

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

A G E N D A
REGULAR SESSION
Wednesday, November 15, 2023
12:00 p.m.

- I. Invocation and Pledge of Allegiance**
- II. Approval of Agenda**
 1. Consideration and Approval of Agenda
 2. Consideration and Approval of Minutes of the October Board Meeting
- III. Consideration of College Financial Report**
 1. Statement of Revenues, Expenses, and Changes in Net Assets
 - a) Monthly Financial Statements
 - b) Budget to Actual Financial Statements
 2. Cash in Bank
 3. Certificates of Deposits
 4. 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 Consideration, Discussion, and Vote**
 1. Audit Resolution
 2. Prison Education
 3. Policies
 - a) IP-6310 Classroom Attendance Final
 - b) IP-6510 Distance Learning Final

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

4. Resolution for the Delta Regional Authority Grant
5. Consideration, Discussion, and vote on Resolution calling for Trustees Election for Sub-districts 1a and 2.

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

1. Transfer of Position
 1. Mary Kate Martin, Part-time Simulation Lab Assistant to Adjunct Faculty to Instructor, Nursing

VIII. Appendix

1. Upcoming Events
2. Recent Newspaper Articles
3. Informational Items
 - a) SR-2310 Drop Withdrawal Procedures
 - b) IR-6310 Classroom Attendance Final
 - c) IR-6520 Online Learning Final

IX. FY23 Board of Trustees Meeting Dates

Wednesday, January 17, 2024
Wednesday, February 21, 2024
Wednesday, March 20, 2024
Wednesday, April 17, 2024
Wednesday, May 15, 2024
Wednesday, June 19, 2024

X. Adjournment

**BOARD OF TRUSTEES
THREE RIVERS COLLEGE
October 18, 2023**

The regular meeting of the Board of Trustees began at 12:00 p.m. on Wednesday, October 18, 2023.

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

Trustee Darren Garrison delivered the invocation.

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

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

Charlotte Eubank, Chief Financial Officer, reviewed the Budget to Actuals as of the end of September 2023. Mrs. Eubank noted that we have recognized 36% of budgeted revenues. We have obligated 23% of our budgeted expenses at 25% of the fiscal year.

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

Dr. Payne presented:

How to Spot a Narcissist three-part series was sponsored by our Behavioral Health Department. All three sessions were well attended, and the reviews were positive. Dr. Payne stated for the record, "Mr. Reynolds has done an excellent job at coming up with these different types of events and getting out in the community and showing how we can support our community and the importance of some of our educational programs."

CALL TO ORDER

ATTENDANCE

INVOCATION

**APPROVAL OF BOARD
MEETING AGENDA**

**APPROVAL OF THE
SEPTEMBER BOARD
MEETING MINUTES**

**PRESENTATION OF THE
FINANCIAL REPORT**

**APPROVAL OF
FINANCIAL REPORT AND
BUDGET AMENDMENTS**

PRESIDENT'S REPORT

**HOW TO SPOT A
NARCASSIST SERIES**

Adrian “C.J.” Jameson, Director of Housing presented on Preview Days which were held on September 21st and 22nd from 9:00am 2:00pm. With feedback last year, from local high school counselors, the event was taken to two days with faculty available during these times. 23 schools were in attendance and 389 students were present on campus during those two days. Two school closings contributed to a lower overall number than expected however the event was still a success. Positive feedback from counselors and students, have determined we will do this again next year in a similar format. Dr. Payne noted that students wanted a lot more interaction with our faculty. Three Rivers College made a radical shift in what we were doing and partially shut down campus for two days so that every faculty member had the opportunity to interact with students. The faculty did an excellent job in coming up with ways to interact with the students, like never before. Trustee Dr. Tim Hager noted he had some good feedback in his area from the students that attended.

PREVIEW DAYS

Professor Mark Sanders, presented on his self-published trilogy, in which he recently finished and published the final book in the series. Mr. Sanders stated he is writing another novel and is involved in several writing groups in the area. He also expressed his thanks to the college for always supporting his work as a novelist.

BOOK SIGNING **“SIANNON’S PROMISE”**

Mrs. Adrian “C.J.” Jameson, spoke again regarding Raider Rally formally, Club Rush. Community Partners were involved to set up tents and booths regarding community services offered to our students. Approximately 300 students attended.

RAIDER RALLY

Dr. Payne presented on the Mental health suicide prevention summit held on September 27 at the Tinnin Center. Sponsored by the John J Pershing Medical Center in Poplar Bluff, this event was well attended by our community partners and community members.

MENTAL HEALTH SUICIDE **PREVENTION SUMMITT**

On September 29, the Tinnin Fine Arts Center hosted the MASFAP High School Counselor Workshop. Regina Morris, our Director of Financial Aid spoke about the conference which we have hosted for two years. Although the surveys were not finished at the time of the board meeting, the verbal responses were very

MASFAP HIGH SCHOOL **COUNSELOR WORKSHOP**

positive.

Raider Madness was held October 1, 2023. Athletic Director, Brian Bess, noted the winners of the three-point shooting contests and dunking contests. He spoke about the TRC Rodeo, Cheerleading team and all the Fall sports kicking off.

RAIDER MADNESS

Gail Tinsley, Director of the University Center, presented on the College Transfer Day. 50 students went through the center and spoke with representatives from several area colleges, which they can choose to transfer to upon completion of their TRC Courses.

COLLEGE TRANSFER FAIR

Dr. Payne spoke about the TRC College Rodeo held in Sikeston October 5-7, 2023. Overall, it was a positive event we had rodeo students that placed, and our team is looking good for nationals this year. Dr. Payne expressed his thankfulness for the Sikeston community and our sponsors for supporting our students so well.

COLLEGE RODEO

Andrea Pierce, Director of our Practical Nursing Program, spoke about the Nursing Job Fair held on October 6, 2023. Ms. Pierce said this was our first job fair since before the covid 19 pandemic. Representatives from Poplar Bluff Regional Medical Center, John J. Pershing Medical Center, and area home health companies. Ms. Pierce shared we are at 85-90% on placement of our nurses before graduating. This process allows our students to choose where they want to work.

NURSING JOB FAIR

Upcoming Events:

- **Ruth Garner Art Exhibit:** 12-3 p.m. through November 3, Tinnin Art Gallery.
- **Flu Shots:** 7:30-9 a.m. October 19 and 20, Westover Lounge, 2nd Floor.
- **Music Department's Fall Showcase:** 7 p.m. October 24, Tinnin Theater.
- **Trunk or Treat:** 5-7 p.m. October 28, parking lot of the Tinnin Fine Arts Center
- **Nursing Job Fair – Sikeston:** 1:30-3 p.m. October 30, Sikeston Room

UPCOMING EVENTS

- **Patrons of the Arts Performance, *Haunted Illusions***: 7 p.m. October 30, Tinnin Theater.
- **Counselor's Conference**: 7 a.m.-2 p.m. November 3, Tinnin Lobby.
- **American Red Cross Blood Drive**: 10 a.m.-3 p.m. November 14, BCR
- **Rose Anne Standard Art Exhibit**: 12-3 p.m. November 13-December 15, Tinnin Art Gallery.

Trustee Richardson made the motion to enter executive session at 12:31 p.m. With a second by Trustee Hager, the board was polled as follows: Trustee Williams (Absent), Trustee Featherston, yes; Trustee Richardson, yes, Trustee Hager, yes; Trustee Garrison, yes; Trustee Schalk, yes.

EXECUTIVE SESSION

Trustee Garrison made a motion to approve the policies SP-2180, PP-4510 and PP-4520 as presented. With a second by Trustee Richardson, the motion passed with a roll call vote as follows: Trustee Featherston, (yes); Trustee Richardson, (yes); Trustee Hager, (yes); Trustee Garrison, (yes); Trustee Schalk, (yes); Trustee Williams, (absent)

ITEMS FOR CONSIDERATION, DISCUSSION AND VOTE

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

CONSIDERATION AND APPROVAL OF ALL PERSONNEL ACTION AND ASSOCIATED DOCUMENTS

There being no further business, Trustee Featherston, made the motion to adjourn the meeting at 1:47 p.m. and with a second by Trustee Garrison, the motion passed unanimously.

ADJOURNMENT

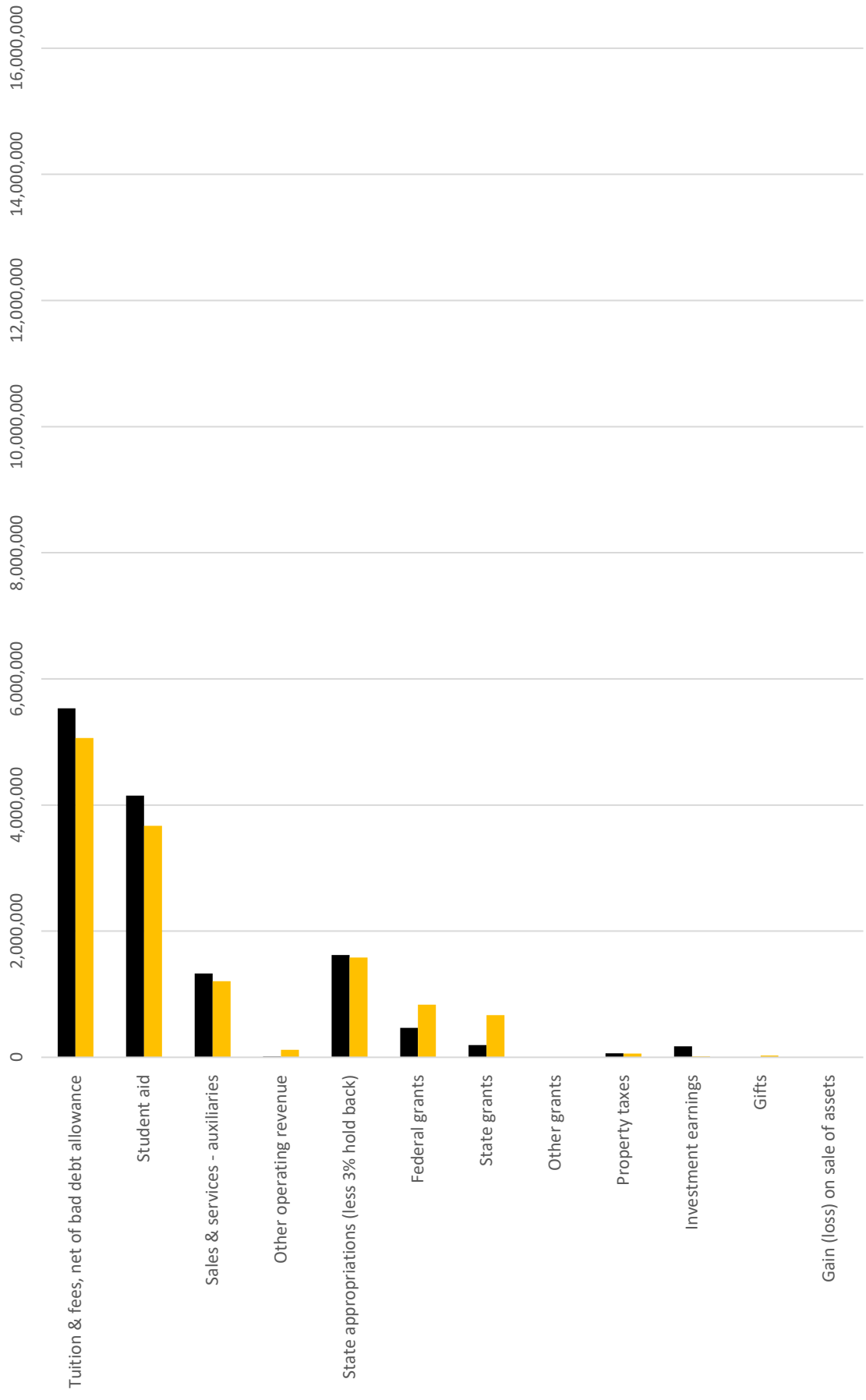
CHAIRMAN

APPROVAL DATE

SECRETARY

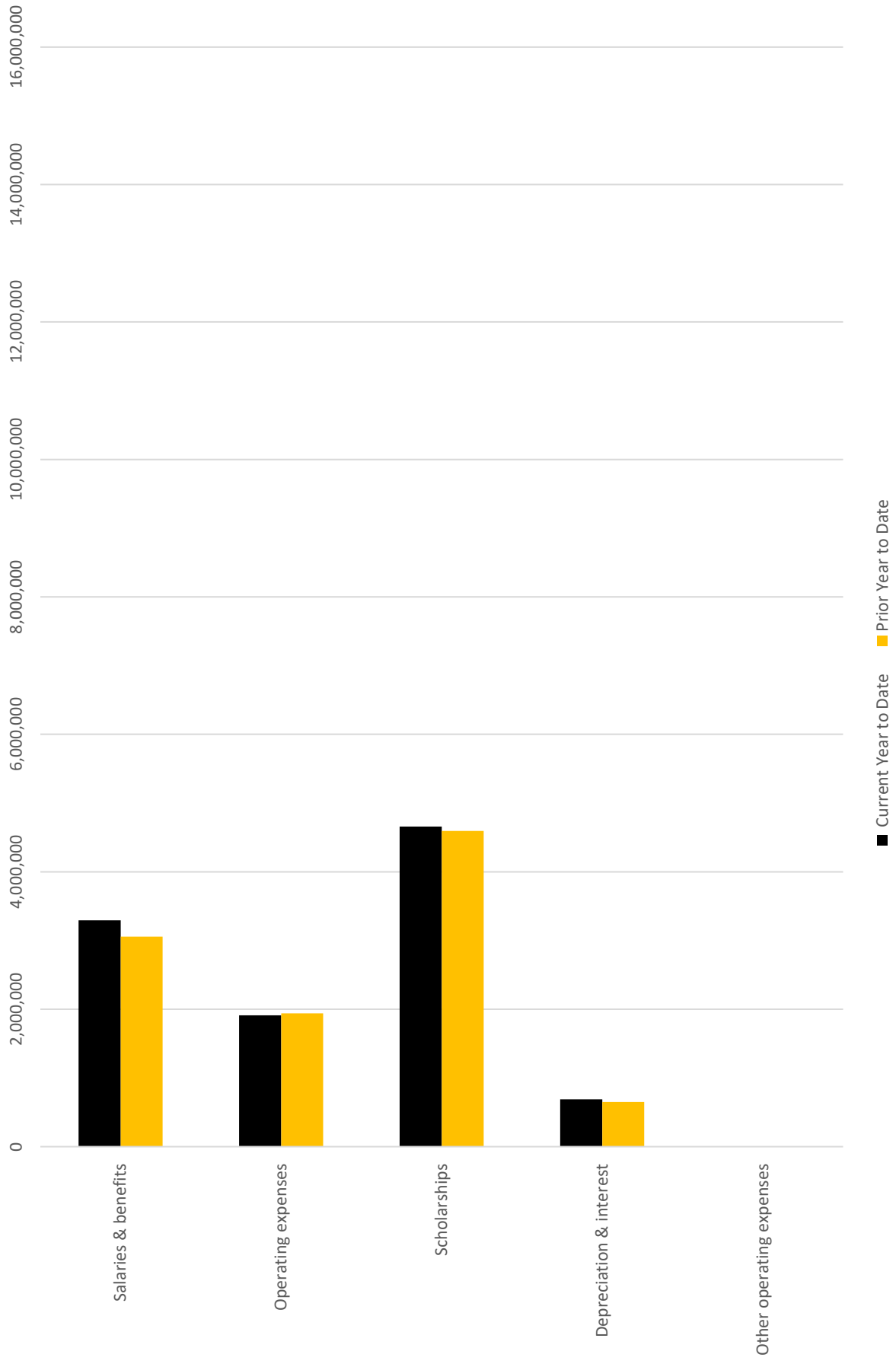
APPROVAL DATE

YTD Comparison to Previous Year 09/30/2023

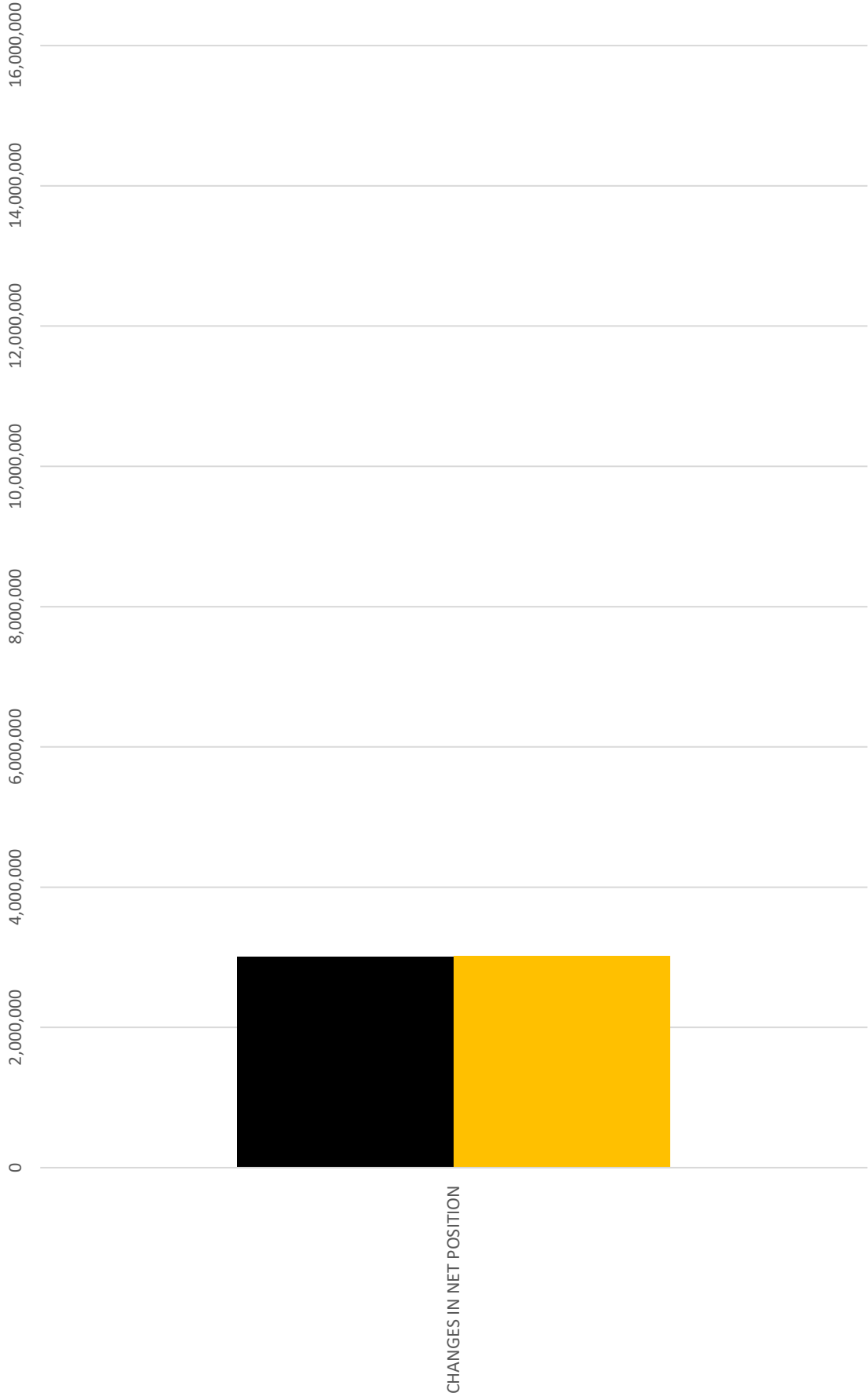


■ Current Year to Date ■ Prior Year to Date

YTD Comparison to Previous Year 09/30/2023



YTD Comparison to Previous Year 09/30/2023



■ Current Year to Date ■ Prior Year to Date

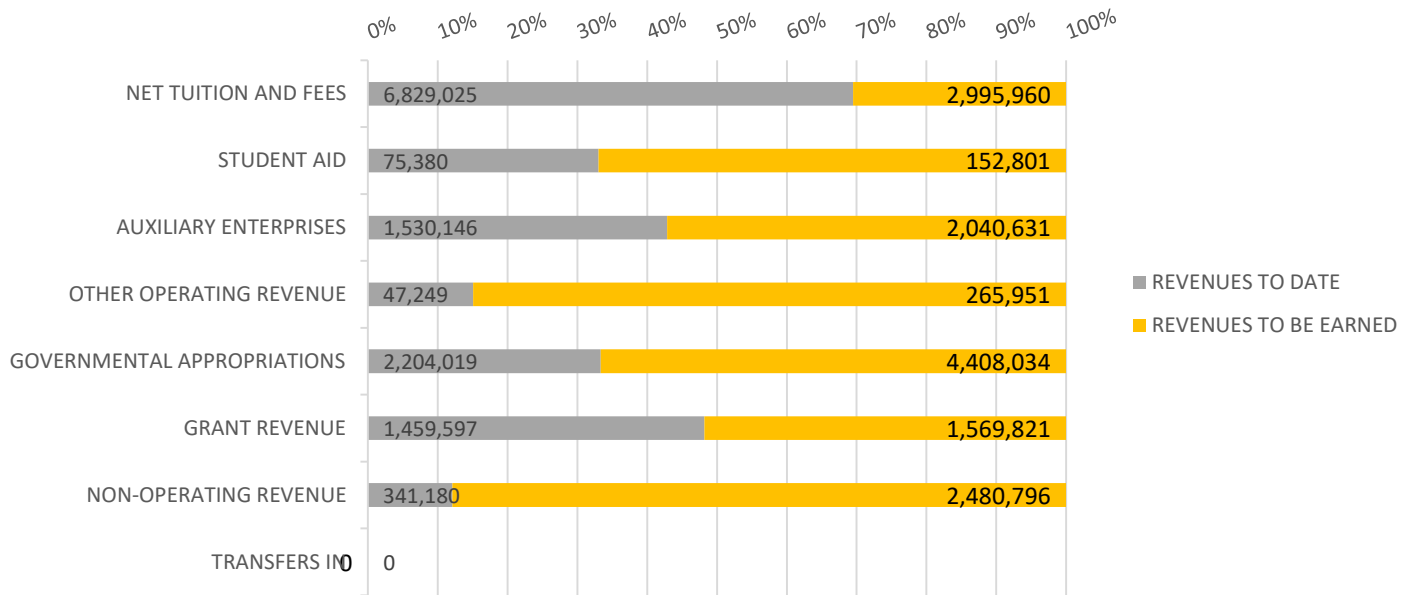
Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
September 30, 2023

ASSETS AND DEFERRED OUTFLOWS		
CURRENT ASSETS		
Cash & Cash Equivalents	16,687,619	663,499
Student Account Receivables, net	4,127,215	349,154
Property Tax Receivable	109,255	33,100
Other Receivables	8,209,076	80,380
Investments	0	(338,929)
Inventories	76,961	<u>787,205</u>
Prepaid Expenses	255,210	
Total Current Assets	<u>29,465,335</u>	
NON-CURRENT ASSETS		
Land	5,490,786	0
Capital assets	83,674,415	13,532,710
Plus: Current year additions to capital assets	852534.52	8,873,379
Accumulated Depreciation	(39,136,664)	0
Unamortized Bond Issue Costs		502,433
Total Non-Current Assets	<u>50,881,072</u>	<u>22,908,522</u>
DEFERRED OUTFLOWS (Pensions, OPEB, Trusts, Leases)		
	11,840,369	23,695,727
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u><u>92,186,777</u></u>	<u><u>16,634,054</u></u>
LIABILITIES, DEFERRED INFLOWS AND NET POSITION		
CURRENT LIABILITIES		
Accounts Payable		663,499
Accrued Vacation		349,154
Student Deposits		33,100
Deferred Tuition & Fees		80,380
Scholarships		(338,929)
Total Current Liabilities		<u>787,205</u>
NON-CURRENT LIABILITIES		
Retirement Incentive Payable		0
Other Post Employment Benefits		13,532,710
Bonds, Notes and Leases Payable		8,873,379
Accrued Interest		0
Agency		502,433
Total Non-Current Liabilities		<u>22,908,522</u>
Total Liabilities		<u>23,695,727</u>
DEFERRED INFLOWS (Pensions, OPEB, Trusts, Leases)		
		16,634,054
NET POSITION		
Beginning Balance		48,857,001
Changes in Net Position		2,999,994
Total Net Position		<u>51,856,996</u>
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION		<u><u>92,186,777</u></u>

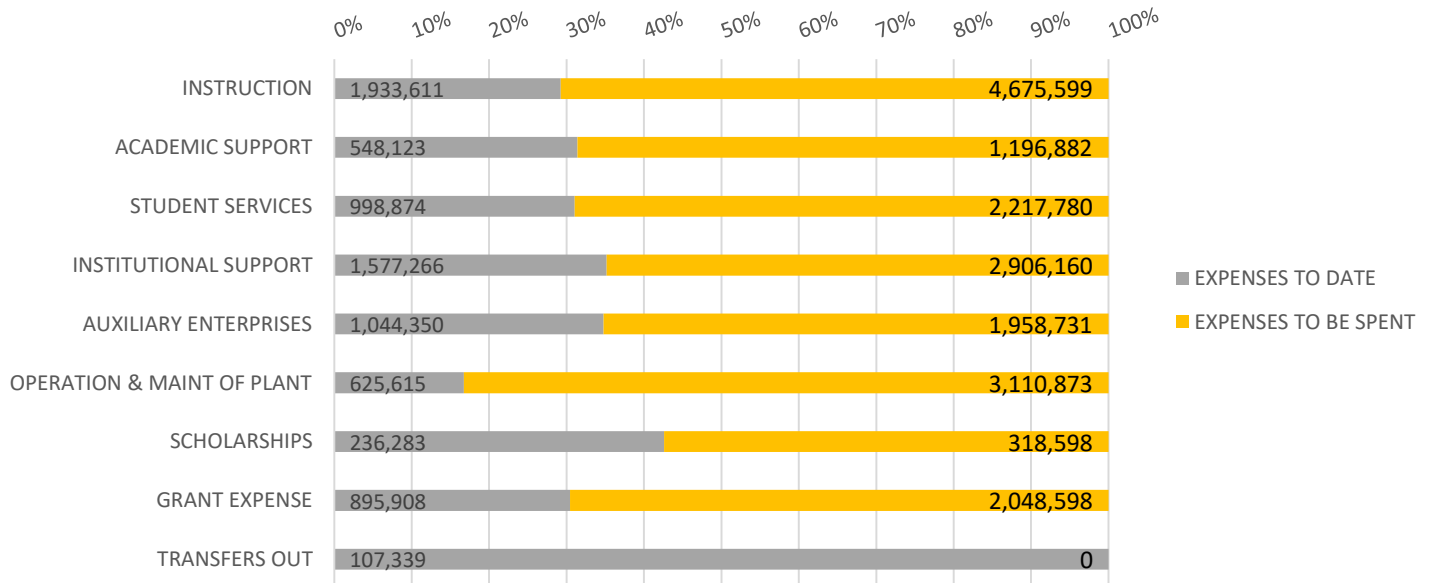
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
September 30, 2023

	July	August	September	Current Year to Date	Prior Year to Date	\$ Change	% Change
OPERATING REVENUE							
Tuition & fees, net of bad debt allowance	4,417,603	1,315,268	(200,011)	5,532,861	5,064,741	468,120	9.24%
Student aid	154,887	19,016	3,974,629	4,148,532	3,672,267	476,265	12.97%
Sales & services - auxiliaries	891,123	165,698	273,042	1,329,863	1,206,527	123,335	10.22%
Other operating revenue	3,532	3,534	3,670	10,736	117,774	(107,038)	(90.88)%
Total Operating Revenue	5,467,145	1,503,516	4,051,330	11,021,991	10,061,310	960,682	9.55%
OPERATING EXPENSES							
Salaries & benefits	1,052,665	1,104,256	1,136,432	3,293,353	3,056,705	236,647	7.74%
Operating expenses	663,779	568,617	678,446	1,910,843	1,940,971	(30,129)	(1.55)%
Capital equipment	245,148	312,205	295,181	852,535	989,758	(137,224)	(13.86)%
Less: Transfer to capital assets	(245,148)	(312,205)	(295,181)	(852,535)	(989,758)	137,224	(13.86)%
Scholarships	209,718	29,427	4,419,537	4,658,683	4,593,642	65,041	1.42%
Depreciation & interest	223,701	235,423	228,522	687,646	650,797	36,849	5.66%
Other operating expenses	0	0	0	0	0	0	0.00%
Total Operating Expenses	2,149,864	1,937,723	6,462,938	10,550,525	10,242,116	308,409	3.01%
NON-OPERATING REVENUE (EXPENSES)							
State appropriations (less 3% hold back)	541,059	541,059	541,058	1,623,176	1,583,896	39,280	2.48%
Federal grants	49,786	129,901	288,693	468,381	834,016	(365,635)	(43.84)%
State grants	369,716	(349,824)	173,858	193,750	669,998	(476,248)	(71.08)%
Other grants	0	0	0	0	0	0	0.00%
Property taxes	22,669	21,750	20,008	64,427	58,544	5,883	10.05%
Investment earnings	60,778	58,289	55,026	174,094	17,632	156,461	887.36%
Gifts	3,700	0	1,000	4,700	30,150	(25,450)	(84.41)%
Gain (loss) on sale of assets	0	0	0	0	1,888	(1,888)	(100.00)%
Total Non-Operating Revenues (Expenses)	1,047,708	401,175	1,079,645	2,528,527	3,196,124	(667,597)	(20.89)%
CHANGES IN NET POSITION							
	4,364,989	(33,032)	(1,331,964)	2,999,994	3,015,318	(15,324)	(0.51)%

Budget to Actual Revenues 10/31/2023 (33%)



Budget to Actual Expenses 10/31/2023 (33%)



Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
October 31, 2023
Fiscal Year Benchmark: 33%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES	9,824,985	6,829,025	70%	2,995,960
<i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>				
STUDENT AID	228,181	75,380	33%	152,801
<i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>				
AUXILIARY ENTERPRISES	3,570,777	1,530,146	43%	2,040,631
<i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>				
OTHER OPERATING REVENUE	313,200	47,249	15%	265,951
<i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>				
GOVERNMENTAL APPROPRIATIONS	6,612,053	2,204,019	33%	4,408,034
<i>State Aid, State Maint. & Repair</i>				
GRANT REVENUE	3,029,419	1,459,597	48%	1,569,821
<i>State Grants, Federal Grants</i>				
NON-OPERATING REVENUE	2,821,976	341,180	12%	2,480,796
<i>Taxes, Interest Earnings, Gifts</i>				
TRANSFERS IN	0	0	0%	0
<i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>				
TOTAL REVENUES	26,400,591	12,486,597	47%	13,913,994

NOTE: We have recognized 47% of budgeted revenues. We have recognized 70% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2023, fall 2023, and portion of winter/spring 2024, net of estimated bad debt. The operating budget includes transfers in from prior year reserves to support one-time projects which do not meet criteria for inclusion in the capital budget, as amended. It also includes transfers out to the capital budget for items funded with operating surplus.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION	6,609,209	1,933,611	29%	4,675,599
<i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>				
ACADEMIC SUPPORT	1,745,005	548,123	31%	1,196,882
<i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>				
STUDENT SERVICES	3,216,655	998,874	31%	2,217,780
<i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>				
INSTITUTIONAL SUPPORT	4,483,426	1,577,266	35%	2,906,160
<i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>				
AUXILIARY ENTERPRISES	3,003,081	1,044,350	35%	1,958,731
<i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>				
OPERATION & MAINT OF PLANT	3,736,489	625,615	17%	3,110,873
<i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>				
SCHOLARSHIPS	554,881	236,283	43%	318,598
<i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>				
GRANT EXPENSE	2,944,506	895,908	30%	2,048,598
<i>State Grants, Federal Grants</i>				
TRANSFERS OUT	107,339	107,339	100%	0
<i>General funds-current year transfers to capital</i>				
TOTAL EXPENSES	26,400,591	7,967,369	30%	18,433,222

NOTE: We have obligated 30% of our budgeted expenses at 33% into the fiscal year. October payroll is INCLUDED and credit card expenses are NOT INCLUDED as they were not yet available at the time of this report. . Budgeted increase in Net Position is a result of awarded funding sources exceeding estimates, as amended.

CHANGES IN NET POSITION	(0)	4,519,228

Three Rivers College
 Capital Budget - Unaudited
 October 31, 2023
 Fiscal Year Benchmark: 33%

FUNDING SOURCES

	BUDGET	SOURCES TO DATE	SOURCES TO DATE %	SOURCES TO BE EARNED
RESTRICTED				
HEERF (CARES) federal grant	0	0	#DIV/0!	0
Insurance proceeds	1,000,000	2,440	0%	997,560
UNRESTRICTED				
General funds - prior year transfers in (Reserves)	2,742,514	733,114	27%	2,009,400
General funds - current year transfers in	107,339	48,613	45%	58,726
TOTAL FUNDING SOURCES	3,849,853	784,167	20%	3,065,686

USES OF FUNDS

	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
Campus improvements	1,486,579	410,920	28%	1,075,659
Academic Resource Commons roof	74,382	74,381	100%	1
Westover Administration Building repairs	441,769	191,767	43%	250,002
Libla Family Sports Complex	266,798	16,798	6%	250,000
Baseball Clubhouse	266,000	0	0%	266,000
Bess Activity Center repairs	1,000,000	2,440	0%	997,560
Tinnin Fine Arts Center refurbish	35,000	2,536	7%	32,464
Student Housing	104,000	0	0%	104,000
911 Center remodel	50,000	0	0%	50,000
Fleet vehicles	125,325	85,325	68%	40,000
TOTAL EXPENSES	3,849,853	784,167	20%	3,065,686

NET SURPLUS (DEFICIT)

0

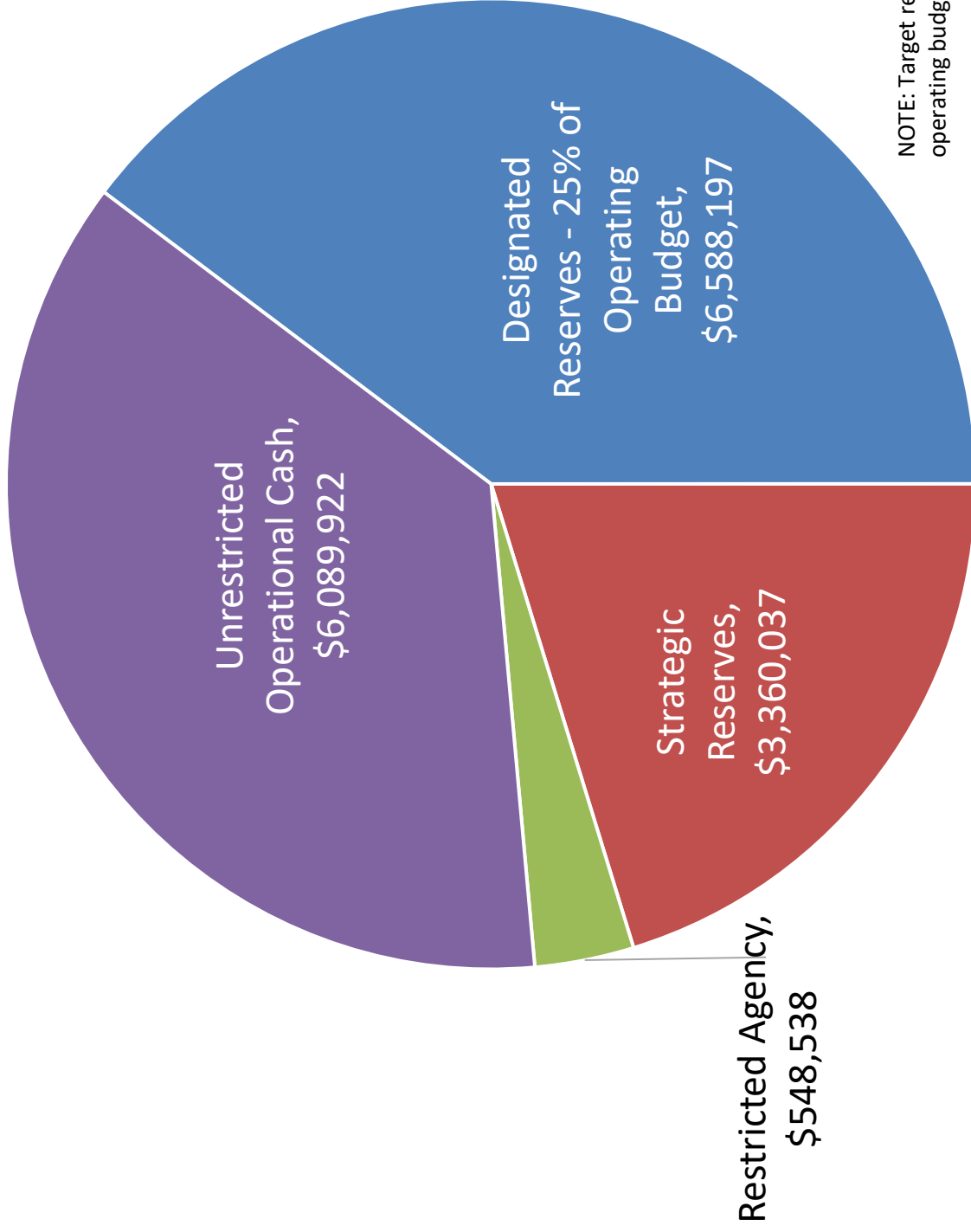
**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

November 1, 2023

	<u>10/02/23</u>	<u>11/01/23</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	600.00	600.00
Petty Cash	200.00	200.00
Vending Machines	137.00	137.00
Business Office	8,188.00	1,688.00
<i>Total Cash Funds</i>	9,125.00	2,625.00
<i>General Accounts</i>		
Southern Bank - General Funds	7,916,880.36	5,763,334.01
Southern Bank - Credit Cards	71,560.90	188,549.35
<i>Total General Accounts</i>	7,988,441.26	5,951,883.36
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	19,791.01	27,081.07
Federal Clearing Account	-	-
Flexible Spending Account	4,194.84	5,613.14
<i>Total Restricted Accounts</i>	23,985.85	32,694.21
TOTAL CURRENT FUND	8,021,552.11	5,987,202.57
HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	51,174.25	51,359.58
<i>Total General Accounts</i>	51,174.25	51,359.58
TOTAL HOUSING FUND	102,348.50	102,719.16

	<u>10/02/23</u>	<u>11/01/23</u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	8,482,638.17	9,948,234.08
<i>Total Bank Accounts</i>	<u>8,482,638.17</u>	<u>9,948,234.08</u>
<i>Certificates of Deposit</i>		
	-	-
	-	-
<i>Total Certificates of Deposit</i>	<u>-</u>	<u>-</u>
TOTAL PLANT FUND	<u><u>8,482,638.17</u></u>	<u><u>9,948,234.08</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	538,499.95	548,537.90
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	163,203.75	-
TOTAL AGENCY FUND	<u><u>701,703.70</u></u>	<u><u>548,537.90</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$16,586,694 AS OF 11/01/2023**



NOTE: Target reserves for 25% of operating budget = \$6,588,197

THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF October 31, 2023

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
					-	
Total Contingency Fund					-	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF October 31, 2023

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
					-	
Total Agency Fund CD's					\$ -	

Three Rivers College
CD Report
As of October 31, 2023

Investment CDs

Bank Account Interest Rate

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

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

Responses

Bank	Certificate Number	Endowment	Maturity Date	Amount
Contact				
Comment				
Amount				
3 months				
6 months				
9 months				
1 year				

CDs Transferred

Endowment CDs Redeemed for Investment
--

CDs Maturing

Bank	Certificate Number	Endowment	Amount
US Bank	21028105	Myrtle Rutland	29,782.32
First Midwest Bank of P.B.	218101	Jerome Burford	5,000.00
First Midwest Bank of P.B.	24325	Norman Gamblin	10,324.77
First Midwest Bank of P.B.	2197201	Gertrude Cox	1,065.00
First Midwest Bank of P.B.	23353	Coll. Achievement	4,000.00
First Midwest Bank of P.B.	43712	Holder-Rowland	67,447.79
First Midwest Bank of P.B.	2213401	Jerome Burford	10,000.00
First Midwest Bank of P.B.	2224601	Missy Braden	1,658.87
First Midwest Bank of P.B.	2136801	Thelma Jackson	5,000.00
First Midwest Bank of P.B.	25103	Thelma Jackson	5,000.00
First Midwest Bank of P.B.	2038701	Thelma Jackson	5,000.00
First Midwest Bank of P.B.	2170801	Mabel Swindel	10,925.00
First Midwest Bank of P.B.	1721901	Odd Fellows	3,000.00
First Midwest Bank of P.B.	1014001	Charlotte Stone	5,000.00
Total			163,203.75

Endowment CDs Transferred to Endowment Trust

CDs Maturing

Bank	Certificate Number	Endowment	Amount
Total			-

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Months of OCTOBER 2023

Current Fund:	General Fund - Southern Bank	\$ 1,263,670.03
Housing Fund:	Rivers Ridge - Southern Bank	-
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>47,396.34</u>
	Grand Total	<u><u>\$ 1,311,066.37</u></u>

This is to certify that the above is supported by invoices, purchase orders, and other pertinent data on file in the College Business Office. Approved by the Board of Trustees, this 15th day of November 2023.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

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

V1. Consideration and approval of Annual FY2023 Audit

BACKGROUND INFORMATION--HISTORY

Each year, the college engages the professional services of an accounting firm to conduct the required annual independent audit. Beussink, Hey, Roe & Stroder, LLC was selected to perform the audit for FY2023.

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

ADMINISTRATIVE RECOMMENDATIONS

Accept the independent audit as recommended by the Audit Committee.

VI.1 Consideration and approval of Prison Education Program

BACKGROUND INFORMATION--HISTORY

The U.S. Department of Education has reinstated the eligibility of incarcerated persons for Title IV federal grant funding. After a successful “second chance Pell” pilot program, the U.S. Department of Education is accepting applications from colleges to participate in prison education programs.

The administration is proposing that the College create and implement a Prison Education Program, in cooperation with the Missouri Department of Corrections, to offer appropriate programming at the Southeast Correctional Center (SECC) and other Missouri prison locations as aligned with the mission of the College.

POSSIBLE ALTERNATIVES

Fail to approve the proposed program.

FINANCIAL IMPLICATIONS

The proposed program is projected to be revenue positive.

ADMINISTRATIVE RECOMMENDATIONS

Authorize the administration to create and implement a Prison Education Program, in cooperation with the Missouri Department of Corrections, to offer appropriate programming at the Southeast Correctional Center (SECC) and other Missouri prison locations as aligned with the mission of the College and set an appropriate program tuition rate.

V1. Consideration and approval of changes to IP-6310 Classroom Attendance FINAL

BACKGROUND INFORMATION--HISTORY

11-15-2023: Clarifications to align with Federal regulation 34 CFR 600.2.

POSSIBLE ALTERNATIVES

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Approve recommendations as presented.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6300 Classroom Management	
Title: IP 6310 Classroom Attendance	Page 1 of 2
Associated Policies: SP 2180 Military Service	
Associated Regulations: IR 6310 Classroom Attendance; SR 2310 Drop/Withdrawal Procedures; SR 2181 Military Duty; SR 2182 Military Education Benefits	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 600.2	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 11-15-2023

Three Rivers College recognizes that class attendance is essential for student success; therefore, students are expected to attend all class sessions and report punctually. The college is an attendance taking institution as defined by the Federal Department of Education for student aid.

In keeping with Federal Regulations governing Title IV Federal Financial Aid programs, the college adheres to strict guidelines for classroom attendance. The college faculty are responsible for taking and reporting attendance as related to “academic engagement” and therefore “must document active participation by a student in instructional activity related to the student’s course of study that is defined by the institution in accordance with any applicable requirements of its State or accrediting agency” (Federal Student Aid Handbook and 34.CFR 600.2). All courses are monitored by the faculty for daily and weekly attendance depending on modality. More specific details regarding attendance monitoring requirements are listed in the course syllabi.

Individual faculty, departments, and programs may adopt stricter attendance policies than contained herein. If different attendance requirements exist, the faculty must list the specific attendance requirements in their course syllabus and/or program guides to meet the established needs or standards as required. For more specific information on taking classroom attendance please refer to college regulation IR 6310 Classroom Attendance.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6300 Classroom Management	
Title: IP 6310 Classroom Attendance	Page 2 of 2
Associated Policies: SP 2180 Military Service	
Associated Regulations: IR 6310 Classroom Attendance; SR 2310 Drop/Withdrawal Procedures; SR 2181 Military Duty; SR 2182 Military Education Benefits	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 600.2	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 11-15-2023

DOCUMENT HISTORY:

- 05-18-2016:** Initial approval of policy IP 6310 Classroom Attendance.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 11-15-2023:** Clarifications to align with Federal regulation 34 CFR 600.2.

V1. Consideration, discussion, and vote on DRA Grant

BACKGROUND INFORMATION--HISTORY

The College successfully applied for a grant from the Delta Regional Authority. The College has been awarded XXXXXXXX. A match of XXXX is required. To accept the grant funds the College must pass the attached resolution.

POSSIBLE ALTERNATIVES

Entity would not apply for the DRA Grant Funds.

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATIONS

Approve recommendations as presented.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6500 Distance Learning	
Title: IP 6510 Distance Learning	Page 1 of 7
Associated Regulations: IR 6510 Online Learning; IR 6310 Classroom Attendance; IR 6211 Curriculum Development; 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 Disciplinary Proceedings; SR 2130 Student Grievance	
Associated Policies: IP 6310 Classroom Attendance; ITP 8100 Acceptable Use; IP 6210 Curriculum Development; IP 6104 Minimum Class Size; IP 6710 Faculty Rights and Responsibilities; GAP 1140 Institutional Effectiveness	
References: Higher Learning Commission Guidelines for the Evaluation of Distance Education (Online Learning); Federal Department of Education 34 CFR 600.2	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision: 11-15-2023

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 education that uses one or more technological means listed below to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and instructor, either synchronously or asynchronously.

- The internet;
- One-way and two-way transmissions through open broadcast, closed circuit, cable, broadband, fiber optic, satellite, or wireless communication devices;
- Audio conference; or
- Other media used in a course in conjunction with any of the technologies listed above. [34 CFR 600.2]

Distance learning courses are delivered synchronously or asynchronously. Synchronous classes require both the students and the instructor to be online at the same time. They meet at a set day and time for lecture, discussion, presentation, or other activities. Asynchronous classes do not require students and the instructor to be online at the same time. Students can access lectures and resources at any time.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6500 Distance Learning	
Title: IP 6510 Distance Learning	Page 2 of 7
Associated Regulations: IR 6510 Online Learning; IR 6310 Classroom Attendance; IR 6211 Curriculum Development; 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 Disciplinary Proceedings; SR 2130 Student Grievance	
Associated Policies: IP 6310 Classroom Attendance; ITP 8100 Acceptable Use; IP 6210 Curriculum Development; IP 6104 Minimum Class Size; IP 6710 Faculty Rights and Responsibilities; GAP 1140 Institutional Effectiveness	
References: Higher Learning Commission Guidelines for the Evaluation of Distance Education (Online Learning); Federal Department of Education 34 CFR 600.2	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision: 11-15-2023

Regular and substantive interaction is expected in all distance learning courses. Regular interaction between a student and instructor is ensured by:

- Providing the opportunity for substantive interactions with students on a predictable and scheduled basis commensurate with the length of time and amount of content in the course or competency; and
- Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student. [34 CFR 600.2]

Substantive interaction is engaging students in teaching, learning, and assessment, consistent with the content under discussion, and includes at least two of the following:

- Providing direct instruction;
- Assessing or providing feedback on a student's coursework;
- Providing information or responding to questions about the content of a course or competency;
- Facilitating a group discussion regarding the content of a course or competency;
- Other instructional activities approved by the institution's or program's accrediting agency. [34 CFR 600.2]

Courses offered through distance learning modalities must meet the same requirements and quality standards as those established for credit coursework offered through a traditional classroom setting. Quality standards include, but are not limited to, academic policies and procedural requirements related to curriculum and program development, application of the Quality Matters rubric to online courses, assessment, review and approval processes, faculty

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6500 Distance Learning	
Title: IP 6510 Distance Learning	Page 3 of 7
Associated Regulations: IR 6510 Online Learning; IR 6310 Classroom Attendance; IR 6211 Curriculum Development; 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 Disciplinary Proceedings; SR 2130 Student Grievance	
Associated Policies: IP 6310 Classroom Attendance; ITP 8100 Acceptable Use; IP 6210 Curriculum Development; IP 6104 Minimum Class Size; IP 6710 Faculty Rights and Responsibilities; GAP 1140 Institutional Effectiveness	
References: Higher Learning Commission Guidelines for the Evaluation of Distance Education (Online Learning); Federal Department of Education 34 CFR 600.2	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision: 11-15-2023

course load and evaluation criteria, continuous improvement of instruction, a focus on student performance, 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.
- The course learning outcomes taught through distance learning must be identical to 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., as outlined in the current College Catalog, and are subject to the requirements as outlined in policy and regulation ITP and ITR 8100 Acceptable Use.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6500 Distance Learning	
Title: IP 6510 Distance Learning	Page 4 of 7
Associated Regulations: IR 6510 Online Learning; IR 6310 Classroom Attendance; IR 6211 Curriculum Development; 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 Disciplinary Proceedings; SR 2130 Student Grievance	
Associated Policies: IP 6310 Classroom Attendance; ITP 8100 Acceptable Use; IP 6210 Curriculum Development; IP 6104 Minimum Class Size; IP 6710 Faculty Rights and Responsibilities; GAP 1140 Institutional Effectiveness	
References: Higher Learning Commission Guidelines for the Evaluation of Distance Education (Online Learning); Federal Department of Education 34 CFR 600.2	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision: 11-15-2023

- 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.

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 and SR 2740 Student Rights and Responsibilities. The college is committed to affording all students, including distance learning students, the opportunity for accessibility and due process during the student complaint process in

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6500 Distance Learning	
Title: IP 6510 Distance Learning	Page 5 of 7
Associated Regulations: IR 6510 Online Learning; IR 6310 Classroom Attendance; IR 6211 Curriculum Development; 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 Disciplinary Proceedings; SR 2130 Student Grievance	
Associated Policies: IP 6310 Classroom Attendance; ITP 8100 Acceptable Use; IP 6210 Curriculum Development; IP 6104 Minimum Class Size; IP 6710 Faculty Rights and Responsibilities; GAP 1140 Institutional Effectiveness	
References: Higher Learning Commission Guidelines for the Evaluation of Distance Education (Online Learning); Federal Department of Education 34 CFR 600.2	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision: 11-15-2023

accordance with regulations SR 2140 Student Appeals, SR 2620 Student Disciplinary Proceedings, and SR 2130 Student Grievance Procedures.

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

Three Rivers College offers the following course types:

Traditional/Web-Enhanced:

Course is delivered in a traditional face-to-face classroom environment where the instructor and students are in the same place. A face-to-face course can be supplemented with an online component for accessing the syllabus, notes, PowerPoints, videos, etc., but students are expected to attend all class sessions in person. 100% of the course content is delivered face-to-face.

Hybrid:

A hybrid course combines face-to-face class time with online components for accessing or submitting course work. Hybrid courses meet a portion of time in an online classroom setting as outlined in the course syllabus. Students will be expected to attend scheduled class sessions in person and complete course work online. 30-70% of the course is delivered face-to-face in the classroom with the remaining content delivered asynchronously online.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6500 Distance Learning	
Title: IP 6510 Distance Learning	Page 6 of 7
Associated Regulations: IR 6510 Online Learning; IR 6310 Classroom Attendance; IR 6211 Curriculum Development; 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 Disciplinary Proceedings; SR 2130 Student Grievance	
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References: Higher Learning Commission Guidelines for the Evaluation of Distance Education (Online Learning); Federal Department of Education 34 CFR 600.2	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision: 11-15-2023

Synchronous Online:

A synchronous online course is delivered online; however, students are required to attend virtual class sessions with the instructor via video conferencing technology at a specifically scheduled time outlined in the course syllabus. 30-70% of course content is delivered face-to-face through web-conferencing, with the remaining content delivered asynchronously online.

Online:

A course in which all content, activities, and instruction are delivered online asynchronously. In most cases, there are no required face-to-face sessions and no requirements of on-campus activity. Some courses may require testing, proctoring, or other in-person activities which will be communicated in the course syllabus. 100% of the course content is delivered online.

ITV (Interactive Television):

An interactive television (ITV) course replicates a face-to-face classroom by using web conferencing or other technology to provide interactive real-time (synchronous) communication between the instructor and students at the campus and/or external locations. An ITV course can be supplemented with an online component for accessing the syllabus, notes, PowerPoints, videos, etc., but students are expected to attend all class sessions in person. 100% of the course content is delivered face-to-face in the classroom or through video conferencing.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6500 Distance Learning	
Title: IP 6510 Distance Learning	Page 7 of 7
Associated Regulations: IR 6510 Online Learning; IR 6310 Classroom Attendance; IR 6211 Curriculum Development; 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 Disciplinary Proceedings; SR 2130 Student Grievance	
Associated Policies: IP 6310 Classroom Attendance; ITP 8100 Acceptable Use; IP 6210 Curriculum Development; IP 6104 Minimum Class Size; IP 6710 Faculty Rights and Responsibilities; GAP 1140 Institutional Effectiveness	
References: Higher Learning Commission Guidelines for the Evaluation of Distance Education (Online Learning); Federal Department of Education 34 CFR 600.2	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision: 11-15-2023

DOCUMENT HISTORY:

- 06-21-2017:** Initial approval of policy IP 6510 Distance Learning.
- 11-15-2023:** Clarifications to align with Federal regulation 34 CFR 600.2 and minor edits to align with college operations.

V1. Consideration, discussion and vote on DRA Grant

BACKGROUND INFORMATION--HISTORY

The College successfully applied for a grant from the Delta Regional Authority. The College has been awarded \$683,230.00. A match of \$260,871.00 is required to accept the grant the College must pass the attached resolution.

POSSIBLE ALTERNATIVES

Entity would not apply for the DRA Grant Funds.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATIONS

Approve recommendations as presented.

RESOLUTION

WHEREAS, the Delta Regional Authority (hereinafter "DRA") was created by Congress by the Delta Regional Authority Act of 2000, as amended, as a federal/state partnership now comprised of 252 counties and parishes within the eight states of Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri and Tennessee in order to remedy severe and chronic economic distress by stimulating economic development and fostering partnerships that will have a positive impact on the Delta Region's economy;

WHEREAS, Three Rivers College, acting by and through its Board of Trustees proposes to apply for a award with DRA for the Fiscal Year 2013 federal award program cycle;

WHEREAS, DRA requires that a person be designated, appointed, and given the authority to perform certain duties and administration of said award for and on behalf of the Awardee;

WHEREAS, the Board of Trustees met in a regular session on November 15th, 2023 whereby Eric Shalk, Dr. Tim Hager, Dr. Amber Richardson, Gary Featherston, and Chris Williams were present, constituting a quorum;

WHEREAS, a motion was made by Gary Featherston was seconded by Dr. Tim Hager to designate and appoint Kimberly Brooks to perform all duties and administration of said award, which carried unanimously by voice vote and was recorded on the minutes;

WHEREAS, a motion was made by Gary Featherston was seconded by Dr. Tim Hager to make an in-kind contribution of labor for the renovation and lease of the space with a fair market value of \$ 260,871.00 to said award which carried unanimously by voice vote and was recorded on the minutes; and

WHEREAS, a motion was made by Gary Featherston was seconded by Dr. Tim Hager that in the event of an administration change, the new Director, Career Studies shall continue to have such authority under this Resolution.

NOW THEREFORE, BE IT RESOLVED THAT, by the 15th day of November 2023 as follows:

THAT, Wesley A. Payne, Ph.D., be and is hereby designated and appointed to perform on behalf of Three Rivers College and has the authority to make those acts and assume any and all duties in dealing with the award with DRA for the Fiscal Year - 2013 federal award program cycle;

THAT, Kimberly Brooks is hereby authorized to execute and submit any and all documents including, but not limited to, applications, award closing documents, request for funds, status reports to DRA for the Fiscal Year -2013 federal award program cycle;

THAT, the Awardee agrees to make an in-kind contribution of labor for the renovation and lease of the space with a fair market value of \$ 260,871.00 to said award; and

THAT, in the event of an administration change, the new Director, Career Studies shall continue to have such authority under this Resolution.

READ AND ADOPTED, this the 15th day of November 2023


ATTEST

5. CONSIDERATION OF RESOLUTION CALLING FOR TRUSTEES ELECTION

BACKGROUND INFORMATION
HISTORY

Due to the expiration in April 2024, of the six-year terms of office of Trustee Richardson, sub-district 1 and Trustee Hager, sub-district 2; it will be necessary to formally adopt a Resolution calling for a public election to be held on April 02, 2024, for the purpose of electing two members to the Board of Trustees.

POSSIBLE ALTERNATIVES

N/A

FINANCIAL IMPLICATIONS

As established in the current budget.

ADMINISTRATIVE RECOMMENDATIONS

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

RESOLUTION

BE IT RESOLVED BY the Board of Trustees of Three Rivers Junior College District of Butler, Carter, Ripley, and Wayne counties and portions of Madison, Reynolds and Stoddard counties, that Notice of Election to be held in Sub-Districts No. 1, 2, of said Junior College District, on the 2nd day of April, 2024, between the hours of 6:00 a.m. and 7:00 p.m. for the purpose of electing two members to the Board of Trustees of Three Rivers Junior College District, that the Notice of Election be as follows:

NOTICE OF ELECTION
OF
THE THREE RIVERS JUNIOR COLLEGE DISTRICT OF
BUTLER, CARTER, RIPLEY AND WAYNE COUNTIES
AND PORTIONS OF MADISON, REYNOLDS AND
STODDARD COUNTIES, ELECTION TO BE HELD IN
SUB-DISTRICTS NO. 1, 2 OF SAID
THREE RIVERS JUNIOR COLLEGE DISTRICT
ALL IN MISSOURI
TUESDAY, APRIL 02, 2024

Notice is hereby given to the qualified voters of the Three Rivers Junior College Sub-Districts No. 1, 2, as described on Exhibits “A”, “B”, attached hereto and made a part hereof as if more fully set out herein, of said Junior College District, all in the State of Missouri, that the regular election of said Sub-Districts No. 1, 2, shall be held at all established voting places throughout the said Sub-Districts No. 1, 2, on Tuesday, the 2nd day of April, 2024, beginning at 6:00 a.m. and closing at 7:00 p.m. of said day, to vote upon the following proposition:

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

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

And that Melody Ducote, recording secretary of the Board of Trustees, is authorized to act as the Election Authority on behalf of Trustee Secretary Tim Hager. The opening date for the filing of a Declaration of Candidacy to elect one (1) member of each district of the Board of Trustees of Three Rivers Junior College District, for Sub-Districts No. 1, 2, will be Tuesday, December 5th, 2023, beginning at 8:00 a.m. in the office of Melody Ducote, Election Authority, Three Rivers College, Poplar Bluff, Missouri 63901 (**The college will close business at 12:00 noon Wednesday, December 20th, 2023 and will reopen January 8, 2024.**) Closing date for filing Declaration of Candidacy in said Sub-Districts No. 1, 2, will be Tuesday, December 26, 2023, at 5:00 p.m.

Date

Eric Schalk, Chairman
Board of Trustees

Date

Tim Hager, Secretary
Board of Trustees

NOTICE OF DECLARATION OF
CANDIDACY OF THREE RIVERS
COMMUNITY COLLEGE DISTRICT
SUB-DISTRICT NO. 1

Notice is hereby given that the opening date for filing of a Declaration of Candidacy to elect one (1) member of the Board of Trustees of the Three Rivers Community College District for Sub-District No. 1, as described on Exhibit "A" attached hereto and made a part hereof as if more fully set out herein, will be Tuesday, December 5, 2023, beginning at 8:00 o'clock a.m. in the office of Melody Ducote, Election Authority, Three Rivers Community College, Poplar Bluff, Missouri 63901 (**The college will close business at 12 Noon, Wednesday, December 20, 2023 and will reopen for business at 8:00 a.m., January 08, 2024.** Closing date for filing Declaration of Candidacy in Sub-District No. 1 will be Tuesday, December 26, 2023, at 5:00 p.m.

EXHIBIT "A"

Description: Three Rivers Community College District Sub-District No. 1

Done by order of the Board of Trustees of Three Rivers College, Poplar Bluff, Missouri, on the 15th day of November 2023.

Tim Hager, Secretary
Board of Trustees
Three Rivers Community College District

This is to certify that the above is a true and correct copy of the Notice of Declaration of Candidacy for Three Rivers Community College District Sub-District No. 1, as it will appear in the official minutes of the Board of Trustees of said Community College District.

(SEAL)

Melody Ducote, Notary Public,
Butler County, Missouri
and Election Authority for
Three Rivers Community College District

My Commission Expires: July 4, 2027.

Exhibit "A"

REVISED 11/19/07
ORIGINAL 12/18/01

DESCRIPTION: THREE RIVERS COMMUNITY COLLEGE

SUBDISTRICT 1

ALL OF THE FOLLOWING BUTLER COUNTY PRECINCTS: BROSELEY, QULIN, OGLESVILLE, COON ISLAND, NEELYVILLE, SALE BARN, TWIN SPRINGS, OAKGROVE, LAKE ROAD, FISK, ROMBAUER, WAPPAPELLO, HILLVIEW AND KINYON AS WELL AS THAT PART OF THE TWIN RIVERS R-X SCHOOL DISTRICT LOCATED IN STODDARD COUNTY: MORE PARTICULARLY DESCRIBED AS FOLLOWS: ALL OF THAT PART OF TOWNSHIPS 22, 23, 24, 25 AND 26 NORTH, IN RANGES 4, 5, 6, 7, 8, AND 9 EAST OF THE FIFTH PRINCIPAL MERIDIAN, IN BUTLER COUNTY AND STODDARD COUNTY, MISSOURI, DESCRIBED AS FOLLOWS: THE POINT OF BEGINNING BEING THE SOUTHEAST CORNER OF SECTION 12, TOWNSHIP 25 NORTH, RANGE 5 EAST; THENCE, NORTH ALONG AND WITH THE EAST LINE OF SECTIONS 12 AND 1 TO THE SOUTH LINE OF TOWNSHIP 26 NORTH; THENCE, EAST ALONG AND WITH SAID TOWNSHIP LINE TO THE SOUTHEAST CORNER OF SECTION 36, TOWNSHIP 26 NORTH, RANGE 6 EAST; THENCE, NORTH ALONG AND WITH THE EAST LINE OF RANGE 6 EAST TO THE NORTH LINE OF BUTLER COUNTY; THENCE, EASTERLY ALONG AND WITH SAID COUNTY LINE TO THE EASTERLY BUTLER COUNTY LINE; THENCE, SOUTHERLY ALONG AND WITH SAID COUNTY LINE TO THE SOUTH LINE OF SECTION 21, TOWNSHIP 25 NORTH, RANGE 8 EAST; THENCE, EAST ALONG AND WITH THE SOUTH LINE OF SECTIONS 21 AND 22, TOWNSHIP 25 NORTH, RANGE 8 EAST, TO THE SOUTHEAST CORNER OF SECTION 22; THENCE, NORTH ALONG AND WITH THE EAST LINE OF SECTIONS 22 AND 15 TO THE NORTHEAST CORNER OF THE SOUTH ONE-HALF OF SECTION 15; THENCE, EAST ALONG AND WITH THE CENTERLINE OF SECTIONS 15, 14, AND 13 TO THE NORTHEAST CORNER OF THE SOUTH ONE-HALF OF SECTION 13, TOWNSHIP 25 NORTH, RANGE 8 EAST; THENCE, EAST ALONG AND WITH THE CENTERLINE OF SECTION 18, TOWNSHIP 25 NORTH, RANGE 9 EAST, TO THE NORTHEAST CORNER OF THE WEST ONE-HALF OF THE EAST ONE-HALF OF THE WEST ONE-HALF OF THE SOUTHEAST QUARTER OF SAID SECTION 18; THENCE, SOUTH ALONG AND WITH THE CENTERLINE OF THE EAST ONE-HALF OF THE WEST ONE-HALF OF THE EAST ONE-HALF OF SECTIONS 18, 19, 30, AND 31 TO THE SOUTH LINE OF TOWNSHIP 25 NORTH, RANGE 9 EAST; THENCE, WEST ALONG AND WITH SAID TOWNSHIP LINE TO THE SOUTHWEST CORNER OF SECTION 31, TOWNSHIP 25 NORTH, RANGE 9 EAST; THENCE, SOUTH AND EAST TO THE NORTHEAST CORNER OF SECTION 1, TOWNSHIP 24 NORTH, RANGE 8 EAST; THENCE, SOUTH ALONG AND WITH THE EAST LINE OF SECTIONS 1 AND 12 TOWNSHIP 24 NORTH, RANGE 8 EAST TO THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF SAID SECTION 12; THENCE, WEST ALONG THE CENTERLINE OF SECTIONS 12 AND 11 IN TOWNSHIP 24 NORTH, RANGE 8 EAST TO THE BUTLER COUNTY LINE; THENCE, SOUTHERLY ALONG AND

WITH SAID COUNTY LINE TO THE SOUTH LINE OF BUTLER COUNTY; THENCE, WESTERLY ALONG AND WITH SAID COUNTY LINE TO THE WEST LINE OF BUTLER COUNTY AND BEING THE SOUTHEAST CORNER OF SECTION 36, TOWNSHIP 22 NORTH, RANGE 4 EAST; THENCE, NORTH ALONG AND WITH THE EAST LINE OF TOWNSHIP 22 NORTH, RANGE 4 EAST TO THE NORTHEAST CORNER OF SECTION 1, TOWNSHIP 22 NORTH, RANGE 4 EAST; THENCE, WEST ALONG AND WITH THE NORTH LINE OF TOWNSHIP 22 NORTH, IN RANGE 4 EAST TO THE SOUTHEAST CORNER OF SECTION 35, TOWNSHIP 23 NORTH, RANGE 4 EAST; THENCE, NORTH ALONG AND WITH THE EAST LINE OF SECTIONS 35, 26, 23, 14, 11 AND 2 IN TOWNSHIP 23 NORTH IN RANGE 4 EAST TO THE NORTHEAST CORNER OF SECTION 2, TOWNSHIP 23 NORTH, RANGE 4 EAST; THENCE, WEST ALONG AND WITH THE NORTH LINE OF SECTIONS 2 AND 3, TOWNSHIP 23 NORTH, RANGE 4 EAST TO THE SOUTHWEST CORNER OF SECTION 34, TOWNSHIP 24 NORTH, RANGE 4 EAST; THENCE, NORTH ALONG AND WITH THE WEST LINE OF SECTIONS 34, 27, 22, 15, 10 AND 3 TO THE NORTHWEST CORNER OF SECTION 3, TOWNSHIP 24 NORTH, RANGE 4 EAST; THENCE, EAST ALONG AND WITH THE SOUTH LINE OF SECTIONS 34, 35 AND 36 AND THE SOUTH LINE OF SECTIONS 31, 32, 33, 34, 35 AND 36 TOWNSHIP 25 NORTH, RANGE 5 EAST TO THE SOUTHEAST CORNER OF SECTION 36, TOWNSHIP 25 NORTH, RANGE 5 EAST; THENCE, NORTH ALONG AND WITH THE EAST LINE OF SECTIONS 36, 25, 24 AND 13 TO THE POINT OF BEGINNING.

NOTICE OF DECLARATION OF
CANDIDACY OF THREE RIVERS
COMMUNITY COLLEGE DISTRICT
SUB-DISTRICT NO. 2

Notice is hereby given that the opening date for filing of a Declaration of Candidacy to elect one (1) member of the Board of Trustees of the Three Rivers Community College District for Sub-District No. 2, as described on Exhibit "A" attached hereto and made a part hereof as if more fully set out herein, will be Tuesday, December 05, 2023, beginning at 8:00 o'clock a.m. in the office of Melody Ducote, Election Authority, Three Rivers College, Poplar Bluff, Missouri 63901 (**The college will close business at 12 Noon, Wednesday, December 20, 2023 and will reopen for business at 8:00 a.m., January 08, 2024.** Closing date for filing Declaration of Candidacy in Sub-District No. 2 will be Tuesday, December 26, 2023, at 5:00 p.m.

EXHIBIT "B"

Description: Three Rivers Community College District Sub-District No. 2

Done by order of the Board of Trustees of Three Rivers College, Poplar Bluff, Missouri, on the 15th day of November, 2023

Tim Hager, Secretary
Board of Trustees
Three Rivers Community College District

This is to certify that the above is a true and correct copy of the Notice of Declaration of Candidacy for Three Rivers Community College District Sub-District No. 2, as it will appear in the official minutes of the Board of Trustees of said Community College District.

(SEAL)

Melody Ducote, Notary Public,
Butler County, Missouri
and Election Authority for
Three Rivers Community College District

My Commission Expires: July 4, 2027.

EXHIBIT "B"

REVISED 11/20/07

REVISED 1/30/06

DESCRIPTION: THREE RIVERS COMMUNITY COLLEGE SUBDISTRICT 2

ALL OF THE FOLLOWING RIPLEY COUNTY PRECINCTS; PINE, KELLY, JORDAN AND JOHNSON: ALL OF THE FOLLOWING CARTER COUNTY PRECINCTS; PIKE, CARTER, JACKSON, JOHNSON AND KELLEY: ALL OF THE FOLLOWING REYNOLDS COUNTY PRECINCTS: BLUFFVIEW AND GARWOOD: ALL OF THE FOLLOWING BUTLER COUNTY PRECINCTS; CANE CREEK, MOARK AND WALTON CHAPEL: ALL OF THE FOLLOWING WAYNE COUNTY PRECINCTS: WILLIAMSVILLE, COOL SPRINGS: ALL MORE PARTICULARLY DESCRIBED AS FOLLOWS: ALL OF THAT PART OF TOWNSHIPS 23, 24, 25, 26, 27, 28, 29 AND 30 IN RANGES 2 WEST, 1 WEST, 1 EAST, 2 EAST, 3 EAST, 4 EAST, 5 EAST, AND 6 EAST OF THE FIFTH PRINCIPAL MERIDIAN IN RIPLEY, CARTER, REYNOLDS, WAYNE, AND BUTLER COUNTIES DESCRIBED AS FOLLOWS:

THE POINT OF BEGINNING BEING THE SOUTHEAST CORNER OF SECTION 12, TOWNSHIP 25 NORTH, RANGE 5 EAST; THENCE, SOUTH ALONG AND WITH THE EAST LINE OF SECTIONS 13, 24, 25, AND 36 TO THE SOUTHEAST CORNER OF SECTION 36, TOWNSHIP 25 NORTH, RANGE 5 EAST; THENCE, WEST ALONG AND WITH THE SOUTH LINE OF TOWNSHIP 25 NORTH TO THE NORTHWEST CORNER OF SECTION 3, TOWNSHIP 24 NORTH, RANGE 4 EAST; THENCE, SOUTH ALONG AND WITH THE WEST LINE OF SECTIONS 3, 10, 15, 22, 27 AND 34 TO THE SOUTH LINE OF TOWNSHIP 24 NORTH; THENCE, WEST ALONG AND WITH THE SOUTH LINE OF TOWNSHIP 24 NORTH TO THE SOUTHEAST CORNER OF SECTION 36, TOWNSHIP 24 NORTH, RANGE 3 EAST; THENCE, NORTH ALONG AND WITH THE EAST LINE OF SAID SECTION 36 TO THE SOUTHEAST CORNER OF THE NORTH ONE-HALF OF SECTION 36; THENCE, WEST ALONG AND WITH THE SOUTH LINE OF THE NORTH ONE-HALF OF SECTIONS 36, 35, AND 34 TO THE EAST LINE OF SECTION 33; THENCE, NORTH ALONG AND WITH THE EAST LINE OF SAID SECTION 33 TO THE NORTHEAST CORNER OF SECTION 33; THENCE, WEST ALONG AND WITH THE NORTH LINE OF SECTIONS 33, 32 AND 31 TO THE EAST LINE OF RANGE 2 EAST; THENCE, NORTH ALONG AND WITH SAID EAST LINE TO THE NORTHEAST CORNER OF SECTION 36, TOWNSHIP 24 NORTH, RANGE 2 EAST; THENCE, WEST ALONG AND WITH THE NORTH LINE OF SECTIONS 36, 35, 34, 33, 32, AND 31 TO THE EAST LINE OF RANGE 1 EAST; THENCE, NORTH ALONG AND WITH SAID RANGE LINE TO THE NORTHEAST CORNER OF SECTION 36, TOWNSHIP 24 NORTH, RANGE 1 EAST; THENCE, WEST ALONG AND WITH THE NORTH LINE OF SECTIONS 36 AND 35 TO THE NORTHWEST CORNER OF SECTION 35; THENCE, SOUTH ALONG AND WITH THE WEST LINE OF SECTION 35 TO THE SOUTH LINE OF TOWNSHIP 24 NORTH; THENCE, WEST ALONG AND WITH SAID SOUTH LINE TO THE NORTHWEST CORNER OF SECTION 1, TOWNSHIP 23 NORTH, RANGE 1 WEST; THENCE, SOUTH ALONG AND WITH THE WEST LINE OF SECTION 1 TO THE SOUTHWEST CORNER OF SAID SECTION 1; THENCE, WEST ALONG AND WITH THE SOUTH LINE OF SECTIONS 2 AND 3 TO THE NORTHWEST CORNER OF SECTION 10; THENCE, SOUTH ALONG AND WITH THE WEST LINE OF SECTIONS 10 AND 15 TO THE SOUTHWEST

CORNER OF SECTION 15; THENCE, WEST ALONG AND WITH THE SOUTH LINE OF SECTIONS 16, 17 AND 18 TO THE SOUTHWEST CORNER OF SECTION 18, TOWNSHIP 23 NORTH, RANGE 1 WEST AND BEING THE COUNTY LINE BETWEEN RIPLEY AND OREGON COUNTIES; THENCE, NORTH ALONG AND WITH SAID COUNTY LINE TO THE SOUTH LINE OF CARTER COUNTY; THENCE, WEST AND NORTH ALONG AND WITH THE SOUTH AND WEST BOUNDARY OF CARTER COUNTY TO THE NORTHWEST CORNER OF SECTION 19, TOWNSHIP 27 NORTH, RANGE 2 WEST; THENCE, EAST ALONG AND WITH THE NORTH LINE OF SECTIONS 19, 20, 21, 22, 23, AND 24 TO THE WEST LINE OF RANGE 1 WEST; THENCE, NORTH ALONG AND WITH SAID RANGE LINE TO THE NORTHWEST CORNER OF SECTION 19, TOWNSHIP 28 NORTH, RANGE 1 WEST; THENCE, EASTERLY ALONG AND WITH THE NORTHERLY LINE OF CARTER COUNTY TO THE SOUTHWEST CORNER OF SECTION 31, TOWNSHIP 28 NORTH, RANGE 2 EAST; THENCE, NORTHERLY ALONG AND WITH THE WEST LINE OF SECTIONS 31 AND 30 IN REYNOLD'S COUNTY TO THE SOUTHEAST CORNER OF SECTION 24, TOWNSHIP 28 NORTH, RANGE 1 EAST; THENCE, WESTERLY ALONG AND WITH THE SOUTH LINE OF SAID SECTION 24 AND SECTION 23 TO THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF SECTION 23; THENCE, NORTH ALONG AND WITH THE WEST LINE OF SAID SOUTHEAST QUARTER TO THE SOUTH LINE OF THE NORTHWEST QUARTER OF SECTION 23; THENCE, WESTERLY ALONG AND WITH SAID SOUTH LINE TO THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF SECTION 23; THENCE, NORTHERLY TO THE SOUTHEAST CORNER OF SECTION 15; THENCE, WESTERLY ALONG AND WITH THE SOUTH LINE OF SECTIONS 15 AND 16 TO THE SOUTHWEST CORNER OF THE EAST ONE-HALF OF SECTION 16; THENCE, NORTH TO THE NORTHWEST CORNER OF THE EAST ONE-HALF OF SECTION 16; THENCE, EASTERLY ALONG AND WITH THE NORTH LINE OF SECTION 16 TO THE NORTHEAST CORNER OF SECTION 16; THENCE, NORTHERLY ALONG AND WITH THE WEST LINE OF SECTION 10 AND SECTION 3 TO THE NORTHWEST CORNER OF THE SOUTH ONE-HALF OF SECTION 3; THENCE, EASTERLY ALONG AND WITH THE NORTH LINE OF THE SOUTH ONE-HALF OF SECTION 3 AND SECTION 2 TO THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF SECTION 2; THENCE, NORTHERLY TO THE NORTHWEST CORNER OF THE NORTHEAST QUARTER OF SECTION 2; THENCE, EASTERLY ALONG AND WITH THE NORTH LINE OF SECTIONS 2 AND 1 TO THE NORTHEAST CORNER OF SECTION 1; THENCE, SOUTHERLY ALONG AND WITH THE EAST LINE OF TOWNSHIP 28 NORTH, RANGE 1 EAST TO THE SOUTHWEST CORNER OF SECTION 18, TOWNSHIP 28 NORTH, RANGE 2 EAST; THENCE, EASTERLY ALONG AND WITH THE SOUTH LINE OF SECTIONS 18, 17 AND 16 TO THE SOUTHEAST CORNER OF SECTION 16; THENCE, NORTHERLY ALONG AND WITH THE EAST LINE OF SECTION 16, AND THE WEST AND NORTH LINES OF SECTION 10 TO THE SOUTHEAST CORNER OF SECTION 3; THENCE, NORTHERLY ALONG AND WITH THE EAST LINE OF SECTION 3 TO THE SOUTHEAST CORNER OF LOT 2 OF THE NORTHEAST QUARTER OF SECTION 3; THENCE, WESTERLY TO THE SOUTHWEST CORNER OF THE EAST ONE-HALF OF SAID LOT 2; THENCE, NORTHERLY TO THE NORTHWEST CORNER OF THE EAST ONE-HALF OF SAID LOT 2; THENCE, EASTERLY ALONG AND WITH THE NORTH LINE OF SECTIONS 3, 2 AND 1 TO THE NORTHEAST CORNER OF SECTION 1; THENCE SOUTHERLY ALONG AND WITH THE EAST LINE OF TOWNSHIP 28 NORTH,

RANGE 2 EAST TO THE NORTH LINE OF CARTER COUNTY; THENCE, EASTERLY ALONG AND WITH THE NORTHERLY AND EASTERLY LINE OF CARTER COUNTY TO THE SOUTHWEST CORNER OF SECTION 14, TOWNSHIP 27 NORTH, RANGE 3 EAST; THENCE EASTERLY ALONG AND WITH THE SOUTH LINE OF SECTIONS 14 AND 13 TO THE SOUTHEAST CORNER OF SECTION 13; THENCE, SOUTH ALONG AND WITH THE WEST LINE OF SECTION 18, TOWNSHIP 27 NORTH, RANGE 4 EAST TO THE SOUTHWEST CORNER OF SAID SECTION 18; THENCE, EASTERLY ALONG AND WITH THE SOUTH LINE OF SECTIONS 18, 17, 16, 15, 14, AND 13 TO THE SOUTHEAST CORNER OF SECTION 13; THENCE, NORTH ALONG AND WITH THE EAST LINE OF SECTIONS 13, 12 AND 1 TO THE NORTHEAST CORNER OF SECTION 1; THENCE, EAST ALONG AND WITH THE NORTH LINE OF TOWNSHIP 27 NORTH, TO THE SOUTHWEST CORNER OF SECTION 31, TOWNSHIP 28 NORTH, RANGE 5 EAST; THENCE, NORTH ALONG AND WITH THE WEST LINE OF SAID SECTION 31 TO THE NORTHWEST CORNER OF SAID SECTION 31; THENCE, EAST ALONG AND WITH THE NORTH LINE OF SECTIONS 31 AND 32 TO THE NORTHEAST CORNER OF SECTION 32; THENCE, SOUTH ALONG AND WITH THE EAST LINE OF SECTION 32 TO THE NORTH LINE OF TOWNSHIP 27 NORTH; THENCE, EAST ALONG AND WITH SAID NORTH LINE TO THE MIDDLE OF THE ST. FRANCIS RIVER WHERE IT INTERSECTS WITH THE NORTH LINE OF SECTION 4, TOWNSHIP 27 NORTH, RANGE 6 EAST; THENCE, SOUTHEASTERLY ALONG AND WITH SAID MIDDLE OF ST. FRANCIS RIVER TO THE SOUTH LINE OF SECTION 14, TOWNSHIP 27 NORTH, RANGE 6 EAST; THENCE, WEST ALONG THE SOUTH LINE OF SECTIONS 14 AND 15 TO THE NORTHEAST CORNER OF SECTION 21; THENCE SOUTH TO THE SOUTHEAST CORNER OF SECTION 21; THENCE, WEST ALONG THE SOUTH LINE OF SECTIONS 21, 20 AND 19 TO HIGHWAY 67; THENCE, SOUTH ALONG HIGHWAY 67 TO THE SOUTH LINE OF SECTION 30, TOWNSHIP 27 NORTH, RANGE 6 EAST; THENCE, WEST ALONG AND WITH THE SOUTH LINE OF SECTION 30 TO THE SOUTHWEST CORNER OF SECTION 30; THENCE, SOUTH ALONG AND WITH THE EAST LINE OF RANGE 5 TO THE NORTHEAST CORNER OF SECTION 36, TOWNSHIP 27 NORTH, RANGE 5 EAST; THENCE, WEST ALONG THE NORTH LINE OF SECTIONS 36 AND 35 TO THE NORTHWEST CORNER OF SECTION 35; THENCE, SOUTH TO THE SOUTH LINE OF TOWNSHIP 27 NORTH, RANGE 5 EAST; THENCE, EAST ALONG SAID SOUTH LINE TO THE NORTHEAST CORNER OF SECTION 3, TOWNSHIP 26 NORTH, RANGE 5 EAST; THENCE, SOUTH ALONG THE EAST LINE OF SAID SECTION 3 TO THE SOUTHEAST CORNER OF SECTION 3; THENCE, WEST ALONG THE SOUTH LINE OF SECTION 3 TO THE SOUTHWEST CORNER THEREOF; THENCE, SOUTH ALONG THE EAST LINE OF SECTIONS 9,16,21,28, AND 33 TO THE NORTH LINE OF TOWNSHIP 25 NORTH; THENCE, WEST ALONG THE TOWNSHIP LINE TO THE NORTHEAST CORNER OF SECTION 4, TOWNSHIP 25 NORTH, RANGE 5 EAST, THENCE, SOUTH ALONG THE EAST LINE OF SECTIONS 4 AND 9 TO THE NORTHWEST CORNER OF SECTION 15, THENCE, EAST ALONG THE NORTH LINE OF SECTIONS 15,14, AND 13 TO THE POINT OF BEGINNING.

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Part-time Simulation Lab Assistant/Adjunct Faculty to Instructor, Nursing

BACKGROUND INFORMATION

HISTORY

Mary Kate Martin has been employed as a Part-time Simulation Lab Assistant and Adjunct Faculty with nursing since August 2023. Ms. Martin applied for and was interviewed for the full-time position. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Mary Kate Martin to this position. She will assume the duties, effective November 14, 2023.

FINANCIAL IMPLICATIONS

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

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Mary Kate Martin.

11/15/2023

UPCOMING EVENTS

Rose Anne Huck Stanard Art Exhibit: 12-3 p.m. M-F November 13-December 15, TINN Gallery. Admission is free. A love of the peacefulness of nature comes through in the serene scenes of this artist's paintings. A reception with the artist is scheduled for 6:30 p.m. December 4 in the Gallery.

Survivor of Suicide Loss: 12–2:30 p.m. November 18, Lecture Hall. This event is hosted by the Mental Health Coalition and is a day of healing, support, and unity for those who have been affected by suicide loss. There will be guest speakers who will share their own stories, group discussions, memorial activities to honor loved ones, and resources/information on mental health and suicide prevention. Register at <https://poplar-bluff-missouri.isosld.afsp.org/>.

Music Department's Fall Concert: 7 p.m. November 21, TINN Theater. TRC collegiate and community musicians take the stage to bring you timeless musical classics. Free admission.

Thanksgiving Break: November 23-24 – College closed.

Patrons of the Arts performance, A Christmas Carol: 7 p.m. December 4, TINN Theater. Celebrate the true Spirit of Christmas with this original production featuring 26 beloved traditional carols woven throughout this classic tale. Sponsored by Kissinger & Kirkman. Tickets: \$15.

Employee Christmas Breakfast: 8 a.m. December 15, BAC.

RN and PN Nurse and Alpha Delta Nu Pinnings: 2 and 4 p.m. December 15, TINN Theater.

Winter Session classes begin: December 18.

Christmas Break: December 21-January 3 – College closed.

Spring Convocation: January 8.

Patrons of the Arts performance, Stayin Alive: 7 p.m. January 15, TINN Theater. The quintessential tribute band, Stayin' Alive promises to deliver a night of Bee Gees mega hits and beautiful ballads. Sponsored by Dille Pollard. Tickets: \$15.

Martin Luther King Day: January 15 – College closed.

First Day of Spring classes: January 16.

Raiders Basketball:

Nov. 23, 7 p.m.: vs. SAU Tech

Nov. 24, 7 p.m.: vs. SW Tennessee CC

Nov. 25, 7 p.m.: vs. NE Oklahoma A&M College
(2023 Bank of Grandin Thanksgiving Classic)

Dec. 2, 7 p.m.: vs. Olney Central College

Dec. 9, 7 p.m.: vs. Tennessee Prep

Jan. 10, 7 p.m.: vs. SEMO Prep

Lady Raiders Basketball:

Dec. 1, 7 p.m.: vs. NE Oklahoma AM College
(Three Rivers Classic)

Dec. 2, 3 p.m.: vs. SW Illinois College

Dec. 9, 5 p.m.: vs. Dyersburg State CC

Dec. 16, 2 p.m.: vs. Rend Lake College

Raiders Rodeo:

Nov. 16-18: at Murray State University

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



THREE RIVERS COLLEGE

DAR articles dated October 5 – November 7

- Oct. 5:** TRC Championship College Rodeo Set for Oct. 5-7
- Oct. 6:** TRC Championship Rodeo Continues
Raiders hit the road for first action (men's basketball)
- Oct. 7:** Nomination open for TRC awards
TRC Championship Rodeo Continues
- Oct. 14:** Raider men, women ready for big weekend (basketball)
- Oct. 18:** TRC finishes strong at weekend Jamborees
- Oct. 19:** Students kick off semester
- Oct. 20:** TRC deals with student aid filing delays, changes
- Oct. 25:** TRC Raiders baseball to Finish Fall Season
- Oct. 26:** TRC Raiders baseball to Finish Fall Season
- Oct. 31:** Happy Halloween: Three Rivers mentioned as hosting a Halloween Trunk or Treat event Saturday.
- Oct. 31:** TRC Music Department to host fall concert Nov. 22
- Nov. 1:** Three Rivers now offering Surgical Tech program
- Nov. 2:** Haunted Illusions: Frighten and Delight at Tinnin Center
Three Rivers women's hoops cruises by Dyersburg State
- Nov. 3:** Three Rivers Men to Open Season Tonight at Home against North Lake
- Nov. 7:** Raiders rout reigning national champs (men)
No. 12 Three Rivers falls to No. 9 Wabash Valley (women)

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 1 of 8
Primary Policy: IP 6310 Classroom Attendance	
Associated Policies: GAP 1101 Debts to College; IP 6510 Distance Learning	
Associated Regulations: IR 6310 Classroom Attendance; SR 2760 Financial Aid Satisfactory Progress; SR 2610 Student Code of Conduct; SR 2750 Return of Title IV Information; SR 2620 Disciplinary Proceedings; IR 6510 Online Learning	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 600.2, 688.24	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 11-15-2023

Three Rivers College students may drop any class or withdraw from the College by dropping all classes. Courses dropped/withdrawn during the 100% refund period will not be recorded on the student’s transcript. Courses dropped/withdrawn after the 100% refund date will be recorded on the student’s transcript with a “W” grade. Students should meet with their advisor when considering dropping a class or withdrawing from the College. Students should also consult their instructor before dropping or withdrawing from courses to determine if the “W” grade can be prevented through alternative actions.

In keeping with Federal Regulations governing Title IV Federal Financial Aid programs, the College adheres to strict guidelines for student classroom attendance and engagement. Any student who misses two (2) consecutive weeks of class during a regular 16-week semester, or the equivalent proportion of class time during a shorter session, and those absences do not meet the excused absence criteria as stated in College regulation IR 6310 Classroom Attendance, shall be administratively dropped from the class by the institution. The equivalent class time applied for any student who misses more than two (2) hours of class for each credit hour (i.e. six hours of class time for a three-credit-hour class) during the semester shall be dropped from that class if in the opinion of the instructor the student does not have opportunity to succeed in the class.

College policy and regulation IP and IR 6310 Classroom Attendance will be followed to record attendance as aligns with 34 CFR 600.2. When students quit attending but do not officially drop or are not administratively dropped from the class, they will receive a grade of “F”. Specific classroom attendance and engagement requirements shall be listed in the instructor’s course syllabus.

Dropping a Class

A student has the right to drop a course at any time prior to the 75% date of the course. During the 100% refund period, students who drop a course will be disenrolled from the course and no record of the course will be transcribed. Students who drop a course after the 100% refund

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 2 of 8
Primary Policy: IP 6310 Classroom Attendance	
Associated Policies: GAP 1101 Debts to College; IP 6510 Distance Learning	
Associated Regulations: IR 6310 Classroom Attendance; SR 2760 Financial Aid Satisfactory Progress; SR 2610 Student Code of Conduct; SR 2750 Return of Title IV Information; SR 2620 Disciplinary Proceedings; IR 6510 Online Learning	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 600.2, 688.24	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 11-15-2023

period will have a “W” for the course shown on the transcript. Students should consult the Academic Calendar for specific deadlines. After the “Last Day to Drop a Course” date listed in the Academic Calendar, a student cannot drop a single course, but may withdraw from all courses, unless granted permission for a late drop by the Chief Academic Officer. Students can drop a course through myTRCC or by contacting their advisor.

Withdrawal from Three Rivers College

Students may withdraw from all classes up to and including the last day of class. Students should consult the Academic Calendar for specific deadlines. Students can withdraw through myTRCC or by contacting their advisor.

Potential Impact on Financial Aid

The dropping of a course or the withdrawal from all courses may result in significant changes to a student’s federal financial aid award. Title IV Federal Financial Aid Regulations requires students to earn federal financial aid by attending classes through at least 60 percent of a course. If students quit attending or withdraw from all courses but have already received federal financial aid disbursement(s) for the semester, students could owe money back. For more information related to the financial aid impact of dropping a course or withdrawing from all classes, please refer to Satisfactory Academic Progress Standards in the College catalog and to SR 2750 Return of Title IV Information.

No-Show Process

Students shall be disenrolled from courses if they have not physically attended or academically engaged in an instructional activity related to the student’s course of study as provided under (34 CFR 600.2) and as further defined in IR 6310 Classroom Attendance by the no-show date in the Master Calendar. Students who are disenrolled during this process will have no record of the course on their transcript.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 3 of 8
Primary Policy: IP 6310 Classroom Attendance	
Associated Policies: GAP 1101 Debts to College; IP 6510 Distance Learning	
Associated Regulations: IR 6310 Classroom Attendance; SR 2760 Financial Aid Satisfactory Progress; SR 2610 Student Code of Conduct; SR 2750 Return of Title IV Information; SR 2620 Disciplinary Proceedings; IR 6510 Online Learning	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 600.2, 688.24	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 11-15-2023

Procedure:

- Report generated of students who have not attended by the no-show date.
- Reported students are disenrolled for the course.
- Student is removed from the Blackboard course shell.
- Student is notified of disenrollment via email from the Office of Registrar.
- Student may contact the instructor for reinstatement within 7 calendar days.
- Instructor must submit a reinstatement form within 48 hours, if approving the request.
- Instructor may request plan for academic progress if student is reinstated.
- Students may be limited to one reinstatement per course per semester.

Administrative Drop or Withdrawal for Non-attendance

Students may be administratively dropped from a course or withdrawn from all courses if they have not physically attended or actively participated for a period two (2) consecutive weeks and those absences do not meet the excused absence criteria defined in IR 6310 Classroom Attendance. A student can be administratively dropped if a student misses the equivalent of two weeks and does not have opportunity to succeed in the class, according to the instructor. Students will not be administratively dropped or withdrawn after the 75% date of the course.

Procedure:

- Report is generated of students who have not attended for 2 consecutive weeks.
- Students that have missed for 2 consecutive weeks are dropped or withdrawn.
- Student is removed from the Blackboard course shell.
- Student is notified of drop or withdrawal via email from the Office of the Registrar.
- Student may contact the instructor for reinstatement within 7 calendar days.
- Instructor must submit a reinstatement form within 48 hours, if approving the request.
- Instructor may request plan for academic progress if student is reinstated.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 4 of 8
Primary Policy: IP 6310 Classroom Attendance	
Associated Policies: GAP 1101 Debts to College; IP 6510 Distance Learning	
Associated Regulations: IR 6310 Classroom Attendance; SR 2760 Financial Aid Satisfactory Progress; SR 2610 Student Code of Conduct; SR 2750 Return of Title IV Information; SR 2620 Disciplinary Proceedings; IR 6510 Online Learning	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 600.2, 688.24	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 11-15-2023

- Students may be limited to one reinstatement for administrative attendance or no-show per course per semester.

Withdrawal for Registration in Violation of College Regulations

The following circumstances will result in a student being administratively withdrawn from all courses:

- 1) Academic Suspension- When a student fails to meet satisfactory academic progress at the end of their warning period, they will be placed on Academic Suspension. Procedure:
 - Report generated of students who fail to meet satisfactory progress.
 - Student is notified through email of suspension via email from the Office of Registrar.
 - Student may submit an academic suspension override request.
 - Students who do not submit the academic suspension override request or are denied are disenrolled from all courses in the subsequent term.
 - Student is notified of disenrollment via email from the Office of Registrar.
 - Student is not eligible to enroll in classes for one semester.
 - Student may appeal as outlined in SP and SR 2140 Student Appeals.
- 2) 2nd Failure of the course ACAD 101 – Academic Life Strategies, student is placed on Academic Suspension
Procedure:
 - Report generated of students who failed ACAD 101 for the second time.
 - List of students is sent to the Office of the Registrar to assign the suspension status.
 - Student is notified through email of suspension via email from the Office of Registrar.
 - Student may submit an academic suspension override request.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 5 of 8
Primary Policy: IP 6310 Classroom Attendance	
Associated Policies: GAP 1101 Debts to College; IP 6510 Distance Learning	
Associated Regulations: IR 6310 Classroom Attendance; SR 2760 Financial Aid Satisfactory Progress; SR 2610 Student Code of Conduct; SR 2750 Return of Title IV Information; SR 2620 Disciplinary Proceedings; IR 6510 Online Learning	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 600.2, 688.24	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 11-15-2023

- Students who do not submit the academic suspension override request or are denied are disenrolled from all courses in the subsequent term.
- Student is notified of disenrollment via email from the Office of Registrar.
- Student is not eligible to enroll in classes for one semester.
- Student may appeal as outlined in SP and SR 2140 Student Appeals.

- 3) Forgery, fraud, or falsification of information on any official College form or document, such as a grade report, recommendations, transcripts, application etc. Procedure:
- Office of Student Services is notified that information is incorrect.
 - The inaccurate information is investigated.
 - Student is called for consultation.
 - Information presented to Chief Academic Officer and Chief Student Services Officer and decision is made.
 - If information is determined falsified, student may be administratively withdrawn from classes and a hold placed on their account.
 - Student may appeal as outlined in SP and SR 2140 Student Appeals.

Withdrawal for Failure to Pay College Tuition and Fees

Students who fail to pay, make payment arrangements, or secure financial aid for tuition and fees may be administratively withdrawn from all courses. Procedure:

- Report generated to detail students with balances due.
- Students will be evaluated by Office of Student Accounts, Office of Financial Aid, and Office of Enrollment Services on a case-by-case basis to determine conditions of a likelihood of outstanding balance, i.e. Loan default, unusual enrollment history, lack of financial aid, previous balance, academic or financial suspension, etc.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 6 of 8
Primary Policy: IP 6310 Classroom Attendance	
Associated Policies: GAP 1101 Debts to College; IP 6510 Distance Learning	
Associated Regulations: IR 6310 Classroom Attendance; SR 2760 Financial Aid Satisfactory Progress; SR 2610 Student Code of Conduct; SR 2750 Return of Title IV Information; SR 2620 Disciplinary Proceedings; IR 6510 Online Learning	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 600.2, 688.24	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 11-15-2023

- Students are contacted by the Office of Student Accounts of pending removal unless payment arrangements are made.
- Final approval to withdraw students from courses provided by Chief Financial Officer and Chief Academic Officer.
- Students are withdrawn from all courses.
- Student is notified of withdrawal via email from the Office of Student Accounts.
- Student may appeal as outlined in SP and SR 2140 Student Appeals.

Withdrawal for Disciplinary suspension for remainder of academic term or longer

Students are expected to adhere to the Student Code of Conduct as outlined in College regulation SR 2610 Student Code of Conduct. Failure to comply with the Student Code of Conduct will result in disciplinary proceedings. Sanctions for violations of the Student Code of Conduct may include administrative withdrawal. Procedure:

- Student would have been processed through SR 2620 Disciplinary Proceedings process.
- Student will be dropped or withdrawn when the Office of the Registrar is notified of the result of the disciplinary proceedings, as appropriate.

Withdrawal for Special Circumstance

On a case-by-case basis, when the College receives documentation of a student's incarceration, death, extended hospital admittance, and/or mental health facility admittance the Chief Academic Officer and the Chief of Student Services Officer may request an administrative withdrawal on the student's behalf. Procedure:

- Chief Student Services Officer is notified by student, relative or friend of student about student's situation. In cases of the death of a student, SR 2420 Deceased Student shall be followed.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 7 of 8
Primary Policy: IP 6310 Classroom Attendance	
Associated Policies: GAP 1101 Debts to College; IP 6510 Distance Learning	
Associated Regulations: IR 6310 Classroom Attendance; SR 2760 Financial Aid Satisfactory Progress; SR 2610 Student Code of Conduct; SR 2750 Return of Title IV Information; SR 2620 Disciplinary Proceedings; IR 6510 Online Learning	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 600.2, 688.24	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 11-15-2023

- Information is investigated. Director of Public Safety may be contacted to assist with the investigation.
- Information from investigation will be presented to Chief Academic Officer and Chief Student Services Officer for decision and recommendation.
- If student is withdrawn from classes, a hold may be put on the student's account.
- Student may appeal as outlined in SP and SR 2140 Student Appeals.

Debts Owed to the College

Students are obligated to continue to pay the established tuition and fees and any debts owed to the College under circumstances where a student is withdrawn or chooses to withdraw from class(es) after the published 100% credit dates. Appropriate due dates for debts to the College will be set and adhered to for all individuals doing business with Three Rivers College. All debts not paid by the published due dates will be considered past due. Please refer to College policy GAP 1101 Debts to College.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 8 of 8
Primary Policy: IP 6310 Classroom Attendance	
Associated Policies: GAP 1101 Debts to College; IP 6510 Distance Learning	
Associated Regulations: IR 6310 Classroom Attendance; SR 2760 Financial Aid Satisfactory Progress; SR 2610 Student Code of Conduct; SR 2750 Return of Title IV Information; SR 2620 Disciplinary Proceedings; IR 6510 Online Learning	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 600.2, 688.24	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 11-15-2023

DOCUMENT HISTORY:

- 05-18-2016:** Initial approval of regulation SR 2310 Withdrawal Procedures.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 05-20-2020:** Revision of operational procedures that align with College operations.
- 11-15-2023:** Clarifications to align with Federal regulation 34 CFR 600.2.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6300 Classroom Management	
Title: IR 6310 Classroom Attendance	Page 1 of 5
Primary Policy: IP 6310 Classroom Attendance	
Associated Policies: IP 6510 Distance Learning; SP 2180 Military Service	
Associated Regulations: SR 2310 Drop/Withdrawal Procedures; SR 2760 Financial Aid Satisfactory Progress; SR 2750 Return of Title IV Information; SR2120 Title IX for Students; IR 6510 Online Learning; SR 2181 Military Duty; SR 2182 Military Education Benefits	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 668.24; 34 CFR 600.2; Title IX of the Education Amendments Act of 1972	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 11-15-2023

Three Rivers College is an attendance taking institution as defined by the Federal Department of Education for student aid. The College recognizes that class attendance is essential for student success, therefore students are expected to attend all class sessions and report punctually. The College faculty are responsible for taking and reporting attendance and therefore “must document that the activity is academic or academically related and verify the student’s attendance at the activity” (Federal Student Aid Handbook). All courses are monitored by the faculty for daily and weekly attendance and more specific attendance details regarding this requirement are listed in the course syllabi.

As an attendance taking institution, Three Rivers College must ensure that accurate attendance records are kept for purposes of identifying a student’s last date of academic attendance. As with other Title IV program records, documentation must be retained and available for examination in accordance with the regulatory provisions for recordkeeping (34 CFR 668.24).

In keeping with Federal Regulations governing Title IV Federal Financial Aid programs, the College adheres to strict guidelines for student classroom attendance. When students stop attending or participating in class, the No-Show Process and Administrative Drop or Withdrawal for Non-attendance outlined in college regulation SR 2310 Drop/Withdrawal Procedures shall be followed.

Individual faculty, departments, and programs may adopt stricter attendance policies than contained herein. If different attendance requirements exist, the faculty must list the specific attendance requirements in their course syllabi and/or program guides to meet the established needs or standards as required.

Student attendance is defined as physically attending or actively participating in the course at least weekly or as defined by the class meeting times. Active participation is defined in the

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6300 Classroom Management	
Title: IR 6310 Classroom Attendance	Page 2 of 5
Primary Policy: IP 6310 Classroom Attendance	
Associated Policies: IP 6510 Distance Learning; SP 2180 Military Service	
Associated Regulations: SR 2310 Drop/Withdrawal Procedures; SR 2760 Financial Aid Satisfactory Progress; SR 2750 Return of Title IV Information; SR2120 Title IX for Students; IR 6510 Online Learning; SR 2181 Military Duty; SR 2182 Military Education Benefits	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 668.24; 34 CFR 600.2; Title IX of the Education Amendments Act of 1972	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 11-15-2023

Federal Student Aid Handbook. The US Department of Education modified and expanded the definition “academic attendance” and “attendance at an academically-related activity” to include the criteria outlined in a new definition of academic engagement as provided under 34 CFR 600.2.

Academic engagement is the active participation by a student in an instructional activity related to the student’s course of study that is defined by the institution in accordance with any applicable requirements of its State or accrediting agency, and includes, but is not limited to the following academically related activities:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students.
- Submitting an academic assignment
- Taking an assessment or an exam
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction
- Participating in a study group, group project, or an online discussion that is assigned by the institution.
- Interacting with an instructor about academic matters

Academically related activities **do NOT** include activities where a student may be present but not academically engaged, such as:

- Living in institutional housing
- Participating in the school’s meal plan
- Logging into an online class or tutorial without any further participation
- Participating in academic counseling or advisement

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6300 Classroom Management	
Title: IR 6310 Classroom Attendance	Page 3 of 5
Primary Policy: IP 6310 Classroom Attendance	
Associated Policies: IP 6510 Distance Learning; SP 2180 Military Service	
Associated Regulations: SR 2310 Drop/Withdrawal Procedures; SR 2760 Financial Aid Satisfactory Progress; SR 2750 Return of Title IV Information; SR2120 Title IX for Students; IR 6510 Online Learning; SR 2181 Military Duty; SR 2182 Military Education Benefits	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 668.24; 34 CFR 600.2; Title IX of the Education Amendments Act of 1972	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 11-15-2023

“In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with an instructor about academic matters” (Federal Student Aid Handbook).

Entering Attendance in Self-Service:

For face to face, ITV, and synchronous courses, daily attendance shall be recorded for each class meeting for the entire semester.

Online courses shall take weekly attendance for the entire semester.

Clinical courses, independent studies, internships, and other courses that do not have a set meeting day each week, shall take weekly attendance for the entire semester.

Attendance shall be recorded in the myTRCC Self-Service. One (1) of four (4) options will be selected for each student on the roster: Present; Absent, No Excuse; Absent, Excused; and Class Canceled.

1. Present: Student meets the description of physical attendance or active participation as described in the regulation.
2. Absent, No Excuse: When student has not been physically present or has not actively participated.
3. Absent, Excused: When a student has been absent for the bulleted reasons below. The student can make up the work missed and is in no way academically punished for the

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6300 Classroom Management	
Title: IR 6310 Classroom Attendance	Page 4 of 5
Primary Policy: IP 6310 Classroom Attendance	
Associated Policies: IP 6510 Distance Learning; SP 2180 Military Service	
Associated Regulations: SR 2310 Drop/Withdrawal Procedures; SR 2760 Financial Aid Satisfactory Progress; SR 2750 Return of Title IV Information; SR2120 Title IX for Students; IR 6510 Online Learning; SR 2181 Military Duty; SR 2182 Military Education Benefits	
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Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 11-15-2023

absence. Instructors are required to allow the student to make up the work missed and may not deduct points for missing the class or remove any opportunity to gain points given to other students present. Informing an instructor of non-participation does not constitute an excused absence.

- College sponsored activity confirmed with notification from a college official
 - Absences confirmed by the Office of Student Services
 - i. Temporary military duty that does not necessitate dropping the course or a withdrawal from the College
 - ii. Medically documented issues pertaining to pregnancy
 - iii. Documented disability that impacts a student's attendance
 - iv. Injuries during a College sponsored activity
 - v. Religious holiday
 - vi. Jury duty
4. Class Canceled: If a class is canceled, an attendance status of 'canceled' shall be entered for each student on the roster.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6300 Classroom Management	
Title: IR 6310 Classroom Attendance	Page 5 of 5
Primary Policy: IP 6310 Classroom Attendance	
Associated Policies: IP 6510 Distance Learning; SP 2180 Military Service	
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Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 11-15-2023

DOCUMENT HISTORY:

- 05-18-2016:** Initial approval of regulation IR 6310 Classroom Attendance.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 04-19-2017:** Excused Absence due to temporary military duty and pregnancy.
- 09-29-2017:** Removed communicated absence and redundancy.
- 11-20-2019:** Added the Associated Regulation SR 2720 Return to Title IV; updated the reference to 2019-20 Federal Student Aid Handbook and revised the attendance terms to align with College operations.
- 11-15-2023** Clarifications to align with Federal regulation 34 CFR 600.2.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6500 Distance Learning	
Title: IR 6520 Online Learning	Page 1 of 6
Primary Policy: IP 6510 Distance Learning	
Associated Policies: IP 6310 Classroom Attendance; IP 6110 Definition of a Credit Hour; IP 6210 Curriculum Development; IP 6710 Faculty Rights and Responsibilities; GAP 1140 Institutional Effectiveness	
Associated Regulation: IR 6310 Classroom Attendance	
References: Standard Carnegie Unit for Time on Task; Higher Learning Commission (HLC) Guidelines for the Evaluation of Distance Education (Online Learning); Quality Matters Standards (QM); Department of Education 34 CFR 600.2	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision: 11-15-2023

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.

Online Course Development Process

Courses taught in the online environment are delivered through the Learning Management System (LMS). Before an online or hybrid course is offered, faculty should consult with the chairperson of their academic unit 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 faculty member will consult with the Office of Distance Learning for guidance on course design. Upon completion of the course design, the faculty member will notify the chairperson of their academic unit to schedule a course review.

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. The instructional content is also reviewed by a peer faculty member in the discipline. Courses are not scheduled until all identified corrections are made and the course is approved by the chairperson of the academic unit.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6500 Distance Learning	
Title: IR 6520 Online Learning	Page 2 of 6
Primary Policy: IP 6510 Distance Learning	
Associated Policies: IP 6310 Classroom Attendance; IP 6110 Definition of a Credit Hour; IP 6210 Curriculum Development; IP 6710 Faculty Rights and Responsibilities; GAP 1140 Institutional Effectiveness	
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Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision: 11-15-2023

Calculation of Credit Hour

In compliance with the Federal definition of credit hour per 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

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

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6500 Distance Learning	
Title: IR 6520 Online Learning	Page 3 of 6
Primary Policy: IP 6510 Distance Learning	
Associated Policies: IP 6310 Classroom Attendance; IP 6110 Definition of a Credit Hour; IP 6210 Curriculum Development; IP 6710 Faculty Rights and Responsibilities; GAP 1140 Institutional Effectiveness	
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Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision: 11-15-2023

- 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 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.

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.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6500 Distance Learning	
Title: IR 6520 Online Learning	Page 4 of 6
Primary Policy: IP 6510 Distance Learning	
Associated Policies: IP 6310 Classroom Attendance; IP 6110 Definition of a Credit Hour; IP 6210 Curriculum Development; IP 6710 Faculty Rights and Responsibilities; GAP 1140 Institutional Effectiveness	
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Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision: 11-15-2023

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	75	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	75	150	240/16-weeks

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6500 Distance Learning	
Title: IR 6520 Online Learning	Page 5 of 6
Primary Policy: IP 6510 Distance Learning	
Associated Policies: IP 6310 Classroom Attendance; IP 6110 Definition of a Credit Hour; IP 6210 Curriculum Development; IP 6710 Faculty Rights and Responsibilities; GAP 1140 Institutional Effectiveness	
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Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision: 11-15-2023

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

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6500 Distance Learning	
Title: IR 6520 Online Learning	Page 6 of 6
Primary Policy: IP 6510 Distance Learning	
Associated Policies: IP 6310 Classroom Attendance; IP 6110 Definition of a Credit Hour; IP 6210 Curriculum Development; IP 6710 Faculty Rights and Responsibilities; GAP 1140 Institutional Effectiveness	
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References: Standard Carnegie Unit for Time on Task; Higher Learning Commission (HLC) Guidelines for the Evaluation of Distance Education (Online Learning); Quality Matters Standards (QM); Department of Education 34 CFR 600.2	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 06-21-2017	Last Revision: 11-15-2023

DOCUMENT HISTORY:

06-21-2017: Initial approval of regulation IR 6520 Online Learning.

11-15-2023: Clarifications to align with Federal regulation 34 CFR 600.2 and minor edits to align with college operations.