



**BOARD OF TRUSTEES
MEETING**

June 14, 2021

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING AGENDA
June 14, 2021 5:30 p.m.
<https://zoom.us/j/99131015829>**

		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.	FY22 BUDGET & STAFFING PLAN	4 Votes		
8.	COLLECTIVE BARGAINING AGREEMENT	4 Votes		
9.	PROFESSIONAL SERVICES	4 Votes		
10.	INSURANCE BROKER	4 Votes		
11.	BOARD POLICIES AND PROCEDURES A. Chapter Two Revisions B. Acceptable Use of Information Technology (<i>new</i>)	4 Votes		
12.	RE-DISTRICTING PROCESS			X
13.	FUTURE BOARD MEETINGS		X	
14.	COVID-19 UPDATE			X
15.	*PERSONNEL A. Appointments B. Adjunct Faculty – Summer 2021	4 Votes		
16.	BOARD PRESIDENT’S REPORT			X
17.	REPORTS A. Faculty Association B. ECC-NEA C. Professional Staff Association D. Classified Staff Association			X
18.	PRESIDENT’S REPORT			X
19.	ADJOURNMENT OF PUBLIC SESSION/ EXECUTIVE SESSION – RSMo2004, SECTION 610.21(2) REAL ESTATE AND (3) PERSONNEL	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
June 14, 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.

6/14/2021

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 14, 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.

6/14/2021

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 14, 2021**

AGENDA ITEM 3: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the June 14, 2021, Board of Trustees meeting.

6/14/2021

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Section 3, Page 1

Agenda Item 3: Approval of Agenda

Consent Agenda Items for June 14, 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
June 14, 2021**

AGENDA ITEM 4: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the May 3, 2021, regular meeting and the May 6, 2021, special meeting of the Board of Trustees.

Attachments

6/14/2021

East Central College

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Section 4, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, May 3, 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 all or part of the meeting were Joseph Stroetker, Prudence Fink Johnson, Cookie Hays, Eric Park, and Audrey Freitag. Also present were College President Jon Bauer; Administrators – Vice President of Academic Affairs Robyn Walter, Vice President of External Relations Joel Doepker, Vice President of Administration and Finance DeAnna Cassat, and Interim Vice President of Student Development Paul Lampe; Faculty – Faculty Association President Reg Brigham, NEA Vice President Susan Henderson, Philosophy/Religion Instructor Matthew Gifford; Other Staff – Dean of Career & Technical Education Richard Hudanick, Executive Director of Institutional Effectiveness Michelle Smith, Foundation Executive Director Bridgette Kelch, Director of the Rolla Campus Christina Ayres, Communications & Marketing Director Gregg Jones, Human Resources Director Wendy Hartmann, Director of Information Technology Doug Houston, Coordinator of Apprenticeships & Business Training Melissa Richards, Allied Health Program Assistant Julie Beck, Professional Staff Association President Jenny Kuchem, Classified Staff Association President Hannah Masek, and Executive Assistant to the President Bonnie Gardner; Students – Student Government Association Chief Recording Officer Malaina Mastin and President Jenna Meintz.

RECOGNITION OF GUESTS: Elena Cruz of *The Missourian* was in attendance.

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

PUBLIC COMMENT: There were no public comments.

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

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

Motion by Prudence Johnson; Seconded by Cookie Hays; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the April 5, 2021, regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Dr. Bauer presented the financial statements and noted that lost state aid is a reimbursable expense under the federal COVID relief fund and will come to the college as unrestricted revenue. Losses in rental income and bookstore income are also eligible for reimbursement. The largest area of lost revenue will be tuition. There is no clear guidance regarding how to calculate this loss and the college is still waiting to draw down those funds. When notification of the dollar amount awarded in round three of the relief funds is received, the clock will reset on all federal relief funds and the college will have one year from that date to claim reimbursement from unspent funds in all three rounds.

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

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

ACCEPTANCE OF BIDS: Dr. Bauer noted that the recommended classroom furniture will replace furniture in Hansen Hall, Health Science, the Business & Industry Center, and the training center. The furniture will allow classrooms to more easily be configured for social distancing. The surfaces are also more easily cleaned and disinfected. The purchase will be made from a cooperative contract that was competitively bid.

Motion: 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.

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

AAS DEGREE/CERTIFICATES IN APPLIED TECHNOLOGY: The proposed program will allow students and employers to customize certificate and degree options to best support their needs. The classes are already on the schedule and taught by current faculty who are credentialed so there is no additional cost for the degree offering. The certificates will stack into a degree option. Students can choose from several courses in different career fields to round out their program. This will also be a great option for high school students who are exploring careers and will help to expand apprenticeships.

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

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

FACILITIES LEASES: Dr. Bauer noted that the College will have additional square footage at Rolla Technical Center for the Radiologic Technology program but not all of that space will be charged this first year. There is no change in the Rolla North lease.

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

Rolla Technical Center 50 Forum Drive, Rolla	\$149,314.50 (<i>increase of \$3,784.50</i>)
Rolla North 2303 North Bishop, Rolla	\$115,523.40 (<i>no increase</i>)

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

MEMORANDUM OF UNDERSTANDING – CENTRAL METHODIST UNIVERSITY: This is a renewal of a longstanding agreement with an inflationary increase based on CPI. Dr. Bauer noted that CMU has been a great partner and that many ECC students and employees take classes. Ms. Hays asked that the Board be provided with information on enrollment of ECC students/staff.

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

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

CONSORTIUM AGREEMENT – SCHOOL DISTRICT OF WASHINGTON: Dr. Bauer indicated the agreement presented for approval is a renewal for the coming year. Joint programs with Washington include automotive technology, building construction, and welding. He noted that the school district will have new leadership for the coming academic year and the agreement will be reviewed once the new superintendent is in place.

Motion: To **approve** a consortium agreement for FY22 with the School District of Washington for joint programming at the Four Rivers Career Center.

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

BANK RESOLUTION: The resolution will authorize changes in signers on the ECC bank accounts to add Vice President Cassat to the accounts.

Motion: 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

Motion by Cookie Hays; Seconded by Prudence Johnson; Carried 5-0 with Eric Park abstaining.

BOARD POLICIES AND PROCEDURES: Chapter Two Revisions - Vice President Robyn Walter reviewed recommended changes to chapter two of Board Policies and Procedures. These changes were recommended by a review committee consisting of faculty and staff members and were approved by the Shared Governance Council. Substantive changes include the addition of a policy on credit-bearing certificate programs, an updated definition of dual credit and dual enrollment, removal of dual technical credit because the term is obsolete, the addition of a policy on verifying student identity in online courses, the addition of a policy on final exams to formalize the practice for end-of-term assessments, moving the policies related to the archives and children on campus to chapter four, and moving the policy related to service animals to chapter three. Other minor language changes were made for clarification. These policies were presented for the first reading and will come back to the Board for approval at the June meeting.

Acceptable Use of Information Technology Policy – This recommended policy formalizes some of the procedures in place regarding the use of technology resources. It makes explicit the prohibited uses, clarifies that the website and social media accounts are official publications of the College, and makes clear that the use of college resources does not guarantee any right to privacy. Dr. Bauer noted that the policy clarifies expectations for employees. It has been reviewed by legal counsel and gone through the shared governance process. Action on the policy will be requested in June.

BUDGET DEVELOPMENT UPDATE: The House has approved a \$3 million increase in state aid for community colleges; the Senate has approved a \$10 million increase. A conference committee will meet to resolve the differences by May 7. Both chambers agreed to additional funding for maintenance and repair at \$18 million. The governor has until the end of June to sign the bills. This would provide \$1.5 million in maintenance and repair funds to ECC.

Enrollment indicators for fall are positive and local revenue is expected to be strong. There will likely be a rollback for the operating levy due to reassessment.

Compensation is the top priority for new decision items in the budget. Once bargaining has concluded, the budget can be finalized. The budget and staffing plan will be on the June 7 Board agenda for adoption and will be provided to Board members for review in advance of the meeting.

ROLLA COMPREHENSIVE PLAN PRESENTATION: Dr. Bauer reminded the Board that the Rolla location is a key strategy in the 2024 strategic plan. Christina Ayres provided an update on the development of the Rolla comprehensive plan. She noted that the Rolla Future Summit was postponed due to the pandemic and later became a virtual event where data was shared and participants broke into small groups for discussion and feedback. The online community survey received 154 responses. Information gathered from these two sources was used to develop the plan. Community input included suggestions that the college increase its campus presence, broadcast its successes, provide more tutoring services and degree options, provide summer programs, provide dual credit, and add arts and media classes.

Five objectives were developed with co-leads assigned to each objective:

- Facilities – Remote technical support and enhanced spaces for instruction/support are priorities. Moving all services into one facility is also important. Research is underway to identify needs and space estimates as well as funding sources for a comprehensive Rolla facility. The Board would be involved in any decision to be made regarding a facility.
- Business & Industry Partnerships – The Applied Technology degree will be very impactful in working with business partners. Businesses and industries are being surveyed to assess their needs. Grant funding is being sought to support a coordinator to help establish a pre-apprenticeship program and consortium with manufacturing partners.
- Increasing Credit Hours – The student onboarding process is being improved and a multi-year staffing plan is being developed. Student retention data is being analyzed. IET courses will be offered that will apply to an industrial maintenance certificate. Staff will seek to expand articulation agreements and implement an early college academy in addition to growing the Campus Connections program with Missouri S&T. A two-year course schedule will be designed to allow for increases in credit hours.
- Community Outreach – A summer learning academy will provide eight offerings for youth this year. The public relations liaison visits biweekly to gather information for press releases and a marketing campaign has been developed. An external advisory group will be established. In the future, an annual spring service event will be developed and educational opportunities in the area will be assessed biannually. A part-time public relations position is suggested.
- Student Experience – Student onboarding has been improved and the Rolla website has been re-designed. Tutoring services are being expanded and a stipend for Rolla student government officers has been implemented to help grow student opportunities. Plans will be developed to increase student organizations, expand academic department-sponsored events, and increase opportunities for prospective students.

COVID-19 UPDATE: Staff are focusing on capturing lost revenue figures to draw down federal funds and identifying projects that are allowable under these funds. Projects will likely include critical HVAC infrastructure, additional technology, and furniture. The federal dollars can also be used to remove barriers for students. Consideration is being given to waiving past-due student balances that prevent enrollment; these amounts can be reimbursed from federal funds and waiving the balances will remove a barrier to re-enrollment. Over \$800,000 in student grants are being distributed currently and an additional \$3 million is expected to be provided in round three. Students can use the grants to pay tuition/fees as well as other expenses.

The academic year will finish with the same safety protocols in place – masks indoors and social distancing. Some restrictions on events have been loosened but social distancing is still required. Seating is now provided in family pods with an appropriate distance between groups. The college will continue to be cautious and follow guidelines as released by the CDC.

PERSONNEL: The Board **approved** the reappointment of professional staff as outlined in the attached memorandum. The Board **accepted** the resignations of Jessica Robart, Student Success Coordinator-Rolla, effective May 13, 2021, and Laura Cain, Early College and Admissions Advisor, effective April 30, 2021. The Board **approved** the following appointments: Laura Ditmeyer, 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; Philip Giacomelli, Early College & Admissions Advisor, effective July 6, 2021, with an annual salary of \$41,700; Morgan Spangler, Emerging Technologies Librarian, effective May 10, 2021, with an annual salary of \$45,000; and Clarissa Brown, Biology Instructor, effective August 16, 2021, with an annual salary of \$44,500. The Board also **approved** the appointment of adjunct faculty for the Summer 2021 semester as listed in the attached memorandum.

BOARD PRESIDENT'S REPORT: Board President Ann Hartley reported that awards and sessions for the upcoming leadership conference were approved at the recent MCCA quarterly meeting. She also welcomed DeAnna Cassat and complimented those involved in planning the recent Assessment Academy.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Reg Brigham stated the Association had no report.
- B. ECC-NEA:** ECC-NEA Vice President Sue Henderson reported that bargaining should finish soon.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported that staff participated in the recent Assessment Showcase on campus.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association President Hannah Masek reported the Denim Days raised \$145 for Franklin County Honor Flight and \$205 plus food donations for the ECC food pantry. The spring fundraiser garnered \$457 which was divided equally between the general fund and the scholarship fund. Ray Maurice has published his second book of poetry.
- E. STUDENT GOVERNMENT ASSOCIATION:** Student Government President Jenna Meintz reported a trivia night is being planned for May 7. There is an international trivia question posted on campus and those who answer will be entered in a gift card drawing. Students are nominating faculty for the outstanding instructor award. The SGA will provide breakfast for faculty during Faculty Appreciation Week, and there will be a drawing for two gift cards.

PRESIDENT'S REPORT: Vice President Robyn Walter provided a brief update on the recent Higher Learning Commission multi-site visit. The reviewer visited Four Rivers Career Center and the Business & Industry Center. The purpose of the visit was to confirm the continuing effective oversight by the institution including academic programs and student support services. The HLC wants to ensure students have the same level of instruction and that practices are consistent across

all locations. The reviewer was impressed with the facilities, staff, and students and did not express any concerns. A final report should be submitted in just over a month.

Dr. Bauer noted that the end of the academic year has been reached and celebrations of student success are occurring. Graduation ceremonies will be held May 15 and 16 with each student permitted to bring six guests. AEL graduation will occur on May 13. The softball team secured the number one seed in the region for post-season play, and women's soccer is underway.

About 100 employees participated in the Assessment Showcase. The college was closed to the public to allow participation. Other activities have included a streamed theatre production of "Almost Maine," streamed concerts with a limited number of family members in attendance, the student art exhibit in the gallery through May 6, and a modified version of the Restaurant at Prairie Dell where culinary students served each other meals rather than opening to the public.

Dr. Bauer advised the Board that there are many time-sensitive facilities projects underway and a special meeting via Zoom may be needed to approve expenditures that cannot wait until the June meeting date.

ADJOURNMENT:

Motion: 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 at 7:13 p.m.

Motion by Joseph Stroetker; Seconded by Eric Park

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

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

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Thursday, May 6, 2021**

CALL TO ORDER: The special meeting of the Board of Trustees was called to order at 2 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 College President Jon Bauer; Administrators – Vice President of External Relations Joel Doepker and Vice President of Administration and Finance DeAnna Cassat; Other Staff – Foundation Executive Director Bridgette Kelch, Communications & Marketing Director Gregg Jones, Director of Facilities Tot Pratt, Classified Staff Association President Hannah Masek, Facilities Administrative Assistant Julie Apperson, Multimedia Specialist Amanda Studdard, and Executive Assistant to the President Bonnie Gardner. Geoff Folsom of *The Missourian* was also in attendance.

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

ACCEPTANCE OF BID: Dr. Bauer noted that the college moved to city water service several years ago and the water tower has not been in service since that time. Public entities have been approached to determine their interest in the tower and leasing the tower to broadband service providers has also been explored. There was no interest, and two options remain – paint the tower and continue to maintain it with the only value being the preservation of a landmark or demolish it. The cost of painting is over \$54,000 with a life expectancy of 15 years for the paint. The tower was erected in 1970 at a cost of just over \$15,000 and has served the college well. The additional cost of painting and maintenance cannot be justified so it is recommended the tower be demolished.

The contractor can complete the work shortly after commencement so that the project will not be disruptive to students. The project qualifies for state maintenance and repair fund reimbursement at 50%. However, work needs to be completed, invoiced, and paid by early June. In response to a question about contingencies in the contract that could increase the cost, Dr. Bauer indicated there is little potential for change orders with the only possible concern being the discovery of lead paint. It is anticipated the \$39,000 estimate will be accurate.

Motion: To **approve** the demolition of the water tower located on the Union campus by Maguire Iron, Inc. at a cost of \$39,000 to be reimbursed at 50% by state of Missouri maintenance and repair funds.

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

ADJOURNMENT:

Motion: To **adjourn** the May 6, 2021, special meeting of the Board of Trustees at 2:13 p.m.

Motion by Eric Park; Seconded by Joseph Stroetker; Carried Unanimously

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 14, 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

6/14/2021

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

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Section 5, Page 1

East Central College
Statement of Net Assets for all Funds
As of April 30, 2021 and April 30, 2020

ASSETS	<u>4/30/21</u>	<u>4/30/20</u>
Current		
Cash	10,711,652	8,183,264
Investments	801,329	862,164
Receivables, net		
Student	2,405,201	1,531,187
Federal & State agencies	1,185,082	1,248,577
Other	221,703	167,792
Inventories	156,006	196,451
Prepaid expenses	271,508	247,169
Total Current Assets	<u>15,752,481</u>	<u>12,436,604</u>
Non-Current Assets		
Other Assets	233,037	427,449
Capital Assets (net)	40,417,592	41,824,428
Total Non-Current Assets	<u>40,650,629</u>	<u>42,251,877</u>
Total Assets	<u>56,403,110</u>	<u>54,688,481</u>
DEFERRED OUTFLOW OF RESOURCES		
Deferred pension outflows	<u>5,391,728</u>	<u>7,235,763</u>
Total Assets and Deferred Outflow of Resources	<u><u>61,794,838</u></u>	<u><u>61,924,244</u></u>
LIABILITIES		
Current Liabilities		
Accounts Payable	1,790	-8,793
Accrued Wages & Benefits	244,889	5,111
Unearned Revenue	2,152,283	1,243,658
Due to Agency Groups	447	100,181
Accrued Interest	0	9,258
Total Current Liabilities	<u>2,399,409</u>	<u>1,349,415</u>
Non-Current Liabilities		
USDA Loan	558,334	658,333
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	1,065,564	1,122,528
United Bank of Union	1,800,000	1,900,000
Total Non-Current Liabilities	<u>28,256,172</u>	<u>29,854,690</u>
Total Liabilities	<u>30,655,581</u>	<u>31,204,105</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	37,165,334	35,419,549
Restricted for Debt Service	-44,894	106,930
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	9,791,677	7,679,271
All other Funds	-21,256,616	-18,579,054
Total Net Assets	<u>27,415,501</u>	<u>26,386,696</u>
Total Liabilities, Deferred Inflow of Resources and Net Assets	<u><u>61,794,838</u></u>	<u><u>61,924,244</u></u>

East Central College
Statement of Activities
General Fund

As of April 30, 2021 and April 30, 2020

	For the Fiscal Year Ending June 30, 2021			For the Fiscal Year Ended June 30, 2020			
	Current FY Budget	Apr 30, 2021 Month end	Current FY Year-To-Date	Prior FY Budget	Apr 30, 2020 Month end	Prior FY Year-To-Date	Prior Year FYE
Revenues:							
Local Revenue	6,977,522	90,024	7,025,558	6,700,000	56,754	6,760,627	6,846,432
State Revenue	4,382,100	460,235	4,167,704	5,257,661	282,984	4,099,116	4,414,059
Federal Revenue		-	-	-		425	425
Tuition and Fees	5,888,328	56,027	6,184,446	6,501,424	14,569	6,140,929	6,195,071
Interest Income	50,000	8,827	53,824	55,078	5,729	62,845	88,550
Gifts and Grants	50,000	-	102,273	387,925		341,401	426,943
Miscellaneous Revenue	50,000	2,493	35,934	75,000	1,226	46,909	51,587
Transfers-Interfund & Indire	-	-	1,783	-	3,020	5,639	308,400
Transfer Federal Programs	-	816,349	1,407,984	-	-	-	-
Total Revenues	17,397,950	1,433,955	18,979,506	18,977,088	364,282	17,457,891	18,331,467
Expenses:							
Salaries	9,804,182	804,065	8,055,512	10,359,668	807,920	7,991,516	9,985,559
Benefits	3,362,560	276,073	2,820,446	3,475,779	287,614	2,757,717	4,631,870
Contractual Services	930,000	28,561	790,590	691,367	6,796	809,633	898,626
Current Expenses	800,000	50,341	817,293	1,343,505	88,902	640,854	835,153
Travel	175,000	4,876	54,979	253,123	383	156,195	161,135
Property & Casualty Insuran	202,000	-	205,863	202,000	-	198,771	198,771
Vehicle Expense	15,000	366	2,542	16,640	867	5,830	6,772
Utilities	628,507	33,926	397,144	571,370	35,253	385,852	497,075
Tele/Communications	225,855	15,090	174,781	225,855	19,130	173,583	212,933
Miscellaneous	400,000	17,166	234,680	588,678	14,894	266,241	320,466
Foundation Paid Expense	2,000	2,145	15,234	-	1,081	2,447	2,547
Clearing Account	1,000	(148)	87	-	561		-
Scholarship Expense	75,000	1,362	122,445	11,200		71,163	91,961
Faculty Development	10,000	300	1,402	25,000	(1,146)	10,718	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	-	187,460	15,527	-	84,857	36,262
Interfund Transfers	18,400	-	-	18,400	-	-	-
Debt Princ & Interest	300,000	8,335	201,575	272,657	8,333	213,177	272,188
Total Expenses	17,103,719	1,242,458	14,117,886	18,174,084	1,270,588	13,768,554	18,240,237
Revenue over Expenses	294,231	191,497	4,861,620	803,004	-906,306	3,689,337	91,230

East Central College
Statement of Revenue, Expenses & Changes in Net Assets
(All Funds)
As of April 30, 2021 and April 30, 2020

	For the Fiscal Year Ending June 30, 2021		For the Fiscal Year Ended June 30, 2020	
	Apr 31, 2021	FY 2021 Year-To-Date	Apr 30, 2020	FY 2020 Year End
Operating Revenues:				
Student Tuition & Fees	67,375	7,283,313	18,151	7,299,036
Federal Grants & Contracts	830,922	7,143,364	27,911	5,028,156
State Grants & Contracts	169,751	527,636	464,720	1,024,916
Auxiliary Services Revenue	31,739	997,996	23,700	1,121,534
Other Operating Revenue	5,321	261,661	2,279	433,584
Total Operating Revenue	1,105,108	16,213,970	536,761	14,907,226
Operating Expenses:				
Salaries	897,668	8,995,716	899,325	8,920,598
Benefits	302,233	3,083,461	312,661	3,005,764
Purchased Services	125,644	1,433,557	83,006	1,442,137
Supplies & Current Expenses	111,341	2,277,018	125,618	2,004,015
Travel	10,592	65,495	-1,438	175,877
Insurance		224,367	-	215,539
Utilities	81,210	687,717	60,078	651,909
Other	8,349	80,558	5,796	107,867
Depreciation	185,504	1,748,660	235,758	1,721,430
Financial Aid & Scholarship	58,454	5,380,290	17,852	5,194,667
Foundation Paid Expense	2,145	19,363	3,345	6,282
Total Operating Expenses	1,783,140	23,996,202	1,742,001	23,446,085
Operating (Loss)/Gain	-678,032	-7,782,232	-1,205,240	-8,538,859
Non-Operating Revenues (Expenses):				
State Appropriations	460,235	4,167,704	282,984	4,099,116
Tax Revenue	111,140	8,673,528	70,066	8,346,453
Interest Income	10,698	64,675	6,901	72,271
Gain/Loss on asset disposal	-	-	-	-
Principal & Interest on Debt	-2,432	-403,516	-2,558	-406,140
Total Non-Operating Revenue (Expense)	579,641	12,502,391	357,393	12,111,700
Increase in Net Assets	-98,391	4,720,159	-847,847	3,572,841

**East Central College
Investments
As of April 30, 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 Investments					\$ 797,311.48

2021

Total Cash Accounts	\$ 10,711,652.00
Certificates of Deposit	\$ 797,311.48
	<u>\$ 11,508,963.48</u>

2019 (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 April 30, 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 April 30, 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 April 1, 2021 through April 30, 2021, is reported at \$812,590.31

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 14, 2021**

AGENDA ITEM 6: ACCEPTANCE OF BIDS

Recommendation: To **approve** the purchase of 306 PCs and monitors from the state negotiated Dell purchasing contract at a cost of \$206,703 to be funded with technology fees.

Recommendation: To **approve** the installation of fiber for the HS and DSSC buildings by Link Data Services, Inc. at a cost of \$41,482.35 to be funded with federal Higher Education Emergency Relief Fund monies.

Recommendation: To **approve** the purchase of 15 Dell switches for the HS and DSSC buildings from the state negotiated Dell purchasing contract at a cost of \$84,105 to be funded with federal Higher Education Emergency Relief Fund monies.

Recommendation: To **approve** the purchase of classroom and student gathering area furniture for the Union campus from KI through the Sourcewell Cooperative negotiated contract at a cost of \$313,300.50 to be funded with federal Higher Education Emergency Relief Fund monies.

Recommendation: To **approve** improvements to the Union campus HVAC systems to improve indoor air quality and mitigate the transmission of viruses at a total cost of \$1,437,620 to be funded with federal Higher Education Emergency Relief Fund monies.

Recommendation: To **approve** the installation of ADA touchless entry and access door controls by TSI Global Companies, St. Charles, MO, at a cost of \$180,089.33 to be funded with federal Higher Education Emergency Relief Fund monies.

Recommendation: To **approve** the purchase of classroom furniture for Rolla Main and Rolla North from KI through the Sourcewell Cooperative negotiated contract at a cost of \$81,144 to be funded with federal Higher Education Emergency Relief Fund monies.

Recommendation: To **approve** the installation of infield turf on the baseball field by Hill Country Baseball, LLC – DBA ATX Turf of Johnson City, TX, at a cost of \$213,700 to be funded by the East Central College Foundation.

Attachments

6/14/2021

Section 6, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602



Interoffice Memorandum

To: Dr. Jon Bauer
From: Doug Houston
Subject: Purchase of 306 PC computers with Monitors for various labs
Date: May 28, 2021

It is my recommendation that the Board of Trustees accepts and approves equipment purchase from the state negotiated Dell purchasing contract in the amount of \$206,703.00 for 306 Desktop computers with LCD monitors for various computer labs at the Union campus. The equipment cost would be spent out of the Tech Fees budget.

This equipment will update computers that are at or near the end of their usable life cycle. This hardware will significantly improve the capabilities and usability for our students.

The imaging and installation of the new equipment will be accomplished by East Central College IT staff before the Fall 2021 semester.

Item		College Outlay
306 PCs w/monitors	\$206,703.00	
Total		\$206,703.00



Interoffice Memorandum

To: Dr. Jon Bauer
From: Doug Houston
Subject: Acceptance of Bid
Date: June 3, 2021

It is my recommendation that the Board of Trustees accepts and approves the bid from Link Data Services Inc. for \$41,482.35 using COVID Funds. The bid is for the installation of fiber for the HS and DSSC buildings. Link Data Services was the only bidder on the project.

This fiber will upgrade existing infrastructure that will enhance and improve bandwidth capabilities of ECC to better handle distance learning and Wi-Fi connectivity.

The installation will be before the Fall 2021 semester.

Item		College Outlay
Fiber installation	\$41,482.35	
Total		\$41,482.35



Interoffice Memorandum

To: Dr. Jon Bauer
From: Doug Houston
Subject: Purchase of Infrastructure Switches for HS and DSSC
Date: June 3, 2021

It is my recommendation that the Board of Trustees accepts and approves equipment purchase from the state negotiated Dell purchasing contract in the amount of \$84,105.00 for 15 infrastructure switches. The equipment cost would be spent out of Covid grant funds.

This equipment will be used to upgrade older switches in HS and DSSC that will enhance and improve bandwidth capabilities of ECC Infrastructure to better handle distance learning and Wi-Fi connectivity.

The installation of the new equipment will be accomplished by East Central College IT staff before the Fall 2021 semester.

Item		College Outlay
15 Dell Switches for HS and DSSC	\$84,105.00	
Total		\$84,105.00



OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

TO: Dr. Jon Bauer, College President
 DATE: June 7, 2021
 FROM: Robyn Walter, Vice President of Academic Affairs
 RE: Academic Affairs Furniture Request

Building / Department	Description	Total Estimate
ECTC - HVAC and Prec. Mach.	Student Desks	\$30,450.00
Health Science Building	Stack Chairs	\$48,150.00
Health Science Building	Stack Chair Add-On	\$11,588.50
HH, BH, and HS	Student Gathering and Study Furniture	\$101,521.00
HH and BH	Student Desks	\$91,419.00
AEL	Student Desks	\$4,422
Installation	Installation for all furniture above	\$25,750.00
		\$313,300.50

Rationale:

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

ECTC – HVAC and Precision Machining Student Desks

The HVAC and Precision Machining student desks 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.

HS – Stack Chairs

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. This chair order is for additional classrooms not identified on the previous furniture request.

HS – Stack Chair Add-On

It was determined that there are more classroom chairs that need to be replaced than originally thought. These replacement chairs are made of materials that can be sanitized to mitigate the spread of COVID-19. This chair order is for additional classrooms not identified on the previous furniture request.

HH, BH, and HS Student Gathering and Study Furniture

Study and student gathering furniture across campus is not conducive to social distancing or sanitation. The current furniture is also worn, and some areas lack study furniture completely. The new furniture can be cleaned and sanitized as well as offer configuration conducive to social distancing for students.

HH, BH, and AEL Student Desks

It was determined that there are additional classrooms that will benefit from the single desk/table classroom furniture option. 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.



Memo

To: Dr. Jon Bauer, President
From: DeAnna Cassat, VP Finance & Administration
Cc: Tot Pratt
Date: June 8, 2021
RE: HVAC Project

The recommendation is to approve the Johnson Controls proposal for \$1,437,620.00, which includes the following:

1. Hansen Hall Heat Pump Replacement
 - a. Replace existing heat pumps located and servicing Hansen Hall to ensure ASHRAE required ventilation. Providing new replacements for the existing units. The new units will utilize the boiler and cooling tower installed by Johnson Controls, taking advantage of the 2019 investment in facility improvement measures. Air filtration will be improved as the new units will utilize higher MERV rated filters.
 - b. Price: \$598,710.00
2. Air Handling Unit Ultraviolet-C Light Installation
 - a. The HVAC systems will be retrofitted with ultraviolet-c lamps, bulbs, and components to disinfect airstreams and continuously clean surfaces of cooling units and drain pans for maintaining indoor air quality and comfort performance. Installation shall be provided by ECC. Buildings include DSSC, HS, BH, BIC and HH
 - b. Price: \$226,166.00
3. Metasys Building Automation System (BAS) Upgrade
 - a. Upgrade of Metasys BAS will allow better control of units which will optimize air flow. Updating the control strategy will allow the facility operators to dedicate HVAC units to specific classrooms and areas based on a need for increased fresh air.
 - b. Price: \$68,613.00
4. Hansen Hall Room 249 HVAC Upgrade
 - a. Upgrade will include optimize existing duct work and ventilation that serves HH249. This will designate one rooftop unit for the second floor and one rooftop unit for the first floor.
 - b. Price: \$37,831.00

5. ECTC Variable Air Volume (VAV) Box Replacement
 - a. Replacing the existing boxes will increase both ventilation and air flow. This will increase the dilution of dirty air with clean air and ensure delivery of ASHRAE required ventilation. Each box will be designated to a specific zone allowing the operators to make air flow adjustments based on space needs. Scope of work is to replace each VAV box with a new VAV box and add new dedicated controllers.
 - b. Price: \$181,930.00
6. DSSC Variable Air Volume (VAV) Box Replacement
 - a. See 5a above for detailed description.
 - b. Price: \$183,976.00
7. Hansen Hall Variable Air Volume (VAV) Box Replacement
 - a. See 5a above for detailed description
 - b. Price: \$118,853.00
8. Hansen Hall Office 251 Split System Replacement
 - a. Replacing existing split mechanical system with new unit to increase the ventilation efficiency of the served space. This will increase the rate that dirty air is diluted with clean outside air. This will also provide better space filtration allowing for an increase in particle collection.
 - b. Price: \$21,541.00

Johnson Controls has been a long-time partner with the college supporting our mechanical, electrical and fire protection infrastructure. The purpose of the HVAC project is to help deliver healthy clean air solutions to decrease the risk of infection and create a safe, healthier environment.

The project will be funded out of the Higher Education Emergency Relief Fund III (HEERF).

Executive Summary

Dear Dr. Jon Bauer,

Johnson Controls is pleased to provide this proposal to East Central. We have developed our solutions based on our discussions with you, information collected during previous walkthroughs, and our overall experience working at your and other campuses around the area.

The developed clean air solutions from Johnson Controls help deliver healthy buildings to decrease the risk of infection and create a safer, healthier environment. We've worked to develop a specific strategy that's right for your campus on five pillars aligned with ASHRAE and CDC guidelines.

Those pillars include:

- Ventilation
- Filtration
- Disinfection
- Isolation
- Monitoring & Maintenance

As a manufacturer of both York and Metasys, Johnson Controls has the factory expertise and resources to provide a high quality mechanical installation for your facility. The experience, knowledge, size and support of our Johnson Controls mechanical and technical resources can uniquely ensure a properly installed system that will support East Central College for the life of the equipment.

Thank you for your interest in Johnson Controls and we look forward to being your building solutions partner again. Please contact me if you have any questions.

Sincerely,

David W. Frazier
Owner Account Executive
314.346.7968
david.w.frazier@jci.com

Base Project Pricing Summary

• Hansen Hall Heat Pump Replacement	\$598,710.00
• Mechanical Unit UV-C Installation	\$226,166.00
• Metasys Building Automation Upgrade	\$68,613.00
• Hansen Hall Room 249 Updates	\$37,831.00
• ECTC VAV Box Replacement	\$181,930.00
• DSSC VAV Box Replacement	\$183,976.00
• Hansen Hall VAV Box Replacement	\$118,853.00
• Hansen Hall Office 251 Split System Replacement	\$21,541.00

***Total Investment for All Projects Listed.....\$1,437,620.00**

(One million Four hundred Thirty-Seven thousand Six hundred and Twenty dollars)

***This Proposal is in accordance with Sourcewell contract 030817-JHN**



EAST CENTRAL COLLEGE

Memo

To: Dr. Jon Bauer, President

From: DeAnna Cassat, VP Finance & Administration

Date: June 8, 2021

RE: Access Door Control

The college went out to bid on April 12, 2021 for Access Door Control and ADA Touchless Entries. Three proposals were submitted, as listed below.

1. TSI Global Companies, St. Charles, MO; \$165,805.00
 - a. Alternates Proposed:
 - i. Rolla Campus external doors at \$7,813.33
 - ii. Single Door Addition Alternate, includes HVAC, Welding, IET, Precision Machining Labs at BIC and DSSC Fitness Center at \$3,743.00
 - iii. Electric Strike Alternate for DSSC 1-4 door at \$2,728.00
2. Hackett Security, Inc., St. Louis, MO; \$277,097.35
3. CAM-DEX Security Corp., St. Louis, MO; \$234,037.00

The evaluation committee and I are recommending TSI Global Companies base bid at \$165,805.00, plus the three alternates totaling \$14,284.33. The overall cost of the project is \$180,089.33.

The access door control and ADA touchless entry project will improve the existing aging automatic door hardware. The touchless entry will help negate the spread of any potential viruses. The overall scope of the project is to help improve the security, safety, and ADA compliance of the campuses. The campus police officers will also have remote access to doors.

The project will be funded out of the Higher Education Emergency Relief Fund III (HEERF).

INTEROFFICE MEMORANDUM

TO: DR. JON BAUER
FROM: CHRISTINA AYRES
SUBJECT: FURNITURE REQUEST – ROLLA MAIN & ROLLA NORTH
DATE: 06/09/21

Building	Description	Total Estimate
Rolla Main	83 desks/tables, 129 chairs, 6 storage units/carts, and 4 benches	\$59,183.50
Rolla North	31 desks and 31 chairs	\$13,190.50
Installation	Delivery and installation for both facilities	\$8,770.00
	Total	\$81,144.00

Rationale:

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

Classrooms: Rolla Main (103, 111, 121, & 147) & Rolla North (107 & 115)

Single seated table/desks and chairs will allow flexible seating configurations to promote social distancing requirements while maximizing classroom capacity. This purchase will replace longer tables intended to seat multiple students. In addition, all items can be sanitized to mitigate the spread of COVID-19.

Science Labs: Rolla Main (108 & 143)

New tables and stools will allow flexible seating options to promote social distancing while maximizing lab capacity in compliance with COVID-19 mitigation protocols. Additional storage will promote social distancing by redistributing lab supplies in the lab, limiting the need for students to gather in the same place, and provide room to add additional lab tables. Additional seats, storage, and tables can be sanitized to mitigate the spread of COVID-19.

Library, Testing Center, and Student Services Waiting Area Seating: Rolla Main

New benches and individual tables will replace large circular tables intended for multiple students. Chairs in the library and testing center are worn and cannot be properly sanitized after each use. The new chairs can be cleaned and sanitized before/after each use to mitigate the spread of COVID-19 and can provide flexible configuration options to maximize seating capacity.



Memo

To: Dr. Jon Bauer, President

From: Dr. Jay Mehrhoff, Athletic Director

CC: DeAnna Cassat, VP Finance & Administration
Bridgette Kelch, Foundation Director

RE: Baseball Infield Turf

The college went out to bid on May 21, 2021 for Baseball Infield Turf. The proposal submissions are listed below:

Supplier Name	Location	Proposal Amount
ATG – Ram Industries, LLC	Andover, KS	\$335,300
Byrne and Jones Construction	Bridgeton, MO	\$329,500
Hill Country Baseball, LLC – DBA ATX Turf	Johnson City, TX	\$213,700

The committee is recommending Hill Country Baseball, LLC – DBA ATX Turf base bid at \$213,700.00.

Initially the athletic department planned to use grass seed, sod, and install in an irrigation system. With recent increases in material costs, bids coming in higher than expected, and knowing that artificial turf would be put in place within several years, the committee voted to move forward with artificial turf.

The project will be funded out of the Foundation’s baseball campaign funds and matched by the Foundation to cover any amount over budget for the field maintenance.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 14, 2021**

AGENDA ITEM 7: FY22 BUDGET & STAFFING PLAN

Recommendation: To **approve** the general operating budget and staffing plan for FY22 as attached.

Note: The budget will be sent under separate cover prior to the meeting.

Attachments

6/14/2021

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

Section 7, Page 1

EAST CENTRAL COLLEGE - STAFFING PLAN FY22
COLLEGE PRESIDENT DIVISION

Updated 6/9/21

Title	Pos Level	FT/PT	Months Hours	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
PRESIDENT'S OFFICE								
President	ADM	FT		MC	10-61036-5110-00	100%	Bauer	Jon, Dr
Executive Assistant	204	FT		MC	10-61036-5120-00	100%	Gardner	Bonnie
Vice President, External Relations				reflected in division		100%	Doepker	Joel
Vice President, Finance & Administration (Chief Financial Officer)				reflected in division		100%	Cassat	DeAnna
Vice President, Academic Affairs (Chief Academic Officer)				reflected in division		100%	Walter	Robyn
Vice President, Student Development				reflected in division		100%	Leassner	Sarah
FOUNDATION/INSTITUTIONAL DEVELOPMENT								
Institutional Development/Foundation Executive Director	207	FT		MC	10-65040-5120-00	100%	Kelch	Bridgette
Foundation Event & Program Coordinator	204	FT		MC	10-65040-5160-00	100%	Miller Warden	Susan
HUMAN RESOURCES								
Director, Human Resources	206	FT		MC	10-63044-5120-00	100%	Hartmann	Wendy
Human Resources Generalist	107	FT		MC	10-63044-5160-00	100%	Aguilar	Kimberly
Human Resources Administrative Assistant	104	FT		MC	10-63044-5160-00	100%	Vacant	on hold
INSTITUTIONAL EFFECTIVENESS								
Executive Director, Institutional Effectiveness	209	FT		MC	10-61030-5120-00	100%	Smith	Michelle, Dr
Director, Institutional Research	206	FT		MC	10-61030-5120-00	100%	Lohden	Bethany
Research Analyst	205	FT		MC	10-61030-5120-00	100%	Riegel	Dana
ECC-ROLLA								
Director	208	FT		ROLLA	10-46128-5120-10	100%	Ayres	Christina
Assistant Director	204	FT		ROLLA	10-46128-5120-10	100%	Crosby	Jenni
Enrollment Services Coordinator	202	FT		ROLLA	10-46128-5120-10	100%	Karr	Racheal
Student Success Coordinator	204	FT		ROLLA	10-46128-5120-10	100%	Vacant	
Administrative Assistant	104	FT		ROLLA	10-46128-5160-10	100%	Cubas	Cynthia
Learning Center Specialist - English	105	PT	800	ROLLA	10-46128-5160-10	100%	Vacant	
Learning Center Specialist - Math	105	PT	800	ROLLA	10-46128-5160-10	100%	Moreland	Kirby
Learning Center Specialist - Chemistry/Physical Science	105	PT	800	ROLLA	10-46128-5160-10	100%	Donaldson	Susan
Student Services Specialist	104	FT		ROLLA	10-46128-5160-10	100%	Halfaker	Cole
Technical Support Technician	103	FT		ROLLA	25-46041-5160-10	100%	Taber	Brad
Testing Services Specialist	104	FT		ROLLA	10-46128-5160-10	100%	Schaefer	Maximillian
INFORMATION TECHNOLOGY								
Director, Information Technology	209	FT		MC	10-64041-5120-00	100%	Houston	Doug
Enterprise System Administrator	206	FT		MC	10-64041-5120-00	100%	Lause	Anne
Network & Systems Manager	206	FT		MC	10-64041-5120-00	100%	Curnutte	Ehren
Technical Support Coordinator	204	FT		MC	10-12080-5120-00	100%	deAguiro	Miguel
Network & Systems Technician	107	FT		MC	10-64041-5160-00	100%	Chitwood	Joseph
Technical Support Technician	103	FT		MC	10-64041-5160-00	100%	Warmack	Charles
Technical Support Technician	103	FT		MC	10-64041-5160-00	100%	Gibbs	Dee
Technical Support Technician	103	FT		MC	10-12080-5160-00	100%	Steffens	David
Technical Support Technician	103	PT		MC	25-46041-5160-00	100%	Saladin	Chris

Notes: Reclassified Research Analyst from 204 to 205

Effective 7/1/21 Board Approval Pending
 Updated 6/9/21

EAST CENTRAL COLLEGE - STAFFING PLAN FY22
EXTERNAL RELATIONS DIVISION

Updated 6/9/21

Title	Pos Level	FT/PT	Months Hours	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
EXTERNAL RELATIONS								
Vice President	301	FT		MC	10-46131-5120-00	100%	Doepker	Joel
Executive Administrative Assistant	105	FT		MC	10-46131-5160-00	100%	Domino	Hannah
Coordinator of Web Services/Programming	205	FT		MC	10-65043-5120-00	100%	Kolb	Andrew
COMMUNICATIONS & MARKETING								
Director, Communications & Marketing	205	FT		MC	10-65042-5120-00	100%	Jones	Gregg
Multimedia Specialist	104	FT		MC	10-65042-5160-00	100%	Studdard	Amanda
Multimedia Assistant	103	PT		MC	10-65042-5160-00	100%	Padgett	Sara
AEL								
Director, Adult Education and Literacy Programs	206	FT		MC	50-14009-5120-00	67%	Whalen	Alice
Director, Adult Education and Literacy Programs					50-14002-5120-00	15%	Whalen	Alice
Director, Adult Education and Literacy Programs					50-14006-5120-00	10%	Whalen	Alice
Director, Adult Education and Literacy Programs					50-14001-5120-00	5%	Whalen	Alice
Director, Adult Education and Literacy Programs					50-14017-5120-00	3%	Whalen	Alice
Adult Education and Literacy Volunteer Coordinator	105	PT		MC	40-14006-5120-00	100%	Caputo	Kathryn
Adult Education and Literacy - Instruction Coordinator	201	FT		MC	50-14017-5120-00	7%	Eagan	Mary
Adult Education and Literacy Instructor - Instruction Coordinator					50-14001-5120-00	10%	Eagan	Mary
Adult Education and Literacy - Instruction Coordinator					50-14006-5120-00	83%	Eagan	Mary
Administrative Assistant, Adult Education & Literacy Programs	104	FT		MC	50-14006-5160-00	77%	Eckelkamp	Brenda
Administrative Assistant, Adult Education & Literacy Programs					50-14009-5160-00	10%	Eckelkamp	Brenda
Administrative Assistant, Adult Education & Literacy Programs					50-14001-5120-00	5%	Eckelkamp	Brenda
Administrative Assistant, Adult Education & Literacy Programs					50-14002-5160-00	5%	Eckelkamp	Brenda
Administrative Assistant, Adult Education & Literacy Programs					40-14006-5160-00	3%	Eckelkamp	Brenda
English Language Acquisition Instructor	105	PT		Rolla, Union and Washington	50-14001-5160-00	100%	Varies	
Adult Education and Literacy Instructor	105	PT		AEL ELA-IET	50-14001-5160-00	100%	Varies	
Adult Education and Literacy Instructor	105	PT		Hermann, Montgomery City, Owensville, Pacific Rolla, St. Clair, St. James, Sullivan, Union, and Washington	50-14006-5160-00	100%	Varies	
Adult Education and Literacy Instructor	105	PT		AEL-IET	50-14006-5160-00	100%	Varies	
CENTER FOR WORKFORCE DEVELOPMENT								
Executive Director, Center for Workforce Development	208	FT		MC	40-13005-5120-00	100%	Shelton	Edward, Dr
Coordinator, Apprenticeship & Business Training Program	205	FT		MC	40-13005-5120-00	50%	Richards	Melissa
Coordinator, Apprenticeship & Business Training Program					50-12804-5120-00	50%	Richards	Melissa
Coordinator, Grant & Program Administrator	204	FT		MC	40-13005-5160-00	75%	Brinker	Cynthia
Coordinator, Grant & Program Administrator					50-12804-520-00	25%	Brinker	Cynthia
Coordinator, Center for Workforce Development Programming	201	FT		MC	40-13005-5120-00	100%	Ruwe Kaiser	Pam
Health Careers Workforce Coordinator	202	FT		MC	40-13005-5120-00	100%	Warmack	Terri

EAST CENTRAL COLLEGE - STAFFING PLAN FY22
FINANCE & ADMINISTRATIVE SERVICES

Updated 6/9/21

Title	Pos Level	FT/PT	Months Hours	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
FINANCE & ADMINISTRATIVE SERVICES								
Vice President, Finance & Administration	301	FT		MC	10-62030-5120-00	100%	Cassat	DeAnna
Executive Administrative Assistant	105	FT		MC	10-62030-5160-00	100%	Deuser	Michelle
PURCHASING								
Purchasing Manager	201	FT		MC	10-63053-5120-00	100%	Popp	Melissa
FOOD SERVICES								
Food Services Manager	202	FT		MC	40-63055-5120-00	100%	Simily	Debra
Food Services Associate	101	PT	980	MC	40-63055-5160-00	100%	Fitts	Adam
FINANCIAL SERVICES								
Director, Financial Services/Comptroller	207	FT		MC	10-62039-5120-00	100%	Moore	Annette
Associate Director, Financial Services	204	FT		MC	10-62039-5120-00	100%	Hoffman	Lark
Payroll Specialist	107	FT		MC	10-62039-5160-00	100%	Baillie	Carol
Accounts Payable Specialist	104	FT		MC	10-62039-5160-00	100%	Hays	Sharon
Cashier/Accounts Receivable	103	FT		MC	10-62039-5160-00	100%	Hemker	Laura
Cashier/Accounts Receivable	103	FT		MC	10-62039-5160-00	100%	Love	Sandra
BOOKSTORE/MAIL AND IMAGING SERVICES								
Manager, Bookstore/Mail and Imaging Services	204	FT		MC	40-63052-5120-00	100%	Agee	Doug
Bookstore Accounts Technician	104	FT		MC	40-63052-5160-00	100%	Frank	Paula
Bookstore Textbook Associate	104	FT		MC	40-63052-5160-00	100%	Gray	Tim
Bookstore Sales Associate	101	PT	980	MC	40-63052-5160-00	100%	Crumpecker	Patricia
Bookstore Sales Associate	101	PT	980	MC	40-63052-5160-00	100%	Vacant	on hold
Mail Clerk/Duplicator	101	FT		MC	10-43068-5160-00	100%	Burgess	Brook
FACILITIES & GROUNDS								
Director, Facilities & Grounds	206	FT		MC	10-71038-5120-00	100%	Pratt	Tot
Custodial Supervisor	204	FT		MC	10-71056-5120-00	100%	Schickler	Thomas
Administrative Assistant	104	FT		MC	10-71038-5160-00	100%	Apperson	Julie
Custodian - Lead	104	FT		MC	10-71056-5160-00	100%	Ghirardi	John
Custodian	101	FT		MC	10-71056-5160-00	100%	Flynn	Shelia
Custodian	101	FT		MC	10-71056-5160-00	100%	Kennedy	Donna
Custodian	101	FT		MC	10-71056-5160-00	100%	Schatzler	Keith
Custodian	101	FT		MC	10-71056-5160-00	100%	Stverak	John
Custodian	101	FT		MC	10-71056-5160-00	100%	Douglas	Paul
Custodian	101	FT		MC	10-71056-5160-00	100%	Noakes	Shawn
Custodian	101	FT		MC	10-71056-5160-00	100%	Penrod	Jacob
Custodian	101	FT		MC	10-71056-5160-00	100%	Roberts	Gina
Custodian	101	FT		MC	10-71056-5160-00	100%	Vacant	
Custodian	101	FT		MC	10-71056-5160-00	100%	Vacant	
Facilities and Grounds Technician	103	FT		MC	10-71056-5160-00	100%	Manhart	Jason
Facilities and Grounds Technician	103	FT		MC	10-71057-5160-00	100%	Vacant	
Maintenance Technician	105	FT		MC	10-71057-5160-00	100%	Sarchette	Clint
Maintenance Technician	105	FT		MC	10-71057-5160-00	100%	Luechtefeld	John

EAST CENTRAL COLLEGE - STAFFING PLAN FY22
STUDENT DEVELOPMENT DIVISION

Updated 6/9/21

Title	Pos Level	FT/PT	Months Hours	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
STUDENT DEVELOPMENT								
Vice President, Student Development	301	FT		MC	10-51016-5120-00	100%	Leassner	Sarah
Executive Administrative Assistant	105	FT		MC	10-51016-5160-00	100%	Elbert	Megan
Business Analyst, Enrollment Services	206	FT		MC	10-51016-5120-00	100%	Hebert	Stephanie
ADVISING AND COUNSELING SERVICES								
Director, Advising and Counseling	206	FT		MC	10-53021-5120-00	100%	Lampe	Paul
Counselor	204	FT		MC	10-53021-5120-00	100%	Kuchem	Jenny
Academic Advisor - Access Services - Counselor	204	FT		MC	10-53021-5120-00	100%	Peters	Lesley
Advisor, Student Success	201	FT		MC	50-17011-5120-00	100%	Schall-Willmore	Melissa
Academic Advisor - Career Services	201	FT		MC	10-53021-5120-00	100%	McCrary	Steffani
Academic Advisor	201	FT		MC	10-53021-5120-00	100%	Heimann	Becki
Academic Advisor	201	FT		MC	10-53021-5120-00	100%	Clapper	Eric
Student Services Specialist	104	FT		MC	10-51016-5160-00	100%	Herron	Bethany
Student Services Specialist	104	FT		MC	10-51016-5160-00	100%	Baumruk	Amanda
Student Services Specialist	104	FT		MC	10-51016-5160-00	100%	Vacant	
Student Services Specialist - Advising & Counseling	104	FT		MC	10-53021-5160-00	100%	Sisk	Amy
EARLY COLLEGE AND ADMISSIONS								
Director, Early College & Admissions	206	FT		MC	10-46042-5120-00	100%	Strubberg	Megen
Advisor, Early College & Admissions (Start 7-1-21)	201	FT		MC	10-46042-5120-00	100%	Giacomelli	Philip
Advisor, Early College & Admissions	201	FT		MC	10-46042-5120-00	100%	Riegel	Lindsay
Early College & Admissions Specialist	104	FT		MC	10-46042-5160-00	100%	Epple	Lisa
Early College & Admissions Specialist	104	FT		MC	10-46042-5160-00	100%	Dixon	Melanie
REGISTRATION								
Registrar	206	FT		MC	10-57000-5120-00	100%	Scroggins	Sarah
Associate Registrar	203	FT		MC	10-57000-5120-00	100%	Deason	Laura
Registration Clerk	102	PT	980	MC	10-57000-5120-00	100%	Altemeyer	Susan
FINANCIAL AID								
Director, Financial Aid	206	FT		MC	10-54000-5120-00	100%	Gruett	Jonathan
Associate Director, Financial Aid	203	FT		MC	10-54000-5120-00	100%	Kleekamp	Heather
Financial Aid Advisor - Veterans	201	FT		MC	10-54000-5120-00	51.5%	Baird	Lorrie
Financial Aid Advisor - Veterans					50-54005-5120-00	48.5%	Baird	Lorrie
Financial Aid Advisor - Scholarships and A+	201	FT		MC	10-54000-5120-00	100%	Kuelker	Barbara
Financial Aid Specialist	104	FT		MC	10-54000-5160-00	100%	Glosemeyer	Joan
Financial Aid Specialist	104	FT		MC	10-54000-5160-00	100%	Dulworth	Jenna
STUDENT ACTIVITIES								
Campus Life and Leadership Coordinator	204	FT		MC	10-51020-5120-00	100%	Mowery	Carson
ATHLETICS								
Athletic Director		PT		MC	25-56024-5136-00	100%	Mehrhoff	Jay, Dr
Assistant, Athletics	103	FT		MC	25-56024-5160-00	100%	Fiedler	Deanne
Head Coach Men's Soccer	204	FT		MC	25-56032-5140-00	100%	Clayes	Martin
Asst. Coach, Men's Soccer	MOU	PT		MC	25-56032-5160-00	100%	Benninger	Joe
Asst. Coach, Women's Soccer	MOU	PT		MC	25-56032-5160-00	100%	Benninger	Joe
Head Coach, Women's Softball	MOU	PT		MC	25-56028-5140-00	100%	Wallach	Brad
Asst. Coach, Women's Softball	MOU	PT		MC	25-56028-5160-00	100%	Viefhaus	Randy
Head Coach, Women's Volleyball	MOU	PT		MC	25-56031-5140-00	100%	Mathes-Peters	Lisa
Asst. Coach, Women's Volleyball	MOU	PT		MC	25-56031-5140-00	100%	Bauer	Lauren
Head Coach, Men's Baseball	MOU	PT		MC	25-56026-5140-00	100%	Rains	Brandon
Asst. Coach, Men's Baseball (start 7-1-21)	MOU	PT		MC	25-56026-5140-00	100%	Gardner	Cody
CAMPUS POLICE								
Police Officer (Union Police Department)		FT		MC			Lowe	Tommie
Police Officer (Union Police Department)		FT		MC			Schlitt	Todd

Notes: Reclassified Academic Advisor - Access Services from 201 to 204.
 Changed title to include Counselor
 Assistant, Athletics moved from PT to FT
 Moved Advisor, Student Success from Early College to Advising & Counseling Department

EAST CENTRAL COLLEGE - STAFFING PLAN FY22
ACADEMIC AFFAIRS DIVISION

Updated 6/9/21

Title	Pos Level	FT/PT	Months Hours	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
ACADEMIC AFFAIRS								
Vice President, Academic Affairs	301	FT		MC	10-46040-5120-00	100%	Walter	Robyn
Executive Administrative Assistant	105	FT		MC	10-46040-5160-00	100%	Bellville	Stacy
Academic Services Coordinator	202	FT		MC	10-46040-5120-00	100%	Welsh	Tracie
ONLINE LEARNING EDUCATION & EDUCATIONAL TECHNOLOGY								
Director, Online Education & Educational Technology	206	FT		MC	10-46017-5120-00	100%	Baldwin	Chad
Instructional Design Specialist	203	FT		MC	10-46017-5120-00	100%	Klos	Karen
PERFORMING ARTS CENTER								
Performing Arts Center Manager	203	FT		MC	10-45100-5120-00	100%	Sellers	Sylvia
LIBRARY SERVICES								
Director, Library Services	206	FT		MC	10-41000-5120-00	100%	Farrell	Lisa
Emerging Technologies Librarian	204	FT		MC	10-41000-5160-00	100%	Spangler	Morgan
Library Technician - Public Services	103	FT		MC	10-41000-5160-00	100%	Jolley	Hannah
Library Technician - Public Services	103	PT	980	MC	10-41000-5160-00	100%	Derbyshire	Eileen
ACADEMIC SUCCESS SERVICES								
Executive Director, Learning Center and Academic Support	207	FT		MC	10-43015-5120-00	100%	Anglin	Erin
Associate Director, Learning Center	204	FT		MC	10-43015-5120-00	100%	On hold	
Retention Coordinator	204	FT		MC	10-43010-5160-00	100%	Tucker	Alison
Testing Services Coordinator	202	FT		MC	10-43015-5120-00	100%	Souders	Windy
Learning Center Specialist - Access Services	105	FT		MC	10-43015-5160-00	100%	Walker	Denise
Learning Center Specialist - Math/Science	105	FT		MC	10-43015-5160-00	100%	Spier	Rhean
Learning Center Specialist - English	105	FT		MC	10-43015-5160-00	100%	Haag	Lisa
Learning Center Specialist - English	105	FT		MC	10-43015-5160-00	100%	Maurice	Raphael
Learning Center Specialist - Math	105	FT		MC	10-43015-5160-00	100%	Noelker	Jon
Learning Center Specialist - English	105	PT		MC	10-43015-5160-00	100%	Spier	Lauran
Learning Center Specialist - English	105	PT		MC	10-43015-5160-00	100%	Frankenberg	Stacy
Learning Center Specialist - Math/Science	105	PT		MC	10-43015-5160-00	100%	Campbell	Taya
Learning Center Clerk	102	PT	980	MC	10-43015-5160-00	100%	Vacant	
Testing Center Specialist	105	FT		MC	10-43015-5160-00	100%	Vacant	
Testing Center Clerk	102	PT	800	MC	10-43015-5160-00	100%	Meyer	Kalyn
Testing Center Clerk	102	PT	500	MC	10-43015-5160-00	100%	Scholte	Audrey

Notes: Rheann Spier moved from Temp FT to regular FT

Restructure PT testing center clerk to FT clerk

Added Testing Center Specialist; will eliminate one PT Testing Center Clerk position.

EAST CENTRAL COLLEGE - STAFFING PLAN FY22
ACADEMIC AFFAIRS DIVISION

Updated 6/9/21

Title	Pos Level	FT/ PT	Months Hours	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
HEALTH SCIENCE								
Dean of Health Science / Director of Nursing	PROF	FT		MC	10-46032-5130-00	100%	Mitchell	Nancy
Program Assistant - Administrative	105	FT		MC	10-46032-5160-00	100%	Beck	Julie
Assistant, Nursing	103	FT		MC	10-12181-5160-00	100%	Horn	Jessica
Emergency Medical Services/Program Coordinator	FAC	FT	9 mo	MC	10-12172-5130-00	100%	Fitts	Thomas
Emergency Medical Services Instructor	FAC	FT	9 mo	MC	10-12172-5130-00	100%	Goodson	Jenifer
Medical Assisting	FAC	FT	9 mo	MC	10-12078-5130-00	100%	Velic	Adisa
Academic Advisor, Nursing & Allied Health	SUP	PT		MC	10-12181-5160-00	100%	Berti	Cynthia
Nursing	FAC	FT	9 mo	MC	10-12181-5130-00	100%	Yoakum	Brittany
Nursing/Program Coordinator	FAC	FT	9 mo	MC	50-18120-5130-00	100%	Bieker	Judy
Nursing	FAC	FT	9 mo	MC	10-12181-5130-00	100%	Van Leer	Jessica
Nursing	FAC	FT	9 mo	MC	10-12181-5130-00	100%	Wissbaum	Connie, Dr.
Administrative Assistant	104	FT		ROLLA	10-12181-5160-10	100%	Lawson	Lavonda
Nursing/Program Coordinator	FAC	FT	9 mo	ROLLA	10-12181-5130-10	100%	McDonald	Laura
Nursing	FAC	FT	9 mo	ROLLA	10-12181-5130-10	100%	Chirban	Julie
Nursing (pending board approval on 6/14/21 - start 8/16/21)	FAC	FT	9 mo	ROLLA	10-12181-5130-10	100%	Elias	Jon
Nursing	FAC	FT	9 mo	ROLLA	10-12181-5130-10	100%	Blakely	Joannie
Radiologic Technology Program Director (Start 7-1-21)	FAC	FT	9 mo	ROLLA	10-12178-5130-10	100%	Grindel	Brandi
Radiologic Technology Clinical Coordinator (Start 8-16-21)	FAC	FT	9 mo	ROLLA	10-12178-5130-10	100%	Ditmeyer	Laura
CAREER AND TECHNICAL EDUCATION								
Dean of Career and Technical Education	PROF	FT		MC	10-45023-5120-00	100%	Hudanick	Richard, Dr
Program Assistant - Administrative	105	FT		MC	10-45023-5160-00	100%	Haines	Sarah
Computer Information Systems Lab Monitor	101	PT	800	MC	10-12072-5160-00	100%	Curnutte	Edward
Accounting/Business	FAC	FT	9 mo	MC	10-12071-5130-00	100%	Tanner	French
Accounting/Business	FAC	FT	9 mo	MC	10-12071-5130-00	100%	Hanneken	Lisa
Computer Information Systems/Business	FAC	FT	9 mo	ROLLA	10-12072-5130-10	60%	Durbin	Jason
Computer Information Systems/Business				ROLLA	10-12082-5130-10	40%	Durbin	Jason
Computer Information Systems	FAC	FT	9 mo	MC	10-12072-5130-00	100%	Schwein	Anna
Culinary Arts	FAC	FT	9 mo	MC	10-12085-5130-00	100%	Hovland	Joseph
Culinary Arts/Program Coordinator	FAC	FT	11 mo	MC	10-12085-5130-00	100%	Palazzola	Michael
Culinary Arts - Instructional Program Assistant	105	FT		MC	10-12085-5160-00	100%	Witt	Gail
Health Information Management/Director	FAC	FT	9 mo	MC	10-12076-5130-00	100%	Vacant	
Health Information Management	FAC	FT	9 mo	MC	10-12076-5130-00	100%	Sayles	Nanette, Dr
Heating, Ventilation & Air Conditioning/Program Coordinator	FAC	FT	9 mo	MC	10-12152-5130-00	100%	DeArmond	David
Heating, Ventilation & Air Conditioning- Instructional Program Assistant	105	PT	960	MC	10-12152-5160-00	100%	Vacant	
Heating, Ventilation & Air Conditioning- Instructional Program Assistant	105	PT	960	MC	10-12152-5160-00	100%	Vacant	
Industrial Engineering Technology/Program Coordinator	FAC	FT	9 mo	MC	10-12157-5130-00	100%	Esbeck	Nathan
Industrial Engineering Technology Instructor	FAC	FT	9 mo	MC	10-12157-5130-00	100%	Clonts	Duane
Instructional Program Assistant, Industrial Engineering Technology	105	PT	960	MC	10-12157-5160-00	100%	Schoonover	Clarence
Precision Machining/Program Coordinator	FAC	FT	9 mo	MC	10-12157-5130-00	100%	Elliott	Curtis
Welding/Program Coordinator	FAC	FT	9 mo	MC	10-12155-5130-00	100%	Bland	Bobby
Welding Lab Assistant	105	PT	960	MC	10-12155-5160-00	100%	Frederick	Robert

EAST CENTRAL COLLEGE - STAFFING PLAN FY22
ACADEMIC AFFAIRS DIVISION

Updated 6/9/21

Title	Pos Level	FT/PT	Months Hours	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
ARTS AND SCIENCES (ENGLISH & HUMANITIES, FINE & PERFORMING ARTS, SOCIAL SCIENCE, MATHEMATICS & EDUCATION, SCIENCE & ENGINEERING)								
Dean of Arts and Sciences	PROF	FT		MC	10-45015-5120-00	100%	Boehmer	Ann
Program Assistant - Administrative	105	FT		MC	10-45015-5160-00	100%	Demiere	Amy
ENGLISH & HUMANITIES								
Department Chair					10-45026-5136-00	100%	Stroup	Josh
Office Clerk - English & Humanities	102	PT	490	MC	10-45026-5160-00	100%	Driemeyer	Brenda
English	FAC	FT	9 mo	MC	10-11232-5130-00	100%	Hardecke	John
English	FAC	FT	9 mo	MC	10-11232-5130-00	100%	Barro	Linda
English	FAC	FT	9 mo	MC	10-11232-5130-00	100%	Henderson	Susan
English	FAC	FT	9 mo	MC	10-11232-5130-00	100%	Stroup	Josh
English	FAC	FT	9 mo	MC	10-11232-5130-00	100%	Mahon	Robert, Dr
English/Journalism/Journalism & Mass Media Communications/Program Coordinator	FAC	FT	9 mo	MC	10-11091-5130-00	20%	Kolb	Leigh
English/Journalism/Journalism & Mass Media Communications/Program Coordinator				MC	10-11232-5130-00	80%	Kolb	Leigh
English	FAC	FT	9 mo	ROLLA	10-11232-5130-10	100%	Watts	Patsy, Dr
English (pending president and board approval on 6/14/21)	FAC	FT	9 mo	MC	10-11232-5130-00	100%	NEW FY22	Vacant
Communications	FAC	FT	9 mo	MC	10-11230-5130-00	100%	Haynes	Shanee
Philosophy/Religion	FAC	FT	9 mo	MC	10-11381-5130-00	80%	Gifford	Matthew
Philosophy/Religion				ROLLA	10-11381-5130-10	20%	Gifford	Matthew
Spanish	FAC	FT	9 mo	MC	10-11161-5130-00	100%	Aramburu	Ellen
SOCIAL SCIENCE								
Department Chair					10-45020-5136-00	100%	Cunningham	William, Dr
Office Clerk, Social Sciences	102	PT	490	MC	10-45020-5160-00	100%	Driemeyer	Brenda
Economics	FAC	FT	9 mo	MC	10-11452-5130-00	100%	on hold FY21	
History/Government/Political Science	FAC	FT	9 mo	MC	10-11455-5130-00	100%	Pohlman	Dennis
History	FAC	FT	9 mo	MC	10-11454-5130-00	100%	Henderson	Russell, Dr
Political Science/History	FAC	FT	9 mo	ROLLA	10-11454-5130-10	100%	Derifield	Coreen, Dr
Psychology	FAC	FT	9 mo	MC	10-11421-5130-00	100%	Pecka	Wendy, Dr
Psychology/Sociology	FAC	FT	9 mo	MC	10-11421-5130-00	80%	Howard	Rachel
Psychology/Sociology				MC	10-11451-5130-00	20%	Howard	Rachel
Psychology/Sociology - Rolla	FAC	FT	9 mo	ROLLA	10-11421-5130-10	60%	Derifield	Timothy
Psychology/Sociology - Rolla				ROLLA	10-11451-5130-10	40%	Derifield	Timothy
Sociology	FAC	FT	9 mo	MC	10-11451-5130-00	100%	Cunningham	William, Dr

EAST CENTRAL COLLEGE - STAFFING PLAN FY22
ACADEMIC AFFAIRS DIVISION

Updated 6/9/21

Title	Pos Level	FT/PT	Months Hours	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
MATHEMATICS & EDUCATION								
Department Chair					10-45022-5136-00	100%	Brigham	Reginald, Dr
Office Clerk - Mathematics/Education	102	PT	490	MC	10-45022-5160-00	100%	Blocker	Kerry
Math	FAC	FT	9 mo	MC	10-11404-5130-00	80%	Ong	Vu
Math				ROLLA	10-11404-5130-10	20%	Ong	Vu
Math	FAC	FT	9 mo	MC	10-11404-5130-00	100%	Roberson	Shaun
Math	FAC	FT	9 mo	MC	10-11404-5130-00	100%	Davenport	Sarah
Math	FAC	FT	9 mo	MC	10-11404-5130-00	100%	Estes	Anne
Math	FAC	FT	9 mo	ROLLA	10-11404-5130-10	100%	Brigham	Reginald, Dr
Math	FAC	FT	9 mo	ROLLA	10-11404-5130-10	100%	Roselli Insall	Laura
Education/Teacher Education Program Coordinator	FAC	FT	9 mo	MC	10-11139-5130-00	100%	Stotler	Gregory
Education (New Position - FY21)	FAC	FT	9 mo	MC	10-11139-5130-00	100%	on hold-FY21	
Physical Education/Fitness Center Coordinator	FAC	FT	12 mo	MC	10-11361-5130-00	100%	Mehrhoff	Jay, Dr
Fitness Center Assistant	102	PT	800	MC	10-11361-5160-00	100%	Maune	Cynthia
Added Education Faculty position for FY21 but was on hold								
SCIENCE & ENGINEERING								
Department Chair					10-45021-5136-00	100%	Govindaswamy	Parvatha, Dr
Office Clerk - Science & Engineering	102	PT	490	MC	10-45021-5160-00	100%	Blocker	Kerry
Academic Advisor - Instructional	201	FT		MC	10-11403-5120-00	100%	Arrington	Linda
Biology/Chemistry Lab Assistant	103	PT	980	ROLLA	10-11261-5160-10	100%	McCarthy	Stephanie
Science Laboratory Manager	106	FT		MC	10-11261-5160-00	100%	Willis	Jennifer
Chemistry	FAC	FT	9 mo	MC	10-11401-5130-00	100%	Monzyk	Matthew, Dr
Chemistry (pending president and board approval on 6/14/21)	FAC	FT	9 mo	MC	10-11401-5130-00	?	NEW FY22	Vacant
Chemistry				ROLLA	10-11401-5130-10	?	NEW FY22	Vacant
Biology	FAC	FT	9 mo	MC	10-11261-5130-00	100%	Govindaswamy	Parvatha, Dr
Biology	FAC	FT	9 mo	MC	10-11261-5130-00	100%	Brown	Clarissa
Biology	FAC	FT	9 mo	MC	10-11261-5130-00	100%	Dixon	Kevin
Biology	FAC	FT	9 mo	ROLLA	10-11261-5130-10	100%	Winters-Rozema	Elizabeth, Dr
Biology	FAC	FT	9 mo	ROLLA	10-11261-5130-10	30%	Pulles	Keith
Biology				MC	10-11261-5130-00	70%	Pulles	Keith
Biology - A & P	FAC	FT	9 mo	MC	10-11261-5130-00	100%	Flotte	Elizabeth, Dr
Biology - A & P	FAC	FT	9 mo	ROLLA	10-11261-5130-10	100%	Mowery	Tracy
Physics/Physical Science/Engineering	FAC	FT	9 mo	MC	10-11403-5130-00	60%	Kellogg	Isaiah, Dr
Physics/Physical Science/Engineering				MC	10-11407-5130-00	40%	Kellogg	Isaiah, Dr
Physics/PreEngineering (pending president and board approval on 6/14/21)	FAC	FT	9 mo	MC	10-11403-5130-00	?	NEW FY22	Vacant
Physics/PreEngineering				ROLLA	10-11407-5130-10	?	NEW FY22	Vacant
FINE & PERFORMING ARTS								
Department Chair					10-45025-5136-00	100%	Vacant	
Office Clerk - Fine & Performing Arts/Box Office Clerk	102	FT		MC	10-45025-5160-00	100%	Joyce	Connor
Art (two-dimensional) - Pending Board approval on 6/14/21 - start 8/16/21	FAC	FT	9 mo	MC	10-11501-5130-00	100%	Firle	Luke
Art/Gallery Curator	FAC	FT	9 mo	MC	10-11501-5130-00	100%	Higerd	Jennifer
Design/Art	FAC	FT	9 mo	MC	10-11501-5130-00	100%	Barton	Sean
Darkroom Assistant	103	PT	960	MC	10-11501-5160-00	100%	Taylor	Jennifer
Music/Band Director	FAC	FT	9 mo	MC	10-11504-5130-00	100%	Bounds	Aaron
Music/Choral Director	FAC	FT	9 mo	MC	10-11504-5130-00	100%	Sexton	Timothy, Dr
Music/Program Coordinator, Concert Series & Music Outreach	FAC	FT	9 mo	MC	10-11504-5130-00	100%	Judd	Jennifer, Dr
Music Accompanist	SUP	PT	960	MC	10-11504-5160-00	100%	Joyce	Naomi
Music Accompanist	SUP	PT	960	MC	10-11504-5160-00	100%	Joyce	Connor
Theater/Communications/Program Coordinator/Musical Director Theater	FAC	FT	9 mo	MC	10-11231-5130-00	40%	Austin	Grace
Theater/Communications/Program Coordinator/Musical Director Theater				MC	10-11230-5130-00	60%	Austin	Grace
Technical Theatre Instructor	FAC	FT	9 mo	MC	10-11231-5130-00	100%	Moynihan	Bess

Notes: Combined Box Office Clerk and Fine & Performing Arts Clerk to FT, 102

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 14, 2021**

AGENDA ITEM 8: COLLECTIVE BARGAINING AGREEMENT

Recommendation: To **approve** the negotiated Collective Bargaining Agreement with the ECC-NEA regarding salary, benefits, and working conditions for the 2021-2022 fiscal year.

Attachments

6/14/2021

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

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Section 8, Page 1

ECC-NEA CBA Executive Overview - 2021-2022

Please use this document as a supplement to close reading of the CBA. This document highlights some of the minor and significant changes to the CBA this year with contextual notes included in some sections.

Note: Due to several new articles being added this year, article numbering has changed from last year’s CBA. The Article numbers used below coincide with the 2021-2022 agreement.

Article	Explanation	Action	Previous Version	New Version
Article I: Agreement and Recognition	Both administration and ECCNEA wanted to review the current definition of full-time faculty and unintended limitations on faculty involvement in college work outside the classroom.	Revised language	“Regular full-time faculty members employed by East Central College” refers to faculty members whose annual reassigned time is less than 60 percent and whose remuneration is funded primarily by institutional funds rather than external sources such as a grant (“grant-funded positions”).	3. “Regular full-time faculty members employed by East Central College” refers to faculty members on faculty contract <i>who do not supervise other full-time faculty.</i>
	Supplemental Letter E: Diversity, Inclusion, and Equity Training work group met this past year to consider ways to incorporate matters relating to diversity, equity, and inclusion into the CBA. There is also now a college wide coalition working on DEI issues that grew out of that original work. The group’s recommendations, however, were beyond the scope of the CBA. Both teams agreed the while	Added language		<i>5. It is the commitment of the parties to build and sustain an equitable and inclusive learning and work environment where diversity is celebrated and valued. Diversity is one of the College’s core values. A diverse, equitable, and inclusive environment benefits and enriches the development of all students, staff, and faculty. The quality of these values is enhanced and strengthened through ongoing professional development opportunities.</i>

	<p>the issue is of broader institutional importance, we could still reiterate our commitment to the principles within the context of the agreement. The following statement was developed for incorporation in Article I.</p>			
<p>Article IV: Joint Responsibility</p>	<p>The collective bargaining agreement is as much a document of rights as responsibilities. Expectations are that both parties—administration and faculty—will adhere to its tenets. In recognition that some faculty do not always meet established deadlines or requirements of the CBA, both teams agreed to include a new article to share responsibility for assuring compliance.</p>	<p>New article</p>		<p><i>It is the joint responsibility of the ECC-NEA and Administration to ensure compliance with the provisions of the collective bargaining agreement.</i></p>
<p>Article VIII: Faculty Employment Contracts</p>	<p>To reinforce the revised definition in Article I.3., corresponding language was also added to this article.</p>	<p>Added language</p>		<p><i>4.d. Faculty remaining on a faculty contract whose primary responsibility does not include direct student instruction meet the definition of full-time faculty. These faculty will follow the additional responsibilities outlined in their contract and job description.</i></p>

<p>Article X: Faculty Rank and Promotion</p>	<p>Any item that concerns faculty working conditions or economics is considered a mandatory subject of bargaining. As such, both administration and ECCNEA proposed bringing the Rank and Promotion process into the CBA. A sub-group worked with members of the R&P committee to review information for incorporation in the CBA. General principles and economic specifics are now included. In terms of the general principles, no substantive changes were made to existing information. Some language updates/clarifications and reorganization occurred to make the information more consistent with similar CBA articles. Substantive changes were only made to restrictions and economics.</p>	<p>New article</p>	<p>Faculty, upon promotion to the rank as approved, will receive an increase over the previous year's individual faculty contract salary as follows:</p> <ul style="list-style-type: none"> • Instructor to Assistant: Base adjustment of 2 X per credit hour (PCH) adjunct rate • Assistant to Associate: Base adjustment of 2 X PCH adjunct rate + \$1,000 • Associate to Professor: Base adjustment of 2 X PCH adjunct rate + \$2,000 	<p>b. Faculty, upon promotion to the rank as approved, will receive an increase over the previous year's individual faculty contract salary as follows:</p> <ul style="list-style-type: none"> • Instructor to Assistant: \$1,500 • Assistant to Associate: \$2,500 • Associate to Professor: \$3,500
		<p>Language not incorporated into CBA; thus, no longer applies to R&P</p>	<ul style="list-style-type: none"> • The College will limit the number of faculty promoted annually to a cap of 10% of the total number of full-time faculty rounded down to a whole number. 	

			<ul style="list-style-type: none"> • In any year for which an across the board raise is not granted, no salary increment will be granted. The rank and promotion review will proceed, any recommendation will be made to the President and the appropriate title granted, based on board approval. Once the budget situation warrants and an across the board raise is granted, the salary increment will be advanced. No retroactive salary increase will be given. The year in the newly approved rank will count for purpose of rank and promotion to the next level. • Other than an increase in salary, rank and promotion will not affect or impact faculty contract status or other Board policy(ies) related to faculty contract status. 	
Article XII: Faculty Workload	<p>Several points were addressed within this article:</p> <p>The Faculty Exception for Online Course Request Form, Appendix E provides a formal mechanism for making requests for a change in teaching load percentage.</p>	Added language and form		<p>b. A faculty member's base load shall consist of at least fifty (50) percent face-to-face credit hours per semester (with hybrid courses counting as ½ face-to-face). <i>A faculty member may request an exception in online load using the Faculty Exception for Online Course Request Form. The form should be submitted to the appropriate academic dean by September 15 for the upcoming spring semester and February 15 for the upcoming fall semester. A written response, via email, of</i></p>

				<i>approval or denial will be given within ten (10) business days of the submittal. In special circumstances, the Vice President of Academic Affairs or designee may request an exception to the online load in the best interest of the schedule or college. Faculty who are contractually online-only instructors are exempt from this guideline.</i>
	Clarification on use of first semester reduced load for new FT faculty.	Added language		<i>f.i. New full-time faculty shall receive one to three (1-3) hours of reassigned time during their first semester of employment as a faculty member, as determined by the appropriate Dean/Department Chair. This will allow new faculty to prepare for classes, participate in college service, and familiarize themselves with the culture of East Central College. Any exception must be approved by the Vice President of Academic Affairs.</i>
	As a result of work done on the Supplemental Letter C: Faculty Role in Advising, a new item was added to the Faculty Workload article. Student advising pertains only to those faculty who have been designated to perform in this capacity.	New section in article		<i>5. Faculty Role in Advising: Designated Faculty are contractually assigned student advising responsibilities by program or guided pathway. Faculty Advisors provide a proactive advising approach with students to explore a student's choice of major and career goals. They work with students to create educational plans that will lead to</i>

				<p><i>academic and social success in their desired field. Faculty Advisors maintain extensive knowledge of appropriate academic programs and curriculum; student services; transfer and career opportunities; and co-curricular and extra-curricular opportunities. They collaborate with College faculty and staff to enhance student performance and retention. The Faculty Advisors collaborate with the Student Development office to support students.</i></p>
	<p>Some reorganization, changes to dates, and language clarification were needed to make Variable Workload request process more manageable.</p>	<p>Added language</p>	<p>5.c.iii. A faculty member may take on additional duties or projects during a semester immediately preceding or immediately following the semester of reduced load without additional compensation.</p>	<p>6.b.iii. A faculty member may take on alternate duties during a semester immediately preceding or immediately following the semester of reduced load without additional compensation. <i>Duties must be mutually agreed upon by faculty and administration. Alternate duty time equates approximately as one (1) credit hour to two (2) non-teaching work hours per week.</i></p>
			<p>5.d.i. Written requests explaining the reason for the anticipated variable load shall be submitted to the Department Chair/Program Coordinator by October 1 for the following Spring and February 1 for the following Fall. In special</p>	<p>6.c. i. A faculty member may request variations in load for the reasons listed above using the Variable Workload Request form, see Appendix C. <i>The faculty member shall make a request to the appropriate Dean</i></p>

			<p>circumstances, this deadline may be waived by the Vice President of Academic Affairs.</p>	<p><i>for variation in load. If the Dean approves the request, the request will be forwarded to the Vice President of Academic Affairs, who will make the final determination. In special circumstances, the Vice President of Academic Affairs or designee grant an exception to the variable load guidelines in the best interest of the schedule or College.</i></p> <p>ii. Completed Variable Workload Request form shall be submitted to the Dean by <i>October 15</i> for the following Spring and <i>February 15</i> for the following Fall.</p>
			<p>iii. Teaching load for any one semester shall not exceed 19 course credit hours.</p>	<p>iv. Teaching load for any one semester shall not exceed <i>overload assignments as outlined in Article XII.1.h.vii: Faculty Workload.</i></p> <p>v. <i>During the semester on variable workload</i>, a faculty member is not eligible for overload unless authorized by the Vice President of Academic Affairs.</p>
Article XIII. Special Projects Assignments	Changes wording to make consistent with other documents/terminology	Changed Language	11. The Faculty Contractual and Extra Duty Assignments spreadsheet and an updated list of special projects will be	11. The Faculty Contractual and <i>Other</i> Duty Assignments spreadsheet and an updated list of

			uploaded in Falcon Nest by the Office of Academic Affairs.	special projects will be uploaded in Falcon Nest by the Office of Academic Affairs.
Article XV. Course Meetings	Statement moved from Article XVII: Assessment for more logical placement.	Moved language	3. Faculty are expected to adhere to the final exam schedule. Any exception must be approved in advance by the Vice President of Academic Affairs or designee.	3. Faculty are expected to adhere to the final exam schedule. <i>Faculty are required to meet their classes at the scheduled time during the final exam period for an appropriate end of semester assessment or learning activity.</i> Any exception must be approved in advance by the Vice President of Academic Affairs or designee.
Article XVII: Assessment	Language added to reflect and support new practices in assessment.	Added Language	c. At the department level, faculty will create and administer department-based measures of student learning. Such measures will include assessments of sequential coursework, developmental coursework, and all transfer coursework. Faculty will, in rotation as applicable, participate in the reporting of such assessment activities.	b. At the department level, faculty will create and administer department-based measures of student learning. Such measures will include assessments of sequential coursework, developmental coursework, and all transfer coursework. <i>Faculty will participate in the reporting of such assessment activities.</i>
		Added language		<i>d. At the institutional level, faculty will participate in the assessment of institutional student level learning outcomes.</i> <i>e. Faculty have a responsibility for adherence to assessment reporting deadlines.</i>

Article XVIII: Reassigned Time for ECC- NEA Officers	Clarification and management of communications.	Added Language	2. The ECC-NEA shall furnish to the President of the College and Vice President of Academic Affairs a list of officers which shall include the name, title, and reassigned time appropriation of each officer.	2. The ECC-NEA shall furnish to the President of the College and Vice President of Academic Affairs a list of officers which shall include the name, title, and reassigned time appropriation of each officer. <i>The list of officers, including reassigned time allocation, will be emailed on or before the last contract day of the Spring semester.</i>
Article XIX: Faculty Development	Wording changes and reorganization were made to the article to clarify where funds come from for faculty development activities, honoraria for certain development activities, and function of the Faculty Professional Development Committee.	Added Language	1. Each year, faculty have available funds to use for travel to conferences, workshops, meetings, and other approved external development activities through the Faculty Professional Development Fund. For FY21, \$15,000 will go into the Faculty Professional Development Fund specifically designated for faculty development activities. This represents a reduction of \$10,000, the purpose of which is to be applied toward the 5% furlough target, as specified in Article XXXV (Faculty Furloughs). Any remaining funds at the end of each fiscal year will be divided equally among all faculty's individual development accounts.	1. <i>The college is committed to faculty development. Resources are made available through the Faculty Professional Development Fund (FPDF), individual faculty development accounts, and the Academic Affairs Professional Development Reserve Fund.</i> 2. <i>The FPDF is available for use to travel to conferences, workshops, meetings, or to fund other approved development activities. For fiscal year 2022, \$25,000 will go into the FPDF specifically designated for faculty development activities. Any remaining funds at the end of each fiscal year will be divided equally among all current faculty's individual faculty development accounts.</i>
		Added Language	7. When new faculty are hired, their individual Fund 22-account will be allotted \$250 from the General Fund.	3. Faculty may accrue funds in individual faculty development accounts; <i>the college will budget sufficiently to transfer funds from</i>

				<p><i>fund-10 to the individual faculty development accounts in fund-22. Any remaining funds at the end of each fiscal year will go into the Academic Affairs Professional Development Reserve Fund. When new faculty are hired, their individual faculty development account will be allotted \$500 from the general fund.</i></p>
		Added Language		<p><i>3. Upon completion, the faculty member will submit the Faculty Honorarium form to the Office of Academic Affairs with information about the activity. Upon approval by the Vice President of Academic Affairs, money will be allocated into the individual faculty development account.</i></p>
	<p>This section had been included at one point because of restrictions in board policy for Tuition Reimbursement but was resolved in the past year or so with changes to the board policy.</p>	Deleted section	<p>6. If a faculty member needs additional graduate hours to satisfy the Qualification Requirement for teaching, the College may, with administrative approval, (a) allow the use of Tuition Reimbursement for up to a maximum of nine graduate hours and waive the requirement that the faculty member be enrolled in a graduate program and (b) approve the use of the individual faculty member's development funds to pay for graduate tuition beyond the nine graduate hours. All other Board Policies pertaining to tuition reimbursement shall be followed.</p>	

<p>Article XX: Meetings Schedule and Committee Assignments</p>	<p>To continue to better facilitate the work of academic committees, language was added to clarify committee chair responsibilities and reassigned time for some chairs was expanded.</p>	<p>New section</p>		<p>1.e. Committee chairs are responsible to:</p> <ul style="list-style-type: none"> i. provide leadership for collaborative committee work, including establishing committee purpose and goals; ii. prepare agenda that will foster engagement and is directed toward established goals; iii. ensure meeting minutes and other documents are kept and stored appropriately; iv. maintain professional team relationships, engage all members of the committee, and provide an inclusive meeting environment respecting diversity in thoughts and actions. v. collaborate and communicate with other committees, departments, and administrators as appropriate in relation to committee action items, purpose and goals; vi. participate in an annual assessment of the committee's goals, action items, committee chair responsibilities, and necessary supports and/or resources.
		<p>Added Language</p>	<p>1. Reassigned time for selected committee Chair duties: Recommendations are based upon the current standing Academic Committees, the charge of the committees, the workload of the</p>	<p>2. Reassigned time for selected committee Chair duties: Recommendations are based upon the current standing Academic Committees, the charge of the committees, the workload of the</p>

			<p>ECC-NEA Agreement AY21 25 committees, and its connection to HLC accreditation. The following themes emerged: assessment, retention, credentialing, and evaluation, along with teaching and learning. The following committees that align most closely to this level of work are Instructional Assessment, Curriculum Council, and Portfolio and Credentialing Committee:</p>	<p>committees, and its connection to the ECC Strategic Plan and HLC accreditation. The following themes emerged: assessment, retention, credentialing, evaluation, teaching and learning, and diversity. The following committees that align most closely to this level of work are: Instructional Assessment, Curriculum Council, Portfolio and Credentialing Committee, and Civic and Community Engagement Coalition:</p> <p>Civic and Community Engagement Coalition 9-month committee leadership Up to 3 CH reassigned time per semester MOU for approved off-contract work, if necessary</p>
	Statement moved from Article XXVII: Faculty Salary for more logical placement.	Moved language		<p><i>3. The ECC-NEA shall select half of the faculty members to participate on the Budget committee. Each subcommittee shall include faculty representation. The College commits to a discussion with affected employee groups on the advisability of a multichair model.</i></p>
	Recognizing the increasingly important role the faculty professional development, a work group will be formed to enhance our current development model.	New section		<p><i>5. A work group including two to three members of the faculty development committee, Faculty Development Chair, Instructional Assessment Chair, Portfolio and Credentialing Chair, Vice President of Academic Affairs, and one Academic Dean will be formed to develop an evaluation of the current</i></p>

				<i>faculty development model and make recommendations for an enhanced faculty development model and associated resources required. This workgroup will begin meeting in Fall 2021 and will be prepared to present its recommendations to the bargaining team by February 1, 2022.</i>
	This subject was being addressed in Supplemental Letter A Common Activity Period. The recommendations that came back from that work group involved requirements of non-faculty employees, expanding beyond the scope of the CBA, Both admin and ECCNEA determined the work of the subcommittee was important to pursue, but did not belong inside the CBA. Recommendations from the work group will be passed to the Campus Life and Leadership Coordinator for consideration.	Section Deleted	3. The College reserves the right to schedule meetings as needed to conduct College business and committee members shall be notified of meeting times as far in advance as possible for planning purposes. <ul style="list-style-type: none"> a. Many departmental/institutional meetings are held on Fridays. b. See Supplemental Letter A: Common Activity Period 	<i>4. The College reserves the right to schedule meetings as needed to conduct College business and committee members shall be notified of meeting times as far in advance as possible for planning purposes. Many departmental/institutional meetings are held on Fridays.</i>
Article XXI: Committee Work and	This work was not completed in AY 20-21, so will be taken up in AY 21-22.	Updated language	2. Additionally, this process will be reviewed and assessed by the executive officers of the Faculty Association and	2. Additionally, this process will be reviewed and assessed by the executive officers of the Faculty Association and ECC-NEA prior to

Implementation Process			ECC-NEA prior to 2020-21 bargaining for any needed modifications.	2021-22 bargaining for any needed modifications.
Article XXIII: Sabbatical Leave	Based upon work completed by the Supplemental Letter D: Sabbatical Leave work group in the 20-21 CBA, an application and review process, with accompanying forms and scoring rubric were developed. The process was implemented in SP 2021 by the Faculty Professional Development Committee and Sabbatical Leave Committee. Based upon their feedback and a review of the 20-21 article, some modifications were made for AY 21-22. Any additional future modifications to forms or process that may alter the AY 21-22 article should be developed by the Sabbatical Leave Committee and passed on to the ECCNEA leadership team for inclusion in bargaining.	Added Language	Faculty may also refer to Board Policy 5.26 Educational Leave.	<i>For items not explicitly addressed in this article (i.e., retention of benefits, some general principles) faculty may refer to Board Policy 5.26: Educational Leave.</i>
		Clarified language	Full-time faculty who are on continuing contract may apply for Sabbatical Leave after having been employed by the College for six (6) years.	1. Eligibility Faculty must be on continuing contract and have completed six years of full-time

			<p>employment at the College by the time of application.</p> <p>At least six (6) years of full-time employment must elapse before a faculty can apply again for sabbatical.</p>
		Added Section	<p>2. General Principles</p> <p>Faculty must submit the completed Sabbatical Leave Request form to the Office of Academic Affairs by the established deadline of October 1 of the academic year preceding the proposed start date of the sabbatical.</p> <p>Faculty who are awarded Sabbatical Leave shall remain employed at the College for one (1) year per semester of leave (one semester of leave would equate to one year).</p> <p>Because sabbatical leave is a time for a faculty member to concentrate on the work of the sabbatical project, faculty will not be allowed to teach overload during the sabbatical leave.</p> <p>Applicants for sabbatical leave must notify their Department Chair/Coordinator and Dean at least one month before the application deadline to assist all parties in the planning for the proposed sabbatical. This notification will be confirmed with signatures on the application</p>

				<p>It is the direct supervisor's responsibility to coordinate/evaluate the budgetary and staffing needs for the department should the sabbatical be approved.</p> <p>Applicant must contact Human Resources for verification of eligibility prior to submitting application. Human Resources director's signature is required on the Request form. Faculty must use the Sabbatical Leave Request Form for application.</p> <p>3. Post-Sabbatical Report Within one month of the semester in which the faculty returns from sabbatical, the faculty member must submit a substantive report reflecting on the leave. Specific content for the report is included in the Sabbatical Leave Request Form. Copies of the report will be submitted to the Vice President of Academic Affairs, the appropriate academic Dean, and the Chair/Coordinator of the Faculty Professional Development Committee. The Board of Trustees will receive a copy of the Sabbatical report and may request a presentation by the faculty member.</p> <p>4. Post-Sabbatical Presentation</p>
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				By the end of the first semester in which the faculty member returns from the sabbatical, the faculty member must complete a formal presentation in an appropriate departmental or College-wide venue. The presentation may be in the form of a workshop or seminar and should detail the educational and professional impact of the sabbatical leave.
		Added and revised language	<p>Sabbatical Committee</p> <p>The Sabbatical Committee will consist of nine voting members and one non-voting member:</p> <ul style="list-style-type: none"> • Faculty Professional Development Chair, • Portfolio & Credentialing Committee Chair, • An ECC-NEA representative to be designated by the ECC-NEA, • Six (6) faculty members, equally represented from each division, and • A designee of the Vice President of Academic Affairs as an ex-officio member of the committee. 	<p>5. Sabbatical Committee</p> <p><i>The Faculty Professional Development Committee shall form the Sabbatical Committee for the purpose of reviewing applications and making recommendations for faculty sabbatical. Faculty must be on continuing contract to serve on the Sabbatical Committee. A faculty member who is not on continuing contract may be selected to serve as necessary to ensure representation across divisions. Faculty may not serve on the committee during a year in which they are going to apply for sabbatical.</i></p> <p>The Faculty Professional Development committee will ensure that the Sabbatical Committee contains the following representation of nine voting members and one non-voting member:</p>

				<ul style="list-style-type: none"> • Faculty Professional Development Chair, • Portfolio & Credentialing Committee Chair, • An ECC-NEA representative to be designated by the ECC-NEA, • Six (6) faculty members, <i>proportionately</i> represented from each division, and • A designee of the Vice President of Academic Affairs as an ex-officio non-voting member of the committee. <p>The Faculty Professional Development Committee will provide the Sabbatical Committee its charge and scope. The Sabbatical Committee shall forward their ranked recommendations to the Vice President of Academic Affairs.</p>
	Timeline dates were revised to better manage the process.	Revised language	<p>Sabbatical Leave: Timeline</p> <p>August 1 College will announce availability of sabbatical</p> <p>August 15 Interested faculty contact Dean, who verifies eligibility</p> <p>October 1 Application for sabbatical to be submitted to the Vice President of Academic Affairs</p>	<p>Sabbatical Leave: Timeline</p> <p>August 1 College will announce availability of sabbatical</p> <p><i>Start of Fall Classes</i> <i>Interested faculty contact the Director of Human Resources, who verifies eligibility (signature required on Sabbatical Leave Request form)</i></p> <p><i>September 1</i> <i>Faculty notify immediate supervisor of interest in applying for sabbatical</i></p>

			<p>Faculty Professional Development Committee appoints Sabbatical Committee</p> <p>October 1 - December 1 Sabbatical Committee reviews applications</p> <p>By December 1 Sabbatical Committee forwards recommendations to Vice President for Academic Affairs</p> <p>By December 8 Vice President submits recommendation to President</p> <p>By December 15 President will notify applicants of recommendations for either approval or denial</p> <p>President brings recommendations to the next Board meeting. Within five (5) working days, President will announce all sabbatical approvals.</p>	<p><i>to assist in planning for proposed sabbatical (signature required on Sabbatical Leave Request form)</i></p> <p><i>September 15</i> Faculty Professional Development Committee appoints Sabbatical Committee</p> <p>October 1 Application for sabbatical to be submitted to the Office of Academic Affairs</p> <p>October 1 - December 1 Sabbatical Committee reviews applications</p> <p>By December 1 Sabbatical Committee forwards <i>ranked recommendation(s)</i> to Vice President of Academic Affairs. <i>Faculty applicants are informed of the committee's action by the chair of the committee.</i></p> <p>By December 8 <i>Vice President evaluates recommendation(s) and (a) approves and submits to President, or (b) denies and evaluates next highest ranked recommendation(s) for recommendation to the President.</i></p> <p>By December 15</p>
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				<p><i>President approves or denies recommendation. If approved, the recommendation is presented for action to the Board of Trustees at its next regular meeting. If denied, the Vice President for Academic Affairs considers the next ranked applicant(s) and submits recommendation(s) to the President.</i></p> <p>President brings recommendations to the next Board meeting. Within five (5) working days after approved by the Board, President will announce all sabbatical approvals.</p>
Article XXIV: Ownership and Equity	Given the increase in how much online content faculty had to develop and put online this past year because of COVID, the 20-21 article did not adequately address ownership concerns. The 21-22 article still does not clearly address curricular online or digital content. Both teams agreed that the article needs significant updating and revision, which turned out to be beyond the time frame of this year's bargaining. The teams will address this article next year.	Added form		<p><i>See Peer to Peer Online Intellectual Property Request form in Appendix F.</i></p>

	In the meantime, a consent form was created as a temporary measure allowing faculty decision making control over whether or not to share their online course content.			
Article XXVIII: Faculty Evaluation	In recognition that some faculty may want an evaluation during an off-cycle, new language was incorporated.	Added Language	b. Full-time faculty on continuous contract will be evaluated on a regular rotation with no longer than a three-year interval or as deemed necessary.	b. Full-time faculty on continuous contract will be evaluated on a regular rotation with no longer than a three-year interval or as deemed necessary. <i>Off-cycle evaluation requests must be submitted to the appropriate Dean no later than the end of the third week of the semester for evaluation.</i>
Article XXIV: Faculty Salary	Essentially, this entire article is new. Administration fully recognizes the need to address salary issues and has committed to continue the work begun in the past two years through ECCNEA and the Faculty Compensation Committee. Both teams understand the complexity of implementing a long-term approach and want to make sure that	Revised article		ECC Administration and ECC-NEA recognize the importance of establishing and maintaining competitive salaries within the region. The College commits to increasing faculty salaries to the average of base faculty salaries at the region's community colleges (East Central College, Jefferson College, St. Charles Community College, and St. Louis Community College) by Fiscal Year 2025. 1. Faculty will receive a 4% increase applied to base salaries.

	<p>whatever the new system is allows all faculty to reach externally competitive and internally equitable salaries. Both teams also recognize that, while some advancements have been made to the Placement at Hire schedule over the past several years, and new hire salaries have increased, faculty who have worked at the college for a while continue to fall behind. In previous years' bargaining, efforts were made to bring up newer faculty salaries by implementing a flat increase instead of or before a percentage increase. And faculty salaries that fell into a "donut" hole (often newer faculty) because of current salary falling below increased new hire salary were brought up to the minimum based upon degree and service. The 4% increase, which is the highest single increase faculty have received since 2009, is the first</p>			<p>2. Faculty with ten or more years of full-time ECC service will first receive an increase of \$2,500 prior to the 4% base increase mentioned above.</p> <p>3. The salary placement schedule will be increased by 4% across the board.</p> <p>4. If after adjustment in (1) or (2), a faculty member's base salary is below the minimum on the FY22 placement schedule, that salary will be raised to the minimum based on degree, discipline, and years of service.</p> <p>5. ECC administration and ECC-NEA will continue to work over the next year on revisions to the salary schedule (placement, steps, etc.), for incorporation into the FY23 CBA.</p> <p>6. Full-time Faculty Overload Credit Hour Rate will be determined using the table below. See Article XII: Faculty Workload, Section C: Summer and Intersession Teaching for additional information.</p> <p>7. Relevant industry experience is directly related to teaching in the credentialed discipline and/or based off the faculty job description. The hiring Dean will make recommendations based upon the</p>
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	<p>step toward closing the gap for all faculty. For this year, an additional attempt was made to address another gap for faculty with more years of service to the college. Administration has committed to continually increasing all salaries across the board to competitive rates over the next few years.</p> <p>Work from Supplemental Letter B: Certification Designations for CTE Faculty informed some new language in this article but the group will continue work next AY.</p>			<p>faculty applicant's relevant experience.</p> <p>8. Concurrent combination of college teaching and industry experience years cannot be counted twice.</p> <p>9. Adjunct teaching experience will be calculated as half-year per for each full year taught.</p> <p>10. Supplemental Letter B (FY20/21): Certification Designation for CTE Faculty workgroup defined in the FY20/21 Supplemental Letter B: Certification Designations for CTE Faculty will continue to research, develop, and produce recommendations after a new salary schedule is implemented in FY21/22 regarding recognition of industry-recognized credentials for Career and Technical Education Faculty. Recommendations will be presented during economic discussions during the Spring 2022 Interest Based Bargaining session</p>
		Revised		Faculty overload was increased \$30 per credit across the table.
Article XXX: Mileage	a simple update was made to reflect the recently changed board policy on Mileage Reimbursement about a <i>single regularly assigned place of employment</i> and		Mileage expense for traveling to and from the employee's residence to the employee's assigned place of employment, whether at the main campus or at an extension center, shall not be reimbursed. When the employee's work day includes	Mileage expense for traveling to and from the employee's residence to the employee's <i>single regularly</i> assigned place of employment, whether at the main campus or at an extension center, shall not be reimbursed. <i>Travel between</i>

	<i>our current practice of allowing a travel allowance for split positions (based on the policy). This practice of a travel allowance is particularly helpful for faculty that have a split assignment yet one single regularly assigned place of employment and reflects current practice.</i>		assignments at two or more College sites, mileage will be paid between such sites but not to or from the employee's residence. When traveling from home to a site other than the employee's assigned place of employment, mileage will be calculated from the College or employee's home, whichever is less.	<i>College-owned sites and/or off-site locations is required by some positions. If a travel allowance is not written into the faculty member's contract for this purpose, the faculty member is eligible for mileage expense reimbursement for such travel on a per event basis. An employee traveling for College business from their residence to a site other than the employee's regularly assigned place of employment is eligible for mileage expense reimbursement. Mileage will be calculated from the employee's regularly assigned place of employment or the employee's residence, whichever is less.</i>
Article XXXI: Reduction in Force	Language was clarified to reduce concerns over how RIF may be approached.	Revised language	Reduction in Force Process A. Preventative Measures 1. Before reduction in force (RIF) notification is given to specific faculty members, the Administration will consider appropriate alternatives.	A. Preventative Measures 1. Before reduction in force (RIF) notification is given to specific faculty members, the Administration <i>will make every effort to implement</i> appropriate alternatives.
Article XXXVI: Contingent Instruction Adjustments	Language clean-up was done just to correct minor grammatical issues.	Revised language		
Article XXXV: Faculty Furloughs	This article was deleted as it pertained only to this past year's circumstances. Administration recognizes that furloughs	Deleted article		

	were not an ideal way to deal with the financial situation and plan to avoid them as a solution in the future.			
Supplemental Letter A: Common Activity Period	Addressed in Article XX: Meetings Schedule and Committee Assignments			
Supplemental Letter B: Certification Designation for CTE Faculty	Addressed in Article XXIV. Faculty Salary			
Supplemental Letter C: Faculty Role in Advising	Addressed in Article XII. Faculty Workload			
Supplemental Letter D: Sabbatical Leave	Addressed in Article XXIII. Sabbatical Leave			
Supplemental Letter E: Diversity, Inclusion, and Equity Training	Addressed in Article I			
Remote Work Parameters	This topic was tabled by mutual agreement. There is already a system in place through the Office of Academic Affairs for faculty to request working remotely. The goal for next year is to continue working with			

	<p>faculty to accommodate reasonable requests. Remote work is an issue being discussed campus wide, so the topic can be taken up more broadly in the upcoming academic year.</p>			
<p>Course enrollment— student choice</p>	<p>Original faculty issues statement concerned student choice of courses/instructor is important. Teams discussed the need to balance student choice and advising necessities. Because the concern involves another department on campus, it falls outside the scope of the CBA. The teams suggested that with the new model of faculty involvement in advising, and changes in the Student Services Division, some of these issues may be addressed. The teams also recommended enhanced involvement and collaboration with advising.</p>			

AGREEMENT

between the

**JUNIOR COLLEGE DISTRICT
OF EAST CENTRAL MISSOURI**

and the

**EAST CENTRAL COLLEGE
NATIONAL EDUCATION ASSOCIATION**

July 1, 2021 to June 30, 2022

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ARTICLE I: AGREEMENT AND RECOGNITION

1. This Agreement represents the results of collective bargaining between the authorized representatives of the Board of Trustees of East Central College (hereinafter referred to as “the College”) and the authorized representatives of the East Central College National Education Association (hereinafter referred to as “ECC-NEA” or “the Union”). This Agreement covers salaries, benefits, and working conditions for the faculty bargaining unit. This Agreement will remain in effect until June 30, 2022 subject to applicable law and the rights of the Board of Trustees.
2. Board Policy provisions and other applicable procedures not expressly included in this Agreement are considered in full force and effect unless specifically contrary to provisions of this Agreement. The parties agree that the terms of this Agreement shall be maintained in full force and effect during its term and may be modified only by mutual written agreement between the parties.
3. The College recognizes ECC-NEA as the official bargaining representative for all regular full-time faculty members employed by East Central College, subject, however, to the constitutional right of individual employees to communicate with the Board of Trustees and to petition for redress of grievances. “Regular full-time faculty members employed by East Central College” refers to faculty members on faculty contract who do not supervise other full-time faculty. The Board directs the President of the College and/or their designees as the representatives of the Board of Trustees to carry on good-faith negotiations with representatives of ECC-NEA in matters relating to salaries, benefits, and working conditions of regular full-time faculty members.
4. It is the desire and commitment of the parties to maintain educational and working environments in which the parties have mutual value and respect for each other. Furthermore, the parties agree to collaborate, through the principles of shared interest, in promoting continuous improvement in the quality of education to create optimal experiences for students, faculty, staff, and the community.
5. It is the commitment of the parties to build and sustain an equitable and inclusive learning and work environment where diversity is celebrated and valued. Diversity is one of the College’s core values. A diverse, equitable, and inclusive environment benefits and enriches the development of all students, staff, and faculty. The quality of these values is enhanced and strengthened through ongoing professional development opportunities.

ARTICLE II: ECC-NEA RIGHTS

1. The ECC-NEA shall be permitted to hold meetings and conduct ECC-NEA business on College property and to use College facilities at reasonable times when such facilities are not otherwise in use and/or when such use will not disrupt or interfere with the operation of the College, including but not limited to scheduled meetings, activities, or functions at which faculty members are expected to attend. Scheduling of facilities will be required. Use of College property and facilities is subject to all applicable College policies, procedures, and guidelines.

2. The ECC-NEA shall have the right to reasonable and ordinary use of College equipment including computers, fax, voicemail, email, duplicating or printing equipment, and audio-visual equipment, but solely for local ECC-NEA purposes. Use of College equipment is subject to all applicable College policies, procedures, and guidelines.
3. The ECC-NEA shall be allowed reasonable and ordinary use of mailboxes, mail, and other communications systems for communicating with full-time faculty on matters related to local ECC-NEA purposes. Usage is subject to all applicable College policies, procedures, and guidelines.
4. The College shall make available upon written request to the College President or their designee, and without cost to the ECC-NEA, names, campus addresses, campus telephone numbers, and campus email addresses of all College full-time faculty members within a reasonable time after the beginning of the contract year. The same information will be provided with regard to faculty members hired during the contract year within a reasonable time following their employment. This information shall be provided in an electronic format, if available. To the extent that information requested is already available on-line, the College shall direct the ECC-NEA to the appropriate URL or link.
5. The ECC-NEA will be provided with an official Board packet for all Board meetings and be included on the Board agenda. ECC-NEA shall be accorded the same rights to attend Board meetings and address the Board as any other employee organization for the purpose of reporting on activities and events conducted by the Union. ECC-NEA shall not use this time to conduct matters related to negotiations.
6. The ECC-NEA will be provided, upon written request to the College President or their designee, information that is available and relevant to the negotiation process, subject to the limitations of the Missouri Open Records Law.
7. The ECC-NEA shall be entitled to representation on each College committee whose composition includes Bargaining Unit Members and whose purpose is primarily or exclusively related to wages, benefits, and working conditions, such as Insurance, Rank and Promotion, Educational Leave, Shared Governance Council, Facilities Advisory, and Budget.

ARTICLE III: BOARD AND ADMINISTRATION RIGHTS

It is recognized that the East Central College Board of Trustees and its Administration have and continue to have all managerial rights and prerogatives, including the responsibility and authority to manage and direct all operations and activities of the College, including the right to schedule and assign work and work locations, to the fullest extent authorized by law and in any manner or decision they shall deem appropriate; to determine, establish, promulgate, and/or change policies and procedures related to the faculty in any manner it shall deem appropriate; and that this responsibility and authority is limited only by that which violates an express provision of this Agreement.

ARTICLE IV: JOINT RESPONSIBILITY

It is the joint responsibility of the ECC-NEA and Administration to ensure compliance with the provisions of the collective bargaining agreement.

ARTICLE V: NON-DISCRIMINATION/NON-RETALIATION

The College shall not discriminate or retaliate against any faculty member on the basis of membership in or the failure to join the East Central College affiliate of the National Education Association or any other employee union organization. Faculty application forms and oral interview procedures shall not refer to membership in or preference for ECC-NEA or any other employee union organization. The College Board of Trustees and/or Administration reserve the exclusive right to make legitimate business decisions on behalf of the institution, provided that those decisions are not made on the basis of membership in the ECC-NEA.

ARTICLE VI: FACULTY QUALIFICATIONS

1. Faculty qualifications are defined in job descriptions for positions. East Central College shall follow the guidelines and requirements of the Higher Learning Commission (the regional accrediting body) and program accreditors, if applicable, in determining appropriate academic and experiential qualifications.
2. Each full-time faculty member shall be assigned at hire a primary discipline. More than one primary discipline may be assigned if required qualifications are met. Faculty must meet the qualifications required to teach any assigned course at East Central College. Assignments of teaching will be made based on such qualifications.

ARTICLE VII: ACADEMIC FREEDOM AND RESPONSIBILITIES

The College endorses the principle of academic freedom as defined in Board Policy 5.6: Academic Freedom, which states “East Central College, as an academic community, promotes learning characterized by free inquiry, open discussion and thoughtful communication. Academic freedom is a tenet of such instruction and essential to the purpose of higher education. Faculty and students must be free to examine ideas in an environment without institutional censorship.” The College recognizes the principle of academic freedom as stated above and supports the following:

1. Faculty are members of a learned profession, representatives of the institution and citizens of the larger community. As a member of a learned profession and a representative of the institution, a faculty member, in exercising “free inquiry, open discussion, and thoughtful communication” should at all times be accurate, show respect for the opinions of others, and make every effort to indicate that they do not speak for the institution.
2. The principles of academic freedom and their inherent responsibilities are applicable to all full-time faculty, to all adjunct faculty, and to all students.

ARTICLE VIII: FACULTY EMPLOYMENT CONTRACTS

1. Written employment contracts shall be executed for full-time faculty, per Board policy 5.15: Employment Contracts – Faculty. Each written employment contract will include, but not be limited to start date, end date, total number of contract days, job title, salary, any special conditions, assignment, or terms associated with the position.
2. Reappointed faculty not returning a signed contract to the designated College official by the designated date will be considered to have declined the College’s offer of employment and/or voluntarily vacated the position, and College-funded medical, vision, dental, and life insurance benefits will be terminated effective at the end of the contract. Any alteration made to the contract by the faculty member will void the contract.
3. Faculty Contract Classifications
 - a. Limited Term Contract: A limited term contract may be executed for a semester, academic year, or fiscal year and will automatically terminate at the end of the contract. This classification may be used for grant funded positions, temporary replacement for a full-time faculty member, the startup phase of a new program, a program in the process of being discontinued, or as otherwise deemed necessary by the President of the College.
 - b. Annual Contract: An annual contract is considered probationary and may be given annually for regular full-time faculty positions. Each annual contract shall show a date when employment ends; reappointment to a subsequent annual contract is not automatic and is contingent upon satisfactory evaluations and appropriate recommendations. Faculty may receive up to five consecutive annual contracts prior to being considered for a continuous contract.
 - c. Continuous Contract: A continuous contract may be recommended for a faculty member under annual contract, but only after the employee has been employed full-time as faculty in the same discipline, or a secondary discipline as approved by the College, for a total of five years. Faculty who begin service with a mid-year contract, and are subsequently employed through an annual contract, may be considered for continuous contract upon completion of ten consecutive spring and fall semesters.
4. Faculty Contracts
 - a. Service under limited term and annual contracts may be combined and applied to the five-year period of time required for consideration for continuous contract; however, a faculty member must be employed under an annual contract at the time of consideration for continuous contract. In order to be considered for continuous contract, the faculty shall complete and submit a professional portfolio to the Vice President of Academic Affairs. The deadline for submitting the professional portfolio will be established by the Portfolio & Credentialing committee. An evaluation of the faculty member’s instructional effectiveness will be made by the Dean and the Vice President of Academic Affairs. If the evaluation is satisfactory and the program is to continue, the faculty member will be recommended for a continuous contract in the sixth year by the Vice President of Academic Affairs, subject to approval of the College President and Board.

- b. Faculty who change disciplines at the request of the College may be granted credit toward continuous status for employment under limited term or annual contracts in the prior discipline.
- c. Faculty who move from a faculty contract to a professional staff or administrative contract shall be granted credit toward continuous contract status for employment under a limited term or annual contract held prior to the professional or administrative position if they subsequently return to a teaching position with no break in service to the College. Time served in a professional or administrative position will not be counted toward continuous contract status.
- d. Faculty remaining on a faculty contract whose primary responsibility does not include direct student instruction meet the definition of full-time faculty. These faculty will follow the additional responsibilities outlined in their contract and job description.

5. Faculty Non-Reappointment

- a. The decision to not reappoint a full-time faculty member employed under a Limited Term Contract or an Annual Contract shall be made by the College President after consideration with the Vice President of Academic Affairs. These decisions will normally be made prior to April 15, but in no event after the start of the new contract year, in accordance with Board Policy 5.15.8: Full-Time Faculty Non-Reappointment.
- b. The decision for non-reappointment of a faculty member on an Annual Contract shall be based upon overall evaluation of the faculty member or lack of program continuation. A Reduction in Force shall be administered according to Article XXXI: Reduction in Force.
 - i. If instruction-related areas of concern exist, the faculty member should be notified as soon as they are evident and as part of the evaluation process. Corrections of the deficiencies shall be made immediately in accordance with a plan developed by the instructor, Dean, and the Vice President of Academic Affairs. If the instruction-related deficiencies continue, action shall be taken for non-reappointment. If the faculty member's performance deficiencies are not instruction-related, no prior notice or improvement plan is needed prior to non-reappointment.
 - ii. Non-reappointment for an annual contract shall be made upon the recommendation of the Dean, the Vice President of Academic Affairs, and the President of the College.
 - iii. Affected faculty may submit a written appeal to the Board of Trustees. The Board of Trustees may review the documents relating to the appeal and decide the matter, or it may hold a hearing. The decision of the Board will be final.
- c. Unless otherwise stated or terminated for cause by the Board of Trustees in accordance with due process procedures (Board Policy 5.2.4: Employee Conduct and Discipline), a Limited Term or Annual Contract automatically terminates at its end date.

- d. The decision to not reappoint a full-time faculty member employed under a Continuous Contract shall be made by the Board of Trustees upon the recommendation of the Vice president of Academic Affairs and the President of the College. These decisions will be made no later than April 15. Affected employees shall be notified as far in advance as possible, preferably by March 1 but no later than April 15.
- e. A continuous contract shall continue in effect for an indefinite period, subject only to
 - i. Retirement of the faculty member,
 - ii. Modification by a succeeding Continuous Contract (compensation, terms of employment, or date modifications),
 - iii. Death of the faculty member,
 - iv. Resignation of the faculty member,
 - v. Termination for cause by the Board of Trustees in accordance with due process procedures (Board Policy 5.2.4: Employee Conduct and Discipline),
 - vi. Revocation of appropriate/required certification or required licensures,
 - vii. Conviction of a felony or behavior that is violent or harmful to others,
 - viii. Non-reappointment due to program suspension or change in program status,
 - 1. Non-reappointment for a continuous contract based on changes in program status shall be made by the Board of Trustees upon the recommendation of the President of the College with input from the Dean and Vice President of Academic Affairs.
 - 2. If necessary, a reduction in force shall be carried out in accordance with Article XXXI: Reduction in Force.
- f. Non-Reappointment due to deficiencies in performance. If instruction-related areas of concern exist, the faculty member should be notified as soon as they are evident. Corrections of the deficiencies shall be made immediately in accordance with a plan developed by the instructor, the Dean, and the Vice President of Academic Affairs. If deficiencies continue within one semester after notification, action shall be taken for non-reappointment. If circumstances warrant, the faculty member shall be offered a limited term contract of one year.
- g. Non-Reappointment due to Financial Exigency. If contract non-renewal is the result of financial exigency, the faculty positions discontinued due to financial exigency will not be filled within a two-year period by replacement(s) nor will temporary full-time positions be created.
- h. Faculty whose Continuous Contracts are not renewed may submit a written appeal to the Board of Trustees. The Board of Trustees may review the documents relating to the

appeal and decide the matter, or it may hold a hearing. The decision of the Board will be final.

6. Faculty Employment Contract Resignations

- a. Faculty resignations tendered to be effective at the end of the current contracted term may be submitted to the Vice President of Academic Affairs and the Director of Human Resources; such resignations do not require Board approval.
- b. Faculty resignation tendered with an effective termination date that occurs during the current contracted term must be submitted to the President of the College with no less than thirty (30) working days' advance notice. The Board of Trustees may accept the resignation upon the recommendation of the President of the College. College-funded medical, vision, dental, and life insurance benefits will be terminated effective the end of the month of the contracted term or the end of the month in which employment is severed, if within the contracted term.
- c. A faculty member's resignation or release from a current contract on less than thirty (30) working days' advance notice may be granted due to extenuating circumstances but will require approval by the College President and Board of Trustees.

ARTICLE IX: JOB DESCRIPTIONS

1. Faculty will receive a copy of their job description with their contract. Faculty Job Descriptions are on file and available in the College's Human Resources office. All full-time faculty are expected to fulfill the duties of their Faculty Job Description.
2. For changes to job descriptions, affected full-time faculty will be notified in a timely manner and changes will become effective with the beginning of the next faculty contract.
3. Changes in job description may be necessary within the current contract year. In such cases, changes will be made with mutual consent between the Administration and the affected full-time faculty. Administration reserves the right to immediately implement job description changes required by law, regulation, or for purposes of accreditation with or without mutual consent.

ARTICLE X: FACULTY RANK AND PROMOTION

1. Faculty Academic Rank and Promotion is designed to meet the professional development needs of the faculty, to encourage personal and professional growth within an academic or career field, to promote service to the College and its students, and to recognize community service. In meeting these goals, the Faculty Rank and Promotion Plan serves as a professional development program for faculty at the College.
2. Activities considered part of professional development, growth, and service should be many and varied and should reflect the academic goals of the individual faculty and the programmatic needs of the academic division and the College. Activities deemed instruction based should be

emphasized and should be compatible with what is expected for continuing contract status. Such activities and goals will be outlined annually in the Faculty Development Plan.

3. The system outlined below to recognize and recommend academic rank and promotion must be easily administered, equitable, and rewarding. The system will combine teaching effectiveness, professional growth and service, graduate credit, related work experience, and time in rank as the criteria for promotion.
4. General Principles
 - a. To be considered for promotion, faculty must first make application to the Rank and Promotion Committee, meeting any and all deadlines as required.
 - b. Full-time faculty members may be considered for promotion if they meet the minimum qualifications for the next higher academic rank, if they meet the minimum employment requirements, and if they have served the appropriate time in their current academic rank at the time of application.
 - c. Documentation of professional growth and overall performance must be included in the scheduled performance review, and faculty members will be required to summarize their activities for the promotion review period (dependent upon desired promotion level) and make the summary available upon application for promotion.
 - d. Upon confirmation of eligibility by Human Resources, faculty members must submit the application for promotion and any related materials to the Vice President of Academic Affairs. This application must include informational narrative summaries which should identify prominent examples and illustrations of accomplishments in the criterion areas for the years in the current rank for each section of the portfolio.
 - e. Faculty members will be responsible for ensuring that the application for promotion includes a complete portfolio with attachments, all required evaluation forms, (faculty self-evaluations, classroom data reflections, student evaluation reflections, faculty peer reflections, etc.), faculty development plans, syllabi, and scheduled reports of performance for the years in the current rank. See Article XXVIII: Faculty Evaluations for information on requesting an optional off-cycle evaluation.
 - f. Faculty members may also attach such other documents that may have a bearing on the consideration of their promotion. The entire set of documents prepared for the committee's review must be contained within a two-inch or less three-ring binder.
 - g. No information may be added or deleted from the submission unless clarification is requested by the Committee. All the application documents will be kept in the Office of Academic Affairs.
 - h. Years of faculty service are computed by counting consecutive years of full-time faculty employment at the College from the current year back to initial employment, or any such re-employment if such an interruption in service occurred. Adjunct work and/or other employment at the College will not count towards years of full-time faculty employment.

- i. Years of service is a whole number; no rounding up to full years will occur. Faculty years of service is computed as of the July 1st date for eligibility and other considerations related to rank and promotion.
- j. New faculty, at hire, may request consideration for rank. The College reserves the right to place newly hired faculty with experience outside of East Central College at the appropriate rank, based on established criteria, at the time of initial employment. The Vice President of Academic Affairs will make a recommendation should a new hire meet the established criteria.

5. Rank and Promotion Committee:

- a. The Rank and Promotion Committee recommends eligible faculty applicants for promotion and maintains procedures established to administer the Rank and Promotion policy. The recommendation of the committee will be forwarded to the Vice President of Academic Affairs. After approval, the Vice President of Academic Affairs forwards recommendations to the College President for consideration.
- b. The Rank and Promotion committee will consist of faculty who choose serving on this committee as part of their committee assignment. Any faculty or staff with a conflict of interest or perceived conflict of interest may not be part of the Rank and Promotion Committee. Any member of the committee must report any conflict of interest once realized and withdraw from the committee.

6. Definition of Rank and Criteria for Promotion

For purposes of Rank and Promotion, the following definitions and terms will apply:

a. *Instructor (definition at hire)*

Faculty Teaching in Arts & Sciences

Degree: Master's degree in discipline or master's degree with at least 18 graduate hours in discipline or related area

Experience: No prior teaching experience required

Faculty Teaching in Career & Technical Programs

Degree: Bachelor's degree in the discipline or related area OR an associate degree in discipline or related area plus

Experience: a minimum of two years of documented, related industry experience and/or any licensures or certifications

b. *Assistant Professor*

Assistant professors have demonstrated strong accomplishment in teaching effectiveness, led and/or contributed significantly to institutional activities, engaged in recognized scholarly/ creative endeavors, made valuable contributions to the College and community, and shown the likelihood of sustaining these contributions to the discipline. Faculty must be on a continuing contract at the time of application to be considered for promotion.

Faculty Teaching in Arts & Sciences

Degree: Minimum master's degree in discipline or related field
Experience: Five years full-time college teaching experience with documentation of successful professional growth and overall performance

Faculty Teaching in Career & Technical Programs

Degree: Completed bachelor's degree in discipline or related field
Experience: Five years full-time college teaching experience with documentation of successful professional growth and overall performance

c. *Associate Professor*

Associate professors have demonstrated excellence in teaching effectiveness, led and/or contributed significantly to institutional activities, engaged in recognized scholarly/creative endeavors, and made valuable contributions to the College. The applicant's portfolio must show that since the last promotion, the candidate has made contributions of significance and demonstrated independence and quality in teaching, scholarship, and service with the likelihood of sustaining these contributions to the discipline.

Eligible applicants will have held rank as Assistant Professor for a minimum of three years at the time of application.

Faculty Teaching in Arts & Sciences

Degree: Minimum master's degree in discipline or related field
Experience: Eight years full-time college teaching experience with documentation of successful professional growth and overall performance

Faculty Teaching in Career & Technical Programs

Degree: Minimum bachelor's degree in discipline or related field
Experience: Eight years full-time college teaching experience with documentation of successful professional growth and service

d. *Professor*

The rank of professor carries substantial expectations. Faculty members with the rank of professor have demonstrated continual excellence in teaching effectiveness, contributed to the College in significant ways, demonstrated commitment to College and community, and gained professional recognition among their peers in creative/scholarly endeavors, professional organizations and/or professional publications related to the academic discipline or program. Faculty are expected to provide documentation of active participation and leadership in College activities, mentoring new faculty, professional organizations, departmental work, community, and civic work, etc.

Eligible applicants will have held rank as Associate Professor for a minimum of three years at the time of application.

Faculty Teaching in Arts & Sciences and Faculty Teaching in Career & Technical Programs

Degree: Earned doctorate in discipline or related field or earned post graduate degree recognized as terminal in the faculty member's discipline (e.g., MFA)

Experience: Eleven years full-time college teaching experience with documentation of successful professional growth and service

7. Appeal Process

- a. If a request for promotion is denied, the applicant may submit a written request to the President of the College within seven days of such notification outlining the rationale for additional review.
- b. A response to the applicant's appeal request will be provided in writing within fifteen business days of receipt of the appeal. The decision of the President is final.

8. Timeline

The timeline for the Rank and Promotion process is provided by the Rank and Promotion Committee in Falcon Nest.

9. Promotions in Academic Rank

- a. Promotions from level to level will not be automatic but will be made upon application to and the recommendation of the Rank and Promotion Committee and Vice President of Academic Affairs.
- b. Faculty, upon promotion to the rank as approved, will receive an increase over the previous year's individual faculty contract salary as follows:
 - Instructor to Assistant: \$1,500
 - Assistant to Associate: \$2,500
 - Associate to Professor: \$3,500
- c. If the College awards a percentage salary increase for the year the promotion is in effect, the faculty will receive the percentage increase in addition to the increase for the promotion. The sequence is recommended as follows: the promotion adjustment applied to existing salary; then, the percentage increase is applied.
- d. Salary Adjustment Based on Rank. The salary adjustments listed above will be made following Board approval of change in rank and will appear on the following year's contract.
- e. The College retains the right to suspend the rank and promotion system and any plan of implementation should budget conditions warrant. Notification of the suspension will occur prior to the April 15th deadline for faculty rehire notification, see Board Policy 5.15: Employment Contracts-Faculty.

ARTICLE XI: SENIORITY

1. Definitions

- a. Institutional Seniority – Years of full-time service with the institution.

- b. Faculty Seniority – Years of full-time faculty service at the institution.
 - c. Department Seniority – Years of full-time service in a department.
2. Seniority helps determine aspects of workload and continued employment.
- a. Faculty seniority as maintained on the Seniority Rotation Roster may be used for overload class selection, summer/intersession class selection, and variable workload assignments, see Article XII: Faculty Workload. Implementation of the Seniority Rotation Roster will be determined by the faculty and Department Chairs of each department. For seniority terms related to reduction in force, see Article XXXI: Reduction in Force.
 - b. Seniority for the Seniority Rotation Roster will be determined on the following basis:
 - i. Seniority in Primary Discipline
 - 1. Faculty seniority begins from the individual’s starting date of continuous full-time employment as a faculty member and will be computed on the basis of full-time service to the College from the initial date of hire.
 - 2. Department seniority shall begin with the date of assignment to a primary department or academic area in which the faculty is qualified to teach, as defined in Article VI: Faculty Qualifications.
 - 3. Conflict of seniority among faculty members with the same beginning date of continuous employment shall be resolved by reference to their initial contract, using the chronological order in which their contracts were signed.
 - ii. Seniority in Secondary Discipline
 - 1. If, at the time of hire, a faculty member is qualified as defined by Article VI: Faculty Qualifications to teach in a secondary discipline, even if that faculty member does not initially teach in that discipline, they may select overload course(s) in that secondary discipline as determined by the method for overload selection within that discipline.
 - 2. If, subsequent to the initial date of employment, a faculty member becomes qualified/credentialed to teach in a second discipline, one half of the previously accrued department seniority in the primary discipline up to a maximum of ten years will be counted for determining placement on the Seniority Rotation Roster in the secondary discipline.
 - 3. If a faculty member is transferred to a different department at the request of the College, they shall carry their department seniority into the new department or academic area.
 - 4. If a faculty member requests and is granted a transfer to a different department, they will be credited with one half of the previously accrued seniority up to a maximum of ten years to be used for purposes of determining placement on the Seniority Rotation Roster as it relates to

the new department. Should the faculty member return to the original department, they will be credited with one half of the department seniority up to a maximum of ten years accrued in the new department plus all previous years of department seniority.

5. Once a secondary credentialed field is approved and established for a faculty member (as defined in Article VI: Faculty Qualifications), and after attribution of department seniority in the secondary field, the faculty member continues to accrue department seniority in the secondary field as long as they remain a full-time faculty.
- c. Seniority in non-teaching duties. For the purposes of this section, working a day or more in a month shall count as one month.
 - i. In the event a full-time faculty on continuous contract is assigned to full-time non-teaching duties (administration, professional staff, etc.), they shall be removed from the Seniority Rotation Roster but continue to accrue faculty seniority for up to a maximum of 36 months. Employees returning to full-time teaching within that 36-months shall be credited any accrued months in non-teaching duties plus all previous time served as faculty and placed back in the rotation roster by seniority.
 - ii. For employees remaining in the non-teaching position after that 36 months, faculty seniority will cease to accrue. In the event the employees return to full-time teaching at any point after the initial 36-months period, their faculty seniority shall be reinstated for all time served as faculty, including the initial 36 months of the non-teaching period, but not time after that. They shall be placed at the bottom of the rotation roster.
 - iii. If the full-time faculty members are on limited or annual contract when moving to a non-teaching position, they shall not accrue faculty seniority in the non-teaching position. If the employees return to a full-time teaching position after any time, the initial time served as a full-time faculty member will be counted and seniority accrual will resume from that point.
 - d. Paid and Unpaid Leave: Educational leave and other College approved paid leaves of absence shall be credited toward faculty seniority. Unpaid leaves of absence will not be credited toward faculty seniority.
 - e. Breaks in Seniority: Faculty seniority shall be broken by resignation, retirement, failure to return from an authorized leave of absence, failure to return from a leave of absence, or conditions in seniority in non-teaching duties. A full-time faculty member who is placed on temporary part-time or reduced load status shall not be considered to have a break in service during the period of part-time or reduced load.
 - f. The Seniority Rotation Roster
 - i. The Seniority Rotation Roster shall be maintained by the Office of Academic Affairs and shall be posted to the Office of Academic Affairs

Falcon Nest page by October 1 and February 1 of each academic year. Faculty members may submit a written request for seniority recalculations to an ECC-NEA representative within thirty (30) calendar days after the posting.

- ii. The rotation roster shall be revised as necessary at other times during the year to reflect changes due to non-teaching duties, resignations, retirement, etc. Any revised rosters will be announced to faculty and posted in Falcon Nest within one calendar week of revisions.

ARTICLE XII: FACULTY WORKLOAD

1. The faculty contract and job description present clear information regarding work dates and related duties. Full-time faculty members are required to be at work on contract dates. Board Policy 5.9.5: Classification and Qualifications of Employees articulates specifically the contracted workdays and teaching load. Faculty should refer to the Board Policy Manual for additional information regarding the College's employment policies.
2. A faculty work week should be approximately forty (40) hours, typically Monday through Friday, or on other days as per faculty assignment scheduled with the Vice President of Academic Affairs/ Dean/Department Chair/Program Coordinator. A faculty work day is a contract day during which faculty are expected to meet their course load, office hours, and committee requirements. A work day is considered to be on-campus but may be remote, as approved by the Vice President of Academic Affairs or designee. Faculty not working during a contract day are expected to take appropriate leave time.
3. Assignment of Teaching: The assignment of faculty to courses is the responsibility of the Dean and the Vice President of Academic Affairs.
 - a. Full-time faculty are given first preference for selection of courses to satisfy their contractual load.
 - b. A faculty member's base load shall consist of at least fifty (50) percent face-to-face credit hours per semester (with hybrid courses counting as ½ face-to-face). A faculty member may request an exception in online load using the Faculty Exception for Online Course Request Form, see Appendix E. The form should be submitted to the appropriate academic dean by September 15 for the upcoming spring semester and February 15 for the upcoming fall semester. A written response, via email, of approval or denial will be given within ten (10) business days of the submittal. In special circumstances, the Vice President of Academic Affairs or designee may request an exception to the online load in the best interest of the schedule or College. Faculty who are contractually online-only instructors are exempt from this guideline.
 - c. Full-time faculty may be required to teach evening courses, online courses, or at any campus location in order to meet their contractual load.

- d. Every effort shall be made to schedule regular teaching load courses within a six-hour work day. No faculty member shall be required to teach on more than five (5) days per week as part of a regular teaching assignment.
- e. No faculty member shall be required to work during any non-contractual period unless the faculty member is assigned extra duty work for which they are compensated.
 - i. Off-contract work refers to institutional-wide required work such as participating in hiring committees, institutional standing committees (for example, Budget Committee, Shared Governance Council, Strategic Plan Implementation, and other institutional or academic committees) whose charge/mission requires faculty input and work during off-contract time periods including, but not limited to summer and winter session. Compensation for off-contract work will be based on time commitments.
- f. Normal Teaching Load/Credit Hours for full-time faculty shall consist of fifteen (15) credit hours per semester or thirty (30) credit hours per academic year.
 - i. New full-time faculty shall receive one to three (1-3) hours of reassigned time during their first semester of employment as a faculty member, as determined by the appropriate Dean/Department Chair. This will allow new faculty to prepare for classes, participate in College service, and familiarize themselves with the culture of East Central College. Any exception must be approved by the Vice President of Academic Affairs.
 - ii. For English Composition Courses: faculty who teach three (3) or four (4) composition courses (ENG 085, 090, 095, 101, 102, 114, 115) shall carry twelve (12) credit hours per fall and/or spring semester as a regular load. English faculty with fewer than three sections of composition courses (ENG 085, 090, 095, 101, 102, 114, 115) shall carry a fifteen (15) credit hour load per fall and/or spring semester.
 - iii. Reassigned time is an agreed upon reduction in a faculty workload for reasons of special assignment or project outlined in a Memorandum of Understanding (MOU) or by contract, see Article XIII: Special Projects Assignment.
- g. Credit hour equivalencies and special conditions
 - i. For **Studio Art/Design** courses
 - 1. Three (3) credit hours equates to six (6) contact hours and 4.5 units of pay (1.5 units of pay per credit hour).
 - ii. For **Music** courses
 - 1. Applied Lessons – following National Association of Schools of Music (NASM) guidelines, lessons are converted to credit hours by totaling the .5 contact hour lessons and dividing by three (3).
 - 2. Ensembles – one (1) credit hour equates to three (3) contact hours and 2.25 units of pay (2.25 units of pay per credit hour).

- iii. For **Laboratory Science** courses
 - 1. Two (2) credit hours equates to four (4) contact hours and three (3) units of pay (1.5 units of pay per credit hour).
 - 2. Microbiology exception – one (1) credit hour equates to three (3) contact hours and 2.25 units of pay (2.25 units of pay per credit hour).
- iv. For **Nursing Clinical/Lab** courses
 - 1. 16.67 contact hours equates to one (1) credit hour or one (1) conversion (1 credit hour = 16.67 contact hours = 1 pay unit).
- v. For **Allied Health** courses
 - 1. Four (4) credit hours equate to eight (8) contact hours and six (6) units of pay (1.15 units of pay per credit hour).
- vi. For **Career Tech Lab** courses
 - 1. One (1) credit hour equates to two (2) contact hours (minimum) and 1.5 units of pay (1.5 units of pay per credit hour).
- h. Overloads: All full-time faculty members are eligible to teach overload courses.
 - i. Following the assignment of contractual loads in the early process of schedule development, faculty may select additional courses for overload. Full-time faculty will have first right of refusal for classes that are added to the schedule. Faculty may notify their Dean and/or Department Chair in writing if they would like to be considered for added courses as overload prior to the last contract day for Fall and Spring semester in reference to the upcoming semester.
 - ii. Individual departments may elect to implement the Seniority Rotation Roster to determine overload/summer/intersession assignments.
 - iii. Faculty may get overload courses as the schedule permits. Course schedules shall not be constructed as to guarantee overload.
 - iv. Full-time faculty are given first preference for overload courses following the scheduling of courses and the assignment of full-time faculty loads. Faculty should not request a course as overload if it has already been assigned to an adjunct faculty member. Full-time faculty members should only replace assigned adjuncts in order to make load, unless approved by the Vice President of Academic Affairs or designee.
 - v. Faculty are not required to teach overload courses, except in a circumstance where the credit hours needed to achieve a full load, based on the credit hour value of the courses in the program, exceed the fifteen (15) credit hours per semester contractual requirement.

- vi. A faculty member who receives reassigned time may not teach more than three (3) credit hours of overload per semester unless approved by the Vice President of Academic Affairs or designee.
 - vii. The maximum overload assignment in any semester will not exceed eight (8) credit hours unless written prior authorization is obtained from the Vice President of Academic Affairs or designee.
- i. Course Size: A list of courses and course capacities will be kept in Falcon Nest. These capacities were decided by faculty in the discipline and the Credit Hour Equivalency Committee.
 - i. Faculty are expected to notify their Dean or Department Chair, in writing, of acceptable overage to current class capacity prior to the last contract day for Fall and Spring semester in reference to the upcoming semester.
 - j. Course Cancellations
 - i. Courses students need to complete specific programs/degrees should be offered within a timeframe to enable students to complete their program of study within a two-year period.
 - ii. Cancellation of low enrollment courses will be done following the schedule developed by the Vice President of Academic Affairs and Deans, with notification of the faculty member affected, prior to the cancellation.
4. Office Hours: Faculty members are required to maintain a minimum of seven (7) office hours per week, arranged conveniently around their teaching assignment and most academically beneficial for students. Office hours are dedicated for student interaction, course preparation, or other campus-related responsibilities.
- a. A faculty member may schedule one (1) online office hour outside of normal working hours in a virtual format per online course taught. Virtual office hours do not exempt faculty from their on-campus duties or service to students.
 - b. A faculty member may schedule up to two (2) office hours in the Learning Center.
 - c. Office hours shall be scheduled in a minimum of 30-minute increments.
 - d. A faculty member who teaches more than seven (7) face-to-face hours in a particular day (with no break longer than 45 minutes), is not required to hold office hours on that day.
 - e. Full-time faculty office hours should be posted on office doors within the first week of courses. Office hours should be made available to students in all courses and shared with the Dean. Faculty should update their office hours during final exam week to reflect the change in course schedules and availability to students.
 - f. Nursing faculty who teach a clinical have the option to schedule one (1) office hour per day at the clinical site. The faculty member's posted office hours will indicate the location for these hours.

5. Summer and Intersession Teaching: Full-time faculty may elect to teach during the summer semester or designated intersession terms.
 - a. Faculty are paid the full-time faculty summer and intersession overload rate for such teaching (see Full-time Faculty Overload Credit Hour Rate Chart).
 - b. Full-time faculty are given first preference for summer and intersession courses when scheduling of courses occurs. Individual departments may elect to implement the Seniority Rotation Roster to determine overload/summer/intersession assignments.
 - c. Full-time faculty members will be paid per credit hour at the higher of rates (i) or (ii) below:
 - i. The rate identified in the Full-time Faculty Overload Credit Hour Rate Chart, or
 - ii. 1.5% of the full-time faculty's base pay, whichever is higher.
 - d. Summer and intersession teaching will include two (2) hours office hours per week that the faculty member is teaching.
 - i. If a faculty member is only teaching face-to-face courses, both office hours will be scheduled at an appropriate ECC location.
 - ii. If a faculty member is only teaching online, the office hours may be scheduled online or in a virtual format.
 - iii. If a faculty member is teaching both face-to-face and online courses, office hours may be split between an appropriate ECC location and online.
6. In-Service: At the beginning of each semester, faculty gather for various In-Service activities, including meetings, workshops, and course planning. Faculty will work collaboratively with the Office of Academic Affairs to plan In-Service activities. New faculty attend orientation and other welcome events held before the beginning of In-Service.
7. Faculty Role in Advising: Designated Faculty are contractually assigned student advising responsibilities by program or guided pathway. Faculty Advisors provide a proactive advising approach with students to explore a student's choice of major and career goals. They work with students to create educational plans that will lead to academic and social success in the students' desired fields. Faculty Advisors maintain extensive knowledge of appropriate academic programs and curriculum; student services; transfer and career opportunities; and co-curricular and extra-curricular opportunities. They collaborate with College faculty and staff to enhance student performance and retention. The Faculty Advisors collaborate with the Student Development office to support students.
8. Variable Workload
 - a. Variable load may address institutional, student, and faculty needs by
 - i. providing more flexibility in the scheduling of classes to meet the needs of the College's student population,

- ii. creating more opportunities for professional development for faculty during the Fall or Spring semesters,
 - iii. allowing a faculty member who intends to but does not make load during the Fall or Spring semesters to use variable load to maintain their full-time faculty status with no reduction in salary,
 - b. giving the option to have a reduced load the semester following a term in which overload credit is taught in lieu of overload pay at the time a faculty member is scheduled to teach over the required credit hour limit because of conditions of credit hour disbursement or scheduling.
 - c. Making Up Reduced Load
 - i. A faculty member may make up for a reduced load in the fall by teaching additional courses in the same academic year without additional compensation.
 - ii. A faculty member may make up a reduced load for spring semester by teaching during the following summer semester without additional compensation or teaching more than the regular semester load during the prior fall semester of the same academic year without additional compensation.
 - iii. A faculty member may take on alternate duties during a semester immediately preceding or immediately following the semester of reduced load without additional compensation. Duties must be mutually agreed upon by faculty and administration. Alternate duty time equates approximately as one (1) credit hour to two (2) non-teaching work hours per week.
 - d. Variable Load Guidelines
 - i. A faculty member may request variations in load for the reasons listed above using the Variable Load Request form, see Appendix B. The faculty member shall make a request to the appropriate Dean for variation in load. If the Dean approves the request, the request will be forwarded to the Vice President of Academic Affairs, who will make the final determination. In special circumstances, the Vice President of Academic Affairs or designee may grant an exception to the variable load guidelines in the best interest of the schedule or College.
 - ii. Completed Variable Load Request form shall be submitted to the Dean by October 15 for the following Spring and February 15 for the following Fall.
 - iii. The maximum reduction in load for a semester shall be 1/3 of regular load.

- iv. Teaching load for any one semester shall not exceed overload assignments as outlined in Article XII.1.h.vii: Faculty Workload.
- v. During the semester on variable workload, a faculty member is not eligible for overload unless authorized by the Vice President of Academic Affairs.
- vi. Eligibility for variable load shall be based on department seniority and may be determined by the Seniority Rotation Roster if more than one faculty member requests variable load in a given semester.
- vii. No more than one faculty member within a discipline shall be eligible for a reduced load within a given semester.

ARTICLE XIII: SPECIAL PROJECT ASSIGNMENTS

1. Special project assignments encourage broader participation and provide opportunity to all faculty to participate in shared governance and ongoing institutional improvement. ECC-NEA and the administration will work together to create a culture of broader opportunities for faculty to serve the College and be recognized and valued for the extra work they do.
2. Additional compensation in the form of payments beyond the base salary, reassigned time, or a combination thereof is provided to recognize that such work is outside the scope of the employee's job description, performed outside of normal work responsibilities, or adds extra time spent on normal job duties. Compensation and scope of the project work, as determined between the faculty member and Vice President of Academic Affairs or designee, will be detailed on a Memorandum of Understanding.
3. Special project assignments, open to all faculty regardless of contract status, will follow a process to promote access and equitable distribution of opportunity. Faculty must initiate the request for reassigned time by working with their Dean to complete a Reassigned Time application, due by October 1 for the following Spring and February 1 for the following Fall. Exceptions to this timeframe can be made with approval from the Vice President of Academic Affairs.
4. Project Identification – special projects may be created based upon institutional, division/department, individual faculty, state, or accreditation needs and identified by pertinent parties.
5. As applicable, special projects will be announced through the ECC-Faculty email distribution list to gauge interest and gather applications if necessary.
6. The following is not a comprehensive list but indicates the kinds of opportunities that may be available:
 - a. acting as committee chair for standing or ad hoc committees,
 - b. developing new courses or programs,

- c. developing/writing grants,
 - d. serving as a representative on a board or in a leadership position for a professional organization or state-wide initiative, or
 - e. developing/overseeing/participating in special projects that fulfill an institutional need.
7. Limitations – special project assignments will not exceed one (1) academic year. An end-of-project review assessing scope and any additional needs of the project will be conducted between the faculty and other involved administrators/parties. If the special project is deemed necessary and appropriate to be continued, the work will evolve and be defined as a Contractual or Other Duty Assignment.
 8. A faculty member may be eligible for no more than two (2) special projects in a semester.
 9. Reassigned time is authorized to perform duties and responsibilities other than normal teaching duties without a change in pay. Reassigned time equates approximately as one (1) credit hour to two (2) non-teaching work hours per week, distributed throughout the term as the project requires.
 10. The Special Project Request Form can be found in Appendix C. Faculty should complete this request form when proposing and requesting Special Project assignments. If the Special Project opportunity is identified by supervisors/administrators, see Article XIII.5: Special Project Assignments, individual faculty will apply for the opportunity by using the Special Project Request form with information pre-provided by the party proposing the project.
 11. The Faculty Contractual and Other Duty Assignments spreadsheet and an updated list of special projects will be uploaded in Falcon Nest by the Office of Academic Affairs.
 12. The process for determining Reassigned Time for Special Projects Assignment is as follows:
 - a. The amount of reassigned time will be calculated by using objective and relevant workload measures that promote equitable compensation.
 - b. Any task to be considered as a reassignment of teaching load must meet all of the following criteria:
 - i. Linked to the strategic plan or other institutional initiatives,
 - ii. Regarded by the College as a high priority of the institution,
 - iii. Explicitly linked to student success, and
 - iv. Beyond the responsibilities of faculty as described in the faculty job description or CBA.
 - c. Additional criteria that may be considered:
 - i. There are not staff or faculty available to do the work within the normal scope of their position,

- ii. Requires a level of involvement that exceeds routine committee work,
 - iii. Enhances the academic growth and/or scholarship of the College, e.g., accreditation self-study.
- d. Decisions to award reassigned time shall involve the Vice President of Academic Affairs, Deans, and faculty.

ARTICLE XIV: DEPARTMENT CHAIR

1. The Department Chair shall be a full-time faculty member on continuing contract from within the department they will oversee. The Department Chair shall be appointed by the Vice President of Academic Affairs based upon the recommendation of the Dean of Arts & Sciences. The Dean of Arts & Sciences will make the recommendation with the input from the members of the department. A meeting of the eligible faculty members of the department will be held to provide input regarding possible candidates. The Department Chair shall serve for a term not to exceed three (3) years and is eligible for successive terms.
2. The duties of the Department Chair will include:
 - a. Working collaboratively across the institution to support Dual Credit, Distance Education, and Developmental Education,
 - b. Working collaboratively with the Dean to promote communication and consistency,
 - c. Working at the department level to build and staff the course schedule,
 - d. Serving as an advocate for faculty and the needs and direction of the department,
 - e. Implementing and developing best practices in teaching and learning, assessment, program review, and curriculum,
 - f. Providing input in the overall development of the departmental budget,
 - g. Reviewing adjunct resumes and credentials to assist in finding qualified instructors,
 - h. Assisting in the resolution of student complaints and/or student issues by serving as the liaison between faculty and students,
 - i. Evaluating adjunct faculty,
 - j. Supervising part-time support staff within department,
 - k. Representing the institution at the local and state level, as needed,
 - l. Travel to satellite location and local high schools may be required, and

- m. Completing other duties as assigned.
3. Compensation: Ten-month faculty contract; Twenty two (22) additional contract days preferably to include six (6) days in July, six (6) days in August prior to the start of In-service, one (1) day in December after the faculty contract has ended, three (3) days in January prior to the start of In-Service, three (3) days in May after the faculty contract has ended, and three (3) days in June; plus six (6) hours of reassigned time per semester (12 credit hours total for the academic year). Exact dates are to be coordinated with Dean of Arts & Sciences. Department Chairs will be expected to adhere to limits on overload as outlined in Article XII.1.g: Faculty Workload.

ARTICLE XV: COURSE MEETINGS

1. Faculty are required to meet all courses, including laboratories, studios, clinicals, or other learning activity, as scheduled and for the full time designated in the official College schedule.
2. Certain pedagogically appropriate activities, including but not limited to individual student conferences, library research, nontraditional research, small-group critique sessions, or campus events, may periodically modify or replace course meeting times during the course of the semester per instructor determination.
3. Faculty are expected to adhere to the final exam schedule. Faculty are required to meet their classes at the scheduled time during the final exam period for an appropriate end of semester assessment or learning activity. Any exception must be approved in advance by the Vice President of Academic Affairs or designee.

ARTICLE XVI: ATTENDANCE RECORDS AND GRADES

1. Faculty are required to maintain the following records for each class:
 - a. Attendance records: Faculty are to take daily attendance, maintain a record of the daily attendance and keep such records for a minimum of five (5) years. A copy for the division/department office may be requested.
 - b. Grades: Faculty are to keep a clear and specific grade record for each student. Such grade records must contain enough information and detail to support the grade given and should align with the grading standards as detailed in the course syllabus. A copy for the division/department office may be requested.
 - c. Reporting and submission: Faculty are to report student no shows, regular and periodic attendance information per student, student deficiency reports, and final grade reports, all within the timeframe required.
2. Repeated faculty failure to create and maintain such records, provide records upon request, or submit such records in a timely fashion may result in disciplinary action.

ARTICLE XVII: ASSESSMENT

1. For purposes of quality, accountability, and transferability of coursework, and programs, faculty are required to participate in course, departmental, discipline/program, and institutional efforts to assess student learning.
 - a. At the course level, faculty will engage in the creation, administration, application, and use of course measures of student learning.
 - b. At the department level, faculty will create and administer department-based measures of student learning. Such measures will include assessments of sequential coursework, developmental coursework, and all transfer coursework. Faculty will participate in the reporting of such assessment activities.
 - c. At the discipline/program level, faculty will create and apply discipline/program level measures of student learning, up to and including the Technical Skills Assessment or other local, state, or federally mandated measures of student learning. Faculty will, in rotation as applicable, lead efforts in comprehensive review for their program or academic discipline.
 - d. At the institutional level, faculty will participate in the assessment of institutional student level learning outcomes.
 - e. Faculty have a responsibility for adherence to assessment reporting deadlines.
2. All such activities will be conducted in collaboration with discipline/program faculty and/or coordinators, and the approval of the Deans and/or the Vice President of Academic Affairs, following the guidelines of the Institutional Assessment Committee, Office of Institutional Research, external agencies requiring such assessments, and accreditors. Faculty have a responsibility for adherence to assessment reporting deadlines.

ARTICLE XVIII: REASSIGNED TIME FOR ECC-NEA OFFICERS

1. ECC-NEA will receive six (6) hours per semester for reassigned time to be distributed to Union officers at the discretion of the ECC-NEA Executive Council to conduct Union responsibilities such as investigating and processing grievances; meeting with administration or its representatives to discuss implementation of this Agreement; attending state or national Union meetings; and preparing for and participating in bargaining sessions.
2. The ECC-NEA shall furnish to the President of the College and Vice President of Academic Affairs a list of officers which shall include the name, title, and reassigned time appropriation of each officer. The list of officers, including reassigned time allocation, will be emailed on or before the last contract day of the Spring semester.
3. Such reassigned time shall be distributed on a semester basis by the ECC-NEA, subject to the following:
 - a. Substantially disproportionate amounts of said reassigned time shall not be concentrated with one officer.

- b. Reassigned time shall be utilized in a manner that is least disruptive of the faculty member's professional responsibility and College operations.

ARTICLE XIX: FACULTY DEVELOPMENT

1. The College is committed to faculty development. Resources are made available through the Faculty Professional Development Fund (FPDF), individual faculty development accounts, and the Academic Affairs Professional Development Reserve Fund.
2. The FPDF is available for use to travel to conferences, workshops, meetings, or to fund other approved development activities. For fiscal year 2022, \$25,000 will go into the FPDF specifically designated for faculty development activities. Any remaining funds at the end of each fiscal year will be divided equally among all current faculty's individual faculty development accounts.
 - a. The Faculty Professional Development Committee will oversee the application and disbursement process for requests from the FPDF. Final approval will be made by the Vice President of Academic Affairs. Minutes from the committee and documentation from the Vice President of Academic Affairs shall clearly document the reason for any application that is denied. The Committee will also be responsible for planning and staffing internal development activities.
3. Faculty may accrue funds in individual faculty development accounts; the College will budget sufficiently to transfer funds from fund-10 to the individual faculty development accounts in fund-22. Any remaining funds at the end of each fiscal year will go into the Academic Affairs Professional Development Reserve Fund. When new faculty are hired, their individual faculty development account will be allotted \$500 from the general fund.
 - a. Additional funds may be earned by participation in the following activities:
 - i. Presenting at a regional or national conference: \$150 (limit \$300 per academic year),
 - ii. Publishing, performing, or displaying original work at professional recognized, juried, regional, or national venues: \$100 (limit \$200 per academic year).
 - iii. Leading designated internal workshops, trainings, or speaking engagements: \$50 - \$100 (limit \$200 per academic year).
 - iv. Special Projects approved by the Vice President of Academic Affairs in accordance with Article XI: Special Project Assignments.
4. Upon completion, the faculty member will submit the Faculty Honorarium form to the Office of Academic Affairs with information about the activity. Upon approval by the Vice President of Academic Affairs, money will be allocated into the individual faculty development account.
5. Faculty members may accrue up to \$2,500 in their individual faculty development accounts. Any excess funds will go into the Academic Affairs Professional Development Reserve Fund. Funds remaining in individual faculty development accounts of faculty members who leave the

institution (via retirement or resignation) will also go into the Academic Affairs Professional Development Reserve Fund.

6. If a faculty member is required by accreditation or requested by an administrator to attend conferences or meetings for College-related purposes, or if the faculty member is approved for external development activities through the Faculty Professional Development Fund, expenses will be covered by other College funding and not from the individual faculty development account.

ARTICLE XX: MEETINGS SCHEDULE AND COMMITTEE ASSIGNMENTS

1. Full-time faculty are required to serve on College committees and attend division/department meetings. No faculty member will be required to serve or be appointed to more than one (1) Academic College committee as defined below. All other committee participation should be on a voluntary basis with the exception of program specific committees, department and division groups or workgroups, comprehensive review, program advisory committees, and search committees. First-year faculty will attend monthly New Faculty Workshops to meet the committee requirement. Part of the workshop will include orientation to various committees, including visiting a selection of committee meetings.
 - a. Faculty choose or can be appointed to one standing Academic Committee that meets monthly during the academic year focused on teaching and learning such as, but not limited to Academic Council, Rank and Promotion Committee, Portfolio and Credentialing Committee, Faculty Professional Development Committee, Strategic Enrollment Management and Retention Committee, Instructional Assessment Committee, Safety Committee, Civic and Community Engagement, Curriculum Council, Online Learning and Educational Technology, and Developmental Education Committee.
 - b. Additional committees provide faculty the opportunity to serve in advisory capacities to represent the faculty perspective such as, but not limited to, Insurance Committee, Comprehensive Program Review (outside of discipline), IT Advisory, Strategic Plan Implementation, and Budget Committee. In the event additional committee work requires broader participation and time faculty should consider utilization of Article XIII: Special Project Assignments.
 - c. Meeting times for committees led by faculty or on which faculty participate will be determined by that committee chair and committee members.
 - d. Committee chairs (or designated representatives) are expected to use Outlook Calendar to schedule meetings and communicate regularly with the committee and other stakeholders for informational and actionable purposes. Meeting minutes and documents are to be posted in the appropriate committee file in Falcon Nest in a timely manner.
 - e. Committee chairs are responsible to
 - i. provide leadership for collaborative committee work, including establishing committee purpose and goals;

- ii. prepare agenda that will foster engagement and is directed toward established goals;
 - iii. ensure meeting minutes and other documents are kept and stored appropriately;
 - iv. maintain professional team relationships, engage all members of the committee, and provide an inclusive meeting environment respecting diversity in thoughts and actions.
 - v. collaborate and communicate with other committees, departments, and administrators as appropriate in relation to committee action items, purpose and goals;
 - vi. participate in an annual assessment of the committee's goals, action items, committee chair responsibilities, and necessary supports and/or resources.
2. Reassigned time for selected committee Chair duties: Recommendations are based upon the current standing Academic Committees, the charge of the committees, the workload of the committees, and its connection to the ECC Strategic Plan and HLC accreditation. The following themes emerged: assessment, retention, credentialing, evaluation, teaching and learning, and diversity. The following committees that align most closely to this level of work are Instructional Assessment, Curriculum Council, Portfolio and Credentialing Committee, and Civic and Community Engagement Coalition.
- a. Portfolio (oversees credentialing, evaluation, & mentoring)
 - 9-month committee leadership
 - Up to 2 CH reassigned time per semester
 - MOU for approved off-contract work, if necessary
 - b. Curriculum (vet new programs, new courses, new MDHE initiatives such as Core 42, etc.)
 - 9-month committee leadership
 - Up to 3 CH reassigned time per semester
 - MOU for approved off-contract work, if necessary
 - c. Assessment
 - 12-month committee leadership
 - Up to 6 CH reassigned time per semester
 - MOU for off-contract work
 - d. Civic and Community Engagement Coalition
 - 9-month committee leadership
 - Up to 3 CH reassigned time per semester
 - MOU for approved off-contract work, if necessary
3. The ECC-NEA shall select half of the faculty members to participate on the Budget committee. Each subcommittee shall include faculty representation. The College commits to a discussion with affected employee groups on the advisability of a multichair model.

4. The College reserves the right to schedule meetings as needed to conduct College business and committee members shall be notified of meeting times as far in advance as possible for planning purposes. Many departmental/institutional meetings are held on Fridays.
5. A work group including two to three members of the faculty development committee, Faculty Development Chair, Instructional Assessment Chair, Portfolio and Credentialing Chair, Vice President of Academic Affairs, and one Academic Dean will be formed to develop an evaluation of the current faculty development model and make recommendations for an enhanced faculty development model and associated resources required. This workgroup will begin meeting in Fall 2021 and will be prepared to present its recommendations to the bargaining team by February 1, 2022.

ARTICLE XXI: COMMITTEE WORK AND IMPLEMENTATION PROCESS

1. The process laid out in Appendix A will be used to better streamline faculty committee work with the opportunity for communication, review, and practice for implementation. It also provides a process for any work deemed relevant to incorporation into this collective bargaining agreement to be reviewed and presented to the ECC-NEA bargaining team for negotiations.
2. Additionally, this process will be reviewed and assessed by the executive officers of the Faculty Association and ECC-NEA prior to 2021-22 bargaining for any needed modifications.

ARTICLE XXII: USE OF LEAVE

Administration agrees to maintain Board Policy 5.30: Paid Leave Benefits, defining the types and details of paid leave available to full-time employees and Board Policy 5.35: Leaves of Absence, providing for extended unpaid leaves of absence from the College. Any changes to these two policies as they currently exist will be determined in collaboration with all employee groups and will become effective with the next fiscal year.

ARTICLE XXIII: SABBATICAL LEAVE

Sabbatical leave is a paid leave of absence to full-time faculty members to permit them to renew and update their qualifications, improve their skills, engage in creative or scholarly pursuits, improve teaching and learning, or engage in service opportunities in ways that ultimately enhance learning at the College. Sabbatical leaves enhance faculty morale and contribute to faculty development in lasting ways that positively impact the faculty and the institution. For items not explicitly addressed in this article (i.e., retention of benefits, some general principles) faculty may refer to Board Policy 5.26: Educational Leave.

1. Eligibility

- a. Faculty must be on continuing contract and have completed six years of full-time employment at the College by the time of application.
- b. At least six (6) years of full-time employment must elapse before a faculty can apply again for sabbatical.

2. General Principles

- a. Faculty must submit the completed Sabbatical Leave Request form to the Office of Academic Affairs by the established deadline of October 1 of the academic year preceding the proposed start date of the sabbatical.
- b. Faculty who are awarded Sabbatical Leave shall remain employed at the College for one (1) year per semester of leave (one semester of leave would equate to one year).
- c. Because sabbatical leave is a time for a faculty member to concentrate on the work of the sabbatical project, faculty will not be allowed to teach overload during the sabbatical leave.
- d. Applicants for sabbatical leave must notify their Department Chair/Coordinator and Dean at least one month before the application deadline to assist all parties in the planning for the proposed sabbatical. This notification will be confirmed with signatures on the application
- e. It is the direct supervisor's responsibility to coordinate/evaluate the budgetary and staffing needs for the department should the sabbatical be approved.
- f. Applicant must contact Human Resources for verification of eligibility prior to submitting application. Human Resources director's signature is required on the Request form. Faculty must use the Sabbatical Leave Request Form for application.

3. Post-Sabbatical Report

Within one month of the semester in which the faculty returns from sabbatical, the faculty member must submit a substantive report reflecting on the leave. Specific content for the report is included in the Sabbatical Leave Request Form. Copies of the report will be submitted to the Vice President of Academic Affairs, the appropriate academic Dean, and the Chair/Coordinator of the Faculty Professional Development Committee. The Board of Trustees will receive a copy of the Sabbatical report and may request a presentation by the faculty member.

4. Post-Sabbatical Presentation

By the end of the first semester in which the faculty member returns from the sabbatical, the faculty member must complete a formal presentation in an appropriate departmental or College-wide venue. The presentation may be in the form of a workshop or seminar and should detail the educational and professional impact of the sabbatical leave.

5. Sabbatical Committee

- a. The Faculty Professional Development Committee shall form the Sabbatical Committee for the purpose of reviewing applications and making recommendations for faculty sabbatical.
- b. Faculty must be on continuing contract to serve on the Sabbatical Committee. A faculty member who is not on continuing contract may be selected to serve as necessary to

ensure representation across divisions. Faculty may not serve on the committee during a year in which they are going to apply for sabbatical.

- c. The Faculty Professional Development committee will ensure that the Sabbatical Committee contains the following representation of nine voting members and one non-voting member:
 - Faculty Professional Development Chair,
 - Portfolio & Credentialing Committee Chair,
 - An ECC-NEA representative to be designated by the ECC-NEA,
 - Six (6) faculty members, proportionately represented from each division, and
 - A designee of the Vice President of Academic Affairs as an ex-officio non-voting member of the committee.
- d. The Faculty Professional Development Committee will provide the Sabbatical Committee its charge and scope. The Sabbatical Committee shall forward their ranked recommendations to the Vice President of Academic Affairs.

6. Purpose of Sabbatical

The College solicits applications that correspond with one or more of the following purposes:

- a. Credentialing
 - i. A sabbatical designed to enhance the faculty member's academic or professionally recognized credentials,
 - ii. Such enhancements to credentials benefit students, the faculty member's department, or other departments at ECC,
 - iii. Applications in this category should:
 1. describe the credentials to be received or progressed toward,
 2. the institutions involved,
 3. the subject areas to be studied,
 4. a description of the manner in which the sabbatical is in line with actual credential improvement; and
 5. what will be accomplished during the sabbatical.
- b. See also Board Policy 5.26.2: Educational Leave
- c. Knowledge/Skill Development
 - i. This type of sabbatical improves the faculty member's knowledge base and skill set, though it does not enhance credentials.
 - ii. Enhanced development of a faculty member's skills benefits students, the faculty member's department, or other departments at ECC.

- d. Applications in this category should:
 - i. describe the knowledge, or skills, or both to be developed;
 - ii. the plan to ensure knowledge, or skills, or both are developed; and
 - iii. the mechanisms involved.

7. Creative or Scholarly Production

- a. A sabbatical leave during which the faculty member produces a significant and substantial corpus that either showcases the faculty’s creativity or engagement with a scholarly field.
- b. Projects in this category should enhance the reputation of the individual faculty member. As a result, the faculty member’s department and the College are enhanced.

8. Scholarship of Engagement and Application

- a. During this sabbatical, a faculty member engages with the community. Using their talents and discipline knowledge, the faculty member addresses social problems, and advances economic, social, and cultural opportunities.
- b. Such projects should enhance the faculty, the department, or the College.

9. Hybrid: Projects that combine elements of more than one type of sabbatical leave.

10. Sabbatical Leave: Timeline

August 1	College will announce availability of sabbatical
Start of Fall Classes	Interested faculty contact the Director of Human Resources, who verifies eligibility (signature required on Sabbatical Leave Request form)
September 1	Faculty notify immediate supervisor of interest in applying for sabbatical to assist in planning for proposed sabbatical (signature required on Sabbatical Leave Request form)
September 15	Faculty Professional Development Committee appoints Sabbatical Committee
October 1	Application for sabbatical to be submitted to the Office of Academic Affairs
October 1 - December 1	Sabbatical Committee reviews applications
By December 1	Sabbatical Committee forwards ranked recommendation(s) to Vice President of Academic Affairs. Faculty applicants are informed of the committee’s action by the chair of the committee.

By December 8 Vice President evaluates recommendation(s) and (a) approves and submits to President, or (b) denies and evaluates next highest ranked recommendation(s) for recommendation to the President.

By December 15 President approves or denies recommendation. If approved, the recommendation is presented for action to the Board of Trustees at its next regular meeting. If denied, the Vice President for Academic Affairs considers the next ranked applicant(s) and submits recommendation(s) to the President.

11. President brings recommendations to the next Board meeting. Within five (5) working days after approved by the Board, President will announce all sabbatical approvals.

ARTICLE XXIV: OWNERSHIP AND EQUITY

The College and ECC-NEA acknowledge the policy and procedures related to ownership of inventions and/or materials by College personnel, as provided in Board Policy 4.34: Ownership and Equity, and incorporate the policy into this Agreement:

1. *4.34 Ownership and Equity Policy (Adopted 1-4-1988; Revised 8-25-2008; Revised 3-2-2015)*

East Central College recognizes that ownership of inventions and/or materials by College personnel, and the royalties resulting therefrom, normally belong to the employee, except as otherwise provided in this Policy:

- a. When the invention and/or intellectual property bears a direct relationship to, or is made or developed in connection with, the employee's College duties.
- b. When the invention and/or intellectual property is made or developed with a combination of College facilities, equipment (owned or rented), materials, funds, information, or with time and services of College employees and/or students during performance of their College duties or assignments. (See Supplemental Employment Policy)
- c. When the invention and/or intellectual property is made or developed in performance of College-commissioned projects including private or government sponsored grants received by the College.
- d. It shall be the responsibility of the employee to obtain any copyrights or patents relative to joint ownership. It shall be the responsibility of the College to obtain any copyrights or patents for inventions and/or intellectual properties made or developed under the auspice of a College commission.

Procedures:

2. *4.34.1 Definitions (Revised 3-2-2015)*

The following definitions apply under the terms of this Policy:

- a. Equity - The money value of a property or of an interest in a property in excess of claims or liens against it.

- b. Inventions - All devices, discoveries, processes, methods, uses, products, or combinations, whether or not patented or patentable at any time under the Federal Patent Act as now existing or hereafter amended or supplemented.
- c. Intellectual Properties - All intellectual and creative works that can be copyrighted, including educational materials and products; databases; computer software and materials; research materials; web-based learning resources and/or materials. It does not include lecture notes or literary, artistic, musical, or theatrical works unless such work was commissioned by the College or otherwise specified as a “work-for-hire” in a written agreement between the College and employee, student or volunteer.
- d. Employee - Part-time and full-time members of the faculty, staff, all other agents, and employees.
- e. Student Works – Intellectual property produced through individual initiative as part of a student’s coursework ordinarily belongs to the student. This includes papers, artistic and musical works, and other creative works made by students in the instructional process. Ownership of student works made during the course of employment or internship at the College shall be assigned to the College.
- f. Students - Any person officially enrolled in one or more classes or activities offered by the College.
- g. College - East Central College, Union, Missouri.
- h. Work-for-Hire – Copyrightable intellectual property, which is deliverable to the College, prepared by an employee within the scope of their employment, or produced as a result of a commission or agreement between the College and an employee, student or volunteer.

3. *4.34.2 Use of Inventions or Intellectual Properties Procedure*

Two categories of use of College-sponsored inventions or materials are identified:

- a. Internal – Use by any unit of the College, either on or off campus.
- b. External – All uses other than by a unit of the College. Use of the materials or inventions will be at the discretion of the College.

4. *4.34.3 Ownership and Equity Procedure*

- a. If the College had no involvement in the development of an invention or intellectual property, the individual will receive full ownership and equity. If the development of an invention or intellectual property was College-sponsored or was solely the result of the performance of duties by College employees, the College will receive full ownership and equity.
- b. If inventions and/or intellectual property were made or developed jointly between the College and non-work-related efforts by College employees and/or students, the College will enter into joint ownership arrangements with the employee and/or student.

Exact percentages of ownership and other details shall be negotiated between the parties and set out in a binding agreement.

- c. It shall be the responsibility of the employee to give written notification to the College of intent to make, develop, patent, or copyright inventions and/or properties as soon as possible.
- d. Employees shall be responsible for obtaining appropriate written releases from individuals identifiable or in some manner requested to participate in the creation of the College supported materials. Written statements shall also be obtained from appropriate College personnel indicating that to the best of their knowledge any of the materials developed do not infringe on existing copyright or other legal rights.
- e. If the employee wishes to take a sample of their materials or invention to demonstrate the level of work done in the project; this may be done if the employee pays for the costs of producing the sample. This does not grant the employee any additional intellectual property ownership beyond that outlined above.
- f. See Peer to Peer Request for Online Intellectual Property form in Appendix F.

ARTICLE XXV: ASSIGNMENT OF OFFICES

The Administration is responsible for assigning offices to faculty members and/or relocating faculty members to different offices when deemed to be in the best interest of the College. The Administration shall inform the faculty member as soon as possible, prior to the relocation or assignment. Administration shall also allow ample lead-time to the faculty member to make the move in an orderly, reasonable fashion [at minimum four (4) weeks in advance and prior to the end of the semester if possible].

ARTICLE XXVI: PERSONNEL FILES

- 1. Personnel records are administered in accordance with Board Policy 5.20: Personnel Records and the corresponding procedures.
- 2. In addition to procedures provided in Board Policy 5.20: Personnel Records, an officer or representative of the ECC-NEA may, at the written request of the faculty member, accompany a faculty member during a review of the employee's personnel file.
- 3. The review shall be conducted in Human Resources in the presence of a representative of Human Resources responsible for the safekeeping of such personnel files

ARTICLE XXVII: PAYROLL DEDUCTION

- 1. Full-time faculty members of the College are allowed to join, or not to join, the ECC-NEA. The College will honor written authorizations for payroll deduction of NEA membership dues as long as the NEA is the recognized representative of full-time faculty of the College. For the purpose of this Agreement, "NEA membership dues" shall include only regular duly authorized

NEA dues, and shall not include any other NEA charges such as initiation fees, special assessments, back dues, fines, or similar items. Written authorization for such dues deduction shall be in compliance with applicable College payroll requirements and with the following provisions of this Article:

- a. The College shall deduct from the pay of any full-time faculty member, NEA membership dues, provided that at the time of the deduction the College has in its possession a valid, continuing, and unrevoked written authorization form, in a form agreed upon by the NEA and the College, voluntarily signed by the full-time faculty member, and expressly authorizing such deductions. ECC-NEA shall provide the College with an alphabetical list of members authorizing deductions, and the completed authorization forms for each faculty member, specifying the amount of dues to be deducted each month or each pay period from the salary of each faculty member signing an authorization. The College will deduct from the wages of the faculty member the dues uniformly required and will forward the full amount to the ECC-NEA Treasurer as set forth herein. The amounts deducted shall be in accordance with the schedule to be submitted in writing to the College by the NEA, based upon mutual agreement on the number of deductions.
- b. Upon the College's receipt of a written, individually and voluntarily signed authorization made by a full-time faculty member, on a form prepared or approved by the College, requesting that there be deductions taken from their wages for NEA membership dues as set forth above, the College will deduct from the individual's pay the amount of NEA membership dues set forth in such form, as well as any authorized increases therein, and the College shall remit such deduction monthly to the ECC-NEA Treasurer, at the address designated by ECC-NEA Treasurer, by the fifteenth (15th) day of the month following the month in which the deductions are made, along with a list of faculty members from whose pay deductions have been made. The ECC-NEA Treasurer shall promptly issue a receipt to the College for all such NEA membership dues received from such remittance.
- c. The ECC-NEA must advise the College President or their designee, in writing, of any increases in dues, at least thirty (30) days prior to the effective date of such increase(s).
- d. A faculty member's written dues deduction authorization will remain in effect for the duration of this Agreement, or until earlier cancelled in writing by the faculty member. A separate written, individually, and voluntarily signed authorization form is required for the period of any subsequent Agreement.
- e. Before any payroll deduction is taken from a faculty member, the individual employee's earnings and wages must be sufficient, after all other legal and required deductions, to cover the entire amount of the pro-rated NEA dues. If an employee is in an unpaid status (for instance, unpaid FMLA leave), for an entire pay period no deduction shall be made to cover that pay period, nor shall any deduction be made to cover that pay period, retroactively, from future earnings. If an employee is in unpaid status (for instance, unpaid FMLA leave), during only part of a pay period, and if the employee's earnings and wages are not sufficient to cover the entire amount of the pro-rated NEA dues, no deduction shall be made. The employee will be responsible for payment directly to the

ECC-NEA Treasurer for any membership dues. The parties recognize that legal, tax, and other withholdings and deductions shall have priority over voluntary NEA membership dues deductions. In the event of an employee's separation from or termination of employment, there shall be no obligation for the College to collect such NEA dues deductions from an employee's final wages.

ARTICLE XXVIII: FACULTY EVALUATION

1. Purpose – Through comprehensive evaluation process, the College will provide faculty a useful and substantive assessment of performance, recognition, and acknowledgement of good performance, and ensure they have the necessary resources to advance teaching and learning, participate in professional growth, develop leadership skills, and further scholarship in their discipline.
2. Guidelines
 - a. New full-time faculty will be evaluated each semester in the first year and annually each proceeding year of annual contract.
 - b. Full-time faculty on continuous contract will be evaluated on a regular rotation with no longer than a three-year interval or as deemed necessary. Off-cycle evaluation requests must be submitted to the appropriate Dean no later than the end of the third week of the semester for evaluation.
 - c. Evaluation tools used by the College must meet minimum standards of any and all accrediting bodies, regulatory and oversight agencies, and other entities where accountability is important.
 - d. The evaluation tool and procedures will be reviewed and assessed in the beginning of spring semester by appropriate administrators, ECC-NEA representatives, and Faculty Association representatives.
 - e. Any modifications to the evaluation tool or process will be documented and will follow the Committee Work and Implementation Process, see Article XIX.
 - f. Evaluation of faculty teaching in online settings (web online or web hybrid) will follow the same procedures and timelines and include the same methodologies as evaluations of faculty teaching face-to-face.
 - g. Faculty evaluations provide information for use in determining employment status, recommendations for faculty development, and rank and promotion.
 - h. A copy of all formal Vice President of Academic Affairs/Dean evaluations will be provided to the faculty member, on file in the Office of Academic Affairs, and in the faculty member's personnel file in Human Resources.

ARTICLE XXIV: FACULTY SALARY

ECC Administration and ECC-NEA recognize the importance of establishing and maintaining competitive salaries within the region. The College commits to increasing faculty salaries to the average of base faculty salaries at the region's community colleges (East Central College, Jefferson College, St. Charles Community College, and St. Louis Community College) by Fiscal Year 2025.

1. Faculty will receive a 4% increase applied to base salaries.
2. Faculty with ten or more years of full-time ECC service will first receive an increase of \$2,500 prior to the 4% base increase mentioned above.
3. The salary placement schedule will be increased by 4% across the board.
4. If after adjustment in (1) or (2), a faculty member's base salary is below the minimum on the FY22 placement schedule, that salary will be raised to the minimum based on degree, discipline, and years of service.
5. ECC administration and ECC-NEA will continue to work over the next year on revisions to the salary schedule (placement, steps, etc.), for incorporation into the FY23 CBA.
6. Full-time Faculty Overload Credit Hour Rate will be determined using the table below. See Article XII: Faculty Workload, Section C: Summer and Intersession Teaching for additional information.
7. Relevant industry experience is directly related to teaching in the credentialed discipline and/or based off the faculty job description. The hiring Dean will make recommendations based upon the faculty applicant's relevant experience.
8. Concurrent combination of college teaching and industry experience years cannot be counted twice.
9. Adjunct teaching experience will be calculated as half-year per for each full year taught.
10. Supplemental Letter B (FY20/21): Certification Designation for CTE Faculty workgroup defined in the FY20/21 Supplemental Letter B: Certification Designations for CTE Faculty will continue to research, develop, and produce recommendations after a new salary schedule is implemented in FY21/22 regarding recognition of industry-recognized credentials for Career and Technical Education Faculty. Recommendations will be presented during economic discussions during the Spring 2022 Interest Based Bargaining session.

Full-time Faculty Overload Credit Hour Rate – FY22						
	Academic Year Overload Credit Hour Rate	Summer and Intersession Overload Credit Hour Rate	Academic Year Overload Credit Hour Rate after teaching a minimum 30 ECC overload credit hours	Summer and Intersession Overload Credit Hour Rate after teaching a minimum 30 ECC overload credit hours	Academic Year Overload Credit Hour Rate after teaching a minimum 60 ECC overload credit hours	Summer and Intersession Overload Credit Hour Rate after teaching a minimum 60 ECC overload credit hours
Academic/Professional						
Associate/Bachelor	\$685.00	\$720.00	\$705.00	\$740.00	\$725.00	\$760.00
Master	\$705.00	\$740.00	\$725.00	\$760.00	\$745.00	\$780.00
Academic/Terminal	\$715.00	\$750.00	\$735.00	\$770.00	\$755.00	\$790.00
Professional	\$715.00	\$720.00	\$735.00	\$770.00	\$755.00	\$790.00
Academic Doctoral	\$725.00	\$730.00	\$745.00	\$780.00	\$765.00	\$800.00

Faculty Salary Schedule for Placement at Hire – FY22					
Academic/Professional Degree	One year or less relevant experience	1-4 years relevant experience	5-9 years relevant experience	10–14 years relevant experience	15–20+ years relevant experience
Bachelor	\$34,994	\$36,741	\$40,414	\$44,457	\$48,902
Master	\$38,439	\$40,358	\$43,394	\$48,834	\$53,718
Doctorate	\$43,865	\$46,056	\$50,663	\$55,728	\$61,301

Faculty Career & Technical Salary Schedule for Placement at Hire – FY22					
Academic/Professional Degree	One year or less relevant experience	1-4 years relevant experience	5-9 years relevant experience	10–14 years relevant experience	15–20+ years relevant experience
Associate with no experience	\$32,998				
Associate with 5 years' experience	\$34,994	\$36,741	\$40,415	\$44,457	\$48,902
Bachelor with no experience	\$34,994				
Bachelor with 5 years' experience	\$38,439	\$40,358	\$44,394	\$48,834	\$53,718
Master with no experience	\$38,439				
Master with 5 years' experience	\$43,865	\$46,056	\$50,663	\$55,728	\$61,301
Doctorate	\$43,865				

ARTICLE XXX: MILEAGE REIMBURSEMENT

1. Mileage expense for traveling to and from the employee's residence to the employee's single regularly assigned place of employment, whether at the main campus or at an extension center, shall not be reimbursed. Travel between College-owned sites and/or off-site locations is required by some positions. If a travel allowance is not written into the faculty member's contract for this purpose, the faculty member is eligible for mileage expense reimbursement for such travel on a per event basis. An employee traveling for College business from their residence to a site other than the employee's regularly assigned place of employment is eligible for mileage expense reimbursement. Mileage will be calculated from the employee's regularly assigned place of employment or the employee's residence, whichever is less.

2. A reimbursable mileage guideline will be generated by the Office of Finance and Administration which delineates standard mileage from the College to sites commonly traveled

to. Mileage to sites not on the guide will be based on mileage provided via Map Quest or other web mapping service and documented with a printout of the web page.

ARTICLE XXXI: REDUCTION IN FORCE

1. If, in the judgment of the Administration, it is necessary to decrease the number of faculty due to a) financial considerations, b) a decrease in student enrollment, or c) program reduction, consolidation, or elimination, the necessary number of full-time faculty may be reduced.
2. The process for a reduction in force is as follows:
 - a. The Dean(s) and/or Vice President of Academic Affairs identifies the affected academic discipline or program. The process may be initiated by either of these employees, or by the College President.
 - b. Positions to be eliminated shall be determined. The Vice President of Academic Affairs will notify the ECC-NEA President of the affected positions.
 - c. Employees in the selected jobs/positions shall be listed. The list must include the employee's name, position title, years of teaching, and proposed date of termination.
 - d. This proposal is submitted to the Vice President of Academic Affairs for review and recommendation to the College President.
 - e. The College President reviews the proposed plan and a) approves and makes recommendation to the Board of Trustees, b) remands to the Vice President of Academic Affairs for further review and/or revision, or c) determines that a reduction in force is not necessary.
 - f. The Board of Trustees, upon recommendation of the College President, votes on approval of the reduction in force plan.
3. Upon approval of the reduction in force plan, each affected employee shall be notified by March 1 preceding the fiscal/academic year in which the plan takes effect.
4. All documentation listed above will be maintained in Human Resources Department.

Reduction in Force Process

1. Preventative Measures
 - a. Before reduction in force (RIF) notification is given to specific faculty members, the Administration will make every effort to implement appropriate alternatives. These alternatives include, but are not necessarily limited to:
 - i. normal faculty attrition,
 - ii. voluntary retirement,
 - iii. transfer to another site where a vacant position exists,

- iv. reduction of overload assignments,
 - v. reassigning and/or minimizing hours given to adjunct faculty, and
 - vi. consideration of a teaching load that is split between two campus locations.
- b. After all institutional preventive measures have been exhausted, a reduction in force will be administered in such a way as to provide minimal disruption for students enrolled in the impacted instructional program. All applicable requirements of federal, state, or accrediting entities will be followed to ensure students can fulfill degree requirements.

2. Reduction Measures

Subject to academic needs, limited term, and annual faculty contracts shall be terminated first. The following process and benefits shall be applied to affected faculty on continuing status:

- a. A general notification that a reduction in force is recommended will be given in writing to faculty as far in advance of the effective date as possible, and no later than February 1 of the fiscal/academic year in which the plan is to take effect. Notification will include a statement of the condition which led to the reduction in force.
- b. Continuing status faculty will be laid off on the basis of instructional effectiveness, as evidenced by the faculty evaluation process, institutional seniority, defined as length of full-time faculty service to the institution, and credentials.
- c. Continuing-status faculty placed on layoff will be placed on a faculty recall list on the basis of reverse order of layoff and recalled in accordance with the instructional needs of the campus, up to the end of three (3) academic years after the layoff.
- d. Notice of recall will be given by certified mail to the last known current address of the faculty member. If the faculty member fails to respond within fourteen (14) calendar days from receipt of the recall notice, they will be considered to have refused the position offered.
- e. Failure to accept alternatives to layoffs, if offered, will not jeopardize the laid off faculty member's recall rights or place on the recall list.
- f. The College will provide the laid off faculty with assistance in seeking alternative employment by providing a letter of reference and use of campus facilities to prepare and print resumes. All College vacancy information, including administrative and classified positions, will be available via the College website to the laid off faculty.
- g. An employee recalled to work by the College under the provisions of this section shall have any forfeited sick time restored upon returning to active employment.

3. Post-RIF Support

Faculty members on continuous contract affected by the reduction in force may retain the following College post-RIF support:

- a. The right to tuition waivers shall be retained by the employee for up to twelve (12) months or until the employee has found other employment. Tuition waivers shall only be available to the employee and not extend to dependents of the employee.
- b. The College will maintain health care premium for the employee for up to three (3) months, or until the employee has found other employment.
- c. The affected employee shall be given priority consideration for any part-time employment for which they are qualified. Accepting this alternate position will not remove the individual from the Faculty Recall List.

ARTICLE XXXII: FACULTY GRIEVANCES

1. Purpose

The purpose of establishing this process is to provide an orderly mechanism for prompt and fair resolution of disputes regarding alleged violations, misapplications, or misinterpretations of the terms of this agreement.

2. Definitions

- a. Grievance – A grievance is a claim by one or more faculty members that they have suffered injury or damage because of a misinterpretation, misapplication, or violation of a provision of this Agreement.
- b. Grievant – The faculty member or members filing a grievance. Multiple grievances filed simultaneously over a common occurrence or event may be dealt with as a joint action with each grievant signing a common grievance form.
- c. Local Representative – The grievant(s) representative shall be the person selected by the grievant to provide advice, support, consultation, and representation during the grievance process. A grievant may select as their grievance representative one of the four ECC-NEA elected officers (President, Vice President, Secretary, or Treasurer) or a grievance representative designated by ECC-NEA. No faculty member who requests the presence of such a representative may be required to discuss any formal written grievance if they request the presence of their grievance representative and the representative is not then available. The grievant may have more than one representative present at any hearing commencing at Step 3 of the Grievance Procedure described below if they so request. The area MNEA UniServ Director may attend any grievance conference with the permission of the grievant, provided that no less than two days of notice is provided to the Human Resources Director.
- d. Supervisor – The person to whom the grievant directly reports, which may be the Dean, a Coordinator, or Vice President of Academic Affairs.

- e. Working Day – A “working day” means a calendar day except a Saturday, Sunday, a scheduled holiday, or a recess observed by the College which is a designated work day for full-time faculty.

3. Steps in Grievance Process:

Formal grievances shall be presented through the following procedure:

a. Informal Discussion

- i. It is recommended that a potential grievant discuss issues informally with their immediate supervisor before filing a formal grievance. In any informal meeting of an investigative nature between a faculty member and an administrative representative in which the administrator is seeking information in which to impose discipline, the faculty member shall have the right to be accompanied by a grievance representative. An informal process is considered concluded after five (5) working days unless an extension of the informal process is mutually agreed upon.
- ii. This extension should not add more than ten (10) working days to the informal process so as not to inhibit the filing of a formal grievance. The administrator must respond in writing the results of the informal portion of the process within fifteen (15) working days of the initial informal discussion

b. Step 1 – Supervisor Investigation of Formal Grievance

- i. Within sixty (60) working days after the event or occurrence giving rise to a grievance, or within sixty (60) working days from the date on which the faculty member should have reasonably known of its occurrence, the grievant shall present the grievance in writing to their appropriate immediate supervisor and the Human Resources Director. The writing statement of grievance shall include the following information:
 - 1. The name, rank, and position of the aggrieved party,
 - 2. A statement of facts upon which the grievance is based,
 - 3. Identification of any specific terms or provisions of this Agreement alleged to have been violated, misapplied, or misinterpreted,
 - 4. The date on which the event or occurrence first took place,
 - 5. The date of the initial submission of the formal grievance,
 - 6. Such other information which the grievant deems relevant,
 - 7. The remedy or relief requested by the grievant, and
 - 8. The grievant(s) signature(s).

- ii. The appropriate supervisor and the Human Resources Director or designated representative, along with a designated note taker for the supervisor, shall hold a conference with the grievant and the grievant(s) ECC- NEA representative within ten (10) working days after the receipt of the grievance, shall conduct an investigation, and shall render a written decision to the grievant within ten (10) working days of the conference. If the supervisor fails to respond to the grievance within ten (10) working days, the grievance shall be considered denied and the grievant may move to Step 2 of the process in accordance with the designated timeline.
 - iii. The aggrieved party reserves the right to initiate an informal or formal grievance process in the following Fall or Spring semester if the initial event or occurrence giving rise to the grievance takes place in a time period in which fewer faculty working days remain in that contract period than specified in this process.
 - iv. Administration reserves the right to advance a grievance directly to Step 2 or Step 3 of the Appeal Process if the situation warrants.
- c. Step 2 – Appeal to the CBA Grievance Review Committee
- i. In the event the grievant is not satisfied with the decision at Step 1, they may appeal to the CBA Grievance Review Committee through the Director of Human Resources within ten (10) working days of receipt of the Step 1 findings.
 - ii. Within five (5) days after the filing of the grievance appeal, the Director of Human Resources, Vice President of Academic Affairs or designee, and ECC-NEA designee shall jointly schedule the selection of the CBA Grievance Review Committee.
 - iii. Upon selection of the CBA Grievance Review Committee, the Director of Human Resources or designee shall provide written notice to the grievant, appropriate administrator, and the selected committee members.
 - iv. The membership of the CBA Grievance Review Committee shall be randomly selected from ECC-NEA members and consist of two (2) members and one (1) alternate, the Director of Human Resources or designee, and the Vice President of Academic Affairs or designee.
 - v. No member of the CBA Grievance Review Committee, or designees from Human Resources or the Office of Academic Affairs may serve on the committee if they have been directly involved with or a party to matters related to the grievance before the CBA Grievance Review Committee. Each CBA Grievance Review Committee shall be appointed and serve on an ad hoc basis until the Committee has issued its decision on the grievance in question.

- vi. In the event that a committee member wishes to disqualify themselves, the alternate committee member shall serve on the committee. The grievant may also challenge a committee member, who should then recuse themselves, and the alternate committee member shall serve. The grievant may only challenge one committee member. Disqualification must occur within five (5) working days of the committee's receipt of the grievance. An alternate member must be selected by the tenth (10th) working day. No member may abstain from voting.
 - vii. The CBA Grievance Review Committee will convene its first meeting within five (5) working days of the date of notification to all parties of the selection of the Grievance Review Committee. At that meeting, the Committee must elect a chairperson and secretary, and receive all documents from Step 1 from the Director of Human Resources.
 - viii. A hearing of the grievance in question shall be scheduled to occur within fourteen (14) days from the date of notification to all parties of the selection of the CBA Grievance Review Committee at a mutually acceptable time at the campus where the grievant is employed.
 - ix. The grievant shall have the right of representation at the hearing as described in 2.c above.
 - x. The secretary of the CBA Grievance Review Committee shall ensure that an official record of the proceedings is taken in a manner agreed to by the parties. The grievant and the appropriate administrator shall each be provided a single copy of the recording if the grievance is subsequently appealed to Step 3.
 - xi. The committee will review all information submitted at Step 1 and come to a consensus decision and provide reason(s) for that decision no more than ten (10) working days from the hearing of the grievance. The decision will be a written finding of the committee sent to the grievant and the Director of Human Resources. Any committee member may include a written dissent.
 - xii. If the committee requires assistance in coming to a consensus decision, it may rely upon the services of an outside mediator such as the Federal Mediation and Conciliation Service.
- d. Step 3 – Appeal to the President
- In the event the aggrieved party is not satisfied with the decision in Step 2, they may, within ten (10) working days of receiving the written decision in Step 2 present an appeal in writing to the President of the College. With this appeal shall be included a copy of the original grievance and the written decisions received in Steps 1 and 2. Within ten (10) working days after receipt of the appeal, the President shall hold a conference and may conduct an investigation. Participants in the conference shall include the President and/or their authorized representative, the grievant, and the

grievant(s) ECC-NEA representative. The meeting may include the Vice President of Academic Affairs, the Human Resources Director or designated representative, and the appropriate immediate supervisor, and/or the MNEA UniServ Regional Director. Such meeting may also include other persons as may be requested and agreed to by the Administration and the grievant. The President or authorized representative shall render a decision, in writing, within ten (10) working days after the conference.

- e. Step 4 – Appeal to the Board of Trustees
 - i. In the event the grievant is not satisfied with the outcome in Step 3, they may, within ten (10) working days of receiving the written decision in Step 3, present an appeal in writing to the Board of Trustees. With this appeal shall be included a copy of the original grievance and the written decisions received in Steps 1, 2 and 3, and such other statements of information which the grievant deems relevant. The Board of Trustees shall review the grievance at a regular or special Board meeting within 35 calendar days of its receipt of the appeal unless the timeframe is extended by mutual agreement of the parties.
 - ii. The Board of Trustees will take such steps to review the grievance as it deems advisable and appropriate, which may include providing the grievant with an opportunity to discuss the grievance in executive session. If the grievance is heard in executive session, the session shall include the grievant, the Board members, the College President and/or their authorized representative, and the grievant(s) ECC-NEA representative, and may include the Vice President of Academic Affairs, the appropriate immediate supervisor, the MNEA UniServ Regional Director or their authorized representative, and other persons requested and agreed to by the Administration and the grievant.
 - iii. The Board and the grievant will select a time and location for such a proceeding. The Board chair or their designee shall preside over the discussion of the grievance. The Board of Trustees shall render a decision, in writing, within ten (10) working days after the regular or special Board meeting in which the grievance was considered. The Board’s decision shall be final.
 - iv. The Grievance documentation will be maintained in the Human Resources office in a file separate from the grievant(s) personnel file.
- f. ECC-NEA Agreement Grievance Form: the ECC-NEA Agreement Grievance Form available through Human Resources and on the ECC-NEA Canvas page.

ARTICLE XXXIII: SHARED GOVERNANCE

Faculty representatives shall be entitled to serve on College committees such as Shared Governance Council, Policy Development/Review, Academic Council, Faculty Development, Assessment, Budget, Insurance, and Strategic Planning.

ARTICLE XXXIV: CONTRACT OVERSIGHT AND PLANNING COMMITTEE

1. A committee composed of two (2) representatives of the College and two (2) representatives of ECC-NEA will be chosen by the College President and ECC-NEA President, respectively, to oversee implementation of this Agreement, make revisions as required by any changes in law, and to plan for the next round of negotiations.
2. The committee will meet periodically to assess both parties' compliance with the provisions of the Agreement. Should either the College or ECC-NEA want to modify the Agreement during the length of the Agreement either party shall notify the other in writing. However, nothing shall compel either party to re-open the Agreement unless a provision shall be deemed unlawful.
3. The committee will meet no less than six (6) months prior to the expiration of this Agreement to negotiate in good faith a successor Agreement. The ground rules, timeline, and protocols of the bargaining shall be agreed upon prior to the beginning of bargaining.

ARTICLE XXXV: EMERGENCY CONDITIONS AND DISASTERS

The Board of Trustees of East Central College reserves its legal responsibility and prerogative to act in all matters as it deems necessary to serve the interests of the College and the public. The Board may alter the terms of this Agreement where, in its opinion, an emergency situation has caused the College or the community to suffer serious damage due to events such as natural disasters, acts of war or terrorism, or epidemic. In the event of a serious financial situation that could not have been anticipated at the time of the Agreement, the College shall also reconvene with the ECC-NEA representatives to discuss the situation and collaborate on possible solutions. The terms of the Agreement will be reinstated when, in the opinion of the Board, the College is able to resume normal operations and has achieved financial solvency.

ARTICLE XXXVI: CONTINGENT INSTRUCTION ADJUSTMENTS

1. An Instructional Task Force consisting of Deans, Department Chairs, select faculty (representing all academic divisions), Online Learning representative, Advising representative, Academic Support representative, and other individuals as needed will convene during periods of uncertainty and change to provide input and recommendations, and inform the Office of Academic Affairs regarding instructional impact and opportunities. The Deans will serve as co-chairs and facilitators. At least one of the representatives shall be an ECC-NEA member.
2. Should an emergency situation arise during the academic year that requires instruction to be delivered in an alternate or remote format, faculty will
 - a. provide students, in writing, the change in class format.
 - b. update and post course syllabi on the learning management system.
 - c. provide alternative instruction via the learning management system (or other approved system) that meets the credit hour requirement and objectives of the faculty's established teaching load. Remote delivery may include synchronous remote learning, asynchronous remote learning, or a mix of modalities.

3. Distance/remote learning resources are available for faculty members prior to and during an emergency situation.
4. If instructional design must occur during off-contract time, Article XIII: Special Project Assignments will apply.

ARTICLE XXXVII: SAVINGS CLAUSE

1. If any term or provision of this Agreement is held by a Court of the State of Missouri or by any Federal Court to be contrary to law, then such term or provision will be deemed null and void and shall no longer be valid, to the extent required by such Court decision, and all other provisions or applications shall continue in full force and effect, subject to applicable law and the rights of the Board of Trustees.
2. If the law of the State of Missouri or any Federal law is changed while the Agreement is in effect which would alter the terms of the Agreement, the Board may refer all or portions of the Agreement back to the representatives of the College and the Association for further discussion, consideration and recommendations on the issue so that the Agreement conforms to the change in the law.

GLOSSARY OF TERMS

Term	Definition
Academic Discipline	a branch of knowledge, also referred to as academic discipline of field of study, taught and researched as part of higher education. A scholar's discipline is commonly defined by the college's faculty, learned societies, and academic journals that publish research.
Academic Freedom	a scholar's freedom to express ideas without risk of official interference or professional disadvantage
Activity Period	a set period of time set aside in order to facilitate campus activities, committee meeting times, and avoid conflicts with teaching
Agreement	a contract duly executed and legally binding
Annual Contract	an annual contract is considered probationary and may be given annually for regular full-time faculty positions
Appeal Process	an opportunity to request additional review of a decision made regarding certain processes, such as Rank and Promotion
Assessment	the systematic process of documenting and using empirical data on students' knowledge, skill, attitudes, and beliefs to refine programs and improve student learning
Assistant Professor	the first level of rank awarded to faculty after a minimum of five years full-time college teaching experience, having achieved continuing contract status, and with documentation of successful professional growth and overall performance
Associate Professor	the second level of rank awarded to faculty after a minimum of eight years full-time college teaching experience, three years at Assistant Professor rank, and with documentation of successful professional growth and overall performance
Attendance Record	record of student class attendance taken daily by faculty and reported through the College attendance tracking system
Bargaining Unit	in labor relations, a group of employees with a clear and identifiable community of interests who are (under U.S. law) represented by a single labor union in collective bargaining and other dealings with management
Bargaining Unit Member	an individual within a bargaining unit
Base Load	see "Contractual Load"
Base Salary	the academic year earnings that do not include additional stipends, overload pay, special project compensation, or pay for any other duties beyond the base

Term	Definition
Board of Trustees	the governing body of the East Central College that is elected by the College Constituents. Trustee responsibilities include making legal and fiduciary decisions; approving the organization's mission, strategic goals, and objectives; and establishing policies related to membership, programs, and services.
Board Policy	any standard, statement, or procedure of general applicability adopted by the Board of Trustees pursuant to authority delegated by law or the Board of Governors.
Collective Bargaining	the authorized process of negotiating wages and other conditions of employment by an organized body of employees
Collective Bargaining Agreement (CBA)	an agreement that results from collective bargaining between the between the authorized representatives of the College and the authorized representatives of ECC-NEA, covering salaries, benefits, and working conditions for the faculty bargaining unit.
College	East Central College, Union, Missouri.
College Committee	academic or advisory Committee formed by the Vice President of Academic Affairs or another administrator. Each committee shall organize and direct its meetings toward the effective accomplishments of the responsibilities, goals, and/or charge.
College Service	all activities at the College not included in the primary assignment. Service to College includes participation in shared governance, and involvement in standing committees, hiring committees, and task force groups. However, College service is not exclusive to committee work. Of equal importance are individual efforts to improve the operation, systems, and/or faculty/staff, and student performance on an innovative, regular, and continual basis.
Committee Chair	person responsible for providing leadership for a committee, preparing agendas, ensuring record and storage of meeting minutes, collaborating and communicating with other College entities, and participating in annual assessment of the committee's endeavors
Comprehensive Review	a formalized process that allows departments to know if they are fulfilling their operational and instructional goals by assessing departmental outcomes for accountability and improvement (f.k.a. Program Review)

Term	Definition
Continuous Contract	an employment recommendation for a faculty member under annual contract after the employee has been employed full-time as faculty in the same discipline, or a secondary discipline as approved by the College, for a total of five years and successful submission of an employment portfolio
Contract	a written agreement concerning employment that includes, but is not limited to start date, end date, total number of contract days, job title, salary, any special conditions, assignment, or terms associated with the position
Contractual Load	15 credit hours per semester or 30 credit hours per academic year
Course Assessment	course level data collection and analysis of student learning to determine the extent to which a specific course is achieving its stated learning outcomes
Credit Hour Equivalencies	the calculation of the equivalent teaching load for courses not taught in the standard lecture format or for courses in which content or pedagogy requires a different load measurement than published credit hours
Department	organizational structure that groups academic disciplines for purposes of instruction, curriculum development, assessment, and other related functions
Department Chair	a full-time faculty member on continuous contract, appointed by the Vice President of Academic Affairs to oversee the academic department
Departmental Assessment	see Discipline/Program Assessment
Departmental Seniority	the length of time that a full-time faculty has served full-time in a specific department
Developmental Coursework	a comprehensive research-based framework that empowers underprepared learners to achieve intellectual, social, and emotional growth.
Discipline/Program Assessment	discipline/program level data collection and analysis of student learning to determine the extent to which courses within the discipline/program are achieving its stated learning outcomes. Assessment evaluates the effectiveness of department/programs in terms of measurable student outcomes and operational goals in order to identify strengths and weaknesses and prompt changes for improvement based on assessment results.

Term	Definition
ECC-NEA	East Central College chapter of the National Education Association, a labor union and professional interest group in the United States
Eligibility	minimum standards that must be met to qualify for certain faculty related working conditions (i.e., Rank and Promotion, Sabbatical Leave)
Employee	part-time and full-time members of the faculty, staff, all other agents, and employees
Equity	assurance that faculty members receive what they need to be successful through intentional design
Face-to-Face course	a class taught in a physical location on the College campus or designated location
Faculty Development Plan	an annual plan that reflects upon instruction, service, and professional development to identify, through self-assessment and discussion, areas of strengths and opportunities and to develop a plan for instructional/program improvement. The faculty development plan is completed as a component of the faculty evaluation process or as an independent document if the faculty member is on a continuing contract and is not having the faculty evaluation completed in that academic year.
Faculty Evaluation See also Performance Review	useful and substantive assessment of performance; recognition, and acknowledgement of good performance; and commitment to providing faculty the necessary resources to advance teaching and learning, participate in professional growth, develop leadership skills, and further scholarship in their discipline (a.k.a. Performance Review)
Faculty Exception for Online Course Request Form	form submitted to the appropriate academic dean by September 15 for the upcoming spring semester and February 15 for the upcoming fall semester for any request to modify the percentage of face-to-face and online courses
Faculty Honorarium	additional funding a faculty member can accrue by participating in development activities such as presenting at regional or national conference, publishing, performing, or displaying original artwork, leading internal workshops, or College Special Projects. Funds go directly into the faculty's Individual Professional Development account.
Faculty Honorarium Form	the form that must be completed and submitted to the Office of Academic Affairs in order earn additional development funds for participating in particular professional activities

Term	Definition
Faculty Professional Development Fund (FPDF)	source of funding provided by the College for the expressed purpose of supporting faculty professional development. The FPDF is available for use to travel to conferences, workshops, meetings, or to fund other approved development activities.
Faculty Qualifications	academic and experiential credentials defined in job descriptions that follow guidelines and requirements of HLC, program accreditors, and upon which assignment of teaching is made
Faculty Seniority	years of full-time faculty service to a specific department/discipline.
Financial Exigency	an imminent financial crisis that threatens the viability of an agency, institution, office, or department as a whole, or one or more of its programs, including a discipline, or specialty within a discipline
Grievance	a claim by one or more faculty members that they have suffered injury or damage because of a misinterpretation, misapplication, or violation of a provision of this Agreement
Grievant	the faculty member or members filing a grievance. Multiple grievances filed simultaneously over a common occurrence or event may be dealt with as a joint action with each grievant signing a common grievance form.
Higher Learning Commission	an organization, also known as the HLC, responsible for accrediting colleges in the United States. It is one of just a handful of organizations that operates with approval from the United States Department of Education.
Individual Professional Development Accounts (22 account)	a College held account in which each faculty may accrue up \$2,500 to be used for professional development. a.k.a. faculty 22-account
In-Service	beginning of semester activities specifically designed for faculty to enhance teaching, support professional development, and allow for course planning
Institutional Seniority	the length of time that a full-time faculty has been full-time at the college
Instructor	faculty rank at hire
Intellectual Property	a work or invention that is the result of creativity, such as a manuscript or a design, to which one has rights and for which one may apply for a patent, copyright, trademark, etc.

Term	Definition
Interest Based Bargaining	an approach to collective bargaining that promotes collaboration and seeking shared interests to maintain a mutually respectful working environment
Intersession	a short term in which sixteen weeks of course material is covered in three or six weeks of intensive study
Inventions	all devices, discoveries, processes, methods, uses, products, or combinations, whether or not patented or patentable at any time under the Federal Patent Act as now existing or hereafter amended or supplemented
Limited Term Contract	employment contract for those employees who are appointed to perform a grouping of duties and responsibilities on a non-project basis. Limited term positions are temporary in nature and the conditions for these appointments do not provide for attainment of permanent status.
Local Representative	the person selected by the grievant to provide advice, support, consultation, and representation during the grievance process. A grievant may select one of the four ECC-NEA elected officers (President, Vice President, Secretary, or Treasurer) or a grievance representative designated by ECC-NEA. (See Grievance; See Grievant)
Low Enrollment Courses	courses that fall under the standard course size (See Standard Course Size)
Memorandum of Understanding	a nonbinding agreement between two or more parties outlining the terms and details of an understanding, including each parties' requirements and responsibilities
Missouri Open Records Law	"the public policy of this state that meetings, records, votes, actions, and deliberations of public governmental bodies be open to the public unless otherwise provided by law."
New Faculty	a faculty member during the first full year of employment at ECC as a full-time instructor, regardless of previous experience
Non-Teaching Duties	those duties performed by a full-time faculty that are not directly related to student instruction
Normal Teaching Load	see "Contractual Load"

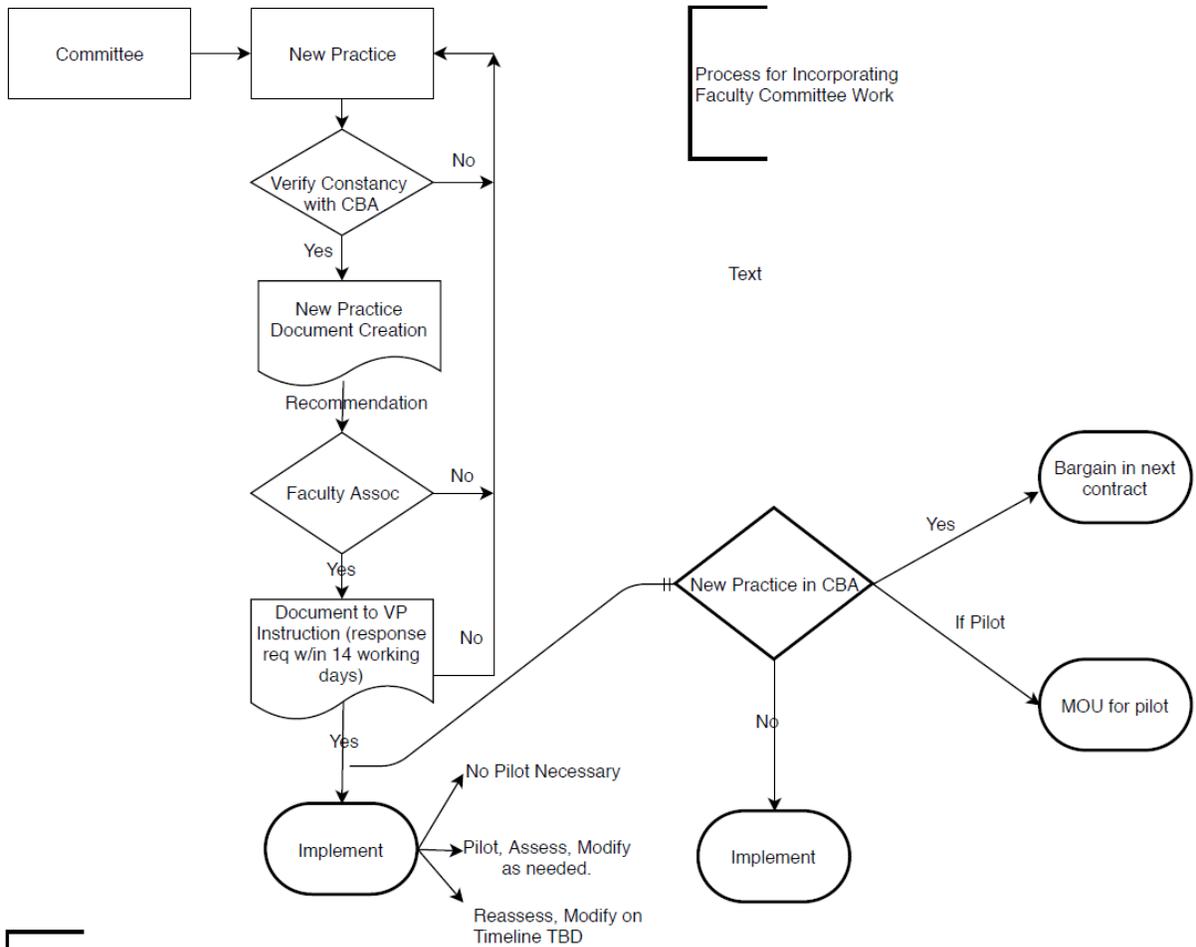
Term	Definition
Off-Contract Work	institutional-wide required work such as participating in hiring committees, institutional standing committees whose charge/mission requires faculty input and work during off-contract time periods including, but not limited to summer and winter session. Compensation for off-contract work will be based on time commitments.
Office Hours	the specific times faculty are physically in their offices or other approved location to be available to students
Online Course	a course taught through the College's LMS. Certain limitations apply to the number of online courses that make up a faculty's contractual load
Online Intellectual Property	intellectual property created by a faculty member for an online course
Other Duty Work	duties or services performed on behalf of the College/Department/Division that is outside the scope of the faculty contract and/or job description. (a.k.a. Extra Duty Work)
Overload	credit hours taught above the contractual credit hours per semester. Overload hours are paid on a specified scale and are susceptible to certain limitations
Peer Faculty Reflection	a component of the Rank and Promotion process in which a peer reflects on a faculty's growth and strengths and provides suggestions for future improvements
Peer to Peer Request for Online Intellectual Property Form	form to request permission to view or use intellectual property created by a faculty colleague submit to that colleague. Upon completion, the form is forwarded to the appropriate Dean and the Director of Online Learning and Educational Technology for notification
Performance Review	see Faculty Evaluation
Portfolio	a professional dossier created over the first five years of faculty employment that provided evidence of maturation as a quality educator. The portfolio is evaluated for advancement to continuous contract and for rank and promotion.
Post Sabbatical Presentation	a formal presentation on the Sabbatical Leave educational and professional impact made in an appropriate departmental or college-wide venue. The presentation may be in the form of a workshop or seminar and must be completed by the end of the return semester.

Term	Definition
Post Sabbatical Report	a substantive reflection on the Sabbatical Leave educational and professional impact of leave and be submitted within one month of return
Primary Discipline	instructional academic discipline a faculty is assigned at hire
Professional Development	a wide variety of specialized training, formal education, or advanced professional learning intended to help administrators, faculty, and other educators improve their professional knowledge, competence, skill, and effectiveness
Professor	the third and final level of rank awarded to faculty after a minimum of eleven full-time years teaching/three years at Associate Professor rank. To earn rank of professor a faculty must have an earned doctorate or recognized terminal degree with documentation of continual excellence in teaching effectiveness, significant contribution to the College, demonstrated commitment to College and community, and professional recognition among their peers and professional organizations.
Rank and Promotion	a professional development program for faculty at the College. Rank and Promotion encourages personal and professional growth within an academic or career field, promotes service to the College and its students, and recognizes community service. The following ranks apply: Instructor (default rank at hire), Assistant Professor, Associate Professor, and Professor.
Reassigned Time	authorized time assigned to a faculty member to perform duties and responsibilities other than normal teaching duties without a change in pay
Reduced Load	any number of credit hours below the contractual credit hours per semester as it applies to Variable Load, reassigned time, or other special circumstances
Reduction in Force	a separation from employment due to lack of funds, lack of work, redesign or elimination of position(s) or reorganization, with no likelihood or expectation that the employee will be recalled because the position itself is eliminated
Regular Full-time Faculty	faculty members on faculty contract who do not supervise other full-time faculty
Sabbatical Leave	a paid leave of absence to full-time faculty members to permit them to renew and update qualifications, improve skills, engage in creative or scholarly pursuits, improve teaching and learning, or engage in service opportunities in ways that ultimately enhance learning at the College

Term	Definition
Savings Clause	a provision in a statute or contract that if any clause is determined to be unenforceable, the remainder of the statute or contract will remain intact and enforceable
Secondary Discipline	an instructional discipline in which a faculty member is qualified to teach as defined by Article VI: Faculty Qualifications. This area is in addition to the primary discipline.
Seniority Rotation Roster	a rotation list based upon the length of time that a faculty has served in a specific discipline
Sequential Coursework	a sequence of courses that build upon each other
Shared Governance	a responsibility for institutional decisions shared among governing boards, district administrators, and faculty, with joint recognition and respect for the participation of staff and students
Special Project Assignments	a project outside the scope of the faculty member's contract and/or job description, performed outside of normal work responsibilities, and created to promote opportunities for faculty to serve the College and be recognized and valued for the extra work they do
Special Projects Request Form	written requests for special projects submitted to the Department Chair by October 1 for the following spring and February 1 for the following fall. Exceptions may be made in the case of projects that may be time-sensitive and fall outside these parameters
Standard Course Size	the number of students a course will hold as determined by faculty in the discipline and the Credit Hour Equivalency Committee
Student Works	intellectual property produced through individual initiative as part of a student's coursework that ordinarily belongs to the student. This includes papers, artistic and musical works, and other creative works made by students in the instructional process. Ownership of student works made during employment or internship at the College shall be assigned to the College.
Students	any person officially enrolled in one or more classes or activities offered by the College
Supervisor	the person to whom faculty directly report, which may be the Department Chair, Dean, Coordinator, or Vice President of Academic Affairs
Transfer Coursework	credit granted to a student for educational experiences or courses undertaken at another institution
Unpaid FMLA Leave	leave provided through the Family and Medical Leave Act (FMLA), a federal law that guarantees certain employees up to 12 workweeks of unpaid leave each year with no threat of job loss

Term	Definition
Variable Workload	variations in a faculty's course load that is mutually agreed upon, can be varied based on a number of factors, but still maintains an academic year load of 30 credit hours
Variable Workload Request Form	written requests explaining the reason for anticipated variable workload submitted to the Department Chair/Program Coordinator by October 15 for the following spring and February 15 for the following fall
Work-for-Hire	copyrightable intellectual property, which is deliverable to the College, prepared by an employee within the scope of their employment, or produced as a result of a commission or agreement between the College and an employee, student, or volunteer
Working Day	a calendar day except Saturday, Sunday, a scheduled holiday, or a recess observed by the College which is a designated workday for full-time faculty

APPENDIX A: COMMITTEE WORK AND IMPLEMENTATION PROCESS



This process will be used to better streamline faculty committee work with the opportunity for the practice to become part of the CBA. Additionally, there is an option for reassessment and/or modification of the process.

APPENDIX B: VARIABLE WORKLOAD REQUEST FORM

Written requests explaining the reason for anticipated variable load shall be submitted to the Department Chair/Program Coordinator by **October 15** for the following spring and **February 15** for the following fall.

Name _____ Date _____

Department _____ Budget # _____

Semester for Variable Load _____ Number of requested CH _____

Briefly describe the purpose for variable load:

Identify mutually agreed upon plan for making up reduced load:

Select one option:

_____ Make up a reduced load in the fall by teaching additional courses in the same academic year without additional compensation.

_____ Make up a reduced load for spring semester by teaching during the following summer semester without additional compensation.

_____ Teach more than the regular semester load during the prior fall semester of the same academic year without additional compensation.

_____ Take on additional duties or projects during an immediately preceding or immediately following semester without additional compensation.

_____ Other option as mutually agreed upon by faculty and administration. Describe option:

We certify that the above information is accurate and verify that both faculty and administration have discussed the purpose of the variable load and the option for making up the credit hours.

Signatures:

Faculty Date

Department Chair/Coordinator Date

Academic Dean Date

Vice President of Academic Affairs Date

Approved yes no Reason: _____

Approved yes no Reason: _____

APPENDIX C: SPECIAL PROJECT REQUEST FORM

Special Project Request Form

Written requests for special projects shall be submitted to the Department Chair by **October 1** for the following spring and **February 1** for the following fall. Exceptions may be made in the case of projects that may be time-sensitive and fall outside these parameters. See Article XI: Special Project Assignment.

Name _____ Date _____

Department _____ Budget # _____

Semester for Special Project _____ Requested Compensation _____

Briefly describe the proposed Special Project:

Identify mutually agreed upon plan, which will be accompanied by a Memorandum of Understanding (MOU):

Select one option:

_____ Reassigned Time

_____ Stipend

_____ Variable Load

_____ Other option as mutually agreed upon by faculty and administration. Describe option:

Faculty will be notified of the status of their Special Project proposal within a reasonable timeline. Upon acceptance or denial, faculty will receive notification with rationale.

Faculty Date

Department Chair/Coordinator Date

Academic Dean Date

Vice President of Academic Affairs Date

Approved yes no Reason: _____

Approved yes no Reason: _____

APPENDIX D: FACULTY HONORARIUM REQUEST FORM

Faculty Honorarium Request Form

Name: _____

Today's Date: _____

Department: _____

Date of Activity: _____

- Presenting at a regional or national conference: \$150 (limit \$300 per academic year),
- Publishing, performing, or displaying original work at professional recognized, juried, regional, or national venues: \$100 (limit \$200 per academic year).
- Leading designated internal workshops, trainings, or speaking engagements: \$50 - \$100 (limit \$200 per academic year).
- Special Projects approved by the Vice President of Academic Affairs in accordance with Article XI: Special Project Assignments.
- For informational purposes only. Please add to the Faculty Professional Development database.

Activity Name: _____

Activity Location: _____

Activity Description: _____

Please attach supporting documentation, i.e., activity/conference program/agenda, link to publication, Special Project approval form, etc.

Signatures:

Faculty

Date

Vice President of Academic Affairs

Date

APPENDIX E: FACULTY EXCEPTION FOR ONLINE COURSE REQUEST FORM

Pursuant to the ECC-NEA CBA, Article XII.1.b.: Faculty Workload, a faculty member’s base load shall consist of at least fifty (50) percent face-to-face credit hours per semester (with hybrid courses counting as ½ face-to-face). This form should be submitted to the appropriate academic dean by **September 15** for the upcoming spring semester and **February 15** for the upcoming fall semester. A written response, via email, of approval or denial will be given within 10 business days of the submittal.

Name: _____

Today’s Date: _____

Department: _____

Semester for Request: _____

Credit Hours Face-to-Face: _____

Credit Hours Online: _____

Rationale:

Signatures:

Faculty

Date

Academic Dean

Date

Vice President of Academic Affairs

Date

Approved yes no

Approved yes no

If no, list reason: _____

If no, list reason: _____

APPENDIX F: PEER TO PEER REQUEST FOR ONLINE INTELLECTUAL PROPERTY

Pursuant to Article XXIV: Ownership and Equity, any adjunct or full-time faculty requesting permission to view or use online intellectual property created by a faculty colleague should submit this form to that colleague. Upon completion, the form will be forwarded to the appropriate Dean and the Director of Online Learning and Educational Technology for notification.

Requesting Faculty Name: _____ Today's Date: _____

Department: _____ Course: _____

Online Intellectual Property Requested:

Peer Response:

- I am willing to share online intellectual property requested with this faculty colleague.
- I am willing to share only the online intellectual property listed below:

I am not willing to share any online intellectual property. Rationale (optional):

Signatures:

Faculty Requesting Content Date

Owner of Course Content Date

Academic Dean (informational only) Date

Online Learning & Ed Tech Director (informational only) Date

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 14, 2021**

AGENDA ITEM 9: PROFESSIONAL SERVICES

Recommendation: To **approve** the renewal of professional service agreements for FY22 as follows:

Legal Services

Tueth, Keeney, Cooper, Mohan & Jackstadt, P.C., St. Louis, MO

Audit Services

KPM, Springfield, MO

Attachment



EAST CENTRAL COLLEGE

Memo

To: Dr. Jon Bauer, President

From: DeAnna Cassat, VP Finance & Administration

Date: June 8th, 2021

RE: Professional Services for FY22

Each summer the Board of Trustees is asked to approve continued agreements for professional services for the upcoming fiscal year. I recommend the board approve the following for FY22:

Legal Services

Tueth, Keeney, Cooper, Mohan & Jackstadt, P.C.

34 North Meramec Avenue, Suite 600

St. Louis, MO 63105

Rates for FY22 will be:

- For partners and of counsel attorneys = \$230 per hour
- For associates = \$160 to \$200 per hour

Auditing Services

The auditing services were previously approved when the Board accepted the proposal on February 8, 2018 from KPM for fiscal years 2018 – 2020 with 2 one-year options. The year one extension cost for the FY21 audit will be \$48,450.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 14, 2021**

AGENDA ITEM 10: INSURANCE BROKER

Recommendation: To **approve** the continuation of Marsh & McLennan Agency as the college's insurance benefits consultant for FY22 at an annual cost of \$30,000.

Attachment

6/14/2021

Section 10, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602



Interoffice Memo
HUMAN RESOURCES

TO: Dr. Jon Bauer
DATE: May 19, 2021
FROM: Wendy A. Hartmann
RE: Employee Benefit Consulting Services, Broker of Record Renewal

Please accept the recommendation to extend a one-year contract to Marsh & McLennan Agency (MMA) for 2022 in the amount of \$30,000 to perform services as our insurance broker. ECC has been pleased with the services of our current broker. MMA also serves as the insurance broker for Jefferson College and Mineral Area College. The three colleges have interest in a consortium for our insurance plans. MMA has committed to researching and developing a community college consortium that would meet the needs of the three colleges.

The three colleges have agreed to review the feasibility of the ancillary coverages being combined for 2022 as a consortium. The medical insurance would be evaluated for the following year as a consortium.

ECC will bid medical insurance for a 2022 renewal. Dental will be bid as part of the consortium and separately for a 2022 renewal. Vision has a rate guarantee for 2022 but will be bid as part of the consortium. Life/AD&D, and LTD have rate guarantees for 2022 but could be bid as part of the consortium.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 14, 2021**

AGENDA ITEM 11: BOARD POLICIES & PROCEDURES

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

Recommendation: To **approve** Board Policy 4.45 Acceptable Use of Information Technology as outlined in the attached document.

Attachments

6/14/2021

Section 11, 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
June 14, 2021**

AGENDA ITEM 12: RE-DISTRICTING PROCESS

Information will be shared regarding the process to revise the sub-districting plan following the publication of 2020 census data.

6/14/2021

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East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 14, 2021**

AGENDA ITEM 13: FUTURE BOARD MEETINGS

The Board will discuss the format for meetings to be held beginning July 2021.

6/14/2021

Section 13, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 14, 2021**

AGENDA ITEM 14: COVID-19 UPDATE

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

6/14/2021

Section 14, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 14, 2021**

AGENDA ITEM 15: *PERSONNEL

A. Appointments

Recommendation: To **approve** the appointment of Jonathan Elias as Nursing Instructor at the Rolla location effective August 16, 2021, with a nine-month salary of \$53,718.

Recommendation: To **approve** the appointment of Luke Firlle as Art & Design Instructor effective August 16, 2021, with a nine-month salary of \$43,394.

B. Adjunct Faculty – Summer 2021

Recommendation: To **approve** an addendum to the roster of adjunct faculty for the Summer 2021 semester as listed in the attached memorandum.

Attachments

6/14/2021

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East Central College

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HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: June 3, 2021
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire: Nursing Instructor – Rolla Location

Please accept the search committee's recommendation to hire Mr. Jonathan Elias as the full-time Nursing instructor at the Rolla location effective August 16, 2021, with a 9-month contract base salary of \$53,718. Nancy Mitchell, Dean of Health Sciences, served as the search committee chair. Robyn Walter, Vice President of Academic Affairs, approved the recommendation to hire.

Mr. Elias' most recent experience includes, but is not limited to the following:

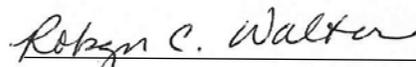
- School Nurse – School District of Washington 2020 – current
- Registered Nurse – Mercy Health Care 2017 – 2019
- Emergency Department Manager – Missouri Baptist Sullivan Hospital 2014 – 2017
- Emergency Room Charge Nurse – Missouri Baptist Sullivan Hospital 2006 – 2014

Mr. Elias received his Bachelor of Science degree in Nursing from Chamberlain College of Nursing.

Recommendation signatures:



Wendy Hartmann
Human Resources Director



Robyn Walter
Vice President, Academic Affairs



HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: June 3, 2021
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire: Art & Design Instructor – Luke Firle

Please accept the Search Committee’s recommendation to hire Mr. Luke Firle as the full-time Art & Design Instructor effective August 16, 2021 with a 9-month contract base salary of \$43,394. Ann Boehmer, Dean of Arts & Sciences served as the Search Committee Chair. Robyn Walter, Vice President of Academic Affairs, approved the recommendation to hire.

Mr. Luke Firle’s experience includes, but is not limited to the following:

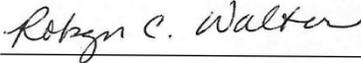
- Adjunct Instructor – East Central College 2020 – current
- Adjunct Instructor – Jefferson College 2018 – current
- Instructor – St. Louis Artist Guild 2018 – current
- Teaching Fellow – University of North Carolina 2015 – 2017
- Adjunct Instructor – Missouri Western State University 2013 – 2015

Mr. Luke Firle received his Bachelor of Fine Arts from Kansas City Art Institute. He received his Master of Fine Arts from the University of North Carolina.

Recommendation signatures:



Wendy Hartmann
Director of Human Resources



Robyn Walter
Vice President, Academic Affairs



Interoffice Memo

TO: Dr. Bauer
DATE: June 4, 2021
FROM: Office of Academic Affairs
RE: Adjunct Addendum for Summer Semester 2021

Please approve the following adjunct addendum for the summer 2021 semester.

ADDITIONS

Career & Technical Education

Curtis Elliott, Precision Machining

Social Sciences

Kristen Adams, Psychology/Sociology

Jenny Kuchem, Sociology

Fine & Performing Arts

Jennifer Judd, Music

DELETIONS

Career & Technical Education

Bobby Bland, Welding

Mathematics & Education

Shaun Roberson, Mathematics

Fine & Performing Arts

Gary Powers, Art

Timothy Sexton, Music

English & Humanities

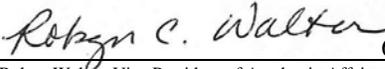
Shana Collier, Communications

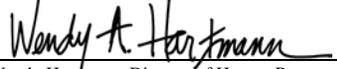
Lisa Haag, English

Susan LaFayette, English

Gregory Stratman, English

Signatures:


Robyn C. Walter, Vice President of Academic Affairs 6/7/21
Date


Wendy A. Hartmann, Director of Human Resources 6/7/21
Date

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 14, 2021**

AGENDA ITEM 16: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board

6/14/2021

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East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 14, 2021**

AGENDA ITEM 17: REPORTS

Reports may be presented by:

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

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East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 14, 2021**

AGENDA ITEM 18: 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

Alternate Meeting Dates

July 15 (*Thursday noon business meeting*)

August 30

No September Meeting

October 4

November 1

December 6

October 11

November 8

December 13

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 14, 2021**

AGENDA ITEM 19: ADJOURNMENT/EXECUTIVE SESSION

Recommendation: To **adjourn** the June 14, 2021, public meeting of the Board of Trustees and **enter** into executive session per RSMo 2004, Section 610.21(2) Real Estate and (3) Personnel.

6/14/2021

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East Central College

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