



**BOARD OF TRUSTEES  
MEETING**

**November 3, 2025**



## East Central College Board Meeting

East Central College

Monday, November 3, 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 (4 votes)**
- VII. **Board Election Filing Dates (simple majority)**
- VIII. **Board Policies and Procedures Chapter 3 Revisions (4 votes)**
- IX. **Washington Practical School Of Nursing (4 votes)**
- X. **Rolla Project Update**
- XI. **\*Personnel (4 votes)**
  - A. **Classified Staff Appointments (information only)**
- XII. **Board President's Report**
- XIII. **Reports**
  - A. **Faculty Association**
  - B. **ECC-NEA**
  - C. **Professional Staff Association**
  - D. **Classified Staff Association**
- XIV. **President's Report**
- XV. **Adjournment (simple majority)**

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
November 3, 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.

11/03/2025

**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  
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**AGENDA ITEM II: RECOGNITION OF GUESTS**

Guests will be recognized by Public Relations Director Gregg Jones.

11/03/2025

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

11/03/2025

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
November 3, 2025**

**AGENDA ITEM IV: APPROVAL OF AGENDA**

**Recommendation:** To **approve** the agenda for the November 3, 2025, Board of Trustees meeting.

11/03/2025

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## **Agenda Item 4: Approval of Agenda**

### Consent Agenda Items for November 3, 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 3, Consent Agenda, is reached at a meeting, the President of the Board will read all items so marked, and all items not requested to be removed shall, upon a single motion of any Board member, seconded by any other Board member, and unanimously adopted, be deemed to have been duly adopted with the same validity as if each action were separately moved, seconded, and duly adopted.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
November 3, 2025**

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

**Recommendation:** To **approve** the minutes of the October 13, 2025, meeting of the Board of Trustees.

Attachment

11/03/2025

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**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
Monday, October 13, 2025**

**CALL TO ORDER:** The regular meeting of the Board of Trustees was called to order at 5:33 p.m. by Board President Ann Hartley. Other Board members present at 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 Academic Affairs Robyn Walter, Vice President of External Relations Joel Doepker, Vice President of Student Development Sarah Leassner, and Vice President of Finance & Administration Chris Hoelzer; Faculty – Faculty Association President Tracy Mowery, ECC-NEA President Reg Brigham, and Precision Machining Program Coordinator Blake Poertner; Other Staff – Executive Director of Institutional Effectiveness & Research Bethany Lohden, Classified Staff Association Vice President Jennifer Komo, Professional Staff Association President Todd Tracy, Director of Rolla Christina Ayres, Human Resources Director Carrie Myers, Communications & Marketing Director Gregg Jones, Foundation Director Bridgette Kelch, Rolla Director Christina Ayers, and Executive Assistant to the President Stacy Langan.

**RECOGNITION OF GUESTS:** Public Relations Director Gregg Jones recognized Chris Parker from the *Missourian*, ECC Student Government Association officers, and community member Roy Kramme.

**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 October 13, 2025, meeting of the Board of Trustees.

*Motion by Eric Park; Seconded by Joseph Stroetker; Carried unanimously.*

**APPROVAL OF MINUTES:** The Board approved the minutes of the August 25, 2025, Ad Valorem Tax Hearing and regular meeting of the Board of Trustees and the September 4, 2025, special meeting of the Board of Trustees.

**TREASURER’S REPORT AND FINANCIAL REPORT:** Vice President Hoelzer reviewed the financial statements as of August 31, 2025. He noted that the annual audit will be presented at the December meeting.

**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.*

**BIDS:** President Bauer noted that the infrastructure switches are five to seven years old and that network issues have occurred due to failing switches. Information Technology will install the new switches once they are received.

**Motion:** To **approve** the purchase of 10 Fortinet infrastructure switches from InfiniTech of Columbia, MO in the amount of \$29,828.00 to be funded 75% with Technology fees and 25% with Information Technology funds.

*Motion by Audrey Freitag; Seconded by Cookie Hays; Carried unanimously.*

Vice President Robyn Walter reviewed the equipment purchases, which will replace items that are no longer operational. It was noted that this represents a positive enhancement for the College, to be funded through vocational enhancement grant funds.

**Motion:** To **approve** the purchase of two Lincoln PowerWave welders and accessories from Ozarc Gas Equipment and Supply, Inc. of Union, MO at a cost of \$30,078.52 to be funded 75% with Vocational Enhancement Grant funds and 25% with institutional funds.

*Motion by Joseph Stroetker; Seconded by Eric Park; Carried unanimously.*

Vice President Walter noted that the new mill will replace one that is no longer operational. Faculty member Blake Poertner explained that CNC machines typically have a longer lifespan in K–12 settings because they are used less frequently; however, in a college environment, the instructional relevancy of this equipment is approximately five to seven years.

**Motion:** To **approve** the purchase of a TRAK TMC5 CNC mill from Greenway & Associates of Iowa, a sole source provider, at a cost of \$51,425 to be funded 75% with Vocational Enhancement Grant funds and 25% with institutional funds.

*Motion by Audrey Freitag; Seconded by Cookie Hays; Carried unanimously.*

Vice President Hoelzer reported that the College is recommending Byrne and Jones for the paving project, the most heavily used roads and parking lots on campus. A key difference in this project is the inclusion of a two-inch mill. Work could begin as early as October 27 and is expected to be completed within five to seven days. Communication will be sent to the campus community, as the entrance from the roundabout will be closed during construction. This project is funded through the College's annual state maintenance and repair appropriation, which requires a dollar-for-dollar match. The College has met that requirement and is allocating all of this year's maintenance and repair funds to this project. Although the College has advocated for additional state funding without success, each Missouri institution receives an allocation from this fund.

President Bauer emphasized that this project represents only one part of a broader set of maintenance needs that must be addressed, including HVAC and roof replacements. This project represents only one phase of the College's larger deferred maintenance plan. Base work has already been completed on the upper lots, where water lines were repaired and gravel remains. It is anticipated that three additional phases of resurfacing will be needed to complete the remaining roads and parking lots on campus.

**Motion:** To **award** the Phase 1 Campus Paving project bid to Byrne & Jones Construction of Earth City, MO at a cost of \$218,719 to be funded 50% with Missouri State Maintenance & Repair funds, and 50% with institutional funds.

*Motion by Cookie Hays; Seconded by Audrey Freitag; Carried unanimously.*

**EMPLOYEE DENTAL, VISION, LIFE, & DISABILITY INSURANCE:** Human Resources Director Carrie Myers noted that the Board previously approved a zero percent increase for medical insurance earlier this year. She reported that ancillary coverage is now being presented for approval. Dental insurance initially came in at a 19 percent increase, so the College sought bids, with Delta Dental providing the lowest proposal.

President Bauer expressed appreciation to Human Resources, the ECC employees who serve on the Insurance Committee, and the College's insurance broker for their efforts. He noted that ECC had budgeted for a five percent increase and that securing a no-cost increase for medical coverage is

significant achievement. The dental increase represents a minimal adjustment in comparison to medical coverage costs.

**Motion:** To **approve** employee ancillary insurance coverage for 2026, including dental insurance provided by Delta Dental with a two-year rate lock at an increase of 4.74%; Vision insurance provided by Anthem Blue Cross Blue Shield with no premium cost increase; and basic life/accidental death & dismemberment, and long-term disability insurance benefits provided by The Standard Group with no premium cost increase.

*Motion by Joseph Stroetker; Seconded by Audrey Freitag; Carried 5-0, with Cookie Hays abstaining.*

**BOARD POLICIES & PROCEDURES CHAPTER 3 REVISIONS:** President Bauer noted that this item is a first reading and will return for action in November. Work on Chapter 4 is currently underway. Vice President Sarah Leassner expressed appreciation to the committee and the Shared Governance Council for the time and effort dedicated to this process. She reviewed key highlights by area, noting that changes to scholarships and financial aid will make it easier for students to access scholarship funds. The revisions also add artificial intelligence use under academic dishonesty and formally transition the Behavioral Intervention Team to the CARE Team. It was explained that the shaded sections represent policy, while the unshaded text beneath each shaded section up to the next policy represents related procedures. The color coding reflects additions and deletions recommended by the committee.

**GALLAGHER CLASSIFICATION & COMPENSATION STUDY:** President Bauer reminded the Board that Gallagher was approved last year to conduct the Classification and Compensation Study. He noted that this presentation is for information only and that no action is required at this time.

Human Resources Director Carrie Myers explained that the study was finalized in July following the addition of the Job Analysis Questionnaire (JAQ), which provided valuable insight into job duties. Employees and supervisors completed the questionnaires as part of the process. The study was divided into two parts: classification and compensation. The classification portion ensured compliance with the Fair Labor Standards Act (FLSA), maintained internal equity, and supported operational needs. All exempt and non-exempt classifications were confirmed to be accurate.

The compensation portion of the study focused on maintaining competitiveness for both current and future employees. Gallagher used data from five major national survey companies in addition to a survey sent to peer institutions. Their recommendations include adopting a pay scale with 16 pay grades and 21 steps.

Myers reported that the findings have been shared with staff associations, the administrative team, Cabinet, and now the Board. Next, Human Resources will meet individually with employees to confirm their correct placement on the scale and to address any questions. She emphasized that no employee will experience a salary reduction as a result of these changes, even if their current pay exceeds the new scale. Some positions will be reclassified or receive title adjustments to reflect years of service or revised responsibilities.

President Bauer and Director Myers both noted that engaging Gallagher provided an objective and data-driven review, reinforcing the College's commitment to remaining competitive in recruiting and retaining high-quality employees.

**COURSE SUCCESS RATES:** Vice President Robyn Walter presented the Course Success Report to the Board. The overall course success rate is 82.7 percent, defined as students earning a grade of A, B, C, or Pass. The comparison reflects data from spring 2024 to spring 2025. Although not part of IPEDS reporting, this measure allows the College to track progress from spring to spring.

In terms of growth and achievement, veteran students continue to perform well, with a success rate of 84.8 percent. Student success reflects the collective impact of College resources and support services. The gap between Pell-eligible and non-Pell-eligible students continues to narrow, and work in that area remains a priority. Compared to peer community colleges, ECC remains above the 50th percentile. Retention continues to serve as an important indicator for enrollment, with part-time and developmental students showing greater variability in success rates.

Vice President Walter also reviewed the program accreditations held by ECC, emphasizing their importance and value to the institution. She expressed appreciation to faculty and deans for their commitment to pursuing and maintaining accreditation. The Industrial Engineering Technology and Computer Information Systems programs will undergo an ATMAE site visit in the spring. The Radiologic Technology program is awaiting official accreditation approval from JRCERT. The LPN program received full accreditation from the Missouri State Board of Nursing. The Respiratory Care program currently holds provisional accreditation from CoARC, and the Health Information Management program recently completed a virtual visit for full accreditation.

**ENROLLMENT UPDATE:** Vice President Sarah Leassner reported that since the Board last met, the College has passed the census date. ECC experienced both a headcount increase and a credit hour increase, reflecting strong enrollment growth across the state. Statewide data show that ECC achieved the largest percentage increase in headcount among Missouri community colleges.

Vice President Leassner noted that the College experienced enrollment declines in fall 2023 and fall 2024 but has since implemented significant efforts to reverse that trend. Strategic enrollment goals include increasing the fall census to 3,000 students, improving the application yield rate from 55 percent to 60 percent, and implementing a comprehensive college-wide recruitment plan. She highlighted the addition of new academic programs that align with community and workforce needs, along with strengthened articulation agreements and program interest forms that help gauge student demand. Enrollment optimization efforts have focused on financial aid improvements, including earlier scholarship awards, encouragement to complete the FAFSA, and a more streamlined financial aid packaging process.

Vice President Leassner also discussed enhanced high school partnerships through dual credit, the Early College Academy, and increased on-site presence in local schools. The College continues to promote a strong narrative that positions ECC as the best first choice for higher education, supported by initiatives such as Falcon First and expanded community engagement. In addition, efforts to serve adult learners remain a priority, including outreach to reconnected learners, ATD project initiatives, and partnerships with local employers to strengthen educational pathways.

**\*PERSONNEL:** The Board **accepted** the retirement of John Hardecke as Assistant Professor of English, effective December 15, 2025. The Board **approved** the appointment of Duane Clonts as the full-time Industrial Engineering Technology (IET) Instructor/Program Coordinator, effective September 22, 2025, with an annual salary of \$73,923.72, and Ben Johnson as the full-time HVAC Instructor/Program Coordinator, effective September 8, 2025, with an annual salary of \$72,401.26.

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

**REPORTS:**

- A. FACULTY ASSOCIATION REPORT:** Tracy Mowery, Faculty Association President, no report
- B. ECC-NEA:** Dr. Reg Brigham, ECC-NEA President, reported that the ECC-NEA hosted a Labor Day picnic for faculty on September 1. Labor Day picnics are a longstanding labor tradition, and the event provided an opportunity for faculty to gather and connect. ECC-NEA will also host its second annual Fall Feast in November as part of its ongoing effort to strengthen community among faculty outside of the bargaining process. The ECC-NEA bargaining committee has been formed and will meet with the administration this week to establish ground rules for this year's bargaining sessions.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** PSA President Todd Tracy reported that the ATD Data Team will host the first annual Data Walk October 20–24, to promote engagement with data supporting student success, with displays at all ECC locations and opportunities for feedback. East Central College received three Medallion Awards at the NCMPR District 5 Conference in Kansas City, earning first place for Short Form Writing, third place for Long Form Writing, and third place for Podcast. The third annual Manufacturing Summit featured 20 manufacturers, presentations from ECC programs and the Federal Reserve Bank of St. Louis, and hands-on activities for 160 middle school students from Sullivan and Union.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Jennifer Komo, CSA Vice President, reported that Denim Day will take place at the Union and Rolla campuses. Spotlight Award nominations opened today, and the recipient will be recognized with an award and reception. Planning is also underway for the annual Christmas outreach, during which CSA partners with a local charity to provide gifts for one or two families. She noted that CSA and PSA have been meeting jointly to present a more collaborative front.
- E. STUDENT GOVERNMENT ASSOCIATION REPORT:** Caleb Gunn, President, and Sarah Scharfenberg, Vice President, had no report.

**PRESIDENT'S REPORT:** President Bauer reported continued discussions with the School District of Washington and anticipates bringing a recommendation for the Washington Practical School of Nursing program to the Board in November. He shared that the RCCA Conference, held September 17–19, brought approximately 150 colleagues from across the country to campus and was very well received. He also noted that the upcoming Service Awards on Wednesday will provide an opportunity to recognize employees for their dedication and contributions. President Bauer expressed appreciation to all faculty and staff for their efforts supporting student success through initiatives such as Title III, ATD, and enrollment management. A more detailed report on Rolla will be provided next month. The early bid package for the Rolla project is down to the punch list, and the general contractor will mobilize once complete. The project remains on track to open in January 2027.

**ADJOURNMENT:**

**Motion:** To **adjourn** the October 13, 2025, regular meeting of the Board of Trustees at 7:22 p.m.

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

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
November 3, 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

11/03/2025

**East Central College**

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

<b>ASSETS</b>	<u>9/30/25</u>	<u>9/30/24</u>
Current		
Cash	5,723,641	5,180,869
Investments	1,457,247	2,978,714
Receivables, net		
Student	815,314	679,535
Federal & State agencies	2,095,395	1,513,509
Other	341,569	534,171
Inventories	299,037	281,466
Prepaid expenses	45,325	55,499
<b>Total Current Assets</b>	<b><u>10,777,528</u></b>	<b><u>11,223,763</u></b>
Non-Current Assets		
Lease Assets	179,614	348,550
Capital Assets (net)	46,853,038	45,532,665
<b>Total Non-Current Assets</b>	<b><u>47,032,652</u></b>	<b><u>45,881,215</u></b>
<b>Total Assets</b>	<b><u>57,810,180</u></b>	<b><u>57,104,978</u></b>
<b>DEFERRED OUTFLOW OF RESOURCES</b>		
Deferred pension outflows	11,101,712	15,097,621
Deferred OPEB outflows	351,143	430,351
<b>Total Assets and Deferred</b>	<b><u>11,452,855</u></b>	<b><u>15,527,972</u></b>
<b>Outflow of Resources</b>	<b><u>69,263,035</u></b>	<b><u>72,632,950</u></b>
<b>LIABILITIES</b>		
Current Liabilities		
Accounts Payable	41,518	37,739
Accrued Wages & Benefits	14,717	11,920
Unearned Revenue	715	880
Due to Agency Groups	-	-
Accrued Interest	-	-
<b>Total Current Liabilities</b>	<b><u>56,950</u></b>	<b><u>50,539</u></b>
Non-Current Liabilities		
Lease Liability	180,813	357,213
USDA Loan	116,667	216,667
Bonds Payable	1,875,000	3,625,000
Premium on Sale of Bonds	29,787	132,184
Net Pension Liability	15,691,686	18,267,888
Compensated Absences	837,408	772,216
Post Employment Benefit Plan Payable	1,281,357	1,686,592
Johnson Control Performance Contract	745,598	828,359
United Bank of Union	1,270,000	1,390,000
<b>Total Non-Current Liabilities</b>	<b><u>22,028,316</u></b>	<b><u>27,276,119</u></b>
<b>Total Liabilities</b>	<b><u>22,085,266</u></b>	<b><u>27,326,658</u></b>
<b>DEFERRED INFLOW OF RESOURCES</b>		
Deferred pension inflows	6,620,177	7,461,740
Deferred OPEB Inflows	932,843	556,345
<b>Total</b>	<b><u>7,553,020</u></b>	<b><u>8,018,085</u></b>
<b>NET ASSETS</b>		
Investment in Capital Assets, net	49,137,599	47,754,079
Restricted for Debt Service	(134,769)	(134,769)
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	6,482,962	6,984,986
All other Funds	(17,621,043)	(19,076,089)
<b>Total Net Assets</b>	<b><u>39,624,749</u></b>	<b><u>37,288,207</u></b>
<b>Total Liabilities, Deferred Inflow</b>	<b><u>69,263,035</u></b>	<b><u>72,632,950</u></b>
<b>of Resources and Net Assets</b>		

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

**As of September 30, 2025 and September 30, 2024**

	For the Fiscal Year Ending June 30, 2026			For the Fiscal Year Ended June 30, 2025			
	Current FY Budget	Sept. 30, 2025 Month end	Current FY Year-To-Date	Prior FY Budget	Sept. 30, 2024 Month end	Prior FY Year-To-Date	Prior Year FYE (Preliminary)
<b>Revenues:</b>							
Local Revenue	8,663,205	39,096	114,642	8,166,388	46,011	116,966	8,404,217
State Revenue	5,716,961	468,734	1,406,202	5,532,654	461,054	1,383,164	5,532,654
Federal Revenue	-	-	-	-	-	-	-
Tuition and Fees	8,244,663	272,232	4,671,783	8,114,429	149,022	4,340,031	8,174,302
Interest Income	175,000	19,658	42,631	150,000	30,254	51,574	304,372
Gifts and Grants	100,000	-	3,812	100,000	7,881	9,420	185,455
Miscellaneous Revenue	50,500	4,171	11,184	45,500	47,672	53,437	96,935
Transfers-Interfund & Indire	406,507	2,800	10,710	1,149,832	(39,628)	(37,298)	(451,395)
Transfer Federal Programs	-	-	-	-	-	-	7,539
<b>Total Revenues</b>	<b>23,356,836</b>	<b>806,691</b>	<b>6,260,964</b>	<b>23,258,803</b>	<b>702,266</b>	<b>5,917,294</b>	<b>22,254,079</b>
<b>Expenses:</b>							
Salaries	13,583,306	1,063,271	2,535,261	13,813,772	1,044,465	2,494,425	13,245,720
Benefits	4,840,217	372,260	1,023,927	4,869,124	396,296	1,045,705	5,272,348
Contractual Services	1,100,059	59,916	633,978	1,047,078	31,243	581,308	1,015,836
Current Expenses	1,072,483	81,678	377,434	920,026	94,859	342,979	1,383,080
Travel	261,790	21,425	77,700	295,455	16,127	102,114	236,558
Property & Casualty Insuran	411,132	-	202,438	301,178	-	148,868	337,656
Vehicle Expense	21,512	2,066	2,194	19,930	1,074	5,201	22,242
Utilities	739,300	81,636	232,213	689,350	68,661	205,581	639,281
Tele/Communications	227,757	13,423	49,769	232,900	21,156	47,761	178,222
Miscellaneous	491,918	18,086	46,800	511,409	17,514	98,355	507,841
Foundation Paid Expense	-	6,864	11,307	-	6,386	8,918	86,102
Clearing Account	-	1	154	-	11	56	-
Scholarship Expense	109,600	104,679	148,531	107,600	23,679	24,781	180,870
Faculty Development	35,000	-	2,550	35,000	-	1,150	20,483
Instit. Match for Grants	75,000	-	-	78,718	-	-	214,452
Commitment to AEL	55,000	3,537	11,721	65,000	4,718	14,308	46,389
Instit. Commit.to Fine Arts	-	-	-	-	-	-	-
Instit. Commit.to Word & M	-	-	-	-	-	-	-
Capital	60,700	394	394	700	-	11,330	217,717
Interfund Transfers	-	-	-	-	-	-	-
Debt Princ & Interest	272,062	8,333	61,094	271,562	8,333	61,656	272,773
<b>Total Expenses</b>	<b>23,356,836</b>	<b>1,837,569</b>	<b>5,417,465</b>	<b>23,258,803</b>	<b>1,734,522</b>	<b>5,194,496</b>	<b>23,877,570</b>
<b>Revenues over Expenses</b>	<b>-</b>	<b>(1,030,878)</b>	<b>843,499</b>	<b>-</b>	<b>(1,032,256)</b>	<b>722,798</b>	<b>(1,623,491)</b>

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

	For the Fiscal Year Ending June 30, 2026		For the Fiscal Year Ended June 30, 2025	
	Sept. 30, 2025	FY 2026 Year-To-Date	Sept. 30, 2024	FY 2025 Year-To-Date
<b>Operating Revenues:</b>				
Student Tuition & Fees	275,992	5,818,913	139,516	5,381,571
Federal Grants & Contracts	2,870,973	2,996,915	3,076,228	3,086,018
State Grants & Contracts	408,674	413,856	32,383	37,853
Auxiliary Services Revenue	70,466	760,592	160,542	862,122
Other Operating Revenue	9,864	50,703	60,007	98,846
<b>Total Operating Revenues</b>	<b>3,635,969</b>	<b>10,040,979</b>	<b>3,468,676</b>	<b>9,466,410</b>
<b>Operating Expenses:</b>				
Salaries	1,236,533	2,994,650	1,196,513	2,891,563
Benefits	424,565	1,171,305	439,273	1,166,625
Purchased Services	232,073	1,211,608	234,440	1,090,731
Supplies & Current Expenses	222,566	1,419,871	250,348	1,408,546
Travel	36,661	74,568	21,932	47,631
Insurance	391	244,430	238	182,101
Utilities	142,539	365,096	131,457	322,663
Other	62,728	234,493	58,859	116,386
Depreciation/Amortization	214,872	635,005	193,918	585,174
Financial Aid & Scholarship	2,715,004	2,882,027	3,139,774	3,142,072
Foundation Paid Expense	6,864	11,589	6,433	13,044
<b>Total Operating Expenses</b>	<b>5,294,796</b>	<b>11,244,642</b>	<b>5,673,185</b>	<b>10,966,536</b>
<b>Operating (Loss)/Gain</b>	<b>(1,658,827)</b>	<b>(1,203,663)</b>	<b>(2,204,509)</b>	<b>(1,500,126)</b>
<b>Non-Operating Revenues/(Expenses):</b>				
State Appropriations	468,734	1,406,202	461,054	1,383,164
Tax Revenue	50,124	146,977	58,988	149,956
Interest Income	21,652	48,051	33,206	57,455
Gain/Loss on asset disposal	-	-	-	-
Principal & Interest on Debt	(1,694)	(19,411)	(1,882)	(28,222)
<b>Total Non-Operating Revenues/(Expenses)</b>	<b>538,816</b>	<b>1,581,819</b>	<b>551,366</b>	<b>1,562,353</b>
<b>Increase/(Decrease) in Net Assets</b>	<b>(1,120,011)</b>	<b>378,156</b>	<b>(1,653,143)</b>	<b>62,227</b>

**East Central College  
Investments  
As of September 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 1030795756	3/13/2025	3/12/2026	12 Months	4.40%	\$ 551,433.38
CD 1024028589	12/5/2024	12/2/2025	12 Months	4.43%	\$ 905,813.84
<b>ECC Total Investments</b>					<b>\$ 1,457,247.22</b>

**2025**

Total Cash Accounts	\$ 5,723,641.00
Certificates of Deposit	\$ 1,457,247.22
	<u>\$ 7,180,888.22</u>

**2024 (December)**

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

**East Central College  
Investment/Securities  
As of September 30, 2025**

**United Bank of Union**

SECURITY DESCRIPTION	MATURITY DATE	CUSIP NO.	PAR AMOUNT
WEBB CITY MO #R-7 SCH DIST	3/1/2034	947398CD3	\$ 185,000.00
WEBB CITY MO #R-7 SCH DIST	3/1/2033	947398CC5	\$ 315,000.00
FRESB 2021-SB84 A 10H	1/25/2041	30320WAQ2	\$ 1,372,294.16
<b>TOTAL</b>			<b><u>\$ 1,872,294.16</u></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
Dream First Bank, N.A.	4779	\$ 242,331.91
Legacy Bank	59204	\$ 66,769.56
Wallis Bank	20845	\$ 242,331.91
<b>TOTAL</b>		<b><u>\$ 551,433.38</u></b>

**East Central College  
Warrant Check Register  
As of September 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 FY26 budgets.

Total amount of checks disbursed from September 1, 2025 through September 30, 2025 is reported at \$2,370,742.99

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
November 3, 2025**

**AGENDA ITEM VII: BOARD ELECTION FILING DATES**

**Recommendation:** To set the dates for filing for the April 7, 2026, Board of Trustees' election to open at 8 a.m. on Tuesday, December 9, 2025, and to close at 5 p.m. on Tuesday, December 30, 2026, with filing to occur at the Franklin County Clerk's office, 400 East Locust, Union, MO.

11/03/2025

**East Central College**

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

**Junior College District of East Central Missouri  
2022 Subdistrict Plan**



- Subdistrict 1** – School districts of St. Clair, Lonedell, Sullivan, and Bourbon (Crawford County R-1)
- Subdistrict 2** – School districts of Union, New Haven, Franklin County R-2, Strain-Japan, and Spring Bluff
- Subdistrict 3** – School district of Washington

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
November 3, 2025**

**AGENDA ITEM VIII: 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

11/03/2025

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6500

FAX (636) 584-0513

## SECTION 3: STUDENT SERVICES POLICIES AND PROCEDURES

**3.1 Admissions** *(Adopted 2-6-1989; Revised 12-4-2000, 6-23-2003; Reaffirmed 8-25-2014; Revised 12-6-2021, xxx)*  
The administration of the College will develop and implement admissions procedures for **credit hour courses and programs** in accordance with the Revised Statutes of Missouri, guidelines of the Coordinating Board for Higher Education and the Department of Higher Education and Workforce Development, and best practices recommended by The Higher Learning Commission. Some programs and majors have specific admission requirements, such as educational prerequisites, cumulative grade point averages, and/or test scores. Admission to the College does not ensure a student's admission to a specific program.

**Procedures** *(Revised 5-12-2008; Revised 8-25-2014, 12-6-2021, xxx)*

- 3.1.1** All graduates of accredited high schools and those who hold a High School Equivalency (HSE) certificate are eligible to enroll in **undergraduate courses** at East Central College.
- 3.1.2** Graduates of high schools not accredited by a regional accrediting agency or appropriate state agency must, before admission, present evidence to ~~the Early College & Admissions Office~~ **Enrollment Services** of a High School Equivalency certificate. In the event of extenuating circumstances, the applicant should discuss their application with the Director, Early College & Admissions.
- 3.1.3** Graduates of home schools must present a final high school transcript from a parent, guardian, or external correspondence program with evidence of final cumulative GPA and a graduation date or a High School Equivalency certificate.
- ~~Home school students under the age of 17 must also complete the Special Admissions Form when they apply to the College.~~
- 3.1.4** Students who have not **completed graduated** high school or home school are eligible to enroll as a dual credit or dual enrollment student **as long as they are 19 or under before the first day of August of the school year beginning in that calendar year**. Dual credit students earn both college and high school credit simultaneously. Dual credit classes are taught by ECC-certified high school faculty in the high school. Dual enrollment students enroll in classes taught by ECC faculty, either on campus or online. Dual enrollment also includes the Early College Academy, a program in which students enroll during junior year in high school and complete an associate degree at the same time as their high school diploma. Students in the Academy are selected for participation by their high school **administrators**.

Upon enrollment, dual enrollment and dual credit students are also subject to the Coordinating Board of Higher Education Student Eligibility Criteria outlined by grade level, which includes specific grade point average requirements,

permissions from school administrators and/or parent/legal guardian, or ACT or SAT scores.

~~Dual enrollment students under the age of 17 must also complete the Special Admissions Form when they apply to the College. Secondary students enrolled in dual credit classes at the high school campus are exempt from this requirement.~~

- 3.1.5** Upon admittance, all students are subject to the placement guidelines in place at that time, which will include review of the high school or home school transcript, college transcripts, and/or placement testing.
- 3.1.6** East Central College requires all students answering “Yes” to one or more of the tuberculosis (TB) screening questions on the Application for Admission to complete the TB Test Form prior to enrolling in coursework (per Missouri Senate Bill 197). If the student has completed TB testing within the last 12 months, they can provide a copy of those results in lieu of completing this form. Military students may have already undergone TB testing as part of their military service. If a military student has not deployed internationally or otherwise left the United States for over a year, they may be exempt from the TB testing requirement. In lieu of a new test, they can submit a written statement from their military healthcare provider verifying the following: (1) their current TB status (negative or history of latent TB infection with successful treatment) or (2) the date of their most recent TB test.

**3.2 International Student and Non-U.S. Citizen Student Admissions** *(Reaffirmed 12-2-1991; Revised 9-27-2007, 7-14-2014, 12-6-2021)*

East Central College is approved by the United States Department of Immigration and Customs Enforcement (Permit STL-214F-220, 3 April 1973) as a Student and Exchange Visitor Program (SEVP) certified institution of higher education for non-immigrant international students. The term “international students” is defined as students who are in the United States pursuant to valid, non-immigrant student visas and students who wish to come to the United States pursuant to valid, non-immigrant student visas to attend East Central College. Typically, international students seeking admission to East Central College apply for admission from their home country. International students already physically present in the United States may be admitted to East Central College by transfer from another college or university in the United States if they have attained a grade point average of 2.0 or higher, based upon a 4.0 scale or the equivalent, and they are entitled to an honorable dismissal from that college or university. Individuals already physically present in the United States in another lawful visa status (i.e., in a valid visa status other than a student visa) may also be eligible for admission to East Central College if such admittance is permitted by the applicant’s current visa status and is in accordance with all relevant immigration laws.

International students and non-U.S. citizen students seeking admission to East Central College must submit the proper documents and information, as outlined herein, in addition to meeting the general College admission requirements.

## Procedures

### 3.2.1 International Students *(Revised 7-14-2014; 12-6-2021, xxx)*

International students seeking admission to East Central College must:

1. Complete an East Central College **general** application for admission **and the international admissions packet**.
2. Submit an original copy of an Affidavit of Support [U.S. Citizenship and Immigration Services (USCIS) Form I-134] indicating minimum support as designated in the catalog.
3. Verify proficiency in English through one of the following: (revised 12-23-14)
  - Successful completion of the Test of English as a Foreign Language (TOEFL) (minimum score of 497 on the written test or 60 on the Internet-based test); or a score of 5.5 from the International English Language Testing System (IELTS), B1 on the Common European Framework of Reference (CEFR), **or** PTE Academic score of 44, **or Duolingo score of 90**.
  - Successful completion of a course equivalent to English Composition I taken in residence at a U.S. college or university.
  - Successful completion of an English as a Second Language Program.
  - English is the native language of the applicant's home country.
4. Submit original transcripts from secondary schools and universities previously attended translated into English and accompanied by an explanation of the grading system used. Transcripts must be sent directly from school/college records/registrar's offices. These records cannot be received directly from students or sponsors unless they are in sealed envelopes with the issuing school's or university's official stamp or seal.

If an international student's admission is approved, an I-20 Form will be issued within 30 days of receipt of the above records.

5. Show evidence of health insurance covering a 12-month period. This insurance coverage must be maintained during the entire period that the student is attending East Central College, and documentation of such coverage must be on file with the international student advisor. **International students who participate in athletic programs will be required to purchase additional coverage.**
6. Pay international student tuition rates.

### **3.2.2 Non-U.S. Citizen Students Who Are Not International Students** *(Adopted 7-14-2014; Revised 12-6-2021)*

Non-U.S. citizen students, lawfully present in the United States, who do not qualify as international students may be admitted to the College under the regular admissions requirements and should submit the following information as part of the admissions process:

- An East Central College Application for Admission
- Verification of high school completion or its equivalent
- Proof of lawful presence in the United States through any document issued by the federal government that confirms such lawful presence
- Official college transcripts from all colleges where credit was attempted or earned, including dual credit

If admitted, non-U.S. citizen students who do not qualify as international students will be charged tuition as follows:

- Students in lawful permanent resident status will be charged tuition according to their district residency status at the time of their application for admission.
- Students present in Missouri as representatives of a foreign government or at the convenience of the United States and Missouri governments who hold a G visa (except for those who are government-funded students) will be charged tuition according to their district residency status at the time of their application for admission.
- Students who hold A or L visas and who are individually designated as representatives of their governments and whose education is not government-funded will be charged tuition according to their district residency status at the time of their application for admission.
- All other non-U.S. citizen students who are lawfully present in the United States [including, but not limited to, students who have been granted Deferred Action for Childhood Arrivals (“DACA”)] will be charged out-of-state tuition rates.

### **3.3 Admission of Students with Past Felonies** *(Adopted 5-6-2019)*

To enhance student success and the safety of the East Central College community, all applicants are responsible for informing the College on the application for admission if they have pled guilty to or been convicted of a felony. The College may admit, admit with restrictions, defer, or deny admission based on the nature and circumstance of the crime(s). Admission to the College does not guarantee admission to selective admission programs.

Upon pleading guilty to or being convicted of a felony, admitted students are required to self-report in writing to the Chief Student Affairs Officer. The College may deny continued enrollment based upon the nature and circumstances of the allegation or conviction.

**Procedures** (Adopted 5-6-2019; Revised ~~xxxx~~)

**3.3.1 Application Review Process**

- A. If an applicant responds “yes” to ~~either of~~ the criminal background questions on the application for admission, the application will be placed in pending status, which prohibits applicants from enrolling in or accessing ~~other~~ certain College services.
- B. The applicant will be required to submit a personal statement form. The form requires ~~students~~ applicants to list all prior felony convictions, provide a statement regarding the positive changes made since conviction, and provide a declaration of academic and career goals. Additionally, if an ~~student~~ applicant is currently on probation and/or parole, they ~~are~~ ~~student is~~ required to list their probation and/or parole officer.
- C. The applicant will be required to submit a certified criminal background check. If the applicant’s criminal record extends beyond the state of Missouri, it will be the responsibility of the applicant to obtain a certified background check for each state, as appropriate. The applicant is responsible for payment of all costs associated with the background check.
- D. ~~After the supplemental application and the background check are submitted, the documents will be reviewed by members of the Criminal Background Review team to determine if the applicant should be admitted or be required to interview with the~~ ~~members of the Care Team~~ CSAO. The Criminal Background Review Team evaluates criminal history information obtained by submitted Highway Patrol background checks and recommends enrollment ability. ~~Members of the~~ ~~review team~~ ~~are~~ is made up of staff from ~~the~~ advising and career services, enrollment services, wellness services, and retention services teams, and include members of both campus locations.
- E. If an applicant is required to participate in an interview, the applicant will receive notification from the College of the time, date, and location for the interview. If the applicant cannot attend the scheduled interview, they must notify the office of the Chief Student Affairs Officer (CSAO) and request to reschedule the interview. Failure to reschedule or attend the interview will result in the application remaining in pending status until such a time the interview can take place. Admission will not be approved for any applicant whose status is pending.
- F. ~~For each file review and/or interview, three members of the BIT Criminal Background Review team will participate.~~ The Criminal Background Review team will participate in the file review.

G. Each member will have one vote. A simple majority vote is necessary to make any decision or recommendation.

~~H. A simple majority vote is sufficient for the BIT panel Criminal Background Review team to require a psychological assessment of an applicant as a condition of admission. The applicant will pay all costs related to such an assessment. The panel review team will specify a timeline for assessment and provisions for communicating the assessment outcome to the nel CARE Team.~~

G. ~~H.~~ Based on a majority vote, the ~~BIT panel CARE Team Criminal Background Review Team~~ will issue a short rationale for its recommendation, ~~which shall be shown to the applicant upon request~~. The ~~BIT panel CARE Team Criminal Background Review Team~~ may recommend to:

- (1) Admit the applicant
- (2) Admit the applicant with restrictions or conditions
- (3) Continue the applicant's status as pending, awaiting the outcome of a psychological assessment or other required information
  - i. ~~A simple majority vote is sufficient for the BIT panel Criminal Background Review team to require a psychological assessment of an applicant as a condition of admission. The applicant will pay all costs related to such an assessment. The panel review team will specify a timeline for assessment and provisions for communicating the assessment outcome to the nel CARE Team.~~
- (4) Continue the applicant's status as pending, deferring admission for a specified period of time
- (5) Deny admission
- (6) Void an admission that was obtained inappropriately.

H. ~~I.~~ The ~~BIT panel CARE Team Criminal Background Review Team~~ will make recommendations to the CSAO on admission to the College and conditions of enrollment if applicable. Final determinations regarding enrollment of ~~students~~ applicants with past criminal activity rests with the CSAO. The CSAO may require the student to meet with them and other designees prior to an admission decision. If the CSAO does not concur with the recommendation of the ~~BIT panel CARE Team Criminal Background Review Team~~, a short rationale regarding the decision will be issued, which shall be shown to the applicant upon request.

I. ~~J.~~ Upon pleading guilty to or being convicted of a felony, an admitted ~~student applicant~~ is required to notify the CSAO in writing. The ~~student applicant~~ will then be required to meet with ~~a BIT panel the CARE Team Criminal Background Review Team~~. ~~The panel Team will make a recommendation to the CSAO on whether enrollment should continue.~~

- J. ~~K.~~ If an **applicant student** incorrectly indicates on their application that they have a felony conviction(s), they **student** may sign a statement indicating an error was made. A signed statement will allow the **student applicant** to continue the admission process without participating in the review process.
- K. ~~L.~~ If it is discovered a **student-applicant** has a criminal background and has falsified the application, they will be suspended from classes pending a background check.

### **3.4 Program Admission** *(Adopted 5-9-2005; Revised 12-6-2021)*

The faculty, staff, and Chief Academic Officer will devise, implement, and monitor an objective, timely, and nondiscriminatory method for selecting applicants for admission to specific College programs with admissions criteria. These programs are identified annually in the course catalog. The selection process and criteria will be made available to interested parties in the departmental offices or academic advisement.

#### **Procedures** *(Adopted 5-31-2007)*

##### **3.4.1 Criminal Background Check/Drug Screening**

In response to external agency requirements and as a condition of required participation in activities at these agencies, students in designated programs must consent to a criminal background check and/or drug screening and must be responsible for all costs involved.

Students who do not consent to or do not pass the drug screening cannot remain a student in the designated program. Any information derived from the criminal background check and/or drug screening will not result in disciplinary action by the College, nor will it be made part of the student's College record. The student may remain enrolled at the College and continue in another program that does not have a criminal background and/or drug screening examination requirement.

### **3.5 Residency Status** *(Revised 10-7-1985, 6-23-2003, 12-6-2021)*

Student residency status will be determined at the time of admission to East Central College. Student residency guidelines followed by the College will be those adopted by the Coordinating Board for Higher Education. In the case of international students or resident aliens, residency will be determined based upon both federal determination of status and state guidelines. A copy of such guidelines may be found in the Office of the Registrar.

#### **Procedures** *(Revised 8-17-2007; 12-6-2021)*

- 3.5.1** If the student disagrees with the College's assessment of their resident/non-resident status, the following procedure should be followed to appeal the decision:

##### **A. Informal Appeal**

Meet informally with the Registrar to discuss the residency status and reasons why the student should be considered an in-district student. The Registrar will render an informal decision based upon the information provided in this discussion.

### **B. Formal Appeal**

If the informal decision determines that the student is not an in-district resident and if the student wishes to appeal this decision further, the next level of appeal may be implemented. The student must submit the appeal in writing to the Chief Student Affairs Officer (CSAO), accompanied by written documentation of those criteria which the student meets for in-district residency as set forth in the Student Residency Requirements published by the Missouri Department of Higher Education and Workforce Development. The ~~Chief Student Affairs Officer~~ CSAO will review and verify the information provided and render a decision within three (3) working days of receipt of the written appeal.

The final level of appeal requires the student to submit an appeal in writing to the President of the College. The ~~Chief Student Affairs Officer~~ CSAO will forward to the President the documentation previously provided by the student at the first level of the formal appeal. The President will deliver a decision within five (5) working days of receipt of the written appeal.

### **3.6 Institutional Scholarships** *(Revised 5-12-2008; Revised 7-14-2014)*

The East Central College institutional scholarship program, funded through the general fund of the College, is intended to provide access to East Central College to students who demonstrate academic or performance excellence or could not otherwise attend due to the lack of necessary financial resources. The number of scholarships awarded each year will be contingent upon funding, as determined by the College during its budget development process.

#### **Scholarships** *(Revised 7-14-2014, 11-6-2017, 12-6-2021, xxx)*

The following scholarships are approved by the Board of Trustees for funding through the general fund of the College.

#### **Board of Trustees Scholarship**

This award is for full-time students and recognizes high academic achievers who reside in the East Central College taxing and service district and who have graduated within the last five (5) calendar years. Awards will not exceed the amount equal to the in-district tuition and general fees charge.

#### New Recipient Eligibility

New recipients must meet one of the following criteria:

- a. High school graduates with a minimum cumulative grade point average of 3.75 or who rank in the top 10% of their high school class.

- b. High school equivalency completion - HiSET students who have made a minimum total scaled score of 75 on the examination.
- c. Home-schooled students who have completed a course of home study and score in the 90th percentile on a nationally recognized test measuring academic achievement.
- d. Currently enrolled East Central College (ECC) students who have completed at least 12 credit hours of coursework numbered above 100 at ECC and have a minimum cumulative grade point average of 3.5.
- e. Transfer students who have completed at least 12 credit hours of coursework numbered above 100 at ECC and have a minimum cumulative grade point average of 3.5. These courses can be completed at the transfer institution or at ECC.

Renewal Recipient Eligibility

- a. Recipients must maintain a 3.3 minimum cumulative grade point average.
- b. Recipients must complete at least ~~30~~ 24 credit hours annually.
- c. Recipients may be awarded for up to five ~~(5)~~ terms, including summer, if eligible.

**President’s Scholarship**

This award is for students enrolled less than full-time, but at least half-time, and recognizes high academic achievers who reside in the East Central College taxing and service district and who have graduated **from high school** within the last five ~~(5)~~ calendar years. Awards will not exceed the amount equal to in-district tuition and general fees charge.

New Recipient Eligibility

New recipients must meet one of the following criteria:

- a. High school graduates with a minimum cumulative grade point average of 3.75 or who rank in the top 10% of their high school class.
- b. High school equivalency completion - HiSET students who have made a minimum total scaled score of 75 on the examination.
- c. Home-schooled students who have completed a course of home study and score in the 90th percentile on a nationally recognized test measuring academic achievement.
- d. Currently enrolled East Central College (ECC) students who have completed at least six ~~(6)~~ credit hours of coursework numbered above 100 at ECC and have a minimum cumulative grade point average of 3.5.
- e. Transfer students who have completed at least six ~~(6)~~ credit hours of coursework numbered above 100 at ECC and have a minimum cumulative grade point average of 3.5. These courses can be completed at the transfer institution or at ECC.

Renewal Recipient Eligibility

- a. Recipients must maintain a 3.3 minimum cumulative grade point average.
- b. Recipients must complete at least 15 credit hours annually.
- c. Recipients may be awarded for up to ten ~~(10)~~ terms, including summer, if eligible.

### **Non-traditional Student Scholarship**

This non-renewable award is for students over the age of 23 whose family income makes the student ineligible for need-based federal financial aid. To be eligible, the student must be enrolled in no fewer than six ~~(6)~~ credit hours and have completed a minimum of 15 credit hours at East Central College with a 3.0 grade point average. Awards will not exceed the amount equal to the in-district tuition and general fees charge.

### **Targeted Recruitment Scholarships**

Targeted recruitment scholarships will be utilized to help realize the College's recruitment goals.

#### 1. Music

~~This award is for full-time students.~~ Awards will not exceed the amount equal to the in-district tuition and general fees charge.

Scholarship awards are provided for music majors and for students who may not be music majors but who participate in musical group performances. Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded based on faculty recommendations.

#### 2. Art

~~This award is for full-time students.~~ Awards will not exceed the amount equal to the in-district tuition and general fees charge.

Scholarship awards are provided for art majors. Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded based on faculty recommendations.

#### 3. Theatre ~~Theater~~

~~This award is for full-time students.~~ Awards will not exceed the amount equal to the in-district tuition and general fees charge.

Scholarships are provided for ~~theater~~ theatre majors and/or students working in and on ~~theater~~ theatre productions. Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded based on faculty recommendations.

### **Athletic Scholarship**

A limited number of scholarships are available for full-time student athletes competing in the following sports: women's volleyball, women's softball, women's soccer, men's soccer, and men's baseball. Scholarships will be awarded based on recommendations from the Athletics Department.

### **Academic Pathway Division Scholarship**

This award is for full-time students. Each academic pathway division will be approved for an equal number of one-year, non-renewable awards. Faculty and deans in each academic pathway division recommend students for the awards. ~~Awards are made based on consideration of the availability of other scholarships and financial aid. Those awards available to the academic pathways that house the disciplines of art, music, and theater will go to students enrolled in or majoring in other areas since those disciplines have their own awards.~~

### **Harrison M. Eaton Scholarship**

This waiver of tuition and general fees is provided for an education major and is renewable if a 3.3 grade point average is maintained on at least 30 24 credit hours completed annually.

### **Technical Skills Scholarship**

This full scholarship award is available to students from any high school in the East Central College taxing and service district pursuing an AAS degree in an area where they have demonstrated exemplary skills by scoring either first, second, or third in a state-level (or higher) technical skills competition in a program area articulated from their high school or area career center to a degree program at the College. The scholarship is renewable for a second year if a 3.3 grade point average is maintained on at least 30 24 credit hours completed annually.

A partial scholarship award is available to students from any high school in the East Central College taxing and service district pursuing an AAS degree in an area where they have demonstrated high potential in their chosen career field by scoring either first, second, or third in a district-level technical skills competition in a program area articulated from their high school or area career center to a degree program at the College. The scholarship is renewable for a second year if a 3.3 grade point average is maintained on at least 30 24 credit hours completed annually.

### **College Completion Scholarship**

This award is for students who are within 12 credit hours of degree or certificate completion. Awards will not exceed the amount equal to the in-district tuition and general fees charges for one course.

#### Recipient Eligibility

- a. Must be 12 credits or less away from degree completion.
- b. Must have a cumulative grade point average of 2.0 or above.
- c. Must not receive federal or state grants or loans, nor third-party forms of payment

### **Operation: Graduation! Scholarship**

This one-time, \$500 award is for students who are meeting the 15 to Finish timeline toward degree completion within the first two (2) years of college coursework following high school graduation.

### Recipient Eligibility

- a. Student must complete 30 credit hours during a one (1)-year period at ECC.
- b. Must have a cumulative grade point average of 3.3 or above.

Additional scholarships are available through the ECC Foundation. Information is available on the Foundation website at [www.eastcentral.edu/foundation](http://www.eastcentral.edu/foundation).

### **Procedures** *(Revised 7-14-2014, 11-6-2017, 6-13-2018,12-6-2021, xxxx)*

- 3.6.1** Scholarships will be awarded on the basis of merit and/or need as defined by the scholarship type.
- 3.6.2** All award processes will abide by federal and state statutes and regulations concerning non-discrimination.
- 3.6.3** A full **tuition** award is the cost of no more than 15 credit hours, plus general fees, per semester at the Tier I rate. Course fees and books are not covered. With administrative approval, full awards may be divided into partial awards and divided among students.
- 3.6.4** A **limited number of supplemental awards are provided by the East Central College Foundation. will provide up to \$500 credit per semester that is applied to These awards can be used for special fees, books, or summer session tuition. These scholarships are limited in number and funded by the ECC Foundation.**
- 3.6.5** Scholarships not used in the semester in which they are awarded will be forfeited.
- 3.6.6** Unless otherwise noted, all scholarship award recipients must enroll full-time for at least ~~15~~ **12** credit hours per semester or the number of credit hours available per their academic ~~plan program~~ if less than ~~15~~ **12**.
- 3.6.7** ~~To be eligible for an Institutional scholarships, all scholarship with the exception of athletic scholarships, require applicants must first to have a completed a Free Application for Federal Student Aid (FAFSA) on file. and the online College scholarship application by the priority deadline for early consideration.~~ Information on financial aid, scholarships, the application process, and relevant deadlines is available ~~electronically through the Office of Financial Aid and the ECC Foundation Office~~ **on the ECC website.**
- 3.6.8** Institutional scholarships awarded by East Central College will not exceed the cost of in-district tuition and standard general fees. These scholarships will be applied after all other tuition-specific awards have been applied and are not refundable. ~~Institutional awards will not exceed the amount equal to the in-district tuition and general fees charge. The student must be a native U.S. Citizen, Naturalized Citizen, or Permanent Resident. Students who have been granted an institutional award equal to the amount of in-district tuition and general fees~~

~~charges from one college source shall not be eligible to receive an additional award from another college source. Other tuition-specific awards (e.g., A+, VA funding) will be applied before any institutional scholarship is awarded. The student is not eligible for an institutional scholarship if other tuition-specific awards cover their tuition and general fees.~~

- 3.6.9** Scholarships will only pay for courses required for a student's degree or certificate. General eligibility for scholarships is terminated when a student completes 66 or more credit hours at ECC (students are allowed to change degree or certificate program one time and, in such cases, will no longer be eligible at 96 credit hours); when a student completes the requirements for an ECC degree, regardless of whether or not they apply for graduation; or when a student obtains a degree from ECC.
- 3.6.10** Unless otherwise noted, scholarships may be awarded to new or returning students.
- 3.6.11** Students found to be in violation of a Code of Conduct may lose scholarships as a consequence.
- 3.6.12** All scholarship awards, whatever the source of funding, must be awarded and monitored by the Office of Financial Aid.

**3.7 Financial Aid Code of Conduct** *(Adopted 12/7/2015; Revised 12-6-2021)*

The Board of Trustees authorizes the President to establish regulations governing the administration of financial aid to students.

**Procedures** *(Adopted 12/7/2015; Revised 12-6-2021, xxx)*

**3.7.1 Conflict of Interest**

No action will be taken by financial aid staff that is for their personal benefit or that could be perceived to be a conflict of interest.

- a. Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person to avoid any conflict of interest or the appearance of a conflict of interest.
- b. If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publicly disclosed. Borrowers will not be auto-assigned to any particular lender.

- c. A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution's preferred lender list.
- d. No amount of cash, gift, or benefit in excess of \$25 or combination of gifts from one source over the course of a one-year period which totals more than \$25 shall be accepted by a financial aid staff member from any financial aid applicant (or their family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
- e. ECC prohibits offering commissions, bonuses, or other rewards to employees based on the number of Military Service members they enroll. Decisions about enrollment will be based on a service member's qualifications and program suitability, not on staff compensation. High-pressure tactics, such as aggressive sales pitches or misleading information, are strictly prohibited.
- ~~e. The institution refrains from providing commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including tuition funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.~~

### **3.7.2 Information Provided**

Information provided by the financial aid office shall be accurate, unbiased, and shall not reflect preference arising from actual or potential personal gain.

### **3.7.3 Award Notifications**

Institutional award notifications and/or other institutionally provided materials shall include the following:

- a. A breakdown of individual components of the institution's Cost of Attendance, designating all potential billable charges.
- b. Clear identification of each award, indicating the type of aid, i.e., gift aid (grant, scholarship), work, or loan.
- c. Estimated net price.
- d. Standard terminology and definitions, using the National Association of Student Financial Aid Administrators' glossary of award letter terms.
- e. Renewal requirements for each award.

### **3.7.4 Consumer Information**

All required consumer information shall be displayed in a prominent location on the institutional website(s) and in any printed materials, easily identified and found, and labeled as "Consumer Information."

### 3.7.5 Disclosure

Financial aid professionals will disclose to the College any involvement, interest in, or potential conflict of interest with any entity with which the College has a business relationship.

### 3.8 Return of Title IV Funds *(Adopted 9-11-2000)*

East Central College complies with the Federal Return of Title IV Funds requirements as added to law by the Higher Education Amendments of 1998 (Public Law 105-244) and found in section 488B of the Higher Education Act of 1965, as amended.

#### Procedures *(Revised xxx)*

**3.8.1** To earn Title IV financial aid students are required to attend classes beyond the 60% point of the semester for which aid was received. Students who withdraw from or stop attending classes prior to completing 60% of the semester are subject to a recalculation of their Title IV financial aid as directed by the Federal Return of Title IV Funds policy.

A. Title IV Funds refers to Federal financial aid programs authorized under the Higher Education Act of 1965, as amended. Title IV Funds include Subsidized and Unsubsidized Stafford Loans, PLUS Loans, Federal Pell Grants, Federal SEOG Grants, and LEAP grant funds.

~~B. A student's withdrawal date is determined by the Financial Aid Office in accordance with federal guidelines.~~ When determining a last date of attendance and calculating the portion of funds earned by the student, East Central College must always use the student's last date of an academically related activity as indicated in official attendance records of the College and reported by faculty. In addition, a documented last date of attendance based on an academically related activity must also be used to determine the portion of aid earned by those students who officially withdraw from courses.

C. Title IV financial aid is earned in a prorated manner by attending classes up to and including the 60% point in the semester. Title IV financial aid is considered 100% earned by attending classes beyond the 60% point in the semester.

D. The Financial Aid Office will utilize a formula dictated by the Federal Return of Title IV Funds policy to assign responsibility to both East Central College and the student for returning unearned Title IV financial aid to the Title IV programs.

E. Students are responsible for payment of any outstanding balance on their East Central College account resulting from their withdrawal and the return of Title IV funds.

### **3.9 Student Attendance** *(Adopted 5-9-2005; Revised 8-25-2014)*

Student attendance in class, regardless of the delivery modality, is important for student success. East Central College is an attendance-taking institution. As such, faculty members are required to submit daily attendance records to the Registrar on a timely basis. Specific attendance guidelines and consequences are provided in each course syllabus and are enforceable as written unless otherwise specified.

#### **Procedures** *(Adopted 8-25-2014; Revised 2-27-2017, xxx)*

**3.9.1** All faculty will distribute to students a current course syllabus that includes a statement detailing the specific course attendance policy, guidelines, and actions. Such course attendance policy will be congruent with the institutional attendance guidelines, as stated here.

**3.9.2** Faculty will take attendance at each class meeting and record attendance in a class record. For a student to be considered attending the following conditions must be met:

- A student cannot be absent for all the class meetings, **including participation in academically-related activities in distance education courses**, held within 14 consecutive calendar days (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.
- A student who fails to meet the attendance policy will be recommended for administrative withdrawal to the registrar's office by reporting a WX on grade reports.
- At the faculty member's discretion, the student may be allowed to re-enter or be reinstated to the course.

### **3.10 Assignment of Grades** *(Adopted 8-28-2003; Revised 8-27-2007, 8-31-2009; 12-6-2021)*

The faculty at East Central College have sole responsibility for developing grading criteria and assigning grades to students based upon academic performance and detailed criteria as described in the official course syllabus provided to each student.

#### **Procedures**

##### **3.10.1 Grade Descriptions and Records** *(Revised 3-1-2012, 12-6-2021)*

Each faculty member's assignment of grades reflects the following standard college grading scale and corresponding grade points earned:

<b>Grade</b>	<b>Explanation</b>	<b>Grade Quality Points Per Credit Hr.</b>
A	Superior	4
B	Above Average	3

C	Average	2
D	Below Average, Passing	1
F	Failing	0
W	Withdrawal with Approval	0
WX	Administrative Withdrawal	0
I	Incomplete	0
H	Audit	0
P	Pass	0
NP	No Pass	0

At the end of each academic semester, faculty are required to submit final course grades to the Registrar and file a record of the grade plus the criteria used to arrive at the official grade with the appropriate instructional division. Grades are available to students via the online student account on the College website. All submitted grades become part of the student's official record (transcript) and are used in the computation of the semester grade point average and the student's cumulative grade point average.

### 3.10.2 Grade Explanations *(Revised 12-6-2021, xxx)*

#### A. Withdrawal (W or WX)

A student may initiate the withdrawal from a course with the approval of the instructor, advisor, or other appropriate campus official per the timeline published in the academic calendar and a grade of "W" will be recorded. The grade is not used in calculating the grade point average and by itself does not represent the quality of the student's academic performance or conduct.

A student may be administratively withdrawn from a class by the instructor or a campus official due to excessive absence or other reason and a grade of "WX" will be recorded.

In either situation, a grade of "W" or "WX" carries no credit hour value and will count in credit hours attempted in certain financial aid programs.

#### B. Incomplete (I)

A grade of Incomplete (I) may be recorded for a student who has completed 80% of the required coursework with a passing grade but, because of reasons acceptable to the instructor, has failed to complete all coursework. **Exceptions may be recommended by the instructor and approved by the appropriate academic dean.** Each grade of "I" must be accompanied by a written contract with specific terms for satisfactory course completion and the signatures of the instructor and student. All coursework must be completed during the following semester. If class attendance is required, coursework must be completed during the semester when the course is next offered. A final grade will be recorded as determined by the instructor. Students on financial aid

should consult with the Financial Aid Office regarding the impact a grade of “I” may have on student financial aid status.

### **C. Audit (H)**

A student may elect an audit grade option following the procedures outlined below. Audit (H) grades carry no credit hour value and will not count in credit hours attempted in certain financial aid programs. **Students selecting the Audit grade option are expected to observe the same code of conduct (Board Policy 3.20) required of students enrolled for course credit.**

1. A student is admitted to the College, meets all course admission requirements, registers for the course paying the usual tuition and fees, and enrolls as an audit student. Faculty may or may not require that the audit student take exams, but all attendance requirements are the same as other students in the class. A student completing the class and meeting the audit requirements as established by the faculty member will receive a grade of “H” for the class, but no credit hour completion will be associated with the grade. A student who fails to meet the attendance requirement may be administratively withdrawn from the class and a grade of “WX” will be recorded.
2. A student is admitted to the College, meets all course admission requirements, registers for the course paying the usual tuition and fees, and enrolls in a class. Within the College refund period (as defined in the course schedule and available in the Registrar’s Office), a student may change status to audit (H). All the procedures for an audit class will then apply.

### **D. Pass (P)**

In some courses and under certain circumstances a grade of “P” is used to indicate that a student has attained a sufficient level of knowledge within a course or program for the student to receive credit. Circumstances that warrant the use of “P” include but are not limited to articulated credit, advanced placement, and foreign language credit. Any specific course must receive approval from Academic Council to have a grade option of “P.” In each of these circumstances, credit is awarded but no grade point average points are computed. Students may not request a Pass grade option.

### **E. No Pass (NP)**

~~An option~~ **A grade of “NP” is only used** for students enrolled in a zero-credit hour course who have not met the outcomes of the course.

## **3.10.3 Grade Point Average** *(Revised 12-6-2021)*

**Grade point average** is determined using the following steps:

- Exclude for purposes of computation all grades of W, WX, I, H, P, and NP.

- For all other grades, multiply the credit hour value of the course by the point value of the grade; this value is the student's grade points.
- Total the number of semester hours attempted in all courses used to determine grade points; this value is the student's hours attempted.
- Divide the grade points by the hours attempted; this number (a value of at least 0.00 and not to exceed 4.00) is the grade point average.

**Cumulative grade point average** computations will include all courses taken at East Central College plus any courses transferred and accepted by East Central College but will exclude any course for which the grade was forgiven (Policy 3.12) and include only the highest grade awarded for a repeated course (Policy 3.13).

### **3.11 Grade Appeals** *(Adopted 8-28-2003; Revised 8-27-2007)*

Students at East Central College have the right to appeal a final course grade. The right to appeal is limited to grades given for the semester most recently completed.

#### **Procedures** *(Revised 12-6-2021)*

- 3.11.1** Students must make an appeal within eight (8) calendar weeks of the official end date of the semester for which the grade is reported. Students must submit in writing to the Chief Academic Officer (CAO) a statement detailing the course, the faculty member, the grade received, and the reason the appeal is sought.
- 3.11.2** The CAO will review the appeal and seek a resolution. Should no resolution be reached, the student will be notified, and a formal hearing conducted.
- 3.11.3** A hearing committee will be appointed by the Chief Academic Officer, and a hearing will be conducted for the purpose of allowing all parties to state their positions. The committee will render a decision in writing to the student and faculty member within five (5) working days.
- 3.11.4** The student may appeal the decision of the committee to the President in writing within ten (10) working days of the committee's decision. The President will conduct a review and render a decision within thirty (30) working days. The decision of the President is final.

### **3.12 Grade Forgiveness Petition** *(Adopted 8-28-2003; Revised 8-27-2007)*

Students at East Central College may petition for grade forgiveness; application is limited to grades of D or F earned in coursework in a single semester.

#### **Procedures** *(Revised 12-6-2021)*

- 3.12.1** Certain conditions apply to be eligible. The original grade remains on the transcript, and the forgiveness is noted. Forgiven grades will be excluded in the

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, 06/16/2025)*

~~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, 06/16/2025)*

~~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, 06/16/2025)*

- 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.

**3.16 Graduation Requirements** *(Adopted 12-3-1968; Revised 6-1-1998)*

Specific graduation requirements will be established by the College faculty in accordance with the requirements of the State of Missouri and appropriate accrediting agencies.

**3.17 Transfer and Articulation Officer** *(Adopted 10-1-1973; Revised 4-7-2003, 8-31-2009)*

East Central College will designate a Transfer and Articulation Officer for the purpose of assisting students with matters related to transfer and articulation of credit.

**3.18 Extracurricular and Co-curricular Activities** *(Revised 5-12-2003, 12-6-2021)*

East Central College will offer a range of activities to foster student development, enrich student life, enhance the instructional curriculum, and support the mission of the College.

**Procedures** *(Revised 12-6-2021)*

**3.18.1** The Board of Trustees will approve all intercollegiate sports.

**3.18.2** Coaches and athletes will abide by the rules and regulations of the National Junior College Athletic Association (NJCAA). A copy of the rules and regulations is available through the Chief Student Affairs Officer and Athletic Director.

**3.18.3** Intercollegiate athletics will be funded from student activity fees.

**3.18.4** The College recognizes the Student Government Association (SGA) as the organization that represents the students' view in matters involving campus improvement and oversees the activities of all other student clubs and organizations recognized as active by the SGA. There is a maximum of one student government association per location (Union and Rolla).

**3.18.5** Student clubs and organizations must have an employee sponsor, file an application with the Campus Life and Leadership Coordinator, gather a minimum of five signatures of current East Central College students, and be formally recognized by the Student Government Association.

**3.18.6** Student clubs and organizations are governed by the constitution of the Student Government Association. Failure to function in accordance with the SGA mission statement or constitution will bring about loss of approval.

**3.18.7** Student publications are produced by students who are enrolled in related Journalism/Mass Media and English classes and/or who are active with the ECC Student Media Club.

**3.18.8** Guidelines for all student publications are available in the Student Publications Handbook available through the faculty sponsor or the Chief Student Affairs Officer.

### **3.19 Animals on Campus** *(Adopted March 7, 2016; Revised 12-6-2021)*

East Central College welcomes the presence of trained Service Animals assisting individuals with disabilities on its campus in areas open to the public consistent with the provisions of this Policy and applicable law. This Policy applies only to facilities owned by the College or under its control. There may be restrictions imposed on the use of Service Animals in non-College facilities, such as hospitals, science laboratories, or other clinical or internship experience locations. Such restrictions are established by the individual facilities, and the College has no control over such restrictions. In addition, the College reserves the right to impose restrictions on the use of Service Animals on its property in order to maintain safety or to avoid disruption of College operations. For purposes of this Policy, a “Service Animal” is defined as a dog, or in certain circumstances, a miniature horse, that has been individually trained to do work or perform tasks for the benefit of individuals with disabilities. Animals that are not Service Animals will not be permitted inside College buildings unless specifically approved by the College President.

#### **Procedures** *(Adopted 3-7-2016)*

##### **3.19.1 Service Animals**

The Access Services Department at East Central College strives to provide equal opportunities for individuals with disabilities, which may include the use of Service Animals. Service Animals are working animals, not pets. The work or tasks performed by a Service Animal must be directly related to its handler’s disability.

Examples of work or tasks performed by Service Animals may include, but are not limited to:

- assisting individuals who are blind or have low vision with navigation and other tasks
- alerting individuals who are deaf or hard of hearing to the presence of people or sounds
- providing non-violent protection or rescue work
- pulling a wheelchair
- assisting an individual during a seizure
- alerting individuals to the presence of allergens
- retrieving items such as medicine or the telephone
- providing physical support and assistance with balance and stability to individuals with mobility disabilities
- helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors

Services that do not qualify as work or tasks performed by a Service Animal include:

- deterring crime

- providing emotional support, comfort, or companionship (often referred to as “therapy” or “companion” animals)

An animal does not have to be licensed or certified as a Service Animal in order to serve in that capacity. Individuals with Service Animals will not be required to provide documentation proving that the animal has had particular training as or is a “certified” Service Animal. However, consistent with state law, all Service Animals on campus should still:

- be licensed in compliance with state and/or local laws applicable to non-service animals,
- be properly immunized and vaccinated, and
- wear a current license and rabies vaccination tag.

In situations where it is not obvious that the dog or miniature horse is a Service Animal, the College may ask the following questions:

- Is the dog or miniature horse a Service Animal required because of a disability?
- What work or task has the dog or miniature horse been trained to perform?

A Service Animal is not required to wear a certain kind of harness that identifies it as a Service Animal, although all Service Animals must be on a leash or a harness at all times unless the nature of the accommodations provided by the Service Animal would be negatively impacted by a harness or leash. In that case, the handler must maintain control of the animal through voice, signal, or other effective controls.

The College may direct an individual with a disability to remove a Service Animal from College premises if the animal:

- is out of control and its handler does not take effective action to control it (including the animal posing a direct threat to others on campus and/or exhibiting behavior that interferes with the educational process).
- is not housebroken or is ill.
- is not properly licensed and/or vaccinated in accordance with state and/or local laws applicable to non-service animals.

### **3.19.2 Non-Service Animals**

Pets under the control of an adult (i.e., 18 years or older) are permitted on College property but are not permitted within College-owned or leased buildings. Only Service Animals or animals being used in College laboratories for research, classroom, or observation purposes are permitted within College-owned or leased buildings.

Animals must be leashed and under the control of an adult at all times. A loose animal trailing a leash or one tied to a fixed object is not under the control of an adult. Animals that are unleashed, or leashed and unattended, on College property

may be subject to impoundment at the expense of the owner. Animals left unattended in motor vehicles on College property may also be impounded at the expense of the owner if they become a nuisance or if the welfare of the animal is threatened.

**3.19.3** Any exception to this Policy must be approved by the College President.

**3.20 Student Conduct** *(Revised 5-7-1973; Reaffirmed 12-2-1991; Revised 8-28-2003, 6-16-2014)*

Admission to East Central College carries an obligation to conduct oneself as a responsible member of the College community. Individual students and student organizations are required to observe the policies of the College and the laws of city, state, and federal governments. Student and organizational behavior must be compatible with the educational objectives of the College thereby maintaining safety standards and promoting the health and wellness of each member of the College community. Students are expected to approach each academic course and activity with a willingness to learn and an attitude of cooperation. Students and student organizations are expected to uphold the key principles of honor, truthfulness, and respect for people and property. Prohibited conduct will lead to student discipline.

**Procedures** *(Revised 5-12-2008; Revised 8-2012, 6-16-2014, 12-6-2021)*

**3.20.1 Prohibited Conduct** *(Revised xxx)*

- A. Violations of standards established by College academic programs for student conduct in areas and classes such as the gym, fitness center, locker rooms, clinical settings, labs, shops, and internships.
- B. Violation of or disregard for safety policies and procedures, e.g., lab safety contract.
- C. Violation of Policy 4.30 Tobacco-Free Campus.
- D. Violation of Policy 4.45 Acceptable Use of Technology.
- E. All forms of academic dishonesty such as cheating, aiding or abetting cheating, plagiarism, **use of AI platforms**, fabrication, or multiple submission of papers in courses without prior instructor consent, or representation of others' work as one's own. (Refer to Academic Honor Code.)
- F. Knowingly furnishing false information to the College.
- G. Forgery, alteration, or misuse of College documents, records, or identification, whether in written or electronic form.

- H. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other College events or activities, including public service functions and other authorized activities on College premises.
- I. ~~Disturbing others with strong, pervasive odors such as perfume, cologne, body odor, animal odor,~~ Participating in curricular or co-curricular activities under the influence of alcohol, or illegal substances, including marijuana.
- J. Assault, abuse, or conduct that threatens or endangers the health or safety of themselves or another person on College-owned or controlled property or at a College-sponsored or supervised function.
- K. Theft, malicious destruction, damage, misuse, or conversion of property belonging to the College, a College employee, a College student, or a campus visitor.
- L. Unauthorized entry into or use of College facilities.
- M. Violation of local, state, or federal laws on College-owned or controlled property or at College-sponsored or supervised functions.
- N. Violation of Policy 3.25 Drugs and Alcohol Abuse Prevention.
- O. Failure to identify oneself when requested to by College officials or College agents or failure to comply with directions of College officials acting in the performance of their duties.
- P. Possession or use of firearms or other weapons, explosives, dangerous chemicals, or fireworks on campus or at College-sponsored or supervised activities.
- Q. Gambling on College-owned or controlled property or at College-sponsored or supervised functions. Charitable or fund-raising raffles may be permitted for student organizations with the approval of the Chief Student Affairs Officer.
- R. Violation of Policy 3.30 Student Protections Against Discrimination and Harassment ~~or Policy 3.31 Student Title IX Sexual Harassment.~~
- S. Violation of ~~College policies~~ Policy 3.31 Student Title IX Sexual Harassment ~~regarding discrimination and harassment.~~
- T. Disorderly conduct, breach of public decency, breach of the peace, aiding or inciting another to breach the peace, infringement upon the rights of another, or defamation of another either on College property or at College-authorized activities.

- U. Hazing, or any act that intimidates, frightens, or degrades an individual.
- V. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally.
- W. Stalking, defined as engaging in a course of conduct directed at a specific member of the College community that would cause a reasonable person to fear for personal safety or the safety of others, or to suffer substantial emotional distress. For purposes of this definition, a course of conduct means that two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Stalking may involve physical stalking and/or cyber stalking.
- X. Any aforementioned act committed in concert with other persons may make each participant responsible for the acts of the entire group.

**3.20.2** Jurisdiction for this Policy applies to student conduct that occurs on all property owned, operated, or maintained by East Central College as well as actions that occur off-campus when the misconduct affects the well-being of students and other members of the College community.

**3.21 Student Discipline** *(Revised 5-1-1989; Reaffirmed 12-2-1991; Revised 8-28-2003; Reaffirmed 6-16-2014)*  
 All students are expected to meet the expectations of College administrators and faculty and the norms of a civil society and to avoid prohibited conduct (see Policy 3.20 Student Conduct). If the need for student discipline arises, students can expect due process as defined by the following procedures.

**Procedures** *(Revised 12-6-2021, xxxx)*

**3.21.1 Definitions** *(Revised 6-16-2014)*

The following definitions apply to this Policy:

1. Chief Student Affairs Officer (CSAO) - The administrator responsible for student services such as counseling and advising.
2. Chief Academic Officer (CAO) -The administrator responsible for the oversight and direction of academic programs and faculty.
3. Hearing Committee - A five-member committee called upon for hearings whose membership includes two (2) faculty, two (2) administrative/professional staff, and one (1) support staff member. The CSAO and the CAO are not voting members of the hearing committee, but

they are nevertheless involved in the hearing. The CSAO will preside over and the CAO will present the charges at all hearings where the misconduct does not involve an academic issue. If the misconduct involves an academic issue, their roles will be reversed.

4. Sanctions - Any action taken during the institutional discipline process, not including those actions an instructor may take within the classroom in cases of academic dishonesty such as assigning a lowered or failing grade for the assignment or class.

**3.21.2** In most cases, disciplinary actions are meant to be remedial restorative rather than punitive. Ideally, disciplinary proceedings will be conducted informally between the student(s) and the CSAO. However, when this means of resolution is not possible, a student has the right to formal processes of discipline and appeal.

**3.21.3 Possible Sanctions** *(Revised 8-2012, 6-16-2014, 12-6-2021)*

1. Warning: A verbal admonition by a College official regarding a violation of the Student Conduct Code.
2. Fines, community service, rehabilitation, or other restitution: A monetary fee, assigned task, or other means of reparation.
3. Disciplinary Probation: A status resulting from a finding of misconduct. The student remains enrolled but under stated conditions.
4. Summary Suspension: An involuntary and immediate separation of the student from the institution when, in the judgment of the CAO, CSAO, and/or President, the student presents the potential for behavior dangerous or destructive to themselves, others, or College property. Such suspension will be for a limited time until further disciplinary determination is made.
5. Disciplinary Suspension: An involuntary separation of the student from the institution for a specified period of time due to misconduct. The student may be re-admitted following a specified period of time.
6. Expulsion: Permanent loss of student status due to misconduct. Other stated conditions may be applied.

**3.21.4 Introductory Student Disciplinary Process** *(Adopted xxxxx)*

Students who are documented for code of conduct violations are first sent through an introductory student discipline process. The following guidelines will be applicable:

1. A report of misconduct is submitted by a faculty member, staff member, student, or community member. This report should detail the alleged violation and any relevant information.
2. The report is reviewed by the CSAO or designated college official to determine if a formal conduct process is warranted.
  - a. If a formal process proceeds, the student will be notified in writing, within one business week following the submission of the report of misconduct, of the alleged violation(s) being submitted as well as their rights throughout the process. This notification will typically include details about the timeframe for responding.
3. The student will have the opportunity to meet with the CSAO or designated college official to discuss the allegations and provide their perspective on the incident.
4. The CSAO or designated college official will investigate the incident by gathering information and evidence from witnesses, the student, and other relevant sources.
5. Based on the investigation, a decision regarding the student's responsibility will be made. If the student is found responsible, appropriate sanctions will be imposed.
6. The final decision and any imposed sanctions will be communicated to the student in writing within one business week of the student's meeting with the CSAO or designated college official.
7. Students have the right to appeal the decision or sanction.

### **3.21.5 Formal Student Disciplinary Process** *(Revised 12-23-2014)*

Students subject to sanctions will be accorded the opportunity for a hearing before a hearing committee. For a hearing to be held, the student is required to submit a written request for a hearing (electronic submission is acceptable) to the CSAO or designee within five (5) working days. The following guidelines will be applicable:

1. Students will be informed in writing of the time, date, and location of the hearing by personal delivery, certified mail, or via electronic communication at least seven (7) working days in advance of the hearing.
2. The entire case file will be available for inspection by the student in the office of the CSAO during normal business hours. The file, which should be available at least two (2) working days before the hearing, need not include

the personal and confidential notes of any College official or participant in the hearing process.

3. The hearing will be conversational and non-adversarial. Formal rules of evidence will not apply. The CSAO or designee shall exercise active control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.
4. The student may choose to be assisted by a member of the faculty or staff of the institution. Furthermore, the student may be accompanied by legal counsel, although the role of legal counsel will be limited to providing legal advice to the student, and such legal counsel may not participate in any other way.
5. Those assisting the student, except for legal counsel, will be given reasonable time to ask relevant questions of any individual appearing at the hearing, as well as to present relevant evidence. In some circumstances, including those involving sexual assault or other sensitive allegations, the CSAO or designee may determine that direct questioning of a witness by the student or the individual assisting the student is not appropriate. In those cases, the student or their representative will submit the questions to the CSAO or designee, who will then ask the questions.
6. Whenever possible, the student will be expected to respond to questions asked by the CSAO or designee.
7. If the student requests a hearing and fails to appear after proper notice, the hearing committee may either proceed with the hearing in the student's absence or may make a decision without holding a hearing.
8. The hearing will be recorded. The recording(s) shall be kept with the pertinent case file for a minimum of six (6) months.
9. A written decision will be rendered by the hearing committee within five (5) working days after the completion of the hearing. The written decision, which should be mailed or personally delivered to the student, should contain a brief statement of reasons for any determination leading to sanctions. The student should also be advised as to when a petition for reinstatement would be considered, along with any conditions for reinstatement. The decision of the hearing committee will be final unless a timely appeal is made to the College President.

**3.21.6** A student who wishes to appeal a disciplinary decision must do so within 30 calendar days of the notice of the written decision of the hearing committee by

filing a written appeal with the College President. The written notice to the President should state the basis for the appeal.

1. An appeal is limited to the following issues:
  - a. Prejudice or other irregularities that improperly influence the outcome of the disciplinary hearing.
  - b. Discovery of new or significant evidence that was not available at the time of the original hearing.
  - c. A sanction that is extraordinarily disproportionate to the violation.
2. The College President will meet with the student and render a decision within seven (7) days. The decision of the President will be final.
3. In all non-grade appeals, the student may choose to withdraw from College or the class at any time during the disciplinary process.

### **3.22 Student Privacy** *(Reaffirmed 12-2-1991; Revised 4-7-2003;5-8-2017)*

East Central College will comply with all state and federal statutes regarding the use and release of student information including the Family Educational Rights and Privacy Act (FERPA) of 1974 (as amended). Students, parents, or guardians seeking clarification of laws, regulations, and practice may request such information from the office of the Chief Student Affairs Officer.

#### **Procedures** *(Adopted 5-8-2017)*

##### **3.22.1 Confidentiality of Student Records**

FERPA (U.S. Public Law 93-579) guarantees individuals' rights to access their education record. This federal law also provides guidelines as to third-party access and the appropriate security of the education record. FERPA stipulates that students have the right to:

1. Inspect and review their education records within 45 days of the day the College receives a request for access. Students must submit written requests to the Registrar's Office that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and location where the records may be inspected.
2. Request amendment to the education record if the student believes the record is inaccurate or misleading. If the student believes the record is inaccurate or misleading, the student should write the College Registrar, clearly identify the part of the record they want changed, and specify what is inaccurate or misleading. If the decision is made not to amend the record as requested by the student, the College will notify the student of the decision and advise the

student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. Control disclosure of their academic records without written consent, and to designate confidentiality of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. File a complaint with the U.S. Department of Education concerning alleged failures by ECC to comply with the requirements of FERPA.

### **3.22.2 Release of Student Records**

The College will not permit access to, or the release of, education records or personally identifiable information contained in the student's education record without the written consent of the student, except to the extent that FERPA authorizes disclosure without consent. FERPA allows for disclosure without consent to the following parties or under the following conditions:

1. School officials who have a legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional duties,
2. Upon request, ECC discloses education records without consent to officials of educational institutions in which a student seeks or intends to enroll,
3. Specified officials for audit or evaluation purposes,
4. Appropriate parties in connection with financial aid to a student,
5. Organizations conducting certain studies for, or on behalf of, the College,
6. Accrediting organizations,
7. To comply with a judicial order of lawfully issued subpoena,
8. Appropriate officials in cases of health and safety emergencies, and
9. State and local authorities, pursuant to State law.

### **3.22.3 Access to Education Records**

Information contained in a student's education record remains confidential between the student and ECC and will not be released to third parties without the written consent of the student, as allowed by FERPA and its regulations.

### 3.22.4 Directory Information

1. Pursuant to FERPA, ECC may disclose certain types of information, which ECC has designated as “directory information,” without a student’s prior consent. ECC has designated the following information as “directory information” for the purposes of FERPA:
  - a. Student’s Name
  - b. City of Residence
  - c. Program of Study
  - d. Academic Classification (Freshman/Sophomore and Full-time/Part-time)
  - e. Participation in Recognized Activities, including photographs of sponsored activities
  - f. Dates of Attendance, including matriculation and withdrawal dates
  - g. Degrees, Certificates, Recognitions, and Awards Received
  - h. Individual or Group Photographs
  - i. Additionally, ECC may release lists of students who qualify for academic honors, as well as lists of graduates, to paper and digital media publications.
2. Directory information may be disclosed by ECC for any purpose, at its discretion, without the consent of a student. Students, however, have the right to refuse to permit the release of their directory information. Requests for non-disclosure will be honored until written notice is received from the student to remove the request for non-disclosure. If a student requests non-disclosure, no information regarding the student will be provided unless photo identification is shown verifying it is the student who is present and making the request.
3. Any student who wishes to refuse to permit the release of directory information must file written notice with the College Registrar. Forms for this purpose are available at the Student Service Center. The written notice does not apply retroactively to previously released directory information. To prevent publication of directory information, written notice must be given no later than the second week of the term in question.

### 3.22.5 Privacy Rights for Minors *(Adopted xxx)*

Students under the age of 18 attending East Central College are provided the rights of FERPA; those rights are transferred from the parents to the student. However, if the student is enrolled in both a high school and the College, the two schools may exchange information on that student. The parents still retain the rights under FERPA at the high school while the student is under the age of 18 and may inspect and review any records sent by the College to the high school. Additionally, the College may disclose personally identifiable information from the student’s education records to the parents without the consent of the eligible student if the student is a dependent for tax purposes under the IRS rules.

**3.23 Student Right-to-Know and Campus Security Act Compliance** *(Revised 4-7-2003)*  
East Central College will comply with all federal and state statutes and regulations concerning student right-to-know, including Public Law 101-524, The Student Right-to-Know Act and Campus Security Act, as amended by Public Law 102-26, The Higher Education Technical Amendments. Detailed information regarding these statutes and regulations is available from the Chief Student Affairs Officer.

**3.24 Behavioral Intervention Team Concern, Assessment, Referral, Education (CARE) Team** *(Adopted 3-4-2019; Revised xxx)*  
East Central College recognizes the ~~Behavioral Intervention Team (BIT) CARE Team~~ as an official College team responsible for: ~~It is the responsibility of the team to review behavioral incidents and concerns and ensure a systematic response to students whose behavior may be disruptive or harmful to themselves or other members of the College community.~~ assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of themselves and/or the College community.

**Procedures** *(Adopted 3-4-2019; Revised xxx)*

### 3.24.1 Team Charges

The specific ~~BIT~~ CARE Team charges are:

- A. Assess student ~~cases~~ ~~situations when concerning behaviors are~~ identified for early intervention or threat assessment.
- B. Gather relevant data to student cases through consultation ~~Consult~~ with administration, faculty, staff, and other students ~~affected by concerning behaviors~~ as necessary.
- C. ~~Coordinate the College response to a violent, threatening, or significantly disruptive student or a student's situation.~~ Analyze each case referred using a standardized rubric.
- D. ~~Develop a specific strategy to manage the threatening, disrupting, or concerning behavior with regard to the safety and rights of others, as well as those of the student at issue, and to minimize the disruption to the~~ Implement interventions appropriate to students' needs based on a standardized rubric outcome, regarding the safety and rights of the students identified, other students, and the College community.
- E. ~~Make~~ Provide recommendations to ~~responsible~~ College officials on appropriate actions consistent with best practices, College policy and procedures ~~statements~~, and with state and federal laws and regulations.

### 3.24.2 Team Composition *(Revised 12-6-2021, xxx)*

It is a best practice for the CARE Team to be comprised of at least five and not more than ten members in order to manage scheduling, decision making, access information, and member expectations. CARE Team shall use a multi-level team approach to help ensure swift, confidential, and informed decision making. The CARE Team shall be comprised of a cross-section of campus professionals in an effort to be reflective of the unique needs of the campus community.

- A. The ~~BIT~~ CARE Team is chaired by the ~~Chief Student Affairs Officer (CSAO)~~ Director of Wellness Services or a designee.
  - a. The CARE Team chair will meet with the team members annually to determine which members will remain on CARE Team or coordinate replacement(s).
  - b. In the event a CARE Team member vacates the team mid-year, the chair will find a replacement in the same department and offer training to the new member.
  - c. If a CARE Team member is suspected of breaching confidentiality or engaging in unethical behavior, the CARE Team Chair will address the issue directly with the member. If further concerns arise, the Chair will consult with the Chief Student Affairs Officer to determine the appropriate course of action.
- B. Core Members of the CARE Team have full access to CARE Team data ~~and to College Administration Administrators~~; and are familiar with daily and emergency operating procedures. While they may not attend every meeting, they will be notified whenever a high-risk or urgent matter is brought to the CARE Team. The Core team is responsible for making initial decisions on higher risk cases and determining when notifications to ~~Administration Administrators~~, legal, mid-level CARE Team members, and additional campus community members ~~as are~~ appropriate. Core Team members include:
  - a. Director of Wellness Services (Chair)
  - b. Chief Student Affairs Officer
  - c. Campus Police Officers
  - d. Rolla Director (when applicable)
- C. Mid-Level Members of the CARE Team represent key constituencies within the team, have access to CARE Team data, are responsible for managing the team's day-to-day operations, and are expected to maintain regular attendance at weekly meetings. Mid-Level Members include representatives from the following ~~departments~~ areas:
  - a. Director of Wellness Services (Chair)
  - b. Chief Student Affairs Officer
  - c. Campus Police Officers

- d. Rolla
- e. Retention
- f. Advising & Career Services
- g. Counseling Services
- h. Wellness Navigator
- i. Access Services
- j. Academic Dean or Faculty Member

D. Auxiliary Members of the CARE Team are members of the campus community who may be invited to meetings when they have relevant information about a student case or play a role in outreach and support efforts.

Auxiliary Members may include:

- a. Athletic Director, Trainer, or Coaches
- b. Financial Aid Director or designee
- c. Student Life and Leadership Director
- d. Student Services Specialists
- e. Family member or friend of a student with a concern

~~Chief Student Affairs Officer~~

~~Director of Advising and Counseling Services~~

~~Up to two licensed Counselors or Social Workers on staff~~

~~Campus Police Officer(s)~~

~~The auxiliary members include:~~

~~Up to two Faculty appointed by the Chief Academic Affairs Officer~~

~~One representative from Rolla Campus appointed by the site director~~

~~E. The CSAO may consult with other College officials as needed and request that other College officials serve on the team in specific situations.~~

### 3.24.3 Operations and Procedures Guidelines for Case Management *(Revised 12-6-2021, xxx)*

- A. At the beginning of each fall and spring semester, the CSAO or designee will send a notice to faculty and staff, through appropriate communication channels, stating the team is available for consultation when they are concerned about potentially harmful, threatening, or disruptive behavior of a student or students.
- B. In emergency or extreme situations, immediately by calling 911 if a student displays an imminent threat to self or others, or serious disruptive or threatening behavior.
- C. A student's behavior that is not extreme or severe should be reported to the **BH CARE Team**. Once the report is received, the CSAO or designee will

present the case to the ~~BIT~~ CARE Team for an assessment and develop an appropriate response plan. The ~~BIT's~~ CARE Team's response will be based on the nature of the behavior, the severity of the risk, and the needs of the student and will be consistent with the codes of conduct, mandatory reporting responsibilities, and applicable laws.

- D. CARE Team members commit to serving a one-year term to support continuity, training, and confidentiality.
- E. At the start of each academic year, CARE Team members will sign confidentiality agreements and review Family Educational Rights and Privacy Act of 1974 (FERPA) guidelines related to CARE Team communications.
- F. The CARE Team meets year-round. During periods of low student referrals, the team will focus on training, reviewing past cases, and conducting tabletop exercises to enhance skills, build confidence, and strengthen team collaboration.
- G. Meetings will be scheduled on a weekly or bi-weekly basis, depending on need. In the event of a high-risk situation or time-sensitive matter, an emergency meeting may be called at any time.
- H. The CARE Team will provide strategic marketing, outreach, and training to faculty, staff, and students to increase visibility, awareness, and understanding of its purpose and available support services.
- I. ~~Students referred through Wellness Alerts or the~~ CARE Team referrals will be reviewed weekly. Each case will be assessed using a standard risk assessment rubric, assigned to a CARE Team member for outreach, and monitored for follow-up.
- J. CARE Team members will conduct outreach at appropriate intervals based on risk level and will document all attempts and contacts in the student's case file within Maxient.
- K. Cases will be reviewed weekly until appropriate outreach has been completed, the student declines assistance, or the risk level is determined to be low enough for closure. All closed cases will be documented in Maxient.
- L. If an implicit or explicit threat of violence is identified, the CARE Team may recommend a Violence Risk Assessment conducted by staff certified in the Structured Interview for Violence Risk Assessment (SIVRA). Assessment results will be reviewed by the CARE Team, which will provide recommendations for further action to the appropriate College administrative offices.
- M. ~~The core team meets weekly, but in a time-sensitive high-risk situation a special team meeting may be called by any member.~~

~~N. The team uses the National Behavioral Intervention Team Association's threat assessment to support interventions.~~

~~O. The desired outcome of a consultation and or intervention with a student by a member of BIT is to recommend a course of action. Specific issues to be considered in a consultation or intervention include assessment of potential violence, evidence of mental illness as the possible cause of behavior, containment of disruption, appropriate referral resources, and setting appropriate behavioral boundaries within existing College policies.~~

### **3.24.4 Case Information and Confidentiality Procedures**

#### **A. Internal College Communication**

- a. FERPA allows school officials, including designated CARE Team members, to access education records if they have a legitimate educational interest, meaning the information is necessary to perform their job duties.
- b. CARE Team members will use professional judgment to determine legitimate educational interest and will consult with the Wellness Director before sharing information with College administrators, faculty, or staff outside the CARE Team.
- c. Clinical staff serving on the CARE Team maintain clinical privilege and will not disclose any information about counseling clients, even if they are referred to or active in a CARE Team case, without a signed release from the student.

#### **B. External Communication**

- a. CARE Team members must obtain a signed FERPA release before sharing student information with individuals or entities outside the College.
- b. A copy of the signed FERPA release will be retained in the student's Maxient case file.

~~Members of the Team may provide each other, faculty, staff, and students involved in a particular case, or outside parties in connection with the situation, with information as is necessary to protect the health, safety, and privacy of the student or other persons, and to generate a recommended course of action, in accordance with applicable legal and professional standards of confidentiality, including the release of information pursuant to the Family Educational Rights and Privacy Act of 1974.~~

**3.25 Drug and Alcohol Abuse Prevention** *(Reaffirmed 12-2-1992; Revised 11-5-2001, 12-6-2021)*

East Central College prohibits the manufacture, distribution, dispensation, possession, or use of a controlled substance or an imitation controlled substance and the possession, use, or distribution of alcoholic beverages (except as specified in Board Policy 4.31) on any East Central College-owned or controlled property or at College-sponsored functions.

**Procedures** *(Revised 5-12-2008, 12-6-2021, 12-19-2022)*

**3.25.1 Definition:** An imitation controlled substance is a substance that is not a controlled substance, which by appearance (including color, shape, size, and markings) or by representations made, would lead a reasonable person to believe that a substance is a controlled substance.

**3.25.2** Violations of this Policy will result in disciplinary actions, up to student expulsion, and may have legal consequences. Certain violations could result in the involvement of civil law enforcement authorities.

**3.25.3** The College complies with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. § 1011i) and the Drug-Free Workplace Act of 1988 (41 U.S.C. § 8101 et seq.). Although marijuana is legal in Missouri, it is still considered illegal under federal law as a “Schedule I” drug. As such, the distribution, possession, and consumption of marijuana are prohibited on property owned or operated by the College or its affiliates.

**3.25.4** The College recognizes drug and alcohol abuse as a potential health, safety, and security problem and recognizes dependency as an illness for which there is effective treatment.

Students needing help in dealing with such problems are encouraged to use the College's counseling services for referral assistance for treatment centers.

**3.26 Suicide Awareness and Prevention** *(Adopted 10-1-2018)*

East Central College encourages students to maintain a reasonable concern for their own health and safety. Therefore, the College will take action in accordance with this Policy to create awareness in the area of suicide prevention and response, consistent with Missouri Revised Statutes 173.1200.

**Procedures** *(Adopted 10-1-2018; Revised 12-6-2021)*

**3.26.1** The following definitions apply to this Policy:

**Suicide** - Death from an injury which is self-inflicted and by which the student intended to kill himself.

**Suicidal Behavior** - Any potentially injurious behavior which is self-inflicted and by which a student intends, or gives the appearance of intending, to kill himself or herself.

**Suicide Threat** - Any interpersonal action, verbal or non-verbal, that a reasonable person would interpret as communicating or suggesting that suicidal behavior may occur in the near future.

**Suicidal Ideation** - Any self-reported thoughts or feelings about engaging in suicidal behavior.

**Suicide Plan** - A proposed method of self-inflicted injury through which the potential and intentional outcome is death.

**3.26.2** When a student in the College community is facing a crisis, the entire College can be affected. It is critical that a basic framework exist to enhance coordinated efforts that protect the safety and well-being of the student in crisis and each member of the campus community. In the event a member of the College community learns, either directly or indirectly, that a student has a) engaged in suicidal behavior, b) communicated a suicide threat, or c) exhibited warning signs for suicide, that student should be referred for assistance according to the appropriate College procedure.

**3.26.3 Suicidal Behavior** *(Revised xxxx)*

Any member of the College community who learns that a student has just engaged in, is in the process of engaging in, or is about to engage in suicidal behavior, should immediately report this behavior to emergency personnel by calling 911. If possible, provide responding emergency personnel with any pertinent information that is known about the student.

Contact the ~~Director of Wellness Services~~ **Chief Student Affairs Officer (CSAO)** as soon as possible at (636) 584-~~65656577~~ **or via email if after during** business hours. ~~If unreachable, contact the Student Services Specialists to reach Core Team members.~~ The CSAO may then consult, activate, and/or convene other ~~Behavioral Intervention Team members~~ **CARE Team members** to help coordinate information, identify support strategies, and implement a follow-up action plan.

~~If the CSAO is not available, contact the Director of Advising & Counseling Wellness Services at (636) 584-658177 or via email if after business hours. In Rolla, contact the Coordinator, Student Success Rolla-site counselor at 573-466-4081 or via email if after business hours.~~

**After hours, contact the appropriate Administrator or the College President at 636-368-2432.**

After the threat has passed, fill out the incident form available online at:  
<https://cm.maxient.com/reportingform.php?EastCentralCollege>.

### 3.26.4 Suicide Threat *(Revised xxx)*

Any member of the College community who learns that a student has communicated a suicide threat should contact the **Director of Wellness Services** ~~Chief Student Affairs Officer (CSAO)~~ as soon as possible at (636) 584-~~6565~~6577 ~~the CSAO as soon as possible at (636) 584-6565 or via email if after business hours during business hours~~. The ~~CSAO~~ **Director of Wellness Services** may then consult, activate, or convene other **Behavioral Intervention CARE** Team members to help coordinate information, identify support strategies, and implement an action plan.

~~If the CSAO is not available, contact the Director of Advising & Counseling Wellness Services at (636) 584-658177 or via email if after business hours. In Rolla, contact the Coordinator, Student Success Rolla-site counselor at 573-466-4081 or via email if after business hours. If immediate consultation is required, contact the respective administrator who will contact the Director of Wellness Services for follow-up.~~

**After hours, contact the appropriate Administrator or the College President at 636-368-2432.**

After the threat has passed, fill out the incident form available online at:  
<https://cm.maxient.com/reportingform.php?EastCentralCollege>.

A student who has communicated a suicide threat may be required to be assessed by a mental health professional to determine the level of suicide risk. The assessment may be performed by a mental health professional in the community or a crisis worker at a hospital emergency room.

All suicide threats should be taken seriously. In every case, a trained professional should evaluate the validity or imminence of a potential suicide threat.

If at any point it seems reasonable to assume that suicidal behavior is imminent, especially if the student is uncooperative with attempts to help, call 911 or Campus Police at (636) 584-6600. Share the student's name, description, details of the suicide threat, and location/destination (if known). Police officers can check on the student and take them into custody, as appropriate, to be evaluated for suicidal risk.

### 3.26.5 Warning Signs of Suicide *(Revised xxx)*

Any member of the College community who learns that a student is exhibiting warning signs of suicide but has not engaged in suicidal behavior or

communicated a suicide threat, should contact the Director of ~~Advising & Counseling~~ **Wellness Services** at (636) 584-6581/77 for consultation and support, especially if the student is exhibiting suicidal ideation. The CSAO should also be notified.

If ~~Advising & Counseling~~ **Wellness Services** is closed and the CSAO is not available, call one of the following suicide prevention hotlines:

National Suicide Prevention Lifeline (800) 273-8255  
Eastern Missouri Behavioral Health Response Crisis Line (314) 469-6644  
**Suicide and Crisis Lifeline 988**

If unable to receive assistance, call 911.

A student may be referred directly to ~~Advising & Counseling~~ **Wellness Services** for counseling services and encouraged to make an appointment on their own. However, a call may be made to ~~Advising & Counseling~~ **the Director of Wellness Services** on behalf of the student to alert the counselor of the situation. In Rolla, contact the ~~Coordinator, Student Success~~ **Rolla site counselor** at 573-466-4081 or via email if after business hours.

After the threat has passed, fill out the incident form available online at: <https://cm.maxient.com/reportingform.php?EastCentralCollege>.

The most common warning signs of suicide include:

**Ideation:** talk of suicide, researching suicide means, preoccupation with death

**Substance abuse:** increasing abuse of drugs or alcohol

**Purposelessness:** lacking meaning or purpose, having no reason to live, a sudden loss

**Anxiety:** restlessness, inability to sleep, panic, and anxiety

**Trapped:** feeling there is no way out, stuck in unbearable pain

**Hopelessness:** depression, despair, feeling like a burden to others

**Withdrawal:** isolating oneself from friends, family, or others; feeling alienated

**Anger:** exhibiting uncontrolled rage or wanting to seek revenge

**Recklessness:** thoughtless or impulsive engagement in risky activities

**Mood changes:** displaying extreme or dramatic changes of mood or behavior

**Other:** getting affairs in order, having a suicide plan, past suicide attempts

### 3.26.6 Post Intervention Plans

In the event the College community is impacted by the death of a student, including a student whose death is caused by suicide, the College has developed a communication plan to address a variety of issues that may be caused by this type of loss. This plan includes reminding members of the College community about existing support and mental health resources, including resources related to suicide prevention.

### 3.26.7 Resources, Education, and Training *(Revised xxx)*

The counseling staff in ~~Advising & Counseling~~ **Wellness Services** will maintain current information about the availability of local mental health clinics, student health services, and counseling services that can assist with suicide prevention and intervention. This information will be made available on the College's website.

Further education and training in identifying and assisting emotionally distressed and at-risk students can be provided by the counseling staff in ~~Advising & Counseling~~ **Wellness Services** and is available upon request. To inquire about training, contact the Director of ~~Advising & Counseling~~ **Wellness Services** at (636) 584-6581. In Rolla, contact the ~~Coordinator, Student Success~~ **Rolla site counselor** at 573-466-4081.

### 3.27 Communicable Diseases *(Revised 5-12-2008, 8-25-2014, 3-7-2022)*

The College will take appropriate action to minimize the risk of transmission of communicable diseases and to maintain a safe campus and educational environment. Some College departments have additional restrictions and procedures that must be followed due to the nature of the educational environment.

#### Procedures

##### 3.27.1 Definitions *(Revised 8-25-2014, 3-7-2022)*

The following definitions apply to this Policy:

**Communicable Disease** - An infectious disease that is capable of transmission to other individuals through close contact, exposure to routine secretions, and/or physical proximity on a college campus. A communicable disease may be acute (short-term) or chronic (long-term). For purposes of this Policy, this term is not intended to include diseases for which transmission is virtually eliminated as a result of the application of standard universal precautions or other effective measures.

**Assessment Team** - A multi-disciplinary team convened to review and assess the student's communicable disease and its effect on the College community.

**Others or Others in the College Community** - Employees, students, and visitors to the College or any of its satellite facilities or properties.

**Epidemic** – The occurrence in a community or region of cases of an illness clearly in excess of normal expectancy.

**Pandemic** – A disease epidemic that has spread across multiple continents or worldwide.

### **3.27.2 Disclosure** *(Revised 8-25-2014, 12-6-2021, 3-7-2022)*

A student who becomes aware that they have or may have a communicable disease of public health concern shall self-report this information to the Chief Student Affairs Officer or designee. A College employee who has personal knowledge that a College student has or may have a communicable disease of public health concern must also report this fact to the Chief Student Affairs Officer or designee.

### **3.27.3 Assessment** *(Revised 8-25-2014, 12-6-2021)*

Upon receipt of a report that a student has or may have a communicable disease, the ~~Chief Student Affairs Officer~~ **CSAO** is authorized to temporarily exclude the student from College property until a multi-disciplinary team (“Assessment Team” or “Team”) is convened to review and assess the student’s condition.

The Assessment Team will be composed of the following: (1) the ~~Chief Student Affairs Officer~~ **CSAO** or designee; (2) a physician or other consultant with knowledge of the particular disease, selected by the College; (3) the student’s health care provider; and (4) other College representatives as appropriate. The student and/or their representative will be involved in the assessment process, but the decision on how the situation will be handled will be determined by the College.

The ~~Chief Student Affairs Officer~~ **CSAO** must convene the Team within five (5) working days after receiving a report that a student has or may have a communicable disease. Members of the Team are responsible for arranging their schedules to meet at the time and place designated by the ~~Chief Student Affairs Officer~~ **CSAO**. Because of the importance of addressing the communicable disease promptly, this meeting will not be rescheduled because of the unavailability of one or more members. However, members of the Team may participate remotely upon giving advance notice to the ~~Chief Student Affairs Officer~~ **CSAO**.

The Team will assess, review, and consider the following: (1) the student’s condition; (2) the present and future risk of transmission to others; (3) the existence and practicality of implementing precautions, methods, and strategies to

eliminate or reduce the risk of transmission to others; (4) the restrictions, if any, that will be required to prevent the student from creating the risk of transmission to others; (5) whether the student should be excluded (or continue to be excluded) from College premises, and, if so, whether alternative educational arrangements can be made; and (6) if warranted, the date upon which the Team will reconvene to reassess the matter.

The Team will make a determination regarding the student's exclusion (or continued exclusion) from the College and/or the conditions or restrictions on the student's return to the College (if any) within three (3) working days after it has convened. The Team's determination will be documented in writing and the ~~Chief Student Affairs Officer~~ CSAO shall provide written notice of the determination to the student and President of the College.

If the student's condition is chronic or persists for more than a short, definable period, the Team shall reassess its determination as often as the Team deems appropriate.

This assessment process is not intended to limit or otherwise inhibit the right of the College to contact the local health authority or other public health official for guidance or direction in handling a communicable disease situation. Directives or orders from public health officials shall supersede the assessment process in this Policy.

#### **3.27.4 Consent**

To aid in its assessment, the Team may request that the student provide a HIPAA compliant authorization that permits the Team to communicate with the student's health care provider(s) regarding the status and effect of the student's communicable disease. In addition, the Team may require the student, at the College's expense and in accordance with law, to undergo a physical examination and/or medical tests that are narrowly tailored to assist the Team in determining whether the student still has a communicable disease. A student who refuses to provide consent to enable the Team to communicate with the student's health care provider(s) or to undergo the required examination/tests may be subject to exclusion from College property, as permitted by law, until such time as consent is provided or the Team determines that the student may return in accordance with this Policy.

#### **3.27.5 Return to the College** *(Revised 8-25-2014)*

The Team is authorized to decide that the student may return to the College if it determines that one or more of the following is true:

1. The student never had or no longer has the communicable disease, or

2. The communicable disease is not in the infectious or contagious stage, or
3. The communicable disease poses little to no risk of transmission in the College environment upon the application of universal precautions or other effective measures.

### **3.27.6 Appeal** *(Revised 8-25-2014, 12-6-2021)*

The student may appeal the Team's determination to the President of the College in writing within three (3) working days of the receipt of the Team's decision. The student shall set forth in writing the reasons why the Team's decision should be modified or reversed. As part of the appeal process, the President is entitled to review all documentation produced and considered by the Team. Upon conclusion of this review, the President will issue a written decision to the Team and the student. The President's decision shall be final. However, if the student believes that the actions under this Policy were taken in violation of Section 504 of the Rehabilitation Act of 1974 ("Section 504") or the Americans with Disabilities Act ("ADA"), the student is permitted to submit an appeal by proceeding to the final level of the College's grievance Policy on Section 504/ADA complaints. A copy of that Policy may be obtained from the College's Compliance Coordinator for these laws, whose contact information is as follows:

Chief Student Affairs Officer  
East Central College  
1964 Prairie Dell Road  
Union, MO 63084  
Phone: 636-584-6565

A student who is unable to resolve a problem or grievance under Section 504 or the ADA has the right to file a complaint with the Office for Civil Rights for the United States Department of Education, 1010 Walnut Street, Suite 320, Kansas City, MO 64106; phone 816-268-0550.

### **3.27.7 Confidentiality** *(Revised 8-25-2014)*

Students with communicable diseases have a right to privacy and a need for confidentiality of their medical information. Therefore, to preserve this right, the following rules will apply:

1. The student's medical condition and related information may be disclosed only to those individuals who need to know the information to implement this Policy, to assure that proper care is provided, and/or to detect/monitor situations in which the potential for transmission of the communicable disease may increase, as well as to those individuals who are otherwise authorized to receive, or who must receive, this information under law.

2. The student's medical information shall be retained in a file separate from the student's other records. This separate file shall be maintained by the ~~Chief Student Affairs Officer~~ **CSAO**.
3. Willful, negligent, or unauthorized disclosure of information about a student's medical condition will be cause for remedial or disciplinary action, up to and including dismissal.

### **3.27.8 Epidemics/Pandemics** *(Adopted 3-7-2022)*

Should any disease reach an epidemic or pandemic stage, the College will review and monitor the situation and rely on information and guidance from local, state, and federal authorities to provide appropriate information to the College community. The College President may temporarily close the College if such closure serves the best interest of the College community. In addition, the College President may institute quarantine or isolation protocols; restrict travel to high-risk locations; limit access to facilities; institute measures such as social distancing, enhanced cleaning protocols, and suspension of classes; and/or implement other measures to mitigate disease transmission as recommended by local, state, and federal public health officials. The College President will establish a return to campus plan for all students that supersedes the procedures above.

### **3.28 General Student Complaints** *(Adopted 7-20-2017)*

East Central College encourages students to report concerns and complaints so that the College may review, respond to, and resolve these issues in an open and professional manner. Any student may initiate a complaint alleging a violation of ECC administrative or academic policies, or other established practices related to action or inaction by the College. ECC encourages informal resolution of these concerns and complaints through direct communication with the individuals involved. Formal complaints will be reviewed once the student has properly exhausted the informal processes.

In accordance with federal regulations, ECC accepts and maintains records of formal written complaints.

#### **Procedures** *(Adopted 7-20-2017; Revised 12-6-2021)*

- 3.28.1** East Central College is committed to providing an environment where the rights of all individuals are protected and where concerns regarding those rights are reviewed and resolved in an appropriate and professional manner.

The ECC Student Complaint Policy is available to students who have a concern or complaint about an alleged violation of ECC administrative or academic policies, or other established practices, and where there is no other existing college process through which the student may resolve the concern or complaint. Complaints related to student conduct, requests for accommodations, sexual harassment,

sexual violence, discrimination, financial aid determinations, or grading concerns are addressed under separate policies, and therefore, are not covered by the General Student Complaint Policy.

Complaints submitted pursuant to this Policy that are covered by more specific college policies will be forwarded to the appropriate college personnel and addressed pursuant to the applicable Policy.

The objective of the ECC General Student Complaint Policy is to resolve concerns as quickly and efficiently as possible, at the level closest to the student. Every effort will be made to resolve complaints informally and within 90 working days of notice of the complaint. Before filing a formal complaint, students should attempt to resolve their complaint with the other involved party or parties through consultation and discussion.

### **3.28.2 Informal Complaint Process** *(Revised xxx)*

For complaints that are not academic or instructional in nature, students should attempt to resolve the concern at the source of the complaint. If the matter remains unresolved, the student should contact the immediate supervisor.

For complaints covered by this Policy that are academic or instructional in nature, including complaints about classroom or laboratory activities, students should attempt to resolve the concern through a discussion with the instructor. This General Student Complaint Policy does not cover complaints or concerns about grading, as those complaints are subject to a specific College Policy. If the matter remains unresolved after speaking with the instructor, the student should contact the appropriate ~~division~~ department chair.

### **3.28.3 Formal Complaint Process** *(Revised 12-6-2021)*

If attempts at informal resolution are not successful and the student elects to use the formal complaint process, the complaint should be filed during the semester of occurrence, but no later than 60 calendar days from the first day of the following academic semester.

Formal complaints should be submitted to the College using the form located at [www.eastcentral.edu/studentconcern](http://www.eastcentral.edu/studentconcern).

The College will provide a response to the complainant within ten (10) working days of receipt of the complaint. If a longer time is needed to investigate and make a decision, the appropriate administrator will make a reasonable extension of the deadline and contact the complainant to notify them of the new deadline, which will be no more than 90 working days from notice of the complaint.

Formal complaints that are academic or instructional in nature will be reviewed by the Chief Academic Officer (CAO). All other formal complaints will be reviewed by the Chief Student Affairs Officer (CSAO).

If the student is not in agreement with the determination, the student may seek review by the College President by written request within ten (10) working days of the CAO's/CSAO's notice of determination. The written request must explain the reason that the CAO's/CSAO's determination has been deemed unacceptable by the student.

The College President is the final level of appeal.

The College will attempt to resolve all complaints within 90 working days of receipt.

### **3.29 Student ADA Grievance Process** *(Adopted 5-8-2006)*

East Central College will provide for expeditious and reasonable resolution of student grievances related to the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, or other disability-related statutory rights. A grievance must be filed during the semester in which accommodations are requested.

#### **Procedures** *(Revised 12-6-202, xxx)*

**3.29.1** If a student disagrees with the College's assessment of their need for ADA accommodations, the following procedures should be followed to appeal the decision:

##### **A. Informal Appeal**

The student requests a conference with the **Wellness Services/Rolla** Access staff, ~~and/or~~ faculty/staff involved in the accommodation request, **and the department chair/dean**. ~~When deemed appropriate by the Access staff, the division chair will also be included.~~ If the faculty/staff have been asked to provide the accommodations by the Access staff, the faculty/staff will continue to provide the accommodations during the appeal process.

If the issue is not resolved following this conference, the student will request a conference with the appropriate administrator, as well as the parties listed above. Within ten (10) working days, the appropriate administrator will convene a conference of the parties from above and may consult with the Chief Student Affairs Officer.

If the issue is not resolved the student may initiate a formal grievance.

##### **B. Formal Appeal**

The student appeals by filing a Formal ADA Grievance Form with the Chief Student Affairs Officer within ten (10) working days of receipt of the informal

grievance decision. The Chief Student Affairs Officer will appoint and convene an ADA Hearing Committee, which is a five-member committee composed of faculty and staff chaired by the Chief Student Affairs Officer, within ten (10) working days of receipt of the formal appeal. The hearing will be audio recorded.

The ADA Hearing Committee will review all documentation and meet with all parties involved. The Chief Student Affairs Officer will notify all concerned parties of the committee's decision in writing within ten (10) working days.

The final level of appeal requires the student to submit an appeal in writing to the College President within ten (10) working days of the committee's decision, including copies of the Informal and Formal Grievance proceedings. The president will render a decision, which is final.

### **3.30 Student Protection Against Discrimination and Harassment** *(Adopted 6-16-2014)*

East Central College is committed to maintaining an educational environment that is free from illegal discrimination or harassment in admission or access to its programs, activities, and facilities. This includes conduct on property owned or operated by the College, at College-sanctioned functions, and certain off-campus events. Discrimination, harassment, or retaliation against students or others on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, disability, age, genetic information, veteran status, or any other characteristic protected by law is strictly prohibited in accordance with law. The College also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding, or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling, or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

#### **General Rule**

Except as otherwise set forth in Policy, all employees, students, and visitors must immediately report to the College for investigation any incident or behavior that could constitute illegal discrimination or harassment.

This Policy addresses illegal discrimination or harassment directed at students, which does not rise to the level of sexual assault, sexual harassment, relationship violence, or stalking, as those terms are defined in Policy 3.31 Student Title IX Sexual Harassment. Complaints regarding sexual harassment, as defined by Policy 3.31 Student Title IX Sexual Harassment, are governed by that policy. Other complaints regarding sexual assault, relationship violence, or stalking that do not fall within the scope of Policy 3.31 Student Title IX Sexual Harassment may be governed by other policies, including this Policy.

Policy 3.29 Student ADA Grievance Process governs grievances by students who believe they have been denied requested accommodations or discriminated against on the basis of a disability in violation of the Americans with Disabilities Act, Sec 504 of the Rehabilitation Act, or other related disability statutes. Students may file such a grievance under this Policy 3.30, Policy 3.31, or Policy 3.29; the College's Compliance Officer will determine which Policy governs resolution of the specific complaint.

The College also prohibits illegal discrimination and harassment against employees, and specific information about the College's Policy and response to allegations of illegal discrimination and harassment against employees is found in Policy 5.18.

### **Procedures** *(Revised 12-6-2021)*

#### **3.30.1 The following definitions apply to this Policy:**

Other Policies may contain different definitions. The below definitions apply only to this Policy.

**Discrimination** – Conferring, refusing, or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, gender, national origin, ancestry, disability, age, sexual orientation, genetic information, veteran status, or any other characteristic protected by law.

**Harassment** – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment. Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, gender, national origin, ancestry, disability, age, sexual orientation, genetic information, veteran status, or any other characteristic protected by law: verbal, nonverbal, or physical aggression; stalking; graffiti; display of written material or pictures; name-calling; slurs; jokes; gestures; stereotyping; threatening, intimidating or hostile acts; theft; or damage to property.

**Sexual Harassment** – A form of discrimination, as defined above, on the basis of sex. Sexual harassment, which includes sexual assault, includes a variety of unwelcome conduct of a sexual nature ranging from unwelcome sexual advances, requests for sexual favors, sexual exploitation, and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault, that is sufficiently severe to the point it interferes with or limits a student's ability to participate in or benefit from the College's programs. Sexual assault is a severe form of sexual harassment and one instance may be sufficient to create a hostile environment.

**Complaint**– A verbal or written report of discrimination or harassment made to the Compliance Officer.

### 3.30.2 Compliance Officers

The Board of Trustees designates the following individuals to act as the College’s Compliance Officers:

Title IX Administrator <u>Section 504 Administrator</u>	Title IX Deputy Administrator <u>ADA Administrator</u>
Vice President of Student Development East Central College 1964 Prairie Dell Road Union, MO 63084 Phone: 636-584-6565	Director of Human Resources East Central College 1964 Prairie Dell Road Union, MO 63084 Phone: 636-584-6712

The Compliance Officer will:

1. Coordinate compliance with this Policy and the law.
2. Receive all complaints regarding discrimination and harassment at East Central College.
3. Serve as the College’s contact person for compliance with discrimination laws.
4. Investigate or assign persons to investigate complaints, monitor the status of complaints, and recommend consequences.
5. Seek legal advice, when necessary, to enforce this Policy.
6. Report to the College President and the Board of Trustees aggregate information regarding the number and frequency of complaints and compliance with this Policy.
7. Make recommendations regarding changing this Policy or the implementation of this Policy.
8. Coordinate and institute training programs for College staff and supervisors as necessary to meet the goals of this Policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
9. Perform other duties as assigned by the College President.

### 3.30.3 Reporting a Complaint

Students who believe that they have been victims of illegal discrimination or harassment may file a formal (verbal, written, or online) complaint with the Chief

Student Affairs Officer (CSAO) and it will be promptly investigated. There is no time limit on the filing of complaints.

As noted above, all employees, students, and visitors must immediately report to the College for investigation any incident or behavior that could constitute illegal discrimination or harassment. Such reports should be made to the CSAO or the Director of Human Resources, as the College's Compliance Officers. All College employees will instruct persons seeking to make a complaint under this Policy to communicate directly with the College Compliance Officers. Even if the potential victim of discrimination, harassment, or retaliation does not file a complaint, College employees are required to report to the Compliance Officers any observations, rumors, or other information regarding actions prohibited by this Policy.

After receiving a complaint, the Compliance Officer to whom the complaint is made will determine the appropriate College Policy for processing the complaint. Once the determination is reached, the Compliance Officer will notify the student making the complaint of which College Policy will govern the disposition of the student's complaint.

#### **3.30.4 Interim Measures**

When a report is made or the College otherwise learns of potential discrimination, harassment, or retaliation, the College will, if appropriate, take immediate action to protect the alleged victim, including implementing interim measures (also referred to as supportive measures). For example, the College may alter a student's class schedule, provide additional support for a student (such as counseling or academic support), suspend an employee pending an investigation, or, if applicable, alter transportation or working situations. The College will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees, and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. The College will provide these types of interim measures if requested by the victim and if such measures are reasonably available and appropriate in the circumstances. Individuals are encouraged to speak with the College's Compliance Officers about the availability of such measures. In the case of a confidential reporting (discussed below in Procedure 3.30.6), the Reporting Party should speak with the College counselor to whom they made the report about any requested interim measures.

#### **3.30.5 Procedure for Investigation and Resolution of Complaints**

In determining whether alleged conduct constitutes discrimination or harassment, the College will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred, and all other relevant information. Whether a particular action or incident constitutes a violation of this Policy requires a determination based on all facts and surrounding circumstances. If, after investigation, College officials determine that it is more likely than not that discrimination, harassment, or other prohibited behavior has occurred, the College will take immediate corrective action.

The following procedures will be used as a guideline for investigating complaints:

1. Interview the person making the complaint regarding the nature and specifics of the incident(s),
2. Interview the person accused, and
3. Interview other possible witnesses, if appropriate.

#### **A. Complaints Against Employees of the College**

If a complaint under this Policy is against an employee of the College, the complaint will be investigated by the Director of Human Resources or designee and will be handled according to the procedures found in Policy 5.18. Employees who violate this Policy will be disciplined, up to and including employment termination.

#### **B. Complaints Against College Students**

If a complaint under this Policy is against another student, the complaint will be investigated by the CSAO or designee.

Both the person making the complaint and the person accused will have equal opportunity to provide relevant information, including the identities of any witnesses they believe should be contacted as part of the investigation.

After reviewing all the relevant information, the CSAO or designee will render a determination as to whether the Policy was violated and what additional actions may be necessary, including disciplinary action against the person accused and/or making available to the victim appropriate College resources.

Students who violate this Policy will be disciplined, which may include suspension or expulsion. Other possible sanctions are found in the Student Discipline Code.

The CSAO will notify both the complainant and the person accused of his or her determination, but, unless otherwise authorized by law, will only notify the complainant of any sanctions imposed against the accused student, to the extent such sanctions impact the complainant, such as a determination that the accused may not come within a certain distance of the complainant.

### **B.1. Appeals**

If either the person making the complaint or the person accused disagrees with the CSAO or designee's determination, either student may request that the complaint be handled according to the procedures found in Policy 3.21 Student Discipline.

### **3.30.6 Confidentiality, Records and Counseling**

To the extent practicable, the College will endeavor to keep confidential the identity of the person filing a complaint, witnesses, or other parties interviewed, and any complaint or other document that is generated or received pertaining to complaints. Information may be disclosed, if necessary, to further the investigation, or resolution of a complaint, or if necessary, to carry out disciplinary measures. The College will disclose information to the College's attorney, law enforcement, and others, when necessary, to enforce this Policy or when required by law.

In implementing this Policy, the College will comply with state and federal laws regarding the confidentiality of student and employee records.

Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

Any student who believes they have been a victim of illegal discrimination or harassment has the option of speaking confidentially to a College counselor. Counseling services are available at no cost to the student and referrals to community resources are available. College counselors can also help the alleged victim identify other available College resources.

All other employees are mandated to report the information regarding illegal discrimination or harassment to the Compliance Officer.

### **3.31 Student Title IX Sexual Harassment** *(Adopted 8-31-2020)*

#### **Statement of Nondiscrimination Policy and Prohibition on Sexual Harassment**

East Central College is committed to maintaining an environment that is free of discrimination on the basis of sex within its educational programs and activities. The College cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, sex, color, religion, ethnic or national origin, genetic information, age, disability, sexual orientation, gender identity, gender expression,

veteran's status, or any factor that is a prohibited consideration under applicable law. The prohibition on sex discrimination also prohibits Sexual Harassment, as defined in this Policy.

The Nondiscrimination Policy applies to registered or enrolled students, College employees, contractors, vendors, visitors, guests, or other third parties.

#### **Procedures** *(Adopted 8-31-2020)*

##### **3.31.1 Scope of Title IX Sexual Harassment Grievance Process**

The Sexual Harassment Grievance Process pertains to Sexual Harassment under Title IX, as defined by this Policy, committed by students against either students and/or employees, when: (1) the conduct occurs on campus or other property owned or controlled by the College or (2) the conduct occurs in the context of a College employment or education program or activity within the United States. The College's education program and activities include locations, events, or circumstances over which the College exercises substantial control over both the Respondent and the context in which harassment occurs, and includes any building owned or controlled by a student organization that is officially recognized by the College.

All members of the East Central College community have the right to submit a complaint or raise concerns regarding Sexual Harassment under Title IX pursuant to this Policy without fear of retaliation.

A complete copy of the College's Title IX Sexual Harassment Policy can be accessed online. Hard copies are available at the Title IX Coordinator's office and the Title IX Deputy Coordinator's office.

Complaints that do not fall under the scope of this process will be handled through other College Policies, including Policy 3.20 Student Conduct and Policy 3.30 Student Protection Against Discrimination and Harassment.

##### **3.31.2 Definitions**

The following definitions apply to this Policy. Other Policies may contain different definitions. The below definitions apply only to this Policy.

*Sexual Harassment* – Sexual Harassment is conduct based on sex that may be one or more of the following:

1. Employee conditioning provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e., a quid pro quo).
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity.

3. Sexual assault, stalking, dating/domestic violence, as defined herein.
- Sexual Assault –Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
    - Sexual Assault includes, but is not limited to, the following acts when they occur without consent of the victim:
      - Any penetration, however slight, of the genitals or anus of one person with the genitals of another person
      - Any act involving the genitals of one person and the hand, mouth, tongue, or anus of another person
      - Any sexual act involving penetration, however slight, of the genitals or anus of one person by a finger, instrument, or object
      - Touching of another person’s genitals or breasts under or over the clothing
      - Touching of one person with the genitals of another person under or over the clothing
  - Domestic Violence - Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction
  - Stalking – Stalking occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear bodily injury or to experience substantial emotional distress. A course of conduct is two or more incidents. Stalking includes “cyber-stalking,” a particular form of stalking in which a person uses electronic media.
  - Dating Violence – Violence by a person who has been in a romantic or intimate relationship with the individual to whom the violence is directed. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

Complainant – A Complainant is any individual who is alleged to be the victim of conduct that could constitute sexual harassment under this Policy, in connection with the individual’s participation in or attempt to participate in an educational program or activity of the College. A Complainant may be a student, an employee, or a third party.

Respondent – A Respondent is an individual who is purported to be the perpetrator of conduct that could constitute sexual harassment. A Respondent need not be affiliated with the College in any respect.

Title IX Advisor – A Title IX Advisor is an individual who supports a Complainant or Respondent through the Title IX Sexual Harassment Grievance Process. Each party has the right to select an advisor of their choice, and for that advisor to accompany the party to any part of the grievance process, including all meetings, interviews, and/or hearings. A Title IX Advisor can be a friend, family member, faculty member, mentor, attorney, or any other person of the party's choice who is available and agrees to serve as advisor. The College will appoint a Title IX Advisor at no cost to the party to conduct cross-examination during the grievance process hearing if a party does not have a Title IX Advisor.

Consent – An affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. The person initiating sexual activity must obtain the other person's consent throughout the duration of the sexual activity. Consenting persons must act freely, voluntarily, and have knowledge of the act or transaction involved. Consent will not be implied by silence or mere passivity from a state of intoxication or unconsciousness; it may not be inferred in circumstances in which consent is not clear, including, but not limited to situations that involve the absence of "no" or "stop," or those that involve the existence of a prior or current relationship or sexual activity. Consent cannot be given if the Respondent has taken advantage of a position of influence which that person has over the Complainant. Consent cannot be given by an individual who is incapacitated through the effect of drugs or alcohol or for any other reason. Consent may be withdrawn at any time.

### **3.31.3 Title IX Coordinator**

The Title IX Coordinator is charged with monitoring East Central College's compliance with Title IX, ensuring appropriate education and training, coordinating investigations, responses, and resolution of all reports pursuant to this Policy. At their discretion, the Title IX Coordinator may also designate Deputy Title IX Coordinators to assist in the discharge of these duties.

Any questions or concerns regarding the College's application of this Policy may be addressed to the Title IX Coordinator.

The Title IX Coordinator and Deputy Title IX Coordinator may be reached in person during regular office hours, or by telephone, written correspondence, email, or other electronic communication at any other time.

Sarah Leassner  
Title IX Coordinator  
Section 504 Administrator

Carrie Myers  
Title IX Deputy Coordinator  
ADA Administrator

Vice President of Student Development  
East Central College  
1964 Prairie Dell Road  
Union, MO 63084  
636-584-6565  
sarah.leassner@eastcentral.edu

Director of Human Resources  
East Central College  
1964 Prairie Dell Road  
Union, MO 63084  
636-584-6712  
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### 3.31.4 Resources and Information for Victims of Sexual Harassment

The first priority for any victim of sexual assault or relationship violence is to receive appropriate medical attention for any medical injuries and to preserve evidence in the event the Complainant chooses to pursue a complaint. The College will maintain and publish information containing resources and guidance for victims of sexual assault, relationship violence, and stalking. Such information will be maintained in the College's Annual Security Report and the College's Student Handbook, and any other means identified by the College administration to make the information readily available to the campus. Copies will also be maintained by the College's Title IX Coordinator, who will make such information available to any interested person.

### 3.31.5 How to Report Potential Violations of This Policy

#### 1. Reporting Options

The College encourages the reporting of all incidents of Sexual Harassment, including, but not limited to, sexual assault, relationship violence, and stalking. The decision to report such incidents is a deeply personal and often difficult decision but is often a way for the victim to begin healing. Such reporting may also help prevent future incidents of a similar nature from occurring. Victims are not required, however, to report such incidents, and will not be penalized if they choose not to report an incident to law enforcement or to the Title IX Coordinator.

##### *a. Report to the Title IX Coordinator or to a Responsible Employee*

Individuals who believe they have been subjected to, or are aware that another individual has been subjected to, Sexual Harassment in connection with a College education program or activity, and who wish to report a potential violation of this Policy should notify the Title IX Coordinator or Deputy Title IX Coordinator.

Reports can be made through email, by phone, in person, or by mail.

Upon receipt of any report of Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of supportive measures, explain the process for filing a formal complaint, and

to provide information about other reporting options and available resources as applicable.

While reports to College counselors will remain confidential, all other employees are required to report the information regarding illegal discrimination, harassment, sexual harassment, sexual assault, relationship violence, or stalking to the Title IX Coordinator.

Reporting Sexual Harassment to the Title IX Coordinator does not automatically start the grievance process – the Title IX Coordinator will explain to the Complainant how to start the grievance process by filing a Formal Complaint. An individual can make a report of Sexual Harassment in order to obtain supporting measures and resources – an individual making a report of Sexual Harassment is not required to file a Formal Complaint.

There is no time limit on reporting Sexual Harassment, though the College encourages prompt reporting, as delayed reporting may hinder the College’s ability to complete the grievance process.

*b. Confidential Reporting*

Individuals may make a confidential report to a College counselor. Counseling services are available at no cost to students and referrals to community resources are available. College counselors can also help the alleged victim identify other available College resources.

All other employees are mandated to report the information regarding illegal discrimination, harassment, sexual harassment, sexual assault, relationship violence, or stalking to the Title IX Coordinator and cannot keep reports confidential.

The College will keep confidential the identity of Complainants, Respondents, and witnesses involved in Title IX hearings, except when disclosure is required by law or as necessary to carry out the purposes of this Policy.

*c. Other Reporting Options and Resources*

Individuals may make a criminal report with local law enforcement or appropriate jurisdiction. College personnel are available to assist individuals with contacting the appropriate jurisdiction for making such a report.

In addition to pursuing criminal or College disciplinary proceedings, individuals may wish to obtain an order of protection, no-contact order, or

restraining order from the relevant jurisdiction. Such orders are enforced by the local law enforcement agency in the relevant jurisdiction.

*d. Amnesty*

In investigating and responding to complaints of Sexual Harassment, the College's primary focus is to address the Sexual Harassment, and, in most cases, the College will grant amnesty to a Complainant or witness for other potential violations, such as alcohol violations. Such potential violations should not discourage a Complainant from notifying the College of incidents of Sexual Harassment.

2. Offer and Provision of Supportive Measures

Upon receipt of a report, the Title IX Coordinator will promptly and confidentially reach out to the Complainant to discuss the availability of a variety of supportive measures (also referred to as interim measures). Supportive measures should also be offered to the Respondent as necessary and appropriate.

Supportive measures are designed to restore or preserve equal access to the College's education programs and activities, protect the safety of all parties and the educational environment, or deter Sexual Harassment. These supportive measures should be non-disciplinary, non-punitive, individualized, and provided free of charge. They must be offered regardless of whether a Formal Complaint is filed and must be kept confidential to the extent that such confidentiality would not interfere with providing the supportive measures.

Examples of supportive measures include, but are not limited to:

- Counseling
- Extensions of deadlines or other course-related adjustments
- Additional academic support
- Modifications of work or class schedules
- Campus escort services
- Mutual restrictions on contact between the parties
- Changes in work locations or assignments
- Leaves of absence
- Increased security and monitoring of certain areas of the campus

3. Emergency Removal

The College reserves the right to remove a student Respondent from its educational program or activity on an emergency basis. Such a removal may only occur if, after an individualized safety and risk analysis, the College determines an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies

removal. In the event a decision is made to remove a Respondent, the Respondent will be provided with notice by the Title IX Coordinator and given the opportunity to challenge that decision immediately following the removal by submitting a request in writing to the Title IX Coordinator.

### **3.31.6 Filing a Formal Complaint of Sexual Harassment**

In the event that a Complainant wishes for the College to proceed with an investigation and hearing into the allegations of Sexual Harassment pursuant to the grievance process procedures in this Policy, the Complainant must file a Formal Complaint. A Formal Complaint is a document alleging Sexual Harassment against a Respondent and requesting that the College investigate the allegation of Sexual Harassment. The Complainant must be participating in or attempting to access a College education program or activity at the time the Formal Complaint is submitted.

A Formal Complaint must be in written form, but it may be submitted in person, by mail, or by email. It must be signed by the Complainant, but the required signature may be physical or digital.

A Title IX Coordinator may also initiate a Formal Complaint by signing it. The Title IX Coordinator may consider the specific facts and circumstances and whether there is a pattern of misconduct involving a particular Respondent. A Title IX Coordinator may only sign a Formal Complaint after the Coordinator has contacted the Complainant and discussed supportive measures and the Formal Complaint process with the Complainant. The Title IX Coordinator must consider the Complainant's wishes for how the College responds to the report of Sexual Harassment. The Title IX Coordinator should balance campus safety concerns with respect for survivor autonomy.

The Title IX Coordinator may consolidate Formal Complaints where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where a Formal Complaint includes more than one Complainant or more than one Respondent, any references in this Policy to a single Complainant and/or Respondent will also refer to multiple Complainants and/or Respondents.

### **3.31.7 Dismissal of Formal Complaints**

Upon receipt of a Formal Complaint, the Title IX Coordinator will review the allegations set forth therein and determine whether the Complaint may proceed. Although the allegations may still be investigated and resolved pursuant to another College Policy (as noted above), Formal Complaints of Sexual Harassment brought pursuant to this Policy must be dismissed if:

- 1) The conduct alleged would not constitute Sexual Harassment as defined in this Policy.

- 2) The conduct did not occur in connection with a College education program or activity.
- 3) The conduct did not occur against a person in the United States.

Furthermore, the Title IX Coordinator may, in their discretion, determine that even though it meets the basic threshold requirements to proceed, a particular Formal Complaint should be dismissed. Specifically, a Formal Complaint may be dismissed if:

- 1) Complainant notified Title IX Coordinator in writing that they would like to withdraw the formal complaint or any allegations within.
- 2) Respondent is no longer enrolled or employed by the College.
- 3) Specific circumstances prevent the College from gathering evidence to reach a determination.

After an initial review of the Formal Complaint, the Title IX Coordinator will continue to monitor the investigation and evaluate the Formal Complaint to determine if the above criteria for dismissal apply. Following any dismissal of a Formal Complaint, the Title IX Coordinator will simultaneously send a written notice to the parties of the dismissal and the reasons for the dismissal.

To the extent the behavior alleged in the Formal Complaint could constitute a violation of another College Policy, it may be pursued under that Policy. The Title IX Coordinator has the discretion to refer the allegations to the appropriate College official.

### **3.31.8 Informal Resolution**

After a Formal Complaint has been filed, if both Complainant and Respondent give voluntary, informed, written consent, the College will assist the parties in reaching an informal resolution to the allegations of Sexual Harassment in the Formal Complaint. An informal resolution cannot be used for Formal Complaints that contain allegations that an employee sexually harassed a student.

### **3.31.9 Prohibition of Retaliation**

The College expressly prohibits retaliation against any individual for exercising their Title IX rights under this Policy. No individual may be discriminated against, intimidated, threatened, or coerced for the purpose of interfering with their Title IX rights, or because the individual has made a report pursuant to this Policy, testified, assisted, participated, or refused to participate in a Title IX investigation, proceeding, or hearing.

If an individual feels that they have been subject to retaliation pursuant to this Policy, the individual should notify the Title IX Coordinator as soon as possible.

### **3.31.10 Sexual Harassment Grievance Process Procedures**

If any party believes that the Title IX Coordinator has a conflict of interest or bias for or against the individual parties and/or for or against complainants or respondents generally, that party should report their concern to the College President. If the College President finds that a conflict of interest or bias exists, the President will designate another individual to serve as Title IX Coordinator for the purposes of the specific grievance process involving the parties.

The Respondent will be presumed not responsible for the Policy violation that is alleged in the Formal Complaint unless and until the respondent is found responsible by the Hearing Decision Maker at the conclusion of the grievance process.

The grievance process generally will be completed within 120 calendar days. However, extensions to this time frame may be granted at the request of either party, or at the discretion of the Title IX Coordinator when good cause exists for the delay. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The Title IX Coordinator will notify all parties in writing of the delay, the length of the extension granted, and the reason for the extension.

### **3.31.11 Sexual Harassment Grievance Process – Notice**

Within five (5) working days of receipt of a Formal Complaint, the Title IX Coordinator or designee will issue a written notice to the parties. The written notice should include, if known, the identity of the parties, the conduct alleged to be Sexual Harassment, and the date(s) and location(s) of the incident(s). The notice will also include a statement that the Respondent is presumed to be not responsible for any Policy violations. The notice must also inform the parties that they have the right to an advisor of their choice during the grievance process, that they may inspect and review evidence gathered during the investigation, and that Policy 3.20 Student Conduct prohibits knowingly furnishing false information to the College (<https://www.eastcentral.edu/board-policies/3-16student-conduct-policy/>).

If during the course of the investigation, additional allegations are going to be investigated that were not included in the original notice, the Title IX Coordinator or designee will issue a supplemental written notice to the parties.

Parties will also be provided with notice of all meetings, interviews, or hearings with sufficient time to prepare for any meeting, interview, or hearing. Such notice will include the date, time, location, participants, and purpose of the meeting, interview, or hearing.

### **3.31.12 Sexual Harassment Grievance Process – Title IX Advisors**

Each party has the right to select a Title IX Advisor of their choice, and for that Title IX Advisor to accompany the party to any part of the grievance process, including all meetings, interviews, and/or hearings. A Title IX Advisor can be a friend, family member, faculty member, mentor, attorney, or any other person of the party's choice who is available and agrees to serve as a Title IX Advisor.

Parties must provide notice of who will serve as their Title IX Advisor during any grievance hearings at least five (5) working days prior to the hearing. If a party does not have a Title IX Advisor for a grievance hearing, a Title IX Advisor will be selected by the Title IX Coordinator and will be provided at no cost to the party for the purpose of cross examination during the hearing. This appointed Title IX Advisor may be a College employee or may be an outside individual contracted to serve in the role of Title IX Advisor.

Title IX Advisors may offer advice to and confer with the party during any meeting, interview, and/or hearing, but generally may not speak on behalf of the party. The only time a Title IX Advisor may speak on behalf of the party is to conduct cross examination questioning during a grievance hearing. Title IX Advisors are expected to comply with the Rules of Procedure and Decorum for hearings and remain respectful throughout the entire grievance process.

Any Title IX Advisor who fails to comply with these policies, the Rules of Procedure and Decorum for hearings, and/or who does not treat all others with respect throughout the grievance process may be warned by the Title IX Coordinator, Investigator, and/or Hearing Decision Maker for the Title IX Advisor's first infraction. A Title IX Advisor may be asked to leave the grievance proceeding if after being warned the advisor continues to violate these policies or the Rules of Procedure and Decorum for a hearing, and/or continues to not treat others with respect. If an advisor is asked to leave a meeting, interview, or hearing, the proceeding will end and be continued at another time when the party has a Title IX Advisor. Whether an advisor who has been asked to leave a proceeding may serve as a Title IX Advisor to the party at a later meeting, interview, or hearing will be a decision in the sole discretion of the Title IX Coordinator.

### **3.31.13 Sexual Harassment Grievance Process - Investigation**

The Title IX Coordinator or designee will designate an Investigator to conduct a fair, thorough investigation of the allegations in the Formal Complaint. In general, the Chief Student Affairs Officer (CSAO) will investigate complaints against student Respondents. The College may designate an outside investigator as Investigator. The Investigator will have received training as outlined in Section 3.32.18 of this Policy.

The Investigator will provide written notice of any meetings or interviews to the parties and/or witnesses at least three (3) working days in advance of the meeting or interview unless the party or witness wishes to meet sooner. This notice will include the date, time, and location for the meeting, as well as who will be participating in the meeting and the purpose for the meeting.

The burden will be on the Investigator to fully and fairly investigate the allegation in the formal complaint. All parties will have an equal opportunity to present witnesses and evidence to the Investigator.

At the conclusion of the investigation, the Investigator will send a copy of the evidence that is directly related to the allegations in the Formal Complaint to the parties and their advisors for inspection and review. The parties will then have ten (10) calendar days in order to submit a written response to the evidence, if they choose to do so. The Investigator will consider any written response to the evidence before the completion of the investigative report. The Investigator will make all evidence that is directly related to the allegations available at the grievance hearing.

The Investigator will prepare an investigative report that fairly summarizes all the relevant evidence. The investigative report should include a description of all steps taken in the investigation as well as summaries of all interviews with parties and/or witnesses and all relevant evidence reviewed by the Investigator.

The Investigator will send a copy of the report to the parties and their advisors at least ten (10) calendar days prior to any hearing for the parties' review and written response.

### **3.31.14 Sexual Harassment Grievance Process – Hearing**

After the conclusion of the investigation, a live hearing will be held before a Hearing Decision Maker. The Hearing Decision Maker will be appointed by the Title IX Coordinator and may be a single individual or a panel. A single Hearing Decision Maker may be a member of the College community or may be an outside individual contracted to serve in the role. A panel Hearing Decision Maker may include members of the College Community and/or outside individuals contracted to serve on the panel. The Hearing Decision Maker will have received training as outlined in Section 3.31.18 of this Policy. The Hearing Decision Maker will issue notice of the hearing to the parties, including the date, time, and location of the hearing. This notice will be provided at least ten (10) working days before the hearing.

The hearing will be held pursuant to the Rules of Procedure and Decorum. At the request of either party, the hearing will be held with the parties in separate rooms or locations, with the parties' Hearing Decision Maker able to simultaneously see

and hear each other through technology. Whether the hearing is conducted virtually or in person, it will be recorded.

The Investigator will make all evidence that is directly related to the allegations available at the grievance hearing. All parties may refer to such evidence and may use it in cross examination. The Investigator will provide a copy of the investigative report and all evidence that is relevant to the allegations in the formal complaint to the Hearing Decision Maker. However, the Hearing Decision Maker may not defer to the investigative report and must objectively evaluate all relevant evidence and independently reach a determination regarding responsibility.

The Investigator, Complainant, and Respondent all have the ability to testify and call witnesses at the hearing, and to provide evidence to the Hearing Decision Maker, who will have the opportunity to ask questions of all parties and witnesses during the hearing.

After the Hearing Decision Maker asks their questions, each party's Title IX Advisor will have the opportunity to ask all relevant and follow-up questions of the other party and all witnesses during cross examination. No party shall be questioned directly by the other party. Title IX Advisors must abide by the Rules of Procedure and Decorum in questioning parties and witnesses. Any Title IX Advisor who does not abide by the Rules of Procedure and Decorum will be warned or dismissed from the hearing at the discretion of the Hearing Decision Maker.

The Hearing Decision Maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer questions during the hearing, including cross examination.

In general, the Hearing Decision Maker cannot rely on any statement by a party or witness who does not submit to cross-examination during the course of the hearing in reaching a determination on responsibility. However, in very limited circumstances, the Hearing Decision Maker may consider statements by Complainants and Respondents that are against the individual's interest even if that individual does not submit to cross-examination. A statement against interest is a statement that could expose the individual to a finding of responsibility and sanctions, or a statement that tends to invalidate an individual's complaint against another. For example, if during an interview with an Investigator, a Respondent makes a statement admitting to the alleged conduct that would violate this Policy, or a Complainant makes a statement that information in the Formal Complaint was false, then the Hearing Decision Maker may consider those statements even if the individual does not submit to cross-examination.

The Hearing Decision Maker will state whether each question is relevant before the question is answered by the party or witness to whom it is directed and explain any decision to exclude a question as not relevant. If the Hearing Decision Maker is a panel, the panel will designate one member as chair, and that individual will determine and state whether each question is relevant. Questions or evidence that are deemed irrelevant by the Hearing Decision Maker will be excluded from the hearing. Formal rules of evidence shall not apply.

The following types of evidence must be considered irrelevant by the Hearing Decision Maker:

1. Evidence that is not pertinent to proving whether a fact material to the allegation is more or less likely to be true.
2. Information that is protected by privilege (e.g., attorney-client privilege).
3. Any party's medical, psychiatric, psychological, or counseling records without that party's voluntary, written consent.
4. Any information about the Complainant's sexual predisposition or prior sexual behavior, unless it is offered to prove that someone other than the Respondent committed the behavior alleged in the formal complaint or the information pertains to prior specific incidents with the Respondent and is offered to prove consent.

### **3.31.15 Sexual Harassment Grievance Process - Determination of Responsibility**

The Hearing Decision Maker will issue a written determination whether the Respondent is responsible for the Policy violations alleged in the Formal Complaint within five (5) working days of the conclusion of the hearing. The Hearing Decision Maker must determine the weight of the evidence and credibility of the parties in reaching a determination.

The written determination shall include:

1. An identification of the allegations in the Formal Complaint.
2. A description of procedural steps taken from the receipt of the Formal Complaint through the determination, including any notices, interviews, investigations, and hearings.
3. Findings of fact that support the determination.
4. Conclusions regarding the application of the Policy to the facts.
5. A statement and rationale for the result for each allegation including the determination of responsibility, any sanctions that will be imposed on the Respondent, and whether any remedies designed to restore and preserve equal access to the College's educational program will be provided to the Complainant.
6. The procedures and acceptable bases for appeal of this determination.

The standard of proof will be "preponderance of the evidence," which means whether the evidence shows it is more likely than not that a Policy violation occurred.

The written determination will be provided simultaneously to all parties. The determination will become final, and any sanctions will take effect after the resolution of any appeal, or if no appeal is filed, after the deadline to file an appeal.

### **3.31.16 Sexual Harassment Grievance Process - Sanctions and Remedies**

If the Respondent is found responsible for any violations of Policy, then the Hearing Decision Maker will determine what disciplinary sanctions will be imposed on the Respondent and what remedies designed to restore and preserve equal access to the College's educational programs will be offered to the Complainant.

The possible sanctions that can be imposed on a student Respondent found responsible include:

1. Warning: A verbal admonition by a College official regarding a violation of the Student Conduct Code.
2. Fines, community service, rehabilitation, or other restitution: A monetary fee, assigned task, or other means of reparation.
3. Disciplinary Probation: A status resulting from a finding of misconduct. The student remains enrolled but under stated conditions.
4. Disciplinary Suspension: An involuntary separation of the student from the institution for a specified period of time due to misconduct. The student may be re-admitted following a specified period of time.
5. Expulsion: Permanent loss of student status due to misconduct. Other stated conditions may be applied.

In addition to sanctions imposed on the Respondent, remedies can be offered to the Complainant in order to restore and preserve equal access to the College's educational program and activities. Remedies may be, but are not limited to, a continuation of previously offered supportive measures. Additionally, remedies may burden the Respondent or be punitive/disciplinary in nature.

### **3.31.17 Sexual Harassment Grievance Process – Appeals**

Any party may appeal the determination of responsibility or a dismissal of a Formal Complaint by submitting a written request to the College President within five (5) working days of the issuance of the Hearing Decision Maker's determination of responsibility. The request should include a short statement outlining the basis for appeal.

Appeals are limited to the following bases:

1. Procedural irregularity that affected the outcome of the matter,

2. New evidence that was not reasonably available at the time of the determination of responsibility or the dismissal of the Formal Complaint that would affect the outcome of the matter, or
3. The Title IX Coordinator, Investigator, or Hearing Decision Maker had a conflict of interest or bias for or against complainants or respondents generally that affected the outcome of the matter.

The College President will notify the parties in writing that an appeal has been filed. Each party will then have ten (10) working days to submit a written statement in support of or challenging the outcome of the hearing.

The College President will issue a written determination of the outcome of the appeal, describing the result of the appeal and the rationale in support of that decision within seven (7) working days of the deadline for parties to submit their written statements. The College President's written determination will be provided simultaneously to all parties.

### **3.31.18 Training**

In addition to the information contained in this Policy, the College will, in accordance with the Campus Sexual Violence Act ("SaVE Act"), provide training and information to members of the campus community regarding the following topics:

1. Safe and positive steps an individual may take to intervene to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against another person.
2. Information about how to recognize warning signs of abusive behavior in order to mitigate the likelihood of perpetration, victimization, or bystander inaction.
3. Awareness campaigns and prevention programs intended to stop domestic violence, dating violence, sexual assault, and stalking before they occur, and to increase campus awareness and share information and resources for the same purpose.
4. Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both within the institution and in the community.

The College will distribute this information to members of the campus community through the College's Annual Security Report and the College's Student Handbook, and any other means identified by the College administration to make the information readily available to the campus. Copies will also be

maintained by the College's Title IX Coordinator, who will make such information available to any interested person.

Additionally, the College will ensure that the Title IX Coordinator, Investigator, Hearing Decision Maker, and any person who facilitates an informal resolution has received training on:

- The definition of Sexual Harassment as set out in this Policy,
- The definition of Consent under this Policy and how to apply the definition of Consent consistently and impartially,
- The scope of the College's education program or activity,
- How to conduct the grievance process, including investigations, hearings, appeals, and informal resolutions (as applicable), and
- How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, or bias.

Hearing Decision Makers will also receive training on:

- How to operate any technology used in conducting a hearing, and
- How to determine relevance of questions and evidence, including the provisions of this Policy pertaining to the exclusion of evidence of a Complainant's previous sexual behavior.

Investigators will also receive training on:

- How to determine if evidence is relevant to an investigation, and
- How to create an investigative report that fairly summarizes relevant evidence.

All training materials used by the College must not rely on sex stereotypes and must promote the impartial investigation and adjudication of Formal Complaints. All training materials used to train the Title IX Coordinator, Investigator, Hearing Decision Maker, and any individual who facilitates an informal resolution must be made publicly available. These materials will be published online.

### **3.31.19 Recordkeeping**

The Title IX Coordinator must create and maintain for a period of at least seven years records of any actions, including any supportive measures taken in response to a report or formal complaint of Sexual Harassment. For each instance, the Title IX Coordinator must document: 1) the basis for the conclusion that the College's response was not deliberately indifferent, and 2) that the College has taken measures designed to restore or preserve equal access to the College's educational program or activity. If the Title IX Coordinator does not provide the Complainant with supportive measures, then the Title IX Coordinator must document why it was not clearly unreasonable to not provide supportive measures.

The Title IX Coordinator will also maintain the following records for a period of at least seven years:

- Records related to each Sexual Harassment investigation, including any determination regarding responsibility.
- Any audio or audiovisual recording or transcript from a grievance hearing.
- Records of any disciplinary sanctions imposed on the Respondent.
- Records of any remedies provided to the Complainant.
- Any appeal from a grievance process and the result of the appeal.
- Records related to any informal resolution and the result of the informal resolution.
- All materials used to train the Title IX Coordinators, Investigator, Hearing Decision Maker, and any individual who facilitates an informal resolution.

### **3.32 Anti-Hazing Policy and Prevention** *(Adopted xxx)*

East Central College is committed to maintaining an environment that is free of hazing within its educational programs and activities. Students and Student Organizations are expected to comply with the College's prohibition against hazing, and to uphold the key principles of honor, truthfulness, and respect for people and property.

#### **Procedures** *(Adopted xxx)*

##### **3.32.1 Definitions**

The following definitions apply to this policy:

- A. Hazing – any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of such other person or persons willingness to participate, that –
1. Is committed in the course of an initiation into, an affiliation with, or in the maintenance of membership in, a Student Organization; and
  2. Causes or creates a risk, above the reasonable risk encountered in the course of participation in the pursuit of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including –
    - a. Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
    - b. Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
    - c. Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs or other substances;
    - d. Causing, coercing, or otherwise inducing another person to perform sexual acts;

- e. Any activity against another person that includes a criminal violation of relevant law; and
  - f. Any activity that induces, causes or requires another person to perform a duty or task that involves a criminal violation of relevant law.
- B. Student Organization –an organization in which two or more of the members are students enrolled at East Central College, whether or not the organization is established or recognized by East Central College (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government).
- C. Consent –the willingness or voluntary agreement or participation of an individual is not a defense to a violation of this Policy.

### **3.32.3 Reporting and Investigating Hazing Incidents**

East Central College encourages all students, faculty, and staff to report any incidents or allegations of hazing. Students who believe that they have been victims of hazing or individuals who have witnessed hazing are expected to report all relevant information.

- A. Reporting - Individuals who believe they have been subjected to, or are aware that another individual has been subjected to, hazing should file an Incident Report and/or notify the CSAO. Students may also report to local law enforcement.
- B. Investigation - All allegations of hazing will be investigated pursuant to the relevant provisions of the Student Handbook and Board Policies, including the Student Conduct Policy. Violations of this policy may result in the filing of a charge of misconduct under the Student Conduct Policy as described in the Student Handbook. Any student and/or student organization found to be in violation of this Policy is subject to disciplinary action, including suspension or permanent loss of recognition as a student organization.
- C. Notification - In all cases of alleged violations of this Policy, alumni or national/international headquarters of the organization may be notified.

### **3.32.4 Missouri’s Anti-Hazing Law**

In addition to East Central College’s Policy, hazing is prohibited under Missouri Law. Under Section 578.365, R.S.Mo., the offense of hazing is a Class A misdemeanor, unless the act creates a substantial risk to the life of a student, prospective member, current member, or former member of an organization, in which case it is a class D felony.

A person is guilty of the offense of hazing if a person knowingly, actively, and not under duress participates in, solicits another person to participate in, or causes or plans a willful act that endangers a student, prospective member, current member, or former

member of an organization under the sanction of a public or private college or university.

Consent is not a defense to hazing.

Missouri law further provides that a person shall not be guilty of the offense of hazing if the person establishes that he or she:

- A. Was present at the event where hazing occurred, and a person needed immediate medical assistance;
- B. Was the first person to call 911 or campus security to report the need for medical attention;
- C. Provided relevant information to the 911 operator or campus security; and
- D. Remained at the scene until medical assistance arrived and cooperated with such assistance.

Additionally, Missouri law provides that a person shall be immune from prosecution if the person can establish he or she rendered aid to the hazing victim before assistance arrived.

### 3.32.5 Hazing Prevention and Awareness Programs

East Central College strictly prohibits hazing. To foster an environment of respect, East Central College will offer research-informed, campus-wide prevention programming designed to reach all members of the College community, which addresses:

- A. How to report hazing;
- B. Information about the hazing response and investigation process;
- C. Information about applicable law; and
- D. Primary prevention strategies.

East Central College encourages Student Organizations to require ethical training for their leaders.

### 3.32.6 Campus Hazing Transparency Report

In compliance with federal law, East Central College shall publish a Campus hazing Transparency Report, which will include data for each incident involving a Student Organization for which a finding of responsibility is used relating to a hazing violation.

### 3.323 Preferred/Chosen Name *(Adopted 6-13-2022; Revised xxx)*

All students at East Central College have the right to be referred to by their preferred/chosen first name in classrooms, by peers and/or faculty, and in most College information systems that are within the College's realm of alteration without pursuing a legal name change. **The preferred/chosen name can be submitted at time of application or at a later date.** Reasons for a name change request may include but are not limited to: affirmation of transgender or gender nonconforming identities, change of names following marriage or separation, change of names for those known by a name differing

from their legal name, and as protection for victims of stalking, domestic assault, and/or sexual assault.

**Procedures** (Adopted 6-13-2022)

### 3.323.1 Process for Requesting a Name Change (Revised xxxx)

An individual seeking a name change will complete the Student Information Form, available in the Student Services Center and on the College's website. Name changes will be permitted in the following capacities, and other areas as deemed appropriate and feasible:

- Advising Records (Note: Chosen name will be placed alongside legal name)
- Canvas Online Learning System
- Classroom and Meeting Settings
- CloudTrac Tutoring and Scheduling System
- Colleague System
- College Publications
- Course Rosters
- Diplomas and Certificates (Can be updated at time of application for graduation)
- Email Addresses and Email Display Names
- Marketing Materials
- [eCentral System](#) [MyECC](#)
- Student Identification Cards
- [Aviso Watermark](#) System

Once documentation is submitted, the preferred/chosen name will be displayed in the areas listed above. Current processes do not allow for partial applications of the preferred/chosen name.

In addition to submitting the Student Information Form, students will need to:

1. Visit the Student Services Center to request a new student ID card
2. Enter the preferred/chosen name on the graduation application form to have it printed on a diploma or certificate. Transcripts will display the legal name.

Once students have submitted the Student Information Form, Student Services staff will submit a work ticket via the College WebHelp Desk System that requests a new email for the student. Staff will notify students that they will need to transfer their files to an external email. The IT department will communicate with the student during the email transition process.

### 3.323.2 Disclaimer Pertaining to Use of Legal Name

The legal name must appear on official transcripts, any check disbursed by the College, payroll records, financial aid documents, and official health records.

The College is not able to display the chosen/preferred name on these records without legal documentation.

The process for changing the legal name varies by state and country of residence, as well as reason for the change. The College is not authorized to change an individual's legal name. The interested individual must pursue a legal name change with their state of residence and/or federal authorities, and then submit a legal name change document (e.g., a court order) to the College registrar. A student worker must also submit an updated I-9 form to Human Resources reflecting a legal change of name. U.S. residents must also change their legal name with the Social Security Administration.

### **3.323.3. Disclaimer Pertaining to Chosen/Preferred Names**

East Central College will display preferred/chosen first names to the College and its community where feasible and will make a consistent, determined effort to thoroughly update the documents, reports, and systems designated to use chosen names. Inappropriate use of this Policy (such as avoidance of legal obligation, misrepresentation, etc.) may be cause for denying use of the chosen name. The College reserves the right to remove any chosen name that is deemed inappropriate and/or harmful to any one person or group.

### **3.323.4 Directory Information**

Under the Family Rights and Privacy Act (FERPA), a student's name, including preferred name, may be disclosed to the public as "directory information" unless the student opts not to permit such disclosure. To revoke the disclosure of directory information, a student has the option to request privacy through Student Services.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
November 3, 2025**

**AGENDA ITEM IX: WASHINGTON PRACTICAL SCHOOL OF NURSING**

**Recommendation:** To **approve** the transfer of the sponsorship of the Washington Practical School of Nursing from the School District of Washington to East Central College, effective Fall 2026, to be offered through the Health Sciences Department.

Attachments

11/03/2025

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6500

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**BOARD MEMORANDUM**

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**TO:** BOARD OF TRUSTEES

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

**SUBJECT:** SPONSORSHIP OF LPN PROGRAM

**DATE:** OCTOBER 31, 2025

**CC:** ROBYN WALTER, PH.D.

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This memorandum serves as a recommendation that the Board of Trustees approves the transfer of sponsorship of the Licensed Practical Nursing (LPN) program, now operated by the School District of Washington (SDOW) as the Washington School of Practical Nursing, from SDOW to East Central College effective with the 2026-27 academic year. The program will remain based at Four Rivers Career Center in Washington for at least two academic years.

The corresponding memorandum from Dr. Walter outlines the background for this recommendation. East Central has previous experience with this type of transfer of sponsorship, having successfully done the same with the LPN program in Rolla.

As of this writing, the administrative teams have agreed on the terms of the transition, and a lease is being drafted to reflect those terms as they relate to use of the facility and acquisition of equipment. The budget in Dr. Walter's memo reflects those terms.

The Board of Trustees and the Board of Education need to approve both the transfer and the corresponding lease. If the lease is not finalized by the ECC board meeting, we will ask simply for approval of the program sponsorship, then bring the lease back in December. The Board of Education meets later this month and will certainly be in a position to consider both the transfer and lease. Approving the transfer of sponsorship now will enable us to begin the steps necessary for external approvals and to clearly communicate to prospective students and the community how the program will be administered in the future.

We will be prepared to answer questions and provide additional information Monday evening.

TO: Dr. Jon Bauer, College President  
DATE: October 29, 2025  
FROM: Dr. Robyn Walter, Vice President of Academic Affairs  
RE: SDOW Licensed Practical Nurse Program – Sponsor transfer to ECC

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### **Background**

The School District of Washington (SDOW) has sponsored the Washington School of Practical Nursing (WSPN) for decades, providing high-quality training for adult learners to enter the healthcare workforce. To ensure the program continues to meet evolving higher education requirements and expand student support, SDOW and East Central College (ECC) are collaborating to transition the sponsorship of the LPN program to ECC. The proposed transition would officially take effect on August 1, 2026, following the graduation of the final WSPN cohort under SDOW's direct oversight. This proposed sponsorship transition reflects a shared commitment to students, the community, and the local healthcare workforce.

### **Benefits of Transition**

- Alignment with ECC mission, vision, and strategic plan for both ECC and SDOW
- Expanded student financial aid and social support services
- Continued community-based training
- Increased program depth for healthcare education at the Union campus
- Enhance alignment with ECC's current LPN to RN Bridge pathway

### **Timeline**

August 20, 2025: SDOW Board of Education Review

August 25, 2025: ECC Board of Trustees Review

November 2025: ECC and SDOW Board of Trustees Review Proposal for Approval

Fall 2025: State Board Petition by ECC

Fall/Winter 2025: 2026 Enrollment Planning & Messaging

Winter 2025: Missouri Department of Higher Education & Higher Learning Commission Coordination

Spring 2026: WSPN Missouri State Board of Nursing Accreditation Visit

July 2026: Final WSPN Cohort Graduation

August 1, 2026: ECC Official Transfer of Sponsorship

### **Facilities and Equipment**

ECC will enter a two-year initial lease with SDOW for existing Four Rivers Career Center (FRCC) facilities. ECC will purchase selected clinical laboratory equipment at the current depreciation cost, to be included as part of the lease over two years (See budget for more details).

### **Curriculum and Accreditation**

ECC has a current LPN program at the Rolla location. The ECC LPN program at FRCC will use this curriculum. The ECC LPN program in Rolla is approved by the Missouri Department of Higher Education, the Higher Learning Commission, and the Missouri State Board of Nursing. Furthermore, ECC is already approved by these regulatory agencies to offer degrees and certificates at FRCC. Therefore, a routine notification is all that is required to offer the LPN certificate at a new site.

### **Human Resources**

Staff have been consulted throughout the process. Current instructors will have the opportunity to apply for positions at ECC. ECC will adhere to current board policy regarding hiring practices.

### Tuition and Fee Structure:

Pre-Admission Fees: \$30 application fee and \$70 entrance exam

The application fee covers the administrative costs to process the applications and the verification of documents. The entrance exam fee covers the cost of the HESI PN-A2, which identifies the student's readiness to be successful in a practical nursing course of study. This exam is required as part of the application packet.

Admission Fee: \$150

This fee covers costs associated with clinical placement, including drug and background screenings, clinical placement registration fee, and liability insurance.

Program Course Tuition Structure: Tier 3 tuition

This fee structure will support the cost of credentialed/certified faculty and additional expenses related to healthcare programming and a student-to-faculty ratio of 16:1 for theory and 8:1 for clinical.

### Financial Impact (Tuition/Fee-based revenue and Direct Program Expense)

Preliminary Statement of Revenue, Expenses, & Changes in Net Assets						
FY27 - FY31 Practical Nursing						
		FY27	FY28	FY29	FY30	FY31
	<b>Headcount</b>	20	22	25	25	25
	<b>Credit Hours</b>	880	968	1100	1100	1100
<b>Program Operating Revenues:</b>		FY27	FY28	FY29	FY30	FY31
	Student Tuition	\$ 226,160	\$ 248,776	\$ 282,700	\$ 282,700	\$ 282,700
	Student Course Fees	\$ 32,200	\$ 35,420	\$ 40,250	\$ 40,250	\$ 40,250
	Acceptance Packet Fee	\$ 3,000	\$ 3,300	\$ 3,750	\$ 3,750	\$ 3,750
	General Fees	\$ 36,080	\$ 39,688	\$ 45,100	\$ 45,100	\$ 45,100
	<b>Total</b>	<b>\$ 297,440</b>	<b>\$ 327,184</b>	<b>\$ 371,800</b>	<b>\$ 371,800</b>	<b>\$ 371,800</b>
<b>Program Operating Expenses:</b>		FY27	FY28	FY29		
	Salaries	\$ 174,410	\$ 181,387	\$ 188,642		
	Benefits	\$ 31,518	\$ 32,650	\$ 33,956		
	Program Space Rent	\$ 18,343	\$ 36,687	\$ 37,787		
	Equipment Transfer	\$ 26,818	\$ 26,818			
	Inventory Transfer	\$ -	\$ -	\$ -		
	Contractual Services (Maintenance)	\$ 2,000	\$ 2,000	\$ 2,000		
	Department Expenses & Consumable Supplies	\$ 17,060	\$ 19,060	\$ 22,060		
	Program Supplies	\$ 15,800	\$ 15,800	\$ 19,750		
	Travel	\$ 2,000	\$ 2,000	\$ 2,000		
	Equipment Replacement			\$ -		
	<b>Total</b>	<b>\$ 287,949</b>	<b>\$ 316,401</b>	<b>\$ 306,195</b>		
<b>Revenue over Expenses</b>		<b>\$ 9,491</b>	<b>\$ 10,783</b>	<b>\$ 65,605</b>		

### ECC LPN Track Narrative

The Practical Nursing program is offered at the East Central College Rolla Main, located at the Rolla Technical Center, and at Four Rivers Career Center in Washington. The 11-month certificate program prepares students to practice as licensed practical nurses under the direction of the Professional Registered Nurse and/or a Licensed Physician. The program combines theory and clinical education to prepare students to work in a variety of healthcare settings, including hospitals, long-term care facilities, outpatient surgery centers, rehabilitation centers, community health services, industrial or school nursing, clinics, and physician offices. The practical nursing program is designed to help students acquire the skills, knowledge, and attitudes essential to the role of a competent practical nurse. Upon successful completion of this program, graduates receive a certificate of graduation and are qualified to apply to sit for the national licensure examination (NCLEX-PN). In addition, graduates may be eligible to apply to the ECC LPN to RN Bridge program, with articulation of credits earned toward the AAS in Nursing degree.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
November 3, 2025**

**AGENDA ITEM X: ROLLA PROJECT UPDATE**

An update on the status of renovations at 1400 Independence Road in Rolla, MO, will be provided to the Board.

11/03/2025

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
November 3, 2025**

**AGENDA ITEM XI: \*PERSONNEL**

**CLASSIFIED STAFF** (*information only*)

A list of classified staff hired since the October 13, 2025, meeting is attached for information.

Attachment

11/03/2025

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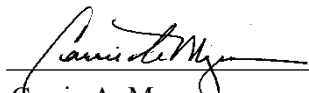
## HUMAN RESOURCES

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TO: Dr. Jon Bauer, College President  
DATE: October 21, 2025  
FROM: Carrie Myers, Human Resources Director  
RE: Support Staff Hires –October

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

- Thomas Moeser                      Custodian                      Full-time                      10/27/25

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

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
November 3, 2025**

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

Board President Ann Hartley will share information with the Board.

11/03/2025

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
November 3, 2025**

**AGENDA ITEM XIII: 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, Denise Walker
- E. Student Government Association Vice President. Sarah Scharfenberg

11/03/2025

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
November 3, 2025**

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

Projected meeting dates for the remainder of 2025 and the start of 2026 are listed below for planning purposes. Meetings will typically begin at 5:30 p.m.

**2025 Projected Meeting Dates**

December 1  
January 26  
No February Meeting  
March 9  
April 13  
May 4  
June 15  
July 16 (Thursday, noon business meeting)

**Alternate Meeting Dates**

December 8  
February 2  
  
TBD  
April 20  
May 11  
June 22  
TBD

11/03/2025

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
November 3, 2025**

**AGENDA ITEM XV: ADJOURNMENT**

**Recommendation:** To **adjourn** the November 3, 2025, regular meeting of the Board of Trustees.

11/03/2025

**East Central College**

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