

East Central College Tax Levy Hearing & Board Meeting

Board Room BH 238

Aug 28, 2023 5:30 PM - Aug 28, 2023 7:00 PM CDT

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**EAST CENTRAL COLLEGE
PUBLIC HEARING
August 28, 2023**

AGENDA ITEM I: CALL TO ORDER – AD VALOREM TAX HEARING

The Public Hearing on the Ad Valorem Tax Rate will be called to order by Board President Ann Hartley.

8/28/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

**EAST CENTRAL COLLEGE
PUBLIC HEARING
August 28, 2023**

AGENDA ITEM II: NOTICE OF PUBLIC HEARING

Attached is the Notice of Public Hearing showing the proposed operating levy and debt service levy.

Attachment

8/28/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

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NOTICE OF PUBLIC HEARING

In accordance with Missouri Law 67.110, notice is hereby given to the residents of the Junior College District of East Central Missouri that a public hearing on the 2023 ad valorem tax rates will be held at 5:30 p.m. on Monday, August 28, 2023, in Buescher Hall, Room 238 on the campus of East Central College, 1964 Prairie Dell Road, Union, Missouri, at which citizens may be heard on the property tax rates proposed to be set by East Central College. The hearing will also be accessible via Zoom at <https://zoom.us/j/99062634159>.

The tax rate is set to produce revenues of at least \$7,810,107 for the fiscal year beginning July 1, 2023. The debt service levy is set to produce revenues of at least \$1,753,375 which is required to meet the debt service of East Central College for the calendar year beginning January 1, 2024. The valuation of the taxable property within said District for the current and prior tax years are as follows:

	<u>Current Tax Year</u>	<u>Prior Tax Year</u>
Real Estate	\$1,748,666,594	\$1,665,715,169
Personal Property	\$483,751,880	\$503,853,370
Totals	\$2,232,418,474	\$2,169,568,539

The proposed operating tax levy for 2023 shall be .3551 per one hundred dollars assessed valuation on the above current valuation.

The proposed debt service levy for 2023 shall be .0990 per one hundred dollars assessed valuation on the above current valuation.

The tax rates are subject to change based upon actions by county boards of equalization, the State Tax Commission, subsequent information, applicable law, and certification by the State Auditor.

Board of Trustees of East Central College

By Ann Hartley, President of the Board

**EAST CENTRAL COLLEGE
PUBLIC HEARING
August 28, 2023**

AGENDA ITEM III: PUBLIC COMMENTS

Public comments will be taken from the audience.

8/28/2023

East Central College

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**EAST CENTRAL COLLEGE
PUBLIC HEARING
August 28, 2023**

HEARING AGENDA ITEM IV: APPROVAL OF TAX RATE

Recommendation: To **approve** a resolution to set the 2023-2024 Junior College District of East Central Missouri Property Tax Rate for Operating Tax Levy at \$0.3551 and the Debt Service Levy at \$0.0990 per \$100 of assessed valuation subject to certification by the state auditor.

8/28/2023

East Central College

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**EAST CENTRAL COLLEGE
PUBLIC HEARING
August 28, 2023**

HEARING AGENDA ITEM V: ADJOURN AD VALOREM TAX HEARING

Recommendation: To **adjourn** the August 28, 2023, Ad Valorem Tax Hearing.

8/28/2023

East Central College

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(636) 584-6501

FAX (636) 583-6602

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 28, 2023**

AGENDA ITEM VI: CALL TO ORDER – REGULAR MEETING

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

8/28/2023

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 28, 2023**

AGENDA ITEM VII: RECOGNITION OF GUESTS

Guests will be recognized by Mr. Gregg Jones.

8/28/2023

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 28, 2023**

AGENDA ITEM VIII: PUBLIC COMMENT

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

8/28/2023

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 28, 2023**

AGENDA ITEM IX: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the August 28, 2023, Board of Trustees meeting.

8/28/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

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Agenda Item IX: Approval of Agenda

Consent Agenda Items for August 28, 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
August 28, 2023**

AGENDA ITEM X: *APPROVAL OF MINUTES

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

Attachment

8/28/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

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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

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 28, 2023**

AGENDA ITEM XI: 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

8/28/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 6502

FAX (636) 583-6601

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

ASSETS	Preliminary 6/30/23	6/30/22
Current		
Cash	9,937,680	9,579,411
Investments	2,304,811	1,800,000
Receivables, net		
Student	3,960,448	3,710,585
Federal & State agencies	170,985	1,409,139
Other	64,348	86,136
Inventories	227,886	196,073
Prepaid expenses	520,650	762,347
Total Current Assets	17,186,808	17,543,691
Non-Current Assets		
Other Assets	-	-
Capital Assets (net)	43,314,578	43,147,336
Total Non-Current Assets	43,314,578	43,147,336
Total Assets	60,501,386	60,691,027
DEFERRED OUTFLOW OF RESOURCES		
Deferred pension outflows	16,074,458	6,921,322
Deferred OPEB outflows	276,465	276,465
Total Assets and Deferred Outflow of Resources	16,350,923	7,197,787
Total Assets and Deferred Outflow of Resources	76,852,309	67,888,814
LIABILITIES		
Current Liabilities		
Accounts Payable	190,492	290,147
Accrued Wages & Benefits	571,291	948,293
Unearned Revenue	3,893,402	3,673,942
Due to Agency Groups	150	150
Accrued Interest	76,724	97,416
Total Current Liabilities	4,732,059	5,009,948
Non-Current Liabilities		
USDA Loan	341,667	441,667
Bonds Payable	5,225,000	6,725,000
Premium on Sale of Bonds	234,582	336,979
Net Pension Liability	15,685,923	3,976,045
Compensated Absences	872,723	806,541
Post Employment Benefit Plan Payable	1,485,056	1,485,056
Johnson Control Performance Contract	923,971	994,733
United Bank of Union	1,540,000	1,660,000
Total Non-Current Liabilities	26,308,922	16,426,021
Total Liabilities	31,040,981	21,435,969
DEFERRED INFLOW OF RESOURCES		
Deferred pension inflows	10,695,010	13,706,520
Deferred OPEB Inflows	369,901	369,901
Total Deferred Inflow of Resources	11,064,911	14,076,421
NET ASSETS		
Investment in Capital Assets, net	41,746,984	42,636,398
Restricted for Debt Service	(112,301)	(132,269)
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	8,227,924	7,270,471
All other Funds	(16,876,190)	(19,158,176)
Total Net Assets	34,746,417	32,376,424
Total Liabilities, Deferred Inflow of Resources and Net Assets	76,852,309	67,888,814

East Central College
Statement of Activities
General Fund

As of June 30, 2023 (Preliminary) and June 30, 2022

	For the Fiscal Year Ending June 30, 2023			For the Fiscal Year Ended June 30, 2022			
	Current FY Budget	Jun 30, 2023 Month end	Current FY Year-To-Date	Prior FY Budget	Jun 30, 2022 Month end	Prior FY Year-To-Date	Prior Year FYE
Revenues:							
Local Revenue	8,061,258	39,277	7,787,131	7,511,756	(246,166)	7,407,535	7,407,535
State Revenue	5,290,485	487,080	5,844,952	5,236,024	435,961	5,231,587	5,231,587
Federal Revenue	-	-	-	-	-	-	-
Tuition and Fees	7,409,748	(9,784)	6,991,306	6,334,616	6,043	6,748,486	6,748,486
Interest Income	75,000	38,540	152,134	75,000	13,380	63,643	63,643
Gifts and Grants	100,000	(486)	75,664	100,000	18,118	76,594	76,594
Miscellaneous Revenue	45,100	4,147	51,448	556,478	1,721	39,731	39,731
Transfers-Interfund & Indire	269,610	(544,833)	(311,228)	-	(486,900)	456,089	456,089
Transfer Federal Programs	-	11,742	11,742	-	(58,711)	(58,711)	(58,711)
Total Revenues	21,251,201	25,683	20,603,149	19,813,874	(316,554)	19,964,954	19,964,954
Expenses:							
Salaries	12,631,593	1,598,880	12,159,987	11,623,301	1,374,998	11,185,778	11,185,778
Benefits	4,418,238	94,341	3,956,428	4,106,848	(1,977,423)	1,503,962	1,503,962
Contractual Services	1,032,198	28,878	868,656	960,752	33,558	925,129	925,129
Current Expenses	859,010	83,579	695,304	744,089	79,868	629,951	629,951
Travel	271,559	22,931	230,086	202,487	10,872	146,741	146,741
Property & Casualty Insuran	222,000	-	225,633	210,658	-	211,557	211,557
Vehicle Expense	19,400	3,079	12,815	14,200	4,468	12,446	12,446
Utilities	545,000	59,910	716,305	543,950	58,000	591,304	591,304
Tele/Communications	250,770	13,969	208,932	230,665	12,843	157,749	157,749
Miscellaneous	397,285	1,090	330,128	378,843	(110,490)	232,634	232,634
Foundation Paid Expense	1,485	3,061	37,098	100	1,586	27,737	27,737
Clearing Account	-	(1,627)	-	-	(56)	-	-
Scholarship Expense	180,600	456	204,533	257,761	2,970	162,003	162,003
Faculty Development	25,000	8,150	14,850	25,000	21,029	28,450	28,450
Instit. Match for Grants	35,000	175,325	185,950	163,000	-	23,232	23,232
Commitment to AEL	60,000	52,731	52,731	40,000	37,707	37,707	37,707
Instit. Commit.to Fine Arts	-	-	-	-	6,200	6,200	6,200
Instit. Commit.to Word & M	-	-	-	-	-	-	-
Capital	21,500	8,232	76,082	32,200	3,952	19,214	19,214
Interfund Transfers	-	-	-	-	-	-	-
Debt Princ & Interest	280,563	15,552	280,000	280,020	16,114	279,476	279,476
Total Expenses	21,251,201	2,168,537	20,255,518	19,813,874	(423,804)	16,181,270	16,181,270
Revenue over Expenses	-	(2,142,854)	347,631	-	107,250	3,783,684	3,783,684

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

	For the Fiscal Year Ending June 30, 2023 (Preliminary)		For the Fiscal Year Ended June 30, 2022	
	FY 2023		FY 2022	
	Jun 30, 2023	Year-To-Date	Jun 30, 2022	Year-To-Date
Operating Revenues:				
Student Tuition & Fees	(6,557)	8,231,850	8,593	7,901,459
Federal Grants & Contracts	1,207,134	6,728,599	2,402,978	14,968,268
State Grants & Contracts	390,806	2,814,699	388,061	945,712
Auxiliary Services Revenue	175,823	1,535,499	160,753	1,431,624
Other Operating Revenue	38,723	289,187	93,548	580,858
Total Operating Revenue	1,805,929	19,599,834	3,053,933	25,827,921
Operating Expenses:				
Salaries	1,848,528	13,676,895	1,519,300	12,524,765
Benefits	143,861	4,354,183	(1,930,587)	1,896,445
Purchased Services	396,091	2,662,930	245,470	2,365,613
Supplies & Current Expenses	80,994	2,515,597	240,650	2,936,777
Travel	27,592	293,722	22,545	202,752
Insurance	-	245,096	-	228,969
Utilities	87,486	1,160,231	92,262	1,021,261
Other	(18,406)	75,661	(121,550)	(19,313)
Depreciation	(102,397)	1,975,354	181,774	2,075,448
Financial Aid & Scholarship	395,595	5,888,385	504,038	9,011,603
Foundation Paid Expense	4,200	60,536	1,492	33,982
Total Operating Expenses	2,863,544	32,908,590	755,394	32,278,302
Operating (Loss)/Gain	(1,057,615)	(13,308,756)	2,298,539	(6,450,381)
Non-Operating Revenues (Expenses):				
State Appropriations	487,080	5,844,952	435,961	5,231,587
Tax Revenue	50,355	9,980,843	47,067	9,496,840
Interest Income	39,942	172,857	14,268	73,556
Gain/Loss on asset disposal	-	-	4,925	17,543
Principal & Interest on Debt	(76,649)	(299,037)	(97,416)	(350,904)
Total Non-Operating Revenue (Expense)	500,728	15,699,615	404,805	14,468,622
Increase in Net Assets	(556,887)	2,390,859	2,703,344	8,018,241

**East Central College
Investments
As of June 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	\$ 9,937,680.00
Certificates of Deposit	\$ 2,304,810.81
	<u>\$ 12,242,490.81</u>

2022 (December)

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

**East Central College
Pledged Securities
As of June 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	\$ 35,234.07
FRESB 2019-SB61 A10H	01/25/39	30309LAN8	\$ 1,188,094.45
FNMA Pool #AL6270	10/01/34	3138EN6G9	\$ 313,743.91
FHLMC POOL #RB5108	04/01/41	3133KYU98	\$ 1,599,171.12
GNR 2021-22 AD	10/16/62	3830RTZ3	\$ 1,817,440.87
FHR 5081 AG	3/25/1951	3137FXXS2	\$ 1,289,251.84
FHLB LETTER OF CREDIT	10/28/2021		\$ 6,800,000.00
TOTAL			<u>\$ 13,292,936.26</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	\$ 126,228.53
FNMA 20YR	7/1/1941	31418D2V3	\$ 830,760.33
FDIC Insurance			\$ 250,000.00
TOTAL			<u>\$ 1,206,988.86</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 June 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 May 1, 2023 through June 30, 2023, is reported at \$1,629,975.44

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 28, 2023**

AGENDA ITEM XII: EMERGENCY PURCHASE

Recommendation: To **approve** the emergency purchase of a set of compressors for an HVAC unit in Buescher Hall from Johnson Controls International (JCI) for a total cost of \$116,405 utilizing state maintenance and repair funds pursuant to Board policy 4.11.

Attachment

8/28/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

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EAST CENTRAL COLLEGE
Interoffice Memorandum

To: Dr. Jon Bauer, President

From: DeAnna Cassat, Vice President of Finance & Administration

RE: Compressor Emergency Purchase

In accordance with Board Policy 4.11, an emergency purchase of a set of compressors was obtained from Johnson Controls International (JCI) for a total of \$116,405.

A set of compressors (three total) failed in a Buescher Hall HVAC unit in July. For reference, a total of six compressors (two units) are needed in each HVAC unit. The unit is currently working at half capacity and as a result the college purchased the new set of compressors from JCI. State maintenance and repairs funds are being utilized for the \$116,405.00 purchase. Board Policy 4.11 grants the President authority to address a situation including a condition causing mechanical or electrical system failure that severely affects the working environment. The set of compressors stated lead time is four to six weeks and is scheduled to ship on August 28th with an anticipated arrival date of August 30th. Installation will promptly follow.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 28, 2023**

**AGENDA ITEM XIII: CONFLICT OF INTEREST & PERSONAL FINANCIAL
DISCLOSURE STATEMENTS POLICIES**

Recommendation: To **reaffirm** the Board Member Conflict of Interest Policy (BP1.10) and the Personal Financial Disclosure Statements Policy (1.9) as attached to the agenda to fulfill the requirements of the Missouri Ethics Commission.

Attachments

8/28/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

1.10 Board Member Conflict of Interest *(Adopted 11-12-2007; Reaffirmed 8-28-2017, 8-26-2019, 8-30-2021)*
All trustees of the College shall adhere to the laws regarding conflict of interest and take steps to avoid situations where their decisions or actions in their capacity as Board members conflict with the mission of the College.

As used in this policy, "businesses owned by Board members" includes sole proprietorships, partnerships, joint ventures, or corporations where the Board member is the sole proprietor, a partner having more than a ten (10) percent partnership interest, or a co-participant or owner of more than ten (10) percent of the outstanding shares of any class of stock.

Procedures

1.10.1 Sale, Rental, Lease or Provision of Personal Property

Board members or businesses they own shall not sell, rent, lease or provide personal property to the College District.

1.10.2 Sale, Rental or Lease of Real Property (Real Estate)

Board members and businesses they own may sell, rent, or lease real estate to the College. Public notice of the transaction must be given prior to execution if the payment to the Board member or business exceeds \$500 per transaction or \$5,000 per year.

1.10.3 Employment

The College shall not employ Board members for compensation even on a part-time basis. While a Board member remains on the Board of Trustees, the College will not accept an application of employment from a Board member, consider a Board member for employment, or decide to employ a Board member. Board members may provide services on a volunteer basis.

1.10.4 Independent Contractor

Board members may provide services to the College as independent contractors through businesses they own. If payment for the service exceeds \$500 per transaction or \$5,000 per year, the College must give public notice and competitively bid the service, and the bid or offer of the Board member's business must be the lowest received. Businesses owned by Board members may provide services on a volunteer basis.

1.10.5 Businesses That Employ Board Members

Board members may participate in discussions and vote on motions for the College to do business with entities that employ the Board member as long as the business is not owned by the Board member and the Board member will not receive any financial benefit from the transaction. The Board member may need to submit a statement of interest as described below.

1.10.6 Statement of Interest

If a Board member has a substantial personal or private interest in a decision before the Board, before voting the Board member shall provide a written report of the nature of the interest to the Board secretary. The written statement will be recorded in the minutes. A Board member will have complied with this requirement if the Board member has disclosed the interest in a personal financial disclosure statement that was filed or amended prior to the vote.

A "substantial interest" exists when the Board member, his or her spouse or dependent children, either singularly or collectively, directly or indirectly:

1. Own(s) ten (10) percent or more of any business entity; or
2. Own(s) an interest having a value of \$10,000 or more in any business entity; or
3. Receive(s) a salary, gratuity, or other compensation or remuneration of \$5,000 or more from any individual, partnership, organization, or association within any calendar year.

1.10.7 Self-Dealing

A Board member shall not favorably act on any matter that is specifically designed to provide a special monetary benefit to the Board member, his or her spouse, or dependent children.

A "special monetary benefit" means being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected.

A Board member will not directly or indirectly influence or vote on a decision when the Board member knows the result of the decision may be the acceptance by the College of a service or the sale, rental, or lease of property to the College and the Board member, his or her spouse, dependent children in his or her custody, or any business with which he or she is associated will benefit financially.

"Business with which a person is associated" means:

1. A sole proprietorship owned by the Board member, his or her spouse, or any dependent children in the person's custody.
2. A partnership or joint venture in which the Board member or spouse is a partner, other than as a limited partner of a limited partnership, and any corporation or limited partnership in which the Board member is an officer or director or of which the Board member, spouse or dependent children in the Board member's custody, whether singularly or collectively, own more than ten (10) percent of the outstanding shares of any class of stock or partnership units.

3. Any trust in which the Board member is the settlor or trustee, or in which the Board member, spouse or dependent children, singularly or collectively, are beneficiaries or holders of a reversionary interest of ten (10) percent or more of the corpus of the trust.

1.10.8 Use of Confidential Information

A Board member shall not use confidential information obtained in the course of his or her official capacity in any manner with the intent to result in financial gain for himself or herself, any other person, or any business.

1.10.9 Nepotism

A Board member shall not vote to employ or appoint any person who is related within the fourth degree to such Board member by consanguinity or affinity. In the event that an individual is recommended for employment or appointment and the individual is related within the fourth degree to a Board member, the related Board member shall abstain from voting and shall leave the room during consideration of the question and the vote.

"Fourth degree of consanguinity or affinity" means parents, grandparents, great-grandparents, great-great-grandparents, spouse, children, siblings, grandchildren, great-grandchildren, great-great-grandchildren, nieces or nephews, grand-nieces or grand-nephews, aunts or uncles, great-aunts or great-uncles, and first cousins by virtue of a blood relationship or marriage.

1.9 Personal Financial Disclosure Statements *(Adopted 11-12-2007; Reaffirmed 8-28-17, 8-26-2019, 8-30-2021)*

The Board of Trustees hereby adopts a policy establishing and making public its own method of disclosing financial interests of Board members, candidates and specified administrators, in accordance with law. Personal financial disclosure statements as described below shall be filed with the Missouri Ethics Commission and the East Central College Board of Trustees, on or before May 1 for the preceding calendar year, unless the person filing is a Board candidate. Candidates who are required to file reports (i.e., those who have engaged in reportable transactions in the previous calendar year) must file their reports within 14 days after the last day to file for office. The reports will be made available for public inspection and copying during normal business hours.

This portion of the policy dealing with the financial interest statement will be adopted in an open meeting every other year by September 15. A certified copy of this policy/resolution shall be sent to the Missouri Ethics Commission within ten (10) days of adoption.

Procedures

1.9.1 Board Member Disclosure

All trustees and candidates for trustee will disclose in writing the following transactions if they occurred during the calendar year:

1. Each transaction in excess of \$500 per year between the College and the individual, or any person related within the first degree by consanguinity or affinity to the individual. The statement does not need to include compensation received as an employee or payment of any tax, fee, or penalty due the College. The statement shall include the dates and identities of the parties in the transaction.

"First degree of consanguinity or affinity" includes parents, spouse, or children by virtue of a blood relationship or marriage.

2. Each transaction in excess of \$500 between the College and any business entity in which the individual has a substantial interest. The statement does not need to include any payment of tax, fee, or penalty due the College District or payment for providing utility service to the College District. The statement shall include the dates and identities of the parties in the transactions.

"Substantial interest" is ownership by the individual, his or her spouse or dependent children, either singularly or collectively, directly or indirectly, of ten (10) percent or more of any business entity, or of an interest having a value of \$10,000 or more, or the receipt of a salary, gratuity or other compensation of \$5,000 or more from any individual, partnership, organization or association within any calendar year.

1.9.2 College President and Chief Purchasing Officer Disclosure

The College President and the Chief Purchasing Officer (i.e., the Vice President of Finance and Administration) will disclose in writing the information required in 1) and 2) above. In addition, these employees will disclose the following information for themselves, their spouses, and dependent children:

1. The name and address of each employer from whom income of \$1,000 or more was received during the year covered by the statement.
2. The name and address of each sole proprietorship the individual owned.
3. The name, address, and general nature of business conducted by each general partnership or joint venture in which he or she was a partner or participant.
4. The name and address of each partner or co-participant in the partnership or joint venture unless the information is already filed with the secretary of state.
5. The name, address, and general nature of business of any closely held corporation or limited partnership in which the individual owned ten (10) percent or more of any class of the outstanding stock or limited partners' units.
6. The name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the individual owned two (2) percent or more of any class of outstanding stock, limited partnership units or other equity interests.
7. The names and addresses of each corporation for which the individual served in the capacity of director, officer, or receiver.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 28, 2023**

AGENDA ITEM XIV: STRATEGIC PLANNING UPDATE

Dr. Michelle Smith, Executive Director, Institutional Effectiveness, will provide an update on the strategic current planning initiatives and development of the next iteration of the strategic plan.

8/28/2023

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 28, 2023**

AGENDA ITEM XV: *PERSONNEL

A. RESIGNATION

Recommendation: To **accept** the resignation of Connie Wissbaum, Nursing Instructor, effective September 7, 2023.

B. APPOINTMENT

Recommendation: To **approve** the appointment of Amanda Baumruk as Advisor, Early College & Admissions effective September 4, 2023, with an annual salary of \$40,451.84.

C. ADJUNCT FACULTY - FALL 2023 SEMESTER

Recommendation: To **approve** the roster of adjunct faculty for fall semester 2023 as shown on the attached memorandum.

Attachments

8/28/2023

East Central College

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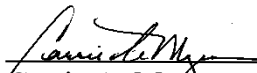


Interoffice Memo
HUMAN RESOURCES

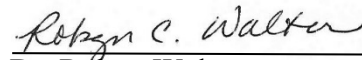
TO: Dr. Jon Bauer
DATE: August 17, 2023
FROM: Carrie A Myers, Director of Human Resources
RE: Requesting Release from Contract –Connie Wissbaum

Dr. Connie Wissbaum, Instructor of Nursing, has requested to be released from the remainder of her FY24 employment contract effective September 7, 2023. The official resignation letter is on file in the Human Resources Office.

Signatures:



Carrie A. Myers
Director, Human Resources



Dr. Robyn Walter
Vice President, Academic Affairs



HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: August 16, 2023
FROM: Carrie Myers, Human Resources Director
RE: Recommendation to Hire: Advisor, Early College & Admissions

Please accept the Search Committee's recommendation to hire Amanda Baumruk as the full-time Advisor, Early College & Admissions effective September 4, 2023, with an annual salary of \$40,451.84. Sarah Leassner, Vice President of Student Development, approved the recommendation to hire.

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

- Student Services Specialist – East Central College 2021 – current
- Customer Service Representative – Enterprise Holdings 2020 – 2021
- Customer Service Representative – Family Video 2019 – 2020

Amanda received her Bachelor of Science in Psychology from Missouri State University and her Master of Education in Educational Psychology 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: 2023.08.16 11:21:00 -05'00'

Sarah Leassner
Vice President, Student Development



Interoffice Memo

TO: Dr. Bauer
DATE: August 22, 2023
FROM: Office of Academic Affairs
RE: Adjunct Approval

Please approve the following adjuncts for the Fall 2023 semester.

Career & Technical Education

Kari Borgmann, Business
Matthew Graham, Business
Richard Hudanick, Business/Fal Sem
Steffani McCrary, Business/Fal Sem
Harry Whitney, Business
Timothy Willard, Business

Michael Askins, CIS
Brooke Durbin, CIS
Anna Schwein, CIS
Jonathan Todd, Culinary Arts
Robert Willis, Culinary Arts
Thomas Brune, HVAC/R

Nicholas Cartwright, HVAC/R
Curtis Elliott, Precision Machining
Nathaniel Harbath, Precision Machining
Joelle Phillips, Welding
Bridget Teaters, Welding

Health Sciences

Clay Banderman, EMS
April Veo, LPN
Dwayne Bell, MDA

Elisha Chaney, Nursing
Jill Harrison, Nursing
Dwight Jones, Nursing

Nancy Mitchell, Nursing
Alyssa Skomp, Nursing
Heather Sluis, Nursing

English & Humanities

John Anglin, Communications
Molly Bene, Communications
Kevin Coleman-Cohen, Communications
Shana Collier, Communications

Shawna Flanigan, Communications
Madison Emerick, English
Susan LaFayette, English/Reading
Sarah Muir, English

Elizabeth Rosebrough, English
Alan Tessaro, English
Crystal Brown, Philosophy
Daniel Strohmeier, Religion

Fine & Performing Arts

Melissa Albright, Art
Annette Green, Art
Amy Jackson, Art
Jennifer Kettler, Art
Sierra Moore, Art
Zoe Nicholson, Art
Nicole, Petrescu-Tudor, Art

Gary Powers, Art
Jeremy Bates, Music
Lisa Blackmore, Music
Tamara Campbell, Music
Naomi Joyce, Music
Steve Leslie, Music
John McGrosso, Music

Margret Noud, Music
Hannah Serafino, Music
Rebecca Uffmann, Music
Caren Vittetoe, Music
Brandon Yenzer, Music
Bess Moynihan, Theatre

Mathematics & Education

Philip Giacomelli, Education/Fal Sem
Susan Giesing, Education
Ann Boehmer, Math/Fal Sem

Linda Follis, Mathematics
Connie Lutz, Mathematics
Susan Reisner, Mathematics

Laura Roselli Insall, Mathematics
Dennis Smith, Mathematics
Jay Mehrhoff, Phys Ed

Science & Engineering

Dan Jacobson, Agriculture
Mark Palmier, Biology

Jeffrey Jacquess, Geology
Awad Lemnifi, Geology

Lucy Crain, Health Science
James Small, Physics

Social Sciences

Robin Hanson, Anthropology/Civ
Amy DeMiere, Civics
Christopher Karr, Crim Justice
Janet Berry, Economics
Ray Mowery, Economics
Rachel Johnson, History
Jeff Parsons, History
Vanessa Whittle, History
Timothy Boone, Law Enforcement
Sean Fagan, Law Enforcement

Steven Gray, Law Enforcement
Henry Harper, Law Enforcement
Richard Hope, Law Enforcement
Brandon Ketzler, Law Enforcement
Paul Lambert, Law Enforcement
Scott Langley, Law Enforcement
William Loughridge, Law Enforcement
Brian Moore, Law Enforcement
Joshua Nix, Law Enforcement
Douglas Roberts, Law Enforcement

Steven Campbell, Poli. Science
Kristen Adams, Psychology
Taylor Bodenschatz, Psychology
Tom Quinn, Psychology
Kristi Garner, Sociology
Jennifer Kuchem, Sociology
Ruth Ridenhour, Sociology
Sarah Wildt, Sociology
Theodore Coburn, Soc/Crim Jus/Fal Sem

College Success

Erin Anglin, ECC PSA
Christina Ayres, ECC PSA
Lorrie Baird, ECC, PSA
DeAnna Cassat, ECC, ADM
Becki Heimann, ECC, PSA
Jessica Horn, ECC, PSA
Rachael Karr, ECC, PSA

Sarah Leassner, ECC, ADM
Hannah Owens, ECC, PSA
Lesley Peters, ECC, PSA
Lindsay Riegel, ECC, PSA
Jessica Robart, ECC, PSA
Pam Ruwe-Kaiser, ECC, PSA

Sylvia Sellers, ECC PSA
Windy Souders, ECC, PSA
Megen Strubberg, ECC, PSA
Alison Tucker, ECC, PSA
Robyn Walter, ECC, ADM
Tracie Welsh, ECC, PSA

Dual Credit

Andrew Allen, Chemistry, SFBRHS
Curtis Beers, CIS, WHS
Emily Brasher, English, SFBRHS
Dan Brinkmann, Auto Technology, FRC
Patrick Brooks, English, RHS
Terry Brookshire, Auto Technology, RTI
Tim Bruckerhoff, Welding, FRCC
Sarah Buchheit, Comm/Theatre, UHS
Tim Buchheit, Communications, SFBRHS
Nathan Cabot, History, WHS
Nathan Caldwell, History, SFBRHS
Jaclyn Campos, Mathematics, CHS
Christopher Case, English, CHS
Charles Cassidy, Building Construction, RTI
Nicole Crawford, Mathematics, UHS
Kevin Daharsh, Auto Technology, RTI
Carmel Dare, Culinary Arts, RTI
Ruth Diaz, Education, RTI
Sarah Dierker, Business, SCHS
Jackie Drury, Mathematics, UHS
Karen Fixsal, Culinary Arts, WHS
Colin Flynn, English, WHS
Patrick Fogarty, Mathematics, WHS
Jeff Frankenberg, Building Construction, FRCC
Ron Giesler, Science, CHS
Star Hargis, English, RHS

Katelyn Huber, CAPS, (WHS) FRCC
Margaret Johnson, Biology, SFBRHS
Jennifer Jones, Biology, OHS
Dan Kemper, Welding, FRCC
Ben Martin, Science, SCHS
Melissa Mauchenheimer, Mathematics, WHS
Gary Maune, Auto Technology, FRCC
Bryce Monroig, Precision Machining, FRCC
Amber Moore, Culinary Arts, NCC
Devan Moore, HVAC/R, RTI
Danika, Novak, English, UHS
Michael Pelster, Mathematics, SFBRHS
Lesley Peters, Psychology, SFBRHS
Sharlet Peterson, Mathematics, LHS
Robert Prichard, History, SCHS
Maria Raab, Spanish, SFBRHS
Jared Rennick, Communications, WHS
Robert Robinson, Building Construction, RTI
Robert Schulze, Collision Repair, FRCC
Melanie Snodgrass, English, VHS
Travis Stahlman, History, CHS
Daniel Strohmeier, Religion, SFBRHS
AJ Tinker, Building Construction, SHS
Michael Underberg, History, UHS
Ken Willardson, Mathematics, VHS
Robert York, Building Construction, FRCC

Signatures:



Dr. Robyn Walter, Vice President, Academic Affairs



Carrie A. Myers, Director, Human Resources

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 28, 2023**

AGENDA ITEM XVI: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

8/28/2023

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 28, 2023**

AGENDA ITEM XVII: REPORTS

Reports may be presented by:

- A. Faculty Association President, Reginald Brigham
- B. ECC-NEA Vice President, Tanner French
- C. Professional Staff President, Carson Mowery
- D. Classified Staff Association, Bonnie Gardner

8/28/2023

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 28, 2023**

AGENDA ITEM XVIII: 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

No September meeting
October 2
November 6
December 4

Alternate Meeting Dates

October 9
November 13
December 11

8/28/2023

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
August 28, 2023**

AGENDA ITEM XIX: ADJOURNMENT

Recommendation: To **adjourn** the August 28, 2023, public meeting of the Board of Trustees.

8/28/2023

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