

**East Central College
Warrant Check Register
As of October 31, 2020**

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 FY21 budgets.

Total amount of checks dispersed from October 1, 2020 through October 31, 2020, is reported at \$1,600,078.27

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 7, 2020**

AGENDA ITEM 13: *PERSONNEL

A. Admissions/Early College Reorganization

Recommendation: To approve the reorganization of the Admissions and Early College Departments as follows:

<u>Current Title/Level</u>	<u>New Title/Level</u>	<u>Employee</u>	<u>Salary</u>
Director, Early College College Programs/205	Director, Early College & Admissions/206	Megen Strubberg	\$73,000/annual
Assistant, Early College Programs/103	Specialist, Early College & Admissions/104	Lisa Epple	\$19.37/hour
Counselor, Adult Populations/201	Specialist, Early College & Admissions/104	Melanie Dixon	no change
Director, Admissions/205	Advisor, Early College & Admissions/201	Vacant	commensurate w/experience
Counselor, High School Populations/201	Advisor, Early College & Admissions/201	Laura Cain	no change

B. Position Reclassification

Recommendation: To **reclassify** the Foundation Administrative Assistant position (level 107) to Foundation Event and Program Coordinator (level 204) effective January 5, 2021.

C. Resignation

Recommendation: To **accept** the resignation of Emily Durham, Campus Life and Leadership Coordinator, effective December 4, 2020.

D. Appointments

Recommendation: To **approve** the appointment of Carson Mowery as Campus Life & Leadership Coordinator effective February 1, 2021 at an annual salary of \$36,000.

12/7/2020

East Central College

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

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ADDENDUM

Recommendation: To **approve** the appointment of Susan Miller Warden as Foundation Event & Program Coordinator effective January 5, 2021 at an annual salary of \$50,000.

E. Adjunct Faculty – Winter 2020

Recommendation: To **approve** the appointment of adjunct faculty for the Winter 2020 session as listed on the attached memorandum.

F. Adjunct Faculty – Spring 2021

Recommendation: To **approve** the appointment of adjunct faculty for the Spring 2021 semester as listed on the attached memorandum.

Attachments

12/7/2020

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ADDENDUM

EAST CENTRAL COLLEGE

HUMAN RESOURCES

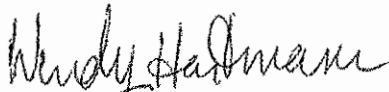
TO: Dr. Jon Bauer, College President
DATE: December 4, 2020
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire – Campus Life & Leadership Coordinator

Please accept the Search Committee's recommendation to hire Ms. Carson Mowery as the full-time Campus Life & Leadership Coordinator effective February 1, 2021 with an annual salary of \$36,000. Paul Lampe, Interim Vice President of Student Development, served as search committee chair and is the hiring manager for this position.

Ms. Carson Mowery's experience includes, but is not limited to the following:

- Community Director – AmeriCorps VISTA August 2020 – present
- Content Writer – SEMO University Marketing September 2019 – present
- Intern & Staff Writer – Salem Publishing Company May 2016 – January 2019
- Learning Center Specialist – East Central College January 2018 – May 2019

Ms. Carson Mowery will earn her Bachelor of Arts in English from Southeast Missouri State University in December 2020.



Wendy Hartmann
Director of Human Resources



Paul Lampe
Interim Vice President, Student Development

EAST CENTRAL COLLEGE

HUMAN RESOURCES

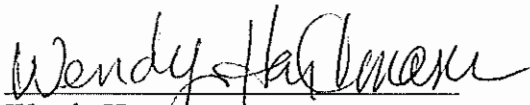
TO: Dr. Jon Bauer, College President
DATE: December 7, 2020
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire – Foundation Event & Program Coordinator

Please accept the Search Committee's recommendation to hire Ms. Susan Miller Warden as the full-time Foundation Event & Program Coordinator effective January 5, 2021 with an annual salary of \$50,000. Bridgette Kelch, Institutional Development/Foundation Executive Director, served as search committee chair.

Ms. Susan Miller Warden's experience at the Missourian Publishing Company includes, but is not limited to the following:

- Managing Editor, 2017 – 2020
- Assistant Managing Editor, 1999 – 2017
- Education/General Assignment Report, 1989 – 1999

Ms. Susan Miller Warden earned her Bachelor of Arts in Communications from University of Missouri – Columbia.


Wendy Hartmann
Director of Human Resources


Bridgette Kelch
Foundation Executive Director