



BOARD OF TRUSTEES MEETING

May 7, 2018

EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING AGENDA
Monday, May 7, 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.	TREASURER’S REPORT AND FINANCIAL REPORT	Simple Majority		
7.	PROPOSED COURSE FEES	Simple Majority		
8.	PROPOSED BOARD POLICY – 1.36 SHARED GOVERNANCE	Simple Majority		
9.	UPDATE ON HIGHER LEARNING COMMISSION ACCREDITATION			X
10.	*PERSONNEL A. Resignations B. Intention to Re-Employ Administrators C. Intention to Re-Employ Professional Staff D. Nursing Faculty	4 Votes		
11.	BOARD PRESIDENT’S REPORT			X
12.	REPORTS A. Faculty Association B. ECC-NEA C. Professional Staff Association D. Classified Staff Association E. Student Government Association			X
13.	PRESIDENT’S REPORT			X
14.	EXECUTIVE SESSION – REVISED STATUTES OF MISSOURI 2004, SECTION 610.21 (3) PERSONNEL	4 Votes		
15.	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
May 7, 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.

5/7/2018

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
May 7, 2018**

AGENDA ITEM 2: RECOGNITION OF GUESTS

Guests will be recognized by Mr. Jay Scherder.

5/7/2018

Section 2, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 7, 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.

5/7/2018

Section 3, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 7, 2018**

AGENDA ITEM 4: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the May 7, 2018, Board of Trustees meeting.

5/7/2018

Section 4, Page 1

East Central College

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Agenda Item 4: Approval of Agenda

Consent Agenda Items for May 7, 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
May 7, 2018**

AGENDA ITEM 5: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the April 2, 2018 regular meeting of the Board of Trustees.

Attachment

5/7/2018

Section 5, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, April 2, 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, Cookie Hays and Eric Park. Also present were newly elected Board member Audrey Freitag; President of the College Jon Bauer; Administrators – 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 Facilities and Grounds Tot Pratt, Campus Police Officer Todd Schlitt, Faculty Association President Tom Fitts, NEA President Sue Henderson, Professional Staff President Karen Klos, Classified Staff Association Treasurer Bethany Herron, faculty member Leigh Kolb, Student Government President Michail Ratcliff, and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: Mr. Scherder introduced Kavahn Mansouri from the *Missourian*.

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 April 2, 2018 meeting of the Board of Trustees.

Motion by Joseph Stroetker; Seconded by Cookie Hays; Carried Unanimously

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

OATH OF OFFICE AND SEATING OF NEW BOARD MEMBERS: The oath of office was administered to newly elected Board member Audrey Freitag, representing Subdistrict #1, and incumbent Prudence Fink Johnson, representing Subdistrict #2, by Board President Ann Hartley as follows:

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.

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

ELECTION OF BOARD OFFICERS: Board President Ann Hartley invited nominations for the offices of President, Vice President, Treasurer and Secretary of the Board.

Ann Hartley was nominated by Prudence Fink Johnson and elected Board of Trustees President by a unanimous vote.

Joseph Stroetker was nominated by Cookie Hays and elected Board of Trustees Vice President by a unanimous vote.

Prudence Fink Johnson was nominated by Joseph Stroetker and elected Board of Trustees Treasurer by a unanimous vote.

Cookie Hays was nominated by Eric Park and elected Board of Trustees Secretary by a unanimous vote.

Bonnie Gardner was nominated by Eric Park and appointed Board of Trustees Recording Secretary by a unanimous vote.

RESOLUTIONS OF APPRECIATION: College President Jon Bauer read the attached Resolution of Appreciation recognizing the service of retiring trustee, Don Kappelmann.

Motion: 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.

Motion by Joseph Stroetker; Seconded by Audrey Freitag; Carried Unanimously

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 Pena reviewed each of the bid items and noted that all will be purchased using state maintenance and repair funds with a 50% College match. He stated that Hansen Hall has water leaks and areas where immediate repairs can be made have been identified. The building will be divided into three sections for repair and this bid represents costs for the largest portion of the building. No bids were submitted in response to the request so the College moved to the E & I Cooperative Contract and Tremco was the sole bidder. The rest of the building will be done over the next two years. The leaks have not resulted in interior mold issues, but there is mold on the exterior of the building that will be removed using a biochemical spray.

Motion: 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.

Motion by Prudence Fink Johnson; Seconded by Audrey Freitag; Carried Unanimously

The recommended HVAC unit supplies part of each floor of Shook Center. No public bids were submitted so quotes were sought through the state purchasing contract. This system will help with energy efficiency as well as save money in repair and upkeep of system.

Motion: 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.

Motion by Joseph Stroetker; Seconded by Cookie Hays; Carried Unanimously

A number of the campus parking lots are beyond their life expectancy; if a sealant coat is not applied, they will continue to disintegrate. Eventually the lots will need new pavement, but this process will fill cracks and apply a coating with a ten-year warranty. The lot behind Buescher Hall will also be re-stripped as a part of this project.

Motion: 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.

Motion by Audrey Freitag; Seconded by Eric Park; Carried Unanimously

A set of doors on the first floor of Shook Center, under the bridge, have corroded around the framing. Currently the doors cannot be locked and a safety bar is being used to secure the building at night. This estimate was below the budgeted amount and will provide replacement doors.

Motion: 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.

Motion by Cookie Hays; Seconded by Audrey Freitag; Carried Unanimously

PROPOSED COURSE FEE: Dr. Bauer noted that ECC has been offering programs in partnership with the Four Rivers Area School for a number of years. Four Rivers establishes a rate of tuition or seat charge, currently \$1,538, per adult student; ECC pays that charge and collects student tuition and fees, currently \$324. A fee is being considered to help close the gap between tuition and seat charges (\$1,214). Federal Perkins funds along with general operating funds have been used to supplement the courses. Options being considered include establishing a \$1,200 fee per course or phasing in a fee over a couple years to avoid a large increase in a single year. Students would be able to cover the cost with financial aid in some cases. This would impact about 15 auto tech and 15 welding students per semester. Currently this cost is being absorbed using approximately \$57,000 in Perkins money and about \$45,000 in general operating funds.

Concern was expressed that the large cost increase for vocational students will place an undue burden on them. It was noted that the College does not recoup the entire cost of instruction in many other programs and this could be seen as discriminatory. The arrangement was made to benefit the College since it is less costly than offering the programs at the College and eliminates duplication of programs.

Board members stated more information is needed to make an informed decision. What percentage are other courses subsidized by the College? What are the costs compared to competitors' programs? It was noted that these vocational students are important to the area economy and other programs not central to the curriculum are being funded.

Dr. Bauer indicated more information will be provided at the next meeting along with a specific fee recommendation should the administration decide to proceed in that direction.

PROPOSED BOARD POLICY – 1.36 SHARED GOVERNANCE: Dr. Bauer noted that the proposed policy is being introduced as a result of the HLC Task Force discussion and a recommendation from the Shared Governance and Communications Committee. It is a reflection of the statement of shared governance developed by that committee and would establish a Shared Governance Council which would include broad campus representation as well as Board

representation. The Council would make recommendations regarding policy and allow for input in campus decision making. The proposed policy is being presented for input and will be brought back in May for a vote. Concern was expressed about the role of a Board member on the Shared Governance Council. As structured, the role would be a voting member. However, that may imply the member carries some authority that does not really exist and could be considered a conflict of interest if the Council is making a recommendation to the full Board. Dr. Bauer noted that the Board needs to make the decision as to the role for their representative – voting member or liaison. The policy will be brought back in May for a vote by the Board.

FACULTY PROMOTION IN RANK: Dr. Bauer gave a brief explanation of the process for faculty to be considered for promotion in rank.

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

Motion by Audrey Freitag; Seconded by Eric Park; Carried Unanimously

UPDATE ON THE RESPONSE TO THE HIGHER LEARNING COMMISSION COMPREHENSIVE QUALITY REVIEW: The College's response to the Higher Learning Commission (HLC) has been submitted and was shared with the Board. The response details things that have occurred to address concerns. It includes more detailed information on the development of a new strategic plan as well as adoption of the current, revised plan. The response is the result of a lot of work by the task force, subcommittees and administration. It will serve as a blueprint for future action to improve the institution. Dr. Park noted that he would like an update on the program accreditations held by the college and how their criteria have been met.

***PERSONNEL:** The Board **approved** the appointment of Edward Shelton as the Executive Director, Center for Workforce Development at an annual salary of \$67,000 effective April 3, 2018. The Board also **approved** the reappointment of full-time faculty for the 2018-2019 academic year as listed in the attached memorandum.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Tom Fitts reported that Sarah Havens will be the new association president. The following occurred over spring break: Adam Watkins and Leigh Kolb traveled to London with art and journalism club students. Tim Sexton took the choir to New York to perform at Carnegie Hall. Aaron Bounds and the music faculty hosted the area high school music festival. Leigh Kolb will be giving a presentation at the Missouri Interscholastic Press Association J-Day on April 4. Linda Follis and Sarah Sexton will be attending the MOMATYC conference this week. Tom Fitts attended the Missouri EMS Association instructor/coordinator conference last week.
- B. ECC-NEA:** ECC-NEA President Sue Henderson reported over 30 high school instructors were nominees for the Inspirers of Excellence Award; a small grant was received from the Missouri NEA for the reception. The new president of ECC-NEA is Tom Fitts. Ms. Henderson asked the Board to recall the faculty letter sent to them last fall and noted that many of the concerns expressed in the letter still exist. She asked them to review that letter and consider ways to fully address the points raised.

- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Karen Klos reported that the Rotaract club sponsored an egg hunt for students at Autumn Hill School and prepared goodie bags for the students.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Treasurer Bethany Herron reported the spring recipient of the Spotlight Award is Sarah Haines, program assistant for business and industry; the award ceremony is April 12. CSA elections are coming up in May and the group has disbursed its annual scholarship.
- E. STUDENT GOVERNMENT ASSOCIATION:** SGA President Michail Ratcliff reported that Falcon Fest is April 3. The SGA now has 17 student senators and they are planning a bake sale to raise funds for a directional map in the quad. Four or five new clubs have been added this semester. SGA members recently went to see the movie *Love, Simon*.

PRESIDENT'S REPORT: Vice President Joel Doecker shared that \$239,550 has been received from the Missouri Department of Workforce Development to start a registered apprenticeship program that will incorporate seven area manufacturers. Employees will be provided on the job training as well as the opportunity to enroll in on-campus courses with the goal of completing a degree. Employees from Aerofil Industries, ATRO Engineering Systems, Clemco Industries, Graphic Packaging, G.H. Tool and Mold, Homeyer Precision and Texwrap Packaging Systems who complete the program will receive salary increases.

The state budget is moving to the Senate. The House restored the Governor's cuts in exchange for no more than one percent increase in tuition; Senate budget leaders have indicated interest in preserving that funding. The mission review bill was passed and sent to Governor Greitens. It will allow community colleges to offer bachelor's degrees and some additional four-years to offer doctoral programs. The program must be one which no other provider in the region offers and must have demonstrated demand. Another bill with implications for community colleges relates to the process for expanding the college district if an area is interested in joining the taxing district. Currently the area school board has to put the issue on the ballot. This bill would essentially give the community college board the ability to put the issue on the ballot for a vote of the people. This bill is likely to pass.

ECC kicked off the 50th anniversary celebration today; it will continue through September 2019.

ADJOURNMENT:

Motion: To adjourn the April 2, 2018 public Board of Trustees meeting at 7:15 p.m.

Motion by Cookie Hays; Seconded by Joseph Stroetker; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 7, 2018**

AGENDA ITEM 6: 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

5/7/2018

Section 6, Page 1

East Central College

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East Central College
Statement of Net Assets for all Funds
As of March 31, 2018 and March 31, 2017

ASSETS	3/31/18	03/31/17
Current		
Cash	7,956,557	7,208,051
Investments	839,859	1,594,088
Receivables, net		
Student	879,380	2,317,062
Federal & State agencies	793,826	1,137,636
Other	107,195	6,861
Inventories	222,779	274,451
Prepaid expenses	200,600	191,322
Total Current Assets	11,000,196	12,729,471
Non-Current Assets		
Other Assets	769,006	1,085,606
Capital Assets (net)	43,275,341	44,006,464
Total Non-Current Assets	44,044,347	45,092,070
Total Assets	55,044,543	57,821,541
DEFERRED OUTFLOW OF RESOURCES		
Deferred pension outflows	7,971,713	4,901,303
Total Assets and Deferred Outflow of Resources	63,016,256	62,722,844
LIABILITIES		
Current Liabilities		
Accounts Payable	10,889	18,266
Accrued Wages & Benefits	330,198	352,435
Unearned Revenue	576,855	1,514,784
Due to Agency Groups	88,260	92,334
Accrued Interest	56,254	-
Total Current Liabilities	1,062,456	1,977,819
Non-Current Liabilities		
USDA Loan	866,667	966,667
Bonds Payable	12,730,000	13,653,215
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	31,869,940	29,650,840
Total Liabilities	32,932,396	31,628,659
DEFERRED INFLOW OF RESOURCES		
Deferred pension inflows	3,726,851	3,463,193
NET ASSETS		
Investment in Capital Assets, net	37,620,142	34,181,209
Restricted for Debt Service	41,034	258,659
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	7,028,246	7,201,770
All other Funds	-20,092,414	-15,770,646
Total Net Assets	26,357,008	27,630,992
Total Liabilities, Deferred Inflow of Resources and Net Assets	63,016,255	62,722,844

East Central College
Statement of Activities
General Fund

As of March 31, 2018 and March 31, 2017

	For the Fiscal Year Ending June 30, 2018			For the Fiscal Year Ended June 30, 2017			
	Current FY Budget	March 2018 Month end	Current FY Year-To-Date	Prior FY Budget	March 2017 Month end	Prior FY Year-To-Date	Prior FYE
Revenues:							
Local Revenue	6,313,000	240,143	6,342,719	6,284,527	283,223	6,206,035	6,340,852
State Revenue*	5,306,645	428,548	3,856,938	5,880,000	386,371	4,086,318	5,345,756
Federal Revenue	5,000	6,760	7,130	-	-	515	7,810
Tuition and Fees	6,852,940	53,956	5,462,641	6,238,166	247,804	5,661,639	5,687,024
Interest Income	50,000	8,027	52,225	50,000	9,911	46,537	67,793
Gifts and Grants	45,000	76,825	111,399	45,000	20,000	41,000	40,000
Miscellaneous Revenue	80,519	12,384	56,993	50,000	5,485	52,476	80,528
Transfers-Interfund & Indire	-	3,474	10,322	-	4,757	13,413	17,780
Transfer Federal Programs	-	-	-	-	-	-	-
Total Revenues	18,653,104	830,117	15,900,367	18,547,693	957,551	16,107,933	17,587,543
Expenses:							
Salaries	10,468,339	1,244,898	7,379,090	10,738,313	1,276,433	7,786,851	10,957,847
Benefits	3,170,393	320,622	2,415,916	3,264,288	327,440	2,480,652	3,806,639
Contractual Services	615,370	36,069	699,247	908,496	47,773	718,140	857,128
Current Expenses	1,361,919	45,438	559,610	1,011,581	51,456	678,351	891,559
Travel	218,087	13,649	136,076	231,215	13,161	151,723	188,900
Property & Casualty Insuran	205,000	-	202,062	205,000	-	199,359	199,359
Vehicle Expense	3,450	1,271	8,354	11,650	1,492	5,749	9,338
Utilities	708,599	41,666	388,396	758,889	45,050	511,234	709,456
Tele/Communications	219,201	20,337	158,312	177,219	25,212	173,059	225,184
Miscellaneous**	1,210,844	22,687	243,574	1,113,842	20,258	211,241	592,470
Clearing Account	-	-2,029	-904	-	-10	-246	-
Scholarship Expense	74,500	-	59,486	70,700	1,000	72,718	74,411
Faculty Development	25,000	695	4,571	30,000	3,300	28,900	30,100
Instit. Match for Grants	309,722	63,257	63,257	-	-	-	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	-	21,928	-	-	32,244	36,968
Interfund Transfers	-	-	-	-	-	-	1,637,456
Interest on Debt	-	-	-	-	-	-	-
Total Expenses	18,653,104	1,808,560	12,338,975	18,547,693	1,812,565	13,051,293	20,515,924
Revenue over Expenses	-	-978,443	3,561,392	-	-855,014	3,056,640	-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 March 31, 2018 and March 31, 2017

	For the Fiscal Year Ending June 30, 2018		For the Fiscal Year Ended June 30, 2017	
	March 2018	FY 2018 Year-To-Date	March 2017	FY 2017 Year-To-Date
Operating Revenues:				
Student Tuition & Fees	68,623	6,552,101	302,755	6,920,891
Federal Grants & Contracts	555,151	6,649,833	-930,486	8,168,298
State Grants & Contracts	150,197	421,190	139,650	2,093,460
Auxiliary Services Revenue	53,007	1,566,669	111,620	1,836,098
Other Operating Revenue	90,505	210,427	31,337	141,626
Total Operating Revenue	917,483	15,400,220	-345,124	19,160,373
Operating Expenses:				
Salaries	1,376,966	8,213,692	1,420,876	8,661,965
Benefits	347,198	2,618,482	357,211	2,691,067
Purchased Services	125,205	1,207,158	139,111	1,369,096
Supplies & Current Expenses	103,711	2,008,802	18,459	2,153,277
Travel	16,321	178,743	23,170	209,932
Insurance	-	218,382	-	213,581
Utilities	69,232	625,200	80,498	740,453
Other	22,648	122,255	14,716	81,253
Depreciation	203,895	1,567,457	195,994	1,292,383
Financial Aid & Scholarship	500,000	6,676,627	-1,040,301	7,660,114
Total Operating Expenses	2,765,176	23,436,798	1,209,734	25,073,121
Operating (Loss)/Gain	-1,847,693	-8,036,578	-1,554,858	-5,912,748
Non-Operating Revenues (Expenses):				
State Appropriations	428,548	3,856,938	386,371	4,086,318
Tax Revenue	296,472	7,830,504	349,706	7,661,820
Interest Income	9,347	61,170	33,329	76,555
Gain/Loss on asset disposal	2,210	14,257	-	-
Principal & Interest on Debt	-	-434,294	-	-562,238
Total Non-Operating Revenue (Expense)	736,577	11,328,575	769,406	11,262,455
Increase in Net Assets	-1,111,116	3,291,997	-785,452	5,349,707

**East Central College
Investments
As of March 31, 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

Private CDs Owned by the P. A. Hearst Account

Farmers & Merchants

Bank - CD

#132982028	11/13/2017	8/13/2019	21 months	1.50%	\$ 81,672.62
Total Investments					\$ 81,672.62

2018

Total Cash Accounts	\$ 7,956,557.00
Certificates of Deposit	\$ 754,705.79
	\$ 8,711,262.79

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 March 31, 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><u>\$ 8,770,000.00</u></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><u>\$ 540,000.00</u></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 March 31, 2018**

The Treasurer of the Board confirms for the month ending March 31, 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 March 1, 2018 through March 31, 2018, is reported at \$978,474.11.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 7, 2018**

AGENDA ITEM 7: PROPOSED COURSE FEE

Recommendation: To **approve** course fees for career and technical programs offered in conjunction with the Four Rivers Area School as follows:

Automotive Technology	\$125 per course
Building Construction	\$100 per course
Welding	\$250 per course

Attachments

5/7/2018

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East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 583-5195, Ext. 6502
FAX (636) 583-6601



MEMORANDUM

To: Dr. Jon Bauer

Fr: Joel Doecker

Date: 5.1.18

Re: New Course Fees

This memorandum serves as a recommendation for the East Central College Board of Trustees to adopt course fees for Automotive Technology, Building Construction and Welding classes. The new fee structure is based on the market analysis of similar programs and classes at community colleges and vocational technical schools throughout the state of Missouri.

The proposed course fees will help to offset the actual costs unique to the specific courses/programs. By reviewing the course fees annually, recommendations can be made to change the fees as costs increase or decrease.

Automotive Technology: \$125 per course	
AUT 101	Introduction Auto Technology
AUT 102	ASE Brakes
AUT 141	ASE Suspension/Steering
AUT 142	ASE Manual Drive
AUT 142	Auto Transmission/Transaxle
AUT 151	ASE Engine Repair
AUT 221	ASE Electrical Systems
AUT 222	ASE Engine Performance
AUT 223	Heating and Air Conditioning
Building Construction: \$100 per course	
BDC 110	Building Construction
BDC 120	Building Construction II
BDC 130	Building Construction III
BDC 140	Building Construction IV
BDC 270	I.S. – Building Construction
BDC 280	Special Topics-Building Construction
Welding: \$250 per course	
WLD 102	Welding I Lab (Introduction)
WLD 112	Welding II Lab (All Position SMAW)
WLD 122	Welding III Lab (Advanced SMAW)
WLD 132	Welding IV Lab (GMAW)
WLD 202	Welding V Lab (GTAW)
WLD 133	Welding VI Lab (Blueprint Reading)
WLD 212	Welding VII Lab (Pipe Wldg.)
WLD 213	Welding VIII (Advanced Grad Project)

Automotive Technology	Tuition	General Fees	Lab Fee	Class Fee	Total Per Class
Ranken Technical College	\$593 per technical credit hour \$1,779 per class				\$1,779.00
State Tech	\$166 per credit hour \$498 per class	\$36 per credit hour \$108 per class			\$606.00
OTC	\$110 per credit hour (in-district) \$330 per class	\$25 per credit hour \$75 per class	\$75-\$100/course		\$505.00
St. Louis Community College Forest Park	\$109.50 per credit hour (in-district) \$328.50 per class	\$6.50 activity fee \$10 technology fee \$16.50 per class		Tool purchase:\$600- \$2,700. Two uniforms: \$44	\$345.00
Metropolitan Community College	\$103 per credit hour (in-district) \$309 per class	\$7 per credit hour \$21 per class	\$56-\$84 per course	\$160-\$240 per class	\$546.00
Jefferson College	\$106 per credit hour \$318 per class	\$15 technology fee \$45 per class		\$56 per course	\$419.00
East Central College	\$85 per credit hour \$255 per class	\$23 per credit hour \$69 per class			\$324.00
Total Cost Differential	Ranken State Technical OTC St. Louis MCC Jefferson	\$ \$ \$ \$ \$ \$	1,455.00 282.00 181.00 21.00 222.00 95.00		
Total Differential		\$	2,256.00		
Average		\$	409.50		
Average: Community College		\$	129.75		

WELDING	Tuition	General Fees	Lab Fee	Class Fee	Total Cost Per
Ranken Technical College	\$593 per technical credit hour. \$1,779 per class				\$1,779.00
State Technical College	\$286 per credit hour (in-state). \$858 \$572 per credit hour (non-state)	\$36 per credit hour \$108 per class			\$966.00
OTC	\$110 per credit hour. \$330 per class	\$25 per credit hour \$75 per class	\$140-\$360	\$1,605.00	\$545.00 \$765.00
Metropolitan Community College	\$103 per credit hour (in-district). \$30	\$7 per credit hour \$21 per class	\$42-\$56 per class	\$110	\$372.00 \$386.00
Jefferson College	\$106 per credit hour (Fall 2018). \$31	\$10 tech. fee, per c/h \$30 per class		\$309 per course	\$657.00
East Central College	\$85 per credit hour \$255 per class	\$23 per credit hour \$69 per class			\$324.00
Total Cost Differential	Ranken	\$	1,455.00		
	State Technical	\$	642.00		
	OTC	\$	441.00		
	MCC	\$	62.00		
	Jefferson	\$	333.00		
Total Differential		\$	2,933.00		
Overall Average		\$	586.60		
Average: Community Colleges		\$	278.67		

BUILDING CONSTRUCTION	Tuition	General Fees	Lab Fee	Class Fee	Cost Per Class
Ranken Technical College Carpentry & Building Construction	\$593 per technical credit hour. \$1,779 per class				\$1,779.00
State Technical College	N/A				N/A
OTC	\$110 per credit hour. \$330 per class	\$25 per credit hour \$75 per class	\$100 per course		\$505.00
St. Louis Community College	N/A				N/A
Metropolitan Community College (Construction Management)	\$103 per credit hour. \$309 per class	\$7 per credit hour \$21 per class			\$546.00
Jefferson College	N/A				N/A
East Central College	\$85 per credit hour \$255 per class	\$23 per credit hour \$69 per class			\$324.00
Total Cost Differential	Ranken	\$	1,455.00		
	OTC	\$	181.00		
	MCC	\$	222.00		
Total Differential		\$	1,858.00		
Overall Average		\$	368.83		
Average: Community College		\$	100.75		

Cost of 4 Rivers Programs

4 Rivers Seat Charges per class	\$	1,538.00
East Central College Tuition & Fee:	\$	324.00
ECC Subsidy	\$	1,214.00

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 7, 2018**

AGENDA ITEM 8: PROPOSED BOARD POLICY – 1.36 SHARED GOVERNANCE

Recommendation: To **approve** Board Policy 1.36 Shared Governance as attached with the current Board Policy 1.36 being renumbered as Board Policy 1.37.

Attachment

5/7/2018

Section 8, Page 1

East Central College

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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
May 7, 2018**

**AGENDA ITEM 9: UPDATE ON HIGHER LEARNING COMMISSION
ACCREDITATION**

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

5/7/2018

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East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 7, 2018**

AGENDA ITEM 10: *PERSONNEL

A. RESIGNATIONS

Recommendation: To **accept** the resignation of Shelli Allen, Vice President, Student Development effective June 29, 2018 and the resignation of Dr. Tia Robinson, Vice President, Academic Affairs effective June 29, 2018.

B. INTENTION TO RE-EMPLOY ADMINISTRATORS

Recommendation: To **approve** the reappointment of the following administrators for the 2018-2019 fiscal year.

Joel Doecker Vice President, External Relations
Dr. Philip Pena Vice President, Finance and Administration

C. INTENTION TO RE-EMPLOY PROFESSIONAL STAFF

Recommendation: To **approve** the reappointment of professional staff for the 2018-2019 fiscal year as listed on the attached.

D. NURSING FACULTY

Recommendation: To **approve** the appointment of Julie Chirban as Nursing Instructor effective August 14, 2018 with a nine-month salary of \$51,500.

Attachments

5/7/2018

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East Central College

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FAX (636) 583-6602



**Interoffice Memo
President's Office**

TO: Board of Trustees
FROM: Dr. Jon Bauer, College President
DATE: May 1, 2018
RE: Resignation of Administrators FY19

The following administrators have provided written notice of resignation of their respective positions for FY19:

Shelli Allen, Vice President, Student Development

- On Monday, April 2, 2016, Shelli provided a formal notice of resignation as the Vice President, Student Development at East Central College effective June 29, 2018. Shelli has accepted a position as Vice President of Enrollment Services for the Des Moines Area Community College system.

Dr. Tia Robinson, Vice President, Academic Affairs

- On April 26, 2018, Dr. Tia Robinson provided a formal notice of resignation as the Vice President, Academic Affairs at East Central College effective June 29, 2018.

A handwritten signature in black ink, appearing to read 'Jon Bauer', is written over a horizontal line.

Dr. Jon Bauer, College President



**Interoffice Memo
President's Office**

TO: Board of Trustees
FROM: Dr. Jon Bauer, College President
DATE: May 1, 2018
RE: Reappointment of Administrators FY19

The following administrators are being recommended to the Board of Trustees for reappointment for fiscal year 2019:

Joel Doecker, Vice President, External Relations
Dr. Phil Pena, Vice President, Finance and Administration

Approval Signature:

Dr. Jon Bauer, College President



President's Office Interoffice Memo

TO: Board of Trustees
FROM: Dr. Jon Bauer, College President
DATE: May 1, 2018
RE: Reappointment of Professional Staff FY19

The following Professional Staff employees are being recommended to the Board of Trustees for reappointment for fiscal year 2019:

President's Office

Christina Ayres, Director, ECC-Rolla
Jennifer Crosby, Assistant Director, ECC-Rolla
Bonnie Gardner, Executive Assistant to the President
Wendy Hartmann, Director, Human Resources
Rachael Karr, Coordinator, Enrollment Services ECC-Rolla
Wendy Landwehr, HR Specialist
Bethany Lohden, Director, Institutional Research, Assessment & Planning
Dana Riegel, Research Analyst
Jessica Robart, Coordinator, Learning Support ECC-Rolla

Vice President of Finance and Administration

Doug Agee, Manager, Bookstore/Mail & Imaging Services
Ehren Curnutte, Network and Systems Manager
Miguel deAguiro, Coordinator, Technical Support
Lark Hoffman, Business Office Manager
Doug Houston, Director, Information Technology
Anne Lause, Enterprise System Administrator
Annette Moore, Director, Financial Services/Comptroller
Melissa Popp, Purchasing Manager
Tot Pratt, Director, Facilities and Grounds
Thomas Schickler, Custodial Supervisor
Debra Simily, Manager, Food Services

Vice President of External Relations

Mary Eagan, Instruction Coordinator-AEL (Grant Funded)
Yohanes Kurniawan, Computer Programmer/Content Specialist
Melissa Richards, Business Development and Training Coordinator - CWD
Pamela Ruwe-Kaiser, AEL Volunteer Coordinator
Jay Scherder, Director, Public Relations
Melissa Schwall-Willmore, Program Coordinator, MOStem (Grant Funded) through 9/30/18
Edward Shelton, Center for Workforce Development, Executive Director
Tamara Stowe, Grants Specialist (Grant Funded) through 9/30/18
Terri Warmack, Coordinator, Health Careers Workforce
Alice Whalen, Director, Adult Education and Literacy Programs (Grant Funded)

Vice President of Academic Affairs

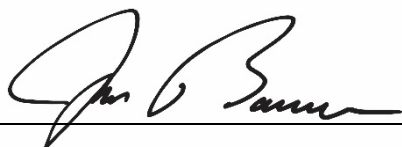
Erin Anglin, Director, Learning Center
Linda Arrington, Academic Advisor - Instructional
Chad Baldwin, Manager, Instructional Design
Ann Boehmer, Dean of Instruction
Michelle Branton, Director, Development Education
Lisa Farrell, Director, Library Services
Russel Henderson, Director of Dual Credit and College Readiness
Richard Hudanick, Dean of Career and Technical Services
Karen Klos, Instructional Design Specialist
Kristin Milligan, Associate Director, Learning Center
Windy Souders, Testing Services Coordinator
Robyn Walter, Dean of Health Sciences
Tracie Welsh, Coordinator, Academic Services

Vice President of Student Development

Lorrie Baird, Financial Aid Advisor
Eric Clapper, Academic Advisor
Laura Deason, Academic Advisor
Melanie Dixon, Associate Registrar
Karen Griffin, Director, Financial Aid
Stephanie Hebert, Coordinator, Student Service Center
Courtney Henrichsen, Campus Life & Leadership Coordinator
Sarah Johnson, Associate Director, Financial Aid
Heather Kleekamp, Financial Aid Advisor
Jennifer Kuchem, Counselor
Paul Lampe, Director, Advising and Counseling
Sara Marler, Admissions Representative
Steffani McCrary, Academic Advisor, Career Services
Jay Mehrhoff, Athletic Director
Nathaniel Mitchell, Director, Admissions
Lesley Peters, Academic Advisor
Sarah Scroggins, Registrar

All grant funded positions are contingent upon continued funding and may be restructured or terminated if funding is not received.

Approval Signature:

A handwritten signature in black ink, appearing to read "Jon Bauer", written over a horizontal line.

Dr. Jon Bauer, College President



EAST CENTRAL COLLEGE

Interoffice Memo HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: May 2, 2018
FROM: Wendy Hartmann, Human Resources Director *WJH*
RE: Recommendation to Hire – Nursing Instructor / Rolla

Please accept the Search Committee's recommendation to hire Ms. Julie Chirban as the Nursing Instructor effective August 14, 2018 with a nine month salary of \$51,500. Robyn Walter, Dean of Health Sciences, served as search committee chair and is the hiring manager for this position. Dr. Tia Robinson, Vice President of Academic Affairs, approved the recommendation to hire.

Ms. Julie Chirban has 12 years of clinical nursing experience that includes OB educator experience. Additionally, she has been a Nursing Adjunct for East Central College since January 2018.

Ms. Julie Chirban's experience includes, but is not limited to the following:

- OB Educator at Phelps County Regional Medical Center, 2015 to current
- Mother / Baby Nurse at Phelps County Regional Medical Center, 2011-2015
- Circulating Nurse at St. John's Rolla Outpatient Surgery Center, 2009-2011
- Registered Nurse (Surgical Orthopedics) at Phelps County Regional Medical Center, 2006-2010

Ms. Julie Chirban received her Masters of Nursing from Central Methodist University and her Bachelors of Nursing from St. John's College of Nursing.

Additionally, her certifications included: Internationally Board Certified Lactation Consultant; Certified Childbirth Educator; ACLS through American Heart Association; BLS through American Heart Associations; and NRP Certified from 2013 to current.

/wh

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 7, 2018**

AGENDA ITEM 11: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

5/7/2018

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East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 7, 2018**

AGENDA ITEM 12: 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 Secretary, Amy DeMiere
- E. Student Government Association President, Michail Ratcliff

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East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 7, 2018**

AGENDA ITEM 13: 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

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

Alternate Meeting Dates

June 11

October 8
November 12
December 10

5/7/2018

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East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 7, 2018**

**AGENDA ITEM 14: EXECUTIVE SESSION – REVISED STATUTES OF MISSOURI
2004, SECTION 610.21 (3) PERSONNEL**

Recommendation: To **enter** into executive session per RSMo 2004, Section 610.21 (3)
Personnel

5/7/2018

Section 14, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 7, 2018**

AGENDA ITEM 15: ADJOURNMENT

Recommendation: To **adjourn** the May 7, 2018 meeting of the Board of Trustees.

5/7/2018

Section 15, Page 1

East Central College

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