

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, February 3, 2020**

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, 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, Foundation Executive Director Bridgette Kelch, Coordinator of Student Life Emily Lewis, Director of Early College Programs Megen Strubberg, Director of Institutional Research Bethany Lohden, Director of Communications & Marketing Gregg Jones, Faculty Association President Jenifer Goodson, ECC-NEA President Tom Fitts, Professional Staff President Jenny Kuchem, Classified Staff Treasurer Bethany Herron, Student Government President Gwen Minks, and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: There were guests present.

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 February 3, 2020 meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the December 2, 2019 regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Dr. Bauer noted that two finalists for the Vice President, Finance and Administration position will be interviewed later in February. He then reviewed the financial statements for the year to date and noted that local tax revenue is now being received.

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 Eric Park; Carried Unanimously

GRANT RESOLUTION: The fitness trail on campus is used extensively by the community and is in need of work. The College would like to apply for a federal recreational trails program grant to make trail improvements. The resolution presented for approval authorizes Dr. Bauer to sign documents related to the grant application. If funding is received, the College will have two years to expend the funds that would cover 80% of the improvement project. The total project cost is \$240,000; the maximum matching money to be provided by the College would be \$50,000. This would be taken from facilities funds along with in-kind contributions and Foundation funds.

Motion: To **approve** a resolution authorizing President Bauer to sign all documents related to East Central College's application for federal assistance from the Recreational Trails program.

Motion by Prudence Johnson; Seconded by Audrey Freitag; Carried unanimously

2020-2021 TUITION & GENERAL FEES: Dr. Bauer noted that the large tuition increase for the current year was a correction to align tuition with operating costs. Tuition will be reviewed annually and incremental adjustments will be made to avoid a large increase in the future. The recommendation provided was developed by a subgroup of the Budget Advisory Committee and approved by the full committee. The tuition subgroup noted that small incremental increases allow for better planning, and this increase does not change ECC's position relative to tuition charged by other community colleges in the state. Vice President Martin indicated that ECC ranks fourth among community colleges for in-district tuition and in the bottom third for out-of-district. Reviewing the last three semesters of enrollment data showed that over 200 additional students were served following the tuition increase and credit hours decreased by 195 or 0.4%.

The recommendation represents a 3% increase in tuition across all categories with no change in general fees. This increase, coupled with 2% enrollment growth, would generate about \$300,000 in additional revenue. If enrollment were to remain level, the increase would generate approximately \$171,000. It was noted that approximately 16% of ECC students do not receive any federal aid or scholarship awards and pay the entire tuition bill out of pocket. The Pell grant is increasing by \$150 for next year.

Dr. Bauer stated that setting tuition in February ensures the rate schedule is in place when students begin fall enrollment in March. The college has a large backlog of deferred maintenance as well as a need to build up reserves. Expenses have been held in line but the college must be able to meet mission. With smaller increases annually, purchasing power can be maintained.

Motion: To **approve** tuition rates and general fees for the 2020-2021 academic year as follows:

Tuition

In-District Tier One	\$105 per credit hour
In-District Tier Two	\$129 per credit hours
Out-of-District Tier One	\$151 per credit hour
Out-of-District Tier Two	\$185 per credit hour
Out-of-State Tier One	\$225 per credit hour
Out-of-State Tier Two	\$276 per credit hour
International Tier One	\$231 per credit hour
International Tier Two	\$296 per credit hour
Dual Credit/Dual Enrollment	\$53 per credit hour

General Fees

Student Activities	\$6.50 per credit hour
Support Services	\$3.50 per credit hour
Technology	\$5.00 per credit hour
Facilities	\$7.00 per credit hour
Security	\$5.00 per credit hour

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

COURSE FEES: Dr. Bauer noted that the recommended fees are attached to specific courses and used to cover consumable items or testing fees. The Academic Council has approved these fees after review by the faculty and deans.

Motion: To **adopt** the schedule of course fees for academic year 2020-2021 as listed in the attached memorandum.

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

FALL COURSE SUCCESS RATE: Vice President Heath Martin reviewed the success rate report and noted there has been a slight decline in the success rate of 0.4%. The number of underrepresented students was up about 4.5% and their success rate remained the same. An area of concern is the success rate of 18-24 year old students. Further attention is being given to what is happening with this population; courses in which they are struggling are being identified and strategies will be explored to help them. It was also noted that women are outperforming men and low-income students (Pell eligible) are not performing as well as non-Pell recipients. Students under age 18 are the highest performing group, indicating that investments in early college initiatives are important.

Ms. Hartley asked for more information on the 15 to Finish initiative. Vice President Martin stated that the Strategic Enrollment Management Committee has discussed at length whether 15 hours per semester is the best measure. They are currently using 12 or more hours as a measure for completion and reviewing the data for the past semester. Ms. Hartley asked that a follow-up report be given. The retention software (Aviso) has been implemented; it is hoped use of this software will impact numbers going forward.

HIGHER LEARNING COMMISSION (HLC) ACCREDITATION UPDATE: The final written report from the HLC focused visit included the finding that East Central College is meeting the criteria for accreditation and a recommendation that notice be removed. The report submitted for the next comprehensive visit in 2022 will need to include data on institutional assessment, strategic planning and institutional effectiveness. Many of the initiatives put in place have not been in operation long enough to have data, but that will not be the case by 2022. Planning for the 2022 comprehensive visit is underway. The ECC response to the report indicated that the college agrees with these findings. A final recommendation from the Institutional Actions Council will be issued in March. The visit report and response have been shared with the campus. The report is reflective of the good work being done in the institution. Ms. Hartley expressed appreciation for the work of faculty and staff.

***PERSONNEL:** The Board **accepted** the resignation of Bonnie Devine, Coordinator, Center for Workforce Development Programming, effective January 31, 2020. The Board also **approved** the appointment of Martin Clayes as full-time Head Coach for Men's and Women's Soccer effective February 4, 2020 with an annual salary of \$42,000, and the appointment of Barb Kuelker as Financial Aid Advisor for Scholarships and A+ effective February 10, 2020 with an annual salary of \$35,568. The Board **approved** changes to the adjunct faculty appointments for spring semester 2020 as shown on the attached memorandum.

BOARD PRESIDENT'S REPORT: Ms. Hartley provided an update on the recent Missouri Community College Association (MCCA) trustee meeting that she attended with Board members Cookie Hays, Audrey Freitag and Joe Stroetker. She noted that MCCA emphasizes lobbying for increased funding for community colleges, which educate about 40% of students and get about 16% of total

state funding. Each year MCCA works toward equity funding for community colleges. Other topics included guns on campus and Title IX compliance. Ms. Hartley emphasized that MCCA allows the 12 community college districts to speak with one voice and is a very important organization.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association Jenifer Goodson reported that Sue Henderson recently completed a graduate certificate in higher education research, and Nathan Esbeck participated in a review of the Manufacturing Standard Skills Council's validation of standards for the Certified Production Technician Credential. She also noted that faculty are using the new Aviso system and feedback has been positive.
- B. ECC-NEA REPORT:** NEA President Tom Fitts reported the first bargaining session went well, and he feels confident the process is getting streamlined.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported the testing center is now certified by the National College Testing Association. Erin Anglin has received a regional fellowship and will be attending the Accuplacer conference. Jenny recognized Stephanie Hebert for her work with Aviso and providing training.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Treasurer Bethany Herron indicated the association had no report at this time.
- E. STUDENT GOVERNMENT ASSOCIATION (SGA):** SGA President Gwen Minks reported the SGA hosted welcome week for the first week of classes, which included a movie night, info booths, snacks and supplies. Voter registration is currently underway and a blood drive will be held on February 6. Vice President Martin will be accompanying two students to Jefferson City for the Governor's Leadership Conference.

PRESIDENT'S REPORT: President Bauer reported that there was a blockage in the drain in the water closet at the rear of the library. This resulted in flooding in the back half of the facility. Work is underway to dry and sanitize the carpet; it is hoped normal operations will resume within the week.

Budget development is underway; requests by budget managers were submitted at the end of January. The administrators will be reviewing these requests along with the staffing plan. The goal is to have the budget ready to distribute to the Board in late April for approval at the May Board meeting. Faculty negotiations are underway with a goal of completing the economic issues by spring break so that budget development can stay on schedule.

The Salary Study Committee will begin meeting this week to develop long-range goals for employee compensation. This group will meet throughout the semester and perhaps become a standing committee.

There were no additional filings for the Board election; Ann Hartley and Joe Stroetker will be sworn in at the April meeting for another six-year term.

Dr. Bauer reviewed progress toward his goals for the current year:

- Response to the Higher Learning Commission – This was the top goal. As previously reported, the site visit was very successful.

- Strategic Plan Implementation – The College has moved from development of the plan to implementation. Teams are working on each strategy. All Board decisions should be framed in the plan.
- *Chronicle*/Modern Think Survey – The level of satisfaction by employees has increased from 2018 to 2019. The 2020 survey will be administered in late spring with results available over the summer.
- Cabinet Development – Interviews are established for the CFO position and it should be filled soon. The internal search process is underway for the CAO position as well. The Cabinet has spent time reading/discussing a book focused on the role each member holds and how to frame decision-making. Another book selection will be used to continue these discussions. Collegiality has improved as well.
- Budget/Planning Redesign – The budget development process has been advanced by about two months and request forms were in budget managers’ hands by the first week in December. This will allow needed time for reflection and decision-making.
- Compensation – The committee meets February 3. This is a complex issue. Overall, salaries need to be increased and recruitment needs to be enhanced. A plan will be developed but multiple years will be needed for implementation.
- Policy Review – A committee has been formed and will work on Chapter One policies this spring. Each semester another chapter will be reviewed. This rotation will continue, which will allow each chapter to be reviewed every three years.
- Entrepreneurial Initiative – Work is in process with the bookstore and cafeteria. Strategies are being developed to increase revenue and identify additional revenue sources.
- Business & Industry Center Utilization – The fast track welding program is full and growing; there is also significant enrollment in the HVAC program. Work continues to develop both day and evening offerings as well as early college programs for the Center.
- President’s Leadership Academy – The framework for the academy has been discussed and will likely be in place for fall semester. It makes more sense to begin the program with the start of the academic year.

EXECUTIVE SESSION – RSMo2004, SECTION 610.021(2) REAL ESTATE:

Motion: To **enter** into executive session per RSMo 2004, Section 610.021 (2) Real Estate at 6:36 p.m.

Motion by Joseph Stroetker; Seconded by Cookie Hays

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

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

Motion: To **resume** open session at 7:19 p.m.

Motion by Eric Park; Seconded by Prudence Johnson

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

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

ADJOURNMENT:

Motion: To **adjourn** the February 3, 2020 public Board of Trustees meeting at 7:19 p.m.

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

President, Board of Trustees

Secretary, Board of Trustees



EAST CENTRAL COLLEGE

BOARD MEMORANDUM

TO: Dr. Jon Bauer
 DATE: January 28, 2020
 FROM: Office of Academic Affairs *RCW*
 RE: Course Fee Schedule for AY 2020/21

This memorandum serves as a recommendation for the Board of Trustees to adopt the course fee schedule listed below for the 2020/21 academic year. The changes result in a \$154 overall reduction in fees.

Health Sciences	Dept.	Section Name	Sec Short Title	Purpose of Fee	Reason for Change	Proposed Fee	Current Fee
FEE CHANGES	EMS	EMS*152	Paramedic 1	Lab Faculty	Increased lab time due to portfolio requirements	\$90	\$75
		EMS*152	Paramedic 1	Supplies	Increased cost of lab supplies	\$50	\$20
		EMS*152	Paramedic 1	Professional Liability Insurance	No clinical component, so no lab time	\$0	\$28
		EMS*161	Paramedic 2 Clinical	Lab Faculty	Increased lab time due to portfolio requirements	\$90	\$75
		EMS*202	Paramedic 3 Clinical	Lab Faculty	Increased lab time due to portfolio requirements	\$90	\$75
		EMS*211	Paramedic 4 Clinical	Lab Faculty	Increased lab time due to portfolio requirements	\$90	\$75
		EMS*221	Paramedic 5 Clinical	Lab Faculty	Increased lab time due to portfolio requirements	\$90	\$75
	MDA	MDA*100	Medial Asst Externship Prep	Criminal Background, Drug Screen, Insurance	will propose to remove course from program	\$0	\$100
		MDA*222	Prog Capstone-MDA Review	Assessment/Remediation	Increase cost of HESI remediation &	\$59	\$30
		MDA*223	Medical Assistant Externship	Criminal Background, Drug Screen, Insurance	Fee moved from MDA Externship Prep	\$125	\$0
	Nursing		HESI A2 Nursing Entrance Exam	Entrance Testing	Increased cost of exam	\$52	\$44
			HESI LPN-RN Mobility Exam	Entrance Testing	Increased cost of exam	\$65	\$57
			Nursing Re-Admission Fee		New fee leveled for clinical site on-boarding	\$100	\$75
					Totals	\$901	\$729
Health Sciences	Dept.	Section Name	Sec Short Title	Purpose of Fee			Current Fee
UNCHANGED, CURRENT FEES	EMS	EMS*161	Paramedic 2 Clinical	Professional Liability Insurance			\$28
		EMS*101	BLS/Hlthcare Providers	Supplies			\$25
		EMS*102	Heartsaver First Aid	Supplies			\$25

		EMS*104	ACLS (Adv Cardiac Life Supp)	Books, Supplies, Instructor		\$150
		EMS*105	Pre-Hospital Trauma Life Supp	Books, Supplies, Instructor		\$150
		EMS*109	Emergency Medical Tech Clinical	Professional Liability Insurance		\$28
		EMS*110	Emergency Medical Tech Lec	Supplies and Lab Instructor		\$70
		EMS*122	Intro Paramedic Tech Clinical	Professional Liability Insurance		\$28
		EMS*131	Pediatric Adv Life Support	Books, Supplies, Instructor		\$150
		EMS*161	Paramedic 2 Clinical	Professional Liability Insurance		\$28
		EMS*202	Paramedic 3 Clinical	Professional Liability Insurance		\$28
		EMS*211	Paramedic 4 Clinical	Professional Liability Insurance		\$28
		EMS*221	Paramedic 5 Clinical	Professional Liability Insurance		\$28
		EM*1323	Paramedic 6	Professional Liability Insurance		\$28
		EMS*270	I.S.-EMT	Professional Liability Insurance		\$28
		EMS*275	Paramedic Fld Intern Contin	Professional Liability Insurance		\$28
	MDA	MDA*101	Administrative Procedures	Assessment/ Remediation		\$100
		MDA*113	Clinical Procedures	Supplies		\$100
		MDA*213	Medical Laboratory Procedures	Supplies		\$100
		MDA*222	Prog Capstone-MDA Review	Fee for CMA Test		\$125
			Nursing Admission Fee	Admission Fee		\$125
	Nursing	NUR*102	Fund Nursing Lab	Supplies/Faculty/Lab Expense		\$375
		NUR*102	Fund Nursing Lab	Assessment/ Remediation		\$350
		NUR*103	Successful Transitions/Nursing	Lab Faculty/Lab Supplies		\$150
		NUR*132	Nrsg of Adults&Chld I Lab	Supplies/Faculty/Lab Expense		\$375
		NUR*202	Nursing Adults & Child II Lab	Supplies/Faculty/Lab Expense		\$375
		NUR*232	Nursing of Adlts&Chld III Lab	Supplies/Faculty/Lab Expense		\$375
		OTA 204	Foundation Occupational Therapy	Course Fee		\$52
		OTA 204	Foundation Occupational Therapy	OTA Consortium Fee		\$186
		OA*205	Med Conditions Occup Therapy	Course Fee		\$52
	OTA	OA*205	Med Conditions Occup Therapy	OTA Consortium Fee		\$186
		OTA*204	Pediatric & Adolescent Pract	Course Fee		\$52
		OTA*204	Pediatric & Adolescent Pract	OTA Consortium Fee		\$186
		OTA*212	Analysis of Occupations	Course Fee		\$52

		OTA*212	Analysis of Occupations	OTA Consortium Fee			\$186
		OTA*215	Mental Hlth & psychosocial Pract	Course Fee			\$52
		OTA*215	Mental Hlth & psychosocial Pract	OTA Consortium Fee			\$186
		OTA*290	Level II Fieldwork A	Course Fee			\$52
		OTA*290	Level II Fieldwork A	OTA Consortium Fee			\$186
		OTA*295	Level II Fieldwork B	Course Fee			\$52
		OTA*295	Level II Fieldwork B	OTA Consortium Fee			\$186

***There is the potential that the OTA fee's will increase due to the change in the fiscal agent to SFCC. The plan is to recommend a fee structure at the next MHPC meeting in November

Career & Technical Edu.	Dept.	Section Name	Sec Short Title	Purpose of Fee	Reason for Change	Proposed Fee	Current Fee
FEE CHANGES	Culinary	CUL*112	Concept Planning &		No related costs	\$0	\$60
		CUL*113	Interm Culinary Methods&Tech		No related costs	\$0	\$60
		CUL*214	Garde Manger	course specific ingredients	Increase to cost of food	\$100	\$60
	HVC	HVC*251	Commercial Chilled Water Appl		Lecture course : no fee required	\$0	\$25
	IND	IND*221	PLC-Program Logic Controllers		No related costs	\$0	\$20
		IND*231	Advanced PLC		No related costs	\$0	\$20
	WLD	WLD*122	Wldg III Lab-(Adv. SMAW)	Materials, solder, gas, other miscellaneous	To reflect materials usage	\$250	\$0
		WLD*133	Wldg VI(Blueprint Rdg)		No related costs	\$0	\$250
		WLD*212	Welding VII Lab Pipe Wldg	Materials, solder, gas, other miscellaneous	To reflect materials usage	\$250	\$0
					Totals	\$600	\$495

Career & Technical Edu.	Dept.	Section Name	Sec Short Title	Purpose of Fee			Current Fee
UNCHANGED, CURRENT FEES	CIS	CIS*151	Network I (Cisco)	Cables, other network			\$20
		CIS*152	Network 2 (Cisco)	Cables, other network components			\$20
	Culinary	CUL*101	Kitchen Fundamentals	supplemental text and			\$60
		CUL*103	Basic Culinary Mthds & Tech	Class specific product			\$60
		CUL*105	Culinary Competition I	Class specific product, students registration for ACF competitions			\$60
		CUL*106	Culinary Competition II	Class specific product, students registration for ACF competitions			\$60
		CUL*107	Culinary Competition III	Class specific product, students registration for ACF competitions			\$60
		CUL*111	Fundamentals of Baking	course specific ingredients and equipment			\$60
		CUL*114	Dining Room Mgt&Table Serv	materials for table service.			\$60
		CUL*115	Survey Rstrt Cuisine & Cooking	student attendance for dining out			\$60

		CUL*212	Meat & Fish ID & Fabrication	student attendance for dining out		\$60
		CUL*215	Elements of Banquet&Catering	course specific ingredients		\$60
		CUL*221	International Cooking	course specific ingredients		\$60
		CUL*222	Adv Culinary & Rest Operations	course specific ingredients		\$60
		CUL*223	Beverage Management	winery trip & specific wines for tasting		\$60
		CUL*224	Adv Baking & Confections	chocolate couveture		\$60
		CUL*229	Culinary Arts Comprehensive	ACF Fee		\$90
		CUL*229	Culinary Arts Comprehensive	course materials fee		\$60
	HIM	HIM*100	Prof Practice Exper (PPE)Prep	Background check, urine, blood check		\$100
	HVAC	HVC*103	Refrig Recov/EPA Cert	Industry Licensure Test		\$35
		HVC*104	Refrigerant A/C Install I	Lab Supplies		\$25
		HVC*105	Forced Air Heating I	Lab Supplies		\$25
		HVC*106	Heating and Equip Install I	Lab Supplies		\$25
		HVC*170	Intro to Refrigeration Lab	Lab Supplies		\$10
		HVC*172	Systems & Components Lab	Lab Supplies		\$10
		HVC*174	App Elect Fund Lab	Lab Supplies		\$10
		HVC*204	Refrigerant A/C Install II	Lab Supplies		\$25
		HVC*205	Forced Air Heating II	Lab Supplies		\$25
		HVC*206	Heating & Equip Install II	Lab Supplies		\$25
		HVC*295	HVAC Capstone II	Lab Supplies		\$15
	IET	IND*112	Industrial Power Systems Lab	seals, hydraulic fluid, rags		\$20
		IND*152	Industrial Electricity Lab	fuses and electronic components		\$10
		IND*163	Indus&Control Sys Wiring	Supplies for wiring		\$25
		IND*173	Process & Control Systems Lab	Supplies for wiring		\$25
		IND*174	Maintenance Welding	Supplies for welding		\$350
		IND*213	Maintenance Practices	replacement bearings, chains and alignment shims		\$15
		IND*215	Motor Controls	Supplies for wiring		\$15
		IND*217	Indus Systems Trblshooting	Supplies for Capstone Project		\$20
	Precision Machining	PRS*103	Print Reading and Design	Materials, other related material usage		\$35
		PRS*112	Intro CNC Mill&Lathe Lab	Materials, other related material usage		\$25
		PRS*121	Machine Tool 1 Lec	NIMS Testing Fees		\$96
		PRS*122	Machine Tool I Lab	Materials, other related material usage		\$25

		PRS*123	Machine Tool 2 Lec	Materials, other related material usage			\$56
		PRS*124	Machine Tool 2 Lab	Materials, other related material usage			\$25
		PRS*141	CNC Lathe Lec	Materials, other related material usage			\$56
		PRS*142	CNC Lathe Lab	Materials, other related material usage			\$25
		PRS*201	Machine Tool 3 Lec	Materials, other related material usage			\$56
		PRS*202	Machine Tool 3 Lab	Materials, other related material usage			\$25
		PRS*211	CNC 2 Mill Lec	Materials, other related material usage			\$56
		PRS*212	CNC 2 Mill Lab	Materials, other related material usage			\$25
		PRS*218	Solidworks	Materials, other related material usage			\$10
		PRS*231	Machine Tool 4 Lec	Materials, other related material usage			\$28
		PRS*232	Machine Tool 4 Lab	Materials, other related material usage			\$25
		PRS*241	Machining Capstone Lec	Materials, other related material usage			\$25
		PRS*242	Machining Capstone Lab	Materials, other related material usage			\$25
	Welding	WLD*102	Welding I Lab(Intro)	Materials, solder, gas, other miscellaneous			\$250
		WLD*102	Welding I Lab(Intro)	Materials, solder, gas, other miscellaneous			\$20
		WLD*112	Wld II Lab(All Position SMAW)	Materials, solder, gas, other miscellaneous			\$250
		WLD*112	Wld II Lab(All Position SMAW)	Materials, solder, gas, other miscellaneous			\$20
		WLD*122	Wldg III Lab-(Adv. SMAW)	Materials, solder, gas, other miscellaneous			\$20
		WLD*132	Welding IV Lab GMAW	Materials, solder, gas, other miscellaneous			\$250
		WLD*132	Welding IV Lab GMAW	Materials, solder, gas, other miscellaneous			\$20
		WLD*202	Welding V Lab GTAW	Materials, solder, gas, other miscellaneous			\$250
		WLD*202	Welding V Lab GTAW	Materials, solder, gas, other miscellaneous			\$20
		WLD*212	Welding VII Lab Pipe Wldg	Materials, solder, gas, other miscellaneous			\$20
		WLD*213	Welding VIII(Adv Grad Proj)	Materials, solder, gas, other miscellaneous			\$20
Arts & Sciences	Dept.	Section Name	Sec Short Title	Purpose of Fee	Reason for Change	Proposed Fee	Current Fee
FEE CHANGES							
	Music	MUA*111	Applied Instrument I	Instructor	Students pay independent instructors directly	\$0	\$225
		MUA*112	Applied Instrument II	Instructor	Students pay independent instructors directly	\$0	\$225
		MUA*113	Applied Instrument III	Instructor	Students pay independent instructors directly	\$0	\$225

		MUA*115	Applied Woodwind I	accompanist fee	Fee for juries & Performances	\$30	\$0
		MUA*116	Applied Woodwind II	accompanist fee	Fee for juries & Performances	\$30	\$0
		MUA*117	Applied Woodwind III	accompanist fee	Fee for juries & Performances	\$30	\$0
		MUA*121	Applied Low Brass I	accompanist fee	Fee for juries & Performances	\$30	\$0
		MUA*122	Applied Low Brass II	accompanist fee	Fee for juries & Performances	\$30	\$0
		MUA*123	Applied Low Brass III	accompanist fee	Fee for juries & Performances	\$30	\$0
		MUA*125	Applied High Brass I	accompanist fee	Fee for juries & Performances	\$30	\$0
		MUA*126	Applied High Brass II	accompanist fee	Fee for juries & Performances	\$30	\$0
		MUA*127	Applied High Brass III	accompanist fee	Fee for juries & Performances	\$30	\$0
		MUA*211	Applied Instrument IV	Instructor	Students pay independent instructors directly	\$0	\$225
		MUA*212	Applied Instrument V	Instructor	Students pay independent instructors directly	\$0	\$225
		MUA*215	Applied Woodwind IV	accompanist fee	Fee for juries & Performances	\$30	\$0
		MUA*216	Applied Woodwind V	accompanist fee	Fee for juries & Performances	\$30	\$0
		MUA*221	Applied Low Brass IV	accompanist fee	Fee for juries & Performances	\$30	\$0
		MUA*222	Applied Low Brass V	accompanist fee	Fee for juries & Performances	\$30	\$0
		MUA*225	Applied High Brass IV	accompanist fee	Fee for juries & Performances	\$30	\$0
		MUA*226	Applied High Brass V	accompanist fee	Fee for juries & Performances	\$30	\$0
	Education	EDU*212	Teaching Prof/Field Experience	SMSTA for Liability insurance	Reduction in insurance cost	\$10	\$25
		EDU*290	Program Capstone-Teaching	MoGEA Testing Fee	Add Test Fee	\$59	\$0
	Sciences	AGR*102	Intro to Animal Science	Field Trip	new fee for field trip	\$40	\$0
		BIO*151	Intro Hum Anat&Phys Lec&Lab	preserved specimens	Increase in cost of preserved specimens	\$50	\$40
		BIO*206	Hum Anat&Phys I Lec&Lab	preserved specimens	Increase in cost of preserved specimens	\$50	\$10
		BIO*207	Hum Anat&Phys II Lec&Lab	preserved specimens	Add Test Fee to hybrid section.	\$50	\$0
		CHM*105	Intro to Chemistry	chemicals & supplies	Increase in cost of chemicals & supplies	\$30	\$15
		CHM*106	Chem Hlth Sci Lec and Lab	chemicals & supplies	Increase in cost of chemicals & supplies	\$30	\$15
	Engineering	EGR*103	Intro to Engineering Design	3D printing materials	Addition of 3D printing materials	\$30	\$0
					Totals	\$799	\$1,230
Arts & Sciences	Dept.	Section Name	Sec Short Title	Purpose of Fee			Current Fee
UNCHANGED,	Art	ART*118	Photography I	cover supplies and			\$40
CURRENT FEES		ART*119	Photography II	cover supplies and chemicals			\$40
		ART*121	Digital Design	Course supplies			\$15

		ART*125	Design I: Two Dimensional Dsgn	cover mateboard for project		\$10
		ART*126	Design II: Color Theory	cover paper costs		\$10
		ART*128	Drawing I	cover paper cost		\$10
		ART*129	Drawing II	cover paper cost		\$10
		ART*131	Figure Drawing I	cover figure drawing paper		\$30
		ART*132	Figure Drawing II	cover figure drawing paper		\$30
		ART*135	Illustration I	Course supplies		\$10
		ART*141	Painting I	supplies for demo		\$10
		ART*142	Painting II	supplies for demo		\$10
		ART*145	Watercolor I	cover demo supplies		\$10
		ART*146	Watercolor II	cover demo supplies		\$10
		ART*148	Ceramics I:Handbldg&Surfaces	plaster, glaze, and tools		\$30
		ART*149	Ceramics II:Throwing & Glaze	plaster, glaze, and tools		\$30
		ART*170	Typography	printing and toner		\$15
		ART*171	Digital Photography	printing and toner		\$25
		ART*215	Printmaking-Relief	Chemicals and Supplies		\$40
		ART*216	Printmaking-Intaglio	Chemicals and Supplies		\$40
		ART*218	Advanced Photography	cover supplies and chemicals		\$40
		ART*228	Drawing III	cover paper cost		\$10
		ART*229	Advanced Drawing	cover paper cost		\$10
		ART*231	Figure Drawing III	cover figure drawing paper		\$30
		ART*232	Adv. Figure Drawing	cover figure drawing paper		\$30
		ART*241	Advanced Painting	supplies for demo		\$10
		ART*245	Watercolor III	cover demo supplies		\$10
		ART*248	Advanced Ceramics	plaster, glaze, and tools		\$30
		ART*251	Design III: Three Dimen Dsgn	cover paper costs		\$10
		ART*255	Design IV:Adv. Problems	Course supplies		\$15
		ART*261	Package Design	printing and toner		\$15
		ART*262	Page Design & Layout	printing and toner		\$15
	Music	MUA*101	Applied Voice I	accompanist fee		\$60
		MUA*101	Applied Voice I	lesson fee		\$225
		MUA*102	Applied Voice II	accompanist fee		\$60
		MUA*102	Applied Voice II	lesson fee		\$225
		MUA*103	Applied Voice III	accompanist fee		\$60
		MUA*103	Applied Voice III	lesson fee		\$225
		MUA*115	Applied Woodwind I	lesson fee		\$225
		MUA*116	Applied Woodwind II	lesson fee		\$225
		MUA*117	Applied Woodwind III	lesson fee		\$225
		MUA*121	Applied Low Brass I	lesson fee		\$225
		MUA*122	Applied Low Brass II	lesson fee		\$225

	MUA*123	Applied Low Brass III	lesson fee		\$225
	MUA*125	Applied High Brass I	lesson fee		\$225
	MUA*126	Applied High Brass II	lesson fee		\$225
	MUA*127	Applied High Brass III	lesson fee		\$225
	MUA*131	Applied Piano I	lesson fee		\$225
	MUA*132	Applied Piano II	lesson fee		\$225
	MUA*133	Applied Piano III	lesson fee		\$225
	MUA*141	Applied Guitar I	lesson fee		\$225
	MUA*142	Applied Guitar II	lesson fee		\$225
	MUA*143	Applied Guitar III	lesson fee		\$225
	MUA*145	Applied Percussion I	lesson fee		\$225
	MUA*146	Applied Percussion II	lesson fee		\$225
	MUA*147	Applied Percussion III	lesson fee		\$225
	MUA*201	Applied Voice IV	accompanist fee		\$60
	MUA*201	Applied Voice IV	lesson fee		\$225
	MUA*202	Applied Voice Advanced Skills	accompanist fee		\$60
	MUA*202	Applied Voice Advanced Skills	lesson fee		\$225
	MUA*215	Applied Woodwind IV	lesson fee		\$225
	MUA*216	Applied Woodwind V	lesson fee		\$225
	MUA*221	Applied Low Brass IV	lesson fee		\$225
	MUA*222	Applied Low Brass V	lesson fee		\$225
	MUA*225	Applied High Brass IV	lesson fee		\$225
	MUA*226	Applied High Brass V	lesson fee		\$225
	MUA*231	Applied Piano IV	lesson fee		\$225
	MUA*232	Applied Piano Advanced Skills	lesson fee		\$225
	MUA*241	Applied Guitar IV	lesson fee		\$225
	MUA*242	Applied Guitar V	lesson fee		\$225
	MUA*245	Applied Percussion IV	lesson fee		\$225
	MUA*246	Applied Percussion Advanced	lesson fee		\$225
	MUC*102	Mus Theo I(Written)	student attendance to concert series		\$25
	MUC*104	Mus Theo II(Written)	student attendance to concert series		\$25
	MUC*202	Mus Theo III(Written)	student attendance to concert series		\$25
	MUC*204	Mus Theo IV(Written)	student attendance to concert series		\$25
	MUE*105	College Choir I	dress/tux cost & instrument repair		\$10
	MUE*106	College Choir II	dress/tux cost & instrument repair		\$10
	MUE*107	College Choir III	dress/tux cost & instrument repair		\$10
	MUE*111	Vocal Jazz Ensemble I	dress/tux cost & instrument repair		\$10
	MUE*112	Vocal Jazz Ensemble II	dress/tux cost & instrument repair		\$10

		MUE*113	Vocal Jazz Ensemble III	dress/tux cost & instrument repair			\$10
		MUE*115	College Band I	dress/tux cost & instrument repair			\$10
		MUE*116	College Band II	dress/tux cost & instrument repair			\$10
		MUE*117	College Band III	dress/tux cost & instrument repair			\$10
		MUE*121	Jazz Band I	dress/tux cost & instrument repair			\$10
		MUE*122	Jazz Band II	dress/tux cost & instrument repair			\$10
		MUE*123	Jazz Band III	dress/tux cost & instrument repair			\$10
		MUE*125	Jazz Combo I	dress/tux cost & instrument repair			\$10
		MUE*126	Jazz Combo II	dress/tux cost & instrument repair			\$10
		MUE*127	Jazz Combo III	dress/tux cost & instrument repair			\$10
		MUE*135	String Ensemble I	dress/tux cost & instrument repair			\$10
		MUE*145	Percussion Ensemble I	dress/tux cost & instrument repair			\$10
		MUE*146	Percussion Ensemble II	dress/tux cost & instrument repair			\$10
		MUE*147	Percussion Ensemble III	dress/tux cost & instrument repair			\$10
		MUE*205	College Choir IV	dress/tux cost & instrument repair			\$10
		MUE*206	College Choir Advanced Skills	dress/tux cost & instrument repair			\$10
		MUE*211	Vocal Jazz Ensemble IV	dress/tux cost & instrument repair			\$10
		MUE*212	Vocal Jazz Ensemble Advanced	dress/tux cost & instrument repair			\$10
		MUE*215	College Band IV	dress/tux cost & instrument repair			\$10
		MUE*216	College Band Advanced Skills	dress/tux cost & instrument repair			\$10
		MUE*221	Jazz Band IV	dress/tux cost & instrument repair			\$10
		MUE*222	Jazz Band Advanced Skills	dress/tux cost & instrument repair			\$10
		MUE*225	Jazz Combo IV	dress/tux cost &			\$10
		MUE*225	Jazz Combo IV	dress/tux cost &			\$10
		MUE*226	Jazz Combo Advanced Skills	dress/tux cost & instrument repair			\$10
		MUE*245	Percussion Ensemble IV	dress/tux cost & instrument repair			\$10
		MUE*246	Percussion Ensemble Advanced	dress/tux cost & instrument repair			\$10
		MUE*247	Percussion Ensemble VI	dress/tux cost & instrument repair			\$10
		MUS*101	Music Appreciation	matinee concert			10
		MUS*101	Music Appreciation (Web section)	not required to attend matinee			0
		MUS*151	World Music	matinee concert			10
		MUS*151	World Music (Web section)	not required to attend matinee			0

		MUS*171	Music History From	matinee concert			10
		MUS*172	Music History to 1800	matinee concert			10
	Theatre	THE*101	Theatre Appreciation	field trip to Repertory Theatre			\$40
		THE*102	Theatre Appreciation (web section)	Not required to attend trip			\$0
	Education	EDU*115	Child Health Nutr & Sfty	Certification for Infant Toddler CPR			\$60
		EDU*203	Technology for Teachers	Foliotek software fees			\$60
		PED*000	Fitness Center Orientation	equipment maintenance			\$15
	Sciences	BIO*110	General Ecology	specimens & supplies			\$10
		BIO*111	Gen Biology Lec & Lab	specimens & supplies			\$50
		BIO*121	Prin of Biology I Lec & Lab	specimens & supplies			\$20
		BIO*122	Prin of Biology II Lec & Lab	specimens & supplies			\$50
		BIO*151	Intro Hum Anat&Phys Lec&Lab (web)	Student purchase supplies			\$0
		BIO*205	Microbiology for Allied Health	cultured plates & Other supplies			\$50
		BIO*207	Hum Anat&Phys II Lec&Lab	consumables			\$50
		CHM*111	Gen Chemistry I Lec & Lab	Chemicals and Supplies			\$30
		CHM*112	Gen Chemistry II Lec & Lab	Chemicals and Supplies			\$50
		GEO*102	Intro Phys Geo Lab	field trip			\$40
		PHY*104	Intro to Physics Lect&Lab	building supplies & consumables			\$20
		PHY*110	Survey of Phys Sci Lec & Lab	building supplies & consumables			\$25
		PHY*212	Gen Physics I Lab	Disposable supplies			\$10
		PHY*222	Gen Physics II Lab	robotics project supplies			\$50



Interoffice Memo

TO: Dr. Bauer
DATE: January 28, 2020
FROM: Office of Academic Affairs
RE: Adjunct Addendum for Spring Semester 2020

Please approve the following adjunct addendum for the spring 2020 semester.

ADDITIONS

Career & Technical Education

Dan Hall, Accounting
Stephanie Juengling, Business
Jerry Stone, HVAC

Health Sciences

Morgan Gilliland, Nursing
Robyn Walter, Nursing

English & Humanities

Kaitlyn Willy, English

Fine & Performing Arts

John Woodfin, Theatre

Mathematics & Education

Nancy Cook, Education
Regina Holmes, Mathematics
Margaret Vogel, Education
Brad Wallach, Physical Education

Science & Engineering

Elizabeth Queensen, Nutrition

Social Sciences

Erin Anglin, Psychology
Miranda Green, Sociology
Jessica Robart, Psychology/Foundation of SS

Foundation of Student Success

Tracie Welsh

Dual Credit

Carmel Dare, Culinary, RTI
Charles Parsell, CIS, RTI
Ken Willardson, Mathematics, Vienna H.S.

DELETIONS

Career & Technical Education

Thomas Brune, HVAC

Health Sciences

Wayne Prince, EMS

English & Humanities

John Anglin, Communications
Deborah Hill-Triola, Reading
Paul Lampe, English
Raphael Maurice, English
Elizabeth Rosebrough, English

Fine & Performing Arts

Lauren Bearden, Theatre
Lansin Kimler, Music, Piano
Benjamin Sachs, Music
Juanita Schuler, Art
Matthew Sokeland, Music

Mathematics & Education

Ann Boehmer, Mathematics
Jennifer Heberlie, Education

Science & Engineering

Jeffrey Jaquess, Physics
Amine Laradji, Chemistry

Social Sciences

Jennifer Sansone, Sociology

Signatures:

Robyn Walter, Vice President, Academic Affairs

Wendy Hartmann, Director, Human Resources