



**BOARD OF TRUSTEES
MEETING**

June 26, 2023

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

Monday, June 26, 2023

5:30 p.m.

BH238 or <https://zoom.us/j/97923902870>

		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.	OUTSTANDING ALUMNI AWARD			X
7.	TREASURER'S REPORT AND FINANCIAL REPORT	Simple Majority		
8.	BID	4 Votes		
9.	INSURANCE BROKER	4 Votes		
10.	CENTRAL METHODIST MOU	4 Votes		
11.	COLLECTIVE BARGAINING AGREEMENT	4 Votes		
12.	FY24 BUDGET AND STAFFING PLAN	4 Votes		
13.	FLEXIBLE WORK / REMOTE WORK POLICIES		X	
14.	CITIZENS ADVISORY COMMITTEE	4 Votes		
15.	*PERSONNEL A. Appointments B. Summer 2023 Adjunct Faculty Addendum	4 Votes		
16.	BOARD PRESIDENT'S REPORT			X
17.	REPORTS A. Faculty Association B. ECC-NEA C. Professional Staff Association D. Classified Staff Association			X
18.	PRESIDENT'S REPORT			X
19.	ADJOURNMENT	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
June 26, 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.

6/26/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

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Section 1, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 26, 2023**

AGENDA ITEM 2: RECOGNITION OF GUESTS

Guests will be recognized by Mr. Gregg Jones.

6/26/2023

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Section 2, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 26, 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.

6/26/2023

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Section 3, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 26, 2023**

AGENDA ITEM 4: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the June 26, 2023, Board of Trustees meeting.

6/26/2023

East Central College

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Section 4, Page 1

Agenda Item 4: Approval of Agenda

Consent Agenda Items for June 26, 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
June 26, 2023**

AGENDA ITEM 5: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the May 8, 2023, regular meeting of the Board of Trustees.

Attachment

6/26/2023

East Central College

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Section 5, Page 1

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
Monday, May 8, 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 Academic Affairs Robyn Walter, Vice President of External Relations Joel Doepker, Vice President of Finance and Administration DeAnna Cassat, and Vice President of Student Development Sarah Leassner; Faculty – Faculty Association President Reg Brigham, ECC-NEA Vice President Tanner French; 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, Foundation Executive Director Bridgette Kelch, Information Technology Director Doug Houston, Campus Police Officer Todd Schlitt, Professional Staff Association President Carson Mowery, Classified Staff Association President Jessica Horn, and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: There were no guests.

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 May 8, 2023, meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the April 10, 2023, regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President DeAnna Cassat reviewed the financial statements as of March 31, 2023. She noted investment in CDs is being optimized to increase interest income. Tuition and fees are lower than projected due to decreased enrollment, and the college continues to see increases in costs for utilities. FY24 budget projections are being adjusted accordingly and zero growth is still being projected for tuition and fees next year.

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

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

BIDS: Dr. Bauer noted that the recommended computers are a planned expenditure using the state-negotiated Dell contract and will be funded with technology fees. This is the normal replacement of computers at the end of their life cycle.

Motion: To **approve** the purchase of 60 computers with monitors and 10 laptops for various computer labs at the Union campus from the state-negotiated Dell purchasing contract at a total cost of \$58,918.20 to be funded with technology fees.

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

Dr. Bauer indicated the proposed telehealth services would be funded with student fees. Many institutions are providing telehealth services due to concerns about student access to healthcare and

mental health services. This is a way for students to have access to services outside of College business hours. Vice President Leassner noted that the contract with Virtual Care Group will provide telemedicine (urgent care) at no cost to the student for a virtual visit and guidance. It will also provide mental health counseling outside of normal ECC office hours, which is when most students needing these services seek help. The program will also provide life coaching sessions and skill-based advice for students. Fifty visits will be provided for students who need access to psychiatric professionals. Services will be offered to all students except dual credit students who have access through their high school or parental insurance plans. College staff will receive data each month on the number of students who are engaging in the platform. The set of eligible students would be uploaded monthly, and students would not be eligible if not enrolled during the current semester.

The Board had questions regarding the location of the physicians in the program, where students would be referred if they need to be seen in person, and how students would be able to pay for medication (if prescribed). They questioned whether the college should instead enroll students in a group insurance program. Vice President Leassner will gather more information and the Board will entertain the recommendation at the next meeting.

PRE-AUTHORIZATION OF GRANT FUNDED PURCHASES: There are times when grant funds are available to purchase items needed before the fall semester begins and the purchase must be made before the August Board meeting. As in the past, the Board was asked to approve the purchase of such items in advance with a report of items purchased being presented later.

Motion: To **authorize** in advance items to be purchased with state vocational enhancement grant funds and other state or federal grant funds to facilitate purchases that need to be made prior to the start of the fall 2023 semester.

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

PROFESSIONAL SERVICES: Dr. Bauer noted that the College has used the services of Tueth, Keeney for many years and would like to renew services for the coming year.

Motion: To approve the renewal of the professional service agreement for FY24 with Tueth, Keeney, Cooper, Mohan & Jackstadt, P.C., St. Louis, MO, for legal services at a cost of \$245 per hour for partners and of counsel attorneys and \$200 per hour for associates and senior attorneys.

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

ROLLA SECURITY SERVICES: Securitas has been used for several years to provide unarmed security for the College. Periodically these services are sent out to bid. After the bid process, Securitas was the only company to submit a proposal. These services are funded from the student security fee paid by Rolla students.

Motion: To **approve** Securitas USA as the provider of unarmed security services at the Rolla North and Rolla Main locations for FY24 at the bill rate of \$25.58 per hour for security officers and \$27.13 per hour for security supervisors and the holiday rate of \$38.37 for security officers and \$40.70 for security supervisors.

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

FACILITIES LEASES: Renewal of the leases for the two Rolla facilities was recommended. The increase at Rolla Technical Center reflects the fact that Rolla School District is now charging for the space used by the healthcare programs the College assumed sponsorship for in previous years. Charges for that space were previously deferred to help reduce the initial cost of sponsoring these programs.

MOTION: To **approve** the renewal of off-campus leases for fiscal year 2024 as follows:

Rolla Technical Center \$234,226.50 (*increase of \$81,171*)
500 Forum Drive, Rolla

Rolla North \$122,531.88 (*increase of \$3,568.92*)
2303 North Bishop, Rolla

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

FY24 BUDGET DEVELOPMENT: Bargaining with the ECC-NEA is still underway. The revenue projections are being refined. The county assessor's office has been contacted for data to help get revenue projections as precise as possible. The state budget has been sent to the governor; ECC's projected increase has not changed. All budget managers have been asked to reduce their budget requests by 10% for non-personnel items as compensation remains a priority. The FY24 budget, staffing plan, and collective bargaining agreement will be presented for approval next month and will be sent in advance of the meeting for review.

***PERSONNEL:** The Board **approved** the reappointment of the full-time professional staff for the 2023-2024 fiscal year as outlined in the attached memorandum. The Board **approved** the appointment of Olivia Kerwin as Math Instructor – Rolla effective August 15, 2023, with an annual base salary of \$54,865.60; Michael Matusek as Physics Instructor effective August 14, 2023, with an annual base salary of \$51,327.28; Kristin Bales as Chemistry Instructor, Rolla and Union, effective August 14, 2023, with an annual base salary of \$48,359; and Blake Poertner as Precision Machine Instructor/Program Coordinator effective August 14, 2023, with an annual base salary of \$48,432, and an additional month's pay of \$5,381.33 for Program Coordinator duties for an annual salary of \$53,813.33. The Board also **approved** adjunct faculty for the Summer 2023 semester as listed in the attached memorandum.

BOARD PRESIDENT'S REPORT: Board President Ann Hartley reported that the recent dugout dedication in honor of Tom Dill was very nice, and she was pleased to see so many in attendance.

REPORTS:

A. FACULTY ASSOCIATION REPORT: Faculty Association President Reg Brigham indicated the Association had no report.

B. ECC-NEA: NEA Vice President Tanner French reported the Inspirers of Excellence Awards will be held on May 10 at 6 p.m. and the faculty end-of-year pizza party will be on May 12. Bargaining continues and the work of the teams is appreciated.

C. PROFESSIONAL STAFF ASSOCIATION REPORT: PSA President Carson Mowery reported that the Rolla Student Government Association hosted a spring fling event with over 100 students, faculty, staff, and family members in attendance. Campus Life hosted Student Achievement Night in both Union and Rolla. There were 95 award nominations and 250 attendees between the two events. Twenty-five AEL students were inducted into the National Adult Education Honor Society. Career Navigator Sarah Haines has earned the Certified Career Services Provider credential. Nearly 40 students have completed the AEL program in the last 12 months and over 250 students have been served in the program this year. Congratulations were extended to Andy Kolb on the completion of a bachelor's degree and Carson Mowery on the completion of a master's degree.

D. CLASSIFIED STAFF ASSOCIATION REPORT: CSA President Jessica Horn was in attendance via Zoom but was not recognized to speak. She later reported via email that Donna Kennedy was the

CSA Spotlight Award winner for spring and \$736 was raised with “Penny Wars,” the spring fundraiser.

PRESIDENT’S REPORT: Dr. Bauer congratulated Lisa Hanneken and Tanner French, the inaugural winners of the Donald R. and Barbara D. Means Faculty Innovation Award for their Hyflex course delivery project. The \$1,000 cash award will be split between them and placed in their professional development accounts. This award was created by the family of Don Means, a charter Board member. Award winners are selected by a committee based on a rubric that includes assessment data.

The capital improvements bill that includes the next phase of funding for the new Rolla facility was passed by the legislature. There is currently \$6.5 million appropriated, and this bill will provide another \$3.25 million in the upcoming budget. It is expected that an additional \$3.25 million will be appropriated for the following year. There is a bill that will place a limit on the growth of personal property tax which seems to be a priority and will likely pass by the end of the week. This will impact revenue for the College.

Completion of the pedestrian bridge has been delayed until late June. A fabrication error occurred on the posts that support the canopy. Those pieces were returned to the company for correction and should be back on campus during the week of May 15.

The softball team ended the season with a 16-24 record. Taylor Hanger was named to the All-Region First Team. The baseball team hosted the Region 16 Tournament and ended the season with a 20-22 record. Shane Kearbey was named Region 16 DII Player of the Year; Luciano Terilli and Trey Orman were named to the All-Region First Team.

Commencement will be on May 13 at 11:30 a.m. The Nursing Pinning ceremony will be at 9 a.m. that day and the HiSet ceremony will begin at 2 p.m. Board members are asked to arrive at 11 a.m. to robe; parking will be reserved outside the BH lobby.

Dr. Bauer highlighted end-of-year activities and noted that four Phi Theta Kappa students were recognized on the PTK All-Missouri Academic Team – Kelsea Smith, Elise Jeffers, Brooklyn Hyatt, and Annika Brunner. Kelsea Smith was also named a Coca-Cola Gold Scholar.

Julie Chirban was recognized as the Missouri Organization for Associate Degree Nursing Educator of the Year.

ADJOURNMENT:

Motion: To **adjourn** the May 8, 2023, public meeting of the Board of Trustees and enter into executive session per RSMo2004, Section 610.021 (3) Personnel at 6:27 p.m. *Motion by Joseph Stroetker; Seconded by Cookie Hays*

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
June 26, 2023**

AGENDA ITEM 6: OUTSTANDING ALUMNI AWARD

Trustee Cookie Hays will be presented with the Outstanding Alumni Award.

6/26/2023

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Section 6, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 26, 2023**

AGENDA ITEM 7: TREASURER’S REPORT AND FINANCIAL REPORT

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

Attachments

6/26/2023

East Central College

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Section 7, Page 1

East Central College
Statement of Net Assets for all Funds
As of April 30, 2023 and April 30, 2022

ASSETS	<u>04/30/23</u>	<u>4/30/22</u>
Current		
Cash	11,515,029	11,049,630
Investments	2,304,811	1,604,536
Receivables, net		
Student	2,776,277	2,656,844
Federal & State agencies	889,777	1,114,682
Other	20,956	252,888
Inventories	196,073	187,842
Prepaid expenses	351,462	327,276
Total Current Assets	<u>18,054,385</u>	<u>17,193,698</u>
Non-Current Assets		
Other Assets	-	-
Capital Assets (net)	40,813,530	39,023,825
Total Non-Current Assets	<u>40,813,530</u>	<u>39,023,825</u>
Total Assets	<u>58,867,915</u>	<u>56,217,523</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>66,065,702</u>	<u>62,386,860</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	2,873	1,835
Accrued Wages & Benefits	7,422	265,394
Unearned Revenue	2,486,622	2,505,575
Due to Agency Groups	-	-
Accrued Interest	-	-
Total Current Liabilities	<u>2,496,918</u>	<u>2,772,803</u>
Non-Current Liabilities		
USDA Loan	358,334	458,334
Bonds Payable	5,225,000	6,725,000
Premium on Sale of Bonds	336,979	439,376
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	930,054	1,000,321
United Bank of Union	1,570,000	1,690,000
Total Non-Current Liabilities	<u>14,688,009</u>	<u>29,514,453</u>
Total Liabilities	<u>17,184,927</u>	<u>32,287,256</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	40,302,468	37,333,441
Restricted for Debt Service	(44,894)	(44,894)
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	11,548,201	10,260,237
All other Funds	(18,761,421)	(21,691,446)
Total Net Assets	<u>34,804,354</u>	<u>27,617,337</u>
Total Liabilities, Deferred Inflow		
of Resources and Net Assets	<u>66,065,702</u>	<u>62,386,860</u>

East Central College
Statement of Activities
General Fund

As of April 30, 2023 and April 30, 2022

	For the Fiscal Year Ending June 30, 2023			For the Fiscal Year Ended June 30, 2022			
	Current FY Budget	Apr 30, 2023 Month end	Current FY Year-To-Date	Prior FY Budget	Apr 30, 2022 Month end	Prior FY Year-To-Date	Prior Year FYE
Revenues:							
Local Revenue	8,061,258	87,451	7,703,284	7,511,756	72,198	7,611,260	7,691,825
State Revenue	5,290,485	487,079	4,870,793	5,236,024	435,966	4,359,660	5,231,587
Federal Revenue	-	-	-	-	-	-	-
Tuition and Fees	7,409,748	34,074	6,981,749	6,334,616	30,054	6,736,269	6,736,371
Interest Income	75,000	10,725	104,321	75,000	6,216	44,086	63,643
Gifts and Grants	100,000	25,256	76,150	100,000	20,000	58,476	76,594
Miscellaneous Revenue	45,100	14,895	45,565	556,478	10,535	36,158	39,731
Transfers-Interfund & Indire	269,610	3,202	230,403	-	2,715	800,686	559,632
Transfer Federal Programs	-	-	-	-	-	-	7,910
Total Revenues	21,251,201	662,682	20,012,265	19,813,874	577,684	19,646,595	20,407,293
Expenses:							
Salaries	12,631,593	953,218	9,512,122	11,623,301	889,395	8,855,891	11,185,778
Benefits	4,418,238	349,538	3,480,404	4,106,848	325,246	3,147,775	1,504,822
Contractual Services	1,032,198	23,754	798,774	960,752	17,880	864,806	924,929
Current Expenses	859,010	41,969	558,595	744,089	54,973	494,904	629,316
Travel	271,559	15,263	192,780	202,487	12,122	126,035	147,129
Property & Casualty Insuran	222,000	3,314	225,633	210,658	-	211,557	211,556
Vehicle Expense	19,400	902	8,190	14,200	400	7,243	12,446
Utilities	545,000	19,745	570,564	543,950	44,728	490,534	591,304
Tele/Communications	250,770	16,715	178,309	230,665	12,490	131,294	157,749
Miscellaneous	397,285	16,095	241,852	378,843	11,821	254,138	232,646
Foundation Paid Expense	1,485	2,601	31,442	100	3,211	22,588	27,737
Clearing Account	-	(90)	44	-	(1,693)	55	-
Scholarship Expense	180,600	(21,210)	201,834	257,761	(6,500)	156,918	162,004
Faculty Development	25,000	1,000	6,700	25,000	1,301	7,371	9,860
Instit. Match for Grants	35,000	-	10,625	163,000	-	-	23,232
Commitment to AEL	60,000	-	-	40,000	-	-	37,707
Instit. Commit.to Fine Arts	-	-	-	-	-	-	6,200
Instit. Commit.to Word & M	-	-	-	-	-	-	-
Capital	21,500	-	67,850	32,200	-	12,413	17,817
Interfund Transfers	-	-	-	-	-	-	-
Debt Princ & Interest	280,563	8,333	211,396	280,020	8,333	209,185	279,477
Total Expenses	21,251,201	1,431,147	16,297,114	19,813,874	1,373,707	14,992,707	16,161,709
Revenue over Expenses	-	(768,465)	3,715,151	-	(796,023)	4,653,888	4,245,584

Statement of Revenue, Expenses & Changes in Net Assets
(All Funds)
As of April 30, 2023 and April 30, 2022

	For the Fiscal Year Ending June 30, 2023		For the Fiscal Year Ended June 30, 2022	
	FY 2023		FY 2022	
	Apr 30, 2023	Year-To-Date	Apr 30, 2022	Year-To-Date
Operating Revenues:				
Student Tuition & Fees	39,490	8,213,218	35,130	7,882,926
Federal Grants & Contracts	392,362	5,482,343	1,620,100	12,317,575
State Grants & Contracts	269,534	2,287,247	236,285	510,058
Auxiliary Services Revenue	52,992	1,320,153	97,628	1,215,240
Other Operating Revenue	42,353	246,720	57,812	483,165
Total Operating Revenue	796,731	17,549,681	2,046,955	22,408,964
Operating Expenses:				
Salaries	1,071,022	10,659,049	1,001,402	9,939,860
Benefits	381,985	3,795,602	358,514	3,459,581
Purchased Services	164,897	2,027,810	101,127	1,898,934
Supplies & Current Expenses	116,415	2,226,867	134,528	2,461,722
Travel	34,201	249,222	25,961	154,669
Insurance	3,314	245,096	-	228,969
Utilities	53,611	942,788	86,942	845,529
Other	1,506	83,382	5,555	90,946
Depreciation	188,278	1,885,345	160,957	1,732,985
Financial Aid & Scholarship	282,455	5,482,292	1,549,048	8,495,245
Foundation Paid Expense	3,194	53,666	5,297	28,789
Total Operating Expenses	2,300,878	27,651,119	3,429,331	29,337,229
Operating (Loss)/Gain	(1,504,147)	(10,101,438)	(1,382,376)	(6,928,265)
Non-Operating Revenues (Expenses):				
State Appropriations	487,079	4,870,793	435,966	4,359,660
Tax Revenue	112,117	9,873,346	89,134	9,397,376
Interest Income	12,481	122,430	7,454	52,202
Gain/Loss on asset disposal	-	-	-	12,618
Principal & Interest on Debt	(2,126)	(205,557)	(2,348)	(235,372)
Total Non-Operating Revenue (Expense)	609,551	14,661,012	530,206	13,586,484
Increase in Net Assets	(894,596)	4,559,574	(852,170)	6,658,219

**East Central College
Investments
As of April 30, 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
123668	4/6/2023	7/6/2024	15 Months	3.95%	\$ 500,000.00
ECC Total Investments					\$ 2,304,810.81

2023

Total Cash Accounts	\$ 11,515,028.54
Certificates of Deposit	\$ 2,304,810.81
	<u>\$ 13,819,839.35</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 April 30, 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	\$ 36,059.45
FRESB 2019-SB61 A10H	01/25/39	30309LAN8	\$ 1,191,685.69
FNMA Pool #AL6270	10/01/34	3138EN6G9	\$ 325,174.30
FHLMC POOL #RB5108	04/01/41	3133KYU98	\$ 1,619,498.52
GNR 2021-22 AD	10/16/62	3830RTZ3	\$ 1,823,774.31
FHR 5081 AG	3/25/1951	3137FXXS2	\$ 1,309,360.84
FHLB LETTER OF CREDIT	10/28/2021		\$ 8,000,000.00
TOTAL			<u>\$ 14,555,553.11</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	\$ 126,373.15
LINCOLN-REF-TXBL NE 34	12/15/1934	534366DD8	\$ 500,000.00
FNMA 20YR	7/1/1941	31418D2V3	\$ 843,512.99
FDIC Insurance			\$ 250,000.00
TOTAL			<u>\$ 1,719,886.14</u>

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

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

**East Central College
Warrant Check Register
As of April 30, 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 April 1, 2023 through April 30, 2023, is reported at \$433,136.74

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 26, 2023**

AGENDA ITEM 8: BID

Recommendation: To **approve** the purchase of telehealth services for students from The Virtual Care Group, Los Angeles, CA, at a cost of \$2.98 per student, per month, plus a 50-visit block of psychiatric sessions for an estimated cost of \$84,020 annually to be funded with student services fees.

Attachment

6/26/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 584-0513

Section 8, Page 1

BOARD MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: JON BAUER, PRESIDENT
SUBJECT: TELEHEALTH SERVICES
DATE: JUNE 16, 2023

Attached you will find the information presented at last month's Board meeting regarding the purchase of telehealth services for students. Vice President Leassner and I will provide answers to the questions raised during last month's discussion at Monday's meeting and again present this proposal for your consideration.



Interoffice Memorandum

To: Dr. Jon Bauer, President

From: Sarah Leassner, VP, Student Development
DeAnna Cassat, VP, Finance and Administration

Re: Virtual Care Group Telehealth Services

Rational for Service

A recent national study shows that the mental health conditions of community college students are more prevalent than ever before. More than 50% of community college students nationwide screened positive for symptoms of one or more mental health conditions, financial stress is a significant predictor of screening positive for one or more mental health conditions, and cost of care is the most salient treatment barrier for community college students in need. East Central College reviewed two RFP’s that spoke to the type of service we were looking to add for our students.

Overview of Product

The Virtual Care Group (VCG) is the leading provider in UNLIMITED 24/7 quality telehealth services for Higher Ed institutions. Virtual care is an important tool in enhancing the quality of current health and mental wellness services on your campus. VCG is the exclusive telehealth service provider for the Rural Community College Alliance (RCCA). Their services include UNLIMITED solution-focused master’s level teletherapy (50-minute sessions), life coaching, on-demand crisis counseling services, UNLIMITED telemedical services, and tele psychiatric care. ECC will have access to 20,000+ mental health professionals, Board Certified physicians, and Board Certified psychiatrists in our nationwide network.

Cost Information

VCG Telehealth Services	2,500+ students/month			
	'24-'25	'25-'26	'26-'27	'27-'28
UNLIMITED Telemedicine (urgent care) + UNLIMITED Solution-Focused Teletherapy (50-minute scheduled sessions) UNLIMITED Life-Coaching UNLIMITED On-Demand Crisis Counseling Services	\$2.98 per student, per month	\$2.98 per student, per month	\$2.98 per student, per month	\$2.98 per student, per month
Telepsychiatric Care Board Certified psychiatrists, no psychiatric nurses or psychiatric nurse practitioners, just psychiatrists to ensure the highest quality of care for your students.	\$250/visit \$12,500 for 50-visit block of psychiatric sessions			

The other bid for combined medical and teletherapy was \$5.00 per student per month and did not include the additional life coaching offerings.

Currently one of the highest needs is access to psychiatric care, as the partnership between medication and talk therapy significantly increases the effectiveness of services provided for students. The current wait time for such resources can inhibit students from connecting with a provider for up to 3- 6 months.

The recent increase to our Student Services fee was implemented in anticipation of covering the cost for this program. The purpose for the Support Services fee is to support initiatives that focus on the retention and persistence of ECC students. Current customers of VCG have shown an ability to generate revenue by retaining and helping students persist through their mental health concerns.

Currently the budget projection for the Support Services fee is:

Fee Type	Credit Hours	Current Fee	Total
Support Services	46,154.12	\$2.00	\$92,308.24

Based on even enrollment for the Fall, the anticipated number of students using this service would be between 1900 – 2100 students. The populations below are who would be included in the original implementation.

<u>22/FA</u>	
First Time	681
Transfer	109
Continuing	994
Returning / Re-Admitted	194
	1978

For a total cost summary of:

2000 approx. students x 2.98 (pers student) x 12 months = \$71,520

50 – visit block of psychiatric sessions = \$12500

Total cost: \$84,020

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 26, 2023**

AGENDA ITEM 9: INSURANCE BROKER

Recommendation: To **approve** the continuation of Cottingham & Butler as the College's insurance benefits consultant for FY24 at an annual cost of \$36,000.

Attachment

6/26/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 584-0513

Section 9, Page 1



HUMAN RESOURCES

TO: Dr. Jon Bauer
DATE: May 30, 2023
FROM: Carrie A. Myers
RE: Employee Benefit Consulting Services, Broker of Record Renewal for 2023-2024

Recommendation for continuation of Cottingham & Butler as the College's Insurance Benefits Consultant, Broker of Record for 2023-2024 with an annual cost of \$36,000. The Broker of Record is a three-year contract subject to annual renewal.

The College has been working with Cottingham & Butler since July 2022. They are serving as a liaison between the college and the carriers, and providing guidance regarding healthcare reform, wellness programming, insurance renewals, and benefit options.

The committee is pleased with the work of Cottingham & Butler.

Please let me know if you have any questions or need additional information.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 26, 2023**

AGENDA ITEM 10: CENTRAL METHODIST MOU

Recommendation: To **approve** a Memorandum of Understanding for Continuing Facilities Usage with Central Methodist University for FY24 at a flat rental fee of \$29,216.

Attachment

6/26/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 584-0513

Section 10, Page 1

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

For the fiscal year of 2024 (July 1, 2023, to June 30, 2024), a flat rental fee of \$29,216 for facilities usage at East Central College by Central Methodist University will be imposed. This fee includes an assessment of \$4,000 for security services.

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

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

ECC will bill CMU the flat fee of \$29,216 in December of the fiscal year. Actual room usage will be assessed at the end of the spring term, and any additional charges for room usage will be billed after the final session in May of the fiscal year.

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

This Memorandum of Understanding will be in effect for fiscal year 2024 with an annual renewal. If any annual increases from this established fee schedule are necessary for renewal of this MOU, the increases shall not exceed the CPI-U, January to January, of the previous year and will be capped at 5% unless otherwise agreed to by both parties. It is agreed by both parties that at the end of this time period the Memorandum of Understanding will be fully reviewed by both parties. This Memorandum of Understanding may be cancelled by either party on eight weeks' notice.

This agreement is effective July 1, 2023.

East Central College

Signed:

Title:

Date:

Central Methodist University

Signed:

Title:

Date:

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 26, 2023**

AGENDA ITEM 11: COLLECTIVE BARGAINING AGREEMENT

Recommendation: To **approve** the negotiated Collective Bargaining Agreement with the ECC-NEA regarding salary, benefits, and working conditions for the 2023-2024 fiscal year.

Note: The CBA is pending ratification by the ECC-NEA. Ratification is anticipated by June 23.

Attachments

6/26/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 584-0513

Section 11, Page 1

2023-2024 CBA Executive Summary

Article	Explanation	Action	Previous Version	New Version
All / Whole CBA	Many small edits were needed to the entire CBA. This was the result of NEA team reading CBA line by line and analyzing for errors in wording or old information. A far greater number of these changes were needed this year due to the Board Policy workgroups work over the last two years which resulted in almost every group of Board Policies being renumbered. The Board Policies are referenced many times in the CBA in numerous articles, and those references were now out of date.	The text of each Article was edited to fix errors which had no impact on the meaning or requirements of the CBA. Those changes which were of no substance (simple repairs with no impact on the meaning of the CBA) were not bargained in the room and were made by the team outside the room. This executive summary presents below all substantive changes to the Articles of the CBA, but omits the cosmetic edits that were needed this year.	N/A	N/A
Article IV Joint Responsibility	The CBA has long referenced a joint responsibility to ensure compliance with the CBA, but in matters of noncompliance of individual faculty members, the role of NEA was not clear.	Language was added to define when NEA has a role to address individual matters of noncompliance.	It is the joint responsibility of the ECC-NEA and Administration to ensure compliance with the provisions of the collective bargaining agreement.	It is the joint responsibility of the ECC-NEA and Administration to ensure compliance with the provisions of the collective bargaining agreement. The agreement includes collective and individual responsibilities for ECC-NEA, the Administration, and covered members as defined in Article I of this Agreement. ECC-NEA and the Administration will ensure compliance with individual responsibilities, including but not limited to Articles IX (Job Descriptions), XII (Faculty Workload), XX (Meeting Schedule and Committee Assignments), and Board Policies 5.3 Job Descriptions and 5.22 Employee Conduct and Discipline.
Article XII.3.i : Faculty Workload	A work group met during Fall 2022 to update the old list of course capacities as appropriate and to create a system for regular updates. The process was aligned with course fees and it will go through Academic Council for approval. The bylaws for Academic Council will need to be amended.	Language edited to add the process, as well as small clarifying edits. The bylaws/charge for Academic Council will need to be amended.	<p>i. Course Size: A list of courses and course capacities will be kept in Falcon Nest. These capacities were decided by faculty in the discipline and the Credit Hour Equivalency Committee.</p> <p>i. Faculty are expected to notify their Dean or Department Chair, in writing, of acceptable overage to current class capacity prior to the last contract day for Fall and Spring semester in reference to the upcoming semester.</p> <p>ii. A work group will be formed, including faculty from each department within the Arts and Sciences division, the Dean of Arts and Sciences, one faculty each from Health Science and Career and Technical Education, and the Vice President of Academic Affairs with a minimum of two (2) of the above faculty being ECC-NEA members. This work group will create a process to assess and establish course capacities based upon best practices. These recommendations should guide a review of current course capacities during spring 2023 for implementation in academic year 2023-2024. This work group will be convened by the Vice President of Academic Affairs starting no later than September 15, 2022 and will have the pilot process completed no later than December 15, 2022 to utilize in Spring 2023. The</p>	<p>i. Course Capacity: A master list of all courses and course capacities will be housed within the Office of Academic Affairs.</p> <p>i. Faculty are expected to notify their Academic Dean or Department Chair, in writing, of acceptable overage to current class capacity prior to the last contract day for Fall and Spring semester in reference to the upcoming semester.</p> <p>ii. Annual review and potential updates to course caps will follow the Course Capacity Process and Timeline housed in Falcon Nest.</p>

Article	Explanation	Action	Previous Version	New Version
Article XII.3.j.i. Faculty Workload	The CBA language for course cancellations indicated courses will not be canceled if it prevents a student from finishing the program within two years. ECC has expanded its offering of certificates and programs lasting less than two years.	Language was edited to ensure courses are run so that students can finish their programs as promoted.	j. Course Cancellations i. Courses students need to complete specific programs/degrees should be offered within a timeframe to enable students to complete their program of study within a two-year period.	j. Course Cancellations i. Courses needed to complete a certificate or degree should be offered on a rotation that enables students to complete their program of study within the established timeframe of the certificate/degree pathway.
Article XII.4.a Office Hours	There were questions regarding how the old language about virtual office hours related to the language about being outside of normal working hours. The old language could be read to suggest virtual office hours could not be during the day.	Language was edited to remove words that were not needed. Language was also added that this only applies to base load.	a. A faculty member may schedule one (1) online office hour outside of normal working hours in a virtual format per online course taught. Virtual office hours do not exempt faculty from their on-campus duties or service to students.	a. A faculty member may schedule one (1) office hour in a virtual format per online course taught as part of their base load. Virtual office hours do not exempt faculty from their on-campus duties or service to students.
Article XIX.3: Faculty Development	There were requests to expand the list of actions that can add money to a fund-22 account to include organizing or hosting a conference, as well as serving in leadership roles of professional organizations.	Language edited to add organizing/hosting conferences and leadership roles of professional organizations. Language was also clarified regarding the relationship between special projects and MOUs in the last roman numeral.	3. Faculty may accrue funds in individual faculty development accounts; the College will budget sufficiently to transfer funds from fund-10 to the individual faculty development accounts in fund-22. Any remaining funds at the end of each fiscal year will go into the Academic Affairs Professional Development Reserve Fund. When new faculty are hired, their individual faculty development account will be allotted \$500 from the general fund. a. Additional funds may be earned by participation in the following activities: i. Presenting at a regional or national conference: \$150 (limit \$300 per academic year), ii. Publishing, performing, or displaying original work at professional recognized, juried, regional, or national venues: \$100 (limit \$200 per academic year). iii. Leading designated workshops, trainings, or speaking engagements: \$50 - \$100 (limit \$200 per academic year). iv. Special Projects approved by the Vice President of Academic Affairs in accordance with Article XIII: Special Project Assignments.	3. Faculty may accrue funds in individual faculty development accounts; the College will budget sufficiently to transfer funds from fund-10 to the individual faculty development accounts in fund-22. Any remaining funds at the end of each fiscal year will go into the Academic Affairs Professional Development Reserve Fund. When new faculty are hired, their individual faculty development account will be allotted \$500 from the general fund. a. Additional funds may be earned by participation in the following activities: i. Presenting at a regional or national conference: \$150 (limit \$300 per academic year), ii. Organizing or hosting a regional or national conference: \$150 (limit \$300), iii. Publishing, performing, or displaying original work at professional recognized, juried, regional, or national venues: \$100 (limit \$200 per academic year). iv. Leading designated workshops, trainings, or speaking engagements: \$50 - \$100 (limit \$200 per academic year). v. Serving as an officer or leadership role for a regional or national discipline specific professional organization: \$50-\$100 (limit \$100) vi. Special Projects approved by the Vice President of Academic Affairs in accordance with Article XI: Special Project Assignments. Activities assigned to a current MOU is not eligible for this Special Projects provision.

Article	Explanation	Action	Previous Version	New Version
Article XX Meetings Schedule and Committee Assignments	Questions have been raised regarding how the list of committee chairs that earn release time, and how that list was created or could be edited. The current list is based on prior assessments of work required of the committee chair. Any future edits would be possible through bargaining, but would best be made with data about the time requirements of specific chairs. Also, if a chair (or any other committee work) is significant in nature, a request can be made for a special project assignment through the Office of Academic Affairs.	This article was edited to update some language, and to add emphasis to the option of requesting special project assignments from the Office of Academic Affairs. No changes were made to the text of section 1 itself, but changes are described below to the lettered subsections under 1.	1. Full-time faculty are required to serve on College committees and attend division/departments meetings. No faculty member will be required to serve or be appointed to more than one (1) Academic College committee as defined below. All other committee participation should be on a voluntary basis with the exception of program specific committees, department and division groups or workgroups, comprehensive review, program advisory committees, and search committees. First-year faculty will attend monthly New Faculty Workshops to meet the committee requirement. Part of the workshop will include orientation to various committees, including visiting a selection of committee meetings.	1. Full-time faculty are required to serve on College committees and attend division/departments meetings. No faculty member will be required to serve or be appointed to more than one (1) Academic College committee as defined below. All other committee participation should be on a voluntary basis with the exception of program specific committees, department and division groups or workgroups, comprehensive review, program advisory committees, and search committees. First-year faculty will attend monthly New Faculty Workshops to meet the committee requirement. Part of the workshop will include orientation to various committees, including visiting a selection of committee meetings.
		Within letter (a) the language was edited from "Safety Committee" to "Campus Spaces" which reflects a prior name change made by that committee.	a. Faculty choose or can be appointed to one standing Academic Committee that meets monthly during the academic year focused on teaching and learning such as, but not limited to Academic Council, Rank and Promotion Committee, Portfolio and Credentialing Committee, Faculty Professional Development Committee, Strategic Enrollment Management and Retention Committee, Instructional Assessment Committee, Safety Committee, Civic and Community Engagement, Curriculum Council, Online Learning and Educational Technology, and Developmental Education Committee.	a. Faculty choose or can be appointed to one standing Academic Committee that meets monthly during the academic year focused on teaching and learning such as, but not limited to Academic Council, Rank and Promotion Committee, Portfolio and Credentialing Committee, Faculty Professional Development Committee, Strategic Enrollment Management and Retention Committee, Instructional Assessment Committee, Campus Spaces, Civic and Community Engagement, Curriculum Council, Online Learning and Educational Technology, and Developmental Education Committee.
		Within letter (b) the language about the option to request Special Project Assignment was moved to a new section for emphasis.	b. Additional committees provide faculty the opportunity to serve in advisory capacities to represent the faculty perspective such as, but not limited to, Insurance Committee, Comprehensive Program Review (outside of discipline), IT Advisory, Strategic Plan Implementation, and Budget Committee. In the event additional committee work requires broader participation and time faculty should consider utilization of Article XIII: Special Project	b. Additional committees provide faculty the opportunity to serve in advisory capacities to represent the faculty perspective such as, but not limited to, Insurance Committee, Comprehensive Program Review (outside of discipline), IT Advisory, Strategic Plan Implementation, and Budget Committee.
			-- { There are no changes to letters c-f } --	-- { There are no changes to letters c-f } --
		Within 2(f) the one-year only provision to add a credit hour of reassigned time was removed.	2(f) Faculty Professional Development 9-month committee leadership Up to 3 CH reassigned time per semester MOU Duties: • Serve as Lead for the Faculty Resource Coalition that includes the following committees Faculty Development, Rank & Promotion, and Portfolio & Credentialing Committees • Design and manage the virtual center for Teaching and Learning website • For AY 22-23 only: Chairs for Portfolio & Credentialing and Rank & Promotion will receive up to 1 CH of reassigned time to assist with development of the virtual center for the Teaching and	2. f. Faculty Professional Development 9-month committee leadership Up to 3 CH reassigned time per semester MOU Duties: • Serve as Lead for the Faculty Resource Coalition that includes the following committees Faculty Development, Rank & Promotion, and Portfolio & Credentialing Committees • Design and manage the virtual center for Teaching and Learning website

Article	Explanation	Action	Previous Version	New Version
		Within sections 3-4, a new section 3 was created which contains the language which moved from 1(b) in the old version. Putting this in its own section emphasizes the possibility. The text of the last two sections are not changed, except for renumbering after the addition of a new section 3.	3. Committee chair(s) who receive reassigned time are subject to approval by the Vice President of Academic Affairs. Situations that may lead to non-approval include, but are not limited to, a current Performance Improvement Plan or a pattern of failure to complete an MOU. Reason(s) for non-approval will be communicated to the faculty member in writing. 4. The College reserves the right to schedule meetings as needed to conduct College business and committee members shall be notified of meeting times as far in advance	3. In the event committee work requires broader participation and time, faculty should consider utilization of Article XIII: Special Project Assignments. 4. Committee chair(s) who receive reassigned time are subject to approval by the Vice President of Academic Affairs. Situations that may lead to non-approval include, but are not limited to, a current Performance Improvement Plan or a pattern of failure to complete an MOU. Reason(s) for non-approval will be communicated to the faculty member in writing. 5. The College reserves the right to schedule meetings as needed to conduct College business and committee members shall be notified of meeting times as far in advance
Article XXI Committee Work and Implementation Process	The current CBA contains language indicating a review will be done prior to 2021-2022 bargaining, which appears to be out of date. A review of the committee work process and flow of approvals was not deemed necessary (and likely was carried out back then) because the process seems to be working.	Language was removed from the CBA referring to that review process.	Article XXI: Committee Work and Implantation Process 1. The process laid out in Appendix B will be used to better streamline faculty committee work with the opportunity for communication, review, and practice for implementation. It also provides a process for any work deemed relevant to incorporation into this collective bargaining agreement to be reviewed and presented to the ECC-NEA bargaining team for negotiations. 2. Additionally, this process will be reviewed and assessed by the executive officers of the Faculty Association and ECC-NEA prior to 2021-22 bargaining for any needed modifications.	Article XXI: Committee Work and Implantation Process The process laid out in Appendix B will be used to better streamline faculty committee work with the opportunity for communication, review, and practice for implementation. It also provides a process for any work deemed relevant to incorporation into this collective bargaining agreement to be reviewed and presented to the ECC-NEA bargaining team for negotiations. --{deleted}--
Article XXVIII: Faculty Salary and Retirement Incentive	Over the last several CBAs, language has indicated a commitment to be in the average of STL area community colleges in regards to compensation by FY25. This year however presented a series of budget challenges, from missing out on state budget increases to enrollment declines. The changes made to this article represent an attempt to continue to gain ground on compensation, but also be realistic that we need an additional year to meet the previous commitment.	Article Language updated - Note this article is now renamed Faculty Salary and Retirement Incentive for this year to include the retirement incentive below. Section 1 is salary, 2 is retirement.	ECC Administration and ECC-NEA recognize the importance of establishing and maintaining competitive salaries within the region. The College commits to increasing faculty salaries to the average of base faculty salaries at the region's community colleges (East Central College, Jefferson College, St. Charles Community College, and St. Louis Community College) by Fiscal Year 2025. 1. Faculty will receive a 5% increase applied to base salaries. 2. The salary placement schedule will be increased by 5% across the board, effective for full-time faculty hired on or after September 1, 2022. 3. If after adjustment in (1) or (2), a faculty member's base salary is below the minimum on the FY23 placement schedule, that salary will be raised to the minimum based on degree, discipline, and years of service. 4. ECC administration and ECC-NEA will continue to work over the next year on revisions to the salary schedule (placement, steps, etc.), for incorporation into the FY24 CBA. 5. Full-time Faculty Overload Credit Hour Rate will be determined using the table below. See Article XII: Faculty Workload, Section C: Summer and Intersession Teaching for additional information. 6. Relevant industry experience is directly related to teaching in the credentialed discipline and/or based off the faculty job description. The hiring Dean will make recommendations based upon the faculty applicant's relevant experience. 7. Concurrent combination of college teaching and industry experience years cannot be counted twice. 8. Adjunct teaching experience will be calculated as half-year per for each full year taught.	2. ECC Administration and ECC-NEA recognize the importance of establishing and maintaining competitive salaries within the region. The College commits to increasing faculty salaries to the average of base faculty salaries at the region's community colleges (East Central College, Jefferson College, St. Charles Community College, and St. Louis Community College) by Fiscal Year 2026. a. Faculty will receive a 4% increase applied to base salaries. b. The salary placement schedule will be increased by 4% across the board, effective for full-time faculty hired on or after September 1, 2023. c. If after adjustment in (1), a faculty member's base salary is below the minimum on the FY24 placement schedule, that salary will be raised to the minimum based on degree, discipline, and years of service. d. Full-time Faculty Overload Credit Hour Rate will be determined using the table below. See Article XII: Faculty Workload, Section 5C: Summer and Intersession Teaching for additional information. e. Relevant industry experience is directly related to teaching in the credentialed discipline and/or based off the faculty job description. The hiring Dean will make recommendations based upon the faculty applicant's relevant experience. f. Concurrent combinations of college teaching and/or industry experience years cannot be counted twice. g. Adjunct teaching experience will be calculated as half-year per for each full year taught.

Article	Explanation	Action	Previous Version	New Version
	Faculty have asked questions what qualifies as career technical faculty - this definition is added to the glossary. Not meant to be based on division, but rather based on career ready programs. Definition centers on if the position oversees an AAS degree which may include some positions in the arts and sciences division.			h. Due to career and technical faculty requirements of additional industry recognized credentials or licensure, their salary will be established utilizing Career and Technical salary schedule for placement at hire. Faculty not meeting the definition of Career and Technical will utilize the faculty salary schedule for placement at hire.
Placement tables and faculty overload rate table	\$40 increase across the board to overload rates. Also, the career tech placement schedule had formatting errors that made it so some boxes could not be landed in and that made it seem like the doctorate level did not get any credit for years of service, also the overload table had calculation errors which made professional & terminal degrees pay less during summer. The tables were redesigned to have ranges to more clearly indicate proration is appropriate at placement only (not donut hole provision above) Also: A provision on the placement table allows for up to a 10% adjustment for hard to fill positions as seen necessary by VP of Admin.		--See Prior CBA for old Tables --	--See Current CBA for new Tables -- Note: The overload rate table had an increase of \$40 per credit hour. Also: A provision on the placement table allows for up to a 10% adjustment for hard to fill positions.
Article XXVIII: Faculty Salary and Retirement Incentive	A retirement incentive was negotiated based on results of the supplemental letter group in last year's CBA.	A new section (2) was added in the faculty salary article to address retirement incentive.	-- No Prior Language --	2. A retirement incentive will be offered to tenured faculty with at least 10 years of full-time, consecutive service at the College as of June 30, 2024, or December 31, 2024, and who meet eligibility requirements for normal or early retirement as defined by the Missouri Public School Retirement System (PSRS). Qualified faculty who elect to retire shall receive a one-time payment, calculated as follows: 1% of base salary for Fiscal Year 2024 (FY24), multiplied by the retiree's years of full-time consecutive service to ECC (maximum 25 years). An academic year is equivalent to a whole year for purposes of this calculation; and Cash value of one year of the retiree's College-paid health insurance benefits for 2024. Faculty planning to participate in this incentive shall notify the college in writing no later than January 16, 2024.
Article XXXIII: Contract Oversight and Planning Committee	This article was edited to clarify the small group (2 & 2) is not the actual team doing the bargaining but merely planning to bargain.	One word edited in #3 to clarify the role is planning.	1. A committee composed of two (2) representatives of the College and two (2) representatives of ECC-NEA will be chosen by the College President and ECC-NEA President, respectively, to oversee implementation of this Agreement, make revisions as required by any changes in law, and to plan for the next round of negotiations. 2. The committee will meet periodically to assess both parties' compliance with the provisions of the Agreement. Should either the College or ECC-NEA want to modify the Agreement during the length of the Agreement either party shall notify the other in writing. However, nothing shall compel either party to re-open the Agreement unless a provision shall be deemed unlawful. 3. The committee will meet no less than six (6) months prior to the expiration of this Agreement to negotiate in good faith a successor Agreement. The ground rules, timeline, and protocols of the bargaining shall be agreed upon prior to the beginning of bargaining.	1. A committee composed of two (2) representatives of the College and two (2) representatives of ECC-NEA will be chosen by the College President and ECC-NEA President, respectively, to oversee implementation of this Agreement, make revisions as required by any changes in law, and to plan for the next round of negotiations. 2. The committee will meet periodically to assess both parties' compliance with the provisions of the Agreement. Should either the College or ECC-NEA want to modify the Agreement during the length of the Agreement either party shall notify the other in writing. However, nothing shall compel either party to re-open the Agreement unless a provision shall be deemed unlawful. 3. The committee will meet no less than six (6) months prior to the expiration of this Agreement to plan in good faith a successor Agreement. The ground rules, timeline, and protocols of the bargaining shall be agreed upon prior to the beginning of bargaining.

Article	Explanation	Action	Previous Version	New Version
Glossary & Appendix	Added language to define career technical for purpose of placement schedule.		-- No Prior Language --	Career and Technical Faculty - Faculty that primarily instruct in an AAS or certificate program and are responsible for the management of curriculum and programmatic instruction in those disciplines.
The appendix to the CBA will be edited to change the form for honorariums to include the new options changed in the Article above, specifically that you can request them for hosting conferences or other activities.				
The appendix to the CBA will be edited to include a new process and form for changing a course capacity. See the appendix for this information.				

AGREEMENT

between the

**JUNIOR COLLEGE DISTRICT
OF EAST CENTRAL MISSOURI**

and the

**EAST CENTRAL COLLEGE
NATIONAL EDUCATION ASSOCIATION**

July 1, 2023, to June 30, 2024

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ARTICLE I: AGREEMENT AND RECOGNITION

1. This Agreement represents the results of collective bargaining between the authorized representatives of the Board of Trustees of East Central College (hereinafter referred to as “the College”) and the authorized representatives of the East Central College National Education Association (hereinafter referred to as “ECC-NEA” or “the Union”). This Agreement covers salaries, benefits, and working conditions for the faculty bargaining unit. This Agreement will remain in effect until June 30, 2024, subject to applicable laws and the rights of the Board of Trustees.
2. Board Policy provisions and other applicable procedures not expressly included in this Agreement are considered in full force and effect unless specifically contrary to the provisions of this Agreement. The parties agree that the terms of this Agreement shall be maintained in full force and effect during its term and may be modified only by mutual written agreement between the parties.
3. The College recognizes ECC-NEA as the official bargaining representative for all regular full-time faculty members employed by East Central College, subject, however, to the constitutional right of individual employees to communicate with the Board of Trustees and to petition for redress of grievances. “Regular full-time faculty members employed by East Central College” refers to faculty members on faculty contract who do not supervise other full-time faculty. The Board directs the President of the College and/or their designees as the representatives of the Board of Trustees to carry on good-faith negotiations with representatives of ECC-NEA in matters relating to salaries, benefits, and working conditions of regular full-time faculty members.
4. It is the desire and commitment of the parties to maintain educational and working environments in which the parties have mutual value and respect for each other. Furthermore, the parties agree to collaborate, through the principles of shared interest, in promoting continuous improvement in the quality of education to create optimal experiences for students, faculty, staff, and the community.
5. It is the commitment of the parties to build and sustain an equitable and inclusive learning and work environment where diversity is celebrated and valued. Diversity is one of the College’s core values. A diverse, equitable, and inclusive environment benefits and enriches the development of all students, staff, and faculty. The quality of these values is enhanced and strengthened through ongoing professional development opportunities.
6. Full-time faculty members of the College are allowed to join, or not join, the ECC-NEA. Eligible faculty members interested in joining should contact the ECC-NEA president.

ARTICLE II: ECC-NEA RIGHTS

1. The ECC-NEA shall be permitted to hold meetings and conduct ECC-NEA business on College property and to use College facilities at reasonable times when such facilities are not otherwise in use and/or when such use will not disrupt or interfere with the operation of the College, including but not limited to scheduled meetings, activities, or functions at which

faculty members are expected to attend. Scheduling of facilities will be required. Use of College property and facilities is subject to all applicable College policies, procedures, and guidelines.

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

ARTICLE III: BOARD AND ADMINISTRATION RIGHTS

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

responsibility and authority is limited only by that which violates an express provision of this Agreement.

ARTICLE IV: JOINT RESPONSIBILITY

It is the joint responsibility of the ECC-NEA and Administration to ensure compliance with the provisions of the collective bargaining agreement. The agreement includes collective and individual responsibilities for ECC-NEA, the Administration, and covered members as defined in Article I of this agreement. ECC-NEA and the Administration will ensure compliance with individual responsibilities, including but not limited to Articles IX: *Job Descriptions*, XII: *Faculty Workload*, XX: *Meeting Schedule and Committee Assignment*), and Board Policies 5.3: *Job Descriptions* and 5.22: *Employee Conduct and Discipline*.

ARTICLE V: NON-DISCRIMINATION/NON-RETALIATION

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

ARTICLE VI: FACULTY QUALIFICATIONS

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

ARTICLE VII: ACADEMIC FREEDOM AND RESPONSIBILITIES

The College endorses the principle of academic freedom as defined in Board Policy 5.49: *Academic Freedom*, which states “East Central College, as an academic community, promotes learning characterized by free inquiry, open discussion and thoughtful communication. Academic freedom is a tenet of such instruction and essential to the purpose of higher education. Faculty and students must be free to examine ideas in an environment without institutional censorship.” The College recognizes the principle of academic freedom as stated above and supports the following:

1. Faculty are members of a learned profession, representatives of the institution and citizens of the larger community. As a member of a learned profession and a representative of the institution, a faculty member, in exercising “free inquiry, open discussion, and thoughtful

communication” should at all times be accurate, show respect for the opinions of others, and make every effort to indicate that they do not speak for the institution.

2. The principles of academic freedom and their inherent responsibilities are applicable to all full-time faculty, to all adjunct faculty, and to all students.

ARTICLE VIII: FACULTY EMPLOYMENT CONTRACTS

1. Written employment contracts shall be executed for full-time faculty, per Board policy 5.9: *Employment Contracts – Faculty*. Each written employment contract will include, but not be limited to start date, end date, total number of contract days, job title, salary, any special conditions, assignment, or terms associated with the position.
2. Reappointed faculty not returning a signed contract to the designated College official by the designated date will be considered to have declined the College’s offer of employment and/or voluntarily vacated the position, and College-funded medical, vision, dental, and life insurance benefits will be terminated effective at the end of the contract. Any alteration made to the contract by the faculty member will void the contract.
3. Faculty Contract Classifications
 - a. Limited Term Contract may be executed for a semester, academic year, or fiscal year and will automatically terminate at the end of the contract. This classification may be used for grant funded positions, temporary replacement for a full-time faculty member, the startup phase of a new program, a program in the process of being discontinued, or as otherwise deemed necessary by the President of the College.
 - b. Annual Contract is considered probationary and may be given annually for regular full-time faculty positions. Each annual contract shall show a date when employment ends; reappointment to a subsequent annual contract is not automatic and is contingent upon satisfactory evaluations and appropriate recommendations. Faculty may receive up to five consecutive annual contracts prior to being considered for tenure.
 - c. Tenure may be recommended for a faculty member under annual contract, but only after the employee has been employed full-time as faculty in the same discipline, or a secondary discipline as approved by the College, for a total of five years. Faculty who begins their service with a mid-year contract, and are subsequently employed through an annual contract, may be considered for tenure upon completion of ten consecutive spring and fall semesters.
4. Faculty Contracts
 - a. Service under limited term and annual contracts may be combined and applied to the five-year period of time required for consideration for tenure; however, a faculty member must be employed under an annual contract at the time of consideration for tenure. In order to be considered for tenure, the faculty shall complete and submit a professional portfolio to the Vice President of Academic Affairs. The deadline for submitting the professional portfolio will be established by the Portfolio & Credentialing committee. An evaluation of the faculty member’s instructional effectiveness will be

made by the Academic Dean and the Vice President of Academic Affairs. If the evaluation is satisfactory and the program is to continue, the faculty member will be recommended for tenure in the sixth year by the Vice President of Academic Affairs, subject to approval of the College President and Board.

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

5. Faculty Non-Reappointment

- a. The decision to not reappoint a full-time faculty member employed under a Limited Term Contract or an Annual Contract shall be made by the College President after consideration with the Vice President of Academic Affairs. These decisions will normally be made prior to April 15, but in no event after the start of the new contract year, in accordance with Board Policy 5.9.8: *Employment Contracts - Faculty*.
- b. The decision for non-reappointment of a faculty member on an Annual Contract shall be based upon overall evaluation of the faculty member or lack of program continuation. A Reduction in Force shall be administered according to Article XXX: Reduction in Force.
 - i. If instruction-related areas of concern exist, the faculty member should be notified as soon as they are evident and as part of the evaluation process. Corrections of the deficiencies shall be made immediately in accordance with a plan developed by the instructor, Dean, and the Vice President of Academic Affairs. If the instruction-related deficiencies continue, action shall be taken for non-reappointment. If the faculty member's performance deficiencies are not instruction-related, no prior notice or improvement plan is needed prior to non-reappointment.
 - ii. Non-reappointment for an annual contract shall be made upon the recommendation of the Dean, the Vice President of Academic Affairs, and the President of the College.
 - iii. Affected faculty may submit a written appeal to the Board of Trustees. The Board of Trustees may review the documents relating to the appeal and decide the matter, or it may hold a hearing. The decision of the Board will be final.

- c. Unless otherwise stated or terminated for cause by the Board of Trustees in accordance with due process procedures (Board Policy 5.22.4: *Due Process Procedures for Suspension or Termination of Contractual Employees*), a Limited Term or Annual Contract automatically terminates at its end date.
- d. The decision to not reappoint a full-time faculty member employed under Tenure shall be made by the Board of Trustees upon the recommendation of the Vice president of Academic Affairs and the President of the College. These decisions will be made no later than April 15. Affected employees shall be notified as far in advance as possible, preferably by March 1 but no later than April 15.
- e. Tenure shall continue in effect for an indefinite period, subject only to
 - i. Retirement of the faculty member,
 - ii. Modification by a succeeding Tenure (compensation, terms of employment, or date modifications),
 - iii. Death of the faculty member,
 - iv. Resignation of the faculty member,
 - v. Termination for cause by the Board of Trustees in accordance with due process procedures (Board Policy 5.22.4: *Due Process Procedures for Suspension or Termination of Contractual Employees*),
 - vi. Revocation of appropriate/required certification or required licensures,
 - vii. Conviction of a felony or behavior that is violent or harmful to others,
 - viii. Non-reappointment due to program suspension or change in program status,
 - 1. Non-reappointment for tenure based on changes in program status shall be made by the Board of Trustees upon the recommendation of the President of the College with input from the Dean and Vice President of Academic Affairs.
 - 2. If necessary, a reduction in force shall be carried out in accordance with Article XXX: Reduction in Force.
- f. Non-Reappointment due to deficiencies in performance. If instruction-related areas of concern exist, the faculty member should be notified as soon as they are evident. Corrections of the deficiencies shall be made immediately in accordance with a plan developed by the instructor, the Dean, and the Vice President of Academic Affairs. If deficiencies continue within one semester after notification, action shall be taken for non-reappointment. If circumstances warrant, the faculty member shall be offered a limited term contract of one year.

- g. Non-Reappointment due to Financial Exigency. If contract non-renewal is the result of financial exigency, the faculty positions discontinued due to financial exigency will not be filled within a two-year period by replacement(s) nor will temporary full-time positions be created.
 - h. Faculty whose tenure is not renewed may submit a written appeal to the Board of Trustees. The Board of Trustees may review the documents relating to the appeal and decide the matter, or it may hold a hearing. The decision of the Board will be final.
6. Faculty Employment Contract Resignations
- a. Faculty resignations tendered to be effective at the end of the current contracted term may be submitted to the Vice President of Academic Affairs and the Director of Human Resources; such resignations do not require Board approval.
 - b. Faculty resignation tendered with an effective termination date that occurs during the current contracted term must be submitted to the President of the College with no less than thirty (30) working days' advance notice. The Board of Trustees may accept the resignation upon the recommendation of the President of the College. College-funded medical, vision, dental, and life insurance benefits will be terminated effective the end of the month of the contracted term or the end of the month in which employment is severed, if within the contracted term.
 - c. A faculty member's resignation or release from a current contract on less than thirty (30) working days' advance notice may be granted due to extenuating circumstances but will require approval by the College President and Board of Trustees.
7. When a full-time faculty position is approved, the Vice President of Academic Affairs will notify all faculty prior to posting. Faculty interested in the vacant position must send written notification of interest to the Vice President of Academic Affairs and the appropriate Dean.

ARTICLE IX: JOB DESCRIPTIONS

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

ARTICLE X: FACULTY RANK AND PROMOTION

1. Faculty Academic Rank and Promotion is designed to meet the professional development needs of the faculty, to encourage personal and professional growth within an academic or career field, to promote service to the College and its students, and to recognize community service. In meeting these goals, the Faculty Rank and Promotion Plan serves as a professional development program for faculty at the College.
2. Activities considered part of professional development, growth, and service should be many and varied and should reflect the academic goals of the individual faculty and the programmatic needs of the academic division and the College. Activities deemed instruction based should be emphasized and should be compatible with what is expected for tenure status. Such activities and goals will be outlined annually in the Faculty Development Plan.
3. The system outlined below to recognize and recommend academic rank and promotion must be easily administered, equitable, and rewarding. The system will combine teaching effectiveness, professional growth and service, graduate credit, related work experience, and time in rank as the criteria for promotion.
4. General Principles
 - a. To be considered for promotion, faculty must first make application to the Rank and Promotion Committee, meeting any and all deadlines as required.
 - b. Full-time faculty members may be considered for promotion if they meet the minimum qualifications for the next higher academic rank, if they meet the minimum employment requirements, and if they have served the appropriate time in their current academic rank at the time of application.
 - c. Documentation of professional growth and overall performance must be included in the scheduled performance review, and faculty members will be required to summarize their activities for the promotion review period (dependent upon desired promotion level) and make the summary available upon application for promotion.
 - d. Upon confirmation of eligibility by Human Resources, faculty members must submit the application for promotion and any related materials to the Vice President of Academic Affairs. This application must include informational narrative summaries which should identify prominent examples and illustrations of accomplishments in the criterion areas for the years in the current rank for each section of the portfolio.
 - e. Faculty members will be responsible for ensuring that the application for promotion includes a complete portfolio with attachments, all required evaluation forms, (faculty self-evaluations, classroom data reflections, student evaluation reflections, faculty peer reflections, etc.), faculty development plans, syllabi, and scheduled reports of performance for the years in the current rank. See Article XXVII: Faculty Evaluation for information on requesting an optional off-cycle evaluation.

- f. Faculty members may also attach such other documents that may have a bearing on the consideration of their promotion. The entire set of documents prepared for the committee's review must be contained within a two-inch or less three-ring binder.
 - g. No information may be added or deleted from the submission unless clarification is requested by the Committee. All the application documents will be kept in the Office of Academic Affairs.
 - h. Years of faculty service are computed by counting consecutive years of full-time faculty employment at the College from the current year back to initial employment, or any such re-employment if such an interruption in service occurred. Adjunct work and/or other employment at the College will not count towards years of full-time faculty employment.
 - i. Years of service is a whole number; no rounding up to full years will occur. Faculty years of service is computed as of the July 1st date for eligibility and other considerations related to rank and promotion.
 - j. New faculty, at hire, may request consideration for rank. The College reserves the right to place newly hired faculty with experience outside of East Central College at the appropriate rank, based on established criteria, at the time of initial employment. The Vice President of Academic Affairs will make a recommendation should a new hire meet the established criteria.
5. Rank and Promotion Committee:
- a. The Rank and Promotion Committee recommends eligible faculty applicants for promotion and maintains procedures established to administer the Rank and Promotion policy. The recommendation of the committee will be forwarded to the Vice President of Academic Affairs. After approval, the Vice President of Academic Affairs forwards recommendations to the College President for consideration.
 - b. The Rank and Promotion committee will consist of faculty who choose serving on this committee as part of their committee assignment. Any faculty or staff with a conflict of interest or perceived conflict of interest may not be part of the Rank and Promotion Committee. Any member of the committee must report any conflict of interest once realized and withdraw from the committee.
6. Definition of Rank and Criteria for Promotion
- For purposes of Rank and Promotion, the following definitions and terms will apply:
- a. *Instructor (definition at hire)*
 - Faculty Teaching in Arts & Sciences
 - Degree: Master's degree in discipline or master's degree with at least 18 graduate hours in discipline or related area
 - Experience: No prior teaching experience required
 - Faculty Teaching in Career & Technical Programs
 - Degree: Bachelor's degree in the discipline or related area OR an associate degree in discipline or related area plus

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

b. Assistant Professor

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

Faculty Teaching in Arts & Sciences

Degree: Minimum master's degree in discipline or related field

Experience: Five years full-time college teaching experience with documentation of successful professional growth and overall performance

Faculty Teaching in Career & Technical Programs

Degree: Completed bachelor's degree in discipline or related field

Experience: Five years full-time college teaching experience with documentation of successful professional growth and overall performance

c. Associate Professor

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

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

Faculty Teaching in Arts & Sciences

Degree: Minimum master's degree in discipline or related field

Experience: Eight years full-time college teaching experience with documentation of successful professional growth and overall performance

Faculty Teaching in Career & Technical Programs

Degree: Minimum bachelor's degree in discipline or related field

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

d. Professor

The rank of professor carries substantial expectations. Faculty members with the rank of professor have demonstrated continual excellence in teaching effectiveness, contributed to the College in significant ways, demonstrated commitment to College and community, and gained professional recognition among their peers in creative/scholarly endeavors, professional organizations and/or professional publications related to the academic

discipline or program. Faculty are expected to provide documentation of active participation and leadership in College activities, mentoring new faculty, professional organizations, departmental work, community, and civic work, etc.

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

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

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

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

8. Appeal Process

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

9. Timeline

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

10. Promotions in Academic Rank

- a. Promotions from level to level will not be automatic but will be made upon application to and the recommendation of the Rank and Promotion Committee and Vice President of Academic Affairs.
- b. Faculty, upon promotion to the rank as approved, will receive an increase over the previous year's individual faculty contract salary as follows:
 - Instructor to Assistant: \$1,500
 - Assistant to Associate: \$2,500
 - Associate to Professor: \$3,500
- c. If the College awards a percentage salary increase for the year the promotion is in effect, the faculty will receive the percentage increase in addition to the increase for the promotion. The sequence is recommended as follows: the promotion adjustment applied to existing salary; then, the percentage increase is applied.
- d. Salary Adjustment Based on Rank. The salary adjustments listed above will be made following Board approval of change in rank and will appear on the following year's contract.

- e. The College retains the right to suspend the rank and promotion system and any plan of implementation should budget conditions warrant. Notification of the suspension will occur prior to the April 15th deadline for faculty rehire notification, see Board Policy 5.9: *Employment Contracts-Faculty*.

ARTICLE XI: SENIORITY

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

3. If a faculty member is transferred to a different department at the request of the College, they shall carry their department seniority into the new department or academic area.
 4. If a faculty member requests and is granted a transfer to a different department, they will be credited with one half of the previously accrued seniority up to a maximum of ten years to be used for purposes of determining placement on the Seniority Rotation Roster as it relates to the new department. Should the faculty member return to the original department, they will be credited with one half of the department seniority up to a maximum of ten years accrued in the new department plus all previous years of department seniority.
 5. Once a secondary credentialed field is approved and established for a faculty member (as defined in Article VI: Faculty Qualifications), and after attribution of department seniority in the secondary field, the faculty member continues to accrue department seniority in the secondary field as long as they remain a full-time faculty.
- c. Seniority in non-teaching duties. For the purposes of this section, working a day or more in a month shall count as one month.
- i. In the event a full-time tenured faculty is assigned to full-time non-teaching duties (administration, professional staff, etc.), they shall be removed from the Seniority Rotation Roster but continue to accrue faculty seniority for up to a maximum of 36 months. Employees returning to full-time teaching within that 36-months shall be credited any accrued months in non-teaching duties plus all previous time served as faculty and placed back in the rotation roster by seniority.
 - ii. For employees remaining in the non-teaching position after that 36 months, faculty seniority will cease to accrue. In the event the employees return to full-time teaching at any point after the initial 36-months period, their faculty seniority shall be reinstated for all time served as faculty, including the initial 36 months of the non-teaching period, but not time after that. They shall be placed at the bottom of the rotation roster.
 - iii. If the full-time faculty members are on limited or annual contract when moving to a non-teaching position, they shall not accrue faculty seniority in the non-teaching position. If the employees return to a full-time teaching position after any time, the initial time served as a full-time faculty member will be counted and seniority accrual will resume from that point.
- d. Paid and Unpaid Leave: Educational leave and other College approved paid leaves of absence shall be credited toward faculty seniority. Unpaid leaves of absence will not be credited toward faculty seniority.

- e. Breaks in Seniority: Faculty seniority shall be broken by resignation, retirement, failure to return from an authorized leave of absence, failure to return from a leave of absence, or conditions in seniority in non-teaching duties. A full-time faculty member who is placed on temporary part-time or reduced load status shall not be considered to have a break in service during the period of part-time or reduced load.
- f. The Seniority Rotation Roster
 - i. The Seniority Rotation Roster shall be maintained by the Office of Academic Affairs and shall be posted to the Office of Academic Affairs Falcon Nest page by October 1 and February 1 of each academic year. Faculty members may submit a written request for seniority recalculations to an ECC-NEA representative within thirty (30) calendar days after the posting.
 - ii. The rotation roster shall be revised as necessary at other times during the year to reflect changes due to non-teaching duties, resignations, retirement, etc. Any revised rosters will be announced to faculty and posted in Falcon Nest within one calendar week of revisions.

ARTICLE XII: FACULTY WORKLOAD

1. The faculty contract and job description present clear information regarding work dates and related duties. Full-time faculty members are required to be at work on contract dates. Board Policy 5.4.6: *Regular Full-time Employee* articulates specifically the contracted workdays and teaching load. Faculty should refer to the Board Policy Manual for additional information regarding the College's employment policies.
2. A faculty work week should be approximately forty (40) hours, typically Monday through Friday, or on other days as per faculty assignment scheduled with the Vice President of Academic Affairs/ Dean/Department Chair/Program Coordinator. A faculty workday is a contract day during which faculty are expected to meet their course load, office hours, and committee requirements. A workday is considered to be on-campus but may be remote, as approved by the Vice President of Academic Affairs or designee. Faculty not working during a contract day are expected to take appropriate leave time.
3. Assignment of Teaching: The assignment of faculty to courses is the responsibility of the Dean and the Vice President of Academic Affairs.
 - a. Full-time faculty are given first preference for selection of courses to satisfy their contractual load.
 - b. A faculty member's base load shall consist of at least fifty (50) percent face-to-face credit hours per semester (with hybrid courses counting as ½ face-to-face). A faculty member may request an exception in online load using the Faculty Exception for Online Course Request Form, see Appendix E. The form should be submitted to the appropriate academic dean by September 15 for the upcoming spring semester and February 15 for the upcoming fall semester. A written response, via email, of approval or denial will be given within ten (10) business days of the submittal. In special circumstances, the Vice President of Academic Affairs or designee may request an exception to the online load in

the best interest of the schedule or College. Faculty who are contractually online-only instructors are exempt from this guideline.

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

- ii. For **Music** courses
 - 1. Applied Lessons – following National Association of Schools of Music (NASM) guidelines, lessons are converted to credit hours by totaling the .5 contact hour lessons and dividing by three (3).
 - 2. Ensembles – one (1) credit hour equates to three (3) contact hours and 2.25 units of pay (2.25 units of pay per credit hour).
- iii. For **Laboratory Science** courses
 - 1. One (1) credit hour equates to two (2) contact hours (minimum) and 1.5 units of pay (1.5 units of pay per credit hour).
 - 2. Microbiology exception – one (1) credit hour equates to three (3) contact hours and 2.25 units of pay (2.25 units of pay per credit hour).
- iv. For **Nursing Clinical/Lab** courses
16.67 contact hours equates to one (1) credit hour or one (1) conversion (1 credit hour = 16.67 contact hours = 1 pay unit).
- v. For **Allied Health** courses
One (1) credit hour equates to two (2) contact hours (minimum) and 1.5 units of pay (1.5 units of pay per credit hour).
- vi. For **Career Tech Lab** courses
One (1) credit hour equates to two (2) contact hours (minimum) and 1.5 units of pay (1.5 units of pay per credit hour).
- h. Overloads: All full-time faculty members are eligible to teach overload courses.
 - i. Following the assignment of contractual loads in the early process of schedule development, faculty may select additional courses for overload. Full-time faculty will have first right of refusal for classes that are added to the schedule. Faculty may notify their Dean and/or Department Chair in writing if they would like to be considered for added courses as overload prior to the last contract day for Fall and Spring semester in reference to the upcoming semester.
 - ii. Individual departments may elect to implement the Seniority Rotation Roster to determine overload/summer/intersession assignments.
 - iii. Faculty may get overload courses as the schedule permits. Course schedules shall not be constructed as to guarantee overload.
 - iv. Full-time faculty are given first preference for overload courses following the scheduling of courses and the assignment of full-time faculty loads. Faculty should not request a course as overload if it has already been assigned to an adjunct faculty member. Full-time faculty members should only replace assigned adjuncts in order to make load, unless approved by the Vice President of Academic Affairs or designee.

- v. Faculty are not required to teach overload courses, except in a circumstance where the credit hours needed to achieve a full load, based on the credit hour value of the courses in the program, exceed the fifteen (15) credit hours per semester contractual requirement.
 - vi. A faculty member who receives reassigned time may not teach more than three (3) credit hours of overload per semester unless approved by the Vice President of Academic Affairs or designee.
 - vii. The maximum overload assignment in any semester will not exceed eight (8) credit hours unless written prior authorization is obtained from the Vice President of Academic Affairs or designee.
- i. Course Capacity: A master list of all courses and course capacities will be housed within the Office of Academic Affairs.
 - i. Faculty are expected to notify their Academic Dean or Department Chair, in writing, of acceptable overage to current class capacity prior to the last contract day for Fall and Spring semester in reference to the upcoming semester.
 - ii. Annual review and potential updates to course caps will follow the Course Capacity Process and Timeline housed in Falcon Nest.
 - j. Course Cancellations
 - i. Courses needed to complete a certificate or degree should be offered on a rotation that enables students to complete their program of study within the established timeframe of the certificate/degree pathway.
 - ii. Cancellation of low enrollment courses will be done following the schedule developed by the Vice President of Academic Affairs and Deans, with notification to the faculty member affected, prior to the cancellation.
4. Office Hours: Faculty members are required to maintain a minimum of seven (7) office hours per week, arranged conveniently around their teaching assignment and most academically beneficial for students. Office hours are dedicated to student interaction, course preparation, or other campus-related responsibilities.
- a. A faculty member may schedule one (1) office hour in a virtual format per online course taught as part of their base load. Virtual office hours do not exempt faculty from their on-campus duties or service to students.
 - b. A faculty member may schedule up to two (2) office hours in the Learning Center.
 - c. Office hours shall be scheduled in a minimum of 30-minute increments.
 - d. A faculty member who teaches more than seven (7) face-to-face hours in a particular day (with no break longer than 45 minutes), is not required to hold office hours on that day.
 - e. Full-time faculty office hours should be posted on office doors within the first week of courses. Office hours should be made available to students in all courses and shared with

the Dean. Faculty should update their office hours during final exam week to reflect the change in course schedules and availability to students.

- f. Nursing faculty who teach a clinical have the option to schedule one (1) office hour per day at the clinical site. The faculty member's posted office hours will indicate the location for these hours.
5. Summer and Intersession Teaching: Full-time faculty may elect to teach during the summer semester or designated intersession terms.
 - a. Faculty are paid the full-time faculty summer and intersession overload rate for such teaching (see Full-time Faculty Overload Credit Hour Rate Chart).
 - b. Full-time faculty are given first preference for summer and intersession courses when scheduling of courses occurs. Individual departments may elect to implement the Seniority Rotation Roster to determine overload/summer/intersession assignments.
 - c. Full-time faculty members will be paid per credit hour at the higher of rates (i) or (ii) below:
 - i. The rate identified in the Full-time Faculty Overload Credit Hour Rate Chart, or
 - ii. 1.5% of the full-time faculty's base pay, whichever is higher.
 - d. Summer and intersession teaching will include two (2) hours of office hours per week that the faculty member is teaching.
 - i. If a faculty member is only teaching face-to-face courses, both office hours will be scheduled at an appropriate ECC location.
 - ii. If a faculty member is only teaching online, the office hours may be scheduled online or in a virtual format.
 - iii. If a faculty member is teaching both face-to-face and online courses, office hours may be split between an appropriate ECC location and online.
 6. In-Service: At the beginning of each semester, faculty gather for various In-Service activities, including meetings, workshops, and course planning. Faculty will work collaboratively with the Office of Academic Affairs to plan In-Service activities. New faculty attend orientation and other welcome events held before the beginning of In-Service.
 7. Faculty Role in Advising: Designated Faculty are contractually assigned student advising responsibilities by program or guided pathway. Faculty Advisors provide a proactive advising approach with students to explore a student's choice of major and career goals. They work with students to create educational plans that will lead to academic and social success in the students' desired fields. Faculty Advisors maintain extensive knowledge of appropriate academic programs and curriculum; student services; transfer and career opportunities; and co-curricular and extra-curricular opportunities. They collaborate with College faculty and staff to enhance student performance and retention. The Faculty Advisors collaborate with the Student Development office to support students.

8. Variable Workload

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

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

ARTICLE XIII: SPECIAL PROJECT ASSIGNMENTS

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

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

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

ARTICLE XIV: DEPARTMENT CHAIR

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

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

ARTICLE XV: COURSE MEETINGS

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

ARTICLE XVI: ATTENDANCE RECORDS AND GRADES

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

ARTICLE XVII: ASSESSMENT

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

ARTICLE XVIII: REASSIGNED TIME FOR ECC-NEA OFFICERS

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

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

ARTICLE XIX: FACULTY DEVELOPMENT

1. The College is committed to faculty development. Resources are made available through the Faculty Development Fund (FDF), individual faculty development accounts, and the Academic Affairs Professional Development Reserve Fund.
2. The FDF is available for use to travel to conferences, workshops, meetings, or to fund other approved development activities. For fiscal year 2024, \$25,000 will go into the FDF specifically designated for faculty development activities. Any remaining funds at the end of each fiscal year will be divided equally among all current faculty's individual faculty development accounts.
 - a. The Faculty Professional Development Committee will oversee the application and disbursement process for requests from the FDF. Final approval will be made by the Vice President of Academic Affairs. Minutes from the committee and documentation from the Vice President of Academic Affairs shall clearly document the reason for any application that is denied. The Committee will also be responsible for planning and staffing internal development activities.
3. Faculty may accrue funds in individual faculty development accounts; the College will budget sufficiently to transfer funds from fund-10 to the individual faculty development accounts in fund-22. Any remaining funds at the end of each fiscal year will go into the Academic Affairs Professional Development Reserve Fund. When new faculty are hired, their individual faculty development account will be allotted \$500 from the general fund.
 - a. Additional funds may be earned by participation in the following activities:
 - i. Presenting at a regional or national conference: \$150 (limit \$300 per academic year)
 - ii. Organizing or hosting a regional or national conference: \$150 (limit \$300 per academic year)
 - iii. Publishing, performing, or displaying original work at professional recognized, juried, regional, or national venues: \$100 (limit \$200 per academic year)
 - iv. Leading designated workshops, trainings, or speaking engagements: \$50 - \$100 (limit \$200 per academic year)
 - v. Serving as an officer or leadership role for a regional or national discipline specific professional organization: \$50-\$100 (limit \$100 per academic year)
 - vi. Special Projects approved by the Vice President of Academic Affairs in accordance with Article XIII: Special Project Assignments. Activities assigned to a current MOU are not eligible for this Special Projects provision

4. Upon completion, the faculty member will submit the Faculty Honorarium form to the Office of Academic Affairs with information about the activity. Upon approval by the Vice President of Academic Affairs, money will be allocated into the individual faculty development account.
5. Faculty members may accrue up to \$2,500 in their individual faculty development accounts. Any excess funds will go into the Academic Affairs Professional Development Reserve Fund. Funds remaining in individual faculty development accounts of faculty members who leave the institution (via retirement or resignation) will also go into the Academic Affairs Professional Development Reserve Fund.
6. If a faculty member is required by accreditation or requested by an administrator to attend conferences or meetings for College-related purposes, or if the faculty member is approved for external development activities through the Faculty Professional Development Fund, expenses will be covered by other College funding and not from the individual faculty development account.

ARTICLE XX: MEETINGS SCHEDULE AND COMMITTEE ASSIGNMENTS

1. Full-time faculty are required to serve on College committees and attend division/department meetings. No faculty member will be required to serve or be appointed to more than one (1) Academic College committee as defined below. All other committee participation should be on a voluntary basis with the exception of program specific committees, department and division groups or workgroups, comprehensive review, program advisory committees, and search committees. First-year faculty will attend monthly New Faculty Workshops to meet the committee requirement. Part of the workshop will include orientation to various committees, including visiting a selection of committee meetings.
 - a. Faculty choose or can be appointed to one standing Academic Committee that meets monthly during the academic year focused on teaching and learning such as, but not limited to Academic Council, Rank and Promotion Committee, Portfolio and Credentialing Committee, Faculty Professional Development Committee, Strategic Enrollment Management and Retention Committee, Instructional Assessment Committee, Campus Spaces, Civic and Community Engagement, Curriculum Council, Online Learning and Educational Technology, and Developmental Education Committee.
 - b. Additional committees provide faculty the opportunity to serve in advisory capacities to represent the faculty perspective such as, but not limited to, Insurance Committee, Comprehensive Program Review (outside of discipline), IT Advisory, Strategic Plan Implementation, and Budget Committee.
 - c. Committee members will elect their leadership team for the next academic year and communicate this to the Office of Academic Affairs by April 30.
 - d. Meeting times for committees led by faculty or on which faculty participate will be determined by that committee chair and committee members.

- e. Committee chairs (or designated representatives) are expected to use Outlook Calendar to schedule meetings and communicate regularly with the committee and other stakeholders for informational and actionable purposes. Meeting minutes and documents are to be posted in the appropriate committee file in Falcon Nest in a timely manner.
 - f. Committee chairs are responsible to
 - i. provide leadership for collaborative committee work, including establishing committee purpose and goals;
 - ii. prepare agenda that will foster engagement and is directed toward established goals;
 - iii. ensure meeting minutes and other documents are kept and stored appropriately;
 - iv. maintain professional team relationships, engage all members of the committee, and provide an inclusive meeting environment respecting diversity in thoughts and actions.
 - v. collaborate and communicate with other committees, departments, and administrators as appropriate in relation to committee action items, purpose and goals;
 - vi. participate in an annual assessment of the committee's goals, action items, committee chair responsibilities, and necessary supports and/or resources.
2. Reassigned time for selected committee Chair duties: Recommendations are based upon the current standing Academic Committees, the charge of the committees, the workload of the committees, and its connection to the ECC Strategic Plan and HLC accreditation. The following themes emerged: assessment, retention, credentialing, evaluation, teaching and learning, and diversity. The following committees that align most closely to this level of work are Civic and Community Engagement Coalition, Curriculum Council, Faculty Professional Development, Instructional Assessment, and Portfolio and Credentialing Committee.
- a. Civic and Community Engagement Coalition
 9-month committee leadership
 Up to 3 CH reassigned time per semester
 MOU
 - b. Curriculum Council (vet new programs, new courses, new MDHE initiatives such as Core 42, etc.)
 9-month committee leadership
 Up to 3 CH reassigned time per semester
 MOU
 - c. Faculty Professional Development
 9-month committee leadership
 Up to 3 CH reassigned time per semester
 MOU
 Duties:

- Serve as Lead for the Faculty Resource Coalition that includes the Faculty Professional Development, Rank & Promotion, and Portfolio & Credentialing Committees
- Design and manage the virtual center for Teaching and Learning website

d. Instructional Assessment

12-month committee leadership
Up to 6 CH reassigned time per semester
MOU

e. Portfolio and Credentialing (oversees credentialing, evaluation, & mentoring)

9-month committee leadership
Up to 2 CH reassigned time per semester
MOU

3. In the event committee work requires broader participation and time, faculty should consider utilization of Article III: Special Project Assignments.
4. Committee chair(s) who receive reassigned time are subject to approval by the Vice President of Academic Affairs. Situations that may lead to non-approval include, but are not limited to, a current Performance Improvement Plan or a pattern of failure to complete an MOU. Reason(s) for non-approval will be communicated to the faculty member in writing.
5. The College reserves the right to schedule meetings as needed to conduct College business and committee members shall be notified of meeting times as far in advance as possible for planning purposes. Many departmental/institutional meetings are held on Fridays.

ARTICLE XXI: COMMITTEE WORK AND IMPLEMENTATION PROCESS

The process laid out in Appendix A will be used to better streamline faculty committee work with the opportunity for communication, review, and practice for implementation. It also provides a process for any work deemed relevant to incorporation into this collective bargaining agreement to be reviewed and presented to the ECC-NEA bargaining team for negotiations.

ARTICLE XXII: USE OF LEAVE

1. Administration agrees to maintain Board Policy 5.36: *Paid Leave Benefits*, defining the types and details of paid leave available to full-time employees and Board Policy 5.39: *Leaves of Absence*, providing for extended unpaid leaves of absence from the College. Any changes to these two policies as they currently exist will be determined in collaboration with all employee groups and will become effective with the next fiscal year.
2. As stated in Article XII: Faculty Workload, remote workdays must be approved by the Vice President of Academic Affairs or designee. Flexible schedules or working from home need to be approved by the appropriate Dean. Per current Board policy, sick leave may be utilized in four- or eight-hour increments, with eight hours being taken on days when faculty is unable to

meet any obligations (classes, office hours, appointments, and/or meetings) on a given workday.

3. In alignment with Board policy, personal leave can be taken for all other purposes. Personal leave should be taken in 1/2-hour increments on days when faculty is unable to meet all obligations (classes, office hours, appointments, and/or meetings) on a given workday, with eight hours being taken when faculty is unable to meet any obligations.

ARTICLE XXIII: SABBATICAL LEAVE

Sabbatical leave is a paid leave of absence to full-time faculty members to permit them to renew and update their qualifications, improve their skills, engage in creative or scholarly pursuits, improve teaching and learning, or engage in service opportunities in ways that ultimately enhance learning at the College. Sabbatical leaves enhance faculty morale and contribute to faculty development in lasting ways that positively impact the faculty and the institution. For items not explicitly addressed in this article (i.e., retention of benefits, some general principles) faculty may refer to Board Policy 5.42: *Educational Leave*.

1. Eligibility

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

2. General Principles

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

3. Post-Sabbatical Report

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

4. Post-Sabbatical Presentation

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

5. Sabbatical Committee

- a. The Faculty Professional Development Committee shall form the Sabbatical Committee for the purpose of reviewing applications and making recommendations for faculty sabbatical.
- b. Faculty must be tenured to serve on the Sabbatical Committee. A faculty member who is not tenured may be selected to serve as necessary to ensure representation across divisions. Faculty may not serve on the committee during a year in which they are going to apply for sabbatical.
- c. The Faculty Professional Development committee will ensure that the Sabbatical Committee contains the following representation of nine voting members and one non-voting member:
 - Faculty Professional Development Chair,
 - Portfolio & Credentialing Committee Chair,
 - An ECC-NEA representative to be designated by the ECC-NEA,
 - Six (6) faculty members, proportionately represented from each division, and
 - A designee of the Vice President of Academic Affairs as an ex-officio non-voting member of the committee.
- d. The Faculty Professional Development Committee will provide the Sabbatical Committee with its charge and scope. The Sabbatical Committee shall forward their ranked recommendations to the Vice President of Academic Affairs.

6. Purpose of Sabbatical

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

- a. Credentialing
 - i. A sabbatical designed to enhance the faculty member's academic or professionally recognized credentials,
 - ii. Such enhancements to credentials benefit students, the faculty member's department, or other departments at ECC,

- iii. Applications in this category should:
 1. describe the credentials to be received or progressed toward,
 2. the institutions involved,
 3. the subject areas to be studied,
 4. a description of the manner in which the sabbatical is in line with actual credential improvement; and
 5. what will be accomplished during the sabbatical.
 - b. See also Board Policy 5.42.2: *Eligibility for Unpaid Educational Leave*
 - c. Knowledge/Skill Development
 - i. This type of sabbatical improves the faculty member's knowledge base and skill set, though it does not enhance credentials.
 - ii. Enhanced development of a faculty member's skills benefits students, the faculty member's department, or other departments at ECC.
 - d. Applications in this category should:
 - i. describe the knowledge, or skills, or both to be developed;
 - ii. the plan to ensure knowledge, or skills, or both are developed; and
 - iii. the mechanisms involved.
- 7. Creative or Scholarly Production
 - a. A sabbatical leave during which the faculty member produces a significant and substantial corpus that either showcases the faculty's creativity or engagement with a scholarly field.
 - b. Projects in this category should enhance the reputation of the individual faculty member. As a result, the faculty member's department and the College are enhanced.
- 8. Scholarship of Engagement and Application
 - a. During this sabbatical, a faculty member engages with the community. Using their talents and discipline knowledge, the faculty member addresses social problems, and advances economic, social, and cultural opportunities.
 - b. Such projects should enhance the faculty, the department, or the College.
- 9. Hybrid: Projects that combine elements of more than one type of sabbatical leave.

10. Sabbatical Leave: Timeline

August 1	College will announce availability of sabbatical, including the maximum number to be funded in the coming fiscal year.
Start of Fall Classes	Interested faculty contact the Director of Human Resources, who verifies eligibility (signature required on Sabbatical Leave Request form)
September 1	Faculty notify immediate supervisor of interest in applying for sabbatical to assist in planning for proposed sabbatical (signature required on Sabbatical Leave Request form)
September 15	Faculty Professional Development Committee appoints Sabbatical Committee
October 1	Application for sabbatical to be submitted to the Office of Academic Affairs
October 1 - December 1	Sabbatical Committee reviews applications
By December 1	Sabbatical Committee scores applications and ranks those meeting or exceeding minimum score for consideration. Ranked list of proposals is sent to Vice President of Academic Affairs. If no application(s) meets the minimum score for consideration, the committee shall inform the Vice President of Academic Affairs of same. Faculty applicants shall be informed of the committee's action by the chair of the committee.
By December 8	Vice President evaluates rank order recommendation(s) and either (a) approves and submits to President, or (b) denies and evaluates next highest ranked recommendation(s) for recommendation to the President. If no candidate is recommended for approval, the Vice President shall inform the President of same.
By December 15	President approves or denies recommendation. If approved, the recommendation is presented for action to the Board of Trustees at its next regular meeting. If denied, the Vice President for Academic Affairs considers the next ranked applicant(s), if any, and submits recommendation(s) to the President. If there are no further ranked applications(s) recommended, the Vice President will inform the President of same, and no sabbaticals will be recommended for Board approval.

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

ARTICLE XXIV: OWNERSHIP AND EQUITY

The College and ECC-NEA acknowledge the policy and procedures related to ownership of inventions and/or materials by College personnel, as provided in Board Policy 4.43: *Ownership and Equity*, and incorporate the policy into this Agreement:

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

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

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

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

Procedures:

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

- a. The following definitions apply under the terms of this Policy:
- b. Equity – The monetary value of a property or of an interest in a property in excess of claims or liens against it.
- c. 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.
- d. 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.

- e. Employee – Part-time and full-time members of the faculty, staff, and all other agents.
 - f. 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.
 - g. Students – Any person officially enrolled in one or more classes or activities offered by the College.
 - h. College – All locations of East Central College.
 - i. Work-for-Hire – Copyrightable intellectual property, which is deliverable to the College, prepared by an employee within the scope of their employment or produced as a result of a commission or agreement between the College and an employee, student, or volunteer.
3. *4.43.2 Use of Inventions or Intellectual Properties Procedure (Revised 12-5-2022)*
Two categories of use of College-sponsored Inventions or Intellectual Properties are identified:
- a. Internal – Use by any unit of the College, either on or off campus.
 - b. External – All uses other than by a unit of the College.

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

4. *4.43.3 Ownership and Equity Procedure (Revised 12-5-2022)*
- a. If the College had no involvement in the development of an Invention and/or Intellectual Property, the individual will receive full ownership and equity.
 - a. 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.
 - b. If Inventions and/or Intellectual Property were made or developed jointly between the College and non-work-related efforts by College employees and/or students, the College will enter into joint ownership arrangements with the employee and/or student. Exact percentages of ownership and other details shall be negotiated between the parties and set out in a binding agreement.
 - c. It shall be the responsibility of the employee to give written notification to the College of intent to make, develop, patent, or copyright Inventions and/or Intellectual Properties as soon as possible.
 - d. Employees shall be responsible for obtaining appropriate written releases from individuals identifiable or in some manner requested to participate in the creation of the College-sponsored 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.

- e. If the employee wishes to take a sample of their 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.

ARTICLE XXV: ASSIGNMENT OF OFFICES

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

ARTICLE XXVI: PERSONNEL FILES

1. Personnel records are administered in accordance with Board Policy 5.12: *Personnel Records* and the corresponding procedures.
2. In addition to procedures provided in Board Policy 5.12: *Personnel Records*, an officer or representative of the ECC-NEA may, at the written request of the faculty member, accompany a faculty member during a review of the employee's personnel file.
3. The review shall be conducted in Human Resources in the presence of a representative of Human Resources responsible for the safekeeping of such personnel files.

ARTICLE XXVII: FACULTY EVALUATION

1. Purpose – Through comprehensive evaluation process, the College will provide faculty a useful and substantive assessment of performance, recognition, and acknowledgement of good performance, and ensure they have the necessary resources to advance teaching and learning, participate in professional growth, develop leadership skills, and further scholarship in their discipline.
2. Guidelines
 - a. New full-time faculty will be evaluated each semester in the first year and annually each proceeding year of annual contract.
 - b. Full-time tenured faculty will be evaluated on a regular rotation with no longer than a three-year interval or as deemed necessary. Off-cycle evaluation requests must be submitted to the appropriate Dean no later than the end of the third week of the semester for evaluation.

- c. Evaluation tools used by the College must meet minimum standards of any and all accrediting bodies, regulatory and oversight agencies, and other entities where accountability is important.
- d. Assessment of the current evaluation process will begin with a faculty survey in April of each year. Survey results will inform discussions the following fall semester, involving appropriate administrators, ECC-NEA representatives, and Faculty Association representatives. Changes for the following academic year will be agreed upon no later than April 1.
- e. Any modifications to the evaluation tool or process will be documented and will follow the Committee Work and Implementation Process, see Article XXI.
- f. Evaluation of faculty teaching in online settings (web online or web hybrid) will follow the same procedures and timelines and include the same methodologies as evaluations of faculty teaching face-to-face.
- g. Faculty evaluations provide information for use in determining employment status, recommendations for faculty development, and rank and promotion.
- h. A copy of all formal Vice President of Academic Affairs/Dean evaluations will be provided to the faculty member, on file in the Office of Academic Affairs, and in the faculty member's personnel file in Human Resources.

ARTICLE XXVIII: FACULTY SALARY AND RETIREMENT INCENTIVE

1. Faculty Salary

ECC Administration and ECC-NEA recognize the importance of establishing and maintaining competitive salaries within the region. The College commits to increasing faculty salaries to the average of base faculty salaries at the region's community colleges (East Central College, Jefferson College, St. Charles Community College, and St. Louis Community College) by Fiscal Year 2026.

- a. Faculty will receive a 4% increase applied to base salaries.
- b. The salary placement schedule will be increased by 4% across the board, effective for full-time faculty hired on or after September 1, 2023.
- c. If after adjustment in (a.), a faculty member's base salary is below the minimum on the FY24 placement schedule, that salary will be raised to the minimum based on degree, discipline, and years of service.
- d. Full-time Faculty Overload Credit Hour Rate will be determined using the table below. See Article XII: Faculty Workload, Section 5.C: *Summer and Intersession Teaching* for additional information.

- e. Relevant industry experience is directly related to teaching in the credentialed discipline and/or based off the faculty job description. The hiring Dean will make recommendations based upon the faculty applicant’s relevant experience.
- f. Concurrent combinations of college teaching and/or industry experience years cannot be counted twice.
- g. Adjunct teaching experience will be calculated as half-year per for each full year taught.
- h. Due to career and technical faculty requirements of additional industry recognized credentials or licensure, their salary will be established utilizing *Faculty Career and Technical Salary Schedule for Placement at Hire*. Faculty not meeting the definition of Career and Technical will utilize the *Faculty Salary Schedule for Placement at Hire*.

Full-time Faculty Overload Credit Hour Rate – FY24 (Effective Fall 2023)						
	Academic Year Overload Credit Hour Rate	Summer and Intersession Overload Credit Hour Rate	Academic Year Overload Credit Hour Rate after teaching a min 30 ECC overload credit hours	Summer and Intersession Overload Credit Hour Rate after teaching a min 30 ECC overload credit hours	Academic Year Overload Credit Hour Rate after teaching a min 60 ECC overload credit hours	Summer and Intersession Overload Credit Hour Rate after teaching a min 60 ECC overload credit hours
Academic/Professional						
Associate/Bachelor	\$725.00	\$760.00	\$745.00	\$780.00	\$765.00	\$800.00
Master	\$745.00	\$780.00	\$765.00	\$800.00	\$785.00	\$820.00
Academic/Terminal	\$755.00	\$790.00	\$775.00	\$810.00	\$795.00	\$830.00
Professional	\$755.00	\$790.00	\$775.00	\$810.00	\$795.00	\$830.00
Academic Doctoral	\$765.00	\$800.00	\$785.00	\$820.00	\$805.00	\$840.00

Faculty Salary Schedule for Placement at Hire on or after September 1, 2023 – FY24					
Academic/Professional Degree	Less than 1-year relevant experience	1-5 years relevant experience	5-10 years relevant experience	10–15 years relevant experience	15–20+ years relevant experience
Bachelor	\$38,214	\$40,121 - \$44,133	\$44,133 - \$48,546	\$48,546 - \$53,401	\$53,401 - \$58,741
Master	\$41,975	\$44,071 - \$48,478	\$48,478 - \$53,326	\$53,326 - \$58,659	\$58,659 - \$64,525
Doctorate	\$47,900	\$50,293 - \$55,322	\$55,322 - \$60,854	\$60,854 - \$66,939	\$66,939 - \$73,633

Faculty Career & Technical Salary Schedule for Placement at Hire on or after September 1, 2023 – FY24					
Academic/Professional Degree	Less than 1-year relevant experience	1-5 years relevant experience	5-10 years relevant experience	10–15 years relevant experience	15–20+ years relevant experience
Associate	\$38,214	\$40,121 - \$44,133	\$44,133 - \$48,546	\$48,546 - \$53,401	\$53,401 - \$58,741
Bachelor	\$41,975	\$44,071 - \$48,478	\$48,478 - \$53,326	\$53,326 - \$58,659	\$58,659 - \$64,525
Master or Doctorate	\$47,900	\$50,293 - \$55,322	\$55,322 - \$60,854	\$60,854 - \$66,939	\$66,939 - \$73,633

- Up to a 10% increase for hard to fill positions

2. Retirement Incentive

A retirement incentive will be offered to tenured faculty with at least 10 years of full-time, consecutive service at the College as of June 30, 2024, or December 31, 2024, and who meet

eligibility requirements for normal or early retirement as defined by the Missouri Public School Retirement System (PSRS).

- a. Qualified faculty who elect to retire shall receive a one-time payment, calculated as follows:
 - i. 1% of base salary for Fiscal Year 2024 (FY24), multiplied by the retiree's years of full-time, consecutive service to ECC (maximum of 25 years). An academic year is equivalent to a whole year for purposes of this calculation; and
 - ii. Cash value of one year of the retiree's College-paid health insurance benefits for 2024
- b. Faculty planning to participate in this incentive shall notify the College in writing no later than January 16, 2024
- c. The reexamination of the feasibility, advisability, and options regarding faculty retirement incentives in Fiscal Year 2027 is advisable.

ARTICLE XXIX: MILEAGE REIMBURSEMENT

1. Mileage expense for traveling to and from the employee's residence to the employee's single regularly assigned place of employment, whether at the main campus or at an extension center, shall not be reimbursed. Travel between College-owned sites and/or off-site locations is required by some positions. If a travel allowance is not written into the faculty member's contract for this purpose, the faculty member is eligible for mileage expense reimbursement for such travel on a per event basis. An employee traveling for College business from their residence to a site other than the employee's regularly assigned place of employment is eligible for mileage expense reimbursement. Mileage will be calculated from the employee's regularly assigned place of employment or the employee's residence, whichever is less.
2. A reimbursable mileage guideline will be generated by the Office of Finance and Administration which delineates standard mileage from the College to sites commonly traveled to. Mileage to sites not on the guide will be based on mileage provided via Map Quest or other web mapping service and documented with a printout of the web page.

ARTICLE XXX: REDUCTION IN FORCE

1. If, in the judgment of the Administration, it is necessary to decrease the number of faculty due to a) financial considerations, b) a decrease in student enrollment, or c) program reduction, consolidation, or elimination, the necessary number of full-time faculty may be reduced.
2. The process for a reduction in force is as follows:
 - a. The Dean(s) and/or Vice President of Academic Affairs identifies the affected academic discipline or program. The process may be initiated by either of these employees, or by the College President.
 - b. Positions to be eliminated shall be determined. The Vice President of Academic Affairs will notify the ECC-NEA President of the affected positions.

- c. Employees in the selected jobs/positions shall be listed. The list must include the employee's name, position title, years of teaching, and proposed date of termination.
 - d. This proposal is submitted to the Vice President of Academic Affairs for review and recommendation to the College President.
 - e. The College President reviews the proposed plan and a) approves and makes recommendation to the Board of Trustees, b) remands to the Vice President of Academic Affairs for further review and/or revision, or c) determines that a reduction in force is not necessary.
 - f. The Board of Trustees, upon recommendation of the College President, votes on approval of the reduction in force plan.
3. Upon approval of the reduction in force plan, each affected employee shall be notified by March 1 preceding the fiscal/academic year in which the plan takes effect.
 4. All documentation listed above will be maintained in the Human Resources Department.

Reduction in Force Process

1. Preventative Measures

- a. Before reduction in force (RIF) notification is given to specific faculty members, the Administration will make every effort to implement appropriate alternatives. These alternatives include, but are not necessarily limited to:
 - i. normal faculty attrition,
 - ii. voluntary retirement,
 - iii. transfer to another site where a vacant position exists,
 - iv. reduction of overload assignments,
 - v. reassigning and/or minimizing hours given to adjunct faculty, and
 - vi. consideration of a teaching load that is shared between two campus locations.
- b. After all institutional preventive measures have been exhausted, a reduction in force will be administered in such a way as to provide minimal disruption for students enrolled in the impacted instructional program. All applicable requirements of federal, state, or accrediting entities will be followed to ensure students can fulfill degree requirements.

2. Reduction Measures

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

- a. A general notification that a reduction in force is recommended will be given in writing to faculty as far in advance of the effective date as possible, and no later than February

1 of the fiscal/academic year in which the plan is to take effect. Notification will include a statement of the condition which led to the reduction in force.

- b. Tenured faculty will be laid off on the basis of instructional effectiveness, as evidenced by the faculty evaluation process, institutional seniority, defined as length of full-time faculty service to the institution, and credentials.
- c. Tenured faculty placed on layoff will be placed on a faculty recall list on the basis of reverse order of layoff and recalled in accordance with the instructional needs of the campus, up to the end of three (3) academic years after the layoff.
- d. Notice of recall will be given by certified mail to the last known current address of the faculty member. If the faculty member fails to respond within fourteen (14) calendar days from receipt of the recall notice, they will be considered to have refused the position offered.
- e. Failure to accept alternatives to layoffs, if offered, will not jeopardize the laid off faculty member's recall rights or place on the recall list.
- f. The College will provide the laid off faculty with assistance in seeking alternative employment by providing a letter of reference and use of campus facilities to prepare and print resumes. All College vacancy information, including administrative and classified positions, will be available via the College website to the laid off faculty.
- g. An employee recalled to work by the College under the provisions of this section shall have any forfeited sick time restored upon returning to active employment.

3. Post-RIF Support

Tenured faculty members affected by the reduction in force may retain the following College post-RIF support:

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

ARTICLE XXXI: FACULTY GRIEVANCES

1. Purpose

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

2. Definitions

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

3. Steps in Grievance Process:

Formal grievances shall be presented through the following procedure:

- a. Informal Discussion
 - i. It is recommended that a potential grievant discuss issues informally with their immediate supervisor before filing a formal grievance. In any informal meeting of an investigative nature between a faculty member and an administrative representative in which the administrator is seeking information in which to impose discipline, the faculty member shall have the right to be accompanied by a grievance representative. An informal process is considered concluded after five (5) working days unless an extension of the informal process is mutually agreed upon.
 - ii. This extension should not add more than ten (10) working days to the informal process so as not to inhibit the filing of a formal grievance. The administrator must respond in writing the results of the informal portion of the process within fifteen (15) working days of the initial informal discussion.
- b. Step 1 – Supervisor Investigation of Formal Grievance

- i. Within sixty (60) working days after the event or occurrence giving rise to a grievance, or within sixty (60) working days from the date on which the faculty member should have reasonably known of its occurrence, the grievant shall present the grievance in writing to their appropriate immediate supervisor and the Human Resources Director. The writing statement of grievance shall include the following information:
 - 1. The name, rank, and position of the aggrieved party,
 - 2. A statement of facts upon which the grievance is based,
 - 3. Identification of any specific terms or provisions of this Agreement alleged to have been violated, misapplied, or misinterpreted,
 - 4. The date on which the event or occurrence first took place,
 - 5. The date of the initial submission of the formal grievance,
 - 6. Such other information which the grievant deems relevant,
 - 7. The remedy or relief requested by the grievant, and
 - 8. The grievant(s) signature(s).
 - ii. The appropriate supervisor and the Human Resources Director or designated representative, along with a designated note taker for the supervisor, shall hold a conference with the grievant and the grievant(s) ECC- NEA representative within ten (10) working days after the receipt of the grievance, shall conduct an investigation, and shall render a written decision to the grievant within ten (10) working days of the conference. If the supervisor fails to respond to the grievance within ten (10) working days, the grievance shall be considered denied and the grievant may move to Step 2 of the process in accordance with the designated timeline.
 - iii. The aggrieved party reserves the right to initiate an informal or formal grievance process in the following Fall or Spring semester if the initial event or occurrence giving rise to the grievance takes place in a time period in which fewer faculty working days remain in that contract period than specified in this process.
 - iv. Administration reserves the right to advance a grievance directly to Step 2 or Step 3 of the Appeal Process if the situation warrants.
- c. Step 2 – Appeal to the CBA Grievance Review Committee
- i. In the event the grievant is not satisfied with the decision at Step 1, they may appeal to the CBA Grievance Review Committee through the Director of Human Resources within ten (10) working days of receipt of the Step 1 findings.
 - ii. Within five (5) days after the filing of the grievance appeal, the Director of Human Resources, Vice President of Academic Affairs or designee, and ECC-

NEA designee shall jointly schedule the selection of the CBA Grievance Review Committee.

- iii. Upon selection of the CBA Grievance Review Committee, the Director of Human Resources or designee shall provide written notice to the grievant, appropriate administrator, and the selected committee members.
- iv. The membership of the CBA Grievance Review Committee shall be randomly selected from ECC-NEA members and consist of two (2) members and one (1) alternate, the Director of Human Resources or designee, and the Vice President of Academic Affairs or designee.
- v. No member of the CBA Grievance Review Committee, or designees from Human Resources or the Office of Academic Affairs may serve on the committee if they have been directly involved with or a party to matters related to the grievance before the CBA Grievance Review Committee. Each CBA Grievance Review Committee shall be appointed and serve on an ad hoc basis until the Committee has issued its decision on the grievance in question.
- vi. In the event that a committee member wishes to disqualify themselves, the alternate committee member shall serve on the committee. The grievant may also challenge a committee member, who should then recuse themselves, and the alternate committee member shall serve. The grievant may only challenge one committee member. Disqualification must occur within five (5) working days of the committee's receipt of the grievance. An alternate member must be selected by the tenth (10th) working day. No member may abstain from voting.
- vii. The CBA Grievance Review Committee will convene its first meeting within five (5) working days of the date of notification to all parties of the selection of the Grievance Review Committee. At that meeting, the Committee must elect a chairperson and secretary, and receive all documents from Step 1 from the Director of Human Resources.
- viii. A hearing of the grievance in question shall be scheduled to occur within fourteen (14) days from the date of notification to all parties of the selection of the CBA Grievance Review Committee at a mutually acceptable time at the campus where the grievant is employed.
- ix. The grievant shall have the right of representation at the hearing as described in 2.c above.
- x. The secretary of the CBA Grievance Review Committee shall ensure that an official record of the proceedings is taken in a manner agreed to by the parties. The grievant and the appropriate administrator shall each be provided a single copy of the recording if the grievance is subsequently appealed to Step 3.
- xi. The committee will review all information submitted at Step 1 and come to a consensus decision and provide reason(s) for that decision no more than ten (10)

working days from the hearing of the grievance. The decision will be a written finding of the committee sent to the grievant and the Director of Human Resources. Any committee member may include a written dissent.

- xii. If the committee requires assistance in coming to a consensus decision, it may rely upon the services of an outside mediator such as the Federal Mediation and Conciliation Service.

d. Step 3 – Appeal to the President

In the event the aggrieved party is not satisfied with the decision in Step 2, they may, within ten (10) working days of receiving the written decision in Step 2 present an appeal in writing to the President of the College. With this appeal shall be included a copy of the original grievance and the written decisions received in Steps 1 and 2. Within ten (10) working days after receipt of the appeal, the President shall hold a conference and may conduct an investigation. Participants in the conference shall include the President and/or their authorized representative, the grievant, and the grievant(s) ECC-NEA representative. The meeting may include the Vice President of Academic Affairs, the Human Resources Director or designated representative, and the appropriate immediate supervisor, and/or the MNEA UniServ Regional Director. Such meeting may also include other persons as may be requested and agreed to by the Administration and the grievant. The President or authorized representative shall render a decision, in writing, within ten (10) working days after the conference.

e. Step 4 – Appeal to the Board of Trustees

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

(10) working days after the regular or special Board meeting in which the grievance was considered. The Board's decision shall be final.

- iv. The Grievance documentation will be maintained in the Human Resources office in a file separate from the grievant(s) personnel file.
- f. ECC-NEA Agreement Grievance Form: the ECC-NEA Agreement Grievance Form is available through Human Resources and on the ECC-NEA Canvas page.

ARTICLE XXXII: SHARED GOVERNANCE

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

ARTICLE XXXIII: CONTRACT OVERSIGHT AND PLANNING COMMITTEE

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

ARTICLE XXXIV: EMERGENCY CONDITIONS AND DISASTERS

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

ARTICLE XXXV: CONTINGENT INSTRUCTION ADJUSTMENTS

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

ARTICLE XXXVI: SAVINGS CLAUSE

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

GLOSSARY OF TERMS

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

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

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

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

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

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

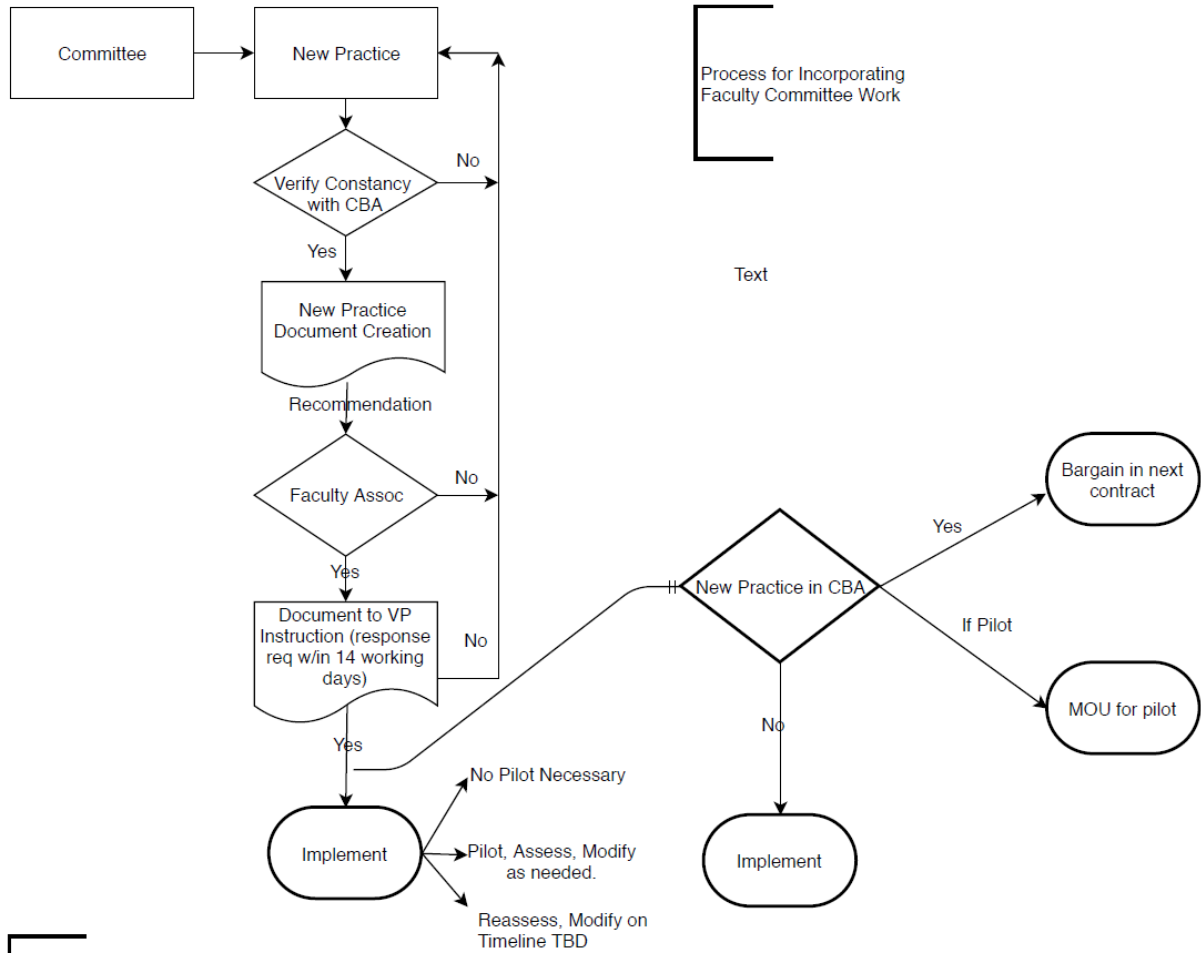
Term	Definition
Off-Contract Work	institutional-wide required work such as participating in hiring committees, institutional standing committees whose charge/mission requires faculty input and work during off-contract time periods including, but not limited to summer and winter session. Compensation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

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

Term	Definition
Savings Clause	a provision in a statute or contract that if any clause is determined to be unenforceable, the remainder of the statute or contract will remain intact and enforceable
Secondary Discipline	an instructional discipline in which a faculty member is qualified to teach as defined by Article VI: Faculty Qualifications. This area is in addition to the primary discipline.
Seniority Rotation Roster	a rotation list based upon the length of time that a faculty has served in a specific discipline
Sequential Coursework	a sequence of courses that build upon each other
Shared Governance	a responsibility for institutional decisions shared among governing boards, district administrators, and faculty, with joint recognition and respect for the participation of staff and students
Special Project Assignments	a project outside the scope of the faculty member's contract and/or job description, performed outside of normal work responsibilities, and created to promote opportunities for faculty to serve the College and be recognized and valued for the extra work they do
Special Projects Request Form	written requests for special projects submitted to the Department Chair by October 1 for the following spring and February 1 for the following fall. Exceptions may be made in the case of projects that may be time-sensitive and fall outside these parameters
Standard Course Size	the number of students a course will hold as determined by faculty in the discipline and the Credit Hour Equivalency Committee
Student Works	intellectual property produced through individual initiative as part of a student's coursework that ordinarily belongs to the student. This includes papers, artistic and musical works, and other creative works made by students in the instructional process. Ownership of student works made during employment or internship at the College shall be assigned to the College.
Students	any person officially enrolled in one or more classes or activities offered by the College
Supervisor	the person to whom faculty directly report, which may be the Department Chair, Dean, Coordinator, or Vice President of Academic Affairs
Tenure	an employment recommendation for a faculty member under annual contract after the employee has been employed full-time as faculty in the same discipline, or a secondary discipline as approved by the College, for a total of five years and successful submission of an employment portfolio

Term	Definition
Transfer Coursework	credit granted to a student for educational experiences or courses undertaken at another institution
Unpaid FMLA Leave	leave provided through the Family and Medical Leave Act (FMLA), a federal law that guarantees certain employees up to 12 workweeks of unpaid leave each year with no threat of job loss
Variable Workload	variations in a faculty's course load that is mutually agreed upon, can be varied based on a number of factors, but still maintains an academic year load of 30 credit hours
Variable Workload Request Form	written requests explaining the reason for anticipated variable workload submitted to the Department Chair/Program Coordinator by October 15 for the following spring and February 15 for the following fall
Work-for-Hire	copyrightable intellectual property, which is deliverable to the College, prepared by an employee within the scope of their employment, or produced as a result of a commission or agreement between the College and an employee, student, or volunteer
Working Day	a calendar day except Saturday, Sunday, a scheduled holiday, or a recess observed by the College which is a designated workday for full-time faculty

APPENDIX A: COMMITTEE WORK AND IMPLEMENTATION PROCESS



Process for Incorporating Faculty Committee Work

Text

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

APPENDIX B: VARIABLE WORKLOAD REQUEST FORM

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

Name _____ Date _____

Department _____ Budget # _____

Semester for Variable Load _____ Number of requested CH _____

Briefly describe the purpose for variable load:

Identify mutually agreed upon plan for making up reduced load:

Select one option:

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

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

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

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

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

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

Signatures:

Faculty Date

Department Chair/Coordinator Date

Academic Dean Date

Vice President of Academic Affairs Date

Approved yes no Reason: _____

Approved yes no Reason: _____

APPENDIX C: SPECIAL PROJECT REQUEST FORM

Special Project Request Form

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

Name _____ Date _____

Department _____ Budget # _____

Semester for Special Project _____ Requested Compensation _____

Briefly describe the proposed Special Project:

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

Select one option:

_____ Reassigned Time

_____ Stipend

_____ Variable Load

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

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

Faculty Date

Department Chair/Coordinator Date

Academic Dean Date

Vice President of Academic Affairs Date

Approved yes no Reason: _____

Approved yes no Reason: _____

APPENDIX D: FACULTY HONORARIUM REQUEST FORM
Faculty Honorarium Request Form

Name: _____

Today's Date: _____

Department: _____

Date of Activity: _____

- Presenting at a regional or national conference: \$150 (limit \$300 per academic year)
- Organizing or hosting a regional or national conference: \$150 (limit \$300 per academic year)
- Publishing, performing, or displaying original work at professional recognized, juried, regional, or national venues: \$100 (limit \$200 per academic year)
- Leading designated workshops, trainings, or speaking engagements: \$50 - \$100 (limit \$200 per academic year) \$ _____
- Serving as an officer or leadership role for a regional or national discipline specific professional organization: \$50-\$100 (limit \$100 per academic year) \$ _____
- Special Projects approved by the Vice President of Academic Affairs in accordance with Article XI: Special Project Assignments. Activities assigned to a current MOU are not eligible for this Special Projects provision.
- For informational purposes only. Please add to the Faculty Professional Development database.

Activity Name: _____

Activity Location: _____

Activity Description: _____

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

Signatures:

Faculty

Date

Vice President of Academic Affairs

Date

APPENDIX E: FACULTY EXCEPTION FOR ONLINE COURSE REQUEST FORM

Pursuant to the ECC-NEA CBA, Article XII.1.b.: Faculty Workload, a faculty member’s base load shall consist of at least fifty (50) percent face-to-face credit hours per semester (with hybrid courses counting as 1/2 face-to-face). This form should be submitted to the appropriate academic dean by **September 15** for the upcoming spring semester and **February 15** for the upcoming fall semester. A written response, via email, of approval or denial will be given within 10 business days of the submittal.

Name: _____

Today’s Date: _____

Department: _____

Semester for Request: _____

Credit Hours Face-to-Face: _____

Credit Hours Online: _____

Rationale:

Signatures:

Faculty

Date

Academic Dean Date

Vice President of Academic Affairs Date

Approved yes no

Approved yes no

If no, list reason: _____

If no, list reason: _____

APPENDIX F: PEER TO PEER REQUEST FOR ONLINE INTELLECTUAL PROPERTY

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

Requesting Faculty Name: _____ Today's Date: _____

Department: _____ Course: _____

Online Intellectual Property Requested:

Peer Response:

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

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

Signatures:

Faculty Requesting Content Date

Owner of Course Content Date

Academic Dean (informational only) Date

Online Learning & Ed Tech Director (informational only) Date

APPENDIX G: COURSE CAPACITY PROCESS AND RECOMMENDATION FORM

1. A master list of all current course capacities will be housed in the Office of Academic Affairs, who will compare and update last year's list to the current list, modify the sheet for the Academic Deans (reflecting any changes approved by Academic Council the previous academic year), and upload to Teams by October 1.
2. Academic Deans will review the list and distribute to the appropriate Department Chairs/ Coordinators and share the list with faculty in their areas.
3. Faculty will review course capacities at their October departmental meeting with discussion reflected in the meeting minutes. The review should be inclusive of appropriate adjunct faculty, especially in courses exclusively taught by adjunct faculty.
 - a. If no change, communicate in writing to the appropriate Academic Dean the list of courses not changing capacity.
 - b. If a change is recommended, complete the *Course Capacity Recommendation* form, and submit to the appropriate Academic Dean. Each course with a recommended capacity change should be submitted on a separate *Course Capacity Recommendation* form with supporting documentation to the appropriate Academic Dean by the end of the third week of October.
4. For courses with no capacity changes, the Academic Dean will notify the Office of Academic Affairs no later than November 1st.
5. For recommended course capacity changes,
 - a. if recommended course capacity is agreeable by the Academic Dean, the form will be signed and *Agreeable* will be selected. The Dean will notify the Office of Academic Affairs of the capacity changes and forward the form and supporting documentation.
 - b. if recommended course capacity is not agreeable, the Academic Dean will work with the appropriate Department Chair/Coordinator to reach an agreed upon capacity, notify the Office of Academic Affairs, and forward supporting documentation. If an agreeable capacity cannot be reached, the capacity and supporting documentation will be presented at Curriculum Council's November meeting for review and determination. The Academic Dean will notify the Office of Academic Affairs of the council's recommended capacity and forward all documentation.
6. Office of Academic Affairs will create a memo for the November Academic Council meeting. The memo will address the capacity changes and include a list of all course capacities.
7. Upon approval by Academic Council, the Office of Academic Affairs will update the current list of course capacities.

Course Capacity Process and Recommendation Form

Complete only if there is a recommended change in the course capacity. Each course should be submitted on a separate course capacity recommendation form with supporting documentation to the appropriate Academic Dean by the end of the third week of October.

Course Name _____ Course Number _____

Department _____

Reviewing Member(s): _____

Current Course Capacity _____ Recommended Course Capacity _____

Provide a detailed rationale with supporting documentation for determining recommended course capacity. Rationales can include, but are not limited to, any current accreditation requirements/recommendations, current documented best practices in discipline, course capacities of correlated course from at least three comparable higher education public institutions in the state, or appropriate equipment to student ratio (as recommended by the instructor).

Will modality impact the recommended course capacity? Yes No

Provide a detailed rational with supporting documentation for the impact on modality.

Department Chair/Coordinator Signature _____ Date _____

Academic Dean Signature _____ Date _____

Agreeable Reconsideration requested with proposed course capacity: _____

If a reconsideration is requested, indicate below if the proposed course capacity is agreeable.

Agreeable Not Agreeable

Department Chair/Coordinator Signature _____ Date _____

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 26, 2023**

AGENDA ITEM 12: FY24 BUDGET AND STAFFING PLAN

Recommendation: To **approve** the general operating budget and staffing plan for FY24 as attached to the agenda.

Attachments

6/26/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 584-0513

Section 12, Page 1

FY2024 Budget Summary

The fiscal year 2024 operating budget for East Central College is presented herein for consideration by the Board of Trustees. Development of the FY24 budget had its challenges. Among these are stagnant state aid due to intrasector equity adjustments, the projection of flat enrollment, and high inflation impacting the increase of non-personnel expenditures. We prioritized employee compensation and utilized lost revenues to offset some one-time expenses. This use of federal lost revenue will also enable the college to bridge into normal state aid distributions beginning in FY25. Operating fund expenses are expected to be in balance with revenues for the upcoming fiscal year.

The budget presentation includes information on the general operating fund, historical information regarding revenues, assessed valuation, the tax levy, and bonds.

Additional information regarding the projected Fund 10 revenues and expenses is listed below:

Revenues:

- Local, state, and tuition and fees revenues are projected to make up 95.49% of our total revenues in FY24.
 - o Local: 37.27%
 - o State: 23.70%
 - o Tuition and Fees: 34.52%
- Local revenue is projected to increase by 8%, 6.5% due to inflation and 1.5% for new construction.
- Our state aid is increasing a nominal \$78,722.69. State aid increased a total of \$280,986 for the past three years (FY22 through 24), an average annual increase of 1.8%.
- Enrollment is projected to be flat.
- Transfers-Interfund & Indirect
 - Maintenance & Repair ECC match
 - CTE and Perkins funding
 - Lost revenues
 - One-time expenses for IT, election expense, strategic planning, federal earmark, accreditation site visits, and staffing

Expenses:

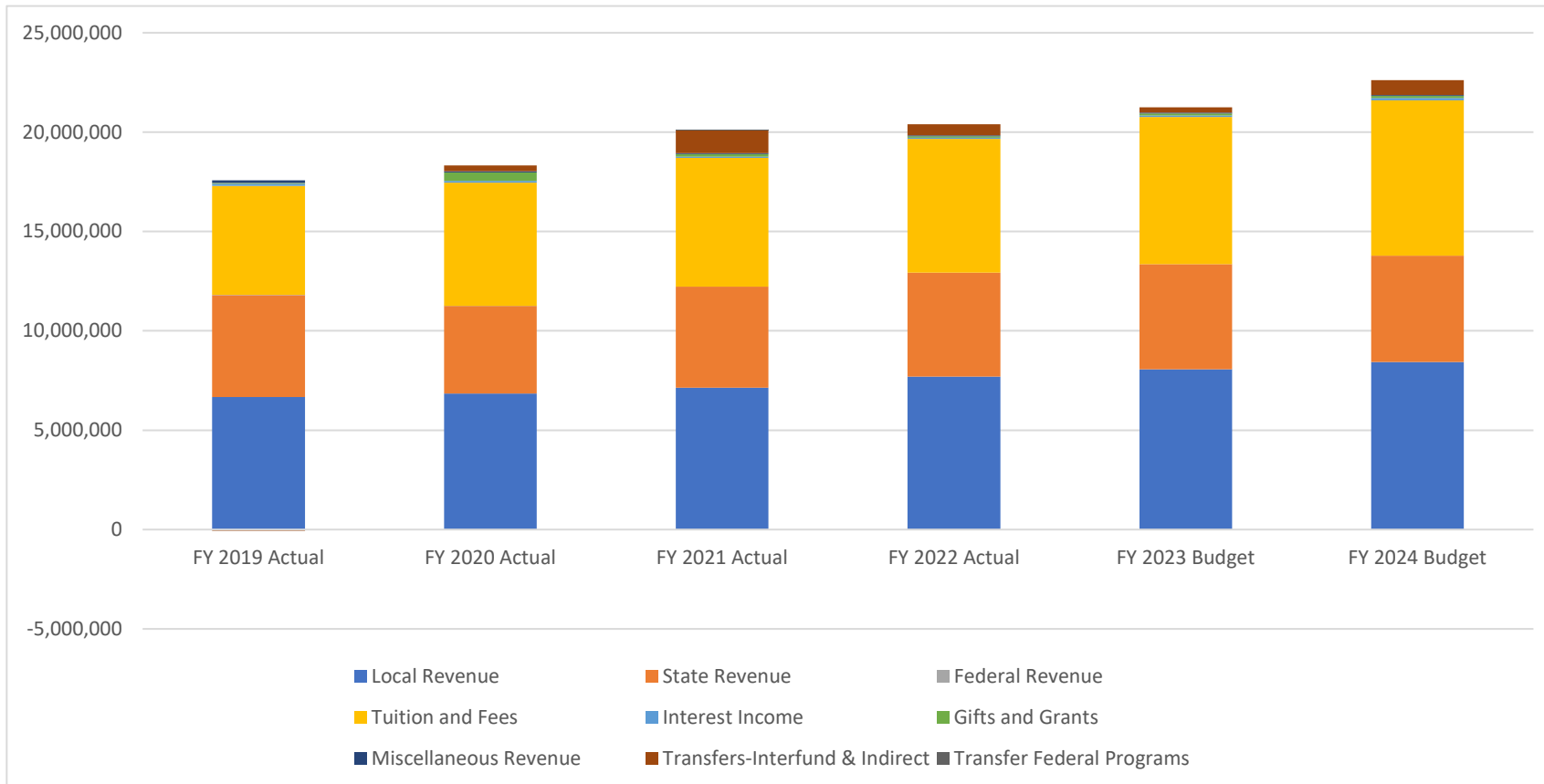
- A 4% salary increase is projected for faculty and staff which makes up approximately 80% of our Fund 10 (general fund) expenses.
- Health insurance rates for the calendar year of 2024 are projected to increase by 5%. The budget accounts for these rates for the second half of FY24. Any renewal rates in excess of 5% would likely require a change to the benefit package. We have had multiple years of high renewals with minimal plan changes; this is not sustainable.
- Non-personnel expenses increased \$472,700.61, including:
 - o Rolla rent increase
 - o Utilities increase
 - o Items historically funded through Fund 10 and most recently through Fund 25 (student fees) and COVID are now back to Fund 10.
 - o Other current and contract expenses increase due to inflation

In summary, this budget process was a team effort by all divisions and departments. While we could not fund all requests, the priority continued to be on employee compensation and other expenses related directly to students. As always, we will continue throughout the fiscal year to ensure a balance between actual revenues and expenses.

East Central College
Statement of Activities
General Fund

	2024 FY Budget	2023 FY Budget	\$ Difference	% Difference
Revenues:				
Local Revenue	8,428,974	8,061,258	367,716	4.56%
State Revenue	5,360,734	5,290,485	70,249	1.33%
Federal Revenue	-	-	-	-
Tuition and Fees	7,808,233	7,409,748	398,485	5.38%
Interest Income	124,076	75,000	49,076	65.43%
Gifts and Grants	100,000	100,000	-	0.00%
Miscellaneous Revenue	45,500	45,100	400	0.89%
Transfers-Interfund & Indire	749,967	269,608	480,359	178.17%
Transfer Federal Programs	-	-	-	-
Total Revenues	22,617,484	21,251,200	1,366,284	6.43%
Expenses:				
Salaries	13,229,459	12,631,593	597,866	4.73%
Benefits	4,713,956	4,418,238	295,718	6.69%
Contractual Services	1,084,300	1,032,198	52,102	5.05%
Current Expenses	1,016,161	859,010	157,151	18.29%
Travel	269,417	271,559	(2,142)	-0.79%
Property & Casualty Insuran	235,000	222,000	13,000	5.86%
Vehicle Expense	17,750	19,400	(1,650)	-8.51%
Utilities	645,840	545,000	100,840	18.50%
Tele/Communications	229,460	250,770	(21,310)	-8.50%
Miscellaneous	596,224	397,285	198,939	50.07%
Foundation Paid Expense	27,505	1,485	26,020	1752.18%
Clearing Account	-	-	-	-
Scholarship Expense	145,600	180,600	(35,000)	-19.38%
Faculty Development	0	25,000	(25,000)	-100.00%
Instit. Match for Grants	35,000	35,000	-	0.00%
Commitment to AEL	70,000	60,000	10,000	16.67%
Instit. Commit.to Fine Arts	-	-	-	-
Instit. Commit.to Word & Motion	-	-	-	-
Capital	25,750	21,500	4,250	19.77%
Interfund Transfers	-	-	-	-
Debt Princ & Interest	276,063	280,563	(4,500)	-1.60%
Total Expenses	22,617,484	21,251,200	1,366,284	6.43%
Revenue over Expenses	-	-	-	-

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget
Local Revenue	6,674,993	6,846,432	7,139,627	7,691,825	8,061,258	8,428,974
State Revenue	5,127,367	4,414,059	5,088,178	5,231,587	5,290,485	5,360,734
Federal Revenue	6,270	425	-	-	-	-
Tuition and Fees	5,486,538	6,195,071	6,479,131	6,736,371	7,409,748	7,808,233
Interest Income	96,728	88,550	63,416	63,643	75,000	124,076
Gifts and Grants	51,246	426,943	127,126	76,594	100,000	100,000
Miscellaneous Revenue	129,695	51,587	41,042	39,731	45,100	45,500
Transfers-Interfund & Indirect	(66,475)	308,400	1,156,370	559,632	269,608	749,967
Transfer Federal Programs			7,910		-	-
Total	17,506,362	18,331,467	20,102,800	20,399,383	21,251,200	22,617,484



Assessed Valuation

Fiscal Year	Assessed Value	% Change
2002	\$ 1,071,603,634	11.47%
2003	\$ 1,104,484,719	3.07%
2004	\$ 1,166,766,628	5.64%
2005	\$ 1,198,401,867	2.71%
2006	\$ 1,377,852,682	14.97%
2007	\$ 1,423,449,287	3.31%
2008	\$ 1,557,313,108	9.40%
2009	\$ 1,589,070,984	2.04%
2010	\$ 1,619,122,605	1.89%
2011	\$ 1,648,910,752	1.84%
2012	\$ 1,643,790,405	-0.31%
2013	\$ 1,671,875,570	1.71%
2014	\$ 1,606,469,050	-3.91%
2015	\$ 1,655,732,041	3.07%
2016	\$ 1,620,881,736	-2.10%
2017	\$ 1,667,495,798	2.88%
2018	\$ 1,727,792,842	3.62%
2019	\$ 1,764,393,158	2.12%
2020	\$ 1,859,792,196	5.41%
2021	\$ 1,893,892,697	1.83%
2022	\$ 2,057,394,303	8.63%

Local Tax Levy -- Ad Valorem

Fiscal Year	Operating Levy	Debt Service Levy	Total		Fiscal Year	Operating Levy	Debt Service Levy	Total
1977	0.3000	0.2000	0.5000		2000	0.3700	0.0800	0.4500
1978	0.3500	0.2000	0.5500		2001	0.3820	0.0660	0.4480
1979	0.3500	0.2000	0.5500		2002	0.3784	0.0747	0.4531
1980	0.3500	0.2000	0.5500		2003	0.3788	0.0752	0.4540
1981	0.3500	0.2000	0.5500		2004	0.3786	0.0905	0.4691
1982	0.3500	0.2000	0.5500		2005	0.3795	0.0574	0.4369
1983	0.5500	0.2000	0.7500		2006	0.3632	0.0841	0.4473
1984	0.5500	0.2000	0.7500		2007	0.3632	0.0840	0.4472
1985	0.5500	0.2000	0.7500		2008	0.3488	0.0825	0.4313
1986	0.3200	0.1800	0.5000		2009	0.3505	0.0841	0.4346
1987	0.3700	0.1300	0.5000		2010	0.3488	0.0841	0.4329
1988	0.3700	0.1300	0.5000		2011	0.3488	0.0841	0.4329
1989	0.3700	0.1500	0.5200		2012	0.3548	0.0841	0.4389
1990	0.3700	0.1300	0.5000		2013	0.3559	0.0841	0.4400
1991	0.3700	0.1300	0.5000		2014	0.3700	0.0841	0.0841
1992	0.3700	0.1000	0.4700		2015	0.3700	0.0841	0.4541
1993	0.3700	0.0600	0.4300		2016	0.3700	0.0841	0.4541
1994	0.3700	0.0900	0.4600		2017	0.3700	0.0841	0.4541
1995	0.3900	0.0800	0.4700		2018	0.3700	0.0841	0.4541
1996	0.3900	0.0800	0.4700		2019	0.3637	0.0841	0.4478
1997	0.3700	0.0800	0.4500		2020	0.3700	0.0841	0.4541
1998	0.3700	0.0800	0.4500		2021	0.3551	0.099	0.4541
1999	0.3800	0.0800	0.4600		2022	0.3551	0.099	0.4541

Bond Series 2015

Period Ending	Interest	Principal	Total	Balance
08/15/2023	\$ 53,500.00		\$ 53,500.00	
02/15/2024	\$ 53,500.00	\$ 850,000.00	\$ 903,500.00	\$ 1,825,000.00
08/15/2024	\$ 36,500.00		\$ 36,500.00	
02/15/2025	\$ 36,500.00	\$ 900,000.00	\$ 936,500.00	\$ 925,000.00
08/15/2025	\$ 18,500.00		\$ 18,500.00	
02/15/2026	\$ 18,500.00	\$ 925,000.00	\$ 943,500.00	\$ -
	\$ 217,000.00	\$ 2,675,000.00	\$ 2,892,000.00	\$ 2,750,000.00

Bond Series 2016

Period Ending	Interest	Principal	Total	Balance
08/15/2023	\$ 36,375.00			
02/15/2024	\$ 36,375.00	\$ 750,000.00	\$ 786,375.00	\$ 1,800,000.00
08/15/2024	\$ 27,000.00		\$ 27,000.00	
02/15/2025	\$ 27,000.00	\$ 850,000.00	\$ 877,000.00	\$ 950,000.00
08/15/2025	\$ 14,250.00			
02/15/2026	\$ 14,250.00	\$ 950,000.00		\$ -
	\$ 155,250.00	\$ 2,550,000.00	\$ 1,690,375.00	\$ 2,750,000.00

EAST CENTRAL COLLEGE - STAFFING PLAN FY24
COLLEGE PRESIDENT DIVISION

Updated 6/19/23

Title	Position Classification Level	Position Status: Full-time (FT)/Part-time (PT)	Part-Time Position Annual Hours	Location Regularly Assigned	GL Fund Account	Fund %	Last Name	First Name
President	ADM	FT		MC	10-61036-5110-00	100%	Bauer	Jon, Dr
Executive Assistant	205	FT		MC	10-61036-5120-00	100%	Gardner	Bonnie
Vice President, External Relations						100%	Doepker	Joel
Vice President, Finance & Administration (Chief Financial Officer)						100%	Cassat	DeAnna
Vice President, Academic Affairs (Chief Academic Officer)						100%	Walter	Robyn, Dr.
Vice President, Student Development						100%	Leassner	Sarah
FOUNDATION/INSTITUTIONAL DEVELOPMENT								
Institutional Development/Foundation Executive Director	207	FT		MC	10-65040-5120-00	100%	Kelch	Bridgette
Foundation Event & Program Coordinator	204	FT		MC	10-65040-5160-00	100%	Masek	Hannah
HUMAN RESOURCES								
Director, Human Resources	206	FT		MC	10-63044-5120-00	100%	Myers	Carrie
Human Resources Generalist	107	FT		MC	10-63044-5160-00	100%	Aguilar	Kim
Human Resources Generalist	107	FT		MC	10-63044-5160-00	100%	On Hold FY24	
INSTITUTIONAL EFFECTIVENESS								
Executive Director, Institutional Effectiveness	209	FT		MC	10-61030-5120-00	100%	Smith	Michelle, Dr
Director, Institutional Research	206	FT		MC	10-61030-5120-00	100%	Lohden	Bethany
Research Analyst	205	FT		MC	10-61030-5120-00	100%	Riegel	Dana
ECC-ROLLA								
Director	208	FT		ROLLA	10-46128-5120-10	100%	Ayres	Christina
Assistant Director	205	FT		ROLLA	10-46128-5120-10	100%	Crosby	Jenni
Enrollment Services Coordinator	202	FT		ROLLA	10-46128-5120-10	100%	Karr	Racheal
Counselor/Academic Advisor	204	FT		ROLLA	10-46128-5120-10	100%	Robart	Jessica
Administrative Assistant	104	FT		ROLLA	10-46128-5160-10	100%	Swope	Karen
Student Success Specialist - English	105	PT	800	ROLLA	10-46128-5160-10	100%	Vacant	
Student Success Specialist - Math/Biology	105	FT		ROLLA	10-46128-5160-10	100%	Moreland	Kirby
Student Success Specialist - Chemistry/Physical Science	105	PT	800	ROLLA	10-46128-5160-10	100%	Neulinger	Donna
Technology & Facilities Technician	105	FT		ROLLA	25-46041-5160-10	100%	Taber	Brad
Student and Testing Services Specialist	104	FT		ROLLA	10-46128-5160-10	100%	Halfaker	Cole
Student and Testing Services Specialist	104	FT		ROLLA	10-46128-5160-10	100%	Schaefer	Max
INFORMATION TECHNOLOGY								
Director, Information Technology	209	FT		MC	10-64041-5120-00	100%	Houston	Doug
Enterprise System Administrator	206	FT		MC	10-64041-5120-00	100%	Lause	Anne
Computer Programmer/Analyst	206	FT		MC	10-64041-5120-00	100%	New Position for FY24	
Network & Systems Manager	206	FT		MC	10-64041-5120-00	100%	Curnutte	Ehren
Technical Support Coordinator	204	FT		MC	10-12080-5120-00	100%	Gibbs	Dee
Assistant Network & Systems Manager	107	FT		MC	10-64041-5160-00	100%	Hughes	Andrew
Technical Support Technician	103	FT		MC	10-64041-5160-00	100%	Gasaway	Thomas
Technical Support Technician	103	FT		MC	10-64041-5160-00	100%	Steffens	David
Technical Support Technician	103	FT		MC	10-12080-5160-00	100%	Vacant	
Technical Support Technician	103	PT		MC	25-46041-5160-00	100%	Vacant	

Notes:

Added Computer Programmer/Analyst for Mid Year FY24

Effective 7/1/23
 Updated 6/19/23

Board Approved on

Title	Pos Level	FT/PT	Months Hours	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
EXTERNAL RELATIONS								
Vice President	301	FT		MC	10-46131-5120-00	100%	Doepker	Joel
Executive Administrative Assistant	107	FT		MC	10-46131-5160-00	100%	Cubas	Cynthia
Coordinator of Web Services/Programming	205	FT		MC	10-65043-5120-00	100%	Kolb	Andrew
SkillsUp Grant - Program Coordinator (grant position)	203	FT		MC	50-46153-5120-00	100%	Schall-Willmore	Melissa
COMMUNICATIONS & MARKETING								
Director, Communications & Marketing	205	FT		MC	10-65042-5120-00	100%	Jones	Gregg
Multimedia Specialist	104	FT		MC	10-65042-5160-00	100%	Studdard	Amanda
Multimedia Assistant	103	PT		MC	10-65042-5160-00	100%	Stanfield	Abigail
AEL								
Director, Adult Education and Literacy Programs	206	FT		MC	50-14009-5120-00	67%	Whalen	Alice
Director, Adult Education and Literacy Programs					50-14002-5120-00	15%	Whalen	Alice
Director, Adult Education and Literacy Programs					50-14006-5120-00	10%	Whalen	Alice
Director, Adult Education and Literacy Programs					50-14001-5120-00	5%	Whalen	Alice
Director, Adult Education and Literacy Programs					50-14017-5120-00	3%	Whalen	Alice
Adult Education and Literacy Volunteer & Orientation Specialist	201	FT		MC		100%	Horn	Jessica
Adult Education and Literacy - Instruction Coordinator	201	FT		MC	50-14006-5120-00	60%	Eagan	Mary
Adult Education and Literacy Instructor - Instruction Coordinator					50-14001-5120-00	33%	Eagan	Mary
Adult Education and Literacy - Instruction Coordinator					40-14006-5120-00	7%	Eagan	Mary
Administrative Assistant, Adult Education & Literacy Programs	104	FT		MC	50-14006-5160-00	77%	Eckelkamp	Brenda
Administrative Assistant, Adult Education & Literacy Programs					50-14009-5160-00	10%	Eckelkamp	Brenda
Administrative Assistant, Adult Education & Literacy Programs					50-14001-5120-00	5%	Eckelkamp	Brenda
Administrative Assistant, Adult Education & Literacy Programs					50-14002-5160-00	5%	Eckelkamp	Brenda
Administrative Assistant, Adult Education & Literacy Programs					40-14006-5160-00	3%	Eckelkamp	Brenda
English Language Acquisition Instructor	105	PT		Rolla, Union, Washington	50-14001-5160-00	100%	Varies	
Adult Education and Literacy Instructor	105	PT		AEL ELA-IET	50-14001-5160-00	100%	Varies	
Adult Education and Literacy Instructor	105	PT		Cuba, Hermann, Montgomery City, Owensville, Pacific Rolla, St. Clair, St. James, Sullivan, Union, and Washington	50-14006-5160-00	100%	Varies	
Adult Education and Literacy Instructor	105	PT		AEL-IET	50-14006-5160-00	100%	Varies	
CENTER FOR WORKFORCE DEVELOPMENT								
Executive Director, Center for Workforce Development	208	FT		MC	40-13005-5120-00	100%	Tracy	Todd
Coordinator, Apprenticeship & Business Training Program	205	FT		MC	40-13005-5120-00	50%	Richards	Melissa
Coordinator, Apprenticeship & Business Training Program					50-12804-5120-00	50%	Richards	Melissa
Coordinator, Grant & Program Administrator	204	FT		MC	40-13005-5160-00	75%	Brinker	Cindy
Coordinator, Grant & Program Administrator					50-12804-520-00	25%	Brinker	Cindy
Coordinator, Center for Workforce Development Programming	201	FT		MC	40-13005-5120-00	100%	Ruwe Kaiser	Pam
Health Careers Outreach Coordinator	202	FT		MC	40-13005-5120-00	100%	Warmack	Terri

Notes:

Part time AEL Volunteer Coordinator moved to FT AEL Volunteer & Orientation Specialist

Title	Pos Level	FT/PT	Months Hours	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
FINANCE & ADMINISTRATION SERVICES								
Vice President, Finance & Administration	301	FT		MC	10-62030-5120-00	100%	Cassat	DeAnna
Executive Administrative Assistant	107	FT		MC	10-62030-5160-00	100%	Deuser	Michelle
PURCHASING								
Procurement Coordinator	201	FT		MC	10-63053-5120-00	100%	Popp	Melissa
FINANCIAL SERVICES								
Director, Financial Services/Comptroller	208	FT		MC	10-62039-5120-00	100%	Moore	Annette
Associate Director, Financial Services	204	FT		MC	10-62039-5120-00	100%	Hoffman	Lark
Payroll Specialist	107	FT		MC	10-62039-5160-00	100%	Baillie	Carol
Accounts Payable Specialist	104	FT		MC	10-62039-5160-00	100%	Perkins	Donna
Accounts Receivable Specialist	104	FT		MC	10-62039-5160-00	100%	Hemker	Laura
Accounts Receivable Specialist	104	FT		MC	10-62039-5160-00	100%	Bailey	Gayle
BOOKSTORE/MAIL AND IMAGING SERVICES								
Manager, Bookstore/Mail and Imaging Services	204	FT		MC	40-63052-5120-00	100%	Gray	Tim
Bookstore Accounts Technician	104	FT		MC	40-63052-5160-00	100%	Frank	Paula
Bookstore Textbook Associate	104	FT		MC	40-63052-5160-00	100%	Rhodes	Jenifer
Bookstore Sales Associate	101	PT	980	MC	40-63052-5160-00	100%	Crumpecker	Patty
Bookstore Sales Associate	101	PT		MC	40-63052-5160-00	100%	On Hold FY24	
Mail Clerk/Duplicator	102	FT		MC	10-43068-5160-00	100%	Burgess	Brook
FACILITIES & GROUNDS								
Director, Facilities & Grounds	206	FT		MC	10-71038-5120-00	100%	Pratt	Tot
Custodial Supervisor	204	FT		MC	10-71056-5120-00	100%	Schickler	Tom
Administrative Assistant	104	FT		MC	10-71038-5160-00	100%	Apperson	Julie
Custodian - Lead	104	FT		MC	10-71056-5160-00	100%	Ghirardi	John
Custodian	102	FT		MC	10-71056-5160-00	100%	Flynn	Shelia
Custodian	102	FT		MC	10-71056-5160-00	100%	Kennedy	Donna
Custodian	102	FT		MC	10-71056-5160-00	100%	Schatzler	Keith
Custodian	102	FT		MC	10-71056-5160-00	100%	Parmentier	Katey
Custodian	102	FT		MC	10-71056-5160-00	100%	Fitts	Adam
Custodian	102	FT		MC	10-71056-5160-00	100%	Standley	Kennedy
Custodian	102	FT		MC	10-71056-5160-00	100%	Teeter	Josiah
Custodian	102	FT		MC	10-71056-5160-00	100%	Schneider	Thomas
Custodian	102	FT		MC	10-71056-5160-00	100%	Vacant	
Custodian	102	FT		MC	10-71056-5160-00	100%	Vacant	
Facilities and Grounds Technician	103	FT		MC	10-71055-516000	100%	Wolf	Shawn
Facilities and Grounds Technician	103	FT		MC	10-71055-516000	100%	On Hold	
Maintenance Technician	105	FT		MC	10-71057-5160-00	100%	Sarchette	Clint
Maintenance Technician	105	FT		MC	10-71057-5160-00	100%	Luechtefeld	John

Notes:

Food Services removed due to retirement and start of Great Western Dining.

Title	Pos Level	FT/PT	Months Hours	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
STUDENT DEVELOPMENT								
Vice President, Student Development	301	FT		MC	10-51016-5120-00	100%	Leassner	Sarah
Executive Administrative Assistant	107	FT		MC	10-51016-5160-00	100%	Elbert	Megan
Business Analyst, Enrollment Services	206	FT		MC	10-51016-5120-00	100%	Hebert	Stephanie
FALCON CAREER CENTER (GEERS GRANT)								
Occupational Navigator (Career Advising)	201	FT		MC	50-71081-5120-00	100%	Haines	Sarah
Wellness Navigator (Social Worker)	203	FT		MC	50-71081-5120-00	100%	Bishop	Abigail
ADVISING AND COUNSELING SERVICES								
Director, Advising and Counseling	206	FT		MC	10-53021-5120-00	100%	Lampe	Paul
Associate Director, Advising and Counseling	204	FT		MC	10-53021-5120-00	100%	McCrary	Steffani
Counselor	204	FT		MC	10-53021-5120-00	100%	Kuchem	Jenny
Academic Advisor - Access Services - Counselor	204	FT		MC	10-53021-5120-00	100%	Peters	Lesley
Academic Advisor	201	FT		MC	10-53021-5120-00	100%	Heimann	Becki
Academic Advisor	201	FT		MC	10-53021-5120-00	100%	Dissen	Elena
Lead Student Services Specialist	105	FT		MC	10-51016-5160-00	100%	Herron	Bethany
Student Services Specialist	104	FT		MC	10-51016-5160-00	100%	Baumruk	Amanda
Student Services Specialist	104	FT		MC	10-51016-5160-00	100%	Cassimatis	Raleigh
Student Services Specialist - Advising & Counseling	104	FT		MC	10-53021-5160-00	100%	Sisk	Amy
EARLY COLLEGE AND ADMISSIONS								
Director, Early College & Admissions	206	FT		MC	10-46042-5120-00	100%	Strubberg	Megen
Advisor, Early College & Admissions	201	FT		MC	10-46042-5120-00	100%	Giacomelli	Philip
Advisor, Early College & Admissions	201	FT		MC	10-46042-5120-00	100%	Owens	Hannah
Early College & Admissions Specialist	104	FT		MC	10-46042-5160-00	100%	Epple	Lisa
Early College & Admissions Specialist	104	FT		MC	10-46042-5160-00	100%	Dixon	Melanie
REGISTRATION								
Registrar	206	FT		MC	10-57000-5120-00	100%	Scroggins	Sarah
Associate Registrar	203	FT		MC	10-57000-5120-00	100%	Deason	Laura
Registration Clerk	102	PT	980	MC	10-57000-5120-00	100%	Altemeyer	Susan
FINANCIAL AID								
Director, Financial Aid	206	FT		MC	10-54000-5120-00	100%	Gruett	Jonathan
Associate Director, Financial Aid	203	FT		MC	10-54000-5120-00	100%	Kleekamp	Heather
Financial Aid Advisor - Veterans	201	FT		MC	10-54000-5120-00	100%	Baird	Lorrie
Financial Aid Advisor - Scholarships and A+	201	FT		MC	10-54000-5120-00	100%	Dulworth	Jenna
Financial Aid Advisor - State Programs & Foundation Scholarships	201	FT		MC	10-54000-5160-00	100%	Luther	Kathy
Financial Aid Specialist	104	FT		MC	10-54000-5160-00	100%	Glosemeyer	Joan
STUDENT ACTIVITIES								
Campus Life and Leadership Coordinator	204	FT		MC	10-51020-5120-00	100%	Mowery	Carson
ATHLETICS								
Athletic Director/Fitness Center Director	TBD	FT		MC			Mehrhoff	Jay, Dr
Assistant, Athletics	103	FT		MC	25-56024-5160-00	100%	Fiedler	Deanne
Fitness Center Assistant	102	PT	800	MC	10-11361-5160-00	100%	Maune	Cynthia
Fitness Center Assistant	102	PT		MC	10-11361-5160-00	100%	Hamlett	Jeff
Head Coach Men's/Women's Soccer	204	FT		MC	25-56032-5140-00	100%	Benninger	Joe
Asst. Coach, Men's & Women's Soccer	MOU	PT		MC	25-56032-5160-00	100%	Severino	Alex
Head Coach, Women's Softball	MOU	PT		MC	25-56028-5140-00	100%	Wallach	Brad
Asst. Coach, Women's Softball	MOU	PT		MC	25-56028-5160-00	100%	Vacant	
Head Coach, Women's Volleyball	MOU	PT		MC	25-56031-5140-00	100%	Mathes-Peters	Lisa
Asst. Coach, Women's Volleyball	MOU	PT		MC	25-56031-5140-00	100%	Bauer	Lauren
Head Coach, Men's Baseball	MOU	PT		MC	25-56026-5140-00	100%	Kelly	JM
Asst. Coach, Men's Baseball	MOU	PT		MC	25-56026-5140-00	100%	Vacant	
CAMPUS POLICE								
Police Officer (Union Police Department)		FT		MC			Vacant	
Police Officer (Union Police Department)		FT		MC			Schlitt	Todd

Notes:

Title	Pos Level	FT/PT	Months Hours	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
ACADEMIC AFFAIRS								
Vice President, Academic Affairs	301	FT		MC	10-46040-5120-00	100%	Walter	Robyn, Dr.
Executive Administrative Assistant	107	FT		MC	10-46040-5160-00	100%	Bellville	Stacy
Academic Services Coordinator	202	FT		MC	10-46040-5120-00	100%	Welsh	Tracie
ONLINE LEARNING EDUCATION & EDUCATIONAL TECHNOLOGY								
Director, Online Education & Educational Technology	208	FT		MC	10-46017-5120-00	100%	Baldwin	Chad
Instructional Design Specialist	203	FT		MC	10-46017-5120-00	100%	Klos	Karen
PERFORMING ARTS CENTER								
Performing Arts Center Manager	203	FT		MC	10-45100-5120-00	100%	Sellers	Sylvia
LIBRARY SERVICES								
Director, Library Services	206	FT		MC	10-41000-5120-00	100%	Farrell	Lisa
Emerging Technologies Librarian	204	FT		MC	10-41000-5160-00	100%	Spangler	Morgan
Library Technician - Public Services	103	FT		MC	10-41000-5160-00	100%	Jolley	Hannah
Library Technician - Public Services	103	PT	980	MC	10-41000-5160-00	100%	Derbyshire	Eileen
ACADEMIC SUCCESS SERVICES								
Executive Director, Learning Center and Academic Support	207	FT		MC	10-43015-5120-00	100%	Anglin	Erin
Associate Director, Learning Center	204	FT		MC	10-43015-5120-00	100%	On hold FY24	
Retention Coordinator	204	FT		MC	10-43010-5120-00	100%	Riegel	Lindsay
Retention Specialist	106	FT		MC	10-43010-5160-00	100%	Spier	Lauran
Testing Services Coordinator	202	FT		MC	10-43015-5120-00	100%	Souders	Windy
Testing Center Specialist	105	FT		MC	10-43015-5160-00	100%	Meyer	Kalyn
Testing Center Clerk	102	PT	500	MC	10-43015-5160-00	100%	Scholte	Audrey
Learning Center Specialist - Access Services	105	FT		MC	10-43015-5160-00	100%	Walker	Denise
Learning Center Specialist - Math/Science	105	FT		MC	10-43015-5160-00	100%	Spier	Rhean
Learning Center Specialist - English	105	FT		MC	10-43015-5160-00	100%	Little	Jacob
Learning Center Specialist - Math	105	FT		MC	10-43015-5160-00	100%	Noelker	Jon
Learning Center Specialist - English	105	FT		MC	10-43015-5160-00	100%	Vacant	
Learning Center Specialist - English	105	PT		MC	10-43015-5160-00	100%	Vacant	
Learning Center Specialist - Math/Science	105	PT		MC	10-43015-5160-00	100%	Vacant	
Learning Center Clerk	102	PT	980	MC	10-43015-5160-00	100%	Vacant	

Notes:

Title	Pos Level	FT/PT	Months Hours	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
HEALTH SCIENCE								
Dean of Health Science / Director of Nursing	PROF	FT		MC	10-46032-5130-00	100%	Mitchell	Nancy
Program Assistant - Administrative	107	FT		MC	10-46032-5160-00	100%	Beck	Julie
Administrative Assistant, Allied Health	104	FT		MC	10-12181-5160-00	100%	Vacant	
Health Information Management/Program Director	FAC	FT	10 mo	MC	10-12076-5130-00	100%	Daman-Scheel	Kim
Health Information Management	FAC	FT	9 mo	MC	10-12076-5130-00	100%	Sayles	Nanette, Dr
Emergency Medical Services/Program Coordinator	FAC	FT	10 mo	MC	10-12172-5130-00	100%	Goodson	Jenifer
Emergency Medical Services Instructor/Clinical Coordinator	FAC	FT	9 mo	MC	10-12172-5130-00	100%	Prince	Wayne
Medical Assisting	FAC	FT	10mo	MC	10-12078-5130-00	100%	Velic	Adisa
Academic Advisor, Nursing & Allied Health	SUP	PT		MC	10-12181-5160-00	100%	Berti	Cynthia
Nursing	FAC	FT	9 mo	MC	10-12181-5130-00	100%	Clark	Brittany
Nursing/Program Coordinator	FAC	FT	10 mo	MC	50-18120-5130-00	100%	Bieker	Judy
Nursing	FAC	FT	9 mo	MC	10-12181-5130-00	100%	Van Leer	Jessica
Nursing	FAC	FT	9 mo	MC	10-12181-5130-00	100%	Wissbaum	Connie, Dr.
Administrative Assistant, Nursing - Rolla	104	FT		ROLLA	10-12181-5160-10	100%	Lawson	Lavonda
Administrative Assistant, Allied Health - Rolla	104	FT		ROLLA	10-12181-5160-10	100%	Vroman	Molly
Nursing - Rolla	FAC	FT	9 mo	ROLLA	10-12181-5130-10	100%	Miles	Jeannie
Nursing - Rolla	FAC	FT	9 mo	ROLLA	10-12181-5130-10	100%	Chirban	Julie
Nursing - Rolla	FAC	FT	9 mo	ROLLA	10-12181-5130-10	100%	Elias	Jon
Nursing - Rolla/Program Coordinator	FAC	FT	9 mo	ROLLA	10-12181-5130-10	100%	Blakely	Joannie
Radiologic Technology/Program Director - Rolla	FAC	FT	9 mo	ROLLA	10-12178-5130-10	100%	Grindel	Brandi
Radiologic Technology/Clinical Coordinator - Rolla	FAC	FT	9 mo	ROLLA	10-12178-5130-10	100%	Ditmeyer	Laura
Practical Nursing/Program Director - Rolla	FAC	FT	11 mo	ROLLA	10-12179-5130-10	100%	Chick	Michelle
Practical Nursing/Clinical Coordinator - Rolla	FAC	FT	10 mo	ROLLA	10-12179-5130-10	100%	Fisher	Jessica
Surgical Technology/Program Director - Rolla	FAC	FT	11 mo	ROLLA	10-12180-5130-10	100%	Wall	Jennifer
Surgical Technology/Clinical Coordinator - Rolla	FAC	FT	10 mo	ROLLA	10-12180-5130-10	100%	VanBibber	Megan

Notes:

CAREER AND TECHNICAL EDUCATION								
Dean of Career and Technical Education	PROF	FT		MC	10-45023-5120-00	100%	Hudanick	Richard, Dr
Program Assistant - Administrative	107	FT		MC	10-45023-5160-00	100%	Tessaro	Marilyn
Computer Information Systems Lab Monitor	101	PT	800	MC	10-12072-5160-00	100%	Curnutte	Edward
Accounting/Business	FAC	FT	9 mo	MC	10-12071-5130-00	100%	Tanner	French
Accounting/Business	FAC	FT	9 mo	MC	10-12071-5130-00	100%	Hanneken	Lisa
Computer Information Systems/Business	FAC	FT	9 mo	ROLLA	10-12072-5130-10	60%	Durbin	Jason
Computer Information Systems/Business				ROLLA	10-12082-5130-10	40%	Durbin	Jason
Computer Information Systems	FAC	FT	9 mo	MC	10-12072-5130-00	100%	On Hold FY24	
Culinary Arts	FAC	FT	9 mo	MC	10-12085-5130-00	100%	Hovland	Joe
Culinary Arts/Program Coordinator	FAC	FT	11 mo	MC	10-12085-5130-00	100%	Palazzola	Mike
Culinary Arts - Instructional Program Assistant	105	FT		MC	10-12085-5160-00	100%	Witt	Gail
Heating, Ventilation & Air Conditioning/Program Coordinator	FAC	FT	9 mo	MC	10-12152-5130-00	100%	Watson	Brian
Heating, Ventilation & Air Conditioning- Instructional Program Assistant	105	PT	960	MC	10-12152-5160-00	100%	Cartwright	Nicholas
Heating, Ventilation & Air Conditioning- Instructional Program Assistant	105			MC	10-12152-5160-00	100%	Brune	Larry
Industrial Engineering Technology/Program Coordinator	FAC	FT	9 mo	MC	10-12157-5130-00	100%	Esbeck	Nathan
Industrial Engineering Technology Instructor	FAC	FT	9 mo	MC	10-12157-5130-00	100%	Clonts	Duane
Instructional Program Assistant, Industrial Engineering Technology	105	PT	960	MC	10-12157-5160-00	100%	Vacant	
Precision Machining/Program Coordinator	FAC	FT	9 mo	MC	10-12157-5130-00	100%	Poertner	Blake
Welding/Program Coordinator	FAC	FT	9 mo	MC	10-12155-5130-00	100%	Bland	Bobby
Welding (new position)	FAC	FT	9 mo	MC	10-12155-5130-00	100%	Brown	Jessica
Welding - Lab Assistant	105	PT		MC	10-12155-5160-00	100%	Vacant	
Welding - Lab Assistant	105	PT		MC	10-12155-5160-00	100%	Phillips	Joelle

Notes: Added Full-time Welding Instructor for FY24

Title	Pos Level	FT/PT	Months Hours	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
ARTS AND SCIENCES (ENGLISH & HUMANITIES, FINE & PERFORMING ARTS, SOCIAL SCIENCE, MATHEMATICS & EDUCATION, SCIENCE & ENGINEERING)								
Dean of Arts and Sciences	PROF	FT		MC	10-45015-5120-00	100%	Boehmer	Ann
Program Assistant - Administrative	107	FT		MC	10-45015-5160-00	100%	DeMiere	Amy
Office Assistant - Sciences and Education	103	PT	980	MC	10-45015-5160-00	100%	Driemeyer	Brenda
Office Assistant - Sciences and Education	103	PT	980	MC	10-45015-5160-00	100%	Blocker	Kerry
Office Assistant - Humanities, Fine & Performing Arts, Box Office	103	FT		MC	10-45015-5160-00	100%	Rice	Linda
ENGLISH & HUMANITIES								
Department Chair			10 mo		10-45026-5136-00	100%	Stroup	Josh
English	FAC	FT	9 mo	MC	10-11232-5130-00	100%	Hardecke	John
English	FAC	FT	9 mo	MC	10-11232-5130-00	100%	Barro	Linda
English	FAC	FT	9 mo	MC	10-11232-5130-00	100%	Hancock	Kami, Dr.
English	FAC	FT	9 mo	MC	10-11232-5130-00	100%	Stroup	Josh
English	FAC	FT	9 mo	MC	10-11232-5130-00	100%	Mahon	Robert, Dr
English/Journalism/Journalism & Mass Media Communications/Program Coordinator	FAC	FT	9 mo	MC	10-11091-5130-00	20%	Kolb	Leigh
English/Journalism/Journalism & Mass Media Communications/Program Coordinator				MC	10-11232-5130-00	80%	Kolb	Leigh
English - Rolla	FAC	FT	9 mo	ROLLA	10-11232-5130-10	100%	VonTress	Aurelia, Dr.
English	FAC	FT	9 mo	MC	10-11232-5130-00	100%	Holtmeyer	Katie
Communications	FAC	FT	9 mo	MC	10-11230-5130-00	100%	Haynes	Shanee
Philosophy/Religion	FAC	FT	9 mo	MC	10-11381-5130-00	80%	Gifford	Matthew
Philosophy/Religion				ROLLA	10-11381-5130-10	20%	Gifford	Matthew
Spanish	FAC	FT	9 mo	MC	10-11161-5130-00	100%	Aramburu	Ellen
SOCIAL SCIENCE & COLLEGE SUCCESS								
Department Chair					10-45020-5136-00	100%	Howard	Rachel, Dr.
Economics	FAC	FT	9 mo	MC	10-11452-5130-00	100%	On Hold FY24	
History/Government/Political Science	FAC	FT	9 mo	MC	10-11455-5130-00	100%	Pohlman	Dennis
History	FAC	FT	9 mo	MC	10-11454-5130-00	100%	Henderson	Russell, Dr
Political Science/History	FAC	FT	9 mo	MC	10-11454-5130-00	100%	Derifield	Coreen, Dr
Psychology	FAC	FT	9 mo	MC	10-11421-5130-00	100%	Pecka	Wendy, Dr
Psychology/Sociology	FAC	FT	9 mo	MC	10-11421-5130-00	80%	Howard	Rachel, Dr.
Psychology/Sociology				MC	10-11451-5130-00	20%	Howard	Rachel, Dr.
Psychology/Sociology - Rolla	FAC	FT	9 mo	ROLLA	10-11421-5130-10	60%	Derifield	Timothy
Psychology/Sociology - Rolla				ROLLA	10-11451-5130-10	40%	Derifield	Timothy
Sociology	FAC	FT	9 mo	MC	10-11451-5130-00	100%	On Hold FY24	

Notes:

Title	Pos Level	FT/PT	Months Hours	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
MATHEMATICS & EDUCATION								
Department Chair			10 mo		10-45022-5136-00	100%	Brigham	Reginald, Dr
Math	FAC	FT	9 mo	MC	10-11404-5130-00	100%	Ong	Vu
Math	FAC	FT	9 mo	MC	10-11404-5130-00	100%	Roberson	Shaun
Math	FAC	FT	9 mo	MC	10-11404-5130-00	100%	On Hold FY24	
Math	FAC	FT	9 mo	MC	10-11404-5130-00	100%	Estes	Anne
Math	FAC	FT	9 mo	ROLLA	10-11404-5130-10	100%	Brigham	Reginald, Dr
Math	FAC	FT	9 mo	ROLLA	10-11404-5130-10	100%	Kerwin	Olivia
Education/Teacher Education Program Coordinator	FAC	FT	10 mo	MC	10-11139-5130-00	100%	Stotler	Gregory
Education	FAC	FT	9 mo	MC	10-11139-5130-00	100%	Scheer	Kelsey
SCIENCE & ENGINEERING								
Department Chair			10 mo		10-45021-5136-00	100%	Govindaswamy	Parvatha, Dr
STEM Recruitment & Success Coordinator	204	FT		MC	10-11403-5120-00	100%	Tucker	Alison
Biology/Chemistry Lab Assistant	103	PT	980	ROLLA	10-11261-5160-10	100%	McCarthy	Stephanie
Science Laboratory Manager	106	FT		MC	10-11261-5160-00	100%	Willis	Jennifer
Chemistry	FAC	FT	9 mo	MC	10-11401-5130-00	100%	Monzyk	Matthew, Dr
Chemistry	FAC	FT	9 mo	MC	10-11401-5130-00	TBD	Bales	Kristin
Chemistry				ROLLA	10-11401-5130-10	TBD	Bales	Kristin
Biology	FAC	FT	9 mo	MC	10-11261-5130-00	100%	Govindaswamy	Parvatha, Dr
Biology	FAC	FT	9 mo	MC	10-11261-5130-00	100%	Brown	Clarissa
Biology	FAC	FT	9 mo	MC	10-11261-5130-00	100%	Dixon	Kevin
Biology	FAC	FT	9 mo	ROLLA	10-11261-5130-10	100%	Winters-Rozema	Elizabeth, Dr
Biology	FAC	FT	9 mo	ROLLA	10-11261-5130-10	30%	Pulles	Keith
Biology				MC	10-11261-5130-00	70%	Pulles	Keith
Biology - A & P	FAC	FT	9 mo	MC	10-11261-5130-00	100%	Flotte	Elizabeth, Dr
Biology - A & P	FAC	FT	9 mo	ROLLA	10-11261-5130-10	100%	Mowery	Tracy
Physics/Physical Science/Engineering	FAC	FT	9 mo	MC	10-11403-5130-00	60%	Kellogg	Isaiah, Dr
Physics/Physical Science/Engineering				MC	10-11407-5130-00	40%	Kellogg	Isaiah, Dr
Physics/PreEngineering	FAC	FT	9 mo	MC	10-11403-5130-00	TBD	Matusek	Michael
Physics/PreEngineering				ROLLA	10-11407-5130-10	TBD	Matusek	Michael
FINE & PERFORMING ARTS								
Department Chair			10 mo		10-45025-5136-00	100%	On Hold FY24	
Art (two-dimensional)	FAC	FT	9 mo	MC	10-11501-5130-00	100%	On Hold FY24	
Art/Gallery Curator	FAC	FT	9 mo	MC	10-11501-5130-00	100%	Higerd	Jennifer
Design/Art	FAC	FT	9 mo	MC	10-11501-5130-00	100%	Barton	Sean
Darkroom Assistant	103	PT	960	MC	10-11501-5160-00	100%	Taylor	Jennifer
Music/Band Director	FAC	FT	9 mo	MC	10-11504-5130-00	100%	Bounds	Aaron
Music/Choral Director	FAC	FT	9 mo	MC	10-11504-5130-00	100%	Sexton	Timothy, Dr
Music/Program Coordinator, Concert Series & Music Outreach	FAC	FT	9 mo	MC	10-11504-5130-00	100%	Judd	Jennifer, Dr
Music Accompanist	SUP	PT	960	MC	10-11504-5160-00	100%	Joyce	Naomi
Music Accompanist	SUP	PT		MC	10-11504-5160-00	100%	Vacant	
Theater/Communications/Program Coordinator/Musical Director Theater	FAC	FT	9 mo	MC	10-11231-5130-00	40%	Austin	Grace
Theater/Communications/Program Coordinator/Musical Director Theater				MC	10-11230-5130-00	60%	Austin	Grace
Technical Theatre Instructor	FAC	FT	9 mo	MC	10-11231-5130-00	100%	On Hold FY24	

Notes:

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 26, 2023**

AGENDA ITEM 13: FLEXIBLE WORK / REMOTE WORK POLICIES

Proposed new policies regarding flexible/remote work will be presented for review and comment. These policies were drafted after extensive discussion and review by a broad-based campus committee and following a pilot period where employees were allowed to flex their working hours and/or work from home one or more days per week. The pilot project has been evaluated by the administration and the attached policies and procedures have been written to formalize a process that provides flexibility for the employee while meeting the needs of the institution. The draft policies have been approved by the Shared Governance Council and are sent forward to the Board at the Council's recommendation.

Attachments

BOARD MEMORANDUM

TO: BOARD OF TRUSTEES

FROM: JON BAUER, PRESIDENT

SUBJECT: FLEXIBLE WORK/REMOTE WORK POLICIES

DATE: JUNE 16, 2023

The COVID-19 pandemic pointed out an opportunity to develop employment policies that are more flexible than traditional policies of the past. As you may recall, last July the Board was briefed about a pilot project that would give employees the opportunity to work from home for short periods of time or a day or two each week as well as the option to flex their hours in the office. A task force consisting of representatives of each employee group drafted the pilot program and suggested policy language for future consideration.

Following the pilot program, the administration has taken time to evaluate what worked well for students and employees. The attached policy language has been drafted following that evaluation.

The policies presented had been recommended by the Shared Governance Council for approval by the Board. I feel these policies and procedures will serve the college well by providing flexibility to employees while still providing quality services for our students.

These policies are presented for first reading and comment and will be brought back to the Board at the July meeting for action.

5.XX Administrative, Professional, and Support Staff Flexible Work

Employees shall be provided the opportunity to utilize flexible work arrangements to meet the needs of both the employee and the College. Flexible work arrangements are based on the specific needs of the department and the ability of the individual employee to work effectively in a flexible work arrangement. Employee-requested flexible arrangements are a privilege, not an expectation of employment, and are not appropriate for all positions or times of year. Employees with flexible work arrangements remain subject to applicable College policies and procedures and federal and state laws.

Procedures

5.XX.1 Definitions

Continuity of Operations – Completing all regular duties as assigned for a designated role within the department/division with minimal negative impact on business operations or student needs.

Work Week – A typical staff work week consists of 40 hours spread over five days, normally 8 a.m. to 4:30 p.m., Monday through Friday. Some departments will observe a different schedule to better meet student needs.

Flexible Work – Working on a schedule that varies from the standard operating hours of the department/division (i.e., four ten-hour days) or working from a location other than the College campus on an approved basis.

Situational Remote Work – Working from a location other than the College campus due to unexpected needs. Situational Remote Work can be short-term (1-3 business days) or long-term (more than 3 business days, but not permanent). Situational Remote Work is intended to facilitate continuity of operations for the College and work-life balance for the employee by allowing the employee to work from a remote location due to temporary needs or circumstances.

5.XX.2 Departmental Assessment

Supervisors will complete a **Department Assessment Form** to evaluate on-campus staffing needs during core hours, determine service level expectations, and identify departmental peak periods. The form will be reviewed and approved by the appropriate administrator prior to being submitted to Human Resources.

1. The Department Assessment Form should be completed annually.
2. ECC working hours are 8 a.m. - 4:30 p.m. Monday- Friday. Certain service areas have adjusted hours; therefore, each department will evaluate the appropriate in-person staffing level for their area including the number of on-campus versus remote employees needed during core hours.
3. Establish peak periods for each department. “Peak periods” refers to times during the week, month, semester, or year when business activity or work volume is high, and the department must be staffed on site. During peak periods, employees who are otherwise remote may be required to work on campus.

5.XX.3 Flexible Work

1. Requirements for Working from an Off-Campus Location

To be considered for remote work, employees must meet the following requirements:

- Have a reliable internet connection or access to a College-issued hot spot sufficient to support video conferencing and access to needed platforms to complete job responsibilities. The College will not reimburse costs for home internet service or other technology purchased by the employee.
- Have a mobile phone or landline to forward/answer calls.
- Keep their electronic calendar/availability status updated by posting regular work hours, using statuses such as “working elsewhere” and “out of office” to clarify available times, and ensuring meetings, scheduled work tasks, etc. are posted on the calendar.
- Include days that are remote work and days that are “in office” in the email signature.
- Be responsive to communication via email, Microsoft Teams, and phone as well as respond to all communication in a timely manner.
- Maintain a secure workspace, including maintaining the confidentiality of documents and conversations.
- Provide an appropriate electronic device or have access to a College-issued device that will ensure effective completion of the job.
- Be available to work from campus in specific circumstances as delineated on the position classification form (including when department is short-staffed).
- Have the appropriate work ethic and sense of responsibility to work unsupervised for extended periods.
- Not be on a Performance Improvement Plan.

2. Requirements for Adjusting the Work Schedule

To be considered for an adjusted work schedule, employees must meet the following requirements:

- Have job duties that would not impact service to students or other employees if the employee was not on campus during “standard” business hours.
- Have the appropriate work ethic and sense of responsibility to work unsupervised.
- Not be on a Performance Improvement Plan.

3. Approval Process

- A. Supervisors will complete **Position Classification Forms** for each position within the department based on job descriptions, classifying them as eligible for flexible work or situational remote work or ineligible for flexible work/situational remote work. The form will be reviewed and approved by the appropriate administrator prior to being submitted to Human Resources
- The position classification process evaluates the position not the person. However, the decision to approve flexible work will be based on the job performance and qualifications of each individual employee who holds an eligible position.

- A position being classified as eligible does not guarantee that any specific flexible work plan or specific employee will be approved for flexible work.
 - The Position Classification Form will be reviewed annually during the employee's evaluation.
- (1) The supervisor will assess the essential functions of the position and determine which functions can be performed remotely.
 - (2) The supervisor will determine if an alternative schedule for this position could support the department's core hour staffing needs.
 - (3) The supervisor will assess any technical or security concerns associated with flexible work in this position.
- B. The employee will complete a **Flexible Work Request** form and submit it to their supervisor.
- The employee will assess the essential functions of their position to determine which can be completed remotely.
 - For alternative work schedules, the employee will discuss the hours and times when they will be on campus to meet core staffing needs.
 - The employee will evaluate any technical or security concerns associated with their flexible work request.
 - The employee will provide a detailed summary of the proposed flexible work plan, including how the work plan supports continuity of operations and service level expectations.
- C. The supervisor will review the Flexible Work Request form and correlate the request with the position classification and department assessment forms.
- D. The supervisor will evaluate the request, discuss reasons for modifications (if any) with the employee, and make a recommendation to the appropriate administrator.
- E. If approved, the approval section of the Flexible Work Request will be completed and documented.
- F. While the Flexible Work Plan can be reviewed at any time, at minimum an annual review will be conducted during the employee's evaluation.

5.XX.4 Situational Remote Work

1. Requirements

To be considered for situational remote work, employees must meet the following requirements:

- Have a reliable internet connection sufficient to support video conferencing and access to needed platforms to complete job responsibilities. The College will not reimburse costs for home internet service or other technology purchased by the employee.

- Have a mobile phone or landline to forward/answer calls
- Keep their electronic calendar/availability status updated by posting regular work hours, using statuses such as “working elsewhere” and “out of office” to clarify available times, and ensuring meetings, scheduled work tasks, etc. are posted on the calendar
- Be responsive to communication via email, Microsoft Teams, and phone as well as respond to all communication in a timely manner
- Maintain a secure workspace, including maintaining the confidentiality of documents and conversations
- Have the appropriate work ethic and sense of responsibility to work unsupervised for extended periods
- Not be on a Performance Improvement Plan

2. Approval Process

- A. Requests should be submitted as early as possible.
- B. Approved requests should be consistent with the College and department mission and not compromise the services provided to any stakeholder.
- C. Employees and supervisors should ensure that students or colleagues are not adversely affected by situational work arrangements.
- D. The supervisor will have the discretion to approve the leave or require the employee to utilize personal leave, medical leave, or vacation time if it appears the employee will not be available to maintain continuity of operations.

(1) Short-Term Situational Remote Work

Requests should be made to the direct supervisor in writing when possible, verbally when necessary, and should explain the situation necessitating the employee to work from a remote location. Verbal requests should be documented in writing within 24 hours. These requests require approval by the direct supervisor.

(2) Long-Term Situational Remote Work

Requests for remote work due to unexpected instances that require the employee to be away from the campus for more than three days should be submitted in writing to the direct supervisor. These situations require approval from the direct supervisor and administrator. Employees must submit:

- The timeline anticipated for the situational work request.
- A list of major processes/work tasks they anticipate completing during the remote work period.
- Points of contact if they are unavailable to complete a process or task
- The preferred method of outreach while they are working remotely (e-mail, Microsoft Teams, text, phone call) and their plan for response.

5.XX Faculty Remote Work

Faculty shall be provided the opportunity to utilize flexible work arrangements to meet the needs of both the employee and the College. Flexible work arrangements are based on the specific needs of the department and the ability of the individual employee to work effectively in a flexible work arrangement. Faculty-requested flexible arrangements are a privilege, not an expectation of employment, Faculty with flexible work arrangements remain subject to applicable College policies and procedures, collective bargaining agreements, and federal and state laws.

Procedures:

5.XX.1 Definitions

Continuity of Operations – Completing all regular duties as assigned for a designated role within the department/division with minimal negative impact on business operations or student needs.

Work Week – A typical faculty work week consists of 40 hours spread over five days, normally Monday through Friday.

Work Day – A work day is a contract day during which faculty are expected to meet their course load, office hours, and committee requirements.

Situational Remote Work – Working from a location other than the College campus due to unexpected needs. Situational Remote Work can be short-term (1-3 business days) or long-term (more than 3 business days, but not permanent). Situational Remote Work is intended to facilitate continuity of operations for the College and work-life balance for the employee by allowing the employee to work from a remote location due to temporary needs or circumstances.

5.XX.2 Remote Work Requirements

Faculty will not be permitted to work remotely on days when they are scheduled to teach an in-person class(es). To be considered for remote work, faculty must meet the following requirements:

- Have a reliable internet connection or access to a College-issued hot spot sufficient to support video conferencing and access to needed platforms to complete job responsibilities. The College will not reimburse costs for home internet service or other technology purchased by the employee.
- Have a mobile phone or landline to forward/answer calls.
- Keep their electronic calendar/availability status updated by posting regular work hours, using statuses such as “working elsewhere” and “out of office” to identify times when working remotely or taking personal/medical leave, and ensuring meetings, scheduled work tasks, etc. are posted on the calendar.
- Include days that are remote work and days that are “in office” in the email signature.

- Be responsive to communication via email and phone, as well as respond to all communication in a timely manner.
- Maintain a secure workspace, including maintaining the confidentiality of documents and conversations.
- Provide an appropriate electronic device or have access to a College-issued device that will ensure effective completion of the job.
- Be available to work from campus in specific circumstances as identified by the department chairperson and/or division dean.
- Have the appropriate work ethic and sense of responsibility to work from a remote location.
- Not be on a Performance Improvement Plan.

5.XX.3 Approval Process

After evaluating any technical or security concerns associated with their remote work request, the faculty member will complete a **Remote Work Request** form and submit it to their division dean.

1. The division dean will review the Remote Work Request form and ensure the faculty member's required position duties can be performed from a remote location.
2. The division dean will evaluate the request and make a recommendation to the Vice President of Academic Affairs
3. If approved, the approval section of the Remote Work Request will be completed and documented.
4. While the Remote Work Plan can be reviewed at any time, at minimum a review will be conducted at the end of each fall and spring semester.

5.XX.4 Situational Remote Work

1. Requirements

To be considered for situational remote work, faculty must meet the following requirements:

- Have a reliable internet connection sufficient to support video conferencing and access to needed platforms to complete job responsibilities.
- Have a mobile phone or landline to forward/answer calls.
- Keep their electronic calendar/availability status updated by posting regular work hours, using statuses such as "working elsewhere" and "out of office" to clarify available times, and ensuring meetings, scheduled work tasks, etc. are posted on the calendar.
- Be responsive to communication via email and phone, as well as respond to all communication in a timely manner.

- Maintain a secure workspace, including maintaining the confidentiality of documents and conversations.
- Have the ability to teach their entire course load remotely for a short period
- Provide a plan for communicating the change in instructional mode with students.
- Ensure that students have the appropriate technology (if applicable) to receive the class instruction.
- Provide a plan for providing feedback to students (if applicable) during the remote period.
- Have the appropriate work ethic and sense of responsibility to work remotely.
- Not be on a Performance Improvement Plan.

2. Approval Process

- A. Requests should be submitted as early as possible.
- B. Approved requests should be consistent with the college and department mission and not compromise the services provided to any stakeholder.
- C. Employees and supervisors should ensure that students or colleagues are not adversely affected by situational work arrangements.
- D. The Vice President of Academic Affairs or designee will have the discretion to approve the request or require the faculty member to utilize medical leave or personal leave if it appears the faculty member will not be available to maintain continuity of operations.

(1) Short-Term Situational Remote Work

Requests should be made to the Vice President of Academic Affairs, after consultation with the division dean, either verbally or in writing, and should explain the situation necessitating the employee to work from a remote location. Verbal requests should be documented in writing within 24 hours.

(2) Long-Term Situational Remote Work

Requests for remote work due to unexpected instances that require the faculty member to be away from the campus for more than three days should be submitted in writing to the Vice President of Academic Affairs after consultation with the division dean. Faculty must submit:

- The timeline anticipated for the situational work request.
- A plan for meeting their course load requirements during the remote work period.
- The preferred method of outreach while working remotely (e-mail, text, phone call) and a plan for response.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 26, 2023**

AGENDA ITEM 14: CITIZENS ADVISORY COMMITTEE

Recommendation: To **appoint** a Citizens Advisory Committee with membership as outlined in the attachment to the agenda to review East Central College's existing debt structure, finances, and tax levy.

Attachment

6/26/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

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Section 14, Page 1

BOARD MEMORANDUM

TO: BOARD OF TRUSTEES

FROM: JON BAUER, PH.D.

SUBJECT: CITIZENS COMMITTEE

DATE: JUNE 16, 2023

Below please find a roster of individuals who have agreed to serve on a Citizens Committee regarding East Central College's existing debt structure, finances, and tax levy.

ECC's general obligation bonds will be retired in 2026. As we consider the future operating and capital needs of the college, a decision regarding the existing debt service levy will need to be made in the near future. This could involve asking voters to approve a new series of bonds, transferring the debt service levy to the operating fund, or letting it expire.

After discussing the issue during the board retreat this spring, there was interest expressed in forming a citizens committee to make recommendations for the board's consideration.

The individuals identified represent the communities of our taxing district, with at least one representative from each of the six high school communities. Some come to this work as members of the ECC Foundation board of directors. Others are retired from ECC or have worked in their respective communities.

Once appointed, we plan to begin meeting on June 28. My hope is to have a final recommendation for the board's consideration by October 2024. We will present an overview of the college, capital and operating needs, existing debt structure, and the various options regarding the debt service levy. Administrative staff and I will work closely with this committee to ensure it has any and all information needed to make a recommendation to the board.

I am grateful for their willingness to serve and recommend that these individuals be appointed by the board, pursuant to Board Policy 1.36. Proposed members include:

Steve Campbell, Union
Susie Eckelkamp, Washington
Mike Elliott, Union
Kyle Kruse, St. Clair
Chuck Ray, Bourbon
Dorothy Schowe, New Haven
Tony Schwarm, Sullivan
Susan Miller Warden, Washington

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 26, 2023**

AGENDA ITEM 15: *PERSONNEL

A. Appointments

Recommendation: To **approve** the re-appointment of Joseph Benninger as Head Coach – Men’s and Women’s Soccer for fiscal year 2024.

Recommendation: To **approve** the appointment of Jessica Brown as Welding Instructor effective August 14, 2023, with an annual base salary of \$38,578.

Recommendation: To **approve** the appointment of Jessica Horn as Adult Education & Literacy (AEL) Volunteer & Orientation Specialist effective June 26, 2023, with an annual salary of \$35,944.

B. Summer 2023 Adjunct Faculty Addendum

Recommendation: To **approve** an addendum to the roster of adjunct faculty for the Summer 2023 semester as listed in the memorandum attached to the agenda.

Attachments



HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: May 22, 2023
FROM: Carrie Myers, Human Resources Director
RE: Reappointment of Professional Staff

The follow Professional Staff employee is being recommended to the Board of Trustees for reappointment for fiscal year 2024.

Student Development

Joseph Benninger, Head Coach – Men`s & Women`s Soccer

Recommendation signatures:

A handwritten signature in blue ink, appearing to read "Carrie A. Myers", written over a horizontal line.

Carrie A. Myers
Director of Human Resources

A handwritten signature in blue ink, appearing to read "Sarah Leassner", written over a horizontal line.

Sarah Leassner
Vice President, Student Affairs



HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: June 19, 2023
FROM: Carrie Myers, Human Resources Director
RE: Recommendation to Hire: Instructor Welding

Please accept the Search Committee's recommendation to hire Jessica Brown as the full-time Welding Instructor effective August 14 2023, with an annual base salary of \$38,578. Richard Hudanick, Dean of Career & Technical Education, served as the Search Committee Chair. Robyn Walter, Vice President of Academic Affairs, approved the recommendation to hire.

Jessica Brown's experience includes, but is not limited to the following:

- Adjunct Welding Instructor– East Central College 2023 – current
- Welding Lab Assistant – East Central College 2023 – current

Jessica Brown is currently earning her Associates of Applied Science in Welding at East Central College.

Recommendation signatures:

A handwritten signature in black ink, appearing to read "Carrie A. Myers", written over a horizontal line.

Carrie A. Myers
Director of Human Resources

A handwritten signature in black ink, appearing to read "Robyn C. Walter", written over a horizontal line.

Dr. Robyn Walter
Vice President, Academic Affairs



Interoffice Memo

TO: Dr. Bauer
DATE: June 2, 2023
FROM: Office of Academic Affairs
RE: Adjunct Addendum for Summer Semester 2023

Please approve the following adjunct addendum for the summer 2023 semester.

ADDITIONS

Career & Technical Education

Michael Asking, CIS
Lisa Hanneken, Business
Robert Willis, Culinary Arts

Fine & Performing Arts

Melissa Albright, Art

Social Sciences

Kristen Adams, Psychology

Falcon Seminar

Jessica Robart

DELETIONS

Career & Technical Education

Mike Palazzola, Culinary Arts

English & Humanities

Catherine Holtmeyer, English
Gregory Stratman, English

Mathematics & Education

Shaun Roberson, Mathematics

Science & Engineering

Clarissa Brown, Biology

Signatures:

A handwritten signature in black ink that reads "Robyn C. Walter".

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

A handwritten signature in black ink that reads "Carrie Myers".

Carrie Myers, Director of Human Resources Date



EAST CENTRAL COLLEGE

HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: June 12, 2023
FROM: Carrie Myers, Human Resources Director
RE: Recommendation to Hire: Adult Education & Literacy Volunteer & Orientation Specialist

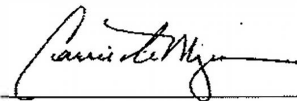
Please accept the Search Committee's recommendation to hire Jessica Horn as the full-time Adult Education & Literacy (AEL) Volunteer & Orientation Specialist effective June 26, 2023, with an annual salary of \$35,944. Joel Doepker, Vice President of External Relations, approved the recommendation to hire.

Jessica's experience includes, but is not limited to the following:

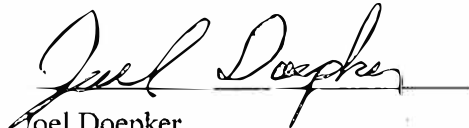
- Administrative Assistant, Nursing & Allied Health – East Central College 2018 – current
- AEL Instructor – East Central College 2021 – 2023
- Falcon Seminar Adjunct – East Central College 2021 – current

Jessica received her Bachelor of Arts in Educational Studies from Webster University and is currently pursuing her Master of Arts in Education and Innovation from Webster University.

Recommendation signatures:



Carrie A. Myers
Director of Human Resources



Joel Doepker
Vice President, External Relations

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 26, 2023**

AGENDA ITEM 16: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

6/26/2023

East Central College

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Section 16, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 26, 2023**

AGENDA ITEM 17: REPORTS

Reports may be presented by:

- A. Faculty Association President, Reginald Brigham
- B. ECC-NEA President, Aaron Bounds
- C. Professional Staff President, Carson Mowery
- D. Classified Staff Association Vice President, Amanda Studdard

6/26/2023

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Section 17, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 26, 2023**

AGENDA ITEM 18: 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

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

Alternate Meeting Dates

October 9
November 13
December 11

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 26, 2023**

AGENDA ITEM 19: ADJOURNMENT

Recommendation: To **adjourn** the June 26, 2023, public meeting of the Board of Trustees.

6/26/2023

Section 19, Page 1

East Central College

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