

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
Monday, November 6, 2023**

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 5:28 p.m. by Board President Ann Hartley. Other Board members present for all or parts of the meeting were Joseph Stroetker, Cookie Hays, and Audrey Freitag. Eric Park and Prudence Johnson were unable to attend. Also present were President of the College Jon Bauer; Administrators – Vice President of Academic Affairs Robyn Walter, Vice President of External Relations Joel Doepker, Vice President of Finance and Administration DeAnna Cassat, and Vice President of Student Development Sarah Leassner; Faculty – Faculty Association President Reg Brigham, ECC-NEA Vice President Tanner French; Other Staff – Human Resources Director Carrie Myers, Director of Communications & Marketing Gregg Jones, Rolla Campus Director Christina Ayres, Campus Resource Officer Tommie Lowe, Professional Staff Association Secretary Lisa Farrell, Classified Staff Association Treasurer Bethany Herron, and Executive Assistant to the President Bonnie Gardner; Students – Student Government Association President August Haddad.

RECOGNITION OF GUESTS: Chris Parker from the *Missourian* was present via Zoom.

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 November 6, 2023, meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the October 16, 2023, regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President DeAnna Cassat reviewed the financial statements as of September 30, 2023. She noted that cash is up \$2.2 million which is directly related to timing for receivables. Investments are up \$500,000.

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

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

BOARD ELECTION FILING DATES: Dr. Bauer noted that the filing dates are set by the state, but the Board needs to act to approve them along with the location for filing for the April 2, 2024, election. Filing will again be at the Franklin County Clerk’s office. The terms of Prudence Johnson and Audrey Freitag expire in April, and the new sub-district boundaries will be in effect. Both incumbents will be in sub-district two and there will be an open seat in sub-district one. Voting is at large and the candidates must reside in the sub-district for which they are running. A legal notice will be issued to announce the candidate filing information.

Motion: To **set the dates** for filing for the April 2, 2024, Board of Trustees election to open at 8 a.m. on Tuesday, December 5, 2023, and to close at 5 p.m. on Tuesday,

December 26, 2023, with filing to occur at the Franklin County Clerk's office, 400 East Locust, Union, MO.

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

TAX LEVY: Dr. Bauer recommended placing a no-tax-increase proposal to transfer the debt service levy to the operating levy on the April 2, 2024, ballot. This transfer will generate about \$2 million in operating revenue. The full amount would not be available until after the bonds are retired in 2026. The Board had previously approved working with Piper Sandler to review options for the levy. Three options are available – take no action and the levy amount expires in 2026, ask voters to approve a new set of bonds for a new construction project which would require a 4/7 majority for approval, or ask voters to approve a transfer of the debt service levy to operations.

There are no obvious needs for new construction, but there are currently needs to address deferred maintenance and operational expenses. If the levy is transferred to operations, capital improvements (i.e., roof replacement, HVAC repairs, parking lot improvements) can still be done using the operating fund. Revenue would also be generated to cover other operating expenses, allowing ECC to keep tuition affordable for students.

At the spring retreat, the Board asked the administration to appoint a citizens committee to review finances and needs. The committee also recommended a levy transfer. This would require a simple majority for approval and would not increase the existing tax rate. Dr. Bauer reviewed the general election dates and noted that April is a good time for these types of issues. Special election dates could be used; however, that would be expensive because all costs of the election would be the responsibility of the college since there would be no other entities on the ballot to share costs as there are in a general election.

Board members indicated their support for seeking this transfer on the April general election ballot. This will also allow for additional opportunities if the issue fails and needs to be resubmitted to the voters. Transferring the levy will provide flexibility to address deferred maintenance or plan for new construction without issuing additional bonds.

ACHIEVING THE DREAM NETWORK: Dr. Bauer reminded the Board that joining the Achieving the Dream (ATD) Network was an integral part of the Title III grant proposal that was recently funded. He asked Vice President Robyn Walter to share more information on ATD. ATD helps colleges make progress in closing achievement gaps. It will provide a source of innovation, a platform for scaling effective practices and policies, a set of peers with whom to share knowledge, and an expert group to define the next phase of the student success reform agenda. ATD has over 100 experienced coaches and advisors who work closely with over 300 network colleges in 45 states.

ATD will do an institutional capacity assessment to determine the level of capacity in key areas essential to enhancing a student-focused culture that promotes student success. ATD will work as a partner with ECC to provide tailored support and will help drive access, retention, and completion rates for individual students. The next step is to apply to the network and establish a steering committee. The capacity assessment will then be done before designing and developing a plan for student success.

The network consists of two-year colleges that have been assessed and accepted by ATD. St. Louis Community College is the only other Missouri college in the network. The \$80,000 cost is embedded in the Title III grant.

Motion: To **approve** a letter of support for East Central College's application to join the Achieving the Dream Network.

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

REVISIONS TO CHAPTER 1 BOARD POLICIES & PROCEDURES: The revisions were recommended through the regular policy review process and were introduced at the October meeting.

Motion: To **approve** revisions to Chapter 1 of Board Policies and Procedures as outlined in the document attached to the agenda.

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

***PERSONNEL:** The Board **approved** the appointments of Ashley Straatmann as Director of Financial Services/Comptroller effective January 4, 2025, with an annual salary of \$81,932.44 and Trista Elias as Nursing Instructor effective November 27, 2023, with an annual base salary of \$68,395.80.

BOARD PRESIDENT'S REPORT: Board President Ann Hartley asked Trustee Cookie Hays to provide a report on the ACCT Leadership Governance Conference she recently attended. Ms. Hays gave a brief overview of some of the sessions attended including offering bachelor's degrees at the community college, addressing basic needs insecurity of students, providing support for student mental health, short-term workforce programs, enrollment models for adult learners, and attracting adults under age 40 to serve as trustees.

President Hartley noted that each year one trustee travels to a national conference and brings back information to share with the Board.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Reg Brigham indicated he had no report.
- B. ECC-NEA:** NEA Vice President Tanner French reported that the NEA has met once with the administrative team to begin the bargaining process.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** PSA Secretary Lisa Farrell reported that 24 students and one adjunct plus their friends attended the recent game night hosted by the library. Campus Life and the ECC Foundation co-sponsored a trip to the Fox Theatre on November 3 to see "Come From Away." Seven employees, 25 students, and 13 Patrons attended. Carson Mowery and Andy Kolb have developed a PSA website that includes resources and professional development opportunities. A professional staff member will be highlighted on the site monthly.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** CSA Treasurer Bethany Herron reported the winner of the Fall 2023 Spotlight Award is Amy DeMiere.
- E. STUDENT GOVERNMENT ASSOCIATION:** SGA President Augast Haddad reported the organization will be hosting a karaoke night on December 4 at 6 p.m.

PRESIDENT'S REPORT: Dr. Bauer reported that the enrollment cycle for spring semester has just begun; credit hours are down 2.6% and headcount is down 4.7%. It is early in the process, so numbers will continue to fluctuate. The enrollment census date is mid-February.

ECC has been selected to host the Rural Community College Alliance (RCCA) annual meeting in the fall of 2025. Dr. Bauer has been on the RCCA board for several years and is now vice chair. This is a small organization, and 150-200 attendees are anticipated for the meeting.

ADJOURNMENT:

Motion: To **adjourn** the November 6, 2023, public meeting of the Board of Trustees at 6:43 p.m.

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

President, Board of Trustees

Secretary, Board of Trustees

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. ~~In 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 3-8-2021.xx-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.