



BOARD OF TRUSTEES MEETING

July 19, 2018

EAST CENTRAL COLLEGE BOARD OF TRUSTEES MEETING AGENDA

Thursday, July 19, 2018

11 a.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.	BUDGET/STAFFING PLAN	4 Votes		
7.	PROPOSED PROCEDURES REVISION –BOARD POLICY 5.28 COLLEGE HOLIDAYS			X
8.	*PERSONNEL A. Appointments	4 Votes		
9.	EXECUTIVE SESSION – REVISED STATUTES OF MISSOURI 2004, SECTION 610.21 (3) PERSONNEL	4 Votes		
10.	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
July 19, 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.

7/19/2018

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
July 19, 2018**

AGENDA ITEM 2: RECOGNITION OF GUESTS

Guests will be recognized by Mr. Jay Scherder.

7/19/2018

Section 2, Page 1

East Central College

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

7/19/2018

Section 3, Page 1

East Central College

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

AGENDA ITEM 4: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the July 19, 2018, Board of Trustees meeting.

7/19/2018

Section 4, Page 1

East Central College

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Agenda Item 4: Approval of Agenda

Consent Agenda Items for July 19, 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
July 19, 2018**

AGENDA ITEM 5: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the June 27, 2018 regular meeting of the Board of Trustees.

Attachment

6/27/2018

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
Wednesday, June 27, 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, Eric Park and Audrey Freitag. Also present were President of the College Jon Bauer; Administrators –Vice President of External Relations Joel Doepker 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 Developmental Education Programs Michelle Branton, Director of Facilities and Grounds Tot Pratt, Director of Public Relations Jay Scherder, Director of Financial Aid Karen Griffin, Coordinator of Campus Life & Leadership Courtney Henrichsen, Human Resources Specialist Wendy Landwehr, Campus Police Officer Todd Schlitt, NEA President Tom Fitts, Professional Staff President Karen Klos and Incoming President Jenny Kuchem, Classified Staff Association Vice President Kim Aguilar, Faculty Members Stephanie Buchholz and Mike Palazzola, 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 June 27, 2018 meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the May 7, 2018 regular meeting of the Board of Trustees.

TREASURER'S REPORT AND FINANCIAL REPORT: Vice President Pena reviewed the year-to-date financials for the months ending in April and May. In response to a question regarding the difference in total operating budget from 2017 to 2018, Vice President Pena noted that financial aid income is down based on enrollment and the ending of the EDA grant reduced the total budget. Dr. Park requested differing budget scenarios based on enrollment and trends based on credit hours and staffing. Dr. Bauer indicated that information will be distributed prior to the July meeting. He further indicated that the new fees structure approved in May was the first step in realizing the actual cost of programs; additional changes to the structure may be needed in the future.

Motion: To **approve** the treasurer's report, the financial report and the payment of bills subject to the annual audit for the months of April and May.

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

APPROVAL OF BIDS: Vice President Pena noted that the requested software will help manage the volume of data being stored on the College system and will provide restoration services if needed. The recommended cost split is based on approximately 75% of storage space being utilized by student-related data and 25% by administrative data. In response to a question about cloud-based storage, Vice President Pena noted that the increased bandwidth needed would be cost prohibitive.

Motion: To **approve** the purchase of 20 Veeam Backup Software Licenses from the state negotiated Dell purchasing contract in the amount of \$22,620 to be funded 75% from technology fees and 25% from the Information Technology operating budget.

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

CULINARY ARTS PROGRAM RE-ACCREDITATION UPDATE: Chef Mike Palazzola provided an update on the October 2017 Culinary Arts Program accreditation visit from the American Culinary Federation. He noted that the program was about two years behind in the accreditation cycle due to extenuating circumstances which caused rescheduling of the visit. The ACF allowed the original self-study to stand for those two years. However, curriculum changes were made during that time and the study did not represent the current program curriculum.

The visiting team liked that the Culinary Arts mission and the College mission go hand in hand, and had no concerns with the instructors/staff or their involvement in the community. However, they pointed out that some of the program practices were arbitrary and not supported by data. Many of the issues identified have already been addressed to make the program more cohesive and provide continuous learning. The self-study submitted two years prior contained several syllabi that did not list competencies and student assessment was identified as arbitrary. All syllabi have been reviewed and revised to ensure they contain competencies and standardized lesson plans. Each syllabus identifies which of the 64 competencies are addressed and there are checklists to ensure students are meeting the competencies. Classes were shuffled last year to address continuous learning and Chef Mike has been in touch with the ACF national office regarding curriculum changes that will be implemented.

The facilities were highly rated and the team noted the equipment is state-of-the-art and meets industry standards. The team indicated it was difficult to find student services information on the website but that students appear to have all the tools needed. More statistical information is needed to support graduates, job placement and competencies; this has been addressed.

The program has been re-accredited for five years and the next visit will be in 2021. An annual report is submitted each year. There are normally 12 students in advanced courses each year and 12 to 16 first-year students. It was noted that the ACF accreditation is voluntary and provides additional credibility for the program. Chef Mike is also an evaluator and participates in site visits for other programs.

STRATEGIC PLANNING CONSULTANT: Dr. Bauer noted that is has been several years since a firm has been hired to assist with development of the strategic plan and he felt this is a cycle where external expertise is needed. Nine proposals were reviewed and were ranked by a campus committee. In that process two firms emerged for interviews and were scored using a rubric based on the RPF. CampusWorks was the unanimous recommendation of the committee; 60% of the firm's work is with community colleges. Reference calls were very positive and they appear to be able to engage the board, faculty and staff as well as external constituents. The firm recommended extending the timeline for plan development to allow for better groundwork. There

will be a kickoff event at the beginning of the academic year; the Strategic Planning Committee will be meeting at least monthly through the year.

Motion: To **approve** a contract with CampusWorks, Bradenton, Florida, to serve as the consultant for development of a comprehensive strategic plan at a cost of \$75,000 plus travel expenses.

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

RENEWAL OF LEASES: Ms. Hays suggested that part of the strategic planning process should be analyzing what the College is doing in Rolla; a lot of money is spent there, but the College has no building to show for it. Dr. Bauer indicated Rolla will definitely be included in the planning discussions.

Motion: To **approve** the renewal of off-campus leases for fiscal year 2018 as follows:

Rolla Technical Center 500 Forum Drive, Rolla	\$145,530 annually (no change)
Rolla North 2303 North Bishop, Rolla	\$106,807.92 annually (increase of \$4,108)

Motion by Joe Stroetker; Seconded by Eric Park; Carried Unanimously

VENDING CONTRACTS:

Motion: To **approve** the renewal of vending contracts approved in July 2014 with the following firms for one additional year:

Pepsi-Cola	53.1% bottle commission rate
New Haven, MO	42.1% can commission rate (no change from current contract)
Krueger Vending	23.20% commission rate
Sullivan, MO	(no change from current contract)

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

PREAUTHORIZATION OF GRANT FUNDED PURCHASES:

Motion: To **authorize** in advance items to be purchased with state vocational enhancement grant funds and Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant funds in order to facilitate purchases that need to be made prior to the start of the fall semester.

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

INSURANCE BROKER: Dr. Bauer noted that the broker helps negotiate health insurance and other benefit packages. The Insurance Committee reviewed the proposals and recommended the College retain J.W. Terrill for three more years with annual approval.

Motion: To **approve** the continuation of J.W. Terrill as the College's employee benefit consultant and broker of record for a term of three fiscal years (2019-2021) at an annual cost of \$30,000, subject to annual renewal.

Motion by Joe Stroeter; Seconded by Cookie Hays; Carried Unanimously

PROFESSIONAL SERVICES: Dr. Bauer reminded the Board that the legal services contract is an annual renewal and that Tueth, Keeney's specialty is education law. The auditing contract is periodically bid, but this renewal is part of the three-year contract previously approved.

Motion: To **approve** the renewal of professional service agreements for FY19 as follows:

Legal Services

Tueth, Keeney, Cooper, Mohan & Jackstadt, P.C., St. Louis, MO

Auditing Services

KPM, Springfield, MO

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

EXTENSION OF MEMORANDUM OF UNDERSTANDING – CENTRAL METHODIST UNIVERSITY: There is a minor increase in the rental fee to \$21,500 which is an inflationary adjustment from last year.

Motion: To **approve** a revised Memorandum of Understanding for Continuing Facilities Usage with Central Methodist University for FY2019 at a flat rental of \$21,500.

Motion by Eric Park; Seconded by Joe Stroetker; Carried Unanimously

USDA GRANT APPLICATION: The USDA grant program has been a good source of external funding for the College. Participation requires authorization by the Board and this request is to reauthorize participation in the program. An application has been filed for a \$70,000 grant to construct a greenhouse for the Culinary Arts program. The USDA grant would cover the complete cost of construction.

Motion: To **approve** a resolution authorizing East Central College's participation in the U.S. Department of Agriculture's Rural Economic Development Grant program.

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

BUDGET/STAFFING PLAN UPDATE: A budget recommendation will be presented at the July 19 meeting; it will be a very lean budget. Dr. Bauer noted that this will be a particularly challenging year with flat revenue and continued enrollment decline. The College will operate under the existing budget for the first few weeks of the new fiscal year until a new budget is adopted. During the coming year, a task force of faculty and staff will be appointed to take a comprehensive review of revenue and expenses while developing a recommendation to "right-size" the institution and its operations. This process will begin in the fall semester. In addition, much work needs to be done on campus to educate faculty and staff regarding the budgeting process.

JOHNSON CONTROLS CONTRACT UPDATE: Vice President Pena provided preliminary information on the utilities savings that are resulting from the performance management contract approved with Johnson Controls in February 2017; he noted representatives from the firm will provide a full presentation at the August meeting. Replacement of lighting fixtures and mechanical updates were completed in September 2017; this included automation of the HVAC system and weather sealing. Performance measurements begin in October 2017. The contract guaranteed \$72,768 in savings per year; in addition, rebates totaling approximately \$46,000 are currently being

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 Buckey 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.)

7/19/2018

Section 6, Page 1

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

Section 7, Page 1

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 *WH*
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

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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

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East Central College

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