



**BOARD OF TRUSTEES
MEETING**

November 4, 2019

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

November 4, 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 BIDS	4 Votes		
8.	BOARD ELECTION FILING DATES	Simple Majority		
9.	EMPLOYEE INSURANCE	4 Votes		
10.	MEDICARE ADVANTAGE INSURANCE	4 Votes		
11.	NEW BOARD POLICY – 4.47 PAID PARENTAL LEAVE			X
12.	COURSE SUCCESS RATE – ACADEMIC YEAR 2019			X
13.	ASSESSMENT SHOWCASE UPDATE			X
14.	HIGHER LEARNING COMMISSION ACCREDITATION UPDATE			X
15.	*PERSONNEL A. Resignation B. Reorganization – Center for Workforce Development	4 Votes		
16.	BOARD PRESIDENT’S REPORT			X
17.	REPORTS A. Faculty Association B. ECC-NEA C. Professional Staff Association D. Classified Staff Association E. Student Government Association			X
18.	PRESIDENT’S REPORT			X
19.	EXECUTIVE SESSION – RSMo2004, SECTION 610.021(1) LEGAL			
20.	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
November 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.

11/4/2019

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
November 4, 2019**

AGENDA ITEM 2: RECOGNITION OF GUESTS

Guests will be recognized by Vice President Joel Doepker.

11/4/2019

Section 2, Page 1

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
November 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.

11/4/2019

Section 3, Page 1

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

AGENDA ITEM 4: APPROVAL OF AGENDA

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

11/4/2019

Section 4, Page 1

East Central College

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Agenda Item 4: Approval of Agenda

Consent Agenda Items for November 4, 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
November 4, 2019**

AGENDA ITEM 5: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the October 7, 2019 regular meeting of the Board of Trustees.

Attachment

11/4/2019

East Central College

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Section 5, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, October 7, 2019**

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 7:07 p.m. by Board President Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, 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 and Vice President of Student Development Heath Martin; Other Staff – Executive Director of Institutional Effectiveness Michelle Smith, Human Resources Director Wendy Hartmann, Foundation Executive Director Bridgette Kelch, Rolla Campus Director Christina Ayres, Coordinator of Student Life Emily Durham, Director of Early College Programs Megan Strubberg, Campus Police Officer Todd Schlitt, NEA President Tom Fitts, Faculty Association President Jenifer Goodson, Professional Staff President Jenny Kuchem, Classified Staff Secretary Angie Siebert, Student Government Vice President Ryan Pritchard, and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: Vice President Joel Doepker 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 October 7, 2019 meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the August 26, 2019 ad valorem tax hearing and regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Dr. Bauer presented the current financial reports and noted that the \$312,979 listed under “Gifts and Grants” is receipts from the tax credits issued by the Missouri Development Finance Board for renovation of the Business & Industry Center. He also noted that the change in non-current liabilities over last year is a result of the financing of the HVAC equipment.

Motion: To **approve** the treasurer’s report, the financial report and the payment of bills subject to the annual audit.

Motion by Eric Park; Seconded by Audrey Freitag; Carried Unanimously

NEW BOARD POLICY: 4.44 MOBILE FOOD OPERATIONS: Dr. Bauer noted there is no change in the recommended policy from last month’s presentation. The Shared Governance Council is recommending this policy to address the increased interest in having food trucks on campus.

Motion: To **approve** Board Policy and Procedures 4.44 Mobile Food Operations as attached.

Motion by Eric Park; Seconded by Joseph Stroetker; Carried unanimously

COURSE SUCCESS RATE – SUMMER 2019: Vice President Heath Martin presented data on the course success rate for the summer semester as compared to the summer of 2018. The state of Missouri uses course completion as a key performance indicator; in addition, the College's strategic enrollment plan uses this measure. The rate is calculated based on students obtaining a grade of A, B, C or P; grades of D, F, W and WX do not count as success. The goal is to increase the success rate by 0.5% every fall semester. Enrollment in summer 2019 increased significantly over summer 2018. However, the success rate decreased slightly from 78.2% to 78%, which is still a solid number. Approximately 100 additional students entered the system, many taking college courses for the first time. These students completed 79.3% of their courses.

THREE FOR FREE UPDATE: Vice President Martin indicated there is currently a robust discussion on dual credit across the state. It increases access to higher education as well as increasing degree/certificate awards. The College offered Three for Free this past summer, which allowed students to take one course tuition free, paying only for course fees and books. Students were required to be high school juniors or seniors with a 3.0 GPA or a GPA of 2.5-2.99 with a college-ready Accuplacer or ACT score. They were encouraged to enroll in Core 42 (general education) courses.

Megen Strubberg presented information on enrollment – 121 students expressed interest and 98 enrolled from 22 districts and homeschools; 18 took more than one course. Board members asked how enrollment by students outside the College service area impacted the College economically. Dr. Bauer noted that students were only accepted into courses that were going to make anyway so there were not additional faculty costs. Prior to implementing the program, it was determined that summer courses were running at 60% of seat capacity. Ms. Strubberg shared positive student feedback and reiterated the 79.3% success rate of these students. Next steps for the program include development of an orientation for these students focused on attendance and use of technology, early promotion of the program and continuation of the text messaging initiative. Inquiries have already been received for next summer. Dr. Bauer noted the program was very successful and provides an opportunity for high school students to have a positive, on-campus experience. It is hoped this program will serve as a recruitment tool. Ms. Strubberg will provide a breakdown of enrollment by high school.

PROGRAM ACCREDITATION UPDATE: Vice President Robyn Walter provided an update on academic program accreditation. The Paramedic program site visit in October 2018 resulted in full accreditation. The program is required to be nationally accredited by CAAHEP (Commission on Accreditation of Allied Health) and CoAEMSP (Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions) for students to take the licensure exam. Nursing received Missouri State Board of Nursing full approval following their site visit last October. This approval is a requirement for students to sit for the state exam. Medical Assisting currently has full approval status from the Commission on Accreditation of Allied Health (CAAHEP) and the Medical Assisting Education Review Board (MAERB); the self-study for reaccreditation is currently being written. Only the certificate program is accredited; all students obtain the certificate and about half obtain the degree. The accrediting body recommends only one pathway be accredited. Precision Machining received full approval following the October 2018 accreditation visit by the National Institute for Metalworking Skills (NIMS). Employers specifically look for NIMS accreditation. Industrial Engineering is fully accredited by the Association of Technical Management and Applied Engineering (ATMAE) and will have a reaccreditation visit in spring 2020. The self-study will be submitted in January and the visit will be scheduled

approximately 60 days after the report is received. Computer Information Systems is also fully accredited by ATMAE and will have a reaccreditation visit in spring 2020 with the self-study due in January. Music is accredited through the National Association of Schools of Music (NASM) and Art/Design is accredited through the National Association of Schools of Art & Design (NASAD). The NASM self-study will be submitted in spring 2020 with a site visit the following spring; the NASAD self-study is due in spring 2021 with the reaccreditation visit in spring 2022. ECC is the only community college in Missouri with NASM accreditation, and this opens the door for articulation agreements; four-year colleges seek out ECC graduates. ECC is one of three community colleges in Missouri with NASAD accreditation. There are approximately 15 academic programs with external accreditation. Dr. Bauer stated he would provide the Board with a list of the program accreditation cycles.

***PERSONNEL:** The Board **approved** the appointment of Sylvia Sellers, Performing Arts Center Manager, effective October 21, 2019 with an annual salary of \$37,000; and **accepted** the resignation of Jay Scherder, Director of Public Relations, effective October 4, 2019. The Board also **approved** changes to the roster of adjunct faculty for fall semester 2019 as shown on the attached memorandum.

BOARD PRESIDENT'S REPORT: Ms. Hartley congratulated all those receiving years of service awards.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Jenifer Goodson reported the classroom workshops on study skills and writing papers provided by Learning Center staff are very impressive. Tracy Mowery has been recognized with the Emerson Excellence in Teaching Award. Jenifer reported on conference attendance and presentations by faculty members.
- B. ECC-NEA:** ECC-NEA President Tom Fitts reported the bargaining team from last year met recently to discuss supplemental articles from the current contract; there are two more items to finish this fall.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported the Center for Workforce Development assisted five companies in securing training awards totaling \$195,000. Implementation of Aviso, the new early alert system, has begun with the system set to go live in spring semester. The Adult Education & Literacy department has added job training courses to help students prepare for work; industry credentials can be earned while attending AEL classes.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Secretary Angie Siebert reported the fall fundraiser, a 50/50 raffle, is underway with the drawing to be held on October 15. The upcoming Denim Day will benefit the Franklin County Sheriff's Association Gold Star Fund; \$110 has been raised to date.
- E. STUDENT GOVERNMENT ASSOCIATION (SGA):** SGA Vice President Ryan Pritchard reported the fall blood drive had almost double the participants as spring. SGA members attended a conference in Jefferson City on September 11 to discuss ways to improve SGA. SGA provided game booths at the 50th Anniversary Celebration; there was a lot of community interaction. The recent Pundamanium event was fun and well-received. The SGA donated \$85 to a local youth center; this was the proceeds from working concessions. Upcoming events include: Pumpkin Painting on October 29, a conference in Nashville on November 8-10, and International

Education Week November 18-22 where SGA will host an event for students to share stories about their native country.

PRESIDENT’S REPORT: Dr. Bauer noted the fall census report was included with the Board agenda packet. This fall there were 20 more students than at last year’s census date; however, credit hours were down 3.5%. There was an increase in dual credit enrollment with 124 more students than last year. The Rolla location enrollment is very encouraging with a 2.2% increase in credit hours and a headcount increase of 8 students. Enrollment growth in Rolla, along with the development of programs and services, is one of the priorities of the strategic plan. It was clarified that the number of AAT majors has increased due to more interest in the program and students who were completing pre-requisites now moving into the program. The average student age has continued to drop with the current average at 23.

On October 4, the community college presidents signed an agreement with the University of Missouri that guarantees admission for students with an AA, AAS in nursing or an AAT degree. Mizzou is making a concerted effort to serve transfer students; they have established a transfer center and a mentoring program to help make the transfer process smooth. ECC students transferring to Mizzou have maintained high GPAs.

Dr. Bauer introduced Bridgette Kelch, Executive Director of the Foundation, and expressed appreciation to Angie Siebert for coordinating a successful golf tournament, which raised over \$14,000.

A Board retreat will be held on campus October 30 at 5 p.m. Plans have been made to hold two retreats each year to discuss significant topics; no action will be taken at the retreats. Dates for 2020 are listed in the Board agenda packet. The retreats will allow for presentation of background information and board input prior to bringing an item for action.

Ms. Hartley expressed appreciation to the faculty and staff for their work in preparing students for transfer and Ms. Hays congratulated the 50th Anniversary Celebration committee for a great event.

ADJOURNMENT:

Motion: To adjourn the October 7, 2019 public Board of Trustees meeting at 8:09 p.m.

Motion by Joseph Stroetker; Seconded by Audrey Freitag; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
November 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

11/4/2019

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 September 30, 2019 and September 30, 2018

ASSETS	<u>9/30/19</u>	<u>9/30/18</u>
Current		
Cash	6,101,906	4,269,156
Investments	848,209	842,776
Receivables, net		
Student	332,020	393,377
Federal & State agencies	1,015,250	1,352,126
Other	102,194	40,004
Inventories	196,451	212,876
Prepaid expenses	25,830	20,089
Total Current Assets	<u>8,621,860</u>	<u>7,130,404</u>
Non-Current Assets		
Other Assets	427,449	585,403
Capital Assets (net)	42,958,080	42,831,009
Total Non-Current Assets	<u>43,385,529</u>	<u>43,416,412</u>
Total Assets	<u>52,007,389</u>	<u>50,546,816</u>
DEFERRED OUTFLOW OF RESOURCES		
Deferred pension outflows	<u>7,235,763</u>	<u>8,859,724</u>
Total Assets and Deferred Outflow of Resources	<u><u>59,243,152</u></u>	<u><u>59,406,540</u></u>
LIABILITIES		
Current Liabilities		
Accounts Payable	13,090	130,074
Accrued Wages & Benefits	238,337	241,469
Unearned Revenue	45	-
Due to Agency Groups	84,043	88,705
Accrued Interest	128,576	59,233
Total Current Liabilities	<u>464,091</u>	<u>519,481</u>
Non-Current Liabilities		
USDA Loan	716,667	816,667
Bonds Payable	10,570,000	11,700,000
Premium on Sale of Bonds	644,170	746,568
Net Pension Liability	14,443,812	15,015,392
Compensated Absences	574,295	499,548
Post Employment Benefit Plan Payable	962,138	1,207,741
Johnson Control Performance Contract	1,147,466	1,187,318
United Bank of Union	1,950,000	-
Total Non-Current Liabilities	<u>31,008,548</u>	<u>31,173,234</u>
Total Liabilities	<u>31,472,639</u>	<u>31,692,715</u>
DEFERRED INFLOW OF RESOURCES		
Deferred pension inflows	<u>4,333,443</u>	<u>4,999,826</u>
NET ASSETS		
Investment in Capital Assets, net	35,413,776	35,841,085
Restricted for Debt Service	-12,388	47,698
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	4,883,894	3,540,735
All other Funds	-18,608,212	-18,475,519
Total Net Assets	<u>23,437,070</u>	<u>22,713,999</u>
Total Liabilities, Deferred Inflow of Resources and Net Assets	<u><u>59,243,152</u></u>	<u><u>59,406,540</u></u>

East Central College
Statement of Activities
General Fund

As of September 30, 2019 and September 30, 2018

	For the Fiscal Year Ending September 30, 2019			For the Fiscal Year Ended September 30, 2018			
	Current FY Budget	September 2019 Month end	Current FY Year-To-Date	Prior FY Budget	September 2018 Month end	Prior FY Year-To-Date	Preliminary Prior FYE
Revenues:							
Local Revenue	6,700,000	22,189	91,294	6,671,746	22,432	68,647	6,674,993
State Revenue	5,257,661	424,014	1,272,044	5,259,236	426,639	1,279,915	5,127,367
Federal Revenue	0	425	425	-	-	-	6,270
Tuition and Fees	6,501,424	87,913	3,330,661	5,473,806	36,861	2,899,174	5,486,538
Interest Income	55,078	6,854	10,635	61,028	5,784	17,447	96,728
Gifts and Grants	387,925	0	313,521	-	-	-	51,246
Miscellaneous Revenue	75,000	11,880	21,832	-	6,562	19,762	129,695
Transfers-Interfund & Indire	-	-	2,500	-	2,040	2,040	(66,475)
Transfer Federal Programs	-	-	-	-	-	-	-
Total Revenues	18,977,088	553,275	5,042,912	17,465,816	500,318	4,286,985	17,506,362
Expenses:							
Salaries	10,359,668	800,622	2,199,524	10,293,929	796,596	2,163,625	9,940,897
Benefits	3,475,779	287,485	806,379	3,124,302	270,077	778,562	3,523,773
Contractual Services	691,367	50,581	494,786	681,756	27,829	539,795	912,546
Current Expenses	1,343,505	71,346	211,460	1,310,723	61,022	246,029	788,768
Travel	253,123	15,644	45,206	204,909	12,713	34,301	170,455
Property & Casualty Insuran	202,000	-	102,935	202,073	-	107,914	200,191
Vehicle Expense	16,640	581	1,465	15,200	820	1,149	7,797
Utilities	571,370	62,818	120,167	568,500	70,913	134,693	609,197
Tele/Communications	225,855	11,449	49,655	222,291	19,173	61,432	267,464
Miscellaneous	588,678	36,360	72,037	454,553	17,686	81,553	401,058
Clearing Account	-	(2,609)	-35	-	522	184	-
Scholarship Expense	11,200	16,643	16,439	65,500	26,167	26,167	74,752
Faculty Development	25,000	222	2,477	25,000	565	3,138	25,000
Instit. Match for Grants	74,100	-	0	78,000	-	-	58,141
Commitment to ABE	20,000	-	0	20,000	-	-	20,000
Instit. Commit.to Fine Arts	6,175	-	0	6,500	-	-	6,500
Instit. Commit.to Word & M	3,040	-	0	3,200	-	-	-
Capital	15,527	-	0	170,980	3,494	3,494	27,871
Interfund Transfers	18,400	-	0	18,400	-	-	-
Debt Princ & Interest	272,657	8,333	68,515	-	-	-	53,633
Total Expenses	18,174,084	1,359,475	4,191,010	17,465,816	1,307,577	4,182,036	17,088,043
Revenue over Expenses	803,004	-806,200	851,902	-	-807,259	104,950	418,319

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

	For the Fiscal Year Ending June 30, 2020		For the Fiscal Year Ended June 30, 2019	
	September 30, 2019	FY 2020 Year-To-Date	September 30, 2018	Preliminary FY 2019 Year-To-Date
Operating Revenues:				
Student Tuition & Fees	79,055	3,963,758	29,651	3,478,157
Federal Grants & Contracts	2,396,631	2,406,609	2,242,091	2,242,091
State Grants & Contracts	85,704	102,601	61,321	64,880
Auxiliary Services Revenue	56,292	558,029	301,799	625,093
Other Operating Revenue	14,065	354,687	10,350	42,869
Total Operating Revenue	2,631,747	7,385,684	2,645,212	6,453,090
Operating Expenses:				
Salaries	889,841	2,466,035	885,482	2,430,484
Benefits	311,247	879,998	292,576	849,143
Purchased Services	152,084	658,412	98,908	686,972
Supplies & Current Expenses	159,438	806,856	209,262	843,379
Travel	20,279	45,483	16,651	35,893
Insurance	-	119,703	-	123,510
Utilities	91,759	197,106	111,508	224,013
Other	25,619	53,719	12,179	57,388
Depreciation	167,193	503,561	181,898	549,380
Financial Aid & Scholarship	2,483,467	2,487,574	2,303,218	2,301,260
Total Operating Expenses	4,300,927	8,218,447	4,111,682	8,101,422
Operating (Loss)/Gain	-1,669,180	-832,763	-1,466,470	-1,648,332
Non-Operating Revenues (Expenses):				
State Appropriations	424,014	1,272,044	426,639	1,279,915
Tax Revenue	27,394	112,709	27,694	84,750
Interest Income	7,965	13,463	6,765	20,271
Gain/Loss on asset disposal	-	-	3,550	3,550
Principal & Interest on Debt	73,277	-113,567	-5,416	-52,538
Total Non-Operating Revenue (Expense)	532,650	1,284,649	459,232	1,335,948
Increase in Net Assets	-1,136,530	451,886	-1,007,238	-312,384

**East Central College
Investments
As of September 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>						
273645	5/10/2019	5/10/2020	12 months	2.35%	\$	388,036.41
ECC Total Invesments						\$ 771,736.36
<u>Private CDs Owned by the P. A. Hearst Account</u>						
Farmers & Merchants						
Bank - CD						
#132982029	8/13/2019	8/13/2020	12 Months	1.24%	\$	78,638.22
Total Investments						\$ 78,638.22

2019

Total Cash Accounts	\$ 6,101,906.00
Certificates of Deposit	\$ 771,736.36
	<u>\$ 6,873,642.36</u>

2018 (December)

Total Cash Accounts	\$ 3,694,298.00
Certificates of Deposit	\$ 388,036.41
	<u>\$ 4,082,334.41</u>

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

The Treasurer of the Board confirms for the month ending September 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 August 1, 2019 through September 30, 2019, is reported at \$2,547,566.77.

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

AGENDA ITEM 7: ACCEPTANCE OF BIDS

Three bids have been received for a new learning management system to replace the current system, Moodle, which is no longer supported by the manufacturer. Proposals are currently being evaluated and a recommendation will be provided at the November 4 meeting.

11/4/2019

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East Central College

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

AGENDA ITEM 8: BOARD ELECTION FILING DATES

Recommendation: To set the dates for filing for the April 7, 2020 Board of Trustees election to open at 8:00 a.m. on Tuesday, December 17, 2019, and to close at 5:00 p.m. on Tuesday, January 21, 2020 with filing to be closed from 4:30 p.m. on December 18, 2019, through January 1, 2020 and also on January 20, 2020.

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East Central College

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

AGENDA ITEM 9: EMPLOYEE INSURANCE

Recommendation: To **approve** the following carriers to provide insurance benefits for employees in 2020:

Medical Insurance	<i>Anthem</i> – 6% increase in rate with a monthly employee contribution of \$28.87 for the base plan with the BJC network
Dental Insurance	<i>Delta Dental</i> – no change in rate
Vision Insurance	<i>EyeMed</i> – 6.38% decrease in rate
Life/Accidental Death & Dismemberment, Long-Term Disability	<i>Anthem</i> – no change in rates

Attachment



TO: Dr. Jon Bauer
DATE: October 29, 2019
FROM: Wendy Hartmann
SUBJECT: 2020 Employee Insurance Benefits Renewal

The Insurance Benefits Committee worked with J.W. Terrill for the 2020 employee insurance benefits renewal. The insurance benefits for full-time employees include medical, dental, vision, life/AD&D and long-term disability. ECC retirees have the option, at their expense, to continue on the medical, dental and/or vision at the same premium cost to the College and dependents. This memorandum serves as a recommendation by the Insurance Committee for the Board of Trustees to approve insurance providers and premiums for 2020.

MEDICAL

The College has had medical coverage through Anthem Blue Cross Blue Shield since January 1, 2014. Employees choose between a base plan and high deductible plan and network option that includes BJC or nonBJC providers. Employees are happy with the Anthem network and services. Anthem provided a renewal with a 10% increase with no plan changes that was within the budget. The committee charge was to review additional renewal options that would be below the budgeted 10% increase due to the budget revenue shortfall.

The committee received a renewal option with a 6% rate increase. The plan changes included adding a monthly employee contribution of \$28.87 for the base plan with the BJC network and limiting the College's contribution to the Health Savings Account so it does not exceed the plan deductible. We continue with three plans that have no premium cost for the employee. Remaining with Anthem reduces interruptions to services. The College will continue to purchase a Health Reimbursement Account (HRA), which reduces the overall premium costs and reduces the deductible for the employees. The committee recommends Anthem with a premium rate increase of 6.0% with the plan changes described above.

Medical Insurance Premium (only) Cost per Employee paid by the College

2020 Monthly \$694.96	Annual \$8,339.52
2019 Monthly \$658.06	Annual \$7,896.72
2018 Monthly \$612.14	Annual \$7,345.68

DENTAL

In 2016, we moved to Delta Dental since they have the largest network of providers in Missouri, annual Maximum Benefit at \$1,250 and the Max Advantage Benefit. The committee recommends Delta Dental since there is a no increase renewal.

Dental Insurance Premium Cost per Employee paid by the College

2020 Monthly \$35.88	Annual \$430.56
2019 Monthly \$35.88	Annual \$430.56
2018 Monthly \$36.60	Annual \$439.20

VISION

EyeMed submitted a bid for vision coverage with a 6.38% rate decrease with the same current plan benefits but a larger network. Delta Vision submitted a no increase renewal. The committee recommends EyeMed due to the rate decrease, same benefits, and larger network.

Vision Insurance Premium Cost per Employee paid by the College

2020 Monthly \$4.50	Annual \$54.00
2019 Monthly \$4.86	Annual \$58.20
2018 Monthly \$6.04	Annual \$72.48

BASIC LIFE/AD&D AND LONG-TERM DISABILITY

In 2016, we moved basic life/AD&D and long-term disability to Anthem Life Basic and have no premium increase in 2020. The College provides full-time employees a \$50,000 life/AD&D policy. The committee recommends Anthem Life.

Life/AD&D Insurance Premium Cost to the College

2020 Monthly	\$.082 per \$1,000 of life coverage and \$.02 per \$1,000 of coverage
2019 Monthly	\$.082 per \$1,000 of life coverage and \$.02 per \$1,000 of coverage
2018 Monthly	\$.082 per \$1,000 of life coverage and \$.02 per \$1,000 of coverage

Long Term Disability Insurance Premium Cost to the College

2020 Monthly	\$.225 per \$100 of coverage
2019 Monthly	\$.225 per \$100 of coverage
2018 Monthly	\$.225 per \$100 of coverage

Please let me know if you need any additional information.

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

AGENDA ITEM 10: MEDICARE ADVANTAGE INSURANCE

Recommendation: To **approve** renewal of the Medicare Advantage plan with United Healthcare as the group Medicare Part C plan offered to eligible retirees at no cost to the College.

Attachment

11/4/2019

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East Central College

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Interoffice Memo
HUMAN RESOURCES

TO: Dr. Jon Bauer
DATE: October 28, 2019
FROM: Wendy Hartmann, Director
RE: UHC Medicare Advantage Plan Recommendation for Retirees

This memorandum serves as a recommendation to renew the Medicare Advantage plan with UnitedHealthcare as the group Medicare Part C plan offered to eligible retirees. The plan involves no premium for the College or the individual. Membership will automatically roll over in 2020 for current participants. New participants may enroll during open enrollment in November 2019.

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

AGENDA ITEM 11: NEW BOARD POLICY – 4.47 PAID PARENTAL LEAVE

The Shared Governance Council has recommended the college establish a formal policy to provide paid parental leave for employees. The proposed policy will be presented for review and brought back to the December meeting for approval.

Attachments

11/4/2019

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East Central College

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5.47 Paid Parental Leave *(Adopted xxx)*

Because East Central College recognizes the importance of providing employees an appropriate amount of time to recover from the delivery of a child, adjust to the placement of a child, or bond with a child, the College provides paid parental leave.

Paid parental leave is a benefit that allows up to four (4) weeks of paid time off for eligible full-time employees. Other leave may be combined with this policy to obtain up to twelve (12) weeks of leave in accordance with Family and Medical Leave Act (FMLA) guidelines.

Procedures: *(Adopted xxx)*

5.47.1 Eligibility

To be eligible for paid parental leave, an employee must:

1. Be employed with the College at full time status for at least twelve (12) consecutive months in a benefits-eligible position prior to the start of the paid parental leave;
2. Qualify for FMLA leave with the College as of the anticipated start of the parental leave (See policy 5.44 Family and Medical Leave Act.); and
3. Have remaining FMLA leave available to utilize for the paid parental leave.

In addition, employees must meet one of the following criteria to be eligible for paid parental leave:

1. Have given birth to a child
2. Be a spouse/partner/co-parent of an individual who has given birth to a child
3. Have adopted a child, gained a child through surrogacy, or gained placement of a foster child/*in loco parentis* child; and in either case, the child must be younger than 18 or incapable of self-care because of a mental or physical disability, as verified by a physician in accordance with FMLA guidelines

5.47.2 Amount, Time Frame, and Duration of Paid Parental Leave

- A. If both parents are employees of the College, each parent may receive paid parental leave as described in this policy, which may be taken concurrently, consecutively, or at separate times.
- B. Each week of paid parental leave is compensated at 100% of the employee's regular, straight-time weekly pay and will be paid on regularly scheduled pay dates.

- C. Paid parental leave may be taken at any time during the 12 weeks following the birth, adoption, or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-week time frame.
- D. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the four-week total amount of paid parental leave granted for that event.
- E. An employee is only entitled to one event of paid parental leave during a rolling calendar year, regardless of whether more than one birth, adoption, foster care, or *in loco parentis* placement event occurs within a rolling calendar year time frame. For example, a mother who receives four (4) weeks of paid parental leave for giving birth would be ineligible for paid parental leave for adoption in the same rolling calendar year.
- F. The paid parental leave may begin from the point the child is placed with the employee (granted custody) for the purpose of adoption; however, a consequential event from an original placement may not be eligible as a qualifying event, even if it occurs after an entire rolling calendar year. For example, an employee may take paid parental leave when a foster child is placed with said employee, but cannot take paid parental leave again when the adoption occurs.
- G. Leave provided pursuant to this policy is only available to the extent it runs concurrently with an employee's existing FMLA entitlement. For example, if an employee has only three (3) weeks of FMLA leave remaining at the time the employee's paid parental leave is scheduled to begin, the employee would only be entitled to three (3) weeks of paid parental leave pursuant to this policy.
- H. Paid parental leave may not be donated or carried over to future years.
- I. Upon termination of the individual's employment at the College, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

5.47.3 Coordination with FMLA Guidelines

- A. Any time taken off work for paid parental leave must be in accordance with the College's established leave policies. See policy 5.35 Leaves of Absence.
- B. This policy may not be construed to provide leave in addition to the leave available under the Family and Medical Leave Act (FMLA). See policy 5.44 Family and Medical Leave Act.
- C. Any leave taken under this policy also qualifies as FMLA leave, and therefore, will be counted toward the twelve (12) weeks of available FMLA leave per a 12-month period. All other requirements and provisions under FMLA will apply. In no case will the total amount of leave—

whether paid or unpaid—granted to the employee under FMLA exceed twelve (12) weeks during the 12-month FMLA period.

- D. After the paid parental leave is exhausted, the balance of FMLA leave, if applicable, may be compensated through employees' accrued vacation, sick and/or personal leave, if available. Upon exhaustion of accrued vacation, sick and/or personal leave, any remaining leave will be unpaid leave.
- E. All benefits will be maintained for employees during the paid parental leave period just as if they were taking any other paid leave such as vacation, sick, or personal leave.
- F. Vacation, sick, and personal leave will continue to accrue during the paid parental leave period. Holiday pay will not be counted against paid parental leave, meaning if a College holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay.

5.47.4 Requests for Paid Parental Leave

- A. An employee will make every effort to notify his or her department of their intention to request paid parental leave at least ninety (90) days prior to the start of leave. The employee will provide their immediate supervisor and Human Resources with the anticipated timing and duration of the leave. It is understood that under some circumstances it is not feasible to provide ninety (90) days' notice. In these cases, the employee must provide notice as soon as practicable.
- B. In order to receive paid parental leave, the employee must complete a leave of absence form, along with required FMLA documentation, and submit the forms to Human Resources for verification at least ninety (90) days prior to the start of the leave.
- C. Employees taking paid parental leave must reflect hours on their timesheet, if applicable, and leave of absence form as paid parental leave (PAR).
- D. The employee must also communicate whether they intend to use the paid parental leave continuously or on reduced schedule. Any request for reduced schedule leave requires the approval of the employee's supervisor.

East Central College

Paid Parental Leave Policy Brief

Executive Summary

In May 2018, the Shared Governance Council discussed a concern about the need for maternity leave and the possible unequal use of Shared Sick Leave (SSL) for this leave. This led to gathering feedback from all employee groups concerning the possibility of aligning maternity leave with SSL according to FMLA guidelines. Many perspectives and concerns were brought forward and it was decided that a Maternity Leave Subcommittee should be formed to further research how to best move ahead in addressing these concerns.

As such, the Family Leave Workgroup was formed, with two representatives from each employee classification and the Director of Human Resources chairing the workgroup. Since March 2019, the workgroup has collaborated to create a comprehensive policy that addresses maternity, paternity, adoption, foster care, *in loco parentis*, and surrogacy needs. The workgroup researched local colleges and universities' parental leave policies, reviewed research surrounding parental leave and the benefits it holds for colleges, businesses, and the economy overall, and solicited legal advice to ensure that the policy is equitable for all eligible employees. From this, the workgroup created a policy, along with a frequently asked questions document to proactively answer questions about the policy for employees.

Scope of Problem

One factor that led to the creation of the Family Leave Workgroup was the exception made in December 2017 for an employee to use SSL for maternity leave, after first exhausting all accrued leave. This set a precedent that has been followed since but has created a conflict with the existing SSL policy.

Another factor is that quite a few employees did not know that they could request to use SSL for maternity or paternity leave. Henceforth, there has been significant misunderstandings of what avenues employees can take when considering their options for parental leave. This is further complicated by the fact that employees who choose not to use SSL still run the risk of exhausting all accrued leave to heal, care for, or bond with a child or have to take unpaid leave, which creates hardship for employees. Regardless of how employees choose to use their accrued leave, this experience highlights gaps in holistic policy planning and creation with regard to parental leave.

There is evidence for the need of a parental leave policy, as detailed in the data collected by Human Resources (Appendix A). There have been 15 employees who have had the need for parental leave one or more times within the past five years. The situation is complicated further when both parents are employees of the College, which has occurred at least once. These points further support the need for a clearly defined and comprehensive parental leave policy.

This policy has the potential to further support and value employees beyond the College's already established leave policies, which in turn can boost morale and productivity of the College overall. Moreover, the addition of a parental leave policy allows us to be a competitive, if not a leading, institution, as detailed by the Missouri College and University Professional Association's (MCUPA) Results for Paid Parental Leave 2018 (Appendix B).

Policy Alternatives

As the policy currently stands, new parents would have to use their own accrued sick, personal, and vacation leave to be present after the birth or placement of a child. Only after they have exhausted all of their leave or have shown evidence from a health care provider that their absence will extend past their accrued leave are they able to request use of SSL.

Furthermore, according to Board Policy 5.37, this leave bank is “for employees who are unable to work due to the employee’s own serious illness, injury or impairment which requires continuing treatment/supervision by a health care provider. . . Shared Sick Leave may not be used for absences resulting from providing care for a family member.” The way the current SSL policy is written, employees are unable to use it for the care of a new child.

Policy Recommendations

To address the concerns brought to Shared Governance and to continue supporting employees, the FMLA Workgroup recommends the attached paid parental leave policy for the Board’s consideration. A quick overview of the policy is below.

Employees who have been employed with the College in a full-time status position for 12 consecutive months and have gained a new child whether by birth, placement, adoption, *in loco parentis*, or surrogacy will receive four paid weeks of time off at the time of a qualifying event. This also includes a miscarriage at any point of the pregnancy and stillborn birth. This policy is written so that employees are granted this leave in accordance with FMLA laws and guidelines. Employees are expected to complete all necessary FMLA paperwork in a timely manner, along with a Leave of Absence Request Form using the PAR code to denote paid parental leave. Eligible employees will also record paid parental leave on their timesheet(s), if applicable.

Furthermore, eligible employees are able to combine their accrued leave with paid parental leave to obtain up to 12 weeks of leave according to FMLA. Any leave past 12 weeks requires approval from the employee’s supervisor. The request for additional time off is with the express knowledge that it is not protected by FMLA laws.

Also, eligible employees are only able to use paid parental leave once during a rolling calendar year. This leave does not carry over, is non-transferable, and cannot be paid out like vacation at the termination of an employee’s career with the College.

Conclusion

The goal of this workgroup has been to build a policy that supports employees through the creation of clearly defined procedures in taking paid parental leave. In doing so, this policy provides accountability and consistency for employees and the College as a whole.

Workgroup Members

Wendy Hartmann, Director, Human Resources, Committee Chair

Mary Bonine, Instructor, Biology/Health Sciences (FA)

Coreen Derifield, Assistant Professor, Political Science/History (FA)

Kristin Milligan, Associate Director, Learning Center (PSA)

Lesley Peters, Academic Advisor-Access Services (PSA)

Stacy Bellville, Executive Administrative Assistant, VP of Academic Affairs (CSA)

Angela Siebert, Foundation Specialist (CSA)

Appendix A: Parental Leave Need in Last Five Years

Employee	Year
Employee A (CSA)	2016, 2019
Employee B (CSA)	2013, 2018
Employee C (PSA)	2015, 2018
Employee D (PSA)	2013
Employee E (CSA)	2016, 2018
Employee F (PSA)	2018
Employee G (PSA)	2019
Employee H (PSA)	2017, 2019
Employee I (PSA)	2016, 2019
Employee J (FA)	2015
Employee K (FA)	2018
Employee L (CSA)	2015, 2018
Employee M (FA)	2015
Employee N (FA, spouse took leave)	2016
Employee O (CSA, spouse took leave)	2016

Appendix B: MCUPA Paid Parental Leave September 2018

MCUPA RESULTS FOR PAID PARENTAL LEAVE SEPTEMBER 2018		
<u>College/University</u>	<u>Paid Leave</u>	<u>Amount of Leave</u>
A T Still University	No	FMLA only
Central Methodist	No	FMLA only
Cottey College	No	FMLA only
Crowder College	No	FMLA only
Drury University	Yes/No	6 paid weeks maternity for faculty/FMLA only for staff
East Central College	No	FMLA - can use accrued leave
Evangel	No	FMLA only
Fontbonne University	No	FMLA only
Goldfarb School of Nursing/Barnes Jewish Hospital	No	FMLA only
Harris-Stowe State University	No	FMLA only
Jefferson College	No	FMLA only
Lindenwood University	No	FMLA (short term disability is available if employee enrolls)
Kansas City Art Institute	No	FMLA only
Maryville University	No	FMLA only (short disability is available if employee enrolls)
MCCCKC	No	FMLA (short term disability is available if employee enrolls)
MSSU	Yes	6 paid weeks for birth mothers. 3 weeks paid for everyone else
Missouri Western	No	FMLA only
North Central Missouri College	Yes	4 paid weeks parental leave
Northwest Missouri State Univ.	No	FMLA (short term disability is available if employee enrolls)
Ozark Technical College	No	FMLA only
Park University	Yes	6 paid weeks maternity/1 paid week paternity--runs concurrent with FMLA
SBU	Yes/No	Faculty 6 paid weeks maternity/FMLA for all staff (and paternity)
St. Charles Community College	No	FMLA (short term disability is available if employee enrolls)
St. Louis Community College	No	FMLA only
St. Louis Col. of Pharmacy	No	FMLA only
St. Louis University	Yes	3-6 paid weeks depending on length of service for Staff/6 weeks for Faculty who are primary care parent
State Fair Community College	No	FMLA only
Stephens College	Yes	4 paid weeks parental leave, Runs concurrent with FMLA

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

AGENDA ITEM 12: COURSE SUCCESS RATE – ACADEMIC YEAR 2019

Vice President Heath Martin will share information regarding the student success rate for the 2019 academic year.

Attachment

11/4/2019

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East Central College

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Course Success Rate Comparison: Academic Year 2018 to Academic Year 2019

Category	Academic Year 2018				Academic Year 2019				% Change in Success Rate
	Student Headcount	Course Enrollments	FTE	Success Rate	Student Headcount	Course Enrollments	FTE	Success Rate	
All Students	3727	18741	1841.9	76.9%	3563	17699	1741.7	77.3%	0.4%
Race/Ethnicity									
American Indian	18	83	8.3	63.9%	20	90	9.4	54.4%	-9.5%
Asian	26	131	13.8	80.2%	30	143	14.4	81.8%	1.6%
Black	39	181	18.2	52.5%	34	213	21.3	74.6%	22.1%
Hispanic/Latino	79	412	41.4	69.9%	78	398	38.0	73.9%	4.0%
Native Hawaiian	*	21	1.8	100.0%	*	6	0.6	83.3%	-16.7%
Nonresident Alien	7	69	6.5	82.6%	14	113	11.3	83.2%	0.6%
Two or more races	61	260	26.8	66.5%	80	441	41.8	69.4%	2.9%
White	3462	17419	1710.6	77.5%	3268	16155	1591.8	77.8%	0.3%
Unknown	31	165	14.5	75.8%	36	140	13.1	67.1%	-8.7%
Age									
Under 18	614	1369	133.7	92.0%	625	1344	135.8	92.2%	0.2%
18 - 24	2170	13011	1277.5	75.4%	2081	12464	1218.6	74.3%	-1.1%
25 - 39	695	3279	328.0	76.0%	629	2967	297.4	81.1%	5.1%
40+	248	1082	102.8	79.7%	228	924	90.0	84.0%	4.3%
Gender									
Female	2274	11158	1127.5	77.7%	2164	10377	1049.0	78.6%	0.9%
Male	1453	7583	714.4	75.9%	1399	7322	692.7	75.5%	-0.4%
Pell Eligible									
Yes	1497	9023	895.2	70.8%	1378	8166	806.4	71.4%	0.6%
No	2230	9718	946.7	82.6%	2185	9533	935.3	82.4%	-0.2%
Veteran	72	372	36.3	70.7%	94	465	45.4	76.3%	5.6%

*Suppressed to protect student privacy

Notes:

- 1) FTE defined as credit hours/30.
- 2) Success is defined as A, B, C or P.
- 3) Veteran or Active Duty status self reported on enrollment application.
- 4) Data as of 10/24/19
- 5) Excludes all incomplete grades

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

AGENDA ITEM 13: ASSESSMENT SHOWCASE UPDATE

Assistant Professor Sue Henderson will present highlights from the October 25 Assessment Showcase.

11/4/2019

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East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
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**AGENDA ITEM 14: HIGHER LEARNING COMMISSION ACCREDITATION
UPDATE**

Information will be presented regarding the upcoming Higher Learning Commission Notice Visit.

11/4/2019

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East Central College

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

AGENDA ITEM 15: *PERSONNEL

A. RESIGNATION

Recommendation: To **accept** the resignation of Sarah Kloeppe-Johnson, Associate Director of Financial Aid effective October 31, 2019.

B. RESTRUCTURING – CENTER FOR WORKFORCE DEVELOPMENT

Recommendation: To **approve** the restructuring of staffing in the Center for Workforce Development with the following title and salary changes:

Melissa Richards

Current Title: Coordinator, Business Development & Training

New Title: Coordinator, Apprenticeships & Business Training Program

Salary: \$47,000

Cindy Brinker

Current Title: Program Assistant, Workforce Development

New Title: Coordinator, Grants & Program Administration

Salary: \$41,000

Bonnie Devine

Current Title: Program Assistant, Community Education

New Title: Coordinator, CWD Programming

Salary: \$36,000

Attachment

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East Central College

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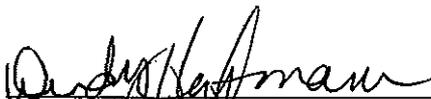
EAST CENTRAL COLLEGE

Interoffice Memo HUMAN RESOURCES

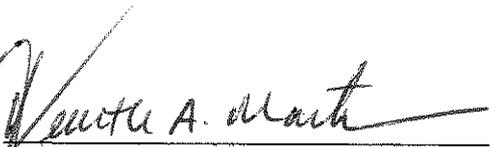
TO: Dr. Jon Bauer
DATE: October 16, 2019
FROM: Wendy A. Hartmann, Director
RE: Requesting Release from Contract – Sarah Kloeppe-Johnson

Sarah Kloeppe-Johnson, Associate Director, Financial Aid, has requested to be released from the remainder of her FY20 employment contract effective October 31, 2019. The official resignation letter is on file in the Human Resources Office.

Signatures:



Wendy Hartmann
Director, Human Resources



Heath Martin
Vice President, Student Development

MEMORANDUM

To: Dr. Jon Bauer

Fr: Joel Doepker 

Date: 10.28.19

Re: Department Restructure, Center for Workforce Development

It is my recommendation to approve a restructuring of staffing in the Center for Workforce Development to achieve greater efficiency and meet the needs of a U.S. Department of Labor grant.

East Central College is receiving funds from the Missouri Advanced Manufacturing (MoAMP) grant that requires goals and procedures be met on a monthly basis to adhere to federal guidelines. The restructuring also right-sizes the department to meet the changing market demand for Community Education class offerings and workforce training programs in the area.

The restructuring will allow the college to utilize MoAMP grant funds to offset the salaries of the newly created positions of Coordinator of Apprenticeships and Business Training program, and Coordinator of Grants and Program Administration. The newly created Coordinator of CWD Programming consolidates duties previously performed by the two CWD Program Assistant positions; these positions will be eliminated from the staffing plan. Staffing will be evaluated for sustainability at the end of the grant period.

Job titles, duties and salaries for the following current employees will change as they take on new and/or additional responsibilities:

Melissa Richards
Current Title: Coordinator, Business Development & Training
New Title: Coordinator, Apprenticeships and Business Training Program
Salary: \$47,000

Cindy Brinker
Current Title: Program Assistant, Workforce Development
New Title: Coordinator, Grants and Program Administration
Salary: \$41,000

Bonnie Devine
Current Title: Program Assistant, Community Education
New Title: Coordinator, CWD Programming
Salary: \$36,000

This restructure of CWD staffing will provide an overall savings in college funds of approximately \$64,000 per year.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
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AGENDA ITEM 16: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

11/4/2019

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

AGENDA ITEM 17: 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
- E. Student Government Association President, Juanita Ziegler

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East Central College

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(636) 583-5195, Ext. 2201
FAX (636) 583-6602

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

AGENDA ITEM 18: PRESIDENT’S REPORT

Projected meeting dates for 2019 and 2020 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

December 2

Alternate Meeting Dates

December 9

2020 Projected Meeting Dates

January – no meeting

February 3

March 2

April 13

April 29 (*3 p.m. retreat*)

May 4

June 8

July 16 (*Thursday noon business meeting*)

August 31

September – no meeting

October 5

October 28 (*3 p.m. retreat*)

November 2

December 7

Alternate Meeting Dates

February 10

March 9

April 16

May 11

June 15

October 12

November 9

December 14

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

**AGENDA ITEM 19: EXECUTIVE SESSION – RSMo2004, SECTION 610.021(1)
LEGAL**

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

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

AGENDA ITEM 20: ADJOURNMENT

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

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