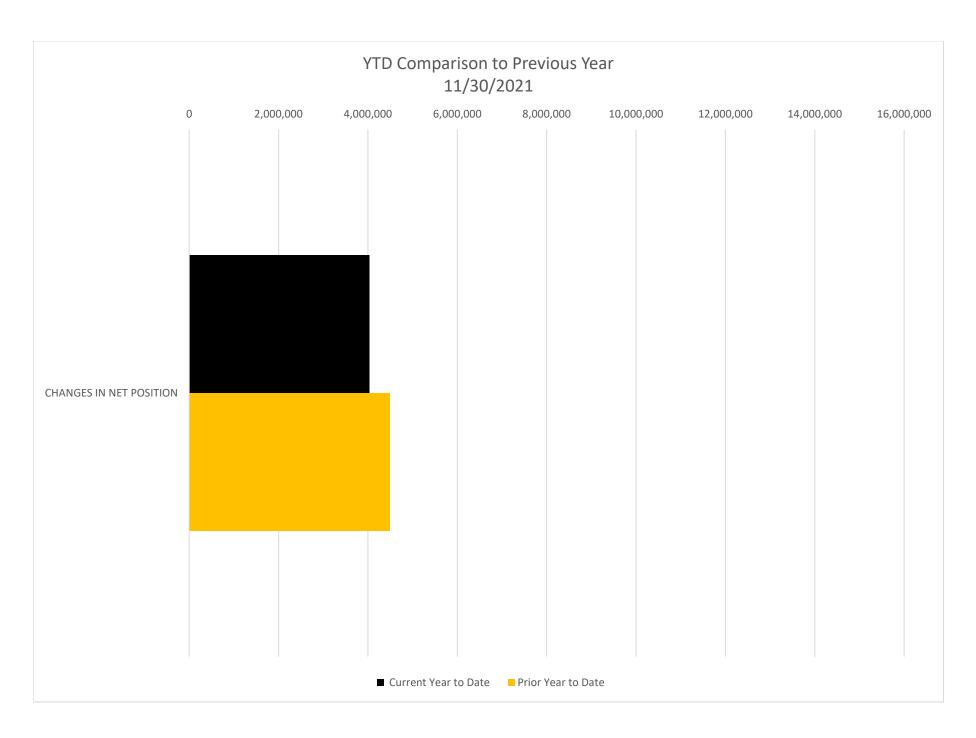
**ADJOURNMENT** 

APPROVAL DATE

APPROVAL DATE







# Three Rivers College

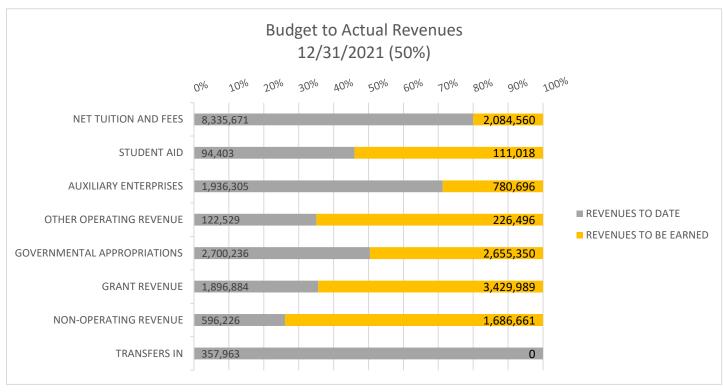
#### Statement of Net Position

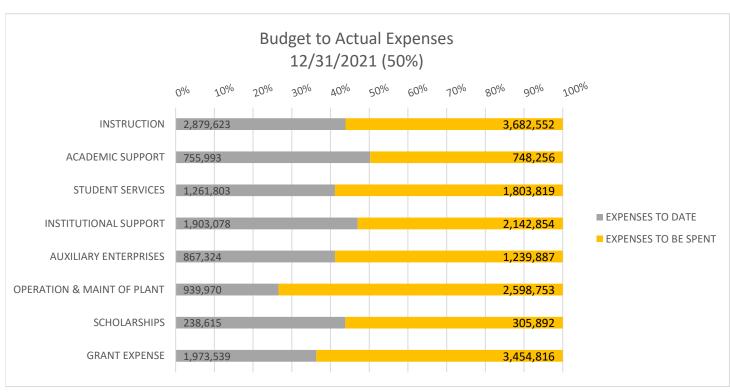
# Unrestricted Funds, Grants and Governmental Appropriations - Unaudited November 30, 2021

ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash & Cash Equivalents	17,109,186	Accounts Payable	484,115
Student Account Receivables, net	5,533,924	Accrued Vacation	313,232
Property Tax Receivable	82,738	Student Deposits	2,385,034
Other Receivables	8,228,982	Deferred Tuition & Fees	27,330
Investments	0	Scholarships	(446,349)
Inventory	76,907	Total Current Liabilities	2,763,362
Prepaid Expenses	286,431	·	
Total Current Assets	31,318,167	NON-CURRENT LIABILITIES	
	_	Retirement Incentive Payable	0
NON-CURRENT ASSETS		Other Post Employment Benefits	17,059,162
Land	5,490,786	Bonds, Notes and Leases Payable	15,165,651
Capital assets	74,056,053	Accrued Interest	0
Plus: Current year additions to capital assets	1,598,991	Agency	410,382
Accumulated Depreciation	(34,546,214)	Total Non-Current Liabilities	32,635,195
Unamortized Bond Issue Costs	0		
Total Non-Current Assets	46,599,616	Total Liabilities	35,398,557
DEFERRED OUTFLOWS	5,677,372	DEFERRED INFLOWS	10,220,641
		NET POSITION	
		Beginning Balance	33,937,363
		Changes in Net Position	4,038,594
		Total Net Position	37,975,956
TOTAL ASSETS AND DEFERRED OUTFLOWS	83,595,155	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	83,595,155

# Three Rivers College Statement of Revenues, Expenses and Changes in Net Position Unrestricted Funds, Grants and Governmental Appropriations - Unaudited November 30, 2021

OPERATING REVENUE  Tuition & fees, net of bad debt allowance  July August  4,943,658 517,952	(273,627) 4,782,007 102,148	October 1,377,492 402,518	November 1,001,361	Date	Date	\$ Change	% Change
	4,782,007	, ,	1,001,361	7.500.005			
Tuition & fees, net of bad debt allowance 4,943,658 517,952	4,782,007	, ,	1,001,361	7 5 6 6 0 2 5			
		402,518		7,566,835	8,531,102	(964,267)	(11.30)%
Student aid 164,414 22,940	102,148		270,757	5,642,637	4,552,010	1,090,626	23.96%
Sales & services - auxiliaries 893,225 101,635		239,650	215,985	1,552,643	1,890,829	(338,187)	(17.89)%
Other operating revenue 3,181 89,813	10,115	2,340	2,530	107,979	146,960	(38,981)	(26.52)%
Total Operating Revenue 6,004,478 732,340	4,620,643	2,022,000	1,490,633	14,870,094	15,120,902	(250,808)	(1.66)%
OPERATING EXPENSES							
Salaries & benefits 1,021,549 1,021,985	1,047,215	1,060,411	1,070,628	5,221,788	5,134,537	87,250	1.70%
Operating expenses 697,499 438,020	692,308	526,584	497,577	2,851,987	3,163,876	(311,888)	(9.86)%
Capital equipment 99,020 625,423	556,361	174,629	143,558	1,598,991	554,883	1,044,108	188.17%
Less: Transfer to capital assets (99,020) (625,423)	(556,361)	(174,629)	(143,558)	(1,598,991)	(554,883)	(1,044,108)	188.17%
Scholarships 212,485 51,023	5,227,145	469,382	303,240	6,263,274	5,234,031	1,029,243	19.66%
Depreciation & interest 147,524 294,088	149,685	352,406	195,443	1,139,145	958,019	181,126	18.91%
Other operating expenses 0 0	0	0	22	22	(404)	426	(105.38)%
Total Operating Expenses 2,079,057 1,805,116	7,116,352	2,408,782	2,066,910	15,476,216	14,490,059	986,157	6.81%
NON-OPERATING REVENUE (EXPENSES)							
State appropriations (less 3% hold back) 425,628 433,744	429,686	429,686	429,686	2,148,430	1,881,174	267,256	14.21%
Federal grants 339,754 422,388	488,662	261,032	213,758	1,725,595	1,189,161	536,434	45.11%
State grants 21,923 24,811	307,429	99,047	73,250	526,460	476,034	50,425	10.59%
Other grants 0 0	21,924	5,000	0	26,924	31,990	(5,066)	(15.84)%
Property taxes 22,115 20,358	16,942	7,537	33,292	100,243	108,182	(7,939)	(7.34)%
Investment earnings 8,109 7,074	7,572	8,408	7,759	38,923	132,201	(93,278)	(70.56)%
Gifts 5,387 0	0	27,500	0	32,887	30,140	2,747	9.11%
Gain (loss) on sale of assets 0 0	45,254	0	0	45,254	11,650	33,604	288.44%
Total Non-Operating Revenues (Expenses) 822,917 908,375	1,317,469	838,210	757,745	4,644,715	3,860,532	784,183	20.31%
<b>CHANGES IN NET POSITION</b> 4,748,337 (164,400)	(1,178,240)	451,428	181,468	4,038,594	4,491,375	(452,782)	(10.08)%





#### Three Rivers College

#### Statement of Revenues, Expenses and Changes In Net Position

# Unrestricted Funds, Grants and Governmental Appropriations - Unaudited December 31, 2021

Fiscal Year Benchmark: 50%

				REVENUES TO BE
REVENUES	BUDGET	<b>REVENUES TO DATE</b>	REVENUES TO DATE %	EARNED
NET TUITION AND FEES	10,420,231	8,335,671	80%	2,084,560
Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances				
STUDENT AID	205,421	94,403	46%	111,018
Federal Pell, Student Loans, SEOG, ACG, Work Study				
AUXILIARY ENTERPRISES	2,717,001	1,936,305	71%	780,696
Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental				
OTHER OPERATING REVENUE	349,025	122,529	35%	226,496
Athletic Ticket Sales, Fines, Transcript Fees, Other Income				
GOVERNMENTAL APPROPRIATIONS	5,355,586	2,700,236	50%	2,655,350
State Aid, State Maint. & Repair				
GRANT REVENUE	5,326,873	1,896,884	36%	3,429,989
State Grants, Federal Grants				
NON-OPERATING REVENUE	2,282,887	596,226	26%	1,686,661
Taxes, Interest Earnings, Gifts				
TRANSFERS IN	357,963	357,963	100%	0
General funds-prior year transfers in (Reserves), current year transfers from capital				
TOTAL REVENUES	27,014,987	16,040,216	59%	10,974,771

NOTE: We have recognized 54% of budgeted revenues. We have recognized 80% of our budgeted revenues from tuition and fees, comprised of portions of summer, fall 2021 and the beginning of spring registration, 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 TO BE
EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	SPENT
INSTRUCTION	6,562,175	2,879,623	44%	3,682,552
Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services				
ACADEMIC SUPPORT	1,504,249	755,993	50%	748,256
Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support				
STUDENT SERVICES	3,065,621	1,261,803	41%	1,803,819
Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services				
INSTITUTIONAL SUPPORT	4,045,932	1,903,078	47%	2,142,854
Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications				
AUXILIARY ENTERPRISES	2,107,211	867,324	41%	1,239,887
Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental				
OPERATION & MAINT OF PLANT	3,538,723	939,970	27%	2,598,753
Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services				
SCHOLARSHIPS	544,507	238,615	44%	305,892
Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission				
GRANT EXPENSE	5,428,355	1,973,539	36%	3,454,816
State Grants, Federal Grants				
TOTAL EXPENSES	26,796,774	10,819,945	40%	15,976,828

NOTE: We have obligated 37% of our budgeted expenses at 50% into the fiscal year. December payroll is INCLUDED and credit card expenses are NOT INCLUDED as they were not yet available at the time of this report. Budgeted increase in Net Position is a result of awarded funding sources exceeding budget estimates.

**CHANGES IN NET POSITION** 218,213 5,220,271

\_\_\_\_\_\_\_\_\_\_\_

# Three Rivers College Capital Budget - Unaudited December 31, 2021 Fiscal Year Benchmark: 50%

UNRESTRICTED         General funds - prior year transfers in (Reserves)         1,283,262         732,356         57%         55C           General funds - current year transfers in         TOTAL FUNDING SOURCES         BUDGET         USES OF FUNDS         BUDGET         USES TO DATE         USES TO DATE &         USES OF TO DATE &         USES UNSPE           Sikeston Location roof         240,000         5,040         2%         234           Westwood Event Center upgrades         210,531         0         0%         211           Westover Administration Building repairs         200,000         155,989         78%         44           HVAC upgrades         2,500,000         75,050         3%         2,422           Campus restroom upgrades         500,000         0         0         0%         500           Keyless entry locks         556,901         278,451         50%         278           Landscaping, Lighting and other land improvements         60,000         61,461         102%         11           Tinin Fine Arts Center refurbish         380,324         540,441         142%         13           Ballifield improvements         35,000         0         0				SOURCES TO DATE	SOURCES TO BE
HEERF (CARES) federal grant   3,827,401   509,332   13%   3,318   UNRESTRICTED	FUNDING SOURCES	BUDGET	SOURCES TO DATE	%	EARNED
UNRESTRICTED           General funds - prior year transfers in (Reserves)         1,283,262         732,356         57%         55C           General funds - current year transfers in         5,110,663         1,241,688         24%         3,868           TOTAL FUNDING SOURCES           USES OF FUNDS         BUDGET         USES TO DATE         USES UNSPE           Sikeston Location roof         240,000         5,040         2%         234           Westwood Event Center upgrades         210,531         0         0%         211           Libla Family Sports Complex         183,747         0         0%         118           Westover Administration Building repairs         200,000         155,989         78%         44           HVAC upgrades         2,500,000         75,050         3%         2,422           Campus restroom upgrades         500,000         0         0         0%         500           Keyless entry locks         556,901         278,451         50%         278           Landscaping, Lighting and other land improvements         60,000         61,461         102%         1           Tinnin Fine Arts Center refurbish         380,324         540,441         142%         160 <th>RESTRICTED</th> <th></th> <th></th> <th></th> <th></th>	RESTRICTED				
1,283,262   732,356   57%   550     General funds - current year transfers in (Reserves)   5,110,663   1,241,688   24%   3,865     TOTAL FUNDING SOURCES   BUDGET   USES TO DATE   USES TO DATE   USES UNSPEENDS   USES UNSPEENDS UNSPEENDS UNSPEENDS   USES UNSPEENDS UNSPEENDS   USES UNSPEENDS UNSPEENDS UNSPEENDS   USES UNSPEENDS UNSPEENDS   USES	HEERF (CARES) federal grant	3,827,401	509,332	13%	3,318,069
Sileston Location roof   Sileston Location Roof Location Roof	UNRESTRICTED				
TOTAL FUNDING SOURCES   5,110,663   1,241,688   24%   3,868	General funds - prior year transfers in (Reserves)	1,283,262	732,356	57%	550,906
USES OF FUNDS         BUDGET         USES TO DATE         USES TO DATE %         USES UNSPEE           Sikeston Location roof         240,000         5,040         2%         234           Westwood Event Center upgrades         210,531         0         0%         211           Libla Family Sports Complex         183,747         0         0%         183           Westover Administration Building repairs         200,000         155,989         78%         44           HVAC upgrades         2,500,000         75,050         3%         2,422           Campus restroom upgrades         500,000         0         0         0%         500           Keyless entry locks         556,901         278,451         50%         278           Landscaping, Lighting and other land improvements         60,000         61,461         102%         (1           Tinnin Fine Arts Center refurbish         136,000         5,267         4%         130           Ballfield improvements         380,324         540,441         142%         (160           Fleet vehicles         35,000         0         0         0         0         35           Farm outbuilding/restroom         108,160         119,988         111%         (11	General funds - current year transfers in				
Sikeston Location roof       240,000       5,040       2%       234         Westwood Event Center upgrades       210,531       0       0%       210         Libla Family Sports Complex       183,747       0       0%       183         Westover Administration Building repairs       200,000       155,989       78%       44         HVAC upgrades       2,500,000       75,050       3%       2,424         Campus restroom upgrades       500,000       0       0%       500         Keyless entry locks       556,901       278,451       50%       278         Landscaping, Lighting and other land improvements       60,000       61,461       102%       (1         Tinnin Fine Arts Center refurbish       136,000       5,267       4%       13         Ballfield improvements       380,324       540,441       142%       (160         Fleet vehicles       35,000       0       0%       35         Farm outbuilding/restroom       108,160       119,988       111%       (11         TOTAL EXPENSES       5,110,663       1,241,688       24%       3,868	TOTAL FUNDING SOURCES	5,110,663	1,241,688	24%	3,868,975
Sikeston Location roof       240,000       5,040       2%       234         Westwood Event Center upgrades       210,531       0       0%       210         Libla Family Sports Complex       183,747       0       0%       183         Westover Administration Building repairs       200,000       155,989       78%       44         HVAC upgrades       2,500,000       75,050       3%       2,424         Campus restroom upgrades       500,000       0       0%       500         Keyless entry locks       556,901       278,451       50%       278         Landscaping, Lighting and other land improvements       60,000       61,461       102%       (1         Tinnin Fine Arts Center refurbish       136,000       5,267       4%       13         Ballfield improvements       380,324       540,441       142%       (160         Fleet vehicles       35,000       0       0%       35         Farm outbuilding/restroom       108,160       119,988       111%       (11         TOTAL EXPENSES       5,110,663       1,241,688       24%       3,868					
Sikeston Location roof       240,000       5,040       2%       234         Westwood Event Center upgrades       210,531       0       0%       210         Libla Family Sports Complex       183,747       0       0%       183         Westover Administration Building repairs       200,000       155,989       78%       44         HVAC upgrades       2,500,000       75,050       3%       2,424         Campus restroom upgrades       500,000       0       0%       500         Keyless entry locks       556,901       278,451       50%       278         Landscaping, Lighting and other land improvements       60,000       61,461       102%       (1         Tinnin Fine Arts Center refurbish       136,000       5,267       4%       13         Ballfield improvements       380,324       540,441       142%       (160         Fleet vehicles       35,000       0       0%       35         Farm outbuilding/restroom       108,160       119,988       111%       (11         TOTAL EXPENSES       5,110,663       1,241,688       24%       3,868	USES OF FUNDS	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
Westwood Event Center upgrades       210,531       0       0%       210         Libla Family Sports Complex       183,747       0       0%       183         Westover Administration Building repairs       200,000       155,989       78%       44         HVAC upgrades       2,500,000       75,050       3%       2,424         Campus restroom upgrades       500,000       0       0%       500         Keyless entry locks       556,901       278,451       50%       278         Landscaping, Lighting and other land improvements       60,000       61,461       102%       (1         Tinnin Fine Arts Center refurbish       136,000       5,267       4%       13         Ballfield improvements       380,324       540,441       142%       (160         Fleet vehicles       35,000       0       0%       38         Farm outbuilding/restroom       108,160       119,988       111%       (11         TOTAL EXPENSES       5,110,663       1,241,688       24%       3,868					234,960
Libla Family Sports Complex       183,747       0       0%       183         Westover Administration Building repairs       200,000       155,989       78%       44         HVAC upgrades       2,500,000       75,050       3%       2,424         Campus restroom upgrades       500,000       0       0%       500         Keyless entry locks       556,901       278,451       50%       278         Landscaping, Lighting and other land improvements       60,000       61,461       102%       (1         Tinnin Fine Arts Center refurbish       136,000       5,267       4%       130         Ballfield improvements       380,324       540,441       142%       (160         Fleet vehicles       35,000       0       0%       35         Farm outbuilding/restroom       108,160       119,988       111%       (11         TOTAL EXPENSES       5,110,663       1,241,688       24%       3,868		•	•		210,531
Westover Administration Building repairs       200,000       155,989       78%       44         HVAC upgrades       2,500,000       75,050       3%       2,424         Campus restroom upgrades       500,000       0       0%       500         Keyless entry locks       556,901       278,451       50%       278         Landscaping, Lighting and other land improvements       60,000       61,461       102%       (1         Tinnin Fine Arts Center refurbish       136,000       5,267       4%       130         Ballfield improvements       380,324       540,441       142%       (160         Fleet vehicles       35,000       0       0%       35         Farm outbuilding/restroom       108,160       119,988       111%       (11         TOTAL EXPENSES       5,110,663       1,241,688       24%       3,868	, ,	•		0%	183,747
HVAC upgrades       2,500,000       75,050       3%       2,422         Campus restroom upgrades       500,000       0       0%       500         Keyless entry locks       556,901       278,451       50%       278         Landscaping, Lighting and other land improvements       60,000       61,461       102%       (1         Tinnin Fine Arts Center refurbish       136,000       5,267       4%       130         Ballfield improvements       380,324       540,441       142%       (160         Fleet vehicles       35,000       0       0%       35         Farm outbuilding/restroom       108,160       119,988       111%       (11         TOTAL EXPENSES       5,110,663       1,241,688       24%       3,868	• • •	200,000	155,989	78%	44,011
Keyless entry locks       556,901       278,451       50%       278         Landscaping, Lighting and other land improvements       60,000       61,461       102%       (1         Tinnin Fine Arts Center refurbish       136,000       5,267       4%       130         Ballfield improvements       380,324       540,441       142%       (160)         Fleet vehicles       35,000       0       0%       35         Farm outbuilding/restroom       108,160       119,988       111%       (11         TOTAL EXPENSES       5,110,663       1,241,688       24%       3,868		2,500,000		3%	2,424,950
Landscaping, Lighting and other land improvements       60,000       61,461       102%       (1         Tinnin Fine Arts Center refurbish       136,000       5,267       4%       130         Ballfield improvements       380,324       540,441       142%       (160)         Fleet vehicles       35,000       0       0%       35         Farm outbuilding/restroom       108,160       119,988       111%       (11         TOTAL EXPENSES       5,110,663       1,241,688       24%       3,868	Campus restroom upgrades	500,000	0	0%	500,000
Tinnin Fine Arts Center refurbish       136,000       5,267       4%       130         Ballfield improvements       380,324       540,441       142%       (160         Fleet vehicles       35,000       0       0%       35         Farm outbuilding/restroom       108,160       119,988       111%       (11         TOTAL EXPENSES       5,110,663       1,241,688       24%       3,868	Keyless entry locks	556,901	278,451	50%	278,451
Ballfield improvements       380,324       540,441       142%       (160)         Fleet vehicles       35,000       0       0%       35         Farm outbuilding/restroom       108,160       119,988       111%       (11         TOTAL EXPENSES       5,110,663       1,241,688       24%       3,868	Landscaping, Lighting and other land improvements	60,000	61,461	102%	(1,461)
Fleet vehicles       35,000       0       0%       35         Farm outbuilding/restroom       108,160       119,988       111%       (11         TOTAL EXPENSES       5,110,663       1,241,688       24%       3,868	Tinnin Fine Arts Center refurbish	136,000	5,267	4%	130,733
Farm outbuilding/restroom         108,160         119,988         111%         (11)           TOTAL EXPENSES         5,110,663         1,241,688         24%         3,868	Ballfield improvements	380,324	540,441	142%	(160,117)
TOTAL EXPENSES 5,110,663 1,241,688 24% 3,868	Fleet vehicles	35,000	0	0%	35,000
	Farm outbuilding/restroom	108,160	119,988	111%	(11,828)
NET CLIDIULIC (DEFICIT)	TOTAL EXPENSES	5,110,663	1,241,688	24%	3,868,975
NEI SURPLOS (DEFICIT)	NET SURPLUS (DEFICIT)	0	0		

#### THREE RIVERS COLLEGE PROPOSED BUDGET AMENDMENTS AS OF 12/31/21

REVISED AS OF 12/31/2021

OPERATIN	G BUDGET		
	REVENUE	EXPENSE	NET
ADOPTED BY BOARD 06/23/2021	24,908,117	26,579,559	(1,671,442)
Operating expense from reserves	357,963		357,963
Operating expense from HEERF	1,343,906		1,343,906
TRET gift	1,740	1,740	-
Achieve grant carryover	7,700	7,700	-
TREAD grant awarded	285,000	285,000	-
GEER Excel grant awarded	610,000	610,000	-
AMENDMENTS APPROVED BY BOARD 08/25/2021	(233,517)	(459,016)	225,499
TRET gift	4,647	4,647	-
ATD grant 89002	5,643	5,643	-
ETS grant modifications	(339,727)	(339,727)	-
AMENDMENTS APPROVED BY BOARD 10/20/2021	11,765	49,478	(37,713)
Achieve grant carryover	20,000	20,000	-
ETS grant carryover	3,000	3,000	-
Food pantry grant carryover	5,000	5,000	-
SkillUP grant modifications	23,750	23,750	-
Subtotal agreed to Budget to Actual 12/31/2021	27,014,987	26,796,774	218,213
Increases (Decreases) Proposed:			
Personnel changes	-	134,903	(134,903)
Election expense	-	20,000	(20,000)
Ice machine replacement athletics	-	4,000	(4,000)
Tree removal at farm	-	4,000	(4,000)
Theatre distribution box	-	2,583	(2,583)
New employee recruitment	-	2,000	(2,000)
Esports equipment	-	1,549	(1,549)
Other	-	3,665	(3,665)
Subtotal	27,014,987	26,969,474	45,513

REVISED AS OF 12/31/2021 27,014,987 26,969,474 45,513

SOURCES 934,331 141,179 4,035,153	EXPENSES 934,331 141,179	NET -
141,179	141,179	-
	· · · · · · · · · · · · · · · · · · ·	-
4,035,153	4 005 450	
	4,035,153	
5,110,663	5,110,663	-
168,138	168,138	-
12,779	12,779	-
55,531	55,531	-
(25,000)	(25,000)	-
(20,500)	(20,500)	-
5,301,611	5,301,611	
	168,138 12,779 55,531 (25,000) (20,500)	168,138 168,138 12,779 12,779 55,531 55,531 (25,000) (25,000) (20,500) (20,500)

5,301,611

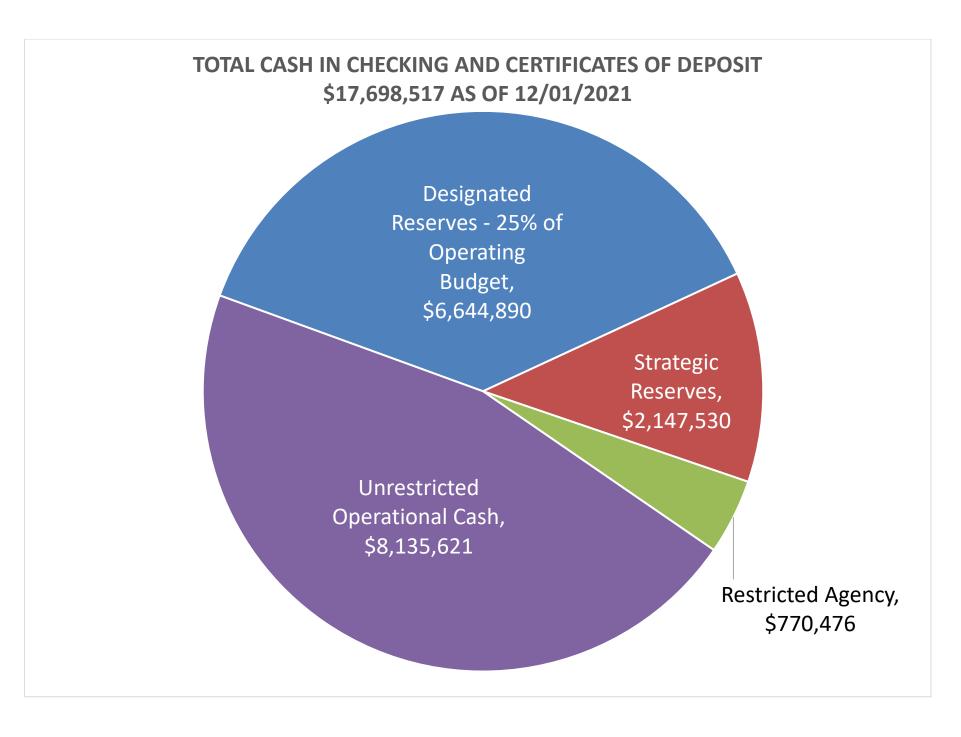
5,301,611

# THREE RIVERS COMMUNITY COLLEGE CASH IN BANKS

# December 1, 2021

	11/01/21	12/01/21
CURRENT FUND		
Cash Funds		
Bookstore	2,000.00	2,000.00
Petty Cash	200.00	200.00
Vending Machines	137.00	137.00
Business Office	1,888.00	1,888.00
Total Cash Funds	4,225.00	4,225.00
General Accounts		
Southern Bank - General Funds	8,227,739.88	7,845,870.31
Southern Bank - Credit Cards	106,560.96	124,391.71
Total General Accounts	8,334,300.84	7,970,262.02
Restricted Bank Accounts		
Payroll Account - Southern Bank	12,783.86	(48,770.09)
Federal Clearing Account	317,808.01	(30,146.00)
Flexible Spending Account	10,008.27	10,004.06
Total Restricted Accounts	340,600.14	(68,912.03)
TOTAL CURRENT FUND	8,679,125.98	7,905,574.99
HOUSING FUND		
General Accounts		
Rivers Ridge Account - Southern Bank	125,831.29	115,023.06
Total General Accounts	125,831.29	115,023.06
TOTAL HOUSING FUND	251,662.58	230,046.12

	11/01/21	<u>12/01/21</u>
PLANT FUND		
General Accounts Plant Fund - Southern Bank Total Bank Accounts	8,788,807.09 8,788,807.09	8,792,419.52 8,792,419.52
Certificates of Deposit	- -	- -
Total Certificates of Deposit	-	-
TOTAL PLANT FUND	8,788,807.09	8,792,419.52
AGENCY FUND		
Bank Accounts Agency Account - Southern Bank	452,446.17	448,715.87
Certificates of Deposit Restricted CD's & Savings	321,759.75	321,759.75
TOTAL AGENCY FUND	774,205.92	770,475.62

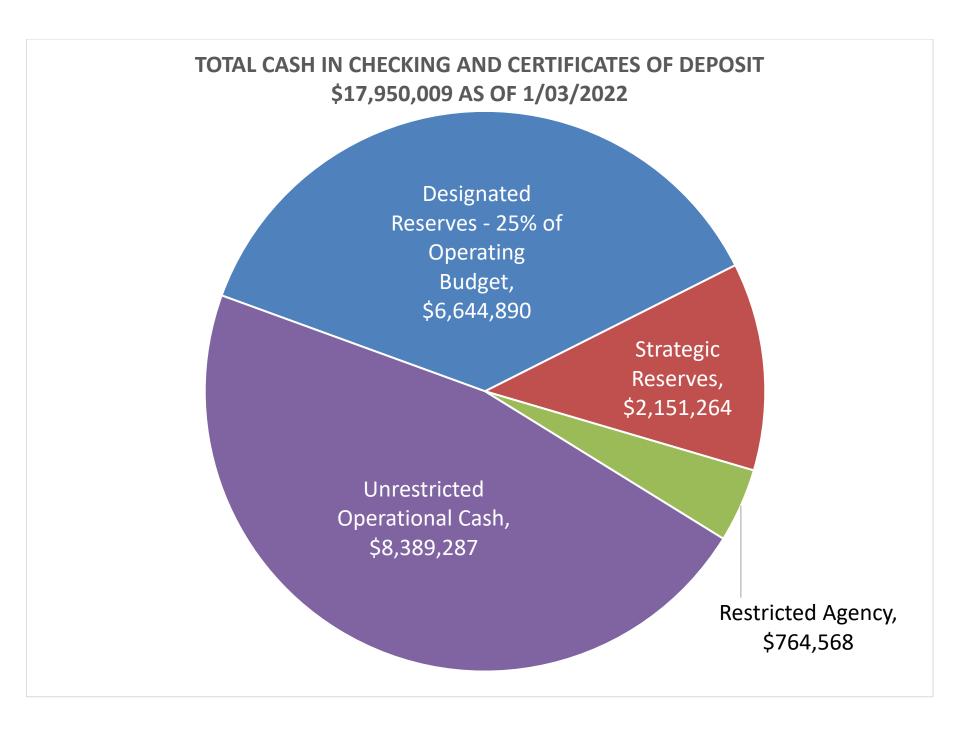


# THREE RIVERS COMMUNITY COLLEGE CASH IN BANKS

January 3, 2022

	<u>12/01/21</u>	01/03/22
CURRENT FUND		
Cash Funds		
Bookstore	2,000.00	2,000.00
Petty Cash	200.00	200.00
Vending Machines	137.00	137.00
Business Office	1,888.00	1,888.00
Total Cash Funds	4,225.00	4,225.00
General Accounts		
Southern Bank - General Funds	7,845,870.31	8,012,619.25
Southern Bank - Credit Cards	124,391.71	92,854.72
Total General Accounts	7,970,262.02	8,105,473.97
Restricted Bank Accounts		
Payroll Account - Southern Bank	(48,770.09)	(39,785.08)
Federal Clearing Account	(30,146.00)	81,857.37
Flexible Spending Account	10,004.06	9,680.83
Total Restricted Accounts	(68,912.03)	51,753.12
TOTAL CURRENT FUND	7,905,574.99	8,161,452.09
HOUSING FUND		
General Accounts		
Rivers Ridge Account - Southern Bank	115,023.06	113,917.34
Total General Accounts	115,023.06	113,917.34
TOTAL HOUSING FUND	230,046.12	227,834.68

	12/01/21	01/03/22
PLANT FUND		
General Accounts Plant Fund - Southern Bank Total Bank Accounts	8,792,419.52 8,792,419.52	8,796,153.80 8,796,153.80
Certificates of Deposit		
	-	-
Total Certificates of Deposit		-
TOTAL PLANT FUND	8,792,419.52	8,796,153.80
AGENCY FUND		
Bank Accounts Agency Account - Southern Bank	448,715.87	442,808.66
Certificates of Deposit Restricted CD's & Savings	321,759.75	321,759.75
TOTAL AGENCY FUND	770,475.62	764,568.41



# THREE RIVERS COLLEGE CERTIFICATE OF DEPOSIT

# **CERTIFICATES OF DEPOSIT AS OF December 31, 2021**

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

## SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF December 31, 2021

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
22134	First Midwest Bank of P.B.	0.50	01/08/98	01/08/22	10,000.00	Jerome Burford
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/22	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/22	2,500.00	A. Garner
22246	First Midwest Bank of P.B.	1.05	02/25/98	02/25/22	1,658.87	Missy Braden
2136801	First Midwest Bank of P.B.	0.40	03/05/97	03/05/22	5,000.00	Thelma Jackson
2017004363	Commerce Bank	0.30	03/30/88	03/30/22	10,000.00	Myrtle Corbett
423137249	Regions Bank	0.01	05/12/88	04/02/22	2,833.00	Combined Sch
9525	First Missouri State Bank	0.85	05/06/93	05/06/22	2,000.00	Carl Wiseman
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
2012008906	Commerce Bank	0.05	05/11/81	05/11/22	4,526.11	P.C. Hays, Sr.
2016007496	Commerce Bank	0.03	05/14/90	05/14/22	3,835.00	Bill Vinson
25103	First Midwest Bank of P.B.	0.40	05/14/99	05/14/22	5,000.00	Thelma Jackson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/22	2,192.00	Greg Starnes
2038701	First Midwest Bank of P.B.	0.65	05/16/96	05/16/22	5,000.00	Thelma Jackson
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/22	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/22	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	0.50	05/26/89	05/26/22	16,350.00	Jackie Watson
110260320	Southern Bank	0.85	06/02/86	06/02/22	1,000.00	Hulen Spencer
2016012267	Commerce Bank	0.025	06/04/92	06/04/22	2,350.00	Bill Vinson
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
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/22	1,405.00	Joshua Bowman
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
2170801	First Midwest Bank of P.B.	0.50	07/11/97	07/30/22	10,925.00	Mabel Swindel
2012008112	Commerce Bank	0.30	08/11/92	08/11/22	1,000.00	Myra C. Hays
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/22	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.50	08/23/90	08/23/22	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.50	08/25/92	08/25/22	3,000.00	Odd Fellows
110270576	Southern Bank	0.60	08/27/85	08/27/22	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.50	08/28/02	08/28/22	5,000.00	Helvey-Miller
21815	First Midwest Bank of P.B.	0.35	09/22/98	09/22/22	5,000.00	Jerome Burford
423137256	Regions Bank	0.01	05/12/88	10/02/22	1,024.34	Fred Morrow
24325	First Midwest Bank of P.B.	0.35	10/15/99	10/15/22	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	0.35	10/31/97	10/31/22	1,065.00	Gertrude Cox

# THREE RIVERS COLLEGE CERTIFICATE OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
23353	First Midwest Bank of P.B.	0.35	11/06/00	11/06/22	4,000.00	Coll. Achievement
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/22	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	1.10	12/05/95	12/05/22	5,000.00	Helvey-Miller
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/22	1,110.00	C.T. McDaniel
2016012160	Commerce Bank	0.25	12/11/91	12/11/22	7,700.00	Bill Vinson
43712	First Midwest Bank of P.B.	0.85	04/27/09	12/14/22	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.25	12/22/97	12/22/22	10,000.00	Harold Prim
110239662	Southern Bank	1.00	01/05/91	01/05/23	1,412.53	Bulow Mem.
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/23	6,468.04	Butler Co Co-op
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/23	1,226.80	A. Garner
2017004259	Commerce Bank	0.30	12/09/89	12/09/23	1,000.00	P.I. Church
63760695	US Bank of Poplar Bluff	1.73	04/04/85	04/05/24	1,001.63	Lonnie Davis
2018004893	Commerce Bank	0.35	04/10/88	04/10/24	3,000.00	Myra C. Hays
423137173	Regions Bank	0.15	12/09/85	12/09/24	5,000.00	Mary Hinrichs

#### Three Rivers College CD Report As of December 31, 2021

estn		

Bank Account Interest Rate

Bank	Account	Interest Rate
	all except Federal	
Southern Bank	Funds	0.50%

**CDs Maturing** 

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

Responses

recoponisco		
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
				İ
				+
Total				-

# THREE RIVERS COMMUNITY COLLEGE Summary of Checks Issued Month of NOVEMBER & DECEMBER 2021

Current Fund:	General Fund - Southern Bank		\$ 1,973,256.14
Housing Fund:	Rivers Ridge - Southern Bank		6,029.84
Plant Fund:	Construction Account - Southern Ba	nk	-
Agency Fund:	Agency Account - Southern Bank		49,578.55
	Grand Total		\$ 2,028,864.53
pertinent data on	nat the above is supported by invoices file in the College Business Office. And have of January 2022.	pproved by th	
		Secretary, B	oard of Trustees

#### THREE RIVERS COLLEGE BID REPORT AS OF JANUARY 11, 2022

#### Library RFID System

Status: Closed
Open Date: 9/27/2021
Close Date: 10/11/2021
Funding Source: CARES

Bibleoteca Norcross, GA
FE Technologies Raleigh, NC
Mk Solutions York, PA

FE Technologies \$ 61,011.00

Bid Awarded: Yes

#### **Athletic Insurance**

Status:

Bids Submitted:

Recommendation

Open Date: 1/3/2022
Close Date: 1/11/2022
Funding Source: General Revenue

Bids Submitted: Gallagher Student Health and Special Risk Quincy, MA

Bid Awarded: No

Recommendation: Gallagher Student Health and Special Risk \$ 103,602.00

### **January 2022 President's Report**

- Counselor's Conference
- Christmas Breakfast
- Spring 2022 Convocation
- 1st Day of Classes

## Upcoming Events

- o Hall of Fame Banquet January 21, 2022
- o Alumni Reunion January 22, 2022
- o Red Cross Blood Drive January 27, 2022
- o Tango Argentina February 3, 2022
- o District 20 FBLA Conference February 4, 2020
- o Music Department Jazz Fest, Evening 1 February 10, 2022
- o Cornet Chop Suey February 11, 2022
- o Music Department Jazz Fest, Evening 2 February 12, 2022

## A G E N D A Executive Session Wednesday, January, 19, 2022

### 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

#### VI. CONSIDERATION OF APPROVAL FOR ATHLETIC TEAMS INSURANCE

#### **BACKGROUND INFORMATION**

#### **HISTORY**

The College advertised for bids for both Basic Sports Accident and Catastrophic Sports Accident policies. Responses were received as follows:

Bidders Meeting Bid Specifications:

Name of Broker	Company	<u>Deductible</u>	Basic Sports Accident Policy	Catastrophic Sports Accident Policy
Gallagher Student Health & Special Risk				
	Arch Insurance Company	\$0	\$140,000.00	
	Philadelphia	\$0	\$170,043.00	\$10,000.00
	Gaurantee Trust Life	\$0	\$115,037.00	
	QBE Insurance Corporation	\$0	\$141,247.00	
	Berkley Accident & Health	\$0	\$132,586.00	
	Starr Indemnity	\$0	\$99,975.00	
	Mutual of Omaha	\$0	\$126,390.00	\$3,627.00
	National Union Fire Insurance Company	\$0	\$130,761.00	
	Wellfleet	\$0	\$158,994.00	\$9,576.00
	The Hartford	\$0	\$125,357.00	

#### **FINANCIAL IMPLICATIONS**

Our current policy has a zero deductible and premiums for the 12-month period for 2021 were \$109,500.00 for the Basic Sports Accident Policy and \$6,595.00 for the Catastrophic Policy, totaling \$116,095.00. Gallagher Student Health & Special Risk's total submitted bid, with a zero deductible, would result in a \$12,493.00 annual savings.

#### **ADMINISTRATIVE RECOMMENDATIONS**

As Gallagher Student Health & Special Risk is the incumbent and they are offering the best, comparative pricing, based on a zero deductible, it is recommended that the College accept the Basic Sports Accident policy bid from Gallagher Student Health & Special Risk through Starr Indemnity (\$99,975.00) as well as their proposed Catastrophic Sports Accident policy through Mutual of Omaha Insurance Company (\$3,627.00).

#### V1. Consideration and approval of changes to SR2210 Admission Requirements

#### **BACKGROUND INFORMATION**—

#### **HISTORY**

Originally approved in March 2010. References of Missouri State Statues added in April 2015. Revisions of Administration titles in September 2015 and College name in September 2016. Inclusion of compliance with Missouri House Bill 106 and Higher Learning Commission: Policy on Student Consumer Protection, and the non-decimation Policy and statement to reinforce the College's commitment for equal opportunity in November 2019. The revisions is minor edits to align with SR2210 Admission Requirements.

### POSSIBLE ALTERNATIVES

None

#### **FINANCIAL IMPLICATIONS**

None

#### **ADMINISTRATIVE RECOMMENDATIONS**

Approve changes as presented.

Three Rivers College subscribes to an open access concept in order to provide full educational opportunities. The Board of Trustees authorizes the College President to establish policy and regulations for admission which encourages the enrollment of all persons who can benefit from the educational programs of the College. The College strictly adheres to all local, state, accreditation and federal policy and rules that may apply to college admissions. The College commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, gender, sexual orientation, religion, age, disability, or national origin.

The College may restrict or deny admission to any applicant based on criteria which the College may or may not have in its direct control. The College may deny admission to any student based on a review of the student's intake information and whose record of behavior indicates that his or her admission would disrupt the orderly process of the College's programs, would interfere with the rights and privileges of other students, creates a threat or potential danger to the college community, is statutorily barred from the College, or if such denial of access is considered to be in the best interest of the College.

The College complies with Missouri House Bill 1606 regarding accessibility to prospective students of all program information through the College Scorecard disclosure that includes the number of credit hours, program length, employment rate, wage data, and graduates employed in careers related to their program of study found on the <u>Consumer Information Page</u>.

#### **DOCUMENT HISTORY:**

01-19-2022

03-11-2010: Initial approval of policy SP 2210 Admission Requirements. 04-15-2015: References in template Missouri State Statute 174.130; 167.031 to 167.071; 199.290; 199.350; 199.170 in relation to the mandatory admissions procedure. The second paragraph was added. 09-16-2015: Revision of position title Dean of Student Success to Chief Student Services Officer. 09-21-2016: The College Board of Trustees approved the name change of the College from Three Rivers Community College to Three Rivers College. 11-20-2019 Inclusion of information regarding compliance with Missouri House Bill 1606; and the Higher Learning Commission: Policy on Student Consumer Protection, and the non-decimation Policy and statement to reinforce the College's commitment equal opportunity.

Minor edits to align with SR 2210 Admission Requirements.

Administrati	ve Officer	
Professional	Staff – new position	
Faculty		
Support Staf	f	
Federal Prog	gram:	
Special Prog	gram	
	Clark	
POSITION TITLE:_	Director, Workforce Development	
	00	
FULL-TIME <u>X</u>		
9 months	10 months11 months	_12 monthsX
Other:		
STARTING DATE:_	January 3, 2022	
QUALIFICATIONS: Degree	Ed. Institution	<u>Major</u>
EXPERIENCE		
07/2019 - present	<del>-</del>	<del>-</del>
	Agency  Paglag Plaff MO	Specialist
${04/2017 - 04/2019}$	Poplar Bluff, MO Ozark Foothills Industrial Medicine	Business Development
<u>U+/2U1/ - U4/2U19</u>	Poplar Bluff, MO	Coordinator
$\overline{11/2012 - 03/2017}$	Penmac Staffing	Staffing Specialist/Branch
22.2012 03/2017	Poplar Bluff, MO	Manager/Area Manager
	<u> </u>	

Administrati	ve Officer	
Professional	Staff	
Faculty		
X Support Staf	f – replacement for Amanda Vazquez	z; resignation approved 6/23/2021
Federal Prog	ram:	
Special Prog	ram	
NAME: Bridge	et Curnutt	
POSITION TITLE:_	Communications Specialist/Visual	
SALARY: \$18.30	)/hour	
FULL-TIME X	PART-TIME:	_
9 months	10 months11 months	12 monthsX
Other:		
STARTING DATE:_	January 3, 2022	
QUALIFICATIONS: <u>Degree</u>	Ed. Institution	<u>Major</u>
EXPERIENCE		
06/2021 - present	Anchored Balance Design	Owner-Freelance Graphic
	Neelyville, MO	Designer
01/1995 - 06/2021	Daily American Republic	-
0.4/4.000		Graphic Designer/Paginator/Trainer
$\underline{04/1990 - 01/1995}$		
	Corning, AR	Magazine department

Administrati	ve Officer	
Professional	Staff	
X Faculty – new	w position	
Support Staf	f	
Federal Prog	ram:	
Special Prog	ram	
NAME: Ashley	y Fowler	
POSITION TITLE:_	Temporary Instructor, CDL Program	
SALARY: \$37,90	)5	
FULL-TIME <u>X</u>	PART-TIME:	
9 months	10 months11 months	_12 monthsX
Other:		
STARTING DATE:_	January 3, 2022	
QUALIFICATIONS: <u>Degree</u>	Ed. Institution	<u>Major</u>
EXPERIENCE		
08/2021 - present	MO Department of Social Services Kennett, MO	Benefit Program Technician
11/2014 – 06/2021	Missouri State Highway Patrol Poplar Bluff, MO	Driver Examiner III; Recruiter; Field Trainer/CDL Examiner
<u>06/2010 – 10/2014</u>	Just Teazin Salon Holcomb, MO	Owner Operator

Administrati	ve Officer	
Professional	Staff	
Faculty		
X Support Staf	f	
X Federal Prog	ram: Educational Talent Sea	arch – US Department of Education
Special Prog	ram	
NAME: Abigai	1 Heuiser	
POSITION TITLE:_	Part-time Education Coordina	tor - ETS
SALARY: \$15.00	/hour	
FULL-TIME	_ PART-TIME:_	<u>X</u>
9 months	_ 10 months11 mon	ths12 monthsX
Other:		
STARTING DATE:_	January 16, 2022	
QUALIFICATIONS:		
<u>Degree</u> AA	Ed. Institution Three Rivers College Poplar Bluff, MO	<u>Major</u> General Education
BS	Southeast Missouri State Univ Cape Girardeau, MO	versity Education – Middle School
EXPERIENCE		
03/2021 - present	The Mozark Companies	Project Manager
<u>08/2006 – 12/2020</u>	Poplar Bluff, MO Boys & Girls Club	Education Coordinator/
	Poplar Bluff, MO	Grant Administrator/Resource Development

# PERSONNEL DATA SHEET

Administrati	ve Officer	
Professional	Staff	
Faculty		
X Support Staf	f – replacement for Erick Reed; resignation	approved 4/15/2020
Federal Prog	gram:	
Special Prog	ram	
NAME: Shawn	n Hunter	
POSITION TITLE:_	Skilled Construction Specialist/Maintenan	ce
SALARY: \$16.50	)/hour	
FULL-TIME X	PART-TIME:	
9 months	10 months11 months	12 monthsX
Other:		
STARTING DATE:_	December 6, 2021	
QUALIFICATIONS: <u>Degree</u>	Ed. Institution	<u>Major</u>
EXPERIENCE		
<u>2019 – 2021</u>	Poplar Bluff R1 School District Poplar Bluff, MO	Maintenance
2019 – 2019	46 Services	Blow out prevention
08/2016 - 07/2018	Three Rivers College Poplar Bluff, MO	Grounds Keeping/Maintenance

(1/19/2022)

# PERSONNEL DATA SHEET

Administrat	tive Officer	
Professiona	l Staff	
Faculty		
X Support Sta	ff – replacement for Tracy King; retirement	approved 4/21/2021
Federal Pro	gram:	
Special Pro	gram	
NAME: Mirai	nda Moore	
POSITION TITLE:	Executive Assistant to the Dean of Studer	nt Services
SALARY: \$18.0	0/hour	
FULL-TIME X	PART-TIME:	
9 months	10 months11 months	12 months X
Other:		
STARTING DATE:	December 6, 2021	
QUALIFICATIONS	d:	
<u>Degree</u> AA	Ed. Institution Three Rivers College	<u>Major</u> General Education
	Poplar Bluff, MO	
BS	Hannibal-LaGrange University Hannibal, MO	Criminal Justice
MEd	William Woods University Fulton, MO	Education Administration
EXPERIENCE		
<u>8/2021 – present</u>	State of Missouri/Children's Division Piedmont, MO	Social Service Specialist
08/2016 - 06/2021	Greenville R-II	Special Education Teacher
00/2000 06/2016	Williamsville, MO	Constitution of Total
<u>08/2008 – 06/2016</u>	Poplar Bluff R-1 Poplar Bluff, MO	Special Education Teacher
	· · · · · · · · · · · · · · · · · · ·	

(1/19/2022)

Transfer of Position
Coordinator, Admissions/Recruitment to Director, ACHIEVE

# BACKGROUND INFORMATION HISTORY

Due to the retirement of Larry Todd Allen, the position of Director, Achieve became vacant. Davina Bixby has been employed full time with the College since June 2019 in Student Services. Most recently she served as the Coordinator, Admissions/Recruitment. The Director of the Achieve position was advertised, and Ms. Bixby applied and was interviewed for the position. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Davina Bixby. She will assume the new duties, effective January 10, 2022.

### **FINANCIAL IMPLICATIONS**

This is a full-time, exempt, grant position funded by the Department of Education.

### **ADMINISTRATIVE RECOMMENDATION**

Approve the internal transfer of Davina Bixby.

Transfer of Position
Assistant Network Administrator to Project Technician

# BACKGROUND INFORMATION HISTORY

Due to department reorganization, the position of Project Technician became vacant. Kevin Crafford has been employed full time with the College since December 2014 in Technology & Computer Services. Most recently he served as the Assistant Network Administrator. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Kevin Crafford. He assumed the new duties, effective January 1, 2022.

# **FINANCIAL IMPLICATIONS**

This is a full-time, exempt staff position.

#### **ADMINISTRATIVE RECOMMENDATION**

Approve the internal transfer of Kevin Crafford.

Transfer of Position
Director, Distance Learning Services to Technology & Computer Services Distance Learning
Specialist

# BACKGROUND INFORMATION HISTORY

Ben Gordon has been employed full time with the College since September 2010 in Technology & Computer Services. Most recently he served as the Director, Distance Learning Services. The Technology & Computer Services position was advertised, and Mr. Gordon requested the transfer. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Ben Gordon. He will assume the new duties, effective January 1, 2022.

### **FINANCIAL IMPLICATIONS**

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

### **ADMINISTRATIVE RECOMMENDATION**

Approve the internal transfer of Ben Gordon.

Transfer of Position
Information Systems Specialist to System Administrator

# BACKGROUND INFORMATION HISTORY

Due to retirement of Kathy Richardson the full-time position of System Administrator became vacant. James Huskey has been employed full time with the College since August 2017 in Technology & Computer Services. Most recently he served within system administration as an Information Systems Specialist. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of James Huskey. He assumed the new duties, effective January 1, 2022.

# **FINANCIAL IMPLICATIONS**

This is a full-time, exempt staff position.

# **ADMINISTRATIVE RECOMMENDATION**

Approve the internal transfer of James Huskey.

Transfer of Position
Executive Assistant to Instruction to Executive Assistant to CAO/Dean of Instruction

# BACKGROUND INFORMATION HISTORY

Due to the transfer of Edie Dilbeck, the position of Executive Assistant to the CAO/Dean of Instruction became vacant. The position was advertised, and Ms. Wooldridge applied and was interviewed for the position. Michelle Wooldridge has been employed full time with the College since July 2016. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Michelle Wooldridge. She assumed the new duties, effective January 1, 2022.

# **FINANCIAL IMPLICATIONS**

This is a full-time, exempt staff position.

# **ADMINISTRATIVE RECOMMENDATION**

Approve the internal transfer of Michelle Wooldridge.

Acceptance of Resignation SIM Lab Coordinator

# BACKGROUND INFORMATION HISTORY

Ms. Larissa Brown has been employed with the College full-time since July 2015, in the nursing and allied health department. Since July 2021, Ms. Brown has served in her current role as the Simulation Laboratory Coordinator. Larissa Brown has submitted her resignation, effective January 7, 2022.

Ms. Brown will remain as an adjunct faculty member for nursing.

# **FINANCIAL IMPLICATIONS**

This is a full-time, 12-month faculty position.

# **ADMINISTRATIVE RECOMMENDATION**

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

1/7/2022
Dr. Phelan,
Please consider this my notice of my resignation from the Simulation Lab Coordinator position.
I have enjoyed my time here at Three Rivers College immensely but feel it is time to move on to other opportunities.
Let me know what I can do to help with this transition.
Thank you,
Larissa Brown, MSN, RN

Acceptance of Resignation
Department Chair, Nursing and Allied Health

# BACKGROUND INFORMATION HISTORY

Dr. Staci Foster has been employed most recently with the College full-time since July 2015, as the Department Chair, Nursing and Allied Health. Dr. Foster has submitted her resignation, effective December 14, 2021.

# **FINANCIAL IMPLICATIONS**

This is a full-time, 12-month exempt staff position.

# **ADMINISTRATIVE RECOMMENDATION**

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

December 14, 2021

Three Rivers College 2080 Three Rivers Blvd. Poplar Bluff, MO 63901

Dr. Payne,

Please accept this letter of resignation effective today. It has been a pleasure to work for Three Rivers College for many years. I have enjoyed the team that I have created. I wish them nothing but the best.

Sincerely,

Staci Foster, PhD, RN, CNE

Acceptance of Resignation
Program Academic Advisor - Achieve

# BACKGROUND INFORMATION HISTORY

Ms. Karen Holman has been employed with the College full-time since November 2020, as the Program Academic Advisor with Achieve. Ms. Holman has submitted her resignation, effective January 7, 2022.

# **FINANCIAL IMPLICATIONS**

This is a full-time, 12-month exempt position and is grant funded by the Department of Education.

# **ADMINISTRATIVE RECOMMENDATION**

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

Poplar Bluff Campus

2080 Three Rivers Blvd. | Poplar Bluff, MO 63901

Phone: 573-840-9600 | Toll Free: 877-879-8722

tree edi

Dear Dr. Phelan,

I am writing to notify you that I am resigning from my position as the Project Academic Advisor for the ACHIEVE program, effective January 7.

Three Rivers is a very special place, and I appreciate the opportunity to learn and grow in my role here. I have met many students whose lives are being changed because of this college, and I am grateful to have been part of their journey.

Please let me know if there is any way I can assist with the transition process. I wish you and Three Rivers all the best.

Sincerely, Karen Holman

Acceptance of Resignation Instructor of Nursing

# BACKGROUND INFORMATION HISTORY

Ms. Kimberly Jinkerson has been employed with the College full-time since July 2020, as an Instructor of Nursing. Ms. Jinkerson has submitted her resignation, effective January 4, 2022.

# **FINANCIAL IMPLICATIONS**

This is a full-time, 10-month faculty position.

# **ADMINISTRATIVE RECOMMENDATION**

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

Kim Jinkerson 1959 County Road 415 Ellsinore, Missouri 63937

January 3, 2022

Three Rivers College Attn: Human Resources 2080 Three Rivers Blvd. Poplar Bluff, Missouri 63901

Re: Letter of Resignation

To whom it may concern:

Please accept this as a formal notice of my resignation from the position of Nurse Instructor at Three Rivers College, effective two weeks from December 21, 2021. Thank You for accepting my resignation via email. I felt as though informing you as quickly as possible was crucial for planning the upcoming semester.

I Thank Three Rivers College for the personal growth I have obtained since working here. It has been a very rewarding experience and I feel that my students have taught, stretched and shaped me for my future endeavors.

Sincerely, Kim Jinkerson

Acceptance of Resignation Assistant Professor, Nursing

# BACKGROUND INFORMATION HISTORY

Ms. Melinda McElhaney-McKinney has been employed with the College full-time since August 2018, in the nursing and allied health department. Prior to August, Ms. McElhaney-McKinney serve in the Practical Nursing Program in Kennett. Melinda has submitted her resignation, effective December 31, 2021.

# **FINANCIAL IMPLICATIONS**

This is a full-time, 10-month faculty position.

### **ADMINISTRATIVE RECOMMENDATION**

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

December 16, 2021

Dr. Payne President Three Rivers College

Dr. Payne,

I am writing to inform you that I am resigning my position as Assistant Professor of Nursing effective 01/09/2021.

Thank you for the opportunity to work at Three Rivers College. I have gained a wealth of knowledge, skills, and close working relationships.

I will truly miss my college and all my peers.

Sincerely, Melinda

Melinda McElhaney-McKinney MSN, RN; Assistant Professor

Nursing Instructor
Three Rivers College

Email: mmcelhaney-mckinney@trcc.edu

Phone: 573-840-9672 ext 8314

Fax: 573-840-9055

trcc.edu

Acceptance of Resignation Director of Nursing

# BACKGROUND INFORMATION HISTORY

Ms. Kim Shackleford has been employed with the College full-time since July 2015, as the Director of Nursing. Ms. Shackleford has submitted her resignation, effective December 31, 2021.

Ms. Shackleford will remain as an adjunct faculty member for nursing.

# **FINANCIAL IMPLICATIONS**

This is a full-time, 10-month faculty position.

# **ADMINISTRATIVE RECOMMENDATION**

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

# December 16, 2021

Dr. Payne,

Please accept this as my formal resignation as the Director of Nursing at Three Rivers College. I am grateful for your support and deeply appreciate all of the valuable experiences that I have gained with my years at Three Rivers. It has been a sincere pleasure working with you and the team of nursing faculty.

I have taught the Community Health Worker course through workforce development for the past year. I am scheduled to teach that course again in the Spring of 2022. I would request the opportunity to continue to teach that grant. I am also available to this college for any adjunct teaching that is available. I am also available for any kind of consultation for those left in the nursing department.

With all my heart I hope for a bright future for Three Rivers College and the nursing program. I will always be an advocate for both.

Thank you for everything,

Kimberly Shackleford

Acceptance of Resignation Part-time Nursing Secretary

# BACKGROUND INFORMATION HISTORY

Ms. Dee Vanderburg has been employed with the College part-time since October 2015, in the nursing and allied health department. Ms. Vanderburg served full-time for a short period in a temporary capacity as well. Dee Vanderburg has submitted her resignation, effective December 15, 2021.

### **FINANCIAL IMPLICATIONS**

This is a part-time, staff position.

# **ADMINISTRATIVE RECOMMENDATION**

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

# Edie J. Dilbeck

From:

Dee Vanderburg

Sent:

Wednesday, November 24, 2021 9:05 AM

To: Subject: Staci Foster resignation

Staci,

Please accept this as notice of my resignation as Part-Time Nursing Secretary effective at the end of the Fall 2021 semester. My last day will be December 15, 2021.

Thank you.

Dee Vanderburg
Part Time Nursing Secretary
Department of Nursing and Allied Health
Three Rivers College
Poplar Bluff, MO 63901

Email: <a href="mailto:dvanderburg@trcc.edu">dvanderburg@trcc.edu</a>
Phone: 573-840-9672 ext. 8312

Fax: 573-840-9055

trcc.edu

Three Rivers College subscribes to an open access institution in order to provide full educational opportunities, and it establishes the following regulation for admissions that encourages the enrollment of all persons able to benefit from the education programs of the college. The Board of Trustees authorizes the College President to establish policy and regulations for admission which encourages the enrollment of all persons who can benefit from the educational programs of the college. The college strictly adheres to all local, state, accreditation and federal policy and rules that may apply to college admissions. The college commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, gender, sexual orientation, religion, age, disability, or national origin.

# **Admission Requirements**

All students must submit a completed application to the College. In compliance with the Higher Learning Commission, Student Protection Policy no College personnel may complete or sign an application for a student. The applicant's Social Security Number is required to receive select services from the college.

High School/GED/HiSET transcripts from a state or regional accredited institution are required for curricular students. Curricular students are degree or certificate seeking students who have been admitted to the college and are enrolled in college-level or transitional studies courses.

- Approved regional accrediting bodies are located on the US Department of Education website at www.ed.gov and www.chea.org.
- Homeschool students are defined by state statutes, which vary by state. Statutes for the State of Missouri are specifically listed under special requirements.

Students attending high school outside of the U.S. must submit official records such as transcripts, diplomas and/or standardized exam results equivalent to a U.S. high school diploma. High school records not issued in English must be accompanied by an official English translation.

### **Special Requirements**

The College may require additional information for special student status as defined below:

- High school students 16 years of age or older who have completed "dual enrollment" requirements. Dual enrollment is a special program whereby high school and homeschool students may earn college course credit while still enrolled in high school.
- Students under 16 years of age who are enrolled in a gifted or accelerated learning program.
- Home-schooled students seeking a degree or certificate must provide a school transcript "or" provide evidence that a child is receiving regular instruction that the parent shall maintain as outlined in RSMo 167.031 to 167.071.
  - As used in sections 167.031 to 167.071, RSMo, a "home school" is a school, whether incorporated or unincorporated, that:
    - a) Has as its primary purpose the provision of private or religious-based instruction;
    - b) Enrolls pupils between the ages of seven years and the compulsory attendance age for the district, of which no more than four are unrelated by affinity or consanguinity in the third degree; and
    - c) Does not charge or receive consideration in the form of tuition, fees, or other remuneration in a genuine and fair exchange for provision of instruction.
  - o Home-School Transcript requirements:
    - a) Home-schooling transcripts should include each course listed by academic year and graded (or listed as "in progress"). In addition, please list if each course is a half unit (half year) or full unit (full year).

- b) If a course title does not clearly reflect the subject content, home- schooled educators should include a description of the course.
- c) Transcripts must have a cumulative GPA.
- d) Transcripts may be typed or handwritten; however, if you are using a transcript service, have the service send an official transcript.
- e) The home-school educator should sign the official transcript.
- f) Transcripts must include an estimated completion or graduation date. A final transcript must be submitted showing graduation date and successful completion of all coursework.
- As evidence that a child is receiving regular instruction, the parent shall, except as otherwise provided in this subsection, maintain the following records:
  - a) A plan book, diary, or other written record indicating subjects taught and activities engaged in; and
  - b) A portfolio of samples of the child's academic work; and
  - c) A record of evaluations of the child's academic progress; or
  - d) Other written, or credible evidence equivalent to subparagraphs a., b. and c.; and
  - e) Offer at least one thousand hours of instruction, at least six hundred hours of which will be in reading, language arts, mathematics, social studies and science or academic courses that are related to the aforementioned subject areas and consonant with the pupil's age and ability. At least four hundred of the six hundred hours shall occur at the regular home school location.

#### **Tuberculosis Screening, Treatment, and Prevention**

All new and returning students must answer the Tuberculosis Screening questionnaire included with the general college admissions application. The College must require this information as defined below:

Pursuant to Missouri State Statute 199.290, all institutions of higher education in Missouri shall implement a targeted testing program on their campuses for all on-campus students and faculty upon matriculation. If an institution does not have a student health center or similar facility, such person identified by the targeted testing program to be at high risk for latent tuberculosis infection or for developing tuberculosis disease shall be referred to a local public health agency for a course of action consistent with sections 199.170 to 199.350. Any new student applicant refusing to answer the questionnaire will not be admitted to the college. Refer to College Regulations, HSR 5110 Communicable Diseases and SR 2740 Student Rights and Responsibilities.

### **Initial ID Verification**

Prior to enrolling in the first semester of courses at Three Rivers College, students must provide a valid photo ID at orientation or the initial registration appointment, in person or virtually:

- University/College issued Photo ID
- Official HS school-produced student identification card from the school currently attending
- Government issued driver's license or non-driver card
- Government issued photo work badges
- Government issued passport
- Government issued military or national identification card (Consulate, Permanent Resident Card, Immigrant Visa Card, Employment Authorization Card)
- Prison Photo ID (released with 45 days)

- Tribal Photo ID (no photocopies accepted)
- On-file photo in the student database "Ellucian Colleague"

Students who complete the initial registration/orientation process will have their photo taken for input into the student database. Valid photo ID is required to have your picture taken for the student database.

Students unable to provide valid photo identification at the initial stage must have their identity validated by the Dean of Student Services.

Students may enroll in courses only when identity has been verified, prerequisites for the courses are met, and space is available in the courses.

### **Subsequent ID Validation**

Proof of ID may be requested to register or receive information and/or services.

### **Admission to Specific Programs**

Because of the necessity to limit the number of students who enroll in select academic programs, students applying to these programs will be accepted according to the approved selection process as outlined in each program's section. Students should check with their advisor to determine which programs are limited admission.

#### **Accessibility to Prospective Students**

The College complies with Missouri House Bill 1606 regarding accessibility to prospective students of all program information through the College Scorecard disclosure that includes the number of credit hours, program length, employment rate, wage data, and graduates employed in careers related to their program of study found on the *Consumer Information Page*.

#### **Curricular Students**

Curricular students are degree or certificate seeking students who have been admitted to the college and are enrolled in college-level or transitional studies courses.

#### **Non-Curricular Students**

Non-curricular students are those who have been admitted to the College but are not seeking a degree or certificate. Non-curricular students are not eligible to receive federal financial aid. Non-curricular students are classified according to the following student goals or conditions:

- Upgrading employment skills for present job.
- Developing skills for new job.
- Career exploration The College will provide counseling to help students make decisions concerning career goals. Students are expected to declare other educational goals prior to completing 30 credit hours of course work.
- Personal satisfaction and general knowledge.
- Visiting Visiting students are those who, while enrolled at a community college, maintain primary enrollment with other post-secondary institutions.
- Non-degree transfer Non-degree transfer students are those enrolled at the college with the intent to transfer to other post-secondary institutions prior to completing graduation requirements.
- General or curricular requirement pending (with college approval only) -This classification includes students who have not met all general or specific admission requirements as stated in the college catalog. Students should be enrolled in this category for one semester only.
- Dual Credit/Dual Enrollment Students currently enrolled in high school or home school who have not completed the requirements of secondary school graduation.

• Auditing a course (with college approval only) - Under this classification, students enroll in courses without taking exams or receiving credit. Audits are permitted only if there are a sufficient number of students taking the class for credit.

#### Freshman

A student is classified as a freshman until 30 credits of study in a designated curriculum are completed.

# Sophomore

A student is considered a sophomore after 30 or more credits of course work in a curriculum are completed. Transferred credits are included providing they apply toward the requirements of the student's curriculum.

#### **Full-Time Student**

A full-time student is one enrolled in 12 or more credit hours in a designated financial aid term.

#### **Part-Time Student**

A part-time student is one enrolled in less than 12 credit hours in a designated financial aid term.

#### **Unclassified Students**

Students with advanced degrees may register for Three Rivers College classes and will be unclassified students. Three Rivers graduates enrolling in transfer courses will be unclassified students.

#### **Transfer Students**

An official transcript from each college attended is expected to be on file in the Office of the Registrar. If a student plans to register for a course that requires a prerequisite, they must show evidence of successfully completing the prerequisite before enrolling in the course. Prerequisite and transfer credit are not guaranteed until all official transcripts are available for review. Students who wish to receive financial aid should submit official transcripts from all institutions attended.

#### **International Students**

International students desiring admission to the College must meet the federal government requirements through Student Exchange and Visitor Information System (SEVIS) to be granted an I-20. All appropriate fees designated by SEVIS must have been paid prior to attendance at TRC. The Dean of Student Services shall establish guidelines for admissions consideration of international students that follow the federal regulations and College policies.

International students are individuals who are not legal residents of the United States and are beyond the age of compulsory attendance or are at least 18 years old and no longer enrolled in high school.

In addition to meeting all TRC admission requirements listed in this regulation, the following items are required for all non-immigrant international students seeking I-20 admission (An international student checklist may be obtained in the Advising Center):

- Be eligible for an F-1 Visa. (F-1 Visa is not required for International Students from Canada.)
- Submit Affidavit of Support.
- Submit Admissions Application.
- Proof of International Student Insurance.

- Proof of English proficiency through one of the following:
  - Submit acceptable results of the TOEFL (Test of English as a Foreign Language) to
    establish proficiency in the English language. A TOEFL test score of at least 500 on
    the paper-based test or 61 on the internet-based test is considered acceptable.
    Further information regarding international students can be obtained from the
    Advising Center.
  - IELTS (International English Language Testing System) minimum band score of 6;
  - ACT English minimum score of 18
  - A diploma from a secondary institution in an English-speaking country (United States, Canada, England, Republic of Ireland, Australia, or New Zealand) with a minimum of two years of successful full-time study with English as the medium of instruction.

International students who wish to transfer to Three Rivers College from other institutions of higher education must be students in good standing with a grade point average of at least 2.0 at the time of transfer. All International Students will be charged out-of-district tuition.

#### **Noncitizen Students**

Noncitizen students will be expected to pass an English proficiency exam prior to acceptance. Noncitizens who reside in the United States and are authorized by the Federal Government to work in the USA are not subject to the admission requirements of an F1 International Student. These students may be admitted under regular admissions requirements and current tuition rate.

# **Denial of Access to Three Rivers College**

Three Rivers College will not knowingly admit any aliens unlawfully present in the United States. Proof of legal residency may be required at the time of admission application.

The College may restrict or deny admission to a prospective student, or continued attendance to an enrolled student, whose record of behavior indicates that his or her admission would disrupt the orderly process of the college's programs, would interfere with the rights and privileges of other students, creates a threat or potential danger to the college community, is statutorily barred from the college, or if such denial of access is considered to be in the best interest of the college. Refer to SR 2211 Admission of Students with Criminal Histories.

The College may restrict or deny admission to a prospective student, or continued attendance to an enrolled student, if it reasonably appears that the student would not be competent to profit from the curriculum offerings of the college as evidenced by a score on the TABE Reading exam of 5.9 or less. Students denied admission or continued admission shall be referred to Adult Basic Education services in the community.

Denial of access decisions may be appealed as outlined in SR 2140 Student Appeals.

# **DOCUMENT HISTORY:**

09-25-2013:	Initial approval of regulation SR 2210 Admission Requirements.
04-15-2015:	Legal References added to template and on page (3) our admissions process requires mandatory Tuberculosis Screening for all new students per Missouri State Statute 174.130; 167.031 to 167.071; 199.290; 199.350; 199.170.
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.
06-21-2017:	Added student classifications and wording changes for clarity.
12-05-2017:	Revision for clarification of admission procedure.
11-28-2018:	Revision to change name of Enrollment Services Office to Advising Center and to remove redundancy in the process.
11-20-2019	Inclusion of information regarding compliance with Missouri House Bill

the College's commitment equal opportunity.

1606; the Higher Learning Commission: Policy on Student Consumer Protection and the non-discrimination Policy and statement to reinforce

01-19-2022

Clarification of International and Noncitizen students with addition of a section to define "Noncitizen Students" and outline their specific requirements for admission, including additional options to prove English proficiency.

# **UPCOMING EVENTS**

**Athletic Hall of Fame:** January 21, 6 p.m., Holiday Inn. Inductees are: Missy Whitney, Bill Swafford, Christy Deken, and the men's basketball 1992 National Championship team.

Alumni Reunion: January 22

7-10 a.m. Pancake Breakfast, BAC

12-4 p.m. Alumni Art Exhibit, TINN Gallery

2 p.m. TRC Music Department's Virtual Concert, Tinnin Fine Arts Center Facebook page

3 p.m. Alumni Star Award Reception, TINN Lobby

5 p.m. Lady Raiders basketball vs. State Fair Community College, LBLA

Hall of Fame Inductee recognition following Lady Raiders game

7 p.m. Raiders basketball vs. State Fair Community College, LBLA

8:30 p.m. (Raiders halftime) Alumni Star recognition and announcement of 50/50 winner.

**Tango Argentina:** February 3, 7 p.m., TINN Theater. POTA performance sponsored by Dille Pollard Architecture. Argentina's greatest tango dancers and musicians perform a thrilling program of this sensuous, passionate, and elegant dance style on their inaugural U.S. tour. Tickets: \$15.

**Jazz Festival Evening 1:** February 10, 7 p.m. TINN Theater. The annual TRC Music Department's tribute to jazz begins with a concert that showcases area junior high school, high school, and College jazz groups. Admission: Free.

**Cornet Chop Suey**: February 11, 7 p.m., TINN Theater. POTA performance sponsored by the Daily American Republic, these seven multi-talented musicians provide electrifying performances of instrumental and vocal jazz ranging from traditional New Orleans sounds to Big Band Swing to showy pop tunes. Tickets: \$15.

**Jazz Festival Evening 2:** February 12, 7 p.m., TINN Theater. The Jazz Festival continues with the Three Rivers Jazz Band and the Southeast Missouri All District Jazz Band, featuring select high school jazz players. Admission: Free.

# Raiders Basketball:

vs. State Fair CC, Jan. 22, 7 p.m. – (*Alumni Reunion*)

vs. Tennessee Prep, Jan. 26, 7 p.m.

vs. St. Louis CC, Feb. 2, 7 p.m.

vs. Moberly Area Community College, Feb. 9, 7 p.m.

vs. Mineral Area College, Feb. 16, 7 p.m.

# Lady Raiders Basketball:

vs. State Fair CC, Jan. 22, 5 p.m. – (Alumni Reunion)

vs. St. Louis CC, Jan. 24, 6 p.m.

vs. Jefferson College, Jan. 26, 5 p.m.

vs. Mineral Area College, Feb. 16, 5 p.m.

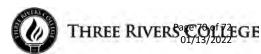
#### Raiders Baseball:

vs. Shawnee CC, Feb. 11, noon and 2 p.m.

### **Lady Raiders Softball:**

vs. Jackson State CC, Feb. 10, 2 and 4 p.m.

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



# DAR Headlines: November 21 – January 12

- November 23: "Locked It Down" Raiders use second-quarter run to beat Cardinals, improve to 2-0 in region (women's basketball)
- November 23: Logan hands cold-shooting Raiders another loss (men's basketball)
- November 24: Brumitt Scholarship awarded
- November 24: Tuma Memorial Scholarship awarded
- November 24: Raiders prep for region play with holiday tradition (men's basketball)
- November 24: Behind rebounding, Raiders roll to 10-0 (women's basketball)
- November 26: Late bucket lifts Otero to win over Raiders (men's basketball)
- November 27: Bouncing Back; Raiders make early lead stand up against Southwest Tennessee (men's basketball)
- November 30: Raiders finish strong to upend NEO A&M (men's basketball)
- November 30: Defense, rebounding power Three Rivers women to win at Vincennes
- December 2: Raiders open region play against Grizzlies (men's basketball)
- December 4: TRC's Porter Scholarship awarded to area students
- December 4: Raiders stay perfect with rout of Crowder (women's basketball)
- December 7: Raiders lose two close games over weekend (men's basketball)
- December 7: TRC women complete weekend sweep at Region XVI Showcase (women's basketball)
- December 9: PB schools offer free dual credit classes (features TRC)
- December 10: Raiders Stop Skid; Three Rivers gets back to .500 with big win over North Arkansas (men's basketball)
- December 10: TRC closes first half of season with exclamation point (women's basketball)

December 11: Raiders on a Roll: With 15-0 start, Three Rivers heads into break ranked fourth in nation (women's basketball)

December 14: Raiders shoot past SAU Tech (men's basketball)

December 15: TRC names Alumni Star Award winner

December 18: TRC to celebrate alumni at annual Alumni Reunion in January

December 22: Reynolds receives collaboration award (Corey Reynolds, BHS program)

December 28: Lady Raiders to host games after tourney cancelled

December 29: TRC men's game postponed

December 30: Lady Raiders softball team featured on front page for Year in Review

December 30: Raiders return from break, rout Wallace State to stay undefeated (women's basketball)

December 31: Coach Gene Bess featured on front page for Year in Review

December 31: TRC's Reynolds awarded (Corey Reynolds, BHS program) (note: story ran twice)

January 6: Three Rivers College board will hold election for one seat

January 6: Roadrunners zip past TRC (men's basketball)

January 6: Raiders move up to No. 2 in nation (women's basketball)

January 6: Former Raider takes big leap for Redhawks (women's basketball, Deanay Watson)

January 7: Back Home; Coming off loss, Raiders host Mineral Area (men's basketball)

January 8: "Our Guys Believed" Raiders knock off No. 14 Cardinals (men's basketball)