



BOARD OF TRUSTEES MEETING

October 1, 2018

EAST CENTRAL COLLEGE BOARD OF TRUSTEES MEETING AGENDA

Monday, October 1, 2018

7 p.m. ECTC109

		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.	ACCEPTANCE OF BIDS	4 Votes		
8.	SUICIDE AWARENESS & PREVENTION POLICY	4 Votes		
9.	POLICY & PROCEDURE UPDATES A. BPP 5.27 TUITION WAIVER & TUITION REIMBURSEMENT B. NEW POLICY – DOMESTIC PARTNER BENEFITS			X
10.	ACCREDITATION UPDATE – EMS/OTA/NURSING			X
11.	*PERSONNEL A. Professional Staff Position Changes B. Addendum – Adjunct Faculty Fall 2018	4 Votes		
12.	BOARD PRESIDENT'S REPORT			X
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.	EXECUTIVE SESSION – REVISED STATUTES OF MISSOURI 2004, SECTION 610.21 (3) PERSONNEL	4 Votes		
16.	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
October 1, 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.

10/1/2018

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
October 1, 2018**

AGENDA ITEM 2: RECOGNITION OF GUESTS

Guests will be recognized by Mr. Jay Scherder.

10/1/2018

Section 2, Page 1

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 1, 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.

10/1/2018

Section 3, Page 1

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 1, 2018**

AGENDA ITEM 4: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the October 1, 2018, Board of Trustees meeting.

10/1/2018

Section 4, Page 1

East Central College

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Agenda Item 4: Approval of Agenda

Consent Agenda Items for October 1, 2018:

Personnel

Approval of Minutes

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
October 1, 2018**

AGENDA ITEM 5: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the August 27, 2018 regular meeting of the Board of Trustees and the September 20, 2018 Board of Trustees Workshop.

Attachments

10/1/2018

Section 5, Page 1

East Central College

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EAST CENTRAL COLLEGE
AD VALOREM HEARING AND
BOARD OF TRUSTEES MEETING
Monday, August 27, 2018

The public hearing for the Ad Valorem tax rate per Statute 67.110 of the Revised Statutes of the State of Missouri was opened and called to order at 5:31 p.m. by the President of the Board of Trustees, Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Prudence Fink Johnson, Cookie Hays and Eric Park. Also present were President of the College Jon Bauer; Administrators –Interim Vice President of Academic Affairs Robyn Walter, Vice President of External Relations Joel Doecker and Vice President of Finance and Administration Phil Pena; Other Staff – Executive Director of Institutional Effectiveness, Michelle Smith, Director of Financial Services Annette Moore, Director of Public Relations Jay Scherder, Director of Financial Aid Karen Griffin, Director of Developmental Education Michelle Branton, Coordinator of Campus Life and Leadership Courtney Henrichsen, Campus Police Officer Tommie Lowe, NEA President Tom Fitts, Faculty Association President Jenifer Goodson, Professional Staff President Jenny Kuchem, Classified Staff Association Vice President Kim Aguilar, Student Government Officers Gwen Minks and Joshua German, and Executive Assistant to the President Bonnie Gardner. Mike Baker and Don Flower from Johnson Controls and Kavahn Mansouri from the *Missourian* were also present.

PUBLIC NOTICE: In accordance with Missouri Law 67.110, notice is hereby given to the residents of the Junior College District of East Central Missouri that a public hearing on the 2017 ad valorem tax rates will be held at 5:30 p.m. on Monday, August 27, 2018, in Buescher Hall, Room 238 on the campus of East Central College, 1964 Prairie Dell Road, Union, Missouri, at which citizens may be heard on the property tax rates proposed to be set by East Central College.

The tax rate is set to produce revenues of at least \$6,528,255 which the operating budget for the fiscal year beginning July 1, 2018 shows to be required from the property tax. The debt service levy is set to produce revenues of at least \$1,162,912 which is required to meet the debt service of East Central College for the calendar year beginning January 1, 2019. The valuation of the taxable property within said District for the current and prior tax years are as follows:

	<u>Current Tax Year</u>	<u>Prior Tax Year</u>
Real Estate	\$1,382,773,356	\$1,363,425,572
Personal Property	\$381,619,802	\$364,367,270
Totals	\$1,764,393,158	\$1,727,792,842

The proposed operating tax levy for 2018 shall be .3700 per one hundred dollars assessed valuation on the above current valuation.

The proposed debt service levy for 2018 shall be .0841 per one hundred dollars assessed valuation on the above current valuation.

The tax rates are subject to change based upon actions by county boards of equalization, the State Tax Commission, subsequent information, applicable law, and certification by the State Auditor.

Vice President Pena noted that the taxable property numbers are slightly revised from the posted notice. However, the levy did not change.

Dr. Park questioned whether the debt service levy generated more funds than needed for debt payments and interest. Vice President Pena indicated the levy produced approximately \$121,000 in excess of debts. Dr. Park suggested the levy should be reduced slightly in fairness to tax payers. Annette Moore noted that any excess is carried in the debt service fund to provide cushion. Dr. Bauer noted that there have been years in the past when the College was entitled to collect more than .0841 but the rate was not changed. Keeping the levy static allows for balancing out variances and provides the opportunity to retire bonds early. He recommended no change for this year without understanding the possible impact of the reduction. Dr. Park indicated he would like to more closely examine this rate for next year.

PUBLIC COMMENTS: Board President Hartley asked for comments or questions from the audience. There were no comments from the public.

AD VALOREM TAX RATE:

Motion: To **approve** a resolution to set the 2018-2019 Junior College District of East Central Missouri Property Tax Rate for Operating Tax Levy at \$0.3700 and the Debt Service Levy at \$0.0841 per \$100 of assessed valuation subject to certification by the state auditor.

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

ADJOURNMENT: A motion was made to adjourn the hearing.

Motion: To **adjourn** the August 27, 2017, Ad Valorem Tax Hearing at 5:45 p.m.

Motion by Cookie Hays; Seconded by Prudence Johnson; Carried Unanimously

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, August 27, 2018**

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 5:45 p.m. by Board President Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Prudence Fink Johnson, Cookie Hays and Eric Park. Also present were President of the College Jon Bauer; Administrators –Interim Vice President of Academic Affairs Robyn Walter, Vice President of External Relations Joel Doepker and Vice President of Finance and Administration Phil Pena; Other Staff – Executive Director of Institutional Effectiveness, Michelle Smith, Director of Financial Services Annette Moore, Director of Public Relations Jay Scherder, Director of Financial Aid Karen Griffin, Director of Developmental Education Michelle Branton, Coordinator of Campus Life and Leadership Courtney Henrichsen, Campus Police Officer Tommie Lowe, NEA President Tom Fitts, Faculty Association President Jenifer Goodson, Professional Staff President Jenny Kuchem, Classified Staff Association Vice President Kim Aguilar, and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: Mr. Scherder introduced Kavahn Mansouri from the *Missourian* and Mike Baker and Don Flower from Johnson Controls.

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. Ms. Hartley indicated the appointment of the Vice President for Student Development would be pulled from the personnel section to be discussed in executive session.

Motion: To **approve** the agenda for the August 27, 2018 meeting of the Board of Trustees with the appointment of the Vice President of Student Development being extracted from Section 10.

Motion by Eric Park; Seconded by Joseph Stroetker; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the July 19, 2018 regular meeting of the Board of Trustees and the August 14, 2018 Board of Trustees Workshop.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President Pena reviewed the year to date financials. It was noted that tax revenue is less than anticipated and enrollment at this point is also lower than predicted when the budget was developed. Dr. Bauer noted that the Board has the option to implement a mid-year tuition increase if warranted. The budget review process will begin on August 31 with a budget development presentation for all employees to provide a baseline understanding of the budgeting process. Volunteers have been solicited for the budget review committee. Dr. Park reminded the Board that he had volunteered to serve as the liaison for that committee.

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

Motion by Prudence Fink Johnson; Seconded by Eric Park; Carried Unanimously

JOHNSON CONTROLS PRESENTATION: Mike Baker and Don Flower presented information on cost savings achieved through the performance contract with Johnson Controls. Don indicated the performance measurement period began October 1, 2017 and the expected savings are being realized. Measures were taken for lighting, water, building envelope and the METASYS software. The guaranteed amount of savings in the contract was \$82,886 and current measures indicate a savings of \$83,444. There are additional phases of work that could enhance the savings. Dr. Bauer had directed that the project be budget neutral so other phases of the project have not been implemented. Much of the engineering work for future phases was done as a part of the facilities master plan development; however, moving into phase 2 will cause the College to incur costs for equipment and installation. Dr. Bauer noted that part of the comprehensive budget review will be looking at whether it makes sense to proceed with phase 2 items.

APPROVAL OF BIDS: Vice President Pena stated that a heating and cooling unit in the Training Center has failed and will need to be replaced. This replacement is a part of the master plan, and the purchase will be made under the state purchasing contract (on which Johnson Controls is a preferred partner).

Motion: To **approve** the bid from Johnson Controls for the installation of a HVAC heating and cooling unit for the East Central Training Center at a cost of \$34,613 to be funded through facilities fees and the state maintenance and repair matching fund.

Motion by Eric Park; Seconded by Prudence Johnson; Carried Unanimously

BOARD POLICY & PROCEDURE 5.28 COLLEGE HOLIDAYS: Dr. Bauer noted that this procedural change was first introduced at the July meeting. If approved, it would go into effect for the current academic year. Ms. Hays suggested that the impact of this change on student learning should be evaluated regularly and requested a report after spring break. Dr. Bauer indicated a debrief will occur after fall break and after spring break; a student survey can also be conducted.

Motion: To **approve** revisions to Board Policy and Procedures 5.28 as recommended by the ECC Shared Governance Council and outlined in the attached document with the understanding that this decision will be reviewed at the first Board meeting following spring break 2019.

Motion by Cookie Hays; Seconded by Joseph Stroetker; Carried Unanimously

***PERSONNEL:** The Board **approved** the appointment of Ashley Straatmann as Accounting Instructor effective August 13, 2018 with a nine-month salary of \$44,285. The Board also **approved** adjunct faculty for fall semester 2018 as shown on the attached.

BOARD PRESIDENT'S REPORT: Ms. Hartley noted the Board met with the consultants for the strategic planning process and members are excited to participate.

REPORTS:

A. FACULTY ASSOCIATION REPORT: Faculty Association President Jenifer Goodson noted that she has replaced Sarah Havens who left the College to accept another position. Wendy Pecka will be taking over as vice president. Ms. Goodson provided an update on faculty conference participation and noted Isaiah Kellogg recently won a fiction writing contest.

- B. ECC-NEA:** ECC-NEA President Tom Fitts reported the leaders of both faculty groups serve on the Shared Governance Council. With the recent Faculty Association officer changes, it was decided that both EMS instructors should not serve on the Council. Therefore, Wendy Pecka will be the new Faculty Association representative for Shared Governance. Faculty are working with Robyn Walter to form the committees charged with developing faculty welfare items during the negotiations between NEA and the College. Most committees will begin work in early September. Tom also noted that while preliminary information has been shared, the final version of the compensation study has not yet been shared.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported that Lisa Farrell has received a scholarship to attend the NILRC conference; this is the first time an ECC staff member has attended. Staff have been busy working with students with the Learning Center having 703 visits with 283 students so far this semester and Student Services staff seeing 301 students on day one of the semester. Appreciation was expressed to Paul Lampe, Karen Griffin and Erin Anglin for handling administrative duties in the absence of the VP of Student Development as well as to Robyn Walter for accepting the interim VP of Academic Affairs role.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Vice President Kim Aguilar indicated the association had no report at this time; their first meeting will be in September.
- E. STUDENT GOVERNMENT ASSOCIATION:** SGA President Gwen Minks reported the first SGA meeting will be August 30. SGA will be conducting a food drive the last two weeks of September in conjunction with the 50th Anniversary Committee. SGA members participated in the strategic planning workshop and are planning a blood drive for September 5 and a candidate forum on September 20.

PRESIDENT'S REPORT: Dr. Bauer reported the semester is off to a smooth start and in-service week was productive with a focus on strategic planning and a presentation by Modern Think on the results of the Chronicle employee engagement survey.

CampusWorks has provided a draft statement of the ideal student experience as a foundation for the work ahead, and an invitation has been extended to all employees to participate on the Strategic Planning Committee. Tri-chairs of the committee will be identified to lead the process. The next large event will be a Future Summit in late November or December where community members will be invited to discuss needs and expectations. The Cabinet will continue to review goals and measures in the current strategic plan. Results of the Chronicle survey will be made available on the SharePoint site and will also be shared with the Board. Those results will inform strategic planning and will also be given to the Shared Governance Council.

Enrollment for fall is down 6.3% from last year; dual credit enrollment has not yet been entered. The number of first-time students is up 12% and transfer students are up 9.9%; first-time degree seeking students are up 7.6%. However, persistence from semester to semester and year to year is negating gains in new students; retention will continue to be an area of focus.

The Patron of the Arts kickoff was held on campus for the first time this year with 140 attending. The event raised approximately \$27,000 and feedback was positive. Dr. Bauer expressed appreciation to Angie Siebert for a successful event.

Notification has been received that ECC was accepted into the Higher Learning Commission Assessment Academy. Robyn Walter and Michelle Smith will be attending a workshop on October 7; following the workshop, a core team will be formed to lead the effort. This will allow ECC to work directly with HLC on how student learning and other non-academic processes are assessed.

Dr. Park encouraged presentations to the Board from each department that has an external accreditation. He also asked for an update on the HLC requirements for financial reserve and suggested the College needs to focus on dual credit, dual enrollment and online courses as a way to increase enrollment.

**EXECUTIVE SESSION - REVISED STATUTES OF MISSOURI 2004, SECTION 610.021
(3) PERSONNEL AND (1) LEGAL:**

Motion: To **enter** into executive session per RSMo 2004, Section 610.021(3) Personnel and (1) Legal at 6:43 p.m.

Motion by Joseph Stroetker; Seconded by Cookie Hays

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

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

No action was taken during the executive session.

Motion: To **resume** open session at 7:32 p.m.

Motion by Joseph Stroetker; seconded by Prudence Johnson

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

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

PERSONNEL:

Motion: To **approve** the appointment of Heath Martin as Vice President, Student Development effective October 1, 2018 with an annual salary of \$103,000.

Motion by Prudence Johnson; Seconded by Cookie Hays; Carried Unanimously

ADJOURNMENT:

Motion: To adjourn the August 27, 2018 public Board of Trustees meeting at 7:33 p.m.

Motion by Prudence Johnson; Seconded by Cookie Hays; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES WORKSHOP
Thursday, September 20, 2018**

CALL TO ORDER: The Board of Trustees Workshop was called to order at 6:00 p.m. by Board President Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Cookie Hays, Eric Park and Audrey Freitag. Also present were President of the College Jon Bauer, Interim Vice President of Academic Affairs Robyn Walter, Vice President of Finance & Administration Phil Pena, Director of Financial Aid Karen Griffin, Director of Financial Services Annette Moore, and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: Dr. Bauer introduced Amanda Postma of the *Missourian*.

BUDGET 101 PRESENTATION: Dr. Bauer indicated the objective of the workshop is to provide an overview of how the budget is structured, where revenue comes from and how funds are expended. This is a similar presentation to the one provided for employees on August 31 and will serve as the foundation for the work of the Budget Committee on which Dr. Park will serve as Board liaison.

Dr. Bauer explained the fund accounting method used by the College. Fund 10 is the general fund used for operating expenses and revenue; Fund 22 is the faculty development fund used for expenses related to professional development for faculty; Fund 25 is the College restricted fund and includes monies collected for a designated purpose such as the security fee, student activity fee and technology fee (the College dictates how the funds are to be spent); Fund 30 is the debt service fund used for taxes collected to pay off bond debt; Fund 40 is the auxiliary services fund used by the cafeteria and bookstore operations; Fund 50 is government restricted monies which can be state or federally restricted funds such as financial aid receipts or grants; Fund 60 is for campus clubs that raise funds for use by their organization; Fund 70 is fixed assets.

There are over 3,000 accounts tracking revenue and expenses in the chart of accounts. All expenses are coded xx-xxxxx-xxxx-xx which translates to fund-department-object code-location. The fund balance is the difference between income and expenses within a fund; it does not equal cash on hand. Auxiliary and restricted funds (funds 25, 40 and 50) can carry a balance forward.

Changes in accounting standards in 2015 required the College to record the contingent liability for the state retirement fund in the financial statements causing a significant decrease in the unrestricted fund balance. The bond refinancing in 2016 caused a temporary fluctuation as well. The enrollment decline since 2011-12 has impacted fund 50 due to a decline in financial aid receipts.

There has been a \$10,089,357 decline in revenue since 2012 with local tax revenue relatively steady and tuition and fees down. Operating expenses have been reduced by \$896,354 since 2012 and total expenses were reduced \$7,596,098. However, the decline in revenue has been greater than the reduction in expenses.

Dr. Bauer then reviewed the financial statements noting that non-operating revenue is state aid and tax revenue (which are not enrollment based); operating revenue is transactions made with the College (i.e. tuition payments). The Higher Learning Commission requires the reporting of a composite financial indicator which is a combination of three factors. This indicator was impacted greatly by including the retirement liability.

This year a committee of faculty, staff and administrators has been established to evaluate revenue and expenses, determine strategies to enhance revenue, and make recommendations regarding “right sizing” the institution in terms of expenses. These recommendations will be used for development of the next budget and will inform the strategic plan.

FINANCIAL AID PRESENTATION: Dr. Bauer introduced Karen Griffin who provided an overview of the different options used by ECC students to pay tuition. Sources include A+, Pell Grants, state grants, scholarships, VA, Vocational Rehabilitation, WIOA Job Center funding, employer payments and student loans.

Federal grant money (Pell) must be used first to pay tuition and fees before A+ funding pays. A+ does not cover special fees, dropped classes, certain repeated courses or tuition/fees in excess of \$170.75 per credit hour.

Dual credit students pay 50% of the tuition and no fees; dual enrollment students pay 50% of the tuition plus the fees. Dual credit/enrollment students are still in high school so are not eligible for financial aid and pay all costs out of pocket.

Karen provided the following statistics for Fall 2018: 2,663 students were charged some tuition; 499 students are dual credit/enrollment paying out of pocket; 446 students are using A+ funding either fully or partially; 29 students received grants or had tuition paid by their employer; 926 students are using other financial aid covering 100% of their tuition (Pell, loans, scholarships); 753 students do not have enough funding to cover their costs or are directly responsible for their costs. Of the total population, 42% are using financial aid, 28% are paying out of pocket for some or all of their costs.

Should ECC increase tuition, 47% of the current students would pay more out of pocket. Dual credit/dual enrollment students would pay more, but at a 50% discount from full tuition. The Pell Grant currently caps at \$6,095 and is predicted to rise to \$6,195 for next year. The Pell increase ranges from one to three percent annually. ECC is well under the A+ tuition/fee limit of \$170.75 for all except out-of-district students taking classes at the Tier 2 tuition rate (\$173).

Dr. Bauer noted that the tuition rate, increasing enrollment, and improving persistence are things that will have a direct impact on the budget. Recent changes to the scholarship policy provide resources to part-time students. In addition, the Marguerite Ross Barnett Scholarship is the only state program that assists part-time students, and ECC is the top college in the state for recipients of that scholarship.

Part-time or needy students have many issues that get in the way of college; financial assistance is valuable. Pell grant awards are needs based. In addition, the A+ program does not have a set

dollar amount per semester; it covers two years of tuition and fees. Work is ongoing in the state legislature to protect that funding for community college students.

High school enrollment over the next ten years will decline by about 2%. Dual credit is one way to reach more of those students. However, there are many competitors in that area. Dr. Park requested more information regarding how ECC compares to other colleges offering dual credit in the service area as well as a comparison to on-line offerings.

The Budget Committee will meet the first week of October and frequently through the fall semester. Budget requests will be solicited from departments in early February. The committee will be looking at systemic changes and provide its recommendations in early 2019. Fall tuition rates will need to be in place by February.

It was suggested trend information be provided each month related to the financial statements. In addition, Ms. Hartley asked that a brief report from the Board liaisons to the campus committees be provided monthly as well as updates from other campus committees as appropriate.

ADJOURNMENT:

Motion: To adjourn the September 20, 2018 public Board of Trustees workshop at 7:14 p.m.

Motion by Cookie Hays; Seconded by Eric Park; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 1, 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.

The financial reports will be provided at the October 1 meeting.

10/1/2018

Section 6, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 1, 2018**

AGENDA ITEM 7: ACCEPTANCE OF BIDS

Recommendation: To approve the purchase of 3 combined mechanical trainers and workstations for the Industrial Engineering Technology program from Design Assistance Corporation, Swedesboro, New Jersey (a sole source provider) at a total cost of \$57,831 to be reimbursed at 75% by the state of Missouri Vocational Enhance Grant program.

Staff from Johnson Controls are putting together a revised phase II of the performance management contract and developing financing options. This information will be provided at the October 1 meeting.

10/1/2018

Section 7, Page 1

East Central College

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MEMORANDUM

To: Dr. Jon Bauer

Fr: Joel Doepker

Date: 9.26.18

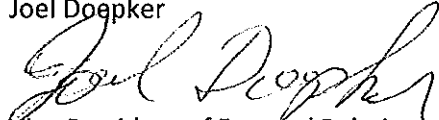
Re: Purchase of equipment: Industrial Engineering Technology program

It is my recommendation that the Board of Trustees accepts and approves the sole source bid from Design Assistance Corporation, Swedesboro, NJ for the purchase of three Combined Mechanical Trainers and Workstations.

Industrial Engineering Technology Program	Unit Price	Quantity	Total Price	Total Expected Reimbursement	Vendor
Combined Mechanical Trainers & Workstations	\$19,277	3	\$57,831	\$43,373.25	Design Assistance Corporation

The state of Missouri's Vocational Enhancement grant program will reimburse East Central College 75% of the total equipment costs.

Joel Doepker



Vice President of External Relations



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Swedesboro, NJ 08085

Our Catalog: www.DACWorldwide.com

January 26, 2018

East Central College
42 Prairie Dell Plaza
Union, MO 63084

Dear Mr. Esbeck,

Your organization has expressed an interest in products manufactured by Design Assistance Corporation. These products are designed and manufactured in our primary facility in Swedesboro, NJ. To our knowledge, there are no other manufacturers or distributors who offer a similar product using the same topic, modular construction techniques, and task-based approach to training.

We sell and distribute our products in several ways, on a region-by-region basis. In some cases we use local representatives or distributors to sell our products on our behalf. In the state of Missouri, we sell directly to educational, industry and government sectors. All orders from Missouri for our products are placed directly with Design Assistance Corporation.

We trust that the above information will be helpful in purchasing our unique products from us, now and in the future.

Should additional questions arise regarding our product offering or our method of doing business in your area, please feel free to contact us.

Sincerely yours,

Glenn Woerner
President

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 1, 2018**

AGENDA ITEM 8: SUICIDE AWARENESS & PREVENTION POLICY

Recommendation: To **approve** a new Board Policy and associated procedures, BPP 3.29
Suicide Awareness & Prevention, as attached.

Attachment

10/1/2018

Section 8, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

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BOARD MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: DR. JON BAUER
SUBJECT: SUICIDE AWARENESS AND PREVENTION POLICY
DATE: SEPTEMBER 25, 2018
CC:

This memorandum serves as a recommendation to approve the enclosed Suicide Awareness and Prevention Policy. In order to make the policy effective as soon as possible, I am requesting that the Board of Trustees waive the second reading of the policy and adopt it Monday evening.

The proposed policy is required by state law, and has been in development for several months. This work was initiated by former Vice President of Student Development Shelli Allen. The draft that she prepared was taken up by the Shared Governance Council, where it has been reviewed and revised. The policy has also been reviewed by our general counsel.

The proposed policy enclosed in this packet is the result of both reviews. The Shared Governance Council voted to recommend its adoption.

As you will note, the policy outlines procedures for employees to follow if they become aware of suicidal behavior or threats, and calls for the college to maintain and provide current information about mental health clinics, student health services, and counseling services available in the area.

Based upon the work that has gone into the development of the policy, and upon review of our general counsel, I recommend adopting this policy effective immediately.

3.29 Suicide Awareness and Prevention *(Adopted XXX)*

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.

Definitions:

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

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.

Procedures:

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 procedures outlined below.

3.29.1 Suicidal Behavior

Any member of the College community who learns that a student has just engaged in, is in the processing 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 Vice President of Student Development as soon as possible at (636) 584-6565 or via email if after business hours. The Vice President may then consult, activate and/or convene other Behavioral Intervention Team members to help coordinate information, identify support strategies, and implement a follow-up action plan.

If the Vice President of Student Development is not available, contact the Director of Advising & Counseling at (636) 584-6581 or via email if after

business hours. In Rolla, contact the Coordinator, Student Success at 573-466-4081 or via email if after business hours.

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

3.29.2 Suicide Threat

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

If the Vice President of Student Development is not available, contact the Director of Advising & Counseling at (636) 584-6581, or via email if after business hours. In Rolla, contact the Coordinator, Student Success at 573-466-4081 or via email if after business hours.

After the threat has passed, fill out the incident form available on line 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.

3.29.3 Warning Signs of Suicide:

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 at (636) 584-6581 for consultation and support, especially if the

student is exhibiting suicidal ideation. The Vice President of Student Development should also be notified.

If Advising & Counseling is closed and the Vice President of Student Development 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

If unable to receive assistance, call 911.

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

After the threat has passed, fill out the incident form available on line 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

3.29.4 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.

3.29.5 Resources, Education, and Training

The counseling staff in Advising & Counseling 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 and is available upon request. To inquire about training, contact the Director of Advising & Counseling at (636) 584-6581. In Rolla, contact the Coordinator, Student Success at 573-466-4081.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 1, 2018**

AGENDA ITEM 9: BOARD POLICY & PROCEDURE UPDATES

The Shared Governance Council has proposed changes to BPP 5.27 Tuition Waiver and Tuition Reimbursement, and is also recommending a new policy extending benefits to domestic partners. These policy/procedural changes will be presented for review and input. They will be brought back to the November 5 meeting for approval.

Attachments

10/1/2018

Section 9, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

5.27 Tuition Waiver and Tuition Reimbursement *(Adopted 6-1-1992; Revised 6-4-2001; Reaffirmed 4-15-2014)*
Educational assistance benefits may be provided to employees and retirees.

Procedures: *(Revised 4-6-2006)*

5.27.1 Employee Tuition Waiver *(Revised 4-15-2014, 7-23-2014; 2-18-2015)*

East Central College encourages its employees to further their education. Enrollment in classes at East Central College encourages professional and personal growth of employees and provides a tangible fringe benefit.

The employee must complete the Tuition Waiver Request Form and receive the approval of the immediate supervisor, area Vice President and Human Resources prior to the first day of class. Failure to complete the form in advance will result in denial of waiver benefits. Enrollment in the course(s) should be outside the employee's normal working hours and should not interfere with the employee's work responsibilities. Coursework may not be completed during normal working hours.

The employee tuition waiver covers tuition and general fees but does not apply toward any special fees, book/supply costs, courses offered only on a non-credit basis or program costs assessed through educational partners for tuition, seat charges or other fees.

Employees receiving a tuition waiver for themselves or a dependent(s) who separate from the College prior to mid-term in the semester in which the tuition waiver is granted will be required to pay the tuition for that semester. If employment terminates after mid-term, no tuition will be due the College.

5.27.2 Tuition Waiver Eligibility *(Revised 4-15-2014; XXX 2018)*

Tuition waiver eligibility for full-time and part-time employees begins the semester following the employee's hire date. The following employees are eligible for tuition waiver benefits for ECC credit classes:

- Full-time employees – Eligible for up to six credit hours per semester.
- Part-time employees – Eligible for up to six credit hours per semester.
- Adjunct instructors - Eligible for six credit hours during the semester immediately following completion of their assignment as an adjunct instructor, unless otherwise approved by Human Resources.
- Retirees – Eligible for up to six credit hours per semester. Retirees are defined as individuals who have completed five years of service to East Central College and are eligible for retirement benefits through PSRS/PEERS.
- Spouses of full-time employees – Eligible for up to eighteen credit hours per semester.
- Unemancipated children of full-time employees – Eligible for up to eighteen credit hours per semester which includes ~~dual-tech~~ *dual-technical*

credit, dual enrollment, and dual credit tuition for unemancipated children who are under the age of 24, unmarried and live in the employee's residence. Unemancipated children may be: natural children, adopted children, stepchildren that live with employee, or other children for whom the employee is the legal guardian. If the student is using multiple tuition-based funding programs, the other funding will be applied to the student's account before the employee waiver. Should the student drop a course(s) during the semester, the student will be responsible for repaying any charges beyond tuition and general fees. Exceptions to this procedure must be approved by the Director of Financial Aid.

Eligible individuals using a tuition waiver who withdraw or wish to repeat a course are subject to the applicable academic policies and may receive a waiver for only one repeat per course. Repeatedly withdrawing from courses covered by tuition waiver may result in a suspension of the tuition waiver benefit.

5.27.3 Approval of Tuition Waiver *(Revised 4-15-2014)*

Requests for tuition waivers for employees must be approved by the employee's immediate supervisor, area Vice President and the Office of Human Resources. These requests must be submitted on the Tuition Waiver Request Form prior to the start of each semester. The course itself, as well as the day and time of the course, are subject to these approvals.

Requests for tuition waivers for retirees, spouses, and/or unemancipated children must be initiated by the employee and must be approved by the Office of Human Resources. These requests must be submitted on the Tuition Waiver Request Form prior to the start of each semester.

5.27.4 Full-Time Employee Tuition Reimbursement *(Revised 4-15-2014; xxxx 2018)*

- A. Full-time regular employees are eligible to receive financial assistance for approved college study directed toward improvement of their qualifications. Reimbursement of tuition shall be up to an amount equal to 100% of the applicable undergraduate or graduate educational fee (tuition) at the University of Missouri-St. Louis. Employee tuition reimbursement covers tuition only and does not apply toward any special fees or book/supply costs.
- B. Courses must be taken at a regionally accredited college or university and must be applicable toward a higher degree than the current highest degree of the employee *or a recognized post-secondary certificate or non-degree credential*. Exceptions may be made by the area Vice President, Director of Human Resources and President when it is deemed to be in the best interest of the College.
- C. The employee must complete the Tuition Reimbursement Request Form and receive the approval of the immediate supervisor, area Vice President and Human Resources prior to enrolling in the course(s). Enrollment in the course(s) should be outside the employee's normal working hours and must not

interfere with the employee's work responsibilities. Any exceptions must be approved by the College President. Coursework may not be completed during normal working hours.

- D. No more than six *unrestricted* credit hours will be reimbursed *during an employee's tenure* prior to admission to an undergraduate or graduate degree program *or a post-secondary certificate/non-degree credential*. A degree plan, approved by the supervisor, area Vice President and College President must be on file with the Human Resources office prior to requesting tuition reimbursement beyond the initial six hours. *After the initial six hours, only coursework detailed in the program of study for the advanced degree (beyond the employee's current degree) or post-secondary certificate/non-degree credential* will be considered for tuition reimbursement.
- E. The employee's immediate supervisor, area Vice President, College President and the Director of Human Resources must indicate approval of the course(s) by signing the Tuition Reimbursement Request form.
- F. Financial assistance shall be limited to no more than eighteen credit hours for any fiscal year during which the employee is employed with East Central College. *Tuition reimbursement will be subject to IRS guidelines regarding educational assistance. If an employee's total annual reimbursement exceeds the IRS limit for nontaxable reimbursements, the difference between the limit and the amount reimbursed will be considered taxable income on the employee's W-2.*
- G. Employment is required to continue two calendar years following tuition reimbursement. Should the employee voluntarily leave the employment of East Central College within one year of completion of coursework for which the employee was reimbursed, 100% of the tuition reimbursed for the 12-month period ending the date of the last course completed for which reimbursement was received and 50% of the tuition reimbursed for the prior 12-month period shall be repaid to the College. Employees voluntarily leaving the employment of East Central College after one year but prior to the completion of two years of employment following tuition reimbursement shall repay 50% of the tuition reimbursed for the 12-month period ending the date of the last course completed for which reimbursement was received. Any exception must be authorized by the College President.
- H. All freshman and sophomore level classes must be taken at ECC (covered under the tuition waiver) unless ECC does not offer the requested course or equivalent. Employees working toward an Associate degree will be required to take the classes at ECC. Reimbursement of tuition for freshman and sophomore level classes not available at ECC shall be up to an amount equal to 100% of the applicable educational fee (tuition) at East Central College. Exceptions must be approved by the area Vice President, Human Resources and the College President.

- I. Employees who, prior to completing the approved course, voluntarily leave the College or are terminated will not be reimbursed. Records of all education programs completed by each employee will be maintained by the Office of Human Resources.

5.27.5 Completed Course(s)

The employee must submit a transcript or grade report to the Office of Human Resources to verify that the approved course has been completed.

5.27.6 Grade Requirements

Grade “C” or better for undergraduate level course work or grade “B” or better for graduate level course work is required for reimbursement.

5.27.7 Course Approval *(Revised 4-15- 2014)*

The employees’ immediate supervisor, area Vice President, and the Director of Human Resources must indicate approval of the course(s) by signing the Educational Assistance Request Form. Enrollment in the course(s) should be outside the employee’s normal working hours and should not interfere with the employee’s work responsibilities. Any exceptions must be approved by the College President.

5.27.8 Degree Attainment *(Revised 4-15-2014)*

Full-time Faculty, Professional and Support Staff who obtain a college or university degree that exceeds the established degree requirements for the position in which they are employed will receive a salary increase. Subsequent degrees at the same level will not qualify for additional salary increases.

The degree must be obtained from a regionally accredited college or university. An official transcript showing degree completion must be submitted to the Human Resources Office.

Salary increases will be awarded on the first payday following verification of degree completion. Faculty and Professional Staff will receive the amount added to their annual contractual salary; Support Staff will receive an hourly rate adjustment equal to the annualized award.

The following increase to annual salary will be awarded upon completion of the degree:

Associate’s degree	\$ 500
Bachelor’s degree	\$1,000
Master’s degree	\$1,500
Specialist degree/MFA	\$2,000
Doctoral degree	\$3,000

5.XX Domestic Partners *(Adopted XXX)*

East Central College defines a domestic partnership as two people living together and involved in an interpersonal relationship sharing their domestic life as married although they are not legally married. The College reaffirms its commitment to diversity and equal employment by extending health plans and life plan coverage as well as tuition waiver benefits to domestic partners and their legal dependents on the same basis as they are made available to the spouses and dependents of other married employees. Employees may utilize sick leave to care for a domestic partner and bereavement leave for a domestic partner in the same manner as used for a spouse. Similarly, dependent children of employee's domestic partners shall be defined as employee's dependent children for purposes of benefits and leave.

Procedures:

- 5.XX.1 Benefits provided will be in accordance with regulations and requirements from insurance vendors, county, state and federal government.
- 5.XX.2 To be eligible for coverage as a domestic partner, the College employee and the domestic partner must complete and file with Human Resources an "Affidavit of Domestic Partnership" in which they attest that (a) they are each other's sole domestic partner, responsible for each other's common welfare and financial obligations, (b) neither party is married, nor are they related by blood to a degree that would prohibit marriage in the State of Missouri, (c) the relationship is an exclusive mutual commitment similar to that of marriage, and they intend to remain so indefinitely, (d) each partner is at least 18 years of age and mentally competent to consent to contract, (e) the partnership must have been in existence for the past six (6) consecutive months prior to the filing the Affidavit of Domestic Partnership.
- 5.XX.3 Notification of Changes: The parties must agree to notify Human Resources of any change in the circumstances which have been attested to in the documents qualifying a person for coverage as a domestic partner within thirty (30) calendar days.
- 5.XX.4 Liability for False Statements: If any company, or East Central College, suffers a loss because of a false statement(s) contained in the documents submitted in connection with coverage for a domestic partner or as a consequence of the failure to notify Human Resources of a changed circumstance, the company, or East Central College, will be entitled to recover reasonable attorney fees in addition to damages for such losses.
- 5.XX.5 Children of a domestic partner may be enrolled in the health, dental, voluntary vision and/or voluntary life plans if they meet the definition of an eligible dependent as defined by the College's plan documents.
- 5.XX.6 All information supplied by the employee or the domestic partner will be kept confidential and this information is not released to any party outside Human Resources and the College's benefit providers. Except as a necessary conduit of information,

Human Resources is not involved in the processing of the enrollments or the determination of eligibility for domestic partnership benefits. The determination of eligibility for domestic partnership health, dental, voluntary vision and/or voluntary life plan benefits is made by the College's benefit providers.

- 5.XX.7 The value of benefits provided to an employee's domestic partner (and the domestic partner's eligible children, if any) is considered part of the employee's taxable income, unless the employee's domestic partner qualifies as a dependent under Section 152 of the Internal Revenue Code. Additional information may be required by Human Resources to verify this.
- 5.XX.8 Termination of Relationship: The employee shall file a statement with Human Resources indicating the relationship has ended within 30 calendar days. A copy of the termination will be mailed to the other partner unless both have signed the termination statement.
- 5.XX.9 Benefits extended to domestic partners will cease upon filing of the termination paperwork with Human Resources.
- 5.XX.10 COBRA: Domestic partners, former domestic partners, and their dependents are not eligible for benefits under COBRA or Section 125 as provided by applicable law.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 1, 2018**

AGENDA ITEM 10: ACCREDITATION UPDATE – EMS/OTA/NURSING

Vice President Robyn Walter will present information on the accreditation process for the Paramedic Technology, Occupational Therapy Assistant and Nursing programs.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 1, 2018**

AGENDA ITEM 11: *PERSONNEL

A. PROFESSIONAL STAFF POSITION CHANGES

Recommendation: To **approve** Melissa Schall Willmore as the Project Coordinator, SkillUP Program effective October 1, 2018 through September 30, 2019 at an annual salary of \$49,000 to be funded by the Missouri SkillUP Program grant.

Recommendation: To **approve** the appointment of Robert Chad Baldwin as Director of Online Learning and Educational Technology at an annual salary of \$63,500 effective October 2, 2018 and to eliminate the position of Instructional Design Manager.

B. ADJUNCT FACULTY - FALL 2018 SEMESTER

Recommendation: To **approve** an addendum to the adjunct faculty roster for fall semester 2018 as shown on the attached.



Interoffice Memo
HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: September 25, 2018
FROM: Wendy Hartmann, Human Resources Director
RE: Staffing Change

Please accept the recommendation to transition Melissa Schall Willmore to Project Coordinator for the new Grant Funded SkillUp Program. Joel Doecker, Vice President of External Relations, has approved this recommendation. Melissa will remain at her current salary. The budget year for this program is October 1, 2018 through September 30, 2019.

The SkillUp Program focuses on providing short-term job skills to food stamp recipients to start building a career. The budget covers a program coordinator, part-time counseling, travel, and program tuition.

Melissa will work with food stamp recipients, local job centers, the Center for Workforce Development, and other community agencies. Melissa has the knowledge and experience that brings value to this role and the program.

/wh



Interoffice Memo
HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: September 25, 2018
FROM: Wendy Hartmann, Human Resources Director
RE: Restructure

Please accept the recommendation to restructure Robert Chad Baldwin's position to Director of Online Learning and Educational Technology. Robyn Walter, Interim Vice President of Academic Affairs has approved this recommendation. The purpose of the restructure is to fully support Instructional Technology and Online Learning at East Central College.

This recommendation is based on credentials, work experience, high regard among faculty, and the great effort he has demonstrated throughout his years of service.

The classification for this restructured position will remain at the 206 level and the current position of Instructional Design Manager will be eliminated. Due to the increased scope of responsibility, Chad will receive an \$11,000 increase in annual salary, which continues to place him in the salary range for this classification level.

/wh



Interoffice Memo

TO: Dr. Bauer
DATE: September 17, 2018
FROM: Office of Academic Affairs
RE: Adjunct Addendum for Fall 2018 Semester

Please approve the following adjunct addendum for the Fall 2018 semester.

ADDITIONS

Career and Technical Education

Amy Feese, Culinary
Richard Hudanick, Business
Steffani McCrary, Business

Nursing and Allied Health

Jamie Blaue, Nursing
Nancy Mitchell, Nursing
Junette Owen, Nursing
Robyn Walter, Nursing

Math/Engineering/Science

Christina Ayres, Mathematics
Bijaya Shrestha, Mathematics
Rachael Thomas, Agriculture

Humanities and Fine Arts

Joel Doecker, Communications
Stanley Miller, English

Humanities and Fine Arts, Continued

Jessica Robart, English
Mary Schroeder, English
Deborah Hill-Triola, Reading/English

Social Sciences

Benji Grimes, PE – Soccer
Lisa Mathes-Peters, PE – Volleyball
Gregory Mebruer, Psychology
James Myers, Sociology
Leslie Peters, Psychology
Vanessa Whittle, History

Foundation Seminar

Jenny Kuchem
Leslie Peters

Dual Credit

Melissa Machenheimer, Math,
Washington
Dennis Smith, Math, Union

DELETIONS

Career and Technical Education

Brandon Boies, CIS
Mark Howell, Manufacturing
Stephanie Juengling, Business
Douglas Reinecke, Manufacturing

Nursing and Allied Health

Jason Hildebrandt, Fire Technology

Nursing and Allied Health, Continued

Michelle Koons, Nursing
Daniel Manhart, EMT
Caisie Nowack, Nursing

Math/Engineering/Science

Elizabeth Bowles, Physical Science
Elmer Kellmann, Biology

Humanities and Fine Arts

Amanda Adams, Graphic Design
Cheryl Childress, Graphic Design
Johnathan Cornell, Art
Lisa Kang, Civilization
Elizabeth Manhart, Graphic Design
Clayton Petras, Art/Printmaking
Don Sharpsteen, Psychology/Sociology
Damia Smith, Design Sculpture

Social Sciences

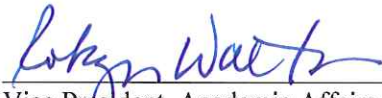
Marcia Bailey, Psychology
Jennifer Heberlie, Education
Rachel Johnson, History
Brad Wallach, PE – Softball

Foundation Seminar


Jenni Crosby
Michelle Branton

Dual Credit

Shea Bowen, Marketing, Owensville
Gary Durbin, Civilization/History, Cuba
Todd Jones, History, Bourbon
Benjamin Martin, Science, St. Clair
Alicia McDaniel, Business, St. Clair
Michael Pelster, Mathematics, Borgia
Mary Pelster, Mathematics, Borgia
Cate Sanazaro, English, Cuba
Kenneth Willardson, Mathematics, Vienna
Sarah Serbus, Theatre, Union



Vice President, Academic Affairs



Director, Human Resources

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 1, 2018**

AGENDA ITEM 12: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

10/1/2018

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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
October 1, 2018**

AGENDA ITEM 13: REPORTS

Reports may be presented by:

- A. Faculty Association President, Jenifer Goodson
- B. ECC-NEA President, Tom Fitts
- C. Professional Staff President, Jenny Kuchem
- D. Classified Staff Association President, Stacy Bellville
- E. Student Government Association President, Gwen Minks

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East Central College

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FAX (636) 583-6602

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 1, 2018**

AGENDA ITEM 14: PRESIDENT'S REPORT

Projected meeting dates for 2018 and 2019 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

November 5
December 3

Alternate Meeting Dates

November 12
December 10

2019 Projected Meeting Dates

No January meeting
February 4
March 4
April 1
May 6
June 10
July 18 (*Thursday noon business meeting*)
August 26
No September meeting
October 7
November 4
December 2

Alternate Meeting Dates

February 11
March 11
April 10
May 13
June 17

October 14
November 11
December 9

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 1, 2018**

**AGENDA ITEM 15: EXECUTIVE SESSION – REVISED STATUTES OF MISSOURI
2004, SECTION 610.21 (3) PERSONNEL AND (1) LEGAL**

Recommendation: To **enter** into executive session per RSMo 2004, Section 610.21
(3) Personnel.

10/1/2018

Section 15, Page 1

East Central College

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

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 1, 2018**

AGENDA ITEM 16: ADJOURNMENT

Recommendation: To **adjourn** the October 1, 2018 meeting of the Board of Trustees.

10/1/2018

Section 16, Page 1

East Central College

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