



BOARD OF TRUSTEES MEETING

February 1, 2021

EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING AGENDA
February 1, 2021 5:30 p.m.
<https://zoom.us/j/99262895937>

		Action ¹	Discussion	Information
1.	CALL TO ORDER			
2.	PUBLIC COMMENT			X
3.	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		
4.	*APPROVAL OF MINUTES	4 Votes		
5.	LIBRARY NAMING	4 Votes		
6.	TREASURER'S REPORT AND FINANCIAL REPORT	Simple Majority		
7.	2021-2022 TUITION AND GENERAL FEES	4 Votes		
8.	2021-2022 COURSE FEES	4 Votes		
9.	RADIOLOGIC TECHNOLOGY PROGRAM	4 Votes		
10.	CHAPTER ONE BOARD POLICY & PROCEDURES REVISIONS			X
11.	NEW BOARD POLICY – 5.50 COLLEGE CLOSURE			X
12.	SABBATICAL LEAVE	4 Votes		
13.	FALL COURSE SUCCESS RATE			X
14.	COVID-19 UPDATE			X
15.	*PERSONNEL A. SPRING 2021 ADJUNCT FACULTY ADDENDUM	4 Votes		
16.	BOARD PRESIDENT'S REPORT			X
17.	REPORTS A. FACULTY ASSOCIATION B. ECC-NEA C. PROFESSIONAL STAFF ASSOCIATION D. CLASSIFIED STAFF ASSOCIATION E. STUDENT GOVERNMENT ASSOCIATION			X
18.	PRESIDENT'S REPORT			X
19.	ADJOURNMENT			

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
February 1, 2021**

AGENDA ITEM 1: CALL TO ORDER

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

2/1/2021

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
February 1, 2021**

AGENDA ITEM 2: PUBLIC COMMENT

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

2/1/2021

Section 2, 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
February 1, 2021**

AGENDA ITEM 3: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the February 1, 2021 Board of Trustees meeting.

2/1/2021

Section 3, Page 1

East Central College

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

Agenda Item 3: Approval of Agenda

Consent Agenda Items for February 1, 2021:

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
February 1, 2021**

AGENDA ITEM 4: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the December 7, 2020 public meeting of the Board of Trustees.

Attachment

2/1/2021

Section 4, 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
Monday, December 7, 2020**

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 5:33 p.m. by Board President Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Prudence Fink Johnson, Cookie Hays, Eric Park and Audrey Freitag. Also present were President of the College Jon Bauer; Administrators –Vice President of Academic Affairs Robyn Walter, Vice President of External Relations Joel Doecker and Interim Vice President of Student Development Paul Lampe; Faculty – Faculty Association President Reg Brigham, NEA Vice President Sue Henderson, Assistant Professor of Education Greg Stotler; Other Staff – Executive Director of Institutional Effectiveness Michelle Smith, Foundation Executive Director Bridgette Kelch, Director of the Rolla Campus Christina Ayres, Communications & Marketing Director Gregg Jones, Human Resources Director Wendy Hartmann, Director of Early College Programs Megen Strubberg, Information Technology Director Doug Houston, Academic Advisor Lesley Peters, Learning Center Specialist Raphael Maurice, Classified Staff Association Treasurer Bethany Herron, and Executive Assistant to the President Bonnie Gardner; Students – Student Government Association President Janna Meintz and Chief Recording Officer Malaina Mastin.

RECOGNITION OF GUESTS: Matt Wallace of KPM and Elena Cruz of *The Missourian* were introduced.

The meeting was held via Zoom due to the current COVID-19 pandemic and social distancing recommendations. The Zoom link was included on the published agenda.

PUBLIC COMMENT: There were no public comments.

APPROVAL OF AGENDA: Each item on the consent agenda shall be deemed to have been duly approved with the same validity as if each action were separately moved, seconded, and adopted.

Motion: To **approve** the agenda for the December 7, 2020 meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the November 2, 2020 regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Dr. Bauer presented the financial statements as of October 31, 2020. He noted that current expenses were more than double those of last year at this time due to COVID funds that have been expended and will be reimbursed by federal allocations.

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 Joseph Stroetker; Carried Unanimously

AUDITOR’S REPORT: Matt Wallace informed the Board the College has received an unmodified opinion; financial documents are free from material misstatements. The ECC Foundation also received an unmodified opinion. Mr. Wallace pointed out that the Foundation has changed its year end to June 30 to coincide with the College’s fiscal year for 2021. Therefore, KPM is also
February 1, 2021

conducting a six-month audit of the Foundation. Mr. Wallace noted that there was one significant deficiency (a lower-level finding) in the student federal aid audit. Two students in the 40-student sample had a change in enrollment status that was reported later than the federal timeline requirement. This is a common finding and did not result in any issues with the return of financial aid funds. Mr. Wallace also reviewed recommendations related to cybersecurity, attendance taking, the Gramm-Leach-Bliley Act Policy, and GASB Statements 84 and 87. Dr. Bauer expressed appreciation to Annette Moore, Jon Gruett, and the staff in the business office and financial aid for their work to ensure a clean audit.

Motion: To **accept** the audit report for the fiscal year ending June 30, 2020.

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

ACCEPTANCE OF BIDS: Dr. Bauer noted that the requested equipment will be funded with federal COVID monies. Colleges have been encouraged by the state and the Department of Education to upgrade network systems to support remote instruction.

Motion: To **approve** the purchase of 15 Aruba Access Points with a one-year software subscription through the state negotiated cooperative contract with Provision at a cost of \$16,500 to enhance campus Wi-Fi service for remote learning; and

To **approve** the purchase of one PowerEdge R940 server from the state negotiated purchasing contract with Dell at a cost of \$27,500 to update infrastructure bandwidth for remote learning; and

To **accept** the bid of TeleWiring, Inc., Overland, Missouri, to furnish materials and labor upgrade the existing low voltage cabling backbone throughout Hansen Hall to improve infrastructure communication at a cost of \$22,536.

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

MID-YEAR SALARY ADJUSTMENT: The recommendation for mid-year salary increases was reviewed, and Dr. Bauer noted that the FY21 collective bargaining agreement included a commitment to look at compensation later in the year. With the release of half of the state aid money withheld previously, it was determined that salary adjustments are now feasible. Payment would be included in the last payroll before Christmas. The recommended increases were agreed to by the NEA negotiating team, and the leadership of the professional staff and classified staff were notified. Dr. Bauer expressed appreciation for the outstanding work being done in the current COVID environment. He noted there is still much to be done regarding compensation, and this will be a priority in the budget over the next several years.

Motion: To **approve** compensation adjustments for faculty and staff as follows:

Full-time employees - \$1,000 or 2.5% of base salary/wages, whichever is higher, to serve as a base adjustment for FY21 compensation and to be distributed as a lump-sum payment, less applicable payroll taxes, in December 2020.

Part-time employees, excluding student workers and adjunct faculty – 5% increase in compensation effective January 1, 2021.

Adjunct faculty - \$30 per credit hour rate increase effective with the Winter Session 2020.

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

REQUEST FOR QUALIFICATIONS FOR DEBT SERVICE ANALYSIS: The College currently has approximately \$4.5 million in deferred maintenance projects in addition to needed repairs to the pedestrian bridge. Feedback received on the bridge suggests work on the deck could impact the rest of the bridge; the bridge is still safe for pedestrian traffic. Long-term, a replacement is suggested, and that structure would likely be covered. Work is needed on the HVAC systems with equipment near the end of life. There are also other projects related to roofs, roads, and the water tower. Dr. Bauer noted that existing bonds will be retired in 2021 and 2026. He would like to look at the debt service structure to determine how much money can be generated by extending the bonds over time. Proposals would be solicited from underwriters and a recommendation would be submitted to the Board to hire a firm unless the cost of services is below the Board approval threshold. Findings of the firm would be presented in the spring. Depending on the analysis, the Board will need to make decisions on authorizing a no tax increase bond issue in April 2022 and what capital improvement projects would be funded with bond proceeds. The college does not need new facilities at this time; the most pressing need is maintaining/enhancing the existing facilities and infrastructure. Dr. Park reminded the Board that the previously presented audit contains a listing of outstanding debt and the repayment schedule.

Motion: To **authorize** a Request for Qualifications (RFQ) from underwriters to analyze the college's debt service schedule and capacity for bonded indebtedness.

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

FACILITY NAMING: With the addition of men's baseball and women's soccer, a fundraising campaign is underway. The largest share of the improvements needs to be made at the baseball field. Dr. Bauer expressed his appreciation to John Moroney, a graduate of the college who owns several Taco Bell and KFC franchises, who has contributed to the campaign at the "Name the Field" level. Mr. Moroney is also active on the Foundation Board and very engaged with the college. Dr. Bauer noted that facility naming is the prerogative of the Board and shared a rendering of the scoreboard that will feature names/logos of campaign contributors.

Motion: To **approve** naming the ECC baseball field Taco Bell Field for a period of five years commencing at the installation of the scoreboard in recognition of the donation of \$25,000 by John Moroney of W & M Restaurants.

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

COVID-19: Emergency Authority – Dr. Bauer presented a recommendation to reinstate emergency authority since the Board will not meet again until February and much will be happening on campus. Spring semester will be well underway when the Board meets again, and there is no way to know with certainty what will happen between now and February. This is the same level of authority approved in March and over the summer.

Motion: To **reinstate** the college president's emergency authority through February 1, 2021, to enable appropriate decision making in response to COVID-19 and the resulting financial impact to East Central College.

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

Expenditures – Vice President Joel Doepker is the administrator coordinating expenditures and reimbursements through the various COVID funds. There are three sources of funding through the state of Missouri (Coronavirus Relief Fund [CRF]-Remote Learning, CRF-Response/Reopening; Governor's Emergency Education Relief [GEER] Fund) as well as federal CARES Act funding coming directly to the College (institutional, student relief, and stabilization).

The entire \$113,500 in the CRF-Remote Learning fund has been used. The CRF-Response/Reopening fund has a balance of \$90,962. The GEER fund has \$122,187 in reimbursements pending. Once the funds allocated through the state are drawn down, federal funds will be accessed. The Board was provided a list of expenditures with their agenda packet. The largest share of expenses (32%) was used to fund faculty preparation for pivoting to remote instruction. Purchases of laptops and hotspots were 21% of the expenditure and 15% has been spent on infrastructure for remote delivery. These percentages will change as the year goes on. The CARES Act money must be expended by the end of April; GEER funds must be expended by mid-June. The Education Stabilization funds will be available until early fall 2021. Students are checking out the laptops and hotspots through the library.

Data on campus quarantines and isolations are evaluated daily along with local conditions. Currently, there are three Union employees and two Rolla employees quarantined with no current positive cases. There are 28 Union students and seven Rolla students quarantined with five positive cases in Union and one in Rolla. It is anticipated that the spring semester will open with the same mix of in-person and remote instruction currently occurring.

ASSESSMENT UPDATE: Vice President Robyn Walter and Sue Henderson provided an update on assessment noting that assessment allows ECC to grow as an institution and reflects the College's values. Much work has been done to move from a culture of assessment of student learning to assessment for student learning. Assessment is used for institutional growth and improvement. The College is in the third year of the Higher Learning Commission Assessment Academy. Curriculum mapping, Institutional Student Learning Outcomes (ISLOs), and comprehensive review have been the focus. An assessment showcase is scheduled for April 30, 2021. The focus of the HLC Assessment Academy has been developing the ISLOs. In developing the ISLOs, the mission, vision, values, student experience statement, and strategic plan were used. Also, the former common learning objectives, CORE42 curriculum, and the work of the Civic and Community Engagement Committee provided a framework for the language. The four ISLOs are critical thinking, communications, social responsibility, and personal and professional development. An annual process has been developed to gather and analyze assessment data. Curriculum maps have been developed for nearly every course. These maps will also be used in conjunction with guided pathways and CORE 42. The timing of the annual assessment reports will now coincide with the comprehensive review process. Non-instructional departments are also participating in comprehensive reviews with a process that mirrors the academic process. Assessment and comprehensive review contribute to a holistic understanding of student learning and provide information on the impact everyone has on student learning and success.

PERSONNEL: The Board **approved** the reorganization of the Admissions and Early College Departments as follows:

<u>Current Title/Level</u>	<u>New Title/Level</u>	<u>Employee</u>	<u>Salary</u>
Director, Early College College Programs/205	Director, Early College & Admissions/206	Megen Strubberg	\$73,000/annual
Assistant, Early College Programs/103	Specialist, Early College & Admissions/104	Lisa Epple	\$19.37/hour
Counselor, Adult Populations/201	Specialist, Early College & Admissions/104	Melanie Dixon	no change
Director, Admissions/205	Advisor, Early College & Admissions/201	Vacant	commensurate w/experience

Counselor, High School
Populations/201

Advisor, Early College
& Admissions/201

Laura Cain

no change

The Board also **reclassified** the Foundation Administrative Assistant position (level 107) to Foundation Event and Program Coordinator (level 204) effective January 5, 2021. The Board accepted the resignation of Emily Durham, Campus Life and Leadership Coordinator, effective December 4, 2020. The Board **approved** the appointments of Carson Mowery as Campus Life & Leadership Coordinator effective February 1, 2021, at an annual salary of \$36,000 and Susan Miller Warden as Foundation Event & Program Coordinator effective January 5, 2021, at an annual salary of \$50,000. The Board also **approved** the appointment of adjunct faculty for the Winter 2020 and Spring 2021 semesters as listed on the attached memorandums.

BOARD PRESIDENT’S REPORT: Board President Ann Hartley thanked all employees who have worked diligently through the uncertainties of COVID. She congratulated those employees and supporters of ECC who were recognized with awards at the recent MCCA convention as well as those employees who made presentations at the convention.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Reg Brigham indicated the Association had no report and expressed appreciation for the continuous communication from the administration regarding the impact/potential impact of COVID on college operations.
- B. ECC-NEA:** ECC-NEA Vice President Sue Henderson expressed appreciation for the salary increase approved for all employee groups at the meeting. She noted that teams are working on the supplemental letters to the collective bargaining agreement and are getting ready to send recommendations to the bargaining team for spring. NEA is also attempting to arrange on-campus COVID testing.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem was unable to attend so there was no report.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Treasurer Bethany Herron reported the 2020 Denim Days raised \$1,188 to benefit 12 local charities. Nominations for 2021 charities are being accepted. Three classified staff will be retiring over the next several weeks – Angie Siebert and Cheryl Temme in December and Peggy Reeves in January. Ray Maurice is the new vice president of CSA and Julie Beck is the new secretary. CSA will be providing gift cards and other Christmas presents to a family through Loving Hearts as well as three foster children.
- E. Student Government Association:** Student Government Chief Recording Officer Malaina Martin reported over 150 people participated in International Education Week virtual activities. The nursing students’ blood drive was successful. Just under 200 people voted in the virtual ornament contest. SGA will be providing Scantron sheets and supplies to students as needed.

PRESIDENT’S REPORT: In conjunction with the city of Union, the College has applied for a Community Development Block Grant to renovate the former HVAC lab, an estimated \$600,000 project. This is a state program for infrastructure projects but can also be used in other ways to enhance economic development. The application will be submitted by December 31, and the maximum award is \$500,000.

The Industrial Engineering Technology and Computer Information Systems programs were recently granted reaccreditation by ATMAE. The next reaccreditation process will occur in 2026.

Two vice president searches will be conducted this year. The Vice President, Finance and Administration search is underway with 30 applicants. The committee will meet soon to select candidates for interviews. A recommendation is expected in February or March. The Vice President, Student Development position will be advertised before the holiday break and interviews will occur in the spring for a July 1 start date.

The primary focus in the legislative arena is funding. The community colleges are seeking restoration of the core appropriation and additional funding to provide equity with all higher education institutions across the state. The federal focus is on a possible additional stimulus package that includes budget stabilization funds to cover ongoing COVID-related expenses. In addition, work continues with Senator Blunt's office to gain support for funding of community college training programs.

The fall semester ends December 8 with finals through the 15th. Winter session begins December 16 and spring semester begins January 19. The facilities will be closed over the holidays but a few staff will be working from home to maintain communication with students in the process of applying for spring semester.

Many employees gave presentations at the annual MCCA convention and 118 people participated in the virtual conference. Presentations will be available for 12 months on the conference website. Dr. Bauer recognized the ECC winners of MCCA awards – Dot Schowe, Mercy Hospital, Ann Hartley, Jeff Parsons, Stacy Bellville, Josh Stroup, Nancy Mitchell, Laura McDonald, Judy Bieker, Laura Deason, and Senator Dave Schatz

ADJOURNMENT:

Motion: To adjourn the December 7, 2020 public Board of Trustees meeting at 7:24 p.m.

Motion by Cookie Hays; Seconded by Eric Park; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 1, 2021**

AGENDA ITEM 5: LIBRARY NAMING

Recommendation: To **approve** naming the East Central College Library the Donald R. and Barbara D. Means Library.

Attachment

2/1/2021

Section 5, Page 1

East Central College

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

BOARD MEMORANDUM

TO: BOARD OF TRUSTEES

FROM: JON BAUER, PH.D.

SUBJECT: LIBRARY NAMING

DATE: JANUARY 28, 2021

CC:

This memorandum serves as a recommendation for the Board of Trustees to approve the naming of the East Central College Library as the Donald R. and Barbara D. Means Library.

Policy 4.27 provides for the naming of East Central College facilities. This authority rests solely with the Board of Trustees, who “may consider naming honors for an individual who, through exemplary personal, professional or civic endeavors, has had a significant, lasting and measurable impact on the College, local region, state, nation or the world.”

Donald Means was a charter trustee, and his service goes back even further. He was one of several who worked to bring the college into existence in the 1960s. Over many years on the board, he provided wise counsel and steadfast leadership to the college. I have enclosed a tribute that was written after his passing last fall.

Bridgette Kelch and I have had the opportunity to meet with his daughter, as a representative of the entire family, and discuss how Mr. Means’ service could be recognized. The naming of the library is an appropriate way to measure the service and contributions of the Means family. Not only was Mr. Means a voracious reader, but the building in which the library is housed (George Buescher Hall) is one upon which Mr. Means and his colleagues devoted much time and attention. Among the early duties of the board was selecting and purchasing the site for the campus, and then overseeing the design and construction of the first building. Buescher Hall is named for one of Mr. Means’ colleagues on the board, George Buescher, who served as the first board president. The naming also recognizes that for one to be able to devote the countless hours of civic leadership such as that exhibited by Don Means, the support of family is essential.

I am honored to make this recommendation and look forward to the opportunity in the future to have a public ceremony to officially commemorate the naming of the Donald R. and Barbara D. Means Library.

Don Means: A Life of Integrity and Service

By Jon Bauer, Ph.D.
President, East Central College

In a community that prides itself on civic leadership, one need not look further than Don Means for an exemplar. His life and career were marked by integrity and service.

I was saddened to learn of his passing, leaving a void in the East Central College family. His body of civic work over many decades includes his service to the college and its students. Don's commitment to East Central started before the college existed, as he was one of those who worked for the establishment of the district. That initiative started within the Washington Jaycees—of which he was an active member—and continued with the work of the regional steering committee that promoted passage of the proposal.

On the same day the district was established, Don was elected as one of six charter trustees to govern the college. In that role, he was involved with the pivotal decisions that paved the way for East Central's growth and success. These decisions included the selection of the first president—Dr. Donald Shook—the hiring of the initial faculty and staff, securing temporary facilities for the college when students began work in 1969, acquiring the site of the main campus at Highway 50 and Prairie Dell Road, the initial accreditation of the college, and overseeing the first four phases of campus construction.

Don served as board secretary from 1968 until 1984, then served four years as president of the board. During this time, the board selected the college's second president, Dr. Charles Novak, who recalled him with admiration.

“If you needed strength, encouragement and a solid foundation, Don was all of that and more. Don was a man of moral character and courage.” Dr. Novak told me this week.

Devoted to the growth and success of the college, he paid particular interest to the college's finances and was instrumental in the establishment and maintenance of a college reserve. Don had a long career in financial services and brought his business acumen to the board.

I was fortunate to know and work with Don on various occasions, both while he was serving as a trustee and after his tenure on the board. One of the last conversations we had was about the 50th anniversary of the college. He fondly recalled the work of the board when the college was coming to fruition. Our conversation was reminiscent of one nearly 30 years ago, when he decided not to run for another term on the board. He spoke then with pride in seeing “what the college has meant to the people of the district.”

This weekend I spoke with Dr. Shook and Bob Hansen—the last surviving member of the charter board—and both recalled Don's devotion and service as a college trustee. I was struck by how perfectly the term trustee fit Don Means. He viewed his role as holding in trust the community's

college. He took that responsibility seriously and carried it out with integrity, commitment, and dignity.

We often think of trustees as having a fiduciary responsibility, and associate that role primarily with the finances of the college. As a certified financial planner, Don certainly approached his trusteeship from a financial perspective. But a fiduciary has an even deeper obligation. The role requires one to act at all times for the sole benefit and interest of those who have placed their trust in the fiduciary. I can easily see Don Means' picture next to that definition.

Don's legacy in the community is both broad and deep. The entire community benefits today from his lifetime of service. I am grateful for the leadership, vision, and service he provided to East Central College. And I am hopeful there are those who see his life and legacy as examples to follow.

###

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 1, 2021**

AGENDA ITEM 6: TREASURER'S REPORT AND FINANCIAL REPORT

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

Attachments

2/1/2021

Section 6, Page 1

East Central College

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

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

ASSETS	12/31/2020	12/31/2019
Current		
Cash	6,249,931	5,641,944
Investments	801,329	859,999
Receivables, net		
Student	2,728,990	2,702,069
Federal & State agencies	1,193,245	965,731
Other	3,308	3,687
Inventories	156,006	196,451
Prepaid expenses	58,704	43,898
Total Current Assets	11,191,513	10,413,779
Non-Current Assets		
Other Assets	233,037	427,449
Capital Assets (net)	40,610,843	42,564,655
Total Non-Current Assets	40,843,880	42,992,104
Total Assets	52,035,393	53,405,883
DEFERRED OUTFLOW OF RESOURCES		
Deferred pension outflows	5,391,728	7,235,763
Total Assets and Deferred Outflow of Resources	57,427,121	60,641,646
LIABILITIES		
Current Liabilities		
Accounts Payable	1,616	-8,021
Accrued Wages & Benefits	404,449	234,026
Unearned Revenue	58,832	81,945
Due to Agency Groups	447	133,538
Accrued Interest	288,647	315,850
Total Current Liabilities	753,991	757,338
Non-Current Liabilities		
USDA Loan	591,667	691,667
Bonds Payable	9,355,000	10,570,000
Premium on Sale of Bonds	541,773	644,171
Net Pension Liability	14,113,215	14,443,812
Compensated Absences	704,381	574,296
Post Employment Benefit Plan Payable	1,159,868	962,138
Johnson Control Performance Contract	1,086,194	1,136,835
United Bank of Union	1,825,000	1,925,000
Total Non-Current Liabilities	29,377,098	30,947,919
Total Liabilities	30,131,089	31,705,256
DEFERRED INFLOW OF RESOURCES		
Deferred pension inflows	3,723,756	4,333,443
NET ASSETS		
Investment in Capital Assets, net	36,187,535	35,021,446
Restricted for Debt Service	-333,541	-199,662
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	7,075,575	6,533,936
All other Funds	-21,117,292	-18,512,773
Total Net Assets	23,572,277	24,602,947
Total Liabilities, Deferred Inflow of Resources and Net Assets	57,427,121	60,641,646

East Central College

Statement of Activities

General Fund

As of December 31, 2020 and December 31, 2019

	For the Fiscal Year Ending June 30, 2021			For the Fiscal Year Ended June 30, 2020			
	Current FY Budget	Dec 31, 2020 Month end	Current FY Year-To-Date	Prior FY Budget	Dec 31, 2019 Month end	Prior FY Year-To-Date	Prior Year FYE
Revenues:							
Local Revenue	6,977,522	1,670,264	1,805,876	6,700,000	1,635,306	1,751,330	6,846,432
State Revenue	4,382,100	405,904	2,326,764	5,257,661	424,014	2,544,088	4,414,059
Federal Revenue		-		-		425	425
Tuition and Fees	5,888,328	425,617	5,705,309	6,501,424	222,900	5,691,837	6,195,071
Interest Income	50,000	6,766	31,289	55,078	15,021	33,691	88,550
Gifts and Grants	50,000	30,359	102,274	387,925	21,286	334,807	426,943
Miscellaneous Revenue	50,000	2,041	18,638	75,000	1,954	27,601	51,587
Transfers-Interfund & Indire	-	217,791	581,692	-		2,620	308,400
Transfer Federal Programs	-	-	-	-	-	-	-
Total Revenues	17,397,950	2,758,742	10,571,842	18,977,088	2,320,481	10,386,399	18,331,467
Expenses:							
Salaries	9,804,182	1,358,596	5,031,628	10,359,668	805,650	4,628,044	9,985,559
Benefits	3,362,560	354,672	1,666,736	3,475,779	252,035	1,579,443	4,631,870
Contractual Services	930,000	16,072	687,432	691,367	70,939	691,071	898,626
Current Expenses	800,000	-66,212	655,532	1,343,505	44,228	376,316	835,153
Travel	175,000	7,162	36,455	253,123	4,187	124,430	161,135
Property & Casualty Insuran	202,000	-	106,494	202,000	-	102,935	198,771
Vehicle Expense	15,000		1,348	16,640	567	4,490	6,772
Utilities	628,507	33,567	232,299	571,370	39,892	229,620	497,075
Tele/Communications	225,855	6,270	113,745	225,855	14,367	101,383	212,933
Miscellaneous	400,000	14,940	103,059	588,678	16,188	129,913	320,466
Foundation Paid Expense	2,000	284	9,929	-	-	-	2,547
Clearing Account	1,000	(1,403)	(1,323)	-	(179)	6	-
Scholarship Expense	75,000	258	59,387	11,200	4,462	29,534	91,961
Faculty Development	10,000	-	1,102	25,000	2,979	7,166	26,650
Instit. Match for Grants	75,000		35,853	74,100	-	-	32,662
Commitment to ABE	20,000	-	-	20,000	-	-	23,432
Instit. Commit.to Fine Arts	6,175	-	-	6,175	-	-	6,175
Instit. Commit.to Word & M	3,040	-		3,040	-	-	-
Capital	50,000	-18,194	177,402	15,527	-	2,000	36,262
Interfund Transfers	18,400		-	18,400	-		-
Debt Princ & Interest	300,000	8,333	126,133	272,657	8,333	136,797	272,188
Total Expenses	17,103,719	1,714,345	9,043,211	18,174,084	1,263,648	8,143,148	18,240,237
Revenue over Expenses	294,231	1,044,397	1,528,631	803,004	1,056,833	2,243,251	91,230

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

	For the Fiscal Year Ending June 30, 2021		For the Fiscal Year Ended June 30, 2020	
	Dec 31, 2020	FY 2021 Year-To-Date	Dec 31, 2019	FY 2020 Year End
Operating Revenues:				
Student Tuition & Fees	497,814	6,741,612	265,208	6,783,428
Federal Grants & Contracts	549,174	4,045,377	15,686	2,886,007
State Grants & Contracts	53,394	260,976	60,278 #	292,395
Auxiliary Services Revenue	65,416	638,389	71,144	716,147
Other Operating Revenue	37,401	187,271	29,124	399,122
Total Operating Revenue	1,203,199	11,873,625	441,440	11,077,099
Operating Expenses:				
Salaries	1,566,965	5,628,510	897,283	5,172,108
Benefits	396,196	1,827,383	276,725	1,725,634
Purchased Services	84,653	1,027,183	90,663	992,530
Supplies & Current Expenses	188,632	1,638,731	124,265	1,351,367
Travel	9,582	31,024	16,874	124,081
Insurance	-	124,996	-	119,703
Utilities	53,233	389,990	59,529	396,328
Other	5,951	43,673	7,308	73,759
Depreciation	168,594	1,026,526	163,716	998,919
Financial Aid & Scholarship	95,365	3,287,492	8,220	2,967,898
Foundation Paid Expense	284	13,125	-	
Total Operating Expenses	2,569,455	15,038,633	1,644,583	13,922,327
Operating (Loss)/Gain	-1,366,256	-3,165,008	-1,203,143	-2,845,228
Non-Operating Revenues (Expenses):				
State Appropriations	405,904	2,326,764	424,014	2,544,088
Tax Revenue	2,062,055	2,229,477	2,018,895	2,162,136
Interest Income	7,414	37,221	15,407	37,979
Gain/Loss on asset disposal	-	-	-	0
Principal & Interest on Debt	-291,126	-280,392	-189,872	-326,925
Total Non-Operating Revenue (Expense)	2,184,247	4,313,070	2,268,444	4,417,278
Increase in Net Assets	817,991	1,148,062	1,065,301	1,572,050

East Central College
Investments
As of December 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>					
1024017649	6/15/2020	6/15/2021	12 Months	0.70%	\$ 400,075.54
1024017375	5/15/2020	5/15/2021	12 Months	0.80%	\$ 397,235.94
<hr/> <hr/>					
ECC Total Invesments					\$ 797,311.48

2020

Total Cash	
Accounts	\$ 6,249,931.00
Certificates of	
Deposit	\$ 797,311.48
	<hr/> <hr/>
	\$ 7,047,242.48

2018 (December)

Total Cash	
Accounts	\$ 5,641,944.00
Certificates of	
Deposit	\$ 395,489.63
	<hr/> <hr/>
	\$ 6,037,433.63

**East Central College
Pledged Securities
As of December 31, 2020**

Farmers & Merchants

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

United Bank of Union

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

Citizens Bank

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

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

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

**East Central College
Warrant Check Register
As of December 31, 2020**

The Board of Trustees, including the Treasurer, has access to records necessary to confirm check payments have been issued in accordance with the policies and procedures of the Junior College District of East Central Missouri (East Central College), in compliance with the appropriation granted by the Board of Trustees as defined in the FY21 budgets.

Total amount of checks dispersed from December 1, 2020 through December 31, 2020, is reported at \$391,708.76

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 1, 2021**

AGENDA ITEM 7: 2021-2022 TUITION AND GENERAL FEES

Recommendation: To **approve** tuition rates and general fees for the 2021-2022 academic year as follows:

Tuition

In-District Tier One	\$110 per credit hour
In-District Tier Two	\$134 per credit hours
Out-of-District Tier One	\$156 per credit hour
Out-of-District Tier Two	\$190 per credit hour
Out-of-State Tier One	\$230 per credit hour
Out-of-State Tier Two	\$281 per credit hour
International Tier One	\$236 per credit hour
International Tier Two	\$301 per credit hour
Dual Credit/Dual Enrollment	\$55 per credit hour

General Fees

Student Activities	\$8.50 per credit hour
Support Services	\$1.00 per credit hour
Technology	\$3.00 per credit hour
Facilities	\$7.00 per credit hour
Security	\$7.50 per credit hour

Attachments

2/1/2021

Section 7, Page 1

East Central College

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

BOARD MEMORANDUM

TO: BOARD OF TRUSTEES

FROM: JON BAUER, PH.D.

SUBJECT: TUITION & FEES, 2021-22

DATE: JANUARY 28, 2021

CC: PAUL LAMPE, CHAIR, TUITION SUB-COMMITTEE

This memorandum serves as a recommendation for the approval of tuition and general fees for the 2021-22 academic year. Upon board approval, these rates would go into effect with the Fall 2021 semester.

In summary, the recommendation includes an increase of \$5 per credit hour for all classifications and tiers, with the new rates as follows:

In-District	Tier 1	\$110 per credit hour
	Tier 2	\$134 per credit hour
Out-of-District	Tier 1	\$156 per credit hour
	Tier 2	\$190 per credit hour
Out-of-State	Tier 1	\$230 per credit hour
	Tier 2	\$281 per credit hour
International	Tier 1	\$236 per credit hour
	Tier 2	\$301 per credit hour
Dual Credit		\$55 per credit hour

General fees would be established as follows:

Student Activities	\$8.50 per credit hour	(Previously \$6.50)
Support Services	\$1.00 per credit hour	(Previously \$3.50)
Technology	\$3.00 per credit hour	(Previously \$5.00)
Facilities	\$7.00 per credit hour	(Unchanged)
Security	\$7.50 per credit hour	(Previously \$5.00)
Combined	\$27.00 per credit hour	(Net Unchanged)

Enclosed you will find the recommendation from the Tuition Subcommittee of the institutional Budget Committee. This recommendation was forwarded to me on January 22. Upon review of the recommendation, the only modification made is to increase Student Activities by \$2.00 per credit hour. This results in combined general fees remaining at \$27.00 per credit hour. The

additional \$2.00 for Student Activities provides revenue in anticipation of increased costs associated with the addition of women's soccer and men's baseball. The sub-committee reviewed historical costs for athletics, but at the time of the recommendation women's soccer had not yet played due to COVID (the season begins this spring), and baseball begins in the upcoming fiscal year.

As noted in the recommendation, the increase in tuition is expected to raise \$231,523 in new tuition revenue, if enrollment remains even with the current year.

This information will be presented Monday evening, and we will be prepared to answer any questions you may have. Adoption of tuition and fees in February enables the college to have the rates established prior to the beginning of fall registration, which occurs in March.



Interoffice Memo
STUDENT DEVELOPMENT

TO: Dr. Jon Bauer, College
DATE: President January 22, 2021
FROM: Budget Sub-Committee on Tuition
RE: 2021-2022 Tuition & General Fee Rates

The Budget Sub-Committee on Tuition is recommending a tuition increase of \$5 per credit hour beginning with the fall 2021 semester. This increase will be across all types of tuition and both Tier 1 and Tier 2 levels. Assuming that AY22 credit hours will match AY20 credit hours, a \$5 per credit hour tuition increase will generate approximately \$231,523 in new tuition revenue.

- The committee believes having small incremental increases is a better practice than large sporadic increases.
- With last year's tuition and general fee increase, the College's in-district rates rank in the top half of Missouri community colleges (7 out of 14). If other community colleges do not raise their tuition for the upcoming academic year, a \$5 increase will not affect our ranking. (see attachment)
- At this time, the Federal Pell Grant is \$6345 for the 2021-2022 academic year. Tuition and general fees for a full-time student will remain below the Pell Grant (\$6345) threshold.
- At this time, the Missouri A+ maximum is \$181 per credit hour (\$5,430 annual). Tuition and general fees for a full-time student will remain below this A+ maximum threshold.
- The increase in revenue will allow the College to invest in initiatives identified in the SOAR to 2024 plan.

The recommended tuition rates for the 2021-2022 academic year are as follows:

- In-District
 - Tier One \$110 per credit hour
 - Tier Two \$134 per credit hour
- Out-Of-District
 - Tier One \$156 per credit hour
 - Tier Two \$190 per credit hour

- Out-of-State
 - Tier One \$230 per credit hour
 - Tier Two \$281 per credit hour
- International
 - Tier One \$236 per credit hour
 - Tier Two \$301 per credit hour
- Dual Credit/Enrollment
 - \$55 per credit hour

The committee also recommends an overall reduction of general fees by \$2.00 per credit hour. The rates will be adjusted as follows:

- Student Activities \$6.50 per credit hour (remains unchanged)
- Support Services \$1.00 per credit hour (reduction of \$2.50)
- Technology \$3.00 per credit hour (reduction of \$2.00)
- Facilities \$7.00 per credit hour (remains unchanged)
- Security \$7.50 per credit hour (increase of \$2.50)
- Total \$25.00 per credit hour (overall reduction of \$2.00)

Assuming that AY22 credit hours will match AY20 credit hours, a reduction of \$2 per credit hour in general fees will generate approximately \$125,549 less in general fee revenue. Overall, an increase in tuition revenue of \$231,523 and a decrease in general fee revenue of \$125,549 will result in a total overall revenue increase of approximately \$105,974.

Signature:

DocuSigned by:

Paul Lampe

1F1FD3C8A56B445...

Paul Lampe, Interim Vice President (Chair)

DocuSigned by:

Jason Durbin

57BEF6885F36407...

Jason Durbin, Faculty

DocuSigned by:

Richard Hudanick

A3CC2210524640B...

Dr. Richard Hudanick, Dean

DocuSigned by:

Raphael Maurice

0A077651057B417...

Raphael Maurice, Learning Center Specialist

DocuSigned by:

Dana Riegel

88C36A3BFF7E422...

Dana Riegel, Research Analyst

DocuSigned by:

Christina Ayres

6F2C2FDCFC1C4C7...

Christina Ayres, Director, Rolla Campus

DocuSigned by:

Becki Heimann

7904ABCC437B416...

Becki Heimann, Academic Advisor

DocuSigned by:

Bethany Lohden

EF855B5D8B974AA...

Bethany Lohden, Director of Institutional Research

DocuSigned by:

Melissa Popp

E953EEA551C84A7...

Melissa Popp, Purchasing Manager

Missouri Community College's In-District Tuition Rates FY2021

	A	B	C	D	E	F	G
1	Community College	In-District Tuition PCH	General Fees PCH	Combined Tuition and General Fees PCH	General Fees Per Semester	Total Cost per Semester (15 hours)	Total Cost per Year (30 hours)
2	State Technical College of Missouri	\$ 181.00	\$ 47.00	\$ 228.00		\$ 3,420.00	\$ 6,840.00
3	Ozarks Technical Community College	\$ 117.00	\$ 37.00	\$ 154.00	\$ 100.00	\$ 2,410.00	\$ 4,820.00
4	Missouri State University - West Plains	\$ 134.00	\$ 20.00	\$ 154.00		\$ 2,310.00	\$ 4,620.00
5	Three Rivers Community College	\$ 100.00	\$ 42.00	\$ 142.00		\$ 2,130.00	\$ 4,260.00
6	State Fair Community College	\$ 117.00	\$ 20.00	\$ 137.00		\$ 2,055.00	\$ 4,110.00
7	Crowder College	\$ 95.00	\$ 38.00	\$ 133.00		\$ 1,995.00	\$ 3,990.00
8	East Central College	\$ 105.00	\$ 27.00	\$ 132.00		\$ 1,980.00	\$ 3,960.00
9	Jefferson College	\$ 112.00	\$ 16.00	\$ 128.00		\$ 1,920.00	\$ 3,840.00
10	North Central Missouri College	\$ 87.00	\$ 38.00	\$ 125.00		\$ 1,875.00	\$ 3,750.00
11	St. Charles Community College	\$ 106.00	\$ 14.00	\$ 120.00		\$ 1,800.00	\$ 3,600.00
12	Mineral Area College	\$ 116.00	\$ 4.00	\$ 120.00	\$ 25.00	\$ 1,825.00	\$ 3,650.00
13	Moberly Area Community College	\$ 91.00	\$ 26.00	\$ 117.00		\$ 1,755.00	\$ 3,510.00
14	St. Louis Community College	\$ 99.00	\$ 17.50	\$ 116.50		\$ 1,747.50	\$ 3,495.00
15	Metropolitan Community College	\$ 100.00	\$ 7.00	\$ 107.00	\$ 10.00	\$ 1,615.00	\$ 3,230.00
16							
17	Max Pell Grant 20/21	\$6,345					
18	Max A+ (\$181 pch)	\$2,715	\$5,430				

Missouri Community College's Out-of-District Tuition Rates FY2021

	A	B	C	D	E	F	G
1	Community College	Out-Of-District Tuition PCH	General Fees PCH	Combined Tuition and General Fees PCH	General Fees Per Semester	Total Cost per Semester (15 hours)	Total Cost per Year (30 hours)
2	State Technical College of Missouri	\$ 181.00	\$ 47.00	\$ 228.00		\$ 3,420.00	\$ 6,840.00
3	Ozarks Technical Community College (Tier I)	\$ 164.00	\$ 37.00	\$ 201.00	\$ 100.00	\$ 3,115.00	\$ 6,230.00
4	Jefferson College	\$ 168.00	\$ 30.00	\$ 198.00		\$ 2,970.00	\$ 5,940.00
5	Metropolitan Community College	\$ 191.00	\$ 7.00	\$ 198.00	\$ 10.00	\$ 2,980.00	\$ 5,960.00
6	State Fair Community College	\$ 175.00	\$ 20.00	\$ 195.00		\$ 2,925.00	\$ 5,850.00
7	Crowder College	\$ 154.00	\$ 38.00	\$ 192.00		\$ 2,880.00	\$ 5,760.00
8	North Central Missouri College	\$ 148.00	\$ 38.00	\$ 186.00		\$ 2,790.00	\$ 5,580.00
9	Moberly Area Community College	\$ 158.00	\$ 26.00	\$ 184.00		\$ 2,760.00	\$ 5,520.00
10	Three Rivers Community College	\$ 141.00	\$ 42.00	\$ 183.00		\$ 2,745.00	\$ 5,490.00
11	East Central College	\$ 151.00	\$ 27.00	\$ 178.00		\$ 2,670.00	\$ 5,340.00
12	St. Charles Community College	\$ 159.00	\$ 14.00	\$ 173.00		\$ 2,595.00	\$ 5,190.00
13	St. Louis Community College	\$ 148.00	\$ 17.50	\$ 165.50		\$ 2,482.50	\$ 4,965.00
14	Mineral Area College	\$ 161.00	\$ 4.00	\$ 165.00	\$ 25.00	\$ 2,500.00	\$ 5,000.00
15	Missouri State University - West Plains	\$ 134.00	\$ 20.00	\$ 154.00		\$ 2,310.00	\$ 4,620.00

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 1, 2021**

AGENDA ITEM 8: 2021-2022 COURSE FEES

Recommendation: To **adopt** the schedule of course fees for academic year 2021-2022 as listed in the attached memorandum.

Attachment

2/1/2021

Section 8, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602



BOARD MEMORANDUM

TO: Dr. Jon Bauer
 DATE: January 26, 2021
 FROM: Office of Academic Affairs
 RE: Course Fee Schedule for AY 2021/2022

This memorandum serves as a recommendation for the Board of Trustees to adopt the course fee schedule listed below for the 2021/2022 academic year.

AY22							
Department	Section Number	Section Name	Current Fee	Purpose of Fee	Proposed Fee	Reason for Change	
CATECH	Auto Tech	AUT*101	*Intro Auto Tech	\$125.00	Lab supplies	\$125.00	
CATECH	Auto Tech	AUT*102	ASE Brakes	\$125.00	Lab supplies	\$125.00	
CATECH	Auto Tech	AUT*141	ASE Suspension/Steering	\$125.00	Lab supplies	\$125.00	
CATECH	Auto Tech	AUT*142	ASE Manual Drive	\$125.00	Lab supplies	\$125.00	
CATECH	Auto Tech	AUT*151	Auto Transmission/Transaxle	\$125.00	Lab supplies	\$125.00	
CATECH	Auto Tech	AUT*221	*ASE Electrical Systems	\$125.00	Lab supplies	\$125.00	
CATECH	Auto Tech	AUT*222	*ASE Engine Performance	\$125.00	Lab supplies	\$125.00	
CATECH	Auto Tech	AUT*223	*Heating & Air Conditioning	\$125.00	Lab supplies	\$125.00	
CATECH	Build Const	BDC*110	*Building Construction I	\$100.00	Lab supplies	\$100.00	
CATECH	Build Const	BDC*120	Building Construction II	\$100.00	Lab supplies	\$100.00	
CATECH	Build Const	BDC*130	*Building Construction III	\$100.00	Lab supplies	\$100.00	
CATECH	Build Const	BDC*140	Building Construction IV	\$100.00	Lab supplies	\$100.00	
CATECH	CIS	CIS*151	Network I	\$20.00	Network cables	\$0.00	Course has pivoted to an online format
CATECH	CIS	CIS*152	Network 2 (Cisco)	\$20.00	Network cables	\$0.00	Course has pivoted to an online format
CATECH	Culinary	CUL*101	Kitchen Fundamentals	\$60.00	Food Supplies - course specific ingredients	\$60.00	
CATECH	Culinary	CUL*103	Basic Culinary Mthds & Tech	\$60.00	Food Supplies - course specific ingredients	\$60.00	
CATECH	Culinary	CUL*105	Culinary Competition I	\$60.00	Competition Related materials and consumables	\$60.00	
CATECH	Culinary	CUL*106	Culinary Competition II	\$60.00	Competition Related materials and consumables	\$60.00	
CATECH	Culinary	CUL*111	Fundamentals of Baking	\$60.00	Food Supplies - course specific ingredients	\$60.00	

						AY22	
Department	Section Number	Section Name	Current Fee	Purpose of Fee	Proposed Fee	Reason for Change	
CATECH	Culinary	CUL*114	Dining Room Mgt&Table Serv	\$60.00	Food Supplies - course specific ingredients	\$60.00	
CATECH	Culinary	CUL*115	Intro Table Service & Brkfst	\$60.00	Food Supplies - course specific ingredients	\$60.00	
CATECH	Culinary	CUL*212	Meat & Fish ID & Fabrication	\$60.00	Food Supplies - course specific ingredients	\$100.00	Cost of meat and fish have increased
CATECH	Culinary	CUL*214	Garde Manger	\$100.00	Food Supplies - course specific ingredients	\$100.00	
CATECH	Culinary	CUL*215	Elements of Banquet&Catering	\$60.00	Food Supplies - course specific ingredients	\$60.00	
CATECH	Culinary	CUL*221	International Cooking	\$60.00	Food Supplies - course specific ingredients	\$60.00	
CATECH	Culinary	CUL*222	Adv Culinary & Rest Operations	\$60.00	Food Supplies - course specific ingredients	\$60.00	
CATECH	Culinary	CUL*223	Beverage Management	\$60.00	Spirits supplies - consumables	\$60.00	
CATECH	Culinary	CUL*224	Adv Baking & Confections	\$60.00	Food Supplies - consumables	\$60.00	
CATECH	Culinary	CUL*229	Culinary Arts Comprehensive	\$35.00	ACF fees	\$0.00	ACF Fee adjustments, fee no longer charged.
CATECH	Culinary	CUL*229	Culinary Arts Comprehensive	\$90.00	ACF Certification/Membership	\$90.00	
CATECH	Culinary	CUL*229	Culinary Arts Comprehensive	\$60.00	Competition Related materials and consumables	\$60.00	
CATECH	HIM	HIM*100	Prof Practice Exper (PPE)Prep	\$100.00	Liability Insurance, background checks	\$100.00	
CATECH	HVAC	HVC*103	Refrig Recov/EPA Cert	\$35.00	Certified Field Exam	\$35.00	
CATECH	HVAC	HVC*104	Refrigerant A/C Install I	\$25.00	Program Consumables	\$25.00	
CATECH	HVAC	HVC*105	Forced Air Heating I	\$25.00	Program Consumables	\$25.00	
CATECH	HVAC	HVC*106	Heating and Equip Install I	\$25.00	Program Consumables	\$25.00	
CATECH	HVAC	HVC*126	App Sheet Metal I	\$40.00	Lab supplies	\$40.00	
CATECH	HVAC	HVC*204	Refrigerant A/C Install II	\$25.00	Lab supplies	\$25.00	
CATECH	HVAC	HVC*205	Forced Air Heating II	\$25.00	Lab supplies	\$25.00	

						AY22	
Department	Section Number	Section Name	Current Fee	Purpose of Fee	Proposed Fee	Reason for Change	
CATECH	HVAC	HVC*205	Forced Air Heating II	\$25.00	Lab supplies	\$25.00	
CATECH	HVAC	HVC*206	Heating & Equip Install II	\$25.00	Lab supplies	\$25.00	
CATECH	HVAC	HVC*295	Hvac Capstone	\$15.00	Lab supplies	\$15.00	
CATECH	Indus Engin	IND*112*83	Industrial Power Systems Lab	\$20.00	Lab supplies	\$20.00	
CATECH	Indus Engin	IND*112*AE RO	Industrial Power Systems Lab	\$10.00	Lab materials and other related material usage	\$10.00	
CATECH	Indus Engin	IND*152	Industrial Electricity Lab	\$10.00	Lab materials and other related material usage	\$10.00	
CATECH	Indus Engin	IND*163	Indus&Control Sys Wiring	\$25.00	Lab supplies	\$25.00	
CATECH	Indus Engin	IND*173	Process & Control Systems Lab	\$25.00	Lab materials and other related	\$25.00	
CATECH	Indus Engin	IND*174	Maintenance Welding	\$350.00	lab materials	\$250.00	Periodic review of consumables cost
CATECH	Indus Engin	IND*213	Maintenance Practices	\$15.00	Lab Materials	\$15.00	
CATECH	Indus Engin	IND*215	Motor Controls	\$15.00	lab materials	\$15.00	
CATECH	Indus Engin	IND*217	Indus Systems Trblshooting	\$20.00	lab materials	\$20.00	
CATECH	prec Mach	PRS*103	Print Reading and Design	\$35.00	lab materials	\$35.00	
CATECH	prec Mach	PRS*112	Intro CNC Mill&Lathe Lab	\$25.00	Consumables	\$25.00	
CATECH	prec Mach	PRS*121	Machine Tool 1 Lec	\$96.00	NIMS - student fee	\$96.00	
CATECH	prec Mach	PRS*122	Machine Tool I Lab	\$25.00	lab supplies	\$25.00	
CATECH	prec Mach	PRS*123	Machine Tool 2 Lec	\$56.00	NIMS - student fee	\$56.00	
CATECH	prec Mach	PRS*124	Machine Tool 2 Lab	\$25.00	Program Consumables	\$25.00	
CATECH	prec Mach	PRS*141	CNC Lathe Lec	\$56.00	Consumables	\$56.00	
CATECH	prec Mach	PRS*142	CNC Lathe Lab	\$25.00	Consumables	\$25.00	
CATECH	prec Mach	PRS*201	Machine Tool 3 Lec	\$56.00	NIMS - student fee	\$56.00	
CATECH	prec Mach	PRS*202	Machine Tool 3 Lab	\$25.00	Program Consumables	\$25.00	
CATECH	prec Mach	PRS*211	CNC 2 Mill Lec	\$56.00	Consumables	\$56.00	
CATECH	prec Mach	PRS*212	CNC 2 Mill Lab	\$25.00	Consumables	\$25.00	
CATECH	prec Mach	PRS*218	Solidworks	\$10.00	Maintenance Fees	\$10.00	
CATECH	prec Mach	PRS*231	Machine Tool 4 Lec	\$28.00	Program Consumables	\$25.00	To align with other courses in the program
CATECH	prec Mach	PRS*232	Machine Tool 4 Lab	\$25.00	Program Consumables	\$25.00	
CATECH	prec Mach	PRS*241	Machining Capstone Lec	\$25.00	Program Consumables	\$25.00	
CATECH	prec Mach	PRS*242*51	Machining Capstone Lab	\$25.00	Program Consumables	\$25.00	

						AY22	
Department	Section Number	Section Name	Current Fee	Purpose of Fee	Proposed Fee	Reason for Change	
CATECH	Welding	WLD*102	Welding I Lab(Intro)	\$250.00	materials, solder, gas and other misc.	\$250.00	
CATECH	Welding	WLD*102	Welding I Lab(Intro)	\$20.00	Administrative fees	\$20.00	
CATECH	Welding	WLD*112	Wld II Lab(All Position SMAW)	\$250.00	materials, solder, gas and other misc.	\$250.00	
CATECH	Welding	WLD*112	Wld II Lab(All Position SMAW)	\$20.00	Administrative fees	\$20.00	
CATECH	Welding	WLD*122	Wldg III Lab-(Adv. SMAW)	\$250.00	materials, solder, gas and other misc.	\$250.00	
CATECH	Welding	WLD*122	Wldg III Lab-(Adv. SMAW)	\$20.00	Administrative fees	\$20.00	
CATECH	Welding	WLD*132	Welding IV Lab GMAW	\$250.00	materials, solder, gas and other misc.	\$250.00	
CATECH	Welding	WLD*132	Welding IV Lab GMAW	\$20.00	Administrative fees	\$20.00	
CATECH	Welding	WLD*202	Welding V Lab GTAW	\$250.00	materials, solder, gas and other misc.	\$250.00	
CATECH	Welding	WLD*202	Welding V Lab GTAW	\$20.00	Administrative fees	\$20.00	
CATECH	Welding	WLD*212	Welding VII Lab Pipe Wldg	\$250.00	materials, solder, gas and other misc.	\$250.00	
CATECH	Welding	WLD*213	Welding VIII(Adv Grad Proj)	\$250.00	materials, solder, gas and other misc.	\$250.00	
CATECH	Welding	WLD*213	Welding VIII(Adv Grad Proj)	\$20.00	materials, solder, gas and other misc.	\$20.00	
FPARTS	Art	ART*118*41	Photography I	\$40.00	Supplies & Chemicals	\$40.00	
FPARTS	Art	ART*119*41	Photography II	\$40.00	Supplies & Chemicals	\$40.00	
FPARTS	Art	ART*121*11	Digital Design	\$15.00	course supplies	\$15.00	
FPARTS	Art	ART*125*10	Two Dimensional Design	\$10.00	matboard for project	\$10.00	
FPARTS	Art	ART*128*30	Drawing I	\$10.00	paper cost	\$10.00	
FPARTS	Art	ART*128*60	Drawing I	\$10.00	paper cost	\$10.00	
FPARTS	Art	ART*129*20	Drawing II	\$10.00	paper cost	\$10.00	
FPARTS	Art	ART*135*10	Illustration I	\$10.00	paper cost	\$10.00	

						AY22	
	Department	Section Number	Section Name	Current Fee	Purpose of Fee	Proposed Fee	Reason for Change
FPARTS	Art	ART*136*10	Illustration II	\$60.00	course supplies	\$10.00	reduce fee to align with fees in ART135
FPARTS	Art	ART*141*41	Painting I	\$10.00	supplies for demo	\$10.00	
FPARTS	Art	ART*142*41	Painting II	\$10.00	supplies for demo	\$10.00	
FPARTS	Art	ART*215*60	Printmaking-Relief	\$40.00	Chemicals & Supplies	\$40.00	
FPARTS	Art	ART*228*31	Drawing III	\$10.00	paper cost	\$10.00	
FPARTS	Art	ART*229*31	Advanced Drawing	\$10.00	paper cost	\$10.00	
FPARTS	Art	ART*241*41	Advanced Painting	\$10.00	paper cost	\$10.00	
FPARTS	Art	ART*251*30	Design III: Three Dimen Dsgn	\$10.00	paper cost	\$10.00	
FPARTS	Art	ART*255*10	Professional Practices	\$15.00	course supplies	\$15.00	
FPARTS	music	MUA*101	Applied Voice I	\$60.00	accompanist fee	\$60.00	
FPARTS	music	MUA*101	Applied Voice I	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*102	Applied Voice II	\$60.00	accompanist fee	\$60.00	
FPARTS	music	MUA*102	Applied Voice II	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*103	Applied Voice III	\$60.00	accompanist fee	\$60.00	
FPARTS	music	MUA*103	Applied Voice III	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*111	Applied Instrument I	\$60.00	accompanist fee	\$60.00	
FPARTS	music	MUA*111	Applied Instrument I	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*112	Applied Instrument II	\$60.00	accompanist fee	\$60.00	
FPARTS	music	MUA*112	Applied Instrument II	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*113	Applied Instrument III	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*115	Applied Woodwind I	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*116	Applied Woodwind II	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*117	Applied Woodwind III	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*125	Applied High Brass I	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*126	Applied High Brass II	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*127	Applied High Brass III	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*131	Applied Piano I	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*132	Applied Piano II	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*133	Applied Piano III	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*141	Applied Guitar I	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*142	Applied Guitar II	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*143	Applied Guitar III	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*145	Applied Percussion I	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*146	Applied Percussion II	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*147	Applied Percussion III	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*201	Applied Voice IV	\$60.00	accompanist fee	\$60.00	
FPARTS	music	MUA*201	Applied Voice IV	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*202	Applied Voice Advanced Skills	\$60.00	accompanist fee	\$60.00	
FPARTS	music	MUA*202	Applied Voice Advanced Skills	\$225.00	lesson fee	\$225.00	

						AY22	
Department	Section Number	Section Name	Current Fee	Purpose of Fee	Proposed Fee	Reason for Change	
FPARTS	music	MUA*211	Applied Instrument IV	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*212	Applied Instrument Advanced	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*215	Applied Woodwind IV	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*216	Applied Woodwind Advanced	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*225	Applied High Brass IV	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*226	Applied High Brass Advanced	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*231	Applied Piano IV	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*232	Applied Piano Advanced Skills	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*241	Applied Guitar IV	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*242	Applied Guitar Advanced Skills	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*245	Applied Percussion IV	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUA*246	Applied Percussion Advanced	\$225.00	lesson fee	\$225.00	
FPARTS	music	MUC*102	Mus Theo I(Aural)	\$25.00	student attendance to concert series	\$25.00	
FPARTS	music	MUC*103	Mus Theo II(Aural)	\$25.00	student attendance to concert series	\$25.00	
FPARTS	music	MUC*202	Mus Theo III(Aural)	\$25.00	student attendance to concert series	\$25.00	
FPARTS	music	MUC*203	Mus Theo IV(Aural)	\$25.00	student attendance to concert series	\$25.00	
FPARTS	music	MUE*105	College Choir I	\$10.00	dress/tux cost & Instrument repair	\$10.00	
FPARTS	music	MUE*106	College Choir II	\$10.00	dress/tux cost & Instrument repair	\$10.00	
FPARTS	music	MUE*107	College Choir III	\$10.00	dress/tux cost & Instrument repair	\$10.00	
FPARTS	music	MUE*111	Vocal Jazz Ensemble I	\$10.00	dress/tux cost & Instrument repair	\$10.00	
FPARTS	music	MUE*112	Vocal Jazz Ensemble II	\$10.00	dress/tux cost & Instrument repair	\$10.00	
FPARTS	music	MUE*113	Vocal Jazz Ensemble III	\$10.00	dress/tux cost & Instrument repair	\$10.00	
FPARTS	music	MUE*115	College Band I	\$10.00	dress/tux cost & Instrument repair	\$10.00	
FPARTS	music	MUE*116	College Band II	\$10.00	dress/tux cost & Instrument repair	\$10.00	
FPARTS	music	MUE*117	College Band III	\$10.00	dress/tux cost & Instrument repair	\$10.00	
FPARTS	music	MUE*121	Jazz Band I	\$10.00	dress/tux cost & Instrument repair	\$10.00	

						AY22	
Department	Section Number	Section Name	Current Fee	Purpose of Fee	Proposed Fee	Reason for Change	
FPARTS	music	MUE*122	Jazz Band II	\$10.00	dress/tux cost & Instrument repair	\$10.00	
FPARTS	music	MUE*123	Jazz Band III	\$10.00	dress/tux cost & Instrument repair	\$10.00	
FPARTS	music	MUE*205	College Choir IV	\$10.00	dress/tux cost & Instrument repair	\$10.00	
FPARTS	music	MUE*206	College Choir Advanced Skills	\$10.00	dress/tux cost & Instrument repair	\$10.00	
FPARTS	music	MUE*211	Vocal Jazz Ensemble IV	\$10.00	dress/tux cost & Instrument repair	\$10.00	
FPARTS	music	MUE*215	College Band IV	\$10.00	dress/tux cost & Instrument repair	\$10.00	
FPARTS	music	MUE*216	College Band Advanced Skills	\$10.00	dress/tux cost & Instrument repair	\$10.00	
FPARTS	music	MUE*221	Jazz Band IV	\$10.00	dress/tux cost & Instrument repair	\$10.00	
FPARTS	music	MUE*222	Jazz Band Advanced Skills	\$10.00	dress/tux cost & Instrument repair	\$10.00	
FPARTS	music	MUS*101	Music Appreciation	\$10.00	student attendance to matinee concert	\$10.00	
FPARTS	Music	MUS*151	World Music	\$10.00	student attendance to matinee concert	\$10.00	
FPARTS	Theatre	THE*101	Theatre Appreciation	\$40.00	Field Trip	\$40.00	
FPARTS	Theatre	THE*110	Stagecraft	\$40.00	building supplies	\$40.00	
HTHSCI	EMS	EMS*100	Pediatric First Aid/CPR	\$0.00	Supplies	\$25.00	This fee was approved last year
HTHSCI	EMS	EMS*101	BLS/Hlthcare Providers	\$25.00	Supplies	\$25.00	
HTHSCI	EMS	EMS*104	ACLS (Adv Cardiac Life Supp)	\$150.00	Books, Supplies, Instructor	\$150.00	
HTHSCI	EMS	EMS*105	Pre-Hospital Trauma Life Supp	\$150.00	Books, Supplies, Instructor	\$150.00	
HTHSCI	EMS	EMS*109	Emer Medical Tech Clinical	\$28.00	Professional Liability Insurance	\$28.00	
HTHSCI	EMS	EMS*110	Emergency Medical Tech Lec	\$50.00	Supplies and Lab Instructor	\$70.00	Combine EMT Fees with next line
HTHSCI	EMS	EMS*110	Emergency Medical Tech Lec	\$20.00		\$20.00	
HTHSCI	EMS	EMS*122	Intro Paramedic Tech Clinical	\$28.00	Professional Liability Insurance	\$28.00	
HTHSCI	EMS	EMS*131	Pediatric Adv Life Support	\$150.00	Books, Supplies, Instructor	\$150.00	

						AY22	
Department	Section Number	Section Name	Current Fee	Purpose of Fee	Proposed Fee	Reason for Change	
				Lab Faculty & supplies d/t portfolio requirements			
HTHSCI	EMS	EMS*152	Paramedic 1	\$90.00			
HTHSCI	EMS	EMS*152	Paramedic 1	\$50.00	Supplies	\$50.00	
				Lab Faculty & supplies d/t portfolio requirements			
HTHSCI	EMS	EMS*152	Paramedic 1	\$75.00		This fee should be the same as the Union section	
HTHSCI	EMS	EMS*161	Paramedic 2 Clinical	\$28.00	Liability Insurance	\$28.00	
				Lab Faculty & supplies d/t portfolio requirements			
HTHSCI	EMS	EMS*161	Paramedic 2 Clinical	\$90.00			
HTHSCI	EMS	EMS*202	Paramedic 3 Clinical	\$28.00	Liability Insurance	\$28.00	
				Lab Faculty & supplies d/t portfolio requirements			
HTHSCI	EMS	EMS*202	Paramedic 3 Clinical	\$90.00			
HTHSCI	EMS	EMS*211	Paramedic 4 Clinical	\$28.00	Liability Insurance	\$28.00	
				Lab Faculty & supplies d/t portfolio requirements			
HTHSCI	EMS	EMS*211	Paramedic 4 Clinical	\$90.00			
				Lab Faculty & supplies d/t portfolio requirements			
HTHSCI	EMS	EMS*221	Paramedic 5	\$90.00			
				Lab Faculty & supplies d/t portfolio requirements			
HTHSCI	EMS	EMS*222	Paramedic 5 Clinical	\$75.00		This fee should have been increased last year.	
HTHSCI	EMS	EMS*222	Paramedic 5 Clinical	\$28.00	Liability Insurance	\$28.00	
HTHSCI	EMS	EMS*231	Paramedic 6	\$28.00	Liability Insurance	\$28.00	
				Professional Liability Insurance			
HTHSCI	EMS	EMS*270	I.S.-EMT	\$28.00			
HTHSCI	EMS	EMS*290	Paramedic Field Internship	\$0.00		This fee was approved last year	
HTHSCI	MDA	MDA*113	Clinical Procedures	\$100.00	Supplies	\$100.00	
HTHSCI	MDA	MDA*213	Medical Laboratory Procedures	\$100.00	Supplies	\$100.00	

Department	Section Number	Section Name	Current Fee	Purpose of Fee	AY22 Proposed Fee	Reason for Change
HTHSCI	MDA	MDA*214	MDA Clinical Externship	\$125.00	Clinical site on-boarding fees: background and drug test	\$125.00
HTHSCI	MDA	MSA*101	Administrative Procedures	\$100.00	HESI Assessment and Remediation	\$100.00
HTHSCI	MLT	MLT	All Courses	\$238.70	Consortium fee	\$245.86 Consortium Tuition Increase
HTHSCI	MLT	MLT*150	Intro to Lab Science Methods	\$67.30	Course Fee	\$69.14 Consortium Tuition Increase
HTHSCI	MLT	MLT*210	Immunology	\$67.30	Course Fee	\$69.14 Consortium Tuition Increase
HTHSCI	MLT	MLT*220	Clinical Chem and Urinalysis	\$67.30	Course Fee	\$69.14 Consortium Tuition Increase
HTHSCI	MLT	MLT*250	Hematology and Coagulation	\$67.30	Course Fee	\$69.14 Consortium Tuition Increase
HTHSCI	MLT	MLT*260	Phlebotomy	\$67.30	Course Fee	\$69.14 Consortium Tuition Increase
HTHSCI	MLT	MLT*270	Immunohematology	\$67.30	Course Fee	\$69.14 Consortium Tuition Increase
HTHSCI	MLT	MLT*280	Clinical Microbiology	\$67.30	Course Fee	\$69.14 Consortium Tuition Increase
HTHSCI	MLT	MLT*290	Parasitology, Mycology and Vir	\$67.30	Course Fee	\$69.14 Consortium Tuition Increase
HTHSCI	MLT	MLT*291	Hematology & Coagulation Pract	\$67.30	Course Fee	\$69.14 Consortium Tuition Increase
HTHSCI	MLT	MLT*292	Clinical Chemistry Urin Pract	\$67.30	Course Fee	\$69.14 Consortium Tuition Increase
HTHSCI	MLT	MLT*293	Clinical Microbiology Practicum	\$67.30	Course Fee	\$69.14 Consortium Tuition Increase
HTHSCI	MLT	MLT*294	Immunohematology Practicum	\$67.30	Course Fee	\$69.14 Consortium Tuition Increase
HTHSCI	Nursing	NUR*102	Fund Nursing Lab	\$375.00	Supplies, Faculty, & Lab expense	\$375.00
HTHSCI	Nursing	NUR*102	Fund Nursing Lab	\$350.00	HESI Assessment and Remediation	\$375.00 AY22 HESI 5% increase
HTHSCI	Nursing	NUR*103	Successful Transitions/Nursing	\$150.00	Supplies & Lab Faculty	\$150.00
HTHSCI	Nursing	NUR*132	Nrsg of Adults&Chld I Lab	\$375.00	Supplies, Faculty, & Lab expense	\$375.00

						AY22	
Department	Section Number	Section Name	Current Fee	Purpose of Fee	Proposed Fee	Reason for Change	
HTHSCI	Nursing	NUR*202*11	Nursing Adults & Child II Lab	\$375.00	Supplies, Faculty, & Lab expense	\$375.00	
HTHSCI	Nursing	NUR*202*Bridge	Nursing of Adults & Children II	\$350.00	Assessment & Remediation	\$350.00	
HTHSCI	Nursing	NUR*232	Nursing of Adlts&Chld III Lab	\$375.00	Supplies, Faculty, & Lab expense	\$375.00	
HTHSCI	OTA	OTA	All courses	\$195.00	Consortium fee	\$195.00	
HTHSCI	OTA	OTA*200	Found Occupational Therapy	\$52.00	Course Fee	\$55.00	MHPC increase in fees
HTHSCI	OTA	OTA*205	Med Conditions Occup Therapy	\$52.00	Course Fee	\$55.00	MHPC increase in fees
HTHSCI	OTA	OTA*210	Analysis of Occupations	\$52.00	Course Fee	\$55.00	MHPC increase in fees
HTHSCI	OTA	OTA*215	Mental Hlth&psychosocial Pract	\$52.00	Course Fee	\$55.00	MHPC increase in fees
HTHSCI	OTA	OTA*220	Pediatric & Adolescent Pract	\$52.00	Course Fee	\$55.00	MHPC increase in fees
HTHSCI	OTA	OTA*250	Functional Kinesiology	\$52.00	Course Fee	\$55.00	MHPC increase in fees
HTHSCI	OTA	OTA*255	Physical Disabilities Practice	\$52.00	Course Fee	\$55.00	MHPC increase in fees
HTHSCI	OTA	OTA*259	Professional Skills	\$52.00	Course Fee	\$55.00	MHPC increase in fees
HTHSCI	OTA	OTA*259	Professional Skills	\$59.00	Hesi Practice & Exit Exam Fee	\$59.00	
HTHSCI	OTA	OTA*259	Professional Skills	\$125.00	Certification Exam Fee	\$125.00	
HTHSCI	OTA	OTA*260	Community Practice	\$52.00	Course Fee	\$55.00	MHPC increase in fees
HTHSCI	OTA	OTA*265	Ethics, Mgt & Leadership	\$52.00	Course Fee	\$55.00	MHPC increase in fees
HTHSCI	OTA	OTA*290	Level II Fieldwork A	\$52.00	Course Fee	\$55.00	MHPC increase in fees
MTHEDU	Education	EDU*115	Child Hlth,Nutri&Safety	\$60.00	Infant & Toddler CPR Certification	\$60.00	
MTHEDU	Education	EDU*115	Child Hlth,Nutri&Safety	\$60.00	Infant & Toddler CPR Certification	\$60.00	
MTHEDU	Education	EDU*203	Educational Technology	\$60.00	Foliotex Software	\$60.00	
MTHEDU	Education	EDU*212	Teaching Prof/Field Experience	\$10.00	SMSTA Liability Insurance	\$10.00	

						AY22	
	Department	Section Number	Section Name	Current Fee	Purpose of Fee	Proposed Fee	Reason for Change
MTHEDU	Education	EDU*244	Education/Exceptional Learners	\$25.00	hybrid fee	\$25.00	
MTHEDU	Education	EDU*290	Program Capstone-Teaching	\$59.00	MoGEA Testing Fee	\$59.00	
MTHEDU	Physical Ed	PED*000	Fitness Center Orientation	\$15.00	Equipment maintenance	\$15.00	
SCIENG	Biology	BIO*110	General Ecology	\$10.00	Specimens & Supplies	\$10.00	
SCIENG	Biology	BIO*111	Gen Biology Lec & Lab	\$50.00	Specimens & Supplies	\$50.00	
SCIENG	Biology	BIO*121	Prin of Biology I Lec & Lab	\$20.00	Specimens & Supplies	\$20.00	
SCIENG	Biology	BIO*122	Prin of Biology II Lec & Lab	\$50.00	Specimens & Supplies	\$50.00	
SCIENG	Biology	BIO*151	Intro Hum Anat&Phys Lec&Lab	\$40.00	preserved specimens	\$40.00	
SCIENG	Biology	BIO*151	Intro Hum Anat&Phys Lec&Lab	\$50.00	preserved specimens	\$50.00	
SCIENG	Biology	BIO*205	Microbiology for Allied Health	\$50.00	Cultured Plates & Other supplies	\$50.00	
SCIENG	Biology	BIO*206	Hum Anat&Phys I Lec & Lab	\$10.00	preserved specimens	\$10.00	
SCIENG	Biology	BIO*206	Hum Anat&Phys I Lec & Lab	\$50.00	preserved specimens	\$50.00	
SCIENG	Biology	BIO*207	Hum Anat&Phys II Lec&Lab	\$50.00	Consumables	\$50.00	
SCIENG	Chemistry	CHM*112	Gen Chemistry II Lec & Lab	\$50.00	Chemicals & Supplies	\$50.00	
SCIENG							No current fee listed, this was approved last year.
SCIENG	Chemistry	CHM*205	Organic Chemistry I Lec&Lab	\$0.00	Chemicals & Supplies	\$50.00	
SCIENG	Physics	GEO*102	Intro Phys Geo Lab	\$40.00	Field Trip	\$40.00	
SCIENG	Physics	PHY*104	Intro to Physics Lect&Lab	\$20.00	building supplies & consumables	\$20.00	
SCIENG	Physics	PHY*110	Survey of Phys Sci Lec & Lab	\$25.00	building supplies & consumables	\$25.00	
SCIENG	Physics	PHY*212	Gen Physics I Lab	\$10.00	disposable supplies	\$10.00	

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 1, 2021**

AGENDA ITEM 9: RADIOLOGIC TECHNOLOGY PROGRAM

Recommendation: To **authorize** college administration to pursue the change of control of the Radiologic Technology Program offered in partnership with the Rolla Technical Center to East Central College, subject to appropriate regulatory and accrediting bodies, and contingent upon approval of the Rolla School District Board of Education to discontinue sponsorship of the program.

Attachment

BOARD MEMORANDUM

TO: BOARD OF TRUSTEES

FROM: JON BAUER, PH.D.

SUBJECT: RADIOLOGIC TECHNOLOGY PROGRAM, ROLLA

DATE: JANUARY 28, 2021

CC: ROBYN WALTER

This memorandum serves as a recommendation for the Board of Trustees to authorize college administration to pursue the change of control of the Radiologic Technology Program offered in partnership with the Rolla Technical Center to East Central College, (a) subject to appropriate regulatory and accrediting bodies, and (b) contingent upon approval of the Rolla School District Board of Education to discontinue sponsorship of the program.

Since fall of 2020, we have been in discussions with Rolla Public Schools about the future of the adult postsecondary programs offered at Rolla Technical Institute/Center. District administration has expressed their interest in moving away from these adult programs, focusing instead on secondary (high school) offerings at these facilities. At the same time, there is both student interest and community need for these programs.

The discussions have centered around initially pursuing a change of control for the Radiologic Technology Program and exploring similar transfers for the Licensed Practical Nurse and Surgical Technology programs in the future.

Radiologic Technology is a natural transition, as we already offer this program in partnership with Rolla. The district's faculty teach the program courses, we offer the general education component and confer the degree. Over time, the program accreditor required an associate's degree for licensure in the field. The program is approved for 25 students, split between first- and second-year students.

If we assume the program, the faculty would become employees of the college. We would continue to confer the degree. All tuition and course fees would be paid to the college. We would continue to offer the program at Rolla Technical Center, and we have discussed the eventual transfer of program equipment to ECC.

The proposed timeline is for this change of control to take effect July 1, 2021, in order for ECC to begin offering the program in the fall semester of this year. Prior to that date, Rolla would need to make notification of its intent to discontinue offering the program, and we would pursue the change of sponsorship program with the Joint Review Committee on Education in Radiologic Technology (JRCERT). Because ECC already offers the degree, additional approval from the Missouri Department of Higher Education and Workforce Development is not required. We will, however, be required to notify the Higher Learning Commission of this institutional change.

All of these steps will be taken throughout the spring and summer, in order to provide a seamless transition of control from Rolla to ECC.

This development is consistent with our strategic plan, which calls for the expansion of our enrollment, programs, and services in the Rolla area of our service region. Rad Tech, as well as LPN and Surgical Tech, are complementary programs to our existing offerings. This transition positions us to provide a comprehensive health careers academy in the region.

A full presentation will be provided Monday evening, and we will be prepared to answer any questions you may have. If the board authorizes this change, the Rolla school board will likely vote on February 4 to discontinue its offering of the program.

Please contact me if you have questions or need additional information before the board meeting. A more detailed presentation will be offered Monday night.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 1, 2021**

AGENDA ITEM 10: CHAPTER ONE BOARD POLICY & PROCEDURES REVISIONS

Proposed revisions to chapter one of the Board Policy and Procedures Manual will be presented for first reading. These revisions were suggested by a small committee composed of faculty, staff, and a Board member. The suggested changes were then vetted by legal counsel and submitted to the Shared Governance Council for review and input. The revisions were approved by the Council at their December 10, 2020 meeting. The revisions will be brought back to the March Board meeting for final approval.

Attachment

2/1/2021

Section 10, Page 1

East Central College

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

SECTION 1: ORGANIZATION OF THE COLLEGE

1.1 **Legal Authority Policy** *(Adopted 12-3-1968; Revised 2-4-2002, 11-12-2007)*

The Junior College District of East Central Missouri, its Board and employees will comply with all applicable ~~public school~~ **community college** laws of Missouri. Other sections and statutes, not specifically written for ~~public schools~~ **community colleges** but applicable to them, will be complied with as interpreted and defined by the Coordinating Board for Higher Education and by legal counsel.

1.2 **Mission Policy** *(Adopted 12-6-1994; Revised 10-6-2003, 12-2-2013, 8-26-2019)*

Institutional Mission - Empowering students and enriching communities through education.

1.3 **Authority and Responsibilities of the Board of Trustees Policy** *(Adopted 6-6-1988; Revised 11-12-2007)*

The Board of Trustees of the Junior College District of East Central Missouri is the sole statutory legislative governing body responsible for the control and operation of East Central College. **Board members shall serve as liaisons to standing committees of the College as deemed appropriate by the College President.**

Procedures

1.3.1 The statutory responsibilities of the Board of Trustees include, but are not limited to, the following:

1. Approve the appointment, retention and dismissal of employees of the College, define and assign their powers and duties and fix their compensation.
2. Levy such taxes as are required for the operation of the College.
3. Establish fees for students in the amount necessary to maintain College courses.
4. Provide instructional programs and services and physical facilities.
5. Approve all contracts, ~~where the consideration to be paid is \$15,000 or more~~ **unless delegated to the College President for approval.**
6. ~~Formulate~~ **Adopt** and oversee disciplinary policy regarding students.
7. Comply with all applicable federal, state, and local mandates.

1.4 **New Instructional Programs Policy** *(Reaffirmed 12-2-1991; Revised 11-12-2007)*

The Board will approve all new instructional programs **and the deactivation of instructional programs that are no longer viable.**

1.5 Organization of the College Policy *(Adopted 2-7-1991; Revised 2-4-2002)*

The organization of the College shall be proposed by the President of the College and approved by the Board **annually**. **Changes to the organizational structure during the fiscal year shall be presented to the Board for approval prior to implementation.**

Procedures

1.5.1 The staffing plan shall be developed by the Human Resources Director in conjunction with the President and Vice Presidents.

1.5.2 Changes to the staffing plan shall be proposed to the President by the appropriate Vice President as required to ensure the efficient operation of the College. Upon approval by the President, changes resulting in the addition or deletion of a full-time position or reclassification of a contracted employee shall be presented to the Board for acceptance.

1.6 Approval of Contracts Policy *(Adopted 11-12-2007)*

The Board of Trustees shall approve all contracts where the consideration to be paid under the contract is ~~\$15,000~~ **\$20,000** or more. Approval requires an affirmative vote of at least four trustees. A contract requiring Board approval may not be signed by a representative of the College unless and until the Board has approved the contract. The Board hereby delegates to the College President the authority to approve and sign contracts where less than ~~\$15,000~~ **20,000** is to be paid.

~~**1.7 Elections Policy**~~ *~~(Reaffirmed 12-2-1991; Revised 11-12-2007)~~*

~~All elections will be carried out in accordance with Missouri law.~~ **(combined with 1.10)**

1.8 Sub-districting Policy *(Adopted 12-2-1991; Revised 2-4-2002)*

For the purpose of electing trustees, a sub-districting plan will be adopted by the Board of Trustees, approved by the Coordinating Board for Higher Education and reviewed following publication of each decennial census.

1.9 Trustee Qualifications Policy *(Adopted 11-12-2007)*

Members of the Board of Trustees shall be citizens of the United States and at least twenty-one years of age. They shall also have been voters of their respective sub-district for at least one whole year preceding their election or appointment.

1.10 Trustee Elections Policy *(Adopted 11-12-2007)*

All elections related to College issues and elections of College trustees will be carried out in accordance with Missouri law.

The qualified voters of the Junior College District of East Central **Missouri** shall elect two (2) trustees for terms of six (6) years each on municipal election day in April of each even-numbered year. Unexpired vacant terms will be filled in accordance with law.

Procedures

1.10.1 Candidate Filing

Before the sixteenth Tuesday preceding the election, the Board shall publish in at least one (1) newspaper of general circulation in the **College** district the opening filing date, the offices to be filled, the place for filing, the closing date for filing and a statement that candidates filing on the first day of filing will be listed on the ballot in random order.

Qualified applicants for the Board may file a declaration of candidacy during business hours in the President's office commencing at 8:00 a.m. on the sixteenth Tuesday prior to the election and ending at 5:00 p.m. on the eleventh Tuesday prior to the election. The candidate shall declare his or her intent to become a candidate in person and in writing to the Recording Secretary of the Board of Trustees or designee.

The names of qualified candidates shall be placed on the ballot in order of filing, except that for candidates who file a declaration of candidacy prior to 4:30 p.m. on the first day of filing, ~~the College shall determine by random drawing~~ the order in which such candidates' names shall appear on the ballot **will be determined by random drawing**. Each candidate filing on the first day shall draw a number at random at the time of filing. The **College Board Recording Secretary** shall record the number drawn with the candidate's declaration of candidacy. The names of candidates filing on the first day of filing shall be listed in ascending order of the numbers so drawn and ahead of the names of candidates filing on a later date.

The notice of election and certification of candidates must be submitted to the various election authorities by the tenth Tuesday prior to the election in the manner provided by law. After the tenth Tuesday prior to the election, the candidate list may only be modified pursuant to court order, in accordance with law.

Prior to the College's certification of candidates to the election authorities, a candidate may withdraw from the election by presenting to the **College Board Recording Secretary** a notarized written statement of his or her intention to withdraw. After the deadline for certification of candidates to the election authority, a candidate may only withdraw pursuant to court order, in accordance with law.

The **College Board Recording Secretary** will **notarize each candidate's Affidavit of Tax Payments and Bonding Requirements, which shall be filed with the Missouri Department of Revenue. The Board Recording Secretary shall also** provide each candidate a copy of the Notice of Candidate's Obligation to File Financial Interest Statement and a plain language summary of the applicable laws provided by the Missouri Ethics Commission as required by law. Candidates must comply with laws concerning eligibility, campaign financing and campaign disclosures.

1.10.2 No Election Held

No election will be held if, after the last date of candidate filing, the number of candidates who have filed is equal to the number of positions to be filled by the election **in the appropriate subdistricts**. However, if the number of candidates filing exceeds the number of positions **in a subdistrict**, the election will be held even if a sufficient number of candidates withdraw so that the remaining candidates are equal to the number of positions to be filled.

1.10.3 Certification of Results Policy

Within seven business days after receipt of the official election returns from the election authorities, at least a majority of the then-qualified members of the Board of Trustees will tabulate the results so received and declare and certify the candidate or candidates receiving the greatest number of votes and the result of balloting upon any question. Said certification will be duly noted in the official minutes of the Board meeting.

1.11 Assuming the Office *(Adopted 12-3-1968; Revised 2-4-2002)*

At the ~~first~~ meeting of the Board of Trustees ~~after~~ **where** the election of a member or members of the Board of Trustees has been certified, said member or members so elected and certified shall present themselves for the purpose of being seated.

Procedures

1.11.1 Oath

All members of the Board of Trustees shall be required to take and subscribe to an oath of office in the following form:

"I do solemnly swear (or affirm) 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."

1.12 Seating of Members *(Adopted 12-3-1968; Revised 2-4-2002)*

The President of the Board shall thereupon recognize newly 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.

1.13 Vacancy on the Board of Trustees *(Adopted 12-3-1968; Revised 2-4-2002)*

Any vacancy shall be filled by an act of the Board.

In the case of a vacancy occurring in the membership of the Board of Trustees from any cause, it shall be the duty of the Secretary to certify such fact ~~to the Board and~~ to each remaining member ~~thereof~~ **of the Board**.

After such certification, the Trustees at a regular or special meeting shall nominate and appoint a successor Trustee to serve until the next election held by or for the College when a Trustee shall be elected for the unexpired term.

~~Upon appointment by the Board, the Secretary shall issue a certificate of appointment to the newly appointed Trustee.~~

When a person becomes a member of the Board of Trustees by appointment, the new member shall be seated at as soon as possible, but no later than the next regular meeting after said appointment and after having taken the prescribed oath of office.

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. The Board officers shall serve in their positions until the first meeting of the Board in April following an election.

Procedures

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.
(suggest elimination of recording secretary; see 1.14.5)

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 *(It is suggested the Board consider eliminating the recording secretary, moving the recording secretary duties here, and appointing a Board secretary rather than having a Board member named as 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.~~ *(Move to recording secretary; official bond of Treasurer no longer necessary.)*

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~~ **College**, 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 be the custodian of the official seal of the College, to prepare and post Board of Trustees meeting agendas, to post notices of Board of Trustees meetings*, 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.

1.15 Board Meetings Policy *(Adopted 12-3-1968; Revised 2-4-2002)*

Board meeting procedures and schedules shall be established by the Board **in conjunction with the College President.**

Procedures

1.15.1 Regular Meetings

The regular monthly meeting of the Board of Trustees is held on the first Monday of each calendar month at a time to be established unless such day occurs on a legal holiday or the Board selects an **alternative alternate** date for the meeting.

All Board meetings shall be held at a place of sufficient size to accommodate the anticipated members of the public **or via videoconference**, and at a time that is reasonably convenient. In addition, reasonable efforts shall be made to make the meeting accessible to individuals with disabilities. If any of these statutory requirements are not met, the nature of the cause for noncompliance for the meeting will be stated in the Board minutes.

Recording open meetings by audiotape, videotape or other electronic means is allowed by law. However, the Board will establish guidelines regarding the manner in which such recordings are conducted to minimize disruption to the meeting. Recording a closed meeting is prohibited unless permission has been granted by the Board.

1.15.2 Meetings to be Public

All regular meetings of the Board shall be open to the public unless closed as authorized by law.

1.15.3 Representatives of the Employee Associations

The Board of Trustees will officially recognize a member of each employee association selected by these bodies as their representatives. These representatives will receive notices of the Board meetings and agendas and will be invited to attend the Board meetings **to provide an update on activities of the associations.**

1.15.4 Notification of Meetings

It is the policy of the College to inform the public of Board of Trustee meetings in accordance with the law. The Recording Secretary has the responsibility to post notice of Board meetings.

A. All Meetings

In addition to the criteria listed below, notice of all Board meetings (regular, special and closed) shall be given at least 24 hours in advance of the meeting, exclusive of weekends and holidays when the College

is closed, unless for good cause such notice is impossible or impractical, in which case as much notice is reasonably possible shall be given. The nature of the good cause must be stated in the minutes.

The notice shall be posted ~~on a bulletin board or other easily accessible public place clearly designated for that purpose~~ **outside the Board of Trustees meeting room** in Buescher Hall **and on the College's website.**

All interested news media organizations will be notified of all meetings of the Board of Trustees.

B. Open Meetings

Public notice of an open meeting will include the time, date, place and tentative agenda advising the public of the matters to be considered.

C. Closed Meetings

Public notice of a closed meeting will include the time, date, and place of the meeting and the specific statutory exemption under which the meeting is closed.

1.16 Telephone/Videoconference** Meetings ~~Policy~~** *(Adopted 11-12-2007)*

The Board may hold a meeting with all or a majority of the trustees participating by telephone **or videoconference**. Such ~~telephone~~ meetings shall be open to the public. Trustees may cast votes other than roll call votes at a telephone **or videoconference** meeting. However, issues that require a roll call vote, including issues to be discussed and decided in closed session, may not be voted on at a telephone meeting. The College President will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting by telephone **or videoconference** may interact and the public may observe or hear the comments made. The College President will take measures to verify the identity of any remotely located participants.

1.17 Special Meetings ~~Policy~~ *(Revised 11-12-2007)*

Special meetings may be called (1) at any time by the Board President, and (2) also may be called by the Secretary upon written request of a majority of the members of the Board of Trustees. Written notice of the special meeting, including the starting time and place of the meeting and the business to be conducted, will be given to each member and to the public at least 24 hours (exclusive of weekends and holidays) prior to the commencement of the meeting. The only exception to this is when, for good cause, such advance notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given. No business will be transacted at special meetings other than that stated in the notice.

1.18 Quorum Policy *(Revised 11-12-2007)*

At all meetings of the Board of Trustees a majority of the Board will constitute a quorum to do business, but no contract shall be let, teacher employed or dismissed, or bill approved unless a majority of the whole board (i.e., four trustees) votes therefor.

1.19 Closed Meetings Policy *(Adopted 11-7-1988; Revised 1-2005)*

The Board of Trustees will comply with RSMo sections 610.010 - 610.030 regarding open meetings, records, and votes. All meetings, records and votes shall be open to the public unless closed as authorized by law. The Board reserves the right, as provided by law, to conduct closed meetings, including any records or votes, to the extent allowed under the Missouri Sunshine Law.

Procedures

1.19.1 Authorizing a Closed Meeting

Public notice of closed meetings shall be given in accordance with Board policy and law. A majority of a quorum of the Board shall vote to close a meeting, in accordance with law. The reason for holding the closed meeting, with reference to the specific statutory exemption relied upon for closure and the roll call vote of each member on the question of holding a closed meeting, shall be announced publicly at an open session and entered into the minutes. Only business directly related to the specific exemptions may be discussed or voted upon at a closed meeting.

1.19.2 Objection

In the event a motion is made to close a meeting, record or vote and a Board member believes that the motion would violate the Missouri Sunshine Law if passed, the Board member may state his or her objection to the motion before or at the time the vote is taken. The Recording Secretary will enter the objection in the minutes. Once the objection has been made, the Board member shall be allowed to fully participate in the meeting, record or vote even if it is closed over the member's objection. If the Board member voted against the motion to close the meeting, record or vote, the recorded objection and the vote is an absolute defense to any claim filed against the Board member pursuant to the Missouri Sunshine Law.

1.19.3 Meeting Location

The Board shall only close that portion of the meeting facility needed to house the Board in closed session. Members of the public must be allowed to remain in the meeting facility so that they may attend any open meeting that follows the closed meeting.

1.19.4 Confidentiality

The Board members and employees in attendance are honor bound not to disclose the details or discussions of the closed meetings, records or votes. ~~District~~ College employees who fail to keep closed information or closed meetings confidential may be disciplined or terminated. The Board may publicly admonish Board members who fail to keep closed meetings, records or votes confidential in violation of this policy.

1.19.5 Reasons for Holding Closed Meetings

Unless otherwise determined by the Board, any meeting, record or vote pertaining to the following topics shall be considered a closed meeting, closed record, or closed vote:

1. Legal actions, causes of action or litigation involving the ~~district~~ College and any confidential or privileged communication between the ~~district~~ College or its representatives and its attorneys. However, any minutes, vote or settlement agreement relating to legal actions, causes of action or litigation shall be made public upon final disposition of the matter voted upon or upon the signing by the parties of the settlement agreement, unless, prior to final disposition, the settlement agreement is ordered closed by a court, except that the amount of any monies paid by the College shall be disclosed.
2. The lease, purchase or sale of real estate by the ~~district~~ College where public knowledge of the transaction might adversely affect the amount to be received or spent by the ~~district~~ College. Any minutes, vote or public record approving such a contract shall become available to the public upon execution of the lease, purchase or sale of the real estate.
3. Hiring, firing, disciplining or promoting of particular employees by the ~~district~~ College when personal information about the employee is discussed or recorded. However, any vote on a final decision to hire, fire, promote or discipline an employee shall be made available to the public, along with a record of how each member voted, within 72 hours of the close of the meeting; provided, however, that any employee so affected shall be entitled to prompt notice of such decision during the 72-hour period before such decision is made available to the public.
4. Proceedings involving the mental or physical health of an identifiable individual.
5. Scholastic probation, expulsion or graduation of identifiable persons, including record of individual tests or examination scores, except that such records will be open to inspection by the student(s) and his/her/their parent(s), guardian(s), or other custodian(s) as permitted by law.

6. Testing and examination materials until the test or examination is given for the final time.
7. Welfare cases of identifiable individuals.
8. Preparations on behalf of the ~~district~~ College or its representative for negotiations with employee groups, including any discussion or work product.
9. Software codes for electronic data processing and documentation thereof.
10. Competitive bidding specifications until officially approved or published.
11. Sealed bids and related documents until the bids are opened; sealed proposals and related documents until all proposals are rejected; or any documents related to a negotiated contract until a contract is executed.
12. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. However, the names, positions, salaries and lengths of service of ~~district~~ College employees shall be available to the public.
13. Records protected from disclosure by law.
14. Scientific and technological innovations in which the owner has a proprietary interest.
15. Records relating to municipal hotlines established for reporting abuse and wrongdoing.
16. Confidential or privileged communications between the Board and its auditor, including all auditor work product. However, all final audit reports issued by the auditor are to be considered open records.
17. Existing or proposed security systems and structural plans of real property owned or leased by the ~~district~~ College where public disclosure would threaten public safety.
18. Records that identify and would allow unauthorized access to or unlawful disruption of the configuration of components or the operation of a computer, computer system computer network of the ~~district~~ College if released.
19. Credit card numbers, personal identification numbers, digital certificates, physical and virtual keys, access codes or authorization codes that are used to protect the security of electronic transactions between the ~~district~~ College and a person or entity doing business with the ~~district~~ College.

20. Records submitted to the College by an individual, corporation, or other business entity in connection with a proposal to license intellectual property or perform sponsored research and which contain sales projections or other business plan information the disclosure of which may endanger the competitiveness of a business.

1.20 Release of Information to the Public *(Adopted 11-12-2007)*

Records of the College are open to the public unless closed in accordance with the action of the Board of Trustees in adopting this policy, state or federal law. All records of East Central College subject to closure pursuant to Missouri's Sunshine Law (Chapter 610, Section 610.021 RSMO, as amended) are hereby closed. For purposes of release of records not closed pursuant to this policy, the Recording Secretary of the Board serves as the College's custodian of records. Members of the public may request the custodian of records to provide access to public records. After receipt of the request, the custodian will provide access within three business days or sooner if possible or explain in writing the reason for denial of access or for delay.

Members of the public may request copies of public records. A charge of up to ten cents per page may be made for copies no larger than 9 x 14 inches. The College may also charge a fee for search, research and duplication time in responding to requests for copies of public records. Such charges shall be in accord with Missouri's Sunshine Law (Section 610.026 RSMO). Prior to producing copies of requested records, the person requesting the records may, upon request, obtain an estimate of the cost. The College may require the payment of such fees prior to the making of copies.

1.21 Rules of Order Policy *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 8-14-2006)*

Rules of order shall be established and followed by the Board.

Procedures

1.21.1 Order of Business *(Revised 5/11/2015)*

The President, upon taking the chair, shall call the members to order on the appearance of a quorum. The order of business unless modified by the Board shall be as follows:

1. Call to Order
2. Recognition of Guests
3. Public Comment
4. Consent Agenda/Agenda
5. Minutes
6. Financial Reports
7. Bids
8. Actions
9. Personnel
10. Reports
11. Adjournment

1.21.2 Rules of Order

In all matters not covered by the rules of the Board, parliamentary procedures shall be governed by Robert's Rules of Order Revised, Part I, Articles I through VIII.

1.21.3 Recognition *(Adopted 12/3/1968; Reaffirmed 12/2/1991; Revised 5/11/2015)*

No person other than a member of the Board of Trustees, the President of the College or other chief administrative personnel of the ~~district~~ **College** designated by the President shall be recognized to speak at any meeting of the Board of Trustees except upon the consent of the majority of the Board or as designated under Policy 1.22 Public Comment **and Procedure 1.15.3 Representatives of the Employee Associations. Approval of the agenda shall constitute recognition to speak at the appropriate time.**

1.22 Public Comment *(Adopted 5/11/2015)*

To provide for full and open communication between the public and the Board of Trustees, the Board has established a Public Comment period during regular meetings of the Board of Trustees.

Procedures

1.22.1 Rules for Public Comment

A designated time will be set aside on the Board of Trustees regular meeting agenda for public comments on items either posted on the agenda or not posted on the agenda. The following rules will apply to the public comment portion of the meeting:

- 1) Each person wishing to address the Board will enter his/her name and the topic to be addressed on the form available in the meeting room prior to the start of the Board meeting.
- 2) Each speaker will be limited to no more than three (3) minutes for his/her comments.
- 3) Individuals will be permitted to address the Board only once during the public comment period.
- 4) Students and College employees have certain rights of confidentiality under state and federal law that the College scrupulously protects. The Board reserves the right to limit comments to the extent allowed by law to protect confidentiality.
- 5) The Board will not provide a response at the time of a speaker's presentation, but may ask questions or request clarification to ensure understanding of the speaker's comments. The Board will take all comments under advisement. The Board president may make clarifying remarks at the end of the public comment session to address any misstatements of fact.
- 6) Any exceptions to the above Rules for Public Comment are subject to approval by the Board of Trustees.

1.23 Voting Procedures *(Adopted 12-3-1968; Revised 11-12- 2007)*

Voting at meetings of the Board of Trustees shall be conducted in accordance with the provisions set out below:

A. In General

All motions will be recorded in the minutes, including the name of the person seconding any motion and the record of the vote. Minimally, the number of “yes” and “no” votes on any question shall be recorded in the minutes unless a roll call vote is required by law. When a member abstains from voting, such abstention shall not be counted as a vote either for or against the proposal, but shall be entered in the minutes as an abstention. The President of the Board shall have a vote on all questions.

Upon request, any member ~~upon request~~ may have a brief explanation of their vote recorded on any question. Any member may also change his or her vote if such request is made prior to consideration of the next order of business. Motions pass with an affirmative vote from the majority of the quorum present at the meeting, unless otherwise limited by Policy 1.18.

B. Voting in Open Session

Voting in open session must be conducted in a manner that allows the Recording Secretary to accurately discern and record the number of persons voting for or against the motion as well as the persons abstaining from the motion.

The Board may decide to vote by roll call in open session. Any member desiring a roll call vote shall so request it of the President and upon being recognized shall proceed to cast his vote first, the vote then proceeding in a clockwise manner until all have voted, and the vote shall be so recorded.

When voting to adjourn to closed session, the specific reason for closing the meeting must be announced publicly by reference to a specific section of the law and the vote must be taken by roll call.

C. Voting in Closed Session

All votes taken in closed session shall be taken by roll call, including the vote to adjourn.

D. Additional Provisions

1. No member of the Board may vote by proxy.
2. Every member present shall vote in accordance with Missouri law.
3. The reconsideration of a vote may be moved only by a member who voted with the majority and only at the same meeting at which the vote was taken.
4. If the motion to reconsider prevails, the matter under consideration shall be decided at that or the next regular session, and the matter as thus finally decided shall not be revived within a period of three months unless by consent of a ~~two-thirds~~ majority of the **entire** Board.

1.24 Board Agenda Policy *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 11-12-2007)*

The agenda for all regular and special Board meetings will be developed by the President of the College.

Procedures

- 1.24.1** An individual Board member may present any additional item for the agenda to the Board under the item "Approval of Agenda." It shall be added to the agenda upon the approval of a majority of the Board members present.
- 1.24.2** Any individual or group who wishes to have an item placed on the agenda shall submit the item to the **College** President at least seven (7) business days prior to a regular or special Board meeting and ~~he/she~~ the **College President** may place it on the agenda upon approval by three (3) Board members.

1.25 Board Minutes Policy *(Adopted 12-3-1968; Revised 1-2005, 11-12-2007)*

Minutes of all meetings will be kept in accordance with the provisions set out below.

Procedures

- 1.25.1** Minutes of open and closed meetings shall be taken and retained by the Board **Recording Secretary**, including a record of any votes taken at such meetings. ~~This shall normally be the responsibility of the Recording Secretary of the Board.~~ The minutes shall include the date, time, place, members present, members absent, and a record of any votes taken. When a roll call vote is taken, the minutes shall attribute each "yes" and "no" vote, or abstinence if not voting, to the name of the individual member of the Board.
- 1.25.2** The Recording Secretary will keep the official minute book of all Board meetings. These minutes must be approved by a majority vote of the Board of Trustees and signed by the President and Secretary of the Board.
- 1.25.3** Minutes are not considered official until approved by a majority of the Board of Trustees and signed by the President and Secretary of the Board. A draft version of the minutes shall be available for public inspection and/or copying once they are completed by the Recording Secretary and reviewed and approved by the President of the College. Draft versions shall be clearly marked "DRAFT" and are subject to revision until adoption by the Board of Trustees.
- 1.25.4** The minutes of all open meetings shall be published in the next Board of Trustees meeting agenda for approval and/or correction. All approved minutes of open meetings shall be maintained in a permanent file in the office of the Recording Secretary and made available for public viewing **on the College's website**. ~~during regular working hours. Copies are available for a predetermined fee.~~
- 1.25.5** Minutes of all closed meetings shall be reviewed and approved by the Board at the next closed meeting and shall be maintained in the office of

the Recording Secretary. Minutes of closed meetings are not available for inspection or copying by the public, except as provided in Policy 1.19.5 above.

1.26 Board Committees Policy *(Adopted 12-3-1968; Revised 1-2005)*

The President of the Board of Trustees will appoint all Board committees and outline specific responsibilities of each committee.

Procedures

- 1.26.1** No permanent committee will be established. **Committees appointed on a temporary basis to accomplish specific goals will be terminated at the conclusion of their duties.**
- 1.26.2** ~~Lay committees will be appointed on a temporary basis to accomplish certain goals, and then will be terminated at the conclusion of their duties.~~
- 1.26.3** Any committee appointed by or at the direction of the Board and which is authorized to report to the Board, or any committee appointed by or at the direction of the Board for the specific purpose of recommending, directly to the Board or the President of the Board, policy or policy revisions or expenditures of public funds shall be subject to the Missouri Sunshine Law in connection with the committee's meetings, records and votes.

1.27 Board Travel Policy *(Adopted 2-4-2002)*

The Board recognizes the benefits derived by the College through Board member attendance at local, state and national meetings and similar events on behalf of the College. The ~~Board~~ **College** will reimburse Board members for normal expenses for hotel, food, registration, and transportation costs incurred while attending authorized conferences and meetings. Trustees will abide by administrative guidelines regarding reimbursement of travel expenses.

1.28 Board Member Service Policy *(Adopted 8-12-1991; Reaffirmed 8-29-2005; Revised 11-12-2007)*

No member of the Board shall directly or indirectly receive any compensation or remuneration nor derive any profit or gain from membership on the Board or from services rendered to the College. No Board member of East Central College will use any College equipment, supplies, or personnel for any purpose other than the College's business.

1.29 Board Member Conflict of Interest Policy *(Adopted 11-12-2007; Reaffirmed 8-28-2017 **8-26-2019**)*

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

As used in this policy, "businesses owned by Board members" includes sole proprietorships, partnerships, joint ventures or corporations where the Board member is the sole proprietor, a partner having more than a ten (10) percent

partnership interest, or a co-participant or owner of more than ten (10) percent of the outstanding shares of any class of stock.

Procedures

1.29.1 Sale, Rental, Lease or Provision of Personal Property

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

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

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

1.29.3 Employment

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

1.29.4 Independent Contractor

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

1.29.5 Businesses That Employ Board Members

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

1.29.6 Statement of Interest

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

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

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

1.29.7 Self-Dealing

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

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

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

"Business with which a person is associated" means:

1. A sole proprietorship owned by the Board member, his or her spouse or any dependent children in the person's custody.
2. A partnership or joint venture in which the Board member or spouse is a partner, other than as a limited partner of a limited partnership, and any corporation or limited partnership in which the Board member is an officer or director or of which the Board member, spouse or dependent children in the Board member's custody, whether singularly or collectively, own more than ten (10) percent of the outstanding shares of any class of stock or partnership units.
3. Any trust in which the Board member is the settlor or trustee, or in which the Board member, spouse or dependent children, singularly or collectively, are beneficiaries or holders of a reversionary interest of ten (10) percent or more of the corpus of the trust.

1.29.8 Use of Confidential Information

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

1.29.9 Nepotism

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

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

1.30 **Personal Financial Disclosure Statements Policy** *(Adopted 11-12-2007; Reaffirmed 8-26-19)*

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

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

Procedures

1.30.1 Board Member Disclosure

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

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

penalty due the College. The statement shall include the dates and identities of the parties in the transaction.

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

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

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

1.30.2 College President and Chief Purchasing Officer Disclosure

The College President and the Chief Purchasing Officer (i.e., the Vice President of Finance and Administration) will disclose in writing the information required in 1) and 2) above. In addition, these employees will disclose the following information for themselves, their spouses and dependent children:

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

7. The names and addresses of each corporation for which the individual served in the capacity of director, officer or receiver.

1.31 Responsibilities of the President Policy *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 2-4-2002)*

The President of the ~~district~~ College shall be the Chief Executive Officer through which the Board carries out its program and exercises its policies. The President may delegate to subordinate officers of the ~~district~~ College such powers as he/she may deem desirable to be exercised under her/his supervision and direction.

Within the framework of policies adopted by the Board, the President shall exercise discretionary authority in carrying out responsibilities of the position. **Subject to Board of Trustees overview, the President shall provide leadership for the College to fulfill its stated educational mission by providing for an effective organization and administration, providing sound stewardship and development of all College resources, providing stewardship of the College's image, conducting appropriate planning, and establishing effective links between the College and its students, communities, and educational constituencies.**

Procedures

1.31.1 The President shall perform the following functions and be responsible for:

1. Designing and overseeing the organization and administration of the College.
2. Making policy recommendations to the Board on all matters that affect the College **and overseeing the implementation of all Board policies.**
3. Recommending all additions or changes in personnel and in personnel policies.
4. Submitting an annual budget and administering the Board approved budget.
5. Formulating of all reports as may be required by the Board and by local, state, or national agencies.
6. Recommending to the Board site locations and site utilization.
7. Directing the development of the campus building program.
8. Recommending the establishment of citizen ~~and trade~~ advisory committees.
9. Lending influence in the development of higher education programs in local, state, and national committees and organizations **and linking the institution's stakeholders to the wider community.**

10. Performing such other duties as may be assigned or delegated by the Board of Trustees.

1.32 Evaluation, Planning and Assessment Policy *(Adopted 6-4-1973; Reaffirmed 12-2-1991; Revised 11-12-2007)*

In order to determine the effectiveness of the College, the President of the College shall implement a process of planning and assessment of the College operations and shall report findings to the Board of Trustees on a periodic basis.

1.33 Role and Relationship Between the Board of Trustees and the Chief Executive Officer Policy *(Adopted 6-6-1988; Reaffirmed 12-2-1991; Revised 2-4-2002)*

The Board of Trustees recognizes and maintains the distinction between those activities which are appropriate to the Board as the sole statutory legislative governing body of the ~~district~~ **College** and those administrative functions and duties which are to be performed by the Chief Executive Officer and his/her staff. In that regard, the Board views the legislative authority vested within itself as a body of the whole rather than as individuals acting unilaterally.

Procedures

- 1.33.1** Based upon the premise of mutual respect and trust, the Board encourages a shared governance relationship that is characterized by open, honest, two-way flow of continuous communications based upon accurate, reliable information resulting from thorough study and analysis. In that regard, the Board looks toward the Chief Executive Officer to provide recommendations, suggestions and options relating to both short- and long-term goals and objectives of the ~~district~~ **College** in a routine and timely manner. This should allow the Board an adequate period of deliberation which would ultimately result in the adoption of policies that would enhance the well-being of the overall ~~district~~ **College**.
- 1.33.2** The Board recognizes that if the Chief Executive Officer is to be strong and responsible for the prudent management of the ~~district~~ **College** and its resources, likewise, the Board must also be strong, fully informed and recognize its responsibility to be fully supportive of the Chief Executive Officer by granting him/her full authority to carry out and implement the administration of the ~~district~~ **College** in accordance with those policies adopted by the Board.
- 1.33.3** The Board will maintain an understanding and respect for the delineation of policy versus administration and will maintain a self-discipline that will avoid direct interference into the administrative functions of the ~~district~~ **College**. The Board will encourage and be supportive of an atmosphere that will allow the Chief Executive Officer the flexibility and creativity to successfully exercise his/her administrative style necessary for successfully carrying out the administrative functions of the ~~district~~ **College**.

1.34 Citizens Advisory Committees Policy *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 2-4-2002)*

Citizens Advisory Committees may be used to advise the College in specific areas of responsibility.

Procedures

1.34.1 Such committees will be appointed to serve in a recommending capacity to College officials.

1.34.2 Committee members will be selected by the College administrative staff and approved by the Board of Trustees.

1.34.3 All committees will be chosen for a specific purpose and will be terminated when that purpose is fulfilled.

1.35 College Governance Associations *(Adopted 3-10-2003)*

The Board of Trustees of the Junior College District of East Central Missouri encourages the formation of voluntary associations representing employee classification groups for purposes of communication and participation in the business of the College. Each association must operate under a constitution and/or bylaws. No constitution and/or bylaws will in any way be written or be understood to limit the authority of the Board or the President in the governance of the College.

1.36 Shared Governance *(Adopted 5-7-2018)*

East Central College is committed to a model of shared governance that reinforces the College's mission to serve students and other stakeholders. Shared governance is a systematic decision-making process that requires representation from all areas of the College actively collaborating with transparency, accountability, and responsibility. Shared governance fosters an institutional culture of inclusion, integrity, open communication, and good faith.

The principles of shared governance shall include:

1. Due diligence in every aspect of communication, transparency, and decision-making.
2. Mutual trust and respect for each other and for the collaborative process.
3. Efficient and timely communication of decisions, including an implementation timeline of decisions made.
4. Collaboration among the Board of Trustees, administration, faculty, staff, and, where appropriate, students to strengthen the quality of the education and services provided at the College.
5. A culture of inclusion by thoughtfully considering the ideas and opinions of those most impacted by decisions, while working to ensure meaningful involvement of all stakeholders in the decision-making process.
6. Utilizing relevant data and expert opinions in the decision-making process, including both quantitative and qualitative data where possible.

7. Using current policy documents to ground initial deliberations within the decision-making process, and developing and recommending policy revisions where outcomes are not satisfactory.
8. Setting standards for accountability at all levels of the shared governance model by defining goals, reporting progress, and assessing the decision-making process itself.

Procedures (*Adopted 5-7-2018*)

1.36.1 Shared governance is intended to promote open communication for discussion of college issues and development of recommendations to the College Administration, with the appropriate person or body making decisions after consideration of provided input. Issues of focus may include, but are not limited to, curriculum, assessment, retention, strategic planning, student support, physical facilities, technology, budget priorities, and professional development.

~~**1.36.2** A Shared Governance Council shall be established, with representation from the Board of Trustees, college administration, faculty, professional staff, and classified staff.~~

~~———— The Shared Governance Council shall make recommendations on policy and other matters of institutional concern.~~

~~———— Representatives to the Shared Governance Council will be elected for a two-year term by each governing body and shall consist of the following:~~

- ~~a) Faculty — 2 members~~
- ~~b) Professional Staff — 2 members~~
- ~~c) Support Staff — 2 members~~
- ~~d) Representative from Rolla — 1 member~~
- ~~e) Vice Presidents — 4 members~~
- ~~f) President of College — 1 member~~
- ~~g) Board of Trustees — 1 member~~
- ~~h) Student Representative, as determined by the Shared Governance Council~~

1.36.2 and 1.36.3 moved to end

~~**1.36.3** The Shared Governance Council is charged with developing, maintaining, and revising procedures for seeking input and providing communication from and to employee associations.~~

1.36.2 The College will maintain internal documents related to shared governance within an appropriate software platform, such as SharePoint or its equivalent.

1.36.3 A web page dedicated to shared governance shall be established and maintained, and will include the following components:

- Definition
- Mission
- Model (flowchart and explanation)
- ~~List of all standing committees and ad hoc committees~~
- ~~Each committee's purpose, members, meeting dates, and contact information~~
- Link to SharePoint or the internal document database
- ~~Link to request form for meeting minutes/access to SharePoint or the internal document database~~
- ~~Training document for SharePoint or the internal document database~~

1.36.4 A list of all standing and ad hoc committees along with each committee's purpose, membership, meeting dates and contact information shall be maintained on SharePoint or the internal document database.

1.36.5 A report on the status of shared governance and the effectiveness of the governance model shall be presented annually to the Board of Trustees.

1.36.6 A Shared Governance Council shall be established, with representation from the Board of Trustees, college administration, faculty, professional staff, and classified staff.

The Shared Governance Council shall make recommendations on policy and other matters of institutional concern.

Representatives to the Shared Governance Council will be elected for a two-year term by each governing body and shall consist of the following:

- a) Faculty – 2 members
- b) Professional Staff – 2 members
- c) Support Staff – 2 members
- d) Representative from Rolla – 1 member
- e) Vice Presidents – 4 members
- f) President of College – 1 member
- g) Board of Trustees – 1 member
- h) ~~Student Representative, as determined by the Shared Governance Council~~

1.36.7 The Shared Governance Council is charged with developing, maintaining, and revising procedures for seeking input and providing communication from and to employee associations.

1.37 Amendments to Policy *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 11-12-2007)*
The policies of the Board of Trustees of East Central College may be amended, repealed, or added to upon motion made in writing for that purpose and an affirmative vote of four trustees.

Procedures

1.37.1 Recommendations for amending, repealing, or adding Board policies shall be presented to the Board for a first reading and presented for approval at the next Board meeting following the first reading. The Board of Trustees has the authority to waive the first reading and vote on a policy recommendation at the same meeting in which it is proposed.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 1, 2021**

AGENDA ITEM 11: NEW BOARD POLICY – 5.50 COLLEGE CLOSURE

The attached proposed new policy and associated procedures will be presented to the Board for first reading. They were drafted by the college president and submitted to the Shared Governance Council for review and input. Following that review, the Council voted at their December 10, 2020 meeting to recommend the policy and procedures for adoption by the Board. This policy and associated procedures will be brought back to the March meeting for final approval.

Attachment

2/1/2021

Section 11, Page 1

East Central College

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

BOARD MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: DR. JON BAUER
SUBJECT: PROPOSED NEW BOARD POLICY
DATE: JANUARY 26, 2021
CC:

Attached you will find a proposed new Board Policy to address the closure of the college. At the beginning of the COVID-19 pandemic, I became aware that the current Board Policy related to closure of the college addressed only inclement weather. As we all have learned, there can be emergency situations that would require the college to close on very short notice. The attached policy would provide authority for the president to close the campus when necessary due to an emergency (including such as things as a pandemic, a natural disaster, a police situation, or any other situation that may endanger the general public). The policy also incorporates the authority for emergency closure due to inclement weather currently located Board Policy 5.30.

The policy has been reviewed and discussed by the Shared Governance Council. Input from the Council was incorporated, and the Council voted to recommend approval at its December 10, 2020 meeting.

This policy is presented for first reading and will return to the Board agenda in March for action.

5.50 College Closure *(Adopted xxxx)*

The President of the College is authorized, within the limits of this policy, to suspend operations of the College and close facilities due to emergency conditions.

5.50.1 Emergency Closure

The President of the College may temporarily suspend operations of the College and close facilities when, in the President's estimation, emergency conditions exist which could (a) jeopardize the health and/or safety of employees, students, or others on College property, or (b) preclude the effective operation of the College.

Any emergency closure shall be promptly communicated to the Board of Trustees, including the reason for the emergency closure and the expected date of reopening.

An emergency closure lasting more than five business days shall require the approval of the Board of Trustees.

Prompt notification shall be provided to employees, students, and the general public.

Days when campus operations are suspended shall be considered excused workdays, with no loss of pay for full-time employees and adjunct faculty.

5.50.2 Closure Due to Inclement Weather *(revised 12-10-2020)* **Moved from BPP 5.30.10**

The President of the College may declare any workday an excused day, when, in the President's estimation, inclement weather and hazardous road conditions are severe enough to justify this action. Such declaration may be made before or during the workday.

No loss of pay will occur for full-time employees and adjunct faculty when the College President has activated an inclement weather closing. Likewise, employees scheduled for paid time off on a day of inclement weather closure may revise their leave of absence form to reflect the actual number of hours the College was open. This procedure does not apply to employees on unpaid leaves of absences.

Maintenance, grounds and other staff who are required to be on campus for snow/ice removal during an inclement weather closing will receive pay for the scheduled hours they would have worked had the College not been closed. In addition, they will be paid for any hours actually worked during the time period the College is closed. Any work on all or part of an excused day must be approved by the supervisor.

When, in the estimation of the President of the College or designee, inclement weather and hazardous road conditions are not severe enough to declare an excused day, an absence due to weather and road conditions will be charged to

the employee's personal or vacation leave. Employees with no available vacation or personal leave time will not be paid for hours absent from work.

In the case of an emergency closing after the workday has begun, all employees will be released from work except for designated facilities employees who must be on duty for snow removal. Any work after an emergency closing has been declared must be approved by the supervisor.

(a) College Closed (*revised 12-11-2020*)

If the weather warrants, the College will close and cancel day and/or evening classes. This means all employees are released from work from the announced time of closure until the College reopens unless required to report for snow/ice removal.

(b) Snow Schedule (*revised 9-16-2014; 1-24-2020; 12-12-2020*)

If inclement weather prevents the College from opening on time in the morning, but roads are expected to be passable later in the morning, the College may elect to use a delayed start. A delayed start means classes will begin at either 9:30 a.m. or 11 a.m. as determined by the president. Classes starting before the announced time will begin in progress at the announced time, unless otherwise arranged by the instructor. Employees will report one-half hour prior to the announced start time (at 9 a.m. or 10:30 a.m.). Maintenance, grounds, and other staff involved with snow removal will report as scheduled by the Director of Facilities and Grounds.

As approved by Shared Governance Council on 12/10/2020

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 1, 2021**

AGENDA ITEM 12: SABBATICAL LEAVE

Recommendation: To **approve** a sabbatical leave for Dr. Elizabeth Flotte during the Fall 2021 semester to develop research and prepare a manuscript for publication.

Attachment

2/1/2021

Section 12, Page 1

East Central College

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

BOARD MEMORANDUM

TO: BOARD OF TRUSTEES

FROM: JON BAUER, PH.D.

SUBJECT: SABBATICAL

DATE: JANUARY 28, 2021

CC: ROBYN WALTER

I am pleased to recommend the approval of sabbatical leave for Dr. Elizabeth Flotte, instructor of biology, as outlined in the enclosed memorandum for the fall semester of 2021.

The Collective Bargaining Agreement (CBA) approved by the Board of Trustees last year included provisions for the resumption of sabbaticals. While the college has not been in a position to offer sabbaticals for many years, this form of leave is an important benefit in an academic setting. In addition to the provision in the CBA, offering sabbatical leave is consistent with our strategic plan, specifically as it relates to our focus on employees and our institutional value of learning.

The recommendation for approval of Dr. Flotte's sabbatical follows the recommendation made by Robyn Walter, chief academic officer, and following the process outlined in the CBA. With your approval, we will then move forward on staffing Dr. Flotte's courses during the fall semester.

Thank you for your consideration.



EAST CENTRAL COLLEGE
OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

January 12, 2021

Re: Faculty Sabbatical Leave Approval

Dear Dr. Jon Bauer,

It is my privilege to recommend Dr. Elizabeth Flotte for a Sabbatical Leave of Absence for the Fall, 2021 semester. Dr. Flotte wishes to further develop research following her recent dissertation. She also intends to prepare a manuscript for publication. She adequately outlines her plan in the proposal. The Sabbatical committee has reviewed the plan and developed an evaluation based on the established interim procedure.

Thank you,



Robyn Walter,
Vice President of Academic Affairs

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 1, 2021**

AGENDA ITEM 13: FALL COURSE SUCCESS RATE

Interim Vice President Paul Lampe will share information regarding the student success rate for the Fall 2020 semester.

Attachment

2/1/2021

Section 13, Page 1

East Central College

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

Course Success Rate Comparison: Fall 2019 to Fall 2020

Category	Fall 2019				Fall 2020				Change in Success Rate
	Student Headcount	Course Enrollments	FTE	Success Rate	Student Headcount	Course Enrollments	FTE	Success Rate	
All Students	2699	8734	1705.6	76.5%	2518	8258	1609.9	76.6%	0.1%
Race/Ethnicity									
American Indian	14	37	6.9	81.1%	10	31	5.9	67.7%	-13.4%
Asian	21	62	12.5	66.1%	26	69	13.8	76.8%	10.7%
Black	30	116	21.8	73.3%	23	85	16.2	60.0%	-13.3%
Hispanic/Latino	75	270	52.1	68.9%	74	260	52.2	72.3%	3.4%
Native Hawaiian	*	15	2.5	93.3%	6	32	5.8	71.9%	-21.4%
Nonresident Alien	7	31	5.7	87.1%	*	0	0.0	na	na
Two or more races	70	267	49.8	65.2%	80	272	55.1	72.1%	6.9%
White	2456	7867	1541.2	77.3%	2278	7439	1447.5	77.0%	-0.3%
Unknown	23	69	13.0	62.3%	21	70	13.4	97.1%	34.8%
Age									
Under 18	568	935	192.3	94.5%	505	868	172.2	94.4%	-0.1%
18 - 24	1547	6204	1193.2	73.3%	1462	5896	1138.6	73.1%	-0.2%
25 - 39	421	1187	239.8	77.3%	405	1135	228.6	81.1%	3.8%
40+	163	408	80.3	80.6%	146	359	70.5	78.0%	-2.6%
Gender									
Female	1625	5056	1006.4	77.2%	1560	5018	993.9	77.3%	0.1%
Male	1074	3678	699.2	75.5%	958	3240	616.0	75.6%	0.1%
Pell Eligible									
Yes	1064	4133	799.6	69.3%	975	3720	727.3	70.1%	0.8%
No	1635	4601	906.0	82.9%	1543	4538	882.6	82.0%	-0.9%
Veteran	63	225	43.2	70.7%	48	165	32.4	69.7%	-1.0%

*Suppressed to protect student privacy

Notes:

- 1) FTE defined as credit hours/15.
- 2) Success is defined as A, B, C or P.
- 3) Veteran or Active Duty status self reported on enrollment application.
- 4) Data as of 1/22/2021.
- 5) Excludes all incomplete and missing grades. Will be updated each semester.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 1, 2021**

AGENDA ITEM 14: COVID-19 UPDATE

An update will be provided on campus impacts and expenditures related to the COVID-19 pandemic.

2/1/2021

Section 14, Page 1

East Central College

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

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 1, 2021**

AGENDA ITEM 15: *PERSONNEL

A. Spring 2021 Adjunct Faculty Addendum

Recommendation: To **approve** the attached addendum to the roster of Spring 2021 adjunct faculty approved at the December 7, 2020 meeting.

Attachment

2/1/2021

Section 15, Page 1

East Central College

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



Interoffice Memo

TO: Dr. Jon Bauer
DATE: January 21, 2021
FROM: Office of Academic Affairs
RE: Adjunct Addendum for Spring Semester 2021

Please approve the following adjunct addendum for the spring 2021 semester.

ADDITIONS

Career & Technical Education

Robert Frederick, Welding
Brian Watson, Welding

Health Sciences

Elisha Chaney, Nursing
Nancy Tappe, Nursing

English & Humanities

Elizabeth Rosebrough, English

Falcon Seminar

Linda Arrington
Jessica Robart
Jennifer Willis

Fine & Performing Arts

Luke Furle, Art
Jeremy Bates, Music
Justin Branum, Music
Amy Jackson, Art
Benjamin Sachs, Music

Mathematics & Education

Martin Clayes, Physical Education
Nancy Cook, Education
Regina Holmes, Mathematics
Kirby Moreland, Mathematics
Margaret Vogel, Education
Brad Wallach, Physical Education

Science & Engineering

Tiffanie Atherton, Biology
Jon Ceretto, Engineering
Aftab Chaudhry, Biology
Lucy Crain, Health Science
Amanda Duerden, Chemistry
Travis McDowell, Chemistry
Fateme Nichols, Chemistry
Mark Palmier, Biology
Lindsey Pender, Agriculture

Larry Pierce, Geology
Science & Engineering, Cont.

Bijaya Shrestha, Physics
James Small, Physics
Nancy Hayes, Biology
Lihong, Yao, Physics

Social Sciences

Miranda Green, Psychology
Robin Hanson, Anthropology/Civilization
Jenny Kuchem, Sociology/Falcon Seminar
Lesley Peters, Sociology
Vanessa Whittle, History
Sarah Wildt, Sociology

Dual Credit

Kristen Adams, SFRHS,
Psychology/Sociology
Andrew Allen, SFRHS, Chemistry
Curtis Beers, FRCC, CIS
Shea Bowen, OHS, Business
Dan Brinkmann, FRCC, Auto Technology
Terry Brookshire, RTI/C, Auto Technology
Timothy Buchheit, SFRHS, Comm.
Nathan Caldwell, SFRHS, History
Sarah Dierker, SCHS, Business
Emily Edens, BHS, History
Colin Flynn, WHS, English
Kerry Flynn, WHS, Sociology
Jeffrey Frankenberg, FRCC, Building Const.
Alex Garber, CHS, History
Kirk Grass, FRCC, Precision Machining
Star Hargis, RHS, English
Cathy Jinkerson, FRCC, Business/CAPS
Timothy Karth, SCHS, Music
Daniel Kemper, FRCC, Welding
Benjamin Martin, SCHC, Bio. /Biotechnology
Gary Maune, FRCC, Auto Technology
Glenn Mechem, UHS, History
Kimberly Minnich-Contarini, WHS, CIS

February 1, 2021

Section 15, Page 2

Christine Moritz, OHS, Accounting

Dual Credit, Cont.

Danika Novak, UHS, English

Tabitha Olson, CHS, Mathematics

Charles Parsell, RTI/C, CIS

Mary Pelster, SFBRRHS, Mathematics

Michael Pelster, SFBRRHS, Mathematics

Sharlet Peterson, LHS, Mathematics

Robert Prichard, SCHS, History

Lindsay Riegel, SFBHS, English

Michel Rightnowar, RTI/C, Auto Technology

Jon Noelker, SFBRRHS, Biology

Robert Robinson, RTI/C, Building Const.

Olivia Santhuff, SHS, Political Science

Robert Schulze, FRCC, Auto Technology

Sarah Serbus, UHS, Communications

Dennis Smith, UHS, Mathematics

Edward Stahl, WHS, History

Deborah Starkey, VHS, English

Kelly Wood, WHS, Communications

Robert York, FRCC, Building Construction

DELETIONS

Career & Technical Education

Cliff Cartwright, Welding

Health Sciences

Madison Harris, Nursing

Becky Raterman, Nursing

Heather Sluis, Nursing

Fine & Performing Arts

Annie Swafford-Green, Art

Social Sciences

Alyce Carpenter, Psychology

Jeff Parsons, History

Matthew Vogeler, Political Science

Signatures:


Robyn Walter, VP, Academic Affairs 1/21/2021
Date


Wendy Hartmann, Director, Human Resources 1/25/21
Date

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 1, 2021**

AGENDA ITEM 16: BOARD PRESIDENTS REPORT

Board President Ann Hartley will share information with the Board.

2/1/2021

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
February 1, 2021**

AGENDA ITEM 17: REPORTS

Reports may be presented by:

- A. Faculty Association President, Reginald Brigham
- B. ECC-NEA Vice President, Sue Henderson
- C. Professional Staff President, Jenny Kuchem
- D. Classified Staff Association Treasurer, Bethany Herron
- E. Student Government Association Chief Recording Officer, Malaina Mastin

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 1, 2021**

AGENDA ITEM 18: PRESIDENT'S REPORT

Projected meeting dates for 2021 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.

2021 Projected Meeting Dates

March 1
April 5
May 3
June 7
July 15 (*Thursday noon business meeting*)
August 30
No September Meeting
October 4
November 1
December 6

Alternate Meeting Dates

March 8
April 12
May 10
June 14

October 11
November 8
December 13

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
February 1, 2021**

AGENDA ITEM 19: ADJOURNMENT

Recommendation: To **adjourn** the February 1, 2021 meeting of the Board of Trustees.

2/1/2021

Section 19, Page 1

East Central College

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