



**BOARD OF TRUSTEES  
MEETING**

**November 6, 2017**

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING AGENDA  
Monday, November 6, 2017  
5:30 p.m. BH238**

		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.	EMPLOYEE INSURANCE	4 Votes		
8.	EMPLOYEE SALARY INCREASE	4 Votes		
9.	BOARD ELECTION FILING DATES	4 Votes		
10.	BOARD POLICY & PROCEDURES REVISION – POLICY 3.5 INSTITUTIONAL SCHOLARSHIPS	4 Votes		
11.	*PERSONNEL A. Resignation	4 Votes		
12.	REPORTS A. Faculty Association B. ECC-NEA C. Professional Staff Association D. Classified Staff Association E. Student Government Association			X
13.	PRESIDENT'S REPORT			X
14.	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  
November 6, 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.

11/6/2017

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  
November 6, 2017**

**AGENDA ITEM 2: RECOGNITION OF GUESTS**

Guests will be recognized by Mr. Jay Scherder.

11/6/2017

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Section 2, Page 1

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
November 6, 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.

11/6/2017

**East Central College**

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Section 3, Page 1

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
November 6, 2017**

**AGENDA ITEM 4: APPROVAL OF AGENDA**

**Recommendation:** To **approve** the agenda for the November 6, 2017, Board of Trustees meeting.

11/6/2017

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

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Section 4, Page 1

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

### Consent Agenda Items for November 6, 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  
November 6, 2017**

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

**Recommendation:** To **approve** the minutes of the October 2, 2017 regular meeting of the Board of Trustees.

Attachment

11/6/2017

**East Central College**

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Section 5, Page 1

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

**CALL TO ORDER:** The regular meeting of the Board of Trustees was called to order at 6:57 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 – Director of Human Resources Wendy Hartmann, Director of Financial Services Annette Moore, Director of Dual Credit and College Readiness Russell Henderson, Director of Public Relations Jay Scherder, Director of Facilities and Grounds Tot Pratt, Faculty Association President Tom Fitts, NEA President Sue Henderson, Professional Staff Association President Karen Klos, Classified Staff Association President Stacy Langan, Student Government Association President Melissa Yetkin 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 October 2, 2017 meeting of the Board of Trustees as revised to remove the executive session.

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

**\*APPROVAL OF MINUTES:** The Board approved the minutes of the August 28, 2017 ad valorem tax hearing and regular meeting of the Board of Trustees.

**TREASURER’S REPORT AND FINANCIAL REPORT:** Vice President Pena reviewed the year-to-date financials.

**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 Don Kappelmann; Carried Unanimously*

**BOARD POLICY & PROCEDURES REVISION – POLICY 3.5 INSTITUTIONAL SCHOLARSHIPS:** Vice President Shelli Allen informed the Board that a task force of faculty and staff members reviewed the current scholarship policy with the goal of optimizing ECC’s aid package for students. The group focused on raising the full award limit, establishing an emergency fund, covering all fees and books, allowing scholarships for summer session and making scholarships available for part-time students.

October 2, 2017 Board Minutes

Vice President Allen stated that A+ funds expire when a student reaches 105% of the hours needed for a degree. If a student is required to take developmental classes, the funds run out before a degree can be completed. It was noted that about 65% of A+ students take developmental courses.

After looking at best practices and how other colleges administer their scholarships, the following policy changes were recommended for the Board of Trustees Scholarship: add a GPA requirement of 3.75; add a HiSET score and a home school eligibility criterion to eliminate the separate scholarships; add eligibility criteria for transfer students and currently enrolled students; and eliminate the criterion that requires graduation from high school in the last calendar year. Further recommendations include the creation of a President's Scholarship for part-time students with the same criteria as the Board scholarship; add a College Completion Scholarship for students within 12 hours of completing a degree/certificate; add an Operation: Graduation! Scholarship for students meeting the 15 to Finish timeline; change the full award from \$1,000 to the actual cost of 15 credit hours of coursework, plus general fees, at the Tier 1 rate; add a criterion to require recipients to enroll in 15 credit hours per semester; provide summer session awards and cease eligibility at 66 credit hours.

Currently there are 65 students who would meet the new criteria and 80 who would have met the Operation: Graduation! Scholarship criteria. The maximum cost of these changes is estimated at \$105,000. However, that number does not account for those receiving A+ benefits or part-time students. The proposed changes would not include covering all fees and books due to costs; adding those two aspects would potentially double the projected cost of the policy change.

Dr. Bauer noted that some of the current scholarship criterion are outdated (i.e. not all schools have a valedictorian). These changes will help meet enrollment goals and keep ECC competitive. The policy will be brought back in November for action and would be in place for the next academic year if approved.

In response to a concern about controlling textbook costs. Dr. Bauer noted that textbook rentals are available in some cases, and Dr. Robinson is currently exploring the use of open source materials in lieu of texts.

Dr. Park noted that he has read about developmental courses being integrated into credit courses. Dr. Bauer indicated ECC has been working on this issue through co-requisites and concurrent enrollment in courses. These strategies, along with the 15 to Finish model, are part of the completion agenda.

**DUAL CREDIT UPDATE:** Vice President Robinson and Dr. Russell Henderson shared information regarding the dual credit initiative. The priorities are to remove barriers to dual credit/dual enrollment, enhance partnerships and relationships with the high schools, provide quality service to students, increase enrollment in dual credit/dual enrollment courses, provide multiple pathways to college credit and become the college of choice for area students.

Area high schools have requested a streamlined registration process and improvements in testing/placement. Research shows that using just one indicator is not always the most accurate measure of student success. Assessment for placement in courses has moved to multiple measures this year – staff are looking at GPA, ACT scores and departmentalized tests in English and math. In the past, Accuplacer scores and ACT scores were the only indicators used. In addition, the dual credit registration process has been revamped.

Dual credit enrollment has increased by 36.5% in headcount and 39.6% in headcount over last year; it has increased by 16% in headcount and 11.6% in credit hours over a five-year period.

Meetings were held with the high schools to determine their needs. This resulted in the development of customized dual credit plans for each of the College's partners. Work has also begun to provide a structure for completing the associates degree while in high school; processes are being revamped to remove barriers

Pathways to college credit include dual credit (taught in the high school by certified high school teachers) with a goal of getting into every high school in the district; dual enrollment (students taking courses at the ECC campus) with four schools prepared to bus students to ECC in the spring for general education classes; Project Lead the Way (PLTW) where ECC is offering credit for six courses and building curriculum to offer the entire suite of 12 courses, and Center for Advanced Professional Studies (CAPS) with 12 credit hours being offered in a couple high schools in an entrepreneurship program.

A committee of faculty, advising staff, the registrar, admissions staff, deans, division chairs and program coordinators is developing an Early College Program in response to requests from high schools. The goal is to allow students to earn a degree or certificate from ECC while completing high school. The target is juniors and seniors who will be able to earn an AA, an AS in engineering or a certificate in HVAC or Industrial Engineering Technology. The first cohort of students will begin in fall 2018.

Providing these opportunities will not only grow enrollment but will grow ECC's reputation. The Board expressed appreciation for the work and indicated this initiative is very exciting. In response to a question regarding how tuition is paid, Dr. Robinson noted that conversations are being held with the school districts. At this point the students are paying tuition at half the in-district rate and there is no scholarship or A+ funding. In addition, the schools are very receptive to the program and how to make it fit into the high school schedule. Much work has been done on transfer and articulation to four-year schools over the years and many institutions will accept this work in transfer.

**\*PERSONNEL:** The Board **approved** changes to the roster 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 that Dr. Russ Henderson is on the board of the Missouri Council for History Education and cohosted the state conference in St. Louis where he presented a workshop. Stephanie Buchholz has passed the Registered Health Information Administrator national exam. The faculty are engaged in committee work and preparing for the upcoming HLC visit.
- B. ECC-NEA:** ECC-NEA President Sue Henderson reported the NEA participated in Falcon Fest, held a fundraiser for victims of hurricanes Harvey and Irma through the national NEA, and sponsored a hole at the ECC golf tournament.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Karen Klos reported the AEL department will be providing civics and citizenship classes in

Rolla and Union. The library recently hosted a book sale and co-sponsored the Big Machines event on September 23 with Scenic Regional. The afterhours game night was well attended and will be repeated in October. Karen also shared an update from financial aid noting the cohort default rate has decreased and FAFSA nights are scheduled over the next several weeks. The Veterans Lounge is now open and staffed 20 hours per week by a veteran student.

**D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association President Stacy Langan reported that Denim Days will continue and employees are selecting charities for this year. The classified staff will be hosting a fall lunch on November 14 to raise funds. A donation is being made to the ECC Foundation to support the emergency fund. Nominations are now being accepted for the Spotlight Award.

**E. STUDENT GOVERNMENT ASSOCIATION:** SGA President Melissa Yetkin reported on the new officers and noted the SGA is collecting items for animal shelters impacted by the recent hurricanes. There was a great turnout for Falcon Fest and the group is now working on a lock in and costume contest for October 27. On November 7 they will be hosting an art auction to raise funds to support the art students traveling to London.

**PRESIDENT'S REPORT:** Dr. Bauer reported enrollment at census date was down 2.3% in headcount and 2.2% in credit hours. While this is good news since the budget projected a 5% decline, there is still work to be done to grow enrollment.

The cohort default rate (based on the number of students since 2014 who have entered repayment of student loans) has decreased to 19% from 20.9%. Nationally, default rates have declined; Missouri community college rates range from 10.9% to 23.7%. Of those who defaulted, 92% were non-completers.

The Higher Learning Commission reaccreditation visit will occur October 16 and 17. As the schedule is finalized, the Board will be informed if and when they are needed to meet with the team.

Dr. Bauer indicated he is very pleased that the College has been able to dedicate a room for use by veteran students. He would like to set up a time for the Board to visit the new Veteran's Lounge at the next meeting.

The recent ECC Golf Tournament was very successful with 33 teams participating.

**ADJOURNMENT:**

**Motion:** To adjourn the October 2, 2017 public Board of Trustees meeting at 8:05 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  
November 6, 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

11/6/2017

Section 6, Page 1

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084  
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**East Central College**  
**Statement of Net Assets for all Funds**  
**As of September 30, 2017 and September 30, 2016**

<b>ASSETS</b>	<u>9/30/17</u>	<u>09/30/16</u>
Current		
Cash	4,435,613	2,550,900
Investments	981,040	5,610,364
Receivables, net		
Student	413,623	642,763
Federal & State agencies	1,047,556	2,166,841
Other	55,965	27,214
Inventories	222,779	274,451
Prepaid expenses	32,513	26,103
<b>Total Current Assets</b>	<u><b>7,189,089</b></u>	<u><b>11,298,636</b></u>
Non-Current Assets		
Other Assets	769,007	1,085,606
Capital Assets (net)	44,197,821	41,785,626
<b>Total Non-Current Assets</b>	<u><b>44,966,828</b></u>	<u><b>42,871,232</b></u>
<b>Total Assets</b>	<u><b>52,155,917</b></u>	<u><b>54,169,868</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>60,127,630</b></u></u>	<u><u><b>59,071,171</b></u></u>
<b>LIABILITIES</b>		
Current Liabilities		
Accounts Payable	11,317	11,290
Accrued Wages & Benefits	326,841	433,932
Unearned Revenue	-	-
Due to Agency Groups	90,976	93,790
Accrued Interest	73,266	-
<b>Total Current Liabilities</b>	<u><b>502,400</b></u>	<u><b>539,012</b></u>
Non-Current Liabilities		
USDA Loan	916,667	-
Bonds Payable	12,730,000	17,745,000
Premium on Sale of Bonds	878,752	1,023,973
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>31,887,227</b></u>	<u><b>31,589,986</b></u>
<b>Total Liabilities</b>	<u><b>32,389,627</b></u>	<u><b>32,128,998</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	37,381,644	32,668,624
Restricted for Debt Service	192,568	4,271,159
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	3,697,015	2,508,794
All other Funds	-19,020,075	-17,729,597
<b>Total Net Assets</b>	<u><b>24,011,152</b></u>	<u><b>23,478,980</b></u>
<b>Total Liabilities, Deferred Inflow of Resources and Net Assets</b>	<u><u><b>60,127,630</b></u></u>	<u><u><b>59,071,171</b></u></u>

**East Central College**  
**Statement of Activities**  
**General Fund**  
**As of September 30, 2017 and September 30, 2016**

	For the Fiscal Year Ending June 30, 2018			For the Fiscal Year Ended June 30, 2017			
	Current FY Budget	September 2017 Month end	Current FY Year-To-Date	Prior FY Budget	September 2016 Month end	Prior FY Year-To-Date	Preliminary Prior FYE
<b>Revenues:</b>							
Local Revenue	6,313,000	22,423	77,668	6,284,527	24,059	97,721	6,340,852
State Revenue*	5,306,645	428,548	1,285,647	5,880,000	473,368	1,420,104	5,345,756
Federal Revenue	5,000	-	-	-	515	515	7,810
Tuition and Fees	6,852,940	26,812	2,941,496	6,238,166	31,985	2,989,631	5,687,024
Interest Income	50,000	4,802	16,089	50,000	4,839	15,982	67,793
Gifts and Grants	45,000	-	1,000	45,000	-	1,000	40,000
Miscellaneous Revenue	80,519	7,849	20,395	50,000	4,506	15,672	80,528
Transfers-Interfund & Indirect	-	-	-	-	4,370	4,370	17,780
Transfer Federal Programs	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>18,653,104</b>	<b>490,434</b>	<b>4,342,295</b>	<b>18,547,693</b>	<b>543,642</b>	<b>4,544,995</b>	<b>17,587,543</b>
<b>Expenses:</b>							
Salaries	10,468,339	1,139,282	2,203,871	10,738,313	1,272,821	2,440,365	10,957,847
Benefits	3,170,393	314,238	767,443	3,264,288	335,672	808,101	3,806,639
Contractual Services	615,370	53,998	430,695	908,496	29,820	463,287	857,128
Current Expenses	1,361,919	68,031	271,130	1,011,581	53,730	296,151	891,559
Travel	218,087	23,311	50,670	231,215	22,435	66,931	188,900
Property & Casualty Insurance	205,000	-	104,955	205,000	-	106,261	199,359
Vehicle Expense	3,450	936	1,164	11,650	749	1,239	9,338
Utilities	708,599	65,380	128,378	758,889	81,895	219,758	709,456
Tele/Communications	219,201	17,240	30,955	177,219	5,621	34,518	225,184
Miscellaneous**	1,210,844	15,411	64,764	1,113,842	15,952	50,643	592,470
Clearing Account	-	-735	975	-	0	-246	-
Scholarship Expense	74,500	25,608	25,608	70,700	36,714	36,714	74,411
Faculty Development	25,000	-	-	30,000	-	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	-	-	-	14,878	14,878	36,968
Interfund Transfers	-	-	-	-	-	-	1,637,456
Interest on Debt	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>18,653,104</b>	<b>1,722,700</b>	<b>4,080,608</b>	<b>18,547,693</b>	<b>1,870,287</b>	<b>4,561,100</b>	<b>20,515,924</b>
<b>Revenue over Expenses</b>	<b>-</b>	<b>-1,232,266</b>	<b>261,687</b>	<b>-</b>	<b>-1,326,645</b>	<b>-16,105</b>	<b>-2,928,381</b>

\* State projection changed after budget was approved

\*\* Misc Expense(contingency) reduced by the amount of the change in state revenue

**East Central College**  
**Statement of Revenue, Expenses & Changes in Net Assets**  
**(All Funds)**  
**As of September 30, 2017 and September 30, 2016**

	For the Fiscal Year Ending June 30, 2018		For the Fiscal Year Ended June 30, 2017	
	September 2017	FY 2018 Year-To-Date	September 2016	FY 2017 Year-To-Date
<b>Operating Revenues:</b>				
Student Tuition & Fees	17,469	3,521,873	22,507	3,648,343
Federal Grants & Contracts	2,890,499	2,898,524	3,425,502	3,438,511
State Grants & Contracts	58,733	59,330	52,146	53,145
Auxiliary Services Revenue	214,407	768,308	275,015	829,342
Other Operating Revenue	9,151	42,919	5,304	39,396
<b>Total Operating Revenue</b>	<b><u>3,190,259</u></b>	<b><u>7,290,954</u></b>	<b><u>3,780,474</u></b>	<b><u>8,008,737</u></b>
<b>Operating Expenses:</b>				
Salaries	1,275,625	2,470,133	1,409,240	2,713,273
Benefits	342,955	836,823	362,855	873,631
Purchased Services	102,506	569,748	94,519	594,063
Supplies & Current Expenses	148,173	1,006,538	295,870	1,061,205
Travel	29,562	59,652	30,730	75,683
Insurance	0	121,276	-	120,483
Utilities	97,848	180,582	93,804	264,781
Other	9,638	52,516	9,049	31,221
Depreciation	171,806	515,726	145,909	441,211
Financial Aid & Scholarship	2,979,902	2,980,153	3,149,620	3,156,827
<b>Total Operating Expenses</b>	<b><u>5,158,015</u></b>	<b><u>8,793,147</u></b>	<b><u>5,591,596</u></b>	<b><u>9,332,378</u></b>
<b>Operating (Loss)/Gain</b>	<b><u>-1,967,756</u></b>	<b><u>-1,502,193</u></b>	<b><u>-1,811,122</u></b>	<b><u>-1,323,641</u></b>
<b>Non-Operating Revenues (Expenses):</b>				
State Appropriations	428,548	1,285,647	473,368	1,420,104
Tax Revenue	27,683	95,886	29,703	120,644
Interest Income	5,690	19,071	5,825	18,752
Gain/Loss on asset disposal	-	-	-	-
Principal & Interest on Debt	-	-65,615	-	18,236
<b>Total Non-Operating Revenue (Expenses)</b>	<b><u>461,921</u></b>	<b><u>1,334,989</u></b>	<b><u>508,896</u></b>	<b><u>1,577,736</u></b>
<b>Increase in Net Assets</b>	<b><u>-1,505,835</u></b>	<b><u>-167,204</u></b>	<b><u>-1,302,226</u></b>	<b><u>254,095</u></b>

**East Central College**  
**Investments**  
**As of September 30, 2017**

<u>CD Number</u>	<u>Date</u>	<u>Maturity</u>	<u>Term</u>	<u>Rate</u>	<u>Total</u>
<b>United Bank of Union</b>					
1024012963	8/9/2017	11/9/2017	6 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**

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

**2017**

Total Cash Accounts	\$ 4,435,613.26
Certificates of Deposit	\$ 753,282.08
	<b>\$ 5,188,895.34</b>

**2016 (December)**

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

**East Central College**  
**Pledged Securities**  
**As of September 30, 2017**

**Farmers & Merchants**

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

**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>			<b>\$ 9,195,000.00</b>

\* 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**  
**Warrant Check Register**  
**As of September 27, 2017**

The Treasurer of the Board confirms for the month ending September 27, 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 FY18 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 September 5, 2017 through September 27, 2017, is reported at \$1,716,274.00.

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
November 6, 2017**

**AGENDA ITEM 7: EMPLOYEE INSURANCE**

The Insurance Committee is completing a final review of the insurance proposals. A recommendation for the employee insurance package will be presented at the November 6 meeting.

11/6 /2017

Section 7, Page 1

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

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**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
November 6, 2017**

**AGENDA ITEM 8: EMPLOYEE SALARY INCREASE**

**Recommendation:** To **approve** a salary increase of \$1,500 for full-time faculty and staff for Fiscal Year 2018, and prorated increases to permanent part-time staff at the equivalent hourly rate, to be paid out through payroll over the remainder of the fiscal year.

Attachment

11/6/2017

Section 8, Page 1

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

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## BOARD MEMORANDUM

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**TO:** BOARD OF TRUSTEES  
**FROM:** DR. JON BAUER  
**SUBJECT:** SALARY INCREASES FOR FY18  
**DATE:** OCTOBER 30, 2017  
**CC:**

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This memorandum serves as a recommendation for the Board of Trustees to approve salary increases of \$1,500 for full-time faculty and staff at East Central College, for Fiscal Year 2018, and prorated increases to permanent part-time staff at the equivalent hourly rate of approximately 72 cents/hour.

As you recall, the Board of Trustees deferred a decision on FY18 raises when the budget was adopted. The recommendation at the time was to evaluate the budget after the first quarter of the fiscal year, and to make a decision regarding salary increases by the November board meeting.

The recommendation equates to an average increase of approximately 3.4% for full-time employees. The total cost of the increase is estimated at \$375,540, including retirement. The raises will leave a remaining contingency for unanticipated expenses of approximately \$127,504 for the remainder of the fiscal year.

By way of comparison, over the past two years we have provided raises of 2.75% for FY16, and \$1,000 + 1% of salary for FY17.

With the board's approval, we will work to implement the raises as quickly as possible. Employees would see the raise paid out through payroll over the remainder of the fiscal year.

I will have additional information regarding this recommendation Monday night.

I am appreciative of the work performed by our faculty and staff and feel the increase recommended demonstrates a commitment to the people who comprise our most valuable asset.

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
November 6, 2017**

**AGENDA ITEM 9: BOARD ELECTION FILING DATES**

**Recommendation:** To set the dates for filing for the April 3, 2018 Board of Trustees election to open at 8:00 a.m. on Tuesday, December 12, 2017, and to close at 5:00 p.m. on Tuesday, January 16, 2018 with filing to be closed from 4:30 p.m. on December 20, 2017, through January 1, 2018 and also on January 15, 2018.

11/6/2017

Section 9, Page 1

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084  
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FAX (636) 583-6602

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
November 6, 2017**

**AGENDA ITEM 10: BOARD POLICY & PROCEDURES REVISION – POLICY 2.5  
INSTITUTIONAL SCHOLARSHIPS**

**Recommendation:** To **approve** the revision of Board Policy 2.5 and associated procedures as outlined in the attached.

Attachment

11/6/2017

Section 10, Page 1

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084  
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### 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 and who have graduated within the last five calendar years. 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 - 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 twelve 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 twelve 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 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 and who have graduated within the last five calendar years. 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~~ **30** 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 fees 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  
November 6, 2017**

**AGENDA ITEM 11: \*PERSONNEL**

**A. Resignation**

**Recommendation:** To **accept** the resignation of Mardy Leathers, Executive Director, Workforce Development, effective October 27, 2017.

11/6/2017

Section 11, Page 1

**East Central College**

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

# EAST CENTRAL COLLEGE

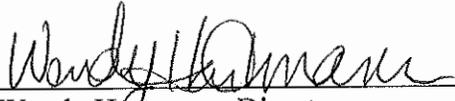
## Interoffice Memo HUMAN RESOURCES

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TO: Dr. Jon Bauer  
DATE: October 25, 2017  
FROM: Wendy A. Hartmann, Director  
RE: Requesting Release from Contract

Mardy Leathers, Executive Director for Center for Workforce Development has requested to be released from the remainder of his FY2018 employment contract. He submitted a letter of resignation from his position effective October 27, 2017. The official letter is on file in the Human Resources Office.

Signatures:

  
Wendy Hartmann, Director  
Human Resources

  
Joel Doepker, Vice President  
External Relations

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
November 6, 2017**

**AGENDA ITEM 12: 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

11/6/2017

Section 12, Page 1

**East Central College**

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**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
November 6, 2017**

**AGENDAS ITEM 13: 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**

December 4

**Alternate Meeting Dates**

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

11/6/2017

Section 13, Page 1

**East Central College**

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**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
November 6, 2017**

**AGENDA ITEM 14: ADJOURNMENT**

**Recommendation:** To **adjourn** the November 6, 2017 meeting of the Board of Trustees.

11/6/2017

Section 14, Page 1

**East Central College**

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