



**BOARD OF TRUSTEES
MEETING**

April 13, 2020

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING AGENDA
Monday, April 13, 2020
5:30 p.m.
<https://zoom.us/j/379371734>**

		Action¹	Discussion	Information
1.	CALL TO ORDER			
2.	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		
3.	*APPROVAL OF MINUTES	4 Votes		
4.	TREASURER’S REPORT AND FINANCIAL REPORT	Simple Majority		
5.	ACCEPTANCE OF BID	4 Votes		
6.	FACULTY PROMOTION IN RANK	4 Votes		
7.	MEDICAL LABORATORY TECHNICIAN PROGRAM	4 Votes		
8.	BUDGET UPDATE			X
9.	*PERSONNEL A. Appointment B. Intention to Re-Employ Full-Time Faculty	4 Votes		
10.	ADJOURNMENT OF PUBLIC MEETING	Simple Majority		
11.	EXECUTIVE SESSION – RSMo2004, SECTION 610.021 (3) PERSONNEL AND (2) REAL ESTATE			

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
April 13, 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.

4/13/2020

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
April 13, 2020**

AGENDA ITEM 2: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the April 13, 2020, Board of Trustees meeting.

Attachment

4/13/2020

East Central College

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Section 2, Page 1

Agenda Item 2: Approval of Agenda

Consent Agenda Items for April 13, 2020:

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
April 13, 2020**

AGENDA ITEM 3: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the March 2, 2020 regular meeting and the March 20, 2020 emergency meeting of the Board of Trustees.

Attachment

4/13/2020

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

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Section 3, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, March 2, 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 – Interim Dean of Health Sciences Nancy Mitchell, Executive Director of Institutional Effectiveness Michelle Smith, Foundation Executive Director Bridgette Kelch, Director of Early College Programs Megen Strubberg, Director of Communications & Marketing Gregg Jones, Faculty Association President Jenifer Goodson, ECC-NEA President Tom Fitts, Professional Staff President Jenny Kuchem, Classified Staff Secretary Angie Siebert, Executive Assistant to the President Bonnie Gardner, and Student Government Association representatives Gwen Minks, Adam Fangers, Jeremy Robey and Tony McCurry.

RECOGNITION OF GUESTS: Mr. Jones introduced Kristen Dragotto from the *Missourian* and Mark Skornia from the Washington Fire Protection District.

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 March 2, 2020 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 February 3, 2020 regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Dr. Bauer reviewed the financial statements for the year to date.

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 Audrey Freitag; Carried Unanimously

ACCEPTANCE OF BID: Dr. Bauer noted that the ECC Foundation wanted to commemorate the 50th anniversary of the College with a gift and the administration suggest a monument sign. The sign will be funded by the ECC Foundation and maintained by the College after installation. It will be 35 feet tall and visible from both directions as vehicles approach on Highway 50. The electronic message board will be used to announce campus events.

Motion: To **accept** the bid of Ziglin Graphics to manufacture and install a digital sign at the intersection of Highway 50 and Prairie Dell Road at a cost of \$119,920.71 to be paid by the ECC Foundation.
Motion by Joseph Stroetker; Seconded by Eric Park; Carried unanimously

DEACTIVATION OF FIRE TECHNOLOGY PROGRAM: The Fire Technology Program has been in operation for over 40 years. However, enrollment declined over the last several years and there has not been any enrollment for a couple of years. Most training now takes place within the various fire departments. Mark Skornia, program coordinator, expressed appreciation to the Board and College for their support of the program and noted there have been great numbers of fire department personnel trained through the program.

Motion: To **approve** the deactivation of the Associate of Applied Science in Fire Technology and the Certificate in Fire Technology effective immediately.

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

The Board and administration expressed appreciation to Mr. Skornia and presented him with a plaque recognizing his years of service as the program coordinator and an adjunct instructor.

U.S.D.A. GRANT RESOLUTION: Dr. Bauer noted that the Board needs to periodically renew authorization to participate in U.S.D.A. grant program.

Motion: To **approve** a resolution authorizing East Central College's participation in the U.S. Department of Agriculture's Rural Economic Development Grant program.

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

EARLY COLLEGE HIGH SCHOOL PROGRAM: Strengthening partnerships with area high schools was identified as an important strategy in the strategic plan. Vice President Martin and Megen Strubberg have been working with area districts to identify cohorts of students who would benefit from the College's programs and services. Vice President Martin noted that the Three for Free program and free tuition for students on the free/reduced lunch program are two strategies recently implemented. The third prong of this effort to enhance relationships is the Early College Academy. The academy is an opportunity to earn 60 college credits at the same time as high school credits are earned. There are various pathways available that will allow students to pursue their specific interests. All courses will be taught on the ECC campus and high school students will be fully integrated with college students. Five other community college's offer early college programs – Jefferson College, Metropolitan Community College, Ozarks Technical College, St. Charles Community College and St. Louis Community College. There are currently 60 students dually enrolled as individuals; with this model ECC will work with the school to have identified cohorts. The students will be on the ECC campus so that attendance requirements can be met. Students are not required to complete 60 credit hours; the AA pathway courses are part of Core42 and would transfer regardless of degree completion.

Megen Strubberg shared the possible degree pathways, which include the AA degree, the AS degree (students must be Calculus I ready), the AFA degree, the AAT degree and the AAS degree. She noted that the Nursing and OTA programs would focus on pre-requisites due to the competitive admissions status for those degrees. The HVAC and Industrial Engineering Maintenance certificates and the EMT licensure program would also be available for seniors.

Students would take 15 credit hours per term during their junior and senior years. Schedules would be developed around high school activities. The school district will pay for each student's books and tuition at the dual credit rate. Students must provide their own transportation; districts may opt to provide bus service. It was noted that students who complete their associate degree will forfeit

their A+ funds. Admission to the academy requires a 3.0 cumulative GPA (or 2.5 GPA if testing into college ready classes), a student essay, a signed agreement, parental consent and a clean student disciplinary record; a C average must be maintained. Students will have access to all college resources and will follow the ECC academic calendar. Course grades will transfer to the high school transcript.

Union School District has agreed to participate, and discussions are underway with Washington School District. This program will be available to high schools in the ECC taxing district and service region. As the program grows, the model will be reviewed and revised to best meet the needs of the students.

The Board expressed appreciation to those involved in developing the academy and requested updates as the program begins operation.

BUDGET UPDATE: The overall budget development process has been revised and managers started working on the FY21 budget in December. Department/division requests were presented to administrators on February 1. The vice presidents will meet this month to discuss requests; revenue projections will also be finalized this month. Preliminary discussions regarding enrollment projections have occurred. The House Appropriations Committee has recommended a \$4.5 million funding increase for community colleges; there is hope this dollar amount will grow. The budget will be presented to the Board in May for approval.

***PERSONNEL:** The Board **approved** the appointment of Pamela Ruwe-Kaiser as the Coordinator, Center for Workforce Development Programming effective March 17, 2020 with an annual salary of \$36,860.

BOARD PRESIDENT'S REPORT: Ms. Hartley expressed appreciation to those responsible for the production of "Nine to Five" and those who performed in the recent faculty recital.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Jenifer Goodson reported that Bob Mahon recently published two sonnets and has submitted four poems to the Journal of the Ozarks. Aaron Bounds presented at an art conference in February. Faculty Association officer elections will occur in March.
- B. ECC-NEA REPORT:** NEA President Tom Fitts reported that bargaining continues, and meetings have been aligned to coincide with budget preparation. Regarding the Early College Academy, Mr. Fitts noted that the outstanding student of the year in 2014 was a home school student who started attending ECC at age 15.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported that over 70 employers participated in the February 24 Career & Transfer Fair. The ECC DECA Chapter, sponsored by Steffani McCrary, sent a student as the state rep to the recent DECA competition.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Secretary Angie Siebert reported that voting is underway for the spring Spotlight Award. Donations are being accepted for the spring fundraiser basket raffle.

E. STUDENT GOVERNMENT ASSOCIATION (SGA): SGA President Gwen Minks reported voter registration was held in February as well as a blood drive. She and Jeremy Robey attended the Governor’s student leadership forum in Jefferson City. Dr. Bauer has agreed to participate in “The Big Switch” on March 18. Almost 100 students have entered the contest to trade places with the president for the day. April events include Adopt A Highway, Falcon Fest, Earth Day, and Student Achievement Night. Members of the Scholar Bowl Team were introduced – Jeremy Robey, Adam Fangers, Tony McCurry. They recently placed 17th in national competition at Valencia College; Jeremy ranked third overall.

PRESIDENT’S REPORT: Bridgette Kelch reported the Friends of the Foundation event had over 190 attendees and raised approximately \$48,000. The culinary students provided appetizers and the entertainment was a scene from “Nine to Five.”

Vice President Joel Doepker noted that Jeremy Robey’s ranking was 3 of 98 at the national scholar bowl competition. ECC is the only community college with a team and was ranked 17th out of 24 teams from across the country.

Dr. Bauer reported that the response to the Higher Learning Commission has been filed and the last step in the process is a decision by the HLC Board at their meeting in June. It is anticipated that the recommendation of the site visit team and the Institutional Actions Council to remove notice status will be upheld.

The softball season is underway with four games played recently in Mississippi; home play begins this week.

Emily Rau will be the commencement speaker. She began her collegiate career as a dual credit student at ECC. She has worked at KMOV and did network correspondent work with ABC news.

East Central College was recently recognized for risk management excellence by the Missouri United School Insurance Council.

The April Board meeting has been changed to April 6 since no election will be held.

ADJOURNMENT:

Motion: To **adjourn** the March 2, 2020 public Board of Trustees meeting at 6:35 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 EMERGENCY MEETING
Friday, March 20, 2020**

CALL TO ORDER: The emergency meeting of the Board of Trustees was called to order via Zoom/conference call at 11 a.m. by Board President Ann Hartley. Other Board members present for the meeting via conference call 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 (via Zoom) and Vice President of External Relations Joel Doepker; Other Staff – Director of Communications & Marketing Gregg Jones, Instructional Design Specialist Karen Klos, and Executive Assistant to the President Bonnie Gardner, as well as numerous other employees via Zoom.

APPROVAL OF AGENDA:

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

Motion by Cookie Hays; Seconded by Eric Park; Carried Unanimously

PRESIDENTIAL AUTHORITY DURING PANDEMIC: Dr. Bauer noted that the meeting was being held via conference call to be consistent with Center for Disease Control (CDC) guidelines on public gatherings. He explained that the administration has been actively managing the work of the college and making decisions. Existing policies provide some authority and latitude but do not cover all situations. The memo provided to the Board prior to the meeting outlines five provisions where Board authority is needed:

- (1) The authority to provide ten days of emergency leave for current full-time employees to be available prior to the federal leave authorized to go into effect on April 2;
- (2) The authority to pay part-time staff for up to ten days for hours they would have been scheduled to work if the college would have been open (currently part-time employees are not paid during a closure);
- (3) The authority to close campus, if needed, as a result of an emergency (policy does not cover emergency closures; this will be added later as a permanent policy change);
- (4) The authority to assign employees to work from home to limit the numbers on campus;
- (5) Presidential authority to enact personnel or student policies as needed to address an emergency for a period of 90 days (an extension would need to be authorized if needed beyond the 90 days).

Concern was expressed about possible abuse of the ten days of leave since there is no definition regarding “minor child”; older children can care for themselves and do not require parental supervision. Dr. Bauer noted that the language is consistent with federal emergency leave and the supervisor approving the request for leave will be responsible for determining need and mitigating abuse of the policy. The emergency leave would be administered using the same approval process as currently used for normal leave.

It was noted that the change in policy related to working from home has no additional hard costs, but will result in productivity and opportunity costs. There is no way to estimate the number of employees who will use this policy.

The Board asked about the process for developing the emergency measures. Dr. Bauer responded that he developed the recommended measures. The development of these measures was informed by discussions with the vice presidents, Paul Lampe (representing VP Martin), Doug Houston for IT, Gregg Jones for PR, and Tot Pratt for facilities; input from faculty leadership; discussions with the community college presidents statewide; discussions with the chief academic officers statewide; regular review of CDC and federal directives; and employee concerns expressed to supervisors. Dr. Bauer and Vice President Walter met with the faculty association prior to the Board meeting and each administrator has been in contact with their employees. Every effort has been made to keep employees informed as the situation evolved.

Motion: To **authorize** the following emergency measures related to the COVID-19 pandemic, including: (1) ten days of paid emergency leave for full-time employees following the usual process for granting FMLA or vacation days, (2) up to ten 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.

Motion by Prudence Johnson; Seconded by Audrey Freitag; Carried Unanimously.

Dr. Bauer indicated that college leadership will be meeting at noon to develop implementation guidelines for employees and will communicate to the campus this afternoon since employees will leave for spring break at the close of the day. Spring break will be extended by one week in compliance with the CDC guideline emphasizing 15 days to stop the spread and the Franklin County Commission order prohibiting gatherings of more than ten people. Campus will reopen on April 6 rather than March 30. Faculty have been preparing to move to remote instruction. Consideration will be given to extending the semester if that seems reasonable and is feasible. A directive will be issued that employees who wish to work from home should request that permission from their supervisor; this is consistent with the other institutions across the state.

The Board agreed to move the next meeting to Monday, April 13, 2020 via conference call. The meeting will begin at 5:30 p.m. and will have a limited agenda.

ADJOURNMENT:

Motion: To **adjourn** the March 20, 2020 public Emergency Board of Trustees meeting at 11:32 a.m.

Motion by Cookie Hays; Seconded by Eric Park; Carried Unanimously.

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 13, 2020**

AGENDA ITEM 4: 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

4/13/2020

Section 4, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

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East Central College
Statement of Net Assets for all Funds
As of February 29, 2020 and February 28, 2019

ASSETS	<u>2/29/20</u>	<u>2/28/2019</u>
Current		
Cash	9,961,764	10,832,563
Investments	862,164	842,776
Receivables, net		
Student	602,008	327,541
Federal & State agencies	895,175	734,832
Other	167,663	90,696
Inventories	196,451	212,876
Prepaid expenses	199,066	173,637
Total Current Assets	<u>12,884,291</u>	<u>13,214,920</u>
Non-Current Assets		
Other Assets	427,449	585,403
Capital Assets (net)	42,318,009	41,994,057
Total Non-Current Assets	<u>42,745,458</u>	<u>42,579,460</u>
Total Assets	<u>55,629,749</u>	<u>55,794,380</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>62,865,512</u></u>	<u><u>64,654,104</u></u>
LIABILITIES		
Current Liabilities		
Accounts Payable	26,729	147,253
Accrued Wages & Benefits	232,053	6,745
Unearned Revenue	124,231	-
Due to Agency Groups	100,176	87,131
Accrued Interest	9,258	0
Total Current Liabilities	<u>492,446</u>	<u>241,129</u>
Non-Current Liabilities		
USDA Loan	675,000	775,000
Bonds Payable	9,549,412	10,727,954
Premium on Sale of Bonds	644,171	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	1,129,694	1,171,011
United Bank of Union	1,900,000	2,000,000
Total Non-Current Liabilities	<u>29,878,522</u>	<u>32,143,214</u>
Total Liabilities	<u>30,370,968</u>	<u>32,384,343</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	35,766,122	36,084,140
Restricted for Debt Service	106,931	106,931
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	8,993,245	7,795,689
All other Funds	-18,465,197	-18,476,824
Total Net Assets	<u>28,161,101</u>	<u>27,269,936</u>
Total Liabilities, Deferred Inflow of Resources and Net Assets	<u><u>62,865,512</u></u>	<u><u>64,654,105</u></u>

East Central College
Statement of Activities
General Fund

As of February 29, 2020 and February 28, 2019

	For the Fiscal Year Ending June 30, 2020			For the Fiscal Year Ended June 30, 2019			
	Current FY Budget	February 2020 Month end	Current FY Year-To-Date	Prior FY Budget	February 2019 Month end	Prior FY Year-To-Date	Prior Year FYE
Revenues:							
Local Revenue	6,700,000	163,592	6,419,614	6,671,746	148,621	6,271,165	6,674,993
State Revenue	5,257,661	424,015	3,392,118	5,259,236	426,638	3,413,106	5,127,367
Federal Revenue	0	0	425	-	-	230	6,270
Tuition and Fees	6,501,424	116,775	6,091,466	5,473,806	43,546	5,245,332	5,486,538
Interest Income	55,078	6,184	50,565	61,028	7,204	46,861	96,728
Gifts and Grants	387,925	1,677	341,401	-	(1,640)	28,933	51,246
Miscellaneous Revenue	75,000	3,823	33,707	-	4,207	103,810	129,695
Transfers-Interfund & Indire	-	-	2,620	-	-	2,039	(66,475)
Transfer Federal Programs	-	-	-	-	131,646	(6,354)	-
Total Revenues	18,977,088	716,066	16,331,916	17,465,816	760,222	15,105,122	17,506,362
Expenses:							
Salaries	10,359,668	770,044	6,395,937	10,293,929	738,156	6,010,422	9,940,897
Benefits	3,475,779	283,295	2,204,680	3,124,302	265,885	2,124,730	3,523,773
Contractual Services	691,367	17,891	754,656	681,756	26,213	756,518	912,546
Current Expenses	1,343,505	54,135	509,438	1,310,723	60,134	513,564	788,768
Travel	253,123	16,212	151,057	204,909	12,708	113,188	170,455
Property & Casualty Insuran	202,000	-	198,771	202,073	-	200,191	200,191
Vehicle Expense	16,640	63	4,775	15,200	0	4,584	7,797
Utilities	571,370	40,700	310,821	568,500	15,547	318,975	609,197
Tele/Communications	225,855	14,156	139,600	222,291	27,242	182,414	267,464
Miscellaneous	588,678	17,114	233,450	454,553	21,618	260,819	401,058
Foundaiton Paid Expense	-	202	1,116	-	-	-	-
Clearing Account	-	(72)	143	-	-31	2,562	-
Scholarship Expense	11,200	38,599	68,132	65,500	27,982	56,535	74,752
Faculty Development	25,000	2,670	10,310	25,000	1,091	8,914	25,000
Instit. Match for Grants	74,100	-	0	78,000	-	71,183	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	15,546	17,547	170,980	-	3,494	27,871
Interfund Transfers	18,400	-	0	18,400	-	-	-
Debt Princ & Interest	272,657	51,308	196,510	-	-	-	53,633
Total Expenses	18,174,084	1,321,863	11,196,943	17,465,816	1,196,545	10,628,093	17,088,043
Revenue over Expenses	803,004	-605,797	5,134,973	-	-436,323	4,477,029	418,319

East Central College
Statement of Revenue, Expenses & Changes in Net Assets
(All Funds)
As of February 29, 2020 and February 28, 2019

	For the Fiscal Year Ending June 30, 2020		For the Fiscal Year Ended June 30, 2019	
	February 29, 2020	FY 2020 Year-To-Date	February 28, 2019	FY 2019 Year-To-Date
	Operating Revenues:			
Student Tuition & Fees	119,796	7,238,496	42,175	6,297,881
Federal Grants & Contracts	2,004,804	4,998,215	2,249,687	5,560,724
State Grants & Contracts	159,894	510,903	184,173 #	467,554
Auxiliary Services Revenue	55,955	1,077,582	38,430	1,263,024
Other Operating Revenue	7,707	417,250	3,028	190,738
Total Operating Revenue	2,348,156	14,242,446	2,517,493	13,779,921
Operating Expenses:				
Salaries	862,153	7,142,006	832,263	6,700,839
Benefits	306,957	2,403,057	289,254	2,306,935
Purchased Services	163,213	1,244,300	76,495	1,158,626
Supplies & Current Expenses	112,954	1,762,951	143,451	1,820,712
Travel	28,555	166,630	17,351	146,677
Insurance	-	215,539	-	215,787
Utilities	63,718	530,624	46,124	576,004
Other	10,311	94,061	14,919	136,931
Depreciation	162,360	1,323,639	173,928	1,444,162
Financial Aid & Scholarship	2,101,586	5,173,216	2,324,340	5,721,015
Foundation Paid Expense	902	1,816	-	-
Total Operating Expenses	3,812,709	20,057,839	3,918,125	20,227,688
Operating (Loss)/Gain	-1,464,553	-5,815,393	-1,400,632	-6,447,767
Non-Operating Revenues (Expenses):				
State Appropriations	424,015	3,392,118	426,638	3,413,106
Tax Revenue	201,965	7,925,449	183,483	7,742,179
Interest Income	7,063	57,673	8,218	54,281
Gain/Loss on asset disposal	-	-	-	3,550
Principal & Interest on Debt	-20,621	-401,015	56,565	-342,246
Total Non-Operating Revenue (Expense)	612,422	10,974,225	674,904	10,870,870
Increase in Net Assets	-852,131	5,158,832	-725,728	4,423,103

**East Central College
Investments
As of February 29, 2020**

<u>CD Number</u>	<u>Date</u>	<u>Maturity</u>	<u>Term</u>	<u>Rate</u>	<u>Total</u>
<u>United Bank of Union</u>					
1024016207	11/15/2019	6/15/2020	7 Months	1.98%	\$ 395,489.63
<u>Citizens Bank</u>					
273645	5/10/2019	5/10/2020	12 months	2.35%	\$ 388,036.41
ECC Total Invesments					\$ 783,526.04
<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	\$ 9,961,764.00
Certificates of Deposit	\$ 783,526.04
	\$ 10,745,290.04

2018 (December)

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

**East Central College
Pledged Securities
As of February 29, 2020**

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 February 29, 2020**

The Treasurer of the Board confirms for the month ending January 31, 2020 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 FY20 budgets and that there are sufficient balances in each fund and sub-fund available for the expenditures for which approval is here to requested.

Total amount of checks dispersed from February 3, 2020 through February 27, 2020, is reported at \$1,649,078.41.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 13, 2020**

AGENDA ITEM 5: ACCEPTANCE OF BID

Recommendation: To **accept** the bid of Advanced Turf Solutions, Fishers, IN to upgrade the soccer field to provide a safe and leveling playing surface for men's and women's soccer at a cost of \$23,552 to be paid by the ECC Foundation.

Attachment

4/13/2020

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

Section 5, Page 1



Memo

To: Heath Martin, VP Student Development

From: Jay Mehrhoff, Athletic Director

CC: Dr. Jon Bauer, President
Bridgette Kelch, Foundation Director

RE: Soccer Field Maintenance

The college took the Soccer Field Maintenance out to bid and received one vendor response:
Advanced Turf Solutions, 12955 Ford Drive, Fishers, IN 46038.

The result is as follows:

	Advanced Turf Solutions
Bid Proposal	\$23,552.00

The last renovation of the soccer field was in 2009. Winterkill and inconsistent chemical treatment of the grass has also hindered proper growth for a safe and level surface. Funding from the college foundation will be used for this project. Advanced Turf Solutions local branch in O'Fallon, MO proposal is included with this memo to provide further information on the scope of work. Project is set to be completed no later than May 15, 2020 in order for the soccer field to be ready for Fall 2020 season.

Please see the timeline from the request for proposal:

March 27, 2020	Recommendation to College President and ECC Foundation
April 6, 2020	Board of Trustees Approval
May 10, 2020	Implementation
May 15, 2020	Completion Date

ADVANCED TURF SOLUTIONS®

Company Address 12955 Ford Drive
Fishers, IN 46038
United States

Created Date 3/17/2020
Expiration Date 5/29/2020
Quote Number 00001717
Quote Name East Central College-Soccer Field- Frazee & Sprig

Prepared By Brian Winka
Email bwinka@advancedturf.com

Contact Name Brad Wallach
Phone +13147497799
Email brad.wallach@eastcentral.edu

Bill To Name Sharon Jost A/P
Bill To 1964 Prairie Dell Rd.
Union, MO 63084

Scope of Work

Description 1-Frazee mow the game soccer field to remove vegetation & organic matter from the playing surface
2- Topdress with 100 tons of sand and drag into low areas to create a smooth playing surface
3-Sprig with Northbridge bermudagrass
***Spoils to be dumped on site
***Irrigation shall be marked by customer prior to ATS starting work
***Only items above are included in the scope of work

Grand Total \$23,552.00

Quote Acceptance Information

Signature _____
Name _____
Title _____
Date _____

April 13, 2020

Section 5, Page 3

- This quote is not your final invoice, and may not reflect taxes, bulk quantities delivered, shipping or other charges

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 13, 2020**

AGENDA ITEM 6: FACULTY PROMOTION IN RANK

Recommendation: To **approve** the promotion of Grace Austin, Jason Durbin, John Hardecke and Gregory Stotler to Assistant Professor effective for the 2020-2021 academic year.

Attachment

4/13/2020

Section 6, Page 1

East Central College

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(636) 583-5195, Ext. 6502
FAX (636) 583-6601



EAST CENTRAL COLLEGE

OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

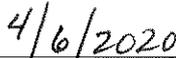
TO: Dr. Jon Bauer, College President
DATE: April 6, 2020
FROM: Robyn Walter, Vice President of Academic Affairs
RE: Faculty Rank and Promotion

On behalf of the Rank and Promotion Committee, I would like to recommend for your consideration the following faculty members for Rank and Promotion effective academic year 2020-2021:

Faculty	Current Rank	Proposed Rank
Grace Austin	Instructor	Assistant Professor
Jason Durbin	Instructor	Assistant Professor
John Hardecke	Instructor	Assistant Professor
Gregory Stotler	Instructor	Assistant Professor

Approval:


Robyn Walter, Vice President of Academic Affairs


Date

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 13, 2020**

AGENDA ITEM 7: MEDICAL LABORATORY TECHNICIAN PROGRAM

Recommendation: To **approve** a new instructional program, Medical Laboratory Technician, effective Fall 2020, through the Missouri Health Professions Consortium.

Attachment

4/13/2020

Section 7, Page 1

East Central College

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FAX (636) 583-6602



EAST CENTRAL COLLEGE
OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

TO: Dr. Jon Bauer, College President
DATE: April 7, 2020
FROM: Robyn Walter, Vice President of Academic Affairs
RE: Medical Laboratory Technician – New Program Approval

On March 20, 2020 the ECC Academic Council approved the recommendation to initiate a new program, Medical Laboratory Technician (MLT), effective Fall, 2020. East Central College would offer the MLT program through the Missouri Health Professions Consortium (MHPC) and is coordinated through Moberly Area Community College. By utilizing the MHPC we will be able to offer this specialized program with a shared enrollment and expense model. It would be difficult to enroll 30 students in our own MLT program; however, we can contribute enrollment with a smaller class of 5-10 students to the consortium while sharing expense. This model has been successful with the Occupational Therapy Assistant program.

Medical Laboratory Technicians occupy an essential function on the healthcare team. Local employers are in support of the program in terms of providing clinical training as well as employment opportunities. We have met with Matt Posinski, Vice President of Regional Laboratory Services with Mercy East Communities. He describes large vacancy rates for laboratory professionals with some facilities reaching a 50% or greater vacancy rate. Students completing the program will earn an AAS, Medical Laboratory Technician. This program will be administered in the Nursing and Allied Health Division.

After all classes and clinical requirements are completed within the MHPC MLT Program, students graduate from their home campus. The MHPC MLT Program is full-time only, with courses offered in a specific sequence. Each summer, an average of thirty students are selected to begin the program in the fall (for the entire consortium). The professional year of the program (MLT coursework) is designed to be completed within 12 months beginning in August and ending the following August. When students have successfully completed the Medical Laboratory Technician program, they will be eligible to take the American Society for Clinical Pathology certification examination.

Medical Laboratory Technician Track Guided Pathway

1st Year Fall

Course Number	Course Title	Credit Hour	Pre-requisite/Co-requisites with Minimum Grade	Term Offered: (If not offered every Spring and Fall)	Milestone Notes: (If applicable)
COL 100	Campus Orientation	0			
COL 101	Foundation of Student Success	1			
CORE 42 Written Comm	Core 42 Written Comm I	3	Placement into ENG 101		
CHM 105	Intro to Chem	5	Placement into ENG 101		
CORE 42 MATH	Core 42 Math or higher	3-5	Placement into min of MTH 110		
CORE 42 Civics	CORE 42 Civics	3			
Total Credit Hours: 15					

1st Year Spring

Course Number	Course Title	Credit Hour	Pre-requisite/Co-requisites with Minimum Grade	Term Offered:	Milestone Notes: (If applicable)
Directed Elective: SOC 101, PSY 101, PHL 203, BIO 205	Intro to Sociology, Intro to Psych, Ethics, or Microbiology	3-4			
BIO 206 & 207	HAP I & HAP II	9			
Total Credit Hours: 12					

2nd Year Fall

Course Number	Course Title	Credit Hour	Pre-requisite/Co-requisites with Minimum Grade	Term Offered:	Milestone Notes: (If applicable)
MLT 150	Intro to Lab Science Methods	2		fall	
MLT 210	Immunology	3		fall	
MLT 250	Hematology & Coagulation	5		fall	

MLT 260	Phlebotomy	2		fall	
MLT 291	Hematology & Coagulation Practicum	2		fall	
Total Credit Hours: 14					

2nd Year Spring

Course Number	Course Title	Credit Hour	Pre-requisite/Co-requisites with Minimum Grade	Term Offered:	Milestone Notes: (If applicable)
MLT 220	Clinical Chemistry & Urinalysis	5		spring	
MLT 280	Clinical Microbiology	4		spring	
MLT 290	Parasitology, Mycology, Virology	1		spring	
MLT 292	Clinical Chemistry & Urinalysis Practicum	2		spring	
MLT 293	Clinical Microbiology Practicum	2		Spring	
Total Credit Hours: 14					

2nd Year Summer

Course Number	Course Title	Credit Hour	Pre-requisite/Co-requisites with Minimum Grade	Term Offered:	Milestone Notes: (If applicable)
MLT 270	Immunoematology	5		Summer	
MLT 294	Immunoematology Practicum	2		Summer	
Total Credit Hours: 7					

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 13, 2020**

AGENDA ITEM 8: BUDGET UPDATE

An update on development of the FY21 budget will be provided.

4/13/2020

East Central College

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Section 8, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 13, 2020**

AGENDA ITEM 9: *PERSONNEL

A. Appointment

Recommendation: To **approve** the appointment of Andy Kolb as Coordinator, Web Services/Programming effective April 7, 2020 with an annual salary of \$50,000.

B. Intention to Re-Employ Full-Time Faculty

Recommendation: To **approve** the reappointment of full-time faculty for the 2020-2021 academic year as listed on the attached memorandum.

Attachments

4/13/2020

East Central College

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FAX (636) 583-6602

Section 9, Page 1



EAST CENTRAL COLLEGE

HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: March 12, 2020
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire – Coordinator, Web Services/Programming

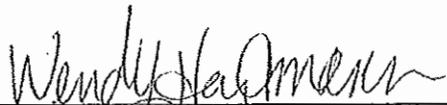
Please accept the Search Committee's recommendation to hire Mr. Andy Kolb as the full-time Coordinator, Web/Services/Programming effective April 7, 2020 with an annual salary of \$50,000. Joel Doepker, Vice President of External Relations, served as search committee chair and is the hiring manager for this position.

Mr. Andy Kolb's experience includes, but is not limited to the following:

- Full Stack Web Developer– ALPS Brands 2010 – present
- Freelance Graphic Artist and Web Developer 2006 – present
- Assistant Manager – Shirt Works 2007 – 2010
- Web Designer – Washington Promotional Group 2006 – 2007
- Assistant Production Manager – Esselte/DYMO Corporation 2001 – 2006

Mr. Andy Kolb received his Associate of Arts in Liberal Studies from East Central College.

Recommendation signatures:



Wendy Hartmann
Director of Human Resources



Joel Doepker
Vice President, External Relations



EAST CENTRAL COLLEGE

OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

TO: Dr. Jon Bauer
DATE: April 6, 2020
FROM: Robyn Walter, Vice President of Academic Affairs
RE: Reappointment of Full-time Faculty

Recommendations by the Vice President of Academic Affairs for reappointment/non-reappointment for FY2021:

Reappointment - Annual Contract

Bonine, Mary	Chirban, Julie	Derifield, Timothy	Howard, Rachel
Blakely, Joannie	Clonts, Duane	Goodson, Jennifer	Ong, Vu
Bland, Bobby	Davenport, Sarah	Hanneken, Lisa	Velic, Adisa
Brandt, Courtney	DeArmond, David	Hovland, Joseph	Wissbaum, Connie

Reappointment from Annual Contract to Continuous Contract

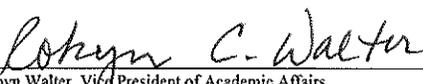
Flotte, Elizabeth	Schwein, Anna
McDonald, Laura	Van Leer, Jessica
Pulles, Keith	

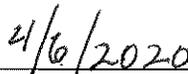
According to board policy, a faculty member is eligible for continuous contract in August 2020 based on hire date.

Reappointment - Continuous Contract

Aramburu, Ellen	Elliott, Curtis	Judd, Jennifer	Roselli Insall, Laura
Austin, Grace	Esbeck, Nathan	Kellogg, Isaiah	Sayles, Nanette
Barro, Linda	Estes, Anne	Kolb, Leigh	Sexton, Timothy
Barton, Sean	Fitts, Thomas	Mahon, Robert	Stotler, Gregory
Bieker, Judy	Gifford, Matthew	Mehrhoff, Jay	Stroup, Joshua
Bounds, Aaron	Govindaswamy,	Mitchell, Nancy	Watkins, Adam
Brigham, Reginald	Parvatha	Monzyk, Matthew	Watts, Patsy
Buchholz, Stephanie	Hardecke, John	Mowery, Tracy	Winters-Rozema,
Cunningham, William	Haynes, Shanee	Palazzola, Michael	Elizabeth
Derifield, Coreen	Henderson, Susan	Pecka, Wendy	
Dixon, Kevin	Henderson, Russ	Pohlman, Dennis	
Durbin, Jason	Higerd, Jennifer	Roberson, Shaun	

Approval:


Robyn Walter, Vice President of Academic Affairs


Date

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 13, 2020**

AGENDA ITEM 10: ADJOURNMENT

Recommendation: To **adjourn** the April 13, 2020 meeting of the Board of Trustees.

4/13/2020

Section 10, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 13, 2020**

**AGENDA ITEM 11: EXECUTIVE SESSION - RSMo2004, SECTION 610.021
(3) PERSONNEL AND (2) REAL ESTATE**

The Board will reconvene via conference call and enter into executive session per RSMo2004, Section 610.021 (3) Personnel and (2) Real Estate

4/13/2020

Section 11, Page 1

East Central College

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