

Board of Trustees

East Central College

BH238 Board Room

Apr 11, 2024 5:30 PM - Apr 11, 2024 7:00 PM CDT

Table of Contents

I. Call to Order.....	3
II. Recognition of Guests.....	4
III. Public Comment.....	5
IV. Approval of Agenda (4 votes).....	6
<p>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.</p>	
V. *Approval of Minutes (4 votes).....	8
VI. Canvass Election Results / Oath of Office (4 votes).....	12
VII. Election of Board Officers.....	14
VIII. Treasurer's Report and Financial Report (simple majority).....	17
IX. Tuition and General Fees (4 votes).....	24
X. Faculty Promotion in Rank (4 votes).....	27
XI. Board Policies & Procedures Chapter 2 Revisions (4 votes).....	29
XII. Budget Update.....	46
XIII. *Personnel (4 votes).....	47
A. Intention to Re-employ Administrators.....	48
B. Intention to Re-employ Faculty.....	49
C. Appointments	50
XIV. Board President's Report.....	51
XV. Reports.....	52
A. Faculty Association	
B. ECC-NEA	
C. Professional Staff Association	
D. Classified Staff Association	
E. Student Government Association	
XVI. President's Report.....	53

XVII. Adjournment of Public Session / Executive Session - RSMo2004, Section 610.021

(2) Real Estate (simple majority).....54

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
April 11, 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.

4/11/2024

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
April 11, 2024**

AGENDA ITEM II: RECOGNITION OF GUESTS

Guests will be recognized by Mr. Gregg Jones.

4/11/2024

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
April 11, 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.

4/11/2024

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
April 11, 2024**

AGENDA ITEM IV: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the April 11, 2024, Board of Trustees meeting.

4/11/2024

East Central College

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

Agenda Item IV: Approval of Agenda

Consent Agenda Items for April 11, 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
April 11, 2024**

AGENDA ITEM V: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the March 4, 2024, regular meeting of the Board of Trustees.

Attachment

4/11/2024

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
Monday, March 4, 2024

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 5:30 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; Other Staff – Human Resources Director Carrie Myers, Director of Communications & Marketing Gregg Jones, Rolla Campus Director Christina Ayres, 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.

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 March 4, 2024, meeting of the Board of Trustees.
Motion by Audrey Freitag; Seconded by Cookie Hays; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the January 29, 2024, regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President DeAnna Cassat reviewed the financial statements as of January 31, 2024. She noted that cash and investments are up over last year.

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: Vice President Joel Doepker noted that the recommended equipment will give HVAC students the ability to service equipment remotely rather than traveling to the site to make repairs. The equipment will be 100% funded by the U.S.D.A. grant. A request for bids was issued but no bids were received. Manufacturers were contacted to get three written quotes; Johnstone Supply was the only company to provide a quote. ECC processes were followed, and USDA requirements were met to identify the vendor.

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

Vice President Robyn Walter noted that the purchase of laptop computers to assist low-income students in meeting their technology needs is part of the Title III program and is a budgeted expenditure for year one of the grant. The recommended purchase is through the existing state contract and will be 100% grant-funded.

Motion: 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.

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

REVISIONS TO CHAPTER 2 BOARD POLICIES & PROCEDURES: Vice President Robyn Walter reviewed changes recommended for the Chapter Two policies that pertain to instruction. These changes were drafted by the review committee and have been recommended by the Shared Governance Council. They will be brought back for approval at the April meeting.

In response to a question from the Board about credit for prior learning, Dr. Walter explained that there are a variety of ways to earn credit outside of traditional class work. ECC offers military training credit, credit for CLEP tests, and credit for industry-recognized credentials. Credit is awarded based on an assessment done by the faculty in the applicable academic department.

***PERSONNEL:** The Board **approved** 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; James (Andy) Klingensmith as Campus Life & Leadership Coordinator effective March 18, 2024, with an annual salary of \$55,960.96; and Stacy Langan as Executive Assistant to the President effective July 1, 2024, with an annual salary of \$66,314.43. 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 recognized Audrey Freitag who commended Dr. Jennifer Judd and the Music Department on the recent Piano Sonata and Violin Festival, noting the interaction between the faculty and students from age five through the teens was outstanding. She also displayed a piece made by ECC welding students that she won at the Foundation Donors' Social.

REPORTS:

A. FACULTY ASSOCIATION REPORT: Association President Reg Brigham was unable to attend and submitted a written report expressing excitement that the upward feedback process is moving out of the pilot stage with the entire campus being asked to provide input this semester. Reg Brigham was named Faculty of the Month for February, and Judy Bieker was named for March.

B. ECC-NEA: NEA Vice President Katie Holtmeyer reported collective bargaining is on track and nominations are being collected for the Inspirers of Excellence Award.

C. PROFESSIONAL STAFF ASSOCIATION REPORT: PSA President Carson Mowery reported that the Truman event co-hosted with Scenic Regional Library, the Washington Library, and the ECC Library was very successful. Carson, Sarah Leassner, and Erin Anglin recently attended the Achieving the Dream Conference which focused on student success and retention through the lens of equity. Carson and Leigh Kolb will be taking seven students on an arts and humanities trip to London over spring break. They will be visiting museums and touring historic sites.

D. STUDENT GOVERNMENT ASSOCIATION REPORT: Vice President Sarah Leassner reported that SGA is planning a carnival event for the end of March and an eclipse event on April 8.

PRESIDENT’S REPORT: Dr. Bauer noted that the election is just under one month away. Over 40 presentations have been/will be given to community groups to provide information on the tax levy issue. The information has been positively received and several groups have endorsed the ballot issue. Direct mail pieces will be going out soon and there will be traditional advertising as well as social media posts and outdoor signage.

Enrollment at the census date was 2,178 students, down 5 students or 0.2% from last spring. Credit hours were up 243 hours or 1.2%. Summer classes begin June 3 with enrollment at this point up 2.3% in headcount and 2.8% in credit hours.

Budget development is on track for presentation to the Board at the June meeting. Budget managers have submitted their requests which are now being reviewed in conjunction with the vice presidents. State aid is expected to increase by 3%. If Proposition ECC passes, it will have an incremental impact of about \$200,000 in increased revenue for year one. Bargaining is underway; salary is a major factor in budget development. The tuition recommendation will be presented after the election.

Dr. Bauer recapped several campus activities that have occurred recently noting that spring sports are underway, and Beauty and the Beast played to sold-out crowds. Area Rotary clubs met on campus recently, hosted by the campus Rotaract Club. Spring Learning Day was offered on campus during area school districts’ professional development days and was well-received. It offered children’s activities and provided another opportunity to have area children on campus.

ADJOURNMENT:

Motion: To **adjourn** the March 4, 2024, public meeting of the Board of Trustees and enter into executive session per RSMo2004, Section 610.021 (3) Personnel at 6:13 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
April 11, 2024**

AGENDA ITEM VI: CANVASS ELECTION RESULTS / OATH OF OFFICE

Recommendation: To **accept** the results of the April 2, 2024, Proposition ECC election as certified by the county clerks.

COUNTY	Yes	No
Crawford	205	231
Franklin	3,744	3,982
Gasconade*	5	0
St. Charles*	59	52
Warren	258	236
Washington	16	19
TOTALS	4,287	4,520

**uncertified results*

Recommendation: To **accept** the results of the April 2, 2024, Board of Trustees election as certified by the county clerks to declare J.T. Hardy as the elected representative from subdistrict #1 and Audrey Freitag as the elected representative from subdistrict #2.

COUNTY	Subdistrict #1 J.T. Hardy	Subdistrict #2 Audrey Freitag	Subdistrict #1 Write In	Subdistrict #2 Write In
Crawford	339	343	0	0
Franklin	5,852	5,979	186	149
Gasconade	Unreported	Unreported	Unreported	Unreported
St. Charles*	69	70	2	2
Warren	382	394	0	0
Washington	30	29	0	0
TOTALS	≈6,672	≈6,815	≈188	≈151

**uncertified results*

4/11/2024

East Central College

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

OATH OF OFFICE

The following oath of office will be administered to the newly elected representative of Subdistrict 1 and the newly re-elected representative of Subdistrict 2 by Board Recording Secretary Bonnie Gardner:

I do solemnly swear that I will support and defend the Constitution of the United States and the State of Missouri, and that I will faithfully demean myself in the office of Trustee of the Junior College District of East Central Missouri.

President of the Board Ann Hartley shall thereupon recognize the newly elected and re-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.

The elected members shall be seated and the new Board will reconvene.

4/11/2024

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
April 11, 2024**

AGENDA ITEM VII: ELECTION OF BOARD OFFICERS

Officers for the positions of president, vice president, secretary, and treasurer of the Board will be elected for a term of two years and the Board recording secretary will be appointed.

Board Policy 1.6 Officers and Staff of the Board of Trustees is attached for reference.

Attachment

4/11/2024

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 2201

FAX (636) 583-6602

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 11-6-2023)*

President

The duties of the President shall be, specifically:

1. To preside over all meetings of the Board of Trustees.
2. To appoint or provide for the election of Board committees and appoint Board liaisons to College committees as appropriate.
3. To call special meetings as required.
4. To perform other such 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 duties of the President.
2. To perform further duties as shall from time to time be assigned to 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 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 record minutes of the proceedings,
 - to be the official custodian of Board proceedings and records,
 - and to sign all legal documents in the absence of the Secretary of the Board of Trustees at the direction of the Board of Trustees.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
April 11, 2024**

AGENDA ITEM VIII: 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

4/11/2024

East Central College

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

East Central College
Statement of Net Assets for all Funds
As of February 29, 2024 and February 28, 2023

ASSETS	<u>2/29/24</u>	<u>2/28/23</u>
Current		
Cash	8,960,905	12,792,818
Investments	2,800,661	2,304,811
Receivables, net		
Student	773,690	705,707
Federal & State Agencies	3,227,618	929,969
Other	255,670	223,963
Inventories	227,885	196,073
Prepaid Expenses	255,563	248,822
Total Current Assets	<u>16,501,992</u>	<u>17,402,163</u>
Non-Current Assets		
Lease Assets	289,548	-
Capital Assets (Net)	41,482,296	41,061,299
Total Non-Current Assets	<u>41,771,844</u>	<u>41,061,299</u>
Total Assets	<u>58,273,836</u>	<u>58,463,462</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>74,857,853</u>	<u>65,661,249</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	17,940	90,114
Accrued Wages & Benefits	10,734	151,597
Unearned Revenue	199,678	181,122
Due to Agency Groups	64	-
Accrued Interest	-	-
Total Current Liabilities	<u>228,416</u>	<u>422,833</u>
Non-Current Liabilities		
Lease Liability	289,572	-
USDA Loan	275,000	375,000
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	867,378	942,030
United Bank of Union	1,450,000	1,570,000
Total Non-Current Liabilities	<u>26,499,667</u>	<u>14,716,651</u>
Total Liabilities	<u>26,728,083</u>	<u>15,139,484</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	41,925,638	40,524,595
Restricted for Debt Service	(134,769)	(44,894)
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	12,147,259	13,001,582
All Other Funds	(18,889,904)	(18,795,939)
Total Net Assets	<u>36,808,224</u>	<u>36,445,344</u>
Total Liabilities, Deferred Inflow	<u>74,857,853</u>	<u>65,661,249</u>
of Resources and Net Assets		

East Central College
Statement of Activities
General Fund

As of February 29, 2024 and February 28, 2023

	For the Fiscal Year Ending June 30, 2024			For the Fiscal Year Ended June 30, 2023			
	Current FY Budget	Feb 29, 2024 Month end	Current FY Year-To-Date	Prior FY Budget	Feb 28, 2023 Month end	Prior FY Year-To-Date	Prior Year FYE
Revenues:							
Local Revenue	8,428,974	244,758	7,539,852	8,061,258	2,669,727	7,273,567	7,787,131
State Revenue	5,360,734	446,728	3,573,822	5,290,485	487,079	3,896,634	5,844,952
Federal Revenue	-	-	-	-	-	-	-
Tuition and Fees	7,808,233	58,136	7,510,562	7,409,748	38,787	6,938,619	6,991,306
Interest Income	124,076	14,791	83,277	75,000	21,276	81,655	149,181
Gifts and Grants	100,000	781	40,058	100,000	1,451	48,769	75,664
Miscellaneous Revenue	45,500	2,045	22,487	45,100	2,609	27,917	51,448
Transfers-Interfund & Indire	749,967	(893)	5,667	269,610	18,568	59,614	(328,224)
Transfer Federal Programs	-	-	-	-	-	-	11,742
Total Revenues	22,617,484	766,346	18,775,725	21,251,201	3,239,497	18,326,775	20,583,200
Expenses:							
Salaries	13,229,459	1,025,348	8,112,630	12,631,593	934,712	7,614,083	12,159,987
Benefits	4,713,956	397,647	3,023,616	4,418,238	366,024	2,785,733	4,094,400
Contractual Services	1,084,300	109,427	833,725	1,032,198	34,795	752,165	869,038
Current Expenses	1,016,160	41,900	583,071	859,010	66,065	465,866	705,939
Travel	269,417	13,952	137,485	271,559	8,653	153,888	230,122
Property & Casualty Insuran	235,000	-	259,420	222,000	-	222,320	225,634
Vehicle Expense	17,750	2,518	8,946	19,400	1,527	6,946	12,815
Utilities	645,840	21,986	455,802	545,000	22,779	450,147	716,305
Tele/Communications	229,460	10,187	135,617	250,770	18,808	142,518	208,932
Miscellaneous	596,224	17,744	279,338	397,285	23,091	209,785	211,165
Foundation Paid Expense	27,505	2,492	21,705	1,485	(1,552)	26,950	37,098
Clearing Account	-	871	1,619	-	35	109	-
Scholarship Expense	145,600	131,475	227,915	180,600	108,966	222,330	204,533
Faculty Development	-	-	3,500	25,000	-	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	-	598,676	21,500	12,005	67,850	79,381
Interfund Transfers	-	-	-	-	-	-	-
Debt Principal & Interest	276,063	52,208	191,917	280,563	53,333	194,729	280,000
Total Expenses	22,617,484	1,827,755	14,874,982	21,251,201	1,649,241	13,331,744	20,288,880
Revenue over Expenses	-	(1,061,409)	3,900,743	-	1,590,256	4,995,031	294,320

Statement of Revenue, Expenses & Changes in Net Assets
(All Funds)
As of February 29, 2024 and February 28, 2023

	For the Fiscal Year Ending June 30, 2024		For the Fiscal Year Ended June 30, 2023	
	FY 2024		FY 2023	
	Feb 29, 2024	Year-To-Date	Feb 28, 2023	Year-To-Date
Operating Revenues:				
Student Tuition & Fees	64,402	9,235,691	41,202	8,155,307
Federal Grants & Contracts	72,672	3,071,280	1,962,582	5,025,013
State Grants & Contracts	240,084	823,202	111,447	1,755,556
Auxiliary Services Revenue	92,927	1,288,140	84,797	1,210,756
Other Operating Revenue	24,556	162,667	45,615	193,239
Total Operating Revenue	494,641	14,580,980	2,245,643	16,339,871
Operating Expenses:				
Salaries	1,153,585	9,086,162	1,052,464	8,529,483
Benefits	433,900	3,304,585	398,803	3,035,275
Purchased Services	262,427	2,084,314	198,462	1,672,968
Supplies & Current Expenses	148,370	2,331,989	139,405	1,989,576
Travel	25,715	174,187	19,986	177,693
Insurance	-	280,795	-	241,782
Utilities	55,130	738,233	57,470	745,529
Other	10,683	96,032	13,956	75,597
Depreciation/Amortization	192,780	1,543,455	198,192	1,501,701
Financial Aid & Scholarship	246,980	3,337,833	2,169,440	5,186,465
Foundation Paid Expense	7,904	45,635	5,360	45,815
Total Operating Expenses	2,537,474	23,023,220	4,253,538	23,201,884
Operating (Loss)/Gain	(2,042,833)	(8,442,240)	(2,007,895)	(6,862,013)
Non-Operating Revenues (Expenses):				
State Appropriations	446,728	3,573,822	487,079	3,896,634
Tax Revenue	313,792	9,666,579	3,422,727	9,322,427
Interest Income	17,879	99,675	26,109	96,152
Gain/Loss on Asset Disposal	-	17,838	-	-
Principal & Interest on Debt	(15,860)	(163,877)	(17,153)	(201,291)
Total Non-Operating Revenue (Expense)	762,539	13,194,037	3,918,762	13,113,922
Increase in Net Assets	(1,280,294)	4,751,797	1,910,867	6,251,909

**East Central College
Investments
As of February 29, 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>Sullivan Bank</u>					
123668	4/6/2023	7/6/2024	15 Months	3.95%	\$ 495,850.08
ECC Total Investments					\$ 2,866,883.01

2024

Total Cash Accounts	\$ 8,960,905.00
Certificates of Deposit	<u>\$ 2,866,883.01</u>
	\$ 11,827,788.01

2023 (December)

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

**East Central College
Pledged Securities
As of February 29, 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	\$ 29,339.37
FRESB 2019-SB61 A10H	01/25/39	30309LAN8	\$ 1,150,541.73
FNMA Pool #AL6270	10/01/34	3138EN6G9	\$ 277,510.24
FHLMC POOL #RB5108	04/01/41	3133KYU98	\$ 1,516,970.96
GNR 2021-22 AD	10/16/62	3830RTZ3	\$ 1,791,757.13
FHR 5081 AG	03/25/51	3137FXXS2	\$ 1,197,583.30
US TREASURY NOTE	09/30/25	9128285C0	\$ 1,000,000.00
WEBB CITY MO #R-7 SCH DIST	03/01/33	947398CC5	\$ 315,000.00
FHLB BULLET	03/28/24	3130ARFB2	\$ 1,000,000.00
FRESB 2021-SB84 A10H	01/25/41	30320WAQ2	\$ 1,418,622.34
FHLB LETTER OF CREDIT	3/28/2024		\$ 4,000,000.00
TOTAL			<u>\$ 13,947,325.07</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
FNMA 20YR	07/01/41	31418D2V3	\$ 785,695.67
FDIC Insurance			\$ 250,000.00
TOTAL			<u>\$ 1,035,695.67</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 February 29, 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 February 1, 2024 through February 29, 2024, is reported at \$1,465,910.56

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
April 11, 2024**

AGENDA ITEM IX: TUITION AND GENERAL FEES

Recommendation: To **approve** an increase of 10% per credit hour in tuition for all tuition tiers and an increase of \$2 for dual credit/enrollment as outlined in the memorandum attached to the agenda.

Recommendation: To **approve** an overall increase in general fees of \$3 per credit hour as follows:

Student Activities Fee	\$12	<i>(unchanged)</i>
Support Services Fee	\$ 2	<i>(unchanged)</i>
Technology Fee	\$ 9	<i>(increase of \$3)</i>
Facilities Fee	\$ 8	<i>(unchanged)</i>
Security Fee	\$ 9	<i>(unchanged)</i>

Attachment

4/11/2024

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 2201

FAX (636) 583-6602



Interoffice Memorandum

To: Dr. Jon Bauer, President

From: Tuition Sub-Committee

Re: 2024-2025 Tuition and General Fee Rates

The Tuition Sub-Committee of the Budget Advisory Committee is recommending a tuition increase of 10% per credit hour beginning with the Fall 2024 semester. This increase will affect all tuition tiers. The committee also recommends increasing the dual credit/enrollment rate to \$65 (from \$63). The group is forecasting a 2% decrease in credit hours in AY25. If this holds true, the 10% increase will generate approximately \$229,906.27 in tuition revenue when comparing to FY24 budgeted tuition and fees.

- The committee recommends this increase for long-term planning purposes. The increase will counter a projection of decreased enrollment plus both state and national data representing a decline of the high school population in the years to come.
- The College's in-district rate ranks 4 out of 12 when comparing to the other Missouri community colleges. If the other community colleges do not raise their tuition for the upcoming academic year, which is improbable, the proposed 10% increase will result in a new rank for the College of 2 out of 12.
- The Governor proposed a core 3% increase to community college's operating revenues. For East Central College, this would amount to an additional \$171,920. The distribution is based on a three-year average of FTE enrollment using IPEDS data.
- The maximum Federal Pell Grant is projected at \$7,395 for the AY25. Tuition and general fees for a full-time student (in or out of district) for tier one tuition will remain below the maximum Pell Grant threshold.
- Also, at this time, the Missouri A+ maximum is projected at \$215 per credit hour (\$6,450 annual). Tiers one and two in district tuition and general fees for a full-time student will remain below this A+ maximum threshold.

The recommended tuition rates for 2024-2025 academic year are as follows:

- In-District
 - Tier One \$138 per credit hour
 - Tier Two \$167 per credit hour
 - Tier Three \$238 per credit hour
- Out-of-District
 - Tier One \$192 per credit hour
 - Tier Two \$233 per credit hour
 - Tier Three \$357 per credit hour

- Out-of-State
 - Tier One \$280 per credit hour
 - Tier Two \$340 per credit hour

- International
 - Tier One \$288 per credit hour
 - Tier Two \$357 per credit hour

- Dual Credit/Enrollment
 - \$65 per credit hour

The committee also recommends an overall increase in general fees by \$3.00 per credit hour. The rates will be adjusted as follows:

- Student Activities \$12.00 per credit hour (remains unchanged)
- Support Services \$2.00 per credit hour (remains unchanged)
- Technology \$9.00 per credit hour (increase of \$3.00)
- Facilities \$8.00 per credit hour (remains unchanged)
- Security \$9.00 per credit hour (remains unchanged)
- Total \$40.00 per credit hour (increase of \$3.00)

Assuming the AY25 credit hours will decrease by 2%, an increase of \$3.00 per credit hour in general fees will generate approximately \$129,254 increase in general fee revenue. Overall, these changes will result in an increase in tuition revenue of \$229,787.79 and an increase in general fee revenue of \$129,254.

Committee Members:

DeAnna Cassat (Committee Co-Chair), Sarah Leassner (Committee Co-Chair), Becki Heimann, Cynthia Cubas, Christina Ayres, Dana Riegel, Jenni Crosby, Megen Strubberg, Melissa Popp, Aaron Bounds, Paul Lampe, and Richard Hudanick.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
April 11, 2024**

AGENDA ITEM X: FACULTY PROMOTION IN RANK

Recommendation: To **approve** the promotion of Dr. Shanee Haynes and Gregory Stotler to Associate Professor effective with 2024-25 academic year.

Attachment

4/11/2024

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 2201

FAX (636) 583-6602



OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

TO: Dr. Jon Bauer, College President
DATE: April 1, 2024
FROM: Robyn Walter, Vice President of Academic Affairs
RE: Faculty Rank and Promotion

Based on the existing policies and procedure, the AY 2024/25 Rank and Promotion Committee reached a consensus and recommended the promotion of the following candidates to the following ranks. On behalf of the Rank and Promotion Committee along with my approval, I would like to recommend for your consideration the following faculty members for Rank and Promotion effective academic year 2024/2025:

Faculty	Current Rank	Proposed Rank
Shanee Haynes	Assistant Professor	Associate Professor
Gregory Stotler	Assistant Professor	Associate Professor

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
April 11, 2024**

AGENDA ITEM XI: BOARD POLICIES & PROCEDURES CHAPTER 2 REVISIONS

Recommendation: To **approve** revisions to Chapter 2 of Board Policies and Procedures as outlined in the document attached to the agenda.

Attachment

4/11/2024

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** follow 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
April 11, 2024**

AGENDA ITEM XII: BUDGET UPDATE

An update on the FY25 budget development process will be presented to the Board.

4/11/2024

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
April 11, 2024**

AGENDA ITEM XIII: *PERSONNEL

A. INTENTION TO RE-EMPLOY ADMINISTRATORS

Recommendation: To **approve** the re-appointment of the following administrators for the 2024-2025 fiscal year:
DeAnna Cassat, Vice President, Finance and Administration
Joel Doepker, Vice President, External Relations
Sarah Leassner, Vice President, Student Development
Dr. Robyn Walter, Vice President, Academic Affairs

B. INTENTION TO RE-EMPLOY FACULTY

Recommendation: To **approve** the re-appointment of full-time faculty for the 2024-2025 academic year as listed on the memorandum attached to the agenda.

C. APPOINTMENT

Recommendation: To **approve** the appointment of Cassidy (Cass) Litle as Supplemental Instruction Coordinator effective April 15, 2024, with an annual salary of \$59,394.92.

Attachments

4/11/2024

East Central College

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



**Interoffice Memo
President's Office**

TO: Board of Trustees
DATE: April 8, 2024
FROM: Dr. Jon Bauer, College President
RE: Reappointment of Administrators FY25

The following administrators are being recommended to the Board of Trustees for reappointment for fiscal year 2025.

DeAnna Cassat, Vice President, Finance and Administration
Joel Doepker, Vice President, External Relations
Sarah Leassner, Vice President, Student Development
Robyn Walter, Vice President, Academic Affairs

Approval Signature:



Jon Bauer, College President



OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

TO: Dr. Jon Bauer
DATE: April 8, 2024
FROM: Dr. Robyn Walter, Vice President, Academic Affairs
RE: Reappointment of Full-time Faculty

Recommendations by the Vice President of Academic Affairs for reappointment/non-reappointment for AY2025:

Reappointment - Annual Contract

Bales, Kristin	Fisher, Jessica	Poertner, Blake
Brown, Clarissa	Grindel, Brandi	Prince, Wayne
Brown, Jessica	Hancock, Kami	Scheer, Kelsey
Chick, Michelle	Holtmeyer, Katie	VanBibber, Megan
Clark, Brittany	Hudanick, Richard	VonTress, Aurelia
Daman-Scheel, Kim	Kerwin, Olivia	Wall, Jennifer
Ditmeyer, Laura	Matusek, Michael	Watson, Brian
Elias, Jon	Miles, Jeannie	
Elias, Trista	Ong, Vu	

Reappointment from Annual Contract to Tenure

Blakely, Joannie	Derifield, Timothy	Bland, Bobby
------------------	--------------------	--------------

According to Board policy, these faculty members are eligible for Tenure in August 2024 based on hire date.

Reappointment - Tenure

Acosta, Parvi	Estes, Anne	Monzyk, Matthew
Aramburu, Ellen	Flotte, Elizabeth	Mowery, Tracy
Austin, Grace	Gifford, Matthew	Palazzola, Michael
Barro, Linda	Goodson, Jenifer	Pecka, Wendy
Barton, Sean	Hanneken, Lisa	Pohlman, Dennis
Bieker, Judy	Hardecke, John	Pulles, Keith
Bounds, Aaron	Haynes, Shanee	Roberson, Shaun
Brigham, Reginald	Higerd, Jennifer	Sayles, Nanette
Chirban, Julie	Hovland, Joseph	Sexton, Timothy
Clonts, Duane	Howard, Rachel	Stotler, Gregory
Derifield, Coreen	Judd, Jennifer	Stroup, Joshua
Dixon, Kevin	Kellogg, Isaiah	Van Leer, Jessica
Durbin, Jason	Kolb, Leigh	Velic, Adisa
Esbeck, Nathan	Mahon, Robert	Winters-Rozema, Beth



HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: April 2, 2024
FROM: Carrie Myers, Human Resources Director
RE: Recommendation to Hire: Supplemental Instruction Coordinator

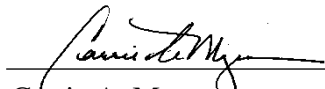
Please accept the Search Committee's recommendation to hire Cassidy (Cass) Litle as the full-time Supplemental Instruction Coordinator effective April 15, 2024, with an annual salary of \$59,394.92. Dr. Robyn Walter, Vice President of Academic Affairs, approved this recommendation.

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

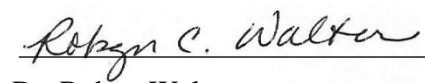
- Learning Center Specialist – East Central College 2023 – current
- Instructor, English, Communications & Theatre – Otero College 2016 – 2023
- Instructor, English – Western Illinois University – 2014 – 2016
- Adjunct Instructor, English – Spoon River College – 2014 – 2016
- Adjunct Instructor, English – Carl Sandburg College – 2012 – 2016

Cass received his Bachelor of Arts in English and Bachelor of Arts in History from Culver-Stockton College and his Master of Arts in English from Western Illinois University.

Recommendation signatures:



Carrie A. Myers
Director of Human Resources



Dr. Robyn Walter
Vice President, Academic Affairs

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
April 11, 2024**

AGENDA ITEM XIV: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

4/11/2024

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
April 11, 2024**

AGENDA ITEM XV: REPORTS

Reports may be presented by:

- A. Faculty Association President, Reginald Brigham
- B. ECC-NEA Treasurer, Lisa Hanneken
- C. Professional Staff President, Carson Mowery
- D. Classified Staff Association Treasurer, Bethany Herron
- E. Student Government Association President, August Haddad

4/11/2024

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
April 11, 2024**

AGENDA ITEM XVI: 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

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

4/11/2024

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
April 11, 2024**

**AGENDA ITEM XVII: ADJOURNMENT OF PUBLIC SESSION/ENTER EXECUTIVE
SESSION – RSMo2004, SECTION 610.021(2) REAL ESTATE**

Recommendation: To **adjourn** the April 11, 2024, public meeting of the Board of Trustees and enter executive session per RSMo2004, Section 610.021(2) Real Estate.

4/11/2024

East Central College

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