

**EAST CENTRAL COLLEGE**  
**AD VALOREM HEARING AND**  
**BOARD OF TRUSTEES MEETING**  
**Monday, August 27, 2018**

The public hearing for the Ad Valorem tax rate per Statute 67.110 of the Revised Statutes of the State of Missouri was opened and called to order at 5:31 p.m. by the President of the Board of Trustees, Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Prudence Fink Johnson, Cookie Hays and Eric Park. Also present were President of the College Jon Bauer; Administrators –Interim Vice President of Academic Affairs Robyn Walter, Vice President of External Relations Joel Doepker and Vice President of Finance and Administration Phil Pena; Other Staff – Executive Director of Institutional Effectiveness, Michelle Smith, Director of Financial Services Annette Moore, Director of Public Relations Jay Scherder, Director of Financial Aid Karen Griffin, Director of Developmental Education Michelle Branton, Coordinator of Campus Life and Leadership Courtney Henrichsen, Campus Police Officer Tommie Lowe, NEA President Tom Fitts, Faculty Association President Jenifer Goodson, Professional Staff President Jenny Kuchem, Classified Staff Association Vice President Kim Aguilar, Student Government Officers Gwen Minks and Joshua German, and Executive Assistant to the President Bonnie Gardner. Mike Baker and Don Flower from Johnson Controls and Kavahn Mansouri from the *Missourian* were also present.

**PUBLIC NOTICE:** In accordance with Missouri Law 67.110, notice is hereby given to the residents of the Junior College District of East Central Missouri that a public hearing on the 2017 ad valorem tax rates will be held at 5:30 p.m. on Monday, August 27, 2018, in Buescher Hall, Room 238 on the campus of East Central College, 1964 Prairie Dell Road, Union, Missouri, at which citizens may be heard on the property tax rates proposed to be set by East Central College.

The tax rate is set to produce revenues of at least \$6,528,255 which the operating budget for the fiscal year beginning July 1, 2018 shows to be required from the property tax. The debt service levy is set to produce revenues of at least \$1,162,912 which is required to meet the debt service of East Central College for the calendar year beginning January 1, 2019. The valuation of the taxable property within said District for the current and prior tax years are as follows:

	<u><b>Current Tax Year</b></u>	<u><b>Prior Tax Year</b></u>
Real Estate	\$1,382,773,356	\$1,363,425,572
Personal Property	<u>\$381,619,802</u>	<u>\$364,367,270</u>
<b>Totals</b>	<b>\$1,764,393,158</b>	<b>\$1,727,792,842</b>

The proposed operating tax levy for 2018 shall be .3700 per one hundred dollars assessed valuation on the above current valuation.

The proposed debt service levy for 2018 shall be .0841 per one hundred dollars assessed valuation on the above current valuation.

The tax rates are subject to change based upon actions by county boards of equalization, the State Tax Commission, subsequent information, applicable law, and certification by the State Auditor.

Vice President Pena noted that the taxable property numbers are slightly revised from the posted notice. However, the levy did not change.

Dr. Park questioned whether the debt service levy generated more funds than needed for debt payments and interest. Vice President Pena indicated the levy produced approximately \$121,000 in excess of debts. Dr. Park suggested the levy should be reduced slightly in fairness to tax payers. Annette Moore noted that any excess is carried in the debt service fund to provide cushion. Dr. Bauer noted that there have been years in the past when the College was entitled to collect more than .0841 but the rate was not changed. Keeping the levy static allows for balancing out variances and provides the opportunity to retire bonds early. He recommended no change for this year without understanding the possible impact of the reduction. Dr. Park indicated he would like to more closely examine this rate for next year.

**PUBLIC COMMENTS:** Board President Hartley asked for comments or questions from the audience. There were no comments from the public.

**AD VALOREM TAX RATE:**

**Motion:** To **approve** a resolution to set the 2018-2019 Junior College District of East Central Missouri Property Tax Rate for Operating Tax Levy at \$0.3700 and the Debt Service Levy at \$0.0841 per \$100 of assessed valuation subject to certification by the state auditor.

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

**ADJOURNMENT:** A motion was made to adjourn the hearing.

**Motion:** To **adjourn** the August 27, 2017, Ad Valorem Tax Hearing at 5:45 p.m.

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

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President, Board of Trustees

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Secretary, Board of Trustees

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
Monday, August 27, 2018**

**CALL TO ORDER:** The regular meeting of the Board of Trustees was called to order at 5:45 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 President of the College Jon Bauer; Administrators –Interim Vice President of Academic Affairs Robyn Walter, Vice President of External Relations Joel Doepker and Vice President of Finance and Administration Phil Pena; Other Staff – Executive Director of Institutional Effectiveness, Michelle Smith, Director of Financial Services Annette Moore, Director of Public Relations Jay Scherder, Director of Financial Aid Karen Griffin, Director of Developmental Education Michelle Branton, Coordinator of Campus Life and Leadership Courtney Henrichsen, Campus Police Officer Tommie Lowe, NEA President Tom Fitts, Faculty Association President Jenifer Goodson, Professional Staff President Jenny Kuchem, Classified Staff Association Vice President Kim Aguilar, and Executive Assistant to the President Bonnie Gardner.

**RECOGNITION OF GUESTS:** Mr. Scherder introduced Kavahn Mansouri from the *Missourian* and Mike Baker and Don Flower from Johnson Controls.

**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. Ms. Hartley indicated the appointment of the Vice President for Student Development would be pulled from the personnel section to be discussed in executive session.

**Motion:** To **approve** the agenda for the August 27, 2018 meeting of the Board of Trustees with the appointment of the Vice President of Student Development being extracted from Section 10.

*Motion by Eric Park; Seconded by Joseph Stroetker; Carried Unanimously*

**\*APPROVAL OF MINUTES:** The Board approved the minutes of the July 19, 2018 regular meeting of the Board of Trustees and the August 14, 2018 Board of Trustees Workshop.

**TREASURER’S REPORT AND FINANCIAL REPORT:** Vice President Pena reviewed the year to date financials. It was noted that tax revenue is less than anticipated and enrollment at this point is also lower than predicted when the budget was developed. Dr. Bauer noted that the Board has the option to implement a mid-year tuition increase if warranted. The budget review process will begin on August 31 with a budget development presentation for all employees to provide a baseline understanding of the budgeting process. Volunteers have been solicited for the budget review committee. Dr. Park reminded the Board that he had volunteered to serve as the liaison for that committee.

**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*

**JOHNSON CONTROLS PRESENTATION:** Mike Baker and Don Flower presented information on cost savings achieved through the performance contract with Johnson Controls. Don indicated the performance measurement period began October 1, 2017 and the expected savings are being realized. Measures were taken for lighting, water, building envelope and the METASYS software. The guaranteed amount of savings in the contract was \$82,886 and current measures indicate a savings of \$83,444. There are additional phases of work that could enhance the savings. Dr. Bauer had directed that the project be budget neutral so other phases of the project have not been implemented. Much of the engineering work for future phases was done as a part of the facilities master plan development; however, moving into phase 2 will cause the College to incur costs for equipment and installation. Dr. Bauer noted that part of the comprehensive budget review will be looking at whether it makes sense to proceed with phase 2 items.

**APPROVAL OF BIDS:** Vice President Pena stated that a heating and cooling unit in the Training Center has failed and will need to be replaced. This replacement is a part of the master plan, and the purchase will be made under the state purchasing contract (on which Johnson Controls is a preferred partner).

**Motion:** To **approve** the bid from Johnson Controls for the installation of a HVAC heating and cooling unit for the East Central Training Center at a cost of \$34,613 to be funded through facilities fees and the state maintenance and repair matching fund.

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

**BOARD POLICY & PROCEDURE 5.28 COLLEGE HOLIDAYS:** Dr. Bauer noted that this procedural change was first introduced at the July meeting. If approved, it would go into effect for the current academic year. Ms. Hays suggested that the impact of this change on student learning should be evaluated regularly and requested a report after spring break. Dr. Bauer indicated a debrief will occur after fall break and after spring break; a student survey can also be conducted.

**Motion:** To **approve** revisions to Board Policy and Procedures 5.28 as recommended by the ECC Shared Governance Council and outlined in the attached document with the understanding that this decision will be reviewed at the first Board meeting following spring break 2019.

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

**\*PERSONNEL:** The Board **approved** the appointment of Ashley Straatmann as Accounting Instructor effective August 13, 2018 with a nine-month salary of \$44,285. The Board also **approved** adjunct faculty for fall semester 2018 as shown on the attached.

**BOARD PRESIDENT'S REPORT:** Ms. Hartley noted the Board met with the consultants for the strategic planning process and members are excited to participate.

## **REPORTS:**

**A. FACULTY ASSOCIATION REPORT:** Faculty Association President Jenifer Goodson noted that she has replaced Sarah Havens who left the College to accept another position. Wendy Pecka will be taking over as vice president. Ms. Goodson provided an update on faculty conference participation and noted Isaiah Kellogg recently won a fiction writing contest.

- B. ECC-NEA:** ECC-NEA President Tom Fitts reported the leaders of both faculty groups serve on the Shared Governance Council. With the recent Faculty Association officer changes, it was decided that both EMS instructors should not serve on the Council. Therefore, Wendy Pecka will be the new Faculty Association representative for Shared Governance. Faculty are working with Robyn Walter to form the committees charged with developing faculty welfare items during the negotiations between NEA and the College. Most committees will begin work in early September. Tom also noted that while preliminary information has been shared, the final version of the compensation study has not yet been shared.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported that Lisa Farrell has received a scholarship to attend the NILRC conference; this is the first time an ECC staff member has attended. Staff have been busy working with students with the Learning Center having 703 visits with 283 students so far this semester and Student Services staff seeing 301 students on day one of the semester. Appreciation was expressed to Paul Lampe, Karen Griffin and Erin Anglin for handling administrative duties in the absence of the VP of Student Development as well as to Robyn Walter for accepting the interim VP of Academic Affairs role.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Vice President Kim Aguilar indicated the association had no report at this time; their first meeting will be in September.
- E. STUDENT GOVERNMENT ASSOCIATION:** SGA President Gwen Minks reported the first SGA meeting will be August 30. SGA will be conducting a food drive the last two weeks of September in conjunction with the 50<sup>th</sup> Anniversary Committee. SGA members participated in the strategic planning workshop and are planning a blood drive for September 5 and a candidate forum on September 20.

**PRESIDENT'S REPORT:** Dr. Bauer reported the semester is off to a smooth start and in-service week was productive with a focus on strategic planning and a presentation by Modern Think on the results of the Chronicle employee engagement survey.

CampusWorks has provided a draft statement of the ideal student experience as a foundation for the work ahead, and an invitation has been extended to all employees to participate on the Strategic Planning Committee. Tri-chairs of the committee will be identified to lead the process. The next large event will be a Future Summit in late November or December where community members will be invited to discuss needs and expectations. The Cabinet will continue to review goals and measures in the current strategic plan. Results of the Chronicle survey will be made available on the SharePoint site and will also be shared with the Board. Those results will inform strategic planning and will also be given to the Shared Governance Council.

Enrollment for fall is down 6.3% from last year; dual credit enrollment has not yet been entered. The number of first-time students is up 12% and transfer students are up 9.9%; first-time degree seeking students are up 7.6%. However, persistence from semester to semester and year to year is negating gains in new students; retention will continue to be an area of focus.

The Patron of the Arts kickoff was held on campus for the first time this year with 140 attending. The event raised approximately \$27,000 and feedback was positive. Dr. Bauer expressed appreciation to Angie Siebert for a successful event.

Notification has been received that ECC was accepted into the Higher Learning Commission Assessment Academy. Robyn Walter and Michelle Smith will be attending a workshop on October 7; following the workshop, a core team will be formed to lead the effort. This will allow ECC to work directly with HLC on how student learning and other non-academic processes are assessed.

Dr. Park encouraged presentations to the Board from each department that has an external accreditation. He also asked for an update on the HLC requirements for financial reserve and suggested the College needs to focus on dual credit, dual enrollment and online courses as a way to increase enrollment.

**EXECUTIVE SESSION - REVISED STATUTES OF MISSOURI 2004, SECTION 610.021  
(3) PERSONNEL AND (1) LEGAL:**

**Motion:** To **enter** into executive session per RSMo 2004, Section 610.021(3) Personnel and (1) Legal at 6:43 p.m.

*Motion by Joseph Stroetker; Seconded by Cookie Hays*

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

  yes   A. Hartley        yes   P. Johnson        yes   E. Park  
  yes   J. Stroetker        yes   C. Hays

No action was taken during the executive session.

**Motion:** To **resume** open session at 7:32 p.m.

*Motion by Joseph Stroetker; seconded by Prudence Johnson*

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

  yes   A. Hartley        yes   P. Johnson        yes   E. Park  
  yes   J. Stroetker        yes   C. Hays

**PERSONNEL:**

**Motion:** To **approve** the appointment of Heath Martin as Vice President, Student Development effective October 1, 2018 with an annual salary of \$103,000.

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

**ADJOURNMENT:**

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

*Motion by Prudence Johnson; Seconded by Cookie Hays; carried unanimously.*

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President, Board of Trustees

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Secretary, Board of Trustees

## **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, 8-27-2018)*

### **5.28.1 Holiday Schedule** *(revised 8-27-2018)*

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** *(revised 8-27-2018)*

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.



## Interoffice Memo

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TO: Dr. Bauer  
DATE: August 17, 2018  
FROM: Office of Academic Affairs  
RE: Adjuncts Approval

Please approve the following adjuncts for the Fall 2018 semester.

### **Nursing and Allied Health**

Rechell Alcorn, EMT  
Courtney Baxter, Medical Assistant  
Theresa Briggs, EMT  
Jill Harrison, Nursing  
Jason Hildebrandt, Fire Technology  
Michelle Koons, Nursing  
Lisa Korn, EMT  
Daniel Manhart, EMT

Barbara McNamara, Nursing  
Caisie Nowack, Nursing  
Wayne Prince, EMT  
Nancy Tappe, Nursing  
Suzanne Weckman, Nursing  
Robbie Weseman, Nursing  
Brittany Yoakum, Nursing

### **Career and Technical Education**

Brandon Boies, CIS  
Benjamin Brady, Business  
Timothy Buchanan, Machine Tool  
Gary Durham, Precision Machining  
Elisha Ford, Accounting  
Matthew Graham, Business

Mark Howell, Manufacturing  
Stephanie Juengling, Business  
Alison Plaster, Business  
Douglas Reinecke, Manufacturing  
Rachael Thomas, Agriculture  
Brian Watson, HVAC

### **Math/Engineering/Science**

Tiffanie Atherton, Biology  
Elizabeth Bowles, Physical Science  
Ray Cousins, Chemistry  
Lucy Crain, Nutrition  
Timothy Gray, Mathematics  
Teri Haas, Mathematics  
Sarah Havens, Biology  
Nancy Hayes, Biology  
Jeffrey Jaquess, Physics  
Terry Jobe, Mathematics  
Elmer Kellmann, Biology

Shelley Lewis, Mathematics  
Connie Lutz, Mathematics  
Travis McDowell, Chemistry  
Kirby Moreland, Developmental Mathematics  
Fatemeh Nichols, Chemistry  
Larry Pierce, Geology  
Priyaah Pratt, Biology - A&P  
James Small, Physics  
Dennis Smith, Mathematics  
Christopher Storer, Biology - A&P  
Deborah Westhoff, Mathematics

### **Humanities and Fine Arts**

Amanda Adams, Graphic Design  
John Anglin, Communications  
Kelly Austermann, Music  
Lisa Blackmore, Music  
Leon Burke, Music  
Tamara Campbell, Music  
Samuel Patrick Charles, Music  
Cheryl Childress, Graphic Design  
Shana Collier, Communications

Jonathan Cornell, Art  
Deborah Dicus, Civilization  
William Hopkins, Music  
Connor Joyce, Music  
Lisa Kang, Civilization  
Lansin Lim Kimler, Music-Piano  
Susan LaFayette, English  
Paul Lampe, English  
Elizabeth Manhart, Graphic Design

Raphael Maurice, English  
Kristen Milligan, English  
Margret Noud, Music  
Clayton Petras, Art/Printmaking  
Gary Powers, Art  
Elizabeth Rosebrough, English  
Juanita Schuler, Art

### **Social Sciences**

Kristen Adams, Psychology  
Erin Anglin, Psychology  
Marcia Bailey, Psychology  
Debra Becker, Education  
Stacey Binder, Psychology  
Larissa Bray, Education  
Alyce Carpenter, Psychology  
Nancy Cook, Education  
Timothy Derifield, Sociology  
Ruth Diaz, Education  
Sue Emmons, Education  
Susan Giesing, Education

### **Foundation Seminar**

Michelle Branton  
Jennifer Chitwood  
Jenni Crosby  
Sarah Haines  
Justin Kavanaugh  
Jeffrey Landwehr

### **Dual Credit**

Shea Bowen, Marketing, Owensville  
Timothy Buchheit, Communications, Borgia  
Gary Durbin, Civilization/History, Cuba  
Colin Flynn, English, Washington  
Kerri Flynn, Psychology/Sociology, Washington  
Patrick Fogarty, Mathematics, Washington  
Kathy Hertlein, Religion, Borgia  
Todd Jones, History, Bourbon  
Timothy Karth, Music, St. Clair  
Benjamin Martin, Science, St. Clair  
Alicia McDaniel, Business, St. Clair

Cory Sellers, Art History  
Don Sharpsteen, Psych/Soc  
James Shull, English  
Damia Smith, Design, Sculpture  
Matt Sokeland, Music-Percussion  
Annette Swafford-Green, Art  
Regina Zervos, Communications

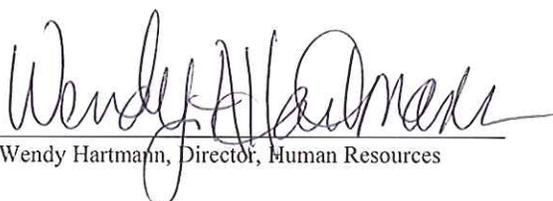
Miranda Green, Psychology  
Thomas Haas, Sociology  
Robin Hanson, Anthropology  
Jennifer Heberlie, Education  
Laura Janes, Psychology  
Rachel Johnson, History  
William McKenzie, Psychology  
Jeff Parsons, History  
Amy Skyles, Education  
Brad Wallach, Physical Education-Softball  
Sarah Wildt, Sociology

Steffani McCrary  
Jessica Robart  
Jay Scherder  
Suzanne Shelton  
Windy Souders

Glenn Mechem, History, Union  
Danika Novak, English, Union  
Michael Pelster, Mathematics, Borgia  
Mary Pelster, Mathematics, Borgia  
Robert Prichard, History, St. Clair  
Janet Rademacher, Biology, Owensville  
Cate Sanazaro, English, Cuba  
Sarah Serbus, Theatre, Union  
Edward Stahl, History, Washington  
Kenneth Willardson, Mathematics, Vienna  
Kelly Wood, Communications, Washington

Approval:

  
Robyn Walter, Vice President, Academic Affairs

  
Wendy Hartmann, Director, Human Resources