



EAST CENTRAL COLLEGE

REQUEST

FOR

PROPOSALS

December 20, 2017

Compensation Study

Project 2017-2018

Due 10:00 AM CST/CDT Friday, January 12, 2018

Company Name:

Contact Information:

Printed Name & Title

Address, City, State

Phone Number

**EAST CENTRAL COLLEGE
REQUEST FOR PROPOSALS**

*Please mark the outside of your return envelope:

TO: EAST CENTRAL COLLEGE
1964 Prairie Dell Road, Union MO 63084
Email: bids@eastcentral.edu
PH: (636) 583-6703 FAX: (636) 584-8602

BID: Compensation Study
DUE: 10:00 AM, January 12, 2018

Questions concerning this Request for Proposals must be received by fax or email no later than 10:00 AM January 5, 2018.

Proposals must be received January 12, 2018, No later than 10:00 AM CST/CDT.

DIRECT CONTACT WITH EAST CENTRAL COLLEGE BOARD OF TRUSTEES IS PROHIBITED.

INSTRUCTIONS AND CONDITIONS: Please quote the lowest net price at which you agree to furnish the service listed. Please send 3 copies of this bid response sheet and descriptive folders giving trade names, specifications, and related information on items bid. Samples may be sent to further describe the merchandise in question.

VERIFY YOUR PROPOSAL BEFORE SUBMISSION AS THEY CANNOT BE WITHDRAWN OR CORRECTED AFTER BEING OPENED. The College is exempt from the Missouri State Tax. The College is a state funded institution and requires all bids to be submitted as prevailing wage. Franklin County is listed under section 36 in the Missouri Statute. East Central College is not responsible for Request for Proposals lost in transit or received after time of quotation closing. It is the vendor's responsibility to confirm receipt of their proposal by the Purchasing Department.

WE WILL ACCEPT ONLY SEALED WRITTEN BIDS; VERBAL QUOTES OR BIDS SUBMITTED VIA FAX, E-MAIL, OR ANY OTHER MEANS WILL NOT BE ACCEPTED.

ALL PRODUCT DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING ASSOCIATED WITH THIS SERVICE MUST BE DETAILED IN THE BID. EAST CENTRAL COLLEGE RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, WAVE MINOR IRREGULARITIES, CONSIDER MINOR VARIATIONS TO SPECIFICATIONS THAT ARE CLEARLY DETAILED, AND ACCEPT THE LOWEST BID WHICH APPEARS TO BE IN THE BEST INTEREST OF THE COLLEGE.

***Return this form to East Central College Purchasing Department with Unit Price and Extension Total indicated.**

East Central College reserves the right to purchase by individual item. All prices quoted shall be F.O.B. East Central College, Union, Missouri or to any East Central College off-campus location when indicated. All prices quoted shall be valid for a minimum of 90 days from closing date of request for proposal.

We agree to furnish the above material and service for delivery as specified, at prices shown opposite each item. This form must be completely filled out and signed, or it will not be accepted.

IT IS REQUIRED THAT THE VENDOR READ AND FOLLOW ALL INSTRUCTIONS ON THIS FORM. FAILURE TO DO SO IS SUFFICIENT CAUSE FOR REJECTION.

THIS IS NOT AN ORDER

Date: _____

Name of Firm

Signature & Title

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PROJECT TIMELINE

| | |
|--|--|
| December 20, 2017 | Request for Proposals released to public |
| December 20 & & 23 - 24 & 27, 2017 | Invitation to Issue Request for Proposals advertise |
| January 5, 2018 | Questions and inquiries concerning this Request for Proposals must be submitted not later than 10:00 AM: Fax: 636-584-8602 Email: melissa.popp@eastcentral.edu |
| January 12, 2018 | Bids due by 10:00 AM, CST/CDT to: Melissa Popp, Purchasing Manager 1964 Prairie Dell Road Union, MO 63084 Attn: Compensation Study 2017-18 <i>Mail an original and one (1) digital copy of the bid.</i> |
| January 12, 2018 | RFP's publicly opened and read aloud, 10:05 AM, Buescher Hall, 2 nd Floor, Room 262 |
| January 16, 2018 – January 29, 2018 | Committee Evaluation of Proposals |
| February 4, 2018 | Recommendation of Company submitted to the College Board of Trustees for Approval and Award |
| February, 2018 – March 30, 2018 | Study conducted, findings presented to College |

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It is the responsibility of each vendor to inquire about and clarify any requirement of this solicitation that is not understood. The College will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. All inquiries and questions deemed to be substantive in nature must be in writing and submitted as stated in timeline. *Please provide business name, contact, telephone number, email address and fax number on inquires.* A copy of all queries and the respective responses will be provided in the form of an addendum to all vendors who have indicated an interest in responding to this solicitation. Your signature on the proposal cover sheet certifies that you fully understand all facets of this solicitation. Questions may be sent by FAX to **636-584-8602** or email to melissa.popp@eastcentral.edu.

ALL SERVICE DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING
ASSOCIATED WITH THIS PROPOSAL MUST BE DETAILED IN THE BID.

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OBJECTIVE

East Central College, Union, MO is soliciting proposals from interested parties to conduct a compensation analysis that will provide data that will enable the College to retain and attract quality faculty and staff. The study is intended to compare compensation at the College to peer institutions and/or employers in the St. Louis region and across the State of Missouri.

I. BACKGROUND

East Central College was established in 1968. ECC is a comprehensive community college, intended to serve a wide range of needs for residents of the college district and surrounding region. In addition to the main campus in Union, East Central operates off-campus satellite facilities in Rolla, Mo. The College serves approximately 2,800 students each year. www.eastcentral.edu

The College's current compensation system for full-time and part-time staff has nine (9) levels of professional staff (exempt), seven (7) levels of support staff (non-exempt), one (1) level of administrators and the College President. The faculty compensation schedule is based on academic and career and technical education programs and is based on degree and years of experience. The college has a rank and promotion system for full-time faculty. The full-time faculty are represented by a collective bargaining agreement. Adjunct faculty salary is based on a credit hour rate. The College's full-time staff include a College President, four (4) Vice Presidents, 59 professional staff, 62 support staff and 66 faculty. The College's part-time staff includes 36 support staff and 163 adjunct instructors. The College's staffing plan, faculty salary schedule, adjunct salary schedule, and Support staff and professional staff salary schedule are included in the Appendix.

II. OVERALL GOALS

1. The College seeks a market analysis/study to compare its current compensation structure to peer institutions and employers.
2. The analysis will serve as a basis for the College to develop a plan to ensure its compensation is competitive in the region and with peer employers.

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III. SCOPE OF SERVICES

The exact scope of services will be determined following selection of consultant. The following is a preliminary scope of services that we anticipate will be conducted by the selected consultant:

1. Provide a market comparison of total compensation, including fringe benefits, of community colleges in the St. Louis metropolitan area and within the State of Missouri.
2. Provide a market comparison of total compensation, including fringe benefits, of comparable employers (e.g., school districts, four-year colleges and universities) in the region.
3. The analysis should include comparisons of positions that consider comparable titles and/or roles, years of service, degrees and credentials, and other factors identified by the College that have an impact on the institution's ability to attract and retain qualified faculty and staff.

IV. EXPECTED OUTCOMES

1. A detailed market analysis that compares compensation and benefits of East Central College faculty and staff to peer employers within the St. Louis region and within the State of Missouri.

V. PROPOSAL REQUIREMENTS

To be considered for the work, interested firms should submit the following:

1. A description of the firm's qualifications and key personnel assigned to this project. Equipment, material and staff shall be provided by the firm.
2. A description of previous compensation projects your firm has conducted for organizations of similar size and complexity, and a synopsis of the organizations' success in implementing your recommended plan.
3. A minimum of three references must be submitted. References should be clients which have had similar studies conducted by the firm. Higher education clients are strongly recommended. Reference information should include contact name, address, telephone number, e-mail address, and a description of the project or study conducted, also include date completed.
4. The firm should include possible options to minimize costs, including tasks that may alternatively be performed by the College or resources that the College might provide that might otherwise be provided by the firm.
5. A project schedule should be supplied identifying beginning and ending dates for each aspect of work.

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VI. COST

1. Proposal should include a 'not to exceed' amount for the total study plus hourly rates for any additional services such as the ongoing support for implementing changes.
2. A cost breakdown for each aspect identified in the scope of services and a periodic payment schedule should be included. Any applicable discounts should also be included.
3. Proposal should include hourly rate(s) being charged by Consultant for each component and the estimated number of hours required for the completion of each component.
4. Any expenses incurred by the firms in appearing for an interview or providing additional information as part of the response to this Request for Proposals are solely the responsibility of the firm. The College is not liable for any costs incurred by firms in the preparation of proposals or any work performed by the firm prior to the approval of an executed contract by the College.

VII. PROPOSAL EVALUATION

Evaluation of the proposals will include an assessment of the qualifications and experience of consultant, ability to provide the requested analysis, and the plan approach and price.

1. Qualifications and Experience of Consultant
 - a. Evaluation of this information will include an overall assessment of the Consultant's ability to meet all the requirements of the RFP
 - b. Particular consideration will be given to the experience of the Consultant with college studies.
 - c. Feedback received from References based on project satisfaction.
2. Ability to Provide Useful and Effective Analysis
 - a. The analysis provided should be sufficiently detailed to enable the College to develop strategies for reaching and maintaining compensation competitiveness.
 - b. The proposal should demonstrate the firm's ability to meet the timetable for completion established by the College.

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PROPOSAL EVALUATION (cont.)

3. Price (Cost Proposal)
 - a. The majority of the analysis for this criterion will be based on the 'not to exceed' amount given in the proposal as opposed to the hourly rate provided for additional services.

Selected finalists may be asked to make formal presentations of their proposals, provide supplemental information, provide a better understanding of the services outlined in proposal, present and introduce the individuals assigned to provide the market analysis and demonstrate their knowledge and experience in conducting comparable studies.

Proposals will be reviewed by College personnel, with final approval resting with the Board of Trustees.

VI. INSTRUCTIONS FOR SUBMITTING A PROPOSAL

1. To be considered, one (1) original and one (1) digital copy of the proposal must be submitted by 10:00 AM, Friday, January 12, 2018 CST/CDT.
2. Inquiries requesting clarification or questions regarding the Request for Proposal must be submitted by 10:00 am, CST/CDT on January 5, 2018. All questions and/or addendums will be posted on the college website (<http://www.eastcentral.edu/purchasing/invitations-to-bid/>). It is the sole responsibility of the bidder to periodically check the website for updates.
3. Firms shall designate and provide contact information for an individual to contact should any questions arise concerning a proposal. The firms shall also state the name and title of individuals who will make final decisions regarding contractual commitments and have legal authority to execute the contract on the vendor's behalf.
4. East Central College hereby notifies all possible respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status or on any other basis prohibited by law.

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INSTRUCTIONS FOR SUBMITTING A PROPOSAL (cont.)

5. East Central College also notifies all firms that the College has the right to modify the proposal and final selection of work product requirements as needed.
6. Although it is the College's intent to choose only the most qualified consulting team to interview with and be selected by the College, the College reserves the right to choose any number of qualified finalists for interview and/or final selection.
7. All data included in this RFP, as well as any attachments, are proprietary to East Central College. It is for your exclusive use in preparing a proposal and must not be shared with any other firm or used for any other purpose.

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APPENDIX A

Staffing Plan

STAFFING PLAN FY18
COLLEGE PRESIDENT DIVISION

Updated 12/1/2017

| Title | Pos Level | FT/ PT | Months Hours | Location | Fund Account | Fund % | Last Name | First |
|--|-----------|--------|--------------|-----------------------|------------------|--------|-------------|-----------|
| PRESIDENT'S OFFICE | | | | | | | | |
| President | ADM | FT | | MC | 10-61036-5110-00 | 100% | Bauer | Jon |
| Executive Assistant | 204 | FT | | MC | 10-61036-5120-00 | 100% | Gardner | Bonnie |
| Vice President, External Relations | | | | reflected in division | | 100% | Doepker | Joel |
| Vice President, Finance & Administration (Chief Financial Officer) | | | | reflected in division | | 100% | Pena | Phil |
| Vice President, Academic Affairs (Chief Academic Officer) | | | | reflected in division | | 100% | Robinson | Tia |
| Vice President, Student Development | | | | reflected in division | | 100% | Allen | Shelli |
| FOUNDATION/INSTITUTIONAL DEVELOPMENT | | | | | | | | |
| Director, Inst. Dev./Executive Dir. Foundation | 207 | FT | | MC | 10-65040-5120-00 | 100% | Vacant | |
| Administrative Assistant - Foundation | 104 | FT | | MC | 10-65040-5160-00 | 100% | Siebert, A. | Angie |
| HUMAN RESOURCES | | | | | | | | |
| Director, Human Resources | 206 | FT | | MC | 10-63044-5120-00 | 100% | Hartmann | Wendy |
| Human Resources Specialist | 203 | FT | | MC | 10-63044-5120-00 | 100% | Landwehr | Wendy |
| Administrative Assistant - Human Resources | 104 | FT | | MC | 10-63044-5160-00 | 100% | Aguilar | Kim |
| INSTITUTIONAL RESEARCH/ASSESSMENT AND PLANNING | | | | | | | | |
| Director, Institutional Research/Assessment/Planning | 206 | FT | | MC | 10-61030-5120-00 | 100% | Lohden | Bethany |
| Research Analyst | 204 | FT | | MC | 10-61030-5120-00 | 100% | Riegel | Dana |
| ECC-ROLLA | | | | | | | | |
| Director | 208 | FT | | ROLLA | 10-46128-5120-10 | 100% | Ayres | Christina |
| Assistant Director | 204 | FT | | ROLLA | 10-46128-5120-10 | 100% | Crosby | Jenni |
| Enrollment Services Coordinator | 202 | FT | | ROLLA | 10-46128-5120-10 | 100% | Karr | Racheal |
| Student Success Coordinator | 204 | FT | | ROLLA | 10-46128-5120-10 | 100% | Robart | Jessica |
| Administrative Assistant | 104 | FT | | ROLLA | 10-46128-5160-10 | 100% | Cubas | Cynthia |
| Learning Center Specialist - English | 105 | PT | 960 | ROLLA | 10-46128-5160-10 | 100% | Vacant | |
| Learning Center Specialist - Math | 105 | PT | 960 | ROLLA | 10-46128-5160-10 | 100% | Moreland | Kirby |
| Learning Center Specialist - Chemistry/Physical Science | 105 | PT | 960 | ROLLA | 10-46128-5160-10 | 100% | Kaiser | Andrew |
| Student Services Specialist | 104 | FT | | ROLLA | 10-46128-5160-10 | 100% | Halfaker | Cole |
| Student Services Specialist | 104 | PT | 800 | ROLLA | 10-46128-5160-10 | 100% | Vacant | |
| Technical Support Technician | 103 | FT | | ROLLA | 25-46041-5160-10 | 100% | Taber | Brad |
| Testing Services Specialist | 104 | FT | | ROLLA | 10-46128-5160-10 | 100% | Schaefer | Max |

East Central College is an equal opportunity employer and provider of employment training and services. Auxillary aids and services are available upon requests to individuals with disabilities. East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. 8/28/17

Yellow Highlight - Vacant Position

Effective 7/1/17
 Updated 12/1/17

STAFFING PLAN FY18
EXTERNAL RELATIONS DIVISION

Updated 12/1/2017

| Title | Level | FT/PT | Month Hours | Location | Fund Account | Fund % | Last Name | First |
|--|-------|-------|-------------|-----------------|------------------|--------|-----------|-----------|
| EXTERNAL RELATIONS | | | | | | | | |
| Vice President | 301 | FT | | MC | 10-46131-5120-00 | 100% | Doepker | Joel |
| Executive Administrative Assistant | 105 | FT | | MC | 10-46131-5160-00 | 100% | Domino | Hannah |
| Grants Specialist | 202 | FT | | MC | 50-12275-5120-00 | 50% | Stowe | Tamara |
| Grants Specialist | | | | | 50-12276-5120-00 | 36% | Stowe | Tamara |
| Grants Specialist | | | | | 50-18120-5120-00 | 14% | Stowe | Tamara |
| Computer Programmer/Content Specialist | 205 | FT | | MC | 10-65042-5120-00 | 100% | Kurniawan | Yohanes |
| Program Coordinator - MOStem - CIS (Grant Position) | 203 | FT | | MC | 50-12275-5120-00 | 50% | Willmore | Melissa |
| Program Coordinator - MOStem - CIS (Grant Position) | | | | | 50-12276-5120-00 | 50% | Willmore | Melissa |
| PUBLIC RELATIONS | | | | | | | | |
| Director, Public Relations | 205 | FT | | MC | 10-65042-5120-00 | 100% | Scherder | Jay |
| Multimedia Specialist | 104 | FT | | MC | 10-65042-5160-00 | 100% | Studdard | Amanda |
| AEL | | | | | | | | |
| Director, Adult Education and Literacy Programs | 206 | FT | | MC | 50-14006-5120-00 | 15% | Whalen | Alice |
| Director, Adult Education and Literacy Programs | | | | | 50-14009-5120-00 | 85% | Whalen | Alice |
| Administrative Assistant, Adult Education & Literacy Programs | 104 | FT | | MC | 50-14006-5160-00 | 60% | Eckelkamp | Brenda |
| Administrative Assistant, Adult Education & Literacy Programs | | | | | 50-14009-5160-00 | 20% | Eckelkamp | Brenda |
| Administrative Assistant, Adult Education & Literacy Programs | | | | | 50-14002-5160-00 | 20% | Eckelkamp | Brenda |
| Adult Education and Literacy - Instruction Coordinator | 201 | FT | | MC | 50-14006-5120-00 | 72% | Eagan | Mary |
| Adult Education and Literacy Instructor - Instruction Coordinator | | | | | 40-14006-5120-00 | 16% | Eagan | Mary |
| Adult Education and Literacy Instructor - Instruction Coordinator | | | | | 50-14017-5120-00 | 12% | Eagan | Mary |
| Adult Education and Literacy Volunteer Coordinator | 201 | FT | | MC | 50-14006-5120-00 | 100% | Kaiser | Pam |
| Adult Education and Literacy Instructor | 105 | PT | | Cuba | 50-14006-5140-00 | 100% | Moore | Linda |
| Adult Education and Literacy Instructor | 105 | PT | | Ger/Sull | 50-14006-5140-00 | 100% | Boettcher | Don |
| Adult Education and Literacy Instructor | 105 | PT | | Gerald | 50-14006-5140-00 | 100% | Harles | Kathy |
| Adult Education and Literacy Instructor | 105 | PT | | Pacific | 50-14006-5140-00 | 100% | Williams | Lynette |
| Adult Education and Literacy Instructor | 105 | PT | | Owensville | 50-14006-5140-00 | 100% | McMinn | Katrina |
| Adult Education and Literacy Instructor | 105 | PT | | Union | 50-14006-5140-00 | 100% | Weland | Mary |
| Adult Education and Literacy/English Language Acquisition Instructor | 105 | PT | | Rolla | 50-14006-5140-00 | 100% | Applegate | John |
| Adult Education and Literacy/English Language Acquisition Instructor | 105 | PT | | Rolla | 50-14006-5140-00 | 100% | Whyte | Kathyrn |
| Adult Education and Literacy Instructor | 105 | PT | | Rolla | 50-14006-5140-00 | 100% | Warner | Amber |
| Adult Education and Literacy Instructor | 105 | PT | | Rolla/St. James | 50-14006-5140-00 | 100% | Amsinger | Kathy |
| Adult Education and Literacy Instructor | 105 | PT | | Hermann | 50-14006-5140-00 | 100% | Behrens | Bruce |
| Adult Education and Literacy Instructor | 105 | PT | | St. Clair | 50-14006-5140-00 | 100% | Davault | Kevin |
| Adult Education and Literacy/English Language Acquisition Instructor | 105 | PT | | Washington | 50-14006-5140-00 | 100% | Harrell | Barb |
| Adult Education and Literacy Instructor | 105 | PT | | Washington | 50-14006-5140-00 | 100% | Williams | Elizabeth |
| Adult Education and Literacy Instructor | 105 | PT | | Washington | 50-14006-5140-00 | 100% | Campbell | Chris |
| Adult Education and Literacy/English Language Acquisition Instructor | 105 | PT | | Rolla | 50-14001-5140-00 | 100% | Craft | Jean |
| Adult Education and Literacy/English Language Acquisition Instructor | 105 | PT | | Rolla | 50-14001-5140-00 | 100% | Chan | Jason |
| Adult Education and Literacy/English Language Acquisition Instructor | 105 | PT | | Union | 50-14001-5140-00 | 100% | Johnson | Laura |
| Adult Education and Literacy Instructor | 105 | PT | | Union | 50-14001-5140-00 | 100% | Jessup | Rebecca |
| Adult Education and Literacy Instructor | 105 | PT | | Union | 50-14001-5140-00 | 100% | Boyer | Peggy |
| CENTER FOR WORKFORCE DEVELOPMENT | | | | | | | | |
| Executive Director, Center for Workforce Development | 208 | FT | | MC | 40-13005-5120-00 | 100% | Vacant | |
| Coordinator, Business Development & Training | 205 | FT | | MC | 40-13005-5120-00 | 90% | Vacant | |
| Coordinator, Business Development & Training | | | | | 50-12275-5120-00 | 10% | | |
| Program Assistant - Administrative | 105 | FT | | MC | 40-13005-5160-00 | 100% | Richards | Melissa |
| Program Assistant - Administrative | 105 | FT | | MC | 40-13005-5160-00 | 100% | Sethaler | Diann |
| Workforce Assistant | 103 | PT | | MC | | 100% | Lynn | Nancy |
| Health Careers Workforce Coordinator | 202 | FT | | MC | 40-13005-5120-00 | 100% | Warmack | Terri |

**STAFFING PLAN FY18
FINANCE & ADMINISTRATIVE SERVICES**

Updated 12/1/2017

| Title | Level | FT/ PT | Pos Hrs | Location | Fund Account | Fund % | Last Name | First |
|--|-------|-----------|------------|----------|------------------|--------|------------|----------|
| FINANCE & ADMINISTRATIVE SERVICES | | | | | | | | |
| Vice President, Finance & Administration | 301 | FT | | MC | 10-62030-5120-00 | 100% | Pena | Phil |
| Executive Administrative Assistant | 105 | FT | | MC | 10-62030-5160-00 | 100% | Deuser | Michelle |
| PURCHASING | | | | | | | | |
| Purchasing Manager | 201 | FT | | MC | 10-63053-5120-00 | 100% | Popp | Melissa |
| FOOD SERVICES | | | | | | | | |
| Food Services Manager | 202 | FT | | MC | 40-63055-5120-00 | 100% | Simily | Debra |
| Food Services Associate | 101 | PT | 980 | MC | 40-63055-5160-00 | 100% | Kinney | Lori |
| Food Services Associate | 101 | PT | 800 | MC | 40-63055-5160-00 | 100% | Gerling | Matthew |
| Food Services Associate | 101 | PT | 800 | MC | 40-63055-5160-00 | 100% | Gillette | Rachel |
| INFORMATION TECHNOLOGY | | | | | | | | |
| Director, Information Technology | 209 | FT | | MC | 10-64041-5120-00 | 100% | Houston | Doug |
| Enterprise System Administrator | 206 | FT | | MC | 10-64041-5120-00 | 100% | Lause | Anne |
| Network & Systems Manager | 206 | FT | | MC | 10-64041-5120-00 | 100% | Curnutte | Ehren |
| Technical Support Coordinator | 204 | FT | | MC | 10-12080-5120-00 | 100% | deAguiro | Miguel |
| Network & Systems Technician | 106 | FT | | MC | 10-64041-5160-00 | 100% | Cooper | Matt |
| Network & Systems Technician | 106 | FT | | MC | 10-64041-5160-00 | 100% | Chitwood | Joseph |
| Technical Support Technician | 103 | FT | | MC | 10-64041-5160-00 | 100% | Warmack | Charles |
| Technical Support Technician | 103 | FT | | MC | 10-64041-5160-00 | 100% | Gibbs | Dee |
| Technical Support Technician | 103 | FT | | MC | 10-12080-5160-00 | 100% | Steffens | David |
| Technical Support Technician | 103 | FT | | MC | 10-12080-5160-00 | 100% | Burkett | Dan |
| FINANCIAL SERVICES | | | | | | | | |
| Director, Financial Services/Comptroller | 207 | FT | | MC | 10-62039-5120-00 | 100% | Moore | Annette |
| Associate Director, Financial Services | 204 | FT | | MC | 10-62039-5120-00 | 100% | Hoffman | Lark |
| Accounting Clerk | 102 | FT | | MC | 10-62039-5160-00 | 100% | Vacant | |
| Accounts Payable Specialist | 104 | FT | | MC | 10-62039-5160-00 | 100% | Jost | Sharon |
| Cashier/Accounts Receivable | 103 | FT | | MC | 10-62039-5160-00 | 100% | Hemker | Laura |
| Cashier/Accounts Receivable | 103 | FT | | MC | 10-62039-5160-00 | 100% | Michel | Debra |
| Payroll Specialist | 105 | FT | | MC | 10-62039-5160-00 | 100% | Baillie | Carol |
| BOOKSTORE/MAIL AND IMAGING SERVICES | | | | | | | | |
| Manager, Bookstore/Mail and Imaging Services | 204 | FT | | MC | 40-63052-5120-00 | 100% | Agee | Doug |
| Bookstore Accounts Technician | 104 | FT | | MC | 40-63052-5160-00 | 100% | Knight | Karen |
| Bookstore Textbook Associate | 104 | FT | | MC | 40-63052-5160-00 | 100% | Gray | Tim |
| Bookstore Sales Associate | 101 | PT | 980 | MC | 40-63052-5160-00 | 100% | Crumpecker | Patricia |
| Bookstore Sales Associate | 101 | PT | 980 | MC | 40-63052-5160-00 | 100% | Frank | Paula |
| Mail Clerk/Duplicator | 101 | FT | | MC | 10-43068-5160-00 | 100% | Burgess | Brook |
| FACILITIES & GROUNDS | | | | | | | | |
| Director, Facilities & Grounds | 206 | FT | | MC | 10-71038-5120-00 | 100% | Pratt | Tot |
| Custodial and Grounds Supervisor | 204 | FT | | MC | 10-71056-5120-00 | 100% | Schickler | Tom |
| Administrative Assistant | 104 | FT | | MC | 10-71038-5160-00 | 100% | Apperson | Julie |
| Custodian - Lead | 104 | FT | | MC | 10-71056-5160-00 | 100% | Schatz | Robert |
| Custodian | 101 | FT | | MC | 10-71056-5160-00 | 100% | Vacant | |
| Custodian | 101 | FT | | MC | 10-71056-5160-00 | 100% | Flynn | Shelia |
| Custodian | 101 | FT | | MC | 10-71056-5160-00 | 100% | Manhart | Jason |
| Custodian | 101 | FT | | MC | 10-71056-5160-00 | 100% | Gadcke | Ben |
| Custodian | 101 | FT | | MC | 10-71056-5160-00 | 100% | Kennedy | Donna |
| Custodian | 101 | FT | | MC | 10-71056-5160-00 | 100% | Ladyman | Tiffany |
| Custodian | 101 | FT | | MC | 10-71056-5160-00 | 100% | Schatzler | Keith |
| Custodian | 101 | FT | | MC | 10-71056-5160-00 | 100% | Ghirardi | John |
| Custodian | 101 | FT | | MC | 10-71056-5160-00 | 100% | Tinsley | Cindy |
| Custodian | 101 | FT | | MC | 10-71056-5160-00 | 100% | Stverak | John |
| Custodian | 101 | FT | | MC | 10-71056-5160-00 | 100% | Vacant | |
| Custodian (BIC) | 101 | PT | 980 | MC | 10-71056-5160-00 | 100% | Vacant | |
| Custodian | 101 | PT | 980 | MC | 10-71056-5160-00 | 100% | Poinsett | Bob |
| Groundsperson | 101 | FT | | MC | 10-71055-5160-00 | 100% | Piontek | Robert |
| Groundsperson | 101 | PT | 900 | MC | 10-71055-5160-00 | 100% | Erni | Dennis |
| Groundsperson | 101 | PT | 900 | MC | 10-71055-5160-00 | 100% | Vacant | |
| Maintenance Technician II - HVAC/Electrician | 105 | FT | | MC | 10-71057-5160-00 | 100% | Birkmann | Jon |
| Maintenance Technician II - Carpenter | 105 | FT | | MC | 10-71057-5160-00 | 100% | Rinne | Kelly |
| Maintenance Technician I | 104 | FT | | MC | 10-71057-5160-00 | 100% | Vacant | |

**STAFFING PLAN FY18
STUDENT DEVELOPMENT DIVISION**

Updated 12/1/2017

| Title | Level | FT/ PT | Month Hours | Location | Fund Account | Fund % | Last Name | First |
|--|-------|-----------|----------------|----------|------------------|--------|---------------|-----------|
| STUDENT DEVELOPMENT | | | | | | | | |
| Vice President, Student Development | 301 | FT | | MC | 10-51016-5120-00 | 100% | Allen | Shelli |
| Executive Administrative Assistant | 105 | FT | | MC | 10-51016-5160-00 | 100% | Elbert | Megan |
| Enrollment Management Systems Manager | 206 | FT | | MC | 10-51016-5120-00 | 100% | Bailey | Marcia |
| Evening Services Specialist | 107 | PT | 980 | MC | 25-63053-5160-00 | 100% | Poepsel | Gerald |
| STUDENT SERVICE CENTER | | | | | | | | |
| Student Service Center Coordinator | 203 | FT | | MC | 10-51016-5120-00 | 100% | Hebert | Stephanie |
| Generalist | 104 | FT | | MC | 10-51016-5160-00 | 100% | Reeves | Peggy |
| Generalist | 104 | FT | | MC | 10-51016-5160-00 | 100% | Heimann | Becki |
| Generalist | 104 | FT | | MC | 10-51016-5160-00 | 100% | Herron | Bethany |
| ADVISING AND COUNSELING SERVICES | | | | | | | | |
| Director, Advising and Counseling | 206 | FT | | MC | 10-53021-5120-00 | 100% | Lampe | Paul |
| Academic Advisor - Access | 201 | FT | | MC | 10-53021-5120-00 | 100% | Peters | Lesley |
| Academic Advisor - Career Services | 201 | FT | | MC | 10-53021-5120-00 | 100% | McCrary | Steffani |
| Academic Advisor | 201 | FT | | MC | 10-53021-5120-00 | 100% | Deason | Laura |
| Academic Advisor | 201 | FT | | MC | 10-53021-5120-00 | 100% | Clapper | Eric |
| Counselor | 204 | FT | | MC | 10-53021-5120-00 | 100% | Kuchem | Jenny |
| Assistant, Career Services | 103 | FT | | MC | 10-53021-5160-00 | 100% | Epple | Lisa |
| Assistant, Testing & Advising | 103 | FT | | MC | 10-53021-5160-00 | 100% | Sisk | Amy |
| ADMISSIONS | | | | | | | | |
| Director, Admissions | 205 | FT | | MC | 10-57127-5120-00 | 100% | Mitchell | Nathanial |
| Admissions Representative | 201 | FT | | MC | 10-57127-5120-00 | 100% | Marler | Sara |
| Admissions Specialist | 103 | FT | | MC | 10-57127-5160-00 | 100% | Pennington | Lacey |
| REGISTRATION | | | | | | | | |
| Registrar | 206 | FT | | MC | 10-57000-5120-00 | 100% | Scroggins | Sarah |
| Associate Registrar | 203 | FT | | MC | 10-57000-5120-00 | 100% | Dixon | Melanie |
| Registration Clerk | 102 | PT | 980 | MC | 10-57000-5160-00 | 100% | Altemeyer | Susan |
| FINANCIAL AID | | | | | | | | |
| Director, Financial Aid | 206 | FT | | MC | 10-54000-5120-00 | 100% | Griffin | Karen |
| Associate Director, Financial Aid | 203 | FT | | MC | 10-54000-5120-00 | 100% | Johnson | Sarah |
| Financial Aid Advisor - Veterans | 201 | FT | | MC | 10-54000-5120-00 | 100% | Baird | Lorrie |
| Financial Aid Advisor - Scholarships, A+ | 201 | FT | | MC | 10-54000-5120-00 | 100% | Kleekamp | Heather |
| Financial Aid Specialist | 104 | FT | | MC | 10-54000-5160-00 | 100% | Glosemeyer | Joan |
| Financial Aid Specialist | 104 | FT | | MC | 10-54000-5160-00 | 100% | Kuelker | Barb |
| STUDENT ACTIVITIES | | | | | | | | |
| Campus Life and Leadership Coordinator | 204 | FT | | MC | 10-51020-5120-00 | 100% | Henrichsen | Courtney |
| ATHLETICS | | | | | | | | |
| Athletic Director | MOU | PT | | MC | 25-56024-5136-00 | 100% | Mehrhoff | Jay |
| Assistant, Athletics | 103 | PT | 980 | MC | 25-56024-5160-00 | 100% | Fiedler | Deanne |
| Head Coach Men's Soccer | MOU | PT | | MC | 25-56032-5140-00 | 100% | Grimes | Benji |
| Asst. Coach, Men's Soccer | MOU | PT | | MC | 25-56032-5160-00 | 100% | Larkin | Robert |
| Head Coach, Women's Softball | MOU | PT | | MC | 25-56028-5140-00 | 100% | Wallach | Brad |
| Asst. Coach, Women's Softball | MOU | PT | | MC | 25-56028-5160-00 | 100% | Mann-Kurka | Debra |
| Head Coach, Women's Volleyball | MOU | PT | | MC | 25-56031-5140-00 | 100% | Mathes-Peters | Lisa |
| Asst. Coach, Women's Volleyball | MOU | PT | | MC | 25-56031-5140-00 | 100% | Sphul | Abigail |
| CAMPUS POLICE | | | | | | | | |
| Police Officer (Union Police Department) | | FT | | MC | | | Lowe | Tommie |
| Police Officer (Union Police Department) | | FT | | MC | | | Schlitt | Todd |

**STAFFING PLAN FY18
ACADEMIC AFFAIRS DIVISION**

Updated 12/1/2017

| Title | Level | FT/ PT | Month Hours | Location | Fund Account | Fund % | Last Name | First |
|---|-------|-----------|----------------|----------|------------------|--------|-----------|----------|
| ACADEMIC AFFAIRS | | | | | | | | |
| Vice President, Academic Affairs | 301 | FT | | MC | 10-46040-5120-00 | 100% | Robinson | Tia |
| Executive Administrative Assistant | 105 | FT | | MC | 10-46040-5160-00 | 100% | Langan | Stacy |
| Academic Services Coordinator | 202 | FT | | MC | 10-46040-5120-00 | 100% | Welsh | Tracie |
| Developmental Education Director | 205 | FT | | MC | 10-43010-5120-00 | 100% | Branton | Michelle |
| Director of Dual Credit and College Readiness | 205 | FT | | MC | 10-46042-5120-00 | 100% | Henderson | Russel |
| Director of Online Education | 205 | FT | | MC | 10-46040-5120-00 | 100% | VACANT | |
| INSTRUCTIONAL DESIGN | | | | | | | | |
| Instructional Design Manager | 206 | FT | | MC | 10-46017-5120-00 | 100% | Baldwin | Chad |
| Instructional Design Specialist | 203 | FT | | MC | 10-46017-5120-00 | 100% | Klos | Karen |
| PERFORMING ARTS CENTER | | | | | | | | |
| Performing Arts Center Manager | 203 | FT | | MC | 10-45100-5120-00 | 100% | Dawson | Shane |
| Box Office Clerk | 102 | PT | 980 | MC | 40-63056-5160-00 | 100% | Penrod | Shannon |
| LIBRARY | | | | | | | | |
| Director, Library Services | 206 | FT | | MC | 10-41000-5120-00 | 100% | Farrell | Lisa |
| Library Technician - Technical Services | 103 | FT | | MC | 10-41000-5160-00 | 100% | Ladage | Cheryl |
| Library Technician - Public Services | 103 | FT | | MC | 10-41000-5160-00 | 100% | Sachse | Dana |
| Library Technician - Public Services | 103 | PT | 980 | MC | 10-41000-5160-00 | 100% | Bayless | David |
| LEARNING CENTER | | | | | | | | |
| Director, Learning Center | 206 | FT | | MC | 10-43015-5120-00 | 100% | Anglin | Erin |
| Associate Director, Learning Center | 204 | FT | | MC | 10-43015-5120-00 | 100% | Milligan | Kristin |
| Testing Services Coordinator | 201 | FT | | MC | 10-43015-5120-00 | 100% | Souders | Windy |
| Learning Center Clerk | 102 | PT | 980 | MC | 10-43015-5160-00 | 100% | Temme | Cheryl |
| Learning Center Specialist - Access Services | 105 | FT | | MC | 10-43015-5160-00 | 100% | Walker | Denise |
| Learning Center Specialist - English | 105 | FT | | MC | 10-43015-5160-00 | 100% | Derifield | Timothy |
| Learning Center Specialist - Math | 105 | FT | | MC | 10-43015-5160-00 | 100% | Wright | Kathy |
| Learning Center Specialist - Math | 105 | FT | | MC | 10-43015-5160-00 | 100% | Tucker | Alison |
| Learning Center Specialist - English | 105 | PT | 800 | MC | 10-43015-5160-00 | 100% | Kang | Lisa |
| Learning Center Specialist - English | 105 | PT | 800 | MC | 10-43015-5160-00 | 100% | Maurice | Raphael |
| Learning Center Specialist - English | 105 | PT | 800 | MC | 10-43015-5160-00 | 100% | Kuzemka | Ben |
| Learning Center Specialist - Math | 105 | PT | 500 | MC | 10-43015-5160-00 | 100% | Noelker | Jon |
| Testing Center Clerk | 102 | FT | | MC | 10-43015-5160-00 | 100% | Kavangh | Justin |
| Testing Center Clerk | 102 | PT | 500 | MC | 10-43015-5160-00 | 100% | Scholte | Audrey |

Library & Learning Center - Restructured to Instructional Division from Student Development

*Some duties assigned within Library

**STAFFING PLAN FY18
ACADEMIC AFFAIRS DIVISION**

Updated 12/1/2017

| Title | Level | FT/ PT | Month Hours | Location | Fund Account | Fund % | Last Name | First |
|---|-------|-----------|----------------|----------|------------------|--------|------------|-----------|
| HEALTH SCIENCES | | | | | | | | |
| Dean of Health Sciences | PROF | FT | | MC | 10-46032-5130-00 | 100% | Walter | Robyn |
| Program Assistant - Administrative | 105 | FT | | MC | 10-46032-5160-00 | 100% | Beck | Julie |
| Assistant, Nursing | 103 | PT | 980 | MC | 10-12181-5160-00 | 100% | North | Michelle |
| EMT/Program Coordinator | FAC | FT | 9 mo | MC | 10-12172-5130-00 | 100% | Fitts | Thomas |
| EMS Clinical Coordinator | MOU | PT | | MC | 10-12172-5136-00 | 100% | Briggs | Teresa |
| EMS | FAC | FT | 9 mo | MC | 10-12172-5130-00 | 100% | Goodson | Jenifer |
| Medical Assistant/Program Coordinator | FAC | FT | 9 mo | MC | 10-12078-5130-00 | 100% | Durnn | Amber |
| Nursing Advisor | SUP | PT | 500 | MC | 10-12181-5160-00 | 100% | Weseman | Roberta |
| Nursing/Program Coordinator | FAC | FT | 9 mo | MC | 50-18120-5130-00 | 100% | Mitchell | Nancy |
| Nursing | FAC | FT | 9 mo | MC | 10-12181-5130-00 | 100% | Bieker | Judy |
| Nursing | FAC | FT | 9 mo | MC | 10-12181-5130-00 | 100% | Van Leer | Jessica |
| Nursing | FAC | FT | 9 mo | MC | 10-12181-5130-00 | 100% | Wissbaum | Connie |
| Administrative Assistant | 104 | FT | | ROLLA | 10-12181-5160-10 | 100% | Lawson | Lavonda |
| Nursing/Program Coordinator | FAC | FT | 9 mo | ROLLA | 10-12181-5130-10 | 100% | McDonald | Laura |
| Nursing | FAC | FT | 9 mo | ROLLA | 10-12181-5130-10 | 100% | Free | Stephanie |
| Nursing | FAC | FT | 9 mo | ROLLA | 10-12181-5130-10 | 100% | Brandt | Courtney |
| Nursing | FAC | FT | 9 mo | ROLLA | 10-12181-5130-10 | 100% | Cohen | Anita |
| CAREER AND TECHNICAL EDUCATION | | | | | | | | |
| Dean of Career and Technical Education | PROF | FT | | MC | 10-45023-5120-00 | 100% | Hudanick | Richard |
| Program Assistant - Administrative | 105 | FT | | MC | 10-45023-5160-00 | 100% | Haines | Sarah |
| Computer Information Systems Lab Assistant | 103 | PT | 800 | MC | 10-12072-5160-00 | 100% | Herzberg | Brandon |
| Accounting | FAC | FT | 9 mo | MC | 10-12071-5130-00 | 100% | Cassat | Deanna |
| Accounting/Business | FAC | FT | 9 mo | MC | 10-12071-5130-00 | 30% | Hanneken | Lisa |
| Accounting/Business | | | | MC | 10-12082-5130-00 | 30% | Hanneken | Lisa |
| Accounting/Business | | | | ROLLA | 10-12071-5130-10 | 20% | Hanneken | Lisa |
| Accounting/Business | | | | ROLLA | 10-12082-5130-10 | 20% | Hanneken | Lisa |
| Computer Information Systems/Business | FAC | FT | 9 mo | ROLLA | 10-12072-5130-10 | 40% | Durbin | Jason |
| Computer Information Systems/Business | | | | ROLLA | 10-12082-5130-10 | 40% | Durbin | Jason |
| Computer Information Systems/Business | | | | ROLLA | 10-12077-5130-10 | 20% | Durbin | Jason |
| Computer Information Systems | FAC | FT | 9 mo | MC | 10-12072-5130-00 | 100% | Schwein | Anna |
| Culinary Arts | FAC | FT | 9 mo | MC | 10-12085-5130-00 | 100% | Hovland | Joe |
| Culinary Arts/Program Coordinator | FAC | FT | 11 mo | MC | 10-12085-5130-00 | 100% | Palazzola | Mike |
| Culinary Arts - Instructional Program Assistant | 105 | FT | | MC | 10-12085-5160-00 | 100% | Witt | Gail |
| Health Information Management/Program Coordinator | FAC | FT | 9 mo | MC | 10-12076-5130-00 | 100% | Buchholz | Stephanie |
| Health Information Management | FAC | FT | 9 mo | MC | 10-12076-5130-00 | 100% | Sayles | Nanette |
| HVAC/Program Coordinator | FAC | FT | 9 mo | MC | 10-12152-5130-00 | 100% | DeArmond | David |
| HVAC - Instructional Program Assistant | 105 | PT | 960 | MC | 10-12152-5160-00 | 100% | Howell | Mark |
| Industrial Engineering/Program Coordinator | FAC | FT | 9 mo | MC | 10-12157-5130-00 | 100% | Esbeck | Nathan |
| Instructional Program Assistant, Industrial Engineering | 105 | PT | 960 | MC | 10-12157-5160-00 | 100% | Schoonover | Clarence |
| Precision Machining/Program Coordinator | FAC | FT | 9 mo | MC | 10-12156-5130-00 | 100% | Elliott | Curtis |

**STAFFING PLAN FY18
ACADEMIC AFFAIRS DIVISION**

Updated 12/1/2017

| Title | Level | FT/ PT | Month Hours | Location | Fund Account | Fund % | Last Name | First |
|---|-------|-----------|----------------|----------|------------------|--------|----------------|-----------|
| HUMANITIES & FINE ARTS, SOCIAL SCIENCES, MATH, ENGINEERING AND SCIENCE | | | | | | | | |
| Dean of Instruction | PROF | FT | | MC | 10-45015-5120-00 | 100% | Boehmer | Ann |
| Program Assistant - Administrative | 105 | FT | | MC | 10-45015-5160-00 | 100% | Demiere | Amy |
| HUMANITIES & FINE ARTS | | | | | | | | |
| Division Chair | | | | | 10-45025-5136-00 | 100% | Sexton | Tim |
| Office Clerk - Humanities & Fine Arts | 102 | PT | 550 | MC | 10-45025-5160-00 | 100% | Manhart | Elizabeth |
| English | FAC | FT | 9 mo | MC | 10-11232-5130-00 | 100% | Hardecke | John |
| English | FAC | FT | 9 mo | MC | 10-11232-5130-00 | 100% | Barro | Linda |
| English | FAC | FT | 9 mo | MC | 10-11232-5130-00 | 100% | Henderson | Sue |
| English | FAC | FT | 9 mo | MC | 10-11232-5130-00 | 100% | Stroup | Josh |
| English | FAC | FT | 9 mo | MC | 10-11232-5130-00 | 100% | Mahon | Robert |
| English/Journalism - Cornerstone | FAC | FT | 9 mo | MC | 10-11091-5130-00 | 20% | Kolb | Leigh |
| English/Journalism - Cornerstone | | | | MC | 10-11232-5130-00 | 80% | Kolb | Leigh |
| English | FAC | FT | 9 mo | ROLLA | 10-11232-5130-10 | 100% | Watts | Patsy |
| Reading | FAC | FT | 9 mo | MC | 10-11239-5130-00 | 100% | Buckey | Mary |
| Art (two-dimensional) | FAC | FT | 9 mo | MC | 10-11501-5130-00 | 100% | Watkins | Adam |
| Art/Gallery Coordinator | FAC | FT | 9 mo | MC | 10-11501-5130-00 | 100% | Higerd | Jennifer |
| Communications | FAC | FT | 9 mo | MC | 10-11230-5130-00 | 100% | Haynes | Shanee |
| Design/Art | FAC | FT | 9 mo | MC | 10-12159-5130-00 | 100% | Barton | Sean |
| Music/Band Director | FAC | FT | 9 mo | MC | 10-11504-5130-00 | 100% | Bounds | Aaron |
| Music/Choral Director | FAC | FT | 9 mo | MC | 10-11504-5130-00 | 100% | Sexton | Tim |
| Music/Music Director | FAC | FT | 9 mo | MC | 10-11504-5130-00 | 100% | Judd | Jennifer |
| Music Accompanist | SUP | PT | 960 | MC | 10-11504-5160-00 | 100% | Joyce | Naomi |
| Music Tutor | SUP | PT | 960 | MC | 10-11504-5160-00 | 100% | Watson | Alex |
| Darkroom Assistant | 103 | PT | 960 | MC | 10-11501-5160-00 | 100% | Heisler | Amy |
| Spanish | FAC | FT | 9 mo | MC | 10-11161-5130-00 | 100% | Aramburu | Ellen |
| Theater/Communications/Musical Director | FAC | FT | 9 mo | MC | 10-11231-5130-00 | 60% | Austin | Grace |
| Theater/Communications/Musical Director | | | | MC | 10-11230-5130-00 | 40% | Austin | Grace |
| Theatre/Technical Theatre/Director | FAC | FT | 9 mo | MC | 10-11231-5130-00 | 60% | Swanson | Christina |
| Theatre/Technical Theatre/Director | | | | MC | 10-11230-5130-00 | 40% | Swanson | Christina |
| SOCIAL SCIENCES | | | | | | | | |
| Division Chair | | | | | 10-45020-5136-00 | 100% | Cunningham | William |
| Office Clerk, Social Sciences | 102 | PT | 980 | MC | 10-45020-5160-00 | 100% | Driemeyer | Brenda |
| Economics | FAC | FT | 9 mo | MC | 10-11452-5130-00 | 60% | Amoloz | Jerry |
| Economics | | | | ROLLA | 10-11452-5130-10 | 40% | Amoloz | Jerry |
| Education/Teacher Education Coordinator | FAC | FT | 9 mo | MC | 10-11139-5130-00 | 100% | Stotler | Greg |
| Government/History/Political Science | FAC | FT | 9 mo | MC | 10-11454-5130-00 | 100% | Pohlman | Dennis |
| History | FAC | FT | 9 mo | MC | 10-11454-5130-00 | 100% | Henderson | Russell |
| Philosophy/Religion | FAC | FT | 9 mo | MC | 10-11381-5130-00 | 80% | Gifford | Matthew |
| Philosophy/Religion | | | | ROLLA | 10-11381-5130-10 | 20% | Gifford | Matthew |
| Political Science/History | FAC | FT | 9 mo | ROLLA | 10-11454-5130-10 | 20% | Derifield | Coreen |
| Political Science/History | | | | MC | 10-11454-5130-00 | 60% | Derifield | Coreen |
| Political Science/History | | | | ROLLA | 10-11455-5130-10 | 20% | Derifield | Coreen |
| Psychology | FAC | FT | 9 mo | MC | 10-11421-5130-00 | 100% | Pecka | Wendy |
| Psychology/Sociology | FAC | FT | 9 mo | ROLLA | 10-11421-5130-10 | 25% | Howard | Rachel |
| Psychology/Sociology | | | | ROLLA | 10-11451-5130-10 | 25% | Howard | Rachel |
| Psychology/Sociology | | | | MC | 10-11421-5130-00 | 25% | Howard | Rachel |
| Psychology/Sociology | | | | MC | 10-11451-5130-00 | 25% | Howard | Rachel |
| Physical Education/Fitness Center Coordinator | FAC | FT | 12 mo | MC | 10-11361-5130-00 | 100% | Mehrhoff | Jay |
| Sociology | FAC | FT | 9 mo | MC | 10-11451-5130-00 | 100% | Cunningham | William |
| Fitness Center Assistant | 102 | PT | 800 | MC | 10-11361-5160-00 | 100% | Maune | Cynthia |
| MATH/ENGINEERING/SCIENCE | | | | | | | | |
| Division Chair | | | | | 10-45021-5136-00 | 100% | Kellogg | Isaiah |
| Office Clerk - Math/Engineering/Science | 102 | PT | 980 | MC | 10-45021-5160-00 | 100% | Blocker | Kerry |
| Academic Advisor - Instructional | 201 | FT | | MC | 10-11403-5120-00 | 100% | Arrington | Linda |
| Biology/Chemistry Lab Assistant | 103 | PT | 980 | ROLLA | 10-11261-5160-10 | 100% | Yetkin | Melissa |
| Science Laboratory Manager | 106 | FT | | MC | 10-11261-5160-00 | 100% | Chitwood | Jennifer |
| Chemistry | FAC | FT | 9 mo | MC | 10-11401-5130-00 | 100% | Monzyk | Matthew |
| Biology | FAC | FT | 9 mo | MC | 10-11261-5130-00 | 100% | Govindaswamy | Parvi |
| Biology | FAC | FT | 9 mo | MC | 10-11261-5130-00 | 100% | Havens | Sarah |
| Biology | FAC | FT | 9 mo | MC | 10-11261-5130-00 | 100% | Dixon | Kevin |
| Biology | FAC | FT | 9 mo | ROLLA | 10-11261-5130-10 | 100% | Winters-Rozema | Elizabeth |
| Biology | FAC | FT | 9 mo | ROLLA | 10-11261-5130-10 | 33% | Pulles, K. | Keith |
| Biology | | | | MC | 10-11261-5130-00 | 67% | Pulles, K. | Keith |
| Biology - A & P | FAC | FT | 9 mo | MC | 10-11261-5130-00 | 100% | Cantrell | Elizabeth |
| Biology - A & P | FAC | FT | 9 mo | ROLLA | 10-11261-5130-10 | 100% | Mowery | Tracy |
| Math | FAC | FT | 9 mo | MC | 10-11404-5130-00 | 100% | Herdlick | John |
| Math | FAC | FT | 9 mo | MC | 10-11404-5130-00 | 100% | Follis | Linda |
| Math | FAC | FT | 9 mo | MC | 10-11404-5130-00 | 100% | Roberson | Shaun |
| Math | FAC | FT | 9 mo | MC | 10-11404-5130-00 | 100% | Sexton | Sarah |
| Math | FAC | FT | 9 mo | MC | 10-11404-5130-00 | 100% | Mentz | Anne |
| Math | FAC | FT | 9 mo | ROLLA | 10-11404-5130-10 | 100% | Brigham | Reginald |
| Math | FAC | FT | 9 mo | ROLLA | 10-11404-5130-10 | 100% | Roselli Insall | Laura |
| Physics-Physical Science/Engineering | FAC | FT | 9 mo | MC | 10-11401-5130-00 | 100% | Kellogg | Isaiah |
| Physics-Physical Science/Engineering | FAC | FT | 9 mo | MC | 10-11407-5130-00 | 70% | Bouzidi | Djemouzi |
| Physics-Physical Science/Engineering | | | | MC | 10-11403-5130-00 | 30% | Bouzidi | Djemouzi |

**EAST CENTRAL COLLEGE
REQUEST FOR PROPOSALS**

DUE: January 12, 2018

BID: Compensation Study

Proposals must be received no later than 10:00 AM CST/CDT.

Please send one (1) original and one (1) digital copy of the bid response sheet descriptive folders giving trade names, specifications and related information on items quoted.

APPENDIX B

Faculty Salary Schedule

ARTICLE XXIII: FACULTY SALARY

- Faculty will start the year with no salary increase
- Salaries will be reviewed after the first quarter to determine if an adjustment is feasible. At which time a recommendation to the Board of Trustees will be made regarding salary adjustments; no later than November 2017.
- Salary adjustments (if feasible) will take place immediately upon approval.

| Faculty Salary Schedule for Placement at Hiring – FY18 | | | | | |
|--|--|-------------------------------------|---------------------------------------|---|--|
| Academic/Professional Degree | One year or less College teaching experience | 1+ year College teaching experience | 5-9 years College teaching experience | 10–14 years College teaching experience | 15–20+ years College teaching experience |
| Bachelor | \$33,648 | \$35,328 | \$38,860 | \$42,747 | \$47,021 |
| Master | \$36,961 | \$38,806 | \$42,687 | \$46,956 | \$51,652 |
| Doctorate | \$42,178 | \$44,285 | \$48,714 | \$53,585 | \$58,943 |

| Faculty Career & Technical Salary Schedule for Placement at Hiring – FY18 | | | | | |
|---|---------------------------|---|---|---|--|
| Academic/Professional Degree | One year or less teaching | 1+ year teaching or 6-9 years industry experience | 5–9 years teaching or 10-14 years industry experience | 10–14 years teaching or 15-19 years industry experience | 15-20+ years teaching or 20+ years industry experience |
| Associate with no experience | \$31,729 | | | | |
| Associate with 5 years' experience | \$33,648 | \$35,328 | \$38,861 | \$42,747 | \$47,021 |
| Bachelor with no experience | \$33,648 | | | | |
| Bachelor with 5 years' experience | \$36,961 | \$38,806 | \$42,687 | \$46,956 | \$51,652 |
| Master with no experience | \$36,961 | | | | |
| Master with 5 years' experience | \$42,178 | \$44,285 | \$48,714 | \$53,585 | \$58,943 |
| Doctorate | \$42,178 | | | | |

| Full-time Faculty Overload/Summer Credit Hour Rate - FY18 | | | | | | |
|---|---|----------------------------------|---|--|---|--|
| Academic/Professional Degree | Academic Year Overload Credit Hour Rate | Summer Overload Credit Hour Rate | Academic Year Overload Credit Hour Rate after teaching a minimum 30 ECC overload credit hours | Summer Overload Credit Hour Rate after teaching a minimum 30 ECC overload credit hours | Academic Year Overload Credit Hour Rate after teaching a minimum 60 ECC overload credit hours | Summer Overload Credit Hour Rate after teaching a minimum 60 ECC overload credit hours |
| Associate/Bachelor | \$630.00 | \$640.00 | \$650.00 | \$660.00 | \$670.00 | \$680.00 |
| Master | \$650.00 | \$660.00 | \$670.00 | \$680.00 | \$690.00 | \$700.00 |
| Academic/Terminal | \$660.00 | \$670.00 | \$680.00 | \$690.00 | \$700.00 | \$710.00 |
| Professional | \$660.00 | \$670.00 | \$680.00 | \$690.00 | \$700.00 | \$710.00 |
| Academic Doctoral | \$670.00 | \$680.00 | \$690.00 | \$700.00 | \$710.00 | \$720.00 |

**EAST CENTRAL COLLEGE
REQUEST FOR PROPOSALS**

DUE: January 12, 2018

BID: Compensation Study

Proposals must be received no later than 10:00 AM CST/CDT.

Please send one (1) original and one (1) digital copy of the bid response sheet descriptive folders giving trade names, specifications and related information on items quoted.

APPENDIX C

Professional and Support Staff Schedule

Professional & Support Staff New Hire Placement Compensation Schedule FY18

| Support Staff (Hourly) | Min. | Mid. | Max. |
|---|---------------------|---------------------|--|
| 101 Bookstore Sales Associate Custodian Food Services Associate Groundsperson Mail Clerk/Duplicator | \$9.50 \$19,760 | \$12.25 \$25,480 | \$15.00 \$31,200 |
| 102 Accounting Clerk Box Office Clerk Fitness Center Assistant Learning Center Clerk Office Clerk Registration Clerk Testing Center Clerk | \$10.00 \$20,800 | \$12.75 \$26,520 | \$15.50 \$32,240 |
| 103 Admissions Specialist Assistant Cashier/Accounts Receivable Lab Assistant Library Technician - Public Services Library Technician - Technical Services Registration Assistant Testing & Advising Assistant Technical Support Technician | \$10.50 \$21,840 | \$13.57 \$28,226 | \$16.65 \$34,632 |
| 104 Accounts Payable Specialist Administrative Assistant Bookstore Accounts Technician Bookstore Textbook Associate Financial Aid Specialist Generalist Lead Custodian Maintenance Technician Multimedia Specialist Student Services Specialist - Rolla Testing Services Specialist - Rolla | \$11.60 \$24,128 | \$15.00 \$31,200 | \$18.45 \$38,376 |
| 105 Executive Administrative Assistant Learning Center Specialist Maintenance Technician II-Carpenter Maintenance Technician II-HVAC/Electrician Payroll Specialist Program Assistant - Instructional Program Assistant - Administrative | \$12.80 \$26,624 | \$16.62 \$34,570 | \$20.45 \$42,533 |
| 106 Science Lab Manager Network and Systems Technician | \$14.15 \$29,432 | \$18.42 \$38,314 | \$22.70 \$47,216 |
| 107 Evening Services Specialist | \$15.60 \$32,448 | \$20.38 \$42,390 | \$25.15 \$52,305 |
| Art Model Accompanist Program Advisor Assistant Coach (semester) Head Coach (annual) | | | \$15.00 \$15.00 \$15.00 \$3,000 \$10,000 |
| Grant Funded Positions AEL or English Language Instructor - Substitute AEL or English Language Instructor - New with no Certificate AEL or English Language Instructor - Certificate/5 Yrs Exp. | | | \$14.00 \$14.50 \$15.00 |

| Professional Staff (Salary) | Min. | Mid. | Max. |
|--|---------------------|---------------------|---------------------|
| 201 Academic Advisor AEL Instruction Coordinator (Grant Funded) AEL Volunteer Coordinator (Grant Funded) Financial Aid Advisor Purchasing Manager Testing Services Coordinator | \$30,000 \$14.42 | \$36,250 \$17.43 | \$42,500 \$20.43 |
| 202 Academic Services Coordinator Enrollment Services Coordinator - Rolla Food Service Manager Grants Specialist - (Grant Funded) Health Careers Workforce, Coordinator - CWD (Program Funded) High School Relations, Coordinator | \$31,500 \$15.14 | \$39,167 \$18.83 | \$46,834 \$22.52 |
| 203 Financial Aid, Associate Director Associate Registrar Human Resources Specialist Instructional Design Specialist Performing Arts Center Manager Student Service Center Coordinator | \$33,000 \$15.87 | \$42,304 \$20.34 | \$51,609 \$24.81 |
| 204 ECC Rolla, Assistant Director Learning Center, Associate Director Financial Services, Associate Director Bookstore, Mail and Imaging Services Manager Campus Life & Leadership Coordinator Counselor Custodial & Grounds Supervisor Executive Assistant to the President Learning Support Coordinator - Rolla Research Analyst Student Success Coordinator - Rolla Technical Support Coordinator | \$36,000 \$17.31 | \$46,435 \$22.32 | \$56,871 \$27.34 |
| 205 Admissions Director Business Development and Training Coordinator - CWD (Program Funded) Computer Programmer/Content Specialist Developmental Education Director Dual Credit & College Readiness Director Public Relations Director | \$42,000 \$20.19 | \$51,335 \$24.68 | \$62,670 \$30.13 |
| 206 Advising and Counseling Director Adult Education and Literacy Director (Grant Funded) Enterprise System Administrator Facilities & Grounds Director Financial Aid Director Human Resources Director Institutional Research, Assessment & Planning Director Instructional Design Manager Learning Center Director Library Services Director Network and Systems Manager Registrar Systems Manager for Enrollment Management | \$48,000 \$23.08 | \$57,030 \$27.42 | \$69,060 \$33.20 |
| 207 Financial Services/Comptroller Director Foundation/Institutional Development Executive Director Dean | \$50,000 \$24.04 | \$63,051 \$30.31 | \$76,103 \$36.59 |
| 208 ECC Rolla Director Center for Workforce Development, Executive Director | \$55,000 \$26.44 | \$69,431 \$33.38 | \$83,863 \$40.32 |
| 209 Information Technology Director | \$60,000 | \$76,207 | \$92,414 |
| 301 Vice President | \$90,000 | \$105,000 | \$120,000 |

**EAST CENTRAL COLLEGE
REQUEST FOR PROPOSALS**

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APPENDIX D

Adjunct Faculty Salary Schedule

| Credit Hour Rate | | | |
|-------------------------------------|---------------------------------|--|--|
| Academic/Professional Degree | Adjunct Credit Hour Rate | Adjunct Credit Hour rate after teaching a minimum 30 ECC credit hours | Adjunct Credit Hour Rate after teaching a minimum 60 ECC credit hours |
| Associate/Bachelor | \$600.00 | \$620.00 | \$640.00 |
| Master | \$620.00 | \$640.00 | \$660.00 |
| Academic/Terminal | \$630.00 | \$650.00 | \$670.00 |
| Professional | \$630.00 | \$650.00 | \$670.00 |
| Academic Doctoral | \$640.00 | \$660.00 | \$680.00 |
| ECC Faculty Retiree | \$640.00 | \$660.00 | \$680.00 |

| Classification for Degrees | | | |
|-----------------------------------|---------------------|--------------------------|--------------------------|
| Masters | Professional | Academic/Terminal | Academic Doctoral |
| MA | JD | MFA | Ph.D. |
| MBA | DC | Ed.S. | Ed.D |
| MS | DDS | | DM |
| MSW | DO | | |
| Mdiv | DVM | | |
| MACC | MD | | |
| | Pharm.D | | |
| | PodD | | |
| | OD | | |

| Notes |
|---|
| FY18 Credit Hour rate remains the same as FY17 |
| FY17 Credit Hour rate remains the same as FY16 |
| Schedule was implemented Fall Semester 2013 for FY14. The credit hours taught count will begin with Fall 2013. |
| The new rate becomes effective the semester following the semester the 30 or 60 credit hours were taught. |
| Faculty Retiree is defined as an ECC faculty who worked ten or more years as a continuous full-time faculty |
| Employees earning a higher degree will receive the new rate effective the semester after receipt of the official transcript |