

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
Monday, March 8, 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 Secretary Coreen Derifield; 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, Director of Information Technology Doug Houston, Coordinator of Campus Life & Leadership Carson Mowery, Professional Staff Association President Jenny Kuchem, Classified Staff Association President Hannah Masek, and Executive Assistant to the President Bonnie Gardner; Students – Student Government Association Chief Recording Officer Malaina Mastin and President Jenna Meintz.

**RECOGNITION OF GUESTS:** Elena Cruz of *The Missourian* and Brandi Grindel, Radiologic Technology clinical director at the Rolla Technical Center, were in attendance.

*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 March 8, 2021 meeting of the Board of Trustees.  
*Motion by Cookie Hays; Seconded by Eric Park; Carried Unanimously*

**\*APPROVAL OF MINUTES:** The Board approved the minutes of the February 1, 2021 regular meeting of the Board of Trustees.

**TREASURER’S REPORT AND FINANCIAL REPORT:** Dr. Bauer presented the financial statements and noted that local revenue is up slightly over last year. The interfund and indirect transfers reflect reimbursements received from the federal COVID relief packages.

**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 Audrey Freitag; Carried Unanimously*

**CHAPTER ONE BOARD POLICY & PROCEDURES REVISIONS:** Dr. Bauer highlighted the changes made following the March Board meeting. He also reminded the Board of the policy review schedule which calls for chapters two and three to be reviewed this academic year; chapters four and five will be reviewed next year.

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

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

**NEW BOARD POLICY – 5.50 COLLEGE CLOSURE:** Dr. Bauer indicated the policy provides for college closure in the case of an emergency. This policy was reviewed at the March meeting and is now presented for adoption.

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

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

**RADIOLOGIC TECHNOLOGY PROGRAM:** Dr. Bauer noted that costs for the Radiologic Technology program have been reviewed carefully and a detailed memo regarding projected expenses and revenue was sent to the Board prior to the meeting. A third tuition tier is being recommended for the program that will include in-district tuition at \$200 per credit hour and out-of-district tuition at \$300 per credit hour. Course fees have also been established to cover consumables in each course. These rates are less than students are currently paying through the Rolla School District. Dr. Bauer indicated the Rolla School District is providing the facility at no cost for the first two years and expressed appreciation to the district for coordinating with the college to serve students in the best manner possible. A few pieces of equipment will be retained by Rolla due to the funding stream for purchase; this equipment will be leased by the college.

The cost for replacing equipment retained by the Rolla district was questioned. It was noted that when replacement equipment is required, it would be purchased using vocational enhancement funds which would provide 75% of the cost. Also, other grants (such as the U.S.D.A. workforce development grant) would be pursued to minimize costs to the college.

It was questioned whether the tuition revenue might not cover the costs based on the composition of the class (in-district vs. out-of-district) or the size of the first-year class. Dr. Bauer noted that historical data was used to determine the projected classes. Historically, the students have been one-third in-district and two-thirds out-of-district. That was the model assumed for the revenue scenarios.

**Motion:** To **approve** tuition and fees for the Radiologic Technology Program effective for the 2021-22 academic year as outlined in the attached memorandum.

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

**COVID-19 UPDATE:** Over the last five weeks, new student COVID cases have been averaging just over two per week. No employees are currently quarantined or isolated. The mask & meeting protocols remain in place through the end of the semester. A ten-day quarantine period (rather than 14 days) for close contacts was adopted on February 24. All four sports are competing this semester. Until March there have been no spectators. This month a limited number of socially distanced spectators in family pods will be allowed. The outdoor venues will have designated areas for family groups to watch without a mask, but masks must be worn outside those designated spaces.

Round three of federal funding will likely become law within a week. Funds will be allocated for institutional use as well as for student grants. The awards for higher education will be greater than in round two and must be split evenly between the institution and the student grants.

**PERSONNEL:** The Board **approved** the appointment of Lindsay Riegel as Advisor, Early College & Admissions effective June 1, 2021, with an annual salary of \$36,786.

**BOARD PRESIDENT’S REPORT:** Board President Ann Hartley did not have a report.

**REPORTS:**

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Reg Brigham indicated he had no report.
- B. ECC-NEA:** ECC-NEA Secretary Cori Derifield noted the NEA is planning to subsidize a professional photo opportunity for faculty before the end of the semester. Members will pay a small fee to participate. Nominations are being accepted now for next year’s executive council positions. Bargaining continues.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported that Lisa Farrell presented at the Missouri Open Educational Resources symposium. Institutional Resources is hosting “60 Minutes with Data” sessions. Topics include revealing institutional strengths, institutional data in the Fact Book, and results of the ModernThink employee survey.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association President Hannah Masek reported that Denim Days have raised \$140 for ABILITY, \$110 for Franklin County CASA, and \$125 (to date) for Honor Flight.
- E. Student Government Association:** Student Government President Jenna Meintz stated that a virtual scavenger hunt is in process, as well as Women’s History Month activities and a photo contest.

**PRESIDENT’S REPORT:** Dr. Bauer reported that the Early College Academy is nearing completion of the first year with 12 Union High School students participating. Washington and St. Clair will be joining the program next year providing the potential for 72 students on campus. Other districts are expected to follow in the 2022-23 academic year. A report will be provided at the June meeting after the completion of the first academic year.

Multiple ceremonies are being planned for this year’s commencement on the weekend of May 15. The 2020 graduates have been invited to participate. Preliminarily, there will be three ceremonies on May 15 and two on May 16 with AEL graduation on a weeknight preceding them. All ceremonies will incorporate social distancing with masks and will be in the gym with six guests per graduate.

Spring census headcount is down 4.5% over last year at census date; credit hour enrollment is down 0.9%. Across the country, community colleges have seen significant enrollment declines in the fall and spring semesters. First-time ECC enrollment has increased, but there were fewer continuing students and transfer-in students. Loss of enrollment and loss of state aid are two areas where guidance is pending regarding whether federal COVID funds can be used to offset revenue decline.

The Governor has recommended flat funding for higher education in the FY22 state budget. The House committee recommends an increase, and local legislators indicate an increase is possible.

As a result of the 2018 legislative change related to community college bachelor’s programs, St. Louis Community College and Ozarks Technical College have been approved by the Coordinating Board for Higher Education to offer a respiratory therapy program. Approval is still needed from

the Higher Learning Commission and the accrediting body. There is a rigorous process to obtain state approval. Colleges must demonstrate a community need for the program and certify there are no comparable bachelor's degree programs in the region.

**ADJOURNMENT:**

**Motion:** To **adjourn** the March 8, 2021, public meeting of the Board of Trustees and **enter** into executive session per RSMo2004, Section 610.21 (3) Personnel and (2) Real Estate at 6:42 p.m.

*Motion by Joseph Stroetker; Seconded by Cookie Hays.*

The following roll call vote was taken, and the motion carried.

<u>Yes</u> A. Hartley	<u>Yes</u> P. Johnson	<u>Yes</u> E. Park
<u>Yes</u> J. Stroetker	<u>Yes</u> C. Hays	<u>Yes</u> A. Freitag

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President, Board of Trustees

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Secretary, Board of Trustees

## 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.

## **5.50 College Closure** *(Adopted xxx)*

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

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**BOARD MEMORANDUM**

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**TO:** BOARD OF TRUSTEES

**FROM:** DR. JON BAUER

**SUBJECT:** RADIOLOGIC TECHNOLOGY TUITION & COURSE FEES

**DATE:** MARCH 7, 2021

**CC:**

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This memorandum serves as a recommendation for the Board of Trustees to approve tuition and course fees for the Radiologic Technology program, effective for the 2021-22 Academic Year.

As you know, the Board of Trustees on February 1 authorized the administration to pursue the change of control/sponsorship of the program, which is now offered by Rolla Public Schools at Rolla Technical Center. This program is already a partnership between ECC and Rolla, with RTC offering the program courses and ECC offering general education courses and conferring the degree. With a change of sponsorship, ECC would offer the entire program.

After reviewing the anticipated expenses and revenue for the program, we are proposing a new tier to our tuition program. Tier 3 would be charged as follows:

**In-District**      \$200 per credit hour

**Out-of-District** \$300 per credit hour

In addition, course fees for the program are outlined on the attached document. Our staff has carefully reviewed the consumable and incidental fees in each course, and developed the fees as proposed. The course fees have been approved by the Academic Council and are presented for final action by the board.

While the tuition and fees are significant, this structure still represents a cost-savings compared to the amount currently charged by Rolla Public Schools. Moreover, the structure ensures that tuition and fees cover the expenses of the program, as detailed in the following pro forma statements.

The school district has been very responsive to our requests for information, as well as structuring the current lease to assist with the transition. For the next two years, the district has agreed to offer the space at no additional cost. Beginning in the third year—FY24—the additional expense is projected to be \$10,150 for 700 square feet of space. This represents the lease of the Radiologic Technology classroom; the district will not charge for the program lab.

We have worked with the school district on an agreement for supplies and equipment. ECC would purchase existing supplies and materials for a one-time cost of \$4,133.70.

Rolla Public Schools will retain ownership of equipment for the program, with maintenance and repairs being the responsibility of ECC. The equipment will be leased by ECC, as outlined on the following pro forma statements. Due to the funding associated with the district's purchase of the equipment, Rolla must retain ownership of the equipment.

### Revenues & Expenses, FY22-23

The revenues and expenses for FY22 and FY23 are provided for your consideration, based on the schedule of Tier 3 tuition and course fees proposed.

<b>Preliminary Statement of Revenue, Expenses, &amp; Changes in Net Assets</b>			
FY22 Radiologic Technology			
	<b>Student Type</b>	<b>Qty</b>	<b>Credit Hours</b>
	1st year	15	495
	2nd year	11	187
	<b>Total</b>	<b>26</b>	<b>682</b>
<b>Program Operating Revenues:</b>			
	Student Tuition		\$ 184,700.00
	Student Course Fees		\$ 53,270.00
	Acceptance Packet Fee		\$ 1,875.00
	RTI-C Credit for Accreditation Fees		\$ 5,620.00
	Perkins funding		\$ -
	Facilities Fee		\$ 4,774.00
		<b>Total</b>	<b>\$ 245,465.00</b>
<b>Program Operating Expenses:</b>			
	Salaries		\$ 125,401.67
	Benefits		\$ 23,128.68
	Program Space		\$ -
	Equipment Lease		\$ 2,381.43
	Inventory Transfer (AY22 only)		\$ 4,133.70
	Contractual Services		\$ 1,500.00
	Department Expenses & Consumable Supplies		\$ 18,330.00
	Program Supplies		\$ 32,105.00
	Travel		\$ 3,000.00
	Program Accreditation Fees (JRCERT)		\$ 6,120.00
		<b>Total</b>	<b>\$ 216,100.47</b>
<b>Revenue over Expenses</b>			<b>\$ 29,364.53</b>

FY23 Radiologic Technology			
	Student Type	Qty	Credit Hours
	1st year	11	363
	2nd year	15	255
	<b>Total</b>	<b>26</b>	<b>618</b>
<b>Program Operating Revenues:</b>			
	Student Tuition		\$ 164,800.00
	Student Course Fees		\$ 49,950.00
	Acceptance Packet Fee		\$ 1,375.00
	RTI-C Credit for Accreditation Fees		\$ -
	Perkins Funding		\$ 3,980.00
	Facilities Fee		\$ 4,326.00
		<b>Total</b>	<b>\$ 220,105.00</b>
<b>Program Operating Expenses:</b>			
	Salaries		\$ 129,305.73
	Benefits		\$ 23,944.09
	Program Space		\$ -
	Equipment Lease		\$ 2,381.43
	Inventory Transfer (AY22 only)		\$ -
	Contractual Services		\$ 1,500.00
	Department Expenses & Consumable Supplies		\$ 15,130.00
	Program Supplies		\$ 30,685.00
	Travel		\$ 3,000.00
	Program Accreditation Fees (JRCERT)		\$ 2,150.00
		<b>Total</b>	<b>\$ 208,096.25</b>
<b>Revenue over Expenses</b>			<b>\$ 12,008.75</b>

## Course Fees

The course fees proposed for adoption are as follows. The costs associated with each fee are included in the accompanying table, with the proposed fee for each course in the shaded column.

Radiologic Technology - Course Fee Breakdown - AY22														
Semester	Course Number	Course Name	Course Type	Semester	Lab/Supply Fees	Cost Factor for faculty load	Apparel	Liability Insurance	Radiation Monitoring Device	Image Markers	Digital Access	HESI Remediation	ARST/MoS RT Membership	Course Fees Total
		Acceptance Packet												\$ 125.00
	RAD 101	Fundamentals of Rad Sci & Health Care	LEC	1			\$ 60.00		\$ 250.00					\$ 310.00
	RAD 102	Radiation Protection, Prod & Characteristics	LEC	1									\$ 35.00	\$ 35.00
	RAD 103	Digital Image Acquisition & Display I	LEC	1										\$ -
1	RAD 104	Patient Care in Radiologic Science	LAB	1	\$ 300.00	\$ 60.00				\$ 40.00				\$ 400.00
	RAD 105	Radiographic Procedures I	LAB	1		\$ 60.00		\$ 15.00					\$ 380.00	\$ 455.00
	RAD 106	Radiographic Physics I	LEC	1							\$ 240.00			\$ 240.00
	RAD 151	Clinicals I	Clinical	1		\$ 60.00					\$ 40.00	\$ 260.00		\$ 360.00
	RAD 152	Radiographic Procedures II	LAB	2		\$ 60.00								\$ 60.00
	RAD 153	Radiographic Physics II	LEC	2										\$ -
2	RAD 154	Digital Image Acquisition & Display II	LAB	2		\$ 60.00								\$ 60.00
	RAD 155	Clinicals II	Clinical	2		\$ 60.00								\$ 60.00
3	RAD 156	Pharmacology & Drug Administration	LAB	3	\$ 300.00	\$ 60.00								\$ 360.00
	RAD 157	Clinicals III	Clinical	3		\$ 60.00								\$ 60.00
	RAD 201	Digital Image Acquisition & Display III	LEC	4			\$ 60.00						\$ 35.00	\$ 95.00
4	RAD 202	Advanced Radiographic Procedures I	LAB	4	\$ 300.00	\$ 60.00		\$ 15.00						\$ 375.00
	RAD 203	Radiation Biology	LEC	4										\$ -
	RAD 204	Clinicals IV	Clinical	4		\$ 60.00			\$ 100.00		\$ 40.00	\$ 230.00		\$ 430.00
	RAD 251	Imaging Equipment	LEC	5										\$ -
5	RAD 252	Advanced Radiographic Procedures II	LAB	5		\$ 60.00							\$ 350.00	\$ 410.00
	RAD 253	Clinicals V	Clinical	5		\$ 60.00								\$ 60.00
	RAD 290	Curriculum Review V	Review	5							\$ 200.00			\$ 200.00
														\$ 4,095.00

There has been a significant amount of communication, analysis, and work since last month. I am grateful for the staff involved in this project, specifically Vice President of Academic Affairs Robyn Walter, Dean Nancy Mitchell, and Rolla Director Christina Ayres. I am also appreciative of the cooperation of Rolla Public Schools, as both of us have worked diligently to ensure a smooth transition for students.

This change represents a significant opportunity for the college, one that is consistent with our Soar to 2024 Strategic Plan.

A full proposal will be presented during the board meeting Monday. This information is presented in advance of the meeting for your consideration. To maintain our schedule for the change of sponsorship to be occur on July 1, the board will be asked to approve the tuition and course fees at the March 8 meeting.

Please contact me if you have any questions. I look forward to our discussion Monday evening.