



**AD VALOREM TAX
HEARING AND
BOARD OF TRUSTEES
MEETING**

August 31, 2020

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES
PUBLIC HEARING AGENDA**

Monday, August 31, 2020
5:30 p.m. <https://zoom.us/j/93896096560>

PUBLIC HEARING ON AD VALOREM TAX RATE

		Action	Discussion	Information
1.	CALL TO ORDER			
2.	NOTICE OF PUBLIC HEARING			X
3.	PUBLIC COMMENTS		X	
4.	APPROVAL OF TAX RATE	4 Votes		
5.	ADJOURN HEARING	Simple Majority		

**EAST CENTRAL COLLEGE
PUBLIC HEARING
August 31, 2020**

HEARING AGENDA ITEM 1: CALL TO ORDER

The Public Hearing on Ad Valorem Tax Rate will be called to order by Board President Ann Hartley.

8/31/2020

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

Hearing Section 1, Page 1

**EAST CENTRAL COLLEGE
PUBLIC HEARING
August 31, 2020**

HEARING AGENDA ITEM 2: NOTICE OF PUBLIC HEARING

Attached is the Notice of Public Hearing showing the proposed operating levy and debt service levy.

Attachment

8/31/2020

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Hearing Section 2, Page 1

NOTICE OF PUBLIC HEARING

In accordance with Missouri Law 67.110, notice is hereby given to the residents of the Junior College District of East Central Missouri that a public hearing on the 2020 ad valorem tax rates will be held at 5:30 p.m. on Monday, August 31, 2020. Due to the COVID-19 pandemic, the hearing will take place via videoconference, which is available to the public, at which citizens may be heard on the property tax rates proposed to be set by East Central College. The hearing will be accessible via Zoom:

<https://zoom.us/j/93896096560>

The tax rate is set to produce revenues of at least \$6,977,522 which the operating budget for the fiscal year beginning July 1, 2020 shows to be required from the property tax. The debt service levy is set to produce revenues of at least \$1,536,650 which is required to meet the debt service of East Central College for the calendar year beginning January 1, 2021. The valuation of the taxable property within said District for the current and prior tax years are as follows:

	<u>Current Tax Year</u>	<u>Prior Tax Year</u>
Real Estate	\$1,502,379,241	\$1,478,979,138
Personal Property	\$388,770,134	\$377,543,931
Totals	\$1,891,149,375	\$1,856,523,069

The proposed operating tax levy for 2020 shall be .37 per one hundred dollars assessed valuation on the above current valuation.

The proposed debt service levy for 2020 shall be .0841 per one hundred dollars assessed valuation on the above current valuation.

The tax rates are subject to change based upon actions by county boards of equalization, the State Tax Commission, subsequent information, applicable law, and certification by the State Auditor.

Board of Trustees of East Central College

By Ann Hartley, President of the Board

**EAST CENTRAL COLLEGE
PUBLIC HEARING
August 31, 2020**

HEARING AGENDA ITEM 3: PUBLIC COMMENTS

Public comments will be taken from the audience.

8/31/2020

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Hearing Section 3, Page 1

**EAST CENTRAL COLLEGE
PUBLIC HEARING
August 31, 2020**

HEARING AGENDA ITEM 4: APPROVAL OF TAX RATE

Recommendation: To **approve** a resolution to set the 2020-2021 Junior College District of East Central Missouri Property Tax Rate for Operating Tax Levy at \$0.37 and the Debt Service Levy at \$0.0841 per \$100 of assessed valuation subject to certification by the state auditor.

8/31/2020

Hearing Section 4, Page 1

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**EAST CENTRAL COLLEGE
PUBLIC HEARING
August 31, 2020**

HEARING AGENDA ITEM 5: ADJOURN PUBLIC HEARING

Recommendation: To **adjourn** the August 31, 2020, Ad Valorem Tax Hearing.

8/31/2020

Hearing Section 5, Page 1

East Central College

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

Monday, August 31, 2020

5:30 p.m. <https://zoom.us/j/93896096560>

(Immediately following public tax hearing)

		Action¹	Discussion	Information
1.	CALL TO ORDER			
2.	PUBLIC COMMENT			
3.	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		
4.	*APPROVAL OF MINUTES	4 Votes		
5.	TREASURER'S REPORT AND FINANCIAL REPORT	Simple Majority		
6.	PRE-AUTHORIZATION OF GRANT FUNDED PURCHASES	4 Votes		
7.	EMPLOYEE INSURANCE	4 Votes		
8.	MEDICARE ADVANTAGE INSURANCE	4 Votes		
9.	PROPOSED NEW BOARD POLICIES 3.32 STUDENT TITLE IX SEXUAL HARASSMENT 5.49 EMPLOYEE TITLE IX SEXUAL HARASSMENT	4 Votes		
10.	STRATEGIC PLAN UPDATE			X
11.	COVID-19 Update			X
12.	*PERSONNEL A. Resignation B. Adjunct Faculty – Fall 2020	4 Votes		
13.	BOARD PRESIDENT'S REPORT			X
14.	REPORTS A. Faculty Association B. ECC-NEA C. Professional Staff Association D. Classified Staff Association			X
15.	PRESIDENT'S REPORT			X
16.	ADJOURNMENT	Simple Majority		

¹RSMo Section 178.830 states, in part: "...A majority of the Board constitutes a quorum for the transaction of business, but no contract shall be let, teacher employed or dismissed, or bill approved unless a majority of the whole Board votes therefor."

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 31, 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.

8/31/2020

Section 1, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 31, 2020**

AGENDA ITEM 2: PUBLIC COMMENT

The Board will hear comments from members of the public in attendance at the meeting who wish to speak.

8/31/2020

Section 2, Page 1

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 31, 2020**

AGENDA ITEM 3: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the August 31, 2020, Board of Trustees meeting.

8/31/2020

Section 3, Page 1

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Agenda Item 2: Approval of Agenda

Consent Agenda Items for August 31, 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
August 31, 2020**

AGENDA ITEM 4: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the July 16, 2020 meeting of the Board of Trustees.

Attachment

8/31/2020

Section 4, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Thursday, July 16, 2020**

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 12:03 p.m. by Board President Ann Hartley. Other Board members present were Joseph Stroetker, Prudence Johnson, Cookie Hays, Eric Park and Audrey Freitag. Also present were President of the College Jon Bauer; Administrators –Vice President of Academic Affairs Robyn Walter, Vice President of External Relations Joel Doepker, and Interim Vice President of Student Development Paul Lampe; Faculty - Associate Professor, Health Information Management Stephanie Buchholz; Other Staff – Executive Director of Institutional Effectiveness Michelle Smith, Human Resources Director Wendy Hartmann, Foundation Executive Director Bridgette Kelch, Instructional Design Specialist Karen Klos, Communications & Marketing Director Gregg Jones, Financial Services Director Annette Moore, Executive Assistant to the President Bonnie Gardner, Foundation Specialist Angie Siebert, Human Resources Generalist Kim Aguilar, Multimedia Specialist Amanda Studdard, Executive Administrative Assistant to the Vice President of Student Development Megan Elbert, Classified Staff Association President Hannah Domino, and Professional Staff President Jenny Kuchem

Also present were Kristen Dragotto from the *Missourian* and Kate Nash from Tueth, Keeney, Cooper, Mohan & Jackstadt.

The meeting was held via Zoom due to the current COVID-19 pandemic and social distancing recommendations. The Zoom link was included on the published agenda.

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 July 16, 2020 meeting of the Board of Trustees.

Motion by Prudence Johnson; Seconded by Joseph Stroetker; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the June 8, 2020 regular meeting and the July 2, 2020 special meeting of the Board of Trustees.

TITLE IX REGULATIONS UPDATE: Kate Nash provided an update on recent changes to Title IX regulations. She noted that because ECC receives federal financial assistance, the College must comply with Title IX. Ms. Nash shared a brief history of the legislation and stated that the final regulations were released on May 6 and must be implemented by August 14. Most of the changes relate to required procedures regarding the institutional response to sexual harassment. The College is required to designate an employee specifically titled as Title IX Coordinator and must have grievance procedures in place. The new regulations will necessitate changes to the College's policies and procedures. For Title IX, sexual harassment is defined as (1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (quid pro quo); (2) a hostile work or educational environment; or (3) sexual assault, domestic violence or stalking as defined by the Clery Act. If an issue does not meet that definition, it cannot be addressed under the institution's Title IX policy but could be addressed under other policies.

A formal complaint must be filed by the complainant or the Title IX Coordinator. If the alleged conduct occurs outside the United States, does not meet the Title IX definition of sexual harassment, and/or does not occur in the context of an education program or activity, the College must dismiss the formal complaint. There are now specific requirements regarding information to be included in the notice provided to the respondent, which must be written. Once a formal complaint is filed, the parties have a right to an advisor of their own choosing.

There is also a requirement to have a live hearing with cross examination. The institution must provide an advisor for the purpose of conducting the cross examination if the individual does not have one. The person conducting the investigation cannot be the person who makes the decision at the hearing. The investigator and the decision maker also cannot be the Title IX Coordinator. The institution must gather all evidence and both parties have a right to inspect the information. Evidence that is deemed not relevant must be excluded as determined by the decision maker. The decision must be written, and there are specific requirements for what must be in the decision. There can be an informal resolution, but both parties must agree to it. An informal resolution is not allowed for allegations of an employee sexually harassing a student.

Next steps will include an update of existing policies, identification of individuals who will be involved in enforcing the Title IX policy, training, and posting of materials. In response to Board questions, Ms. Nash noted that the decision maker in the hearing could be a panel or a third party and that there is a requirement for an appeal process. The appeal would go to an administrator, which could be the president or a vice president. Any individual can sue the College if he or she feels the situation has not been addressed.

PURCHASE PRE-AUTHORIZATION: Dr. Bauer explained that the audio-visual equipment in the lecture hall needs to be replaced prior to the beginning of fall semester. This is a space that can be utilized to provide social distancing for larger classes. Since the project is not grant funded, it is not covered under the authorization provided at the June meeting. The normal bid process is being followed and submissions will be reviewed to determine the lowest/best bid. A report on the expenditure will be provided at the August meeting.

Motion: To **authorize** President Jon Bauer to accept the lowest and best bid for the upgrade of audio-visual equipment in classroom HH286, to be funded with CARES Act monies.

Motion by Joseph Stroetker; Seconded by Audrey Freitag; Carried Unanimously

FY21 BUDGET: Dr. Bauer reviewed the proposed budget for FY21. Revenue assumptions include withholding of two months of state aid payments, a 10% enrollment decline, and a 2% increase in local tax revenue. He noted that general revenue consists of about 41% local taxes, 32% tuition and 27% state aid. There are additional federal funds that will be disbursed to colleges during the year through the Governor's office; however, most have restrictions on their use. These include:

- Governor's Emergency Education Relief Fund (GEER) - \$221,601 for ECC, which will be placed in the general fund and can be used for expenses related to remote learning and general operations. These funds cannot be used to offset administrative salaries or for lobbying. The College must report how this money has been allocated.
- COVID Relief Fund – Up to \$518,014 for ECC, which can be used for COVID mitigation/response and reopening to students. These expenses will have to be submitted and approved for reimbursement.

- Technology – Up to \$113,500 for ECC to be used for costs associated with remote learning, broadband, a learning management system, public Wi-Fi, etc. These expenses will also need to be submitted and approved for reimbursement.

Additional funds coming directly from Washington, DC through the CARES Act are available for COVID mitigation/response as well as support of remote learning. A total of \$825,661 was made available in March and can be used through March 2021. One-half of these funds must go directly to students. It is also possible there will be additional federal stimulus funds available. The higher education sector has made the case that offset of the loss of state funds is a primary concern. However, these new funds could be as restrictive as prior funding.

Expense assumptions include no salary increases for employees, employee furloughs totaling a 5% payroll deduction, a hiring freeze with exceptions approved by the president (and Board if the employee is issued a contract). Salary increases will be re-examined by November 1 pending a change in the revenue picture. Salaries & benefits are the largest share of the expense budget.

Total revenue is estimated at \$17.3 million with approximately \$16.8 million in expenses. The estimated \$543,846 in revenue over expenses will serve as a contingency against further state withholdings and will also be used to cover unforeseen expenses. In response to questions from the Board, Dr. Bauer noted that (1) the large increase in scholarships for FY21 reflects the fact that not all scholarships were included in the FY20 budget, (2) the increase in contracted services is due to an incorrect budget projection in FY20, and (3) the reduction in the “gifts and grants” line is due to receipt of over \$300,000 from state tax credits in FY20 that was a one-time inflow of cash.

Motion: To **approve** the general operating budget for FY21 as presented.

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

COLLECTIVE BARGAINING AGREEMENT: Dr. Bauer commended the work of the ECC-NEA and administrative teams in reaching agreement in a difficult year where discussions began with how raises would be structured and ended with the addition of an article about structuring furloughs. He noted the furlough article includes creative ways to meet the 5% salary reduction target while minimizing the impact to students’ education. The agreement also recognizes the additional work of faculty to develop alternative means for delivery of instruction with a fall and spring stipend for work outside of normal contract hours. Those stipends will be funded with federal COVID funds.

Motion: To approve the negotiated Collective Bargaining Agreement with the ECC-NEA regarding salary, benefits and working conditions for the 2020-2021 fiscal year.

Motion by Joseph Stroetker; Seconded by Prudence Fink Johnson; Carried unanimously

BANK RESOLUTION: With Dr. Park’s appointment as Board treasurer, action is needed to authorize names on the United Bank of Union accounts.

Motion: To **approve** the following Board members and East Central College employees as authorized signers on United Bank of Union accounts as outlined in the authorization resolution attached:

Carl J. Bauer, ECC President
Annette Moore, ECC Director of Financial Services
Eric Park, ECC Board of Trustees Treasurer

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

REPAIRS TO BRIDGE BETWEEN BUESCHER HALL AND SHOOK STUDENT CENTER: Dr. Bauer reminded the Board that concrete pieces had fallen from under the decking this summer on the bridge connecting Buescher Hall and Shook Student Center. This concrete landed near the side entrance of the student center. The damage has been evaluated by an engineering firm and a couple of contractors. While the bridge is not structurally damaged, the repair is estimated to be about \$100,000 and will take about 30 days to complete. The project will be bid and, if needed, the Board may be called together for a special meeting to approve the contract. These costs will be submitted to the state as a part of the College's maintenance and repair budget; it is expected that half the cost will be reimbursed by the state. The College's portion of the expense will be paid from the campus improvement fund.

***PERSONNEL:** The Board **approved** the appointment of Brittany Yoakum as Nursing Instructor, effective August 17, 2020 with an annual salary of \$48,714.

OTHER: Dr. Bauer noted that the electronic sign has now been installed at the campus entrance and expressed his appreciation to the ECC Foundation for this gift.

ADJOURNMENT:

Motion: To **adjourn** the July 16, 2020 public Board of Trustees meeting at 1:40 p.m.

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

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 31, 2020**

AGENDA ITEM 5: 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.

Attachments

8/31/2020

Section 5, Page 1

East Central College

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East Central College
Preliminary* Statement of Net Assets for all Funds
As of June 30, 2020 and June 30, 2019

ASSETS	<u>6/30/2020*</u>	<u>6/30/19</u>
Current		
Cash	7,853,980	6,766,286
Investments	875,950	853,409
Receivables, net		
Student	2,194,238	3,116,457
Federal & State agencies	626,612	557,604
Other	86,475	86,438
Inventories	156,006	196,451
Prepaid expenses	344,058	574,452
Total Current Assets	<u>12,137,319</u>	<u>12,151,097</u>
Non-Current Assets		
Other Assets	427,448	427,448
Capital Assets (net)	41,911,395	43,210,612
Total Non-Current Assets	<u>42,338,843</u>	<u>43,638,060</u>
Total Assets	<u>54,476,162</u>	<u>55,789,157</u>
DEFERRED OUTFLOW OF RESOURCES		
Deferred pension outflows	<u>5,391,728</u>	<u>7,235,763</u>
Total Assets and Deferred Outflow of Resources	<u><u>59,867,890</u></u>	<u><u>63,024,920</u></u>
LIABILITIES		
Current Liabilities		
Accounts Payable	191,148	291,336
Accrued Wages & Benefits	757,053	668,111
Unearned Revenue	2,530,453	3,377,072
Due to Agency Groups	101,668	84,552
Accrued Interest	212,589	204,468
Total Current Liabilities	<u>3,792,911</u>	<u>4,625,539</u>
Non-Current Liabilities		
USDA Loan	641,667	741,667
Bonds Payable	9,549,412	10,570,000
Premium on Sale of Bonds	541,773	644,171
Net Pension Liability	14,113,215	14,443,812
Compensated Absences	704,381	574,296
Post Employment Benefit Plan Payable	1,159,868	962,138
Johnson Control Performance Contract	1,118,933	1,157,832
United Bank of Union	1,875,000	1,975,000
Total Non-Current Liabilities	<u>29,704,249</u>	<u>31,068,916</u>
Total Liabilities	<u>33,497,160</u>	<u>35,694,455</u>
DEFERRED INFLOW OF RESOURCES		
Deferred pension inflows	<u>3,723,756</u>	<u>4,333,443</u>
NET ASSETS		
Investment in Capital Assets, net	34,641,623	35,492,767
Restricted for Debt Service	-94,327	-88,280
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	4,769,491	3,764,772
All other Funds	-18,429,813	-17,932,237
Total Net Assets	<u>22,646,974</u>	<u>22,997,022</u>
Total Liabilities, Deferred Inflow of Resources and Net Assets	<u><u>59,867,890</u></u>	<u><u>63,024,920</u></u>

East Central College
Preliminary* Statement of Activities
General Fund
As of June 30, 2020 and June 30, 2019

	For the Fiscal Year Ending June 30, 2020*			For the Fiscal Year Ended June 30, 2019			
	Current FY Budget	June 2020 Month end	Current FY Year-To-Date	Prior FY Budget	June 2019 Month end	Prior FY Year-To-Date	Prior Year FYE
Revenues:							
Local Revenue	6,700,000	42,477	6,846,432	6,671,746	31,869	6,674,993	6,674,993
State Revenue	5,257,661	31,959	4,414,059	5,259,236	434,346	5,127,367	5,127,367
Federal Revenue	0	0	425	-	-	6,270	6,270
Tuition and Fees	6,501,424	-21,374	6,176,866	5,473,806	-9,491	5,486,538	5,486,538
Interest Income	55,078	11,412	88,036	61,028	24,580	96,728	96,728
Gifts and Grants	387,925	22,534	426,943	-	21,655	51,246	51,246
Miscellaneous Revenue	75,000	1,691	51,587	-	6,438	129,695	129,695
Transfers-Interfund & Indire	-	289,494	296,757	-	-79,946	-66,475	-66,475
Transfer Federal Programs	-	-	-	-	-	-	-
Total Revenues	18,977,088	378,193	18,301,105	17,465,816	429,451	17,506,362	17,506,362
Expenses:							
Salaries	10,359,668	1,175,289	9,985,559	10,293,929	1,102,897	9,940,897	9,940,897
Benefits	3,475,779	1,596,023	4,620,981	3,124,302	533,559	3,523,773	3,523,773
Contractual Services	691,367	43,708	898,177	681,756	98,831	912,546	912,546
Current Expenses	1,343,505	127,268	824,795	1,310,723	126,433	788,768	788,768
Travel	253,123	3,836	161,272	204,909	9,637	170,455	170,455
Property & Casualty Insuran	202,000	-	198,771	202,073	-	200,191	200,191
Vehicle Expense	16,640	863	6,772	15,200	1,654	7,797	7,797
Utilities	571,370	81,708	497,075	568,500	147,220	609,197	609,197
Tele/Communications	225,855	19,811	212,933	222,291	38,969	267,464	267,464
Miscellaneous	588,678	-28,472	320,466	454,553	15,399	401,058	401,058
Foundation Paid Expense	-	100	2,547	-	-	-	-
Clearing Account	-	-	0	-	-17	-	-
Scholarship Expense	11,200	20,797	91,961	65,500	17,235	74,751	74,752
Faculty Development	25,000	-38	10,855	25,000	12,811	25,000	25,000
Instit. Match for Grants	74,100	-	32,662	78,000	-	58,141	58,141
Commitment to ABE	20,000	23,432	23,432	20,000	20,000	20,000	20,000
Instit. Commit.to Fine Arts	6,175	6,175	6,175	6,500	6,500	6,500	6,500
Instit. Commit.to Word & M	3,040	-	0	3,200	-	-	-
Capital	15,527	-48,594	36,262	170,980	-	27,872	27,871
Interfund Transfers	18,400	-	0	18,400	-	-	-
Debt Princ & Interest	272,657	7,865	272,187	-	9,258	53,633	53,633
Total Expenses	18,174,084	3,029,772	18,202,882	17,465,816	2,140,386	17,088,043	17,088,043
Revenue over Expenses	803,004	-2,651,579	98,223	-	-1,710,935	418,319	418,319

East Central College
Preliminary* Statement of Revenue, Expenses & Changes in Net Assets
(All Funds)
As of June 30, 2020 and June 30, 2019

	For the Fiscal Year Ending June 30, 2020 *		For the Fiscal Year Ended June 30, 2019	
	June 30, 2020	FY 2020 Year-To-Date	June 30, 2019	FY 2019 Year-To-Date
	Operating Revenues:			
Student Tuition & Fees	-23,370	7,345,284	-10,914	6,591,218
Federal Grants & Contracts	993,413	6,652,632	745,958	6,784,112
State Grants & Contracts	80,665	1,193,144	313,880 #	1,133,153
Auxiliary Services Revenue	90,628	1,251,991	159,773	1,579,188
Other Operating Revenue	59,862	560,931	36,793	254,471
Total Operating Revenue	1,201,198	17,003,982	1,245,490	16,342,142
Operating Expenses:				
Salaries	1,249,648	11,078,892	1,211,347	11,045,426
Benefits	1,619,550	4,916,965	567,370	3,814,348
Purchased Services	124,874	1,678,321	244,282	1,656,226
Supplies & Current Expenses	231,398	2,379,538	92,605	2,445,753
Travel	3,707	180,971	14,345	228,348
Insurance	-	215,539	-	215,787
Utilities	111,392	817,287	199,286	992,773
Other	-31,218	82,063	7,907	185,345
Depreciation	-102,397	1,794,587	81,333	2,044,571
Financial Aid & Scholarship	691,355	6,503,187	538,463	6,744,320
Foundation Paid Expense	22,062	27,932	-	-
Total Operating Expenses	3,920,371	29,675,282	2,956,938	29,372,897
Operating (Loss)/Gain	-2,719,173	-12,671,300	-1,711,448	-13,030,755
Non-Operating Revenues (Expenses):				
State Appropriations	31,959	4,414,059	434,346	5,127,367
Tax Revenue	52,440	8,452,367	39,345	8,240,732
Interest Income	12,739	99,716	25,418	108,772
Gain/Loss on asset disposal	-2,707	-2,707	-	3,550
Principal & Interest on Debt	-203,331	-629,833	-207,106	-576,685
Total Non-Operating Revenue (Expense)	-108,900	12,333,602	292,003	12,903,736
Increase in Net Assets	-2,828,073	-337,698	-1,419,445	-127,019

**East Central College
Investments
As of June 30, 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>					
1024017649	6/15/2020	6/15/2021	12 Months	0.70%	\$ 400,075.54
1024017375	5/15/2020	5/15/2021	12 Months	0.80%	\$ 397,235.94

ECC Total Invements \$ 797,311.48

Private CDs Owned by the P. A. Hearst Account

Farmers & Merchants					
Bank - CD	8/13/2019	8/13/2020	12 Months	1.24%	\$ 78,638.22
#132982029					

Total Investments \$ 78,638.22

2019

Total Cash Accounts	\$ 7,853,980.00
Certificates of Deposit	\$ 797,311.48
	\$ 8,651,291.48

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 June 30, 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 June 30, 2020**

The Treasurer of the Board confirms for the month ending June 30, 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 June 1, 2020 through June 30, 2020, is reported at \$561,346.74.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 31, 2020**

AGENDA ITEM 6: PRE-AUTHORIZATION OF GRANT FUNDED PURCHASES

Recommendation: To **authorize** in advance items to be purchased with funds from the U.S.D.A. Rural Business Development Program grant to upgrade equipment in the Health Sciences simulation lab.

Attachment

8/31/2020

Section 6, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 6502

FAX (636) 583-6601

To: Dr. Jon Bauer, President

From: Joel Doepker, Vice President of External Relations

Date: August 25, 2020

Subject: USDA Grant Funded Purchase

Request to pre-authorize USDA Rural Business Development Grant funded purchases

This memorandum serves as a request for the East Central College Board of Trustees to authorize, in advance, purchases to be made with a grant award from the USDA Rural Business Development program.

On August 24, 2020, the College was officially awarded \$180,704 to be used to purchase equipment to upgrade equipment in the current Health Sciences simulation lab, located in the Health and Sciences building. Purchases will not exceed the grant funding awarded and the college will follow normal purchasing procedures for competitive quotes, bids, or contract purchasing.

After the August board meeting, trustees will not meet again until October. A majority of the simulation lab equipment will exceed \$15,000 and therefore requires Board approval. Pre-authorization serves that purpose.

Approval of the equipment bids in September allows for the approval of and the timely purchase of the simulation lab equipment and provides the opportunity for the students and faculty of the Health Sciences division the opportunity to use the equipment during a portion of the 2020 fall semester.

Pre-authorization of the simulation lab equipment purchases will enable the College to acquire necessary equipment and materials prior to the October board meeting. The USDA RDGB grant will cover the entire cost of the equipment for the Health Sciences simulation lab.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 31, 2020**

AGENDA ITEM 7: EMPLOYEE INSURANCE

Recommendation: To **approve** the following carriers to provide insurance benefits for employees in 2021:

Medical Insurance *Anthem* – 10% increase in rate

Dental Insurance *Delta Dental* – no change in rate

Vision Insurance *EyeMed* – no change in rate

Life/Accidental
Death &
Dismemberment,
Long-Term Disability *Anthem* – no change in rates

Attachment

8/31/2020

Section 7, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602



TO: Dr. Jon Bauer
DATE: August 24, 2020
FROM: Wendy Hartmann
SUBJECT: 2021 Employee Insurance Benefits Renewal

Our insurance broker, J.W. Terrill, negotiated our 2021 employee insurance benefits renewal. The insurance benefits for full-time employees include medical, dental, vision, life/AD&D and long-term disability. ECC retirees have the option, at their expense, to continue on the medical, dental and/or vision at the same premium cost to the College and dependents.

This memorandum serves as a recommendation by the Insurance Committee for the Board of Trustees to approve insurance providers and premiums for 2021.

MEDICAL

The College has had medical coverage through Anthem Blue Cross Blue Shield since January 1, 2014. Employees choose between a base plan and high deductible plan and network option that includes BJC or nonBJC providers. We have three plans that have no premium cost for the employee and one plan with a monthly premium. Anthem provided a renewal with a 10% increase with no plan changes, which is within the budget.

Employees are happy with the Anthem network and services. Remaining with Anthem reduces interruptions to services. The College will continue to purchase a Health Reimbursement Account (HRA), which reduces the overall premium costs and reduces the deductible for the employees.

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

2021 Monthly \$764.45	Annual \$9,173.47
2020 Monthly \$694.96	Annual \$8,339.52
2019 Monthly \$658.06	Annual \$7,896.72
2018 Monthly \$612.14	Annual \$7,345.68

DENTAL

Delta Dental has a no rate increase, same benefits and network. We moved to Delta Dental in 2016.

Dental Insurance Premium Cost per Employee paid by the College

2021 Monthly \$35.88	Annual \$430.56
2020 Monthly \$35.88	Annual \$430.56
2019 Monthly \$35.88	Annual \$430.56
2018 Monthly \$36.60	Annual \$439.20

VISION

EyeMed has a no rate increase, same benefits and network. We moved to EyeMed in 2020.

Vision Insurance Premium Cost per Employee paid by the College

2021 Monthly \$4.50	Annual \$54.00
2020 Monthly \$4.50	Annual \$54.00
2019 Monthly \$4.86	Annual \$58.20
2018 Monthly \$6.04	Annual \$72.48

BASIC LIFE/AD&D AND LONG-TERM DISABILITY

In 2016, we moved basic life/AD&D and long-term disability to Anthem Life Basic and have no premium increase in 2021. The College provides full-time employees a \$50,000 life/AD&D policy.

Life/AD&D Insurance Premium Cost to the College

2021 Monthly	\$.082 per \$1,000 of life coverage and \$.02 per \$1,000 of coverage
2020 Monthly	\$.082 per \$1,000 of life coverage and \$.02 per \$1,000 of coverage
2019 Monthly	\$.082 per \$1,000 of life coverage and \$.02 per \$1,000 of coverage
2018 Monthly	\$.082 per \$1,000 of life coverage and \$.02 per \$1,000 of coverage

Long Term Disability Insurance Premium Cost to the College

2021 Monthly	\$.225 per \$100 of coverage
2020 Monthly	\$.225 per \$100 of coverage
2019 Monthly	\$.225 per \$100 of coverage
2018 Monthly	\$.225 per \$100 of coverage

Please let me know if you need any additional information.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 31, 2020**

AGENDA ITEM 8: MEDICARE ADVANTAGE INSURANCE

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

Attachment

8/31/2020

Section 8, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602



Interoffice Memo
HUMAN RESOURCES

TO: Dr. Jon Bauer
DATE: July 21, 2020
FROM: Wendy Hartmann, Director
RE: UHC Medicare Advantage Plan Recommendation for Retirees

This memorandum serves as a recommendation to renew the Medicare Advantage plan with UnitedHealthcare as the group Medicare Part C plan offered to eligible retirees. The plan involves no premium for the College or the individual. Membership will automatically roll over in 2021 for current participants. New participants may enroll during open enrollment in November 2020.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 31, 2020**

**AGENDA ITEM 9: PROPOSED NEW BOARD POLICIES: 3.32 STUDENT TITLE IX
SEXUAL HARASSMENT AND 5.49 EMPLOYEE TITLE IX SEXUAL
HARASSMENT**

Recommendation: To **adopt** Board Policies & Procedures 3.32 Student Title IX Sexual Harassment and 5.49 Employee Title IX Sexual Harassment as attached.

Attachments

8/31/2020

Section 9, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

3.32 Student Title IX Sexual Harassment *(Adopted 8-31-2020)*

Statement of Nondiscrimination Policy and Prohibition on Sexual Harassment

East Central College is committed to maintaining an environment that is free of discrimination on the basis of sex within its educational programs and activities. The College cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, sex, color, religion, ethnic or national origin, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law. The prohibition on sex discrimination also prohibits Sexual Harassment, as defined in this policy.

The Nondiscrimination Policy applies to registered or enrolled students, College employees, contractors, vendors, visitors, guests, or other third parties.

Procedures *(Adopted 8-31-2020)*

3.32.1 Scope of Title IX Sexual Harassment Grievance Process

The Sexual Harassment Grievance Process pertains to Sexual Harassment under Title IX, as defined by this policy, committed by students against either students and/or employees, when: (1) the conduct occurs on campus or other property owned or controlled by the College; or (2) the conduct occurs in the context of a College employment or education program or activity within the United States. The College's education program and activities includes locations, events, or circumstances over which the College exercises substantial control over both the Respondent and the context in which harassment occurs, and includes any building owned or controlled by a student organization that is officially recognized by the College.

All members of the East Central College community have the right to submit a complaint or raise concerns regarding Sexual Harassment under Title IX pursuant to this Policy without fear of retaliation.

A complete copy of College's Title IX Sexual Harassment Policy can be accessed online. Hard copies are available at the Title IX Coordinator's office and the Title IX Deputy Coordinator's office.

Complaints that do not fall under the scope of this process will be handled through student conduct policies, including the Student Conduct Policy (3.17) and the Student Protection Against Discrimination and Harassment Policy (3.25).

3.32.2 Definitions

Sexual Harassment – Sexual Harassment is conduct based on sex that may be one or more of following:

- 1) Employee conditioning provision of an aid, benefit, or service on an

individual's participation in unwelcome sexual conduct (i.e., a quid pro quo), or

- 2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
- 3) Sexual assault, stalking, dating/domestic violence, as defined herein.
 - Sexual Assault – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - Sexual Assault includes, but is not limited to, the following acts when they occur without consent of the victim:
 - Any penetration, however slight, of the genitals or anus of one person with the genitals of another person,
 - Any act involving the genitals of one person and the hand, mouth, tongue, or anus of another person,
 - Any sexual act involving penetration, however slight, of the genitals or anus of one person by a finger, instrument, or object,
 - Touching of another person's genitals or breasts under or over the clothing, or
 - Touching of one person with the genitals of another person under or over the clothing.
 - Domestic Violence - Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - Stalking – Stalking occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear bodily injury or to experience substantial emotional distress. A course of conduct is two or more incidents. Stalking includes “cyber-stalking,” a particular form of stalking in which a person uses electronic media.
 - Dating Violence – Violence by a person who has been in a romantic or intimate relationship with the individual to whom the violence is directed. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

Complainant – A Complainant is any individual who is alleged to be the victim of conduct that could constitute sexual harassment under this Policy, in connection with his or her participation in or attempt to participate in an educational program or activity of the College. A Complainant may be a

student, an employee, or a third party.

Respondent – A Respondent is an individual who is purported to be the perpetrator of conduct that could constitute sexual harassment. A Respondent need not be affiliated with the College in any respect.

Title IX Advisor – A Title IX Advisor is an individual who supports a Complainant or Respondent through the Title IX Sexual Harassment Grievance Process. Each party has the right to select an advisor of their choice, and for that advisor to accompany the party to any part of the grievance process, including all meetings, interviews, and/or hearings. A Title IX Advisor can be a friend, family member, faculty member, mentor, attorney, or any other person of the party's choice who is available and agrees to serve as advisor. The College will appoint a Title IX Advisor at no cost to the party to conduct cross-examination during the grievance process hearing if a party does not have a Title IX Advisor.

Consent – An affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. The person initiating sexual activity must obtain the other person's consent throughout the duration of the sexual activity. Consenting persons must act freely, voluntarily, and have knowledge of the act or transaction involved. Consent will not be implied by silence or mere passivity from a state of intoxication or unconsciousness; it may not be inferred in circumstances in which consent is not clear, including, but not limited to situations that involve the absence of "no" or "stop," or those that involve the existence of a prior or current relationship or sexual activity. Consent cannot be given if the Respondent has taken advantage of a position of influence which that person has over the Complainant. Consent cannot be given by an individual who is incapacitated through the effect of drugs or alcohol or for any other reason. Consent may be withdrawn at any time.

3.32.3 Title IX Coordinator

The Title IX Coordinator is charged with monitoring East Central College's compliance with Title IX, ensuring appropriate education and training, coordinating investigations, responses, and resolution of all reports pursuant to this Policy. In his or her discretion, the Title IX Coordinator may also designate Deputy Title IX Coordinators to assist in the discharge of these duties.

Any questions or concerns regarding the College's application of this policy may be addressed to the Title IX Coordinator.

The Title IX Coordinator and Deputy Title IX Coordinator may be reached in person during regular office hours, or by telephone, written correspondence, email, or other electronic communication at any other time.

Paul Lampe
Title IX Coordinator

Wendy Hartmann
Title IX Deputy Coordinator

Section 504 Administrator
Vice President of Student Development
East Central College
1964 Prairie Dell Road
Union, MO 63084
636-584-6565
paul.lampe@eastcentral.edu

ADA Administrator
Director of Human Resources
East Central College
1964 Prairie Dell Road
Union, MO 63084
636-584-6712
wendy.hartmann@eastcentral.edu

3.32.4 Resources and Information for Victims of Sexual Harassment

The first priority for any victim of sexual assault or relationship violence is to receive appropriate medical attention for any medical injuries and to preserve evidence in the event the Complainant chooses to pursue a complaint. The College will maintain and publish information containing resources and guidance for victims of sexual assault, relationship violence and stalking. Such information will be maintained in the College's Annual Security Report and the College's Student Handbook, and any other means identified by the College administration to make the information readily available to the campus. Copies will also be maintained by the College's Title IX Coordinator, who will make such information available to any interested person.

3.32.5 How to Report Potential Violations of This Policy

1. Reporting Options

The College encourages the reporting of all incidents of Sexual Harassment, including, but not limited to, sexual assault, relationship violence, and stalking. The decision to report such incidents is a deeply personal and often difficult decision but is often a way for the victim to begin healing. Such reporting may also help prevent future incidents of a similar nature from occurring. Victims are not required, however, to report such incidents, and will not be penalized if they choose not to report an incident to law enforcement or to the Title IX Coordinator.

a. Report to the Title IX Coordinator or to a Responsible Employee

Individuals who believe they have been subjected to, or are aware that another individual has been subjected to, Sexual Harassment in connection with a College education program or activity, and who wish to report a potential violation of this Policy should notify the Title IX Coordinator or Deputy Title IX Coordinator.

Reports can be made through email, by phone, in person, or by mail.

Upon receipt of any report of Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of supportive measures, explain the process for filing a formal complaint, and to provide information about other reporting options and available resources as applicable.

While reports to College counselors will remain confidential, all other

employees are required to report the information regarding illegal discrimination, harassment, sexual harassment, sexual assault, relationship violence or stalking to the Title IX Coordinator.

Reporting Sexual Harassment to the Title IX Coordinator does not automatically start the grievance process – the Title IX Coordinator will explain to the Complainant how to start the grievance process by filing a Formal Complaint. An individual can make a report of Sexual Harassment in order to obtain supporting measures and resources – an individual making a report of Sexual Harassment is not required to file a Formal Complaint.

There is no time limit on reporting Sexual Harassment, though the College encourages prompt reporting, as delayed reporting may hinder the College’s ability to complete the grievance process.

b. Confidential Reporting

Individuals may make a confidential report to a College counselor. Counseling services are available at no cost to students and referrals to community resources are available. College counselors can also help the alleged victim identify other available College resources.

All other employees are mandated to report the information regarding illegal discrimination, harassment, sexual harassment, sexual assault, relationship violence or stalking to the Title IX Coordinator and cannot keep reports confidential.

The College will keep confidential the identity of Complainants, Respondents, and witnesses involved in Title IX hearings, except when disclosure is required by law or as necessary to carry out the purposes of this Policy.

c. Other Reporting Options and Resources

Individuals may make a criminal report with local law enforcement, or appropriate jurisdiction. College personnel are available to assist individuals with contacting the appropriate jurisdiction for making such a report.

In addition to pursuing criminal or College disciplinary proceedings, individuals may wish to obtain an order of protection, no-contact order, or restraining order from the relevant jurisdiction. Such orders are enforced by the local law enforcement agency in the relevant jurisdiction.

d. Amnesty

In investigating and responding to complaints of Sexual Harassment, the College’s primary focus is to address the Sexual Harassment, and, in most cases, the College will grant amnesty to a Complainant or witness for other potential violations, such as alcohol violations. Such

potential violations should not discourage a Complainant from notifying the College of incidents of Sexual Harassment.

2. Offer and Provision of Supportive Measures

Upon receipt of a report, the Title IX Coordinator will promptly and confidentially reach out to the Complainant to discuss the availability of a variety of supportive measures. Supportive measures should also be offered to the Respondent as necessary and appropriate.

Supportive measures are designed to restore or preserve equal access to the College's education programs and activities, protect the safety of all parties and the educational environment, or deter Sexual Harassment. These supportive measures should be non-disciplinary, non-punitive, individualized, and provided free of charge. They must be offered regardless of whether a Formal Complaint is filed and must be kept confidential to the extent that such confidentiality would not interfere with providing the supportive measures.

Examples of supportive measures include, but are not limited to:

- Counseling
- Extensions of deadlines or other course-related adjustments
- Additional academic support
- Modifications of work or class schedules
- Campus escort services
- Mutual restrictions on contact between the parties
- Changes in work locations or assignments
- Leaves of absence
- Increased security and monitoring of certain areas of the campus

3. Emergency Removal

The College reserves the right to remove a student Respondent from its educational program or activity on an emergency basis. Such a removal may only occur if, after an individualized safety and risk analysis, the College determines an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal. In the event a decision is made to remove a Respondent, he or she will be provided with notice by the Title IX Coordinator, and given the opportunity to challenge that decision immediately following the removal by submitting a request in writing to the Title IX Coordinator.

3.32.6 Filing a Formal Complaint of Sexual Harassment

In the event that a Complainant wishes for the College to proceed with an investigation and hearing into the allegations of Sexual Harassment pursuant to the grievance process procedures in this Policy, he or she must file a Formal Complaint. A Formal Complaint is a document alleging Sexual Harassment against a Respondent and requesting that the College investigate the allegation

of Sexual Harassment. The Complainant must be participating in or attempting to access a College education program or activity at the time the Formal Complaint is submitted.

A Formal Complaint must be in written form, but it may be submitted in person, by mail, or by email. It must be signed by the Complainant but the required signature may be physical or digital.

A Title IX Coordinator may also initiate a Formal Complaint by signing it. The Title IX Coordinator may consider the specific facts and circumstances and whether there is a pattern of misconduct involving a particular Respondent. A Title IX Coordinator may only sign a Formal Complaint after he or she has contacted the Complainant and discussed supportive measures and the Formal Complaint process with the Complainant. The Title IX Coordinator must consider the Complainant's wishes for how the College responds to the report of Sexual Harassment. The Title IX Coordinator should balance campus safety concerns with respect for survivor autonomy.

The Title IX Coordinator may consolidate Formal Complaints where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where a Formal Complaint includes more than one Complainant or more than one Respondent, any references in this policy to a single Complainant and/or Respondent will also refer to multiple Complainants and/or Respondents.

3.32.7 Dismissal of Formal Complaints

Upon receipt of a Formal Complaint, the Title IX Coordinator will review the allegations set forth therein and determine whether the Complaint may proceed. Although the allegations may still be investigated and resolved pursuant to another College policy (as noted above), Formal Complaints of Sexual Harassment brought pursuant to this policy must be dismissed if:

- 1) The conduct alleged would not constitute Sexual Harassment as defined in this Policy;
- 2) The conduct did not occur in connection with a College education program or activity;
- 3) The conduct did not occur against a person in the United States.

Furthermore, the Title IX Coordinator may, in his or her discretion, determine that even though it meets the basic threshold requirements to proceed, a particular Formal Complaint should be dismissed. Specifically, a Formal Complaint may be dismissed if:

- 1) Complainant notified Title IX Coordinator in writing that they would like to withdraw the formal complaint or any allegations within;
- 2) Respondent is no longer enrolled or employed by the College;
- 3) Specific circumstances prevent the College from gathering evidence to reach a determination.

After an initial review of the Formal Complaint, the Title IX Coordinator will continue to monitor the investigation and evaluate the Formal Complaint to

determine if the above criteria for dismissal apply. Following any dismissal of a Formal Complaint, the Title IX Coordinator will simultaneously send a written notice to the parties of the dismissal and the reasons for the dismissal.

To the extent the behavior alleged in the Formal Complaint could constitute a violation of another College policy, it may be pursued under that policy. The Title IX Coordinator has the discretion to refer the allegations to the appropriate College official.

3.32.8 Informal Resolution

After a Formal Complaint has been filed, if both Complainant and Respondent give voluntary, informed, written consent, the College will assist the parties in reaching an informal resolution to the allegations of Sexual Harassment in the Formal Complaint. An informal resolution cannot be used for Formal Complaints that contain allegations that an employee sexually harassed a student.

3.32.9 Prohibition of Retaliation

The College expressly prohibits retaliation against any individual for exercising their Title IX rights under this Policy. No individual may be discriminated against, intimidated, threatened, or coerced for the purpose of interfering with his or her Title IX rights, or because the individual has made a report pursuant to this Policy, testified, assisted, participated, or refused to participate in a Title IX investigation, proceeding, or hearing.

If an individual feels that he or she has been subject to retaliation pursuant to this Policy, he or she should notify the Title IX Coordinator as soon as possible.

3.32.10 Sexual Harassment Grievance Process Procedures

If any party believes that the Title IX Coordinator has a conflict of interest or bias for or against the individual parties and/or for or against complainants or respondents generally, that party should report their concern to the College President. If the College President finds that a conflict of interest or bias exists, the President will designate another individual to serve as Title IX Coordinator for the purposes of the specific grievance process involving the parties.

The Respondent will be presumed not responsible for the policy violation that is alleged in the Formal Complaint unless and until the respondent is found responsible by the Hearing Decision Maker at the conclusion of the grievance process.

The grievance process generally will be completed within 120 days. However, extensions to this time frame may be granted at the request of either party, or at the discretion of the Title IX Coordinator when good cause exists for the delay. Good cause may include considerations such as the absence of a party,

a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The Title IX Coordinator will notify all parties in writing of the delay, the length of the extension granted and the reason for the extension.

3.32.11 Sexual Harassment Grievance Process – Notice

Within five (5) working days of receipt of a Formal Complaint, the Title IX Coordinator or designee will issue a written notice to the parties. The written notice should include, if known, the identity of the parties, the conduct alleged to be Sexual Harassment, and the date(s) and location(s) of the incident(s). The notice will also include a statement that the Respondent is presumed to be not responsible for any policy violations. The notice must also inform the parties that they have the right to an advisor of their choice during the grievance process, that they may inspect and review evidence gathered during the investigation, and that the Student Conduct Policy 3.17.1 prohibits knowingly furnishing false information to the College (<https://www.eastcentral.edu/board-policies/3-17student-conduct-policy/>).

If during the course of the investigation, additional allegations are going to be investigated that were not included in the original notice, the Title IX Coordinator or designee will issue a supplemental written notice to the parties.

Parties will also be provided with notice of all meetings, interviews, or hearings with sufficient time to prepare for any meeting, interview, or hearing. Such notice will include the date, time, location, participants, and purpose of the meeting, interview, or hearing.

3.32.12 Sexual Harassment Grievance Process – Title IX Advisors

Each party has the right to select a Title IX Advisor of their choice, and for that Title IX Advisor to accompany the party to any part of the grievance process, including all meetings, interviews, and/or hearings. A Title IX Advisor can be a friend, family member, faculty member, mentor, attorney, or any other person of the party's choice who is available and agrees to serve as a Title IX Advisor.

Parties must provide notice of who will serve as their Title IX Advisor during any grievance hearings at least five (5) working days prior to the hearing. If a party does not have a Title IX Advisor for a grievance hearing, a Title IX Advisor will be selected by the Title IX Coordinator and will be provided at no cost to the party for the purpose of cross examination during the hearing. This appointed Title IX Advisor may be a College employee or may be an outside individual contracted to serve in the role of Title IX Advisor.

Title IX Advisors may offer advice to and confer with the party during any meeting, interview, and/or hearing, but generally may not speak on behalf of the party. The only time a Title IX Advisor may speak on behalf of the party is to conduct cross examination questioning during a grievance hearing. Title IX

Advisors are expected to comply with the Rules of Procedure and Decorum for hearings and remain respectful throughout the entire grievance process.

Any Title IX Advisor who fails to comply with these policies, the Rules of Procedure and Decorum for hearings, and/or who does not treat all others with respect throughout the grievance process may be warned by the Title IX Coordinator, Investigator, and/or Hearing Decision Maker for his or her first infraction. A Title IX Advisor may be asked to leave the grievance proceeding if after being warned he or she continues to violate these policies or the Rules of Procedure and Decorum for a hearing, and/or continues to not treat others with respect. If an advisor is asked to leave a meeting, interview, or hearing, the proceeding will end and be continued at another time when the party has a Title IX Advisor. Whether an advisor who has been asked to leave a proceeding may serve as a Title IX Advisor to the party at a later meeting, interview, or hearing will be a decision in the sole discretion of the Title IX Coordinator.

3.32.13 Sexual Harassment Grievance Process - Investigation

The Title IX Coordinator or designee will designate an Investigator to conduct a fair, thorough investigation of the allegations in the Formal Complaint. In general, the Vice President of Student Development will investigate complaints against student Respondents. The College may designate an outside investigator as Investigator. The Investigator will have received training as outlined in Section 3.32.18 of this policy.

The Investigator will provide written notice of any meetings or interviews to the parties and/or witnesses at least three (3) working days in advance of the meeting or interview. This notice will include the date, time, and location for the meeting, as well as who will be participating in the meeting and the purpose for the meeting.

The burden will be on the Investigator to fully and fairly investigate the allegation in the formal complaint. All parties will have an equal opportunity to present witnesses and evidence to the Investigator.

At the conclusion of the investigation, the Investigator will send a copy of the evidence that is directly related to the allegations in the Formal Complaint to the parties and their advisors for inspection and review. The parties will then have ten (10) days in order to submit a written response to the evidence, if they choose to do so. The Investigator will consider any written response to the evidence before the completion of the investigative report. The Investigator will make all evidence that is directly related to the allegations available at the grievance hearing.

The Investigator will prepare an investigative report that fairly summarizes all the relevant evidence. The investigative report should include a description of all steps taken in the investigation as well as summaries of all interviews with parties and/or witnesses and all relevant evidence reviewed by the Investigator.

The Investigator will send a copy of the report to the parties and their advisors at least ten (10) days prior to any hearing for the parties' review and written response.

3.32.14 Sexual Harassment Grievance Process – Hearing

After the conclusion of the investigation, a live hearing will be held before a Hearing Decision Maker. The Hearing Decision Maker will be appointed by the Title IX Coordinator and may be a single individual or a panel. A single Hearing Decision Maker may be a member of the College community or may be an outside individual contracted to serve in the role. A panel Hearing Decision Maker may include members of the College Community and/or outside individuals contracted to serve on the panel. The Hearing Decision Maker will have received training as outlined in Section 3.32.18 of this policy. The Hearing Decision Maker will issue notice of the hearing to the parties, including the date, time, and location of the hearing. This notice will be provided at least ten (10) working days before the hearing.

The hearing will be held pursuant to the Rules of Procedure and Decorum. At the request of either party, the hearing will be held with the parties in separate rooms or locations, with the parties Hearing Decision Maker able to simultaneously see and hear each other through technology. Whether the hearing is conducted virtually or in person, it will be recorded.

The Investigator will make all evidence that is directly related to the allegations available at the grievance hearing. All parties may refer to such evidence and may use it in cross examination. The Investigator will provide a copy of the investigative report and all evidence that is relevant to the allegations in the formal complaint to the Hearing Decision Maker. However, the Hearing Decision Maker may not defer to the investigative report and must objectively evaluate all relevant evidence and independently reach a determination regarding responsibility.

The Investigator, Complainant, and Respondent all have the ability to testify and call witnesses at the hearing, and to provide evidence to the Hearing Decision Maker, who will have the opportunity to ask questions of all parties and witnesses during the hearing.

After the Hearing Decision Maker asks their questions, each party's Title IX Advisor will have the opportunity to ask all relevant and follow up questions of the other party and all witnesses during cross examination. No party shall be questioned directly by the other party. Title IX Advisors must abide by the Rules of Procedure and Decorum in questioning parties and witnesses. Any Title IX Advisor who does not abide by the Rules of Procedure and Decorum will be warned or dismissed from the hearing at the discretion of the Hearing Decision Maker.

The Hearing Decision Maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's

absence from the hearing or refusal to answer questions during the hearing, including cross examination.

In general, the Hearing Decision Maker cannot rely on any statement by a party or witness who does not submit to cross-examination during the course of the hearing in reaching a determination on responsibility. However, in very limited circumstances, the Hearing Decision Maker may consider statements by Complainants and Respondents that are against the individual's interest even if that individual does not submit to cross-examination. A statement against interest is a statement that could expose the individual to a finding of responsibility and sanctions, or a statement that tends to invalidate an individual's complaint against another. For example, if during an interview with an Investigator, a Respondent makes a statement admitting to the alleged conduct that would violate this policy, or a Complainant makes a statement that information in the Formal Complaint was false, then the Hearing Decision Maker may consider those statements even if the individual does not submit to cross-examination.

The Hearing Decision Maker will state whether each question is relevant before the questions is answered by the party or witness to whom it is directed and explain any decision to exclude a question as not relevant. If the Hearing Decision Maker is a panel, the panel will designate one member as chair, and that individual will determine and state whether each question is relevant. Questions or evidence that are deemed irrelevant by the Hearing Decision Maker will be excluded from the hearing. Formal rules of evidence shall not apply.

The following types of evidence must be considered irrelevant by the Hearing Decision Maker:

- 1) Evidence that is not pertinent to proving whether a fact material to the allegation is more or less likely to be true;
- 2) Information that is protected by privilege (e.g. attorney-client privilege);
- 3) Any party's medical, psychiatric, psychological, or counseling records without that party's voluntary, written consent;
- 4) Any information about the Complainant's sexual predisposition or prior sexual behavior, unless it is offered to prove that someone other than the Respondent committed the behavior alleged in the formal complaint or offered to prove consent.

3.32.15 Sexual Harassment Grievance Process - Determination of Responsibility

The Hearing Decision Maker will issue a written determination whether the Respondent is responsible for the policy violations alleged in the Formal Complaint within five (5) working days of the conclusion of the hearing. The Hearing Decision Maker must determine the weight of the evidence and credibility of the parties in reaching a determination.

The written determination shall include:

- 1) An identification of the allegations in the Formal Complaint;

- 2) A description of procedural steps taken from the receipt of the Formal Complaint through the determination, including any notices, interviews, investigations, and hearings;
- 3) Findings of fact that support the determination,
- 4) Conclusions regarding the application of the policy to the facts;
- 5) A statement and rationale for the result for each allegation including the determination of responsibility, any sanctions that will be imposed on the Respondent, and whether any remedies designed to restore and preserve equal access to the College's educational program will be provided to the Complainant; and
- 6) The procedures and acceptable bases for appeal of this determination.

The standard of proof will be "preponderance of the evidence," which means whether the evidence shows it is more likely than not that a policy violation occurred.

The written determination will be provided simultaneously to all parties. The determination will become final and any sanctions will take effect after the resolution of any appeal, or if no appeal is filed, after the deadline to file an appeal.

3.32.16 Sexual Harassment Grievance Process - Sanctions and Remedies

If the Respondent is found responsible for any violations of policy, then the Hearing Decision Maker will determine what disciplinary sanctions will be imposed on the Respondent and what remedies designed to restore and preserve equal access to the College's educational programs will be offered to the Complainant.

The possible sanctions that can be imposed on a student Respondent found responsible include:

- 1) Warning: A verbal admonition by a College official regarding a violation of the Student Conduct Code.
- 2) Fines, community service, rehabilitation or other restitution: A monetary fee, assigned task or other means of reparation.
- 3) Disciplinary Probation: A status resulting from a finding of misconduct. The student remains enrolled but under stated conditions.
- 4) Disciplinary Suspension: An involuntary separation of the student from the institution for a specified period of time due to misconduct. Student may be re-admitted following a specified period of time.
- 5) Expulsion: Permanent loss of student status due to misconduct. Other stated conditions may be applied.

In addition to sanctions imposed on the Respondent, remedies can be offered to the Complainant in order to restore and preserve equal access to the College's educational program and activities. Remedies may be, but are not limited to, a continuation of previously offered supportive measures. Additionally, remedies may burden the Respondent or be punitive/disciplinary in nature.

3.32.17 Sexual Harassment Grievance Process – Appeals

Any party may appeal the determination of responsibility or a dismissal of a Formal Complaint by submitting a written request to the College President within five (5) working days of the issuance of the Hearing Decision Maker's determination of responsibility. The request should include a short statement outlining the basis for appeal.

Appeals are limited to the following bases:

- 1) Procedural irregularity that affected the outcome of the matter;
- 2) New evidence that was not reasonably available at the time of the determination of responsibility or the dismissal of the Formal Complaint that would affect the outcome of the matter; or
- 3) The Title IX Coordinator, Investigator, or Hearing Decision Maker had a conflict of interest or bias for or against complainants or respondents generally that affected the outcome of the matter.

The College President will notify the parties in writing that an appeal has been filed. Each party will then have ten (10) working days to submit a written statement in support of or challenging the outcome of the hearing.

The College President will issue a written determination of the outcome of the appeal, describing the result of the appeal and the rationale in support of that decision within seven (7) working days of the deadline for parties to submit their written statements. The College President's written determination will be provided simultaneously to all parties.

3.32.18 Training

In addition to the information contained in this Policy, the College will, in accordance with the Campus Sexual Violence Act ("SaVE Act"), provide training and information to members of the campus community regarding the following topics:

1. Safe and positive steps an individual may take to intervene to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against another person;
2. Information about how to recognize warning signs of abusive behavior in order to mitigate the likelihood of perpetration, victimization, or bystander inaction;
3. Awareness campaigns and prevention programs intended to stop domestic violence, dating violence, sexual assault, and stalking before they occur, and to increase campus awareness and share information and resources for the same purpose;
4. Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both within the institution and in the community;

The College will distribute this information to members of the campus community through the College's Annual Security Report and the College's Student Handbook, and any other means identified by the College administration to make the information readily available to the campus. Copies will also be maintained by the College's Title IX Coordinator, who will make such information available to any interested person.

Additionally, the College will ensure that the Title IX Coordinator, Investigator, Hearing Decision Maker, and any person who facilitates an informal resolution has received training on:

- The definition of Sexual Harassment as set out in this policy;
- The definition of Consent under this policy and how to apply the definition of Consent consistently and impartially;
- The scope of the College's education program or activity;
- How to conduct the grievance process, including investigations, hearings, appeals, and informal resolutions (as applicable); and
- How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, or bias.

Hearing Decision Makers will also receive training on:

- How to operate any technology used in conducting a hearing; and
- How to determine relevance of questions and evidence, including the provisions of this policy pertaining to the exclusion of evidence of a Complainant's previous sexual behavior

Investigators will also receive training on:

- How to determine if evidence is relevant to an investigation; and
- How to create an investigative report that fairly summarizes relevant evidence.

All training materials used by the College must not rely on sex stereotypes and must promote the impartial investigation and adjudication of Formal Complaints. All training materials used to train the Title IX Coordinator, Investigator, Hearing Decision Maker, and any individual who facilitates an informal resolution must be made publicly available. These materials will be published online.

3.32.19 Recordkeeping

The Title IX Coordinator must create and maintain for a period of at least seven years records of any actions, including any supportive measures taken in response to a report or formal complaint of Sexual Harassment. For each instance, the Title IX Coordinator must document: 1) the basis for the conclusion that the College's response was not deliberately indifferent, and 2) that the College has taken measures designed to restore or preserve equal access to the College's educational program or activity. If the Title IX Coordinator does not provide the Complainant with supportive measures, then the Title IX Coordinator must document why it was not clearly unreasonable to not provide supportive measures.

The Title IX Coordinator will also maintain the following records for a period of at least seven years:

- Records related to each Sexual Harassment investigation, including any determination regarding responsibility;
- Any audio or audiovisual recording or transcript from a grievance hearing;
- Records of any disciplinary sanctions imposed on the Respondent;
- Records of any remedies provided to the Complainant;
- Any appeal from a grievance process and the result of the appeal;
- Records related to any informal resolution and the result of the informal resolution;
- All materials used to train the Title IX Coordinators, Investigator, Hearing Decision Maker, and any individual who facilitates an informal resolution.

5.49 Employee Title IX Sexual Harassment *(Adopted 8-31-2020)*

Statement of Nondiscrimination Policy and Prohibition on Sexual Harassment

East Central College is committed to maintaining an environment that is free of discrimination on the basis of sex within its educational programs and activities. The College cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, sex, color, religion, ethnic or national origin, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law. The prohibition on sex discrimination also prohibits Sexual Harassment, as defined in this policy.

The Nondiscrimination Policy applies to registered or enrolled students, College employees, contractors, vendors, visitors, guests, or other third parties.

Procedures *(Adopted 8-31-2020)*

5.49.1 Scope of Title IX Sexual Harassment Grievance Process

The Sexual Harassment Grievance Process pertains to Sexual Harassment under Title IX, as defined by this Policy, committed by employees against students and/or employees, when: (1) the conduct occurs on campus or other property owned or controlled by the College; or (2) the conduct occurs in the context of a College employment or education program or activity within the United States. The College's education program and activities includes locations, events, or circumstances over which the College exercises substantial control over both the Respondent and the context in which harassment occurs, and includes any building owned or controlled by a student organization that is officially recognized by the College.

All members of the East Central College community have the right to submit a complaint or raise concerns regarding Sexual Harassment under Title IX pursuant to this Policy without fear of retaliation.

A complete copy of College's Title IX Sexual Harassment Policy can be accessed online. Hard copies are available at the Title IX Coordinator's office and the Title IX Deputy Coordinator's office.

Complaints that do not fall under the scope of this process will be handled under the applicable employment policies, including the Employee Conduct and Discipline Policy (5.2) and the Employee Protection Against Sexual Harassment Policy (5.4).

5.49.2 Definitions

Sexual Harassment – Sexual Harassment is conduct based on sex that may be one or more of following:

- 1) Employee conditioning provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (*i.e.*, a *quid pro quo*), or

- 2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
- 3) Sexual assault, stalking, dating/domestic violence, as defined herein.
 - Sexual Assault –Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - Sexual Assault includes, but is not limited to, the following acts when they occur without consent of the victim:
 - Any penetration, however slight, of the genitals or anus of one person with the genitals of another person,
 - Any act involving the genitals of one person and the hand, mouth, tongue, or anus of another person,
 - Any sexual act involving penetration, however slight, of the genitals or anus of one person by a finger, instrument, or object,
 - Touching of another person's genitals or breasts under or over the clothing, or
 - Touching of one person with the genitals of another person under or over the clothing,
 - Domestic Violence - Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - Stalking – Stalking occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear bodily injury or to experience substantial emotional distress. A course of conduct is two or more incidents. Stalking includes “cyber-stalking,” a particular form of stalking in which a person uses electronic media.
 - Dating Violence – Violence by a person who has been in a romantic or intimate relationship with the individual to whom the violence is directed. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

Complainant – A Complainant is any individual who is alleged to be the victim of conduct that could constitute sexual harassment under this Policy, in connection with his or her participation in or attempt to participate in an educational program or activity of the College. Employment by the College is considered participation in a program or activity of the College for purposes of this policy. A Complainant may be a student, an employee, or a third party.

Respondent – A Respondent is an individual who is purported to be the perpetrator of conduct that could constitute sexual harassment. A Respondent need not be affiliated with the College in any respect.

Title IX Advisor – A Title IX Advisor is an individual who supports a Complainant or Respondent through the Title IX Sexual Harassment Grievance Process. Each party has the right to select an advisor of their choice, and for that advisor to accompany the party to any part of the grievance process, including all meetings, interviews, and/or hearings. A Title IX Advisor can be a friend, family member, faculty member, mentor, attorney, or any other person of the party's choice who is available and agrees to serve as advisor. The College will appoint a Title IX Advisor at no cost to the party to conduct cross-examination during the grievance process hearing if a party does not have a Title IX Advisor.

Consent – An affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. The person initiating sexual activity must obtain the other person's consent throughout the duration of the sexual activity. Consenting persons must act freely, voluntarily, and have knowledge of the act or transaction involved. Consent will not be implied by silence or mere passivity from a state of intoxication or unconsciousness; it may not be inferred in circumstances in which consent is not clear, including, but not limited to situations that involve the absence of "no" or "stop," or those that involve the existence of a prior or current relationship or sexual activity. Consent cannot be given if the Respondent has taken advantage of a position of influence which that person has over the Complainant. Consent cannot be given by an individual who is incapacitated through the effect of drugs or alcohol or for any other reason. Consent may be withdrawn at any time.

5.49.3 Title IX Coordinator

The Title IX Coordinator is charged with monitoring East Central College's compliance with Title IX, ensuring appropriate education and training, coordinating investigations, responses, and resolution of all reports pursuant to this Policy. In his or her discretion, the Title IX Coordinator may also designate Deputy Title IX Coordinators to assist in the discharge of these duties.

Any questions or concerns regarding the College's application of this policy may be addressed to the Title IX Coordinator.

The Title IX Coordinator and Deputy Title IX Coordinator may be reached in person during regular office hours, or by telephone, written correspondence, email, or other electronic communication at any other time.

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5.49.4 Resources and Information for Victims of Sexual Harassment

The first priority for any victim of sexual assault or relationship violence is to receive appropriate medical attention for any medical injuries and to preserve evidence in the event the Complainant chooses to pursue a complaint. The College will maintain and publish information containing resources and guidance for victims of sexual assault, relationship violence and stalking. Such information will be maintained in the College's Annual Security Report and the College's Student Handbook, and any other means identified by the College administration to make the information readily available to the campus. Copies will also be maintained by the College's Title IX Coordinator, who will make such information available to any interested person.

5.49.5 How to Report Potential Violations of This Policy

1. Reporting Options

The College encourages the reporting of all incidents of Sexual Harassment, including, but not limited to, sexual assault, relationship violence, and stalking. The decision to report such incidents is a deeply personal and often difficult decision but is often a way for the victim to begin healing. Such reporting may also help prevent future incidents of a similar nature from occurring. Victims are not required, however, to report such incidents, and will not be penalized if they choose not to report an incident to law enforcement or to the Title IX Coordinator.

a. Report to the Title IX Coordinator or to a Responsible Employee

Individuals who believe they have been subjected to, or are aware that another individual has been subjected to, Sexual Harassment in connection with a College education program or activity, and who wish to report a potential violation of this Policy should notify the Title IX Coordinator or Deputy Title IX Coordinator.

Reports can be made through email, by phone, in person, or by mail.

Upon receipt of any report of Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of supportive measures, explain the process for filing a formal complaint, and to provide information about other reporting options and available resources as applicable.

While reports to College counselors will remain confidential, all other employees are required to report the information regarding illegal discrimination, harassment, sexual harassment, sexual assault, relationship violence or stalking to the Title IX Coordinator.

Reporting Sexual Harassment to the Title IX Coordinator does not automatically start the grievance process – the Title IX Coordinator will explain to the Complainant how to start the grievance process by filing a Formal Complaint. An individual can make a report of Sexual Harassment in order to obtain supporting measures and resources – an individual making a report of Sexual Harassment is not required to file a Formal Complaint.

There is no time limit on reporting Sexual Harassment, though the College encourages prompt reporting, as delayed reporting may hinder the College's ability to complete the grievance process.

b. Confidentiality

Employees are mandated to report information regarding illegal discrimination, harassment, sexual harassment, sexual assault, relationship violence or stalking to the Title IX Coordinator and cannot keep reports confidential.

The College will keep confidential the identity of Complainants, Respondents, and witnesses involved in Title IX hearings, except when disclosure is required by law or as necessary to carry out the purposes of this Policy.

Counseling services for employees are available through the College's Employee Assistance Program (EAP).

c. Other Reporting Options and Resources

Individuals may make a criminal report with local law enforcement, or appropriate jurisdiction. College personnel are available to assist individuals with contacting the appropriate jurisdiction for making such a report.

In addition to pursuing criminal or College disciplinary proceedings, individuals may wish to obtain an order of protection, no-contact order, or restraining order from the relevant jurisdiction. Such orders are enforced by the local law enforcement agency in the relevant jurisdiction.

d. Amnesty

In investigating and responding to complaints of Sexual Harassment, the College's primary focus is to address the Sexual Harassment, and, in most cases, the College will grant amnesty to a Complainant or witness for other potential violations, such as alcohol violations. Such potential violations should not discourage a Complainant from notifying the College of incidents of Sexual Harassment.

2. Offer and Provision of Supportive Measures:

Upon receipt of a report, the Title IX Coordinator will promptly and confidentially reach out to the Complainant to discuss the availability of a variety of supportive measures. Supportive measures should also be offered to the Respondent as necessary and appropriate.

Supportive measures are designed to restore or preserve equal access to the College's education programs and activities, protect the safety of all parties and the educational environment, or deter Sexual Harassment. These supportive measures should be non-disciplinary, non-punitive, individualized, and provided free of charge. They must be offered regardless of whether a Formal Complaint is filed and must be kept confidential to the extent that such confidentiality would not interfere with providing the supportive measures.

Examples of supportive measures include, but are not limited to:

- Counseling via the Employee Assistance Program (EAP)
- Modifications of work or class schedules
- Campus escort services
- Mutual restrictions on contact between the parties
- Changes in work locations or assignments
- Leaves of absence
- Increased security and monitoring of certain areas of the campus

3. Administrative Leave

Non-student employee Respondents may be placed on administrative leave during the pendency of the grievance process described in this Policy.

5.49.6 Filing a Formal Complaint of Sexual Harassment

In the event that a Complainant wishes for the College to proceed with an investigation and hearing into the allegations of Sexual Harassment pursuant to the grievance process procedures in this Policy, he or she must file a Formal Complaint. A Formal Complaint is a document alleging Sexual Harassment against a Respondent and requesting that the College investigate the allegation of Sexual Harassment. The Complainant must be participating in or attempting to access a College education program or activity at the time the Formal Complaint is submitted. Employment by the College is considered participation in a program or activity of the College for purposes of this policy.

A Formal Complaint must be in written form, but it may be submitted in person, by mail, or by email. It must be signed by the Complainant but the required signature may be physical or digital.

A Title IX Coordinator may also initiate a Formal Complaint by signing it. The Title IX Coordinator may consider the specific facts and circumstances and whether there is a pattern of misconduct involving a particular Respondent. A

Title IX Coordinator may only sign a Formal Complaint after he or she has contacted the Complainant and discussed supportive measures and the Formal Complaint process with the Complainant. The Title IX Coordinator must consider the Complainant's wishes for how the College responds to the report of Sexual Harassment. The Title IX Coordinator should balance campus safety concerns with respect for survivor autonomy.

The Title IX Coordinator may consolidate Formal Complaints where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where a Formal Complaint includes more than one Complainant or more than one Respondent, any references in this policy to a single Complainant and/or Respondent will also refer to multiple Complainants and/or Respondents.

5.49.7 Dismissal of Formal Complaints

Upon receipt of a Formal Complaint, the Title IX Coordinator will review the allegations set forth therein and determine whether the Complaint may proceed. Although the allegations may be still be investigated and resolved pursuant to another College policy (as noted above), Formal Complaints of Sexual Harassment brought pursuant to this policy *must* be dismissed if:

1. The conduct alleged would not constitute Sexual Harassment as defined in this Policy;
2. The conduct did not occur in connection with a College education program or activity;
3. The conduct did not occur against a person in the United States.

Furthermore, the Title IX Coordinator may, in his or her discretion, determine that even though it meets the basic threshold requirements to proceed, a particular Formal Complaint should be dismissed. Specifically, a Formal Complaint *may* be dismissed if:

1. Complainant notified Title IX Coordinator in writing that they would like to withdraw the formal complaint or any allegations within;
2. Respondent is no longer enrolled or employed by the College;
3. Specific circumstances prevent the College from gathering evidence to reach a determination.

After an initial review of the Formal Complaint, the Title IX Coordinator will continue to monitor the investigation and evaluate the Formal Complaint to determine if the above criteria for dismissal apply. Following any dismissal of a Formal Complaint, the Title IX Coordinator will simultaneously send a written notice to the parties of the dismissal and the reasons for the dismissal.

To the extent the behavior alleged in the Formal Complaint could constitute a violation of another College policy, it may be pursued under that policy. The Title IX Coordinator has the discretion to refer the allegations to the appropriate College official.

5.49.8 Informal Resolution

After a Formal Complaint has been filed, if both Complainant and Respondent give voluntary, informed, written consent, the College will assist the parties in reaching an informal resolution to the allegations of Sexual Harassment in the Formal Complaint. An informal resolution cannot be used for Formal Complaints that contain allegations that an employee sexually harassed a student.

5.49.9 Prohibition of Retaliation

The College expressly prohibits retaliation against any individual for exercising their Title IX rights under this Policy. No individual may be discriminated against, intimidated, threatened, or coerced for the purpose of interfering with his or her Title IX rights, or because the individual has made a report pursuant to this Policy, testified, assisted, participated, or refused to participate in a Title IX investigation, proceeding, or hearing.

If an individual feels that he or she has been subject to retaliation pursuant to this Policy, he or she should notify the Title IX Coordinator as soon as possible.

5.49.10 Sexual Harassment Grievance Process Procedures

If any party believes that the Title IX Coordinator has a conflict of interest or bias for or against the individual parties and/or for or against complainants or respondents generally, that party should report their concern to the College President. If the College President finds that a conflict of interest or bias exists, the President will designate another individual to serve as Title IX Coordinator for the purposes of the specific grievance process involving the parties.

The Respondent will be presumed not responsible for the policy violation that is alleged in the Formal Complaint unless and until the respondent is found responsible by the Hearing Decision Maker at the conclusion of the grievance process.

The grievance process generally will be completed within 120 days. However, extensions to this time frame may be granted at the request of either party, or at the discretion of the Title IX Coordinator when good cause exists for the delay. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The Title IX Coordinator will notify all parties in writing of the delay, the length of the extension granted and the reason for the extension.

5.49.11 Sexual Harassment Grievance Process - Notice

Within five (5) working days of receipt of a Formal Complaint, the Title IX Coordinator or designee will issue a written notice to the parties. The written notice should include, if known, the identity of the parties, the conduct alleged to be Sexual Harassment, and the date(s) and location(s) of the incident(s). The notice will also include a statement that the Respondent is presumed to be not

responsible for any policy violations. The notice must also inform the parties that they have the right to an advisor of their choice during the grievance process, that they may inspect and review evidence gathered during the investigation, and that the Employee Conduct and Discipline Policy 5.2.2 prohibits knowingly furnishing false information to the College (<https://www.eastcentral.edu/board-policies/5-2-employee-conduct-and-discipline/>).

If during the course of the investigation, additional allegations are going to be investigated that were not included in the original notice, the Title IX Coordinator or designee will issue a supplemental written notice to the parties.

Parties will also be provided with notice of all meetings, interviews, or hearings with sufficient time to prepare for any meeting, interview, or hearing. Such notice will include the date, time, location, participants, and purpose of the meeting, interview, or hearing.

5.49.12 Sexual Harassment Grievance Process – Title IX Advisors

Each party has the right to select a Title IX Advisor of their choice, and for that Title IX Advisor to accompany the party to any part of the grievance process, including all meetings, interviews, and/or hearings. A Title IX Advisor can be a friend, family member, faculty member, mentor, attorney, or any other person of the party's choice who is available and agrees to serve as a Title IX Advisor.

Parties must provide notice of who will serve as their Title IX Advisor during any grievance hearings at least five (5) working days prior to the hearing. If a party does not have a Title IX Advisor for a grievance hearing, a Title IX Advisor will be selected by the Title IX Coordinator and will be provided at no cost to the party for the purpose of cross examination during the hearing. This appointed Title IX Advisor may be a College employee or may be an outside individual contracted to serve in the role of Title IX Advisor.

Title IX Advisors may offer advice to and confer with the party during any meeting, interview, and/or hearing, but generally may not speak on behalf of the party. The only time a Title IX Advisor may speak on behalf of the party is to conduct cross examination questioning during a grievance hearing. Title IX Advisors are expected to comply with the Rules of Procedure and Decorum for hearings and remain respectful throughout the entire grievance process.

Any Title IX Advisor who fails to comply with these policies, the Rules of Procedure and Decorum for hearings, and/or who does not treat all others with respect throughout the grievance process may be warned by the Title IX Coordinator, Investigator, and/or Hearing Decision Maker for his or her first infraction. A Title IX Advisor may be asked to leave the grievance proceeding if after being warned he or she continues to violate these policies or the Rules of Procedure and Decorum for a hearing, and/or continues to not treat others with respect. If an advisor is asked to leave a meeting, interview, or hearing, the proceeding will end and be continued at another time when the party has a Title IX Advisor. Whether an advisor who has been asked to leave a proceeding may

serve as a Title IX Advisor to the party at a later meeting, interview, or hearing will be a decision in the sole discretion of the Title IX Coordinator.

5.49.13 Sexual Harassment Grievance Process – Investigation

The Title IX Coordinator or designee will designate an Investigator to conduct a fair, thorough investigation of the allegations in the Formal Complaint. In general, the Director of Human Resources will investigate complaints against employee Respondents. The College may designate an outside investigator as Investigator. The Investigator will have received training as outlined in Section 5.49.18 of this policy.

The Investigator will provide written notice of any meetings or interviews to the parties and/or witnesses at least 3 working days in advance of the meeting or interview. This notice will include the date, time, and location for the meeting, as well as who will be participating in the meeting and the purpose for the meeting.

The burden will be on the Investigator to fully and fairly investigate the allegation in the formal complaint. All parties will have an equal opportunity to present witnesses and evidence to the Investigator.

At the conclusion of the investigation, the Investigator will send a copy of the evidence that is directly related to the allegations in the Formal Complaint to the parties and their advisors for inspection and review. The parties will then have ten (10) days in order to submit a written response to the evidence, if they choose to do so. The Investigator will consider any written response to the evidence before the completion of the investigative report. The Investigator will make all evidence that is directly related to the allegations available at the grievance hearing.

The Investigator will prepare an investigative report that fairly summarizes all the relevant evidence. The investigative report should include a description of all steps taken in the investigation as well as summaries of all interviews with parties and/or witnesses and all relevant evidence reviewed by the Investigator.

The Investigator will send a copy of the report to the parties and their advisors at least ten (10) days prior to any hearing for the parties' review and written response.

5.49.14 Sexual Harassment Grievance Process – Hearing

After the conclusion of the investigation, a live hearing will be held before a Hearing Decision Maker. The Hearing Decision Maker will be appointed by the Title IX Coordinator and may be a single individual or a panel. A single Hearing Decision Maker may be a member of the College community or may be an outside individual contracted to serve in the role. A panel Hearing Decision Maker may include members of the College Community and/or outside individuals contracted to serve on the panel. The Hearing Decision Maker will have received training as outlined in Section 5.49.18 of this policy. The Hearing

Decision Maker will issue notice of the hearing to the parties, including the date, time, and location of the hearing. This notice will be provided at least ten (10) working days before the hearing.

The hearing will be held pursuant to the Rules of Procedure and Decorum. At the request of either party, the hearing will be held with the parties in separate rooms or locations, with the parties Hearing Decision Maker able to simultaneously see and hear each other through technology. Whether the hearing is conducted virtually or in person, it will be recorded.

The Investigator will make all evidence that is directly related to the allegations available at the grievance hearing. All parties may refer to such evidence and may use it in cross examination. The Investigator will provide a copy of the investigative report and all evidence that is relevant to the allegations in the formal complaint to the Hearing Decision Maker. However, the Hearing Decision Maker may not defer to the investigative report and must objectively evaluate all relevant evidence and independently reach a determination regarding responsibility.

The Investigator, Complainant, and Respondent all have the ability to testify and call witnesses at the hearing, and to provide evidence to the Hearing Decision Maker, who will have the opportunity to ask questions of all parties and witnesses during the hearing.

After the Hearing Decision Maker asks their questions, each party's Title IX Advisor will have the opportunity to ask all relevant and follow up questions of the other party and all witnesses during cross examination. No party shall be questioned directly by the other party. Title IX Advisors must abide by the Rules of Procedure and Decorum in questioning parties and witnesses. Any Title IX Advisor who does not abide by the Rules of Procedure and Decorum will be warned or dismissed from the hearing at the discretion of the Hearing Decision Maker.

The Hearing Decision Maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer questions during the hearing, including cross examination.

In general, the Hearing Decision Maker cannot rely on any statement by a party or witness who does not submit to cross-examination during the course of the hearing in reaching a determination on responsibility. However, in very limited circumstances, the Hearing Decision Maker may consider statements by Complainants and Respondents that are against the individual's interest even if that individual does not submit to cross-examination. A statement against interest is a statement that could expose the individual to a finding of responsibility and sanctions, or a statement that tends to invalidate an individual's complaint against another. For example, if during an interview with an Investigator, a Respondent makes a statement admitting to the alleged conduct that would violate this Policy, or a Complainant makes a statement that

information in the Formal Complaint was false, then the Hearing Decision Maker may consider those statements even if the individual does not submit to cross-examination.

The Hearing Decision Maker will state whether each question is relevant before the question is answered by the party or witness to whom it is directed and explain any decision to exclude a question as not relevant. If the Hearing Decision Maker is a panel, the panel will designate one member as chair, and that individual will determine and state whether each question is relevant. Questions or evidence that are deemed irrelevant by the Hearing Decision Maker will be excluded from the hearing. Formal rules of evidence shall not apply.

The following types of evidence must be considered irrelevant by the Hearing Decision Maker:

1. Evidence that is not pertinent to proving whether a fact material to the allegation is more or less likely to be true;
2. Information that is protected by privilege (e.g. attorney-client privilege);
3. Any party's medical, psychiatric, psychological, or counseling records without that party's voluntary, written consent;
4. Any information about the Complainant's sexual predisposition or prior sexual behavior, unless it is offered to prove that someone other than the Respondent committed the behavior alleged in the formal complaint or offered to prove consent.

5.49.15 Sexual Harassment Grievance Process – Determination of Responsibility

The Hearing Decision Maker will issue a written determination whether the Respondent is responsible for the policy violations alleged in the Formal Complaint within five (5) working days of the conclusion of the hearing. The Hearing Decision Maker must determine the weight of the evidence and credibility of the parties in reaching a determination.

The written determination shall include:

1. An identification of the allegations in the Formal Complaint;
2. A description of procedural steps taken from the receipt of the Formal Complaint through the determination, including any notices, interviews, investigations, and hearings;
3. Findings of fact that support the determination,
4. Conclusions regarding the application of the policy to the facts;
5. A statement and rationale for the result for each allegation including the determination of responsibility, any sanctions that will be imposed on the Respondent, and whether any remedies designed to restore and preserve equal access to the College's educational program will be provided to the Complainant; and
6. The procedures and acceptable bases for appeal of this determination.

The standard of proof will be “preponderance of the evidence,” which means whether the evidence shows it is more likely than not that a policy violation occurred.

The written determination will be provided simultaneously to all parties. The determination will become final and any sanctions will take effect after the resolution of any appeal, or if no appeal is filed, after the deadline to file an appeal.

5.49.16 Sexual Harassment Grievance Process – Sanctions and Remedies

If the Respondent is found responsible for any violations of policy, then the Hearing Decision Maker will determine what disciplinary sanctions will be imposed on the Respondent and what remedies designed to restore and preserve equal access to the College’s educational programs will be offered to the Complainant.

The possible sanctions that can be imposed on an employee Respondent found responsible include, but are not limited to:

1. Verbal Warning – An oral verbal warning may be given, at the discretion of the Hearing Decision Maker. Such warnings shall be noted in writing and placed in the individual’s personnel file in Human Resources.
2. Written Warning – The Hearing Decision Maker may issue a written warning, a copy of which will be sent to the employee along with a copy to the Director of Human Resources for the employee’s personnel file.
3. Suspension With or Without Pay – Suspension with or without pay may be invoked for a time period deemed consistent with the seriousness of the offense and the circumstances. A decision to suspend requires approval by the Human Resources Director, Division Vice President and College President. Earned vacation or other leave may not be applied during an unpaid suspension nor will leave accrue during an unpaid/paid suspension. Notice will be given in writing with a copy to the employee’s personnel file in Human Resources.
4. Termination – Employees may be immediately terminated when the seriousness and nature of an offense warrants. A decision to terminate will be made by the supervisor, Division Vice President, Human Resources Director and College President. If applicable, the College will follow the due process procedures established in 5.2.4.

In addition to sanctions imposed on the Respondent, remedies can be offered to the Complainant in order to restore and preserve equal access to the College’s educational program and activities. Remedies may be, but are not limited to, a continuation of previously offered supportive measures. Additionally, remedies may burden the Respondent or be punitive/disciplinary in nature.

5.49.17 Sexual Harassment Grievance Process – Appeals

Any party may appeal the determination of responsibility or a dismissal of a Formal Complaint by submitting a written request to the College President

within five (5) working days of the issuance of the Hearing Decision Maker's determination of responsibility. The request should include a short statement outlining the basis for appeal.

Appeals are limited to the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time of the determination of responsibility or the dismissal of the Formal Complaint that would affect the outcome of the matter; or
3. The Title IX Coordinator, Investigator, or Hearing Decision Maker had a conflict of interest or bias for or against complainants or respondents generally that affected the outcome of the matter.

The College President will notify the parties in writing that an appeal has been filed. Each party will then have ten (10) working days to submit a written statement in support of, or challenging the outcome of the hearing.

The College President will issue a written determination of the outcome of the appeal, describing the result of the appeal and the rationale in support of that decision within seven (7) working days of the deadline for parties to submit their written statements. The College President's written determination will be provided simultaneously to all parties.

5.49.18 Training

In addition to the information contained in this Policy, the College will, in accordance with the Campus Sexual Violence Act ("SaVE Act"), provide training and information to members of the campus community regarding the following topics:

1. Safe and positive steps an individual may take to intervene to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against another person;
2. Information about how to recognize warning signs of abusive behavior in order to mitigate the likelihood of perpetration, victimization, or bystander inaction;
3. Awareness campaigns and prevention programs intended to stop domestic violence, dating violence, sexual assault, and stalking before they occur, and to increase campus awareness and share information and resources for the same purpose;
4. Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both within the institution and in the community.

The College will distribute this information to members of the campus community through the College's Annual Security Report and the College's Student Handbook, and any other means identified by the College administration to make the information readily available to the campus. Copies

will also be maintained by the College's Title IX Coordinator, who will make such information available to any interested person.

Additionally, the College will ensure that the Title IX Coordinator, Investigator, Hearing Decision Maker, and any person who facilitates an informal resolution has received training on:

- The definition of Sexual Harassment as set out in this policy;
- The definition of Consent under this policy and how to apply the definition of Consent consistently and impartially;
- The scope of the College's education program or activity;
- How to conduct the grievance process, including investigations, hearings, appeals, and informal resolutions (as applicable); and
- How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, or bias.

Hearing Decision Makers will also receive training on:

- How to operate any technology used in conducting a hearing; and
- How to determine relevance of questions and evidence, including the provisions of this policy pertaining to the exclusion of evidence of a Complainant's previous sexual behavior

Investigators will also receive training on:

- How to determine if evidence is relevant to an investigation; and
- How to create an investigative report that fairly summarizes relevant evidence.

All training materials used by the College must not rely on sex stereotypes and must promote the impartial investigation and adjudication of Formal Complaints. All training materials used to train the Title IX Coordinator, Investigator, Hearing Decision Maker, and any individual who facilitates an informal resolution must be made publicly available. These materials will be published online.

5.49.19 Recordkeeping

The Title IX Coordinator must create and maintain for a period of at least seven years records of any actions, including any supportive measures taken in response to a report or formal complaint of Sexual Harassment. For each instance, the Title IX Coordinator must document: 1) the basis for the conclusion that the College's response was not deliberately indifferent, and 2) that the College has taken measures designed to restore or preserve equal access to the College's educational program or activity. If the Title IX Coordinator does not provide the Complainant with supportive measures, then the Title IX Coordinator must document why it was not clearly unreasonable to not provide supportive measures.

The Title IX Coordinator will also maintain the following records for a period of at least seven years:

- Records related to each Sexual Harassment investigation, including any determination regarding responsibility;
- Any audio or audiovisual recording or transcript from a grievance hearing;
- Records of any disciplinary sanctions imposed on the Respondent;
- Records of any remedies provided to the Complainant;
- Any appeal from a grievance process and the result of the appeal;
- Records related to any informal resolution and the result of the informal resolution;
- All materials used to train the Title IX Coordinators, Investigator, Hearing Decision Maker, and any individual who facilitates an informal resolution.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 31, 2020**

AGENDA ITEM 10: STRATEGIC PLAN UPDATE

Dr. Bauer and Dr. Michelle Smith will provide an update on the implementation of the strategic plan approved at the August 26, 2019 Board meeting.

8/31/2020

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East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 31, 2020**

AGENDA ITEM 11: COVID-19 UPDATE

President Bauer will provide an update on the return to in-person classes and other COVID-19 matters impacting the campus.

8/31/2020

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 31, 2020**

AGENDA ITEM 12: *PERSONNEL

A. RESIGNATION

Recommendation: To **accept** the resignation of J.C. Crane, Director of Admissions, effective July 31, 2020.

B. ADJUNCT FACULTY - FALL 2020 SEMESTER

Recommendation: To **approve** adjunct faculty for fall semester 2020 as shown on the attached memorandum.

Attachments

8/31/2020

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East Central College

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EAST CENTRAL COLLEGE

Interoffice Memo HUMAN RESOURCES

TO: Dr. Jon Bauer
DATE: July 30, 2020
FROM: Wendy A. Hartmann, Director
RE: Requesting Release from Contract –JC Crane

JC Crane, Director of Admissions, has requested to be released from the remainder of his FY21 employment contract effective July 31, 2020. The official resignation letter is on file in the Human Resources Office.

Signatures:



Wendy Hartmann, Director
Human Resources



Paul Lampe, Interim Vice President
Student Development



Interoffice Memo

TO: Dr. Bauer
DATE: August 24, 2020
FROM: Office of Academic Affairs
RE: Adjunct Approval

Please approve the following adjuncts for the Fall 2020 semester.

Career & Technical Education

Gary Durham, Prec. Mach.	Richard Hudanick, Bus/Fal Sem	Steffani McCrary, Business
Bonnie Eversmeyer, HVAC	Sandra Love, Business	Jerry Stone, HVAC
Amy Feese, Culinary Arts		

Health Sciences

Rechell Alcorn, EMT	Jill Harrison, Nursing	Heather Sluis, Nursing
Courtney Baxter, MDA	Lisa Korn, EMT	Nancy Tappe, Nursing
Jaimie Blaue, Nursing	Barbara McNamara, Nursing	
Elisha Chaney, Nursing	Nancy Mitchell, Nursing	

English & Humanities

John Anglin, Communications	Lisa Haag, English	Stanley Miller, English
Shana Collier, Communications	Susan LaFayette, English	Elizabeth Rosebrough, English
Joel Doepker, Communications	Raphael Maurice, English	Gregory Stratman, English
Shawna Flanigan, Comm/Fal Sem	Micah Miller, Religion	Kaitlyn Willy, English
James Fulcher, English		

Fine & Performing Arts

Melissa Albright, Art	Luke Firlle, Art	Margret Noud, Music
Kelly Austermann, Music	Krista Frohling, Art/Fal Sem	Gary Powers, Art
Lauren Bearden, Theatre	William Hopkins, Music	Benjamin Sachs, Music
Lisa Blackmore, Music	Connor Joyce, Music	Robert Sullivan, Art
Tamara Campbell, Music	Alexis Kurtzman, Art	Annette Swafford-Green, Art
S. Patrick Charles, Music		

Mathematics & Education

Joshua Adams, Mathematics	Susan Giesing, Education	Connie Lutz, Mathematics
Ann Boehmer, Mathematics	Timothy Gray, Mathematics	Kirby Moreland, Mathematics
James Campbell, Mathematics	Teri Haas, Mathematics	Dennis Smith, Mathematics
Nancy Cook, Education	Regina Holmes, Mathematics	Margaret Vogel, Education
Suzanne Emmons, Education	Mary Beth Huxel, Education	Vanessa Whittle, Education
Freeman Fouts, Education		

Science & Engineering

Tiffanie Atherton, Biology	Dan Jacobson, Agriculture	Mark Palmier, Biology
Lucy Crain, Health Science	Jeffrey Jaquess, Geology	Larry Pierce, Geology
Alyse Deason, Biology	Travis McDowell, Chemistry	James Small, Physics
Nancy Hayes, Biology	Fatemeh Nichols, Chemistry	

Social Sciences

Kristen Adams, Psychology	Miranda Green, Psychology	Ray Mowery, Economics
Erin Anglin, Psychology/Fal Sem	Robin Hanson, Anthropology/Civ	Tommy Nichols, History
Janet Berry, Economics	Melissa Hildebrandt, Psychology	Lesley Peters, Psychology
Taylor Bodenschatz, Poli. Science	Rachel Johnson, History	Matthew Vogeler, Poli. Science
Steven Campbell, Poli. Science	Jennifer Kuchem, Sociology	Sarah Wildt, Sociology
Theodore Coburn, Sociology		

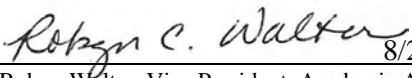
Falcon Seminar

Lorrie Baird, ECC PSA	Sylvia Sellers, ECC PSA	Robyn Walter, ECC Admin
Bridgette Kelch, ECC PSA	Suzanne Shelton, ECC Adjunct	Tracie Welsh, ECC PSA
Melissa Popp, ECC PSA	Michelle Smith, ECC PSA	Jennifer Willis, ECC PSA
Jessica Robart, ECC PSA		

Dual Credit

Andrew Allen, Chemistry, SFBHRHS	Glenn Mechem, History, UHS
Curtis Beers, CIS, WHS	Kimberly Minnich-Contarini, Bus/CIS, WHS
Dan Brinkmann, Auto Technology, FRC	Amber Moore, Culinary Arts, NCC
Terry Brookshire, Auto Technology, RTI	Danika Novak, English, UHS
Tim Bruckerhoff, Welding, FRCC	Sharlet Peterson, Mathematics, LHS
Timothy Buchheit, Communications, SFBHRHS	Robert Prichard, History, SCHS
Nathan Caldwell, History, SFBHRHS	Janet Rademacher, Biology, OHS
Carmel Dare, Culinary Arts, RTI	Lindsay Riegel, English, SFBHRHS
Emily Durham, English, CHS	Mitchel Rightnowar, Auto Technology, RTI
Emily Edens, History, BHS	Robert Robinson, Building Construction, RTI
Karen Fixsal, Culinary Arts, WHS	Olivia Santhuff, History, SHS
Colin Flynn, English, WHS	Robert Schulze, Collision Repair, FRCC
Kerri Flynn, Psychology, WHS	Sarah Serbus, Theatre/Communications, UHS
Patrick Fogarty, Math, WHS	Dennis Smith, Mathematics, UHS
Elaine Hutson, CIS, UHS	Kathleen Speichinger, Accounting/CIS, BHS
Jeff Frankenburg, Building Construction, FRCC	Daniel Strohmeier, Theology, SFBHRHS
Star Hargis, English, RHS	Ed Stahl, History, WHS
Cathy Jinkerson, Business/CIS, WHS	Deborah Starkey, English, VHS
Dan Kemper, Welding, FRCC	Ken Willardson, Mathematics, VHS
Melissa Mauchenheimer, Math, WHS	Robert York, Building Construction, FRCC
Gary Maune, Auto Technology, FRCC	

Signatures:


 Robyn C. Walter, Vice President, Academic Affairs 8/24/2020


 Wendy A. Hartmann, Director, Human Resources 8/24/2020

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
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AGENDA ITEM 13: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

8/31/2020

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East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 31, 2020**

AGENDA ITEM 14: REPORTS

Reports may be presented by:

- A. Faculty Association President, Reginald Brigham
- B. ECC-NEA President, Aaron Bounds
- C. Professional Staff President, Jenny Kuchem
- D. Classified Staff Association President, Hannah Domino

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 31, 2020**

AGENDA ITEM 15: PRESIDENT’S REPORT

Projected meeting dates for 2020 are listed below for planning purposes. Meetings will normally begin at 5:30 p.m. Please let me know as soon as possible if you will not be able to attend any of the projected meetings.

2019 Projected Meeting Dates

Alternate Meeting Dates

No September Meeting
October 5
November 2
December 7

October 12
November 9
December 14

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 31, 2020**

AGENDA ITEM 16: ADJOURNMENT

Recommendation: To **adjourn** the August 31, 2020 meeting of the Board of Trustees.

8/31/2020

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East Central College

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