

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, June 14, 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 Vice President of Student Development Sarah Leassner; Faculty – Faculty Association President Reg Brigham, NEA President Aaron Bounds, Accounting/Business Instructor Tanner French, Biology Department Chairperson Parvatha Govindaswamy; Other Staff – Executive Director of Institutional Effectiveness Michelle Smith, Director of the Rolla Campus Christina Ayres, Communications & Marketing Director Gregg Jones, Human Resources Director Wendy Hartmann, Director of Information Technology Doug Houston, Director of Financial Services Annette Moore, Director of Institutional Research Bethany Lohden, Campus Life and Leadership Coordinator Carson Mowery, Campus Resource Officer Todd Schlitt, Testing Center Clerk Kalyn Meyer, Classified Staff Association Secretary Julie Beck, Professional Staff Association President Jenny Kuchem, and Executive Assistant to the President Bonnie Gardner.

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 June 14, 2021, meeting of the Board of Trustees.
Motion by Eric Park; Seconded by Joseph Stroetker; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the May 3, 2021, regular meeting and the May 6, 2021, special meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President Cassat presented the financial statements and mentioned the notable difference in accrued wages and benefits over last year’s number was due to a difference in the timing of payroll dates. The bonds payable number is decreasing as those are paid down; discussion is occurring with the bond underwriter regarding the debt structure. In response to a question about the large increase in cash on hand, Vice President Cassat noted that much of that amount is reimbursement for lost revenue claimed through the Higher Education Emergency Relief Fund (HEERF). Approximately \$1.8 million of the increase in the federal grants and contracts line is also attributed to HEERF monies.

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 recommended computer purchase is to replace machines that are at or have surpassed useful life.

Motion: 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.

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

Dr. Bauer stated that one purpose of the HEERF monies is to ensure institutions can improve infrastructure for distance education. The fiber installation and Dell switches are a continuation of that work and will occur over the summer.

Motion: 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.

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

Motion: 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.

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

Vice President Cassat noted the first recommended furniture purchase will be for classrooms and student spaces on the Union campus and will help optimize social distancing while providing for easier cleaning/disinfecting.

Motion: 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.

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

Vice President Cassat stated that the recommended HVAC project will replace 26 heat pumps to improve airflow quality, retrofit 48 existing units with UV lights, and automate and optimize airflow within the buildings using the Metasys system. Dr. Bauer indicated this is an allowable expense through HEERF and work will be done in late summer or early fall due to the contractor's backlog.

Motion: 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.

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

The recommended door controls will provide a touchless means to enter the building and will improve accessibility. They will also enhance security by providing a means for the remote lockdown of buildings.

Motion: 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.

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

Vice President Cassat noted the recommendation for furniture at the Rolla site is for purchase from the same vendor for the same reasons as the furniture for Union.

Motion: 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.

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

Dr. Bauer informed the Board that the original plans for renovating the baseball field included grass and an irrigation system. The two bids received were higher than expected and that led to investigating the cost of turf. Turf provides the advantage of not losing many days to rain and also provides a lower maintenance cost. The work is anticipated to be completed by early fall and will be funded 100% by the ECC Foundation. In response to questions from the Board, Dr. Bauer noted that annual maintenance costs for turf will be minimal, and the surface is projected to last for at least ten years. In addition, the college will not need to purchase a tarp. In terms of safety, there is no appreciable difference in the number of injuries when playing on turf as compared to grass.

Motion: 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.

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

BUDGET AND STAFFING PLAN: Dr. Bauer emphasized that compensation is a strategic priority. It is increasingly challenging to hire and retain quality staff. Due to state withholdings, raises have not been provided for the last few years.

Revenue projections include a 6% growth in local revenue due to reassessment and construction activity, an increase in state aid, and a 5% enrollment increase. The salary line reflects an increase of 4% across the board, market adjustments for some professional and support staff as well as implementation of a four-year salary plan, and a flat \$2,500 increase for faculty with ten or more years of service. Travel is budgeted slightly higher than in FY21 but it is expected that travel will not increase until the last six months of the fiscal year. The budget reflects funding for all scholarships offered although not all will be awarded. The recommended \$19.8 million budget is balanced as presented. A few new positions are reflected in the staffing plan.

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

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

COLLECTIVE BARGAINING AGREEMENT: The agreement has been unanimously ratified by the ECC-NEA members. Dr. Bauer indicated he appreciated the collaborative approach taken this year.

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

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

PROFESSIONAL SERVICES: Dr. Bauer indicated he has been pleased with the service provided by the auditing firm and legal counsel. There is a small increase in legal services rates. KPM has been conducting the audit for many years and this is the first renewal option on the prior three-year contract.

Motion: 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

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

INSURANCE BROKER: It was recommended the current broker continue for FY22. The broker is assisting in the exploration of a consortium to help build a bigger user pool and even out the fluctuations in premium costs for insurance. It is hoped the consortium can be used for ancillary insurances first and move to include medical.

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

Motion by Joseph Stroetker; Seconded by Audrey Freitag; Carried Unanimously.

BOARD POLICIES & PROCEDURES: Dr. Bauer indicated there were no changes in the policy documents since they were presented in May; they are ready for final action.

Motion: To **approve** revisions to Chapter Two of Board Policy and Procedures as outlined in the attached document, and to **approve** Board Policy 4.45 Acceptable Use of Information Technology as outlined in the attached document.

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

RE-DISTRICTING PROCESS: The ECC taxing district is broken into three subdistricts that need to have a proportional population. The college is required to review population numbers after each census. If there has been a change that brings the subdistrict populations out of balance, boundaries must be adjusted accordingly. The last adjustment was 20 years ago. Dr. Bauer stated that the census data is expected to be available in September. Dr. Michelle Smith will take the lead in reviewing the data with staff. If a shift in boundaries is needed, the Board will need to appoint a citizen's committee to work with staff in identifying new boundaries. Boundaries need to be established by voting precincts if possible. Any change needs to be identified by the end of the year. The Board will then make a recommendation to the state Coordinating Board for Higher Education which has final approval. The boundaries affect where Board candidates must reside when running for election. Dr. Bauer asked the trustees to consider two or three individuals from each subdistrict for the committee.

FUTURE BOARD MEETINGS: The Board discussed when to return to in-person meetings. It was the consensus of the Board that the July 15 meeting be scheduled in the Board Room on campus with an option for participation and viewing via Zoom. Tables will be set up to provide social distancing and only necessary participants will be in the room. It was suggested those attending in person need to have received the COVID-19 vaccine.

COVID-19 UPDATE: Protocols have been modified so that fully vaccinated employees can meet in small groups and move within the buildings without masks. Masks are still required for classes. The summer musical will have a live audience seated in pods. Administrators will continue to monitor conditions and CDC guidance so further changes can be implemented as appropriate. A decision will be made in early July regarding protocols for fall semester classes.

PERSONNEL: The Board **approved** the appointments of Jonathan Elias as Nursing Instructor at the Rolla location effective August 16, 2021, with a nine-month salary of \$53,718, and Luke Firlie as Art & Design Instructor effective August 16, 2021, with a nine-month salary of \$43,394. The Board also **approved** an addendum to the roster of adjunct faculty for the Summer 2021 semester as listed in the attached memorandum.

BOARD PRESIDENT'S REPORT: Board President Ann Hartley welcomed Sarah Leassner as the new Vice President, Student Development. Ms. Hartley complimented the recent Patrons event.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Reg Brigham stated the Association had no report.
- B. ECC-NEA:** ECC-NEA President Aaron Bounds thanked the administration for the work on the CBA and support of faculty.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported that Laura Deason served as “point person” for the Finish Your Investment project and reviewed hundreds of student records to identify 39 students who had graduated but never completed the graduation process. Melissa Willmore, advisor for RootED students achieved an 82.9% retention rate for these students, higher than the national average. Lisa Farrell is serving as the MOBIUS board president. Lorrie Baird has completed her master’s degree in higher education. In addition, Ms. Baird and Stephanie Hebert have completed the diversity certificate from University of South Florida.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association secretary Julie Beck reported that \$149 was raised for Union Food Pantry in May and \$100 was raised for the Franklin County Humane Society in June through Denim Days. Jessica Horn has completed her bachelor’s degree. Officers were elected for FY22 as follows: Hannah Masek, President; Jenna Dulworth, Vice President; Bethany Herron, Treasurer; and Julie Beck, Secretary.

PRESIDENT’S REPORT: Dr. Bauer welcomed Sarah Leassner and noted that the leadership team is now fully staffed without any interim appointments.

The five graduation ceremonies, plus the AEL ceremony, went very smoothly and 2020 graduates were able to participate.

The water tower was removed the week after graduation. The project went smoothly and finished earlier than anticipated.

About 160 people attended the Patrons of the Arts Kickoff; it was a terrific event.

Bob Hansen, the last remaining charter trustee has passed away. He was elected in 1968 and served 28 years; the longest-serving trustee to date.

ADJOURNMENT:

Motion: 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 at 7:12 p.m.

Motion by Joseph Stroetker; Seconded by Audrey Freitag

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

Yes A. Hartley
Yes J. Stroetker

Yes P. Johnson
Yes C. Hays

Yes E. Park
Yes A. Freitag

President, Board of Trustees

Secretary, Board of Trustees

**East Central College
FY22, General Fund**

Revenues:	FY22 Budget	FY21 Budget	YTD (6/11/21)	FY20 Actual
Local Revenue	\$ 7,511,756	\$ 6,977,522	\$ 7,086,569	\$ 6,846,432
State Revenue	5,236,024	4,603,701	5,088,178	4,414,059
Federal Revenue	-	-	-	425
Tuition and Fees	6,334,616	5,569,066	6,210,413	6,195,071
Interest Income	75,000	50,000	60,927	88,550
Gifts and Grants	100,000	50,000	112,833	426,943
Miscellaneous Revenue	556,478	50,000	37,596	51,587
Transfers-Interfund & Indirect	-	-	861,108	308,400
Transfer Federal Programs	-	-	-	-
Total Revenues	19,813,874	17,300,289	19,457,624	18,331,467
Expenses:				
Salaries	11,623,301	9,700,002	9,265,100	9,985,559
Benefits	4,106,849	3,119,464	3,235,511	4,631,870
Contractual Services	960,752	930,000	853,848	898,626
Current Expenses	744,089	800,000	892,190	835,153
Travel	202,487	175,000	63,564	161,135
Property & Casualty Insurance	210,658	202,000	205,863	198,771
Vehicle Expense	14,200	15,000	3,412	6,772
Utilities	543,950	628,507	435,942	497,075
Tele/Communications	230,665	225,855	186,167	212,933
Miscellaneous	378,843	400,000	316,999	320,466
Foundation Paid Expense	100	2,000	16,653	2,547
Clearing Account	0	1,000	(42)	-
Scholarship Expense	257,761	75,000	122,959	91,961
Faculty Development	25,000	10,000	(52,548)	26,650
Instit. Match for Grants	163,000	75,000	35,853	32,662
Commitment to ABE	40,000	20,000	25,000	23,432
Capital	32,200	50,000	187,458	36,262
Interfund Transfers	0	18,400	-	-
Debt Princ & Interest	280,020	300,000	260,117	272,188
Total Expenses	19,813,874	16,747,228	16,054,045	18,234,062
Revenue over Expenses	\$ (0)	\$ 553,061	\$ 3,403,579	\$ 97,405

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
Updated 6/9/21

Board Approval Pending

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%	Bailie	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%	Demiore	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	Parvadha, 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	Parvadha, 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

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** (MDHE**WD**) with respect to the ~~transfer in~~ **acceptance** of dual credit coursework. Limitations and exclusions may apply based on the MDHE**WD** 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, 6-14-2021)* **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 xxxx-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; xxxx-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 6-14-2021)*

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 6-14-2021)*

- 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.



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

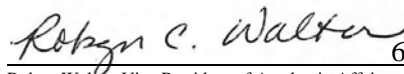
Fine & Performing Arts

Gary Powers, Art
Timothy Sexton, Music

English & Humanities

Shana Collier, Communications
Lisa Haag, English
Susan LaFayette, English
Gregory Stratman, English

Signatures:


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


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