

processed. The annual savings for FY18 over FY17 as estimated based on the last 10 months are \$159,965.57 in electricity, \$29,710.34 in gas and \$6,632.42 in water. Much of the savings came from the installation of more efficient lighting fixtures.

***PERSONNEL:** The Board **approved** the appointments of Stephanie Hebert as the Business Analyst, Enrollment Services effective July 2, 2018 with an annual salary of \$48,000; the reappointment of Mary Buckley as Instructor, Reading on an annual contract for the 2018-19 academic year; and the Dr. Michelle Smith as Executive Director, Institutional Effectiveness effective August 1, 2018 with an annual salary of \$72,000. The Board also **approved** the appointment of adjunct faculty for the Summer 2018 semester as listed in the attached memorandum.

BOARD PRESIDENT'S REPORT: Ann Hartley noted she is enjoying working with the Strategic Planning Committee and that Cookie Hays is working with the Shared Governance Council. Ms. Hays noted that the Council has had some good discussions and will be bringing forward recommendations to the Board in the future. Board members Eric Park and Joe Stroetker have met with Dr. Bauer and Vice President Pena to develop a better understanding of the budget and the budget development process. All six Board members attended the recent MCCA Executive Leadership Conference and found it to be very beneficial in learning about community college issues, funding and pending legislation.

REPORTS:

A. FACULTY ASSOCIATION REPORT: NEA President Tom Fitts reported for Sarah Havens. He noted that all eight full-time Nursing faculty, one adjunct, and Robyn Walter, Director, attended the Missouri League for Nursing Education conference this past week. Mr. Fitts attended the NEA Leadership Academy.

B. ECC-NEA: ECC-NEA President Tom Fitts reported the EMT program is in the middle of its accreditation process with a visit set for the end of September. The self-study was submitted in January and faculty are working to address findings. The State Board of Nursing will be evaluating the Nursing program in October as well.

The bargaining process was completed on June 26, and the new Collective Bargaining Agreement will be sent to faculty as soon as possible for ratification. Tom noted that at the last meeting Sue Henderson presented information on past satisfaction surveys and the vote of no confidence; this was presented to show how we have gotten to this point. There have been letters to the editor and editorials in the local paper as well. One of the issues presented was lack of communication. Tom indicated this failure to communicate still exists as evidenced by the Board response to the vote of no confidence printed in a newspaper article without being shared on campus as well as employees reading in the newspaper that the Vice President, Academic Affairs position will not be advertised immediately but filled on an interim basis without any communication about this being sent directly to employees. He recommended that if information is being shared with the newspaper, it should first be shared with the campus. He asked that news releases be published via ECC Announce when they are issued.

C. PROFESSIONAL STAFF ASSOCIATION REPORT: Professional Staff Association President Karen Klos reported that Lisa Farrell recently ended her three-year term on the MOBIUS board. MOBIUS recently celebrated its 20th anniversary and ECC was a founding member of that organization. The Library also saw a 16% increase in the number of library instruction classes

delivered to students in 2017-18. Karen concluded by reporting that association elections resulted in a new slate of officers: Jenny Kuchem, president; Annette Moore, vice president; Wendy Landwehr, secretary and Sarah Johnson, treasurer.

Jenny Kuchem, incoming president, indicated that she intends to expand on the information presented by the professional staff. She shared information on the increase in graduation rates of first-time, full-time degree and certificate seekers. The number of these students completing within six semesters has increased 10% from 2014 to 2018 with the current graduation rate at 28%. Contributing factors to this increase are the centralization of advising in Fall 2016, the addition of one FTE advisor, use of case management or intrusive advising, adjusting the degree requirements to facilitate the “15 to Finish” program, and changes to the course schedule.

- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Vice President Kim Aguilar reported that Angie Siebert has been elected as the secretary for the association. The officers attended the recent MCCA professional development seminar in Columbia. The association also sponsored its first event to celebrate CSA which included a taco bar, games and opportunities to interact with colleagues.

PRESIDENT’S REPORT: Dr. Bauer reported the Shared Governance Council has met twice and is considering several policy initiatives, including domestic partner benefits, educational leave and maternity leave. Many of these have been raised by employee groups. Much discussion at the last meeting centered on the modification of summer hours for staff and closing during fall and spring break. These ideas were brought forward in the context of valuing employees and recognizing the budget is lean. He noted that many institutions are closed during spring break, and as the Council talked about all three options it coalesced around closing the College during spring break. The Council discussed the impact to students and felt it would be minimal since there is very little student traffic during this time. This would require change to the Board policy that identifies times when the College is closed. Dr. Bauer asked for Board member thoughts on this proposal; comments were positive and favored the change. It was noted that ECC hosts the district music festival during this time and those staff volunteering to work the festival will be afforded other time off to ensure the event does not suffer. A change to procedure will be drafted for Board approval and introduced at the July meeting.

It is expected that state aid will be flat for the coming year. The state budget will be signed this week and no withholdings are expected.

Dr. Bauer has been holding a series of community coffees throughout the region. These have been valuable, and outreach to the community will continue in some form to keep ECC visible and accessible.

The compensation study previously authorized by the Board is complete. A conference call with MGT is scheduled to review the results and establish a plan for communicating the information. The data will be valuable for strategic planning, the budget review process and bargaining for next fiscal year. The purpose of the study was to determine where ECC salaries compare in the market with state community colleges and within the region with other employers.

June 27, 2018 Board Minutes

The Chronicle employee satisfaction survey results have also been received and Dr. Bauer will be working with ModernThink to develop the communication plan for those results.

**EXECUTIVE SESSION - REVISED STATUTES OF MISSOURI 2004, SECTION 610.021
(3) PERSONNEL:**

Motion: To **enter** into executive session per RSMo 2004, Section 610.021(3) Personnel at 6:24 p.m.

Motion by Joseph Stroetker; Seconded by Audrey Freitag

The following roll call vote was taken, and the motion carried.

<u> yes </u> A. Hartley	<u> yes </u> P. Johnson	<u> yes </u> E. Park
<u> yes </u> J. Stroetker	<u> yes </u> C. Hays	<u> yes </u> A. Freitag

No action was taken during the executive session.

Motion: To **resume** open session at 7:33 p.m.

Motion by Eric Park; seconded by Joseph Stroetker

The following roll call vote was taken, and the motion carried.

<u> yes </u> A. Hartley	<u> yes </u> P. Johnson	<u> yes </u> E. Park
<u> yes </u> J. Stroetker	<u> yes </u> C. Hays	<u> yes </u> A. Freitag

ADJOURNMENT:

Motion: To adjourn the June 27, 2018 public Board of Trustees meeting at 7:33 p.m.

Motion by Prudence Johnson; Seconded by Joseph Stroetker; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 19, 2018**

AGENDA ITEM 6: BUDGET AND STAFFING PLAN

Recommendation: To **approve** the general operating budget and staffing plan for FY19 as presented.

(The budget and staffing plan are being finalized and will be sent under separate cover.)

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East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 19, 2018**

**AGENDA ITEM 7: PROPOSED PROCEDURES REVISION – BOARD POLICY 5.28
COLLEGE HOLIDAYS**

Recommendation: To **approve** changes to Board Policy & Procedures 5.28 College Holidays as attached.

Attachments

7/19/2018

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East Central College

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BOARD MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: DR. JON BAUER
SUBJECT: HOLIDAY SCHEDULE
DATE: JULY 17, 2018
CC:

The enclosed policy (College Holidays, 5.28) includes proposed changes that would result in the college being closed during Fall Break (2 days) and Spring Break (5 days). You will recall that this issue was discussed last month, and is a recommendation of the Shared Governance Council.

We have reviewed various options regarding the college schedule, including modified summer hours and/or closing during these two breaks. There is little activity on campus, since there are no classes scheduled, and closing the campus will involve minimal if any disruption to student services.

Although a policy change is not required, I do feel the board's approval of this procedural change is appropriate since it has college-wide impact.

We will bring the policy and procedures back for final adoption at the August meeting. If approved, the changes would go into effect for the 2018-19 academic year.

I will discuss the proposed change further at the board meeting on Thursday.

5.28 College Holidays *(Approved 12-18-1989; Revised 8-7-2000; Reaffirmed 11-4-2013)*

The College will establish a holiday schedule that combines fixed and floating holidays allowing for normal calendar variations and the academic calendar.

Procedures: *(Revised 4-6-2006, 11-4-2013)*

5.28.1 Holiday Schedule

The College will be closed on the following holidays. The holiday schedule will be developed, in light of the academic calendar, and must be approved by the College President.

- New Year's Day
- Martin Luther King, Jr. Day
- Spring holiday (assigned to Good Friday)
- **Spring Break**
- Memorial Day
- Independence Day
- Labor Day
- **Fall Break**
- Day before Thanksgiving
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- The weekdays which fall between Christmas Day and New Year's Day
- One floating holiday designated by the College President

5.28.2 Employee's Eligibility for Holiday Pay

Regular full-time employees are eligible for holiday pay. Temporary and part-time employees, and employees on unpaid leave are not eligible for holiday pay.

In order to qualify for holiday pay, an employee must work all scheduled work hours on the last scheduled workday prior to the holiday and on the first scheduled workday immediately following the holiday or, in lieu of working all such hours, be approved for vacation, personal leave, sick leave, jury duty, bereavement or paid military leave. Employees who do not meet these requirements will not be eligible for holiday pay and will be required to use vacation or personal leave for the holiday if absent immediately prior to or following the holiday without approval. A doctor's certification may be required if sick leave is utilized.

5.28.3 Holidays Not Observed by College

The College recognizes that some employees may wish to observe periods of worship or to commemorate certain days that are not included in the College's

holiday schedule. Requests for time off for religious observances will be considered on a case-by-case basis. In order to provide this accommodation, requests for time off to observe a religious holiday should be submitted in the same manner as a request for vacation. If accrued vacation or personal leave is available, the employee will use such paid time off for the observance of such holidays; otherwise, such time off is without pay. This Policy applies only to religious holidays. It does not apply to regular weekly days of worship. If an employee's regular work schedule falls on his/her worship days, generally he/she will be required to work as scheduled.

5.28.4 Holiday Scheduled Work

In most cases, employees will not be scheduled to work on College holidays. The College reserves the right to schedule employees to work on a College-designated holiday.

A non-exempt employee who is required to work on a holiday shall be paid holiday pay plus additional compensation at the employee's regular rate of pay for any hours actually worked on the holiday.

An exempt employee who is required to work on a College-designated holiday may be granted, with the supervisor's approval, another specified work day off with pay in lieu of the College-designated holiday.

Employees who volunteer to work during Spring Break to assist with the MSHSAA Music Festival will be granted another work day off with pay following Spring Break in lieu of the Spring Break day.

An employee absent from work due to an on-the-job injury or illness will receive the appropriate worker compensation payment in effect, if any, in lieu of holiday pay.

5.28.5 Holiday Falling on Weekend

When a College-designated holiday falls on a Saturday, the holiday will be observed on the preceding Friday; when a College-designated holiday falls on a Sunday, the holiday will be observed on the following Monday or as determined appropriate by the College President.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 19, 2018**

AGENDA ITEM 8: *PERSONNEL

A. APPOINTMENTS

Recommendation: To **approve** the appointment of Duane Clonts as Industrial Engineering Technology Instructor effective August 9, 2018 with a nine-month salary of \$42,687.

Recommendation: To **approve** the appointment of Oliver Kassenbrock as Performing Arts Center Manager effective August 13, 2018 with an annual salary of \$35,000.

Recommendation: To **approve** the appointment of JC Crane as Director of Admissions effective July 25, 2018 with an annual salary of \$60,000.



Interoffice Memo
HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: June 16, 2018
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire – Industrial Engineering Technology (IET) Instructor

Please accept the Search Committee's recommendation to hire Mr. Duane Clonts as the Industrial Engineering Technology (IET) Instructor effective August 9th, 2018 with a nine month salary of \$42,687.00. Richard Hudanick, Dean of Career and Technical Education, served as search committee chair and is the hiring manager for this position and also approved the recommendation to hire.

Mr. Duane Clonts has 10+ years of field experience that includes positions of facilities management, electrician technician, and maintenance manager of large systems. Additionally, he has been an Adjunct IET Instructor for East Central College since August 2017.

Mr. Duane Clont's experience includes, but is not limited to the following:

- Maintenance Manager at Canam Steel, 2015-2018
- Maintenance Coordinator / Store Room Supervisor at Canam Steel, 2014-2015
- Maintenance Technician at Pharma Tech Industries, 2013-2014
- Engineering Technician at CK Engineering, 2012-2013
- Facilities Management Intern at Brewer Science, 2010
- Line Facilitator, Maintenance Mechanic, Machine Operator, and Shipping/Receiving at Aerofil Technology, 1994-2004

Mr. Duane Clonts received his Bachelor of Arts in Organizational Studies, with a Minor in Project Management from Saint Louis University and his Associate of Applied Science from East Central College.

/wh



EAST CENTRAL COLLEGE

Interoffice Memo HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: July 17, 2018
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire – Performing Arts Center Manager

Please accept the Search Committee's recommendation to hire Mr. Oliver Kassenbrock as the Performing Arts Center Manager effective August 13, 2018 with an annual salary of \$35,000.00. Grace Austin, Theatre/Communications/Musical Director, served as search committee chair and is the hiring manager for this position and also approved the recommendation to hire.

Mr. Oliver Kassenbrock has two years' experience post college as well as experience while attending college at St. Louis University. He brings valuable knowledge to the Performing Arts Department.

Mr. Oliver Kassenbrock experience includes, but is not limited to the following:

- Swing & Bingham Lighting Technician at Actors Theatre of Louisville, 2016-2018
- Electrics Crew at Opera Theatre in St. Louis, 2016
- Technical/Design Student at St. Louis University, 2012-2016

Mr. Olive Kassenbrock received his Bachelor of Arts in Theatre from St. Louis University.

/wh



EAST CENTRAL COLLEGE

Interoffice Memo HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: July 17, 2018
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire – Director of Admissions

Please accept the Search Committee's recommendation to hire Mr. JC Crane as the Director of Admissions effective July 25, 2018 with an annual salary of \$60,000.00. Paul Lampe, Director, Advising and Counseling, served as search committee chair and is the hiring manager for this position and also approved the recommendation to hire.

Mr. JC Crane has an extensive background working in a variety of higher education admissions departments. His most recent experience brings an awareness of vocational programs. Mr. Crane will bring energy as well as insight into higher education recruitment and admissions.

Mr. JC Crane experience includes, but is not limited to the following:

- Regional Admissions Representative at Ranken Technical College, 2016-Present
- Director of Admissions at Le Cordon Bleu College of Culinary Arts, 2012-2016
- Regional Admissions Representative at Johnson & Wales University, 2007-2012
- Director of Admissions at National University of Health Sciences, 2002-2007
- Associate Director of Admissions at Valparaiso University, 2000-2002
- Associate Director of Admissions at Kentucky Wesleyan College, 1998-2000

Mr. JC Crane received his Bachelor of Arts in Journalism and Mass Communication from Drake University.

/wh

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 19, 2018**

**AGENDA ITEM 9: 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

7/19/2018

Section 9, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 19, 2018**

AGENDA ITEM 10: ADJOURNMENT

Recommendation: To **adjourn** the July 19, 2018 meeting of the Board of Trustees.

7/19/2018

Section 10, Page 1

East Central College

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