



**BOARD OF TRUSTEES
MEETING**

June 10, 2019

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

**June 10, 2019
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.	PRE-AUTHORIZATION OF GRANT FUNDED PURCHASES	4 Votes		
9.	BUDGET/STAFFING PLAN – FY20	4 Votes		
10.	PROFESSIONAL SERVICES CONTRACTS	4 Votes		
11.	INSURANCE BROKER	4 Votes		
12.	FACILITIES LEASES	4 Votes		
13.	VENDING CONTRACTS	4 Votes		
14.	*PERSONNEL A. Appointments B. Resignation C. Adjunct Faculty – Summer 2019	4 Votes		
15.	BOARD PRESIDENT'S REPORT			X
16.	REPORTS A. Faculty Association B. ECC-NEA C. Professional Staff Association D. Classified Staff Association			X
17.	PRESIDENT'S REPORT			X
18.	EXECUTIVE SESSION – RSMo2004, SECTION 610.21 (3) PERSONNEL			
19.	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
June 10, 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.

6/10/2019

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
June 10, 2019**

AGENDA ITEM 2: RECOGNITION OF GUESTS

Guests will be recognized by Mr. Jay Scherder.

6/10/2019

Section 2, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 10, 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.

6/10/2019

Section 3, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 10, 2019**

AGENDA ITEM 4: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the June 10, 2019 Board of Trustees meeting.

6/10/2019

Section 4, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

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Agenda Item 4: Approval of Agenda

Consent Agenda Items for June 10, 2019:

Approval of Minutes
Personnel

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

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

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 10, 2019**

AGENDA ITEM 5: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the May 6, 2019 regular meeting of the Board of Trustees.

Attachment

6/10/2019

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

Section 5, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING**

Monday, May 6, 2019

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 Johnson, Cookie Hays 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 Student Affairs Heath Martin and Vice President of Finance and Administration Phil Pena; Other Staff – Executive Director of Institutional Effectiveness Michelle Smith, Director of Financial Services Annette Moore, Director of Public Relations Jay Scherder, Human Resources Director Wendy Hartmann, Campus Life and Leadership Coordinator Courtney Henrichsen, Campus Police Officer Todd Schlitt, NEA President Tom Fitts, Faculty Association President Jenifer Goodson, Professional Staff President Jenny Kuchem, Classified Staff Association President Stacy Bellville, Student Government Association (SGA) outgoing Recording Officer Josh German, SGA incoming President Juanita Ziegler, SGA incoming Recording Officer Jeremy Robey, SGA incoming Vice President Ryan Pritchard and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: Mr. Scherder introduced Amanda Postma from the *Missourian*.

PUBLIC COMMENT: There were no public comments.

APPROVAL OF AGENDA: Each item on the consent agenda shall be deemed to have been duly approved with the same validity as if each action were separately moved, seconded and adopted.

Motion: To **approve** the agenda for the May 6, 2019 meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the March 28, 2019 Board Workshop and the April 1, 2019 meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President Phil Pena 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 Johnson; Seconded by Cookie Hays; Carried Unanimously

PROPOSED NEW POLICY: BPP3.31 ADMISSION OF STUDENTS WITH PAST FELONY CONVICTIONS: Dr. Bauer noted there were no changes to the policy as presented last month.

Motion: To **approve** Board Policy & Procedures 3.31 Admission of Students with Past Felony Convictions as attached.

Motion by Joseph Stroetker; Seconded by Cookie Hays

Motion: To **amend** the motion to include a change to the policy title to reflect the inclusion of entering a guilty plea.

Motion by Prudence Johnson; seconded by Cookie Hays; Carried Unanimously

FACULTY PROMOTION IN RANK: Dr. Bauer explained the process for applying for promotion in rank. He noted that a committee reviews all submitted portfolios and makes a recommendation to the Vice President of Academic Affairs and the President for a final decision. The process is rigorous and promotion is not automatic.

Motion: To **approve** the promotion of Aaron Bounds, Coreen Derifield, Shanee Haynes, Jennifer Higerd and Tracy Mowery to Assistant Professor; and the promotion of Nanette Sayles to Professor effective for the 2019-2020 academic year.

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

EXTENSION OF MEMORANDUM OF UNDERSTANDING – CENTRAL METHODIST UNIVERSITY:

The agreement proposed includes an assessment of \$4,000 for reimbursement of evening security services in proportion to CMU's use of facilities in the evening as well as an inflationary increase.

Motion: To **approve** a revised Memorandum of Understanding for Continuing Facilities Usage with Central Methodist University for FY2020 at a flat rental fee of \$25,800.

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

INTERIM STRATEGIC PLAN UPDATE: Dr. Bauer reminded the Board that the Interim Strategic Plan was approved in March 2018 and addresses areas of the original strategic plan that the college committed to focus on for the current year. The goals did not change from the original plan; the strategies were more narrowly focused.

Dr. Michelle Smith provided highlights of the report shared in the Board packet. Category One – Helping Students Learn: The target of 3% growth in online programming has been surpassed while ensuring the quality of offerings. Chad Baldwin was appointed as Director of Online Education, and there has been heavy involvement of faculty and staff in assessing the quality of offerings. Dual credit students are enrolled from 13 area high schools and online dual enrollment opportunities have been provided at 20 schools. While the numbers in dual credit/enrollment do not reflect growth, the college has filled the Director of Early College Programs position to provide a more comprehensive approach to serving this population. A new initiative, Three for Free, currently has 40 registered students with eight taking more than one class. Students from 18 area high schools are participating. The goal of retaining 60% of students from fall to fall has been met. In addition, the completion and transfer rate has increased by almost 10% over the last two years.

Category Two – Meeting Student and Other Key Stakeholder Needs: Spring 2019 enrollment was up from last year with first-time degree seeking students up 7.6%. The student development division has weekly enrollment goals which are being met or surpassed for the upcoming summer and fall semesters. Summer enrollment is currently approaching the level of Summer 2017. An early warning system has been implemented with referrals being made and faculty/staff responding to students' needs for assistance. The Center for Workforce Development has increased enrollment by 15% and the number of businesses being served has increased 46%. Enrollments in apprenticeships are up and participants in the Missouri Development Fund programs have also increased.

Category Three – Valuing Employees: The Great Colleges to Work For survey was administered this spring as well as last spring; the college has committed to doing this survey annually and results will be received in late May. The market compensation study was recently

completed and is being reviewed. Professional development sessions have been provided regarding assessment of student learning as well as sessions focused on enhancing the understanding of institutional data. The strategic plan development process has provided numerous opportunities for employee engagement and cross-functional collaboration.

Category Four – Planning and Leading: Internal communication pieces include regular updates from leadership to the campus via email, opportunities for discussion with leadership, and access to SharePoint to keep everyone updated on committee work. The Shared Governance Council has been meeting regularly and representatives serve as a conduit for information to/from leadership. There has been an increased social media presence and outreach to students via text messaging has been initiated. A schedule for sharing student success with area school districts has been developed, and the new strategic plan is on target for completion in August. Board participation on committees has enhanced the feeling of working together.

Category Five – Knowledge Management and Resource Stewardship and Category Six – Quality Improvement: In the future, institutional effectiveness will be measured using the metrics to be outlined in the strategic plan. Efforts continue to enhance the review and use of data for improvement; several non-academic groups are working on self-reviews.

Dr. Bauer noted that a key part of the interim plan was to establish the position now held by Dr. Smith.

***PERSONNEL:** The Board **approved** the reappointment of the full-time professional staff for the 2019-20 fiscal year and full-time faculty for the 2019-2020 academic year as listed on the attached memoranda. The Board also **approved** the appointment of adjunct faculty for the Summer 2019 semester as listed on the attached memorandum.

BOARD PRESIDENT’S REPORT: There was no report.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Jenifer Goodson reported on faculty participation in workshops and conferences.
- B. ECC-NEA REPORT:** NEA President Tom Fitts reported the NEA held elections and Aaron Bounds is the new vice president. Sean Barton and Jennifer Higerd were elected as at-large members and a secretary will be appointed later. Bargaining will be concluded the week of May 13. Forty-one high school teachers who were nominated by ECC students for playing a role in their success are being honored as Inspirers of Excellence by NEA.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported on staff participation in and presentations at conferences. Many staff are assisting students in the midst of finals. The testing center will be expanding testing offerings for the community.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association President Stacy Langan reported that elections were held; she will remain as president and Kim Aguilar remains as vice president.
- E. STUDENT GOVERNMENT ASSOCIATION:** SGA President Juanita Ziegler introduced Jeremy Robey as the new Chief Recording Officer, William Mullins as the Public Relations Officer, and Ryan Pritchard as the new Vice President. The faculty/staff versus students kickball game was enjoyed by all last week. SGA hosted several

relaxation events for finals week including a grab & go breakfast, ice cream, and a bean bag toss. Rotoract will be providing donuts on May 9.

PRESIDENT’S REPORT: Dr. Bauer reported that Megen Strubberg started her duties as Director of Early College Programs on May 1.

Enrollment for summer semester is up 23.2% in headcount and 25% in credit hours at this point. The census enrollment numbers for last summer have already been surpassed. Fall enrollment is up 3.3% in headcount and 3% in credit hours.

May 17 is the last day of the legislative session. A bill providing a technical fix for a retirement system issue that negatively impacted the ability to hire retired faculty as adjuncts has been signed by the Governor. State funding remains level with last year; state revenue has been down throughout the fall and winter but following the tax deadline, numbers are closer to projections. A funding increase will continue to be pursued, but it is very positive to have level funding with no additional withholding planned. A fast track bill providing for adults to receive assistance in funding training for high demand career fields is one of the Governor’s priorities. This bill would benefit community colleges; however, it is unclear whether it will pass.

The ECC budget and staffing plan, as well as the collective bargaining agreement, will be presented at the June meeting. As soon as budget information is finalized, it will be sent to the Board for review prior to the meeting.

The softball team ended the season with a record of 12 and 23. Three players were selected for the All-Region First Team and two were named to the All-Region Second Team.

The semester will culminate on Saturday, May 11 with the Nursing Pinning Ceremony at 9 a.m. and commencement at 11:30. Board members are asked to arrive no later than 11 a.m. and will robe in the Student Service Center. The high school equivalency ceremony will begin at 2 p.m.

ADJOURNMENT:

Motion: To **adjourn** the May 6, 2019 public Board of Trustees meeting at 6:26 p.m.

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

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 10, 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

6/10/2019

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 April 30, 2019 and April 30, 2018

ASSETS	<u>4/30/19</u>	<u>4/30/18</u>
Current		
Cash	8,119,123	7,226,654
Investments	842,776	833,774
Receivables, net		
Student	2,827,731	2,275,570
Federal & State agencies	785,252	608,090
Other	8,711	111,327
Inventories	212,876	222,779
Prepaid expenses	213,601	206,410
Total Current Assets	13,010,070	11,484,604
Non-Current Assets		
Other Assets	585,403	769,006
Capital Assets (net)	42,882,224	43,100,290
Total Non-Current Assets	43,467,627	43,869,296
Total Assets	56,477,697	55,353,900
DEFERRED OUTFLOW OF RESOURCES		
Deferred pension outflows	8,859,724	7,971,713
Total Assets and Deferred Outflow of Resources	65,337,421	63,325,613
LIABILITIES		
Current Liabilities		
Accounts Payable	107,587	181,735
Accrued Wages & Benefits	233,632	241,360
Unearned Revenue	2,525,752	1,981,110
Due to Agency Groups	84,944	88,213
Accrued Interest	0	66,384
Total Current Liabilities	2,951,914	2,558,802
Non-Current Liabilities		
USDA Loan	758,333	858,333
Bonds Payable	10,727,954	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	1,171,011	1,258,583
United Bank of Union	2,000,000	-
Total Non-Current Liabilities	32,126,547	31,861,606
Total Liabilities	35,078,462	34,420,408
DEFERRED INFLOW OF RESOURCES		
Deferred pension inflows	4,999,826	3,726,851
NET ASSETS		
Investment in Capital Assets, net	35,747,226	37,304,001
Restricted for Debt Service	106,930	41,033
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	5,988,354	6,335,814
All other Funds	-18,343,377	-20,262,494
Total Net Assets	25,259,133	25,178,354
Total Liabilities, Deferred Inflow of Resources and Net Assets	65,337,421	63,325,613

East Central College
Statement of Activities
General Fund

As of April 30, 2019 and April 30, 2018

	For the Fiscal Year Ending June 30, 2019			For the Fiscal Year Ended June 30, 2018			
	Current FY Budget	April 2019 Month end	Current FY Year-To-Date	Prior FY Budget	April 2018 Month end	Prior FY Year-To-Date	Prior FYE
Revenues:							
Local Revenue	6,671,746	66,977	6,589,642	6,313,000	90,610	6,433,329	6,509,020
State Revenue	5,259,236	426,638	4,266,383	5,306,645	428,548	4,285,486	5,238,705
Federal Revenue	-	-	6,270	5,000	-	7,130	7,130
Tuition and Fees	5,473,806	92,441	5,463,621	6,852,940	87,312	5,549,953	5,566,832
Interest Income	61,028	9,404	63,809	50,000	8,802	61,028	81,826
Gifts and Grants	-	159	29,092	45,000	990	112,389	59,347
Miscellaneous Revenue	-	3,201	119,282	80,519	3,813	60,716	72,636
Transfers-Interfund & Indire	-	-	(4,314)	-	-	90	-492,574
Transfer Federal Programs	-	-	-	-	-	10,321	5,849
Total Revenues	17,465,816	598,820	16,533,785	18,653,104	620,075	16,520,442	17,048,771
Expenses:							
Salaries	10,293,929	805,322	8,000,291	10,468,339	817,540	8,196,630	10,114,128
Benefits	3,124,302	253,651	2,681,157	3,170,393	250,520	2,666,436	3,586,941
Contractual Services	681,756	62,984	834,163	615,370	35,705	734,952	868,370
Current Expenses	1,310,723	62,666	607,308	1,361,919	98,173	657,784	843,308
Travel	204,909	21,693	147,604	218,087	19,774	155,850	179,758
Property & Casualty Insuran	202,073	-	200,191	205,000	-	202,062	202,062
Vehicle Expense	15,200	889	5,589	3,450	1,297	9,651	11,794
Utilities	568,500	36,245	430,376	708,599	42,767	431,162	596,416
Tele/Communications	222,291	15,472	213,515	219,201	20,911	179,223	222,336
Miscellaneous	454,553	23,069	296,267	1,210,844	4,875	248,449	434,818
Clearing Account	-	-2,225	337	-	719	-185	-
Scholarship Expense	65,500	-	57,516	74,500	750	60,236	64,184
Faculty Development	25,000	989	11,172	25,000	2,302	6,873	25,000
Instit. Match for Grants	78,000	-13,044	58,141	309,722	-	63,258	63,257
Commitment to ABE	20,000	-	-	20,000	-	-	20,000
Instit. Commit.to Fine Arts	6,500	-	-	6,500	-	-	6,500
Instit. Commit.to Word & M	3,200	-	-	3,200	-	-	-
Capital	170,980	-	6,016	32,980	-	21,927	44,853
Interfund Transfers	18,400	-	-	-	-	-	-
Interest on Debt	-	-	-	-	-	-	-
Total Expenses	17,465,816	1,267,711	13,549,643	18,653,104	1,295,333	13,634,308	17,283,725
Revenue over Expenses	-	-668,891	2,984,142	-	-675,258	2,886,134	-234,954

East Central College
Statement of Revenue, Expenses & Changes in Net Assets
(All Funds)
As of April 30, 2019 and April 30, 2018

	For the Fiscal Year Ending June 30, 2019		For the Fiscal Year Ended June 30, 2018	
	April 2019	FY 2019 Year-To-Date	April 2018	FY 2018 Year-To-Date
Operating Revenues:				
Student Tuition & Fees	111,635	6,561,438	106,032	6,658,133
Federal Grants & Contracts	64,638	6,036,525	293	6,650,126
State Grants & Contracts	207,524	745,636	31,098 #	452,289
Auxiliary Services Revenue	37,730	1,358,574	47,669	1,614,337
Other Operating Revenue	6,031	209,675	7,140	217,567
Total Operating Revenue	427,558	14,911,848	192,232	15,592,452
Operating Expenses:				
Salaries	895,221	8,907,979	911,865	9,125,557
Benefits	277,023	2,914,513	273,521	2,892,003
Purchased Services	130,616	1,370,430	60,375	1,267,532
Supplies & Current Expenses	168,932	2,102,409	177,879	2,186,681
Travel	35,936	199,814	25,429	204,172
Insurance	-	215,787	-	218,382
Utilities	61,367	735,355	73,869	699,069
Other	14,446	164,878	-315	121,940
Depreciation	173,524	1,790,520	175,050	1,742,507
Financial Aid & Scholarship	67,575	6,205,767	7,539	6,684,168
Total Operating Expenses	1,824,640	24,607,452	1,705,212	25,142,011
Operating (Loss)/Gain	-1,397,082	-9,695,604	-1,512,980	-9,549,559
Non-Operating Revenues (Expenses):				
State Appropriations	426,638	4,266,383	428,548	4,285,486
Tax Revenue	82,688	8,135,361	111,864	7,942,368
Interest Income	10,845	73,700	10,247	71,417
Gain/Loss on asset disposal	-	3,550	60	14,317
Principal & Interest on Debt	-2,652	-347,556	-22,622	-456,916
Total Non-Operating Revenue (Expense)	517,519	12,131,438	528,097	11,856,672
Increase in Net Assets	-879,563	2,435,834	-984,883	2,307,113

**East Central College
Investments
As of April 30, 2019**

<u>CD Number</u>	<u>Date</u>	<u>Maturity</u>	<u>Term</u>	<u>Rate</u>		<u>Total</u>
<u>Bank of Franklin County</u>						
8152058	11/13/2018	11/13/2019	12 Months	2.99%	\$	383,699.95
<u>Citizens Bank</u>						
272547	5/10/2018	5/10/2019	12 months	2.00%	\$	380,371.73
ECC Total Invesments						\$ 764,071.68
<u>Private CDs Owned by the P. A. Hearst Account</u>						
Farmers & Merchants						
Bank - CD						
#132982028	11/13/2017	8/13/2019	21 months	1.50%	\$	81,672.62
Total Investments						\$ 81,672.62
Total Investments						\$ 163,345.24

2018

Total Cash Accounts	\$ 8,119,123.00
Certificates of Deposit	\$ 764,071.68
	\$ 8,883,194.68

2017 (December)

Total Cash Accounts	\$ 3,694,298.00
Certificates of Deposit	\$ 380,371.73
	\$ 4,074,669.73

**East Central College
Pledged Securities
As of April 30, 2019**

Farmers & Merchants

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

United Bank of Union

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

Citizens Bank

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

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

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

**East Central College
Warrant Check Register
As of April 30, 2019**

The Treasurer of the Board confirms for the month ending April 30, 2019 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 April 1, 2019 through April 30, 2019, is reported at \$717,601.45.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 10, 2019**

AGENDA ITEM 7: ACCEPTANCE OF BID

Recommendation: To **approve** Cleanway Service, LLC of Rolla, Missouri as the provider of custodial services for the Rolla North facility for a two-year period from July 1, 2019 through June 30, 2021 at a cost of \$18,676 per year with an option for renewal for two additional one-year periods at a mutually agreed upon cost.

Attachment

6/10/2019

Section 7, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602



Memo

To: Dr. Jon Bauer, President

From: Melissa Popp, Purchasing Manager

CC: Dr. Phil Pena, VP, Finance & Administration
Christina Ayres, Director, Rolla Campus

RE: Custodial Services – Rolla North Campus

The college took the Custodial Services – Rolla North Campus out to bid and received two vendor responses: Ajax Industrial Cleaning, LLC, Birmingham, AL and Cleanway Service, LLC, Rolla, MO. The results are as follows:

	Ajax Industrial Cleaning, LLC	Cleanway Service, LLC
Bid Proposal	\$104,280.00	\$18,676.00


Based on the committee evaluations and scoring, it is the committee recommendation that the board award the contract to Cleanway Service, LLC for \$18,676.00. The term of the contract will be for an initial period of two (2) years beginning July 1, 2019 through June 30, 2021. With the option to renew the contract for two (2) additional one-year periods, at a price to be mutually agreed upon for the FY22 and/or FY23 at the time of renewal.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 10, 2019**

AGENDA ITEM 8: PRE-AUTHORIZATION OF GRANT FUNDED PURCHASES

Recommendation: To **authorize** in advance items to be purchased with state vocational enhancement grant funds and Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant funds in order to facilitate purchases that need to be made prior to the start of the fall semester.

Attachment

To: Dr. Jon Bauer, President
From: Philip E. Pena, Vice President – Finance & Administration 
Date: May 24, 2019
Subject: Grant-Funded Purchases

REQUEST TO PRE-AUTHORIZE GRANT FUNDED PURCHASES

This memorandum serves as a request for the Board of Trustees to authorize, in advance, purchases to be made with funding from state and federal grants. Purchases will not exceed the grant funding awarded and the college will follow normal purchasing procedures for competitive quotes, bids, or contract purchasing. As in years past, we will follow up by providing the Board with a list of purchases made with grant funds.

Pre-authorization of these purchases will enable the College to acquire necessary equipment and materials prior to the start of the Fall semester. After the July Board meeting, Trustees will not meet again until after the semester has begun. Potentially some of the purchases to be made will exceed \$15,000 and therefore require Board approval. Pre-authorization serves that purpose.

The Missouri Department of Elementary and Secondary Education will notify the College in June regarding the amount awarded through the Vocational Enhancement Program. These funds typically require a local match of 25% for equipment and 50% for other purchases. The College is also a recipient under the MoSTEM program. Purchases under all of these programs may be necessary this Summer.

Please let me know if you need further information.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 10, 2019**

AGENDA ITEM 9: BUDGET/STAFFING PLAN – FY20

Recommendation: To **approve** the general operating budget and staffing plan for FY20 as presented.

(The budget/staffing plan is being finalized and will be sent to you under separate cover.)

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East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 10, 2019**

AGENDA ITEM 10: PROFESSIONAL SERVICES CONTRACTS

Recommendation: To **approve** the renewal of professional service agreements for FY20 as follows:


Legal Services

Tueth, Keeney, Cooper, Mohan & Jackstadt, P.C., St. Louis, MO

Auditing Services

KPM, Springfield, MO

Attachment

To: Dr. Jon Bauer, President
From: Philip E. Pena, Vice President – Finance & Administration 
Date: May 23, 2019
Subject: Professional Services for FY20

Each summer the Board of Trustees is asked to approve continued agreements for professional services for the upcoming fiscal year. I recommend that the Board approve the following for FY20:

Legal Services

Tueth, Keeney, Cooper, Mohan & Jackstadt, P.C.
34 North Meramec Avenue, Suite 600
St. Louis, MO 63105

Rates for FY20 will be:

- For partners and of counsel attorneys = \$225 per hour
- For associates = \$160 to \$195 per hour

Auditing Services

The auditing services were previously approved when the Board accepted the proposal on February 5, 2018 from KPM for fiscal years 2018 – 2020 with 2 one-year options. The cost for the FY19 audit will be \$46,300.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 10, 2019**

AGENDA ITEM 11: INSURANCE BROKER

Recommendation: To **approve** the continuation of JW Terrill as the College's insurance benefits consultant for FY20 at an annual cost of \$30,000.

Attachment

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East Central College

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HUMAN RESOURCES

TO: Dr. Jon Bauer
DATE: May 31, 2019
FROM: Wendy A. Hartmann
RE: Employee Benefit Consulting Services, Broker of Record Renewal for 2019-2020

Recommendation for continuation of JW Terrill as the College's Insurance Benefits Consultant, Broker of Record for 2019-2020 with an annual cost of \$30,000. The Board approved the Insurance Committee's recommendation last year to continue with JW. Terrill for another three years. The Broker of Record is a three-year contract subject to annual renewal. The Broker of Record is scheduled for to go out for bid in 2021. The College has been working with JW Terrill since August 2015 as the broker processing group benefit renewals that have been below or at budget. They are serving as a liaison between the college and the carriers, and providing guidance in regards to healthcare reform, wellness programming, and benefit options.

Please let me know if you have any questions or need additional information.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 10, 2019**

AGENDA ITEM 12: FACILITIES LEASES

Recommendation: To **approve** the renewal of off-campus leases for fiscal year 2020 as follows:

Rolla Technical Center 500 Forum Drive, Rolla	\$145,530 annually (<i>no change</i>)
Rolla North 2303 North Bishop, Rolla	\$111,080.28 annually (<i>increase of \$4,272.36</i>)

Attachment



EAST CENTRAL COLLEGE

To: Dr. Jon Bauer, President

From: Philip E. Pena, Vice President – Finance & Administration 

Date: June 4, 2019

Subject: Off-Campus Lease Renewal for FY20

Each summer, the Board of Trustees is asked to approve lease renewals for our offsite campuses for the upcoming fiscal year. I recommend that the Board approve the following for FY19:

Offsite Location	Lessor	Annual Lease Amount	Notes	Total Ft ² \$/Ft ²
Rolla Technical Center 500 Forum Drive Rolla, MO 65401	Rolla Public School District No. 31 500A Forum Drive Rolla, MO 65401	\$145,530.00	No change from FY19	8,140ft ² \$17.88/ft ²
Rolla North 2303 North Bishop Rolla, MO 65401	Columbia College 1001 Rogers Street Columbia, MO 65218	\$111,080.28	New rate of \$14.06/ ft ² is effective 11/1/2019 (prior rate \$13.52/ ft ²), increase of \$4,272.36 for FY20	7,900ft ² \$14.06/ft ²

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 10, 2019**

AGENDA ITEM 13: VENDING CONTRACTS

Recommendation: To **approve** the renewal of the existing vending contracts with Pepsi-Cola of New Haven, Missouri and Krueger Vending of Sullivan, Missouri for an additional one-year term.

Attachment

6/10/2019

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East Central College

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To: Jon Bauer, President

From: Melissa Popp, Purchasing Manager

Cc: Phil Pena, VP, Finance & Administration
Annette Moore, Director, Financial Services

RE: FY20 Renewal Snack and Beverage Vending Machine Services

The current snack and beverage vending contract is set to expire on June 30, 2019. The recommendation is to renew the existing contracts with Pepsi-Cola, New Haven, MO and Krueger Vending, Sullivan, MO for an additional one year term, as per the original contract approved by the board July, 2014. This will be last year for renewal under the current contract terms. The commission rates will remain the same: Pepsi-Cola: Bottle – 53.1% and Can – 42.1%, and Krueger: 23.20%.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 10, 2019**

AGENDA ITEM 14: *PERSONNEL

A. APPOINTMENTS

Recommendation: To **approve** the appointment of Emily Durham as Campus Life & Leadership Coordinator effective July 1, 2019 with an annual salary of \$44,000.

Recommendation: To **approve** the appointment of Diane Burnett as Human Resources Specialist effective June 17, 2019 with an annual salary of \$50,000.

B. RESIGNATION

Recommendation: To **accept** the resignation of Sara Marler, Admissions Representative, effective June 14, 2019.

C. ADJUNCT FACULTY – SUMMER 2019

Recommendation: To **approve** the addition of Matthew Vogeler, Sociology faculty, to the list of adjunct faculty approved at the May 6 Board meeting.

Attachments



EAST CENTRAL COLLEGE

Interoffice Memo HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: June 4, 2019
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire –Campus Life & Leadership Coordinator


Please accept the Search Committee's recommendation to hire Ms. Emily Durham as the full-time Campus Life & Leadership Coordinator effective July 1, 2019 with a salary of \$44,000. Heath Martin, Vice President of Student Development, served as search committee chair and is the hiring manager for this position.

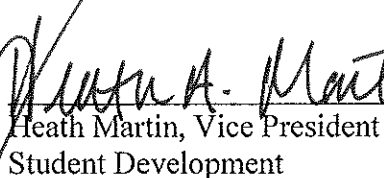
Ms. Emily Durham's experience includes, but is not limited to the following:

- English and Composition Instructor – John F. Hodge High School – St. James September 2016 – current
- English Instructor Fredricktown High School 2013-2016.
- Adjunct Instructor East Central College since November 2018.
- Adjunct Instructor Mineral Area College since September 2017.

Ms. Emily Durham received her Masters of Arts in English and Bachelors of Science in Secondary English Education from Southeast Missouri State University – Cape Girardeau.

Signatures:


Wendy Hartmann, Director
Human Resources


Heath Martin, Vice President
Student Development



EAST CENTRAL COLLEGE

HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: June 4, 2019
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire – Human Resources Specialist

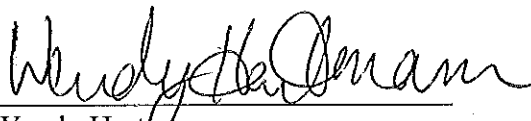
Please accept the Search Committee's recommendation to hire Ms. Diane Burnett as the full-time Human Resources Specialist effective June 17, 2019 with a salary of \$50,000. Wendy Hartmann, Human Resources Director, served as search committee chair and is the hiring manager for this position.

Ms. Diane Burnett's experience includes, but is not limited to the following:

- HR Manager/Payroll Manager – ATRO Engineered Systems 2018-2019.
- HR Manager – Gateway Extrusions 2016 – 2018
- Personnel Supervisor/Social Media Coordinator – Westaff – 2014 -2016
- Human Resources Supervisor – Six Flags 2002 – Present (Part-time)

Ms. Diane Burnett Masters of Arts in Human Resources from Lindenwood University and her Bachelor of Arts in Communications from Missouri Baptist University – St. Louis.

Recommendation signature:



Wendy Hartmann
Director of Human Resources

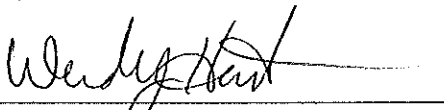
EAST CENTRAL COLLEGE

Interoffice Memo HUMAN RESOURCES

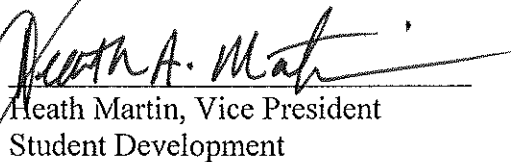
TO: Dr. Jon Bauer
DATE: June 3, 2019
FROM: Wendy A. Hartmann, Director
RE: Requesting Release from Contract – Sara Marler

On May 30, 2019, Sara Marler, Admissions Representative, informed her supervisor and has requested to be released from the remainder of her FY2019 employment contract effective June 14, 2019. The official resignation letter is on file in the Human Resources Office. The request has been acknowledged by her supervisor and vice president.

Signatures:



Wendy Hartmann, Director
Human Resources



Heath Martin, Vice President
Student Development



EAST CENTRAL COLLEGE

OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

Interoffice Memo

TO: Dr. Jon Bauer
DATE: July 5, 2019
FROM: Office of Academic Affairs
RE: Adjunct Addendum for 2019 Summer Semester

Please approve the following adjunct addendum for the 2019 Summer semester.

ADDITIONS

Social Sciences
Matthew Vogeler, Sociology

Approval:

 6/5/19

Vice President, Academic Affairs Date

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 10, 2019**

AGENDA ITEM 15: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

6/10/2019

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 10, 2019**

AGENDA ITEM 16: 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 President, Stacy Bellville

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 10, 2019**

AGENDA ITEM 17: PRESIDENT’S REPORT

Projected meeting dates for 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

July 18 (*Thursday noon business meeting*)

August 26

No September meeting

October 7

November 4

December 2

October 14

November 11

December 9

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 10, 2019**

**AGENDA ITEM 18: EXECUTIVE SESSION – REVISED STATUTES OF MISSOURI 2004,
SECTION 610.21 (3) PERSONNEL**

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

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 10, 2019**

AGENDA ITEM 19: ADJOURNMENT

Recommendation: To **adjourn** the June 10, 2019 meeting of the Board of Trustees.

6/10/2019

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