



**BOARD OF TRUSTEES  
EMERGENCY MEETING**

**March 20, 2020**

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

**March 20, 2020**

**11 a.m.**

**<https://zoom.us/j/947210782> or 312-626-6799**

**Meeting ID: 947 210 782**

		<b>Action<sup>1</sup></b>	<b>Discussion</b>	<b>Information</b>
1.	CALL TO ORDER			
2.	APPROVAL OF AGENDA	4 Votes		
3.	PRESIDENTIAL AUTHORITY DURING PANDEMIC	4 Votes		
4.	ADJOURNMENT	Simple Majority		

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
March 20, 2020**

**AGENDA ITEM 1: CALL TO ORDER**

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

3/20/2020

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

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**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
March 2, 2020**

**AGENDA ITEM 2: APPROVAL OF AGENDA**

**Recommendation:** To **approve** the agenda for the March 20, 2020, Board of Trustees meeting.

3/20/2020

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1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

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**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
March 20, 2020**

**AGENDA ITEM 3: PRESIDENTIAL AUTHORITY DURING PANDEMIC**

**Recommendation:** To **authorize** the following emergency measures related to the COVID-19 pandemic, including: (1) ten days of paid emergency leave for full-time employees, (2) up to 10 days of pay for part-time employees should the college close as a result of the pandemic, (3) authority for the president to close the campus if needed as a result of an emergency, (4) authority to assign employees to work from home, and (5) authority for up to 90 days for the president to enact emergency student and personnel policies as necessary, as presented in a memorandum to the Board of Trustees dated March 20, 2020.

Attachment

3/20/2020

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1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

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## **BOARD MEMORANDUM**

**To:** Board of Trustees

**From:** Jon Bauer, Ph.D.

**Date:** March 20, 2020

**Re:** Emergency Measures, COVID-19 Pandemic

This memorandum outlines several emergency measures that will enable East Central College to take action as a result of the COVID-10 pandemic. As you know, mitigation measures to slow the spread of the disease have resulted in unprecedented closures and other changes that have affected each of us. The leadership team and I have made several decisions related to the pandemic, within the authority provided by institutional Policies and Procedures. These decisions include (a) moving instruction to on-line or remote platforms for the remainder of the semester, (b) cancelling public events and large gatherings scheduled for the campus, (c) restricting public access to our facilities, and related administrative actions.

However, there are some measures for which there is no administrative authority. Our framework for decision-making over the past few weeks has involved asking several questions:

- What are the relevant CDC guidelines?
- What is best for our students?
- What is best for our employees?

Clearly, this is new territory. I am proposing emergency authority from the Board of Trustees for a period of 90 days, to include the following measures:

1. Ten days (80 hours) of paid emergency leave to be made available for current, full-time employees in the case of an employee who is unable to work due to the need to care for a minor if the child's school or childcare facility has been closed or is unavailable due to the pandemic. This leave would be made available immediately, and would be used in conjunction with existing federal leave, or personal/vacation/sick leave provided by the college. New federal legislation provides for some additional leave, but that law does not go into effect until April 2. Policy 5.30 (Paid Leave Benefits) does not provide for leave such as this.
2. Authorization to pay part-time employees for up to 10 days (not to exceed 40 hours) of work as otherwise scheduled, should the college close as a result of the pandemic. Currently, part-time employees are not paid if the college is closed. The sudden and unexpected nature of the pandemic has created significant economic uncertainty. This

measure will provide some stability for part-time employees if we need to close for a period of time. Policy 5.30 applies only to full-time employees.

3. Explicit authority to close the campus if needed as a result of an emergency. Current policy (5.28, College Holidays, and 5.30.10, Inclement Weather) only identifies the president's authority to close the campus to holidays and/or weather conditions.
4. Authority to assign employees to work from home in order to limit the number of individuals on campus but continue college operations. There is no provision in existing policies for employees to work from home, yet public health objectives include limiting the number of people working in close proximity to others.
5. Authority, not to exceed 90 days without express board reauthorization, to enact other student or personnel policies necessary to meet public health objectives as a result of the pandemic. Any and all emergency policies enacted as a result of this measure shall be reported to the Board of Trustees as soon as possible, and shall remain in effect no longer than 90 days without express board action

The provision for authority not covered by the first four measures is strictly to provide some administrative latitude to act quickly and decisively in response to the state of emergency. We have learned over the last two weeks that (a) it is impossible to know in advance every action that may be needed to combat the spread of the virus, and (b) these actions are often necessary on very short notice. At the same time, this emergency authority is crafted in a way to ensure that it is not open-ended or that its effects persist indefinitely. Any action taken under this authority must be clearly related to the pandemic and its potential effect on students or employees.

As mentioned, these are unprecedented times. Consequently, the measures requested are extraordinary. They are proposed after a great deal of consideration and with the interests of our students, employees, and other stakeholders in mind.

We may identify some long-term policy changes that should be considered as a result of this experience. The authority for emergency closures is one example. Any change in policy that is intended as a permanent change would be brought to the board separately. The measures proposed herein are intended to provide the administrative authority in the short-term to act in the best interests of the college and the community.

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
March 20, 2020**

**AGENDA ITEM 4: ADJOURNMENT**

**Recommendation:** To **adjourn** the March 20, 2020 meeting of the Board of Trustees.

3/20/2020

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**East Central College**

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