

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING AGENDA (revised)**

June 8, 2020 5:30 p.m.

<https://zoom.us/j/96813128098>

| | | Action ¹ | 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 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. | OATH OF OFFICE & SEATING OF BOARD MEMBERS | | | |
| 5. | ELECTION OF BOARD OFFICERS | 4 Votes | | |
| 6. | TREASURER'S REPORT AND FINANCIAL REPORT | Simple Majority | | |
| 7. | ACCEPTANCE OF BID | 4 Votes | | |
| 8. | PRE-AUTHORIZATION OF GRANT FUNDED PURCHASES | 4 Votes | | |
| 9. | PROFESSIONAL SERVICES CONTRACTS | 4 Votes | | |
| 10. | INSURANCE BROKER | 4 Votes | | |
| 11. | FACILITIES LEASES | 4 Votes | | |
| 12. | VENDING CONTRACTS | 4 Votes | | |
| 13. | BOARD POLICIES A. APPROPRIATE FACULTY/STAFF/STUDENT RELATIONSHIPS B. ACADEMIC HONORS | 4 Votes | | X |
| 14. | BUDGET A. UPDATE B. FURLOUGHS C. EXTENSION OF PRESIDENTIAL EMERGENCY AUTHORITY | 4 Votes 4 Votes | | X |
| 15. | *PERSONNEL A. Appointments B. Adjunct Faculty Addendum – Summer 2020 | 4 Votes | | |
| 16. | BOARD PRESIDENT'S REPORT | | | X |
| 17. | REPORTS A. FACULTY ASSOCIATION B. ECC-NEA C. PROFESSIONAL STAFF ASSOCIATION D. CLASSIFIED STAFF ASSOCIATION | | | X |
| 18. | PRESIDENT'S REPORT | | | X |
| 19. | ADJOURNMENT OF PUBLIC MEETING / ENTER INTO EXECUTIVE SESSION – RSMO2004, SECTION 610.21 (2) REAL ESTATE AND (3) PERSONNEL | 4 Votes | | |

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
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June 8, 2020**

AGENDA ITEM 11: FACILITIES LEASES

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

Rolla Technical Center \$145,530.00 (*no change*)
500 Forum Drive, Rolla

Rolla North
2303 North Bishop, Rolla \$115,523.40 annually (*increase of \$4,443.12*)

Attachment



EAST CENTRAL COLLEGE

To: Board of Trustees
From: Jon Bauer, President
Date: June 3, 2020
Subject: Off-Campus Lease Renewal for FY21

Each summer, the Board of Trustees is asked to approve lease renewals for our Rolla locations for the upcoming fiscal year. The following renewals are recommended for FY21.

| Offsite Location | Lessor | Annual Lease Amount | Notes | Total Ft ² \$/Ft ² |
|--|--|---------------------|--|---|
| Rolla Technical Center 500 Forum Drive Rolla, MO 65401 | Rolla Public School District No. 31 500A Forum Drive Rolla, MO 65401 | \$145,530.00 | No change in rate for FY21 | 8,140ft ² \$17.88/ft ² |
| Rolla North 2303 North Bishop Rolla, MO 65401 | Columbia College 1001 Rogers Street Columbia, MO 65218 | \$115,523.40 | New rate of \$14.62/ ft ² is effective 11/1/2020 (prior rate \$14.06/ ft ²), increase of \$4,443.12.36 for FY21 | 7,900ft ² \$14.62/ft ² |

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AGENDA ITEM 14: BUDGET

- A. Update:** An update on the FY21 budget development process will be provided. A special meeting will be held at the end of June or early July to adopt the budget and staffing plan.
- B. Recommendation:** To **approve** the furlough of all full-time employees for one day per month from June 2020 through June 30, 2021 with the option to take all 12 furlough days from June 2020 through July 24, 2020 and with employee insurance benefits maintained by the College throughout the furlough time.
- C. Recommendation:** To **extend** through August 31, 2020 the emergency authority granted to the College president that was approved on March 20, 2020 to enable appropriate decision-making in response to COVID-19 and the resulting financial impact to East Central College.

Attachments

6/8/2020

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East Central College

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ADDENDUM

BOARD MEMORANDUM

To: Board of Trustees

From: Jon Bauer, Ph.D.

Date: June 8, 2020

Re: Employee Furloughs

This memorandum serves as a recommendation to authorize the implementation of furloughs as a means of reducing payroll costs through June 30, 2021. This action is necessary to address reductions in state aid that have occurred in Fiscal Year 2020 and are expected to continue in Fiscal Year 2021. The attached summary provides the key provisions for the furlough plan.

As a result of the COVID-19 pandemic, the State of Missouri is experiencing significant revenue shortfalls. In FY20, higher education has seen the elimination of approximately two months of state aid. While we do not yet know the extent of the FY21 withholdings, it seems likely that a reduction of a comparable amount should be expected.

Implementing furloughs will enable the college to reduce its expenses to meet this reduction in revenue. While this is a step that no one could have foreseen before the onset of the pandemic, it is important to move quickly now to maximize savings and mitigate the impact to our employees.

- There are enhanced unemployment benefits available to employees who are laid off or furloughed as a result of the pandemic. These enhanced benefits of \$600 per week are available through the week ending July 24, 2020. Acting now enables our employees to receive this enhanced relief.
- Related to these benefits is the need to act as quickly as possible. If we delay implementation until July 1, 2020 (the beginning of the fiscal year), employees will have lost almost three weeks for which the benefits are applicable.

Over the course of the past week, the administrative team has been evaluating the impact of furloughs on the operations of the college. The more time in which to plan and implement the furloughs enables us to plan staffing in such a way as to continue providing service to students.

The furloughs will involve all levels of employment—starting with me as President. This joint, collaborative effort to meet the challenge in front of us will ensure that all are helping in the college's response.

As noted in the summary, the furloughs will help us reach approximately half of the budget reductions necessary. A hiring freeze and non-personnel reductions will make up the other half. While the furloughs represent a significant step in making up for the reduction in state aid, it is important to note that current employees are not asked to make up the entirety of the shortfall.

Just as no one could have predicted these circumstances at the beginning of the year, we are equally unable to project with certainty when state funding will return to pre-COVID levels. I am approaching this as a very difficult year ahead, following the challenges of FY20. However, I am hopeful that FY22 will be a return to a normal budget.

This recommendation has been developed quickly, but not lightly. I believe this action best positions the college for the upcoming fiscal year but recognize that this significantly impacts our employees during a most stressful time.

I will be happy to answer questions and more fully discuss this during the board meeting this evening.

Furlough Proposal

Target: 5% reduction in FY21 payroll costs

- Projected withholding of \$848,352
- Estimated 5% reduction in payroll: \$433,587

Implementation:

- 1 furlough day per month: 12 through June 30, 2021
- Optional: Up to 12 furlough days through July 24, 2020*
 - *Employee is eligible for enhanced unemployment benefits
- Insurance benefits maintained
- Service time reduced by amount of furlough

No Planned Layoffs

- Assuming no further state reductions or other significant change to revenue

Hiring Freeze

- Exceptions must be approved by President

Furlough Proposal

Furloughs provide half of projected withholding

- Remaining cuts:
 - Hiring freeze: \$351,630
 - Non-personnel costs: \$63,135

All Employees Share in Reduction

Financial Impact of COVID-19 Occurring in FY20 & FY21

- Return to Base for FY22
 - Any raises for FY22 determined on base salary, not reduced/furloughed wages

Next Steps

- Assist employees with filing to obtain benefits
- Schedule staff to ensure service is provided to students

BOARD MEMORANDUM

To: Board of Trustees
From: Jon Bauer, Ph.D.
Date: June 8, 2020
Re: Extending Emergency Authority Through August 31

This memorandum serves as a recommendation to extend the emergency authority approved March 20, 2020, through August 31, 2020, to enable appropriate decision-making in response to COVID-19 and the resulting financial impact to East Central College.

Since March, we have shifted instruction to remote platforms, provided additional leave to employees, closed the campus for a two-week period (including spring break), reopened on a very limited basis with most employees working from home, adopted a three-phase Return to Campus Plan, and adopted a variety of operational measures to ensure the safety of our employees and students.

The emergency authority approved March 20 was for 90 days, to be extended with board approval. That authority will otherwise expire June 17. Extension of this authority through the summer will ensure the administrative ability to:

1. Close the campus again if needed as a result of the pandemic, including the need to mitigate the spread of COVID-19.
2. Make changes to the academic calendar if needed to mitigate the risk of exposure.
3. Continued authority to assign employees to work from home, if necessary, to limit the number of individuals on campus, but continue college operations.
4. Authority to enact other student or personnel policies necessary to meet public health objectives or respond to the fiscal impact resulting from 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 August 31, 2020, without express board action to extend that period of time.

The provision for emergency authority is strictly to provide administrative latitude to act quickly and decisively in response to the state of emergency. We have learned over the last three months: (a) it is impossible to know in advance every action that may be needed, 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, its economic repercussions, and its potential effect on students or employees.

This has been an unprecedented period. The emergency authority granted in March has enabled the college to respond appropriately and decisively. Extension of this authority will enable ECC to continue responding in this fashion, plan for reopening fully this fall, or make appropriate decisions for modifying the fall semester as needed.

June 8, 2020

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ADDENDUM