



**BOARD OF TRUSTEES  
MEETING**

**December 7, 2020**

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

**December 7, 2020 5:30 p.m.  
<https://zoom.us/j/97695734528>**

		Action <sup>1</sup>	Discussion	Information
1.	CALL TO ORDER			
2.	PUBLIC COMMENT			X
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.	AUDITOR'S REPORT	4 Votes		
7.	ACCEPTANCE OF BIDS	4 Votes		
8.	MID-YEAR SALARY ADJUSTMENT	4 Votes		
9.	REQUEST FOR QUALIFICATIONS FOR DEBT SERVICE ANALYSIS	4 Votes		
10.	FACILITY NAMING	4 Votes		
11.	COVID-19 A. EMERGENCY AUTHORITY B. EXPENDITURES	4 Votes		X
12.	ASSESSMENT UPDATE			X
13.	*PERSONNEL A. Admissions/Early College Reorganization B. Position Reclassification C. Resignation D. Appointments E. Adjunct Faculty - Winter 2020 F. Adjunct Faculty - Spring 2021	4 Votes		
14.	BOARD PRESIDENT'S REPORT			X
15.	REPORTS A. FACULTY ASSOCIATION B. ECC-NEA C. PROFESSIONAL STAFF ASSOCIATION D. CLASSIFIED STAFF ASSOCIATION E. STUDENT GOVERNMENT ASSOCIATION			X
16.	PRESIDENT'S REPORT			X
17.	ADJOURNMENT			

<sup>1</sup>RSMo 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  
December 7, 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.

12/7/2020

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

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Section 1, Page 1

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
December 7, 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.

12/7/2020

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Section 2, Page 1

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
December 7, 2020**

**AGENDA ITEM 3: APPROVAL OF AGENDA**

**Recommendation:** To **approve** the agenda for the December 7, 2020 Board of Trustees meeting.

12/7/2020

**East Central College**

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Section 3, Page 1

### **Agenda Item 3: Approval of Agenda**

#### Consent Agenda Items for December 7, 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  
December 7, 2020**

**AGENDA ITEM 4: \*APPROVAL OF MINUTES**

**Recommendation:** To **approve** the minutes of the November 2, 2020 public meeting of the Board of Trustees.

Attachment

12/7/2020

**East Central College**

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Section 4, Page 1

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
Monday, November 2, 2020**

**CALL TO ORDER:** The regular meeting of the Board of Trustees was called to order at 5:30 p.m. by Board President Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Prudence Fink 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 – Faculty Association President Reg Brigham, NEA Vice President Sue Henderson, Assistant Professor John Hardecke, and Associate Professor Stephanie Buchholz; Other Staff – Health Science Dean Nancy Mitchell, Executive Director of Institutional Effectiveness Michelle Smith, Foundation Executive Director Bridgette Kelch, Director of the Rolla Campus Christina Ayres, Communications & Marketing Director Gregg Jones, Human Resources Director Wendy Hartmann, Coordinator of Campus Life & Leadership Emily Lewis, Director of Library Services Lisa Farrell, Professional Staff President Jenny Kuchem, Classified Staff Association Secretary Angie Siebert, and Executive Assistant to the President Bonnie Gardner; Students – Student Government Association President Janna Meintz.

*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.*

**PUBLIC COMMENT:** There were no public comments.

**APPROVAL OF AGENDA:** Each item on the consent agenda shall be deemed to have been duly approved with the same validity as if each action were separately moved, seconded and adopted.

**Motion:** To **approve** the agenda for the November 2, 2020 meeting of the Board of Trustees.

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

**\*APPROVAL OF MINUTES:** The Board approved the minutes of the October 5, 2020 regular meeting of the Board of Trustees.

**TREASURER’S REPORT AND FINANCIAL REPORT:** Dr. Bauer presented the financial statements as of September 30, 2020. He noted the long-term liabilities include the zero percent interest loan from the U.S.D.A. and bonds payable which are the general obligation bonds approved by the voters. Tuition and fees are nearly equal to last year due to the tuition increase and are ahead of the budgeted amount due to better than anticipated enrollment.

**Motion:** To **approve** the treasurer’s report, the financial report and the payment of bills subject to the annual audit.

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

**HVAC PROJECT:** The two heat pumps that serve the choir and band areas in Hansen Hall have reached the end of their useful life and primarily present problems during the cooling season. This replacement will be funded using proceeds that remain from the United Bank of Union loan assumed in 2019 for HVAC upgrades. Approval now will allow the work to be done well in advance of warmer weather next spring.

**Motion:** To **approve** a proposal by Johnson Controls to replace two heat pumps in Hansen Hall at a cost of \$50,125.

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

**SIMULATION LAB EQUIPMENT:** Dr. Bauer noted that this purchase was previously pre-approved by the Board to be purchased with funding from a U.S.D.A. grant. As bids were reviewed and the purchase recommendation was developed, it was learned that the U.S.D.A. requires Board approval of the specific equipment to be purchased. Therefore, a detailed recommendation is being presented. Nancy Mitchell noted that the lifespan of the current simulators has been exhausted. These simulators and the other requested equipment provide learning tools when students cannot participate in clinical experiences at area healthcare facilities. Also, LifePak 15 is a teaching defibrillator required by the EMS accreditation body. The current LifePak is not working and can no longer be serviced.

**Motion:** To **approve** the purchase of equipment totaling \$132,610 for the simulation lab in the Health Sciences Department as detailed in the attached memorandum.

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

**Campus Resource Officer Agreement:** The agreement presented is a renewal of the current five-year agreement with no major changes. Following approval, it will be sent to the city administrator for approval by the Union City Board of Alderman. Currently, there are two officers on campus to cover day and evening shifts with a brief overlap period. Dr. Bauer met recently with the Union police chief and city administrator to review the agreement. The current agreement expires at the end of May; the renewal will be through June 30, 2026, to align with the end of the fiscal year. The officers are funded through student fees and provide support and input regarding campus safety as well as patrolling the campus.

**Motion:** To **renew** the agreement with the City of Union to share expenses for the Campus Resource Officer program for a period of five years and one month beginning June 1, 2021, and ending June 30, 2026, pending approval by the City of Union Board of Aldermen.

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

**COVID-19 Update:** Dr. Bauer noted that Dr. Michelle Smith is the COVID coordinator who works with students and employees who test positive or are quarantined due to a close contact. She also tracks the data. Dr. Bauer shared trends regarding positive COVID-19 cases and quarantines. He noted that the administration has been very clear with students and employees that they should not come to campus if they are not feeling well. At the current time, there are five employees in Union quarantined and six in Rolla; there are no positive employee cases. Four students in Union have tested positive and 28 are quarantined. In Rolla, there are three positive student cases and 13 students quarantined.

Students and employees have been notified that there is an increasing possibility of moving to remote instruction due to the alarming increase in transmission in the community. However, no decision has been made at this point and every effort will be made to provide two weeks' notice before any switch.

Dr. Bauer reviewed the additional COVID-related funding available, which includes three pools of federal funds distributed through the state and other federal funds coming directly to the College. The Coronavirus Relief Fund (CRF)-Remote Learning allocation of \$113,500 has been received from the state with no balance remaining in the fund. There was \$473,565 allocated through the state CRF-Response/Reopening and all reimbursement requests have been submitted. After the

final \$71,427 is received, that fund will be depleted. The Governor's Education Emergency Relief (GEER) fund provided \$221,601 and \$122,187 remains to be used from that allocation. Federal funds available directly to the College include \$825,660 allocated through the CARES Act. About \$295,000 of that fund has been earmarked for various expenditures. The CARES Act Education Stabilization Fund will provide an additional \$81,590. The CARES Act student allocation was \$825,661 and has been directly distributed to students enrolled in spring 2020 with about \$74 remaining. Student distributions were made under a tiered approach based on financial need. Dr. Park asked that the Board receive a more detailed report of all these expenditures; this will be provided in the future.

Dr. Bauer noted the allocations coming through the state of Missouri are on a reimbursement basis and expenses are submitted to and reviewed by the Department of Higher Education & Workforce Development as well as the Office of Administration. The funds coming directly to the College will be reviewed as a part of the annual College audit to ensure they are spent within the guidance of the Department of Education. Ms. Freitag also asked for a report on how much each student received from the CARES Act allocation. In response to a question from Dr. Stroetker, it was noted that the state used a formula based on enrollment and the number of Pell-eligible students to determine their allocations. The federal CARES Act allocation coming directly to ECC is drawn down using the same platform as is used for financial aid.

**BOARD PRESIDENT'S REPORT:** Board President Ann Hartley thanked all employees for their extraordinary efforts to continue operations through the pandemic. She reminded all of the MCCA virtual convention beginning on November 11 and encouraged participation. She also reminded all to vote on November 3.

**REPORTS:**

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Reg Brigham reported the faculty are developing a 360-degree evaluation proposal.
- B. ECC-NEA:** ECC-NEA Vice President Sue Henderson noted that work continues on the Collective Bargaining Agreement (CBA) supplemental letters related to common activity period, sabbatical leave, certification designations for career and technical faculty, the faculty role in advising, and diversity/inclusion/equity training. It has been agreed that one sabbatical will be funded for FY21. The ECC-NEA is developing a website through Missouri NEA. Economic discussions have reopened as specified in the current CBA.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported that Melissa Schall-Willmore has begun her advising position working with students from Union High School. Current registration efforts are exceeding enrollment goals - 102% of the goal for headcount at this point.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Secretary Angie Siebert reported the monthly Denim Day will be held this week to benefit the Pregnancy Assistance Center. The fall fundraiser generated \$341. The association will hold a special election in November to replace two officers who are stepping down. All were encouraged to spread the word that the College & Career Readiness Program and the English Language classes are offered free to anyone interested.
- E. Student Government Association:** Student Government President Jenna Meintz reported the recent virtual costume contest and pumpkin palooza had good participation. The Union nursing students will host a blood drive in conjunction with Mercy on November 11. SGA is asking employees and students to provide photos of Veterans to be featured on November 11. International Week will include a virtual scavenger hunt and virtual Soup and Stories program.

**PRESIDENT’S REPORT:** Dr. Bauer introduced John Hardecke and Lisa Farrell; they provided an update on the Affordable and Open Education Resources (A & OER) Project that began with a pilot program in 2019. In Summer 2019 there were five courses with 95 students participating. A wide variety of courses have been added since that time. Ms. Farrell recapped the number of students participating and the textbook savings realized each semester:

Summer 2019	95 students	\$ 12,100
Fall 2019	813 students	\$ 99,700
Spring 2020	713 students	\$ 80,000
Summer 2020	238 students	\$ 20,100
Fall 2020	<u>1,934 students</u>	<u>\$169,000</u>
	3,793 students	\$380,900

Mr. Hardecke noted that the bookstore has been included in all discussions about open education resources. Data indicates that not all students purchased their textbooks in the ECC bookstore before the implementation of the program. The bookstore is selling the print options of OER books as well as the access codes for affordable textbooks that require a code. About seven percent of students purchase print copies of the OER materials which are provided in the bookstore. Generally, faculty are happy with the OER materials once they make the transition and complete the development of their supplemental materials. Overall, the project has gone well with just a few issues. Faculty who make the switch to OER are provided a stipend; released time may be explored in the future. This project will be presented at the virtual MCCA convention on Friday, November 13 at 11 a.m. Lisa Farrell was recognized for her selection as the OER program leader by the MOBIUS Board of Directors.

Dr. Bauer reported that he and Bridgette Kelch will be meeting with potential donors and those interested in participating in a fundraising campaign for the baseball program. One significant donation has already been secured. Candidates for the coaching position have been interviewed and a finalist has been identified. The Board will be informed when the appointment is finalized.

ECC is a polling place for the November 3 election. Campaign signs will be allowed on that date only and will be removed when the polls close. An email was sent to the campus providing more information.

Other recent activities included Governor Parson’s visit to Klauber Machine & Gear (a Center for Workforce Development client), an articulation agreement signing with Drury College, a successful theatre presentation of Tales from the Shadows, and various concerts presented via Facebook Live and the ECC YouTube channel. Dr. Bauer also shared a listing of the six presentations that will be given by ECC employees at MCCA and noted that the ECC welding program was featured in a recent *Missourian* article.

**ADJOURNMENT:**

**Motion:** To adjourn the November 2, 2020 public Board of Trustees meeting at 7:10 p.m.

*Motion by Prudence Johnson; Seconded by Joseph Stroetker; carried unanimously.*

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President, Board of Trustees

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Secretary, Board of Trustees

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
December 7, 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

12/7/2020

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

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Section 5, Page 1

**East Central College**  
**Statement of Net Assets for all Funds**  
**As of October 31, 2020 and October 31, 2019**

<b>ASSETS</b>	<u><b>10/31/2020</b></u>	<u><b>10/31/2019</b></u>
Current		
Cash	5,681,132	4,977,196
Investments	797,825	848,209
Receivables, net		
Student	1,943,528	1,791,715
Federal & State agencies	1,278,187	906,134
Other	165,594	99,181
Inventories	156,006	196,451
Prepaid expenses	58,019	28,325
<b>Total Current Assets</b>	<u><b>10,080,291</b></u>	<u><b>8,847,211</b></u>
Non-Current Assets		
Other Assets	233,037	427,449
Capital Assets (net)	41,094,876	42,854,183
<b>Total Non-Current Assets</b>	<u><b>41,327,913</b></u>	<u><b>43,281,632</b></u>
<b>Total Assets</b>	<u><b>51,408,204</b></u>	<u><b>52,128,843</b></u>
<b>DEFERRED OUTFLOW OF RESOURCES</b>		
Deferred pension outflows	<u><b>5,391,728</b></u>	<u><b>7,235,763</b></u>
<b>Total Assets and Deferred Outflow of Resources</b>	<u><u><b>56,799,932</b></u></u>	<u><u><b>59,364,606</b></u></u>
<b>LIABILITIES</b>		
Current Liabilities		
Accounts Payable	1,973	12,481
Accrued Wages & Benefits	232,734	12,872
Unearned Revenue	25,075	39,838
Due to Agency Groups	918	83,829
Accrued Interest	0	128,577
<b>Total Current Liabilities</b>	<u><b>260,700</b></u>	<u><b>277,597</b></u>
Non-Current Liabilities		
USDA Loan	608,333	708,332
Bonds Payable	9,355,000	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	1,096,439	1,147,466
United Bank of Union	1,850,000	1,950,000
<b>Total Non-Current Liabilities</b>	<u><b>29,429,009</b></u>	<u><b>31,000,215</b></u>
<b>Total Liabilities</b>	<u><b>29,689,709</b></u>	<u><b>31,277,812</b></u>
<b>DEFERRED INFLOW OF RESOURCES</b>		
Deferred pension inflows	<u><b>3,723,756</b></u>	<u><b>4,333,443</b></u>
<b>NET ASSETS</b>		
Investment in Capital Assets, net	36,516,187	35,268,465
Restricted for Debt Service	-44,894	-12,388
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	6,434,050	5,300,372
All other Funds	-21,278,876	-18,563,097
<b>Total Net Assets</b>	<u><b>23,386,467</b></u>	<u><b>23,753,351</b></u>
<b>Total Liabilities, Deferred Inflow of Resources and Net Assets</b>	<u><u><b>56,799,932</b></u></u>	<u><u><b>59,364,606</b></u></u>

**East Central College**  
**Statement of Activities**  
**General Fund**

**As of October 31, 2020 and October 31, 2019**

	For the Fiscal Year Ending June 30, 2021			For the Fiscal Year Ended June 30, 2020			
	Current FY Budget	Oct 31, 2020 Month end	Current FY Year-To-Date	Prior FY Budget	Oct 31, 2019 Month end	Prior FY Year-To-Date	Prior Year FYE
<b>Revenues:</b>							
Local Revenue	6,977,522	12,402	123,515	6,700,000	12,370	103,664	6,846,432
State Revenue	4,382,100	405,904	1,514,956	5,257,661	424,015	1,696,059	4,414,059
Federal Revenue		(149,868)		-		425	425
Tuition and Fees	5,888,328	1,409,840	4,723,758	6,501,424	1,298,016	4,628,677	6,195,071
Interest Income	50,000	2,648	21,950	55,078	4,068	14,704	88,550
Gifts and Grants	50,000	-	71,915	387,925	-	313,521	426,943
Miscellaneous Revenue	50,000	1,794	10,624	75,000	1,512	23,344	51,587
Transfers-Interfund & Indire	-	5,425	378,900	-	120	2,620	308,400
Transfer Federal Programs	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>17,397,950</b>	<b>1,688,145</b>	<b>6,845,618</b>	<b>18,977,088</b>	<b>1,740,101</b>	<b>6,783,014</b>	<b>18,331,467</b>
<b>Expenses:</b>							
Salaries	9,804,182	791,348	2,858,835	10,359,668	815,415	3,014,939	9,985,559
Benefits	3,362,560	253,523	1,050,728	3,475,779	264,778	1,071,156	4,631,870
Contractual Services	930,000	145,837	656,330	691,367	29,391	524,177	898,626
Current Expenses	800,000	113,693	628,817	1,343,505	75,647	287,107	835,153
Travel	175,000	3,450	27,296	253,123	52,774	97,980	161,135
Property & Casualty Insuran	202,000	-	106,494	202,000	-	102,935	198,771
Vehicle Expense	15,000	99	1,278	16,640	1,004	2,469	6,772
Utilities	628,507	31,414	165,170	571,370	36,369	156,536	497,075
Tele/Communications	225,855	23,107	93,790	225,855	22,296	71,951	212,933
Miscellaneous	400,000	17,364	71,825	588,678	25,860	97,897	320,466
Foundation Paid Expense	2,000	346	8,805	-	-	-	2,547
Clearing Account	1,000	(67)	-	-	(226)	(261)	-
Scholarship Expense	75,000	12,496	54,972	11,200	4,634	21,073	91,961
Faculty Development	10,000	(247)	1,102	25,000	714	3,191	26,650
Instit. Match for Grants	75,000	35,853	35,853	74,100	-	-	32,662
Commitment to ABE	20,000	-	-	20,000	-	-	23,432
Instit. Commit.to Fine Arts	6,175	-	-	6,175	-	-	6,175
Instit. Commit.to Word & M	3,040	-	-	3,040	-	-	-
Capital	50,000	71,030	129,387	15,527	-	-	36,262
Interfund Transfers	18,400	-	-	18,400	-	-	-
Debt Princ & Interest	300,000	(10,182)	67,122	272,657	8,333	76,849	272,188
<b>Total Expenses</b>	<b>17,103,719</b>	<b>1,489,064</b>	<b>5,957,804</b>	<b>18,174,084</b>	<b>1,336,989</b>	<b>5,527,999</b>	<b>18,240,237</b>
<b>Revenue over Expenses</b>	<b>294,231</b>	<b>199,081</b>	<b>887,814</b>	<b>803,004</b>	<b>403,112</b>	<b>1,255,015</b>	<b>91,230</b>

**East Central College**  
**Statement of Revenue, Expenses & Changes in Net Assets**  
**(All Funds)**  
**As of October 31, 2020 and October 31, 2019**

	For the Fiscal Year Ending June 30, 2021		For the Fiscal Year Ended June 30, 2020	
	Oct 31, 2020	FY 2021 Year-To-Date	Oct 31, 2019	FY 2020 Year End
	<b>Operating Revenues:</b>			
Student Tuition & Fees	1,668,022	5,584,919	1,554,055	5,517,812
Federal Grants & Contracts	2,585,504	3,187,379	462,713	2,869,321
State Grants & Contracts	27,806	96,608	56,270 #	158,872
Auxiliary Services Revenue	30,897	528,620	49,198	607,227
Other Operating Revenue	6,114	141,522	7,186	361,874
<b>Total Operating Revenue</b>	<b>4,318,343</b>	<b>9,539,048</b>	<b>2,129,422</b>	<b>9,515,106</b>
<b>Operating Expenses:</b>				
Salaries	872,997	3,159,267	909,709	3,375,745
Benefits	277,400	1,145,641	288,754	1,168,752
Purchased Services	155,075	877,091	91,255	749,667
Supplies & Current Expenses	179,492	1,265,295	211,179	1,018,035
Travel	4,622	18,212	33,588	79,071
Insurance	-	124,996	-	119,703
Utilities	59,070	280,730	78,070	275,177
Other	7,725	30,760	5,255	58,974
Depreciation	170,717	688,520	166,166	669,726
Financial Aid & Scholarship	2,721,753	2,869,244	468,106	2,955,679
Foundation Paid Expense	1,167	12,001	-	-
<b>Total Operating Expenses</b>	<b>4,450,018</b>	<b>10,471,757</b>	<b>2,252,082</b>	<b>10,470,529</b>
<b>Operating (Loss)/Gain</b>	<b>-131,675</b>	<b>-932,709</b>	<b>-122,660</b>	<b>-955,423</b>
<b>Non-Operating Revenues (Expenses):</b>				
State Appropriations	405,904	1,514,956	424,015	1,696,059
Tax Revenue	15,311	152,488	15,272	127,981
Interest Income	3,172	26,739	4,573	18,035
Gain/Loss on asset disposal	-	-	-	0
Principal & Interest on Debt	16,013	30,568	-2,607	-116,173
<b>Total Non-Operating Revenue (Expense)</b>	<b>440,400</b>	<b>1,724,751</b>	<b>441,253</b>	<b>1,725,902</b>
<b>Increase in Net Assets</b>	<b>308,725</b>	<b>792,042</b>	<b>318,593</b>	<b>770,479</b>

**East Central College  
Investments  
As of October 31 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

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**ECC Total Invesments \$ 797,311.48**

**2020**

Total Cash	
Accounts	\$ 5,681,132.00
Certificates of Deposit	\$ 797,311.48
	<u>\$ 6,478,443.48</u>

**2018 (December)**

Total Cash	
Accounts	\$ 5,641,944.00
Certificates of Deposit	\$ 395,489.63
	<u>\$ 6,037,433.63</u>

**East Central College  
Pledged Securities  
As of October 31, 2020**

**Farmers & Merchants**

SECURITY DESCRIPTION	MATURITY DATE	CUSIP NO.	PAR AMOUNT
FDIC Insurance			\$ 250,000.00
<b>TOTAL</b>			<b><u>\$ 250,000.00</u></b>

**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
<b>TOTAL</b>			<b><u>\$ 5,081,154.55</u></b>

**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
<b>TOTAL</b>			<b><u>\$ 790,000.00</u></b>

\* 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 October 31, 2020**

The Treasurer of the Board confirms for the month ending October 31, 2020 that the check payments officially filed have been issued in accordance with the policies and procedures of East Central College (Junior College District), in compliance with the appropriation granted by the Board of Trustees as defined in the FY21 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 October 1, 2020 through October 31, 2020, is reported at \$1,600,078.27

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
December 7, 2020**

**AGENDA ITEM 6: AUDITOR'S REPORT**

**Recommendation:** To **accept** the audit report for the fiscal year ending June 30, 2020.

12/7/2020

Section 6, Page 1

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 6502

FAX (636) 583-6601

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
December 7, 2020**

**AGENDA ITEM 7: ACCEPTANCE OF BIDS**

**Recommendation:** To **approve** the purchase of 15 Aruba Access Points with a one-year software subscription through the state negotiated cooperative contract with Provision at a cost of \$16,500 to enhance campus Wi-Fi service for remote learning.

**Recommendation:** To **approve** the purchase of one PowerEdge R940 server from the state negotiated purchasing contract with Dell at a cost of \$27,500 to update infrastructure bandwidth for remote learning.

**Recommendation:** To **accept** the bid of TeleWiring, Inc., Overland, Missouri, to furnish materials and labor upgrade the existing low voltage cabling backbone throughout Hansen Hall to improve infrastructure communication at a cost of \$22,536.

Attachments

12/7/2020

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

Section 7, Page 1



**Interoffice Memorandum**

---

To: Dr. Jon Bauer  
From: Doug Houston  
Subject: Purchase of additional Aruba Access Points (WiFi)  
Date: 20Nov20

It is my recommendation that the Board of Trustees accepts and approves equipment purchase from the state negotiated cooperative contract with Provision in the amount of \$16,500.00 for 15 Aruba AP's and One-year Software Subscription for AP management. The equipment cost would be spent out of the COVID Grant (50-71080-7025-00).

This equipment will be used to enhance campus Wi-Fi for improved distance learning capabilities.

The installation of the new equipment will be accomplished by East Central College IT staff.

<b>Item</b>		<b>College Outlay</b>
15 Aruba Access Points/1 yr SW subscription	\$16,500.00	
<b>Total</b>		<b>\$16,500.00</b>



**Interoffice Memorandum**

---

To: Dr. Jon Bauer  
From: Doug Houston  
Subject: Purchase of New Dell Server  
Date: 20Nov20

It is my recommendation that the Board of Trustees accepts and approves equipment purchase from the state negotiated Dell purchasing contract in the amount of \$27,500 for one PowerEdge R940 server. The equipment cost would be spent out of the COVID Grant (50-71080-7025-00).

This equipment will be used to upgrade an 8-year-old server to improve and update infrastructure bandwidth to promote remote learning capabilities.

The installation of the new equipment will be accomplished by East Central College IT staff.

<b>Item</b>		<b>College Outlay</b>
(1) PowerEdge R940 Server	\$27,500.00	
<b>Total</b>		<b>\$27,500.00</b>



# Memo

To: Dr. Jon Bauer, President

From: Melissa Popp, Purchasing Manager

Cc: Doug Houston, Information Technology Director

RE: Data Center Fiber Optic Project

---

The college released a Request for Proposal for the Data Center Fiber Optic Project on October 14, 2020. In response, the college received three bids, TeleWiring, Inc., Overland, MO; Shelton Electrical Products, LLC, Paducah, KY; Link Data Services, Inc., O’Fallon, MO. Here are the breakdowns of the proposals submitted:

	<b>Data Center Fiber Optic Project</b>
<b>Telewiring, Inc.</b>	\$22,536.00
<b>Shelton Electrical Products, LLC</b>	\$24,900.00
<b>Link Data Services, Inc.</b>	\$34,091.37

The recommendation is to approve the proposal from TeleWiring, Inc. for \$22,536.00. The data center fiber optic project is for furnishing materials and labor to upgrade the existing low voltage cabling backbone throughout the Hansen Hall building to improve infrastructure communication. Funding of this project is out of the COVID Relief Fund (CRF).

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
December 7, 2020**

**AGENDA ITEM 8: MID-YEAR SALARY ADJUSTMENT**

**Recommendation:** To **approve** compensation adjustments for faculty and staff as follows:

Full-time employees - \$1,000 or 2.5% of base salary/wages, whichever is higher, to serve as a base adjustment for FY21 compensation and to be distributed as a lump sum payment, less applicable payroll taxes, in December 2020.

Part-time employees, excluding student workers and adjunct faculty – 5% increase in compensation effective January 1, 2021.

Adjunct faculty - \$30 per credit hour rate increase effective with the Winter Session 2020.

Attachment

12/7/2020

Section 8, Page 1

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

## **BOARD MEMORANDUM**

**To:** Board of Trustees

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

**Date:** December 2, 2020

**Re:** Mid-Year Raises

This memorandum serves as a recommendation for the Board of Trustees to approved compensation adjustments for faculty and staff as follows for Fiscal Year 2021:

- Full-time employees, \$1,000 or 2.5% of base salary/wages, whichever is higher, to serve as a base adjustment for FY21 compensation.
- The salary adjustment for full-time employees will be distributed as a lump sum payment, less applicable payroll taxes, in December 2020.
- Part-time employees, excluding student workers and adjunct faculty, will receive a 5% increase in compensation, effective January 1, 2021.
- Adjunct faculty rates will increase by \$30 per credit hour, effective with the Winter Session 2020.

This recommendation is made nearly halfway through the fiscal year, based primarily on state revenue that is greater than anticipated. As you recall, we began the fiscal year with a withholding of two months of state aid. Approximately half of that withholding has since been released to the institutions, based on stronger than expected growth in state revenue. The release of these funds amounts to \$325,982 for East Central College, excluding revenue earmarked for maintenance and repair expenses.

The adjustment for full-time employees totals \$229,204, less any prorated portion for employees leaving mid-year.

The adjustment for adjunct faculty is expected to cost an additional \$15,000 for the winter session and spring semester.

The adjustment for regular part-time employees is estimated to cost \$8,000.

Combined, the mid-year adjustments are expected to total approximately \$252,204. The actual amount will fluctuate based on part-time hours worked in the spring, as well as adjunct hours.

I believe strongly that compensation for our employees is a top priority. We began the fiscal year with furloughs targeting 5% of payroll, based largely on the loss of state aid. With the

release of half of the withholding, this adjustment returns roughly half of the furlough reduction. Moreover, as a base adjustment, this will benefit employees in future years as well.

The structure of the raises, with a minimum \$1,000, helps to bring up compensation on the lower ends of our wages. Employees earning below \$40,000, will receive \$1,000, while those above \$40,000 will receive an increase of 2.5% on base compensation. This tends to reward longer-serving employees. A blended approach addresses compensation concerns across the spectrum of salaries at the institution.

I also believe the distribution as a lump sum at this time of year is more impactful for full-time employees, rather than spreading the increase over remaining FY21 payrolls. Due to the fluctuation in part-time hours and differences in hours worked, and due to varied loads of adjunct faculty, it is not feasible to develop a comparable and consistent lump sum distribution for these employees. Instead, a 5% increase (or \$30 per credit hour for the adjunct rate) for the second half of the fiscal year equates to a comparable annual increase. These adjustments also serve to help our long-term compensation goals for part-time employees.

The adjustments for faculty were negotiated with ECC NEA, and the bargaining team recommended adoption of these increases. The plan has also been communicated with officers of the professional and support staff associations.

I will present this information Monday evening and be available to answer any questions you may have.

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
December 7, 2020**

**AGENDA ITEM 9: REQUEST FOR QUALIFICATIONS FOR DEBT SERVICE  
ANALYSIS**

**Recommendation:** To **authorize** a Request for Qualifications (RFQ) from underwriters to analyze the college's debt service schedule and capacity for bonded indebtedness.

Attachment

12/7/2020

Section 9, Page 1

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

## **BOARD MEMORANDUM**

**To:** Board of Trustees

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

**Date:** December 1

**Re:** Bond Underwriting Analysis

This memorandum serves as a recommendation for the Board of Trustees to authorize a Request for Qualifications (RFQ) from underwriters to analyze the college's debt service schedule and capacity for bonded indebtedness.

As the campus ages, we have a growing list of deferred maintenance issues. Some of the more pressing issues have been addressed with the replacement of older HVAC units on campus. However, we still have an estimated \$4,677,500 worth of deferred maintenance that will need to be funded in the future.

A potential solution is a general obligation bond issue for the purpose of capital improvements on our campus. Such an issue would require voter approval, most likely a 4/7 threshold if an issue is placed on the ballot during a general election.

Our current debt service schedule has bonds maturing through February 15, 2026. Our Series 2006 bonds will be retired in 2021, while our Series 2015 and Series 2016 bonds extend until 2026.

An RFQ will enable underwriters to submit qualifications and pricing to analyze our debt service schedule, levy, and assessed valuation, and determine a projected amount of proceeds that would result from a bond issue that would not increase the existing debt service levy, but would extend that levy further into the future.

This analysis will help the administration and Board of Trustees determine if a bond issue to address capital improvements is feasible.

If the RFQ is authorized, we would solicit underwriters and recommend a firm to the board no later than March 2021. The approved underwriter would then conduct the analysis and provide recommendations for the board's consideration.

At this time, no recommendation about a bond issue has been developed. This is merely the first step in the process to assess our capacity for such a proposal. I will present additional information Monday evening. In the meantime, please contact me if you have questions about this recommendation.

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
December 7, 2020**

**AGENDA ITEM 10: FACILITY NAMING**

**Recommendation:** To **approve** naming the ECC baseball field Taco Bell Field for a period of five years commencing at the installation of the scoreboard in recognition of the donation of \$25,000 by John Moroney of W&M Restaurants.

Attachment

12/7/2020

Section 10, Page 1

**East Central College**

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



## Memo

To: Dr. Jon Bauer, President

CC: Dr. Jay Mehrhoff, Athletic Director

From: Bridgette Kelch, Director of Development, East Central College  
Executive Director, East Central College Foundation

Date: 12/2/2020

Re: Baseball Field Naming Request

---

East Central College has received a generous donation of \$25,000 from John Moroney of W&M Restaurants. Mr. Moroney has pledged these funds for the renovation of the ECC Baseball Field. This level of support on the fundraising plan is called "Name the Field."

Mr. Moroney will pay the donation over three years, 2021-2023. The "Name the Field" option is good for five years once the scoreboard is in place. Mr. Moroney would like the field to be named: Taco Bell Field

Mr. Moroney is an alumnus of ECC and has just completed his first year serving on the Foundation board. John and his wife, Jeannine, own over 20 Taco Bell locations including the ones in Washington, Union, and St. Clair.

Thank you very much!

*Bridgette Kelch*

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
December 7, 2020**

**AGENDA ITEM 11: COVID-19**

**A. Emergency Authority**

**Recommendation:** To **reinstate** the college president's emergency authority through February 1, 2021, to enable appropriate decision making in response to COVID-19 and the resulting financial impact to East Central College.

**B. Expenditures**

An update on expenditures to date from the federal Coronavirus Relief Fund allocation will be provided.

Attachment

12/7/2020

Section 11, Page 1

**East Central College**

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

## **BOARD MEMORANDUM**

**To:** Board of Trustees  
**From:** Jon Bauer, Ph.D.  
**Date:** December 1, 2020  
**Re:** Emergency Authority Through February 1, 2020

This memorandum serves as a recommendation to reinstate emergency authority through February 1, 2021, to enable appropriate decision making in response to COVID-19 and the resulting financial impact to East Central College.

After the board meeting on December 8, trustees will not meet again in regular session until February 1, 2021. In the interim, we will close out the fall semester, be open fully through December 22, reopen fully on January 5, and begin the spring semester on January 19. During that time, conditions in the community and/or on campus could necessitate closing facilities, modifying operations, or making emergency purchases as a result of COVID-19.

Reinstating emergency authority through February 1 will ensure the administrative ability to:

1. Close the campus again, if needed, due to the pandemic, including the need to mitigate the spread of COVID-19.
2. Make changes to the academic calendar, if needed, to mitigate the risk of exposure.
3. Assign employees to work from home, if necessary, to limit the number of individuals on campus but continue college operations.
4. Authority to enact other student or personnel policies necessary to meet public health objectives or respond to the fiscal impact resulting from the pandemic. Any and all emergency policies enacted as a result of this measure shall be reported to the Board of Trustees as soon as possible, and shall remain in effect no longer than February 1, 2021, without express board action to extend that period of time.

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

This has been an unprecedented period. The previous emergency authority enabled the college to respond appropriately and decisively. Reinstatement of this authority will enable ECC to continue responding in this fashion and make appropriate decisions for modifying the start of the spring semester as needed.

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
December 7, 2020**

**AGENDA ITEM 12: ASSESSMENT UPDATE**

Members of the Assessment Committee will report on activities related to assessment of college programs and departments.

12/7/2020

Section 12, Page 1

**East Central College**

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

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
December 7, 2020**

**AGENDA ITEM 13: \*PERSONNEL**

**A. Admissions/Early College Reorganization**

**Recommendation:** To approve the reorganization of the Admissions and Early College Departments as follows:

<u>Current Title/Level</u>	<u>New Title/Level</u>	<u>Employee</u>	<u>Salary</u>
Director, Early College College Programs/205	Director, Early College & Admissions/206	Megen Strubberg	\$73,000/annual
Assistant, Early College Programs/103	Specialist, Early College & Admissions/104	Lisa Epple	\$19.37/hour
Counselor, Adult Populations/201	Specialist, Early College & Admissions/104	Melanie Dixon	no change
Director, Admissions/205	Advisor, Early College & Admissions/201	Vacant	commensurate w/experience
Counselor, High School Populations/201	Advisor, Early College & Admissions/201	Laura Cain	no change

**B. Position Reclassification**

**Recommendation:** To **reclassify** the Foundation Administrative Assistant position (level 107) to Foundation Event and Program Coordinator (level 204) effective January 5, 2021.

**C. Resignation**

**Recommendation:** To **accept** the resignation of Emily Durham, Campus Life and Leadership Coordinator, effective December 4, 2020.

**D. Appointments**

Selection processes are nearing completion, and we anticipate presenting recommendations for the Campus Life and Leadership Coordinator position and the Foundation Event and Program Coordinator position at the December 7 meeting.

12/7/2020

Section 13, Page 1

**East Central College**

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

**E. Adjunct Faculty – Winter 2020**

**Recommendation:** To **approve** the appointment of adjunct faculty for the Winter 2020 session as listed on the attached memorandum.

**F. Adjunct Faculty – Spring 2021**

**Recommendation:** To **approve** the appointment of adjunct faculty for the Spring 2021 semester as listed on the attached memorandum.

Attachments

12/7/2020

Section 13, Page 2

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 2201

FAX (636) 583-6602

TO: Dr. Jon Bauer, College President

DATE: 11/5/2020

FROM: Paul Lampe, Interim Vice President of Student Development

RE: Admissions and Early College Departments Reorganization

Please accept this proposal for adjustments and reorganization of our Early College and Admissions Departments.

Background:

East Central's Early College and Admissions programs have similar roles but serve two different populations of students. The divide between these two programs can lead to process inefficiencies for current high school students and graduating seniors, as well as stake holders, faculty, and staff. Listed here are examples of the challenges and 'disconnects' ECC currently has:

- Dual credit students in the final semesters of senior year are essentially handed off to another department – from Early College Programs to Admissions. However, dual credit students are supported by two different departments during their senior year due to the divisions between the two ECC departments.
- The divide between Early College and Admissions creates 'disconnects' between moving from a dual credit student to a degree-seeking student. The current structure can be a barrier for students, who are not always aware of the next steps for this transition, such as requesting final transcripts and applying for financial aid.
- Passively recruiting students (sending postcards, text messaging, etc.) creates missed opportunities to help students see the connection between completed dual credit coursework and how it translates into a degree opportunity at ECC.
- High schools frequently are confused about who to send transcripts to at ECC. When they are dual credit or enrollment students, Early College Programs needs them. When they are degree-seeking, Admissions needs them.

Working remotely during 20SP and working in the current environment in 20FA have underscored the need to address the above issues and more. Processes were created and revised multiple times to try to best address incoming student needs, but it continued to be a shifting struggle between Early College, Admissions, Advising, and the Specialists - on the main campus - to figure out what area should be responsible outreach to applicants. This resulted in fragmented, sometimes redundant communication that overwhelmed prospective students. Some dual credit students working to on-board as degree seeking students were frustrated with the obvious cracks in process. Similar frustration also was experienced by ECC staff as they worked through redundant processes.

### **Solution**

Flatten the Early College and Admissions structures by combining two departments with very similar missions – **recruitment, onboarding, and enrollment** – under one manager who can streamline processes and communication for students, faculty, and staff.

## Advantages

- One department devoted to the needs of incoming students.
- Ability for a unified team that can shift priorities based on ever-changing, just-in-time needs.
- Allows Admissions Specialists on campus to field walk-in traffic, which frees up Counselors and Director to be off site conducting recruitment and outreach activities.
- Flattened management structure – one manager that works with leadership, faculty, and staff on enrollment initiatives.
- Cross-trained team already built into structure, so that if a team member leaves or needs to be out, others can step in to assist.
- Structure that allows for possible caseloads to integrate vertical on-boarding with Academic Advising.
- Internal relations will be streamlined and direct
- Shift to ECC building relationships with students and stakeholders rather than current fragmented structure.

## Proposed Staff Adjustments

### ➤ **Director, Early College & Admissions – Level 206**

Focus: Builds relationships with local school district administrators – both middle and high schools – and connect high school teachers with ECC Faculty to build a strong pipeline of future ECC students and expand early college opportunities. Administration of all Early College activities will remain with the Director for the first fiscal year, with the goal of transitioning some of those duties to the Admissions Counselors over time. *Note: Title was selected because it shows that Early College will continue to be a priority in this new structure, which high schools appreciate.*

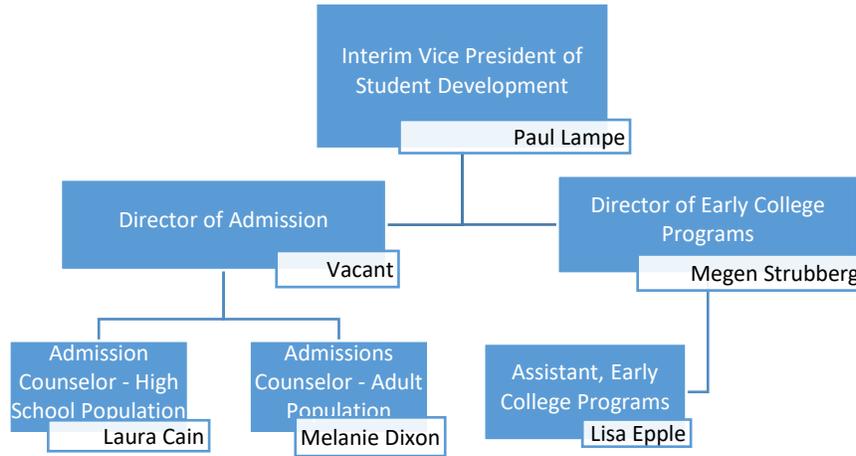
### ➤ **Two Professional Staff – Admissions Counselors – Level 201**

Focus: Engages in recruiting and onboarding of new early college, traditional, non-traditional, and international students by leading them through the admissions, financial aid, and placement testing process in preparation to meet with academic advisor. Works closely with ECC Faculty, Advisement, Athletics, and Campus Life and Leadership to facilitate an informed, smooth transition up to the Enrollment stage.

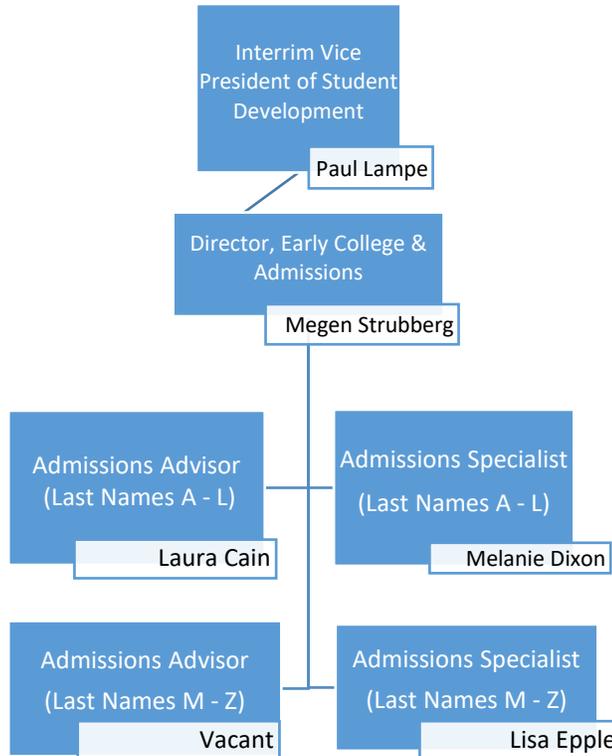
### ➤ **Two Support Staff – Admissions Specialists – Level 104**

Focus: Data entry and scanning of all applications, transcripts, and other admissions documentation. Often serves as first contact for incoming students and routes to appropriate Admissions Counselor.

**Current Admissions Department Structure**



**Proposed Admissions Department Structure**



Megen Strubberg currently is listed as the Director of Early College Programs. Since March, 2020, Megen also has overseen the Admissions Department. Her role in this proposed structure is a continuation and recognition of her current role of overseeing the Early College programs (Dual Credit, Dual Enrollment, Early College Academy) and the entirety of the Admissions Department. Additionally, Megen oversees the Student Services Advisor which is grant funded through the RootED Alliance.

The Director, Early College & Admissions position is proposed to be classified as exempt, 206. I recommend an annual salary for Megen Strubberg of \$73,000. The 206 classification and proposed salary align with the importance of this position in relation to the college’s strategic plan, enrollment, and long-term financial stability related to tuition income.

This chart outlines the current roles and proposed roles with notes on salary:

Name	Current Title	Current Level	New Title	New Level	Salary Notes
Melanie Dixon	Counselor, Adult Populations	201	Specialist, Early College & Admissions	104	Stays at current salary level, but adjust to hourly: \$17.10.
Lisa Epple	Assistant, Early College Programs	103	Specialist, Early College & Admissions	104	Increase hourly salary by 10%.
Laura Cain	Counselor, High School Populations	201	Advisor, Early College & Admissions	201	Stays at current salary.
VACANT	n/a	201	Advisor, Early College & Admissions	201	Commensurate with experience.
Megen Strubberg	Director, Early College Programs	205	Director, Early College & Admissions	206	Adjusted salary is \$73,000.

11/5//2020

Paul Lampe, Interim Vice President of Student Development



# Memo

To: Dr. Jon Bauer, President  
From: Bridgette Kelch, Director of Development & Executive Director Foundation  
Cc: Wendy Hartmann, Director, Human Resources  
Date: 12/2/2020  
Re: Change of job classification for Foundation position

---

The ECC Foundation was established to support the growth and development of ECC in whatever ways might be beneficial to our students, our staff and our facility. The Foundation has two staff members who are responsible for the day to day activities of the department. The Foundation Executive Director reports to the Foundation Board and the College President.

The Foundation staff has changed over the past three years. Shannon Grus departed the College in December of 2017 and the position remained vacant until September of 2019. During the vacancy Dr. Bauer oversaw the Foundation department.

The Foundation conducted the search for the new director starting January 2018 and was unsuccessful at finding a candidate in the initial rounds of interviews. Several candidates were interviewed over the year and half search. Due to the extended search, Angie Siebert, Foundation Administrative Assistant, was assigned additional duties at the director level from February 2018 – September 2019 while searching for a new director with Dr. Bauer continuing oversight.

During the search process, the Foundation Board discussed the director roles and the support staff position role. Dr. Bauer worked with Angie, the Foundation Board and Wendy Hartmann on a change in job duties with increased responsibilities. In January 2019, it was agreed to restructure the Foundation Administrative Assistant position to Foundation Specialist to better serve the department. The restructure included additional responsibilities involving event planning and coordination, with the classification level changed from a 104 to 107, the highest level in the classified staff schedule. Angie continued to assume some director responsibilities. September 2019, Bridgette assumed the role of director. Angie continued with the administrative duties and as the main event planner for the Foundation.

In October of 2020 Angie submitted a letter giving the College notice of her intent to take early retirement by December 31. I discussed with Dr. Bauer and Wendy Hartmann the request to restructure the position to have more responsibility in the areas of fundraising, marketing and promotion of the Foundation, and grant writing for the Foundation and College. Due to the increased responsibility and decision making for the position it is recommended the position be reclassified to professional staff level 204. The new job title would be Foundation Event and Program Coordinator.

Thank you for your consideration!

*Bridgette Kelch*



# EAST CENTRAL COLLEGE

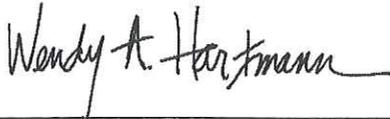
## Interoffice Memo HUMAN RESOURCES

---

TO: Dr. Jon Bauer  
DATE: November 13, 2020  
FROM: Wendy A. Hartmann, Director  
RE: Requesting Release from Contract – Emily Durham

Emily Durham, Campus Life & Leadership Coordinator, has requested to be released from the remainder of her FY21 employment contract effective December 4, 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: December 1, 2020  
FROM: Office of Academic Affairs  
RE: Adjunct Approval

Please approve the following adjuncts for the Spring 2021 semester.

### **Career & Technical Education**

Michael Askins, CIS  
Cliff Cartwright, Welding  
Gary Durham, Precision Machining  
Bonnie Eversmeyer, HVAC

Richard Hudanick, Business  
Stephanie Juengling, Business  
Steffani McCrary, Business  
Jerry Stone, HVAC

### **Health Sciences**

Rechell Alcorn, EMS  
Courtney Baxter, Medical Assistant  
Tristen Donner, Nursing  
Madison Harris, Nursing  
Jill Harrison, Nursing  
Michelle Koons, Nursing  
Lisa Korn, EMS

Barb McNamara, Nursing, Rolla  
Nancy Mitchell, Nursing  
Wayne Prince, EMS  
Becky Raterman, Nursing  
Heather Sluis, Nursing  
Robyn Walter, Nursing

### **English & Humanities**

John Anglin, Communications  
Shana Collier, Communications  
Shawna Flanigan, Communications  
James Fulcher, English  
Lisa Haag, English

Raphael Maurice, English  
Micah Miller, English/Religion  
Gregory Stratman, English  
Kaitlyn Willy, English

### **Fine & Performing Arts**

Melissa Albright, Art  
Kelly Austermann, Music-Wood Wind  
Lisa Blackmore, Music  
Tammy Campbell, Music  
Samuel Patrick Charles, Music-Percussion  
Krista Frohling, Art  
William Hopkins, Music

Connor Joyce, Music  
Alexis Kurtzman, Art  
Maggie Noud, Music  
Gary Powers, Art  
Matthew Sokeland, Music  
Robert Sullivan, Art  
Annie Swafford-Green, Art

### **Mathematics & Education**

Ann Boehmer, Mathematics  
Connie Lutz, Mathematics  
Susan Giesing, Education

Jennifer Heberlie, Education  
Mary Beth Huxel, Education  
Vanessa Whittle, Education

### **Science & Engineering**

None

**Social Sciences**

Kristin Adams, Psychology  
Janet Berry, Economics  
Taylor Bodenschatz, Psychology  
Steven Campbell, Political Science  
Alyce Carpenter, Psychology  
Theodore Coburn, Criminal Justice/Soc  
Thomas Haas, Sociology

Melissa Hildebrandt, Psychology  
Christopher Karr, Criminal Justice  
Ray Mowery, Economics  
Tommy Nichols, History  
Jeff Parsons, History  
Matthew Vogeler, Political Science

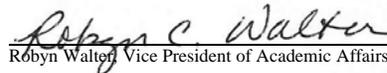
**Foundation Seminar**

Erin Anglin

**Dual Credit**

To be approved at the January 2021 Board meeting.

Signatures:

  
Robyn Walter, Vice President of Academic Affairs      12/2/20      Date

  
Wendy Hartmann, Director of Human Resources      12/2/20      Date

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
December 7, 2020**

**AGENDA ITEM 14: BOARD PRESIDENTS REPORT**

Board President Ann Hartley will share information with the Board.

12/7/2020

**East Central College**

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**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
December 7, 2020**

**AGENDA ITEM 15: REPORTS**

Reports may be presented by:

- A. Faculty Association President, Reginald Brigham
- B. ECC-NEA Vice President, Sue Henderson
- C. Professional Staff President, Jenny Kuchem
- D. Classified Staff Association Treasurer, Bethany Herron
- E. Student Government Association Chief Recording Officer, Malaina Mastin

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**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
December 7, 2020**

**AGENDA ITEM 16: PRESIDENT’S REPORT**

Projected meeting dates for 2021 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.

**2021 Projected Meeting Dates**

No January meeting  
February 1  
March 1  
April 5  
May 3  
June 7  
July 15 (*Thursday noon business meeting*)  
August 30  
No September Meeting  
October 4  
November 1  
December 6

**Alternate Meeting Dates**

February 8  
March 8  
April 12  
May 10  
June 14  
  
October 11  
November 8  
December 13

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
December 7, 2020**

**AGENDA ITEM 17: ADJOURNMENT**

**Recommendation:** To **adjourn** the December 7, 2020 meeting of the Board of Trustees.

12/7/2020

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