



BOARD OF TRUSTEES MEETING

February 5, 2018

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING AGENDA
Monday, February 5, 2018
5:30 p.m. BH238**

		Action ¹	Discussion	Information
1.	CALL TO ORDER			
2.	RECOGNITION OF GUESTS			X
3.	PUBLIC COMMENT			
4.	APPROVAL OF AGENDA (Consent Agenda: Agenda 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.)	4 Votes		
5.	*APPROVAL OF MINUTES	4 Votes		
6.	TREASURER'S REPORT AND FINANCIAL REPORT	Simple Majority		
7.	AUDITING SERVICES	4 Votes		
8.	MARKET ANALYSIS OF COMPENSATION	4 Votes		
9.	COURSE FEES	4 Votes		
10.	DUAL ENROLLMENT TUITION	4 Votes		
11.	UPDATE ON THE HIGHER LEARNING COMMISSION COMPREHENSIVE QUALITY REVIEW			X
12.	*PERSONNEL A. Appointment B. Adjunct Faculty – Spring 2018	4 Votes		
13.	REPORTS A. Faculty Association B. ECC-NEA C. Professional Staff Association D. Classified Staff Association E. Student Government Association			X
14.	PRESIDENT'S REPORT			X
15.	ADJOURNMENT	Simple Majority		

¹RSMo Section 178.830 states, in part: "...A majority of the Board constitutes a quorum for the transaction of business, but no contract shall be let, teacher employed or dismissed, or bill approved unless a majority of the whole Board votes therefor."

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 5, 2018**

AGENDA ITEM 1: CALL TO ORDER

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

2/5/2018

Section 1, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 584-6501
FAX (636) 583-6602

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 5, 2018**

AGENDA ITEM 2: RECOGNITION OF GUESTS

Guests will be recognized by Mr. Jay Scherder.

2/5/2018

Section 2, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 584-6501
FAX (636) 583-6602

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 5, 2018**

AGENDA ITEM 3: PUBLIC COMMENT

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

2/5/2018

Section 3, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 584-6501
FAX (636) 583-6602

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 5, 2018**

AGENDA ITEM 4: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the February 5, 2018, Board of Trustees meeting.

2/5/2018

Section 4, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 584-6501
FAX (636) 583-6602

Agenda Item 4: Approval of Agenda

Consent Agenda Items for February 5, 2018:

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.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 5, 2018**

AGENDA ITEM 5: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the December 4, 2017 regular meeting and the January 22, 2017 special meeting of the Board of Trustees.

Attachments

2/5/2018

Section 5, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 584-6501
FAX (636) 583-6602

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, December 4, 2017**

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 5:30 p.m. by Board President Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Prudence Fink Johnson, Don Kappelmann, Cookie Hays and Eric Park. Also present were President of the College Jon Bauer; Administrators – Vice President of Academic Affairs Tia Robinson, Vice President of Finance and Administration Phil Pena, Vice President of Student Development Shelli Allen, and Vice President of External Relations Joel Doepker; Other Staff – Dean of Instruction Ann Boehmer, Director of Human Resources Wendy Hartmann, Foundation Executive Director Shannon Grus, Director of Institutional Research Bethany Lohden, Director of Public Relations Jay Scherder, Director of the Rolla Campus Christina Ayres, Director of Facilities & Grounds Tot Pratt, Director of Developmental Education Programs Michelle Branton, Accounts Payable Specialist Sharon Jost, Campus Police Officer Todd Schlitt, Faculty Association President Tom Fitts, NEA President Sue Henderson, Professional Staff Association President Karen Klos, Classified Staff Association Secretary Amy DeMiere, and Executive Assistant to the President Bonnie Gardner; Faculty Members - Greg Stotler, Reginald Brigham, Jerry Amoloza, Judy Bieker, Nancy Mitchell, Leigh Kolb, Joshua Stroup, Sean Barton, Bob Mahon, Linda Follis, Linda Barro, and Jenifer Goodson.

RECOGNITION OF GUESTS: Mr. Scherder introduced Kavahn Mansouri from the *Missourian* and Matt Wallace from KPM. Shane Jones from Tueth Keeney and Scott Kiehl from the Missouri NEA were also present.

PUBLIC COMMENT: There were no public comments.

APPROVAL OF AGENDA: Each item on the consent agenda shall be deemed to have been duly approved with the same validity as if each action were separately moved, seconded and adopted.

Motion: To **approve** the agenda for the December 4, 2017 meeting of the Board of Trustees.

Motion by Don Kappelmann; Seconded by Cookie Hays; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the November 6, 2017 regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President Pena reviewed the year-to-date financials.

Motion: To **approve** the treasurer’s report, the financial report and the payment of bills subject to the annual audit.

Motion by Prudence Fink Johnson; Seconded by Joseph Stroetker; Carried Unanimously

AUDITOR’S REPORT: Vice President Pena introduced Matt Wallace from KPM who informed the Board that the College has again received an unmodified or “clean” opinion. There were no significant deficiencies or material weaknesses identified in the internal control structure and no

findings related to the administration of federal programs. The Foundation also received an unmodified opinion for the calendar year 2016 and had net assets of \$5.9 million.

Matt reviewed highlights from the audit report that was provided to Board members. He noted that unrestricted cash is down about \$800,000 but capital assets are up about \$3.7 million; this is related to projects completed over the past year. Liabilities are up about \$300,000 from the prior year and the liability for retirement is approximately \$10.8 million. Cash reserves stand at 19.3%, which is a good position; the recommended amount is between 15% and 20%.

As was recommended last year, the College needs to review and comply with the attendance taking school requirements and determine within 15 days that a student has withdrawn from school. The GASB75 implementation regarding reporting liability for post-employment benefits has been taken care of and will generate a liability of about \$1.2 million for post-employment health insurance. This will be reflected in the financial statements.

Motion: To **accept** the audit report for the fiscal year ending June 30, 2017.

Motion by Prudence Fink Johnson; Seconded by Don Kappelmann; Carried Unanimously

***PERSONNEL:** The Board **accepted** the resignations of Shannon Grus, Executive Director, Foundation/Director, Institutional Development, effective December 4, 2017 and Stephanie Free, Nursing Instructor, effective December 19, 2017. The Board also **approved** the appointment of adjunct faculty for the Spring 2018 semester as listed in the attached memorandum.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Tom Fitts reported that Adam Watkins has been appointed to a statewide working group to discuss and revise learning expectations for fine arts standards at the K-5 level in Missouri schools. Tom expressed concern on behalf of the faculty and staff regarding the Higher Learning Commission visit in October and the lack of information provided when the HLC did not adhere to the two-week timeline for providing the feedback report. He noted that the first communication from administration was not until November 29; it indicated a draft report had been received and was being reviewed for errors of fact. He also expressed dismay with the timing and short notice given for the December 5 college wide meeting. Tom stated there is much concern that the process related to the HLC findings over the last six to seven weeks has not been open and that the report is not being addressed with the Board at this meeting.
- B. ECC-NEA:** ECC-NEA President Sue Henderson reported that NEA Vice President Linda Follis recently attended the NEA statewide assembly. Sue also noted that the NEA is in accordance with the statement made by the Faculty Association.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Karen Klos reported the association is collecting Christmas gifts for two area families in need – one in Union and one in Rolla.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Secretary Amy DeMiere reported that the Denim Days program to date has produced a total of \$1,270 which has been contributed to area service organizations.

E. STUDENT GOVERNMENT ASSOCIATION: Representatives of Student Government were unable to attend; there was no report.

PRESIDENT'S REPORT: Dr. Bauer expressed appreciation to KPM, the business office staff and the Foundation staff for work done to complete the audit.

Regarding the Faculty Association remarks, he noted that the HLC feedback is a process and as late as the last Board meeting the College was providing additional information requested by the team. The errors of fact check has been completed and submitted. The final report from HLC should be sent to the College in the next several weeks. On December 5 information will be shared in advance of receiving the final report from the team and the campus will be kept informed.

Dr. Bauer recognized Shannon Grus, who is leaving the institution after nine years of service and complimented her for the outstanding work she has done. He congratulated her on her new position as Vice President of Advancement at State Technical College in Linn.

**EXECUTIVE SESSION - REVISED STATUTES OF MISSOURI 2004, SECTION 610.021
(3) PERSONNEL:**

Motion: To **enter** into executive session per RSMo 2004, Section 610.021(3) Personnel at 6 p.m.

Motion by Don Kappelmann; Seconded by Joseph Stroetker

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

<u>yes</u>	A. Hartley	<u>yes</u>	P. Johnson	<u>yes</u>	C. Hays
<u>yes</u>	J. Stroetker	<u>yes</u>	D. Kappelmann	<u>yes</u>	E. Park

No action was taken during the executive session.

Motion: To **resume** open session at 9:05 p.m.

Motion by Joseph Stroetker; seconded by Don Kappelmann

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

<u>yes</u>	A. Hartley	<u>yes</u>	P. Johnson	<u>yes</u>	C. Hays
<u>yes</u>	J. Stroetker	<u>yes</u>	D. Kappelmann	<u>yes</u>	E. Park

ADJOURNMENT:

Motion: To adjourn the December 4, 2017 public Board of Trustees meeting at 9:05 p.m.

Motion by Cookie Hays; Seconded by Joseph Stroetker; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, January 22, 2018**

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 5:30 p.m. by Board President Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Prudence Fink Johnson, Don Kappelmann, Cookie Hays and Eric Park. Also present were President of the College Jon Bauer; Administrators – Vice President of Academic Affairs Tia Robinson, Vice President of Finance and Administration Phil Pena, Vice President of Student Development Shelli Allen, and Vice President of External Relations Joel Doepker; Other Staff – Dean of Career & Technical Education Richard Hudanick, Director of Financial Services Annette Moore, Director of Institutional Research Bethany Lohden, Director of Public Relations Jay Scherder, Director of Developmental Education Programs Michelle Branton, Campus Police Officer Tommie Lowe, Faculty Association President Tom Fitts, NEA President Sue Henderson, Professional Staff Association President Karen Klos, Classified Staff Association President Stacy Bellville, and Executive Assistant to the President Bonnie Gardner; Faculty Members - Leigh Kolb, Linda Barro, Lisa Hanneken and John Hardecke.

UPDATE REGARDING HIGHER LEARNING COMMISSION (HLC) COMPREHENSIVE QUALITY REVIEW: Cookie Hays noted that she and Ann Hartley are participating in some of the committee work and emphasized that the Board's job is to take the HLC report seriously with a goal of improving the institution. She noted that systemic changes are needed in the way the College functions and makes decisions.

Dr. Bauer reviewed the five criteria for accreditation which drive the entire process and noted the accreditation team can find that the institution has met each criterion, has met with concerns or has not met. Criterion One - Mission was met, Criterion Two – Integrity: Ethical and Responsible Conduct was met; Criterion Three – Teaching and Learning: Quality, Resources and Support was met with concerns due to sporadic faculty evaluations and staff evaluations that were not conducted on an annual basis for all employees; Criterion Four – Teaching and Learning: Evaluation and Improvement was met with concerns; and Criterion Five – Resources, Planning and Institutional Effectiveness was not met.

He noted that concerns under Criterion Four were not related to the quality of instruction but rather to the college's ability to assess programs and drive improvement based on data. Assessment is currently departmentally driven and needs to be across the campus, including co-curricular assessment. Also, there are no identified goals for retention, persistence and completion.

Under Criterion Five the governance and administrative structure component was met with concerns related to the inability of employees to articulate a shared governance structure, ineffective two-way communication and a disconnect between the president and employees. Past AQIP recommendations were not always acted upon and the feedback loop was not always present. The planning component was met with concerns; the team noted that the current strategic plan is more of an operational list and it was unclear how the college links assessment of student learning with the evaluation of operations and planning/budgeting. The component related to systematically working to improve performance was not met. The team indicated there

was no clear evidence that the college is committed to performance improvement through data gathering and analysis and the documentation of processes remains a challenge.

The recommendation from the site visit team is that the institution be placed on probation with ongoing monitoring of the federal compliance component of the review. The recommended accreditation pathway is the standard pathway going forward.

The HLC Task Force has been working since December to develop recommendations and strategies to address concerns raised in the report. The next step is for the institution to provide a written response to the report and attend a hearing with the Institutional Actions Council on April 24. Sub-committees of the HLC Task Force continue to develop recommendations that will be taken under advisement and responded to by administration; the institution's response will be submitted to HLC no later than mid-March. Following the April hearing, the IAC will make a recommendation to the full HLC board and a final decision will be rendered by the board sometime in late fall.

Dr. Bauer stressed that the team has made a recommendation for probation; the college is not on probation at this point and remains fully accredited. If HLC does recommend probation, the college still retains its accreditation and would have a two-year period to do the necessary work that responds to the recommendations of the team. The quality of instruction remains unaffected and financial aid will still be in place. This is an opportunity to become a better institution and something that is taken very seriously.

Dr. Robinson explained the composition of the HLC Task Force and noted that subcommittees were formed to address specific concerns. Recommendations have been presented and the writing of the response can now begin as committees continue to work.

Annette Moore presented information from the subcommittee addressing processes. She noted that the HLC has indicated an institution with well-documented processes will use that documentation to guide the institution toward its goals. The subcommittee began by defining policy, process and procedure and has developed a template to be used to document processes. A repository has been established to house the processes and divisions have been asked to submit a list of processes requiring documentation. Meanwhile, the committee learned that the HLC is interested in high level processes for developing the strategic plan, processes for assessment, and processes for shared governance rather than the day-to-day operational processes. The HLC liaison suggested the college add goals and revise the current strategic plan now while beginning development of a new strategic plan.

Sue Henderson shared information from the subcommittee focused on institutional assessment. Sue explained that a systematic approach is needed for institution-wide assessment. The subcommittee is recommending an Office of Institutional Effectiveness to provide oversight and ensure the master plan is assessed. This would be a long-range goal. Short range they are recommending the establishment of an assessment coalition and have developed a mission statement. One of the primary goals is the creation of a five-year review process for service and administrative areas similar to what is done in instruction. They are developing a review schedule and identifying relevant data that would be considered along with an assessment instrument for each area. The areas would also complete annual assessments. Another goal is to

provide ongoing training and support for assessment work to emphasize its importance and how it is tied to strategic planning and decision making.

Leigh Kolb reported for the subcommittee on co-curricular assessment. They have developed a definition for co-curricular activities and are working on a timeline for implementation of an assessment plan as well as a tool kit that will provide templates and forms for reporting. Goals have been set and a survey is developed to gather information on the activities currently occurring.

Michele Branton shared information from the subcommittee on retention and completion. This committee was formed prior to the HLC visit and has been operating since September. They have reviewed data and surveys completed by faculty and foundation seminar classes. Michele provided a printed copy of the executive summary of the subcommittee report for the Board.

The co-chairs of the subcommittee on shared governance were unable to attend. Dr. Bauer provided an update and noted that a statement of shared governance has been developed along with principles of shared governance. The overarching goal is that broad input is provided from all constituent groups prior to decisions being made. The subcommittee has recommended restructuring the current Leadership Council into a Shared Governance Council with elected representation from each constituent group as well as a Board representative. Subcommittee members had varying opinions on student representation and will let the newly structured council determine how students are represented. Institutional issues will come to the council, council recommendations will inform the president, and when policy is involved recommendations would go forward to the Board. This group is also looking at communication and recommends the establishment of a webpage dedicated to shared governance along with an online repository (possibly using SharePoint) for agendas and minutes of various governance committees. Templates for agendas and minutes were developed to provide consistency.

Dr. Robison reported that work has begun to address the inconsistency of faculty evaluations. All full-time faculty will be evaluated by February 16 and a process has been developed whereby new faculty will be evaluated their first semester, annual contract faculty will be evaluated once per year and continuing contract faculty will be evaluated every three years. Those applying for promotion will be pulled out of their normal cycle to be evaluated and then enter a new cycle. Adjunct faculty evaluation will be added and a pool of adjuncts have been identified for evaluation this semester. Dual credit faculty evaluation will be added in the fall with a goal of all adjunct and dual credit instructors being evaluated by the end of the Fall 2018 semester. In addition, the Faculty Credentialing Committee has developed a tool and will begin reviewing the credentials of all current faculty in February to ensure HLC requirements are met.

Dr. Bauer noted that between now and the end of March the written response to the HLC will be developed and the Board may be asked to approve new policies and staffing recommendations. Realistic measures will be added to the current strategic plan and development of a new comprehensive strategic plan will begin. The institution must be intentional about using data, must be systematic and clearly identify its processes, and must document assessment of outcomes and adjustments made as a result of the analysis of data.

The Board expressed appreciation for the work being done to address concerns raised by HLC and confidence that faculty and staff will meet the challenges ahead. Dr. Park encouraged

January 22, 2018 Board Minutes

transparency and openness between employees and the Board. Ms. Hartley indicated she will be meeting with administration and committee chairs to ensure she is well prepared for the upcoming hearing. The HLC liaison has extended an invitation to speak with the Board and to provide questions that will need to be addressed at the hearing.

Sue Henderson expressed concern that the work being done and changes implemented now will dissipate after the anticipated probationary period and noted that faculty want this work to have a lasting effect. Dr. Robinson stated that preparation for the upcoming hearing is very important. The college will be expected to respond to questions regarding why prior HLC recommendations were not addressed. The hearing will look at the totality of what the institution has done or left undone. In response, Ms. Hartley indicated that the Board intends to have long-term change. Ms. Hays stated the Board needs to do more to follow up on decisions that are made and does not intend to be a “rubber stamp committee.”

ADJOURNMENT:

Motion: To adjourn the January 22, 2018 public Board of Trustees meeting at 6:48 p.m.

Motion by Cookie Hays; Seconded by Joseph Stroetker; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 5, 2018**

AGENDA ITEM 6: 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.

Attachment

2/5/2018

Section 6, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 583-5195, Ext. 6502
FAX (636) 583-6601

East Central College
Statement of Net Assets for all Funds
As of December 31, 2017 and December 31, 2016

ASSETS	<u>12/31/17</u>	<u>12/31/16</u>
Current		
Cash	3,694,298	3,752,179
Investments	840,738	4,853,047
Receivables, net		
Student	2,526,664	2,831,758
Federal & State agencies	738,083	1,096,209
Other	3,183	-31,955
Inventories	222,779	274,451
Prepaid expenses	177,091	152,534
Total Current Assets	<u>8,202,836</u>	<u>12,928,223</u>
Non-Current Assets		
Other Assets	769,006	1,085,606
Capital Assets (net)	43,822,698	42,687,028
Total Non-Current Assets	<u>44,591,704</u>	<u>43,772,634</u>
Total Assets	<u>52,794,540</u>	<u>56,700,857</u>
DEFERRED OUTFLOW OF RESOURCES		
Deferred pension outflows	<u>7,971,713</u>	<u>4,901,303</u>
Total Assets and Deferred Outflow of Resources	<u>60,766,253</u>	<u>61,602,160</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	11,084	14,598
Accrued Wages & Benefits	241,500	254,780
Unearned Revenue	-	-
Due to Agency Groups	89,424	93,512
Accrued Interest	64,714	-
Total Current Liabilities	<u>406,722</u>	<u>362,890</u>
Non-Current Liabilities		
USDA Loan	891,667	991,667
Bonds Payable	12,730,000	17,745,000
Premium on Sale of Bonds	848,965	951,362
Net Pension Liability	15,053,065	11,753,832
Compensated Absences	511,560	528,581
Post Employment Benefit Plan Payable	601,100	538,600
Johnson Control Performance Contract	1,258,583	-
Total Non-Current Liabilities	<u>31,894,940</u>	<u>32,509,042</u>
Total Liabilities	<u>32,301,662</u>	<u>32,871,932</u>
DEFERRED INFLOW OF RESOURCES		
Deferred pension inflows	<u>3,726,851</u>	<u>3,463,193</u>
NET ASSETS		
Investment in Capital Assets, net	36,888,336	31,311,840
Restricted for Debt Service	41,034	4,271,159
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	4,988,820	5,143,090
All other Funds	-18,940,449	-17,219,054
Total Net Assets	<u>24,737,741</u>	<u>25,267,035</u>
Total Liabilities, Deferred Inflow of Resources and Net Assets	<u>60,766,253</u>	<u>61,602,160</u>

East Central College
Statement of Activities
General Fund
As of December 31, 2017 and December 31, 2016

	For the Fiscal Year Ending June 30, 2018			For the Fiscal Year Ended June 30, 2017			
	Current FY Budget	December 2017 Month end	Current FY Year-To-Date	Prior FY Budget	December 2016 Month end	Prior FY Year-To-Date	Prior FYE
Revenues:							
Local Revenue	6,313,000	1,503,981	1,601,880	6,284,527	1,662,179	1,792,557	6,340,852
State Revenue*	5,306,645	428,548	2,571,294	5,880,000	473,368	2,840,208	5,345,756
Federal Revenue	5,000			-		515	7,810
Tuition and Fees	6,852,940	197,809	5,090,950	6,238,166	157,923	5,150,275	5,687,024
Interest Income	50,000	5,032	28,132	50,000	2,787	23,529	67,793
Gifts and Grants	45,000	-	31,901	45,000	-	21,000	40,000
Miscellaneous Revenue	80,519	4,283	33,339	50,000	3,350	36,433	80,528
Transfers-Interfund & Indirect	-	3,345	6,848	-	4,287	8,656	17,780
Transfer Federal Programs	-	-	-	-	-	-	-
Total Revenues	18,653,104	2,142,998	9,364,344	18,547,693	2,303,894	9,873,173	17,587,543
Expenses:							
Salaries	10,468,339	848,347	4,673,623	10,738,313	806,203	4,970,237	10,957,847
Benefits	3,170,393	284,112	1,557,274	3,264,288	290,319	1,613,749	3,806,639
Contractual Services	615,370	61,342	586,533	908,496	21,032	596,772	857,128
Current Expenses	1,361,919	44,234	424,912	1,011,581	73,290	490,236	891,559
Travel	218,087	6,425	96,271	231,215	11,529	124,333	188,900
Property & Casualty Insurance	205,000	93,117	198,072	205,000	89,689	195,951	199,359
Vehicle Expense	3,450	420	6,310	11,650	355	3,016	9,338
Utilities	708,599	42,590	249,713	758,889	80,631	358,094	709,456
Tele/Communications	219,201	16,561	98,760	177,219	31,586	109,812	225,184
Miscellaneous**	1,210,844	15,944	119,835	1,113,842	17,679	86,775	592,470
Clearing Account	-	-34	1,306	-	0	-246	-
Scholarship Expense	74,500	1,957	30,181	70,700		38,588	74,411
Faculty Development	25,000	-	818	30,000		25,600	30,100
Instit. Match for Grants	309,722	-	-	-	-	-	272,609
Commitment to ABE	20,000	-	-	20,000	-	1,318	20,000
Instit. Commit.to Fine Arts	6,500	-	-	6,500	-	-	6,500
Instit. Commit.to Word & Motion	3,200	-	-	-	-	-	-
Capital	32,980	-	-	-		32,242	36,968
Interfund Transfers	-	-	-	-	-	-	1,637,456
Interest on Debt	-	-	-	-	-	-	-
Total Expenses	18,653,104	1,415,015	8,043,608	18,547,693	1,422,313	8,646,477	20,515,924
Revenue over Expenses	-	727,983	1,320,736	-	881,581	1,226,696	-2,928,381

* State projection changed after budget was approved

** Misc Expense(contingency) reduced by the amount of the change in state revenue

East Central College
Statement of Revenue, Expenses & Changes in Net Assets
(All Funds)
As of December 31, 2017 and December 31, 2016

	For the Fiscal Year Ending June 30, 2018		For the Fiscal Year Ended June 30, 2017	
	December 2017	FY 2018 Year-To-Date	December 2016	FY 2017 Year-To-Date
Operating Revenues:				
Student Tuition & Fees	239,306	6,127,383	196,985	6,308,979
Federal Grants & Contracts	43,963	3,692,760	68,845	4,463,366
State Grants & Contracts	25,636	146,307	237,951	965,504
Auxiliary Services Revenue	70,374	986,515	87,584	1,079,554
Other Operating Revenue	7,436	101,430	5,604	96,316
Total Operating Revenue	386,715	11,054,395	596,969	12,913,719
Operating Expenses:				
Salaries	941,486	5,217,142	896,605	5,528,630
Benefits	304,790	1,691,911	313,034	1,747,573
Purchased Services	127,098	866,388	102,482	944,367
Supplies & Current Expenses	108,510	1,563,127	198,479	1,653,139
Travel	10,392	128,813	14,854	159,639
Insurance	93,117	214,393	89,690	210,173
Utilities	63,381	408,812	113,951	503,094
Other	10,957	80,703	9,657	48,515
Depreciation	169,640	1,025,402	145,720	806,328
Financial Aid & Scholarship	5,073	3,691,235	2,000	3,991,668
Total Operating Expenses	1,834,444	14,887,926	1,886,472	15,593,126
Operating (Loss)/Gain	-1,447,729	-3,833,531	-1,289,503	-2,679,407
Non-Operating Revenues (Expenses):				
State Appropriations	428,548	2,571,294	473,368	2,840,208
Tax Revenue	1,856,766	1,977,630	2,052,073	2,213,033
Interest Income	5,668	32,905	3,287	27,736
Gain/Loss on asset disposal	-	760	-	-
Principal & Interest on Debt	-	-65,615	-	18,236
Total Non-Operating Revenue (Expenses)	2,290,982	4,516,974	2,528,728	5,099,213
Increase in Net Assets	843,253	683,443	1,239,225	2,419,806

East Central College
Investments
As of December 31, 2017

<u>CD Number</u>	<u>Date</u>	<u>Maturity</u>	<u>Term</u>	<u>Rate</u>	<u>Total</u>
<u>Citizens Bank</u>					
272419	11/10/2017	5/10/2018	6 months	1.60%	\$ 377,352.88
272421	11/10/2017	5/10/2018	6 months	1.60%	\$ 377,352.91
ECC Total Invesments					\$ 754,705.79

Private CDs Owned by the P. A. Hearst Account

Farmers & Merchants Bank - CD					
#132982028	11/13/2017	8/13/2019	21 months	1.50%	\$ 81,672.62
United Bank of Union - CD #1024012663	4/14/2017	4/14/2018	12 months	0.40%	\$ 6,085.19
Total Investments					\$ 87,757.81

2017

Total Cash Accounts	\$ 3,694,298.00
Certificates of Deposit	\$ 754,705.79
	\$ 4,449,003.79

2016 (December)

Total Cash Accounts	\$556,344.00
Certificates of Deposit	\$ 750,000.00
	\$ 1,306,344.00

East Central College
Pledged Securities
As of December 31, 2017

Farmers & Merchants

SECURITY DESCRIPTION	MATURITY	CUSIP NO.	PAR AMOUNT
	DATE		
FDIC Insurance			\$ 250,000.00
TOTAL			<u>\$ 250,000.00</u>

United Bank of Union

SECURITY DESCRIPTION	MATURITY	CUSIP NO.	PAR AMOUNT
	DATE		
FEDERAL FARM CREDIT BANK	02/20/18	3133ECFQ2	\$ 750,000.00
FEDERAL FARM CREDIT BANK	03/19/18	3133EAW61	\$ 50,000.00
FEDERAL FARM CREDIT BANK	05/01/18	3133EAB72	\$ 750,000.00
FEDERAL FARM CREDIT BANK	05/09/18	3133EAH43	\$ 1,000,000.00
FEDERAL HOME LOAN BANK	07/30/18	313381W27	\$ 600,000.00
FEDERAL HOME LOAN BANK	04/05/19	313382H97	\$ 1,000,000.00
FEDERAL NATIONAL MORTGAGE ASSN	04/26/19	3136G0R45	\$ 1,560,000.00
FEDERAL NATIONAL MORTGAGE ASSN	10/23/19	3135G0QM8	\$ 800,000.00
FEDERAL HOME LOAN BANK	01/17/20	313381T88	\$ 1,000,000.00
MARION CO MO SCHL DIST MUNI	3/1/2024	569101GS1	\$ 400,000.00
STRAFFORD MO REORG SCHL DIST MUNI	03/01/26	862682CD5	\$ 250,000.00
FRANKLIN CO REORG SCHL DIST MUNI	03/01/27	35310DGK0	\$ 25,000.00
GRANDVIEW MO MUNI	03/01/27	386748LQ8	\$ 585,000.00
TOTAL			<u><u>\$ 8,770,000.00</u></u>

United Bank of Union

SECURITY DESCRIPTION	MATURITY	CUSIP NO.	PAR AMOUNT
	DATE		
FRANKLIN COUNTY SCHOOL DISTRICT, R-XI UNION MO	3/1/2021	353100GU8	\$ 540,000.00
TOTAL			<u><u>\$ 540,000.00</u></u>

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

** ALL PLEDGED SECURITIES ARE IN COMPLIANCE WITH SECTION 1823 (E) OF THE FDIC REGULATIONS AND HAVE BEEN APPROVED BY THE BANK'S LOAN COMMITTEE. THE APPROVAL IS REFLECTED WITHIN THE MINUTES OF THE COMMITTEE.

East Central College
Warrant Check Register
As of December 20, 2017

The Treasurer of the Board confirms for the month ending December 20, 2017 that the check payments officially filed have been issued in accordance with the policies and procedures of East Central College (Junior College District), in compliance with the appropriation granted by the Board of Trustees as defined in the FY18 budgets and that there are sufficient balances in each fund and sub-fund available for the expenditures for which approval is hereto requested.

Total amount of checks dispersed from November 1, 2017 through December 20, 2017, is reported at \$2,262,352.71.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 5, 2018**

AGENDA ITEM 7: AUDITING SERVICES

Recommendation: To **approve** a contract with KPM to conduct the external audit of East Central College and the East Central College Foundation for fiscal years 2018-2020 at a cost not to exceed \$45,400 for FY18, \$46,300 for FY19, and \$47,200 for FY20, subject to annual approval by the Board of Trustees.

Attachment

2/5/2018

Section 7, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 584-6501
FAX (636) 583-6602



Interoffice Memorandum

To: Jon Bauer

From: Phil Pena 

Subject: Auditing services FY18 – FY20 recommendation

Date: January 17, 2018

It is my recommendation that the Board of Trustees accept and approve retaining KPM as our auditor of record for East Central College and the ECC Foundation for fiscal years 2018, 2019, and 2020. My recommendation is based on KPM's ability to provide qualified, cost-effective audit and audit-related consulting services with higher education and U.S. Department of Education grant audit experience and their years of dedicated service to the college.

The combined cost for the college and foundation audits is \$45,400 for FY18, \$46,300 for FY19, and 47,200 for FY20, subject to annual approval by the Board of Trustees.

Two firms submitted proposals for auditing services, both qualified.

KPM has higher education, grant, and foundation experience and will provide the college with cost-effective audit and audit-related consulting services.

The firms, combined prices, and comments:

Firm	Higher Ed Experience	2018 Total	2019 Total	2020 Total	3 year Cost	Comment
CliftonLarsonAllen	Yes	48,000	49,440	50,925	148,365	Qualified
KPM	Yes	45,400	46,300	47,200	138,900	Qualified

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 5, 2018**

AGENDA ITEM 8: MARKET ANALYSIS OF COMPENSATION

Recommendation: To **engage** MGT of America, Tallahassee, FL, to perform a market analysis of compensation at a cost of \$30,580.

Attachment

2/5/2018

Section 8, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 584-6501
FAX (636) 583-6602

BOARD MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: DR. JON BAUER
SUBJECT: COMPENSATION STUDY
DATE: JANUARY 30, 2018
CC: WENDY HARTMANN

This memorandum serves as a recommendation to engage MGT of America, Tallahassee, FL, to perform a compensation study at a cost of \$30,580.

ECC issued a Request for Proposals (RFP) in December, 2017. The RFP called for firms to submit proposals to conduct a compensation study that would provide data on ECC compensation for faculty and staff compared to peer institutions and/or employers in the St. Louis region and at community colleges statewide.

The study is intended to provide data concerning the salary and benefits of ECC faculty and staff compared to those offered by other community colleges or similar employers. We increasingly find it hard to compete with other employers with our existing salary structure. This study will quantify how our salaries and benefits compare to those employers. The information will be used to develop strategies for becoming more competitive over time.

Four proposals were received on time (two were submitted after the deadline and not considered). Two of the four proposals also included services for developing a new classification system, which was outside the scope of the RFP. With those additional services and costs removed from the proposals, the final group of proposals was as follows:

Firm	Address	Cost
Segal Waters Consulting	Washington, D.C.	\$70,000
Gallagher Benefit Services Inc.	St. Paul, MN	\$34,000*
MGT of America	Tallahassee, FL	\$30,580
Compensation Resources	Upper Saddle River, NJ	\$49,500

**Gallagher's proposal includes a custom survey that would include employers we would identify. The firm submitted an alternative proposal that would use published salary data from selected institutions, at a cost of \$24,000, but that was not deemed comparable to the surveys included in the other proposals.*

MGT has worked with numerous colleges and universities, and was used at East Central to conduct a salary and classification study in 2008. After reviewing the proposals, I recommend that the college engage MGT of America to conduct this market analysis.

I will be prepared to answer questions or provide more information, as needed, at the upcoming board meeting.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 5, 2018**

AGENDA ITEM 9: COURSE FEES

Recommendation: To **adopt** a schedule of course fees for the 2018-19 academic year as outlined in the attached memorandum.

Attachment

2/5/2018

Section 9, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 584-6501
FAX (636) 583-6602

BOARD MEMORANDUM

To: Dr. Jon Bauer
 From: Dr. Tia Robinson
 Subject: 2018/2019 Academic Year Course Fees
 Date: January 30, 2018

This memorandum serves as a recommendation for the Board of Trustees to adopt the course fee schedule listed below for the 2018/2019 Academic Year. In 2017, a cross functional team developed a process by which all course fees would be reviewed and presented to the board on an annual basis. The Deans, along with faculty, compared current course fees with the current costs the fees were meant to offset. The changes recommended will bring fees inline with current practices.

The proposed changes are estimated to result in a \$38,000 reduction in course fees for FY 19. While this is not ideal, it is important that these course fees be aligned with actual costs unique to specific courses. By reviewing the courses fees annually, timely recommendations can be made to change the fees as costs increase or decrease.

Nursing and Allied Health Course Fees					
	Department	Sec Name	Sec Short Title	New Fee	Old Fee
<u>ADDITIONS</u>					
	Certified Medical Assistant	MDA*101	Administrative Procedures	\$100	\$0
<u>CHANGES</u>					
	Nursing	NUR*102	Fund Nursing Lab	\$350	\$90
	Nursing	NUR*132	Nursing of Adults & Child I Lab	\$0	\$85
	Nursing	NUR*202*WSSAR	Nursing Adults & Child II Lab - Bridge Sec	\$350	\$110
	Nursing	NUR*202	Nursing Adults & Child II Lab	\$0	\$148
	Nursing	NR*2055	Nursing of Adults & Child III Lab Bridge Sec	\$0	\$110
	Nursing	NR*2055	Nursing of Adults & Child III Lab	\$0	\$148
	In the past the Nursing Assessment/Remediation fees were collected from several courses over a couple of semesters. In reality many of the costs were incurred in the 1st semester and if students dropped the costs were not recouped.				
<u>NO CHANGES</u>					
	Emergency Med Services	EM*1131	Paramedic 2 Clinical		\$28
		EMS*101	BLS/Hlthcare Providers		\$15
		EMS*102	Heartsaver First Aid		\$15
		EMS*104	ACLS (Adv Cardiac Life Supp)		\$150
		EMS*105	Pre-Hospital Trauma Life Supp		\$150
		EMS*109	Emer Medical Tech Clinical		\$28
		EMS*110	Emergency Medical Tech Lec		\$50
		EMS*110	Emergency Medical Tech Lec		\$20
		EMS*122	Intro Paramedic Tech Clinical		\$28
		EMS*122	Intro Paramedic Tech Clinical		\$20

Nursing and Allied Health Course Fees Cont'd

NO CHANGES	Emergency Med Services	EMS*131	Pediatric Adv Life Support		\$150
		EMS*152	Paramedic 1		\$20
		EMS*152	Paramedic 1		\$75
		EMS*152	Paramedic 1		\$28
		EMS*161*ARR	Paramedic 2 Clinical		\$28
		EMS*161*ARR	Paramedic 2 Clinical		\$75
		EMS*202	Paramedic 3 Clinical		\$75
		EMS*202	Paramedic 3 Clinical		\$28
		EMS*211	Paramedic 4 Clinical		\$75
		EMS*211	Paramedic 4 Clinical		\$28
		EMS*221	Paramedic 5 Clinical		\$75
		EMS*221	Paramedic 5 Clinical		\$28
		EM*1323*AP2	Paramedic 6		\$28
		EMS*270	I.S.-EMT		\$28
		EMS*275	Paramedic Fld Intern Contin		\$28
	Certified Medical Assistant	MDA*100	Medial Asst Externship Prep		\$100
		MDA*113	Clinical Procedures		\$50
		MDA*213	Medical Laboratory Procedures		\$50
		MDA*222	Prog Capstone-Md Assist Review		\$125
	Nursing	NR*2055	Nursing of Adults & Child III Lab		\$265
		NUR*102	Fund Nursing Lab		\$265
		NUR*103	Successful Transitions/Nursing		\$120
		NUR*132	Nrsg of Adults & Child I Lab		\$265
		NUR*202	Nursing Adults & Child II Lab		\$375
		NUR*202*WSSAR	Nursing Adults & Child II Lab		\$375
	Occupational Therapy	OA*205	Med Conditions Occup Therapy		\$50
		OA*205	Med Conditions Occup Therapy		\$174
		OTA*204	Found Occupational Therapy		\$50
		OTA*204	Found Occupational Therapy		\$174
		OTA*204	Pediatric & Adolescent Pract		\$50
		OTA*204	Pediatric & Adolescent Pract		\$174
		OTA*212	Analysis of Occupations		\$50
		OTA*212	Analysis of Occupations		\$174
		OTA*215	Mental Hlth&psychosocial Pract		\$50
		OTA*215	Mental Hlth&psychosocial Pract		\$174
		OTA*252	Functional Kinesiology		\$50
		OTA*252	Functional Kinesiology		\$174
		OTA*254	Physical Disabilities Practice		\$50
		OTA*254	Physical Disabilities Practice		\$174
		OTA*257	Community Practice		\$50
		OTA*257	Community Practice		\$174
		OTA*258	Ethics, Mgt & Leadership		\$50
		OTA*258	Ethics, Mgt & Leadership		\$174
		OTA*259	Professional Skills		\$50
		OTA*259	Professional Skills		\$174
		OTA*290	Level II Fieldwork A		\$50
		OTA*290	Level II Fieldwork A		\$174
		OTA*295	Level II Fieldwork B		\$50
		OTA*295	Level II Fieldwork B		\$174

Career & Technical Courses

Course Fees

	Department	Sec Name	Sec Short Title	New Fee	Old Fee
CHANGES					
	Accounting	ACC*115*WEB	Accounting Tech/QuickBooks	\$0	\$25
		ACC*117*WEB	Computer Assisted Accounting	\$0	\$25
	HVAC/R	AI*1101*RT	Theo of A/C&Equip Install Lab	\$25	\$10
		AI*1121*RT	Test Diag&Troubleshooting Lab	\$25	\$10
		AI*1311*K1AR	Intro to HVAC Lab	\$25	\$10
		AI*1710*WSAN	Refrig Recov/EPA Cert	\$35	\$70
		AI*1710*WSAN	Refrig Recov/EPA Cert	\$35	\$40
		HVC*181*T	Intro to HVAC Lab	\$25	\$10
		HVC*183*T	Forced-Air Systems Lab	\$25	\$10
		HVC*185*T	Heating Control Systems Lab	\$25	\$10
		HVC*251*A	Commercial Chilled Water Appl	\$25	\$0
		HVC*187*R	Htg Equip Installation Lab	\$10	\$0
	Culinary	CUL*104*AK	Food Safety & Sanitation	\$0	\$60
		CUL*1201*ARR	Culinary Internship	\$0	\$60
		CUL*1201*ARR	Culinary Internship	\$0	\$60
		CUL*165*ARR	Culinary Internship	\$0	\$60
		CUL*216*CF	Fund of Restaurant Oper Mgt	\$0	\$60
		CUL*217*AD	Kitchen Supervisory Dev	\$0	\$60
	Health Info Management	HIM*1003*WEB	Intro Health Info Management	\$0	\$60
		HIM*101*WEB	Intro Health Info Management	\$0	\$60
		HIM*1023*WEB	Healthcare Delivery Systems	\$0	\$60
		HIM*201*WEB	Computers in Healthcare	\$0	\$60
		HIM*2013*WEB	CPT Coding	\$0	\$60
		HIM*203*WEB	ICD Coding	\$0	\$60
		HIM*2033*WEB	Insur Billing&Reimbursement	\$0	\$60
		HIM*211*WEB	Healthcare Quality Management	\$0	\$60
		HIM*212*WEB	Healthcare Mgt Supervision	\$0	\$60
	Industrial Engineering	IE*1103*J	Intro Manufacturing Processes	\$0	\$10
		IE*1103*QS	Intro Manufacturing Processes	\$0	\$10
		IE*1123*CEF	Industrial Comp Applications	\$0	\$10
		IE*1163*DG	Indus&Control Sys Wiring	\$30	\$25
		IE*2123*ARR	Materials and Metallurgy	\$0	\$20
		IE*2123*QS	Materials and Metallurgy	\$0	\$20
		IE*2153*PR	Motor Controls	\$15	\$25
		IND*103*QS	Intro Manufacturing Processes	\$0	\$10
		IND*212*QS	Materials and Metallurgy	\$0	\$20
		IND*174	Maintenance Welding	\$350	
NO CHANGES					
	Computer Info Systems	CIS*151*Q	Network I (Cisco)		\$20
		CIS*151*Q2	Network I (Cisco)		\$20
		CIS*152*28QHY	Network 2 (Cisco)		\$20
		CIS*213*PHYB	Network 3		\$20
		CIS*213*QHYB	Network 3		\$20
		CS*1163*N	Network 2 (Cisco)		\$20
		CS*1163*N2	Network 2 (Cisco)		\$20
		CS*2203*MHYB	Network 4		\$20
	Culinary	CUL*101*AD	Kitchen Fundamentals		\$60
		CUL*103*AJ	Basic Culinary Mthds & Tech		\$60
		CUL*105*ARR	Culinary Competition I		\$60
		CUL*1051*ARR	Culinary Competition I		\$60
		CUL*106*ARR	Culinary Competition II		\$60

Career & Technical Courses

Course Fees Cont'd

NO CHANGES	Culinary	CUL*1061*ARR	Culinary Competition II		\$60
		CUL*107*ARR	Culinary Competition III		\$60
		CUL*1071*ARR	Culinary Competition III		\$60
		CUL*111*AJ	Fundamentals of Baking		\$60
		CUL*1123*CHBJ	Concept Planning & Nutr Menus		\$60
		CUL*1133*CFBG	Interm Culinary Methods&Tech		\$60
		CUL*1142*CEBD	Dining Room Mgt&Table Serv		\$60
		CUL*1151*CHBJ	Survey Rstrt Cuisine & Cooking		\$60
		CUL*212*AJ	Meat & Fish ID & Fabrication		\$60
		CUL*214*AJ	Garde Manger		\$60
		CUL*215*ARR	Elements of Banquet&Catering		\$60
		CUL*2212*CKBL	International Cooking		\$60
		CUL*2224*CKBL	Adv Culinary & Rest Operations		\$60
		CUL*223*AD	Beverage Management		\$60
		CUL*2242*CKBL	Adv Baking & Confections		\$60
		CUL*2291*AKBL	Culinary Arts Comprehensive		\$60
		CUL*2291*AKBL	Culinary Arts Comprehensive		\$35
		CUL*2291*AKBL	Culinary Arts Comprehensive		\$90
	Health Info Management	HIM*1000*ARR	Prof Practice Exper (PPE)Prep		\$100
	HVAC/R	HVC*103*VZ	Refrig Recov/EPA Cert		\$35
		HVC*104*AC	Refrigerant A/C Install I		\$25
		HVC*105*CE	Forced Air Heating I		\$25
		HVC*106*EG	Heating and Equip Install I		\$25
		HVC*151*SU	Energy Audit and Green Tech		\$25
		HVC*189	Htg Equip Serv & Repair		\$10
		HVC*1443*WSAD	Energy Audit and Green Tech		\$25
		HVC*2104*EFDG	Refrigerant A/C Install II		\$25
		HVC*2204*HJ	Forced Air Heating II		\$25
		HVC*2304*ACBD	Heating & Equip Install II		\$25
		AI*1123*RT	App Sheet Metal I		\$40
	Industrial Engineering	IE*1121*SU	Industrial Power Systems Lab		\$10
		IE*1151*W	Industrial Electricity Lab		\$10
		IE*1171*PR	Process & Control Systems Lab		\$25
		IE*2113*PR	Maintenance Practices		\$15
		IE*2173*WCEF	Indus Systems Trblshooting		\$20
		IE*2213*CE	PLC-Program Logic Controllers		\$20
		IE*2313*CE	Advanced PLC		\$20
		IND*152*XY	Industrial Electricity Lab		\$10
		IND*173*PR	Process & Control Systems Lab		\$25
		IND*213*PR	Maintenance Practices		\$15
		IND*221*CE	PLC-Program Logic Controllers		\$20
		IND*231*CE	Advanced PLC		\$20
	Precision Machining	MA*1013*W10	Print Reading and Design		\$35
		MA*1202*CE	Machine Tool 1 Lec		\$96
		MA*1202*W10	Machine Tool 1 Lec		\$96
		MA*1212*GK	Machine Tool I Lab		\$25
		MA*1212*W10	Machine Tool I Lab		\$25
		MA*1221*PR	Machine Tool 2 Lec		\$56
		MA*1221*W50	Machine Tool 2 Lec		\$56
		MA*1223*RT	Machine Tool 2 Lab		\$25
		MA*1421*GJ	CNC Lathe Lec		\$56
		MA*1421*W10	CNC Lathe Lec		\$56
		MA*1422*JLN	CNC Lathe Lab		\$25
		MA*1422*W10	CNC Lathe Lab		\$25
		MA*2163*NQ	Solidworks		\$10
		MA*2163*W50	Solidworks		\$10
		MA*2232*QS	Machine Tool 4 Lec		\$28
		MA*2232*W50	Machine Tool 4 Lec		\$28

Career & Technical Courses

Course Fees Cont'd

NO CHANGES	Precision Machining	MA*2242*SU	Machine Tool 4 Lab		\$25
		MA*2242*W50	Machine Tool 4 Lab		\$25
		MA*2421*H	Machining Capstone Lec		\$25
		MA*2421*W50	Machining Capstone Lec		\$25
		MA*2422*HK	Machining Capstone Lab		\$25
		MA*2422*W50	Machining Capstone Lab		\$25
		MA*242*P	Machining Capstone Lab		\$25
		PRS*103*M	Print Reading and Design		\$35
		PRS*112*K	Intro CNC Mill&Lathe Lab		\$25
		PRS*121*Q	Machine Tool 1 Lec		\$96
		PRS*122*S	Machine Tool I Lab		\$25
		PRS*201*P	Machine Tool 3 Lec		\$56
		PRS*202*R	Machine Tool 3 Lab		\$25
		PRS*241*M	Machining Capstone Lec		\$25
		PRS*232*T	Machine Tool 4 Lab		\$25
		PRS*231*R	Machine Tool 4 Lec		\$28
		PRS*211*N	CNC 2 Mill Lec		\$56
		PRS*212*Q	CNC 2 Mill Lab		\$25
		PRS*142*ARR	CNC Lathe Lab		\$25
		PRS*141*N	CNC Lathe Lec		\$56
		PRS*124*U	Machine Tool 2 Lab		\$25
		PRS*123*S	Machine Tool 2 Lec		\$56

Instruction

Course Fees

	Department	Sec Name	Sec Short Title	New Fee	Old Fee
CHANGES	ART	AR*1403*PR	Painting I	\$10	\$60
		AR*1413*PR	Painting II	\$10	\$60
		AR*1433*PR	Advanced Painting	\$10	\$60
		AR*1713*H	Art History II	\$0	\$20
		AR*2433*GJ	Design IV:Adv. Problems	\$15	\$60
		ART*101*C	Art Appreciation	\$0	\$20
		ART*115*G	Art History I	\$0	\$20
		ART*118*KM	Photography I	\$40	\$60
		ART*119*KM	Photography II	\$40	\$60
		ART*125*DF	Design I: Two Dimensional Dsgn	\$10	\$60
		ART*126*AC	Design II: Color Theory	\$10	\$60
		ART*128*JL	Drawing I	\$10	\$60
		ART*129*DF	Drawing II	\$10	\$60
		ART*131*KM	Figure Drawing I	\$30	\$60
		ART*132*KM	Figure Drawing II	\$30	\$60
		ART*145*PR	Watercolor I	\$10	\$60
		ART*146*PR	Watercolor II	\$10	\$60
		ART*148*JL	Ceramics I:Handbldg&Surfaces	\$30	\$60
		ART*149*JL	Ceramics II:Throwing & Glaze	\$30	\$60
		ART*218*KM	Advanced Photography	\$40	\$60
		ART*228*DF	Drawing III	\$10	\$60
		ART*229*DF	Advanced Drawing	\$10	\$60
		ART*231*KM	Figure Drawing III	\$30	\$60
		ART*232*KM	Adv. Figure Drawing	\$30	\$60
		ART*245*PR	Watercolor III	\$10	\$60
		ART*248*JL	Advanced Ceramics	\$30	\$60
		ART*251*AC	Design III: Three Dimen Dsgn	\$10	\$60
	Biology	BI*1325*AHK	Prin of Biology I Lec & Lab	\$20	\$50

Instruction

Course Fees Cont'd

CHANGES	Biology	BIO*110*28HYB	General Ecology	\$10	\$50
		BIO*111*AC	Gen Biology Lec & Lab	\$60	\$50
		BIO*151*AC	Intro Hum Anat&Phys Lec&Lab	\$40	\$50
		BIO*151*WEB	Intro Hum Anat&Phys Lec&Lab	\$0	\$50
		BIO*205*DJ	Microbiology for Allied Health	\$25	\$50
		BIO*206*18CJ	Hum Anat&Phys I Lec & Lab	\$10	\$50
		BIO*206*SAHYB	Hum Anat&Phys I Lec & Lab	\$45	\$50
		BIT*101*AK	Intro to Biotechnology Lec/Lab	\$75	\$50
	Chemistry	CH*1105*AF	Intro Chemistry Lec & Lab	\$30	\$50
		CH*1405*JLN	Gen Chemistry II Lec & Lab	\$40	\$50
		CHM*106*BF	Chem Hlth Sci Lec and Lab	\$15	\$50
		CHM*111*GM	Gen Chemistry I Lec & Lab	\$30	\$50
		CHM*201*AM	Organic&BioChem Lec & Lab	\$0	\$50
		CHM*205*AM	Organic Chemistry I Lec&Lab	\$0	\$50
	Foundation	COL*101*18B	Foundation Seminar	\$30	\$25
	Communications	COM*1123*R	Introduction to Film Studies	\$0	\$30
	Graphic Design	DES*102*PR	Digital Imaging I-Photoshop	\$15	\$60
		DES*112*SU	Digital Illust I-Illustrator	\$15	\$60
		DES*113*SU	Digital Illust-Adv Illustra	\$15	\$60
		DES*1143*AC	Intro to Media & Design	\$15	\$60
		DES*2023*SU	Multimedia Productions	\$15	\$60
		DES*2253*JL	Web Design I	\$0	\$60
		DES*2463*JL	Web Design II	\$0	\$60
		DES*270*ARR	I.S.-Graphic Design	\$0	\$10
		DES*2692*AC	Prog Capstone: Graphic Design	\$15	\$60
		DES*290*W	Prog Capstone: Graphic Design	\$15	\$60
		EGR*103*VW	Intro to Engineering Design	\$30	\$25
		GDN*217	Package Design	\$15	\$60
		GDN*218*KM	Page Design & Layout	\$15	\$60
		MMD*171*DF	Web Animation-Flash	\$0	\$60
		MMD*203*JL	Digital Video Tech I	\$0	\$60
		MMD*222*EG	Digital Photography	\$15	\$60
		MMD*243*JL	Digital Video Tech II	\$0	\$60
	Education	EDU*203*P	Technology for Teachers	\$130	\$100
	Geology	GEO*102*PT	Intro Phys Geo Lab	\$40	\$50
		GND*219	Typography	\$15	\$60
	Physics	PH*1104*LNQ	Intro to Physics Lect&Lab	\$20	\$50
		PHY*110*CG	Survey of Phys Sci Lec & Lab	\$25	\$50
		PHY*212*BD	Gen Physics I Lab	\$10	\$50
	ART	ART*215*NQ	Printmaking-Relief		\$60
NO CHANGES		ART*151*KM	Sculpture I		\$60
	Biology	BIO*122*GK	Prin of Biology II Lec & Lab		50
		BI*2115*ABEFG	Hum Anat&Phys II Lec&Lab		50
	Chemistry	CHM*104*P	Chemistry of Food Lab		50
	Education	EDU*115*12B	Child Hlth,Nutri&Safety		50
		EDU*212*	Teaching Profession with Field Experience		32
		EDU*290*	Program Captstone -Teaching		49
	Music	All applied music classes are charged \$225 instructor fee, All voice courses are charged an additional \$60 accompanist			
		MU*1103*E	Mus Apprec: Age of Rock&Roll		30
		MU*1603*D	Music Appreciation		30
		MU*1603*P	Music Appreciation		30
		MU*1603*WEB	Music Appreciation		30
		MU*1603*WEB	Music Appreciation		30
		MU*1603*WEB1	Music Appreciation		30

Instruction

Course Fees Cont'd

NO CHANGES	Music	MU*1641*ARR	Applied Low Brass III		225
		MU*1642*ARR	Applied Low Brass III		225
		MU*1642*ARR	Applied Low Brass III		225
		MU*1651*ARR	Applied Low Brass IV		225
		MU*1671*ARR	Applied Guitar I		225
		MU*1681*ARR	Applied Guitar II		225
		MU*1691*K	College Choir IV		25
		MU*1703*A	Mus Theo II(Written)		30
		MU*1731*ARR	Applied Guitar III		225
		MU*1741*ARR	Applied Guitar IV		225
		MU*1751*ARR	Applied Low Brass V		225
		MU*1761*ARR	Applied Low Brass VI		225
		MU*1841*ARR	Applied Guitar V		225
		MU*1851*ARR	Applied Guitar VI		225
		MU*1913*J	Music History From 1800		30
		MU*1921*ARR	Applied High Brass III		225
		MU*1931*ARR	Applied High Brass IV		225
		MU*1941*ARR	Applied Woodwind III		225
		MU*2091*K	College Choir V		25
		MU*2171*ARR	Applied Percussion III		225
		MU*2191*K	College Choir VI		25
		MU*2203*E	Mus Theo IV(Written)		30
		MU*2251*ARR1	Applied Piano III		225
		MU*2261*ARR1	Applied Piano IV		225
		MU*2271*ARR1	Applied Piano V		225
		MU*2281*ARR1	Applied Piano VI		225
		MU*2361*ARR	Applied Instrument IV		225
		MU*2471*ARR	Applied Percussion IV		225
		MU*2482*ARR	Applied Percussion V		225
		MU*2492*ARR	Applied Percussion VI		225
		MU*2551*ARR1	Applied Voice III		225
		MU*2551*ARR1	Applied Voice III		60
		MU*2561*ARR1	Applied Voice IV		225
		MU*2561*ARR1	Applied Voice IV		60
		MU*2571*ARR1	Applied Voice V		225
		MU*2571*ARR1	Applied Voice V		60
		MU*2581*ARR1	Applied Voice VI		225
		MU*2581*ARR1	Applied Voice VI		60
		MU*2691*ARR	Applied Percussion V		225
		MU*2711*NQ	ST Topics in Violin Perform		225
		MU*2741*ARR	Applied High Brass V		225
		MU*2751*ARR	Applied High Brass VI		225
		MU*2791*ARR	Applied Percussion VI		225
		MUA*101*ARR	Applied Voice I		225
		MUA*101*ARR	Applied Voice I		60
		MUA*101*ARR2	Applied Voice I		225
		MUA*101*ARR2	Applied Voice I		60
		MUA*102*ARR	Applied Voice II		225
		MUA*102*ARR	Applied Voice II		60
		MUA*103*ARR	Applied Voice III		225
		MUA*103*ARR	Applied Voice III		60
		MUA*111*ARR	Applied Instrument I		225
		MUA*112*ARR	Applied Instrument II		225
		MUA*113*ARR	Applied Instrument III		225
		MUA*115*ARR	Applied Woodwind I		225
		MUA*116*ARR	Applied Woodwind II		225
		MUA*117*ARR2	Applied Woodwind III		225
		MUA*121*ARR	Applied Low Brass I		225

Instruction

Course Fees Cont'd

NO CHANGES	Music	MUA*122*ARR	Applied Low Brass II		225
		MUA*123*ARR	Applied Low Brass III		225
		MUA*125*ARR	Applied High Brass I		225
		MUA*126*ARR	Applied High Brass II		225
		MUA*127*ARR	Applied High Brass III		225
		MUA*131*ARR	Applied Piano I		225
		MUA*132*ARR	Applied Piano II		225
		MUA*133*ARR	Applied Piano III		225
		MUA*141*ARR	Applied Guitar I		225
		MUA*142*ARR	Applied Guitar II		225
		MUA*143*ARR	Applied Guitar III		225
		MUA*145*ARR	Applied Percussion I		225
		MUA*146*ARR	Applied Percussion II		225
		MUA*147*ARR	Applied Percussion III		225
		MUA*201*ARR	Applied Voice IV		225
		MUA*201*ARR	Applied Voice IV		60
		MUA*202*ARR	Applied Voice V		225
		MUA*202*ARR	Applied Voice V		60
		MUA*203*ARR	Applied Voice VI		225
		MUA*203*ARR	Applied Voice VI		60
		MUA*211*ARR	Applied Instrument IV		225
		MUA*212*ARR	Applied Instrument V		225
		MUA*213*ARR	Applied Instrument VI		225
		MUA*215*ARR	Applied Woodwind IV		225
		MUA*216*ARR	Applied Woodwind V		225
		MUA*217*ARR	Applied Woodwind VI		225
		MUA*221*ARR	Applied Low Brass IV		225
		MUA*222*ARR	Applied Low Brass V		225
		MUA*223*ARR	Applied Low Brass VI		225
		MUA*225*ARR	Applied High Brass IV		225
		MUA*226*ARR	Applied High Brass V		225
		MUA*227*ARR	Applied High Brass VI		225
		MUA*231*ARR	Applied Piano IV		225
		MUA*232*ARR	Applied Piano V		225
		MUA*233*ARR	Applied Piano VI		225
		MUA*241*ARR	Applied Guitar IV		225
		MUA*242*ARR	Applied Guitar V		225
		MUA*243*ARR	Applied Guitar VI		225
		MUA*245*ARR	Applied Percussion IV		225
		MUA*246*ARR	Applied Percussion V		225
		MUA*247*ARR	Applied Percussion VI		225
		MUC*102*A	Mus Theo I(Written)		30
		MUC*104*A	Mus Theo II(Written)		30
		MUC*202*C	Mus Theo III(Written)		30
		MUC*204*C	Mus Theo IV(Written)		30
		MUE*105*K	College Choir I		25
		MUE*106*K	College Choir II		25
		MUE*107*K	College Choir III		25
		MUE*205*K	College Choir IV		25
		MUE*206*K	College Choir V		25
		MUE*207*K	College Choir VI		25
		MUS*151*F	World Music		30
		MUS*154*E	Mus Apprec: Age of Rock&Roll		30
		MUS*155*D	Jazz Appreciation		25
		MUS*171*E	Music History From 1800		30
		MUS*172*J	Music History to 1800		30

Instruction**Course Fees Cont'd**

<u>NO CHANGES</u>	Physical Education	PED*000*ARR	Fitness Center Orientation		15
	Physics	PHY*222*FJ	Gen Physics II Lab		50
	Theatre	THE*101*G	Theatre Appreciation		40

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 5, 2018**

AGENDA ITEM 10: DUAL ENROLLMENT TUITION

Recommendation: To establish tuition for dual enrollment courses at 50% of the in-district per credit hour rate effective with the Spring 2018 semester.

Attachment

2/5/2018

Section 10, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 584-6501
FAX (636) 583-6602



EAST CENTRAL COLLEGE

Interoffice Memo VICE PRESIDENT OF ACADEMIC AFFAIRS

To: Dr. Jon Bauer
From: Dr. Tia Robinson
Re: Dual Enrollment Tuition
Date: January 30, 2017

Please find attached a tuition proposal for Dual Enrollment tuition. The proposed tuition addresses many concerns and questions raised by students interested in Dual Enrollment courses either on-campus or online. The proposal accomplishes the following:

- Establishes a dual enrollment rate for high school students.
- Meets "Tuition Equalization" compliance guidelines for government agencies (e.g. Veteran Administration), sponsoring agencies (e.g. Workforce Innovative Opportunities Act and Vocational Rehabilitation) and Title IV of the Higher Education Act of 1965.
- Provides an incentive for students to participate in course offerings while still in high school.
- Consistent with the practices of other Missouri community colleges.


Dual Enrollment Tuition Cost Proposal

Effective Spring 2018, high school students enrolled in dual enrollment courses will be charged the following:

50% of in-district per credit hour rate

Thank you for your consideration of the Dual Enrollment tuition proposal. Please let me know if you have any questions or need additional information.

Respectfully submitted,



Dr. Tia Robinson

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 5, 2018**

**AGENDA ITEM 11: UPDATE ON THE HIGHER LEARNING COMMISSION
COMPREHENSIVE QUALITY REVIEW**

An update will be provided on work underway to address concerns identified by the Higher Learning Commission during the October 2017 Comprehensive Quality Review.

2/5/2018

Section 11, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 584-6501
FAX (636) 583-6602

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 5, 2018**

AGENDA ITEM 12: *PERSONNEL

A. Appointment

Recommendation: To **approve** the appointment of Melissa Richards as Business Development & Training Coordinator for the Center for Workforce Development effective February 12, 2018 with an annual salary of \$42,000.

B. Adjunct Faculty

Recommendation: To **approve** changes to the roster of adjunct faculty for the Spring 2018 semester as listed in the attached memorandum.

Attachments

2/5/2018

Section 12, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 584-6501
FAX (636) 583-6602



EAST CENTRAL COLLEGE

Interoffice Memo HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: January 26, 2018
FROM: Wendy Hartmann, Director
RE: Recommendation to Hire – Business Development & Training Coordinator, CWD

Please accept the Search Committee's recommendation to hire Mrs. Melissa Richards as the Business Development & Training Coordinator for CWD effective February 12, 2018 with an annual salary of \$42,000.00

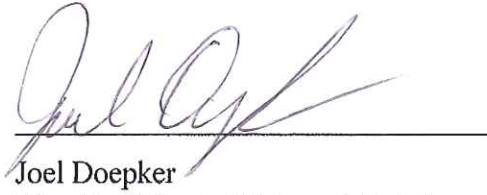
Mrs. Richard received her Associate's Degree from St. Charles Community College and her Bachelor's Degree from Lindenwood University.

Mrs. Richards has been employed at East Central College since August 2017 as the Program Assistant for CWD. The knowledge and experience she has gained placed her in the right position for this role. Prior to working for ECC, she was employed at the Franklin County Human Society where she was the Director of Development.

Approval Signatures:



Wendy Hartmann Director
Director, Human Resources



Joel Doecker
Vice President of External Relations

/wll



EAST CENTRAL COLLEGE

Interoffice Memo

TO: Dr. Bauer
DATE: January 29, 2018
FROM: Office of Academic Affairs
RE: Adjunct Addendum for Spring Semester 2018

Please approve the following adjunct addendum for Spring semester 2018.

ADDITIONS

Nursing and Allied Health
Suzanne Weckman, Nursing

Career and Technical Education
Brandon Boies, CIS
Elisha Ford, Accounting
Mark Howell, Manufacturing
Sarah Scroggins, Microcomputer Apps
Brian Watson, HVAC

Humanities and Fine Arts
Jonathan Cornell, Art
Deborah Dicus, Civilization
Damia Smith, Design, Sculpture
Regina Zervos, Communications

Social Sciences
Erin Anglin, Psychology
Marcia Bailey, Psychology
Jennifer Heberlie, Education
Amy Skyles, Education
John Strubberg, Physical Education

Foundation Seminar

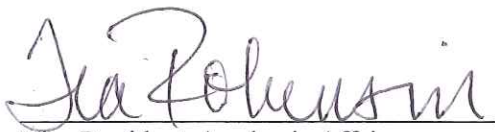
Michelle Branton
Jessica Robart

Math/Engineering/Science
Tiffanie Atherton, Biology
Elizabeth Bowles, Physical Science
Ray Cousins, Chemistry
Teri Haas, Mathematics
Travis McDowell, Chemistry
Larry Pierce, Geology
Priyaah Pratt, Biology/A&P
Dennis Smith, Mathematics
Deborah Westhoff, Mathematics

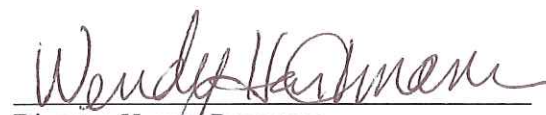
DELETIONS

Career and Technical Education
Amy Feese, Culinary

Humanities and Fine Arts
Melissa Dereberry, English
Benjamin Kuzemka, English
Terry (James) Shull, English



Vice President, Academic Affairs



Director, Human Resources

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 5, 2018**

AGENDA ITEM 13: REPORTS

Reports may be presented by:

- A. Faculty Association President, Tom Fitts
- B. ECC-NEA President, Sue Henderson
- C. Professional Staff President, Karen Klos
- D. Classified Staff Association President, Stacy Bellville
- E. Student Government Association President, Michail Ratcliff

2/5/2018

Section 13, Page 1

East Central College

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

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 5, 2018**

AGENDA ITEM 14: PRESIDENT'S REPORT

Projected meeting dates for 2018 are listed below for planning purposes. Meetings will normally begin at 5:30 p.m. Please let me know as soon as possible if you will not be able to attend any of the projected meetings.

2018 Projected Meeting Dates

March 5
April 2
May 7
June 4
July 19 (*Thursday noon business meeting*)
August 27
No September Meeting
October 1
November 5
December 3

Alternate Meeting Dates

March 12
April 12
May 14
June 11

October 8
November 12
December 10

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 5, 2018**

AGENDA ITEM 15: ADJOURNMENT

Recommendation: To **adjourn** the February 5, 2018 meeting of the Board of Trustees.

2/5/2018

Section 15, Page 1

East Central College

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