



BOARD OF TRUSTEES MEETING

October 7, 2019

EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING AGENDA
October 7, 2019
7:00 p.m. ECTC114

		Action ¹	Discussion	Information
1.	CALL TO ORDER			
2.	RECOGNITION OF GUESTS			X
3.	PUBLIC COMMENT			
4.	APPROVAL OF AGENDA (Consent Agenda: Agenda items of a routine nature will be marked with an asterisk [*] located immediately before the item. Unless a Board member requests an item be removed for discussion, the agenda will be approved upon a motion and a second of the Board and unanimously adopted and shall have the same validity as if each action were separately moved, seconded and adopted. Any item removed upon request of a Board member will be taken up in its regular place on the agenda.)	4 Votes		
5.	*APPROVAL OF MINUTES	4 Votes		
6.	TREASURER'S REPORT AND FINANCIAL REPORT	Simple Majority		
7.	NEW BOARD POLICY – 4.44 MOBILE FOOD OPERATIONS	4 Votes		
8.	COURSE SUCCESS RATE – SUMMER 2019			X
9.	THREE FOR FREE UPDATE			X
10.	PROGRAM ACCREDITATION UPDATE			X
11.	*PERSONNEL A. APPOINTMENT B. Addendum -Adjunct Faculty Fall 2019	4 Votes		
12.	BOARD PRESIDENT'S REPORT			X
13.	REPORTS A. Faculty Association B. ECC-NEA C. Professional Staff Association D. Classified Staff Association E. Student Government Association			X
14.	PRESIDENT'S REPORT			X
15.	ADJOURNMENT	Simple Majority		

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

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 7, 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.

10/7/2019

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
October 7, 2019**

AGENDA ITEM 2: RECOGNITION OF GUESTS

Guests will be recognized by Vice President Joel Doepker.

10/7/2019

Section 2, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 7, 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.

10/7/2019

Section 3, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 7, 2019**

AGENDA ITEM 4: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the October 7, 2019 Board of Trustees meeting.

10/7/2019

Section 4, Page 1

East Central College

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Agenda Item 4: Approval of Agenda

Consent Agenda Items for October 7, 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
October 7, 2019**

AGENDA ITEM 5: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the August 26, 2019 ad valorem tax hearing and regular meeting of the Board of Trustees.

Attachment

10/7/2019

Section 5, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
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EAST CENTRAL COLLEGE
AD VALOREM HEARING AND
BOARD OF TRUSTEES MEETING
Monday, August 26, 2019

The public hearing for the Ad Valorem tax rate per Statute 67.110 of the Revised Statutes of the State of Missouri was opened and called to order at 5:30 p.m. by the President of the Board of Trustees, Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Prudence Fink Johnson, Cookie Hays, Eric Park 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 Development Heath Martin; Other Staff – Executive Director of Institutional Effectiveness, Michelle Smith, Director of Public Relations Jay Scherder, Director of Facilities and Grounds Tot Pratt, Director of Admissions JC Crane, Human Resources Director Wendy Hartmann, Coordinator of Student Life Emily Durham, Campus Police Officer Todd Schlitt, NEA President Tom Fitts, Faculty Association President Jenifer Goodson, Professional Staff President Jenny Kuchem, Classified Staff President Stacy Bellville, Student Government President Juanita Ziegler, and Executive Assistant to the President Bonnie Gardner. Amada Postma from the *Missourian* was also present.

PUBLIC NOTICE: In accordance with Missouri Law 67.110, notice is hereby given to the residents of the Junior College District of East Central Missouri that a public hearing on the 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>Current Tax Year</u>	<u>Prior Tax Year</u>
Real Estate	\$1,478,979,138	\$1,382,773,356
Personal Property	<u>\$377,543,931</u>	<u>\$381,619,802</u>
Totals	\$1,856,523,069	\$1,764,393,158

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.

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

AD VALOREM TAX RATE: Dr. Bauer noted that assessed valuation is up about 5.2% overall due to new construction and reassessment. The ceiling for the operating tax levy rate is 37 cents per \$100 of assessed valuation. However since assessed valuation is up, the rate is being rolled back slightly in accordance with the requirements of the Hancock amendment.

Motion: 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 per \$100 of assessed valuation subject to certification by the state auditor.

Motion by Joseph Stroetker; Seconded by Audrey Freitag; Carried Unanimously

Dr. Bauer then explained that the recommended debt service levy is the same as was set in 2006 when the bond issue was passed. The ceiling for this levy is 14.35 cents and the college is permitted to generate funds for an additional year if necessary. The proposed levy is 8.41 cents. The debt service payment schedule assumes a rate of growth within the district; therefore, it escalates each year rather than declines. This levy will generate about three months of additional revenue.

Motion: To **approve** a resolution to set the 2019-2020 Junior College District of East Central Missouri Property Tax Rate for Debt Service Levy at \$0.0841 per \$100 of assessed valuation subject to certification by the state auditor.

Motion by Eric Park; Seconded by Audrey Freitag; Carried Unanimously

ADJOURNMENT: A motion was made to adjourn the hearing.

Motion: To **adjourn** the August 26, 2019, Ad Valorem Tax Hearing at 5:40 p.m.

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

President, Board of Trustees

Secretary, Board of Trustees

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

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 5:40 p.m. by Board President Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Prudence Fink Johnson, Cookie Hays, Eric Park 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 Development Heath Martin; Other Staff – Executive Director of Institutional Effectiveness Michelle Smith, Director of Public Relations Jay Scherder, Director of Facilities and Grounds Tot Pratt, Director of Admissions JC Crane, Human Resources Director Wendy Hartmann, Coordinator of Student Life Emily Durham, Campus Police Officer Todd Schlitt, NEA President Tom Fitts, Faculty Association President Jenifer Goodson, Professional Staff President Jenny Kuchem, Classified Staff President Stacy Bellville, Student Government President Juanita Ziegler, 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 August 26, 2019 meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the July 18, 2019 regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Dr. Bauer presented preliminary end of fiscal year (June 30, 2019) numbers and noted the numbers will be finalized after the auditors’ visit at the end of September.

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

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

APPROVAL OF BIDS: Dr. Bauer noted that the use of early alert software systems is a best practice in higher education. This analytical software is used to identify students in danger of dropping out so interventions can occur at the earliest possible time. The software will support ECC’s goal of improving retention and completion rates. Vice President Heath Martin noted that the software will be one tool utilized to identify at-risk students and will provide an integrated system to help identify reasons why a student may not be successful and is in need of intervention. The software will allow for case management and provide alerts to advisors if the student is off their academic plan or has attendance issues. The system will facilitate intrusive advising and allow services to be engaged

earlier when a student has issues. The effectiveness of the system will be assessed annually. Dr. Park asked to be provided with current baseline data for retention.

Dr. Bauer noted that the software will systemize what is already being done and enable students to more fully utilize resources available to them. It will also provide unlimited licenses for a texting platform with will allow the current texting program to be dropped. The system will allow staff to interact with students in a timely manner to address their issues and help them complete the semester successfully. It will provide more consistent, comprehensive, timely practices and track the effectiveness of intervention.

Faculty, staff and students in attendance spoke in favor of adopting the software. Their comments included the following: This past year over 100 students “fell through the cracks” due to not closing the communication loop. This system will close the loop – the faculty member will be informed when help is provided. Faculty often do not know when a student is having trouble in multiple classes and the advisor does not know assistance is needed unless they are notified. This program will help recognize if there is a general overall problem or a specific issue with a certain discipline. Time is of the essence when helping a struggling student. Students often don’t know where to go for help and many nontraditional students are nervous about asking for help; sometimes just knowing someone cares makes a difference.

Board members expressed concern that students be allowed to “opt in” to the system. It was noted that this system will be available to all students just like other campus resources; the students can choose to accept or reject the assistance when it is offered to them.

Motion: 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.

Motion by Cookie Hays; Seconded by Joseph Stroetker; Carried 5 – 1 with Ms. Johnson voting no

CONFLICT OF INTEREST & PERSONAL FINANCIAL DISCLOSURE STATEMENTS POLICIES: Dr. Bauer indicated the Board is required by state law to reaffirm the conflict of interest policy every two years; no changes have been made to the policies presented.

Motion: 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

Motion by Audrey Freitag; Seconded by Cookie Hays; Carried Unanimously

PROPOSED NEW BOARD POLICY - MOBILE FOOD OPERATIONS: The proposed mobile food operations policy was developed by the Shared Governance Council and recommended to the Board. Currently there is no formal policy governing food vendors being on campus for special events. This policy provides a formal process and codifies current practice. The policy will be brought back to the next meeting for action.

STRATEGIC PLAN UPDATE: Dr. Bauer noted that nearly 50 people were involved on the Strategic Planning Committee to develop the plan and that the Board was highly involved, most notably developing the mission and vision statements. The plan reflects the work of the college and is not separate from the college. Additionally, it is not a blank check for the next five years; the Board will be engaged and informed as the plan is implemented. The plan communicates a sense of priorities and will be continually assessed with adjustments made annually as needed. It represents hundreds of hours of work and will serve the college well going forward.

Dr. Michelle Smith reviewed the values as well as the student experience statement. She then discussed each of the five strategies. 1) Pathways – The development of clear pathways will ensure students have a good understanding of how to reach their goal. Credit and noncredit programs will be examined closely. Progress will be measured by annual credit hour production, with the goal to move from 52,000 currently to 60,000. An additional goal is to award 720 degrees and certificates annually, up from the current 522. To reach these goals, there needs to be a focus on assessment at all levels. 2) Partnerships – This strategy will focus on partnering with high schools, four-year schools, business and industry, and students prior to age 18. Early college enrollment will be a measure. 3) Employees – The focus here will be strengthening the employee base to ensure ECC continues and improves its culture of collaboration and learning. Metrics include professional development opportunities, competitive compensation and use of the annual *Chronicle* employee satisfaction survey. 4) Rolla – A comprehensive plan for Rolla that is meaningful and useful will be developed by assessing the community needs and ECC's ability to meet those needs. One measure will be to raise credit hour production at Rolla to 9,000. 5) Financial Strength – The budgeting process will be linked more closely with college priorities and auxiliary departments will become financially self-sustaining. Alternative revenue sources will be fully explored and the Composite Financial Index will be improved.

Dr. Bauer expressed appreciation to all those involved in developing the plan and noted that the real work begins with implementation. The overall plan has been shared with all employees and was also shared with community members at an open house. The planning committee tri-chairs - Michelle Smith, Wendy Pecka and Megan Elbert - were recognized. The Board's response to the plan was very positive.

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

Motion by Prudence Johnson, seconded by Cookie Hays, approved unanimously

HIGHER LEARNING COMMISSION (HLC) ACCREDITATION UPDATE: Vice President Robyn Walter informed the Board that the HLC focus visit will occur November 18-19. She reviewed the status of the college's preparation for the visit.

Criterion Four – The focus of this criterion is assessment and retention. A comprehensive co-curricular plan is in place. The dashboard has been revised to connect data to this goal. A team is participating in the HLC Assessment Academy. The Institutional Student Learning Outcomes (ISLOs) have been refined and a pilot project is in place. In addition, a student retention plan has been developed and the early alert system approved at this meeting will be implemented. The ISLOs developed by the faculty include: Students will be able to effectively express ideas and exchange knowledge in multiple ways. Students will apply their knowledge to new problems and challenges. Themes for additional outcomes include collaboration, social/personal responsibility and

information/technology literacy. Students will be measured through embedded assignments in the classroom.

Criterion Five – This criterion focuses on strategic planning and shared governance. The Shared Governance Council is meeting regularly and has a process for accepting topics to be addressed. Communication between administration and employee groups has been formalized. SharePoint is being used to archive and share work. Non-academic departments are engaged in assessment and professional development regarding the use of data has occurred.

The Assurance Argument is the narrative that will be provided to the HLC via a repository on the HLC website. Vice President Walter and Dr. Smith have compiled evidence for the argument and a rough draft has been provided to the campus for feedback. The Assurance Argument will be submitted on September 23. A mock review visit will occur August 29 and 30 using two consultants who are peer reviewers for the HLC. They have reviewed the draft Argument and provided valuable feedback. The consultants will meet with various groups across the campus and conduct an open forum for all employees.

***PERSONNEL:** The Board **approved** the appointments of Bobby Bland, Welding Instructor, effective August 12, 2019 with a nine-month salary of \$49,500; Bridgette Kelch, Executive Director, Foundation effective October 1, 2019 with an annual salary of \$75,000; and Laura Cain, Admissions Counselor for High School Populations effective September 3, 2019 with an annual salary of \$35,500. The Board also **approved** adjunct faculty for fall semester 2019 as shown on the attached memorandum.

BOARD PRESIDENT’S REPORT: Ms. Hartley noted that the Board is excited to accept and approve the strategic plan and intends to both participate in and be supportive of the strategic initiatives. She stated that the HLC mock visit will be valuable in preparation for the November site review. The Board indicated their interest in holding a retreat to discuss upcoming initiatives and will work to schedule a date this fall.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Jenifer Goodson reported on faculty participation in conferences and seminars over the summer months and recognized those completing advanced degrees. The association will be sponsoring a hole in the upcoming Alumni Golf Tournament.
- B. ECC-NEA:** ECC-NEA President Tom Fitts reported that Collective Bargaining Agreement workgroups are being established. He and Aaron Bounds, association vice president, are meeting weekly with Vice President Walter to discuss issues of mutual interest and are meeting with Dr. Bauer monthly. ECC-NEA is also sponsoring a hole at the golf tournament.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported that Lisa Farrell is serving on a MOBIUS task force on assessment. Student services saw 590 students during the first week of classes and information tables staffed by employees across campus were very helpful. The Learning Center had 318 logins and 686 visits along with 30 requests for classroom workshops. Jenny complemented Chad Baldwin for the tremendous work he does to assist faculty and students with online classes.

D. CLASSIFIED STAFF ASSOCIATION REPORT: Classified Staff Association President Stacy Bellville indicated the association had no report at this time.

E. STUDENT GOVERNMENT ASSOCIATION (SGA): SGA President Juanita Ziegler reported the SGA officers helped with all new student orientation sessions and used this opportunity to promote club membership with much success. The SGA will host a blood drive on September 4. SGA officers and Emily Durham will attend a conference hosted by MCCA this fall. SGA is also participating in the 50th anniversary celebration on September 15. Activities are planned for Constitution Day on September 17 and students will help with ECC's Adopt-a-Highway clean up on September 20. SGA will be initiating a word play competition in conjunction with the English Department. Juanita expressed appreciation for the opportunity provided for student input in the strategic plan and for the open educational resources (OER) initiative that is helping to reduce textbook costs.

PRESIDENT'S REPORT: Dr. Bauer introduced Emily Durham, Coordinator of Campus Life and Leadership, and indicated he is excited to welcome Bridgette Kelch who will be joining the staff as the Executive Director of the Foundation. He also noted that Bobby Bland, the new full-time welding instructor, started his job on August 12 and will be building the fast track welding program.

Enrollment at this point is down 4.7% in credit hours and 2% in headcount. However, many of the dual enrollment registrations are not yet in the system and a more complete enrollment picture will be available at the October meeting. Rolla has seen an enrollment increase of 7% in credit hours and 4.5% in headcount.

Ameren has completed the electricity infrastructure project and most of the HVAC work has been completed with the contractor still on site working on exterior portions of the project.

Following a year of operation, the Shared Governance Council has completed a self-assessment. The results were mostly positive with 80% of the group agreeing that the various provisions of the shared governance policy are being met. Utilization of data and setting standards of accountability in the model had more mixed results. This assessment will occur annually.

Vice President Doepker provided an update on the greenhouse construction. The building foundation will be set in September. Due to a backlog with the greenhouse manufacturer, the unit will not be delivered until December. Completion is expected in late January.

The 50th anniversary celebration will occur on September 15 from noon to 4 p.m. The Board was encouraged to attend the open house that will showcase the campus and programs for the community. A ceremony to commemorate the anniversary will be held at 2 p.m. that day. Dr. Bauer expressed appreciation to the committee and its co-chairs, Dot Schowe and Bonnie Gardner.

ADJOURNMENT:

Motion: To adjourn the August 26, 2019 public Board of Trustees meeting at 7:11 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
October 7, 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.

Attachment

10/7/2019

Section 6, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
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East Central College
Statement of Net Assets for all Funds
As of July 31, 2019 and July 31, 2018(Preliminary)

	Preliminary <u>7/31/19</u>	<u>7/31/18</u>
ASSETS		
Current		
Cash	6,345,723	4,971,717
Investments	853,409	842,776
Receivables, net		
Student	3,004,055	2,517,332
Federal & State agencies	379,356	532,941
Other	-4,015	-52,545
Inventories	196,451	212,877
Prepaid expenses	12,291	7,438
Total Current Assets	<u>10,787,269</u>	<u>9,032,536</u>
Non-Current Assets		
Other Assets	427,449	585,403
Capital Assets (net)	43,134,245	43,195,465
Total Non-Current Assets	<u>43,561,694</u>	<u>43,780,868</u>
Total Assets	<u>54,348,963</u>	<u>52,813,404</u>
DEFERRED OUTFLOW OF RESOURCES		
Deferred pension outflows	<u>7,235,763</u>	<u>8,859,724</u>
Total Assets and Deferred Outflow of Resources	<u>61,584,726</u>	<u>61,673,128</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	438,643	201,125
Accrued Wages & Benefits	-9,308	134,149
Unearned Revenue	45	-
Due to Agency Groups	84,553	89,660
Accrued Interest	204,469	59,234
Total Current Liabilities	<u>718,402</u>	<u>484,168</u>
Non-Current Liabilities		
USDA Loan	733,333	833,333
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	962,138	1,207,741
Johnson Control Performance Contract	1,157,832	1,200,644
United Bank of Union	1,975,000	-
Total Non-Current Liabilities	<u>31,060,582</u>	<u>31,203,226</u>
Total Liabilities	<u>31,778,984</u>	<u>31,687,394</u>
DEFERRED INFLOW OF RESOURCES		
Deferred pension inflows	<u>4,333,443</u>	<u>4,999,826</u>
NET ASSETS		
Investment in Capital Assets, net	35,648,328	36,145,557
Restricted for Debt Service	-88,280	47,698
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	6,701,200	5,322,327
All other Funds	-18,548,948	-18,289,674
Total Net Assets	<u>25,472,300</u>	<u>24,985,908</u>
Total Liabilities, Deferred Inflow of Resources and Net Assets	<u>61,584,727</u>	<u>61,673,128</u>

East Central College
Statement of Activities
General Fund

As of July 31, 2019 and July 31, 2018

	For the Fiscal Year Ending July 31, 2019			For the Fiscal Year Ended July 31, 2018			
	Current FY Budget	July 2019 Month end	Current FY Year-To-Date	Prior FY Budget	July 2018 Month end	Prior FY Year-To-Date	Preliminary Prior FYE
Revenues:							
Local Revenue	6,700,000	36,855	36,855	6,671,746	27,263	27,263	6,674,993
State Revenue	5,257,661	424,015	424,015	5,259,236	426,638	426,638	5,127,367
Federal Revenue	-	-	-	-	-	-	6,270
Tuition and Fees	6,501,424	2,946,943	2,946,943	5,473,806	2,430,012	2,430,012	5,486,538
Interest Income	55,078	-1,818	-1,818	61,028	7,038	7,038	96,728
Gifts and Grants	387,925	312,979	312,979	-	4,528	4,528	51,246
Miscellaneous Revenue	75,000	4,721	4,721	-	-	-	129,695
Transfers-Interfund & Indire	-	-	-	-	-	-	(66,475)
Transfer Federal Programs	-	-	-	-	-	-	-
Total Revenues	18,977,088	3,723,695	3,723,695	17,465,816	2,895,479	2,895,479	17,506,362
Expenses:							
Salaries	10,359,668	413,180	413,180	10,293,929	379,833	379,833	9,940,897
Benefits	3,475,779	228,009	228,009	3,124,302	213,943	213,943	3,523,773
Contractual Services	691,367	381,384	381,384	681,756	393,223	393,223	912,546
Current Expenses	1,343,505	83,647	83,647	1,310,723	26,900	26,900	788,768
Travel	253,123	7,382	7,382	204,909	4,977	4,977	170,455
Property & Casualty Insuran	202,000	92,278	92,278	202,073	107,914	107,914	200,191
Vehicle Expense	16,640	140	140	15,200	275	275	7,797
Utilities	571,370	1,317	1,317	568,500	1,263	1,263	609,197
Tele/Communications	225,855	14,403	14,403	222,291	19,817	19,817	267,464
Miscellaneous	588,678	28,740	28,740	454,553	13,988	13,988	401,058
Clearing Account	-	-	-	-	64	64	-
Scholarship Expense	11,200	(204)	(204)	65,500	-	-	74,752
Faculty Development	25,000	2,255	2,255	25,000	1,822	1,822	25,000
Instit. Match for Grants	74,100	-	-	78,000	-	-	58,141
Commitment to ABE	20,000	-	-	20,000	-	-	20,000
Instit. Commit.to Fine Arts	6,175	-	-	6,500	-	-	6,500
Instit. Commit.to Word & M	3,040	-	-	3,200	-	-	-
Capital	15,527	-	-	170,980	-	-	27,871
Interfund Transfers	18,400	-	-	18,400	-	-	-
Debt Princ & Interest	272,657	-	-	-	-	-	53,633
Total Expenses	18,174,084	1,252,531	1,252,531	17,465,816	1,164,019	1,164,019	17,088,043
Revenue over Expenses	803,004	2,471,165	2,471,165	-	1,731,460	1,731,460	418,319

East Central College
Statement of Revenue, Expenses & Changes in Net Assets
(All Funds)
As of July 31, 2020 and July 31, 2019

	For the Fiscal Year Ending June 30, 2020		For the Fiscal Year Ended June 30, 2019	
	July 31, 2019 2019	FY 2020 Year-To-Date	July 30, 2019 2019	Preliminary FY 2019 Year-To-Date
Operating Revenues:				
Student Tuition & Fees	3,532,332	3,532,332	2,932,632	2,932,632
Federal Grants & Contracts	6,315	6,315	-	-
State Grants & Contracts	5,815	5,815	-	-
Auxiliary Services Revenue	130,685	130,685	95,575	95,575
Other Operating Revenue	328,648	328,648	17,829	17,829
Total Operating Revenue	4,003,795	4,003,795	3,046,035	3,046,035
Operating Expenses:				
Salaries	462,315	462,315	434,947	434,947
Benefits	247,643	247,643	234,407	234,407
Purchased Services	432,038	432,038	418,161	418,161
Supplies & Current Expenses	340,877	340,877	159,648	159,648
Travel	10,776	10,776	6,391	6,391
Insurance	109,046	109,046	107,914	107,914
Utilities	17,789	17,789	22,245	22,245
Other	15,026	15,026	8,977	8,977
Depreciation	169,922	169,922	184,923	184,923
Financial Aid & Scholarship	4,106	4,106	-	-
Total Operating Expenses	1,809,537	1,809,537	1,577,611	1,577,611
Operating (Loss)/Gain	2,194,258	2,194,258	1,468,424	1,468,424
Non-Operating Revenues (Expenses):				
State Appropriations	424,015	424,015	426,638	426,638
Tax Revenue	45,500	45,500	33,658	33,658
Interest Income	-932	-932	8,206	8,206
Gain/Loss on asset disposal	-	-	-	-
Principal & Interest on Debt	-165,705	-165,705	-47,121	-47,121
Total Non-Operating Revenue (Expense)	302,877	302,877	421,381	421,381
Increase in Net Assets	2,497,135	2,497,135	1,889,805	1,889,805

East Central College Investments As of July 31, 2019

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

2019

Total Cash Accounts	\$ 6,345,722.58
Certificates of Deposit	\$ 771,736.36
	\$ 7,117,458.94

2018 (December)

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

East Central College Pledged Securities As of July 31, 2019

Farmers & Merchants

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

United Bank of Union

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

Citizens Bank

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

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

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

**East Central College
Warrant Check Register
As of July 31, 2019**

The Treasurer of the Board confirms for the month ending July 31, 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 July 2, 2019 through July 31, 2019, is reported at \$770,615.17.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 7, 2019**

AGENDA ITEM 7: NEW BOARD POLICY: 4.44 MOBILE FOOD OPERATIONS

Recommendation: To **approve** Board Policy and Procedures 4.44 Mobile Food Operations as attached.

Attachment

10/7/2019

Section 7, 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 10/7/19)*

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 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
October 7, 2019**

AGENDA ITEM 8: COURSE SUCCESS RATE – SUMMER 2019

Vice President Heath Martin will share information regarding the student success rate for the Summer 2019 semester.

Attachment

10/7/2019

Section 8, Page 1

East Central College

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Course Success Rate Comparison: Summer 2018 to Summer 2019

Category	Summer 2018				Summer 2019				% Change in Success Rate
	Student Headcount	Course Enrollments	FTE	Success Rate	Student Headcount	Course Enrollments	FTE	Success Rate	
All Students	614	1007	499.8	78.2%	795	1280	623.7	78.0%	-0.2%
Race/Ethnicity									
American Indian	*	6	2.7	33.3%	*	8	4.1	62.5%	29.2%
Asian	*	10	4.8	70.0%	9	14	7.3	64.3%	-5.7%
Black	*	4	2.2	100.0%	13	24	11.9	83.3%	-16.7%
Hispanic/Latino	14	24	9.8	83.3%	24	38	19.1	76.3%	-7.0%
Native Hawaiian	*	1	0.2	100.0%	*	0	0.0	N/A	N/A
Nonresident Alien	*	2	1.0	100.0%	*	2	1.0	100.0%	0.0%
Two or more races	13	23	12.2	69.6%	13	23	10.8	47.8%	-21.8%
White	572	935	466.0	78.5%	725	1162	564.8	78.8%	0.3%
Unknown	*	2	1.0	50.0%	*	9	4.8	77.8%	27.8%
Age									
Under 18	20	29	16.2	79.3%	98	116	58.6	79.3%	0.0%
18 - 24	391	637	317.2	76.0%	466	796	386.1	76.8%	0.8%
25 - 39	150	258	125.8	81.4%	175	289	142.9	80.6%	-0.8%
40+	53	83	40.7	84.3%	56	79	36.1	79.7%	-4.6%
Gender									
Female	419	691	345.8	79.5%	531	858	423.9	78.0%	-1.5%
Male	195	316	154.0	75.3%	264	422	199.8	78.2%	2.9%
Pell Eligible									
Yes	266	446	220.2	73.3%	324	568	280.8	74.8%	1.5%
No	348	561	279.7	82.0%	471	712	342.8	80.6%	-1.4%
Veteran	15	31	15.5	64.5%	24	42	21.7	71.4%	6.9%

*Suppressed to protect student privacy

Notes:

- 1) FTE defined as credit hours/6.
- 2) Success is defined as A, B, C or P.
- 3) Veteran or Active Duty status self reported on enrollment application.
- 4) Data as of 9/17/2019
- 5) Excludes all incomplete grades

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 7, 2019**

AGENDA ITEM 9: THREE FOR FREE UPDATE

Vice President Heath Martin will provide an update on the Three for Free initiative offered during the Summer 2019 semester.

10/7/2019

Section 9, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 7, 2019**

AGENDA ITEM 10: PROGRAM ACCREDITATION UPDATE

Vice President Robyn Walter will provide an update on accreditation of academic programs by external accrediting bodies.

10/7/2019

Section 10, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 7, 2019**

AGENDA ITEM 11: *PERSONNEL

A. APPOINTMENT

It is anticipated that a recommendation for the Performing Arts Center Manager position will be presented at the meeting on Monday evening.

B. ADDENDUM - ADJUNCT FACULTY, FALL 2019

Recommendation: To **approve** changes to the roster of adjunct faculty for the fall 2019 semester as outlined in the attached memorandum.

Attachment



EAST CENTRAL COLLEGE

Interoffice Memo

TO: Dr. Bauer
DATE: September 30, 2019
FROM: Office of Academic Affairs
RE: Adjunct Addendum for Fall Semester 2019

Please approve the following adjunct addendum for the Fall 2019 semester.

ADDITIONS

Career & Technical Education

Steffani McCrary, Business
Health Sciences
Barbara McNamara, Nursing

English & Humanities

Deborah Hill-Triola, English
Paul Lampe, English
Raphael Maurice, English
Diane Werges, English

Fine & Performing Arts

Lauren Beardon, Theatre
Mathematics & Education
Linda Arrington, Mathematics
Genette Berges, Education
Nancy Cook, Education
Ruth Diaz, Education
Sue Emmons, Education
Regina Holmes, Mathematic

Social Sciences

Jenny Kuchem, Sociology
Lesley Peters, Psychology
Jennifer Sansone, Sociology
Matthew Vogeler, Political Science

Foundations of Student Success

Lorrie Baird
Eric Clapper
Sarah Haines
Stephanie Hebert
Kristin Milligan
Melissa Popp
Jay Scherder

Foundations of Student Success, Cont.

Sarah Scroggins
Suzanne Shelton
Tracie Welsh

DELETIONS

English & Humanities

Katelyn Delvaux, English
Deborah Dicus, Civilization
Emily Durham, English
Somer Overshon, English

Fine & Performing Arts

Cory Sellers, Art History

Mathematics & Education

Larissa Bray, Education
Jennifer Heberlie, Edu.
Judith Higginbotham, Math
Amy Skyles, Education
Brad Wallach, PE
Deborah Westhoff, Math

Science & Engineering

Alyse Deason, Biology
Sarah Havens, Biology
Bijaya Shrestha, Physics

Social Sciences

Theodore Coburn, CJ
Gregory Mebruer, Psych.
Jennifer Rivera, Geography
Don Sharpsteen, Psych.

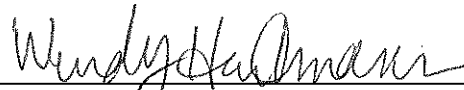
Dual Credit

Shannon Engelbrecht, Art, Rolla

Signatures:



Robyn Walker, Vice President, Academic Affairs



Wendy Hartmann, Director, Human Resources

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 7, 2019**

AGENDA ITEM 12: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

10/7/2019

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East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 7, 2019**

AGENDA ITEM 13: REPORTS

Reports may be presented by:

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

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Section 13, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 7, 2019**

AGENDA ITEM 14: PRESIDENT’S REPORT

Projected meeting dates for 2019 and 2020 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

October 30 (*5 p.m. Retreat*)
November 4
December 2

Alternate Meeting Dates

November 11
December 9

2020 Projected Meeting Dates

January – no meeting
February 3
March 2
April 13
April 29 (*3 p.m. retreat*)
May 4
June 8
July 16 (*Thursday noon business meeting*)
August 31
September – no meeting
October 5
October 28 (*3 p.m. retreat*)
November 2
December 7

Alternate Meeting Dates

February 10
March 9
April 16

May 11
June 15

October 12

November 9
December 14

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East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 7, 2019**

AGENDA ITEM 15: ADJOURNMENT

Recommendation: To **adjourn** the October 7, 2019 meeting of the Board of Trustees.

10/7/2019

Section 15, Page 1

East Central College

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