



THREE RIVERS COLLEGE

TAX LEVY

Meeting

12:00pm

A G E N D A
SPECIAL MEETING FOR TAX LEVY RATE
Wednesday, August 27, 2025

12:00 p.m.

- I. Call Meeting to Order**
- II. Setting of Tax Levy for Calendar Year 2025**
- III. Adjournment**



THREE RIVERS COLLEGE

Invocation

**Approval
of the
August Agenda**

**Approval
of the
June Minutes**

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

A G E N D A
Wednesday August 27, 2025
12:05pm

- I. Invocation and Pledge of Allegiance**
- II. Approval of Agenda and Minutes**
 - 1. Consideration and Approval of the August 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
 - 6. Budget Amendments
- IV. President's Report**
- V. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)
- VI. Items for Consideration, Discussion, and Vote**
 - 1. Consideration and approval of FP3102 Annual Audit
 - 2. Consideration and approval of FP3601 College Property
- VII. Consideration and Approval of all Personnel Actions and Associated Documents**
 - 1. Acceptance of Employment
 - a) Alexander Jimenez, Lab Manager, Nursing and Allied Health
 - b) Cedric Henderson, Assistant Men's Basketball Coach/Development Coordinator
 - c) Jordan Little, Adjunct Instructor/Assistant Women's Basketball Coach
 - d) Megan Garland, Admissions/Recruitment/Dual Credit
 - e) Logan Barnes, Financial Aid Advisor

- f) Melissa Knapp, Practical Nursing Instructor
- g) Stewart Shock, Instructor, Welding
- h) Travis Moody, Temporary Instructor, CDL
- i) Matt Palmer, Assistant Baseball Coach/Academic Advising and Planning

2. Transfer of Position

- a) Allison Law, Event Staff to Assistant Softball Coach/Character Development

3. Request for Resignation

- a) Barbara Barksdale, Temporary Instructor, CDL Program
- b) Bailey Davidson, Admissions Recruiter
- c) Elvia Henson, Administrative Assistant, Human Resources
- d) Keith Huggins, Coordinator, Career Services
- e) Kaitlynn Johnson, Communications Assistant
- f) Kelsie McVey, Human Resources Specialist
- g) Trisha Ruiz, Practical Nursing Instructor
- h) Collen Sanders, Instructor, Social Science
- i) Terri Sexton, Welcome Center Facilitator
- j) Megan Shaddix, Assistant Women's Softball Coach/Character Development
- k) Deborah Ward, Part Time Administrative Assistant, Physical Plant
- l) Jentri Worley, Adjunct Instructor/Assistant Women's Basketball Coach

VIII. Appendix

- 1. Information Items
- 2. Upcoming Events

IX. FY26 Board of Trustees Meeting Dates

- Wednesday, September 17, 2025
- Wednesday, October 15, 2025
- Wednesday, November 19, 2025
- Wednesday, January 28, 2026
- Wednesday, February 25, 2026
- Wednesday, March 25, 2026
- Wednesday, April 15, 2026
- Wednesday, May 20, 2026
- Wednesday, June 17, 2026

X. Adjournment

**BOARD OF TRUSTEES
THREE RIVERS COLLEGE
June 18, 2025**

The regular meeting of the Board of Trustees began at 12:00 p.m. on Wednesday, June 18, 2025.

CALL TO ORDER

Those present included Trustees: Dr. Tim Hager, Chair, Dr. Amber Richardson, Vice-Chair, Gary Featherston, Secretary; Chris Williams, Treasurer; Eric Schalk, Member; and Darren Garrison, member; College administrator: Dr. Wesley Payne, President; Mark Richardson, College Attorney; and Melody Dolle-Ducote, recording secretary.

ATTENDANCE

Trustee Featherston delivered the invocation.

INVOCATION

Trustee Garrison made the motion to approve the June Meeting agenda. On a second from Trustee Williams, the motion passed unanimously.

**APPROVAL OF THE
MEETING AGENDA**

Trustee Garrison made a motion to accept the May Board Meeting Minutes as presented. On a second by Trustee Williams, the motion passed unanimously.

**APPROVAL OF THE MAY
BOARD MEETING MINUTES**

Chief Financial Officer, Charlotte Eubanks, reviewed the college financial report as of the end of May 2025. We have recognized 90% of budgeted revenues. We have obligated 76% of our budgeted expenses at 92% into the fiscal year.

**PRESENTATION OF THE
FINANCIAL REPORT**

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

**APPROVAL OF
FINANCIAL REPORT**

PRESIDENT'S REPORT

Dr. Wesley Payne presented the upcoming events with the board and public audience:

Richard Moore, with Scouting America, spoke about the partnership with Three Rivers College and the areas that we are serving together.

SCOUTING AMERICA

Dr. Payne recognized the EMA Awards which were voted on by Three Rivers clinical students: Aaron L Vaughan, 2025 Preceptor of the Year; Matt Kiefe 2025 Prehospital Preceptor Award Winner; Tanner Tibbs, Lab Assistant of the Year Award Winner.

EMERGENCY MANAGEMENT AWARDS

UPCOMING EVENTS

Farm Credit Southeast Missouri Classroom, Ribbon Cutting will be held in Kennett, Missouri on June 19, 2025, at 1:00pm on the Kennett Campus.

FARM CREDIT KENNETT RIBBON CUTTING

The 12th annual Three Rivers Endowment Trust Golf Tournament will be held on Friday June 20th at Westwood Hills Country Club. Teams are sold out and sponsorship opportunities are still available. All proceeds benefit The Three Rivers Annual Fund.

THREE RIVERS ENDOWMENT TRUST 12TH ANNUAL GOLF TOURNAMENT

Three Rivers College will be closed on Thursday July 3, 2025, to observe the Independence Day Holiday.

INDEPENDENCE DAY HOLIDAY

Tinnin Fine Arts Center will host the annual Children's Drama Camp July 14, 2025, through August 1, 2025. Camp Director, JoNell Seifert, Camp Director, has extended it to three weeks of camp due to the demand.

ANNUAL DRAMA CAMP

Three Rivers Fall Classes begin on Monday August 18, 2025. Enrollment is still going on and students are encouraged to enroll early.

FALL SEMESTER BEGINS AUGUST 18, 2025

Farm Credit of Southeast Missouri will hold a dedication and ribbon cutting for their new classroom at the Three Rivers Dexter, Missouri location on August 21, 2025, at 1:00 p.m.

FARM CREDIT DEXTER RIBBON CUTTING

At the conclusion of the President's Report, Trustee Richardson made the motion to go into executive session at 12:15 p.m. On a second from Trustee Williams, the board was polled as follows: Trustee Featherston, (yes); Trustee Richardson, (yes); Trustee Hager, (yes); Trustee Garrison, (yes); Trustee Schalk, (yes); and Trustee Williams, (yes).

MOVE TO EXECUTIVE SESSION

**ITEMS FOR DISCUSSION,
CONSIDERATION AND
VOTE**

Upon adjournment of executive session at 1:01p.m. the Board of Trustees was asked to approve the FY 26 Budget. On a motion by Trustee Williams and second by Trustee Featherston, the board was polled as follows: Trustee Featherston, (yes); Trustee Richardson, (yes); Trustee Hager, (yes); Trustee Garrison, (yes); Trustee Schalk, (yes); and Trustee Williams, (yes).

**APPROVAL OF THE FY26
BUDGET**

Dr. Payne asked the Board of Trustees to approve the new SP-2150 Anti Hazing Policy. With a motion by Trustee Featherston and a second by Trustee Richardson, the board was polled as follows: Trustee Featherston, (yes); Trustee Richardson, (yes); Trustee Hager, (yes); Trustee Garrison, (yes); Trustee Schalk, (yes); and Trustee Williams, (yes).

**APPROVAL OF SP 2150
ANTI HAZING POLICY**

The board was asked to approve all personnel actions and associated documents. On a motion by Trustee Schalk, and a second by Trustee Garrison, the board was polled as follows: Trustee Featherston, (yes); Trustee Richardson, (yes); Trustee Hager, (yes); Trustee Garrison, (yes); Trustee Schalk, (yes); and Trustee Williams, (yes).

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

With there being no further business, Trustee Garrison made the motion to adjourn at 1:24p.m. With a second by Trustee Richardson, the motion passed unanimously.

ADJOURNMENT

CHAIRMAN

APPROVAL DATE

SECRETARY

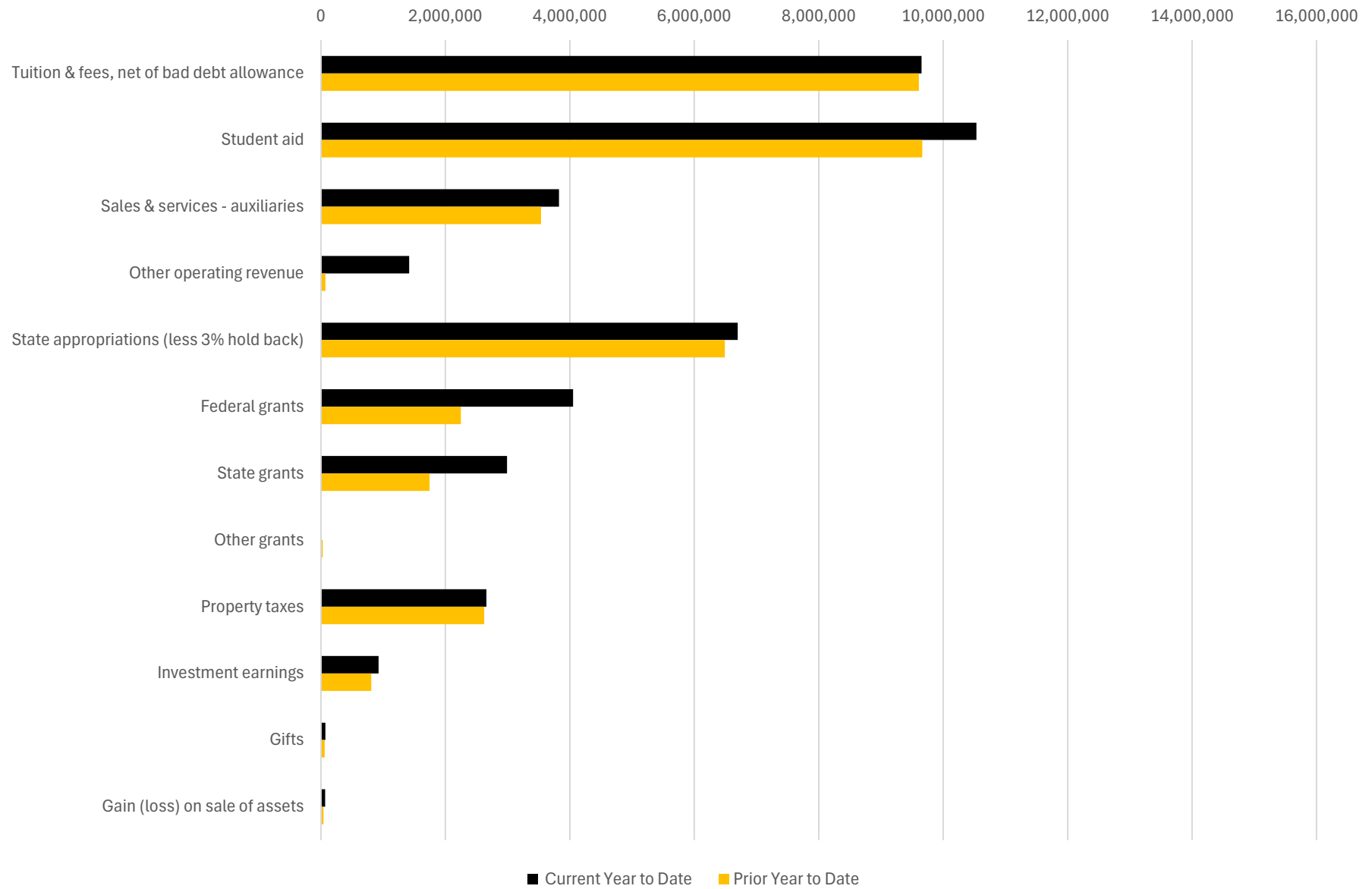
APPROVAL DATE



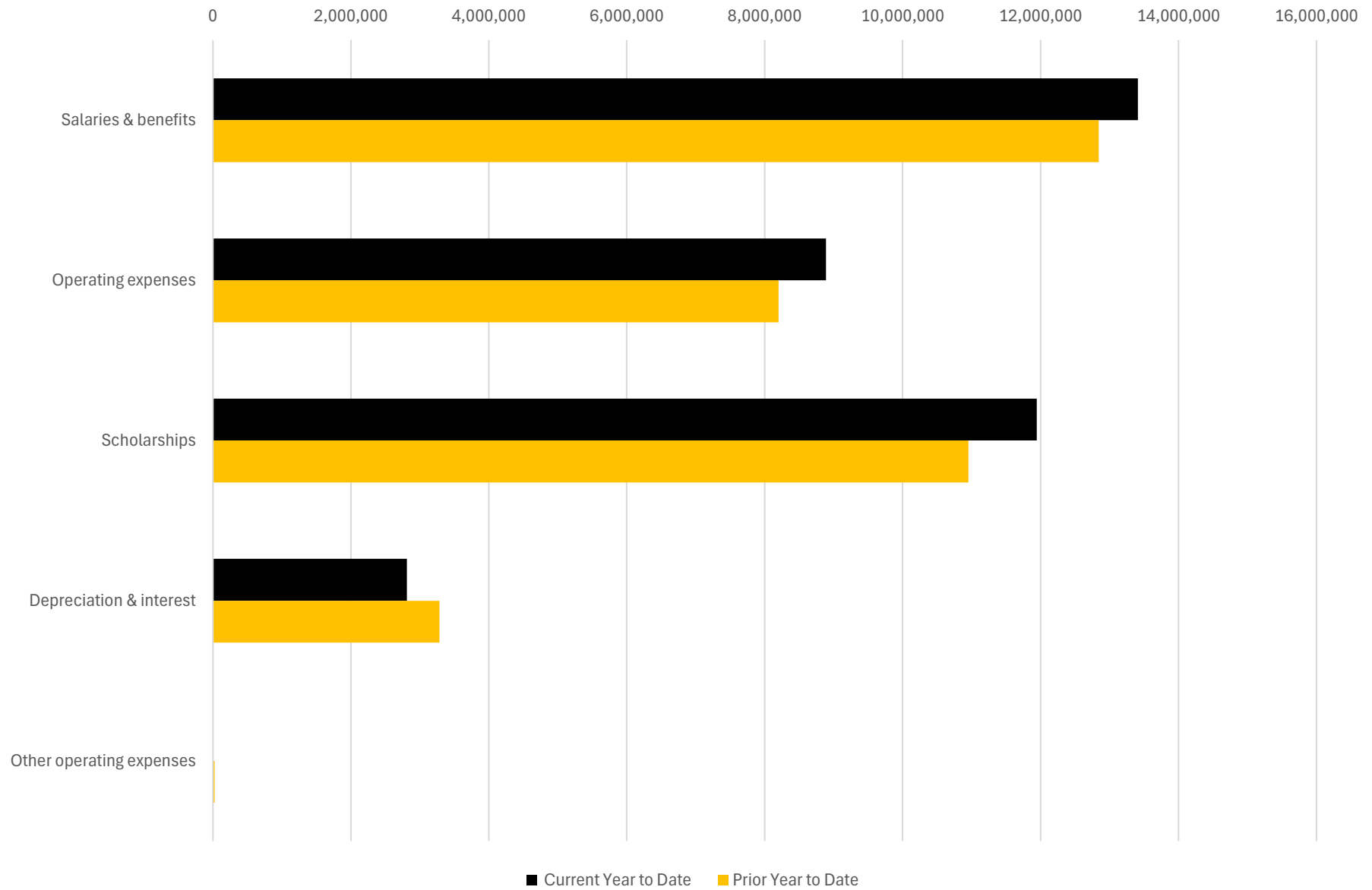
THREE RIVERS COLLEGE

PRESENTATION OF THE COLLEGE FINANCIAL REPORT

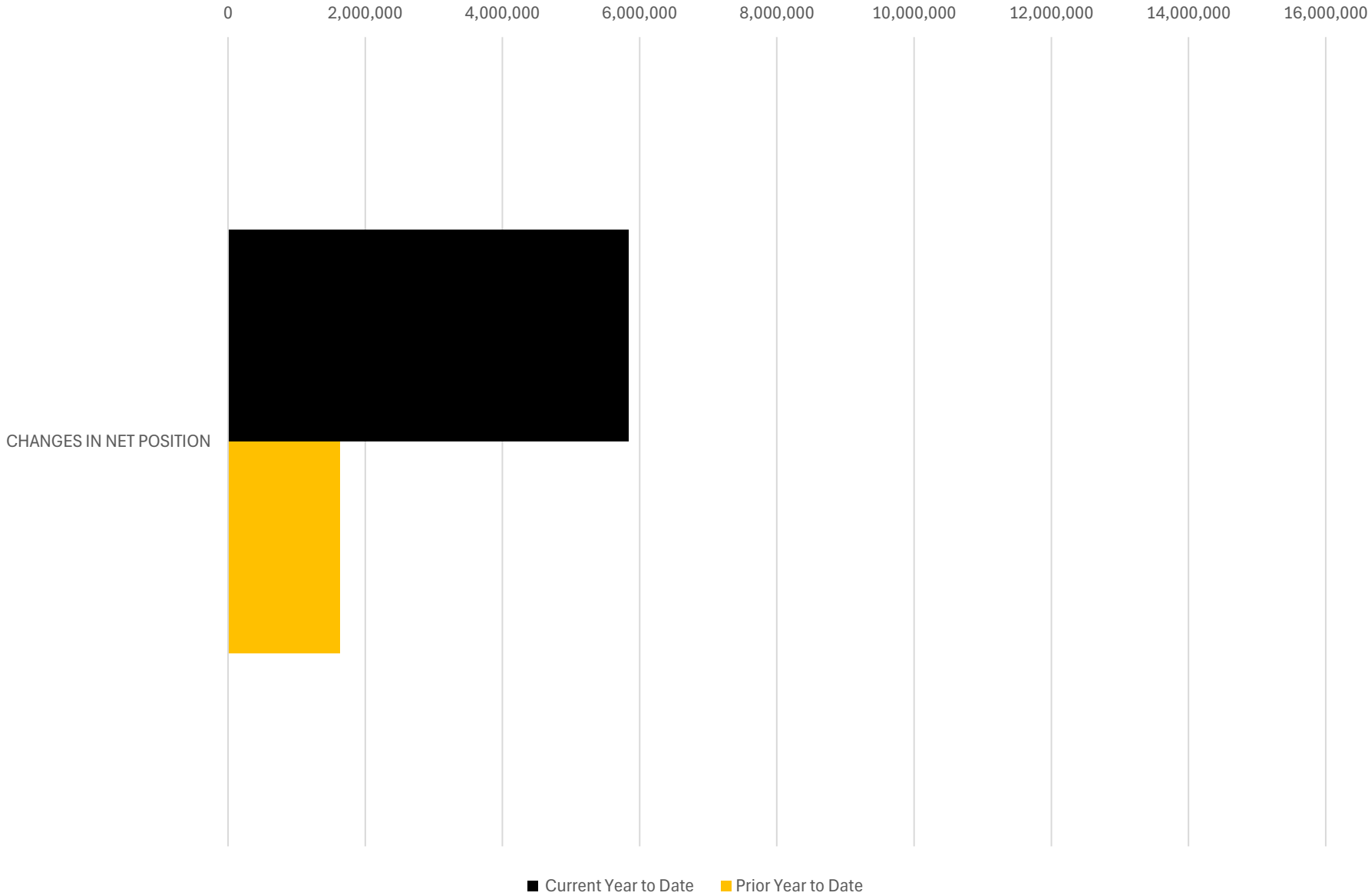
YTD Comparison to Previous Year 06/30/2025



YTD Comparison to Previous Year
06/30/2025



YTD Comparison to Previous Year
06/30/2025



Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
June 30, 2025

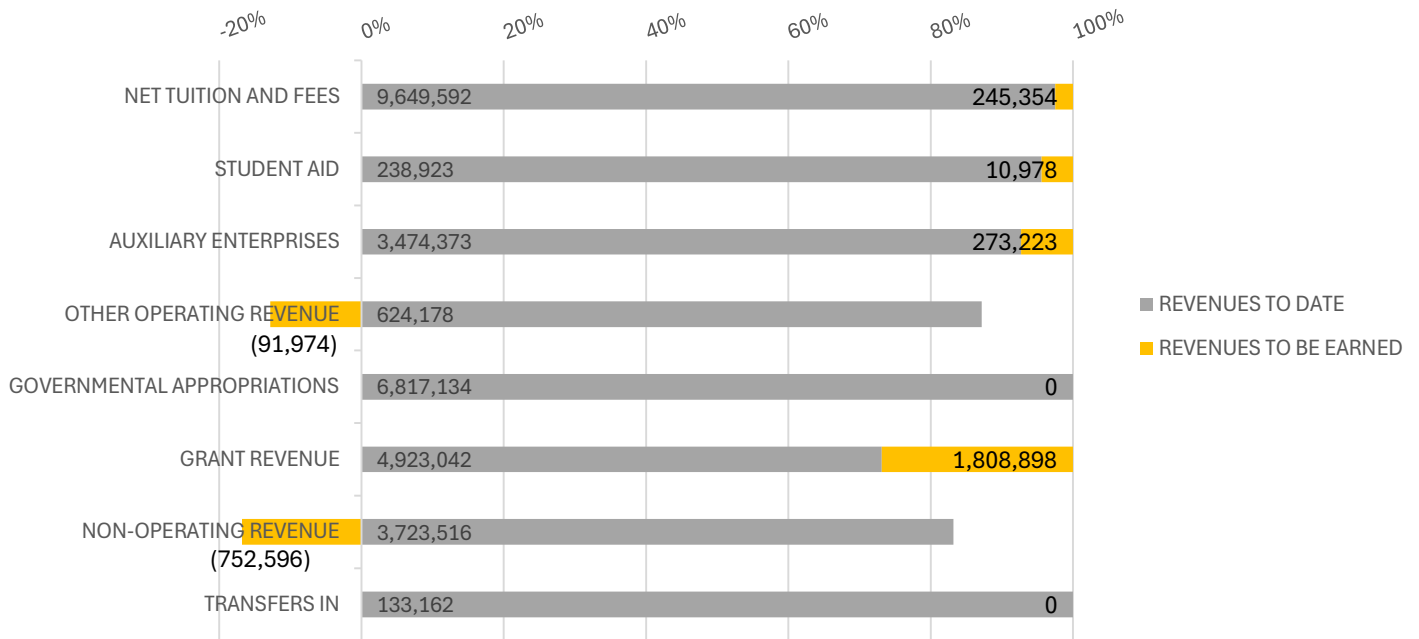
ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash & Cash Equivalents	20,142,836	Accounts Payable	2,270,088
Student Account Receivables, net	5,436,617	Accrued Vacation	314,294
Property Tax Receivable	122,297	Student Deposits	27,693
Other Receivables	13,423,846	Deferred Tuition & Fees	5,035,117
Investments	531,079	Scholarships	69,099
Inventory	57,514	Total Current Liabilities	7,716,291
Prepaid Expenses	315,192		
Total Current Assets	40,029,382		
NON-CURRENT ASSETS		NON-CURRENT LIABILITIES	
Land	5,490,786	Retirement Incentive Payable	0
Capital assets	83,382,237	Other Post Employment Benefits	14,015,451
Plus: Current year additions to capital assets	4,242,540	Bonds, Notes and Leases Payable	6,883,948
Accumulated Depreciation	(41,985,098)	Accrued Interest	34,337
Unamortized Bond Issue Costs	0	Agency	527,039
Total Non-Current Assets	51,130,465	Total Non-Current Liabilities	21,460,774
		Total Liabilities	29,177,065
DEFERRED OUTFLOWS (Pensions, OPEB, Trusts, Leases)	9,767,497		
		DEFERRED INFLOWS (Pensions, OPEB, Trusts, Leases)	15,426,710
		NET POSITION	
		Beginning Balance	50,484,148
		Changes in Net Position	5,839,420
		Total Net Position	56,323,568
TOTAL ASSETS AND DEFERRED OUTFLOWS	100,927,343	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	100,927,343

Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
June 30, 2025

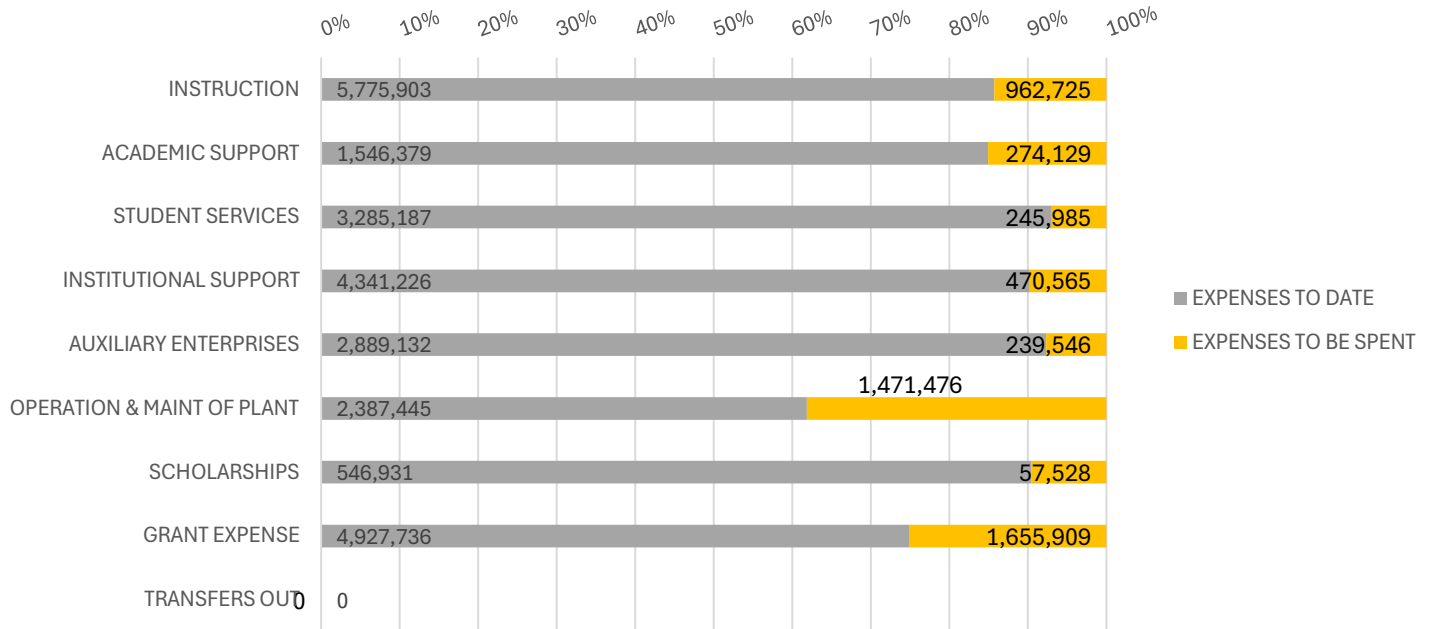
	July	August	September	October	November	December	January	February	March	April	May	June	Current Year to Date	Prior Year to Date	\$ Change	% Change
OPERATING REVENUE																
Tuition & fees, net of bad debt allowance	4,761,191	398,337	(127,596)	1,483,457	906,704	1,280,110	490,480	(74,093)	118,110	281,764	168,820	(36,689)	9,650,597	9,609,939	40,657	0.42%
Student aid	143,821	16,423	4,356,838	409,675	197,421	153,619	13,187	3,892,321	225,573	209,228	52,085	866,068	10,536,258	9,665,092	871,166	9.01%
Sales & services - auxiliaries	959,689	345,419	180,266	355,168	195,592	525,909	225,598	136,385	285,273	278,436	15,942	323,087	3,826,764	3,535,078	291,686	8.25%
Other operating revenue	3,599	4,466	6,387	1,310,893	22,973	33,271	14,266	2,916	3,112	2,482	10,303	3,901	1,418,568	72,932	1,345,637	1,845.06%
Total Operating Revenue	5,868,301	764,645	4,415,895	3,559,192	1,322,690	1,992,909	743,531	3,957,528	632,069	771,910	247,151	1,156,368	25,432,187	22,883,042	2,549,146	11.14%
OPERATING EXPENSES																
Salaries & benefits	1,013,348	1,125,897	1,154,649	1,144,713	1,302,423	987,226	1,086,913	1,116,049	1,123,199	1,144,860	1,168,383	1,042,788	13,410,449	12,841,902	568,546	4.43%
Operating expenses	596,211	693,576	856,109	645,652	622,860	869,564	599,362	649,356	693,607	1,055,398	900,260	708,396	8,890,351	8,201,991	688,359	8.39%
Capital equipment	55,600	1,127,415	44,648	61,604	3,530	16,905	52,386	1,303,044	137,902	223,135	137,063	1,079,309	4,242,540	0	4,242,540	0.00%
Less: Transfer to capital assets	(55,600)	(1,127,415)	(44,648)	(61,604)	(3,530)	(16,905)	(52,386)	(1,303,044)	(137,902)	(223,135)	(137,063)	(1,079,309)	(4,242,540)	0	(4,242,540)	0.00%
Scholarships	217,686	58,097	4,818,037	519,520	250,943	177,717	47,161	4,359,850	284,516	291,373	52,353	866,391	11,943,644	10,955,908	987,736	9.02%
Depreciation & interest	231,606	227,671	221,512	222,927	224,154	223,056	216,908	290,396	222,705	224,887	223,946	282,204	2,811,971	3,284,703	(472,732)	(14.39)%
Other operating expenses	0	0	0	0	46	0	0	0	0	0	0	0	46	22,475	(22,429)	(99.80)%
Total Operating Expenses	2,058,851	2,105,240	7,050,307	2,532,812	2,400,425	2,257,563	1,950,345	6,415,651	2,324,027	2,716,518	2,344,942	2,899,779	37,056,459	35,306,979	1,749,480	4.96%
NON-OPERATING REVENUE (EXPENSES)																
State appropriations (less 3% hold back)	0	1,116,298	558,147	558,149	558,149	558,147	558,149	558,149	558,147	558,149	558,149	558,147	6,697,780	6,492,698	205,082	3.16%
Federal grants	72,197	1,070,568	141,264	134,545	198,087	113,232	138,847	1,205,138	138,700	222,757	255,149	362,283	4,052,767	2,250,035	1,802,732	80.12%
State grants	0	150,173	115,647	234,417	81,150	152,042	254,009	141,877	175,984	412,722	33,732	1,237,237	2,988,989	1,747,106	1,241,883	71.08%
Other grants	0	0	0	0	0	0	1,000	0	0	0	0	(360)	640	30,000	(29,360)	(97.87)%
Property taxes	18,510	26,700	18,831	9,840	42,197	398,053	1,635,671	285,082	108,873	50,152	36,965	27,683	2,658,556	2,622,029	36,527	1.39%
Investment earnings	53,584	115,579	70,895	50,045	117,094	41,366	49,314	120,065	56,445	53,364	114,160	82,834	924,745	810,058	114,686	14.16%
Gifts	0	1,000	8,177	26,500	0	0	0	29,000	0	0	0	7,000	71,677	61,200	10,477	17.12%
Gain (loss) on sale of assets	0	0	0	9,785	1,550	0	0	0	0	0	0	57,203	68,538	38,958	29,580	75.93%
Total Non-Operating Revenues (Expenses)	144,291	2,480,317	912,961	1,023,281	998,225	1,262,841	2,636,990	2,339,310	1,038,149	1,297,145	998,155	2,332,026	17,463,692	14,052,084	3,411,608	24.28%
CHANGES IN NET POSITION	3,953,741	1,139,722	(1,721,451)	2,049,661	(79,510)	998,186	1,430,176	(118,812)	(653,809)	(647,463)	(1,099,636)	588,615	5,839,420	1,628,147	4,211,273	258.65%

FY25 includes one time funds from insurance proceeds, ARPA grant, and Lineman grant which account for an approximate extra net position of \$4M.

Budget to Actual Revenues 06/30/2025 (100%)



Budget to Actual Expenses 06/30/2025 (100%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
June 30, 2025
Fiscal Year Benchmark: 100%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES	9,894,946	9,649,592	98%	245,354
<i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>				
STUDENT AID	249,901	238,923	96%	10,978
<i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>				
AUXILIARY ENTERPRISES	3,747,596	3,474,373	93%	273,223
<i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>				
OTHER OPERATING REVENUE	532,203	624,178	117%	(91,974)
<i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>				
GOVERNMENTAL APPROPRIATIONS	6,817,134	6,817,134	100%	0
<i>State Aid, State Maint. & Repair</i>				
GRANT REVENUE	6,731,940	4,923,042	73%	1,808,898
<i>State Grants, Federal Grants</i>				
NON-OPERATING REVENUE	2,970,920	3,723,516	125%	(752,596)
<i>Taxes, Interest Earnings, Gifts</i>				
TRANSFERS IN	133,162	133,162	100%	0
<i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>				
TOTAL REVENUES	31,077,802	29,583,920	95%	1,493,883

NOTE: We have recognized 95% of budgeted revenues. We have recognized 98% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2024, fall 2024, spring 2025, and a portion of summer 2025, net of estimated bad debt. The operating budget includes transfers in from prior year reserves to support one-time projects which do not meet criteria for inclusion in the capital budget, as amended.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION	6,738,628	5,775,903	86%	962,725
<i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>				
ACADEMIC SUPPORT	1,820,508	1,546,379	85%	274,129
<i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>				
STUDENT SERVICES	3,531,172	3,285,187	93%	245,985
<i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>				
INSTITUTIONAL SUPPORT	4,811,791	4,341,226	90%	470,565
<i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>				
AUXILIARY ENTERPRISES	3,128,678	2,889,132	92%	239,546
<i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>				
OPERATION & MAINT OF PLANT	3,858,921	2,387,445	62%	1,471,476
<i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>				
SCHOLARSHIPS	604,460	546,931	90%	57,528
<i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>				
GRANT EXPENSE	6,583,645	4,927,736	75%	1,655,909
<i>State Grants, Federal Grants</i>				
TRANSFERS OUT	0	0	0%	0
<i>General funds-current year transfers to capital</i>				
TOTAL EXPENSES	31,077,802	25,699,939	83%	5,377,863

NOTE: We have obligated 83% of our budgeted expenses at 100% into the fiscal year. June payroll and credit card expenses are INCLUDED.

CHANGES IN NET POSITION	0	3,883,980
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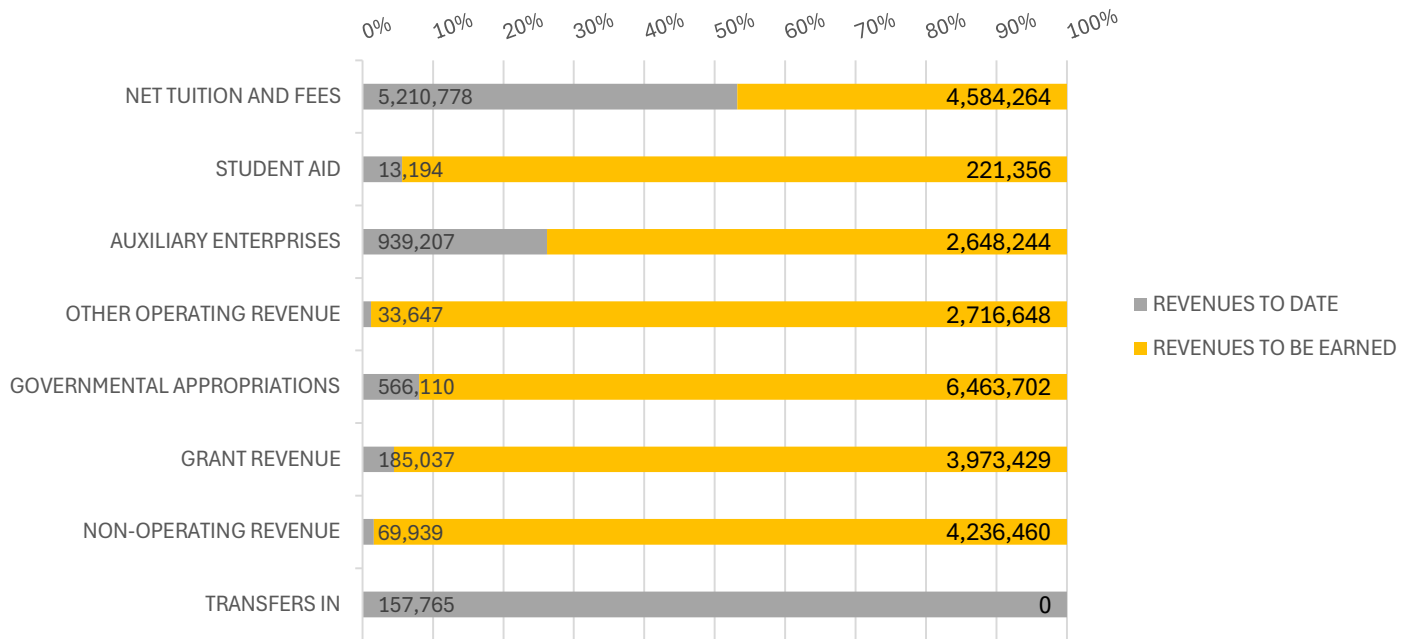
Three Rivers College
Capital Budget - Unaudited
June 30, 2025
Fiscal Year Benchmark: 100%

FUNDING SOURCES	BUDGET	SOURCES TO DATE		SOURCES TO BE EARNED
			%	
RESTRICTED				
<i>State appropriations</i>	10,000,000	0	0%	10,000,000
<i>Insurance proceeds</i>	1,089,552	9,462	1%	1,080,090
<i>ARPA grant proceeds</i>	2,000,000	2,000,000	100%	0
UNRESTRICTED				
<i>General funds - prior year transfers in (Reserves)</i>	2,077,856	622,598	30%	1,455,259
<i>General funds - current year transfers in</i>	0	0	0%	0
TOTAL FUNDING SOURCES	15,167,408	2,632,060	17%	12,535,348

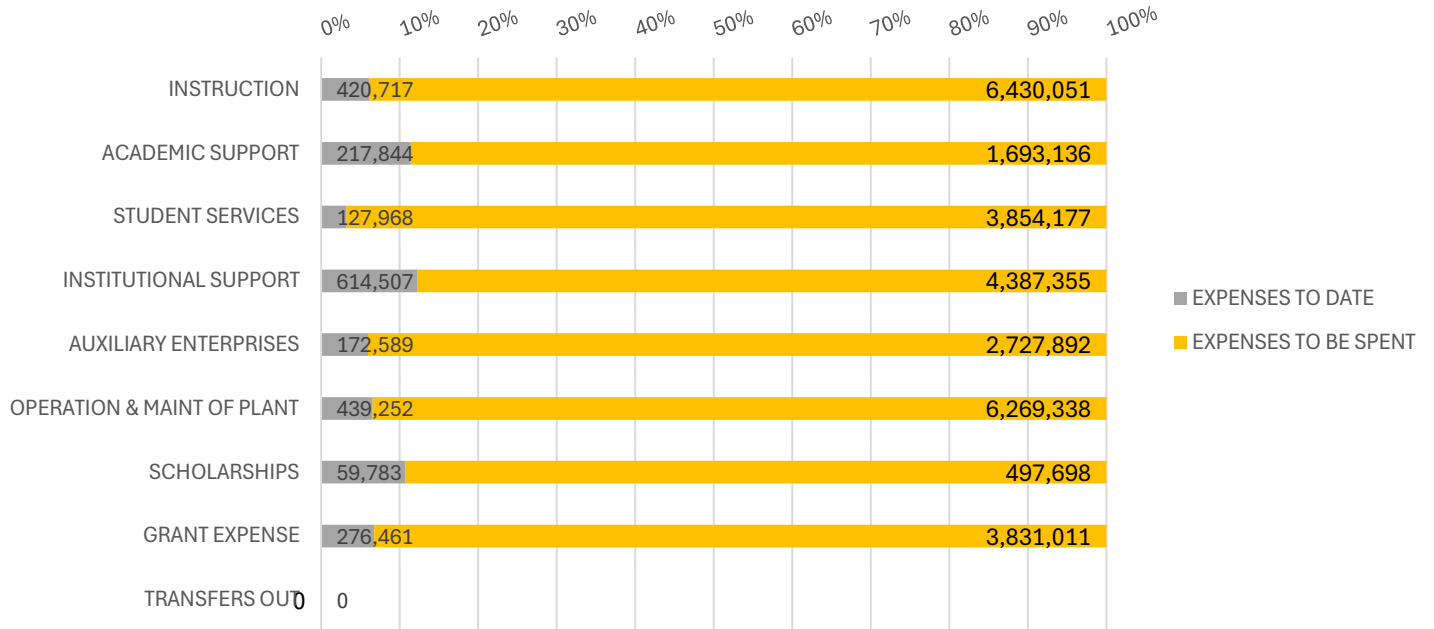
USES OF FUNDS	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
<i>Campus improvements</i>	250,000	114,148	46%	135,852
<i>Westover Administration Building repairs</i>	350,000	0	0%	350,000
<i>Libla Family Sports Complex</i>	450,000	80,768	18%	369,232
<i>Baseball Clubhouse</i>	266,000	3,350	1%	262,650
<i>Bess Activity Center repairs</i>	1,089,552	9,462	1%	1,080,090
<i>2509 Three Rivers Blvd (former license bureau)</i>	20,000	0	0%	20,000
<i>Student Housing</i>	10,194,369	63,873	1%	10,130,496
<i>Public safety remodel</i>	50,000	0	0%	50,000
<i>Fleet vehicles</i>	92,487	223,387	242%	(130,900)
<i>Dexter external location purchase</i>	1,503,581	1,246,293	83%	257,288
<i>CDL training center purchase</i>	901,420	890,779	99%	10,641
TOTAL EXPENSES	15,167,408	2,632,060	17%	12,535,348

NET SURPLUS (DEFICIT)	0	0
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Budget to Actual Revenues 07/31/2025 (8%)



Budget to Actual Expenses 07/31/2025 (8%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
July 31, 2025
Fiscal Year Benchmark: 8%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES	9,795,042	5,210,778	53%	4,584,264
<i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>				
STUDENT AID	234,550	13,194	6%	221,356
<i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>				
AUXILIARY ENTERPRISES	3,587,451	939,207	26%	2,648,244
<i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>				
OTHER OPERATING REVENUE	2,750,295	33,647	1%	2,716,648
<i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>				
GOVERNMENTAL APPROPRIATIONS	7,029,812	566,110	8%	6,463,702
<i>State Aid, State Maint. & Repair</i>				
GRANT REVENUE	4,158,466	185,037	4%	3,973,429
<i>State Grants, Federal Grants</i>				
NON-OPERATING REVENUE	4,306,399	69,939	2%	4,236,460
<i>Taxes, Interest Earnings, Gifts</i>				
TRANSFERS IN	157,765	157,765	100%	0
<i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>				
TOTAL REVENUES	32,019,779	7,175,676	22%	24,844,103

NOTE:

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION	6,850,768	420,717	6%	6,430,051
<i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>				
ACADEMIC SUPPORT	1,910,981	217,844	11%	1,693,136
<i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>				
STUDENT SERVICES	3,982,145	127,968	3%	3,854,177
<i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>				
INSTITUTIONAL SUPPORT	5,001,862	614,507	12%	4,387,355
<i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>				
AUXILIARY ENTERPRISES	2,900,481	172,589	6%	2,727,892
<i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>				
OPERATION & MAINT OF PLANT	6,708,590	439,252	7%	6,269,338
<i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>				
SCHOLARSHIPS	557,481	59,783	11%	497,698
<i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>				
GRANT EXPENSE	4,107,472	276,461	7%	3,831,011
<i>State Grants, Federal Grants</i>				
TRANSFERS OUT	0	0	0%	0
<i>General funds-current year transfers to capital</i>				
TOTAL EXPENSES	32,019,779	2,329,120	7%	29,690,659

NOTE:

CHANGES IN NET POSITION	0	4,846,556
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Three Rivers College
Capital Budget - Unaudited
July 31, 2025
Fiscal Year Benchmark: 8%

FUNDING SOURCES

	BUDGET	SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
RESTRICTED				
<i>State appropriations</i>	0	0	0%	0
<i>Insurance proceeds</i>	0	0	0%	0
<i>ARPA grant proceeds</i>	0	0	0%	0
UNRESTRICTED				
<i>General funds - prior year transfers in (Reserves)</i>	2,145,500	66,825	3%	2,078,675
<i>General funds - current year transfers in</i>	0	0	0%	0
TOTAL FUNDING SOURCES	2,145,500	66,825	3%	2,078,675

USES OF FUNDS

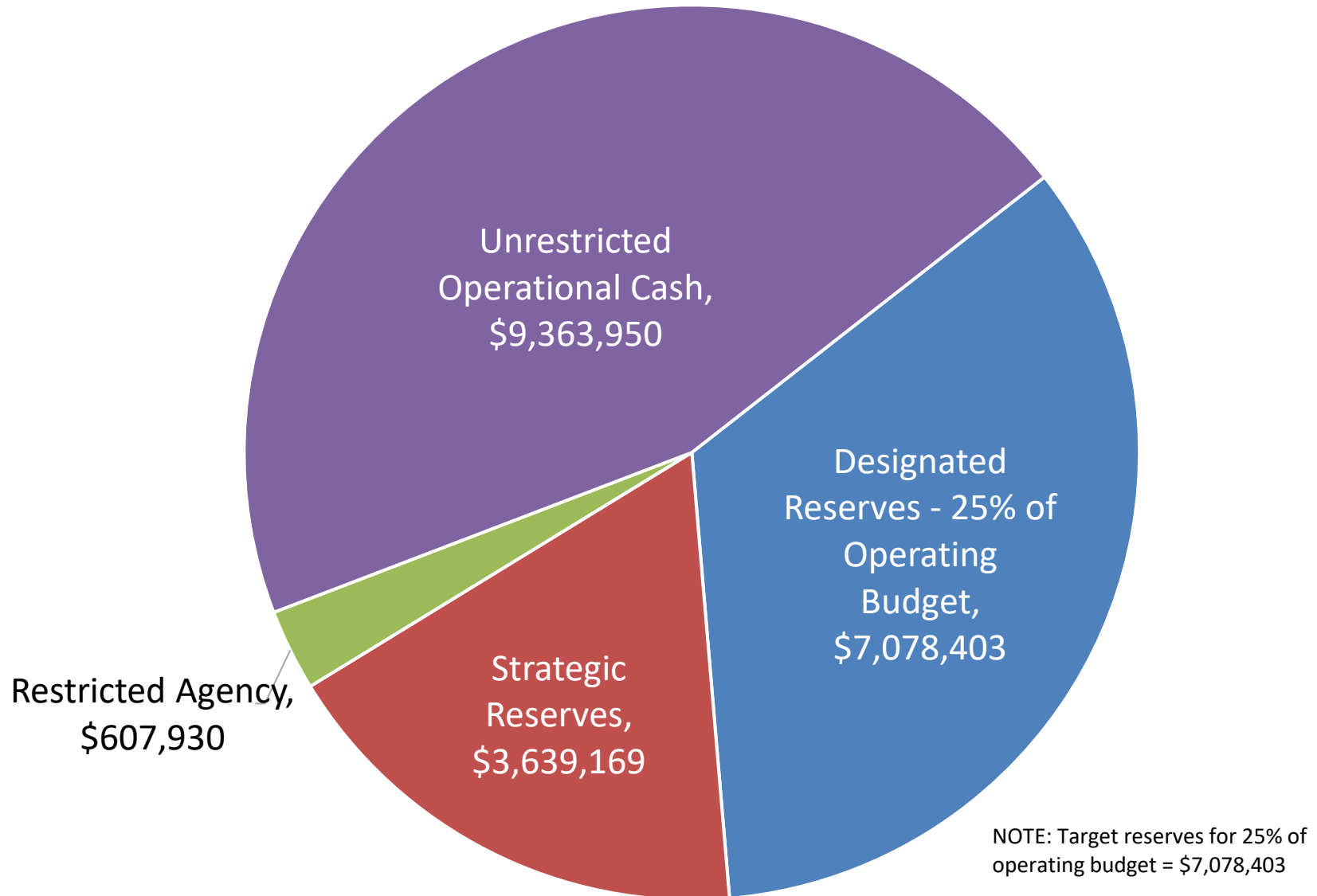
	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
<i>Campus improvements</i>	500,000	0	0%	500,000
<i>Westover Administration Building repairs</i>	500,000	0	0%	500,000
<i>Libla Family Sports Complex and athletic facilities</i>	702,000	39,004	6%	662,996
<i>Baseball Clubhouse</i>	266,000	211	0%	265,789
<i>2509 Three Rivers Blvd (former license bureau)</i>	20,000	0	0%	20,000
<i>Public safety remodel</i>	67,500	0	0%	67,500
<i>Fleet vehicles</i>	40,000	27,500	69%	12,500
<i>Farm</i>	50,000	110	0%	49,890
TOTAL EXPENSES	2,145,500	66,825	3%	2,078,675
NET SURPLUS (DEFICIT)	0	0		

**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

July 1, 2025

	<u>06/02/25</u>	<u>07/01/25</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	600.00	600.00
Petty Cash	200.00	200.00
Vending Machines	137.00	137.00
Business Office	2,488.00	2,488.00
<i>Total Cash Funds</i>	<u>3,425.00</u>	<u>3,425.00</u>
<i>General Accounts</i>		
Southern Bank - General Funds	14,023,348.23	9,222,405.67
Southern Bank - Credit Cards	75,103.09	21,748.73
<i>Total General Accounts</i>	<u>14,098,451.32</u>	<u>9,244,154.40</u>
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	36,297.64	28,656.22
Federal Clearing Account	3,124.68	87,713.89
<i>Total Restricted Accounts</i>	<u>39,422.32</u>	<u>116,370.11</u>
TOTAL CURRENT FUND	<u><u>14,141,298.64</u></u>	<u><u>9,363,949.51</u></u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	5,308,979.57	5,326,423.14
<i>Total Bank Accounts</i>	<u>5,308,979.57</u>	<u>5,326,423.14</u>
<i>Certificates of Deposit</i>		
People's Community Bank #0625	5,391,149.12	-
Southern Bank	-	5,391,149.12
<i>Total Certificates of Deposit</i>	<u>5,391,149.12</u>	<u>5,391,149.12</u>
TOTAL PLANT FUND	<u><u>10,700,128.69</u></u>	<u><u>10,717,572.26</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	603,573.07	607,929.87
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	-	-
TOTAL AGENCY FUND	<u><u>603,573.07</u></u>	<u><u>607,929.87</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$20,689,452 AS OF 07/01/2025**

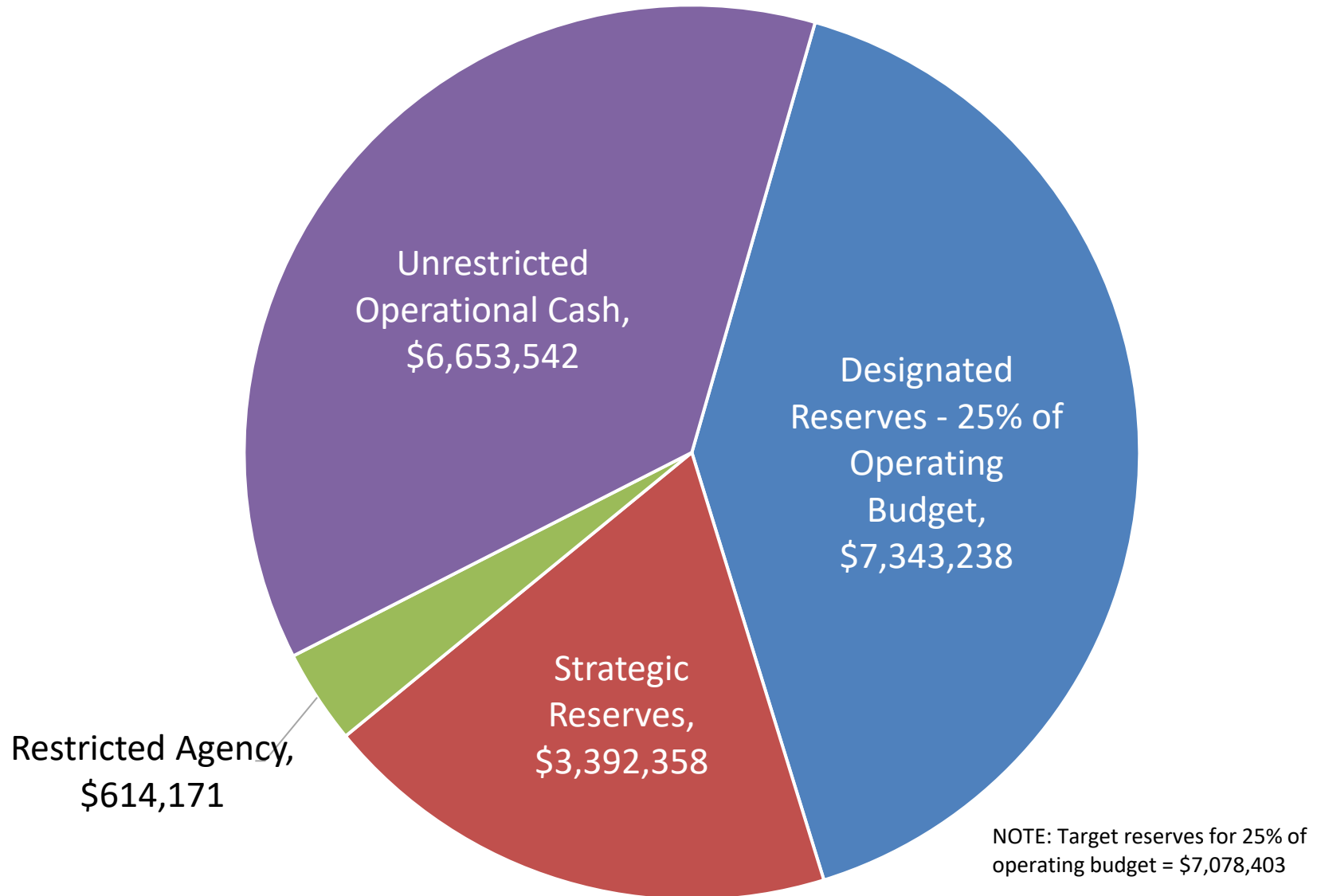


**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

August 4, 2025

	<u>07/01/25</u>	<u>08/04/25</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	600.00	600.00
Petty Cash	200.00	200.00
Vending Machines	137.00	137.00
Business Office	2,488.00	2,488.00
<i>Total Cash Funds</i>	<u>3,425.00</u>	<u>3,425.00</u>
<i>General Accounts</i>		
Southern Bank - General Funds	9,222,405.67	6,545,202.39
Southern Bank - Credit Cards	21,748.73	75,537.38
<i>Total General Accounts</i>	<u>9,244,154.40</u>	<u>6,620,739.77</u>
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	28,656.22	29,377.15
Federal Clearing Account	87,713.89	-
<i>Total Restricted Accounts</i>	116,370.11	29,377.15
TOTAL CURRENT FUND	<u><u>9,363,949.51</u></u>	<u><u>6,653,541.92</u></u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	5,326,423.14	5,344,446.52
<i>Total Bank Accounts</i>	<u>5,326,423.14</u>	<u>5,344,446.52</u>
<i>Certificates of Deposit</i>		
Southern Bank	5,391,149.12	5,391,149.12
<i>Total Certificates of Deposit</i>	<u>5,391,149.12</u>	<u>5,391,149.12</u>
TOTAL PLANT FUND	<u><u>10,717,572.26</u></u>	<u><u>10,735,595.64</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	607,929.87	614,171.10
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	-	-
TOTAL AGENCY FUND	<u><u>607,929.87</u></u>	<u><u>614,171.10</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$18,003,309 AS OF 08/04/2025**



THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF June 30, 2025

<u>CD#</u>	<u>BANK</u>	<u>RATE</u>	<u>DATE</u>	<u>TERM</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
8513	Southern Bank	4.10	06/04/26	12	5,391,149.12	Constingence

Total Contingency Fund

5,391,149.12

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF June 30, 2025

<u>CD#</u>	<u>BANK</u>	<u>RATE</u>	<u>DATE</u>	<u>TERM</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
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Total Agency Fund CD's

\$ -

THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF July 31, 2025

<u>CD#</u>	<u>BANK</u>	<u>RATE</u>	<u>DATE</u>	<u>TERM</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
8513	Southern Bank	4.10	06/04/26	12	5,391,149.12	Constingence

Total Contingency Fund

5,391,149.12

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF July 31, 2025

<u>CD#</u>	<u>BANK</u>	<u>RATE</u>	<u>DATE</u>	<u>TERM</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
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Total Agency Fund CD's

\$ -

Three Rivers College
CD Report
As of June 30, 2025

Investment CDs

Bank Account Interest Rate

Bank	Account	Interest Rate
Southern Bank	all except Federal Funds	91-day T-bill minus 40 basis points

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

Responses

Bank Term Rate APY Amount Type of Investment

CDs Transferred

Endowment CDs Redeemed for Investment

CDs Maturing

Bank	Certificate Number	Endowment	Amount
Total			-

Endowment CDs Transferred to Endowment Trust

CDs Maturing

Bank	Certificate Number	Endowment	Amount
Total			-

Three Rivers College
CD Report
As of July 31, 2025

Investment CDs

Bank Account Interest Rate

Bank	Account	Interest Rate
Southern Bank	all except Federal Funds	91-day T-bill minus 40 basis points

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

Responses

Bank	Term	Rate	APY	Amount	Type of Investment
------	------	------	-----	--------	--------------------

CDs Transferred

Endowment CDs Redeemed for Investment

CDs Maturing

Bank	Certificate Number	Endowment	Amount
Total			-

Endowment CDs Transferred to Endowment Trust

CDs Maturing

Bank	Certificate Number	Endowment	Amount
Total			-

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Months of June 2025

Current Fund:	General Fund - Southern Bank	\$ 1,197,418.16
Housing Fund:	Rivers Ridge - Southern Bank	-
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>17,816.58</u>
	Grand Total	<u><u>\$ 1,215,234.74</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 27th day of August 2025.

Chairman, Board of Trustees

Secretary, Board of Trustees

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Months of July 2025

Current Fund:	General Fund - Southern Bank	\$ 2,240,669.87
Housing Fund:	Rivers Ridge - Southern Bank	-
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>3,970.61</u>
	Grand Total	<u><u>\$ 2,244,640.48</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 27th day of August 2025.

Chairman, Board of Trustees

Secretary, Board of Trustees

THREE RIVERS COMMUNITY COLLEGE
BID REPORT
AS OF AUGUST 18, 2025

Sports Lockers

Status: Closed
 Open Date: 6/4/2025
 Close Date: 6/11/2025
 Funding Source: Reserves
 Bids Submitted:

American Modern Cabinetry	Broadalbin, New York
All Wood Lockers	Newcomerstown, OH
BSN Sports, LLC	Dallas, TX

Bid Awarded: American Modern Cabinetry \$ 46,800.81

Sound Board & Accessories

Status: Closed
 Open Date: 7/8/2025
 Close Date: 7/15/2025
 Funding Source: General Revenue
 Bids Submitted:

CCI Solutions	Tumwater, WA
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Bid Awarded: CCI Solutions \$ 27,586.50

THREE RIVERS COLLEGE
PROPOSED BUDGET AMENDMENTS
AS OF 07/31/2025

OPERATING BUDGET			
	REVENUE	EXPENSE	NET
ADOPTED BY BOARD 06/18/2025	29,372,950.56	29,372,950.56	-
Gifts	8,892.00	8,892.00	-
TREAD grant adjustment to award	1,800.00	1,800.00	-
ACHIEVE adjust to award	52,935.12	52,935.12	-
MoSEPWork (ABA) adjust to award	2,245.05	2,245.05	-
Perkins indirect	13,361.76	13,361.76	-
Insurance projects moved from capital	2,567,594.80	2,567,594.80	-
Subtotal agreed to Budget to Actual 07/31/25	32,019,779.29	32,019,779.29	-
Increases (Decreases) Proposed:			
Governor's veto adjustment to state aid	(106,339.00)	-	(106,339.00)
Rental income adjusted to actual	10,000.00	-	10,000.00
Personnel vacancies filled	-	(67,841.00)	67,841.00
Prison Education Program adjusted	2,899.00	-	2,899.00
Westwood Center rent adjustments	88,400.00	35,200.00	53,200.00
Other operating expenses	-	4,306.00	(4,306.00)
Subtotal	32,014,739.29	31,991,444.29	23,295.00
REVISED AS OF 07/31/2025	32,014,739.29	31,991,444.29	23,295.00

CAPITAL BUDGET			
	SOURCES	EXPENSES	NET
ADOPTED BY BOARD 06/18/2025	4,713,095.00	4,713,095.00	-
Insurance projects moved to operating	(2,567,594.80)	(2,567,594.80)	-
Subtotal agreed to Budget to Actual 07/31/25	2,145,500.20	2,145,500.20	-
Increases (Decreases) Proposed:			
Additional fleet vehicles (reserves)	130,900.00	130,900.00	-
2505/2507 Three Rivers Blvd purchase (reserves)	328,851.25	328,851.25	-
Tinnin sound board (reserves)	30,000.00	30,000.00	-
Subtotal	2,635,251.45	2,635,251.45	-
REVISED AS OF 07/31/2025	2,635,251.45	2,635,251.45	-



THREE RIVERS COLLEGE

Consideration and Approval of the College Financial Report



THREE RIVERS COLLEGE

President's Report



THREE RIVERS COLLEGE

Motion to move into Executive Session

Executive Session

**Motion to move out of
Executive Session**



THREE RIVERS COLLEGE

Items for Consideration, Discussion and Vote

VII.2. FP 3102 Annual Audit

BACKGROUND INFORMATION—HISTORY

Three Rivers College shall conduct an annual audit as soon as possible after the close of business each June 30. The auditor or firm of auditors shall be Certified Public Accountants. The selected auditor will function as an advisor to the board as defined in BP0322 Advisors to the Board. This change is updating the name of state agency.

POSSIBLE ALTERNATIVES

N/A

FINANCIAL IMPLICATIONS

N/A

ADMINISTRATIVE RECOMMENDATIONS

Approve as submitted.

**THREE RIVERS COLLEGE
FINANCIAL POLICY**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FP 3102 Annual Audit	Page 1 of 2
Associated Regulation:	
Associated Policies: BP 0322 Advisors to the Board; BP 0340 Code of Ethics	
References:	
Supersedes: 3.1	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 12-09-2015	Last Revision: 08-27-2025

Three Rivers College shall conduct an annual audit as soon as possible after the close of business each June 30. The auditor or firm of auditors shall be Certified Public Accountants. The selected auditor will function as an advisor to the board as defined in BP0322 Advisors to the Board.

Instruction of auditors and their supervision shall be shared by the President of the college, the Chief Financial Officer and the Audit Committee of the Board of Trustees. The Audit shall meet the requirements of law and the policies of the trustees. A Management Letter or notes shall accompany the Audit and recommendations contained therein given prompt consideration by the trustees.

The Auditor shall provide no fewer than nine (9) copies of the Audit to the Chief Financial Officer. The copies will be distributed as follows:

- a. College President
- b. Chief Financial Officer
- c. Members of the Board of Trustees
- d. College Librarian

The Auditor shall provide an electronic searchable copy to the Chief Financial Officer to be posted to the college website and distributed to various state and federal agencies including but not limited to:

- a. Missouri Department of Higher Education and Workforce Development
- b. Missouri Department of Elementary and Secondary Education
- c. Federal Audit Clearinghouse

Copies of all audits shall be permanently archived in the college library. Electronic copies of the audit will be permanently maintained by the college and appropriately safeguarded against data loss.

**THREE RIVERS COLLEGE
FINANCIAL POLICY**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FP 3102 Annual Audit	Page 2 of 2
Associated Regulation:	
Associated Policies: BP 0322 Advisors to the Board; BP 0340 Code of Ethics	
References:	
Supersedes: 3.1	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 12-09-2015	Last Revision: 08-27-2025

DOCUMENT HISTORY:

- 12-09-2015:** Initial approval of policy FP 3102 Annual Audit.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 08-27-2025:** Updated name of state agency.

VII.2. FP 3601 College Property

BACKGROUND INFORMATION—HISTORY

Three Rivers College defines and establishes rules for the oversight of property and its inventory. Records of all college property are maintained by the Chief Financial Officer as well as the efficient, economical and effective management of the college's resources. College property is comprised of tangible personal and real property, such as furniture, equipment, land, and buildings. This is a minor edit to improve clarity.

POSSIBLE ALTERNATIVES

N/A

FINANCIAL IMPLICATIONS

N/A

ADMINISTRATIVE RECOMMENDATIONS

Approve as submitted.

**THREE RIVERS COLLEGE
FINANCIAL POLICY**

Section: 3000 Financial	
Sub Section: 3600 Property	
Title: FP 3601 College Property	Page 1 of 2
Associated Regulations: FR 3610 Capital Assets and Inventory; FR 3650 Receiving; FR 3620 Disposal of Surplus Property	
References: GASB Codification 1400, 1600, and 2200	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision: 8-27-2025

Three Rivers College defines and establishes rules for the oversight of property and its inventory. Records of all college property are maintained by the Chief Financial Officer as well as the efficient, economical and effective management of the college's resources. College property is comprised of tangible personal and real property, such as furniture, equipment, land, and buildings.

The College President provides oversight to all proceedings regarding this policy. The authority for oversight may be granted upon written approval by the College President or his/her designee. The records regarding college property as well as the disposal of said property shall be made available to the public through the Chief Financial Officer.

For financial reporting and accountability purposes, the college is considered a special purpose government agency engaged in business-type activities. Accordingly, the colleges' financial statements are presented using the economic measurements focus and the accrual basis of accounting principles. Under this measurement basis and focus of accounting, costs that benefit more than one year are capitalized and depreciated over their useful lives. The Chief Financial Officer provides oversight for this property policy, associated regulation(s), and departmental processes to ensure college property is not misused or put at risk.

**THREE RIVERS COLLEGE
FINANCIAL POLICY**

Section: 3000 Financial	
Sub Section: 3600 Property	
Title: FP 3601 College Property	Page 2 of 2
Associated Regulations: FR 3610 Capital Assets and Inventory; FR 3650 Receiving; FR 3620 Disposal of Surplus Property	
References: GASB Codification 1400, 1600, and 2200	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 04-19-2017	Last Revision: 8-27-2025

DOCUMENT HISTORY:

04-19-2017: Initial approval of policy FP 3601 College Property.

08-27-2025: Minor edit to improve clarity.



THREE RIVERS COLLEGE

Consideration and Approval of all Personnel Actions and Associated Documents

Consideration of Personnel Action
Employment of Personnel
Lab Manager – Nursing and Allied Health

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – New full-time position

_____ Federal Program: _____

_____ Special Program _____

NAME: Alexander Jimenez

POSITION TITLE: Lab Manager – Nursing and Allied Health

SALARY: \$16.00/hour

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: August 25, 2025

QUALIFICATIONS:

Degree Ed. Institution Major

EXPERIENCE		
10/2024 – 01/2025	Baba Transportation, LLC	Driver/Trainer
	Honolulu, HI	
03/2020 – 09/2024	U.S. Army	Medical Operations
	Schofield Barracks, HI	Manager
01/2014 – 03/2020	U.S. Army	Health Care Specialist
	Multiple Locations	

08.27.25

Consideration of Personnel Action
Employment of Personnel
Assistant Men's Basketball Coach/Player Development Coordinator

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

 X Faculty - Replacement for Brandon Branch; resignation approved 06.18.25

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Cedric Henderson

POSITION TITLE: Assistant Men's Basketball Coach/Player Development Coordinator

SALARY: \$40,000

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: July 1, 2025

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BLS	The University of Memphis Memphis, TN	Liberal Studies

EXPERIENCE

05/23 - present	Overton High School	Head Men's Basketball
08/24	Memphis, TN	Coach/Cross-Country Men's Coach
08/22 – 05/23	Memphis Day Academy	Head Men's Basketball
	Memphis, TN	Coach
08/21 – 01/22	Collierville High School	Interim Head Coach
	Collierville, TN	
2020 - 2021	Christian Brothers University	Assistant Men's Basketball
	Memphis, TN	Coach
2018-2020	Southwest Tennessee Community College	Head Men's Basketball
	Memphis, TN	Coach

08.20.25

Consideration of Personnel Action
Employment of Personnel
Adjunct Instructor/Assistant Women's Basketball Coach

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

X Faculty - Replacement for Jentri Worley; resignation for approval 08.20.25

_____ Support Staff

_____ Federal Program:_____

_____ Special Program_____

NAME: Jordan Little

POSITION TITLE: Adjunct Instructor/Assistant Women's Basketball Coach

SALARY: \$9,000

FULL-TIME _____ PART-TIME: X

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

Other: _____

STARTING DATE: September 1, 2025

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	Three Rivers College Poplar Bluff, MO	General Education
BS	Union University Jackson, TN	Sports Management

EXPERIENCE

06/25 - present	Muscle Shoals Parts and Rec	Secretary
	Muscle Shoals, AL	
05/24 – 11/24	Aldi	Store Associate/Cashier/
	Muscle Shoals, AL	Stocker
11/24 – 04/25	Lauderdale County High School	Substitute Teacher
	Rogersville, AL	

08.20.25

Consideration of Personnel Action
Employment of Personnel
Assistant Director, Enrollment Services

PERSONNEL DATA SHEET

_____ Administrative Officer

 X Professional Staff – Combination of positions (Admissions & Recruitment/Dual Credit)
King transfer/Taylor resignation

_____ Faculty

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Megan Garland

POSITION TITLE: Assistant Director, Enrollment Services

SALARY: \$48,000

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: August 11, 2025

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BS	Belmont University Nashville, TN	Social Entrepreneurship
M.Ed.	University of Arkansas Fayetteville, AR	Higher Education

EXPERIENCE

07/23 - present	University of Arkansas Fayetteville, AR	Associate Director for Arkansas Recruitment/Office of Admissions
09/22 – 07/23	Assistant Director for Online Programs, Walton College of Business	
12/21 – 09/22	Coordinator for Undergraduate Recruitment/Walton College of Business	
07/19 – 12/21	Admissions Counselor, Office of Admissions	
05/17 – 08/18	Kanakuk Kamps Lampe, MO	Director of Dining Services Kanakuk K7

08.20.25

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – Replacement for Jeana Sanders; resignation approved 06.18.25

_____ Federal Program: _____

_____ Special Program _____

NAME: Logan Barnes

POSITION TITLE: Financial Aid Advisor

SALARY: \$16.75

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: August 15, 2025

QUALIFICATIONS:

Degree

A.A.

Ed. Institution

Three Rivers College
Poplar Bluff, MO

Major

General Education

EXPERIENCE

03/2024 – 02/2025	Founder's Chowder House	Server
	Pensacola, FL	
02/2023 – 09/2023	Poplar Bluff Regional Medical Center	Unit Secretary
04/2022 – 01/2023	Bank of Grandin	Teller
	Harviell, MO	

08.27.25

Consideration of Personnel Action
Employment of Personnel
Practical Nursing Instructor

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

 X Faculty - Replacement for Trisha Ruiz; resignation for approval 08.20.25

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Melissa Knapp

POSITION TITLE: Practical Nursing Instructor

SALARY: \$60,515

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: August 1, 2025

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
MSN	Chamberlain College of Nursing	Nursing Education
BSN	Addison, IL	Nursing
AS	Crowder College	Nursing
	Neosho, MO	

<u>EXPERIENCE</u>		
<u>05/23 – 05/25</u>	<u>Poplar Bluff Regional Medical Center</u>	<u>Clinical Educator</u>
	<u>Poplar Bluff, MO</u>	
<u>02/22 – 04/23</u>	<u>St. Francis Medical Clinic</u>	<u>Lead RN Urgent Care</u>
	<u>Poplar Bluff, MO</u>	
<u>04/21 – 02/22</u>	<u>SSM Health</u>	<u>RN Oncology Clinic</u>
	<u>St. Louis, MO</u>	

08.20.25

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

 X Faculty - Replacement for Drake Dugas; resignation approved 05.21.25

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Stewart Shock

POSITION TITLE: Instructor, Welding

SALARY: \$47,470

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: August 1, 2025

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
Certifications	Midwest Technical Institute Springfield, MO	Welding/Pipefitting
BS	Southeast Missouri State University Cape Girardeau, MO	Agribusiness: Animal Science

EXPERIENCE

08/2024 - present	Shock Welding LLC Poplar Bluff, MO	Combo Rig Welder
07/2022 – 04/2025	Southern Welding LLC Waxahachie, TX	RigWelder
06/2023 – 08/2024	Pope Welding Andrews, TX	Rig Welding Foreman

08.20.25

Consideration of Personnel Action
Employment of Personnel
Temporary Instructor, CDL

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

 X Faculty - Replacement for Barbara Barksdale; resignation for approval 08.20.25

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Travis Moody

POSITION TITLE: Temporary Instructor, CDL

SALARY: \$43,826

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: July 10, 2025

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
Certificate	TCI	Truck Driving
	Sikeston, MO	

<u>EXPERIENCE</u>		
<u>03/2024 – present</u>	<u>Gypsy Travis Express</u>	<u>Owner/Operator</u>
	<u>Greenville, MO</u>	
<u>11/2023 – 03/2024</u>	<u>M&G Gas</u>	<u>Propane Delivery Driver</u>
	<u>Glen Allen, MO</u>	
<u>11/2020 – 11/2023</u>	<u>Agri-Trans</u>	<u>Operations Manager</u>
	<u>Scott City, MO</u>	

08.20.25

Consideration of Personnel Action
Employment of Personnel
Assistant Baseball Coach/Academic Advising & Planning

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

 X Faculty - Replacement for Zachary McKenney; resignation approved 06.18.25

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Jonathan "Matt" Palmer

POSITION TITLE: Assistant Baseball Coach/Academic Advising & Planning

SALARY: \$40,000

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: August 1, 2025

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
B.S.	Missouri State University Springfield, MO	Horticulture

<u>EXPERIENCE</u>		
<u>2016 - present</u>	<u>Edgewater Design Company</u>	<u>Owner & CEO</u>
	<u>Chandler, AZ</u>	
<u>2002 - 2014</u>	<u>Major League Baseball</u>	<u>Professional Pitcher</u>
	<u>Multiple Teams</u>	<u>(Retired)</u>

08.27.25

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Part-time Event Staff to Assistant Softball Coach/Character Development Program

BACKGROUND INFORMATION

HISTORY

Due to the resignation of Megan Shaddix, the position of Assistant Softball Coach/Character Development Program became vacant. Allison Law has been employed part-time with the College as Event Staff since October 2023. Prior to, Ms. Law was employed part-time from September 2018 to October 2021. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Allison Law to the position of Assistant Softball Coach/Character Development Program, effective August 4, 2025.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Allison Law.

08.20.25

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Temporary Instructor, CDL Program

BACKGROUND INFORMATION **HISTORY**

Barbara Barksdale has been employed full-time as a Temporary Instructor, CDL Program since April 2023. She has submitted her request for resignation, effective June 26, 2025.

FINANCIAL IMPLICATIONS

This is a full-time, faculty position.

ADMINISTRATIVE RECOMMENDATION

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

08.20.25

From: [Barbara Barksdale](#)
To: [Kimberly Brooks](#); [Kristina McDaniel](#)
Subject: Immediate resignation
Date: Wednesday, June 25, 2025 10:54:41 PM

Kristina McDaniel, Kimberley Brooks,

After our meeting yesterday and careful consideration, I have decided to resign as CDL Instructor effective immediately. It will not be in my best interest to continue my employment with Three Rivers College. I will turn in my keys and fuel card tomorrow. I assume I will be paid out for my vacation hours along with my last paycheck. Thank you for your time in this matter. If you need anything else please let me know. Thank you.

Barbara Barksdale

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Admissions Recruiter

BACKGROUND INFORMATION **HISTORY**

Bailey Davidson has been employed full-time as an Admissions Recruiter since January 2023. He has submitted his request for resignation, effective June 27, 2025.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

08.20.25

Bailey Davidson

06/16/20205

Human Resources

Three Rivers College

Poplar Bluff, MO 63901

Dear Human Resources,

I am writing to formally resign from my position as Admissions Recruiter at Three Rivers College, effective two weeks from today on June 27, 2025.

This decision was not made lightly, and I appreciate the opportunities I've had to grow and learn during my time here. I am committed to making the transition as smooth as possible and am happy to assist in training my replacement or wrapping up current tasks over the next two weeks.

Thank you again for the opportunity to be a part of Three Rivers College. I wish you and the team continued success.

Sincerely,

Bailey Davidson

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Part-time Administrative Assistant/Human Resources

BACKGROUND INFORMATION

HISTORY

Elvia Henson has been employed part-time as an Administrative Assistant in Human Resources since June 2023. She has submitted her request for resignation, effective August 4, 2025.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

08.20.25

Kristina,

Please accept this letter as my formal resignation from my position at Three Rivers College, as the Part-Time Human Resources Admin Assistant. My last day will be August 4th.

I have learned and grown so much over the last couple of years, and I want to thank you for everything.

P.S.. I will miss the donuts and cupcakes!

Thanks so much,

Elvia Henson

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Coordinator, Career Services

BACKGROUND INFORMATION **HISTORY**

Keith Huggins has been employed full-time as the Coordinator, Career Services since May 2024. He has submitted his request for resignation, effective August 6, 2025.

FINANCIAL IMPLICATIONS

This is a full-time, exempt staff position.

ADMINISTRATIVE RECOMMENDATION

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

08.20.25

From: [Kristina McDaniel](#)
To: [Kristina McDaniel](#)
Subject: FW: Notice
Date: Friday, August 1, 2025 3:59:35 PM

From: Keith Huggins <khuggins@trcc.edu>
Sent: Thursday, July 24, 2025 8:04:13 AM
To: Gail Tinsley <gtinsley@trcc.edu>
Subject: Notice

Gail,

Guess what?? The State just contacted me and offered me that position. It was an opportunity I couldn't pass up so I will be leaving unless something crazy happens in their process. My last day will be Aug. 6th.

Keith Huggins
Coordinator, Career Services
Three Rivers College
2080 Three Rivers Blvd.
Poplar Bluff, MO 63901
khuggins@trcc.edu
573-840-9682
trcc.edu

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Part-time Communications Assistant

BACKGROUND INFORMATION **HISTORY**

Kaitlynn Johnson has been employed part-time as a Communications Assistant since August 2021. She has submitted her request for resignation, effective August 29, 2025.

FINANCIAL IMPLICATIONS

This is a part-time staff position.

ADMINISTRATIVE RECOMMENDATION

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

08.20.25

Kaitlynn Johnson
920 W Broad Street
Republic, MO 65738
smith.kaitlynn.m@gmail.com
573-718-6476

August 4, 2025

Carrie Franklin
Director of Communications
Three Rivers College
2080 Three Rivers Boulevard
Poplar Bluff, MO 63901

Dear Carrie,

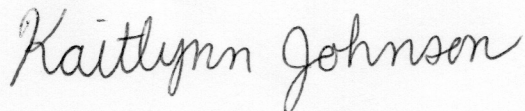
Please accept this letter as my formal resignation from the Part-Time Communications Assistant at Three Rivers College, effective August 29, 2025.

Over the past four years, I've been fortunate to be part of a college that values flexibility, innovation, and personal growth. I am sincerely grateful for the opportunities I have had to stretch my skills, contribute meaningfully to the community, and collaborate with such team-oriented colleagues. The trust and support I've received here have made a lasting impact on my journey.

As I take on a new opportunity, I carry with me the lessons and experiences that have shaped me at Three Rivers College. I look forward to staying in touch and wish the institution continued success.

Please let me know how I can help ensure a smooth transition in the coming weeks.

Warm regards,

A handwritten signature in cursive script that reads "Kaitlynn Johnson". The ink is dark and the signature is fluid, with a large, stylized 'K' and 'J'.

Kaitlynn Johnson

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Human Resources Specialist

BACKGROUND INFORMATION

HISTORY

Kelsie McVey has been employed as the Human Resources Specialist since November 2024. She has submitted her request for resignation, effective August 8, 2025.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

08.20.25

Kristina,

I am finishing up my bachelor's degree and have been given the opportunity to student teach this coming school year. After a lot of prayer and discussion with my husband, we feel like this is a better fit for my family and I. My last day will be August 8th. I am so sorry about the timing of everything considering the current circumstances. Thank you for everything and for the opportunity. I wish the college and the HR office nothing but success in the future.

Thank you,

Kelsie McVey

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Practical Nursing Instructor

BACKGROUND INFORMATION

HISTORY

Trisha Ruiz has been employed full-time as Practical Nursing Instructor since January 2025. She has submitted her request for resignation, effective August 8, 2025. Ms. Ruiz has requested to remain as an Adjunct/Part-time Clinical for Nursing.

FINANCIAL IMPLICATIONS

This is a full-time, faculty position.

ADMINISTRATIVE RECOMMENDATION

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

08.20.25

From: [Wesley Payne](#)
To: [Kristina McDaniel](#)
Subject: Fw: Resignation Letter
Date: Thursday, July 24, 2025 2:24:00 PM

Wesley A. Payne, Ph.D.
President
Three Rivers College
2080 Three Rivers Blvd.
Poplar Bluff, MO 63901
wpayne@trcc.edu
Phone: 573-840-9689
Fax: 573-840-9657
trcc.edu

From: Trisha Ruiz <truiz@trcc.edu>
Sent: Tuesday, July 22, 2025 3:20:24 PM
To: Wesley Payne <wpayne@trcc.edu>
Cc: Tara Leier <tleier@trcc.edu>; Andrea Pierce <apierce@trcc.edu>
Subject: Resignation Letter

07/22/2025

Dear Dr. Payne,

I am sorry to inform you that I must resign from the position of practical nursing instructor here at Three Rivers College effective 08/08/2025. This is due to personal illness at home with my immediate family. I would, however, like to stay employed as a practical nursing adjunct. If you have any questions, please feel free to contact me at 573-714-1966.

Sincerely,

Trisha Ruiz, BSN, RN
Practical Nursing Instructor
Three Rivers College
Poplar Bluff, MO
Phone: 573-840-9672 ext. 8322

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Instructor, Social Science (Psychology)

BACKGROUND INFORMATION

HISTORY

Colleen Sanders has been employed full-time as an Instructor in Social Science since August 2022. Prior to full-time, Ms. Sanders was an Adjunct Instructor. She has submitted her request for resignation, effective June 30, 2025, as this completes the FY25 faculty contract. Ms. Sanders has requested to remain as an Adjunct Instructor.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

08.20.25

Colleen Sanders
Faculty, Social Science

June 25, 2025

Dr. Leslie Gragg
General Education
Three Rivers College

Dear Dr. Gragg,

I am writing to formally resign from my position as a full-time faculty member in the General Education Department, effective August 1, 2025. After thoughtful consideration, I have decided to transition from my current full-time role to a part-time (adjunct) teaching position.

This decision was not made lightly, as I have greatly valued the opportunity to work with our students and colleagues, and I am deeply appreciative of the support and collaboration I have experienced. However, I believe that transitioning to an adjunct role will allow me to better align my professional responsibilities with my personal goals at this time.

I remain committed to contributing to the department and supporting student success, and I would welcome the opportunity to continue teaching on a part-time basis beginning this fall.

Thank you again for the opportunity to serve as a full-time faculty member at Three Rivers College. I look forward to continuing my relationship with the institution in this new capacity.

Sincerely,
Colleen Sanders

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Welcome Center Facilitator

BACKGROUND INFORMATION

HISTORY

Terri Sexton has been employed full-time as the Welcome Center Facilitator since September 2022. Prior to full-time, Ms. Sexton was a student worker. She has submitted her request for resignation, effective August 8, 2025.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

08.20.25

Terri Sexton

07/16/2025

To Whom It May Concern,

I am writing to formally resign from my position at Three Rivers College, with my last working day being Friday, August 8th, 2025.

I have recently accepted another opportunity and will be starting my new role on August 11th. This was not an easy decision, as I have greatly valued my time here. I am grateful for the experiences, knowledge, and support I have received during my time at Three Rivers College. Please let me know how I can help with the transition.

Best regards,

Terri Sexton

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Assistant Softball Coach/Character Development Program

BACKGROUND INFORMATION

HISTORY

Ms. Megan Shaddix has been employed full-time as the Assistant Women's Softball Coach/Character Development Program since October 2024. She has submitted her request for resignation, effective July 29, 2025.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

08.20.25

Megan Shaddix

2303 Garrett Ln Apt B

Jackson MO 63755

870-844-1316

07/29/2025

Jeff Null

Three Rivers College

2080 Three Rivers Blvd

Poplar Bluff, MO 63901

Dear Coach Null,

I am writing to formally resign from my position as assistant softball coach at Three Rivers, effective immediately.

It has been a privilege to work with the team and be a part of this program. I'm grateful for the experiences and support I've received during my time here.

Thank you for the opportunity and best of luck this season.

Sincerely,

Megan Shaddix

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Part-time Administrative Assistant/Physical Plant

BACKGROUND INFORMATION

HISTORY

Deborah Ward has been employed part-time as the Administrative Assistant for Physical Plant since July 2024. She has submitted her request for resignation, effective July 22, 2025.

FINANCIAL IMPLICATIONS

This is a part-time staff position.

ADMINISTRATIVE RECOMMENDATION

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

08.20.25

July 22, 2025

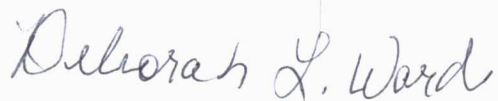
Dear Dr. Payne:

Due to health issues, I have decided to resign my position as Administrative Assistant-Physical Plant at Three Rivers College, effective immediately.

I have thoroughly enjoyed my employment experience at Three Rivers. All the guys in Maintenance have been a joy to work with, as well as all the other associates of the College.

I wish all the best for the College going forward and please don't hesitate to contact me if I can be of help in the future.

Sincerely,
Deborah L. Ward

A handwritten signature in cursive script that reads "Deborah L. Ward".

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Adjunct Instructor/Assistant Women's Basketball Coach

BACKGROUND INFORMATION

HISTORY

Ms. Jentri Worley has been employed as an Adjunct Instructor/Assistant Women's Basketball Coach since September 2024. She has submitted her request for resignation, effective June 30, 2025.

FINANCIAL IMPLICATIONS

This is a part-time, adjunct faculty position.

ADMINISTRATIVE RECOMMENDATION

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

08.20.25

June 27, 2025

Three Rivers College
2080 Three Rivers BLVD
Poplar Bluff, MO 63901

Dr. Payne & Human Resources,

Please accept this letter as my formal resignation from my position of being the part time assistant women's basketball coach at Three Rivers College, effective at the end of the month, June 30, 2025.

I have recently been given the opportunity to help and assist with the girls basketball program at Neelyville High School for the upcoming 2025-2026 school year.

I would like to thank you for giving me this opportunity to work for a prestigious college and represent them at the highest level. I appreciate the lessons for growth and development you have provided me during this year. Thank you for your guidance and support.

Please let me know how I can help during this transition period. I wish nothing but the best for this women's basketball program and college moving forward.

Sincerely,
Jentri Worley



THREE RIVERS COLLEGE

APPENDIX

Three Rivers College funds are held in FDIC insured banking institutions within the taxing district. Banking institutions are selected for daily banking needs through a sealed bid process to ensure the lowest cost of banking fees balanced with efficient banking services such as online services.

All college funds on deposit in excess of FDIC insurance limits must be collateralized by pledged securities according to RSMo 30.270. Pledged securities are reported regularly by the banking institution to the office of the Chief Financial Officer and funds not needed for the immediate operational expenses of the college shall be handled according to policy.

To facilitate monthly reconciliation and segregation of restricted funds, it is necessary to maintain multiple checking accounts such as, but not limited to the following:

- **General Fund**– These funds are used for the daily general operations of the college.
- **Federal Funds Clearing Account** – Restrictively used for the receipt of electronic ACH deposits from the U.S. Government. Once funds have been applied according to their intended use (such as grants or student aid), funds are transferred to the General Fund checking account.
- **Credit Card Clearing Account** – All deposits resulting from accepting credit cards as a form of payment are made directly here by the college’s credit card merchant. Funds are then transferred to the General Fund checking account.

- **Payroll Clearing Account** – All payroll checks and direct deposit ACH are distributed using this account which is solely funded by transfers from the General Fund checking account in exact amounts matching each payroll processed.
- **Reserve Fund** – These funds have been designated by the Board of Trustees as the college's reserve funds.
- **Agency Fund** – Various funds are held by the college in a purely custodial capacity for related entities and student organizations. This account is used to track the restricted deposits and spending of these entities.

DOCUMENT HISTORY:

- 12-09-2015:** Initial approval of regulation FR 3106 Banking.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 08-27-2025:** Removed Flex Spending Account.

Three Rivers College distributes all credit balances on student accounts according to federal and state regulations. Credit balances are distributed to students according to the student's selected preference. To apply consistent treatment to all students, all credit balances are treated as Title IV Financial Aid credit balances.

Refund Process

Three Rivers College refunds credit balances according to federal and state regulations. Refunds are distributed by the Automated Clearing House (ACH) and are direct deposited to a personal bank account. This information is entered by the student through Banking Information on Self-Service on *myTRCC*. If a student does not have a bank account or does not wish to enter their banking information, then a paper check will be mailed to the address on file. If the balance was paid by a debit/credit card, the credit will be refunded to that card.

A credit balance on a student's account could be caused by:

- An overpayment by the student for courses enrolled.
- Removal of a fee from a course.
- Dropping courses within the 100% credit date.
- Removal of fines and or fees through Request for Balance Forgiveness Form (RBF).
- Financial aid in excess of a student's charges for tuition, fees, and other items charged by the student.

If a student pays the balance in advance using a credit/debit card and a credit is issued, the credit will be refunded to the card used to pay the balance. If a student pays the balance in advance by check or cash and a credit is issued, the credit will be disbursed by the Automated Clearing House (ACH) direct deposit providing the student has entered their banking information through Banking Information on Self-Service on *myTRCC*. If banking information has not been entered, then a paper check will be mailed to the address on file.

Financial Aid Refunds

Financial aid funds are applied directly to each student's account with the College in order to pay tuition, fees, College Store charges, or any other items charged by the student.

After the student account charges have been paid, any remaining credit balance (overpayment) will be refunded to the student.

Students can expect financial aid disbursements to begin around the fifth to sixth week after the start of classes.

Note: Attendance in enrolled courses is required to maintain financial aid eligibility.

Once financial aid has been applied to a student's account, all tuition, fees, College Store charges, and all other items charged by the student will be paid first. Any remaining refunds will show as a credit balance on Student Finance on Self-Service on *myTRCC*. When a credit balance can be seen, the student should expect the refund process to initiate the following Friday. Refunds will continue to be processed on a weekly basis throughout the semester.

100% Credit Refunds

Three Rivers College offers a grace period at the beginning of each semester during which a student can drop a class and not be charged tuition and fees for that class. This must be done before the "Last Day for 100% Credit." There is no prorating of tuition for classes attended after the "Last Day for 100% Credit" date. Tuition/fees will not be refunded for any class dropped after the "Last Day for 100% Credit" date.

Spring and fall semesters will have a 100% refund date cutoff within the first 10 days of the class. Summer and winter sessions will have a 100% refund date cutoff within 2 days of the start of classes. 100% credit refund dates are listed: <https://trcc.edu/pay-for-college/student-accounts/>.

Refunds for accounts paid in full or accounts requiring a refund due to payment for classes dropped within the 100% credit period will be issued the following Friday of the credit on the student's account. Anytime a student's account has a credit balance from an overpayment, the refund will be issued to the student regardless of the source of payment (parent, grandparent, friend, sponsor, etc.). The only exception to this is accounts paid by credit/debit card.

All 100% credit refunds in which the balance was paid by a debit/credit card will be refunded to the card used for payment. For 100% credit refunds paid by cash or check, the refunds are issued by the Automated Clearing House (ACH) direct deposit or by a mailed paper check if banking information has not been entered through Banking Information on Self-Service on *myTRCC*.

If a student wishes to move payment to a future semester, they may do so by notifying Student Accounts.

DOCUMENT HISTORY:

- 01-17-2018:** Initial approval of regulation FR 3109 Student Refunds.
- 11-20-2020:** Updates to operational processes involving student refunds.
- 08-27-2025:** Minor edits for clarification on banking information.

UPCOMING EVENTS

Farm Credit Southeast Missouri Classroom Ribbon Cutting: 1 p.m., August 21. Please join us for a ribbon cutting at Three Rivers College – Dexter for the new Farm Credit Southeast Missouri Classroom.

Annie: 7 p.m. September 5-6, and September 12-13. 2 p.m. September 6-7, and September 13-14, Tinnin Theater. [Tickets \\$10](#). Join us for the musical production of “Annie” in the Tinnin Fine Arts Center! Share the magic of Annie as she searches for family, finds friendship, and sings her way into your heart with classics like “Tomorrow.” Brought to you by Center Stage and Patrons of the Arts.

Run 4 the Arts 2025: 8 a.m. September 6. Register now at trcc.edu/events for the 10th annual Run 4 The Arts race to benefit Three Rivers fine arts scholarships. There will be a four-mile run/walk. Bring your furry friends to Walk & Wag-or run and wag! All dogs must be on a leash. Run 4 The Arts is presented by Missouri Highlands Healthcare. T-shirts are sponsored by Ozark Federal Credit Union.

Battle of the Bulls: 7 p.m. September 6, Ray Clinton Park. The third annual Battle of the Bulls is sponsored by Farm Credit Southeast Missouri and brought to you by the Three Rivers College Rodeo team and the Ag Department. This year we will have both bull riding and barrel racing, plus bounce houses for kids, and food trucks. Cost at the gate is \$15 for adults and \$10 for kids 8 and under. Bring your own cooler for \$25. Complete rules, registration scoring, and payouts to the winners can be found at trcc.edu/events. Deadline to enter is Aug. 25.

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



THREE RIVERS COLLEGE



THREE RIVERS COLLEGE

ADJOURNMENT

CHAIRMAN AND SECRETARY

PLEASE SEE RECORDING SECRETARY FOR PAPERWORK