

Board of Trustees

East Central College
BH238 Board Room

Oct 16, 2023 5:30 PM - Oct 16, 2023 7:00 PM CDT

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 16, 2023**

AGENDA ITEM I: CALL TO ORDER

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

10/16/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 583-5195, Ext. 2201
FAX (636) 583-6602

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 16, 2023**

AGENDA ITEM II: RECOGNITION OF GUESTS

Guests will be recognized by Mr. Gregg Jones.

10/16/2023

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 16, 2023**

AGENDA ITEM III: PUBLIC COMMENT

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

10/16/2023

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 16, 2023**

AGENDA ITEM IV: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the October 16, 2023, Board of Trustees meeting.

10/16/2023

East Central College

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(636) 583-5195, Ext. 2201
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Agenda Item IV: Approval of Agenda

Consent Agenda Items for October 16, 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
October 16, 2023**

AGENDA ITEM V: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the August 28, 2023, ad valorem tax hearing and regular meeting of the Board of Trustees.

Attachment

10/16/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 2201

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
AD VALOREM HEARING AND
BOARD OF TRUSTEES MEETING
Monday, August 28, 2023**

The public hearing for the Ad Valorem tax rate per Statute 67.110 of the Revised Statutes of the State of Missouri was called to order at 5:30 p.m. by the President of the Board of Trustees, Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Eric Park, Cookie Hays, Prudence Fink Johnson, and Audrey Freitag. Also present were President of the College Jon Bauer; Administrators –Vice President of Academic Affairs Robyn Walter, Vice President of External Relations Joel Doepker, Vice President of Finance and Administration DeAnna Cassat, and Vice President of Student Development Sarah Leassner; Faculty – Faculty Association President Reginald Brigham and NEA Vice President Tanner French; Other Staff – Executive Director of Institutional Effectiveness Michelle Smith, Human Resources Director Carrie Myers, Executive Director of the Foundation Bridgette Kelch, Communications & Marketing Director Gregg Jones, Director of Online Learning & Educational Technology Chad Baldwin, Executive Assistant to the President Bonnie Gardner, and Professional Staff President Carson Mowery.

Also present was Chris Parker from the *Missourian*, and Derrick Martin from the Franklin County Sheriff’s Department.

PUBLIC NOTICE: 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	<u>\$483,751,880</u>	<u>\$503,853,370</u>
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.

PUBLIC COMMENTS: Board President Hartley asked for comments or questions from the audience. There were no comments from the public.

AD VALOREM TAX RATE: It was noted that the tax levy remains unchanged from last year.

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

Motion by Joseph Stroetker; Seconded by Eric Park; Carried Unanimously

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

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

ADJOURNMENT: A motion was made to adjourn the hearing.

Motion: To **adjourn** the August 28, 2023, Ad Valorem Tax Hearing at 5:33 p.m.

Motion by Joseph Stroetker; Seconded by Prudence Johnson; Carried Unanimously

President, Board of Trustees

Secretary, Board of Trustees

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
Monday, August 28, 2023**

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 5:33 p.m. by Board President Ann Hartley. Other Board members present for all or parts of the meeting were Joseph Stroetker, Eric Park, Cookie Hays, Prudence Johnson, and Audrey Freitag. Also present were President of the College Jon Bauer; Administrators – Vice President of Academic Affairs Robyn Walter, Vice President of External Relations Joel Doepker, Vice President of Finance and Administration DeAnna Cassat, and Vice President of Student Development Sarah Leassner; Faculty – Faculty Association President Reg Brigham, ECC-NEA President Aaron Bounds, ECC-NEA Vice President Tanner French; Other Staff – Human Resources Director Carrie Myers, Director of Communications & Marketing Gregg Jones, Executive Director of Institutional Effectiveness Michelle Smith, Executive Director of the Foundation Bridgette Kelch, Professional Staff Association President Carson Mowery, Director of Online Learning & Educational Technology Chad Baldwin, and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: Chris Parker from the *Missourian* and Derrick Martin from the Franklin County Sheriff's Department were also in attendance.

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 August 28, 2023, meeting of the Board of Trustees.
Motion by Cookie Hays; Seconded by Eric Park; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the July 13, 2023, regular meeting of the Board of Trustees.

TREASURER'S REPORT AND FINANCIAL REPORT: Vice President DeAnna Cassat reviewed the preliminary year-end financial statements as of June 30, 2023. She noted the statements are unaudited; the auditors will be on campus the week of September 11. Vice President Cassat stated that each year adjustments to the deferred pension account and the other post-employment benefits (OPEB) account are provided by the actuary. The adjustment to pension outflow has been made but the OPEB outflows are still pending. The three main revenues in Fund 10 all increased in FY23, but local revenue and tuition/fees were short of budget. Utilities were over budget and adjustments have been made to the current budget for increased costs. Expenses in the FY23 budget increased almost \$4M over the prior fiscal year mostly due to expenses previously paid with COVID funds being moved back to the operating fund.

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

EMERGENCY PURCHASE: Dr. Bauer informed the Board that right after the last Board meeting three of the six compressors in the HVAC units for Buescher Hall failed. The lead time for replacements was four to six weeks so Board Policy 4.11 was utilized to make an emergency purchase to have the units on site in a reasonable timeframe. State maintenance and repair funds will be used for this expense. In response to Board questions, it was noted that the units are about 12 years old and nearing October 16, 2023, Board Agenda

the end of life and that state maintenance and repair funds are allocated annually to the college and require matching funds. Emergency issues that impact a campus structure or campus safety qualify for emergency purchase under Policy 4.11.

Motion: 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.

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

CONFLICT OF INTEREST & PERSONAL FINANCIAL DISCLOSURE STATEMENTS POLICIES: Dr. Bauer noted that these policies are required to be reaffirmed every other year under state law. Following reaffirmation, the Missouri Ethics Commission is formally notified.

Motion: To **reaffirm** the Board Member Conflict of Interest Policy (BP1.10) and the Personal Financial Disclosure Statements Policy (BP1.9) as attached to the agenda to fulfill the requirements of the Missouri Ethics Commission.

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

STRATEGIC PLANNING UPDATE: The current strategic plan strategies were reviewed.

Rolla - *Expand our presence and offerings in Rolla to enhance the college's impact throughout our region.* Rolla enrollment trends were shared. Progress toward facility development includes a commitment at the state level for \$13 million in capital improvement funds and a \$3 million federal earmark. Sites for the facility are being considered with the goal of securing land and hiring an architectural and engineering firm by the end of the calendar year. Groundbreaking will be in 2024 with the facility to open in 2027.

Financial Strength - *Secure financial strength to sustain institutional viability.* Alternative revenue sources, such as grants, and how to make the best use of the college's taxing authority are being explored. The Citizens Advisory Committee is meeting to review the best use of the debt service levy and will make a recommendation at the October Board meeting. An April 2024 ballot issue is possible with a simple majority required for a transfer or a 4/7 majority for a bond issue. Grants are pending, including Title III and a USDA grant. Staff continue to look for other external funding sources for Rolla, campus technology, retention & completion initiatives, and other programs. A campus technology upgrade is being funded in three phases through external resources. Phase I utilized \$1 million in federal COVID funds, Phase II will utilize a \$1 million federal earmark, and a USDA grant has been sought for Phase III.

Employees - *Create a culture of collaboration and learning to attract, retain, and develop diverse and talented employees.* Initiatives include a continued commitment to health insurance coverage, a 4% pay increase plus market adjustment plan for FY24, continued bargaining with faculty to improve salaries, a continued commitment to make compensation a priority as budgets are developed, a retirement incentive approved by the Board, and a Board-approved flexible work policy in response to changes in the workforce and needs of employees.

Partnerships - *Strengthen partnerships with local high schools, higher education institutions, and employers to drive intellectual and economic development in the region.* Early college enrollment trends have exceeded the target for credit hour growth; six high schools are participating. A partnership has been developed with Four Rivers to provide HVAC and welding programs for high school students. The "Earn While You Learn" program for allied health continues to grow, and the Center for Workforce Development is assisting local industries with customized training funds.

Pathways - *Develop clear academic and career pathways with personalized support to increase enrollment and promote student success.* Multiple new courses have been added and CORE 42 offerings have been expanded. Work on the guided pathways model continues. Course success rates have exceeded targets. Graduation and transfer rates have increased over the last several years.

Development of a new strategic plan will begin this year. A consultant will be identified to guide the next phase of planning, and campus-wide development of a new plan will begin in early 2024. Dr. Bauer noted that decisions have been made based on their consistency with the strategic plan. It has guided the work in Rolla and provided the impetus for seeking external funding.

The Board discussed the initiative to better serve the Rolla region. It was noted that the anticipated facility is projected to cost about \$25 million and additional grant applications have been made. Having the right type of space and sufficient space to grow programs is a challenge that limits enrollment growth in Rolla to some degree. The college is mandated to serve the Rolla region, but that area is outside the tax base so resources outside of a bond issue must be identified to fund facilities there. Board members raised questions about annexing the school district into the taxing district. Dr. Bauer noted that the Board would need to decide to attempt to grow the tax base and the Rolla community would need to vote to join the ECC district. Since ECC serves that region, it would make sense for school districts in that area to become part of the taxing district.

***PERSONNEL:** The Board **accepted** the resignation of Connie Wissbaum, Nursing Instructor, effective September 7, 2023, and **approved** the appointment of Amanda Baumruk as Advisor, Early College & Admissions effective September 4, 2023, with an annual salary of \$40,451.84. The Board also **approved** the roster of adjunct faculty for the Fall 2023 semester as listed in the attached memorandum.

BOARD PRESIDENT'S REPORT: Board President Ann Hartley reported that the men's and women's soccer teams were successful in games played in Iowa. The women's volleyball team won the tournament in Southeast Illinois. Kevin Dixon's photos of the prairie plot were excellent; all were encouraged to view them. Dr. Jennifer Judd has applied for a very competitive Missouri Arts Council Touring Artist Grant. The MCCA convention is in Kansas City this fall and employees were encouraged to attend.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Reg Brigham reported the honors program is being piloted this semester. Faculty are investigating AI in terms of how it impacts the plagiarism policy and how it can be used constructively in classes.
- B. ECC-NEA:** NEA Vice President Tanner French indicated the NEA has held Q & A sessions about the Collective Bargaining Agreement and there is interest in the retirement incentive.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** PSA President Carson Mowery reported that Campus Life is rolling out a first-generation student mentor program. Interested faculty and staff signed up to be mentors and 17 students have been matched to mentors for the semester.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** The CSA representative was unable to attend, so the report was given by Bonnie Gardner. Jessica Horn has accepted a professional staff position; Denise Walker has been elected as the new CSA president. The July Denim Day raised \$70 for Hope Ranch of Missouri.

PRESIDENT’S REPORT: Dr. Bauer recognized MCCA award finalists, noting the recipients will be announced at the November conference. He also recognized MCCA award winners Cookie Hays, Distinguished Alumni, and WEG Transformers, Distinguished Business and Industry.

Enrollment on the first day of classes was down 1.5% in headcount and 1.2% in credit hours. These numbers will fluctuate as dual credit and late start class enrollments come in. The end of the fourth week of classes marks the enrollment census date which will provide a formal comparison to last fall. The first week of classes went smoothly but the BH and DSSC buildings struggled with HVAC issues.

The Citizens Advisory Committee has met twice and reviewed budget/finances, enrollment, and deferred maintenance. The committee will review tax levy options this week and expects to report to the Board in October.

Dr. Bauer noted that fall athletics are off to a good start with the following records to begin the season: Women’s Soccer 1-2, Men’s Soccer 2-0-1, and Women’s Volleyball 8-0.

ADJOURNMENT:

Motion: To **adjourn** the August 28, 2023, public meeting of the Board of Trustees at 6:44 p.m.

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

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 16, 2023**

AGENDA ITEM VI: 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

10/16/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 583-5195, Ext. 2201
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East Central College
Statement of Net Assets for all Funds
As of August 31, 2023 and August 31, 2022

ASSETS	<u>8/31/23</u>	<u>8/31/22</u>
Current		
Cash	6,983,684	8,326,550
Investments	2,800,661	1,800,000
Receivables, net		
Student	4,255,843	3,758,083
Federal & State agencies	214,091	552,581
Other	(84,959)	6,759
Inventories	227,886	196,073
Prepaid expenses	41,041	56,546
Total Current Assets	<u>14,438,247</u>	<u>14,696,592</u>
Non-Current Assets		
Lease Assets	289,548	-
Capital Assets (net)	40,401,696	42,167,992
Total Non-Current Assets	<u>40,691,244</u>	<u>42,167,992</u>
Total Assets	<u>55,129,491</u>	<u>56,864,584</u>
DEFERRED OUTFLOW OF RESOURCES		
Deferred pension outflows	16,074,458	6,921,322
Deferred OPEB outflows	509,559	276,465
Total Assets and Deferred	<u>16,584,017</u>	<u>7,197,787</u>
Outflow of Resources	<u>71,713,508</u>	<u>64,062,371</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	41,786	424,608
Accrued Wages & Benefits	14,525	8,907
Unearned Revenue	418	(9,243)
Due to Agency Groups	-	-
Accrued Interest	-	-
Total Current Liabilities	<u>56,729</u>	<u>424,272</u>
Non-Current Liabilities		
Lease Liability	289,572	
USDA Loan	325,000	425,000
Bonds Payable	5,225,000	6,725,000
Premium on Sale of Bonds	234,581	336,979
Net Pension Liability	15,685,923	3,976,045
Compensated Absences	872,724	806,541
Post Employment Benefit Plan Payable	1,599,488	1,485,056
Johnson Control Performance Contract	911,913	983,520
United Bank of Union	1,510,000	1,630,000
Total Non-Current Liabilities	<u>26,654,201</u>	<u>16,368,141</u>
Total Liabilities	<u>26,710,930</u>	<u>16,792,413</u>
DEFERRED INFLOW OF RESOURCES		
Deferred pension inflows	10,695,010	13,706,520
Deferred OPEB Inflows	626,536	369,901
Total	<u>11,321,546</u>	<u>14,076,421</u>
NET ASSETS		
Investment in Capital Assets, net	40,693,975	39,887,194
Restricted for Debt Service	(134,769)	(44,894)
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	10,175,663	9,879,480
All other Funds	(18,813,837)	(18,288,243)
Total Net Assets	<u>33,681,032</u>	<u>33,193,537</u>
Total Liabilities, Deferred Inflow	<u>71,713,508</u>	<u>64,062,371</u>
of Resources and Net Assets		

East Central College
Statement of Activities
General Fund

As of August 31, 2023 and August 31, 2022

	For the Fiscal Year Ending June 30, 2023			For the Fiscal Year Ended June 30, 2022			
	Current FY Budget	Aug 31, 2023 Month end	Current FY Year-To-Date	Prior FY Budget	Aug 31, 2022 Month end	Prior FY Year-To-Date	Prior Year FYE
Revenues:							
Local Revenue	8,428,974	40,800	94,971	8,061,258	24,995	55,985	7,787,131
State Revenue	5,360,734	446,728	893,456	5,290,485	487,079	974,158	5,844,952
Federal Revenue	-	-	-	-	-	-	-
Tuition and Fees	7,808,233	420,402	3,969,334	7,409,748	317,189	3,730,880	6,991,306
Interest Income	124,076	10,199	22,068	75,000	7,523	15,044	149,181
Gifts and Grants	100,000	4,984	5,437	100,000	2,125	2,125	75,664
Miscellaneous Revenue	45,500	5,622	8,579	45,100	2,902	5,932	51,448
Transfers-Interfund & Indire	749,967	1,898	5,547	269,610	3,167	7,729	(328,224)
Transfer Federal Programs	-	-	-	-	-	-	11,742
Total Revenues	22,617,484	930,633	4,999,392	21,251,201	844,980	4,791,853	20,583,200
Expenses:							
Salaries	13,229,459	901,138	1,467,750	12,631,593	806,222	1,468,816	12,159,987
Benefits	4,713,956	362,377	670,983	4,418,238	317,989	614,563	4,094,400
Contractual Services	1,084,300	42,840	496,731	1,032,198	31,194	501,035	869,038
Current Expenses	1,016,160	91,884	218,976	859,010	62,661	136,559	705,939
Travel	269,417	8,010	38,249	271,559	14,668	53,295	230,122
Property & Casualty Insuran	235,000	-	122,994	222,000	-	114,032	225,634
Vehicle Expense	17,750	-	-	19,400	248	345	12,815
Utilities	645,840	38,479	105,002	545,000	65,777	125,779	716,305
Tele/Communications	229,460	30,261	44,939	250,770	14,417	31,047	208,932
Miscellaneous	596,224	7,150	28,839	397,285	19,339	34,530	211,165
Foundation Paid Expense	27,505	6,684	6,684	1,485	2,125	2,125	37,098
Clearing Account	-	283	263	-	(2,342)	(1,446)	-
Scholarship Expense	145,600	(195)	3,046	180,600	-	11,184	204,533
Faculty Development	-	-	2,000	25,000	-	5,500	14,850
Instit. Match for Grants	35,000	-	-	35,000	-	-	185,950
Commitment to AEL	70,000	-	-	60,000	-	-	52,731
Instit. Commit.to Fine Arts	-	-	-	-	-	-	-
Instit. Commit.to Word & M	-	-	-	-	-	-	-
Capital	25,750	2,699	79,147	21,500	26,544	26,544	79,381
Interfund Transfers	-	-	-	-	-	-	-
Debt Princ & Interest	276,063	52,771	53,886	280,563	552	54,448	280,000
Total Expenses	22,617,484	1,544,381	3,339,489	21,251,201	1,359,394	3,178,356	20,288,880
Revenue over Expenses	-	(613,748)	1,659,903	-	(514,414)	1,613,497	294,320

Statement of Revenue, Expenses & Changes in Net Assets
(All Funds)
As of August 31, 2023 and August 31, 2022

	For the Fiscal Year Ending June 30, 2024		For the Fiscal Year Ended June 30, 2023 (preliminary)	
	FY 2023		FY 2022	
	Aug 31, 2023	Year-To-Date	Aug 31, 2022	Year-To-Date
Operating Revenues:				
Student Tuition & Fees	503,924	4,912,844	365,788	4,420,224
Federal Grants & Contracts	11,105	23,269	143,422	143,422
State Grants & Contracts	-	-	-	-
Auxiliary Services Revenue	554,332	585,259	397,024	441,567
Other Operating Revenue	16,456	50,211	48,784	60,984
Total Operating Revenue	1,085,817	5,571,583	955,018	5,066,197
Operating Expenses:				
Salaries	1,018,971	1,670,392	910,689	1,692,856
Benefits	398,387	737,181	347,736	680,489
Purchased Services	139,496	760,736	56,809	667,855
Supplies & Current Expenses	427,410	1,018,268	365,090	793,148
Travel	17,246	27,971	19,714	34,970
Insurance	279	144,370	19,462	133,494
Utilities	79,531	170,488	95,306	181,094
Other	10,631	23,091	6,759	14,997
Depreciation/Amortization	188,597	378,041	186,719	373,948
Financial Aid & Scholarship	233	3,560	9,627	22,983
Foundation Paid Expense	9,284	9,640	4,375	4,375
Total Operating Expenses	2,290,065	4,943,738	2,022,286	4,600,209
Operating (Loss)/Gain	(1,204,248)	627,845	(1,067,268)	465,988
Non-Operating Revenues (Expenses):				
State Appropriations	446,728	893,456	487,079	974,158
Tax Revenue	52,308	121,758	29,770	69,117
Interest Income	12,120	26,235	9,628	17,149
Gain/Loss on asset disposal	-	-	-	-
Principal & Interest on Debt	(106,384)	(33,844)	95,182	(41,387)
Total Non-Operating Revenue (Expense)	404,772	1,007,605	621,659	1,019,037
Increase in Net Assets	(799,476)	1,635,450	(445,609)	1,485,025

**East Central College
Investments
As of August 31, 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>Bank of Franklin County</u>					
8159230	7/13/2023	1/13/2024	6 Months	4.90%	\$ 500,000.00
<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%	\$ 495,850.08
ECC Total Investments					\$ 2,800,660.89

2023

Total Cash Accounts	\$ 6,983,684.00
Certificates of Deposit	\$ 2,800,660.89
	<u>\$ 9,784,344.89</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 August 31, 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	\$ 34,398.09
FRESB 2019-SB61 A10H	01/25/39	30309LAN8	\$ 1,184,270.40
FNMA Pool #AL6270	10/01/34	3138EN6G9	\$ 305,397.25
FHLMC POOL #RB5108	04/01/41	3133KYU98	\$ 1,575,950.10
GNR 2021-22 AD	10/16/62	3830RTZ3	\$ 1,811,062.26
FHR 5081 AG	3/25/1951	3137FXXS2	\$ 1,260,251.16
FHLB LETTER OF CREDIT	10/28/2021		\$ 3,800,000.00
TOTAL			<u>\$ 10,221,329.26</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	\$ 126,099.88
FNMA 20YR	7/1/1941	31418D2V3	\$ 823,381.04
FDIC Insurance			\$ 250,000.00
TOTAL			<u>\$ 1,199,480.92</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 August 31, 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 FY24 budgets.

Total amount of checks dispersed from July 1, 2023 through August 31, 2023, is reported at \$2,501,910.6

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 16, 2023**

AGENDA ITEM VII: BIDS

Recommendation: To **approve** the purchase of a Universal Robot UR5e and accessories for the Industrial Engineering program from Advanced Technologies Consultant, Northville, MI, at a cost of \$41,557 to be funded 75% with Vocational Enhancement Grant funds and 25% with institutional funds.

Recommendation: To **approve** the purchase of a VERTEX® 360 Compact Welding Simulator from Ozarc Gas Equipment and Supply, Inc. at a cost of \$34,067 to be funded with Missouri One Start Customized Training funds.

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.

Attachments

10/16/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 583-5195, Ext. 2201
FAX (636) 583-6602



OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

TO: Dr. Jon Bauer, College President
DATE: September 12, 2023
FROM: Robyn Walter, Vice President of Academic Affairs
RE: Vocational Enhancement Grant Purchase Proposal – Universal Robot

The Industrial Engineering (IET) program would like to utilize Vocational Enhancement Grant funds to purchase a second Universal Robot UR5e with accessories for \$41,557. Pursuant to Board Policy 4.13.3, IET procured a sole source letter from Universal Robots that states Advanced Technologies Consultant in Northville, MI is the select vendor for the ECC region. Please see attached the letter from Universal Robots along with a price quote from Advanced Technologies Consultant.

The Universal Robot UR5e is a collaborative robot (cobot) increasingly used by industry in our region. Cobots allow robotic automation to be used in close proximity to workers with minimal guarding because of their inertial load calculations and sensing capabilities. Ease of integration into a facility can expand the role of small robots in industry at relatively low cost. This purchase will enhance the IET Robotics course in the following ways

- Afford students significantly more hands-on programming time on a 6 axis robot (we purchased our first one last year)
- This purchase includes a vacuum end effector for the robot. Students will experience an additional robotics application by picking up small or flat objects that cannot easily be handled with a gripper
- These robots have more advanced controllers that allow scripts to be run in the background while the primary program executes. This allows us to teach more advanced programming techniques than we currently teach with our Mitsubishi robots

July 18th, 2023

42 Prairie Dell Plaza
Union, MO 63084

Attn: Mr. Nathan Esbeck

We hereby confirm that Universal Robots A/S is the sole manufacturer and producer of the UR e-Series Collaborative Robots ("e-Series Robots"). All of our collaborative robots are manufactured at our headquarter located in Odense, Denmark.

Universal Robots has reinvented industrial robotics with lightweight and flexible robot arms dubbed "cobots" (collaborative robots). The Danish-designed e-Series Robots automate production in all industries – even in small and medium-sized businesses that regard automation as prohibitively expensive, cumbersome, and difficult to integrate.

The e-Series Robots are uniquely well suited for the needs of students in that our patented technology lets operators with no programming experience quickly set up and operate our e-Series Robots with intuitive, 3D visualization. The students simply move the robot arm to desired waypoints or touch the arrow keys on the easy-to-use touchscreen tablet. The e-Series Robots' proprietary programming environment allows for easy programming making the e-Series Robots a superb choice for educational programs looking to further their development of work force training programs. Universal Robots has a unique UR+ partners program that will allow all students to use industry-leading, plug-and-play attachments with the e-Series Robots to perform a wide-variety of tasks.

In order to ensure optimal customer service and robot maintenance support for our customers, Universal Robots has multiple distributors covering various geographical territories in the United States. The distributor for servicing the needs of East Central Community College in the State of Missouri is: *Advanced Technologies Consultants*

If you desire additional information, please do not hesitate to contact me at (at any time or visit our website at www.universal-robots.com). Thank you for your interest in our product(s).

Best Regards,

Bryan Bird
Regional Sales Director – US & Canada
Universal Robots USA Inc.



OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

TO: Dr. Jon Bauer, College President
DATE: September 12, 2023
FROM: Robyn Walter, Vice President of Academic Affairs
RE: VRTEX[®] Compact Welding Simulator

The Welding program would like to utilize Missouri One Start Customized Training funds to purchase a VRTEX[®] 360 Compact Welding Simulator for \$34,067.00. The funds will cover 100% of the cost of the purchase. Pursuant to Board Policy 4.13, an RFP was sent out by the Purchasing department and one bid was received from Ozarc Gas Equipment and Supply, Inc.

The welding simulator offers training and optional thermal oxy-fuel cutting in one virtual device. This unique feature also enables students to experience torch cutting in a virtual environment and learn to respond and effectively adjust their welding technique. Additionally, it can simulate welding discontinuities that occur when using improper welding techniques. The inclusion of a virtual bend test provides instant results that are highly beneficial for understanding what causes a weld to pass or fail. This welding simulator uses realistic puddle and welding sounds, along with simulations of sparks, slag, grinding, weld cooling, and is a valuable tool for educating students. The equipment is portable and can be used in a regular classroom or off-site customized training locations.



**Interoffice Memo
PRESIDENT'S OFFICE**

October 10, 2023

TO: Board of Trustees
FROM: Jon Bauer
RE: Telehealth Services for Students

Enclosed you will find a recommendation to provide telehealth services from The Virtual Care Group. We have discussed this issue on numerous occasions over the summer.

I will discuss my recommendation in detail at the October 16 meeting. In addition, the Faculty Association has adopted a resolution in support of the proposal. Representatives will be available to discuss their rationale and support.

We have reviewed the contract with our general counsel and have reached satisfactory language with the provider.

At this point, it is appropriate for the board to vote on the proposal. Four affirmative votes are necessary for approval.

I appreciate the work that has gone into this recommendation, the discussion with the board about the proposal, and the engagement of faculty and others on campus as this has been under consideration.

A resolution of the Faculty Association of East Central College approved on 9/8/2023 and endorsed by ECCNEA on 9/11/2023.

WHEREAS, the faculty of East Central College place student learning and wellbeing as our highest priority;

WHEREAS, faculty are aware the college administration and Board of Trustees are actively considering a proposal to offer telemedicine and telepsychiatric services to students, which would allow them access to urgent care level medical appointments and mental health appointments through an app;

WHEREAS, faculty were invited to attend a presentation at the fall of 2023 in-service training entitled “Classroom Management-Student Stress and the Faculty Role”, wherein the challenges to learning caused by student stress and mental health were discussed;

WHEREAS, during same presentation, data was presented showing students feel professors - more than any other group on campus - have a role in reducing stress; and another source reported that about 80 percent of faculty members report having a one-on-one conversation with a student about the student’s mental health; and

WHEREAS, the new telehealth proposal would open doors to ECC students and provide new ways to access help in addition to the already important resources offered by the student services department; as well as providing faculty an additional tool, by allowing them to refer students to the help they need, which in turn will aid the students in focusing on course content and learning; now, therefore, be it

RESOLVED, the faculty of East Central College support the implementation of a program to provide mental health and other services to students at East Central College and believe this would be a powerful step toward empowering students to overcome challenges and enabling them to be successful in not only their education, but their lives.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 16, 2023**

AGENDA ITEM VIII: U.S.D.A. GRANT AUTHORIZATION

Recommendation: To **approve** a resolution concerning acceptance and compliance with various requirements to obtain financial assistance from the United States Department of Agriculture for the purchase of equipment for the HVAC program through the U.S.D.A. Rural Business Development Grant.

Attachments



MEMORANDUM

To: Dr. Jon Bauer

Fr: Joel Doepker

Date: 10.2.2023

Re: USDA Grant Rural Business Development Grant, HVAC Equipment

An ECC Board of Trustees resolution is required concerning the compliance with various requirements to obtain financial assistance from the United States Department of Agriculture. The CP Guide 36-Borrower Certification Form includes a Conflict-of-Interest clarification, Equal Opportunity Agreement, Assurances – Construction Programs, and Certification for Contracts, Grants and Loans.

The required documents are needed to complete the process to the USDA Rural Business Development Grant (RBDG) program for the purchase of equipment to support the instruction in the HVAC program. The grant amount awarded by the USDA is \$70,000.

The College must submit the document to bid out the equipment to vendors and continue the acquisition process.

Joel Doepker

Vice President of External Relations

A RESOLUTION/ORDINANCE OF THE Board of Trustees OF
Junior College District of East Central Missouri CONCERNING ACCEPTANCE AND COMPLIANCE
WITH VARIOUS REQUIREMENTS TO OBTAIN FINANCIAL ASSISTANCE FROM UNITED STATES OF AMERICA, ACTING
THROUGH THE UNITED STATES DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT.

BE IT RESOLVED BY THE Board of Trustees OF Junior College District of East Central Missouri
MISSOURI, AS FOLLOWS:

Section 1. Definitions.

- A. Junior College District of East Central Missouri will also be referenced as “applicant”,
“recipient”, “participant”, and “grantee” throughout this document.
- B. United States of America, acting through United States Department of Agriculture, Rural
Development, will also be referenced as USDA Rural Development and “RD” throughout this
document.

Section 2. Certifications.

The following listed forms with instructions are attached hereto and fully incorporated as if set forth
herein:

- A. Standard Form 424-D, Assurances – Construction Programs.
- B. Form RD 400-1, Equal Opportunity Agreement.
- C. Form RD 400-4, Assurance Agreement.
- D. Form RD 1910-11, Applicant Certification Federal Collection Policies for Consumer or Commercial
Debts. **This form is applicable only when a USDA loan is being made.**
- E. FmHA Instruction 1940-Q, Exhibit A-1 (8-21-91), Certification for Contracts, Grants and Loans.

Section 3. Miscellaneous Provisions.

- A. If any section, subsection or part of this resolution/ordinance, whether large or small, and whether
set forth or incorporated herein by reference, is for any reason held invalid, the validity thereof shall
not affect the validity of any of the other provisions of this resolution, whether large or small, and
whether set forth or incorporated herein by reference.
- B. If any section, subsection, or other part of this resolution/ordinance is found to conflict with an
actual form set forth or referred to herein, the version of the form which is in effect on the date of
this instrument will be applicable.

- C. The signature of the President and the attestation by the Secretary to this resolution/ordinance shall act as the signature and attestation to each and every one of the requirements and forms set for and incorporated by reference in the sections and subsections of this resolution/ordinance as fully as if signed and attested to on individual documents or forms for each.

Section 4. Notice to Applicant.

- A. The applicant is given notice and hereby acknowledges the following:
 Applicants are required to identify any known relationship or association with a Rural Development employee. This would include family members, known close relatives, business associates or known close personal associates. In these cases, arrangements will be made for special handling of processing and servicing actions as required by CFR Part 1900 Subpart D. It will not affect your account status.

This Resolution/Ordinance shall be in full force and effect from and after its passage and approval.

PASSED this date: _____

The vote was: Yeas _____ Nays _____ Absent _____

(OFFICIAL SEAL)

Signature

Printed First Name Printed Last Name

President

Title

Attested by:

Signature

Printed First Name Printed Last Name

Secretary

Title

Applicant's Street Address

Applicant's City, State, Zip Code

CERTIFICATE

I, the undersigned, as Secretary _____ of Junior College District of East Central Missouri

Do hereby certify that the **Board of Trustees** is composed of _____ Members, of whom _____, constituting a quorum, were present at a meeting thereof duly called and held on the date passed; that the foregoing Resolution/Ordinance was adopted at such meeting by the vote shown above; that the passage of the foregoing Resolution/Ordinance is reflected in the official minutes of the said meeting; and that the Resolution/Ordinance has not been rescinded or amended in any way.

Dated: _____

Signature

Printed Name

Secretary

Title

CONFLICT OF INTEREST

To assure the high standards of honesty, integrity and impartiality maintained by Federal employees, we ask you to identify any relative or close associate of yours who is also a Rural Development employee.

Your response will not affect your application status but would allow us to make special provisions for processing.

Junior College District of East Central Missouri

Name of Applicant

/s/

Authorized Representative's Signature

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL /s/	TITLE President
APPLICANT ORGANIZATION Junior College District of East Central Missouri	DATE SUBMITTED

SF-424D (Rev. 7-97) Back

CERTIFICATION FOR CONTRACTS, GRANTS AND LOANS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subcontracts, and subgrants under grants and loans) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

/s/ _____
(signature)

(name)

(date)

President

(title)

oOo

EQUAL OPPORTUNITY AGREEMENT

This agreement, dated _____ between Junior College District of East Central Missouri and the U.S. Department of Agriculture (herein called "Recipient" whether one or more) and United States Department of Agriculture (USDA), pursuant to the rules and regulations of the Secretary of Labor (herein called the 'Secretary') issued under the authority of Executive Order 11246 as amended, witnesseth:

In consideration of financial assistance (whether by a loan, grant, loan guaranty, or other form of financial assistance) made or to be made by the USDA to Recipient, Recipient hereby agrees, if the cash cost of construction work performed by Recipient or a construction contract financed with such financial assistance exceeds \$10,000 - unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965.

1. To incorporate or cause to be incorporated into any contract for construction work, or modification thereof, subject to the relevant rules, regulations, and orders of the Secretary or of any prior authority that remain in effect, which is paid for in whole or in part with the aid of such financial assistance, the following "Equal Opportunity Clause":

During the performance of this contract, the contractor agrees as follows:

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the USDA setting forth the provisions of this nondiscrimination clause.
- (b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (c) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the USDA, advising the said labor union or workers' representative of the contractor's commitments under this agreement and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of all rules, regulations and relevant orders of the Secretary of Labor.
- (e) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, rules, regulations, and orders, or pursuant thereto, and will permit access to his books, records, and accounts by the USDA Civil Rights Office, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (f) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by Law.
- (g) The contractor will include the provisions of paragraph 1 and paragraph (a) through (g) in every subcontract or purchase order, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the USDA may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the USDA, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 0575-0201. Public reporting for this collection of information is estimated to be approximately 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are voluntary. However, in order to obtain or retain a benefit, the information in this form is required 7 CFR 1901-E. Rural Development has no plans to publish information collected under the provisions of this program. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Rural Development Innovation Center, Regulations Management Division at ICRMRequests@usda.gov.

2. To be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the organization so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
3. To notify all prospective contractors to file the required 'Compliance Statement', Form RD 400-6, with their bids.
4. Form AD-425, Instructions to Contractors, will accompany the notice of award of the contract. Bid conditions for all nonexempt federal and federally assisted construction contracts require inclusion of the appropriate "Hometown" or "Imposed" plan affirmative action and equal employment opportunity requirements. All bidders must comply with the bid conditions contained in the invitation to be considered responsible bidders and hence eligible for the award.
5. To assist and cooperate actively with USDA and the Secretary in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary, that will furnish USDA and the Secretary such information such as , but not limited to, Form AD-560, Certification of Nonsegregated Facilities, to submit the Monthly Employment Utilization Report, Form CC-257, as they may require for the supervision of such compliance, and that it will otherwise assist USDA in the discharge of USDA's primary responsibility for securing compliance.
6. To refrain from entering into any contract or contract modification subject to such Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and Federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by USDA or the Secretary of Labor pursuant to Part II, Subpart D, of the Executive Order.
7. That if the recipient fails or refuses to comply with these undertakings, the USDA may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the organization under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such organization; and refer the case to the Department of Justice for appropriate legal proceedings.

Signed by the Recipient on the date first written above.

Recipient

Recipient

(CORPORATE SEAL)

Junior College District of East Central MO
Name of Corporate Recipient

Attest:

Secretary

By _____
President

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 16, 2023**

AGENDA ITEM IX: EMPLOYEE INSURANCE

Recommendation: To **approve** Anthem Blue Cross Blue Shield to provide bundled insurance benefits for employees in 2024:

Medical Insurance *5% increase*

Dental Insurance *2% decrease*

Vision Insurance

 Material only *1% decrease*

 Full-service *12% increase*
(for employees not in medical plan)

Life/Accidental *2.2 cent increase per \$100 of LTD coverage*
Death &
Dismemberment,
Long-Term Disability

Attachment

10/16/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 2201

FAX (636) 583-6602



TO: Dr. Jon Bauer
DATE: October 6, 2023
FROM: Carrie A. Myers
SUBJECT: 2024 Employee Insurance Benefits Renewal

Our insurance broker, Cottingham & Butler sent our plans out to market for our 2024 employee insurance benefits renewal. The insurance benefits for full-time employees include medical, dental, vision, life/AD&D and long-term disability. ECC retirees have the option to continue their medical, dental and/or vision at the same premium cost to the College and dependents at their own expense.

This memorandum serves as a recommendation by the Insurance Committee for the Board of Trustees to approve insurance providers and premiums for plan year 2024.

MEDICAL

The College has had medical coverage through Anthem Blue Cross Blue Shield since January 1, 2014. Employees choose between a base plan and high deductible plan. Each plan has 2 network options that include BJC or non-BJC providers.

Anthem initially provided a renewal with a 15% increase, and Cottingham & Butler negotiated the rate down to 7.1%. However, Anthem proposed a bundled package to include Dental and Vision for a final rate increase on the medical policy of 5%. We will have two plans (HSA options) that have no premium cost for the employee and two plans (base option) with a monthly premium. We will continue with the base and high deductible plans with the BJC or non-BJC provider options.

Major change for 2024 will include:

- The employee deductible portion of both H.S.A. plans will increase from \$3,000 to \$3,200 due to IRS Compliance.

The College will continue to purchase a Health Reimbursement Account (HRA), which reduces the overall premium costs and reduces the deductible for the employees. Employees on the high deductible plan will continue to receive a contribution to their Health Savings Account for employee only coverage or receive a reduced premium for dependent coverage.

Medical Insurance Renewal includes the Premium, Health Savings Account Contribution or Reduced Dependent Premium for high deductible participants and the HRA estimated Cost per Employee paid by the College. This is the insurance value reported to PSRS/PEERS:

*2024 Monthly \$998.79	Annual \$11,985.48
2023 Monthly \$966.50	Annual \$11,598.00
2022 Monthly \$911.32	Annual \$10,935.84
2021 Monthly \$813.68.	Annual \$ 9,764.16

DENTAL

Anthem Dental will be the new provider. This change of provider allows a great network for employees, and a rate reduction without any benefit changes.

Anthem Insurance Cost Per Employee paid by the College.

*2024 Monthly \$33.75	Annual \$405.00
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Previous Dental Insurance Premium Cost per Employee paid by the College.

2023 Monthly \$34.44	Annual \$413.28
2022 Monthly \$34.44	Annual \$413.28
2021 Monthly \$35.88	Annual \$430.56

VISION

Anthem Vision will be the new provider. This change of provider allows a great network for employees, and a potential rate reduction for those who select Anthem as their medical insurance provider. Material-Only plans will be for those covered by the medical insurance, and Full-Service plans will be for those who are not covered by the medical insurance.

Anthem Material-Only Insurance Cost Per Employee paid by the college for those who select the medical plan.

*2024 Monthly \$4.45	Annual \$53.40
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Anthem Full-Service Vision Insurance Cost Per Employee paid by the college for those who do not select the medical plan.

*2024 Monthly \$5.05	Annual \$60.60
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Previous EyeMed Vision Insurance Premium Cost per Employee paid by the College.

*2023 Monthly \$4.50	Annual \$54.00
2022 Monthly \$4.50	Annual \$54.00
2021 Monthly \$4.50	Annual \$54.00

BASIC LIFE/AD&D AND LONG-TERM DISABILITY

In 2016, we moved basic life/AD&D and long-term disability to Anthem Life Basic and have no premium increase in Life/AD&D but will receive an increase in Long Term Disability in 2024. The College provides full-time employees a \$50,000 life/AD&D policy.

Life/AD&D Insurance Premium Cost to the College

*2024 Monthly	\$.082 per \$1,000 of life coverage and \$.02 per \$1,000 of coverage
2023 Monthly	\$.082 per \$1,000 of life coverage and \$.02 per \$1,000 of coverage
2022 Monthly	\$.082 per \$1,000 of life coverage and \$.02 per \$1,000 of coverage
2021 Monthly	\$.082 per \$1,000 of life coverage and \$.02 per \$1,000 of coverage

Long Term Disability Insurance Premium Cost to the College

*2024 Monthly	\$.262 per \$100 of coverage
2023 Monthly	\$.240 per \$100 of coverage
2022 Monthly	\$.240 per \$100 of coverage
2021 Monthly	\$.225 per \$100 of coverage

Please let me know if you need any additional information.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 16, 2023**

AGENDA ITEM X: CITIZENS ADVISORY COMMITTEE RECOMMENDATION

The Citizens Advisory Committee has completed its work, and a recommendation will be presented regarding the debt service levy.

Attachments

10/16/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 2201

FAX (636) 583-6602



**Interoffice Memo
PRESIDENT'S OFFICE**

October 10, 2023

TO: Board of Trustees
FROM: Jon Bauer, President
RE: Citizens Advisory Committee Recommendation

Enclosed please find the recommendation of the Citizens Advisory Committee regarding the college's tax levy. This recommendation is being presented to the board for consideration. No action is requested at the October 16 meeting. Instead, the recommendation is intended to inform the board's consideration of a future decision about presenting a tax levy proposal to voters.

The board appointed the committee as a means of obtaining public input on various options concerning the debt service levy. The college has general obligation bonds that will be retired in 2026. As a result, the college will need to determine whether to let the debt service levy expire, ask voters to approve a new bond issue, or ask voters to transfer the debt service levy to the operating levy.

The committee met over the last several months, reviewing college finances, facility needs, budgetary challenges, and additional information.

You will see that the committee recommends that the college ask voters to approve a transfer of the debt service levy to operations.

The recommendation will be presented at the October 16 meeting. Members of the committee have been invited to attend. This will be an opportunity to discuss the recommendation, ask questions, and prepare the board for a future decision about a levy proposal.

This is a momentous decision for the Board of Trustees. I look forward to discussing the recommendation Monday evening, and I am deeply grateful for the work of the committee in developing this recommendation.

CITIZENS ADVISORY COMMITTEE REPORT TO THE BOARD OF TRUSTEES

September 13, 2023

In June 2023 the East Central College Board of Trustees approved the appointment of a citizens committee to provide input regarding the debt service levy. The committee was appointed to serve as an advisory body to the college president and, therefore, to the Board of Trustees. This report serves as a summary of the committee's activities, observations, and recommendations.

Charge to the Committee

Examine the financial resources, how the institution uses those resources, and what adjustments, if any, should be made to East Central's debt service levy when the current bonds are retired in 2026.

Members

Membership included the following individuals: Chuck Ray, Bourbon; Dorothy Schowe, New Haven; Kyle Kruse, St. Clair; Tony Schwarm, Sullivan; Mike Elliott, Union; Steve Campbell, Union; Susan Miller Warden, Washington; and Susie Eckelkamp, St. Albans.

Meetings

College staff presented information to the committee at various meetings. Through presentations and printed material, members received an overview of the college's mission, organization, facilities, and finances. The schedule of meetings:

- June 28, 2023: Overview of committee charge, institutional mission, institutional budget, tax levy structure, and general obligation bonds. Tour of BH and DSSC buildings.
- July 28, 2023: Review of district/service region, enrollment trends, tuition, historical budget trends, and deferred maintenance items. Tour of HS building.
- August 30, 2023: Discussion of personnel recruitment/retention challenges, existing debt service levy and options, and potential election dates. Determination of the best option for the debt service levy. Tour of BIC building.

OPTIONS

The committee discussed the pros and cons of each of three options for the debt service levy:

- Allow the current levy to expire when bonds are retired in 2026.
- Issue new general obligation bonds in 2026 with the current levy continuing to support payment of those bonds.
- Transfer the debt service levy to operations to support the ongoing operational needs of the college.

RECOMMENDATION

The college has significant operating and deferred maintenance needs. Escalating costs make it difficult to maintain a high level of service, recruit/retain quality faculty and staff, and expand offerings for students. The current economic climate drives pricing for commodities needed for the college to function as well as increases the wages that must be provided to maintain a quality workforce. Addressing these conditions will require additional revenue. The need for a new facility is not imminent; it may be possible to renovate existing space to accommodate program needs for the near future.

Due to the need for operating funds and the necessity to address deferred maintenance on existing facilities, the position of the committee is that a transfer of the existing debt service levy to the operating levy is recommended. This transfer can be accomplished by asking the voters to approve a no-tax-increase measure.

RATIONALE

East Central College has a history of providing quality, affordable education to students from all walks of life. Part of this endeavor has involved the construction of appropriate facilities. For many of these projects, bond issues were used to finance construction. As a good steward of taxpayer dollars, ECC has now determined that current facilities meet most needs, and asking voters to approve a new, no-tax-rate-increase bond issue is not the best use of taxpayer funds. In addition, proposing a new bond issue for construction is likely to cause confusion with the current plans to construct a facility in Rolla, which would not be eligible for funding with a bond issue.

ECC now faces challenges in addressing deferred maintenance issues, attracting and retaining highly qualified faculty and staff, and keeping pace with the ever-increasing costs of goods and services. For that reason, the committee proposes moving the tax rate formerly used for construction into the area of operations to address facility maintenance and offer competitive wages, salaries, and benefits. Doing so helps ensure that ECC can continue to provide the best education possible, with the best faculty and staff available.

The conversion of the bond levy to the operating levy allows the college to utilize the revenue for the above purposes, while also providing the flexibility to use some of the revenue to obtain Certificates of Participation to fund numerous deferred maintenance items and for future building projects, if needed. With fluctuating enrollment, the revenue stream from tuition is not sufficient to ensure a sustainable funding mode.

This approach offers the flexibility to address ongoing needs and facility issues immediately while also allowing the college to reserve a portion of the revenue generated for the expansion/improvement of campus facilities in the future. A levy transfer issue would require only a simple majority for approval. Placing a no-tax-increase issue before the voters in April 2024 will provide ample time to run the issue again before the debt service levy expires should the issue be defeated on the April ballot.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 16, 2023**

AGENDA ITEM XI: BOARD POLICIES & PROCEDURES CHAPTER 1

The scheduled review of chapter one of Board Policies and Procedures has been completed. Recommendations for language changes from the review committee have been reviewed and approved by the Shared Governance Council. The proposed changes will be presented for consideration and discussion; a recommendation for approval will be presented at the November meeting.

Attachment

10/16/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 583-5195, Ext. 2201
FAX (636) 583-6602

SECTION 1: ORGANIZATION OF THE COLLEGE

1.1 Mission *(Adopted 12-6-1994; Revised 10-6-2003, 12-2-2013, 8-26-2019)*
Institutional Mission - Empowering students and enriching communities through education.

1.2 Legal Authority *(Adopted 12-3-1968; Revised 2-4-2002, 11-12-2007, 3-8-2021)*
The Junior College District of East Central Missouri, its Board and employees will comply with all applicable community college laws of Missouri. Other sections and statutes, not specifically written for community colleges but applicable to them, will be complied with as interpreted and defined by the Coordinating Board for Higher Education and by legal counsel.

1.3 Authority and Responsibilities of the Board of Trustees *(Adopted 6-6-1988; Revised 11-12-2007)*
The Board of Trustees of the Junior College District of East Central Missouri is the sole statutory legislative governing body responsible for the control and operation of East Central College.

Procedures *(Revised 3-8-2021; xx-xx-2023)*

1.3.1 The statutory responsibilities of the Board of Trustees include, but are not limited to, the following:

1. Approve the appointment, retention, and dismissal of employees of the College, define and assign their powers and duties, and fix their compensation.
2. Levy such taxes as are required for the operation of the College.
3. Establish **tuition and** fees for students in the amount necessary to maintain College courses.
4. Provide instructional programs and services and physical facilities.
5. Approve all contracts unless delegated to the College President for approval.
6. Adopt and oversee disciplinary policy regarding students.
7. Comply with all applicable federal, state, and local mandates.

1.4 Organization of the College *(Adopted 2-7-1991; Revised 2-4-2002, 3-8-2021)*
The organization of the College shall be proposed by the President of the College and approved by the Board annually. Changes to the organizational structure during the fiscal year shall be presented to the Board for approval prior to implementation.

Procedures *(Adopted 3-8-2021)*

1.4.1 The staffing plan shall be developed by the Human Resources Director in conjunction with the President and Vice Presidents.

1.4.2 Changes to the staffing plan shall be proposed to the President by the appropriate Vice President as required to ensure the efficient operation of the College. Upon

approval by the President, changes resulting in the addition or deletion of a full-time position or reclassification of a contracted employee shall be presented to the Board for acceptance.

1.5 Trustee Qualifications *(Adopted 11-12-2007)*

Members of the Board of Trustees shall be citizens of the United States and at least twenty-one (21) years of age. They shall also have been voters of their respective sub-district for at least one (1) whole year preceding their election or appointment.

1.6 Officers and Staff of the Board of Trustees *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 2-4-2002, 3-8-2021)*

The Board of Trustees shall select members and other personnel to serve as officers and staff. The Board officers shall serve in their positions until the first meeting of the Board following an election held by the College District unless replaced by a majority vote of the whole Board.

Procedures *(Revised 3-8-2021)*

1.6.1 Officers

The officers of the Board of Trustees shall be a president, a vice president, a secretary, and a treasurer who shall be members of the Board, and a recording secretary, who need not be a member of the Board.

1.6.2 Officers – When Elected

Officers shall be elected at the first meeting of the Board following elections held by the College District in each even numbered year. In the case of a vacancy in any office, such vacancy shall be filled as soon as practicable by electing a successor to the unexpired term of office.

1.6.3 Election – How Conducted

The election of all officers may be by secret ballot and shall be held at a regular meeting or at a special meeting of the Board held for that purpose.

1.6.4 Term of Office

Each officer of the Board shall be elected for a term of two (2) years, shall assume office immediately upon election, and shall hold office until their successor shall be elected and qualified by a majority vote of the whole Board.

1.6.5 Duties of the Officers and Staff *(revised xx-xx-2023)*

President

The duties of the President shall be, specifically:

1. To preside **at over** all meetings of the Board of Trustees.

2. To appoint or provide for the election of ~~all~~ Board committees and appoint Board liaisons to College committees as appropriate.
3. To call special meetings as required.
4. To perform other such ~~other~~ duties as may be prescribed by law for action of the Board of Trustees.
5. To sign checks and conduct financial transactions in the absence of the treasurer.

Vice President

The duties of the Vice President shall be, specifically:

1. In the case of the resignation, absence, or other disability of the President, to perform all ~~of the~~ duties of the President.
2. To perform ~~such other and~~ further duties as shall from time to time be assigned to ~~him/her~~ them by the President of the Board of Trustees.

Secretary

The duties of the Secretary shall be, specifically:

1. To sign documents, contracts, and other instruments on which the signature of the secretary is required or appropriate.
2. To record meeting minutes in the absence of the Recording Secretary.

Treasurer

The duties of the Treasurer shall be, specifically:

1. To keep or cause to be kept complete records of the financial transactions of the College District, to sign or cause to be signed all checks, and to report or cause to be reported the financial status of the College District.
2. Such other duties as are ~~imposed on~~ required of the Treasurer under the Laws of Missouri.

Recording Secretary

1. May be appointed by the Board of Trustees and may or may not be a member of the Board. Any compensation for serving as Recording Secretary shall be fixed by the Board of Trustees.
2. The duties of the Recording Secretary shall be, specifically:
 - to be the custodian of the official seal of the College,
 - to prepare and post Board of Trustees meeting agendas,
 - to post notices of Board of Trustees meetings,
 - to attend meetings of the Board of Trustees and to ~~prepare a transcript~~ record minutes of the proceedings,
 - to be the official custodian of Board proceedings and records,
 - and ~~at the direction of the Board of Trustees~~ to sign all legal documents in the absence of the Secretary of the Board of Trustees at the direction of the Board of Trustees.

1.7 Board Member Service *(Adopted 8-12-1991; Reaffirmed 8-29-2005; Revised 11-12-2007)*

No member of the Board shall directly or indirectly receive any compensation or remuneration nor derive any profit or gain from membership on the Board or from

services rendered to the College. No Board member of East Central College will use any College equipment, supplies, or personnel for any purpose other than the College's business.

1.8 Board Member Code of Ethics *(Adopted 3-7-2022)*

The Board of Trustees, as the sole governing body of the district, will adhere to this Code of Ethics to ensure autonomous governance of the College. In conjunction with policies established concerning the authority, responsibilities, accountability, and operations of the Board, the Code of Ethics establishes standards and expectations for the actions of each Trustee.

Each member of the Board of Trustees of East Central College shall:

1. Hold the educational welfare of the students attending East Central College as the primary concern.
2. Devote time, thought, and study to the duties and responsibilities of a Trustee ~~in order~~ to render effective and creditable service.
3. Work with fellow Board members in a ~~spirit~~ spirit of cooperation and collaboration.
4. Recognize and communicate that authority rests only with the whole Board and that a Trustee has no legal authority outside the legally constituted meetings of the Board.
5. Refrain from acting ~~on their own~~ independently or directing College employees or operations.
6. Conduct all College business in open public meetings unless, in the judgment of the Board and only for those purposes permitted by law, it is more appropriate to hold a closed meeting.
7. Hold confidential all discussions occurring in closed meetings of the Board, to the extent allowed by law.
8. Base decisions upon all available facts in each situation; vote their conviction in every case, unswayed by partisan bias of any kind; and abide by and uphold the final majority decision of the Board.
9. Speak with one voice as a Trustee once a Board decision or policy is made.
10. Make no commitments to constituents on behalf of the Board.
11. Uphold, implement, and enforce all laws, rules, regulations, court orders, and standards pertaining to East Central College.
12. Resist every temptation and outside pressure to use the position of Trustee to benefit themselves or any other individual or agency apart from the total interest of the community College.
13. Exemplify ethical behavior and conduct that is above reproach.
14. Endeavor to ~~always~~ remain ~~always~~ accountable to the community.

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~~ **shall** disclose ~~in writing~~ the following transactions **in writing** 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~~ **their** 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 Financial** Officer Disclosure *(revised xx-xx-2023)*

The College President and the Chief **Purchasing Financial** Officer (i.e., the Vice President of Finance and Administration) will disclose ~~in writing~~ the information required in 1) and 2) above **in writing**. 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~~ they are 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.

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 in Procedure 1.10.6](#).

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~~ **their** 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~~ **their** 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~~ **their** spouse, dependent children in ~~his or her~~ **their** custody, or any business with which ~~he or she is~~ **they are** associated will benefit financially.

"Business with which a person is associated" means:

1. A sole proprietorship owned by the Board member, ~~his or her~~ **their** spouse, or any dependent children in ~~the person's~~ **their** 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, **their** spouse, or dependent children in ~~the Board member's~~ **their** 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, **their** 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 *(revised xxx-xx-2023)*

A Board member shall not use confidential information obtained in the course of ~~his or her~~ **their** official capacity in any manner with the intent to ~~result in~~ **achieve** financial gain for ~~himself or herself~~ **themselves**, 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. ~~It~~ ~~the event that~~ **If** 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.

1.11 Sub-districting *(Adopted 12-2- 1991; Revised 2-4-2002)*

For the purpose of electing trustees, a sub-districting plan will be adopted by the Board of Trustees, approved by the Coordinating Board for Higher Education, and reviewed following publication of each decennial census.

1.12 Elections *(Adopted 11-12-2007; Revised 3-8-2021)*

All elections related to College issues and elections of College trustees will be carried out in accordance with Missouri Law.

The qualified voters of the Junior College District of East Central Missouri shall elect two (2) trustees for terms of six (6) years each on municipal election day in April of each even-numbered year. Unexpired vacant terms will be filled in accordance with law.

Procedures *(Revised 3-8-2021)*

1.12.1 Candidate Filing *(Revised xx-xx-2023)*

Before the sixteenth Tuesday preceding the election, the Board shall publish in at least one (1) newspaper of general circulation in the College District the opening filing date, the offices to be filled, the place for filing, the closing date for filing, and a statement that candidates filing on the first day of filing will be listed on the ballot in random order.

Qualified applicants for the Board may file a declaration of candidacy during business hours in the **President's Franklin County, Missouri, County Clerk's**

office commencing at 8:00 a.m. on the sixteenth Tuesday prior to the election and ending at 5:00 p.m. on the ~~eleventh~~ ~~thirteenth~~ Tuesday prior to the election. The candidate shall declare ~~his or her~~ ~~their~~ intent to become a candidate in person and in writing to the ~~Recording Secretary of the Board of Trustees Franklin County, Missouri, County Clerk~~ or designee.

The names of qualified candidates shall be placed on the ballot in order of filing, except that for candidates who file a declaration of candidacy prior to 4:30 p.m. on the first day of filing, the order in which such candidates' names shall appear on the ballot will be determined by random drawing. Each candidate filing on the first day shall draw a number at random at the time of filing. The ~~Board Recording Secretary Franklin County, Missouri, County Clerk or designee~~ shall record the number drawn with the candidate's declaration of candidacy. The names of candidates filing on the first day of filing shall be listed in ascending order of the numbers so drawn and ahead of the names of candidates filing on a later date.

The notice of election and certification of candidates must be submitted to the various election authorities by the tenth Tuesday prior to the election in the manner provided by law. After the tenth Tuesday prior to the election, the candidate list may only be modified pursuant to court order, in accordance with law.

Prior to the College's certification of candidates to the election authorities, a candidate may withdraw from the election by presenting to the Board Recording Secretary a notarized written statement of ~~his or her~~ ~~their~~ intention to withdraw. After the deadline for certification of candidates to the election authority, a candidate may only withdraw pursuant to court order, in accordance with law.

The ~~Board Recording Secretary Franklin County, Missouri, County Clerk or designee~~ will notarize each candidate's Affidavit of Tax Payments and Bonding Requirements, which shall be filed with the Missouri Department of Revenue. The ~~Board Recording Secretary Franklin County, Missouri, County Clerk or designee~~ shall also provide each candidate a copy of the Notice of Candidate's Obligation to File Financial Interest Statement and a plain language summary of the applicable laws provided by the Missouri Ethics Commission as required by law. Candidates must comply with laws concerning eligibility, campaign financing and campaign disclosures.

1.12.2 No Election Held

No election will be held if, after the last date of candidate filing, the number of candidates who have filed is equal to the number of positions to be filled by the election in the appropriate subdistricts. However, if the number of candidates filing exceeds the number of positions in a subdistrict, the election will be held

even if a sufficient number of candidates withdraw so that the remaining candidates are equal to the number of positions to be filled.

1.12.3 Certification of Results

Within seven (7) business days after receipt of the official election returns from the election authorities, at least a majority of the then-qualified members of the Board of Trustees will tabulate the results so received and declare and certify the candidate or candidates receiving the greatest number of votes and the result of balloting upon any question. Said certification will be duly noted in the official minutes of the Board meeting.

1.13 Assuming the Office *(Adopted 12-3-1968; Revised 2-4-2002, 3-8-2021)*

At the meeting of the Board of Trustees where the election of a member or members of the Board of Trustees has been certified, said member or members so elected and certified shall present themselves for the purpose of being seated.

Procedures

1.13.1 Oath

All members of the Board of Trustees shall be required to take and subscribe to an oath of office in the following form:

“I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State of Missouri, and that I will faithfully ~~demean~~ conduct myself in the office of Trustee of the Junior College District of East Central Missouri.”

1.14 Seating of Members *(Adopted 12-3-1968; Revised 2-4-2002, xx-xx-2023)*

~~After the oath of office is administered~~ the President of the Board shall ~~thereupon~~ recognize newly elected members as members of the Board of Trustees, and they shall thenceforth be entitled and qualified to perform the duties of the office of members of the Board of Trustees.

1.15 Vacancy on the Board of Trustees *(Adopted 12-3-1968; Revised 2-4-2002, 3-1-2021, xx-xx-2023)*

Any vacancy shall be filled by an act of the Board.

In the case of a vacancy occurring in the membership of the Board of Trustees ~~from any cause for any reason~~, it shall be the duty of the Secretary to certify such fact to each remaining member of the Board.

After such certification, the Trustees at a regular or special meeting shall nominate and appoint a successor Trustee to serve until the next election held by or for the College District when a Trustee shall be elected for the unexpired term.

When a person becomes a member of the Board of Trustees by appointment, the new member shall be seated as soon as possible, but no later than the next regular meeting after said appointment and after having taken the prescribed oath of office.

1.16 Board Meetings (Adopted 12-3-1968; Revised 2-4-2002, 3-8-2021)

Board meeting procedures and schedules shall be established by the Board in conjunction with the College President.

Procedures *(Revised 3-8-2021)*

1.16.1 Regular Meetings *(revised xx-xx-2023)*

~~The Regular monthly meetings of the Board of Trustees is held on the first Monday of each calendar~~ will be held once per month at a time to be established by the Board unless such day occurs on a legal holiday or the Board selects an alternate date for the meeting otherwise canceled.

All Board meetings shall be held at a place of sufficient size to accommodate the anticipated members of the public or via videoconference, and at a time that is reasonably convenient. In addition, reasonable efforts shall be made to make the meeting accessible to individuals with disabilities. If any of these statutory requirements are not met, the nature of the cause for noncompliance for the meeting will be stated in the Board minutes.

Recording open meetings ~~by audiotape, videotape, or other electronic means~~ is allowed by law. However, the Board will establish guidelines regarding the manner in which such recordings are conducted to minimize disruption to the meeting. Recording a closed meeting is prohibited unless permission has been granted by the Board.

1.16.2 Meetings to be Public

All regular meetings of the Board shall be open to the public unless closed as authorized by law.

1.16.3 Representatives of the Employee Associations and Student Government *(revised xx-xx-2023)*

The Board of Trustees will officially recognize a member of each employee association **and the Student Government** selected by these bodies as their representatives. These representatives will receive notices of the Board meetings and agendas and will be invited to attend the Board meetings to provide an update on the activities of the associations.

1.16.4 Notification of Meetings

It is the policy of the College to inform the public of Board of Trustee meetings in accordance with the law. The Recording Secretary has the responsibility to post notice of Board meetings.

1. All Meetings

In addition to the criteria listed below, notice of all Board meetings (regular, special, and closed) shall be given at least 24 hours in advance of the meeting, exclusive of weekends and holidays when the College is closed, unless for good cause such notice is impossible or impractical, in which case as much notice as reasonably possible shall be given. The nature of the good cause must be stated in the minutes.

The notice shall be posted outside the Board of Trustees meeting room in Buescher Hall and on the College's website.

All interested news media organizations will be notified of all meetings of the Board of Trustees.

2. Open Meetings

Public notice of an open meeting will include the time, date, place, and tentative agenda advising the public of the matters to be considered.

3. Closed Meetings

Public notice of a closed meeting will include the time, date, and place of the meeting and the specific statutory exemption under which the meeting is closed.

1.17 Closed Meetings *(Adopted 11-7-1988; Revised 1-2005)*

The Board of Trustees will comply with RSMo sections 610.010 - 610.030 regarding open meetings, records, and votes. All meetings, records, and votes shall be open to the public unless closed as authorized by law. The Board reserves the right, as provided by law, to conduct closed meetings, including any records or votes, to the extent allowed under the Missouri Sunshine Law.

Procedures *(Revised 3-8-2021)*

1.17.1 Authorizing a Closed Meeting

Public notice of closed meetings shall be given in accordance with Board policy and law. A majority of a quorum of the Board shall vote to close a meeting, in accordance with law. The reason for holding the closed meeting, with reference to the specific statutory exemption relied upon for closure and the roll call vote of each member on the question of holding a closed meeting, shall be announced

publicly at an open session and entered into the minutes. Only business directly related to the specific exemptions may be discussed or voted upon at a closed meeting.

1.17.2 Objection

In the event a motion is made to close a meeting, record, or vote and a Board member believes that the motion would violate the Missouri Sunshine Law if passed, the Board member may state his or her objection to the motion before or at the time the vote is taken. The Recording Secretary will enter the objection in the minutes. Once the objection has been made, the Board member shall be allowed to fully participate in the meeting, record, or vote even if it is closed over the member's objection. If the Board member voted against the motion to close the meeting, record, or vote, the recorded objection and the vote is an absolute defense to any claim filed against the Board member pursuant to the Missouri Sunshine Law.

1.17.3 Meeting Location

The Board shall only close that portion of the meeting facility needed to house the Board in closed session. Members of the public must be allowed to remain in the meeting facility so that they may attend any open meeting that follows the closed meeting.

1.17.4 Confidentiality *(revised xx-xx-2023)*

The Board members and employees in attendance are honor-bound not to disclose the details or discussions of the closed meetings, records, or votes. College ~~District~~ employees who fail to keep closed information or closed meetings confidential may be disciplined or terminated. The Board may publicly admonish Board members who fail to keep closed meetings, records, or votes confidential in violation of this policy.

1.17.5 Reasons for Holding Closed Meetings

Unless otherwise determined by the Board, any meeting, record, or vote pertaining to the following topics shall be considered a closed meeting, closed record, or closed vote:

1. Legal actions, causes of action or litigation involving the College District and any confidential or privileged communication between the College District or its representatives and its attorneys. However, any minutes, vote, or settlement agreement relating to legal actions, causes of action, or litigation shall be made public upon final disposition of the matter voted upon or upon the signing by the parties of the settlement agreement, unless, prior to final

disposition, the settlement agreement is ordered closed by a court, except that the amount of any monies paid by the College shall be disclosed.

2. The lease, purchase, or sale of real estate by the College District where public knowledge of the transaction might adversely affect the amount to be received or spent by the College District. Any minutes, vote, or public record approving such a contract shall become available to the public upon execution of the lease, purchase, or sale of the real estate.
3. Hiring, firing, disciplining, or promoting of particular employees by the College District when personal information about the employee is discussed or recorded. However, any vote on a final decision to hire, fire, promote, or discipline an employee shall be made available to the public, along with a record of how each member voted, within 72 hours of the close of the meeting; provided, however, that any employee so affected shall be entitled to prompt notice of such decision during the 72-hour period before such decision is made available to the public.
4. Proceedings involving the mental or physical health of an identifiable individual.
5. Scholastic probation, expulsion, or graduation of identifiable persons, including record of individual tests or examination scores, except that such records will be open to inspection by the student(s) and their parent(s), guardian(s), or other custodian(s) as permitted by law.
6. Testing and examination materials until the test or examination is given for the final time.
7. Welfare cases of identifiable individuals.
8. Preparations on behalf of the College District or its representative for negotiations with employee groups, including any discussion or work product.
9. Software codes for electronic data processing and documentation thereof.
10. Competitive bidding specifications until officially approved or published.
11. Sealed bids and related documents until the bids are opened; sealed proposals and related documents until all proposals are rejected; or any documents related to a negotiated contract until a contract is executed.
12. Individually identifiable personnel records, performance ratings, or records pertaining to employees or applicants for employment. However, the names, positions, salaries, and lengths of service of College District employees shall be available to the public.

13. Records protected from disclosure by law.
14. Scientific and technological innovations in which the owner has a proprietary interest.
15. Records relating to municipal hotlines established for reporting abuse and wrongdoing.
16. Confidential or privileged communications between the Board and its auditor, including all auditor work product. However, all final audit reports issued by the auditor are to be considered open records.
17. Existing or proposed security systems and structural plans of real property owned or leased by the College District where public disclosure would threaten public safety.
18. Records that identify and would allow unauthorized access to or unlawful disruption of the configuration of components or the operation of a computer, computer system, or computer network of the College District if released.
19. Credit card numbers, personal identification numbers, digital certificates, physical and virtual keys, access codes, or authorization codes that are used to protect the security of electronic transactions between the College District and a person or entity doing business with the College District.

1.18 Special Meetings *(Revised 11-12-2007, xx-xx-2023)*

Special meetings may be called (1) at any time by the Board President, and (2) also may be called by or by the Board Secretary upon written request of a majority of the members of the Board of Trustees. Written notice of the special meeting, including the starting time and place of the meeting and the business to be conducted, will be given to each member and to the public at least 24 hours (exclusive of weekends and holidays) prior to the commencement of the meeting. The only exception to this is when, for good cause, such advance notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given. No business will be transacted at special meetings other than that stated in the notice.

1.19 Telephone/Videoconference Meetings *(Adopted 11-12-2007; Revised 3-8-2021)*

The Board may hold a meeting with all or a majority of the Trustees participating by telephone or videoconference. Such meetings shall be open to the public. Trustees may cast votes other than roll call votes at a telephone or videoconference meeting. However, issues that require a roll call vote, including issues to be discussed and decided in closed session, may not be voted on at a telephone meeting. The College President will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting by telephone or videoconference may interact and

the public may observe or hear the comments made. The College President will take measures to verify the identity of any remotely located participants.

1.20 Quorum *(Revised 11-12-2007)*

At all meetings of the Board of Trustees a majority of the Board will constitute a quorum to do business, but no contract shall be let, **teacher faculty member** employed or dismissed, or bill approved unless a majority of the whole board (i.e., four Trustees) votes therefor.

1.21 Rules of Order *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 8-14-2006)*

Rules of order shall be established and followed by the Board.

Procedures

1.21.1 Order of Business *(Revised 5/11/2015)*

The **Board** President, upon taking the chair, shall call the members to order on the appearance of a quorum. The order of business unless modified by the Board shall be as follows:

1. Call to Order
2. Recognition of Guests
3. Public Comment
4. Consent Agenda/Agenda
5. Minutes
6. Financial Reports
7. Bids
8. Actions
9. Personnel
10. Reports
11. Adjournment

1.21.2 Rules of Order

In all matters not covered by the rules of the Board, parliamentary procedures shall be governed by Robert's Rules of Order Revised, Part I, Articles I through VIII.

1.21.3 Recognition *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 5/11/2015, 3-8-2021, xx-xx-2023)*

No person other than a member of the Board of Trustees, the President of the College, or other chief administrative personnel of the College District designated by the President shall be recognized to speak at any meeting of the Board of Trustees except upon the consent of the majority of the Board or as designated under Policy 1.24 Public Comment and Procedure 1.16.3 Representatives of the

Employee Associations and Student Government. Approval of the agenda shall constitute recognition to speak at the appropriate time.

1.22 Voting Procedures (Adopted 12-3-1968; Revised 11-12-2007, 3-8-2021)

Voting at meetings of the Board of Trustees shall be conducted in accordance with the provisions set out below:

1. In General

All motions will be recorded in the minutes, including the name of the person seconding any motion and the record of the vote. Minimally, the number of “yes” and “no” votes on any question shall be recorded in the minutes unless a roll call vote is required by law. When a member abstains from voting, such abstention shall not be counted as a vote either for or against the proposal, but shall be entered in the minutes as an abstention. The President of the Board shall have a vote on all questions.

Upon request, any member may have a brief explanation of their vote recorded on any question. Any member may also change ~~his or her~~ their vote if such request is made prior to consideration of the next order of business.

Motions pass with an affirmative vote from the majority of the quorum present at the meeting, unless otherwise limited by Policy 1.20.

2. Voting in Open Session

Voting in open session must be conducted in a manner that allows the Recording Secretary to accurately discern and record the number of persons voting for or against the motion as well as the persons abstaining from the motion.

The Board may decide to vote by roll call in open session. Any member desiring a roll call vote shall so request it of the President and upon being recognized shall proceed to cast ~~his or her~~ their vote first, the vote then proceeding in a clockwise manner until all have voted, and the vote shall be so recorded. When voting to adjourn to closed session, the specific reason for closing the meeting must be announced publicly by reference to a specific section of the law and the vote must be taken by roll call.

3. Voting in Closed Session

All votes taken in closed session shall be taken by roll call, including the vote to adjourn.

4. Additional Provisions

- a. No member of the Board may vote by proxy.
- b. Every member present shall vote in accordance with Missouri law.
- c. The reconsideration of a vote may be moved only by a member who voted with the majority and only at the same meeting at which the vote was taken.

- d. If the motion to reconsider prevails, the matter under consideration shall be decided at that or the next regular session, and the matter as thus finally decided shall not be revived within a period of three (3) months unless by consent of a majority of the entire Board.

1.23 Board Agenda *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 11-12-2007)*

The agenda for all regular and special Board meetings will be developed by the President of the College.

Procedures *(Revised 3-8-2021)*

1.23.1 An individual Board member may present any additional item for the agenda to the Board under the item "Approval of Agenda." It shall be added to the agenda upon the approval of a majority of the Board members present.

1.23.2 Any individual or group who wishes to have an item placed on the agenda shall submit the item to the College President at least seven (7) business days prior to a regular or special Board meeting and the College President may place it on the agenda upon approval by three (3) Board members.

1.24 Public Comment *(Adopted 5/11/2015)*

To provide for full and open communication between the public and the Board of Trustees, the Board has established a Public Comment period during regular meetings of the Board of Trustees.

Procedures *(Adopted 5/11/2015)*

1.24.1 Rules for Public Comment

A designated time will be set aside on the Board of Trustees regular meeting agenda for public comments on items either posted on the agenda or not posted on the agenda. The following rules will apply to the public comment portion of the meeting:

1. Each person wishing to address the Board will enter their name and the topic to be addressed on the form available in the meeting room prior to the start of the Board meeting.
2. Each speaker will be limited to no more than three (3) minutes for their comments.
3. Individuals will be permitted to address the Board only once during the public comment period.
4. Students and College employees have certain rights of confidentiality under state and federal law that the College scrupulously protects. The Board reserves the right to limit comments to the extent allowed by law to protect confidentiality.

5. The Board will not provide a response at the time of a speaker's presentation, but may ask questions or request clarification to ensure understanding of the speaker's comments. The Board will take all comments under advisement. The Board President may make clarifying remarks at the end of the public comment session to address any misstatements of fact.
6. Any exceptions to the above Rules for Public Comment are subject to approval by the Board of Trustees.

1.25 Approval of Contracts *(Adopted 11-12-2007; Revised 3-8-2021, xx-xx-2023)*

The Board of Trustees shall approve all contracts where the consideration to be paid under the contract is \$20,000 or more. Approval requires an affirmative vote of at least four (4) Trustees. A contract requiring Board approval may not be signed by a representative of the College unless and until the Board has approved the contract. The Board hereby delegates to the College President or designee the authority to approve and sign contracts where less than \$20,000 is to be paid.

1.26 New Instructional Programs *(Reaffirmed 12-2-1991; Revised 11-12-2007, 3-8-2021)*

The Board will approve all new instructional programs and the deactivation of instructional programs that are no longer viable.

1.27 Board Minutes *(Adopted 12-3-1968; Revised 1-2005, 11-12-2007)*

Minutes of all meetings will be kept in accordance with the provisions set out below.

Procedures *(Revised 3-8-2021)*

- 1.27.1** Minutes of open and closed meetings shall be taken and retained by the Board Recording Secretary, including a record of any votes taken at such meetings. The minutes shall include the date, time, place, members present, members absent, and a record of any votes taken. When a roll call vote is taken, the minutes shall attribute each "yes" and "no" vote, or abstinence if not voting, to the name of the individual member of the Board.
- 1.27.2** The Recording Secretary will keep the official minute book of all Board meetings. These minutes must be approved by a majority vote of the Board of Trustees and signed by the President and Secretary of the Board.
- 1.27.3** Minutes are not considered official until approved by a majority of the Board of Trustees and signed by the President and Secretary of the Board. A draft version of the minutes shall be available for public inspection and/or copying once they are completed by the Recording Secretary and reviewed and approved by the President of the College. Draft versions shall be clearly marked "DRAFT" and are subject to revision until adoption by the Board of Trustees.
- 1.27.4** The minutes of all open meetings shall be published in the next Board of Trustees meeting agenda for approval and/or correction. All approved minutes of open

meetings shall be maintained in a permanent file in the office of the Recording Secretary and made available for public viewing on the College's website.

1.27.5 Minutes of all closed meetings shall be reviewed and approved by the Board at the next closed meeting and shall be maintained in the office of the Recording Secretary. Minutes of closed meetings are not available for inspection or copying by the public, except as provided in [Policy 1.19.5 Procedure 1.17.5](#) above.

1.28 Release of Information to the Public *(Adopted 11-12-2007)*

Records of the College are open to the public unless closed in accordance with the action of the Board of Trustees in adopting this policy, state, or federal law. All records of East Central College subject to closure pursuant to Missouri's Sunshine Law (Chapter 610, Section 610.021 RSMO, as amended) are hereby closed.

For purposes of release of records not closed pursuant to this policy, the Recording Secretary of the Board serves as the College's Custodian of Records. Members of the public may request the Custodian of Records to provide access to public records. After receipt of the request, the Custodian will provide access within three (3) business days or sooner if possible or explain in writing the reason for denial of access or for delay.

Members of the public may request copies of public records. A charge of up to ten (10) cents per page may be made for copies no larger than 9 x 14 inches. The College may also charge a fee for search, research, and duplication time in responding to requests for copies of public records. Such charges shall be in accord with Missouri's Sunshine Law (Section 610.026 RSMO). Prior to producing copies of requested records, the person requesting the records may, ~~upon request~~, obtain an estimate of the cost **upon request**. The College may require the payment of such fees prior to the making of copies.

1.29 Board Committees *(Adopted 12-3-1968; Revised 1-2005, 3-8-2021)*

The President of the Board of Trustees will appoint all Board committees and outline specific responsibilities of each committee. Board members may be appointed to serve as liaisons to standing committees of the College as deemed appropriate by the College President. Board liaisons to College standing committees shall be non-voting members.

Procedures *(Revised 3-8-2021)*

1.29.1 No permanent Board committee will be established. Board committees appointed on a temporary basis to accomplish specific goals will be terminated at the conclusion of their duties.

1.29.2 Any committee appointed by or at the direction of the Board and which is authorized to report to the Board, or any committee appointed by or at the direction of the Board for the specific purpose of recommending, directly to the Board or the President of the Board, policy or policy revisions, or expenditures of public funds shall be subject to the Missouri Sunshine Law in connection with the committee's meetings, records, and votes.

1.30 Board Travel *(Adopted 2-4-2002; Revised 3-8-2021xx-xx-2023)*

The Board recognizes the benefits derived by the College through Board member attendance at local, state, and national meetings and similar events on behalf of the College. The College will reimburse Board members for normal expenses for hotel, food, registration, and transportation costs incurred while attending authorized conferences and meetings. Trustees will abide by [administrative guidelines Policy 4.17](#) regarding reimbursement of travel expenses.

1.31 Responsibilities of the President *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 2-4-2002, 3-8-2021)*

The President of the College shall be the Chief Executive Officer through which the Board carries out its program and exercises its policies. The President may delegate to subordinate officers of the College such powers as the President may deem desirable to be exercised under [her/his their](#) supervision and direction.

Within the framework of policies adopted by the Board, the President shall exercise discretionary authority in carrying out responsibilities of the position. Subject to Board of Trustees overview, the President shall provide leadership for the College to fulfill its stated educational mission by providing for an effective organization and administration, providing sound stewardship and development of all College resources, providing stewardship of the College's image, conducting appropriate planning, and establishing effective links between the College and its students, communities, and educational constituencies.

Procedures *(Revised 3-8-2021)*

1.31.1 The President shall perform the following functions and be responsible for:

1. Designing and overseeing the organization and administration of the College.
2. Making policy recommendations to the Board on all matters that affect the College and overseeing the implementation of all Board policies.
3. Recommending all additions or changes in personnel and in personnel policies.
4. Submitting an annual budget and administering the Board-approved budget.
5. Formulating of all reports as may be required by the Board and by local, state, or national agencies.
6. Recommending to the Board site locations and site utilization.
7. Directing the development of the campus building program.

8. Creating appropriate committees and appointing representative employees to such committees, both standing and ad hoc, as deemed necessary to support and enhance the mission and effectiveness of the institution.
9. Recommending the establishment of citizen advisory committees.
10. Lending influence in the development of higher education programs in local, state, and national committees and organizations and linking the institution's stakeholders to the wider community.
11. Performing such other duties as may be assigned or delegated by the Board of Trustees.

1.32 Role and Relationship Between the Board of Trustees and the Chief Executive Officer *(Adopted 6-6-1988; Reaffirmed 12-2-1991; Revised 2-4-2002)*

The Board of Trustees recognizes and maintains the distinction between those activities which are appropriate to the Board as the sole statutory legislative governing body of the College District and those administrative functions and duties which are to be performed by the ~~Chief Executive Officer (CEO) and the CEO's~~ **the CEO and their** staff. In that regard, the Board views the legislative authority vested within itself as a body of the whole rather than as individuals acting unilaterally.

Procedures *(Revised xx-xx-2023)*

- 1.32.1 Based upon the premise of mutual respect and trust, the Board encourages a shared governance relationship that is characterized by open, honest, two-way flow of continuous communications based upon accurate, reliable information resulting from thorough study and analysis. In that regard, the Board looks toward the ~~Chief Executive Officer~~ **CEO** to provide recommendations, suggestions, and options relating to both short- and long-term goals and objectives of the College District in a routine and timely manner. This should allow the Board an adequate period of deliberation which would ultimately result in the adoption of policies that would enhance the well-being of the overall College District.
- 1.32.2 The Board recognizes that if the ~~Chief Executive Officer~~ **CEO** is to be ~~strong and~~ responsible for the prudent management of the College District and its resources, likewise, the Board must also be ~~strong,~~ fully informed and recognize its responsibility to be fully supportive of the ~~Chief Executive Officer~~ **CEO** by granting ~~him/her~~ **them** full authority to carry out and implement the administration of the College District in accordance with those policies adopted by the Board.
- 1.32.3 The Board will maintain an understanding and respect for the delineation of policy versus administration and will maintain a self-discipline that will avoid direct interference into the administrative functions of the College District. The

Board will encourage and be supportive of an atmosphere that will allow the ~~Chief Executive Officer~~ CEO the flexibility and creativity to successfully exercise their administrative style necessary for successfully carrying out the administrative functions of the College District.

1.33 Presidential Succession *(adopted xx-xx-2023)*

In the absence of a College President, to ensure the College's operations are not interrupted while the Board of Trustees assesses the leadership needs and recruits an executive officer, the board shall appoint an interim College President. Until an interim College President is appointed, the Vice Presidents will assume presidential responsibilities. The interim College President shall ensure that the College continues to operate without disruption and that all organizational commitments previously made are adequately executed.

Procedures *(adopted xx-xx-2023)*

1.33.1 Appointment of Interim College President

The Board will meet as soon as possible following a vacancy in the position of College President to appoint an interim College President. The vacancy can be either unexpected or planned. The interim College President may be selected from either internal or external candidates for the position and would not be precluded from applying for the position of College President when a search process is opened.

The term of the interim College President will be set by the Board at the time of appointment.

1.33.2 Search Process

The Board will determine whether the search process will be open to internal candidates, external candidates, or both. The Board may choose to hire a search firm to assist with the process.

A pool of candidates will be developed, and the Board will assess the leadership needs of the College to help ensure the selection of a qualified and capable leader whose skills align with the College's mission, vision, values, goals, and objectives.

The Board will establish the interview process to be utilized.

After the completion of interviews, the Board will select an appropriate candidate for the position. The Board has sole hiring authority for the College President position.

1.34 Evaluation, Planning, and Assessment *(Adopted 6-4-1973; Reaffirmed 12-2-1991; Revised 11-12-2007)*
~~In order~~ To determine the effectiveness of the College, the President of the College shall implement a process of planning and ~~assessment of the~~ **assessing** College operations and shall report findings to the Board of Trustees on a periodic basis.

1.35 College Governance Associations *(Adopted 3-10-2003)*
The Board of Trustees ~~of the Junior College District of East Central Missouri~~ encourages the formation of voluntary associations representing employee classification groups for purposes of communication and participation in the business of the College. Each association must operate under a constitution and/or bylaws. No constitution and/or bylaws will in any way be written or be understood to limit the authority of the Board or the President in the governance of the College.

1.36 Shared Governance *(Adopted 5-7-2018)*
East Central College is committed to a model of shared governance that reinforces the College's mission to serve students and other stakeholders. Shared governance is a systematic decision-making process that requires representation from all areas of the College **to** actively ~~collaborating~~ **collaborate** with transparency, accountability, and responsibility. Shared governance fosters an institutional culture of inclusion, integrity, open communication, and good faith.

The principles of shared governance shall include:

1. Due diligence in every aspect of communication, transparency, and decision-making.
2. Mutual trust and respect for each other and for the collaborative process.
3. Efficient and timely communication of decisions, including an implementation timeline ~~of~~ **for** decisions made.
4. Collaboration among the Board of Trustees, administration, faculty, staff, and, where appropriate, students to strengthen the quality of the education and services provided at the College.
5. A culture of inclusion by thoughtfully considering the ideas and opinions of those most impacted by decisions, while working to ensure meaningful involvement of all stakeholders in the decision-making process.
6. Utilizing relevant data and expert opinions in the decision-making process, including both quantitative and qualitative data where possible.
7. Using current policy documents to ground initial deliberations within the decision-making process, and developing and recommending policy revisions where outcomes are not satisfactory.
8. Setting standards for accountability at all levels of the shared governance model by defining goals, reporting progress, and assessing the decision-making process itself.

Procedures *(Adopted 5-7-2018; Revised 3-8-2021, xx-xx-2023)*

1.36.1 Shared governance is intended to promote open communication for discussion of College issues and development of recommendations to the College ~~administration,~~ with the appropriate person or body making decisions after

consideration of provided input. Issues of focus may include, but are not limited to, curriculum, assessment, retention, strategic planning, student support, physical facilities, technology, budget priorities, and professional development.

- 1.36.2** The College will maintain internal documents related to shared governance within an appropriate software platform, ~~such as SharePoint or its equivalent.~~
- 1.36.3** A web page dedicated to shared governance shall be established and maintained, and will include the following components:
- Definition of **Shared Governance**
 - Mission of **Shared Governance**
 - Model (flowchart and explanation)
 - Link to ~~SharePoint or~~ the internal document database
- 1.36.4** A list of all standing and ad hoc committees along with each committee's purpose, membership, meeting dates, and contact information shall be maintained on ~~SharePoint or~~ the internal document database.
- 1.36.5** A report on the status of shared governance and the effectiveness of the governance model shall be presented annually to the Board of Trustees.
- 1.36.6** A Shared Governance Council shall be established, with representation from the Board of Trustees, College administration, faculty, professional staff, and classified staff.

The Shared Governance Council shall make recommendations on policy and other matters of institutional concern.

Representatives to the Shared Governance Council will be elected for a two-year term by each governing body and shall consist of the following:

- a) Faculty – 2 members
- b) Professional Staff – 2 members
- c) Support Staff – 2 members
- d) Representative from Rolla – 1 member
- e) Vice Presidents – 4 members
- f) President of College – 1 member
- g) Board of Trustees – 1 **non-voting** member

- 1.36.7** The Shared Governance Council is charged with developing, maintaining, and revising procedures for seeking input and providing communication from and to employee associations.

1.37 Citizens Advisory Committees *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 2-4-2002)*
Citizens Advisory Committees may be used to advise the College in specific areas of responsibility.

Procedures

- 1.37.1 Such committees will be appointed to serve in a recommending capacity to College officials.
- 1.37.2 Committee members will be selected by the College administrative staff and approved by the Board of Trustees.
- 1.37.3 All committees will be chosen for a specific purpose and will be terminated when that purpose is fulfilled.

1.38 Amendments to Policy *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 11-12-2007)*
The policies of the Board of Trustees of East Central College may be amended, repealed, or added to upon motion made in writing for that purpose and an affirmative vote of four (4) Trustees.

Procedures *(Adopted 3-8-2021)*

- 1.38.1 Recommendations for amending, repealing, or adding Board policies shall be presented to the Board for a first reading and then presented for approval at the next Board meeting following the first reading. The Board of Trustees has the authority to waive the first reading and vote on a policy recommendation at the same meeting in which it is proposed.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 16, 2023**

AGENDA ITEM XII: TITLE III GRANT UPDATE

Vice President Robyn Walter will provide an update on the recent award of a Federal Title III Grant.

10/16/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 2201

FAX (636) 583-6602

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 16, 2023**

AGENDA ITEM XIII: STUDENT OUTCOMES

Vice President Robyn Walter will present course success data and retention rates for the Spring 2023 semester.

Attachments

10/16/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 583-5195, Ext. 2201
FAX (636) 583-6602

Course Success Rate Comparison: Spring 2022 to Spring 2023

Category	Spring 2022				Spring 2023				Change in Success Rate
	Student Headcount	Course Enrollments	FTE	Success Rate	Student Headcount	Course Enrollments	FTE	Success Rate	
All Students	2310	7384	1490.8	81.9%	2173	6901	1369.1	84.0%	2.1%
Race/Ethnicity									
American Indian	6	21	4.4	61.9%	6	15	3.0	66.7%	4.8%
Asian	21	67	14.1	85.1%	22	54	10.2	83.3%	-1.8%
Black	22	68	13.6	61.8%	27	101	20.2	68.3%	6.5%
Hispanic/Latino	85	272	55.1	79.0%	69	239	47.3	77.4%	-1.6%
Native Hawaiian	*	13	2.7	92.3%	*	7	1.4	100.0%	7.7%
Nonresident Alien	*	4	0.8	100.0%	8	42	8.3	73.8%	-26.2%
Two or more races	76	243	49.6	81.9%	79	243	48.9	81.5%	-0.4%
White	2088	6683	1347.2	82.2%	1951	6180	1225.6	84.7%	2.5%
Unknown	7	13	3.2	92.3%	9	20	4.1	90.0%	-2.3%
Age									
Under 18	456	979	207.1	94.8%	454	908	180.5	95.9%	1.1%
18 - 24	1415	5182	1034.7	79.7%	1326	4852	964.0	81.8%	2.1%
25 - 39	341	984	201.7	80.6%	306	909	181.1	83.7%	3.1%
40+	98	239	47.2	82.0%	87	232	43.5	84.1%	2.1%
Gender									
Female	1425	4388	905.7	81.3%	1321	4053	823.3	82.8%	1.5%
Male	885	2996	585.1	82.7%	852	2848	545.8	85.7%	3.0%
Pell Eligible									
Yes	804	2970	595.8	74.9%	763	2799	554.8	77.8%	2.9%
No	1506	4414	895.0	86.5%	1410	4102	814.3	88.2%	1.7%
Veteran	38	158	29.3	86.1%	37	156	28.3	77.6%	-8.5%

*Suppressed to protect student privacy

Notes:

- 1) FTE defined as credit hours/15.
- 2) Success is defined as A, B, C or P.
- 3) Veteran or Active Duty status self reported on enrollment application.
- 4) Data as of 9/19/2023.
- 5) Excludes all incomplete grades.

Course Success Rate Comparison: Summer 2022 to Summer 2023

Category	Summer 2022				Summer 2023				% Change in Success Rate
	Student Headcount	Course Enrollments	FTE	Success Rate	Student Headcount	Course Enrollments	FTE	Success Rate	
All Students	605	975	469.5	81.6%	571	964	463.3	82.6%	1.0%
Race/Ethnicity									
American Indian	*	3	1.5	100.0%	*	4	2.2	50.0%	-50.0%
Asian	8	12	5.5	91.7%	*	4	1.6	100.0%	8.3%
Black	*	5	2.1	80.0%	6	11	4.7	72.7%	-7.3%
Hispanic/Latino	23	39	18.7	69.2%	15	28	13.9	78.6%	9.4%
Native Hawaiian	*	0	0.0	N/A	*	4	1.7	75.0%	N/A
Nonresident Alien	*	0	0.0	N/A	*	2	1.0	100.0%	N/A
Two or more races	20	35	17.8	85.7%	22	31	15.4	80.6%	-5.1%
White	548	881	423.9	81.8%	517	878	421.9	83.1%	1.3%
Unknown	*	0	0.0	N/A	*	2	1.0	0.0%	N/A
Age									
Under 18	59	75	37.7	86.7%	30	39	18.6	82.1%	-4.6%
18 - 24	392	657	315.8	79.6%	377	659	314.5	80.6%	1.0%
25 - 39	131	213	101.5	85.4%	133	214	105.4	86.4%	1.0%
40+	23	30	14.6	86.7%	31	52	24.8	92.3%	5.6%
Gender									
Female	409	665	321.1	82.3%	378	638	312.5	85.6%	3.3%
Male	196	310	148.4	80.3%	193	326	150.8	76.7%	-3.6%
Pell Eligible									
Yes	250	444	215.1	77.5%	263	459	220.3	80.2%	2.7%
No	355	531	254.4	85.1%	308	505	243.0	84.8%	-0.3%
Veteran	14	27	12.1	70.4%	16	31	14.3	90.3%	19.9%

*Suppressed to protect student privacy

Notes:

- 1) FTE defined as credit hours/6.
- 2) Success is defined as A, B, C or P.
- 3) Veteran or Active Duty status self reported on enrollment application.
- 4) Data as of 9/22/2023
- 5) Excludes all incomplete grades

Course Success Rate Comparison: Academic Year 2022 to Academic Year 2023

Category	Academic Year 2022				Academic Year 2023				% Change in Success Rate
	Student Headcount	Course Enrollments	FTE	Success Rate	Student Headcount	Course Enrollments	FTE	Success Rate	
All Students	3368	17673	1740.2	81.0%	3218	17324	1696.0	82.1%	1.1%
Race/Ethnicity									
American Indian	11	56	5.9	62.5%	10	44	4.7	77.3%	14.8%
Asian	31	185	18.5	85.9%	30	132	12.7	78.0%	-7.9%
Black	32	144	14.2	72.2%	42	239	23.0	62.8%	-9.4%
Hispanic/Latino	119	647	63.5	82.1%	112	616	58.9	77.8%	-4.3%
Native Hawaiian	7	36	3.8	58.3%	*	23	2.1	82.6%	24.3%
Nonresident Alien	*	11	1.1	100.0%	13	119	10.9	64.7%	-35.3%
Two or more races	115	605	60.9	78.2%	116	595	59.0	79.5%	1.3%
White	3042	15972	1570.0	81.1%	2882	15502	1519.4	82.8%	1.7%
Unknown	9	17	2.4	88.2%	9	54	5.5	87.0%	-1.2%
Age									
Under 18	720	2237	232.3	94.6%	785	2447	247.5	94.7%	0.1%
18 - 24	1977	12481	1214.3	78.5%	1846	12078	1176.7	79.3%	0.8%
25 - 39	510	2349	234.9	80.7%	457	2255	220.1	83.5%	2.8%
40+	161	606	58.8	83.2%	130	544	51.7	82.5%	-0.7%
Gender									
Female	2086	10544	1058.0	81.0%	1955	10198	1014.8	82.1%	1.1%
Male	1282	7129	682.2	80.9%	1263	7126	681.2	82.1%	1.2%
Pell Eligible									
Yes	1108	7001	687.9	74.6%	1071	6869	669.1	75.3%	0.7%
No	2260	10672	1052.3	85.1%	2147	10455	1026.9	86.6%	1.5%
Veteran	64	345	31.9	80.3%	56	348	32.4	77.3%	-3.0%

*Suppressed to protect student privacy

Notes:

- 1) FTE defined as credit hours/30.
- 2) Success is defined as A, B, C or P.
- 3) Veteran or Active Duty status self reported on enrollment application.
- 4) Data as of 9/19/2023.
- 5) Excludes all incomplete grades.
- 6) AY semester order includes SU, FA, WI, SP.

Rolling Retention Report Last Updated: 9/19/2023

Fall to Fall Student Retention (during fall enrollment)

Fall to Fall Retention	Fall-13 to	Fall-14 to	Fall-15 to	Fall-16 to	Fall-17 to	Fall-18 to	Fall-19 to	Fall-20 to	Fall-21 to	(currently enrolling)
	Fall-14	Fall-15	Fall-16	Fall-17	Fall-18	Fall-19	Fall-20	Fall-21	Fall-22	
Fall Students*	3,370	3,135	2,783	2,518	2,346	2,199	2,114	2,041	2,030	Fall-22 to Fall-23
Students Returning in Fall	1,468	1,365	1,183	1,122	958	884	829	832	876	1,978
<i>Percent Returned</i>	43.6%	43.5%	42.5%	44.6%	40.8%	40.2%	39.2%	40.8%	43.2%	40.9%
Fall, Spring and Summer Graduates (includes potential grads)	431	445	429	401	402	418	448	395	415	499
Non-Returners/Non-Completers	1,471	1,325	1,171	995	986	897	837	814	739	670
Adjusted Fall to Fall Retention Rate	56.4%	57.7%	57.9%	60.5%	58.0%	59.2%	60.4%	60.1%	63.6%	66.1%

*Fall student headcount does not include any dual credit/dual technical credit student;

Adjusted Retention Rate = (Fall Students - Non-Returners & Non-Completers)/Fall Students

Fall to Fall Developmental Student Retention (during fall enrollment)

Fall to Fall Retention	Fall-13 to	Fall-14 to	Fall-15 to	Fall-16 to	Fall-17 to	Fall-18 to	Fall-19 to	Fall-20 to	Fall-21 to	(currently enrolling)
	Fall-14	Fall-15	Fall-16	Fall-17	Fall-18	Fall-19	Fall-20	Fall-21	Fall-22	
Fall Developmental Students*	941	886	666	610	486	310	248	227	218	Fall-22 to Fall-23
Students Returning in Fall	417	372	292	293	221	115	107	95	98	203
<i>Percent Returned</i>	44.3%	42.0%	43.8%	48.0%	45.5%	37.1%	43.1%	41.9%	45.0%	42.9%
Fall, Spring and Summer Graduates (includes potential grads)	4	3	1	4	6	8	6	6	7	5
Non-Returners/Non-Completers	520	511	373	313	259	187	135	126	113	111
Adjusted Fall to Fall Retention Rate	44.7%	42.3%	44.0%	48.7%	46.7%	39.7%	45.6%	44.5%	48.2%	45.3%

*Developmental student defined as anyone taking at least one remedial course.

Adjusted Retention Rate = (Fall Students - Non-Returners & Non-Completers)/Fall Students

Fall to Fall First-Time, Full-Time Cohort Student Retention (during fall enrollment)

Fall to Fall First-time, Full-Time Student Retention	Fall-13 to	Fall-14 to	Fall-15 to	Fall-16 to	Fall-17 to	Fall-18 to	Fall-19 to	Fall-20 to	Fall-21 to	(currently enrolling)
	Fall-14	Fall-15	Fall-16	Fall-17	Fall-18	Fall-19	Fall-20	Fall-21	Fall-22	
Full-time, first-time Fall Cohort	624	577	550	525	494	549	522	542	573	Fall-22 to Fall-23
Students Returning in Fall	353	314	333	335	298	334	290	296	333	489
Percent Returned	56.6%	54.4%	60.5%	63.8%	60.3%	60.8%	55.6%	54.6%	58.1%	59.7%
Fall, Spring and Summer Graduates (includes potential grads)	1	5	2	2	9	10	20	19	26	27
Non-Returners/Non-Completers	270	258	215	188	187	205	212	227	214	170
Full-Time, First-Time Retention Rate	56.7%	55.3%	60.9%	64.2%	62.1%	62.7%	59.4%	58.1%	62.7%	65.2%

Fall to Fall First-Time, Part-Time Cohort Student Retention (during fall enrollment)

Fall To Fall First-time, Part-Time Student Retention	Fall-13 to	Fall-14 to	Fall-15 to	Fall-16 to	Fall-17 to	Fall-18 to	Fall-19 to	Fall-20 to	Fall-21 to	(currently enrolling)
	Fall-14	Fall-15	Fall-16	Fall-17	Fall-18	Fall-19	Fall-20	Fall-21	Fall-22	
Part-time, first-time Fall Cohort (adjusted)	149	170	136	129	110	103	120	105	100	Fall-22 to Fall-23
Students Returning in Fall	54	56	44	38	35	35	44	44	58	79
Percent Returned	36.2%	32.9%	32.4%	29.5%	31.8%	34.0%	36.7%	41.9%	58.0%	44.3%
Fall, Spring and Summer Graduates (includes potential grads)	2	1	1	3	0	2	1	1	1	0
Non-Returners/Non-Completers	93	113	91	88	75	66	75	60	41	44
Part-Time, First-Time Retention Rate	37.6%	33.5%	33.1%	31.8%	31.8%	35.9%	37.5%	42.9%	59.0%	44.3%

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 16, 2023**

AGENDA ITEM XIV: PROGRAM ACCREDITATION

Vice President Robyn Walter will present an update on external accreditation for instructional programs.

10/16/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 583-5195, Ext. 2201
FAX (636) 583-6602

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 16, 2023**

AGENDA ITEM XV: *PERSONNEL

A. RESIGNATIONS

Recommendation: To accept the resignation of Ehren Curnutte, Systems & Network Manager, effective October 3, 2023.

Recommendation: To **accept** the resignation of Jenna Dulworth, Financial Aid Advisor – A+ Program Management, effective October 17, 2023.

Recommendation: To **accept** the resignation of Hannah Masek, Foundation Event & Program Coordinator, effective October 20, 2023.

Recommendation: To **accept** the resignation of Tanner French, Accounting Instructor, effective December 15, 2023.

Recommendation: To **accept** the resignation of Jon Gruett, Director of Financial Aid, effective December 1, 2023.

Recommendation: To **accept** the resignation of Annette Moore, Director of Financial Services/Comptroller, effective January 2024.

B. APPOINTMENT

Recommendation: To **approve** the appointment of Cassidy Desmond as Foundation Event & Program Coordinator effective November 16, 2023, with an annual salary of \$54,319.16.

C. ADJUNCT FACULTY ADDENDUM - FALL 2023 SEMESTER

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

Attachments

10/16/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 583-5195, Ext. 2201
FAX (636) 583-6602



Interoffice Memo
HUMAN RESOURCES

TO: Dr. Jon Bauer
DATE: September 22, 2023
FROM: Carrie A Myers, Director of Human Resources
RE: Requesting Release from Contract –Ehren Curnutte

Ehren Curnutte, Network and Systems Manager, has requested to be released from the remainder of his FY24 employment contract effective October 3, 2023. The official resignation letter is on file in the Human Resources Office.

Signatures:

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

Carrie A. Myers
Director, Human Resources



Interoffice Memo
HUMAN RESOURCES

TO: Dr. Jon Bauer
DATE: October 3, 2023
FROM: Carrie A Myers, Director of Human Resources
RE: Requesting Release from Contract –Jenna Dulworth

Jenna Dulworth, Financial Aid Advisor – A+ Program Management, has requested to be released from the remainder of her FY24 employment contract effective October 17, 2023. The official resignation letter is on file in the Human Resources Office.

Signatures:

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

Carrie A. Myers
Director, Human Resources

Digitally signed by
sarah.leassner
Date: 2023.10.03 09:43:35
-05'00'

sarah.leassner

Sarah Leassner
Vice President, Student Development

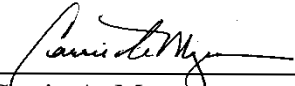


Interoffice Memo
HUMAN RESOURCES

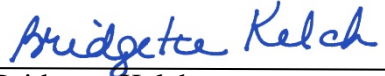
TO: Dr. Jon Bauer
DATE: September 8, 2023
FROM: Carrie A Myers, Director of Human Resources
RE: Requesting Release from Contract –Hannah Masek

Hannah Masek, Foundation Event & Program Coordinator, has requested to be released from the remainder of her FY24 employment contract effective October 20, 2023. The official resignation letter is on file in the Human Resources Office.

Signatures:



Carrie A. Myers
Director, Human Resources



Bridgette Kelch
Executive Director, Foundation

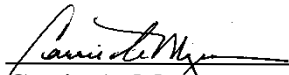


Interoffice Memo
HUMAN RESOURCES

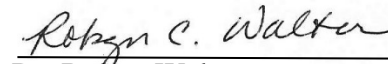
TO: Dr. Jon Bauer
DATE: September 8, 2023
FROM: Carrie A Myers, Director of Human Resources
RE: Requesting Release from Contract –Tanner French

Tanner French, Instructor, Accounting, has requested to be released from the remainder of his FY24 employment contract effective at the end of the Fall 2023 semester on December 15, 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



Interoffice Memo
HUMAN RESOURCES

TO: Dr. Jon Bauer
DATE: October 11, 2023
FROM: Carrie A Myers, Director of Human Resources
RE: Requesting Release from Contract – Jon Gruett

Jon Gruett, Director of Financial Aid has requested to be released from the remainder of his FY24 employment contract effective at the end of business on December 1, 2023. The official resignation letter is on file in the Human Resources Office.

Signatures:

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

Carrie A. Myers
Director, Human Resources

Sarah A.
Leassner

Digitally signed by Sarah A.
Leassner
Date: 2023.10.11 10:09:17
-05'00'

Sarah Leassner
Vice President, Student Development



Interoffice Memo
HUMAN RESOURCES

TO: Dr. Jon Bauer
DATE: September 8, 2023
FROM: Carrie A Myers, Director of Human Resources
RE: Requesting Release from Contract –Annette Moore

Annette Moore, Director of Financial Services/Comptroller, has requested to be released from the remainder of her FY24 employment contract effective January 2024. The official resignation letter is on file in the Human Resources Office.

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 black ink, appearing to read "DeAnna R. Cassat", written over a horizontal line.

DeAnna Cassat
Vice President, Finance & Administration



HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: October 4, 2023
FROM: Carrie Myers, Human Resources Director
RE: Recommendation to Hire: Foundation Event & Program Coordinator

Please accept the Search Committee's recommendation to hire Cassidy Desmond as the full-time Foundation Event & Program Coordinator effective November 16, 2023 with an annual salary of \$54,319.16.

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

- Assistant Director – Downtown Washington Inc. 2018 – current
- Banquet Captain –Doubletree by Hilton Springfield 2016 – 2017

Cassidy received her Bachelor of Science in Hospitality and Restaurant from Missouri State University.

Recommendation signatures:

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

Carrie A. Myers
Director of Human Resources

DocuSigned by:
A handwritten signature in black ink, appearing to read "Bridgette Kelch", written over a horizontal line.
42CB91D033B5433

Bridgette Kelch
Executive Director, Foundation



Interoffice Memo

TO: Dr. Bauer
DATE: September 22, 2023
FROM: Office of Academic Affairs
RE: Adjunct Addendum for Fall Semester 2023

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

ADDITIONS

Career & Technical Education

Justin Medlock, Welding

Fine & Performing Arts

Matthew Sokeland, Music

Social Sciences

Miranda Green, Sociology

Falcon Seminar

Amanda Baumruk

DELETIONS

Career & Technical Education

Kari Borgmann, Business

Dual Credit

Sarah Buchheit, Comm/Theatre, UHS

Signatures:

A handwritten signature in cursive script that reads "Robyn C. Walter".

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

A handwritten signature in cursive script that reads "Carrie Myers".

Carrie Myers, Director of Human Resources Date

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 16, 2023**

AGENDA ITEM XVI: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

10/16/2023

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 2201

FAX (636) 583-6602

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 16, 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 Vice President, Amanda Studdard
- E. Student Government Association President, Augast Haddad

10/16/2023

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 16, 2023**

AGENDA ITEM XVIII: PRESIDENT’S REPORT

Projected meeting dates for 2023 and 2024 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

November 6
December 4

Alternate Meeting Dates

November 13
December 11

2024 Projected Meeting Dates

January 29
No February Meeting
March 4
April 11
May 6
June 10
July 18 (*Thursday noon business meeting*)
August 26
No September Meeting
October 7
November 4
December 2

Alternate Meeting Dates

March 7
May 13
June 13
October 14
November 11
December 9

10/16/2023

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 16, 2023**

AGENDA ITEM XIX: ADJOURNMENT OF PUBLIC SESSION / EXECUTIVE SESSION

Recommendation: To **adjourn** the October 16, 2023, public meeting of the Board of Trustees and enter into executive session per RSMo2004, Section 610.021 (1) Legal and (3) Personnel.

10/16/2023

East Central College

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