

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Thursday, July 20, 2017**

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 12 p.m. by Board Vice President Joseph Stroetker. Other Board members present for all or portions of the meeting were Prudence Fink Johnson, Don Kappelmann, Cookie Hays, and Eric Park. Also present were President of the College Jon Bauer; Vice President of Academic Affairs Tia Robinson, Vice President of Student Services Shelli Allen, Vice President of External Relations Joel Doepker, Vice President of Financial Services Phil Pena, Director of Financial Services Annette Moore, Director of ECC-Rolla Christina Ayres, Human Resources Director Wendy Hartmann, Human Resources Specialist Wendy Landwehr, Dean of Instruction Ann Boehmer, Public Relations Director Jay Scherder, IT Director Doug Houston, Executive Director of Workforce Development Mardy Leathers, NEA President Sue Henderson, Assistant Professor of English Linda Barro, HIM Program Director Stephanie Buchholz, Faculty Association President Tom Fitts, Theatre Instructor Chris Swanson, Math Instructor Linda Follis, Human Resources Administrative Assistant Kim Aguilar, Classified Staff Association President Stacy Langan, Maintenance Technician Kelly Rinne, Accounts Payable Specialist Sharon Jost, Executive Administrative Assistant to the VP of Finance Rebecca Voelkerding, and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: Mr. Scherder introduced Kavahn Mansouri from the *Missourian*, Jordan Warmack and Hunter Warmack.

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 July 20, 2017 meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the June 14, 2017 regular meeting of the Board of Trustees.

COLLECTIVE BARGAINING AGREEMENT: Vice President Robinson and Sue Henderson shared information on the interest-based bargaining process which focuses on understanding the issues and how all employee groups are impacted by an issue. New language in the contract was highlighted and included changing the division chair role from an administrative focus to an instructional leader position, providing release time for NEA officers, special project assignments to create more opportunities for faculty to develop new initiatives, and a commitment to shared governance.

Dr. Robinson explained that the supplemental letters of the agreement speak to a commitment to work collaboratively to address areas of concern not included in the agreement such as seniority, credit hour equivalencies, faculty stipends and mileage/travel.

Changes from last year's agreement include providing the opportunity for faculty to work collaboratively with administration to develop in-service week activities, reducing office hours from ten to seven to be more in line with other colleges, allowing a portion of the office hours to be spent in labs or the Learning Center, a reduction in the maximum overload allowed from 18 to 12 hours, the opportunity to teach the required 30 hours per year over two semesters in other configurations than the current 15 – 15 split, a new way to allocate faculty development funds, and the development of a designated activity period for student and committee meetings.

Discussion ensued regarding the salary schedule and discrepancies between starting salaries for career/technical faculty and traditional faculty as well as the provision for release time for NEA officers. It was recognized that the schedule presents issues with both internal and external equity, and it is one of the items that will continue to be reviewed. Dr. Robinson noted that release time for union officers is not uncommon and only a small percentage of this time is dedicated to negotiations. Ms. Henderson pointed out that NEA is fundamentally about students and education; members want to reinforce the institution by doing what is best for its students. It was clarified that in addition to office hours, all faculty members are required to serve on one of the 11 or 12 standing committees.

Motion: To **approve** the negotiated Collective Bargaining Agreement with the ECC-NEA regarding salary, benefits and working conditions for the 2017-2018 fiscal year.

Motion by Cookie Hays; Seconded by Prudence Fink Johnson; Carried Unanimously

STUDENT COMPLAINT POLICY: Vice President Allen informed the Board that the policy presented to them is essentially a written version of what currently happens when a student has a complaint. There are formal policies addressing discrimination and sexual harassment complaints; this policy will formalize the process for a general concern.

Dr. Bauer noted that past practice has been to present a policy change for review and bring the policy back to the next meeting for approval. He asked to have approval now so this policy could be in place before the semester begins.

Motion: To **waive** the second reading of the proposed Student Complaint Policy and vote on its approval.

Motion by Don Kappelmann; Seconded by Prudence Fink Johnson; Carried Unanimously

Motion: To **adopt** Board Policy and Procedures 3.28 General Student Complaint Policy as attached.

Motion by Prudence Fink Johnson; Seconded by Cookie Hays; Carried Unanimously

U.S.D.A. GRANT RESOLUTION: Dr. Bauer stated that the resolution was received shortly after the Board packet was sent, but was added to the agenda to expedite the grant application

process. The College has the opportunity to receive \$56,606 for equipment to be used in the HVAC program; the board resolution is needed to authorize participation in the grant program.

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 Eric Park; Seconded by Prudence Johnson; Carried Unanimously

***PERSONNEL:** The Board **approved** the following appointments: Tot Pratt, Director of Facilities & Grounds effective July 24, 2017 with an annual salary of \$70,000; Wendy Landwehr, Human Resources Specialist effective July 10, 2017 with an annual salary of \$44,165; Dr. Russell Henderson, Director of Dual Credit and College Readiness effective July 7, 2017 with an annual salary of \$70,438.59 and the option to return to full-time faculty at the conclusion of the annual contract (unless terminated for cause) with the faculty rank and contract status held as of June 30, 2017; Anita Cohen, Nursing Instructor, Rolla campus, effective August 10, 2017 with a nine-month salary of \$42,687; and Sarah Sexton, Mathematics Instructor effective August 10, 2017 with a nine-month salary of \$40,500.

The Board also **approved** changes to the Summer 2017 adjunct faculty list as outlined in the attached memorandum.

ADJOURNMENT:

Motion: To adjourn the July 20, 2017 public Board of Trustees meeting at 12:50 p.m.

Motion by Don Kappelmann; Seconded by Prudence Fink Johnson; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees

3.28 General Student Complaint Policy *(Adopted 7-20-2017)*

East Central College encourages students to report concerns and complaints so that the college may review, respond to, and resolve these issues in an open and professional manner. Any student may initiate a complaint alleging a violation of ECC administrative or academic policies, or other established practices related to action or inaction by the College. ECC encourages informal resolution of these concerns and complaints through direct communication with the individuals involved. Formal complaints will be reviewed once the student has properly exhausted the informal processes.

In accordance with federal regulations, ECC accepts and maintains records of formal written complaints.

Procedures *(Adopted 7-20-2017)*

East Central College is committed to providing an environment where the rights of all individuals are protected and where concerns regarding those rights are reviewed and resolved in an appropriate and professional manner.

The ECC Student Complaint Policy is available to students who have a concern or complaint about an alleged violation of ECC administrative or academic policies, or other established practices, and where there is no other existing college process through which the student may resolve the concern or complaint. Complaints related to student conduct, requests for accommodations, sexual harassment, sexual violence, discrimination, financial aid determinations, or grading concerns are addressed under separate policies, and therefore, are not covered by the General Student Complaint Policy.

Complaints submitted pursuant to this policy that are covered by more specific college policies will be forwarded to the appropriate college personnel and addressed pursuant to the applicable policy.

The objective of the ECC General Student Complaint Policy is to resolve concerns as quickly and efficiently as possible, at the level closest to the student. Every effort will be made to resolve complaints informally and within 90 business days of notice of the complaint. Before filing a formal complaint, students should attempt to resolve their complaint with the other involved party or parties through consultation and discussion.

3.28.1 Informal Complaint Process

For complaints that are not academic or instructional in nature, students should attempt to resolve the concern at the source of the complaint. If the matter remains unresolved, the student should contact the immediate supervisor.

For complaints covered by this policy that are academic or instructional in nature, including complaints about classroom or laboratory activities, students should attempt to resolve the concern through a discussion with the instructor. This General Student

Complaint Policy does not cover complaints or concerns about grading, as those complaints are subject to a specific College policy. If the matter remains unresolved after speaking with the instructor, the student should contact the appropriate division chair.

3.28.2 Formal Complaint Process

If attempts at informal resolution are not successful and the student elects to use the formal complaint process, the complaint should be filed during the semester of occurrence, but no later than 60 days from the first day of the following academic semester.

Formal complaints should be submitted to the College using the form located at www.eastcentral.edu/studentconcern.

The College will provide a response to the complainant within ten business days of receipt of the complaint. If a longer time is needed to investigate and make a decision, the appropriate Vice President will make a reasonable extension of the deadline and contact the complainant to notify them of the new deadline, which will be no more than 90 calendar days from notice of the complaint.

Formal complaints that are academic or instructional in nature will be reviewed by the Vice President of Academic Affairs. All other formal complaints will be reviewed by the Vice President of Student Development.

If the student is not in agreement with the determination, the student may seek review by the College President by written request within ten business days of the Vice President's notice of determination. The written request must explain the reason that the Vice President's determination has been deemed unacceptable by the student.

The College President is the final level of appeal.

The College will attempt to resolve all complaints within 90 calendar days of receipt.



EAST CENTRAL COLLEGE

Interoffice Memo HUMAN RESOURCES

TO: Dr. Bauer
DATE: July 12, 2017
FROM: Office of Human Resources
RE: Adjunct Addendum for summer semester 2017

Please approve the following adjunct addendum for summer semester 2017.

ADDITIONS

Business & Industry
Brian Watson, HVAC
Mark Howell, IET

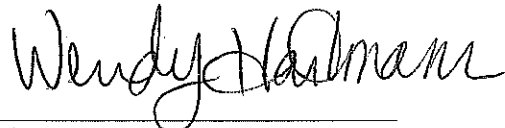
DELETIONS

Business & Industry
Michael McKinney, IET

Approval:



Vice President of Academic Affairs



Director of Human Resources