



**BOARD OF TRUSTEES
MEETING**

May 3, 2021

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

May 3, 2021 5:30 p.m.

<https://zoom.us/j/98319973275>

		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.	ACCEPTANCE OF BIDS	4 Votes		
7.	AAS DEGREE/CERTIFICATES IN APPLIED TECHNOLOGY	4 Votes		
8.	FACILITIES LEASES	4 Votes		
9.	MEMORANDUM OF UNDERSTANDING – CENTRAL METHODIST UNIVERSITY	4 Votes		
10.	CONSORTIUM AGREEMENT – SCHOOL DISTRICT OF WASHINGTON	4 Votes		
11.	BANK RESOLUTION	4 Votes		
12.	BOARD POLICIES AND PROCEDURES A. Chapter Two Revisions B. Acceptable Use of Information Technology (<i>new</i>)			X
13.	BUDGET DEVELOPMENT UPDATE			X
14.	ROLLA COMPREHENSIVE PLAN PRESENTATION			X
15.	COVID-19 UPDATE			X
16.	*PERSONNEL A. Intention to Re-employ Professional Staff B. Resignations C. Appointments D. Summer 2021 Adjunct Faculty	4 Votes		
17.	BOARD PRESIDENT'S REPORT			X
18.	REPORTS A. Faculty Association B. ECC-NEA C. Professional Staff Association D. Classified Staff Association E. Student Government Association			X
19.	PRESIDENT'S REPORT			X
20.	ADJOURNMENT/EXECUTIVE SESSION	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
May 3, 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.

5/3/2021

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
May 3, 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.

5/3/2021

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1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 3, 2021**

AGENDA ITEM 3: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the May 3, 2021 Board of Trustees meeting.

5/3/2021

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 May 3, 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
May 3, 2021**

AGENDA ITEM 4: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the April 5, 2021, public meeting of the Board of Trustees.

Attachment

5/3/2021

East Central College

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(636) 584-6501

FAX (636) 583-6602

Section 4, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, April 5, 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 Susan Henderson, Accounting/Business Instructor Tanner French; Other Staff –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, Classified Staff Association Vice President Raphael Maurice, and Executive Assistant to the President Bonnie Gardner; Students – Student Government Association Chief Recording Officer Malaina Mastin and President Jenna Meintz.

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

PUBLIC COMMENT: There were no public comments.

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

Motion: To **approve** the agenda for the April 5, 2021 meeting of the Board of Trustees.
Motion by Joseph Stroetker; Seconded by Eric Park; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the March 8, 2021 regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Dr. Bauer presented the financial statements and noted that just under \$600,000 has been drawn down this year from the federal COVID relief packages. He also pointed out that the large change in the gifts and grants line is due to the state tax credit for the Business & Industry Center that was drawn down last year.

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

ACCEPTANCE OF BIDS: Dr. Bauer stated the water bottle filling stations have been under consideration for some time. The models being purchased will include a water fountain as well as the filling station and will help reduce the transmission of disease. The purchase will be made from a cooperative contract that was competitively bid. Installation will occur in early summer.

Motion: To **approve** the purchase and installation of 20 ELKAY bottle filling stations from Royal Papers, St. Louis, MO, at a total cost of \$29,450 to be reimbursed through Federal COVID funds.
Motion by Audrey Freitag; Seconded by Cookie Hays; Carried Unanimously

The recommended infrastructure switches will be purchased from the state contract with Dell and will improve the bandwidth on the main campus and at Rolla North.

Motion: To **approve** the purchase of 25 infrastructure switches from the state-negotiated Dell purchasing contract to improve the bandwidth capabilities of the ECC network at a cost of \$130,510 to be reimbursed through Federal COVID funds.

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

UNDERWRITING PROPOSAL: The Board previously authorized the issuance of a Request for Qualifications (RFQ) for underwriting services. Dr. Bauer stated that the college has more than \$5 million in deferred maintenance and has bonds through FY26. Examining the debt structure makes sense as the retirement of those bonds nears. Four firms responded to the RFQ. Piper Sandler had the lowest underwriter's discount and is well qualified. The firm's initial analysis, presented as part of the proposal process, indicates the college could issue \$24 - \$27 million in debt. Any debt would be subject to voter approval and there has been no decision to proceed with a bond issue at this point. Dr. Bauer clarified that Piper Sandler's fee would be based on the value of the bonds issued. If a bond issue is not pursued, there would be no direct expense.

Motion: To **engage the services** of Piper Sandler & Co. to provide underwriting services related to East Central College's existing general obligation debt and the potential for a future bond issue for capital improvements.

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

U.S.D.A. GRANT RESOLUTION: Dr. Bauer noted that the use of resources provided through a U.S.D.A. grant is another example of working to identify revenue outside of the general fund. This grant would be used to purchase a water jet cutter for the Industrial Engineering Technology, Welding, and Precision Machining programs.

Motion: To **approve** a resolution authorizing East Central College to participate in the U.S. Department of Agriculture Rural Economic Development Grant program.

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

FACULTY PROMOTION IN RANK: The process for promotion is a rigorous process. Faculty apply and submit extensive materials for review by the Rank and Promotion Committee; a rubric is used to score the materials and a recommendation is made to the CAO then to the president and Board. This is not just an automatic change in rank after a certain number of years. Vice President Walter clarified the rubric is the same regardless of rank. What differs is the years of service and credentials held. The committee looks for continued growth and commitment to the college. Ms. Hartley offered the Board's congratulations to all those recommended for promotion.

Motion: To **approve** the promotion of Reginal Brigham, Elizabeth Cantrell Flotte, and Elizabeth Winters-Rozema from Instructor to Assistant Professor; the promotion of Wendy Pecka from Assistant Professor to Associate Professor; and the promotion of Russell Henderson from Associate Professor to Professor effective for the 2021-2022 academic year.

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

COVID-19 UPDATE: Dr. Bauer reported that round three of relief funding has been approved. ECC's allocation is projected to be \$6 million which will be split evenly between institutional use and student grants. Official notification on the amount is expected in the next few weeks. Allowable

expenses are similar to those in round two and include direct support of instruction and program delivery, items that will mitigate the spread of COVID or other transmittable diseases, off-contract work, or salaries for those dedicated in whole to COVID mitigation. The college will have one year to expend the funds with the possibility of an extension. There are also some funds going to the state for allocation to higher education.

Commencement is planned to be in person on May 15 at 10 a.m., 1 p.m., and 4 p.m., and May 16 at 1 p.m. and 4 p.m. The schedule will be adjusted as needed based on responses from students. Both 2020 and 2021 graduates are invited. All COVID protocols will remain. Spectators are also now being allowed at sporting and fine arts events with masks and social distancing.

Dr. Bauer expressed appreciation to Dr. Michelle Smith for the coordination of a vaccination clinic on campus on March 30. It was held in conjunction with Sink's Pharmacy and 1,380 vaccines were administered. A follow-up event for the administration of the second dose will be held on April 27.

The numbers of COVID cases on campus remain low. An assessment will be made at the end of the academic year to determine if changes in protocol are feasible.

PERSONNEL: The Board **approved** the re-appointment of Joel Doepker, Vice President, External Relations, and Robyn Walter, Vice President, Academic Affairs for the 2021-2022 fiscal year. The Board also **approved** the re-appointment of full-time faculty for the 2021-2022 academic year as listed on the attached memorandum, and the appointment of Brandi Grindel as the Radiologic Technology Program Director at an annual salary of \$69,268 effective July 1, 2021.

BOARD PRESIDENT'S REPORT: Board President Ann Hartley expressed appreciation to Dr. Smith and all who assisted with the vaccination event. She also congratulated the women's volleyball team on a good season. Board members Hartley and Freitag will attend the quarterly Missouri Community College Association meeting on April 16 and are happy to carry forward any items.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Reg Brigham reported that officers will remain the same for the coming year – Reg Brigham, president; Tracy Mowery, vice president; Shaun Roberson, secretary/treasurer. Currently, trees are planted in recognition of retirees. The group is exploring alternate ways to honor retirees that would require less maintenance.
- B. ECC-NEA:** ECC-NEA Vice President Sue Henderson reported that bargaining continues. The Inspirers of Excellence awards will be presented again this year with certificates being mailed. There are approximately 70 local high school teachers for this year and last year who have been recognized by students. The group hopes to return to an event on campus next year.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem was unable to attend so there was no report.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Vice President Ray Maurice reported the association continues to organize Denim Days. Franklin County Honor Flight receive \$145 from the March Denim Day. The ECC Food Pantry will benefit from the April 7 Denim Day.
- E. Student Government Association:** Student Government President Jenna Meintz reported a trivia night is being planned. There will be a blood drive on April 15, and recruitment for SGA officers will begin soon.

PRESIDENT’S REPORT: A Higher Learning Commission multi-location visit will occur on May 3. This is part of the accreditation process where a periodic visit is made to one or more off-campus instructional sites. The reviewer will visit Four Rivers Career Center and the Business & Industry Center. He will review how ECC approaches off-campus instruction. A written report detailing the history of operations at these sites has been submitted.

The House has recommended a modest core budget increase for community colleges. The Senate will now take up the budget and it is expected they will also recommend an increase. State revenues continue to be strong, and a core increase is expected to be approved.

The volleyball team is the Region 16 champion. They played Kirkwood Community College at districts over the past weekend and lost. Dr. Bauer noted that he is very proud of all the ECC athletes who have had a disrupted season. They kept their focus and are representing the college well. The women’s soccer team lost their inaugural match 1-0; the home opener is April 12. Baseball begins play next year. Fundraising has gone well, and a report will be provided soon.

ADJOURNMENT:

Motion: To **adjourn** the April 5, 2021, public meeting of the Board of Trustees at 6:27 p.m.

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

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 3, 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

5/3/2021

East Central College

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Section 5, Page 1

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

ASSETS	<u>3/31/21</u>	<u>3/31/20</u>
Current		
Cash	10,664,171	9,369,613
Investments	801,329	862,164
Receivables, net		
Student	1,071,002	1,103,072
Federal & State agencies	1,216,129	861,977
Other	214,233	180,979
Inventories	156,006	196,451
Prepaid expenses	239,658	216,822
Total Current Assets	<u>14,362,528</u>	<u>12,791,078</u>
Non-Current Assets		
Other Assets	233,037	427,449
Capital Assets (net)	40,397,152	40,308,085
Total Non-Current Assets	<u>40,630,189</u>	<u>40,735,534</u>
Total Assets	<u>54,992,717</u>	<u>53,526,612</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>60,384,445</u></u>	<u><u>60,762,375</u></u>
LIABILITIES		
Current Liabilities		
Accounts Payable	310,244	-8,462
Accrued Wages & Benefits	12,201	234,807
Unearned Revenue	714,171	722,518
Due to Agency Groups	447	100,179
Accrued Interest	0	9,258
Total Current Liabilities	<u>1,037,063</u>	<u>1,058,300</u>
Non-Current Liabilities		
USDA Loan	566,667	666,667
Bonds Payable	8,313,037	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	1,070,739	1,126,115
United Bank of Union	1,800,000	1,900,000
Total Non-Current Liabilities	<u>28,269,680</u>	<u>29,866,611</u>
Total Liabilities	<u>29,306,743</u>	<u>30,924,911</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	37,131,386	33,761,773
Restricted for Debt Service	-44,894	106,931
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	9,725,780	8,329,665
All other Funds	-21,218,326	-18,454,348
Total Net Assets	<u>27,353,946</u>	<u>25,504,021</u>
Total Liabilities, Deferred Inflow of Resources and Net Assets	<u><u>60,384,445</u></u>	<u><u>60,762,375</u></u>

East Central College
Statement of Activities
General Fund

As of March 31, 2021 and March 31, 2020

	For the Fiscal Year Ending June 30, 2021			For the Fiscal Year Ended June 30, 2020			
	Current FY Budget	Mar 31, 2021 Month end	Current FY Year-To-Date	Prior FY Budget	Mar 31, 2020 Month end	Prior FY Year-To-Date	Prior Year FYE
Revenues:							
Local Revenue	6,977,522	264,670	6,935,534	6,700,000	284,260	6,703,873	6,846,432
State Revenue	4,382,100	460,235	3,707,469	5,257,661	424,014	3,816,132	4,414,059
Federal Revenue		-		-		425	425
Tuition and Fees	5,888,328	49,955	6,128,419	6,501,424	34,894	6,126,360	6,195,071
Interest Income	50,000	4,033	44,996	55,078	6,550	57,116	88,550
Gifts and Grants	50,000	-	102,273	387,925	-	341,401	426,943
Miscellaneous Revenue	50,000	10,142	33,442	75,000	11,976	45,683	51,587
Transfers-Interfund & Indire	-	5,134	593,417	-	-	2,620	308,400
Transfer Federal Programs	-	-	-	-	-	-	-
Total Revenues	17,397,950	794,169	17,545,550	18,977,088	761,694	17,093,610	18,331,467
Expenses:							
Salaries	9,804,182	777,875	7,251,447	10,359,668	787,658	7,183,595	9,985,559
Benefits	3,362,560	278,329	2,544,373	3,475,779	265,423	2,470,104	4,631,870
Contractual Services	930,000	29,629	762,029	691,367	48,181	802,837	898,626
Current Expenses	800,000	23,801	766,952	1,343,505	42,514	551,952	835,153
Travel	175,000	6,461	50,103	253,123	4,756	155,813	161,135
Property & Casualty Insuran	202,000	2,590	205,864	202,000	-	198,771	198,771
Vehicle Expense	15,000	-	2,176	16,640	189	4,963	6,772
Utilities	628,507	49,269	363,218	571,370	39,778	350,599	497,075
Tele/Communications	225,855	12,586	159,691	225,855	14,854	154,453	212,933
Miscellaneous	400,000	7,522	217,513	588,678	17,896	251,346	320,466
Foundation Paid Expense	2,000	330	13,089	-	250	1,366	2,547
Clearing Account	1,000	155	235	-	(704)	(561)	-
Scholarship Expense	75,000	13,423	121,083	11,200	3,031	71,163	91,961
Faculty Development	10,000	-	1,102	25,000	1,554	11,864	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	187,460	15,527	67,310	84,857	36,262
Interfund Transfers	18,400	-	-	18,400	-	-	-
Debt Princ & Interest	300,000	8,332	193,242	272,657	8,333	204,844	272,188
Total Expenses	17,103,719	1,214,002	12,875,430	18,174,084	1,301,023	12,497,966	18,240,237
Revenue over Expenses	294,231	-419,833	4,670,120	803,004	-539,329	4,595,644	91,230

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

	For the Fiscal Year Ending June 30, 2021		For the Fiscal Year Ended June 30, 2020	
	Mar 31, 2021	FY 2021 Year-To-Date	Mar 31, 2020	FY 2020 Year End
Operating Revenues:				
Student Tuition & Fees	64,372	7,215,938	42,389	7,280,885
Federal Grants & Contracts	1,955,530	6,312,443	2,030	5,000,245
State Grants & Contracts	188,805	357,885	49,294 #	560,197
Auxiliary Services Revenue	32,269	966,257	20,252	1,097,834
Other Operating Revenue	16,564	255,353	14,054	431,304
Total Operating Revenue	2,257,540	15,107,876	128,019	14,370,465
Operating Expenses:				
Salaries	864,003	8,098,048	879,267	8,021,273
Benefits	303,754	2,781,228	290,046	2,693,103
Purchased Services	122,412	1,307,913	114,832	1,359,131
Supplies & Current Expenses	100,590	2,165,678	115,446	1,878,397
Travel	11,802	54,903	10,685	177,315
Insurance	2,590	224,367	-	215,539
Utilities	82,616	606,507	61,208	591,831
Other	6,739	72,208	8,010	102,071
Depreciation	171,659	1,563,157	162,033	1,485,672
Financial Aid & Scholarship	1,916,612	5,321,836	3,599	5,176,816
Foundation Paid Expense	940	17,218	1,119	2,936
Total Operating Expenses	3,583,717	22,213,063	1,646,245	21,704,084
Operating (Loss)/Gain	-1,326,177	-7,105,187	-1,518,226	-7,333,619
Non-Operating Revenues (Expenses):				
State Appropriations	460,235	3,707,469	424,014	3,816,132
Tax Revenue	326,753	8,562,388	350,938	8,276,386
Interest Income	4,748	53,977	7,696	65,370
Gain/Loss on asset disposal	-	-	-	-
Principal & Interest on Debt	-2,444	-401,084	-2,566	-403,581
Total Non-Operating Revenue (Expense)	789,292	11,922,750	780,082	11,754,307
Increase in Net Assets	-536,885	4,817,563	-738,144	4,420,688

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

<u>CD Number</u>	<u>Date</u>	<u>Maturity</u>	<u>Term</u>	<u>Rate</u>	<u>Total</u>
<u>United Bank of Union</u> 1024017649	6/15/2020	6/15/2021	12 Months	0.70%	\$ 400,075.54
1024017375	5/15/2020	5/15/2021	12 Months	0.80%	\$ 397,235.94
ECC Total Invesments					\$ 797,311.48

2021

Total Cash Accounts	\$ 10,664,171.00
Certificates of Deposit	\$ 797,311.48
	<u>\$ 11,461,482.48</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 March 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 March 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 March 1, 2021 through March 31, 2021, is reported at \$822,478.82

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 3, 2021**

AGENDA ITEM 6: ACCEPTANCE OF BIDS

Recommendation: To **approve** the purchase of classroom furniture from KI at a total cost of \$155,735.50 to be funded with federal Higher Education Emergency Relief Fund monies.

Attachments

5/3/2021

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 6502

FAX (636) 583-6601

Section 6, Page 1



EAST CENTRAL COLLEGE
OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

TO: Dr. Jon Bauer, College President

DATE: April 29, 2020

FROM: Robyn Walter, Vice President of Academic Affairs

RE: Academic Affairs Classroom Furniture Request

Building	Description	Total Estimate
Hansen Hall and AEL Classroom	322 Single Table/Chair Student Desks	\$125,660.00
Health Sciences	47 Student Desk Chairs	\$13,020.50
Business and Industry Center - IET	18 Impress Stools for the IET Lab (\$420 each)	\$8,545.00
ECTC - Culinary	20 Single Table/Chair Student Desks	\$8,510.00
		\$155,735.50

Rationale:

All estimates are through Krueger International (KI) and include installation. KI pricing is based on the Sourcewell Cooperative competitively bid contract #121919-KI.

Hansen Hall and AEL Classroom

These single seated table/desk and chair sets will replace a variety of existing classroom furniture to promote social distancing while maximizing class configuration. These single units will replace long or odd shaped tables that may seat multiple students but limit class configuration. The updated furniture is flexible to create a variety of configurations in the future and maximize class size configuration during social distancing. In addition, the chairs can be sanitized to mitigate the spread of COVID-19.

Health Sciences

The student desk chair replacements in the Health Science Building will replace worn chairs. The new chairs will be made of materials that can be sanitized to mitigate the spread of COVID-19.

Business and Industry Center - IET

The IET lab chairs (stools) require replacement due to wear and tear. The fabric is worn, and the mechanical elements of the stools are in disrepair. The chairs will be replaced with materials that can be sanitized to mitigate the spread of COVID-19.

ECTC - Culinary

These single seated table/desk and chair sets will replace long tables in order to promote social distancing while maximizing class configuration. The updated furniture is flexible to create a variety of configurations in the future and maximize class size configuration during social distancing.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 3, 2021**

AGENDA ITEM 7: AAS DEGREE/CERTIFICATES IN APPLIED TECHNOLOGY

Recommendation: To **approve** the Applied Technology Program, including a certificate of specialization, a certificate of achievement, and an associate degree effective Fall 2021.

Attachments

5/3/2021

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

Section 7, Page 1



EAST CENTRAL COLLEGE
OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

TO: Dr. Jon Bauer, College President
DATE: April 27, 2020
FROM: Robyn Walter, Vice President of Academic Affairs
RE: Applied Technology AAS – New Program Approval

On April 16, 2021 the ECC Academic Council approved the recommendation to initiate a new program, Applied Technology, effective Fall, 2021. This program will have stacking certificates of specialization and achievement leading to the Applied Technology Associate of Applied Science degree.

East Central College will offer the Applied Technology program through the Career and Technical Division. Since the inception of the Business and Industry Center, the related educational programming has matured with program expansion and increasing enrollment. In addition, the collaborative efforts through the Center for Workforce Development (CWD) incumbent training and apprentice business practices have grown as well as the connection with Adult Education Learning (AEL). Offering a degree that allows students and employers to customize certificate and degree options that best support their interest is needed. These certificate and degree options will utilize the existing master schedule of business and industry courses presented each fall-spring-summer as program requisites. These courses are already on the schedule with instruction from current credentialed faculty in the relevant programs/courses. There are no additional costs to the institution.

There are three identified areas of need for this new degree pathway, (1) prospective students seeking to explore career options and career changes, (2) employers in concert with CWD initiatives to customize credit bearing courses in apprenticeship programs to include customized training, and Adult Education Learning (AEL) model to promote very targeted programming to student's in manufacturing programs while they work towards the HiSET.

Employers are seeking a multi-faceted trained employee for broad utility employment. There have been many situations where an employer is seeking employees with skills in the areas of HVAC, welding, precision machinery, and industrial engineering technology, but not solely in one concentration. The Applied Technology certificates and degree provides a flexible approach to customized credit-hour training or apprenticeship programs for employers.

Applied Technology Associate Applied Science

Guided Pathway to Success

Pathway Narrative: East Central College Applied Technology degree/certificate's allows students an entry level competencies in a variety of technical skills based on student interest and workforce demand. The Applied Technology will allow flexibility in course selection to match the student's Advanced Manufacturing interest.

Extra-Curricular/Co-curricular Opportunities at ECC: Collaborative Fabrication Project Project

1st Year Fall (Certificate of Specialization)

Course Number	Course Title	Credit Hour	Pre-requisite/Co-requisites with Minimum Grade	Term Offered:	Milestone Notes: (If applicable)
COL 000 & COL 101	Campus Orientation & Falcon Seminar	1		Fall and Spring	
Program Core Requirements	Select 9 hours from any combination of areas below: AUT, BLD, HVC, IND, PRS and WLD	9		Fall and Spring	
IND 103	Introduction to Manufacturing Process	3		Fall and Spring *	Complete Intro to Manufacturing Process
Total Credit Hours: 13					

*offered upon course demand

1st Year Spring (Certificate of Achievement)

Course Number	Course Title	Credit Hour	Pre-requisite/Co-requisites with Minimum Grade	Term Offered:	Milestone Notes: (If applicable)
Program Core Requirements	Select 14 hours from any combination of areas below: AUT, BLD, HVAC, IND, PRS and WLD	14		Fall and Spring	
100 level or Higher	3 credit hours from any combination of the Technical Electives areas below: AUT, BLD, BUS, CIS, HVC, IND, PRS, WLD	3		Fall and Spring	
Total Credit Hours: 17					

Applied Technology Associate Applied Science

Guided Pathway to Success

Pathway Narrative: East Central College Applied Technology degree/certificates allows students to tailor a degree to match their current employment requirements or prepare for the future employment. The Applied Technology degree will allow flexibility in course selection to match the student's Advanced Manufacturing interest.

Extra-Curricular/Co-curricular Opportunities at ECC: Collaborative Fabrication Project

2nd Year Fall

Course Number	Course Title	Credit Hour	Pre-requisite/Co-requisites with Minimum Grade	Term Offered:	Milestone Notes: (If applicable)
Core 42	Math or Natural Science	3		Fall and Spring	
Core 42	Humanities and Fine Arts	3		Fall and Spring	
Core 42	Written and/or Oral Communications	3		Fall and Spring	Complete Core 42 Written/Oral Requirement
Program Core Requirements	Select 4 hours from any combination of areas below: AUT, BLD, HVC, IND, PRS and WLD	4		Fall and Spring	
100 level or Higher	3 credit hours from any combination of the Technical Electives areas below: AUT, BLD, BUS, CIS, HVC, IND, PRS, WLD	3		Fall and Spring	
Total Credit Hours: 16					

2nd Year Spring (Completion of AAS degree)

Course Number	Course Title	Credit Hour	Pre-requisite/Co-requisites with Minimum Grade	Term Offered:	Milestone Notes: (If applicable)
Core 42	Social/Behavioral Sciences	3		Fall and Spring	
HST 101, HST 102, PSC 102	US Hist. to 1877, US Hist. Since 1877, US Government	3		Fall and Spring	
Program Core Requirements	Select 5 hours from any combination of areas below: AUT, BLD, HVC, IND, PRS and WLD	5		Fall and Spring	

100 level or Higher	3 credit hours from any combination of the Technical Electives areas below: AUT, BLD, BUS, CIS, HVC, IND, PRS, WLD	3		Fall and Spring	
Total Credit Hours: 14					

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 3, 2021**

AGENDA ITEM 8: FACILITIES LEASES

Recommendation: To **approve** the renewal of off-campus leases for fiscal year 2022 as follows:

Rolla Technical Center \$149,314.50 (*increase of \$3,784.50*)
500 Forum Drive, Rolla

Rolla North
2303 North Bishop, Rolla \$115,523.40 (*no increase*)

Attachment

To: Board of Trustees
From: Jon Bauer, President
Date: April 28, 2021
Subject: Off-Campus Lease Renewal for FY22

Each year, the Board of Trustees is asked to approve lease renewals for our Rolla locations for the upcoming fiscal year. The following renewals are recommended for FY22.

Offsite Location	Lessor	Annual Lease Amount	Notes	Total Ft² \$/Ft²
Rolla Technical Center 500 Forum Drive Rolla, MO 65401	Rolla Public School District No. 31 <i>500A Forum Drive Rolla, MO 65401</i>	\$149,314.50	Increase of \$3,784.50	<i>8,401ft² \$17.77/ft²</i>
Rolla North 2303 North Bishop Rolla, MO 65401	Columbia College <i>1001 Rogers Street Columbia, MO 65218</i>	\$115,523.40	No increase for FY22	<i>7,900ft² \$14.62/ft²</i>

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 3, 2021**

AGENDA ITEM 9: MEMORANDUM OF UNDERSTANDING

Recommendation: To **approve** a Memorandum of Understanding for Continuing Facilities Usage with Central Methodist University for FY22 at a flat rental fee of \$26,500.

Attachment

5/3/2021

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

Section 9, Page 1

**Memorandum of Understanding
East Central College and Central Methodist University
For
Continuing Facilities Usage**

For the fiscal year of 2022 (July 1, 2021 to June 30, 2022), a flat rental fee of \$26,500 for facilities usage at East Central College by Central Methodist University will be imposed. This fee includes an assessment of \$4,000 for security services.

The annual fee will include room usages of up to an average of 45 credit hours per CMU eight-week session for general classroom usage including fall, spring, and summer; office space for CMU staff; and the use of the theatre for commencement.

The ITV room will not be included in the total credit hours, per the *interconnection Agreement Document* dated May 11, 2001.

If the total room usage exceeds 45 credit hours in a CMU eight-week session, then an additional \$350 usage charge per additional credit hour beyond 45 hours will be assessed.

ECC will bill CMU the flat fee of \$26,500 in December of the fiscal year. Actual room usage will be assessed at the end of the spring term, and any additional charges for room usage will be billed after the final session in May of the fiscal year.

CMU will be responsible for phone, printing, and postage expenses.

This Memorandum of Understanding will be in effect for fiscal year 2022 with an annual renewal. If any annual increases from this established fee schedule are necessary for renewal of this MOU, the increases shall not exceed the CPI-U, January to January, of the previous year and will be capped at 5% unless otherwise agreed to by both parties. It is agreed by both parties that at the end of this time period the Memorandum of Understanding will be fully reviewed by both parties. This Memorandum of Understanding may be cancelled by either party on eight weeks' notice.

This agreement is effective July 1, 2021.

East Central College

Central Methodist University

Signed:

Signed:

Title:

Title:

Date:

Date:

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 3, 2021**

**AGENDA ITEM 10: CONSORTIUM AGREEMENT – SCHOOL DISTRICT OF
WASHINGTON**

Recommendation: To **approve** a consortium agreement for AY22 with the School District of Washington for joint programming at the Four Rivers Career Center.

Attachment

5/3/2021

Section 10, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602



Consortium Agreement

For the delivery of programming shared by East Central College
and the School District of Washington at Four Rivers Career Center
Academic Year 2021 – 2022

East Central College (ECC) partners with the School District of Washington (SDOW) at Four Rivers Career Center (FRCC) in providing joint programming in Automotive Technology, Building Construction, and Welding for both secondary and post-secondary students. This agreement covers the arrangements for program delivery, cost sharing, and the other terms necessary for the delivery of coursework and cooperative joint programming.

In order to support programming in Automotive Technology, Building Construction, and Welding, ECC and SDOW agree to provide joint delivery under the provisions detailed below. Roles and responsibilities as stated are agreed to for Academic Year 2021-2022. Negotiation of this agreement will occur annually, in December of each year.

This agreement for Academic Year 2021-2022 codifies partnership terms and conditions already in effect. Both parties recognize and agree that this partnership agreement may be modified at the request of either party and agreement of both.

East Central College will:

- Provide the credentialing (AAS and certificates) of students who complete approved programs of study in Automotive Technology, Building Construction, and Welding.
- Enroll post-secondary students following ECC's usual admissions, enrollment, and tuition schedule.
- Manage curricular and program changes through ECC's academic processes cooperatively with program faculty and SDOW/FRCC staff.
- Oversee program or other relative changes through the Higher Learning Commission change process.
- Assign program faculty members as adjunct faculty at ECC; provide email and other access to program faculty through the College's student data management system; provide necessary training related to reporting, attendance taking, and assessment.
- Participate in the evaluation of the faculty member instructing in the program, in collaboration with SDOW/FRCC.
- Provide advisement assistance, enrollment services and transcription of credit for both postsecondary and secondary students.
- Manage the dual technical credit enrollment processes for secondary students.
- Provide interested post-secondary students information regarding financial aid and program eligibility.
- Create and maintain current fact sheet information, including student cost data, for distribution to post-secondary students interested in the joint programs.
- Follow the SDOW calendar in its scheduling processes

School District of Washington will:

- Provide the space and support necessary to offer programming in Automotive Technology, Building Construction, and Welding for secondary and postsecondary students.
- Provide ECC a detailed explanation of the assessed per student costs annually; bill ECC for the per semester costs on a per student basis.

School District of Washington will, continued:

- Hire and develop faculty to teach the programming in Automotive Technology, Building Construction, and Welding; include and collaborate with ECC officials as deemed appropriate.
- Maintain technology in the classroom that will allow for presentations and the use of wireless technology; provide login access for all participating students, including post-secondary enrollees.
- Submit all program related documentation to the Department of Elementary and Secondary Education (DESE) regarding student reporting and data submission.
- Prepare and submit the vocational enhancement grants related to the program.
- Determine eligibility for students from other districts participating and seek reimbursement from those students and/or districts as previously arranged.
- Notify ECC regarding class scheduling to ensure that programs carrying college credit meet all college credit hour definitions.
- Provide ECC with pending schedule information in a timely fashion.
- Notify the College regarding any change in programming, staffing or other matters relating to the programs in Automotive Technology, Building Construction, and Welding.
- Take leadership in the activities related to program advisory committees and the creation and development of appropriate degrees and certificates related to the Automotive Technology, Building Construction, and Welding programs.
- Provide ECC with attendance reporting information and grade reporting information as required and in a timely fashion.
- Provide assessment data to ECC, as requested, including but not limited to the Technical Skills Assessment data.
- Allow marketing and recruitment materials to be prominently displayed.

Both institutions agree to:

- Recognize the unique nature of this consortium agreement.
- Enter into a cost sharing agreement annually to provide administrative support for the joint programs.
- Maintain a current and negotiated consortium agreement; meet annually to review and negotiate the agreement for joint program delivery.
- Develop program of study documents to assist in the promotion of the programs in Automotive Technology, Building Construction, and Welding for students meeting both high school and college eligibility requirements.
- Explore opportunity for additional partnerships and senior options programming.
- Follow DESE guidelines in the submission of TSA and other core data.
- For post-secondary students enrolled in the partner programs covered under this agreement, both institutions agree to share in the cost (50/50) of any return of Title IV funds (financial aid) necessitated by a change in the student's enrolled status once reimbursement to SDOW has occurred.
- Explore opportunities for program accreditation, as applicable
- Meet annually in December to address questions, concerns, and student issues, to include College President, Superintendent, CAO, FRCC Director, and others, as appointed.

East Central College and the School District of Washington agree to form a consortium to partner to offer Automotive Technology, Building Construction, and Welding programs during Academic Year 2021-2022 according to the guidelines stated above. No item in this agreement is intended to supersede policies in effect at either institution. This agreement is in force until June 30, 2022. Both schools agree to negotiate the 2022-2023 agreement beginning in December 2021.

East Central College 1964 Prairie Dell Road Union, Mo 63084	School District of Washington 220 Locust Street Washington, MO 63090	Four Rivers Career Center 1978 Image Drive Washington, MO 63090
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East Central College

College President

Date

Vice President of Academic Affairs/CAO

Date

School District of Washington

Superintendent

Date

FRCC Director

Date

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 3, 2021**

AGENDA ITEM 11: BANK RESOLUTION

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

Carl J. Bauer, ECC President
DeAnna Cassat, ECC Vice President of Finance & Administration
Annette Moore, ECC Director of Financial Services
Donald Eric Park, ECC Board Treasurer

Attachment

5/3/2021

Section 11, Page 1

East Central College

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

Corporate Authorization Resolution

UNITED BANK OF UNION

By: JUNIOR COLLEGE DISTRICT
 OF EAST CENTRAL MISSOURI
 ACCT: 79777806,90587012,90588812,356307601
 1964 PRAIRIE DELL RD
 UNION MO 63084-4344

PO BOX 500
 UNION MO 63084

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, Ina Hays, certify that I am Secretary (clerk) of the above named corporation organized under the laws of Missouri, Federal Employer I.D. Number 43-0910391, engaged in business under the trade name of JUNIOR COLLEGE DISTRICT, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 04/28/2021 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature <i>(if used)</i>
A. <u>Carl John Bauer, President</u>	X _____	X _____
B. <u>Annette Moore, DOF</u>	X _____	X _____
C. <u>Donald Eric Park, Treasurer</u>	X _____	X _____
D. <u>DeAnna Cassat, VP of Finance</u>	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

Powers Granted. (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
_____	(1) Exercise all of the powers listed in this resolution.	_____
ABCD _____	(2) Open any deposit or share account(s) in the name of the Corporation.	1
ABCD _____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	1
_____	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
ABCD _____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	1
_____	(7) Other:	_____

Limitations on Powers. The following are the Corporation's express limitations on the powers granted under this resolution.

Resolutions

The Corporation named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated 07/14/2020 . If not completed, all resolutions remain in effect.

Certification of Authority

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on
(date).

Secretary
INA HAYS

Attest by One Other Officer
JOHN BAUER

For Financial Institution Use Only	
Acknowledged and received on _____	(date) by _____ (initials)
<input type="checkbox"/> This resolution is superseded by resolution dated _____	
Comments: 	

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 3, 2021**

AGENDA ITEM 12: BOARD POLICIES AND PROCEDURES

A. Chapter Two Revisions

Proposed revisions to Chapter Two of Board Policy and Procedures will be presented for the first reading. These revisions were proposed by the Chapter Two Policy Review Committee, reviewed by legal counsel, and reviewed/approved by the Shared Governance Council.

B. Acceptable Use of Information Technology Policy

A new policy regarding the use of information technology resources will be presented for the first reading. This policy was developed by Dr. Bauer in conjunction with legal counsel, revised by a sub-group of the Shared Governance Council, and subsequently approved by the Shared Governance Council for recommendation to the Board

Attachments

5/3/2021

Section 12, Page 1

East Central College

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

SECTION 2: INSTRUCTION POLICIES AND PROCEDURES

2.1 Accreditation Policy *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 5-12-2008, XXX-2021)*
East Central College will meet all standards and criteria for accreditation by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. In addition, individual programs will meet licensure and accreditation standards as required by the State of Missouri and as appropriate to ensure quality education ~~to~~ for its students.

2.2 Degree Programs Policy *(Adopted 12-2-1991; Revised 4-2-2007,2-2-2015, XXXX-2021)*

East Central College offers a variety of degree programs approved by the Board of Trustees, the Missouri Coordinating Board for Higher Education, the Higher Learning Commission, and specific accreditors.

The Associate of Arts (AA) Degree is the institutional transfer degree. The degree is comprised of the Department of Higher Education's statewide general education requirement and electives in the academic discipline of choice.

The Associate of Fine Arts (AFA) Degree is the institutional transfer degree for students studying in a fine and performing arts program in studio art or music. A specifically articulated degree with selected Missouri public universities, the Associate of Fine Arts Degree is comprised of a general education core and the necessary coursework to prepare students for a course of study in studio art or music. The degree allows students to elect appropriate specialized coursework related to the particular fine and performing arts baccalaureate program.

The Associate of Applied Science Degree (AAS) is the career technical and workforce preparation degree consisting of a combination of general education and program-based coursework. Many of the career fields offering the AAS degrees-also offer options in certificates.

The Associate of Arts in Teaching (AAT) Degree is the institutional transfer degree for students preparing to study in teacher education programs. The degree is comprised of the Department of Higher Education's statewide general education requirements and electives in education and other disciplines related to teacher education. The degree is specifically articulated with Missouri public baccalaureate institutions offering teacher education programs and meets all the accreditation requirements of the Department of Elementary and Secondary Education (DESE).

The Associate of Science (AS) Degree is the institutional ~~pre-~~ engineering degree for transfer students. A specifically articulated degree with selected Missouri public universities, the Associate of Science Degree is comprised of a general education core and the necessary coursework to prepare students for a course of study in engineering. The degree allows students to elect appropriate specialized coursework for various areas of engineering.

Degree requirements may be updated, altered, and revised through appropriate College procedures. Students must satisfy the set of degree requirements in effect at the time of enrollment at East Central College or the degree requirements current at the time of completion.

2.2.1 Graduation Requirements for the Associate of Arts Degree *(Revised 10-19-2015)*

A. Candidates for an Associate of Arts degree must meet the following degree requirements:

1. Completion of a minimum of 60 college semester credit hours (a combination of the general education requirements and elective coursework), excluding developmental coursework, in an approved program of study.
2. A minimum cumulative grade point average of 2.00 on all college credit earned.
3. Satisfaction of the College residency requirement (a minimum of 15 credit hours must be completed at East Central College).
4. **Hold a high school diploma or high school equivalency certificate.**

2.2.2 Graduation Requirements for the Associate of Science Degree *(Revised 10-19-2015)*

A. Candidates for an Associate of Science degree must meet the following degree requirements:

1. Completion of an approved program of study, consisting of a minimum of 60 college semester credit hours (a combination of the general education requirements and elective coursework), excluding developmental coursework and career technical coursework.
2. A minimum cumulative grade point average of 2.00 on all college credit earned.
3. Satisfaction of the College residency requirement (a minimum of 15 credit hours must be completed at East Central College).
4. **Hold a high school diploma or high school equivalency certificate.**

2.2.3 Graduation Requirements for the Associate of Arts in Teaching Degree *(Revised 10-19-2015)*

A. Candidates for an Associate of Arts in Teaching degree must meet the following degree requirements:

1. Completion of an approved program of study, consisting of a minimum of 60 college semester credit hours (a combination of the general education requirements, program requirements, and elective coursework), excluding developmental coursework.
2. A minimum cumulative grade point average of 2.75 on all college credit earned.
3. Satisfaction of the College residency requirement (a minimum of 15 credit hours must be completed at East Central College).
4. Hold a high school diploma or high school equivalency certificate.

2.2.4 Graduation Requirements for the Associate of Applied Science Degree
(Revised 10-19-2015)

- A. Candidates for an Associate of Applied Science degree must meet the following degree requirements:
1. Completion of an approved program of study, consisting of a minimum of 60 college semester credit hours (a combination of the general education requirements and program requirement coursework), excluding developmental coursework.
 2. A minimum cumulative grade point average of 2.00 on all college credit earned.
 3. Satisfaction of the College residency requirement (a minimum of 15 credit hours must be completed at East Central College).
 4. Hold a high school diploma or high school equivalency certificate.

2.2.5 Graduation Requirements for the Associate of Fine Arts Degree (Revised 10-19-2015)

- A. Candidates for an Associate of Fine Arts Degree must meet the following degree requirements:
1. Completion of an approved program of study, consisting of a minimum of 60 college semester credit hours (a combination of the general education requirements and elective coursework), excluding developmental coursework.
 2. A minimum cumulative grade point average of 2.00 on all college credit earned.
 3. Satisfaction of the College residency requirements (a minimum of 15 credit hours must be completed at East Central College).

4. Hold a high school diploma or high school equivalency certificate.

2.2.6 Second or Subsequent Degree or Certificates

Any student seeking an AAS, AS, AAT, AFA, or a certificate as a second or subsequent degree or certificate must complete all requirements for the desired degree or certificate. A student may not receive more than one (1) Associate of Arts Degree.

2.2.7 Regulatory Agency Approved Programs or Accredited Programs

Degree programs with external regulatory approval or accreditation will follow the rules of the regulatory body or accreditor regarding transfer in of credit, residency in the program, or other action related to the program of study. Such rules will be made available to the students in program documents, admissions packets, fact sheets, or the college catalog.

2.3 Certificate Programs *(Adopted xxx)*

The Certificate of Specialization and the Certificate of Achievement are awarded to students completing the established requirements.

Procedures

- 2.3.1 Credit hours required for the Certification of Specialization vary by program. A Certificate of Achievement requires at least 30 credit hours of coursework.
- 2.3.2 Each certificate is earned after completing the requirements stated in the student's assigned catalog.
- 2.3.3 Through the Curriculum Committee, procedures have been developed to allow for curriculum revisions that may apply to the Certificate of Specialization and Certificate of Achievement.
- 2.3.4 Certificate requirements are subject to approval by the Missouri Department of Higher Education and Workforce Development.
- 2.3.5 In order for a certificate to be awarded, a minimum of nine (9) hours must be completed in residence. An institutional grade point average of 2.00 is required for graduation.
- 2.3.6 The student must hold a high school diploma or high school equivalency certificate to be awarded a Certificate of Specialization or a Certificate of Achievement.

2.4 Non-credit Programs *(Adopted 5-12-2008)* **formerly 2.10**

The College will develop and provide non-credit courses and programs and services to meet identified community needs. Such courses will not appear on official student credit course transcripts. Students enrolled in non-credit courses will not be required to meet the College's admission criteria for credit programs. Certificates of Completion may be granted to students satisfactorily completing a single course, a seminar, conference, workshop, or similar instructional activity.

2.5 Definition of Credit Hour (Adopted 7-12-2010) **formerly 2.3**

East Central College measures units of coursework by the semester credit hour. The semester credit hour is a recognized unit for college credit coursework and is used to determine degree requirements and course equivalency in transfer.

2.5.1 Traditional Coursework (Revised XXX-2021)

For a traditional face-to-face lecture course, the Carnegie unit and state regulation have been used to determine a semester credit hour value (i.e., a minimum of 750 minutes of instruction or “seat time” per credit hour per semester period). For non-lecture courses (i.e., science laboratories, studio coursework, career technical courses, music activities) additional instructional time per credit hour is necessary to achieve the College’s learning objectives **outcomes** determined for the course ~~or instructional activity~~.

2.5.2 Distance/Web-Based/Hybrid Learning

For the College’s distance learning courses (i.e., online and hybrid), the credit hour value is based on the learning objectives **outcomes** determined in the traditional model of the coursework. Students ~~would, therefore,~~ **will** be required to spend ~~comparable amounts of time~~ **an amount of time comparable to that in a traditional course** to achieve the desired learning objectives **outcomes**. To earn the credit hour value assigned to the course, students must demonstrate achievement of the course-based learning objectives **outcomes** at a satisfactory level.

2.6 Course Credit Options (Adopted 4-7- 2003; Revised 5-12-2008, 8-31-2009, XXX-2021) **formerly 2.4**

East Central College provides students various options regarding college credit.

Students may receive credit in any of the following ways:

Satisfactory Course Completion

Transfer Credit

Dual Credit

Dual Enrollment

~~Dual Technical Credit~~

Credit by Articulation

Military Credit

Credit **by** Exam:

CLEP

DANTES

Advanced Placement

Departmental **Examination**

Other sources, including non-regionally accredited institutions, will be considered on a case-by-case basis. Guidelines, limitations, and exclusions for each are stated below.

2.6.1 Credit Earned at Other Institutions *(Revised XXX-2021)*

Students must request that official transcripts be sent to East Central College from all previously attended post-secondary institutions. Transcripts will be reviewed **by the registrar's office**, and credit accepted if the course(s) correspond to East Central College coursework and are consistent with the transfer policy outlined in Board Policy 2.7.

2.6.2 Dual Credit *(Revised XXX-2021)*

Dual Credit is defined as credit that can be earned by a student at both their home high school and the college as determined by the respective institution. Dual credit courses are taught by East Central College certified high school faculty in the high school. Students attending participating taxing district and service area high schools may elect to take part in the East Central College dual credit program. ~~Following the guidelines approved by the Department of Higher Education, the College approves certain courses in selected high schools as being eligible for college credit.~~ College-level courses will be offered to high school students in adherence to all college standards of quality and academic rigor. The college shall follow the Missouri Coordinating Board for Higher Education (CBHE) Policy Guidelines for Dual Credit Delivery. CBHE policy reflects quality standards set forth by the National Alliance of Concurrent Enrollment Partnerships (NACEP) and the Higher Learning Commission (HLC).

Participating school districts must satisfy the criteria for faculty qualifications and development, required minutes of instruction, assessment and outcome measures, and any other contractual requirements as stipulated by the Missouri Department of Higher Education and Workforce Development. Students meeting the eligibility criteria are admitted to the College and can elect enrollment in available coursework. Students participating in the program will pay the **one-half current credit hour tuition and fees** of East Central College's **in-district tuition rate** as determined by residency requirements, **do not pay general fees**, and are entitled to all of the privileges and services of on-campus students but are not eligible for financial aid.

2.6.3 Dual Technical Credit ~~(no longer applicable; treated as dual credit above)~~

~~Secondary students attending participating high schools and/or regional career centers may elect to take part in the East Central College dual technical credit program, available to institutions with current articulation agreements in place, and operated under guidelines of the Regional Tech Prep Consortium. Following these guidelines, the College approves selected courses that are aligned with career technical programs offered by the College. College faculty in the programs will provide guidance in instruction, curriculum, assessment and outcome measures and any other requirements as stipulated by the Department of Higher Education. Students meeting the eligibility criteria are~~

~~admitted to the College and can elect enrollment in available coursework. Students participating in the dual technical credit program will pay the per course processing fee as established by East Central College.~~

2.6.3 Dual Enrollment

Students enrolled in high school or homeschool are eligible to take college credit courses on campus or online. They must meet all course prerequisites to enroll, according to the course description and current placement guidelines. Students participating in the program will pay one-half of East Central College's in-district tuition rate, along with all general fees, and are entitled to all of the privileges and services of on-campus students but are not eligible for financial aid.

2.6.4 Credit by Articulation

Under arrangements with agencies providing post-secondary programming, East Central College grants credit by articulation agreement. Through signed and authorized articulation agreements entered into with regional career centers, union education and training programs, and state agency education and training programs, students may receive credit. Credit may be awarded on a course-by-course basis, associated with coursework offered at East Central College or credit may be awarded in "block" form upon completion of a post-secondary program of study for which students will be required to produce completion documents. Credit by articulation may also be awarded in partnership with post-secondary institutions providing the program content delivery. Guidelines, restrictions, procedures, and any costs associated with the articulation process are available through the school district, East Central College, or other participating educational entity.

2.6.5 Military Credit *(Revised XXX-2021)*

Students with coursework and course credits acquired during military service must provide ~~an official copy of their DD214 and/or~~ an official transcript for review. Credit transcription will occur upon receipt of all official documentation.

2.6.6 Credit by Exam

A. Credit by Nationally Recognized Examination *(Revised XXXX-2021)*

Students may complete nationally recognized achievement performance tests (CLEP, DANTES, Advanced Placement) and have official results sent to the registrar for processing. Credit transcription will occur upon receipt of official results that reflect achievement of a minimum score as determined by the College. ~~A fee per course will be assessed.~~

B. Credit by Departmental Examination/Review

Students who demonstrate a high level of proficiency within a subject area may petition the academic discipline or program faculty for credit by examination or review. If this petition is approved, discipline or program faculty would prepare an appropriate measure (test or other instrument) of proficiency and establish with the student guidelines for passing. The decision of the faculty is final. A fee per course will be assessed.

2.7 Transfer Credit Policy (Adopted 8-31-2009; Revised XXXX-2021) **formerly 2.5**
East Central College is committed to assisting student transfer to and from East Central College and facilitating credit transfer to and from other post-secondary institutions. **All incoming** transfer ~~in~~ credit will be analyzed in terms of level, course content, comparability, and compatibility with degree programs and course offerings at East Central College.

A. Transfer ~~in~~ Credit Procedures (Revised XXXX-2021)

- 1) Courses completed at any Missouri public institution in compliance with the Missouri Department of Higher Education's guidelines and agreements concerning the transfer and articulation of credit will be accepted in transfer if appropriate to a student's program of study.
- 2) Courses completed at any institution maintaining current articulation agreements with East Central College will be accepted in transfer as outlined in the agreement.
- 3) Courses completed at any regionally accredited institution will be reviewed for course equivalency and program relevance and accepted for transfer accordingly.
- 4) Courses completed at non-regionally accredited institutions will be reviewed as follows:
 - i. The transfer institution's accreditation status will be examined.
 - ii. Information provided by the school or the student regarding the completed coursework (e.g., transcripts, catalog descriptions, course syllabi, faculty credentials, etc.) will be distributed to the appropriate program/academic department official for recommendation to the Chief Academic Officer.
 - iii. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the Chief Academic Officer. **The decision of the Registrar and the Chief Academic Officer is final.**
- 5) Courses completed at a foreign institution will be reviewed as follows:
 - i. **The student** is required to provide an official transcript, along with an English translation, and an explanation of the foreign institution's grading procedures.
 - ii. Information regarding the completed coursework will be distributed to the appropriate program/academic department official for recommendation to the Chief Academic Officer.

- iii. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar ~~or~~ **and** the Chief Academic Officer. Such an appeal will require a review through an international credit evaluation service, as directed by the Registrar's Office. The cost of the evaluation must be paid by the student prior to the evaluation. **The decision of the Registrar and the Chief Academic Officer is final.**
- 6) Experiential learning will be reviewed as follows:
- i. **The student will submit a written request to the Registrar describing the experiential learning and provide supporting documentation. The student will make a formal request for course/credit equivalency.**
 - ii. Information regarding the request will be distributed to the appropriate program/academic department official for recommendation to the Chief Academic Officer.
 - iii. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the Chief Academic Officer. **The decision of the Registrar and the Chief Academic Officer is final.**
 - iv. **Students receiving experiential learning credit must satisfy East Central College's residency requirement (Policy 2.2). Therefore, the maximum number of experiential learning hours accepted toward a degree will be 45.**
- 7) Military credit will be reviewed as follows:
- i. **The student will provide an official copy of his/her DD214 and/or a transcript from his/her the student's military service.**
 - ii. Courses completed through the military will be reviewed for course equivalency and program relevance using ACE credit recommendations and accepted for transfer accordingly.
 - iii. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the Chief Academic Officer. **The decision of the Registrar and the Chief Academic Officer is final.**
- 8) Dual credit coursework will be reviewed based on the policies and guidelines of the Missouri Department of Higher Education **and Workforce Development (MDHEWD)** with respect to the ~~transfer in~~ **acceptance** of dual credit coursework. Limitations and exclusions may apply based on the MDHEWD policy and guidelines statements.
- 9) All other incoming credit transfer requests not covered by the aforementioned procedures must be made in writing to the Registrar's office.

2.8 Course Placement Policy (Adopted 5-12-2008)

formerly 2.6

The College may enroll students in programs and courses on the basis of placement tests, pre-enrollment interviews, physical examinations, achievements in previous work, or other appropriate criteria.

2.9 Verifying Student Identity in Distance Education Courses *(Adopted xxx)*

A student who enrolls in online courses must be the same student who participates in, completes, and receives credit for that course.

Procedures: *(Adopted XXXX-2021)*

2.9.1 Each instructor of an online course shall verify the identity of each student enrolled in that course using one (1) or both of the following methods:

- Students complete assignments in a learning management system that requires a secure login and password.
- Students participate in a proctored event.

~~2.10 Field Trips Policy~~ *(Adopted 12-3-1968; Revised 8-28-2003)* **formerly 2.14** *Move to Ch 4*

~~Field trips for classes are permitted and encouraged. No trip is to be taken without prior approval of the administration, and a full-time employee must accompany and supervise each trip.~~

~~Procedures:~~ *(Revised 5-12-2008)*

~~2.10.1~~ As a general rule, students must travel to all off-campus trips by bus provided by the College and be accompanied by a faculty sponsor.

~~2.10.2~~ Faculty members will have discretion to waive this requirement if the student's convenience or needs are better served by being permitted to use personal transportation to meet the group at the site of the field trip. In such cases, the student is to be notified that he/she is assuming all risks and liability for such travel.

2.10 Final Examinations *(Adopted xxxxx)*

All credit courses will include an end-of-term assessment.

Procedures: *(Adopted XXXX-2021)*

2.10.1 Each credit course will have an assessment to be administered during finals week regardless of the course location or delivery method.

2.10.2 Any deviation from these procedures must be approved prior to the scheduled assessment period by the Vice President for Academic Affairs or designee.

2.11 Graduation and Academic Honors Policy *(Adopted 5-6-1974; Revised 6-23-2003; Revised 6-8-2020)* **formerly 3.10**

The College will establish appropriate procedures for selecting and recognizing students who exemplify the tradition of outstanding academic achievement.

Procedures: *(adopted 6-8-2020)*

- 2.11.1** President's List: At the conclusion of each fall and spring semester, East Central College will publish a President's List recognizing students who have completed at least twelve (12) credit hours in that semester, earning a semester GPA of 3.85 or above.
- 2.11.2** Vice President's List: At the conclusion of each fall and spring semester, East Central College will publish a Vice President's List recognizing students who have completed at least twelve (12) credit hours in that semester, earning a semester GPA of 3.50 – 3.84.
- 2.11.3** Dean's List: At the conclusion of each fall and spring semester, East Central College will publish a Dean's List recognizing students who have completed between six (6) and eleven (11) credit hours in that semester, earning a semester GPA of 3.50 or above
- 2.11.4** Graduation Honors: The cumulative grade point average at the end of a student's program of study will determine if graduation honors are awarded. Candidates with a 4.0 cumulative grade point average shall graduate summa cum laude. Candidates with a cumulative grade point average of at least 3.85, but less than 4.0, shall graduate magna cum laude. Candidates with a cumulative grade point average of at least 3.50, but less than 3.85, shall graduate cum laude.

2.12 Curriculum Development and Review *(Adopted 5-12-2008; Revised XXXX-2021)* **formerly 2.7**
 The faculty and instructional administrators will be responsible for proposing, regularly evaluating, and revising the College's educational programs and courses. For career programs, advisory committees made up of knowledgeable professionals ~~may~~ **will** advise the faculty on developments in the field and possible changes in the educational program. A College-wide curriculum committee will review and approve changes in courses and recommend changes to existing programs and the addition of new programs. As appropriate, transfer institutions will be contacted to determine the transferability of courses and programs.
 All courses and programs will be periodically reviewed and evaluated by faculty and administrators to ensure that the College's educational offerings remain current, cost-effective, and relevant to the needs of students and the community. All changes, additions, and deletions to transfer and career programs will be reviewed by the President and submitted to the Board of Trustees for approval.

2.13 Review of Instructional Discontinuance of a Programs Policy *(Adopted 6-4-1979; Revised 5-6-2002)* **formerly 2.8**
 The Chief Academic Officer will submit to the College President an annual status report making recommendations with respect to the College's instructional programs. Recommendations to enhance, continue, reduce, restructure or discontinue any program(s) may be based on the results of ~~program~~ **comprehensive** review, program consolidation/reorganization, Board staffing decisions, or declared financial exigency.

Procedures: *(Revised 5-12-2008, XXXX-2021)*

2.13.1 Prior to the development of an annual staffing plan, the Chief Academic Officer (assisted by faculty in related disciplines, ~~division chairs, and the career education administrator~~ **and academic deans**) will analyze selected instructional programs with questions similar to the following:

1. What are the employment or transfer opportunities for students enrolled in that area, both immediate and short-range?
2. What is the size of the yearly reservoir of potential students in that area?
3. Is the instructional area necessary to support other instructional areas within the College and/or the College mission?
4. Are there value-added benefits to the student's career opportunities and income by completing the program of study?
5. What changes in technology have or will likely affect the instructional area?

2.13.2 Upon completion of the analysis, the Chief Academic Officer will **consult with the program advisory board, if applicable, to develop a status report on the instructional program, including any recommendations for action, that will be submitted** to the President of the College ~~a status report on the College's instructional programs, including any recommendations for action.~~

2.13.3 Upon review of the Chief Academic Officer's report, the College President will, in concert with the administrative leadership of the College, make an administrative decision regarding the College's instructional programs.

2.13.4 The President will make recommendations to the Board of Trustees as appropriate.

2.13.5 In cases of retrenchment, affected faculty **and staff**, ~~including the division chairpersons~~, may submit a written appeal of such decisions to the Board of Trustees. The decision of the Board will be final.

2.13.6 If the Board accepts retrenchment recommendation(s), the Board will follow procedures as outlined in Full-time Faculty Non-reappointment procedures.

2.9 ~~College Committees Policy~~ *(Adopted 12-3-1968; Revised 5-12-2008)* **Move College Committees Policy sentence 1 to Chapter One, duties of president**

~~The President of the College is authorized to create appropriate committees and to appoint representative employees to such committees, both standing and ad hoc, deemed necessary to support and enhance the mission and effectiveness of the institution.~~ **(move the first sentence only to President's duties in Chapter 1, procedure 1.30.1; incorporate the second sentence into new Academic Committees policy)**

2.14 **Academic Committees** *(Adopted XXX-2021)* **formerly 2.9**

The Chief Academic Officer shall be authorized to create appropriate academic committees, both standing and ad hoc, and to appoint representative employees to each committee.

The Chief Academic Officer will annually recommend to the President the appointments of advisory committee members to assure the academic currency and economic development potential of each program.

Procedures *(revised xxx-2021)*

2.14.1 The President of the College authorizes the Chief Academic Officer to create appropriate committees, both standing and ad hoc, necessary to support the mission and effectiveness of the Academic Affairs Division.

2.14.2 Career and Technical Advisory Committee Procedures *(Adopted 10-1-1990; Revised 4-7-2003; xxx-2021)*

- A. **Membership.** The program committees should have a minimum of 12 members to ensure reasonable meeting attendance with representation from business, industry, and labor. In addition, members should be selected to represent diverse geographic, gender, and ethnic viewpoints. Program graduates and personal friends of the instructor(s) involved should be only minimally represented.
- B. **Membership Term.** Members will be appointed to three-year terms.
- C. **Meetings.** Two (2) Advisory Committee meetings will be scheduled each academic year (one in the fall term and one in the spring term). Advisory committee meetings are intended to serve as opportunities to receive advice and counsel on current workforce needs, the relevance of programs to meet these needs, the development of plans to support the programs, faculty qualifications, curricular content, equipment facilities, and placement of graduates. Each meeting date will have an agenda published and distributed two (2) weeks prior to the meeting. Minutes will be recorded for each meeting with copies and distributed electronically. ~~to members and filed in the office of the administrator responsible for career and technical education.~~ Minutes will be stored in SharePoint.

2.15 **Library Materials Policy** *(Adopted 6-1-1987; Revised 8-28-2003)* **formerly 2.11**

Library materials are intended to support the mission of the College and to provide information and enlightenment to the community and its citizens. Thus, the library should provide the fullest practicable access to materials presenting all points of view concerning the problems and issues of our time. The principles of academic freedom and the freedom to read will be defended.

Procedures:

2.15.1 Selection of Materials.

- A. Library materials will be selected by the ~~Librarian,~~ **Director, Library Services** with assistance from faculty and qualified members of the library staff.
- B. The materials selection process will operate within the policies of the Board of Trustees.
- C. Materials will not be excluded because of the race, sex, **gender**, nationality, or the political, ethical, or religious views of the writer or artist.
- D. No item shall be removed from the Library **in response to a Request for Reconsideration** except by order of the Board of Trustees or a court having jurisdiction over such a decision.

2.15.2 Procedure for Accepting Gifts

Specific procedures for accepting donation of materials, including criteria for such acceptance, may be found in the ~~Library Materials Selection Procedures Manual kept in the Librarian's office~~ **ECC Library Policies and Procedures**. Any potential donor should contact the Executive Director of the Foundation or the ~~Librarian~~ **Director, Library Services** about donations.

2.15.3 Procedure for Complaints

The procedures for lodging and receiving complaints as contained in the Library Bill of Rights, Freedom to Read Statement, and Code of Ethics adopted by the American Library Association will be followed. ~~Patron comment~~ **Request for Reconsideration** forms are available upon request from the ~~Librarian~~ **Director, Library Services**.

~~2.17~~ **Records Retention Policy** (*Adopted 1-4-1988; Revised 5-12-2008*) ~~—~~ **formerly 2.12; move to Ch. 4**

~~The Office of the Secretary of State will serve as the legal authority and guide for retention and disposal of official records of the Junior College District of East Central Missouri. Each administrative division will be responsible for the retention and disposition of records falling under its purview, in accordance with the guidelines of the manual.~~

~~2.18~~ **Archives Development Policy** (*Adopted 1-4-1988; Revised 8-28-2003, XXXX-2021*) ~~—~~ **formerly 2.13; update as below and move to Ch. 4**

~~College documents that are of historical importance will be stored in the College archives section of the library. A committee appointed by the President ~~The Director of Library Services~~ will have the authority to accept or reject materials submitted to the archives.~~

~~—~~ **Procedures:**

~~2.18.1~~ **Archives Development**

It will be the responsibility of the division or entity producing the submitted document or publication to see that the necessary copies, ~~in number and required format,~~ are forwarded to the library for inclusion in the archives. The development and maintenance of the archives shall be the responsibility of the Librarian ~~library staff.~~

The archives will permanently store three ~~(3)~~ copies of official College publications. The list will be reviewed annually ~~as needed~~ by the records committee ~~Director of Library Services~~ and will include, but will not necessarily be limited to:

- College Newspaper
- Yearbooks
- Catalogs
- Commencement Programs
- Building Dedication Programs
- Foundation Reports
- Literary Reviews
- Student Handbooks
- ~~Fine & Performing Arts Event Programs~~

2.18.2—Rejection of Archive Request

~~————— Should a document or publication submitted for inclusion in the archives be rejected by the Director of Library Services, the division or entity submitting the document or publication may appeal to the President of the College to make a determination regarding retaining the item in the archives.~~

2.15—Children on Campus Policy *(Adopted 5-9-2005; Revised 5-12-2008)* ***Move to Chapter 4***

~~Children, aged 16 and under, unaccompanied by an adult are not permitted on campus. No children will be allowed at any time in laboratories, study areas, computer labs, the Fitness Center or nearby locations, unless a child is an integral part of an instructional activity. Exceptions may be approved in advance by an agent of the College ~~the appropriate administrator.~~~~

2.16—Animals on Campus *(Adopted March 7, 2016)* ***Move to Chapter 3 and review in ch. 3 process***

~~East Central College welcomes the presence of trained Service Animals assisting individuals with disabilities on its campus in areas open to the public consistent with the provisions of this policy and applicable law. An individual with a disability may be accompanied by his/her Service Animal in all areas of the College's facilities where members of the public are permitted. This policy, however, applies only to facilities owned by the College or under its control. There may be restrictions imposed on the use of Service Animals in non-College facilities, such as hospitals, science laboratories or other clinical or internship experience locations. Such restrictions are established by~~

the individual facilities, and the College has no control over such restrictions. In addition, the College reserves the right to impose restrictions on the use of Service Animals on its property in order to maintain safety or to avoid disruption of College operations. For purposes of this policy, a “Service Animal” is defined as a dog, or in certain circumstances, a miniature horse, that has been individually trained to do work or perform tasks for the benefit of individuals with disabilities. Animals that are not Service Animals will not be permitted inside College buildings unless specifically approved by the College President.

Procedures: *(Adopted 3-7-2016)*

2.16.1—Service Animals

The Access Services Department at East Central College strives to provide equal opportunities for individuals with disabilities, which may include the use of Service Animals. Service Animals are working animals, not pets. The work or tasks performed by a Service Animal must be directly related to its handler’s disability.

Examples of work or tasks performed by Service Animals may include, but are not limited to:

- assisting individuals who are blind or have low vision with navigation and other tasks;
- alerting individuals who are deaf or hard of hearing to the presence of people or sounds;
- providing non-violent protection or rescue work;
- pulling a wheelchair;
- assisting an individual during a seizure;
- alerting individuals to the presence of allergens;
- retrieving items such as medicine or the telephone;
- providing physical support and assistance with balance and stability to individuals with mobility disabilities; and
- helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Services that do not qualify as work or tasks performed by a Service Animal include:

- deterring crime; and
- providing emotional support, comfort, or companionship, often referred to as “therapy” or “companion” animals.

An animal does not have to be licensed or certified as a Service Animal in order to serve in that capacity. Individuals with Service Animals will not be required to provide documentation proving that the animal has had particular training as or is a “certified” Service Animal. However, consistent with state law, all Service Animals on campus should still:

- be licensed in compliance with state and/or local laws applicable to non-service animals;
- be properly immunized and vaccinated; and
- wear a current license and rabies vaccination tag.

In situations where it is not obvious that the dog or miniature horse is a Service Animal, the College may ask the following questions: (1) Is the dog or miniature horse a Service Animal required because of a disability? and (2) What work or task has the dog or miniature horse been trained to perform?

A Service Animal is not required to wear a certain kind of harness that identifies it as a Service Animal, although all Service Animals must be on a leash or a harness at all times unless the nature of the accommodations provided by the Service Animal would be negatively impacted by a harness or leash. In that case, the handler must maintain control of the animal through voice, signal, or other effective controls.

The College may direct an individual with a disability to remove a Service Animal from College premises if the animal:

- is out of control and its handler does not take effective action to control it (including the animal posing a direct threat to others on campus and/or exhibiting behavior that interferes with the educational process);
- is not housebroken or is ill; or
- is not properly licensed and/or vaccinated in accordance with state and/or local laws applicable to non-service animals.

2.16.2 Non-Service Animals

Pets under the control of an adult (i.e., 18 years or older) are permitted on College property, but are not permitted within College owned or leased buildings. Only Service Animals or animals being used in College laboratories for research, classroom or observation purposes are permitted within College owned or leased buildings.

Animals must be leashed and under the control of an adult at all times. A loose animal trailing a leash, or one tied to a fixed object, is not under the control of an adult. Animals that are unleashed, or leashed and unattended, on College property may be subject to impoundment at the expense of the owner. Animals left unattended in motor vehicles on College property may also be impounded at the expense of the owner if they become a nuisance or if the welfare of the animal is threatened.

Any exception to this policy must be approved by the College President.

4.45 **Acceptable Use of College Technology** *(adopted XXX)*

Use of East Central College's technology resources (hardware, software, wired and wireless networks, telephones, etc.) is granted to the College's faculty, staff, and students and is restricted solely to purposes related to the College's mission.

Individuals outside of the College may be granted access to the College's technology resources only with the authorization of the Director of Information Technology, President, or appropriate administrator, and only for a purpose consistent with the College's mission.

Authorized users of the College's technology resources are expected to act responsibly, ethically, and lawfully. Violations of these procedures may result in limitation, suspension, or revocation of access to the College's technology resources. Violators may also be subject to discipline under the College's disciplinary procedures and/or prosecution under federal, state, and/or local law.

The term "computer" as used herein shall include computers and computing devices, as well as mobile computing devices, including, but not limited to, laptops, smartphones, tablets, or other portable computing devices.

Procedures: *(adopted xxx)*

- 4.45.1 College technology resources shall not be used without proper authorization from the College. Assisting in, encouraging, or concealing either unauthorized or attempted unauthorized use of the College's technology resources is prohibited. Users shall take reasonable steps to ensure the confidentiality of passwords or user IDs and to protect files, data, printouts, and electronic mail from access by unauthorized users. Unauthorized use of an employee or student account, password, or user ID must be reported to the Director of Information Technology.
- 4.45.2 College technology resources shall not be used for illegal, commercial, or profit-making purposes. Excessive personal use is also forbidden. Personal use may be considered excessive if it interferes with an employee's job performance, results in network saturation or undue burden, results in excessive data storage, or otherwise subjects the College to increased costs or risks.
- 4.45.3 College technology resources shall not be used to purposely interfere with, or gain unauthorized access to, another user's computer or network facility, regardless of where such computer or network facility is located. Prohibited actions include, but are not limited to, using the College's technology resources to:
 - Obtain, or attempt to obtain, system or administrative privileges for which the user is not authorized.

- Access, or attempt to access, another user’s account, system, files, or data without proper authorization.
- Engage in any form of academic dishonesty.
- Unnecessarily impede or disrupt the computing activities of others.
- Prevent, or attempt to prevent, others from accessing services (“denial of service attacks”).
- Participate in any scheme to deliberately flood a computer with excessive amounts of electronic mail (“mail bombing”).

4.45.4 Users shall not endanger or breach, or attempt to endanger or breach, the security or operation of any of the College’s technology resources. Users are required to verify with Information Technology staff that a program or application will not harm or endanger the College’s system prior to installing, testing, running, or distributing the program or application

4.45.5 Users shall not knowingly create, install, or distribute a computer virus or any other type of destructive or malicious program or application on any of the College’s technology resources, or otherwise damage or destroy any equipment, software, or data belonging to the College or any other user.

4.45.6 Users must secure proper authorization before modifying or reconfiguring the software or hardware of any of the College’s technology resources.

4.45.7 The College’s technology resources shall not be used in a manner that violates the privacy and/or productivity of others. The following privacy restrictions must be followed when using the College’s technology resources:

- No user’s account information will be accessed, altered, or deleted without proper authorization.
- Files stored on another user’s device, the College’s network, or a College managed cloud space shall not be accessed, read, copied, altered, or deleted without proper authorization.

4.45.8 The College’s technology resources shall not be used to access, download, or transmit images, messages, communications, or other materials that can be deemed to be obscene, sexually explicit, threatening, harassing, annoying, defamatory, fraudulent, unlawful, or designed to trick or deceive users into revealing confidential information about themselves. This restriction shall not apply to information that is part of legitimate academic research or assignments that have been authorized by the College provided that such information is not used for unlawful or harassing purposes.

- Receipt of a threatening, obscene, harassing, annoying, or defamatory message, communication, or other material shall be reported to the

Human Resources Director if received by an employee, or the Chief Student Affairs Officer if received by a student.

- Receipt of a fraudulent, unlawful, or unwanted message or other material shall be reported to the College's Information Technology Department.

- 4.45.9 Users shall not misrepresent their identity or relationship to the College when obtaining computing or network privileges, when using any of the College's technology resources, or in any electronic communication. Users will not falsely attribute or forge the origin of electronic mail, messages, or postings.
- 4.45.10 Users shall not install, copy, or otherwise use any software or data in violation of applicable copyrights or license agreements. Unauthorized copies of software or data contained in the College's technology resources shall not be made or distributed, nor shall unauthorized or pirated software be installed or used on any of the College's technology resources.
- 4.45.11 Users of the College's resources will only communicate or distribute electronic mail to clearly identified groups of interested individuals who may reasonably be expected to want to receive the transmission, and will not engage in the mass broadcasting of electronic mail nor the distribution of chain letters (messages asking the recipient to distribute further copies).
- 4.45.12 The College considers its website and social media accounts to be official College publications and reserves the right to actively monitor, modify, and remove pages and messages. Any posts or changes which do not conform with the procedures in this policy and/or other applicable rules and policies of the College will be removed.
- 4.45.13 The College cannot guarantee against a loss of data, files, and/or software as a result of system crashes, network outages, power outages, malicious software, or similar interruptions in service. Accordingly, the College disclaims any liability for loss of data, damages, service interruptions, or failure to deliver services. The College also disclaims any responsibility and/or guarantees for data, information, and materials contained in systems or sites not developed by the College, such as those obtained through the Internet.
- 4.45.14 The use of College technology resources does not create nor imply any specific rights of privacy. To ensure the integrity of the College's technology resources and compliance with the procedures set forth in this policy, or serve another legitimate business need of the College, the College reserves the right, without notice, to monitor, inspect and review all systems, files, data, e-mail communications, and other transmissions

created, compiled, accessed, stored, or sent on any of the College's technology resources.

- 4.45.15 Users of College technology resources should be aware the College is subject to the Missouri Open Meetings and Records Act ("Sunshine Law") section 610.010 RSMo. As such, e-mail and other electronic information is subject to request and possible disclosure (if deemed an open record) to the public.
- 4.45.16 The College reserves the right to discard incoming mass mailings that involve unsolicited commercial advertising ("spam") without notifying the sender or recipient, as well as the right to block all Internet communications from sites that are involved in extensive mass mailings or other disruptive practices or which contain sexually explicit content or other content that inconsistent with the College's mission.
- 4.45.17 Employees are expected to preserve any text, email, or other electronic communication relevant to pending litigation/possible litigation.
- 4.45.18 Suspected violations of the above rules should be reported to the College's Director of Information Technology. Users of the College's technology resources are expected to cooperate with the Director of Information Technology in the operation of these resources and with the College regarding the investigation of any misuse or abuse.
- 4.45.19 College technology resources must be used in a manner that is compliant with any federal, state, or local law or regulation, as well as all College policies and procedures.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 3, 2021**

AGENDA ITEM 13: BUDGET DEVELOPMENT UPDATE

Progress to date on development of the 2021-2022 college budget will be reviewed.

5/3/2021

Section 13, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 3, 2021**

AGENDA ITEM 14: ROLLA COMPREHENSIVE PLAN PRESENTATION

Christina Ayres, Rolla Campus Director, and Laura Roselli Insall, Assistant Professor, will provide an update on the comprehensive plan developed for the Rolla site under the Rolla Strategy of the SOAR to 2024 Strategic Plan.

5/3/2021

Section 14, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 3, 2021**

AGENDA ITEM 15: COVID-19 UPDATE

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

5/3/2021

Section 15, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 3, 2021**

AGENDA ITEM 16: *PERSONNEL

A. Intention to Re-Employ Professional Staff

Recommendation: To **approve** the re-appointment of professional staff for 2021-2022 as listed on the attached memorandum.

B. Resignations

Recommendation: To **accept** the resignation of Jessica Robart, Student Success Coordinator-Rolla, effective May 13, 2021.

Recommendation: To **accept** the resignation of Laura Cain, Early College and Admissions Advisor, effective April 30, 2021.

C. Appointments

Recommendation: To **approve** the appointment of Laura Ditmeyer as Radiologic Technology Instructor and Clinical Coordinator effective August 16, 2021, with a nine-month salary of \$42,687 plus an additional month's pay of \$4,743 for a total salary of \$47,430.

Recommendation: To **approve** the appointment Philip Giacomelli as Early College & Admissions Advisor effective July 6, 2021, with an annual salary of \$41,700.

Recommendation: To **approve** the appointment Morgan Spangler as Emerging Technologies Librarian effective May 10, 2021, with an annual salary of \$45,000.

Recommendation: To **approve** the appointment of Clarissa Brown as Biology Instructor effective August 16, 2021, with an annual salary of \$44,500.

D. Adjunct Faculty – Summer 2021

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

Attachments

5/3/2021

Section 17, Page 1

East Central College

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FAX (636) 583-6602



President's Office Interoffice Memo

TO: Board of Trustees
FROM: Dr. Jon Bauer, College President
DATE: April 29, 2021
RE: Reappointment of Professional Staff FY22 - revised

The following Professional Staff employees are being recommended to the Board of Trustees for reappointment for fiscal year 2022:

President's Office

Christina Ayres, Director, Rolla Campus
Jennifer Crosby, Assistant Director, ECC Rolla
Ehren Curnutte, Systems and Network Manager
Miguel DeAgüero, Coordinator, Technical Support
Bonnie Gardner, Executive Assistant to the President
Wendy Hartmann, Director, Human Resources
Joseph Houston, Director, Information Technology
Rachael Karr, Enrollment Services Coordinator ECC Rolla
Bridgette Kelch, Institutional Development/Foundation Executive Director
Anne Lause, Enterprise System Administrator
Bethany Lohden, Director, Institutional Research
Susan Miller-Warden, Foundation Event & Program Coordinator
Dana Riegel, Research Analyst
Dr. Michelle Smith, Executive Director, Institutional Effectiveness

Vice President of Finance and Administration

Doug Agee, Bookstore and Imaging Services Manager
Lark Hoffman, Associate Director, Financial Services
Annette Moore, Director, Financial Services/Comptroller
Melissa Popp, Purchasing Manager
Tot Pratt, Director, Facilities & Grounds
Thomas Schickler, Custodial Supervisor
Debra Simily, Food Service Manager

Vice President of External Relations

Cynthia Brinker, Coordinator, Grants and Program Administration
Mary Eagan, AEL Instruction Coordinator (Grant Funded)
Gregg Jones, Director, Communications & Marketing
Andrew Kolb, Coordinator, Web Services/Programming
Melissa Richards, Coordinator, Apprenticeships & Business Training Program
Pamela Ruwe-Kaiser, Coordinator, CWD Programming
Dr. Edward Shelton, Executive Director, Workforce Development
Terri Warmack, Coordinator, Health Careers Workforce
Alice Whalen, Director, Adult & Education Literacy

Vice President of Academic Affairs

Erin Anglin, Executive Director Learning Center & Academic Support
Linda Arrington, Academic Advisor - Instructional
Robert Baldwin, Director of Online Learning & Educational Technology
Ann Boehmer, Dean of Arts and Sciences
Lisa Farrell, Director, Library Services
Dr. Richard Hudanick, Dean of Career and Technical Education
Karen Klos, Instructional Design Specialist
Nancy Mitchell, Dean of Health Science
Sylvia Sellers, Performing Arts Center Manager
Windy Souders, Coordinator, Testing Services
Alison Tucker, Retention Coordinator
Tracie Welsh, Coordinator, Academic Services

Vice President of Student Development

Lorrie Baird, Financial Aid Advisor
Eric Clapper, Academic Advisor
Martin Clayes, Head Soccer Coach – Men’s & Women’s
Laura Deason, Associate Registrar
Jonathan Gruett, Director, Financial Aid
Stephanie Hebert, Business Analyst, Enrollment Services
Rebecca Heimann, Academic Advisor
Heather Kleekamp, Associate Director, Financial Aid
Jennifer Kuchem, Counselor
Barbara Kuelker, Financial Aid Advisor
Jay Mehrhoff, Athletic Director
Carson Mowery, Coordinator Campus Life and Leadership
Lesley Peters, Academic Advisor - Access Services
Melissa Schall Willmore, Advisor – Student Success (RootEd Grant)
Sarah Scroggins, Registrar
Megen Strubberg, Director, Early College & Admissions

All grant funded positions are contingent upon continued funding and may be restructured or terminated if funding is not received.

Approval Signature:



Dr. Jon Bauer, College President

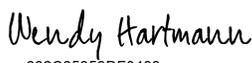


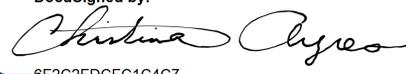
Interoffice Memo
HUMAN RESOURCES

TO: Dr. Jon Bauer
DATE: April 14, 2021
FROM: Wendy A. Hartmann, Director
RE: Requesting Release from Contract –Jessica Robart

Jessica Robart, Student Success Coordinator – Rolla, has requested to be released from the remainder of her FY21 employment contract effective May 13, 2021. The official resignation letter is on file in the Human Resources Office.

Signatures:

DocuSigned by:

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Wendy Hartmann
Director, Human Resources

DocuSigned by:

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Christiana Ayres
Director, ECC Rolla



**Interoffice Memo
HUMAN RESOURCES**

TO: Dr. Jon Bauer
DATE: April 8, 2021
FROM: Wendy A. Hartmann, Director
RE: Requesting Release from Contract –Laura Cain

Laura Cain, Early College and Admissions Advisor, has requested to be released from the remainder of her FY21 employment contract effective April 30, 2021. The official resignation letter is on file in the Human Resources Office.

Signatures:

DocuSigned by:

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Wendy Hartmann
Director, Human Resources

DocuSigned by:

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Megen Strubberg
Director, Early College & Admissions

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Paul Lampe
Interim Vice President, Student Development



HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: April 21, 2021
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire: Radiologic Technology Instructor and Clinical Coordinator

Please accept the Search Committee’s recommendation to hire Ms. Laura Ditmeyer as the full-time Radiologic Technology Instructor and Clinical Coordinator effective August 16, 2021 with a 9 month contract base salary of \$42,687 plus an additional month (22 days) pay of \$4,743 for a total salary of \$47,430. Nancy Mitchell, Dean of Health Science, served as the Search Committee Chair. Robyn Walter, Vice President of Academic Affairs, approved the recommendation to hire.

Ms. Laura Ditmeyer’s experience includes, but is not limited to the following:

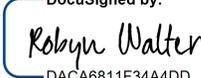
- Radiologic Technologist – Barnes Jewish Hospital & Phelps Health Hospital 2015 – current
- Teaching Assistant – Dongshin University, South Korea 2012

Ms. Laura Ditmeyer received her Bachelor of Health Sciences from the University of Missouri - Columbia. She received her Certificate of Radiologic Technology from Rolla Technical Institute/Center.

Recommendation signatures:

DocuSigned by:

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Wendy Hartmann
Director of Human Resources

DocuSigned by:

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Robyn Walter
Vice President, Academic Affairs



HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: April 19, 2021
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire: Advisor, Early College & Admissions

Please accept the Search Committee's recommendation to hire Mr. Philip Giacomelli as the full-time Advisor of Early College & Admissions effective July 6, 2021 with an annual salary of \$41,700. Megen Strubberg, Director of Early College Programs and Admissions served as the Search Committee Chair. Paul Lampe, Interim Vice President of Student Development, approved the recommendation to hire.

Mr. Philip Giacomelli's experience includes, but is not limited to the following:

- Music Educator, Director of Choirs – Owensville High School 2018 – current
- Music Educator – Salem School District 2015 – 2018
- Marketing Coordinator & Instructor of Education & Technology – Southwest Baptist University 2010 – 2018
- Director of Choral Studies – Warren County RIII 2006 – 2007

Mr. Philip Giacomelli received his Bachelor of Arts in Music Education from Missouri Baptist University and his Master of Science in Education: Instructional Technology Leadership and a Master of Science in Education: Curriculum and Instruction from Southwest Baptist University.

Recommendation signatures:

DocuSigned by:

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Wendy Hartmann
Director of Human Resources

DocuSigned by:

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Paul Lampe
Interim Vice President, Student Development



HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: April 19, 2021
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire: Emerging Technologies Librarian

Please accept the Search Committee's recommendation to hire Ms. Morgan Spangler as the full-time Emerging Technologies Librarian effective May 10, 2021 with an annual salary of \$45,000. Lisa Farrell, Library Services Director, served as the committee chair. Robyn Walter, Vice President of Academic Affairs, approved the recommendation to hire.

Ms. Morgan Spangler's experience includes, but is not limited to the following:

- Special Agent, Office of Inspector General 2018 – current
- Circulation Specialist – Harris Stowe State University 2017 – 2018
- Library Technician – East Central College 2018 – 2019

Ms. Morgan Spangler received her Bachelor of Science in Applied Geography from East Carolina University and her Master of Science in Library and Information Science from University of Missouri – Columbia.

Recommendation signatures:

DocuSigned by:

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Wendy Hartmann
Director of Human Resources

DocuSigned by:

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Robyn Walter
Vice President, Academic Affairs



HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: April 19, 2021
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire: Instructor, Biology

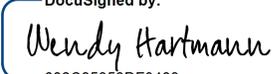
Please accept the Search Committee’s recommendation to hire Ms. Clarissa Brown as the full-time Instructor, Biology effective August 16, 2021 with an annual salary of \$44,500. Ann Boehmer, Dean of Arts and Sciences served as the Search Committee Chair. Robyn Walter, Vice President of Academic Affairs, approved the recommendation to hire.

Ms. Clarissa Brown’s experience includes, but is not limited to the following:

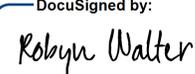
- Professional Development Consultant –Warrensburg R-VI 2020 – current
- High School Science Teacher – Warrensburg R-VI 2010 – Current
- Microbiology Lab Adjunct – University of Central Missouri – Spring 2016
- TriO Introductory Algebra Adjunct – University of Central Missouri – Summer 2012

Ms. Clarissa Brown received her Bachelor of Science in Biology, Master of Science in Biology, Master of Science in Education, and an Education Specialist all from the University of Central Missouri.

Recommendation signatures:

DocuSigned by:

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Wendy Hartmann
Director of Human Resources

DocuSigned by:

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Robyn Walter
Vice President, Academic Affairs

Interoffice Memo

TO: Dr. Jon Bauer
DATE: April 27, 2021
FROM: Office of Academic Affairs
RE: Adjuncts for Summer Semester 2021

Please approve the following adjuncts for the 2021 Summer semester.

Health Sciences

Rechell Alcorn, EMT
Courtney Baxter, MDA
Julie Chirban, Nursing
Tom Fitts, EMT

Jenifer Goodson, EMT
Lisa Korn, EMT
Adisa Velic, MDA

Career and Technical Education

Bobby Bland, Welding
Jason Durbin, CIS
Duane Clonts, IET
Lisa Hanneken, Business

Mike Palazzola, Culinary
Anna Schwein, CIS
Jerry Stone, HVAC

Mathematics and Education

Reginald Brigham, Mathematics
Sarah Davenport, Mathematics
Ann Estes, Mathematics
Mary Beth Huxel, Education

Jay Mehrhoff, Physical Education
Shaun Roberson, Mathematics
Gregory Stotler, Education

English & Humanities

Shana Collier, Communications
Madison Emerick, English
Matthew Gifford, Philosophy
Lisa Haag, English
Robin Hanson, Civilization

Shanee Haynes, Communications
Susan LaFayette, English
Gregory Stratman, English
Kaitlyn Willy, English

Social Sciences

Janet Berry, Economics
Coreen Derifield, History
Tim Derifield, Sociology
Rachel Howard, Psych/Soc

Rachel Johnson, History
Wendy Pecka, Psychology
Dennis Pohlman, Political Science
Vanessa Whittle, History

Science & Engineering

Mohammad Aftab Chaudhry, Biology
Lucy Crain, Health Science
Kevin Dixon, Biology
Elizabeth Flotte, Biology

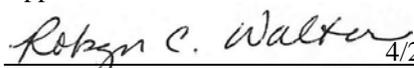
Parvadhya Govindaswamy, Biology
Tracy Mowery, Biology
Keith Pulles, Biology
Elizabeth Winters-Rozema, Biology

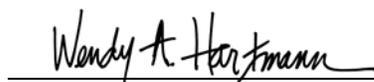
Fine & Performing Arts

Aaron Bounds, Music
Krista Frohling, Art
Elizabeth Moynihan, Theater

Gary Powers, Art
Timothy Sexton, Music

Approval:


Robyn C. Walter 4/27/21
Vice President, Academic Affairs Date


Wendy A. Hartmann 4/27/21
Director, Human Resources Date

May 3, 2021

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 3, 2021**

AGENDA ITEM 17: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board

5/3/2021

East Central College

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Section 17, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 3, 2021**

AGENDA ITEM 18: REPORTS

Reports may be presented by:

- A. Faculty Association President, Reginald Brigham
- B. ECC-NEA Vice President, Susan Henderson
- C. Professional Staff President, Jenny Kuchem
- D. Classified Staff Association President, Hannah Masek
- E. Student Government Association President, Jenna Meintz

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East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 3, 2021**

AGENDA ITEM 19: 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

June 7
July 15 (*Thursday noon business meeting*)
August 30
No September Meeting
October 4
November 1
December 6

Alternate Meeting Dates

June 14

October 11
November 8
December 13

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 3, 2021**

AGENDA ITEM 20: ADJOURNMENT

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

5/3/2021

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East Central College

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