JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
Thursday, July 13, 2023

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 12:06 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, and Prudence Johnson. Audrey Freitag was unable to attend. Also present were President of the College Jon Bauer; Administrators – Vice President of Academic Affairs Robyn Walter, Vice President of Finance and Administration DeAnna Cassat, and Vice President of Student Development Sarah Leassner; 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 Technology Doug Houston, Campus Police Office Todd Schlitt, 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: Dr. Bauer noted that the bid for telehealth services was being pulled from the agenda with a recommendation expected to be made at the August meeting. 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 July 13, 2023, meeting of the Board of Trustees.
>
> *Motion by Eric Park; Seconded by Joseph Stroetker; Carried Unanimously*

*APPROVAL OF MINUTES: The Board approved the minutes of the June 26, 2023, regular meeting of the Board of Trustees.

ACCEPTANCE OF BIDS: The bid for VOIP phone service represents a $2,000 reduction per month and is a renegotiated contract with the current vendor.

> **Motion**: To **approve** the continuation of phone services with Mastor/Nuso at a rate of $10,263.04 per month.
>
> *Motion by Joseph Stroetker; Seconded by Eric Park; Carried Unanimously*

FLEXIBLE WORK/REMOTE WORK POLICIES: Dr. Bauer reminded the Board that these policies were presented for first reading at the June meeting. The flexible work program was piloted in the fall and early spring. Tweaks were made and policies were presented to the Shared Governance Council which recommended approval. These policies provide the flexibility needed as an employer and provide employees with the ability to work from home where feasible on an intermittent or ongoing basis. Dr. Bauer noted that the policies are good for the institution and are becoming increasingly necessary to recruit and retain employees. The logistics and appropriate forms will be finalized soon and rolled out at the start of the fall semester. Dr. Park stated that the ability to work from home is continually evolving and suggested the college continue to monitor and update these policies as technology changes.

> **Motion:** 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.
>
> *Motion by Joseph Stroetker; Seconded by Cookie Hays; Carried Unanimously*

STAFF RETIREMENT INCENTIVE: Dr. Bauer stated that the terms for the retirement incentive are essentially the same as those approved in June for the faculty as part of the Collective Bargaining Agreement. Staff must have at least ten years of service to the college as of June 30 or December 31, 2024, and be eligible to retire with PSRS or PEERS. One change from the faculty incentive is recognizing all years of service with the college if the staff member had a break in service. This change did not impact any eligible faculty. Breaks in service are increasingly common in employment situations, and making this change sends the right message - all years of service to the college are important and recognized. If approved, forms will be made available to interested staff during in-service week this fall.

> **Motion:** 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.
>
> *Motion by Cookie Hays; Seconded by Joseph Stroetker; Carried Unanimously*

*PERSONNEL: The Board **approved** the appointment of Eric Clapper as Associate Registrar effective July 17, 2023, with an annual salary of $50,873.60. The Board also **accepted** the retirement request of Laura Deason, Associate Registrar, effective July 31, 2023, and the resignation of Philip Giacomelli, Early College & Admissions Advisor, effective July 14, 2023.

ADJOURNMENT:

> **Motion:** To **adjourn** the July 13, 2023, public meeting of the Board of Trustees at 12:18 p.m.
>
> *Motion by Eric Park; Seconded by Prudence Johnson; Carried Unanimously*

_____   _____
President, Board of Trustees   Secretary, Board of Trustees

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 **<u>Flexible Work Request</u>** 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 **<u>Remote Work Request</u>** 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.