



# **BOARD OF TRUSTEES MEETING**

**June 16, 2025**



## **Board of Trustees Meeting**

East Central College  
Monday, June 16, 2025, 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. Collective Bargaining Agreement (4 votes)**
- VIII. FY26 Budget & Staffing Plan (4 votes)**
- IX. Professional Services (4 votes)**
- X. Bids (4 votes)**
- XI. Facility Leases (4 votes)**
- XII. Central Methodist University MOU (4 votes)**
- XIII. Board Policies and Procedures Chapter 3 Revisions (4 votes)**
- XIV. \*Personnel (4 votes)**
  - A. Appointments**
  - B. Adjunct Faculty**
  - C. Classified Staff (information only)**
- XV. Board President's Report**
- XVI. Reports**
  - A. Faculty Association**
  - B. ECC-NEA**
  - C. Professional Staff Association**
  - D. Classified Staff**
- XVII. President's Report**
- XVIII. 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  
June 16, 2025**

**AGENDA ITEM I: CALL TO ORDER**

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

06/16/2025

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084  
(636) 584-6500  
FAX (636) 584-0513

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 16, 2025**

**AGENDA ITEM II: RECOGNITION OF GUESTS**

Guests will be recognized by Vice President Joel Doepker.

06/16/2025

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
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**AGENDA ITEM III: PUBLIC COMMENT**

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

06/16/2025

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 16, 2025**

**AGENDA ITEM IV: APPROVAL OF AGENDA**

**Recommendation:** To **approve** the agenda for the June 16, 2025, Board of Trustees meeting.

06/16/2025

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## **Agenda Item IV: Approval of Agenda**

### Consent Agenda Items for June 16, 2025:

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 4, 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  
June 16, 2025**

**AGENDA ITEM V: \*APPROVAL OF MINUTES**

**Recommendation:** To **approve** the minutes of the May 5, 2025, regular meeting of the Board of Trustees.

Attachment

06/16/2025

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084  
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**EAST CENTRAL COLLEGE**  
**BOARD OF TRUSTEES MEETING**  
**Monday, May 5, 2025**

**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, Audrey Freitag, and J.T. Hardy. Also present were President of the College Jon Bauer; Administrators – Vice President of External Relations Joel Doepker, Vice President of Student Development Sarah Leassner, and Vice President of Academic Affairs Robyn Walter; Faculty – Faculty Association President Tracy Mowery, ECC-NEA President Reg Brigham, and Biology Instructor Kevin Dixon; Other Staff – Human Resources Director Carrie Myers, Director of Communications & Marketing Gregg Jones, Professional Staff Association President Todd Tracy, Classified Staff Association Secretary Rileigh Cassimatis, ECC Foundation Director Bridgette Kelch, Athletic Director Jay Mehrhoff, Online Learning & Educational Technology Director Chad Baldwin, Rolla Director Christina Ayres, and Executive Assistant to the President Stacy Langan.

**RECOGNITION OF GUESTS:** Gregg Jones recognized Chris Parker from the *Missourian*; Officer Todd Schlitt from the Union Police Department; ECC students David Harper; Julie Steffans and Jim Shearer of The Lawrence Group, Ryan Wilson of NAVIGTE Building Solutions, and community members Paul Gross and Dean Gross.

**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 May 5, 2025, meeting of the Board of Trustees.

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

**APPROVAL OF MINUTES:** The Board approved the minutes of the April 17, 2025, regular meeting of the Board of Trustees.

**SPECIAL RECOGNITION:** The Board recognized East Central College students David Harper and Kylie Napier for receiving prestigious national honors. David was named the Coca-Cola New Century Workforce Scholar, the top student in Missouri in the workforce category. Kylie was named a Coca-Cola Academic Team Gold Scholar, one of only three students in Missouri to receive this honor and one of just 20 nationally. Both students were first identified last October through the Academic All-USA program, which begins with students meeting specific eligibility criteria followed by an extensive application process.

The Board also acknowledged Kevin Dixon, who will step down as the Phi Theta Kappa advisor after 30 years of dedicated service. President Bauer recognized Kevin for his unwavering commitment to PTK and ECC students and presented him with a pen made from an oak tree on the ECC campus. Kevin has truly set the bar high.

In addition, the Board recognized Athletic Director Dr. Jay Mehrhoff, who will retire at the end of the academic year. Dr. Mehrhoff was recently honored with the distinguished NJCAA Loyalty Award, which is given to athletic directors who demonstrate a deep commitment to the values of the NJCAA. This rare award has only been presented 22 times in the NJCAA's 86-year history.

**TREASURER'S REPORT AND FINANCIAL REPORT:** President Bauer reviewed the financial statements as of March 31, 2025. He noted that we are on track overall. There is a timing issue

related to operating revenue on the scholarship line. At this point last year, we had not yet drawn down Pell funds, which increased the federal grants line item. An additional factor contributing to that increase this year is the grant for the Respiratory Care program.

**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 Audrey Freitag; Carried Unanimously*

**FY26 BUDGET UPDATE:** President Bauer indicated that the budget and staffing plan are on target to be presented at the June meeting for approval. The budget will be provided to the Board in advance of the meeting to allow time for review. At this point, expenses exceed revenue by more than \$450,000 in Fund 10. We are continuing to refine that gap. Tuition revenue projections have been revised to reflect a five percent decline in enrollment. We originally budgeted for flat enrollment, but adjusted projections after enrollment numbers dropped. Recently, enrollment has been trending mostly even. We have budgeted for a 1.5 percent increase in state revenue. The Senate version of the budget includes a three percent increase. The state budget is currently in conference and must be finalized this week before going to the Governor. We will continue to monitor developments. The budget includes projected staffing without a cost-of-living adjustment and a total operating budget of approximately \$23 million.

We expect the newly implemented senior property tax freeze in Franklin County to have an impact. We have budgeted a two percent increase in property tax revenue. As properties are reassessed, we will adjust the tax levy accordingly. Once we receive final figures from the county, we will calculate rollback numbers.

**ROLLA PROJECT UPDATE:** East Central College has received federal and state funds to support the renovation of the property at 1400 Independence Road in Rolla, which the College purchased nearly a year ago. Ryan Wilson of NAVIGATE Building Solutions, along with Julie Steffans and Jim Scheerer of The Lawrence Group, provided a project update and cost overview to the Board.

The team has worked closely with ECC department leaders to assess needs and develop schematic designs, leading to a comprehensive program budget. The project is now in the design development phase. An early RFP for demolition and abatement was issued, with bids due May 15 and a recommendation expected at the June meeting. Construction documents will follow, with an RFP for construction bids anticipated by June 20.

The 100,000-square-foot facility will see approximately 60,000 square feet renovated, with a projected total cost of \$19.5 million. No exterior work is planned aside from improvements to the main entrance. President Bauer thanked the teams for their collaborative approach and noted ECC will continue seeking additional funding. Existing lease agreements on the property remain in place for 18 more months and generate revenue.

Mr. Wilson also updated the Board on the Respiratory Care Program renovations in Union and Columbia. At the Union campus, demolition, framing, and plumbing are complete, with drywall underway. In Columbia, demolition will begin this week, followed by framing and plumbing. Both sites are scheduled for completion by July 25. The project is funded by a workforce training grant.

**BIDS:** President Bauer reported that Midwest Computer Products was the low bidder for the classroom technology upgrades. A second bid related to Phase II will return to the Board in June. Work will begin this summer, with setups similar to but more simplified than Phase I.

**Motion:** To **accept** the bid from Midwest Computer Products of Chicago, IL for Phase II Classroom Installation for \$178,900 funded by the allocated federal earmark for Phase II Technology/Streaming Project.

*Motion by Cookie Hays; Seconded by J.T. Hardy; Carried Unanimously*

**ASSESSMENT SHOWCASE UPDATES:** Vice President Robyn Walter shared highlights from the Assessment Showcase held on March 28, 2025. This annual event features faculty and staff presentations on data, activities, and operational improvements that support institutional effectiveness. She highlighted a few of those presentations for the Board: Bethany Lohden presented results from the Noel Levitz Student Satisfaction Survey. Erin Anglin shared an analysis of tutoring services and student outcomes. Dr. Shanee Haynes discussed effective collaboration strategies, and the Adult Education and Literacy (AEL) program provided a glimpse into their student orientation process.

**FOUNDATION MINI-GRANTS:** Foundation Executive Director Bridgette Kelch provided an overview of the projects selected for funding through the ECC Foundation's mini-grant program. While the Foundation aims to fulfill as many requests as possible, unfunded proposals may still be considered for alternative funding sources. Since 2009, nearly \$140,000 in mini-grants have been awarded, not including this year's total of \$36,594. The Buescher Mini-Grant Program increases by approximately \$20,000 annually through an endowed scholarship fund. In addition, many academic pathways have separate funding sources available. Ms. Kelch also referenced Title III funds from 2004 that were locked for 20 years and are now accessible.

**\*PERSONNEL:** The Board **approved** the reappointment of the professional staff for the 2025-2026 academic year as listed on the attached memorandum. The Board also **accepted** the resignation of Andrew Chitwood as the full-time Network & Systems Manager effective May 9, 2025. The Board **approved** the appointment of Andrea Bailey as the full-time Nursing instructor effective June 2, 2025, with an annual salary of \$64,524.90 and the addendum roster of adjunct faculty for the Summer 2025 semester as listed in the attached memorandum.

**BOARD PRESIDENT'S REPORT:** Board President Hartley had no report.

**REPORTS:**

**A. FACULTY ASSOCIATION REPORT:** No report.

**B. ECC-NEA:** ECC-NEA President Reg Brigham reported the election of new officers for the upcoming academic year: Dr. Coreen Derifield as Vice President and Dr. Aurelia VonTress as Secretary. He also shared that ECC-NEA presented crystal apples to retirees Linda Barro and Judy Bieker in recognition of their dedication to both ECC and ECC-NEA.

**C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Erin Anglin, Executive Director of the Learning Center, completed the MCCA Leadership Academy on April 23. The final session took place in Jefferson City, where participants met with local legislators and observed a legislative session.

The AEL Program and the Crawford County Sheriff's Office received the 2025 Local Excellence in Partnership (LEAP) Award at the Missouri Association for Workforce Development Conference.

ECC Wellness Services has partnered with the St. Louis Area Food Bank to participate in the Higher Education Pantry Program. This partnership provides access to donated goods and

wholesale pricing, enhancing resources for the ECC Food Pantry. With staff certification complete, ECC is now eligible to place orders and receive deliveries.

Stephanie Hebert, Director of Student Development, has been selected for a volunteer position with Student Affairs Assessment Leaders (SAAL), a national organization supporting assessment professionals in Student Affairs. She will serve as a Content Wrangler on the Professional Learning and Development Committee, curating and managing resources for SAAL members.

- D. CLASSIFIED STAFF ASSOCIATION REPORT:** In March, CSA Denim Days raised \$122.50 for Franklin County Humane Society and \$22.50 for the Cuba Animal Shelter. In April, \$110 was raised for ECC's Food for Falcons and \$70 for the Cuba Animal Shelter. Penny Wars, the spring fundraiser, is currently underway. The money will be used for the CSA scholarship. Looking ahead, MCCA CSA Day will be held on June 13 at MACC in Moberly.

**PRESIDENT'S REPORT:** Summer enrollment remains strong, with headcount up 8.8 percent and credit hours up 13 percent, totaling 592 students and 3,134 credit hours, well ahead of the past two summers. Fall enrollment is mixed, with headcount up 2.4 percent but credit hours down one percent. Current figures show 932 students enrolled for 11,004 credit hours. This trend has held steady for about a week.

The state budget has passed both chambers with a 1.5 percent increase in the House and a three percent increase in the Senate. A conference committee will reconcile the differences before the end of the week, after which the budget goes to the Governor, who has until the end of June to take action. The Transfer and Articulation Senate Bill received strong support in the House and is now under Senate consideration. The bill would ensure students in designated majors can transfer courses without retaking them to meet major requirements. There is optimism that it will pass before the session ends next week.

Commencement will be held at noon on Saturday, May 17, as a ticketed event to better manage crowd size, hoping to improve last year's overflow issues. There are 242 graduates this year. There is no keynote speaker this year, allowing time for institutional recognitions and to focus on student celebration. A post-event debrief will help evaluate the ticketing process and consider whether future ceremonies should be split into two events.

**ADJOURNMENT:**

**Motion:** To **adjourn** the May 5, 2025, regular meeting of the Board of Trustees at 7:04 p.m.

*Motion by J.T. Hardy; Seconded by Audrey Freitag;*

The following roll call vote was taken, and the motion carried.

<u>Yes</u> A. Hartley	<u>Yes</u> E. Park	<u>Yes</u> A. Freitag
<u>Absent</u> J. Stroetker	<u>Yes</u> C. Hays	<u>Yes</u> J.T. Hardy

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 16, 2025**

**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

06/16/2025

**East Central College**

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**East Central College**  
**Statement of Net Assets for all Funds**  
**As of April 30, 2025 and April 30, 2024**

<b>ASSETS</b>	<b>4/30/25</b>	<b>4/30/24</b>
Current		
Cash	8,208,534	9,001,322
Investments	3,061,030	2,800,661
Receivables, net		
Student	3,228,583	2,745,855
Federal & State agencies	1,284,946	1,135,131
Other	252,590	228,902
Inventories	281,466	227,885
Prepaid expenses	468,672	692,190
<b>Total Current Assets</b>	<b>16,785,821</b>	<b>16,831,946</b>
Non-Current Assets		
Lease Assets	348,550	289,548
Capital Assets (net)	44,172,941	41,195,334
<b>Total Non-Current Assets</b>	<b>44,521,491</b>	<b>41,484,882</b>
<b>Total Assets</b>	<b>61,307,312</b>	<b>58,316,828</b>
<b>DEFERRED OUTFLOW OF RESOURCES</b>		
Deferred pension outflows	15,097,621	16,074,458
Deferred OPEB outflows	430,351	509,559
<b>Total Assets and Deferred</b>	<b>15,527,972</b>	<b>16,584,017</b>
<b>Outflow of Resources</b>	<b>76,835,284</b>	<b>74,900,845</b>
<b>LIABILITIES</b>		
Current Liabilities		
Accounts Payable	16,127	32,606
Accrued Wages & Benefits	8,238	6,492
Unearned Revenue	2,675,278	2,416,043
Due to Agency Groups	(735)	149
Accrued Interest	-	-
<b>Total Current Liabilities</b>	<b>2,698,908</b>	<b>2,455,290</b>
Non-Current Liabilities		
Lease Liability	357,213	289,572
USDA Loan	158,334	258,334
Bonds Payable	3,625,000	3,625,000
Premium on Sale of Bonds	132,184	234,582
Net Pension Liability	18,267,888	15,685,923
Compensated Absences	772,216	872,724
Post Employment Benefit Plan Payable	1,686,592	1,599,488
Johnson Control Performance Contract	780,523	854,523
United Bank of Union	1,330,000	1,450,000
<b>Total Non-Current Liabilities</b>	<b>27,109,950</b>	<b>24,870,146</b>
<b>Total Liabilities</b>	<b>29,808,858</b>	<b>27,325,436</b>
<b>DEFERRED INFLOW OF RESOURCES</b>		
Deferred pension inflows	7,461,740	10,695,010
Deferred OPEB Inflows	556,345	626,536
<b>Total</b>	<b>8,018,085</b>	<b>11,321,546</b>
<b>NET ASSETS</b>		
Investment in Capital Assets, net	46,560,524	43,197,821
Restricted for Debt Service	(134,769)	(134,769)
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	9,934,077	10,277,204
All other Funds	(19,111,491)	(18,846,393)
<b>Total Net Assets</b>	<b>39,008,341</b>	<b>36,253,863</b>
<b>Total Liabilities, Deferred Inflow</b>	<b>76,835,284</b>	<b>74,900,845</b>
<b>of Resources and Net Assets</b>		

# East Central College

## Statement of Activities

### General Fund

As of April 30, 2025 and April 30, 2024

	For the Fiscal Year Ending June 30, 2025			For the Fiscal Year Ended June 30, 2024			
	Current FY Budget	April 30, 2025 Month end	Current FY Year-To-Date	Prior FY Budget	April 30, 2024 Month end	Prior FY Year-To-Date	Prior Year FYE
<b>Revenues:</b>							
Local Revenue	8,166,388	74,024	8,290,618	8,428,974	65,701	7,937,175	8,028,646
State Revenue	5,532,654	461,055	4,610,547	5,360,734	446,728	4,467,277	5,360,734
Federal Revenue	-	-	-	-	-	-	-
Tuition and Fees	8,114,429	65,737	8,155,113	7,808,233	56,764	7,568,054	7,559,223
Interest Income	150,000	11,093	206,709	124,076	9,762	104,229	245,193
Gifts and Grants	100,000	9,857	93,256	100,000	28,857	80,448	95,337
Miscellaneous Revenue	45,500	1,735	98,746	45,500	2,726	41,233	48,764
Transfers-Interfund & Indirect	1,149,832	269,159	232,656	749,967	21,008	32,312	(415,312)
Transfer Federal Programs	-	-	-	-	-	-	9,749
<b>Total Revenues</b>	<b>23,258,803</b>	<b>892,660</b>	<b>21,687,645</b>	<b>22,617,484</b>	<b>631,546</b>	<b>20,230,728</b>	<b>20,932,334</b>
<b>Expenses:</b>							
Salaries	13,813,772	1,011,751	10,276,767	13,229,459	1,040,085	10,167,875	13,457,724
Benefits	4,869,124	337,664	3,713,983	4,713,956	371,480	3,763,045	4,991,915
Contractual Services	1,047,078	16,530	919,464	1,084,300	14,065	877,471	911,776
Current Expenses	920,026	135,867	980,688	1,016,160	51,445	701,572	881,808
Travel	295,455	19,759	199,935	269,417	27,903	187,040	220,199
Property & Casualty Insurance	301,178	-	337,656	235,000	-	259,419	259,420
Vehicle Expense	19,930	1,195	15,305	17,750	1,845	10,935	13,774
Utilities	689,350	40,141	544,294	645,840	54,023	596,353	689,672
Tele/Communications	232,900	11,403	150,900	229,460	19,827	172,675	198,770
Miscellaneous	511,409	26,039	391,059	596,224	16,912	320,814	339,726
Foundation Paid Expense	-	8,883	72,853	27,505	10,657	34,874	37,605
Clearing Account	-	328	435	-	(171)	975	-
Scholarship Expense	107,600	1,880	185,335	145,600	(11,618)	193,906	188,910
Faculty Development	35,000	1,100	3,850	-	350	3,850	6,532
Instit. Match for Grants	78,718	214,452	214,452	35,000	-	-	139,578
Commitment to AEL	65,000	-	943	70,000	-	-	51,005
Instit. Commit.to Fine Arts	-	-	-	-	-	-	-
Instit. Commit.to Word & Music	-	-	-	-	-	-	-
Capital	700	17,345	110,205	25,750	5,069	606,353	636,424
Interfund Transfers	-	-	-	-	-	-	-
Debt Princ & Interest	271,562	10,106	207,544	276,063	8,333	208,583	275,500
<b>Total Expenses</b>	<b>23,258,803</b>	<b>1,854,443</b>	<b>18,325,668</b>	<b>22,617,484</b>	<b>1,610,205</b>	<b>18,105,740</b>	<b>23,300,338</b>
<b>Revenues over Expenses</b>	<b>-</b>	<b>(961,783)</b>	<b>3,361,977</b>	<b>-</b>	<b>(978,659)</b>	<b>2,124,988</b>	<b>(2,368,004)</b>



**Statement of Revenue, Expenses & Changes in Net Assets**  
**(All Funds)**  
**As of April 30, 2025 and April 30, 2024**

	For the Fiscal Year Ending June 30, 2025		For the Fiscal Year Ended June 30, 2024	
	April 30, 2025	FY 2025 Year-To-Date	April 30, 2024	FY 2024 Year-To-Date
<b>Operating Revenues:</b>				
Student Tuition & Fees	79,562	10,159,235	70,476	9,318,656
Federal Grants & Contracts	109,104	7,435,332	2,377,355	5,487,336
State Grants & Contracts	632,992	1,747,860	240,995	1,410,072
Auxiliary Services Revenue	175,044	2,224,951	67,555	1,424,022
Other Operating Revenue	13,434	295,649	76,231	274,442
<b>Total Operating Revenues</b>	<b>1,010,136</b>	<b>21,863,027</b>	<b>2,832,612</b>	<b>17,914,528</b>
<b>Operating Expenses:</b>				
Salaries	1,191,664	11,840,706	1,170,749	11,394,337
Benefits	395,439	4,179,777	408,133	4,117,091
Purchased Services	223,866	2,794,692	222,453	2,425,741
Supplies & Current Expenses	271,163	3,287,119	173,476	2,644,389
Travel	37,540	249,292	48,503	273,228
Insurance	-	370,889	-	280,795
Utilities	68,394	890,756	100,119	957,407
Other	17,141	284,378	6,888	116,925
Depreciation/Amortization	193,221	1,944,898	191,852	1,925,916
Financial Aid & Scholarship	26,828	6,608,650	2,347,753	5,674,165
Foundation Paid Expense	8,976	84,675	11,650	68,401
<b>Total Operating Expenses</b>	<b>2,434,232</b>	<b>32,535,832</b>	<b>4,681,576</b>	<b>29,878,395</b>
<b>Operating (Loss)/Gain</b>	<b>(1,424,096)</b>	<b>(10,672,805)</b>	<b>(1,848,964)</b>	<b>(11,963,867)</b>
<b>Non-Operating Revenues/(Expenses):</b>				
State Appropriations	461,055	4,610,547	446,728	4,467,277
Tax Revenue	94,896	10,628,604	84,232	10,175,968
Interest Income	13,163	228,146	11,309	124,295
Gain/Loss on asset disposal	-	-	380	18,218
Principal & Interest on Debt	(1,773)	(130,242)	(1,956)	(167,803)
<b>Total Non-Operating Revenues/(Expenses)</b>	<b>567,341</b>	<b>15,337,055</b>	<b>540,693</b>	<b>14,617,955</b>
<b>Increase/(Decrease) in Net Assets</b>	<b>(856,755)</b>	<b>4,664,250</b>	<b>(1,308,271)</b>	<b>2,654,088</b>

**East Central College  
Investments  
As of April 30, 2025**

	<u>Date</u>	<u>Maturity</u>	<u>Term</u>	<u>Rate</u>	<u>Total</u>
<b><u>United Bank of Union</u></b>					
CDAR 1030419312	1/23/2025	7/24/2025	6 Months	4.59%	\$ 1,095,925.36
CDAR 1030419347	1/23/2025	7/24/2025	6 Months	4.59%	\$ 539,575.82
CDAR 1030795756	3/13/2025	3/12/2026	12 Months	4.40%	\$ 539,397.20
CD 1024028589	12/5/2024	12/2/2025	12 Months	4.43%	\$ 886,131.72
<b>ECC Total Investments</b>					<b>\$ 3,061,030.10</b>

**2025**

Total Cash Accounts	\$ 8,208,534.00
Certificates of Deposit	<u>\$ 3,061,030.10</u>
	<b>\$ 11,269,564.10</b>

**2024 (December)**

Total Cash Accounts	\$ 2,645,604.00
Certificates of Deposit	<u>\$ 2,990,464.28</u>
	<b>\$ 5,636,068.28</b>

**East Central College  
Pledged Securities  
As of April 30, 2025**

**United Bank of Union**

SECURITY DESCRIPTION	MATURITY DATE	CUSIP NO.	PAR AMOUNT
FDIC Insurance			\$ 250,000.00
WEBB CITY MO #R-7 SCH DIST	3/1/2033	947398CC5	\$ 289,894.50
FRESB 2021-SB84 A 10H	1/25/2041	30320WAQ2	\$ 1,187,957.29
<b>TOTAL</b>			<b>\$ 1,727,851.79</b>

\* ALL SECURITIES ARE HELD WITH OUR SAFEKEEPING AGENT - COMMERCE BANK N.A., 1000 WALNUT STREET, KANSAS CITY, MO 64106

FDIC Insured Institution	FDIC Cert #	Balance
Bank of China	33653	\$ 244,583.89
Crown Bank	35480	\$ 244,583.89
First Guaranty Bank	14028	\$ 244,583.89
Israel Discount Bank of New York	19977	\$ 167,997.84
Union Bank & Trust Company	1753	\$ 194,175.85
<b>TOTAL</b>		<b>\$ 1,095,925.36</b>

FDIC Insured Institution	FDIC Cert #	Balance
Cathay Bank	18503	\$ 244,583.89
Security Bank	4178	\$ 244,583.89
Union Bank & Trust Company	1753	\$ 50,408.04
<b>TOTAL</b>		<b>\$ 539,575.82</b>

FDIC Insured Institution	FDIC Cert #	Balance
Dream First Bank, N.A.	4779	\$ 237,042.51
Legacy Bank	59204	\$ 65,312.18
Wallis Bank	20845	\$ 237,042.51
<b>TOTAL</b>		<b>\$ 539,397.20</b>

**Phelps County Bank**

FDIC Insurance		\$ 250,000.00
<b>TOTAL</b>		<b>\$ 250,000.00</b>

**East Central College  
Warrant Check Register  
As of April 30, 2025**

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 FY25 budgets.

Total amount of checks disbursed from  
April 1, 2025 through April 30, 2025 reported at  
\$912,788.57

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 16, 2025**

**AGENDA ITEM VII: COLLECTIVE BARGAINING AGREEMENT**

**Recommendation:** To **approve** the negotiated Collective Bargaining Agreement with the ECC-NEA regarding salary, benefits, and working conditions for the 2025-2026 fiscal year.

Attachment

6/16/2025

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6500

FAX (636) 584-0513

# **AGREEMENT**

**between the**

**JUNIOR COLLEGE DISTRICT  
OF EAST CENTRAL MISSOURI**

**and the**

**EAST CENTRAL COLLEGE  
NATIONAL EDUCATION ASSOCIATION**

**July 1, 2025, to June 30, 2026**

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## **ARTICLE I: AGREEMENT AND RECOGNITION**

1. This Agreement represents the results of collective bargaining between the authorized representatives of the Board of Trustees of East Central College (hereinafter referred to as “the College”) and the authorized representatives of the East Central College National Education Association (hereinafter referred to as “ECC-NEA” or “the Union”). This Agreement covers salaries, benefits, and working conditions for the faculty bargaining unit. This Agreement will remain in effect until June 30, 2026, subject to applicable laws and the rights of the Board of Trustees.
2. Board Policy provisions and other applicable procedures not expressly included in this Agreement are considered in full force and effect unless specifically contrary to the provisions of this Agreement. The parties agree that the terms of this Agreement shall be maintained in full force and effect during its term and may be modified only by mutual written agreement between the parties.
3. The College recognizes ECC-NEA as the official bargaining representative for all regular full-time faculty members employed by East Central College, subject, however, to the constitutional right of individual employees to communicate with the Board of Trustees and to petition for redress of grievances. “Regular full-time faculty members employed by East Central College” refers to faculty members on faculty contract who do not supervise other full-time faculty. The Board directs the President of the College and/or their designees as the representatives of the Board of Trustees to carry on good-faith negotiations with representatives of ECC-NEA in matters relating to salaries, benefits, and working conditions of regular full-time faculty members.
4. It is the desire and commitment of the parties to maintain educational and working environments in which the parties have mutual value and respect for each other. Furthermore, the parties agree to collaborate, through the principles of shared interest, in promoting continuous improvement in the quality of education to create optimal experiences for students, faculty, staff, and the community.
5. It is the commitment of the parties to build and sustain an equitable and inclusive learning and work environment where diversity is celebrated and valued. Diversity is one of the College’s core values. A diverse, equitable, and inclusive environment benefits and enriches the development of all students, staff, and faculty. The quality of these values is enhanced and strengthened through ongoing professional development opportunities.
6. Full-time faculty members of the College are allowed to join, or not join, the ECC-NEA. Eligible faculty members interested in joining should contact the ECC-NEA President.

## **ARTICLE II: ECC-NEA RIGHTS**

1. The ECC-NEA shall be permitted to hold meetings and conduct ECC-NEA business on College property and to use College facilities at reasonable times when such facilities are not otherwise in use and/or when such use will not disrupt or interfere with the operation of the College, including but not limited to scheduled meetings, activities, or functions at which

faculty members are expected to attend. Scheduling of facilities will be required. Use of College property and facilities is subject to all applicable College policies, procedures, and guidelines.

2. The ECC-NEA shall have the right to reasonable and ordinary use of College equipment including computers, fax, voicemail, email, duplicating or printing equipment, and audio-visual equipment, but solely for local ECC-NEA purposes. Use of College equipment is subject to all applicable College policies, procedures, and guidelines.
3. The ECC-NEA shall be allowed reasonable and ordinary use of mailboxes, mail, and other communications systems for communicating with full-time faculty on matters related to local ECC-NEA purposes. Usage is subject to all applicable College policies, procedures, and guidelines.
4. The College shall make available upon written request to the College President or their designee, and without cost to the ECC-NEA, names, campus addresses, campus telephone numbers, and campus email addresses of all College full-time faculty members within a reasonable time after the beginning of the contract year. The same information will be provided with regard to faculty members hired during the contract year within a reasonable time following their employment. This information shall be provided in an electronic format, if available. To the extent that information requested is already available on-line, the College shall direct the ECC-NEA to the appropriate URL or link.
5. The ECC-NEA will be provided with an official Board packet for all Board meetings and be included on the Board agenda. ECC-NEA shall be accorded the same rights to attend Board meetings and address the Board as any other employee organization for the purpose of reporting on activities and events conducted by the Union. ECC-NEA shall not use this time to conduct matters related to negotiations.
6. The ECC-NEA will be provided, upon written request to the College President or their designee, information that is available and relevant to the negotiation process, subject to the limitations of the Missouri Open Records Law.
7. The ECC-NEA shall be entitled to representation on each College committee whose composition includes Bargaining Unit Members and whose purpose is primarily or exclusively related to wages, benefits, and working conditions, such as Insurance, Rank and Promotion, Educational Leave, Shared Governance Council, Facilities Advisory, and Budget.

### **ARTICLE III: BOARD AND ADMINISTRATION RIGHTS**

It is recognized that the East Central College Board of Trustees and its Administration have and continue to have all managerial rights and prerogatives, including the responsibility and authority to manage and direct all operations and activities of the College, including the right to schedule and assign work and work locations, to the fullest extent authorized by law and in any manner or decision they shall deem appropriate; to determine, establish, promulgate, and/or change policies and procedures related to the faculty in any manner it shall deem appropriate; and that this

responsibility and authority is limited only by that which violates an express provision of this Agreement.

#### **ARTICLE IV: JOINT RESPONSIBILITY**

It is the joint responsibility of the ECC-NEA and Administration to ensure compliance with the provisions of the collective bargaining agreement. The agreement includes collective and individual responsibilities for ECC-NEA, the Administration, and covered members as defined in Article I of this agreement. ECC-NEA and the Administration will ensure compliance with individual responsibilities, including but not limited to Articles IX: *Job Descriptions*, XII: *Faculty Workload*, XX: *Meeting Schedule and Committee Assignment*, and Board Policies 5.3: *Job Descriptions* and 5.22: *Employee Conduct and Discipline*.

#### **ARTICLE V: NON-DISCRIMINATION/NON-RETALIATION**

The College shall not discriminate or retaliate against any faculty member on the basis of membership in or the failure to join the East Central College affiliate of the National Education Association or any other employee union organization. Faculty application forms and oral interview procedures shall not refer to membership in or preference for ECC-NEA or any other employee union organization. The College Board of Trustees and/or Administration reserve the exclusive right to make legitimate business decisions on behalf of the institution, provided that those decisions are not made on the basis of membership in the ECC-NEA.

#### **ARTICLE VI: FACULTY QUALIFICATIONS**

1. Faculty qualifications are defined in job descriptions for positions. East Central College shall follow the guidelines and requirements of the Higher Learning Commission (the institutional accrediting body) and program accreditors, if applicable, in determining appropriate academic and experiential qualifications.
2. Each full-time faculty member shall be assigned at hire a primary discipline. More than one primary discipline may be assigned if required qualifications are met. Faculty must meet the qualifications required to teach any assigned course at East Central College. Assignments of teaching will be made based on such qualifications.

#### **ARTICLE VII: ACADEMIC FREEDOM AND RESPONSIBILITIES**

The College endorses the principle of academic freedom as defined in Board Policy 5.51: *Academic Freedom*, which states “East Central College, as an academic community, promotes learning characterized by free inquiry, open discussion and thoughtful communication. Academic freedom is a tenet of such instruction and essential to the purpose of higher education. Faculty and students must be free to examine ideas in an environment without institutional censorship.” The College recognizes the principle of academic freedom as stated above and supports the following:

1. Faculty are members of a learned profession, representatives of the institution and citizens of the larger community. As a member of a learned profession and a representative of the institution, a faculty member, in exercising “free inquiry, open discussion, and thoughtful

communication” should at all times be accurate, show respect for the opinions of others, and make every effort to indicate that they do not speak for the institution.

2. The principles of academic freedom and their inherent responsibilities are applicable to all full-time faculty, to all adjunct faculty, and to all students.

## **ARTICLE VIII: FACULTY EMPLOYMENT CONTRACTS**

1. Written employment contracts shall be executed for full-time faculty, per Board policy 5.9: *Employment Contracts – Faculty*. Each written employment contract will include, but not be limited to start date, end date, total number of contract days, job title, salary, any special conditions, assignment, or terms associated with the position.
2. Reappointed faculty not returning a signed contract to the designated College official by the designated date will be considered to have declined the College’s offer of employment and/or voluntarily vacated the position, and College-funded medical, vision, dental, and life insurance benefits will be terminated effective at the end of the contract. Any alteration made to the contract by the faculty member will void the contract.
3. Faculty Contract Classifications
  - a. Limited Term Contract may be executed for a semester, academic year, or fiscal year and will automatically terminate at the end of the contract. This classification may be used for grant funded positions, temporary replacement for a full-time faculty member, the startup phase of a new program, a program in the process of being discontinued, or as otherwise deemed necessary by the President of the College.
  - b. Annual Contract is considered probationary and may be given annually for regular full-time faculty positions. Each annual contract shall show a date when employment ends; reappointment to a subsequent annual contract is not automatic and is contingent upon satisfactory evaluations and appropriate recommendations. Faculty may receive up to five consecutive annual contracts prior to being considered for tenure.
  - c. Tenure may be recommended for a faculty member under annual contract, but only after the employee has been employed full-time as faculty in the same discipline, or a secondary discipline as approved by the College, for a total of five years. Faculty who begins their service with a mid-year contract, and are subsequently employed through an annual contract, may be considered for tenure upon completion of ten consecutive spring and fall semesters.
4. Faculty Contracts
  - a. Service under limited term and annual contracts may be combined and applied to the five-year period of time required for consideration for tenure; however, a faculty member must be employed under an annual contract at the time of consideration for tenure. In order to be considered for tenure, the faculty shall complete and submit a professional portfolio to the Vice President of Academic Affairs. The deadline for submitting the professional portfolio will be established by the Portfolio & Credentialing committee. An evaluation of the faculty member’s instructional effectiveness will be

made by the Academic Dean and the Vice President of Academic Affairs. If the evaluation is satisfactory and the program is to continue, the faculty member will be recommended for tenure in the sixth year by the Vice President of Academic Affairs, subject to approval of the College President and Board.

- b. Faculty who change disciplines at the request of the College may be granted credit toward tenure for employment under limited term or annual contracts in the prior discipline.
- c. Faculty who move from a faculty contract to a professional staff or administrative contract shall be granted credit toward tenure status for employment under a limited term or annual contract held prior to the professional or administrative position if they subsequently return to a teaching position with no break in service to the College. Time served in a professional or administrative position will not be counted toward tenure status.
- d. Faculty remaining on a faculty contract whose primary responsibility does not include direct student instruction meet the definition of full-time faculty. These faculty will follow the additional responsibilities outlined in their contract and job description.

#### 5. Faculty Non-Reappointment

- a. The decision to not reappoint a full-time faculty member employed under a Limited Term Contract or an Annual Contract shall be made by the College President after consideration with the Vice President of Academic Affairs. These decisions will normally be made prior to April 15, but in no event after the start of the new contract year, in accordance with Board Policy 5.9.8: *Employment Contracts – Faculty: Full-Time Faculty Non-Reappointment*
- b. The decision for non-reappointment of a faculty member on an Annual Contract shall be based upon overall evaluation of the faculty member or lack of program continuation. A Reduction in Force shall be administered according to Article XXX: Reduction in Force.
  - i. If instruction-related areas of concern exist, the faculty member should be notified as soon as they are evident and as part of the evaluation process. Corrections of the deficiencies shall be made immediately in accordance with a plan developed by the instructor, Dean, and the Vice President of Academic Affairs. If the instruction-related deficiencies continue, action shall be taken for non-reappointment. If the faculty member's performance deficiencies are not instruction-related, no prior notice or improvement plan is needed prior to non-reappointment.
  - ii. Non-reappointment for an annual contract shall be made upon the recommendation of the Dean, the Vice President of Academic Affairs, and the President of the College.
  - iii. Affected faculty may submit a written appeal to the Board of Trustees. The Board of Trustees may review the documents relating to the appeal and decide the matter, or it may hold a hearing. The decision of the Board will be final.

- c. Unless otherwise stated or terminated for cause by the Board of Trustees in accordance with due process procedures (Board Policy 5.22.4: *Employee Conduct and Discipline: Due Process Procedures for Suspension or Termination of Contractual Employees*), a Limited Term or Annual Contract automatically terminates at its end date.
- d. The decision to not reappoint a full-time faculty member employed under Tenure shall be made by the Board of Trustees upon the recommendation of the Vice president of Academic Affairs and the President of the College. These decisions will be made no later than April 15. Affected employees shall be notified as far in advance as possible, preferably by March 1 but no later than April 15.
- e. Tenure shall continue in effect for an indefinite period, subject only to
  - i. Retirement of the faculty member,
  - ii. Modification by a succeeding Tenure (compensation, terms of employment, or date modifications),
  - iii. Death of the faculty member,
  - iv. Resignation of the faculty member,
  - v. Termination for cause by the Board of Trustees in accordance with due process procedures (Board Policy 5.22.4: *Employee Conduct and Discipline: Due Process Procedures for Suspension or Termination of Contractual Employees*),
  - vi. Revocation of appropriate/required certification or required licensures,
  - vii. Conviction of a felony or behavior that is violent or harmful to others,
  - viii. Non-reappointment due to program suspension or change in program status,
    - 1. Non-reappointment for tenure based on changes in program status shall be made by the Board of Trustees upon the recommendation of the President of the College with input from the Dean and Vice President of Academic Affairs.
    - 2. If necessary, a reduction in force shall be carried out in accordance with Article XXX: Reduction in Force.
- f. Non-Reappointment due to deficiencies in performance. If instruction-related areas of concern exist, the faculty member should be notified as soon as they are evident. Corrections of the deficiencies shall be made immediately in accordance with a plan developed by the instructor, the Dean, and the Vice President of Academic Affairs. If deficiencies continue within one semester after notification, action shall be taken for non-reappointment. If circumstances warrant, the faculty member shall be offered a limited term contract of one year.

- g. Non-Reappointment due to Financial Exigency. If contract non-renewal is the result of financial exigency, the faculty positions discontinued due to financial exigency will not be filled within a two-year period by replacement(s) nor will temporary full-time positions be created.
  - h. Faculty whose tenure is not renewed may submit a written appeal to the Board of Trustees. The Board of Trustees may review the documents relating to the appeal and decide the matter, or it may hold a hearing. The decision of the Board will be final.
6. Faculty Employment Contract Resignations
- a. Faculty resignations tendered to be effective at the end of the current contracted term may be submitted to the Vice President of Academic Affairs and the Director of Human Resources; such resignations do not require Board approval.
  - b. Faculty resignation tendered with an effective termination date that occurs during the current contracted term must be submitted to the President of the College with no less than thirty (30) working days' advance notice. The Board of Trustees may accept the resignation upon the recommendation of the President of the College. College-funded medical, vision, dental, and life insurance benefits will be terminated effective the end of the month of the contracted term or the end of the month in which employment is severed, if within the contracted term.
  - c. A faculty member's resignation or release from a current contract on less than thirty (30) working days' advance notice may be granted due to extenuating circumstances but will require approval by the College President and Board of Trustees.
7. When a full-time faculty staffing request is approved, the Vice President of Academic Affairs will notify all faculty prior to posting. Faculty interested in the vacant position must send written notification of interest to the Vice President of Academic Affairs and the appropriate Dean.

## **ARTICLE IX: JOB DESCRIPTIONS**

- 1. Faculty will receive a copy of their job description with their contract. Faculty Job Descriptions are on file and available in the College's Human Resources office. All full-time faculty are expected to fulfill the duties of their Faculty Job Description.
- 2. For changes to job descriptions, affected full-time faculty will be notified in a timely manner and changes will become effective with the beginning of the next faculty contract.
- 3. Changes in job description may be necessary within the current contract year. In such cases, changes will be made with mutual consent between the Administration and the affected full-time faculty. Administration reserves the right to immediately implement job description changes required by law, regulation, or for purposes of accreditation with or without mutual consent.

## **ARTICLE X: FACULTY RANK AND PROMOTION**

1. Faculty Academic Rank and Promotion is designed to meet the professional development needs of the faculty, to encourage personal and professional growth within an academic or career field, to promote service to the College and its students, and to recognize community service. In meeting these goals, the Faculty Rank and Promotion Plan serves as a professional development program for faculty at the College.
2. Activities considered part of professional development, growth, and service should be many and varied and should reflect the academic goals of the individual faculty and the programmatic needs of the academic division and the College. Activities deemed instruction based should be emphasized and should be compatible with what is expected for tenure status. Such activities and goals will be outlined annually in the Faculty Development Plan.
3. The system outlined below to recognize and recommend academic rank and promotion must be easily administered, equitable, and rewarding. The system will combine teaching effectiveness, professional growth and service, graduate credit, related work experience, and time in rank as the criteria for promotion.
4. General Principles
  - a. To be considered for promotion, faculty must first make application to the Rank and Promotion Committee, meeting any and all deadlines as required.
  - b. Full-time faculty members may be considered for promotion if they meet the minimum qualifications for the next higher academic rank, if they meet the minimum employment requirements, and if they have served the appropriate time in their current academic rank at the time of application.
  - c. Documentation of professional growth and overall performance must be included in the scheduled performance review, and faculty members will be required to summarize their activities for the promotion review period (dependent upon desired promotion level) and make the summary available upon application for promotion.
  - d. Upon confirmation of eligibility by Human Resources, faculty members must submit the application for promotion and any related materials to the Vice President of Academic Affairs. This application must include informational narrative summaries which should identify prominent examples and illustrations of accomplishments in the criterion areas for the years in the current rank for each section of the portfolio.
  - e. Faculty members will be responsible for ensuring that the application for promotion includes a complete portfolio with attachments, all required evaluation forms, (faculty self-evaluations, classroom data reflections, student evaluation reflections, faculty peer reflections, etc.), faculty development plans, syllabi, and scheduled reports of performance for the years in the current rank. See Article XXVII: Faculty Evaluation for information on requesting an optional off-cycle evaluation.



- f. Faculty members may also attach such other documents that may have a bearing on the consideration of their promotion. The entire set of documents prepared for the committee's review must be contained within a two-inch or less three-ring binder.
  - g. No information may be added or deleted from the submission unless clarification is requested by the Committee. All the application documents will be kept in the Office of Academic Affairs.
  - h. Years of faculty service are computed by counting consecutive years of full-time faculty employment at the College from the current year back to initial employment, or any such re-employment if such an interruption in service occurred. Adjunct work and/or other employment at the College will not count towards years of full-time faculty employment.
  - i. Years of service is a whole number; no rounding up to full years will occur. Faculty years of service is computed as of the July 1<sup>st</sup> date for eligibility and other considerations related to rank and promotion.
  - j. New faculty, at hire, may request consideration for rank. The College reserves the right to place newly hired faculty with experience outside of East Central College at the appropriate rank, based on established criteria, at the time of initial employment. The Vice President of Academic Affairs will make a recommendation should a new hire meet the established criteria.
5. Rank and Promotion Committee:
- a. The Rank and Promotion Committee recommends eligible faculty applicants for promotion and maintains procedures established to administer the Rank and Promotion policy. The recommendation of the committee will be forwarded to the Vice President of Academic Affairs. After approval, the Vice President of Academic Affairs forwards recommendations to the College President for consideration.
  - b. The Rank and Promotion committee will consist of faculty who choose serving on this committee as part of their committee assignment. Any faculty or staff with a conflict of interest or perceived conflict of interest may not be part of the Rank and Promotion Committee. Any member of the committee must report any conflict of interest once realized and withdraw from the committee.
6. Definition of Rank and Criteria for Promotion
- For purposes of Rank and Promotion, the following definitions and terms will apply:
- a. *Instructor*  
Instructor is the rank typically assigned to new faculty at hire according to ECC's credentialing requirements.
  - b. *Assistant Professor*  
Assistant professors have demonstrated strong accomplishment in teaching effectiveness, led and/or contributed significantly to institutional activities, engaged in recognized scholarly/ creative endeavors, made valuable contributions to the College and community,

and shown the likelihood of sustaining these contributions to the discipline. Faculty must be tenured at the time of application to be considered for promotion.

Faculty Teaching in Arts & Sciences

Degree: Minimum master's degree in discipline or related field  
Experience: Five years full-time college teaching experience with documentation of successful professional growth and overall performance

Faculty Teaching in Career & Technical Programs

Degree: Completed bachelor's degree in discipline or related field  
Experience: Five years full-time college teaching experience with documentation of successful professional growth and overall performance

c. *Associate Professor*

Associate professors have demonstrated excellence in teaching effectiveness, led and/or contributed significantly to institutional activities, engaged in recognized scholarly/creative endeavors, and made valuable contributions to the College. The applicant's portfolio must show that since the last promotion, the candidate has made contributions of significance and demonstrated independence and quality in teaching, scholarship, and service with the likelihood of sustaining these contributions to the discipline.

Eligible applicants will have held rank of Assistant Professor for a minimum of three years at the time of application.

Faculty Teaching in Arts & Sciences

Degree: Minimum master's degree in discipline or related field  
Experience: Eight years full-time college teaching experience with documentation of successful professional growth and overall performance

Faculty Teaching in Career & Technical Programs

Degree: Minimum bachelor's degree in discipline or related field  
Experience: Eight years full-time college teaching experience with documentation of successful professional growth and service

d. *Professor*

The rank of professor carries substantial expectations. Faculty members with the rank of professor have demonstrated continual excellence in teaching effectiveness, contributed to the College in significant ways, demonstrated commitment to College and community, and gained professional recognition among their peers in creative/scholarly endeavors, professional organizations and/or professional publications related to the academic discipline or program. Faculty are expected to provide documentation of active participation and leadership in College activities, mentoring new faculty, professional organizations, departmental work, community, and civic work, etc.

Eligible applicants will have held rank of Associate Professor for a minimum of three years at the time of application.

Faculty Teaching in Arts & Sciences and Faculty Teaching in Career & Technical Programs

Degree: Earned doctorate in discipline or related field or earned post graduate degree recognized as terminal in the faculty member's discipline (e.g., MFA)

Experience: Eleven years full-time college teaching experience with documentation of successful professional growth and service

7. Appeal Process

- a. If a request for promotion is denied, the applicant may submit a written request to the President of the College within seven days of such notification outlining the rationale for additional review.
- b. A response to the applicant's appeal request will be provided in writing within fifteen business days of receipt of the appeal. The decision of the President is final.

8. Timeline

The timeline for the Rank and Promotion process is provided by the Rank and Promotion Committee in Falcon Nest.

9. Promotions in Academic Rank

- a. Promotions from level to level will not be automatic but will be made upon application to and the recommendation of the Rank and Promotion Committee and Vice President of Academic Affairs.
- b. Faculty, upon promotion to the rank as approved, will receive an increase over the previous year's individual faculty contract salary as follows:
  - Instructor to Assistant: \$1,500
  - Assistant to Associate: \$2,500
  - Associate to Professor: \$3,500
- c. If the College awards a percentage salary increase for the year the promotion is in effect, the faculty will receive the percentage increase in addition to the increase for the promotion. The sequence is recommended as follows: the promotion adjustment applied to existing salary; then, the percentage increase is applied.
- d. Salary Adjustment Based on Rank. The salary adjustments listed above will be made following Board approval of change in rank and will appear on the following year's contract.
- e. The College retains the right to suspend the rank and promotion system and any plan of implementation should budget conditions warrant. Notification of the suspension will occur prior to the April 15<sup>th</sup> deadline for faculty rehire notification, see Board Policy 5.9: *Employment Contracts-Faculty*.

## ARTICLE XI: SENIORITY

1. Definitions
  - a. Institutional Seniority – Years of full-time service with the institution.
  - b. Faculty Seniority – Years of full-time faculty service at the institution.
  - c. Departmental Seniority – Years of full-time service in a department.
2. Seniority helps determine aspects of workload and continued employment.
  - a. Faculty seniority as maintained on the Seniority Rotation Roster may be used for overload class selection, summer/intersession class selection, and variable workload assignments, see Article XII: Faculty Workload. Implementation of the Seniority Rotation Roster will be determined by the faculty and Department Chairs of each department. For seniority terms related to reduction in force, see Article XXX: Reduction in Force.
  - b. Seniority for the Seniority Rotation Roster will be determined on the following basis:
    - i. Seniority in Primary Discipline
      1. Faculty seniority begins from the individual's starting date of continuous full-time employment as a faculty member and will be computed on the basis of full-time service to the College from the initial date of hire.
      2. Department seniority shall begin with the date of assignment to a primary department or academic area in which the faculty is qualified to teach, as defined in Article VI: Faculty Qualifications.
      3. Conflict of seniority among faculty members with the same beginning date of continuous employment shall be resolved by reference to their initial contract, using the chronological order in which their contracts were signed.
    - ii. Seniority in Secondary Discipline
      1. If, at the time of hire, a faculty member is qualified as defined by Article VI: Faculty Qualifications to teach in a secondary discipline, even if that faculty member does not initially teach in that discipline, they may select overload course(s) in that secondary discipline as determined by the method for overload selection within that discipline.
      2. If, subsequent to the initial date of employment, a faculty member becomes qualified/credentialed to teach in a second discipline, one half of the previously accrued department seniority in the primary discipline up to a maximum of ten years will be counted for determining placement on the Seniority Rotation Roster in the secondary discipline.
      3. If a faculty member is transferred to a different department at the request of the College, they shall carry their department seniority into the new department or academic area.

4. If a faculty member requests and is granted a transfer to a different department, they will be credited with one half of the previously accrued seniority up to a maximum of ten years to be used for purposes of determining placement on the Seniority Rotation Roster as it relates to the new department. Should the faculty member return to the original department, they will be credited with one half of the department seniority up to a maximum of ten years accrued in the new department plus all previous years of department seniority.
  5. Once a secondary credentialed field is approved and established for a faculty member (as defined in Article VI: Faculty Qualifications), and after attribution of department seniority in the secondary field, the faculty member continues to accrue department seniority in the secondary field as long as they remain a full-time faculty.
- c. Seniority in non-teaching duties. For the purposes of this section, working a day or more in a month shall count as one month.
    - i. In the event a full-time tenured faculty is assigned to full-time non-teaching duties (administration, professional staff, etc.), they shall be removed from the Seniority Rotation Roster but continue to accrue faculty seniority for up to a maximum of 36 months. Employees returning to full-time teaching within that 36-months shall be credited any accrued months in non-teaching duties plus all previous time served as faculty and placed back in the rotation roster by seniority.
    - ii. For employees remaining in the non-teaching position after that 36 months, faculty seniority will cease to accrue. In the event the employees return to full-time teaching at any point after the initial 36-months period, their faculty seniority shall be reinstated for all time served as faculty, including the initial 36 months of the non-teaching period, but not time after that. They shall be placed at the bottom of the rotation roster.
    - iii. If the full-time faculty members are on limited or annual contract when moving to a non-teaching position, they shall not accrue faculty seniority in the non-teaching position. If the employees return to a full-time teaching position after any time, the initial time served as a full-time faculty member will be counted and seniority accrual will resume from that point.
  - d. Paid and Unpaid Leave: Educational leave and other College approved paid leaves of absence shall be credited toward faculty seniority. Unpaid leaves of absence will not be credited toward faculty seniority.
  - e. Breaks in Seniority: Faculty seniority shall be broken by resignation, retirement, failure to return from an authorized leave of absence, failure to return from a leave of absence, or conditions in seniority in non-teaching duties. A full-time faculty member who is placed on temporary part-time or reduced load status shall not be considered to have a break in service during the period of part-time or reduced load.

- f. The Seniority Rotation Roster
  - i. The Seniority Rotation Roster shall be maintained by the Office of Academic Affairs and shall be posted to the Office of Academic Affairs Falcon Nest page by October 1 and February 1 of each academic year. Faculty members may submit a written request for seniority recalculations to an ECC-NEA representative within thirty (30) calendar days after the posting.
  - ii. The rotation roster shall be revised as necessary at other times during the year to reflect changes due to non-teaching duties, resignations, retirement, etc. Any revised rosters will be announced to faculty and posted in Falcon Nest within one calendar week of revisions.

## **ARTICLE XII: FACULTY WORKLOAD**

1. The faculty contract and job description present clear information regarding work dates and related duties. Full-time faculty members are required to be at work on contract dates. Board Policy 5.4.6: *Classification and Qualifications of Employees: Regular Full-time Employee* articulates specifically the contracted workdays and teaching load. Faculty should refer to the Board Policy Manual for additional information regarding the College's employment policies.
2. A faculty work week should be approximately forty (40) hours, typically Monday through Friday, or on other days as per faculty assignment scheduled with the Vice President of Academic Affairs. A faculty workday is a contract day during which faculty are expected to meet their course load, office hours, or committee requirements. A workday is considered to be on-campus but may be remote, as approved by the Vice President of Academic Affairs or designee. Faculty not working during a contract day are expected to take appropriate leave time.
3. Assignment of Teaching: The assignment of faculty to courses is the responsibility of the Dean and the Vice President of Academic Affairs.
  - a. Full-time faculty are given first preference for selection of courses to satisfy their contractual load.
  - b. A faculty member's base load shall consist of at least fifty (50) percent face-to-face credit hours per semester (with hybrid courses counting as ½ face-to-face). A faculty member may request an exception in online load using the Faculty Exception for Online Course Request Form, see Appendix F. The form should be submitted to the appropriate academic dean by October 1 for the upcoming spring semester and March 1 for the upcoming fall semester. A written response, via email, of approval or denial will be given within ten (10) business days of the submittal. In special circumstances, the Vice President of Academic Affairs or designee may request an exception to the online load in the best interest of the schedule or College. Faculty who are contractually online-only instructors are exempt from this guideline.
  - c. Full-time faculty may be required to teach evening courses, online courses, or at any campus location in order to meet their contractual load.

- d. Every effort shall be made to schedule regular teaching load courses within a six-hour workday. No faculty member shall be required to teach on more than five (5) days per week as part of a regular teaching assignment.
- e. Off-contract meetings or events requiring faculty participation will be compensated following Article XII.3.e.i.
  - i. Compensation:
    - Meetings less than one hour - \$50 (remote), \$75 (in-person)
    - Meetings - \$125 (remote), \$250 (in person)
    - Half-day events - \$300
    - Full-day events - \$600
    - If a combination of meetings in one day totals a half day of work, the half-day rate applies.
  - ii. Faculty who receive off-contract compensation for leading internal workshops or presentations (such as during Adjunct Orientation) do not qualify for Honorarium as outlined in Article XIX: Faculty Development 3.a.iv, though they may elect to submit the Honorarium Request form to add the information to the Faculty Professional Development database.
  - iii. For off-contract work outside the scope of the aforementioned examples, refer to Article XIII: Special Project Assignments.
  - iv. Faculty are required to have prior approval for any off-contract work. In order to receive prior approval, the faculty member will submit the Faculty Off-Contract Compensation Request form (see Appendix J) to the Vice President of Academic Affairs a minimum of one week prior to the start of the off-contract work. For urgent (less than a week) requests for off-contract work, the faculty member will provide a scope of work in writing (via e-mail) to the Vice President of Academic Affairs before the event. Additionally, urgent requests require the completion of the Faculty Off-contract Compensation Request form within 48 hours of the event in order to receive compensation. For multisession off-contract work, such as hiring committees, prior approval will encompass the original meeting and all subsequent meetings, but the Faculty Off-Contract Compensation Request form will need to be submitted for all activity in order to receive accurate compensation. Any exceptions regarding this approval process require approval of the VP AA and the College President.
- f. Normal Teaching Load/Credit Hours for full-time faculty shall consist of fifteen (15) credit hours per semester or thirty (30) credit hours per academic year.
  - i. New full-time faculty shall receive one to three (1-3) hours of reassigned time during their first semester of employment as a faculty member, as determined by the appropriate Dean/Department Chair. This will allow new faculty to prepare for classes, participate in College service, and familiarize themselves with the culture of East Central College. Any exception must be approved by the Vice President of Academic Affairs.

- ii. For English Composition Courses: faculty who teach three (3) or four (4) composition courses (ENG 085, 090, 095, 101, 102, 114, 115) shall carry twelve (12) credit hours per fall and/or spring semester as a regular load. English faculty with fewer than three sections of composition courses (ENG 085, 090, 095, 101, 102, 114, 115) shall carry a fifteen (15) credit hour load per fall and/or spring semester.
  - iii. Reassigned time is an agreed upon reduction in a faculty workload for reasons of special assignment or project outlined in a Memorandum of Understanding (MOU) or by contract, see Article XIII: Special Project Assignments.
- g. Credit hour equivalencies and special conditions
  - i. For **Studio Art/Design** courses
    - 1. One (1) credit hour equates to two (2) contact hours (minimum) and 1.5 units of pay (1.5 units of pay per credit hour).
  - ii. For **Music** courses
    - 1. Applied Lessons – following National Association of Schools of Music (NASM) guidelines, lessons are converted to credit hours by totaling the .5 contact hour lessons and dividing by three (3).
    - 2. Ensembles – one (1) credit hour equates to three (3) contact hours and 2.25 units of pay (2.25 units of pay per credit hour).
  - iii. For **Laboratory Science** courses
    - 1. One (1) credit hour equates to two (2) contact hours (minimum) and 1.5 units of pay (1.5 units of pay per credit hour).
    - 2. Microbiology exception – one (1) credit hour equates to three (3) contact hours and 2.25 units of pay (2.25 units of pay per credit hour).
  - iv. For **Nursing Clinical/Lab** courses
    - 16.67 contact hours equates to one (1) credit hour or one (1) conversion (1 credit hour = 16.67 contact hours = 1 pay unit).
  - v. For **Allied Health Labs** courses
    - One (1) credit hour equates to two (2) contact hours (minimum) and 1.5 units of pay (1.5 units of pay per credit hour).
  - vi. For **Career Tech Lab** courses
    - One (1) credit hour equates to two (2) contact hours (minimum) and 1.5 units of pay (1.5 units of pay per credit hour).
- h. Overloads: All full-time faculty members are eligible to teach overload courses.
  - i. Faculty may have overload courses as the schedule permits. Course schedules shall not be constructed as to guarantee overload. Following the scheduling of



courses and the assignment of full-time faculty loads, full-time faculty are given first preference for overload courses.

- ii. Individual departments may elect to implement the Seniority Rotation Roster to determine overload/summer/intersession assignments.
- iii. While on contract, full-time faculty will have first right of refusal for classes that are added to the schedule. Faculty may notify their Dean in writing (using the Overload Request form) if they would like to be considered for courses added to the schedule between contracts. Those faculty will be given first right of refusal between contract periods.
- iv. Faculty should not request a course as overload if it has already been assigned to an adjunct faculty member. Full-time faculty members should only replace assigned adjuncts in order to make load, unless approved by the Vice President of Academic Affairs or designee.
- v. Faculty are not required to teach overload courses, except in a circumstance where the credit hours needed to achieve a full load, based on the credit hour value of the courses in the program, exceed the fifteen (15) credit hours per semester contractual requirement.
- vi. A faculty member who receives reassigned time may not teach more than three (3) credit hours of overload per semester unless approved by the Vice President of Academic Affairs or designee.
- vii. The maximum overload assignment in any semester will not exceed eight (8) credit hours unless written prior authorization is obtained from the Vice President of Academic Affairs or designee.
- i. Course Capacity: A master list of all courses and course capacities will be housed within the Office of Academic Affairs.
  - i. Faculty are expected to notify their Academic Dean or Department Chair, in writing, of acceptable overage to current class capacity prior to the last contract day for Fall and Spring semester in reference to the upcoming semester.
  - ii. Annual review and potential updates to course caps will follow the Course Capacity Process and Timeline housed in Falcon Nest.
- j. Course Cancellations
  - iii. Courses needed to complete a certificate or degree should be offered on a rotation that enables students to complete their program of study within the established timeframe of the certificate/degree pathway.
  - iv. Cancellation of low enrollment courses will be done following the schedule developed by the Vice President of Academic Affairs and Deans, with notification to the faculty member affected, prior to the cancellation.

4. Office Hours: Faculty members are required to maintain a minimum of seven (7) office hours per week, arranged conveniently around their teaching assignment and most academically beneficial for students. Faculty are encouraged to offer options for students who are not on campus during a typical workday (i.e. students enrolled in various online course modalities and students only available in evenings). Office hours are dedicated to student interaction, course preparation, or other campus-related responsibilities.
  - a. A faculty member may schedule up to three office hours in a remote format. To serve student needs, no more than two remote office hours should be on the same day. Virtual office hours do not exempt faculty from their on-campus duties or service to students.
  - b. A faculty member may schedule up to two (2) office hours in the Learning Center.
  - c. Office hours shall be scheduled in a minimum of 30-minute increments.
  - d. A faculty member who teaches more than seven (7) face-to-face hours in a particular day (with no break longer than 45 minutes), is not required to hold office hours on that day.
  - e. Full-time faculty office hours should be posted on office doors within the first week of courses. Office hours should be made available to students in all courses and shared with the Dean. Faculty should update their office hours during final exam week to reflect the change in course schedules and availability to students.
  - f. Nursing faculty who teach a clinical have the option to schedule one (1) office hour per day at the clinical site. The faculty member's posted office hours will indicate the location for these hours.
5. Summer and Intersession Teaching: Full-time faculty may elect to teach during the summer semester or designated intersession terms.
  - a. Faculty are paid the full-time faculty summer and intersession overload rate for such teaching (see Full-time Faculty Overload Credit Hour Rate Chart).
  - b. Full-time faculty are given first preference for summer and intersession courses when scheduling of courses occurs. Individual departments may elect to implement the Seniority Rotation Roster to determine overload/summer/intersession assignments.
  - c. Full-time faculty members will be paid per credit hour at the higher of rates (i) or (ii) below:
    - i. The rate identified in the Full-time Faculty Overload Credit Hour Rate Chart, or
    - ii. 1.5% of the full-time faculty's base pay, whichever is higher.
  - d. Summer and intersession teaching will include two (2) hours of office hours per week that the faculty member is teaching.
    - i. If a faculty member is only teaching face-to-face courses, both office hours will be scheduled at an appropriate ECC location.

- ii. If a faculty member is only teaching online, the office hours may be scheduled online or in a virtual format.
  - iii. If a faculty member is teaching both face-to-face and online courses, office hours may be split between an appropriate ECC location and online.
- 6. **In-Service:** At the beginning of each semester, faculty gather for various In-Service activities, including meetings, workshops, and course planning. The President of Faculty Association and the Vice President of Academic Affairs will collaborate each April and October for In-Service planning. The Faculty Association President should consult with other faculty including, but not limited to, the ECC-NEA President and the Faculty Professional Development Committee Chair. New faculty attend orientation and other welcome events held before the beginning of In-Service.
- 7. **Faculty Role in Advising:** Designated Faculty are contractually assigned student advising responsibilities by program or guided pathway. Faculty Advisors provide a proactive advising approach with students to explore a student's choice of major and career goals. They work with students to create educational plans that will lead to academic and social success in the students' desired fields. Faculty Advisors maintain extensive knowledge of appropriate academic programs and curriculum; student services; transfer and career opportunities; and co-curricular and extra-curricular opportunities. They collaborate with College faculty and staff to enhance student performance and retention. The Faculty Advisors and the Student Development office will collaborate to support students.
- 8. **Variable Workload**
  - a. Variable load may address institutional, student, and faculty needs by
    - i. providing more flexibility in the scheduling of classes to meet the needs of the College's student population,
    - ii. creating more opportunities for professional development for faculty during the Fall or Spring semesters,
    - iii. allowing a faculty member who intends to but does not make load during the Fall or Spring semesters to use variable load to maintain their full-time faculty status with no reduction in salary,
  - b. Giving the option to have a reduced load the semester following a term in which overload credit is taught in lieu of overload pay at the time a faculty member is scheduled to teach over the required credit hour limit because of conditions of credit hour disbursement or scheduling.
  - c. **Making Up Reduced Load**
    - i. A faculty member may make up for a reduced load in the fall by teaching additional courses in the same academic year without additional compensation.
    - ii. A faculty member may make up a reduced load for spring semester by teaching during the following summer semester without additional compensation or

teaching more than the regular semester load during the prior fall semester of the same academic year without additional compensation.

- iii. A faculty member may take on alternate duties during a semester immediately preceding or immediately following the semester of reduced load without additional compensation. Duties must be mutually agreed upon by faculty and administration. Alternate duty time equates approximately as one (1) credit hour to two (2) non-teaching work hours per week.
- d. Variable Load Guidelines
- i. A faculty member may request variations in load for the reasons listed above using the Variable Load Request form, see Appendix C. The faculty member shall make a request to the appropriate Dean for variation in load. If the Dean approves the request, the request will be forwarded to the Vice President of Academic Affairs, who will make the final determination. In special circumstances, the Vice President of Academic Affairs or designee may grant an exception to the variable load guidelines in the best interest of the schedule or College.
  - ii. Completed Variable Load Request form shall be submitted to the Dean by October 1 for the following Spring and March 1 for the following Fall.
  - iii. The maximum reduction in load for a semester shall be 1/3 of regular load.
  - iv. Teaching load for any one semester shall not exceed overload assignments as outlined in Article XII.3.h.: Faculty Workload.
  - v. During the semester on variable workload, a faculty member is not eligible for overload unless authorized by the Vice President of Academic Affairs.
  - vi. Eligibility for variable load shall be based on department seniority and may be determined by the Seniority Rotation Roster if more than one faculty member requests variable load in a given semester.

### **ARTICLE XIII: SPECIAL PROJECT ASSIGNMENTS**

1. Special project assignments encourage broader participation and provide opportunity to all faculty to participate in shared governance and ongoing institutional improvement. ECC-NEA and the administration will work together to create a culture of broader opportunities for faculty to serve the College and be recognized and valued for the extra work they do.
2. Additional compensation in the form of payments beyond the base salary, reassigned time, or a combination thereof is provided to recognize that such work is outside the scope of the employee's job description, performed outside of normal work responsibilities, or adds extra time spent on normal job duties. Compensation and scope of the project work, as determined between the faculty member and Vice President of Academic Affairs or designee, will be detailed on a Memorandum of Understanding.

3. Special project assignments, open to all faculty regardless of contract status, will follow a process to promote access and equitable distribution of opportunity. Faculty must initiate the request for reassigned time by working with their Dean to complete a Reassigned Time application, due by October 1 for the following Spring and March 1 for the following Fall. Exceptions to this timeframe can be made with approval from the Vice President of Academic Affairs.
4. Project Identification – special projects may be created based upon institutional, division/department, individual faculty, state, or accreditation needs and identified by pertinent parties.
5. As applicable, special projects will be announced through the ECC-Faculty email distribution list to gauge interest and gather applications if necessary.
6. The following is not a comprehensive list but indicates the kinds of opportunities that may be available:
  - a. acting as committee chair for standing or ad hoc committees,
  - b. developing new courses or programs,
  - c. developing/writing grants,
  - d. serving as a representative on a board or in a leadership position for a professional organization or state-wide initiative, or
  - e. developing/overseeing/participating in special projects that fulfill an institutional need.
7. Limitations – special project assignments will not exceed one (1) academic year. An end-of-project review assessing the scope and any additional needs of the project will be conducted between the faculty and other involved administrators/parties. If the special project is deemed necessary and appropriate to be continued, the work will evolve and be defined as a Contractual or Other Duty Assignment.
8. A faculty member may be eligible for no more than two (2) special projects in a semester.
9. Reassigned time is authorized to perform duties and responsibilities other than normal teaching duties without a change in pay. Reassigned time equates approximately as one (1) credit hour to two (2) non-teaching work hours per week, distributed throughout the term as the project requires.
10. The Special Project Request Form can be found in Appendix D. Faculty should complete this request form when proposing and requesting Special Project assignments. If the Special Project opportunity is identified by supervisors/administrators, see Article XIII.5: Special Project Assignments, individual faculty will apply for the opportunity by using the Special Project Request form with information pre-provided by the party proposing the project.

11. The Faculty Contractual and Other Duty Assignments spreadsheet and an updated list of special projects will be uploaded in Falcon Nest by the Office of Academic Affairs.
12. The process for determining Reassigned Time for Special Projects Assignment is as follows:
  - a. The amount of reassigned time will be calculated by using objective and relevant workload measures that promote equitable compensation.
  - b. Any task to be considered as a reassignment of teaching load must meet all of the following criteria:
    - i. Linked to the strategic plan or other institutional initiatives,
    - ii. Regarded by the College as a high priority of the institution,
    - iii. Explicitly linked to student success, and
    - iv. Beyond the responsibilities of faculty as described in the faculty job description or CBA.
  - c. Additional criteria that may be considered:
    - i. There are not staff or faculty available to do the work within the normal scope of their position,
    - ii. Requires a level of involvement that exceeds routine committee work,
    - iii. Enhances the academic growth and/or scholarship of the College, e.g., accreditation self-study.
  - d. Decisions to award reassigned time shall involve the Vice President of Academic Affairs, Deans, and faculty.

#### **ARTICLE XIV: DEPARTMENT CHAIR**

1. The Department Chair shall be a full-time tenured faculty member from within the department they will serve. The Department Chair shall be appointed by the Vice President of Academic Affairs based upon the recommendation of the Dean of Arts & Sciences. The Dean of Arts & Sciences will make the recommendation with input from the members of the department. A meeting of the eligible faculty members of the department will be held to provide input regarding possible candidates. The Department Chair shall serve for a term not to exceed three (3) years and is eligible for successive terms.
2. The duties of the Department Chair will include:
  - a. Working collaboratively across the institution to support Dual Credit, Distance Education, and Developmental Education,
  - b. Working collaboratively with the Dean to promote communication and consistency,
  - c. Working at the department level to build and staff the course schedule,

- d. Serving as an advocate for faculty and the needs and direction of the department,
  - e. Supporting the department in the implementation of best practices in teaching and learning, assessment, program review, and curriculum,
  - f. Providing input in the overall development of the departmental budget,
  - g. Reviewing adjunct resumes and credentials to assist in finding qualified instructors,
  - h. Assisting in the resolution of student complaints and/or student issues by serving as the liaison between faculty and students,
  - i. Assisting adjunct faculty,
  - j. Representing the institution at the local and state level, as needed,
  - k. Traveling to satellite location and local high schools may be required, and
  - l. Completing other duties as assigned.
3. Compensation: Ten-month faculty contract; Twenty-two (22) additional contract days preferably to include six (6) days in July, six (6) days in August prior to the start of In-Service, one (1) day in December after the faculty contract has ended, three (3) days in January prior to the start of In-Service, three (3) days in May after the faculty contract has ended, and three (3) days in June; plus six (6) hours of reassigned time per semester (12 credit hours total for the academic year). Exact dates are to be coordinated with the Dean of Arts & Sciences. Department Chairs will be expected to adhere to limits on overload as outlined in Article XII.3.h: Faculty Workload.

## **ARTICLE XV: COURSE MEETINGS**

- 1. Faculty are required to meet all courses, including laboratories, studios, clinicals, or other learning activity, as scheduled and for the full time designated in the official College schedule.
- 2. Certain pedagogically appropriate activities, including but not limited to individual student conferences, library research, nontraditional research, small-group critique sessions, or campus events, may periodically modify or replace course meeting times during the course of the semester per instructor determination.
- 3. Faculty are expected to adhere to the final exam schedule. Faculty are required to meet their classes at the scheduled time during the final exam period for an appropriate end of semester assessment or learning activity. Any exception must be approved in advance by the Vice President of Academic Affairs or designee.

## **ARTICLE XVI: ATTENDANCE RECORDS AND GRADES**

- 1. Faculty are required to maintain the following records for each class:

- a. Attendance records: Faculty are to take daily attendance, maintain a record of the daily attendance and keep such records for a minimum of five (5) years. A copy for the division/department office may be requested.
  - b. Grades: Faculty are to keep a clear and specific grade record for each student. Such grade records must contain enough information and detail to support the grade given and should align with the grading standards as detailed in the course syllabus. A copy for the division/department office may be requested.
  - c. Reporting and submission: Faculty are to report student no shows, regular and periodic attendance information per student, student deficiency reports, and final grade reports, all within the timeframe required.
2. Repeated faculty failure to create and maintain such records, provide records upon request, or submit such records in a timely fashion may result in disciplinary action.

## **ARTICLE XVII: ASSESSMENT**

- 1. For purposes of quality, accountability, and transferability of coursework, and programs, faculty are required to participate in course, departmental, discipline/program, and institutional efforts to assess student learning.
  - a. At the course level, faculty will engage in the creation, administration, application, and use of course measures of student learning.
  - b. At the department level, faculty will create and administer department-based measures of student learning. Such measures will include assessments of sequential coursework, developmental coursework, and all transfer coursework. Faculty will participate in the reporting of such assessment activities.
  - c. At the discipline/program level, faculty will create and apply discipline/program level measures of student learning, up to and including the Technical Skills Assessment or other local, state, or federally mandated measures of student learning. Faculty will, in rotation as applicable, lead efforts in comprehensive review for their program or academic discipline.
  - d. At the institutional level, faculty will participate in the assessment of institutional student level learning outcomes.
  - e. Faculty have a responsibility for adherence to assessment reporting deadlines.
- 2. All such activities will be conducted in collaboration with discipline/program faculty and/or coordinators, and the approval of the Deans and/or the Vice President of Academic Affairs, following the guidelines of the Instructional Assessment Committee, Office of Institutional Research, external agencies requiring such assessments, and accreditors. Faculty have a responsibility for adherence to assessment reporting deadlines.



## **ARTICLE XVIII: REASSIGNED TIME FOR ECC-NEA OFFICERS**

1. ECC-NEA will receive six (6) hours per semester for reassigned time to be distributed to Union officers at the discretion of the ECC-NEA Executive Council to conduct Union responsibilities such as investigating and processing grievances; meeting with administration or its representatives to discuss implementation of this Agreement; attending state or national Union meetings; and preparing for and participating in bargaining sessions.
2. The ECC-NEA shall furnish to the President of the College and Vice President of Academic Affairs a list of officers which shall include the name, title, and reassigned time appropriation of each officer. The list of officers, including reassigned time allocation, will be emailed on or before the last contract day of the Spring semester.
3. Such reassigned time shall be distributed on a semester basis by the ECC-NEA, subject to the following:
  - a. Substantially disproportionate amounts of said reassigned time shall not be concentrated with one officer.
  - b. Reassigned time shall be utilized in a manner that is least disruptive of the faculty member's professional responsibility and College operations.

## **ARTICLE XIX: FACULTY DEVELOPMENT**

1. The College is committed to faculty development. Resources are made available through the Faculty Development Fund (FDF), individual faculty development accounts, and the Academic Affairs Professional Development Reserve Fund.
2. The FDF is available for use to travel to conferences, workshops, meetings, or to fund other approved development activities. For fiscal year 2025, \$35,000 will go into the FDF specifically designated for faculty development activities. Any remaining funds at the end of each fiscal year will be divided equally among all current faculty's individual faculty development accounts.
  - a. The Faculty Professional Development Committee will oversee the application and disbursement process for requests from the FDF. Final approval will be made by the Vice President of Academic Affairs. Minutes from the committee and documentation from the Vice President of Academic Affairs shall clearly document the reason for any application that is denied. The Committee will also be responsible for planning and staffing internal development activities.
3. Faculty may accrue funds in individual faculty development accounts; the College will budget sufficiently to transfer funds from fund-10 to the individual faculty development accounts in fund-22. Any remaining funds at the end of each fiscal year will go into the Academic Affairs Professional Development Reserve Fund. When new faculty are hired, their individual faculty development account will be allotted \$500 from the general fund.
  - a. Additional funds may be earned by participation in the following activities:
    - i. Presenting at a regional or national conference: \$150 (limit \$300 per academic year)

- ii. Organizing or hosting a regional or national conference: \$150 (limit \$300 per academic year)
  - iii. Publishing, performing, or displaying original work at professional recognized, juried, regional, or national venues: \$100 (limit \$200 per academic year)
  - iv. Leading designated workshops, trainings, or speaking engagements: \$50 - \$100 (limit \$200 per academic year)
  - v. Serving as an officer or leadership role for a regional or national discipline specific professional organization: \$50-\$100 (limit \$100 per academic year)
  - vi. Special Projects approved by the Vice President of Academic Affairs in accordance with Article XIII: Special Project Assignments. Activities assigned to a current MOU are not eligible for this Special Projects provision
4. Upon completion, the faculty member will submit the Faculty Honorarium form to the Office of Academic Affairs with information about the activity. Upon approval by the Vice President of Academic Affairs, money will be allocated into the individual faculty development account.
  5. Faculty members may accrue up to \$2,500 in their individual faculty development accounts. Any excess funds will go into the Academic Affairs Professional Development Reserve Fund. Funds remaining in individual faculty development accounts of faculty members who leave the institution (via retirement or resignation) will also go into the Academic Affairs Professional Development Reserve Fund.
  6. If a faculty member is required by accreditation or requested by an administrator to attend conferences or meetings for College-related purposes, or if the faculty member is approved for external development activities through the Faculty Professional Development Fund, expenses will be covered by other College funding and not from the individual faculty development account.

## **ARTICLE XX: MEETINGS SCHEDULE AND COMMITTEE ASSIGNMENTS**

1. Full-time faculty are required to serve on College committees and attend division/department meetings. No faculty member will be required to serve or be appointed to more than one (1) standing College committee as defined below. All other committee participation should be on a voluntary basis with the exception of program specific committees, department and division groups or workgroups, comprehensive review, program advisory committees, and search committees. First-year faculty will attend monthly New Faculty Workshops to meet the committee requirement. Part of the workshop will include orientation to various committees, including visiting a selection of committee meetings. The Vice President of Academic Affairs can designate other standing committees to fulfill this contractual obligation.
  - a. Faculty choose or can be appointed to one of the following standing Committees to fulfill their contractual obligation: Academic Council; Rank and Promotion Committee; Portfolio and Credentialing Committee; Faculty Professional Development Committee; Strategic Enrollment Management and Retention Committee; Instructional Assessment Committee; Global Education; Diversity Equity and Inclusion Committee; Green

Committee; Service Learning; Curriculum Council, and Online Learning and Educational Technology.

- b. Additional committees provide faculty the opportunity to serve in advisory capacities to represent the faculty perspective, such as, but not limited to, Insurance Committee, Comprehensive Program Review (outside of discipline), IT Advisory, Strategic Plan Implementation, Budget Advisory Committee, Campus Spaces, and Developmental Education Committee.
  - c. Committee members will elect their leadership team for the next academic year and communicate this to the Office of Academic Affairs by April 30.
  - d. Meeting times for committees led by faculty or on which faculty participate will be determined by that committee chair and committee members.
  - e. Committee chairs (or designated representatives) are expected to use Outlook Calendar to schedule meetings and communicate regularly with the committee and other stakeholders for informational and actionable purposes. Meeting minutes and documents are to be posted in the appropriate committee file in Falcon Nest in a timely manner.
  - f. Committee chairs are responsible to
    - i. provide leadership for collaborative committee work, including establishing committee purpose and goals;
    - ii. prepare agenda that will foster engagement and is directed toward established goals;
    - iii. ensure meeting minutes and other documents are kept and stored appropriately;
    - iv. maintain professional team relationships, engage all members of the committee, and provide an inclusive meeting environment respecting diversity in thoughts and actions.
    - v. collaborate and communicate with other committees, departments, and administrators as appropriate in relation to committee action items, purpose and goals;
    - vi. participate in an annual assessment of the committee's goals, action items, committee chair responsibilities, and necessary supports and/or resources.
2. Reassigned time for selected Committee Chair duties: Recommendations are based upon the current standing College Committees, the charge of the committees, the workload of the committees, and its connection to the ECC Strategic Plan and HLC accreditation. The following themes emerged: assessment, retention, credentialing, evaluation, teaching and learning, and diversity. The following committees that align most closely to this level of work are Civic and Community Engagement Coalition, Curriculum Council, Faculty Professional Development, Instructional Assessment, and Portfolio and Credentialing Committee.
- a. Civic and Community Engagement Coalition
    - 9-month committee leadership
    - Up to 3 CH reassigned time per semester
    - MOU

- b. Curriculum Council (vet new programs, new courses, new MDHE initiatives such as Core 42, etc.)
      - 9-month committee leadership
      - Up to 3 CH reassigned time per semester
      - MOU
    - c. Faculty Professional Development
      - 9-month committee leadership
      - Up to 3 CH reassigned time per semester
      - MOU
      - Duties:
        - Serve as Lead for the Faculty Resource Coalition that includes the Faculty Professional Development, Rank & Promotion, and Portfolio & Credentialing Committees
        - Design and manage the virtual center for Teaching and Learning website
    - d. Instructional Assessment
      - 12-month committee leadership
      - Up to 6 CH reassigned time per semester
      - MOU
    - e. Portfolio and Credentialing (oversees credentialing, evaluation, & mentoring)
      - 9-month committee leadership
      - Up to 2 CH reassigned time per semester
      - MOU
3. In the event committee work requires broader participation and time, faculty should consider utilization of Article III: Special Project Assignments.
4. Committee chair(s) who receive reassigned time are subject to approval by the Vice President of Academic Affairs. Situations that may lead to non-approval include, but are not limited to, a current Performance Improvement Plan or a pattern of failure to complete an MOU. Reason(s) for non-approval will be communicated to the faculty member in writing.
5. The College reserves the right to schedule meetings as needed to conduct College business and committee members shall be notified of meeting times as far in advance as possible for planning purposes. Many departmental/institutional meetings are held on Fridays.

## **ARTICLE XXI: COMMITTEE WORK AND IMPLEMENTATION PROCESS**

The process laid out in Appendix A will be used to better streamline faculty committee work with the opportunity for communication, review, and practice for implementation. It also provides a process for any work deemed relevant to incorporation into this collective bargaining agreement to be reviewed and presented to the ECC-NEA bargaining team for negotiations.

## ARTICLE XXII: USE OF LEAVE

1. Administration agrees to maintain Board Policy 5.38: *Paid Leave Benefits*, defining the types and details of paid leave available to full-time employees and Board Policy 5.41: *Leaves of Absence*, providing for extended unpaid leaves of absence from the College. Any changes to these two policies as they currently exist will be determined in collaboration with all employee groups and will become effective with the next fiscal year.
2. Sick leave may be utilized in half-hour increments with eight hours being taken on days when faculty is unable to meet any obligations (classes, office hours, appointments, and/or meetings) on a given workday.
3. Personal leave should be taken in half-hour increments with eight hours being taken on days when faculty is unable to meet any obligations (classes, office hours, appointments, and/or meetings) on a given workday.

## ARTICLE XXIII: SABBATICAL LEAVE

Sabbatical leave is a paid leave of absence to full-time faculty members to permit them to renew and update their qualifications, improve their skills, engage in creative or scholarly pursuits, improve teaching and learning, or engage in service opportunities in ways that ultimately enhance learning at the College. Sabbatical leaves enhance faculty morale and contribute to faculty development in lasting ways that positively impact the faculty and the institution. For items not explicitly addressed in this article (i.e., retention of benefits, some general principles) faculty may refer to Board Policy 5.44: *Educational Leave*.

1. Eligibility
  - a. Faculty must be tenured and have completed six (6) years of full-time employment at the College by the time of application.
  - b. At least six (6) years of full-time employment must elapse before a faculty can apply again for sabbatical.
2. General Principles
  - a. Faculty must submit the completed Sabbatical Leave Request form to the Office of Academic Affairs by the established deadline of October 1 of the academic year preceding the proposed start date of the sabbatical.
  - b. Faculty who are awarded Sabbatical Leave shall remain employed at the College for one (1) year per semester of leave (one semester of leave would equate to one year).
  - c. Because sabbatical leave is a time for a faculty member to concentrate on the work of the sabbatical project, faculty will not be allowed to teach overload during the sabbatical leave.

- d. Applicants for sabbatical leave must notify their Department Chair/Coordinator and Dean at least one month before the application deadline to assist all parties in the planning for the proposed sabbatical. This notification will be confirmed with signatures on the application
  - e. It is the direct supervisor's responsibility to coordinate/evaluate the budgetary and staffing needs for the department should the sabbatical be approved.
  - f. Applicant must contact Human Resources for verification of eligibility prior to submitting application. The Human Resources director's signature is required on the Request form. Faculty must use the Sabbatical Leave Request Form for application.
3. Post-Sabbatical Report  
 Within one month of the semester in which the faculty returns from sabbatical, the faculty member must submit a substantive report reflecting on the leave. Specific content for the report is included in the Sabbatical Leave Request Form. Copies of the report will be submitted to the Vice President of Academic Affairs, the appropriate academic Dean, and the Chair/Coordinator of the Faculty Professional Development Committee. The Board of Trustees will receive a copy of the Sabbatical report and may request a presentation by the faculty member.
4. Post-Sabbatical Presentation  
 By the end of the first semester in which the faculty member returns from the sabbatical, the faculty member must complete a formal presentation in an appropriate departmental or College-wide venue. The presentation may be in the form of a workshop or seminar and should detail the educational and professional impact of the sabbatical leave.
5. Sabbatical Committee
- a. The Faculty Professional Development Committee shall form the Sabbatical Committee for the purpose of reviewing applications and making recommendations for faculty sabbatical.
  - b. Faculty must be tenured to serve on the Sabbatical Committee. A faculty member who is not tenured may be selected to serve as necessary to ensure representation across divisions. Faculty may not serve on the committee during a year in which they are going to apply for sabbatical.
  - c. The Faculty Professional Development committee will ensure that the Sabbatical Committee contains the following representation of nine voting members and one non-voting member:
    - Faculty Professional Development Chair,
    - Portfolio & Credentialing Committee Chair,
    - An ECC-NEA representative to be designated by the ECC-NEA,
    - Six (6) faculty members, proportionately represented from each division, and
    - A designee of the Vice President of Academic Affairs as an ex-officio non-voting member of the committee.

- d. The Faculty Professional Development Committee will provide the Sabbatical Committee with its charge and scope. The Sabbatical Committee shall forward their ranked recommendations to the Vice President of Academic Affairs.

6. Purpose of Sabbatical

The College solicits applications that correspond with one or more of the following purposes:

a. Credentialing

- i. A sabbatical designed to enhance the faculty member's academic or professionally recognized credentials,
- ii. Such enhancements to credentials benefit students, the faculty member's department, or other departments at ECC,
- iii. Applications in this category should:
  - 1. describe the credentials to be received or progressed toward,
  - 2. the institutions involved,
  - 3. the subject areas to be studied,
  - 4. a description of the manner in which the sabbatical is in line with actual credential improvement; and
  - 5. what will be accomplished during the sabbatical.

b. See also Board Policy 5.44.2: *Educational Leave: Eligibility for Unpaid Educational Leave*

c. Knowledge/Skill Development

- i. This type of sabbatical improves the faculty member's knowledge base and skill set, though it does not enhance credentials.
- ii. Enhanced development of a faculty member's skills benefits students, the faculty member's department, or other departments at ECC.

d. Applications in this category should:

- i. describe the knowledge, or skills, or both to be developed;
- ii. the plan to ensure knowledge, or skills, or both are developed; and
- iii. the mechanisms involved.

7. Creative or Scholarly Production

- a. A sabbatical leave during which the faculty member produces a significant and substantial corpus that either showcases the faculty's creativity or engagement with a scholarly field.

- b. Projects in this category should enhance the reputation of the individual faculty member. As a result, the faculty member's department and the College are enhanced.
- 8. Scholarship of Engagement and Application
  - a. During this sabbatical, a faculty member engages with the community. Using their talents and discipline knowledge, the faculty member addresses social problems, and advances economic, social, and cultural opportunities.
  - b. Such projects should enhance the faculty, the department, or the College.
- 9. Hybrid: Projects that combine elements of more than one type of sabbatical leave.
- 10. Sabbatical Leave: Annual Timeline

May 1	College will announce whether sabbaticals will be available and, if so, the maximum number to be funded, for the fiscal year beginning July 1 of the following calendar year. If sabbaticals will be available, the timeline for applications and awards will be as follows, beginning with the start of fall classes during the present calendar year
By the Start of Fall Classes	Interested faculty contact the Director of Human Resources, who verifies eligibility (signature required on Sabbatical Leave Request form)
September 1	Faculty notify immediate supervisor of interest in applying for sabbatical to assist in planning for proposed sabbatical (signature required on Sabbatical Leave Request form)
September 15	Faculty Professional Development Committee appoints Sabbatical Committee
October 1	Application for sabbatical to be submitted to the Office of Academic Affairs
October 1 - December 1	Sabbatical Committee reviews applications
By December 1	Sabbatical Committee scores applications and ranks those meeting or exceeding minimum score for consideration. Ranked list of proposals is sent to Vice President of Academic Affairs. If no application(s) meets the minimum score for consideration, the committee shall inform the Vice President of Academic Affairs of same. Faculty applicants shall be informed of the committee's action by the chair of the committee.
By December 8	Vice President evaluates rank order recommendation(s) and either (a) approves and submits to President, or (b) denies and evaluates next highest ranked recommendation(s) for recommendation to the



President. If no candidate is recommended for approval, the Vice President shall inform the President of same.

By December 15

President approves or denies recommendation. If approved, the recommendation is presented for action to the Board of Trustees at its next regular meeting. If denied, the Vice President for Academic Affairs considers the next ranked applicant(s), if any, and submits recommendation(s) to the President. If there are no further ranked applications(s) recommended, the Vice President will inform the President of same, and no sabbaticals will be recommended for Board approval.

11. President brings recommendations to the next Board meeting. Within five (5) working days after approved by the Board, President will announce all sabbatical approvals.

## **ARTICLE XXIV: OWNERSHIP AND EQUITY**

The College and ECC-NEA acknowledge the policy and procedures related to ownership of inventions and/or materials by College personnel, as provided in Board Policy 4.43: *Ownership and Equity*, and incorporate the policy into this Agreement:

1. *4.43 Ownership and Equity Policy (Adopted 1-4-1988; Revised 8-25-2008; Revised 3-2-2015)*

East Central College recognizes that ownership of inventions and/or materials by College personnel, and the royalties resulting therefrom, normally belong to the employee, except as otherwise provided in this Policy:

- a. When the Invention and/or Intellectual Property, as defined herein, bears a direct relationship to, or is made or developed in connection with, the employee's College duties.
- b. When the Invention and/or Intellectual Property is made or developed with a combination of College facilities, equipment (owned or rented), materials, funds, information, or with time and services of College employees and/or students during performance of their College duties or assignments. (See Supplemental Employment Policy).
- c. When the Invention and/or Intellectual Property is made or developed in performance of College-commissioned projects including private or government sponsored grants received by the College.

It shall be the responsibility of the employee to obtain any copyrights or patents relative to joint ownership. It shall be the responsibility of the College to obtain any copyrights or patents for Inventions and/or Intellectual Properties made or developed under the auspice of a College commission.

Procedures:

2. *4.43.1 Ownership and Equity: Definitions (Revised 3-2-2015; xxx2022)*

- a. The following definitions apply under the terms of this Policy:

- b. Equity – The monetary value of a property or of an interest in a property in excess of claims or liens against it.
- c. Inventions – All devices, discoveries, processes, methods, uses, products, or combinations, whether or not patented or patentable at any time under the Federal Patent Act as now existing or hereafter amended or supplemented.
- d. Intellectual Properties – All intellectual and creative works that can be copyrighted, including educational materials and products, databases, computer software and materials, research materials, and web-based learning resources and/or materials. It does not include lecture notes or literary, artistic, musical, or theatrical works unless such work was commissioned by the College or otherwise specified as a “work-for-hire” in a written agreement between the College and employee, student, or volunteer.
- e. Employee – Part-time and full-time members of the faculty, staff, and all other agents.
- f. Student Works – Intellectual property produced through individual initiative as part of a student’s coursework ordinarily belongs to the student. This includes papers, artistic and musical works, and other creative works made by students in the instructional process. Ownership of student works made during the course of employment or internship at the College shall be assigned to the College.
- g. Students – Any person officially enrolled in one or more classes or activities offered by the College.
- h. College – All locations of East Central College.
- i. Work-for-Hire – Copyrightable intellectual property, which is deliverable to the College, prepared by an employee within the scope of their employment or produced as a result of a commission or agreement between the College and an employee, student, or volunteer.

3. *4.43.2 Ownership and Equity: Use of Inventions or Intellectual Properties Procedure (Revised 12-5-2022)*

Two categories of use of College-sponsored Inventions or Intellectual Properties are identified:

- a. Internal – Use by any unit of the College, either on or off campus.
- b. External – All uses other than by a unit of the College.

Use of the Intellectual Properties or Inventions will be at the discretion of the College.

4. *4.43.3 Ownership and Equity Procedure (Revised 12-5-2022)*

- a. If the College had no involvement in the development of an Invention and/or Intellectual Property, the individual will receive full ownership and equity.

- a. If the development of an Invention and/or Intellectual Property was College-sponsored or was solely the result of the performance of duties by College employees or interns, the College will receive or be assigned full ownership and equity.
- b. If Inventions and/or Intellectual Property were made or developed jointly between the College and non-work-related efforts by College employees and/or students, the College will enter into joint ownership arrangements with the employee and/or student. Exact percentages of ownership and other details shall be negotiated between the parties and set out in a binding agreement.
- c. It shall be the responsibility of the employee to give written notification to the College of intent to make, develop, patent, or copyright Inventions and/or Intellectual Properties as soon as possible.
- d. Employees shall be responsible for obtaining appropriate written releases from individuals identifiable or in some manner requested to participate in the creation of the College-sponsored Inventions or Intellectual Properties. Written statements shall also be obtained from appropriate College personnel indicating that to the best of their knowledge any of the materials developed do not infringe on existing copyright or other legal rights.
- e. If the employee wishes to take a sample of their Intellectual Property or Invention to demonstrate the level of work done in the project, this may be done if the employee pays for the costs of producing the sample. This does not grant the employee any additional intellectual property ownership beyond that outlined above.

## **ARTICLE XXV: ASSIGNMENT OF OFFICES**

The Administration is responsible for assigning offices to faculty members and/or relocating faculty members to different offices when deemed to be in the best interest of the College. The Administration shall inform the faculty member as soon as possible, prior to the relocation or assignment. Administration shall also allow ample lead-time for the faculty member to make the move in an orderly, reasonable fashion [at minimum four (4) weeks in advance and prior to the end of the semester if possible].

## **ARTICLE XXVI: PERSONNEL FILES**

1. Personnel records are administered in accordance with Board Policy 5.12: *Personnel Records* and the corresponding procedures.
2. In addition to procedures provided in Board Policy 5.12: *Personnel Records*, an officer or representative of the ECC-NEA may, at the written request of the faculty member, accompany a faculty member during a review of the employee's personnel file.
3. The review shall be conducted in Human Resources in the presence of a representative of Human Resources responsible for the safekeeping of such personnel files.

## **ARTICLE XXVII: FACULTY EVALUATION**

1. Purpose – Through comprehensive evaluation process, the College will provide faculty a useful and substantive assessment of performance, recognition, and acknowledgement of good performance, and ensure they have the necessary resources to advance teaching and learning, participate in professional growth, develop leadership skills, and further scholarship in their discipline.
2. Guidelines
  - a. New full-time faculty will be evaluated each semester in the first year and annually each proceeding year of annual contract.
  - b. Full-time tenured faculty will be evaluated on a regular rotation with no longer than a three-year interval or as deemed necessary. Off-cycle evaluation requests must be submitted to the appropriate Dean no later than the end of the third week of the semester for evaluation.
  - c. Evaluation tools used by the College must meet minimum standards of any and all accrediting bodies, regulatory and oversight agencies, and other entities where accountability is important.
  - d. Assessment of the current evaluation process will begin with a faculty survey in April of each year. Survey results will inform discussions the following fall semester, involving appropriate administrators, ECC-NEA representatives, and Faculty Association representatives. Changes for the following academic year will be agreed upon no later than April 1.
  - e. Any modifications to the evaluation tool or process will be documented and will follow the Committee Work and Implementation Process, see Article XXI.
  - f. Evaluation of faculty teaching in online settings (web online or web hybrid) will follow the same procedures and timelines and include the same methodologies as evaluations of faculty teaching face-to-face.
  - g. Faculty evaluations provide information for use in determining employment status, recommendations for faculty development, and rank and promotion.
  - h. A copy of all formal Vice President of Academic Affairs/Dean evaluations will be provided to the faculty member, on file in the Office of Academic Affairs, and in the faculty member's personnel file in Human Resources.

## **ARTICLE XXVIII: FACULTY SALARY AND RETIREMENT INCENTIVE**

1. **Faculty Salary**

ECC Administration and ECC-NEA recognize the importance of establishing and maintaining competitive salaries within the region. The College commits to increasing faculty salaries to the average of base faculty salaries at the region's community colleges (East Central College,

Jefferson College, St. Charles Community College, and St. Louis Community College) by Fiscal Year 2026.

- a. Faculty will receive a 2% increase applied to base salaries. Faculty who have a minimum of 15 years of service at the College as of Aug. 31, 2025, will receive a \$1,000 increase to their base salary prior to the percentage increase. Faculty who have at least 10, but less than 15 years of service at the College as of Aug. 31, 2025, will receive a \$500 increase to their base salary prior to the percentage increase. Faculty who have at least five, but less than 10 years of service at the College as of Aug. 31, 2025, will receive a \$250 increase to their base salary prior to the percentage increase. See Supplemental Letter A: Faculty Salary Review Workgroup.
- b. If after adjustment in (a.), a faculty member's base salary is below the minimum on the FY25 placement schedule, that salary will be raised to the minimum based on degree, discipline, and years of service
- c. Full-time Faculty Overload Credit Hour Rate will be determined using the table below. See Article XII: Faculty Workload, Section 5.C: *Summer and Intersession Teaching* for additional information
- d. Relevant industry experience is directly related to teaching in the credentialed discipline and/or based off the faculty job description. The hiring Dean will make recommendations based upon the faculty applicant's relevant experience
- e. Concurrent combinations of college teaching and/or industry experience years cannot be counted twice
- f. Adjunct teaching experience will be calculated as half-year per for each full year taught
- g. Due to career and technical faculty requirements of additional industry recognized credentials or licensure, their salary will be established utilizing *Faculty Career and Technical Salary Schedule for Placement at Hire*. Faculty not meeting the definition of Career and Technical will utilize the *Faculty Salary Schedule for Placement at Hire*

Full-time Faculty Overload Credit Hour Rate – FY25 (Effective Fall 2023)						
Academic/Professional	Academic Year Overload Credit Hour Rate	Summer and Intersession Overload Credit Hour Rate	Academic Year Overload Credit Hour Rate after teaching a min 30 ECC overload credit hours	Summer and Intersession Overload Credit Hour Rate after teaching a min 30 ECC overload credit hours	Academic Year Overload Credit Hour Rate after teaching a min 60 ECC overload credit hours	Summer and Intersession Overload Credit Hour Rate after teaching a min 60 ECC overload credit hours
Associate/Bachelor	\$725.00	\$760.00	\$745.00	\$780.00	\$765.00	\$800.00
Master	\$745.00	\$780.00	\$765.00	\$800.00	\$785.00	\$820.00
Academic/Terminal	\$755.00	\$790.00	\$775.00	\$810.00	\$795.00	\$830.00
Professional	\$755.00	\$790.00	\$775.00	\$810.00	\$795.00	\$830.00
Academic Doctoral	\$765.00	\$800.00	\$785.00	\$820.00	\$805.00	\$840.00

Faculty Salary Schedule for Placement at Hire on or after September 1, 2024 – FY25					
Academic/Professional Degree	Less than 1 year relevant experience	1-5 years relevant experience	5-10 years relevant experience	10–15 years relevant experience	15–20+ years relevant experience
Bachelor	\$38,214	\$40,121 - \$44,133	\$44,133 - \$48,546	\$48,546 - \$53,401	\$53,401 - \$58,741
Master	\$41,975	\$44,071 - \$48,478	\$48,478 - \$53,326	\$53,326 - \$58,659	\$58,659 - \$64,525
Doctorate	\$47,900	\$50,293 - \$55,322	\$55,322 - \$60,854	\$60,854 - \$66,939	\$66,939 - \$73,633
Faculty Career & Technical Salary Schedule for Placement at Hire on or after September 1, 2024 – FY25					
Academic/Professional Degree	Less than 1 year relevant experience	1-5 years relevant experience	5-10 years relevant experience	10–15 years relevant experience	15–20+ years relevant experience
Associate	\$38,214	\$40,121 - \$44,133	\$44,133 - \$48,546	\$48,546 - \$53,401	\$53,401 - \$58,741
Bachelor	\$41,975	\$44,071 - \$48,478	\$48,478 - \$53,326	\$53,326 - \$58,659	\$58,659 - \$64,525
Master or Doctorate	\$47,900	\$50,293 - \$55,322	\$55,322 - \$60,854	\$60,854 - \$66,939	\$66,939 - \$73,633

- Up to a 10% increase for hard-to-fill positions

## 2. Retirement Incentive

The reexamination of the feasibility, advisability, and options regarding faculty retirement incentives will take place in Fiscal Year 2027.

## ARTICLE XXIX: MILEAGE REIMBURSEMENT

1. Mileage expense for traveling to and from the employee's residence to the employee's single regularly assigned place of employment, whether at the main campus or at an extension center, shall not be reimbursed. Travel between College-owned sites and/or off-site locations is required by some positions. If a travel allowance is not written into the faculty member's contract for this purpose, the faculty member is eligible for mileage expense reimbursement for such travel on a per event basis. An employee traveling for College business from their residence to a site other than the employee's regularly assigned place of employment is eligible for mileage expense reimbursement. Mileage will be calculated from the employee's regularly assigned place of employment or the employee's residence, whichever is less.
2. A reimbursable mileage guideline will be generated by the Office of Finance and Administration which delineates standard mileage from the College to sites commonly traveled to. Mileage to sites not on the guide will be based on mileage provided via Map Quest or other web mapping service and documented with a printout of the web page.

## ARTICLE XXX: REDUCTION IN FORCE

1. If, in the judgment of the Administration, it is necessary to decrease the number of faculty due to a) financial considerations, b) a decrease in student enrollment, or c) program reduction, consolidation, or elimination, the necessary number of full-time faculty may be reduced.
2. The process for a reduction in force is as follows:
  - a. The Dean(s) and/or Vice President of Academic Affairs identifies the affected academic discipline or program. The process may be initiated by either of these employees, or by the College President.

- b. Positions to be eliminated shall be determined. The Vice President of Academic Affairs will notify the ECC-NEA President of the affected positions.
  - c. Employees in the selected jobs/positions shall be listed. The list must include the employee's name, position title, years of teaching, and proposed date of termination.
  - d. This proposal is submitted to the Vice President of Academic Affairs for review and recommendation to the College President.
  - e. The College President reviews the proposed plan and a) approves and makes recommendation to the Board of Trustees, b) remands to the Vice President of Academic Affairs for further review and/or revision, or c) determines that a reduction in force is not necessary.
  - f. The Board of Trustees, upon recommendation of the College President, votes on approval of the reduction in force plan.
- 3. Upon approval of the reduction in force plan, each affected employee shall be notified by March 1 preceding the fiscal/academic year in which the plan takes effect.
  - 4. All documentation listed above will be maintained in the Human Resources Department.

### **Reduction in Force Process**

#### **1. Preventative Measures**

- a. Before reduction in force (RIF) notification is given to specific faculty members, the Administration will make every effort to implement appropriate alternatives. These alternatives include, but are not necessarily limited to:
  - i. normal faculty attrition,
  - ii. voluntary retirement,
  - iii. transfer to another site where a vacant position exists,
  - iv. reduction of overload assignments,
  - v. reassigning and/or minimizing hours given to adjunct faculty, and
  - vi. consideration of a teaching load that is shared between two campus locations.
- b. After all institutional preventive measures have been exhausted, a reduction in force will be administered in such a way as to provide minimal disruption for students enrolled in the impacted instructional program. All applicable requirements of federal, state, or accrediting entities will be followed to ensure students can fulfill degree requirements.

#### **2. Reduction Measures**

Subject to academic needs, limited term, and annual faculty contracts shall be terminated first. The following process and benefits shall be applied to affected tenured faculty:

- a. A general notification that a reduction in force is recommended will be given in writing to faculty as far in advance of the effective date as possible, and no later than February 1 preceding the fiscal/academic year in which the plan is to take effect. Notification will include a statement of the condition which led to the reduction in force.
- b. Tenured faculty will be laid off on the basis of instructional effectiveness, as evidenced by the faculty evaluation process, institutional seniority, defined as length of full-time faculty service to the institution, and credentials.
- c. Tenured faculty placed on layoff will be placed on a faculty recall list on the basis of reverse order of layoff and recalled in accordance with the instructional needs of the campus, up to the end of three (3) academic years after the layoff.
- d. Notice of recall will be given by certified mail to the last known current address of the faculty member. If the faculty member fails to respond within fourteen (14) calendar days from receipt of the recall notice, they will be considered to have refused the position offered.
- e. Failure to accept alternatives to layoffs, if offered, will not jeopardize the laid off faculty member's recall rights or place on the recall list.
- f. The College will provide the laid off faculty with assistance in seeking alternative employment by providing a letter of reference and use of campus facilities to prepare and print resumes. All College vacancy information, including administrative and classified positions, will be available via the College website to the laid off faculty.
- g. An employee recalled to work by the College under the provisions of this section shall have any forfeited sick time restored upon returning to active employment.

### 3. Post-RIF Support

Tenured faculty members affected by the reduction in force may retain the following College post-RIF support:

- a. The right to tuition waivers shall be retained by the employee for up to twelve (12) months or until the employee has found other employment. Tuition waivers shall only be available to the employee and not extend to dependents of the employee.
- b. The College will maintain health care premium for the employee for up to three (3) months, or until the employee has found other employment.
- c. The affected employee shall be given priority consideration for any part-time employment for which they are qualified. Accepting this alternate position will not remove the individual from the Faculty Recall List.



## ARTICLE XXXI: FACULTY GRIEVANCES

### 1. Purpose

The purpose of establishing this process is to provide an orderly mechanism for prompt and fair resolution of disputes regarding alleged violations, misapplications, or misinterpretations of the terms of this agreement.

### 2. Definitions

- a. **Grievance** – A grievance is a claim by one or more faculty members that they have suffered injury or damage because of a misinterpretation, misapplication, or violation of a provision of this Agreement.
- b. **Grievant** – The faculty member or members filing a grievance. Multiple grievances filed simultaneously over a common occurrence or event may be dealt with as a joint action with each grievant signing a common grievance form.
- c. **Local Representative** – The grievant(s) representative shall be the person selected by the grievant to provide advice, support, consultation, and representation during the grievance process. A grievant may select as their grievance representative one of the four ECC-NEA elected officers (President, Vice President, Secretary, or Treasurer) or a grievance representative designated by ECC-NEA. No faculty member who requests the presence of such a representative may be required to discuss any formal written grievance if they request the presence of their grievance representative and the representative is not then available. The grievant may have more than one representative present at any hearing commencing at Step 3 of the Grievance Procedure described below if they so request. The area MNEA UniServ Director may attend any grievance conference with the permission of the grievant, provided that no less than two days of notice is provided to the Human Resources Director.
- d. **Supervisor** – The person to whom the grievant directly reports, which may be the Dean, a Coordinator, or Vice President of Academic Affairs.
- e. **Working Day** – A “working day” means a calendar day except a Saturday, Sunday, a scheduled holiday, or a recess observed by the College which is a designated workday for full-time faculty.

### 3. Steps in Grievance Process:

Formal grievances shall be presented through the following procedure:

- a. **Informal Discussion**
  - i. It is recommended that a potential grievant discuss issues informally with their immediate supervisor before filing a formal grievance. In any informal meeting of an investigative nature between a faculty member and an administrative representative in which the administrator is seeking information in which to impose discipline, the faculty member shall have the right to be accompanied by a grievance representative. An informal process is considered concluded after five (5) working days unless an extension of the informal process is mutually agreed upon.

- ii. This extension should not add more than ten (10) working days to the informal process so as not to inhibit the filing of a formal grievance. The administrator must respond in writing the results of the informal portion of the process within fifteen (15) working days of the initial informal discussion.
- b. Step 1 – Supervisor Investigation of Formal Grievance
  - i. Within sixty (60) working days after the event or occurrence giving rise to a grievance, or within sixty (60) working days from the date on which the faculty member should have reasonably known of its occurrence, the grievant shall present the grievance in writing to their appropriate immediate supervisor and the Human Resources Director. The writing statement of grievance shall include the following information:
    - 1. The name, rank, and position of the aggrieved party,
    - 2. A statement of facts upon which the grievance is based,
    - 3. Identification of any specific terms or provisions of this Agreement alleged to have been violated, misapplied, or misinterpreted,
    - 4. The date on which the event or occurrence first took place,
    - 5. The date of the initial submission of the formal grievance,
    - 6. Such other information which the grievant deems relevant,
    - 7. The remedy or relief requested by the grievant, and
    - 8. The grievant(s) signature(s).
  - ii. The appropriate supervisor and the Human Resources Director or designated representative, along with a designated note taker for the supervisor, shall hold a conference with the grievant and the grievant(s) ECC- NEA representative within ten (10) working days after the receipt of the grievance, shall conduct an investigation, and shall render a written decision to the grievant within ten (10) working days of the conference. If the supervisor fails to respond to the grievance within ten (10) working days, the grievance shall be considered denied and the grievant may move to Step 2 of the process in accordance with the designated timeline.
  - iii. The aggrieved party reserves the right to initiate an informal or formal grievance process in the following Fall or Spring semester if the initial event or occurrence giving rise to the grievance takes place in a time period in which fewer faculty working days remain in that contract period than specified in this process.
  - iv. Administration reserves the right to advance a grievance directly to Step 2 or Step 3 of the Appeal Process if the situation warrants.

- c. Step 2 – Appeal to the CBA Grievance Review Committee
- i. In the event the grievant is not satisfied with the decision at Step 1, they may appeal to the CBA Grievance Review Committee through the Director of Human Resources within ten (10) working days of receipt of the Step 1 findings.
  - ii. Within five (5) days after the filing of the grievance appeal, the Director of Human Resources, Vice President of Academic Affairs or designee, and ECC-NEA designee shall jointly schedule the selection of the CBA Grievance Review Committee.
  - iii. Upon selection of the CBA Grievance Review Committee, the Director of Human Resources or designee shall provide written notice to the grievant, appropriate administrator, and the selected committee members.
  - iv. The membership of the CBA Grievance Review Committee shall be randomly selected from ECC-NEA members and consist of two (2) members and one (1) alternate, the Director of Human Resources or designee, and the Vice President of Academic Affairs or designee.
  - v. No member of the CBA Grievance Review Committee, or designees from Human Resources or the Office of Academic Affairs may serve on the committee if they have been directly involved with or a party to matters related to the grievance before the CBA Grievance Review Committee. Each CBA Grievance Review Committee shall be appointed and serve on an ad hoc basis until the Committee has issued its decision on the grievance in question.
  - vi. In the event that a committee member wishes to disqualify themselves, the alternate committee member shall serve on the committee. The grievant may also challenge a committee member, who should then recuse themselves, and the alternate committee member shall serve. The grievant may only challenge one committee member. Disqualification must occur within five (5) working days of the committee's receipt of the grievance. An alternate member must be selected by the tenth (10<sup>th</sup>) working day. No member may abstain from voting.
  - vii. The CBA Grievance Review Committee will convene its first meeting within five (5) working days of the date of notification to all parties of the selection of the Grievance Review Committee. At that meeting, the Committee must elect a chairperson and secretary, and receive all documents from Step 1 from the Director of Human Resources.
  - viii. A hearing of the grievance in question shall be scheduled to occur within fourteen (14) days from the date of notification to all parties of the selection of the CBA Grievance Review Committee at a mutually acceptable time at the campus where the grievant is employed.

- ix. The grievant shall have the right of representation at the hearing as described in 2.c above.
  - x. The secretary of the CBA Grievance Review Committee shall ensure that an official record of the proceedings is taken in a manner agreed to by the parties. The grievant and the appropriate administrator shall each be provided a single copy of the recording if the grievance is subsequently appealed to Step 3.
  - xi. The committee will review all information submitted at Step 1 and come to a consensus decision and provide reason(s) for that decision no more than ten (10) working days from the hearing of the grievance. The decision will be a written finding of the committee sent to the grievant and the Director of Human Resources. Any committee member may include a written dissent.
  - xii. If the committee requires assistance in coming to a consensus decision, it may rely upon the services of an outside mediator such as the Federal Mediation and Conciliation Service.
- d. Step 3 – Appeal to the President
- In the event the aggrieved party is not satisfied with the decision in Step 2, they may, within ten (10) working days of receiving the written decision in Step 2 present an appeal in writing to the President of the College. With this appeal shall be included a copy of the original grievance and the written decisions received in Steps 1 and 2. Within ten (10) working days after receipt of the appeal, the President shall hold a conference and may conduct an investigation. Participants in the conference shall include the President and/or their authorized representative, the grievant, and the grievant(s) ECC-NEA representative. The meeting may include the Vice President of Academic Affairs, the Human Resources Director or designated representative, and the appropriate immediate supervisor, and/or the MNEA UniServ Regional Director. Such meeting may also include other persons as may be requested and agreed to by the Administration and the grievant. The President or authorized representative shall render a decision, in writing, within ten (10) working days after the conference.
- e. Step 4 – Appeal to the Board of Trustees
- i. In the event the grievant is not satisfied with the outcome in Step 3, they may, within ten (10) working days of receiving the written decision in Step 3, present an appeal in writing to the Board of Trustees. With this appeal shall be included a copy of the original grievance and the written decisions received in Steps 1, 2 and 3, and such other statements of information which the grievant deems relevant. The Board of Trustees shall review the grievance at a regular or special Board meeting within 35 calendar days of its receipt of the appeal unless the timeframe is extended by mutual agreement of the parties.
  - ii. The Board of Trustees will take such steps to review the grievance as it deems advisable and appropriate, which may include providing the grievant with an opportunity to discuss the grievance in executive session. If the grievance is heard in executive session, the session shall include the grievant, the Board

members, the College President and/or their authorized representative, and the grievant(s) ECC-NEA representative, and may include the Vice President of Academic Affairs, the appropriate immediate supervisor, the MNEA UniServ Regional Director or their authorized representative, and other persons requested and agreed to by the Administration and the grievant.

- iii. The Board and the grievant will select a time and location for such a proceeding. The Board chair or their designee shall preside over the discussion of the grievance. The Board of Trustees shall render a decision, in writing, within ten (10) working days after the regular or special Board meeting in which the grievance was considered. The Board's decision shall be final.
  - iv. The Grievance documentation will be maintained in the Human Resources office in a file separate from the grievant(s) personnel file.
- f. ECC-NEA Agreement Grievance Form: the ECC-NEA Agreement Grievance Form is available through Human Resources and on the ECC-NEA Canvas page.

## **ARTICLE XXXII: SHARED GOVERNANCE**

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

The principles of shared governance shall include:

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

8. Setting standards for accountability at all levels of the shared governance model by defining goals, reporting progress, and assessing the decision-making process itself.

As part of the commitment to shared governance, faculty representatives shall be entitled to serve on College committees such as Shared Governance Council, Policy Development/Review, Academic Council, Faculty Development, Assessment, Budget, Insurance, and Strategic Planning.

#### **ARTICLE XXXIII: EAST CENTRAL COLLEGE INSURANCE AND BENEFITS**

Individual full-time faculty members will be covered under the group insurance benefits adopted or maintained by the College for its employees. Full-time faculty members are responsible for the employee premium rates paid by all other eligible employees as established by the Board.

The Administration will utilize a committee of full-time employees to provide input on insurance and other benefits issues. Two full-time faculty members will be included when the benefit in question applies to full-time faculty. One of the faculty members will be selected by the ECC-NEA, and the Faculty Association will select the second faculty member.

#### **ARTICLE XXXIV: CONTRACT OVERSIGHT AND PLANNING COMMITTEE**

1. A committee composed of two (2) representatives of the College and two (2) representatives of ECC-NEA will be chosen by the College President and ECC-NEA President, respectively, to oversee implementation of this Agreement, make revisions as required by any changes in law, and to plan for the next round of negotiations.
2. The committee will meet periodically to assess both parties' compliance with the provisions of the Agreement. Should either the College or ECC-NEA want to modify the Agreement during the length of the Agreement either party shall notify the other in writing. However, nothing shall compel either party to re-open the Agreement unless a provision shall be deemed unlawful.
3. The committee will meet no less than six (6) months prior to the expiration of this Agreement to plan the process for negotiating in good faith a successor Agreement. The ground rules, timeline, and protocols of the bargaining shall be agreed upon prior to the beginning of bargaining.

#### **ARTICLE XXXV: EMERGENCY CONDITIONS AND DISASTERS**

The Board of Trustees of East Central College reserves its legal responsibility and prerogative to act in all matters as it deems necessary to serve the interests of the College and the public. The Board may alter the terms of this Agreement where, in its opinion, an emergency situation has caused the College or the community to suffer serious damage due to events such as natural disasters, acts of war or terrorism, or epidemic. In the event of a serious financial situation that could not have been anticipated at the time of the Agreement, the College shall also reconvene with the ECC-NEA representatives to discuss the situation and collaborate on possible solutions. The terms of the Agreement will be reinstated when, in the opinion of the Board, the College is able to resume normal operations and has achieved financial solvency.

## **ARTICLE XXXVI: CONTINGENT INSTRUCTION ADJUSTMENTS**

1. An Instructional Task Force consisting of Deans, Department Chairs, select faculty (representing all academic divisions), Online Learning representative, Advising representative, Academic Support representative, and other individuals as needed will convene during periods of uncertainty and change to provide input and recommendations, and inform the Office of Academic Affairs regarding instructional impact and opportunities. The Deans will serve as co-chairs and facilitators. At least one of the representatives shall be an ECC-NEA member.
2. Should an emergency situation arise during the academic year that requires instruction to be delivered in an alternate or remote format, faculty will
  - a. provide students, in writing, the change in class format.
  - b. update and post course syllabi on the learning management system.
  - c. provide alternative instruction via the learning management system (or other approved system) that meets the credit hour requirement and objectives of the faculty's established teaching load. Remote delivery may include synchronous remote learning, asynchronous remote learning, or a mix of modalities.
3. Distance/remote learning resources are available for faculty members prior to and during an emergency situation.
4. If instructional design must occur during off-contract time, Article XIII: Special Project Assignments will apply.

## **ARTICLE XXXVII: SAVINGS CLAUSE**

1. If any term or provision of this Agreement is held by a Court of the State of Missouri or by any Federal Court to be contrary to law, then such term or provision will be deemed null and void and shall no longer be valid, to the extent required by such Court decision, and all other provisions or applications shall continue in full force and effect, subject to applicable law and the rights of the Board of Trustees.
2. If the law of the State of Missouri or any Federal law is changed while the Agreement is in effect which would alter the terms of the Agreement, the Board may refer all or portions of the Agreement back to the representatives of the College and the Association for further discussion, consideration and recommendations on the issue so that the Agreement conforms to the change in the law.

## GLOSSARY OF TERMS

Term	Definition
<b>Academic Discipline</b>	a branch of knowledge, also referred to as academic discipline of field of study, taught and researched as part of higher education. A scholar's discipline is commonly defined by the college's faculty, learned societies, and academic journals that publish research.
<b>Academic Freedom</b>	a scholar's freedom to express ideas without risk of official interference or professional disadvantage
<b>Activity Period</b>	a set period of time set aside in order to facilitate campus activities, committee meeting times, and avoid conflicts with teaching
<b>Agreement</b>	a contract duly executed and legally binding
<b>Annual Contract</b>	an annual contract is considered probationary and may be given annually for regular full-time faculty positions
<b>Appeal Process</b>	an opportunity to request additional review of a decision made regarding certain processes, such as Rank and Promotion
<b>Assessment</b>	the systematic process of documenting and using empirical data on students' knowledge, skill, attitudes, and beliefs to refine programs and improve student learning
<b>Assistant Professor</b>	the first level of rank awarded to faculty after a minimum of five years full-time college teaching experience, having achieved tenure status, and with documentation of successful professional growth and overall performance
<b>Associate Professor</b>	the second level of rank awarded to faculty after a minimum of eight years full-time college teaching experience, three years at Assistant Professor rank, and with documentation of successful professional growth and overall performance
<b>Attendance Record</b>	record of student class attendance taken daily by faculty and reported through the College attendance tracking system
<b>Bargaining Unit</b>	in labor relations, a group of employees with a clear and identifiable community of interests who are (under U.S. law) represented by a single labor union in collective bargaining and other dealings with management
<b>Bargaining Unit Member</b>	an individual within a bargaining unit
<b>Base Load</b>	see "Contractual Load"
<b>Base Salary</b>	the academic year earnings that do not include additional stipends, overload pay, special project compensation, or pay for any other duties beyond the base
<b>Board of Trustees</b>	the governing body of the East Central College that is elected by the College Constituents. Trustee responsibilities include making legal and fiduciary decisions; approving the organization's mission, strategic goals, and objectives; and establishing policies related to membership, programs, and services



<b>Term</b>	<b>Definition</b>
<b>Board Policy</b>	any standard, statement, or procedure of general applicability adopted by the Board of Trustees pursuant to authority delegated by law or the Board of Governors
<b>Career and Technical Faculty</b>	Faculty that primarily instruct in an AAS or certificate program and are responsible for the management of curriculum and programmatic instruction in those disciplines
<b>Collective Bargaining</b>	the authorized process of negotiating wages and other conditions of employment by an organized body of employees
<b>Collective Bargaining Agreement (CBA)</b>	an agreement that results from collective bargaining between the between the authorized representatives of the College and the authorized representatives of ECC-NEA, covering salaries, benefits, and working conditions for the faculty bargaining unit
<b>College</b>	East Central College, Union, Missouri.
<b>College Committee</b>	academic or advisory Committee formed by the Vice President of Academic Affairs or another administrator. Each committee shall organize and direct its meetings toward the effective accomplishments of the responsibilities, goals, and/or charge
<b>College Service</b>	all activities at the College not included in the primary assignment. Service to College includes participation in shared governance, and involvement in standing committees, hiring committees, and task force groups. However, College service is not exclusive to committee work. Of equal importance are individual efforts to improve the operation, systems, and/or faculty/staff, and student performance on an innovative, regular, and continual basis
<b>Committee Chair</b>	person responsible for providing leadership for a committee, preparing agendas, ensuring record and storage of meeting minutes, collaborating, and communicating with other College entities, and participating in annual assessment of the committee's endeavors
<b>Comprehensive Review</b>	a formalized process that allows departments to know if they are fulfilling their operational and instructional goals by assessing departmental outcomes for accountability and improvement (f.k.a. Program Review)
<b>Continuing/Continuous Contract</b>	see Tenure
<b>Contract</b>	a written agreement concerning employment that includes, but is not limited to start date, end date, total number of contract days, job title, salary, any special conditions, assignment, or terms associated with the position
<b>Contractual Load</b>	15 credit hours per semester or 30 credit hours per academic year

<b>Term</b>	<b>Definition</b>
<b>Course Assessment</b>	course level data collection and analysis of student learning to determine the extent to which a specific course is achieving its stated learning outcomes
<b>Credit Hour Equivalencies</b>	the calculation of the equivalent teaching load for courses not taught in the standard lecture format or for courses in which content or pedagogy requires a different load measurement than published credit hours
<b>Department</b>	organizational structure that groups academic disciplines for purposes of instruction, curriculum development, assessment, and other related functions
<b>Department Chair</b>	a full-time tenured faculty member, appointed by the Vice President of Academic Affairs to oversee the academic department
<b>Departmental Assessment</b>	see Discipline/Program Assessment
<b>Departmental Seniority</b>	the length of time that a full-time faculty has served full-time in a specific department
<b>Developmental Coursework</b>	a comprehensive research-based framework that empowers underprepared learners to achieve intellectual, social, and emotional growth
<b>Discipline/Program Assessment</b>	discipline/program level data collection and analysis of student learning to determine the extent to which courses within the discipline/program are achieving its stated learning outcomes. Assessment evaluates the effectiveness of department/programs in terms of measurable student outcomes and operational goals in order to identify strengths and weaknesses and prompt changes for improvement based on assessment results
<b>ECC-NEA</b>	East Central College chapter of the National Education Association, a labor union and professional interest group in the United States
<b>Eligibility</b>	minimum standards that must be met to qualify for certain faculty related working conditions (i.e., Rank and Promotion, Sabbatical Leave)
<b>Employee</b>	part-time and full-time members of the faculty, staff, all other agents, and employees
<b>Equity</b>	assurance that faculty members receive what they need to be successful through intentional design
<b>Face-to-Face course</b>	a class taught in a physical location on the College campus or designated location

<b>Term</b>	<b>Definition</b>
<b>Faculty Development Plan</b>	an annual plan that reflects upon instruction, service, and professional development to identify, through self-assessment and discussion, areas of strengths and opportunities and to develop a plan for instructional/program improvement. The faculty development plan is completed as a component of the faculty evaluation process or as an independent document if the faculty member is tenured and is not having the faculty evaluation completed in that academic year
<b>Faculty Evaluation</b> <b>See also</b> <b>Performance Review</b>	useful and substantive assessment of performance; recognition, and acknowledgement of good performance; and commitment to providing faculty the necessary resources to advance teaching and learning, participate in professional growth, develop leadership skills, and further scholarship in their discipline (a.k.a. Performance Review)
<b>Faculty Exception for Online Course Request Form</b>	form submitted to the appropriate academic dean by October 1 for the upcoming spring semester and March 1 for the upcoming fall semester for any request to modify the percentage of face-to-face and online courses
<b>Faculty Honorarium</b>	additional funding a faculty member can accrue by participating in development activities such as presenting at regional or national conference, publishing, performing, or displaying original artwork, leading internal workshops, or College Special Projects. Funds go directly into the faculty's Individual Professional Development account
<b>Faculty Honorarium Form</b>	the form that must be completed and submitted to the Office of Academic Affairs in order earn additional development funds for participating in particular professional activities
<b>Faculty Professional Development Fund (FPDF)</b>	source of funding provided by the College for the expressed purpose of supporting faculty professional development. The FPDF is available for use to travel to conferences, workshops, meetings, or to fund other approved development activities
<b>Faculty Qualifications</b>	academic and experiential credentials defined in job descriptions that follow guidelines and requirements of HLC, program accreditors, and upon which assignment of teaching is made
<b>Faculty Seniority</b>	years of full-time faculty service to a specific department/discipline
<b>Financial Exigency</b>	an imminent financial crisis that threatens the viability of an agency, institution, office, or department as a whole, or one or more of its programs, including a discipline, or specialty within a discipline
<b>FMLA Leave</b>	leave provided through the Family and Medical Leave Act (FMLA), a federal law that guarantees certain employees up to 12 workweeks of unpaid leave each year with no threat of job loss

<b>Term</b>	<b>Definition</b>
<b>Grievance</b>	a claim by one or more faculty members that they have suffered injury or damage because of a misinterpretation, misapplication, or violation of a provision of this Agreement
<b>Grievant</b>	the faculty member or members filing a grievance. Multiple grievances filed simultaneously over a common occurrence or event may be dealt with as a joint action with each grievant signing a common grievance form
<b>Higher Learning Commission</b>	an organization, also known as the HLC, responsible for accrediting colleges in the United States. It is one of just a handful of organizations that operates with approval from the United States Department of Education
<b>Individual Professional Development Accounts (22 account)</b>	a College held account in which each faculty may accrue up to \$2,500 to be used for professional development. a.k.a. faculty 22-account
<b>In-Service</b>	beginning of semester activities specifically designed for faculty to enhance teaching, support professional development, and allow for course planning
<b>Institutional Seniority</b>	the length of time that a full-time faculty has been full-time at the college
<b>Instructor</b>	Typical rank at hire following the credentialing process.
<b>Intellectual Property</b>	a work or invention that is the result of creativity, such as a manuscript or a design, to which one has rights and for which one may apply for a patent, copyright, trademark, etc.
<b>Interest Based Bargaining</b>	an approach to collective bargaining that promotes collaboration and seeking shared interests to maintain a mutually respectful working environment
<b>Intersession</b>	a short term in which sixteen weeks of course material is covered in three or six weeks of intensive study
<b>Inventions</b>	all devices, discoveries, processes, methods, uses, products, or combinations, whether or not patented or patentable at any time under the Federal Patent Act as now existing or hereafter amended or supplemented
<b>Limited Term Contract</b>	employment contract for those employees who are appointed to perform a grouping of duties and responsibilities on a non-project basis. Limited term positions are temporary in nature and the conditions for these appointments do not provide for attainment of permanent status

<b>Term</b>	<b>Definition</b>
<b>Local Representative</b>	the person selected by the grievant to provide advice, support, consultation, and representation during the grievance process. A grievant may select one of the four ECC-NEA elected officers (President, Vice President, Secretary, or Treasurer) or a grievance representative designated by ECC-NEA. (See Grievance; See Grievant)
<b>Memorandum of Understanding</b>	a nonbinding agreement between two or more parties outlining the terms and details of an understanding, including each parties' requirements and responsibilities
<b>Missouri Open Records Law</b>	"the public policy of this state that meetings, records, votes, actions, and deliberations of public governmental bodies be open to the public unless otherwise provided by law"
<b>MOU</b>	See Memorandum of Understanding
<b>New Faculty</b>	a faculty member during the first full year of employment at ECC as a full-time instructor, regardless of previous experience
<b>Non-Teaching Duties</b>	those duties performed by a full-time faculty that are not directly related to student instruction
<b>Normal Teaching Load</b>	see "Contractual Load"
<b>Off-Contract Work</b>	institutional-wide required work such as participating in hiring committees, institutional standing committees whose charge/mission requires faculty input and work during off-contract time periods including, but not limited to summer and winter session. Compensation for off-contract work will be based on time commitments
<b>Office Hours</b>	the specific times faculty are physically in their offices or other approved location to be available to students
<b>Online Course</b>	a course taught through the College's LMS. Certain limitations apply to the number of online courses that make up a faculty's contractual load
<b>Online Intellectual Property</b>	intellectual property created by a faculty member for an online course
<b>Other Duty Work</b>	duties or services performed on behalf of the College/Department/Division that is outside the scope of the faculty contract and/or job description. (a.k.a. Extra Duty Work)
<b>Overload</b>	credit hours taught above the contractual credit hours per semester. Overload hours are paid on a specified scale and are susceptible to certain limitations
<b>Peer Faculty Reflection</b>	a component of the Rank and Promotion process in which a peer reflects on a faculty's growth and strengths and provides suggestions for future improvements

<b>Term</b>	<b>Definition</b>
<b>Peer to Peer Request for Online Intellectual Property Form</b>	form to request permission to view or use intellectual property created by a faculty colleague submit to that colleague. Upon completion, the form is forwarded to the appropriate Dean and the Director of Online Learning and Educational Technology for notification
<b>Performance Review</b>	see Faculty Evaluation
<b>Portfolio</b>	a professional dossier created over the first five years of faculty employment that provided evidence of maturation as a quality educator. The portfolio is evaluated for advancement to tenure and for rank and promotion
<b>Post Sabbatical Presentation</b>	a formal presentation on the Sabbatical Leave educational and professional impact made in an appropriate departmental or college-wide venue. The presentation may be in the form of a workshop or seminar and must be completed by the end of the return semester
<b>Post Sabbatical Report</b>	a substantive reflection on the Sabbatical Leave educational and professional impact of leave and be submitted within one month of return
<b>Primary Discipline</b>	instructional academic discipline a faculty is assigned at hire
<b>Professional Development</b>	a wide variety of specialized training, formal education, or advanced professional learning intended to help administrators, faculty, and other educators improve their professional knowledge, competence, skill, and effectiveness
<b>Professor</b>	the third and final level of rank awarded to faculty after a minimum of eleven full-time years teaching/three years at Associate Professor rank. To earn rank of professor a faculty must have an earned doctorate or recognized terminal degree with documentation of continual excellence in teaching effectiveness, significant contribution to the College, demonstrated commitment to College and community, and professional recognition among their peers and professional organizations
<b>Rank and Promotion</b>	a professional development program for faculty at the College. Rank and Promotion encourages personal and professional growth within an academic or career field, promotes service to the College and its students, and recognizes community service. The following ranks apply: Instructor (default rank at hire), Assistant Professor, Associate Professor, and Professor
<b>Reassigned Time</b>	authorized time assigned to a faculty member to perform duties and responsibilities other than normal teaching duties without a change in pay

<b>Term</b>	<b>Definition</b>
<b>Reduced Load</b>	any number of credit hours below the contractual credit hours per semester as it applies to Variable Load, reassigned time, or other special circumstances
<b>Reduction in Force</b>	a separation from employment due to lack of funds, lack of work, redesign or elimination of position(s) or reorganization, with no likelihood or expectation that the employee will be recalled because the position itself is eliminated
<b>Regular Full-time Faculty</b>	faculty members on faculty contract who do not supervise other full-time faculty
<b>Remote</b>	refers to any location other than an ECC location
<b>Remote Office Hours</b>	are hours held anywhere other than an ECC location
<b>Sabbatical Leave</b>	a paid leave of absence to full-time faculty members to permit them to renew and update qualifications, improve skills, engage in creative or scholarly pursuits, improve teaching and learning, or engage in service opportunities in ways that ultimately enhance learning at the College
<b>Savings Clause</b>	a provision in a statute or contract that if any clause is determined to be unenforceable, the remainder of the statute or contract will remain intact and enforceable
<b>Secondary Discipline</b>	an instructional discipline in which a faculty member is qualified to teach as defined by Article VI: Faculty Qualifications. This area is in addition to the primary discipline
<b>Seniority Rotation Roster</b>	a rotation list based upon the length of time that a faculty has served in a specific discipline
<b>Sequential Coursework</b>	a sequence of courses that build upon each other
<b>Shared Governance</b>	a responsibility for institutional decisions shared among governing boards, district administrators, and faculty, with joint recognition and respect for the participation of staff and students
<b>Special Project Assignments</b>	a project outside the scope of the faculty member's contract and/or job description, performed outside of normal work responsibilities, and created to promote opportunities for faculty to serve the College and be recognized and valued for the extra work they do
<b>Special Projects Request Form</b>	written requests for special projects submitted to the Department Chair by October 1 for the following spring and February 1 for the following fall. Exceptions may be made in the case of projects that may be time-sensitive and fall outside these parameters

<b>Term</b>	<b>Definition</b>
<b>Student Works</b>	intellectual property produced through individual initiative as part of a student's coursework that ordinarily belongs to the student. This includes papers, artistic and musical works, and other creative works made by students in the instructional process. Ownership of student works made during employment or internship at the College shall be assigned to the College
<b>Students</b>	any person officially enrolled in one or more classes or activities offered by the College
<b>Supervisor</b>	the person to whom faculty directly report, which may be the Department Chair, Dean, Coordinator, or Vice President of Academic Affairs
<b>Tenure</b>	an employment recommendation for a faculty member under annual contract after the employee has been employed full-time as faculty in the same discipline, or a secondary discipline as approved by the College, for a total of five years and successful submission of an employment portfolio
<b>Transfer Coursework</b>	credit granted to a student for educational experiences or courses undertaken at another institution
<b>Variable Workload</b>	variations in a faculty's course load that is mutually agreed upon, can be varied based on a number of factors, but still maintains an academic year load of 30 credit hours
<b>Variable Workload Request Form</b>	written requests explaining the reason for anticipated variable workload submitted to the Department Chair/Program Coordinator by October 1 for the following spring and March 1 for the following fall
<b>Virtual Office Hours</b>	are an online option (such as Zoom) available for meeting with students. Virtual office hours may be held as part of in-person or remote office hours
<b>Work-for-Hire</b>	copyrightable intellectual property, which is deliverable to the College, prepared by an employee within the scope of their employment, or produced as a result of a commission or agreement between the College and an employee, student, or volunteer
<b>Workday</b>	a contract day during which faculty are expected to meet their course load, office hours, or committee requirements
<b>Working Day</b>	a calendar day except Saturday, Sunday, a scheduled holiday, or a recess observed by the College, which is a designated workday for full-time faculty



## APPENDIX A: SUPPLEMENTAL LETTERS OF AGREEMENT

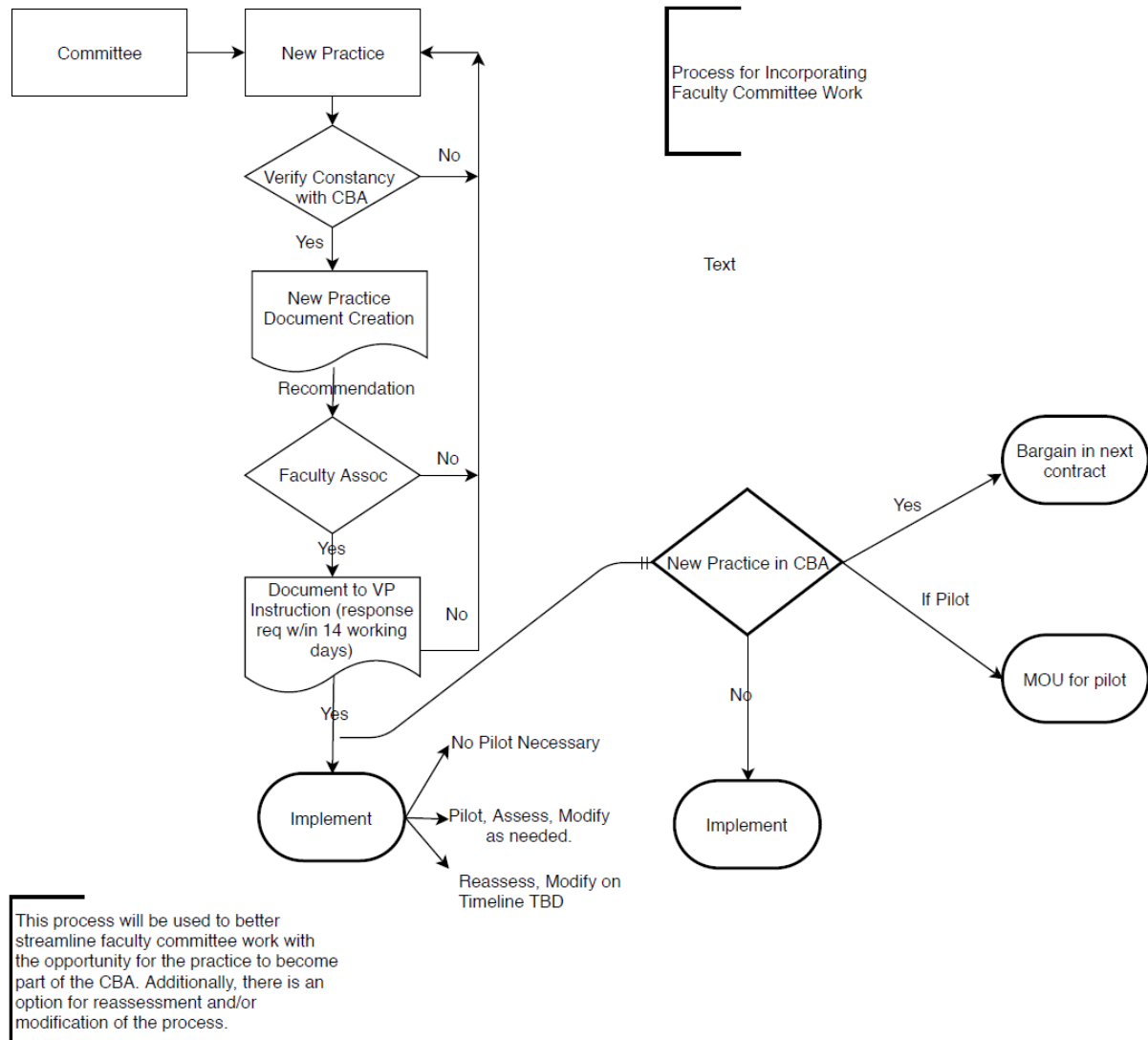
### **SUPPLEMENTAL LETTER A: FACULTY SALARY REVIEW WORKGROUP**

Beginning in September 2025, ECC-NEA bargaining representatives and ECC Administration representatives will meet to collaboratively develop and document methodology in order to arrive at a mutual definition of “competitive” when discussing competitive salaries. This work will be completed in December 2025 in preparation for collaborative bargaining for the Collective Bargaining Agreement beginning July 1, 2026.

This work will include:

1. Reviewing methods of comparing faculty salaries among peer institutions, including but not limited to analyses by rank, years of service, and/or other criteria available through sources such as IPEDS, National Community College Benchmarking Survey, Chronicle for Higher Education, or other sources.
2. Reviewing the Rank and Promotion procedures at East Central College (Article X: Faculty Rank and Promotion), including, but not limited to, the College’s requirement of a terminal degree for the rank of Professor; modifications to the salary increments awarded for each rank achieved (X.10.b); and other modifications that may encourage faculty to pursue promotion in academic rank.

## APPENDIX B: COMMITTEE WORK AND IMPLEMENTATION PROCESS



## APPENDIX C: VARIABLE WORKLOAD REQUEST FORM

Written requests explaining the reason for anticipated variable load shall be submitted to the Department Chair/Program Coordinator by **October 1** for the following spring and **March 1** for the following fall.

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Budget # \_\_\_\_\_

Semester for Variable Load \_\_\_\_\_ Number of requested CH \_\_\_\_\_

Briefly describe the purpose for variable load:

Identify mutually agreed upon plan for making up reduced load:

Select one option:

\_\_\_\_\_ Make up a reduced load in the fall by teaching additional courses in the same academic year without additional compensation.

\_\_\_\_\_ Make up a reduced load for spring semester by teaching during the following summer semester without additional compensation.

\_\_\_\_\_ Teach more than the regular semester load during the prior fall semester of the same academic year without additional compensation.

\_\_\_\_\_ Take on additional duties or projects during an immediately preceding or immediately following semester without additional compensation.

\_\_\_\_\_ Other option as mutually agreed upon by faculty and administration. Describe option:

We certify that the above information is accurate and verify that both faculty and administration have discussed the purpose of the variable load and the option for making up the credit hours.

Signatures:

\_\_\_\_\_  
Faculty Date

\_\_\_\_\_  
Department Chair/Coordinator Date

\_\_\_\_\_  
Academic Dean Date

\_\_\_\_\_  
Vice President of Academic Affairs Date

Approved ☐ yes ☐ no Reason: \_\_\_\_\_

Approved ☐ yes ☐ no Reason: \_\_\_\_\_

## APPENDIX D: SPECIAL PROJECT REQUEST FORM

### Special Project Request Form

Written requests for special projects shall be submitted to the Department Chair by **October 1** for the following spring and **March 1** for the following fall. Exceptions may be made in the case of projects that may be time-sensitive and fall outside these parameters. See Article XIII: Special Project Assignments.

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Budget # \_\_\_\_\_

Semester for Special Project \_\_\_\_\_ Requested Compensation \_\_\_\_\_

Briefly describe the proposed Special Project:

Identify mutually agreed upon plan, which will be accompanied by a Memorandum of Understanding (MOU):

Select one option:

\_\_\_\_\_ Reassigned Time

\_\_\_\_\_ Stipend

\_\_\_\_\_ Variable Load

\_\_\_\_\_ Other option as mutually agreed upon by faculty and administration. Describe option:

Faculty will be notified of the status of their Special Project proposal within a reasonable timeline. Upon acceptance or denial, faculty will receive notification with rationale.

\_\_\_\_\_  
Faculty Date

\_\_\_\_\_  
Department Chair/Coordinator Date

\_\_\_\_\_  
Academic Dean Date

\_\_\_\_\_  
Vice President of Academic Affairs Date

Approved ☐ yes ☐ no Reason: \_\_\_\_\_

Approved ☐ yes ☐ no Reason: \_\_\_\_\_

**APPENDIX E: FACULTY HONORARIUM REQUEST FORM**  
**Faculty Honorarium Request Form**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

- ☐ Presenting at a regional or national conference: \$150 (limit \$300 per academic year)
- ☐ Organizing or hosting a regional or national conference: \$150 (limit \$300 per academic year)
- ☐ Publishing, performing, or displaying original work at professional recognized, juried, regional, or national venues: \$100 (limit \$200 per academic year)
- ☐ Leading designated workshops, trainings, or speaking engagements: \$50 - \$100 (limit \$200 per academic year) \$ \_\_\_\_\_
- ☐ Serving as an officer or leadership role for a regional or national discipline specific professional organization: \$50-\$100 (limit \$100 per academic year) \$ \_\_\_\_\_
- ☐ Special Projects approved by the Vice President of Academic Affairs in accordance with Article XI: Special Project Assignments. Activities assigned to a current MOU are not eligible for this Special Projects provision.
- ☐ For informational purposes only. Please add to the Faculty Professional Development database.

Activity Name: \_\_\_\_\_

Activity Location: \_\_\_\_\_

Activity Description: \_\_\_\_\_

Please attach supporting documentation, e.g., activity/conference program/agenda, link to publication, Special Project approval form, etc.

Signatures:

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Academic Affairs

\_\_\_\_\_  
Date

## APPENDIX F: FACULTY EXCEPTION FOR ONLINE COURSE REQUEST FORM

Pursuant to the ECC-NEA CBA, Article XII.1.b.: Faculty Workload, a faculty member's base load shall consist of at least fifty (50) percent face-to-face credit hours per semester (with hybrid courses counting as ½ face-to-face). This form should be submitted to the appropriate academic dean by **October 1** for the upcoming spring semester and **March 1** for the upcoming fall semester. A written response, via email, of approval or denial will be given within 10 business days of the submittal.

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_

Semester for Request: \_\_\_\_\_

Credit Hours Face-to-Face: \_\_\_\_\_

Credit Hours Online: \_\_\_\_\_

Rationale:

Signatures:

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Academic Affairs

\_\_\_\_\_  
Date

Approved                      yes                      no

If no, list reason: \_\_\_\_\_

Approved                      yes                      no

If no, list reason: \_\_\_\_\_

## APPENDIX G: PEER-TO-PEER REQUEST FOR ONLINE INTELLECTUAL PROPERTY

Pursuant to Article XXIV: Ownership and Equity, any adjunct or full-time faculty requesting permission to view or use online intellectual property created by a faculty colleague should submit this form to that colleague. Upon completion, the form will be forwarded to the appropriate Dean and the Director of Online Learning and Educational Technology for notification.

Requesting Faculty Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_ Course: \_\_\_\_\_

Online Intellectual Property Requested:

Peer Response:

- ☐ I am willing to share online intellectual property requested with this faculty colleague.  
☐ I am willing to share only the online intellectual property listed below:

☐ I am not willing to share any online intellectual property. Rationale (optional):

Signatures:

\_\_\_\_\_  
Faculty Requesting Content Date

\_\_\_\_\_  
Owner of Course Content Date

\_\_\_\_\_  
Academic Dean (informational only) Date

\_\_\_\_\_  
Online Learning & Ed Tech Director (information only) Date

## APPENDIX H: COURSE CAPACITY PROCESS AND RECOMMENDATION FORM

1. A master list of all current course capacities will be housed in the Office of Academic Affairs, who will compare and update last year's list to the current list, modify the sheet for the Academic Deans (reflecting any changes approved by Academic Council the previous academic year), and upload to Teams by October 1.
2. Academic Deans will review the list and distribute to the appropriate Department Chairs/ Coordinators and share the list with faculty in their areas.
3. Faculty will review course capacities at their October departmental meeting with discussion reflected in the meeting minutes. The review should be inclusive of appropriate adjunct faculty, especially in courses exclusively taught by adjunct faculty.
  - a. If no change, communicate in writing to the appropriate Academic Dean the list of courses not changing capacity.
  - b. If a change is recommended, complete the *Course Capacity Recommendation* form, and submit to the appropriate Academic Dean. Each course with a recommended capacity change should be submitted on a separate *Course Capacity Recommendation* form with supporting documentation to the appropriate Academic Dean by the end of the third week of October.
4. For courses with no capacity changes, the Academic Dean will notify the Office of Academic Affairs no later than November 1<sup>st</sup>.
5. For recommended course capacity changes,
  - a. if recommended course capacity is agreeable by the Academic Dean, the form will be signed and *Agreeable* will be selected. The Dean will notify the Office of Academic Affairs of the capacity changes and forward the form and supporting documentation.
  - b. if recommended course capacity is not agreeable, the Academic Dean will work with the appropriate Department Chair/Coordinator to reach an agreed upon capacity, notify the Office of Academic Affairs, and forward supporting documentation. If an agreeable capacity cannot be reached, the capacity and supporting documentation will be presented at Curriculum Council's November meeting for review and determination. The Academic Dean will notify the Office of Academic Affairs of the council's recommended capacity and forward all documentation.
6. Office of Academic Affairs will create a memo for the November Academic Council meeting. The memo will address the capacity changes and include a list of all course capacities.
7. Upon approval by Academic Council, the Office of Academic Affairs will update the current list of course capacities.



### Course Capacity Process and Recommendation Form

Complete only if there is a recommended change in the course capacity. Each course should be submitted on a separate course capacity recommendation form with supporting documentation to the appropriate Academic Dean by the end of the third week of October.

Course Name \_\_\_\_\_ Course Number \_\_\_\_\_

Department \_\_\_\_\_

Reviewing Member(s): \_\_\_\_\_

Current Course Capacity \_\_\_\_\_ Recommended Course Capacity \_\_\_\_\_

Provide a detailed rationale with supporting documentation for determining recommended course capacity. Rationales can include, but are not limited to, any current accreditation requirements/recommendations, current documented best practices in discipline, course capacities of correlated course from at least three comparable higher education public institutions in the state, or appropriate equipment to student ratio (as recommended by the instructor).

Will modality impact the recommended course capacity? Yes ☐ No ☐

Provide a detailed rational with supporting documentation for the impact on modality.

\_\_\_\_\_  
Department Chair/Coordinator Signature Date

\_\_\_\_\_  
Academic Dean Signature Date

☐ Agreeable ☐ Reconsideration requested with proposed course capacity: \_\_\_\_\_

If a reconsideration is requested, indicate below if the proposed course capacity is agreeable.

☐ Agreeable ☐ Not Agreeable

\_\_\_\_\_  
Department Chair/Coordinator Signature Date

## APPENDIX I: OVERLOAD REQUEST FORM

Faculty Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_

Semester: \_\_\_\_\_

### Overloads

While on contract, full-time faculty will have first right of refusal for classes that are added to the schedule. Faculty may notify their Dean in writing (using the Overload Request Form) if they would like to be considered for courses added to the schedule between contracts. Those faculty will be given first right of refusal between contract periods.

☐ Yes, please consider me for overloads. I have no preferences.

☐ Yes, please consider me for overloads meeting the following conditions. I understand courses added outside of these criteria will be offered to other faculty. **List conditions for accepting an overload, i.e., specific classes only, days/times, course formats, etc.**

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

## APPENDIX J: FACULTY OFF-CONTRACT COMPENSATION REQUEST

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Off-contract meetings or events requiring faculty participation will be compensated following Article XII.3.e.i.

Faculty who receive off-contract compensation for leading internal workshops or presentations (such as during Adjunct Orientation) do not qualify for Faculty Honorarium as outlined in Article XIX: Faculty Development 3.a.iv, though they may elect to submit the Honorarium Request form to add the information to the Faculty Professional Development database.

- ☐ Remote Meeting (less than 1 hour): \$50
- ☐ In-Person Meeting (less than 1 hour): \$75
- ☐ Remote Meeting: \$125
- ☐ In-Person Meeting: \$250
- ☐ Half-Day Event: \$300
- ☐ Full-Day Event: \$600
- ☐ Other, with Manager Approval (detail below): \$ \_\_\_\_\_

Activity Name: \_\_\_\_\_

Activity Description: \_\_\_\_\_

Activity Location: \_\_\_\_\_

Activity Duration: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Amount: \_\_\_\_\_

Budget #: \_\_\_\_\_

Approved ☐ Yes ☐ No

\_\_\_\_\_  
Vice President, Academic Affairs Signature      Date

## **Executive Summary of the Changes to FY 25/26 Collective Bargaining Agreement**

This executive summary presents all substantive changes to the Articles of the CBA but omits the cosmetic edits, such as year updates, renumbering, and Board Policy Article numbers in references.

### **Article X Faculty Rank and Promotion**

6. We removed the criteria for the instructor rank, since that is the rank at hire, and the previously listed criteria do not always apply. E.g. some career tech programs can hire instructors with an AAS degree. We added “typically” to indicate that new faculty may be hired at higher rank than instructor.

### **Article XII Faculty Workload**

2. Changed “and” to “or” to indicate that any of those duties is sufficient to make it a workday.

3.e. We changed this section from Off-Contract Work to Off-Contract Meetings or Events. Other types of off-contract work should use the Special Projects request form.

i. We added a line for shorter meetings. This is also the place where we are trying to standardize the use of remote vs. virtual. Remote refers to duties performed not at an ECC location. Virtual refers to meetings etc. being held through technology. In-person meetings here are just not remote. They still might be virtual.

iv. We are streamlining the approval process. It just needs to be sent to the Vice President of Academic Affairs. However, prior approval is now required.

7. Now reads The Faculty Advisors and the Student development office will collaborate to support students. This gives both parties shared responsibility for the active role in this collaboration.

### **Article XX Meetings Schedule and Committee Assignments**

1. We switched from “Academic” to “Standing” College committees (as opposed to Advisory committees in 2), to better capture the types of committees that were included in the list. We added a line for Vice President of Academic Affairs to designate other standing committees that can satisfy our committee service. We split Civic and Community Engagement up into its subcommittees, which is the way we have been joining that committee.

a. We removed Campus Spaces from the list.

b. Campus Spaces and Developmental Education are added to the list of advisory role committees.

### **Article XXII Use of Leave**

3. The redundant wording was removed. It now matches the way sick leave can be taken. No change to intent here.

### **Article XXIII Sabbatical Leave**

10. The wording was adjusted for clarity in the case of a multi-year agreement. We didn't approve a multi-year agreement this year, but the wording is "future-proofed".

### **Article XXVIII Faculty Salary & Retirement Incentive**

1.a. Faculty receive an increase in their base salary depending on years of service (5-9: \$250, 10-14: \$500, 15+: \$1000. Then all faculty receive a 2% raise. There is also a Supplemental Letter on Faculty Salary Review.

### **Article XXX Reduction in force**

Reduction in Force Process 2 changed the notification date to precede the year that the reduction takes place in. This was agreed to be a typo, not a change in intent.

### **Article XXXII Shared Governance**

We added the definition of Shared Governance from Board Policy to this article as a way of renewing our (faculty and admin) commitment to the shared governance process.

### **New Article XXXIII East Central College Insurance and Benefits**

We added a brief article outlining how faculty is entitled to participate in any discussion or decision on insurance and other benefits.

### **Various Deadlines (Forms in Appendices, and various locations in the CBA)**

The deadlines for applying for Variable Workload, Special Projects, and Exceptions to the Online Course maximum were all changed to be October 1 for the following Spring and March 1 for the following Fall. Exceptions to the deadline may still be made by the Vice President of Academic Affairs.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 16, 2025**

**AGENDA ITEM VIII: FY 26 BUDGET AND STAFFING PLAN**

**Recommendation:** To **approve** the general operating budget and staffing plan for FY26, including a 5% increase in tuition effective with the Spring Semester of 2026, as attached to the agenda.

Attachment

6/16/2025

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6500

FAX (636) 584-0513

## **Fiscal Year 2026 Budget Summary**

The fiscal year 2026 operating budget for East Central College is presented for consideration by the Board of Trustees. Development of the FY26 budget was a collective effort, particularly in the absence of a full-time Chief Financial Officer. The pressures discussed over the past several years, as well as during the tax levy elections, have not changed. Expenses rise faster than available revenue. For years, we have operated with a lean budget and have made spending reductions wherever possible. Last year, we utilized reserves for a range of one-time expenditures. We also utilized some extraordinary revenue to help meet expenses. Many of those resources were not available for the development of this budget. Looking ahead, FY27 is likely to present even greater challenges. We will need to identify a source and method of addressing deferred maintenance and repair, which will ultimately lead to increased expense for capital improvements. Generating the revenue and reducing other expenses in order to meet this need will be exceedingly challenging and will be a focus for the next 12 months.

The budget presentation includes information on the general operating fund, historical revenues, assessed valuation, the tax levy, and bonds.

Additional information regarding the projected Fund 10 revenues and expenses is listed below:

### **Revenues**

- Local, state, and tuition and fees revenues are projected to make up 96.73% of our total operating revenues in FY26.
  - Local: 37.04%
  - State: 24.44%
  - Tuition and Fees: 35.25%
- Local revenue is projected to total \$8,663,205. The projection for local revenue is complex. This is a reassessment year, with projected reassessments on the average of 12% alone for Franklin County. At the same time, residents 62 and older have the opportunity to freeze the tax bill on their primary residence. The combination of reassessment, Hancock Amendment restrictions which are likely to lead to a property tax rollback, and the impact of the senior tax freeze make this projection difficult. We have simulated the projected rollback and change in assessments to develop this projection, while limiting revenue as a function of the tax freeze. This revenue line will require close analysis in the middle of the fiscal year, as tax bills are issued and local revenue is collected. We are also aware that during the special session of the General Assembly, further modifications to property tax calculations are in a bill that is now under consideration by the House of Representatives. Our local revenue projection is our most reasonable estimate given the information available.
- The state budget is expected to result in a 3% increase in core funding for community colleges. This results in an increase of \$184,307 for ECC. Action by the Governor to veto or withhold revenue approved by the General Assembly could result in suppressing this revenue line.
- Enrollment is projected to decrease by 3% for the whole fiscal year. The Board of Trustees previously approved a 3% tuition rate increase for FY26. The budgeted estimate of revenue also includes an additional 5% tuition rate increase to go into effect for Spring 2026. The decrease in enrollment, coupled with the Board of Trustees' approval of tuition rate increases, results in

projected revenue of \$8,244,663. A mid-year tuition increase is very unusual, but one that is necessary to meet expenses in the coming year.

- Transfers-Interfund & Indirect total \$406,507.
  - Career and technical education grant funding: \$151,160
  - Perkins grant funding: \$72,227
  - Department of Labor grant indirect costs: \$257,648
  - ECC match for State M&R: \$(139,578)
  - Reserves: \$65,050 for local election costs (there is a Board of Trustees election in April 2026) and unanticipated capital expenses in excess of those budgeted.

## **Expenses**

- A 2% base salary increase for full-time faculty, as well as flat increases of \$1,000 for faculty with at least 15 years of service to ECC, \$500 for those with 10-15 years of service, and \$250 for those with 5-10 years of service. A 2.6% salary increase is projected for staff. These increases keep pace with inflation, which is 2.3% as of May 2025.
- Health insurance rates for the calendar year of 2026 are projected to increase by 5%. The increased rates are accounted for in the second half of FY26. Any renewal rates in excess of 5% would likely require a change to the benefit package.
- Salaries and benefits expenses make up approximately 80% of our Fund 10 (general fund) expenses.

In summary, this budget process was a team effort by all divisions and departments. The coming year will involve a comprehensive analysis of our tuition and fee structure, development of a plan to address deferred maintenance and repair (including funding source), and development of a plan to maintain competitive compensation for employees in the near- and long-term.



**East Central College**  
**Statement of Activities**  
**General Fund**

	2026 FY Budget	2025 FY Budget	2025 FY Actual (6/1/25)	2024 FY Budget	2024 FY Actual
<b>Revenues:</b>					
Local Revenue	8,663,205	8,166,388	8,358,900	8,428,974	8,028,646
State Revenue	5,716,961	5,532,654	5,071,602	5,360,734	5,360,734
Federal Revenue	-	-	-	-	-
Tuition and Fees	8,244,663	8,114,429	8,198,032	7,808,233	7,559,223
Interest Income	175,000	150,000	215,223	124,076	245,193
Gifts and Grants	100,000	100,000	113,256	100,000	95,337
Miscellaneous Revenue	50,500	45,500	98,860	45,500	48,764
Transfers-Interfund & Indirect	406,507	1,149,832	232,656	749,967	(415,312)
Transfer Federal Programs	-	-	-	-	9,749
<b>Total Revenues</b>	<b>23,356,836</b>	<b>23,258,803</b>	<b>22,288,529</b>	<b>22,617,484</b>	<b>20,932,334</b>
<b>Expenses:</b>					
Salaries	13,583,306	13,813,773	11,857,718	13,229,458	13,457,724
Benefits	4,840,217	4,869,124	4,173,497	4,713,956	4,991,915
Contractual Services	1,100,059	1,047,078	934,695	1,084,300	911,776
Current Expenses	1,072,483	920,026	1,228,819	1,016,161	881,808
Travel	261,790	295,455	208,659	269,417	220,199
Property & Casualty Insurance	411,132	301,178	337,656	235,000	259,420
Vehicle Expense	21,512	19,930	15,666	17,750	13,774
Utilities	739,300	689,350	575,448	645,840	689,672
Tele/Communications	227,757	232,900	154,895	229,460	198,770
Miscellaneous	491,918	511,409	524,821	596,224	339,726
Foundation Paid Expense	-	-	78,914	27,505	37,605
Clearing Account	-	-	60	-	-
Scholarship Expense	109,600	107,600	189,817	145,600	188,910
Faculty Development	35,000	35,000	3,950	-	6,532
Instit. Match for Grants	75,000	78,718	214,452	35,000	139,578
Commitment to AEL	55,000	65,000	943	70,000	51,005
Instit. Commit.to Fine Arts	-	-	-	-	-
Instit. Commit.to Word & Motion	-	-	-	-	-
Capital	60,700	700	110,205	25,750	636,424
Interfund Transfers	-	-	-	-	-
Debt Princ & Interest	272,062	271,562	258,346	276,063	275,500
<b>Total Expenses</b>	<b>23,356,836</b>	<b>23,258,803</b>	<b>20,868,561</b>	<b>22,617,484</b>	<b>23,300,338</b>
<b>Revenue over Expenses</b>	<b>-</b>	<b>-</b>	<b>1,419,968</b>	<b>-</b>	<b>(2,368,004)</b>

**EAST CENTRAL COLLEGE - STAFFING PLAN FY26**

*\*Denotes new hires pending Board of Trustees approval at 6/16/2025 meeting  
Updated as of 6/10/2025*

Title	Position Classification Level	Full-time (FT)/Part-time (PT)	Location Regularly Assigned	GL Fund Account	Fund %	Last Name	First Name
President	ADM	FT	MC	10-61036-5110-00	100%	Bauer	Jon, Dr.
Executive Assistant	205	FT	MC	10-61036-5120-00	100%	Langan	Stacy
Vice President, External Relations	reflected in division				100%	Doepker	Joel
Vice President, Finance & Administration (Chief Financial Officer)	reflected in division				100%	Vacant	
Vice President, Academic Affairs (Chief Academic Officer)	reflected in division				100%	Walter	Robyn, Dr.
Vice President, Student Development	reflected in division				100%	Leassner	Sarah
FOUNDATION/INSTITUTIONAL DEVELOPMENT							
Institutional Development/Foundation Executive Director	207	FT	MC	10-65040-5120-00	100%	Kelch	Bridgette
Foundation Event & Program Coordinator	204	FT	MC	10-65040-5120-00	100%	Desmond	Cassidy
HUMAN RESOURCES							
Director, Human Resources	206	FT	MC	10-63044-5120-00	100%	Myers	Carrie
Human Resources Generalist	107	FT	MC	10-63044-5160-00	100%	Aguilar	Kim
INSTITUTIONAL EFFECTIVENESS							
Executive Director, Institutional Effectiveness	209	FT	MC	10-61030-5120-00	100%	Vacant	
Director, Institutional Research	206	FT	MC	10-61030-5120-00	100%	Lohden	Bethany
Research Analyst	205	FT	MC	10-61030-5120-00	100%	Young	Bridget
ECC-ROLLA							
Director	208	FT	ROLLA	10-46128-5120-10	100%	Ayres	Christina
Assistant Director	205	FT	ROLLA	10-46128-5120-10	100%	Crosby	Jenni
Enrollment Services Coordinator	202	FT	ROLLA	10-46128-5120-10	100%	Karr	Racheal
Enrollment Specialist/Academic Advisor	204	FT	ROLLA	10-46128-5120-10	100%	Hold FY26	
Administrative Assistant	104	FT	ROLLA	10-46128-5160-10	100%	Vacant	
Student Success Specialist - Math/Biology	105	FT	ROLLA	10-46128-5160-10	100%	Moreland	Kirby
Student Success Specialist - English	105	PT	ROLLA	10-46128-5160-10	100%	Vacant	
Student Success Specialist - Chemistry/Physical Science	105	PT	ROLLA	10-46128-5160-10	100%	Vacant	
Technology & Facilities Technician	105	FT	ROLLA	25-46041-5160-10	100%	Taber	Brad
Student and Testing Services Specialist	104	FT	ROLLA	10-46128-5160-10	100%	Halfaker	Cole
Student and Testing Services Specialist	104	FT	ROLLA	10-46128-5160-10	100%	Schaefer	Max
INFORMATION TECHNOLOGY							
Director, Information Technology	209	FT	MC	10-64041-5120-00	100%	Houston	Doug
Network & Systems Manager	206	FT	MC	10-64041-5120-00	100%	Vacant	
Assistant Network & Systems Manager	205	FT	MC	10-64041-5120-00	100%	Wray	Chad
Enterprise System Administrator Associate	205	FT	MC	10-64041-5120-00	100%	Gruenenfelder	Daniel
Enterprise System Administrator Associate	205	FT	MC	10-64041-5120-00	100%	Black-Wilson	Nathan
Technical Support Coordinator	204	FT	MC	10-12080-5120-00	100%	Gibbs	Dee
Technical Support Technician	103	FT	MC	10-64041-5160-00	100%	Parham	Jules
Technical Support Technician	103	FT	MC	10-64041-5160-00	100%	Gassaway	Thomas
Technical Support Technician	103	FT	MC	10-12080-5160-00	100%	Steffens	David
Technical Support Technician	103	PT	MC	25-46041-5160-00	100%	Harper	David

Notes:

**EAST CENTRAL COLLEGE - STAFFING PLAN FY26**

*\*Denotes new hires pending Board of Trustees approval at 6/16/2025 meeting  
Updated as of 6/10/2025*

Title	Pos Level	FT/ PT	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
<b>EXTERNAL RELATIONS</b>							
Vice President	301	FT	MC	10-46131-5120-00	100%	Doepker	Joel
Executive Administrative Assistant	107	FT	MC	10-46131-5160-00	100%	Cubas	Cynthia
Coordinator of Web Services/Programming	205	FT	MC	10-65043-5120-00	100%	Kolb	Andrew
SkillsUp Grant - Program Coordinator (grant funded)	203	FT	MC	50-46153-5120-00	100%	Schall-Willmore	Melissa
<b>COMMUNICATIONS &amp; MARKETING</b>							
Director, Communications & Marketing	205	FT	MC	10-65042-5120-00	100%	Jones	Gregg
Multimedia Specialist	104	FT	MC	10-65042-5160-00	100%	Oermann	Nicole
Multimedia Assistant	103	PT	MC	10-65042-5160-00	100%	DeClue	Paige
<b>AEL</b>							
Director, Adult Education and Literacy Programs	206	FT	MC	50-14002-5120-00	4%	Whalen	Alice
Director, Adult Education and Literacy Programs				50-14008-5120-00	7%	Whalen	Alice
Director, Adult Education and Literacy Programs				50-14001-5120-00	5%	Whalen	Alice
Director, Adult Education and Literacy Programs				10-14006-5120-00	51%	Whalen	Alice
Director, Adult Education and Literacy Programs				50-14015-5120-00	31%	Whalen	Alice
Director, Adult Education and Literacy Programs				40-14006-5120-00	2%	Whalen	Alice
Adult Education and Literacy - Instruction Coordinator	202	FT	MC	50-14008-5120-00	74%	Eagan	Mary
Adult Education and Literacy - Instruction Coordinator				50-14001-5120-00	20%	Eagan	Mary
Adult Education and Literacy - Instruction Coordinator				50-14015-5120-00	2%	Eagan	Mary
Adult Education and Literacy - Instruction Coordinator				50-14002-5120-00	2%	Eagan	Mary
Adult Education and Literacy - Instruction Coordinator				10-14006-5120-00	2%	Eagan	Mary
Adult Education and Literacy Orientation & Volunteer Specialist	201	FT	MC	40-14006-5120-00	16%	Horn	Jessica
Adult Education and Literacy Orientation & Volunteer Specialist				50-14008-5120-00	62%	Horn	Jessica
Adult Education and Literacy Orientation & Volunteer Specialist				50-14001-5120-00	18%	Horn	Jessica
Adult Education and Literacy Orientation & Volunteer Specialist				10-14006-5120-00	2%	Horn	Jessica
Adult Education and Literacy Orientation & Volunteer Specialist				50-14015-5120-00	2%	Horn	Jessica
Adult Education Integrated Education Instructor	105	PT	Varies	50-14008-5160-00	100%	Varies	
English Language Acquisition Instructors	105	PT	Varies	50-14001-5160-00	100%	Varies	
Adult Education and Literacy Instructors	105	PT	Varies	50-14001-5160-00	100%	Varies	
<b>CENTER FOR WORKFORCE DEVELOPMENT</b>							
Executive Director, Center for Workforce Development	208	FT	MC	40-13005-5120-00	100%	Tracy	Todd
Coordinator, Apprenticeship & Business Training Program	205	FT	MC	40-13010-5120-00	48%	Richards	Melissa
Coordinator, Apprenticeship & Business Training Program				50-12805-5120-00	13%	Richards	Melissa
Coordinator, Apprenticeship & Business Training Program				50-12820-5120-00	15%	Richards	Melissa
Coordinator, Apprenticeship & Business Training Program				50-12809-5120-00	25%	Richards	Melissa
Coordinator, Grant & Program Administrator	204	FT	MC	40-13010-5120-00	100%	Brinker	Cindy
Coordinator, Center for Workforce Development Programming	201	FT	MC	40-13000-5120-00	100%	Vacant	
Health Careers Workforce Coordinator	202	FT	MC	40-13003-5120-00	100%	Warmack	Terri
Program Assistant - CWD	107	FT	MC	50-12820-5160-00	75%	Eagan	Jennifer
Program Assistant - CWD	107	FT		40-13005-5160-00	25%	Eagan	Jennifer

Notes:

Added part-time Program Assistant - funded by CWD; position moved to FT 9/2024

Administrative Assistant, Adult Education & Literacy Programs position eliminated 8/2024

**EAST CENTRAL COLLEGE - STAFFING PLAN FY26**

*\*Denotes new hires pending Board of Trustees approval at 6/16/2025 meeting  
Updated as of 6/10/2025*

Title	Pos Level	FT/ PT	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
<b>FINANCE &amp; ADMINISTRATION SERVICES</b>							
Vice President, Finance & Administration	301	FT	MC	10-62030-5120-00	100%	Vacant	
Executive Administrative Assistant	107	FT	MC	10-62030-5160-00	100%	Apperson	Julie
<b>PURCHASING</b>							
Procurement Coordinator	201	FT	MC	10-63053-5120-00	100%	Popp	Melissa
<b>FINANCIAL SERVICES</b>							
Director, Financial Services/Comptroller	208	FT	MC	10-62039-5120-00	100%	Straatmann	Ashley
Associate Director, Financial Services	204	FT	MC	10-62039-5120-00	100%	Schaefer	Jeri
Payroll Specialist	107	FT	MC	10-62039-5160-00	100%	Baker	Stephanie
Accounts Payable Specialist	104	FT	MC	10-62039-5160-00	100%	Perkins	Donna
Accounts Receivable Specialist	104	FT	MC	10-62039-5160-00	100%	Ramey	Jeanette
Accounts Receivable Specialist	104	FT	MC	10-62039-5160-00	100%	Jacquín	Victoria
<b>BOOKSTORE/MAIL AND IMAGING SERVICES</b>							
Manager, Bookstore/Mail and Imaging Services	204	FT	MC	40-63052-5120-00	100%	Gray	Tim
Bookstore Accounts Technician	104	FT	MC	40-63052-5160-00	100%	Vacant	
Bookstore Textbook Associate	104	FT	MC	40-63052-5160-00	100%	Rhodes	Jenifer
Bookstore Sales Associate	101	PT	MC	40-63052-5160-00	100%	Crumpecker	Patty
Bookstore Sales Associate	101	PT	MC	40-63052-5160-00	100%	Hold FY26	
Imaging Services & Mail Room Clerk	102	FT	MC	10-43068-5160-00	100%	Burgess	Brook
<b>FACILITIES &amp; GROUNDS</b>							
Director, Facilities & Grounds	206	FT	MC	10-71038-5120-00	100%	Pratt	Tot
Custodial Supervisor	204	FT	MC	10-71056-5120-00	100%	Ghirardi	John
Custodian - Lead	104	FT	MC	10-71056-5160-00	100%	Fitts	Adam
Custodian - Lead	104	FT	MC	10-71056-5160-00	100%	Kennedy	Donna
Custodian	102	FT	MC	10-71056-5160-00	100%	Schatzler	Keith
Custodian	102	FT	MC	10-71056-5160-00	100%	Standley	Kennedy
Custodian	102	FT	MC	10-71056-5160-00	100%	Lucas	Richard
Custodian	102	FT	MC	10-71056-5160-00	100%	McKean	Christina
Custodian	102	FT	MC	10-71056-5160-00	100%	Evers	Gabe
Custodian	102	FT	MC	10-71056-5160-00	100%	Landenberger	Josh
Custodian	102	FT	MC	10-71056-5160-00	100%	Vacant	
Custodian	102	FT	MC	10-71056-5160-00	100%	Hold FY26	
Custodian	102	PT	MC	10-71056-5160-00	100%	Vacant	
Facilities and Grounds Technician	103	FT	MC	10-71055-5160-00	100%	Wolf	Shawn
Facilities and Grounds Technician	103	FT	MC	10-71055-5160-00	100%	Hold FY26	
Maintenance Technician	105	FT	MC	10-71057-5160-00	100%	Sarchette	Clint
Maintenance Technician	105	FT	MC	10-71057-5160-00	100%	Vacant	

Notes:

Added part time custodian; FT custodian position on hold for FY25 & FY26

**EAST CENTRAL COLLEGE - STAFFING PLAN FY26**

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Updated as of 6/10/2025

Title	Pos Level	FT/ PT	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
<b>STUDENT DEVELOPMENT</b>							
Vice President, Student Development	301	FT	MC	10-51016-5120-00	100%	Leassner	Sarah
Executive Administrative Assistant, Student Development	107	FT	MC	10-51016-5160-00	100%	Marshall	Lynn
Director, Student Development Strategy	206	FT	MC	10-51016-5120-00	100%	Hebert	Stephanie
Lead Student Services Specialist	105	FT	MC	10-51016-5160-00	100%	Covington	Bobby
Student Services Specialist	104	FT	MC	10-51016-5160-00	100%	Komo	Jennifer
Student Services Specialist	104	FT	MC	10-51016-5160-00	100%	Vacant	
<b>ADVISING AND CAREER SERVICES</b>							
Director, Advising and Career Services	206	FT	MC	10-52020-5120-00	100%	Davidson	Tyrone *
Associate Director, Advising and Career Services	204	FT	MC	10-52020-5120-00	100%	Vacant	
Academic and Career Navigator	202	FT	MC	10-52020-5120-00	100%	Little	Jacob
Academic and Career Navigator	202	FT	MC	10-52020-5120-00	100%	Remdond	Michelle
Academic and Career Navigator	202	FT	MC	10-52020-5120-00	100%	Hold FY26	
<b>Wellness Services</b>							
Director, Wellness Services - Lead Counselor	206	FT	MC	10-52050-5120-00	100%	Bond	Heather
Access Counselor	204	FT	MC	10-52050-5120-00	100%	Robart	Jessica
Wellness Navigator	203	FT	MC	10-52050-5120-00	100%	Ricks	Ashley
<b>Enrollment Services</b>							
Director, Enrollment Services	206	FT	MC	10-53050-5120-00	100%	Miller	Frank
Enrollment Counselor, Districts	202	FT	MC	10-53050-5120-00	100%	Baumruk	Amanda
Enrollment Counselor, Districts	202	FT	MC	10-53050-5120-00	100%	Owens	Hannah
Enrollment Counselor, Diverse Populations	202	FT	MC	10-53050-5120-00	100%	Walter	Haley
Enrollment Services Specialist	104	FT	MC	10-53050-5160-00	100%	Cassimatis	Raleigh
<b>REGISTRATION</b>							
Registrar	206	FT	MC	10-57000-5120-00	100%	Scroggins	Sarah
Associate Registrar	203	FT	MC	10-57000-5120-00	100%	Clapper	Eric
Registration Clerk	102	PT	MC	10-57000-5160-00	100%	Altemeyer	Susan
<b>FINANCIAL AID</b>							
Director, Financial Aid	206	FT	MC	10-54000-5120-00	100%	Bogier	Stacy
Associate Director, Financial Aid	203	FT	MC	10-54000-5120-00	100%	Luther	Kathy
Financial Aid Advisor	201	FT	MC	10-54000-5120-00	100%	Roberson	Sunny
Financial Aid Advisor	201	FT	MC	10-54000-5120-00	100%	Hemker	Laura
Financial Aid Specialist	104	FT	MC	10-54000-5160-00	100%	Glosemeyer	Joan
<b>STUDENT ACTIVITIES</b>							
Campus Life and Leadership Coordinator	204	FT	MC	10-51050-5120-00	100%	Klingensmith	Andy
<b>ATHLETICS</b>							
Athletic Director/Fitness Center Director	206	FT	MC	25-56024-5120-00	100%	Good	Ryan *
Assistant, Athletics	103	FT	MC	25-56024-5160-00	100%	Fiedler	Deanne
Fitness Center Assistant	102	PT	MC	10-11361-5160-00	100%	Maune	Cynthia
Fitness Center Assistant	102	PT	MC	10-11361-5160-00	100%	Scheer	Mike
Head Coach Men's Soccer	MOU	PT	MC	25-56032-5140-00	100%	Severino	Alex
Head Coach Women's Soccer	MOU	PT	MC	25-56032-5140-00	100%	Lanemann	Chris
Asst. Coach, Men's Soccer	MOU	PT	MC	25-56032-5160-00	100%	Vacant	
Asst. Coach Women's Soccer	MOU	PT	MC	25-56032-5160-00	100%	Vacant	
Head Coach, Women's Softball	MOU	PT	MC	25-56028-5140-00	100%	Young	Grant
Asst. Coach, Women's Softball	MOU	PT	MC	25-56028-5160-00	100%	Quaethem	Ellie
Head Coach, Women's Volleyball	MOU	PT	MC	25-56031-5140-00	100%	Mathes-Peters	Lisa
Asst. Coach, Women's Volleyball	MOU	PT	MC	25-56031-5140-00	100%	Vacant	
Head Coach, Men's Baseball	204	FT	MC	25-56026-5140-00	100%	Miller	Luke
Asst. Coach, Men's Baseball	MOU	PT	MC	25-56026-5140-00	100%	Bax	Blake
<b>CAMPUS POLICE</b>							
Police Officer (Union Police Department)		FT	MC			Lowe	Tommie
Police Officer (Union Police Department)		FT	MC			Schlitt	Todd

**Notes:**

Head Soccer coach moved to 2 PT positions - 1 for each head coach (men's & women's)

Baseball Coach reclassified to full time 204 - SP25

Removed Student Service Specialist - Advising & Counseling FY26

**EAST CENTRAL COLLEGE - STAFFING PLAN FY26**

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Updated as of 6/10/2025*

Title	Pos Level	FT/ PT	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
<b>ACADEMIC AFFAIRS</b>							
Vice President, Academic Affairs	301	FT	MC	10-46040-5120-00	100%	Walter	Robyn, Dr.
Executive Administrative Assistant	107	FT	MC	10-46040-5160-00	100%	DeMiere	Amy
Academic Services Coordinator	202	FT	MC	10-46040-5120-00	100%	Welsh	Tracie
Director Law Enforcement Training	MOU	MOU	ROLLA	10-11448-5390-10	100%	Ayres	Christina
Assistant Director Law Enforcement Training	MOU	MOU	ROLLA	10-11448-5390-10	100%	Loughridge	William
<b>STRENGTHENING COMMUNITY COLLEGE TRAINING GRANT (SCC4)</b>							
Project Manager, SCC4 (Grant Funded)	204	FT	MC	50-12184-5120-00	100%	Hayes	Karen
<b>TITLE III</b>							
Title III Program Coordinator (Grant Funded)	204	FT	MC	50-46250-5120-00	100%	Woodson	Jean
<b>ONLINE LEARNING EDUCATION &amp; EDUCATIONAL TECHNOLOGY</b>							
Director, Online Education & Educational Technology	208	FT	MC	10-46017-5120-00	100%	Baldwin	Chad
Instructional Design Specialist	203	FT	MC	10-46017-5120-00	50%	Kuehnle	Sarah
Instructional Design Specialist (Grant Funded)	203	FT	MC	50-12184-5120-00	50%	Kuehnle	Sarah
<b>PERFORMING ARTS CENTER</b>							
Performing Arts Center Manager	203	FT	MC	10-45100-5120-00	100%	Sellers	Sylvia
<b>LIBRARY SERVICES</b>							
Director, Library Services	206	FT	MC	10-41000-5120-00	100%	Farrell	Lisa
Emerging Technologies Librarian	204	FT	MC	10-41000-5120-00	100%	Spangler Ballance	Morgan
Library Technician - Public Services	103	FT	MC	10-41000-5160-00	100%	Jolley	Hannah
Library Technician - Public Services	103	PT	MC	10-41000-5160-00	100%	Firebaugh	Joan
<b>ACADEMIC SUCCESS SERVICES</b>							
Executive Director, Learning Center and Academic Support	207	FT	MC	10-43015-5120-00	100%	Anglin	Erin
Associate Director, Learning Center	204	FT	MC	10-43015-5120-00	100%	Hold FY26	
Supplemental Instruction Coordinator (Grant Funded - Title III)	204	FT	MC	50-46250-5120-00	75%	Little	Cass
Supplemental Instruction Coordinator (Title III)	204	FT	MC	10-46250-5120-00	25%	Little	Cass
Retention Coordinator	204	FT	MC	10-43010-5120-00	100%	Riegel	Lindsay
Retention Specialist	106	FT	MC	10-43015-5160-00	100%	Spier	Lauran
Retention Specialist - Union (Grant Funded - Title III)	106	FT	MC	50-46250-5160-00	75%	Bell	Dora
Retention Specialist - Union (Title III)	106	FT	MC	10-46250-5160-00	25%	Bell	Dora
Retention Specialist - Rolla (Grant Funded - Title III)	106	FT	ROLLA	50-46250-5160-10	75%	Green	Melissa
Retention Specialist - Rolla (Title III)	106	FT	ROLLA	10-46250-5160-10	25%	Green	Melissa
Retention Specialist Tutor - Union (Grant Funded - Title III)	106	FT	MC	50-46250-5160-00	75%	Mathes	Blakeleigh
Retention Specialist Tutor - Union (Title III)	106	FT	MC	10-46250-5160-00	25%	Mathes	Blakeleigh
Retention Specialist Tutor - Union (Grant Funded - Title III)	106	FT	MC	50-46250-5160-00	75%	Niermeyer	Elayna
Retention Specialist Tutor - Union (Title III)	106	FT	MC	10-46250-5160-00	25%	Niermeyer	Elayna
Technology & Online Retention Specialist (Grant Funded - Title III)	106	FT	MC	50-46250-5160-00	75%	Lakin	Tina
Technology & Online Retention Specialist (Title III)	106	FT	MC	10-46250-5160-00	25%	Lakin	Tina
Testing Services Coordinator	204	FT	MC	10-43015-5120-00	100%	Souders	Windy
Testing Center Specialist	105	FT	MC	10-43015-5160-00	100%	Meyer	Kalyn
Testing Center Clerk	102	PT	MC	10-43015-5160-00	100%	Hinkle	Keshia
Learning Center Specialist - Access Services	105	FT	MC	10-43015-5160-00	100%	Walker	Denise
Learning Center Specialist - Math/Science	105	FT	MC	10-43015-5160-00	100%	Spier	Rheann
Learning Center Specialist - English	105	FT	MC	10-43015-5160-00	100%	Thebeau	June
Learning Center Specialist - Math	105	FT	MC	10-43015-5160-00	100%	Noelker	Jon
Learning Center Specialist - English	105	FT	MC	10-43015-5160-00	100%	Johnson	Caleb
Learning Center Specialist - English	105	PT	MC	10-43015-5160-00	100%	Hold FY26	
Learning Center Specialist - Math/Science	105	PT	MC	10-43015-5160-00	100%	Hold FY26	
Learning Center Clerk	102	PT	MC	10-43015-5160-00	100%	Vacant	

Notes:Added Projected Manager, SCC4 FY25 (SCC4 Grant Funded) Part of Missouri Health Professions Consortium

Added Technology & Online Retention Specialist Fall 2024 -Title III

**EAST CENTRAL COLLEGE - STAFFING PLAN FY26**

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Updated as of 6/10/2025

Title	Pos Level	FT/ PT	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
<b>HEALTH SCIENCE</b>							
Dean of Health Science / Director of Nursing	207	FT	MC	10-46032-5130-00	100%	Mitchell	Nancy , Dr.
Program Assistant - Administrative	107	FT	MC	10-46032-5160-00	100%	Beck	Julie
Administrative Assistant, Allied Health	104	FT	MC	10-12181-5160-00	100%	North	Michelle
Emergency Medical Services/Program Coordinator	FAC	FT	MC	10-12172-5130-00	100%	Goodson	Jenifer
Emergency Medical Services Instructor/Clinical Coordinator	FAC	FT	MC	10-12172-5130-00	100%	Prince	Wayne
Medical Assisting	FAC	FT	MC	10-12078-5130-00	100%	Velic	Adisa
Health Science Career Navigator	202	PT	MC	10-12181-5160-00	100%	Vacant	
Health Information Management/Program Director	FAC	FT	MC	10-12076-5130-00	100%	Daman-Scheel	Kim
Health Information Management	FAC	FT	MC	10-12076-5130-00	100%	Sayles	Nanette, Dr.
Nursing	FAC	FT	MC	10-12181-5130-00	100%	Bailey	Andrea
Nursing/Program Coordinator	FAC	FT	MC	50-18120-5130-00	100%	Clark	Brittany, Dr.
Nursing	FAC	FT	MC	10-12181-5130-00	100%	Van Leer	Jessica
Nursing	FAC	FT	MC	10-12181-5130-00	100%	Elias	Trista
Administrative Assistant, Nursing - Rolla	104	FT	ROLLA	10-12181-5160-10	100%	Lawson	Lavonda
Administrative Assistant, Allied Health - Rolla	104	PT	ROLLA	10-12181-5160-10	100%	Scott	Cindy
Nursing - Rolla	FAC	FT	ROLLA	10-12181-5130-10	100%	Miles	Jeannie
Nursing - Rolla	FAC	FT	ROLLA	10-12181-5130-10	100%	Chirban	Julie
Nursing - Rolla	FAC	FT	ROLLA	10-12181-5130-10	100%	Elias	Jon
Nursing - Rolla/Program Coordinator	FAC	FT	ROLLA	10-12181-5130-10	100%	Blakely	Joannie
Practical Nursing/Program Director - Rolla	FAC	FT	ROLLA	10-12179-5130-10	100%	Chick	Michelle
Practical Nursing/Clinical Coordinator - Rolla	FAC	FT	ROLLA	10-12179-5130-10	100%	Fisher	Jessica
Radiologic Technology/Program Director - Rolla	FAC	FT	ROLLA	10-12178-5130-10	100%	Grindel	Brandi
Radiologic Technology/Clinical Coordinator - Rolla	FAC	FT	ROLLA	10-12178-5130-10	100%	Ditmeyer	Laura
Surgical Technology/Program Director - Rolla	FAC	FT	ROLLA	10-12180-5130-10	100%	Wall	Jennifer
Surgical Technology/Clinical Coordinator - Rolla	FAC	FT	ROLLA	10-12180-5130-10	100%	VanBibber	Megan
Respiratory Care Director/Faculty (Grant funded - SCC4)	FAC	FT	MC	50-12184-5130-00	100%	Norwood	Valerie
Respiratory Care Director of Clinical Education (Grant funded-SCC4)	FAC	FT	MC	50-12184-5130-00	100%	King	Denise
Administrative Data Specialist (Grant funded-SCC4)	106	FT	MC	50-12184-5160-00	100%	Newcomb	Lori

Notes:

Administrative Assistant, Allied Health Rolla changed from full-time 104 to part-time 104.

Added Respiratory Care Director & Clinical Education Director FY25 (SCC4 Grant Funded) Part of Missouri Health Professions Consortium

Added Administrative Data Specialist FY25 (SCC4 Grant Funded) Part of Missouri Health Professions Consortium

<b>BUSINESS &amp; INDUSTRY</b>							
Dean of Business & Industry	207	FT	MC	10-45023-5120-00	100%	Esbeck	Nathan *
Program Assistant - Administrative	107	FT	MC	10-45023-5160-00	100%	Tessaro	Marilyn
Computer Information Systems/Business	FAC	FT	ROLLA	10-12072-5130-10	100%	Durbin	Jason
Computer Information Systems	FAC	FT	MC	10-12072-5130-00	100%	Hold FY26	
Culinary Arts	FAC	FT	MC	10-12085-5130-00	100%	Hovland	Joe
Culinary Arts/Program Coordinator	FAC	FT	MC	10-12085-5130-00	100%	Kennealy	John *
Culinary Arts - Instructional Program Assistant	105	FT	MC	10-12085-5160-00	100%	Witt	Gail
Heating, Ventilation & Air Conditioning/Program Coordinator	FAC	FT	MC	10-12152-5130-00	100%	Vacant	
Heating, Ventilation & Air Conditioning- Instructional Program Assistant	105	PT	MC	10-12152-5160-00	100%	Studdard	Roger
Heating, Ventilation & Air Conditioning- Instructional Program Assistant	105	PT	MC	10-12152-5160-00	100%	Vacant	
Industrial Engineering Technology/Program Coordinator	FAC	FT	MC	10-12157-5130-00	100%	Vacant	
Industrial Engineering Technology Instructor	FAC	FT	MC	10-12157-5130-00	100%	Hold FY26	
Instructional Program Assistant, Industrial Engineering Technology	105	PT	MC	10-12157-5160-00	100%	Elliott	Curtis
Precision Machining/Program Coordinator	FAC	FT	MC	10-12157-5130-00	100%	Poertner	Blake
Precision Machining - Lab Assistant	103	PT	MC	10-12157-5160-00	100%	Vacant	
Welding/Program Coordinator	FAC	FT	MC	10-12155-5130-00	100%	Bland	Bobby
Welding Instructor	FAC	FT	MC	10-12155-5130-00	100%	Brown	Jessica
Welding - Lab Assistant	103	PT	MC	10-12155-5160-00	100%	Vacant	
Welding - Lab Assistant	103	PT	MC	10-12155-5160-00	100%	Vacant	

Notes:

CIS Faculty on hold for FY25 & FY26.

# EAST CENTRAL COLLEGE - STAFFING PLAN FY26

\*Denotes new hires pending Board of Trustees approval at 6/16/2025 meeting  
Updated as of 6/10/2025

Title	Pos Level	FT/PT	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
<b>ARTS AND SCIENCES (ENGLISH &amp; HUMANITIES, FINE &amp; PERFORMING ARTS, SOCIAL SCIENCE, MATHEMATICS &amp; EDUCATION, SCIENCE &amp; ENGINEERING</b>							
Dean of Arts and Sciences	207	FT	MC	10-45015-5120-00	100%	Boehmer	Ann
Program Assistant - Arts & Sciences Administrative	107	FT	MC	10-45015-5160-00	100%	Epple	Lisa
Office Assistant - Sciences and Education	103	FT	MC	10-45021-5160-00	100%	Blocker	Kerry
Office Assistant - Humanities, Fine & Performing Arts, Box Office	103	FT	MC	10-45025-5160-00	100%	Fuller	Leigh
<b>ENGLISH &amp; HUMANITIES</b>							
Department Chair		FT			100%	Haynes	Shanee, Dr.
Communications	FAC	FT	MC	10-11230-5130-00	100%	Haynes	Shanee, Dr.
English	FAC	FT	MC	10-11232-5130-11	100%	Stroup	Josh
English	FAC	FT	MC	10-11232-5130-00	100%	Hardecke	John
English	FAC	FT	MC	10-11232-5130-00	100%	Hold FY26	
English	FAC	FT	MC	10-11232-5130-00	100%	Vacant	
English	FAC	FT	MC	10-11232-5130-00	100%	Mahon	Robert, Dr.
English/Journalism/Journalism & Mass Media Communications/Program Coord.	FAC	FT	MC	10-11091-5130-00	100%	Kolb	Leigh
English - Rolla	FAC	FT	ROLLA	10-11232-5130-10	100%	VonTress	Aurelia, Dr.
English	FAC	FT	MC	10-11232-5130-00	100%	Holtmeyer	Katie
Philosophy/Religion	FAC	FT	MC	10-11381-5130-00	100%	Gifford	Matthew
Spanish	FAC	FT	MC	10-11161-5130-00	100%	Aramburu	Ellen
<b>SOCIAL SCIENCE, COLLEGE SUCCESS, ACCOUNTING &amp; BUSINESS</b>							
Department Chair		FT			100%	Howard	Rachel, Dr.
Psychology/Sociology	FAC	FT	MC	10-11421-5130-00	100%	Howard	Rachel, Dr.
Economics	FAC	FT	MC	10-11452-5130-00	100%	Hold FY26	
History/Government/Political Science	FAC	FT	MC	10-11455-5130-00	100%	Pohlman	Dennis
History	FAC	FT	MC	10-11454-5130-00	100%	Eakin	Travis, Dr.
Political Science/History	FAC	FT	MC	10-11454-5130-00	100%	Derifield	Coreen, Dr.
Psychology	FAC	FT	MC	10-11421-5130-00	100%	Pecka	Wendy, Dr.
Psychology/Sociology	FAC	FT	MC	10-11451-5130-00	100%	Derifield	Timothy
Psychology/Sociology - Rolla	FAC	FT	MC	10-11451-5130-10	100%	Hold FY26	
Accounting/Business	FAC	FT	MC	10-12071-5130-00	100%	Vacant	
Accounting/Business	FAC	FT	MC	10-12071-5130-00	100%	Hanneken	Lisa
Education/Teacher Education Program Coordinator	FAC	FT	MC	10-11132-5130-11	100%	Stotler	Gregory
Education	FAC	FT	MC	10-11139-5130-00	100%	Scheer	Kelsey

## Notes:

Economics faculty on hold for FY21, FY22 and FY23, FY24, FY25, FY26

Psychology/Sociology Instructor on hold for FY25 & FY26

Combined two part time Office Assistant roles into one full time position 8/2024

Moved Accounting, Business & Education under new depart. chair 2025



**EAST CENTRAL COLLEGE - STAFFING PLAN FY26**

*\*Denotes new hires pending Board of Trustees approval at 6/16/2025 meeting  
Updated as of 6/10/2025*

Title	Pos Level	FT/ PT	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
<b>SCIENCE, ENGINEERING, &amp; MATHEMATICS</b>							
Department Chair		FT			100%	Acosta	Parvadhya, Dr.
Biology	FAC	FT	MC	10-11261-5130-00	100%	Acosta	Parvadhya, Dr.
STEM Recruitment & Success Coordinator	204	FT	MC	10-11403-5120-00	100%	Tucker	Alison
Science Lab Assistant	103	PT	ROLLA	10-11261-5160-10	100%	McCarthy	Stephanie
Science Laboratory Manager	106	FT	MC	10-11261-5160-00	100%	Hanneken	Jonne
Chemistry	FAC	FT	MC	10-11401-5130-00	100%	Hoerr	Ryan, Dr.
Chemistry	FAC	FT	MC	10-11401-5130-00	100%	Bales	Kristin, Dr.
Biology	FAC	FT	MC	10-11261-5130-00	100%	Brown	Clarissa, Dr.
Biology	FAC	FT	MC	10-11261-5130-00	100%	Dixon	Kevin
Biology	FAC	FT	ROLLA	10-11261-5130-10	100%	Winters-Rozema	Elizabeth, Dr.
Biology	FAC	FT	ROLLA	10-11261-5130-10	100%	Pulles	Keith
Biology	FAC	FT	MC	10-11261-5130-00	100%	Vacant	
Biology - A & P	FAC	FT	MC	10-11261-5130-00	100%	Flotte	Elizabeth, Dr.
Biology - A & P	FAC	FT	ROLLA	10-11261-5130-10	100%	Mowery	Tracy
Physics/Physical Science/Engineering	FAC	FT	MC	10-11403-5130-00	100%	Kellogg	Isaiah, Dr.
Physics/PreEngineering	FAC	FT	MC	10-11403-5136-00	100%	Matusek	Michael
Math	FAC	FT	ROLLA	10-11404-5130-11	100%	Brigham	Reginald, Dr.
Math	FAC	FT	MC	10-11404-5130-00	100%	Ong	Vu
Math	FAC	FT	MC	10-11404-5130-00	100%	Roberson	Shaun
Math	FAC	FT	MC	10-11404-5130-00	100%	Estes	Anne
Math	FAC	FT	ROLLA	10-11404-5130-10	100%	Kerwin	Olivia
<b>FINE &amp; PERFORMING ARTS</b>							
Department Chair		FT		10-45025-5136-00	100%	Hold FY26	
Art (two-dimensional)	FAC	FT	MC	10-11501-5130-00	100%	Martin	Beth
Art/Gallery Curator	FAC	FT	MC	10-11501-5130-00	100%	Higerd	Jennifer
Design/Art	FAC	FT	MC	10-11501-5130-00	100%	Barton	Sean
Darkroom Assistant	103	PT	MC	10-11501-5160-00	100%	Vacant	
Music/Band Director	FAC	FT	MC	10-11504-5130-00	100%	Bounds	Aaron
Music/Choral Director	FAC	FT	MC	10-11504-5130-00	100%	Sexton	Timothy, Dr.
Music/Program Coordinator, Concert Series & Music Outreach	FAC	FT	MC	10-11504-5130-00	100%	Judd	Jennifer, Dr.
Music Accompanist	SUP	PT	MC	10-11504-5160-00	100%	Joyce	Naomi
Music Accompanist	SUP	PT	MC	10-11504-5160-00	100%	Finch	Andrew
Theater/Communications/Program Coordinator/Musical Director Theater	FAC	FT	MC	10-11231-5130-00	100%	Austin	Grace
Technical Theatre Instructor	FAC	FT	MC	10-11231-5130-00	100%	Hold FY26	

Notes:

Math faculty on hold FY24, FY25, FY26

Technical Theatre faculty on hold FY24, FY25, FY26

Moved Math to new department chair 2025

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 16, 2025**

**AGENDA ITEM IX: PROFESSIONAL SERVICES**

**Recommendation:** To **approve** the renewal of professional service agreements for legal services, the annual audit, insurance benefits consultant/broker of record, and Rolla security services for fiscal year 2026, as outlined in the agenda.

Attachments

6/16/2024

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 2201

FAX (636) 583-6602

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**BOARD MEMORANDUM**

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**TO:** BOARD OF TRUSTEES

**FROM:** JON BAUER, PH.D.

**SUBJECT:** LEGAL SERVICES FOR FY26

**DATE:** JUNE 12, 2025

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Each year, the Board of Trustees is asked to approve continued agreements for professional services for the upcoming fiscal year. I recommend the board approve the following for FY25:

**Legal Services**

Tueth, Keeney, Cooper, Mohan & Jackstadt, P.C.  
34 North Meramec Avenue, Suite 600  
St. Louis, MO 63105

Rates for FY25 will be:

- For Shareholders and Of Counsel attorneys: \$250 per hour
- For Associates: \$220 per hour
- For Paralegals: \$190 per hour



# East Central College



Cost Proposal  
**2025**

**KPM**  
**CPAS & ADVISORS**

## Cost Proposal

As requested by East Central College (the College), KPM CPAs, PC (KPM) has provided fees for our services for 2026 and 2027.

We understand the importance of controlling costs and believe choosing KPM as your audit provider will continue to make fiscal sense for the College. Fees shall be based on the expertise of assigned engagement team members as well as the nature and complexity of the requested services plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our fees also are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during your engagement. Our fees do not include adjusting the general ledger, providing adjusted journal entries, discussing proper accounting treatment outside of the normal course of the audit, and updating fixed asset schedules.

East Central College		
	2026	2027
Financial Statement Audit including Uniform Guidance Single Audit	\$46,500	\$48,400

East Central College Foundation		
	2026	2027
Financial Statement Audit	\$10,500	\$10,900

We understand fees may be billed upon completion of the audit or progress billings may be made.

Fees for consulting throughout the year will depend on the level of assistance required. We do answer routine operational, bookkeeping, and related questions, at no additional charge. If the consulting matter requires significant additional time or a separate service is required, we will discuss it with you, arrive at a fee estimate, and obtain an engagement letter.

We are excited about the prospect of continuing to serve the College and build upon our strong working relationship. Please contact me by phone at 417-882-4300 or by email at [mwallace@kpmcpa.com](mailto:mwallace@kpmcpa.com), should you have any questions.

Sincerely,



Matthew E. Wallace, CPA, CFE  
Shareholder



## Office of Human Resources

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TO: Dr. Jon Bauer, President

DATE: May 1, 2025

FROM: Carrie A. Myers, Director of Human Resources

RE: Employee Benefit Consulting Services, Broker of Record Renewal for 2025-2026

Recommendation for continuing Cottingham & Butler as the College's Insurance Benefits Consultant, Broker of Record for 2025-2026 with an annual cost of \$36,000. The Broker of Record is a three-year contract subject to an annual renewal, and this is an extended year of that renewal.

The College has been working with Cottingham & Butler since July 2022. They have served as a liaison between the college and the carriers, and provide guidance regarding healthcare reform, wellness programming, insurance renewals, and benefit options.

The committee is pleased with the services that Cottingham & Butler have provided during their tenure as the broker of record.

Please let me know if you have any questions or need additional information.

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

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**INTEROFFICE MEMORANDUM**

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**TO:** DR. JON BAUER

**FROM:** CHRISTINA AYRES

**SUBJECT:** FY26 SECURITY SERVICE – ROLLA

**DATE:** 06/05/25

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Unarmed security services are currently utilized at Rolla North and Rolla Main. For FY26, the current provider, Securitas USA, has proposed a bill rate increase of \$1/hr for the officer and \$1/hr for the supervisor positions to allow for wage increases in both positions.

Overtime will be billed at 115% of the Bill Rate. An increase in the holiday rate is also proposed should coverage be requested. Please see the table below for more information.

Position Title	Bill Rate		Overtime Rate		Holiday Rate	
	FY25	FY26	FY25	FY26	FY25	FY26
<b>Security Officer</b>	\$27.20	\$28.20	\$31.28	\$32.43	\$40.80	\$42.30
<b>Security Supervisor</b>	\$29.60	\$30.60	\$34.04	\$35.19	\$44.40	\$45.90

Securitas currently provides approximately 5,000 hours of service annually at the Rolla locations; therefore, these updated rates are expected to increase expenses by approximately 3.7% for a total of \$5,000.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 16, 2025**

**AGENDA ITEM X: BIDS**

- Recommendation:** To **approve** the purchase of 58 student computers with monitors, and two all-in-one computers from Dell at a cost of \$49,892 through the MHEC public bid cooperative contract, to be funded by Tech Fees.
- Recommendation:** To **accept** the bid from TSI Global Companies to install the audio system in the gymnasium for \$50,238.27, funded by the allocated federal earmark for Phase II Technology/Streaming Project.
- Recommendation:** To **award** the Material Abatement and Selective Demolition contract for the Rolla facility at 1400 Independence Road to Cahills Construction Inc. in the amount of \$1,077,700 to be funded with capital improvement funds appropriated by the State of Missouri for this project.

Attachments

06/16/2025

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6500

FAX (636) 584-0513





### Interoffice Memorandum

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To: Dr. Jon Bauer  
From: Doug Houston  
Subject: Purchase of Computers  
Date: June 3, 2025

It is my recommendation that the Board of Trustees accept and approve an equipment purchase from the Midwestern Higher Education Compact (MHEC) public bid cooperative contract (#MHEC-04152022) in the amount of \$49,892.00 for 58 computers with monitors and 2 All-in-one computers. The equipment cost will be funded using Tech Fees.

38 of the computers are for the Learning Center, 20 are for HH235 Physics classroom, and the 2 All-in-ones are for Library. These computers are replacements for existing equipment.

The deployment of the new equipment will be accomplished by East Central College IT staff.

Item		College Outlay
Computers X58	\$48,172.00	
All-in-one computers X2	\$1,810.00	
Total		\$49,892.00



### Interoffice Memorandum

**To: Dr. Jon Bauer**

**From: Chad Baldwin**

**Subject: ECC Gymnasium Technology Installation Project**

**Date: May 27, 2025**

It is the committee's recommendation that the Board of Trustees approve TSI Global for the ECC gymnasium technology replacement project.

The gymnasium audio system will be replaced, allowing for enhanced livestreaming and events.

The lowest bid includes re-purposing the existing main speakers that were installed 12 years ago, rather than providing a fully new system. This significantly reduces their cost compared to other proposals. Additionally, their bid specifies that the College would be responsible for the cost of scaffolding, which could be substantial. In contrast, the other bids include new speakers and account for all associated costs, including scaffolding.

This purchase will be funded out of the allocated federal earmark for the Phase II Technology/Streaming project.

Bidder	Gymnasium Project
CCS-Midwest Presentation Systems	\$77,146.05
Electronic Contracting Company	\$24,855.12
KCAV	\$87,001.89
Mach 1 Audio	\$101,895.18
Tech Electronics	\$77,661
TSI Global	\$50,238.27

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**BOARD MEMORANDUM**

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**TO:** BOARD OF TRUSTEES

**FROM:** JON BAUER, PH.D.

**SUBJECT:** DEMOLITION AND ABATEMENT, ROLLA

**DATE:** JUNE 12, 2025

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This memorandum serves as a recommendation regarding the contract for demolition and asbestos abatement at our facility located at 1400 Independence Road, Rolla, MO. Enclosed, please find the recommendation prepared by NAVIGATE Building Solutions, which serves as the owner's representative for this project.

I concur with the recommendation and suggest that the Board award the Material Abatement and Selective Demolition contract for the Rolla Campus to Cahills Construction Inc. in the amount of \$1,082,575.00, to be funded with capital improvement funds appropriated by the State of Missouri for this project.

Ryan Wilson of NAVIGATE will attend the board meeting and help address any questions the board may have. This represents the initial phase of the building's renovation. The general construction contract will be bid on soon, with an award to be made by the Board of Trustees in August. We remain on schedule to open the renovated facility for our use in 2027.

**TO:** EAST CENTRAL COLLEGE  
**FROM:** RYAN WILSON, SR. PROJECT MANAGER  
**SUBJECT:** ROLLA CAMPUS ABATEMENT AND DEMO  
**DATE:** JUNE 16, 2025  
**CC:** DR. JON BAUER, DR. ROBYN WALTER, MRS. NANCY MITCHELL, AND MRS. KAREN HAYES

---

East Central College (ECC), in collaboration with NAVIGATE Building Solutions, initiated the bidding process for the Material Abatement and Selective Demolition project at the Rolla Campus on April 14, 2025. The project was publicly advertised through multiple channels including local newspapers, regional bid rooms, the ECC website via ESM Sourcing, and direct notifications issued by NAVIGATE to a list of qualified contractors.

The bid solicitation remained open until May 22, 2025, at 2:00 PM, at which time four (4) bids were received electronically through the ESM Sourcing platform. Immediately following the bid submission deadline, ECC and NAVIGATE conducted a comprehensive evaluation of all proposals. The evaluation criteria included bid completeness, scope alignment, contractor qualifications, project completion timeline, and proposed cost.

Following this initial review, the three lowest bidders were identified and invited to participate in pre-award interviews. These firms were:

- Environmental Operations Inc.
- Cahills Construction Inc.
- ARSI Inc.

However, on May 23, 2025, Environmental Operations Inc. formally withdrew their bid, citing a lack of adequate scope support for the MEPFP (Mechanical, Electrical, Plumbing, and Fire Protection) components of the project.

Pre-award interviews were conducted on May 29, 2025, with Cahills Construction Inc. and ARSI Inc. The interviews were attended by Jim Shearer of Lawrence Group and Ryan with NAVIGATE Building Solutions and focused on each firm's understanding of the project scope, proposed schedule, team qualifications, and approach to safety and compliance.

Based on the interviews, proposed timelines, and a detailed review of the bid documents, Cahills Construction Inc. was determined to be the lowest responsive and responsible bidder.



It is recommended that the East Central College Board of Trustees award the Material Abatement and Selective Demolition contract for the Rolla Campus to Cahills Construction Inc. in the amount of \$1,077,700.00.



## Ryan Wilson

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**From:** Costello, David <davidc@environmentalops.com>  
**Sent:** Friday, May 23, 2025 9:39 AM  
**To:** Ryan Wilson  
**Cc:** Perkins, John; Bradshaw, Jonathon  
**Subject:** Withdrawal of Bid ECC Rolla Renovations

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Ryan,

After careful consideration, we have regretfully decided to formally withdraw our bid for ECC Rolla Renovations that was submitted on 5/22/2025. We appreciate the opportunity to participate in your bidding process and thank you for considering our bid. Our decision is based on noticing that we do not have the proper scope support for the MEPFP work that will be needed to complete shut downs and occupied spaces to remain active during the demo and abatement process. We sincerely appreciate your time and understanding and hope to have the opportunity to collaborate on future projects.

**Dave Costello | Estimator/Project Manager**



7733 Forsyth Boulevard  
Suite 1600

Clayton, MO 63105

P. 314.241-0900 F. 314.480-4689 C. 314.668-0362

[davidc@environmentalops.com](mailto:davidc@environmentalops.com) [www.environmentalops.com](http://www.environmentalops.com)

Linked  profile



Please consider the environment before printing this email

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 16, 2025**

**AGENDA ITEM XI: FACILITY LEASES**

**Recommendation:** To **approve** the renewal of off-campus leases at Rolla Technical Center and Rolla North for fiscal year 2026, as outlined in the agenda.

Attachment

6/16/2024

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6500

FAX (636) 584-0513



**To:** Board of Trustees  
**From:** Jon Bauer, President  
**Date:** June 9, 2025  
**Subject:** Off-Campus Lease Renewal for FY26

Each year, the Board of Trustees is asked to approve lease renewals for our Rolla locations for the upcoming fiscal year. The following renewals are recommended for FY26.

Offsite Location	Lessor	Annual Lease Amount	Notes	Total Ft <sup>2</sup> \$/Ft <sup>2</sup>
Rolla Technical Center 500 Forum Drive Rolla, MO 65401	Rolla Public School District No. 31 <i>500A Forum Drive Rolla, MO 65401</i>	\$231,645.50	Decrease of \$1,160  Decrease of 80 ft <sup>2</sup>	14,079 ft <sup>2</sup>  \$16.45/ft <sup>2</sup>
Rolla North 2303 North Bishop Rolla, MO 65401	JTA Real Estate Holdings LLC <i>504 N Walnut Rolla, MO 65401</i>	\$91,083.60	Decrease of \$35,124.24  Decrease of 2,363 ft <sup>2</sup>	5,537 ft <sup>2</sup>  \$16.45/ft <sup>2</sup>

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 16, 2024**

**AGENDA ITEM XII: CENTRAL METHODIST UNIVERSITY MOU**

**Recommendation:** To **approve** a Memorandum of Understanding for Continuing Facilities Usage with Central Methodist University for FY26 at a flat rental fee of \$31,146.

Attachment

6/16/2025

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6500

FAX (636) 584-0513

**Memorandum of Understanding  
East Central College and Central Methodist University  
For  
Continuing Facilities Usage**

For the fiscal year of 2026 (July 1, 2025, to June 30, 2026), a flat rental fee of \$31,146 for facilities usage at East Central College by Central Methodist University will be imposed. This fee includes an assessment of \$4,000 for security services.

The annual fee will include room usage of up to an average of 45 credit hours per CMU eight-week session for general classroom usage including fall, spring, and summer; office space for CMU staff; and the use of the theatre for commencement.

If the total room usage exceeds 45 credit hours in a CMU eight-week session, then an additional \$350 usage charge per additional credit hour beyond 45 hours will be assessed.

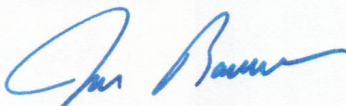
ECC will bill CMU the flat fee of \$31,146 in December of the fiscal year. Actual room usage will be assessed at the end of the spring term, and any additional charges for room usage will be billed after the final session in May of the fiscal year.

CMU will be responsible for phone, printing, and postage expenses.

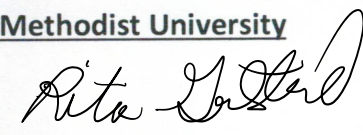
This Memorandum of Understanding will be in effect for fiscal year 2026 with an annual renewal. If any annual increases from this established fee schedule are necessary for renewal of this MOU, the increases shall not exceed the CPI-U, January to January, of the previous year and will be capped at 5% unless otherwise agreed to by both parties. It is agreed by both parties that at the end of this time period the Memorandum of Understanding will be fully reviewed by both parties. This Memorandum of Understanding may be cancelled by either party at eight weeks' notice.

This agreement is effective July 1, 2025.

**East Central College**

Signed:   
Title: *President*  
Date: *5/20/25*

**Central Methodist University**

Signed:   
Title: *Provost*  
Date: *5/29/25*

**UNION COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 16, 2024**

**AGENDA ITEM XIII: BOARD POLICIES & PROCEDURES CHAPTER 3 REVISIONS**

**Recommendation:** To **approve** revisions to Chapter 3 of Board Policies and Procedures as outlined in the document attached to the agenda.

Attachment

6/16/2025

**East Central College**

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(636) 584-6500

FAX (636) 584-0513

calculation of the cumulative GPA. Transfer institutions may or may not, at their discretion, honor the grade forgiveness from East Central College. Students should consult with the transfer school regarding its policies.

- 3.12.2** Students may obtain more information on Grade Forgiveness from their academic advisor. The grade forgiveness petition is available in the Registrar's Office or on the College website.

**3.13 Repeated Courses** *(Adopted 1-1-2013; Revised 12-6-2021)*

A student enrolled at East Central College may repeat a course. All attempts at the course will be recorded on the official college transcript and the highest grade will be factored into the student's GPA. Financial aid rules may prohibit students from receiving funding for repeating a course under any circumstances.

**Procedures**

- 3.13.1** Once a course has been repeated, the student grade point average will be computed based on the highest grade awarded in the course. Any course repeat is noted on the official college transcript. Transfer institutions may or may not honor a repeat course grade.

**3.14 Academic Standards of Progress** *(Adopted 12-3-1968; Revised 8-27-2007, 7-18-2019; 12-6-2021, xxx)*

~~Upon enrollment at East Central College, students are expected to make progress toward graduation. The College defines minimal academic progress based on the following grade point averages and course completion rates:~~

~~Completion of at least 12 semester credit hours of coursework: 1.80 cumulative grade point average~~

~~Completion of at least 24 semester credit hours of coursework: 2.00 cumulative grade point average~~

~~Students are expected to make progress toward graduation while attending East Central College. The College defines minimal satisfactory academic progress as a 2.0 minimum cumulative grade point average and successful completion of at least 2/3 or 66.67% of total attempted classes.~~

**3.15 Academic Probation and Suspension** *(Adopted 12-3-1968; Revised 8-27-2007, 7-18-2019, 12-6-2021, xxx)*

~~Any student with a grade point average that falls below minimal academic standards of progress will be placed on academic probation. Students will have a full semester to remedy academic probation.~~

~~If at the end of the academic probation semester the probation status is not remedied, the student is automatically suspended. Students have the right to appeal any academic suspension.~~

Any student with a grade point average that falls below a 2.0 cumulative grade point average will be placed on academic probation.

If at the end of the academic probation term the student has a successful term (2.0 or higher term GPA), but the cumulative GPA is still below a 2.0, the student will remain on academic probation.

If at the end of the academic probation term the student does not have a successful term (below 2.0), the student will be placed on academic suspension. Students have the right to appeal any academic suspension.

If at the end of the academic suspension term the student has a successful term (2.0 or higher term GPA), but the cumulative GPA is still below a 2.0, the student's academic standing will be adjusted to academic probation.

Once a student raises their cumulative GPA to above a 2.0, they will be removed from academic probation/suspension.

**Procedures** *(Revised 7-18-2019, 12-6-2021, xxxx)*

**3.15.1** Students on academic probation are notified by the Chief Student Affairs Officer (CSAO). Students on academic suspension are notified by the ~~Chief Student Affairs Officer~~ CSAO and a registration hold is placed on the student account.

**3.15.2** A student appeal of an academic suspension requires a ~~written petition to the Chief Student Affairs Officer~~ meeting with the CSAO for reinstatement as an active student.

**3.15.3** If the student is approved for reinstatement, they will be required to participate in an academic improvement program.

**3.15.4** ~~Upon completion of the semester of suspension~~ Directly after their reinstatement, students must meet with an academic advisor ~~and~~ to develop, adjust, or confirm their ~~an~~ academic improvement plan.

**3.15.5** Specific academic programs and eligibility criteria established for various financial aid and benefit programs may include additional academic requirements for enrollment, program continuation, or graduation.

**3.15.6** If a student is placed on academic suspension for a second semester, they must follow the petition process as stated above. If they are approved to return, they must participate in an intensive weekly academic improvement program.

**3.15.7** Students who are placed on academic suspension for a third semester will be ineligible to enroll for the following semester. After that semester, they will be required to submit a written petition to an academic suspension review committee to be approved for re-entry.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 16, 2025**

**AGENDA ITEM XIV: \*PERSONNEL**

**A. APPOINTMENTS**

**Recommendation:** To **approve** the appointment of John Kennealy as the full-time Culinary Arts Program Coordinator/Faculty effective August 11, 2025, with an annual salary of \$58,741.

**Recommendation:** To **approve** the appointment of Nathan Esbeck as the full-time Dean of Business & Industry effective July 1, 2025, with an annual salary of \$99,060.80.

**Recommendation:** To **approve** the appointment of Ryan Good as the full-time Athletic Director effective July 8, 2025, with an annual salary of \$79,138.34.

**Recommendation:** To **approve** the appointment of Dr. Ryan Hoerr as the full-time Chemistry Instructor effective August 11, 2025, with an annual salary of \$55,686.69.

**Recommendation:** To **approve** the appointment of Tyrone Davidson as the full-time Director of Advising and Career Services effective July 7, 2025, with an annual salary of \$75,681.34.

**Recommendation:** To **approve** the appointment of Daniel Jaycox as the full-time English Instructor effective August 11, 2025, with an annual salary of \$63,351.80

**Recommendation:** To **approve** the transfer of Bethany Lohden, Director of Institutional Research, to Executive Director of Institutional Effectiveness effective July 1, 2025, with an annual salary of \$110,144.58 (salary before any board-approved increase).

**B. ADJUNCT FACULTY**

**Recommendation:** To **approve** the roster addendum of adjunct faculty for the SU25 Session as listed in the attached memorandum.

**Recommendation:** To **approve** the adjunct faculty roster for the FA25 Session as listed in the attached memorandum.

06/16/2024

**East Central College**

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(636) 584-6500  
FAX (636) 584-0513

**B. CLASSIFIED STAFF** (*information only*)

A list of classified staff hired since the May 5, 2025, meeting is attached for information.

Attachments

06/16/2024

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6500

FAX (636) 584-0513





## HUMAN RESOURCES

---

TO: Dr. Jon Bauer, College President  
DATE: May 20, 2025  
FROM: Carrie Myers, Human Resources Director  
RE: Recommendation to Hire: Culinary Arts Program Coordinator/Faculty

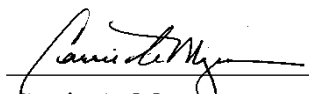
Please accept the recommendation to hire John Kennealy as the full-time Culinary Arts Program Coordinator/Faculty effective August 11, 2025, with an annual base salary of \$58,741. Dr. Robyn Walter, Vice President of Academic Affairs, approved this recommendation.

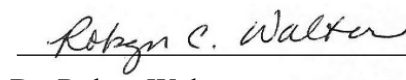
John's experience includes, but is not limited to the following:

- Chef – Algonquin Golf Club – 2021 – present
- Culinary Director The Boulevard at Wentzville – 2018 – 2021
- Chef Instructor – Culinary Institute of St. Louis at Hickey College – 2011 – 2018
- Chef/Owner – B.C.'s Kitchen – 2008 – 2011
- Executive Chef – Various Restaurants 1984 – 2008

John received his Associate of Applied Arts in Culinary from St. Louis Community College.

Recommendation signatures:

  
Carrie A. Myers  
Director of Human Resources

  
Dr. Robyn Walter  
Vice President, Academic Affairs



## HUMAN RESOURCES

---

TO: Dr. Jon Bauer, College President  
DATE: May 28, 2025  
FROM: Carrie Myers, Human Resources Director  
RE: Recommendation to Hire: Dean, Business & Industry

Please accept the recommendation to hire Nathan Esbeck as the full-time Dean of Business & Industry effective July 1, 2025, with an annual salary of \$99,060.80. Dr. Robyn Walter, Vice President of Academic Affairs, approved this recommendation.

Mr. Esbeck's experience includes, but is not limited to the following:

- Assistant Professor / Program Coordinator of Industrial Engineering Technology – ECC – 2011 – current
- Group Manager Industrial Engineering Tyson Foods Inc – 2004– 2009
- Senior Industrial Engineer – Tyson Foods– 2002– 2004

Mr. Esbeck received his Bachelor of Science in Industrial Engineering from the University of Missouri.

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

A handwritten signature in black ink, appearing to read "Robyn C. Walter", is written over a horizontal line.

Dr. Robyn Walter  
Vice President, Student Development



## HUMAN RESOURCES

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TO: Dr. Jon Bauer, College President  
DATE: May 16, 2025  
FROM: Carrie Myers, Human Resources Director  
RE: Recommendation to Hire: Athletic Director

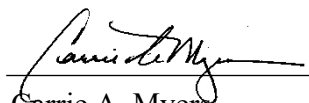
Please accept the recommendation to hire Ryan Good as the full-time Athletic Director effective July 8, 2025 with an annual salary of \$79,138.34. Sarah Leassner, Vice President of Student Development, approved this recommendation.

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

- Associate Director of Athletics – Fontbonne University – 2021 – present
- Head Baseball Coach – Fontbonne University – 2006 – present
- Professor – Fontbonne University – 2010 – 2018


Ryan received his Bachelor of Science in Education and his Master of Science in Business Administration from Webster University.

Recommendation signatures:



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Carrie A. Myers  
Director of Human Resources



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Sarah Leassner  
Vice President, Student Development



## HUMAN RESOURCES

---

TO: Dr. Jon Bauer, College President  
DATE: May 12, 2025  
FROM: Carrie Myers, Human Resources Director  
RE: Recommendation to Hire: Instructor, Chemistry

Please accept the recommendation to hire Dr. Ryan Hoerr as the full-time Chemistry Instructor effective August 11, 2025, with an annual base salary of \$55,686.69. Dr. Robyn Walter, Vice President of Academic Affairs, approved this recommendation.

Dr. Hoerr's experience includes, but is not limited to the following:

- Affiliate Lecturer – Metropolitan State University of Denver – 2024– current
- Affiliate Lecturer – University of Colorado-Denver – 2024– current
- Independent Contractor for Artificial Intelligence in Chemistry– 2023– current
- Graduate Researcher – University of Missouri-Columbia – 2018 – 2023

Dr. Hoerr received his Bachelor of Science in Forensic Chemistry from the University of Central Missouri – Warrensburg and his Ph.D. in Chemistry from the University of Missouri – Columbia.

Recommendation signatures:

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

Carrie A. Myers  
Director of Human Resources

A handwritten signature in black ink, appearing to read "Robyn C. Walter", written over a horizontal line.

Dr. Robyn Walter  
Vice President, Student Development



## HUMAN RESOURCES

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TO: Dr. Jon Bauer, College President  
DATE: May 28, 2025  
FROM: Carrie Myers, Human Resources Director  
RE: Recommendation to Hire: Director, Advising & Career Services


Please accept the recommendation to hire Tyrone Davidson as the full-time Director of Advising and Career Services effective July 7, 2025, with an annual salary of \$75,681.34. Sarah Leassner, Vice President of Student Development, approved this recommendation.


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

- Recruitment & Retention Specialist – Missouri Department of Natural Resources – 2023 – present
- Assistant Director Student Success – University of Minnesota Duluth – 2022 – 2023
- Director, S&T Advising Center – Missouri S&T – 2012 – 2022
- Academic Advisor – Missouri S&T – 2009 – 2012

Tyrone received his Bachelor of Arts in History from Missouri University of Science & Technology and his Master of Education in Adult & Higher Education from University of Missouri – St. Louis.

Recommendation signatures:

  
\_\_\_\_\_  
Carrie A. Myers  
Director of Human Resources

  
\_\_\_\_\_  
Sarah Leassner  
Vice President, Student Development



## HUMAN RESOURCES

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TO: Dr. Jon Bauer, College President  
DATE: June 6, 2025  
FROM: Carrie Myers, Human Resources Director  
RE: Recommendation to Hire: Instructor, English

Please accept the recommendation to hire Daniel Jaycox as the full-time English Instructor effective August 11, 2025, with an annual base salary of \$63,351.80. Dr. Robyn Walter, Vice President of Academic Affairs, approved this recommendation.

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

Various roles at Mineral Area College from 2007 – current

- SSS/Excel Director 2021– current
- Learning Center Director – 2015– 2021
- Interim Director Learning Center– 2013– 2015
- English Faculty – full time 2008 – 2013; English Department Chair 2010 – 2012
- Director of Learning Management Systems 2011 – 2013
- Interim Reading Coordinator 2013
- English faculty – part-time 2007 – 2008

Daniel received his Bachelor of Arts in Mass Communications from Southeast Missouri State University and his Master of Arts in English from Missouri State University.

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

A handwritten signature in black ink, appearing to read "Robyn C. Walter", is written over a horizontal line.

Dr. Robyn Walter  
Vice President, Student Development



## HUMAN RESOURCES

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TO: Dr. Jon Bauer, College President  
DATE: June 11, 2025  
FROM: Carrie Myers, Director of Human Resources  
RE: Recommendation to Transfer: Executive Director, Institutional Effectiveness

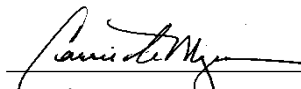
Please accept the recommendation to transfer Bethany Lohden, Director of Institutional Research, to Executive Director of Institutional Effectiveness effective July 1, 2025, with an annual salary of \$110,144.58. (Salary before any board-approved raise.)

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

- Director of Institutional Research – East Central College – 2004 – current
- Technical Research Assistant – East Central College 2002 – 2004

Bethan received her Master of Arts in Computer Research/Information Management from Webster University.

Recommendation signatures:

  
\_\_\_\_\_  
Carrie A. Myers  
Director of Human Resources



## Interoffice Memo

---

TO: Dr. Bauer  
DATE: June 2, 2025  
FROM: Office of Academic Affairs  
RE: Adjunct Addendum for Summer Semester 2025

Please approve the following adjunct addendum for the summer 2025 semester.

### **ADDITIONS**

#### **Mathematics, Business & Education**

Susan Giesing, Education  
Jennifer Heberlie, Education  
Gregory Stotler, Education

#### **Social Sciences**

Jessica Robart, College Success  
Windy Souders, College Success  
Vanessa Whittle, History

#### **English & Humanities**

Madison Emerick, English  
Shanee Haynes, Communications  
Elizabeth Rosebrough, English

#### **Science & Engineering**

Lucy Crain, Health Science

### **DELETIONS**

Shaun Roberson, Mathematics

Signatures:

Dr. Robyn Walter, Vice President of Academic Affairs      Date

Carrie Myers, Director of Human Resources      Date





## Interoffice Memo

---

TO: Dr. Bauer  
DATE: June 2, 2025  
FROM: Office of Academic Affairs  
RE: Adjunct Approval

Please approve the following adjuncts for the Fall 2025 semester.

### Business & Industry

Michael Askins, CIS  
Anna Schwein, CIS  
Robert Willis, Culinary Arts

Heather Young, Culinary Arts  
Thomas Brune, HVAC/R  
James Crego, HVAC/R

Duane Clonts, IET  
Jacob Artinger, Precision Machining  
Nathaniel Harbath, Precision Machining

### Health Sciences

Kim Dziejma, EMS  
Dwayne Bell, MDA  
Kim Adler, Nursing  
Elisha Chaney, Nursing

Kayla Kunckles, Nursing  
Nancy Mitchell, Nursing  
Heather Ryerson, Nursing  
Alyssa Skomp, Nursing

Heather Sluis, Nursing  
Kelsea Troung, Nursing  
Susan Wurdack, Nursing

### English & Humanities

Shana Harris, Communications  
Shawna Flanigan, Communications

Katen Niedbalski, English  
Elisabeth Ayres, Reading

Timothy Stagner, Religion

### Fine & Performing Arts

Melissa Albright, Art  
Sharon Charmley, Art  
Sean Frye, Art  
Amy Jackson, Art

Lisa Blackmore, Music  
Tamara Campbell, Music  
Naomi Joyce, Music  
Steve Leslie, Music  
Margret Noud, Music

Robert Redmond, Music  
Matthew Sokeland, Music  
Rebecca Uffmann, Music  
Caren Vittetoe, Music  
Brandon Yenzer, Music

### STEM

Awad Lemnifi, Geology  
Lucy Crain, Health Science

Ann Boehmer, Mathematics  
Laura Roselli Insall, Mathematics

Dennis Smith, Mathematics  
James Small, Physics

### Social Sciences & College Success

Lecia Sims, Anthropology  
Ryan Douglas, Business  
Christina Ayres, College Success  
Amanda Baumruk, College Success  
Philip Giacomelli, College Success  
Stephanie Hebert, College Success  
Sarah Leassner, College Success  
Hannah Owens, College Success  
Jessica Robart, College Success  
Windy Souders, College Success  
Morgan Spangler Balance, College Success

Alison Tucker, College Success  
Haley Walter, College Success  
Robyn Walter, College Success  
Tracie Welsh, College Success  
Theodore Coburn, Crim Just/Soc  
Stephanie Dixon, Crim Jus/Psy  
Janet Berry, Economics  
Ray Mowery, Economics  
Timothy Willard, Economics  
Susan Giesing, Education  
Rachel Johnson, History

Vanessa Whittle, History  
Matthew Vogeler, Poli Science  
Kristen Adams, Psychology  
Taylor Bodenschatz, Psychology  
Miranda Green, Psychology  
Tom Quinn, Psychology  
Teresa Stratman, Psy/Col Succ  
James Huitt, Sociology  
Ruth Ridenhour, Sociology  
Sarah Wildt, Sociology

## Dual Credit

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

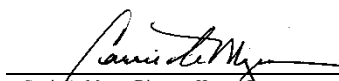
Ron Giesler, Science, CHS  
Star Hargis, English, RHS  
Katelyn Huber, CAPS, (WHS) FRCC  
Margaret Johnson, Biology, SFBRRHS  
Jennifer Jones, Biology, OHS  
Dan Kemper, Welding, FRCC  
Melissa Mauchenheimer, Mathematics, WHS  
Gary Maune, Auto Technology, FRCC  
June Miller, History, CHS  
Bryce Monroig, Precision Machining, FRCC  
Amber Moore, Culinary Arts, NCC  
Danika, Novak, English, UHS  
Michael Pelster, Mathematics, SFBRRHS  
Robert Prichard, History, SCHS  
Maria Raab, Spanish, SFBRRHS  
Jared Rennick, Communications, WHS  
Robert Robinson, Building Construction, RTI  
Andrew Rosenburg, Auto Technology, FRCC  
Robert Schulze, Collision Repair, FRCC  
Melanie Snodgrass, English, VHS  
Daniel Strohmeier, Religion, SFBRRHS  
AJ Tinker, Building Construction, SHS  
Michael Underberg, History, UHS  
Ken Willardson, Mathematics, VHS  
Robert York, Building Construction, FRCC

Signatures:



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Dr. Robyn Walter, Vice President, Academic Affairs



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Carrie A. Myers, Director, Human Resources



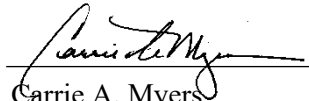
## HUMAN RESOURCES

---

TO: Dr. Jon Bauer, College President  
DATE: May 28, 2025  
FROM: Carrie Myers, Human Resources Director  
RE: Support Staff Hires –May/June

The following support staff employees have been hired since the last meeting:

- |                    |                                   |           |         |
|--------------------|-----------------------------------|-----------|---------|
| • Roger Studdard   | Instructional Lab Assistant, HVAC | Part-time | 5/12/25 |
| • Victoria Jacquin | Accounts Receivable Specialist    | Full-time | 6/16/25 |

  
\_\_\_\_\_  
Carrie A. Myers  
Director of Human Resources

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 16, 2025**

**AGENDA ITEM XV: BOARD PRESIDENT'S REPORT**

Board President Ann Hartley will share information with the Board.

06/16/2025

**East Central College**

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FAX (636) 584-0513

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 16, 2025**

**AGENDA ITEM XVI: REPORTS**

Reports may be presented by:

- A. Faculty Association President, Tracy Mowery
- B. ECC-NEA President, Reg Brigham
- C. Professional Staff President, Todd Tracy
- D. Classified Staff Association President, Cynthia Cubas

06/16/2025

**East Central College**

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 16, 2025**

**AGENDA ITEM XVII: PRESIDENT’S REPORT**

Projected meeting dates for 2025 are listed below for planning purposes. Meetings will typically 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.

**2025 Projected Meeting Dates**

July 17 (Thursday, noon business meeting)  
August 25  
No September Meeting  
October 6  
November 3  
December 1

**Alternate Meeting Dates**

TBD  
TBD  
  
October 13  
November 10  
December 8

06/16/2025

**East Central College**

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FAX (636) 584-0513

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 16, 2025**

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

**Recommendation:** To **adjourn** the June 16, 2025, public meeting of the Board of Trustees and enter executive session per RSMo2004, Section 610.021 (3) Personnel

06/16/2025

**East Central College**

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