



**BOARD OF TRUSTEES
MEETING**

April 2, 2018

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING AGENDA**

Monday, April 2, 2018

5:30 p.m. BH238

		Action ¹	Discussion	Information
1.	CALL TO ORDER			
2.	RECOGNITION OF GUESTS			X
3.	PUBLIC COMMENT			
4.	APPROVAL OF AGENDA (Consent Agenda: Agenda items of a routine nature will be marked with an asterisk [*] located immediately before the item. Unless a Board member requests an item be removed for discussion, the agenda will be approved upon a motion and a second of the Board and unanimously adopted and shall have the same validity as if each action were separately moved, seconded and adopted. Any item removed upon request of a Board member will be taken up in its regular place on the agenda.)	4 Votes		
5.	*APPROVAL OF MINUTES	4 Votes		
6.	OATH OF OFFICE & SEATING OF NEW BOARD MEMBER			
7.	ELECTION OF BOARD OFFICERS			
8.	RESOLUTION OF APPRECIATION	Simple Majority		
9.	TREASURER'S REPORT AND FINANCIAL REPORT	Simple Majority		
10.	APPROVAL OF BIDS	4 Votes		
11.	PROPOSED COURSE FEE			X
12.	PROPOSED BOARD POLICY – 1.36 SHARED GOVERNANCE			X
13.	FACULTY PROMOTION IN RANK	4 Votes		
14.	UPDATE ON THE RESPONSE TO THE HIGHER LEARNING COMMISSION COMPREHENSIVE QUALITY REVIEW			X
15.	*PERSONNEL A. Executive Director, Center for Workforce Development B. Intention to Re-Employ Full-Time Faculty	4 Votes		
16.	REPORTS A. Faculty Association B. ECC-NEA C. Professional Staff Association D. Classified Staff Association E. Student Government Association			X
17.	PRESIDENT'S REPORT			X
18.	ADJOURNMENT	Simple Majority		

¹RSMo Section 178.830 states, in part: "...A majority of the Board constitutes a quorum for the transaction of business, but no contract shall be let, teacher employed or dismissed, or bill approved unless a majority of the whole Board votes therefor."

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 2, 2018**

AGENDA ITEM 1: CALL TO ORDER

The regular meeting of the Board of Trustees will be called to order by Board President Ann Hartley.

4/2/2018

Section 1, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 2, 2018**

AGENDA ITEM 2: RECOGNITION OF GUESTS

Guests will be recognized by Mr. Jay Scherder.

4/2/2018

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Section 2, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 2, 2018**

AGENDA ITEM 3: PUBLIC COMMENT

The Board will hear comments from members of the public in attendance at the meeting who registered to speak.

4/2/2018

Section 3, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 2, 2018**

AGENDA ITEM 4: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the April 2, 2018, Board of Trustees meeting.

4/2/2018

Section 4, Page 1

East Central College

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Agenda Item 4: Approval of Agenda

Consent Agenda Items for April 2, 2018:

Personnel
Approval of Minutes

Matters to be brought before the Board of Trustees at such meeting of which the President has been notified in accordance with the bylaws and upon which consideration and action may be taken by the Board are included in the agenda for the meeting. Any matters not on the agenda of a regular meeting may be considered unless objected to by any Board member present.

Such items of a routine nature placed on the agenda will be marked with an asterisk (*) located immediately before the item on the agenda. When Item 3, Consent Agenda, is reached at a meeting, the President of the Board will read all items so marked, and all items not requested to be removed shall, upon a single motion of any Board member, seconded by any other Board member, and unanimously adopted, be deemed to have been duly adopted with the same validity as if each action were separately moved, seconded, and duly adopted.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 2, 2018**

AGENDA ITEM 5: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the March 5, 2018 regular meeting of the Board of Trustees.

Attachment

4/2/2018

East Central College

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Section 5, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, March 5, 2018**

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 5:30 p.m. by Board President Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Prudence Fink Johnson, Don Kappelman, Cookie Hays and Eric Park. Also present were President of the College Jon Bauer; Administrators – Vice President of Academic Affairs Tia Robinson, Vice President of External Relations Joel Doepker, Vice President of Student Affairs Shelli Allen, and Vice President of Finance and Administration Phil Pena; Other Staff – Director of Human Resources Wendy Hartmann, Director of Financial Services Annette Moore, Director of Public Relations Jay Scherder, Director of the Rolla Campus Christina Ayres, Research Analyst Dana Riegel, Campus Police Officer Todd Schlitt, Faculty Association President Tom Fitts, NEA President Sue Henderson, Professional Staff President Karen Klos, Classified Staff Association Vice President Kim Aguilar, faculty members Leigh Kolb and Nancy Mitchell, Student Government President Michail Ratcliff, and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: Mr. Scherder introduced Kavahn Mansouri from the *Missourian*. Erika Johnson and George Meyer were also present.

PUBLIC COMMENT: There were no public comments.

APPROVAL OF AGENDA: Each item on the consent agenda shall be deemed to have been duly approved with the same validity as if each action were separately moved, seconded and adopted.

Motion: To **approve** the agenda for the March 5, 2018 meeting of the Board of Trustees.

Motion by Eric Park; Seconded by Cookie Hays; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the February 5, 2018 regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President Pena reviewed the year-to-date financials.

Motion: To **approve** the treasurer’s report, the financial report and the payment of bills subject to the annual audit.

Motion by Prudence Fink Johnson; Seconded by Eric Park; Carried Unanimously

APPROVAL OF BIDS: Vice President Doepker stated both pieces of equipment are for the Culinary Arts program and will be purchased using state vocational enhancement grant funds with at 25% College match.

Motion: To **approve** the purchase of a Blodgett combination oven for the Culinary Arts program from Pueblo Hotel Supply in Pueblo, CO at a cost of \$35,378.15 to be funded 75% with vocational enhancement grant monies, leaving a balance of \$8,844.53 to be paid by East Central College.

Motion by Prudence Fink Johnson; Seconded by Joseph Stroetker; Carried Unanimously

Motion: To **approve** the purchase of a Traulsen blast chiller for the Culinary Arts program from Douglas Equipment Supply in Bluefield, WV at a cost of \$27,698 to be funded 75% with vocational enhancement grant monies leaving a balance of \$6,924.50 to be paid by East Central College.

Motion by Prudence Fink Johnson; Seconded by Joseph Stroetker; Carried Unanimously

TUITION AND FEES: Dr. Bauer noted this recommendation was developed following a review of projected revenue and expenses. Since that time, discussions occurring in the legislature regarding budget have become more favorable to higher education. He asked that this item be tabled until the state budget recommendation is closer to finalization. Registration begins March 26 and it would be better to have the tuition rate set prior to that date. A special meeting of the Board to address tuition and fees may be called later in March. Dr. Park expressed the need to be cognizant of the fact that any increase is a burden on the people the College is serving.

INSTITUTIONAL EFFECTIVENESS DIRECTOR: Dr. Bauer noted that the establishment of an institutional effectiveness position is the top recommendation of the Higher Learning Commission (HLC) Task Force. This position would be responsible for coordinating a number of disparate elements and is important for the institution in the long term. Approval is being requested now rather than waiting for the development of the FY19 staffing plan so that the position can be advertised and filled before the fiscal year ends.

The Board expressed differing opinions on the need for this position and noted that current administrators are qualified and charged with institutional effectiveness. Some felt a new position should not be created that relieves any responsibility from the vice presidents. The job of this new person should be to coordinate with the vice presidents to ensure data is used to enhance the effectiveness of the institution. Others noted that decisions are currently made in silos and a person who can look holistically at what is happening will provide for better decision making. The person hired should have authority to ensure recommendations are not dismissed out of hand. While this may not be a good time to add an administrative position, it was the recommendation of the Task Force and should be taken seriously.

Faculty members and ECC-NEA leaders Nancy Mitchell and Sue Henderson addressed the Board on the importance of having one position/office that is responsible for quality improvement and assessment across all areas. This will pull all the separate activities together into a coordinated approach for the institution. Controller Annette Moore also spoke to the need for this position as a quality control measure. She recommended that the reporting structure for this position have a dotted line to the Board or that the Board establish a committee to meet regularly with this office.

Dr. Bauer noted that Institutional Research will report to the Executive Director of Institutional Effectiveness and the Executive Director will report to the President. It was clarified with the faculty members present that there is generally support for creating this position. Dr. Park expressed the opinion that perhaps this position should be at the executive vice president level.

Motion: To **authorize** the creation of a new position on the College staffing plan titled Executive Director of Institutional Effectiveness with the job opening to be posted immediately.

Motion by Prudence Fink Johnson; Seconded by Cookie Hays; Carried 5 – 1 with Mr. Kappelmann voting no

STRATEGIC PLAN UPDATE: Dr. Bauer noted that since the Board adopted the current Strategic Plan in 2014, he is asking for the adoption of the updated plan. The updated plan has been narrowed to focus on issues of particular importance at this moment in time. A new comprehensive, five-year strategic plan will be developed soon. The update emphasizes increasing outreach in dual credit and dual technical credit as well as growing online offerings. It incorporates the recommendations of the Retention Committee. A target is set for three percent annual enrollment growth. The College will continue to engage employees through surveys and aim for an annual improvement in satisfaction ratings with a goal of reaching the top tier. The compensation analysis is underway and that data will be used to establish targets for where the College wants to be in the market. Professional development plans include development related to assessment of institutional performance on a number of fronts. The focus under planning and leading includes improved campus communication, development of a plan for Board development and training, a more formalized trustee orientation, development of a new strategic plan with a committee that includes Board membership as well as the use of a consultant/facilitator, and an emphasis on the systematic use of data to improve operations.

It was noted that accreditors are listed as stakeholders in the plan. Dr. Park suggested accrediting bodies should be objective and unbiased and, as such, would not be considered stakeholders.

Motion: To **approve** an update to the 2014-2020 Strategic Plan as attached.

Motion by Cookie Hays; Seconded by Don Kappelmann; Carried Unanimously

***PERSONNEL:** The Board **approved** changes to the roster of adjunct faculty for the Spring 2018 semester as listed in the attached memorandum.

REPORTS: Mr. Kappelmann read a statement to the Board in recognition of his final Board meeting.

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Tom Fitts reported that officer elections will occur in the month of March and thanked the Board for the opportunity to provide them updates over the last two years.
- B. ECC-NEA:** ECC-NEA President Sue Henderson reported the association hopes to have a reception on campus for the winners of the Inspiring Excellence Award in May. A few members will be attending the NEA National Leadership Summit. Officer elections are underway and Sue will be stepping down. She expressed her appreciation for the opportunity to provide updates at Board meetings.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Karen Klos reported the Department of Education has accepted the College's recertification for Title IV funding with a six-year approval, the longest time a college can receive. The 2015 draft cohort default rate is 17.3% which is down from 19%. Two DECA students recently competed at the Missouri Career Development Conference. Clayton Walde received a Proficiency Award for role play and placed seventh in the Fashion Merchandising and Marketing Event. Sara Hamer placed ninth in the HR management event.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Vice President Kim Aguilar stated the association had no report.
- E. STUDENT GOVERNMENT ASSOCIATION:** SGA President Michail Ratcliff expressed appreciation for the opportunity to attend the recent Foundation dinner. He reported the clubs operated a concession stand during Little Shop of Horrors and students are now working on

plans for Falcon Fest. Officer elections will occur in April, and the R & R Club is hosting a lock in on March 16. He noted that students have expressed concern regarding accreditation and what the probationary status will mean.

PRESIDENT’S REPORT: Dr. Bauer reported the next step in the Higher Learning Commission process is to submit the institutional response to the accreditation team’s report; that will occur on March 23. A new shared governance policy will be brought to the Board in April. It will be based on the statement of shared governance developed by the governance subcommittee.

The state budget is still under development and leadership in both chambers have publicly expressed a desire to mitigate or eliminate the governor’s proposed cuts. The community colleges are tracking a bill on mission review that would provide a statutory mechanism for offering a bachelor’s degree at a community college with demonstrated need and capacity to offer the program if there are no other providers in the area.

Immediately before the April meeting, the 50th anniversary celebration will kick off. April 2 marks the anniversary of the formation of the district. A reception is planned for that afternoon to commemorate the date; other activities will occur throughout the next 17 months. September 2019 marks the 50th anniversary of the first classes.

The Chi Delta Chapter of PTK has been named a reach chapter for their work in membership development and will be recognized at the April PTK convention.

The softball season is off to 4-0 start this year.

Next month Audrey Frietag will be sworn in as a new trustee and Prudence Johnson will also be sworn in for another term. The meeting will be the first Monday of month since no election was needed, and the Board will elect officers at that time

ADJOURNMENT:

Motion: To adjourn the March 5, 2018 public Board of Trustees meeting at 6:40 p.m.

Motion by Don Kappelmann; Seconded by Eric Park; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 2, 2018**

AGENDA ITEM 6: OATH OF OFFICE AND SEATING OF NEW BOARD MEMBER

The following oath of office will be administered to the newly elected representatives of Subdistricts 1 and 2 by President of the Board Ann Hartley:

I do solemnly swear that I will support and defend the Constitution of the United States and the State of Missouri, and that I will faithfully demean myself in the office of Trustee of the Junior College District of East Central Missouri.

President of the Board Ann Hartley shall thereupon recognize the newly elected members as members of the Board of Trustees, and they shall thenceforth be entitled and qualified to perform the duties of the office of members of the Board of Trustees.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 2, 2018**

AGENDA ITEM 7: ELECTION OF BOARD OFFICERS

Officers for the positions of president, vice president, secretary and treasurer of the Board will be elected for a term of two years and the Board recording secretary will be appointed.

Board Policy 1.14, Officers and Staff of the Board of Trustees is attached for reference.

Attachment

4/2/2018

Section 7, Page 1

East Central College

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1.14 Officers and Staff of the Board of Trustees Policy *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 2-4-2002)*
The Board of Trustees shall select members and other personnel to serve as officers and staff.

1.14.1 Officers

The officers of the Board of Trustees shall be a president and a vice president who shall be members of the Board, and a secretary, treasurer and a recording secretary, who may but need not be members of the Board.

1.14.2 Officers – When Elected

Officers shall be elected at the first meeting of the Board in April following elections in each even numbered year. In the case of a vacancy in any office, such vacancy shall be filled as soon as practicable by electing a successor to the unexpired term of office.

1.14.3 Election – How Conducted

The election of all officers may be by secret ballot and shall be held at a regular meeting or at a special meeting of the Board held for that purpose.

1.14.4 Term of Office

Each officer of the Board shall be elected for a term of two years, shall assume office immediately upon election, and shall hold office until his/her successor shall be elected and qualified.

1.14.5 Duties of the Officers and Staff

President

The duties of the President shall be, specifically:

1. To preside at all meetings of the Board of Trustees.
2. To appoint or provide for the election of all committees.
3. To call special meetings as required.
4. To perform such other duties as may be prescribed by law for action of the Board of Trustees.
5. To sign checks and conduct financial transactions in the absence of the treasurer.

Vice President

The duties of the Vice President shall be, specifically:

1. In the case of the resignation, absence or other disability of the President, to perform all of the duties of the President.
2. To perform such other and further duties as shall from time to time be assigned to him/her by the President of the Board of Trustees.

Secretary

The duties of the Secretary shall be, specifically:

1. To be the official custodian of the proceedings and records of the Board of Trustees
2. To sign documents, contracts, and other instruments on which the signature of the secretary is required or appropriate.
3. To be the custodian of the official seal of the district and of the official bond of the Treasurer which shall be recorded in the records of the district.

Treasurer

The duties of the Treasurer shall be, specifically:

1. To keep or cause to be kept complete records of the financial transactions of the district, to sign all checks and to report or cause to be reported the financial status of the Junior College District.
2. Such other duties as are imposed on the Treasurer under the Laws of Missouri.

Recording Secretary

1. May be appointed by the Board of Trustees and may or may not be a member of the Board. Any compensation for serving as Recording Secretary shall be fixed by the Board of Trustees.
2. The duties of the Recording secretary shall be, specifically, to attend meetings of the Board of Trustees, to prepare a transcript of the proceedings, and at the direction of the Board of Trustees to sign all legal documents in the absence of the Secretary of the Board of Trustees.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 2, 2016**

AGENDA ITEM 8: RESOLUTION OF APPRECIATION

Recommendation: To **approve** a Resolution of Appreciation recognizing the service of Mr. Don Kappelmann during his 12-year tenure on the Board of Trustees at East Central College.

4/2/2018

Section 8, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 2, 2016**

AGENDA ITEM 9: TREASURER'S REPORT AND FINANCIAL REPORT

Recommendation: To **approve** the treasurer's report, the financial report, and the payment of bills subject to the annual audit.

Attachment

4/2/2018

Section 9, Page 1

East Central College

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East Central College
Statement of Net Assets for all Funds
As of February 28, 2018 and February 28, 2017

ASSETS	<u>2/28/18</u>	<u>02/28/17</u>
Current		
Cash	8,667,995	9,850,025
Investments	839,859	2,116,430
Receivables, net		
Student	433,683	667,439
Federal & State agencies	717,601	-744,775
Other	107,375	48,904
Inventories	222,779	274,451
Prepaid expenses	200,600	186,946
Total Current Assets	<u>11,189,892</u>	<u>12,399,420</u>
Non-Current Assets		
Other Assets	769,006	1,085,606
Capital Assets (net)	42,230,375	43,087,337
Total Non-Current Assets	<u>42,999,381</u>	<u>44,172,943</u>
Total Assets	<u>54,189,273</u>	<u>56,572,363</u>
DEFERRED OUTFLOW OF RESOURCES		
Deferred pension outflows	<u>7,971,713</u>	<u>4,901,303</u>
Total Assets and Deferred Outflow of Resources	<u><u>62,160,986</u></u>	<u><u>61,473,666</u></u>
LIABILITIES		
Current Liabilities		
Accounts Payable	88,154	104,756
Accrued Wages & Benefits	6,856	12,224
Unearned Revenue	-	-
Due to Agency Groups	88,358	92,396
Accrued Interest	61,863	-
Total Current Liabilities	<u>245,231</u>	<u>209,376</u>
Non-Current Liabilities		
USDA Loan	875,000	975,000
Bonds Payable	12,730,000	17,745,000
Premium on Sale of Bonds	848,965	951,362
Net Pension Liability	15,053,065	11,753,832
Compensated Absences	511,560	528,581
Post Employment Benefit Plan Payable	601,100	538,600
Johnson Control Performance Contract	1,258,583	1,258,583
Total Non-Current Liabilities	<u>31,878,273</u>	<u>33,750,958</u>
Total Liabilities	<u>32,123,504</u>	<u>33,960,334</u>
DEFERRED INFLOW OF RESOURCES		
Deferred pension inflows	<u>3,726,851</u>	<u>3,463,193</u>
NET ASSETS		
Investment in Capital Assets, net	36,566,843	29,779,863
Restricted for Debt Service	41,034	275,958
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	8,147,009	8,809,185
All other Funds	-20,204,255	-16,574,867
Total Net Assets	<u>26,310,631</u>	<u>24,050,139</u>
Total Liabilities, Deferred Inflow of Resources and Net Assets	<u><u>62,160,986</u></u>	<u><u>61,473,666</u></u>

East Central College
Statement of Activities
General Fund

As of February 28, 2018 and February 28, 2017

	For the Fiscal Year Ending June 30, 2018			For the Fiscal Year Ended June 30, 2017			
	Current FY Budget	February 2018 Month end	Current FY Year-To-Date	Prior FY Budget	February 2017 Month end	Prior FY Year-To-Date	Prior FYE
Revenues:							
Local Revenue	6,313,000	155,390	6,102,577	6,284,527	137,777	5,922,813	6,340,852
State Revenue*	5,306,645	428,548	3,428,390	5,880,000	386,371	3,699,947	5,345,756
Federal Revenue	5,000	-	370	-	-	515	7,810
Tuition and Fees	6,852,940	-19,800	5,408,685	6,238,166	59,811	5,413,835	5,687,024
Interest Income	50,000	6,264	44,198	50,000	4,518	36,625	67,793
Gifts and Grants	45,000	474	34,574	45,000	-	21,000	40,000
Miscellaneous Revenue	80,519	5,156	44,608	50,000	3,933	46,990	80,528
Transfers-Interfund & Indire	-	-	6,848	-	-	8,657	17,780
Transfer Federal Programs	-	-	-	-	-	-	-
Total Revenues	18,653,104	576,032	15,070,250	18,547,693	592,410	15,150,382	17,587,543
Expenses:							
Salaries	10,468,339	758,685	6,134,192	10,738,313	792,872	6,510,418	10,957,847
Benefits	3,170,393	274,389	2,095,294	3,264,288	283,368	2,153,212	3,806,639
Contractual Services	615,370	40,521	663,178	908,496	23,539	670,367	857,128
Current Expenses	1,361,919	38,056	514,173	1,011,581	67,489	626,896	891,559
Travel	218,087	14,368	122,427	231,215	9,143	138,562	188,900
Property & Casualty Insuran	205,000	3,989	202,062	205,000	-	199,359	199,359
Vehicle Expense	3,450	555	7,083	11,650	1,131	4,257	9,338
Utilities	708,599	38,534	346,730	758,889	49,989	466,185	709,456
Tele/Communications	219,201	20,898	137,975	177,219	16,831	147,847	225,184
Miscellaneous**	1,210,844	84,657	220,888	1,113,842	18,023	190,982	592,470
Clearing Account	-	-1,571	1,125	-	10	-236	-
Scholarship Expense	74,500	27,310	59,486	70,700	33,132	71,718	74,411
Faculty Development	25,000	2,808	3,876	30,000	-	25,600	30,100
Instit. Match for Grants	309,722	-	-	-	-	-	272,609
Commitment to ABE	20,000	-	-	20,000	-	1,318	20,000
Instit. Commit.to Fine Arts	6,500	-	-	6,500	-	-	6,500
Instit. Commit.to Word & M	3,200	-	-	-	-	-	-
Capital	32,980	-	21,926	-	-	32,243	36,968
Interfund Transfers	-	-	-	-	-	-	1,637,456
Interest on Debt	-	-	-	-	-	-	-
Total Expenses	18,653,104	1,303,199	10,530,415	18,547,693	1,295,527	11,238,728	20,515,924
Revenue over Expenses	-	-727,167	4,539,835	-	-703,117	3,911,654	-2,928,381

*2017 State projection changed after budget was approved

** 2017 Misc Expense(contingency) reduced by the amount of the change in state revenue

East Central College
Statement of Revenue, Expenses & Changes in Net Assets
(All Funds)
As of February 28, 2018 and February 28, 2017

	For the Fiscal Year Ending June 30, 2018		For the Fiscal Year Ended June 30, 2017	
	February 2018	FY 2018 Year-To-Date	February 2017	FY 2017 Year-To-Date
Operating Revenues:				
Student Tuition & Fees	-26,348	6,483,478	60,966	6,618,135
Federal Grants & Contracts	2,362,149	6,094,682	4,629,923	9,098,784
State Grants & Contracts	123,010	270,993	964,781	1,953,810
Auxiliary Services Revenue	161,968	1,513,661	207,425	1,724,477
Other Operating Revenue	6,314	119,922	3,949	110,289
Total Operating Revenue	2,627,093	14,482,736	5,867,044	19,505,495
Operating Expenses:				
Salaries	849,057	6,836,725	887,516	7,241,090
Benefits	295,232	2,271,284	307,172	2,333,856
Purchased Services	116,753	1,081,953	107,140	1,229,985
Supplies & Current Expenses	164,837	1,905,091	156,635	2,134,819
Travel	20,349	162,422	16,182	186,762
Insurance	3,989	218,382	-	213,581
Utilities	63,678	555,968	74,886	659,955
Other	7,903	99,606	10,967	66,537
Depreciation	168,924	1,363,562	144,558	1,096,388
Financial Aid & Scholarship	2,444,610	6,176,629	4,707,748	8,700,415
Total Operating Expenses	4,135,332	20,671,622	6,412,804	23,863,388
Operating (Loss)/Gain	-1,508,239	-6,188,886	-545,760	-4,357,893
Non-Operating Revenues (Expenses):				
State Appropriations	428,548	3,428,390	386,371	3,699,947
Tax Revenue	191,840	7,534,032	170,096	7,312,115
Interest Income	7,228	51,823	5,202	43,225
Gain/Loss on asset disposal	11,287	12,047	-	-
Principal & Interest on Debt	-	-434,294	-580,474	-562,238
Total Non-Operating Revenue (Expense)	638,903	10,591,998	-18,805	10,493,049
Increase in Net Assets	-869,336	4,403,112	-564,565	6,135,156

**East Central College
Investments
As of February 28, 2018**

<u>CD Number</u>	<u>Date</u>	<u>Maturity</u>	<u>Term</u>	<u>Rate</u>		<u>Total</u>
<u>Citizens Bank</u>						
272419	11/10/2017	5/10/2018	6 months	1.60%	\$	377,352.88
272421	11/10/2017	5/10/2018	6 months	1.60%	\$	377,352.91
ECC Total Invesments						\$ 754,705.79
<u>Private CDs Owned by the P. A. Hearst Account</u>						
Farmers & Merchants Bank - CD						
#132982028	11/13/2017	8/13/2019	21 months	1.50%	\$	81,672.62
United Bank of Union - CD #1024012663						
	4/14/2017	4/14/2018	12 months	0.40%	\$	6,085.19
Total Investments						\$ 87,757.81

2018

Total Cash Accounts	\$ 8,667,995.00
Certificates of Deposit	\$ 754,705.79
	\$ 9,422,700.79

2017 (December)

Total Cash Accounts	\$ 3,694,298.00
Certificates of Deposit	\$ 754,705.79
	\$ 4,449,003.79

**East Central College
Pledged Securities
As of February 28, 2018**

Farmers & Merchants

SECURITY DESCRIPTION	MATURITY DATE	CUSIP NO.	PAR AMOUNT
FDIC Insurance			\$ 250,000.00
TOTAL			<u>\$ 250,000.00</u>

United Bank of Union

SECURITY DESCRIPTION	MATURITY DATE	CUSIP NO.	PAR AMOUNT
FEDERAL FARM CREDIT BANK	02/20/18	3133ECFQ2	\$ 750,000.00
FEDERAL FARM CREDIT BANK	03/19/18	3133EAW61	\$ 50,000.00
FEDERAL FARM CREDIT BANK	05/01/18	3133EAB72	\$ 750,000.00
FEDERAL FARM CREDIT BANK	05/09/18	3133EAH43	\$ 1,000,000.00
FEDERAL HOME LOAN BANK	07/30/18	313381W27	\$ 600,000.00
FEDERAL HOME LOAN BANK	04/05/19	313382H97	\$ 1,000,000.00
FEDERAL NATIONAL MORTGAGE ASSN	04/26/19	3136G0R45	\$ 1,560,000.00
FEDERAL NATIONAL MORTGAGE ASSN	10/23/19	3135G0QM8	\$ 800,000.00
FEDERAL HOME LOAN BANK	01/17/20	313381T88	\$ 1,000,000.00
MARION CO MO SCHL DIST MUNI	3/1/2024	569101GS1	\$ 400,000.00
STRAFFORD MO REORG SCHL DIST MUNI	03/01/26	862682CD5	\$ 250,000.00
FRANKLIN CO REORG SCHL DIST MUNI	03/01/27	35310DGK0	\$ 25,000.00
GRANDVIEW MO MUNI	03/01/27	386748LQ8	\$ 585,000.00
TOTAL			<u>\$ 8,770,000.00</u>

United Bank of Union

SECURITY DESCRIPTION	MATURITY DATE	CUSIP NO.	PAR AMOUNT
FRANKLIN COUNTY SCHOOL DISTRICT, R-XI UNION MO	3/1/2021	353100GU8	\$ 540,000.00
TOTAL			<u>\$ 540,000.00</u>

* ALL SECURITIES ARE HELD WITH OUR SAFEKEEPING AGENT - COMMERCE BANK N.A., 1000 WALNUT STREET, KANSAS CITY, MO 64106

** ALL PLEDGED SECURITIES ARE IN COMPLIANCE WITH SECTION 1823 (E) OF THE FDIC REGULATIONS AND HAVE BEEN APPROVED BY THE BANK'S LOAN COMMITTEE. THE APPROVAL IS REFLECTED WITHIN THE MINUTES OF THE COMMITTEE.

**East Central College
Warrant Check Register
As of February 28, 2018**

The Treasurer of the Board confirms for the month ending February 28, 2018 that the check payments officially filed have been issued in accordance with the policies and procedures of East Central College (Junior College District), in compliance with the appropriation granted by the Board of Trustees as defined in the FY18 budgets and that there are sufficient balances in each fund and sub-fund available for the expenditures for which approval is hereto requested.

Total amount of checks dispersed from February 1, 2018 through February 28, 2018, is reported at \$1,732,078.32.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 2, 2018**

AGENDA ITEM 10: APPROVAL OF BIDS

Recommendation: To **authorize** the repair of the parapet wall and flashing in Hansen Hall by TREMCO/Weatherproofing Technologies, Inc. of St. Charles, MO at a cost of \$95,203 to be funded 50% with State of Missouri Maintenance and Repair monies.

Recommendation: To **approve** the replacement of the rooftop HVAC unit that incorporates the back portion of the first, second and third floors in the Donald Shook Student Center by Johnson Controls, Inc. of St. Louis, MO at a cost of \$41,189 to be funded 50% with State of Missouri Maintenance and Repair monies.

Recommendation: To **authorize** the resurfacing of Union campus parking lots by Royal Construction & Paving of Hillsboro, MO at a cost of \$16,343 to be funded 50% with State of Missouri Maintenance and Repair monies.

Recommendation: To **approve** the replacement of doors on the west side of the first floor of Donald Shook Student Center by Franklin County Glass of Washington, MO at a cost of \$20,854.08 to be funded 50% with State of Missouri Maintenance and Repair monies.

Attachment

4/2/2018

Section 10, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602



Interoffice Memorandum

To: Jon Bauer, President

From: Phil Pena, VP F&A 

Re: M&R projects for spring FY18

Date: March 26, 2018

It is my recommendation that the Board of Trustees accept and approve the purchase of the following items (see page two) to be reimbursed 50% using the State Maintenance and Repair funding. Matching funding will be provided from the Campus Improvement Fund and Facilities Fees.

- Hansen Hall - Sections of the parapet wall and flashing have failed and work is needed to stop roof water and air leaks to the identified sections of the building. There were no responses to the public request for bid; staff then researched pricing through the E&I Cooperative contract. A quote of \$95,203 was submitted under the E&I Cooperative contract CNR01305. E&I is a member-owned, non-profit purchasing cooperative, of which ECC is a member and can utilize their competitively awarded contracts.
- Shook Center - The rooftop condensing unit quote of \$41,189 was obtained through the GSA purchasing program. The HVAC unit incorporates the back portion of the 1st, 2nd and 3rd floor of the DSSC building, which includes classroom space and student lounging/common areas.
- Parking Lots - The college went out to bid for Phase 1 of the parking lot resurfacing project; only one bid of \$16,343 was submitted. Certain parking lot sections have been identified to be beyond their life expectancy and in need of coating to prevent further pavement damage. Our original estimate for the work was \$20,000 resulting in \$3,657 savings to the college.
- Shook Center - The college also went to bid for the DSSC 1st floor west side door replacement, with one bid submitted of \$20,854.08. This section of doors is weather beaten, leaking, and can no longer be locked.

Item	Location	Description	Vendor	Location	Amount	Authority
Hansen Hall parapet wall and roof flashing	Hansen Hall	Repair Hansen Hall parapet walls, caulk, tuck pointing, and roof flashing, sections E,F,G,H,I,J	TREMCO/Weatherproofing Technologies, Inc.	St. Charles, MO	\$95,203	E&I Cooperative Contract
Replace door system	Shook Center	Replace 1 st floor doors under the bridge, cannot lock or seal current doors	Franklin County Glass	Washington, MO	\$20,854.08	Competitively Bid
Replace defective 30 ton condensing unit	Shook Center	Replace HVAC unit that incorporates the back portion of the 1 st , 2 nd and 3 rd floors of the DSSC building, which includes classroom space and student lounging/common areas; current unit has failed	Johnson Controls, Inc. (JCI)	St. Louis, MO	\$41,189	GSA State Purchasing Contract
Recoat/Restripe parking lots	E,F,I,J,C,D lots	Phase 1 of recoating asphalt and restripe of the lots deemed in immediate need	Royal Construction & Paving	Hillsboro, MO	\$16,343	Competitively Bid

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 2, 2018**

AGENDA ITEM 11: PROPOSED COURSE FEE

Information will be presented at the meeting regarding a potential increase in fees charged for partner programs offered at the Four Rivers Area Career Center.

4/2/2018

Section 11, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 2, 2018**

AGENDA ITEM 12: PROPOSED BOARD POLICY – 1.36 SHARED GOVERNANCE

The attached new Board Policy and associated procedures will be presented for review and consideration. A recommendation to adopt this policy will be presented at the May Board meeting

Attachment

4/2/2018

Section 12, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

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BOARD MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: DR. JON BAUER
SUBJECT: PROPOSED POLICY
DATE: MARCH 28, 2018
CC:

The attached Board policy reflects the statement of shared governance approved by the Shared Governance and Communication Committee in response to the Higher Learning Commission review and concerns. The proposed policy was shared with the committee for review.

I will review the policy and answer any questions you may have at Monday's meeting. This policy will be brought back in May for your approval.

1.36 Shared Governance *(Adopted xxx-2018)*

East Central College is committed to a model of shared governance that reinforces the College's mission to serve students and other stakeholders. Shared governance is a systematic decision-making process that requires representation from all areas of the College actively collaborating with transparency, accountability, and responsibility. Shared governance fosters an institutional culture of inclusion, integrity, open communication, and good faith.

The principles of shared governance shall include:

1. Due diligence in every aspect of communication, transparency, and decision-making.
2. Mutual trust and respect for each other and for the collaborative process.
3. Efficient and timely communication of decisions, including an implementation timeline of decisions made.
4. Collaboration among the Board of Trustees, administration, faculty, staff, and, where appropriate, students to strengthen the quality of the education and services provided at the College.
5. A culture of inclusion by thoughtfully considering the ideas and opinions of those most impacted by decisions, while working to ensure meaningful involvement of all stakeholders in the decision-making process.
6. Utilizing relevant data and expert opinions in the decision-making process, including both quantitative and qualitative data where possible.
7. Using current policy documents to ground initial deliberations within the decision-making process, and developing and recommending policy revisions where outcomes are not satisfactory.
8. Setting standards for accountability at all levels of the shared governance model by defining goals, reporting progress, and assessing the decision-making process itself.

Procedures *(Adopted xxxx 2018)*

1.36.1 Shared governance is intended to promote open communication for discussion of college issues and development of recommendations to the College Administration, with the appropriate person or body making decisions after consideration of provided input. Issues of focus may include, but are not limited to, curriculum, assessment, retention, strategic planning, student support, physical facilities, technology, budget priorities, and professional development.

1.36.2 A Shared Governance Council shall be established, with representation from the Board of Trustees, college administration, faculty, professional staff, and classified staff.

The Shared Governance Council shall make recommendations on policy and other matters of institutional concern.

Representatives to the Shared Governance Council will be elected for a two-year term by each governing body and shall consist of the following:

- a) Faculty – 2 members
- b) Professional Staff – 2 members
- c) Support Staff – 2 members
- d) Representative from Rolla – 1 member
- e) Vice Presidents – 4 members
- f) President of College – 1 member
- g) Board of Trustees – 1 member
- h) Student Representative, as determined by the Shared Governance Council

1.36.3 The Shared Governance Council is charged with developing, maintaining, and revising procedures for seeking input and providing communication from and to employee associations.

1.36.4 The College will maintain internal documents related to Shared Governance within an appropriate software platform, such as SharePoint or its equivalent.

1.36.5 A web page dedicated to Shared Governance shall be established and maintained, and will include the following components:

- Definition
- Mission
- Model (flowchart and explanation)
- List of all standing committees and ad hoc committees
- Each committee's purpose, members, meeting dates, and contact information
- Link to SharePoint or the internal document database
- Link to request form for meeting minutes/access to SharePoint or the internal document database
- Training document for SharePoint or the internal document database

1.36.6 A report on the status of shared governance and the effectiveness of the governance model shall be presented annually to the Board of Trustees.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 2, 2018**

AGENDA ITEM 13: FACULTY PROMOTION IN RANK

Recommendation: To **approve** the promotion of Susan Henderson, Laura Roselli-Insall, Leigh Kolb and Adam Watkins to Associate Professor effective for the 2018-19 academic year.

Attachment

4/2/2018

Section 13, Page 1

East Central College

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EAST CENTRAL COLLEGE

OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

March 28, 2018

Dear Dr. Bauer,

On behalf of the Rank and Promotion Committee, I would like to recommend for your consideration the following faculty members for Rank and Promotion effective 2018-2019 academic year:

Faculty	Current Rank	New Rank
Susan Henderson	Instructor	Assistant Professor
Laura Roselli-Insall	Instructor	Assistant Professor
Leigh Kolb	Instructor	Assistant Professor
Adam Watkins	Instructor	Assistant Professor

Thank you for the consideration.



Dr. Tia Robinson
Vice-President of Academic Affairs

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 2, 2018**

**AGENDA ITEM 14: UPDATE ON THE RESPONSE TO THE HIGHER LEARNING
COMMISSION COMPREHENSIVE QUALITY REVIEW**

An update will be provided on work underway to address concerns identified by the Higher Learning Commission during the October 2017 Comprehensive Quality Review.

4/2/2018

Section 14, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 2, 2018**

AGENDA ITEM 15: *PERSONNEL

A. EXECUTIVE DIRECTOR, CENTER FOR WORKFORCE DEVELOPMENT

Pending acceptance by the candidate, a recommendation will be made for the appointment of the Executive Director, Center for Workforce Development at Monday's meeting.

B. INTENTION TO RE-EMPLOY FULL-TIME FACULTY

Recommendation: To **approve** the reappointment of full-time faculty for the 2018-2019 academic year as listed on the attached.

Attachment

4/2/2018

Section 15, Page 1

East Central College

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EAST CENTRAL COLLEGE

OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

TO: Dr. Jon Bauer
DATE: March 28, 2018
FROM: Dr. Tia Robinson, Vice President of Academic Affairs
RE: Reappointment of Full-time Faculty

Recommendations by the Vice President of Instruction for reappointment/non-reappointment for FY2019:

Reappointment - Annual Contract

Aramburu, Ellen	Free, Stephanie	Herdlick, John	Schwein, Anna
Bouzidi, Djemoui	Gifford, Matthew	Howard, Rachel	Stotler, Gregory
Cantrell, Elizabeth	Goodson, Jennifer	McDonald, Laura	Van Leer, Jessica
DeArmond, David	Hanneken, Lisa	Pulles, Keith	

Reappointment from Annual Contract to Continuous Contract

Cassat, DeAnna	Dunn, Amber	Haynes, Shanee	Sayles, Nanette
Derifield, Coreen	Follis, Linda	Palazzola, Michael	Swanson, Chris

According to board policy, faculty member is eligible for continuous contract in August 2018 based on hire date.

Reappointment - Continuous Contract

Amoloza, Jerry	Durbin, Jason	Judd, Jennifer	Pohlman, Dennis
Austin, Grace	Elliott, Curtis	Kellogg, Isaiah	Roberson, Shaun
Barro, Linda	Esbeck, Nathan	Kolb, Leigh	Roselli Insall, Laura
Barton, Sean	Fitts, Thomas	Mahon, Robert	Sexton, Timothy
Bieker, Judy	Govindaswamy,	Mehrhoff, Jay	Stroup, Joshua
Bounds, Aaron	Parvadha	Mentz, Anne	Watkins, Adam
Brigham, Reginald	Hardecke, John	Mitchell, Nancy	Watts, Patsy
Buchholz, Stephanie	Havens, Sarah	Monzyk, Matthew	Winters-Rozema,
Cunningham, William	Henderson, Susan	Mowery, Tracy	Elizabeth
Dixon, Kevin	Higerd, Jennifer	Pecka, Wendy	

Approval:

 3/28/18

Dr. Tia Robinson, Vice President of Academic Affairs

Date

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 2, 2018**

AGENDA ITEM 16: REPORTS

Reports may be presented by:

- A. Faculty Association President, Tom Fitts
- B. ECC-NEA President, Sue Henderson
- C. Professional Staff President, Karen Klos
- D. Classified Staff Association Treasurer, Bethany Herron
- E. Student Government Association President, Michail Ratcliff

4/2/2018

Section 16, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 2, 2018**

AGENDA ITEM 17: PRESIDENT'S REPORT

Projected meeting dates for 2018 are listed below for planning purposes. Meetings will normally begin at 5:30 p.m. Please let me know as soon as possible if you will not be able to attend any of the projected meetings.

2018 Projected Meeting Dates

May 7
June 4
July 19 (*Thursday noon business meeting*)
August 27
No September Meeting
October 1
November 5
December 3

Alternate Meeting Dates

May 14
June 11

October 8
November 12
December 10

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 2, 2018**

AGENDA ITEM 18: ADJOURNMENT

Recommendation: To **adjourn** the April 2, 2018 meeting of the Board of Trustees.

4/2/2018

Section 18, Page 1

East Central College

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