



**BOARD OF TRUSTEES  
MEETING**

**October 2, 2017**

**EAST CENTRAL COLLEGE**  
**BOARD OF TRUSTEES MEETING AGENDA** *(revised)*  
**Monday, October 2, 2017**  
**7 p.m. ECTC 114**

		Action <sup>1</sup>	Discussion	Information
1.	CALL TO ORDER			
2.	RECOGNITION OF GUESTS			X
3.	PUBLIC COMMENT			
4.	APPROVAL OF AGENDA (Consent Agenda: Agenda items of a routine nature will be marked with an asterisk [*] located immediately before the item. Unless a Board member requests an item be removed for discussion, the agenda will be approved upon a motion and a second of the Board and unanimously adopted and shall have the same validity as if each action were separately moved, seconded and adopted. Any item removed upon request of a Board member will be taken up in its regular place on the agenda.)	4 Votes		
5.	*APPROVAL OF MINUTES	4 Votes		
6.	TREASURER'S REPORT AND FINANCIAL REPORT	Simple Majority		
7.	BOARD POLICY & PROCEDURES REVISION – POLICY 3.5 INSTITUTIONAL SCHOLARSHIPS			X
8.	DUAL CREDIT UPDATE			X
9.	*PERSONNEL A. Adjunct Faculty – Fall 2017	4 Votes		
10.	REPORTS A. Faculty Association B. ECC-NEA C. Professional Staff Association D. Classified Staff Association E. Student Government Association			X
11.	PRESIDENT'S REPORT			X
12.	ADJOURNMENT	Simple Majority		

<sup>1</sup>RSMo 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  
October 2, 2017**

**AGENDA ITEM 1: CALL TO ORDER**

The regular meeting of the Board of Trustees will be called to order by Board President Ann Hartley.

10/2/2017

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  
October 2, 2017**

**AGENDA ITEM 2: RECOGNITION OF GUESTS**

Guests will be recognized by Mr. Jay Scherder.

10/2/2017

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(636) 584-6501

FAX (636) 583-6602

Section 2, Page 1

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
October 2, 2017**

**AGENDA ITEM 3: PUBLIC COMMENT**

The Board will hear comments from members of the public in attendance at the meeting who registered to speak.

10/2/2017

Section 3, Page 1

**East Central College**

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(636) 584-6501

FAX (636) 583-6602

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
October 2, 2017**

**AGENDA ITEM 4: APPROVAL OF AGENDA**

**Recommendation:** To **approve** the agenda for the October 2, 2017, Board of Trustees meeting.

10/2/2017

Section 4, Page 1

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

## **Agenda Item 4: Approval of Agenda**

### Consent Agenda Items for October 2, 2017:

Approval of Minutes  
Personnel

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  
October 2, 2017**

**AGENDA ITEM 5: \*APPROVAL OF MINUTES**

**Recommendation:** To **approve** the minutes of the August 28, 2017 ad valorem tax hearing and regular meeting of the Board of Trustees.

Attachment

10/2/2017

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

Section 5, Page 1

**EAST CENTRAL COLLEGE  
AD VALOREM HEARING AND  
BOARD OF TRUSTEES MEETING  
Monday, August 28, 2017**

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 5:29 p.m. by the President of the Board of Trustees, Ann Hartley. Other Board members present at the hearing were Joseph Stroetker, Prudence Fink Johnson, Don Kappelmann, Cookie Hays and Eric Park. Also present were President of the College Jon Bauer; Administrators – Vice President of Academic Affairs Tia Robinson, Vice President of Finance and Administration Phil Pena, Vice President of Student Development Shelli Allen, and Vice President of External Relations Joel Doepker; Other Staff – Dean of Career and Technical Education Richard Hudanick, Director of Human Resources Wendy Hartmann, Executive Director of the ECC Foundation Shannon Grus, Director of Financial Services Annette Moore, HVAC Program Coordinator David DeArmond, Faculty Association President Tom Fitts, NEA President Sue Henderson, Maintenance Tech II Kelly Rinne, and Executive Assistant to the President Bonnie Gardner. Kavahn Mansouri from the *Missourian* was 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 28, 2017, 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 \$6,392,834 which the operating budget for the fiscal year beginning July 1, 2017 shows to be required from the property tax. The debt service levy is set to produce revenues of at least \$1,500,000 which is required to meet the debt service of East Central College for the calendar year beginning January 1, 2018. 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	\$1,363,421,310	\$1,312,587,999
Personal Property	\$364,386,108	\$357,652,763
<b>Totals</b>	<u>\$1,727,807,418</u>	<u>\$1,670,240,762</u>

The proposed operating tax levy for 2017 shall be .3700 per one hundred dollars assessed valuation on the above current valuation.

The proposed debt service levy for 2017 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.

**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 2017-2018 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 Prudence Fink Johnson; Seconded by Don Kappelmann; Carried Unanimously*

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

**Motion:** To **adjourn** the August 28, 2017, Ad Valorem Tax Hearing at 5:35 p.m.

*Motion by Don Kappelmann; Seconded by Joseph Stroetker; 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 28, 2017**

**CALL TO ORDER:** The regular meeting of the Board of Trustees was called to order at 5:35 p.m. by Board President Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Prudence Fink Johnson, Don Kappelmann, Cookie Hays and Eric Park. Also present were President of the College Jon Bauer; Administrators – Vice President of Academic Affairs Tia Robinson, Vice President of Finance and Administration Phil Pena, Vice President of Student Development Shelli Allen, and Vice President of External Relations Joel Doepker; Other Staff – Dean of Career and Technical Education Richard Hudanick, Director of Human Resources Wendy Hartmann, Executive Director of the ECC Foundation Shannon Grus, Director of Financial Services Annette Moore, HVAC Program Coordinator David DeArmond, Faculty Association President Tom Fitts, NEA President Sue Henderson, Maintenance Tech II Kelly Rinne, and Executive Assistant to the President Bonnie Gardner.

**RECOGNITION OF GUESTS:** Vice President Doepker 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 August 28, 2017 meeting of the Board of Trustees.

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

**\*APPROVAL OF MINUTES:** The Board approved the minutes of the July 20, 2017 regular meeting of the Board of Trustees.

**TREASURER’S REPORT AND FINANCIAL REPORT:** Vice President Pena reviewed the year-to-date financials. He noted that the reports are as of June 30, 2017 and are preliminary pending the audit.

**Motion:** To **approve** the treasurer’s report, the financial report and the payment of bills subject to the annual audit.

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

**ACCEPTANCE OF BIDS:** The recommendation is for purchase of a chilled water system for the Heating, Ventilation, Air Conditioning Program and will allow the program to expand its offerings to provide training on commercial heating and air conditioning units. A U.S.D.A. grant has been received that will fully cover the cost of the system. David DeArmond explained that the

large variation in bid amounts was due to one of the contractors bidding high end equipment and equipment that was larger than specified in the request for bids. The contractor expanded the scope of the bid and included geothermal systems.

**Motion:** To **approve** the purchase of equipment to construct a chilled water system from Johnstone Supply in Bridgeton, MO for use in the Heating and Air Conditioning program at a cost of \$47,960.31 to be funded through the USDA Rural Business Development Grant Program.

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

### **CONFLICT OF INTEREST & PERSONAL FINANCIAL DISCLOSURE STATEMENTS**

**POLICIES:** Dr. Bauer reminded the Board of the requirement to reaffirm the Conflict of Interest and Personal Financial Disclosure Statements policies every other year. There is no change in wording from the prior reaffirmation.

**Motion:** To **reaffirm** the Conflict of Interest policy (BP1.29) and the Personal Financial Disclosure Statements Policy (BP1.30) as attached to fulfill the requirements of the Missouri Ethics Commission.

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

**MEDICARE PART C INSURANCE:** Dr. Bauer stated the recommendation is for renewal with the current carrier at no cost to the College. This benefit has been offered to retirees for a number of years.

**Motion:** To **approve** the renewal of the Medicare Advantage plan with United Healthcare as the group Medicare Part C plan offered to eligible retirees at no cost to the College.

*Motion by Prudence Fink Johnson; Seconded by Don Kappelmann; Carried 5-0 with Cookie Hays abstaining*

**HIGHER LEARNING COMMISSION ACCREDITATION:** Dr. Bauer reminded the Board of the upcoming visit from the Higher Learning Commission (HLC) in mid-October. Dr. Robinson, who is the College's accreditation liaison officer, provided an overview of the process. The Comprehensive Quality Review (CQR) is the College's opportunity to provide evidence that it is meeting the standards of quality by which the HLC determines whether the institution merits reaffirmation of accreditation. The Systems Appraisal was submitted by the College in November 2016 and feedback was received in February 2017. The feedback document guides the preparation for the upcoming visit. A taskforce of faculty and staff representing all areas of the institution is working to collect evidence; taskforce members have also hosted sessions to explain the process to the college community.

In addition, a Federal Compliance Report was submitted in July 2017 under the leadership of Shelli Allen, and HLC conducted a student survey in April 2017. Approximately 205 students responded to the survey and comments were favorable overall. A request for public comment went out in

July 2017; that information will be received shortly before the visit. Ms. Hays requested that the student comments be shared with the Board.

A three-member team will participate in the site visit, and one member will spend some time at the Rolla campus. The specific schedule is not set at this point but it is anticipated the members of the team will meet with members of the faculty, administration, student body and possibly the Board. The team will arrive on Sunday evening and depart by mid-day on Wednesday. A limited exit conference will be scheduled on Wednesday but that will not provide as much information as the conferences have in the past. The report will be completed after the visit. Following the visit, a recommendation will be made for reaffirmation and possibly a specific accreditation pathway to pursue in the future (open, standard or AQIP).

Dr. Park asked how the Board can stay engaged in this process and noted that Board members should be able to provide an informed response when asked about the College. Dr. Bauer noted that the College can demonstrate it meets all the criteria for accreditation. The CQR process involves two parts – a determination of whether the college meets the requirements for accreditation and a consulting component to validate what is done well and suggest ways to improve. The visiting team will be able to talk with faculty, staff and students to get a good understanding of the work going on at the College.

**\*PERSONNEL:** The Board approved the appointment of Joseph Hovland as Culinary Arts Instructor with an annual salary of \$50,000 effective August 10, 2017. The Board also approved the appointment of adjunct faculty for the Fall 2017 semester as listed in the attached memorandum.

## **REPORTS:**

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Tom Fitts reported on recent faculty accomplishments including the following: Dr. Coreen Derifield presented a paper at the Midwest History Association Conference; Dr. Jennifer Judd performed in the Christ Church Cathedral concert series and performed/taught at the Southeast Missouri State Music Institute; Dr. Judd also took four piano students to an academy in Spain where she was a faculty member; Nathan Esbeck has joined the Manufacturing Skill Standards Council's National Expert Panel on Manufacturing; Stephanie Buchholz is currently serving as president-elect of the Eastern Missouri Health Information Management Association; Laura McDonald, Anita Cohen and Connie Wissbaum have completed their masters in nursing degrees. Adjunct instructor Lora Copeland, who helped establish the paramedic program at ECC in 1976, recently received the Jack Lyon Memorial Award for contributions to local EMS programs in the community from the Missouri EMS Association.
- B. ECC-NEA:** ECC-NEA President Sue Henderson indicated the association had no report at this time.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Karen Klos was unable to attend; Bonnie Gardner reported that the library book sale will be held September 5 through September 7 from 7:30 a.m. to 7:30 p.m.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association President Stacy Langan was unable to attend; there was no report.

**E. STUDENT GOVERNMENT ASSOCIATION:** Vice President Shelli Allen reported that the SGA and the R & R Club hosted a lock in for approximately 60 students the evening prior to the eclipse. Upcoming events include a blood drive on September 6 and FalconFest on September 13.

**PRESIDENT'S REPORT:** Dr. Bauer reported the semester is off to a smooth start. Fourteen-week classes begin September 5 and work continues on dual credit enrollment with the high schools. At this point, enrollment is down five percent in credit hours and 5.6 percent in headcount.

There were a large number of people on campus to view the eclipse on August 21. A staff member from the University of Missouri-St. Louis was on campus to broadcast a live feed of the event and *Popular Science* magazine picked up the feed. Approximately 160,000 people viewed the feed and the magazine credited ECC and UMSL on their website. Dr. Bauer expressed his thanks to everyone involved in planning the campus event, specifically mentioning Paul Lampe and Linda Follis who spearheaded the planning, Courtney Hendrichsen who coordinated the student lock in and spent the night on campus with the students, and Karen Klos who provided a great deal of technical assistance.

This fall a Leadership Council will be established that will include leadership from each employee group along with administrators. The development of a new strategic plan will also begin. The new plan will focus on a few critical, overarching issues and will encompass the feedback from the upcoming HLC review.

Plans for the College's 50<sup>th</sup> anniversary celebration are underway. The planning committee includes active and retired employees. Activities will begin in April 2018, the anniversary of the election establishing the district, and conclude in fall 2019.

Dr. Bauer noted that he was pleased to recognize adjunct faculty for their years of service under a newly implement recognition program during in-service week.

The athletic season begins with the soccer home opener on August 31 and the volleyball team opening away on August 30.

**ADJOURNMENT:**

**Motion:** To adjourn the August 28, 2017 public Board of Trustees meeting at 6:30 p.m.  
*Motion by Don Kappelmann; Seconded by Prudence Fink 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  
October 2, 2017**

**AGENDA ITEM 6: TREASURER'S REPORT AND FINANCIAL REPORT**

**Recommendation:** To **approve** the treasurer's report, the financial report, and the payment of bills subject to the annual audit.

Attachment

10/2/2017

Section 6, Page 1

**East Central College**

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

**East Central College**  
**Statement of Net Assets for all Funds**  
**As of August 31, 2017 and August 31, 2016**

<b>ASSETS</b>	<u>8/31/17</u>	<u>08/31/16</u>
Current		
Cash	3,495,003	2,986,719
Investments	981,040	5,610,364
Receivables, net		
Student	3,387,591	3,502,021
Federal & State agencies	219,206	992,842
Other	-82,329	-77,004
Inventories	222,779	274,451
Prepaid expenses	23,846	14,872
<b>Total Current Assets</b>	<u><b>8,247,136</b></u>	<u><b>13,304,265</b></u>
Non-Current Assets		
Other Assets	769,007	1,085,606
Capital Assets (net)	44,369,627	41,361,518
<b>Total Non-Current Assets</b>	<u><b>45,138,634</b></u>	<u><b>42,447,124</b></u>
<b>Total Assets</b>	<u><b>53,385,770</b></u>	<u><b>55,751,389</b></u>
<b>DEFERRED OUTFLOW OF RESOURCES</b>		
Deferred pension outflows	<u>7,971,713</u>	<u>4,901,303</u>
<b>Total Assets and Deferred Outflow of Resources</b>	<u><u><b>61,357,483</b></u></u>	<u><u><b>60,652,692</b></u></u>
<b>LIABILITIES</b>		
Current Liabilities		
Accounts Payable	30,931	688,718
Accrued Wages & Benefits	15,220	15,218
Unearned Revenue	878,752	1,023,973
Due to Agency Groups	91,177	93,999
Accrued Interest	76,147	-
<b>Total Current Liabilities</b>	<u><b>1,092,227</b></u>	<u><b>1,821,908</b></u>
Non-Current Liabilities		
USDA Loan	925,000	-
Bonds Payable	12,730,000	17,745,000
Net Pension Liability	15,053,065	11,753,832
Compensated Absences	511,560	528,581
Post Employment Benefit Plan Payable	538,600	538,600
Johnson Control Performance Contract	1,258,583	-
<b>Total Non-Current Liabilities</b>	<u><b>31,016,808</b></u>	<u><b>30,566,013</b></u>
<b>Total Liabilities</b>	<u><b>32,109,035</b></u>	<u><b>32,387,921</b></u>
<b>DEFERRED INFLOW OF RESOURCES</b>		
Deferred pension inflows	<u>3,726,851</u>	<u>3,463,193</u>
<b>NET ASSETS</b>		
Investment in Capital Assets, net	37,545,117	32,818,012
Restricted for Debt Service	192,568	4,271,159
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	5,028,363	4,603,206
All other Funds	-19,004,451	-18,650,799
<b>Total Net Assets</b>	<u><b>25,521,597</b></u>	<u><b>24,801,578</b></u>
<b>Total Liabilities, Deferred Inflow of Resources and Net Assets</b>	<u><u><b>61,357,483</b></u></u>	<u><u><b>60,652,692</b></u></u>

**East Central College**  
**Statement of Activities**  
**General Fund**  
**As of August 31, 2017 and August 31, 2016**

	For the Fiscal Year Ending June 30, 2018			For the Fiscal Year Ended June 30, 2017			
	Current FY Budget	August 2017 Month end	Current FY Year-To-Date	Prior FY Budget	August 2016 Month end	Prior FY Year-To-Date	Preliminary Prior FYE
<b>Revenues:</b>							
Local Revenue	6,313,000	21,723	55,245	6,284,527	22,669	73,662	6,340,852
State Revenue	5,306,645	428,548	857,099	5,880,000	473,368	946,736	5,345,756
Federal Revenue	5,000	-	-	-	-	-	7,810
Tuition and Fees	6,852,940	157,007	2,914,684	6,238,166	191,708	2,957,646	5,687,024
Interest Income	50,000	4,245	11,286	50,000	10,890	11,144	67,793
Gifts and Grants	45,000	-	1,000	45,000	-	1,000	40,000
Miscellaneous Revenue	80,519	5,263	12,546	50,000	5,266	11,165	80,528
Transfers-Interfund & Indirect	-	-	-	-	-	-	17,780
Transfer Federal Programs	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>18,653,104</b>	<b>616,786</b>	<b>3,851,860</b>	<b>18,547,693</b>	<b>703,901</b>	<b>4,001,353</b>	<b>17,587,543</b>
<b>Expenses:</b>							
Salaries	10,468,339	675,215	1,064,589	10,738,313	703,727	1,167,544	10,957,847
Benefits	3,170,393	239,700	453,205	3,264,288	254,864	472,429	3,806,639
Contractual Services	615,370	64,821	376,697	908,496	48,973	433,467	857,128
Current Expenses	1,361,919	103,239	203,099	1,011,581	86,889	242,421	891,559
Travel	218,087	21,235	27,359	231,215	20,878	44,496	188,900
Property & Casualty Insurance	205,000	-	104,956	205,000	-	106,261	199,359
Vehicle Expense	3,450	186	228	11,650	490	490	9,338
Utilities	708,599	62,997	62,997	758,889	75,628	137,864	709,456
Tele/Communications	219,201	2,457	13,714	177,219	21,580	28,897	225,184
Miscellaneous	1,210,844	14,227	49,354	1,113,842	17,136	34,690	592,470
Clearing Account	-	787	1,710	-	-246	-246	-
Scholarship Expense	74,500	-	-	70,700	-	-	74,411
Faculty Development	25,000	-	-	30,000	22,500	22,500	30,100
Instit. Match for Grants	309,722	-	-	-	-	-	272,609
Commitment to ABE	20,000	-	-	20,000	-	-	20,000
Instit. Commit.to Fine Arts	6,500	-	-	6,500	-	-	6,500
Instit. Commit.to Word & Motion	3,200	-	-	-	-	-	-
Capital	32,980	-	-	-	-	-	36,968
Interfund Transfers	-	-	-	-	-	-	1,637,456
Interest on Debt	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>18,653,104</b>	<b>1,184,864</b>	<b>2,357,908</b>	<b>18,547,693</b>	<b>1,252,419</b>	<b>2,690,813</b>	<b>20,515,924</b>
<b>Revenue over Expenses</b>	<b>-</b>	<b>-568,078</b>	<b>1,493,952</b>	<b>-</b>	<b>-548,518</b>	<b>1,310,540</b>	<b>-2,928,381</b>

**East Central College**  
**Statement of Revenue, Expenses & Changes in Net Assets**  
**(All Funds)**  
**As of August 31, 2017 and August 31, 2016**

	For the Fiscal Year Ending June 30, 2018		For the Fiscal Year Ended June 30, 2017	
	August 2017	FY 2018 Year-To-Date	August 2016	FY 2017 Year-To-Date
<b>Operating Revenues:</b>				
Student Tuition & Fees	183,779	3,504,404	237,764	3,625,836
Federal Grants & Contracts	3,540	8,025	5,805	13,008
State Grants & Contracts	596	597	500	1,000
Auxiliary Services Revenue	464,054	553,901	506,580	554,328
Other Operating Revenue	13,105	33,768	10,587	34,091
<b>Total Operating Revenue</b>	<b>665,074</b>	<b>4,100,695</b>	<b>761,236</b>	<b>4,228,263</b>
<b>Operating Expenses:</b>				
Salaries	752,138	1,194,508	784,305	1,304,033
Benefits	261,167	493,868	275,355	510,777
Purchased Services	120,505	467,243	74,617	499,543
Supplies & Current Expenses	254,863	858,365	200,937	765,335
Travel	22,766	30,089	19,605	44,953
Insurance	15,132	121,276	-	120,484
Utilities	70,102	82,733	98,010	170,977
Other	11,726	42,878	10,040	22,172
Depreciation	171,961	343,921	147,407	295,302
Financial Aid & Scholarship	-	251	25,733	7,206
<b>Total Operating Expenses</b>	<b>1,680,360</b>	<b>3,635,132</b>	<b>1,636,009</b>	<b>3,740,782</b>
<b>Operating (Loss)/Gain</b>	<b>-1,015,286</b>	<b>465,563</b>	<b>-874,773</b>	<b>487,481</b>
<b>Non-Operating Revenues (Expenses):</b>				
State Appropriations	428,548	857,099	473,368	946,736
Tax Revenue	26,819	68,203	27,987	90,941
Interest Income	4,980	13,381	12,493	12,927
Gain/Loss on asset disposal	-	-	-	-
Principal & Interest on Debt	-19,346	-65,615	-247,928	18,236
<b>Total Non-Operating Revenue (Expenses)</b>	<b>441,001</b>	<b>873,068</b>	<b>265,920</b>	<b>1,068,840</b>
<b>Increase in Net Assets</b>	<b>-574,285</b>	<b>1,338,631</b>	<b>-608,853</b>	<b>1,556,321</b>

**East Central College**  
**Warrant Check Register**  
**As of July 31, 2017 & August 31, 2017**

The Treasurer of the Board confirms for the months ending July 31, 2017 and August 31, 2017 that the check payments officially filed have been issued in accordance with the policies and procedures of East Central College (Junior College District), in compliance with the appropriation granted by the Board of Trustees as defined in the FY17 budgets and that there are sufficient balances in each fund and sub-fund available for the expenditures for which approval is hereto requested.

Total amount of checks dispersed from July 1, 2017 through August 31, 2017, is reported at \$1,938,706.95.

**East Central College**  
**Investments**  
**As of August 31, 2017**

<u>CD Number</u>	<u>Date</u>	<u>Maturity</u>	<u>Term</u>	<u>Rate</u>	<u>Total</u>
<b><u>United Bank of Union</u></b>					
1024012963	8/9/2017	11/9/2017	3 months	0.50%	\$ 376,877.94
1024012740	5/9/2017	11/9/2017	6 months	0.50%	\$ 376,404.14
<b>ECC Total Investments</b>					<b>\$ 753,282.08</b>

**Private CDs Owned by the P. A. Hearst Account**

United Bank of Union - CD					
#1024012663	4/14/2017	4/14/2018	12 months	0.40%	\$ 6,085.19
Farmers & Merchants					
Bank - CD #1862	3/14/2016	11/14/2017	21 months	1.25%	\$ 80,000.00
<b>Total Investments</b>					<b>\$ 86,085.19</b>

**2017**

Total Cash Accounts	\$ 3,495,003.00
Certificates of Deposit	<u>\$ 753,282.08</u>
	<b>\$ 4,248,285.08</b>

**2016 (December)**

Total Cash Accounts	\$556,344.00
Certificates of Deposit	<u>\$750,000.00</u>
	<b>\$ 1,306,344.00</b>

**East Central College**  
**Pledged Securities**  
**As of August 31, 2017**

**Farmers & Merchants**

SECURITY DESCRIPTION	MATURITY DATE	CUSIP NO.	PAR AMOUNT
FDIC Insurance			\$ 250,000.00
TOTAL			<u>\$ 250,000.00</u>

**United Bank of Union**

SECURITY DESCRIPTION	MATURITY DATE	CUSIP NO.	PAR AMOUNT
FEDERAL HOME LOAN BANK	11/21/17	313380BP1	\$ 425,000.00
FEDERAL FARM CREDIT BANK	02/20/18	3133ECFQ2	\$ 750,000.00
FEDERAL FARM CREDIT BANK	03/19/18	3133EAW61	\$ 50,000.00
FEDERAL FARM CREDIT BANK	05/01/18	3133EAB72	\$ 750,000.00
FEDERAL FARM CREDIT BANK	05/09/18	3133EAH43	\$ 1,000,000.00
FEDERAL HOME LOAN BANK	07/30/18	313381W27	\$ 600,000.00
FEDERAL HOME LOAN BANK	04/05/19	313382H97	\$ 1,000,000.00
FEDERAL NATIONAL MORTGAGE ASSN	04/26/19	3136G0R45	\$ 1,560,000.00
FEDERAL NATIONAL MORTGAGE ASSN	10/23/19	3135G0QM8	\$ 800,000.00
FEDERAL HOME LOAN BANK	01/17/20	313381T88	\$ 1,000,000.00
MARION CO MO SCHL DIST MUNI	3/1/2024	569101GS1	\$ 400,000.00
STRAFFORD MO REORG SCHL DIST MUNI	03/01/26	862682CD5	\$ 250,000.00
FRANKLIN CO REORG SCHL DIST MUNI	03/01/27	35310DGK0	\$ 25,000.00
GRANDVIEW MO MUNI	03/01/27	386748LQ8	\$ 585,000.00
<b>TOTAL</b>			<u><u>\$ 9,195,000.00</u></u>

\* ALL SECURITIES ARE HELD WITH OUR SAFEKEEPING AGENT - COMMERCE BANK N.A., 1000 WALNUT STREET, KANSAS CITY, MO 64106

\*\* ALL PLEDGED SECURITIES ARE IN COMPLIANCE WITH SECTION 1823 (E) OF THE FDIC REGULATIONS AND HAVE BEEN APPROVED BY THE BANK'S LOAN COMMITTEE. THE APPROVAL IS REFLECTED WITHIN THE MINUTES OF THE COMMITTEE.

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
October 2, 2017**

**AGENDA ITEM 7: BOARD POLICY & PROCEDURES REVISION – POLICY 3.5  
INSTITUTIONAL SCHOLARSHIPS**

Vice President Shelli Allen will review proposed changes to the Institutional Scholarships policy.

Attachments

10/2/2017

Section 7, Page 1

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

To: Dr. Jon Bauer  
From: Shelli Allen  
Date: 9/25/2017  
RE: Scholarship Procedures

I submit, for your review, the proposed amendments to the ECC Scholarship Procedures.

The Scholarship Procedures as proposed are the recommendations of a task force comprised of faculty, staff, and administrators. The task force was charged to review our current scholarships, research best practices, and determine how we would like to allocate scholarships at ECC.

The Scholarships that we have proposed encourage not just recruitment of full-time students, but also aim to increase participation of part-time students, as well as awards that are designed to target persistence and completion. The spirit of the task force was to determine what sorts of efforts and achievements the College should recognize in order to benefit both students, and the institution.

### 3.5 Institutional Scholarships Policy *(Revised 5-12-2008; Revised 7-14-2014)*

The East Central College institutional scholarship program, funded through the general fund of the College, is intended to provide access to East Central College to students who demonstrate academic or performance excellence or could not otherwise attend due to the lack of necessary financial resources. The number of scholarships awarded each year will be contingent upon funding, as determined by the College during its budget development process.

#### **Scholarships:** *(Revised 7-14-2014; 11-6-2017)*

The following scholarships are approved by the Board of Trustees for funding through the general fund of the College.

#### **Board of Trustees Scholarship**

~~Students for a Full Award include the valedictorian, salutatorian and the top 10% of students graduating within the last calendar year from any high school.~~ *This award is for full-time students and will recognize high academic achievers who reside in the East Central College taxing and service district. This scholarship is renewable for a second year if a 3.3 grade point average is maintained on at least 24 credit hours completed annually. Awards will not exceed the amount equal to in-district tuition and common fee charge.*

#### *New Recipient Eligibility*

*New recipients must meet one of the following criteria:*

- a. High school graduates with a minimum cumulative grade point average of 3.75 or who rank in the top 10% of their high school class.*
- b. High school equivalency completion*
- c. HiSET students who have made a minimum total scaled score of 75 on the examination.*
- d. Home schooled students, completing a course of home study and scoring in the ninetieth percentile on a nationally recognized test measuring academic achievement.*
- e. Currently enrolled East Central College (ECC) students who have completed at least twelve credit hours of coursework numbered above 100 at ECC and have a minimum cumulative grade point average of 3.5.*
- f. Transfer students who have completed at least twelve credit hours of coursework numbered above 100 at ECC and have a minimum cumulative grade point average of 3.5 numbered above 100 at ECC and have a minimum cumulative grade point average of 3.5.*

#### *Renewal Recipient Eligibility*

- a. Recipients must maintain a 3.3 minimum cumulative grade point average.*
- b. Recipients must complete at least 30 credit hours annually.*
- c. Recipients may be awarded for up to five terms, including summer, if eligible.*

### ***President's Scholarship***

*This award is for students enrolled less than full-time, but at least half-time, and will recognize high academic achievers who reside in the East Central College taxing and service district. Awards will not exceed the amount equal to in-district tuition and common fees charge.*

#### *New Recipient Eligibility*

*New recipients must meet one of the following criteria:*

- a. High school graduates with a minimum cumulative grade point average of 3.75 or who rank in the top 10% of their high school class.*
- b. High school equivalency completion  
HiSET students who have made a minimum total scaled score of 75 on the examination.*
- c. Home schooled students, completing a course of home study and scoring in the ninetieth percentile on a nationally recognized test measuring academic achievement.*
- d. Currently enrolled East Central College (ECC) students who have completed at least six credit hours of coursework numbered above 100 at ECC and have a minimum cumulative grade point average of 3.5.*
- e. Transfer students who have completed at least six credit hours of coursework numbered above 100 at ECC and have a minimum cumulative grade point average of 3.5.*

#### *Renewal Recipient Eligibility*

- a. Recipients must maintain a 3.3 minimum cumulative grade point average.*
- b. Recipients must complete at least 15 credit hours annually.*
- c. Recipients may be awarded for up to ten terms, including summer, if eligible.*

~~**Academic Division Scholarship**—Each division will be approved for an equal number of one year, non-renewable awards. Each division will decide on the award distribution within and among the disciplines, taking into consideration the availability of other scholarships and financial aid. Those awards made to the division(s) that house the disciplines of art, music and theater will go to students enrolled in or majoring in other areas, since those disciplines have their own awards.—(moved to below)~~

~~**Music**—Scholarship awards are provided for music majors and for students who may not be music majors but who participate in musical group performances. Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded based on faculty recommendations.—(moved to targeted recruitment scholarships)~~

~~**Art**—Scholarship awards are provided for art majors. Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded based on faculty recommendations.—(moved to targeted recruitment scholarships)~~

~~**Communications, Media and Theater**—Scholarships are provided for communications, media and theater majors and/or students working in and on theater productions. Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded based on faculty recommendations. (moved to targeted recruitment scholarships)~~

~~**High School Equivalency (HSE, formerly GED) Scholarship**—Students are eligible for a non-renewable award if admitted on the basis of a HSE/GED Test score set by the College. Awards will be made each semester.~~

~~**Harrison M. Eaton Scholarship**—A waiver of tuition and general fees is provided for an education major; renewable if a 3.3 grade point average is maintained on at least 24 credit hours completed annually. (moved below)~~

~~**New Program Scholarships**—A scholarship is provided for a student enrolling in a new College program. Such a scholarship may become available in the first semester of any year in which a new, fully approved program is opened to enrollment. No more than two programs may offer New Program Scholarships at any one time. The scholarship is renewable for up to three semesters if a 3.0 grade point average is maintained on at least 12 hours completed in the fall semester and 12 hours completed in the spring semester.~~

~~**Home School Scholarship**—Scholarship awards are available to students completing a course of home study and scoring in the ninetieth percentile on a nationally recognized test measuring academic achievement. The scholarship is renewable for up to three semesters if a 3.0 grade point average is maintained on at least 24 credit hours completed annually.~~

### **Non-traditional Student Scholarship**

~~A *This* non-renewable scholarship award is available for an adult students enrolling in the College who is over the age of 23 and whose family income makes the student ineligible for need-based federal financial aid. To be eligible, the student must be enrolled in no fewer than six (6) credit hours and have completed a minimum of 15 credit hours at East Central College with a 3.0 grade point average. *Awards will not exceed the amount equal to in-district tuition and common fees charge.*~~

### ***Targeted Recruitment Scholarships***

~~*Targeted recruitment scholarships will be utilized to help realize the College's recruitment goals.*~~

#### 1. Music

~~*This award is for full-time students. Awards will not exceed the amount equal to in-district tuition and common fees charge.*~~

Scholarship awards are provided for music majors and for students who may not be music majors but who participate in musical group performances.

Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded based on faculty recommendations.

2. Art

*This award is for full-time students. Awards will not exceed the amount equal to in-district tuition and common fees charge.*

Scholarship awards are provided for art majors. Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded based on faculty recommendations.

3. Communications, Media, and Theater

*This award is for full-time students. Awards will not exceed the amount equal to in-district tuition and common fees charge.*

Scholarships are provided for communications, media and theater majors and/or students working in and on theater productions. Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded based on faculty recommendations.

**Academic Division Scholarship**

*This award is for full-time students.* Each division will be approved for an equal number of one year, non-renewable awards. Each division will decide on the award distribution within and among the disciplines, taking into consideration the availability of other scholarships and financial aid. Those awards made to the division(s) that house the disciplines of art, music and theater will go to students enrolled in or majoring in other areas; since those disciplines have their own awards.

**Harrison M. Eaton Scholarship**

A *This* waiver of tuition and general fees is provided for an education major; renewable if a 3.3 grade point average is maintained on at least ~~24~~ *30* credit hours completed annually.

**Technical Skills Scholarships** - A *This full scholarship* award is available to students from any high school in the East Central College taxing and service district pursuing an AAS degree in an area where they have demonstrated exemplary skills by scoring either first, second or third in a state (or higher) level technical skills competition in a program area articulated from their high school or area career center to a degree program at the College. The scholarship is renewable for a second year if a 3.3 grade point average is maintained on at least ~~24~~ *30* credit hours completed annually.

A partial scholarship award is available to students from any high school in the East Central College taxing and service district pursuing an AAS degree in an area where they have demonstrated high potential in their chosen career field by scoring either first, second or third in a district level technical skills competition in a program area articulated from their high school or area career center to a degree program at the

College. The scholarship is renewable for a second year if a 3.3 grade point average is maintained on at least ~~24~~ **15** credit hours completed annually.

~~**Student Ambassador Scholarships**—A competitive leadership program designed to attract a group of traditional and non-traditional students to represent the College to prospective students and the community. This Full Award is paid hourly, as earned, and awarded by semester. The scholarship is renewable if a 2.50 grade point average is maintained and is approved by the Director of Admissions.~~

***College Completion Scholarship***

*This award is for students who are within 12 credit hours of degree or certificate completion. Awards will not exceed the amount equal to in-district tuition and common fees charges for one course.*

*Recipient Eligibility*

- a. Must be 12 credits or less away from degree completion.*
- b. Must have a cumulative grade point average of 2.0 or above.*
- c. Must not receive federal or state grants or loans, nor third-party forms of payment*

***Operation: Graduation! Scholarship***

*This one-time, \$500 award is for students who are meeting the 15 to Finish timeline toward degree completion within the first two years of college coursework following high school graduation.*

*Recipient Eligibility*

- a. Student must complete 30 credit hours during a one-year period at ECC.*
- b. Must have a cumulative grade point average of 3.3 or above.*

Additional scholarships are available through the ECC Foundation; information is available on the Foundation website at [www.eccfoundation.org](http://www.eccfoundation.org).

**Procedures:** *(Revised 7/14/2014; 11/6/2017)*

- A. Scholarships will be awarded on the basis of merit and/or need as defined by the scholarship type.
- B. All award processes will abide by federal and state statutes and regulations concerning non-discrimination.
- C. Full Award - ~~Up to a \$1000 credit~~ *The cost of no more than 15 credit hours, plus general fees, per semester at the Tier I rate to be applied to tuition and general fees.* It does not cover student activity fees, special fees, ~~or books or summer session.~~ *or books or summer session.* With administrative approval, Full Awards may be divided into **Partial Awards** and divided among students.

- D. Supplemental Award - Up to \$~~250~~500 credit per semester to be applied to ~~student activity fees~~, special fees, books or summer session. These scholarships are limited in number and funded by the ECC Foundation.
- E. Scholarships not used in the semester in which they are awarded will be forfeited.
- F. Unless otherwise noted, all scholarship award recipients must enroll full-time for a minimum of ~~12~~ 15 credit hours per semester.
- G. To be eligible for an institutional scholarship, all scholarship applicants must first complete a Free Application for Federal Student Aid (FAFSA) and the online College scholarship application by the priority deadline for early consideration. Information on financial aid, scholarships, the application process and relevant deadlines is available electronically through the Office of Financial Aid and the ECC Foundation Office.
- H. Institutional awards will not exceed the amount equal to in-district tuition and common fee charge. Students must be a native U.S. Citizen, Naturalized or Permanent Resident. Students who have been granted an institutional award equal to the amount of in-district tuition and common fees charges from one college source shall not be eligible to receive an additional award from another college source. Other tuition specific awards will be used before any institutional scholarship is awarded (e.g., A+, VA funding).*
- I. ~~In most cases, awards will not be made to students who have completed over 96 credit hours.~~ General eligibility for scholarships is terminated when a student completes 66 or more credit hours at ECC (students are allowed to change majors one time and, in such cases, will no longer be eligible at 96 credit hours); when a student completes the requirements for an ECC degree, regardless of whether or not they apply for graduation; or when a student obtains a degree from ECC.*
- J. Unless otherwise noted, scholarships may be awarded to new or returning students.
- K. Students found to be in violation of a Code of Conduct may lose scholarships as a consequence.*
- L. All scholarship awards, whatever the source of funding, must be awarded and monitored by the Office of Financial Aid.

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
October 2, 2017**

**AGENDA ITEM 8: DUAL CREDIT UPDATE**

Dr. Tia Robinson, Vice President of Academic Affairs, and Dr. Russell Henderson, Director of Dual Credit and College Readiness, will provide an update on efforts to increase dual credit offerings in the district.

10/2/2017

Section 8, 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  
October 2, 2017**

**AGENDA ITEM 9: \*PERSONNEL**

**A. ADJUNCT FACULTY – FALL 2017**

**Recommendation:** To **approve** changes to the roster of adjunct faculty for the Fall 2017 semester as outlined on the attached memorandum.

10/2/2017

Section 9, Page 1

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084  
(636) 583-5195, Ext. 2201  
FAX (636) 583-6602

# EAST CENTRAL COLLEGE

## Interoffice Memo

---

TO: Dr. Bauer  
DATE: August 16, 2017  
FROM: Office of Academic Affairs  
RE: Adjuncts for Fall Semester 2017

Please approve the following adjunct addendum for the fall semester 2017.

### Additions

#### **Nursing and Allied Health**

Wayne Prince, EMS

### Deletions

#### **Career and Technical Education**

Craig Ratliff, Culinary Arts

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

Sharon Newberry, biology

#### **Humanities and Fine and Performing Arts**

Wayne Gargrave, Music

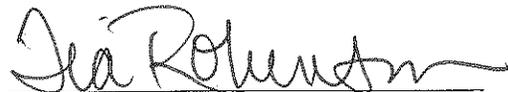
#### **Foundation Seminar**

Tia Robinson

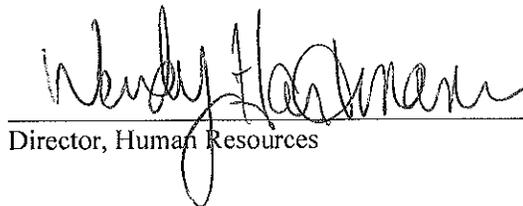
#### **Dual Credit**

Peter Madsen, English, Linn  
Sarah Serbus, Theatre, Union  
Dennis Smith, Math, Union

Approval:



Vice President, Academic Affairs



Director, Human Resources

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
October 2, 2017**

**AGENDA ITEM 10: REPORTS**

Reports may be presented by:

- A. Faculty Association President, Tom Fitts
- B. ECC-NEA President, Sue Henderson
- C. Professional Staff President, Karen Klos
- D. Classified Staff Association President, Stacy Langan
- E. Student Government Association President, Melissa Yetkin

10/2/2017

Section 10, Page 1

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084  
(636) 583-5195, Ext. 2201  
FAX (636) 583-6602

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
October 2, 2017**

**AGENDAS ITEM 11: PRESIDENT’S REPORT**

Projected meeting dates for 2017 and 2018 are listed below for planning purposes. Meetings will normally begin at 5:30 p.m. Please let me know as soon as possible if you will not be able to attend any of the projected meetings.

**2017 Projected Meeting Dates**

November 6  
December 4

**Alternate Meeting Dates**

November 13  
December 11

**2018 Projected Meeting Dates**

No January meeting  
February 5  
March 5  
April 9  
May 7  
June 4  
July 19 (*Thursday noon business meeting*)  
August 27  
No September Meeting  
October 1  
November 5  
December 3

**Alternate Meeting Dates**

February 12  
March 12  
April 12  
May 14  
June 11  
  
October 8  
November 12  
December 10

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
October 2, 2017**

**AGENDA ITEM 12: ADJOURNMENT**

**Recommendation:** To **adjourn** the October 2, 2017 meeting of the Board of Trustees.

10/2/2017

Section 12, Page 1

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084  
(636) 583-5195, Ext. 2201  
FAX (636) 583-6602