



BOARD OF TRUSTEES MEETING

March 2, 2020

EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING AGENDA
March 2, 2020
5:30 p.m. BH238

		Action ¹	Discussion	Information
1.	CALL TO ORDER			
2.	RECOGNITION OF GUESTS			X
3.	PUBLIC COMMENT			
4.	APPROVAL OF AGENDA (Consent Agenda: Agenda items of a routine nature will be marked with an asterisk [*] located immediately before the item. Unless a Board member requests an item be removed for discussion, the agenda will be approved upon a motion and a second of the Board and unanimously adopted and shall have the same validity as if each action were separately moved, seconded and adopted. Any item removed upon request of a Board member will be taken up in its regular place on the agenda.)	4 Votes		
5.	*APPROVAL OF MINUTES	4 Votes		
6.	TREASURER'S REPORT AND FINANCIAL REPORT	Simple Majority		
7.	ACCEPTANCE OF BID	4 Votes		
8.	DEACTIVATION OF FIRE TECHNOLOGY PROGRAM	4 Votes		
9.	USDA GRANT RESOLUTION	4 Votes		
10.	EARLY COLLEGE HIGH SCHOOL			X
11.	BUDGET UPDATE			X
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
March 2, 2020**

AGENDA ITEM 1: CALL TO ORDER

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

3/2/2020

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
March 2, 2020**

AGENDA ITEM 2: RECOGNITION OF GUESTS

Guests will be recognized by Mr. Gregg Jones.

3/2/2020

Section 2, Page 1

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 2, 2020**

AGENDA ITEM 3: PUBLIC COMMENT

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

3/2/2020

Section 3, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 2, 2020**

AGENDA ITEM 4: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the March 2, 2020, Board of Trustees meeting.

3/2/2020

Section 4, Page 1

East Central College

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Agenda Item 4: Approval of Agenda

Consent Agenda Items for March 2, 2020:

Approval of Minutes

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

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

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 2, 2020**

AGENDA ITEM 5: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the February 3, 2020 regular meeting of the Board of Trustees.

Attachment

3/2/2020

Section 5, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, February 3, 2020**

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 5:30 p.m. by Board President Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Prudence 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 Doepker and Vice President of Student Development Heath Martin; Other Staff – Executive Director of Institutional Effectiveness Michelle Smith, Foundation Executive Director Bridgette Kelch, Coordinator of Student Life Emily Lewis, Director of Early College Programs Megen Strubberg, Director of Institutional Research Bethany Lohden, Director of Communications & Marketing Gregg Jones, Faculty Association President Jenifer Goodson, ECC-NEA President Tom Fitts, Professional Staff President Jenny Kuchem, Classified Staff Treasurer Bethany Herron, Student Government President Gwen Minks, and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: There were guests present.

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 February 3, 2020 meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the December 2, 2019 regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Dr. Bauer noted that two finalists for the Vice President, Finance and Administration position will be interviewed later in February. He then reviewed the financial statements for the year to date and noted that local tax revenue is now being received.

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

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

GRANT RESOLUTION: The fitness trail on campus is used extensively by the community and is in need of work. The College would like to apply for a federal recreational trails program grant to make trail improvements. The resolution presented for approval authorizes Dr. Bauer to sign documents related to the grant application. If funding is received, the College will have two years to expend the funds that would cover 80% of the improvement project. The total project cost is \$240,000; the maximum matching money to be provided by the College would be \$50,000. This would be taken from facilities funds along with in-kind contributions and Foundation funds.

Motion: To **approve** a resolution authorizing President Bauer to sign all documents related to East Central College's application for federal assistance from the Recreational Trails program.

Motion by Prudence Johnson; Seconded by Audrey Freitag; Carried unanimously

2020-2021 TUITION & GENERAL FEES: Dr. Bauer noted that the large tuition increase for the current year was a correction to align tuition with operating costs. Tuition will be reviewed annually and incremental adjustments will be made to avoid a large increase in the future. The recommendation provided was developed by a subgroup of the Budget Advisory Committee and approved by the full committee. The tuition subgroup noted that small incremental increases allow for better planning, and this increase does not change ECC's position relative to tuition charged by other community colleges in the state. Vice President Martin indicated that ECC ranks fourth among community colleges for in-district tuition and in the bottom third for out-of-district. Reviewing the last three semesters of enrollment data showed that over 200 additional students were served following the tuition increase and credit hours decreased by 195 or 0.4%.

The recommendation represents a 3% increase in tuition across all categories with no change in general fees. This increase, coupled with 2% enrollment growth, would generate about \$300,000 in additional revenue. If enrollment were to remain level, the increase would generate approximately \$171,000. It was noted that approximately 16% of ECC students do not receive any federal aid or scholarship awards and pay the entire tuition bill out of pocket. The Pell grant is increasing by \$150 for next year.

Dr. Bauer stated that setting tuition in February ensures the rate schedule is in place when students begin fall enrollment in March. The college has a large backlog of deferred maintenance as well as a need to build up reserves. Expenses have been held in line but the college must be able to meet mission. With smaller increases annually, purchasing power can be maintained.

Motion: To **approve** tuition rates and general fees for the 2020-2021 academic year as follows:

Tuition

In-District Tier One	\$105 per credit hour
In-District Tier Two	\$129 per credit hours
Out-of-District Tier One	\$151 per credit hour
Out-of-District Tier Two	\$185 per credit hour
Out-of-State Tier One	\$225 per credit hour
Out-of-State Tier Two	\$276 per credit hour
International Tier One	\$231 per credit hour
International Tier Two	\$296 per credit hour
Dual Credit/Dual Enrollment	\$53 per credit hour

General Fees

Student Activities	\$6.50 per credit hour
Support Services	\$3.50 per credit hour
Technology	\$5.00 per credit hour
Facilities	\$7.00 per credit hour
Security	\$5.00 per credit hour

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

COURSE FEES: Dr. Bauer noted that the recommended fees are attached to specific courses and used to cover consumable items or testing fees. The Academic Council has approved these fees after review by the faculty and deans.

Motion: To **adopt** the schedule of course fees for academic year 2020-2021 as listed in the attached memorandum.

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

FALL COURSE SUCCESS RATE: Vice President Heath Martin reviewed the success rate report and noted there has been a slight decline in the success rate of 0.4%. The number of underrepresented students was up about 4.5% and their success rate remained the same. An area of concern is the success rate of 18-24 year old students. Further attention is being given to what is happening with this population; courses in which they are struggling are being identified and strategies will be explored to help them. It was also noted that women are outperforming men and low-income students (Pell eligible) are not performing as well as non-Pell recipients. Students under age 18 are the highest performing group, indicating that investments in early college initiatives are important.

Ms. Hartley asked for more information on the 15 to Finish initiative. Vice President Martin stated that the Strategic Enrollment Management Committee has discussed at length whether 15 hours per semester is the best measure. They are currently using 12 or more hours as a measure for completion and reviewing the data for the past semester. Ms. Hartley asked that a follow-up report be given. The retention software (Aviso) has been implemented; it is hoped use of this software will impact numbers going forward.

HIGHER LEARNING COMMISSION (HLC) ACCREDITATION UPDATE: The final written report from the HLC focused visit included the finding that East Central College is meeting the criteria for accreditation and a recommendation that notice be removed. The report submitted for the next comprehensive visit in 2022 will need to include data on institutional assessment, strategic planning and institutional effectiveness. Many of the initiatives put in place have not been in operation long enough to have data, but that will not be the case by 2022. Planning for the 2022 comprehensive visit is underway. The ECC response to the report indicated that the college agrees with these findings. A final recommendation from the Institutional Actions Council will be issued in March. The visit report and response have been shared with the campus. The report is reflective of the good work being done in the institution. Ms. Hartley expressed appreciation for the work of faculty and staff.

***PERSONNEL:** The Board **accepted** the resignation of Bonnie Devine, Coordinator, Center for Workforce Development Programming, effective January 31, 2020. The Board also **approved** the appointment of Martin Clayes as full-time Head Coach for Men's and Women's Soccer effective February 4, 2020 with an annual salary of \$42,000, and the appointment of Barb Kuelker as Financial Aid Advisor for Scholarships and A+ effective February 10, 2020 with an annual salary of \$35,568. The Board **approved** changes to the adjunct faculty appointments for spring semester 2020 as shown on the attached memorandum.

BOARD PRESIDENT'S REPORT: Ms. Hartley provided an update on the recent Missouri Community College Association (MCCA) trustee meeting that she attended with Board members Cookie Hays, Audrey Freitag and Joe Stroetker. She noted that MCCA emphasizes lobbying for increased funding for community colleges, which educate about 40% of students and get about 16% of total

state funding. Each year MCCA works toward equity funding for community colleges. Other topics included guns on campus and Title IX compliance. Ms. Hartley emphasized that MCCA allows the 12 community college districts to speak with one voice and is a very important organization.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association Jenifer Goodson reported that Sue Henderson recently completed a graduate certificate in higher education research, and Nathan Esbeck participated in a review of the Manufacturing Standard Skills Council's validation of standards for the Certified Production Technician Credential. She also noted that faculty are using the new Aviso system and feedback has been positive.
- B. ECC-NEA REPORT:** NEA President Tom Fitts reported the first bargaining session went well, and he feels confident the process is getting streamlined.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported the testing center is now certified by the National College Testing Association. Erin Anglin has received a regional fellowship and will be attending the Accuplacer conference. Jenny recognized Stephanie Hebert for her work with Aviso and providing training.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Treasurer Bethany Herron indicated the association had no report at this time.
- E. STUDENT GOVERNMENT ASSOCIATION (SGA):** SGA President Gwen Minks reported the SGA hosted welcome week for the first week of classes, which included a movie night, info booths, snacks and supplies. Voter registration is currently underway and a blood drive will be held on February 6. Vice President Martin will be accompanying two students to Jefferson City for the Governor's Leadership Conference.

PRESIDENT'S REPORT: President Bauer reported that there was a blockage in the drain in the water closet at the rear of the library. This resulted in flooding in the back half of the facility. Work is underway to dry and sanitize the carpet; it is hoped normal operations will resume within the week.

Budget development is underway; requests by budget managers were submitted at the end of January. The administrators will be reviewing these requests along with the staffing plan. The goal is to have the budget ready to distribute to the Board in late April for approval at the May Board meeting. Faculty negotiations are underway with a goal of completing the economic issues by spring break so that budget development can stay on schedule.

The Salary Study Committee will begin meeting this week to develop long-range goals for employee compensation. This group will meet throughout the semester and perhaps become a standing committee.

There were no additional filings for the Board election; Ann Hartley and Joe Stroetker will be sworn in at the April meeting for another six-year term.

Dr. Bauer reviewed progress toward his goals for the current year:

- Response to the Higher Learning Commission – This was the top goal. As previously reported, the site visit was very successful.

- Strategic Plan Implementation – The College has moved from development of the plan to implementation. Teams are working on each strategy. All Board decisions should be framed in the plan.
- *Chronicle*/Modern Think Survey – The level of satisfaction by employees has increased from 2018 to 2019. The 2020 survey will be administered in late spring with results available over the summer.
- Cabinet Development – Interviews are established for the CFO position and it should be filled soon. The internal search process is underway for the CAO position as well. The Cabinet has spent time reading/discussing a book focused on the role each member holds and how to frame decision-making. Another book selection will be used to continue these discussions. Collegiality has improved as well.
- Budget/Planning Redesign – The budget development process has been advanced by about two months and request forms were in budget managers' hands by the first week in December. This will allow needed time for reflection and decision-making.
- Compensation – The committee meets February 3. This is a complex issue. Overall, salaries need to be increased and recruitment needs to be enhanced. A plan will be developed but multiple years will be needed for implementation.
- Policy Review – A committee has been formed and will work on Chapter One policies this spring. Each semester another chapter will be reviewed. This rotation will continue, which will allow each chapter to be reviewed every three years.
- Entrepreneurial Initiative – Work is in process with the bookstore and cafeteria. Strategies are being developed to increase revenue and identify additional revenue sources.
- Business & Industry Center Utilization – The fast track welding program is full and growing; there is also significant enrollment in the HVAC program. Work continues to develop both day and evening offerings as well as early college programs for the Center.
- President's Leadership Academy – The framework for the academy has been discussed and will likely be in place for fall semester. It makes more sense to begin the program with the start of the academic year.

EXECUTIVE SESSION – RSMo2004, SECTION 610.021(2) REAL ESTATE:

Motion: To **enter** into executive session per RSMo 2004, Section 610.021 (2) Real Estate at 6:36 p.m.

Motion by Joseph Stroetker; Seconded by Cookie Hays

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

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

Motion: To **resume** open session at 7:19 p.m.

Motion by Eric Park; Seconded by Prudence Johnson

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

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

ADJOURNMENT:

Motion: To **adjourn** the February 3, 2020 public Board of Trustees meeting at 7:19 p.m.

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

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 2, 2020**

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

3/2/2020

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 January 31, 2020 and January 31, 2019

ASSETS	<u>1/31/20</u>	<u>1/31/19</u>
Current		
Cash	8,813,527	8,106,696
Investments	862,164	842,776
Receivables, net		
Student	2,981,739	2,585,680
Federal & State agencies	911,088	96,359
Other	-18,177	-64,537
Inventories	196,451	212,876
Prepaid expenses	182,732	161,531
Total Current Assets	<u>13,929,523</u>	<u>11,941,381</u>
Non-Current Assets		
Other Assets	427,449	585,403
Capital Assets (net)	42,402,533	42,167,985
Total Non-Current Assets	<u>42,829,982</u>	<u>42,753,388</u>
Total Assets	<u>56,759,505</u>	<u>54,694,769</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>63,995,268</u>	<u>63,554,493</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	27,131	130,595
Accrued Wages & Benefits	428,653	129,445
Unearned Revenue	105,513	-
Due to Agency Groups	135,151	88,112
Accrued Interest	9,258	59,233
Total Current Liabilities	<u>705,706</u>	<u>407,385</u>
Non-Current Liabilities		
USDA Loan	683,333	783,333
Bonds Payable	9,549,412	11,700,000
Premium on Sale of Bonds	644,170	746,568
Net Pension Liability	14,443,812	15,015,392
Compensated Absences	574,295	499,548
Post Employment Benefit Plan Payable	962,138	1,207,741
Johnson Control Performance Contract	1,133,264	1,187,318
United Bank of Union	1,925,000	-
Total Non-Current Liabilities	<u>29,915,424</u>	<u>31,139,900</u>
Total Liabilities	<u>30,621,130</u>	<u>31,547,285</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	35,891,578	35,211,394
Restricted for Debt Service	106,931	47,698
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	9,794,781	8,479,284
All other Funds	-18,512,595	-18,490,994
Total Net Assets	<u>29,040,695</u>	<u>27,007,382</u>
Total Liabilities, Deferred Inflow of Resources and Net Assets	<u>63,995,269</u>	<u>63,554,493</u>

East Central College

Statement of Activities

General Fund

As of January 31, 2020 and January 31, 2019

	For the Fiscal Year Ending June 30, 2020			For the Fiscal Year Ended June 30, 2019			
	Current FY Budget	January 2020 Month end	Current FY Year-To-Date	Prior FY Budget	January 2019 Month end	Prior FY Year-To-Date	Prior Year FYE
Revenues:							
Local Revenue	6,700,000	4,504,691	6,256,022	6,671,746	4,272,247	6,122,544	6,674,993
State Revenue	5,257,661	424,015	2,968,103	5,259,236	426,638	2,986,468	5,127,367
Federal Revenue	0	0	425	-	230	230	6,270
Tuition and Fees	6,501,424	282,854	5,974,692	5,473,806	289,478	5,201,785	5,486,538
Interest Income	55,078	10,690	44,380	61,028	10,634	39,657	96,728
Gifts and Grants	387,925	4,916	339,723	-	-	30,573	51,246
Miscellaneous Revenue	75,000	2,284	29,885	-	65,277	99,604	129,695
Transfers-Interfund & Indire	-	-	2,620	-	-	2,039	(66,475)
Transfer Federal Programs	-	-	-	-	(138,000)	(138,000)	-
Total Revenues	18,977,088	5,229,450	15,615,850	17,465,816	4,926,504	14,344,900	17,506,362
Expenses:							
Salaries	10,359,668	997,849	5,625,893	10,293,929	678,214	5,272,266	9,940,897
Benefits	3,475,779	341,943	1,921,385	3,124,302	291,608	1,858,845	3,523,773
Contractual Services	691,367	45,694	736,765	681,756	24,864	730,305	912,546
Current Expenses	1,343,505	78,986	455,302	1,310,723	70,434	453,429	788,768
Travel	253,123	10,415	134,845	204,909	9,587	100,480	170,455
Property & Casualty Insuran	202,000	95,836	198,771	202,073	92,278	200,191	200,191
Vehicle Expense	16,640	221	4,712	15,200	1,996	4,584	7,797
Utilities	571,370	40,500	270,120	568,500	45,297	303,428	609,197
Tele/Communications	225,855	24,060	125,444	222,291	15,976	155,172	267,464
Miscellaneous	588,678	86,423	216,336	454,553	118,454	239,201	401,058
Foundaiton Paid Expense	-	915	915	-	-	-	-
Clearing Account	-	209	215	-	38	2,593	-
Scholarship Expense	11,200	-	29,534	65,500	800	28,553	74,752
Faculty Development	25,000	474	7,640	25,000	1,633	7,823	25,000
Instit. Match for Grants	74,100	-	0	78,000	-	71,184	58,141
Commitment to ABE	20,000	-	0	20,000	-	-	20,000
Instit. Commit.to Fine Arts	6,175	-	0	6,500	-	-	6,500
Instit. Commit.to Word & M	3,040	-	0	3,200	-	-	-
Capital	15,527	-	2,000	170,980	-	3,494	27,871
Interfund Transfers	18,400	-	0	18,400	-	-	-
Debt Princ & Interest	272,657	8,334	145,130	-	-	-	53,633
Total Expenses	18,174,084	1,731,859	9,875,007	17,465,816	1,351,179	9,431,548	17,088,043
Revenue over Expenses	803,004	3,497,591	5,740,843	-	3,575,325	4,913,352	418,319

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

	For the Fiscal Year Ending June 30, 2020		For the Fiscal Year Ended June 30, 2019	
	January 31, 2020	FY 2020 Year-To-Date	January 31, 2019	FY 2019 Year-To-Date
Operating Revenues:				
Student Tuition & Fees	335,273	7,118,700	338,622	6,255,706
Federal Grants & Contracts	107,404	2,993,411	2,797	3,311,038
State Grants & Contracts	58,614	351,009	66,561 #	283,381
Auxiliary Services Revenue	305,479	1,021,626	417,424	1,224,594
Other Operating Revenue	10,421	409,543	71,564	187,710
Total Operating Revenue	817,191	11,894,289	896,968	11,262,429
Operating Expenses:				
Salaries	1,107,745	6,279,853	746,949	5,868,577
Benefits	370,467	2,096,100	312,786	2,017,681
Purchased Services	88,557	1,081,087	102,884	1,082,131
Supplies & Current Expenses	298,629	1,649,997	272,564	1,677,260
Travel	13,995	138,075	13,293	129,325
Insurance	95,836	215,539	92,277	215,787
Utilities	70,577	466,905	68,703	529,880
Other	9,991	83,749	35,394	122,012
Depreciation	162,359	1,161,279	174,614	1,270,234
Financial Aid & Scholarship	103,732	3,071,630	1,262	3,396,675
Foundation Paid Expense	915	915	-	-
Total Operating Expenses	2,322,803	16,245,129	1,820,726	16,309,562
Operating (Loss)/Gain	-1,505,612	-4,350,840	-923,758	-5,047,133
Non-Operating Revenues (Expenses):				
State Appropriations	424,015	2,968,103	426,639	2,986,468
Tax Revenue	5,561,347	7,723,483	5,274,378	7,558,696
Interest Income	12,632	50,611	12,545	46,063
Gain/Loss on asset disposal	-	-	-	3,550
Principal & Interest on Debt	-53,469	-380,394	-338,204	-398,811
Total Non-Operating Revenue (Expense)	5,944,525	10,361,803	5,375,358	10,195,966
Increase in Net Assets	4,438,913	6,010,963	4,451,600	5,148,833

**East Central College
Investments
As of January 31, 2020**

<u>CD Number</u>	<u>Date</u>	<u>Maturity</u>	<u>Term</u>	<u>Rate</u>	<u>Total</u>
<u>United Bank of Union</u>					
1024016207	11/15/2019	6/15/2020	7 Months	1.98%	\$ 395,489.63
<u>Citizens Bank</u>					
273645	5/10/2019	5/10/2020	12 months	2.35%	\$ 388,036.41
ECC Total Invesments					\$ 783,526.04
<u>Private CDs Owned by the P. A. Hearst Account</u>					
Farmers & Merchants Bank - CD #132982029	8/13/2019	8/13/2020	12 Months	1.24%	\$ 78,638.22
Total Investments					\$ 78,638.22

2019

Total Cash Accounts	\$ 5,641,944.00
Certificates of Deposit	\$ 783,526.04
	\$ 6,425,470.04

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 January 31, 2020**

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 January 31, 2020**

The Treasurer of the Board confirms for the month ending January 31, 2020 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

Total amount of checks dispersed from January 3, 2020 through January 31, 2020, is reported at \$2,295,557.13.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 2, 2020**

AGENDA ITEM 7: ACCEPTANCE OF BID

Recommendation: To **accept** the bid of Ziglin Graphics to manufacture and install a digital sign at the intersection of Highway 50 and Prairie Dell Road at a cost of \$119,920.71 to be paid by the ECC Foundation.

Attachments

3/2/2020

Section 7, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602



DATE: February 21, 2020

TO: Board of Trustees

FROM: Bridgette Kelch, Foundation Executive Director

MEMO: 50th Anniversary Gift

For half a century, East Central College has been the standard bearer for postsecondary technical and professional education in the region! The Foundation is honored to celebrate this remarkable anniversary, and we applaud the ways in which ECC has changed many people's lives.

The Foundation board has been discussing a gift to commemorate the 50th Anniversary of the College since the summer of 2019. After discussions with the full Foundation Board of Directors and College administration, a large digital sign for Hwy. 50 and Prairie Dell Road was chosen as the gift.

Bid specifications were prepared and the College's bid process and policies were followed. The College received one bid from Ziglin Graphics. Please see the attachment.

On behalf of the East Central College Foundation Board of Directors, I have the distinct pleasure of presenting a monetary gift to the College in the amount of \$119,920.71 for the purchase of a 35' digital pylon sign.

The sign will be purchased, utilized and maintained by East Central College.

Sincerely,

Bridgette Kelch

OFFICERS

Chris Boone
President
Susan E. Eckelkamp
Vice President
Scott Breckenkamp
Secretary
Roger Archibald
Treasurer
Michael S. Elliott
Director-at-Large
Susan Miller Warden
Director-at-Large
Jon Bauer
Ex-Officio
Ann Hartley
Ex-Officio

BOARD OF DIRECTORS

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Letha Hickinbotham
Deborah Klak
James Strubberg

EXECUTIVE DIRECTOR

Bridgette Kelch
636.584.6505

FOUNDATION ASSISTANT

Angie Siebert
636.584.6506

P.O. Box 387
Union, Missouri 63084

636.584.6505 P
636.584.0793 F

foundation@eastcentral.edu



Ziglin Signs

540 Vossbrink Drive
Washington, MO 63090
Ph: (636) 390-8455
FAX: (636) 390-8456
Web: <http://www.ziglinsigns.com>

Estimate #: 28013

Page 1 of 4

Created Date:	10/14/2019 10:33:12AM	Prepared For:	East Central College
Salesperson:	Ben Ziglin	Contact:	Bridgette Kelch
Email:	sales@ziglinsigns.com	Cell Phone:	(636) 346-1444
Office Phone:	(636) 390- 8455	Office Phone:	(636) 584-6505
Office Fax:	(636) 390-8456	Email:	Bridgette.Kelch@eastcentral.edu
		Address:	1964 Prairie Dell Rd. Union, MO 63084

Description: ECC Union Campus Pylon Sign with Electronic Message Center in 10mm . Sign will be a 35' OAH pylon with routed aluminum faced ID and channel letter logo. Sign lit with LED lighting. Sign will come with 7 Years parts and 7 year onsite Labor Warranty.

Dear Bridgette Kelch,
We appreciate the opportunity to provide this estimate to you. We hope this meets your approval and look forward to serving you in the future.

Thank you!

Ben Ziglin

Layout will be provided after approval of estimate. Signed proof will be required before production begins. Production time is based on date of layout approval.

*A 50% deposit, along with your signed Estimate is required to begin this project. Remainder of payment is due upon completion of order.

*All estimates are valid 90 days from bid due date. If you have any questions or would like to get an extension, please call me at 636-390-8455.

Production time will be approximately 6-8 weeks after approval of permit and drawings.

		Quantity	Unit Price	Subtotal
1	Product: Sign Permit	1	\$100.00	\$100.00
	Description: Permit cost is based on cost of permit, plus time to acquire.			
	Actual permit fee(s) and all labor will be added to final invoice.			
	• 1 Ea., Sign Permit			
		Quantity	Unit Price	Subtotal
2	Product: Engineering	1	\$500.00	\$500.00
	Description: Engineering for Pole sign. Stamped for MO			
	• 1 Ea., Engineering			
		Quantity	Unit Price	Subtotal
3	Product: LED Sign Cabinet	1	\$44,081.09	\$44,081.09
	Description: Custom 35' OAH monument with Routed aluminum faces for logo and copy to read "EAST CENTRAL COLLEGE" and 10mm Full color LED message center. All foundation, steel and labor is included in cost. Electric will need to be ran to sign location. Included in cost:			
	- All design time to manufacture supplied layout			
	- All manufacturing labor, Install labor at prevailing wage in included			
	- All materials from foundation to sign construction is included in cost.			
	• 1, 300 in x 156 in x 47 in Double Sided Custom Sign			
	• 1 Ea., Bid Bond			

Print Date: 2/10/2020 2:12:32PM

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March 2, 2020

Section 7, Page 3



Ziglin Signs

540 Vossbrink Drive
Washington, MO 63090
Ph: (636) 390-8455
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Estimate #: 28013

Page 2 of 4

	Quantity	Unit Price	Subtotal
4	Product: LED Display	1	\$75,239.62
	Description: LED Outdoor Outdoor 10mm RGB 240x360 Double Face Display Specifications		\$75,239.62
	<hr/>		
	Physical Pitch..... 10mm		
	Physical Matrix (HxW)..... 240x360		
	LEDs Per Pixel..... R1G1B1		
	Cabinet Dimensions (HxW)..... 7 ft. 10 1/2 in. x 11 ft. 9 3/4 in.		
	Active Display Area (HxW)..... 7 ft. 10 1/2 in. x 11 ft. 9 3/4 in.		
	Square Feet per Face..... 93		
	Service Access..... Front Service, Rear Service Available on Request		
	Display Capabilities		
	<hr/>		
	Color Capability..... 281 Trillion Colors		
	Viewing Angle..... 160 Degrees Horizontal		
	Brightness..... >= 10,000 NITS		
	Electrical Specifications		
	<hr/>		
	Max. Load 120..... 20.4 Amps per Face		
	Typical Load 120..... 6.1 Amps per Face		
	Max. Load 240..... 10.2 Amps per Face		
	Typical Load 240..... 3.1 Amps per Face		
	Default Input Voltage..... 240V AC		
	Single Phase Input Power Only		
	Warranty Coverages		
	<hr/>		
	7 Year Comprehensive Parts Warranty and 7 Year On-Site Parts Replacement Service		
	All FLEX-V LED Display models include Vantage's industry leading 7 Year Parts Limited Warranty and 7 Year On-Site Parts Replacement Service. If a		
	component fails on your customer's display, both the parts and labor cost to replace the hardware will be covered. Our On-Site		
	Parts Replacement Service		
	is insured through a third party guarantor and is covered regardless of manufacturer's status.		
	<hr/>		
	• 1 Ea., RGB 8x12 Full Color		



Ziglin Signs

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Estimate #: 28013

Page 3 of 4

		Quantity		Subtotal
5	Product: LED Display	1	\$0.00	\$0.00
	Description: Full Software Training for life of Display. Cloudware Software - Collaborate with your team on creating and scheduling content anywhere/anytime with access via PC, MAC, IPAD, or Mobile Device Easy-to-use intuitive application built to meet any need; from simple scheduling and content creation to integrated live information (RSS and other feeds) and advanced scheduling (conditional messages based on temperature, weather, and more). Emergency Alerts - Amber Alerts and more using FEMA IPAWS (Integrated Public Alert Warning System) service. Enable automatic amber/silver, severe weather, local, state, and federal emergency alerts. No manual entry required (no delays or incorrect information when it matters most). Lifetime AT&T Data Plan Lifetime Data Plan on AT&T Carrier Network. Plan includes 1 GB of data transfer per month. Data plan must be combined with a cellular modem device from Vantage LED. Please note due to variances in coverage by AT&T Carrier Network and other site specific conditions, Vantage LED cannot guarantee this product package is suitable for all locations and may result in communications related issues with the display. In the event that Carrier Network coverage or technology supported is not sufficient for the equipment or display location, alternate carriers or communications devices may be required and additional charges may be incurred. Included is SM Infinity Silver Package (500 points /month) at no additional cost. SM will create your content for you at no additional cost for first 2 years. You just submit the content request through the software and they create your ad. You do not have to use this or pay anything for this, this is just a bonus feature within software for 2 years. LED DISPLAYS: Images are 50 points and Animations up to 8 seconds are 100 points. Silver Package: 500 Monthly Base Points			
	• 1 Ea., Cloud Software			



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Estimate #: 28013

Page 4 of 4

Notes

If sign permits are required Ziglin Signs will secure and will bill accordingly; permit fee at cost and per hour acquisition time. Electrical Permit is based on actual cost and time to acquire. Electrical power, if required, shall be furnished to within 6' of sign location by customer, with designated circuit. Any additional electrical work to be done to complete job shall be customer's responsibility and customer will reimburse Ziglin Signs for time and materials supplied for that purpose.

Excavation-Customer shall be responsible for site preparation, allowing sufficient and easy access to the installation site(s) for Ziglin Signs installers and equipment. In the event that there is poor soil conditions such as rock or other obstructions are encountered or difficult access, there will be additional charges of additional labor and equipment needed to complete work. Ziglin Signs cannot be held responsible for damages to asphalt, concrete or grassy areas caused by any vehicles during installation.

Risk or loss for all signage shall shift to customer upon delivery of signage to site(s). Therefore, customer shall maintain sufficient insurance, including, but not limited to, fire, windstorm, liability, and casualty, on the signage once it arrives at customer location. Ziglin Signs will insure that its workers are covered by workers compensation coverage.

Ownership of all signage shall remain personal property of Ziglin Signs and not transfer to customer until Ziglin Signs is paid in full by customer. Customer grants Ziglin Signs a lien and unconditional right to repossess its signage for cause until such time as Ziglin Signs is paid in full. If the signage is removed due to repossession, and reinstalled at such time as Ziglin Signs is paid in full, there will be a re-installation charge.

As a condition of this contract, you agree that should Ziglin Signs place this contract in the hands of an attorney and/or collection agency for the collection of any sums due hereinunder from you to Ziglin Signs, you shall pay the costs of said collection expenses, including all attorney fees/agency fees and costs of any legal or other action. Any payment due for work completed and not paid in full within terms, shall accrue interest at the rate of 1.5% per month.

NOTICE TO OWNER

FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN OF THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMO. TO AVOID THIS RESULT YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.

Subtotal:	\$119,920.71
Total:	\$119,920.71
Deposit Required:	\$59,960.36

Payment Terms: Net 30; Balance due in 30 days. Remit to: Ziglin Signs, 540 Vossbrink Drive, Washington, MO 63090
Credit Card Payments over \$1,000 add 3% Convenience Fee. Please ask about our free ACH Payment options.

Client Reply Request

☐ Estimate Accepted "As Is". Please proceed with Order.

☐ Changes required, please contact me.

☐ Other: _____

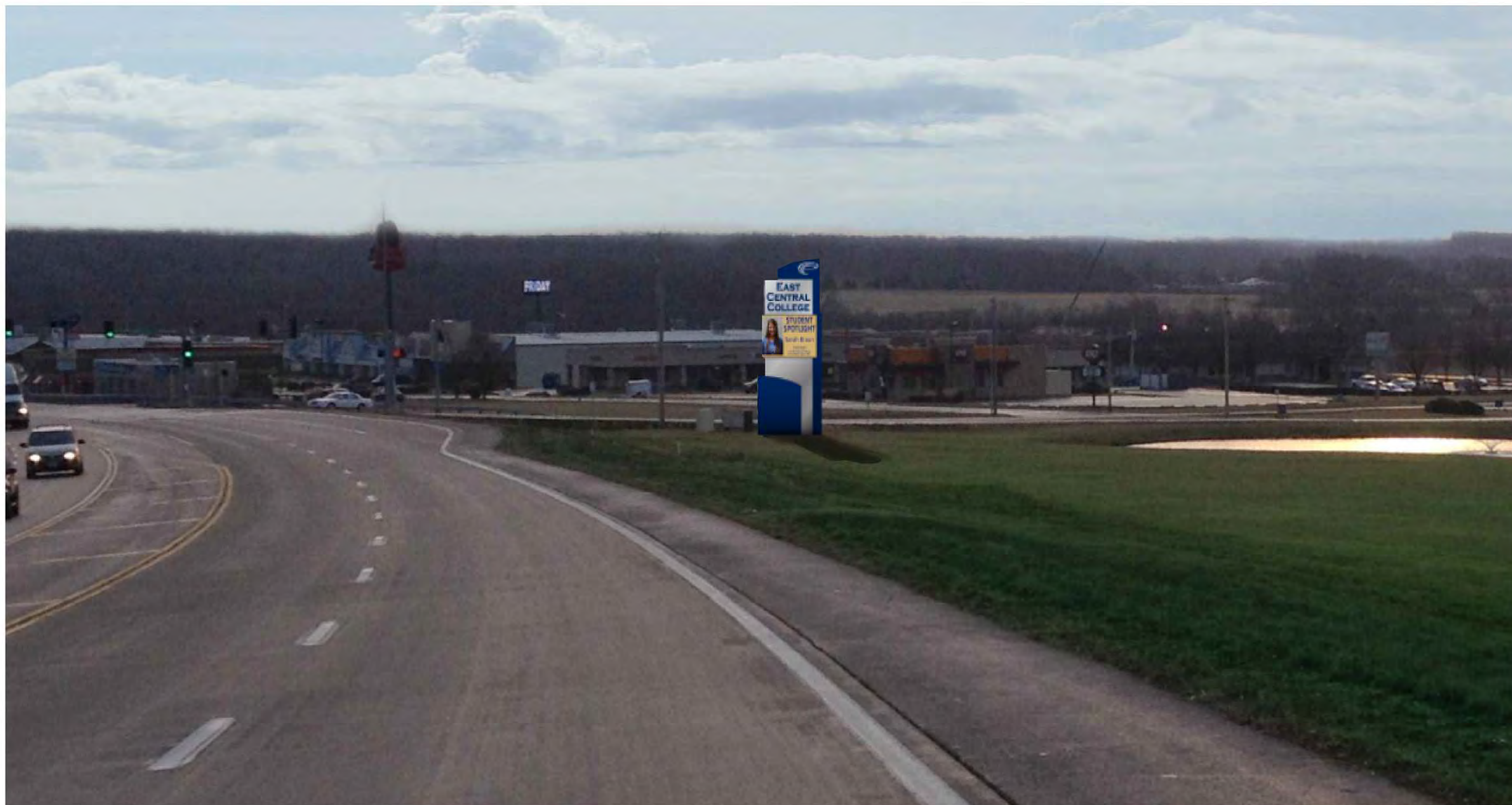
SIGN: _____ **Date:** ____ / ____ / ____

Print Date: 2/10/2020 2:12:32PM

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March 2, 2020

Section 7, Page 6



**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 2, 2020**

AGENDA ITEM 8: DEACTIVATION OF FIRE TECHNOLOGY PROGRAM

Recommendation: To **approve** the deactivation of the Associate of Applied Science in Fire Technology and the Certificate in Fire Technology effective immediately.

Attachment

3/2/2020

Section 8, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602



EAST CENTRAL COLLEGE

OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

TO: Dr. Jon Bauer, College President

DATE: February 24, 2020

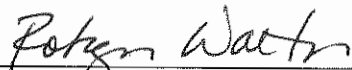
FROM: Robyn Walter, Vice President of Academic Affairs

RE: Fire Technology Program

The Academic Council has made the recommendation to eliminate the ECC Fire Technology Program effective immediately. This includes all course options leading to the Certificate and AAS degree. A number of factors contributed to the decision to close the program with the primary being continued low enrollment over several years. There are currently no students enrolled in this program of study. There have been changes in fire technology education over the years that promotes in-house training at the fire district level. In addition, the fire service industry in our service area has reduced educational requirements for career advancement. There may be opportunities for the Center for Workforce Development to assist with career training certificates with existing fire service districts.

The ECC Fire Technology Advisory Board has been supportive through the forty years of programming. While the decision was difficult, the Fire Technology Advisory Board approves of this action. Furthermore, it is their belief that ongoing training will continue at the fire district level in an appropriate manner to promote fire industry professional development. Special acknowledgement and appreciation to Mark Skornia, the part-time Fire Technology Coordinator, for his twelve years of service to ECC promoting fire service education to professionals in our area.

Approval:


Robyn Walter, Vice President of Academic Affairs

2/24/2020
Date

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 2, 2020**

AGENDA ITEM 9: USDA GRANT RESOLUTION

Recommendation: To **approve** a resolution authorizing East Central College's participation in the U.S. Department of Agriculture's Rural Economic Development Grant program.

Attachment

3/2/2020

Section 9, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602



MEMORANDUM

To: Dr. Jon Bauer

Fr: Joel Doecker

Date: 2.24.2020

Re: USDA Rural Business Development Grant

Please consider a recommendation to the Board of Trustees for the adoption of a resolution concerning the compliance with various requirements to obtain financial assistance from the United States Department of Agriculture (CP Guide 36-Borrower Certification Form).

This required document is in relation to a USDA Rural Business Development grant application for the purchase of a simulation lab to support the Nursing and Paramedic Technology programs. Consideration of the amount of funding for this project is yet to be determined until quotes for the simulation lab equipment are received.

Final award from the USDA Rural Business Development has not yet been received; however, to continue the process of consideration of this award, the College must submit the document in reference.

Thank you for your attention to this request.

A handwritten signature in cursive script that reads "Joel Doecker".

Joel Doecker
Vice President of External Relations

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 2, 2020**

AGENDA ITEM 10: EARLY COLLEGE HIGH SCHOOL PROGRAM

Vice President Heath Martin will provide an overview of the Early College High School Program developed to increase dual enrollment offerings.

3/2/2020

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
BOARD OF TRUSTEES MEETING
March 2, 2020**

AGENDA ITEM 11: BUDGET UPDATE

An update on the fiscal year 2021 budget development process will be provided.

3/2/2020

Section 11, Page 1

East Central College

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

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 2, 2020**

AGENDA ITEM 12: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

3/2/2020

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
BOARD OF TRUSTEES MEETING
March 2, 2020**

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, Gwen Minks

3/2/2020

Section 13, Page 1

East Central College

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

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 2, 2020**

AGENDA ITEM 14: PRESIDENT’S REPORT

Projected meeting dates for 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.

2020 Projected Meeting Dates

Alternate Meeting Dates

April 6 (Note date change from original schedule)	April 13
May 4	May 11
June 8	June 15
June 18 (<i>workshop/retreat</i>) (Note date change from original schedule)	
July 16 (<i>Thursday noon business meeting</i>)	
August 31	
September – no meeting	
October 5	October 12
October 28 (<i>3 p.m. retreat</i>)	
November 2	November 9
December 7	December 14

3/2/2020

Section 14, Page 1

East Central College

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

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
March 2, 2020**

AGENDA ITEM 15: ADJOURNMENT

Recommendation: To **adjourn** the March 2, 2020 meeting of the Board of Trustees.

3/2/2020

Section 15, Page 1

East Central College

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