



**BOARD OF TRUSTEES
MEETING**

April 10, 2023

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

Monday, April 10, 2023

5:30 p.m.

BH138 or <https://zoom.us/j/92956769913>

		Action ¹	Discussion	Information
1.	CALL TO ORDER			
2.	RECOGNITION OF GUESTS			X
3.	PUBLIC COMMENT			X
4.	APPROVAL OF AGENDA (Consent Agenda: Agenda items of a routine nature will be marked with an asterisk [*] located immediately before the item. Unless a Board member requests an item be removed for discussion, the agenda will be approved upon a motion and a second of the Board and unanimously adopted and shall have the same validity as if each action were separately moved, seconded, and adopted. Any item removed upon request of a Board member will be taken up in its regular place on the agenda.)	4 Votes		
5.	*APPROVAL OF MINUTES	4 Votes		
6.	TREASURER’S REPORT AND FINANCIAL REPORT	Simple Majority		
7.	FY24 BUDGET DEVELOPMENT			X
8.	COURSE FEES – OTA & HIM	4 Votes		
9.	FACULTY PROMOTION IN RANK	4 Votes		
10.	CITIZENS’ ADVISORY COMMITTEE		X	
11.	*PERSONNEL A. Intention to Re-employ Administrators B. Intention to Re-employ Full-Time Faculty	4 Votes		
12.	BOARD PRESIDENT’S REPORT			X
13.	REPORTS A. Faculty Association B. ECC-NEA C. Professional Staff Association D. Classified Staff Association E. Student Government Association			X
14.	PRESIDENT’S REPORT			X
15.	ADJOURNMENT	Simple Majority		

¹RSMo Section 178.830 states, in part: “...A majority of the Board constitutes a quorum for the transaction of business, but no contract shall be let, teacher employed or dismissed, or bill approved unless a majority of the whole Board votes therefor.”

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2023**

AGENDA ITEM 1: CALL TO ORDER

The regular meeting of the Board of Trustees will be called to order by Board President Ann Hartley.

4/10/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

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Section 1, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2023**

AGENDA ITEM 2: RECOGNITION OF GUESTS

Guests will be recognized by Mr. Gregg Jones.

4/10/2023

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Section 2, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2023**

AGENDA ITEM 3: PUBLIC COMMENT

The Board will hear comments from members of the public in attendance at the meeting who wish to speak.

4/10/2023

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Section 3, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2023**

AGENDA ITEM 4: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the April 10, 2023, Board of Trustees meeting.

4/10/2023

East Central College

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Section 4, Page 1

Agenda Item 4: Approval of Agenda

Consent Agenda Items for April 10, 2023:

Approval of Minutes
Personnel

Matters to be brought before the Board of Trustees at such meeting of which the President has been notified in accordance with the bylaws and upon which consideration and action may be taken by the Board are included in the agenda for the meeting. Any matters not on the agenda of a regular meeting may be considered unless objected to by any Board member present.

Such items of a routine nature placed on the agenda will be marked with an asterisk (*) located immediately before the item on the agenda. When Item 3, Consent Agenda, is reached at a meeting, the President of the Board will read all items so marked, and all items not requested to be removed shall, upon a single motion of any Board member, seconded by any other Board member, and unanimously adopted, be deemed to have been duly adopted with the same validity as if each action were separately moved, seconded, and duly adopted.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2023**

AGENDA ITEM 5: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the March 4, 2023, Board retreat and the March 6, 2023, regular meeting of the Board of Trustees.

Attachments

4/10/2023

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Section 5, Page 1

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
Saturday, March 4, 2023**

CALL TO ORDER: The Board of Trustees retreat was called to order at 9 a.m. by Board President Ann Hartley. Other Board members present for all or parts of the meeting were Joseph Stroetker, Eric Park, Cookie Hays, and Audrey Freitag. Prudence Johnson was absent. 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; Professional Staff - Executive Assistant to the President Bonnie Gardner.

REDISTRICTING: Dr. Bauer reminded the Board that subdistrict lines need to be redrawn every ten years following the census. Each subdistrict is to be substantially close in population. A citizen's committee developed the new subdistrict plan which was approved by the Board and the Coordinating Board for Higher Education last fall. Subdistrict 2 is still the smallest district, but the new map provides subdistricts that are compact and contiguous and do not split voting precincts. Candidates for the Board must file for a seat in the subdistrict where they reside.

The terms of Prudence Johnson and Audrey Freitag expire in 2024. There will be one seat open in both subdistricts 1 and 2. However, under the new plan, Ms. Freitag now resides in subdistrict 2 so both incumbents will be running for the same seat and there will be no incumbent for the seat in Subdistrict 1.

For the 2026 election, Joe Stroetker and Ann Hartley will be at the end of their terms. However, Dr. Stroetker was elected in Subdistrict 1 and his residence is in Subdistrict 2 under the new plan. He and Ms. Hartley will oppose each other if both run for re-election. The April 2026 election will be for one open seat each in Subdistricts 1 and 2 with no incumbent in Subdistrict 1.

The 2028 election will be for both seats in Subdistrict 3, which are currently held by Eric Park and Cookie Hays.

BUDGET PLANNING: Dr. Bauer and Vice President Cassat shared information regarding revenue projections for the FY24 budget which is currently under development. Local revenue projections are based on the 6.5% CPI increase. This is a reassessment year and 6.5% is the cap on increases for current property; new construction will be in addition to that amount.

State revenue projections are based on a 7% increase to the community college core funding with new money allocated through the equity model. ECC will receive about \$70,000 through the equity model. Community colleges receive one line item in the state budget which is then distributed on a pro-rata basis. Dr. Bauer reviewed the history of the equity model which was reconfigured in 2012 and again in 2022. As new money is provided by the state, 10% is distributed equally to the community colleges and 90% is distributed through equity adjustments. The funding model uses average funding per FTE and divides 90% of the new funds to colleges that are in a range from 10% above to 10% below the average. Colleges outside of that range do not receive a portion of the 90%. ECC is outside the range so receives only its portion of the 10% increase. This model will be reviewed again over the summer.

The tuition and fees projection is based on zero enrollment growth and the 8% tuition increase. Dr. Park asked to be provided with data on the number of students who receive financial assistance by category (A+, Pell grants, employer reimbursement, etc.).

State, local, and tuition/fees are the three main revenue sources for the college and are projected to generate about a 5% increase.

Expense projections are still being formulated. Challenges include inflation, compensation, and deferred maintenance/capital projects. Utilities are projected to increase by \$160,000. Last year's compensation increase was 4% plus market adjustments for staff and 5% for faculty, which was below inflation.

Enrollment was up in the summer and fall but down in the spring. Enrollment for the fall semester begins on March 20. The number of high school students is decreasing; the number of ECC students graduating in December is increasing. There are also more students entering with dual credit who need only three semesters to graduate. A great deal of outreach has been done to students who stopped out to get them back into classes.

DEBT SERVICE LEVY: Chris Collier from Piper Sandler joined the meeting via Zoom. Dr. Bauer noted that the Board will need to make some decisions related to the tax levy and financing for the college very soon. The current bonds will retire in 2026, so Mr. Collier was invited to discuss the existing debt and how to move forward. He outlined two funding options.

Option 1 – General Obligation Bonds: Bonds have been used in the past, and debt service payments are made directly from the tax levy. If growth exceeds the amount needed, the debt service decreases; if there is not enough growth, the debt service increases. This is the safest form of debt, has the lowest interest cost, and the tax levy goes away once the bonds are paid off. The current ECC levy will roll off in 2026 unless new bonds are issued. Approval for additional debt needs a super majority and there is limited ability to refund/restructure. If a general election date is used for the bond issue, a 4/7 majority is needed. If other election dates are used, a 2/3 majority is needed for approval.

Option 2 – Lease Purchase (Certificates of Participation or COPs): COPs can be used to fund projects without voter approval at the time of issuance. Property is pledged as collateral and lease payments are paid to the investors as debt service payments. COPs are not considered debt by state law, and many municipalities use them. Any tax increase only requires a simple majority. However, a tax increase is not necessarily needed to issue COPs. Any increase in taxes is considered operational rather than debt service. COPs can be issued with up to 30 years of amortization but are subject to an annual appropriation in the budget. The property can be seized by investors if the money is not appropriated. COPs carry a higher interest rate.

The assessed valuation for the college increased by 5.15% over the last three years. Over five years there was 4.31% growth. Over the past 13 years growth has averaged about 2%. The 2015 bonds are non-callable; some others are callable but the ability to re-fund for savings is limited. The debt service due each year increases based on the assumed tax levy growth. The current debt service levy is 9.9 cents, and excess money collected goes into the fund balance to pay the bonds when due.

If the tax levy were to be increased, and assuming no growth in assessed valuation, one cent would generate \$201,486 in revenue. If the 9.9 cent levy was rolled into operations, it would generate \$1,994,711 of additional revenue starting in 2027 when the bonds are paid off. Placing this money in the operational fund would still allow for capital projects to be completed. Moving the debt service levy to the operating levy would be a no-tax-increase ballot issue that requires only a simple majority to pass. Issuing new general obligation bonds would require the money to be spent only on a project that was identified and approved on the ballot issue. *(Mr. Collier left the meeting at this point.)*

Dr. Bauer noted that the Board will need to decide in the next two years whether to pay off the bonds and let the 9.9 cent levy expire, identify a new project and issue new bonds structured to keep the 9.9

cent levy, or move the debt service levy to operations and determine if a portion is set aside for capital projects or COPs are used to fund projects. A fourth option would be to present a tax increase to the voters.

The current levy is \$0.099 for debt service and \$0.3551 for operations. In 1985, the levy was \$0.20 for debt service and \$0.50 for operations. Due to a state initiative that limited tax rates, the levy changed in 1986 to \$0.18 for debt service and \$0.32 for operating. In 1987, five cents was transferred from debt service to operations resulting in \$0.13 for debt service and \$0.37 for operations.

Should a ballot issue be considered, potential dates are April, August, or November 2024 and April 2025. April 2026 would be the last possible date because the tax levy would be issued in August 2025 and the bonds would be paid off in February 2026. Beyond that, the levy would roll back and any change in the operations levy would require a tax increase approved by voters.

In April 2002 the College proposed an eight-cent operational increase to voters; the issue lost by 54 votes with 49.8% support. The issue failed again on the August 2002 ballot and some programs were subsequently eliminated. Dr. Bauer noted that moving funds from debt service to operations provides the best option to address the needs of the College. Deferred maintenance and other operational pressures need to be addressed. This will also impact affordability for students. Moving money from debt service to operations would require a simple majority.

The next step would be to establish a citizen's committee to review the College's financials, consider needs, and make a recommendation about moving forward with a ballot issue. Following that recommendation, a campaign committee would need to be formed and funded outside the college budget. If the Board wants to move in this direction, community members to serve on the citizen's advisory committee need to be identified.

ROLLA FACILITY: Programs have been offered in Rolla since the mid-1990s. It continues to be a challenge to secure funding for expenses outside the taxing district. At one time, the state provided funding for out-of-district operations; over time these funds were rolled into the core state aid. When the College was provided with an opportunity to identify a project to be funded with state monies, a Rolla facility was the obvious choice. The state appropriated \$6.5 million this fiscal year with a commitment from the College to match that amount. Then the governor committed to funding the other 50% of the initiative without the College matching the amount, thus providing \$13 million in state funds. A federal earmark totaling \$3 million was also pursued and received for the building. These funds need to be expended by the end of 2026.

Potential building sites are being explored and additional funds need to be secured. In pursuing additional funding opportunities, a conceptual drawing of the building was needed. Paragon was hired to develop cost estimates and a rendering of what the building could look like. Dr. Bauer stressed that Paragon has not been hired to design the actual building and will need to submit a proposal when an RFQ is issued for the building design. They were hired to estimate the size of the building based on programs and services to be housed there along with developing cost estimates.

A rendering of the building was shared with the Board. Based on needs, it is estimated that 52,000-70,000 square feet would be necessary. For that size building, it is recommended that there be two floors. A site of 10-15 acres would be needed to accommodate the building and parking; this would also allow for expansion of the building later. Paragon's estimate for a 50,000-square-foot building is \$23.5 million plus the site cost and a 70,000-square-foot building is estimated at \$35 million. Paragon's estimate is \$380 per square foot for construction. Site costs could be as much as \$500,000. There have been preliminary discussions with Missouri S&T about the possibility of locating a building on their campus. That would benefit students with access to S&T facilities.

Additional resources are being explored to fund the building, including a community facilities program through the U.S.D.A. About \$5 million could likely be leveraged with a 30-year loan through the U.S.D.A. This could be structured with COPs or perhaps funded directly through the agency. Rolla residents could be asked to join the ECC taxing district to provide additional tax revenue. That would require a simple majority on a ballot issue. The College could place the annexation of the area on the ballot.

An RFQ process will be needed to select a design firm, and that process will need to begin this year. A construction site must also be secured. Fund development will be ongoing. Once a firm is selected and a site is secured, the actual design of the building can begin. Construction would then be put out to bid and must be completed by the end of 2026. The Rolla city planner has provided a list of sites that might be of interest.

AGB ONBOARD: Becca Meshberger from AGB OnBoard joined the meeting via Zoom to provide a demonstration of the AGB OnBoard portal. Becca left the meeting following her presentation, and the Board discussed the features of the product. No major concerns were expressed, and Dr. Bauer indicated the cost would be built into the FY24 budget with implementation after July 1.

BOARD ASSESSMENT: The Board reviewed the self-assessment form and conducted its annual assessment. The group assessment was recorded and is attached to the minutes.

SUCCESSION PLANNING: Dr. Park stated that there is a need to identify employees who are mission-critical and identify a systemic way that critical functions of the institution continue if there is a vacancy of a key position.

Dr. Bauer noted the Board appoints one position, the college president, but approves contracts for others. He reviewed steps to be taken should the presidency be vacated unexpectedly. The Board would name an acting president empowered to make decisions until something more permanent is in place. The Board can also name an interim president between appointments. Either of these could be internal or external candidates, and the Board would meet as soon as possible to make this decision.

When conducting a search for a permanent replacement, the Board must decide if the search will be internal or external and whether to use a search firm. With a planned vacancy or retirement, the Board knows in advance and can determine the need for an interim appointment while planning/conducting a search process. The Board could also appoint a president designate to work with the outgoing president and provide overlap in the position. The Board has the absolute decision-making authority for the president's appointment. They can also direct that a similar or identical process be put in place for levels below the president.

It was suggested that a policy regarding succession planning or filling an unexpected vacancy could be developed during the review process for chapter one of Board Policy and Procedures.

ADJOURNMENT:

Motion: To **adjourn** the March 4, 2023, Board of Trustees retreat at 1:51 p.m.
Motion by Eric Park, Seconded by Cookie Hays; Carried Unanimously

President, Board of Trustees

Secretary, Board of Trustees

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
Monday, March 6, 2023**

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 – Assistant Professor, English John Hardecke, Faculty Association President Reg Brigham, and ECC-NEA Vice President Parvatha Govindaswamy; Other Staff – Human Resources Director Carrie Myers, Rolla Campus Director Christina Ayres, Director of Communications & Marketing Gregg Jones, Executive Director of Institutional Effectiveness Michelle Smith, Director of Library Services Lisa Farrell, Campus Officer Todd Schlitt, Executive Assistant to the President Bonnie Gardner, Professional Staff Association President Carson Mowery, and Classified Staff Association Treasurer Bethany Herron; Student – Student Government Association Vice President Theo Krummel.

RECOGNITION OF GUESTS: Guests included Kyle Meyer and Tim Martin, Quiz Bowl Team Members, and Jon Riley from the *Missourian*. Vice President Joel Doepker introduced Kyle Meyer and Tim Martin and congratulated them on winning the sectional tournament on January 21. The team then competed at the national community college tournament and tied for 14th place out of 24 teams, losing three games by just one question. Kyle has been named to the all-star team, scoring 65 points per game. ECC is the only community college in Missouri to sponsor a Quiz Bowl team.

PUBLIC COMMENT: There was no public comment.

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

Motion: To **approve** the agenda for the March 6, 2023, meeting of the Board of Trustees.
Motion by Cookie Hays; Seconded by Prudence Johnson; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the February 6, 2023, regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President DeAnna Cassat reviewed the financial statements as of January 31, 2023. She noted that the largest factor in the decrease in cash and investments is the removal of Higher Education Emergency Relief Funds that were provided during the pandemic. The change in local revenue is attributed to Franklin County property taxes coming in later; approximately 90% of tax revenue has been collected. Tuition and fees are lagging behind projections due to a decrease in enrollment.

Motion: To **approve** the treasurer’s report, the financial report, and the payment of bills subject to the annual audit.
Motion by Eric Park; Seconded by Prudence Johnson; Carried Unanimously

AUDIT SERVICES: Vice President Cassat noted that a Request for Qualifications (RFQ) was sent to 107 suppliers. Seven reviewed the qualifications request and only one responded. Proposals are

solicited every three years. The College has been very pleased with the services of KPM and has worked with them for about 15 years.

Motion: To **approve** a contract with KPM CPAs and Advisors to conduct the external audit of East Central College and the East Central College Foundation for fiscal years 2023-2025 at a cost not to exceed \$50,000 for FY23, \$52,500 for FY24, and \$55,100 for FY25, subject to annual approval by the Board of Trustees.

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

THREE FOR FREE AND FREE & REDUCED LUNCH WAIVER: Dr. Bauer noted that since the Board previously approved both these programs, their discontinuation also requires Board approval. Vice President Sarah Leassner reminded the Board that the Three for Free program allowed rising high school juniors and seniors to take one summer course at ECC to determine if they would like to pursue a degree at the College. From the summer of 2019 through the summer of 2022, 325 students participated at a cost to the college of \$49,886. Of those students, only 18 continued their education at ECC. The Free & Reduced Lunch Waiver allowed students who received this federal benefit to receive a tuition waiver at ECC. From fall 2020 through fall 2022, 524 students participated at a cost of \$148,361 in tuition waivers. Over the last few years, a new scholarship has been created by the state of Missouri to help these students pay tuition. Staff are educating students on how to access those funds. When the tuition waiver program was started, there was no state assistance for these students.

Motion: To **discontinue** the Three for Free summer tuition assistance program effective immediately.

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

Motion: To **discontinue** the Free & Reduced Lunch Waiver program at the end of the Spring 2023 semester.

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

U.S.D.A. GRANT RESOLUTION: Dr. Bauer noted that the College has used the U.S.D.A. grant program for several years to make equipment purchases. As in the past, Board approval is needed to authorize continued participation.

Motion: To **approve** a resolution concerning acceptance and compliance with requirements to obtain financial assistance from the United States Department of Agriculture for the purchase of heating and air conditioning equipment and remote technology for the HVAC program.

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

AFFORDABLE & OPEN EDUCATIONAL RESOURCES: John Hardecke and Lisa Farrell, who have championed this project, provided an update for the Board. From fall 2018 to winter 2023, 13,600 students have been served and have saved a combined total of \$1,325,000; that is \$97 per student. An average of 13 courses per semester have participated and 29 different courses have used A & OER. Affordable is defined as a book costing \$50 or less; open educational resources are free materials. Textbook selection is up to the faculty member, and some have gone back to commercial books after trying the A & OER program. Some faculty are also incorporating subscription services provided by the library for their course materials. The stipend structure will be revisited this year and library staff availability will be adjusted to help faculty with remixing and creating their course materials. LibGuides have also been created to provide course resources for students.

PSRS/PEERS UPDATE: Dr. Park provided an update on the employee retirement system – PSRS/PEERS. He noted that PSRS/PEERS is a liability on the College’s income statement by state statute. It is the 46th largest pension system in the country and the 96th largest investor in the world. There are about 300,000 people receiving benefits from the system, with \$3.4 billion in benefits paid last year. The 2023 COLA for retirees was 5%. PSRS/PEERS is looking at opening an office in St. Louis for their investment staff.

***PERSONNEL:** The Board **approved** revisions to the roster of adjunct faculty for the 2023 spring semester as outlined in the attached memorandum.

BOARD PRESIDENT’S REPORT: Board President Ann Hartley reported the Board held a retreat on Saturday, March 4. The retreat was educational; no action was taken.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Reg Brigham reported that course proposals for the honors program are being submitted to Academic Council for review and approval. Upward feedback for Dr. Bauer and Dr. Walter is open and will be available for faculty input until after spring break.
- B. ECC-NEA:** NEA Vice President Parvadhya Govindaswamy indicated the NEA had no report.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** PSA President Carson Mowery reported that the Learning Center has received Level III Master Tutor Certification. Professional headshots were made available to students and employees in early February. Sixteen students and 48 employees had their photos taken. A leadership conference for local high school students was held on campus on March 3.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** CSA Treasurer Bethany Herron reported that nominations are open for the Spotlight Award. Denim Days raised \$115 for the ECC Food Pantry in January and \$170 for the ECC CSA Scholarship Fund in February.
- E. STUDENT GOVERNMENT ASSOCIATION REPORT:** SGA Vice President Theo Krummel reported that supplies for the little library have been purchased. On April 14, SGA will be hosting a trivia night. Theo and Brooklyn Hyatt gave a presentation on student leadership at the March 3 high school leadership conference.

PRESIDENT’S REPORT: Dr. Bauer reported that the Missouri House is close to finishing budget work and will send a budget to the Senate in the next few weeks. Several bills are being watched, including legislation to change the collection of property taxes. This is concerning, and there are several bills ranging from limiting the growth of taxes to eliminating property taxes. It is expected that something will be done during this legislative session to limit the rate of tax growth.

Two Phi Theta Kappa induction ceremonies were held recently, one in Rolla and one in Union. Numerous awards were received by the chapters, members, and advisors.

Commencement will be on May 13 with ECC alumnus Alex Fees, a KSDK reporter, providing the keynote address.

ADJOURNMENT:

Motion: To **adjourn** the March 6, 2023, public meeting of the Board of Trustees and enter into executive session per RSMo2004, Section 610.021 (3) Personnel at 6:52 p.m.

Motion by Joseph Stroetker, Seconded by Eric Park

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

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

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2023**

AGENDA ITEM 6: TREASURER'S REPORT AND FINANCIAL REPORT

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

Attachments

4/10/2023

Section 6, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

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East Central College
Statement of Net Assets for all Funds
As of February 28, 2023 and February 28, 2022

ASSETS	<u>2/28/23</u>	<u>2/28/22</u>
Current		
Cash	12,792,818	11,700,717
Investments	2,304,811	1,604,535
Receivables, net		
Student	705,706	542,574
Federal & State agencies	929,969	1,434,162
Other	223,963	357,828
Inventories	196,073	187,842
Prepaid expenses	248,822	434,981
Total Current Assets	<u>17,402,162</u>	<u>16,262,639</u>
Non-Current Assets		
Other Assets	-	-
Capital Assets (net)	41,061,300	39,279,035
Total Non-Current Assets	<u>41,061,300</u>	<u>39,279,035</u>
Total Assets	<u>58,463,462</u>	<u>55,541,674</u>
DEFERRED OUTFLOW OF RESOURCES		
Deferred pension outflows	6,921,322	5,848,833
Deferred OPEB outflows	276,465	320,504
Total Assets and Deferred	<u>7,197,787</u>	<u>6,169,337</u>
Outflow of Resources	<u>65,661,249</u>	<u>61,711,011</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	89,271	114,217
Accrued Wages & Benefits	151,597	267,774
Unearned Revenue	181,122	140,595
Due to Agency Groups	-	-
Accrued Interest	-	-
Total Current Liabilities	<u>421,990</u>	<u>522,586</u>
Non-Current Liabilities		
USDA Loan	375,000	475,000
Bonds Payable	5,225,000	6,725,000
Premium on Sale of Bonds	336,979	439,375
Net Pension Liability	3,976,045	16,890,031
Compensated Absences	806,541	781,194
Post Employment Benefit Plan Payable	1,485,056	1,530,198
Johnson Control Performance Contract	942,030	1,011,395
United Bank of Union	1,570,000	1,690,000
Total Non-Current Liabilities	<u>14,716,651</u>	<u>29,542,193</u>
Total Liabilities	<u>15,138,641</u>	<u>30,064,779</u>
DEFERRED INFLOW OF RESOURCES		
Deferred pension inflows	13,706,520	2,223,993
Deferred OPEB Inflows	369,901	258,274
	<u>14,076,421</u>	<u>2,482,267</u>
NET ASSETS		
Investment in Capital Assets, net	40,524,596	37,629,281
Restricted for Debt Service	(44,894)	(44,894)
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	13,002,424	10,967,811
All other Funds	(18,795,939)	(21,148,233)
Total Net Assets	<u>36,446,187</u>	<u>29,163,965</u>
Total Liabilities, Deferred Inflow		
of Resources and Net Assets	<u>65,661,249</u>	<u>61,711,011</u>

East Central College
Statement of Activities
General Fund

As of February 28, 2023 and February 28, 2022

	For the Fiscal Year Ending June 30, 2023			For the Fiscal Year Ended June 30, 2022			
	Current FY Budget	Feb 28, 2023 Month end	Current FY Year-To-Date	Prior FY Budget	Feb 28, 2022 Month end	Prior FY Year-To-Date	Prior Year FYE
Revenues:							
Local Revenue	8,061,258	2,669,727	7,273,567	7,511,756	179,392	7,262,238	7,691,825
State Revenue	5,290,485	487,079	3,896,634	5,236,024	435,966	3,487,728	5,231,587
Federal Revenue	-	-	-	-	-	-	-
Tuition and Fees	7,409,748	38,787	6,938,619	6,334,616	52,025	6,660,638	6,736,371
Interest Income	75,000	21,276	81,655	75,000	2,586	34,138	63,643
Gifts and Grants	100,000	1,451	48,769	100,000	-	38,476	76,594
Miscellaneous Revenue	45,100	2,609	27,917	556,478	2,457	24,151	39,731
Transfers-Interfund & Indire	269,610	18,568	59,614	-	(500)	(4,194)	559,632
Transfer Federal Programs	-	-	-	-	-	-	7,910
Total Revenues	21,251,201	3,239,497	18,326,775	19,813,874	671,926	17,503,175	20,407,293
Expenses:							
Salaries	12,631,593	934,712	7,614,083	11,623,301	872,455	7,097,938	11,185,778
Benefits	4,418,238	366,024	2,785,733	4,106,848	337,870	2,514,404	1,504,822
Contractual Services	1,032,198	34,795	752,164	960,752	90,693	816,655	924,929
Current Expenses	859,010	66,065	465,024	744,089	31,187	395,124	629,316
Travel	271,559	8,653	153,888	202,487	6,077	100,767	147,129
Property & Casualty Insuran	222,000	-	222,320	210,658	2,850	211,557	211,556
Vehicle Expense	19,400	1,527	6,946	14,200	1,457	4,945	12,446
Utilities	545,000	22,779	450,147	543,950	19,485	365,857	591,304
Tele/Communications	250,770	18,809	142,518	230,665	12,706	106,135	157,749
Miscellaneous	397,285	23,091	209,785	378,843	19,100	219,738	232,646
Foundation Paid Expense	1,485	(1,552)	26,950	100	2,703	18,270	27,737
Clearing Account	-	35	109	-	93	9	-
Scholarship Expense	180,600	108,966	222,330	257,761	99,086	193,274	162,004
Faculty Development	25,000	-	5,700	25,000	-	5,670	9,860
Instit. Match for Grants	35,000	-	-	163,000	-	-	23,232
Commitment to AEL	60,000	-	10,625	40,000	-	-	37,707
Instit. Commit.to Fine Arts	-	-	-	-	-	-	6,200
Instit. Commit.to Word & M	-	-	-	-	-	-	-
Capital	21,500	120,004	67,850	32,200	-	12,413	17,817
Interfund Transfers	-	-	-	-	-	-	-
Debt Princ & Interest	280,563	53,333	194,729	280,020	54,458	192,518	279,477
Total Expenses	21,251,201	1,757,241	13,330,901	19,813,874	1,550,220	12,255,274	16,161,709
Revenue over Expenses	-	1,482,256	4,995,874	-	(878,294)	5,247,901	4,245,584

**Statement of Revenue, Expenses & Changes in Net Assets
(All Funds)
As of February 28, 2023 and February 28, 2022**

	For the Fiscal Year Ending June 30, 2023		For the Fiscal Year Ended June 30, 2022	
	FY 2023		FY 2022	
	Feb 28, 2023	Year-To-Date	Feb 28, 2022	Year-To-Date
Operating Revenues:				
Student Tuition & Fees	41,202	8,155,307	55,849	7,787,232
Federal Grants & Contracts	1,962,582	5,025,014	2,352,511	9,534,380
State Grants & Contracts	111,447	1,755,556	65,855	260,768
Auxiliary Services Revenue	84,797	1,210,756	102,686	1,078,722
Other Operating Revenue	45,615	193,238	45,990	412,636
Total Operating Revenue	2,245,643	16,339,871	2,622,891	19,073,738
Operating Expenses:				
Salaries	1,052,464	8,529,483	978,376	7,964,198
Benefits	398,803	3,035,275	370,862	2,760,100
Purchased Services	198,462	1,672,968	235,475	1,660,656
Supplies & Current Expenses	139,275	1,988,603	117,666	1,967,021
Travel	19,986	177,693	14,587	113,326
Insurance	-	241,782	2,850	228,969
Utilities	57,600	745,659	46,960	637,430
Other	13,956	75,597	9,975	75,676
Depreciation	198,192	1,501,701	175,634	1,409,406
Financial Aid & Scholarship	2,169,440	5,186,465	2,157,478	6,655,877
Foundation Paid Expense	5,360	45,816	2,802	20,480
Total Operating Expenses	4,253,538	23,201,042	4,112,665	23,493,139
Operating (Loss)/Gain	(2,007,895)	(6,861,171)	(1,489,774)	(4,419,401)
Non-Operating Revenues (Expenses):				
State Appropriations	487,079	3,896,634	435,966	3,487,728
Tax Revenue	3,422,727	9,322,427	221,472	8,966,486
Interest Income	26,109	96,152	2,986	40,375
Gain/Loss on asset disposal	-	-	-	12,618
Principal & Interest on Debt	(17,153)	(201,291)	(18,448)	(230,727)
Total Non-Operating Revenue (Expense)	3,918,762	13,113,922	641,976	12,276,480
Increase in Net Assets	1,910,867	6,252,751	(847,798)	7,857,079

**East Central College
Investments
As of February 28, 2023**

<u>CD Number</u>	<u>Date</u>	<u>Maturity</u>	<u>Term</u>	<u>Rate</u>	<u>Total</u>
<u>United Bank of Union</u>					
1024020457	5/15/2022	3/15/2024	22 Months	1.29%	\$ 500,000.00
1024021675	12/7/2022	12/7/2023	12 Months	4.35%	\$ 804,810.81
<u>Sullivan Bank</u>					
117465	7/1/2022	7/1/2023	12 Months	1.15%	\$ 500,000.00
118983	9/22/2022	9/22/2024	24 Months	1.75%	\$ 500,000.00
ECC Total Investments					\$ 2,304,810.81

2023

Total Cash Accounts	\$ 12,792,818.00
Certificates of Deposit	\$ 2,304,810.81
	<u>\$ 15,097,628.81</u>

2022 (December)

Total Cash Accounts	\$ 5,672,080.00
Certificates of Deposit	\$ 2,304,810.81
	<u>\$ 7,976,890.81</u>

**East Central College
Pledged Securities
As of February 28, 2023**

United Bank of Union

SECURITY DESCRIPTION	MATURITY DATE	CUSIP NO.	PAR AMOUNT
FDIC Insurance			\$ 250,000.00
FHR 4672 QD	08/15/45	3137BXLH3	\$ 37,026.94
FRESB 2019-SB61 A10H	01/25/39	30309LAN8	\$ 1,278,396.77
FNMA Pool #AL6270	10/01/34	3138EN6G9	\$ 336,757.85
FHLMC POOL #RB5108	04/01/41	3133KYU98	\$ 1,639,189.54
GNR 2021-22 AD	10/16/62	3830RTZ3	\$ 1,830,067.94
FHR 5081 AG	3/25/1951	3137FXXS2	\$ 1,322,980.35
FHLB LETTER OF CREDIT	10/28/2021		\$ 9,300,000.00
TOTAL			<u>\$ 15,994,419.39</u>

Phelps County Bank

SECURITY DESCRIPTION	MATURITY DATE	CUSIP NO.	PAR AMOUNT
FDIC Insurance			\$ 250,000.00
TOTAL			<u>\$ 250,000.00</u>

Sullivan Bank

SECURITY DESCRIPTION	MATURITY DATE	CUSIP NO.	PAR AMOUNT
FHMS KF64 A	6/25/2026	3137FMUT7	\$ 126,459.26
FNMA 20YR	7/1/1941	31418D2V3	\$ 854,519.03
FDIC Insurance			\$ 250,000.00
TOTAL			<u>\$ 1,230,978.29</u>

* ALL SECURITIES ARE HELD WITH OUR SAFEKEEPING AGENT - COMMERCE BANK N.A., 1000 WALNUT STREET, KANSAS CITY, MO 64106

** ALL PLEDGED SECURITIES ARE IN COMPLIANCE WITH SECTION 1823 (E) OF THE FDIC REGULATIONS AND HAVE BEEN APPROVED BY THE BANK'S LOAN COMMITTEE. THE APPROVAL IS REFLECTED WITHIN THE MINUTES OF THE COMMITTEE.

**East Central College
Warrant Check Register
As of February 28, 2023**

The Board of Trustees, including the Treasurer, has access to records necessary to confirm check payments have been issued in accordance with the policies and procedures of the Junior College District of East Central Missouri (East Central College), in compliance with the appropriation granted by the Board of Trustees as defined in the FY23 budgets.

Total amount of checks dispersed from February 1, 2023 through February 28, 2023, is reported at \$1,338,365.70

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2023**

AGENDA ITEM 7: FY24 BUDGET DEVELOPMENT

An update will be provided on the development of the FY24 College budget.

4/10/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

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Section 7, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2023**

AGENDA ITEM 8: COURSE FEES – OTA & HIM

Recommendation: To **approve** the addition of the following course fees for the Occupational Therapy Program and the Health Information Management Program:

OTA 270 Professional Skills	\$550
HIM 213 Professional Practice Experience	\$100

Attachment

4/10/2023

Section 8, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

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OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

TO: Dr. Jon Bauer, College President
DATE: March 31, 2023
FROM: Robyn Walter, Vice President of Academic Affairs
RE: AY24 Course Fee Recommendations for OTA & HIM

This memo is for your consideration to accept the two action items that were put to a special vote by Academic Council, see below.

Motion: To accept the late addition of a \$550 course fee to OTA 270 *Professional Skills*.

Rationale: During the March 2023 meeting of the Missouri Health Professions Consortium, the recommendation was made to request a \$550 fee be added to OTA 270, Professional Skills. This fee will cover the cost of the student's national certification exam to NBCOT. This recommendation comes from the accrediting body ACOTE and supported by the OTA Program Director, faculty, and Deans/VP's of the consortium. During the Systematic Program Review, it was identified that students are not sitting for their certification examination within an appropriate period of time due to the significant cost of the exam. Unfortunately, this delay in testing has impeded some student's success.

By adding this fee to the course, students can use appropriate financial aid to help the cost and the program will work in collaboration with the student in scheduling the certification exam.

Additionally, the OTA 270 course prepares the student using a test prep book and test prep curriculum built into the existing course. There are other Allied Health Programs that include certification expenses in their course fees.

Motion Approved

Result: 10 voting members (quorum met)
Accept: 10
Reject: 0

Motion: To accept the late addition of a \$100 course fee to HIM 213 HIM *Professional Practice Experience* – PPE.

Rationale: This \$100 course fee was attached to HIM 100 *Professional Practice Experience* course. This course was deactivated at a previous Academic Council meeting. The associated *Professional Practice Experience* \$100 fee should now be attached to HIM 213 HIM *Professional Practice Experience* - PPE course where the clinical field experience actually occurs. The purpose of this course fee remains unchanged and covers PPE expenses such as drug screen, criminal background check, onboarding fees, liability insurance.

Motion Approved

Result: 13 voting members (quorum met)
Accept: 13
Reject: 0

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2023**

AGENDA ITEM 9: FACULTY PROMOTION IN RANK

Recommendation: To **approve** the promotion of Dr. Isaiah Kellogg and Tracy Mowery to Associate Professor, and the promotion of Josh Stroup and Jessica Van Leer to Assistant Professor effective with the FY24 academic year.

Attachment

4/10/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

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Section 9, Page 1



OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

TO: Dr. Jon Bauer, College President
DATE: March 13, 2023
FROM: Robyn Walter, Vice President of Academic Affairs
RE: AY23 Faculty Rank & Promotion Recommendation

The Rank & Promotion committee, chaired by Shaun Roberson, reviewed the four faculty portfolios that were submitted for academic year 2024. A rubric for evaluating each portfolio was completed by all seven committee members.

Based on the existing policies and procedures, the Rank and Promotion Committee for 2022-2023 reached a consensus and recommends the promotion of the following candidates to the following ranks:

- Dr. Isaiah Kellogg, Associate Professor
- Tracy Mowery, Associate Professor
- Josh Stroup, Assistant Professor
- Jessica Van Leer, Assistant Professor

After reviewing the committee’s rubrics and recommendation, I agree with the assessment of the committee and recommend the promotion of all four candidates.

Per the academic year 2023 collective bargaining agreement, below is the estimated increase to faculty base for academic year 2024

Faculty Name	Proposed Rank	Increase to AY24 Base
Dr. Isaiah Kellogg	Associate Professor	\$2,500
Tracy Mowery	Associate Professor	\$2,500
Josh Stroup	Assistant Professor	\$1,500
Jessica Van Leer	Assistant Professor	\$1,500
Total		\$8,000.00

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2023**

AGENDA ITEM 10: CITIZENS' ADVISORY COMMITTEE

The Board will discuss the formation of a citizen's advisory committee to review financial information and make a recommendation regarding a possible ballot issue related to the debt service levy.

4/10/2023

Section 10, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2023**

AGENDA ITEM 11: *PERSONNEL

A. Intention to Re-employ Administrators

Recommendation: To **approve** the re-appointment of the following administrators for the 2023-2024 fiscal year:

DeAnna Cassat, Vice President, Finance and Administration
Joel Doepker, Vice President, External Relations
Sarah Leassner, Vice President, Student Development
Dr. Robyn Walter, Vice President, Academic Affairs

B. Intention to Re-employ Full-Time Faculty

Recommendation: To **approve** the re-appointment of full-time faculty for the 2023-2024 academic year as listed on the attached memorandum.

Attachments

4/10/2023

Section 11, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602



**Interoffice Memo
President's Office**

TO: Board of Trustees
DATE: April 10, 2023
FROM: Dr. Jon Bauer, College President
RE: Reappointment of Administrators FY24

The following administrators are being recommended to the Board of Trustees for reappointment for fiscal year 2024.

DeAnna Cassat, Vice President, Finance and Administration
Joel Doepker, Vice President, External Relations
Sarah Leassner, Vice President, Student Development
Robyn Walter, Vice President, Academic Affairs

Approval Signature:



Jon Bauer, College President



OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

TO: Dr. Jon Bauer
DATE: April 5, 2023
FROM: Robyn Walter, Vice President of Academic Affairs
RE: Reappointment of Full-time Faculty

Recommendations by the Vice President of Academic Affairs for reappointment/non-reappointment for AY2024:

Reappointment - Annual Contract

Blakely, Joannie; Bland, Bobby; Brown, Clarissa; Clark, Brittany; Chick, Michelle; Daman-Scheel, Kim; Derifield, Timothy; Ditmeyer, Laura; Elias, Jon; Firle, Luke; Fisher, Jessica; French, Tanner; Grindel, Brandi; Hancock, Kami; Holtmeyer, Katie; Miles, Jeannie; Ong, Vu; Prince, Wayne; Scheer, Kelsey; VanBibber, Megan; VonTress, Aurelia; Wall, Jennifer; Watson, Brian

Reappointment from Annual Contract to Tenure

Chirban, Julie; Clonts, Duane; Velic, Adisa

According to Board policy, a faculty member is eligible for Tenure in August 2023 based on hire date.

Reappointment - Tenure

Aramburu, Ellen; Austin, Grace; Barro, Linda; Barton, Sean; Bieker, Judy; Bounds, Aaron; Brigham, Reginald; Derifield, Coreen; Dixon, Kevin; Durbin, Jason; Esbeck, Nathan; Estes, Anne; Flotte, Elizabeth; Gifford, Matthew; Goodson, Jenifer; Govindaswamy, Parvi; Hanneken, Lisa; Hardecke, John; Haynes, Shane; Henderson, Russ; Higerd, Jennifer; Hovland, Joseph; Howard, Rachel; Judd, Jennifer; Kellogg, Isaiah; Kolb, Leigh; Mahon, Robert; Monzyk, Matthew; Mowery, Tracy; Palazzola, Michael; Pecka, Wendy; Pohlman, Dennis; Pulles, Keith; Roberson, Shaun; Sayles, Nanette; Sexton, Timothy; Stotler, Gregory; Stroup, Joshua; Van Leer, Jessica; Winters-Rozema, Beth; Wissbaum, Connie

Approval:

Robyn C. Walter
Robyn Walter, Vice President of Academic Affairs

3/29/2023
Date

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2023**

AGENDA ITEM 12: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

4/10/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

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Section 12, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES
MEETING April 10, 2023**

AGENDA ITEM 13: REPORTS

Reports may be presented by:

- A. Faculty Association President, Reginald Brigham
- B. ECC-NEA Vice President, Parvatha Govindaswamy
- C. Professional Staff President, Carson Mowery
- D. Classified Staff Association Secretary, Amy Sisk
- E. Student Government Association President, Brooklyn Hyatt

4/10/2023

East Central College

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Section 13, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2023**

AGENDA ITEM 14: PRESIDENT’S REPORT

Projected meeting dates for 2023 are listed below for planning purposes. Meetings will normally begin at 5:30 p.m. Please let me know as soon as possible if you will not be able to attend any of the projected meetings.

2023 Projected Meeting Dates

May 8
June 12
July 13 (*Thursday noon business meeting*)
August 28
No September Meeting
October 2
November 6
December 4

Alternate Meeting Dates

May 15
June 15

October 9
November 13
December 11

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2023**

AGENDA ITEM 15: ADJOURNMENT

Recommendation: To adjourn the April 10, 2023, meeting of the Board of Trustees.

4/10/2023

Section 15, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
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