

East Central College Board Meeting

East Central College
BH238 Board Room or remote option
Jul 13, 2023 12:00 PM - 1:00 PM CDT

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 13, 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.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 13, 2023**

AGENDA ITEM 2: PUBLIC COMMENT

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

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 13, 2023**

AGENDA ITEM 3: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the July 13, 2023, Board of Trustees meeting.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 13, 2023**

AGENDA ITEM 4: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the June 26, 2023, regular meeting of the Board of Trustees.

Attachment

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
Monday, June 26, 2023**

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 5:30 p.m. by Board President Ann Hartley. Other Board members present for all or parts of the meeting were Joseph Stroetker, Eric Park, Cookie Hays, Prudence Johnson, and Audrey Freitag. Also present were President of the College Jon Bauer; Administrators – Vice President of External Relations Joel Doepker, Vice President of Finance and Administration DeAnna Cassat, and Vice President of Student Development Sarah Leassner; Faculty – Faculty Association President Reg Brigham, ECC-NEA President Aaron Bounds, 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, Director of Institutional Research Bethany Lohden, Professional Staff Association President Carson Mowery, Classified Staff Association Vice President Amanda Studdard, 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 June 26, 2023, meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the May 8, 2023, regular meeting of the Board of Trustees.

OUTSTANDING ALUMNI AWARD: Dr. Bauer presented the Outstanding Alumni Award plaque to Trustee Cookie Hays, noting that the award was officially presented at commencement but the plaque had not yet arrived.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President DeAnna Cassat reviewed the financial statements as of April 30, 2023. She noted that cash and investments are up over last year. Local revenue is trending lower than the budgeted amount; however, as of June 26 \$7,780,000 has been collected which is approximately 97% of budget. Tuition & fees revenue is lower due to lower spring enrollment. Interest income is trending upward due to increased rates. Utilities have been over budget and an increased amount is budgeted for FY24. Dr. Park noted that he meets with VP Cassat monthly to review the financials in significant detail.

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

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

BID: Dr. Bauer noted that the telehealth services proposal was presented last month, and the Board had several questions. Vice President Sarah Leassner presented additional information in response to those questions. She indicated that 24/7 access to behavioral and medical help for students is something the college has been unable to provide. The Virtual Care Group (VCG) can provide assistance quickly; the average wait time to see a provider is 15 minutes. No insurance is needed and there are no copays. Student visits are unlimited. There are 15 licensed physicians and 600 licensed

therapists in Missouri. If East Central enters into an agreement with VGC, they will fully evaluate the provider network to determine if additional providers are needed. If there is a medical emergency, the online provider will coach the individual through calling 911. If the individual's needs are outside the scope of the provider, referrals to local resources will be provided. The Rx Savings program is used for prescriptions which provides up to 85% savings. In comparison to the small cost of this program, the cost of a student health plan ranges from \$1,500 to \$2,500 per year.

Board members questioned whether providing this service would pose any legal risk or liability to the college, whether the college would be committed to a four-year contract, and if there was an age limit for students to participate. Dr. Bauer stated that the contract can be reviewed by the College's liability insurance carrier as well as legal counsel to ensure there are no risks involved. He further noted that that contract will be for four years but is subject to annual approval by the Board.

It was noted that the Student Services Fee was increased from \$1 per credit hour to \$2 last year in anticipation of funding this service for students. This fee is dedicated to funding services that support students and there is currently a minimal fund balance. Concern was expressed that the charge is not equitable because full-time students are paying more than part-time students for the same level of services and some students may already have medical insurance through their parents. It was suggested consideration be given to a funding mechanism that spreads the financial responsibility equally. Dr. Bauer indicated this proposal will be brought back in July after the liability issue is explored.

INSURANCE BROKER: Cottingham & Butler has been very responsive to the needs of ECC's employees, and the college is pleased with their service. Dr. Bauer noted that when they came on board the current insurance plan was in place so they could not influence rates. As the college moves into the next renewal, they will have the opportunity to make an impact.

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

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

CENTRAL METHODIST MOU: Dr. Bauer noted that this is an annual renewal. Central Methodist University has been located on the Union campus since 1991. The facilities use agreement is reviewed each spring, and Central Methodist has accepted the increased rate.

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

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

COLLECTIVE BARGAINING AGREEMENT: Dr. Bauer indicated that negotiations began in late fall using a very collaborative process. The bargaining agreement includes a 4% increase in compensation as well as a retirement incentive for faculty. If the agreement is approved, a retirement incentive that applies to staff will be presented at next month's meeting. Aaron Bounds noted that the ratification by faculty was unanimous.

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

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

FY24 BUDGET AND STAFFING PLAN: Vice President Cassat reviewed the budget development process and FY24 budget highlights. She noted that requests for non-personnel items were revised to ensure compensation could remain a focus.

Local revenue, state revenue, and tuition/fees represent 95% of total revenue. The local revenue projection is based on actual numbers from this year; state aid has been determined by the legislature and will be signed by the governor soon with a \$78,000-\$79,000 increase this year; tuition and fees are projected based on flat enrollment for the year; interest income is based on additional CDs in place; and the inter-fund and indirect transfers include the match for state maintenance and repair funds, funding from the Perkins grant for career and technical programs, and use of lost revenues for one-time expenses.

On the expense side, the benefits line includes a 5% increase for health insurance, a 4% COLA for all employees, and non-personnel expenses which have increased by \$472,000. The non-personnel increase includes increased costs due to inflation, a rent increase in Rolla, utilities cost increases, and items historically funded in Fund 10 but moved to COVID funding being moved back to Fund 10 for FY24.

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

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

FLEXIBLE WORK / REMOTE WORK POLICIES: Dr. Bauer noted that changes in the way employees work had to be implemented during the COVID pandemic. Following that time, work began on the development of a formal policy that would provide a quality experience for students but also allow the college to remain competitive in the marketplace to attract and retain employees. The administrative team implemented a pilot program in the fall of 2022 to gauge how flexible and remote work could be utilized; this formed the basis for the policies presented in the agenda packet. Both policies were discussed by the Shared Governance Council, which has recommended their approval.

The policies provide for intermittent situations where an employee may work from home for up to three days due to unexpected circumstances; this requires supervisor approval. It also provides for an ongoing change to the normal five-day week by allowing the employee to work from home one day per week or flex the standard office hours each week; this requires approval from both the supervisor and the appropriate administrator. These options are not to take the place of sick leave. When an employee is ill or needs to care for an ill family member and is unable to provide the level of service expected to meet the needs of students and the institution, they will be asked to use sick leave. It is also recognized that some jobs are not a good fit for flexible work.

These policies were presented for a first reading and will be returned to the agenda at the July meeting.

CITIZENS ADVISORY COMMITTEE: The general obligation bonds will retire in 2026, and the institution must decide if the debt service levy will expire, if there are construction needs that require asking for voter approval of new bonds, or if voters should be asked to transfer the debt service levy to the operating fund to support the needs of the institution. Dr. Bauer explained that, per Board policy, the Board is authorized to appoint a citizens committee to make recommendations regarding the tax levy. The names presented represent each high school district in the taxing district. If approved, the committee will begin meeting on June 28 with the expectation that a recommendation will be presented for the Board's consideration in October. The administrative team will meet with the committee; other staff will be invited to meet with them as needed based on agenda topics.

Motion: 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.

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

***PERSONNEL:** The Board **approved** the reappointment of Joseph Benninger as Head Coach – Men’s and Women’s Soccer for fiscal year 2024 and the appointment of Jessica Brown as Welding Instructor effective August 14, 2023, with an annual base salary of \$38,578 and Jessica Horn as Adult Education & Literacy Volunteer & Orientation Specialist effective June 26, 2023, with an annual salary of \$35,944. The Board also **approved** an addendum to the roster of adjunct faculty for the Summer 2023 semester as listed in the attached memorandum.

BOARD PRESIDENT’S REPORT: Board President Ann Hartley reported that the MCCA spring conference was very informative. She also complimented all those involved in making the recent Metallica Benefit Concert a huge success.

REPORTS:

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

B. ECC-NEA: NEA President Aaron Bounds expressed appreciation to all who worked to complete the Collective Bargaining Agreement for the coming year and noted that the negotiations were collegial.

C. PROFESSIONAL STAFF ASSOCIATION REPORT: PSA President Carson Mowery reported that Dana Riegel was a featured speaker for the Rural Community College Association on how ECC uses benchmark data for decision-making.

D. CLASSIFIED STAFF ASSOCIATION REPORT: CSA Vice President Amanda Studdard reported that the May Denim Days raised \$125 for All Abilities and the June effort netted \$165 for CASA. The Rolla Denim Days from April through June raised \$55 for CASA of South Central Missouri. Jessica Horn and Amanda Studdard were re-elected to their officer positions. However, Jessica has accepted a new position as professional staff, so nominations are currently being accepted for a new CSA president.

PRESIDENT’S REPORT: Dr. Bauer reported that the canopy has been installed on the pedestrian bridge and the contractor is currently finishing site restoration.

The Metallica benefit concert was a success with about 225 in attendance. Vice President Joel Doepker noted that dozens of people worked to plan the event and volunteered at the concert. ECC received the Metallica award in July 2022 and is the only community college in Missouri to receive this award. The concert intended to increase money for manufacturing scholarships because funding from the grant decreases each year. Nearly \$21,000 of the \$25,000 goal was raised through sponsorships, donations, and the Metallica concert ticket raffle; additional profits will be determined after the proceeds from food and drinks are finalized. This was a great opportunity to promote the college and its programs as well as recognize students in the programs. The first year of the Metallica grant provided 48 scholarships for manufacturing technology students who ranged in age from 18 to 54 years old. VP Doepker stated that this is the first time a school has hosted a benefit concert and it has generated a great deal of interest from other colleges in the cohort.

The Patrons of the Arts kickoff was held at Robbler Winery on June 8 with about 130 patrons in attendance.

Other campus events were noted, including the recent Guided Pathways Summer Institute hosted by ECC and attended by representatives from schools around the state, the Juneteenth observance spearheaded by Carson Mowery, and the establishment of a free little library on the walking trail by the Student Government Association.

With the retirement of Debbie Simily, Great Western Dining will take over campus dining services. They will begin operations on July 17.

The flooring replacement project that began over spring break will be completed over the summer. The carpet in the training center's large conference room will be replaced with laminate plank flooring in addition to flooring replacement in other public spaces.

New technology is being installed in meeting spaces and classrooms across campus as part of the three-phase technology project. COVID funds have been used for phase one, which will be completed this summer. A federal earmark has been secured to pay for phase two.

Dr. Bauer noted that Leigh Kolb received the Harold Austen Good Teaching Award presented by retired NEA members in the area. This is the first time an ECC faculty member has been recognized.

ADJOURNMENT:

Motion: To **adjourn** the June 26, 2023, public meeting of the Board of Trustees at 7:10 p.m.
Motion by Cookie Hays; Seconded by Joseph Stroetker; Carried Unanimously

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 13, 2023**

AGENDA ITEM 5: ACCEPTANCE OF BIDS

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.

Recommendation: To **approve** the continuation of phone services with Mastor/Nuso at a rate of \$10,263.04 per month.

Attachments



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



Interoffice Memorandum

To: Dr. Jon Bauer
From: Doug Houston
Subject: Phone Service Recommendation
Date: July 10, 2023

It is my recommendation that the Board of Trustees approve the continuation of phone services with Mastor/Nuso at a rate of \$10,263.04 per month. The current monthly rate is \$ 12,346.14.

Phone service, routing equipment, and 10Mb internet circuits across Main campus, Business and Industry Center, Rolla North, and Rolla Training Center locations are included in this service.

Of the five bids received, three were incomplete, and the fourth represented a reduction in current capabilities.

Item		College Outlay
Monthly phone service including routing devices	\$10,263.04	
Total		\$10,263.04/mo

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 13, 2023**

AGENDA ITEM 6: FLEXIBLE WORK/REMOTE WORK POLICIES

Recommendation: To **approve** Board Policies and Procedures 5.27 Administrative, Professional, and Support Staff Flexible Work and 5.28 Faculty Remote Work as attached to the agenda and renumber other Chapter 5 Policies as appropriate.

Attachments

5.27 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

5.27.1 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.

5.27.2 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.

5.27.3 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.

5.27.4 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.

5.28 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:

5.28.1 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.

5.28.2 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.

5.28.3 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.

5.28.4 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
July 13, 2023**

AGENDA ITEM 7: STAFF RETIREMENT INCENTIVE

Recommendation: To **approve** a retirement incentive for full-time staff with at least ten years of full-time service to the college as of June 30, 2024, or December 31, 2024, and who meet the eligibility requirements for normal or early retirement as defined by the Missouri Public School Retirement System (PSRS) or the Public Education Employees Retirement System (PEERS). Qualified staff would receive 1% of their FY24 base salary for each year of full-time service to ECC (maximum 25 years) plus the cash equivalent of one year of the retiree's College-paid health insurance benefits for 2024.

Attachment



**Interoffice Memo
PRESIDENT'S OFFICE**

July 10, 2023

TO: Board of Trustees
FROM: Jon Bauer, President
RE: Staff Retirement Incentive

A work group was formed last year to investigate the feasibility of offering a retirement incentive for staff. This group began meeting in August 2022 at the same time a work group was discussing an incentive for faculty. The faculty incentive was approved at last month's Board meeting as part of the Collective Bargaining Agreement.

The staff work group has recommended an incentive be provided for full-time ECC employees with at least ten years of full-time service to the college as of June 30, 2024, or December 31, 2024. Employees must meet the normal or early retirement eligibility requirements as defined by the Public School Retirement System (PSRS) or Public Education Employees Retirement System (PEERS). Qualified employees electing to retire would receive 1% of their base salary for each consecutive year of full-time service to ECC (maximum 25 years) plus the cash equivalent of one year of employee health benefits.

I am recommending approval of the proposed incentive with a change to the caveat regarding consecutive years of service. I recommend total years of service to the college be recognized in the incentive. There are employees who have left the college and then returned; each year they have committed to the institution should be recognized. Other than that small change, this incentive mirrors the faculty incentive included in the CBA. There are no faculty who would be impacted by this change.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 13, 2023**

AGENDA ITEM 8: *PERSONNEL

A. Appointment

Recommendation: To **appoint** Eric Clapper as Associate Registrar effective July 17, 2023, with an annual salary of \$50,873.60.

B. Retirement

Recommendation: To **accept** the retirement of Laura Deason, Associate Registrar, effective July 31, 2023.

C. Resignation

Recommendation: To **accept** the resignation of Philip Giacomelli, Early College & Admissions Advisor, effective July 14, 2023.

Attachments



HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: July 7, 2023
FROM: Carrie Myers, Human Resources Director
RE: Recommendation to Hire: Associate Registrar

Please accept the Search Committee's recommendation to hire Eric Clapper as the full-time Associate Registrar effective July 17, 2023, with an annual salary of \$50,873.60. Sarah Leassner, Vice President of Student Development, approved the recommendation to hire.

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

- Regional Account Manager – First Choice Facilities 2022 – current
- Academic Advisor – East Central College 2017 – 2022
- High School Relations Coordinator – East Central College 2013 – 2017
- Generalist – East Central College 2012-2013

Eric received his Bachelor of Science in Criminology & Criminal Justice from the University of Missouri – St. Louis.

Recommendation signatures:

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

Carrie A. Myers
Director of Human Resources

sarah.leassner Digitally signed by sarah.leassner
Date: 2023.07.07 11:40:33 -05'00'

Sarah Leassner
Vice President, Student Development



Interoffice Memo
HUMAN RESOURCES

TO: Dr. Jon Bauer
DATE: June 22, 2023
FROM: Carrie A Myers, Director of Human Resources
RE: Requesting release from FY24 contract and retirement – Laura Deason

Laura Deason submitted notification of her request to be released from her FY24 contract so she can retire from the College effective July 31, 2023. Her request is within the 30-day notice as required by the board policy.

Laura has worked at the College since 1994. She was an Instructional Assistant from 1994 – 2005, an Academic Advisor from 2005 – 2019, and Associate Register from 2019 to her retirement. Her retirement letter is on file in Human Resources.

Signatures:

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

Carrie A. Myers
Director, Human Resources

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

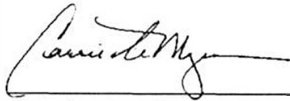
Sarah Leassner
Vice President, Student Development

**Interoffice Memo
HUMAN RESOURCES**

TO: Dr. Jon Bauer
DATE: June 29, 2023
FROM: Carrie A Myers, Director of Human Resources
RE: Requesting Release from Contract –Philip Giacomelli

Philip Giacomelli, Early College & Admissions Advisor, has requested to be released from the remainder of his FY24 employment contract effective July 14, 2023. The official resignation letter is on file in the Human Resources Office.

Signatures:



Carrie A. Myers
Director, Human Resources



Sarah Leassner
Vice President, Student Development

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 13, 2023**

AGENDA ITEM 9: ADJOURNMENT

Recommendation: To **adjourn** the July 13, 2023, meeting of the Board of Trustees.