



**BOARD OF TRUSTEES
MEETING**

December 3, 2018

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING AGENDA**

Monday, December 3, 2018

5:30 p.m. BH238

		Action ¹	Discussion	Information
1.	CALL TO ORDER			
2.	RECOGNITION OF GUESTS			X
3.	PUBLIC COMMENT			
4.	APPROVAL OF AGENDA (Consent Agenda: Agenda items of a routine nature will be marked with an asterisk [*] located immediately before the item. Unless a Board member requests an item be removed for discussion, the agenda will be approved upon a motion and a second of the Board and unanimously adopted and shall have the same validity as if each action were separately moved, seconded and adopted. Any item removed upon request of a Board member will be taken up in its regular place on the agenda.)	4 Votes		
5.	*APPROVAL OF MINUTES	4 Votes		
6.	TREASURER'S REPORT AND FINANCIAL REPORT	Simple Majority		
7.	AUDITOR'S REPORT	4 Votes		
8.	JOHNSON CONTROLS PERFORMANCE MANAGEMENT CONTRACT – PHASE 2	4 Votes		
9.	RE-AUTHORIZATION OF U.S.D.A. LOAN THROUGH CRAWFORD ELECTRIC COOPERATIVE	4 Votes		
10.	UPDATE ON HIGHER LEARNING ACCREDITATION AND STRATEGIC PLANNING ACTIVITIES			X
11.	*PERSONNEL A. Appointment B. Spring 2019 Adjuncts	4 Votes		
12.	BOARD PRESIDENT'S REPORT			X
13.	REPORTS A. Faculty Association B. ECC-NEA C. Professional Staff Association D. Classified Staff Association E. Student Government Association			X
14.	PRESIDENT'S REPORT			X
15.	EXECUTIVE SESSION – REVISED STATUTES OF MISSOURI 2004, SECTION 610.021 (3) PERSONNEL AND (1) LEGAL	4 Votes		
16.	ADJOURNMENT	Simple Majority		

¹RSMo Section 178.830 states, in part: "...A majority of the Board constitutes a quorum for the transaction of business, but no contract shall be let, teacher employed or dismissed, or bill approved unless a majority of the whole Board votes therefor."

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 3, 2018**

AGENDA ITEM 1: CALL TO ORDER

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

12/3/2018

Section 1, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 3, 2018**

AGENDA ITEM 2: RECOGNITION OF GUESTS

Guests will be recognized by Mr. Jay Scherder.

12/3/2018

Section 2, 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
December 3, 2018**

AGENDA ITEM 3: PUBLIC COMMENT

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

12/3/2018

Section 3, 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
December 3, 2018**

AGENDA ITEM 4: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the December 3, 2018, Board of Trustees meeting.

12/3/2018

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 December 3, 2018:

Personnel
Approval of Minutes

Matters to be brought before the Board of Trustees at such meeting of which the President has been notified in accordance with the bylaws and upon which consideration and action may be taken by the Board are included in the agenda for the meeting. Any matters not on the agenda of a regular meeting may be considered unless objected to by any Board member present.

Such items of a routine nature placed on the agenda will be marked with an asterisk (*) located immediately before the item on the agenda. When Item 3, Consent Agenda, is reached at a meeting, the President of the Board will read all items so marked, and all items not requested to be removed shall, upon a single motion of any Board member, seconded by any other Board member, and unanimously adopted, be deemed to have been duly adopted with the same validity as if each action were separately moved, seconded, and duly adopted.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 3, 2018**

AGENDA ITEM 5: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the November 5, 2018 regular meeting of the Board of Trustees.

Attachment

12/3/2018

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

Section 5, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING**

Monday, November 5, 2018

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 5:30 p.m. by Board President Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Prudence Fink Johnson, Cookie Hays, Eric Park and Audrey Freitag. Also present were President of the College Jon Bauer; Administrators - Interim Vice President of Academic Affairs Robyn Walter, Vice President of External Relations Joel Doepker, Vice President of Finance and Administration Phil Pena, and Vice President of Student Development Heath Martin; Other Staff – Executive Director of Institutional Effectiveness, Michelle Smith, Director of Financial Services Annette Moore, Director of Public Relations Jay Scherder, Coordinator of Campus Life and Leadership Courtney Henrichsen, Director of Human Relations Wendy Hartmann, Director of the Rolla Campus Christina Ayres, Developmental Education Director Michelle Branton, Director of Admissions J.C. Crane, Facilities Director Tot Pratt, Faculty member Aaron Bounds,. Campus Police Officer Todd Schlitt, NEA President Tom Fitts, Professional Staff President Jenny Kuchem, Classified Staff Association President Stacy Bellville, Student Government Association (SGA) President Gwen Minks, SGA Recording Officer Josh German, SGA Vice President Juanita Ziegler and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: Guests included Amanda Postma from the *Missourian* and Lucas Johnson.

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 1, 2018 meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the October 1, 2018 meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Dr. Bauer reviewed the financial statements.

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: Vice President Doepker stated that the recommended purchase of two robot trainer bases is for the Industrial Engineering Technology Program. The College will pay 25% of the cost with the remainder paid through Vocational Enhancement Grant funding.

Motion: To **accept** the bid from Rixan Automation, Dayton, Ohio for the purchase of two robot trainer bases for the Industrial Engineering Technology program at a cost of \$17,400 to be reimbursed at 75% from the state vocational enhancement grant program.

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

PERFORMANCE MANAGEMENT CONTRACT – PHASE 2: Dr. Bauer noted that HVAC units have been failing over the last several months. Some units on campus are over 40 years old and well past life expectancy. Johnson Controls has developed a proposal to replace equipment that is at or beyond its useful life; the cost of this project is approximately \$2 million. The project would be financed over 15 years with interest rates being firmed up in the next week. This would result in an annual debt service payment of around \$150,000. Replacing all units in one year would allow the College to utilize matching funds from state maintenance and repair. However, needs are such that these replacements cannot be funded in one year. Administration will be reviewing the proposal from Johnson Controls and investigating funding sources. A recommendation is anticipated for the December Board meeting.

EMPLOYEE INSURANCE: Wendy Hartmann noted that the insurance renewal came in under budget thanks to the hard work of the insurance committee. The committee looked at the overall plan design and the provider network as well as considered the impact on both the College and the employees. There will continue to be no premium cost to the employee for their own coverage but there will be an increase for dependent coverage. No plan changes will be made. Savings from vision and dental renewals will offset the 7.5% increase for medical. In addition, the College will receive a \$5,000 incentive for wellness initiatives.

Motion: To **approve** the following carriers to provide insurance benefits for employees in 2019:

Medical Insurance	<i>Anthem – 7.5% increase in rates and no plan changes and a \$5,000 wellness incentive</i>
Dental Insurance	<i>Delta Dental – 2% decrease in rates</i>
Vision Insurance	<i>Delta Vision – 12% decrease in rates</i>
Life/Accidental Death & Dismemberment, Long-Term Disability	<i>Anthem – no change in rates</i>
Medicare Part C	<i>United Healthcare Medicare Advantage – no cost</i>

Motion by Prudence Fink Johnson; Seconded by Audrey Freitag; Carried 4 – 0 with Joseph Stroetker and Cookie Hays abstaining

UNITED BANK OF UNION AUTHORIZED SIGNERS: Dr. Bauer explained that the bank has asked for formal approval of individuals listed in the corporate resolution. In the future, corporate resolutions will be brought to the Board each time there is a Board officer election following the April election.

Motion: To **approve** the following Board members and East Central College employees as authorized signers on United Bank of Union accounts as outlined in the authorization resolution executed on April 11, 2016 and attached:

Carl J. Bauer, College President
Philip E. Pena, ECC Vice President of Finance & Administration
Annette Moore, ECC Director of Financial Services
Lark Hoffman, ECC Business Office Manager
Carol Bailie, ECC Payroll Specialist
Prudence Fink Johnson, Board of Trustees Treasurer

Motion by Joseph Stroetker; Seconded by Cookie Hays; Carried unanimously

BOARD POLICY & PROCEDURES UPDATES: 5.27 Tuition Waiver & Tuition Reimbursement – These proposed changes were reviewed at the last Board meeting with the primary change being the allowance of tuition reimbursement for employees seeking a recognized credential that is not a degree.

Motion: To **approve** changes to Board Policy and Procedures 5.27 Tuition Waiver & Tuition Reimbursement as outlined in the attached.

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

5.47 Domestic Partners - This proposed new policy was recommended by the Shared Governance Council. Concern was expressed about the necessity of adopting this policy since gay marriage is now legally recognized. Domestic partners are not a class that is recognized as being entitled to benefits. There are entities that used to recognize domestic partnerships that are now moving away from that and replacing it with recognition of spousal benefits. In addition, a domestic partner benefit program would be very difficult for human resources to administer. It was further noted that few Missouri community colleges provide benefits for domestic partners. Concern was also expressed about financial implications. Dr. Bauer noted that the fiscal impact would be minimal since the College does not pay any portion of the dependent insurance coverage.

Motion: To **approve** Board Policy and Procedures 5.47 Domestic Partners as outlined in the attached.

Motion by Cookie Hays; Seconded by Eric Park; Failed 0 – 5 with Eric Park abstaining

Board members encouraged the Shared Governance Council to continue to look at ways to improve benefits and noted that their disapproval of this particular policy in no way reflects on the relationships of employees.

CORE 42 PRESENTATION: Aaron Bounds provided an overview of CORE 42 and its significance for higher education in Missouri. SB997, the Higher Education Core Curriculum Transfer Act, specified development of a 42 credit hour block of courses that would be transferable to any college in the state. An appeal process is also to be established for students who have difficulty getting courses accepted in transfer. The 42 hours meet all lower division general education requirements and will transfer one for one or as a block. The remaining 18 hours in the two-year degree are electives specific to the pathway of interest and the transfer institution. Articulation agreements for specific programs are still in effect with transfer institutions.

The bill also specifies a common numbering system. College registrars have assigned Missouri Transfer (MOTR) numbers to each course in addition to their current college number. The course matrix is available in the college catalog.

The statewide group is still meeting and will be adding courses to the CORE 42 list. The possibility of students taking 42 hours and leaving makes program accreditation and articulation agreements more important to provide options for students. CORE 42 allows the college to focus more on transfer institutions by identifying the additional 18 credit hours that will transfer for a student's specific degree at another institution. Additional pathways are being developed to encourage degree completion. CORE 42 also enhances the value of dual credit offerings for students who do not intend to come to ECC, as well as summer course offerings. The Curriculum Committee is charged with evaluating the courses and ensuring degree plans incorporate CORE 42.

***PERSONNEL:** The Board **accepted** the resignation of Anita Cohen, Nursing Instructor, effective November 15, 2018 and the resignation of John D. Herdlick, Mathematics Instructor, effective December 14, 2018. The Board approved the return of Russell Henderson, Director, Dual Credit and High School Readiness, to full-time faculty effective January 1, 2019 with the faculty rank and contract status held as of June 30, 2017 and a prorated base salary of \$65,535.08. The Board also **approved** the retirement of Linda Follis, Mathematics Instructor, effective January 1, 2019.

BOARD PRESIDENT'S REPORT: Ms. Hartley expressed appreciation for the work on CORE 42. She also noted that Board members will be attending the Missouri Community College Association conference in Branson at the end of the week and encouraged all to join MCCA, which is a lobbying arm for community colleges.

REPORTS:

- A. FACULTY ASSOCIATION & ECC-NEA REPORT:** ECC-NEA President Tom Fitts reported for both faculty groups. The Faculty Association sponsored a chili cook-off among departments on campus which raised \$180 for the student food pantry. Association members also barbequed at the alumni bonfire. The Gender and Sexualities Alliance volunteered to do park clean up at the city park. Jessica VanLeer attended a pediatric nursing conference.

Cori Derifield has been elected as a member of the Executive Council of NEA to fill an opening. The NEA and administration are attending bargaining training at the end of November in preparation for negotiations. Tom reminded the Board of concerns previously expressed by the faculty.

- B. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported 135 students and parents attended the recent Math and Science night to learn about STEM programs. Sixty non-credit trainees have been retained in logistics; six in welding and quality control. The Library hosted a board game night with Phi Theta Kappa which raised \$152 for the United Way. Human Resources is hosting wellness workshops and walks to promote a more holistic approach to wellness. Registration is underway for winter and spring semesters. Currently there are 1,072 registrations for spring generating over 12,000 credit hours; there are 72 students registered for the six winter term classes. Staff are working hard to increase enrollment; during the first eight days of registration enrollment totaled 50% of last spring's total enrollment.

- C. **CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff President Stacy Bellville reported the fall spotlight award winner is Angie Siebert. Thankful Baskets are being raffled as a fundraiser for the CSA scholarship fund.
- D. **STUDENT GOVERNMENT ASSOCIATION:** SGA President Gwen Minks introduced Juanita Ziegler, new vice president. The tea with Dr. Bauer was well attended, and the R & R Club hosted a lock-in with good participation. The SGA went to an escape room on November 2 as a teambuilding activity. November 10 is International Day where clubs will be assisting with booths and activities; there will also be a Thanksgiving club expo on November 29. The SGA officers will be attending a conference in Florida geared toward community colleges. SGA has a Facebook page and plans to launch an Instagram account.

PRESIDENT'S REPORT: Dr. Bauer provided an update on Higher Learning Commission (HLC) accreditation activities as follows. 1) Strategic plan development continues with the completion of a statement of the ideal student experience, analysis of the SWOT survey and planning for the January 18 Future Summit that will involve faculty, staff and community leaders. Development of the plan is on track; Dr. Bauer complimented the work of tri-chairs Michelle Smith, Wendy Pecka and Megan Elbert. 2) The Shared Governance Council is meeting monthly and has numerous topics in various stages of development. This presents an opportunity for input from across the employee groups. 3) Assessment of non-academic projects has begun under the leadership of Dr. Smith. Vice President Martin has led the effort to identify weekly enrollment goals. The Retention Committee has also been active in developing ways to encourage student persistence. A team recently attended the HLC Assessment Academy, and the College has made a four-year commitment to a project to improve student learning. The campus will be engaged in the project during spring in-service week. It will focus on the evaluation of the Common Learning Objectives and narrowing them to make them more achievable. 4) Vice President Walter communicates regularly with the HLC liaison via phone and minutes of those conversations are housed on SharePoint. The liaison is very encouraged by the work that is occurring.

Enrollment is fluctuating; numbers were up on Friday and are currently down.

The fall athletic season is over. The soccer team compiled a 10-6 record with two athletes named to the All-Conference Team and four on the All-Region Team. Volleyball ended the regular season with a record of 17-19 and lost to St. Louis Community College in the first round of the division tournament.

A number of ECC folks will be recognized at the upcoming Missouri Community College Association conference.

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

Motion: To **enter** into executive session per RSMo 2004, Section 610.021(3) Personnel at 7:56 p.m.

Motion by Joseph Stroetker; Seconded by Cookie Hays

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

<u>yes</u>	A. Hartley	<u>yes</u>	P. Johnson	<u>yes</u>	E. Park
<u>yes</u>	J. Stroetker	<u>yes</u>	C. Hays	<u>yes</u>	A. Freitag

No action was taken during the executive session.

Motion: To **resume** open session at 7:24 p.m.

Motion by Joseph Stroetker; seconded by Prudence Johnson

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

<u>yes</u>	A. Hartley	<u>yes</u>	P. Johnson	<u>yes</u>	E. Park
<u>yes</u>	J. Stroetker	<u>yes</u>	C. Hays	<u>yes</u>	A. Freitag

ADJOURNMENT:

Motion: To adjourn the November 5, 2018 public Board of Trustees meeting at 7:24 p.m.

Motion by Eric Park; Seconded by Prudence Johnson; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 3, 2018**

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

12/3/2018

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
Preliminary As of October 31, 2018 and October 31, 2017

ASSETS	<u>10/31/18</u>	<u>10/31/17</u>
Current		
Cash	3,036,662	3,260,824
Investments	842,776	981,040
Receivables, net		
Student	1,660,602	1,612,474
Federal & State agencies	1,815,062	1,389,131
Other	-43,649	-18,370
Inventories	212,876	222,779
Prepaid expenses	23,535	43,427
Total Current Assets	7,547,864	7,491,305
Non-Current Assets		
Other Assets	585,402	769,007
Capital Assets (net)	42,649,540	44,027,675
Total Non-Current Assets	43,234,942	44,796,682
Total Assets	50,782,806	52,287,987
DEFERRED OUTFLOW OF RESOURCES		
Deferred pension outflows	8,859,724	7,971,713
Total Assets and Deferred Outflow of Resources	59,642,530	60,259,700
LIABILITIES		
Current Liabilities		
Accounts Payable	194,516	23,138
Accrued Wages & Benefits	238,895	247,493
Unearned Revenue	-	-
Due to Agency Groups	88,403	90,937
Accrued Interest	59,233	70,400
Total Current Liabilities	581,047	431,968
Non-Current Liabilities		
USDA Loan	808,333	908,333
Bonds Payable	11,700,000	12,730,000
Premium on Sale of Bonds	746,568	878,752
Net Pension Liability	15,015,392	15,053,065
Compensated Absences	499,548	511,560
Post Employment Benefit Plan Payable	1,207,741	538,600
Johnson Control Performance Contract	1,187,318	1,258,583
Total Non-Current Liabilities	31,164,900	31,878,893
Total Liabilities	31,745,947	32,310,861
DEFERRED INFLOW OF RESOURCES		
Deferred pension inflows	4,999,826	3,726,851
NET ASSETS		
Investment in Capital Assets, net	35,667,949	37,219,832
Restricted for Debt Service	47,698	192,568
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	3,922,028	4,267,249
All other Funds	-18,500,918	-19,217,661
Total Net Assets	22,896,757	24,221,988
Total Liabilities, Deferred Inflow of Resources and Net Assets	59,642,530	60,259,700

East Central College
Statement of Activities
General Fund

Preliminary as of October 31, 2018, and October 31, 2017

	For the Fiscal Year Ending June 30, 2019			For the Fiscal Year Ended June 30, 2018			
	Current FY Budget	October 2018 Month end	Current FY Year-To-Date	Prior FY Budget	October 2017 Month end	Prior FY Year-To-Date	Prior FYE
Revenues:							
Local Revenue	6,671,746	10,217	78,864	6,313,000	10,566	88,234	6,509,020
State Revenue	5,259,236	426,638	1,706,553	5,306,645	428,551	1,714,198	5,238,705
Federal Revenue		-	-	5,000	-	-	7,130
Tuition and Fees	5,473,806	1,205,186	4,104,360	6,852,940	1,104,767	4,046,263	5,566,832
Interest Income	61,028	3,675	21,122	50,000	3,207	19,295	81,826
Gifts and Grants		3,547	3,547	45,000	30,901	31,901	59,347
Miscellaneous Revenue		3,021	22,784	80,519	4,204	24,600	72,636
Transfers-Interfund & Indirect			2,040	-	2,818	2,818	-492,574
Transfer Federal Programs				-	-	-	5,849
Total Revenues	17,465,816	1,652,284	5,939,270	18,653,104	1,585,014	5,927,309	17,048,771
Expenses:							
Salaries	10,293,929	808,706	2,972,332	10,468,339	807,725	3,011,595	10,114,128
Benefits	3,124,302	263,890	1,042,452	3,170,393	254,026	1,021,469	3,586,941
Contractual Services	681,756	66,814	606,609	615,370	69,740	500,435	868,370
Current Expenses	1,310,723	61,954	307,982	1,361,919	61,235	332,365	843,308
Travel	204,909	20,047	54,348	218,087	20,022	70,692	179,758
Property & Casualty Insurance	202,073	-	107,913	205,000	-	104,956	202,062
Vehicle Expense	15,200	709	1,858	3,450	3,582	4,747	11,794
Utilities	568,500	41,443	176,136	708,599	39,120	167,497	596,416
Tele/Communications	222,291	35,129	96,561	219,201	26,530	57,485	222,336
Miscellaneous	454,553	16,525	98,078	1,210,844	15,021	79,785	434,818
Clearing Account	-	-199	-15	-	1,897	2,872	-
Scholarship Expense	65,500	1,250	27,417	74,500	2,366	27,974	64,184
Faculty Development	25,000	1,581	4,720	25,000	-	-	25,000
Instit. Match for Grants	78,000	71,184	71,184	309,722	-	-	63,257
Commitment to ABE	20,000	-	-	20,000	-	-	20,000
Instit. Commit.to Fine Arts	6,500	-	-	6,500	-	-	6,500
Instit. Commit.to Word & M	3,200	-	-	3,200	-	-	-
Capital	170,980		3,494	32,980			44,853
Interfund Transfers	18,400						
Interest on Debt							
Total Expenses	17,465,816	1,389,033	5,571,069	18,653,104	1,301,264	5,381,872	17,283,725
Revenue over Expenses	-	263,251	368,201	-	283,750	545,437	-234,954

East Central College
Statement of Revenue, Expenses & Changes in Net Assets
(All Funds)
Preliminary as of October 31, 2018 and October 31, 2017

	For the Fiscal Year Ending June 30, 2019		For the Fiscal Year Ended June 30, 2018	
	October 2018	FY 2019 Year-To-Date	October 2017	FY 2018 Year-To-Date
Operating Revenues:				
Student Tuition & Fees	1,456,641	4,934,799	1,334,033	4,855,906
Federal Grants & Contracts	1,061,015	3,303,106	47,280	2,945,805
State Grants & Contracts	49,073	113,953	1,289 #	60,619
Auxiliary Services Revenue	79,309	704,401	94,100	862,408
Other Operating Revenue	12,917	55,786	37,603	80,521
Total Operating Revenue	2,658,955	9,112,045	1,514,305	8,805,259
Operating Expenses:				
Salaries	897,743	3,328,228	901,656	3,371,789
Benefits	286,457	1,135,599	277,006	1,113,829
Purchased Services	132,200	819,171	106,218	675,966
Supplies & Current Expenses	169,036	1,012,416	155,457	1,161,995
Travel	34,033	69,926	32,711	92,362
Insurance	0	123,510	-	121,276
Utilities	95,225	319,239	90,133	270,715
Other	8,500	65,888	9,895	62,412
Depreciation	181,469	730,848	170,146	685,872
Financial Aid & Scholarship	1,073,793	3,375,053	5,116	2,985,269
Total Operating Expenses	2,878,456	10,979,878	1,748,338	10,541,485
Operating (Loss)/Gain	-219,501	-1,867,833	-234,033	-1,736,226
Non-Operating Revenues (Expenses):				
State Appropriations	426,638	1,706,553	428,551	1,714,198
Tax Revenue	12,613	97,363	13,045	108,931
Interest Income	4,127	24,398	3,672	22,743
Gain/Loss on asset disposal		3,550	-	-
Principal & Interest on Debt	(2,697)	-55,235		-65,615
Total Non-Operating Revenue (Expense)	440,681	1,776,629	445,268	1,780,257
Increase in Net Assets	221,180	-91,204	211,235	44,031

**East Central College
Investments
As of October 31, 2018**

<u>CD Number</u>	<u>Date</u>	<u>Maturity</u>	<u>Term</u>	<u>Rate</u>		<u>Total</u>
<u>Citizens Bank</u>						
272545	5/10/2018	11/10/2018	6 months	1.75%	\$	380,731.70
272547	5/10/2018	5/10/2019	12 months	2.00%	\$	380,371.73
ECC Total Invesments						\$ 761,103.43

Private CDs Owned by the P. A. Hearst Account

Farmers & Merchants

Bank - CD

#132982028	11/13/2017	8/13/2019	21 months	1.50%	\$	81,672.62
Total Investments						\$ 81,672.62

2018

Total Cash Accounts	\$ 3,036,662.00
Certificates of Deposit	\$ 761,103.43
	\$ 3,797,765.43

2017 (December)

Total Cash Accounts	\$ 3,694,298.00
Certificates of Deposit	\$ 761,103.43
	\$ 4,455,401.43

**East Central College
Pledged Securities
As of October 31, 2018**

Farmers & Merchants

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

United Bank of Union

SECURITY DESCRIPTION	MATURITY DATE	CUSIP NO.	PAR AMOUNT
Federal Home Loan Mortgage Corp	03/01/32	3128P7ST1	\$ 975,914.23
Federal Home Loan Mortgage Corp	01/01/33	3128P7XX6	\$ 1,059,244.67
FHR 4672 QD	08/15/45	3137BXLH3	\$ 911,322.48
Federal National Mortgage Association	07/01/32	31418AGQ5	\$ 897,444.50
Federal Home Loan Mortgage Corp	07/01/34	3128P76D0	\$ 392,154.40
Federal National Mortgage Association	10/01/34	3138EN6G9	\$ 845,074.27
TOTAL			\$ 5,081,154.55

Citizens Bank

SECURITY DESCRIPTION	MATURITY DATE	CUSIP NO.	PAR AMOUNT
Franklin County School District, R-XI Union MO	3/1/2021	353100GU8	\$ 540,000.00
FDIC Insurance			\$ 250,000.00
TOTAL			\$ 790,000.00

* 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 October 31, 2018**

The Treasurer of the Board confirms for the month ending October 31, 2018 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 FY19 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 October 1, 2018 through October 31, 2018, is reported at \$1,056,894.70.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 3, 2018**

AGENDA ITEM 7: AUDITOR'S REPORT

Recommendation: To **accept** the audit report for the fiscal year ending June 30, 2018.

(The audit report will be provided at Monday's meeting.)

12/3/2018

Section 7, 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
December 3, 2018**

**AGENDA ITEM 8: JOHNSON CONTROLS PERFORMANCE MANAGEMENT
CONTRACT – PHASE 2**

Information regarding a proposal from Johnson Controls for phase 2 of the performance management contract will be sent electronically when available with a paper copy provided at the meeting.

12/3/2018

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
December 3, 2018**

**AGENDA ITEM 9: RE-AUTHORIZATION OF U.S.D.A. LOAN THROUGH
CRAWFORD ELECTRIC COOPERATIVE**

Recommendation: To **approve** the resolution re-authorizing a zero percent interest loan from the U.S.D.A. Rural Economic Development Loan and Grant program through the Crawford Electric Cooperative issued October 3, 2016.

12/3/2018

Section 9, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

RESOLUTION

Whereas, the Junior College District of East Central Missouri, also known as East Central College ("East Central") has previously filed an application with the US Department of Agriculture's Rural Business and Cooperative Development Service ("Rural Development") for a zero percent interest loan of \$1,000,000 (the "Loan") from the USDA Rural Economic Development Loan and Grant program, through the Crawford Electric Cooperative acting as intermediary ("Crawford"), as reflected in that certain application and supporting materials filed March 14, 2016 (the "Application"), which Application was approved by the East Central College Board of Trustees (the "Board") on February 8, 2016; and

Whereas, the Application was approved by Rural Development as described in that certain Letter of Conditions between Rural Development and Crawford dated July 7, 2016; and

Whereas, East Central now desires to authorize and enter such agreements, documents and certification as may be necessary to satisfy the requirements of the Application and Letter of Condition for the Loan to be funded and provided to East Central (all such agreements, documents and certifications being hereafter described as the "Transaction Documents").

NOW, THEREFORE, be it resolved by the East Central College Board of Trustees, as follows:

SECTION 1: The Board hereby authorizes and ratifies the entry into and execution of the Transaction Documents and performance of the terms and conditions of the Transaction Documents, hereby accepts, authorizes and approves the Transaction Documents including without limitation all ancillary and related closing documents and certifications. The Transaction Documents include, without limitation, the following: (a) Loan Agreement with Crawford; (b) Promissory Note payable to Crawford; (c) documentation as may be necessary for the issuance of a Letter of Credit in favor of Crawford; (d) Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions; (e) Management Representation Letter; and (f) Source of Funds letter.

SECTION 2: The President of the Board and/or any other Board officers (each individually or collectively as determined by such individuals in their discretion) are hereby authorized and directed to take such actions and to negotiate, execute and deliver such agreements, documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution and to carry out, comply with, and perform the duties of the Board with respect to the Transaction Documents, including without limitation, any amendments deemed necessary or desirable and any documents provided, required or contemplated by the Transaction Documents. In addition, the Secretary of the Board is hereby authorized to take such action and witness, attest, execute, deliver and file the foregoing documents, certificates and instruments as may be necessary or desirable to carry out and comply with, and perform the duties of the Board with respect to the Transaction Documents inclusive of any and all ongoing renewals per the aforementioned contract under the same restrictions as notated above.

SECTION 3: As contemplated by Article VI, Section 26(a) of the Constitution of the State of Missouri, the amount of the Loan does not exceed the income and revenue for East Central for the current fiscal year plus any unencumbered balances for previous years.

SECTION 4: This Resolution is effective forthwith. All Resolutions in conflict herewith are deemed null and void and shall have no further effect.

Approved by the Board of Trustees of the Junior College District of East Central Missouri also known as East Central College as of December 3, 2018.

By: _____
President

Attest:

Secretary

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 3, 2018**

**AGENDA ITEM 10: UPDATE ON HIGHER LEARNING COMMISSION
ACCREDITATION AND STRATEGIC PLANNING ACTIVITIES**

Staff will provide an update on activities related to accreditation by the Higher Learning Commission and development of the strategic plan.

12/3/2018

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
December 3, 2018**

AGENDA ITEM 11: *PERSONNEL

A. APPOINTMENT

Recommendation: To **approve** the appointment of Audrey Vail as Nursing Instructor - Rolla, with a nine-month salary of \$53,585 effective January 9, 2019.

B. SPRING 2019 ADJUNCTS

Recommendation: To **approve** the appointment of adjunct faculty for Spring 2019 semester as listed on the attached memorandum.

Attachments

12/3/2018

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

TO: Dr. Jon Bauer, College President
DATE: November 28, 2018
FROM: Wendy Hartmann, Human Resources Director *walt*
RE: Recommendation to Hire – Nursing Instructor / Rolla

Please accept the Search Committee's recommendation to hire Ms. Audrey Vail as the full-time Nursing Instructor at Rolla effective January 9, 2019 with a nine month salary of \$53,585. Nancy Mitchell, Interim Dean of Health Sciences, served as search committee chair and is the hiring manager for this position. Robyn Walter, Vice President of Academic Affairs, approved the recommendation to hire.

Ms. Audrey Vail has 15 years of diverse nursing experience. She has worked as a charge nurse critical care, medical surgical and education. Additionally, she has been a Nursing Adjunct for East Central College since January 2017.

Ms. Audrey Vail's experience includes, but is not limited to the following:

- Academic Coach at Lincoln University at Fort Leonard Wood, 2017-2018
- Critical Care Nurse at Carolinas HealthCare System – Blue Ridge, Morganton, NC 2012-2014
- Emergency Department Nurse at Desert Springs Hospital, Las Vegas, NV, 2009-2010
- Nursing Resources Nurse at Desert Springs Hospital, Las Vegas, NV, 2008-2009

Ms. Audrey Vail received her Masters of Nursing from the University of Missouri – Columbia and her Bachelors of Nursing from the University of Missouri – Columbia.

/wh



EAST CENTRAL COLLEGE

Interoffice Memo

TO: Dr. Bauer
DATE: November 27, 2018
FROM: Office of Academic Affairs
RE: Adjuncts Approval

Please approve the following adjuncts for the spring 2019 semester.

Nursing and Allied Health

Rechell Alcorn, EMT
Wayne Prince, EMT
Theresa Briggs, EMT
Lisa Korn, EMT
Courtney Baxter, Medical Assistant
Kelly Adkins, Nursing
Jamie Blaue, Nursing

Jill Harrison, Nursing
Michelle Koons, Nursing
Barbara McNamara, Nursing
Nancy Mitchell, Nursing
Nancy Tappe, Nursing
Robyn Walter, Nursing
Brittany Yoakum, Nursing

Career and Technical Education

Benjamin Brady, Business
Gary Durham, Precision Machining
Elisha Ford, Accounting
Matthew Graham, Business
Amy Feese, Culinary

Stephanie Juengling, Business
Alison Plaster, Business
Richard Hudanick, Business
Brian Watson, HVAC
Steffani McCrary, Business

Math/Engineering/Science

Rachael Thomas, Agriculture
Tiffanie Atherton, Biology
Ray Cousins, Chemistry
Lucy Crain, Nutrition
Timothy Gray, Mathematics
Teri Haas, Mathematics
Nancy Hayes, Biology
Jeffrey Jaquess, Physics
Terry Jobe, Mathematics
Shelley Lewis, Mathematics
Judith Higginbotham, Mathematics

Connie Lutz, Mathematics
Fatemeh Nichols, Chemistry
Travis McDowell, Chemistry
Kirby Moreland, Developmental Mathematics
Larry Pierce, Geology
James Small, Physics
Dennis Smith, Mathematics
Deborah Westhoff, Mathematics
Regina Holmes, Mathematics

Humanities and Fine Arts

John Anglin, Communications
Kelly Austermann, Music
Lisa Blackmore, Music
Leon Burke, Music
Tamara Campbell, Music
Samuel Patrick Charles, Music
Shana Collier, Communications
Melissa Dereberry, English
Deborah Dicus, Civilization
Emily Durham, English
Madison Emerick, English
Alex Freeman, Theatre

William Hopkins, Music
Connor Joyce, Music
Lisa Kang, Civilization
Lansin Lim Kimler, Music-Piano
Susan LaFayette, English
Stanley Miller, English
Margret Noud, Music
Somer Overshon, English
Clayton Petras, Art
Gary Powers, Art
Benjamin Sachs, Music
Juanita Schuler, Art

Humanities and Fine Arts, Cont.

Cory Sellers, Art History
Matt Sokeland, Music-Percussion
Windy Souders, English

Annette Swafford-Green, Art
Regina Zervos, Communications

Social Sciences

Kristen Adams, Psychology
Debra Becker, Education
Stacey Binder, Psychology
Alyce Carpenter, Psychology
Timothy Derifield, Sociology
Ruth Diaz, Education
Susan Giesing, Education
Harry Waters, Geography
Theodore Coburn, Criminal Justice
Miranda Green, Psychology
Jennifer Kuchem, Physical Education

Thomas Haas, Sociology
Robin Hanson, Anthropology
Laura Janes, Psychology
Rachel Johnson, History
William McKenzie, Psychology
Jeff Parsons, History
Amy Skyles, Education
Brad Wallach, Physical Education-Softball
Don Sharpsteen, Psychology/Sociology
Vanessa Whittle, History

Foundation Seminar

Jennifer Chitwood
Jennifer Kuchem

Jessica Robart

Dual Credit

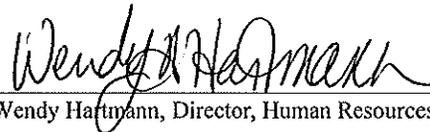
Timothy Buchheit, Communications, Borgia
Gary Durbin, Civilization/History, Cuba
Colin Flynn, English, Washington
Kerri Flynn, Psychology/Sociology, Washington
Benjamin Martin, Science, St. Clair
Glenn Mechem, History, Union
Danika Novak, English, Union
Star Hargis, English, Rolla
Michael Pelster, Mathematics, Borgia
Mary Pelster, Mathematics, Borgia
Robert Prichard, History, St. Clair

Sarah Serbus, Theatre, Union
Edward Stahl, History, Washington
Kenneth Willardson, Mathematics, Vienna
Kelly Wood, Communications, Washington
Emily Edens, History, Bourbon
Shannon Engelbrecht, Art, Rolla
Dennis Smith, Mathematics, Union
Emily Joseph, Biology, Cuba
Sharlet Peterson, Mathematics, Linn
Lydia Stack, Physical Science, Cuba

Approval:



Robyn Walter, Vice President, Academic Affairs



Wendy Hartmann, Director, Human Resources

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 3, 2018**

AGENDA ITEM 12: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

12/3/2018

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
BOARD OF TRUSTEES MEETING
December 3, 2018**

AGENDA ITEM 13: REPORTS

Reports may be presented by:

- A. Faculty Association President, Jenifer Goodson
- B. ECC-NEA President, Tom Fitts
- C. Professional Staff President, Jenny Kuchem
- D. Classified Staff Association Treasurer, Bethany Herron
- E. Student Government Association President, Gwen Minks

12/3/2018

Section 13, 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
December 3, 2018**

AGENDA ITEM 14: PRESIDENT’S REPORT

Projected meeting dates for 2018 and 2019 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.

2019 Projected Meeting Dates

Alternate Meeting Dates

January 17 (<i>Thursday, 9 – 11:30 a.m. - Board Mission Development Workshop</i>)	
February 4	February 11
March 4	March 11
April 1	April 10
May 6	May 13
June 10	June 17
July 18 (<i>Thursday noon business meeting</i>)	
August 26	
No September meeting	
October 7	October 14
November 4	November 11
December 2	December 9

12/3/2018

Section 14, 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
December 3, 2018**

**AGENDA ITEM 15: EXECUTIVE SESSION – REVISED STATUTES OF MISSOURI
2004, SECTION 610.021 (3) PERSONNEL AND (1) LEGAL**

Recommendation: To **enter** into executive session per RSMo 2004, Section 610.021
(3) Personnel and (1) Legal.

12/3/2018

Section 15, 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
December 3, 2018**

AGENDA ITEM 16: ADJOURNMENT

Recommendation: To **adjourn** the December 3, 2018 meeting of the Board of Trustees.

12/3/2018

Section 16, Page 1

East Central College

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