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11:00 a.m. Three Rivers Board of Trustees Luncheon in Current River Room – Tinnin Fine Arts Center

12:00 p.m. Three Rivers Board of Trustees Meeting, Board Room in Tinnin Fine Arts Center

A G E N D A
REGULAR SESSION
Wednesday, June 21, 2017
12:00 p.m.

- I. Invocation and Pledge of Allegiance**
- II. Agenda and Minutes**
 1. Consideration and Approval of Agenda
 2. Consideration and Approval of Minutes of the May 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
 - c) HB 19 Update
 2. Cash in Bank
 3. Certificates of Deposit
 4. Checks Issued
 5. Bid Report
- IV. President’s Report**
- V. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; Section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)
- VI. Items for Discussion, Consideration & Vote**
 1. **Discussion, Consideration and Approval of College Policy GAP 1160 – Institutional Review Board**
 2. **Discussion, Consideration and Approval of College Policy IP 6102 – Transfer Credit**
 3. **Discussion, Consideration & Approval of College Policy IP 6510 – Distance Learning**

“Representatives of the news media may obtain copies of this Notice by contacting Janine Heath, Executive Assistant to the President, 573-840-9698.”

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4. **Discussion, Consideration & Approval of College Policy ITP 8201 – Data Security**
 5. **Discussion, Consideration & Approval of College Policy ITP 8202 – Electronic Communication**
 6. **Discussion, Consideration & Approval of College Policy ITP 8203 – Disaster Recovery**
 7. **Discussion, Consideration & Approval for Travel outside of the contiguous United States**
 8. **Discussion, Consideration & Approval for FY18 College Budget**
 9. **Discussion, Consideration & Approval of Conveyance of Real Property**
 10. **Discussion, Consideration & Approval of Banking Services for the College**
- VII. Consideration and Approval of all Personnel Actions and Associated Documents**
1. **Resignations**
 - a) **Handley, Christine – Part-time Secretary – Practical Nursing, Kennett**
 - b) **Wood, Joel – Project Technician**
- VIII. Appendix**
1. Information Items
 - 1) GAR 1160 – Institutional Review Board
 - 2) IR 6120 – Faculty Credentialing
 - 3) IR 6520 – On-line Learning
 - 4) IR 6750 – Intellectual Property
 - 5) SR 2210 – Admission Requirements
 2. Upcoming Events
 3. Recent Newspaper Articles
- IX. FY17 Board of Trustees Meeting Dates**
- Wednesday, July 19, 2017
 - Wednesday, August 23, 2017
 - Wednesday, September 20, 2017
 - Wednesday, October 18, 2017
 - Wednesday, November 15, 2017
 - Wednesday, December 13, 2017
 - Wednesday, January 17, 2018
 - Wednesday, February 21, 2018
 - Wednesday, March 21, 2018

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- Wednesday, April 11, 2018
- Wednesday, May 16, 2018
- Wednesday, June 20, 2018

X. Adjournment

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**BOARD OF TRUSTEES
THREE RIVERS COMMUNITY COLLEGE**

The regular meeting of the Board of Trustees began at 12:00 p.m. in the Board Room in the Tinnin Fine Arts Center, Poplar Bluff, Missouri on Wednesday, May 17, 2017.

MAY 17, 2017

Those present included: Trustees: Eric Schalk, chairman; Darren Garrison, vice-chairman; Randy Grassham, secretary, absent; Dr. Amber Richardson, treasurer, via conference call; Gary Featherston, member; Chris Williams, member, via conference call; and college administrators: Dr. Wesley Payne, president; Dr. Mary Lou Brown, vice president of academic and student services; Charlotte Eubank, chief financial officer; Janine Heath, recording secretary.

ATTENDANCE

Invocation was delivered by Trustee Gary Featherston.

INVOCATION

Trustee Featherston made a motion to approve the agenda with the addition of item 6.4 – Discussion, Consideration and Vote on a resolution requesting that highway corridors from the Arkansas-Missouri line to Sikeston be designated as a future interstate. On a second by Trustee Garrison, the motion was unanimously approved.

**APPROVAL OF BOARD MEETING
AGENDA**

Trustee Featherston then moved to move all voting items to the front of the agenda as shown on the proposed amended agenda. On a second by Trustee Garrison, the motion was unanimously approved.

The minutes of the board meeting on April 17, 2017 were approved on a motion by Trustee Featherston and a second by Trustee Garrison.

**APPROVAL OF MINUTES OF THE
APRIL BOARD MEETING**

Charlotte Eubank reported the Budget to Actual revenues as of the end of March. As of the end of April we have recognized 94% of our budgeted revenues. We have obligated 83% of our budgeted expenses at 83% into the fiscal year.

**CONSIDERATION OF COLLEGE
FINANCIAL REPORT**

Included in the financial reports was an accounting of the HB19 Deferred Maintenance Appropriation. This provides an update to the board as to where the college is on the various projects. Dr. Payne reported that we are on schedule with the projects that are approved on the Appropriation.

Trustee Garrison made the motion with a second by Trustee Featherston to accept the financial report. The motion

unanimously approved.

Dr. Payne explained that the current policy must be re-adopted every two years and resubmitted to the Ethics Commission. On a motion by Trustee Garrison and a second by Trustee Featherston, the board was polled as follows: Trustee Williams, yes; Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, absent; Trustee Garrison, yes; Trustee Schalk, yes.

This is the initial approval of the policy and revises our current practice to improve the benefits to the students. On a motion by Trustee Garrison and second by Trustee Featherston, the board was polled as follows: Trustee Williams, yes; Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, absent; Trustee Garrison, yes; Trustee Schalk, yes.

This is the initial approval of the policy and outlines the requirements for classes offered. This is a reflection of current practices. On a motion by Trustee Garrison and a second by Trustee Featherston, the board was polled as follows: Trustee Williams, yes; Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, absent; Trustee Garrison, yes; Trustee Schalk, yes.

Trustee Schalk explained that this resolution is to support of highway designations for Highway 60 and 67 to become part of the I-57 Interstate corridor. On a motion by Trustee Featherston and second by Trustee Garrison, the board was polled as follows: Trustee Williams, yes; Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, absent; Trustee Garrison, yes; Trustee Schalk, yes.

On a motion by Trustee Garrison to approve all personnel actions and accept the associated documents and second by Trustee Featherston, the board was polled as follows: Trustee Williams, yes; Trustee Featherston, yes; Trustee Richardson, yes; Trustee Grassham, absent; Trustee Garrison, yes; Trustee Schalk, yes.

Trustee Richardson and Trustee Williams left the meeting.

Dr. Payne presented the President's Report as an update to the board on recent events.

Libla Family Sports Complex: The crane is on site and the construction company is beginning to move steel.

SEMA/FEMA Closeout: We successfully met the deadline with the State. In addition to the original funds, the State has approved to cover the FEMA construction costs over the original amount. They

**DISCUSSION, CONSIDERATION
AND APPROVAL OF COLLEGE
POLICY BP 0343 CONFLICT OF
INTEREST**

**DISCUSSION, CONSIDERATION
AND APPROVAL OF COLLEGE
POLICY IP 6101 ACADEMIC FRESH
START**

**DISCUSSION, CONSIDERATION
AND APPROVAL OF COLLEGE
POLIC IP 6104 MINIMUM CLASS
SIZE**

**DISCUSSION, CONSIDERATION
AND APPROVAL OF THE
RESOLUTION REQUESTING THAT
HIGHWAY CORRIDORS FROM THE
ARKANSAS-MISSOURI STATE LINE
BE DESIGNATED AS A FUTURE
INTERSTATE**

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

PRESIDENT'S REPORT

CONSTRUCTION UPDATE

have approved an additional \$258,000.

Parking lots and campus sidewalks: The construction has started on the hill for the installation of the new sidewalk system. Parking lots will begin after commencement. The project is to be completed by fall semester.

Mark Eriksson was recognized for his contribution to the statewide initiative to revamp remedial education. He worked diligently to develop best practices and creation of student learning outcomes.

**EXCELLENCE IN MATH
INSTRUCTION**

Dr. Payne congratulated Coach Null for achieving Coach of the Year for Region 16. This is Coach Null's first year in Region 16 and ended the year with a 30-26 record.

SOFTBALL UPDATE

Tim Thompson updated the board on the recent concert held at the United Methodist Church. It was a community based performance and all feedback has been extremely positive.

LIFE, LOVE, LOSS AND RENEWAL

Dr. Mairead Ryan-Anderson presented information to the board regarding the recent PTK induction. There were 77 students inducted at the ceremony bringing our total participation to 133.

PHI THETA KAPPA INDUCTION

Gregory Snell explained that both the Student Film Festival and Big G's Open Mike Poetry Slam are part of the national Humanities Week. There were 24 student entries for the films. The Confluence theme this year was celebrating the 150th birthday of Laura Ingalls Wilder. 35 individuals contributed works for the book.

**STUDENT FILM FESTIVAL AND
BIG G'S OPEN MIC POETRY SLAM**

Dr. Dolly Clements (Robert W. Plaster's daughter) officially dedicated the building on April 27.

**PLASTER RIBBON-CUTTING &
DEDICATION**

Mr. Thompson said the music department concert was well attended.

CHARLIE AND COMPANY

Dr. Martha Kirkman updated the board on the 38th annual event. It was well attended with 55 vendors participating and 700 attendees. It is both a community and instructional event.

MERCHANTS SHOWCASE

The flood forced a reduction in performances. There were two performed by our music students with the proceeds being donated to the Salvation Army for flood relief.

**YOU'RE A GOOD MAN, CHARLIE
BROWN**

Todd Allen explained that the ACHIEVE graduation included the ETS department as well. The student organization GO FAR raised funds to cover the entire event. There were 75 graduating students that were honored.

ACHIEVE GRADUATION

Dr. Mary Lou Brown explained that this event is honoring students that were nominated by the faculty as excelling in their discipline.

STUDENT EXCELLENCE AWARDS

Dr. Payne announced that Mr. Stan Berry was the recipient of this years Distinguished Alumni Award. Mr. Berry chose scholarships as his area of emphasis.

DISTINGUISHED ALUMNI CELEBRATION

Upcoming events:

UPCOMING EVENTS

Retirees Reception – May 17
Academic Excellence Reception – May 19
Commencement 2107 – May 19
Downtowners Reception – May 24
TRET Golf Tournament – June 16

Kevin Crafford, Assistant Network Administrator: Mr. Crafford has been with the college for 2.5 years. His favorite thing about working here is the close-knit family atmosphere. Mr. Crafford is most proud of being part of a team that can complete any task put before them. Dr. Payne congratulated him on always being responsive to the calls and approaching all issues with a smile and helpful manor.

WE ARE ALL IN THIS TOGETHER

Todd Allen, Director, ACHIEVE Program: Mr. Allen has been with the college for 17 years. His favorite thing about working here is working with students, improving the community. Mr. Allen is most proud of ACHIEVE program participants beating national graduation and transfer rates. Dr. Payne congratulated Mr. Allen for his efforts in the program. It is now a vibrant and vital part of the college.

Heather Cornman, Coordinator, Early Childhood Development: Ms. Cornman has been with the college for 8.5 years. Her favorite thing about working here is sharing the importance of early childhood development. Ms. Cornman is most proud of hearing how her classes have helped teachers in the classroom. Dr. Payne congratulated here on her fabulous job of turning the students into care givers for the children.

Executive Session was not called.

EXECUTIVE SESSION

There being no further business, Trustee Garrison made the motion to adjourn and with a second by Trustee Featherston the motion passes.

ADJOURNMENT

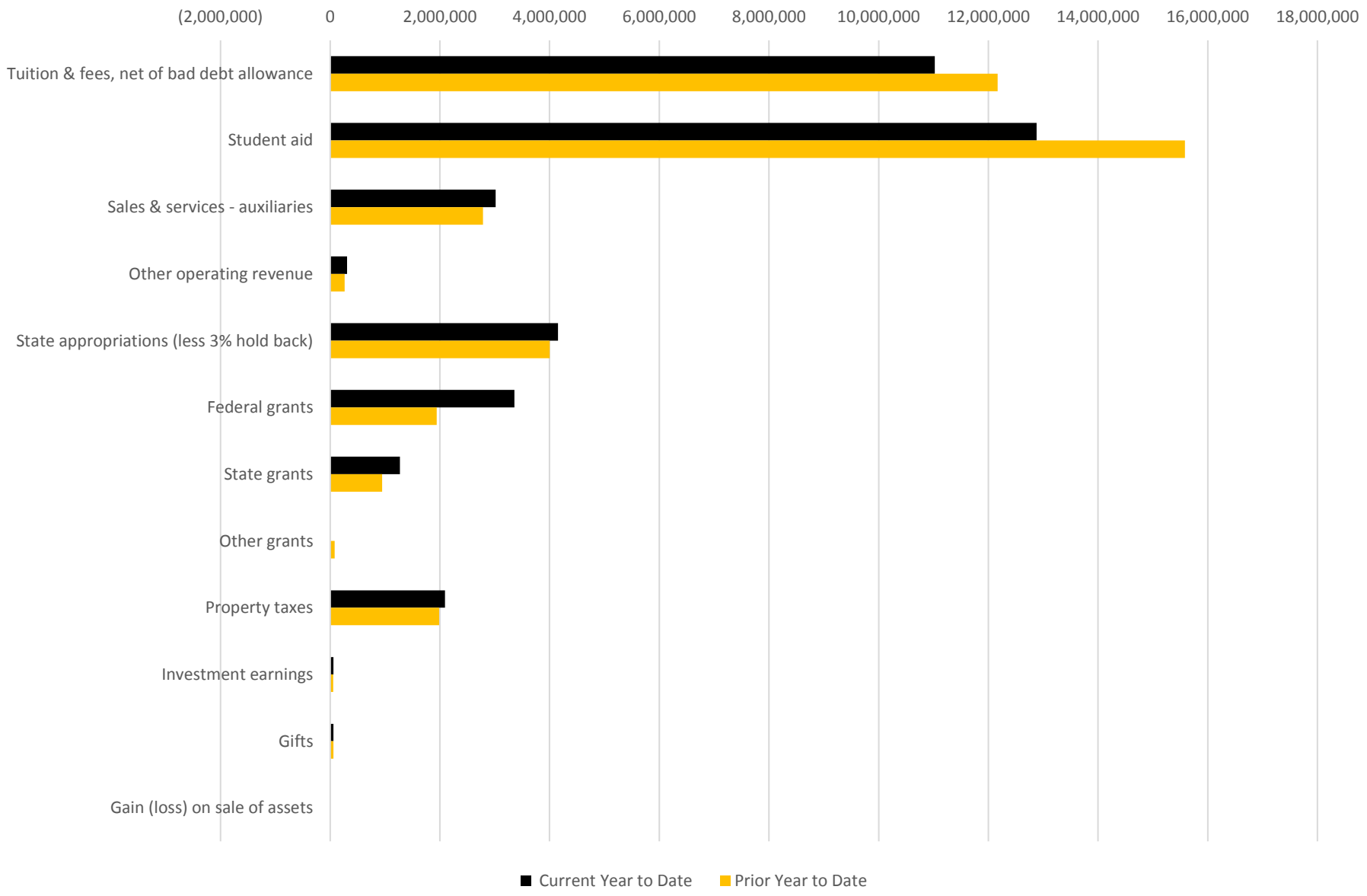
CHAIRMAN

APPROVAL DATE

SECRETARY

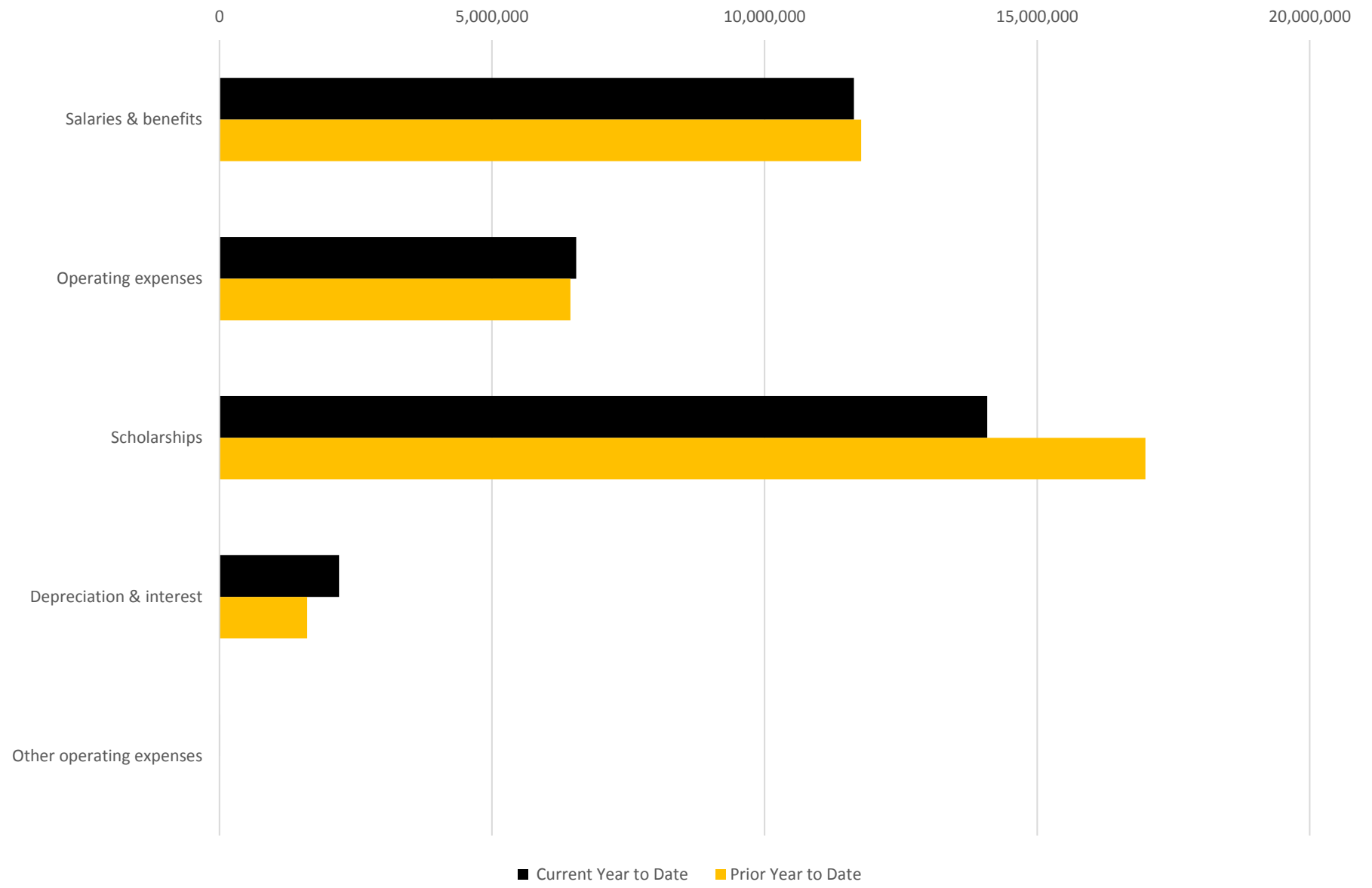
APPROVAL DATE

YTD Comparison to Previous Year 04/30/17



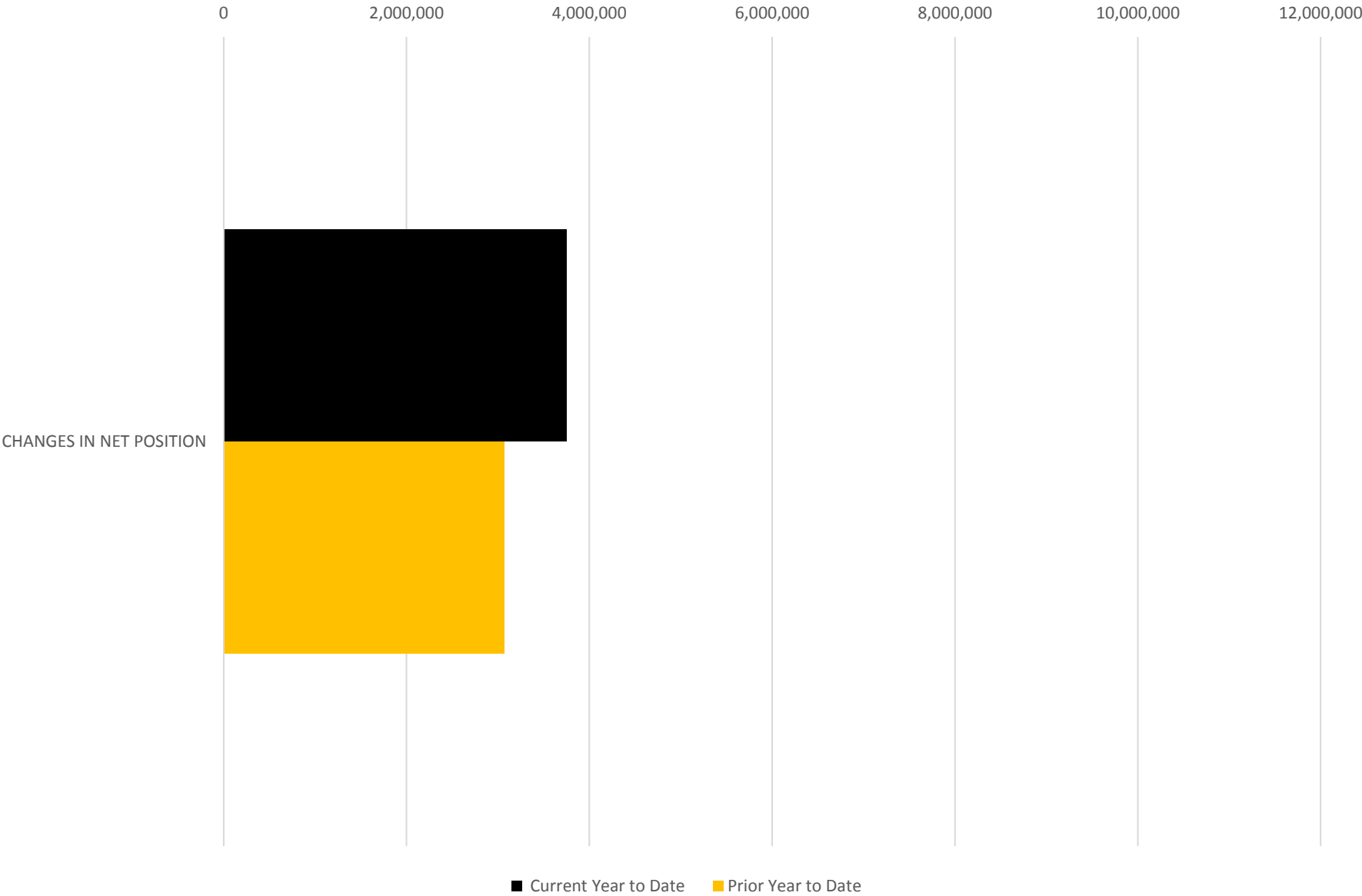
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YTD Comparison to Previous Year
04/30/17



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YTD Comparison to Previous Year 04/30/17



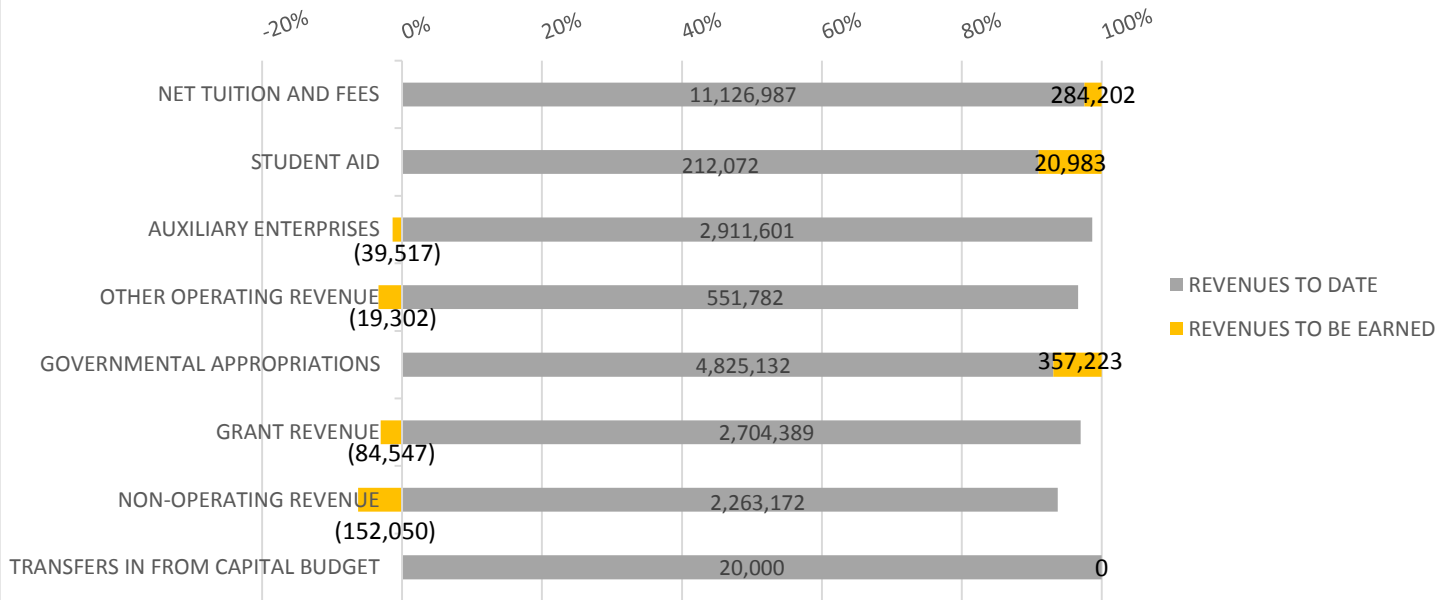
Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
April 30, 2017

ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash & Cash Equivalents	14,133,979	Accounts Payable	473,094
Student Account Receivables, net	5,894,974	Accrued Vacation	308,935
Property Tax Receivable	112,411	Student Deposits	53,442
Other Receivables	1,262,519	Deferred Tuition & Fees	3,115,689
Investments	47,586	Scholarships	(10,222)
Inventory	215,187	Total Current Liabilities	3,940,939
Prepaid Expenses	188,969		
Total Current Assets	21,855,625	NON-CURRENT LIABILITIES	
NON-CURRENT ASSETS		Retirement Incentive Payable	0
Land	5,490,786	Other Post Employment Benefits	13,013,510
Capital assets	55,942,304	Bonds, Notes and Leases Payable	22,858,629
Plus: Current year additions to capital assets	4,473,316	Accrued Interest	0
Accumulated Depreciation	(25,753,741)	Agency	128,522
Unamortized Bond Issue Costs	0	Total Non-Current Liabilities	36,000,661
Total Non-Current Assets	40,152,665	Total Liabilities	39,941,600
DEFERRED OUTFLOWS	5,262,107	DEFERRED INFLOWS	3,151,721
		NET POSITION	
		Beginning Balance	20,424,445
		Changes in Net Position	3,752,631
		Total Net Position	24,177,076
TOTAL ASSETS AND DEFERRED OUTFLOWS	67,270,397	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	67,270,397

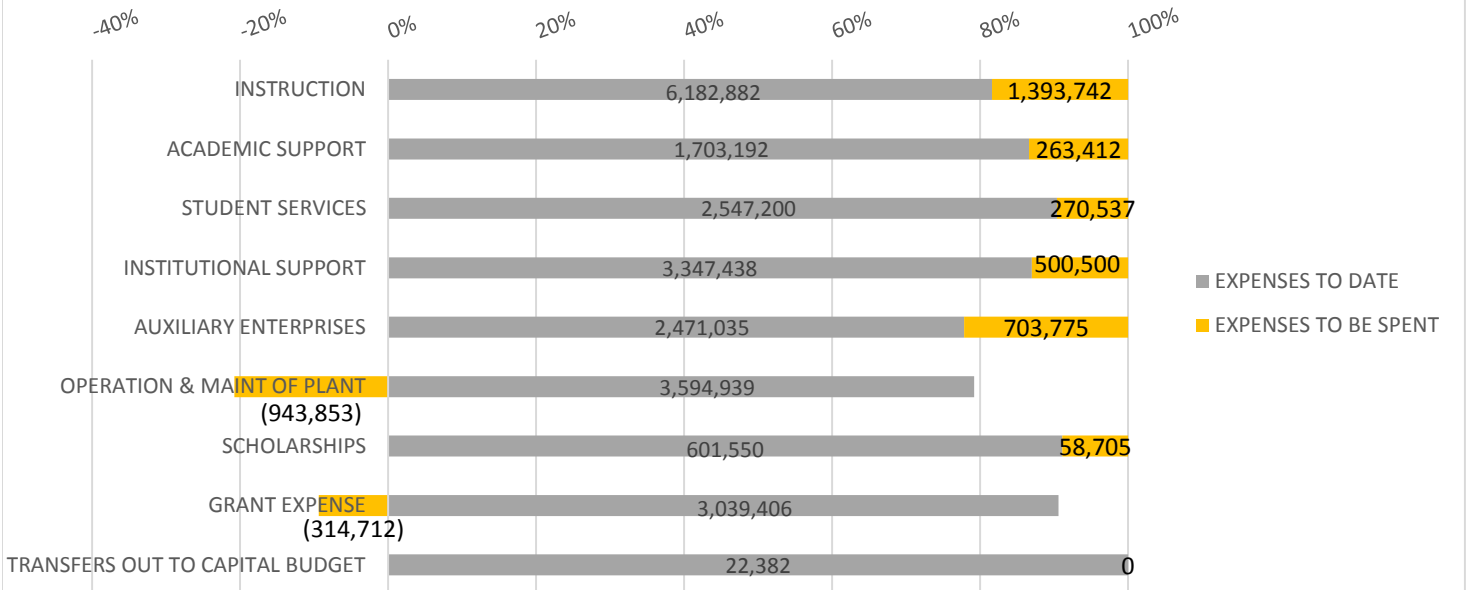
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
April 30, 2017

	July	August	September	October	November	December	January	February	March	April	Current Year to Date	Prior Year to Date	\$ Change	% Change
OPERATING REVENUE														
Tuition & fees, net of bad debt allowance	5,585,994	676,368	(200,216)	1,791,517	1,848,568	972,594	171,081	(215,197)	96,157	298,817	11,025,684	12,168,312	(1,142,628)	(9.39)%
Student aid	252,605	25,988	4,444,091	1,400,990	892,256	92,530	44,304	5,076,750	388,751	260,413	12,878,678	15,583,987	(2,705,309)	(17.36)%
Sales & services - auxiliaries	741,981	574,855	71,961	169,911	406,143	170,929	301,218	427,017	86,463	65,785	3,016,263	2,786,665	229,599	8.24%
Other operating revenue	4,335	257,964	13,254	1,793	1,996	1,998	3,657	19,383	2,208	1,864	308,453	260,741	47,712	18.30%
Total Operating Revenue	6,584,915	1,535,176	4,329,090	3,364,211	3,148,964	1,238,051	520,260	5,307,954	573,580	626,879	27,229,078	30,799,704	(3,570,626)	(11.59)%
OPERATING EXPENSES														
Salaries & benefits	1,069,080	1,151,357	1,171,079	1,280,515	1,189,768	1,030,628	1,165,233	1,147,941	1,143,434	1,290,602	11,639,638	11,773,926	(134,288)	(1.14)%
Operating expenses	452,710	1,073,054	605,713	476,949	713,663	541,508	658,346	512,706	1,094,384	416,409	6,545,441	6,439,261	106,180	1.65%
Capital equipment	71	232,569	34,999	70,637	138,281	349,124	399,702	579,302	1,324,112	1,344,519	4,473,316	1,399,267	3,074,049	219.69%
Less: Transfer to capital assets	(71)	(232,569)	(34,999)	(70,637)	(138,281)	(349,124)	(399,702)	(579,302)	(1,324,112)	(1,344,519)	(4,473,316)	(1,399,267)	(3,074,049)	219.69%
Scholarships	342,096	57,012	4,864,242	1,514,328	918,886	117,375	61,310	5,408,476	528,192	274,613	14,086,531	16,984,720	(2,898,189)	(17.06)%
Depreciation & interest	112,216	164,052	24,325	536,977	162,813	170,603	161,781	448,658	249,782	164,581	2,195,787	1,608,133	587,654	36.54%
Other operating expenses	0	0	0	0	0	0	0	0	0	28	28	0	28	0.00%
Total Operating Expenses	1,976,102	2,445,476	6,665,359	3,808,770	2,985,129	1,860,114	2,046,670	7,517,780	3,015,792	2,146,233	34,467,424	36,806,039	(2,338,615)	(6.35)%
NON-OPERATING REVENUE (EXPENSES)														
State appropriations (less 3% hold back)	439,786	439,786	439,786	439,786	439,786	439,786	439,786	357,830	357,830	357,830	4,151,992	4,004,390	147,602	3.69%
Federal grants	185,349	199,023	198,714	158,564	177,410	526,216	253,204	641,409	381,454	635,258	3,356,601	1,939,792	1,416,809	73.04%
State grants	71	197,510	63,984	13,882	160,680	42,093	229,540	240,601	481,382	(160,229)	1,269,514	947,326	322,188	34.01%
Other grants	0	0	0	0	0	0	0	0	0	0	82,234	(82,234)	(100.00)%	
Property taxes	33,138	19,772	21,466	7,225	7,541	252,300	1,597,374	50,950	60,016	43,256	2,093,040	1,986,958	106,082	5.34%
Investment earnings	9,281	3,845	5,606	4,237	3,345	9,333	8,752	4,362	6,438	3,964	59,162	55,442	3,721	6.71%
Gifts	0	(28,500)	2,844	40,051	1,097	(9,525)	2,500	6,773	42,286	3,142	60,668	59,781	887	1.48%
Gain (loss) on sale of assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Total Non-Operating Revenues (Expenses)	667,625	831,438	732,400	663,744	789,859	1,260,204	2,531,157	1,301,924	1,329,407	883,221	10,990,977	9,075,922	1,915,055	21.10%
CHANGES IN NET POSITION	5,276,438	(78,863)	(1,603,870)	219,185	953,694	638,141	1,004,746	(907,902)	(1,112,805)	(636,133)	3,752,631	3,069,587	683,044	22.25%

Budget to Actual Revenues 05/31/2017 (92%)



Budget to Actual Expenses 05/31/2017 (92%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
May 31, 2017
Fiscal Year Benchmark: 92%

REVENUES	BUDGET	REVENUES TO BE	
		REVENUES TO DATE	REVENUES TO DATE % EARNED
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>	11,411,189	11,126,987	98%
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	233,055	212,072	91%
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	2,872,084	2,911,601	101%
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	532,480	551,782	104%
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	5,182,355	4,825,132	93%
GRANT REVENUE <i>State Grants, Federal Grants</i>	2,619,842	2,704,389	103%
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,111,122	2,263,172	107%
TRANSFERS IN FROM CAPITAL BUDGET <i>Sikeston Classroom budget transfer in from capital budget</i>	20,000	20,000	100%
TOTAL REVENUES	24,982,128	24,615,135	99%

NOTE: At 92% in the fiscal year, we have recognized a total of 99% of budgeted revenues. We have recognized 98% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2016 registration, fall 2016 registrations, spring 2017 registrations and a portion of summer 2017 registrations. Auxiliary revenue is at 101% for the fall, spring and summer terms. Other Operating Revenue and Non-operating revenues, at 104% and 107% respectively, are primarily the college's share of the Cape Partnership and property taxes.

EXPENSES	BUDGET	EXPENSES TO BE	
		EXPENSES TO DATE	EXPENSES TO DATE % SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>	7,576,624	6,182,882	82%
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,966,604	1,703,192	87%
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	2,817,737	2,547,200	90%
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	3,847,938	3,347,438	87%
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	3,174,810	2,471,035	78%
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	2,651,086	3,594,939	136%
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	660,255	601,550	91%
GRANT EXPENSE <i>State Grants, Federal Grants</i>	2,724,693	3,039,406	112%
TRANSFERS OUT TO CAPITAL BUDGET <i>Main Entrance signage and lighting funded from operating funds</i>	22,382	22,382	100%
TOTAL EXPENSES	25,442,130	23,510,025	92%

NOTE: We have obligated 92% of our budgeted expenses at 92% into the new fiscal year. April payroll and credit card purchases ARE INCLUDED in this report. Operation & Maintenance of Plant (136%) includes Depreciation expense of \$1.5M which is not budgeted since it is non-cash. Grant Expense is at 112% in anticipation of budget information on the extension of the SEMA/FEMA grant for the Sports Complex.

CHANGES IN NET POSITION	(460,002)	1,105,110
Expenses to remain budgeted, but reserved as savings	460,003	
Revised Change in Net Position	<u>1</u>	

Three Rivers College
 Capital Budget - Unaudited
 May 31, 2017
 Fiscal Year Benchmark: 92%

	FUNDING SOURCES	SOURCES TO DATE		
		BUDGET	SOURCES TO DATE	%
RESTRICTED				
<i>Bond proceeds</i>		5,192,115	5,192,115	100%
<i>Sports Complex FEMA/SEMA grant</i>		1,205,228	1,670,889	139%
<i>State bonding proceeds</i>		1,772,500	471,760	27%
UNRESTRICTED				
<i>General funds - prior year transfers in**</i>				#DIV/0!
<i>General funds - current year transfers in</i>		22,382	22,382	100%
TOTAL FUNDING SOURCES		8,192,225	7,357,145	90%

	USES OF FUNDS	USES TO DATE		
		BUDGET	USES TO DATE	%
FEMA/SEMA PROJECTS				
<i>Poplar Bluff Classroom</i>		0	0	#DIV/0!
<i>Sikeston Classroom</i>		0	0	#DIV/0!
<i>Sikeston Classroom budget transfer out to operating funds</i>		20,000	20,000	100%
<i>Sports Complex</i>		6,377,343	4,042,056	63%
FY17 CAPITAL PROJECTS				
<i>Main Entrance Signage and Lighting</i>		22,382	22,382	100%
<i>Campus projects</i>		1,424,000	250,883.84	18%
<i>Westover Administration Building remodel</i>		72,000	115,299	160%
<i>Crisp Technology Center repairs</i>		44,000	2,900	7%
<i>Tinnin Fine Arts Center repairs</i>		155,000	20,192	13%
<i>Academic Resource Commons upgrades</i>		70,000	75,501	108%
<i>Education Building remodel</i>		7,500	0	0%
TOTAL EXPENSES		8,192,225	4,549,214	56%

NET SURPLUS (DEFICIT)		0	2,807,932	
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**HB19 Deferred Maintenance Appropriation
as of 05/31/17**

Category/Building	Name of Project	Budgeted Amount	Expended Amount	Amount Remaining	Encumbered Amount	Amount Remaining
General Campus Projects						
	Parking lot lighting and repairs	650,000.00	233,474.32	416,525.68	21,414.88	395,110.80
	Windows	10,000.00		10,000.00		10,000.00
	Exterior doors	55,000.00	18,980.35	36,019.65		36,019.65
	Sidewalks	60,000.00	65,345.77	(5,345.77)	5,597.37	(10,943.14)
	Replace interior locks	40,000.00		40,000.00		40,000.00
General Campus Projects	Sub Total	815,000.00	317,800.44	497,199.56	27,012.25	470,187.31

Administration Building						
	HVAC Repair	18,000.00	9,069.04	8,930.96	2,245.30	6,685.66
	Electrical/HVAC	100,000.00	27,152.00	72,848.00		72,848.00
	Roof Repair	30,000.00		30,000.00		30,000.00
	Fire System	35,000.00	23,352.12	11,647.88		11,647.88
	Elevator	80,000.00	88,784.00	(8,784.00)		(8,784.00)
	Restroom upgrades	40,000.00		40,000.00		40,000.00
	Exterior paint	28,000.00		28,000.00		28,000.00
	Upgrade to 36 year old building	460,368.00	71,699.48	388,668.52	54,814.89	333,853.63
Administration Building	Sub Total	791,368.00	220,056.64	571,311.36	57,060.19	514,251.17

Crisp Center						
	Fire Detection	20,000.00		20,000.00		20,000.00
	New Roof	20,000.00	42,140.00	(22,140.00)		(22,140.00)
	Replace flooring	4,000.00		4,000.00		4,000.00
Crisp Center	Sub Total	44,000.00	42,140.00	1,860.00	-	1,860.00

**HB19 Deferred Maintenance Appropriation
as of 05/31/17**

Category/Building	Name of Project	Budgeted Amount	Expended Amount	Amount Remaining	Encumbered Amount	Amount Remaining
Tinnin Center						
	Fire Detection	15,000.00		15,000.00		15,000.00
	Exterior paint	48,000.00		48,000.00		48,000.00
	HVAC Repair	10,000.00	14,433.44	(4,433.44)	1,866.56	(6,300.00)
	Upgrade to classrooms	100,000.00	44,290.49	55,709.51	17,111.51	38,598.00
Tinnin Center	Sub Total	173,000.00	58,723.93	114,276.07	18,978.07	95,298.00
Education Building						
	Remodel to create classrooms	7,500.00		7,500.00		7,500.00
Education Building	Sub Total	7,500.00	-	7,500.00	-	7,500.00
Academic Resource Commons						
	Windows	10,000.00		10,000.00		10,000.00
	Elevator repair	60,000.00	75,501.00	(15,501.00)		(15,501.00)
Academic Resource Common	Sub Total	70,000.00	75,501.00	(5,501.00)	-	(5,501.00)
Grand Total		1,900,868.00	714,222.01	1,186,645.99	103,050.51	1,083,595.48

**THREE RIVERS COLLEGE
CASH IN BANKS**

June 7, 2017

	<u>05/09/17</u>	<u>06/07/17</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	1,995.83	1,995.83
Petty Cash	200.00	200.00
Vending Machines	224.55	224.55
Business Office	2,088.00	2,088.00
<i>Total Cash Funds</i>	4,508.38	4,508.38
<i>General Accounts</i>		
Southern Bank - General Funds	5,175,136.17	5,158,128.92
Southern Bank - Credit Cards	151,001.41	156,253.09
<i>Total General Accounts</i>	5,326,137.58	5,314,382.01
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	(923,506.17)	(401,776.24)
Federal Clearing Account	-	-
Flexible Spending Account	10,074.32	13,047.81
<i>Total Restricted Accounts</i>	(913,431.85)	(388,728.43)
TOTAL CURRENT FUND	4,417,214.11	4,930,161.96
 HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	284,746.62	274,331.70
<i>Total General Accounts</i>	284,746.62	274,331.70
TOTAL HOUSING FUND	284,746.62	274,331.70

**THREE RIVERS COLLEGE
CASH IN BANKS**

June 7, 2017

PLANT FUND

Bank Accounts

Plant Fund - Southern Bank	1,694,007.91	1,694,007.91
<i>Total Bank Accounts</i>	<u>1,694,007.91</u>	<u>1,694,007.91</u>

Certificates of Deposit

Bank of Grandin #16126	139,378.55	139,378.55
Bank of Grandin #16103	102,909.48	102,909.48
People's Community Bank #8009219	1,288,252.04	1,288,252.04
Bank of Grandin #16234	1,243,713.64	1,243,713.64
<i>Total Certificates of Deposit</i>	<u>2,774,253.71</u>	<u>2,774,253.71</u>

TOTAL PLANT FUND	<u><u>4,468,261.62</u></u>	<u><u>4,468,261.62</u></u>
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AGENCY FUND

Bank Accounts

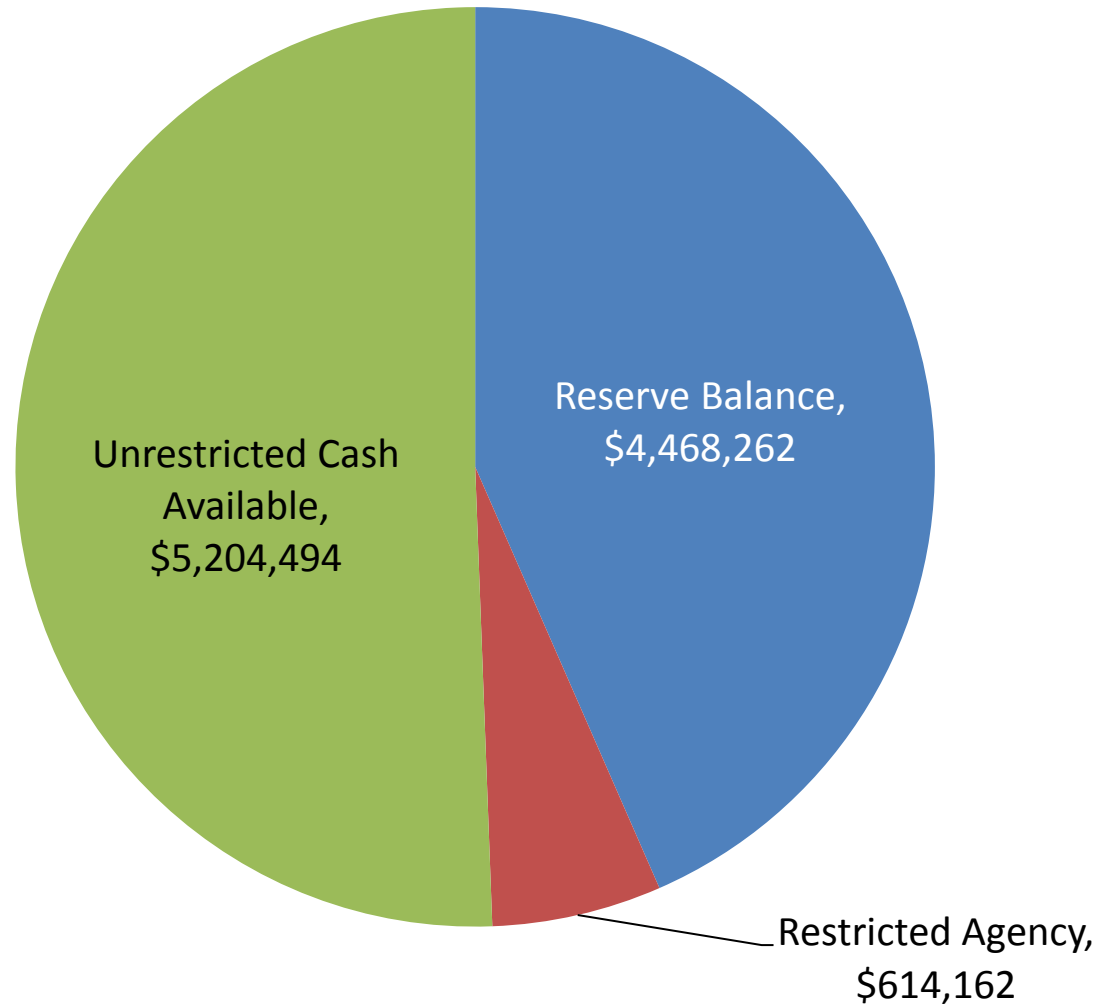
Agency Account - Southern Bank	176,060.45	169,844.09
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Certificates of Deposit

Restricted CD's & Savings	<u>444,318.08</u>	<u>444,318.08</u>
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TOTAL AGENCY FUND	<u><u>620,378.53</u></u>	<u><u>614,162.17</u></u>
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**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$10,289,918 AS OF 06/07/17**



THREE RIVERS COLLEGE
CERTIFICATES OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF May 31, 2017

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
8009219	Peoples Community Bank	0.75	06/10/17	12 mths	1,288,252.04	Contingency
16234	Bank of Grandin	0.90	07/21/17	12 mths	1,243,713.64	Contingency
16103	Bank of Grandin	1.25	10/05/17	12 mths	102,909.48	Contingency
16126	Bank of Grandin	1.25	02/22/18	12 mths	139,378.55	Contingency
Total Plant Fund CD's					\$ 2,774,253.71	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF May 31, 2017

2016012267	Commerce Bank	0.25	06/04/92	06/04/17	2,350.00	Bill Vinson
423135383	Regions Bank	1.49	12/04/04	06/04/17	1,650.00	R. Couperus
5016848212	Commerce Bank	0.25	06/23/98	06/23/17	7,843.17	Louise Spradling
63760632	US Bank of Poplar Bluff	1.54	07/02/89	07/01/17	1,226.80	A. Garner
451028956	US Bank of Poplar Bluff	0.25	07/02/99	07/02/17	5,234.00	Wm. D. Becker
21030291	US Bank of Poplar Bluff	0.25	07/07/93	07/07/17	1,405.00	Joshua Bowman
423137157	Regions Bank	1.24	01/14/85	07/14/17	2,500.00	Dr. Miller
2170801	First Midwest Bank of P.B.	1.65	07/11/97	07/30/17	10,925.00	Mabel Swindel
21024477	US Bank of Poplar Bluff	0.25	08/22/89	08/22/17	10,000.00	Myrtle Rutland
8036	First Missouri State Bank	0.75	08/23/90	08/23/17	4,000.00	Jackie Watson
1721901	First Midwest Bank of P.B.	0.65	08/25/92	08/25/17	3,000.00	Odd Fellows
110270576	Southern Bank	0.65	08/27/85	08/27/17	5,000.00	Belle Hinrichs
14776	First Missouri State Bank	0.75	08/28/02	08/28/17	5,000.00	Helvey-Miller
21023335	US Bank of Poplar Bluff	2.02	09/16/87	09/16/17	5,000.00	Mildred Lewis
218101	First Midwest Bank of P.B.	0.75	09/22/98	09/22/17	5,000.00	Jerome Burford
3568803469	US Bank of Poplar Bluff	0.25	09/26/00	09/26/17	9,674.10	Wm. D. Becker
423137249	Regions Bank	0.01	05/12/88	10/07/17	2,833.00	Combined Sch
423137256	Regions Bank	0.01	05/12/88	10/07/17	1,024.34	Fred Morrow
24325	First Midwest Bank of P.B.	0.65	10/15/99	10/15/17	10,324.77	Norman Gamblin
2197201	First Midwest Bank of P.B.	0.65	10/31/97	10/31/17	1,065.00	Gertrude Cox
23353	First Midwest Bank of P.B.	1.15	11/06/00	11/06/17	4,000.00	Coll. Achievement
451037941	US Bank of Poplar Bluff	0.40	11/16/98	11/16/17	17,800.00	Wm. D. Becker
451038829	US Bank of Poplar Bluff	0.40	11/17/99	11/17/17	15,469.82	Wm. D. Becker
21028354	US Bank of Poplar Bluff	0.40	12/03/91	12/03/17	2,310.00	C.T. McDaniel
10369	First Missouri State Bank	0.75	12/05/95	12/05/17	5,000.00	Helvey-Miller
2017004259	Commerce Bank	0.30	12/09/89	12/07/17	1,000.00	P.I. Church
451038849	US Bank of Poplar Bluff	0.40	12/08/99	12/08/17	1,110.00	C.T. McDaniel
2016012160	Commerce Bank	0.25	12/11/91	12/11/17	7,700.00	Bill Vinson
11129	First Missouri State Bank	0.75	12/12/96	12/12/17	6,131.36	Kim Mosley
43712	First Midwest Bank of P.B.	0.65	04/27/09	12/14/17	67,447.79	Holder-Rowland
5016847453	Commerce Bank	0.25	12/22/97	12/22/17	10,000.00	Harold Prim
2213401	First Midwest Bank of P.B.	0.75	01/08/98	01/08/18	10,000.00	Jerome Burford
21031513	US Bank of Poplar Bluff	0.25	01/19/95	01/19/18	12,868.64	Kim Mosley
352394707389	US Bank of Poplar Bluff	0.25	08/19/88	02/18/18	2,061.55	James Warren
63761112	US Bank of Poplar Bluff	0.25	02/23/89	02/22/18	2,500.00	A. Garner
2224601	First Midwest Bank of P.B.	0.75	02/25/98	02/25/18	1,658.87	Missy Braden
21025365	US Bank of Poplar Bluff	1.00	03/05/90	03/05/18	5,000.00	Mack Whiteley
2136801	First Midwest Bank of P.B.	0.65	03/05/97	03/05/18	5,000.00	Thelma Jackson
5017843040	Commerce Bank	0.30	05/01/97	03/07/18	2,900.00	Miles Hays

THREE RIVERS COLLEGE
CERTIFICATES OF DEPOSIT

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
2017004363	Commerce Bank	0.30	03/30/88	03/30/18	10,000.00	Myrtle Corbett
63760695	US Bank of Poplar Bluff	1.73	04/04/85	04/05/18	1,001.63	Lonnie Davis
2018004893	Commerce Bank	1.64	04/10/88	04/10/18	3,000.00	Myra C. Hays
20205	First Missouri State Bank	0.75	04/21/10	04/21/18	20,403.81	ICHE Scholarship
3568676067	US Bank of Poplar Bluff	0.25	05/01/01	05/01/18	11,026.79	Wm. D. Becker
21033372	US Bank of Poplar Bluff	0.25	05/01/96	05/01/18	1,000.00	Kim Mosley
9525	First Missouri State Bank	1.25	05/06/93	05/06/18	2,000.00	Carl Wiseman
25103	First Midwest Bank of P.B.	0.75	05/14/99	05/14/18	5,000.00	Thelma Jackson
2016007496	Commerce Bank	0.45	05/14/90	05/14/18	3,835.00	Bill Vinson
21031218	US Bank of Poplar Bluff	0.25	05/15/94	05/15/18	2,192.00	Greg Starnes
2038701	First Midwest Bank of P.B.	1.00	05/16/96	05/16/18	5,000.00	Thelma Jackson
21028105	US Bank of Poplar Bluff	0.25	05/22/91	05/22/18	29,782.32	Myrtle Rutland
21028106	US Bank of Poplar Bluff	0.25	05/22/91	05/22/18	20,000.00	Myrtle Rutland
7236	First Missouri State Bank	0.75	05/26/89	05/26/18	16,350.00	Jackie Watson
110260320	Southern Bank	0.85	06/02/86	06/02/18	1,000.00	Hulen Spencer
2019003547	Commerce Bank	1.69	07/08/90	07/08/18	4,000.00	P.C. Hays, Jr.
2012008906	Commerce Bank	0.70	05/11/81	11/11/18	4,526.11	P.C. Hays, Sr.
451034787	US Bank of Poplar Bluff	0.50	06/09/97	12/09/18	1,000.00	Wm. D. Becker
423137173	Regions Bank	0.15	12/09/85	12/09/18	5,000.00	Mary Hinrichs
110239662	Southern Bank	1.00	01/05/91	01/05/19	1,412.53	Bulow Mem.
63760768	US Bank of Poplar Bluff	1.24	03/06/89	03/05/19	6,468.04	Butler Co Co-op
110274305	Southern Bank	0.90	05/30/86	05/30/19	5,200.00	Mabel Swindel
1014001	First Midwest Bank of P.B.	1.00	11/06/89	11/06/19	5,000.00	Charlotte Stone
423135367	Regions Bank	0.10	11/18/04	11/18/19	1,106.64	Betty Waldrop
1244701	First Midwest Bank of P.B.	1.40	02/08/85	02/08/21	3,000.00	Myra Hunt
2012008112	Commerce Bank	0.30	08/11/92	028/11/17	1,000.00	Myra C. Hays
Total Agency Fund CD's					<u>\$ 444,318.08</u>	

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Month of May 2017

Current Fund:	General Fund - Southern Bank	\$ 966,238.76
	Electronic Student Refunds - Higher One	<u>50,114.91</u>
	Total Current Fund	1,016,353.67
Housing Fund:	Rivers Ridge - Southern Bank	14,406.49
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>16,340.36</u>
	Grand Total	<u><u>\$ 1,047,100.52</u></u>

This is to certify that the above is supported by invoices, purchase orders, and other pertinent data on file in the College Financial Service Office. Approved by the Board of Trustees, this 21st day of June 2017.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

**THREE RIVERS COMMUNITY COLLEGE
 BID REPORT
 AS OF JUNE 13, 2017**

Arena Seating

Status: Closed
 Open Date: 5/11/2017
 Close Date: 5/25/2017
 Funding Source: General Revenue
 Bids Submitted:

Heartland Seating, Inc	Shawnee, KS
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 Bid Awarded:

Heartland Seating, Inc	Shawnee, KS	\$588,162.00
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Arena Flooring

Status: Closed
 Open Date: 5/11/2017
 Close Date: 5/25/2017
 Funding Source: General Revenue
 Bids Submitted:

Missouri Floor Company	Maryland Heights, MO
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 Bid Awarded:

Missouri Floor Company	Maryland Heights, MO	\$198,600.00
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Scoreboards and Timing System

Status: Closed
 Open Date: 5/26/2017
 Close Date: 6/8/2017
 Funding Source: General Revenue
 Bids Submitted:

Daktronics	Brookings, SD
Nevco	Greenville, IL

 Bid Awarded: No

Banking Services

Status: Closed
 Open Date: 5/31/2017
 Close Date: 6/13/2017
 Funding Source:
 Bids Submitted:

Southern Missouri Bancorp, Inc	Poplar Bluff, MO
Peoples Community Bank	Poplar Bluff, MO

 Recommendation: Pending presentation by Banking Companies
 Bid Awarded:

June 2017 President's Report

- Construction Update
 - Libla Family Sports Complex
 - Parking Lots
 - Sidewalks
- Retirees Reception – May 17
- Nurse Pinning Ceremony – May 19
- Commencement 2017 – May 19
- Downtowners Reception – May 24
- TRET Golf Tournament – June 16
- Upcoming Events
 - Raider Run, Walk & Wag – July 8
 - TRC Day at the Ballpark – July 29

A G E N D A
Executive Session
Wednesday, June 21, 2017

I. Executive Session

1. Personnel and any other matters covered by RSMo Section 610.021
2. Real Estate/Property and other matters covered by RSMo Section 610.021.2
3. Legal and other matters covered by RSMo Section 610.021.1

II. Adjournment

V1. 1. Discussion, Consideration and Approval of College Policy GAP 1160 – Institutional Review Board

BACKGROUND INFORMATION--HISTORY

Initial approval of the policy

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Recommend adoption of the policy as presented.

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAP 1160 Institutional Review Board	Page 1 of 2
Associated Regulation: GAR 1160 Institutional Review Board	
References: Code of Federal Regulations: Title 45, part 46	
Supersedes: NA	
Responsible Administrator: Chief Institutional Effectiveness Officer	
Initial Approval: 06-21-2017	Last Revision:

Three Rivers College has established an Institutional Review Board (IRB) Policy to facilitate the review of requests for research studies involving human subjects (students, faculty, and/or staff) from the college. This policy provides a comprehensive standard for the protection of human subjects of research conducted by students, staff, faculty, and on a limited basis may allow visiting researchers. The intent is to ensure investigators do not unduly put at risk or harm humans who are the subjects of their research, and that the subjects of such research are aware of their rights as defined in Title 45, part 46 of the Code of Federal Regulations. The college reserves the right to reject an IRB application without cause.

All persons who wish to conduct research involving human subjects at the college must follow the college process and receive authorization from the Chief Institutional Effectiveness Officer prior to conducting their research. Reference the details regarding the IRB process in college regulation GAR 1160 Institutional Review Board. Authorization from the Chief Institutional Effectiveness Officer and in most cases IRB approval shall precede commencement of any work involving human subjects from Three Rivers College. The college IRB process is established to determine and ensure that:

- The welfare and rights of human subjects are adequately protected and informed consent given, if necessary;
- Human subjects are not placed at unreasonable physical, mental, or emotional risk as a result of the research;
- The research outcomes are of significance to the interests of the college;
- The necessity and importance of the research outweighs the risks to the subjects; and
- The researcher(s) is/are qualified to conduct research involving human subjects.

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION POLICY**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAP 1160 Institutional Review Board	Page 2 of 2
Associated Regulation: GAR 1160 Institutional Review Board	
References: Code of Federal Regulations: Title 45, part 46	
Supersedes: NA	
Responsible Administrator: Chief Institutional Effectiveness Officer	
Initial Approval: 06-21-2017	Last Revision:

DOCUMENT HISTORY:

06-21-2017: Initial approval of GAP 1160 Institutional Review Board

V1. 2. Discussion, Consideration and Approval of College Policy IP 6102 – Transfer Credit

BACKGROUND INFORMATION--HISTORY

Initial approval of the policy

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Recommend adoption of the policy as presented.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IP 6102 Transfer Credit	Page 1 of 5
Associated Regulation: IR 6111 Alternative College Credit; SR 2210 Admissions	
Associated Policy: IP 6110 Definition of Credit Hour; IP 6111 Alternative College Credit	
References: Guidelines for Student Transfer and Articulation among Missouri Colleges and Universities	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 06-21-2017	Last Revision:

Three Rivers College will accept the academic credits earned in a student’s chosen academic program from institutions of higher education when the course content and teaching faculty can reasonably be assumed or determined to be equal to that at Three Rivers. Only courses which will count towards a degree program at Three Rivers College from accredited schools previously attended will be transcribed. If credit for a particular course is not accepted by Three Rivers, the student may request review from the Chief Academic Officer. Once the credit becomes a part of the student’s official record at Three Rivers, it will not be removed.

Recognized Accreditors

Three Rivers College will accept and transcript as transfer credit, college level courses completed at colleges and universities accredited by the following accrediting agencies: Middle States Commission on Higher Education, New England Association of Schools and Colleges, Higher Learning Commission, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges, and Council on Occupational Education. Credit earned at other institutions will be evaluated on a case by case basis.

Similar transfer courses are equated to Three Rivers College courses. Non-equivalent transfer courses may be counted as electives. Students must request an official transcript from each institution attended be sent directly to the Office of the Registrar. Only official transcripts will be evaluated. The college does not accept transcripts that have been scanned, emailed, or opened by the student.

Official Transcripts

Only official transcripts will be accepted for transfer credit evaluation purposes. Official transcripts can be received in the following ways:

- Unopened envelope mailed or hand-delivered to the Office of the Registrar
- Electronically through National Student Clearinghouse, Parchment, eSCRIPT-SAFE, etc.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IP 6102 Transfer Credit	Page 2 of 5
Associated Regulation: IR 6111 Alternative College Credit; SR 2210 Admissions	
Associated Policy: IP 6110 Definition of Credit Hour; IP 6111 Alternative College Credit	
References: Guidelines for Student Transfer and Articulation among Missouri Colleges and Universities	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 06-21-2017	Last Revision:

If coursework has been completed at a college/university outside of the U.S., transcripts/diplomas must be evaluated by AACRAO (<http://ies.aacrao.org>), members of NACES (<http://naces.org>), or other professional credential evaluation companies. Students should obtain “course by course” evaluations. Students are responsible for paying any fees associated with the credential evaluation process.

Credentials for a student transferring from a foreign institution accredited by a U.S. regional accreditor, do not need to be evaluated by one of the organizations listed but must be in English or accompanied by a certified translation.

Credit Equivalencies

College Level

Three Rivers College will evaluate the coursework for transfer credit regardless of the method of delivery, including online and dual-credit. Transfer of academic credits is evaluated on a course-by-course basis and is ultimately decided by the department chair. The course is evaluated by comparing the course name and credit hours. In addition, the course description may be used to evaluate the transfer equivalency. In order to receive transfer credit, the course must be substantially equivalent to a course offered at Three Rivers. Transfer courses that are substantially equivalent to a course offered at Three Rivers College will transfer as a direct course. Transfer courses that don’t have a direct course equivalent at Three Rivers may transfer as elective credits within the appropriate academic department.

42- hour General Education Block

Three Rivers College adheres to the guidelines set forth in the Credit Transfer: Guidelines for Student Transfer and Articulation among Missouri Colleges and Universities, approved by the Missouri Coordinating Board for Higher Education (CBHE). Under these guidelines, students who transfer from Missouri public colleges and universities and Missouri private institutions that adhere to these guidelines will be considered as having met the Three Rivers College general education requirements if they complete the Missouri 42 credit hour block of general education credit or the designated general education programs at the other institution, provided that the institution certifies the student’s completion of that program.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IP 6102 Transfer Credit	Page 3 of 5
Associated Regulation: IR 6111 Alternative College Credit; SR 2210 Admissions	
Associated Policy: IP 6110 Definition of Credit Hour; IP 6111 Alternative College Credit	
References: Guidelines for Student Transfer and Articulation among Missouri Colleges and Universities	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 06-21-2017	Last Revision:

Remedial or Developmental

Remedial or developmental credit will be utilized for placement purposes or when needed as pre-requisites.

Graduate Level

Graduate level coursework will be evaluated on a case by case basis.

Nursing and Allied Health

Three Rivers Nursing and Allied Health department does not generally accept transfer credits for Nursing, Medical Laboratory Technology, Emergency Medical Services, and Occupational Therapy courses. Courses in these programs shall only be transferred after review and approval of the appropriate Department Chair.

Minimum Requirements

Courses must have a grade of D or better.

A student must earn at least 15 credits from Three Rivers College to earn a degree. Transfer credits are evaluated only from an official transcript; a course description from the term the course was taken may also be required.

Maximum Number of Transfer Credits

The maximum number of transfer credits, including alternative forms of credit, acceptable towards a student's academic program is seventy-five percent (75%) of the program's required credits. A student must earn at least 15 credits from Three Rivers College to earn a degree.

Time Limits for Transfer Credit

There are no time limits for transfer credit.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IP 6102 Transfer Credit	Page 4 of 5
Associated Regulation: IR 6111 Alternative College Credit; SR 2210 Admissions	
Associated Policy: IP 6110 Definition of Credit Hour; IP 6111 Alternative College Credit	
References: Guidelines for Student Transfer and Articulation among Missouri Colleges and Universities	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 06-21-2017	Last Revision:

Evaluation of Transfer Credits

Students must provide all credentials for evaluation at least two weeks prior to initial enrollment to guarantee transfer credits will be evaluated before registration. The Registrar’s office, in conjunction with a department chair, will evaluate the eligibility of transfer credit.

GPA

All courses transferred to Three Rivers College will calculate in the cumulative GPA with courses taken at Three Rivers College, including quality points, grade points and grade point average and will be used to calculate honors for graduation. Repeated courses from an incoming transcript will be noted on the Three Rivers College transcript the same as they are noted on the transcript from the incoming school. Students may view their transcripts from other institutions but may not obtain a hard copy once they are submitted to TRC to become part of the permanent record.

Quarter Hour Conversion

Quarter hour courses will be converted to semester credits to determine credit hour eligibility. The conversion for quarter hours to semester hours is 1 quarter hour = .667 semester hours. For example, a course with 5 quarters hours would transfer as 3.33 semester hours. (5 x .667 = 3.33)

Credit for Prior Learning

Refer to IP and IR 6111 Alternative College Credit.

Office of the Registrar

Questions regarding transfer of credit policy, regulations, and procedures should be directed to the Office of the Registrar.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IP 6102 Transfer Credit	Page 5 of 5
Associated Regulation: IR 6111 Alternative College Credit; SR 2210 Admissions	
Associated Policy: IP 6110 Definition of Credit Hour; IP 6111 Alternative College Credit	
References: Guidelines for Student Transfer and Articulation among Missouri Colleges and Universities	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 06-21-2017	Last Revision:

DOCUMENT HISTORY:

06-21-2017: Initial approval of policy IP 6102 Transfer Credit.

V1. 3. Discussion, Consideration and Approval of College Policy IP 6510 – Distance Learning

BACKGROUND INFORMATION--HISTORY

Initial approval of the policy

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Recommend adoption of the policy as presented.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6500 Distance Learning	
Title: IP 6510 Distance Learning	Page 1 of 5
Associated Regulation: IR 6510 Online Learning; IR 6310 Classroom Attendance; ITR 8100 Acceptable Use; IR 6720 Faculty Workload; IR 6715 Faculty Evaluation and Engagement; SR 2610 Student Code of Conduct; SR 2740 Student Rights and Responsibilities; SR 2140 Student Appeals; SR 2620 Student Disciplinary Proceedings; SR 2130 Student Grievance	
Associated Policy: IP 6310 Classroom Attendance; ITP 8100 Acceptable Use; IP 6210 Curriculum Development; IP 6104 Minimum Class Size; IP 6710 Faculty Rights and Responsibilities	
References: Higher Learning Commission Guidelines for the Evaluation of Distance Education (On-line Learning)	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision:

Three Rivers College offers quality programs and courses delivered by distance means. The College utilizes distance learning to increase student access to learning opportunities; enhance the abilities of the college to respond to learner needs; respond to workforce development needs; ensure quality of instruction to place- and time-bound students; provide cost-effective service through cooperative and collaborative development and delivery; and reduce the unnecessary duplication of existing programs and courses.

Distance learning is defined as the formal educational process for any credit-bearing course developed or offered by the college in which the majority of instruction occurs when there is physical separation of the teacher and learner and when communication and instruction take place through, or are supported by, any technological means. Courses offered through distance learning modalities must meet the same requirements and quality standards as those established for credit coursework offered through a more traditional classroom setting. Quality standards include, but are not limited to, academic policies and procedural requirements related to curriculum and program development, assessment, review and approval processes, faculty course load and evaluation criteria, continuous improvement of instruction, a focus on student performance, and student evaluation of instruction, emphasis on teacher-student engagement, and student support services. To ensure quality standards, the following applies for courses offered through distance learning:

Distance learning courses offered for credit or audit must originate from and reside under the control of the academic unit that has responsibility for those respective courses.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6500 Distance Learning	
Title: IP 6510 Distance Learning	Page 2 of 5
Associated Regulation: IR 6510 Online Learning; IR 6310 Classroom Attendance; ITR 8100 Acceptable Use; IR 6720 Faculty Workload; IR 6715 Faculty Evaluation and Engagement; SR 2610 Student Code of Conduct; SR 2740 Student Rights and Responsibilities; SR 2140 Student Appeals; SR 2620 Student Disciplinary Proceedings; SR 2130 Student Grievance	
Associated Policy: IP 6310 Classroom Attendance; ITP 8100 Acceptable Use; IP 6210 Curriculum Development; IP 6104 Minimum Class Size; IP 6710 Faculty Rights and Responsibilities	
References: Higher Learning Commission Guidelines for the Evaluation of Distance Education (On-line Learning)	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision:

The content of course learning outcomes taught through distance learning must be consistent with the outcomes for traditional courses as noted in the syllabus. Additionally, any courses being considered for distance learning modalities must be initiated through and approved by the Chief Academic Officer.

All new courses and programs, regardless of their delivery, must be developed, reviewed, and approved through the same College curriculum and program development processes in accordance with policy IP 6210 Curriculum Development.

Distance learning courses must follow all college policies, regulations, and procedures relating to admissions, attendance, registration, audits, withdrawals, class size, credit hours, etc., and as outlined in the current College Catalog, as well as, are subject to the requirements as outlined in policy and regulation ITP and ITR 8100 Acceptable Use.

Courses taught through distance learning must follow the same class size requirements as published in the College's policy IP 6104 Minimum Class Size. Any exceptions require the approvals as outlined in the policy.

Only courses approved by the Chief Academic Officer each semester/session are offered through distance learning modalities. All courses offered through distance learning modalities are identified and published in the College's Course Schedule.

The college ensures faculty are qualified. Faculty teaching courses through distance learning adhere to the course load requirements and college obligations as set forth in regulation IR 6720 Faculty Workload as well as policy IP 6710 Faculty Rights and Responsibilities.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6500 Distance Learning	
Title: IP 6510 Distance Learning	Page 3 of 5
Associated Regulation: IR 6510 Online Learning; IR 6310 Classroom Attendance; ITR 8100 Acceptable Use; IR 6720 Faculty Workload; IR 6715 Faculty Evaluation and Engagement; SR 2610 Student Code of Conduct; SR 2740 Student Rights and Responsibilities; SR 2140 Student Appeals; SR 2620 Student Disciplinary Proceedings; SR 2130 Student Grievance	
Associated Policy: IP 6310 Classroom Attendance; ITP 8100 Acceptable Use; IP 6210 Curriculum Development; IP 6104 Minimum Class Size; IP 6710 Faculty Rights and Responsibilities	
References: Higher Learning Commission Guidelines for the Evaluation of Distance Education (On-line Learning)	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision:

Faculty teaching courses through distance learning are evaluated according to the college's regulation IR 6715 Faculty Evaluation and Engagement and participate in the college's assessment and standardized student opinion of instruction processes.

Students enrolled in distance learning courses are afforded comparable student support and access to learning resources and services as compared to those offered to students in traditional courses. Distance learning students are subject to the same college policies and procedures as published for all students.

Distance learning students have the same rights and responsibilities as outlined in regulations SR 2610 Student Code of Conduct, SR 2740 Student Rights and Responsibilities and the college is committed to affording all students, including distance learning students, the opportunity for accessibility and due process during the student grievance process in accordance with regulations SR 2140 Student Appeals, SR 2620 Student Disciplinary Proceedings, and SR 2130 Student Grievance Procedures.

The Office of the Chief Academic Officer is charged with administering the provisions of all distance learning policies, regulations, and procedures.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6500 Distance Learning	
Title: IP 6510 Distance Learning	Page 4 of 5
Associated Regulation: IR 6510 Online Learning; IR 6310 Classroom Attendance; ITR 8100 Acceptable Use; IR 6720 Faculty Workload; IR 6715 Faculty Evaluation and Engagement; SR 2610 Student Code of Conduct; SR 2740 Student Rights and Responsibilities; SR 2140 Student Appeals; SR 2620 Student Disciplinary Proceedings; SR 2130 Student Grievance	
Associated Policy: IP 6310 Classroom Attendance; ITP 8100 Acceptable Use; IP 6210 Curriculum Development; IP 6104 Minimum Class Size; IP 6710 Faculty Rights and Responsibilities	
References: Higher Learning Commission Guidelines for the Evaluation of Distance Education (On-line Learning)	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision:

Three Rivers College offers the following course types:

Traditional/Web-Enhanced:

Course with no or minimal online technology used and content is delivered in a traditional setting. The traditional course can have a web component for accessing syllabi, notes, PowerPoints, videos, etc. No replacement for face-to-face course time occurs.

Hybrid:

A hybrid course is a model of course design that combines traditional, face-to-face class time with online components for accessing or uploading course work. A course with 1 – 79% of the face-to face component replaced with an online component is considered a hybrid course.

Online:

An online course is a model of course design that may have limited face-to-face meetings; however, testing and other required face-to-face meetings can be provided in a traditional setting. A course with 80% or more of the content delivered online is considered to be an online course.

ITV (Interactive Television):

Interactive television (ITV) is the learning-teaching activities in the cognitive and/or psychomotor and affective domains of an individual learner and a supporting organization. It is characterized by synchronous communication from a sending location by the faculty member to appropriately equipped external locations allowing students the ability to receive and engage with the faculty member in what would otherwise be a face-to-face setting.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6500 Distance Learning	
Title: IP 6510 Distance Learning	Page 5 of 5
Associated Regulation: IR 6510 Online Learning; IR 6310 Classroom Attendance; ITR 8100 Acceptable Use; IR 6720 Faculty Workload; IR 6715 Faculty Evaluation and Engagement; SR 2610 Student Code of Conduct; SR 2740 Student Rights and Responsibilities; SR 2140 Student Appeals; SR 2620 Student Disciplinary Proceedings; SR 2130 Student Grievance	
Associated Policy: IP 6310 Classroom Attendance; ITP 8100 Acceptable Use; IP 6210 Curriculum Development; IP 6104 Minimum Class Size; IP 6710 Faculty Rights and Responsibilities	
References: Higher Learning Commission Guidelines for the Evaluation of Distance Education (On-line Learning)	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision:

DOCUMENT HISTORY:

06-21-2017: Initial approval of policy IP 6510 Distance Learning.

V1. 4. Discussion, Consideration and Approval of College Policy ITP 8201 – Data Security

BACKGROUND INFORMATION--HISTORY

Initial approval of the policy

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Recommend adoption of the policy as presented.

**THREE RIVERS COLLEGE
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8201 Data Security	Page 1 of 3
Associated Regulation: ITR 8100 Acceptable Use	
Associated Policy: ITP 8100 Acceptable Use; ITP 8202 Electronic Communication; ITP 8203 Disaster Recovery	
References:	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 06-21-2017	Last Revision:

Three Rivers College is committed to ensuring that all access to and uses of sensitive information are performed in a secure manner. Therefore, measures are in place to minimize the risk to the College from unauthorized disclosure of sensitive data, whether accidental or deliberate. To comply with data protection guidelines, sensitive information must be collected and used appropriately, stored safely, and not disclosed to any other person(s) unlawfully.

The purpose of this Data Security Policy is to define the security controls necessary to safeguard the confidentiality and integrity of sensitive College information. This policy provides a framework in which security threats to College information systems can be identified and managed on a risk basis and establishes terms of reference which ensure uniform implementation of data security controls throughout the college.

The United States follows what is referred to as a 'sectoral' approach to data protection legislation. Under this approach, laws of data protection and privacy rely on a combination of legislation, regulation, and self-regulation rather than governmental control. Therefore, the College establishes self-regulated guidelines for data security.

Accurate, timely, relevant, and properly protected information is a critical asset of Three Rivers College. The College recognizes that failure to implement adequate security controls over sensitive information could potentially lead to:

- Irretrievable loss of important data;
- Serious financial consequences;
- Damage to the reputation of the college; and
- Legal penalties.

**THREE RIVERS COLLEGE
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8201 Data Security	Page 2 of 3
Associated Regulation: ITR 8100 Acceptable Use	
Associated Policy: ITP 8100 Acceptable Use; ITP 8202 Electronic Communication; ITP 8203 Disaster Recovery	
References:	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 06-21-2017	Last Revision:

The Chief Technology Officer (CTO) performs the duties of the Data Security Officer (DSO) for the College. The DSO shall direct a Data Security Team (DST) which consists of the system administrator, network administrator, and assigned data stewards. The Data Security Officer in conjunction with the Data Security Team, shall be responsible for:

- Establishing, maintaining, and enforcing electronic and physical information security and access standards for all entities under the direction of the College President.
- Enforcing board-approved technology policies and regulations established Collaboratively by the CTO and the College Cabinet.
- Managing information security incidents, including establishing and communicating incident response procedures for all members of the campus community.
- Adopting and implementing industry best practices and standards for secure transportation and transmission of electronic data.
- Informing all college information systems users of their individual responsibilities, and establishing standards to protect sensitive data and privacy.
- Working in conjunction with the College Cabinet and their associated areas of responsibility to protect the security of electronically-held information.
- Periodically testing college-controlled information systems for vulnerabilities.

This Data Security Policy applies to anyone authorized to access college data. Failure to comply with this policy may result in loss of data access privileges and possible disciplinary action.

**THREE RIVERS COLLEGE
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8201 Data Security	Page 3 of 3
Associated Regulation: ITR 8100 Acceptable Use	
Associated Policy: ITP 8100 Acceptable Use; ITP 8202 Electronic Communication; ITP 8203 Disaster Recovery	
References:	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 06-21-2017	Last Revision:

DOCUMENT HISTORY:

06-21-2017: Initial approval of policy ITP 8201 Data Security.

V1. 5. Discussion, Consideration and Approval of College Policy ITP 8202 – Electronic Communications

BACKGROUND INFORMATION--HISTORY

Initial approval of the policy

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Recommend adoption of the policy as presented.

**THREE RIVERS COLLEGE
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8202 Electronic Communication	Page 1 of 2
Associated Regulation: ITR 8100 Acceptable Use	
Associated Policy: ITP 8201 Data Security; ITP 8100 Acceptable Use; ITP 8201 Data Security	
References: College Identity Standards	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 06-21-2017	Last Revision:

Three Rivers College electronic communications such as email is the property of the College. The purpose of this Electronic Communications Policy is to establish a foundation for the controls necessary to safeguard the integrity of said College property. Three Rivers College official electronic communications such as email and text messages must go through College controlled systems. The official means of email communication is the College email systems; therefore, all faculty, staff, and students must use their College email account(s) unless law, contract, or other college policy prohibits email or requires another form of communication. Exceptions to this rule must receive approval from the Computer Services Department.

All College-owned electronic computing and networking resources, such as Blackboard, myTRCC, and email, must be used instead of 3rd party resources. Therefore, Three Rivers College students, faculty, and staff are expected to use their college email accounts for College business purposes. College email and all forms of electronic communication are subject to monitoring and archiving.

The College sends electronic communications to faculty, staff, and students by email to their college email address. It is expected that the email will be received and read by the recipient within a reasonable amount of time, as email communications may be time-sensitive; however, email should not be considered or used as the only means of College emergency communications.

College-owned electronic communications in the form of email must comply with the College's policy and regulation ITP and ITR 8100 Acceptable Use and policy ITP 8201 Data Security, as well as College Identity Standards. This Electronic Communications Policy applies to anyone with authorized access to electronic communications owned by the College. Failure to comply with this and any related College policy or regulation may result in loss of data access privileges and possible disciplinary action.

**THREE RIVERS COLLEGE
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8202 Electronic Communication	Page 2 of 2
Associated Regulation: ITR 8100 Acceptable Use	
Associated Policy: ITP 8201 Data Security; ITP 8100 Acceptable Use; ITP 8201 Data Security	
References: College Identity Standards	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 06-21-2017	Last Revision:

DOCUMENT HISTORY:

06-21-2017: Initial approval of policy ITP 8202 Electronic Communication.

V1. 6. Discussion, Consideration and Approval of College Policy ITP 8203 – Disaster Recovery

BACKGROUND INFORMATION--HISTORY

Initial approval of the policy

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Recommend adoption of the policy as presented.

**THREE RIVERS COLLEGE
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8203 Disaster Recovery	Page 1 of 2
Associated Regulation:	
Associated Policy: ITP 8201 Data Security	
References:	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 06-21-2017	Last Revision:

Three Rivers College is committed to ensuring that procedures are in place in the event of a disaster that would impact the College's Data Center, data, and electronic systems. Therefore, a formal Disaster Recovery Plan for essential college systems is in place to minimize the risk to the college. The Disaster Recovery Plan is based on risk assessments of critical elements of the college's data systems and infrastructure in order to effectively prepare and respond to a crisis or disaster that may fully or partially disable the integrity of these systems.

The purpose of this Disaster Recovery Policy is to ensure that accurate and timely response procedures are developed and maintained by the College to protect the College's Data Center, data, and their associated electronic systems. The Disaster Recovery Plan is reviewed and tested periodically by the Data Security Team to ensure accuracy, currency, and reliability. A periodic review will be performed on the portions of the plan that are not practical to test.

Core elements of the College's Disaster Recovery Plan:

- Destruction of a College Location
- Destruction of a Data Center
- Mass Loss of Computer Services Staff
- Destruction or Failure of Servers Within a Data Center
- Destruction or Failure of Storage Hardware in a Data Center
- Destruction or Corruption of Data in a Data Center
- Destruction or Failure of Network Equipment in a Data Center
- Destruction or Failure of Supporting Equipment in a Data Center
- Massive Data Breach
- Ransomware and other Malware Attacks
- Long-Term Power Loss
- MoreNET (ISP) Outage
- VoIP Outage (Including AT&T Circuit)

**THREE RIVERS COLLEGE
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8203 Disaster Recovery	Page 2 of 2
Associated Regulation:	
Associated Policy: ITP 8201 Data Security	
References:	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 06-21-2017	Last Revision:

DOCUMENT HISTORY:

06-21-2017: Initial approval of policy ITP 8203 Disaster Recovery.

V1.7 Consideration and approval of Travel outside of the contiguous United States

BACKGROUND INFORMATION--HISTORY

Pursuant to College Regulation FR 3510 Travel Authorization and Reimbursement, in addition to the normal approvals for out-of-state travel, authorization for travel by an employee to Alaska, Hawaii, and all out-of-country travel shall be subject to the recommendation by the college president and written advance approval by the board of trustees.

The ACHIEVE grant requires each full time staff member to attend a professional development training. We are requesting approval for Mr. Allen to attend the Budget Management and Statutory/Regulatory Requirements training for the grant.

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

The cost of the trip is covered by the grant. Total travel is \$2,909.72.

ADMINISTRATIVE RECOMMENDATIONS

The administration recommends board approval of the travel request to Puerto Rico for this training.

Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

REQUEST FOR TRAVEL AUTHORIZATION

GENERAL INFORMATION									
NAME	Larry (Todd) Allen		BUDGET ACCT #	23-00-80000-510400		DEPARTMENT	ACHIEVE		
TRAVEL PURPOSE	SAEOPP Federal Trio Training Priority #2								
DESTINATION	San Juan, Puerto Rico				Normal Travel Authorization				
DEPARTURE DATE	07/29/17		DEPARTURE TIME	10:00 a.m.		TOTAL DAYS	7		
RETURN DATE	08/04/17		RETURN TIME	5:00 p.m.		CHECK IF YOU ARE CURRENTLY TEACHING <input type="checkbox"/>			
ESTIMATE OF EXPENSES									
TRIP OPTIMIZER		I am renting a vehicle		MILEAGE RATE	\$0.535	If personal vehicle, is trip 125 miles or less per day? <input type="checkbox"/>		\$160.50	
ROUND TRIP MILES <small>Frequent destinations or Gasbuddy.com</small>		300		Days for using rental vehicles	7		PERSONAL VEHICLE MILEAGE REIMBURSEMENT		\$160.50
DAILY RENTAL RATE <small>Reserve a car online</small>		Standard		FUEL PRICE/GAL <small>Get gas rates online</small>	\$2.05		ENTERPRISE VEHICLE RENTAL COST <small>(Fuel economy estimated at 25 miles/gal)</small>		\$280.10
CLICK TO LIST OTHER EXPENSES			MISCELLANEOUS TRAVEL EXPENSES						
<input checked="" type="checkbox"/>	Airfare		American Airlines				ADD BILLING METHOD	\$946.00	
<input checked="" type="checkbox"/>	Taxi or shuttle service						ADD BILLING METHOD	\$100.00	
<input checked="" type="checkbox"/>	Homewood Suites		2434 Old Dorsett Rd. Maryland Heights, MO 63943 P				ADD BILLING METHOD	\$149.00	
<input checked="" type="checkbox"/>	Other: Enterprise Car Rental		See Notes: Confirmation # 1716716250 & 28754479 P				ADD BILLING METHOD	\$206.78	
<input checked="" type="checkbox"/>	Reserve a College credit card		BILLING ADDRESS	Airline Rewards #4X81R70					
LODGING		1	ROOM(S)	PRICE PER ROOM <small>Less State Sales Tax</small>	\$211.36	NIGHT(S)	4	Reserve/Pay via P-Card	\$845.44
HOTEL NAME		El San Juan Hotel				MEMO		Hilton Honors # 854645423	
HOTEL ADDRESS		DISCOUNT RATE: www://http://group.curriocollection.com/SAEOPP Priority-2 or (787) 791-100							
PER DIEM: MEALS & INCIDENTALS		\$88.00		CLICK HERE IF ANY MEALS BE PROVIDED ON YOUR BEHALF WHILE IN TRAVEL STATUS? <input checked="" type="checkbox"/>				\$502.00	
visit gsa.gov/perdiem for amounts		CONUS rate for Meals & Incidentals							
CLICK TO ADD MEALS PROVIDED		DATE	MEAL VALUE	LESS ESTIMATED VALUE OF MEALS TO BE PROVIDED:					
<input checked="" type="checkbox"/>	LUNCH	07/31/17	\$22.00						
<input checked="" type="checkbox"/>	BREAKFAST	08/01/17	\$13.00						
<input checked="" type="checkbox"/>	LUNCH	08/01/17	\$22.00						
<input checked="" type="checkbox"/>	BREAKFAST	08/02/17	\$13.00						
Total estimated value of meals to be provided			\$70.00	See breakdown at gsa.gov/mie					
ESTIMATED TOTAL TRAVEL EXPENSE:								\$2,909.72	
CASH ADVANCE NEEDED? <input checked="" type="checkbox"/> YES		AMOUNT REQUESTED		\$602.00					
NOTES	Requesting accommodations for add'l day due to flight schedule.								
	Vehicle will be turned in at airport upon departure to San Juan (#1716716250) & obtain second rental vehicle upon return (#287544792). Board approval to be obtained for travel outside U.S. at next meeting. See attached email								
APPROVAL									

Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

REQUEST FOR TRAVEL AUTHORIZATION

REQUESTED BY	Users, Valjeane Burge <small>Digitally signed by Users, Valjeane Burge DN: dc=local, dc=trcc, cn=Users, cn=Valjeane Burge, email=vburge@trcc.edu Date: 2017.05.24 16:36:12 -05'00'</small>	CABINET MEMBER	Edie Dilbeck for Dr. Mary Lou Brown <small>Digitally signed by Edie Dilbeck for Dr. Mary Lou Brown DN: cn=Edie Dilbeck for Dr. Mary Lou Brown, ou=Three Rivers College, ou=Vice President for Academic & Student Services, email=edilbeck@trcc.edu, c=US Date: 2017.05.23 08:12:19 -05'00'</small>
SUPERVISOR	lallen@trcc.edu <small>Digitally signed by lallen@trcc.edu DN: cn=lallen@trcc.edu Date: 2017.05.24 17:01:43 -05'00'</small>	PRESIDENT (IF REQUIRED)	J. Heath for Dr. Wesley Payne <small>Digitally signed by J. Heath for Dr. Wesley Payne DN: cn=J. Heath for Dr. Wesley Payne, o, ou=President Office, email=jheath@trcc.edu, c=US Date: 2017.05.26 08:00:35 -05'00'</small>
BUDGET MANAGER (IF REQUIRED)		BUSINESS OFFICE APPROVAL	
FINANCIAL SERVICES USE ONLY			
BUSINESS OFFICE			

Valjeane Burge

From: Janine Heath
Sent: Monday, May 22, 2017 12:25 PM
To: Valjeane Burge
Subject: RE: Travel

Follow Up Flag: Follow up
Flag Status: Flagged

Valjeane,

I do not foresee a problem with approval. I spoke with Dr. Payne. He said to go ahead and get the arrangements made in order for you to take advantage of the better pricing this far out and to secure a room at the correct hotel. Send me the travel document as soon as you have it.

J

Janine Heath

Executive Assistant to the President
Three Rivers College
Email: jheath@trcc.edu
Phone: 573-840-9698
Cell: 573-712-8833
trcc.edu

From: Valjeane Burge
Sent: Monday, May 22, 2017 12:22 PM
To: Janine Heath <kheath@trcc.edu>
Subject: Travel

Good Afternoon,

I am feverishly trying to get travel approval in place for Todd to attend SAEOPP Federal Training in San Juan, Puerto Rico on July 31st – Aug 2nd. Trying to rush approval because airline ticket availability/price is changing daily. I learned today that travel outside of the U.S. must have prior board approval. Would you please place this on the agenda for the next board meeting for approval. I have attached a copy of the registration/approval signed by Dr. Brown for reference.

Valjeane Burge

Secretary, Achieve
Email: vburge@trcc.edu
Phone: 573-840-9650
Fax: 573-840-9184
trcc.edu

SAEOPP FEDERAL TRIO TRAINING REGISTRATION PORTAL

SAEOPP Training Registration for Priority 2 in San Juan, PR - July 31-Aug. 2, 2017

The email to the registrant was a success.

The email to the SAEOPP Center was a success.

SIGNATURE/APPROVAL PAGE

Thank you for your registration and for your interest in SAEOPP Training! To complete the registration process, print this page and have your Supervisor sign below. Please fax the signed document to (229) 351-1037.

Upon receipt of this signed document, you will receive a confirmation letter, including the online workshop details for time planning purposes. Please note that Online training activities will take place between April 10 - April 28, 2017.

PLEASE NOTE: The Department of Education requests the names of registrants who do not attend the workshop without canceling!

Event: SAEOPP Training Registration for Priority 2 in San Juan, PR - July 31-Aug. 2, 2017

Attending: Larry Allen

Supervisor Approval

I, DR. MARY Lou BROWN, certify that Larry Allen has received approval to attend the SAEOPP Priority 2 in San Juan, PR - July 31-Aug. 2, 2017.

Supervisor Signature: Mary Lou Brown

Supervisor Email: mlbrown@trcc.edu

Date: 5/15/17

PLEASE NOTE: The Department of Education requests the names of registrants



RESERVATION CONFIRMED

CONFIRMATION NUMBER: 1716716250

PICK-UP Poplar Bluff Jul 29, 2017 10:00 AM		RETURN St. Louis International Airport Jul 30, 2017 4:30 AM	
1115 Herschel Bess Blvd, Suite B Poplar Bluff, MO 63901 +1 573-686-4777 0		9636 Natural Bridge Rd Saint Louis, MO 63134 +1 314-427-7757	
Hours For Pick-Up Date 9:00 AM - 12:00 PM		Hours For Return Date 6:00 AM - 10:30 PM	

Directions from Terminal
 The Enterprise counter is located in the terminal.
 If flying in on Southwest, use courtesy phone in baggage claim to call for the shuttle.
 Please proceed to the Enterprise counter to obtain your rental agreement and keys.

VEHICLE CLASS	
Full Size	\$ 46.00
For 1 - day(s) \$ 46.00 / day	
VEHICLE MILEAGE	
Unlimited Mileage	Included
TAXES & FEES	
DROP FEE	\$ 50.00
VLF REC	\$ 1.95
ESTIMATED TOTAL	
CUSTOM RATE	

- ### RENTAL CHECKLIST
- A valid driving license for each driver
 - Acceptable method of payment in the renter's name. See your pick-up location's policies for details.
 - For additional policy or deposit information, please refer to the Rental Policies section below, or within your email confirmation

RENTER DETAILS

Driver Name: Larry (Todd) Allen
Email Address: l****n@trcc.edu
Phone Number: *****0256
Age: 25+

PROMOTION CODE OR ACCOUNT NUMBER

THREE RIVERS
 COMMUNITY COLLEGE

5/24/2017

Reservation Confirmed

Billing Number

\$97.95

ADDITIONAL DETAILS

[**6716]

Dept. Number &

ACHIEVE

Employee ID



RESERVATION CONFIRMED

CONFIRMATION NUMBER: 287544792

PICK-UP

St. Louis International Airport Aug 4, 2017
10:30 AM

9636 Natural Bridge Rd
Saint Louis, MO 63134
+1 314-427-7757

**Hours For Pick-
Up Date**
6:00 AM - 10:30
PM

RETURN

Poplar Bluff Aug 4, 2017
5:00 PM

1115 Herschel Bess Blvd, Suite B
Poplar Bluff, MO 63901
+1 573-686-4777

**Hours For
Return Date**
7:30 AM - 6:00
PM



Directions from Terminal

The Enterprise counter is located in the terminal.
If flying in on Southwest, use courtesy phone in baggage claim to call for the shuttle.
Please proceed to the Enterprise counter to obtain your rental agreement and keys.

VEHICLE CLASS

Full Size \$ 46.00
For 1 - day(s) \$ 46.00 / day

VEHICLE MILEAGE

Unlimited Mileage Included

TAXES & FEES

DROP FEE \$ 50.00
CONCESSION RECOUP FEE 11.11 PCT \$ 10.88
VEH LICENSE FEE RECOVERY 1.95/DAY \$ 1.95

ESTIMATED TOTAL

RENTAL CHECKLIST

- A valid driving license for each driver
- Acceptable method of payment in the renter's name. See your pick-up location's policies for details.
- For additional policy or deposit information, please refer to the Rental Policies section below, or within your email confirmation

RENTER DETAILS

Driver Name: Larry (Todd) Allen
Email Address: l****n@trcc.edu
Phone Number: *****0256
Age: 25+

PROMOTION CODE OR ACCOUNT NUMBER

THREE RIVERS
COMMUNITY COLLEGE

CUSTOM RATE

ADDITIONAL DETAILS

Billing Number
[**6716]

\$108.83

Dept. Number & ACHIEVE
Employee ID



Plan Travel

Travel Information

AAdvantage



Choose flights

« New search

Your trip summary

Business

Round trip (Non-refundable)

\$ **946** per person

Total \$945.70 (all passengers)

Price and tax information [↗](#)

Room to work or relax

- Larger, more comfortable seat
- 2 free checked bags
- Priority security & boarding
- Same-day flight change & standby when available on American flights

Includes taxes and carrier imposed fees.

Baggage and optional service fees [↗](#)

Depart St Louis, MO to San Juan, Puerto Rico

Sunday, July 30, 2017

6:00 AM → 1:46 PM 6h 46m 1 stop Business

AA 841 ■ 319-Airbus A319

AA 1852 ■ 321-Airbus A321

[Details](#) | [Change](#)

Return San Juan, Puerto Rico to St Louis, MO

Thursday, August 3, 2017

5:15 PM → 11:41 PM 7h 26m 1 stop Business

AA 1193 ■ 738-Boeing 737

AA 1471 ■ 738-Boeing 737

[Details](#) | [Change](#)



Limited-time: Earn 50,000 bonus miles

Plus, get up to **\$100** in statement credits after qualifying purchases with this credit card offer.

Apply now [↗](#)

Log in and continue

Continue as guest

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Extras

- Business programs
- Gift cards [↗](#)
- American Airlines credit card [↗](#)
- Trip insurance



DRAFT PRIORITY 2 WORKSHOP AGENDA

8:00 – 8:45 am	WORKSHOP REGISTRATION & CONTINENTAL BREAKFAST
8:45 – 9:15 am	Opening Session; Workshop Overview
9:30 – 11:00 am	EDGAR: Who is he? Legislation and HEOA
11:15 am – 12:15 pm	Understanding the Statutory and Regulatory Language that Affects My TRIO Program
12:15 – 1:45 pm	LUNCH
1:45 – 3:15 pm	“When Should I Contact My Program Officer?” [Part 1]
3:30 – 4:30 pm	Program Management Best Practices [Part 1]
4:45 – 5:30 pm	Allowable and Unallowable Costs
8:30-9:00	CONTINENTAL BREAKFAST
9:00 - 10:30 am	It’s All About Compliance: Uniform Guidance
10:45 am – 12:00 pm	Developing a TRIO Budget (New Personnel)
10:45 am – 12:00 pm	Budget Management: In Real Time (Seasoned Personnel)
12:00 – 1:15 pm	LUNCH
1:15am –2:30 pm	Budget Management: Using Internal Controls and Financial Management
2:45 – 4:00 pm	Program Management Best Practices [Part 2]
2:45 – 4:00 pm	When Should I Contact My Program Officer?” [Part 2]
8:30 – 9:00 am	CONTINENTAL BREAKFAST
9:00 – 10:30 am	Prevention and Resolution of Audits
10:45 – 11:45	Program Management Best Practices [Group Work]
10:45 – 11:45	When Should I Contact My Program Officer?” [Group Presentations]

12:00 – 12:30 pm	Closing Session



SAEOPP CENTER
2001 Martin L. King Jr. Drive, Suite 406
Atlanta, GA 30310
P: 404-752-7334 F: 229-351-1037

PRIORITY 2 TRIO TRAINING CONFIRMATION LETTER

May 17, 2017

Mr. Larry Allen
Director, Student Support Services
Three Rivers College
48 Stone Creek Dr.
Poplar Bluff, MO 63901

Dear Mr. Allen:

P2PR-072017-12027

Thank you for your interest in SAEOPP TRIO Training! You have registered for the Priority 2 Workshop: ***"Budget Management, and the Statutory and Regulatory Requirements for Operation of Projects funded under the Federal TRIO Programs."*** The consultants, who will deliver the curriculum are seasoned educational opportunity professionals. They join me in welcoming you to the workshop. For your planning purposes, the following information is provided:

Training Dates: July 31 - August 2, 2017

Training Venue: El San Juan Hotel
6063 Isla Verde Avenue
Carolina, PR 00979

Discounted Room Rate: \$159.00 Single/Double, plus an 18% resort fee per room, per night, and 11% local taxes. The discounted rate is available until **JUNE 30, 2017** or until the block is full. A fee of \$45.00 will be added to the room rate per night per each additional guest. Porterage fee of \$5.25 per person plus tax along with a \$1.00 per person, per day Room Attendant fee.

The resort fee covers complimentary internet, 24-hour complimentary access to the Fitness Center, and 1-800 and local calls. Complimentary entrance to the Brava Night Club Thursday-Saturday

To make your hotel reservation, call 787-791-1000 and ask for the SAEOPP discounted group rate CHAF or use the following link <http://group.curiocollection.com/SAEOPP-Priority-2>

All reservations must be guaranteed with a credit card deposit of one night's room and tax, which is billed immediately.

A guaranteed reservation not cancelled by 12 noon the day prior to arrival will be subject to a one night's room and tax cancellation fee. If you check out prior to the reserved check out date, you will be assessed an "early departure fee" in the amount of one night's room and tax.

The SAEOPP discounted rate is available 2 days before and 2 days after the training workshop, based on availability.

**Please note that if you intend to participate in the Priority 6 workshop which follows Priority 2, a separate hotel reservation must be made and a separate training application must be submitted.*

Check in time: 4:00 PM
Check out time: 12:00 Noon

Ground Transportation: A taxi will cost approximately 20.00 one way.

PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION:

1. PLEASE DO NOT BE A "NO SHOW." SAEOPP has invested money in 1) production of training materials, and 2) including you in the meal count. So if, for some reason, you are unable to attend this workshop, notify the SAEOPP Center staff at (404) 752-7334.
PLEASE NOTE: If you do not attend without notifying the SAEOPP Center, the U.S. Dept. of Education has asked that your name be reported to them.
2. If you will be paying for your lodging with an **institutional check**, the check must be received at the hotel at least 2 weeks BEFORE your arrival. **There are no exceptions.**
3. FYI, a TENTATIVE workshop agenda will be posted on the SAEOPP Center website at <http://center.saeoppevents.org>. Please make your travel arrangements to arrive in time for the Registration on Monday, July 31, 2017 and depart after the Closing Session on Wednesday, August 2, 2017.

4. Some **meals** (Continental breakfast and lunch) are on us! Generally speaking, you will be responsible for your evening meals.
5. The attire for the workshop is casual. Please **bring a sweater or light jacket** to wear during the sessions, since the rooms tend to be cool most of the time.
6. Travel and lodging expenses which you incur related to this workshop are allowable expenses in your TRIO project budget, as this is a U. S. Department of Education supported workshop.

If you have any questions about the information provided in this confirmation letter, do not hesitate to call Ms. Byril Dickerson at (404) 752-7334. Again, thanks for your interest in SAEOPP Training. I look forward to welcoming you at the workshop!

Sincerely,

Deborah Northcross

Deborah Northcross, Executive Director
SAEOPP Center



2434 Old Dorsett Road, Maryland Heights, Missouri, 63043, USA
+1-314-733-9800

HOORAY! You're just a few clicks away from a worry-free stay:

No booking fees, the best possible rates, and easy changes and cancellations.

Reservation Summary:

03 Aug 2017 - 04 Aug 2017

1 room, 2 adults

1 night

Larry (Todd) Allen

lallen@trcc.edu

*Reservation Not
Complete. w/o P-Card
VJB*

Reservation Summary

03 Aug 2017 - 04 Aug 2017, 1 room for 2 adults 03 Aug - 04 Aug 1 room 2 adults

Larry (Todd) Allen lallen@trcc.edu

Price Details (USD)

1 KING BED STUDIO NONSMOKING

FLEXIBLE RATE

Price: \$149.00

~~Fax: \$25.25~~

Loading. Please wait...

Total for stay: \$174.23

Optional services for an additional charge

Self parking:

Complimentary, Parking lot on Site

All guests get free standard Wi-Fi in-room and in the lobby.

Pets allowed:

\$50.00 Non-refundable fee, 20 lbs maximum

Payment Information

All fields are required unless otherwise indicated.

Sorry, this hotel doesn't accept that card type. Please try a different card.

**MAXIMUM PER DIEM RATES OUTSIDE THE CONTINENTAL UNITED STATES
TRAVEL PER DIEM ALLOWANCES**

COUNTRY/STATE: **PUERTORICO**

PUBLICATION DATE (MM DD YY): **050117**

NOTES

1. Use the **OTHER** rate if neither the **CITY, PLACE, ISLAND**, nor **MILITARY INSTALLATION** is listed.
2. For other allowances that are based on per diem rates (**e.g., TLE, TLA, TQSE, TQSA**), see the appropriate rules for those allowances regarding what per diem rate to use.
3. The standard **ONBASE INCIDENTAL RATE** is **\$3.50** OCONUS wide.
4. When **Government meals** are directed, the appropriate Government meal rate, as prescribed in Appendix A, is applicable.
5. Per Diem Rate = Max Lodging + Meals (Local Meals, Proportional, or Government) + Incidental Rate (Local or OnBase)

*** All rates are in US Dollars**

Locality	Seasons (Beg-End)	Maximum Lodging	Local Meals	Proportional Meals	Local Incidental	Footnote	Footnote Rate	Maximum Per Diem	Effective Date
AGUADILLA	01/01-12/31	171	67	41	17			255	11/01/2015
BAYAMON	06/01-11/30	167	70	42	18			255	12/01/2015
BAYAMON	12/01-05/31	195	70	42	18			283	12/01/2015
CAROLINA	06/01-11/30	167	70	42	18			255	12/01/2015
CAROLINA	12/01-05/31	195	70	42	18			283	12/01/2015
CEIBA	01/01-12/31	139	74	44	18			231	10/01/2012
CULEBRA	01/01-12/31	150	79	47	19			248	03/01/2012
FAJARDO [INCL ROOSEVELT RDS NAVSTAT]	01/01-12/31	139	74	44	18			231	10/01/2012
FT. BUCHANAN [INCL GSA SVC CTR, GUAYNABO]	06/01-11/30	167	70	42	18			255	12/01/2015
FT. BUCHANAN [INCL GSA SVC CTR, GUAYNABO]	12/01-05/31	195	70	42	18			283	12/01/2015

HUMACAO	01/01-12/31	139	74 <i>Local needs</i>	44	18			231	10/01/2012
LUIS MUNOZ MARIN IAP AGS	06/01-11/30	167	70	42	18			255	12/01/2015
LUIS MUNOZ MARIN IAP AGS	12/01-05/31	195	70	42	18			283	12/01/2015
LUQUILLO	01/01-12/31	139	74	44	18			231	10/01/2012
MAYAGUEZ	01/01-12/31	109	90	52	22			221	09/01/2010
PONCE	01/01-12/31	149	71	43	18			238	09/01/2012
RIO GRANDE	01/01-12/31	169	98	56	25			292	06/01/2012
SABANA SECA [INCL ALL MILITARY]	06/01-11/30	167	70	42	18			255	12/01/2015
SABANA SECA [INCL ALL MILITARY]	12/01-05/31	195	70	42	18			283	12/01/2015
SAN JUAN & NAV RES STA	06/01-11/30	167	70*	42	18*			255	12/01/2015
SAN JUAN & NAV RES STA	12/01-05/31	195	70	42	18			283	12/01/2015
VIEQUES	01/01-12/31	175	76	45	19			270	03/01/2012
[OTHER]	01/01-12/31	109	90	52	22			221	06/01/2012

*Use the OTHER rate if neither the CITY, PLACE, ISLAND, nor MILITARY INSTALLATION is listed.

[Request a Review of a Per Diem Rate](#)

[Find out more about the Proportional Meal Rate \(Prop. Meals\)](#)

\$88 M + IE

V6.8. Consideration and approval of the FY18 Budget

BACKGROUND INFORMATION--HISTORY

A new budget must be adopted each fiscal year.

POSSIBLE ALTERNATIVES

None

FINANCIAL IMPLICATIONS

Failure to adopt a budget will prevent operations

ADMINISTRATIVE RECOMMENDATIONS

Administration recommends the adoption of the budget as presented

V1.9. Consideration and approval of Conveyance of Real Property

BACKGROUND INFORMATION--HISTORY

In 2013 the Matthews family donated property to the college for the express purpose of pursuing the construction of an access road and Highway 60 Interchange connecting the South Ingram Road. The agreement further stated that if the construction of the road and Interchange had not commenced within three years, the donated property would revert to the donors.

It is not feasible for the construction project to be funded therefore, the donors are requesting the re-conveyance of the property.

POSSIBLE ALTERNATIVES

None

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Authorize President, Dr. Wesley Payne to execute the necessary documents to complete the return of the property to the Matthews family.

CONSIDERATION OF APPROVAL OF SELECTION OF BANK

BACKGROUND INFORMATION

HISTORY

The Missouri State Auditor recommended that the college periodically solicit competitive bids for banking services and enter into a written agreement with its depository bank.

Missouri Statute 110.070 (Bids for Depositaries-Publication of Notice) requires that bids for Depositaries must be awarded for a period of no more than four years.

The college advertised for bids to provide banking services for all operating bank accounts of the college for the next four fiscal years, including providing a bank branch on the Poplar Bluff campus. Responses were received as follows:

Bidders meeting bid specifications were People's Community Bank and Southern Missouri Bancorp, Inc. Each are invited to present their bid to the Board of Trustees on June 21, 2017. There were no bidders not meeting bid specifications.

FINANCIAL IMPLICATIONS

College banking services are currently provided at no cost. The college currently receives \$750 per month in rental revenue for the space occupied by the current bank branch. Funds currently earn interest at a rate of 0.50%.

ADMINISTRATIVE RECOMMENDATIONS

Recommendation is pending presentation by bidders meeting bid specifications.

BID REQUEST FOR Banking Services

Program Summary

Title:	Banking Services
State:	Missouri
Agency:	Three Rivers College (also referred to in this document as Three Rivers or The College)
Posted Date:	5/31/17
Due Date:	6/13/17 @ 2 pm
Contract Term: July 1, 2017 through June 30, 2021	

LEGAL NOTICE

REQUEST FOR BID

SEALED BID FOR Banking Services

THREE RIVERS COLLEGE

Three Rivers College is seeking bids for Banking Services.

BID INSTRUCTIONS

One original and one signed copy of the bid must be received in a sealed envelope plainly marked "Sealed Bid Banking Services" with the date and time of the bid opening in the lower left corner of the envelope. A representative of the company/person submitting the bid must sign bids, in ink. Bids should be submitted to the Three Rivers College, Director of Procurement and Risk Management, 2080 Three Rivers Blvd., Poplar Bluff, MO 63901 prior to the bid opening.

Bid opening will be in the Westover Administration Building, room 113 at 2:00 pm on 6/13/17. Three Rivers reserves the rights to reject any and all bids that it feels are not in its best interest.

Bid results may be obtained by faxing a request for the Notification of Bid Award form to the Three Rivers Director of Procurement and Risk Management, 573-840-9151. Please include the name and number of the bid and date of the bid opening when requesting the form. The time it takes for final bid results to be made public depends on the project cost and complexity.

BID INQUIRIES

Inquiries about this request should be made to:

Director of Procurement and Risk Management
Three Rivers College
2080 Three Rivers Blvd
Poplar Bluff, MO 63901
Phone: (573)840-9658
Fax: (573)840-9151
Email: chalcumb@trcc.edu

TERMS AND CONDITIONS

Three Rivers reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.

The College will normally award contracts to the vendor submitting the lowest bid that meets all requirements of the bid specifications. In the event of like quotations, purchases shall be made from the vendor the College determines is likely to provide the best service to the College. Other factors being equal, preference will be given to vendors whose primary place of business is within the College's taxing district.

All bids will be considered final. No additions, deletions, corrections or adjustments will be accepted after the time of bid opening.

All delivery costs or charges shall be included in the F.O.B. destination bid price.

City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to Three Rivers and must be excluded.

The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The office of the Chief Financial Officer shall not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the office of the Chief Financial Officer governs in the event of a discrepancy between the information on the electronic version and that which is on the hard copy.

Vendors are required to clearly identify any deviations from the specifications in this document.

An authorized officer of the company submitting the bid must sign all bids.

Vendors must submit two (2) copies of their bid; one is to be an original and so marked.

All prices and notations must be in ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in ink by person signing the bid.

Three Rivers will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the College.

Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as No Bid and Void and will not be opened.

The successful bidder is specifically denied the right of using in any form or medium the names of Three Rivers for public advertising unless express written permission is granted.

All bidders must possess the necessary and appropriate business and/or professional licenses in their field.

The successful bidder will hold harmless the College from any claim or liability asserted against it by reason of the negligence of the successful bidder, its agents, servants and employees in the operation, maintenance and otherwise handling of the equipment and/or machines involved in this agreement.

Bidding and purchasing procedures are in accordance with the Missouri Statute 105.458.2, RSMo.

The Contract expresses the complete agreement of the parties. Any changes, additions, or modifications in any manner are not authorized by any other individual other than the Chief Financial Officer.

SCOPE OF SERVICE REQUESTED

1. It is expected that the following services are to be provided to the College without charge:
 - A. Checks paid
 - B. Deposits
 - C. Deposited items returned
 - D. Stop payment requests
 - E. Wire transfers

- F. Cashier's checks
- G. Deposit slip printing and disposable bank bags
- H. Night depository access. If not located in Poplar Bluff, institution will make arrangements to provide services, (details must be included).
- I. Check sort and reconciliation
- J. Change and currency orders
- K. Account maintenance
- L. Safekeeping of investment securities
- M. All ACH deposits and withdrawals
- N. Foreign currency exchanges
- O. Customer service transactions
- P. All-inclusive online banking services
- Q. From time to time, the College may be in a negative position in a particular account due to any number of appropriate reasons. The College requests to be notified and all items are to be paid without a charge provided adequate amount of funds is transferred into the account to cover any such deficiencies on the same day of notification.
- R. Free checking for students & employees provided. (Please explain your program).
- S. Cash without charge all checks drawn on College accounts and pay with proper identification at all locations and drive-ups.

2. Account Reconciliation Services

The awarded bank will provide reconciliation services for the checking accounts as follows:

- A. An electronic file of the checks paid by the bank each month. This file will include at least the account number, check number, amount and date paid.
- B. Electronic copies of checks, sorted by check number, on a monthly basis.
- C. Electronic copies of all other items, such as debit and credit memos, and deposit tickets in date order on a monthly basis.

3. Payroll Account

The College allows employees the option of direct deposit of their payroll check. The bank awarded the account must have the capability to process the direct deposit of the College's payroll to other financial institutions through an automated clearinghouse. The information is currently transmitted from the College to the service center electronically before payday and must be hard posted to the employee's account by the night before payday to allow for access to the funds on payday. Explain you timeline and procedures.

4. Federal Tax Deposit

The College currently pays any federal taxes, social security and Medicare through the Electronic Federal Tax Payment System (EFTPS) on a semi-monthly basis. Please confirm your ability to handle this process.

5. Deposits

The College may deliver deposits and pick up cash orders on a daily basis. Deposits are to be made on the same day's business.

6. Returned Checks

Checks returned for uncollected funds and/or insufficient funds shall be presented twice before charging the College's account.

7. Credit Card Deposits

The College is requesting depository only services.

8. Fraud Protection

The College is interested in possibly implementing Positive Pay Protection. Please provide suggestions (if any) you institution may have about this or similar fraud prevention tools.

9. Account Statements

The bank shall supply the College with account statements as of the last day of each month by the 8th day of the following calendar month. The statement shall include a detailed listing of all debits and credits, including check numbers, transaction date, and daily balances. Check numbers shall be shown on the

statement in serial number sequence. Include an example of your bank's account statement with your proposal.

10. Annual Report

An annual statement of condition of your institution must be provided by the College.

11. Relationships

The bank shall designate at least one (1) bank officer and another bank employee to act as liaison with the College. The CFO & Controller for the College will serve as the designated representatives for the College.

12. Interest

The College expects to earn interest on its accounts, except for the College's federal account which must be non-interest bearing. Please indicate the rate you would pay on each account. Base your rate plus or minus (+/-) on the Prime Rate at the first of each month. If you have any alternative option to determine the rate structure, please list your proposal.

13. Bank Branch

To serve College banking needs as well as our student body, faculty and staff, the College requires a full service bank branch located on our Poplar Bluff campus. To compensate for use of the space and utilities, please provide the amount of monthly rent you would pay the College.

14. ATM

To serve College banking needs as well as our student body, faculty and staff, the College requires a full service ATM located on our Poplar Bluff campus. The College delivers student refunds via RaiderOne MasterCard debit cards issued by Higher One, a third party payment processor. ATM fees should not be charged for the use of these cards at the provided ATM.

GENERAL REQUESTS

1. Please respond to each service requested above and provide a list of all charges, if any, that would be applicable to the College.
2. Please indicate the interest rate for the checking accounts and describe how the interest would be earned on the accounts.
3. Please furnish the locations(s), hours and days your bank is open for business:
 - A. Lobby
 - B. Drive-up

The College currently conducts banking business at locations including Poplar Bluff, Sikeston, Kennett, Malden and Dexter.

4. Please provide the most recent available rating from the appropriate financial institution rating service.
5. Please address the ability to provide online review of account balances and processing of transactions.
6. Please provide information for online transfers between funds, wire transfers, stop pays, statement access and image retrieval.
7. Please provide type of collateralization – securities, credit ratings, participation in CDARS program.
8. When the College business office is open and the campus branch is closed we request a carrier to pick-up deposits.
9. Please provide information concerning any additional services (and their costs) that you feel would be beneficial to the College.

QUOTE CRITERIA

The following criteria will be used by the College Administration to evaluate the proposals and to make a recommendation to the Board of Trustees.

1. Ability to meet the requirements of the requested RFQ.
2. Qualified depository for public funds in accordance with Missouri Law.
3. Lowest aggregate banking service cost, consistent with ability to provide an appropriate level and quality of service
4. Additional services not specified in the RFQ which may provide a significant benefit to the College.
5. Proposals will be accepted only from financial institutions whose place of business is within the boundaries of Three Rivers College District due to the nature of the accounts and the frequency of transactions.

INFORMATION

1. Three Rivers College is a community college with an enrollment of over 4,000 students and an operating budget of approximately \$25,000,000.
2. The objective of this request for bid is to identify the banking institution that can offer the highest quality service at the lowest cost to the College.
3. Currently the College has the following bank accounts:

<u>Account</u>	<u>Average Monthly Balance</u>	<u>Average Deposits per Month</u>	<u>Average Transfers per Month</u>
General Fund	\$ 4,928,806.00	158	32
Federal Fund	\$ 65,488.00	13	14
Payroll	\$ 20,477.00	0	14
Plant Fund	\$ 1,686,101.00	1	0
Credit Card Clearing	\$ 174,733.00	66	1
Housing	\$ 338,355.00	11	0
Agency	\$ 203,136.00	23	1

BID EVALUATION

Three Rivers reserves the right, in its sole discretion, to determine the bidder that best suits the needs of the College.

THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID

Examination of Records

The Contractor's records which shall include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the Chief Financial Officer of the college, or a duly authorized representative from the College, at the College's expense. The contractor shall preserve all such records for a period of three years, unless permission to destroy them is granted by the College, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations obtained during audits will be kept confidential.

The Contractor shall require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: _____

Business Address: _____

Business Hours _____

Phone: _____

Contact Person: _____

Authorized Signature: _____

(Indicates acceptance of all bid terms and conditions)

Peoples Community Bank

Annapolis 573-598-1323 Bunker 573-689-2222 Doniphan 573-996-2114 Ellington 573-663-2295
Greenville 573-224-3267 Marble Hill 573-238-0100 Naylor 573-399-2217 Piedmont 573-223-4000
Poplar Bluff 573-686-3800 Puxico 573-222-3700 Republic 417-732-7945 Seligman 417-662-3291
Wappapello 573-222-8505 Washburn 417-826-5688

Three Rivers College Bid for Banking Services

Three Rivers College
Director of Procurement and Risk Management
2080 Three Rivers Blvd.
Poplar Bluff MO 63901

June 9th, 2017

1. The following items will be provided with no charge to College.
 - A. Checks paid
 - B. Deposits
 - C. Returned Items
 - D. Stop Payments
 - E. Wire Transfers
 - F. Cashier's Checks
 - G. Deposit Slips and Bank Bags
 - H. Night Depository Access
 - I. Check Sort/Reconciliation
 - J. Change and Currency Orders
 - K. Account Maintenance
 - L. Safekeeping
 - M. All Ach Deposits/withdrawals
 - N. Foreign Currency Exchange



- O. Customer Service Transactions
- P. Online Banking Services
- Q. Notification of negative position with charge waived
- R. Free Checking for All Students and employees
- S. Free Check cashing with proper identification

2. Account Reconciliation Services

- A. E-statements with image copy of all checks
- B. E-statements with image copy of all checks-sorted
- C. E-statements with image copy of credit/debit memos

3. Payroll Account

- A. Cash Management system will be provided for payroll services. ACH is originated to Peoples Community Bank or any bank of their choice in the United States. Payroll information is requested 24-48 hours before the date to be originated. Funds are presented to clearinghouse the day before payroll and will be in the ACH warehouse the night before and will be either hard posted that evening or first thing the next morning depending on the receiving bank's procedures.

4. Federal Tax Deposit

- A. Peoples Community Bank can accommodate EFTPS process

5. Deposits

- A. The bank receives same day deposits until the close of every business day.

6. Returned Checks

- A. All checks will be presented twice to originating bank prior to account charge back.

7. Credit Card Deposits

- A. Deposit service can be provided at no charge.

8. Fraud Protection

- A. Peoples Community provides CPS Fraud Center that provides on-going account monitoring for irregular activity. This is provided as a free service to our customers. This service does not guarantee against fraud or assume any bank liability in relation to this product.



9. Account Statements

- A. All statements will be cycled for the last business day of each month. These will be provided by the 8th of each month. The statement provide a detailed listing of all banking activity including check numbers, transaction date, and daily balances. Example is attached.

10. Annual Report

- A. Annual Statement of Condition is attached.

11. Relationships

- A. The bank will have (2) dedicated bank officers specifically assigned to manage the Three Rivers College accounts.

12. Interest

- A. Interest will be paid uniform on all accounts at the following rates:
 - Wall Street Journal Prime Rate minus (2.85) for a current yield of 1.15%
 - Rates will be adjusted at the beginning of each month.

13. Bank Branch

- A. Peoples Community Bank will staff and operate a full service banking location on campus of Three Rivers College. Monthly Proposed Rent is \$550.00. The branch location will be pending approval from the Missouri Division of Finance.

14. ATM

- A. Peoples Community Bank can provide an on-site ATM. ATM fees can be waived for RaiderOne Debit cards.



1. All Charges will be waived for the college
2. All accounts will earn Wall Street Journal Prime Rate minus 2.85 for a yield of 1.15% and compounded quarterly for an APY of 1.17% it will be adjusted monthly with Wall Street Journal Prime.
3. Peoples Community Bank offers full service banking at 15 locations including, Poplar Bluff, Naylor, Doniphan, Ellington, Puxico, Bunker, Wappapello, Marble Hill, Greenville, Piedmont, Cabool, Republic, Seligman, Washburn and Annapolis. We are open Monday-Thursday 8am-4:30 pm and 8am to 5:00 pm on Friday.
4. Peoples Community Bank is one of the strongest financial institutions in the country . We have been recognized by SNL Financial as a Top 50 community bank in the United States for 6 consecutive years.
5. Peoples Community Bank offers a wide variety of online banking services.
6. Peoples Community Bank's online banking system allows authorized online banking transfers, statement access and retrieval. We do not allow online wire transfer access at this time.
7. Peoples Community bank has a Missouri Municipal Bond portfolio of over \$90 million dollars. PEOPLES COMMUNITY BANK OWNS \$1,040,000 OF THREE RIVERS COLLEGE MUNICIPAL BONDS. Appropriate collateralization and pledging requirements can be met.
8. Peoples Community Bank can provide courier service for deposits at request. We run a full service courier service 4 days a week and can easily add to the schedule if needed.
9. Peoples Community Bank will provide free safe deposit boxes for all college employees.

The following report is provided to assist you in meeting your state publication requirements.
 It has not been approved by any state banking authorities.
 Before you submit this report to be published, be sure to add attestations and signatures as appropriate.
 Please refer to your state banking authorities for your state's publication requirements.

REPORT OF CONDITION

Consolidated domestic subsidiaries of PEOPLES COMMUNITY BANK in GREENVILLE
 in the state of MO, at the close of business on March 31, 2016.

ASSETS	Dollar Amounts in Thousands
Cash & balances due: Noninterest-bearing balances.....	8,749
Cash & balances due: Interest-bearing balances.....	25,497
Securities: Held-to-maturity securities.....	0
Securities: Available-for-sale securities.....	74,462
Federal funds sold.....	0
Securities purchased under agreements to resell.....	0
Loans and leases held for sale.....	0
Loans and leases, net of unearned income.....	294,444
Less: Allowance for loan and lease losses.....	3,739
Loans and leases, net of unearned income and allowance.....	290,705
Trading assets.....	0
Premises and fixed assets.....	7,310
Other real estate owned.....	389
Investments in unconsolidated subsidiaries and associated companies.....	0
Direct and indirect investments in real estate ventures.....	0
Intangible assets: Goodwill.....	2,809
Intangible assets: Other intangible assets.....	670
Other assets.....	10,008
Total assets	420,597

LIABILITIES	Dollar Amounts in Thousands
Deposits: In domestic offices.....	349,670
Deposits: In domestic offices, noninterest-bearing.....	41,550
Deposits: In domestic offices, interest-bearing.....	308,120
Federal funds purchased.....	0
Securities sold under agreements to repurchase.....	0
Trading liabilities.....	0
Other borrowed money.....	5,580
Subordinated notes and debentures.....	0
Other liabilities.....	404
Total liabilities	355,654

EQUITY CAPITAL	Dollar Amounts in Thousands
Bank Equity Capital	
Perpetual preferred stock and related surplus.....	0
Common stock.....	225
Surplus.....	10,709
Retained earnings.....	53,016
Accumulated and other comprehensive income.....	993
Other equity capital components.....	0
Total bank equity capital	64,943
Noncontrolling (minority) interests in consolidated subsidiaries.....	0
Total equity capital	64,943
Total liabilities and equity capital	420,597

I, KEITH WILLCUT, PRESIDENT/CEO of the named bank, attest that the Reports of Condition and Income (including the supporting schedules) for this report date have been prepared in conformance with the instructions issued by the appropriate Federal regulatory authority and are true and correct to the best of my knowledge and belief.

We, the undersigned directors (trustees), attest to the correctness of the Reports of Condition and Income (including the supporting schedules) for this report date and declare that the Reports of Condition and Income have been examined by us and to the best of our knowledge and belief have been prepared in conformance with the instructions issued by the appropriate Federal regulatory authority and are true and correct.

Director (Trustee) #1: *Keith Willcut*
 Director (Trustee) #2: *Michael J. ...*
 Director (Trustee) #3: *[Signature]*



P



Date 5/31/17 Page 1
 Account Number
 Enclosures 44

 *** DO NOT MAIL ***

---- CHECKING ACCOUNTS ----

REGULAR		Number of Enclosures	44
Account Number		Statement Dates	5/01/17 thru 5/31/17
Previous Balance	15,531.47	Days in the statement period	31
63 Deposits/Credits	125,468.96	Average Ledger	22,141
50 Checks/Debits	128,954.05	Average Collected	20,898
Service Charge	.00		
Interest Paid	.00		
Ending Balance	12,046.38		

	Total For This Period	Total Year-to-Date
Total overdraft item fees	\$.00	\$126.00
Total Return item fees	\$.00	\$.00

Activity in Date Order

Date	Description	Amount	Balance
5/01	TXNS/FEES + WFBEHPS001 05/01/17 ID #-650000007221461	1.20 AD	15,532.67
5/01	TXNS/FEES WFBEHPS001 05/01/17	31.11 AD	15,563.78



 *** DO NOT MAIL ***

REGULAR (Continued)

Activity in Date Order	Description	Amount	Balance
5/31	1752882129 ID #-10240508	6,246.18 AD	12,226.38
5/31	CHECK # 3441	180.00-	12,046.38

Checks in Serial Number Order

Date	Check No.	Amount	Date	Check No.	Amount
5/02	3285	209.80	5/01	3404*	746.63
5/10	3408*	1,350.00	5/04	3410*	1,320.00
5/05	3412*	693.70	5/02	3414*	737.05
5/03	3415	33.11	5/02	3416	10,383.41
5/09	3417	238.28	5/11	3418	164.18
5/26	3419	2,848.20	5/11	3421*	601.39
5/09	3422	173.90	5/23	3423	6,130.61
5/16	3424	54.00	5/09	3425	562.52
5/08	3426	182.40	5/08	3427	144.73
5/08	3428	3,060.00	5/26	3429	900.00
5/10	3430	660.00	5/18	3431	1,387.40
5/25	3432	797.86	5/18	3433	1,387.40
5/17	3434	9,740.00	5/23	3435	496.90
5/22	3436	235.49	5/22	3437	249.73
5/23	3438	280.00	5/24	3439	3,780.00
5/30	3440	600.00	5/31	3441	180.00
5/19	3442	1,096.75	5/30	3443	105.01
5/30	3451*	209.98			

(*)Indicates skip in Check Number

Visit our online banking service at www.peoplescommunitybank.com

Peoples Community Bank
3437
05/19/2017
\$ 249.73
Two hundred forty-nine and 73/100
DOLLARS
MEMO
#003437# 1081503597#

Ck# 3437 Date 5/22/2017 Amt \$249.73

Peoples Community Bank
3443
05/22/2017
\$ 105.01
One hundred five and 01/100
DOLLARS
MEMO
#003443# 1081503597#

Ck# 3443 Date 5/30/2017 Amt \$105.01

Peoples Community Bank
3438
05/19/2017
\$ 280.00
Two hundred eighty and 00/100
DOLLARS
MEMO
#003438# 1081503597#

Ck# 3438 Date 5/23/2017 Amt \$280.00

Peoples Community Bank
3451
05/22/2017
\$ 209.98
Two hundred nine and 98/100
DOLLARS
MEMO CUSTOMER #20-0106308
#003451# 1081503597#

Ck# 3451 Date 5/30/2017 Amt \$209.98

Peoples Community Bank
3439
05/19/2017
\$ 3,780.00
Three thousand seven hundred eighty and 00/100
DOLLARS
MEMO
#003439# 1081503597#

Ck# 3439 Date 5/24/2017 Amt \$3,780.00

Peoples Community Bank
3440
05/19/2017
\$ 600.00
Six hundred and 00/100
DOLLARS
MEMO
#003440# 1081503597#

Ck# 3440 Date 5/30/2017 Amt \$600.00

Peoples Community Bank
3441
05/19/2017
\$ 180.00
One hundred eighty and 00/100
DOLLARS
MEMO
#003441# 1081503597#

Ck# 3441 Date 5/31/2017 Amt \$180.00

Peoples Community Bank
3442
05/19/2017
\$ 1,096.75
One thousand ninety-six and 75/100
DOLLARS
MEMO
#003442# 1081503597#

Ck# 3442 Date 5/19/2017 Amt \$1,096.75

PROPOSAL FOR BANKING SERVICES

ATTENTION:
Cambrea Halcumb
Director of Procurement and Risk Management
Three Rivers College
2080 Three Rivers Blvd
Poplar Bluff, MO 63901

June 13, 2017



Southern
BANK

Strong Roots. Strong Branches.

June 13, 2017

Cambrea Halcumb
Director of Procurement and Risk Management
Three Rivers College
2080 Three Rivers Blvd
Poplar Bluff, MO 63901

Dear Ms. Halcumb

Southern Bank appreciates the opportunity to bid to continue providing banking services for Three Rivers College (the College). Below you will find a bid indicating that Southern Bank can continue to provide services to the College at no charge, while providing for an opportunity for a competitive earnings rate and meeting all expectations of the College for security, ease of processing, and information reporting. Additionally, we are happy to confirm that we'll continue to operate the branch facility on your campus, as well as provide ATM accessibility on site. The term of this proposed agreement will be **four (4) years** beginning July 1, 2017.

Southern Bank is a state-chartered commercial bank, headquartered at 2991 Oak Grove Road in Poplar Bluff, Missouri. Southern Bank was founded in 1887, and at March 31, 2017, reported total assets of \$1.5 billion. We operate 36 locations in Missouri and Arkansas. We are committed to the success of our region, including all of the counties served by Three Rivers College, and we appreciate the service provided to our community by the College.

Southern Bank is a well-capitalized financial institution experienced in providing banking services to city, county, and other governmental units, including school districts and colleges. Besides Three Rivers College, examples of public units using our banking services include Greene County, Arkansas; Butler County, Missouri; Dunklin County, Missouri; the City of Dexter, Missouri; the City of Bald Knob, Arkansas; and Poplar Bluff, Missouri, R-1 Schools. We continue to invest in technology to serve our customers with the best available solutions for their banking needs. We believe that our bid includes a competitive rate for your deposit dollars, but more importantly, we are confident that our services will continue to meet and exceed your expectations, while our local personnel are always available to answer any questions, and to resolve any problems.

Southern Bank proposes to continue to serve as the College depository with **no charges** for all of the following: account maintenance or statement delivery, activity charges (debits, credits, deposited items), access to our internet banking and commercial cash management program (see below for description of services), cashier's checks, wire transfers, stop payment orders, a safe deposit box, deposit bags, and deposit slips.

Our internet banking and cash management program includes the following services:

- **ACH Credit Origination:** allowing the College to make direct deposits into other people's accounts, which is useful if you want to offer direct paycheck deposits to your employees (Direct Deposit).
- **ACH Debit Origination:** allowing the College to make direct withdrawals from other people's accounts, which is useful if you want to offer users the convenience of paying bills automatically (Auto Debit or Direct Payment).

- **Balance Reporting:** allowing the College to create balance reports on individual accounts or any combination of accounts, which can be created for the current day, for a prior day, or for the current and the prior day.
- **Account Transfers:** allowing the College to make account-to-account transfers within Southern Bank to manage your cash flow.
- **Check Reconciliation (Positive Pay):** allowing the College to monitor checks clearing your account(s) to prevent check fraud.
- **EFTPS:** allowing the College to pay federal taxes by direct deposit.
- **NACHA Import:** allowing the County to import NACHA-formatted files that include both credit and debit items.
- **Secure File Transfer:** allowing the College to send an encrypted file of sensitive information to Southern Bank via encrypted email.
- **Wire Transfers Requests:** allowing the College to send wire transfer requests directly to Southern Bank, selecting an Online Banking account that will be debited for the transaction.
- **Remote Deposit Capture:** allowing the College to deposit checks day or night directly from your office, reducing the need for frequent trips to the bank.

We would like to provide the College with two options for earnings on funds held in transaction accounts at Southern Bank: a fixed rate option provides the College with the opportunity to maximize earnings on balances immediately, while a floating rate option provides the opportunity for the College to see higher earnings if rates continue to move higher over the term of our agreement.

- Option 1 – A fixed earnings rate of 1.25% per annum for funds held on deposit at Southern Bank. **For funds held in the College’s ICS* account the fixed earnings rate would be 1.35% per annum.**
- Option 2 – A floating rate equal to the yield on the 91-day Treasury bill minus 40 basis points (.40%) with a floor rate of 50 basis points (.50%) for funds held at Southern Bank. The rate would be set on the first business day of each month using the yield on the 91-day Treasury bill as published in the Wall Street Journal. The 91-day Treasury bill was .98% as of June 9, 2017.

For funds utilizing the College’s ICS* account, a floating rate equal to the yield on the 91-day Treasury bill minus 30 basis points (.30%) with a floor rate of 60 basis points (.60%).

* As an alternative to pledged securities, we can arrange for an additional amount of your deposits to be covered by FDIC insurance, while managing your full account balance through Southern Bank, using an Insured Cash Sweep (ICS)[™] provided by our partner, Promontory Interfinancial Network, LLC. Through 3,000 partner financial institutions nationwide (including 74 headquartered in Missouri), Promontory provides the ability to maximize FDIC insurance coverage through the use of reciprocal deposit relationships. This arrangement is specifically authorized under Missouri law at RSMo. 67.085, and I’ve included some information on this program in this packet. The College has already set up accounts and is ready to participate in the ICS program. As an incentive to utilize this program, Southern Bank will pay a higher rate of interest for funds held through this ICS program.

Your primary contact will be William D. Hirtz, Banking Service Manager. William has responsibility for the delivery of banking services and the development of customer relationships. Additionally, he will also be available for any questions or concerns the College might have.

Again, Southern Bank appreciates the opportunity to bid to serve the College in this manner, and we look forward to hearing from you. Please contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Mel Jackson", written in a cursive style.

Mel Jackson
Community Bank President

Cc: Ms. Charlotte Eubank, CFO

BID REQUEST FOR Banking Services

Program Summary

Title:	Banking Services
State:	Missouri
Agency:	Three Rivers College (also referred to in this document as Three Rivers or The College)
Posted Date:	5/31/17
Due Date:	6/13/17 @ 2 pm
Contract Term:	July 1, 2017 through June 30, 2021

LEGAL NOTICE

REQUEST FOR BID

SEALED BID FOR Banking Services

THREE RIVERS COLLEGE

Three Rivers College is seeking bids for Banking Services.

BID INSTRUCTIONS

One original and one signed copy of the bid must be received in a sealed envelope plainly marked "Sealed Bid Banking Services" with the date and time of the bid opening in the lower left corner of the envelope. A representative of the company/person submitting the bid must sign bids, in ink. Bids should be submitted to the Three Rivers College, Director of Procurement and Risk Management, 2080 Three Rivers Blvd., Poplar Bluff, MO 63901 prior to the bid opening.

Bid opening will be in the Westover Administration Building, room 113 at 2:00 pm on 6/13/17. Three Rivers reserves the rights to reject any and all bids that it feels are not in its best interest.

Bid results may be obtained by faxing a request for the Notification of Bid Award form to the Three Rivers Director of Procurement and Risk Management, 573-840-9151. Please include the name and number of the bid and date of the bid opening when requesting the form. The time it takes for final bid results to be made public depends on the project cost and complexity.

BID INQUIRIES

Inquiries about this request should be made to:

Director of Procurement and Risk Management
Three Rivers College
2080 Three Rivers Blvd
Poplar Bluff, MO 63901
Phone: (573)840-9698
Fax: (573)840-9186
Email: chalcumb@trcc.edu

TERMS AND CONDITIONS

Three Rivers reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.

The College will normally award contracts to the vendor submitting the lowest bid that meets all requirements of the bid specifications. In the event of like quotations, purchases shall be made from the vendor the College determines is likely to

provide the best service to the College. Other factors being equal, preference will be given to vendors whose primary place of business is within the College's taxing district.

All bids will be considered final. No additions, deletions, corrections or adjustments will be accepted after the time of bid opening.

All delivery costs or charges shall be included in the F.O.B. destination bid price.

City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to Three Rivers and must be excluded.

The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The office of the Chief Financial Officer shall not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the office of the Chief Financial Officer governs in the event of a discrepancy between the information on the electronic version and that which is on the hard copy.

Vendors are required to clearly identify any deviations from the specifications in this document.

An authorized officer of the company submitting the bid must sign all bids.

Vendors must submit two (2) copies of their bid; one is to be an original and so marked.

All prices and notations must be in ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in ink by person signing the bid.

Three Rivers will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the College.

Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as No Bid and Void and will not be opened.

The successful bidder is specifically denied the right of using in any form or medium the names of Three Rivers for public advertising unless express written permission is granted.

All bidders must possess the necessary and appropriate business and/or professional licenses in their field.

The successful bidder will hold harmless the College from any claim or liability asserted against it by reason of the negligence of the successful bidder, its agents, servants and employees in the operation, maintenance and otherwise handling of the equipment and/or machines involved in this agreement.

Bidding and purchasing procedures are in accordance with the Missouri Statute 105.458.2, RSMo.

The Contract expresses the complete agreement of the parties. Any changes, additions, or modifications in any manner are not authorized by any other individual other than the Chief Financial Officer.

SCOPE OF SERVICE REQUESTED

1. It is expected that the following services are to be provided to the College without charge:
 - A. Checks paid - **No Charge**
 - B. Deposits – **No Charge**
 - C. Deposited items returned – **No Charge**
 - D. Stop payment requests - **No Charge**
 - E. Wire transfers – **No Charge**
 - F. Cashier's checks – **No Charge**
 - G. Deposit slip printing and disposable bank bags – **No Charge**

- H. Night depository access. If not located in Poplar Bluff, institution will make arrangements to provide services, (details must be included). – **No charge; we have multiple locations in Poplar Bluff including a branch at Three Rivers College.**
- I. Check sort and reconciliation – **No Charge**
- J. Change and currency orders – **No Charge**
- K. Account maintenance – **No Charge**
- L. Safekeeping of investment securities – **N/A**
- M. All ACH deposits and withdrawals - **No Charge**
- N. Foreign currency exchanges – **N/A**
- O. Customer service transactions – **No Charge**
- P. All-inclusive online banking services – **No Charge (please see section 9 of the General Requests below for a description of all internet banking services that will be provided at no charge)**
- Q. From time to time, the College may be in a negative position in a particular account due to any number of appropriate reasons. The College requests to be notified and all items are to be paid without a charge provided adequate amount of funds is transferred into the account to cover any such deficiencies on the same day of notification. – **No Charge**
- R. Free checking for students & employees provided. (Please explain your program). **Southern Bank has multiple free checking accounts available through our Kasasa products which also provide for an opportunity for the student or employee to earn cash back or refunds of certain ITUNES/Amazon purchases. Along with the free checking accounts, students and employees will receive free online banking, free mobile deposit, and Card Valet to help prevent debit card fraud.**
- S. Cash without charge all checks drawn on College accounts and pay with proper identification at all locations and drive-ups. – **No Charge**

2. Account Reconciliation Services

The awarded bank will provide reconciliation services for the checking accounts as follows:

- A. An electronic file of the checks paid by the bank each month. This file will include at least the account number, check number, amount and date paid.
- B. Electronic copies of checks, sorted by check number, on a monthly basis.
- C. Electronic copies of all other items, such as debit and credit memos, and deposit tickets in date order on a monthly basis.

Acknowledged. Account Reconciliation Services are part of our internet banking/cash management program which will continue to be provided to the College at no charge. See section 9 of the General Requests below for full list of all internet banking/cash management services offered.

3. Payroll Account

The College allows employees the option of direct deposit of their payroll check. The bank awarded the account must have the capability to process the direct deposit of the College's payroll to other financial institutions through an automated clearinghouse. The information is currently transmitted from the College to the service center electronically before payday and must be hard posted to the employee's account by the night before payday to allow for access to the funds on payday. Explain you timeline and procedures.

Southern Bank will continue to offer, at no charge to the College, the ability to process Payroll through our internet banking/cash management services. While the College is already familiar with the product and no transition would be necessary, we are happy to make ourselves available for any additional training needed for existing or new users.

4. Federal Tax Deposit

The College currently pays any federal taxes, social security and Medicare through the Electronic Federal Tax Payment System (EFTPS) on a semi-monthly basis. Please confirm your ability to handle this process.

Southern Bank will continue to offer, at no charge to the College, the ability to process EFTPS payments through our internet banking/cash management services.

5. Deposits

The College may deliver deposits and pick up cash orders on a daily basis. Deposits are to be made on the same day's business.

Acknowledged

6. Returned Checks

Checks returned for uncollected funds and/or insufficient funds shall be presented twice before charging the College's account.

Acknowledged

7. Credit Card Deposits

The College is requesting depository only services.

Acknowledged

8. Fraud Protection

The College is interested in possibly implementing Positive Pay Protection. Please provide suggestions (if any) you institution may have about this or similar fraud prevention tools.

Southern Bank offers Positive Pay as party of our internet banking/cash management services. This is provided at no charge to the College. This service would allow the College to closely monitor all checks clearing College accounts and would give the College the ability to make decision on accepting or rejected certain items. We do see more depositors utilizing this service, and would be happy to assist in implementation.

9. Account Statements

The bank shall supply the College with account statements as of the last day of each month by the 8th day of the following calendar month. The statement shall include a detailed listing of all debits and credits, including check numbers, transaction date, and daily balances. Check numbers shall be shown on the statement in serial number sequence. Include an example of your bank's account statement with your proposal.

Acknowledged

10. Annual Report

An annual statement of condition of your institution must be provided by the College.

Acknowledged. Please see our most recent audited financial statements which are included with this bid.

11. Relationships

The bank shall designate at least one (1) bank officer and another bank employee to act as liaison with the College. The CFO & Controller for the College will serve as the designated representatives for the College.

The bank will designate Mel Jackson, Community Bank President, and William D. Hirtz, Banking Service Manager, as the College's dedicated representatives from Southern Bank.

12. Interest

The College expects to earn interest on its accounts, except for the College's federal account which must be non-interest bearing. Please indicate the rate you would pay on each account. Base your rate plus or minus (+/-) on the Prime Rate at the first of each month. If you have any alternative option to determine the rate structure, please list your proposal.

Please see cover letter

13. Bank Branch

To serve College banking needs as well as our student body, faculty and staff, the College requires a full service bank branch located on our Poplar Bluff campus. To compensate for use of the space and utilities, please provide the amount of monthly rent you would pay the College.

Southern Bank proposes to continue to serve the College through the placement of a Branch at the Poplar Bluff Campus. We would agree to continue to pay monthly rent of \$750.

14. ATM

To serve College banking needs as well as our student body, faculty and staff, the College requires a full service ATM located on our Poplar Bluff campus. The College delivers student refunds via RaiderOne MasterCard debit cards issued by Higher One, a third party payment processor. ATM fees should not be charged for the use of these cards at the provided ATM.

Southern Bank proposes to continue to provide an ATM at the Poplar Bluff campus and to continue to not charge fees for the use of the RaiderOne MasterCard debit card at this ATM.

GENERAL REQUESTS

1. Please respond to each service requested above and provide a list of all charges, if any, that would be applicable to the College.

Acknowledged

2. Please indicate the interest rate for the checking accounts and describe how the interest would be earned on the accounts.

Please see cover letter

3. Please furnish the locations(s), hours and days your bank is open for business:

- A. Lobby
- B. Drive-up

The College currently conducts banking business at locations including Poplar Bluff, Sikeston, Kennett, Malden and Dexter.

Southern Bank has five branches in Poplar Bluff, and one branch each in Sikeston, Dexter, and Kennett.

See Attached Schedule of branch locations.

4. Please provide the most recent available rating from the appropriate financial institution rating service.

Southern Bank has a 5-Star (Superior) rating from BauerFinancial (www.bauerfinancial.com.). BauerFinancial is an independent bank research firm and has been reporting on and analyzing the performance of U.S. banks and credit unions since 1983. Their ratings are based on criteria such as profitability/loss trend, evaluating the level of delinquent loans, charge offs and repossessed assets,

the market versus book value of the investment portfolio, regulatory supervisory agreements, the community reinvestment rating (CRA), historical data and liquidity.

5. Please address the ability to provide online review of account balances and processing of transactions.

All of these services are part of our internet banking/cash management program that will provided to the college at no charge.

6. Please provide information for online transfers between funds, wire transfers, stop pays, statement access and image retrieval.

All of these services are part of our internet banking/cash management program that will provided to the college at no charge.

7. Please provide type of collateralization – securities, credit ratings, participation in CDARS program.

Funds held on deposit are insured by the FDIC up to \$250,000 per depositor, and we will continue to pledge investment securities as required under RSMo. 110.010 for balances in excess of that amount. Securities pledged will be held by our third-party safekeeping agent, the Federal Home Loan Bank of Des Moines, who will act only on instruction by you.

Please see cover letter and attachment for information on the ICS program.

8. When the College business office is open and the campus branch is closed we request a carrier to pick-up deposits.

The terms of our current contract state that Southern Bank will be open any day the College business office is open. We are proposing to continue this arrangement through the term of this current bid.

9. Please provide information concerning any additional services (and their costs) that you feel would be beneficial to the College.

Our internet banking and cash management program, provided at no charge, includes the following services:

- **ACH Credit Origination:** allowing the College to make direct deposits into other people's accounts, which is useful if you want to offer direct paycheck deposits to your employees (Direct Deposit).
- **ACH Debit Origination:** allowing the College to make direct withdrawals from other people's accounts, which is useful if you want to offer users the convenience of paying bills automatically (Auto Debit or Direct Payment).
- **Balance Reporting:** allowing the College to create balance reports on individual accounts or any combination of accounts, which can be created for the current day, for a prior day, or for the current and the prior day.
- **Account Transfers:** allowing the College to make account-to-account transfers within Southern Bank to manage your cash flow.
- **Check Reconciliation (Positive Pay):** allowing the College to monitor checks clearing your account(s) to prevent check fraud.
- **EFTPS:** allowing the College to pay federal taxes by direct deposit.

- **NACHA Import:** allowing the College to import NACHA-formatted files that include both credit and debit items.
- **Secure File Transfer:** allowing the College to send an encrypted file of sensitive information to Southern Bank via encrypted email.
- **Wire Transfers Requests:** allowing the College to send wire transfer requests directly to Southern Bank, selecting an Online Banking account that will be debited for the transaction.
- **Remote Deposit Capture:** allowing the College to deposit checks day or night directly from your office, reducing the need for frequent trips to the bank.

QUOTE CRITERIA

The following criteria will be used by the College Administration to evaluate the proposals and to make a recommendation to the Board of Trustees.

1. Ability to meet the requirements of the requested RFQ.
2. Qualified depository for public funds in accordance with Missouri Law.
3. Lowest aggregate banking service cost, consistent with ability to provide an appropriate level and quality of service
4. Additional services not specified in the RFQ which may provide a significant benefit to the College.
5. Proposals will be accepted only from financial institutions whose place of business is within the boundaries of Three Rivers College District due to the nature of the accounts and the frequency of transactions.

INFORMATION

1. Three Rivers College is a community college with an enrollment of over 4,000 students and an operating budget of approximately \$25,000,000.
2. The objective of this request for bid is to identify the banking institution that can offer the highest quality service at the lowest cost to the College.
3. Currently the College has the following bank accounts:

Account	Average Monthly Balance	Average Deposits per Month	Average Transfers per Month
General Fund	\$ 4,928,806.00	158	32
Federal Fund	\$ 65,488.00	13	14
Payroll	\$ 20,477.00	0	14
Plant Fund	\$ 1,686,101.00	1	0
Credit Card Clearing	\$ 174,733.00	66	1
Housing	\$ 338,355.00	11	0
Agency	\$ 203,136.00	23	1

BID EVALUATION

Three Rivers reserves the right, in its sole discretion, to determine the bidder that best suits the needs of the College.

THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID

Examination of Records

The Contractor's records which shall include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the Chief Financial Officer of the college, or a duly authorized representative from the College, at the College's expense. The contractor shall preserve all such records for a period of three years, unless permission to destroy them is granted by the College, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations obtained during audits will be kept confidential.

The Contractor shall require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: Southern Bank

Business Address: 2991 Oak Grove Road

Poplar Bluff, MO 63901

Business Hours 8AM-5PM Monday-Friday

Phone: 573-778-1800

Contact Person: William D. Hirtz

Authorized Signature:  _____

(Indicates acceptance of all bid terms and conditions)

Southern Bank Branch Locations

Poplar Bluff, Missouri Locations

- 1) 531 Vine Street
573-778-1800

Lobby Hours Mon-Thurs: 8AM-4PM
 Friday : 8AM-5:30PM

Drive Thru Hours Mon-Thurs: 8AM-5PM
 Friday: 8AM-5:30PM

ITM Hours Mon-Fri: 7AM-7PM
 Saturday: 7AM-3PM

- 2) 2001 N Westwood
573-778-1800

Lobby Hours Mon-Thurs: 8AM-4PM
 Friday : 8AM-5:30PM
 Saturday: 8AM-Noon

Drive Thru Hours Mon-Thurs: 8AM-5PM
 Friday: 8AM-5:30PM
 Saturday: 8AM-Noon

- 3) 2991 Oak Grove Road
573-778-1800

Lobby Hours Mon-Fri: 8AM-5PM

ITM Hours Mon-Fri: 7AM-7PM
 Saturday: 7AM-3PM

- 4) 4214 Highway PP
573-778-1800

Lobby Hours Mon-Thurs: 8AM-4PM
 Friday : 8AM-5PM

Drive Thru Hours Mon-Thurs: 8AM-5PM
 Friday: 8AM-5PM

- 5) 2080 Three Rivers Blvd
573-778-1800

Lobby Hours Open 9AM-Noon on days classes are in session

Dexter Missouri Location

713 Business 60 West
573-624-5525

Lobby Hours Mon-Thurs: 8:30AM-4PM
 Friday: 8:30AM-5:30PM

Drive Thru Hours Mon-Thurs: 8AM-4PM
 Friday: 8AM-5:30PM
 Saturday: 8AM-Noon

Kennett Missouri Location

301 First Street
573-888-4923

Lobby Hours Mon-Fri: 9AM-4:30PM

Drive Thru Hours Mon-Fri: 7:30AM-4:30PM
 Saturday: 7:30AM-Noon

Sikeston Missouri Location

1205 South Main Street
573-471-1901

Lobby Hours Mon-Fri: 8:30AM-4:30PM

Drive Thru Hours Mon-Thur: 8AM-4:30PM
 Friday: 8AM-5:30PM
 Saturday: 8AM-Noon



Safety. Return. Freedom.

Through ICS[®], the Insured Cash Sweep[®] service, many public depositors can access multi-million-dollar FDIC insurance on funds placed into demand deposit accounts (using the ICS demand option), money market deposit accounts (using the ICS savings option), or both.

Through ICS, you can:

- Enjoy peace of mind**
 ICS funds are eligible for multi-million-dollar FDIC insurance that's backed by the full faith and credit of the United States government.
- Earn interest**
 Put excess cash balances to work in demand accounts, money market deposit accounts, or both.
- Save time**
 By providing access to FDIC insurance through a single bank relationship, ICS can help your public unit comply with investment policy mandates.
- Access funds**
 Enjoy unlimited program withdrawals using the ICS demand option or up to six program withdrawals per month using the ICS savings option.
- Support your community**
 Feel good knowing that the full amount of your funds placed through ICS can stay local to support lending opportunities that build a stronger community.*

Simply put, with ICS, you can have it all.

Contact us today!

How does ICS work?

Work directly with just us—an institution you already know and trust—to access coverage from many, receive just one regular statement, and know that your confidential information remains protected.



Your public unit has or sets up a transaction account with our bank, signs the agreements, and deposits funds.**



Deposits are sent to deposit accounts at other member institutions in amounts under the standard FDIC insurance maximum of \$250,000.



Southern
BANK
Strong Roots. Strong Branches.

Member
FDIC

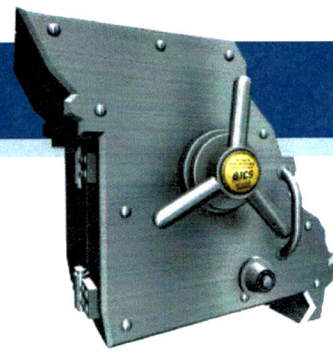
* When deposited funds are exchanged on a dollar-for-dollar basis with other banks in the ICS Network, we can use the full amount of a deposit placed through ICS for local lending, satisfying some depositors' local investment goals or mandates. In certain states, and with a depositor's consent, we may choose to receive fee income instead of deposits from other Network members. Under these circumstances, deposited funds would not be available for local lending.

** If you choose both the savings and demand options, you will need to have a separate transaction account for each.

[Name of Bank], Member FDIC. Placement of your funds through the ICS service is subject to terms, conditions, and disclosures set forth in the agreements you enter into with us, including the ICS Deposit Placement Agreement. Limits and customer eligibility criteria apply. Program withdrawals are limited to six per month when using the ICS savings option. If you are subject to restrictions with respect to the placement of funds in depository institutions, it is your responsibility to determine whether the placement of your funds through ICS, or a particular ICS transaction, satisfies those restrictions. ICS and Insured Cash Sweep are registered service marks of Promontory Interfinancial Network, LLC. 03/19/2017

Using ICS® for Public Funds

In the State of Missouri



Title 6. County, Township and Political Subdivision Government
Chapter 67. Political Subdivisions, Miscellaneous Powers

67.85 Investment of certain public funds, conditions.

Notwithstanding any law to the contrary, any political subdivision of the state and any other public entity in Missouri may invest funds of the public entity not immediately needed for the purpose to which such funds or any of them may be applicable provided each public entity meets the requirements for separate deposit insurance of public funds permitted by federal deposit insurance and in accordance with the following conditions:

- 1) The public funds are invested through a financial institution which has been selected as a depository of the funds in accordance with the applicable provisions of the statutes of Missouri relating to the selection of depositories and such financial institution enters into a written agreement with the public entity;
- 2) The selected financial institution arranges for the deposit of the public funds in deposit accounts in one or more financial institutions wherever located in the United States, for the account of the public entity;
- 3) Each such deposit account is insured by federal deposit insurance for one hundred percent of the principal and accrued interest of the deposit;
- 4) The selected financial institution acts as custodian for the public entity with respect to such deposit accounts; and
- 5) On the same date that the public funds are deposited under subdivision (2) of this section, the selected financial institution receives an amount of deposits from customers of other financial institutions equal to the amount of the public funds initially invested by the public entity through the selected financial institution.

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Part-time Secretary – Practical Nursing/Kennett

BACKGROUND INFORMATION **HISTORY**

Ms. Christine Handley has been employed with the college as a Part-time Secretary for the Practical Nursing program in Kennett since January 2017. She has submitted her resignation, effective July 28, 2017.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

(06/21/2017)

Edie J. Dilbeck

From: Christine Handley
Sent: Saturday, May 13, 2017 6:40 PM
To: Staci Campbell
Cc: Kelly Bowling
Subject: Work

Dr. Campbell and Kelly,

I am emailing to let you both know that I've been accepted into the Sikeston R-6 Nursing Program. I haven't said anything because I honestly wasn't sure I would get in since I applied very last minute. The program starts August 1st, and I would like to continue to work at TRCC until then, my last day would be July 28th. I don't know if it would be possible, but if you needed or wanted me to, I would be willing to continue working there if I could come in only on Fridays as the program is Monday-Thursday. Thank you both so much for the opportunity of working at TRCC.

Christine Handley

This email and any attachments hereto are intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this email, you are hereby notified that any dissemination, distribution or copying of this email and/or any attachments hereto is strictly prohibited. If you have received this email in error, please immediately notify the sender by telephone and email and permanently delete the original and any copy or printout thereof and any attachments thereto. Your compliance is appreciated.

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Project Technician

BACKGROUND INFORMATION **HISTORY**

Mr. Joel Wood has been employed with the college as a Project Technician since December 2013. He has submitted his resignation, effective June 15, 2017.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

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

(06/21/2017)

Kristina McDaniel

From: Steve L. Atwood
Sent: Monday, June 05, 2017 10:56 AM
To: Kristina McDaniel; Wesley Payne; Dustin Midyett
Subject: Fwd: Resignation

Sent via the Samsung Galaxy S8+, an AT&T 4G LTE smartphone

----- Original message -----

From: Joel Wood <jwood@trcc.edu>
Date: 6/5/17 08:23 (GMT-06:00)
To: "Steve L. Atwood" <satwood@trcc.edu>
Subject: Resignation

Steve,

Please accept this letter as notice of my resignation from my position as Project Technician. My last day of employment will be June 15, 2017.

Thank you very much for the opportunities for professional and personal development that you have provided me during the last 3½ years.

Sincerely,

Joel Wood

This email and any attachments hereto are intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this email, you are hereby notified that any dissemination, distribution or copying of this email and/or any attachments hereto is strictly prohibited. If you have received this email in error, please immediately notify the sender by telephone and email and permanently delete the original and any copy or printout thereof and any attachments thereto. Your compliance is appreciated.

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**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAR 1160 Institutional Review Board	Page 1 of 6
Associated Policy: GAP 1160 Institutional Review Board	
References: Code of Federal Regulations; Title 45, part 46. Addendum: "Application Form for Consideration of Initial Research Proposal"	
Supersedes: NA	
Responsible Administrator: Chief Institutional Effectiveness Officer	
Initial Approval: 06-21-2017	Last Revision:

Three Rivers College has established an Institutional Review Board (IRB) Regulation to facilitate the review of requests for research studies involving human subjects (students, faculty, and/or staff) from the college. The purpose of this regulation is to provide a comprehensive standard framework for the protection of human subjects of research that may be conducted by students, staff, faculty, and on a limited basis may allow visiting researchers. The intent is to ensure that investigators do not unduly put at risk or harm humans who are the subjects of their research, and that the subjects of such research are aware of their rights as defined herein. The college reserves the right to reject an IRB application without cause.

All persons who wish to conduct research involving human subjects at the college must follow the college process and receive authorization from the Chief Institutional Effectiveness Officer prior to conducting their research. Authorization from the Chief Institutional Effectiveness Officer and in most cases IRB approval shall precede commencement of any work involving human subjects from Three Rivers College. The college IRB process is established to determine and ensure that:

- The welfare and rights of human subjects are adequately protected and informed consent given, if necessary;
- Human subjects are not placed at unreasonable physical, mental, or emotional risk as a result of the research;
- The research outcomes are of significance to the interests of the college;
- The necessity and importance of the research outweighs the risks to the subjects; and
- The researcher(s) is/are qualified to conduct research involving human subjects.

Three Rivers College faculty and staff as well as any other persons desiring to conduct research using college faculty, staff or students as research subjects shall abide by this regulation. This regulation is intended for use by investigators, researchers, and members of college administration or others involved with research involving human subjects at the college. To be considered, the purpose and scope of the research must be deemed to be beneficial to Three

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAR 1160 Institutional Review Board	Page 2 of 6
Associated Policy: GAP 1160 Institutional Review Board	
References: Code of Federal Regulations; Title 45, part 46. Addendum: "Application Form for Consideration of Initial Research Proposal"	
Supersedes: NA	
Responsible Administrator: Chief Institutional Effectiveness Officer	
Initial Approval: 06-21-2017	Last Revision:

Rivers College. If it is determined that an Institutional Review Board (IRB) must be convened, the Chief Institutional Effectiveness Officer shall convene an ad hoc committee. Upon review of an application in which the applicant is a graduate student of a college or university where an IRB was approved for the purposes of the same said study, the Chief Institutional Effectiveness Officer may accept the IRB from that college if the purpose and scope of the research is deemed to be beneficial to Three Rivers College.

An Institutional Review Board (IRB) is a committee established to review and approve research involving human subjects. The IRB consists of at least five ad hoc members from the college. The members will have varying backgrounds to promote complete and adequate review of research activities commonly conducted by the institution. The purpose of the IRB is to ensure that all human subject research be conducted in accordance with all federal, institutional, and ethical guidelines.

Human subjects' research is:

- a systematic investigation that is time limited;
- designed to contribute to general knowledge of the college;
- often not published outside the college;
- may use approved classroom surveys for internal use only;
- data-gathering for the exclusive purpose of improving the college.

The approval process begins by submitting the Application Form for Consideration of Initial Research Proposal to the Office of Institutional Effectiveness. If the research project is approved to proceed to the next level an IRB Packet must be submitted to the Office of Institutional Effectiveness.

If the investigator has received prior IRB approval from their graduate institution, the Three Rivers College IRB could be waved as long as the research project meets the institutional criteria and the IRB is within one-year of approval. In this case, the Three Rivers College IRB

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAR 1160 Institutional Review Board	Page 3 of 6
Associated Policy: GAP 1160 Institutional Review Board	
References: Code of Federal Regulations; Title 45, part 46. Addendum: "Application Form for Consideration of Initial Research Proposal"	
Supersedes: NA	
Responsible Administrator: Chief Institutional Effectiveness Officer	
Initial Approval: 06-21-2017	Last Revision:

Application must include the complete research proposal documents from the investigators graduate school and the research focus and timeframe must be the same.

The investigator(s) shall contact the Office of Institutional Effectiveness for initial screening and proposal review by the Chief Institutional Effectiveness Officer.

- The investigator must complete & submit the initial application for consideration of research to the Office of Institutional Effectiveness.
- The Chief Institutional Effectiveness Officer has the authority to determine if an IRB request will be considered. This decision is based on college priorities as well as project data requirements for the IRB and if the proposal for research is deemed to be beneficial to Three Rivers College.
- The Chief Institutional Effectiveness Officer has the authority to approve the request.
- If the Chief Institutional Effectiveness Officer determines the IRB must review the proposal, an ad hoc committee will be convened to approve, deny, or seek clarification.
- IRB evaluates risks, recruitment, informed consent, data security, privacy, and confidentiality provisions.
- Decisions shall be made within 4 weeks of application submission.
- An IRB decision letter is provided to the investigator by the Chief Institutional Effectiveness Officer.
- If approved, the investigator must communicate ongoing progress to the Office of Institutional Effectiveness. This includes submitting a detailed research plan and, as the research progresses must report on any changes in purpose, scope, or timeline to the original research plan submission.
- Investigator shall submit any data gathered and the final research summary report of findings to the Chief Institutional Effectiveness Officer.

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAR 1160 Institutional Review Board	Page 4 of 6
Associated Policy: GAP 1160 Institutional Review Board	
References: Code of Federal Regulations; Title 45, part 46. Addendum: "Application Form for Consideration of Initial Research Proposal"	
Supersedes: NA	
Responsible Administrator: Chief Institutional Effectiveness Officer	
Initial Approval: 06-21-2017	Last Revision:

Three Rivers College has established a process for IRB for the identification and minimizing of any potential risks to students. Just about all research involves some risk. It may be physical, social, economic, or psychological in nature. In approving the project, the Institutional Review Board (IRB) will make a determination on the risks involved. The IRB will also assess if the risks have been minimized as much as possible without compromising the validity of the research. The IRB will also analyze the benefits of the research to the college, whether the risk is reasonable in relation to its benefits, whether the selection of the subjects is equitable, if informed consent will be sought, and if there are adequate provisions in place to protect the confidentiality of the subjects.

To ensure students are protected, any research that takes place under the College's auspices must have respect for persons as autonomous agents. Therefore, all subjects must be informed about what participation in the project entails. This requires that the individual subjects must read and sign an informed consent form prior to participating in the study. It is important that the researchers ensure that the potential participants understand what is required of them as research subjects. Federal law requires that individuals 18 years or older are capable of giving informed consent.

Subjects under 18 years of age may participate in the research project only with the signature of the parent or legal guardian in addition to their own signature. This requirement also applies to the filling out of anonymous questionnaires. If children are selected as participants the research must be explained to the minor child by their parent or their guardian in language that they can understand.

There may be times when it is necessary to withhold some pertinent information from the subjects when disclosure of this information would likely impair the validity of the study. In such cases, subjects should be told that they are being invited to participate in research in which some features will not be disclosed until their participation has ended or the research has concluded, whichever is more feasible. However, researchers are not to deceive subjects in anyway regarding the research project as if this is disclosed, would affect their decision to participate.

Three Rivers College protects the confidentiality and anonymity of students. Therefore, it is important that all human subjects involved in research maintain their confidentiality. This is especially important if the research involves asking the participants questions regarding their personal life or other information that the individual does not want to be made public.

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAR 1160 Institutional Review Board	Page 5 of 6
Associated Policy: GAP 1160 Institutional Review Board	
References: Code of Federal Regulations; Title 45, part 46. Addendum: "Application Form for Consideration of Initial Research Proposal"	
Supersedes: NA	
Responsible Administrator: Chief Institutional Effectiveness Officer	
Initial Approval: 06-21-2017	Last Revision:

The Office of Institutional Effectiveness shall review all instruments used in the research and shall adhere to a regulation of total anonymity. Therefore, the researcher will not have access to the individual's name or other identifiable information, the researcher must tell the individual who will have access to the data, the purpose of the data and how the information thus gathered shall remain confidential.

The Office of Institutional Effectiveness provides oversight for the Institutional Review Board (IRB) process and will provide for the maintenance of records relating to a specific research activity for at least three years after termination of the last IRB. IRB records will be available for inspection and copying by authorized representatives only; and at reasonable times and in a reasonable manner.

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAR 1160 Institutional Review Board	Page 6 of 6
Associated Policy: GAP 1160 Institutional Review Board	
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Supersedes: NA	
Responsible Administrator: Chief Institutional Effectiveness Officer	
Initial Approval: 06-21-2017	Last Revision:

DOCUMENT HISTORY:

06-21-2017: Initial approval of regulation GAR 1160 Institutional Review Board.

Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

APPLICATION FOR CONSIDERATION OF INITIAL RESEARCH PROPOSAL

PRINCIPAL INVESTIGATOR INFORMATION

1. Principal Investigator: _____

Email Address: _____ Phone: _____ Ext: _____

2. Status (check one): Faculty Staff Student
 Other (please explain) _____

3. Have you ever applied for consideration at Three Rivers College previously? Yes No

4. Is this proposal new or revised in response to a previous IRB review? New Revised

5. Has this study ever been a previously approved IRB? Yes No If yes, indicate date of approval _____

6. **PROJECT TITLE:**

7. Primary Purpose of Research: Thesis Dissertation Other: _____

8. Does your study involve the collection of data from a vulnerable population? Yes No

If yes, please specify type of population:

- Children/Minors
- High Risk Students
- Students with Disabilities
- Pregnant Women
- Employees with Disabilities
- Other _____

9. If the study involves risk to subjects, is the risk greater than that incurred in ordinary life or tasks? Yes No

10. Is this study being reviewed by an IRB at another institution? Yes No If yes, indicate name of institution below.

Name of Institution: _____

11. Was this study IRB approved at another institution? Yes No If yes, indicate name and date of IRB approval:

****Documentation of IRB reviews for this study at other institutions must be provided along with this form. Research may not begin until IRB review has been concluded at all institutions involved.***

Note: If an IRB was approved from another institution, please attach the IRB approval letter and research protocol documents

Principal Investigator: _____ Date: _____

Office Use Only:

Date of Initial Approval: _____ NOTE: This Board Book contains information that is exempt from the Federal privacy law and should not be copied, disseminated, or otherwise released to any other person.

Approval Date: _____

Committee Year: _____

Created: 05/2017

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06/15/2017

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6120 Faculty Credentialing	Page 1 of 7
Associated Policy: IP 6120 Faculty Credentialing; IP 6710 Faculty Rights and Responsibilities; GAP 1200 Equal Opportunity; BP 0120 Accreditation Status	
Associated Regulation: PR 4170 College Hiring Procedure	
References: Higher Learning Commission Criterion Three, Teaching and Learning: Quality, Resources, and Support Section C.2; Higher Learning Commission, Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision:

Three Rivers College and the Board of Trustees employ competent faculty qualified to accomplish the mission and goals of the College with appropriate credentials from a regionally accredited institution for their position. The college ensures full compliance with the Higher Learning Commission Criterion Three, Teaching and Learning: Quality, Resources, and Support Section C.2. *“All instructors are appropriately qualified, including those in dual credit, contractual, and consortia programs.”*

In hiring full-time and adjunct faculty members, the academic leadership of the College gives primary consideration to the highest earned degree in the teaching discipline. To be considered for employment as a faculty member of the college, the minimum credential requirements must be met. The college also considers competence, effectiveness, and capacity, including as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student-learning outcomes.

For all cases, the college is responsible for justifying and documenting the qualifications of its faculty. Three Rivers College gives primary consideration to the earned degree in a teaching discipline, but recognizes occasional exceptions that require further justification. Based on the Higher Learning Commission Criteria 3, Teaching and Learning, the college has developed two pathways by which a faculty member may be credentialed. These two pathways are:

- Academic Credentialing based on graduate hours and earned academic degrees in discipline,
- Evidentiary Credentialing based on “tested experience.”

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6120 Faculty Credentialing	Page 2 of 7
Associated Policy: IP 6120 Faculty Credentialing; IP 6710 Faculty Rights and Responsibilities; GAP 1200 Equal Opportunity; BP 0120 Accreditation Status	
Associated Regulation: PR 4170 College Hiring Procedure	
References: Higher Learning Commission Criterion Three, Teaching and Learning: Quality, Resources, and Support Section C.2; Higher Learning Commission, Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision:

Evidence-Based Credentialing

Three Rivers College gives primary consideration to the earned degree in a teaching discipline and then the number of graduate hours in a teaching discipline. For career and technical education, there may be instances whereby credentialing a faculty member through other means is necessary. In these instances, appropriate certificates and certification in the field in which they are teaching and verification of five thousand (5000) hours of related occupational experience obtained within the most recent ten (10) years in the subject matter to be taught or a state teaching certification in the area to be taught.

Evidence must be provided that documents the following:

Appropriate degrees and work experience must be documented in the following ways:

1. Degree(s) and/or graduate hours in the Teaching Discipline(s): Bachelors, Masters, or Doctorate degree in an appropriate teaching or related discipline.
2. Licenses and Certifications: Current appropriate licensure(s) or certifications in the discipline where applicable.
3. Tested Experience: Five (5000) thousand hours of related occupational experience in the past ten (10) years. Documentation should verify responsibilities and/or technical knowledge demonstrating knowledge base.

Additional scholarly activity may include:

- Honors and Awards: One state, national or international non-teaching honor and/or award related to the appropriate discipline within the last five years.
- Publications, Presented Papers, and Visual and Performing Arts Activities: A record within the last five years of peer-reviewed, refereed or invited publications; presented papers, exhibitions, performances or other juried creative activities at the state, national

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or international level; this record will display equivalence to the five year record of a tenure track faculty member relevant to the discipline to be taught.

- Other Demonstrated Competencies and Achievements that Contribute to Effective Teaching and Student Learning Outcomes: Honorary degree(s) based upon substantial accomplishments within the appropriate discipline; or co-author of textbook and/or other pedagogical materials; or continued professional education (CPE) in the discipline; or work funded external grants; or supervision of graduate student research; or industry engagement related to the discipline (consulting, training, audit or external reviews); or a record of continuous significant student achievement in the discipline

In rare cases, when none of the aforementioned scenarios is adequate for establishing alternative credentialing, faculty may establish standard alternate credentials based on a written narrative identifying the highest degree earned and other credentials that align with the course objectives for an assigned course. This method requires judicious consideration of documentation that qualifies a faculty member to teach a given course.

Responsibilities for Certification of Faculty Credentials

Faculty credentials are verified fall, spring, and summer semesters prior to the first day of the semester. In cases of emergency hires, the initial credentialing of the faculty member may be completed using unofficial transcripts at the discretion of the Chief Academic Officer. In such emergency cases, the credentialing process herein described must be completed within 60 days of the faculty member being scheduled for courses.

Responsibilities for the Certification of Credentials:

Role of the Faculty Member or Applicant for a Faculty Position

Each faculty member or applicant for a faculty position is responsible for requesting the official transcript(s) for all colleges attended and providing copies of necessary licensure. After initial

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certification has been approved, the faculty member is responsible for maintaining the currency of their official transcripts if new course work is accomplished and for providing current licensure documentation when the license and/or certificate is renewed. Updated transcripts should be provided at the end of each semester in which additional education is obtained and updated licenses and/or certificates shall be submitted within 30 days of renewal. The transcript(s) should be submitted to the Office of the Chief Academic Officer, may not be marked "issued to student" and must be sent directly from the institution to the Office of the Chief Academic Officer.

- If documentation is required in addition to the official transcript(s), the applicant or faculty member is required to submit said additional documentation upon request. A curriculum vitae or resume is not sufficient documentation.
- Faculty members teaching in disciplines that require licensure and/or certifications must acquire and maintain documentation of those credentials to be placed in the Office of Human Resources and in the electronic credentialing system. It is the responsibility of the faculty member to both maintain proper and current licensure and/or certification, and to provide documentation of such licensure and/or certification upon completion and prior to expiration in a timely manner.

Failure to maintain current licensure and/or transcript currency may result in disciplinary action including the loss of teaching privileges.

Role of the Department Chair

The Department Chair is responsible for completing and submitting the Faculty Qualification Form along with supporting documentation, updating it as normal in a particular teaching discipline as it evolves, and if additional credit hours or another degree is obtained. Additionally, the Department Chair ensures that the electronic Faculty Credential file is maintained and current.

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As part of the hiring process, the Department Chair is responsible for validating the credentials of the faculty member and verifying that the credentials are consistent with policy IP 6120 Faculty Credentialing.

Role of the Chief Academic Officer

The Chief Academic Officer is responsible for reviewing and approving the credentials of the faculty member to teach each course assigned. Approval shall be based upon the criteria specified in the college's policy IP 6120 Faculty Credentialing Policy. If questions and/or concerns arise regarding credentials, the certification record may be rejected and returned with notes regarding the rejection to the Department Chair for further review and re-certification. The entire process shall be completed prior to the 1st day of the semester for new faculty and faculty with new course assignments.

The Chief Academic Officer is responsible for ensuring the Department Chairs adhere to the policy set forth in policy IP 6120 Faculty Credentialing and the processes set forth herein. In the rare instance that an issue of non-compliance is determined, it is the responsibility of the Chief Academic Officer and/or the Department Chair to find an appropriately credentialed instructor or cancel the course.

Once credentials are verified and approved, the Faculty Qualification Form is signed and dated and submitted to the Office of the President, along with complete supporting documents, for final review. Once approved for hire, the official faculty records and hiring information are housed in the Office of Human Resources.

Role of the President

Once the certification record is completed, approved, and signed by the Department Chair and Chief Academic Officer, the President shall review the Faculty Qualification Form and either initial or return to the Chief Academic Officer for re-evaluation; if approved, the application is complete.

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Faculty Credentialing Process Completion

All electronic faculty credentialing documents and the printed credentialing certificate from the credentialing module in Strategic Planning Online (SPOL) are sent to the Office of Human Resources to be included in the official faculty file. The electronic copies of faculty curriculum vitas, licenses, certificates, as well as related experiential documentation, the faculty credentialing certification, and semester teaching roster are contained and maintained in the electronic SPOL Credentialing Module.

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References: Federal Definition of Credit Hour 34 CFR 600.2; Standard Carnegie Unit for Time on Task; Higher Learning Commission (HLC) Guidelines for the Evaluation of Distance Education (On-line Learning); Quality Matters Standards (QM)	
Supersedes: NA	
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Three Rivers College offers quality programs and courses delivered by distance means. The College utilizes distance learning to increase student access to learning opportunities; enhance the abilities of the college to respond to learner needs; respond to workforce development needs; ensure quality of instruction to place- and time-bound students; provide cost-effective service through cooperative and collaborative development and delivery; and reduce the unnecessary duplication of existing programs and courses.

Process

Courses taught in the online environment are delivered through the Learning Management System (LMS) and designed utilizing the Quality Matters (QM) Rubric. Before a web course, blended or online, is offered, faculty should consult with their Department Chair to discuss whether the course material is appropriate for the online environment.

If the course material is deemed appropriate for the online environment, the faculty member begin(s) the curriculum approval process that may include but not limited to the following:

- Revision of Course Curriculum Form
- Course Framework for Online Course(s)
- Credit Hour Distribution (See Time on Task instructions below)

Once approved through the curriculum process, the course is designed utilizing the QM Rubric. Upon completion of the course design, the faculty member will notify the Department Chair to schedule a course review.

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Online courses are reviewed using the 2014 or later edition of the Quality Matters Rubric by faculty members who have been trained as QM Reviewers to ensure QM Standards one and two and all sub-standards are met. Courses are not be scheduled until all identified corrections are made and a successful QM Course Certificate has been issued.

Calculation of Credit Hour

In compliance with Federal Definition of credit hour 34 CFR 600.2, the College observes the following minimum time requirements for courses:

Students in online or blended/hybrid courses are expected to demonstrate they have met the student learning outcomes equivalent of course outcomes to that of a traditional/web-enhanced delivered course.

Students have the opportunity to meet course learning outcomes in a number of ways through online and/or hybrid coursework.

Direct faculty instruction includes but is not limited to:

- Weekly threaded discussion forums
- PowerPoint Presentations without audio
- PowerPoint Presentations with audio
- Lecture notes
- Video lectures
- Face-to-Face meetings

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Out of class student work includes:

- Readings
- Assigned videos (does not include lecture videos)
- Written assignments (papers, journals, reviews, etc.)
- Research
- Quizzes/Exams
- Case Studies
- PowerPoint Presentations
- Assigned homework problems
- Clinical/Practicum/Internship
- Other approved activities

Time on Task

Time on task is the total learning time spent by a student in a college course, including instructional time as well as time spent completing course assignments (e.g., reading, research, writing, individual and group projects.) Without regard to the delivery method or the particular learning activities employed, the amount of learning time in any college course should meet the guideline of a total of 45 hours for one semester credit. The time is historically based on the Carnegie unit, which served as the basis for the determination of an academic credit hour.

"Instruction" is provided differently in online courses than in classroom-based courses. Despite the difference in methodology and activities, however, the total "learning time" online can usually be counted. Rather than try to distinguish between "in-class" and "outside-class" time for students, the faculty member developing and/or teaching the online course should calculate how much time a student doing satisfactory work would take to complete the work of the course.

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The total learning time should be roughly equal to that spent on comparable tasks in a classroom-based course. Time spent downloading or uploading documents, troubleshooting technical problems, or in chat rooms (unless on course assignments such as group projects) should not be counted. Without regard to course mode or type of learning activities assigned, the total amount of student time on task for any course (traditional, online, hybrid, independent study, etc.) should total 45 hours per credit/contact hour.

Calculations for an 8-week course:

Credit Hours	Direct Instruction Hours	Student Work Hours	Total Course Hours
1	15	30	45/8-weeks
2	30	60	90/8-weeks
3	45	90	135/8-weeks
4	60	120	180/8-weeks
5	90	150	240/8-weeks

Calculations for a 16-week course: *Final exams and/or presentations are completed during the 16th week.***

Credit Hours	Direct Instruction Hours	Student Work Hours	Total Course Hours
1	15	30	45/16-weeks
2	30	60	90/16-weeks
3	45	90	135/16-weeks
4	60	120	180/16-weeks
5	90	150	240/16-weeks

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Calculations for direct faculty instruction:

Activity Type	Time Requirement
Weekly threaded discussion forums	1 post + 2 replies = 1 hour
PowerPoint Presentations without audio	1 slide = 3 minutes
PowerPoint Presentations with audio	1 slide variable = 5-10 minutes
Lecture notes	1 page = 5 minutes
Video lectures	length of video multiplied by 1.5 to account for notetaking
Face-to-Face meetings (hybrid only)	1 hour = 1 hour

Calculations for student work:

Activity Type	Time Requirement
Readings	10 minutes per page
Assigned video	1 min per minute of video
Written assignments (papers, journals, reviews, etc.)	1 hour per page
Research	1 hour per article/source
Quizzes/Exams	Variable 30 minutes – 1 hour
Case Studies	1 hour per page
PowerPoint Presentations	30 minutes per slide
Assigned homework problems	10 minutes per problem

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Associated Regulation: ITR 8100 Acceptable Use; GAR 1160 Institutional Review Board	
References: United States Copyright Act; United States Patent Law	
Supersedes: NA	
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Three Rivers College recognizes the need for and desirability of encouraging the broad utilization of the results of academic scholarship and that such scholarship should be encouraged without regard to potential gain from licensing fees, royalties, or other income. The college also acknowledges that intellectual properties and discoveries may arise from the activities of faculty, staff, and students in the course of their duties or through the use, by any person, of institutional resources including but not limited to facilities, equipment, or funds.

This policy is intended to provide adequate recognition and incentive to creators and, at the same time, ensure that the college will share in the rights pertaining to intellectual properties in which the college has invested equity. The college is committed to assisting faculty, staff, and other researchers in properly disclosing their scholarly work, in complying with applicable laws and formal agreements, and in gaining the protection available under federal laws governing patents, copyrights, trademarks, and other appropriate provisions.

Definitions

Intellectual Property: Inventions, discoveries, know-how, show-how, processes, unique materials, copyrightable works, original data, and other creative or artistic works that have value. Intellectual property includes that which is protectable by statute or legislation, such as patents, copyrights, trademarks, service marks, trade secrets, mask works, and plant variety protection certificates. It also includes the physical embodiments of intellectual effort, for example, models, machines, devices, designs, apparatus, instrumentation, circuits, computer programs and visualizations, biological materials, chemicals, other compositions of matter, plants, and records of research.

Traditional Academic Copyrightable Works: A subset of copyrightable works created independently and at the creator’s initiative for traditional academic purposes. Examples include class notes; books, theses and dissertations; articles; non-fiction, fiction, and poems; musical works; dramatic works including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works; or other works of artistic imagination not created as an institutional initiative.

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Creator: An individual or group of individuals who make, conceive, reduce to practice, author, or otherwise make a substantive intellectual contribution to the creation of intellectual property. "Creator" shall include, but not be limited to, faculty, professional staff, administrative and support staff, and students. "Creator" shall also include the definition of "inventor" as used in the United States patent law and the definition of "author" as used in the United States Copyright Act.

Institutional Resources Usually and Customarily Provided: Include such support as office space, library facilities, ordinary access to computers and networks, or salary and shall be described in this policy as either "incidental" or "significant." The phrase does not include use of students or employees as support staff to develop the work, or substantial use of specialized or unique facilities and equipment, or other special subventions provided by the College unless approved as an exception.

Technical Works: Include intellectual properties of a scientific, engineering, or technical nature such as patentable or un-patentable inventions (including biological materials), computer software, and institution collections.

Scholarly Works: Include all intellectual properties not covered in Technical Works of an artistic, scholarly, instructional, or entertainment nature.

Computer Software: Includes one or more computer programs existing in any form or any associated operational procedures, manuals, or other documentation, whether protectable or protected by patent or copyright.

Rights to Ownership/Disclosures

Three Rivers College has ownership of all intellectual property created:

- by an employee within the scope of his or her employment, or
- by an employee hired or commissioned to create a specific work, or

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- when more than incidental use of institutional resources usually and customarily provided occurs, or
- when the intellectual property results from research supported by federal funds or third-party sponsorship.

The college does not assert ownership of intellectual property unrelated to job responsibilities and where only incidental use of institutional resources usually and customarily provided has occurred. Nor does the College assert ownership of traditional academic copyrightable works. Three Rivers College has the right to recover costs and/or right to use the work. Joint ownership may occur under certain circumstances such as when scholarly works involve the services of other college employees (e.g., development of multi-media courseware, etc.)

Principles

The college may assert ownership in intellectual property of all types (including, but not limited to, any invention, discovery, trade secret, technology, scientific or technological development, and computer software) regardless of whether the property is subject to protection under patent, trademark, copyright, or other laws, except as stipulated herein.

The college may assert their interest in intellectual property related to the creator's academic or professional field, regardless of the medium of expression. If the study involves human subjects the creator shall follow the College's IRB process for disclosure and approval.

The college has ownership of all intellectual property created by persons under the conditions stated below:

- if intellectual property is created by an employee within the specific scope of employment; or
- if intellectual property is created with the use of College facilities or resources usually and customarily provided; or

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- if intellectual property is commissioned by the College pursuant to a signed contract or agreement; or
- if intellectual property is created by a person who was hired specifically or is required as part of his or her job responsibilities to produce it; or
- if intellectual property fits within one of the nine categories of works considered “works for hire” under copyright law; or
- if intellectual property results from research supported by federal funds or third-party sponsorship.

Works related to an employee’s job responsibilities, even if he or she is not specifically requested to create them, will belong to the institution as works-for-hire. A copyright work is related to an employee’s job responsibilities if it is the kind of work an employee is employed to do and if the work is done, at least in part, for use at work or for use by fellow employees, the employer, or the employer’s clients. Use of personal time or other facilities to create the work will not change its basic nature if the work is related to the creator’s job as described above. Works that have nothing to do with job duties will remain the property of the creator, so long as he or she makes no more than the incidental use of institution facilities usually and customarily provided.

The college does not have ownership when the creator is a student, professional, faculty, or non-faculty researcher and the intellectual property is a traditional academic copyrightable work in the creator’s field of experience. Even though such a work may be within the scope of employment, it is the property of the creator unless it is a scholarly work (a) created by someone specifically hired or required to create it or (b) commissioned by the institution. In either of these cases, the institution, not the creator, will own the intellectual property.

In the case of traditional academic copyrightable work that involves significant institutional resource contributions, the College reserves the right to secure rights (including but not limited to joint ownership), for example, to use the work and to recover its investment, in a contract with the creator. If a project involves the use of significant institutional resources, the creator and the

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institution shall agree before the project begins on the use of facilities, allocation of rights to use the work, and recovery of expenses and/or sharing of benefits from commercialization of the work.

In addition to traditional academic copyrightable work created by professional, faculty, researcher, or student creators in their field of expertise, a creator shall own intellectual property under the following conditions:

- if it is unrelated to the creator’s job responsibilities and the creator made no more than incidental use of institution resources usually and customarily provided; or
- if it is intellectual property that has been released to the creator in accordance with the requirements of this policy.
- College facilities or resources are NOT to be used to create, develop, or commercialize intellectual properties unrelated to an individual’s employment responsibilities; or to develop or commercialize intellectual properties further that have been released to a creator except when approved by the College and when the College retains an interest under the terms of the release.

Disclosure

All intellectual property in which the college has an ownership interest under the provisions of this policy and that has the potential to be brought into practical use for public benefit or for which disclosure is required by law will be reported promptly in writing by the creator to the Chief Academic Officer through the appropriate supervisory chain. The disclosure is to constitute a full and complete disclosure of the subject matter of the discovery or development and identify all persons participating therein. The creator is to furnish such additional information and execute such documents from time to time as may be reasonably requested. Annually, the creator shall report to the College the proceeds and/or units distributed for all copyrightable

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works and intellectual property. If the study involves human subjects the creator shall follow the College's IRB process for disclosure and approval.

Evaluation and Exploitation Decisions

After evaluation of the intellectual property and review of applicable contractual commitments, the college may develop the property through licensing, may release it to the sponsor of the research under which it was made (if contractually obligated to do so), may release it to the creator if permitted by law, or may take such other actions as are determined to be in the public interest. Exploitation by the college may or may not involve statutory protection of the intellectual property rights, such as filing for patent protection, registering the copyright, or securing plant variety certification.

Questions Related to College Ownership

In the event there is a question as to whether the institution has a valid ownership claim in intellectual property, such intellectual property should be disclosed in writing to the institution by the creator. Such disclosure is without prejudice to the creator's ownership claim. The institution will provide the creator with a written statement as to the institution's ownership interest.

Abandonment of Intellectual Property

Should the college decide to abandon development or protection of institution-owned intellectual property, ownership may be assigned to the creator as allowed by law subject to the rights of sponsors and to the retention of a license to practice for college purposes. The minimum terms of such license shall grant the institution the right to use the intellectual property in its internally administered programs of teaching, research, and public service on a perpetual, royalty-free, non-exclusive basis. The college may retain more than the minimum license rights, and the assignment or license may be subject to additional terms and conditions, such as revenue sharing with the institution or reimbursement of the costs of statutory protection, when justified by the circumstances of development.

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Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6750 Intellectual Property	Page 7 of 9
Associated Policy: IP 6710 Faculty Rights and Responsibilities; GAP 1160 Institutional Review Board	
Associated Regulation: ITR 8100 Acceptable Use; GAR 1160 Institutional Review Board	
References: United States Copyright Act; United States Patent Law	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision:

Commercialization by Creator

The college may, at its discretion and consistent with the public interest, license intellectual property to the creator on an exclusive or nonexclusive basis. The creator must demonstrate technical and business capability to commercialize the intellectual property. Agreements with creators will be subject to review and approval of conflict-of-interest issues in accordance with this policy.

Decision-Making Timeline

Within 120 days of receipt of a complete intellectual property disclosure, the college will inform the principal creator of its substantive decisions regarding protection, commercialization, and/or disposition of intellectual property that he or she has disclosed. The college shall be bound by any confidentiality agreement made with any external parties.

Proceeds Distribution

In the event that royalties are generated by intellectual property rights assigned or licensed to the college, an appropriate share of such royalties shall be paid to the creator. The college may recover its costs before the following conditions apply. The creator's share will be determined according to the following:

- In cases where the college or the creator, as the case may be, assign such intellectual property rights to a research corporation under contract to the college, the share of royalties to be paid to the creator shall be governed by the terms of the contract between the college and the research corporation.
- In cases where the intellectual property is covered by a contractual agreement with a sponsoring agency, the financial arrangements shall be in accordance with that contractual agreement as negotiated between the college and the contracting agency.
- In cases of sponsorship by federal agencies, compliance with the appropriate federal regulations shall be effected in the ultimate agreement.

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Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision:

- In cases where the college retains ownership of an intellectual property from a creator or creators, and/or expends funds to develop and market the intellectual property, any royalties generated will be used first to cover the expenses of filing, procuring, maintaining, and marketing the intellectual property. Fifty percent of the net royalties will be paid to the creator, and sixty percent will be retained by the college from which the intellectual property originated.
- Net royalties on intellectual property available to the college are to be used for research, development, and other scholarly activities and allocated one hundred percent to the college where the intellectual property originated.
- In instances where the college chooses not to retain ownership of the intellectual property, the creator shall obtain permission from the College President, or his or her designee, before associating the institution's name, logo, etc., with the intellectual property.
- The Board of Trustees may approve exceptions to the established royalty distribution in extraordinary circumstances, upon recommendation of the College President.

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References: United States Copyright Act; United States Patent Law	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision:

DOCUMENT HISTORY:

06-21-2017: Initial approval of regulation IR 6750 Intellectual Property.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2200 Admissions	
Title: SR 2210 Admission Requirements	Page 1 of 8
Associated Policy: SP 2210 Admission Requirements; SP 2140 Student Appeals	
Associated Regulation: SR 2140 Student Appeals; SR 2211 Admission of Students with Criminal Histories	
References: Missouri State Statute 174.130; 167.031 to 167.071; 199.290; 199.350; 199.170	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 09-25-2013	Last Revision: 06-21-2017

Three Rivers College subscribes to an open admissions concept in order to provide full educational opportunities, and it establishes the following regulations for admission which encourage the enrollment of all persons able to benefit from the education programs of the college.

Admission Requirements

All students must submit a completed application to the Enrollment Services office using the online application available through the college website. The applicant’s Social Security Number is required to receive select services from the college.

High School/GED/HiSET transcripts from a state or regional accredited institution are required.

- Curricular students are degree or certificate seeking students who have been admitted to the college and are enrolled in college-level or transitional studies courses.
- Approved regional accrediting bodies are located on the US Department of Education website at www.ed.gov and www.chea.org.
- Homeschool students are defined by state statutes which vary by state. Statutes for the State of Missouri are specifically listed under special requirements.

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

Special Requirements

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

- High school students 16 years of age or older who have completed “dual enrollment” requirements. Dual enrollment is a special program whereby high school and homeschool students may earn college course credit while still enrolled in high school.
- Students under 16 years of age who are enrolled in a gifted or accelerated learning program.
- Home-schooled students seeking a degree or certificate must provide a school transcript

**THREE RIVERS COLLEGE
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Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 09-25-2013	Last Revision: 06-21-2017

“or” provide evidence that a child is receiving regular instruction that the parent shall maintain as outlined in RSMo 167.031 to 167.071.

- As used in sections 167.031 to 167.071, RSMo, a "home school" is a school, whether incorporated or unincorporated, that:
 - a) Has as its primary purpose the provision of private or religious-based instruction;
 - b) Enrolls pupils between the ages of seven years and the compulsory attendance age for the district, of which no more than four are unrelated by affinity or consanguinity in the third degree; and
 - c) Does not charge or receive consideration in the form of tuition, fees, or other remuneration in a genuine and fair exchange for provision of instruction.
- Home-School Transcript requirements:
 - a) Home-schooling transcripts should include each course listed by academic year and graded (or listed as “in progress”). In addition, please list if each course is a half unit (half year) or full unit (full year).
 - b) If a course title does not clearly reflect the subject content, home- schooled educators should include a description of the course.
 - c) Transcripts must have a cumulative GPA.
 - d) Transcripts may be typed or handwritten; however, if you are using a transcript service, have the service send an official transcript.
 - e) The home-school educator should sign the official transcript.
 - f) Transcripts must include an estimated completion or graduation date. A final transcript must be submitted showing graduation date and successful completion of all coursework.
- As evidence that a child is receiving regular instruction, the parent shall, except as otherwise provided in this subsection, maintain the following records:
 - a) A plan book, diary, or other written record indicating subjects taught and activities engaged in; and
 - b) A portfolio of samples of the child's academic work; and
 - c) A record of evaluations of the child's academic progress; or

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Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
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- d) Other written, or credible evidence equivalent to subparagraphs a., b. and c.; and
- e) Offer at least one thousand hours of instruction, at least six hundred hours of which will be in reading, language arts, mathematics, social studies and science or academic courses that are related to the aforementioned subject areas and consonant with the pupil's age and ability. At least four hundred of the six hundred hours shall occur at the regular home school location.

Tuberculosis Screening, Treatment, and Prevention

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

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

Admission to Courses

Students may enroll in courses only when prerequisites for the courses are met and providing space is available in the courses.

Admission to Specific Programs

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

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Supersedes: NA	
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Initial Approval: 09-25-2013	Last Revision: 06-21-2017

Curricular Students

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

Non-Curricular Students

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

- Upgrading employment skills for present job.
- Developing skills for new job.
- Career exploration - The College will provide counseling to help students make decisions concerning career goals. Students are expected to declare other educational goals prior to completing 30 credit hours of course work.
- Personal satisfaction and general knowledge.
- Visiting - Visiting students are those who, while enrolled at a community college, maintain primary enrollment with other post-secondary institutions.
- Non-degree transfer – Non-degree transfer students are those enrolled at the college with the intent to transfer to other post-secondary institutions prior to completing graduation requirements.
- High school - High school students who are dual enrolled and home schooled students under the age of 18.
- General or curricular requirement pending (with college approval only) -This classification includes students who have not met all general or specific admission requirements as stated in the college catalog. Students should be enrolled in this category for one semester only.
- Dual Credit/Dual Enrollment – Students currently enrolled in high school or home school who have not completed the requirements of secondary school graduation.
- Auditing a course (with college approval only) - Under this classification, students enroll in courses without taking exams or receiving credit. Audits are permitted only if there are a sufficient number of students taking the class for credit.

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Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 09-25-2013	Last Revision: 06-21-2017

Freshman

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

Sophomore

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

Full-Time Student

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

Part-Time Student

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

Unclassified Students

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

Transfer Students

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

International Students

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

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Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 09-25-2013	Last Revision: 06-21-2017

1. Be eligible for an F-1 visa.
2. Submit Affidavit of Support.
3. Submit acceptable results of the TOEFL (Test of English as a Foreign Language) to establish proficiency in the English language.
4. Submit Admissions Application.
5. Proof of insurance.

A test score of at least 500 on the paper-based test or 173 on the computer-based test is considered acceptable. Further information regarding international students can be obtained from the Enrollment Services Office.

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

Denial of Access to Three Rivers College

Pursuant to Missouri State Statute 174.130, Three Rivers College will not knowingly admit any aliens unlawfully present in the United States. Proof of legal residency may be required at the time of application.

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

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

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Education services in the community.

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

**THREE RIVERS COLLEGE
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Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 09-25-2013	Last Revision: 06-21-2017

DOCUMENT HISTORY:

- 09-25-2013:** Initial approval of regulation SR 2210 Admission Requirements.
- 04-15-2015:** Legal References added to template and on page (3) our admissions process requires mandatory Tuberculosis Screening for all new students per Missouri State Statute 174.130; 167.031 to 167.071; 199.290; 199.350; 199.170.
- 09-16-2015:** Revision of position title Dean of Student Services to Chief Student Services Officer.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 06-21-2017:** Added student classifications and wording changes for clarity.

UPCOMING EVENTS

Summer hours: College open Monday-Thursday through July 30.

Registration for current, new, and returning students continues through June 22 for Summer B Session and through August 11 for Fall Semester.

Summer B Session classes begin June 26.

Raider Run, Walk & Wag, 8 am July 8, East Park in Dexter. A 5K Run/Walk to raise funds for the Student Success Fund at Three Rivers College – Dexter. For more information and a registration form, go to trcc.edu/development/events.php.

Fall On-the-Spot Enrollment Rush, July 8 at East Park in Dexter. Saturday enrollment event held in conjunction with the Run, Walk & Wag.

Independence Day, July 4, College closed.

Girls Week Long Basketball Camp, July 10-14, Bess Activity Center.

Boys Week Long Basketball Camp, July 17-19, Bess Activity Center.

Center Stage Presents “The Foreigner,” 7 pm July 20-22, 2 pm July 23, Tinnin Fine Arts Center; tickets \$10, \$5 with a TRC ID.

Three Rivers Day at the Ballpark, 6:15 pm July 29; Cardinals vs. Arizona Diamondbacks. Tickets on sale now. Tickets for seats in reserved sections 128B-130B are \$25 for the public, \$20 for TRC employees. Luxury Experience package, which includes seating in an air-conditioned suite, food, drinks, and promo, is \$250. It’s \$15 to ride a bus to the game. Tickets available at Poplar Bluff Realty or Westover 212; or call 573-840-9077 or email michellereynolds@trcc.edu.

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

FROM THE THREE RIVERS COMMUNICATIONS DEPARTMENT

FOR IMMEDIATE RELEASE:

Wednesday, June 14, 2017

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9660
jatwood@trcc.edu

PHOTO ATTACHED for this photo release

Three Rivers Endowment Trust Receives Donation from Buffalo Wild Wings

The Three Rivers College Endowment Trust has received a donation of over \$200 from Buffalo Wild Wings. The donation comes from proceeds from Three Rivers College's "TRC @ BWW" event held April 3 in both Poplar Bluff and Sikeston. L-R: Michelle Reynolds, Director of Development for Three Rivers College; Tiffany Cates, Manager, Buffalo Wild Wings in Poplar Bluff; and Dr. Marty Michel, Chairman of the Three Rivers Endowment Trust.

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FOR IMMEDIATE RELEASE:

Wednesday, June 14, 2017

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9660

jatwood@trcc.edu

Three Rivers Hosts Summer Career Exploration Camp

Three Rivers College will host a Summer Career Exploration Camp on its Poplar Bluff Campus for youth in grade 6 through age 16 from 8 a.m. to 4 p.m., June 13-15.

The Career Exploration Camp will introduce young adults to careers in both the arts and the sciences and provide hands-on skill demonstrations. The career focus will be on Art and Music on June 13, Robotics and Agriculture on June 14, and Health Science on June 15. Lunch will be provided.

Registration for the camp is \$50 for a single day or \$100 for all three. For more information or to register, contact Tonya Lyons or Caleb Stewart at 573-686-8064. The camp is made possible through a partnership with Three Rivers College, the University of Missouri Extension, 4H, and Student Support Services.

###

Members of the media should contact the Coordinator of Media Services before approaching Three Rivers staff members for questions or interviews. Communications office hours are 8 A.M. to 4 P.M. Monday through Thursday.

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May 31, 2017

Daily American Republic

Serving The Region Since 1869

POPLAR BLUFF, MISSOURI

50c

REDUCED PRICE CARDINALS
VS. D-BACKS TICKETS AVAILABLE

TRC Day at the Ballpark July 29

By **CHELSAE CORDIA**
Staff Writer

Three Rivers College wants to take you out to the ball game for its second annual Day at the Ballpark event, sponsored by the Three Rivers College Endowment Trust.

"If there's one thing we all have in common in

Southeast Missouri, it's a love of the St. Louis Cardinals, and a love of baseball," said TRC Director of Development Michelle Reynolds. "Three Rivers and the Endowment Trust wanted to give this opportunity for members of our community to come

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TRC

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together, have fun, and celebrate Three Rivers College."

The event will be held at the Cardinals game against Arizona at 6:15 p.m. Saturday, July 29, at Busch Stadium in St. Louis, and Reynolds said all members of the community are invited to purchase tickets.

Regular tickets are \$25 each for reserved seating sections 128B-130B. Round-trip transportation is also available for \$15 each.

"To be able to offer this value is amazing for us," Reynolds said, as face value on the regular tickets exceeds \$60.

A limited quantity of luxury experience tickets that include box seating, food,

drink and tickets for round-trip transportation are available for \$250 each.

Reynolds said she is thrilled to continue this new tradition after a wonderful community response to 2016's inaugural event.

Again this year, Cindy White and members of the TRC choir will head to the field and perform "Take Me Out to the Ball Game" during the seventh inning stretch.

Reynolds said the Saturday evening event will also feature a post-game fireworks display and a promotion by the St. Louis Cardinals where the first 30,000 fans ages 16 and over will go home with a replica 1919 Cardinals jersey.

"We were really thrilled to get a Saturday night game this year and we're looking forward to a great day,"

Reynolds said.

All proceeds from TRC's Day at the Ballpark benefit the Three Rivers Endowment Trust Annual Fund, which is used to benefit students in Southeast Missouri.

Reynolds encourages folks to purchase tickets by the end of June, as a limited supply are available on a first-come-first-serve basis.

Tickets can be purchased by contacting Reynolds at 573-840-9077 or michellereynolds@trcc.edu, Edie Dilbeck at 573-840-9688 or edilbeck@trcc.edu or at Poplar Bluff Realty, located at 1800 N. Westwood Blvd.

TRC Day at the Ballpark T-shirts are also available for \$8 in adult sizes only and can be ordered by contacting Reynolds prior to June 10.

May 16, 2017

Daily American Republic

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Berry accepts TRC honor as Alumni of Yr.

By CHELSAE CORDIA
Staff Writer

The Tinnin Center was a hubbub of activity last night as community members dropped in to honor the Three Rivers College 2017 Distinguished Alumni of the Year, Stan Berry.

"It is truly inspiring to see the group of people who have come out to honor

Stan," said TRC president, Dr. Wesley Payne. "He keeps in mind the importance of his family, his community and his friends."

Berry is the long-time editor of the *Daily American Republic* and a proud Poplar Bluffian. Typically not one to bask in the limelight, Berry thanked his friends, family and colleagues while expressing his sentiment

toward TRC, which he said "has always had a special place in my heart."

"This is, without a doubt, the biggest honor I've ever had in my life," Berry said.

Started in 2016, the distinguished alumni award is a way to shine the light on the former students of Three Rivers College said TRC's

See BERRY/A2



DAR/Paul Davis

Stan Berry addresses the crowd after receiving proclamations and the TRC Distinguished Alumni Award. Looking on (from left) are TRC Trustee President Eric Schalk and TRC President Dr. Wes Payne.

BERRY FROM PAGE A1

Director of Development Michelle Reynolds.

"One thing that people don't realize is that you don't have to graduate from Three Rivers to be considered an alumni. We truly believe people get their start at Three Rivers," Reynolds said. "We also want to show our current students who has been in their shoes before them, and to show them the success they are able to accomplish."

Among the attendees were a few folks who have known Berry for years, some through work, others through play. However, they all reiterated the same message, which is, that Berry is a good guy, a good friend and a perfect representative of Three Rivers College.

John Stanard worked with Berry at the *Daily American Republic* for 25 years and said he made it a point to come out and honor his former colleague.

"I was a reporter on the paper when he was hired and he was a student," Stanard said. "He came in early in the morning and helped out with sports statistics and later became the sports editor. Then he did features and photography. He took

time out for some Vietnam service. He even left for a while to work on a river boat, but he was always welcome back."

Stanard said Berry's story is a classic example of someone who grew up locally and utilized Three Rivers College to get their start.

"Three Rivers was a perfect opportunity for him to get started. He was able to work and then go to Arkansas State to study journalism down there. He's a really nice story. Stan's a good guy. He's a fair and decent editor. He wants to treat people right and I think he achieves that," Stanard said.

Attorney Daniel Moore has been friends with Berry for 43 years. Off the record, Moore described lots of mischief the pair used to get into together, but on the record, said he can't imagine a better person to be TRC's Distinguished Alumni.

"I've known Stan since 1975," said Moore. "He's really the first person I met when I came to Poplar Bluff. He's just been a good friend for all that time, so that's why I'm out here. I don't know if there'd be anybody better than him for me to not just live but to a lot of people and I'm happy to be out here for him."

"There's not an omery bone in his body," Moore added with a smile.

Another of Berry's friends, Steve Ray, echoed Stanard and Moore with compliments regarding Berry's integrity and overall character.

"I've been friends with Stan for probably about 20 years. Stan's a great person. He's an all around good guy and you couldn't ask for a better person to represent anything, especially the college," said Ray.

One man, Gary Rust, traveled from Cape Girardeau, Mo., to support Berry. Rust is chairman of Rust Communications, which owns several newspapers and media outlets in nine states.

"Stan's a special person. He's more than just a fine reporter, editor, he's a fine human being and that's why I came here to support him," Rust said.

Berry will serve as the keynote speaker during TRC's commencement ceremony, which will be held at 6 p.m. Friday at the Bess Activity Center on TRC's campus.

Reynold's said nominations for TRC's Distinguished Alumni Award should be submitted year-round by visiting trcc.edu/development.

May 16, 2017

Daily American Republic

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Stan Berry accepts TRC honor as Alumni of Year



Fred and Tracy Held (foreground) talk with Stan Berry and his wife, Kristy.



Stan Berry shares a laugh with Evelyn Whitworth while Jayne Niskey (left) and Whitworth's son, Steve, join in.



(ABOVE LEFT) Scott Matthews (left), whose family donated land for the TRC campus at Sikeston, shares a moment with Stan Berry.



(ABOVE MIDDLE) Former DAR editor John Stanard and the current one, Stan Berry, talk about their shared past.



Stan Berry (from left) shares some memories with Raiders Coach Gene Bess and Jim King, who played on the first Raiders basketball team.



(RIGHT) DAR publisher Don Schrieber (from left), Joe Scott and Rust Communications Chairman Gary Rust share a moment.



Larry Cotrell (from left), Stan Berry and retired Carter County Judge David Hedsbeth share a laugh.

DAR PHOTOS BY PAUL DAVIS

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May 21, 2017

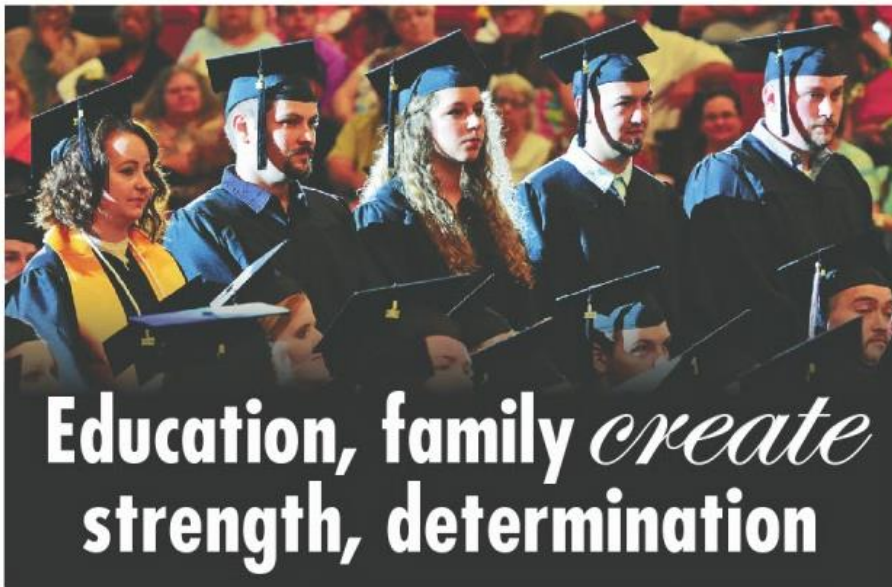
Daily American Republic

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2017 Distinguished Alumni:



DAR PHOTOS BY PAUL DAVIS • MORE PHOTOS ON PAGE A8

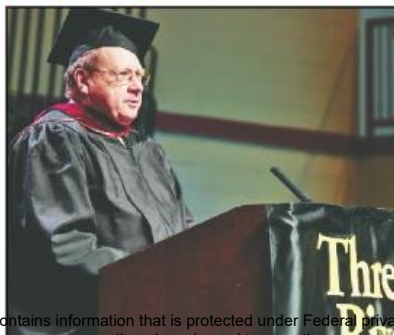
By **CHELSAE CORDIA**
Staff Writer

As the soon-to-be graduates of Three Rivers College filed into the Black River Coliseum for the 49th annual commencement ceremony Friday evening, a sense of pride, accomplishment and excitement filled the air.

Graduation candidates of all ages and nationalities slowly filled the rows of chairs lined before the stage, some of them just two years out of high school, others who have been out for 52 years.

"Education is the key to a better quality of life," TRC Board of Trustees Chairman Eric Schalk said. "Education is the key to better lives for students, for their families and for the communities from which they come."

Carried throughout TRC's commencement ceremony was the theme of family, as the 2017



(TOP) Rhonda Heaton (from left), Michael Heaton, Shelby Coleman, Cody Coleman and Casey Heaton, all members of the same family, were recognized for their graduation achievements. (MIDDLE LEFT) Big smiles were abundant from Friday's TRC graduates. (MIDDLE RIGHT) Ursula Walker (right) hugs her former instructor, Kimberly Wiseman, after graduating Friday evening. (LEFT) Daily American Republic Editor Stan Berry, the 2017 Three Rivers College Distinguished Alumni Award recipient,

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Distinguished Alumni and keynote speaker Stan Berry addressed the room with a personal anecdote about the importance of strength and determination, which he learned from his mother.

Berry, who is the editor of the *Daily American Republic*, said he grew up "kinda poor," after losing his dad when he was a sophomore in high school. He said he watched his mother take on a full-time job while raising two boys who were "a little rambunctious."

Berry recalled the leaky basement his family lived in, and how on rainy nights he and his brother would sleep, warm in their beds, while his mother worked hard sweeping out the water in an effort to keep their home dry.

"We'd offer to help, but she'd refuse, saying 'tomorrow is a school day and you kids need your rest.' The next morning she'd send us trooping off to school with a warm breakfast in our bellies and then she'd go to the garment factory to spend eight hours doing piecework on a sewing machine. I don't know where she got the strength," Berry said.

In an effort to personally connect with each graduate, Berry pointed out the parallels represented in his story to the stories of each person seated in front of him.

Whether he was speaking to the boys who had chosen TRC to stay close-by for their families, or to

the working mothers who maintained passing grades while raising their kids and keeping food on the tables, his story resonated with the entire room.

Three Rivers College prides itself on the options it provides to traditional and non-traditional students alike, said TRC President Dr. Wesley Payne, and families such as the Coleman/Heaton clan are a shining representation of that notion.

Shelby Coleman graduated Friday, along with her husband, Cody, her brothers Casey and Michael Heaton and her sister-in-law Rhonda Heaton.

"We didn't plan this," Shelby said. "It just kind of happened."

Shelby and her family are following in her mother's footsteps. Pam Heaton graduated from TRC in 1989.

"My mom's a teacher and my brother Casey's wife is a teacher," Shelby said. "We're going to be a big family full of teachers."

Aside from merely just a unique family affair, Friday was also a big night for Cody, who is the first person in his family to earn a college degree.

"My mom is really proud of me," Cody said.

Shelby said there were both pros and cons to going to school with her siblings.

"Being in the same class was awful," she said. "My oldest brother Michael is a total of 12 years older than me, so having him in class as my older brother and my

lab partner was awful.

"The other day we were in class and I was filling up a tube with water and he told me I was doing it wrong... how do you even do that wrong," Shelby added with a laugh.

Aside from bickering lab partners, Shelby and her family were also teammates.

"It was really nice because if one of us had a question or needed help with a project, another one of us had already done it," Shelby said.

Each family member has a plan to pursue their bachelor's degree after TRC. While Shelby, Cody, Michael and Rhonda will all be attending Southeast Missouri State University, Casey is branching out on his own to study at Hannibal-LaGrange University.

Nearly 600 folks received at least one college degree Friday night, because almost 1,000 degrees were given out. About 350 people shook Payne's hand as they walked across the stage to collect such a small piece of paper that is such a big key to their future.

"And believe me, that degree will open doors for you," Berry said, "but once you step through that door, what happens next is all up to you."

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Graduates show their TRC pride before the graduation processional.



(LEFT) Anthony Walters Jr. accepts his degree from Three Rivers College President Dr. Wes Payne.

(BELOW) Members of Three Rivers College's class of 2017 listen during Friday's graduation ceremony at the Black River Coliseum.

DAR photos by Paul Davis



Cam Reedus grabs a quick selfie before Friday night's graduation ceremony.



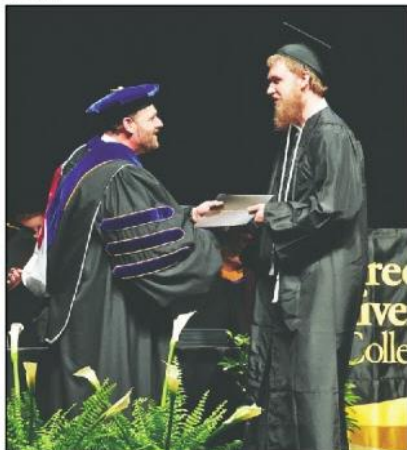
Graduates look for family and friends during Friday's ceremony.



Three Rivers College Board of Trustees Chair Eric Schalk talks about the importance of education.



Robert Wake, Sr., hugs Three Rivers College staff members after graduating Friday night.



Zachary Robinson accepts his degree from TRC's Dr. Wes Payne during Friday's ceremony.

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THE GROUP THAT GOT
A YOUNG COLLEGE STARTED

TRC honors Downtowners

By **CHELSAE CORDIA**
Staff Writer

They call themselves "The Downtowners," a trailblazing group of men and women who were here at the beginning to bring to life a fledgling junior college in Southeast Missouri. Fifty years later, they gathered to receive recognition for their work in laying a strong foundation for what is now Three Rivers College.

"Today is a celebration of all of those employees

who began our institution," TRC President Dr. Wesley Payne said. "They're the roots of this college and they built the foundation of our success that we're growing on still today."

Founded in 1966, classes began in 1967 at TRC and were housed in a collection of buildings in Downtown Poplar Bluff, hence the group's name, The Downtowners.

"In honor of all of those members who started the

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Photo provided

Dr. Wes Payne (far left) reveals a plaque honoring "The Downtowners," the original group of Three Rivers College employees who laid the groundwork for what the institution has become today. Downtowners Ben Pulliam and Sam Coryell look on during the ceremony. Photo of group can be found on page B4.



Photo provided

Member of the Downtowners attending their reunion at Three Rivers College are (from left) TRC President Dr. Wes Payne, Judith Scott, Dr. Mary Phyfer-McClary, Carolyn Harris, Shirley Rudd, Gene Bess, Shirley Davenport, Jim Moroni, Vida Stanard, Gerald Malmstrom, Sam Coryell, Ben Pulliam, Denver Kennedy, Nita Blemker (whose late husband Jerry Blemker coached baseball and taught math), Brad Barwick and Dale Privett

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college and did that great work in our beginnings, we wanted to memorialize their efforts and their work with a permanent plaque in the administration building and a celebration of the founding of the college and that strong foundation that they built and gave us for the future," Payne said.

Of "The Downtowners," only one currently still works for TRC. Gene Bess has coached basketball since 1970 and can add the title of the college's longest serving employee to his vast list of achievements.

"It wasn't something that I vowed to do when I first started, but I've just kind of been able to weather the storms and do what I enjoy so I'm still doing it," he said.

Though Bess has seen the college prosper on its new campus and has met a lot of new folks along the way, the group of Downtowners is something he holds dear to his heart.

"This group is a bunch of great friends that I've had from the very beginning," Bess said. "They're special people and they did a great job of setting the tone for our college, educationally and otherwise."

Downtowner Ben Pulliam spent 20 years working for TRC and for most of those years served as the director of admissions. Pulliam said he is proud to leave behind a legacy of hard work and perseverance in the college's history.

"This honor means a tremendous amount of good feeling," he said. "I enjoyed my time here very, very much. It was an excellent

experience to see this thing grow and the improvement made in the last five or six years is just tremendous."

Pulliam stood by Payne while "The Downtowners" plaque was revealed during yesterday's ceremony. He beamed when he saw smiles, and even a few tears, appear on the faces of his former colleagues.

"Everyone wants to be remembered for something that's a winning situation and this new campus is really a winner. We had no idea when we started that this campus would ever look like this," said Pulliam, who served on the TRC Board of Trustees after his retirement.

TRC's first president, Dr. H. Tudor Westover, moved his family to Poplar Bluff from Flat River, Mo., with a vision in mind. His daughter, Patricia Westover McWilliams attended "The Downtowners" ceremony in remembrance of her father.

"(My) parents were always great about making (me) feel important," McWilliams said. "When we came down here the first time, daddy told me we didn't have to do this if I didn't want to. But I saw the sparkle in his eye. There was no way I could tell him no and take that away from him."

McWilliams said she was in the first class of students during the summer of 1967. She said she and her friend Nita Blemker served on the first student council, chose the school's mascot, song, colors and even received a cease and desist letter from Warner Brothers regarding Rocky Raiders' likeness to Yosemite Sam.

"I guess Rocky Raider looked a little bit too much

like Yosemite Sam, but it wasn't intentional," McWilliams said. "He's a raider, we were raiders, it just seemed to fit."

McWilliams said seeing her experiences intertwine with the history of TRC has been an unforgettable experience, but that without "The Downtowners," none of it would have been possible.

"The Downtowners were essential," McWilliams said. "They were a close-knit group. They did all of the paperwork and did everything that was needed to get us our accreditation. Without them, we wouldn't be seated here today."

Downtowner Shirley Davenport's early days with TRC were a bit different than many of her fellow Downtowners. Prior to working for the college, Davenport was a student during the institution's first two years.

"Not only was I a student at the downtown campus, I also worked in the business office at the downtown campus after I graduated," Davenport said. "After I left, I continued my education at Southeast Missouri State University as a commuter student and earned my degree in business management."

Davenport was one of TRC's first non-traditional students, as she chose to marry and have children before pursuing her own education. However, Davenport said her time at TRC and the friendships she made there will forever remain special.

"There was a camaraderie there, they're just such nice people," she said. "I really enjoyed Three Rivers as a student and I enjoyed working there. It's nice to see everyone again."

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TRC OFFERS SECOND CHANCE Academic Fresh Start approved

By **CHELSAE CORDIA**
Staff Writer

The Three Rivers College Board of Trustees met Wednesday afternoon to address policy updates,

including initial approval of a new "Academic Fresh Start" policy, weigh in on a future interstate project that would impact South-

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FRESH

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east Missouri and receive an update of projects going on around the campus.

The Academic Fresh Start Program is an effort on the college's behalf to provide "students with a second chance at college success." The program has existed for a number of years, but was revamped and approved as a new policy in yesterday's session.

"The idea behind (Fresh Start) is if you came to college, did not succeed, and decided to go out in the world and try something different and then after a period came back, in this case three years and say 'I'd like to be considered for a fresh start,'" said TRC President Dr. Wesley Payne, then essentially a student could do that.

Payne said students qualifying for the Academic Fresh Start Program must fulfill the academic requirements listed in the policy to remain in the Fresh Start program. Upon successful completion of the requirements, Academic Fresh Start will be granted and any unsuccessful grades from the student's first attempt at college will be forgiven.

"The (procedure) we had before said you had to be out for five years, you lost the good (grades) with the bad, you had to actually perform higher than satisfactory academic progress, so in order to get a second chance, you actually had to come back and do better than any other student was required to do,"

Payne said.

According to Payne the faculty felt that the five year limit could be reduced, as well as supported a change to allow students to keep the classes they had successfully completed instead of "throwing out the baby with the bathwater."

Trustee Darren Garrison asked Payne if other colleges have similar policies, to which Payne responded yes. Garrison then motioned to accept the policy, which was unanimously approved.

"If it's based on what the faculty thinks is a good thing, I'll make that motion," Garrison said.

Trustees also approved the conflict of interest policy, which saw no changes and an updated minimum class size policy update.

Trustees then addressed a resolution requesting that highway corridors from the Arkansas-Missouri state line through Poplar Bluff and Dexter, Mo., to Sikeston, Mo., be designated as future interstate. Trustees voted to support the resolution.

"Northeast Arkansas is trying to connect Little Rock, Ark., to Sikeston, Mo.," TRC Board Chairman Eric Schalk said. "Currently there are 238 miles of roads that are not interstate on that stretch."

Schalk said the Highway 67 Corporation approved the resolution and then contacted TRC to ask for its support. Trustees voted to unanimously accept the resolution, with a motion by Trustee Gary Featherston.

Payne, during his presi-

dent's address, celebrated the successful completion of the FEMA/SEMA building, which met the April 20 completion deadline.

He said that after meeting the deadline, a second FEMA/SEMA grant was applied for and awarded, providing TRC with an additional \$192,000 that will be used to pave the parking lot of the new Libla Family Sports Complex, which will be completed this fall.

"At this moment, that construction project is standing in a very, very good spot," Payne said.

He also mentioned that after many months of saying "next week," contractors are actually on-site working on the sidewalk and parking lot updates.

"By the time the fall starts, we will have an entirely renovated pathway and parking lot situation on campus. It's a big, big step forward," Payne said.

A few faculty members were recognized for their contributions to TRC, including math instructor Mark Eriksson, assistant network administrator Kevin Crafford, director of the ACHIEVE program Todd Allen, early childhood development coordinator Heather Corman, and softball coach Jeff Null, who was awarded the MCCAC Softball Coach of the Year.

TRC's 2017 commencement ceremony will be held at 6 p.m. Friday at the Black River Coliseum and will feature keynote speaker Stan Berry, editor of the *Daily American Republic*.

FOR IMMEDIATE RELEASE:

Wednesday, June 14, 2017

FOR MORE INFORMATION:

Jonathan Atwood at (573) 840-9739

jatwood@trcc.edu

Three Rivers to Hold ‘Raider Run, Walk & Wag’ 5K Run/Walk

Three Rivers College will hold its first “Raider Run, Walk & Wag” 5K run/walk fundraiser on Saturday, July 8 at 8 a.m. at the East Park in Dexter. Early registration for the event ends June 14.

The run/walk will be pet friendly – although not required, participants are encouraged to bring their four-legged friends with them. Strollers are also welcome, and “virtual runners” are able to participate apart from the event. Proceeds from the event will go to benefit students at Three Rivers – Dexter.

“Three Rivers isn’t just Poplar Bluff. Three Rivers is all of our 15-county service area, and it’s important for us to hold events in all of our communities, to benefit those communities,” said Michelle Reynolds, Director of Development at Three Rivers College. “With the Raider Run, Walk & Wag, you can not only have a great day in the park with your pets, but you can also help students right there in your town.”

Entry for an individual run is \$20 June 14, with a guaranteed t-shirt for early registrants. Non-runners interested in supporting the event may register as a “virtual runner” for \$20 and receive a t-shirt. Late and same-day registration begins at 8 a.m. in the East Park in Dexter, and is \$25 per participant. T-shirts for late and same-day registrants are on a first-come, first-served basis, as supplies last. Pets must be leashed, with no pit bulls allowed by city ordinance.

Three Rivers will also hold an On-The-Spot Registration Rush during the Run, Walk & Wag event. Staff from Three Rivers – Dexter will be on hand to give information about degree, certificate, and transfer programs at Three Rivers – Dexter. Interested students will be able to apply for admission to Three Rivers at the event.

For more information on the Raider Run, Walk & Wag, or to get a registration form, visit trcc.edu/development/events.php, or call Michelle Reynolds at 573-840-9077.

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