



THREE RIVERS COLLEGE

Invocation

**Approval
of the
November Agenda**

**Approval
of the
October Minutes**

**Approval of
November 4, 2025
Special Meeting Minutes**

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

12:00 p.m. Three Rivers Board of Trustees Meeting, Board Room, Westover Admin Building

A G E N D A
REGULAR SESSION
Wednesday, November 19, 2025
12:00 p.m.

I. Invocation and Pledge of Allegiance

II. Approval of Agenda and Minutes

1. Consideration and Approval of November Agenda
2. Consideration and Approval of Minutes of the October Board Meeting
3. Consideration and Approval of the Minutes from the 11/04/25 Special Meeting

III. Consideration of College Financial Report

1. Statement of Revenues, Expenses, and Changes in Net Assets
 1. Monthly Financial Statements
 2. Budget to Actual Financial Statements
2. Cash in Bank
3. Certificates of Deposits
4. Interest Offers
5. Checks Issued
6. Bid Report

IV. President's Report

- V. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)

VI. Items for Consideration, Discussion, and Vote

1. Consideration, Discussion and Vote of SP 2180 Military Service
2. Consideration, Discussion and Vote of GAP 1200 Equal Opportunity
3. Consideration, Discussion and Vote on Audit Resolution FY2025

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

4. Consideration, Discussion and Vote on resolution calling for Trustees Election
Sub District 1

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

1. Acceptance of Employment
 - a.) David Lawson, Assistant Baseball Coach/Academic Advising and Planning
2. Transfer of Position
 - a.) J. Matthew Palmer, Assistant Baseball Coach/Academic Advising and Planning to Head Baseball Coach
3. Resignations
 - a.) James, Davison, Bus Driver
 - b.) Steven Frymire, Bus Driver
 - c.) Brandy Grissom, Assistant Professor, Nursing/Coordinator, RN Nursing

VIII. Appendix

1. Information Items
2. Upcoming Events

IX. Adjournment

X. FY26 Board of Trustees Meeting Dates

- Wednesday, January 28, 2026
- Wednesday, February 25, 2026
- Wednesday, March 25, 2026
- Wednesday, April 15, 2026
- Wednesday, May 20, 2026
- Wednesday, June 17, 2026

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**BOARD OF TRUSTEES
THREE RIVERS COLLEGE
October 15, 2025**

The regular meeting of the Board of Trustees began at 12:00 p.m. on Wednesday, October 15, 2025.

CALL TO ORDER

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

ATTENDANCE

Trustee Hager delivered the invocation.

INVOCATION

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

**APPROVAL OF THE
MEETING AGENDA**

Trustee Garrison made a motion to accept the September Meeting Minutes as presented. On a second by Trustee Richardson, the motion passed unanimously.

**APPROVAL OF THE
PREVIOUS MONTH
BOARD MEETING MINUTES**

Charlotte Eubank, Chief Financial Officer for the college, reviewed the college financial report as of the end of September 2025. Currently, we have obligated 19% of the budgeted expenses at 25% into the fiscal year.

**PRESENTATION OF THE
FINANCIAL REPORT**

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

**APPROVAL OF
FINANCIAL REPORT**

Dr. Payne presented the following with the board and public audience in attendance:

PRESIDENT'S REPORT

Dean of Students, Ann Matthews reported that Raider Rally 2025 was held on September 16-17, 2025, in the quad area of campus. TRC student organizations and community partners hosted nineteen booths for the students. Approximately 120 students participated in the event hosted by Student Services.

RAIDER RALLY 2025

Meet the Raiders was hosted by the Three Rivers Booster Club on September 22, 2025. It was well attended and emceed by The Voice of the Raiders and Board Chair, Dr. Tim Hager.

MEET THE RAIDERS

Three Rivers College Career and Transfer Center held its open house on September 23-24, 2025. More than one hundred students participated in the two-day event.

CAREER AND TRANSFER CENTER OPEN HOUSE

Three Rivers College hosted 580 high school students for preview days according to Megan Garland, Assistant Director of Enrollment Services. Students visited campus on September 25-26, 2025. Counselors and administrators visiting campus provided positive feedback on the two-day format and the hospitality room, located in the TRC Boardroom which was provided by student services and staffed by the administrative staff of the college and Dr. Wesley Payne.

PREVIEW DAYS

The David Fielding Exhibit began on October 3rd and will end on October 31st, in the Tinnin Art Gallery. The closing reception will be held on October 26, 2025.

DAVID FIELDING EXHIBIT

Farm Credit Southeast Missouri held ribbon cuttings on October 13, 2025, for two rooms at the Sikeston campus.

FARM CREDIT SOUTHEAST MISSOURI RIBBON CUTTINGS

UPCOMING EVENTS

Three Rivers College & Career Services will hold its transfer fair on October 22, 2025, in Robert W. Plaster Free Enterprise Center from 9:00 a.m. to 1:00 p.m.

COLLEGE TRANSFER FAIR OCTOBER 22, 2025

Patrons of the Arts will host Spirit of Scotland on October 23, 2025. The show sponsored by First Midwest Bank brings the true spirit of Scotland to their audience through songs, live music, and champion Highland dancers.

SPIRIT OF SCOTLAND OCTOBER 23, 2025

The Poplar Bluff Nursing Job Fair will be held on October 24, 2025, in the Tinnin Fine Arts Center Lobby from 10:30am to 11:30am. The Sikeston Nursing Job Fair will be held on October 29, 2025, at the Sikeston campus from 1:30pm to 2:30pm. Each site will feature

NURSING JOB FAIR-POPLAR BLUFF OCTOBER 24, 2025

employers who hire acute care, long-term care, clinic, and home health nurses.

The Three Rivers College Music Department will host its Fall Showcase on October 28, 2025. The showcase will highlight vocal and instrumental students performing diverse solos and ensembles, including a “mini” musical performance.

Three Rivers Endowment Trust will host its annual Murder Mystery Dinner at the Holiday Inn, in Poplar Bluff, Missouri. Due to the overwhelming response from 2024, two shows have been scheduled for this year. The first evening is already sold out. Proceeds will fund scholarships for Three Rivers College Students.

November 3-26, 2025, the Tinnin Gallery will host the Mattilyn Grace Stacy Exhibit.

On November 6th Patrons of the Arts will host “The Improvised Broadway Musical” sponsored by Herman and Jill Styles and Doug and Elaine Libla.

The Three Rivers Music Department will host their Fall Concert on November 18th in the Tinnin Center.

At 12:16pm after the conclusion of the President’s Report, Trustee Garrison made a motion to go into Executive Session. Trustee Richardson seconded the motion. The board was polled as follows: Trustee Featherston, (yes); Trustee Richardson, (yes); Trustee Hager, (yes); Trustee Garrison, (yes); Trustee Schalk, (yes); and Trustee Williams, (yes).

Dr. Payne asked the board to consider changes in FP-3105 Risk Management. On a motion from Trustee Garrison and a second from Trustee Featherston the board was polled as follows: The board was polled as follows: Trustee Featherston, (yes); Trustee Richardson, (yes); Trustee Hager, (yes); Trustee Garrison, (yes); Trustee Schalk, (yes); and Trustee Williams, (yes).

FALL MUSIC SHOWCASE
OCTOBER 28, 2025

THREE RIVERS
ENDOWMENT TRUST
MURDER MYSTERY DINNER
NOVEMBER 1, 2025
NOVEMBER2, 2025

MATTILYN GRACE STACY
EXHIBIT NOVEMBER 3-
NOVEMBER 26, 2025

PATRONS OF THE ARTS THE
IMPROVISED BROADWAY
MUSICAL

FALL CONCERT
NOVEMBER 18, 2025

MOVE INTO EXECUTIVE
SESSION

ITEMS FOR DISCUSSION,
CONSIDERATION AND
VOTE

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

With there being no further business, Trustee Richardson made the motion to adjourn at 1:35 p.m. With a second by Trustee Garrison, the motion passed unanimously.

CHAIRMAN

SECRETARY

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

ADJOURNMENT

APPROVAL DATE

APPROVAL DATE

**BOARD OF TRUSTEES
THREE RIVERS COLLEGE
November 4, 2025**

The special meeting of the Board of Trustees began at 12:30 p.m. on Tuesday November 4, 2025.

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

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

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 Garrison, (yes); Trustee Schalk, (yes); and Trustee Williams, (yes).

With there being no further business, Trustee Garrison made the motion to adjourn at 12:40 p.m. With a second by Trustee Schalk, the motion passed unanimously.

CALL TO ORDER

ATTENDANCE

**APPROVAL OF THE
MEETING AGENDA**

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

ADJOURNMENT

CHAIRMAN

SECRETARY

APPROVAL DATE

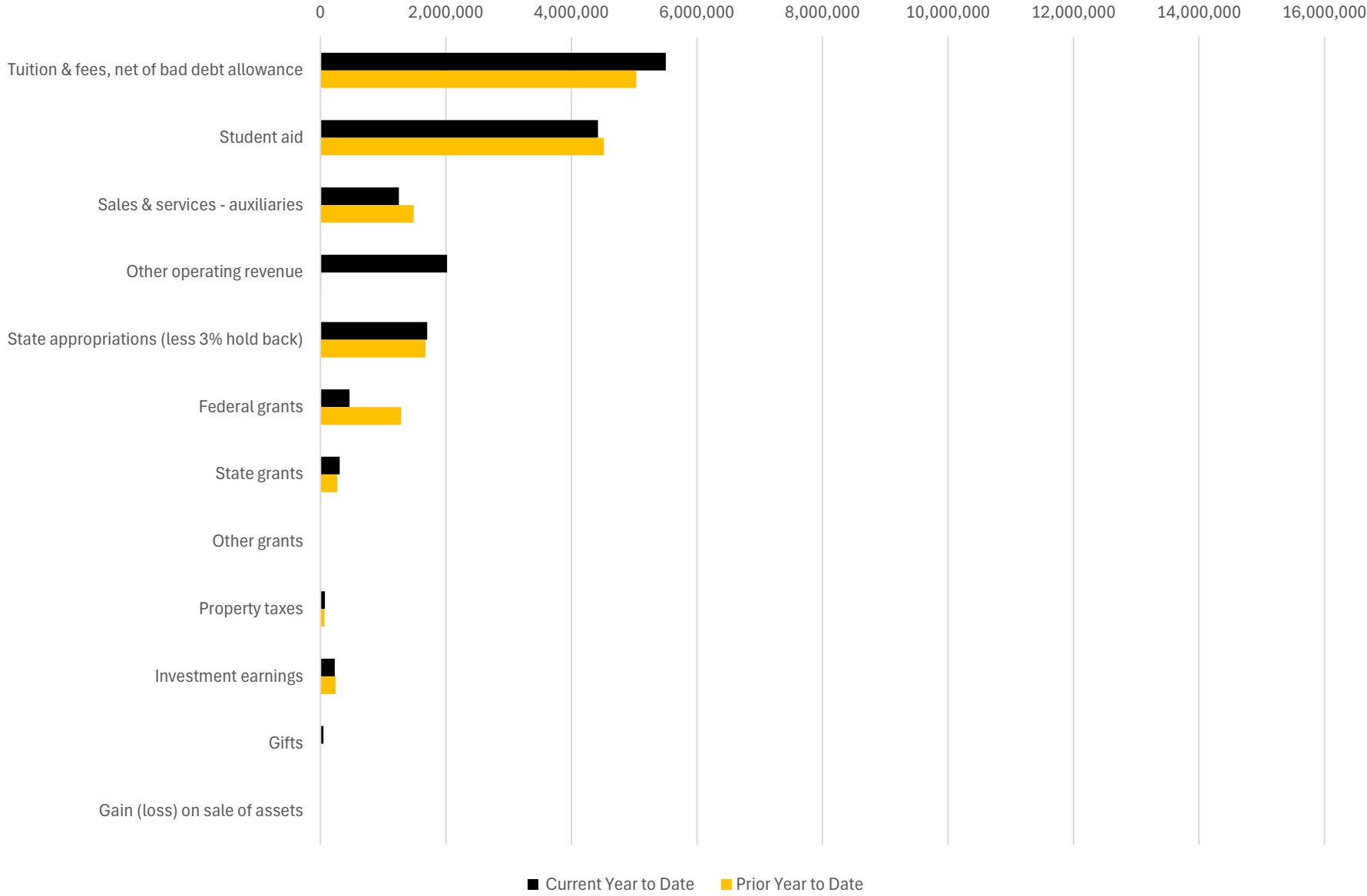
APPROVAL DATE



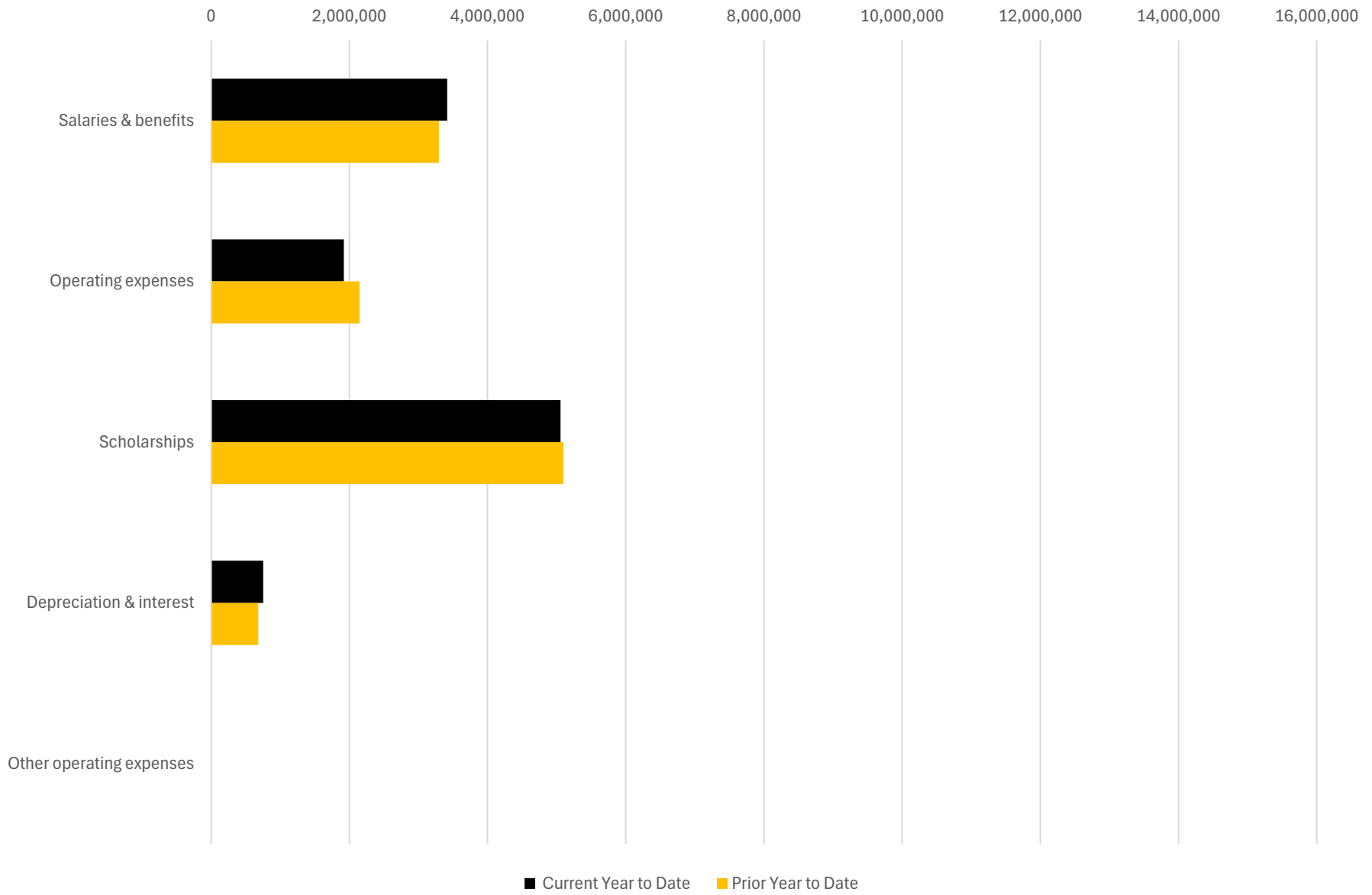
THREE RIVERS COLLEGE

PRESENTATION OF THE COLLEGE FINANCIAL REPORT

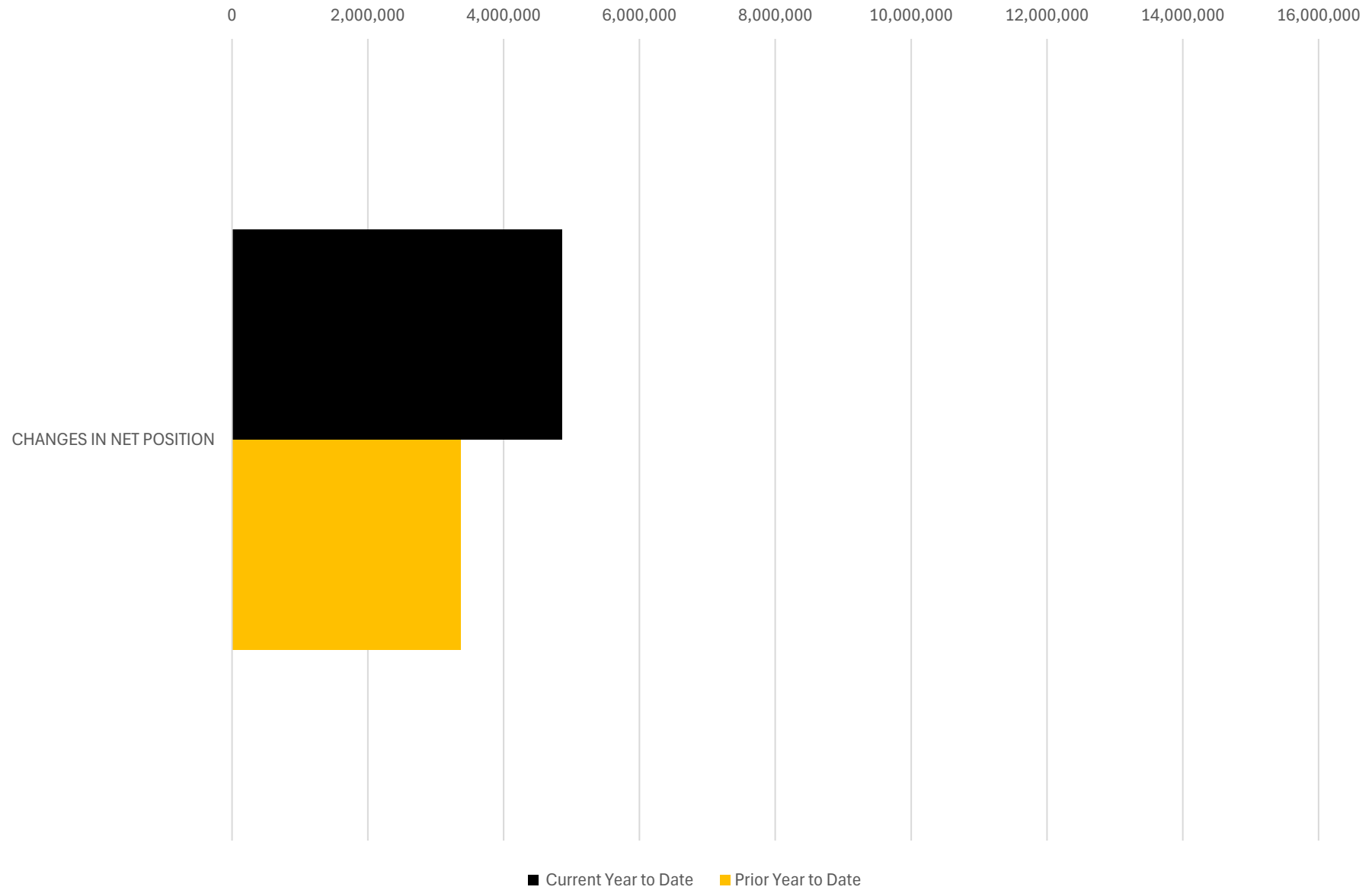
YTD Comparison to Previous Year 09/30/2025



YTD Comparison to Previous Year
09/30/2025



YTD Comparison to Previous Year
09/30/2025



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

ASSETS AND DEFERRED OUTFLOWS

| | |
|--|------------------------------|
| CURRENT ASSETS | |
| Cash & Cash Equivalents | 20,038,242 |
| Student Account Receivables, net | 3,548,467 |
| Property Tax Receivable | 129,743 |
| Other Receivables | 12,137,185 |
| Investments | 553,196 |
| Inventory | 57,514 |
| Prepaid Expenses | 315,192 |
| Total Current Assets | <u>36,779,539</u> |
| NON-CURRENT ASSETS | |
| Land | 5,490,786 |
| Capital assets | 84,658,859 |
| Plus: Current year additions to capital assets | 1078698.91 |
| Accumulated Depreciation | (40,401,312) |
| Unamortized Bond Issue Costs | 0 |
| Total Non-Current Assets | <u>50,827,031</u> |
| DEFERRED OUTFLOWS (Pensions, OPEB, Trusts, Leases) | <u>7,373,902</u> |
| TOTAL ASSETS AND DEFERRED OUTFLOWS | <u><u>94,980,473</u></u> |

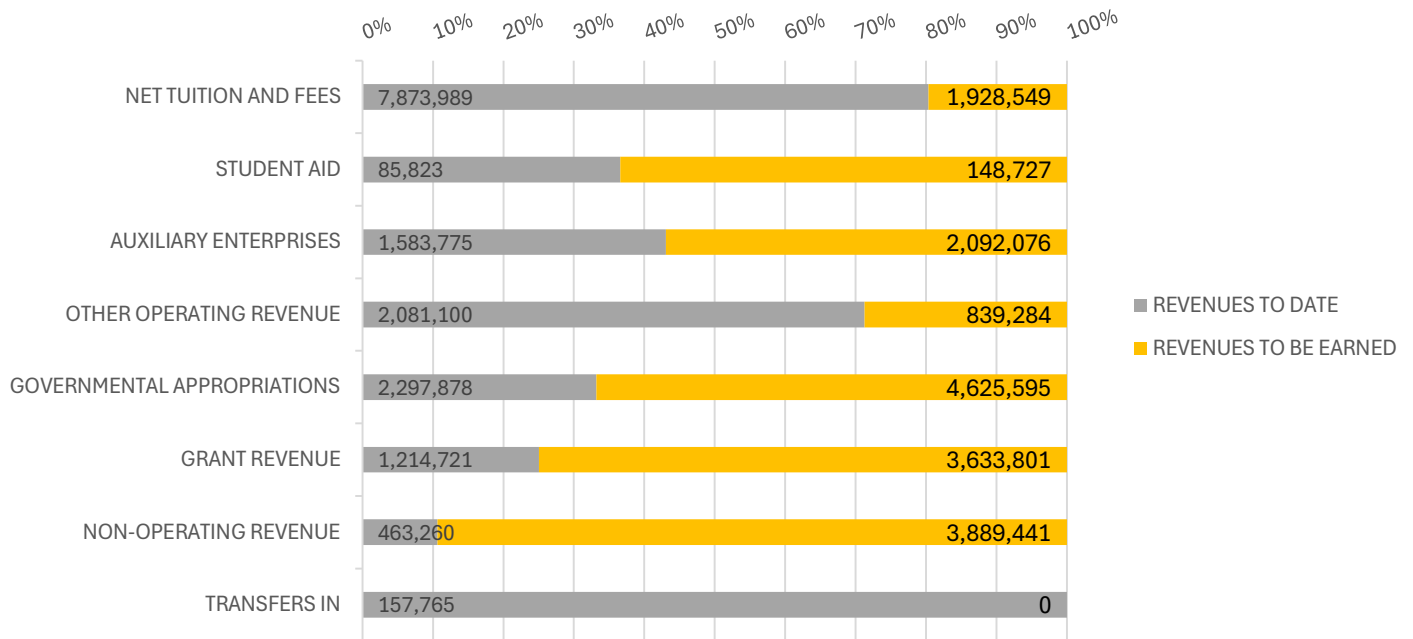
LIABILITIES, DEFERRED INFLOWS AND NET POSITION

| | |
|--|--------------------------|
| CURRENT LIABILITIES | |
| Accounts Payable | 535,509 |
| Accrued Vacation | 871,016 |
| Student Deposits | 36,693 |
| Deferred Tuition & Fees | 18,035 |
| Scholarships | (349,455) |
| Total Current Liabilities | <u>1,111,798</u> |
| NON-CURRENT LIABILITIES | |
| Retirement Incentive Payable | 0 |
| Other Post Employment Benefits | 12,136,026 |
| Bonds, Notes and Leases Payable | 5,723,424 |
| Accrued Interest | 0 |
| Agency | 592,026 |
| Total Non-Current Liabilities | <u>18,451,476</u> |
| Total Liabilities | <u>19,563,274</u> |
| DEFERRED INFLOWS (Pensions, OPEB, Trusts, Leases) | <u>14,480,503</u> |
| NET POSITION | |
| Beginning Balance | 56,073,752 |
| Changes in Net Position | 4,862,944 |
| Total Net Position | <u>60,936,696</u> |
| TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION | <u><u>94,980,473</u></u> |

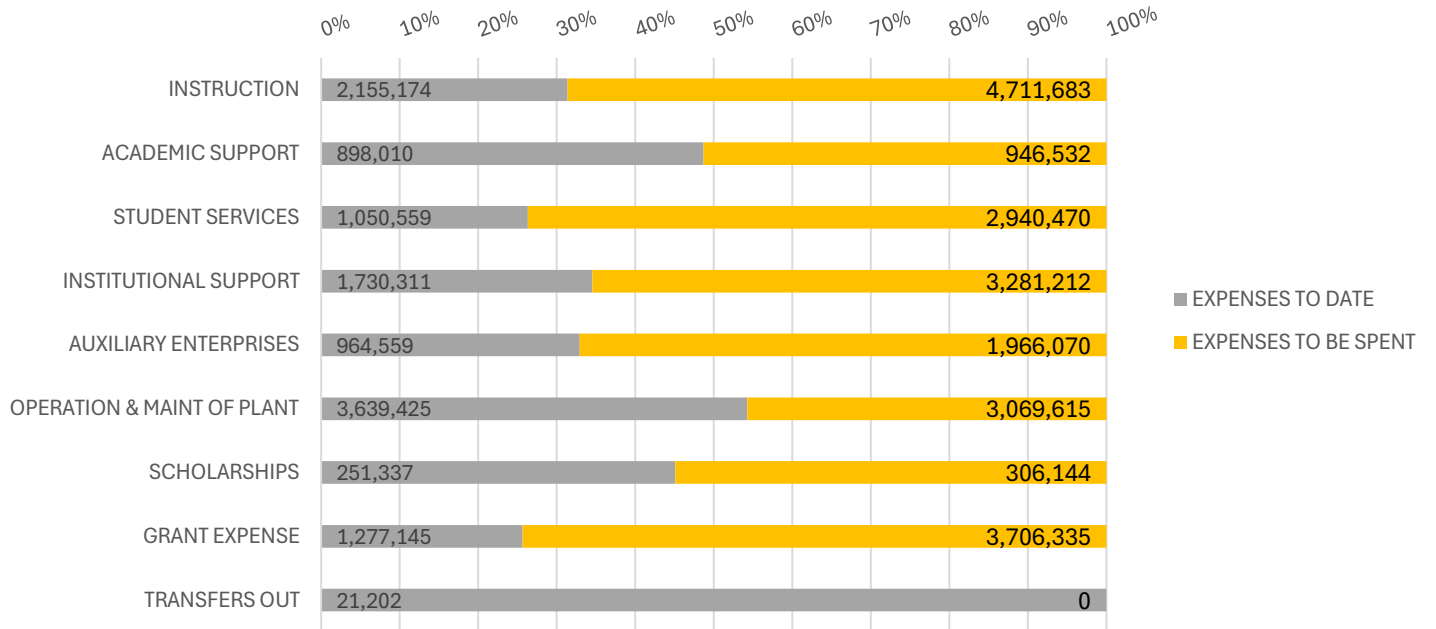
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
September 30, 2025

| | July | August | September | 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) | 5,502,178 | 5,031,933 | 470,245 | 9.35% |
| Student aid | 192,277 | 10,044 | 4,219,646 | 4,421,967 | 4,517,082 | (95,115) | (2.11)% |
| Sales & services - auxiliaries | 976,802 | 124,217 | 148,674 | 1,249,693 | 1,485,374 | (235,681) | (15.87)% |
| Other operating revenue | 2,671 | 3,384 | 2,011,956 | 2,018,011 | 14,452 | 2,003,559 | 13,863.28% |
| Total Operating Revenue | 6,382,652 | 585,586 | 6,223,610 | 13,191,849 | 11,048,841 | 2,143,007 | 19.40% |
| OPERATING EXPENSES | | | | | | | |
| Salaries & benefits | 1,044,555 | 1,167,766 | 1,203,621 | 3,415,942 | 3,293,894 | 122,048 | 3.71% |
| Operating expenses | 659,393 | 644,813 | 616,345 | 1,920,552 | 2,145,897 | (225,345) | (10.50)% |
| Capital equipment | 606,185 | 124,809 | 347,705 | 1,078,699 | 1,227,664 | (148,965) | (12.13)% |
| Less: Transfer to capital assets | (606,185) | (124,809) | (347,705) | (1,078,699) | (1,227,664) | 148,965 | (12.13)% |
| Scholarships | 320,597 | 62,465 | 4,674,062 | 5,057,124 | 5,093,820 | (36,697) | (0.72)% |
| Depreciation & interest | 198,840 | 316,535 | 236,163 | 751,537 | 680,788 | 70,749 | 10.39% |
| Other operating expenses | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Operating Expenses | 2,223,386 | 2,191,578 | 6,730,190 | 11,145,154 | 11,214,398 | (69,244) | (0.62)% |
| NON-OPERATING REVENUE (EXPENSES) | | | | | | | |
| State appropriations (less 3% hold back) | 566,110 | 567,910 | 567,010 | 1,701,030 | 1,674,445 | 26,585 | 1.59% |
| Federal grants | 25,370 | 275,124 | 161,643 | 462,137 | 1,284,029 | (821,892) | (64.01)% |
| State grants | 159,667 | 42,786 | 104,394 | 306,847 | 265,819 | 41,028 | 15.43% |
| Other grants | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Property taxes | 19,082 | 24,692 | 26,412 | 70,186 | 64,041 | 6,146 | 9.60% |
| Investment earnings | 64,751 | 41,759 | 121,345 | 227,855 | 240,058 | (12,203) | (5.08)% |
| Gifts | 1,892 | 25,100 | 21,202 | 48,194 | 9,177 | 39,017 | 425.16% |
| Gain (loss) on sale of assets | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Non-Operating Revenues (Expenses) | 836,872 | 977,371 | 1,002,006 | 2,816,250 | 3,537,569 | (721,320) | (20.39)% |
| CHANGES IN NET POSITION | 4,996,138 | (628,620) | 495,426 | 4,862,944 | 3,372,012 | 1,490,932 | 44.21% |

Budget to Actual Revenues 10/31/2025 (33%)



Budget to Actual Expenses 10/31/2025 (33%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
October 31, 2025
Fiscal Year Benchmark: 33%

| REVENUES | BUDGET | REVENUES TO DATE | REVENUES TO DATE % | REVENUES TO BE EARNED |
|---|-------------------|-------------------|--------------------|--------------------------|
| NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i> | 9,802,538 | 7,873,989 | 80% | 1,928,549 |
| STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i> | 234,550 | 85,823 | 37% | 148,727 |
| AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i> | 3,675,851 | 1,583,775 | 43% | 2,092,076 |
| OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i> | 2,920,384 | 2,081,100 | 71% | 839,284 |
| GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i> | 6,923,473 | 2,297,878 | 33% | 4,625,595 |
| GRANT REVENUE <i>State Grants, Federal Grants</i> | 4,848,522 | 1,214,721 | 25% | 3,633,801 |
| NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i> | 4,352,701 | 463,260 | 11% | 3,889,441 |
| TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i> | 157,765 | 157,765 | 100% | 0 |
| TOTAL REVENUES | 32,915,784 | 15,758,311 | 48% | 17,157,473 |

NOTE: We have recognized 48% of budgeted revenues. We have recognized 80% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2025, fall 2025, and beginning of spring 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 <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i> | 6,866,858 | 2,155,174 | 31% | 4,711,683 |
| ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i> | 1,844,543 | 898,010 | 49% | 946,532 |
| STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i> | 3,991,029 | 1,050,559 | 26% | 2,940,470 |
| INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i> | 5,011,522 | 1,730,311 | 35% | 3,281,212 |
| AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i> | 2,930,629 | 964,559 | 33% | 1,966,070 |
| OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i> | 6,709,040 | 3,639,425 | 54% | 3,069,615 |
| SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i> | 557,481 | 251,337 | 45% | 306,144 |
| GRANT EXPENSE <i>State Grants, Federal Grants</i> | 4,983,481 | 1,277,145 | 26% | 3,706,335 |
| TRANSFERS OUT <i>General funds-current year transfers to capital</i> | 21,202 | 21,202 | 100% | 0 |
| TOTAL EXPENSES | 32,915,784 | 11,987,723 | 36% | 20,928,061 |

NOTE: We have obligated 36% of our budgeted expenses at 33% into the fiscal year. October payroll is INCLUDED and credit card expenses are NOT INCLUDED as they were not yet available at the time of this report.

| | | |
|--------------------------------|----------|------------------|
| CHANGES IN NET POSITION | 0 | 3,770,588 |
|--------------------------------|----------|------------------|

Three Rivers College
Capital Budget - Unaudited
October 31, 2025
Fiscal Year Benchmark: 33%

| FUNDING SOURCES | SOURCES TO BE | | | |
|---|---------------|-----------------|-------------------|-----------|
| | BUDGET | SOURCES TO DATE | SOURCES TO DATE % | 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> | 2,655,251 | 965,114 | 36% | 1,690,137 |
| <i>General funds - current year transfers in</i> | 21,202 | 0 | 0% | 21,202 |
| TOTAL FUNDING SOURCES | 2,676,454 | 965,114 | 36% | 1,711,340 |

| USES OF FUNDS | USES UNSPENT | | | |
|---|--------------|--------------|----------------|-----------|
| | BUDGET | USES TO DATE | USES TO DATE % | |
| <i>Campus improvements</i> | 550,000 | 22,752 | 4% | 527,248 |
| <i>Westover Administration Building repairs</i> | 500,000 | 0 | 0% | 500,000 |
| <i>Libla Family Sports Complex and athletic facilities</i> | 723,202 | 491,793 | 68% | 231,409 |
| <i>Baseball Clubhouse</i> | 266,000 | 55,961 | 21% | 210,039 |
| <i>2505/2507 Three Rivers Blvd (former nephrology clinic)</i> | 328,851 | 329,851 | 100% | (1,000) |
| <i>2509 Three Rivers Blvd (former license bureau)</i> | 20,000 | 0 | 0% | 20,000 |
| <i>Public safety remodel</i> | 67,500 | 0 | 0% | 67,500 |
| <i>Fleet vehicles</i> | 170,900 | 27,500 | 16% | 143,400 |
| <i>Farm</i> | 50,000 | 37,257 | 75% | 12,743 |
| TOTAL EXPENSES | 2,676,454 | 965,114 | 36% | 1,711,340 |

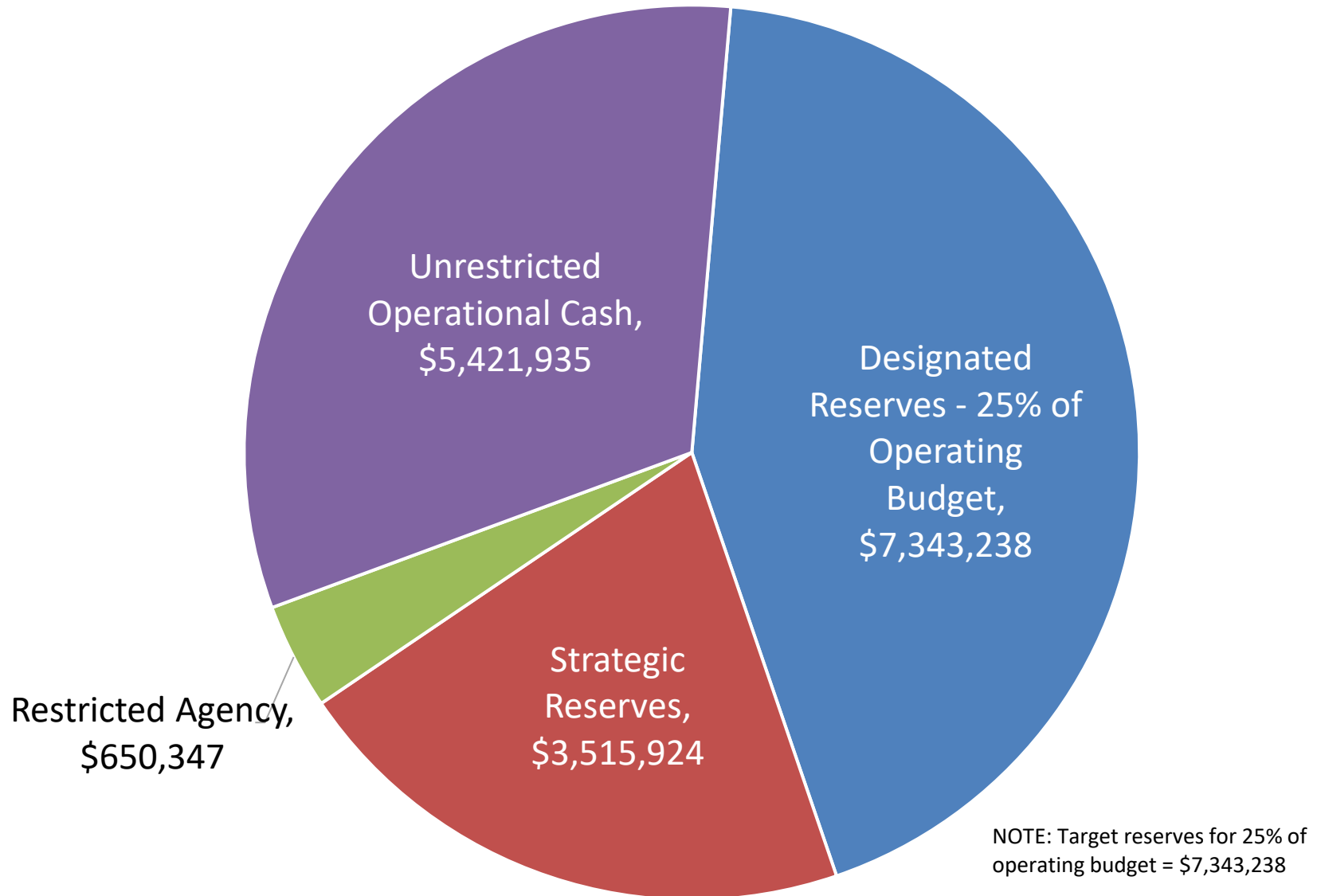
| | | | | |
|-----------------------|---|---|--|--|
| NET SURPLUS (DEFICIT) | 0 | 0 | | |
|-----------------------|---|---|--|--|

**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

November 3, 2025

| | <u>10/01/25</u> | <u>11/03/25</u> |
|--------------------------------------|-----------------------------|-----------------------------|
| CURRENT FUND | | |
| <i>Cash Funds</i> | | |
| Bookstore | 600.00 | 600.00 |
| Petty Cash | 200.00 | 200.00 |
| Vending Machines | 137.00 | 137.00 |
| Business Office | 2,488.00 | 2,488.00 |
| <i>Total Cash Funds</i> | <u>3,425.00</u> | <u>3,425.00</u> |
| <i>General Accounts</i> | | |
| Southern Bank - General Funds | 8,944,583.05 | 5,239,671.42 |
| Southern Bank - Credit Cards | 62,912.29 | 137,745.93 |
| <i>Total General Accounts</i> | <u>9,007,495.34</u> | <u>5,377,417.35</u> |
| <i>Restricted Bank Accounts</i> | | |
| Payroll Account - Southern Bank | 30,549.96 | 41,092.52 |
| Federal Clearing Account | - | - |
| <i>Total Restricted Accounts</i> | 30,549.96 | 41,092.52 |
| TOTAL CURRENT FUND | <u><u>9,041,470.30</u></u> | <u><u>5,421,934.87</u></u> |
| PLANT FUND | | |
| <i>General Accounts</i> | | |
| Plant Fund - Southern Bank | 5,379,512.51 | 5,395,997.48 |
| <i>Total Bank Accounts</i> | <u>5,379,512.51</u> | <u>5,395,997.48</u> |
| <i>Certificates of Deposit</i> | | |
| Southern Bank | 5,391,149.12 | 5,463,164.60 |
| <i>Total Certificates of Deposit</i> | <u>5,391,149.12</u> | <u>5,463,164.60</u> |
| TOTAL PLANT FUND | <u><u>10,770,661.63</u></u> | <u><u>10,859,162.08</u></u> |
| AGENCY FUND | | |
| <i>Bank Accounts</i> | | |
| Agency Account - Southern Bank | 653,759.13 | 650,347.01 |
| <i>Certificates of Deposit</i> | | |
| Restricted CD's & Savings | - | - |
| TOTAL AGENCY FUND | <u><u>653,759.13</u></u> | <u><u>650,347.01</u></u> |

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$16,931,444 AS OF 11/03/2025**



THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF October 31, 2025

| <u>CD#</u> | <u>BANK</u> | <u>RATE</u> | <u>DATE</u> | <u>TERM</u> | <u>AMOUNT</u> | <u>DESCRIPTION</u> |
|------------|---------------|-------------|-------------|-------------|---------------|--------------------|
| 8513 | Southern Bank | 4.10 | 06/04/26 | 12 | 5,463,164.60 | Contingency |

Total Contingency Fund

5,463,164.60

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF October 31, 2025

| <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 October 31, 2025

| |
|----------------|
| Investment CDs |
|----------------|

Bank Account Interest Rate

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

CDs Maturing

| Bank | Certificate Number | Endowment | Maturity Date | Amount |
|-------|--------------------|-----------|---------------|--------|
| | | | | |
| | | | | |
| Total | | | | - |

Responses

| <u>Bank</u> | <u>Term</u> | <u>Rate</u> | <u>APY</u> | <u>Amount</u> | <u>Type of Investment</u> |
|-------------|-------------|-------------|------------|---------------|---------------------------|
|-------------|-------------|-------------|------------|---------------|---------------------------|

CDs Transferred

| |
|---------------------------------------|
| Endowment CDs Redeemed for Investment |
|---------------------------------------|

CDs Maturing

| Bank | Certificate Number | Endowment | Amount |
|-------|--------------------|-----------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | | - |

| |
|--|
| Endowment CDs Transferred to Endowment Trust |
|--|

CDs Maturing

| Bank | Certificate Number | Endowment | Amount |
|-------|--------------------|-----------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | | - |

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

| | | |
|---------------|--------------------------------------|-------------------------------|
| Current Fund: | General Fund - Southern Bank | \$ 4,384,387.01 |
| Housing Fund: | Rivers Ridge - Southern Bank | - |
| Plant Fund: | Construction Account - Southern Bank | - |
| Agency Fund: | Agency Account - Southern Bank | <u>34,692.32</u> |
| | Grand Total | <u><u>\$ 4,419,079.33</u></u> |

This is to certify that the above is supported by invoices, purchase orders, and other pertinent data on file in the College Business Office. Approved by the Board of Trustees, this 19th day of November 2025.

Chairman, Board of Trustees

Secretary, Board of Trustees

**THREE RIVERS COMMUNITY COLLEGE
BID REPORT
AS OF NOVEMBER 11, 2025**



THREE RIVERS COLLEGE

Consideration and Approval of the College Financial Report



THREE RIVERS COLLEGE

President's Report



THREE RIVERS COLLEGE

Motion to move into Executive Session

Executive Session

**Motion to move out of
Executive Session**



THREE RIVERS COLLEGE

Items for Consideration, Discussion and Vote

VI. CONSIDERATION OF SP-2180-MILITARY SERVICE

BACKGROUND INFORMATION

HISTORY

Three Rivers College is committed to supporting students serving in the military. The College will work individually with any student called to active duty that would normally necessitate a withdrawal from the College to work out arrangements in the student's best interest academically and financially. Exceptions to this policy are to be determined by the Chief Student Services Officer and the Chief Academic Officer.

POSSIBLE ALTERNATIVES

To not accept the updated policy.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATIONS

Alterations to bring into alignment with new academic rules regarding incomplete work.
General edits for readability.

**THREE RIVERS COLLEGE
STUDENTS POLICY**

| | |
|---|---------------------------|
| Section: 2000 Students | |
| Sub Section: 2100 Nondiscrimination and Student Rights | |
| Title: SP 2180 Military Service | Page 1 of 2 |
| Associated Policies: SP 2710 Financial Aid Programs; GAP 1320 Consumer Protection | |
| Associated Regulation: SR 2181 Military Duty; SR 2182 Military Education Benefits | |
| References: 32 U.S.C. 502 (f)(1) or the authority of 10 U.S.C. 12301 (d) or 10 U.S. C. 12304; Federal Student Aid Handbook; DoD Voluntary Education Partnership MOU | |
| Supersedes: SP 2180 Military Duty | |
| Responsible Administrator: Chief Student Services Officer; Chief Academic Officer | |
| Initial Approval: 09-19-2012 | Last Revision: 11-19-2025 |

Three Rivers College is committed to supporting students serving in the military. The College will work individually with any student called to active duty that would normally necessitate a withdrawal from the College to work out arrangements in the student's best interest academically and financially. Exceptions to this policy are to be determined by the Chief Student Services Officer and the Chief Academic Officer.

Students called into service of the United States pursuant to 32 U.S.C. 502 (f)(1) or the authority of 10 U.S.C. 12301 (d) or 10 U.S. C. 12304 or any such call or order by the President of the United States or the Congress or the governor, to active service or training, prior to the completion of the semester or similar grading period, that student will be eligible for:

1. A complete refund of all tuition and incidental fees for that semester, or
2. With completion of 75% or more of the coursework, a grade will be issued based on the work completed, or you will be allowed to finish the coursework within a set period of time, or
3. Under special circumstances, the issuance of a final grade based on current course work.

Students called to active duty should immediately present their orders to the Office of Student Services. Specific details and requirements are outlined in SR 2181 Military Duty.

A trained and qualified Veteran School Certifying Official (SCO) is on staff as a designated point of contact for academic and financial advising. The SCO supports service members seeking information on the Tuition Assistance program, Title IV funding, Veterans Affairs education benefits and are familiar with institutional services to Service members who are seeking information about academic counseling, financial aid counseling, job search support, or other student support services at the College. The SCO is responsible for certifying enrolled veterans, survivors, and dependents under Title 10 of the U.S. Code. For more information see SR 2182 Military Education Benefits.

**THREE RIVERS COLLEGE
STUDENTS POLICY**

| | |
|---|---------------------------|
| Section: 2000 Students | |
| Sub Section: 2100 Nondiscrimination and Student Rights | |
| Title: SP 2180 Military Service | Page 2 of 2 |
| Associated Policies: SP 2710 Financial Aid Programs; GAP 1320 Consumer Protection | |
| Associated Regulation: SR 2181 Military Duty; SR 2182 Military Education Benefits | |
| References: 32 U.S.C. 502 (f)(1) or the authority of 10 U.S.C. 12301 (d) or 10 U.S. C. 12304; Federal Student Aid Handbook; DoD Voluntary Education Partnership MOU | |
| Supersedes: SP 2180 Military Duty | |
| Responsible Administrator: Chief Student Services Officer; Chief Academic Officer | |
| Initial Approval: 09-19-2012 | Last Revision: 11-19-2025 |

DOCUMENT HISTORY:

- 09-19-2012:** Initial approval of policy SP 2180 Military Duty.
- 09-16-2015:** Revision of position title Chief Student Success Officer 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.
- 02-28-2017:** Minor language changes to the first paragraph.
- 10-18-2023:** Policy name change to align with SR 2181 Military Duty and SR 2182 Military Education Benefits, and added a statement to clarify College operations that include the terms of the DoD Voluntary Education Partnership MOU agreement. Added Chief Academic Officer as a co-administrator.
- 11-19-2025:** Alterations to bring into alignment with new academic rules regarding incomplete work. General edits for readability.

VI. CONSIDERATION OF GAP 1200

BACKGROUND INFORMATION HISTORY

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

POSSIBLE ALTERNATIVES

To not accept the updated policy.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATIONS

Updated to include Missouri 711 Relay services.

THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY

| | |
|---|---------------------------|
| Section: 1000 General Administration | |
| Sub Section: 1200 Equal Opportunity | |
| Title: GAP 1200 Equal Opportunity | Page 1 of 2 |
| Associated Regulations: SR 2210 Admission Requirements; PR 4840 Title IX for Employees; SR 2120 Title IX for Students; PR 4810 ADA and Reasonable Accommodation; SR 2115 Disability Services for Students; PR 4870 Pregnant Workers | |
| References: Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq.; Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq.; The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq.; Title VII of the Civil Rights Act of 1964; Americans with Disabilities Act of 1990 | |
| Supersedes: NA | |
| Responsible Administrator: College President | |
| Initial Approval: 04-14-2010 | Last Revision: 11-19-2025 |

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

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

Auxiliary aids and services are available upon request to individuals with disabilities through Missouri Relay Services at 711.

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY**

| | |
|---|---------------------------|
| Section: 1000 General Administration | |
| Sub Section: 1200 Equal Opportunity | |
| Title: GAP 1200 Equal Opportunity | Page 2 of 2 |
| Associated Regulations: SR 2210 Admission Requirements; PR 4840 Title IX for Employees; SR 2120 Title IX for Students; PR 4810 ADA and Reasonable Accommodation; SR 2115 Disability Services for Students; PR 4870 Pregnant Workers | |
| References: Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq.; Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq.; The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq.; Title VII of the Civil Rights Act of 1964; Americans with Disabilities Act of 1990 | |
| Supersedes: NA | |
| Responsible Administrator: College President | |
| Initial Approval: 04-14-2010 | Last Revision: 11-19-2025 |

DOCUMENT HISTORY:

| | |
|--------------------|--|
| 04-14-2010: | Initial approval of policy GAP 1200 Equal Opportunity. |
| 09-16-2015: | Revision of position title Vice President of Student Success to Chief Student Services Officer. |
| 09-21-2016: | The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College. |
| 08-19-2020: | Updates related to new Title IX Ruling. |
| 09-18-2024: | Clarification to eliminate redundancy. |
| 10-16-2024: | Inclusion of associated regulation PR 4870 Pregnant Workers. |
| 11-19-2025: | Updated to include Missouri 711 Relay services. |

VI. Consideration and approval of Annual FY 2025 Audit

BACKGROUND INFORMATION--HISTORY

Each year, the college engages the professional services of an accounting firm to conduct the required annual independent audit. Beussink, Hey, Roe & Stroder, LLC was selected to perform the audit for FY2025.

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

ADMINISTRATIVE RECOMMENDATIONS

Accept the independent audit as recommended by the Audit Committee.

VI. CONSIDERATION OF RESOLUTION CALLING FOR TRUSTEES ELECTION

BACKGROUND INFORMATION

HISTORY

Due to the expiration in April 2026, of the six-year terms of office of Trustee Schalk, sub-district 1-C and Trustee Williams, sub-district 1-B; it will be necessary to formally adopt a Resolution calling for a public election to be held on April 07, 2026, for the purpose of electing two members to the Board of Trustees.

POSSIBLE ALTERNATIVES

N/A

FINANCIAL IMPLICATIONS

As established in the current budget.

ADMINISTRATIVE RECOMMENDATIONS

It is the administrative recommendation that (1) a formal Resolution calling for an election be adopted; and (2) Melody Ducote, Recording Secretary be formally appointed to serve as election authority.

RESOLUTION

BE IT RESOLVED BY the Board of Trustees of Three Rivers Junior College District of Butler, Carter, Ripley, and Wayne counties and portions of Madison, Reynolds and Stoddard counties, that Notice of Election to be held in Sub-District No. 1, of said Junior College District, on the 7th day of April, 2026, between the hours of 6:00 a.m. and 7:00 p.m. for the purpose of electing two members to the Board of Trustees of Three Rivers Junior College District, that the Notice of Election be as follows:

NOTICE OF ELECTION
OF
THE THREE RIVERS JUNIOR COLLEGE DISTRICT OF
BUTLER, CARTER, RIPLEY AND WAYNE COUNTIES
AND PORTIONS OF MADISON, REYNOLDS AND
STODDARD COUNTIES, ELECTION TO BE HELD IN
SUB-DISTRICT NO. 1 OF SAID
THREE RIVERS JUNIOR COLLEGE DISTRICT
ALL IN MISSOURI
TUESDAY, APRIL 07, 2026

Notice is hereby given to the qualified voters of the Three Rivers Junior College Sub-District No. 1, as described on Exhibits "A", attached hereto and made a part hereof as if more fully set out herein, of said Junior College District, all in the State of Missouri, that the regular election of said Sub-District No. 1 shall be held at all established voting places throughout the said Sub-Districts No. 1, on Tuesday, the 7th day of April, 2026, beginning at 6:00 a.m. and closing at 7:00 p.m. of said day, to vote upon the following proposition:

To elect two (2) members of the Board of Trustees of Three Rivers Junior College District, from Sub-District No. 1, for a term of six (6) years.

And that Melody Ducote, recording secretary of the Board of Trustees, is authorized to act as the Election Authority on behalf of Trustee Secretary Gary Featherston. The opening date for the filing of a Declaration of Candidacy to elect two (2) members of each district of the Board of Trustees of Three Rivers Junior College District, for Sub-Districts No. 1, will be Tuesday, December 09, 2025, beginning at 8:00 a.m. in the office of Melody Ducote, Election Authority, Three Rivers Community College, Poplar Bluff, Missouri 63901 **(The college will close business at 12:00 noon Friday, December 18, 2025 and will remain closed until Monday, January 05, 2026.** Closing date for filing Declaration of Candidacy in said Sub-District No. 1 will be Tuesday, December 30, 2025, at 5:00 p.m.

Date

Dr. Tim Hager, Chairman
Board of Trustees

Date

Gary Featherston, Secretary
Board of Trustees



THREE RIVERS COLLEGE

Consideration and Approval of all Personnel Actions and Associated Documents

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

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

 X Faculty – Replacement for J. Matthew Palmer; resignation for approval 11.19.25

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: David Lawson

POSITION TITLE: Assistant Baseball Coach/Academic Advising & Planning

SALARY: \$40,000

FULL-TIME X PART-TIME: _____

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

Other: _____

STARTING DATE: November 1, 2025

QUALIFICATIONS:

| <u>Degree</u> | <u>Ed. Institution</u> | <u>Major</u> |
|---------------|---|-----------------|
| AA | Jefferson College Hillsboro, MO | |
| BGS | Southeast Missouri State University Cape Girardeau, MO | General Studies |

EXPERIENCE

| | | |
|-----------------|---|--------------------------------|
| 09/22 – present | Cape Jaycee Cape Girardeau, MO | Golf Course Maintenance |
| 09/22 – present | Notre Dame Regional High School Cape Girardeau, MO | Head Varsity Baseball Coach |
| 09/21 – present | Missouri Bulls Baseball Cape Girardeau, MO | Assistant Director/Coach |
| 05/19 – 08/22 | Cape Catfish Cape Girardeau, MO | Assistant Coach |

11.19.25

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Assistant Baseball Coach/Academic Advising and Planning to Head Baseball Coach

BACKGROUND INFORMATION

HISTORY

Due to the resignation of Tyler Smith, the position of Head Baseball Coach became vacant. J. Matthew Palmer has been employed as the Assistant Baseball Coach/Academic Advising and Planning with the College since August 2025. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of J. Matthew Palmer to the position of Head Baseball Coach, effective October 16, 2025.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of J. Matthew Palmer.

11.19.25

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Part-time Bus Driver

BACKGROUND INFORMATION

HISTORY

James Davison has been employed as a Part-time Bus Driver since August 2024. He has submitted his verbal request for resignation, effective November 6, 2025.

FINANCIAL IMPLICATIONS

This is a part-time staff position.

ADMINISTRATIVE RECOMMENDATION

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

11.19.25

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Part-time Bus Driver

BACKGROUND INFORMATION

HISTORY

Steven Frymire has been employed as a Part-time Bus Driver since October 2023. He has submitted his request for resignation, effective October 27, 2025.

FINANCIAL IMPLICATIONS

This is a part-time staff position.

ADMINISTRATIVE RECOMMENDATION

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

11.19.25

From: [Chuck Stratton](#)
To: [Kristina McDaniel](#)
Subject: Fw: letter of resignation
Date: Wednesday, October 29, 2025 1:37:04 PM

When I get back on Monday, I can complete a PAF if you prefer.

Thanks!

From: Steven Frymire <sfrymire@trcc.edu>
Sent: Monday, October 27, 2025 6:54 PM
To: Chuck Stratton <cstratton@trcc.edu>
Subject: letter of resignation

Steven Frymire
884 wayne 512
Wappapello, Mo 63966
10/27/2025

Dear Chuck ,

I am writing to formally resign from my position as bus driver with TRCC effective immediately.

It has been a privilege to serve the students, staff, and community during my time here. I've truly appreciated the opportunity to contribute to the colleges's transportation team and to ensure the safe travel of everyone on board. The experience has been rewarding, and I'm grateful for the support and camaraderie shared among the staff.

Thank you again for the opportunity to be part of TRCC. I wish the department continued success and safe travels ahead.

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Assistant Professor, Nursing/Coordinator, RN Nursing

BACKGROUND INFORMATION

HISTORY

Brandy Grissom has been employed as a full-time faculty member with the nursing program since January 2015. Ms. Grissom also serves as the Coordinator for the RN program in Poplar Bluff. She has submitted her request for resignation, effective with Commencement, May 8, 2026.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

11.19.25

LETTER OF RESIGNATION

Brandy Grissom, MSN, BSN
5174 State Highway 153
Gideon MO, 63848

November 10th, 2025

Dr. Wesley Payne
President
Three Rivers College

Dear Dr. Payne,

I am writing to inform you that I am resigning from my full-time position as the Coordinator/Instructor of the ADN program effective May 9th, 2025, after commencement. I would love to stay as adjunct or part-time to help ensure the nursing program has a smooth transition upon my leaving. My hope is that by informing you of this early, there will be ample time to post my position so that I may help orient the new faculty member. I am pursuing my education as a Psychiatric Mental Health Nurse Practitioner. My time with Three Rivers College has been amazing and I will truly miss everyone on this campus. This has been one of the best experiences and I have learned so much from working here. I will always be grateful for the time I have gotten to spend here.

Sincerely

A handwritten signature in black ink that reads "Brandy Grissom MSN, BSN". The signature is stylized with a large, looping initial "B" and "G".

Brandy Grissom, MSN, BSN



THREE RIVERS COLLEGE

APPENDIX

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

| | |
|---|---------------------------|
| Section: 2000 Students | |
| Sub Section: 2100 Nondiscrimination and Student Rights | |
| Title: SR 2181 Military Duty | Page 1 of 5 |
| Primary Policy: SP 2180 Military Service | |
| Associated Policies: SP 2710 Financial Aid Programs; GAP 1320 Consumer Protection | |
| Associated Regulations: SR 2182 Military Education Benefits | |
| References: 32 U.S.C. 502 (f)(1) or the authority of 10 U.S.C. 12301 (d) or 10 U.S. C. 12304; Federal Student Aid Handbook; DoD Voluntary Education Partnership MOU | |
| Supersedes: SR 2180 Military Duty | |
| Responsible Administrator: Chief Student Services Officer; Chief Academic Officer | |
| Initial Approval: 09-19-2012 | Last Revision: 11-19-2025 |

Three Rivers College is committed to supporting students serving in the military. The College will work individually with any student called to active duty that would normally necessitate a withdrawal from the College to work out arrangements in the student's best interest academically and financially. Exceptions to this policy are to be determined by the Chief Student Services Officer and the Chief Academic Officer.

Students called into service of the United States pursuant to 32 U.S.C. 502 (f)(1) or the authority of 10 U.S.C. 12301 (d) or 10 U.S. C. 12304 or any such call or order by the President of the United States or the Congress or the governor, to active service or training, prior to the completion of the semester or similar grading period, that student will be eligible for:

1. A complete refund of all tuition and incidental fees for that semester, or
2. With completion of 75% or more of the coursework, a grade will be issued based on the work completed, or you will be allowed to finish the coursework within a set period of time, or
3. Under special circumstances, the issuance of a final grade based on current course work.

Military Call to Active Duty

If called to active duty, a student should immediately present their orders to the Office of Student Services in advance either in writing or orally, unless the student cannot provide notice because the mission is classified. If possible, the student is requested to provide verification of the call to active duty by providing a copy of the service orders to the Office of Student Services. The student may also sign an affidavit attesting to such an order, which includes an address or telephone number where the Office of Student Services can verify the order. If the student provides advance notice of the call to active duty, the student should inform the Office of Student Services in writing one of the following options he or she chooses:

- Students called to active duty may choose to be retroactively withdrawn from all courses.

THREE RIVERS COLLEGE STUDENTS REGULATION

| | |
|---|---------------------------|
| Section: 2000 Students | |
| Sub Section: 2100 Nondiscrimination and Student Rights | |
| Title: SR 2181 Military Duty | Page 2 of 5 |
| Primary Policy: SP 2180 Military Service | |
| Associated Policies: SP 2710 Financial Aid Programs; GAP 1320 Consumer Protection | |
| Associated Regulations: SR 2182 Military Education Benefits | |
| References: 32 U.S.C. 502 (f)(1) or the authority of 10 U.S.C. 12301 (d) or 10 U.S. C. 12304; Federal Student Aid Handbook; DoD Voluntary Education Partnership MOU | |
| Supersedes: SR 2180 Military Duty | |
| Responsible Administrator: Chief Student Services Officer; Chief Academic Officer | |
| Initial Approval: 09-19-2012 | Last Revision: 11-19-2025 |

Students electing this option will receive a 100% refund for the course and the academic record will not show an attempt for the courses. If during the college drop period, a complete withdrawal resulting in all tuition and fee charges removed and refunded.

- Students called to active duty may choose to withdraw from some of their courses. (This option will generally apply to those students enrolled in a combination of traditional and online courses but is not limited to those students). For those courses in which the student elects to withdraw, a 100% refund of tuition and fees for those courses only will be issued and the academic record adjusted to remove the course attempt. Students should work closely with the Office of Student Services to determine the implications to financial aid, if any.
- Students called to active duty may elect to receive a grade of "Incomplete" if the student has completed a minimum of 75 percent of the required coursework and is currently passing the course with a grade of "C" or higher. There will not be any tuition or fee adjustment for courses assigned "I" grades. The incomplete grade must be removed by the completion of the necessary requirements of the course within one regular semester or the student will receive a grade of "F" for the course. The student is required to complete their work at a time determined by the instructor.
- Students called to active duty may elect to receive a final grade based solely on the work completed in the course provided that the student has completed a minimum of 75 percent of the course requirements, as determined by the instructor. There will not be any tuition or fee adjustment for courses assigned grades.

A student receiving Veteran's Benefits should notify the Office of Student Services in order to complete required documents.

A student receiving financial aid will be subject to the refund policies of the agencies sponsoring the aid.

Three Rivers College scholarship awards will be preserved for students holding such awards when called to active duty. These scholarship awards may be reclaimed by students returning from

THREE RIVERS COLLEGE STUDENTS REGULATION

| | |
|---|---------------------------|
| Section: 2000 Students | |
| Sub Section: 2100 Nondiscrimination and Student Rights | |
| Title: SR 2181 Military Duty | Page 3 of 5 |
| Primary Policy: SP 2180 Military Service | |
| Associated Policies: SP 2710 Financial Aid Programs; GAP 1320 Consumer Protection | |
| Associated Regulations: SR 2182 Military Education Benefits | |
| References: 32 U.S.C. 502 (f)(1) or the authority of 10 U.S.C. 12301 (d) or 10 U.S. C. 12304; Federal Student Aid Handbook; DoD Voluntary Education Partnership MOU | |
| Supersedes: SR 2180 Military Duty | |
| Responsible Administrator: Chief Student Services Officer; Chief Academic Officer | |
| Initial Approval: 09-19-2012 | Last Revision: 11-19-2025 |

active duty for a period of five years after their release from active duty. Any federal grant or loan awards that the student may have received will be governed by the applicable policies established by the Department of Education.

A student who is living in a residence hall will receive a 100% refund for room and board. Room and board will only be refunded if the student chooses to withdraw from the semester completely. Students choosing any option other than total withdrawal from the college will receive no refund.

If a student is called to active duty in his or her last semester before graduation, the student should contact the Office of Student Services to determine if graduation requirements can be completed.

Any student required to withdraw due to a call of duty shall be given priority in registration upon return to the college for the semester immediately following his or her discharge from active duty.

Exceptions to this policy require approval of the Chief Student Services Officer and the Chief Academic Officer.

Readmission to the College

A student called to active duty for a period of more than 30 days, is entitled to reenroll at the college provided the student meets the following requirements:

- the cumulative length of the student's absences from the College because of service on active duty does not exceed five years (which period may be extended in certain cases, as provided by statute);
- the student notifies the college upon completion of service that he or she intends to reenroll at the college; and
- the student has not been discharged from the Armed Forces with a dishonorable or bad conduct discharge.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

| | |
|---|---------------------------|
| Section: 2000 Students | |
| Sub Section: 2100 Nondiscrimination and Student Rights | |
| Title: SR 2181 Military Duty | Page 4 of 5 |
| Primary Policy: SP 2180 Military Service | |
| Associated Policies: SP 2710 Financial Aid Programs; GAP 1320 Consumer Protection | |
| Associated Regulations: SR 2182 Military Education Benefits | |
| References: 32 U.S.C. 502 (f)(1) or the authority of 10 U.S.C. 12301 (d) or 10 U.S. C. 12304; Federal Student Aid Handbook; DoD Voluntary Education Partnership MOU | |
| Supersedes: SR 2180 Military Duty | |
| Responsible Administrator: Chief Student Services Officer; Chief Academic Officer | |
| Initial Approval: 09-19-2012 | Last Revision: 11-19-2025 |

The college will readmit the student upon the student's inquiry about returning to the college. The student will be readmitted with the same academic status as at the time they withdrew due to being called to active duty. The College agrees to admit the student:

1. To the same program to which he or she was last admitted by the institution or, if that program is no longer offered, the program that is most similar, unless the student requests or agrees to admission to a different program;
2. At the same enrollment status that the student last held at the institution, unless the student requests or agrees to admission at a different enrollment status;
3. With the same number of credit hours completed previously by the student, unless the student is readmitted to a different program to which the completed credits hours are not transferable;
4. With the same academic standing the student previously had.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

| | |
|---|---------------------------|
| Section: 2000 Students | |
| Sub Section: 2100 Nondiscrimination and Student Rights | |
| Title: SR 2181 Military Duty | Page 5 of 5 |
| Primary Policy: SP 2180 Military Service | |
| Associated Policies: SP 2710 Financial Aid Programs; GAP 1320 Consumer Protection | |
| Associated Regulations: SR 2182 Military Education Benefits | |
| References: 32 U.S.C. 502 (f)(1) or the authority of 10 U.S.C. 12301 (d) or 10 U.S. C. 12304; Federal Student Aid Handbook; DoD Voluntary Education Partnership MOU | |
| Supersedes: SR 2180 Military Duty | |
| Responsible Administrator: Chief Student Services Officer; Chief Academic Officer | |
| Initial Approval: 09-19-2012 | Last Revision: 11-19-2025 |

DOCUMENT HISTORY:

- 09-19-2012:** Initial approval of regulation SR 2180 Military Duty.
- 09-16-2015:** Revision of position title Chief Student Success Officer 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. Clerical errors found and changed Office of Student Success to Office of Student Services.
- 02-28-2017:** Minor language changes in first paragraph.
- 10-18-2023:** Regulation name change to SR 2181 Military Duty to align with the primary policy SP 2180 Military Service and the associated regulation SR 2182 Military Education Benefits. Removed reference to textbook refund credits due to current Tiered Tuition and Resource Fee structure. Added Chief Academic Officer as a co-administrator.
- 11-19-2025:** Alterations to bring into alignment with new academic rules regarding incomplete work. General edits for readability.

UPCOMING EVENTS

Student Art Exhibit: 12-3 p.m. December 1-12, Tinnin Gallery. Free. Explore a collection of creative works by Three Rivers College students.

Who Brought the Humbug: 7 p.m. December 5, Tinnin. \$15. Sponsored by Kissinger & Kirkman Investment Centre. Rhythm Street Movement brings a festive feast of music, Broadway magic, tap brilliance, and audience fun in a high-energy holiday spectacular.

TRC Community Choir — Christmas at the Tinnin: 7 p.m. December 13, 2 p.m. December 14, Tinnin. \$10. Sponsored by Boyt Engineering. Celebrate the season with the Three Rivers College Community Choir as they fill the Tinnin Fine Arts Center with joyful harmonies and beloved Christmas classics.

Dave Carter Exhibit: January 12 to February 13, Tinnin Gallery. Free. Discover the beauty of nature in an exhibit of oil paintings by Dave Carter.

Feelin' Groovy: January 20, Tinnin. \$15. Sponsored by Dental Arts Group. Join Jim Witter for a nostalgic trip through the '60s as he brings the timeless music of Simon & Garfunkel to life.

RAIDERS

basketball

| DATE | VS | TIME | H/A |
|-------|-----------------|--------|-----|
| 11/22 | S. Arkansas | 4 p.m. | H |
| 11/27 | E. Mississippi | 7 p.m. | H |
| 11/28 | NEO A&M | 7 p.m. | H |
| 11/29 | Wabash Valley | 4 p.m. | H |
| 1/7 | Moberly Area | 7 p.m. | H |
| 1/17 | Mineral Area | 4 p.m. | H |
| 1/21 | MSU-West Plains | 7 p.m. | H |

raidersathletics.com

LADY RAIDERS

basketball

| DATE | VS | TIME | H/A |
|-------|---------------|--------|-----|
| 11/22 | Vincennes | 2 p.m. | H |
| 11/24 | John A. Logan | 1 p.m. | H |
| 12/8 | National Park | 6 p.m. | H |
| 1/7 | Moberly Area | 5 p.m. | H |
| 1/17 | Mineral Area | 2 p.m. | H |

raidersathletics.com

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



THREE RIVERS COLLEGE

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THREE RIVERS COLLEGE

ADJOURNMENT

CHAIRMAN AND SECRETARY

PLEASE SEE RECORDING SECRETARY FOR PAPERWORK