



**BOARD OF TRUSTEES
MEETING**

February 4, 2019

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

Monday, February 4, 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.	ACCEPTANCE OF BID	4 Votes		
8.	BANK RESOLUTION – JOHNSON CONTROLS PROJECT	4 Votes		
9.	TUITION & GENERAL FEES	4 Votes		
10.	COURSE FEES	4 Votes		
11.	PROPOSED NEW POLICY: BPP 3.30 BEHAVIORAL INTERVENTION TEAM			X
12.	*PERSONNEL A. Appointments B. Spring 2019 Adjuncts	4 Votes		
13.	BOARD PRESIDENT'S REPORT			X
14.	REPORTS A. Faculty Association B. ECC-NEA C. Professional Staff Association D. Classified Staff Association E. Student Government Association			X
15.	PRESIDENT'S REPORT			X
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
February 4, 2019**

AGENDA ITEM 1: CALL TO ORDER

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

2/4/2019

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
February 4, 2019**

AGENDA ITEM 2: RECOGNITION OF GUESTS

Guests will be recognized by Mr. Jay Scherder.

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Section 2, Page 1

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 4, 2019**

AGENDA ITEM 3: PUBLIC COMMENT

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

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 4, 2019**

AGENDA ITEM 4: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the February 4, 2019, Board of Trustees meeting.

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Section 4, Page 1

East Central College

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Agenda Item 4: Approval of Agenda

Consent Agenda Items for February 4, 2019:

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
February 4, 2019**

AGENDA ITEM 5: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the December 3, 2018 regular meeting of the Board of Trustees, the December 13, 2018 and January 15, 2019 special meetings of the Board of Trustees and the January 17, 2019 Board of Trustees Workshop.

Attachments

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Section 5, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING**

Monday, December 3, 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; Other Staff – Executive Director of Institutional Effectiveness, Michelle Smith, Director of Financial Services Annette Moore, Director of Public Relations Jay Scherder, Developmental Education Director Michelle Branton, Director of Admissions J.C. Crane, Facilities Director Tot Pratt, Campus Police Officer Tommie Lowe, NEA President Tom Fitts, Professional Staff President Jenny Kuchem, Classified Staff Association Treasurer Bethany Herron, 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: Mr. Scherder introduced Amanda Postma from the *Missourian* and Matt Wallace from KPM.

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 December 3, 2018 meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the November 5, 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

AUDITOR’S REPORT: Matt Wallace from KPM noted that the college has again received an unmodified opinion; the financial statements are free from material misstatement. He reviewed selected sections of the audit report pointing out there is a new requirement for reporting health insurance liability – by providing insurance to retirees, there is an implicit liability that must now be recorded in the audit. The college’s operating ratio and cash reserve are at the recommended level. A significant deficiency was noted in financial aid reporting of last date of enrollment. This was due to changes in the reporting system software and has already been corrected. Matt noted that the ECC Foundation is included in the audit and received an unmodified opinion as well. Dr. Park requested that, in the future, KPM provide the audit report a few days in advance of the Board meeting to allow members time to review more carefully.

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

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

PERFORMANCE MANAGEMENT CONTRACT – PHASE 2: Dr. Bauer indicated this item was removed from the agenda to provide more time to review the contract and financing options. It was agreed a special Board meeting will be held on Thursday, December 13 at 5 p.m. to discuss this contract.

RE-AUTHORIZATION OF U.S.D.A. LOAN THROUGH CRAWFORD ELECTRIC COOPERATIVE: Dr. Bauer reminded the Board that the loan through Crawford Electric Cooperative was issued in 2016. Work has been done with United Bank of Union to develop a resolution that can be approved annually to re-authorize the loan's declining balance.

Motion: 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.

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

UPDATE ON HIGHER LEARNING COMMISSION ACCREDITATION AND STRATEGIC PLANNING ACTIVITIES: Dr. Bauer introduced Vice President Robyn Walter and Dr. Michelle Smith who provided information on work underway to address concerns noted by the Higher Learning Commission (HLC) at the last accreditation visit. The goal is to have demonstrated growth and improvement, and that all staff can articulate that improvement. VP Walter and Dr. Smith meet regularly with the HLC liaison and he has been very encouraging. There will be a follow-up visit in November or December 2019; the College's written response will be developed over the coming summer and finalized in early fall.

VP Walter spoke to Criterion 4 which relates to teaching and learning. The HLC team was impressed with course and program level assessment; this work will continue. Work on this criterion will focus on a global view of what students should look like at graduation. A comprehensive approach to course and program assessment is being developed and the program review process will be refined. Co-curriculum activities are being evaluated to see how they fit with overall learning outcomes. Commitment has been made to a new initiative through the HLC Assessment Academy. This is a four-year project focused on assessment and student learning outcomes that includes evaluation of current learning objectives and continuing to build a culture of assessment. The project is led by the Assessment Committee and will kick off during spring in-service with professional development activities.

Work is also ongoing to improve student retention and completion. The Retention and Completion Committee has established a plan to identify at-risk students and communicate with them through an early alert system that allows faculty and certain staff to send an alert to the counseling and advising staff to notify them of a student at risk. The system is designed to have a feedback loop. Professional development is being offered in areas related to retention and completion; steps will be taken to ensure the evaluation of retention strategies is supported by data.

Dr. Smith reviewed efforts related to Criterion 5 which focuses on communication and planning for the future. The Shared Governance Council has been meeting regularly and focusing on items that impact the college. Communication structures are in place to help keep employees informed. Dr.

Bauer and Vice Presidents Martin and Walter have made consistent efforts at communicating via regular email updates which are archived on the SharePoint site. The goal is to have documentation archived and organized for review.

The strategic planning process is very structured and the committee is working with CampusWorks. January 17 will be the Board workshop to develop the mission statement; the Future Summit with community members and employees is set for January 18. A new governance piece in place this year is the Budget Committee which is examining input from across the campus. The college is becoming more intentional about working together in groups with members from all departments. Staff are also engaging in assessment of non-academic areas – they will be assessing the safety plan and systems for reporting technology and facilities needs; the workforce development area will also be sharing data. Dr. Smith noted that there are more examples of shared governance than were understood by the campus as a whole and which were not shared with the HLC team.

***PERSONNEL:** The Board **approved** the appointment of Audrey Vail as Nursing Instructor – Rolla, with a nine-month salary of \$53,585 effective January 9, 2019 and the appointment of adjunct faculty for Spring 2019 semester as listed on the attached memorandum.

BOARD PRESIDENT’S REPORT: Ms. Hartley indicated she had no report.

REPORTS:

- A. FACULTY ASSOCIATION & ECC-NEA REPORT:** ECC-NEA President Tom Fitts reported for both faculty groups. He recognized a number of faculty who recently participated in regional and national conferences as a part of their professional development. Several paramedic students recently attended the Guns and Hoses event sponsored by Backstoppers; the students volunteered and worked behind the scenes.

ECC-NEA members and administration recently participated in a training session in preparation for bargaining meetings that will begin in January.
- B. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported DECA students recently attended the Engage Conference and placed third in entrepreneurial case study. FAFSA nights are complete with 165 families being served. The Rotoract club recently hosted three Rotary events as well as a hot chocolate bar for students; they are currently completing a Christmas card project for senior citizens. Workforce Development has added new apprenticeships. The professional staff have adopted a family for Christmas.
- C. CLASSIFIED STAFF ASSOCIATION (CSA) REPORT:** Classified Staff Treasurer Bethany Herron reported the association continues to host Denim Days and as of November \$1,188 has been raised for local charities. The fall fundraiser, Thankful Baskets, raised \$626 in two weeks for the CSA scholarship. The fall Spotlight Award will be presented to Angie Siebert, Foundation Assistant, on Friday, December 7. CSA has adopted a family through Loving Hearts and will be providing Christmas gifts for them.
- D. STUDENT GOVERNMENT ASSOCIATION:** SGA President Gwen Minks reported the officers recently attended a conference where they networked with other community college student leaders. They hosted a Thanksgiving meal on November 29 and sponsored a multicultural event on December 3 which provided information on different religions and featured a Menorah lighting. The Instagram account is now functioning and various end of semester events are occurring for students.

PRESIDENT’S REPORT: Dr. Bauer noted the students were energized by their recent conference and brought back many ideas for implementation.

Spring enrollment is down 6% at this point and the focus is on encouraging current students to enroll for spring; advisors will be out in the buildings talking with students.

The budget committee has received 100 proposals for initiatives to improve the budget. These will be scored using a rubric and the committee will select ideas for further review. The committee is also looking at the tuition structure as compared to other institutions and will be making a recommendation to be considered at the February Board meeting. While this group was established as ad hoc, there is much value to their work and the committee may become a standing committee in the future.

The Strategic Planning Future Summit will occur on January 18 and community participation is being solicited.

Employees have exceeded the United Way goal this year and ECC is among the top 30 contributors in the region. Students also participated with fundraisers. Appreciation was expressed to Dr. Wendy Pecka and Megan Elbert who co-chaired the campaign and Carol Bailie who processed the contributions.

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 and (1) Legal at 6:29 p.m.

Motion by Joseph Stroetker; Seconded by Eric Park

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

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

Motion: To **resume** open session at 6:59 p.m.

Motion by Prudence Johnson; seconded by Audrey Freitag

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

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

ADJOURNMENT:

Motion: To adjourn the December 3, 2018 public Board of Trustees meeting at 6:59 p.m.

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

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING**

Monday, December 13, 2018

CALL TO ORDER: The special meeting of the Board of Trustees was called to order at 5 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 and Vice President of Finance and Administration Phil Pena; Other Staff – Campus Police Officer Tommie Lowe and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: Guests included Amanda Postma from the *Missourian*; Mike Baker, Don Wappelhorst, David Frazier and Brian Cornelisse from Johnson Controls; and Martin Ghafoori from Stifel Nicolaus.

PUBLIC COMMENT: There were no public comments.

JOHNSON CONTROLS PERFORMANCE MANAGEMENT CONTRACT - PHASE 2:

Dr. Bauer reminded the Board that there have been some unexpected replacements of HVAC equipment over the past year. A number of units are at or well beyond the time they would be expected to continue to function. In February of 2017 the College entered into a contract with Johnson Controls (JCI) to identify ways to realize energy efficiencies. The first phase of the contract involved upgrades to lighting and water fixtures, upgrades to the HVAC control system and improvements to building envelopes. This phase was funded by the savings realized from the performance of equipment. Phase 2 of the contract involves replacement of HVAC equipment and was not approved at that time due to costs; if the Board agrees to proceed with phase 2 at this time, a change order to the original contract will be needed.

Mike Baker from JCI explained that this phase is a mechanical upgrade that was identified from the master plan. Buildings to be addressed are Hansen Hall, Shook Student Center and the Training Center. The project cost estimate is \$1.9 million with \$30,227 in savings guaranteed by JCI. The proposed timeline calls for completion of installation by September 30, 2019. It was clarified that the equipment has a one-year manufacturer's warranty. JCI also offers an annual maintenance agreement that would cover all HVAC equipment on campus (not just the new equipment) for \$90,000 annually. This is a maintenance warranty (parts and labor).

Martin Ghafoori reported that the project was proposed to a number of banks. Five responded, but only Capital One expressed interest in the project and offered an interest rate of 3.86% for a 15-year term with a building for collateral. Another alternative is a public offering using the equipment as collateral; interest would be 3.73% for the open market at this time. After a conversation with Dr. Bauer, Mr. Ghafoori reached out to local banks but did not have sufficient time to receive responses.

Concern was expressed that the project was not bid and that local banks have not been contacted regarding financing. It was noted that JCI is working under an existing contract that addressed all the engineering work for this project under phase 1. The current budget for replacement of HVAC units has been exhausted and this is a means to replace equipment before the College is faced with another emergency replacement. There is not a good way to split this phase or to predict which unit

will fail first. Rooftop units have other pieces of equipment attached which would need to be replaced as well because they would not be compatible with a more modern HVAC unit.

Staff from JCI noted that the benefits to moving forward at this point in time include preventing future mechanical failures that are not budgeted for, the possibility of increased interest rates in the future, a timeline that allows work to be done when it will least impact instruction, and potential equipment cost increases. The equipment will take three to four months to manufacture, so installation will not begin until summer.

Board members indicated they were not comfortable with the financing and would like local options to be fully explored. They would also like more time to consider the proposal.

Motion: To **direct** the College to work with Johnson Controls and Stifel to provide more information on financing options for the phase 2 project.

Motion by Eric Park; Seconded by Cookie Hays; Carried Unanimously.

Dr. Bauer indicated he will keep the Board informed as financing information is received and will schedule another Board meeting in early January.

ADJOURNMENT:

Motion: To **adjourn** the December 13, 2018 public Board of Trustees meeting at 6:15 p.m.

Motion by Eric Park; Seconded by Cookie Hays; Carried Unanimously.

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING**

Tuesday, January 15, 2019

CALL TO ORDER: The special meeting of the Board of Trustees was called to order at 6:30 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 Finance and Administration Phil Pena, Vice President of Student Affairs Heath Martin and Vice President of External Relations Joel Doepker; Other Staff – Campus Police Officer Todd Schlitt and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: Guests included Amanda Postma from the *Missourian*; Mike Baker, Doug Mahnken, and Brian Cornelisse from Johnson Controls.

PUBLIC COMMENT: There were no public comments.

JOHNSON CONTROLS PERFORMANCE MANAGEMENT CONTRACT - PHASE 2: Doug Mahnken provided a recap of the scope of the project and noted the scope was identified in the facilities master plan completed in 2015. The equipment includes, but is not limited to, 16 rooftop units, two boilers and a cooling tower. All equipment will be tied into the building automation system. The installation is scheduled to be completed by late August; procurement of equipment will take about 90 days following the order. The entire project will be finalized by the end of September and the savings guarantee will begin October 1, 2019.

Mike Baker explained that all products have a one year parts and labor warranty; the rooftop units also have a five-year compressor parts warranty. The 2018 pricing of \$1,864,228 (without service agreement) will be honored and projected energy and operational savings from the project are \$30,227 annually. The optional maintenance agreement costs \$90,970 per year and includes routine maintenance, operational inspections, and repair services.

Dr. Bauer noted that three local banks responded to the inquiry about financing with United Bank of Union offering the best option with a fixed rate over 15 years. An underwriter is not needed since this will be a private loan; bond counsel is prepared to issue a letter of opinion for the financing. Dr. Bauer further stated that his recommendation is to not purchase the maintenance agreement at this time. If the college later determines it would be beneficial, a recommendation will be brought to the Board at that time.

Motion: To **approve** phase 2 of the performance management contract with Johnson Controls at a cost of \$1,864,228 without the maintenance agreement.

Motion by Prudence Johnson; Seconded by Audrey Freitag; Carried Unanimously.

Motion: To **accept** the terms of financing from United Bank of Union at a fixed rate of 3.62% over a term of 15 years, subject to the approval of bond counsel.

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

ADJOURNMENT:

Motion: To **adjourn** the January 15, 2019 public Board of Trustees meeting at 6:59 p.m.

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

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES WORKSHOP
Thursday, January 17, 2019**

CALL TO ORDER: The Board of Trustees Workshop was called to order at 9:06 a.m. by Board President Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Prudence Fink Johnson, Cookie Hays and Eric Park. Also present were President of the College Jon Bauer; Interim Vice President of Academic Affairs Robyn Walter; Vice President of Student Development Heath Martin; Vice President of External Relations Joel Doepker; Vice President of Finance and Administration Phil Pena; Director of Human Resources Wendy Hartmann; Strategic Planning Committee Tri-Chairs Michelle Smith, Megan Elbert and Wendy Pecka; and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: Vice President Doepker introduced Amanda Postma from the *Missourian*.

STRATEGIC PLANNING – MISSION DEVELOPMENT: Liz Murphy from CampusWorks welcomed the group and reminded them of the Future Summit scheduled for January 18. Ms. Murphy noted that defining the mission and vision of the college is a responsibility of the Board. The mission is the guiding principle for the college; it is why the institution exists. A mission statement needs to be memorable and understood by everyone in the institution.

Employees have developed an aspirational statement of the experience ECC is trying to create for its students - the Student Experience Statement. The statement includes words the employees want students to use when talking about the college. Obstacles faced by students were explored in group discussions, and a SWOT survey gathered strengths, weaknesses, opportunities and threats to the college.

Ms. Murphy defined strategies and values as follows: Strategies are stacked on top of the mission and student experience. Strategies are used to drive the college toward its mission; objectives drive the strategies. Values are things the organization employs to create the climate and culture to accomplish the needed work.

Themes emerging from the SWOT survey include the following: Strengths – quality/variety of programs (workforce preparation, dedicated faculty and staff, engagement, transferability), community outreach, a safe campus and facilities, affordability/value. Weaknesses – communication, trust and morale, data use, technology, a reactive culture. Opportunities – training the workforce, continuous quality improvement, Core 42 curriculum, professional growth, Rolla, strengthening partnerships, communication, scheduling options. Threats – declining enrollment, retention and completion, infrastructure, employee morale, weak relationships with external stakeholders, funding, accreditation status, competition.

Subgroups were established and spent time developing mission statements which were then reviewed and refined by the entire group. The final three statements will be shared with the Strategic Planning Committee for input and shared with the campus. The statements are:

- Enriching lives and communities through education.
- Empowering our students and enriching our community through life-changing education.
- Building exceptional lives through engagement, enrichment and empowerment.

Ms. Murphy reminded the group that the Board workshop to develop the vision statement will be on March 28, 2019 from 5 to 7 p.m.

ADJOURNMENT:

Motion: To **adjourn** the January 17, 2019 public Board of Trustees workshop at 11:42 a.m.

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

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 4, 2019**

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

2/4/2019

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 December 31, 2018 and December 31, 2017

ASSETS	<u>12/31/18</u>	<u>12/31/17</u>
Current		
Cash	4,353,410	3,694,298
Investments	842,776	840,738
Receivables, net		
Student	2,268,348	2,526,664
Federal & State agencies	751,661	738,083
Other	-37,276	3,183
Inventories	212,877	222,779
Prepaid expenses	35,035	177,091
Total Current Assets	8,426,831	8,202,836
Non-Current Assets		
Other Assets	585,402	769,006
Capital Assets (net)	42,342,599	43,822,698
Total Non-Current Assets	42,928,001	44,591,704
Total Assets	51,354,832	52,794,540
DEFERRED OUTFLOW OF RESOURCES		
Deferred pension outflows	8,859,724	7,971,713
Total Assets and Deferred Outflow of Resources	60,214,556	60,766,253
LIABILITIES		
Current Liabilities		
Accounts Payable	133,690	11,085
Accrued Wages & Benefits	242,177	241,500
Unearned Revenue	-	-
Due to Agency Groups	88,366	89,424
Accrued Interest	59,233	64,714
Total Current Liabilities	523,466	406,723
Non-Current Liabilities		
USDA Loan	791,667	891,666
Bonds Payable	11,700,000	12,730,000
Premium on Sale of Bonds	746,568	848,965
Net Pension Liability	15,015,392	15,053,065
Compensated Absences	499,548	511,560
Post Employment Benefit Plan Payable	1,207,741	601,100
Johnson Control Performance Contract	1,187,318	1,258,583
Total Non-Current Liabilities	31,148,234	31,894,939
Total Liabilities	31,671,700	32,301,662
DEFERRED INFLOW OF RESOURCES		
Deferred pension inflows	4,999,826	3,726,851
NET ASSETS		
Investment in Capital Assets, net	35,377,675	36,888,336
Restricted for Debt Service	47,698	41,034
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	4,848,667	4,988,819
All other Funds	-18,491,010	-18,940,449
Total Net Assets	23,543,030	24,737,740
Total Liabilities, Deferred Inflow of Resources and Net Assets	60,214,556	60,766,253

East Central College
Statement of Activities
General Fund

As of December 31, 2018, and December 31, 2017

	For the Fiscal Year Ending June 30, 2019			For the Fiscal Year Ended June 30, 2018			
	Current FY Budget	December 2018 Month end	Current FY Year-To-Date	Prior FY Budget	December 2017 Month end	Prior FY Year-To-Date	Prior FYE
Revenues:							
Local Revenue	6,671,746	1,734,700	1,850,297	6,313,000	1,503,981	1,601,880	6,509,020
State Revenue	5,259,236	426,638	2,559,830	5,306,645	428,548	2,571,294	5,238,705
Federal Revenue		-	-	5,000	-	-	7,130
Tuition and Fees	5,473,806	154,734	4,912,308	6,852,940	197,809	5,090,950	5,566,832
Interest Income	61,028	4,451	29,022	50,000	5,032	28,132	81,826
Gifts and Grants		24,309	30,573	45,000	-	31,901	59,347
Miscellaneous Revenue		8,351	34,326	80,519	4,283	33,339	72,636
Transfers-Interfund & Indirect			2,040	-	3,346	6,848	-492,574
Transfer Federal Programs				-	-	-	5,849
Total Revenues	17,465,816	2,353,183	9,418,396	18,653,104	2,142,999	9,364,344	17,048,771
Expenses:							
Salaries	10,293,929	811,691	4,594,052	10,468,339	848,347	4,673,623	10,114,128
Benefits	3,124,302	269,961	1,567,237	3,170,393	284,112	1,557,274	3,586,941
Contractual Services	681,756	53,134	705,441	615,370	61,342	586,533	868,370
Current Expenses	1,310,723	40,665	382,995	1,361,919	44,233	424,912	843,308
Travel	204,909	13,568	90,893	218,087	6,425	96,271	179,758
Property & Casualty Insurance	202,073	-	107,913	205,000	93,117	198,072	202,062
Vehicle Expense	15,200	730	2,588	3,450	420	6,310	11,794
Utilities	568,500	46,862	258,131	708,599	42,590	249,713	596,416
Tele/Communications	222,291	25,634	139,196	219,201	16,561	98,760	222,336
Miscellaneous	454,553	16,316	120,747	1,210,844	15,944	119,835	434,818
Clearing Account	-	12	2,555	-	-34	1,306	-
Scholarship Expense	65,500	335	27,753	74,500	1,958	30,181	64,184
Faculty Development	25,000	362	6,190	25,000		818	25,000
Instit. Match for Grants	78,000	-	71,184	309,722		-	63,257
Commitment to ABE	20,000	-	-	20,000	0	-	20,000
Instit. Commit.to Fine Arts	6,500	-	-	6,500	0	-	6,500
Instit. Commit.to Word & M	3,200	-	-	3,200	0	-	-
Capital	170,980		3,494	32,980		-	44,853
Interfund Transfers	18,400	-	-	-	0	-	-
Interest on Debt	-	-	-	-	0	-	-
Total Expenses	17,465,816	1,279,270	8,080,369	18,653,104	1,415,015	8,043,608	17,283,725
Revenue over Expenses	-	1,073,913	1,338,027	-	727,984	1,320,736	-234,954

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

	For the Fiscal Year Ending June 30, 2019		For the Fiscal Year Ended June 30, 2018	
	December 2018	FY 2019 Year-To-Date	December 2017	FY 2018 Year-To-Date
Operating Revenues:				
Student Tuition & Fees	186,918	5,917,084	239,306	6,127,383
Federal Grants & Contracts	2,567	3,308,240	43,963	3,692,760
State Grants & Contracts	64,946	216,819	25,636 #	146,307
Auxiliary Services Revenue	56,029	807,171	70,374	986,514
Other Operating Revenue	39,479	116,145	7,436	101,431
Total Operating Revenue	349,939	10,365,459	386,715	11,054,395
Operating Expenses:				
Salaries	895,801	5,121,627	941,486	5,217,142
Benefits	292,099	1,704,895	304,790	1,691,911
Purchased Services	76,029	979,246	127,098	866,388
Supplies & Current Expenses	256,000	1,404,696	108,510	1,563,127
Travel	16,544	116,033	10,391	128,812
Insurance	0	123,510	93,117	214,393
Utilities	78,934	461,177	63,381	408,812
Other	10,279	86,618	10,957	80,703
Depreciation	183,304	1,095,621	169,640	1,025,402
Financial Aid & Scholarship	15,868	3,395,413	5,073	3,691,236
Total Operating Expenses	1,824,858	14,488,836	1,834,443	14,887,926
Operating (Loss)/Gain	-1,474,919	-4,123,377	-1,447,728	-3,833,531
Non-Operating Revenues (Expenses):				
State Appropriations	426,639	2,559,830	428,548	2,571,294
Tax Revenue	2,141,605	2,284,318	1,856,766	1,977,630
Interest Income	5,139	33,517	5,668	32,905
Gain/Loss on asset disposal		3,550	-	760
Principal & Interest on Debt	(2,682)	-60,607		-65,615
Total Non-Operating Revenue (Expense)	2,570,701	4,820,608	2,290,982	4,516,974
Increase in Net Assets	1,095,782	697,231	843,254	683,443

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

<u>CD Number</u>	<u>Date</u>	<u>Maturity</u>	<u>Term</u>	<u>Rate</u>	<u>Total</u>
Bank of Franklin County					
8152058	11/13/2018	11/13/2019	12 Months	2.99%	\$ 383,699.95
Citizens Bank					
272547	5/10/2018	5/10/2019	12 months	2.00%	\$ 380,371.73
ECC Total Invesments					\$ 764,071.68
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	\$ 4,353,410.00
Certificates of Deposit	\$ 764,071.68
	\$ 5,117,481.68

2017 (December)

Total Cash Accounts	\$ 3,694,298.00
Certificates of Deposit	\$ 764,071.68
	\$ 4,458,369.68

**East Central College
Pledged Securities
As of December 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

Bank of Franklin County

SECURITY DESCRIPTION	MATURITY DATE	CUSIP NO.	PAR AMOUNT
New York City NY Transitional	8/1/2027	64971M4Q2	\$ 400,000.00
TOTAL			\$ 400,000.00

* 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 December 31, 2018

The Treasurer of the Board confirms for the month ending December 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 November 1, 2018 through December 31, 2018, is reported at \$1,739,824.20.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 4, 2019**

AGENDA ITEM 7: ACCEPTANCE OF BID

Recommendation: To **approve** the purchase of 44 Dell PCs and monitors for the Nursing program from the state negotiated purchasing contract at a cost of \$32,166.64 to be funded from the technology fees budget.

Attachment

2/4/2019

Section 7, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602



Interoffice Memorandum

To: Dr. Jon Bauer
From: Phil Pena, VP, F&A
Subject: Purchase of 44 PC computer systems for HS122 Nursing Lab
Date: January 28, 2019

It is my recommendation that the Board of Trustees accepts and approves an equipment purchase from the state negotiated Dell purchasing contract in the amount of \$32,166.64 for 44 Desktop computers with monitors for the Nursing computer lab. The equipment cost would be funded from the Technology Fees budget (25-46041-5410-00).

This equipment will replace eight-year old systems that no longer meet the minimum system requirements for current instructional and testing software. This hardware will significantly improve computing capabilities and usability for our students.

The imaging and installation of the new equipment will be accomplished by East Central College IT staff.

Item		College Outlay
44 PCs w/monitors (Dell 7010 baseline)	\$32,166.64	
Total		\$32,166.64

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 4, 2019**

AGENDA ITEM 8: BANK RESOLUTION - JOHNSON CONTROLS PROJECT

Recommendation: To **approve** a resolution finalizing the United Bank of Union financing for phase two of the Johnson Controls Energy Management Project.

Attachment

RESOLUTION

The undersigned, being the officer identified below of The Junior College District of East Central Missouri (the “**Lessee**”), hereby certifies that the following is a true and correct copy of a resolution adopted by the governing body of the Lessee at a meeting duly held on February 4, 2019.

* * * *

WHEREAS, the Lessee is a political subdivision duly organized under the constitution and laws of the State of Missouri; and

WHEREAS, it is hereby determined that a true and real need exists for the acquisition and installation of certain equipment in the Lessee’s school buildings and facilities designed to reduce energy consumption or operating costs, (the “**Equipment**”); and

WHEREAS, it is necessary and desirable and in the best interest of the Lessee to enter into an Equipment Lease Purchase Agreement dated February 12, 2019 (the “**Agreement**”), between the Lessee and **UNITED BANK OF UNION**, a Missouri corporation (the “**Lessor**”), and certain related documents, for the purposes described therein, including the leasing of the Equipment;

NOW, THEREFORE, BE IT RESOLVED, BY THE JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI AS FOLLOWS:

Section 1. The Agreement, in substantially the same form as presented to this meeting, and the terms and performance thereof are hereby approved, and the President of the Lessee is hereby authorized to execute and deliver the Agreement on behalf of the Lessee, with such changes therein as shall be approved by such officer, such approval to be conclusively evidenced by such officer’s execution thereof.

Section 2. The Energy Contract dated February 6, 2017 as modified by the Change Order dated January 15, 2019 (collectively, the “**Energy Contract**”), between the Lessee and Johnson Controls, Inc., in substantially the same form as presented at a prior meeting of the governing body of the Lessee, and the terms and performance thereof is hereby approved and ratified, and a duly authorized officer of the Lessee is hereby authorized to execute and deliver the Energy Contract on behalf of the Lessee, with such changes therein as shall be approved by such officer, such approval to be conclusively evidenced by such officer’s execution thereof.

Section 3. The Lessee shall, and the officers, agents and employees of the Lessee are hereby authorized and directed to take such further action and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution, to carry out, comply with and perform the duties of the Lessee with respect to the Agreement and the Energy Contract.

Section 5. The Lessee has made certain capital expenditures in connection with the acquisition of the Equipment prior to the date hereof, and the Lessee expects to make additional capital expenditures in connection with the acquisition of the Equipment in the future. The Lessee intends to reimburse itself for all or a portion of such expenditures, to the extent permitted by law, with the proceeds of the Agreement or other tax-exempt obligations to be delivered by the Lessee. The maximum principal amount of the Agreement or other tax-exempt obligations expected to be delivered for the Equipment is not expected to exceed \$2,000,000.

Section 6. This Resolution shall take effect and be in full force immediately after its adoption by the governing body of the Lessee.

* * *

I further certify that the foregoing resolution has not been modified, amended or repealed and is in full force and effect as of the date hereof.

WITNESS my hand this 4th day of February, 2019.

THE JUNIOR COLLEGE DISTRICT
OF EAST CENTRAL MISSOURI

By: _____

Name: Ann Hartley

Title: President, Board of Trustees

(Seal)

ATTEST:

Name: Cookie Hays

Title: Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 4, 2019**

AGENDA ITEM 9: TUITION AND GENERAL FEES

Recommendation: To **approve** an increase in tuition and general fees for academic year 2019-2020 as outlined below:

	Tier 1 Current	Tier 1 Recommended	Tier 2 Current	Tier 2 Recommended
In-District	\$ 85.00	\$ 94.00	\$104.00	\$115.00
Out-of-District	\$122.00	\$135.00	\$150.00	\$165.00
Out-of-State	\$181.00	\$200.00	\$223.00	\$246.00
International	\$186.00	\$205.00	\$239.00	\$263.00
Dual Credit	\$ 42.50	\$ 47.00		
Dual Enrollment	\$ 42.50	\$ 47.00		

	Current Fees	Recommended Fees
Student Activity	\$ 5.50	\$ 6.50
Support Services	\$ 3.50	\$ 3.50
Technology	\$ 5.00	\$ 4.00
Facilities	\$ 5.00	\$ 7.00
Security	\$ 4.00	\$ 5.00
Total Fees	\$23.00	\$26.00

Attachments

2/4/2019

Section 9, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

BOARD MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: DR. JON BAUER
SUBJECT: TUITION AND FEES: 2019-20
DATE: JANUARY 29, 2019
CC:

This memorandum serves as a recommendation for the Board of Trustees to approve tuition and general fees for the 2019-20 academic year as follows:

- **In-District**
 - Tier 1 \$94.00 per credit hour
 - Tier 2 \$115.00 per credit hour
- **Out-of-District**
 - Tier 1 \$135.00 per credit hour
 - Tier 2 \$165.00 per credit hour
- **Out-of-State**
 - Tier 1 \$200.00 per credit hour
 - Tier 2 \$246.00 per credit hour
- **International**
 - Tier 1 \$205.00 per credit hour
 - Tier 2 \$263.00 per credit hour
- **Dual Credit/Dual Enrollment**
 - \$47.00 per credit hour
- **General Fees**
 - Student Activities \$6.50 per credit hour
 - Support Services \$3.50 per credit hour
 - Technology \$4.00 per credit hour
 - Facilities \$7.00 per credit hour
 - Security \$5.00 per credit hour

The proposed increase is approximately 10% above current tuition. The increase in tuition, if approved, will be combined with expenditure reductions as we prepared the Fiscal 2020 budget for the board's consideration.

This recommendation was supported by the Budget Committee, following work by a sub-committee charged with evaluating the current tuition and fee structure. The supporting material included with this memo includes the recommendation of the sub-committee, chaired by Dr. Phil Pena, Vice President of Finance and Administration.

An increase in tuition and fees is not recommended lightly. However, it is also important to note that students have a range of options available to assist them with the cost of going to college. Among all students, full-time and part-time combined, approximately 42% receive

financial aid. Among first-time, full-time students, approximately 95% receive some sort of financial assistance, 49% receive a Pell Grant, and the average Pell Grant award for this cohort was \$4,325.

With the recommended tuition and fees, a full-time, in-district student would pay \$3,600 in tuition and general fees for an academic year of 30 credit hours.

Compared to other two-year institutions in Missouri, ECC's current rate of tuition is 19% below average for tuition alone, and 12% below average for tuition combined with general fees.

This recommendation will be presented Monday evening for consideration. We will be prepared to answer any questions you may have at that time.



TO: Dr. Jon Bauer, President

FROM: Tuition Sub-Committee
 Dr. Phil Pena (Chair), Heath Martin, Becki Heimann, Richard Hudanick, Christina Ayres, Lisa Hanneken & Melissa Popp

CC: Budget Committee

RE: Tuition & General Fee Increase Recommendation

The tuition sub-committee is recommending a tuition increase of approximately 10% for the Fall 2019 semester. Using AY17-18 credit hour data and 6% decline in enrollment projection data, the committee anticipates \$658,000 in additional revenue under this tuition increase scenario. The committee recognizes this increase is significant and has thoroughly considered the impact to students. The committee also recognizes this is only one of several adjustments that will need to be implemented for the college to attain a sound financial state. Other adjustments include, but are not limited to, decreasing expenditures, right-sizing the institution, evaluating/adjusting faculty v. adjunct course loads, and other revenue generating ideas that the Ad-Hoc Budget Committee has been tasked to study.

This recommendation is based on the following criteria:

- Sensitive to the financial impact of students (% based on IPEDS 2016-17 Report)
 - 49% of students received Federal Grant Aid: Full-time enrollment tuition and fees stay below the Pell/Loan threshold
 - 51% of students did not receive Federal Grant Aid
- Remain cost competitive among our peer institutions
 - ECC's current rate compared to other Missouri community colleges:
 - 19% below average compared to other area A+ college tuition rates
 - 12% below average other area A+ colleges on tuition plus fees
- Assist in reducing the revenue vs. expense deficit
- Offset flattening state appropriations and property tax revenue
- Additional expenditure decreases and revenue generating sources must be explored, reviewed and implemented in addition to a tuition increase.

The recommended tuition rates are as follows (supporting documentation attached):

	Tier 1 - Current	Tier 1 - Proposed	Tier 2 - Current	Tier 2 - Proposed
In-District	85.00	94.00	104.00	115.00
Out-of-District	122.00	135.00	150.00	165.00
Out-of-State	181.00	200.00	223.00	246.00
International	186.00	205.00	239.00	263.00
Dual Credit	42.50	47.00		
Dual Enrollment	42.50	47.00		

Note: For a full-time student taking 12 credit hours, the cost increase would be \$144.



The tuition sub-committee is also recommending that general fees be changed as follows:

	Current Fees	Proposed Fees
Student Activity	5.50	6.50
Support Services	3.50	3.50
Technology	5.00	4.00
Facilities	5.00	7.00
Security	4.00	5.00
Total Fees	23.00	26.00

The recommendation to change the general fee structure is based on the following criteria:

- Appropriately align revenue with expenditures and needs
 - Budget analysis indicated the current technology fee has a reserve that will sustain the college needs for several years, thus allowing for the reduction of \$1 to technology fees
 - Overall increase of \$1 across all fee accounts, with the exclusion of Support Services, to improve reserves and help fund outstanding needs of the college
 - Facilities fee increase is estimated to generate \$82,000 towards deferred maintenance expenses and other facility upkeep, such as, HVAC units.

The proposed increase would potentially generate \$124,000 in additional funds to the general fees.

The sub-committee, in an on-going effort, will review tuition and fees to ensure they are aligned with our current market. This will also allow for a systematic review ensuring that the college is consistent and a plan is in place for future recommendations to the board. The sub-committee remains committed to continually assess and review the tuition and fees to fit the needs of the students and college.



Current Tuition and General Fees

Colleges (Tuition and Fees)	In-District	Out-of-District	Out-of-State	International	Dual Credit	*Fees
Ozark Technical Community College	\$133.00	\$185.00	\$225.00	\$245.00	\$35.00	\$25.00
Three Rivers Community College	\$132.00	\$180.00	\$218.00	\$218.00	\$90.00	\$40.00
State Fair Community College	\$125.00	\$180.00	\$240.00	\$240.00	\$79.00	\$20.00
Mineral Area College	\$121.00	\$161.00	\$213.00	\$213.00	\$44.00	\$10.00
North Central Missouri College	\$120.00	\$180.00	\$210.00	\$210.00	\$100.00	\$35.00
Crowder College	\$118.00	\$168.00	\$168.00	\$217.00	\$60.00	\$30.00
Jefferson College	\$116.00	\$169.00	\$222.00	\$222.00	\$25.00	\$10.00
St. Charles Community College	\$111.00	\$162.00	\$224.00	\$224.00	\$67.00	\$8.00
St. Louis Community College	\$110.50	\$157.50	\$215.50	\$225.50	\$25.00	\$0.00
Metropolitan Community College	\$110.00	\$190.00	\$244.00	\$244.00	\$55.00	\$7.00
East Central College	\$108.00	\$145.00	\$204.00	\$209.00	\$42.50	\$23.00
Moberly Area Community College	\$104.00	\$163.00	\$217.00	\$231.00	\$89.00	\$14.00

*Fees are included with tuition totals.

Note:

1. The state mandates that the maximum amount provided per credit hour under the A+ program not exceed tuition and general fees at State Technical College of Missouri (currently \$189.00).
2. The average in-district undergraduate tuition with fees at a 4-year public institution is \$278.72. (Information provided from FY2019 tuition and fees on the MDHE website.)

Cost Per Credit Hour: Tuition plus General Fees

Student Type	AY18-19	Current AY18-19			Proposed AY19-20		
	A+ Institution* Average	ECC	Difference	%Difference	ECC	Difference	%Difference
In-District	124.13	108.00	(16.13)	-12.99%	120.00	(4.13)	-3.33%
Out-of-District	173.71	145.00	(28.71)	-16.53%	161.00	(12.71)	-7.32%
Out-of-State	229.46	204.00	(25.46)	-11.10%	226.00	(3.46)	-1.51%
International	237.21	209.00	(28.21)	-11.89%	231.00	(6.21)	-2.62%
Dual Credit	63.08	42.50	(20.58)	-32.63%	47.00	(16.08)	-25.49%
Fees	18.69	23.00	4.31	23.06%	26.00	7.31	39.11%

*includes MO Community Colleges and State Technical College of MO

Cost Per Credit Hour: Tuition only

Student Type	AY18-19	Current AY18-19			Proposed AY19-20		
	A+ Institution* Average	ECC	Difference	%Difference	ECC	Difference	%Difference
In-District	105.79	85.00	(20.79)	-19.65%	94.00	(11.79)	-11.14%
Out-of-District	155.38	122.00	(33.38)	-21.48%	135.00	(20.38)	-13.12%
Out-of-State	211.31	181.00	(30.31)	-14.34%	200.00	(11.31)	-5.35%
International	218.88	186.00	(32.88)	-15.02%	205.00	(13.88)	-6.34%
Dual Credit	63.08	42.50	(20.58)	-32.63%	47.00	(16.08)	-25.49%
Fees	18.69	23.00	4.31	23.06%	26.00	7.31	39.11%

*includes MO Community Colleges and State Technical College of MO

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 4, 2019**

AGENDA ITEM 10: COURSE FEES

Recommendation: To **adopt** the schedule of course fees for academic year 2019-2020 as listed in the attached memorandum.

Attachment

2/4/2019

Section 10, Page 1

East Central College

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



BOARD MEMORANDUM

TO: Dr. Jon Bauer
 DATE: January 28, 2019
 FROM: Office of Academic Affairs
 RE: Course Fee Schedule for AY 2019/20

This memorandum serves as a recommendation for the Board of Trustees to adopt the course fee schedule listed below for the 2019/20 academic year.

Nursing and Allied Health Course Fees					
CHANGES	Department	Sec Name	Sec Short Title	New Fee	Old Fee
	Certified Medical Assistant	MDA*100	Medial Asst Externship Prep	\$125	\$100
		MDA*113	Clinical Procedures	\$100	\$50
		MDA*213	Medical Laboratory Procedures	\$100	\$50
	Emergency Med Services	EMS*101	BLS/Hlthcare Providers	\$25	\$15
		EMS*102	Heartsaver First Aid	\$25	\$15
	Nursing	NUR*102	Fund Nursing Lab	\$725	\$615
		NUR*103	Successful Transitions in Nursing	\$150	\$120
		NUR*132	Nursing of Adults & Child I Lab	\$375	\$205
		NUR*202*	Nursing Adults & Child II Lab - Bridge Sec	\$725	\$615
		NUR*202	Nursing Adults & Child II Lab	\$375	\$265
		NUR*232	Nursing of Adults & Child III Lab Bridge Sec	\$375	\$265
		NUR*232	Nursing of Adults & Child III Lab	\$375	\$265
		Nursing	Program Admission Fee	\$125	\$100
		Nursing	Program Application Fee	\$25	\$15
	Occupational Therapy	OTA*204	Found Occupational Therapy	\$52	\$50
		OTA*204	Found Occupational Therapy	\$186	\$174
		OTA*205	Med Conditions Occup Therapy	\$52	\$50
		OTA*205	Med Conditions Occup Therapy	\$186	\$174
		OTA*212	Analysis of Occupations	\$52	\$50
		OTA*212	Analysis of Occupations	\$186	\$174
		OTA*215	Mental Hlth&psychosocial Pract	\$52	\$50
		OTA*215	Mental Hlth&psychosocial Pract	\$186	\$174
		OTA*252	Functional Kinesiology	\$52	\$50
		OTA*252	Functional Kinesiology	\$186	\$174
		OTA*254	Physical Disabilities Practice	\$52	\$50
		OTA*254	Physical Disabilities Practice	\$186	\$174
		OTA*257	Community Practice	\$52	\$50
		OTA*257	Community Practice	\$186	\$174
		OTA*258	Ethics, Mgt & Leadership	\$52	\$50
		OTA*258	Ethics, Mgt & Leadership	\$186	\$174

Nursing and Allied Health Course Fees, Cont.

	Department	Sec Name	Sec Short Title	New Fee	Old Fee
CHANGES		OTA*259	Professional Skills	\$52	\$50
		OTA*259	Professional Skills	\$186	\$174
		OTA*290	Level II Fieldwork A	\$52	\$50
		OTA*290	Level II Fieldwork A	\$186	\$174
		OTA*295	Level II Fieldwork B	\$52	\$50
		OTA*295	Level II Fieldwork B	\$186	\$174
UNCHANGED	Emergency Med Services	EMS*104	ACLS (Adv Cardiac Life Supp)		\$150
CURRENT FEES		EMS*105	Pre-Hospital Trauma Life Supp		\$150
		EMS*109	Emer Medical Tech Clinical		\$28
		EMS*110	Emergency Medical Tech Lec		\$70
		EMS*122	Intro Paramedic Tech Clinical		\$28
		EMS*131	Pediatric Adv Life Support		\$150
		EMS*152	Paramedic 1		\$75
		EMS*161	Paramedic 2 Clinical		\$28
		EMS*161	Paramedic 2 Clinical		\$75
		EMS*202	Paramedic 3 Clinical		\$75
		EMS*202	Paramedic 3 Clinical		\$28
		EMS*211	Paramedic 4 Clinical		\$75
		EMS*211	Paramedic 4 Clinical		\$28
	Emergency Med Services	EMS*221	Paramedic 5 Clinical		\$75
		EMS*221	Paramedic 5 Clinical		\$28
		EMS*231	Paramedic 6		\$28
		EMS*270	I.S.-EMT		\$28
		EMS*275	Paramedic Fld Intern Contin		\$28
	Certified Medical Assistant	MDA*101	Administrative Procedures		\$100
		MDA*222	Prog Capstone-Md Assist Review		\$125

Career and Technical Education Course Fees

	Department	Sec Name	Sec Short Title	New Fee	Old Fee
UNCHANGED	Computer Info Systems	CIS*151	Network I (Cisco)		\$20
CURRENT FEES		CIS*152	Network II (Cisco)		\$20
	Culinary	CUL*101	Kitchen Fundamentals		\$60
		CUL*103	Basic Culinary Mthds & Tech		\$60
		CUL*105	Culinary Competition I		\$60
		CUL*106	Culinary Competition II		\$60
		CUL*107	Culinary Competition III		\$60
		CUL*111	Fundamentals of Baking		\$60
		CUL*112	Concept Planning & Nutr Menus		\$60
		CUL*113	Interm Culinary Methods&Tech		\$60
		CUL*114	Dining Room Mgt&Table Serv		\$60
		CUL*115	Survey Rstrt Cuisine & Cooking		\$60
		CUL*212	Meat & Fish ID & Fabrication		\$60
		CUL*214	Garde Manger		\$60
		CUL*215	Elements of Banquet&Catering		\$60
		CUL*221	International Cooking		\$60
		CUL*223	Beverage Management		\$60
		CUL*224	Adv Culinary & Rest Operations		\$60
		CUL*229	Culinary Arts Comprehensive		\$60

Career and Technical Education Course Fees, Cont.

UNCHANGED CURRENT FEES	Department	Sec Name	Sec Short Title	New Fee	Old Fee
	Culinary	CUL*242	Adv Baking & Confections		\$60
		CUL*229	Culinary Arts Comprehensive		\$35
		CUL*229	Culinary Arts Comprehensive		\$90
	Health Info Management	HIM*100	Prof Practice Exper (PPE)Prep		\$100
	HVAC/R	HVC*103	Refrig Recov/EPA Cert		\$35
		HVC*104	Refrigerant A/C Install I		\$25
		HVC*105	Forced Air Heating I		\$25
		HVC*106	Heating and Equip Install I		\$25
		HVC*170	Intro to Refrigeration Lab		\$10
		HVC*172	Systems & Components Lab		\$10
		HVC*174	App Elect Fund Lab		\$10
		HVC*204	Refrigerant A/C Install II		\$25
		HVC*205	Forced Air Heating II		\$25
		HVC*206	Heating & Equip Install II		\$25
		HVC*251	Commercial Chilled Water Appl		\$25
		HVC*295	HVAC Capstone II		\$15
	Industrial Engineering	IND*112	Industrial Power Systems Lab		\$10
		IND*152	Industrial Electricity Lab		\$10
		IND*163	Indus&Control Sys Wiring		\$25
		IND*173	Process & Control Systems Lab		\$25
		IND*174	Maintenance Welding		\$350
		IND*213	Maintenance Practices		\$15
		IND*215	Motor Controls		\$15
		IND*217	Indus Systems Trblshooting		\$20
		IND*221	PLC-Program Logic Controllers		\$20
		IND*231	Advanced PLC		\$20
	Precision Machining	PRS*103	Print Reading and Design		\$35
		PRS*112	Intro CNC Mill&Lathe Lab		\$25
		PRS*121	Machine Tool 1 Lec		\$96
		PRS*122	Machine Tool I Lab		\$25
		PRS*123	Machine Tool 2 Lec		\$56
		PRS*124	Machine Tool 2 Lab		\$25
		PRS*141	CNC Lathe Lec		\$56
		PRS*142	CNC Lathe Lab		\$25
		PRS*201	Machine Tool 3 Lec		\$56
		PRS*202	Machine Tool 3 Lab		\$25
		PRS*211	CNC 2 Mill Lec		\$56
		PRS*212	CNC 2 Mill Lab		\$25
		PRS*218	Solidworks		\$10
		PRS*231	Machine Tool 4 Lec		\$28
		PRS*232	Machine Tool 4 Lab		\$25
		PRS*241	Machining Capstone Lec		\$25
		PRS*242	Machining Capstone Lab		\$25
	Welding	WLD*102	Welding I Lab (Intro)		\$250
		WLD*102	Welding I Lab (Intro)		\$20
		WLD*112	Welding II Lab (All Position SMAW)		\$250
		WLD*112	Welding II Lab (All Position SMAW)		\$20
		WLD*122	Wldg III Lab -(Adv. SMAW)		\$20

Career and Technical Education Course Fees, Cont.

UNCHANGED CURRENT FEES	Department	Sec Name	Sec Short Title	New Fee	Old Fee
		WLD*132	Welding IV Lab GMAW		\$250
		WLD*132	Welding IV Lab GMAW		\$20
		WLD*133	Wldg VI (Blueprint Rdg)		\$250
		WLD*202	Welding V Lab GTAW		\$250
		WLD*202	Welding V Lab GTAW		\$20
		WLD*212	Welding VII Lab Pipe Wldg		\$20
		WLD*213	Welding VIII(Adv Grad Proj)		\$20

Instruction Course Fees

CHANGES	Department	Sec Name	Sec Short Title	New Fee	Old Fee
	Art	ART*135	Illustration I	\$10	\$60
		ART*215	Printmaking-Relief	\$40	\$60
		ART*216	Printmaking-Intaglio	\$40	\$60
		ART*241	Advanced Painting	\$10	\$60
	Biology	BIO*205	Microbiology for Allied Health	\$50	\$25
	Chemistry	CHM*105	Intro to Chemistry	\$20	\$15
	Education	EDU*115	Child Hlth, Nurti&Safety	\$60	\$50
		EDU*203	Educational Technology	\$60	\$130
		EDU*212	Teaching Prof/Field Experience	\$10	\$32
	Music	MUC*102	Mus Theo I (Written)	\$25	\$30
		MUC*104	Mus Theo II (Written)	\$25	\$30
		MUC*202	Mus Theo III (Written)	\$25	\$30
		MUC*204	Mus Theo IV (Written)	\$25	\$30
		MUE*105	College Choir I	\$10	\$25
		MUE*106	College Choir II	\$10	\$25
		MUE*107	College Choir III	\$10	\$25
		MUE*205	College Choir IV	\$10	\$25
		MUE*206	College Choir V	\$10	\$25
		MUE*207	College Choir VI	\$10	\$25
		MUE*111	Vocal Jazz Ensemble I	\$10	\$25
		MUE*112	Vocal Jazz Ensemble II	\$10	\$25
		MUE*113	Vocal Jazz Ensemble III	\$10	\$25
		MUE*211	Vocal Jazz Ensemble IV	\$10	\$25
		MUE*212	Vocal Jazz Ensemble Advanced	\$10	\$25
		MUE*115	College Band I	\$10	\$25
		MUE*116	College Band II	\$10	\$25
		MUE*117	College Band III	\$10	\$25
		MUE*215	College Band IV	\$10	\$25
		MUE*216	College Band Advanced Skills	\$10	\$25
		MUE*121	Jazz Band I	\$10	\$25
		MUE*122	Jazz Band II	\$10	\$25
		MUE*123	Jazz Band III	\$10	\$25
		MUE*221	Jazz Band IV	\$10	\$25
		MUE*222	Jazz Band Advanced Skills	\$10	\$25
		MUE*125	Jazz Combo I	\$10	\$25
		MUE*126	Jazz Combo II	\$10	\$25
		MUE*127	Jazz Combo III	\$10	\$25

Instruction Course Fees, Cont.

CHANGES	Department	Sec Name	Sec Short Title	New Fee	Old Fee
		MUE*225	Jazz Combo IV	\$10	\$25
		MUE*226	Jazz Combo Advanced Skills	\$10	\$25
		MUE*145	Percussion Ensemble I	\$10	\$25
		MUE*146	Percussion Ensemble II	\$10	\$25
		MUE*147	Percussion Ensemble III	\$10	\$25
		MUE*245	Percussion Ensemble IV	\$10	\$25
		MUE*246	Percussion Ensemble Advanced Skills	\$10	\$25
		MUE*135	String Ensemble I	\$10	\$25
		MUE*136	String Ensemble II	\$10	\$25
		MUS*101	Music Appreciation	\$10	\$30
		MUS*151	World Music	\$10	\$30
		MUS*154	Music Appreciation Age of Rock and Roll	\$0	\$30
		MUS*155	Jazz Appreciation	\$0	\$30
		MUS*171	Music History from 1800	\$10	\$30
		MUS*172	Music History to 1800	\$10	\$30
UNCHANGED	Biology	BIO*110	General Ecology		\$10
CURRENT FEES		BIO*111	Gen Biology Lec & Lab		\$50
		BIO*121	Prin of Biology I Lec & Lab		\$20
		BIO*122	Prin of Biology II Lec & Lab		\$50
		BIO*151	Intro to Hum Anat&Psys Lec&Lab		\$40
		BIO*206	Hum Anat&Phys I Lec & Lab		\$10
		BIO*207	Hum Anat&Phys II Lec & Lab		\$50
	Chemistry	CHM*106	Chemistry for Health Sciences		\$15
		CHM*111	Gen Chemistry I Lec & Lab		\$30
		CHM*112	Gen Chemistry II Lec & Lab		\$50
	Geology	GEO*102	Intro Phys Geo Lab		\$40
	Physics	PHY*104	Intro to Physics Lect&Lab		\$20
		PHY*110	Survey of Phys Sci Lec & Lab		\$25
		PHY*212	Gen Physics I Lab		\$10
		PHY*222	Gen Physics II Lab		\$50
	Physical Education	PED*000	Fitness Center Orientation		\$15
	Art	ART*118	Photography I		\$40
		ART*119	Photography II		\$40
		ART*121	Digital Design		\$15
		ART*125	Design I: Two Dimensional Dsgn		\$10
		ART*126	Design II: Color Theory		\$10
		ART*128	Drawing I		\$10
		ART*129	Drawing II		\$10
		ART*131	Figure Drawing I		\$30
		ART*132	Figure Drawing II		\$30
		ART*231	Figure Drawing III		\$30
		ART*141	Painting I		\$10
		ART*142	Painting II		\$10
		ART*145	Watercolor I		\$10
		ART*146	Watercolor II		\$10
		ART*148	Ceramics I:Handbldg&Surfaces		\$30
		ART*149	Ceramics II:Throwing & Glaze		\$30

Instruction Course Fees, Cont.

UNCHANGED CURRENT FEES	Department	Sec Name	Sec Short Title	New Fee	Old Fee
		ART*170	Typography		\$15
		ART*171	Digital Photography		\$25
		ART*218	Advanced Photography		\$40
		ART*228	Drawing III		\$10
		ART*229	Advanced Drawing		\$10
		ART*231	Figure Drawing III		\$30
		ART*232	Adv. Figure Drawing		\$30
		ART*245	Watercolor III		\$10
		ART*248	Advanced Ceramics		\$30
		ART*251	Design III: Three Dimen Dsgn		\$10
		ART*255	Design IV: Adv. Problems		\$15
		ART*261	Package Design		\$15
		ART*262	Page Design & Layout		\$15
	Graphic Design	GDN*218	Page Design & Layout		\$15
	Multi Media Design	MMD*222	Digital Photography		\$25
	Music	All applied music classes are charged \$225 instructor fee, All voice courses are charged an additional \$60 accompanist			
		MUA*101	Applied Voice I		\$225
		MUA*101	Applied Voice I		\$60
		MUA*102	Applied Voice II		\$225
		MUA*102	Applied Voice II		\$60
		MUA*103	Applied Voice III		\$225
		MUA*103	Applied Voice III		\$60
		MUA*111	Applied Instrument I		\$225
		MUA*112	Applied Instrument II		\$225
		MUA*113	Applied Instrument III		\$225
		MUA*115	Applied Woodwind I		\$225
		MUA*116	Applied Woodwind II		\$225
		MUA*117	Applied Woodwind III		\$225
		MUA*121	Applied Low Brass I		\$225
		MUA*122	Applied Low Brass II		\$225
		MUA*123	Applied Low Brass III		\$225
		MUA*125	Applied High Brass I		\$225
		MUA*126	Applied High Brass II		\$225
		MUA*127	Applied High Brass III		\$225
		MUA*131	Applied Piano I		\$225
		MUA*132	Applied Piano II		\$225
		MUA*133	Applied Piano III		\$225
		MUA*141	Applied Guitar I		\$225
		MUA*142	Applied Guitar II		\$225
		MUA*143	Applied Guitar III		\$225
		MUA*145	Applied Percussion I		\$225
		MUA*146	Applied Percussion II		\$225
		MUA*147	Applied Percussion III		\$225
		MUA*201	Applied Voice IV		\$225
		MUA*201	Applied Voice IV		\$60
		MUA*202	Applied Voice V		\$225
		MUA*202	Applied Voice V		\$60

Instruction Course Fees, Cont.

UNCHANGED	Department	Sec Name	Sec Short Title	New Fee	Old Fee
CURRENT FEES	Music	MUA*203	Applied Voice Advanced Skills		\$225
		MUA*203	Applied Voice Advanced Skills		\$60
		MUA*211	Applied Instrument IV		\$225
		MUA*212	Applied Instrument V		\$225
		MUA*213	Applied Instrument Advanced		\$225
		MUA*215	Applied Woodwind IV		\$225
		MUA*216	Applied Woodwind V		\$225
		MUA*217	Applied Woodwind Advanced		\$225
		MUA*221	Applied Low Brass IV		\$225
		MUA*222	Applied Low Brass V		\$225
		MUA*223	Applied Low Brass Advanced		\$225
		MUA*225	Applied High Brass IV		\$225
		MUA*226	Applied High Brass V		\$225
		MUA*227	Applied High Brass Advanced		\$225
		MUA*231	Applied Piano IV		\$225
		MUA*232	Applied Piano V		\$225
		MUA*233	Applied Piano Advanced		\$225
		MUA*241	Applied Guitar IV		\$225
		MUA*242	Applied Guitar V		\$225
		MUA*243	Applied Guitar Advanced		\$225
		MUA*245	Applied Percussion IV		\$225
		MUA*246	Applied Percussion V		\$225
		MUA*247	Applied Percussion Advanced		\$225
	Theatre	THE*101	Theatre Appreciation		\$40

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 4, 2019**

**AGENDA ITEM 11: PROPOSED NEW POLICY: BEHAVIORAL INTERVENTION
TEAM**

The Shared Governance Council has recommended a new policy that will formalize the current Behavioral Intervention Team (BIT) and set out procedures for its work. The policy establishes membership, provides a charge for the team, sets operational and procedural guidelines and outlines other items to ensure an effective BIT. This policy will be presented for review and input; it will be brought back to the March meeting for approval.

3.30 Behavioral Intervention Team Policy *(adopted xxx)*

East Central College recognizes the Behavioral Intervention Team (BIT) as an official College team. It is the responsibility of the team to review behavioral incidents and concerns and ensure a systematic response to students whose behavior may be disruptive or harmful to themselves or other members of the College community.

Procedures *(adopted xxx)*:

3.30.1 Team Charges

The specific BIT charges are:

- A. Assess student situations when concerning behaviors are identified.
- B. Consult with administration, faculty, staff and other students affected by concerning behaviors.
- C. Coordinate the College response to a violent, threatening, or significantly disruptive student or a student's situation.
- D. Develop a specific strategy to manage the threatening, disrupting, or concerning behavior with regard to the safety and rights of others, as well as those of the student at issue, and to minimize the disruption to the College community.
- E. Make recommendations to responsible College officials on appropriate action consistent with College policy and procedure statements, and with state and federal law.

3.30.2 Team Composition

- A. The BIT is chaired by the Vice President of Student Development or a designee in her/his absence.
- B. The core members include:
 - (1) Vice President for Student Development
 - (2) Director of Advising and Counseling Services
 - (3) Licensed Clinical Counselor or Social Worker
 - (4) Campus Police Officer(s)
 - (5) Up to two Faculty appointed by the Vice President for Academic Affairs
 - (6) Representative from Rolla Campus appointed by site director
- C. The Vice President of Student Development may consult with other College officials as needed, and request that other College officials serve on the team in specific situations.
- D. All core members are required to attend continuing education opportunities pertaining to behavior intervention and threat assessment.

3.30.3 Operations and Procedures Guidelines for Case Management

- A. At the beginning of each fall and spring semester, the Vice President for Student Development will send a notice to faculty and staff, through appropriate communication channels, stating the team is available for consultation when they are concerned about potentially harmful, threatening, or disruptive behavior of a student or students.
- B. Report emergency or extreme situations immediately by calling 911 if a student displays an imminent threat to self or others, or serious disruptive or threatening behavior.
- C. A student's behavior that is not extreme or severe should be reported by completing an ECC Cares Incident of Student Concern form. Once the report is received, the Vice President of Student Development or designee will present the case to the BIT for an assessment and develop an appropriate response plan. The BIT's response will be based on the nature of the behavior, the severity of the risk, and the needs of the student.
- D. All meetings will be chaired by the Vice President of Student Development. In the event the Vice President of Student Development is unavailable to chair a meeting, the meeting will be chaired by a core designee of the team as determined by the Vice President of Student Development.
- E. The team meets on a weekly basis, but in a time-sensitive high-risk situation, a special team meeting may be called by any member.
- F. The team uses the National Behavioral Intervention Team Association's threat assessment tool to classify reports into risk levels and determine appropriate interventions.
- G. The desired outcome of a consultation and or intervention with a student by a member of BIT is to recommend a course of action. Specific issues to be considered in a consultation or intervention include: assessment of potential violence, evidence of mental illness as the possible cause of behavior, containment of disruption, appropriate referral resources, and setting appropriate behavioral boundaries within existing College policies.

3.30.4 Case Information and Confidentiality Procedures

Members of the Team may provide each other, faculty, staff, and students involved in a particular case, or outside parties in connection with the situation, with information as is necessary to protect the health, safety, and privacy of the student or other persons, and to generate a recommended course of action, in accordance with applicable legal and professional standards of confidentiality, including the release of information pursuant to the Family Educational Rights and Privacy Act of 1974.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 4, 2019**

AGENDA ITEM 12: *PERSONNEL

A. APPOINTMENTS

Recommendation: To **approve** the appointment of Mary Bonine as Biology Instructor effective January 8, 2019 with a nine-month salary of \$51,652.

Pending Recommendation: Reference checks are being completed and we anticipate a recommendation for the Director of Early College Programs will be provided at the February 4 meeting.

B. SPRING 2019 ADJUNCTS

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

Attachments

2/4/2019

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East Central College

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



Interoffice Memo
HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: January 28, 2019
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire – Biology Instructor

Please accept the Search Committee's recommendation to hire Ms. Mary Bonine as the full-time Biology Instructor effective January 8, 2019 with a nine month salary of \$51,652.00. Ann Boehmer, Dean of Instruction, 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. Mary Bonine has maintained an adjunct instructor position since 2002 at various colleges and universities.

Ms. Mary Bonine's experience includes, but is not limited to the following:

- Adjunct Instructor and Tutor at Kirkwood Community College in Cedar Rapids, IA since August 2002.
- Adjunct Instructor at Eastern Iowa Community College in Davenport, IA since October 2004.
- Adjunct Instructor at Empire State College in Saratoga Springs, NY since August 2008.
- Adjunct Instructor at Herzing University Online in Menomonee Falls, WI since January 2011.

Ms. Mary Bonine received her Masters of Science in Biology from the University of Nevada, Las Vegas and her Bachelors of Science in Biology and Bachelors of Arts in Botany from the University of Iowa, Iowa City.

/wh



Interoffice Memo

TO: Dr. Jon Bauer
DATE: January 23, 2019
FROM: Office of Academic Affairs
RE: Adjunct Addendum for Spring Semester 2019

Please approve the following adjunct addendum for Spring semester 2019.

ADDITIONS

Nursing and Allied Health

Dan Manhart, EMT
Junette Owens, Nursing
Becky Raterman, Nursing
Heather Sluis, Nursing

Humanities and Fine Arts

Patience Fleer, Music

Social Science

Jennifer Rivera, Geology

DELETIONS

Math/Engineering/Science

Tiffany Atherton, Biology
Ray Cousins, Chemistry

Humanities and Fine Arts

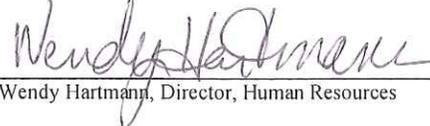
Melissa Dereberry, English

Social Sciences

William McKenzie, Psychology

Approval:

 1/24/19
Robyn Walter, Vice President, Academic Affairs Date

 1/25/19
Wendy Hartmann, Director, Human Resources Date

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 4, 2019**

AGENDA ITEM 13: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

2/4/2019

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East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 4, 2019**

AGENDA ITEM 14: 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 Vice President, Kim Aguilar
- E. Student Government Association President, Gwen Minks

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 4, 2019**

AGENDA ITEM 15: 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

March 4	March 11
March 28 (<i>5 p.m. Vision Development Workshop</i>)	
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

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 4, 2019**

AGENDA ITEM 16: ADJOURNMENT

Recommendation: To **adjourn** the February 4, 2019 meeting of the Board of Trustees.

2/4/2019

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East Central College

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