



**BOARD OF TRUSTEES
MEETING**

March 1, 2021

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING AGENDA
March 1, 2021 5:30 p.m.
<https://zoom.us/j/91781283036>**

		Action ¹	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.	CHAPTER ONE BOARD POLICY & PROCEDURES REVISIONS	4 Votes		
7.	NEW BOARD POLICY – 5.50 COLLEGE CLOSURE	4 Votes		
8.	RADIOLOGIC TECHNOLOGY PROGRAM	4 Votes		
9.	COVID-19 UPDATE			X
10.	*PERSONNEL A. Appointment	4 Votes		
11.	BOARD PRESIDENT'S REPORT			X
12.	REPORTS A. Faculty Association B. ECC-NEA C. Professional Staff Association D. Classified Staff Association E. Student Government Association			X
13.	PRESIDENT'S REPORT			X
14.	ADJOURNMENT OF PUBLIC SESSION / EXECUTIVE SESSION – RSMO 2004, SECTION 610.21(3) PERSONNEL AND (2) REAL ESTATE	4 Votes		

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

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 1, 2021**

AGENDA ITEM 1: CALL TO ORDER

The regular meeting of the Board of Trustees will be called to order by Board President Ann Hartley.

3/1/2021

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

Section 1, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 1, 2021**

AGENDA ITEM 2: PUBLIC COMMENT

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

3/1/2021

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

Section 2, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 1, 2021**

AGENDA ITEM 3: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the March 1, 2021 Board of Trustees meeting.

3/1/2021

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

Section 3, Page 1

Agenda Item 3: Approval of Agenda

Consent Agenda Items for March 1, 2021:

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
March 1, 2021**

AGENDA ITEM 4: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the February 1, 2021, public meeting of the Board of Trustees.

Attachment

3/1/2021

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

Section 4, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, February 1, 2021**

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, Accounting/Business Instructor Tanner French; 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, Director of Library Services Lisa Farrell, Academic Advisor Lesley Peters, Professional Staff Association President Jenny Kuchem, Classified Staff Association Treasurer Bethany Herron, and Executive Assistant to the President Bonnie Gardner; Students – Student Government Association Chief Recording Officer Malaina Mastin.

RECOGNITION OF GUESTS: Elena Cruz of *The Missourian* and Maggie Ogden, Radiologic Technology program director at the Rolla Technical Center, were in attendance along with representatives of the Don Means family.

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 February 1, 2021 meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the December 7, 2020 regular meeting of the Board of Trustees.

LIBRARY NAMING: Board President Ann Hartley recognized members of the Don Means family - Charlotte Nordyke, Eric Means, Doug Means, and Rhonda Lasley. Dr. Bauer expressed gratitude for the dedication and commitment of Don Means, a founding Board member, and highlighted the many decisions required of the first ECC Board of Trustees. He noted that after conversations with Mr. Means' family it was decided that naming the library was an appropriate way to recognize his service. The family has also provided a donation that will be used to recognize faculty innovation. Following approval, a public ceremony will be planned at a future date to formally acknowledge the naming.

Motion: To **approve** naming the East Central College Library the Donald R. and Barbara D. Means Library.

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

TREASURER’S REPORT AND FINANCIAL REPORT: Dr. Bauer presented the financial statements as of December 31, 2020. He noted that three payroll dates rather than two in December and the payout of mid-year increases as a lump sum are reflected in the salary expense line.

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 Joseph Stroetker; Carried Unanimously

2021-2022 TUITION AND GENERAL FEES: Dr. Bauer reviewed the recommendation to increase tuition and the restructuring of fees to cover expenses in the various accounts. He noted that tier two tuition includes courses in more expensive programs such as health care. Out-of-district tuition is charged to Missouri residents outside the ECC taxing district. Dual credit tuition is half the in-district tier one rate. The recommendation from the tuition subcommittee of the budget committee included a \$2 decrease in general fees. However, Dr. Bauer recommended retaining that \$2 and placing it in the student activities fees account. The new rates will become effective with the fall 2021 semester. These changes place ECC’s tuition and fees in the middle of the group when compared to current rates at the other Missouri community colleges. It is unknown at this time if any of the other colleges will increase tuition.

In response to a suggestion that a COVID stipend be provided to students, it was noted that the college distributed \$825,000 directly to students in the spring from the CARES Act allocation. That same amount or more will be distributed to students currently enrolled with financial need being a priority in the distribution. It was also noted that Pell grants provided to the neediest of students will cover the total tuition and fees at the new rates. Scholarship funds are also available.

Motion: To **approve** tuition rates and general fees for the 2021-2022 academic year as follows:

Tuition

In-District Tier One	\$110 per credit hour
In-District Tier Two	\$134 per credit hour
Out-of-District Tier One	\$156 per credit hour
Out-of-District Tier Two	\$190 per credit hour
Out-of-State Tier One	\$230 per credit hour
Out-of-State Tier Two	\$281 per credit hour
International Tier One	\$236 per credit hour
International Tier Two	\$301 per credit hour
Dual Credit/Dual Enrollment	\$55 per credit hour

General Fees

Student Activities	\$8.50 per credit hour
Support Services	\$1.00 per credit hour
Technology	\$3.00 per credit hour
Facilities	\$7.00 per credit hour
Security	\$7.50 per credit hour

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

COURSE FEES: Course fees are recommended through the Office of Instruction and are reviewed each year to ensure they are current. The fees are allocated to expenses associated with the specific

courses to which they are attached. By reviewing/adjusting fees each year, a significant change in any one year is avoided.

Motion: To **adopt** the schedule of course fees for academic year 2021-2022 as listed in the attached memorandum.

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

RADIOLOGIC TECHNOLOGY PROGRAM: Rolla School District administrators have decided to focus on the K-12 population rather than the adult programs currently offered at the Rolla Career Center. These programs provide graduates in critical areas of the community, and discussions have occurred regarding ECC taking over the sponsorship of the programs. Dr. Bauer indicated a key part of the strategic plan is to grow ECC's presence in Rolla. Since ECC already confers the radiologic technology degree and offers the program in partnership with Rolla, the assumption of the program seems logical. The ECC and Rolla boards would need to approve the change. The college would seek a change of sponsorship with the accrediting body, move the employees to ECC staff, establish tuition and determine appropriate course fees, and enroll students for fall 2021 to avoid a gap in service for students.

There are two other programs in Rolla with adult students – LPN and surgical technology. These programs would also be assumed by ECC with a fall 2022 start date. The college will provide a letter of intent indicating interest in exploring the operation of the programs. They would need to be developed as A.A.S. degrees and be approved by the accrediting bodies. These programs would complement existing programs. Vice President Walter indicated these programs are of great interest to the Rolla high school and the community.

Motion: To **authorize** college administration to pursue the change of control of the Radiologic Technology Program offered in partnership with the Rolla Technical Center to East Central College, subject to appropriate regulatory and accrediting bodies, and contingent upon approval of the Rolla School District Board of Education to discontinue sponsorship of the program.

Motion by Joseph Stroetker; Seconded by Audrey Freitag

Discussion ensued regarding whether the program would be self-sustaining with the low number of students involved. Program enrollment is capped at 25 students and plans are to increase to 30 if permitted by the accreditor. The program has a strong retention rate. Dr. Bauer noted that tuition and fees would be established to cover the cost of the program. The majority of students enrolled would be paying out-of-district tuition. The Board will need to approve the tuition and fees as well as the contracts for the two full-time faculty that are assigned to the program. The faculty have been with the program for a long time and are currently on the ECC adjunct faculty roster. Nineteen students are taking preparatory courses in Rolla and will be qualified to enter the program in the fall. Program-specific courses will continue to be offered in Rolla. There will be no additional cost for space in the first year. In future years, the college will negotiate for the additional space. Most of the equipment associated with the program will be assumed by the college. Vocational enhancement and other grant funds would be used to offset the cost of any new equipment. Dr. Park asked that the Board be provided with the pro forma on the program.

Following discussion, the motion carried unanimously.

CHAPTER ONE BOARD POLICY & PROCEDURES REVISIONS: Concern was expressed regarding the change of wording from “district” to “college.” It was agreed that “district” would be replaced with “college district” rather than “college.”

Members discussed the duties of the treasurer, secretary, and recording secretary. The preference of the group is to continue to have a treasurer and secretary who are members of the Board. The recording secretary will continue to be appointed by the Board.

It was also requested that the policies/procedures note that Board members serving on college committees are non-voting members.

The suggested revisions will be made and sent to the Board for final review with a vote taken at the next meeting. Dr. Bauer reminded the Board that a schedule is in place for the review of policies with one section being reviewed each semester. Academic policies were reviewed in the fall and that process will be concluded soon. This spring the student services policies will be reviewed. This rotation ensures policies do not remain in place for an extended period without review by the Board.

NEW BOARD POLICY – 5.50 COLLEGE CLOSURE: Dr. Bauer noted that existing policy only deals with closures for weather, no other type of emergency. This leaves an unintended gap in the policy. Should something occur that required a closure for a period of time (for example, campus violence or another pandemic), there is no authority for the president to close the facilities. This policy would provide the continued ability to close for inclement weather and would also apply for other emergencies. The policy has been discussed and reviewed by the Shared Governance Council. It will be returned to the agenda in March for the Board’s action.

SABBATICAL LEAVE: The collective bargaining agreement approved for this year included a provision for sabbaticals. Dr. Bauer indicated that the sabbatical policy has existed for many years, but sabbaticals have not been funded in recent years. Returning to the provision of sabbatical leave is consistent with the employee strategy of the strategic plan and will provide the opportunity for faculty development. Dr. Bauer reviewed the process for applying for leave and noted that applications were reviewed by a committee using a rubric based on scholarly activity and impact on student learning.

Motion: To **approve** a sabbatical leave for Dr. Elizabeth Flotte during the Fall 2021 semester to develop research and prepare a manuscript for publication.

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

FALL COURSE SUCCESS RATE: Vice President Lampe reviewed course success rates noting that success is defined as the student earning an A, B, C or Pass grade in the course. The rate for Fall 2020 is 76.6%, which is an improvement of .1% over the Fall 2019 semester. He reminded the Board that last fall the college was operating under pandemic circumstances and there were more online students than ever before. Faculty and staff efforts, in effect, zeroed out the impact of COVID on student success.

COVID-19 UPDATE: Protocols from fall remain in place (masks, Zoom meetings, etc.). The administration continues to monitor the situation and faculty are prepared to pivot to remote instruction if necessary. Dr. Bauer is still waiting on specific information regarding when college employees will qualify for the vaccine; some will qualify based on personal risk factors.

ECC will receive \$3,471,107 in federal funding under the latest stimulus package (\$825,661 for student grants; \$2,645,446 for institutional expenses). There are broader definitions for use of the funds, and these new rules apply to unspent CARES Act funds as well. The funds can be used to defray expenses such as lost revenue and technology costs. They also can be used to “carry out student support activities authorized by the HEA that address needs related to coronavirus.” Clarification of that statement has not yet been provided. Lost revenue may include enrollment loss and reduction in state aid; however, the college is still waiting on guidance regarding how the losses must be documented. Students may be able to opt-in to allow these funds to offset their tuition. Previously the funds had to be paid directly to the student. Ongoing costs are being projected, student needs are being assessed, and the administration is determining how to best leverage the funds for lasting impact. A summary of the available funding categories and funds remaining in each was provided.

Dr. Bauer noted that many students and faculty assisted with the Franklin County mass vaccination event on January 30. This was a great opportunity for students to take part in community outreach. There will also be ten students and three faculty assisting in Rolla with the Phelps/Maries County event.

PERSONNEL: The Board **approved** the attached addendum to the roster of Spring 2021 adjunct faculty approved at the December 7, 2020 Board meeting.

BOARD PRESIDENT’S REPORT: Board President Ann Hartley provided an update on Missouri Community College Association activities. She noted that Audrey Freitag will be the chair-elect of the trustee division and she (Ann) will be the chair-elect of the executive board of the MCCA Advisory Board. Suggestions are being solicited for upcoming webinar topics. As of now, the 2021 convention will be in person at the Branson Hilton with a virtual component to allow more attendance. Calls for proposals for breakout sessions are open through April 2. MCCA will also be sending out a faculty survey to determine how to best support faculty members.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Reg Brigham reported the faculty will be cleaning up the walking trail and replacing missing plaques this semester.
- B. ECC-NEA:** ECC-NEA Vice President Sue Henderson reported that the first interest-based bargaining training has occurred; a second session is scheduled. Dates have been established for spring bargaining sessions.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported the professional staff joined the Classified Staff Association in adopting a family for Christmas. Staff have been reaching out to students in need of assistance. Every student received a “check-in” phone call before the start of the semester.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Treasurer Bethany Herron reported that Hannah Masek has earned her master’s degree in communications from the University of Central Missouri.
- E. Student Government Association:** Student Government Chief Recording Officer Malaina Martin reported there will be a blood drive on February 4 in the theatre atrium. Students are working with Carson Mowery, new Campus Life and Leadership Coordinator, to plan virtual events for the semester. Students are being recruited to participate in SGA.

PRESIDENT’S REPORT: Dr. Bauer noted that Carson Mowery joined the staff on February 1; she is an ECC graduate. The spring semester opened on January 19 and there was a snow day on January 27.

Governor Parson’s budget recommendation calls for level spending for higher education and an increase for the A+ program; the House will now take up the budget. The community colleges will be advocating for a funding increase.

The Vice President, Finance and Administration search has netted one finalist who will visit campus on February 2. It is hoped there will be an employment recommendation at the March meeting. The Vice President, Student Development screening committee will meet soon to review applications. A recommendation is planned for the April or May meeting.

Discussions are underway regarding how commencement will occur this spring. Staff are currently gathering information on potential participants and based on that number a series of ceremonies will be planned to safely accommodate the graduates and their families.

Fall sports will play this spring which means there will be four sports teams taking the field this semester – softball, volleyball, and men’s and women’s soccer. Baseball fundraising efforts are underway with just over \$60,000 pledged. An additional \$65,000 is being sought.

ADJOURNMENT:

Motion: To adjourn the February 1, 2021 public Board of Trustees meeting at 7:34 p.m.

Motion by Audrey Freitag; Seconded by Prudence Johnson; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 1, 2021**

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

3/1/2021

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

Section 5, Page 1

East Central College
Statement of Net Assets for all Funds
As of January 31, 2021 and January 31, 2020

ASSETS	<u>1/31/2021</u>	<u>1/31/20</u>
Current		
Cash	11,472,573	8,813,526
Investments	801,329	862,164
Receivables, net		
Student	2,957,129	2,981,739
Federal & State agencies	196,779	911,088
Other	-82,496	-18,177
Inventories	156,006	196,451
Prepaid expenses	210,515	182,732
Total Current Assets	<u>15,711,835</u>	<u>13,929,523</u>
Non-Current Assets		
Other Assets	233,037	427,449
Capital Assets (net)	40,442,249	42,402,533
Total Non-Current Assets	<u>40,675,286</u>	<u>42,829,982</u>
Total Assets	<u>56,387,121</u>	<u>56,759,505</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>61,778,849</u></u>	<u><u>63,995,268</u></u>
LIABILITIES		
Current Liabilities		
Accounts Payable	19,991	27,131
Accrued Wages & Benefits	232,319	428,653
Unearned Revenue	75,611	105,513
Due to Agency Groups	447	135,151
Accrued Interest	0	9,258
Total Current Liabilities	<u>328,368</u>	<u>705,706</u>
Non-Current Liabilities		
USDA Loan	583,333	683,333
Bonds Payable	9,063,037	9,549,412
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	1,081,055	1,133,264
United Bank of Union	1,825,000	1,925,000
Total Non-Current Liabilities	<u>29,071,662</u>	<u>29,915,426</u>
Total Liabilities	<u>29,400,030</u>	<u>30,621,132</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	36,324,377	35,891,578
Restricted for Debt Service	-44,894	106,931
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	11,876,083	9,794,781
All other Funds	-21,260,503	-18,512,597
Total Net Assets	<u>28,655,063</u>	<u>29,040,693</u>
Total Liabilities, Deferred Inflow		
of Resources and Net Assets	<u><u>61,778,849</u></u>	<u><u>63,995,268</u></u>

East Central College
Statement of Activities
General Fund

As of January 31, 2021 and January 31, 2020

	For the Fiscal Year Ending June 30, 2021			For the Fiscal Year Ended June 30, 2020			
	Current FY Budget	Jan 31, 2021 Month end	Current FY Year-To-Date	Prior FY Budget	Jan 31, 2020 Month end	Prior FY Year-To-Date	Prior Year FYE
Revenues:							
Local Revenue	6,977,522	4,646,652	6,452,528	6,700,000	4,504,692	6,256,021	6,846,432
State Revenue	4,382,100	460,235	2,786,999	5,257,661	424,015	2,968,103	4,414,059
Federal Revenue		-		-		425	425
Tuition and Fees	5,888,328	338,151	6,043,460	6,501,424	282,854	5,974,692	6,195,071
Interest Income	50,000	5,793	37,082	55,078	10,690	44,381	88,550
Gifts and Grants	50,000	-	102,274	387,925	4,916	339,723	426,943
Miscellaneous Revenue	50,000	2,167	20,805	75,000	2,284	29,885	51,587
Transfers-Interfund & Indire	-	1,870	583,562	-		2,620	308,400
Transfer Federal Programs	-	-	-	-	-	-	-
Total Revenues	17,397,950	5,454,868	16,026,710	18,977,088	5,229,451	15,615,850	18,331,467
Expenses:							
Salaries	9,804,182	668,399	5,700,027	10,359,668	997,849	5,625,893	9,985,559
Benefits	3,362,560	294,068	1,960,804	3,475,779	341,943	1,921,385	4,631,870
Contractual Services	930,000	23,462	710,893	691,367	45,694	736,765	898,626
Current Expenses	800,000	63,872	719,405	1,343,505	78,986	455,302	835,153
Travel	175,000	2,954	39,409	253,123	10,415	134,845	161,135
Property & Casualty Insuran	202,000	96,780	203,273	202,000	95,836	198,771	198,771
Vehicle Expense	15,000		1,348	16,640	221	4,712	6,772
Utilities	628,507	42,206	274,505	571,370	40,500	270,120	497,075
Tele/Communications	225,855	16,149	129,894	225,855	24,060	125,444	212,933
Miscellaneous	400,000	89,483	192,543	588,678	86,423	216,336	320,466
Foundation Paid Expense	2,000	1,814	11,743	-	915	915	2,547
Clearing Account	1,000	1,403	80	-	209	215	-
Scholarship Expense	75,000	489	59,876	11,200	-	29,534	91,961
Faculty Development	10,000	-	1,102	25,000	474	7,640	26,650
Instit. Match for Grants	75,000		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	3,700	181,102	15,527	-	2,000	36,262
Interfund Transfers	18,400		-	18,400	-	-	-
Debt Princ & Interest	300,000	8,333	134,466	272,657	8,333	145,130	272,188
Total Expenses	17,103,719	1,313,112	10,356,323	18,174,084	1,731,858	9,875,007	18,240,237
Revenue over Expenses	294,231	4,141,756	5,670,387	803,004	3,497,593	5,740,843	91,230

East Central College
Statement of Revenue, Expenses & Changes in Net Assets
(All Funds)
As of January 31, 2021 and January 31, 2020

	For the Fiscal Year Ending June 30, 2021		For the Fiscal Year Ended June 30, 2020	
	Jan 31, 2021	FY 2021 Year-To-Date	Jan 31, 2020	FY 2020 Year End
	Operating Revenues:			
Student Tuition & Fees	375,935	7,117,546	335,273	7,118,700
Federal Grants & Contracts	107,337	4,152,714	107,404	2,993,411
State Grants & Contracts	51,350	312,326	58,614 #	351,009
Auxiliary Services Revenue	260,999	899,389	305,479	1,021,626
Other Operating Revenue	5,697	192,968	10,421	409,543
Total Operating Revenue	801,318	12,674,943	817,191	11,894,289
Operating Expenses:				
Salaries	746,816	6,375,325	1,107,745	6,279,853
Benefits	319,326	2,146,709	370,467	2,096,100
Purchased Services	58,210	1,085,393	88,557	1,081,087
Supplies & Current Expenses	349,167	1,987,899	298,629	1,649,997
Travel	3,956	34,980	13,995	138,075
Insurance	96,780	221,777	95,836	215,539
Utilities	69,025	459,016	70,577	466,905
Other	15,564	59,236	9,991	83,749
Depreciation	168,594	1,195,120	162,359	1,161,279
Financial Aid & Scholarship	5,002	3,292,493	103,732	3,071,630
Foundation Paid Expense	1,814	14,939	915	915
Total Operating Expenses	1,834,254	16,872,887	2,322,803	16,245,129
Operating (Loss)/Gain	-1,032,936	-4,197,944	-1,505,612	-4,350,840
Non-Operating Revenues (Expenses):				
State Appropriations	460,235	2,786,999	424,015	2,968,104
Tax Revenue	5,736,607	7,966,084	5,561,348	7,723,483
Interest Income	7,415	44,636	12,632	50,611
Gain/Loss on asset disposal	-	-	-	0
Principal & Interest on Debt	53,142	-227,250	-53,469	-380,394
Total Non-Operating Revenue (Expense)	6,257,399	10,570,469	5,944,526	10,361,804
Increase in Net Assets	5,224,463	6,372,525	4,438,914	6,010,964

**East Central College
Investments
As of January 31, 2021**

<u>CD Number</u>	<u>Date</u>	<u>Maturity</u>	<u>Term</u>	<u>Rate</u>	<u>Total</u>
United Bank of Union					
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 Invesments					\$ 797,311.48

2020

Total Cash	
Accounts	\$ 11,472,573.00
Certificates of Deposit	\$ 797,311.48
	<u>\$ 12,269,884.48</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 January 31, 2021**

Farmers & Merchants

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

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			<u>\$ 5,081,154.55</u>

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			<u>\$ 790,000.00</u>

* 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 January 31, 2021**

The Board of Trustees, including the Treasurer, has access to records necessary to confirm check payments have been issued in accordance with the policies and procedures of the Junior College District of East Central Missouri (East Central College), in compliance with the appropriation granted by the Board of Trustees as defined in the FY21 budgets.

Total amount of checks dispersed from January 1, 2021 through January 31, 2021, is reported at \$1,776,014.92

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 1, 2021**

AGENDA ITEM 6: CHAPTER ONE BOARD POLICY & PROCEDURES REVISIONS

Recommendation: To **approve** revisions to Chapter One of Board Policy & Procedures as outlined in the attached document.

Attachments

3/1/2021

Section 6, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 6502

FAX (636) 583-6601

SECTION 1: ORGANIZATION OF THE COLLEGE

1.1 Legal Authority Policy (*Adopted 12-3-1968; Revised 2-4-2002, 11-12-2007, 3-1-2021*)
The Junior College District of East Central Missouri, its Board and employees will comply with all applicable ~~public school~~ **community college** laws of Missouri. Other sections and statutes, not specifically written for ~~public schools~~ **community colleges** but applicable to them, will be complied with as interpreted and defined by the Coordinating Board for Higher Education and by legal counsel.

1.2 Mission Policy (*Adopted 12-6-1994; Revised 10-6-2003, 12-2-2013, 8-26-2019*)
Institutional Mission - Empowering students and enriching communities through education.

1.3 Authority and Responsibilities of the Board of Trustees Policy (*Adopted 6-6-1988; Revised 11-12-2007*)
The Board of Trustees of the Junior College District of East Central Missouri is the sole statutory legislative governing body responsible for the control and operation of East Central College.

Procedures (*revised 3-1-2021*)

1.3.1 The statutory responsibilities of the Board of Trustees include, but are not limited to, the following:

1. Approve the appointment, retention and dismissal of employees of the College, define and assign their powers and duties and fix their compensation.
2. Levy such taxes as are required for the operation of the College.
3. Establish fees for students in the amount necessary to maintain College courses.
4. Provide instructional programs and services and physical facilities.
5. Approve all contracts, ~~where the consideration to be paid is \$15,000 or more~~ **unless delegated to the College President for approval.**
6. ~~Formulate~~ **Adopt** and oversee disciplinary policy regarding students.
7. Comply with all applicable federal, state, and local mandates.

1.4 New Instructional Programs Policy (*Reaffirmed 12-2-1991; Revised 11-12-2007, 3-1-2021*)
The Board will approve all new instructional programs **and the deactivation of instructional programs that are no longer viable.**

1.5 Organization of the College Policy *(Adopted 2-7-1991; Revised 2-4-2002, 3-1-2021)*
The organization of the College shall be proposed by the President of the College and approved by the Board **annually**. **Changes to the organizational structure during the fiscal year shall be presented to the Board for approval prior to implementation.**

Procedures *(adopted 3-1-2021)*

1.5.1 The staffing plan shall be developed by the Human Resources Director in conjunction with the President and Vice Presidents.

1.5.2 Changes to the staffing plan shall be proposed to the President by the appropriate Vice President as required to ensure the efficient operation of the College. Upon approval by the President, changes resulting in the addition or deletion of a full-time position or reclassification of a contracted employee shall be presented to the Board for acceptance.

1.6 Approval of Contracts Policy *(Adopted 11-12-2007; Revised 3-1-2021)*
The Board of Trustees shall approve all contracts where the consideration to be paid under the contract is ~~\$15,000~~ **\$20,000** or more. Approval requires an affirmative vote of at least four trustees. A contract requiring Board approval may not be signed by a representative of the College unless and until the Board has approved the contract. The Board hereby delegates to the College President the authority to approve and sign contracts where less than ~~\$15,000~~ **20,000** is to be paid.

~~**1.7 Elections Policy** *(Reaffirmed 12-2-1991; Revised 11-12-2007)*
All elections will be carried out in accordance with Missouri law. **(combined with 1.10)**~~

1.7 Sub-districting Policy *(Adopted 12-2-1991; Revised 2-4-2002)*
For the purpose of electing trustees, a sub-districting plan will be adopted by the Board of Trustees, approved by the Coordinating Board for Higher Education, and reviewed following publication of each decennial census.

1.8 Trustee Qualifications Policy *(Adopted 11-12-2007)*
Members of the Board of Trustees shall be citizens of the United States and at least twenty-one years of age. They shall also have been voters of their respective sub-district for at least one whole year preceding their election or appointment.

1.9 Trustee Elections Policy *(Adopted 11-12-2007; Revised 3-1-2021)*
All elections related to College issues and elections of College trustees will be carried out in accordance with Missouri law.

The qualified voters of the Junior College District of East Central **Missouri** shall elect two (2) trustees for terms of six (6) years each on municipal election day in

April of each even-numbered year. Unexpired vacant terms will be filled in accordance with law.

Procedures *(Revised 3-1-2021)*

1.9.1 Candidate Filing

Before the sixteenth Tuesday preceding the election, the Board shall publish in at least one (1) newspaper of general circulation in the **College District** the opening filing date, the offices to be filled, the place for filing, the closing date for filing and a statement that candidates filing on the first day of filing will be listed on the ballot in random order.

Qualified applicants for the Board may file a declaration of candidacy during business hours in the President's office commencing at 8:00 a.m. on the sixteenth Tuesday prior to the election and ending at 5:00 p.m. on the eleventh Tuesday prior to the election. The candidate shall declare his or her intent to become a candidate in person and in writing to the Recording Secretary of the Board of Trustees or designee.

The names of qualified candidates shall be placed on the ballot in order of filing, except that for candidates who file a declaration of candidacy prior to 4:30 p.m. on the first day of filing, ~~the College shall determine by random drawing~~ **will be determined by random drawing**. Each candidate filing on the first day shall draw a number at random at the time of filing. The **College Board Recording Secretary** shall record the number drawn with the candidate's declaration of candidacy. The names of candidates filing on the first day of filing shall be listed in ascending order of the numbers so drawn and ahead of the names of candidates filing on a later date.

The notice of election and certification of candidates must be submitted to the various election authorities by the tenth Tuesday prior to the election in the manner provided by law. After the tenth Tuesday prior to the election, the candidate list may only be modified pursuant to court order, in accordance with law.

Prior to the College's certification of candidates to the election authorities, a candidate may withdraw from the election by presenting to the **College Board Recording Secretary** a notarized written statement of his or her intention to withdraw. After the deadline for certification of candidates to the election authority, a candidate may only withdraw pursuant to court order, in accordance with law.

The **College Board Recording Secretary** will **notarize each candidate's Affidavit of Tax Payments and Bonding Requirements, which shall be filed with the Missouri Department of Revenue. The Board Recording Secretary shall also** provide each candidate a copy of the Notice of Candidate's Obligation to File Financial Interest Statement and a plain-language

summary of the applicable laws provided by the Missouri Ethics Commission as required by law. Candidates must comply with laws concerning eligibility, campaign financing, and campaign disclosures.

1.9.2 No Election Held

No election will be held if, after the last date of candidate filing, the number of candidates who have filed is equal to the number of positions to be filled by the election **in the appropriate subdistricts**. However, if the number of candidates filing exceeds the number of positions **in a subdistrict**, the election will be held even if a sufficient number of candidates withdraw so that the remaining candidates are equal to the number of positions to be filled.

1.9.3 Certification of Results Policy

Within seven business days after receipt of the official election returns from the election authorities, at least a majority of the then-qualified members of the Board of Trustees will tabulate the results so received and declare and certify the candidate or candidates receiving the greatest number of votes and the result of balloting upon any question. Said certification will be duly noted in the official minutes of the Board meeting.

1.10 Assuming the Office *(Adopted 12-3-1968; Revised 2-4-2002, 3-1-2021)*

At the ~~first~~ meeting of the Board of Trustees ~~after~~ **where** the election of a member or members of the Board of Trustees has been certified, said member or members so elected and certified shall present themselves for the purpose of being seated.

Procedures

1.10.1 Oath

All members of the Board of Trustees shall be required to take and subscribe to an oath of office in the following form:

“I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State of Missouri, and that I will faithfully demean myself in the office of Trustee of the Junior College District of East Central Missouri.”

1.11 Seating of Members *(Adopted 12-3-1968; Revised 2-4-2002)*

The President of the Board shall thereupon recognize newly elected members as members of the Board of Trustees, and they shall thenceforth be entitled and qualified to perform the duties of the office of members of the Board of Trustees.

1.12 Vacancy on the Board of Trustees *(Adopted 12-3-1968; Revised 2-4-2002; 3-1-2021)*

Any vacancy shall be filled by an act of the Board.

In the case of a vacancy occurring in the membership of the Board of Trustees from any cause, it shall be the duty of the Secretary to certify such fact ~~to the Board and~~ to each remaining member ~~thereof~~ **of the Board**.

After such certification, the Trustees at a regular or special meeting shall nominate and appoint a successor Trustee to serve until the next election held by or for the **College** when a Trustee shall be elected for the unexpired term.

~~Upon appointment by the Board, the Secretary shall issue a certificate of appointment to the newly appointed Trustee.~~

When a person becomes a member of the Board of Trustees by appointment, the new member shall be seated at **as soon as possible, but no later than** the next regular meeting after said appointment and after having taken the prescribed oath of office.

1.13 Officers and Staff of the Board of Trustees Policy *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 2-4-2002, 3-2-2021)*

The Board of Trustees shall select members and other personnel to serve as officers and staff. **The Board officers shall serve in their positions until the first meeting of the Board following an election held by the College District unless replaced by a majority vote of the whole Board.**

Procedures *(Revised 3-2-2021)*

1.13.1 Officers

The officers of the Board of Trustees shall be a president, ~~and~~ a vice president, **a secretary, and a treasurer** who shall be members of the Board, ~~and a secretary, treasurer and a recording secretary, who may but~~ need not be **a** member of the Board.

1.13.2 Officers – When Elected

Officers shall be elected at the first meeting of the Board ~~in April~~ following elections **held by the College District** in each even-numbered year. In the case of a vacancy in any office, such vacancy shall be filled as soon as practicable by electing a successor to the unexpired term of office.

1.13.3 Election – How Conducted

The election of all officers may be by secret ballot and shall be held at a regular meeting or at a special meeting of the Board held for that purpose.

1.13.4 Term of Office

Each officer of the Board shall be elected for a term of two years, shall assume office immediately upon election, and shall hold office until his/her successor shall be elected and qualified **by a majority vote of the whole Board**.

1.13.5 Duties of the Officers and Staff

President

The duties of the President shall be, specifically:

1. To preside at all meetings of the Board of Trustees.
2. To appoint or provide for the election of all committees.
3. To call special meetings as required.
4. To perform such other duties as may be prescribed by law for action of the Board of Trustees.
5. To sign checks and conduct financial transactions in the absence of the treasurer.

Vice President

The duties of the Vice President shall be, specifically:

1. In the case of the resignation, absence, or other disability of the President, to perform all of the duties of the President.
2. To perform such other and further duties as shall from time to time be assigned to him/her by the President of the Board of Trustees.

Secretary

The duties of the Secretary shall be, specifically:

- ~~1. To be the official custodian of the proceedings and records of the Board of Trustees—(move to recording secretary)~~
2. To sign documents, contracts, and other instruments on which the signature of the secretary is required or appropriate.
- ~~3. To be the custodian of the official seal of the district and of the official bond of the Treasurer which shall be recorded in the records of the district.—(Move to recording secretary; official bond of Treasurer no longer necessary.)~~

Treasurer

The duties of the Treasurer shall be, specifically:

1. To keep or cause to be kept complete records of the financial transactions of the **College District**, to sign **or cause to be signed** all checks, and to report or cause to be reported the financial status of the ~~Junior~~ College District.
2. Such other duties as are imposed on the Treasurer under the Laws of Missouri.

Recording Secretary

1. May be appointed by the Board of Trustees and may or may not be a member of the Board. Any compensation for serving as Recording Secretary shall be fixed by the Board of Trustees.
2. The duties of the Recording Secretary shall be, specifically:
 - to be the custodian of the official seal of the College,
 - to prepare and post Board of Trustees meeting agendas,
 - to post notices of Board of Trustees meetings,

- to attend meetings of the Board of Trustees; **and** to prepare a transcript of the proceedings,
- **to be the official custodian of Board proceedings and records,**
- and at the direction of the Board of Trustees to sign all legal documents in the absence of the Secretary of the Board of Trustees.

1.14 Board Meetings Policy *(Adopted 12-3-1968; Revised 2-4-2002, 3-1-2021)*

Board meeting procedures and schedules shall be established by the Board **in conjunction with the College President.**

Procedures *(Revised 3-1-2021)*

1.14.1 Regular Meetings

The regular monthly meeting of the Board of Trustees is held on the first Monday of each calendar month at a time to be established unless such day occurs on a legal holiday or the Board selects an **alternative alternate** date for the meeting.

All Board meetings shall be held at a place of sufficient size to accommodate the anticipated members of the public **or via videoconference,** and at a time that is reasonably convenient. In addition, reasonable efforts shall be made to make the meeting accessible to individuals with disabilities. If any of these statutory requirements are not met, the nature of the cause for noncompliance for the meeting will be stated in the Board minutes.

Recording open meetings by audiotape, videotape, or other electronic means is allowed by law. However, the Board will establish guidelines regarding the manner in which such recordings are conducted to minimize disruption to the meeting. Recording a closed meeting is prohibited unless permission has been granted by the Board.

1.14.2 Meetings to be Public

All regular meetings of the Board shall be open to the public unless closed as authorized by law.

1.14.3 Representatives of the Employee Associations

The Board of Trustees will officially recognize a member of each employee association selected by these bodies as their representatives. These representatives will receive notices of the Board meetings and agendas and will be invited to attend the Board meetings **to provide an update on the activities of the associations.**

1.14.4 Notification of Meetings

It is the policy of the College to inform the public of Board of Trustee meetings in accordance with the law. The Recording Secretary has the responsibility to post notice of Board meetings.

A. All Meetings

In addition to the criteria listed below, notice of all Board meetings (regular, special, and closed) shall be given at least 24 hours in advance of the meeting, exclusive of weekends and holidays when the College is closed, unless for good cause such notice is impossible or impractical, in which case as much notice as reasonably possible shall be given. The nature of the good cause must be stated in the minutes.

The notice shall be posted ~~on a bulletin board or other easily accessible public place clearly designated for that purpose~~ **outside the Board of Trustees meeting room in Buescher Hall and on the College's website.**

All interested news media organizations will be notified of all meetings of the Board of Trustees.

B. Open Meetings

Public notice of an open meeting will include the time, date, place, and tentative agenda advising the public of the matters to be considered.

C. Closed Meetings

Public notice of a closed meeting will include the time, date, and place of the meeting and the specific statutory exemption under which the meeting is closed.

1.15 Telephone/**Videoconference** Meetings ~~Policy~~ *(Adopted 11-12-2007; Revised 3-1-2021)*

The Board may hold a meeting with all or a majority of the trustees participating by telephone **or videoconference**. Such ~~telephone~~ meetings shall be open to the public. Trustees may cast votes other than roll call votes at a telephone **or videoconference** meeting. However, issues that require a roll call vote, including issues to be discussed and decided in closed session, may not be voted on at a telephone meeting. The College President will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting by telephone **or videoconference** may interact and the public may observe or hear the comments made. The College President will take measures to verify the identity of any remotely located participants.

1.16 **Special Meetings Policy** *(Revised 11-12-2007)*

Special meetings may be called (1) at any time by the Board President, and (2) also may be called by the Secretary upon written request of a majority of the members of

the Board of Trustees. Written notice of the special meeting, including the starting time and place of the meeting and the business to be conducted, will be given to each member and to the public at least 24 hours (exclusive of weekends and holidays) prior to the commencement of the meeting. The only exception to this is when, for good cause, such advance notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given. No business will be transacted at special meetings other than that stated in the notice.

1.17 Quorum Policy *(Revised 11-12-2007)*

At all meetings of the Board of Trustees, a majority of the Board will constitute a quorum to do business, but no contract shall be let, teacher employed or dismissed, or bill approved unless a majority of the whole board (i.e., four trustees) votes therefor.

1.18 Closed Meetings Policy *(Adopted 11-7-1988; Revised 1-2005)*

The Board of Trustees will comply with RSMo sections 610.010 - 610.030 regarding open meetings, records, and votes. All meetings, records, and votes shall be open to the public unless closed as authorized by law. The Board reserves the right, as provided by law, to conduct closed meetings, including any records or votes, to the extent allowed under the Missouri Sunshine Law.

Procedures *(Revised 3-1-2021)*

1.18.1 Authorizing a Closed Meeting

Public notice of closed meetings shall be given in accordance with Board policy and law. A majority of a quorum of the Board shall vote to close a meeting, in accordance with law. The reason for holding the closed meeting, with reference to the specific statutory exemption relied upon for closure and the roll call vote of each member on the question of holding a closed meeting, shall be announced publicly at an open session and entered into the minutes. Only business directly related to the specific exemptions may be discussed or voted upon at a closed meeting.

1.18.2 Objection

In the event a motion is made to close a meeting, record, or vote and a Board member believes that the motion would violate the Missouri Sunshine Law if passed, the Board member may state his or her objection to the motion before or at the time the vote is taken. The Recording Secretary will enter the objection in the minutes. Once the objection has been made, the Board member shall be allowed to fully participate in the meeting, record or vote even if it is closed over the member's objection. If the Board member voted against the motion to close the meeting, record, or vote, the recorded objection and the vote is an absolute defense to any claim filed against the Board member pursuant to the Missouri Sunshine Law.

1.18.3 Meeting Location

The Board shall only close that portion of the meeting facility needed to house the Board in closed session. Members of the public must be allowed to remain in the meeting facility so that they may attend any open meeting that follows the closed meeting.

1.18.4 Confidentiality

The Board members and employees in attendance are honor-bound not to disclose the details or discussions of the closed meetings, records, or votes. College District employees who fail to keep closed information or closed meetings confidential may be disciplined or terminated. The Board may publicly admonish Board members who fail to keep closed meetings, records, or votes confidential in violation of this policy.

1.18.5 Reasons for Holding Closed Meetings

Unless otherwise determined by the Board, any meeting, record, or vote pertaining to the following topics shall be considered a closed meeting, closed record, or closed vote:

1. Legal actions, causes of action, or litigation involving the College District and any confidential or privileged communication between the College District or its representatives and its attorneys. However, any minutes, vote, or settlement agreement relating to legal actions, causes of action, or litigation shall be made public upon final disposition of the matter voted upon or upon the signing by the parties of the settlement agreement, unless, prior to final disposition, the settlement agreement is ordered closed by a court, except that the amount of any monies paid by the College shall be disclosed.
2. The lease, purchase, or sale of real estate by the College District where public knowledge of the transaction might adversely affect the amount to be received or spent by the College District. Any minutes, vote, or public record approving such a contract shall become available to the public upon execution of the lease, purchase, or sale of the real estate.
3. Hiring, firing, disciplining, or promoting of particular employees by the College District when personal information about the employee is discussed or recorded. However, any vote on a final decision to hire, fire, promote, or discipline an employee shall be made available to the public, along with a record of how each member voted, within 72 hours of the close of the meeting; provided, however, that any employee so affected shall be entitled to prompt notice of such decision during the 72-hour period before such decision is made available to the public.
4. Proceedings involving the mental or physical health of an identifiable individual.

5. Scholastic probation, expulsion, or graduation of identifiable persons, including record of individual tests or examination scores, except that such records will be open to inspection by the student(s) and his/her/their parent(s), guardian(s), or other custodian(s) as permitted by law.
6. Testing and examination materials until the test or examination is given for the final time.
7. Welfare cases of identifiable individuals.
8. Preparations on behalf of the College District or its representative for negotiations with employee groups, including any discussion or work product.
9. Software codes for electronic data processing and documentation thereof.
10. Competitive bidding specifications until officially approved or published.
11. Sealed bids and related documents until the bids are opened; sealed proposals and related documents until all proposals are rejected; or any documents related to a negotiated contract until a contract is executed.
12. Individually identifiable personnel records, performance ratings, or records pertaining to employees or applicants for employment. However, the names, positions, salaries, and lengths of service of College District employees shall be available to the public.
13. Records protected from disclosure by law.
14. Scientific and technological innovations in which the owner has a proprietary interest.
15. Records relating to municipal hotlines established for reporting abuse and wrongdoing.
16. Confidential or privileged communications between the Board and its auditor, including all auditor work product. However, all final audit reports issued by the auditor are to be considered open records.
17. Existing or proposed security systems and structural plans of real property owned or leased by the College District where public disclosure would threaten public safety.
18. Records that identify and would allow unauthorized access to or unlawful disruption of the configuration of components or the operation of a computer, computer system computer network of the College District if released.

19. Credit card numbers, personal identification numbers, digital certificates, physical and virtual keys, access codes, or authorization codes that are used to protect the security of electronic transactions between the College District and a person or entity doing business with the College District.

20. Records submitted to the College District by an individual, corporation, or other business entity in connection with a proposal to license intellectual property or perform sponsored research and which contain sales projections or other business plan information the disclosure of which may endanger the competitiveness of a business.

1.19 Release of Information to the Public *(Adopted 11-12-2007)*

Records of the College are open to the public unless closed in accordance with the action of the Board of Trustees in adopting this policy, state or federal law. All records of East Central College subject to closure pursuant to Missouri's Sunshine Law (Chapter 610, Section 610.021 RSMO, as amended) are hereby closed. For purposes of release of records not closed pursuant to this policy, the Recording Secretary of the Board serves as the College's custodian of records. Members of the public may request the custodian of records to provide access to public records. After receipt of the request, the custodian will provide access within three business days or sooner if possible or explain in writing the reason for denial of access or for delay.

Members of the public may request copies of public records. A charge of up to ten cents per page may be made for copies no larger than 9 x 14 inches. The College may also charge a fee for search, research, and duplication time in responding to requests for copies of public records. Such charges shall be in accord with Missouri's Sunshine Law (Section 610.026 RSMO). Prior to producing copies of requested records, the person requesting the records may, upon request, obtain an estimate of the cost. The College may require the payment of such fees prior to the making of copies.

1.20 Rules of Order Policy *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 8-14-2006)*

Rules of order shall be established and followed by the Board.

Procedures

1.20.1 Order of Business *(Revised 5/11/2015)*

The President, upon taking the chair, shall call the members to order on the appearance of a quorum. The order of business unless modified by the Board shall be as follows:

1. Call to Order
2. Recognition of Guests
3. Public Comment

4. Consent Agenda/Agenda
5. Minutes
6. Financial Reports
7. Bids
8. Actions
9. Personnel
10. Reports
11. Adjournment

1.20.2 Rules of Order

In all matters not covered by the rules of the Board, parliamentary procedures shall be governed by Robert's Rules of Order Revised, Part I, Articles I through VIII.

1.20.3 Recognition *(Adopted 12/3/1968; Reaffirmed 12/2/1991; Revised 5/11/2015, 3/1/2021)*

No person other than a member of the Board of Trustees, the President of the College or other chief administrative personnel of the College District designated by the President shall be recognized to speak at any meeting of the Board of Trustees except upon the consent of the majority of the Board or as designated under Policy 1.22 Public Comment and Procedure 1.15.3 **Representatives of the Employee Associations. Approval of the agenda shall constitute recognition to speak at the appropriate time.**

1.21 Public Comment *(Adopted 5/11/2015)*

To provide for full and open communication between the public and the Board of Trustees, the Board has established a Public Comment period during regular meetings of the Board of Trustees.

Procedures

1.21.1 Rules for Public Comment

A designated time will be set aside on the Board of Trustees regular meeting agenda for public comments on items either posted on the agenda or not posted on the agenda. The following rules will apply to the public comment portion of the meeting:

- 1) Each person wishing to address the Board will enter his/her name and the topic to be addressed on the form available in the meeting room prior to the start of the Board meeting.
- 2) Each speaker will be limited to no more than three (3) minutes for his/her comments.
- 3) Individuals will be permitted to address the Board only once during the public comment period.
- 4) Students and College employees have certain rights of confidentiality under state and federal law that the College scrupulously protects. The

Board reserves the right to limit comments to the extent allowed by law to protect confidentiality.

- 5) The Board will not provide a response at the time of a speaker's presentation, but may ask questions or request clarification to ensure understanding of the speaker's comments. The Board will take all comments under advisement. The Board president may make clarifying remarks at the end of the public comment session to address any misstatements of fact.
- 6) Any exceptions to the above Rules for Public Comment are subject to approval by the Board of Trustees.

1.22 Voting Procedures *(Adopted 12-3-1968; Revised 11-12-2007; 3-1-2021)*

Voting at meetings of the Board of Trustees shall be conducted in accordance with the provisions set out below:

A. In General

All motions will be recorded in the minutes, including the name of the person seconding any motion and the record of the vote. Minimally, the number of "yes" and "no" votes on any question shall be recorded in the minutes unless a roll call vote is required by law. When a member abstains from voting, such abstention shall not be counted as a vote either for or against the proposal, but shall be entered in the minutes as an abstention. The President of the Board shall have a vote on all questions.

Upon request, any member ~~upon request~~ may have a brief explanation of their vote recorded on any question. Any member may also change his or her vote if such request is made prior to consideration of the next order of business. Motions pass with an affirmative vote from the majority of the quorum present at the meeting, unless otherwise limited by Policy 1.18.

B. Voting in Open Session

Voting in open session must be conducted in a manner that allows the Recording Secretary to accurately discern and record the number of persons voting for or against the motion as well as the persons abstaining from the motion.

The Board may decide to vote by roll call in open session. Any member desiring a roll call vote shall so request it of the President and upon being recognized shall proceed to cast his vote first, the vote then proceeding in a clockwise manner until all have voted, and the vote shall be so recorded.

When voting to adjourn to closed session, the specific reason for closing the meeting must be announced publicly by reference to a specific section of the law and the vote must be taken by roll call.

C. Voting in Closed Session

All votes taken in closed session shall be taken by roll call, including the vote to adjourn.

D. Additional Provisions

1. No member of the Board may vote by proxy.
2. Every member present shall vote in accordance with Missouri law.

3. The reconsideration of a vote may be moved only by a member who voted with the majority and only at the same meeting at which the vote was taken.
4. If the motion to reconsider prevails, the matter under consideration shall be decided at that or the next regular session, and the matter as thus finally decided shall not be revived within a period of three months unless by consent of a ~~two-thirds~~ majority of the **entire** Board.

1.23 Board Agenda Policy *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 11-12-2007)*

The agenda for all regular and special Board meetings will be developed by the President of the College.

Procedures *(Revised 3-1-2021)*

- 1.23.1 An individual Board member may present any additional item for the agenda to the Board under the item "Approval of Agenda." It shall be added to the agenda upon the approval of a majority of the Board members present.
- 1.23.2 Any individual or group who wishes to have an item placed on the agenda shall submit the item to the **College** President at least seven (7) business days prior to a regular or special Board meeting and ~~he/she~~ the **College President** may place it on the agenda upon approval by three (3) Board members.

1.24 Board Minutes Policy *(Adopted 12-3-1968; Revised 1-2005, 11-12-2007; 3-1-2021)*

Minutes of all meetings will be kept in accordance with the provisions set out below.

Procedures

- 1.24.1 Minutes of open and closed meetings shall be taken and retained by the Board **Recording Secretary**, including a record of any votes taken at such meetings. ~~This shall normally be the responsibility of the Recording Secretary of the Board.~~ The minutes shall include the date, time, place, members present, members absent, and a record of any votes taken. When a roll call vote is taken, the minutes shall attribute each "yes" and "no" vote, or abstinence if not voting, to the name of the individual member of the Board.
- 1.24.2 The Recording Secretary will keep the official minute book of all Board meetings. These minutes must be approved by a majority vote of the Board of Trustees and signed by the President and Secretary of the Board.
- 1.24.3 Minutes are not considered official until approved by a majority of the Board of Trustees and signed by the President and Secretary of the Board. A draft version of the minutes shall be available for public inspection

and/or copying once they are completed by the Recording Secretary and reviewed and approved by the President of the College. Draft versions shall be clearly marked "DRAFT" and are subject to revision until adoption by the Board of Trustees.

- 1.24.4 The minutes of all open meetings shall be published in the next Board of Trustees meeting agenda for approval and/or correction. All approved minutes of open meetings shall be maintained in a permanent file in the office of the Recording Secretary and made available for public viewing **on the College's website.** ~~during regular working hours. Copies are available for a predetermined fee.~~
- 1.24.5 Minutes of all closed meetings shall be reviewed and approved by the Board at the next closed meeting and shall be maintained in the office of the Recording Secretary. Minutes of closed meetings are not available for inspection or copying by the public, except as provided in Policy 1.19.5 above.

1.25 Board Committees Policy *(Adopted 12-3-1968; Revised 1-2005; 3-1-2021)*

The President of the Board of Trustees will appoint all Board committees and outline specific responsibilities of each committee. **Board members may be appointed to serve as liaisons to standing committees of the College as deemed appropriate by the College President. Board liaisons to College standing committees shall be non-voting members.**

Procedures *(Revised 3-1-2021)*

- 1.25.1 No permanent **Board** committee will be established. **Board committees appointed on a temporary basis to accomplish specific goals will be terminated at the conclusion of their duties.**
- 1.25.2 ~~Lay committees will be appointed on a temporary basis to accomplish certain goals, and then will be terminated at the conclusion of their duties.~~
- 1.26.3 Any committee appointed by or at the direction of the Board and which is authorized to report to the Board, or any committee appointed by or at the direction of the Board for the specific purpose of recommending, directly to the Board or the President of the Board, policy or policy revisions or expenditures of public funds shall be subject to the Missouri Sunshine Law in connection with the committee's meetings, records, and votes.

1.26 Board Travel Policy *(Adopted 2-4-2002; Revised 3-1-2021)*

The Board recognizes the benefits derived by the College through Board member attendance at local, state, and national meetings and similar events on behalf of the College. ~~The Board~~ **College** will reimburse Board members for normal expenses for hotel, food, registration, and transportation costs incurred while attending

authorized conferences and meetings. Trustees will abide by administrative guidelines regarding reimbursement of travel expenses.

1.27 Board Member Service Policy *(Adopted 8-12-1991; Reaffirmed 8-29-2005; Revised 11-12-2007)*

No member of the Board shall directly or indirectly receive any compensation or remuneration nor derive any profit or gain from membership on the Board or from services rendered to the College. No Board member of East Central College will use any College equipment, supplies, or personnel for any purpose other than the College's business.

1.28 Board Member Conflict of Interest Policy *(Adopted 11-12-2007; Reaffirmed ~~8-28-2017~~ 8-26-2019)*

All trustees of the College shall adhere to the laws regarding conflict of interest and take steps to avoid situations where their decisions or actions in their capacity as Board members conflict with the mission of the College.

As used in this policy, "businesses owned by Board members" includes sole proprietorships, partnerships, joint ventures, or corporations where the Board member is the sole proprietor, a partner having more than a ten (10) percent partnership interest, or a co-participant or owner of more than ten (10) percent of the outstanding shares of any class of stock.

Procedures

1.28.1 Sale, Rental, Lease, or Provision of Personal Property

Board members or businesses they own shall not sell, rent, lease or provide personal property to the College District.

1.28.2 Sale, Rental, or Lease of Real Property (Real Estate)

Board members and businesses they own may sell, rent or lease real estate to the College. Public notice of the transaction must be given prior to execution if the payment to the Board member or business exceeds \$500 per transaction or \$5,000 per year.

1.28.3 Employment

The College shall not employ Board members for compensation even on a part-time basis. While a Board member remains on the Board of Trustees, the College will not accept an application of employment from a Board member, consider a Board member for employment or decide to employ a Board member. Board members may provide services on a volunteer basis.

1.28.4 Independent Contractor

Board members may provide services to the College as independent contractors through businesses they own. If payment for the service exceeds \$500 per transaction or \$5,000 per year, the College must give public notice and competitively bid the service, and the bid or offer of the Board

member's business must be the lowest received. Businesses owned by Board members may provide services on a volunteer basis.

1.28.5 Businesses That Employ Board Members

Board members may participate in discussions and vote on motions for the College to do business with entities that employ the Board member as long as the business is not owned by the Board member and the Board member will not receive any financial benefit from the transaction. The Board member may need to submit a statement of interest as described below.

1.28.6 Statement of Interest

If a Board member has a substantial personal or private interest in a decision before the Board, before voting the Board member shall provide a written report of the nature of the interest to the Board secretary. The written statement will be recorded in the minutes. A Board member will have complied with this requirement if the Board member has disclosed the interest in a personal financial disclosure statement that was filed or amended prior to the vote.

A "substantial interest" exists when the Board member, his or her spouse or dependent children, either singularly or collectively, directly or indirectly:

1. Own(s) ten (10) percent or more of any business entity; or
2. Own(s) an interest having a value of \$10,000 or more in any business entity; or
3. Receive(s) a salary, gratuity, or other compensation or remuneration of \$5,000 or more from any individual, partnership, organization, or association within any calendar year.

1.28.7 Self-Dealing

A Board member shall not favorably act on any matter that is specifically designed to provide a special monetary benefit to the Board member, his or her spouse, or dependent children.

A "special monetary benefit" means being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected.

A Board member will not directly or indirectly influence or vote on a decision when the Board member knows the result of the decision may be the acceptance by the College of a service or the sale, rental, or lease of property to the College and the Board member, his or her spouse, dependent children in his or her custody or any business with which he or she is associated will benefit financially.

"Business with which a person is associated" means:

1. A sole proprietorship owned by the Board member, his or her spouse, or any dependent children in the person's custody.
2. A partnership or joint venture in which the Board member or spouse is a partner, other than as a limited partner of a limited partnership, and any corporation or limited partnership in which the Board member is an officer or director or of which the Board member, spouse or dependent children in the Board member's custody, whether singularly or collectively, own more than ten (10) percent of the outstanding shares of any class of stock or partnership units.
3. Any trust in which the Board member is the settlor or trustee, or in which the Board member, spouse, or dependent children, singularly or collectively, are beneficiaries or holders of a reversionary interest of ten (10) percent or more of the corpus of the trust.

1.28.8 Use of Confidential Information

A Board member shall not use confidential information obtained in the course of his or her official capacity in any manner with the intent to result in financial gain for himself or herself, any other person, or any business.

1.28.9 Nepotism

A Board member shall not vote to employ or appoint any person who is related within the fourth degree to such Board member by consanguinity or affinity. In the event that an individual is recommended for employment or appointment and the individual is related within the fourth degree to a Board member, the related Board member shall abstain from voting and shall leave the room during consideration of the question and the vote.

"Fourth degree of consanguinity or affinity" means parents, grandparents, great-grandparents, great-great-grandparents, spouse, children, siblings, grandchildren, great-grandchildren, great-great-grandchildren, nieces or nephews, grand-nieces or grand-nephews, aunts or uncles, great-aunts or great-uncles, and first cousins by virtue of a blood relationship or marriage.

1.29 Personal Financial Disclosure Statements Policy *(Adopted 11-12-2007; Reaffirmed 8-26-19)*

The Board of Trustees hereby adopts a policy establishing and making public its own method of disclosing financial interests of Board members, candidates, and specified administrators, in accordance with law. Personal financial disclosure statements as described below shall be filed with the Missouri Ethics Commission and the East Central College Board of Trustees, on or before May 1 for the preceding calendar year, unless the person filing is a Board candidate. Candidates who are required to file reports (i.e., those who have engaged in reportable

transactions in the previous calendar year) must file their reports within 14 days after the last day to file for office. The reports will be made available for public inspection and copying during normal business hours.

This portion of the policy dealing with the financial interest statement will be adopted in an open meeting every other year by September 15. A certified copy of this policy/resolution shall be sent to the Missouri Ethics Commission within ten (10) days of adoption.

Procedures

1.29.1 Board Member Disclosure

All trustees and candidates for trustee will disclose in writing the following transactions if they occurred during the calendar year:

1. Each transaction in excess of \$500 per year between the College and the individual, or any person related within the first degree by consanguinity or affinity to the individual. The statement does not need to include compensation received as an employee or payment of any tax, fee, or penalty due the College. The statement shall include the dates and identities of the parties in the transaction.

"First degree of consanguinity or affinity" includes parents, spouse, or children by virtue of a blood relationship or marriage.

2. Each transaction in excess of \$500 between the College and any business entity in which the individual has a substantial interest. The statement does not need to include any payment of tax, fee, or penalty due the College District or payment for providing utility service to the College. The statement shall include the dates and identities of the parties in the transactions.

"Substantial interest" is ownership by the individual, his or her spouse or dependent children, either singularly or collectively, directly or indirectly, of ten (10) percent or more of any business entity, or of an interest having a value of \$10,000 or more, or the receipt of a salary, gratuity or other compensation of \$5,000 or more from any individual, partnership, organization or association within any calendar year.

1.29.2 College President and Chief Purchasing Officer Disclosure

The College President and the Chief Purchasing Officer (i.e., the Vice President of Finance and Administration) will disclose in writing the information required in 1) and 2) above. In addition, these employees will disclose the following information for themselves, their spouses, and dependent children:

1. The name and address of each employer from whom income of \$1,000 or more was received during the year covered by the statement.

2. The name and address of each sole proprietorship the individual owned.
3. The name, address, and general nature of business conducted by each general partnership or joint venture in which he or she was a partner or participant.
4. The name and address of each partner or co-participant in the partnership or joint venture unless the information is already filed with the secretary of state.
5. The name, address, and general nature of business of any closely held corporation or limited partnership in which the individual owned ten (10) percent or more of any class of the outstanding stock or limited partners' units.
6. The name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the individual owned two (2) percent or more of any class of outstanding stock, limited partnership units, or other equity interests.
7. The names and addresses of each corporation for which the individual served in the capacity of director, officer, or receiver.

1.30 Responsibilities of the President Policy *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 2-4-2002, 3-1-2021)*

The President of the ~~district~~ **College** shall be the Chief Executive Officer through which the Board carries out its program and exercises its policies. The President may delegate to subordinate officers of the ~~district~~ **College** such powers as he/she may deem desirable to be exercised under her/his supervision and direction.

Within the framework of policies adopted by the Board, the President shall exercise discretionary authority in carrying out responsibilities of the position. **Subject to Board of Trustees overview, the President shall provide leadership for the College to fulfill its stated educational mission by providing for an effective organization and administration, providing sound stewardship and development of all College resources, providing stewardship of the College's image, conducting appropriate planning, and establishing effective links between the College and its students, communities, and educational constituencies.**

Procedures *(Revised 3-1-2021)*

- 1.30.1** The President shall perform the following functions and be responsible for:
1. Designing and overseeing the organization and administration of the College.
 2. Making policy recommendations to the Board on all matters that affect the College **and overseeing the implementation of all Board policies.**

3. Recommending all additions or changes in personnel and in personnel policies.
4. Submitting an annual budget and administering the Board-approved budget.
5. Formulating of all reports as may be required by the Board and by local, state, or national agencies.
6. Recommending to the Board site locations and site utilization.
7. Directing the development of the campus building program.
8. Recommending the establishment of citizen ~~and trade~~ advisory committees.
9. Lending influence in the development of higher education programs in local, state, and national committees and organizations **and linking the institution's stakeholders to the wider community**.
10. Performing such other duties as may be assigned or delegated by the Board of Trustees.

1.31 Evaluation, Planning and Assessment Policy *(Adopted 6-4-1973; Reaffirmed 12-2-1991; Revised 11-12-2007)*

In order to determine the effectiveness of the College, the President of the College shall implement a process of planning and assessment of the College operations and shall report findings to the Board of Trustees on a periodic basis.

1.32 Role and Relationship Between the Board of Trustees and the Chief Executive Officer Policy *(Adopted 6-6-1988; Reaffirmed 12-2-1991; Revised 2-4-2002)*

The Board of Trustees recognizes and maintains the distinction between those activities which are appropriate to the Board as the sole statutory legislative governing body of the **College District** and those administrative functions and duties which are to be performed by the Chief Executive Officer and his/her staff. In that regard, the Board views the legislative authority vested within itself as a body of the whole rather than as individuals acting unilaterally.

Procedures

- 1.32.1** Based upon the premise of mutual respect and trust, the Board encourages a shared governance relationship that is characterized by open, honest, two-way flow of continuous communications based upon accurate, reliable information resulting from thorough study and analysis. In that regard, the Board looks toward the Chief Executive Officer to provide recommendations, suggestions, and options relating to both short- and long-term goals and objectives of the **College District** in a routine and timely manner. This should allow the Board an adequate period of deliberation which would ultimately result in the adoption of policies that would enhance the well-being of the overall **College District**.

- 1.32.2 The Board recognizes that if the Chief Executive Officer is to be strong and responsible for the prudent management of the College District and its resources, likewise, the Board must also be strong, fully informed and recognize its responsibility to be fully supportive of the Chief Executive Officer by granting him/her full authority to carry out and implement the administration of the College District in accordance with those policies adopted by the Board.
- 1.32.3 The Board will maintain an understanding and respect for the delineation of policy versus administration and will maintain a self-discipline that will avoid direct interference into the administrative functions of the College District. The Board will encourage and be supportive of an atmosphere that will allow the Chief Executive Officer the flexibility and creativity to successfully exercise his/her administrative style necessary for successfully carrying out the administrative functions of the College District.

1.33 Citizens Advisory Committees Policy *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 2-4-2002)*
 Citizens Advisory Committees may be used to advise the College in specific areas of responsibility.

Procedures

- 1.33.1 Such committees will be appointed to serve in a recommending capacity to College officials.
- 1.33.2 Committee members will be selected by the College administrative staff and approved by the Board of Trustees.
- 1.33.3 All committees will be chosen for a specific purpose and will be terminated when that purpose is fulfilled.

1.34 College Governance Associations *(Adopted 3-10-2003)*
 The Board of Trustees of the Junior College District of East Central Missouri encourages the formation of voluntary associations representing employee classification groups for purposes of communication and participation in the business of the College. Each association must operate under a constitution and/or bylaws. No constitution and/or bylaws will in any way be written or be understood to limit the authority of the Board or the President in the governance of the College.

1.35 Shared Governance *(Adopted 5-7-2018; Revised 3-1-2021)*
 East Central College is committed to a model of shared governance that reinforces the College’s mission to serve students and other stakeholders. Shared governance is a systematic decision-making process that requires representation from all areas of the College actively collaborating with transparency, accountability, and

responsibility. Shared governance fosters an institutional culture of inclusion, integrity, open communication, and good faith.

The principles of shared governance shall include:

1. Due diligence in every aspect of communication, transparency, and decision-making.
2. Mutual trust and respect for each other and for the collaborative process.
3. Efficient and timely communication of decisions, including an implementation timeline of decisions made.
4. Collaboration among the Board of Trustees, administration, faculty, staff, and, where appropriate, students to strengthen the quality of the education and services provided at the College.
5. A culture of inclusion by thoughtfully considering the ideas and opinions of those most impacted by decisions, while working to ensure meaningful involvement of all stakeholders in the decision-making process.
6. Utilizing relevant data and expert opinions in the decision-making process, including both quantitative and qualitative data where possible.
7. Using current policy documents to ground initial deliberations within the decision-making process, and developing and recommending policy revisions where outcomes are not satisfactory.
8. Setting standards for accountability at all levels of the shared governance model by defining goals, reporting progress, and assessing the decision-making process itself.

Procedures *(Adopted 5-7-2018)*

1.35.1 Shared governance is intended to promote open communication for discussion of College issues and development of recommendations to the College Administration, with the appropriate person or body making decisions after consideration of provided input. Issues of focus may include, but are not limited to, curriculum, assessment, retention, strategic planning, student support, physical facilities, technology, budget priorities, and professional development.

~~**1.36.2** A Shared Governance Council shall be established, with representation from the Board of Trustees, college administration, faculty, professional staff, and classified staff.~~

~~The Shared Governance Council shall make recommendations on policy and other matters of institutional concern.~~

~~Representatives to the Shared Governance Council will be elected for a two-year term by each governing body and shall consist of the following:~~

- ~~a) Faculty—2 members~~
- ~~b) Professional Staff—2 members~~

1.36.2 and 1.36.3 moved to end

- e) ~~Support Staff—2 members~~
- d) ~~Representative from Rolla—1 member~~
- e) ~~Vice Presidents—4 members~~
- f) ~~President of College—1 member~~
- g) ~~Board of Trustees—1 member~~
- h) ~~Student Representative, as determined by the Shared Governance Council~~

~~1.36.3 The Shared Governance Council is charged with developing, maintaining, and revising procedures for seeking input and providing communication from and to employee associations.~~

1.35.2 The College will maintain internal documents related to shared governance within an appropriate software platform, such as SharePoint or its equivalent.

1.35.3 A web page dedicated to shared governance shall be established and maintained, and will include the following components:

- Definition
- Mission
- Model (flowchart and explanation)
- ~~List of all standing committees and ad hoc committees~~
- ~~Each committee's purpose, members, meeting dates, and contact information~~
- Link to SharePoint or the internal document database
- ~~Link to request form for meeting minutes/access to SharePoint or the internal document database~~
- ~~Training document for SharePoint or the internal document database~~

1.35.4 A list of all standing and ad hoc committees along with each committee's purpose, membership, meeting dates, and contact information shall be maintained on SharePoint or the internal document database.

1.35.5 A report on the status of shared governance and the effectiveness of the governance model shall be presented annually to the Board of Trustees.

1.35.6 A Shared Governance Council shall be established, with representation from the Board of Trustees, College administration, faculty, professional staff, and classified staff.

The Shared Governance Council shall make recommendations on policy and other matters of institutional concern.

Representatives to the Shared Governance Council will be elected for a two-year term by each governing body and shall consist of the following:

- a) Faculty – 2 members
- b) Professional Staff – 2 members
- c) Support Staff – 2 members
- d) Representative from Rolla – 1 member
- e) Vice Presidents – 4 members
- f) President of College – 1 member
- g) Board of Trustees – 1 member
- h) ~~Student Representative, as determined by the Shared Governance Council~~

1.35.7 The Shared Governance Council is charged with developing, maintaining, and revising procedures for seeking input and providing communication from and to employee associations.

1.36 **Amendments to Policy** (*Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 11-12-2007*)
The policies of the Board of Trustees of East Central College may be amended, repealed, or added to upon motion made in writing for that purpose and an affirmative vote of four trustees.

Procedures (*Adopted 3-1-2021*)

1.36.1 Recommendations for amending, repealing, or adding Board policies shall be presented to the Board for a first reading and presented for approval at the next Board meeting following the first reading. The Board of Trustees has the authority to waive the first reading and vote on a policy recommendation at the same meeting in which it is proposed.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 1, 2021**

AGENDA ITEM 7: NEW BOARD POLICY – 5.50 COLLEGE CLOSURE

Recommendation: To **approve** Board Policy 5.50 College Closure as outlined in the attached document.

Attachment

3/1/2021

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

Section 7, Page 1

5.50 College Closure *(Adopted 3-1-2021)*

The President of the College is authorized, within the limits of this policy, to suspend operations of the College and close facilities due to emergency conditions.

5.50.1 Emergency Closure

The President of the College may temporarily suspend operations of the College and close facilities when, in the President's estimation, emergency conditions exist which could (a) jeopardize the health and/or safety of employees, students, or others on College property, or (b) preclude the effective operation of the College.

Any emergency closure shall be promptly communicated to the Board of Trustees, including the reason for the emergency closure and the expected date of reopening.

An emergency closure lasting more than five business days shall require the approval of the Board of Trustees.

Prompt notification shall be provided to employees, students, and the general public.

Days when campus operations are suspended shall be considered excused workdays, with no loss of pay for full-time employees and adjunct faculty.

5.50.2 Closure Due to Inclement Weather *(revised 12-10-2020)* *Moved from BPP 5.30.10*

The President of the College may declare any workday an excused day, when, in the President's estimation, inclement weather and hazardous road conditions are severe enough to justify this action. Such declaration may be made before or during the workday.

No loss of pay will occur for full-time employees and adjunct faculty when the College President has activated an inclement weather closing. Likewise, employees scheduled for paid time off on a day of inclement weather closure may revise their leave of absence form to reflect the actual number of hours the College was open. This procedure does not apply to employees on unpaid leaves of absences.

Maintenance, grounds and other staff who are required to be on campus for snow/ice removal during an inclement weather closing will receive pay for the scheduled hours they would have worked had the College not been closed. In addition, they will be paid for any hours actually worked during the time period the College is closed. Any work on all or part of an excused day must be approved by the supervisor.

When, in the estimation of the President of the College or designee, inclement weather and hazardous road conditions are not severe enough to declare an excused day, an absence due to weather and road conditions will be charged to

the employee's personal or vacation leave. Employees with no available vacation or personal leave time will not be paid for hours absent from work.

In the case of an emergency closing after the workday has begun, all employees will be released from work except for designated facilities employees who must be on duty for snow removal. Any work after an emergency closing has been declared must be approved by the supervisor.

(a) College Closed (*revised 12-11-2020*)

If the weather warrants, the College will close and cancel day and/or evening classes. This means all employees are released from work from the announced time of closure until the College reopens unless required to report for snow/ice removal.

(b) Snow Schedule (*revised 9-16-2014; 1-24-2020; 12-12-2020*)

If inclement weather prevents the College from opening on time in the morning, but roads are expected to be passable later in the morning, the College may elect to use a delayed start. A delayed start means classes will begin at either 9:30 a.m. or 11 a.m. as determined by the president. Classes starting before the announced time will begin in progress at the announced time, unless otherwise arranged by the instructor. Employees will report one-half hour prior to the announced start time (at 9 a.m. or 10:30 a.m.). Maintenance, grounds, and other staff involved with snow removal will report as scheduled by the Director of Facilities and Grounds.

As approved by Shared Governance Council on 12/10/2020

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 1, 2021**

AGENDA ITEM 8: RADIOLOGIC TECHNOLOGY PROGRAM

A recommendation regarding tuition and fees for the Radiologic Technology program will be presented at the March 1 meeting.

Attachment

3/1/2021

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

Section 8, Page 1

BOARD MEMORANDUM

TO: BOARD OF TRUSTEES

FROM: JON BAUER, PH.D.

SUBJECT: RADIOLOGIC TECHNOLOGY PROGRAM (ROLLA)

DATE: FEBRUARY 24, 2021

CC:

At the upcoming meeting of the Board of Trustees, I anticipate presenting a recommendation to adopt a schedule of tuition and course fees for the Radiologic Technology program in Rolla. The board authorized proceeding with the change of control of the program at its last meeting. Since then, we have been working to develop the pro forma for the program, establish the appropriate rate of tuition and fees, negotiate with Rolla Public Schools concerning the use of space at Rolla Technical Center, and make plans to have the program accreditation changed to East Central College.

This is a significant amount of work in the short time since the last meeting. At this writing, we are still in discussion with the school district about the specific terms related to space and equipment. Those items will enable us to finalize a schedule of tuition and fees that will support the costs of the program. Once that schedule is completed, we will send the recommendation to you under separate cover for consideration prior to the board meeting.

I appreciate the board's patience as we work through this complex transition. I continue to believe strongly that the transition will enable us to serve students throughout the region in an important health care field.

Please watch for additional information to be distributed prior to the board meeting.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 1, 2021**

AGENDA ITEM 9: COVID-19 UPDATE

An update will be provided on campus impacts and expenditures related to the COVID-19 pandemic.

3/1/2021

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

Section 9, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 1, 2021**

AGENDA ITEM 10: *PERSONNEL

A. Appointment

Recommendation: To **approve** the appointment of Lindsay Reigel as Advisor, Early College & Admissions effective June 1, 2021, with an annual salary of \$36,786.

EAST CENTRAL COLLEGE

HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: February 4, 2021
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire: Advisor, Early College & Admissions

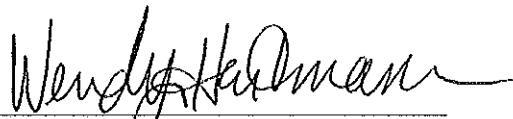
Please accept the Search Committee's recommendation to hire Ms. Lindsay Riegel as the full-time Advisor, Early College & Admissions effective June 1, 2021 with an annual salary of \$36,786. Megen Strubberg, Director of Early College and Admissions served as the committee chair and hiring manager. Paul Lampe, Interim Vice President of Student Development, approved the recommendation to hire.

Ms. Lindsay Riegel's experience includes, but is not limited to the following:

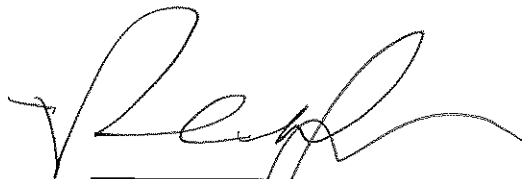
- English Teacher – St: Francis Borgia Regional High School 2010 – current
- Dual Credit Instructor – East Central College 2020 – current
- English Teacher – Osage County R-11 2009 – 2010
- Office Manager – Shirtworks LLC 2006 – 2009

Ms. Lindsay Riegel received her Bachelor of Arts in Secondary Education from Westminster College and her Master of Arts in English from University of Missouri – St. Louis.

Recommendation signatures:



Wendy Hartmann
Director of Human Resources



Paul Lampe
Interim Vice President, Student Development

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 1, 2021**

AGENDA ITEM 11: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

3/1/2021

Section 11, 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
March 1, 2021**

AGENDA ITEM 12: REPORTS

Reports may be presented by:

- A. Faculty Association President, Reginald Brigham
- B. ECC-NEA Secretary, Cori Derifield
- C. Professional Staff President, Jenny Kuchem
- D. Classified Staff Association President, Hannah Masek
- E. Student Government Association Chief Recording Officer, Malaina Mastin

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 1, 2021**

AGENDA ITEM 13: 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

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

April 12
May 10
June 14

October 11
November 8
December 13

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 1, 2021**

**AGENDA ITEM 14: ADJOURNMENT OF PUBLIC SESSION / EXECUTIVE SESSION –
RSMo 2004, SECTION 610.21(3) PERSONNEL AND (2) REAL
ESTATE**

Recommendation: To **adjourn** the March 1, 2021, public meeting of the Board of Trustees and **enter** into executive session per RSMo 2004, Section 610.21(3) Personnel and (2) Real Estate.

3/1/2021

Section 14, Page 1

East Central College

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