



THREE RIVERS COLLEGE

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE



THREE RIVERS COLLEGE

APPROVAL OF THE AUGUST AGENDA

APPROVAL OF THE JUNE MINUTES

PUBLIC COMMENTS

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

A G E N D A
Wednesday, August 26, 2026
12:00pm

- I. Call to Order**
- II. Roll Call**
- III. Invocation**
 - Pastor David McCormack, First Baptist Church, Poplar Bluff, Missouri
- IV. Pledge of Allegiance**
- V. Approval of Agenda and Minutes**
 - 1. Consideration and Approval of the August Agenda
 - 2. Consideration and Approval of Minutes from the June Board Meeting
- VI. Public Comments**
- VII. 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
- VIII. President's Report**
- IX. 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.)

X. Items for Consideration, Discussion, and Vote

1. Consideration and approval of GAP-1320
2. Consideration and approval of SP-2210

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

1. Acceptance of Employment

- a). Bobbie Hutchison, Part-time Simulation Lab Assistant
- b). Dylan Price, Adjunct/Assistant Women's Basketball Coach
- c). Isabel Moore, Administrative Assistant/Financial Aid
- d). Tina Richie, Administrative Assistant/Paramedic & Fire Services

2. Request for Resignation

- a). Ivannah Armes, Student Services Advisor II
- b). Tracy Graves, Practical Nursing Instructor
- c). Jordan Little, Adjunct/Assistant Women's Basketball Coach
- d). Tyra Woods, Practical Nursing Instructor
- e). Christina Wooldridge, Student Services Advisor

3. Transfer of Position

- a). Myesha Prater, Outreach & Benefits Coordinator to Coordinator, Career Services
- b). Sarah Wilder, Part-Time Hourly Clinical Instructor to Practical Nursing Instructor

4. Additional Appointment

- a). Melissa Knapp, Director of Practical Nursing

XII. Appendix

1. Information Items

- a). SR-2140 Student Appeals
- b). SR-2210 Admission Requirements

2. Upcoming Events

XIII. FY27 Board of Trustees Meeting Dates

- Wednesday, September 23, 2026
- Wednesday, October 21, 2026
- Wednesday, November 18, 2026
- Wednesday, January 27, 2027
- Wednesday, February 24, 2027

- Wednesday, March 24, 2027
- Wednesday, April 28, 2027
- Wednesday, May 26, 2027
- Wednesday, June 23, 2027

XIV. Adjournment

**BOARD OF TRUSTEES
THREE RIVERS COLLEGE
June 17, 2026**

The regular meeting of the Board of Trustees began at 12:00 p.m. on Wednesday, June 17, 2026.

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

Pastor Greg Gilberto, with Northpoint Nazarene gave the invocation.

Trustee Bess made the motion to approve the June meeting agenda. On a second from Trustee Hager the motion passed unanimously.

Trustee Garrison made a motion to accept the May meeting minutes as presented. On a second by Trustee Hager, the motion passed unanimously.

Charlotte Eubank, Chief Financial Officer for the college, reviewed the college financial report as of the end of May 2026 as presented in the board book.

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

Dr. Payne introduced the following:

Athletic Director Jeff Null presented on receipt of the Harold Oetting All Sports Award. For all hours attempted, Men's Basketball held an average of 3.03 GPA; Women's Basketball held an average of 3.42; Baseball held an average of 3.45; Softball averaged 3.62. Coach Null thanked the athletes and coaches for their hard work. (See addendum for hours attempted and quality points earned.)

CALL TO ORDER

ATTENDANCE

INVOCATION

**APPROVAL OF THE JUNE
AGENDA**

**APPROVAL OF THE MAY
BOARD MEETING MINUTES**

**PRESENTATION OF THE
FINANCIAL REPORT**

**APPROVAL OF
FINANCIAL REPORT**

PRESIDENTS REPORT

**HAROLD OETTING ALL
SPORTS AWARD**

Corey Reynolds, Coordinator of the Three Rivers Behavioral Health Program and Co-Chair of the conference reported the 2026 CRC Mental Health Conference achieved a record 142 registered participants, exceeding the coalition's long-standing goal of 140 attendees. This year's event also had a waiting list.

Three Rivers College served as the primary community partner by providing the venue, event setup, breakfast, technology, and logistical support. Central Methodist University, represented by Karen Lovette and colleagues, also participated by providing information and resources to conference attendees.

Recognition was given to the following individuals and departments for their contributions to the conference: Dr. Payne, Melody Ducote, Andrea Pierce, Heather Cornman, Chuck Stratton, Michelle Wooldridge, TRC Communications Department, Carrie Franklin, Scott Borkgren, Kathryn Clark and her AG students, Leann Clark, Robert Abney, and the TRC Maintenance Department.

The 13th annual TRET Golf Tournament was held on June 12, 2026, at Westwood Hills Country Club. The tournament hosted twenty-one teams and raised over \$17,000 for scholarships. Dr. Payne thanked the platinum sponsors, Sides Construction, First Midwest Bank, Southern Bank, Sterling Insurance Agency, Robertson Contractors, Newman Amusement and Farm Credit Southeast Missouri.

The college will celebrate the Fourth of July by closing on Monday, July 6, 2026.

Regular hours resume August 1, 2026. Regular College hours are 8:00a.m. to 5:00p.m., Monday through Friday.

August 13, 2026, the Missouri State Board of Nursing will visit the Sikeston location.

Three Rivers College will welcome all employees and faculty back on August 17, 2026, for Convocation.

First day of classes for Three Rivers College will be August 24, 2026.

MENTAL HEALTH CONFERENCE

13TH ANNUAL TRET GOLF TOURNAMENT

UPCOMING EVENTS

JULY 4 HOLIDAY OBSERVED

REGULAR HOURS RESUME AUGUST 1, 2026

SITE VISIT FOR NURSING PROGRAM

CONVOCATION

FIRST DAY OF CLASSES

At 12:14 p.m. after the conclusion of the President's Report, Trustee Bess made a motion to go into Executive Session. Trustee Hager seconded the motion. The board was polled as follows: Trustee Richardson, (yes); Trustee Featherston, (yes); Trustee Bess, (yes); Trustee Schalk, (yes); Trustee Garrison, (yes); and Trustee Hager, (yes).

**MOVE INTO EXECUTIVE
SESSION**

**ITEMS FOR
CONSIDERATION,
DISCUSSION AND VOTE**

The Board moved back into open session at 1:47 p.m., with Dr. Wesley Payne requesting approval of the FY 27 Budget. On a motion by Trustee Hager and a second by Trustee Garrison, the board was polled as follows: Trustee Richardson, (yes); Trustee Featherston, (yes); Trustee Bess, (yes); Trustee Schalk, (yes); Trustee Garrison, (yes); and Trustee Hager, (yes).

FY 27 BUDGET APPROVAL

The Board was asked to approve the Selection of Auditing services. On a motion by Trustee Garrison and second by Trustee Hager, the board was polled as follows: Trustee Richardson, (yes); Trustee Featherston, (yes); Trustee Bess, (yes); Trustee Schalk, (yes); Trustee Garrison, (yes); and Trustee Hager, (yes).

**APPROVAL OF AUDITING
SERVICES**

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 Richardson, (yes); Trustee Featherston, (yes); Trustee Bess, (yes); Trustee Schalk, (yes); Trustee Garrison, (yes); and Trustee Hager, (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 1:53 p.m. With a second by Trustee Bess, the motion passed unanimously.

ADJOURNMENT

CHAIRMAN

APPROVAL DATE

SECRETARY

APPROVAL DATE

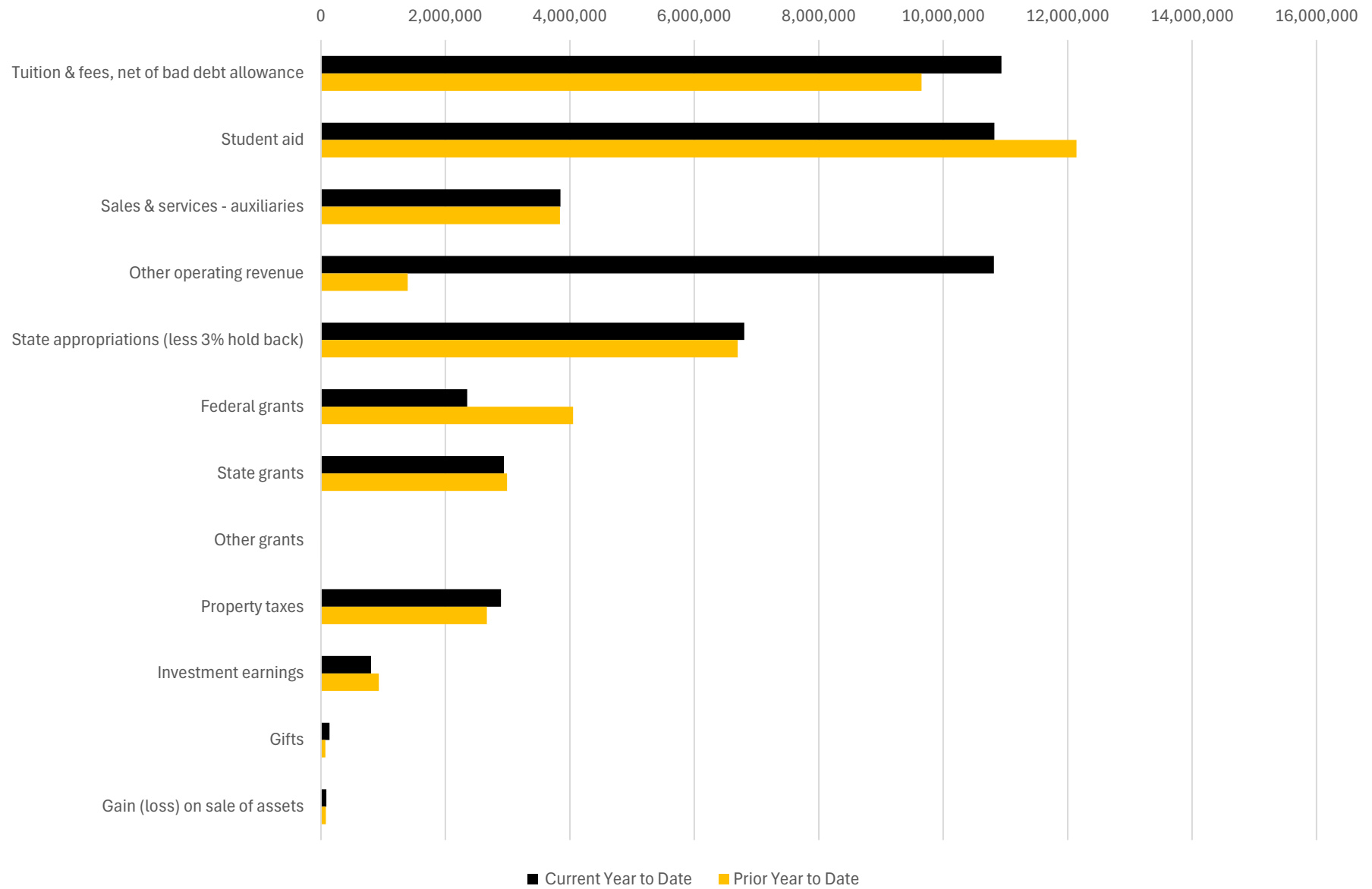


THREE RIVERS COLLEGE

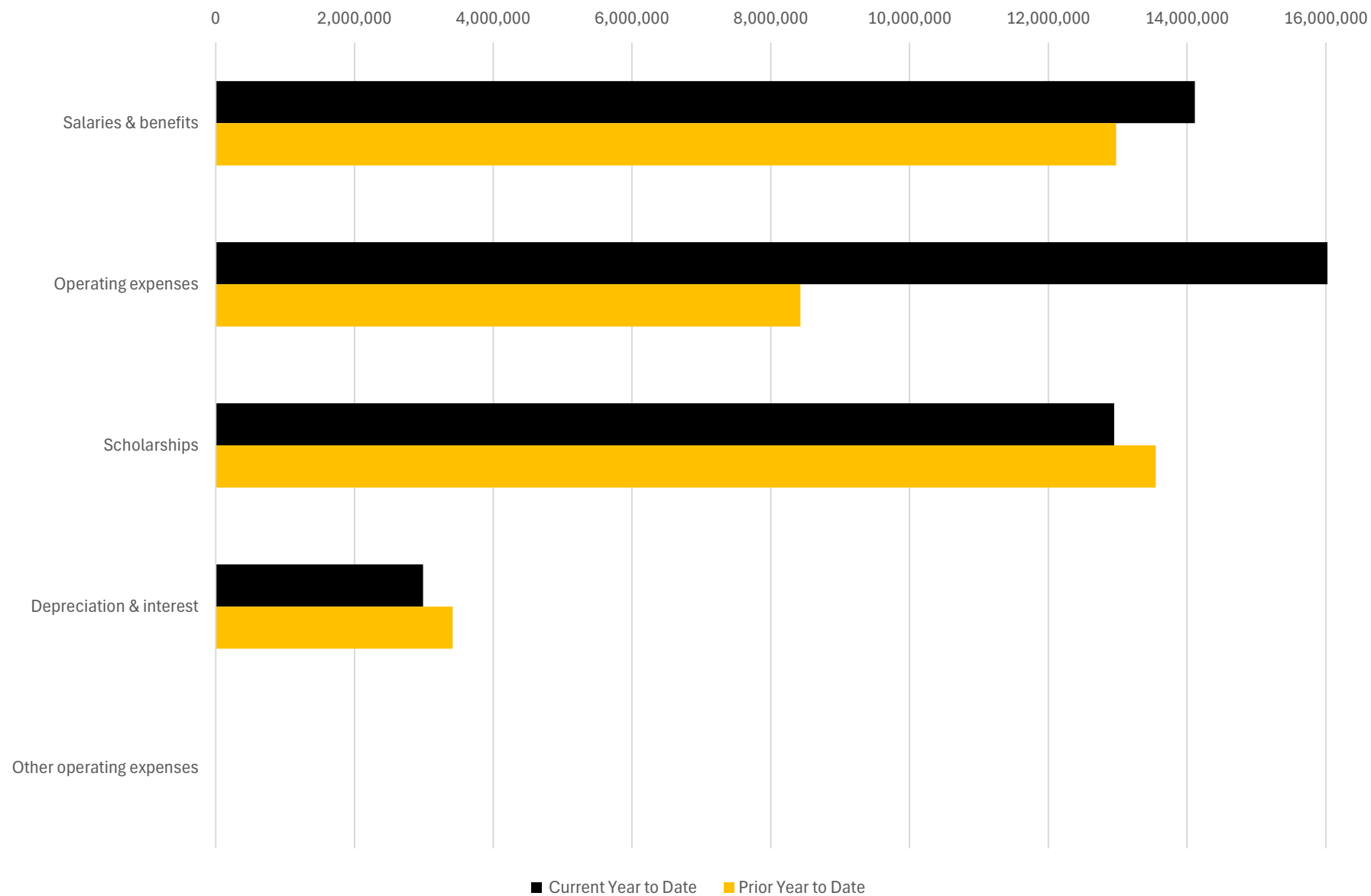
**PRESENTATION OF THE
COLLEGE FINANCIAL REPORT**

**CONSIDERATION AND APPROVAL
OF THE
COLLEGE FINANCIAL REPORT**

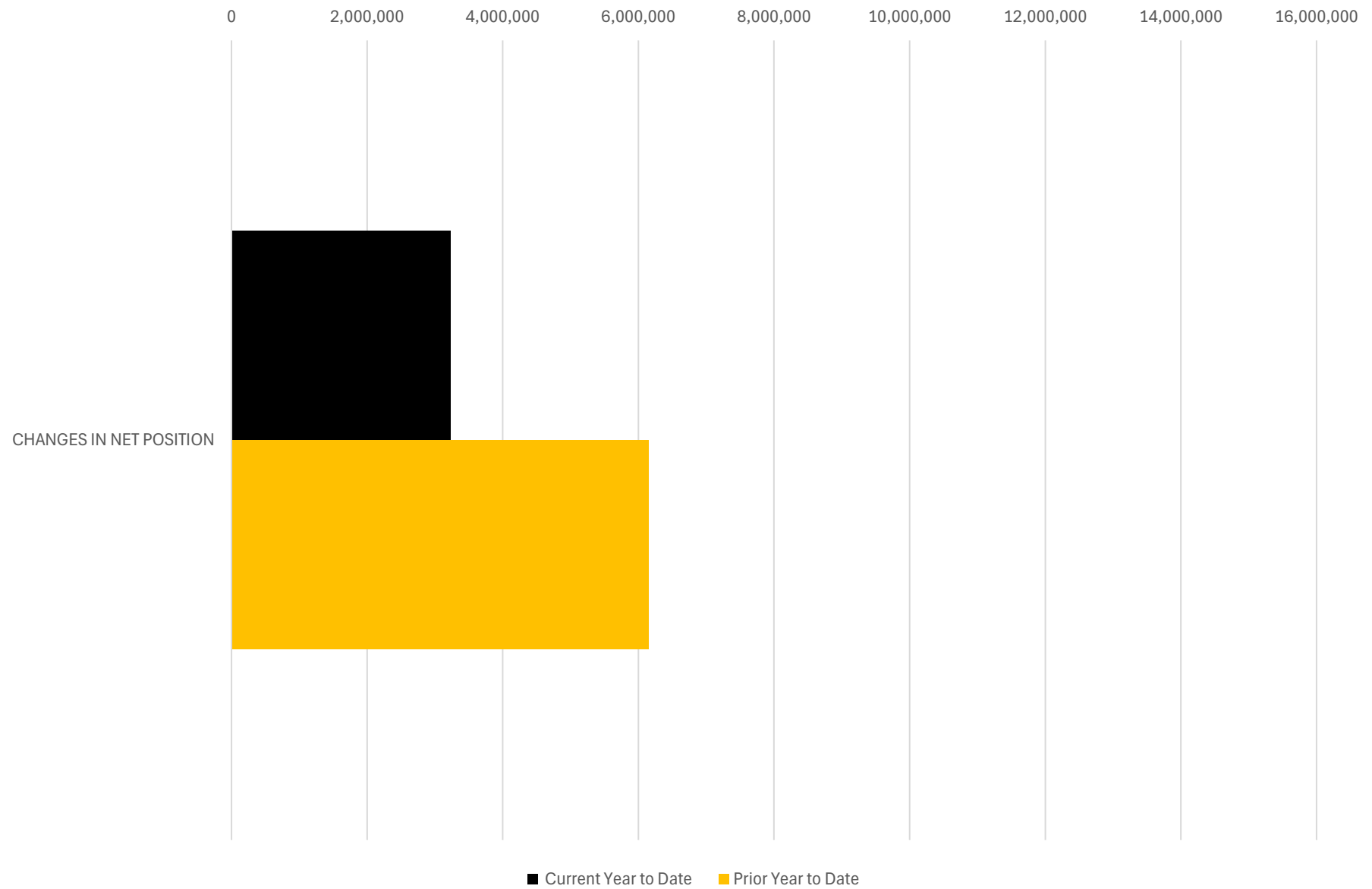
YTD Comparison to Previous Year 06/30/2026



YTD Comparison to Previous Year
06/30/2026



YTD Comparison to Previous Year
06/30/2026



Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
June 30, 2026

ASSETS AND DEFERRED OUTFLOWS

CURRENT ASSETS	
Cash & Cash Equivalents	19,146,321
Student Account Receivables, net	7,278,687
Property Tax Receivable	129,743
Other Receivables	13,060,159
Investments	611,843
Inventory	27,923
Prepaid Expenses	336,871
Total Current Assets	<u>40,591,546</u>
NON-CURRENT ASSETS	
Land	5,490,786
Capital assets	84,681,695
Plus: Current year additions to capital assets	3,994,774
Accumulated Depreciation	(42,261,556)
Unamortized Bond Issue Costs	0
Total Non-Current Assets	<u>51,905,699</u>
DEFERRED OUTFLOWS (Pensions, OPEB, Trusts, Leases)	<u>7,373,902</u>
 TOTAL ASSETS AND DEFERRED OUTFLOWS	 <u><u>99,871,147</u></u>

LIABILITIES, DEFERRED INFLOWS AND NET POSITION

CURRENT LIABILITIES	
Accounts Payable	1,307,684
Accrued Vacation	879,612
Student Deposits	30,825
Deferred Tuition & Fees	5,873,504
Scholarships	78,819
Total Current Liabilities	<u>8,170,443</u>
NON-CURRENT LIABILITIES	
Retirement Incentive Payable	0
Other Post Employment Benefits	12,136,026
Bonds, Notes and Leases Payable	5,207,351
Accrued Interest	0
Agency	574,423
Total Non-Current Liabilities	<u>17,917,800</u>
Total Liabilities	<u>26,088,243</u>
DEFERRED INFLOWS (Pensions, OPEB, Trusts, Leases)	<u>14,480,503</u>
NET POSITION	
Beginning Balance	56,073,752
Changes in Net Position	3,228,649
Total Net Position	<u>59,302,401</u>
 TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	 <u><u>99,871,147</u></u>

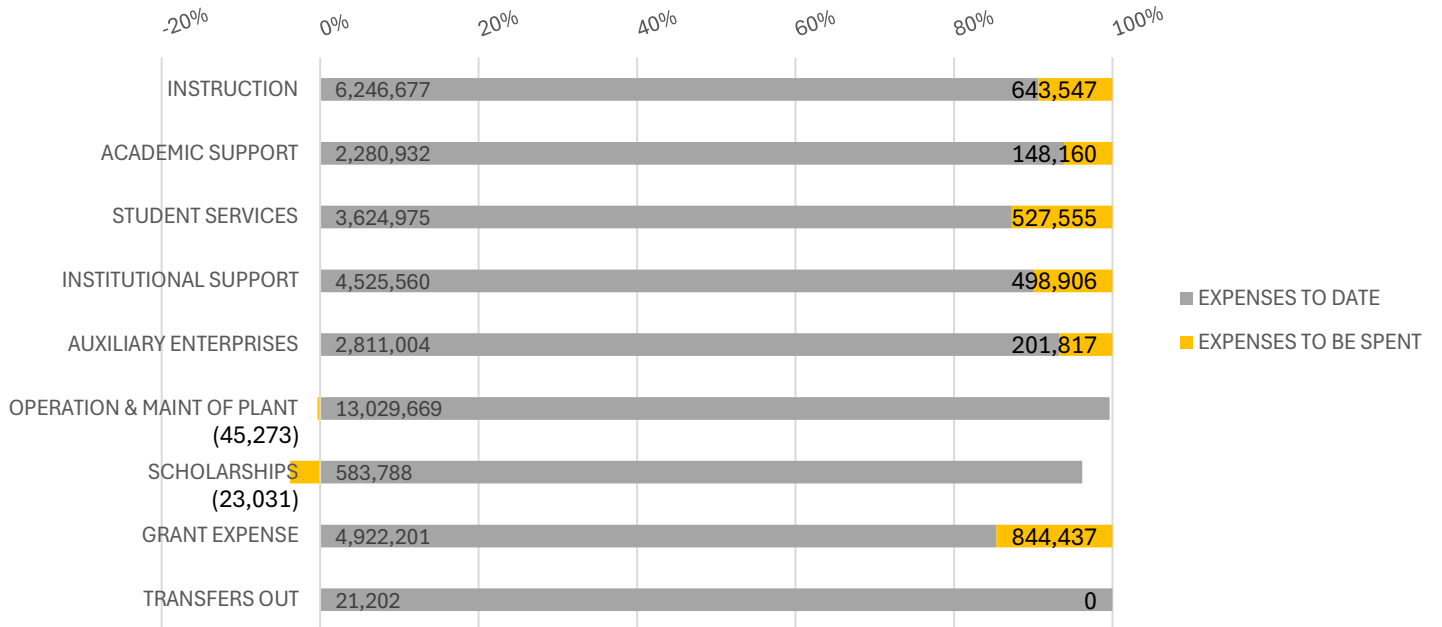
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
July 31, 2015

	July	August	September	October	November	December	January	February	March	April	May	June	Current Year to Date	Prior Year to Date	\$ Change	% Change
OPERATING REVENUE																
Tuition & fees, net of bad debt allowance	5,210,902	447,941	(156,665)	2,401,096	929,758	940,963	526,587	(77,646)	146,762	461,977	163,146	(57,429)	10,937,391	9,650,597	1,286,795	13.33%
Student aid	192,277	10,044	4,219,646	401,684	168,760	119,663	15,286	4,151,798	374,740	67,780	27,435	1,074,131	10,823,242	12,142,283	(1,319,041)	(10.86)%
Sales & services - auxiliaries	980,834	170,665	181,490	425,624	436,340	452,943	187,929	261,332	150,832	217,981	150,937	232,771	3,849,678	3,841,061	8,617	0.22%
Other operating revenue	2,671	3,384	2,011,956	8,923	3,015,232	18,497	2,646	3,099	6,341	2,891,384	2,649	2,848,582	10,815,363	1,394,868	9,420,495	675.37%
Total Operating Revenue	6,386,684	632,034	6,256,426	3,237,327	4,550,090	1,532,065	732,447	4,338,583	678,674	3,639,122	344,167	4,098,054	36,425,674	27,028,809	9,396,865	34.77%
OPERATING EXPENSES																
Salaries & benefits	1,044,555	1,167,766	1,203,621	1,196,128	1,365,638	1,031,341	1,186,456	1,205,939	1,198,882	1,249,030	1,145,317	1,118,149	14,112,822	12,976,602	1,136,220	8.76%
Operating expenses	659,393	644,813	616,345	3,928,365	418,592	1,139,193	547,625	4,044,698	532,042	2,425,938	742,470	3,467,119	19,166,595	8,425,597	10,740,998	127.48%
Capital equipment	578,685	124,809	347,705	569,947	99,337	201,038	26,575	259,794	406,955	446,365	546,792	386,772	3,994,774	0	3,994,774	100.00%
Less: Transfer to capital assets	(578,685)	(124,809)	(347,705)	(569,947)	(99,337)	(201,038)	(26,575)	(259,794)	(406,955)	(446,365)	(546,792)	(386,772)	(3,994,774)	0	(3,994,774)	100.00%
Scholarships	324,629	108,913	4,706,878	664,205	223,858	164,074	52,410	4,682,921	507,924	204,505	68,140	1,240,946	12,949,402	13,549,669	(600,267)	(4.43)%
Depreciation & interest	198,840	316,535	239,315	238,550	240,880	237,115	241,263	236,452	298,855	239,612	241,103	258,579	2,987,097	3,413,612	(426,515)	(12.49)%
Other operating expenses	0	0	0	0	364	0	0	0	0	0	0	0	364	6,551	(6,188)	(94.45)%
Total Operating Expenses	2,227,418	2,238,026	6,766,158	6,027,247	2,249,331	2,571,724	2,027,754	10,170,010	2,537,702	4,119,085	2,197,030	6,084,793	49,216,279	38,372,031	10,844,248	28.26%
NON-OPERATING REVENUE (EXPENSES)																
State appropriations (less 3% hold back)	566,110	567,910	567,010	567,010	567,010	567,009	567,010	567,010	567,009	567,011	567,010	567,010	6,804,119	6,697,780	106,339	1.59%
Federal grants	25,370	275,124	164,795	154,938	117,666	146,816	90,513	64,759	112,846	723,105	179,468	294,141	2,349,539	4,052,767	(1,703,228)	(42.03)%
State grants	159,667	42,786	104,394	334,176	310,005	195,079	224,595	229,076	73,481	507,100	328,908	432,371	2,941,637	2,988,989	(47,352)	(1.58)%
Other grants	0	0	0	0	0	0	0	0	0	0	0	0	0	640	(640)	(100.00)%
Property taxes	19,082	24,692	26,412	12,873	27,935	361,786	1,424,833	574,447	168,940	97,223	36,682	118,621	2,893,525	2,666,003	227,522	8.53%
Investment earnings	64,751	41,759	121,345	46,625	37,019	110,563	40,330	42,778	100,996	38,288	35,120	126,695	806,268	928,065	(121,797)	(13.12)%
Gifts	1,892	25,100	21,202	52,500	0	(4,796)	0	30,000	0	4,699	0	6,600	137,198	71,677	65,521	91.41%
Gain (loss) on sale of assets	0	0	0	5,375	2,425	1,962	0	18,852	(11,646)	70,000	0	0	86,968	79,605	7,363	9.25%
Total Non-Operating Revenues (Expenses)	836,872	977,371	1,005,158	1,173,497	1,062,059	1,378,419	2,347,281	1,526,921	1,011,625	2,007,425	1,147,188	1,545,437	16,019,254	17,485,526	(1,466,272)	(8.39)%
CHANGES IN NET POSITION																
	4,996,138	(628,620)	495,426	(1,616,423)	3,362,819	338,760	1,051,974	(4,304,506)	(847,403)	1,527,462	(705,676)	(441,301)	3,228,649	6,142,304	(2,913,655)	(47.44)%

Budget to Actual Revenues 06/30/2026 (100%)



Budget to Actual Expenses 06/30/2026 (100%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
June 30, 2026
Fiscal Year Benchmark: 100%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES	10,971,725	10,878,468	99%	93,257
<i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>				
STUDENT AID	234,550	259,613	111%	(25,063)
<i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>				
AUXILIARY ENTERPRISES	3,756,472	3,719,666	99%	36,806
<i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>				
OTHER OPERATING REVENUE	8,773,831	8,057,584	92%	716,248
<i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>				
GOVERNMENTAL APPROPRIATIONS	6,923,473	6,913,527	100%	9,946
<i>State Aid, State Maint. & Repair</i>				
GRANT REVENUE	5,631,680	5,181,768	92%	449,912
<i>State Grants, Federal Grants</i>				
NON-OPERATING REVENUE	4,371,327	3,923,959	90%	447,368
<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	40,820,823	39,092,350	96%	1,728,473

NOTE: We have recognized 96% of budgeted revenues. We have recognized over 99% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2025, fall 2025, spring 2026, and beginning of summer 2026, 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	6,890,223	6,246,677	91%	643,547
<i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>				
ACADEMIC SUPPORT	2,429,092	2,280,932	94%	148,160
<i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>				
STUDENT SERVICES	4,152,530	3,624,975	87%	527,555
<i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>				
INSTITUTIONAL SUPPORT	5,024,465	4,525,560	90%	498,906
<i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>				
AUXILIARY ENTERPRISES	3,012,821	2,811,004	93%	201,817
<i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>				
OPERATION & MAINT OF PLANT	12,984,396	13,029,669	100%	(45,273)
<i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>				
SCHOLARSHIPS	560,757	583,788	104%	(23,031)
<i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>				
GRANT EXPENSE	5,766,638	4,922,201	85%	844,437
<i>State Grants, Federal Grants</i>				
TRANSFERS OUT	21,202	21,202	100%	0
<i>General funds-current year transfers to capital</i>				
TOTAL EXPENSES	40,842,125	38,046,007	93%	2,796,118

NOTE: We have obligated 93% of our budgeted expenses at 100% into the fiscal year. June payroll and credit card expenses are INCLUDED.

CHANGES IN NET POSITION	(21,302)	1,046,343
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Three Rivers College
Capital Budget - Unaudited
April 30, 2013
Fiscal Year Benchmark: 83%

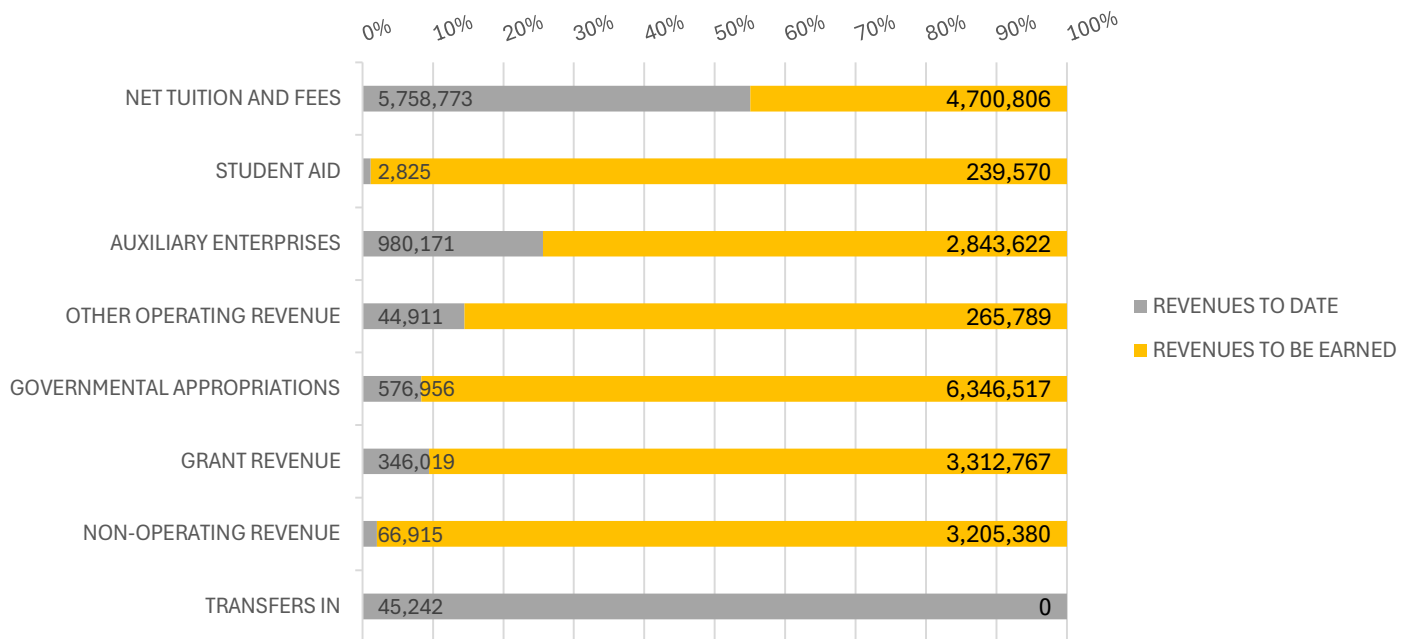
FUNDING SOURCES

	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
UNRESTRICTED				
<i>General funds - prior year transfers in (Reserves)</i>	3,298,877	1,874,088	57%	1,424,789
<i>General funds - current year transfers in</i>	21,202	0	0%	21,202
TOTAL FUNDING SOURCES	3,320,080	1,874,088	56%	1,445,991

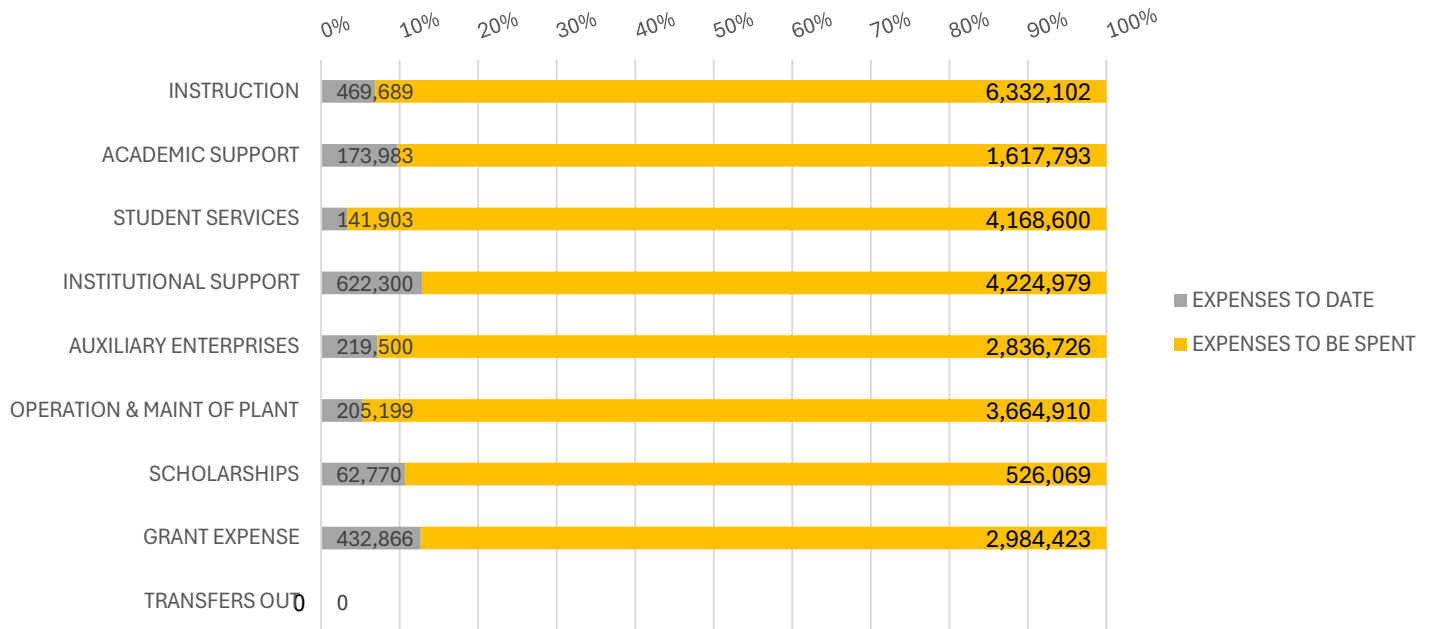
USES OF FUNDS

	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
<i>Campus improvements</i>	550,000	68,207	12%	481,793
<i>Westover Administration Building repairs</i>	500,000	0	0%	500,000
<i>Libla Family Sports Complex and athletic facilities</i>	806,489	712,384	88%	94,105
<i>Baseball Clubhouse</i>	266,000	136,021	51%	129,979
<i>2505/2507 Three Rivers Blvd (former nephrology clinic)</i>	329,851	329,851	100%	0
<i>2509 Three Rivers Blvd (former license bureau)</i>	20,000	0	0%	20,000
<i>Former Bill & Gene's building remodel</i>	356,275	354,249	99%	2,026
<i>Public safety remodel</i>	67,500	0	0%	67,500
<i>Fleet vehicles</i>	373,964	224,014	60%	149,950
<i>Farm</i>	50,000	49,362	99%	638
TOTAL EXPENSES	3,320,080	1,874,088	56%	1,445,991
NET SURPLUS (DEFICIT)	<u>0</u>	<u>0</u>		

Budget to Actual Revenues 07/31/2026 (8%)



Budget to Actual Expenses 07/31/2026 (8%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
July 31, 2026
Fiscal Year Benchmark: 8%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES	10,459,579	5,758,773	55%	4,700,806
<i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>				
STUDENT AID	242,395	2,825	1%	239,570
<i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>				
AUXILIARY ENTERPRISES	3,823,793	980,171	26%	2,843,622
<i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>				
OTHER OPERATING REVENUE	310,700	44,911	14%	265,789
<i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>				
GOVERNMENTAL APPROPRIATIONS	6,923,473	576,956	8%	6,346,517
<i>State Aid, State Maint. & Repair</i>				
GRANT REVENUE	3,658,786	346,019	9%	3,312,767
<i>State Grants, Federal Grants</i>				
NON-OPERATING REVENUE	3,272,295	66,915	2%	3,205,380
<i>Taxes, Interest Earnings, Gifts</i>				
TRANSFERS IN	45,242	45,242	100%	0
<i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>				
TOTAL REVENUES	28,736,263	7,821,813	27%	20,914,450

NOTE: We have recognized 25% of budgeted revenues. We have recognized over 55% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2026 and fall 2026, 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	6,801,792	469,689	7%	6,332,102
<i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>				
ACADEMIC SUPPORT	1,791,776	173,983	10%	1,617,793
<i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>				
STUDENT SERVICES	4,310,503	141,903	3%	4,168,600
<i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>				
INSTITUTIONAL SUPPORT	4,847,279	622,300	13%	4,224,979
<i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>				
AUXILIARY ENTERPRISES	3,056,225	219,500	7%	2,836,726
<i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>				
OPERATION & MAINT OF PLANT	3,870,109	205,199	5%	3,664,910
<i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>				
SCHOLARSHIPS	588,839	62,770	11%	526,069
<i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>				
GRANT EXPENSE	3,417,290	432,866	13%	2,984,423
<i>State Grants, Federal Grants</i>				
TRANSFERS OUT	0	0	0%	0
<i>General funds-current year transfers to capital</i>				
TOTAL EXPENSES	28,683,814	2,328,210	8%	26,355,603

NOTE: We have obligated 8% of our budgeted expenses at 8% into the fiscal year. July payroll and credit card expenses are INCLUDED. Budgeted increase in Net Position is a result of awarded funding sources exceeding estimates, as amended.

CHANGES IN NET POSITION	52,449	5,493,602
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Three Rivers College
Capital Budget - Unaudited
July 31, 2026
Fiscal Year Benchmark: 8%

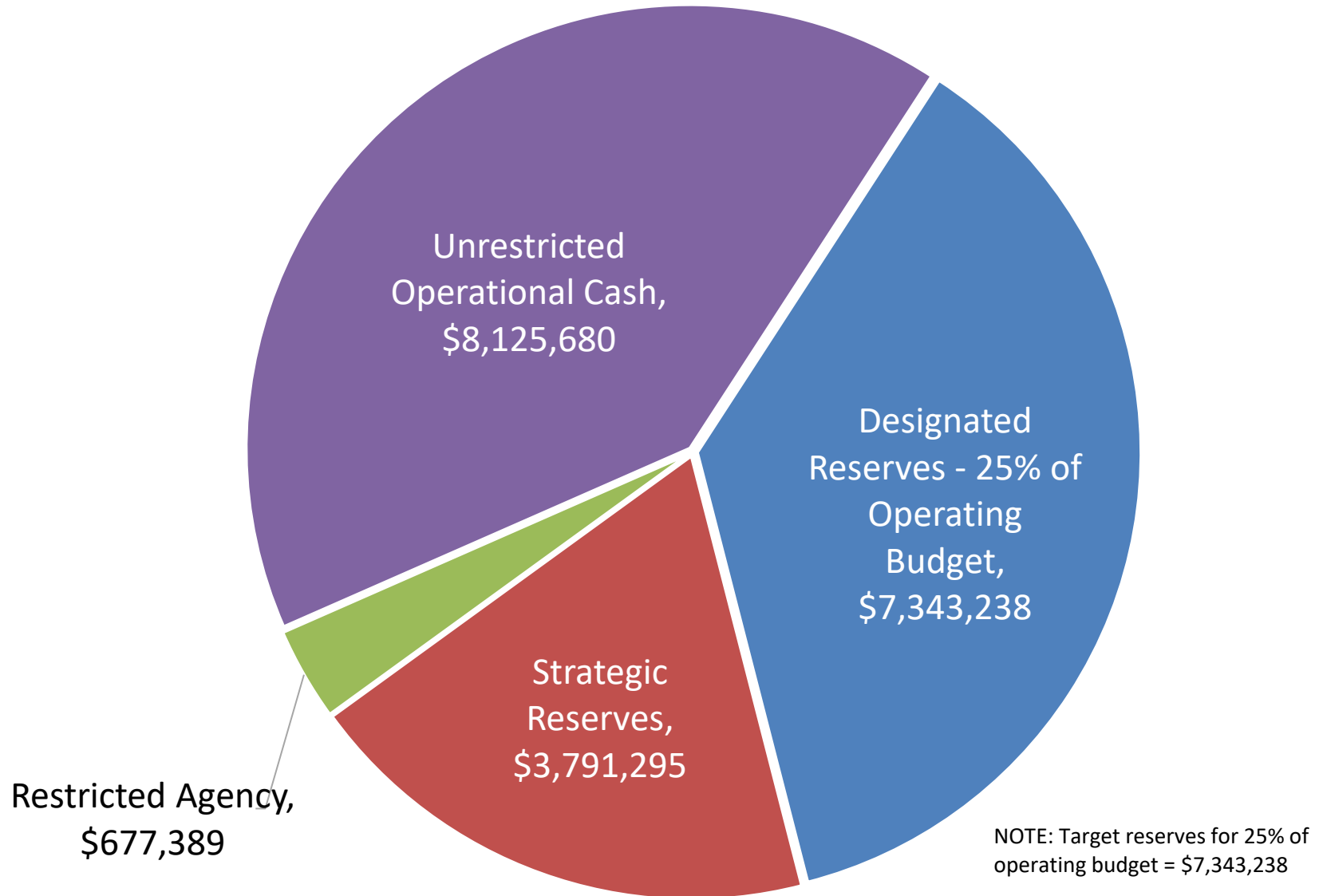
FUNDING SOURCES	SOURCES TO DATE				SOURCES TO BE
	BUDGET	SOURCES TO DATE	%		EARNED
RESTRICTED					
<i>State appropriations</i>	0	0	0%		0
<i>Insurance proceeds</i>	882,500	0	0%		882,500
UNRESTRICTED					
<i>General funds - prior year transfers in (Reserves)</i>	1,728,000	53,920	3%		1,674,080
<i>General funds - current year transfers in</i>	0	0	0%		0
TOTAL FUNDING SOURCES	2,610,500	53,920	2%		2,556,580
USES OF FUNDS	USES TO DATE		USES TO DATE %	USES UNSPENT	
	BUDGET				
<i>Campus improvements</i>	147,000	53,675	37%		93,325
<i>Westover Administration Building windows/remodel</i>	795,000	0	0%		795,000
<i>Academic Resource Commons remodel</i>	200,000	0	0%		200,000
<i>Tinnin Fine Arts Center exterior repair</i>	350,000	0	0%		350,000
<i>Libla Family Sports Complex roof repair</i>	100,000	0	0%		100,000
<i>2505/2507 Three Rivers Blvd (former nephrology clinic)</i>	20,000	0	0%		20,000
<i>Student Housing renovation</i>	200,000	0	0%		200,000
<i>Public safety remodel</i>	50,000	0	0%		50,000
<i>Fleet vehicles</i>	40,000	0	0%		40,000
<i>Dexter location roof repair</i>	500,000	0	0%		500,000
<i>Former Bill & Gene's building remodel</i>	100,000	245	0%		99,755
<i>Athletic Fields</i>	58,500	0	0%		58,500
<i>Maintenance Building repair</i>	50,000	0	0%		50,000
TOTAL EXPENSES	2,610,500	53,920	2%		2,556,580
NET SURPLUS (DEFICIT)	0	0			

**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

July 1, 2026

	<u>06/01/26</u>	<u>07/01/26</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	4,462,585.66	8,038,186.25
Southern Bank - Credit Cards	84,709.57	43,391.09
<i>Total General Accounts</i>	<u>4,547,295.23</u>	<u>8,081,577.34</u>
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	(48,731.65)	32,450.93
Federal Clearing Account	19,798.03	8,227.12
<i>Total Restricted Accounts</i>	<u>(28,933.62)</u>	<u>40,678.05</u>
TOTAL CURRENT FUND	<u><u>4,521,786.61</u></u>	<u><u>8,125,680.39</u></u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	5,502,882.49	5,517,999.79
<i>Total Bank Accounts</i>	<u>5,502,882.49</u>	<u>5,517,999.79</u>
<i>Certificates of Deposit</i>		
Bank of Grandin	5,576,129.81	5,616,532.71
<i>Total Certificates of Deposit</i>	<u>5,576,129.81</u>	<u>5,616,532.71</u>
TOTAL PLANT FUND	<u><u>11,079,012.30</u></u>	<u><u>11,134,532.50</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	675,597.31	677,388.87
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	-	-
TOTAL AGENCY FUND	<u><u>675,597.31</u></u>	<u><u>677,388.87</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$19,937,602 AS OF 07/01/2026**

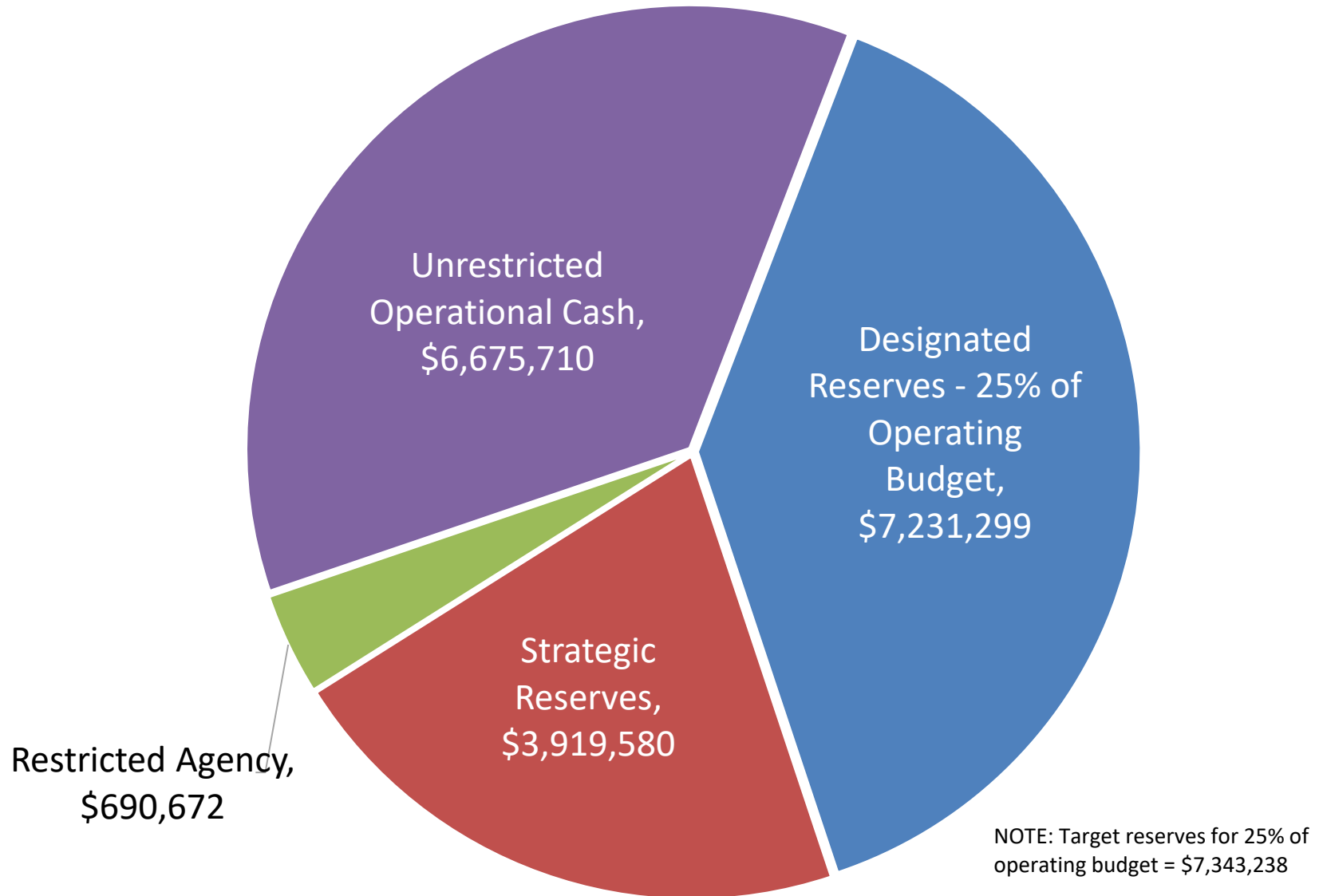


**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

August 3, 2026

	<u>07/01/26</u>	<u>08/03/26</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	8,038,186.25	6,429,413.22
Southern Bank - Credit Cards	43,391.09	65,152.47
<i>Total General Accounts</i>	<u>8,081,577.34</u>	<u>6,494,565.69</u>
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	32,450.93	32,703.70
Federal Clearing Account	8,227.12	145,015.47
<i>Total Restricted Accounts</i>	40,678.05	177,719.17
TOTAL CURRENT FUND	<u><u>8,125,680.39</u></u>	<u><u>6,675,709.86</u></u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	5,517,999.79	5,534,346.03
<i>Total Bank Accounts</i>	<u>5,517,999.79</u>	<u>5,534,346.03</u>
<i>Certificates of Deposit</i>		
Bank of Grandin	5,616,532.71	5,616,532.71
<i>Total Certificates of Deposit</i>	<u>5,616,532.71</u>	<u>5,616,532.71</u>
TOTAL PLANT FUND	<u><u>11,134,532.50</u></u>	<u><u>11,150,878.74</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	677,388.87	690,671.56
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	-	-
TOTAL AGENCY FUND	<u><u>677,388.87</u></u>	<u><u>690,671.56</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$18,517,261 AS OF 08/03/2026**



THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF June 30, 2026

<u>CD#</u>	<u>BANK</u>	<u>RATE</u>	<u>DATE</u>	<u>TERM</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
18919	Bank of Grandin	4.12	06/11/27	12	5,616,532.71	Contingency

Total Contingency Fund

5,616,532.71

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF June 30, 2026

<u>CD#</u>	<u>BANK</u>	<u>RATE</u>	<u>DATE</u>	<u>TERM</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
------------	-------------	-------------	-------------	-------------	---------------	--------------------

Total Agency Fund CD's

\$ -

THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF July 31, 2026

<u>CD#</u>	<u>BANK</u>	<u>RATE</u>	<u>DATE</u>	<u>TERM</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
18919	Bank of Grandin	4.12	06/11/27	12	5,616,532.71	Contingency

Total Contingency Fund

5,616,532.71

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF July 31, 2026

<u>CD#</u>	<u>BANK</u>	<u>RATE</u>	<u>DATE</u>	<u>TERM</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
------------	-------------	-------------	-------------	-------------	---------------	--------------------

Total Agency Fund CD's

\$ -

Three Rivers College
CD Report
As of June 30, 2026

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
Southern Bank	8513		6/4/2026	5,616,532.71
Total				5,616,532.71

Responses

Bank	Term	Rate	APY	Amount	Type of Investment
Southern Bank	4 weeks	4.100		5,616,532.71	CD
Southern Bank	3 months	4.100		5,616,532.71	CD
Southern Bank	6 months	4.100		5,616,532.71	CD
Southern Bank	12 months	4.050		5,616,532.71	CD
US Bank	4 weeks	3.300		5,616,532.71	CDARS
US Bank	13 weeks	3.300		5,616,532.71	CDARS
US Bank	26 weeks	3.450		5,616,532.71	CDARS
US Bank	52 weeks	3.450		5,616,532.71	CDARS
US Bank	2 years	3.500		5,616,532.71	CDARS
US Bank	3 years	3.650		5,616,532.71	CDARS
Bank of Grandin	12 months	4.120	4.14	5,616,532.71	CD
First Missouri	3 months	3.900		5,616,532.71	CD
First Missouri	6 months	3.950		5,616,532.71	CD
First Missouri	12 months	4.030		5,616,532.71	CD
People's Community Bank	3 months	3.520	3.62	5,616,532.71	CD
People's Community Bank	6 months	3.750	3.84	5,616,532.71	CD
People's Community Bank	9 months	3.800	3.91	5,616,532.71	CD
People's Community Bank	12 months	3.900	4.01	5,616,532.71	CD
Commerce Bank	12 months	3.35		5,616,532.71	CD

CDs Transferred

CD has been transferred to the Bank of Grandin for 12 months @ 4.12% interest.

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, 2026

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
Month of June & July 2026

Current Fund:	General Fund - Southern Bank	\$ 8,120,928.43
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>11,208.50</u>
	Grand Total	<u>\$ 8,132,136.93</u>

This is to certify that the above is supported by invoices, purchase orders, and other pertinent data on file in the College Financial Services Office. Approved by the Board of Trustees, this 26th day of August 2026.

Chairman, Board of Trustees

Secretary, Board of Trustees

**THREE RIVERS COMMUNITY COLLEGE
BID REPORT
AS OF AUGUST 14, 2026**

THREE RIVERS COLLEGE
PROPOSED BUDGET AMENDMENTS
AS OF 07/31/2026

OPERATING BUDGET			
	REVENUE	EXPENSE	NET
ADOPTED BY BOARD 06/17/2026	28,925,198.00	28,925,198.00	-
Perkins indirect	4,467.00	4,476.00	(9.00)
Perkins personnel changes	(22,482.00)	6,963.19	(29,445.19)
Enhancement Grant adjust to award	(194,404.56)	(259,206.08)	64,801.52
CTE Grant adjust to award	17,102.00	-	17,102.00
ETS Grant personnel changes	4,883.00	4,883.00	-
Gifts	1,500.00	1,500.00	-
Subtotal agreed to Budget to Actual 07/31/26	28,736,263.44	28,683,814.11	52,449.33
Increases (Decreases) Proposed:			
Personnel changes	-	(22,570.00)	22,570.00
Boom lift	-	7,750.00	(7,750.00)
Other income/operating expenses	-	1,000.00	(1,000.00)
Subtotal	28,736,263.44	28,669,994.11	66,269.33

REVISED AS OF 07/31/2026

28,736,263.44 28,669,994.11 66,269.33

CAPITAL BUDGET			
	SOURCES	EXPENSES	NET
ADOPTED BY BOARD 06/17/2026	2,604,000.00	2,604,000.00	-
Windscreens (insurance)	6,500.00	6,500.00	-
Subtotal agreed to Budget to Actual 07/31/26	2,610,500.00	2,610,500.00	-
Increases (Decreases) Proposed:			
CDL site work (reserves)	60,000.00	60,000.00	-
Westwood parking lot resurface (reserves)	16,000.00	16,000.00	-
Mass notification upgrade (reserves)	46,589.38	46,589.38	-
Baseball field renovation (reserves)	23,764.00	23,764.00	-
Subtotal	2,756,853.38	2,756,853.38	-

REVISED AS OF 07/31/2026

2,756,853.38 2,756,853.38 -



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 AND VOTE

Three Rivers College ensures that accurate, appropriate, and timely information is available to current and prospective students, as well as members of the College community.

Three Rivers College is an equal opportunity institution that commits itself to the policy that there will be no unlawful discrimination against any person because of race, color, gender, sexual orientation, religion, age, disability, or national origin. Three Rivers College is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities through Missouri Relay Services at 711.

The College treats its students ethically, respectfully, and professionally in its marketing, recruiting, and admissions practices so students may make informed enrollment decisions without undue pressure. Prior to enrolling a prospective student, the College ensures students have sufficient time to review the institution's policies and procedures, to understand the amount of federal, state, and institutional financial aid the student is eligible to receive, and to learn how many credits, if any, will transfer and whether they will be applied. The College maintains compliance with all accreditation, state, federal, regional, and local regulatory requirements regarding public relations and communications information for higher education.

Three Rivers College does not use aggressive or unfair marketing and recruiting practices. The College prohibits the use of high-pressure tactics to induce a prospective student to register by a specific deadline with the promise of free cash, goods, or services outside of regular scholarship funds, institutional fee waivers, financial aid, or other normal institutional offerings; nor does the College provide prospective students with any guarantees of employment directly related to a student's education.

College publications that include recruiting information containing job placement, salary, or student outcomes data must cite the source of the information and relevant explanatory information that makes the data clear to understand. Citations for student outcomes and

surveys must clearly indicate the class and/or cohort and the publication date. All such information is maintained by the institution in the event that the Higher Learning Commission or other agency requests the data.

In no case may College personnel complete or sign an application on behalf of a prospective student. Students have the sole responsibility to register for each academic semester or term in which they are enrolled (SR 2210 Admission Requirements; SR 2740 Student Rights and Responsibilities). In no case shall the College personnel complete a class registration for a student, nor shall the College initiate an “automatic” registration for the next semester without a student’s consent and must allow the student the option to cancel prior to being assessed tuition or fees for that semester/term (FR 3109 Student Refunds). The College honors a request from any prospective student to remove personal contact information such as the student’s name, physical address, email address, phone number, or text information that was collected through the admissions/recruiting process.

The Communications Department has a process for the development and review of the electronic and printed forms of marketing, promotional, and recruitment materials; college publications; and other public-facing information. This process ensures that all such information is accessible, accurate, and transparent to prospective students and the College community. Additionally, it must be approved by the Communications Department prior to dissemination. College information is made available through, but not limited to, the College Catalog, website, social media, academic program handbooks, advertising, and all marketing and recruitment materials (GAR 1310 College Communications, GAR 1315 Social Media).

The Communications Department coordinates all press releases and announcements concerning Three Rivers College. Additionally, Communications is responsible for College media relations, including the initial fielding of phone calls for the Office of the President from the media and reporters addressing questions regarding College activities, events, and issues.

Permission to send mass emails using the “everyone” email groups must be approved by the Office of the President or his/her designee.

Three Rivers College is dedicated to providing fair and impartial resolution of student complaints. It is the practice of the College to resolve student complaints at the lowest possible level through informal action by either using the Student Complaint Portal or by contacting the Office of Student Services.

When a complaint is not resolved at this level, the student will be given the option to file an appeal with the Chief Student Services Officer. Please refer to College regulation SR 2140 Student Appeals for details.

In rare cases, when all other forms of resolution have failed and the student believes their status at the College has been adversely affected by an incorrect or inappropriate decision or behavior, the student can file a grievance. Please refer to College regulation SR 2130 Student Grievance for details.

Students residing in Missouri may pursue the complaint process established by the Missouri Department of Higher Education and Workforce Development, as applicable, by contacting info@dhewd.mo.gov.

Students enrolled in distance education programs and taking online courses who believe that a complaint has not been sufficiently addressed through the College’s internal appeal and/or grievance procedures may pursue an external complaint resolution process, as applicable.

Students who reside in a SARA member state may utilize the State Authorization Reciprocity Agreement (SARA) Student Complaint Process by contacting the State Portal Entity for Missouri

or their home state. Information regarding state complaint contacts and applicable procedures is available through the [SARA State Portal Entity Contacts](#).

Students residing in California should follow California's applicable complaint resolution procedures.

Students should complete the applicable College procedures before pursuing an external complaint, unless otherwise provided by applicable law, regulation, or the requirements of the appropriate complaint resolution authority.

DOCUMENT HISTORY:

- | | |
|--------------------|--|
| 08-21-2019: | Initial approval of Policy GAP1320 Consumer Protection. |
| 01-15-2020: | Addition of Student Complaint Process, including information regarding the NC-SARA Complaint Process. |
| 08-26-2026: | Updated terms of SARA for clarification and to align reference language with state and federal expectations. |

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. Three Rivers College is an equal opportunity institution that commits itself to the policy that there will be no unlawful discrimination against any person because of race, color, gender, sexual orientation, religion, age, disability, or national origin. Three Rivers College is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities through Missouri Relay Services at 711.

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 [Consumer Information Page](#).

DOCUMENT HISTORY:

- 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-discrimination Policy and statement to reinforce the College's commitment equal opportunity.
- 01-19-2022:** Minor edits to align with SR 2210 Admission Requirements.
- 08-26-2026:** Clarification on Equal Opportunity statement.



THREE RIVERS COLLEGE

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

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

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – Replacement for Alexander Jimenez; resignation approved 05.20.26

_____ Federal Program: _____

_____ Special Program _____

NAME: Bobbie Hutchinson

POSITION TITLE: Part-time Simulation Lab Assistant

SALARY: \$30.00/hour

FULL-TIME _____ PART-TIME: X

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

Other: Reclassification of position to part-time, FY27

STARTING DATE: August 31, 2026

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BS	Northern Kentucky University	Nursing
BA	Highland Heights, KY	Education

EXPERIENCE

03/2023 – 05/2026	New Covenant Fellowship Church Poplar Bluff, MO	Secretary
10/2020 – 12/2022	First Baptist Church Mascoutah, IL	Secretary
09/2012 – 08/2017	Cincinnati State Technical & CC Cincinnati, OH	Program Director/Instructor/ Practicum Coordinator

08.26.26

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

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

 X Faculty – Replacement for Jordan Little; resignation for approval 08.26.26

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Dylan Price

POSITION TITLE: Adjunct/Assistant Women's Basketball Coach

SALARY: \$9,000/year

FULL-TIME _____ PART-TIME: X

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

Other: _____

STARTING DATE: July 1, 2026

QUALIFICATIONS:

Degree Ed. Institution Major

EXPERIENCE _____

<u>2021 – present</u>	<u>Price Sawmill, Inc.</u>	<u>Secretary/Clerical</u>
	<u>Piedmont, MO</u>	

<u>09/2025 – 05/2026</u>	<u>Van Buren R-1 School District</u>	<u>Substitute Teacher</u>
	<u>Van Buren, MO</u>	

08.26.26

Consideration of Personnel Action
Employment of Personnel
Administrative Assistant/Financial Aid

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

 X Support Staff – replacement for Amanda Robinson; transfer approved 06.17.26

_____ Federal Program: _____

_____ Special Program _____

NAME: Isabel Moore

POSITION TITLE: Administrative Assistant/Financial Aid

SALARY: \$15.50/hour

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: July 27, 2026

QUALIFICATIONS:

Degree

AA

Ed. Institution

Three Rivers College
Poplar Bluff, MO

Major

General Education

EXPERIENCE

09/2023 – 05/2025	Ripley County Library Doniphan, MO	Circulation Librarian
04/2023 – 09/2023	Walt Disney World Company Orlando, FL	College Program
07/2021 – 04/2023	Harps Food Stores Doniphan, MO	Cashier

08.26.26

Consideration of Personnel Action
Employment of Personnel
Administrative Assistant/Paramedic and Fire Science

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – replacement for Joanna Priest; resignation approved 03.18.26

_____ Federal Program: _____

_____ Special Program _____

NAME: Tina Richie

POSITION TITLE: Administrative Assistant/Paramedic & Fire Science

SALARY: \$15.50/hour

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: July 1, 2026

QUALIFICATIONS:

Degree Ed. Institution Major

EXPERIENCE _____		
06/2023 - present	Williams, Johnny	Caregiver
	Poplar Bluff, MO	
09/2020 – 02/2023	DCI/Division of Professional Registration	Accounting Generalist I
01/2014 – 01/2015	Jefferson City, MO	Admin Office Support Asst.
01/2013 – 08/2014	Department of Natural Resources	Accounting Clerk II
	Jefferson City, MO	

08.26.26

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Student Services Advisor II

BACKGROUND INFORMATION

HISTORY

Ivannah Armes has been employed full-time with the College since September 2023. Most recently she has served as a Student Services Advisor II. Prior to this, Ms. Armes was an Admissions Recruiter. She has submitted her request for resignation, effective June 15, 2026.

FINANCIAL IMPLICATIONS

This is a full-time, institutionally funded staff position.

ADMINISTRATIVE RECOMMENDATION

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

08.26.26

From: [Brandi Brooks](#)
To: [Wesley Payne](#)
Cc: [Ann Matthews](#); [Kristina McDaniel](#)
Subject: Fwd: Resignation
Date: Monday, June 15, 2026 5:06:02 PM

Dr. Payne,

Please see the resignation from Ivannah Armes. Thank you.

Brandi

Sent from my iPhone

Begin forwarded message:

From: Ivannah Armes <iarmes@trcc.edu>
Date: June 15, 2026 at 4:55:56 PM CDT
To: Brandi Brooks <brandibrooks@trcc.edu>
Subject: Resignation

Brandi,

After a lot of thought and consideration, I have decided to resign from my advising position effective immediately, June 15, 2026. I am so thankful for the opportunities that Three Rivers College has given me. I want to thank you, Ann, and Dr. Payne for always believing in me and being phenomenal role models. I will cherish the years that I spent working at Three Rivers College. Thank you for your time and understanding.

Ivannah Armes

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CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Practical Nursing Instructor in Sikeston

BACKGROUND INFORMATION

HISTORY

Tracy Graves has been employed full-time with the College since February 2025 as a Practical Nursing Instructor in Sikeston. Prior to this, Ms. Graves worked part-time as clinical instructor. She has submitted her request for resignation, effective August 5, 2026.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

08.26.26

From: [Andrea Pierce](#)
To: [Wesley Payne](#); [Will Cooper](#); [Kristina McDaniel](#)
Subject: FW: Resignation
Date: Tuesday, July 7, 2026 9:12:37 AM

Please see below.

From: Tracy Graves <tgraves@trcc.edu>
Sent: Tuesday, July 7, 2026 9:08 AM
To: Andrea Pierce <apierce@trcc.edu>
Subject: Resignation

07/07/2026

Andrea Pierce
Three Rivers College

Dear Mrs. Pierce,

Please accept this letter as formal notice of my resignation from my position as Practical Nursing Instructor at the Sikeston location, effective August 5th, 2026.

I have accepted a position that will provide significant benefits for my family, and after careful consideration, I believe this is the right step for me at this time.

This decision was not made lightly, and I would like to express my sincere gratitude for the opportunity to serve as a nursing instructor for Three Rivers. It has been my privilege to contribute to the education and development of future nurses. I have greatly valued the relationships I have built with students, colleagues, and administration. I am thankful for the support, encouragement, and professional growth I have experienced during my time here.

Teaching nursing has been a meaningful and rewarding chapter in my career, and I the fond memories and valuable lessons learned. I am proud to have been part of a program dedicated to preparing compassionate and competent healthcare professionals. I will truly miss being part of this nursing program and with such dedicated educators and students.

I am committed to making this transition as smooth as possible and will do everything I can to assist during my remaining time. Please let me know how I can help support the department and my students during this transition.

Thank you again for the opportunity to be part of this college and nursing program. I wish you, the faculty, and especially our students, continued success in the future.

Sincerely,

Tracy Graves

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Adjunct/Assistant Women's Basketball Coach

BACKGROUND INFORMATION

HISTORY

Jordan Little has been employed part-time with the College since September 2025 as the Adjunct/Assistant Women's Basketball Coach. She has submitted her request for resignation, effective June 30, 2026.

FINANCIAL IMPLICATIONS

This is a part-time, institutionally funded position.

ADMINISTRATIVE RECOMMENDATION

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

08.26.26

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Practical Nursing Instructor

BACKGROUND INFORMATION

HISTORY

Tyra Woods has been employed full-time with the College since August 2025 as a Practical Nursing Instructor. Prior to this, Ms. Woods worked part-time as clinical instructor. She has submitted her request for resignation, effective July 31, 2026. Ms. Woods has requested to remain as an adjunct faculty member/part-time clinical instructor with practical nursing.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

08.26.26

From: [Tyra Woods](#)
To: [Andrea Pierce](#); [Kristina McDaniel](#)
Subject: Full time employment notice
Date: Friday, July 3, 2026 1:26:19 PM

Andrea,

Good afternoon. Please allow this email to serve as my resignation of full-time employment with Three Rivers college. I am requesting my last day with the college to be 7/31/26 which allows for the completion of Med Surg I and for me to perform a final review with the students.

Regards,

Tyra Woods

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CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Student Services Advisor I

BACKGROUND INFORMATION

HISTORY

Christina Wooldridge has been employed full-time with the College since January 2023, as a Student Services Advisor I. She has submitted her request for resignation, effective July 30, 2026.

FINANCIAL IMPLICATIONS

This is a full-time, institutionally funded staff position.

ADMINISTRATIVE RECOMMENDATION

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

08.26.26

From: [Brandi Brooks](#)
To: [Wesley Payne](#)
Cc: [Kristina McDaniel](#); [Ann Matthews](#)
Subject: FW: Letter of Resignation
Date: Tuesday, June 23, 2026 6:36:24 AM

Dr. Payne,

Please see the resignation from Christina Wooldridge. I will submit a PAF today. Thank you.

Brandi

Brandi O. Brooks

Director, Enrollment Services and Student Development
Three Rivers College
2080 Three Rivers Blvd.
Poplar Bluff, MO 63901
brandibrooks@trcc.edu
Phone: 573-840-9666 x3665
trcc.edu

From: Christina Wooldridge <cwooldridge@trcc.edu>
Sent: Monday, June 22, 2026 4:08 PM
To: Brandi Brooks <brandibrooks@trcc.edu>
Subject: Letter of Resignation

Dear Brandi,

Please accept this letter as formal notice of my resignation from my position as Student Services Advisor at Three Rivers College. My last day of employment will be July 30, 2026.

Three Rivers College has been more than just a workplace for me. Student Services has been a place where I have grown professionally, built meaningful relationships, and had the privilege of helping students navigate some of the most important decisions of their lives.

I am excited to share that I have accepted a Special Education teaching position with the Poplar Bluff School District at O'Neal Elementary. As excited as I am, it is bittersweet to leave. I am incredibly grateful for the friendships, mentorship, and experiences I have gained here.

Although I am excited to begin this new journey, I am genuinely sad to say goodbye to a place that has felt like home. Thank you for believing in me, supporting me, and allowing me the opportunity to be a student advisor.

With sincere gratitude,

Christina Wooldridge
Student Services Advisor I
Three Rivers College
2080 Three Rivers Blvd
Poplar Bluff, MO 63901
Email: cwooldridge@trcc.edu
Phone: 573-840-9666 x 3678

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Outreach & Benefits Coordinator to Coordinator, Career Services

BACKGROUND INFORMATION

HISTORY

Due to the resignation of Keith Huggins, the position of Coordinator, Career Services became available. Myesha Prater has been employed full-time with the College since May 2024, and in the Outreach & Benefits Coordinator position since February 2025. The Coordinator, Career Services position was advertised, and Ms. Prater applied for and was interviewed for the position. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Myesha Prater to the position of Coordinator, Career Services, effective October 1, 2026.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Myesha Prater.

08.26.26

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Part-time Hourly Clinical Instructor to Practical Nursing Instructor

BACKGROUND INFORMATION

HISTORY

Sarah Wilder has been employed part-time with the College since August 2024. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Sarah Wilder to the position of Practical Nursing Instructor, effective August 3, 2026.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Sarah Wilder.

08.26.26

CONSIDERATION OF PERSONNEL ACTION

Additional Appointment
Director of Practical Nursing

BACKGROUND INFORMATION **HISTORY**

State nursing laws require the appointment of a program administrator. With the exit of Tara Leier, the position became available. The position was advertised internally. Ms. Melissa Knapp was recommended to assume the Director of Practical Nursing duties as an additional appointment to the full-time faculty position. Ms. Knapp will assume the duties effective August 1, 2026. In conjunction with GAR1120 College Reorganization, the President has recommended the additional appointment.

FINANCIAL IMPLICATIONS

This additional appointment is institutionally funded.

ADMINISTRATIVE RECOMMENDATION

Approve the appointment of Melissa Knapp.

08.26.26



THREE RIVERS COLLEGE

APPENDIX

ADJOURNMENT

CHAIRMAN AND SECRETARY PLEASE SEE RECORDING SECRETARY FOR PAPERWORK

Three Rivers College is committed to providing an educational climate conducive to the personal and professional development of each individual. The College is dedicated to providing fair and impartial resolution of student complaints. It is the practice of the College to resolve student complaints at the lowest possible level through informal action by either using the Student Complaint Portal or by contacting Student Services. When a complaint is not resolved at this level, the student will be given the option to file an appeal with the Chief Student Services Officer.

Right to Appeal

Students have the right to seek an appeal after the student has attempted to resolve the issue with the appropriate instructor or office. If the issue remains unresolved, the student may file a formal appeal with the Chief Student Services Officer.

Students must appeal in writing, using the Student Appeals Intake Form found in the Office of the Chief Student Services Officer. Each written appeal must be dated and include the student's name, ID number, signature, what is being requested and for what semester, any extenuating circumstances, and why the request should be considered. All documentation of evidence should be included with the written request. **The burden of proof falls on the student. Lack of knowledge is not grounds for a student to appeal.**

Appeal Process

Students must have completed the initial process by discussing the issue with the related office prior to submitting an appeal. Students have 20 business days after notification of the initial decision to file an appeal. The appropriate appeals form and all written documentation must be submitted. The Chief Student Services Officer shall review the written requests and documentation and route the student appeal to the appropriate office for processing. Students

who fail to file an appeal within the time limit may request an exception “in writing” however, the exception shall be granted only under extraordinary circumstance.

Types of Appeals

1. Academic Appeal

An academic appeal may be filed in relation to a grade or programmatic discrepancy, or other academic related issues. The College shall make every effort to resolve a student academic appeal within its authority as it relates to college and programmatic policy.

2. Financial Appeal

A financial appeal may be filed in relation to miscellaneous billing discrepancies, tuition, college fines and fees, as well as disbursement of credit balances. The College shall make every effort to resolve a student financial appeal within its authority as it relates to college, state and federal policy.

3. Student Services Appeal

A student services appeal may be filed in relation to issues regarding student advising, admissions, student suspension, transcript evaluation, placement testing, and financial aid related issues that may or may not be institutional in nature or any matter that is student service related. The college shall make every effort to resolve a student services appeal within its authority as it relates to college policy.

Appeal Criteria

1. Medical Reasons

Documentation of an illness, accident, injury, or situation which could not be influenced, planned for, or prevented by the student and which subsequently caused a change in the class schedule. This applies to student or immediate family only. Immediate family includes spouse, children, stepchildren, foster children, parent, siblings, stepparent, grandparent, grandchild, step-grandparent, and any other members of the family who reside in the house of the student.

2. Institutional Error

Institutional error must be demonstrated by written documentation of substantiated circumstances involving deadlines where a student has, in good faith, relied on information provided by a named College official, or the official's interpretations of the text of a College document or publication, and was consequently misled or mistaken about its terms.

3. Job Transfer

The transfer must be to a location in which Three Rivers continued attendance would present an undue hardship. Notification of transfer and actual move must occur prior to final exams. Documentation must be provided and show date of notification to student and date of actual transfer. Documentation must also be on company letterhead and have a supervisor's signature and phone number for verification.

4. Work Schedule Conflict

Work schedule must be in direct time conflict for class which the adjustment is being requested. Documentation from supervisor must be provided and must be on company letterhead indicating the date the change occurred and the new hours. Documentation must also include supervisor's signature and phone number for verification.

5. Military Orders

Military orders must indicate dates within the semester in question.

6. Grading Issues that impact the Final Course Grade

Grading issues at stake must impact the final course grade. A course grade appeal may not be filed until the semester has ended and a final course grade has been assigned. The student believes the final course grade was assigned contrary to procedures as specified in the course syllabus or was based on bias, caprice, or computational or clerical error.

7. Acts of Nature (Fire, Tornado, Earthquake, Flood, Etc.)

Acts of Nature adjustment requests must be accompanied by documentation that proves a student would have had an undue hardship had the student continued his/her current class schedule.

8. Other Criteria

Extenuating circumstances and other criteria may be considered to allow a student to be given the option to file an appeal.

Process

Any student seeking to file an appeal must begin the process by completing the Student Appeals Form and submitting it to the Office of the Chief Student Services Officer as described within this regulation. Refer to the attached addendums for the appeals processes for each type of appeal and the form. Each appeal will be reviewed and considered on a case-by-case basis. Each appeal will be subject to the guidelines within this regulation, college rules, the respective committees' process and the timeliness of the committee's schedule. Retaliation against a person who files a complaint or persons who participate in the appeals process is prohibited.

When a complaint is not resolved at this level, the student will be given the option to file an appeal with the Chief Student Services Officer. Please refer to College regulation SR 2140 Student Appeals for details.

In rare cases, when all other forms of resolution have failed and the student believes their status at the College has been adversely affected by an incorrect or inappropriate decision or behavior, the student can file a grievance. Please refer to College regulation SR 2130 Student Grievance for details.

Students residing in Missouri may pursue the complaint process established by the Missouri Department of Higher Education and Workforce Development, as applicable, by contacting info@dhewd.mo.gov.

Students enrolled in distance education programs and taking online courses who believe that a complaint has not been sufficiently addressed through the College's internal appeal and/or grievance procedures may pursue an external complaint resolution process, as applicable.

Students who reside in a SARA member state may utilize the State Authorization Reciprocity Agreement (SARA) Student Complaint Process by contacting the State Portal Entity for Missouri or their home state. Information regarding state complaint contacts and applicable procedures is available through the [SARA State Portal Entity Contacts](#).

Students residing in California should follow California's applicable complaint resolution procedures.

Students should complete the applicable College procedures before pursuing an external complaint, unless otherwise provided by applicable law, regulation, or the requirements of the appropriate complaint resolution authority.

DOCUMENT HISTORY:

- 08-24-2016:** Initial approval of regulation SR2140 Student Appeals.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 01-15-2020:** Clarification of Student Complaint Process, including information regarding the NC-SARA Complaint Process.
- 08-18-2026:** Updated terms of SARA for clarification and to align reference language with state and federal expectations and removed Addendum C, Student Appeals Intake Form, from regulation.

Addendum A

Academic Appeal Procedure

Three Rivers College students have the right to seek an academic appeal after the student has attempted to resolve the issue with the appropriate instructor or office. If the issue remains unresolved, the first step is for the student to file a formal appeal with the Chief Student Services Officer in writing, using the Student Appeals Intake Form. Once the Student Appeals Intake Form has been reviewed, the student may be required to submit additional paperwork and documents to support their claim. The appropriate department(s) will then be notified of the student's appeal and the initial paperwork will be forwarded to that office for processing.

Academic Appeal

An academic appeal may be filed in relation to a grade or programmatic discrepancy or other academic-related issues. The College shall make every effort to resolve a student academic appeal within its authority as it relates to college and programmatic policy.

The Three Rivers College Student Academic Appeal Procedure is based on the following principles:

- A student has a right to appeal a grade, programmatic discrepancy, or other academic-related issue that the student believes was contrary to procedures as specified in the course syllabus, programmatic discrepancy or was based on bias, caprice, or computational or clerical error.
- A student's grade should reflect the student's mastery of the subject matter of the course.
- Students are entitled to a fair and impartial evaluation of their work or program.
- Students and faculty should communicate regularly and openly about course/program requirements, assignments, tests, grading procedures, and grades.
- The College faculty is responsible for creating the curriculum and establishing the standards by which students will be evaluated in each course/program.
- Faculty members are entitled to the presumption that the grades they assign are an accurate reflection of the performance of the students in their courses.
- A course grade may only be changed by the course instructor or by the recommendation of an Academic Appeals Committee. College administrators may not change grades.

Both students and faculty members have rights and responsibilities in the grading/programmatic process:

- Students who wish to appeal a final grade or programmatic discrepancy are responsible for demonstrating that the grade they received was contrary to procedures as specified in the course syllabus/program specifics or was based on bias, caprice, or computational or clerical error.
- Faculty members have a responsibility to provide their students with syllabi and program information that clearly delineate the bases on which student grades or major will be assigned.
- Faculty members are responsible for providing their students with timely feedback on their performance on tests, papers, projects, and other graded assignments.
- Faculty members are responsible for keeping course records, final exams, and other materials on which grades are based (that have not been returned to students) for a year.
- Faculty members have a right to have the grades they assign upheld unless it is clearly demonstrated that a grade was contrary to procedures as specified in the course syllabus/program or was based on bias, caprice, or computational or clerical error.
- Both faculty members and students have a right to have grade and programmatic appeals resolved in a timely fashion (as prescribed in the timelines given herein).
- Both faculty members and students have a responsibility to attempt to resolve grade and programmatic disputes informally.

Grading and Programmatic Disputes during a Semester

Faculty members and students should communicate regularly and openly about all grading and/or programmatic issues. A student who is dissatisfied with an instructor's grading decision during a semester should discuss the issue with the instructor and attempt to resolve the matter informally. A student who believes that a grading issue has not been satisfactorily resolved should speak with the instructor's department chair about the matter. The department chair should work with both the student and the instructor to address any academic issue.

Students may not file a formal academic appeal during the semester. Grading or programmatic issues that remain unresolved during the semester may become the basis for a formal academic appeal once the semester has ended and a final course grade has been assigned. The formal process may be used only for grading or programmatic issues that impact the final course grade or programmatic outcome. For example, if a student disagrees with a grade given on a particular assignment but changing the grade on that particular assignment will not affect the student's final course grade, then the issue is not appropriate for a formal appeal. In this situation, the student may lodge a verbal or written complaint about the instructor's grading practices with the department chair but may not file a formal academic appeal.

Disputes over Final Course Grades and Programmatic Discrepancies

Disputes over final course grades and programmatic discrepancies may reflect disagreements that have carried over from the semester or new issues that have arisen as the result of a late-semester project, test, final exam, or a discrepancy within the designated program. A student who is dissatisfied with a grading decision should attempt to resolve the matter by contacting the instructor. The student may wish to contact the department chair to facilitate communication between the student and the instructor and to mediate the dispute.

Grounds for a Formal Academic Appeal

A student may file a formal appeal regarding course grade or programmatic discrepancy if the following conditions are met:

- The student has attempted to resolve the dispute informally.
- The grading issues at stake impact the final course grade. (A course grade appeal may not be filed until the semester has ended and a final course grade has been assigned.)
- The student believes that his or her final course grade was assigned contrary to procedures as specified in the course syllabus or was based on bias, caprice, or computational or clerical error.
- Students unhappy with their instructor's grading system, grade assignment practices, or program may complain verbally or in writing to the department chair even if the issue does not qualify for a formal academic appeal.

Filing the Formal Academic Appeal

A student may file a formal academic appeal by completing the Student Appeals Intake Form and submitting it to the appropriate department chair. The form asks the student to provide a written statement that clearly and specifically states the grounds on which the grade appeal is based. The student must explain why he or she believes that the assigned grade or program decision was contrary to procedures as specified in the course syllabus, or college catalog or was based on bias, caprice, or computational or clerical error. The student should attach supporting documentation to the form (that may include the Student Appeals Intake Form, such as the following:

- A copy of the course syllabus or program specific information from the College Catalog.
- A copy of the graded assignment or applicable program guide on which the formal academic appeal is centered if it is available.
- A portfolio of the student's program and other graded work from the course, including papers, projects, homework, tests, and other assignments, if these materials are available.

- Any other documents the student believes are relevant to the resolution of the academic appeal.
- Students must have completed the initial process by discussing the issue with the related office prior to submitting an appeal. Students have 20 business days after notification of the initial decision to file an appeal. Students who fail to file an appeal within the time limit may request an exception “in writing” however, the exception shall be granted only under extraordinary circumstance.

Informal Resolution

Upon receipt of a Student Appeals Intake Form, the department chair should contact both the student and the instructor involved to attempt to resolve the dispute informally. The faculty member shall act in good faith and keep in mind that the goal is to resolve the grading dispute fairly. The instructor may agree to resolve the dispute informally if he or she believes it is appropriate. For example, if the dispute involves a computational or clerical error and the faculty member or program manager agrees with the student, he or she may simply complete the appropriate change form to change the grade or programmatic circumstance rather than force a the Faculty Academic Appeal Panel to resolve the issue.

If the faculty member or program manager is no longer with the college or is unavailable, the department chair shall appoint another instructor to represent faculty interests in the appeal. In such cases, no informal resolution is allowed, and the issue shall be presented to the Academic Appeal Panel.

Instructor Response

If the dispute is not resolved informally, the department chair shall give the faculty member a copy of the appropriate Student Appeals Intake Form submitted by the student and request a written response to the appeal. The instructor’s response should include the following:

- A copy of the course syllabus or programmatic reference.
- A copy of any relevant graded assignments that had not been returned to the student.
- A written statement responding to the issues raised by the student.
- A statement indicating whether the instructor or program manager wishes to appear in person before the Faculty Academic Appeal Panel.
- Any other documents the instructor or program manager believes are relevant to the resolution of the appeal.

The department chair should continue to pursue an informal resolution to the dispute if he or she believes that a resolution is possible. The department chair may share the instructor’s response with the student in hopes of finding common ground between the two. If appropriate, the chair may wish to give the student the opportunity to address issues raised in the instructor’s response that the student has not previously addressed.

The Academic Appeal Panel

If attempts at informal resolution of the grading dispute fail, the Chief Academic Officer shall appoint a Faculty Academic Appeal Panel to consider the appeal. The panel shall consist of at least three full-time faculty members. The instructor or program manager involved in the dispute is not eligible to serve on the panel. The Chief Academic Officer will appoint one of the members of the panel to serve as its chair.

The chair of the Faculty Academic Appeal Panel is responsible for ensuring that the appeal process is completed in a timely fashion. Unless there are exceptional circumstances (as determined by the Chief Academic Officer), the appeal process must be completed before the end of the semester in which it is filed. The chair is also responsible for ensuring that the instructor has at least a week to prepare a response to the

academic appeal and that both the student and the instructor have at least a week's advance notice of the time and location for appearing before the Faculty Appeal Panel in person if they have requested an appearance.

Panel Review

The Faculty Academic Appeal Panel is responsible for determining the facts in the dispute and making a judgment on the merits of the appeal. The panel shall review the materials submitted both by the student and the instructor/program manager. The panel may request any other information it deems necessary, including additional instructor records and input from third parties.

Both the student the program manager and the faculty member have the right to appear in person before the Faculty Academic Appeal Panel if they request the opportunity. If both parties appear before the panel, they should be heard separately. If neither party requests to appear in person, the panel should complete its review based on the written materials supplied by the parties and whatever other information the panel may request.

The panel's deliberations, including hearing testimony from the parties involved and third parties, shall take place in private. Neither the student, program manager, nor the faculty may be accompanied by an advisor.

The student has the burden of proof. The student must present clear evidence that a grade or program discrepancy was contrary to procedures as specified in the course syllabus, program or was based on bias, caprice, or computational or clerical error. The instructor's grade stands unless the Faculty Academic Appeal Panel determines by the preponderance of the evidence that the grade or program was contrary to procedures as specified in the course syllabus, program requirement, or was based on bias, caprice, or computational or clerical error.

Once the members of the Faculty Academic Appeal Panel have determined that they have sufficient information to make a decision, they will vote either to grant or reject the appeal. A simple majority is sufficient to decide the issue. If the panel grants the appeal, it determines the appropriate course grade or program change for the student. The panel chair shall prepare a written report stating the panel's decision and the justification for that decision. Copies of the report must be conveyed to the student, the instructor, the department chair, and the Chief Academic Officer. If the panel determines that the student's grade shall be changed, the chair of the Faculty Academic Appeal Panel will prepare the appropriate change form and submit it to the Chief Academic Officer for processing with the panel report attached. The stated reason for the change of grade will be "the recommendation of a Faculty Academic Appeal Panel." The chair of the Faculty Academic Appeal Panel will sign the form instead of the course instructor or program manager.

Sometimes an academic appeal raises issues that go beyond the resolution of grading or programmatic issues. These issues could include questions about compliance with ADA guidelines, concerns about an instructor's following departmental or programmatic requirements, or questions of a student's academic integrity. At its discretion, the Faculty Academic Appeal Panel may prepare a supplementary report addressing those issues and present it to the Chief Academic Officer.

Appealing the Panel's Decision

There is a limited right to appeal the decision of the Faculty Academic Appeal Panel. The appeal may be based only on procedural rather than substantive grounds. If a party believes that the appeals process was not properly followed and as a result he or she was treated unfairly, then he or she may file a written appeal with the Chief Academic Officer. The appeal may only be based on procedural errors that compromised the fundamental fairness of the process. Minor procedural errors that do not materially affect the outcome of the

process are not grounds for appeal.

The Chief Academic Officer will review the appeal and conduct whatever investigation he or she deems appropriate. If the Chief Academic Officer determines that the academic appeal process was not properly followed and that the failure to follow proper procedures biased the result of the appeal, then the Chief Academic Officer will vacate the judgment of the Faculty Academic Appeal Panel and direct that the process be repeated with a different panel. If the Chief Academic Officer rejects the appeal, the decision of the Faculty Academic Appeal Panel is final.

Addendum B

Student Service and Financial Appeal Procedure

Students have the right to seek an appeal after the student has attempted to resolve the issue with the appropriate office. If the issue remains unresolved, the first step is for the student to file a formal appeal with the Chief Student Services Officer in writing, using the **Student Appeals Intake Form**. Once the **Student Appeals Intake Form** has been reviewed, the student may be required to submit additional paperwork and documents to support their claim.

Through the Student Service and Financial Appeal Procedure, a student may appeal an advising, admissions, student suspension, transcript evaluation, placement testing, financial aid, billing or other decisions is an option available to applicants. All appeal requests will be reviewed thoroughly.

Students must have completed the initial process by discussing the issue with the related office prior to submitting an appeal. Students have 20 business days after notification of the initial decision to file an appeal. Students who fail to file an appeal within the time limit may request an exception “in writing”; however, the exception shall be granted only under extraordinary circumstance.

General Appeal Information

Appeals must be in written form, submitted according to the requirements and within the time frame delineated in this process.

- The physical presence on campus of the prospective student (or enrolled student) or advocates of the prospective student (or enrolled student) will not influence the outcome of the appeal.
- Knowingly providing false information will result in the denial of the appeal.
- The requirements of this appeals process will be rigorously applied.
- The applicant presenting an appeal has the full burden of satisfying the standards and criteria set forth in this document.

An appeal is submitted by completing the **Student Appeals Intake Form**.

Student:

1. The form can be obtained from the Office of Student Services, the Welcome Center, external location offices, and is available online at trcc.edu/academics/forms.
2. Include the reason(s) for the appeal and a short written statement supporting the request for reconsideration.
3. The form and any documentation can be submitted to the Office of Student Services via email studentservices@trcc.edu or in person.
4. The student will be notified of their appeal date and time a minimum of 48 hours prior to the appeal hearing.
5. Students are not required to attend the appeal but may attend if desired. Any questions may be directed to the Office of Student Services.
6. Notification of appeal decisions will be sent to the student in writing within 10 business days of the appeal review.
7. Appeal Committee decision is final.

Committee:

1. An Ad-hoc appeal committee shall be appointed by the Chief Student Services Officer which will consist of at least one faculty, one staff, and one student.
2. The College shall make every effort to convene a committee within 10 business days from receipt of Student Appeal Intake Form.
3. Office(s) involved shall be interviewed by the committee during the appeal meeting.
4. The student has the option to be present and to be interviewed by the committee. The student advisor can attend meeting but will not be able to make comments during the interview.
5. Notification of appeal decisions will be sent to the student in writing within 10 business days of the appeal review.
6. Appeal Committee decision is final.

Three Rivers College subscribes to an open access concept in order to provide full educational opportunities and 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. Three Rivers College is an equal opportunity institution that commits itself to the policy that there will be no unlawful discrimination against any person because of race, color, gender, sexual orientation, religion, age, disability, or national origin. Three Rivers College is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities through Missouri Relay Services at 711.

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.

An official high school transcript (with graduation date) or a high school equivalency transcript from a state or regional accredited institution is 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. Students without an official high school transcript or the equivalent may be admitted conditionally and may not receive financial aid.

- Approved regional accrediting bodies are located on the US Department of Education website at www.ed.gov and www.chea.org.

- Home school 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 home school students may earn college course credit while still enrolled in high school.
- Students under 16 years of age who are enrolled in a home school, 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.

- Home school transcript requirements:
 - a) Home school 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 school educators should include a description of the course.
 - c) Transcripts must have a cumulative GPA.
 - d) Transcripts may be typed or handwritten; however, if a transcript service is used, the official transcript should be sent directly from the service.
 - 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 either through on-line ID verification or the initial registration appointment, in person or virtually:

- University/College-issued Photo ID
- Official High School 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 within 45 days)

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

Students who complete the initial registration process in person or virtually 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 (MO.HB.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 homeschool 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. Unclassified students may enroll in Associate of Applied Science, Associate of Arts in Teaching or Certificate programs.

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 identity issues are suspected, if it reasonably appears that the student would not be competent to profit from the curriculum offerings of the college, or is perceived to represent a safety or security risk. Students denied admission or continued admission shall be referred to Adult Basic Education services in the community as appropriate.

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 1606; the Higher Learning Commission: Policy on Student Consumer Protection and the non-discrimination Policy and statement to reinforce the College's commitment equal opportunity.

- 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.
- 09-17-2025:** Added language regarding admission for home school and unclassified students to increase clarity. Added content to address denial of admission for risk management concerns and added “as appropriate” to referral statement.
- 08-26-2026:** Clarification on Equal Opportunity statement.

UPCOMING EVENTS

Patrons of the Arts Kick Off: 6-9 p.m. August 27, Tinnin Fine Arts Center. View the exciting lineup for the 2026-27 season.

Red Cross Blood Drive: 10 a.m. to 3 p.m. September 4, Public Safety Building.

Run 4 The Arts: 8 a.m. September 12, Tinnin Parking Lot. Register now for our 11th annual Run 4 The Arts event on September 12 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. This year's Run 4 The Arts is presented by Missouri Highlands Healthcare.

Preview Days: September 16-17. Area high school students get a chance to tour Three Rivers over the course of two days.

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



THREE RIVERS COLLEGE