

**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 November 5, 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 7:00 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.*

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President, Board of Trustees

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Secretary, Board of Trustees

# BOARD OF TRUSTEES AUTHORIZATION RESOLUTION

United Bank of Union  
15 East Main Street  
Union, MO 63084



COPY

By: Junior College District  
of East Central Missouri  
1964 Prairie Dell Rd.  
Union, MO 63084-4344

Referred to in this document as "Financial Institution"

Referred to in this document as "the College"

I, Don Kappelmann, certify that I am Secretary (clerk) of the above named public entity organized and operating under the laws of Missouri, Federal Employer I.D. Number 43-0910391, under the name of East Central College, hereafter referred to as "the College", and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Trustees of the organized public entity duly and properly called and held on 4/11/16. These resolutions appear in the minutes and have not been rescinded or modified.

**AGENTS** Any agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Social Security Number
A. <u>Carl J. Bauer, ECC President</u>	X <u><i>Carl J. Bauer</i></u>	X
B. <u>Phillo E. Pena, ECC VP of Finance &amp; Administration</u>	X <u><i>Phillo E. Pena</i></u>	X
C. <u>Annette Moore, ECC Director of Financial Services</u>	X <u><i>Annette Moore</i></u>	X
D. <u>Lark Hoffman, ECC Business Office Manager</u>	X <u><i>Lark Hoffman</i></u>	X
E. <u>Carol Bailie, ECC Payroll Specialist</u>	X <u><i>Carol Bailie</i></u>	X
F. <u>Prudence Fink Johnson, Board of Trustees Treasurer</u>	X <u><i>Prudence Fink Johnson</i></u>	X

**POWERS GRANTED** (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E and/or F	Description of Power	Indicate number of signatures required
<u>N/A</u>	(1) Exercise all of the powers listed in this resolution.	<u>N/A</u>
<u>A, B, C, F</u>	(2) Open any deposit or share account(s) in the name of the College.	<u>3</u>
<u>A, B, C, F</u>	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	<u>2</u>
<u>N/A</u>	(4) Borrow money on behalf and in the name of the College, sign, execute and deliver promissory notes or other evidences of indebtedness.	<u>N/A</u>
<u>N/A</u>	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the College as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	<u>N/A</u>
<u>A, B, C, D</u>	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	<u>1</u>
<u>A, B, C, D, E</u>	(7) Other: Online access for reviewing account balances & transactions for all accounts. Please see attached letter for explanation.	<u>N/A</u>

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**LIMITATIONS ON POWER** The following are the College's express limitations on the powers granted under this resolution.

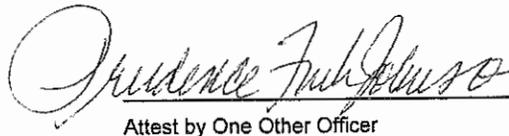
N/A

**CERTIFICATION OF AUTHORITY**

I further certify that the Board of Trustees of the College has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolution on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the College on April 11, 2016.

  
Attest by One Other Officer

  
Secretary

**RESOLUTIONS**

The public entity named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the College and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Trustees of the College and certified to the Financial Institution as governing the operation of this public entity's account(s), are in full forces and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution in conclusive evidence of their authority to act on behalf of the College. Any Agent, so long as they act in a representative capacity of the College, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the College with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The College agrees to the terms and conditions of any account agreement, properly opened by any Agent of the College. The College authorizes the Financial Institution, at any time, to charge the College for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The College acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the College to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The College acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signatures and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the College with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The College authorizes each Agent to have custody of the College's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

**FOR FINANCIAL INSTITUTION USE ONLY**

Acknowledged and received on \_\_\_\_\_ (date) by \_\_\_\_\_ (initials)  This resolution superseded by resolution dated \_\_\_\_\_.

Comments:

**5.27 Tuition Waiver and Tuition Reimbursement** *(Adopted 6-1-1992; Revised 6-4-2001; Reaffirmed 4-15-2014)*  
Educational assistance benefits may be provided to employees and retirees.

**Procedures:** *(Revised 4-6-2006)*

**5.27.1 Employee Tuition Waiver** *(Revised 4-15-2014, 7-23-2014; 2-18-2015)*

East Central College encourages its employees to further their education. Enrollment in classes at East Central College encourages professional and personal growth of employees and provides a tangible fringe benefit.

The employee must complete the Tuition Waiver Request Form and receive the approval of the immediate supervisor, area Vice President and Human Resources prior to the first day of class. Failure to complete the form in advance will result in denial of waiver benefits. Enrollment in the course(s) should be outside the employee's normal working hours and should not interfere with the employee's work responsibilities. Coursework may not be completed during normal working hours.

The employee tuition waiver covers tuition and general fees but does not apply toward any special fees, book/supply costs, courses offered only on a non-credit basis or program costs assessed through educational partners for tuition, seat charges or other fees.

Employees receiving a tuition waiver for themselves or a dependent(s) who separate from the College prior to mid-term in the semester in which the tuition waiver is granted will be required to pay the tuition for that semester. If employment terminates after mid-term, no tuition will be due the College.

**5.27.2 Tuition Waiver Eligibility** *(Revised 4-15-2014; XXX 2018)*

Tuition waiver eligibility for full-time and part-time employees begins the semester following the employee's hire date. The following employees are eligible for tuition waiver benefits for ECC credit classes:

- Full-time employees – Eligible for up to six credit hours per semester.
- Part-time employees – Eligible for up to six credit hours per semester.
- Adjunct instructors - Eligible for six credit hours during the semester immediately following completion of their assignment as an adjunct instructor, unless otherwise approved by Human Resources.
- Retirees – Eligible for up to six credit hours per semester. Retirees are defined as individuals who have completed five years of service to East Central College and are eligible for retirement benefits through PSRS/PEERS.
- Spouses of full-time employees – Eligible for up to eighteen credit hours per semester.
- Unemancipated children of full-time employees – Eligible for up to eighteen credit hours per semester which includes ~~dual-tech~~ *dual-technical*

*credit*, dual enrollment, and dual credit tuition for unemancipated children who are under the age of 24, unmarried and live in the employee's residence. Unemancipated children may be: natural children, adopted children, stepchildren that live with employee, or other children for whom the employee is the legal guardian. If the student is using multiple tuition-based funding programs, the other funding will be applied to the student's account before the employee waiver. Should the student drop a course(s) during the semester, the student will be responsible for repaying any charges beyond tuition and general fees. Exceptions to this procedure must be approved by the Director of Financial Aid.

Eligible individuals using a tuition waiver who withdraw or wish to repeat a course are subject to the applicable academic policies and may receive a waiver for only one repeat per course. Repeatedly withdrawing from courses covered by tuition waiver may result in a suspension of the tuition waiver benefit.

### **5.27.3 Approval of Tuition Waiver** *(Revised 4-15-2014)*

Requests for tuition waivers for employees must be approved by the employee's immediate supervisor, area Vice President and the Office of Human Resources. These requests must be submitted on the Tuition Waiver Request Form prior to the start of each semester. The course itself, as well as the day and time of the course, are subject to these approvals.

Requests for tuition waivers for retirees, spouses, and/or unemancipated children must be initiated by the employee and must be approved by the Office of Human Resources. These requests must be submitted on the Tuition Waiver Request Form prior to the start of each semester.

### **5.27.4 Full-Time Employee Tuition Reimbursement** *(Revised 4-15-2014; xxxx 2018)*

- A. Full-time regular employees are eligible to receive financial assistance for approved college study directed toward improvement of their qualifications. Reimbursement of tuition shall be up to an amount equal to 100% of the applicable undergraduate or graduate educational fee (tuition) at the University of Missouri-St. Louis. Employee tuition reimbursement covers tuition only and does not apply toward any special fees or book/supply costs.
- B. Courses must be taken at a regionally accredited college or university and must be applicable toward a higher degree than the current highest degree of the employee *or a recognized post-secondary certificate or non-degree credential*. Exceptions may be made by the area Vice President, Director of Human Resources and President when it is deemed to be in the best interest of the College.
- C. The employee must complete the Tuition Reimbursement Request Form and receive the approval of the immediate supervisor, area Vice President and Human Resources prior to enrolling in the course(s). Enrollment in the course(s) should be outside the employee's normal working hours and must not

interfere with the employee's work responsibilities. Any exceptions must be approved by the College President. Coursework may not be completed during normal working hours.

- D. No more than six *unrestricted* credit hours will be reimbursed *during an employee's tenure* prior to admission to an undergraduate or graduate degree program *or a post-secondary certificate/non-degree credential*. A degree plan, approved by the supervisor, area Vice President and College President must be on file with the Human Resources office prior to requesting tuition reimbursement beyond the initial six hours. *After the initial six hours, only* coursework detailed in the program of study for the advanced degree (beyond the employee's current degree) *or post-secondary certificate/non-degree credential* will be considered for tuition reimbursement.
- E. The employee's immediate supervisor, area Vice President, College President and the Director of Human Resources must indicate approval of the course(s) by signing the Tuition Reimbursement Request form.
- F. Financial assistance shall be limited to no more than eighteen credit hours for any fiscal year during which the employee is employed with East Central College. *Tuition reimbursement will be subject to IRS guidelines regarding educational assistance. If an employee's total annual reimbursement exceeds the IRS limit for nontaxable reimbursements, the difference between the limit and the amount reimbursed will be considered taxable income on the employee's W-2.*
- G. Employment is required to continue two calendar years following tuition reimbursement. Should the employee voluntarily leave the employment of East Central College within one year of completion of coursework for which the employee was reimbursed, 100% of the tuition reimbursed for the 12-month period ending the date of the last course completed for which reimbursement was received and 50% of the tuition reimbursed for the prior 12-month period shall be repaid to the College. Employees voluntarily leaving the employment of East Central College after one year but prior to the completion of two years of employment following tuition reimbursement shall repay 50% of the tuition reimbursed for the 12-month period ending the date of the last course completed for which reimbursement was received. Any exception must be authorized by the College President.
- H. All freshman and sophomore level classes must be taken at ECC (covered under the tuition waiver) unless ECC does not offer the requested course or equivalent. Employees working toward an Associate degree will be required to take the classes at ECC. Reimbursement of tuition for freshman and sophomore level classes not available at ECC shall be up to an amount equal to 100% of the applicable educational fee (tuition) at East Central College. Exceptions must be approved by the area Vice President, Human Resources and the College President.

I. Employees who, prior to completing the approved course, voluntarily leave the College or are terminated will not be reimbursed. Records of all education programs completed by each employee will be maintained by the Office of Human Resources.

**5.27.5 Completed Course(s)**

The employee must submit a transcript or grade report to the Office of Human Resources to verify that the approved course has been completed.

**5.27.6 Grade Requirements**

Grade “C” or better for undergraduate level course work or grade “B” or better for graduate level course work is required for reimbursement.

**5.27.7 Course Approval** *(Revised 4-15-2014)*

The employees’ immediate supervisor, area Vice President, and the Director of Human Resources must indicate approval of the course(s) by signing the Educational Assistance Request Form. Enrollment in the course(s) should be outside the employee’s normal working hours and should not interfere with the employee’s work responsibilities. Any exceptions must be approved by the College President.

**5.27.8 Degree Attainment** *(Revised 4-15-2014)*

Full-time Faculty, Professional and Support Staff who obtain a college or university degree that exceeds the established degree requirements for the position in which they are employed will receive a salary increase. Subsequent degrees at the same level will not qualify for additional salary increases.

The degree must be obtained from a regionally accredited college or university. An official transcript showing degree completion must be submitted to the Human Resources Office.

Salary increases will be awarded on the first payday following verification of degree completion. Faculty and Professional Staff will receive the amount added to their annual contractual salary; Support Staff will receive an hourly rate adjustment equal to the annualized award.

The following increase to annual salary will be awarded upon completion of the degree:

Associate’s degree	\$ 500
Bachelor’s degree	\$1,000
Master’s degree	\$1,500
Specialist degree/MFA	\$2,000
Doctoral degree	\$3,000

#### **5.47 Domestic Partners** *(Adopted XXX)*

East Central College defines a domestic partnership as two people living together and involved in an interpersonal relationship sharing their domestic life as married although they are not legally married. The College reaffirms its commitment to diversity and equal employment by extending health plans and life plan coverage as well as tuition waiver benefits to domestic partners and their legal dependents on the same basis as they are made available to the spouses and dependents of other married employees. Employees may utilize sick leave to care for a domestic partner and bereavement leave for a domestic partner in the same manner as used for a spouse. Similarly, dependent children of employee's domestic partners shall be defined as employee's dependent children for purposes of benefits and leave.

#### **Procedures:**

- 5.47.1 Benefits provided will be in accordance with regulations and requirements from insurance vendors, county, state and federal government.
- 5.47.2 To be eligible for coverage as a domestic partner, the College employee and the domestic partner must complete and file with Human Resources an "Affidavit of Domestic Partnership" in which they attest that (a) they are each other's sole domestic partner, responsible for each other's common welfare and financial obligations, (b) neither party is married, nor are they related by blood to a degree that would prohibit marriage in the State of Missouri, (c) the relationship is an exclusive mutual commitment similar to that of marriage, and they intend to remain so indefinitely, (d) each partner is at least 18 years of age and mentally competent to consent to contract, (e) the partnership must have been in existence for the past six (6) consecutive months prior to the filing the Affidavit of Domestic Partnership.
- 5.47.3 Notification of Changes: The parties must agree to notify Human Resources of any change in the circumstances which have been attested to in the documents qualifying a person for coverage as a domestic partner within thirty (30) calendar days.
- 5.47.4 Liability for False Statements: If any company, or East Central College, suffers a loss because of a false statement(s) contained in the documents submitted in connection with coverage for a domestic partner or as a consequence of the failure to notify Human Resources of a changed circumstance, the company, or East Central College, will be entitled to recover reasonable attorney fees in addition to damages for such losses.
- 5.47.5 Children of a domestic partner may be enrolled in the health, dental, voluntary vision and/or voluntary life plans if they meet the definition of an eligible dependent as defined by the College's plan documents.
- 5.47.6 All information supplied by the employee or the domestic partner will be kept confidential and this information is not released to any party outside Human Resources and the College's benefit providers. Except as a necessary conduit of information,

Human Resources is not involved in the processing of the enrollments or the determination of eligibility for domestic partnership benefits. The determination of eligibility for domestic partnership health, dental, voluntary vision and/or voluntary life plan benefits is made by the College's benefit providers.

- 5.47.7 The value of benefits provided to an employee's domestic partner (and the domestic partner's eligible children, if any) is considered part of the employee's taxable income, unless the employee's domestic partner qualifies as a dependent under Section 152 of the Internal Revenue Code. Additional information may be required by Human Resources to verify this.
- 5.47.8 Termination of Relationship: The employee shall file a statement with Human Resources indicating the relationship has ended within 30 calendar days. A copy of the termination will be mailed to the other partner unless both have signed the termination statement.
- 5.47.9 Benefits extended to domestic partners will cease upon filing of the termination paperwork with Human Resources.
- 5.47.10 COBRA: Domestic partners, former domestic partners, and their dependents are not eligible for benefits under COBRA or Section 125 as provided by applicable law.