



BOARD OF TRUSTEES MEETING

May 4, 2020

EAST CENTRAL COLLEGE BOARD OF TRUSTEES MEETING AGENDA

Monday, May 4, 2020

5:30 p.m.

<https://zoom.us/j/91225631217>

		Action ¹	Discussion	Information
1.	CALL TO ORDER			
2.	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		
3.	*APPROVAL OF MINUTES	4 Votes		
4.	TREASURER’S REPORT AND FINANCIAL REPORT	Simple Majority		
5.	EXTENSION OF MEMORANDUM OF UNDERSTANDING – CENTRAL METHODIST UNIVERSITY	4 Votes		
6.	PROPOSED NEW BOARD POLICY – 4.48 APPROPRIATE FACULTY/STAFF/STUDENT RELATIONSHIPS			X
7.	BUDGET UPDATE			X
8.	*PERSONNEL A. Intention to Re-Employ Administrators B. Intention to Re-Employ Professional Staff C. Adjunct Faculty – Summer 2020 D. Appointment	4 Votes		
9.	ADJOURNMENT	Simple Majority		
10.	EXECUTIVE SESSION – RSMo2004, SECTION 610.21 (3) PERSONNEL AND (2) REAL ESTATE			

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
May 4, 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.

5/4/2020

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
May 4, 2020**

AGENDA ITEM 2: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the May 4, 2020, Board of Trustees meeting.

Attachment

5/4/2020

Section 2, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

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Agenda Item 2: Approval of Agenda

Consent Agenda Items for May 4, 2020:

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
May 4, 2020**

AGENDA ITEM 3: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the April 13, 2020 regular meeting of the Board of Trustees.

Attachment

5/4/2020

Section 3, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
(636) 584-6501
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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, April 13, 2020**

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 5:32 p.m. by Board President Ann Hartley. Other Board members present for all or a portion of 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, and Vice President of External Relations Joel Doepker; Other Staff – Director of Advising and Counseling Paul Lampe, Executive Director of Institutional Effectiveness Michelle Smith, Foundation Executive Director Bridgette Kelch, Director of Early College Programs Megan Strubberg, Director of Communications & Marketing Gregg Jones, Health Information Management Program Director Stephanie Buchholz, Professor of Health Information Management Nanette Sayles and Instructor of Computer Information Systems/Business Jason Durbin, ECC-NEA President Tom Fitts, Professional Staff President Jenny Kuchem, Classified Staff President Stacy Bellville, Executive Assistant to the President Bonnie Gardner, and Student Government Association representative Gwen Minks. Also present was Kristen Dragotto from the *Missourian*

Dr. Bauer noted that the meeting is being held via Zoom due to the current COVID-19 pandemic and social distancing orders. The Zoom link was included on the published agenda.

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 April 13, 2020 meeting of the Board of Trustees.
Motion by Eric Park; Seconded by Audrey Freitag; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the March 2, 2020 regular meeting and the March 20, 2020 emergency meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Dr. Bauer reviewed the financial statements through the end of February. It was noted the documents in the Board packet reflect a point in time quite different from where the College stands today. Future reports will reflect withholdings in state revenue due to state reductions related to the current pandemic. Approximately \$424,000 will be withheld by the state over the next three months.

Motion: To **approve** the treasurer’s report, the financial report and the payment of bills subject to the annual audit.
Motion by Eric Park; Seconded by Audrey Freitag; Carried Unanimously

ACCEPTANCE OF BID: Dr. Bauer noted that no work has been done on the soccer field since 2009. The bid presented is for maintenance work that needs to be completed by the middle of May to make the field ready for the fall season. Although all spring athletics were canceled, the assumption is that fall sports will continue as scheduled. The funding will be provided by the ECC Foundation. It was clarified that this work will ready the field for play beyond the fall season should that season be canceled.

Motion: To **accept** the bid of Advanced Turf Solutions, Fishers, IN to upgrade the soccer field to provide a safe and level playing surface for men's and women's soccer at a cost of \$23,552 to be paid by the ECC Foundation.

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

FACULTY PROMOTION IN RANK: Dr. Bauer stated he was pleased to recommend the promotion of four faculty members to assistant professor and proud of the work they have done.

Motion: To **approve** the promotion of Grace Austin, Jason Durbin, John Hardecke and Gregory Stotler to Assistant Professor effective for the 2020-2021 academic year.

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

MEDICAL LABORATORY TECHNICIAN PROGRAM: Vice President Robyn Walter informed the Board that the proposed new program would operate through the Missouri Health Professions Consortium and fills a specialized niche. Lab professionals are in high demand; Mercy and Phelps hospitals have expressed a desire for the program. The consortium is fully accredited, and the students will be graduates of East Central College.

Program lecture material is delivered online. Students will spend a Saturday and Sunday in Moberly a few times per semester to complete the lab component. Students spend one year in the pre-professional phase to complete general education requirements, then apply for the training portion. If accepted, they complete the MLT portion in one calendar year. Clinical rotations are done at Mercy and Phelps Health. Current program graduates have had a 100% placement rate with an average salary of \$38,000. An articulation agreement is being developed with the University of Missouri-St. Louis to allow students to earn the bachelor degree as a medical lab specialist.

Motion: To **approve** a new instructional program, Medical Laboratory Technician, effective Fall 2020, through the Missouri Health Professions Consortium.

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

AGRICULTURE PATHWAY: Dr. Bauer noted that information was included in the Board's packet about an option for students interested in agriculture. This is not a separate program but is under the Associate of Arts transfer degree. Vice President Walter explained that this option is under the STEM pathway of the AA degree and answers a need expressed by students. It is a great option for A+ students. ECC has established a relationship with the University of Missouri-Columbia and worked jointly with Mizzou to develop course work for transfer and seamless articulation. Promotion of the program will begin soon.

BUDGET UPDATE: As previously stated, the governor has announced a withholding equivalent to one month of state aid; to date, that is the only known withholding for FY20. Dr. Bauer stated that a withholding this late in the year is difficult to absorb. He has met with the leadership team and told them that expenses going forward will be restricted to items essential to providing instruction and student support. Federal relief to be provided is estimated at \$1.6 million, half of which must go to students in the form of emergency financial aid grants. Information on how that money is to be distributed is slowly being released. The student portion will flow through the Missouri Department of Higher Education. Institutional funds will come at a later time, possibly in May.

There is great concern regarding the impact on FY21 state aid. Economic activity is drastically lower and will reduce available state revenue. The House will be revisiting budget recommendations and rather than an increase for higher education, there will probably be a reduction. The plan was to bring the ECC budget to the Board for approval in May; that has been changed to June as revenue projections are being revised. The three revenue sources are state aid, local revenue and enrollment/tuition. Enrollment will be very hard to predict as students and their families react to the pandemic and make decisions about education. Enrollment patterns that begin to emerge as the College reengages with students will be monitored. The Board will be kept informed.

Dr. Bauer also noted that he announced today continued restrictions on access to College buildings through the end of the semester. Many staff will continue to work from home through May 16. Prior to that date, a decision will be made regarding opening the buildings for public and student traffic on Monday, May 18.

***PERSONNEL:** The Board **approved** the appointment of Andy Kolb as Coordinator, Web Services/Programming effective April 7, 2020 with an annual salary of \$50,000. The Board also **approved** the reappointment of full-time faculty for the 2020-2021 academic year as listed on the attached memorandum.

ADJOURNMENT:

Motion: To **adjourn** the April 13, 2020 public Board of Trustees meeting and enter into executive session per RSMo2004, Section 610.021 (3) Personnel and (2) Real Estate at 6:08 p.m.

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

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 4, 2020**

AGENDA ITEM 4: 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

5/4/2020

Section 4, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

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East Central College
Statement of Net Assets for all Funds
As of March 31, 2020 and March 31, 2019

ASSETS	<u>3/31/20</u>	<u>3/31/19</u>
Current		
Cash	9,369,613	10,143,619
Investments	862,164	842,776
Receivables, net		
Student	1,103,072	1,681,589
Federal & State agencies	861,977	689,744
Other	180,979	102,373
Inventories	196,451	212,876
Prepaid expenses	216,822	179,692
Total Current Assets	<u>12,791,078</u>	<u>13,852,669</u>
Non-Current Assets		
Other Assets	427,449	585,403
Capital Assets (net)	40,308,085	41,830,644
Total Non-Current Assets	<u>40,735,534</u>	<u>42,416,047</u>
Total Assets	<u>53,526,612</u>	<u>56,268,716</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>60,762,375</u>	<u>65,128,440</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	-8,462	79,408
Accrued Wages & Benefits	234,807	323,039
Unearned Revenue	722,518	1,365,702
Due to Agency Groups	100,179	87,024
Accrued Interest	9,258	0
Total Current Liabilities	<u>1,058,300</u>	<u>1,855,173</u>
Non-Current Liabilities		
USDA Loan	666,667	766,667
Bonds Payable	9,549,412	10,727,954
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	1,126,115	1,171,011
United Bank of Union	1,900,000	2,000,000
Total Non-Current Liabilities	<u>29,866,611</u>	<u>32,134,881</u>
Total Liabilities	<u>30,924,911</u>	<u>33,990,054</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	33,761,773	35,929,060
Restricted for Debt Service	106,931	106,931
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	8,329,665	6,813,871
All other Funds	-18,454,348	-18,471,302
Total Net Assets	<u>25,504,021</u>	<u>26,138,560</u>
Total Liabilities, Deferred Inflow of Resources and Net Assets	<u>60,762,375</u>	<u>65,128,440</u>

East Central College

Statement of Activities

General Fund

As of March 31, 2020 and March 31, 2019

	For the Fiscal Year Ending June 30, 2020			For the Fiscal Year Ended June 30, 2019			
	Current FY Budget	March 2020 Month end	Current FY Year-To-Date	Prior FY Budget	March 2019 Month end	Prior FY Year-To-Date	Prior Year FYE
Revenues:							
Local Revenue	6,700,000	284,260	6,703,873	6,671,746	251,500	6,522,665	6,674,993
State Revenue	5,257,661	424,014	3,816,132	5,259,236	426,639	3,839,745	5,127,367
Federal Revenue	0	0	425	-	6,040	6,270	6,270
Tuition and Fees	6,501,424	34,894	6,126,360	5,473,806	125,848	5,371,180	5,486,538
Interest Income	55,078	6,550	57,116	61,028	7,544	54,405	96,728
Gifts and Grants	387,925	0	341,401	-	-	28,933	51,246
Miscellaneous Revenue	75,000	11,976	45,683	-	12,272	116,082	129,695
Transfers-Interfund & Indire	-	-	2,620	-	-	2,039	(66,475)
Transfer Federal Programs	-	-	-	-	-	(6,354)	-
Total Revenues	18,977,088	761,694	17,093,610	17,465,816	829,843	15,934,965	17,506,362
Expenses:							
Salaries	10,359,668	787,658	7,183,595	10,293,929	1,184,547	7,194,969	9,940,897
Benefits	3,475,779	265,423	2,470,104	3,124,302	302,776	2,427,506	3,523,773
Contractual Services	691,367	48,182	802,837	681,756	14,662	771,180	912,546
Current Expenses	1,343,505	42,514	551,952	1,310,723	31,078	544,642	788,768
Travel	253,123	4,756	155,813	204,909	12,723	125,911	170,455
Property & Casualty Insurar	202,000	-	198,771	202,073	-	200,191	200,191
Vehicle Expense	16,640	189	4,964	15,200	117	4,701	7,797
Utilities	571,370	39,778	350,598	568,500	75,156	394,131	609,197
Tele/Communications	225,855	14,854	154,453	222,291	15,629	198,043	267,464
Miscellaneous	588,678	17,896	251,346	454,553	12,378	273,198	401,058
Foundaiton Paid Expense	-	250	1,366	-	-	-	-
Clearing Account	-	(705)	-561	-	0	2,560	-
Scholarship Expense	11,200	3,031	71,163	65,500	981	57,516	74,752
Faculty Development	25,000	1,554	11,864	25,000	1,270	10,184	25,000
Instit. Match for Grants	74,100	-	0	78,000	-	71,183	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 & N	3,040	-	0	3,200	-	-	-
Capital	15,527	67,310	84,857	170,980	2,522	6,017	27,871
Interfund Transfers	18,400	-	0	18,400	-	-	-
Debt Princ & Interest	272,657	8,333	204,844	-	-	-	53,633
Total Expenses	18,174,084	1,301,023	12,497,966	17,465,816	1,653,839	12,281,932	17,088,043
Revenue over Expenses	803,004	-539,329	4,595,644	-	-823,996	3,653,033	418,319

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

	For the Fiscal Year Ending June 30, 2020		For the Fiscal Year Ended June 30, 2019	
	March 31, 2020	FY 2020 Year-To-Date	March 31, 2019	FY 2019 Year-To-Date
Operating Revenues:				
Student Tuition & Fees	42,389	7,280,885	151,922	6,449,803
Federal Grants & Contracts	2,030	5,000,245	411,163	5,971,887
State Grants & Contracts	49,294	560,197	70,559 #	538,113
Auxiliary Services Revenue	20,252	1,097,834	57,821	1,320,845
Other Operating Revenue	14,054	431,304	12,908	203,646
Total Operating Revenue	128,019	14,370,465	704,373	14,484,294
Operating Expenses:				
Salaries	879,267	8,021,273	1,311,918	8,012,757
Benefits	290,046	2,693,103	330,556	2,637,490
Purchased Services	114,832	1,359,131	81,188	1,239,815
Supplies & Current Expenses	115,445	1,878,397	112,765	1,933,477
Travel	10,685	177,315	17,201	163,878
Insurance	-	215,539	-	215,787
Utilities	61,208	591,831	97,984	673,988
Other	8,010	102,071	13,501	150,432
Depreciation	162,033	1,485,672	172,833	1,616,995
Financial Aid & Scholarship	3,600	5,176,816	417,178	6,138,193
Foundation Paid Expense	1,119	2,936	-	-
Total Operating Expenses	1,646,245	21,704,084	2,555,124	22,782,812
Operating (Loss)/Gain	-1,518,226	-7,333,619	-1,850,751	-8,298,518
Non-Operating Revenues (Expenses):				
State Appropriations	424,014	3,816,132	426,639	3,839,745
Tax Revenue	350,938	8,276,387	310,494	8,052,673
Interest Income	7,696	65,370	8,574	62,854
Gain/Loss on asset disposal	-	-	-	3,550
Principal & Interest on Debt	-2,566	-403,582	-2,660	-344,906
Total Non-Operating Revenue (Expense)	780,082	11,754,307	743,047	11,613,916
Increase in Net Assets	-738,144	4,420,688	-1,107,704	3,315,398

**East Central College
Investments
As of March 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	8/13/2019	8/13/2020	12 Months	1.24%	\$ 78,638.22
#132982029					
Total Investments					\$ 78,638.22

2019

Total Cash Accounts	\$ 9,369,613.00
Certificates of Deposit	\$ 783,526.04
	\$ 10,153,139.04

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 March 31, 2020**

Farmers & Merchants

SECURITY DESCRIPTION	MATURITY	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 March 31, 2020**

The Treasurer of the Board confirms for the month ending March 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 FY20 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 March 3, 2020 through March 20, 2020, is reported at \$669,660.79.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 4, 2020**

**AGENDA ITEM 5: EXTENSION OF MEMORANDUM OF UNDERSTANDING –
CENTRAL METHODIST UNIVERSITY**

Recommendation: To **approve** a Memorandum of Understanding for Continuing Facilities Usage with Central Methodist University for FY21 at a flat rental fee of \$25,800.

Attachment

5/4/2020

Section 5, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

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**Memorandum of Understanding
East Central College and Central Methodist University
For
Continuing Facilities Usage**

For the fiscal year of 2021 (July 1, 2020 to June 30, 2021), a flat rental fee of \$25,800 for facilities usage at East Central College by Central Methodist University will be imposed. This fee includes an assessment of \$4,000 for security services.

The annual fee will include room usages of up to an average of 45 credit hours per CMU eight-week session for general classroom usage including fall, spring, and summer; office space for CMU staff; and the use of the theatre for commencement.

The ITV room will not be included in the total credit hours, per the *interconnection Agreement Document* dated May 11, 2001.

If the total room usage exceeds 45 credit hours in a CMU eight-week session, then an additional \$350 usage charge per additional credit hour beyond 45 hours will be assessed.

ECC will bill CMU the flat fee of \$25,800 in December of the fiscal year. Actual room usage will be assessed at the end of the spring term, and any additional charges for room usage will be billed after the final session in May of the fiscal year.

CMU will be responsible for phone, printing, and postage expenses.

This Memorandum of Understanding will be in effect for fiscal year 2020 with an annual renewal. If any annual increases from this established fee schedule are necessary for renewal of this MOU, the increases shall not exceed the CPI-U, January to January, of the previous year and will be capped at 5% unless otherwise agreed to by both parties. It is agreed by both parties that at the end of this time period the Memorandum of Understanding will be fully reviewed by both parties. This Memorandum of Understanding may be cancelled by either party on eight weeks' notice.

This agreement is effective July 1, 2020.

East Central College

Signed:

Title:

Date:

Central Methodist University

Signed:

Title:

Date:

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 4, 2020**

**AGENDA ITEM 6: PROPOSED NEW BOARD POLICY – 4.48 APPROPRIATE
FACULTY/STAFF/STUDENT RELATIONSHIPS**

The Shared Governance Council has recommended the adoption of a new Board Policy providing guidance related to appropriate relationships between faculty, staff and students. The policy goal is to prevent a conflict of interest, favoritism and/or the perception of a conflict of interest or favoritism resulting from a romantic relationship between any two individuals when one individual has supervisory or evaluative authority over the other individual. The policy would replace procedure 5.4.10 *Appropriate Supervisory Relationships* within Board Policy 5.4 *Protection Against Sexual Harassment*. This policy will be presented for review and input; it will be brought back to the June meeting for approval.

Attachment

5/4/2020

Section 6, Page 1

East Central College

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

PROPOSED NEW POLICY AND PROCEDURE

- 1) Within Board Policy 5.4 Protection Against Sexual Harassment, delete Procedure - 5.4.10 Appropriate Supervisory Relationships

Current Policy And Procedure

Policy – 5.4 Protection Against Sexual Harassment

East Central College is committed to maintaining a workplace and educational environment that is free from sexual harassment based on gender or sexual orientation. The College also prohibits:

1. Retaliatory actions based on making complaints of sexual harassment or based on participation in an investigation, formal proceeding or informal resolution concerning sexual harassment.
2. Aiding, abetting, inciting, compelling or coercing sexual harassment.

~~Procedure – 5.4.10 Appropriate Supervisory Relationships~~

~~While it is not the intent of the College to regulate employees' social interactions or relationships freely entered into, romantic relationships between a supervisor and a directly supervised employee as well as romantic relationships between a faculty member and his/her student are strongly discouraged. Human Resources should be notified of such relationships. Should a supervisor enter into a relationship with a subordinate, the College reserves the right to reassign the employee.~~

- 2) Adopt a new policy regarding appropriate relationships as outlined below:

Policy – 5.48 Appropriate Faculty/Staff/Student Relationships (*adopted xxxxx*)

East Central College prohibits romantic relationships between any two individuals when one individual has supervisory or evaluative authority over the other individual, or where there is inherently unequal power between the individuals.

Procedures (*adopted xxxx*):

5.48.1 – Definitions

Romantic Relationship - Any amorous relationship, including, but not limited to, any sexual or dating relationship or any other close, personal relationship that could adversely affect an employee's impartiality.

5.48.2 – Procedures

- a) In order to prevent a conflict of interest, favoritism and/or the perception of a conflict of interest or favoritism, the College prohibits romantic relationships between any two individuals when one individual has supervisory or evaluative authority over the other individual. This includes, but is not limited to, romantic relationships between any employee and any student, or between a supervisor and a directly supervised employee.
- b) Such relationships are prohibited even where the relationship is understood as consensual by both parties involved. Consent may be difficult to assess in a context where a power differential exists between the individuals involved in the relationship (e.g. faculty/student, supervisor/employee).
- c) Individuals involved in a romantic relationship prohibited by subpart (a) of this policy have the duty to immediately disclose the relationship to Human Resources (for relationships involving two employees) or to the employee's administrator (for relationships involving a student and faculty member or a student and staff member).
- d) Individuals must remove themselves from all decisions or actions that may influence the evaluation, career, or status of the other individual with whom they have or have had a romantic relationship. Such decisions include, but are not limited to, employment evaluation, hiring, termination, promotion, salary, discipline, grading, advising, tutoring, recommending, and/or counseling.
- e) In the best interest of the institution, the College will take immediate steps to eliminate any supervisory or evaluative role between the individuals involved in a romantic relationship. This may be accomplished by reassigning an employee, by reassigning supervisory/evaluative duties to another employee, and/or by making alternative arrangements for the grading, evaluating, or advising of a student.
- f) Written permission for exceptions to this policy may be granted by the President in limited circumstances, including, but not limited to, students in selected programs.

5.48.3 Consequences

Employees who violate this Policy will be disciplined, up to and including employment termination according to Policy 5.2 Employee Conduct and Discipline.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 4, 2020**

AGENDA ITEM 7: BUDGET UPDATE

An update on development of the FY21 budget will be provided.

5/4/2020

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East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 4, 2020**

AGENDA ITEM 8: *PERSONNEL

A. Intention to Re-employ Administrators

Recommendation: To **approve** the reappointment of following administrators for the 2020-2021 fiscal year:

Joel Doecker, Vice President, External Relations
Robyn Walter, Vice President, Academic Affairs

B. Intention to Re-Employ Professional Staff

Recommendation To **approve** the reappointment of full-time professional staff effective July 1, 2020 as listed on the attached memorandum.

C. Adjunct Faculty – Summer 2020

Recommendation: To **approve** the appointment of adjunct faculty for the Summer 2020 semester as listed in the attached memorandum.

D. Appointment

Recommendation: To **approve** the appointment of Elizabeth Moynihan as Technical Theatre Instructor effective August 18, 2020 with an annual salary of \$52,173.

Attachments

5/4/2020

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East Central College

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**Interoffice Memo
President's Office**

TO: Board of Trustees
DATE: April 29, 2020
FROM: Dr. Jon Bauer, College President
RE: Reappointment of Administrators FY21

The following administrators are being recommended to the Board of Trustees for reappointment for fiscal year 2021.

Joel Doecker, Vice President, External Relations
Robyn Walter, Vice President, Academic Affairs

Approval Signature:



Jon Bauer, College President



President's Office Interoffice Memo

TO: Board of Trustees
FROM: Dr. Jon Bauer, College President
DATE: May 4, 2020
RE: Reappointment of Professional Staff

The following Professional Staff employees are being recommended to the Board of Trustees for reappointment effective July 1, 2020:

President's Office

Christina Ayres, Director, Rolla Campus
Jennifer Crosby, Assistant Director, ECC Rolla
Ehren Curnutte, Systems and Network Manager
Miguel DeAgüero, Coordinator, Technical Support
Bonnie Gardner, Executive Assistant to the President
Wendy Hartmann, Director, Human Resources
Joseph Houston, Director, Information Technology
Rachael Karr, Enrollment Services Coordinator ECC Rolla
Bridgette Kelch, Institutional Development/Foundation Executive Director
Anne Lause, Enterprise System Administrator
Bethany Lohden, Director, Institutional Research
Dana Riegel, Research Analyst
Jessica Robart, Coordinator, Student Success ECC Rolla
Michelle Smith, Executive Director, Institutional Effectiveness

Vice President of Finance and Administration

Doug Agee, Bookstore and Imaging Services Manager
Lark Hoffman, Associate Director, Financial Services
Annette Moore, Director, Financial Services/Comptroller
Melissa Popp, Purchasing Manager
Tot Pratt, Director, Facilities & Grounds
Thomas Schickler, Custodial Supervisor
Debra Simily, Food Service Manager

Vice President of External Relations

Cynthia Brinker, Coordinator, Grants and Program Administration
Mary Eagan, AEL Instruction Coordinator (Grant Funded)
Gregg Jones, Director, Communications & Marketing
Andrew Kolb, Coordinator, Web Services/Programming
Melissa Richards, Coordinator, Apprenticeships & Business Training Program
Pamela Ruwe-Kaiser, Coordinator, CWD Programming
Melissa Schall Willmore, Project Coordinator, Skillup Program (Grant Funded through 9/30/20)
Edward Shelton, Executive Director, Workforce Development
Terri Warmack, Coordinator, Health Careers Workforce
Alice Whalen, Director, Adult & Education Literacy

Vice President of Academic Affairs

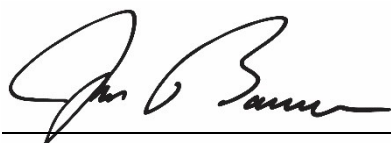
Erin Anglin, Executive Director Learning Center & Academic Support
Linda Arrington, Academic Advisor - Instructional
Robert Baldwin, Director of Online Learning & Educational Technology
Ann Boehmer, Dean of Instruction
Lisa Farrell, Director, Library Services
Richard Hudanick, Dean of Career and Technical Education
Karen Klos, Instructional Design Specialist
Kristin Milligan, Associate Director, Learning Center
Nancy Mitchell, Dean of Health Sciences (interim)
Sylvia Sellers, Performing Arts Center Manager
Windy Souders, Coordinator, Testing Services
Tracie Welsh, Coordinator, Academic Services

Vice President of Student Development

Lorrie Baird, Financial Aid Advisor
Laura Cain, Admissions Counselor High School Populations
Eric Clapper, Academic Advisor
Martin Clayes, Head Soccer Coach – Men's & Women's
JC Crane, Director, Admissions
Laura Deason, Associate Registrar
Melanie Dixon, Admissions Counselor - Adult Populations
Emily Durham, Coordinator, Campus Life and Leadership
Jonathan Gruett, Director, Financial Aid
Stephanie Hebert, Business Analyst, Enrollment Services
Rebecca Heimann, Academic Advisor
Heather Kleekamp, Associate Director, Financial Aid
Jennifer Kuchem, Counselor
Barbara Kuelker, Financial Aid Advisor
Paul Lampe, Director, Advising and Counseling
Jay Mehrhoff, Athletic Director
Steffani McCrary, Academic Advisor - Career Services
Lesley Peters, Academic Advisor - Access Services
Sarah Scroggins, Registrar
Megen Strubberg, Director, Early College Programs

All grant funded positions are contingent upon continued funding and may be restructured or terminated if funding is not received.

Approval Signature:

A handwritten signature in black ink, appearing to read "Jon Bauer", is written over a horizontal line.

Jon Bauer, Ph.D.
President



Interoffice Memo

TO: Dr. Jon Bauer
DATE: April 28, 2020
FROM: Office of Academic Affairs
RE: Adjuncts for Summer Semester 2020

Please approve the following adjuncts for the 2020 Summer semester.

Health Sciences

Rechell Alcorn, EMT
Courtney Baxter, MDA
Julie Chirban, Nursing
Tom Fitts, EMT

Jenifer Goodson, EMT
Lisa Korn, EMT
Adisa Velic, MDA

Career and Technical Education

Jason Durbin, CIS
Curtis Elliott, Precision Machining
Lisa Hanneken, Business

Richard Hudanick, Business
Mike Palazzola, Culinary
Anna Schwein, CIS

Mathematics and Education

Reginald Brigham, Mathematics
Sarah Davenport, Mathematics
Ann Estes, Mathematics
Susan Giesing, Education
Jay Mehrhoff, Physical Education

Kirby Moreland, Mathematics
Shaun Roberson, Mathematics
Laura Roselli Insall, Mathematics
Gregory Stotler, Education

English & Humanities

Shana Collier, Communications
Emily Durham, English
Madison Emerick, English
Matthew Gifford, Philosophy/Religion
Lisa Haag, English

Robin Hanson, Civilization
Shanee Haynes, Communications
Elizabeth Rosebrough, English
Windy Souders, English
Patsy Watts, English

Social Sciences

Coreen Derifield, History
Tim Derifield, Sociology
Rachel Howard, Psych/Soc

Jenny Kuchem, Sociology
Wendy Pecka, Psychology

Science & Engineering

Mary Bonine, Biology
Lucy Crain, Nutrition
Elizabeth Flotte, Biology
Parvatha Govindaswamy, Biology

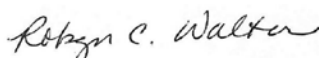
Emily Joseph, Biology
Tracy Mowery, Biology
Keith Pulles, Biology

Fine & Performing Arts

Aaron Bounds, Music

Gary Powers, Art

Approval:



President, Academic Affairs Date

May 4, 2020



Director, Human Resources Date

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HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: April 30, 2020
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire – Technical Theatre Instructor

Please accept the Search Committee's recommendation to hire Ms. Elizabeth Moynihan as the full-time Technical Theatre Instructor effective August 18, 2020 with an annual salary of \$52,173. Ann Boehmer, Dean of Arts & Sciences, served as search committee chair and is the hiring manager for this position. Robyn Walter, Vice President of Academic Affairs, approved the recommendation to hire.

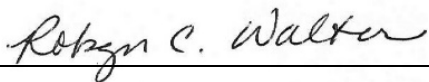
Ms. Elizabeth Moynihan's experience includes, but is not limited to the following:

- Production Manager – Washington University 2014 – Present
- Executive Director – Mustard Seed Theatre 2017 – 2019
- Technical Director/Adjunct Faculty – Mustard Seed Theatre 2017 – present
- Lighting and Rigging Supervisor – University of Missouri, St. Louis 2013-2014
- Adjunct Faculty – Fontbonne University 2010 – present
- Managing Director/Production Manager – HotCity Theatre 2011 – 2015

Ms. Elizabeth Moynihan received her Bachelors of Arts in Performing Arts, Acting, & Directing from Fontbonne University and her Masters of Arts in Theatre Arts, Producing, & Directing from Fontbonne University.

Recommendation signatures:


Wendy Hartmann, Director of Human Resources


Robyn Walter, Vice President of Academic Affairs

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 4, 2020**

AGENDA ITEM 9: ADJOURNMENT

Recommendation: To **adjourn** the May 4, 2020 meeting of the Board of Trustees and enter into executive session per RSMo2004, Section 610.021 (3) Personnel and (2) Real Estate.

5/4/2020

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
May 4, 2020**

**AGENDA ITEM 10: EXECUTIVE SESSION - RSMo2004, SECTION 610.021
(3) PERSONNEL AND (2) REAL ESTATE**

The Board will reconvene via conference call and enter into executive session per RSMo2004, Section 610.021 (3) Personnel and (2) Real Estate.

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East Central College

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