



BOARD OF TRUSTEES MEETING

June 8, 2020

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING AGENDA**

June 8, 2020 5:30 p.m.

<https://zoom.us/j/96813128098>

		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.	OATH OF OFFICE & SEATING OF BOARD MEMBERS			
5.	ELECTION OF BOARD OFFICERS	4 Votes		
6.	TREASURER'S REPORT AND FINANCIAL REPORT	Simple Majority		
7.	ACCEPTANCE OF BID	4 Votes		
8.	PRE-AUTHORIZATION OF GRANT FUNDED PURCHASES	4 Votes		
9.	PROFESSIONAL SERVICES CONTRACTS	4 Votes		
10.	INSURANCE BROKER	4 Votes		
11.	FACILITIES LEASES	4 Votes		
12.	VENDING CONTRACTS	4 Votes		
13.	BOARD POLICIES A. APPROPRIATE FACULTY/STAFF/STUDENT RELATIONSHIPS B. ACADEMIC HONORS	4 Votes		X
14.	BUDGET UPDATE			X
15.	*PERSONNEL A. Appointments B. Adjunct Faculty Addendum – Summer 2020	4 Votes		
16.	BOARD PRESIDENT'S REPORT			X
17.	REPORTS A. FACULTY ASSOCIATION B. ECC-NEA C. PROFESSIONAL STAFF ASSOCIATION D. CLASSIFIED STAFF ASSOCIATION			X
18.	PRESIDENT'S REPORT			X
19.	ADJOURNMENT OF PUBLIC MEETING / ENTER INTO EXECUTIVE SESSION – RSMo2004, SECTION 610.21 (2) REAL ESTATE AND (3) PERSONNEL	4 Votes		

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
June 8, 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.

6/8/2020

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
June 8, 2020**

AGENDA ITEM 2: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the June 8, 2020 Board of Trustees meeting.

6/8/2020

Section 2, Page 1

East Central College

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Agenda Item 2: Approval of Agenda

Consent Agenda Items for June 8, 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
June 8, 2020**

AGENDA ITEM 3: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the May 4, 2020 regular meeting of the Board of Trustees.

Attachment

6/8/2020

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, May 4, 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 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, Human Resources Director Wendy Hartmann, Rolla Campus Director Christina Ayres, Director of Communications & Marketing Gregg Jones, Coordinator of Campus Life & Leadership Emily Lewis, ECC-NEA President Adam Watkins, ECC-NEA Vice President Aaron Bounds, Staff President Jenny Kuchem, Classified Staff Vice President Kim Aguilar, 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 May 4, 2020 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 April 13, 2020 regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Dr. Bauer reviewed the financials as of March 31, 2020 and noted that future financial statements will reflect the state aid reduction of \$424,000 for the year. Tuition revenue will be difficult to predict for fiscal year 2021. Registration is underway, but there were two weeks where the College was closed and registration for new students was delayed due to the pandemic. Staff are looking at what needs to happen in regard to summer enrollment and whether it is feasible to make up ground. Fall has a longer registration period, so it may be possible to make up the time lost. It will take longer into the fall registration cycle to form a good prediction of where enrollment will end up.

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

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

EXTENSION OF MEMORANDUM OF UNDERSTANDING – CENTRAL METHODIST UNIVERSITY: Dr. Bauer noted that ECC has a longstanding relationship with CMU. Over the past few years an inflationary increase has been applied to the lease renewal; the current recommendation does not include an increase.

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

Motion by Cookie Hays; Seconded by Prudence Johnson; Carried unanimously

PROPOSED NEW BOARD POLICY – 4.48 APPROPRIATE FACULTY/STAFF/STUDENT RELATIONSHIPS: Dr. Bauer indicated that the proposed policy has been under development for most of the academic year and has been approved by the Shared Governance Council. Policy 5.4 *Protection Against Sexual Harassment* has a procedure that states romantic relationships are strongly discouraged. Administration felt that a clear outline of what is prohibited should be provided. General Counsel provided wording and input as the policy was developed. In addition, more explanation of the reason why these types of relationships are prohibited has been added along with consequences should such a relationship develop. Board members expressed agreement with the policy change, noting the current policy is too vague. The policy will be placed on the June Board agenda for approval and, once approved, will be in place for the new fiscal year.

BUDGET UPDATE: Dr. Bauer provided an update on development of the budget. The House has developed a revised version of the FY21 state budget that includes a 10% reeducation in state aid for community colleges; this would be \$500,000 for ECC. The Senate version of the state budget recommends the appropriation remain even with the FY20 appropriation. A conference committee will consider these two recommendations. Constitutionally, the legislature must pass a budget and send to the governor by May 8.

Regarding local revenue, enrollment is the most uncertain part. Fall enrollment will continue to be tracked and revisions to the tuition revenue projection will be made as needed. Local taxes will probably not be impacted by the pandemic; the loss of activity is on the retail side at this point. The FY21 budget will be presented for action at the June 8 Board meeting.

Federal funds will be allocated to the College under the COVID-19 aid legislation. The base amount is approximately \$1.6 million, of which half is required to be given to students in the form of student emergency aid grants. Guidance on the restrictions for use of these funds is being provided by the Department of Education. Student funds will be distributed based on financial need identified through the FAFSA; those with the most need will receive a larger grant. Additional guidance is needed regarding the use of funds intended for institutional expenses. It is clear these funds can be used for expenses related to the pandemic such as technology for students or staff and expenses related to moving to remote delivery of instruction. It has been advised that loss of state aid is not a reimbursable expense even though it was understood early on that the federal funds could offset state aid reductions. The Missouri community colleges have expressed concern on this to Senator Blunt and Senator Hawley. All expenses related to the pandemic are being tracked, and the College has one year to submit reimbursement requests for those expenses. Nothing will be submitted until clear guidance on allowable expenses is available.

ECC will also receive approximately \$80,000 in additional federal funds with the same restrictions as the first federal allocation.

***PERSONNEL:** The Board **approved** the re-appointment of Joel Doepker as Vice President, External Relations and Robyn Walter as Vice President, Academic Affairs for the 2020-2021 fiscal year. The Board also **approved** the reappointment of full-time professional staff effective July 1, 2020 and

the appointment of adjunct faculty for the Summer 2020 semester as listed in the attached memoranda.

The Board **approved** the appointment of Elizabeth Moynihan as Technical Theatre Instructor effective August 18, 2020 with an annual salary of \$52,173.

ADJOURNMENT:

Motion: To **adjourn** the May 4, 2020 public Board of Trustees meeting and enter into executive session per RSMo2004, Section 610.021 (3) Personnel and (2) Real Estate at 6:03 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
June 8, 2020**

AGENDA ITEM 4: OATH OF OFFICE AND SEATING OF NEW BOARD MEMBER

The following oath of office will be administered to the re-elected representatives of Subdistricts 1 and 2 by Board Recording Secretary Bonnie Gardner:

I do solemnly swear that I will support and defend the Constitution of the United States and the State of Missouri, and that I will faithfully demean myself in the office of Trustee of the Junior College District of East Central Missouri.

Board Recording Secretary Bonnie Gardner shall thereupon recognize the re-elected members as members of the Board of Trustees, and they shall thenceforth be entitled and qualified to perform the duties of the office of members of the Board of Trustees.

6/8/2020

Section 4, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 2020**

AGENDA ITEM 5: ELECTION OF BOARD OFFICERS

Officers for the positions of president, vice president, secretary and treasurer of the Board will be elected for a term of two years and the Board recording secretary will be appointed.

Board Policy 1.14, Officers and Staff of the Board of Trustees is attached for reference.

Attachment

6/8/2020

Section 5, Page 1

East Central College

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1.14 Officers and Staff of the Board of Trustees Policy *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 2-4-2002)*

The Board of Trustees shall select members and other personnel to serve as officers and staff.

1.14.1 Officers

The officers of the Board of Trustees shall be a president and a vice president who shall be members of the Board, and a secretary, treasurer and a recording secretary, who may but need not be members of the Board.

1.14.2 Officers – When Elected

Officers shall be elected at the first meeting of the Board in April following elections in each even numbered year. In the case of a vacancy in any office, such vacancy shall be filled as soon as practicable by electing a successor to the unexpired term of office.

1.14.3 Election – How Conducted

The election of all officers may be by secret ballot and shall be held at a regular meeting or at a special meeting of the Board held for that purpose.

1.14.4 Term of Office

Each officer of the Board shall be elected for a term of two years, shall assume office immediately upon election, and shall hold office until his/her successor shall be elected and qualified.

1.14.5 Duties of the Officers and Staff

President

The duties of the President shall be, specifically:

1. To preside at all meetings of the Board of Trustees.
2. To appoint or provide for the election of all committees.
3. To call special meetings as required.
4. To perform such other duties as may be prescribed by law for action of the Board of Trustees.
5. To sign checks and conduct financial transactions in the absence of the treasurer.

Vice President

The duties of the Vice President shall be, specifically:

1. In the case of the resignation, absence or other disability of the President, to perform all of the duties of the President.
2. To perform such other and further duties as shall from time to time be assigned to him/her by the President of the Board of Trustees.

Secretary

The duties of the Secretary shall be, specifically:

1. To be the official custodian of the proceedings and records of the Board of Trustees
2. To sign documents, contracts, and other instruments on which the signature of the secretary is required or appropriate.
3. To be the custodian of the official seal of the district and of the official bond of the Treasurer which shall be recorded in the records of the district.

Treasurer

The duties of the Treasurer shall be, specifically:

1. To keep or cause to be kept complete records of the financial transactions of the district, to sign all checks and to report or cause to be reported the financial status of the Junior College District.
2. Such other duties as are imposed on the Treasurer under the Laws of Missouri.

Recording Secretary

1. May be appointed by the Board of Trustees and may or may not be a member of the Board. Any compensation for serving as Recording Secretary shall be fixed by the Board of Trustees.
2. The duties of the Recording secretary shall be, specifically, to attend meetings of the Board of Trustees, to prepare a transcript of the proceedings, and at the direction of the Board of Trustees to sign all legal documents in the absence of the Secretary of the Board of Trustees.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 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

6/8/2020

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 April 30, 2020 and April 30, 2019

ASSETS	<u>4/30/20</u>	<u>4/30/19</u>
Current		
Cash	8,183,264	8,119,123
Investments	862,164	842,776
Receivables, net		
Student	1,531,187	2,827,731
Federal & State agencies	1,248,577	673,698
Other	167,792	120,265
Inventories	196,451	212,876
Prepaid expenses	247,170	213,601
Total Current Assets	<u>12,436,605</u>	<u>13,010,070</u>
Non-Current Assets		
Other Assets	427,448	585,403
Capital Assets (net)	41,824,428	42,882,224
Total Non-Current Assets	<u>42,251,876</u>	<u>43,467,627</u>
Total Assets	<u>54,688,481</u>	<u>56,477,697</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>61,924,244</u>	<u>65,337,421</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	-8,793	107,585
Accrued Wages & Benefits	5,111	233,632
Unearned Revenue	1,243,658	2,525,752
Due to Agency Groups	100,181	84,944
Accrued Interest	9,258	0
Total Current Liabilities	<u>1,349,415</u>	<u>2,951,913</u>
Non-Current Liabilities		
USDA Loan	658,333	758,333
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	1,122,528	1,171,011
United Bank of Union	1,900,000	2,000,000
Total Non-Current Liabilities	<u>29,854,690</u>	<u>32,126,547</u>
Total Liabilities	<u>31,204,105</u>	<u>35,078,460</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	35,419,549	35,747,226
Restricted for Debt Service	106,931	106,931
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	7,679,270	5,988,354
All other Funds	-18,579,054	-18,343,376
Total Net Assets	<u>26,386,696</u>	<u>25,259,135</u>
Total Liabilities, Deferred Inflow of Resources and Net Assets	<u>61,924,244</u>	<u>65,337,421</u>

East Central College

Statement of Activities

General Fund

As of April 30, 2020 and April 30, 2019

	For the Fiscal Year Ending June 30, 2020			For the Fiscal Year Ended June 30, 2019			
	Current FY Budget	April 2020 Month end	Current FY Year-To-Date	Prior FY Budget	April 2019 Month end	Prior FY Year-To-Date	Prior Year FYE
Revenues:							
Local Revenue	6,700,000	56,754	6,760,627	6,671,746	66,977	6,589,642	6,674,993
State Revenue	5,257,661	282,984	4,099,116	5,259,236	426,638	4,266,383	5,127,367
Federal Revenue	0	0	425	-	-	6,270	6,270
Tuition and Fees	6,501,424	14,569	6,140,929	5,473,806	92,441	5,463,621	5,486,538
Interest Income	55,078	5,729	62,845	61,028	9,404	63,809	96,728
Gifts and Grants	387,925	0	341,401	-	159	29,092	51,246
Miscellaneous Revenue	75,000	1,226	46,909	-	3,201	119,282	129,695
Transfers-Interfund & Indire	-	3,020	5,639	-	-	2,040	(66,475)
Transfer Federal Programs	-	-	-	-	-	(6,354)	-
Total Revenues	18,977,088	364,282	17,457,891	17,465,816	598,820	16,533,785	17,506,362
Expenses:							
Salaries	10,359,668	807,921	7,991,516	10,293,929	805,322	8,000,291	9,940,897
Benefits	3,475,779	287,614	2,757,717	3,124,302	253,650	2,681,157	3,523,773
Contractual Services	691,367	6,796	809,633	681,756	62,984	834,164	912,546
Current Expenses	1,343,505	88,902	640,854	1,310,723	62,666	607,307	788,768
Travel	253,123	383	156,195	204,909	21,693	147,604	170,455
Property & Casualty Insuran	202,000	-	198,771	202,073	-	200,191	200,191
Vehicle Expense	16,640	867	5,830	15,200	889	5,589	7,797
Utilities	571,370	35,253	385,852	568,500	36,245	430,376	609,197
Tele/Communications	225,855	19,129	173,583	222,291	15,472	213,515	267,464
Miscellaneous	588,678	14,894	266,241	454,553	23,069	296,267	401,058
Foundation Paid Expense	-	1,081	2,447	-	-	-	-
Clearing Account	-	561	0	-	-2,225	337	-
Scholarship Expense	11,200	-	71,163	65,500	0	57,516	74,752
Faculty Development	25,000	-1,146	10,718	25,000	989	11,172	25,000
Instit. Match for Grants	74,100	-	0	78,000	(13,043)	58,140	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	-	84,857	170,980	-	6,017	27,871
Interfund Transfers	18,400	-	0	18,400	-	-	-
Debt Princ & Interest	272,657	8,333	213,177	-	-	-	53,633
Total Expenses	18,174,084	1,270,588	13,768,554	17,465,816	1,267,711	13,549,643	17,088,043
Revenue over Expenses	803,004	-906,306	3,689,337	-	-668,891	2,984,142	418,319

East Central College
Statement of Revenue, Expenses & Changes in Net Assets
(All Funds)
As of April 30, 2020 and April 30, 2019

	For the Fiscal Year Ending June 30, 2020		For the Fiscal Year Ended June 30, 2019	
	April 30, 2020	FY 2020 Year-To-Date	April 30, 2019	FY 2019 Year-To-Date
Operating Revenues:				
Student Tuition & Fees	18,151	7,299,036	111,635	6,561,438
Federal Grants & Contracts	27,911	5,028,156	64,638	6,036,525
State Grants & Contracts	464,720	1,024,916	207,524 #	745,636
Auxiliary Services Revenue	23,700	1,121,534	37,730	1,358,575
Other Operating Revenue	2,279	433,584	6,031	209,677
Total Operating Revenue	536,761	14,907,226	427,558	14,911,851
Operating Expenses:				
Salaries	899,325	8,920,598	895,221	8,907,979
Benefits	312,661	3,005,764	277,023	2,914,513
Purchased Services	83,006	1,442,138	130,616	1,370,430
Supplies & Current Expenses	125,618	2,004,015	168,932	2,102,409
Travel	-1,438	175,877	35,936	199,814
Insurance	-	215,539	-	215,787
Utilities	60,078	651,910	61,367	735,355
Other	5,796	107,867	14,446	164,878
Depreciation	235,758	1,721,430	173,524	1,790,520
Financial Aid & Scholarship	17,852	5,194,667	67,576	6,205,767
Foundation Paid Expense	3,345	6,280	-	-
Total Operating Expenses	1,742,001	23,446,085	1,824,641	24,607,452
Operating (Loss)/Gain	-1,205,240	-8,538,859	-1,397,083	-9,695,601
Non-Operating Revenues (Expenses):				
State Appropriations	282,984	4,099,116	426,638	4,266,383
Tax Revenue	70,066	8,346,453	82,688	8,135,361
Interest Income	6,901	72,271	10,845	73,700
Gain/Loss on asset disposal	-	-	-	3,550
Principal & Interest on Debt	-2,558	-406,140	-2,653	-347,559
Total Non-Operating Revenue (Expense)	357,393	12,111,700	517,518	12,131,435
Increase in Net Assets	-847,847	3,572,841	-879,565	2,435,834

**East Central College
Investments
As of April 30, 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 \$ 8,183,264.00

Certificates of Deposit \$ 783,526.04
\$ 8,966,790.04

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 April 30, 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 April 30, 2020**

The Treasurer of the Board confirms for the month ending April 30, 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 hereto requested.

Total amount of checks dispersed from April 1, 2020 through April 30, 2020, is reported at \$1,102,670.95.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 2020**

AGENDA ITEM 7: ACCEPTANCE OF BID

Recommendation: To **accept** the bid from Innovative Solutions to replace the sound system in the theatre at a cost of \$88,939.66, to be funded from the Facilities Rental Budget.

Attachment

6/8/2020

Section 7, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602



Memo

To: Dr. Jon Bauer, President

From: Melissa Popp, Purchasing Manager

CC: Evaluation Committee:
Ann Boehmer, Amy DeMiere, Grace Austin, Sylvia Sellers and Bridgette Kelch

RE: Theatre Sound System

The college took the Theatre Sound System out to bid and received two vendor responses: Innovative Solutions Memphis, Collierville, TN and Conference Technologies, Inc, Maryland Heights, MO. The results are as follows:

Vendor	Base Bid	Alternate: Speakers	Alternate: Portable Sound System	TOTAL
Innovative Solutions	\$49,691.51	\$36,595.00	\$2,653.15	\$88,939.66
Conference Technologies	\$133,291.61	\$42,792.68	\$2,705.58	\$178,789.87

Based on the committee evaluations and scoring, it is the committee recommendation that the board award the contract to Innovative Solutions for the amount of \$88,939.66. The project is set to be completed by July, 2020. The sound system in the Theatre is around 20 years old and will be out of FCC compliance in July. Funding for this project will be from the Facilities Rental Budget. The equipment list and pricing is attached for reference.



INNOVATIVE SOLUTIONS

Proposal To:

East Central College

For:

East Central College_ Alternative Audio System

May 22, 2020

Theatre

Speaker Replacement

QTY	Description	Price	Price EXT
2	RCF HDL18-AS Active 18" Flyable Subwoofer (Must Use FB-HDL20)	\$2,498.75	\$4,997.50
2	RCF FB-HDL-2018 Flybar for HDL20a (16 Units Max)	\$1,148.75	\$2,297.50
10	RCF HDL6-A Active Compact 2-way Lina Array (Blk)	\$1,248.75	\$12,487.50
2	RCF FB-HDL6 Flybar for HDL6-A W holds up to 16 modules	\$673.75	\$1,347.50
4	RCF HD10-A MK4 Active 800W 2-way 10" w/1" HF comp. loudspeaker	\$398.75	\$1,595.00
1	IS Electrical Contractor Electrical Work Reroute three existing circuit to speaker locations-Optional if school would like to handle directly.	\$1,400.00	\$1,400.00
1	IS Installation Supplies	\$852.00	\$852.00
1	IS Installation Installation and System Optimization	\$7,375.00	\$7,375.00
1	Innovative Solutions Classic Warranty Service Warranty with 1 Preventive Maintenance	\$2,000.00	\$2,000.00
1	IS Bid and Performance Bond	\$2,243.00	\$2,243.00
Speaker Replacement Total			\$36,595.00

Portable System

QTY	Description	Price	Price EXT
2	RCF ART-712A-MK4 Active 1400W 2-way 12" Powered Speaker	\$598.75	\$1,197.50
2	RCF ART-COVER-712 Protective cover for ART-712/732	\$86.25	\$172.50
2	Shure SLX24/SM58-G4 Includes SLX2/SM58 Handheld Transmitter with SM58 Microphone	\$515.31	\$1,030.62
1	RCF F6-X 6 Channel Mixer w/ FX	\$123.75	\$123.75
6	IS XLR Cable 25ft	\$8.63	\$51.78
2	Innovative Solutions 5ft XLR 5ft XLR	\$4.75	\$9.50

QTY	Description	Price	Price EXT
2	ProX Direct T-SS18 Professional Medium Duty Speaker Stand	\$21.25	\$42.50
1	ProX T-SS26 Tripod Speaker Stand	\$25.00	\$25.00
Portable System Total			\$2,653.15

Console and Wireless Mics

QTY	Description	Price	Price EXT
1	Behringer Wing 48-Channel, 28-Bus Full Stereo Digital Mixing Console with 24-Fader Control Surface and 10" Touch Screen	\$3,350.00	\$3,350.00
1	Midas DL32 Midas 32 Input, 16 Output Stage Box with 32 MIDAS Microphone Preamplifiers, ULTRANET and ADAT Interfaces	\$1,758.56	\$1,758.56
24	Shure QLXD14-G50 QLX-D Bodypack System	\$829.02	\$19,896.48
4	Shure ULXD2/SM58--G50 Handheld Transmitter with SM58 Microphone	\$449.99	\$1,799.96
24	Shure WCE6ILT CNTRYMN OMNI EARSET MIC, LT TAN, TA4F	\$315.25	\$7,566.00
1	Cisco SG350-48-K9-NA Network Switch	\$1,114.06	\$1,114.06
2	RFVENUE Dfind9 DIVERSITY FIN ANTENNA DISTRO9-HDR BUNDLE	\$2,152.50	\$4,305.00
2	RF Venue Distro9HDR DISTRO9 HDR ANTENNA DISTRIBUTION SYSTEM, cables not included	\$1,373.75	\$2,747.50
1	IS Installation Supplies	\$285.00	\$285.00
1	IS Installation Installation and Setup of Console and wireless mics, installed at the existing FOH location. System training approx 4 hours allotted	\$4,985.00	\$4,985.00
1	IS Bid and Performance Bond	\$1,883.95	\$1,883.95
Console And Wireless Mics Total			\$49,691.51
Theatre Total			\$88,939.66

Acceptance

Financial

Payment Schedule	Equipment Total	\$88,939.66
To be determined		
	Subtotal	\$88,939.66
	Total Sales Tax (Tax Exempt)	\$0.00
	Project Total	\$88,939.66

Terms

I accept this proposal and hereby authorize Innovative Solutions to proceed with the installation of the included systems at the facilities of East Central College constructed at 1964 Prairie Dell Road as described in the totality of this document. I further authorize Innovative Solutions to be granted the facility access that will be required to complete this project in a workmanlike and timely manner and for payment to be made to Innovative Solutions. In keeping with the Terms of Payment listed above. It has been made clear to me that there exist no understandings regarding this project with any relevant party unless and until East Central College and Innovative Solutions agree to such additional or alternate understandings in writing. Project cost and pricing are dependent upon a continual flow of work without interruption or delays imposed by East Central College or their staff, construction, other building trades or any other party, and additional costs may be incurred by East Central College from Innovative Solutions. If such delays result in additional costs that are not covered by the pricing in this proposal. I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by East Central College and Innovative Solutions.

Warranty and Installation Services

At Innovative Solutions we look for a long-term relationship with our customers rather than selling them one project and then moving on. Our goal is for you to be completely satisfied. With this, we offer full manufacturer's warranties on their products as stated by the manufacturer. We as well provide a one-year warranty on our installation. If the manufacturer's warranty is longer than one year we still are glad to assist you with that process. We are always on call to answer any questions needed and will determine from the call how quickly a site visit might be needed if so. Typically, within 1-2 days unless the problem is determined urgent. We cannot promise that hardware won't break, that software won't fail, or that there will not be questions along the way. What we can promise is that if something goes wrong or if you need a question answered, we will rise to the occasion, take action, and help resolve the issue.

Acceptance

East Central College

Signed

Date

Print Name

Title

Innovative Solutions

Signed

Date

Print Name

Title

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 2020**

AGENDA ITEM 8: PRE-AUTHORIZATION OF GRANT FUNDED PURCHASES

Recommendation: To **authorize** in advance items to be purchased with state vocational enhancement grant funds and other state or federal grant funds in order to facilitate purchases that need to be made prior to the start of the fall semester.

Attachment

6/8/2020

Section 8, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602



To: Dr. Jon Bauer, President

Fr: Joel Doecker, Vice President of External Relations

A handwritten signature in dark ink, appearing to be 'JD', is written over the name 'Joel Doecker'.

Date: May 26, 2020

Subject: Grant-Funded Purchases

Request to pre-authorize grant funded purchases

The memorandum serves as a request for the ECC Board of Trustees to authorize, in advance, purchases to be made with funding from state and federal grants. Purchases will not exceed the grant funding awarded and the college will follow normal purchasing procedures for competitive quotes, bids, or contract purchasing.

Pre-authorization of purchases will enable the College to acquire necessary equipment and materials prior to the start of the Fall semester. After the July board meeting, the trustees will not meet again until after the semester has begun. Some of the purchases to be made will exceed the \$15,000 expense and therefore require board approval.

The Missouri Department of Elementary and Secondary Education will notify the College in June regarding the amount awarded the Vocational Enhancement grant program. These funds typically require a College match of 25% for equipment and 50% for other purchases. The College is also an applicant for a USDA Rural Development Business grant program that typically notifies award recipients in July or early August.

Thank you in advance for your attention to this request.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 2020**

AGENDA ITEM 9: PROFESSIONAL SERVICES CONTRACTS

Recommendation: To **approve** the renewal of professional service agreements for FY21 as follows:

Legal Services

Tueth, Keeney, Cooper, Mohan & Jackstadt, P.C., St. Louis, MO

Auditing Services

KPM, Springfield, MO

Attachments

6/8/2020

Section 9, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

To: Board of Trustees
From: Jon Bauer, President
Date: June 2, 2020
Subject: Professional Services for FY21

Each summer the Board of Trustees is asked to approve continued agreements for professional services for the upcoming fiscal year. I recommend that the Board approve the following for FY21:

Legal Services

Tueth, Keeney, Cooper, Mohan & Jackstadt, P.C.
34 North Meramec Avenue, Suite 600
St. Louis, MO 63105

Rates for FY21 will be:

- For partners and of counsel attorneys = \$225 per hour
- For associates = \$160 to \$195 per hour

Auditing Services

The auditing services were previously approved when the Board accepted the proposal on February 5, 2018 from KPM for fiscal years 2018 – 2020 with 2 one-year options. The cost for the FY20 audit will be \$47,200.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 2020**

AGENDA ITEM 10: INSURANCE BROKER

Recommendation: To **approve** the continuation of JW Terrill as the College's insurance benefits consultant for FY21 at an annual cost of \$30,000.

Attachment

6/8/2020

Section 10, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602



HUMAN RESOURCES

TO: Dr. Jon Bauer
DATE: May 22, 2020
FROM: Wendy A. Hartmann
RE: Employee Benefit Consulting Services, Broker of Record Renewal for 2020-2021

Recommendation for continuation of JW Terrill as the College's Insurance Benefits Consultant, Broker of Record for 2020-2021 with an annual cost of \$30,000. The Broker of Record is a three-year contract subject to annual renewal. The Broker of Record is scheduled for to go out for bid in 2021.

The College has been working with JW Terrill since August 2015 as the broker processing group benefit renewals that have been below or at budget. They are serving as a liaison between the college and the carriers, and providing guidance in regard to healthcare reform, wellness programming, insurance renewals, and benefit options.

The committee is pleased with the work of JW Terrill.

Please let me know if you have any questions or need additional information.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 2020**

AGENDA ITEM 11: FACILITIES LEASES

Recommendation: To **approve** the renewal of off-campus leases for fiscal year 2020 as follows:

Rolla Technical Center
500 Forum Drive, Rolla

Rate is currently under negotiation and
will be provided at the June 8 meeting

Rolla North
2303 North Bishop, Rolla

\$115,523.40 annually (*increase of \$4,443.12*)

Attachment

6/8/2020

Section 11, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

To: Board of Trustees
From: Jon Bauer, President
Date: June 3, 2020
Subject: Off-Campus Lease Renewal for FY21

Each summer, the Board of Trustees is asked to approve lease renewals for our Rolla locations for the upcoming fiscal year. The following renewals are recommended for FY21.

Offsite Location	Lessor	Annual Lease Amount	Notes	Total Ft² \$/Ft²
Rolla Technical Center 500 Forum Drive Rolla, MO 65401	Rolla Public School District No. 31 <i>500A Forum Drive Rolla, MO 65401</i>	TBD	Lease amount currently being negotiated	<i>8,140ft²</i>
Rolla North 2303 North Bishop Rolla, MO 65401	Columbia College <i>1001 Rogers Street Columbia, MO 65218</i>	\$115,523.40	New rate of \$14.62/ ft ² is effective 11/1/2020 (prior rate \$14.06/ ft ²), increase of \$4,443.12.36 for FY21	<i>7,900ft² \$14.62/ft²</i>

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 2020**

AGENDA ITEM 12: VENDING CONTRACTS

Recommendation: To **approve** three-year contracts with Pepsi-Cola, New Haven, MO as the beverage vendor with a commission of 48% for bottled beverages and 35% for canned beverages and Krueger Vending, Sullivan, MO as the snack vendor with a commission of 23.75%. Both contracts will have three optional one-year renewals.

Attachment

6/8/2020

Section 12, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602



Memo

To: Dr. Jon Bauer, President

From: Melissa Popp, Purchasing Manager

Cc: Annette Moore, Director, Financial Services

RE: Snack and Beverage Vending Machine Services

The college released a Request for Proposal for the snack and beverage vending machine services on May 13, 2020. In response, the college received two bids, Pepsi-Cola, New Haven, MO and Krueger Vending, Sullivan, MO. Here are the breakdowns of all the proposals submitted:

	Option A*	Option B**	Krueger***
Snack			23.75%
Bottle	48%	53%	
Can	35%	40%	

****Option A** would provide ECC the opportunity to keep vend prices the same, but with a reduced commission offering.*

*****Option B** would provide ECC the opportunity to keep the commission rate the current levels, which would be funded through slightly increased vend rates.*

****Krueger will also provide beverage service for the Rolla North campus with a commission rate of 23.75%, same as snack.*

The recommendation is for the board to approve Pepsi's option A, as the beverage vendor, with a decrease in commission rates and pricing stay the same and to approve Krueger Vending as the snack vendor. The contracts will be for three (3) years with the optional three (3) one year renewals. This will decrease our current commission rates by 5.10% (bottle) & 7.10% (cans) for beverage, with snack vending increasing by 0.55%.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 2020**

AGENDA ITEM 13: BOARD POLICIES

A. Appropriate Faculty/Staff/Student Relationships

Recommendation: To **delete** Procedure - 5.4.10 Appropriate Supervisory Relationships and **adopt** Board Policy 4.48 Appropriate Faculty/Staff/Student Relationships as attached.

B. Academic Honors

The Shared Governance Council has recommended changes to Board Policy 3.10 Academic Honors and the associated procedures. The changes would create a Dean's List to recognize part-time students and institute graduation honors recognition levels. The policy will be presented for review and placed on the July agenda for approval.

Attachments

6/8/2020

Section 13, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

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 xxxxx*):

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.

Graduation and Academic Honors Policy

3.10 — ~~The following minimum cumulative grade point averages will be required for graduation honors:~~

~~———— Highest Honors: 3.85~~

~~———— Honors: 3.50~~

~~———— President's List — A semester grade point average of 3.85 to 4.00 will be required for placement on the President's Honors List.~~

~~———— Vice President's List — A semester grade point average of 3.50 to 3.84 will be required for placement on the Vice President's Honors List.~~

3.10 Graduation and Academic Honors Policy *(Adopted 5-6-1974; Revised 6-23-2003; Revised xxxxx)*

The College will establish appropriate procedures for selecting and recognizing students who exemplify the tradition of outstanding academic achievement.

Procedures: *(adopted xxxxx)*

- A. President's List: At the conclusion of each fall and spring semester, East Central College will publish a President's List recognizing students who have completed at least twelve (12) credit hours in that semester, earning a semester GPA of 3.85 or above.
- B. Vice President's List: At the conclusion of each fall and spring semester, East Central College will publish a Vice President's List recognizing students who have completed at least twelve (12) credit hours in that semester, earning a semester GPA of 3.50 – 3.84.
- C. Dean's List: At the conclusion of each fall and spring semester, East Central College will publish a Dean's List recognizing students who have completed between 6-11 credit hours in that semester, earning a semester GPA of 3.50 or above.
- D. Graduation Honors: The cumulative grade point average at the end of a student's program of study will determine if graduation honors are awarded. Candidates with a 4.0 cumulative grade point average shall graduate summa cum laude. Candidates with a cumulative grade point average of at least 3.85, but less than 4.0, shall graduate magna cum laude. Candidates with a cumulative grade point average of at least 3.50, but less than 3.85, shall graduate cum laude.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 2020**

AGENDA ITEM 14: BUDGET UPDATE

An update on the development of the FY21 budget development process will be provided. A special meeting will be held at the end of June or early July to adopt the budget and staffing plan.

6/8/2020

Section 14, 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
June 8, 2020**

AGENDA ITEM 15: *PERSONNEL

A. APPOINTMENTS

Recommendation: To **approve** the appointment of Tanner French as Accounting/
Business Instructor effective August 17, 2020 with an annual
salary of \$41,400.

Recommendation: To **approve** the appointment of Nancy Mitchell as Dean of Health
Sciences effective July 1, 2020 with an annual salary of
\$87,598.55.

Recommendation: To **approve** the appointment of Alison Tucker as Retention
Coordinator effective July 1, 2020 with an annual salary of
\$43,000.

B. ADJUNCT FACULTY ADDENDUM – SUMMER 2019

Recommendation: To **approve** the changes to the list of adjunct faculty approved at
the May 4 Board meeting as outlined in the attached memorandum.

Attachments

6/8/2020

Section 15, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602



HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: May 13, 2020
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire – Accounting/Business Instructor

Please accept the Search Committee's recommendation to hire Mr. Tanner French as the full-time Accounting/Business Instructor effective August 17, 2020 with an annual salary of \$41,400. Dr. Richard Hudanick, Dean of Career & Technical Education, served as search committee chair and is the hiring manager for this position. Robyn Walter, Vice President of Academic Affairs, approved the recommendation to hire.

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

- Senior Staff Accountant – Jones & Company LTD 2019 – present
- Staff Accountant – Kraft, Miles, & Tatum LLC 2016– 2019

Mr. French received his Bachelor of Science in Accounting and Master of Accountancy from Arkansas State University. He is a Certified Public Accountant in the states of Missouri and Arkansas.

Recommendation signatures:

Wendy A. Hartmann, Director of Human Resources

Robyn C. Walter, Vice President of Academic Affairs



HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: May 21, 2020
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire: Dean, Health Science/Director of Nursing

Please accept the Search Committee's recommendation to hire Ms. Nancy Mitchell as the full-time Dean of Health Science/Director of Nursing effective July 1, 2020 with an annual salary of \$87,598.55. Robyn Walter, Vice President of Academic Affairs, approved the recommendation to hire.

Ms. Nancy Mitchell's experience at East Central College includes:

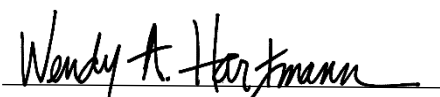
- Interim Director of Nursing / Dean of Health Science 2018-present
- Assistant Professor of Nursing 2014-present
- Nursing Program Coordinator 2014-2018
- Clinical Lab Co-Coordinator 2010-2018
- Instructor of Nursing 2004-2014
- Adjunct Clinical Instructor 2003-2004

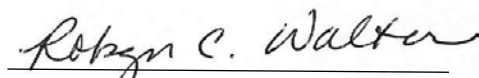
Prior to East Central College, Ms. Nancy Mitchell's experience at St. John's Mercy/Mercy Hospital Washington includes, but is not limited to the following:

- Registered Nurse, Charge Nurse, & Nursing Supervisor 1996-2007
- Preceptor/Mentor
- Medical-Surgical-Pediatric Unit
- Emergency Department
- Mercy Medical Arts Clinic

Ms. Nancy Mitchell received her Bachelor of Science in Nursing from Central Methodist University and her Master of Science in Nursing from Maryville University.

Recommendation signatures:


Wendy Hartmann
Director of Human Resources


Robyn Walter
Vice President – Academic Affairs



HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: May 26, 2020
FROM: Wendy Hartmann, Director of Human Resources
RE: Recommendation to Hire Retention Coordinator – Alison Tucker

Please accept the search committee's recommendation to hire Ms. Alison Tucker as the full-time Retention Coordinator effective July 1, 2020 with an annual salary of \$43,000. Erin Anglin, Executive Director of the Learning Center and Academic Support served as search committee chair. Robyn Walter, Vice President of Academic Affairs approved the hiring recommendation.

Ms. Tucker's experience at East Central College includes:

- Interim Retention Coordinator 2019 – present
- Learning Center Specialist 2009 – 2019
- Adjunct Instructor 2011 – 2013; 2017 – 2019

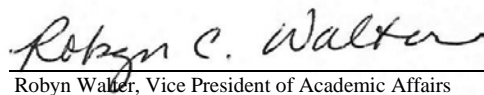
Prior to East Central College, Ms. Tucker's experience includes, but is not limited to the following:

- Event Planner & Manager at Catering St. Louis from 2001 – 2009
- Assistant Manager at Borders Books from 1998 – 2001
- Environmental Engineer at Marathon Ashland Petroleum from 1996 – 1998

Ms. Tucker received her Bachelor of Science in Civil Engineering from Texas A&M University. She is currently attending Central Methodist University working toward a Master of Science degree in Mathematics.

Recommendation signatures:


Wendy Hartmann, Director of Human Resources


Robyn Walter, Vice President of Academic Affairs



Interoffice Memo

TO: Dr. Bauer
DATE: May 29, 2020
FROM: Office of Academic Affairs
RE: Adjunct Addendum for Summer Semester 2020

Please approve the following adjunct addendum for the summer 2020 semester.

ADDITIONS

Career & Technical Education

Jerry Stone, HVAC

English & Humanities

Gregory Stratman, English

Kaitlyn Willy, English

Fine & Performing Arts

Krista Frohling, Art

Social Sciences

Kristen Adams, Psychology/Sociology

Steven Campbell, Political Science

Rachel Johnson, History

Lesley Peters, Psychology

Dennis Pohlman, Political Science

Science & Engineering

Kevin Dixon, Biology

Beth Winters-Rozema, Biology

Mathematics & Education

Jennifer Heberlie, Education

DELETIONS

Career & Technical Education

Curtis Elliott, Precision Machining

Mathematics & Education

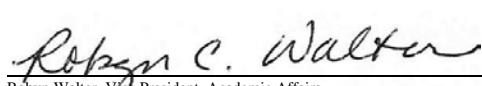
Laura Roselli Insall, Mathematics

Jay Mehrhoff, Physical Education

Health Sciences

Julie Chirban, Nursing

Signatures:


Robyn C. Walter, Vice President, Academic Affairs


Wendy A. Harzmann, Director, Human Resources

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 2020**

AGENDA ITEM 16: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

6/8/2020

Section 16, 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
June 8, 2020**

AGENDA ITEM 17: REPORTS

Reports may be presented by:

- A. Faculty Association President, Jenifer Goodson
- B. ECC-NEA President, Aaron Bounds
- C. Professional Staff President, Jenny Kuchem
- D. Classified Staff Association President, Hannah Domino

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
June 8, 2020**

AGENDA ITEM 18: 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

June/July special meeting on budget - TBD
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

October 12

November 9
December 14

6/8/2020

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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
June 8, 2020**

**AGENDA ITEM 19: ADJOURNMENT OF PUBLIC MEETING / ENTER INTO
EXECUTIVE SESSION**

Recommendation: To **adjourn** the June 8, 2020 meeting of the Board of Trustees and enter into executive session per RSMo 2004, Section 610.021 (2) Real Estate and (3) Personnel.

6/8/2020

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