



BOARD OF TRUSTEES MEETING

July 18, 2019

EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING AGENDA
July 18, 2019
5:30 p.m. BH238

		Action¹	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.	ACCEPTANCE OF BIDS	4 Votes		
7.	COLLECTIVE BARGAINING AGREEMENT	4 Votes		
8.	BOARD POLICY REVISIONS: 3.11 ACADEMIC STANDARDS OF PROGRESS 3.12 ACADEMIC PROBATION AND SUSPENSION	4 Votes		
9.	*PERSONNEL A. Appointments	4 Votes		
10.	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
July 18, 2019**

AGENDA ITEM 1: CALL TO ORDER

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

7/18/2019

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
July 18, 2019**

AGENDA ITEM 2: RECOGNITION OF GUESTS

Guests will be recognized by Vice President Joel Doepker.

7/18/2019

Section 2, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 18, 2019**

AGENDA ITEM 3: PUBLIC COMMENT

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

7/18/2019

Section 3, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 18, 2019**

AGENDA ITEM 4: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the July 18, 2019 Board of Trustees meeting.

7/18/2019

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 July 18, 2019:

Approval of Minutes
Personnel

Matters to be brought before the Board of Trustees at such meeting of which the President has been notified in accordance with the bylaws and upon which consideration and action may be taken by the Board are included in the agenda for the meeting. Any matters not on the agenda of a regular meeting may be considered unless objected to by any Board member present.

Such items of a routine nature placed on the agenda will be marked with an asterisk (*) located immediately before the item on the agenda. When Item 3, Consent Agenda, is reached at a meeting, the President of the Board will read all items so marked, and all items not requested to be removed shall, upon a single motion of any Board member, seconded by any other Board member, and unanimously adopted, be deemed to have been duly adopted with the same validity as if each action were separately moved, seconded, and duly adopted.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 18, 2019**

AGENDA ITEM 5: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the June 10, 2019 regular meeting of the Board of Trustees and the June 25, 2019 Board Workshop.

Attachment

7/18/2019

Section 5, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING**

Monday, June 10, 2019

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 5:30 p.m. by Board President Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, 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, Vice President of Student Affairs Heath Martin 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, Human Resources Director Wendy Hartmann, Campus Police Officer Tommie Lowe, NEA President Tom Fitts, Faculty Association President Jenifer Goodson, Professional Staff President Jenny Kuchem, Classified Staff Association Secretary Angie Siebert, Director of Admissions JC Crane, Director of Early College Programs Megan Strubberg, Accounts Payable Specialist Sharon Jost, 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 June 10, 2019 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 May 6, 2019 meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President Phil Pena 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 Joseph Stroetker; Seconded by Eric Park; Carried Unanimously

ACCEPTANCE OF BID: Dr. Bauer noted that only two bids were received for custodial services at Rolla North. In response to Dr. Park’s question about the need for two separate facilities in Rolla, it was indicated that there is not sufficient space available at Rolla Main for all offerings. Rolla North was initially leased to provide space for the Nursing program. It is now utilized for other classes as well. While it would be better to have everything in one facility, this was the best solution available.

Motion: To **approve** Cleanway Service, LLC of Rolla, Missouri as the provider of custodial services for the Rolla North facility for a two-year period from July 1, 2019 through June 30, 2021 at a cost of \$18,676 per year with an option for renewal for two additional one-year periods at a mutually agreed upon cost.

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

PRE-AUTHORIZATION OF GRANT FUNDED PURCHASES: Dr. Bauer reminded the Board that this motion is presented annually to allow purchases of grant-funded equipment that may need to be made prior to the beginning of fall semester. A report of these expenditures will be provided to the Board at the end of summer.

Motion: To **authorize** in advance items to be purchased with state vocational enhancement grant funds and Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant funds in order to facilitate purchases that need to be made prior to the start of the fall semester.

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

BUDGET/STAFFING PLAN – FY20: Vice President Pena noted that there is a typo in the summary statement in the front of the budget book; it should state “. . . enrollment trends are expected to increase.” Projections for Funds 10 and 25 combined indicate a revenue increase of 8.65%. Assumptions for the budget include: flat state aid, increase of 3% in credit hour generation, and an increase in medical insurance premiums of 10%. Fund 40 represents auxiliary services including the bookstore, food service and Center for Workforce Development. It is projected to have a deficit of \$389,312 for the coming year. The Budget Committee is looking at these areas to determine potential means to increase revenue. In response to questions, Dr. Pena indicated the cash balance is held at United Bank of Union and fluctuates depending on the time of year; these funds are used to pay daily operational expenses and a payroll of approximately \$11.6 million per year. There are two long-term investments in the form of certificates of deposit at Citizens Bank and the Bank of Franklin County. There is also a CD held for the Phoebe Hearst Foundation. The Board restricted fund is currently \$1.76 million which includes the investments and cash on hand; \$995,928 must be maintained in the checking account to maintain the restricted reserve. The current reserve represents about ten percent of the budget and is adequate; however, it would be prudent to build the reserve over time. The Higher Learning Commission also considers the college’s CFI (Composite Financial Index) which is an indicator of financial stability. The current CFI is -.49 which is considered “below the zone.” The three CFI ratings possible are “below the zone” (below 0), “in the zone” (0-1), and “above the zone” (1.1-10). The CFI considers the historical primary reserve index, net operating revenue index, return on net assets index, and liability index. The requirement to show pension liability in the financial statements has significantly impacted the liability index; removing this liability would increase the college’s CFI to 1.24. In addition, bonded debt is captured in total while the college collects revenue on an annual basis in the debt service fund to retire the debt. This also impacts the CFI ratio.

Motion: To **approve** the general operating budget and staffing plan for FY20 as presented.

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

PROFESSIONAL SERVICES CONTRACTS: Dr. Bauer indicated the college is very satisfied with both service providers and recommended approval of the extension of the contracts.

Motion: To **approve** the renewal of professional service agreements for FY20 as follows:

Legal Services – Tueth, Keeney, Cooper, Mohan & Jackstadt, P.C., St. Louis
Auditing Services – KPM, Springfield, MO

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

INSURANCE BROKER: The existing contract was approved for a three-year term and subject to annual approval by the Board.

Motion: To **approve** the continuation of JW Terrill as the College's insurance benefits consultant for FY20 at an annual cost of \$30,000.

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

FACILITIES LEASES: Dr. Bauer noted that as the strategic plan is being developed, one of the strategies identified by the campus committee is growing the college's presence in Rolla. There is growth potential to be realized and one consideration is the need for facilities. Location costs are broken out in the financial system and staff are currently working to fine tune the tracking of instructional costs by location as well as online. Instruction has been more intentional about the offerings in Rolla for summer and enrollment is responding to those changes.

Motion: To **approve** the renewal of off-campus leases for fiscal year 2020 as follows:
Rolla Technical Center, 500 Forum Drive -- \$145,530 annually (*no change*)
Rolla North, 2303 North Bishop -- \$111,080.28 annually (*\$4,272.36 increase*)

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

VENDING CONTRACTS:

Motion: To **approve** the renewal of the existing vending contracts with Pepsi-Cola of New Haven, Missouri and Krueger Vending of Sullivan, Missouri for an additional one-year term.

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

***PERSONNEL:** The Board **approved** the appointment of Emily Durham as Campus Life and Leadership Coordinator effective July 1, 2019 with an annual salary of \$44,000; Diane Burnett as Human Resources Specialist effective June 17, 2019 with an annual salary of \$50,000; and Jon Gruett as Director of Financial Aid effective August 12, 2019 with an annual salary of \$78,000.

The Board also **accepted** the resignation of Sara Marler, Admissions Representative, effective June 14, 2019 and **approved** the addition of Matthew Vogeler, Sociology Faculty, to the list of adjunct faculty for the Summer 2019 semester approved at the May 6 meeting.

BOARD PRESIDENT'S REPORT: There was no report.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Jenifer Goodson reported that Tom Fitts attended the Commission on Allied Health for EMS Programs accreditation conference.
- B. ECC-NEA REPORT:** NEA President Tom Fitts reported the Collective Bargaining Agreement (CBA) has been revised and will be going out for ratification. Dr. Bauer noted that administration has been in touch with NEA regarding the need to approve the budget this month, which does not impact the CBA since it has no budget implications.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported that Lisa Farrell is serving a two-year term on the

MOBIUS e-resource committee. Elections have been held and the new slate of PSA officers is: Jenny Kuchem, president; Kristin Milligan, vice president; Sarah Johnson, treasurer, and Paul Lampe, secretary. Election of an at-large representative to the Shared Governance Council will occur soon.

- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Secretary Angie Siebert reported that six staff members will be attending the upcoming MCCA classified staff workshop in Columbia. The annual Celebrate CSA luncheon will be held on June 21.

PRESIDENT’S REPORT: Dr. Bauer asked Vice President Heath Martin to review the course success rate report for spring semester. The Spring 2018 completion rate was 76.9%; the current year’s rate is 78.2%. Factors in the increase include the integration of the early alert system with 487 referrals, as well as the new student texting platform.

Following the assessment of closing the campus during fall and spring breaks (*shared with the Board via email*), Dr. Bauer recommended continuing this time off. The data showed no negative impact to students. It was clarified that the question indicating this time was provided in lieu of raises was improperly worded. These two items are independent of each other; if there is an opportunity to provide raises, closing at fall/spring break will remain a part of the calendar as long as continued assessment shows no negative impact to students.

Summer enrollment is strong with an increase of about 200 students (30.5% headcount, 25.1% credit hours). About half those numbers are related to the successful Three for Free program. Rolla enrollment for summer increased from 43 students to 77 due to scheduling changes. Fall enrollment has been fluctuating and is currently up 1.5% in credit hours and 0.5% in headcount. Rolla is up 4.5% in headcount and 5.5% in credit hours for fall. To meet enrollment goals, ten students per day need to be enrolled for fall.

The HVAC project continues with work centering on the training center and theatre area this week; the fourth floor of Hansen Hall has been completed. Ameren will be working on campus over the next month to replace incoming lines and provide more reliable service.

The state budget has been signed and includes funding for the Fast Track program focused on training adult students for high demand fields. The Department of Higher Education will be providing direction on how this program is to be administered. Spring or summer will be the earliest students can take advantage of this funding.

EXECUTIVE SESSION – REVISED STATUTES OF MISSOURI 2004, SECTION 610.21 (3) PERSONNEL:

Motion: To enter into executive session per RSMo 2004, Section 610.21 (3) Personnel at 6:39 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>	C. Hays
<u>yes</u>	J. Stroetker	<u>yes</u>	E. Park

Motion: To **resume** open session at 8:03 p.m.

Motion by Eric Park; seconded by Cookie Hays

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

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

ADJOURNMENT:

Motion: To **adjourn** the June 10, 2019 public Board of Trustees meeting at 8:04 p.m.

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

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES WORKSHOP**

Tuesday, June 25, 2019

CALL TO ORDER: The Board of Trustees Workshop was called to order at 5 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, Executive Director of Institutional Effectiveness Michelle Smith, and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: Dr. Bauer recognized Kevin David and Justin Norris from CampusWorks.

STRATEGIC PLANNING – MISSION/VISION REFINEMENT: Feedback gathered from employees via a survey about the current draft of the mission and vision statements was shared with the Board prior to the meeting. It was clarified that the intent of the meeting is to finalize the mission and vision after review of the feedback.

Kevin David noted that the values statements were drafted by the Strategic Planning Committee with input from employees; they were developed based on input from a campus survey and an open workshop in which 60-70 employees participated. Draft values were sent to the entire campus via a survey to gather additional input. Following that survey, they were refined. He reminded the Board that the values are “owned” by the employees and represent the type of culture the employees want to work in and how they will hold each other accountable. The final values statements are:

- **Integrity** – We build trust through open, honest communication and transparent decision making.
- **Diversity** – We value diverse identities and perspectives, and are committed to fostering an inclusive community that embraces our differences as essential for success.
- **Learning** – We energize our community through continuous personal and intellectual growth, curiosity, innovation, and adaptation.
- **Service** – We strengthen our region through responsible citizenship and environmental stewardship.
- **Empowerment** – We equip our students and employees with the resources and tools needed to be successful, resilient, and courageous leaders in a changing world.
- **Collaboration** – We rely on teamwork to accomplish our common goals.

Dr. David then shared the strategies that were developed based on impact statements coming from the Future Summit, the campus SWOT survey and other data gathered by the committee. These are areas that rose to the top from all the information gathered and will be the areas of focus for the College for the next several years. Currently, teams are developing measurable objectives for each strategy and action plans for each objective.

The strategy statements are:

- Develop clear academic and career pathways with personalized support to increase enrollment and promote student success.
- Strengthen partnerships with local high schools, higher education institutions, and employers to drive intellectual vitality and economic development in the region.

- Create a culture of collaboration and learning to attract, retain and develop diverse and talented employees.
- Expand our presence and offerings in Rolla to enhance the College's impact throughout our region.
- Secure financial strength to sustain institutional viability.

The Board will be asked to approve the entire strategic plan. However, the creation of the mission and vision is the responsibility of the Board. Dr. David reminded the Board that the mission is the reason for being (the College's purpose); it should be an accurate representation of what the College does. The vision is an aspirational statement (where the College wants to go).

The Board reviewed the two potential mission statements previously drafted: 1) Empowering our students and enriching the communities we serve through life-changing education. 2) Enriching lives through education. Feedback from the faculty/staff survey was reviewed and discussed. There was agreement that the mission statement should be brief. "Empowering" and "enriching" emerged as key words. The group felt including the word "students" would speak to the purpose of the college, which is education. They also felt enriching the community is a very important part of what the College does. The Board reached consensus on the following mission statement: "Empowering students and enriching communities through education."

Discussion then moved to the prior draft of the vision statement – "Reaching every life, improving every community." Dr. David asked the Board to think about an outcome, rather than the purpose for existing. The vision statement should be motivational, clear and concise and serve as a filter for other decisions. It was noted that employee survey comments indicated the statement as written was too broad and there should be emphasis on learning or education; multiple employees mentioned using "inspiring excellence" in the statement. Possible statements that incorporated feedback from the employee survey were presented and discussed; other statements were shared by members of the Board and Dr. Bauer. The Board reached consensus on the following vision statement: "East Central College will be a leader in higher education, inspiring academic excellence and driving community development."

Ms. Hartley expressed appreciation to those who completed the survey and provided valuable input on the mission and vision drafts.

ADJOURNMENT:

Motion: To **adjourn** the June 25, 2019 public Board of Trustees workshop at 6:51 p.m.

Motion by Audrey Freitag; Seconded by Cookie Hays; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 18, 2019**

AGENDA ITEM 6: ACCEPTANCE OF BIDS

Recommendation: To **approve** Evans Consulting to provide a review of Title IV programs and assist in preparation for a potential future review by the United States Department of Education at a cost of \$17,800.

Recommendation: To **approve** the construction of a greenhouse for the Culinary Arts program by Jasper Builders of Union, Missouri at a cost of \$124,950 to be funded with monies from the Department of Elementary and Secondary Education Vocational Enhancement Grant and the USDA Rural Development Grant program.

Attachments

7/18/2019

Section 6, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
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EAST CENTRAL COLLEGE

To: Dr. Jon Bauer, President

Fr: Heath Martin, Vice President of Student Development

Date: July 8, 2019

Re: Title IV Program Review Consulting Services



It is my recommendation that the Board of Trustees accepts and approves the bid from Evans Consulting for Title IV Program Review consulting services. A Title IV Program Review was last conducted by the United States Department of Education over 20 years ago. It is common to be selected for a review when there is a change in the Director position. The consulting services will help us prepare for such a visit and mitigate financial risk. There were seven companies that submitted a request for proposal. Evans Consulting submitted the apparent lowest bid at \$17,800 since it is anticipated travel expenses by the Higher Education Assistance Group will increase their costs over \$17,800.

Bid	Location	Amount
Evans Consulting	Windsor, CO	\$17,800
Husch Blackwell	Kansas City, MO	\$23,500
Attain	McLean, VA	\$32,000
BerryDunn	Portland, ME	\$21,500
Financial Aid Services Inc.	Atlanta, GA	\$27,700
Higher Education Assistance Group	Wellesley, MA	\$16,500 plus travel expense
Third Coast	Chicago, IL	\$20,000 plus travel expenses



EAST CENTRAL COLLEGE

MEMORANDUM

To: Dr. Jon Bauer

Fr: Joel Doepker

JD

Date: 7.8.19

Re: Greenhouse Contractor Recommendation

It is my recommendation that the Board of Trustees accepts and approves the bid from Jasper Builders to construct a greenhouse for the Culinary Arts program. The company completed the request for proposal and submitted the lowest bid.

Bid	Location	Amount
TS Banze General Contracting	Foristell, MO	\$185,665
Total Building Solutions	Bourbon, MO	\$174,388
Franklin County Construction	New Haven, MO	\$166,300
Jasper Builders	Union, MO	\$124,950

The greenhouse will be used by the ECC Culinary Arts department to expand and enhance the skill level of Culinary Arts students to broaden their experience as they enter the Culinary Arts industry.

Funding for the greenhouse will be provided through the Department of Elementary and Secondary Education's Vocational Enhancement grant and the USDA Rural Development grant program.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 18, 2019**

AGENDA ITEM 7: COLLECTIVE BARGAINING AGREEMENT

Recommendation: To **approve** the negotiated Collective Bargaining Agreement with the ECC-NEA regarding salary, benefits and working conditions for the 2019-2020 fiscal year.

Attachment

AGREEMENT

between the

**JUNIOR COLLEGE DISTRICT
OF EAST CENTRAL MISSOURI**

and the

**EAST CENTRAL COLLEGE
NATIONAL EDUCATION ASSOCIATION**

July 1, 2019 to June 30, 2020

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ARTICLE I: AGREEMENT AND RECOGNITION

1. This Agreement represents the results of collective bargaining between the authorized representatives of the Board of Trustees of East Central College (hereinafter referred to as “the College”) and the authorized representatives of the East Central College National Education Association (hereinafter referred to as “ECC-NEA”). This Agreement covers salaries, benefits, and working conditions for the faculty bargaining unit. This Agreement will remain in effect until June 30, 2020 subject to applicable law and the rights of the Board of Trustees.
2. Board Policy provisions and other applicable procedures not expressly included in this Agreement are considered in full force and effect unless specifically contrary to provisions of this Agreement. The parties agree that the terms of this Agreement shall be maintained in full force and effect during its term and may be modified only by mutual written agreement between the parties.
3. The College recognizes ECC-NEA as the official bargaining representative for all regular full-time faculty members employed by East Central College, subject, however, to the constitutional right of individual employees to communicate with the Board of Trustees and to petition for redress of grievances. “Regular full-time faculty members employed by East Central College” refers to faculty members whose annual reassigned time is less than 60 percent and whose remuneration is funded primarily by institutional funds rather than external sources such as a grant (“grant-funded positions”). The Board directs the President of the College and/or his/her designees as the representatives of the Board of Trustees to carry on good-faith negotiations with representatives of ECC-NEA in matters relating to salaries, benefits, and working conditions of regular full-time faculty members.
4. It is the desire and commitment of the parties to maintain educational and working environments in which the parties have mutual value and respect for each other. Furthermore, the parties agree to collaborate, through the principles of shared interest, in promoting continuous improvement in the quality of education to create optimal experiences for students, faculty, staff, and the community.

ARTICLE II: ECC-NEA RIGHTS

1. The ECC-NEA shall be permitted to hold meetings and conduct ECC-NEA business on College property and to use College facilities at reasonable times when such facilities are not otherwise in use and/or when such use will not disrupt or interfere with the operation of the College, including but not limited to scheduled meetings, activities, or functions at which faculty members are expected to attend. Scheduling of facilities will be required. Use of College property and facilities is subject to all applicable College policies, procedures, and guidelines.
2. The ECC-NEA shall have the right to reasonable and ordinary use of College equipment including computers, fax, voicemail, email, duplicating or printing equipment, and audio-

visual equipment, but solely for local ECC-NEA purposes. Use of College equipment is subject to all applicable College policies, procedures, and guidelines.

3. The ECC-NEA shall be allowed reasonable and ordinary use of mailboxes, mail, and other communications systems for communicating with full-time faculty on matters related to local ECC-NEA purposes. Usage is subject to all applicable College policies, procedures, and guidelines.
4. The College shall make available upon written request to the College President or his or her designee, and without cost to the ECC-NEA names, campus addresses, campus telephone numbers, and campus email addresses of all College full-time faculty members within a reasonable time after the beginning of the contract year. The same information will be provided with regard to faculty members hired during the contract year within a reasonable time following their employment. This information shall be provided in an electronic format, if available. To the extent that information requested is already available on-line, the College shall direct the ECC-NEA to the appropriate URL or link.
5. The ECC-NEA will be provided with an official Board Packet for all Board meetings and be included on the Board agenda. ECC-NEA shall be accorded the same rights to attend board meetings and address the board as any other employee organization for the purpose of reporting on activities and events conducted by the union. ECC-NEA shall not use this time to conduct matters related to negotiations.
6. The ECC-NEA will be provided, upon written request to the College President or his or her designee, information that is available and relevant to the negotiation process, subject to the limitations of the Missouri Open Records Law.
7. The ECC-NEA shall be entitled to appoint one of the faculty representatives to each College committee whose composition includes Bargaining Unit Members and whose purpose is primarily or exclusively related to wages, benefits, and working conditions, such as Insurance, Rank and Promotion, Educational Leave, and Facilities Advisory.

ARTICLE III: BOARD AND ADMINISTRATION RIGHTS

It is recognized that the East Central College Board of Trustees and its Administration have and continue to have all managerial rights and prerogatives, including the responsibility and authority to manage and direct all operations and activities of the College, including the right to schedule and assign work and work locations, to the fullest extent authorized by law and in any manner or decision they shall deem appropriate; to determine, establish, promulgate, and/or change policies and procedures related to the faculty in any manner it shall deem appropriate; and that this responsibility and authority is limited only by that which violates an express provision of this Agreement.

ARTICLE IV: NON-DISCRIMINATION/NON-RETALIATION

The College shall not discriminate or retaliate against any faculty member on the basis of membership in or the failure to join the East Central College affiliate of the National Education Association or any other employee union organization. Faculty application forms and oral interview procedures shall not refer to membership in or preference for ECC-NEA or any other employee union organization. The College Board of Trustees and/or Administration reserve the exclusive right to make legitimate business decisions on behalf of the institution, provided that those decisions are not made on the basis of membership in the ECC-NEA.

ARTICLE V: FACULTY QUALIFICATIONS

1. Faculty qualifications are defined in job descriptions for positions. East Central College shall follow the guidelines and requirements of the Higher Learning Commission (the regional accrediting body) and program accreditors, if applicable, in determining appropriate academic and experiential qualifications.
2. Each full-time faculty member shall be assigned at hire a primary discipline. More than one primary discipline may be assigned if required qualifications are met. Faculty must meet the qualifications required to teach any assigned course at East Central College. Assignments of teaching will be made based on such qualifications.

ARTICLE VI: ACADEMIC FREEDOM AND RESPONSIBILITIES

The College endorses the principle of academic freedom as defined in Board Policy 5.6: “East Central College, as an academic community, promotes learning characterized by free inquiry, open discussion and thoughtful communication. Academic freedom is a tenant of such instruction and essential to the purpose of higher education. Faculty and students must be free to examine ideas in an environment without institutional censorship.” The College recognizes the principle of academic freedom as stated above and supports the following:

1. Faculty are members of a learned profession, representatives of the institution and citizens of the larger community. As a member of a learned profession and a representative of the institution, a faculty member, in exercising “free inquiry, open discussion, and thoughtful communication” should at all times be accurate, show respect for the opinions of others, and make every effort to indicate that he/she does not speak for the institution.
2. The principles of academic freedom and their inherent responsibilities are applicable to all full-time faculty, to all adjunct faculty, and to all students.

ARTICLE VII: FACULTY EMPLOYMENT CONTRACTS

1. Written employment contracts shall be executed for full-time faculty, per Board policy 5.15 “Employment Contracts – Faculty.” Each written employment contract will include, but not

be limited to: start date, end date, total number of contract days, job title, salary, any special conditions, assignment, or terms associated with the position.

2. Reappointed faculty not returning a signed contract to the designated College official by the designated date will be considered to have declined the College's offer of employment and/or voluntarily vacated the position, and College-funded medical, vision, dental, and life insurance benefits will be terminated effective at the end of the contract. Any alteration made to the contract by the faculty member will void the contract.

A. Faculty Contract Classifications

1. Limited Term Contract

A limited term contract may be executed for a semester, academic year or fiscal year and will automatically terminate at the end of the contract. This classification may be used for grant funded positions, temporary replacement for a full-time faculty member, the startup phase of a new program, a program in the process of being discontinued, or as otherwise deemed necessary by the President of the College.

2. Annual Contract

An annual contract is considered probationary and may be given annually for regular full-time faculty positions. Each annual contract shall show a date when employment ends; reappointment to a subsequent annual contract is not automatic, and is contingent upon satisfactory evaluations and appropriate recommendations. Faculty may receive up to five consecutive annual contracts prior to being considered for a continuous contract.

3. Continuous Contract

A continuous contract may be recommended for a faculty member under annual contract, but only after the employee has been employed full-time as faculty in the same discipline, or a secondary discipline as approved by the College, for a total of five years. Faculty who begin service with a mid-year contract, and are subsequently employed through an annual contract, may be considered for continuous contract upon completion of ten consecutive spring and fall semesters.

B. Faculty Contracts

1. Service under limited term and annual contracts may be combined and applied to the five-year period of time required for consideration for continuous contract; however, a faculty member must be employed under an annual contract at the time of consideration for continuous contract. At or upon the fifth year of employment, an evaluation of the faculty member's instructional effectiveness will be made by the Dean and the Vice President of Academic Affairs. If the evaluation is satisfactory and the program is to continue, the faculty member will be recommended for a continuous contract in the sixth year by the Vice President of Academic Affairs, subject to approval of the President and Board.
2. Faculty who change disciplines at the request of the College may be granted credit toward continuous status for employment under limited term or annual contracts in the prior discipline.

3. Faculty who move from a teaching contract to a non-teaching contract at the request of the College shall be granted credit toward continuous contract status for employment under a limited term or annual contract held prior to the non-teaching position if they subsequently return to a teaching position with no break in service to the College. Time served in a non-teaching position will not be counted toward continuous contract status. In no instance shall a limited-term contract lead directly to a continuous contract.

C. Faculty Non-Reappointment

1. The decision to not reappoint a full-time faculty member employed under a Limited Term Contract or an Annual Contract shall be made by the College President after consideration with the Vice President of Academic Affairs. These decisions will normally be made prior to April 15, but in no event after the start of the new contract year, in accordance with Board Policy 5.15.8 "Full-Time Faculty Non-Reappointment."
2. The decision for non-reappointment of a faculty member on an Annual Contract shall be based upon overall evaluation of the faculty member, lack of program continuation, and/or reduction in force based on budgetary or staffing requirements.
 - a. If instruction-related areas of concern exist, the faculty member should be notified as soon as they are evident and as part of the evaluation process. Corrections of the deficiencies shall be made immediately in accordance with a plan developed by the instructor, Dean, and the Vice President of Academic Affairs. If the instruction-related deficiencies continue, action shall be taken for non-reappointment. If the faculty member's performance deficiencies are not instruction-related, no prior notice or improvement plan is needed prior to non-reappointment.
 - b. Non-reappointment for an annual contract shall be made upon the recommendation of the Dean, the Vice President of Academic Affairs, and the President of the College.
 - c. Affected faculty may submit a written appeal to the Board of Trustees. The Board of Trustees may review the documents relating to the appeal and decide the matter, or it may hold a hearing. The decision of the Board will be final.
3. Unless otherwise stated or terminated for cause by the Board of Trustees in accordance with due process procedures (BP 5.2.4), a Limited Term or Annual Contract automatically terminates at its end date.
4. The decision to not reappoint a full-time faculty member employed under a Continuous Contract shall be made by the Board of Trustees upon the recommendation of the Vice president of Academic Affairs and the President of the College. These decisions will be no later than April 15. Affected employees shall be notified as far in advance as possible, preferably by March 1 but no later than April 15.
5. A continuous contract shall continue in effect for an indefinite period, subject only to:
 - a. Retirement of the faculty member;

- b. Modification by a succeeding Continuous Contract (compensation, terms of employment, or date modifications);
- c. Death of the faculty member;
- d. Resignation of the faculty member;
- e. Termination for cause by the Board of Trustees in accordance with due process procedures (BP 5.2.4);
- f. Revocation of appropriate/required certification or required licensures;
- g. Conviction of a felony or behavior that is violent or harmful to others;
- h. Non-reappointment due to program suspension or change in program status;
 - (1) Non-reappointment for a continuous contract based on changes in program status shall be made by the Board of Trustees upon the recommendation of the President of the College with input from the Dean and Vice President of Academic Affairs.
 - (2) If necessary, a reduction in force shall be carried out in accordance with Article XXVII: Reduction in Force.
- i. Non-Reappointment due to deficiencies in performance;

If instruction-related areas of concern exist, the faculty member should be notified as soon as they are evident. Corrections of the deficiencies shall be made immediately in accordance with a plan developed by the instructor, the Dean, and the Vice President of Academic Affairs. If deficiencies continue within one semester after notification, action shall be taken for non-reappointment. If circumstances warrant, the faculty member shall be offered a limited term contract of one year.
- j. Non-Reappointment due to Financial Exigency;

If contract non-renewal is the result of financial exigency, the faculty positions discontinued due to financial exigency will not be filled within a two-year period by replacement(s) nor will temporary full-time positions be created.
- k. Faculty whose Continuous Contracts are not renewed pursuant to subsection (h), (i), or (j) may submit a written appeal to the Board of Trustees. The Board of Trustees may review the documents relating to the appeal and decide the matter, or it may hold a hearing. The decision of the Board will be final.

D. Faculty Employment Contract Resignations

- 1. Faculty resignations tendered to be effective at the end of the current contracted term may be submitted to the Vice President of Academic Affairs and the Director of Human Resources; such resignations do not require Board approval.

2. Faculty resignation tendered with an effective termination date that occurs during the current contracted term must be submitted to the President of the College with no less than thirty (30) working days' advance notice. The Board of Trustees may accept the resignation upon the recommendation of the President of the College. College-funded medical, vision, dental, and life insurance benefits will be terminated effective the end of the month of the contracted term or the end of the month in which employment is severed, if within the contracted term.
3. A faculty member's resignation or release from a current contract on less than thirty (30) working days' advance notice may be granted due to extenuating circumstances, but will require approval by the College President and Board of Trustees.

ARTICLE VIII: JOB DESCRIPTIONS

1. Faculty will receive a copy of their job description with their contract. Faculty Job Descriptions are on file and available in the College's Human Resources office. All full-time faculty are expected to fulfill the duties of their Faculty Job Description.
2. For changes to job descriptions, affected full-time faculty will be notified in a timely manner and changes will become effective with the beginning of the next faculty contract.
3. Changes in job description may be necessary within the current contract year. In such cases, changes will be made with mutual consent between the Administration and the affected full-time faculty. Administration reserves the right to immediately implement job description changes required by law, regulation, or for purposes of accreditation with or without mutual consent.

ARTICLE IX: SENIORITY

Definitions

- A. Institutional Seniority – Years of full time service with the institution.
- B. Faculty Seniority – Years of full time faculty service at the institution.
- C. Department Seniority – Years of full time service in a department.

Seniority helps determine aspects of workload and continued employment.

1. Faculty seniority as maintained on the Seniority Rotation Roster may be used for overload class selection, summer/intersession class selection, and variable workload assignments (see Article X.E: Faculty Workload). Implementation of the Seniority Rotation Roster will be determined by the faculty and Department chairs of each department.

For seniority terms related to reduction in force, see Article XXVIII Reduction in Force.

2. Seniority for the Seniority Rotation Roster will be determined on the following basis:
 - a. Seniority in Primary Discipline
 - i. Faculty seniority begins from the individual's starting date of continuous full-time employment as a faculty member and will be computed on the basis of full-time service to the College from the initial date of hire.
 - ii. Department seniority shall begin with the date of assignment to a primary department or academic area in which the faculty is qualified to teach, as defined in Article V: Faculty Qualifications.
 - iii. Conflict of seniority among faculty members with the same beginning date of continuous employment shall be resolved by reference to their initial contract, using the chronological order in which their contracts were signed.
 - b. Seniority in Secondary Discipline
 - i. If, at the time of hire, a faculty member is qualified as defined by Article V: Faculty Qualifications to teach in a secondary discipline, even if that faculty member does not initially teach in that discipline, he/she may select overload course(s) in that secondary discipline as determined by the method for overload selection within that discipline.
 - ii. If, subsequent to the initial date of employment, a faculty member becomes qualified/credentialed to teach in a second discipline, one half of the previously accrued Department seniority in the primary discipline up to a maximum of ten years will be counted for determining placement on the Seniority Rotation Roster in the secondary discipline.
 - iii. If a faculty member is transferred to a different department at the request of the College, he/she shall carry his/her department seniority into the new department or academic area.
 - iv. If a faculty member requests and is granted a transfer to a different department, he/she will be credited with one half of the previously accrued seniority up to a maximum of ten years will be used for purposes of determining placement on the Seniority Rotation Roster as it relates to the new department. Should the faculty member return to the original department, he/she will be credited with one half of the department seniority up to a maximum of ten years accrued in the new department plus all previous years of department seniority.
 - v. Once a secondary credentialed field is approved and established for a faculty member (as defined in Article V: Faculty Qualifications), and after attribution of department seniority in the secondary field, the faculty member continues to accrue department seniority in the secondary field as long as he/she remains a full-time faculty.

c. Seniority in non-teaching duties

For the purposes of this section, working a day or more in a month shall count as one month.

- i. In the event a full-time faculty on continuous contract is assigned to full-time non-teaching duties (administration, professional staff, etc.), they shall be removed from the Seniority Rotation Roster but continue to accrue faculty seniority for up to a maximum of 36 months. Employees returning to full-time teaching within that 36-months shall be credited any accrued months in non-teaching duties plus all previous time served as faculty and placed back in the rotation roster by seniority.
- ii. For employees remaining in the non-teaching position after that 36 months, faculty seniority will cease to accrue. In the event the employees return to full-time teaching at any point after the initial 36-months period, their faculty seniority shall be reinstated for all time served as faculty, including the initial 36 months of the non-teaching period, but not time after that. They shall be placed at the bottom of the rotation roster.
- iii. If the full-time faculty members are on limited or annual contract when moving to a non-teaching position, they shall not accrue faculty seniority in the non-teaching position. If the employees return to a full-time teaching position after any time, the initial time served as a full-time faculty member will be counted and seniority accrual will resume from that point.

d. Paid and Unpaid Leave

Educational leave and other College approved paid leaves of absence shall be credited toward faculty seniority. Unpaid leaves of absence will not be credited toward faculty seniority.

e. Breaks in Seniority

Faculty seniority shall be broken by resignation, retirement, failure to return from an authorized leave of absence, failure to return from a leave of absence, or conditions in seniority in non-teaching duties. A full-time faculty member who is placed on temporary part-time or reduced load status shall not be considered to have a break in service during the period of part-time or reduced load.

f. The Seniority Rotation Roster

- i. An initial Seniority Rotation Roster will be developed in August 2018 by a committee comprising of representatives from ECC-NEA, the Office of Academic Affairs, the Faculty Credentialing Committee, and Human Resources.
- ii. The Seniority Rotation Roster shall be maintained by the Office of Academic Affairs and shall be posted to the Office of Academic Affairs Moodle page by October 1 and February 1 of each academic year. Faculty members may submit a written request for seniority recalculations to the above stated committee within 30 calendar days after the posting.

- iii. The rotation roster shall be revised as necessary at other times during the year to reflect changes due to non-teaching duties, resignations, retirement, etc. Any revised rosters will be announced to faculty and posted in Moodle within one calendar week of revisions.

ARTICLE X: FACULTY WORKLOAD

The faculty contract and job description present clear information regarding work dates and related duties. Full-time faculty members are required to be at work on contract dates. Board Policy 5.9.5 articulates specifically the contracted workdays and teaching load. Faculty should refer to the Board Policy Manual for additional information regarding the College's employment policies.

A. Assignment of Teaching

The assignment of faculty to courses is the responsibility of the Dean and the Vice President of Academic Affairs.

1. Full-time faculty are given first preference for selection of courses to satisfy their contractual load.
2. Full-time faculty may be required to teach evening courses, online courses, or at any campus location in order to meet their contractual load.
3. Every effort shall be made to schedule regular teaching load courses within a six-hour work day. No faculty member shall be required to teach on more than five (5) days per week as part of a regular teaching assignment.
4. No faculty member shall be required to work during any non-contractual period, unless the faculty member is assigned extra duty work for which he/she is compensated.
5. Normal Teaching Load/Credit Hours for full-time faculty shall consist of 15 credit hours per semester or 30 credit hours per academic year.
 - a. For English Composition Courses
Faculty who teach three (3) or four (4) sections of composition courses (ENG 085, 090, 095, 101, 102, 114, 115) shall be limited to a maximum of twelve (12) semester hours per week as a regular load. English faculty with fewer than three sections of composition courses (ENG 085, 090, 095, 101, 102, 114, 115) shall carry a fifteen (15) credit hour load.
6. Credit hour equivalencies and special conditions
 - a. For **Studio Art/Design** courses
 1. 3 credit hours equates to 6 contact hours and 4.5 units of pay (1.5 units of pay per credit hour).
 - b. For **Music** courses

1. Applied Lessons – following National Association of Schools of Music (NASM) guidelines, lessons are converted to credit hours by totaling the .5 contact hour lessons and dividing by 3.
 2. Ensembles – 1 credit hour equates to 3 contact hours and 2.25 units of pay (2.25 units of pay per credit hour).
- c. For **Laboratory Science** courses
1. 2 credit hours equates to 4 contact hours and 3 units of pay (1.5 units of pay per credit hour).
 2. Microbiology exception – 1 credit hour equates to 3 contact hours and 2.25 units of pay (2.25 units of pay per credit hour).
- d. For **Nursing Clinical/Lab** courses
1. 16.67 contact hours equates to 1 credit hour or 1 conversion (1 credit hour = 16.67 contact hours = 1 pay unit).
- e. For **Allied Health** courses
1. 4 credit hours equate to 8 contact hours and 6 units of pay (1.15 units of pay per credit hour).
- f. For **Career Tech Lab** courses
1. 1 credit hour equates to 2 contact hours (minimum) and 1.5 units of pay (1.5 units of pay per credit hour).
7. Overloads
- All full-time faculty members are eligible to teach overload courses.
- a. Following the assignment of contractual loads in the early process of schedule development, faculty may select additional courses for overload. Full-time faculty will have first right of refusal for classes that are added to the schedule. Faculty may notify their Dean and/or Division Chair, in writing, if they would like to be considered for added courses as overload prior to the last contract day for Fall and Spring semester in reference to the upcoming semester.
 - b. Individual departments may elect to implement the Seniority Rotation Roster to determine overload/summer/intersession assignments.
 - c. Faculty may get overload courses as the schedule permits. Course schedules shall not be constructed as to guarantee overload.
 - d. Full-time faculty are given first preference for overload courses following the scheduling of courses and the assignment of full-time faculty loads. Faculty should not request a course as overload if it has already been assigned to an adjunct faculty member. Full-time faculty members should only replace assigned adjuncts in order to make load, unless approved by the Vice President of Academic Affairs or designee.

- e. Faculty are not required to teach overload courses, except in a circumstance where the credit hours needed to achieve a full load, based on the credit hour value of the courses in the program, exceed the 15 credit hours per semester contractual requirement.
 - f. A faculty member who receives reassigned time may not teach more than 3 credit hours of overload per semester unless approved by the Vice President of Academic Affairs or designee.
 - g. The maximum overload assignment in any semester will not exceed 8 credit hours unless written prior authorization is obtained from the Vice President of Academic Affairs or designee.
8. **Course Size**
A list of courses and course capacities will be kept on SharePoint. These capacities were decided by faculty in the discipline and the Credit Hour Equivalency Committee.
- Faculty are expected to notify their Dean or Department Chair, in writing, acceptable overage to current class capacity prior to the last contract day for Fall and Spring semester in reference to the upcoming semester.
9. **Course Cancellations**
- a. Courses students need to complete specific programs/degrees should be offered within a timeframe to enable students to complete their program of study within a two-year period.
 - b. Cancellation of low enrollment courses will be done following the schedule developed by the Vice President of Academic Affairs and Deans, with notification of the faculty member affected, prior to the cancellation.

B. Office Hours

Faculty members are required to maintain a minimum of seven office hours per week, arranged conveniently around their teaching assignment and most academically beneficial for students. Office hours are dedicated for student interaction, course preparation, or other campus-related responsibilities.

- 1. A faculty member may schedule one online office hour outside of normal working hours in a virtual format per online course taught. Virtual office hours do not exempt faculty from their on-campus duties or service to students.
- 2. A faculty member may schedule up to two office hours in the Learning Center.
- 3. Office hours shall be scheduled in a minimum of 30-minute increments.
- 4. A faculty member who teaches more than seven face-to-face hours in a particular day (with no break longer than 45 minutes), is not required to hold office hours on that day.

5. Full-time faculty office hours should be posted on office doors within the first week of courses. Office hours should be made available to students in all courses and shared with the Dean. Faculty should update their office hours during final exam week to reflect the change in course schedules and availability to students.
6. Nursing faculty who teach a clinical have the option to schedule one office hour per day at the clinical site. The faculty member's posted office hours will indicate the location for these hours.

C. Summer and Intersession Teaching

Full-time faculty may elect to teach during the summer semester or designated intersession terms.

1. Faculty are paid the full-time faculty summer overload rate for such teaching (see Faculty Full-time Faculty Overload/Summer Session Credit Hour Rate Chart).
2. Full-time faculty are given first preference for summer and intersession courses when scheduling of courses occurs. Individual departments may elect to implement the Seniority Rotation Roster to determine overload/summer/intersession assignments.
3. Full-time faculty members will be paid by either
 - a. The spring 2019 rate
 - b. Or 1.5% per credit hour of the full-time faculty's base pay, whichever is higher.
4. Summer and intersession teaching will include two (2) hours office hours/week that a faculty member is teaching.
 - a. If a faculty member is only teaching face to face courses, both office hours will be scheduled at an appropriate ECC location.
 - b. If a faculty member is only teaching on-line, the office hours may be scheduled on-line/in a virtual format.
 - c. If a faculty member is teaching both face to face and on-line courses, office hours may be split between an appropriate ECC location and on-line.

D. In-Service

At the beginning of each semester, faculty gather for various in-service activities, including meetings, workshops, and course planning. Faculty will work collaboratively with the Office of Academic Affairs to plan in-service activities. New faculty attend orientation and other welcome events held before the beginning of in-service.

E. Variable Work Load

1. Variable load may address institutional, student, and faculty needs by
 - a. providing more flexibility in the scheduling of classes to meet the needs of the College's student population;

- b. creating more opportunities for professional development for faculty during the Fall and Spring semesters;
 - c. allowing a faculty member who intends to but does not make load during the Fall and Spring semesters to use variable load to maintain his/her full-time faculty status with no reduction in salary;
 - d. giving the option to have a reduced load the semester following a term in which overload credit is taught in lieu of overload pay at the time a faculty member is scheduled to teach over the required credit hour limit because of conditions of credit hour disbursement or scheduling.
- 2. A faculty member may request variations in load for the reasons listed above using the Variable Load Request form (Appendix C). The Department chair/Program Coordinator makes a recommendation supporting the Faculty member's request to the Dean. If the Dean approves the request, the request will be forwarded to the Vice President of Academic Affairs, who will make the final determination.
- 3. Making Up Reduced Load
 - a. A faculty member may make up for a reduced load in the fall by teaching additional courses in the same academic year without additional compensation.
 - b. A faculty member may make up a reduced load for spring semester by teaching during the following summer semester without additional compensation or teach more than the regular semester load during the prior fall semester of the same academic year without additional compensation.
 - c. A faculty member may take on additional duties or projects during a semester immediately preceding or immediately following the semester of reduced load without additional compensation.
- 4. Variable Load Guidelines
 - a. Written requests explaining the reason for the anticipated variable load shall be submitted to the Department Chair/Program Coordinator by October 1 for the following spring and February 1 for the following fall. In special circumstances, this deadline may be waived by the Vice President of Academic Affairs.
 - b. The maximum reduction in load for a semester shall be 1/3 of regular load.
 - c. Teaching load for any one semester shall not exceed 19 course credit hours.
 - d. Faculty members on a variable work load are not eligible for overload unless authorized by the Vice President of Academic Affairs.
 - e. Eligibility for variable load shall be based on department seniority and may be determined by the Seniority Rotation Roster if more than one faculty member requests variable load in a given semester.

- f. No more than one faculty member within a discipline shall be eligible for a reduced load within a given semester.
- g. The Vice President of Academic Affairs or designee may waive certain eligibility guidelines to facilitate meeting needs described in E.1.

ARTICLE XI: SPECIAL PROJECT ASSIGNMENTS

1. Special project assignments encourage broader participation and provide opportunity to all faculty to participate in shared governance and ongoing institutional improvement. ECC-NEA and the administration will work together to create a culture of broader opportunities for faculty to serve the College and be recognized and valued for the extra work they do.
2. Additional compensation in the form of payments beyond the base salary, reassigned time, or a combination thereof is provided to recognize that such work is outside the scope of the employee's job description, performed outside of normal work responsibilities, or adds extra time spent on normal job duties. Compensation and scope of the project work, as determined between the faculty member and Vice President of Academic Affairs or designee, will be detailed on a Memorandum of Understanding.
3. Special project assignments, open to all faculty regardless of contract status, will follow a process to promote access and equitable distribution of opportunity.
4. Project Identification – special projects may be created based upon institutional, division/department, individual faculty, state, or accreditation needs and identified by pertinent parties.
5. As applicable, special projects will be announced through ECC-Faculty to gauge interest and gather applications if necessary.
6. The following is not a comprehensive list, but indicates the kinds of opportunities that may be available.
 - a. acting as committee chair for standing or ad hoc committees;
 - b. developing new courses or programs;
 - c. developing/writing grants;
 - d. serving as a representative on a board or in a leadership position for a professional organization or state-wide initiative;
 - e. developing/overseeing/participating in special projects that fulfill an institutional need.

7. Limitations – special project assignments will not exceed one academic year. An end-of-project review assessing scope and any additional needs of the project will be conducted between the faculty and other involved administrators/parties. If the special project is deemed necessary and appropriate to be continued, the work will evolve and be defined as a Contractual or Extra Duty Assignment.
8. A faculty member may be eligible for no more than two special projects in a semester.
9. Reassigned time is authorized to perform duties and responsibilities other than normal teaching duties without a change in pay. Reassigned time equates approximately as three (3) credit hours to six (6) non-teaching work hours per week, distributed throughout the term as the project requires.
10. The Special Project Request Form can be found in *Appendix D*. Faculty should fill out this request form when proposing and requesting Special Project assignments. If the Special Project opportunity is identified by supervisors/administrators (see #5), individual faculty will apply for the opportunity by using the Special Project Request Form with information pre-provided by the party proposing the project.
11. The Faculty Contractual and Extra Duty Assignments spreadsheet and an updated list of special projects will be uploaded on SharePoint by the Office of Academic Affairs.

ARTICLE XII: DEPARTMENT CHAIR

1. Appointment

The Department Chair shall be appointed by the Vice President of Academic Affairs with the advice of the eligible members of the division. Such advice shall occur only after a meeting of the eligible faculty members of the division is held to consider and to recommend possible candidates. Such candidates may be either from among the eligible faculty members of the division or candidates nominated by the Vice President of Academic Affairs from outside the department. If the Vice President of Academic Affairs does not accept the advice of a department concerning the appointment of a Department Chair, then the Vice President of Academic Affairs may appoint a Department Chair with the approval of the President.

2. Term

The Department Chair shall serve for a term not to exceed three years and is eligible for successive terms. A majority of the eligible faculty members of the department may petition the Vice President of Academic Affairs to recall the Department Chair. If two-thirds of the eligible faculty members of the department petition the Vice President of Academic Affairs to recall the Department Chair, the Vice President of Academic Affairs shall hold a formal hearing to consider and act upon the petition. If the Vice President of Academic Affairs recalls a Department Chair, the procedure described above for the appointment of a Department Chair shall apply in filling the unexpired portion of the previous Department Chair's term. The duties of Department Chair will include:

- a. Working collaboratively across the institution to support Dual Credit, Distance Education, and Developmental Education.
- b. Working at the division level to build the course schedule.
- c. Serving as an advocate for faculty and the needs and direction of the division.
- d. Implementing and developing best practices in teaching and learning, assessment, program review, and curriculum.
- e. Assisting in the overall development of the division budget.
- f. Identifying staff needs of the division and recommending qualified candidates.
- g. Identifying faculty members qualified for special projects and extra work assignments.
- h. Forwarding to administration recommendations of the division faculty, together with his/her own recommendation for Department Chair appointments and contract renewals.
- i. Planning and coordinating end-of-term activities for the division.
- j. Assisting in the resolution of student complaints and/or student issues by serving as the liaison between faculty and students.
- k. Evaluating adjunct faculty.
- l. Serving on institutional-wide committees.
- m. Representing the institution at the local and state level, as needed.
- n. Completing other duties as assigned.

ARTICLE XIII: COURSE MEETINGS

- 1. Faculty are required to meet all courses, including laboratories, studios, clinicals, or other learning activity, as scheduled and for the full time designated in the official College schedule.
- 2. Certain pedagogically appropriate activities, including but not limited to individual student conferences, library research, nontraditional research, small-group critique sessions, or campus events, may periodically modify or replace course meeting times during the course of the semester per instructor determination.

3. Faculty are expected to adhere to the final exam schedule. Any exception must be approved in advance by the Vice President of Academic Affairs or designee.

ARTICLE XIV: ATTENDANCE RECORDS AND GRADES

1. Faculty are required to maintain the following records for each class:
 - a. **Attendance records:** Faculty are to take daily attendance, maintain a record of the daily attendance and keep such records for a minimum of five years. A copy for the division/department office may be requested.
 - b. **Grades:** Faculty are to keep a clear and specific grade record for each student. Such grade records must contain enough information and detail to support the grade given and should align with the grading standards as detailed in the course syllabus. A copy for the division/department office may be requested.
 - c. **Reporting and submission:** Faculty are to report student no shows, regular and periodic attendance information per student, student deficiency reports, and final grade reports, all within the timeframe required.
2. Repeated faculty failure to create and maintain such records, provide records upon request, or submit such records in a timely fashion may result in disciplinary action.

ARTICLE XV: ASSESSMENT

1. For purposes of quality, accountability and transferability of coursework, and programs, faculty are required to participate in course, departmental, discipline/program, and institutional efforts to assess student learning.
 - a. At the course level, faculty will engage in the creation, administration, application, and use of course measures of student learning.
 - b. Faculty are required to meet their classes at the scheduled time during the final exam period for an appropriate end of semester assessment or learning activity.
 - c. At the department level, faculty will create and administer department based measures of student learning. Such measures will include assessments of sequential coursework, developmental coursework, and all transfer coursework. Faculty will, in rotation as applicable, participate in the reporting of such assessment activities.
 - d. At the discipline/program level, faculty will create and apply discipline/program level measures of student learning, up to and including the Technical Skills Assessment or other local, state, or Federal mandated measures of student learning. Faculty will, in rotation as applicable, lead efforts in review for their program or academic discipline.

2. All such activities will be conducted in collaboration with discipline/program faculty and/or coordinators, and the approval of the Deans and/or the Vice President of Academic Affairs, following the guidelines of the Institutional Assessment Committee, Office of Institutional Resources, external agencies requiring such assessments, and accreditors.

ARTICLE XVI: REASSIGNED TIME FOR ECC-NEA OFFICERS

1. ECC-NEA will receive six (6) hours per semester for reassigned time to be distributed to union officers at the discretion of the ECC-NEA Executive Council to conduct union responsibilities such as investigating and processing grievances; meeting with Administration or its representatives to discuss implementation of this Agreement; attending state or national union meetings; and preparing for and participating in bargaining sessions.
2. The ECC-NEA shall furnish to the President of the College and Vice President of Academic Affairs a list of officers which shall include the name, title, and reassigned time appropriation of each officer.
3. Such reassigned time shall be distributed on a semester basis by the ECC-NEA, subject to the following:
 - a. Substantially disproportionate amounts of said reassigned time shall not be concentrated with one officer.
 - b. Reassigned time shall be utilized in a manner that is least disruptive of the faculty member's professional responsibility and College operations.

ARTICLE XVII: FACULTY DEVELOPMENT

1. Each year, faculty have available funds to use for travel to conferences, workshops, meetings, and other approved external development activities through the Faculty Professional Development Fund. A minimum of \$25,000 will go into the Faculty Professional Development Fund specifically designated for faculty development activities. Any remaining funds at the end of the 2018-2019 academic year will be divided equally among all faculty's individual development accounts.
2. The Faculty Development Committee will oversee the application and disbursement process for Professional Development funds. Final approval will be made by the Vice President of Academic Affairs. Minutes from the committee and documentation from the Vice President of Academic Affairs shall clearly document the reason for any application that is denied. The Committee will also be responsible for planning and staffing internal development activities.
3. Faculty members may continue to accrue up to \$2,500 in their individual development accounts. At that point, any additional or excess funds will go into the Academic Affairs Professional Development Reserve Fund. The leftover funds from faculty members who

leave the institution (via retirement or resignation) will also go into the Academic Affairs Professional Development Reserve Fund.

4. Faculty may accrue funds in individual development accounts by participation in the following activities. Upon completion, the faculty member will email the Executive Administrative Assistant to the Vice President of Academic Affairs with information about the activity; upon approval by the Vice President of Academic Affairs, money will be allocated into the individual's Fund 22 account and the activity will be added to a spreadsheet of faculty accomplishments.
 - a. Presenting at a regional or national conference: \$150 (limit \$300 per academic year),
 - b. Publishing, performing, or displaying original work at professional recognized, juried, regional, or national venues: \$100 (limit \$200 per academic year).
 - c. Leading designated internal workshops, trainings, or speaking engagements: \$50 - \$100 (limit \$200 per academic year).
 - d. Special Projects approved by the Vice President of Academic Affairs in accordance with Article XI: Special Project Assignments.
5. If a faculty member is required by accreditation or requested by an administrator to attend conferences or meetings for College-related purposes, or if the faculty member is approved for external development activities through the Faculty Professional Development Fund, expenses will be covered by other College funding and not from the individual faculty member's development fund.
6. If a faculty member needs additional graduate hours to satisfy the Qualification Requirement for teaching, the College may, with administrative approval, (a) allow the use of Tuition Reimbursement for up to a maximum of nine graduate hours and waive the requirement that the faculty member be enrolled in a graduate program and (b) approve the use of the individual faculty member's development funds to pay for graduate tuition beyond the nine graduate hours. All other Board Policies pertaining to tuition reimbursement shall be followed.
7. When new faculty are hired, their individual Fund 22 accounts will be allotted \$250 from the General Fund.

ARTICLE XVIII: MEETINGS SCHEDULE AND COMMITTEE ASSIGNMENTS

1. Full-time faculty are required to serve on College committees and attend division/department meetings. No faculty member will be required to serve or be appointed to more than one (1) College committee. All other committee participation should be on a voluntary basis with the exception of program specific committees, department and division

groups or workgroups, program review, or program advisory committees, and search committees.

2. In order to facilitate campus activities, committee meeting times, and avoid conflicts with teaching, the following Meeting Schedule shall guide committee scheduling.
 - a. Activity Period: For Fall 2019, the Activity Period will be Tuesdays and Thursdays from 2:00 – 3:20 p.m.
 - i. This time is reserved for student-centered activities (clubs, selected committee meetings), and faculty should be available when needed for student and/or institutional collaborative work.
 - ii. The Civic Engagement and Green Committee meetings could be scheduled during the Activity Period to allow student involvement.
 - b. See Supplemental Letter C: Common Meeting Time
 - c. Meeting times for other committees led by faculty or on which faculty participate will be determined by that committee chair and committee members. These committees include but may not be limited to Rank and Promotion Committee, Portfolio Committee, Faculty Development Committee, Faculty Credentialing Committee, Scheduling Committee, Retention and Completion Committee, Safety Committee, Strategic Planning Committee, and Shared Governance.
 - d. Committee chairs (or designated representatives) are expected to use Outlook Calendar to schedule meetings, and communicate regularly with the committee and other stakeholders for informational and actionable purposes. SharePoint should also be used to document and share information.
3. The College reserves the right to schedule meetings as needed to conduct College business outside of this schedule, and committee members shall be notified of meeting times as far in advance as possible for planning purposes.

ARTICLE XIX: COMMITTEE WORK AND IMPLEMENTATION PROCESS

1. The process laid out in Appendix B will be used to better streamline faculty committee work with the opportunity for communication, review, and practice for implementation. It also provides a process for any work deemed relevant to incorporation into this collective bargaining agreement to be reviewed and presented to the ECC-NEA bargaining team for negotiations.
2. Additionally, this process will be reviewed and assessed by the executive officers of the Faculty Association and ECC-NEA prior to 2019 bargaining for any needed modifications.

ARTICLE XX: USE OF LEAVE

Administration agrees to maintain Board Policy 5.30 defining the types and details of paid leave available to full-time employees and Board Policy 5.35 providing for extended unpaid leaves of absence from the College. Any changes to these two policies as they currently exist will be determined in collaboration with all employee groups and will become effective with the next fiscal year (July 1, 2019).

ARTICLE XXI: OWNERSHIP AND EQUITY

The College and ECC-NEA acknowledge the policy and procedures related to ownership of inventions and/or materials by College personnel, as provided in Policy 4.34, and incorporate the policy into this Agreement:

4.34 Ownership and Equity Policy (*Adopted 1-4-1988; Revised 8-25-2008; Revised 3-2-2015*)

East Central College recognizes that ownership of inventions and/or materials by College personnel, and the royalties resulting therefrom, normally belong to the employee, except as otherwise provided in this Policy:

- A. When the invention and/or intellectual property bears a direct relationship to, or is made or developed in connection with, the employee's College duties.
- B. When the invention and/or intellectual property is made or developed with a combination of College facilities, equipment (owned or rented), materials, funds, information, or with time and services of College employees and/or students during performance of their College duties or assignments. (See Supplemental Employment Policy.)
- C. When the invention and/or intellectual property is made or developed in performance of College-commissioned projects including private or government sponsored grants received by the College.
- D. It shall be the responsibility of the employee to obtain any copyrights or patents relative to joint ownership. It shall be the responsibility of the College to obtain any copyrights or patents for inventions and/or intellectual properties made or developed under the auspice of a College commission.

Procedures:

4.34.1 Definitions (*Revised 3-2-2015*)

The following definitions apply under the terms of this Policy:

- A. Equity - The money value of a property or of an interest in a property in excess of claims or liens against it.
- B. Inventions - All devices, discoveries, processes, methods, uses, products, or combinations, whether or not patented or patentable at any time under the Federal Patent Act as now existing or hereafter amended or supplemented.
- C. Intellectual Properties - All intellectual and creative works that can be copyrighted, including educational materials and products; databases; computer software and materials;

research materials; web-based learning resources and/or materials. It does not include lecture notes or literary, artistic, musical or theatrical works unless such work was commissioned by the College or otherwise specified as a “work-for-hire” in a written agreement between the College and employee, student or volunteer.

- D. Employee - Part-time and full-time members of the faculty, staff, all other agents and employees.
- E. Student Works – Intellectual property produced through individual initiative as part of a student’s coursework ordinarily belongs to the student. This includes papers, artistic and musical works, and other creative works made by students in the instructional process. Ownership of student works made during the course of employment or internship at the College shall be assigned to the College.
- F. Students - Any person officially enrolled in one or more classes or activities offered by the College.
- G. College - East Central College, Union, Missouri.
- H. Work-for-Hire – Copyrightable intellectual property which is deliverable to the College, prepared by an employee within the scope of his/her employment, or produced as a result of a commission or agreement between the College and an employee, student or volunteer.

4.34.2 Use of Inventions or Intellectual Properties Procedure

Two categories of use of College-sponsored inventions or materials are identified:

- A. Internal – Use by any unit of the College, either on or off campus.
- B. External – All uses other than by a unit of the College. Use of the materials or inventions will be at the discretion of the College.

4.34.3 Ownership and Equity Procedure

If the College had no involvement in the development of an invention or intellectual property, the individual will receive full ownership and equity. If the development of an invention or intellectual property was College-sponsored or was solely the result of the performance of duties by College employees, the College will receive full ownership and equity.

If inventions and/or intellectual property were made or developed jointly between the College and non-work related efforts by College employees and/or students, the College will enter into joint ownership arrangements with the employee and/or student. Exact percentages of ownership and other details shall be negotiated between the parties and set out in a binding agreement.

It shall be the responsibility of the employee to give written notification to the College of intent to make, develop, patent, or copyright inventions and/or properties as soon as possible.

Employees shall be responsible for obtaining appropriate written releases from individuals

identifiable or in some manner requested to participate in the creation of the College supported materials. Written statements shall also be obtained from appropriate College personnel indicating that to the best of their knowledge any of the materials developed do not infringe on existing copyright or other legal rights.

If the employee wishes to take a sample of his or her materials or invention to demonstrate the level of work done in the project, this may be done if the employee pays for the costs of producing the sample. This does not grant the employee any additional intellectual property ownership beyond that outlined above.

ARTICLE XXII: ASSIGNMENT OF OFFICES

The Administration is responsible for assigning offices to faculty members and/or relocating faculty members to different offices when deemed to be in the best interest of the College. The Administration shall inform the faculty member as soon as possible, prior to the relocation or assignment. Administration shall also allow ample lead-time to the faculty member to make the move in an orderly, reasonable fashion (at minimum four weeks in advance and prior to the end of the semester if possible).

ARTICLE XXIII: PERSONNEL FILES

1. Personnel records are administered in accordance with Policy 5.19, Personnel Records Policy, and the corresponding procedures.
2. In addition to procedures provided in Policy 5.19, an officer or representative of the ECC-NEA may, at the written request of the faculty member, accompany a faculty member during a review of the employee's personnel file.
3. The review shall be conducted in Human Resources in the presence of a representative of Human Resources responsible for the safekeeping of such personnel files

ARTICLE XXIV: PAYROLL DEDUCTION

1. Full-time faculty members of the College are free to join, or not to join, the ECC-NEA. The College will honor written authorizations for payroll deduction of NEA membership dues as long as the NEA is the recognized representative of full-time faculty of the College. For the purpose of this Agreement, "NEA membership dues" shall include only regular duly-authorized NEA dues, and shall not include any other NEA charges such as initiation fees, special assessments, back dues, fines, or similar items. Written authorization for such dues deduction shall be in compliance with applicable College payroll requirements and with the following provisions of this Article:
 - a. The College shall deduct from the pay of any full-time faculty member, NEA membership dues, provided that at the time of the deduction the College has in its possession a valid, continuing and unrevoked written authorization form, in a form

agreed upon by the NEA and the College, voluntarily signed by the full-time faculty member, and expressly authorizing such deductions. ECC-NEA shall provide the College with an alphabetical list of members authorizing deductions, and the completed authorization forms for each faculty member, specifying the amount of dues to be deducted each month or each pay period from the salary of each faculty member signing an authorization. The College will deduct from the wages of the faculty member the dues uniformly required, and will forward the full amount to the ECC-NEA Treasurer as set forth herein. The amounts deducted shall be in accordance with the schedule to be submitted in writing to the College by the NEA, based upon mutual agreement on the number of deductions.

- b. Upon the College's receipt of a written, individually and voluntarily signed authorization made by a full-time faculty member, on a form prepared or approved by the College, requesting that there be deductions taken from his/her wages for NEA membership dues as set forth above, the College will deduct from the individual's pay the amount of NEA membership dues set forth in such form, as well as any authorized increases therein, and the College shall remit such deduction monthly to the ECC-NEA Treasurer, at the address designated by ECC-NEA Treasurer, by the fifteenth (15th) day of the month following the month in which the deductions are made, along with a list of faculty members from whose pay deductions have been made. The ECC-NEA Treasurer shall promptly issue a receipt to the College for all such NEA membership dues received from such remittance.
- c. The ECC-NEA must advise the College President or his/her designee, in writing, of any increases in dues, at least thirty (30) days prior to the effective date of such increase(s).
- d. A faculty member's written dues deduction authorization will remain in effect for the duration of this Agreement, or until earlier cancelled in writing by the faculty member. A separate written, individually and voluntarily signed authorization form is required for the period of any subsequent Agreement.
- e. Before any payroll deduction is taken from a faculty member, the individual employee's earnings and wages must be sufficient, after all other legal and required deductions, to cover the entire amount of the pro-rated NEA dues. If an employee is in an unpaid status (for instance, unpaid FMLA leave), for an entire pay period no deduction shall be made to cover that pay period, nor shall any deduction be made to cover that pay period, retroactively, from future earnings. If an employee is in unpaid status (for instance, unpaid FMLA leave), during only part of a pay period, and if the employee's earnings and wages are not sufficient to cover the entire amount of the pro-rated NEA dues, no deduction shall be made. The employee will be responsible for payment directly to the ECC-NEA Treasurer for any membership dues. The parties recognize that legal, tax, and other withholdings and deductions shall have priority over voluntary NEA membership dues deductions. In the event of an employee's separation from or termination of employment, there shall be no obligation for the College to collect such NEA dues deductions from an employee's final wages.

ARTICLE XXV: FACULTY EVALUATION

1. Purpose – Through comprehensive evaluation process, the College will provide faculty a useful and substantive assessment of performance, recognition and acknowledgement of good performance, and ensure they have the necessary resources to advance teaching and learning, participate in professional growth, develop leadership skills, and further scholarship in their discipline.
2. Guidelines
 - a. New full-time faculty will be evaluated each semester in the first year and annually each proceeding year of annual contract.
 - b. Full-time faculty on continuous contract will be evaluated on a regular rotation with no longer than a three-year interval or as deemed necessary.
 - c. Evaluation tools used by the College must meet minimum standards of any and all accrediting bodies, regulatory and oversight agencies, and other entities where accountability is important.
 - d. The evaluation tool and procedures will be reviewed and assessed in the beginning of spring semester by appropriate administrators, ECC-NEA representatives, and Faculty Association representatives.
 - e. Any modifications to the evaluation tool or process will be documented and will follow the Committee Work and Implementation Process in Article XIX.
 - f. Evaluation of faculty teaching in online settings (web online or web hybrid) will follow the same procedures and timelines and include the same methodologies as evaluations of faculty teaching face-to-face.
 - g. Faculty evaluations provide information for use in determining employment status, recommendations for faculty development, and rank and promotion.
 - h. A copy of all formal Vice President of Academic Affairs/Dean evaluations will be provided to the faculty member, on file in the Office of Academic Affairs, and in the faculty member's personnel file in Human Resources.

ARTICLE XXVI: FACULTY SALARY

- 1. Faculty will start the year with no salary increase.**
2. If enrollment at Fall 2019 census reflects an increase over Fall 2018 Census, the College and ECC NEA will reconvene to discuss the feasibility of a salary increase that would become effective within the fiscal/academic year.

3. The College President will notify the president of ECC NEA no later than Sept. 20, 2019, informing ECC NEA whether an enrollment increase has occurred. If an increase has occurred as defined in Section 2 of this article, the Administration and ECC NEA shall convene within 10 business days of the notification from the College President to discuss faculty salary adjustments for the remaining period of this contract.
4. Any recommendation to increase faculty salaries shall be presented to the Board of Trustees no later than November 2019.
5. Notwithstanding Sections 1-4 of this article, the administration and ECC-NEA will identify faculty whose base salaries fall below the current Faculty Salary Schedule, based on credentials and full-time experience. Adjustments to those salaries, to ensure they meet the minimum salary for the applicable credential and experience, shall be made effective at the beginning of the faculty contract for academic year 2019-2020.
6. Full-time Faculty Overload/Summer Credit Hour Rate will be determined using either the table below or 1.5% per credit hour of the full-time faculty's base pay, whichever is higher. In no instance shall a full-time faculty earn below what he/she currently earns on the FY18 Faculty Full-Time Faculty Overload/Summer Session Credit Hour Rate scale. See Article X: Faculty Workload, Section C: Summer and Intersession Teaching.

Full-time Faculty Overload/Summer Credit Hour Rate – FY20						
Academic/Professional Degree	Academic Year Overload Credit Hour Rate	Summer (19) Overload Credit Hour Rate	Academic Year Overload Credit Hour Rate after teaching a minimum 30 ECC overload credit hours	Summer Overload Credit Hour Rate after teaching a minimum 30 ECC overload credit hours	Academic Year Overload Credit Hour Rate after teaching a minimum 60 ECC overload credit hours	Summer Overload Credit Hour Rate after teaching a minimum 60 ECC overload credit hours
Associate/Bachelor	\$655.00	\$690.00	\$675.00	\$710.00	\$695.00	\$730.00
Master	\$675.00	\$710.00	\$695.00	\$730.00	\$715.00	\$750.00
Academic/Terminal	\$685.00	\$720.00	\$705.00	\$740.00	\$725.00	\$760.00
Professional	\$685.00	\$720.00	\$705.00	\$740.00	\$725.00	\$760.00
Academic Doctoral	\$695.00	\$730.00	\$715.00	\$750.00	\$735.00	\$770.00

Faculty Salary Schedule for Placement at Hiring – FY20					
Academic/Professional Degree	One year or less College teaching experience	1+ year College teaching experience	5-9 years College teaching experience	10–14 years College teaching experience	15–20+ years College teaching experience
Bachelor	\$33,648	\$35,328	\$38,860	\$42,747	\$47,021
Master	\$36,961	\$38,806	\$42,687	\$46,956	\$51,652
Doctorate	\$42,178	\$44,285	\$48,714	\$53,585	\$58,943

Faculty Career & Technical Salary Schedule for Placement at Hiring – FY20					
Academic/Professional Degree	One year or less teaching	1+ year teaching or 6-9 years industry experience	5-9 years teaching or 10-14 years industry experience	10-14 years teaching or 15-19 years industry experience	15-20+ years teaching or 20+ years industry experience
Associate with no experience	\$31,729				
Associate with 5 years' experience	\$33,648	\$35,328	\$38,861	\$42,747	\$47,021
Bachelor with no experience	\$33,648				
Bachelor with 5 years' experience	\$36,961	\$38,806	\$42,687	\$46,956	\$51,652
Master with no experience	\$36,961				
Master with 5 years' experience	\$42,178	\$44,285	\$48,714	\$53,585	\$58,943
Doctorate	\$42,178				

ARTICLE XXVII: MILEAGE REIMBURSEMENT

1. Mileage expense for traveling to and from the employee's residence to the employee's assigned place of employment, whether at the main campus or at an extension center, shall not be reimbursed. When the employee's work day includes assignments at two or more College sites, mileage will be paid between such sites but not to or from the employee's residence. When traveling from home to a site other than the employee's assigned place of employment, mileage will be calculated from the College or employee's home, whichever is less.
2. A reimbursable mileage guideline will be generated by the Office of Finance and Administration which delineates standard mileage from the College to sites commonly traveled to. Mileage to sites not on the guide will be based on mileage provided via Map Quest or other web mapping service and documented with a printout of the web page.

ARTICLE XXVIII: REDUCTION IN FORCE

1. If, in the judgment of the Administration, it is necessary to decrease the number of faculty due to: a) financial considerations, b) a decrease in student enrollment, or c) program reduction, consolidation, or elimination, the necessary number of full-time faculty may be reduced.
2. The process for a reduction in force is as follows:
 - a. The Dean(s) and/or Vice President of Academic Affairs identifies the affected academic discipline or program. The process may be initiated by either of these employees, or by the College President.
 - b. Positions to be eliminated shall be determined. The Vice President of Academic Affairs will notify the ECC-NEA President of the affected positions.
 - c. Employees in the selected jobs/positions shall be listed. The list must include the employee's name, position title, years of teaching, and proposed date of termination.

- d. This proposal is submitted to the Vice President of Academic Affairs for review and recommendation to the College President.
 - e. The College President reviews the proposed plan and a) approves and makes recommendation to the Board of Trustees, b) remands to the Vice President of Academic Affairs for further review and/or revision, or c) determines that a reduction in force is not necessary.
 - f. The Board of Trustees, upon recommendation of the College President, votes on approval of the reduction in force plan.
3. Upon approval of the reduction in force plan, each affected employee shall be notified as far in advance of the effective date as possible, preferably by March 1 but no later than April 15 preceding the fiscal/academic year in which the plan takes effect.
 4. All documentation listed above will be maintained in Human Resources Department.

A. Preventative Measures

1. Before reduction in force (RIF) notification is given to specific faculty members, the Administration will consider appropriate alternatives. These alternatives include, but are not necessarily limited to:
 - a. normal faculty attrition;
 - b. voluntary early retirement;
 - c. transfer to another site where a vacant position exists;
 - d. reduction of overload assignments;
 - e. consideration of a teaching load that is split between two campus locations.
2. Any reduction in force will be administered in such a way as to provide minimal disruption for students enrolled in the impacted instructional program. All applicable requirements of federal, state, or accrediting entities will be followed to ensure students can fulfill degree requirements.

B. Process

Subject to academic needs, limited term, and annual faculty contracts shall be terminated first. The following process and benefits shall be applied to affected faculty on continuing status:

1. Continuing status faculty will be laid off on the basis of: a) instructional effectiveness, as evidenced by the faculty evaluation process, b) department seniority, defined as length of full-time faculty service to the department, c) credentials.
2. Notice of reduction in force will be given in writing to the continuing-status faculty members as far in advance of the effective date as possible, and no later than March 1 of the fiscal/academic year in which the plan takes effect. Notification will include a statement of the condition which led to the reduction in force.

3. Continuing-status faculty placed on layoff will be placed on a recall list on the basis of reverse order of layoff and recalled in accordance with the instructional needs of the campus, up to the end of three (3) academic years after the layoff.
4. Notice of recall will be given by certified mail to the last known current address of the faculty member. If the faculty member fails to respond within fourteen (14) calendar days from receipt of the recall notice, he/she will be considered to have refused the position offered.
5. Failure to accept alternatives to layoffs, if offered, will not jeopardize the laid off faculty member's recall rights or place on the recall list.
6. The College will provide the laid off faculty with assistance in seeking alternative employment by providing a letter of reference and use of campus facilities to prepare and print resumes. All College vacancy information, including administrative and classified positions, will be available via the College website to the laid off faculty.
7. An employee recalled to work by the College under the provisions of this section shall have any forfeited sick time restored upon returning to active employment.

C. Benefits

Faculty members on continuous contract affected by the reduction in force may retain the following College benefits:

1. The right to tuition waivers shall be retained by the employee for up to 12 months or until the employee has found other employment. Tuition waivers shall only be available to the employee and not extend to dependents of the employee.
2. The College will maintain health care coverage for the employee for up to three (3) months, or until the employee has found other employment.
3. The affected employee shall be given priority consideration for any part-time employment for which he/she is qualified.

ARTICLE XXIX: FACULTY GRIEVANCES

1. Purpose

The purpose of establishing this process is to provide an orderly mechanism for prompt and fair resolution of disputes regarding alleged violations, misapplications, or misinterpretations of the terms of this agreement.

2. Definitions

- A. **Grievance** – A grievance is a claim by one or more faculty members that he/she/they has or have suffered injury or damage because of a misinterpretation, misapplication, or violation of a provision of this Agreement.

- B. **Grievant** – The faculty member or members filing a grievance. Multiple grievances filed simultaneously over a common occurrence or event may be dealt with as a joint action with each grievant signing a common grievance form.
- C. **Local Representative** – The grievant’s representative shall be the person selected by the grievant to provide advice, support, consultation, and representation during the grievance process. A grievant may select as his/her grievance representative one of the four ECC-NEA elected officers (President, Vice President, Secretary, or Treasurer) or a grievance representative designated by ECC-NEA. No faculty member who requests the presence of such a representative may be required to discuss any formal written grievance if he/she requests the presence of his/her grievance representative and the representative is not then available. The grievant may have more than one representative present at any hearing commencing at Step 3 of the Grievance Procedure described below if he/she so requests. The area MNEA UniServ Director may attend any grievance conference with the permission of the grievant, provided that no less than two days of notice is provided to the Human Resources Director.
- D. **Supervisor** – The person to whom the grievant directly reports, which may be the Dean, a Coordinator, or Vice President of Academic Affairs.
- E. **Working Day** – A “working day” means a calendar day except a Saturday, Sunday, a scheduled holiday, or a recess observed by the College which is a designated work day for full-time faculty.

3. Steps in Grievance Process:

Formal grievances shall be presented through the following procedure:

A. Informal Discussion

It is recommended that a potential grievant discuss issues informally with his/her immediate supervisor before filing a formal grievance. In any informal meeting of an investigative nature between a faculty member and an administrative representative in which the administrator is seeking information in which to impose discipline, the faculty member shall have the right to be accompanied by a grievance representative. An informal process is considered concluded after five (5) working days unless an extension of the informal process is mutually agreed upon.

This extension should not add more than ten (10) working days to the informal process so as not to inhibit the filing of a formal grievance. The administrator must respond in writing the results of the informal portion of the process within fifteen (15) working days of the initial informal discussion

B. Step 1 – Supervisor Investigation of Formal Grievance

1. Within sixty (60) working days after the event or occurrence giving rise to a grievance, or within sixty (60) working days from the date on which the faculty member should have reasonably known of its occurrence, the grievant shall present the grievance in writing to his/her appropriate immediate supervisor and the Human Resources Director. The writing statement of grievance shall include the following information:

- a. The name, rank, and position of the aggrieved party;
 - b. A statement of facts upon which the grievance is based;
 - c. Identification of any specific terms or provisions of this Agreement alleged to have been violated, misapplied, or misinterpreted;
 - d. The date on which the event or occurrence first took place;
 - e. The date of the initial submission of the formal grievance;
 - f. Such other information which the grievant deems relevant;
 - g. The remedy or relief requested by the grievant;
 - h. The grievant(s) signature(s).
2. The appropriate supervisor and the Human Resources Director or designated representative, along with a designated note taker for the supervisor, shall hold a conference with the grievant and the grievant's ECC- NEA representative within ten (10) working days after the receipt of the grievance, shall conduct an investigation, and shall render a written decision to the grievant within ten (10) working days of the conference. If the supervisor fails to respond to the grievance within ten (10) working days, the grievance shall be considered denied and the grievant may move to Step 2 of the process in accordance with the designated timeline.
 3. The aggrieved party reserves the right to initiate an informal or formal grievance process in the following Fall or Spring semester if the initial event or occurrence giving rise to the grievance takes place in a time period in which fewer faculty working days remain in that contract period than specified in this process.
 4. Administration reserves the right to advance a grievance directly to Step 2 or Step 3 of the Appeal Process if the situation warrants.

C. Step 2 – Appeal to the CBA Grievance Review Committee

1. In the event the grievant is not satisfied with the decision at Step 1, he/she/they may appeal to the CBA Grievance Review Committee through the Director of Human Resources within ten (10) working days of receipt of the Step 1 findings.
2. Within five (5) days after the filing of the grievance appeal, the Director of Human Resources, Vice President of Academic Affairs or designee, and ECC-NEA designee shall jointly schedule the selection of the CBA Grievance Review Committee.
3. Upon selection of the CBA Grievance Review Committee, the Director of Human Resources or designee shall provide written notice to the grievant, appropriate administrator, and the selected committee members.

4. The membership of the CBA Grievance Review Committee shall be randomly selected from ECC-NEA members and consist of two (2) members and one (1) alternate, the Director of Human Resources or designee, and the Vice President of Academic Affairs or designee.
5. No member of the CBA Grievance Review Committee, or designees from Human Resources or the Office of Academic Affairs may serve on the committee if he/she has been directly involved with or a party to matters related to the grievance before the CBA Grievance Review Committee. Each CBA Grievance Review Committee shall be appointed and serve on an ad hoc basis until the Committee has issued its decision on the grievance in question.
6. In the event that a committee member wishes to disqualify himself/herself, the alternate committee member shall serve on the committee. The grievant may also challenge a committee member, who should then recuse himself/herself, and the alternate committee member shall serve. The grievant may only challenge one committee member. Disqualification must occur within five (5) working days of the committee's receipt of the grievance. An alternate member must be selected by the tenth (10th) working day. No member may abstain from voting.
7. The CBA Grievance Review Committee will convene its first meeting within five (5) working days of the date of notification to all parties of the selection of the Grievance Review Committee. At that meeting, the Committee must elect a chairperson and secretary, and receive all documents from Step 1 from the Director of Human Resources.
8. A hearing of the grievance in question shall be scheduled to occur within fourteen (14) days from the date of notification to all parties of the selection of the CBA Grievance Review Committee at a mutually acceptable time at the campus where the grievant is employed.
9. The grievant shall have the right of representation at the hearing as described in 2.c above.
10. The secretary of the CBA Grievance Review Committee shall ensure that an official record of the proceedings is taken in a manner agreed to by the parties. The grievant and the appropriate administrator shall each be provided a single copy of the recording if the grievance is subsequently appealed to Step 3.
11. The committee will review all information submitted at Step 1 and come to a consensus decision and provide reason(s) for that decision no more than ten (10) working days from the hearing of the grievance. The decision will be a written finding of the committee sent to the grievant and the Director of Human Resources. Any committee member may include a written dissent.

12. If the committee requires assistance in coming to a consensus decision, it may rely upon the services of an outside mediator such as the Federal Mediation and Conciliation Service.

D. Step 3 – Appeal to the President

In the event the aggrieved party is not satisfied with the decision in Step 2, he/she may, within ten (10) working days of receiving the written decision in Step 2 present an appeal in writing to the President of the College. With this appeal shall be included a copy of the original grievance and the written decisions received in Steps 1 and 2. Within ten (10) working days after receipt of the appeal, the President shall hold a conference and may conduct an investigation. Participants in the conference shall include the President and/or his/her authorized representative, the grievant, and the grievant's ECC-NEA representative. The meeting may include the Vice President of Academic Affairs, the Human Resources Director or designated representative, and the appropriate immediate supervisor, and/or the MNEA UniServ Regional Director. Such meeting may also include other persons as may be requested and agreed to by the Administration and the grievant. The President or authorized representative shall render a decision, in writing, within ten (10) working days after the conference.

E. Step 4 – Appeal to the Board of Trustees

1. In the event the grievant is not satisfied with the outcome in Step 3, he/she may, within ten (10) working days of receiving the written decision in Step 3, present an appeal in writing to the Board of Trustees. With this appeal shall be included a copy of the original grievance and the written decisions received in Steps 1, 2 and 3, and such other statements of information which the grievant deems relevant. The Board of Trustees shall review the grievance at a regular or special Board meeting within 35 calendar days of its receipt of the appeal, unless the timeframe is extended by mutual agreement of the parties.
2. The Board of Trustees will take such steps to review the grievance as it deems advisable and appropriate, which may include providing the grievant with an opportunity to discuss the grievance in executive session. If the grievance is heard in executive session, the session shall include the grievant, the Board members, the College President and/or his/her authorized representative, and the grievant's ECC-NEA representative, and may include the Vice President of Academic Affairs, the appropriate immediate supervisor, the MNEA UniServ Regional Director or his/her authorized representative, and other persons requested and agreed to by the Administration and the grievant.
3. The Board and the grievant will select a time and location for such a proceeding. The Board chair or his/her designee shall preside over the discussion of the grievance. The Board of Trustees shall render a decision, in writing, within ten (10) working days after the regular or special Board meeting in which the grievance was considered. The Board's decision shall be final.
4. The Grievance documentation will be maintained in the Human Resources office in a file separate from the grievant's personnel file.

F. ECC-NEA Agreement Grievance Form

The ECC-NEA Agreement Grievance Form will be revised by September 1, 2018 to incorporate changes made to the procedures listed above. It will be available through Human Resources and on the ECC-NEA Moodle page.

ARTICLE XXX: SHARED GOVERNANCE

Faculty representatives shall be entitled to serve on College committees such as Shared Governance Council, Policy Development/Review, Academic Council, Faculty Development, Assessment, Budget, Insurance, and Strategic Planning.

ARTICLE XXXI: CONTRACT OVERSIGHT AND PLANNING COMMITTEE

1. A committee composed of two (2) representatives of the College and two (2) representatives of ECC-NEA will be chosen by the College President and ECC-NEA President, respectively, to oversee implementation of this Agreement, make revisions as required by any changes in law, and to plan for the next round of negotiations.
2. The committee will meet periodically to assess both parties' compliance with the provisions of the Agreement. Should either the College or ECC-NEA want to modify the Agreement during the length of the Agreement either party shall notify the other in writing. However, nothing shall compel either party to re-open the Agreement unless a provision shall be deemed unlawful.
3. The committee will meet no less than six (6) months prior to the expiration of this Agreement to negotiate in good faith a successor Agreement. The ground rules, timeline, and protocols of the bargaining shall be agreed upon prior to the beginning of bargaining.

ARTICLE XXXII: EMERGENCY CONDITIONS AND DISASTERS

The Board of Trustees of East Central College reserves its legal responsibility and prerogative to act in all matters as it deems necessary to serve the interests of the College and the public. The Board may alter the terms of this Agreement where, in its opinion, an emergency situation has caused the College or the community to suffer serious damage due to events such as natural disasters, acts of war or terrorism, or epidemic. In the event of a serious financial situation that could not have been anticipated at the time of the Agreement, the College shall also reconvene with the ECC-NEA representatives to discuss the situation and collaborate on possible solutions. The terms of the Agreement will be reinstated when, in the opinion of the Board, the College is able to resume normal operations and has achieved financial solvency.

ARTICLE XXXIII: SAVINGS CLAUSE

1. If any term or provision of this Agreement is held by a Court of the State of Missouri or by any Federal Court to be contrary to law, then such term or provision will be deemed null and void and shall no longer be valid, to the extent required by such Court decision, and all other provisions or applications shall continue in full force and effect, subject to applicable law and the rights of the Board of Trustees.
2. If the law of the State of Missouri or any Federal law is changed while the Agreement is in effect which would alter the terms of the Agreement, the Board may refer all or portions of the Agreement back to the representatives of the College and the Association for further discussion, consideration and recommendations on the issue so that the Agreement conforms to the change in the law.

GLOSSARY

Term	Definition
Credit Hour Equivalencies	The calculation of the equivalent teaching load for courses not taught in the standard lecture format or for courses in which content or pedagogy requires a different load measurement than their published credit hours.
Limited Term Contract	Limited term employees are those persons who are appointed to perform a group of duties and responsibilities on a non-project basis. A limited term contract may be executed for a semester, academic year or fiscal year and will automatically terminate at the end of the contract. This classification may be used for grant funded positions, temporary replacement for a full-time faculty member, the startup phase of a new program, a program in the process of being discontinued, or as otherwise deemed necessary by the President of the College.
Normal Teaching Load	15 credit hours per semester or 30 credit hours per academic year.
Office Hours	The specific times a faculty is available to students.
Unpaid FMLA Leave	"FMLA" refers to the Family and Medical Leave Act, which is a federal law that guarantees certain employees up to 12 work weeks of unpaid leave each year with no threat of job loss.
Variable Work Load	Variations in a faculty's course load that is mutually agreed upon. The faculty load by semester can be variable based on a number of factors; however, the faculty maintains an academic year load of 30 credit hours.
Working Day	A "working day" means a calendar day except a Saturday, Sunday, a scheduled holiday, or a recess observed by the College which is a designated work day for full-time faculty.

APPENDIX A: SUPPLEMENTAL LETTERS OF AGREEMENT

Supplemental Letter A: Salary Schedule

A work group will be formed consisting of ECC-NEA Executive Council members, the Vice President of Academic Affairs, and the Human Resources Director to develop an updated Salary Schedule. The work must be completed and approved by the ECC-NEA/Administrative Negotiation Teams no later than Feb. 1, 2020, and will go into effect for the 2020-2021 academic year.

Supplemental Letter B: Reviewing Reassigned Time/Compensation for Off-Contract Work

A work group will be formed consisting of the Vice President of Academic Affairs, ECC-NEA Executive Council members, and deans to review reassigned time for committee work and compensation for off-contract work. The group's work will result in recommendations to the Negotiation Team for the 2020-2021 academic year.

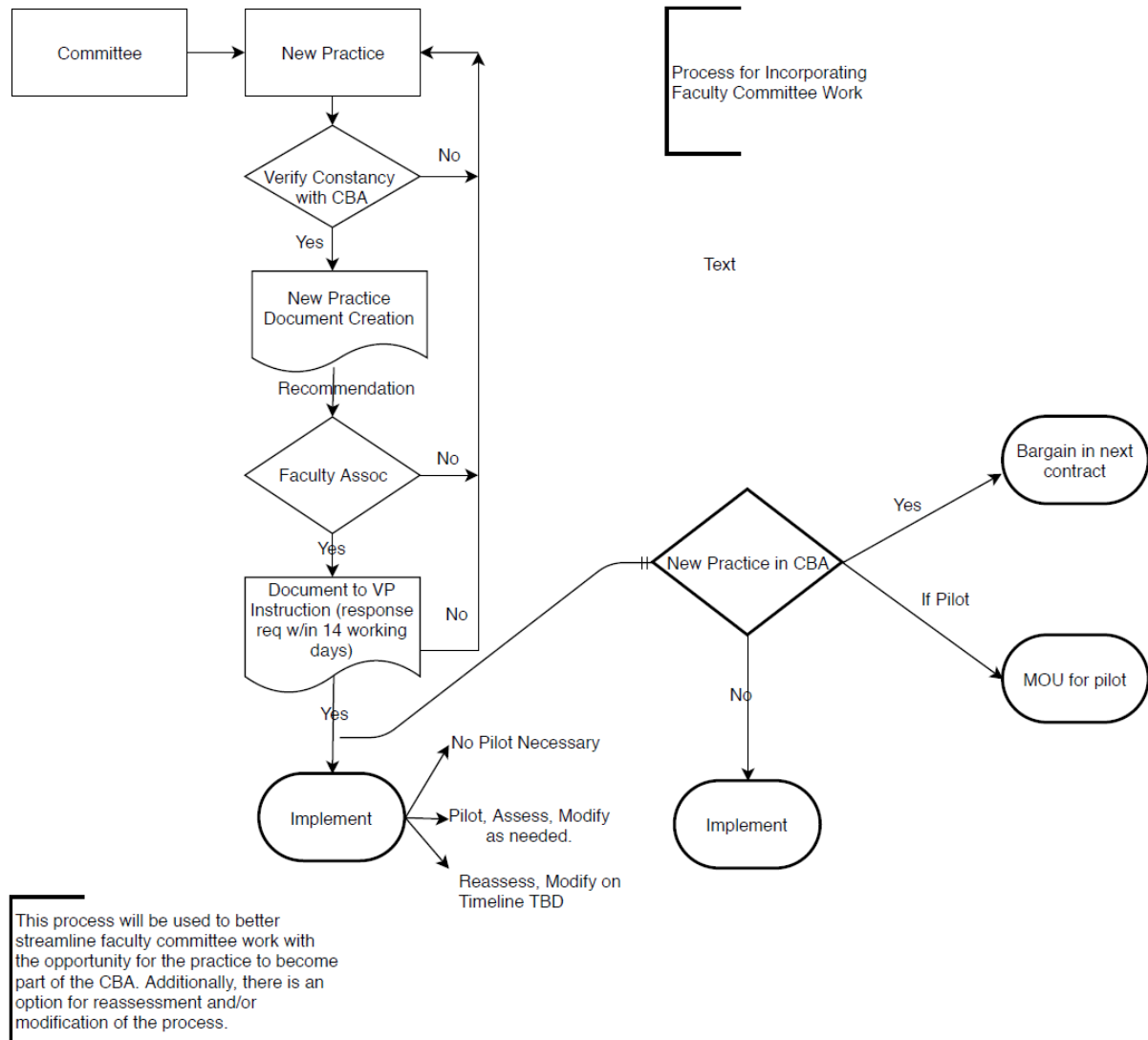
Supplemental Letter C: Common Meeting Time

A work group will be formed to review and revise the Common Meeting Time, in accordance with Article XVIII. The work must be completed and approved by the ECC-NEA/Administrative Negotiation Teams no later than Oct. 9, 2019, and will go into effect for the 2020-2021 academic year.

Supplemental Letter D: Reduction in Force Language

An established work group from the Spring 2019 Negotiation Teams will clarify the Reduction in Force language in Article XXVIII. The work must be completed and approved by the Spring 2019 Negotiation Teams no later than Dec. 31, 2019, and will go into effect immediately after completion.

APPENDIX B: COMMITTEE WORK AND IMPLEMENTATION PROCESS



APPENDIX C: VARIABLE LOAD REQUEST FORM

Variable Load Request Form

Written requests explaining the reason for anticipated variable load shall be submitted to the Department Chair/Program Coordinator by **October 1** for the following spring and **February 1** for the following fall.

Name_____ Department_____

Semester for Variable Load_____ Number of requested CH_____

Briefly describe the purpose for variable load:

Identify mutually agreed upon plan for making up reduced load:

Select one option:

_____ Make up a reduced load in the fall by teaching additional courses in the same academic year without additional compensation.

_____ Make up a reduced load for spring semester by teaching during the following summer semester without additional compensation.

_____ Teach more than the regular semester load during the prior fall semester of the same academic year without additional compensation.

_____ Take on additional duties or projects during an immediately preceding or immediately following semester without additional compensation.

_____ Other option as mutually agreed upon by faculty and administration. Describe option:

We certify that the above information is accurate and verify that both faculty and administration have discussed the purpose of the variable load and the option for making up the credit hours.

Faculty member

Date

Department Chair/Program Coordinator

Date

Dean

Date

Vice President of Academic Affairs

Date

APPENDIX D: SPECIAL PROJECT REQUEST FORM

Special Project Request Form

Written requests for special projects shall be submitted to the Department Chair by **October 1** for the following spring and **February 1** for the following fall. Exceptions may be made in the case of projects that may be time-sensitive and fall outside these parameters. *See Article XI: Special Project Assignment*

Name _____ Department _____

Semester for Special Project _____ Requested Compensation _____

Briefly describe the proposed Special Project:

Identify mutually agreed upon plan, which will be accompanied by a Memorandum of Understanding (MOU):

Select one option:

_____ Reassigned Time

_____ Stipend

_____ Variable Load

_____ Other option as mutually agreed upon by faculty and administration. Describe option:

Faculty will be notified of the status of their Special Project proposal within a reasonable timeline. Upon acceptance or denial, faculty will receive notification with rationale.

_____			_____
Faculty Member			Date
_____			_____
Dept. Chair (Informed)			Date
_____	_____	_____	_____
Dean	Approved	Denied	Date
_____	_____	_____	_____
Vice President of Academic Affairs	Approved	Denied	Date

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 18, 2019**

AGENDA ITEM 8: BOARD POLICY REVISIONS

Recommendation: To **approve** the attached revisions to Board Policy 3.11 Academic Standards of Progress as recommended by the Shared Governance Council.

Recommendation: To **approve** the attached revisions to Board Policy and Procedures 3.12 Academic Probation and Suspension as recommended by the Shared Governance Council.

Attachment

7/18/2019

Section 8, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

3.11 Academic Standards of Progress Policy (*Adopted 12-3-1968; Revised 8-27-2007; xxx 2019*)
Upon enrollment at East Central College, students are expected to make progress toward graduation. The College defines minimal academic progress based on the following grade point averages and course completion rates:

Completion of at least 12 semester credit hours of coursework: 1.80 cumulative grade point average and a course completion rate of 67%

Completion of at least 24 semester credit hours of coursework: 2.00 cumulative grade point average and a course completion rate of 67%

3.12 Academic Probation and Suspension Policy (*Adopted 12-3-1968; Revised 8-27-2007; xxx2019*)
Any student with a grade point average or course completion rate that falls below minimal academic standards of progress will be placed on academic probation. Students will have a full semester to remedy academic probation.

~~Students in academic probation status are notified by the Chief Student Affairs Officer and are required to participate in academic counseling. Students have a full semester to remedy academic probation.~~

If at the end of the academic probation semester the probation status is not remedied, the student is automatically suspended. Students have the right to appeal any academic suspension.

Procedures:

- 3.12.1** Students on academic probation are notified by the Chief Student Affairs Officer and a registration hold is placed on the student account. The hold is removed once the student has met with an academic advisor and completed an academic improvement plan.
- 3.12.2** A student appeal of an academic suspension requires a written petition to the Chief Student Affairs Officer for reinstatement as an active student. The petition should include two components: a statement of the circumstances which led to the current academic status and a statement detailing a remedy of the current academic circumstances.
- 3.12.3** Upon completion of the semester of suspension, a student must apply for readmission to the College. Students must meet with an academic advisor and develop an academic improvement plan. ~~submit a written petition to the Chief Student Affairs Officer at least two weeks prior to the start of the semester of readmission. Any petition submitted must contain the elements listed above.~~
- 3.12.3** Specific academic programs and eligibility criteria established for various financial aid and benefit programs may include additional academic requirements for enrollment, program continuation or graduation.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 18, 2019**

AGENDA ITEM 9: *PERSONNEL

Recommendation: To **approve** the appointment of Vu Ong as Math Instructor effective August 12, 2019 with a nine-month salary of \$42,687.

Recommendation: To **approve** the appointment of Tim Derifield as Psychology/Sociology Instructor effective August 12, 2019 with a nine-month salary of \$33,648.

Attachments

7/18/2019

Section 9, Page 1

East Central College

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EAST CENTRAL COLLEGE

HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: July 11, 2019
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire – Mathematics Instructor

Please accept the Search Committee's recommendation to hire Mr. Vu Ong as the full-time Mathematics Instructor effective August 12, 2019 with a nine month salary of \$42,687.00. Ann Boehmer, Dean of Arts & Sciences, served as search committee chair and is the hiring manager for this position. Robyn Walter, Vice President of Academic Affairs, approved the recommendation to hire.

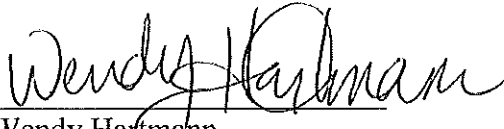
Mr. Vu Ong has maintained an adjunct instructor position since 1999 at various colleges and universities.

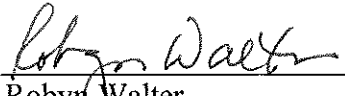
Mr. Vu Ong's experience includes, but is not limited to the following:

- Adjunct Instructor at Missouri State University
- Adjunct Instructor at Ozark Technical Community College
- Adjunct Instructor at Missouri University of Science & Technology – Rolla

Mr. Vu Ong has a Bachelor of Science in Mathematics and a Masters of Science in Mathematics from Missouri State University and a Masters of Science in Applied Mathematics from Missouri University of Science & Technology – Rolla.

Recommendation signatures:


Wendy Hartmann
Director of Human Resources


Robyn Walter
Vice President, Academic Affairs



EAST CENTRAL COLLEGE

Interoffice Memo HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: July 11, 2019
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire – Psychology/Sociology Instructor

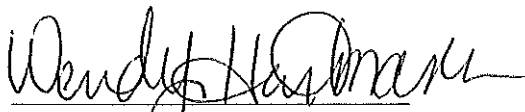
Please accept the Search Committee's recommendation to hire Mr. Tim Derifield as the full-time Psychology/Sociology Instructor effective August 12, 2019 with a nine-month salary of \$33,648.00. Ann Boehmer, Dean of Arts & Sciences, served as search committee chair and is the hiring manager for this position. Robyn Walter, Vice President of Academic Affairs, approved the recommendation to hire.

Mr. Tim Derifield experience includes, but is not limited to the following:

- Learning Center Specialist – East Central College since 2013.
- Adjunct Instructor – East Central College since 2018.

Mr. Tim Derifield received his Bachelors of Arts in Philosophy from Purdue University and will receive his Masters of Social Work from the University of Missouri in May 2020.

Recommendation signatures:



Wendy Hartmann
Director of Human Resources



Robyn Walter
Vice President, Academic Affairs

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 18, 2019**

AGENDA ITEM 10: ADJOURNMENT

Recommendation: To **adjourn** the July 18, 2019 meeting of the Board of Trustees.

7/18/2019

Section 10, Page 1

East Central College

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