



BOARD OF TRUSTEES MEETING

November 5, 2018

EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING AGENDA *(Revised)*

Monday, November 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.	ACCEPTANCE OF BID	4 Votes		
8.	PERFORMANCE MANAGEMENT CONTRACT – PHASE 2			X
9.	EMPLOYEE INSURANCE	4 Votes		
9A.	UNITED BANK OF UNION AUTHORIZED SIGNATURES	4 Votes		
10.	POLICY & PROCEDURE UPDATES A. BPP 5.27 TUITION WAIVER & TUITION REIMBURSEMENT B. NEW POLICY – DOMESTIC PARTNER BENEFITS	4 Votes		
11.	CORE 42 PRESENTATION			X
12.	*PERSONNEL A. Resignations B. Change in Duties C. Retirement	4 Votes		
13.	BOARD PRESIDENT'S REPORT			X
14.	REPORTS A. Faculty Association B. ECC-NEA C. Professional Staff Association D. Classified Staff Association E. Student Government Association			X
15.	PRESIDENT'S REPORT			X
16.	EXECUTIVE SESSION – REVISED STATUTES OF MISSOURI 2004, SECTION 610.21 (3) PERSONNEL	4 Votes		
17.	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
November 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.

11/5/2018

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
November 5, 2018**

AGENDA ITEM 2: RECOGNITION OF GUESTS

Guests will be recognized by Mr. Jay Scherder.

11/5/2018

Section 2, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
November 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.

11/5/2018

Section 3, Page 1

East Central College

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

AGENDA ITEM 4: APPROVAL OF AGENDA

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

11/5/2018

Section 4, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
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Agenda Item 4: Approval of Agenda

Consent Agenda Items for November 5, 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
November 5, 2018**

AGENDA ITEM 5: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the October 1, 2018 regular meeting of the Board of Trustees.

Attachment

11/5/2018

Section 5, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 584-6501
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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, October 1, 2018**

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 7:01 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 Doecker and Vice President of Student Development Heath Martin; Other Staff – Executive Director of Institutional Effectiveness, Michelle Smith, Director of Financial Services Annette Moore, Director of Public Relations Jay Scherder, Coordinator of Campus Life and Leadership Courtney Henrichsen, Director of Human Relations Wendy Hartmann, Foundation Administrative Assistant Angie Siebert, Campus Police Officer Todd Schlitt, NEA President Tom Fitts, Professional Staff President Jenny Kuchem, Classified Staff Association President Stacy Bellville, Student Government Association (SGA) President Gwen Minks, SGA Recording Officer Josh German, and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: Mr. Scherder introduced Amanda Postma from the *Missourian*.

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 October 1, 2018 meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the August 27, 2018 regular meeting of the Board of Trustees and the September 20, 2018 Board of Trustees Workshop.

TREASURER’S REPORT AND FINANCIAL REPORT: Dr. Bauer reviewed the financial statements.

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 Eric Park; Carried Unanimously

ACCEPTANCE OF BIDS: Vice President Doecker stated that the recommended purchase of three trainers for the Industrial Engineering Technology program is to replace the current units which are approximately 20 years old. The College will pay 25% of the costs with the remainder funded through Vocational Enhancement Grant funding.

Motion: To **approve** the purchase of three 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 Enhancement Grant program.

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

Dr. Bauer noted that work continues with Johnson Controls to obtain updated pricing for critical HVAC units identified in phase 2 of their performance management contract. There are a number of units at or well beyond their useful life. A recommendation will be presented at the next meeting to begin replacement of these units before they fail.

SUICIDE AWARENESS & PREVENTION POLICY: This policy is required by state statute and the draft presented was initially developed by former Vice President Shelli Allen. It has been vetted through legal counsel and the Shared Governance Council, which recommends approval. The policy provides definitions and procedures to be followed should staff observe suicidal behavior. Dr. Bauer noted that policy changes/additions typically are provided for review and then brought back to the next meeting for approval. However, he is asking the Board to waive the first reading and approve at this meeting.

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

Motion by Eric Park; Seconded by Cookie Hays; Carried Unanimously

BOARD POLICY & PROCEDURE UPDATES: Dr. Bauer reviewed changes proposed by the Shared Governance Council for the tuition and reimbursement policy. The changes will provide for reimbursement for an employee pursuing a credential short of an advanced degree; currently this is handled as an exception to the policy. These changes will make clear to employees that this reimbursement is available and will allow employees to pursue education that will be of value to the College.

The Shared Governance Council has also recommended adding a policy to make domestic partners eligible for benefits that are currently only available to spouses. There are a number of employees who are not married but in committed relationships who would be able to obtain insurance coverage for their partners. The College pays the premiums for employees; employees pay for dependents and spouses. In addition, employees currently cannot use sick leave or bereavement leave for domestic partners without requesting approval for an exception to policy. These items, as well as tuition waiver benefits, would be provided under the proposed change. The draft has been reviewed by legal counsel.

Both parties will sign an affidavit indicating they are in an exclusive, mutual commitment similar to marriage that has been in existence for at least six months prior to signing the affidavit. Concern was expressed that current law recognizes same-sex marriage but does not recognize domestic partnership as a legal structure and that this change would have been more relevant prior to the recognition of same sex marriage. Dr. Bauer noted that this language was drafted in response to employee interest.

Both policy/procedure changes will be presented to the Board for action in November.

ACCREDITATION UPDATE – EMS/OTA/NURSING: Vice President Walter presented information regarding accreditation visits in the health sciences departments. She introduced Tom Fitts to discuss paramedic accreditation. The paramedic level courses are accredited by the Commission on Accreditation of Allied Health (CAAHEP) upon the recommendation of the

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). The program is required to be nationally accredited for students to take the National Registry of EMT's exam to obtain their license to work. Accreditation is a five-year cycle. The review team was on site at the end of September and was pleased with the visit. They stated the program has dedicated, knowledgeable faculty as well as good student outcomes and a solid curriculum. CoAEMSP approval is expected in May and final approval from CAAHEP is expected in July.

The OTA program is a consortium of five community colleges in the state designed to meet the needs of rural areas in Missouri. There are 45 students statewide in the program. Accreditation is by the Accreditation Council for Occupational Therapy Education (ACOTE) and program accreditation is required for students to sit for the national exam. The site visit occurred in July 2018; the program was reaccredited for the maximum period of seven years. The ECC cohort has a 100% pass rate on the national exam for the past three years; a pass rate of 80% is required. Graduate satisfaction with the program is high and an evaluation of employer satisfaction is in progress.

The Nursing program is approved by the Missouri State Board of Nursing (MSBN). The MSBN is not an accrediting body, so it is an approval process and students are required to participate in an approved program to sit for the licensing exam. The MSBN is accredited by the U.S. Department of Education, so the program is considered accredited by the Department of Education. Pass rates on the licensing exam over the last five years have been above the state and national averages; the 2018 pass rate is 100% for Union and 91.6% for Rolla. A pass rate of 80% is required in Missouri and full approval is lost if that rate is not maintained for two years in a row. Employment rates, employer satisfaction rates, and retention rates are tracked and reported annually to the State Board. Retention rates are based on completion of the program in 150% of the time. The employment rate is 98% in Union and 96% in Rolla; there are some students who continue their education and don't enter the job market immediately. Retention rates are 70% in Union and 78% in Rolla; efforts are underway to provide more support to help with retention.

***PERSONNEL:** The Board **approved** the appointment of Melissa Schall Willmore as 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; and 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 eliminated the position of Instructional Design Manager. The Board also **approved** changes to the adjunct faculty roster for fall semester 2018 as shown on the attached.

BOARD PRESIDENT'S REPORT: Ms. Hartley reported that she attended the recent Strategic Planning Committee meeting; the group was enthusiastic and the facilitator was very knowledgeable. Ms. Hays noted that the Shared Governance Council is beginning to "find its way." The Board has registered for the upcoming MCCA convention.

REPORTS:

A. FACULTY ASSOCIATION & ECC-NEA REPORT: ECC-NEA President Tom Fitts reported for both faculty groups. Congratulations were extended to Leigh Kolb for her recent recognition by the Washington Chamber as an Outstanding Young Professional, Mike Palazzola for his

recognition by MCCA with the Mel Aytes Faculty Innovation Award for his restaurant concept; and Connie Lutz for her recognition by MCCA as an Outstanding Adjunct. Faculty committee work is underway. The Faculty Association is barbequing at the 50th Anniversary Alumni Bonfire.

NEA leadership has met with the mediator from the Department of Labor to start the negotiation process for the upcoming year.

- B. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported that the Center for Workforce Development is expanding apprenticeships in the fall. The Learning Center has applied for certification by the National College Testing Association, which focuses on testing best practices. The Financial Aid department will hold FAFSA workshops in October and November and will be conducting workshops in high schools. Early FAFSA completion is being promoted with prize drawings. Student services staff are working on the yearly gainful employment reports that are required for Title IV funding. The Library hosted Big Machines on September 22 with over 400 adults and children in attendance. Library staff have presented 20 library research skills classes this fall.
- C. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff President Stacy Bellville reported the fall fundraiser for the scholarship fund will be a raffle for Thankful Baskets. The association is adopting a family for Christmas through Loving Hearts and nominations are being accepted for the fall Spotlight Award. Classified staff appreciate the opportunity to be at the table for the committee work now underway.
- D. STUDENT GOVERNMENT ASSOCIATION:** SGA President Gwen Minks reported the candidate forum held on September 20 in conjunction with the Civic Engagement Committee was received very positively with 16 candidates participating. There was good participation in the recent Falcon Fest and over 600 items were collected in the recent food drive co-sponsored with the 50th Anniversary Committee. Hispanic Month will be celebrated with a Salsa Night on October 4. PTK and SGA are collaborating on a chalkboard for students. SGA will be hosting “What’s the T with Dr. B” to provide an opportunity for Dr. Bauer to talk with students.

PRESIDENT’S REPORT: Dr. Bauer noted that the chalkboard referenced by Ms. Minks will be in Buescher Hall between the library and student service area; the board will be used by clubs.

The Strategic Planning Committee, with broad representation from across the campus, has reviewed the Student Experience Statement that will be at the center of the planning process. The SWOT analysis survey will be closing this week and the process is on target to finish the plan by the end of the academic year. Dr. Bauer complimented the tri chairs leading effort and noted there is a lot of energy around the plan development.

As a follow up to the budget workshop, Dr. Bauer noted that information on dual credit rates across the state is being compiled. Charges range from \$25 per credit hour to \$120 per credit hour, with ECC charging \$42.50. Dual credit is being offered in most schools across the district and service region. More detailed information by school will be sent to the Board. The Budget Committee will begin work this week and will be meeting throughout the academic year.

The Board was reminded of upcoming events including the theatre production, PTK induction at Union and Rolla, the 50th Anniversary Alumni Bonfire on October 25 and the November 10 International Day event.

**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 7:56 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 8:27 p.m.

Motion by Prudence Johnson; 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		

ADJOURNMENT:

Motion: To adjourn the October 1, 2018 public Board of Trustees meeting at 8:27 p.m.

Motion by Eric Park; Seconded by Prudence Johnson; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
November 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

11/5/2018

Section 6, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
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FAX (636) 583-6601

East Central College
Statement of Net Assets for all Funds
Preliminary As of September 30, 2018 and September 30, 2017

ASSETS	9/30/18	9/30/17
Current		
Cash	4,269,155	4,435,613
Investments	842,776	981,040
Receivables, net		
Student	393,377	413,623
Federal & State agencies	1,352,126	1,047,556
Other	40,003	55,964
Inventories	212,876	222,779
Prepaid expenses	20,089	32,513
Total Current Assets	7,130,403	7,189,089
Non-Current Assets		
Other Assets	585,403	769,007
Capital Assets (net)	42,831,009	44,197,821
Total Non-Current Assets	43,416,412	44,966,828
Total Assets	50,546,815	52,155,917
DEFERRED OUTFLOW OF RESOURCES		
Deferred pension outflows	8,859,724	7,971,713
Total Assets and Deferred Outflow of Resources	59,406,539	60,127,630
LIABILITIES		
Current Liabilities		
Accounts Payable	130,074	11,317
Accrued Wages & Benefits	241,469	326,841
Unearned Revenue	-	-
Due to Agency Groups	88,705	90,976
Accrued Interest	59,233	73,266
Total Current Liabilities	519,481	502,400
Non-Current Liabilities		
USDA Loan	816,667	916,667
Bonds Payable	11,700,000	12,730,000
Premium on Sale of Bonds	746,568	878,752
Net Pension Liability	15,015,392	15,053,065
Compensated Absences	499,548	511,560
Post Employment Benefit Plan Payable	1,207,741	538,600
Johnson Control Performance Contract	1,187,318	1,258,583
Total Non-Current Liabilities	31,173,234	31,887,227
Total Liabilities	31,692,715	32,389,627
DEFERRED INFLOW OF RESOURCES		
Deferred pension inflows	4,999,826	3,726,851
NET ASSETS		
Investment in Capital Assets, net	35,841,085	37,381,644
Restricted for Debt Service	47,698	192,568
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	3,540,735	3,697,015
All other Funds	-18,475,520	-19,020,075
Total Net Assets	22,713,998	24,011,152
Total Liabilities, Deferred Inflow of Resources and Net Assets	59,406,539	60,127,630

East Central College
Statement of Activities
General Fund

Preliminary as of September 30, 2018, and September 30, 2017

	For the Fiscal Year Ending June 30, 2019			For the Fiscal Year Ended June 30, 2018			
	Current FY Budget	September 2018 Month end	Current FY Year-To-Date	Prior FY Budget	September 2017 Month end	Prior FY Year-To-Date	Prior FYE
Revenues:							
Local Revenue	6,671,746	22,432	68,647	6,313,000	22,423	77,668	6,509,020
State Revenue	5,259,236	426,639	1,279,915	5,306,645	428,548	1,285,647	5,238,705
Federal Revenue		-	-	5,000	-	-	7,130
Tuition and Fees	5,473,806	36,861	2,899,174	6,852,940	26,812	2,941,496	5,566,832
Interest Income	61,028	5,784	17,447	50,000	4,802	16,089	81,826
Gifts and Grants			0	45,000	-	1,000	59,347
Miscellaneous Revenue		6,562	19,762	80,519	7,849	20,395	72,636
Transfers-Interfund & Indirect		2,040	2,040	-			-492,574
Transfer Federal Programs				-	-	-	5,849
Total Revenues	17,465,816	500,318	4,286,985	18,653,104	490,434	4,342,295	17,048,771
Expenses:							
Salaries	10,293,929	796,596	2,163,625	10,468,339	1,139,282	2,203,871	10,114,128
Benefits	3,124,302	270,077	778,562	3,170,393	314,238	767,443	3,586,941
Contractual Services	681,756	27,829	539,795	615,370	53,998	430,695	868,370
Current Expenses	1,310,723	61,022	246,029	1,361,919	68,031	271,130	843,308
Travel	204,909	12,713	34,301	218,087	23,311	50,670	179,758
Property & Casualty Insurance	202,073	-	107,913	205,000	-	104,956	202,062
Vehicle Expense	15,200	820	1,149	3,450	936	1,164	11,794
Utilities	568,500	70,913	134,693	708,599	65,380	128,378	596,416
Tele/Communications	222,291	19,173	61,432	219,201	17,240	30,954	222,336
Miscellaneous	454,553	17,686	81,554	1,210,844	15,411	64,764	434,818
Clearing Account	-	522	184	-	-735	975	-
Scholarship Expense	65,500	26,167	26,167	74,500	25,608	25,608	64,184
Faculty Development	25,000	566	3,138	25,000	-	-	25,000
Instit. Match for Grants	78,000	-	-	309,722	-	-	63,257
Commitment to ABE	20,000	-	-	20,000	-	-	20,000
Instit. Commit.to Fine Arts	6,500	-	-	6,500	-	-	6,500
Instit. Commit.to Word & M	3,200	-	-	3,200	-	-	-
Capital	170,980	3,494	3,494	32,980	-	-	44,853
Interfund Transfers	18,400	-	-	-	-	-	-
Interest on Debt	-	-	-	-	-	-	-
Total Expenses	17,465,816	1,307,578	4,182,036	18,653,104	1,722,700	4,080,608	17,283,725
Revenue over Expenses	-	-807,260	104,949	-	-1,232,266	261,687	-234,954

East Central College
Statement of Revenue, Expenses & Changes in Net Assets
(All Funds)
Preliminary as of June 30, 2019 and June 30, 2018

	For the Fiscal Year Ending June 30, 2019		For the Fiscal Year Ended June 30, 2018	
	September 2018	FY 2019 Year-To-Date	September 2017	FY 2018 Year-To-Date
Operating Revenues:				
Student Tuition & Fees	29,651	3,478,158	17,468	3,521,873
Federal Grants & Contracts	2,242,090	2,242,091	2,890,499	2,898,525
State Grants & Contracts	61,321	64,880	58,733 #	59,330
Auxiliary Services Revenue	301,799	625,092	214,407	768,308
Other Operating Revenue	10,350	42,869	9,150	42,919
Total Operating Revenue	2,645,211	6,453,090	3,190,257	7,290,955
Operating Expenses:				
Salaries	885,482	2,430,484	1,275,625	2,470,133
Benefits	292,576	849,143	342,955	836,823
Purchased Services	98,908	686,972	102,506	569,748
Supplies & Current Expenses	209,262	843,379	148,173	1,006,538
Travel	16,651	35,893	29,562	59,652
Insurance	0	123,510	-	121,276
Utilities	111,508	224,013	97,848	180,582
Other	12,179	57,388	9,638	52,516
Depreciation	181,898	549,380	171,806	515,726
Financial Aid & Scholarship	2,303,218	2,301,259	2,979,902	2,980,153
Total Operating Expenses	4,111,682	8,101,421	5,158,015	8,793,147
Operating (Loss)/Gain	-1,466,471	-1,648,331	-1,967,758	-1,502,192
Non-Operating Revenues (Expenses):				
State Appropriations	426,639	1,279,915	428,548	1,285,647
Tax Revenue	27,693	84,750	27,683	95,886
Interest Income	6,765	20,271	5,690	19,071
Gain/Loss on asset disposal	3,550	3,550	-	-
Principal & Interest on Debt	(5,416)	-52,538		-65,615
Total Non-Operating Revenue (Expense)	459,231	1,335,948	461,921	1,334,989
Increase in Net Assets	-1,007,240	-312,383	-1,505,837	-167,203

East Central College Investments As of September 30, 2018

<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

2018

Total Cash Accounts	\$ 4,269,155.00
Certificates of Deposit	\$ 754,705.79
	\$ 5,023,860.79

2017 (December)

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

**East Central College
Pledged Securities
As of September 30, 2018**

Farmers & Merchants

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

United Bank of Union

SECURITY DESCRIPTION	MATURITY DATE	CUSIP NO.	PAR AMOUNT
Federal Home Loan Mortgage Corp	03/01/32	3128P7ST1	\$ 975,914.23
Federal Home Loan Mortgage Corp	01/01/33	3128P7XX6	\$ 1,059,244.67
FHR 4672 QD	08/15/45	3137BXLH3	\$ 911,322.48
Federal National Mortgage Association	07/01/32	31418AGQ5	\$ 897,444.50
Federal Home Loan Mortgage Corp	07/01/34	3128P76D0	\$ 392,154.40
Federal National Mortgage Association	10/01/34	3138EN6G9	\$ 845,074.27
TOTAL			\$ 5,081,154.55

Citizens Bank

SECURITY DESCRIPTION	MATURITY DATE	CUSIP NO.	PAR AMOUNT
Franklin County School District, R-XI Union MO	3/1/2021	353100GU8	\$ 540,000.00
FDIC Insurance			\$ 250,000.00
TOTAL			\$ 790,000.00

* 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 September 30, 2018**

The Treasurer of the Board confirms for the month ending September 30, 2018 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 FY19 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 September 1, 2018 through September 30, 2018, is reported at \$1,933,717.46.

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

AGENDA ITEM 7: ACCEPTANCE OF BID

Recommendation: To **accept** the sole source bid from Rixan Automation, Dayton, Ohio for the purchase of two robot trainer bases for the Industrial Engineering Technology program at a cost of \$17,400 to be reimbursed at 75% from the state vocational enhancement grant program.

Attachment

11/5/2018

Section 7, Page 1

East Central College

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



MEMORANDUM

To: Dr. Jon Bauer

Fr: Joel Doecker

Date: 10.31.18

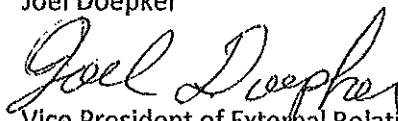
Re: Purchase of equipment: Industrial Engineering Technology program

It is my recommendation that the Board of Trustees accepts and approves the sole source bid from Rixan Automation, Dayton, OH for the purchase of two Robot Trainer Bases that includes the shipping cost.

Industrial Engineering Technology Program	Unit Price	Quantity	Total Price	Total Expected Reimbursement	ECC Total Cost	Vendor
Robot Trainer Bases	\$8,700	2	\$17,400	\$13,050	\$4,350	Rixan Automation

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

Joel Doecker



Vice President of External Relations

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

AGENDA ITEM 8: PERFORMANCE MANAGEMENT CONTRACT – PHASE 2

Information regarding a proposal from Johnson Controls for phase 2 of the performance management contract will be presented at the meeting.

11/5/2018

Section 8, Page 1

East Central College

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FAX (636) 583-6602

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

AGENDA ITEM 9: EMPLOYEE INSURANCE

Recommendation: To **approve** the following carriers to provide insurance benefits for employees in 2019:

Medical Insurance	<i>Anthem</i> – 7.5% increase in rates and no plan changes and a \$5,000 wellness incentive
Dental Insurance	<i>Delta Dental</i> – 2% decrease in rates
Vision Insurance	<i>Delta Vision</i> – 12% decrease in rates
Life/Accidental Death & Dismemberment, Long-Term Disability	<i>Anthem</i> – no change in rates
Medicate Part C	<i>United Healthcare Medicare Advantage</i> – no cost

Attachment

11/5/2018

East Central College

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

Section 9, Page 1

Addendum



TO: Dr. Jon Bauer
DATE: November 5, 2018
FROM: Wendy Hartmann
SUBJECT: 2019 Employee Insurance Benefits Renewal

The Insurance Benefits Committee has worked with J.W. Terrill for the 2019 employee insurance benefits renewal. This memorandum serves as a recommendation by the Insurance Committee for the Board of Trustees to approve employee insurance premium and providers for 2019. The insurance benefits for full-time employees include medical, dental, vision, life/AD&D and long-term disability. The 2019 annual cost per employee will be \$8,385.60 for medical, dental and vision insurance premiums. The 2018 annual cost per employee is \$7,857.36 for medical, dental and vision insurance premiums.

ECC retirees have the option, at their expense, to continue on the medical, Medicare advantage, dental and/or vision at the same premium cost to the College and dependents. The Medicare Advantage plan with United Healthcare (UHC) as the group Medicare Part C plan offered to eligible retirees. The College has offered a (UHC) Medicare plan to retirees since January 1, 2008 and our retirees value the plan. The Medicare Advantage plan with United Healthcare is a premium plan for the retirees and is no cost to the retiree and/or the College. Membership will automatically roll over effective January 1, 2019.

MEDICAL

The College has had medical coverage through Anthem Blue Cross Blue Shield since January 1, 2014. Anthem's original renewal included a proposed 21% increase, with a revised renewal with two options: an 11% increase with significant plan changes or an option of a 7.5% increase if we moved dental and vision to Anthem. The committee recommended marketing our plan due to the significant plan changes and increase over the 7% budget increase for the year.

The broker sent the bid to Cigna, Aetna, and UHC. Cigna was the only provider to submit a bid to the College. The Cigna bid was at an overall 8% increase but the increase was not distributed across all plans. In addition, a change to Cigna would result in only two plans with one network versus four plans with two networks. Anthem submitted a revised renewal with a 7.5% increase with no plan changes for 2019 and without moving vision and dental.

Anthem: The committee voted to renew with Anthem for 2019 based on the Anthem renewal rate of a 7.5% increase with no plan changes and a \$5,000 Wellness Incentive. Employees are happy with the Anthem network and services. Remaining with Anthem reduces interruptions to services. The 7.5% increase is within the overall budget due to the savings for the renewal for vision and dental and the \$5,000 Wellness incentive. The increase would be equally shared by all employees and dependent coverage. Renewing with Anthem, we continue with four plans with two networks.

The College will continue to purchase a Health Reimbursement Account (HRA) as part of the plans which reduces the overall premium costs and reduces the deductible for the employees.

Medical Insurance Premium Cost per Employee paid by the College

2019 Monthly \$658.06	Annual \$7,896.72
2018 Monthly \$612.14	Annual \$7,345.68

DENTAL

In 2016, we moved to Delta Dental with a two year rate guarantee. Delta Dental submitted a renewal with an increase of 8% with an option of a 2% reduction in dental rates if the College would move Vision to Delta Vision. The move to Delta Vision will include a 12% reduction in premiums for vision. Delta Dental has the largest network of providers in Missouri, annual Maximum Benefit at \$1,250 and the Max Advantage Benefit. The committee is recommending to continue with Delta Dental for 2019.

Dental Insurance Premium Cost per Employee paid by the College

2019 Monthly \$35.88	Annual \$430.56
2018 Monthly \$36.60	Annual \$439.20

VISION

The College has been with Vision Service Provider (VSP) for over eleven years and the rate lock expired this year. The College did market vision for 2019. We received bids from VSP (-3%), Delta Vision (-12%), EyeMed (-21%), Metlife (0%) and Anthem (-14%). The committee is recommending to move to Delta Vision with a 12% decrease in premium which results in a decrease in dental rates. While EyeMed rate is a reduction of 21%, the combined savings on dental and vision premium is greater by moving to Delta Vision with Delta Dental.

Vision Insurance Premium Cost per Employee paid by the College

2019 Monthly \$4.86	Annual \$58.20
2018 Monthly \$6.04	Annual \$72.48

BASIC LIFE/AD&D AND LONG-TERM DISABILITY

In 2016, we moved basic life/AD&D and long-term disability to Anthem Life Basic and have no premium increase in 2019. The College provides full-time employees a \$50,000 life/AD&D policy. The committee is recommending to continue with Anthem Life.

Estimated Life Insurance and AD&D Premium Cost to the College

2019 Monthly	\$.082 per \$1,000 of life coverage and \$.02 per \$1,000 of coverage
2018 Monthly	\$.082 per \$1,000 of life coverage and \$.02 per \$1,000 of coverage

Estimated Long Term Disability Insurance Premium Cost to the College

2019 Monthly	\$.225 per \$100 of coverage
2018 Monthly	\$.225 per \$100 of coverage

Please let me know if you need any additional information.

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

AGENDA ITEM 9A: UNITED BANK OF UNION AUTHORIZED SIGNATURES

Recommendation: To **approve** the following Board members and East Central College employees as authorized signers on United Bank of Union accounts as outlined in the authorization resolution executed on April 11, 2016 and attached:

Carl J. Bauer, ECC President
Philip E. Pena, ECC Vice President of Finance & Administration
Annette Moore, ECC Director of Financial Services
Lark Hoffman, ECC Business Office Manager
Carol Bailie, ECC Payroll Specialist
Prudence Fink Johnson, Board of Trustees Treasurer

11/5/2018

East Central College

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

Section 9A, Page 1

Addendum

BOARD OF TRUSTEES AUTHORIZATION RESOLUTION

United Bank of Union
15 East Main Street
Union, MO 63084



COPY

By: Junior College District
of East Central Missouri
1964 Prairie Dell Rd.
Union, MO 63084-4344

Referred to in this document as "Financial Institution"

Referred to in this document as "the College"

I, Don Kappelmann, certify that I am Secretary (clerk) of the above named public entity organized and operating under the laws of Missouri, Federal Employer I.D. Number 43-0910391, under the name of East Central College, hereafter referred to as "the College", and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Trustees of the organized public entity duly and properly called and held on 4/11/16. These resolutions appear in the minutes and have not been rescinded or modified.

AGENTS Any agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Social Security Number
A. <u>Carl J. Bauer, ECC President</u>	X <u></u>	X
B. <u>Phillip E. Pena, ECC VP of Finance & Administration</u>	X <u></u>	X
C. <u>Annette Moore, ECC Director of Financial Services</u>	X <u></u>	X
D. <u>Lark Hoffman, ECC Business Office Manager</u>	X <u></u>	X
E. <u>Carol Bailie, ECC Payroll Specialist</u>	X <u></u>	X
F. <u>Prudence Fink Johnson, Board of Trustees Treasurer</u>	X <u></u>	X

POWERS GRANTED (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E and/or F	Description of Power	Indicate number of signatures required
<u>N/A</u>	(1) Exercise all of the powers listed in this resolution.	<u>N/A</u>
<u>A, B, C, F</u>	(2) Open any deposit or share account(s) in the name of the College.	<u>3</u>
<u>A, B, C, F</u>	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	<u>2</u>
<u>N/A</u>	(4) Borrow money on behalf and in the name of the College, sign, execute and deliver promissory notes or other evidences of indebtedness.	<u>N/A</u>
<u>N/A</u>	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the College as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	<u>N/A</u>
<u>A, B, C, D</u>	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	<u>1</u>
<u>A, B, C, D, E</u>	(7) Other: Online access for reviewing account balances & transactions for all accounts. Please see attached letter for explanation.	<u>N/A</u>

(Continued on next page)

(Continued from first page)

LIMITATIONS ON POWER The following are the College's express limitations on the powers granted under this resolution.

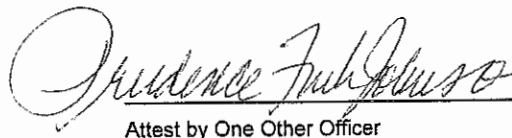
N/A


CERTIFICATION OF AUTHORITY

I further certify that the Board of Trustees of the College has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolution on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

☐ If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the College on April 11, 2016.


Attest by One Other Officer


Secretary

RESOLUTIONS

The public entity named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the College and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Trustees of the College and certified to the Financial Institution as governing the operation of this public entity's account(s), are in full forces and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution in conclusive evidence of their authority to act on behalf of the College. Any Agent, so long as they act in a representative capacity of the College, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the College with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The College agrees to the terms and conditions of any account agreement, properly opened by any Agent of the College. The College authorizes the Financial Institution, at any time, to charge the College for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The College acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the College to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The College acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signatures and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the College with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The College authorizes each Agent to have custody of the College's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

FOR FINANCIAL INSTITUTION USE ONLY

Acknowledged and received on _____ (date) by _____ (initials) ☐ This resolution superseded by resolution dated _____.

Comments:

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

AGENDA ITEM 10: BOARD POLICY & PROCEDURE UPDATES

Recommendation: To **approve** changes to Board Policy and Procedures 5.27 Tuition Waiver & Tuition Reimbursement as outlined in the attached.

Recommendation: To **adopt** Board Policy and Procedures 5.47 Domestic Partners as outlined in the attached.

Attachments

11/5/2018

Section 10, Page 1

East Central College

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

5.47 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:

- 5.47.1 Benefits provided will be in accordance with regulations and requirements from insurance vendors, county, state and federal government.
- 5.47.2 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.
- 5.47.3 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.
- 5.47.4 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.
- 5.47.5 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.
- 5.47.6 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.

- 5.47.7 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.
- 5.47.8 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.
- 5.47.9 Benefits extended to domestic partners will cease upon filing of the termination paperwork with Human Resources.
- 5.47.10 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
November 5, 2018**

AGENDA ITEM 11: CORE 42 PRESENTATION

CORE 42 Education Committee Chair Aaron Bounds and Vice President Robyn Walter will present information on Core 42, a standard core transfer curriculum and common course numbering equivalency matrix for general education courses.

11/5/2018

Section 11, 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
November 5, 2018**

AGENDA ITEM 12: *PERSONNEL

A. RESIGNATIONS

Recommendation: To **accept** the resignation of Anita Cohen, Nursing Instructor, effective November 15, 2018.

Recommendation: To **accept** the resignation of John D. Herdlick, Mathematics Instructor, effective December 14, 2018.

B. CHANGE IN DUTIES

Recommendation: To **approve** the return of Russell Henderson, Director, Dual Credit and High School Readiness, to full-time faculty effective January 1, 2019 with the faculty rank and contract status held as of June 30, 2017 and a prorated base salary of \$65,535.08

C. RETIREMENT

Recommendation: To **approve** the retirement of Linda Follis, Mathematics Instructor, effective January 1, 2019.

Attachments

11/5/2018

Section 12, Page 1

East Central College

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(636) 583-5195, Ext. 2201
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EAST CENTRAL COLLEGE

Interoffice Memo HUMAN RESOURCES

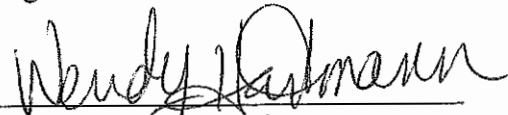
TO: Dr. Jon Bauer
DATE: October 29, 2018
FROM: Wendy A. Hartmann, Director
RE: Faculty Requesting Release from Contract

Anita Cohen, Nursing Instructor, has requested to be released from the remainder of her FY2019 employment contract. The requested effective date is November 15, 2018. Her letter of resignation from her position is pending and will be submitted to Human Resources once completed.

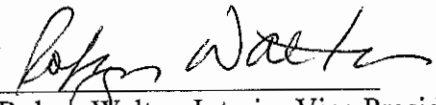
Linda Follis, Mathematics Instructor, has submitted her notice of retirement, effective January 1, 2019; therefore, requesting to be released from the remainder of her FY2019 employment contract. Linda's last day will be on December 14, 2018, end of contract date for fall semester. The notice of retirement letter is on file in the Human Resources Office.

John D. Herdlick, Mathematics Instructor, has requested to be released from the remainder of his FY2019 employment contract. He submitted a letter of resignation via email from his position requesting an effective date of December 14, 2018, end of contract date for fall semester. The letter of resignation email is on file in the Human Resources Office.

Signatures:


Wendy Hartmann, Director

Human Resources


Robyn Walter, Interim Vice President,

Academic Affairs



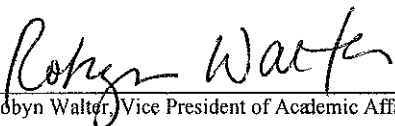
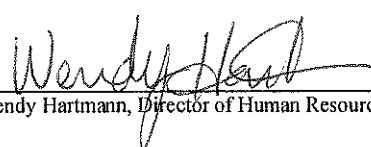
EAST CENTRAL COLLEGE

Interoffice Memo Office of Academic Affairs

TO: Dr. Jon Bauer
DATE: October 29, 2018
FROM: Robyn Walter, Vice President
RE: Faculty Requesting Change in Contractual Agreement

Dr. Russell Henderson, Director of Dual Credit and High School Readiness, has requested a change in his current contractual agreement. Dr. Henderson requests to return to a full-time faculty position effective January 1, 2019. His letter of request is pending and will be submitted to Human Resources once completed.

Signatures:

	
Robyn Walter, Vice President of Academic Affairs	Wendy Hartmann, Director of Human Resources
10/29/18	10/31/18
Date	Date

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

AGENDA ITEM 13: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

11/5/2018

Section 13, Page 1

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

AGENDA ITEM 14: 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

11/5/2018

Section 14, Page 1

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

AGENDA ITEM 15: 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

December 3

Alternate Meeting Dates

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

11/5/2018

Section 15, Page 1

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

**AGENDA ITEM 16: 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.

11/5/2018

Section 16, Page 1

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

AGENDA ITEM 17: ADJOURNMENT

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

11/5/2018

Section 17, Page 1

East Central College

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