

- 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, October 18, 2023**  
**12:00 p.m.**

- I. Invocation and Pledge of Allegiance**
- II. Approval of Agenda**
  - 1. Consideration and Approval of Agenda
  - 2. Consideration and Approval of Minutes of the September Board Meeting
- III. Consideration of College Financial Report**
  - 1. Statement of Revenues, Expenses, and Changes in Net Assets
    - a) Monthly Financial Statements
    - b) Budget to Actual Financial Statements
  - 2. Cash in Bank
  - 3. Certificates of Deposits
  - 4. Interest Offers
  - 5. Checks Issued
  - 6. Bid Report
  - 7. Budget Amendments
- IV. President's Report**
- V. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)
- VI. Items for Consideration, Discussion, and Vote**
  - 1. SP 2180 Military Service
  - 2. PP 4510 Employee Benefits

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

3. PP 4520 Payroll Deductions

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

1. Acceptance of Employment
  1. Jolean Duer-Instructor, Nursing
2. Transfer of Position
  1. James Bumpus – Temporary Instructor, CDL Program to Instructor, CDL
  2. Kevin Johnson-Temporary Instructor, CDL to Instructor, CDL

**VIII. Appendix**

1. Informational Items
2. Upcoming Events
3. Recent Newspaper Articles

**IX. FY23 Board of Trustees Meeting Dates**

- Wednesday, November 16, 2023
- Wednesday, January 18, 2023
- Wednesday, February 15, 2023
- Tuesday, March 14, 2023
- Wednesday, April 19, 2023
- Wednesday, May 17, 2023
- Wednesday, June 21, 2023

**X. Adjournment**

**BOARD OF TRUSTEES  
THREE RIVERS COLLEGE  
September 20, 2023**

The regular meeting of the Board of Trustees began at 12:00 p.m. on Wednesday, September 20, 2023.

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

Trustee Gary Featherston delivered the invocation.

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

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

Charlotte Eubank, Chief Financial Officer, reviewed the Budget to Actuals as of the end of August 2023. As of the end of July 2023, we are 17% into the new fiscal year and have recognized 31% of our budgeted revenues and obligated 13% of our budgeted expenses.

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

Dr. Payne presented:

Ann Matthews presented on Raider Resource Days which were held August 21-23, 2023. They were joined by community partners FCC, SEMO BH, Arrive Alive and more.

Davina Bixby reported on ACHIEVE IT kick off sessions which were held August 23 through September 21, 2023. This is a new event which hosted sessions on Organize Your Semester, Overview of Technology, Goal

**CALL TO ORDER**

**ATTENDANCE**

**INVOCATION**

**APPROVAL OF BOARD  
MEETING AGENDA**

**APPROVAL OF THE AUGUST  
BOARD MEETING MINUTES**

**APPROVAL OF  
FINANCIAL REPORT**

**PRESIDENT'S REPORT**

**RAIDER RESOURCE DAYS**

**ACHIEVE IT KICKOFF  
SESSIONS**

setting and Start with a Fresh Mind.

Patrons of the Arts had their kickoff on August 24, 2023. Dr. Payne, spoke about the upcoming season with 9 total shows, including the Kickoff event. Over 100 attended the kickoff.

Will Cooper and Brandi Brooks presented on the job fair hosted by the Missouri Job Center on campus at the Bess Activity Center.

Ann Matthews spoke on the Brewin Business Coffee Event, which was held at our Dexter Location on September 8, 2023.

Corey Reynolds gave report on Music Bingo that was held September 8, in the Tinnin Fine Arts Lobby. The event over booked, and the students and community had a good time. Mr. Renolds also spoke about the new series How to Spot a Narcissist which has been well attended.

Dr. Payne presented on Run for the Arts which was held on Saturday September 9, 2023 at the Three Rivers College Campus. We had more participants than before and raised \$4300 for our Fine Arts Endowment Scholarships.

Brian Bess spoke about Meet the Raiders which was held on September 11, 2021. Mr. Bess thanked Jack Duckett and the consistent support of the Booster Club.

***Upcoming Events:***

How to Spot a Narcissist  
Preview Days  
Mark Sanders Reading/Book Signing,  
*“Siannon’s Promise”*  
Raider Rally (*formerly Club Rush*)  
Mental Health/Suicide Prevention Summit  
MASFAP High School Counselor Workshop  
Raider Madness  
Patrons of the Arts Performance of *Mutts Gone Nuts*  
College Transfer Fair  
TRC Championship Rodeo:  
Nursing Job Fair  
Fall Break

**PATRONS OF THE ARTS**

**JOB FAIR**

**BREWIN’ BUSINESS**

**MUSIC BINGO/HOW TO SPOT A NARCCASSIST**

**RUN FOR THE ARTS**

**MEET THE RAIDERS**

**UPCOMING EVENTS**

Trustee Hager made the motion to enter executive session at 12:16 p.m. With a second by Trustee Williams, the board was polled as follows: Trustee Williams yes, Trustee Featherston, yes; Trustee Richardson, yes, Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes.

**EXECUTIVE SESSION**

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

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

There being no further business, Trustee Williams, made the motion to adjourn the meeting at 1:36 p.m. and with a second by Trustee Richardson, the motion passed unanimously.

**ADJOURNMENT**

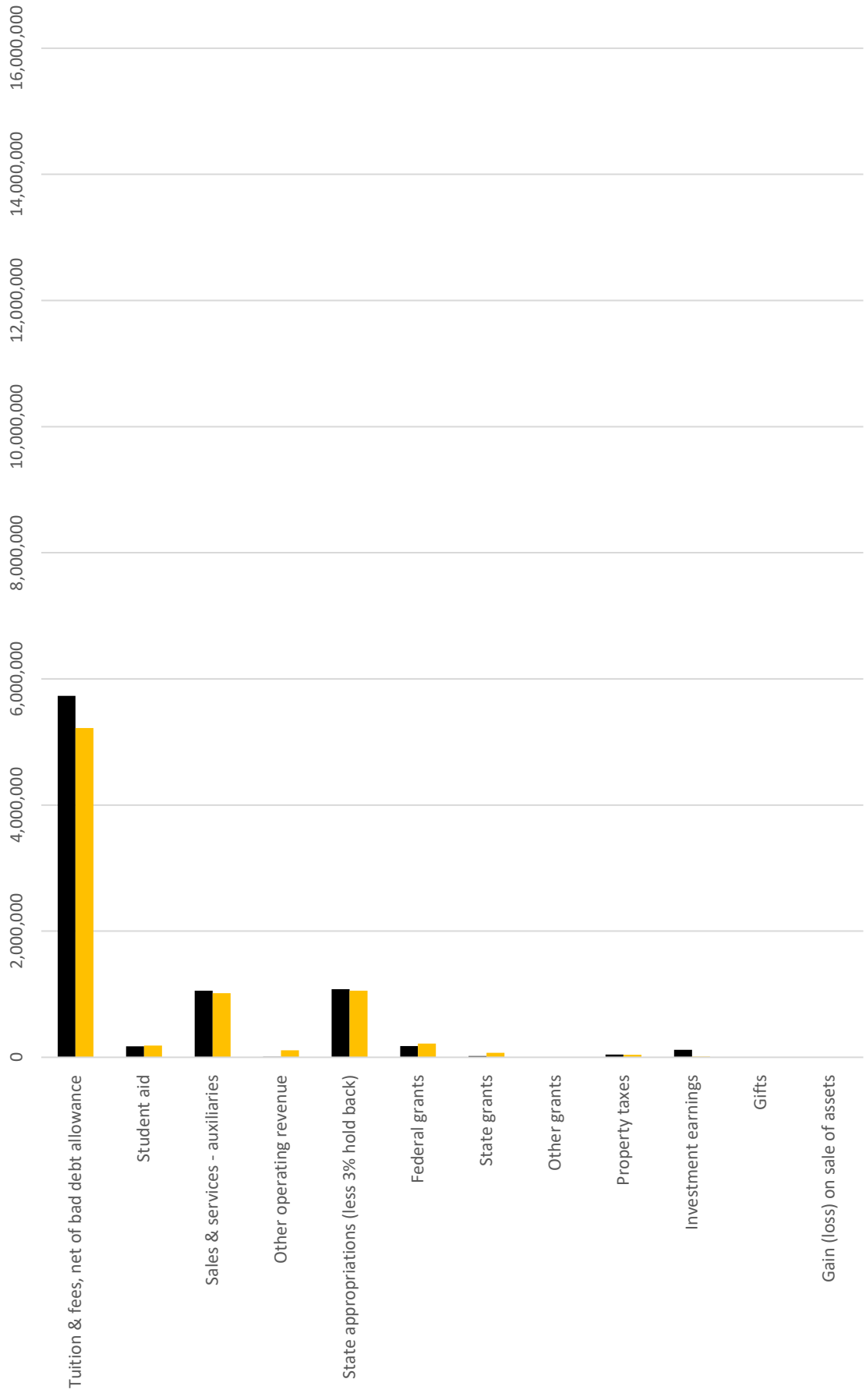
\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
APPROVAL DATE

\_\_\_\_\_  
SECRETARY

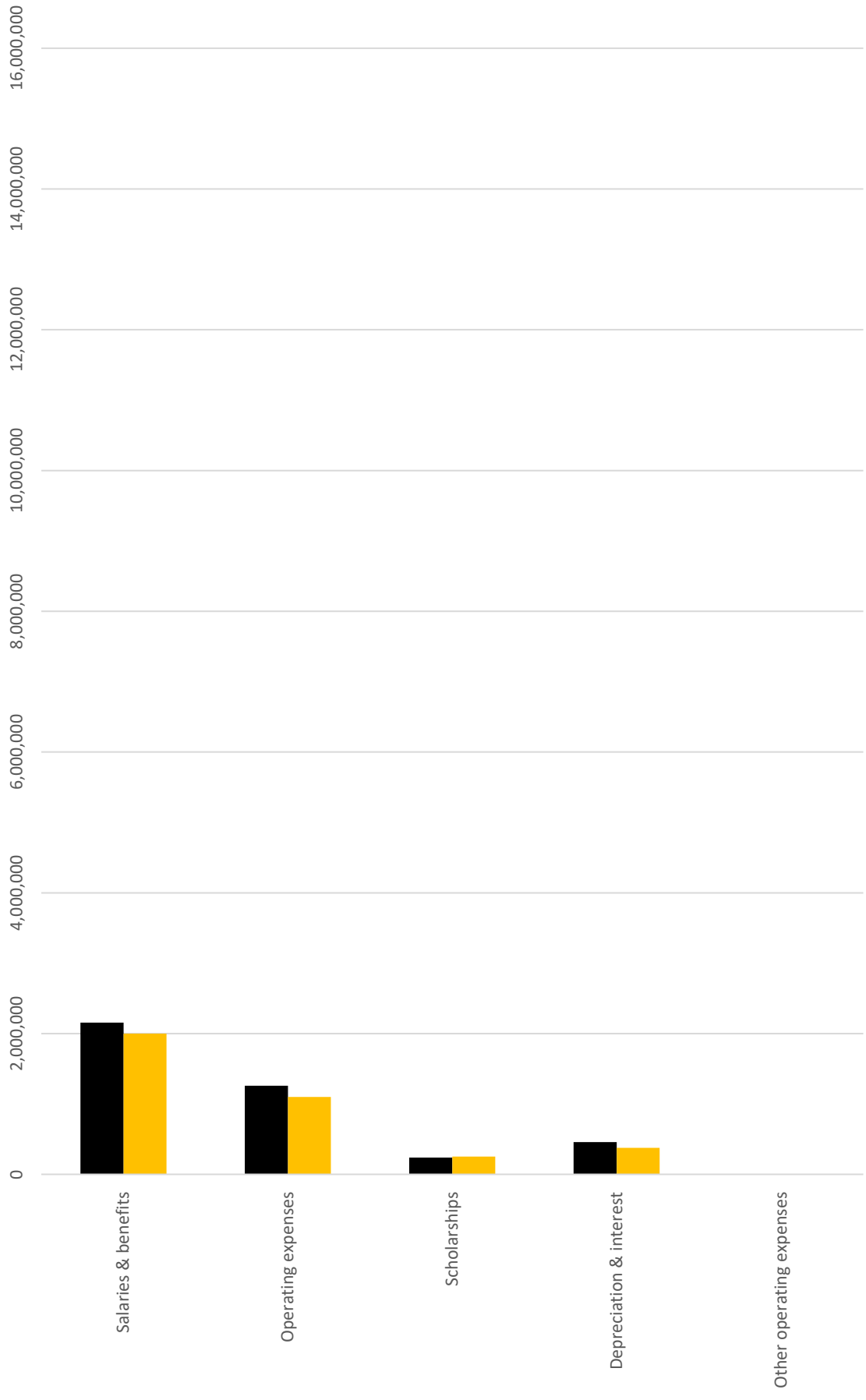
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APPROVAL DATE

## YTD Comparison to Previous Year 08/31/2023



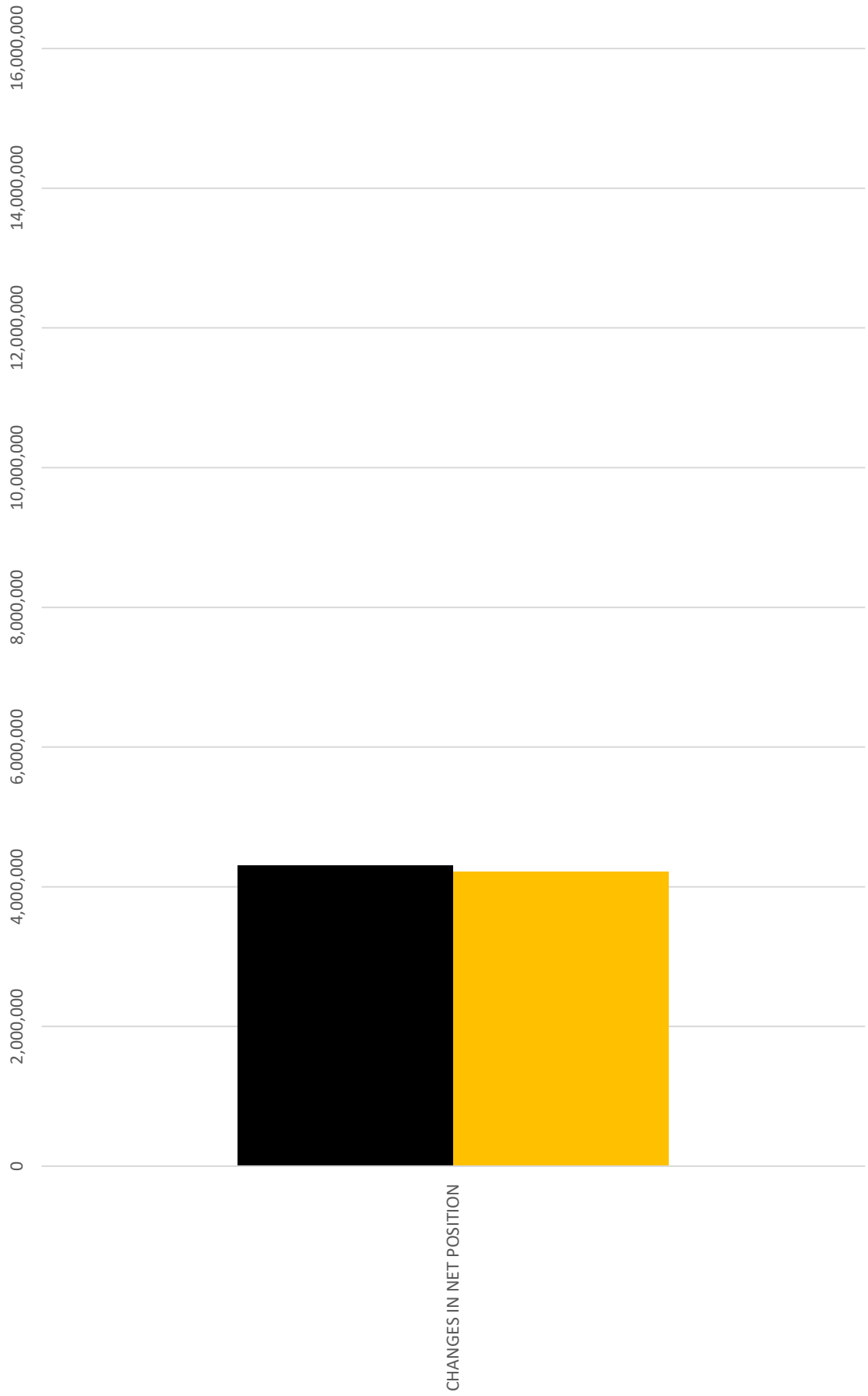
■ Current Year to Date    ■ Prior Year to Date

# YTD Comparison to Previous Year 08/31/2023



■ Current Year to Date ■ Prior Year to Date

# YTD Comparison to Previous Year 08/31/2023



■ Current Year to Date ■ Prior Year to Date



Three Rivers College  
Statement of Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
August 31, 2023

**ASSETS AND DEFERRED OUTFLOWS**

<b>CURRENT ASSETS</b>	
Cash & Cash Equivalents	14,832,991
Student Account Receivables, net	8,216,577
Property Tax Receivable	109,255
Other Receivables	7,848,747
Investments	0
Inventory	76,961
Prepaid Expenses	255,210
<b>Total Current Assets</b>	<u><u>31,339,741</u></u>
<b>NON-CURRENT ASSETS</b>	
Land	5,490,786
Capital assets	83,674,415
Plus: Current year additions to capital assets	531,190.3
Accumulated Depreciation	(38,918,777)
Unamortized Bond Issue Costs	0
<b>Total Non-Current Assets</b>	<u><u>50,777,614</u></u>
<b>DEFERRED OUTFLOWS (Pensions, OPEB, Trusts, Leases)</b>	<u><u>11,840,369</u></u>

**TOTAL ASSETS AND DEFERRED OUTFLOWS**

93,957,724

**LIABILITIES, DEFERRED INFLOWS AND NET POSITION**

<b>CURRENT LIABILITIES</b>	
Accounts Payable	675,892
Accrued Vacation	334,266
Student Deposits	32,500
Deferred Tuition & Fees	80,380
Scholarships	147,256
<b>Total Current Liabilities</b>	<u><u>1,270,294</u></u>
<b>NON-CURRENT LIABILITIES</b>	
Retirement Incentive Payable	0
Other Post Employment Benefits	13,532,710
Bonds, Notes and Leases Payable	8,873,966
Accrued Interest	0
Agency	484,904
<b>Total Non-Current Liabilities</b>	<u><u>22,891,580</u></u>
<b>Total Liabilities</b>	<u><u>24,161,874</u></u>
<b>DEFERRED INFLOWS (Pensions, OPEB, Trusts, Leases)</b>	<u><u>16,634,054</u></u>

**NET POSITION**

Beginning Balance	48,856,001
Changes in Net Position	4,305,795
<b>Total Net Position</b>	<u><u>53,161,796</u></u>

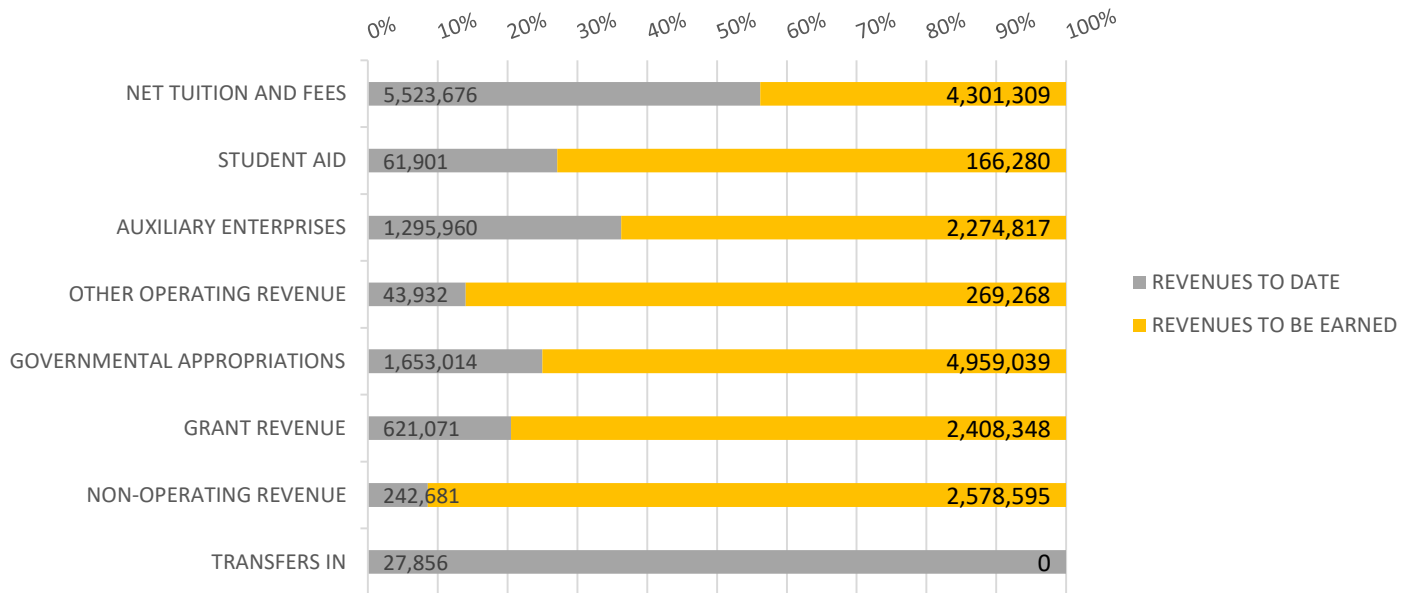
**TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION**

93,957,724

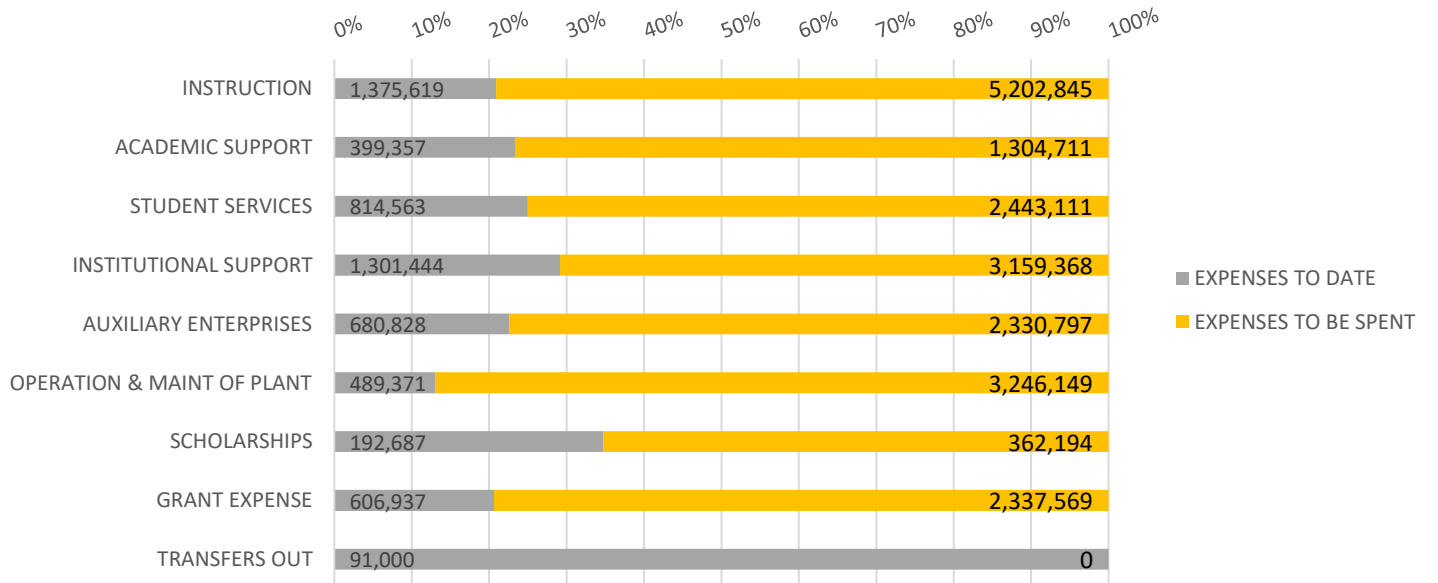
Three Rivers College  
Statement of Revenues, Expenses and Changes in Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
August 31, 2023

	Current Year to				
	July	August	Date	Prior Year to Date	% Change
<b>OPERATING REVENUE</b>					
Tuition & fees, net of bad debt allowance	4,417,603	1,315,268	5,732,872	5,219,448	9.84%
Student aid	154,887	19,016	173,903	188,314	(7.65)%
Sales & services - auxiliaries	891,123	165,698	1,056,821	1,018,246	3.79%
Other operating revenue	3,532	3,534	7,066	111,800	(93.68)%
<b>Total Operating Revenue</b>	<b>5,467,145</b>	<b>1,503,516</b>	<b>6,970,662</b>	<b>6,537,808</b>	<b>6.62%</b>
<b>OPERATING EXPENSES</b>					
Salaries & benefits	1,052,665	1,104,256	2,156,921	2,000,781	7.80%
Operating expenses	663,779	594,780	1,258,560	1,098,117	14.61%
Capital equipment	245,148	286,042	531,190	211,431	151.24%
Less: Transfer to capital assets	(245,148)	(286,042)	(531,190)	(211,431)	151.24%
Scholarships	209,718	29,427	239,146	253,674	(5.73)%
Depreciation & interest	223,701	235,423	459,124	375,737	22.19%
Other operating expenses	0	0	0	0	0.00%
<b>Total Operating Expenses</b>	<b>2,149,864</b>	<b>1,963,886</b>	<b>4,113,750</b>	<b>3,728,309</b>	<b>10.34%</b>
<b>NON-OPERATING REVENUE (EXPENSES)</b>					
State appropriations (less 3% hold back)	541,059	541,059	1,082,118	1,055,930	2.48%
Federal grants	49,786	129,901	179,688	216,510	(17.01)%
State grants	369,716	(349,824)	19,892	71,421	(72.15)%
Other grants	0	0	0	0	0.00%
Property taxes	22,669	21,750	44,418	40,286	10.26%
Investment earnings	60,778	58,289	119,067	11,693	918.26%
Gifts	3,700	0	3,700	1,600	131.25%
Gain (loss) on sale of assets	0	0	0	1,888	(100.00)%
<b>Total Non-Operating Revenues (Expenses)</b>	<b>1,047,708</b>	<b>401,175</b>	<b>1,448,883</b>	<b>1,399,328</b>	<b>3.54%</b>
<b>CHANGES IN NET POSITION</b>					
	4,364,989	(59,194)	4,305,795	4,208,827	2.30%

### Budget to Actual Revenues 09/30/2023 (25%)



### Budget to Actual Expenses 09/30/2023 (25%)



Three Rivers College  
Statement of Revenues, Expenses and Changes in Net Position  
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited  
September 30, 2023  
Fiscal Year Benchmark: 25%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES	9,824,985	5,523,676	56%	4,301,309
<i>Tuition, Student Registration Fees, Net of Bad Debt &amp; Scholarship Allowances</i>				
STUDENT AID	228,181	61,901	27%	166,280
<i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>				
AUXILIARY ENTERPRISES	3,570,777	1,295,960	36%	2,274,817
<i>Housing, Bookstore, Testing &amp; Assessment, Tinnin Center Operations, License Bureau Rental</i>				
OTHER OPERATING REVENUE	313,200	43,932	14%	269,268
<i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>				
GOVERNMENTAL APPROPRIATIONS	6,612,053	1,653,014	25%	4,959,039
<i>State Aid, State Maint. &amp; Repair</i>				
GRANT REVENUE	3,029,419	621,071	21%	2,408,348
<i>State Grants, Federal Grants</i>				
NON-OPERATING REVENUE	2,821,276	242,681	9%	2,578,595
<i>Taxes, Interest Earnings, Gifts</i>				
TRANSFERS IN	27,856	27,856	0%	0
<i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>				
<b>TOTAL REVENUES</b>	<b>26,427,747</b>	<b>9,470,091</b>	<b>36%</b>	<b>16,957,656</b>

NOTE: We have recognized 36% of budgeted revenues. We have recognized 56% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2023 and fall 2023, 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. It also includes transfers out to the capital budget for items funded with operating surplus.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION	6,578,464	1,375,619	21%	5,202,845
<i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health &amp; Human Services</i>				
ACADEMIC SUPPORT	1,704,068	399,357	23%	1,304,711
<i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>				
STUDENT SERVICES	3,257,674	814,563	25%	2,443,111
<i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>				
INSTITUTIONAL SUPPORT	4,460,812	1,301,444	29%	3,159,368
<i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>				
AUXILIARY ENTERPRISES	3,011,624	680,828	23%	2,330,797
<i>Housing, Bookstore, Tinnin Center Operations, Testing &amp; Assessment, License Bureau Rental</i>				
OPERATION & MAINT OF PLANT	3,735,520	489,371	13%	3,246,149
<i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>				
SCHOLARSHIPS	554,881	192,687	35%	362,194
<i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>				
GRANT EXPENSE	2,944,506	606,937	21%	2,337,569
<i>State Grants, Federal Grants</i>				
TRANSFERS OUT	91,000	91,000	100%	0
<i>General funds-current year transfers to capital</i>				
<b>TOTAL EXPENSES</b>	<b>26,338,549</b>	<b>5,951,806</b>	<b>23%</b>	<b>20,386,743</b>

NOTE: We have obligated 23% of our budgeted expenses at 25% into the fiscal year. September payroll is INCLUDED and credit card expenses are NOT INCLUDED as they were not yet available at the time of this report. Budgeted increase in Net Position is a result of awarded funding sources exceeding estimates, as amended.

**CHANGES IN NET POSITION** 89,198

**FUNDING SOURCES**

	BUDGET	SOURCES TO DATE	%	SOURCES TO DATE	SOURCES TO BE EARNED
RESTRICTED					
HEERF (CARES) federal grant	0	0		#DIV/0!	0
Insurance proceeds	1,000,000	2,440		0%	997,560
UNRESTRICTED					
General funds - prior year transfers in (Reserves)	2,390,579	643,274		27%	1,747,305
General funds - current year transfers in	91,000	31,026		34%	59,974
<b>TOTAL FUNDING SOURCES</b>	<b>3,481,579</b>	<b>676,739</b>		<b>19%</b>	<b>2,804,840</b>

**USES OF FUNDS**

	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
Campus improvements	1,486,579	409,672	28%	1,076,907
Westover Administration Building repairs	250,000	191,767	77%	58,233
Libla Family Sports Complex	250,000	0	0%	250,000
Baseball Clubhouse	266,000	0	0%	266,000
Bess Activity Center repairs	1,000,000	2,440	0%	997,560
Tinnin Fine Arts Center refurbish	35,000	2,536	7%	32,464
Student Housing	104,000	0	0%	104,000
911 Center remodel	50,000	0	0%	50,000
Fleet vehicles	40,000	70,325	176%	(30,325)
<b>TOTAL EXPENSES</b>	<b>3,481,579</b>	<b>676,739</b>	<b>19%</b>	<b>2,804,840</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>0</b>	<b>0</b>		

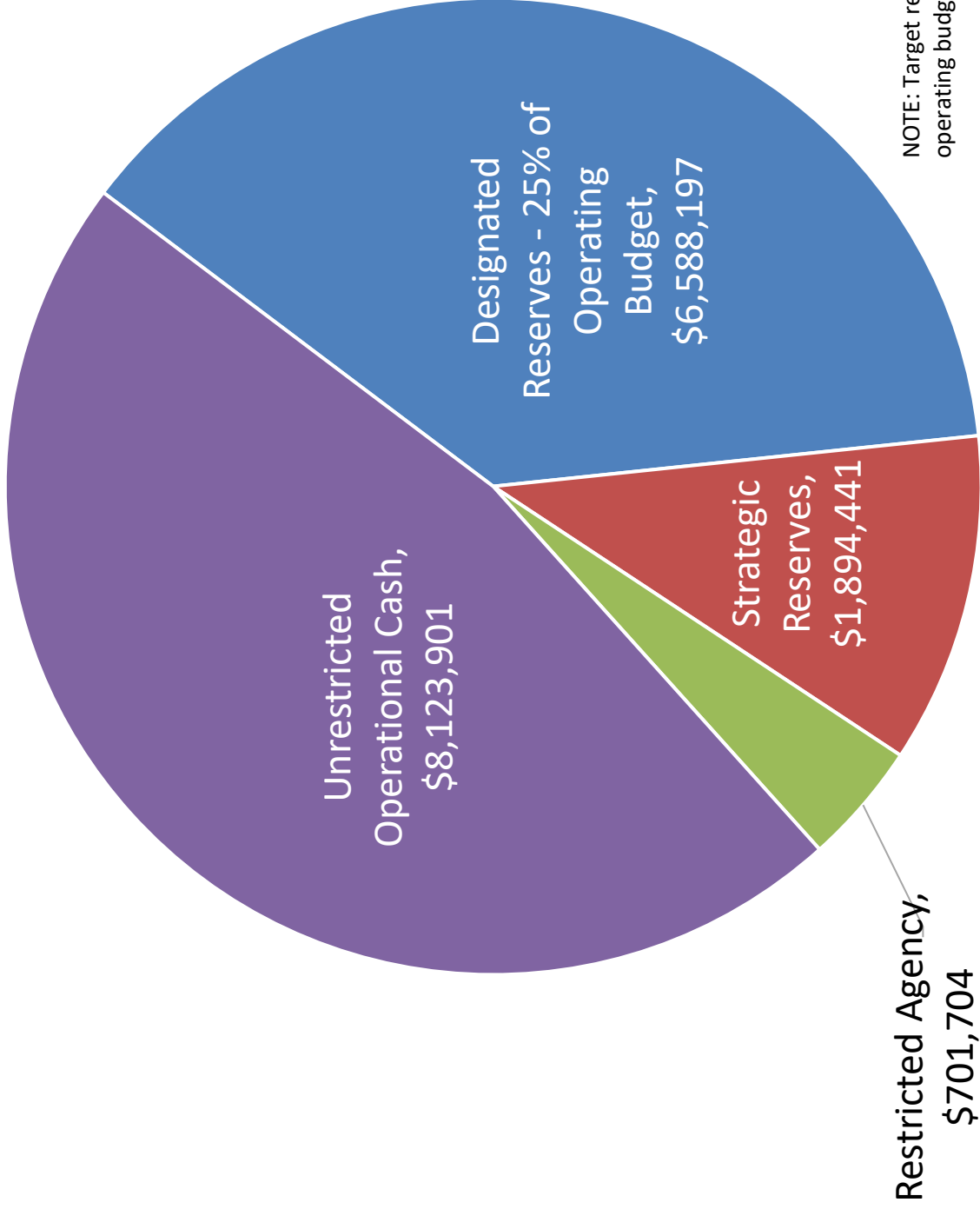
**THREE RIVERS COMMUNITY COLLEGE  
CASH IN BANKS**

October 2, 2023

	<u>09/06/23</u>	<u>10/02/23</u>
<b>CURRENT FUND</b>		
<i>Cash Funds</i>		
Bookstore	2,000.00	600.00
Petty Cash	200.00	200.00
Vending Machines	137.00	137.00
Business Office	1,688.00	8,188.00
<i>Total Cash Funds</i>	4,025.00	9,125.00
<i>General Accounts</i>		
Southern Bank - General Funds	5,793,699.68	7,916,880.36
Southern Bank - Credit Cards	199,653.80	71,560.90
<i>Total General Accounts</i>	5,993,353.48	7,988,441.26
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	18,692.34	19,791.01
Federal Clearing Account	-	-
Flexible Spending Account	4,605.16	4,194.84
<i>Total Restricted Accounts</i>	23,297.50	23,985.85
<b>TOTAL CURRENT FUND</b>	<b>6,020,675.98</b>	<b>8,021,552.11</b>
<b>HOUSING FUND</b>		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	50,995.19	51,174.25
<i>Total General Accounts</i>	50,995.19	51,174.25
<b>TOTAL HOUSING FUND</b>	<b>101,990.38</b>	<b>102,348.50</b>

	<u>09/06/23</u>	<u>10/02/23</u>
<b>PLANT FUND</b>		
<i>General Accounts</i>		
Plant Fund - Southern Bank	8,452,909.76	8,482,638.17
<i>Total Bank Accounts</i>	<u>8,452,909.76</u>	<u>8,482,638.17</u>
<i>Certificates of Deposit</i>		
	-	-
	-	-
<i>Total Certificates of Deposit</i>	<u>-</u>	<u>-</u>
<b>TOTAL PLANT FUND</b>	<u><u>8,452,909.76</u></u>	<u><u>8,482,638.17</u></u>
<b>AGENCY FUND</b>		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	566,282.78	538,499.95
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	<u>213,478.77</u>	<u>163,203.75</u>
<b>TOTAL AGENCY FUND</b>	<u><u>779,761.55</u></u>	<u><u>701,703.70</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT  
\$17,308,243 AS OF 10/02/2023**





THREE RIVERS COLLEGE  
CERTIFICATE OF DEPOSIT

**CERTIFICATES OF DEPOSIT AS OF September 30, 2023**

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

**SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF September 30, 2023**

<u>CD#</u>	<u>RATE</u>	<u>DATE</u>	<u>TERM</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
218101	0.750	09/22/98	09/22/23	5,000.00	Jerome Burford
24325	0.750	10/15/99	10/15/23	10,324.77	Norman Gamblin
2197201	1.650	10/31/97	10/31/23	1,065.00	Gertrude Cox
23353	1.650	11/06/00	11/06/23	4,000.00	Coll. Achievement
43712	2.050	04/27/09	12/14/23	67,447.79	Holder-Rowland
2213401	2.050	01/08/98	01/08/24	10,000.00	Jerome Burford
2224601	2.050	02/25/98	02/25/24	1,658.87	Missy Braden
2136801	2.050	03/05/97	03/05/24	5,000.00	Thelma Jackson
25103	2.750	05/14/99	05/14/24	5,000.00	Thelma Jackson
2038701	0.500	05/16/96	05/16/24	5,000.00	Thelma Jackson
21028105	0.250	05/22/91	05/22/24	29,782.32	Myrtle Rutland
2170801	0.350	07/11/97	07/30/24	10,925.00	Mabel Swindel
1721901	0.750	08/25/92	08/25/24	3,000.00	Odd Fellows
1014001	0.500	11/06/89	11/06/24	5,000.00	Charlotte Stone
				<u>\$ 163,203.75</u>	

Three Rivers College  
CD Report  
As of September 30, 2023

<b>Investment CDs</b>
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**Bank Account Interest Rate**

Bank	Account	Interest Rate
Southern Bank	all except Federal Funds	80% of the 91 Day T Bill

**CDs Maturing**

Bank	Certificate Number	Endowment	Maturity Date	Amount
<b>Total</b>				-

**Responses**

Bank	Certificate Number	Endowment	Maturity Date	Amount
<b>Contact</b>				
<b>Comment</b>				
<b>Amount</b>				
<b>3 months</b>				
<b>6 months</b>				
<b>9 months</b>				
<b>1 year</b>				

**CDs Transferred**

<b>Endowment CDs Redeemed for Investment</b>
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**CDs Maturing**

Bank	Certificate Number	Endowment	Amount
US Bank	61112	A. Garner	2,500.00
US Bank	60632	A. Garner	1,226.80
US Bank	60768	Butler Co Co-op	6,468.04
US Bank	28354	C.T. McDaniel	2,310.00
US Bank	38849	C.T. McDaniel	1,110.00
US Bank	31218	Greg Starnes	2,192.00
US Bank	7389	James Warren	2,061.55
US Bank	30291	Joshua Bowman	1,405.00
US Bank	60695	Lonnie Davis	1,001.63
US Bank	28106	Myrtle Rutland	20,000.00
US Bank	24477	Myrtle Rutland	10,000.00
<b>Total</b>			<b>50,275.02</b>

<b>Endowment CDs Transferred to Endowment Trust</b>
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**CDs Maturing**

Bank	Certificate Number	Endowment	Amount
<b>Total</b>			-

**THREE RIVERS COLLEGE  
BID REPORT  
AS OF OCTOBER 6, 2023**

THREE RIVERS COLLEGE  
 PROPOSED BUDGET AMENDMENTS  
 AS OF 9/30/23

<b>OPERATING BUDGET</b>			
	REVENUE	EXPENSE	NET
ADOPTED BY BOARD 06/21/2023	26,352,788	26,352,788	-
Surplus to fund capital projects	91,000	91,000	-
ACHIEVE	17,990	17,990	-
TRET gifts	1,750	1,750	-
Perkins indirect	10,011	5,373	4,638
AMENDMENTS approved 08/23/23	75,000	42,384	32,616
Surplus to fund capital projects	(37,254)		(37,254)
Enhancement Grant savings 9/22/23	(267,593)	(356,791)	89,198
89004 9/18/23	30,000	30,000	-
ACHIEVE 9/6/23	104,674	104,674	-
83020 8/29/23	1,880	1,880	-
OneStart 8/21/23 7/1/23	47,500	47,500	-
Subtotal agreed to Budget to Actual 09/30/2023	26,427,746	26,338,548	89,198
Increases (Decreases) Proposed:			
Surplus to fund capital projects	-	29,195	(29,195)
Reserves to fund operations		-	-
Personnel vacancies filled	-	28,275	(28,275)
Other operating expenses	-	31,728	(31,728)
Subtotal	26,427,746	26,427,746	(0)

REVISED AS OF 07/31/2023 26,427,746      26,427,746      (0)

<b>CAPITAL BUDGET</b>			
	SOURCES	EXPENSES	NET
ADOPTED BY BOARD 06/21/2023	4,106,579	4,106,579	-
AMENDMENTS approved 08/23/23	(625,000)	(625,000)	
Subtotal agreed to Budget to Actual 09/30/2023	3,481,579	3,481,579	-
Increases (Decreases) Proposed:			
Surplus to fund capital projects	29,195	-	29,195
Reserves to fund capital projects	324,079	-	324,079
ARC roof	-	74,382	(74,382)
Westover roof	-	191,769	(191,769)
Bus	-	70,325	(70,325)
LED screens	-	16,798	(16,798)
Subtotal	3,834,853	3,834,853	-

REVISED AS OF 07/31/2023 3,834,853      3,834,853      -

## **VI.1 Consideration and approval of SP2180 Military Service**

### **BACKGROUND INFORMATION--HISTORY**

Policies are reviewed on a regular basis and updated as necessary to maintain currency and compliance. The following changes have been made to SP 2180 Military Service:

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.

### **POSSIBLE ALTERNATIVES**

Do not approve the proposed policy changes.

### **FINANCIAL IMPLICATIONS**

NA

### **ADMINISTRATIVE RECOMMENDATIONS**

Administration recommends the approval of the policy as presented.

**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: 10-18-2023

Three Rivers College is committed to supporting students serving in the military. The college will work individually with any student with extenuating circumstances involving a military call 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 for 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,
2. An award of a grade of "Incomplete", 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 TA program, Title IV funding, VA 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. Refer to College regulation 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: 10-18-2023

**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.

## **VI.2 Consideration and approval of PP 4510 Employee Benefits**

### **BACKGROUND INFORMATION--HISTORY**

Policies are reviewed on a regular basis and updated as necessary to maintain currency and compliance. The following changes have been made to PP 4510 Employee Benefits:

Employee benefits list updated to reflect Premium Only Plan change that is included in PR 4510 Benefits.

### **POSSIBLE ALTERNATIVES**

Do not approve the proposed policy changes.

### **FINANCIAL IMPLICATIONS**

NA

### **ADMINISTRATIVE RECOMMENDATIONS**

Administration recommends the approval of the policy as presented.



**THREE RIVERS COLLEGE  
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PP 4510 Employee Benefits	Page 1 of 2
Associated Regulation: PR 4510 Benefits	
References:	
Supersedes: 6.3, 6.4, 6.5, 11.1, 11.2, 11.3, and 11.9	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-22-2010	Last Revision: 10-18-2023

Three Rivers College provides benefits to full-time employees only, except as required by law. The extent and nature of benefits provided may vary by employee group and work schedule. The most current information intended to explain benefit plans is furnished by the office of human resources for all employees.

Benefits for employees may include the following:

- AirEvac
- Bookstore Discount
- Cafeteria Plan (Premium Only Plan)
- Dental Insurance
- Liability Insurance (full and part-time)
- Life, Accidental Death and Dismemberment
- Medical Insurance
- Medicare Coverage
- Public School Retirement System
- Public Education Employee Retirement System Contributions
- Tax Shelter Annuities (403b), Voluntary Participation
- Tuition Waivers for Employees
- Tuition Waivers for Qualified Dependents
- Unemployment Compensation Insurance (full and part-time)
- Vision Insurance
- Workers' Compensation Insurance (full and part-time)

**THREE RIVERS COLLEGE  
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PP 4510 Employee Benefits	Page 2 of 2
Associated Regulation: PR 4510 Benefits	
References:	
Supersedes: 6.3, 6.4, 6.5, 11.1, 11.2, 11.3, and 11.9	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-22-2010	Last Revision: 10-18-2023

**DOCUMENT HISTORY:**

- 09-22-2010:** Initial approval of policy PP 4510 Employee Benefits.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 10-18-2023:** Employee benefits list updated to reflect Premium Only Plan change that is included in PR 4510 Benefits.

### **VI.3 Consideration and approval of PP 4520 Payroll Deductions**

#### **BACKGROUND INFORMATION--HISTORY**

Policies are reviewed on a regular basis and updated as necessary to maintain currency and compliance. The following changes have been made to PP 4520 Payroll Deductions:

Policy edits due to the revision of the Federal and State Income Tax Form W-4.

#### **POSSIBLE ALTERNATIVES**

Do not approve the proposed policy changes.

#### **FINANCIAL IMPLICATIONS**

NA

#### **ADMINISTRATIVE RECOMMENDATIONS**

Administration recommends the approval of the policy as presented.

**THREE RIVERS COLLEGE  
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PP 4520 Payroll Deductions	Page 1 of 3
Associated Policy: GAP 1101 Debts to the College	
Associated Regulation: PR 4520 Payroll Deductions	
References: PSRS Guidelines; PEERS Guidelines	
Supersedes: 4.6	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-22-2010	Last Revision: 10-18-2023

**Withholding Taxes**

A federal withholding tax is retained as payment on Federal Income Tax for the current year. The amount withheld is determined by the amount you earn and the information you provide on your Form W-4.

A state withholding tax is retained for the Missouri Department of Revenue. The amount withheld is determined in the same manner as the Federal Income Tax.

Employees may authorize changes to their withholding Form W-4 (e.g., additional sums to be withheld, filing status, etc.) by completing a new W-4 form. No salary checks will be issued until all withholding forms are submitted.

**Social Security and Medicare**

Except for instructors and staff covered by Public School Retirement System of Missouri (PSRS), College employees contribute to the Social Security System and Medicare. The College matches FICA contributions. Since March 31, 1986, Medicare has been deducted from new employees' earnings, but not from those full-time staff with PSRS membership and continuous employment at the college beginning prior to March 31, 1986.

**Public School Retirement System (PSRS) of Missouri**

In compliance with PSRS guidelines, all full-time and part-time instructors and qualified "certified" staff are members of PSRS provided they work 17 hours or more per week and are employed in a position that normally requires at least 600 hours of service per year. Employee contributions to PSRS are matched by the college at the authorized rate. Members of PSRS are not covered by Social Security.

The college reviews each position on a case-by-case basis to determine if the position is deemed to be "certified" as defined by PSRS guidelines and thus eligible for PSRS enrollment. At Missouri public two-year colleges, being "certificated" means being employed in a position that is certified by the executive officer of the college (President) as a teaching, supervisory or educational-administrative position. If the position is not deemed as certified, eligible

**THREE RIVERS COLLEGE  
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PP 4520 Payroll Deductions	Page 2 of 3
Associated Policy: GAP 1101 Debts to the College	
Associated Regulation: PR 4520 Payroll Deductions	
References: PSRS Guidelines; PEERS Guidelines	
Supersedes: 4.6	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-22-2010	Last Revision: 10-18-2023

employees will be a member of the PEERS system as defined below.

**Public Education Employee Retirement System (PEERS) of Missouri**

In compliance with PEERS guidelines, all employees eligible for PEERS Retirement and who work 20 hours or more per week in a position that normally requires at least 600 hours of service per year are members of Public Education Employee Retirement System (PEERS) and are also covered by Social Security. The College matches employees' contributions into PEERS. In compliance with PEERS guidelines, all full-time and part-time non-instructional employees are members of PEERS provided they work 20 hours or more per week and are employed in a position that normally requires at least 600 hours of service per year.

Employee contributions to PEERS are matched by the college at the authorized rate. Members of PEERS are also covered by Social Security.

**Tax Sheltered Annuities (403b)**

Employees may elect to participate in a 403(b) savings plan administered by Pension and Retirement Services (PARS). The plan's restated effective date is January 1, 2009. The plan document and a list of participating vendors in which employees can make contributions are available in the office of human resources.

**Group Health and Life Insurance**

Group health and life insurance deductions may be requested for the family of a college employee. Deferred annuity payments may also be deducted from the monthly salary. Plan information is available in the office of human resources.

**Other Programs and Options**

Deductions for optional, college sponsored programs may be available. Debts to the College may be payroll deducted as well (GAP 1101 Debts to the College).

**THREE RIVERS COLLEGE  
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PP 4520 Payroll Deductions	Page 3 of 3
Associated Policy: GAP 1101 Debts to the College	
Associated Regulation: PR 4520 Payroll Deductions	
References: PSRS Guidelines; PEERS Guidelines	
Supersedes: 4.6	
Responsible Administrator: Director of Human Resources	
Initial Approval: 09-22-2010	Last Revision: 10-18-2023

**DOCUMENT HISTORY:**

- 09-22-2010:** Initial approval date of policy PP 4520 Payroll Deductions.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 02-15-2017:** Addition of paragraph regarding the review of each position on a case-by-case basis determining if position is deemed to be certified under the Public School Retirement System (PSRS) of Missouri.
- 03-15-2022:** Addition of information regarding debts to the College in alignment with GAP 1101 Debts to the College.
- 10-18-2023:** Policy edits due to the revision of the Federal and State Income Tax Form W-4.

Consideration of Personnel Action  
Employment of Personnel  
Instructor, Nursing

**PERSONNEL DATA SHEET**

\_\_\_\_\_ Administrative Officer

\_\_\_\_\_ Professional Staff

X  Faculty – replacement for Brandy Herring; resignation approved 08/23/2023

\_\_\_\_\_ Support Staff

\_\_\_\_\_ Federal Program: \_\_\_\_\_

\_\_\_\_\_ Special Program \_\_\_\_\_

NAME:  Jolean Duer

POSITION TITLE:  Instructor, Nursing

SALARY:  \$47,377

FULL-TIME  X  PART-TIME: \_\_\_\_\_

9 months \_\_\_\_\_ 10 months  X  11 months \_\_\_\_\_ 12 months \_\_\_\_\_

Other:  Non-tenure track

STARTING DATE:  October 16, 2023

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
BSN	Southeast Missouri State University Cape Girardeau, MO	Nursing
BA	Southeast Missouri State University	Psychology
MA	Cape Girardeau, MO	Community Counseling

EXPERIENCE

<u>03/2018 - present</u>	<u>Southeast Health of Stoddard County Dexter, MO</u>	<u>RN-Medical/Intensive Care</u>
<u>04/2014 – 05/2019</u>	<u>Grace Reliant Health Services Cape Girardeau, MO</u>	<u>RN – Home Health Case Manager</u>
<u>01/2012 – 06/2014</u>	<u>Twin Rivers Regional Medical Center Kennett, MO</u>	<u>RN – Geriatric Behavioral Health Unit</u>
<u>02/2008 – 05/2009</u>	<u>Three Rivers College Poplar Bluff, MO</u>	<u>Adjunct Faculty – Psychology</u>

(10/18/2023)

## **CONSIDERATION OF PERSONNEL ACTION**

Transfer of Position  
Temporary Instructor, CDL to Instructor, CDL

## **BACKGROUND INFORMATION**

### **HISTORY**

With the need to serve students immediately, and evaluate program longevity, Mr. James Bumpus was employed on a full-time temporary basis in September 2022. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Mr. Bumpus from temporary status to Instructor, CDL. His new position will be effective October 1, 2023.

## **FINANCIAL IMPLICATIONS**

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

## **ADMINISTRATIVE RECOMMENDATION**

Approve the appointment of James Bumpus.

10/18/2023



## **CONSIDERATION OF PERSONNEL ACTION**

Transfer of Position  
Temporary Instructor, CDL to Instructor, CDL

## **BACKGROUND INFORMATION**

### **HISTORY**

With the need to serve students immediately, and evaluate program longevity, Mr. Kevin Johnson was employed on a full-time temporary basis in October 2022. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Mr. Johnson from temporary status to Instructor, CDL. His new position will be effective November 1, 2023.

## **FINANCIAL IMPLICATIONS**

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

## **ADMINISTRATIVE RECOMMENDATION**

Approve the appointment of Kevin Johnson.

10/18/2023

**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: 10-18-2023

Three Rivers College supports those students who must withdraw in a given semester because they have been called to active military duty. The college will work individually with any student with extenuating circumstances involving a military call 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 regulation 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 for 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,
2. An award of a grade of "Incomplete" 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. 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

**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: 10-18-2023

complete withdrawal resulting in all tuition 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 course but is not limited to those students). For those courses in which the student elects to withdraw, a 100% refund 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 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.

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 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.

**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: 10-18-2023

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.

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:

**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: 10-18-2023

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: 10-18-2023

**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.

**THREE RIVERS COLLEGE  
STUDENT SERVICES REGULATION**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SR 2182 Military Education Benefits	Page 1 of 5
Primary Policy: SP 2180 Military Service	
Associated Policies: IP 6111 Alternative College Credit; IP 6102 Transfer Credit; GAP 1320 Consumer Protection; SP 2710 Financial Aid Programs; SP 2215 Student Residency	
Associated Regulations: SR 2181 Military Duty; SR 2750 Return of Title IV Information; IR 6111 Alternative College Credit; SR 2210 Admission Requirements; FR 3109 Student Refunds	
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: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 10-18-2023	Last Revision:

Three Rivers College is committed to supporting all military students including active duty, reserve, guard service members, veterans, spouses, and qualified dependents.

Three Rivers College does not provide any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments of federal financial aid, including Tuition Assistance (TA) funds, to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance. Three Rivers College refrains from high-pressure recruitment tactics such as unsolicited contacts (three or more) to secure service member enrollments. For more specific information refer to college Policy GAP 1320 Consumer Protection.

Service members should speak with their Educational Services Officer (ESO) or counselor within their Military Service prior to enrolling at Three Rivers College. All eligible service members will request Tuition Assistance through their branch of service.

The College designates a point of contact who will be the primary Veteran School Certifying Official (SCO). The Office of Financial Aid will designate additional certifying officials. The primary SCO will be trained and qualified for academic and financial advising to support service members seeking information on the Tuition Assistance (TA) program, the Department of Education Title IV funding, Veterans Affairs Education benefits and any institution-based services.

The School Certifying Official contact is assigned as the VA General Advisor upon admission for students who have indicated interest in military education benefits. Before offering, recommending, arranging, signing-up, dispersing, or enrolling service members for federal student loans, service members will have access to the SCO who is trained and knowledgeable in all aspects of the financial aid process, including but not limited to: academic counseling, financial aid counseling TA, Title IV, VA, and scholarship information. The general advisor will inform students of additional services provided such as disability services, career services, ACHIEVE program, academic tutoring, and testing services.

**THREE RIVERS COLLEGE  
STUDENT SERVICES REGULATION**

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SR 2182 Military Education Benefits	Page 2 of 5
Primary Policy: SP 2180 Military Service	
Associated Policies: IP 6111 Alternative College Credit; IP 6102 Transfer Credit; GAP 1320 Consumer Protection; SP 2710 Financial Aid Programs; SP 2215 Student Residency	
Associated Regulations: SR 2181 Military Duty; SR 2750 Return of Title IV Information; IR 6111 Alternative College Credit; SR 2210 Admission Requirements; FR 3109 Student Refunds	
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: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 10-18-2023	Last Revision:

**Alternative/Articulated/Transfer College Credit**

The institution will disclose credit transfer agreements and policies regarding transfer credit to Service members prior to enrollment in the institution. This disclosure entails an evaluated educational plan that indicates how many, if any, transfer, articulated, or alternative credits will be applied toward the Service member's educational program. Refer to College regulation IR 6111 Alternative College.

**Degree Completion**

Once a student declares a degree program, they will meet with the VA General Advisor to develop the educational plan which will include all classes required and the timeline for completion. All programs are in the college catalog and the student's myTRCC self service module.

**Tuition Rates**

Active service members, veterans, and their IRS-defined dependents are charged in-district tuition without regard to current residency. Refer to College policy SP 2215 Student Residency. For spouses and dependents (who do not meet IRS required guidelines), tuition will be charged per U.S. Department of Veterans Affairs regulations. Three Rivers College tuition rates will be updated once approved by the college via the Department of Defense (DoD) website.

In compliance with the Veterans Benefits and Transition Act of 2018 section 103, Three Rivers College will not impose any penalty including the assessment of late fees, the denial of access to classes, libraries or other facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet their financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs.



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Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 10-18-2023	Last Revision:

**Return of Unearned Tuition Assistance (TA) Funds**

Three Rivers College is committed to working with Service members to identify solutions to assure coursework is completed. Students who cease attendance in class prior to having completed 60 percent of the semester will have TA funds returned to the Military Department according to the time frames listed below.

**16-Week Courses**

<b>Time of Withdrawal</b>	<b>Amount Returned</b>
Before/during Weeks 1 & 2	100 Percent
Weeks 3 - 4	75 Percent
Weeks 5 - 8	50 Percent
Weeks 9 - 11	40 Percent
Weeks 12 - 16	0 Percent – No return

**8-Week Courses**

<b>Time of Withdrawal</b>	<b>Amount Returned</b>
Before/During Week 1	100 Percent
Week 2	75 Percent
Weeks 3 - 4	50 Percent
Week 5	40 Percent
Weeks 6 - 8	0 Percent – No return

**4-Week Courses**

<b>Time of Withdrawal</b>	<b>Amount Returned</b>
Before/during Week 1	100 Percent
Week 2	50 Percent
Week 3	25 Percent
Week 4	0 Percent – No return

**THREE RIVERS COLLEGE  
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Primary Policy: SP 2180 Military Service	
Associated Policies: IP 6111 Alternative College Credit; IP 6102 Transfer Credit; GAP 1320 Consumer Protection; SP 2710 Financial Aid Programs; SP 2215 Student Residency	
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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: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 10-18-2023	Last Revision:

**Military Duty**

Three Rivers College supports those students who must withdraw during a semester because they have been called to active military duty. For more specific information refer to college policy SP 2180 Military Service and regulation SR 2181 Military Duty.

**Loan Cohort Default Rate**

The student loan Cohort Default Rate (CDR) for Three Rivers College will be distributed to students and staff twice a year. Information will include the default rate for the college, as well as the national average, and percentage of TRC student borrowers. See the Consumer Information page of the College website for additional information.

**THREE RIVERS COLLEGE  
STUDENT SERVICES REGULATION**

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Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 10-18-2023	Last Revision:

**DOCUMENT HISTORY:**

**10-18-2023:** Initial approval of regulation SR 2182 Military Education Benefits.

## UPCOMING EVENTS

- **Ruth Garner Art Exhibit:** 12-3 p.m. through November 3, Tinnin Art Gallery.
- **Flu Shots:** 7:30-9 a.m. October 19 and 20, Westover Lounge, 2<sup>nd</sup> Floor.
- **Music Department's Fall Showcase:** 7 p.m. October 24, Tinnin Theater.
- **Trunk or Treat:** 5-7 p.m. October 28, parking lot of the Tinnin Fine Arts Center
- **Nursing Job Fair – Sikeston:** 1:30-3 p.m. October 30, Sikeston Room
- **Patrons of the Arts Performance, *Haunted Illusions*:** 7 p.m. October 30, Tinnin Theater.
- **Counselor's Conference:** 7 a.m.-2 p.m. November 3, Tinnin Lobby.
- **American Red Cross Blood Drive:** 10 a.m.-3 p.m. November 14, BCR
- **Rose Anne Standard Art Exhibit:** 12-3 p.m. November 13-December 15, Tinnin Art Gallery.

### Raiders Basketball:

Nov. 3, 7 p.m.: vs. Dallas College North Lake  
Nov. 4, 7 p.m.: vs. John A. Logan College  
Nov. 8, 7 p.m.: vs. Lincoln Trail

### Lady Raiders Basketball:

Nov. 4, 3 p.m.: vs. Wabash Valley  
Nov. 5, 3 p.m.: vs. Olney Central  
Nov. 8, 5 p.m.: vs. Lincoln Trail  
Nov. 10, 7 p.m.: vs. Vincennes  
Nov. 11, 3 p.m.: vs. John A. Logan

### Raiders Baseball:

Oct. 20, 12 p.m.: vs. Arkansas State Mid-South  
*18 innings*

For the most current information on upcoming events, visit [trcc.edu/events](http://trcc.edu/events).



THREE RIVERS COLLEGE

DAR articles dated September 15 – October 3

- Sep. 16:** Artistic Machines, Ralph Freer brings Retro Robots to Life  
Three Rivers College awarded tutoring recertification
- Sep. 21:** TRC assisting laid-off workers
- Sep. 27:** Klepzig ready for journey as Lady Raider (women's basketball)  
TRC Championship College Rodeo Oct. 5-7  
Raider Madness coming October 1 to Libla
- Sep. 28:** TRC Championship College Rodeo set for Oct. 5-7  
Raider Madness Coming Oct. 1
- Sep. 29:** Raider Madness Coming Oct. 1  
TRC Championship College Rodeo set for Oct. 5-7
- Sep. 30:** Raider Madness Coming Sunday  
Three Rivers College Patrons of the Arts present 'Mutts Gone Nuts'
- Oct. 3:** Raider Madness hits Libla  
The Championship College Rodeo Oct. 5-7