

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
Monday, December 5, 2022**

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 parts of the meeting were Joseph Stroetker, Eric Park, Cookie Hays, Prudence Johnson, and Audrey Freitag. Also present were President of the College Jon Bauer; Administrators – Vice President of External Relations Joel Doepker, Vice President of Finance and Administration DeAnna Cassat, Vice President of Academic Affairs Robyn Walter, and Vice President of Student Development Sarah Leassner; Faculty – Faculty Association President Reg Brigham, Assistant Professor of Education Greg Stotler, and ECC-NEA Vice President Parvatha Govindaswamy; Other Staff – Human Resources Director Carrie Myers, Rolla Campus Director Christina Ayres, Foundation Executive Director Bridgette Kelch, Director of Communications & Marketing Gregg Jones, Instructional Design Specialist Karen Klos, Executive Assistant to the President Bonnie Gardner, Professional Staff Association President Carson Mowery, Executive Director of the Learning Center Erin Anglin, Student Services Specialist Bethany Herron, Student Services Specialist Elena Dissen, and Campus Police Officer Tommie Lowe.

RECOGNITION OF GUESTS: Gregg Jones introduced HVAC program students Herman Hueffmeier, Anthony Heigl, Joseph Rector, and Chase Walker. Other guests included Reid Glenn of the *Missourian*, Matt Wallace from KPM, and former faculty member Sue Henderson.

PUBLIC COMMENT: Mr. Hueffmeier, Mr. Heigl, Mr. Rector, and Mr. Walker expressed concerns about the status of the HVAC program with the lead instructor retiring and two of the adjunct instructors resigning. They felt that students would leave the program and that concerns expressed by the students have not been addressed.

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 December 5, 2022, meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the November 7, 2022, regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President DeAnna Cassat reviewed the financial statements noting that local revenue will be received later than normal due to the delay by Franklin County in mailing tax bills. Local taxes will be due by January 15, 2023, rather than at the end of December 2022. A CD that has matured was reinvested at a significantly higher interest rate. Data is being gathered to determine if pulling other CDs before maturity and reinvesting at a higher rate would be advisable.

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

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

AUDITOR’S REPORT: Matt Wallace from KPM reviewed the audit report noting that ECC has again received an unmodified opinion with no material weaknesses. The decrease in total liabilities is February 6, 2023

related to the pension and health insurance liability which are actuarial figures. There were no findings related to internal controls. Federal awards were tested through financial aid and educational stabilization funding. There were no findings, and an unmodified opinion was provided. In the prior year, there were three findings that have been corrected.

Mr. Wallace reviewed recommendations made in the audit. While there were no findings on the return of Title IV funds, it is recommended that faculty be in a position where they can provide information on student drops within 14 days; those processes should be reviewed. Last year there was a recommendation regarding the use of the College taxpayer ID on bank accounts; that has been rectified. For the 2023 audit, there will be a standard in effect that requires long-term IT agreements to be reported in the balance sheet.

Motion: To **accept** the audit report for the fiscal year ending June 30, 2022.

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

BIDS: Vice President Doepker noted that both pieces of equipment recommended for purchase for the Radiologic Technology program will be funded at 89% through the U.S.D.A. grant. Only one bid was received for each item.

Motion: To **approve** the purchase of a natural bone full body x-ray phantom for the Radiologic Technology program from Supertech, Elkhart, IN, at a total cost of \$33,625 to be funded 89% with the United States Department of Agriculture's Rural Business Development Grant program and 11% with institutional matching funds.

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

Motion: To **approve** the purchase of an ESP C-Arm for the Radiologic Technology program from Electromek Diagnostic Systems, Troy, IL, at a total cost of \$64,000 to be funded 89% with the United States Department of Agriculture's Rural Business Development Grant program and 11% with institutional matching funds.

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

Vice President Walter stated that the recommended lockers are intended for use by students and community members who are taking tests in the Testing Center. The current lockers are old and have been repaired multiple times. In addition, they are not large enough to accommodate backpacks so those are being left on the floor outside the testing rooms. Revenue generated by external testing (such as Pearson View and HiSET) will be used to fund the lockers, which are being purchased from a competitively bid state contract.

Motion: To **approve** the purchase of replacement lockers to be used by students and community members testing in the Testing Center from Modern Business Interiors at a cost of \$24,042.85 to be funded with the external exam administration revenue account.

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

LAW ENFORCEMENT ACADEMY: Dr. Bauer reminded the Board that this program is a partnership with Phelps County law enforcement. Dr. Walter stated that the Academic Council approved the new program for the fall 2023 semester at their November meeting. Currently, officers in the Rolla area

have to travel 60–75 miles to receive training. With the program having academy status, the college will be able to provide continuing education for current officers. The public safety director has approved a one-year license beginning in January 2023 and POST approval has been secured as well. The final approval required by the Higher Learning Commission will be requested after the ECC Board approves the program. The program will include a 37-hour certificate and a 61-hour AAS degree.

Space and equipment will be provided by the Phelps County sheriff's department at no cost to the college. The department will also assist with identifying faculty. The program will be eligible for vocational enhancement grant funding in the future. It was clarified that tuition revenue projections are based on prospective students, but the enrollment numbers used would be the minimum expected and enrollment could be higher. The projections do not include revenue from continuing education classes. Student numbers were based on planned retirements from the local law enforcement entities and identified needs for officers.

Motion: To **approve** the addition of a Law Enforcement program at the Rolla North site that includes a certificate of achievement and an applied science degree effective Fall 2023.

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

REVISIONS TO CHAPTER 4 BOARD POLICY AND PROCEDURES: There were no changes in wording from what was presented at the November meeting. Board members suggested the policy on the naming of facilities be further discussed during the next review cycle to consider including the possibility of a sunset provision whereby facilities could be renamed after a specific time.

Motion: To **approve** revisions to Chapter 4 of Board Policies and Procedures as outlined in the attached document.

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

ASSESSMENT ACADEMY UPDATE: Dr. Walter reported that a small group of employees attended the assessment academy sponsored by the professional development arm of the Higher Learning Commission. This was a four-year commitment to improving assessment practices. The group met regularly with a mentor and a scholar throughout the four years. ECC committee members were Sue Henderson, Greg Stotler, Karen Klos, Erin Anglin, Bethany Lohden, Michelle Smith, Shanee Haynes, Nathan Esbeck, and Robyn Walter. Sue Henderson reviewed the tasks completed over the past four years, which included revising the institutional learning outcomes (ISLOs), developing rubrics to measure the ISLOs, mapping courses in 75% of the academic departments, hosting an assessment showcase, and compiling training resources. As a result of the forum, a plan was developed for what happens next – continuing to build faculty and staff engagement, expanding co-curricular assessment, converting data to actionable results to improve student learning, engaging students in the assessment process, and developing a plan to assess the assessment cycle.

***PERSONNEL:** The Board **approved** the appointment of Elena Dissen as Academic Advisor effective December 12, 2022, with an annual salary of \$40,427. The Board also **approved** the appointment of adjunct faculty for the 2023 winter semester and the 2023 spring semester as listed on the attached memoranda.

BOARD PRESIDENT'S REPORT: Board President Ann Hartley reported that ECC had several finalists for the MCCA awards and had two winners – Eric Park, Distinguished Alumni Award, and Alice

Whalen, Administrative/Professional Leadership Award. There were a large number of presenters from ECC, and all were outstanding.

Dr. Stroetker provided an update on the recent Association of Community College Trustees Leadership Congress. He noted that board self-assessment is highly encouraged and holding a retreat for future planning is a best practice. Ms. Hartley indicated that both of those items are in the planning stages. Dr. Bauer told the Board that this conference provides a national perspective and context for good decision-making. Conference sessions affirmed that much of the work being done at ECC is on target.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Reg Brigham reported that the faculty are busy grading and wrapping up the semester.
- B. ECC-NEA:** NEA Vice President Parvatha Govindaswamy indicated there was no report from the NEA as faculty are busy with end-of-semester activities.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** PSA President Carson Mowery congratulated Alice Whalen on receiving the professional staff award from MCCA.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** CSA Treasurer Bethany Herron reported the Christmas Outreach Committee organized the annual gift drive and provided all the gifts requested by seven children in foster care from the Franklin County Children's Division. Employees will be voting this week on the charities that will benefit from the 2023 Denim Days. Kim Aguilar, HR generalist, was recognized with the Fall 2022 Spotlight Award.

PRESIDENT'S REPORT: Vice President Doepker presented an overview of the Metallica Scholars Program noting that ECC received \$100,000 from the All Within My Hands Metallica Foundation. ECC is the first institution in Missouri to receive this funding. Both Channel 2 and Channel 4 News profiled the program and spotlighted the career & technical education programs at ECC. The foundation distributed \$1.8 million to 40 community colleges nationwide this year. Funds are being used to provide scholarships for welding, HVAC, precision machining, industrial engineering, and applied technology students. Scholarships ranging from \$500 to \$4,500 were awarded to 27 students this fall based on financial need. Over \$40,000 will be awarded for the spring semester.

A webpage was created on the ECC website to list the programs, provide a link to the application, and share student testimonials as a part of the grant requirement to publicize the program. Vice President Doepker shared the ad that was developed to run on social media, YouTube, and KSHE-95 radio. KSHE ran the ad in November and December and included it as part of a newsletter they send out to 46,000 subscribers. Media updates are sent to the Metallica Foundation regularly to show the impact of their funding. ECC is eligible for a reduced amount of funding in future years with the college being required to match the money. A concert will be held on June 24 in the quad to help raise the matching funds and provide additional scholarships.

Dr. Bauer provided other updates as follows:

- The pedestrian bridge is open for traffic through the end of January and will close in February and March once the canopy is on-site for installation. Installation is scheduled to begin on February 6, and the final completion date for the project will be in mid-March.

- In addition to awards won by Eric Park and Alice Whalen, other MCCA award finalists included Leigh Kolb, Jill Harrison, and Amy DeMiere. Carly Hamlyn, Early College Academy student and PTK president, provided a student testimonial on the last day of the conference. Carly spoke about her experience at ECC.
- Jenifer Goodson was recently recognized with the Emerson Excellence in Teaching Award.
- Classes end Tuesday, December 6, and finals start on Wednesday. Winter intersession will run from December 14 through January 10 with online courses. Spring semester begins January 17. The college will be closed from December 21 through January 2.
- As usual, there is no January Board meeting. The Board will meet on campus in February with Dr. Bauer joining by Zoom from Washington, DC, where he will be attending the National Legislative Summit.

ADJOURNMENT:

Motion: To **adjourn** the December 5, 2022, public meeting of the Board of Trustees at 7:17 p.m.

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

President, Board of Trustees

Secretary, Board of Trustees

SECTION 4: FINANCE AND ADMINISTRATION POLICIES AND PROCEDURES

4.1 Accounting System ~~Policy~~ (Adopted 6-1-1987; Revised 8-25-2008)

East Central College will maintain a financial reporting system ~~which that~~ is in conformance with the laws of the state of Missouri, ~~and~~ the Uniform Financial Reporting Manual of the Missouri Department of Higher Education and Workforce Development, and generally accepted accounting principles.

Procedures: (Revised 8-25-2008, ~~xxxx~~2022)

- 4.1.1 East Central College will use a fund accounting system ~~which that~~ is consistent with the Uniform Financial Reporting Manual of the Missouri Department of Higher Education and Workforce Development.
- 4.1.2 The ~~following~~ fund types ~~defined below~~ are established ~~in order~~ to provide a uniform financial reporting process: ~~-, and these fund types are defined as follows:~~

Fund 10 - General Fund

The General Fund ~~will be used~~ ~~has been established~~ to account for revenues and expenditures ~~for the academic and service programs~~ of the College. The sources of the funds ~~will be~~ ~~are~~ local taxes, state aid, ~~and~~ student tuition/fees, and other general miscellaneous revenue. Expenditures ~~in the fund will~~ include the costs associated with supporting ~~the~~ educational programs, ~~of the College or~~ maintaining ~~the~~ physical structures, and ~~operation of operating~~ the College.

Fund 22 – Faculty Development Fund

The Faculty Development Fund has been established to provide funding to each full-time faculty member for purposes of professional development expenses.

Fund 25 - College Restricted Fund

The College Restricted Fund ~~is~~ ~~has been~~ established to account for College funds that have restrictions imposed by the institution regarding their use. Each ~~specific account~~ department in the College Restricted Fund must be accounted for separately using a self-balancing set of accounts, and the balance of the accounts should ~~balance to be~~ \$0 at the termination of the activity. If ~~it does not, the amount that the account~~ the department is overspent, the amount is a liability against the General Fund. If the ~~account~~ department is underspent, the balance is returned to the General Fund.

Fund 30 - Bond Principal and Interest Fund

The Bond ~~Principal~~ and Interest Fund ~~is~~ ~~has been~~ established to account for the payment of ~~principle~~ principal, interest, and related charges on any outstanding bond issue. Revenue for the fund is received by tax levy which has been authorized by the voters. ~~Fund e~~Expenditures ~~for the fund~~ are restricted to the payment of the items noted above. Debt service for each bond issue must be

accounted for separately, using a group of self-balancing accounts within the fund. ~~Expenditures in the fund are restricted.~~

Fund 40 - Auxiliary Enterprises Services Fund

The Auxiliary ~~Enterprises Services~~ Fund ~~is has been~~ established for the purpose of accounting for College services where fees are charged to students, staff, or the ~~general~~ public, be it either a sale fee for a good purchased or a user fee for a service rendered. Each ~~enterprise service~~ department should be accounted for separately using a self-balancing account within the fund.

Fund 50 - Restricted Purpose Fund

The Restricted Purpose Fund ~~is has been~~ established to account for ~~private~~, state, ~~or~~ and federal monies that have restrictions regarding their use. Each specific ~~account~~ department in the ~~Restricted Purpose~~ Fund must be accounted for separately using a ~~set of~~ self-balancing accounts. Accounts must be established to ~~insure~~ ensure that the accounting and reporting requirements of the grantor are met. If the grantor provides a special accounting manual for audit purposes, it should be followed exactly.

~~Each account in the restricted purpose fund is self-balancing, and the~~ The total of all the departmental accounts should be balanced to \$0 at the termination of the ~~activity grant~~. If it ~~does is~~ not, the amount that the ~~account~~ department is overspent is a liability against the ~~General~~ Fund. If the ~~account~~ department is under spent, the balance must be returned to the grantor.

Fund 60 - Trust and Agency Fund

The Trust and Agency Fund ~~is has been~~ established ~~and used to receive and hold to account for~~ funds when the College serves as a custodian or fiscal agent for another body ~~or student organization~~. The College has an agency ~~rather than a beneficial~~ interest ~~in these monies~~; the College does not necessarily have control or direction over the use ~~and expenditures~~ of the monies. ~~with the exception that~~ The College uses its financial capability and accounting procedures to ~~insure~~ ensure the integrity of the accounts. Each agency's money should be accounted for by a self-balancing ~~set of departmental~~ accounts. These accounts will balance to \$0 at the termination of the activity. Monies generated by College clubs that are continuously inactive for three (3) semesters (~~including only fall and spring semesters~~) or College athletic activities that are suspended by the Board of Trustees will be ~~returned~~ transferred to the student government ~~fund for use and/or disbursement~~ department.

~~Faculty Development Fund—The Faculty Development Fund is established to provide funding to each full-time faculty member for purposes of professional development expenses. The specific annual allocation to each account is established as part of the annual budget. Balances in each account may not exceed the equivalent of two years of funding at the current annual allocation. (moved above)~~

~~College Restricted Fund—The College Restricted Fund is established to account for College funds that have restrictions imposed by the institution regarding their use. Each specific account in the College restricted fund must be accounted for separately using a self-balancing account, and the account should balance to \$0 at the termination of the activity. If it does not, the amount that the account is overspent is a liability against the general fund. If the account is under spent, the balance is returned to the general fund.—(moved above)~~

Fund 70 – Capital Building Construction Fund

~~The Capital Fund has been established This fund will be used~~ to account for revenues and expenditures which are associated with ~~building construction or the purchase of unmovable equipment~~ capital purchases. The source of monies for this fund will be the proceeds of bond sales, gifts, grants, loans, or other funds restricted to such purposes by their origin or by statute. ~~The expenditures in this fund will be for construction or purchase of unmovable equipment.~~ The accounts in this fund will be self-balancing, ~~and the expenditures will be restricted.~~

4.2 Financial Exigency Policy (Adopted 6-4-1979; Implemented 2-9-1981; Revised 8-28-2003) (formerly 4.13)
The President will regularly review the financial status of the College to determine if conditions exist that are sufficient to warrant a declaration of financial exigency.

Procedures

- 4.2.1** Financial exigency exists when an imminent financial crisis threatens the survival of the institution as a whole and cannot be alleviated by less than drastic means, such as the realignment of College expenditures, immediate reduction in hourly and contract employees, and/or emergency use of restricted reserves from the fund balance of the College.
- 4.2.2** Any sudden, severe, and unexpected change in financial conditions will be reported ~~by the President to the Board of Trustees, faculty, and staff~~ within five (5) days of the discovery of such conditions ~~by the President to the Board of Trustees, faculty, and staff.~~
- 4.2.3** Following the determination by the Board of Trustees that a financial exigency does exist, the President of the College, as Chief Executive Officer, will develop a retrenchment plan for approval and enactment by the Board of Trustees.
- 4.2.4** The plan for retrenchment will be developed in accordance with the following guidelines:
 1. The total College operation, including all departments and offices, will be considered in making recommendations for retrenchment.
 2. In all cases of termination of faculty on continuous contracts because of financial exigency, the positions of the faculty concerned will not be filled within a two (2)-year period by replacement nor will temporary positions be created ~~so as~~ to effect replacement of those faculty positions unless the

released faculty have been offered reinstatement and a reasonable time in which to accept or decline the offer.

4.3 Receipt and Disbursement of Funds Policy (Revised 4-7-2003; xxx2022) (formerly 4.14)

The Chief Financial Officer, under the direction of the ~~President of the~~ College ~~President~~, shall be designated as the primary staff officer responsible for the receipt and disbursement of funds, ~~said officer being bonded in an amount of not less than \$1,000,000~~. All College funds will be received through the ~~College Business Office~~ ~~Financial Services Department~~ and will be properly recorded and accounted for. The Board Treasurer shall be the official designated by the Board to certify monthly that the receipt and disbursement of funds have been duly and properly accounted for.

Procedures (Adopted xxx2022)

4.3.1 Any employee or student group establishing a bank account for purposes of receiving or disbursing funds raised by that group will work with appropriate staff in the Financial Services Department to ensure proper internal controls are in place for the account.

4.4 Investment of Funds Policy (Adopted 2-1-1988; Revised 8-25-2008) (formerly 4.15)

Funds not needed for immediate expenses of the College will be invested in a manner ~~which~~ that will provide maximum security and investment returns while meeting the daily cash flow demands of the College and conforming to all state statutes governing the investment of public funds.

Procedures (Revised 8-25-2008)

4.4.1 Investment Guidelines

College staff shall exercise prudent financial judgment at all times when investing funds and shall adhere to investment guidelines as outlined and implemented by the state of Missouri in its current investment policy.

4.4.2 Investment Types

In accordance with and subject to restrictions imposed by current statutes and the investment policy of the state of Missouri, the following list represents the entire range of investments that the College will consider, and which shall be authorized for the investments of funds.

- 1. Collateralized Public Deposits (Certificates of Deposit).** Instruments issued by financial institutions which state that specified sums have been deposited for specified periods of time and at specified rates of interest. The certificates of deposit are required to be backed by acceptable collateral securities as dictated by state statute.
- 2. United States Treasury Securities.** Obligations of the United States government for which the full faith and credit of the United States are pledged for the payment of principal and interest.

3. **United States Agency Securities.** Obligations issued or guaranteed by any agency of the United States government.

4.4.3 Security Selection

The following list represents the entire range of United States Agency Securities that the College will consider, and which shall be authorized for the investment of funds by the College. Additionally, the following definitions and guidelines should be used in purchasing the instruments:

1. U.S. Govt. Agency Coupon and Zero-Coupon Securities - Bullet coupon bonds with no embedded options.
2. U.S. Govt. Agency Discount Notes - Purchased at a discount with maximum maturities of one (1) year.
3. U.S. Govt. Agency Callable Securities - Restricted to securities callable at par only with final maturities of five (5) years.
4. U.S. Govt. Agency Step-Up Securities - The coupon rate is fixed for an initial term. At coupon date, the coupon rate rises to a new, higher fixed term. Restricted to securities with final maturities of five (5) years.
5. U.S. Govt. Agency Floating Rate Securities - The coupon rate floats off one (1) index. Restricted to coupons with no interim caps that reset at least quarterly.

4.4.4 Collateralization

The market value of collateral must total to an amount equal to 100 percent or greater of the amount of College time deposits plus demand deposits with the depositors, less the amount, if any, which is an insured deposit pursuant to the Federal Insurance Act of 1950 (64 Stat. 873) as heretofore or hereafter amended.

All securities pledged as collateral by the depository shall, at the option of the depository banking institution, either be delivered to the fiscal officer or be deposited with a disinterested banking institution or safe depository as trustee satisfactory to both parties to the depository agreement. No security pledged as collateral shall be released by the depository banking institution without the written permission of the Chief Financial Officer or designee.

The College shall have a depository contract and pledge agreement with each safekeeping bank that will comply with the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA). This will ensure that the College's security interest in collateral pledged to secure deposits is enforceable against the receiver of a failed financial institution.

4.4.5 Demand Deposits

Demand deposits shall be maintained in a financial banking institution(s) designated by the Board of Trustees. The Board may seek bids and re-designate depositories at any time.

Demand deposits shall be collateralized, secured, and deposited according to the same criteria applicable to College investments as described and noted herein above.

4.4.6 Investment Reports *(Revised xxx2022)*

The Board shall approve, at regular meetings, College investments in a monthly report supported by the appropriate Pledged Securities Schedule and submitted by the Chief Financial Officer or designee.

4.4.7 Authorized Financial Dealers and Institutions *(Revised xxx2022)*

A list will be maintained of financial institutions authorized to provide investment transactions. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness as determined by the investment officer Chief Financial Officer and approved by the governing body Board of Trustees. These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements.
- Proof of National Association of Securities Dealers (NASD) certification.
- Proof of state registration.
- Completed broker/dealer questionnaire.
- Certification of having read and understood and agreeing to comply with the College’s investment policy.

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the investment officer Chief Financial Officer.

~~4.15.7—Investment Guidelines~~

~~College staff shall at all times exercise prudent financial judgment when investing funds and shall adhere to investment guidelines as outlined and implemented by the State of Missouri in its current investment policy. (moved to 4.4.1)~~

4.5 Payment of Bills Policy *(Adopted 12-3-1968; Revised 4-7-2003; xxx2022) (formerly 4.17)*

At the regular monthly meeting of the Board of Trustees or at special called meetings, the Board will approve the payment of bills as required for College operations and supported by appropriate documentation in the financial reports provided to the Board at the

respective meeting. ~~Salary checks are written as due and payable~~ Wages and salaries are paid as due per faculty and staff contracts and in compliance with wage and hour statutes.

4.6 Tax Rate (Approved 8-25-2008) (formerly 4.2)

The Board will set the tax rate of the College in an amount deemed necessary within state statutes to satisfy the budgetary needs of the College. The tax rate will be set by the Board before September 1 of each year, unless otherwise provided by the laws of the state of Missouri.

4.7 Budget Policy (Reaffirmed 12-2-1991; Revised 8-25-2008) (formerly 4.3)

East Central College will operate on an annual budget from July 1 to June 30. The budget will be prepared by administrative officials and submitted annually to the Board of Trustees for approval by June 15.

Procedures (Revised 8-25-2008; xxx2022)

4.7.1 Budgeting procedures will be carried out in accordance with the laws of the state and instructions from the Missouri Department of Higher Education and Workforce Development.

4.7.2 The Board of Trustees will review the status of the operating budget at each regular meeting. The Board will be presented a treasurer's report, a balance sheet, a schedule of investments, and a summary of budgeted expenditures versus actual expenditures and a summary of budgeted revenues versus actual and revenues.

4.7.3 Amendments to the budget will require approval by the Board of Trustees.

4.7.4 The following guidelines will govern budget development, expenditure control, and cash flow:

1. Budgeted expenditures will not exceed budgeted revenues and existing fund balances.
2. A restricted reserve shall be maintained in order to provide for timely payment of the College's financial obligations. The total of funds to be held in the reserve shall be established by the Board of Trustees and shall be consistent with prudent fiscal policy regarding cash flow requirements and the timing of revenue receipts. Transfers to or from the restricted reserve fund will require approval by the Board of Trustees.

4.8 Tuition, Fees, and Refunds Policy (Reaffirmed 12-2-1991; Revised 5-8-2006; xxx2022) (formerly 4.33)

The Board of Trustees will establish tuition, fees, and refund rates and schedules for students attending the College. Tuition, fees, and refund schedules are subject to change at any time and without advance notice. Tuition and fees established by the Board shall be published in the College catalog or other appropriate publications. A schedule of tuition, fees, and refunds will be available from the College website, Registrar's Office, or Business Cashier's Office.

Procedures: *(Revised 8-25-2008)*

4.8.1 Installment Payment Policy *(Revised xxx2022)*

~~An~~ Installment payments ~~of for~~ tuition and fees ~~is~~ are permitted ~~at a rate and schedule to be established by the administration.~~ through a third-party installment plan processor identified by the College.

4.8.2 Bank Credit/Debit Card Payment *(Revised xxx2022)*

Use of ~~bank~~ credit/debit cards in paying for tuition and fees is permitted.

4.8.3 Business Waiver

~~Out of district fees will be waived for~~ Individuals whose tuition and/or fees are being paid by an in-district business or industry ~~will be charged the in-district rate.~~

4.8.4 Senior Citizens Waiver *(Revised 5-20-2014; xxx2022)*

Tuition ~~for~~ ECC credit courses will be waived ~~on a space available basis~~ for any Missouri resident who is 65 years of age or older on or before August 1 ~~first~~ of a school year ~~for College credit courses on a space available basis.~~ Proof of eligibility will be required when registering. Courses must be taken on an audit basis, contingent on space availability, and all course prerequisites must be met prior to registration. General fees and special course fees are not included in the Senior Citizens Waiver. The Senior Citizens Waiver does not apply to courses offered only on a non-credit basis or programs offered through educational partners. Senior citizens may begin registering three (3) weeks prior to the ~~start of the semester~~ first day of class.

4.8.5 Tuition for Veterans *(Revised 2-18-2015; xxx2022)*

The following individuals shall be charged the in-state rate or be otherwise considered a resident for tuition purposes:

- Veterans using educational assistance under either Chapter 30 (Montgomery G.I. Bill – Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill) of Title 38, United States Code, who live in the state of Missouri while attending East Central College (regardless of their formal state of residence) ~~and enroll in the College within three years of discharge from a period of active duty service of 90 days or more.~~
- Persons using transferred Post-9/11 G.I. Bill benefits who live in Missouri while attending East Central College (regardless of their formal state of residence) ~~and enroll at the College within three years of the transferor's discharge from a period of activity duty service of 90 days or more.~~
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in Missouri while attending East Central College (regardless of their formal state of residence) ~~and enrolls at the~~

~~College within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.~~

- ~~• Persons described above while they remain continuously enrolled at the College. The person so described must have enrolled at the College prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under Chapter 30 or Chapter 33 of Title 38, United States Code.~~

4.8.6 Appeals ~~Process~~ for Tuition/Fees Refund *(Revised xxx2022)*

In the event of extenuating circumstances and with proper written documentation, a partial or total refund for tuition **and/or fees** may be granted. Students may **request an** appeal through the office of the Chief Student Affairs Officer **if one of the following occurs: death of an immediate family member, extended illness of student/immediate family member, military obligation, or institutional error.**

- 1. The designated appeal form and required documentation must be submitted to the Chief Student Affairs Officer no later than the last day of the semester following the semester for which the charges are being appealed.**
- 2. Incomplete appeals will automatically be denied.**
- 3. Appeals based on lack of awareness of the College's refund policy will not be reviewed.**
- 4. The student must be officially withdrawn from the course before the appeal is submitted.**
- 5. A committee will review the appeal and make a decision within 30 days of submission. A written notification stating the appeal outcome will be mailed to the student's home address.**
- 6. Fees listed as non-refundable are not considered in the appeal and will not be refunded in the result of an approved appeal.**
- 7. Bookstore charges are not considered in the appeal and will not be refunded in the result of an approved appeal.**
- 8. All appeal decisions by the committee are final and no further appeal is possible.**

4.9 Default of Payment *(Approved 3-8-2004; Revised xxx2022) (formerly 4.21)*

Payment of tuition and fees is due pursuant to the published schedule. ~~Any student defaulting on this payment, either through a returned check or rejected credit card, will be dropped from course(s) immediately.~~ When a student's check for payment of goods or services is returned for a non-existent account or insufficient funds, a charge will be assessed. **Any student who has not paid in full pursuant to the published schedule (including defaulting on a payment such as through returned check or rejected credit card), enrolled in an approved payment plan, or has not secured an approved funding source through financial aid, tuition remission, or scholarship will be dropped from courses immediately for non-payment. Drops begin on the first published tuition due date prior to the beginning of the term and continue through the first week of class, also known as the 100% tuition refund date. Students enrolled in only second eight-week or**

late-start classes who have not paid or secured an approved funding source are dropped prior to the first day of the class.

4.10 Financial Reports Policy (Revised 6-23-2003; xxx2022) (formerly 4.4)

The Chief Financial Officer, in cooperation with other appropriate employees, ~~shall will~~ prepare ~~and present~~ financial reports ~~to the Board of Trustees at all monthly meetings and at any time upon request,~~ summarizing the status of the various funds contained in the annual budget ~~and providing along with~~ other appropriate information ~~and present these reports to the Board of Trustees at their regular meetings or at any other time upon request.~~ Other financial reports to regulatory agencies and associations shall be filed as required ~~and/or~~ in the best interests of the College.

4.11 Facilities Maintenance and Repair Account Policy (Adopted 12-7-1987; Revised 6-23-2003; xxx2022) (formerly 4.19)

~~An account designated as the~~ Facilities Maintenance and Repair (M&R) ~~are accounted shall be maintained for the purpose of correcting construction deficiencies and/or structural and mechanical deterioration.~~ ~~for in the general fund and the grants and government restricted fund.~~ All M&R purchases are made in accordance with Board Policies regarding purchasing and construction. Purchases made in the grants and government restricted fund must also comply with the Missouri Department of Higher Education and Workforce Development Maintenance and Repair Guidelines. Funds in this account are subject to state guidelines for use of state maintenance and repair appropriations and approval by the Board of Trustees.

The Board of Trustees ~~grants~~ approval to address an emergency situation immediately ~~is granted by the Board of Trustees~~ under this Policy. An emergency for this purpose is defined as:

1. A condition such that life or safety is threatened.
2. A condition that affects the structural integrity of a building.
3. A condition causing mechanical or electrical system failure and severely affecting the working environment.

The President is authorized to address any such situation as quickly as possible and report to the Board of Trustees the condition and its corrected status at the earliest possible meeting time.

4.12 Auditing Policy Audits (Adopted 12-3-1968; Revised 6-23-2003; xxx2022) (formerly 4.5)

The College financial records will be audited annually by a certified public accountant licensed to practice public accounting in the state of Missouri and with documented experience in federal and state funds auditing. A copy of this audit will be sent to the Department of Higher Education ~~and Workforce Development~~, the Department of Elementary and Secondary Education, the U.S. Department of Education, and other regulatory agencies as required. ~~A copy of the audited Revenues and Expense Statement will be published in local newspapers.~~ ~~A copy of the audit report will be published annually on the College website.~~

4.13 Purchasing ~~Policy~~ (Reaffirmed 12-2-1991; Revised 8-25-2008; ~~xxx2022~~) (formerly 4.6)
The Board of Trustees authorizes the College President to administer the College Purchasing Policy in accordance with state and federal laws. ~~This Policy covers purchases of supplies, equipment, library books and materials, insurance and contracted services.~~

Procedures (Revised 8-25-2008; ~~xxx2022~~)

4.13.1 All purchases shall be made with the objective of securing **goods and services; materials, supplies and equipment** at the lowest possible cost **to the College** consistent with satisfactory standards for quality and service.

4.13.2 ~~Purchasing to make purchases necessary for the operation procedures shall be based upon the level of expenditure.~~ Purchases shall be made in accordance with the expenditure limits listed below. Purchases may not be split for the purpose of reducing the dollar amount to circumvent the College's purchasing requirements.

1. Expenditures up to \$1,000

~~Without competitive bidding,~~ The Chief Financial Officer and designees are empowered to make purchases necessary for the operation of the ~~district~~ College as long as the amount does not exceed \$1,000.

2. Expenditures ~~of more than over~~ \$1,000 up to \$5,000

~~Without competitive bidding,~~ The Chief Financial Officer and designees are empowered to make purchases necessary for the operation of the ~~district~~ College ~~as long as the expenditure~~ without competitive bidding if the expenditure is ~~more than over~~ \$1,000 and up to \$5,000 ~~and as long as the purchase is not made until~~ after obtaining at least three (3) verbal or written price quotations, ~~are considered~~ if obtainable. The three (3) quotations or the reason three (3) quotations were not obtainable will be documented in the purchasing system.

3. Expenditures ~~of more than over~~ \$5,000 up to ~~\$15,000-20,000~~

~~Without competitive bidding,~~ The Chief Financial Officer and designees are empowered to make purchases necessary for the operation of the College without competitive bidding if the expenditure is over \$5,000 and up to \$20,000 after obtaining ~~shall obtain~~ at least three (3) written price quotations, if obtainable.; ~~when purchases are necessary for the operation of the district of more than \$5,000 up to \$15,000.~~ The three (3) quotations or the reason three (3) quotations were not obtainable will be documented in the purchasing system. ~~Further, when deemed necessary by the Chief Financial Officer, advertisement in a newspaper or newspapers of general circulation in the district for quotations shall be made.~~

4. Expenditures exceeding ~~\$1520,000~~ (revised 5-30-2018)

In the event a proposed expenditure exceeds ~~\$1520,000~~, the expenditure shall not be made until competitive bidding has been engaged. Bid specifications shall be prepared by the Chief Financial Officer or designee in consultation

with other appropriate staff as necessary. Bids shall then be advertised ~~in a newspaper or newspapers of general circulation within the district on the ECC website.~~ Bids shall be submitted using the online ~~portal known as ESM Solutions Sourcing Tool~~ **purchasing system**. The College will not accept responses to solicitations posted on the website that are submitted by means other than this online **portal purchasing system**. The College reserves the right to waive minor technical defects in a bid, or reject any or all bids or any part of any bid. Purchases exceeding \$~~15~~**20**,000 must be approved by the Board of Trustees of the College.

5. Expenditures utilizing federal funds *(adopted 5-30-2018; Revised xxx2022)*

All activities paid with federal funds **require will follow federal requirements including but not limited to** a review of vendor eligibility on SAM.gov per 2 CFR 200.212. **The grant manager will check** sub-awardees and contractors for goods and services ~~will be checked~~ on SAM.gov to ensure they have not been debarred or suspended from receiving federal funds (29 CFR 95.13 Debarment and Suspension, also 2 CFR 200.212). The SAM.gov verification form will be downloaded and saved ~~on file~~ **in the purchasing system** as supporting documentation.

4.13.3 Exceptions

Any cooperative contracts established by (1) the state of Missouri, (2) other public agency or entity governed by the laws of the state of Missouri, or (3) any higher education or public entity compact or consortium may be used by the College in lieu of competitive bidding for the purchase of item equipment, supplies, sundries, non-realty leases, maintenance, and periodic service agreements. Purchases which are not adapted to competitive bidding, such as (1) sole source purchases, or (2) the procurement of professional services or skill wherein the professional credentials or ability are of primary importance are considered exceptions to the requirement for competitive bidding. The Chief Financial Officer may waive competitive bidding when the purchase will result in direct and immediate savings to the College. Sole source purchases will have supporting documentation from **the** originator.

~~4.6.4 Insurance~~

~~All insurance will be purchased utilizing the normal bid procedures unless it is a part of a cooperative agreement. Insurance coverages will be reviewed annually.~~

4.13.4 Preference to Local Products and Firms

In making purchases, preference may be given to all commodities manufactured, mined, produced, or grown within the district and to all firms, corporations, or individuals doing business within the district, when quality is equal or better and delivered price is the same or less.

4.13.5 Preference to Missouri Products and Firms

In making purchases, preference shall be given to all commodities manufactured, mined, produced, or grown within the state of Missouri and to all firms,

corporations, or individuals doing business as Missouri firms, corporations, or individuals, when quality is equal or better and delivered price is the same or less.

~~4.6.5 Preference to Local Products and Firms~~

~~In making purchases, preference may be given to all commodities manufactured, mined, produced, or grown within the district and to all firms, corporations, or individuals doing business within the district, when quality is equal or better and delivered price is the same or less. (moved above)~~

4.13.6 Preference to Service-Disabled Missouri Veterans and Firms (Adopted xxx2022)

In making purchases, preference shall be given to service-disabled veteran businesses as described in, and in compliance, with RSMo 34.074.

4.13.7 The purchase of all merchandise, products, and services for College purposes must be done through the Chief Financial Officer. The Chief Financial Officer will coordinate purchasing within the framework of the statutes of Missouri, policies and procedures of the Board of Trustees, and regulations promulgated by the Chief Financial Officer.

4.13.8 All purchases must be authorized ~~in advance by a requisition and/or purchase order signed~~ by an appropriate College official.

~~These purchasing procedures cover the procurement of equipment and supplies and commitments of funds for rentals and service agreements. Such commitments must be covered by purchase orders.~~

4.13.9 Vendors, Suppliers, Contractors, and Subcontractors (adopted 12-13-2018)

East Central College makes every reasonable opportunity for minority/women/~~disabled~~ persons **disadvantaged business enterprises**, and labor surplus area firms (M/W/DBE/LSAF) to participate in the College's contracts as vendors, suppliers, contractors, and subcontractors performing work and/or services for East Central College. Therefore, contractors are encouraged to actively locate and include M/W/DBE/LSAF in their procurement efforts and to increase the amount of business done with these enterprises.

4.14 Inventory Control Policy (Adopted 12-3-1968; Revised 4-7-2003; xxx2022) (formerly 4.16)

An **perpetual** inventory of fixed assets and related depreciation schedules shall be established and maintained at the direction of the Chief Financial Officer. Such inventory shall provide that assets valued at \$5,000 or more be listed in a fixed asset group of accounts. All such fixed assets, as well as all items with values less than \$5,000 but requiring inventory controls by federal and state agencies such as the Department of Elementary and Secondary Education, will be tagged with numbered identifying labels in order to provide security and maintenance of the assets.

4.15 Surplus Property Policy (Adopted 5-1-1990; Reaffirmed 12-2-1991, 8-28-2003) (formerly 4.20)

The President of the College or **his/her** designee is authorized to act on behalf of the College in the acquisition or disposal of surplus property.

Procedures

4.15.1 Surplus Property Acquisition ~~Procedures~~ (Revised xxx2022)

The College or its agents as designated by the President may acquire federal surplus property through the Missouri State Agency for Surplus Property under authority of the Federal Property and Administration Services Act of 1949. College employees desiring to purchase federal surplus property for College use must ~~follow the College's purchasing guidelines.~~

- ~~1. Obtain written authorization from the President including the dollar limit of items to be purchased.~~
- ~~2. Complete a purchase requisition form and obtain the appropriate signatures.~~
- ~~3. Obtain a purchase order from the Purchasing Agent.~~

4.15.2 Surplus Property Disposal ~~Procedures~~ (Revised xxx2022)

Property may be ~~nominated~~ identified as surplus by a unit supervisor, ~~division chair~~ dean, or faculty of the department housing such property. The Director of Facilities and Grounds or ~~his/her~~ designee will then be responsible for formally deeming property surplus and for the appropriate disposal of the property.

1. Accounting for Disposals:

The person requesting disposal of surplus property must complete an equipment disposal form for each item and secure appropriate approvals.

Disposals shall be made in accordance with state, federal, and local laws and regulations. In addition, items purchased using external funding sources will be disposed of following the guidelines set forth by the funding entity.

2. Methods of Disposal:

- a. **Direct Transfer** - The department or unit housing such property may make a direct transfer to another department within the College having a need for such equipment or property, with notice to the Director of Facilities and Grounds or ~~his/her~~ designee. ~~Any items purchased with Perkins, vocational enhancement or RTEC funds may be transferred only to another vocationally funded program within five years of purchase, with permission of the vice president in charge of occupational technical programs and with notice to the Director of Facilities and Grounds.~~
- b. **Sale** - Items with resale value, as determined by the Director of Facilities and Grounds or ~~his/her~~ designee, shall be sold by ~~sealed bid or~~ public auction (online or in person) or, if applicable, as otherwise required by state law. Such sales shall be made as required by state law, or if no state law applies, shall be made to the highest responsible bidder and shall be in conformance with all College purchasing policies and procedures.

- (1) ~~Terms of sale:~~ - Property shall be sold "as is and where is" and without any warranty whatsoever.
- (2) ~~Costs:~~ - All costs, including transportation and fees, in connection with the act of the sale and all other related costs and fees shall be borne exclusively by the purchaser.
- c. **Local Disposal** - Surplus or obsolete items determined by the Director of Facilities and Grounds or his/her designee to have little or no transfer or sale value may be ~~locally~~ disposed of ~~locally~~. Items requiring special handling shall be disposed of in accordance with all local, state, and federal laws and regulations.
- d. **Trade In** - The Director of Facilities and Grounds ~~or designee~~ may take advantage of opportunities to trade in surplus property on the purchase of like items if it is monetarily advantageous to the College.
- e. **Donation** - The ~~President of the College or his/her~~ ~~Director of Facilities and Grounds~~ ~~or designee~~ is authorized to distribute surplus property to other in-district public educational institutions as provided by state statute and regulation.

4.16 Bank Credit Cards Policy *(Adopted 5-1-1990; Revised 6-23-2003; xxx2022)* *(formerly 4.22)*
 The Board of Trustees approves the issuance of a ~~bank~~ credit card to the President of the College. The President ~~or designee~~ is empowered to authorize ~~the bank to issue the~~ ~~issuance of~~ credit cards to other designated officers and employees. Payment of ~~any or~~ all College credit card bills requires supporting documentation, normally purchase receipts, and the signature approval of the cardholder indicating verification of charges as accurate. Credit cards are to be used solely for College purposes. Personal purchases are prohibited.

4.17 Expense Reimbursement & Travel *(Reaffirmed 12-2-1991; Revised 11-3-2003)* *(formerly 4.18)*
 The Board of Trustees delegates to the College President the establishment of procedures which regulate the reimbursement of expenses incurred while members of the Board of Trustees or College employees are on College business.

Procedures *(Revised 4-6-2006; Revised 4-7-2015; Revised 10-8-2019; xxx2022)*

4.17.1 The intent of these procedures is to fairly compensate College employees for travel and out of pocket expenses. Employees should never profit from the procedures. Employees are obligated to minimize expenses whenever possible.

4.17.2 Requests for reimbursement of expenses must be submitted on the appropriate Expense Claim and Travel Reporting Form within 30 days of the expense or they will not be reimbursed. Exceptions must be approved in writing by the employee's administrator with appropriate justification provided. **All employee reimbursements are subject to IRS regulations.**

4.17.3 Transportation, lodging, and meeting/conference registration charges should be pre-paid using a college credit card whenever possible.

4.17.4 All trip expenses, whether prepaid or reimbursed, must be reported on the appropriate Expense Claim and Travel Reporting Form. Forms and instructions may be found on the College website.

4.17.5 Mileage (*Revised 4-7-2015; Revised 10-8-2019; Revised 5-14-2020; xxx2022*)

Mileage expenses for travel subject to reimbursement shall be reimbursed at a per mile rate established by the Internal Revenue Service.

1. Human Resources together with the employee's administrator will determine a single, regularly assigned place of employment for each employee upon acceptance or change in position with the College and/or update to this policy. Mileage expense for traveling ~~to and from the~~ **between the** employee's residence ~~to and~~ **and** the employee's regularly assigned place of employment shall not be reimbursed.
2. Travel between College-owned sites and/or off-site locations is required by some positions. If a travel allowance is not written into an employee's contract for this purpose, the employee is eligible for mileage expense reimbursement for such travel on a per event basis.
3. An employee traveling for College business from their residence to a site other than the employee's regularly assigned place of employment is eligible for mileage expense reimbursement. Mileage will be calculated from the employee's regularly assigned place of employment or the employee's residence, whichever is less.
4. A reimbursable mileage guideline, which delineates standard mileage from the College to sites commonly traveled to, will be generated by the Office of Finance and Administration. Mileage to sites not on the guide will be based on mileage provided via ~~Map Quest or other~~ **a** web mapping service and documented with a printout of the web page.
5. Employees should use the most efficient and economical mode of transportation and are encouraged to utilize a rental car when feasible. The College has established a corporate rate and direct billing arrangement with Enterprise for rental cars. Employees regularly traveling between the Union and Rolla campuses may use a rental car if it is convenient.

4.17.6 Transportation Expenses other than Mileage (*Revised xxx2022*)

Other transportation expenses, including but not limited to, railroad fares, air fares, ~~taxicabs-taxis,~~ **rideshare services**, baggage transfers, tolls, and parking fees shall be reimbursed in full provided such expenses are necessary and reasonable and supported by appropriate receipts.

4.17.7 Lodging *(Revised 4-7-2015; Revised 10-8-2019)*

Lodging expenses shall be reimbursed in full provided such expenses are necessary and reasonable and supported by appropriate receipts. For lodging in Missouri, employees should provide the hotel/motel with the ECC tax exemption letter. The College does not reimburse for Missouri sales tax.

The College will pay in-state hotel/motel expenses if travel is required on consecutive days to a location 80 miles or more from the college or the employee's home, whichever is closer. Supervisors may approve exceptions by attaching a stay/drive comparison to the Expense Claim and Travel Reporting Form.

4.17.8 Conference Expenses *(Adopted 10-8-2019; Revised 5-14-2020)*

Conference agenda and itemized expenses (meals, lodging, etc.) should be attached to the Expense Claim and Travel Reporting Form. Transportation to/from conferences will be reimbursed at the cost of the least expensive mode (airfare, mileage, rental car). Any exceptions shall be approved by the President or appropriate Vice President. An employee opting to extend their stay prior to or following a conference will be required to reimburse the college for rental car charges for any additional days or may choose to drive a personal vehicle and receive reimbursement at the comparable rental car cost.

4.17.9 Meals *(Revised 4-7-2015; Revised 10-8-2019; xxx2022)*

The College will reimburse actual meal expenses for approved activities, with itemized receipts, as follows:

Single-Day Trips – For single-day trips for meetings outside of the district/service region, reimbursement for actual meal expenses will be provided in the same manner used for the first day of travel on an overnight trip. If a meal is provided as part of the meeting, no reimbursement will be provided.

Overnight Trips – For trips requiring overnight travel, reimbursement **will be provided** for actual meal expenses **(including gratuities)** up to **\$48 per day the current U.S. General Services Administration (GSA) rates** (<https://www.gsa.gov/travel-resources>) with itemized receipts. On the first day of travel, meals will be reimbursed with itemized receipts ~~as follows: up to \$10~~ for breakfast if travel commences before 8 a.m., ~~up to \$14~~ for lunch if travel commences before 11 a.m., and ~~up to \$24~~ for dinner if travel commences by 5 p.m. On the last day of travel, meals will be reimbursed with itemized receipts ~~as follows: up to \$10~~ for breakfast if travel ends after 8 a.m., ~~up to \$14~~ for lunch if travel ends after 12:30 p.m., ~~up to \$24~~ **and** for dinner if travel ends after 6:30 p.m.

In cases where a meal or meals are provided as part of the conference or registration cost, the maximum daily reimbursement will be reduced ~~as follows~~

~~for the meals provided: breakfast, \$10, lunch, \$14, dinner, \$24.~~ by the current U.S. GSA rates for each meal included in the registration cost.

Business Meals – Expenses for meals with a business purpose will be reimbursed in full if authorized **in advance** by the employee’s **dean or** administrator. These expenses must be supported with the names and positions of the employees and guests involved and a description of the purpose of the meeting.

Required Meetings – When a College employee is required to attend a function where a meal must be purchased, the meal expense shall be reimbursed in full.

Alcohol – In no case will costs of alcoholic beverages or other personal expenses be reimbursed.

Excess Expenses – If expenses in excess of the limitations stated above are charged to the employee’s College-issued credit card, reimbursement must be made to the College within 30 days for the amount exceeding the stated limit. The employee’s supervisor will notify the employee of excess expenses and will note amount to be reimbursed by employee on the Expense Claim and Travel Reporting Form prior to approving and submitting the expenses to the Business Office. A check reimbursing the College for excess charges will be attached to the form when submitted; if no check is attached to the form, the excess charges will be deducted from the reimbursement due to the employee or from the employee’s next paycheck.

4.17.10 Gratuities *(Adopted 10-8-2019; revised xxx2022)*

The recommended tipping guidelines are as follows:

Restaurants Meals	15-20%
Taxi/Rideshare	10%
Airport Shuttle	\$1 per bag

If an employee desires to tip above the recommended guidelines, the additional amount will not be reimbursable from the College.

4.17.11 Cash Advances *(Revised 4-7-2015)*

Employees who do not have access to College credit cards may obtain a cash advance for travel, up to a maximum of \$100 per day, by submitting a request for travel approval form. Failure to submit the required Expense Claim and Travel Reimbursement Form within 30 days of travel completion will ~~be cause to deduct~~ **result in deduction of** the full cash advance amount from the employee's paycheck.

4.17.12 Prospective Employees *(Revised 6-19-2014; Revised 4-7-2015)*

With the approval of the College President or ~~his/her~~ designee, applicants selected for interviews may be reimbursed for expenses not to exceed the established amount when traveling 100 miles or more one way for the interview. Allowable

expenses will include lodging and transportation (i.e., air travel, rental car, fuel) or as designated by the College.

4.17.13 Relocation Within the College District *(Revised 6-18-2014; Revised 4-7-2015; Revised 10-8-2019; xxx2022)*

Relocation expense reimbursements for moving into the East Central College District will be allowed for the President and Vice Presidents. The reimbursement is considered an incentive for College administrators to reside in the District. Relocation reimbursement for moving into the East Central College Service Region may be allowed.

The employee will be eligible for reimbursement only once **if and** the move **falls must fall** within the first year of employment. The College President may approve an extension of up to one **(1)** year based upon extenuating circumstances.

The College will follow IRS requirements with regards to reporting taxable income.

The President will approve the reimbursement of relocation expenses up to \$2,000 for Vice Presidents. The Board of Trustees will approve the reimbursement of relocation expenses for the College President as negotiated in the contract. Relocation reimbursement for other positions and/or moving to a residence located in the Service Region or outside of the **Taxing** District will require recommendation by the College President and approval of the Board of Trustees.

Reimbursable expenses include:

1. Rental transportation and packing of household goods and personal effects.
2. Travel of spouse and dependent(s) living in the immediate household; allowable for one **(1)** trip by the employee and one **(1)** trip per household member. Family members do not have to travel together but the family members' relocation must be within the year of the move of the employee.
3. Lodging for one **(1)** night stay at old location, one **(1)** night stay at new location, and lodging while traveling ~~en-route~~ **enroute** to new location.
4. Moving of personal autos.

Non-reimbursable expenses include:

1. Meals, food, and/or beverages
2. Relocation of nondependent(s)

Reimbursement requests are to be submitted within 30 days of the completed move. A signed expense reimbursement form, along with original receipts and/or other supporting documentation for the expenses, should be submitted to Human Resources.

4.18 Electronic Signatures *(Adopted xxx2022)*

East Central College is committed to a secure digital environment in which the College is compliant with federal, state, and local laws and policies. To increase the efficiency and effectiveness of College operations that require signatures, the College may accept electronic signatures.

Procedures *(Adopted xxx2022)*

4.18.1 Acceptable Forms of Electronic Signature

The College will accept the following forms of electronic signature to conduct business:

1. A handwritten signature on a scanned or otherwise digitally captured document from a verifiable source.
2. A graphic image of a signature placed on a document (scanned or electronically generated) using secure software that verifies the identity of the signature user.
3. Marks, initials, checkboxes, or any similar attestation provided through an online form or Workflow that (a) is accessible only after authenticating into a secure online environment owned or managed by the College and (b) is tied to the signer's specific network credentials, including an e-mail from an employee's official College e-mail address.
4. In the case of a student's consent for disclosure of their education records and/or consent to participate in an educational/college-based opportunity, an e-mail from the student's official College e-mail address, consent provided through a College-owned or managed portal, or any paper or online form that complies with the above criteria.

4.18.2 Unacceptable Forms of Electronic Signature

The College will not accept the following forms of electronic signature for internal documents or documents required by a College process:

1. A graphic image of a signature placed on a document without a separate verifiable intent to sign. For example, an e-mail from a non-official East Central College e-mail address along with the signed document. An e-mail that does not come from an official East Central College e-mail address would not be considered verifiable intent.
2. A typewritten name that has not been verified by secure software's signature verification.
3. In the case of a student's consent for disclosure of their education records and/or consent to participate in an educational/college-based opportunity, an e-mail from an e-mail address other than the student's official East Central College e-mail address, text message communication from any

phone number, social media communication, or any other unauthenticated communication.

4.18.3 Use of Third-Party Software System for Electronic Signatures

If the College uses a third-party software system to electronically sign documents, the College shall ensure that backup copies of the electronically signed documents are maintained by the College on storage devices under the College's control.

4.19 College Liability Insurance *(Adopted 8-25-2008; Revised xxx2022)* *(formerly 4.12)*

The College will maintain coverage against liability of the College and its employees as allowed by law **and in a manner meant to maintain sovereign and official immunities provided by state law to the College and its employees**. Such coverage may be maintained through insurance or participation in the state public entity risk management fund. To the extent of the covered risks and coverage limits, the College will defend and indemnify employees against liability for acts and omissions within the course and scope of their duties. The College will not defend or indemnify employees against their criminal or intentional wrongful acts or any liability for any acts or omissions that occur outside the course and scope of their duties. The College reserves the right, in circumstances which the Board of Trustees deems appropriate, and following a majority vote of the whole thereof, to determine whether to defend and/or indemnify an employee in a proceeding brought against the employee alleging a loss not within the covered risks, resulting from an employee's act or omission that occurs within the course and scope of the employee's duties.

4.20 Product Endorsement *(Adopted 8-25-2008)* *(formerly 4.26)*

Any entity other than the College may not use the College's name, logo, or trademark in any printed material or other media for endorsement of its products or company. Exceptions must be authorized by the Board of Trustees.

4.21 Selection of Architectural/Engineering and/or Land Surveying Services *(Adopted 8-25-2008; Revised xxx2022)* *(formerly 4.7)*

The Board of Trustees may select qualified firm(s) and **authorizes the College President or designee to** negotiate contract(s) for architectural, engineering, and land surveying services for the various building projects undertaken by the College.

Procedures

4.21.1 In selecting such firm(s), the following criteria will be considered:

1. Training, specialized experience, and technical competence, including that of partners and associates, demonstrated either with the College or elsewhere with respect to the type of services desired.
2. Planning ability, efficiency, and promptness of the firm(s), including the capacity and capability of the firm(s) to perform the tasks requested, as well as

any specialized services, within the time limitations established for the completion of the project.

3. Proposed price for the services requested (i.e., a fee schedule).
4. Past record of performance of the firm(s) with respect to control of costs, quality of work, design, appearance, utility, and the ability to meet time schedules.
5. Proximity to and familiarity with the geographical area in which the project shall be located.

When considering the need for architectural, engineering, and/or land surveying services, the Board or designee shall prepare a written description of the services desired by the College. Interested firms may be requested to submit information in accordance with the above criteria.

College officials shall review the materials submitted and shall attempt to negotiate acceptable terms with any or all of the firms that are submitting materials. ~~The after the~~ Board ~~of Trustees shall has~~ selected the firm(s) considered best qualified for the project(s).

4.22 Construction Contracts Bidding and Awards *(Adopted 8-25-2008; Revised xxx2022) (formerly 4.8)*

All facilities construction projects that exceed an expenditure of ~~\$15,000~~ \$50,000 shall be advertised and competitive bids solicited, ~~according to state law per RSMO Section 177.086.~~ ~~In order~~ To protect the College, each bidder may be required to submit with ~~his or her~~ their bid a bidder's bond in an amount determined by the estimated cost of the project.

Procedures *(Updated Revised 5-15-2019; xxx2022)*

- 4.22.1** The construction contract shall be awarded to the lowest responsible bidder whose bid is in accordance with the approved plans and specifications and who has provided the required security. However, the Board reserves the right to waive minor technical defects in a bid, or reject any or all bids, or any part of any bid. No bid for the construction, alteration, or repair of any building shall be accepted if it does not conform to the plans and specifications for the project.
- 4.22.2** If the project is considered a public works project estimated to exceed ~~\$75,000~~ \$50,000, the contractor will be required to furnish ~~payment and~~ a performance bond in accordance with law. No contractor shall be required to submit a bond from a particular insurance or surety company. Lien waivers shall be provided by the contractor and his or her subcontractors and suppliers.
- 4.22.3** ~~When an architectural/engineering firm is utilized,~~ all pay requests by the contractor shall be approved by the architect prior to payment.
- 4.22.4** Bid specifications and/or contracts for all public works ~~in excess of \$75,000~~ shall include the required provisions concerning prevailing wages pursuant to the rules

of the Division of Labor Standards of the Missouri Department of Labor and Industrial Relations and will comply with state law.

4.23 Change Orders During Construction *(Adopted 8-25-2008)* *(formerly 4.10)*

A change order is a written order to the contractor signed by the owner and the architect, issued after execution of the contract, authorizing a change in the work or an adjustment in the contract sum or the contract time. Although the general philosophy of the College is to discourage contract adjustments during a project, change orders may result from the following:

1. Changes in the quality or scope of the project,
2. Changes resulting from **an** unforeseen condition, and
3. Changes due to errors or omissions by the architect or contractor.

Additional costs incurred for time or materials, when unit costs or rates for time or materials are included in the terms of the contract, are not considered change orders for purposes of this Policy.

Procedures *(Revised xxx2022)*

4.23.1 Change orders may be signed by the President of the College only under the following circumstances:

1. The College President, after discussions with representatives of the project monitoring team, may sign any change order authorizing a change in the work, provided that the contract sum is not increased by more than \$~~15~~-20,000 and that contingency funds are available for said change.
2. A proposed change order shall be submitted to the Board of Trustees for approval when the proposed increase in the contract sum exceeds \$~~15~~-20,000, or when the contingency funds are insufficient to cover the proposed increase. If approved, the College President or designee is authorized to immediately sign the change order.
3. In an emergency, such as where there is a threat to life or property, the College President is authorized to immediately sign any change order. In such case, the College President should advise the Board of the circumstances necessitating the change order as soon as practicable.

4.23.2 In processing change order requests, the College President shall attempt to identify situations where a proposed change order may have been caused by an error or omission of the architect or contractor. In appropriate cases, the College shall endeavor to recover the cost of the change from the responsible party.

4.24 Construction Manager Option *(Adopted 8-25-2008)* *(formerly 4.9)*

In the event that the College chooses to use the services of a construction manager instead of a general contractor, the College shall select a construction manager and negotiate with that construction manager to obtain a contract that is fair and reasonable.

Procedures *(Revised xxx2022)*

4.24.1 Under this Policy, the term "project" shall mean the erection or construction of a building or structure or the improvement, alteration, or repair of a building or structure. The term "construction manager" includes consulting, advising, assisting, and making recommendations on all aspects of preconstruction planning, design, bidding, and contract award and providing general observation, coordination, and direction of the work and processing of payment requests and change orders during construction.

4.24.2 To select a construction manager, the College shall advertise and solicit proposals from qualified construction managers in the following manner:

1. If the total cost for the project exceeds five hundred thousand dollars (\$500,000), the solicitation shall be advertised for a period of ten (10) days in one (1) newspaper of general circulation in the county.
2. If the total cost of the project exceeds one million five hundred thousand dollars (\$1,500,000), the solicitation shall be advertised for ten (10) days in two (2) daily newspapers in Missouri which have not less than fifty thousand (50,000) daily circulation in addition to the advertisement required by number 1 above.
3. If the total cost of the project is five hundred thousand dollars (\$500,000) or less, the solicitation need not be advertised.
4. Solicitations shall require the bidders to submit the following information:
 - a. Fees for overhead and profit.
 - b. Reimbursable costs for reimbursable items.
 - c. Qualifications.
5. **Bidders shall also submit the following information to demonstrate** ~~ion of~~ **ability to perform projects comparable in design, scope, and complexity.**
 - a. Demonstration of good faith efforts to achieve compliance with federal, state, and local affirmative action requirements.
 - b. References from owners for whom construction management services have been performed.
 - c. Financial strength.
 - d. Qualifications of in-house personnel who will manage the project.
 - e. Demonstration of successful management systems which have been employed for the purposes of estimating, scheduling, and cost controls.

4.24.3 If the College selects a construction manager ~~on the basis of the above factors,~~ ~~then~~ contractual negotiations may be conducted with that construction manager and a contract may be executed between the Board of Trustees and ~~that the~~ construction manager. If the College cannot reach an agreement upon the terms of

a construction management services contract through negotiations with the selected construction manager, then the College ~~will~~ **may** attempt to select another construction manager and negotiate a contract with that construction manager. The College will continue to follow the procedures outlined in this Policy until a contract has been executed between the Board of Trustees and a construction manager **or the College decides not to use a construction manager.**

4.24.4 ~~Furthermore,~~ The Board of Trustees shall not award a contract to any construction manager (or a firm that controls, is controlled by, or shares common ownership or control with the construction manager); if such construction manager:

- a. Guarantees, warrants, or otherwise assumes financial responsibility for the work of others on the project.
- b. Provides the ~~District~~ **College** with a guaranteed maximum price for the work of others on the project.
- c. Furnishes or guarantees a performance or payment bond for other contractors on the project.

~~Under this Policy, the term "project" shall mean the erection or construction of a building or structure or the improvement, alteration or repair of a building or structure. The term "construction manager" includes consulting, advising, assisting and making recommendations on any and all aspects of preconstruction planning, design, bidding, and contract award and providing general observation, coordination and direction of the work and processing of payment requests and change orders during construction.—(moved to 4.24.1)~~

4.24.5 This Policy shall not apply should the College choose to contract with an individual or firm solely for the purpose of serving as a liaison with a general contractor.

4.25 Use of College Employees in Lieu of Contractors *(Approved 8-25-2008)* *(formerly 4.11)*
The College may use its employees to alter, maintain, and repair buildings, equipment, or grounds without the letting of contracts.

4.26 Naming of East Central College Facilities *(Adopted 10-5-2009)* *(formerly 4.27)*
The Board of Trustees has the exclusive authority to name the facilities and property of East Central College, including but not limited to College buildings, portions of buildings, streets, athletic facilities, and other physical features. To be adopted, a majority of the whole Board (four votes) must approve the proposed name.

Procedures *(Adopted 10-5-2009; Revised xxx2022)*

4.26.1 The Board of Trustees may consider naming honors for an individual who, through exemplary personal, professional, or civic endeavors, has had a significant, lasting, and measurable impact on the College, local region, state, nation, or the world. Years of dedicated service to the institution as an employee in and of itself shall not be considered sufficient justification for naming. At least

one year must elapse before an individual formerly employed by or associated with East Central College may be nominated for naming honors.

- 4.26.2** The Board of Trustees may also consider naming honors for individuals, families, partnerships, corporations, foundations, or organizations who make a substantial monetary gift to the College or the East Central College Foundation. In the case of a pledged gift, naming will take place only when the financial pledge has been fulfilled. Amounts for naming opportunities will be set and adjusted periodically by the East Central College Board of Trustees.
- 4.26.3** Naming proposals must be prepared confidentially to protect the privacy of the nominee and ~~his or her~~ **their** family while the proposal is under consideration. Proposals must be presented in writing to the College president and must include supporting justification. The credentials, character, and reputation of each individual, organization or corporation for whom a naming is being considered will be carefully scrutinized and evaluated. No naming will be approved or continued that will call into serious question the public respect of the College.
- 4.26.4** When a building or significant area has been named, the College will continue to use the name so long as the building or area remains in use and serves its original function. When the use has changed such as it must be demolished, substantially renovated, or rebuilt, the College may discontinue use of the name. **Facilities or areas named as a part of a fund-raising campaign will continue to use the name for the timeframe approved by the Board of Trustees.**

4.27 Monuments and Memorials *(Adopted 2-7-2022)* *(formerly 4.50)*

The College may erect or display (or cause to be erected or displayed) monuments or memorials on College property. Any monument or memorial shall be approved by the Board of Trustees. Monuments or memorials erected on College property shall serve to educate students and/or the general public, honor an individual(s) for service to the College or community, or give meaning to events that have shaped the College or community. Monuments or memorials shall be relevant to the vision, mission, and/or values of the College or to the history of the region served by the College.

Procedures *(Adopted 2-7-2022)*

- 4.27.1** Requests to establish or erect a monument or memorial shall be presented in writing to the President of the College. The President shall consider the request within the parameters of this Policy and decide whether to recommend approval to the Board of Trustees.
- 4.27.2** The Board of Trustees has final approval authority; a majority of the whole Board being required to approve a monument or memorial.
- 4.27.3** Approval by the Board of Trustees shall include designation of the location of the monument or memorial and the party responsible for funding, installing, and/or maintaining the monument or memorial.

- 4.27.4** Monuments or memorials donated to the College shall become the property of the College, with all rights previously possessed by the donor being relinquished.
- 4.27.5** If the Board of Trustees authorizes an external party to erect, construct, install, or otherwise display a permanent monument or memorial, said work shall be performed at the direction of the College President or designee. The College has the right to review and approve any and all specifications (including but not necessarily limited to design, text, materials, weight, size of object, and location) of the monument or memorial. Monuments or memorials shall be safe from hazards such as sharp projecting elements, loose parts, or other public hazards.
- 4.27.6** The College shall retain full editorial control over any and all text displayed on a monument or memorial and/or any associated signs, markers, publications, social media, or advertisements.
- 4.27.7** The Board of Trustees, in its sole discretion, retains authority to remove a monument or memorial at any time.
- 4.27.8** Any monument or memorial displayed in tribute to an individual(s) shall not be approved until the individual(s) has been deceased for a minimum of ten (10) years. This restriction does not apply to the naming of facilities in accordance with Policy 4.26 Naming of East Central College Facilities.
- 4.27.9** This Policy shall apply to permanent monuments or memorials located on College property and not the use of College property or facilities for expressive activities as provided in Policy 4.33 Expressive Activities.

4.28 Security and Access to College Facilities *(Adopted 8-25-2008) (formerly 4.38)*
 The College, in considering security and access to College facilities, has attempted to balance the need for convenience and accessibility with that of adequate security. To that end, most College facilities should generally be accessible to all students, employees, and visitors during normal business hours. After normal business hours, access to College facilities may be restricted to students, employees, and selected visitors, each of whom may be required to display proper identification upon request.

4.29 Keys Policy Employee Access to College Facilities *(Adopted 11-2-1987; Revised 6-23-2003; xxx2022) (formerly 4.30)*
~~Keys to provide~~ Access to College ~~property~~ buildings will be ~~issued~~ provided to employees subject to established procedures.

Procedures *(Revised xxx2022)*

- 4.29.1** ~~Keys for~~ Access to College ~~property~~ buildings will be ~~issued~~ provided and appropriate records regarding ~~such issuance maintained by the Director of Facilities and the level of access for each employee~~ will be governed by the following guidelines:

1. ~~Full-time contractual~~ College employees may ~~request~~ receive access to appropriate buildings and interior doors ~~keys in order to have access to their office and/or work areas.~~
- b. ~~Other College personnel may, with supervisory approval, request keys to have access to the work assignment area.~~
- c. ~~All requests for keys must be made on an approved form which requires agreement that the key(s) shall not be loaned, duplicated or issued to another individual at any time.~~
2. ~~Keys~~ In general, building/interior door access will not be issued granted to students, and employees are not to ~~loan keys assigned to them to share access with~~ students.
3. All keys/~~electronic door access devices~~ must be ~~returned to the office where received upon resignation and prior to the payment of last salary check.~~ collected by the employee's supervisor or designee on the last day the employee is on campus. Human Resources will ensure the employee's electronic access is deactivated. ~~In the case of part-time personnel, keys should be returned prior to the last salary payment unless the individual is under contract for the next session or semester~~
4. ~~Failure to use keys in accordance with requirements stated herein~~ Misuse of keys/~~electronic access~~ may result in the loss of key privileges as well as appropriate disciplinary procedures.

4.30 Tobacco-Free Campus Policy (Adopted 12-5-2011; Revised xxx2022) (formerly 4.31)
 Effective January 1, 2013, East Central College ~~will become~~ is a tobacco-free campus. Usage of all tobacco products ~~will be~~ is prohibited on all properties owned or leased by the College including facilities, buildings, parking lots, athletic fields, and common areas. The term "tobacco products" shall also include ~~eCigarettes, and hookah,~~ electronic nicotine delivery systems and ~~such~~ other smoking-related substances and products as the College chooses to prohibit. This Policy applies to all faculty, staff, students, employees, contractors, vendors, performers, and visitors. ECC is committed to providing its students, employees, and visitors with a safe and healthy environment.

4.31 Use of Alcoholic Beverages on College Property (Adopted 12/8/2014) (formerly 4.42)
 The possession, use, or distribution of alcoholic beverages on property owned or leased by the College is strictly prohibited unless approved by the College President for unique and special events, or in support of a program of study. Approval must be granted by the President in advance for each event at which alcohol will be served, or for each program of study in which alcohol will be used or served. The College President shall only approve the use or serving of alcohol at events sponsored by the College, East Central College Foundation, or in conjunction with the College's related programs of study.

Procedures (Revised xxx2022)

4.31.1 Definitions:

For purposes of this Policy, the following definitions apply:

Program of Study - An academic program leading to a degree or certificate.

Event - Any activity that is not solely related to instruction in an approved program of study; and/or which includes participants other than students enrolled in, and faculty associated with, the program of study. Events may include; but are not limited to; receptions, meetings, or non-credit courses.

College Property - Buildings or grounds owned or leased by the College.

Procedures:

- 4.31.2** The College observes and enforces all applicable laws and regulations governing the sale, purchase, distribution, consumption, and possession of alcoholic beverages, and expects that all members of its community adhere to these laws and regulations both on and off campus.
- 4.31.3** The College complies with the requirements of the Drug Free Schools and Communities Act Amendments of 1989 (20 U.S.C. § 1011i), and the Drug Free Workplace Act of 1988 (41 U.S.C. § 8101 et seq.).
- 4.31.4** When alcohol use is approved by the College President, all faculty, staff, students, and visitors are expected to observe and obey the laws of the state of Missouri, including; but not limited to; those which prohibit any person under the age of 21 from purchasing, attempting to purchase, possessing, or from being served any intoxicating beverage, and RSMo.311.325 (4), which pertains to college students enrolled in a culinary course.
- 4.31.5** Violations of applicable law and/or this Policy will be handled in accordance with applicable law enforcement or College disciplinary procedures.
- 4.31.6** The College President may approve the use of alcohol for a program of study upon the recommendation of the Chief Academic Officer. Such approval shall remain in force unless rescinded or modified by the President.
- 4.31.7** Requests to serve alcohol at events on College property must be submitted to the College President for consideration. Requests must include information explaining the purpose of the proposed event, the identity of the entity serving the alcohol, as well as written affirmation that the event will comply with all applicable laws and licensing requirements. An approval request form shall be used for this purpose. A request to serve

alcohol at an event shall be approved by the College President before the use of alcohol is permitted in accordance with this Policy.

4.31.8 The College and/or Foundation, as appropriate, shall acquire and maintain appropriate liability insurance coverage for events and/or programs that involve the use and/or serving of alcohol on College property.

4.31.9 Alcohol used in support of a related program of study shall be stored securely, and the use and/or serving of alcohol shall be supervised by appropriate faculty.

~~4.42.9 Procedures for the use and/or serving of alcohol on College Property shall be reviewed annually.~~

4.31.10 This Policy is designed to serve the educational purposes of related programs of study, and to ensure legal and responsible behavior regarding alcohol use when served on College property.

4.32 Community Use of Facilities Use Policy (Adopted 11-2-1987; Revised 3-4-2002; Revised 5-9-2016; xxx2022) (formerly 4.28)

As a service to the community, East Central College allows community members to utilize College facilities, campus, and resources if such use does not conflict with the College's operations and educational mission. East Central College students, employees, and alumni will receive priority with regard to the use of College facilities and resources. Community members may apply for use of College facilities and resources as described in this Policy, and, when applicable, consistent with the College's Expressive Activities policy (BP4.33) for use of outdoor spaces. All College facilities and grounds are tobacco free.

Procedures (Revised 4-6-2006)

4.32.1 Granting of Use (Revised 5-9-2016; xxx2022)

The President, or designee, is authorized and empowered to grant the use of College facilities or resources provided such use is congruent with the educational mission of the College, temporary in nature, and does not interfere with, negatively affect, or disrupt the operations of the College. Use of College property or facilities may be granted only for uses allowed by law or state regulations. Uses of other than a temporary nature must be approved by the Board of Trustees. Individuals wishing to engage in expressive activities, as defined in Policy 4.33, in the College's outdoor spaces may do so without first seeking the permission of the College. ~~Such use of outdoor spaces is governed by Policy 4.43 Expressive Activities.~~

4.32.2 Library Use (Revised xxx2022)

Residents of the East Central College district who are 18 years of age and older may ~~sign up~~ apply for a community patron card. ~~member library privileges. In~~

~~addition, some high school districts have formal agreements allowing their students to utilize the College library. A valid Missouri state ID is required to complete the application. Holders of a community patron card may borrow Library materials per Library guidelines and may use Library computers after receiving a login code and password. Community residents using College computer resources are subject to all applicable policies and procedures related to the acceptable use of these resources.~~

~~4.28.3 Computer Resources~~ *(Revised 5-9-2016)*

~~Community residents using College computer resources are subject to all applicable policies and procedures related to the acceptable use of these resources. All community users must abide by the posted hours and rules of operation in any open computer lab.~~

4.32.3 Priority of Use

~~In order~~ To assure appropriate scheduling among groups permitted to use College facilities, the following priorities will serve as guidelines.

1. College scheduled courses, programs, and activities
2. College-related activities, recognized College-sponsored organizations, and those public or private agencies whose purpose(s) relate to the advancement of community college programs and/or sponsored activities
3. Other non-profit organizations or groups
4. For-profit groups

4.32.4 Liability *(Revised 5-9-2016)*

East Central College will hold groups using facilities responsible for ~~any and~~ all damages sustained during, or as a result of, an event.

Liability insurance will be required for use of College facilities. A certificate of insurance shall declare East Central College to be held harmless in the event of bodily injury or property damage and must show ECC as an additional insured to the renter's general liability policy. The College may waive the insurance requirement for one-time meeting requests using a single room. ECC will not be liable for any loss or damage to personal property or personal injury resulting from use of College facilities or grounds by outside organizations.

In the interest of the personal safety of all individuals, all reservations for College facilities are approved on the assumption that the facility will be used for the purpose intended, as normally equipped, and in compliance with all College regulations and all applicable laws.

4.32.5 Scheduling *(Revised 5-9-2016; xx2022)*

~~A Request for Use of Facilities form is available on the College website by clicking the Calendar link and then clicking "Submit Event."~~ Requests for the use of facilities shall be made through the Facilities and Grounds office. Fee

schedules and procedures for use may be obtained from the Facilities and Grounds office. Use of campus grounds for expressive activities is governed by Policy 4.33; all other use of campus grounds will require ~~submission of a Request for Use of Facilities~~ **prior authorization** and the current fee schedule will apply.

Requests for facility use must be submitted no later than two (2) weeks in advance of the event/activity and will be granted on a first come, first served basis. Applications will be ~~granted or denied~~ **acknowledged** within three (3) business days of their submission to allow the College to coordinate multiple uses of limited space; to assure preservation of facilities; to prevent uses that are dangerous, unlawful, or impermissible; and to assure financial accountability for any potential damage caused during any facility use. Fees to be charged for the use of College property or facilities will be based on the latest fee schedule.

The Facilities and Grounds office shall coordinate the need for equipment, maintenance services, etc. with the departments responsible for those items or services.

4.32.6 Food Services *(Revised 5-9-2016)*

Food services are provided on the East Central College campus. While College groups and organizations are given first preference in scheduling food service, external users may also schedule food service. A request must be filed with the Facilities and Grounds office at least ten (10) days prior to the date for the external activity.

4.32.7 College Gymnasium *(Revised 5-9-2016)*

1. **General** - The use of the gymnasium should be supervised at all times by those responsible for the event.
2. **Priorities** - The following priorities for scheduling will be followed:
 - a. College classes
 - b. Athletic teams
 - c. Intramurals
 - d. Non-credit classes
 - e. Other College activities
 - f. Community groups
3. **Regulations for Gymnasium Use** *(Revised xxx2022)*
 - a. No food or beverages in the gym.
 - b. Gym shoes or sock feet only are permitted on the gym floor **unless the floor is covered**. Shoes worn outside, even gym shoes, are damaging to the floor.
 - c. College officials may deny use of the gymnasium to individuals or groups for failure to observe these regulations.

4.32.8 Rental Fees and Charges (*Revised xxx2022*) - A schedule of rental fees and charges for the rental of College property or facilities will be developed and maintained by the Chief Financial Officer. **Waiver of rental fees must be authorized by the College President or designee.**

4.33 Expressive Activities (*Adopted 4/11/16*) (*formerly 4.43*)
East Central College is committed to providing an environment that embraces the principle of freedom of expression for all ~~persons~~ people. The purpose of this Policy is to ensure that an academic environment is created and maintained that allows for open communication, discussion, and exploration of ideas, while also ensuring that there is no unreasonable disruption of the College function, nor any danger to community members, damage to personal or College property, or unconstitutional interference with the rights of others. Accordingly, all non-commercial expressive activity, including all forms of peaceful assembly, protests, speeches, distribution of literature, carrying signs, and circulating petitions (hereinafter “Expressive Activities”), will be subject to the constitutional limitations set forth in the associated procedures.

Procedures (*Adopted 4/11/16; Revised xxx2022*):

~~The following restrictions shall be applicable to non-commercial Expressive Activities conducted in the outdoor areas of East Central College:~~

4.33.1 The following restrictions shall be applicable to non-commercial expressive activities conducted in the outdoor areas of East Central College:

Time

Individuals or organizations may engage in Expressive Activities from 8 a.m. to 8 p.m.

4.43.2 Manner

1. No one may engage in any activity that violates local ordinances, ~~or~~ state, or federal laws.
2. No one may engage in any activity that endangers personal safety and/or that results in damage to personal or College property.
3. No one may display or distribute obscene materials, as defined by local, state, or federal law, or is within the definition of obscenity as set forth in decisions of the United States Supreme Court.
4. No one may engage in any activity that defames any other person.
5. No one may engage in any activity that ~~is~~ **is** meant to incite or produce imminent violations of law under circumstances such that the activity is likely to actually and imminently incite or produce violations of law.
6. No one may engage in any activity that substantially and materially disrupts the functioning of the College, including the disruption of class work (including out of class studying), or the substantial invasion of the rights of others.

7. No one may engage in any activity that disrupts or impedes the flow of traffic (vehicular or pedestrian) on campus; or obstruct access to or from campus buildings or any official College function.
8. No one may attempt or threaten to strike, shove, kick, or otherwise subject a person to unwanted physical contact.
9. No one may follow a person in or about the campus in an effort to cause such person to accept material when such person has rejected the receipt of such material or otherwise clearly indicated a refusal to accept such material.
10. No one may persist in requesting or demanding the attention of any other person during a single encounter after such person has rejected the receipt of such material or otherwise clearly indicated a refusal to accept such material.
11. No one may fail to identify oneself to, or comply with the lawful direction of, a clearly identified College official or any other public official acting in the performance of their duties while on College property; or resist or obstruct such College or other public officials in the performance of or the attempt to perform their lawful duties.

4.33.2 Large Events

In addition to the time, place, and manner restrictions above, the following restrictions apply to non-commercial expressive activities in the outdoor spaces of the College:

For any person or group wanting to hold a rally, protest, parade, or other event involving twenty (20) or more people, this person or group's designee must ~~apply for a permit with~~ request permission through the Facilities Administrative Assistant within three (3) business days of the event. The ~~application request~~ must contain the desired time and location of the event, the approximate number of persons attending, and the approximate duration of the event.

The College President will review the ~~applications requests~~ and grant ~~the permit permission~~ on a first come, first served basis within two (2) business days, to allow for the College to coordinate multiple uses of limited space; assure preservation of the area; prevent uses that are dangerous, unlawful, or impermissible; and to assure financial accountability for any potential damage caused by the event.

4.34 Political Activities *(Adopted 1-6-1997; Revised 8-25-2008, Revised 5-9-2016) (formerly 4.29)*
 All activities by College employees and all uses of College property for political purposes or in the context of political issues shall comply with federal and state laws and should protect the neutrality of the College.

Procedures

4.34.1 Election Advocacy Expenditures *(Revised 5-9-2016)*

No person shall make any contribution or expenditure of any College funds or use any property of the College to advocate, support, or oppose any ballot measure or candidate for public office. The use of College property to host candidates or sponsor events on an unbiased and non-partisan basis for educational purposes is not prohibited by this provision.

4.34.2 Endorsements

No person shall make any endorsement for any political candidate on behalf of the College or imply that such endorsement exists, nor shall any private activity of any person employed by or associated with the College be deemed to be such an endorsement.

4.34.3 Candidate Debates and Events

For educational purposes designed to inform voters, the College may invite candidates to visit the campus to speak or debate. Invitations shall be made only by the College President or designee and shall be on a non-discriminatory, non-partisan basis, limited only by the need to provide a fair and workable forum. No changes in the normal schedule of College activities will be made for these events.

4.34.4 Disruption of Educational Process *(Revised 8-25-2008, Revised 5-9-2016)*

Political activities on College property, including canvassing, shall not cause unreasonable disruption of the College function, nor any danger to community members, damage to personal or College property, or unconstitutional interference with the rights of others.

4.34.5 Employee Candidacy

No employee of the College shall engage in any activity promoting ~~his or her~~ their own candidacy for public office during any hours in which ~~he or she is~~ they are acting on behalf of the College.

4.35 Automated External Defibrillators *(Adopted 12-11-2006) (formerly 4.41)*

The College may acquire and install automated external defibrillators (AED's), designate a medical advisor for the AED program, and appoint a program coordinator to administer the maintenance and use of AED's, pursuant to R.S. Mo. 190.092.

4.36 Motor Vehicles Policy *(Adopted 11-2-1987; Revised 8-28-2003) (formerly 4.32)*

Operation of motorized vehicles by the public is permitted only on College roads and parking lots. Use of all other areas is prohibited. All motor vehicle operators will be governed by College regulations, ~~and~~ the statutes of the ~~City of Union~~ local jurisdiction, and laws of the ~~state~~ of Missouri.

Procedures:

4.36.1 Vehicle Registration and Parking Permits *(Revised xxx2022)*

1. Employees, regardless of classification, must register all motor vehicles they park or expect to park on College property. Motor vehicles must be registered at the **Business Cashier's Office** ~~within 48 hours of initial employment or within 48 hours of purchase.~~
2. College parking permits must be displayed as directed. A student permit is not required, but all employees are required to have and display a permit. ~~Only students or employees displaying~~ **Vehicles parked in reserved handicapped parking spaces must display a state-issued handicapped parking permits or license plates or a College-issued temporary handicapped parking permit are eligible for reserved handicapped parking.**

4.36.2 Parking Violations *(Revised xxx2022)*

1. ~~Employees, students, or visitor~~ **Vehicle** owners, operators, or registrants will be held responsible for any traffic or parking violations involving their vehicle.
2. ~~Employees, students, and visitors~~ **Vehicle** owners, operators, or registrants will be held responsible for handicapped parking and fire lane violations at all times ~~and reserved lot violations between the hours of 7:00 a.m. and 4:30 p.m. Monday through Saturday.~~ Fines may be levied in these cases by the College or the **City of Union local jurisdiction**. College fines should be paid at the **Business Cashier's Office** ~~cashier's window.~~
3. Those students who have outstanding fines at the end of the semester will be placed on a "hold" list. While the student is on this list, ~~he/she~~ **they** can receive neither grades nor transcripts from the Registrar's Office and will be restricted from registering for any subsequent semesters. When the student is placed on the "hold" list, ~~he/she~~ **they** will remain on it until the outstanding fines are paid.

4.36.3 Abandoned Vehicles *(Revised xxx2022)*

~~Vehicles abandoned on College grounds will be issued a College and/or city citation and will be towed at the owner's expense. The following are considered abandoned:~~

- ~~(1) Vehicles displaying expired license plates.~~
- ~~(2) Vehicles in an inoperative condition (including those with flat tires or engine problems)~~ left on College grounds for a period exceeding 15 **calendar** days **will be considered abandoned**. Such vehicles will be reported to the **local jurisdiction City of Union as abandoned vehicles** and may be issued a city citation and be towed at the owner's expense.

4.36.4 Visitors *(Revised xxx2022)*

A College visitor is defined as any person other than a student or employee of ECC. Visitors are requested to comply with all College traffic regulations. ~~A person operating a registered vehicle loaned by a relative or friend is not considered to have visitor status.~~

~~Visitor parking tags may be obtained from campus security and shall be displayed in order to park in spaces or areas otherwise designed for staff parking.~~

4.37 Children on Campus *(Adopted 5-9-2005; Revised 5-12-2008, 6-14-2021) (formerly 4.48)*

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 the appropriate administrator.

4.38 Solicitation and Fundraising Policy *(Adopted 12-3-1968; Revised 1-2005; Revised 5-9-2016) (formerly 4.24)*

Fundraising for external causes is prohibited on the campus unless specifically authorized by the College President or Board of Trustees. The sale on campus of any articles or services not otherwise sanctioned by the College is prohibited.

Procedures *(Revised 8-25-2008, 5-9-2016)*

- 4.38.1** The College will allow and promote fundraising for the ECC Foundation and the United Way.
- 4.38.2** Unsolicited and/or unscheduled commercial solicitation on College owned or leased property is not permitted. However, representatives of companies selling products or services that are or may be used by the College may visit appropriate offices or departments as invited or scheduled with College personnel.
- 4.38.3** Employees who wish to solicit co-workers for personal causes may do so during breaks and lunch periods. However, employees are not permitted to use the College email listserv system or other resources for fundraising for personal causes.
- 4.38.4** All activities involving the solicitation of external gifts or donations for student clubs or organizations, athletic teams, or employee groups or associations must have prior approval by the Foundation Director.
- 4.38.5** Fundraising by student or employee organizations to benefit, or otherwise on behalf of, external organizations must have prior approval by the College President.

4.39 Research Conducted on Campus (Adopted 7-12-2010) (formerly 4.35)

East Central College supports the use of student, faculty, and staff surveys and investigative projects for educational research purposes. Surveys and research for commercial purposes will not be authorized. Potential survey/research subjects and class instructors may elect or decline to participate.

All surveys and research projects involving East Central College students, faculty, and/or staff must be approved by the appropriate Vice President(s).

Procedures: (Adopted 7-12-2010)

- 4.39.1 Individuals (external and internal to the institution) wishing to conduct survey and/or research projects involving East Central College students, faculty, and/or staff must contact the ~~Office of~~ Director of Institutional Research, ~~Assessment and Planning~~ and complete an appropriate form.
- 4.39.2 Following review by the ~~Office~~ Director of Institutional Research, ~~Assessment and Planning~~, the research request form will be sent to the appropriate Vice President(s). Approval by the appropriate Vice President(s) will be based on a review of the nature and purpose of the survey/research, the proposed research instrument, and the likely benefit for the College.

4.40 External Food Vendor Operations (Adopted 10/7/19) (formerly 4.44)

East Central College allows external food vendors to operate on College-owned or leased property at locations determined and approved in advance by the College. Leased property may also require consent from the College's landlord. External food vendor operations shall not interfere with campus and/or academic activities nor impede the flow of pedestrian traffic on the campus and must comply with all applicable codes and ordinances. All external food vendors must hold appropriate business and food service licenses. The College President or designee is authorized to administer the external food vendor policy in accordance with state and local laws.

Procedures (Adopted 10/7/19):

- 4.40.1 Vendors must complete the External Food Vendor Contract located on the East Central College (ECC) website and return the completed form, along with appropriate documents as stated in the contract, to the East Central College Facilities and Grounds office.
 1. Evidence of insurance, business license, and any other applicable city or county licenses or permits, ~~along with copies~~ ~~copy~~ of the food license, valid driver's license, and ~~a copy of~~ the external food operation menu shall be

submitted electronically in conjunction with the External Food Operation Vendor Contract.

- 4.40.2 Following approval of the contract by the Facilities and Grounds office, the vendor will be added to the list of Approved External Food Vendors.
- 4.40.3 No approved vendor is allowed to operate on College property unless it has reserved its time and location. Approved vendors can make up to two (2) reservations per week in advance. Reservations are made on a first-come-first-served basis.
- 4.40.4 College policies and procedures must be followed by all vendors. Vendors must display their approved ECC vendor pass at all times while parked on campus. Violations of ECC policies may result in termination of approved status and cancellation of reservations for the remainder of the year. Refer to the External Food Operation Vendor Contract for complete terms and conditions.

4.41 College Bookstore Policy *(Revised 12-2-2002; xxx2022)* *(formerly 4.23)*
East Central College will operate a College Bookstore for the benefit of the students, faculty, and staff of the College. ~~The bookstore will operate without subsidy from the general College operation.~~ Students, faculty, and staff will follow procedures outlined regarding utilization of the East Central College Bookstore.

Procedures *(Revised 8-25-2008; xxx2022)*

- 4.41.1 Office supplies for College use are available in the bookstore. Supplies may be purchased by departmental charge. ~~The bookstore shall prepare a monthly report on detailed purchases by division or department. A requisition with proper authorization must accompany any order over \$100 (books or supplies.~~ Bookstore charges are uploaded monthly to the general ledger. Details of these charges are maintained by the bookstore manager and are available upon request. Bookstore purchases over \$100 require prior authorization by the budget manager.
- 4.41.2 Rental books may be secured by using a credit or debit card. If a rental book is not returned by the due date, the card used to secure the rental will be charged the full retail cost of the book. Damage to a rental book may result in additional charges when the book is returned. Students may purchase a rental book through the bookstore if arrangements are made prior to the rental return date.
- 4.41.3 Textbook return periods will be set and publicized by the bookstore ~~and will be those of most service to students.~~
- 4.41.4 Copyright laws and procedures will apply to all materials.

4.42 Cellular Phone or Other Mobile Communication Devices (Adopted 4-7-2003; Revised 8-25-2008; Revised 2-2-15; *xx2022*) (formerly 4.39)

College employees may be paid ~~an allowance~~ a non-taxable stipend for a use of a personal cellular phone or other mobile communication device if the employee's job requires them to work regularly in the field and they need to be immediately accessible, if the employee's job requires them to be immediately accessible outside of normal work hours, if the employee is responsible for critical infrastructure or emergency response and needs to be immediately accessible at all times, if the employee travels often and needs to be accessible while traveling, or if ~~when~~ the device is deemed essential to the performance of the employee's duties

Procedures (Revised 2-2-15; *xx2022*):

4.42.1 Allowance Stipend for Cellular Phone or Other Mobile Communication Devices

Full-time administrative and professional staff may receive a non-taxable ~~allowance~~ stipend for a use of a personal cellular phone or other mobile communication device when it is deemed a business necessity to the performance of the employee's duties and as approved by the President.

1. The dollar amount of the ~~allowance~~ stipend should approximate the employee's anticipated business-related expenses.
2. The ~~allowance~~ stipend is intended to reimburse the employee for ~~the~~ business use of the phone, not to pay the entire phone bill, under the assumption that most employees also use their cell phone for personal calls.
3. The ~~allowance~~ stipend amount will not exceed the employee's monthly phone bill.
4. The ~~allowance~~ stipend payment rate will be reviewed annually and is subject to change.
5. The ~~allowance~~ stipend is not an entitlement, and the amount can be changed or withdrawn as deemed necessary.

4.42.2 Approval for Allowance of Stipend Payment for Positions

The appropriate ~~area~~ Vice President may request approval for ~~an allowance~~ a stipend for a cellular phone or other mobile communication device for staff who require a device for College business. The ~~allowance~~ stipend will be charged to the department budget.

The President or designee will approve/disapprove requests for a cellular phones or other mobile communication device ~~allowance~~ stipend based on the Vice President's recommendation, business necessity of the position, and budget. The College will use a tiered allowance structure based on the job function of the employee as outlined below.

1. Tier 1 - \$30 per month
The employee's job function requires ~~him/her~~ **them** to be accessible on a limited basis outside of scheduled or normal working hours to perform work-related duties and/or the employee spends a large portion of ~~his/her~~ **their** normal working hours outside ~~his/her~~ **their** office; the expectation is light usage of the phone for business purposes.
2. Tier 2 - \$50 per month
The employee's job function requires ~~him/her~~ **them** to be accessible a considerable amount of time outside of scheduled or normal working hours and it is important to the College that the employee be accessible during those times to perform business-related duties. Types of positions funded under this tier include, but are not limited to, Satellite Directors.
3. Tier 3 - \$75 per month
The employee's job function requires ~~him/her~~ **them** to be accessible and on call to handle College needs as the situation dictates and routinely perform work-related duties outside of scheduled or normal working hours that cannot wait until the next business day. Types of positions funded under this tier include, but are not limited to, Vice Presidents, Director of Public Relations, Director of Facilities and Grounds, and Director of Information Technology.
4. The phone allowance for the College President is determined by the Board of Trustees.

~~E. An employee who occasionally requires a mobile device for business purposes is not eligible for an allowance but may qualify for reimbursement.~~

4.42.3 Allowance Stipend Payment for Use of Personal Cellular Phone or Mobile Device for Necessary College Business

Employees who are eligible for the phone ~~allowance~~ **stipend** must complete the Cell Phone Allowance Request Form. The request must be approved by the ~~area~~ **appropriate** Vice President and the College President.

The intention of the stipend is to reimburse employees for the incremental cost of business use of a personal mobile phone or other mobile device and thus represents non-taxable compensation. The ~~allowance~~ **stipend** is paid monthly, ~~and is non-taxable.~~ **This allowance** does not increase the employee's base salary, and will not be included in the calculation of any College benefits.

The ~~allowance~~ **stipend** will be effective from the hire date to the end of the fiscal year and again at the beginning of each fiscal year.

The allowance stipend will stop under the following conditions:

- 1) Employee accepts a position that is not eligible
- 2) Termination of employment
- 3) Misuse of phone - usage that is inconsistent with College Policy or with local, state, or federal law
- 4) Changes deemed by the administration make the employee's position ineligible for the allowance

4.42.4 Responsibility of Users

The cell phone service is personally owned by the employee. An employee with a cell phone allowance stipend must maintain an active cell phone contract for the life of the allowance stipend.

If the employee's job requires the use of a cell phone or other mobile device, appropriate safety precautions must be taken when operating the phone or device while conducting College business in a vehicle.

Acceptance of the allowance stipend will constitute the employee's permission to allow the College to distribute the phone number as appropriate to conduct official College business, as defined in the approval process.

The College does not accept any liability for claims, charges, or disputes between the service provider and the employee.

~~An employee receiving an allowance must be able to show, if requested by his/her supervisor, a copy of the monthly access plan charges and business related use to determine if the amount of College allowance is appropriate.~~ If the employee terminates the wireless contract at any point, ~~he/she~~ they must notify ~~his/her~~ their supervisor within five (5) business days to terminate the allowance stipend.

Employees are expected to delete and/or provide to the College as appropriate all College data from the device when their employment with the College is severed, except when required to maintain that data in compliance with a litigation hold notice.

Any employee who receives an allowance a stipend is required to register their number with the College's emergency notification system.

Employees are expected to comply with applicable state laws regarding the use of cellular telephones.

Employees must assist the College in providing access to information about or contained on the mobile device covered by this Policy in response to requests for such data or information by third parties as required by federal and/or state law.

4.42.5 College-Issued Cellular Phone or Other Mobile Communication Devices Guidelines

College departments may be issued a cellular phone or other mobile communication device when it is deemed a business necessity to the performance of the department duties.

1. Business Use

A College issued cellular phone shall be used for appropriate business purposes. Such use is defined as appropriate when an employee: a) must make a call related to furthering College operations, ~~b) is serving as employee with on duty responsibilities such as first responder,~~ or b) does not have access to a regular College telephone and the call cannot or should not wait until returning to the office.

2. Responsibility of Users

Acceptance of a College cellular phone or mobile communication device constitutes an agreement on behalf of the user to abide by all federal and state laws and regulations and College policies.

3. Misuse and Consequences

Any intentional misuse of a College issued cellular phone or mobile communication device will be subject to the College's Code of Conduct and may result in the loss of the cellular or mobile communication device and/or other disciplinary action.

4.42.6 College-Provided Cellular Phone or Mobile Communication Device Service Selection

1. Purchasing

The Purchasing **Agent Manager** will facilitate the purchase of all cell/mobile communication equipment in accordance with applicable state statutes and College Policy. Upon the recommendation of the Purchasing **Agent Manager**, the Chief Financial Officer will select the rate plan which best meets the needs and budget of the College.

2. Billing

Detailed billing delineating all calls placed and received is required for all College-provided cell/mobile telephone and/or communication devices. This detail will show the date and time of the call, an identification of the call (either the number dialed or incoming call designation), call length, and the cost of the call.

3. Annual Review

The Purchasing **Agent Manager** will complete an annual review for the Chief Financial Officer of all cellular phones or mobile communication devices and services to evaluate **that whether** phones are being used appropriately and frequently enough to justify continued use and that the rate plan(s) assigned **are is** appropriate for the type of use required.

4.42.7 Cellular Phone or Mobile Communication Device Control

1. Termination of Service

All equipment purchased by the College remains property of the College. When employment is terminated for any reason or an employee is separating from the College, all equipment must be returned to the College.

If it is determined that a current employee no longer needs a cellular phone, the supervisor should notify the Purchasing Agent so that this service may be discontinued. The President or designee and the Chief Financial Officer shall retain the right to suspend or discontinue the use of any or all cellular phones or mobile communication devices if this is determined to be in the best interest of the College.

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

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

1. When the **Invention and/or Intellectual Property, as defined herein**, bears a direct relationship to, or is made or developed in connection with, the employee's College duties.
2. When the **Invention and/or Intellectual Property** is made or developed with a combination of College facilities, equipment (owned or rented), materials, funds, information, or with time and services of College employees and/or students during performance of their College duties or assignments. (See Supplemental Employment Policy).
3. When the **Invention and/or Intellectual Property** is made or developed in performance of College-commissioned projects including private or government sponsored grants received by the College.

It shall be the responsibility of the employee to obtain any copyrights or patents relative to joint ownership. It shall be the responsibility of the College to obtain any copyrights or patents for **Inventions and/or Intellectual Properties** made or developed under the auspice of a College commission.

Procedures:

4.43.1 Definitions *(Revised 3-2-2015; xxx2022)*

The following definitions apply under the terms of this Policy:

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

4.43.2 Use of Inventions or Intellectual Properties **Procedure** *(Revised xxx2022)*

Two categories of use of College-sponsored **Inventions** or ~~materials~~ **Intellectual Properties** are identified:

1. Internal - Use by any unit of the College, either on or off campus.

2. External - All uses other than by a unit of the College.

Use of the ~~materials~~ Intellectual Properties or Inventions will be at the discretion of the College.

4.43.3 Ownership and Equity ~~Procedure~~ *(Revised xxx2022)*

If the College had no involvement in the development of an Invention and/or Intellectual Property, the individual will receive full ownership and equity.

If the development of an Invention and/or Intellectual Property was College-sponsored or was solely the result of the performance of duties by College employees or interns, the College will receive or be assigned full ownership and equity.

If Inventions and/or Intellectual Property were made or developed jointly between the College and non-work-related efforts by College employees and/or students, the College will enter into joint ownership arrangements with the employee and/or student. Exact percentages of ownership and other details shall be negotiated between the parties and set out in a binding agreement.

It shall be the responsibility of the employee to give written notification to the College of intent to make, develop, patent, or copyright Inventions and/or Intellectual Properties as soon as possible.

Employees shall be responsible for obtaining appropriate written releases from individuals identifiable or in some manner requested to participate in the creation of the College-sponsored supported materials Inventions or Intellectual Properties. Written statements shall also be obtained from appropriate College personnel indicating that to the best of their knowledge any of the materials developed do not infringe on existing copyright or other legal rights.

If the employee wishes to take a sample of ~~his or her~~ their materials Intellectual Property or Invention to demonstrate the level of work done in the project, this may be done if the employee pays for the costs of producing the sample. This does not grant the employee any additional intellectual property ownership beyond that outlined above.

4.44 Safety Policy *(Reaffirmed 12-2-1991; Revised 8-25-2008)* *(formerly 4.36)*

East Central College will endeavor to provide a safe and healthful work environment for all employees and to minimize the risk of loss to personnel and property of the College.

~~Procedures~~ *(Revised xxx2022)*

4.44.1 Compliance with standard safety practices will assist the College in achieving safety and loss control.

1. College employees involved in any accident that results in personal injury or damage to property should immediately report the accident to a supervisor. ~~The supervisor shall report the accident to~~ and the Director of Human Resources.
2. Any employee injuries should receive first aid promptly as overseen by a supervisor and if injuries are serious, local emergency health care providers should be contacted.
3. Any condition or practice that might cause injury or damage to equipment should be reported immediately to a supervisor or the Director of Human Resources.
4. No equipment in unsafe condition should be operated, and all equipment should be operated in a safe manner.
5. All prescribed safety and personal protective equipment should be used when required and maintained in working condition.
6. Each unit should develop and implement the standards of safety and loss control relevant to its work and should maintain a manual of prescribed practices, and a list of safety rules. ~~and~~ Training should be provided so that all employees are aware of such standards and practices.
7. The use of ~~drugs and/or alcohol~~ non-prescribed controlled substances is prohibited. ~~The use of alcohol is prohibited except as permitted under~~ Policy 4.31.
8. Compliance with existing safety and health laws that apply to the workplace is required.

4.45 Weapons (*Adopted 5-8-2006*) (*formerly 4.40*)
 East Central College prohibits all persons who enter any College property from carrying on ~~his/her~~ their person a handgun, firearm, or other weapon prohibited by law.

Procedures:

- 4.45.1** No person shall carry a concealed firearm onto the main campus or off-site locations at any time regardless of whether the person is licensed to carry the weapon or not.
- 4.45.2** This prohibition shall apply to students, employees, and members of the public. The prohibition shall not apply to law enforcement officers, sheriffs, and deputy sheriffs who are authorized by law to carry firearms.
- 4.45.3** Any person who has a conceal and carry permit or endorsement who is carrying a concealed firearm will be denied entry and ordered to leave the premises. All College employees are authorized to deny entry and order persons carrying concealed firearms to leave the premises.

4.45.4 College employees and students who violate the provisions of this Policy shall be subject to disciplinary action up to and including dismissal.

4.45.5 The College shall post appropriate notice that concealed firearms are prohibited at all College locations.

4.46 Reporting Crimes and Emergencies *(Adopted 8-25-2008; Revised xxx2022)* *(formerly 4.37)*

Any student, employee, or visitor who witnesses a criminal act, suspected criminal act, or any other emergency occurring at any College location should, as soon as possible after such event, contact a College administrator official who has significant responsibility for student and College activities. All reports concerning such activities will be investigated thoroughly and promptly, and Timely reports regarding the occurrence of crimes at any College location will be disseminated to members of the College community in accordance with applicable laws.

4.47 Acceptable Use of College Technology *(Adopted 6-14-2021)* *(formerly 4.45)*

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)*

4.47.1 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.

4.47.2 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.

- 4.47.3** 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").
- 4.47.4** 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
- 4.47.5** 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.
- 4.47.6** Users must secure proper authorization before modifying or reconfiguring the software or hardware of any of the College's technology resources.
- 4.47.7** 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.
- 4.47.8** 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.

- 4.47.9** 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.
- 4.47.10** 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.
- 4.47.11** 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).
- 4.47.12** 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.
- 4.47.13** 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.
- 4.47.14** 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.

- 4.47.15** 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.
- 4.47.16** 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.
- 4.47.17** Employees are expected to preserve any text, email, or other electronic communication relevant to pending litigation/possible litigation.
- 4.47.18** 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.
- 4.47.19** 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.

4.48 **Gifts** (*Adopted 8-25-2008*) (*formerly 4.25*)
Employees may not accept or solicit personal gifts of any kind from any student or any individual or firm doing business with or seeking to do business with the College.

Procedures

- 4.48.1** A gift is defined as (a) any item with a cash value exceeding \$25, or (b) a combination of gifts from one source over the course of a one (1)-year period which totals more than \$25.
- 4.48.2** Complimentary tickets, passes, or coupons with no stated cash value are considered gifts for the purposes of this Policy if the normal price of admission for the event exceeds \$25.
- 4.48.3** Expenses for meals in conjunction with the discussion or transaction of College business are not considered gifts for purposes of this Policy.

- 4.48.4 Promotional items of inconsequential value such as pens, cups, hats, and shirts are not considered gifts for purposes of this Policy.
- 4.48.5 Sponsorships, donations, or items of value exceeding \$25; when accepted or solicited on behalf of the East Central College Foundation are not considered gifts for purposes of this Policy.
- 4.48.6 Any exception to this Policy must be approved in advance by the President or ~~his/her~~ designee.

4.49 Field Trips Course and Co-Curricular Travel *(Adopted 12-3-1968; Revised 8-28-2003; Revised xxx2022)*
~~Field trips for classes~~ Travel to support and enhance College courses or travel related to co-curricular activities ~~are~~ is 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; xxx2022)*

- 4.49.1 Faculty members must complete the Student Travel Request & Approval Form to receive approval for the travel from the appropriate dean and the Chief Academic Officer. The Student Travel Request & Approval Form must be turned in two (2) weeks prior to travel.
- 4.49.2 As a general rule, students ~~must~~ travel ~~to~~ for all off-campus trips will be by ~~bus~~ via the mode of transportation provided by the College and students will be accompanied by a ~~faculty~~ full-time employee sponsor.
- 4.49.3 Faculty members will have the discretion to waive ~~this~~ the College-provided transportation 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.~~ Students using their own vehicles do so at their own risk and assume all liability.
- 4.49.4 Students participating in College trips must submit all required forms and are expected to conform to the same standards of behavior as are published in the Student Code of Conduct. Any violation of College policies or local, state, or federal laws may result in disciplinary action by the College.
- 4.49.5 Dual enrollment students are expected to fully participate in all course activities, including labs and off-campus trips. Permission for participation is assumed and granted by parents and/or supporters upon enrollment in College coursework.

4.50 Records Retention *(Adopted 1-4-1988; Revised 5-12-2008) (formerly 4.46)*
 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.

4.51 Archives Development (*Adopted 1-4-1988; Revised 8-28-2003, 6-14-2021*) (*formerly 4.47*)
College documents that are of historical importance will be stored in the College archives. The Director of Library Services will have the authority to accept or reject materials submitted to the archives.

Procedures:

4.51.1 Archives Submissions (*Revised 6-14-2021*)

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 library staff.

The archives will permanently store three (3) copies of official College publications. The list will be reviewed as needed by the 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

4.51.2 Rejection of Archive Request (*Adopted 6-14-2021*)

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.



Interoffice Memo

TO: Dr. Bauer
DATE: November 29, 2022
FROM: Office of Academic Affairs
RE: Adjunct Memo for Winter Semester 2023

Please approve the following adjunct memo for the winter 2023 semester.

Science & Engineering

Tiffanie Atherton, Biology

Fine & Performing Arts

Aaron Bounds, Music

Social Sciences

Coreen Derifield, History
Timothy Derifield, Sociology
Rachel Howard, Sociology
Wendy Pecka, Psychology
Dennis Pohlman, History

English & Humanities

Matthew Gifford, Philosophy
Shanee, Haynes, Communications

Signatures:

A handwritten signature in cursive script that reads "Robyn C. Walter".

Dr. Robyn Walter, Vice President, Academic Affairs

A handwritten signature in cursive script that reads "Carrie A. Myers".

Carrie A Myers, Director, Human Resources



Interoffice Memo

TO: Dr. Bauer
DATE: November 28, 2022
FROM: Office of Academic Affairs
RE: Adjunct Approval

Please approve the following adjuncts for the spring 2023 semester.

Career & Technical Education

Michael Askins, CIS	Brooke Durbin, CIS	Steffani McCrary, Business
Timothy Buchanan, Precision Machining	Matthew Graham, Business	Anna Schwein, CIS
Mark Ehlen, Welding	Richard Hudanick, Bus/Fal Sem	Jerry Stone, HVAC
Bonnie Eversmeyer, HVAC	Stephanie Juengling, Business	Bridget Teaters, Welding

Health Sciences

Kelly Adkins, Nursing	Jill Harrison, Nursing	Heather Sluis, Nursing
Clay Banderman, EMS	Katherine Jordan, EMS	Nancy Tappe, Nursing
Sheila Beabout, Nursing	Stephanie Levine, Medical Asst.	April Veo, Nursing
Elisha Chaney, Nursing	Nancy Mitchell, Nursing	Robyn Walter, Nursing
Trista Elias, Nursing	Aleah Scharfenberg, Nursing	

English & Humanities

Shana Collier, Communications	Michael Pecka, Communications	Regina Zervos, Communications
Shawna Flanigan, Communications	Gregory Stratman, English	

Fine & Performing Arts

Melissa Albright, Art	Katherine Blumenfeld, Music	Margret Noud, Music
Kelly Austermann, Music	Steve Leslie, Music	Hannah Serafino, Music
Jeremy Bates, Music	Sierra Moore, Art	Damon Van, Music
Lisa Blackmore, Music	Zoe Nicholson, Art	

Mathematics & Education

Connie Lutz, Mathematics	Lauren Spier, Mathematics	Brad Wallach, Physical Education
Susan Reisner, Mathematics		

Science & Engineering

Tiffanie Atherton, Biology	Jeffrey Jacquess, Geology	James Small, Physics
Lucy Crain, Health Science		

Social Sciences

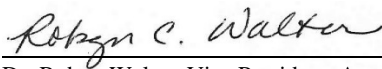
Theodore Coburn, Criminal Justice	Christopher Karr, Criminal Justice	Robert Spangrud, History
Miranda Green, Psychology		

Dual Credit

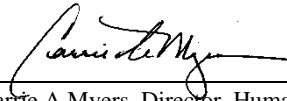
Andrew Allen, Chemistry, SFBRHS
Curtis Beers, CIS, WHS
Emily Brasher, English, SFBRHS
Dan Brinkmann, Auto Technology, FRC
Terry Brookshire, Auto Technology, RTI
Tim Bruckerhoff, Welding, FRCC
Sarah Buchheit, Comm/Theatre, UHS
Tim Buchheit, Communications, SFBRHS
Nathan Caldwell, History, SFBRHS
Jaelyn Campos, Mathematics, CHS
Christopher Case, English, CHS
Charles Cassidy, Building Construction, RTI
Ruth Diaz, Education, RTI
Colin Flynn, English, WHS
Kerri Flynn, English, WHS
Jeff Frankenberg, Building Construction, FRCC
Nicole Griffin, Mathematics, UHS

Star Hargis, English, RHS
Cathy Jinkerson, Business (CAPS), WHS
Dan Kemper, Welding, FRCC
Gary Maune, Auto Technology, FRCC
Danika, Novak, English, UHS
Michael Pelster, Mathematics, SFBRHS
Sharlet Peterson, Mathematics, LHS
Blake Poertner, Precision Machining, FRCC
Robert Prichard, History, SCHS
Mitchel Rightnowar, Auto Technology, RTI
Robert Robinson, Building Construction, RTI
Robert Schulze, Collision Repair, FRCC
Travis Stahlman, History, CHS
Deborah Starkey, English, VHS
AJ Tinker, Building Construction, SHS
Michael Underberg, History, UHS
Robert York, Building Construction, FRCC

Signatures:



Dr. Robyn Walter, Vice President, Academic Affairs



Carrie A. Myers, Director, Human Resources