



Board of Trustees

East Central College
Mar 4, 2024 at 5:30 PM
BH238 Board Room

Agenda

I. Call to Order

II. Recognition of Guests

III. Public Comment

IV. Approval of Agenda (4 votes)

Approval items of a routine nature will be marked with an asterisk () located immediately before the item. Unless a Board member requests an item be removed for discussion, the agenda will be approved upon a motion and a second of the Board and unanimously adopted and shall have the same validity as if each action were separately moved, seconded, and adopted. Any item removed upon request of a Board member will be taken up in its regular place on the agenda.*

V. *Approval of Minutes (4 votes)

VI. Treasurer's Report and Financial Report (simple majority)

VII. Bids

VIII. Board Policies & Procedures Chapter 2 Revisions

IX. *Personnel (4 votes)

A. Appointments

B. Spring 2024 Adjunct Roster Addendum

X. Board President's Report

XI. Reports

A. Faculty Association

B. ECC-NEA

C. Professional Staff Association

D. Classified Staff Association

E. Student Government Association

XII. President's Report

**XIII. Adjournment of Public Session / Executive Session - RSMo2004, Section 610.021(3)
Personnel (simple majority)**

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
March 4, 2024**

AGENDA ITEM I: CALL TO ORDER

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

3/4/2024

East Central College

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

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
March 4, 2024**

AGENDA ITEM II: RECOGNITION OF GUESTS

Guests will be recognized by Mr. Gregg Jones.

3/4/2024

East Central College

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
March 4, 2024**

AGENDA ITEM III: PUBLIC COMMENT

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

3/4/2024

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
March 4, 2024**

AGENDA ITEM IV: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the March 4, 2024, Board of Trustees meeting.

3/4/2024

East Central College

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Agenda Item IV: Approval of Agenda

Consent Agenda Items for March 4, 2024:

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.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
March 4, 2024**

AGENDA ITEM V: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the January 29, 2024, regular meeting of the Board of Trustees.

Attachment

3/4/2024

East Central College

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
Monday, January 29, 2024**

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 5:29 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 – ECC-NEA Vice President Katie Holtmeyer, Faculty Association President Reg Brigham, and Assistant Professor of Education Greg Stotler; Other Staff – Human Resources Director Carrie Myers, Director of Communications & Marketing Gregg Jones, Rolla Campus Director Christina Ayres, Foundation Executive Director Bridgette Kelch, Executive Director of Institutional Effectiveness Michelle Smith, Director of Institutional Research Bethany Lohden, Campus Resource Officer Todd Schlitt, Professional Staff Association President Carson Mowery, and Executive Assistant to the President Bonnie Gardner; Students – Student Government Association President August Haddad.

RECOGNITION OF GUESTS: Gregg Jones recognized J.T. Hardy, Board candidate from Sub-district one. Chris Parker from the *Missourian* was also 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 January 29, 2024, meeting of the Board of Trustees.
Motion by Eric Park; Seconded by Cookie Hays; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the December 4, 2023, regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President DeAnna Cassat reviewed the financial statements as of December 31, 2023. She noted that state revenues are up over last year and reminded the Board that last year’s property tax revenue lagged other years due to the extension for payment by Franklin County.

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

BIDS: Two proposals were received for elevator services. A committee interviewed both companies and recommended Century Elevator Services. Otis Elevator has the current contract; however, there has been a noticeable decrease in availability and customer service. Vice President DeAnna Cassat noted that the service contract encompasses preventative maintenance and inspections. The additional charge for service calls will apply if there is a need for repairs. The contract is a one-year term with three renewals that will be brought to the Board annually. Each annual increase will not exceed four percent.

Motion: To **accept** the bid of Century Elevator Services, Inc., St. Louis, MO, for full-service elevator maintenance at an annual service fee of \$24,988 with the option of three one-year renewals not to exceed a 4% increase for each one-year term.

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

Dr. Bauer stated that the College is in the last year of the current strategic plan. Eight proposals were received and reviewed by a committee; four firms were selected for interviews. The committee's consensus was that Campus Works is the best fit. The administrative team agreed that an outside firm provides value by keeping the process on track and assisting with garnering engagement from the entire campus as well as external constituents. The process will kick off in February. There will be broad engagement with the campus over the spring semester with a draft developed by the end of the semester for refinement over the summer. In August the draft will be shared for review and input. A final recommendation will be presented to the Board for adoption in October or November.

Motion: To **engage** Campus Works, Inc., Sarasota, FL, as the consultant for development of a new strategic plan at a cost of \$69,080 to be spread across fiscal years 2024 and 2025.

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

COURSE FEES: Vice President Robyn Walter noted that the deans and faculty review course fees each year and evaluate the need for an increase or decrease. These fees cover supplies or other materials unique to each course as well as specialized fees attached to a course such as drug testing or licensure testing. Some fees are being increased while others are being decreased; the overall change is an increase of less than \$1,000. In response to a Board member's question, Dr. Walter noted that conversations are occurring about incorporating fees into the tuition model.

Motion: To **approve** course fees for the 2024-2025 academic year as outlined in the memorandum attached to the agenda.

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

U.S.D.A. GRANT: Dr. Bauer indicated that the college has used the U.S.D.A. grant program for several years and it is very beneficial. A requirement of the application is formal authorization by the Board to apply.

Motion: To **approve** a resolution authorizing East Central College to apply to the United States Department of Agriculture (U.S.D.A.) Business Development Grant program to acquire funding to purchase equipment for the Emergency Medical Services program.

Motion by Prudence Johnson; Seconded by Audrey Freitag; Carried Unanimously

STUDENT OUTCOMES: Dr. Walter provided information on course success rates for the fall 2023 semester, noting that a student is counted for each course for which they enrolled and passed. The data shared does not yet include dual-credit students. The overall course success rate is 81.5%, which is an increase of 0.8% from last fall. There has been improvement overall in each category (race, age, gender, Pell-eligible, and Veterans). However, the Pell-eligible students are still below the overall success rate. Over the last five years, ECC student success has continued to improve compared to the 12 Missouri community colleges and the 146 community colleges nationwide that participate in the National Benchmarking Project.

Retention of students from fall to spring was 81.5% overall. First-time full-time students are at the highest level of retention, 83.2%. Development student retention is at 75% and first-time part-time student retention is at 63.9%.

***PERSONNEL:** The Board **approved** the reclassification of the Assistant Network & Systems Manager position from support staff level 107 to professional staff level 205. The Board approved the appointments of Andrew Chitwood as Network & Systems Manager effective January 16, 2024, with an annual salary of \$71,867.85; Carson Mowery as Title III Program Coordinator effective January 1, 2024, with no change in salary; and Chad Wray as Assistant Network & Systems Manager effective February 1, 2024, with an annual salary of \$70,383.72. The Board also **accepted** the resignation of Heather Kleekamp, Associate Director of Financial Aid, effective February 9, 2024, and the retirements of nine staff and two faculty members who elected to participate in the retirement incentive as listed on the attached memorandum. The Board **approved** changes to the roster of adjunct faculty for the spring 2024 semester as listed in the attached memorandum.

BOARD PRESIDENT'S REPORT: Board President Ann Hartley reminded the group that all employees are members of MCCA and encouraged them to participate in the various standing councils of the association.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Reg Brigham reported that Katie Holtmeyer's book of poems was published recently. Faculty are working with Dr. Walter to expand the upward feedback process to include the deans. The professional development committee has implemented a Faculty of the Month program. Work is also underway to revitalize the Faculty Emeritus process. Faculty portfolios are due this week for those applying for rank.
- B. ECC-NEA:** NEA Vice President Katie Holtmeyer reported she has assumed the role of vice president following Tanner French's departure and that collective bargaining began earlier in the month.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** PSA President Carson Mowery reported that Alice Whalen and Mary Eagan will be attending an Integrated Education and Training Advanced Design Camp sponsored by the U.S. Department of Education. The MyECC single sign-in launched this semester and appreciation was expressed to the advisors, learning center success coaches, Stephanie Hebert, and Andy Kolb for their work on this project.
- D. STUDENT GOVERNMENT ASSOCIATION REPORT:** SGA President August Haddad reported the students will be hosting a voter registration event on February 20 and special activities on April 8 from 12:30 – 2:30 p.m. for the solar eclipse.

PRESIDENT'S REPORT: Dr. Bauer reported that 26 presentations to local groups about the tax levy election have been scheduled to date. A one-page information sheet was provided to the Board, and employees have been provided with guidelines for discussing the election. Because the College is on the ballot for the levy issue, the candidates for the two Board seats will also be listed on the ballot and are running unopposed.

The fall semester concluded smoothly, and intersession was held online with more course offerings than last year. The spring semester is underway with first-day enrollment up about 2%. Dual credit

enrollment is lagging because the area schools lost days due to inclement weather. Census enrollment data will be reported in March.

Title III grant activities are underway. Carson Mowery was selected as the Title III Coordinator, and a steering committee is being formed. An overview of the activities for the year will be provided at the next Board meeting. Additional grant positions will be posted soon.

The budget is the top priority on the MCCA legislative agenda. Governor Parson's budget included a 3% increase in state aid. The colleges have been pushing for 5% plus an additional appropriation to bring community colleges in line with the four-year sector. The budget now goes to the House and then to the Senate. It is expected the House budget will be more conservative with a lower increase than proposed by the Governor. The budget includes \$3.25 million for the Rolla facility and a MoExcels project for Missouri S&T that includes funding for ECC as a partner in advanced manufacturing courses.

Work continues to identify an appropriate site for the new Rolla facility. An executive session will be needed later in the spring to discuss options for the site. The Rolla Advisory Committee met earlier in January and the process for joining the district as well as the advantages were discussed.

Dr. Bauer acknowledged employees retiring from the College and recognized Robyn Walter and DeAnna Cassat who have been selected as peer reviewers for the Higher Learning Commission. He also acknowledged employees who are chairing various MCCA councils: Robyn Walter, CAO group; DeAnna Cassat, CFO group; Sara Leassner, CSAO group; and Carrie Myers, HR directors.

ADJOURNMENT:

Motion: To **adjourn** the January 29, 2025, public meeting of the Board of Trustees at 6:42 p.m.

Motion by Prudence Johnson; Seconded by Audrey Freitag; Carried Unanimously

President, Board of Trustees

Secretary, Board of Trustees

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
March 4, 2024**

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

3/4/2024

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 January 31, 2024 and January 31, 2023

ASSETS	<u>1/31/24</u>	<u>1/31/23</u>
Current		
Cash	9,590,578	8,018,557
Investments	2,800,661	2,304,811
Receivables, net		
Student	3,878,266	3,384,909
Federal & State Agencies	1,225,836	1,136,029
Other	(96,351)	(45,875)
Inventories	227,885	196,073
Prepaid Expenses	227,577	232,507
Total Current Assets	<u>17,854,452</u>	<u>15,227,011</u>
Non-Current Assets		
Lease Assets	289,548	-
Capital Assets (Net)	41,589,070	41,145,827
Total Non-Current Assets	<u>41,878,618</u>	<u>41,145,827</u>
Total Assets	<u>59,733,070</u>	<u>56,372,838</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>76,317,087</u>	<u>63,570,625</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	103,929	70,655
Accrued Wages & Benefits	149,044	2,072
Unearned Revenue	172,781	156,128
Due to Agency Groups	64	-
Accrued Interest	-	-
Total Current Liabilities	<u>425,818</u>	<u>228,855</u>
Non-Current Liabilities		
Lease Liability	289,572	-
USDA Loan	283,333	383,334
Bonds Payable	5,225,000	5,225,000
Premium on Sale of Bonds	234,582	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	873,783	947,997
United Bank of Union	1,480,000	1,600,000
Total Non-Current Liabilities	<u>26,544,405</u>	<u>14,760,952</u>
Total Liabilities	<u>26,970,223</u>	<u>14,989,807</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	41,991,145	40,564,822
Restricted for Debt Service	(134,769)	(44,894)
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	13,409,918	11,018,902
All Other Funds	(19,000,976)	(18,794,433)
Total Net Assets	<u>38,025,318</u>	<u>34,504,397</u>
Total Liabilities, Deferred Inflow	<u>76,317,087</u>	<u>63,570,625</u>
of Resources and Net Assets		

East Central College
Statement of Activities
General Fund

As of January 31, 2024 and January 31, 2023

	For the Fiscal Year Ending June 30, 2024			For the Fiscal Year Ended June 30, 2023			
	Current FY Budget	Jan 31, 2024 Month end	Current FY Year-To-Date	Prior FY Budget	Jan 31, 2023 Month end	Prior FY Year-To-Date	Prior Year FYE
Revenues:							
Local Revenue	8,428,974	5,038,428	7,295,094	8,061,258	3,771,474	4,603,840	7,787,131
State Revenue	5,360,734	446,728	3,127,094	5,290,485	487,079	3,409,555	5,844,952
Federal Revenue	-	-	-	-	-	-	-
Tuition and Fees	7,808,233	419,270	7,452,426	7,409,748	331,571	6,899,832	6,991,306
Interest Income	124,076	18,065	68,486	75,000	14,506	60,379	149,181
Gifts and Grants	100,000	959	39,276	100,000	2,560	47,318	75,664
Miscellaneous Revenue	45,500	2,007	20,443	45,100	4,605	25,308	51,448
Transfers-Interfund & Indire	749,967	607	6,560	269,610	15,463	41,046	(328,224)
Transfer Federal Programs	-	-	-	-	-	-	11,742
Total Revenues	22,617,484	5,926,064	18,009,379	21,251,201	4,627,258	15,087,278	20,583,200
Expenses:							
Salaries	13,229,459	873,078	7,087,282	12,631,593	823,621	6,679,370	12,159,987
Benefits	4,713,956	379,408	2,625,969	4,418,238	347,311	2,419,710	4,094,400
Contractual Services	1,084,300	22,201	724,298	1,032,198	46,436	717,370	869,038
Current Expenses	1,016,160	92,978	541,171	859,010	44,253	399,802	705,939
Travel	269,417	11,207	123,532	271,559	21,131	145,235	230,122
Property & Casualty Insuran	235,000	-	259,420	222,000	-	222,320	225,634
Vehicle Expense	17,750	1,015	6,428	19,400	260	5,419	12,815
Utilities	645,840	55,906	433,816	545,000	66,018	427,368	716,305
Tele/Communications	229,460	20,772	125,430	250,770	16,785	123,710	208,932
Miscellaneous	596,224	126,745	261,594	397,285	92,487	186,694	211,165
Foundation Paid Expense	27,505	1,227	19,214	1,485	3,345	28,502	37,098
Clearing Account	-	16	749	-	(205)	74	-
Scholarship Expense	145,600	1,500	96,440	180,600	2,511	113,364	204,533
Faculty Development	-	700	3,500	25,000	50	5,700	14,850
Instit. Match for Grants	35,000	-	-	35,000	-	10,625	185,950
Commitment to AEL	70,000	-	-	60,000	-	-	52,731
Instit. Commit.to Fine Arts	-	-	-	-	-	-	-
Instit. Commit.to Word & M	-	-	-	-	-	-	-
Capital	25,750	5,590	598,676	21,500	11,663	55,845	79,381
Interfund Transfers	-	-	-	-	-	-	-
Debt Principal & Interest	276,063	8,333	139,708	280,563	8,333	141,396	280,000
Total Expenses	22,617,484	1,600,676	13,047,227	21,251,201	1,483,999	11,682,504	20,288,880
Revenue over Expenses	-	4,325,388	4,962,152	-	3,143,259	3,404,774	294,320

Statement of Revenue, Expenses & Changes in Net Assets
(All Funds)
As of January 31, 2024 and January 31, 2023

	For the Fiscal Year Ending June 30, 2024		For the Fiscal Year Ended June 30, 2023	
	Jan 31, 2024	FY 2024 Year-To-Date	Jan 31, 2023	FY 2023 Year-To-Date
Operating Revenues:				
Student Tuition & Fees	495,625	9,171,289	369,159	8,114,105
Federal Grants & Contracts	98,543	2,998,608	46,297	3,062,431
State Grants & Contracts	78,760	583,118	66,633	1,644,109
Auxiliary Services Revenue	364,111	1,208,739	286,015	1,125,959
Other Operating Revenue	8,259	138,111	12,227	147,623
Total Operating Revenue	1,045,298	14,099,865	780,331	14,094,227
Operating Expenses:				
Salaries	981,122	7,932,578	921,343	7,477,019
Benefits	414,092	2,870,685	377,875	2,636,471
Purchased Services	262,671	1,821,888	205,355	1,474,506
Supplies & Current Expenses	331,271	2,183,619	249,043	1,850,171
Travel	17,760	148,472	19,132	157,707
Insurance	-	280,795	-	241,782
Utilities	87,929	683,103	96,711	688,059
Other	13,060	85,349	8,311	61,641
Depreciation/Amortization	194,567	1,350,674	184,896	1,303,509
Financial Aid & Scholarship	98,605	3,090,853	5,650	3,017,026
Foundation Paid Expense	7,922	37,730	4,986	40,455
Total Operating Expenses	2,408,999	20,485,746	2,073,302	18,948,346
Operating (Loss)/Gain	(1,363,701)	(6,385,881)	(1,292,971)	(4,854,119)
Non-Operating Revenues (Expenses):				
State Appropriations	446,728	3,127,094	487,079	3,409,555
Tax Revenue	6,459,523	9,352,788	4,835,222	5,899,700
Interest Income	22,171	81,795	16,347	70,043
Gain/Loss on Asset Disposal	-	17,838	-	-
Principal & Interest on Debt	(91,874)	(148,017)	(118,667)	(184,137)
Total Non-Operating Revenue (Expense)	6,836,548	12,431,498	5,219,981	9,195,161
Increase in Net Assets	5,472,847	6,045,617	3,927,010	4,341,042

**East Central College
Investments
As of January 31, 2024**

<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
1024024875	12/4/2023	12/4/2024	12 Months	5.39%	\$ 839,813.50
1024025404	1/24/2024	1/24/2025	12 Months	5.25%	\$ 1,031,219.43
<u>Bank of Franklin County</u>					
8159230	7/13/2023	1/13/2024	6 Months	4.90%	\$ 500,000.00
<u>Sullivan Bank</u>					
123668	4/6/2023	7/6/2024	15 Months	3.95%	\$ 495,850.08
ECC Total Investments					\$ 3,366,883.01

2024

Total Cash Accounts	\$ 9,590,578.00
Certificates of Deposit	\$ 3,366,883.01
	<u>\$ 12,957,461.01</u>

2023 (December)

Total Cash Accounts	\$ 5,436,643.00
Certificates of Deposit	\$ 2,841,438.43
	<u>\$ 8,278,081.43</u>

**East Central College
Pledged Securities
As of January 31, 2024**

United Bank of Union

SECURITY DESCRIPTION	MATURITY DATE	CUSIP NO.	PAR AMOUNT
FDIC Insurance			\$ 250,000.00
FHR 4672 QD	08/15/45	3137BXLH3	\$ 29,762.52
FRESB 2019-SB61 A10H	01/25/39	30309LAN8	\$ 1,152,494.61
FNMA Pool #AL6270	10/01/34	3138EN6G9	\$ 280,877.46
FHLMC POOL #RB5108	04/01/41	3133KYU98	\$ 1,526,834.00
GNR 2021-22 AD	10/16/62	3830RTZ3	\$ 1,794,992.14
FHR 5081 AG	3/25/2051	3137FXXS2	\$ 1,205,179.82
US TREASURY NOTE	9/30/2025	9128285C0	\$ 1,000,000.00
WEBB CITY MO #R-7 SCH DIST	3/1/2033	947398CC5	\$ 315,000.00
FHLB BULLET	3/28/2024	3130ARFB2	\$ 1,000,000.00
FRESB 2021-SB84 A10H	1/25/2041	30320WAQ2	\$ 1,420,920.18
FHLB LETTER OF CREDIT			\$ 4,500,000.00
TOTAL			<u>\$ 14,476,060.73</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	\$ 125,442.11
FNMA 20YR	7/1/1941	31418D2V3	\$ 790,103.83
SULLIVAN FIRE DIST MO 27	3/1/2027	86535WAL6	\$ 145,000.00
FDIC Insurance			\$ 250,000.00
TOTAL			<u>\$ 1,310,545.94</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 January 31, 2024**

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 January 1, 2024 through January 31, 2024, is reported at \$2,302,173.10

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
March 4, 2024**

AGENDA ITEM VII: BIDS

Recommendation: To **approve** the purchase of equipment for the HVAC program from Johnstone Supply, Earth City, MO, at a cost of \$47,964.55 to be funded with USDA Rural Business Development grant monies.

Recommendation: To **approve** the purchase of 43 Latitude 3440 laptop computers from Dell for the library laptop loan program at a cost of \$29,670 to be funded with Title III Grant monies.

Attachments

3/4/2024

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 2201

FAX (636) 583-6602



MEMORANDUM

To: Dr. Jon Bauer

From: Joel Doepker

Date: 2.27.24

Re: HVAC Program Equipment Purchase - USDA Rural Business Development Grant

I recommend the Board of Trustees review and approve the quote from Johnstone Supply to purchase Heating and Air Conditioning equipment for the HVAC program.

In October 2023, the College requested vendor bids for the equipment; none were submitted at that time. Per the USDA and College purchasing procedures, the HVAC program coordinator then contacted HVAC equipment suppliers to request written quotes for the needed equipment.

Only one vendor, Johnstone Supply, provided a quote that meets the specifications for the HVAC equipment in the amount of \$47,964.55.

Vendor	Location	Amount
Johnstone Supply	Earth City, Mo	\$47,964.55

Funding to purchase the HVAC equipment was awarded in October 2023 by the USDA Rural Business Development grant program.

The HVAC equipment will be used to create a Communicative Immersion system for students in the HVAC Program. The system will greatly enhance the students' skill sets to conduct HVAC system repairs and adjustments remotely, thus reducing or eliminating the time required to be on site.



OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

TO: Dr. Jon Bauer, College President
DATE: February 28, 2024
FROM: Dr. Robyn Walter, Vice President of Academic Affairs
RE: Purchase of Laptops Using Title III Funds

The Title III Program Coordinator would like to spend their equipment funds allotted for Year 1 of the Title III Grant to purchase new laptops for the Library’s laptop loan program. In Year 1 of the grant’s budget, \$30,000 was allotted for laptops and wireless hotspots. After verifying equipment needs with the Library Director, it was determined that the best use of these funds would be to purchase new laptops.

The Title III Program Coordinator and Director of Library Services requested and received a quote from our Technical Support Coordinator for a Dell Latitude 3440 priced at \$690.00/each. With the \$30,000 allotted for this purchase, we will be able to use Title III funds to purchase 43 new laptops for our students to check out from the Library. Title III funds will cover 100% of the cost of this purchase.

Pursuant to Board Policy 4.13.2, we are requesting approval of this purchase from the Board of Trustees, as the purchase cost exceeds \$20,000. Furthermore, pursuant to Board Policy 4.13.2 and in alignment with 2 CFR 200.212, the Title III Program Coordinator has verified that the identified vendor, Dell, is an eligible vendor on the System for Award Management (SAM.gov) based on its active status shown in multiple other active equipment orders from federal agencies. Also pursuant to Board Policy 4.13.2, verification of this eligibility will be documented with our purchasing records.

Purchase of these laptops is a strategy included in our Title III grant proposal as a method for accomplishing our institutional management goal of improving infrastructure to support student success. In our proposal, we argue that purchasing these laptops will help ensure underserved students are not left behind in the digital divide, which can disproportionately affect low-income students. This significant purchase of laptops ensures we remain on track with our timeline of purchasing this equipment by Y1, Q3 of this first grant year.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
March 4, 2024**

AGENDA ITEM VIII: REVISIONS TO CHAPTER 2 BOARD POLICIES & PROCEDURES

The scheduled review of chapter two of Board Policies and Procedures has been completed. Recommendations for language changes from the review committee have been considered 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 April meeting.

3/4/2024

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 2201

FAX (636) 583-6602

Summary of Substantive Recommendations to Chapter 2 Board Policies:

- **2.2** Degree Programs: Update AAT language to reflect DESE information and refined AS Degree language

(Rationale: To appropriately reflect DESE language and describe the AS degree more broadly to allow for potential other AS [STEM] degrees, such as Biology, in the future)

- **2.4:** Add information regarding above referenced AAT updates

(Rationale: To appropriately reflect updates in DESE requirements)

- **2.6.6:** Add definition for Credit for Prior Learning

(Rationale: While we offer a variety of methods to earn credit for prior learning, we did not have an “umbrella” description of Credit For Prior Learning. This area of credit is receiving more attention regionally and nationally, therefore, an ECC definition was added)

- **2.1.2:** Revised this section for clarity in terms of curriculum oversight and Advisory Board Meetings

(Rationale: Two concepts [curriculum oversight and advisory] were co-mingled in this policy. The team did not change intent but better organized the content for clarity)

- **2.14.2:** Add procedure note regarding accreditation and advisory boards

(Rationale: While DESE defines role and function of advisory boards we also recognize programmatic accreditation agencies may have additional requirements)

Other changes to Chapter 2 Board policy are generally mechanical, revised language centered around what used to be regional accreditation, and grammatical updates.

Special thanks to Committee Members:

Robyn Walter, Chair

Bonnie Gardner

Tracie Welsh

Dr. Nanette Sayles

Leigh Kolb

Megan Elbert

Linda Rice

Sarah Scroggins

Carson Mowery

SECTION 2: INSTRUCTION POLICIES AND PROCEDURES

2.1 Accreditation *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 5-12-2008, 6-14-2021, XXXX)*
East Central College will meet all standards and criteria for accreditation by the Higher Learning Commission (HLC). In addition, individual programs will meet licensure standards as required by the State of Missouri and accreditation standards as required by the State of Missouri and as appropriate to ensure quality education for its students.

2.2 Degree Programs *(Adopted 12-2-1991; Revised 4-2-2007; Revised 2-2-2015, 6-14-2021, XXXX)*
East Central College offers a variety of degree programs approved by the Board of Trustees, the Missouri Coordinating Board for Higher Education, the Higher Learning Commission, and specific accreditors.

The Associate of Arts (AA) degree is the institutional transfer degree. The degree is comprised of the Department of Higher Education's statewide general education requirements and electives in the academic discipline of choice.

The Associate of Fine Arts (AFA) degree is the institutional transfer degree for students studying in a fine and performing arts program in studio art or music. A specifically articulated degree with selected Missouri public universities, the Associate of Fine Arts AFA degree is comprised of a general education core and the necessary coursework to prepare students for a course of study in studio art or music. The degree allows students to elect appropriate specialized coursework related to the particular respective fine and performing arts baccalaureate program.

The Associate of Applied Science (AAS) degree (AAS) is the career technical and workforce preparation degree consisting of a combination of general education and program-based coursework. Many of the career fields offering the AAS degree also offer options in certificates.

The Associate of Arts in Teaching (AAT) degree is the institutional transfer degree for students preparing to study in teacher education programs. The degree is comprised of the Department of Higher Education's statewide general education requirements and electives in education and other disciplines related to teacher education. ~~The degree is specifically articulated with Missouri public baccalaureate institutions offering teacher education programs and meets all the accreditation requirements of the Department of Elementary and Secondary Education (DESE).~~ The AAT degree encompasses the foundational requirements for education preparation defined by the Department of Elementary and Secondary Education.

The Associate of Science (AS) degree is ~~the an~~ institutional engineering transfer degree for transfer students. ~~A specifically articulated degree with selected Missouri public universities, the Associate of Science Degree is~~ comprised of a general education core and the necessary coursework to prepare students for a course of study in engineering Science, Technology, Engineering, and Mathematics (STEM) fields. The degree allows

students to elect appropriate specialized coursework for various ~~areas of engineering~~ **STEM majors**.

Degree requirements may be updated, altered, and revised through appropriate College procedures. Students must satisfy the set of degree requirements in effect at the time of enrollment at East Central College or the degree requirements current at the time of completion.

2.2.1 Graduation Requirements for the Associate of Arts (AA) Degree *(Revised 10-19-2015, 6-14-2021)*

Candidates for an ~~Associate of Arts degree~~ **AA degree** must meet the following degree requirements:

1. Completion of a minimum of 60 college semester credit hours (a combination of the general education requirements and elective coursework), excluding developmental coursework, in an approved program of study.
2. A minimum cumulative grade point average of 2.00 on all college credit earned.
3. Satisfaction of the College residency requirement (a minimum of 15 credit hours must be completed at East Central College).
4. Hold a high school diploma or high school equivalency certificate.

2.2.52 Graduation Requirements for the Associate of Fine Arts (AFA) Degree *(Revised 10-19-2015, 6-14-2021)*

Candidates for an ~~Associate of Fine Arts~~ **AFA degree** must meet the following degree requirements:

1. Completion of an approved program of study, consisting of a minimum of 60 college semester credit hours (a combination of the general education requirements and elective coursework), excluding developmental coursework.
2. A minimum cumulative grade point average of 2.00 on all college credit earned.
3. Satisfaction of the College residency requirements (a minimum of 15 credit hours must be completed at East Central College).
4. Hold a high school diploma or high school equivalency certificate.

2.2.43 Graduation Requirements for the Associate of Applied Science (AAS) Degree
(Revised 10-19-2015, 6-14-2021)

Candidates for an ~~Associate of Applied Science~~ (AAS) degree must meet the following degree requirements:

1. Completion of an approved program of study, consisting of a minimum of 60 college semester credit hours (a combination of the general education requirements and program requirement coursework), excluding developmental coursework.
2. A minimum cumulative grade point average of 2.00 on all college credit earned.
3. Satisfaction of the College residency requirement (a minimum of 15 credit hours must be completed at East Central College).
4. Hold a high school diploma or high school equivalency certificate.

2.2.34 Graduation Requirements for the Associate of Arts in Teaching (AAT) Degree
(Revised 10-19-2015, 6-14-2021)

Candidates for an ~~Associate of Arts in Teaching~~ AAT degree must meet the following degree requirements:

1. Completion of an approved program of study, consisting of a minimum of 60 college semester credit hours (a combination of the general education requirements, program requirements, and elective coursework), excluding developmental coursework.
2. A minimum cumulative grade point average of 2.75 on all college credit earned.
3. Satisfaction of the College residency requirement (a minimum of 15 credit hours must be completed at East Central College).
4. Hold a high school diploma or high school equivalency certificate.
5. Demonstrate proficiency in the areas of math, reading, and writing using one of the assessment methods defined by the Missouri Department of Elementary and Secondary Education (MoGEA, ACT, SAT, or the Paraprofessional Assessment).

2.2.25 Graduation Requirements for the Associate of Science (AS) Degree *(Revised 10-19-2015, 6-14-2021)*

Candidates for an Associate of Science **AS** degree must meet the following degree requirements:

1. Completion of an approved program of study, consisting of a minimum of 60 college semester credit hours (a combination of the general education requirements and elective coursework), excluding developmental coursework and career technical coursework.
2. A minimum cumulative grade point average of 2.00 on all college credit earned.
3. Satisfaction of the College residency requirement (a minimum of 15 credit hours must be completed at East Central College).
4. Hold a high school diploma or high school equivalency certificate.

2.2.6 Second or Subsequent Degree or Certificates

Any student seeking an AAS, AS, AAT, AFA, or a certificate as a second or subsequent degree or certificate must complete all requirements for the desired degree or certificate. A student may not receive more than one (1) Associate of Arts **degree**.

2.2.7 Regulatory Agency Approved Programs or Accredited Programs

Degree programs with external regulatory approval or accreditation will follow the rules of the regulatory body or accreditor regarding **the** transfer in of credit, residency in the program, or other action related to the program of study. Such rules will be made available to the students in program documents, admissions packets, ~~fact sheets~~, **Academic Pathways webpage**, or the **eCollege** catalog.

2.3 Certificate Programs *(Adopted 6-14-2021)*

The Certificate of Specialization and the Certificate of Achievement are awarded to students completing the established requirements.

Procedures *(Adopted 6-14-2021; Revised XXXX)*

- 2.3.1** Credit hours required for the Certification of Specialization vary by program. A Certificate of Achievement requires at least 30 credit hours of coursework.
- 2.3.2** Each certificate is earned after completing the requirements stated in the student's assigned catalog.

- 2.3.3 Through the Curriculum Committee, procedures have been developed to allow for curriculum revisions that may apply to the Certificate of Specialization and Certificate of Achievement.
- 2.3.4 Certificate requirements are subject to approval by the Missouri Department of Higher Education and Workforce Development **and the Higher Learning Commission**.
- 2.3.5 In order for a certificate to be awarded, a minimum of nine (9) hours must be completed in residence. An institutional grade point average of 2.00 is required for graduation.
- 2.3.6 The student must hold a high school diploma or high school equivalency certificate to be awarded a Certificate of Specialization or a Certificate of Achievement.

2.4 Non-credit Programs *(Adopted 5-12-2008)*

The College will develop and provide non-credit courses and programs and services to meet identified community needs. Such courses will not appear on official student credit course transcripts. Students enrolled in non-credit courses will not be required to meet the College's admission criteria for credit programs.

Certificates of Completion may be granted to students satisfactorily completing a single course, a seminar, conference, workshop, or similar instructional activity.

2.5 Definition of Credit Hour *(Adopted 7-12-2010)*

East Central College measures units of coursework by the semester credit hour. The semester credit hour is a recognized unit for college credit coursework and is used to determine degree requirements and course equivalency in transfer.

Procedures *(Revised 6-14-2021)*

2.5.1 Traditional Coursework

For a traditional face-to-face lecture course, the Carnegie unit and state regulations ~~have been used to~~ determine a semester credit hour value (i.e. a minimum of 750 minutes of instruction or "seat time" per credit hour per semester period). For non-lecture courses (i.e., science laboratories, studio coursework, career technical courses, music activities) additional instructional time per credit hour is necessary to achieve the learning outcomes determined for the course.

2.5.2 Distance/Web-Based/Hybrid Learning

For the College's distance learning courses (i.e., online and hybrid), the credit hour value is based on the learning outcomes determined in the traditional model of the coursework. Students will be required to spend an amount of time

comparable to that in a traditional course to achieve the desired learning outcomes. To earn the credit hour value assigned to the course, students must demonstrate achievement of the course-based learning outcomes at a satisfactory level.

2.6 Course Credit Options *(Adopted 4-7-2003; Revised 5-12-2008, 8-31-2009, 6-14-2021, XXXX)*
East Central College provides ~~students various~~ options regarding college credit. Students may receive credit in any of the following ways:

- Satisfactory Course Completion
- Transfer Credit
- Dual Credit
- Dual Enrollment
- Credit by Articulation
- Military Credit
- Credit for Prior Learning**
- Credit by Exam:
 - CLEP
 - DANTES
 - Advanced Placement
 - Departmental Examination

Other sources, including non-regionally accredited institutions, will be considered on a case-by-case basis. Guidelines, limitations, and exclusions for each **option** are stated **in the procedures** below.

Procedures

2.6.1 Credit Earned at Other Institutions *(Revised 6-14-2021)*

Students must request that official transcripts be sent to East Central College from all previously attended post-secondary institutions. ~~Transcripts will be reviewed by the~~ The Registrar's office **will review the transcripts**, and credit **will be** accepted if the course(s) correspond to East Central College coursework and are consistent with the transfer policy outlined in Board Policy 2.7.

2.6.2 Dual Credit *(Revised 6-14-2021, XXXX)*

Dual Credit is defined as credit that can be earned by a student at both their home high school and the **eCollege** as determined by the respective institution. Dual credit courses are taught by East Central College ~~certified~~ **credentialed** high school faculty in the high school. Students attending participating taxing district and service area high schools may elect to take part in the East Central College dual credit program. College-level courses will be offered to high school students in adherence to all college standards of quality and academic rigor. The **eCollege** ~~shall~~ **follows** the Missouri Coordinating Board for Higher Education (CBHE) Policy Guidelines for Dual Credit Delivery. CBHE policy reflects quality

standards set forth by the National Alliance of Concurrent Enrollment Partnerships (NACEP) and the Higher Learning Commission (HLC).

Participating school districts must satisfy the criteria for faculty qualifications and development, required minutes of instruction, assessment and outcome measures, and any other contractual requirements as stipulated by the Missouri Department of Higher Education and Workforce Development. Students meeting the eligibility criteria are admitted to the College and can elect enrollment in available coursework. Students participating in the program will pay one-half of East Central College's in-district tuition rate, do not pay general fees, and are entitled to ~~all of~~ the privileges and services of on-campus students but are not eligible for ~~federal~~ financial aid.

2.6.3 Dual Enrollment *(Adopted 6-14-2021, XXXX)*

Students enrolled in high school or homeschool are eligible to take college credit courses on campus or online. They must meet all course prerequisites to enroll, according to the course description and current placement guidelines. Students participating in the program will pay one-half of East Central College's in-district tuition rate, along with all general fees, and are entitled to ~~all of~~ the privileges and services of on-campus students but are not eligible for ~~federal~~ financial aid.

2.6.4 Credit by Articulation

Under arrangements with agencies providing post-secondary programming, East Central College grants credit by articulation agreement. Through signed and authorized articulation agreements entered into with regional career centers, union education and training programs, and state agency education and training programs, students may receive credit. Credit may be awarded on a course-by-course basis, associated with coursework offered at East Central College or credit may be awarded in "block" form upon completion of a post-secondary program of study for which students will be required to produce completion documents. Credit by articulation may also be awarded in partnership with post-secondary institutions providing the program content delivery. Guidelines, restrictions, procedures, and any costs associated with the articulation process are available through the school district, East Central College, or other participating educational entity.

2.6.5 Military Credit *(Revised 6-14-2021)*

Students with coursework and course credits acquired during military service must provide an official transcript for review. Credit transcription will occur upon receipt of all official documentation.

2.6.6 Credit for Prior Learning *(Adopted XXXX)*

Credit for Prior Learning (CPL) is college credit awarded for validated college-level skills and knowledge gained outside of a college or university classroom. Students who have acquired knowledge and skills will petition for CPL. Students will contact the Registrar's office to petition their request. If the petition is approved, discipline or program faculty will make the recommendation for course equivalency and/or provide the test or other instrument to validate proficiency. CPL final decisions are approved by the Vice President of Academic Affairs.

2.6.67 Credit by Exam

A. Credit by Nationally Recognized Examination *(Revised 6-14-2021)*

Students may complete nationally recognized achievement performance tests (CLEP, DANTES, Advanced Placement) and have official results sent to the Registrar for processing. Credit transcription will occur upon receipt of official results that reflect achievement of a minimum score as determined by the College.

B. Credit by Departmental Examination/Review

Students who demonstrate a high level of proficiency within a subject area may petition the academic discipline or program faculty for credit by examination or review. If this petition is approved, discipline or program faculty would prepare an appropriate measure (test or other instrument) of proficiency and establish with the student guidelines for passing. The decision of the faculty is final. A fee per course will be assessed.

2.7 Transfer Credit *(Adopted 8-31-2009; Revised 6-14-2021)*

East Central College is committed to assisting student transfer to and from East Central College and facilitating credit transfer to and from other post-secondary institutions. All in-coming transfer credit will be analyzed in terms of level, course content, comparability, and compatibility with degree programs and course offerings at East Central College.

Procedures *(Revised 6-14-2021, XXXX)*

2.7.1 Courses completed at any Missouri public institution in compliance with the Missouri Department of Higher Education's guidelines and agreements concerning the transfer and articulation of credit will be accepted in transfer if appropriate to a student's program of study.

2.7.2 Courses completed at any institution maintaining current articulation agreements with East Central College will be accepted in transfer as outlined in the agreement.

- 2.7.3** Courses completed at any ~~regionally accredited~~ institution **accredited by an agency recognized by the U.S. Department of Education** will be reviewed for course equivalency and program relevance and accepted for transfer accordingly.
- 2.7.4** Courses completed at ~~non-regionally accredited~~ institutions **not accredited by an agency recognized by the U.S. Department of Education** will be reviewed as follows:
1. The transfer institution's accreditation status will be examined.
 2. Information provided by the school or the student regarding the completed coursework (e.g., transcripts, catalog descriptions, course syllabi, faculty credentials, etc.) will be distributed to the appropriate program/academic department official for recommendation to the Chief Academic Officer **(CAO)**.
 3. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the ~~Chief Academic Officer~~ **CAO**. The decision of the Registrar and the ~~Chief Academic Officer~~ **CAO** is final.
- 2.7.5** Courses completed at a foreign institution will be reviewed as follows:
1. The student ~~is~~ **will be** required to provide an official transcript, along with an English translation, and an explanation of the foreign institution's grading procedures.
 2. Information regarding the completed coursework will be distributed to the appropriate program/academic department official for recommendation to the ~~Chief Academic Officer~~ **CAO**.
 3. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the ~~Chief Academic Officer~~ **CAO**. Such an appeal will require a review through an international credit evaluation service, as directed by the Registrar's Office. ~~The cost of the evaluation must be paid by the student prior to the evaluation.~~ The decision of the Registrar and the ~~Chief Academic Officer~~ **CAO** is final.
- 2.7.6** Experiential learning will be reviewed as follows:
1. The student will submit a written request to the Registrar describing the experiential learning and provide supporting documentation. The student will make a formal request for course/credit equivalency.
 2. Information regarding the request will be distributed to the appropriate program/academic department official for recommendation to the ~~Chief Academic Officer~~ **CAO**.
 3. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the ~~Chief Academic Officer~~ **CAO**. The decision of the Registrar and the ~~Chief Academic Officer~~ **CAO** is final.

4. Students receiving experiential learning credit must satisfy East Central College's residency requirement (Policy 2.2). Therefore, the maximum number of experiential learning hours accepted toward a degree will be 45.

2.7.7 Military credit will be reviewed as follows:

1. The student will provide an official transcript from the student's military service.
2. Courses completed through the military will be reviewed for course equivalency and program relevance using ACE credit recommendations and accepted for transfer accordingly.
3. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the ~~Chief Academic Officer~~ CAO. The decision of the Registrar and the ~~Chief Academic Officer~~ CAO is final.

2.7.8 Dual credit coursework will be reviewed based on the policies and guidelines of the Missouri Department of Higher Education and Workforce Development (~~MDHEWD~~) and the Higher Learning Commission with respect to the acceptance of dual credit coursework. ~~Limitations and exclusions may apply based on the MDHEWD policy and guidelines statements.~~

~~**2.7.9** All other incoming credit transfer requests not covered by the aforementioned procedures must be made in writing to the Registrar's office.~~

2.8 **Course Placement** (*Adopted 5-12-2008*)

The College may enroll students in programs and courses on the basis of placement tests, pre-enrollment interviews, physical examinations, achievements in previous work, or other appropriate criteria.

2.9 **Verifying Student Identity in Distance Education Courses** (*Adopted 6-14-2021*)

A student who enrolls in online courses must be the same student who participates in, completes, and receives credit for that course.

Procedures (*Adopted 6-14-2021*)

2.9.1 Each instructor of an online course shall verify the identity of each student enrolled in that course using one (1) or both of the following methods:

- Students complete assignments in a learning management system that requires a secure login and password.
- Students participate in a proctored event.

2.10 **Final Examinations** (*Adopted 6-14-2021, XXXX*)

All credit courses will include ~~an end-of-term~~ a final assessment.

Procedures *(Adopted 6-14-2021, Revised XXXX)*

2.10.1 Each credit course will have an assessment **or other learning activity** to be administered during ~~finals week~~ **the scheduled final assessment period** regardless of the course location or delivery method.

2.10.2 Any deviation from these procedures must be approved prior to the scheduled assessment period by the ~~Vice President for Academic Affairs~~ **Chief Academic Affairs Officer** or designee.

2.11 Graduation and Academic Honors *(Adopted 5-6-1974; Revised 6-23-2003; Revised 6-8-2020)*

The College will establish appropriate procedures for selecting and recognizing students who exemplify the tradition of outstanding academic achievement.

Procedures *(Adopted 6-8-2020)*

2.11.1 President's List: At the conclusion of each fall and spring semester, East Central College will publish a President's List recognizing students who have completed at least twelve (12) credit hours in that semester, earning a semester GPA of 3.85 or above.

2.11.2 Vice President's List: At the conclusion of each fall and spring semester, East Central College will publish a Vice President's List recognizing students who have completed at least twelve (12) credit hours in that semester, earning a semester GPA of 3.50 – 3.84.

2.11.3 Dean's List: At the conclusion of each fall and spring semester, East Central College will publish a Dean's List recognizing students who have completed between six (6) and eleven (11) credit hours in that semester, earning a semester GPA of 3.50 or above.

2.11.4 Graduation Honors: The cumulative grade point average at the end of a student's program of study will determine if graduation honors are awarded. Candidates with a 4.0 cumulative grade point average shall graduate summa cum laude. Candidates with a cumulative grade point average of at least 3.85, but less than 4.0, shall graduate magna cum laude. Candidates with a cumulative grade point average of at least 3.50, but less than 3.85, shall graduate cum laude.

~~**2.12 Curriculum Development and Review** *(Adopted 5-12-2008; Revised 6-14-2021)*~~

~~The faculty and instructional administrators will be responsible for proposing, regularly evaluating, and revising the College's educational programs and courses. For career programs, advisory committees made up of knowledgeable professionals will advise the faculty on developments in the field and possible changes in the educational program. A College-wide curriculum committee will review and approve changes in courses and recommend changes to existing programs and the addition of new programs. As appropriate, transfer institutions will be contacted to determine the transferability of~~

~~courses and programs:~~

~~All courses and programs will be periodically reviewed and evaluated by faculty and administrators to ensure that the College's educational offerings remain current, cost-effective, and relevant to the needs of students and the community. All changes, additions, and deletions to transfer and career programs will be reviewed by the President and submitted to the Board of Trustees for approval.~~

2.12 Curriculum Development and Review *(Adopted 5-12-2008; Revised 6-14-2021, XXXX)*

The faculty, academic deans, and Chief Academic Officer will be responsible for proposing, regularly evaluating, and revising the College's educational programs and courses.

Procedures *(Adopted XXXX)*

- 2.12.1** All courses and programs will be periodically reviewed and evaluated by program faculty and administrators to ensure the College's educational offerings remain current, cost-effective, and relevant to the needs of students and the community.
- 2.12.2** A committee with broad representation from across the college will review and approve curriculum changes, including changes in courses, recommended changes to existing programs, and the addition of new programs. As appropriate, transfer institutions will be contacted to determine the transferability of courses and programs.
- 2.12.3** For career programs, advisory committees made up of knowledgeable professionals will inform the faculty on developments in the field and provide input on possible changes in the educational program.
- 2.12.4** Additions or deletions of career and transfer programs will be reviewed by the College President and submitted to the Board of Trustees for approval.

2.13 Review of Instructional Programs *(Adopted 6-4-1979; Revised 5-6-2002, 6-14-2021)*

The Chief Academic Officer (CAO) will submit to the College President an annual status report making recommendations with respect to the College's instructional programs. Recommendations to enhance, continue, reduce, restructure, or discontinue any program(s) may be based on the results of comprehensive review, program consolidation/reorganization, Board staffing decisions, or declared financial exigency.

Procedures *(Revised 5-12-2008, 6-14-2021, XXXX)*

- 2.13.1** Prior to the development of an annual staffing plan, the ~~Chief Academic Officer~~ CAO, ~~(assisted by faculty in related disciplines and academic deans,)~~ will analyze selected instructional programs with questions similar to the following:

1. What are the employment or transfer opportunities for students enrolled in that area, both immediate and short-range?
2. What is the size of the yearly reservoir of potential students in that area?
3. Is the instructional area necessary to support other instructional areas within the College and/or the College mission?
4. Are there value-added benefits to the student's career **and/or transfer** opportunities and **potential** income by completing the program of study?
5. What changes in technology have or will likely affect the instructional area?

2.13.2 Upon completion of the analysis, the ~~Chief Academic Officer~~ **CAO** will consult with the program advisory board, if applicable, to develop a status report on the instructional program, including any recommendations for action, that will be submitted to the President of the College.

2.13.3 Upon review of the ~~Chief Academic Officer's~~ **CAO's** report, the College President will, in concert with the administrative leadership of the College, make an administrative decision regarding the College's instructional programs.

2.13.4 The President will make recommendations to the Board of Trustees as appropriate.

2.13.5 In cases of retrenchment, affected faculty and staff may submit a written appeal of such decisions to the Board of Trustees. The decision of the Board will be final.

2.13.6 If the Board accepts retrenchment recommendation(s), the Board will follow procedures as outlined in Full-time Faculty Non-reappointment procedures.

2.14 Academic Committees *(Adopted 6-14-2021, Revised XXXX)*

The Chief Academic Officer (**CAO**) shall be authorized to create appropriate academic committees, both standing and ad hoc, and to appoint representative employees to each committee.

The ~~Chief Academic Officer~~ **CAO** will annually recommend to the President the appointments of advisory committee members to ~~assure~~ **ensure** the academic currency and economic development potential of each **A.A.S.** program **and other programs as warranted**.

Procedures *(Revised 6-14-2021)*

2.14.1 The President of the College authorizes the ~~Chief Academic Officer~~ **CAO** to create appropriate committees, both standing and ad hoc, necessary to support the mission and effectiveness of the Academic Affairs Division.

2.14.2 Career and Technical Advisory Committees *(Adopted 10-1-1990; Revised 4-7-2003, 6-14-2021, XXXX)*

1. Membership– The program committees should have a minimum of 12 members to ensure reasonable meeting attendance with representation from business, industry, and labor. In addition, members should be selected to represent diverse geographic, gender, and ethnic viewpoints. Program graduates and personal friends of the instructor(s) involved should be only minimally represented.
2. Membership Term– Members will be appointed to three (3)-year terms.
3. Meetings – Two (2) advisory committee meetings will be scheduled each academic year (one in the fall term and one in the spring term). Advisory committee meetings are intended to serve as opportunities to receive advice and counsel on current workforce needs, the relevance of programs to meet these needs, the development of plans to support the programs, faculty qualifications, curricular content, equipment, facilities, and placement of graduates. Each meeting date will have an agenda published and distributed two (2) weeks prior to the meeting. Minutes will be recorded for each meeting and distributed electronically to members. Minutes will be stored in **an appropriate software platform such as SharePoint or its equivalent.**
4. **Programmatic accreditation standards may have additional requirements for advisory boards.**

2.15 Library Materials *(Adopted 6-1-1987; Revised 8-28-2003, XXXX)*

Library materials are intended to support the mission of the College and to provide information and enlightenment to **ECC students and** the community **and its citizens.** Thus, the library should provide the fullest **practicable practical** access to materials presenting all points of view concerning the problems and issues of our time. The principles of academic freedom and the freedom to read will be defended.

Procedures *(Revised 6-14-2021)*

2.15.1 Selection of Materials

1. Library materials will be selected by the Director, Library Services with assistance from faculty and qualified members of the library staff.
2. The materials selection process will operate within the policies of the Board of Trustees.
3. Materials will not be excluded because of the race, sex, gender, nationality or the political, ethical, or religious views of the writer or artist.
4. No item shall be removed from the library in response to a Request for Reconsideration except by order of the Board of Trustees or a court having jurisdiction over such a decision.

2.15.2 Accepting Gifts

Specific procedures for accepting donation of materials, including criteria for such acceptance, may be found in the ECC Library Policies and Procedures. Any potential donor should contact the Executive Director of the Foundation or the Director, Library Services about donations.

2.15.3 Complaints

The procedures for lodging and receiving complaints as contained in the Library Bill of Rights, Freedom to Read Statement, and Code of Ethics adopted by the American Library Association will be followed. Request for Reconsideration forms are available upon request from the Director, Library Services.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
March 4, 2024**

AGENDA ITEM IX: *PERSONNEL

A. APPOINTMENTS

Recommendation: To **approve** the appointment of Gayle Bailey as Financial Aid Advisor for State Programs/Foundation Scholarships effective February 19, 2024, with an annual salary of \$48,073.03.

Recommendation: To **approve** the appointment of James (Andy) Klingensmith as Campus Life & Leadership Coordinator effective March 18, 2024, with an annual salary of \$55,960.96.

Recommendation: To **approve** the appointment of Stacy Langan as Executive Assistant to the President effective July 1, 2024, with an annual salary of \$66,314.43.

B. SPRING 2024 ADJUNCT ROSTER ADDENDUM

Recommendation: To **approve** changes to the roster of adjunct faculty for the Spring 2024 semester as listed on the attached memorandum.

Attachments

12/4/2023

East Central College

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



HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: February 6, 2024
FROM: Carrie Myers, Human Resources Director
RE: Recommendation to Hire: Financial Aid Advisor

Please accept the Search Committee's recommendation to hire Gayle Bailey as the full-time Financial Aid Advisor for State Programs/Foundation Scholarships effective February 19 2024, with a salary of \$48,073.03. Sarah Leassner, Vice President of Student Development, served as the search committee chair and has approved the recommendation to hire.

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

- Accounts Payable Specialist – East Central College 2023 – current
- Eligibility Sr. Representative, Payer Solutions – Cigna Health 2018 – 2023
- Associate Director, Claims – RGA Reinsurance Company 2015 – 2018
- Director, Assumed Administration – RGA Reinsurance Company 2007 – 2015
- Associate Manager, Individual Billing – General American Life/Met Life 1999 – 2007

Recommendation signatures:

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

Carrie A. Myers
Director of Human Resources

Sarah A. Leassner

Digitally signed by Sarah A.
Leassner
Date: 2024.02.07 09:20:49 -06'00'

Sarah Leassner
Vice President, Student Development



HUMAN RESOURCES


TO: Dr. Jon Bauer, College President
DATE: February 22, 2024
FROM: Carrie Myers, Human Resources Director
RE: Recommendation to Hire: Campus Life & Leadership Coordinator

Please accept the Search Committee’s recommendation to hire James (Andy) Klingensmith as the full-time Campus Life & Leadership Coordinator effective March 18, 2024, with an annual salary of \$55,960.96. Sarah Leassner, Vice President of Student Development, approved this recommendation.


Andy’s experience includes, but is not limited to the following:

- Naturalist – Missouri Department of Conservation 2023 – current
- Coordinator, Experiential Learning Programs – Shaw Nature Reserve 2014 – 2015; 2018 - 2022
- Coordinator, Teen Network – Missouri Botanical Garden – 2015 – 2018
- Outdoor Educator – Outdoor Education Center, Houston Independent School – 2012 – 2014

Recommendation signatures:



Carrie A. Myers
Director of Human Resources

**Sarah A.
Leassner**  Digitally signed by Sarah A.
Leassner
Date: 2024.02.23 09:39:08
-06'00'

Sarah Leassner
Vice President, Student Development



TO: ECC Board of Trustees
DATE: February 28, 2024
FROM: Dr. Jon Bauer, President
RE: Recommendation to Hire: Executive Assistant to the President

Please accept the recommendation to hire Stacy Langan as the full-time Executive Assistant to the President effective July 1, 2024, with an annual salary of \$66,314.43.

Stacy's East Central College experience includes, but is not limited to the following:

- Executive Administrative Assistant for Academic Affairs 2016 – current
- Program Assistant, Fine Arts & Humanities 2014 – 2016
- Office Clerk, Fine Arts & Humanities 2009 – 2014

Stacy received her Bachelor of Arts in Human Services from Columbia College and her Associate of Arts in Social Science from East Central College.



Interoffice Memo

TO: Dr. Bauer
DATE: February 26, 2024
FROM: Office of Academic Affairs
RE: Adjunct Addendum for Spring Semester 2024

Please approve the following adjunct addendum for the spring 2024 semester.

DELETIONS

Science & Engineering

Clarissa Wisner, Physics

Signatures:

Handwritten signature of Robyn C. Walter in black ink.

Dr. Robyn Walter, Vice President of Academic Affairs Date

Handwritten signature of Carrie Myers in black ink.

Carrie Myers, Director of Human Resources Date

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
March 4, 2024**

AGENDA ITEM X: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

3/4/2024

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
March 4, 2024**

AGENDA ITEM XI: REPORTS

Reports may be presented by:

- A. Faculty Association President, Reginald Brigham
- B. ECC-NEA Vice President, Katie Holtmeyer
- C. Professional Staff Secretary, Carson Mowery
- D. Classified Staff Association – No report
- E. Student Government Association President, August Haddad

3/4/2024

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
March 4, 2024**

AGENDA ITEM XII: PRESIDENT’S REPORT

Projected meeting dates for 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.

2024 Projected Meeting Dates

April 11
May 6
June 10
June 14 (*8:30 a.m. strategic planning discussion*)
July 18 (*Thursday noon business meeting*)
August 26
No September Meeting
October 7
November 4
December 2

Alternate Meeting Dates

May 13
June 13

October 14
November 11
December 9

3/4/2024

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
March 4, 2024**

**AGENDA ITEM XIII: ADJOURNMENT OF PUBLIC SESSION / EXECUTIVE SESSION
–RSMo2004, SECTION 610.021(3) PERSONNEL**

Recommendation: To **adjourn** the March 4, 2024, public meeting of the Board of Trustees and enter executive session per RSMo2004, Section 610.021(3) Personnel.

3/4/2024

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