



**AD VALOREM TAX  
HEARING AND  
BOARD OF TRUSTEES  
MEETING**

**August 26, 2019**

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES  
PUBLIC HEARING AGENDA**

**Monday, August 26, 2019  
5:30 p.m.    BH238/Board Room**

<b>PUBLIC HEARING ON AD VALOREM TAX RATE</b>
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		Action	Discussion	Information
1.	CALL TO ORDER			
2.	NOTICE OF PUBLIC HEARING			X
3.	PUBLIC COMMENTS		X	
4.	APPROVAL OF TAX RATE	4 Votes		
5.	ADJOURN HEARING	Simple Majority		

**EAST CENTRAL COLLEGE  
PUBLIC HEARING  
August 26, 2019**

**HEARING AGENDA ITEM 1: CALL TO ORDER**

The Public Hearing on Ad Valorem Tax Rate will be called to order by Board President Ann Hartley.

8/26/2019

Hearing Section 1, Page 1

**East Central College**

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

**EAST CENTRAL COLLEGE  
PUBLIC HEARING  
August 26, 2019**

**HEARING AGENDA ITEM 2: NOTICE OF PUBLIC HEARING**

Attached is the Notice of Public Hearing showing the proposed operating levy and debt service levy.

Attachment

8/26/2019

Hearing Section 2, Page 1

**East Central College**

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## NOTICE OF PUBLIC HEARING

In accordance with Missouri Law 67.110, notice is hereby given to the residents of the Junior College District of East Central Missouri that a public hearing on the 2019 ad valorem tax rates will be held at 5:30 p.m. on Monday, August 26, 2019, in Buescher Hall, Room 238 on the campus of East Central College, 1964 Prairie Dell Road, Union, Missouri, at which citizens may be heard on the property tax rates proposed to be set by East Central College.

The tax rate is set to produce revenues of at least \$6,700,000 which the operating budget for the fiscal year beginning July 1, 2019 shows to be required from the property tax. The debt service levy is set to produce revenues of at least \$1,541,150 which is required to meet the debt service of East Central College for the calendar year beginning January 1, 2020. The valuation of the taxable property within said District for the current and prior tax years are as follows:

	<u><b>Current Tax Year</b></u>	<u><b>Prior Tax Year</b></u>
Real Estate	\$1,478,979,138	\$1,382,773,356
Personal Property	\$377,543,931	\$381,619,802
<b>Totals</b>	<b>\$1,856,523,069</b>	<b>\$1,764,393,158</b>

The proposed operating tax levy for 2019 shall be .3637 per one hundred dollars assessed valuation on the above current valuation.

The proposed debt service levy for 2019 shall be .0841 per one hundred dollars assessed valuation on the above current valuation.

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

Board of Trustees of East Central College

By Ann Hartley, President of the Board

**EAST CENTRAL COLLEGE  
PUBLIC HEARING  
August 26, 2019**

**HEARING AGENDA ITEM 3: PUBLIC COMMENTS**

Public comments will be taken from the audience.

8/26/2019

**East Central College**

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Hearing Section 3, Page 1

**EAST CENTRAL COLLEGE  
PUBLIC HEARING  
August 26, 2019**

**HEARING AGENDA ITEM 4: APPROVAL OF TAX RATE**

**Recommendation:** To **approve** a resolution to set the 2019-2020 Junior College District of East Central Missouri Property Tax Rate for Operating Tax Levy at \$0.3637 and the Debt Service Levy at \$0.841 per \$100 of assessed valuation subject to certification by the state auditor.

8/26/2019

Hearing Section 4, Page 1

**East Central College**

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**EAST CENTRAL COLLEGE  
PUBLIC HEARING  
August 26, 2019**

**HEARING AGENDA ITEM 5: ADJOURN PUBLIC HEARING**

**Recommendation:** To **adjourn** the August 26, 2019, Ad Valorem Tax Hearing.

8/26/2019

Hearing 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 AGENDA  
Monday, August 26, 2019  
5:30 p.m. BH238  
(Immediately following public tax hearing)**

		Action <sup>1</sup>	Discussion	Information
1.	CALL TO ORDER			
2.	RECOGNITION OF GUESTS			X
3.	PUBLIC COMMENT			
4.	APPROVAL OF AGENDA (Consent Agenda: Agenda items of a routine nature will be marked with an asterisk [*] located immediately before the item. Unless a Board member requests an item be removed for discussion, the agenda will be approved upon a motion and a second of the Board and unanimously adopted and shall have the same validity as if each action were separately moved, seconded and adopted. Any item removed upon request of a Board member will be taken up in its regular place on the agenda.)	4 Votes		
5.	*APPROVAL OF MINUTES	4 Votes		
6.	TREASURER'S REPORT AND FINANCIAL REPORT	Simple Majority		
7.	ACCEPTANCE OF BID	4 Votes		
8.	CONFLICT OF INTEREST & PERSONAL FINANCIAL DISCLOSURE STATEMENTS POLICIES	4 Votes		
9.	PROPOSED NEW BOARD POLICY: MOBILE FOOD OPERATIONS			X
10.	STRATEGIC PLAN	Simple Majority		
11.	HIGHER LEARNING COMMISSION ACCREDITATION UPDATE			X
12.	*PERSONNEL A. Appointments B. Adjunct Faculty – Fall 2019	4 Votes		
13.	BOARD PRESIDENT'S REPORT			X
14.	REPORTS A. Faculty Association B. ECC-NEA C. Professional Staff Association D. Classified Staff Association E. Student Government Association			X
15.	PRESIDENT'S REPORT			X
16.	ADJOURNMENT	Simple Majority		

<sup>1</sup>RSMo 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  
August 26, 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.

8/26/2019

Section 1, Page 1

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084  
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**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
August 26, 2019**

**AGENDA ITEM 2: RECOGNITION OF GUESTS**

Guests will be recognized by Mr. Jay Scherder.

8/26/2019

Section 2, Page 1

**East Central College**

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**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
August 26, 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.

8/26/2019

Section 3, Page 1

**East Central College**

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**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
August 26, 2019**

**AGENDA ITEM 4: APPROVAL OF AGENDA**

**Recommendation:** To **approve** the agenda for the August 26, 2019, Board of Trustees meeting.

8/26/2019

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 August 26, 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  
August 26, 2019**

**AGENDA ITEM 5: \*APPROVAL OF MINUTES**

**Recommendation:** To **approve** the minutes of the July 18, 2019 regular meeting of the Board of Trustees.

Attachment

8/26/2019

Section 5, Page 1

**East Central College**

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

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING**

**Thursday, July 18, 2019**

**CALL TO ORDER:** The regular meeting of the Board of Trustees was called to order at 5:28 p.m. by Board President Ann Hartley. Other Board members present for all or parts of the meeting were Joseph Stroetker, Prudence Johnson, Cookie Hays and Audrey Freitag. Also present were President of the College Jon Bauer; Administrators - Interim Vice President of Academic Affairs Robyn Walter, Vice President of External Relations Joel Doecker, and Vice President of Student Affairs Heath Martin; Other Staff – Executive Director of Institutional Effectiveness Michelle Smith, Human Resources Director Wendy Hartmann, Human Resources Specialist Diane Burnett, Campus Police Officer Tommie Lowe, NEA President Tom Fitts, Professional Staff President Jenny Kuchem, Director of Admissions JC Crane, and Executive Assistant to the President Bonnie Gardner.

**RECOGNITION OF GUESTS:** Vice President Doecker 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 July 18, 2019 meeting of the Board of Trustees.

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

**\*APPROVAL OF MINUTES:** The Board approved the minutes of the June 10, 2019 regular meeting of the Board of Trustees and the June 25, 2019 Board Workshop.

**ACCEPTANCE OF BIDS:** Dr. Bauer noted that having a periodic review of financial aid processes is good business practice and recommended approval of the consultant contract. He further stated that the greenhouse will be a nice complement to the Culinary Arts program and will be funded through state vocational enhancement monies and a rural development grant from the U.S.D.A.

**Motion:** 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.

*Motion by Cookie Hays; seconded by Prudence Johnson; Carried Unanimously*

**Motion:** 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.

*Motion by Prudence Johnson; seconded by Joseph Stroetker; Carried Unanimously*



**COLLECTIVE BARGAINING AGREEMENT:** Dr. Bauer noted that the agreement is the result of several months of collaboration between the NEA team and the administrative team. It was ratified by the NEA faculty members with 95% support. The agreement does not call for a salary increase, but it was agreed that if fall census enrollment shows an increase, the group will reconvene to determine if a raise would be feasible. This would also apply to staff. The agreement is not drastically different from last year and includes the establishment of work groups to tackle a few issues that still need work. There is interest in moving to a multi-year agreement in the future when feasible.

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

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

**BOARD POLICY REVISIONS:** Dr. Bauer requested the Board waive the second reading for the policies presented. These changes will ensure the policies are in sync with financial aid policies and practices. In addition, they will provide for intervention with students on probation and suspension by providing more focused advising and counseling.

**Motion:** To **waive** the second reading and **approve** the attached revisions to Board Policy 3.11 Academic Standards of Progress, and Board Policy and Procedures 3.12 Academic Probation and Suspension as recommended by the Shared Governance Council.

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

**\*PERSONNEL:** The Board **approved** the following appointments to be effective on August 12, 2019: Vu Ong, Math Instructor, nine-month salary of \$42,687; Tim Derifield, Psychology/Sociology Instructor, nine-month salary of \$33,648; Joannie Blakey, Nursing Instructor - Rolla, nine-month salary of \$46,956; Tim Gartin, Accounting Instructor, nine-month salary of \$44,285.

The Board also **accepted** the resignation of Oliver Kassenbrock, Performing Arts Center Manager, effective July 30, 2019.

**ADJOURNMENT:**

**Motion:** To **adjourn** the July 18, 2019 public Board of Trustees meeting at 5:38 p.m.

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

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President, Board of Trustees

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Secretary, Board of Trustees

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
August 26, 2019**

**AGENDA ITEM 6: TREASURER'S REPORT AND FINANCIAL REPORT**

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

Attachments

8/26/2019

Section 6, Page 1

**East Central College**

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

**East Central College**  
**Statement of Net Assets for all Funds**  
**As of June 30, 2019(Preliminary) and June 30, 2018**

	Preliminary <u>6/30/19</u>	<u>6/30/18</u>
<b>ASSETS</b>		
Current		
Cash	6,764,403	5,512,540
Investments	853,409	842,776
Receivables, net		
Student	3,116,457	2,575,832
Federal & State agencies	550,556	807,242
Other	84,634	75,049
Inventories	196,451	212,876
Prepaid expenses	574,452	569,753
<b>Total Current Assets</b>	<b><u>12,140,362</u></b>	<b><u>10,596,068</u></b>
Non-Current Assets		
Other Assets	427,449	585,403
Capital Assets (net)	43,210,612	43,380,388
<b>Total Non-Current Assets</b>	<b><u>43,638,061</u></b>	<b><u>43,965,791</u></b>
<b>Total Assets</b>	<b><u>55,778,423</u></b>	<b><u>54,561,859</u></b>
<b>DEFERRED OUTFLOW OF RESOURCES</b>		
Deferred pension outflows	<u>7,225,701</u>	<u>8,859,724</u>
<b>Total Assets and Deferred     Outflow of Resources</b>	<b><u><u>63,004,124</u></u></b>	<b><u><u>63,421,583</u></u></b>
<b>LIABILITIES</b>		
Current Liabilities		
Accounts Payable	291,336	402,510
Accrued Wages & Benefits	668,111	663,903
Unearned Revenue	3,377,073	2,746,018
Due to Agency Groups	84,553	90,160
Accrued Interest	204,469	192,414
<b>Total Current Liabilities</b>	<b><u>4,625,542</u></b>	<b><u>4,095,005</u></b>
Non-Current Liabilities		
USDA Loan	741,667	841,667
Bonds Payable	10,570,000	11,700,000
Premium on Sale of Bonds	644,171	746,568
Net Pension Liability	14,443,812	15,015,392
Compensated Absences	574,296	499,548
Post Employment Benefit Plan Payable	1,207,741	1,207,741
Johnson Control Performance Contract	1,157,832	1,200,644
United Bank of Union	1,975,000	-
<b>Total Non-Current Liabilities</b>	<b><u>31,314,519</u></b>	<b><u>31,211,560</u></b>
<b>Total Liabilities</b>	<b><u>35,940,061</u></b>	<b><u>35,306,565</u></b>
<b>DEFERRED INFLOW OF RESOURCES</b>		
Deferred pension inflows	<u>3,983,097</u>	<u>4,999,826</u>
<b>NET ASSETS</b>		
Investment in Capital Assets, net	35,833,051	38,260,206
Restricted for Debt Service	-88,280	-85,483
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	3,517,285	3,045,327
All other Funds	-17,941,090	-19,864,858
<b>Total Net Assets</b>	<b><u>23,080,966</u></b>	<b><u>23,115,192</u></b>
<b>Total Liabilities, Deferred Inflow     of Resources and Net Assets</b>	<b><u><u>63,004,124</u></u></b>	<b><u><u>63,421,583</u></u></b>

**East Central College**  
**Statement of Activities**  
**General Fund**

**As of June 30, 2019 Preliminary) and June 30, 2018**

	For the Fiscal Year Ending June 30, 2019 (Preliminary)			For the Fiscal Year Ended June 30, 2018			
	Current FY Budget	June 2019 Month end	Current FY Year-To-Date	Prior FY Budget	June 2018 Month end	Prior FY Year-To-Date	Prior FYE
<b>Revenues:</b>							
Local Revenue	6,671,746	31,869	6,674,993	6,313,000	30,829	6,509,020	6,509,020
State Revenue	5,259,236	434,346	5,127,367	5,306,645	428,551	5,238,705	5,238,705
Federal Revenue	-	-	6,270	5,000	-	7,130	7,130
Tuition and Fees	5,473,806	-9,491	5,486,538	6,852,940	-20,808	5,566,832	5,566,832
Interest Income	61,028	24,580	96,728	50,000	13,612	81,826	81,826
Gifts and Grants	-	21,654	51,246	45,000	1,433	59,347	59,347
Miscellaneous Revenue	-	6,438	129,695	80,519	7,461	72,636	72,636
Transfers-Interfund & Indire	-	(106,918)	(93,448)	-	(502,897)	(492,575)	(492,574)
Transfer Federal Programs	-	-	-	-	5,850	5,850	5,849
<b>Total Revenues</b>	<b>17,465,816</b>	<b>402,478</b>	<b>17,479,389</b>	<b>18,653,104</b>	<b>-35,969</b>	<b>17,048,771</b>	<b>17,048,771</b>
<b>Expenses:</b>							
Salaries	10,293,929	1,102,897	9,940,897	10,468,339	1,095,313	10,114,128	10,114,128
Benefits	3,124,302	440,762	3,430,975	3,170,393	629,016	3,586,941	3,586,941
Contractual Services	681,756	98,830	912,546	615,370	81,440	868,370	868,370
Current Expenses	1,310,723	126,433	788,768	1,361,919	127,011	843,308	843,308
Travel	204,909	9,637	170,455	218,087	13,241	179,758	179,758
Property & Casualty Insuran	202,073	-	200,191	205,000	-	202,062	202,062
Vehicle Expense	15,200	1,654	7,797	3,450	1,373	11,794	11,794
Utilities	568,500	102,401	564,378	708,599	125,515	596,416	596,416
Tele/Communications	222,291	25,257	253,752	219,201	24,443	222,336	222,336
Miscellaneous	454,553	15,399	401,058	1,210,844	87,632	434,818	434,818
Clearing Account	-	-17	-	-	114	-	-
Scholarship Expense	65,500	17,235	74,752	74,500	3,948	64,184	64,184
Faculty Development	25,000	2,624	14,813	25,000	15,566	25,000	25,000
Instit. Match for Grants	78,000	-	58,141	309,722	-	63,257	63,257
Commitment to ABE	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Instit. Commit.to Fine Arts	6,500	6,500	6,500	6,500	6,500	6,500	6,500
Instit. Commit.to Word & M	3,200	-	-	3,200	-	-	-
Capital	170,980	-	27,871	32,980	19,703	44,853	44,853
Interfund Transfers	18,400	-	-	-	-	-	-
Debt Princ & Interest	-	9,258	53,633	-	-	-	-
<b>Total Expenses</b>	<b>17,465,816</b>	<b>1,978,870</b>	<b>16,926,527</b>	<b>18,653,104</b>	<b>2,250,815</b>	<b>17,283,725</b>	<b>17,283,725</b>
<b>Revenue over Expenses</b>	<b>-</b>	<b>-1,576,392</b>	<b>552,862</b>	<b>-</b>	<b>-2,286,784</b>	<b>-234,954</b>	<b>-234,954</b>

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

	For the Fiscal Year Ending June 30, 2019 ( Preliminary)		For the Fiscal Year Ended June 30, 2018	
	June 30, 2019 2019	FY 2019 Year-To-Date	June 30, 2018 2018	FY 2018 Year-To-Date
<b>Operating Revenues:</b>				
Student Tuition & Fees	-10,914	6,591,218	-21,591	6,674,528
Federal Grants & Contracts	738,862	6,777,016	534,608	7,184,857
State Grants & Contracts	313,881	1,133,153	434,316	917,626
Auxiliary Services Revenue	157,168	1,576,583	-114,240	1,590,575
Other Operating Revenue	36,793	254,471	17,278	187,879
<b>Total Operating Revenue</b>	<b>1,235,790</b>	<b>16,332,441</b>	<b>850,371</b>	<b>16,555,465</b>
<b>Operating Expenses:</b>				
Salaries	1,211,346	11,045,426	1,207,641	11,248,352
Benefits	474,573	3,721,550	662,908	3,870,341
Purchased Services	244,282	1,656,225	143,543	1,537,582
Supplies & Current Expenses	92,617	2,445,764	126,744	2,515,831
Travel	14,345	228,348	20,221	241,555
Insurance	-	215,787	-	218,382
Utilities	140,755	934,242	162,868	927,910
Other	7,906	185,345	88,877	224,799
Depreciation	81,333	2,044,571	126,832	2,044,390
Financial Aid & Scholarship	538,463	6,744,320	214,587	6,906,052
<b>Total Operating Expenses</b>	<b>2,805,620</b>	<b>29,221,578</b>	<b>2,754,221</b>	<b>29,735,194</b>
<b>Operating (Loss)/Gain</b>	<b>-1,569,830</b>	<b>-12,889,137</b>	<b>-1,903,850</b>	<b>-13,179,729</b>
<b>Non-Operating Revenues (Expenses):</b>				
State Appropriations	434,346	5,127,367	428,551	5,238,705
Tax Revenue	39,345	8,240,732	38,061	8,035,814
Interest Income	25,418	108,772	14,370	94,032
Gain/Loss on asset disposal	-	3,550	-11,068	3,667
Principal & Interest on Debt	-207,106	-576,685	-128,774	-588,448
<b>Total Non-Operating Revenue (Expense)</b>	<b>292,003</b>	<b>12,903,736</b>	<b>341,140</b>	<b>12,783,770</b>
<b>Increase in Net Assets</b>	<b>-1,277,827</b>	<b>14,599</b>	<b>-1,562,710</b>	<b>-395,959</b>

**East Central College**  
**Investments**  
**As of June 30, 2019(Preliminary) and June 30, 2018**

<u>CD Number</u>	<u>Date</u>	<u>Maturity</u>	<u>Term</u>	<u>Rate</u>		<u>Total</u>
<b><u>Bank of Franklin County</u></b>						
8152058	11/13/2018	11/13/2019	12 Months	2.99%	\$	383,699.95
<b><u>Citizens Bank</u></b>						
273645	5/10/2019	5/10/2020	12 months	2.35%	\$	388,036.41
<b>ECC Total Invesments</b>					<b>\$</b>	<b>771,736.36</b>
<b><u>Private CDs Owned by the P. A. Hearst Account</u></b>						
Farmers & Merchants						
Bank - CD						
#132982028	11/13/2017	8/13/2019	21 months	1.50%	\$	81,672.62
<b>Total Investments</b>					<b>\$</b>	<b>81,672.62</b>

**2018**

Total Cash Accounts	\$ 6,764,403.00
Certificates of Deposit	\$ 771,736.36
	<b>\$ 7,536,139.36</b>

**2017 (December)**

Total Cash Accounts	\$ 3,694,298.00
Certificates of Deposit	\$ 388,036.41
	<b>\$ 4,082,334.41</b>

**East Central College  
Pledged Securities  
As of June 30, 2019(Preliminary) and June 30, 2018**

**Farmers & Merchants**

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

**United Bank of Union**

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

**Citizens Bank**

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

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

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

**East Central College  
Warrant Check Register  
As of June 30, 2019**

The Treasurer of the Board confirms for the month ending May 31, 2019 and June 30, 2019 that the check payments officially filed have been issued in accordance with the policies and procedures of East Central College (Junior College District), in compliance with the appropriation granted by the Board of Trustees as defined in the FY19 budgets and that there are sufficient balances in each fund and sub-fund available for the expenditures for which approval is hereto requested.

Total amount of checks dispersed from May 1, 2019 through May 30, 2019, is reported at \$1,797,104.37.

Total amount of checks dispersed from June 1, 2019 through June 31, 2019, is reported



**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
August 26, 2019**

**AGENDA ITEM 7: ACCEPTANCE OF BID**

**Recommendation:** To approve the purchase of early alert with predictive analytics software from Aviso Retention at an initial cost of \$59,380 with annual costs in subsequent years as follows: Year 2 - \$30,796.50; Year 3 - \$32,336.33 and Year 4 - \$33,963.17. Costs will be funded through the Technology Fee.

8/26/2019

Section 7, Page 1

**East Central College**

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

# EAST CENTRAL COLLEGE

## Interoffice Memo STUDENT DEVELOPMENT

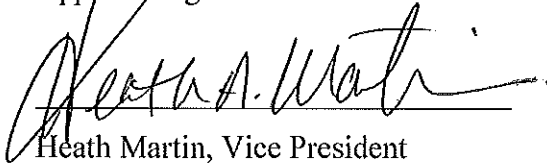
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TO: Dr. Jon Bauer, College President  
DATE: August 20, 2019  
FROM: Heath Martin, Vice President of Student Development  
RE: Early Alert with Predictive Analytics Software

It is my recommendation that the Board of Trustees accepts and approves the bid from **Aviso Retention** for early alert with predictive analytics software. The product includes a course completion and student persistence algorithm that considers hundreds of risk and success factors to most accurately define which students need intervention (or congratulatory recognition) to most efficiently guide advisor and staff member proactive engagements with the students that need it the most. Aviso allows for faculty and staff initiated alerts and students can receive notice of such alerts via email or text message. Technology fees will be used to fund the project.

Year 1 Cost	Year 2 Cost	Year 3 Cost	Year 4 Cost
\$59,380	\$30,796.50	\$32,336.33	\$33,963.17

Approval Signatures:



Heath Martin, Vice President

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
August 26, 2019**

**AGENDA ITEM 8: CONFLICT OF INTEREST & PERSONAL FINANCIAL  
DISCLOSURE STATEMENTS POLICIES**

**Recommendation:** To **reaffirm** the Conflict of Interest policy (BP1.29) and the Personal Financial Disclosure Statements Policy (BP1.30) as attached to fulfill the requirements of the Missouri Ethics Commission.

Attachments

**1.29 Board Member Conflict of Interest Policy** *(Adopted 11-12-2007; Reaffirmed 8-28-2017)*

All trustees of the College shall adhere to the laws regarding conflict of interest and take steps to avoid situations where their decisions or actions in their capacity as Board members conflict with the mission of the College.

As used in this policy, "businesses owned by Board members" includes sole proprietorships, partnerships, joint ventures or corporations where the Board member is the sole proprietor, a partner having more than a ten (10) percent partnership interest, or a co-participant or owner of more than ten (10) percent of the outstanding shares of any class of stock.

**1.29.1 Sale, Rental, Lease or Provision of Personal Property**

Board members or businesses they own shall not sell, rent, lease or provide personal property to the district.

**1.29.2 Sale, Rental or Lease of Real Property (Real Estate)**

Board members and businesses they own may sell, rent or lease real estate to the College. Public notice of the transaction must be given prior to execution if the payment to the Board member or business exceeds \$500 per transaction or \$5,000 per year.

**1.29.3 Employment**

The College shall not employ Board members for compensation even on a part-time basis. While a Board member remains on the Board of Trustees, the College will not accept an application of employment from a Board member, consider a Board member for employment or decide to employ a Board member. Board members may provide services on a volunteer basis.

**1.29.4 Independent Contractor**

Board members may provide services to the College as independent contractors through businesses they own. If payment for the service exceeds \$500 per transaction or \$5,000 per year, the College must give public notice and competitively bid the service, and the bid or offer of the Board member's business must be the lowest received. Businesses owned by Board members may provide services on a volunteer basis.

**1.29.5 Businesses That Employ Board Members**

Board members may participate in discussions and vote on motions for the College to do business with entities that employ the Board member as long as the business is not owned by the Board member and the Board member will not receive any financial benefit from the transaction. The Board member may need to submit a statement of interest as described below.

### **1.29.6 Statement of Interest**

If a Board member has a substantial personal or private interest in a decision before the Board, before voting the Board member shall provide a written report of the nature of the interest to the Board secretary. The written statement will be recorded in the minutes. A Board member will have complied with this requirement if the Board member has disclosed the interest in a personal financial disclosure statement that was filed or amended prior to the vote.

A "substantial interest" exists when the Board member, his or her spouse or dependent children, either singularly or collectively, directly or indirectly:

1. Own(s) ten (10) percent or more of any business entity; or
2. Own(s) an interest having a value of \$10,000 or more in any business entity; or
3. Receive(s) a salary, gratuity or other compensation or remuneration of \$5,000 or more from any individual, partnership, organization or association within any calendar year.

### **1.29.7 Self-Dealing**

A Board member shall not favorably act on any matter that is specifically designed to provide a special monetary benefit to the Board member, his or her spouse or dependent children.

A "special monetary benefit" means being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected.

A Board member will not directly or indirectly influence or vote on a decision when the Board member knows the result of the decision may be the acceptance by the College of a service or the sale, rental or lease of property to the College and the Board member, his or her spouse, dependent children in his or her custody or any business with which he or she is associated will benefit financially.

"Business with which a person is associated" means:

1. A sole proprietorship owned by the Board member, his or her spouse or any dependent children in the person's custody.
2. A partnership or joint venture in which the Board member or spouse is a partner, other than as a limited partner of a limited partnership, and any corporation or limited partnership in which the Board member is an officer or director or of which the Board member, spouse or dependent children in the Board member's custody, whether singularly or collectively, own more

than ten (10) percent of the outstanding shares of any class of stock or partnership units.

3. Any trust in which the Board member is the settlor or trustee, or in which the Board member, spouse or dependent children, singularly or collectively, are beneficiaries or holders of a reversionary interest of ten (10) percent or more of the corpus of the trust.

#### **1.29.8 Use of Confidential Information**

A Board member shall not use confidential information obtained in the course of his or her official capacity in any manner with the intent to result in financial gain for himself or herself, any other person or any business.

#### **1.29.9 Nepotism**

A Board member shall not vote to employ or appoint any person who is related within the fourth degree to such Board member by consanguinity or affinity. In the event that an individual is recommended for employment or appointment and the individual is related within the fourth degree to a Board member, the related Board member shall abstain from voting and shall leave the room during consideration of the question and the vote.

"Fourth degree of consanguinity or affinity" means parents, grandparents, great-grandparents, great-great-grandparents, spouse, children, siblings, grandchildren, great-grandchildren, great-great-grandchildren, nieces or nephews, grand-nieces or grand-nephews, aunts or uncles, great-aunts or great-uncles, and first cousins by virtue of a blood relationship or marriage.

### **1.30 Personal Financial Disclosure Statements Policy** *(Adopted 11-12-2007; Reaffirmed 8-28-17)*

The Board of Trustees hereby adopts a policy establishing and making public its own method of disclosing financial interests of Board members, candidates and specified administrators, in accordance with law. Personal financial disclosure statements as described below shall be filed with the Missouri Ethics Commission and the East Central College Board of Trustees, on or before May 1 for the preceding calendar year, unless the person filing is a Board candidate. Candidates who are required to file reports (i.e., those who have engaged in reportable transactions in the previous calendar year) must file their reports within 14 days after the last day to file for office. The reports will be made available for public inspection and copying during normal business hours.

This portion of the policy dealing with the financial interest statement will be adopted in an open meeting every other year by September 15. A certified copy of this policy/resolution shall be sent to the Missouri Ethics Commission within ten (10) days of adoption.

#### **1.30.1 Board Member Disclosure**

All trustees and candidates for trustee will disclose in writing the following transactions if they occurred during the calendar year:

1. Each transaction in excess of \$500 per year between the College and the individual, or any person related within the first degree by consanguinity or affinity to the individual. The statement does not need to include compensation received as an employee or payment of any tax, fee or penalty due the College. The statement shall include the dates and identities of the parties in the transaction.

"First degree of consanguinity or affinity" includes parents, spouse or children by virtue of a blood relationship or marriage.

2. Each transaction in excess of \$500 between the College and any business entity in which the individual has a substantial interest. The statement does not need to include any payment of tax, fee or penalty due the district or payment for providing utility service to the College. The statement shall include the dates and identities of the parties in the transactions.

"Substantial interest" is ownership by the individual, his or her spouse or dependent children, either singularly or collectively, directly or indirectly, of ten (10) percent or more of any business entity, or of an interest having a value of \$10,000 or more, or the receipt of a salary, gratuity or other compensation of \$5,000 or more from any individual, partnership, organization or association within any calendar year.

#### **1.30.2 College President and Chief Purchasing Officer Disclosure**

The College President and the Chief Purchasing Officer (i.e., the Vice President of Finance and Administration) will disclose in writing the information required

in 1) and 2) above. In addition, these employees will disclose the following information for themselves, their spouses and dependent children:

1. The name and address of each employer from whom income of \$1,000 or more was received during the year covered by the statement.
2. The name and address of each sole proprietorship the individual owned.
3. The name, address and general nature of business conducted by each general partnership or joint venture in which he or she was a partner or participant.
4. The name and address of each partner or co-participant in the partnership or joint venture unless the information is already filed with the secretary of state.
5. The name, address and general nature of business of any closely held corporation or limited partnership in which the individual owned ten (10) percent or more of any class of the outstanding stock or limited partners' units.
6. The name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the individual owned two (2) percent or more of any class of outstanding stock, limited partnership units or other equity interests.
7. The names and addresses of each corporation for which the individual served in the capacity of director, officer or receiver.



**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
August 26, 2019**

**AGENDA ITEM 9: PROPOSED NEW BOARD POLICY: MOBILE FOOD OPERATIONS**

A proposal for a new Board policy regarding the use of mobile food operations on campus will be presented for review. This policy has been reviewed by legal counsel and is recommended for adoption by the Shared Governance Council. The policy will be returned to the agenda in October for Board action.

Attachment

8/26/2019

Section 9, Page 1

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

#### **4.44 External Food Vendor Operations** *(Adopted xxxxxx)*

East Central College allows external food vendors to operate on College owned or leased property at locations determined and approved in advance by the College. Leased property may also require consent from the College's landlord. External food vendor operations shall not interfere with campus and/or academic activities nor impede the flow of pedestrian traffic on the campus and must comply with all applicable codes and ordinances. All external food vendors must hold appropriate business and food service licenses. The College president or designee is authorized to administer the external food vendor policy in accordance with state and local laws

#### **Procedures:**

- 4.44.1 Vendors must complete the External Food Vendor Contract located on the East Central College (ECC) website and return the completed form, along with appropriate documents as stated in the contract, to the East Central College Facilities and Grounds office.
  - a. Evidence of insurance, business license and any other applicable city or county licenses or permits, copy of food license, valid driver's license and a copy of the external food operation menu shall be submitted electronically in conjunction with the External Food Operation Vendor Contract.
- 4.44.2 Following approval of the contract by the Facilities and Grounds office, the vendor will be added to the list of Approved External Food Vendors.
- 4.44.3 No approved vendor is allowed to operate on College property unless it has reserved its time and location. Approved vendors can make up to two (2) reservations per week in advance. Reservations are made on a first-come-first-served basis.
- 4.44.4 College policies and procedures must be followed by all vendors. Vendors must display their approved ECC vendor pass at all times while parked on campus. Violations of ECC policies may result in termination of approved status and a cancellation of reservations for the remainder of the year. Refer to the External Food Operation Vendor Contract for complete terms and conditions.

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
August 26, 2019**

**AGENDA ITEM 10: STRATEGIC PLAN**

**Recommendation:** To **approve** the 2019-2024 Strategic Plan as attached.

Attachment

8/26/2019

Section 10, Page 1

**East Central College**

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

## EAST CENTRAL COLLEGE STRATEGIC PLAN

### MISSION

Empowering students and enriching communities through education.

---

### VISION

East Central College will be a leader in higher education,  
inspiring academic excellence and driving community development.

---

### VALUES

**Integrity** – We commit to building 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.

---

### STUDENT EXPERIENCE STATEMENT

East Central College aims to provide a quality education exemplified by a transformative and empowering student experience. That student experience is characterized by:

- An engaging education that is academically challenging and personally meaningful.
- Innovative programs and services that equip students to become critical thinkers and leaders prepared for the future.
- A supportive community designed to motivate and inspire students toward life-long learning.
- Memorable relationships with faculty and staff mentors that help shape students into productive and socially responsible citizens.
- Clearly defined pathways to completion and post-graduation success.

East Central College faculty, staff, and administration support this experience with:

- A responsive and data-informed educational community that is committed to providing the best possible experience for its students.
- The use of current technology and teaching practices leveraged to deliver rewarding and relevant learning experiences.
- Accessible, streamlined services that empower students to be independent while promoting growth and accountability.
- A commitment to inclusion, diversity, and a caring approach built on mutual respect.

## STRATEGIES

### ***PATHWAYS - DEVELOP CLEAR ACADEMIC AND CAREER PATHWAYS WITH PERSONALIZED SUPPORT TO INCREASE ENROLLMENT AND PROMOTE STUDENT SUCCESS.***

- Create a Guided Pathways model to help students identify their goals and barriers, and to chart clear routes to timely completion by progressing through carefully sequenced courses with recognizable academic milestones and integrated support services by June 1, 2023
  - Develop multi-semester academic course schedule
  - Identify milestone courses in each pathway
  - Provide campus-wide professional development sessions on student planning software, intrusive advising and the pathways model
  - Add Grit Assessment to the Accuplacer Next Gen or Foundations of Student Success course
  - Align Foundations of Student Success course with academic pathways
- Develop effective and efficient credit and non-credit programs that support students' attainment of academic and career goals by June 30, 2024
  - Develop an academic program vitality rubric
  - Develop Agriculture Program curriculum for MDHE approval
  - Create an on-line Computer Information Systems program option
  - Explore the viability of creating Behavioral Health Support Technician degree or certificate
- Increase annual credit hour production to 60,000 by June 30, 2024 (baseline 52,000)
  - Conduct a strategic academic course schedule evaluation
  - Conduct an RFP for a Customer Relationship Management Software System
  - Meet with rootEd Alliance to discuss implementation of a College Access Advisor Program
  - Explore expansion of intercollegiate athletics with Board of Trustees
  - Develop marketing/outreach plan for scholarship program
  - Submit MO-Excel Grant for an AEL Transitions Academy
- Award 720 degrees and certificates annually by June 30, 2024 (baseline 522)
  - Implement an e-tutoring program
  - Identify and implement student retention software program
  - Develop a proposal for a peer mentoring program
  - Develop a proposal for a pre-placement test experience for new students
  - Incorporate student retention, persistence, and completion goals into a strategic enrollment management plan
- Build a culture of assessment around Institutional Student Learning Outcomes across the curriculum and in co-curricular programs and activities by June 30, 2024
  - Professional Development: Performance Measures to measure ISLO's
  - Complete communication ISLO pilot project
  - Finalize creation of the ISLO's
  - Complete curricular & co-curricular mapping
  - Hold an assessment showcase
  - Assess current Learning Management System and determine if system is meeting current needs

***PARTNERSHIPS - STRENGTHEN PARTNERSHIPS WITH LOCAL HIGH SCHOOLS, HIGHER EDUCATION INSTITUTIONS, AND EMPLOYERS TO DRIVE INTELLECTUAL AND ECONOMIC DEVELOPMENT IN THE REGION.***

- Increase early college headcount to 660 students by October 31, 2024 (baseline 443)
  - Identify projected class sizes
  - Send survey to Three for Free students and faculty at the close of summer session
  - Develop communication plans for high school partners and students
  - Evaluate course offerings to target Three for Free students per survey results of summer 2019 completers
  - Develop school and program specific pathways that lead to postsecondary enrollment at ECC
  - Identify ways to assist eligible high school students in funding early college enrollment
  - Develop external marketing plan around Inspiring Excellence Together
- Increase the annual number of students transferring to a four-year institution to 201 by June 30, 2024 (baseline 176)
  - Research and identify the four-year transfer rate of the past five years
  - Identify the complete list of articulation agreements
  - Research new academic program transfer partnerships with four-year institutions, using guided pathways
  - Research new four-year university partnerships for offerings at ECC locations
- Create ten new in-operation training partnerships for specific programs as part of a Work Here, Train Here initiative by June 30, 2024
  - Research and identify high-demand industries for partnerships
  - Research and identify specific companies as best fit for partnerships
  - Survey ECC service area businesses to identify interested parties
  - Research and identify specific funding opportunities to strengthen initiative
  - Establish training programs

***EMPLOYEES - CREATE A CULTURE OF COLLABORATION AND LEARNING TO ATTRACT, RETAIN, AND DEVELOP DIVERSE AND TALENTED EMPLOYEES.***

- Enhance the knowledge and skills of employees through relevant professional development as measured by the professional development section of the *Chronicle Great Colleges to Work For* survey (65% positive responses by the 2024 survey administration; baseline 61%)
  - Establish professional development committee for classified and professional staff
  - Conduct a professional development needs assessment
  - Analyze data collected from professional development needs survey to identify needs
  - Review and update board policies related to educational opportunities and tuition reimbursement and professional development (5.27, 5.39, 5.40)
  - Enhance the employee on-boarding process
  - Establish funding for internal and external staff professional development
  - Provide at least two internal development opportunities for all employees annually
  - Create management/leadership training for new and current supervisors
  - Assessment of professional development process
- Recognizing that the recruitment and retention of faculty and staff is critical to the institution's success, the college will commit to providing competitive compensation (salary and benefits) on par with peer institutions.
  - Establish a representative task force to identify an appropriate peer employer group and establish retention and compensation targets to be implemented over multiple years
  - Provide compensation at the targets identified by the task force, or no less than the median wages provided by the peer employers group
- Strengthen collaboration among employees as measured by the collaboration section of the *Chronicle Great Colleges to Work For* survey (65% positive responses by the 2024 survey administration; baseline 48%)
  - Implement training for productive committee engagement, leadership, and participation including virtual meeting protocol
  - Establish a coalition to operationalize values in work culture
  - Increase relationship building activities for employees
  - Create a plan for team building activities for employees, either through external companies or by developing internal activities
  - Develop performance evaluation criteria for collaboration and/or committee engagement to be used in employee evaluations
- Develop an active recruitment plan to attract diverse and talented employees for implementation no later than January 1, 2023
  - Research effective recruitment plans, looking at other institutions and/or consulting professional recruiters
  - Conduct confidential exit interviews (possibly through electronic survey) to understand reasons for turnover and opportunities for growth
  - Gather data for adjunct/dual credit instructor applicant pool to use in later recruitment based on institutional needs
  - Engage employees to be actively involved in recruitment for open positions with opportunities like employee referral programs and encouraging social media sharing
  - Review advertising budget for posting positions and the best places to allocate those funds (print, social media, job boards); including "How did you hear about the job?" on application
  - Develop and implement recruitment plan based on analytical data from research, HireMoJo data, and professional opinions gathered from first action step

**ROLLA - EXPAND OUR PRESENCE AND OFFERINGS IN ROLLA TO ENHANCE THE COLLEGE'S IMPACT THROUGHOUT OUR REGION.**

- Define and communicate a comprehensive plan for Rolla by June 30, 2020
  - Define target region recognizing the counties, communities, and school districts within our service area and those within reasonable commute radius
  - Gather necessary data to include area high school enrollment data and college going rate (going to college and going to ECC)
  - Gather necessary data to determine growth potential and maximum capacity of current Rolla facilities
  - Gather employment data for the Rolla region
  - Gather assessed valuation data for school districts in Rolla region
  - Assess needs of top 4 year transfer partners that will drive academic plans for Rolla students intending to transfer
  - Initiate a community opinion poll to take the pulse of the community, measure and create awareness, and assess market potential taking into consideration current providers
  - Survey area top employers and initiate focus groups to gain insight from key individuals including but not limited to city administrators, area superintendents, hospital administrators
  - Complete Rolla SWOT Analysis
  - Formally write charge to move forward
- Create a comprehensive communication and marketing plan for Rolla to be initiated on October 1, 2020
  - Capture and assess all current communication and marketing strategies in a cohesive way for Rolla
  - Utilize results of community survey to measure community awareness, satisfaction, etc. and incorporate into marketing plan
  - Define/create marketing for specific programs and establish our identity/brand
  - Distinguish ourselves as a community college in Rolla and increase awareness within communities
  - Evaluate plan annually to ensure relevance to upcoming initiatives and needs
- Increase Rolla annual credit hour production to 9,000 by June 30, 2024 (baseline 5,877)
  - Establish budget metric/allocation for student organization/activities for Rolla
  - Develop and implement a 2-year course schedule focused on degree completion of currently approved programs and courses to support Core42 certificate completion
  - Evaluate staffing considerations to fulfill current and future programs & services
  - Explore technology options such as Zoom to offer low enrollment courses and identify appropriate courses to increase credit hour capacity potential
  - Separate data from CCSSE/Noel Levitz to capture Rolla specific information
  - Plan for attracting new students/recruitment
  - Plan for retaining students through student engagement initiatives
  - Explore new program options with respect to career pathway needs of surrounding communities
  - Develop and implement at least 1 new degree program and additional short term certificates focused on needs of the Rolla area by AY2024



## ***FINANCIAL STRENGTH - SECURE FINANCIAL STRENGTH TO SUSTAIN INSTITUTIONAL VIABILITY.***

- Create a comprehensive budget process that includes forecasting by June 30, 2020
  - Document current budget process and individual positions involved
  - Investigate processes and technology at other similar colleges and recommend potential options for ECC
  - Develop a vetting process for any new capital expenditures or programs
  - Create new budget process and procedures including assignment of responsibility, documentation of timeline and definition of the budget committee role
  - Inform and create training to all stakeholders on new budget process and procedures
- Auxiliary departments will operate at a financially self-sustaining level by June 30, 2023
  - Determine which operations or elements of an operation are defined as auxiliary
  - Review, evaluate and report current financial situation for each auxiliary area
  - Create preliminary plan to implement for FY21
- Increase alternative revenues by June 30, 2024
  - Define what is included in alternative revenues – grants, facility rentals – and to research what other institutions are doing to create alternative revenues
  - Evaluate historical alternative revenue amounts
  - Evaluate and document current processes related to alternative revenue
  - Financial analysis of adding additional grant support vs. the current resources
  - Set alternative revenue goals and assign responsibility
  - Train college personnel on the procedures related to obtaining permission/applying for/billing for/accepting/receiving/accounting for and utilizing revenues from external sources
- Improve Composite Financial Index (CFI less pension liability) to 2 by June 30, 2024
  - Create a five-year CFI projection using current repayment schedule
  - Determine which CFI component adjustments will make the largest impact
  - Report and communicate results to administration to make adjustments as needed
  - Identify specific areas/processes/responsibilities to move the needle
  - Develop action plans within those areas
  - Evaluate effectiveness of action plan and actual financial results for the year

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
August 26, 2019**

**AGENDA ITEM 11: HIGHER LEARNING COMMISSION ACCREDITATION UPDATE**

Vice President Robyn Walter will provide an update on work being done to prepare for the November Higher Learning Commission focused visit and the mock visit scheduled for August 29 & 30.

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
August 26, 2019**

**AGENDA ITEM 12: \*PERSONNEL**

**A. APPOINTMENTS**

**Recommendation:** To **approve** the appointment of Bobby Bland as Welding Instructor effective August 12, 202019 with a nine-month salary of \$49,500.

**Recommendation:** To **approve** the appointment of Bridgett Kelch as Executive Director, Foundation effective October 1, 2019 with an annual salary of \$75,000.

We anticipate a recommendation for the Admissions Counselor – High School Population will be presented at the August 26 meeting.

**B. ADJUNCT FACULTY - FALL 2019 SEMESTER**

**Recommendation:** To **approve** adjunct faculty for fall semester 2019 as shown on the attached.

Attachments

8/26/2019

Section 12, Page 1

**East Central College**

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



# EAST CENTRAL COLLEGE

## Interoffice Memo HUMAN RESOURCES

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TO: Dr. Jon Bauer, College President  
DATE: August 16, 2019  
FROM: Wendy Hartmann, Human Resources Director  
RE: Recommendation to Hire – Welding Instructor

Please accept the Search Committee's recommendation to hire Mr. Bobby Bland as the full-time Welding Instructor effective August 12, 2019 with a nine-month salary of \$49,500. Richard Hudanick, Dean of Career and Technical Education, 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.

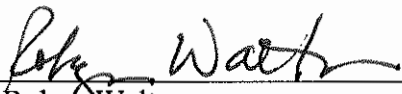
Mr. Bobby Bland's experience includes, but is not limited to the following:

- Welding Team Lead – Nestle Purina Pet Care 2012-2019
- MIG Welding Trainer – East Central College Center for Workforce Development 2018-current
- Lead Welder Fitter – Bastian Solutions 2010-2012
- Owner – Blands Portable Welding 2006-2010

Recommendation signatures:



Wendy Hartmann  
Director of Human Resources



Robyn Walter  
Vice President, Academic Affairs



# EAST CENTRAL COLLEGE

## HUMAN RESOURCES

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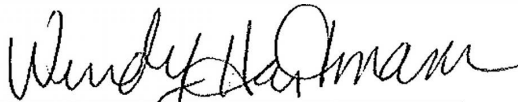
TO: Dr. Jon Bauer, College President  
DATE: August 20, 2019  
FROM: Wendy Hartmann, Human Resources Director  
RE: Recommendation to Hire – Executive Director, Foundation/Institutional Development – Bridgette Kelch

Please accept the Search Committee's recommendation to hire Ms. Bridgette Kelch as the full-time Executive Director, Foundation/Institutional Development effective October 1, 2019 with an annual salary of \$75,000. Joel Doecker, Vice President of External Relations, served as search committee chair for this position.

Ms. Bridgette Kelch has nearly 20 years of executive non-profit experience as the Executive Director of Downtown Washington, Inc. A proven track record of developing, directing and motivating both teams and individuals, from non-profit boards and volunteers to small business owners and larger thriving entities. Strengths include community relations and small business development, as well as public collaboration through education and team building.

Ms. Bridgette Kelch received her Bachelor of Science in Historic Preservation from Southeast Missouri State University.

Recommendation signature:



Wendy Hartmann  
Director of Human Resources



## Interoffice Memo

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TO: Dr. Bauer  
DATE: August 19, 2019  
FROM: Office of Academic Affairs  
RE: Adjunct Approval

Please approve the following adjuncts for the Fall 2019 semester.

### **Career & Technical Education**

Gary Durham, Prec. Mach.  
Amy Feese, Culinary  
Elisha Ford, Accounting

Jerry Goodson, Prec. Mach.  
Richard Hudanick, Business  
Stephanie Juengling, Bus.

Brian Watson, HVAC

### **Health Sciences**

Rechell Alcorn, EMT  
Courtney Baxter, MDA  
Jaimie Blaue, Nursing  
Theresa Briggs, EMT

Jill Harrison, Nursing  
Lisa Korn, EMT  
Nancy Mitchell, Nursing  
Wayne Prince, EMT

Becky Raterman, Nursing  
Heather Sluis, Nursing  
Audrey Vail, Nursing  
Brittany Yoakum, Nursing

### **English & Humanities**

John Anglin, Comm.  
Shana Collier, Comm.  
Katelyn Delvaux, English  
Deborah Dicus, Civilization  
Jeremiah Driver, English

Emily Durham, English  
Madison Emerick, English  
Lisa Haag, Civilization  
Susan LaFayette, English  
Stanley Miller, English

Somer Overshon, English  
Elizabeth Rosebrough, Eng.  
Windy Souders, English  
Harry Waters, Geography

### **Fine & Performing Arts**

Kelly Austermann, Music  
Lisa Blackmore, Music  
Tamara Campbell, Music  
S. Patrick Charles, Music  
Alex Freeman, Theatre  
Krista Frohling, Art

William Hopkins, Music  
Connor Joyce, Music  
Lansin Lim Kimler, Music  
Margret Noud, Music  
Clayton Petras, Art  
Gary Powers, Art

Benjamin Sachs, Music  
Juanita Schuler, Art  
Cory Sellers, Art History  
Annette Swafford-Green,  
Art

### **Mathematics & Education**

Ann Boehmer, Mathematics  
Larissa Bray, Education  
Linda Follis, Mathematics  
Susan Giesing, Education  
Timothy Gray, Mathematics  
Teri Haas, Mathematics

Jennifer Heberlie, Edu.  
Judith Higginbotham, Math  
Mary Beth Huxel, Edu.  
Terry Jobe, Mathematics  
Connie Lutz, Mathematics  
Kirby Moreland, Dev Math

Fatemeh Nichols, Chem.  
Amy Skyles, Education  
Dennis Smith, Mathematics  
Brad Wallach, PE  
Deborah Westhoff, Math

### **Science & Engineering**

Tiffanie Atherton, Biology  
Lucy Crain, Nutrition  
Alyse Deason, Biology  
Sarah Havens, Biology

Nancy Hayes, Biology  
Jeffrey Jaquess, Physics  
Amanda Limback, Ag  
Travis McDowell, Chem.

Mark Palmier, Biology  
Larry Pierce, Geology  
Bijaya Shrestha, Physics  
James Small, Physics

**Social Sciences**

Kristen Adams, Psychology  
 Erin Angin, Psychology  
 Stacey Binder, Psychology  
 Taylor Bodenschatz, Psych.  
 Steven Campbell, Poli. Sci.  
 Alyce Carpenter, Psych.  
 Theodore Coburn, CJ

Miranda Green, Psychology  
 Thomas Haas, Sociology  
 Robin Hanson, Anthro.  
 Laura Janes, Psychology  
 Rachel Johnson, History  
 Gregory Mebruer, Psych.  
 Tommy Nichols, History

Jeff Parsons, History  
 Jennifer Rivera, Geography  
 Don Sharpsteen, Psych.  
 Vanessa Whittle, History  
 Sarah Wildt, Sociology

**Foundation Seminar**


Jennifer Kuchem  
 Steffani McCrary  
 Jessica Robart  
 Michelle Smith  
 Jennifer Willis

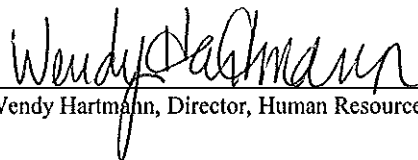
**Dual Credit**

Shea Bowen, Business, Owensville  
 Timothy Buchheit, Comm., S.F. Borgia  
 Sarah Dierker, Business, St. Clair  
 Emily Durham, English, Cuba  
 Emily Edens, History, Bourbon  
 Shannon Engelbrecht, Art, Rolla  
 Colin Flynn, English, Washington  
 Kerri Flynn, Psychology, Washington  
 Patrick Fogarty, Math, Washington  
 Alex Garber, History, Cuba  
 Star Hargis, English, Rolla  
 Kathy Hertlein, Religion, S.F. Borgia  
 Cathy Jinkerson, Business/CIS, Washington  
 Emily Joseph, Biology, Cuba  
 Lana Kay Mabe, Accounting, Steelville  
 Ben Martin, Biology, St. Clair  
 Melissa Mauchenheimer, Math, Washington  
 Alicia McDaniel, Business, St. Clair  
 Glenn Mechem, History, Union

Kimberly Minnich-Contarini, Bus/CIS,  
 Washington  
 Amber Moore, Culinary, Nichols CC  
 Christine Moritz, Accounting, Owensville  
 Danika Novak, English, Union  
 Tabitha Olson, Math, Cuba  
 Mary Ann Pelster, Math, S.F. Borgia  
 Sharlet Peterson, Math, Linn  
 Robert Prichard, History, St. Clair  
 Janet Rademacher, Biology, Owensville  
 Terri Rowden, Accounting, Bourbon  
 Sarah Serbus, Theatre/Comm, Union  
 Dennis Smith, Math, Union  
 Kathleen Speichinger, Accounting, Belle  
 Lydia Stack, Science, Cuba  
 Ed Stahl, History, Washington  
 Ken Willardson, Math, Vienna  
 Kelly Wood, Communications, Washington

Signatures:

  
 Robyn Walter, Vice President, Academic Affairs

  
 Wendy Hartmann, Director, Human Resources

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
August 26, 2019**

**AGENDA ITEM 13: BOARD PRESIDENT'S REPORT**

Board President Ann Hartley will share information with the Board.



**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
August 26, 2019**

**AGENDA ITEM 14: REPORTS**

Reports may be presented by:

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

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
August 26, 2019**

**AGENDA ITEM 15: PRESIDENT'S REPORT**

Projected meeting dates for 2019 are listed below for planning purposes. Meetings will normally begin at 5:30 p.m. Please let me know as soon as possible if you will not be able to attend any of the projected meetings.

**2019 Projected Meeting Dates**

No September Meeting  
October 7  
November 4  
December 2

**Alternate Meeting Dates**

October 14  
November 11  
December 9

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
August 26, 2019**

**AGENDA ITEM 16: ADJOURNMENT**

**Recommendation:** To **adjourn** the August 26, 2019 meeting of the Board of Trustees.

8/26/2019

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**East Central College**

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FAX (636) 583-6602